

**TOWN OF SCITUATE**  
**ADVISORY COMMITTEE**



Report and Recommendations  
for

**ANNUAL & SPECIAL TOWN MEETING**

**APRIL 26, 2017**

**7:00 P.M.**

**HIGH SCHOOL GYMNASIUM**

This report is furnished for your information. Please bring it to all sessions of Town Meeting.

## **TABLE OF CONTENTS**

<b>Report of the Advisory Committee</b>	<b>Page 3</b>
<b>Town Meeting Rules and Definitions</b>	<b>Page 4</b>
<b>Municipal Finance Terms</b>	<b>Page 6</b>
<b>Financial Charts</b>	<b>Page 8</b>
<b>Special Town Meeting Articles</b>	<b>Page 12</b>
<b>Annual Town Meeting Articles</b>	<b>Page 15</b>

# **REPORT OF THE ADVISORY COMMITTEE**

## TO THE VOTERS OF SCITUATE:

In accordance with the Town of Scituate Bylaws, the Advisory Committee submits its report to the voters. This report contains the complete warrant for the Annual & Special Town Meeting which will convene on April 26, 2017.

Our forum is an Open Town Meeting, which has been described as the purest form of democracy. All registered voters are entitled to attend, ask questions, express their opinions, and vote on all matters.

The Board of Selectmen, and other town boards will propose various warrant articles, expenditures, funding transfers, zoning changes, etc. The Special Town Meeting places before the voters a total of **four (4)** articles, and the Annual Town Meeting places before the voters a total of **sixteen (16)** articles for your consideration.

We, the Advisory Committee, will provide recommendations on each; but **ONLY YOU** decide which articles pass, and which ones do not.

## **YOU ARE THE LEGISLATIVE BODY OF SCITUATE.**

The Advisory Committee urges you to become an active participant in town meeting. Voice your opinion and seek any clarification necessary to make an informed vote on these articles.

Respectfully submitted,

### **SCITUATE ADVISORY COMMITTEE**

**James Gilmore, Chairman**

**Lincoln Heineman, Vice Chair**

**Anthony Antonello**

**Geoff Burns**

**Mark Sandham**

**Jerry Kelly**

**Mike Westort**

**Sean deLacy**

**Patrice Metro**

# **TOWN MEETING RULES AND DEFINITIONS**

1. The conduct of Scituate's Town Meeting is bound by state law, the Town's Charter and By-laws, local tradition and the publication entitled, "Town Meeting Time."
2. The Moderator presides over the Town Meeting, decides all questions of order and procedure, and announces the results of all votes. The results of all votes when announced by the Moderator shall be final except on a voice vote that may be questioned by seven (7) voters standing immediately after the announced results of a vote. In such a case, a teller-counted vote shall be taken without debate.
3. Non-voters will be seated in a special section unless permission is granted by the Town Meeting to be seated elsewhere. Non-voters may be allowed to address the Town Meeting with permission of the Moderator unless a majority of voters choose to deny such a privilege.
4. Articles in the Warrant give notice of the issues subject to discussion at a Town Meeting and establish the parameters of matters that can be debated and acted on. Amendments, motions and/or debate determined by the Moderator, with the advice of Town Counsel, to be "beyond the scope" of the articles may not be permitted.
5. In order for the Town Meeting to act on or discuss an article, a motion must be made. The Moderator will call for a motion on each article and, if no motion is made after the second call, the Moderator will "pass over" the article and move on to the next Article. In order to bring back a "passed over" article for a motion and discussion, there must be an approved "motion for reconsideration".
6. Articles may be postponed by a majority vote or advanced by a 2/3 vote.
7. To address the Town Meeting, a speaker must be recognized by the Moderator and once recognized, a speaker should first give his or her name and address for the record. No speaker will be recognized while another person is speaking except to raise "a point of order," which is used to question a ruling of the Moderator or the conduct of Town Meeting. Points of order are not to address the subject matter being discussed.
8. All matters shall be decided by a majority vote unless a 2/3 or greater vote is required. If more than a majority vote is required, the Moderator shall announce the required percentage for passage before calling the vote.
9. The Moderator may set time limits on all presentations and may terminate debate on a motion when deemed appropriate. Debate on a motion may also be terminated by a voter "moving the question" which, if accepted by the Moderator as not being premature, shall be voted on without discussion or debate. A motion to "move the question" requires a 2/3 vote for passage.
10. Only two (2) amendments to a motion may be on the floor at any particular time. Amendments over six (6) words must be submitted to the Moderator in writing and, if over fifty (50) words, sufficient copies must be available to those attending at the entrance of the hall before the start of that particular session.
11. Generally, amendments shall be voted on in the order made and prior to the vote on the motion to be amended. However, amendments relating to amounts to be appropriated shall be voted on in a descending order until an amount gains approval.

12. A motion may be reconsidered once for a compelling reason by a 2/3 vote. No further reconsideration will be permitted. There may be no reconsideration of a vote at a subsequent session of the Town Meeting.

13. A resolution is a non-debatable, non-binding motion on any matter calling for a consensus of the Town Meeting. A resolution must be related to the content of an article. If a resolution is over ten (10) words, it must be submitted to the Moderator in writing and, if over fifty (50) words, sufficient copies must be available at the entrance of the hall for those attending.

14. When justice or order requires, the Moderator may make exceptions to these rules, in his or her discretion, as is deemed appropriate under the circumstances.

## **MUNICIPAL FINANCE TERMS**

**APPROPRIATION:** An authorization by the Town Meeting to make obligations and payments from the treasury for a specific purpose.

**ASSESSED VALUATION:** A valuation set upon real or personal property by the Board of Assessors as a basis for levying taxes.

**BETTERMENT:** A betterment assessment is a charge for the cost of public improvements, which benefit a limited area, against real estate situated in that area.

**BOND:** A loan, typically over a year in maturity.

**BOND AUTHORIZATION:** The amount of money the Town Meeting approves for borrowing for a specific purpose.

**BOND ISSUE:** Generally, the sale of a certain number of bonds/notes at one time by a governmental unit.

**CAPITAL BUDGET:** A plan of proposed capital outlays and the means of financing them for the current fiscal year.

**CAPITAL OUTLAY:** Expenditure for the purchase of property or equipment and for the construction or renovation of a facility and infrastructure.

**CHERRY SHEET:** A form showing all state and county charges and reimbursements to the town as certified by the Massachusetts Department of Revenue.

**DEBT SERVICE:** Payment of interest and repayment of principal to holders of the town's debt instruments.

**ENTERPRISE FUND:** Financing of services where all or most of the costs are paid for by users.

**ENTERPRISE RETAINED EARNINGS:** If during a fiscal year an Enterprise Fund produces a surplus, such surplus shall be kept in a separate account called "retained earnings." The Department of Revenue then "certifies" that surplus as an available fund that can be used for:

1. Operating costs to offset the need to increase user charges.
2. To fund capital improvements.
3. To fund Enterprise Fund revenue deficits.

**FISCAL YEAR:** A 12-month period, commencing on July 1, to which the annual budget applies. (Abbreviated as “FY”)

**FREE CASH:** The excess of assets over liabilities, minus uncollected taxes of prior years also referred to as “available cash.” The amount is certified annually by the Massachusetts Department of Revenue. Free Cash may be appropriated by vote of a Town Meeting.

**GENERAL FUND:** The major town-owned fund which is created with town receipts and which is charged with expenditures payable from such revenues.

**GRANT:** A contribution of assets by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal government. Grants are usually made for specific purposes, sometimes with local cash matched required.

**LEVY LIMIT:** The amount of dollars a Town can raise by taxation under Proposition 2½.

**LINE ITEM BUDGET:** A format of budgeting, which organizes costs by type of expenditure - such as expenses, equipment and salaries.

**OVERLAY:** The overlay is the amount raised by the Assessors to be used for potential abatement of property taxes. The Overlay Surplus is the portion of each year’s overlay account no longer required to cover property tax abatements.

**PROPERTY TAX LEVY:** The amount produced by multiplying the assessed valuation of property by the tax rate. The tax rate is expressed “per thousand dollars” of assessed valuation.

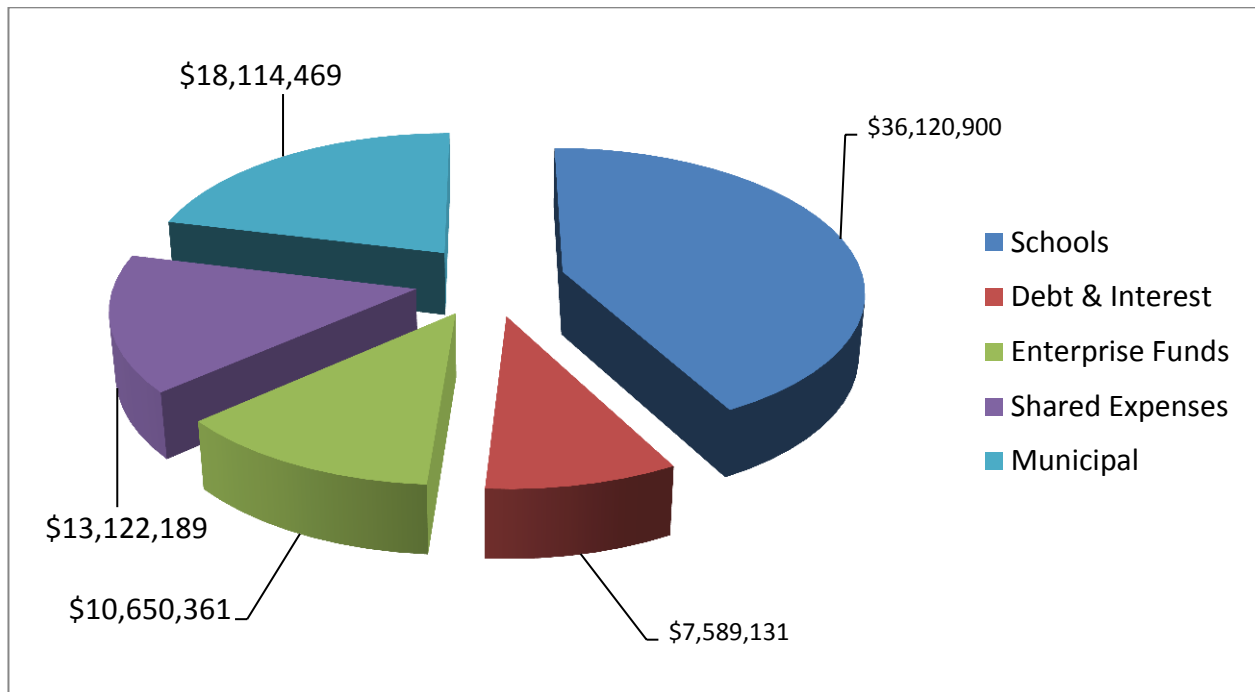
**RESERVE FUND:** Money set aside by Town Meeting to be allocated by the Advisory Committee for extraordinary and unforeseen expenditures.

**REVOLVING FUND (Ch. 44, Sec 53E ½):** A Town may annually authorize the use of a revolving fund by separately accounting for the receipts received from a particular service or program and may expend from the revolving fund to provide such service or program without appropriation.

**STABILIZATION FUND:** A separate fund established to set aside funds for future costs or unforeseen events. It must be used by 2/3’s votes at Town Meeting.

## FY18 Scituate Town Budget

Schools	\$	36,120,900
Debt & Interest	\$	7,589,131
Enterprise Funds	\$	10,650,361
Shared Expenses	\$	13,122,189
Municipal	\$	18,114,469
	\$	<u>85,597,050</u>

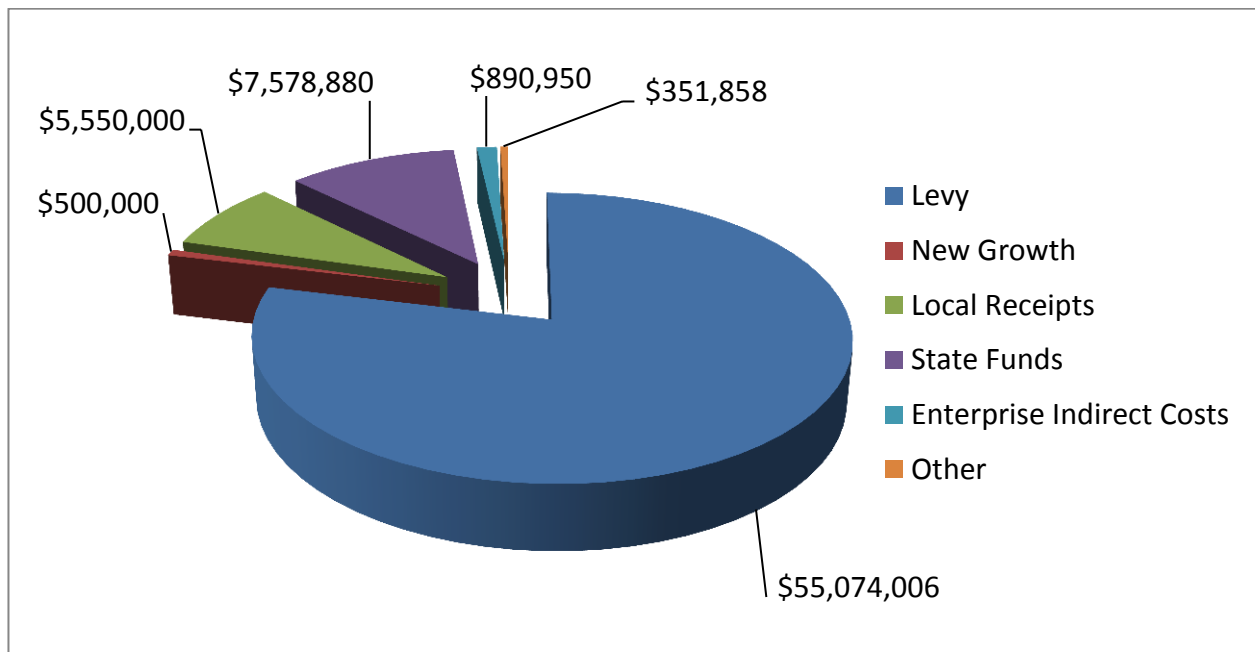




## FY18 Scituate Sources of Revenue

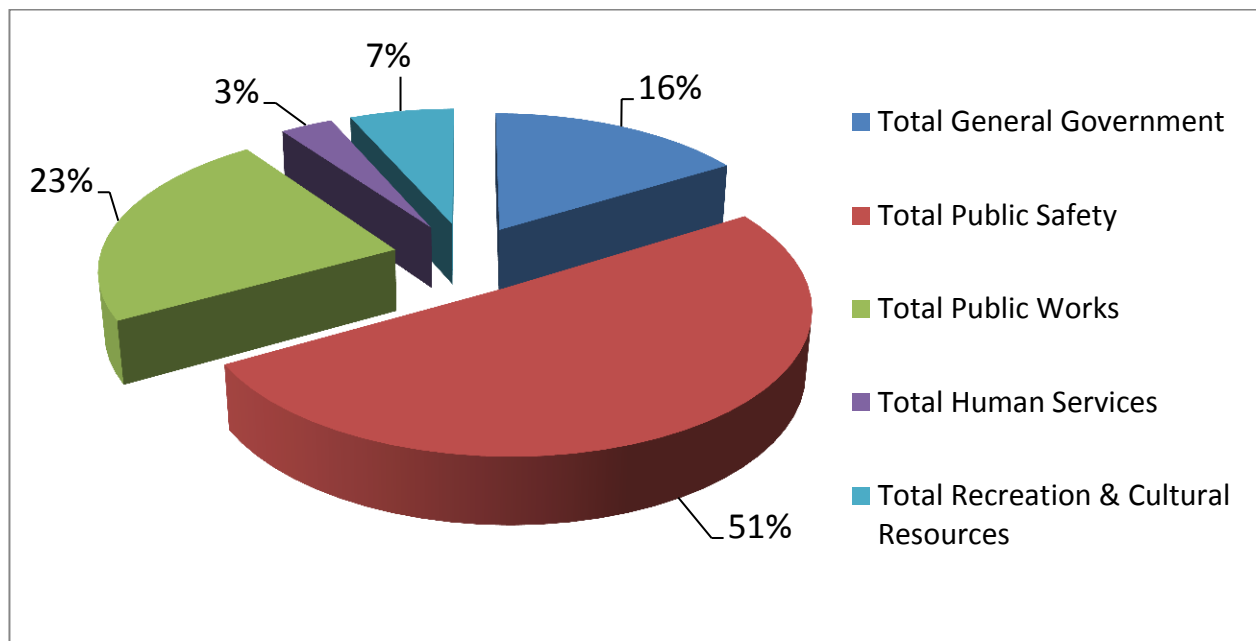
2017 Levy	\$	53,730,738
2.5%	\$	1,343,268
	\$	<u>55,074,006</u>

Levy	\$	55,074,006
New Growth	\$	500,000
Local Receipts	\$	5,550,000
State Funds	\$	7,578,880
Enterprise Indirect Costs	\$	890,950
Other	\$	351,858
	\$	<u><u>69,945,694</u></u>



## FY18 Scituate Municipal Expense Share

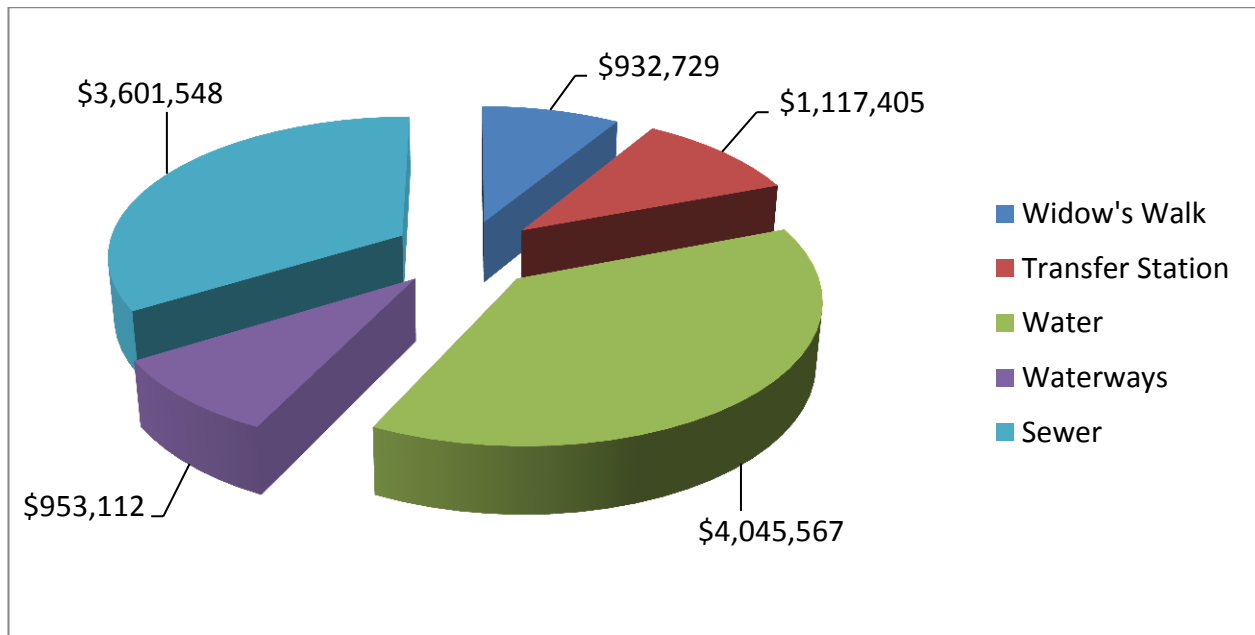
Total General Government	\$2,941,669	16%
Total Public Safety	\$9,169,645	51%
Total Public Works	\$4,206,862	23%
Total Human Services	\$602,613	3%
Total Recreation & Cultural Resources	\$1,193,680	7%
	<u>\$18,114,469</u>	<u>100%</u>



## FY18 Scituate Enterprise Fund

### Expense

Widow's Walk	\$	932,729
Transfer Station	\$	1,117,405
Water	\$	4,045,567
Waterways	\$	953,112
Sewer	\$	3,601,548
	\$	<u>10,650,361</u>



**TOWN OF SCITUATE  
SPECIAL TOWN MEETING  
APRIL 26, 2017  
WARRANT**

**COMMONWEALTH OF MASSACHUSETTS, PLYMOUTH SS**

To either of the constables of the Town of Scituate, in said County

**GREETINGS:** In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of said Town qualified to vote in Elections and Town Affairs therein, to meet at the Scituate High School Gymnasium, 606 Chief Justice Cushing Highway on

**WEDNESDAY, THE TWENTY SIXTH DAY OF APRIL 2017 NEXT**

**At seven o'clock in the evening, then and there to act on the following articles:**

**ARTICLE 1. FY 17 Budget Reconciliations**

To see if the Town will vote to transfer from available funds in the Treasury the sum of \$312,373.00 or a greater or lesser sum, for the purpose of fully funding the following accounts established under Articles 5, 7 and 10 of the April 14, 2016 Annual Town Meeting as follows:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
Widows Walk Retained Earnings	Widows Walk Enterprise Expense	\$ 15,000.00
PEG Access Revolving Fund	SCTV Expenses	\$ 134,100.00
Water Enterprise Retained Earnings	Water Enterprise Expense	\$ 110,000.00
Streetlight Expense	Information Technology	\$ 24,500.00
Free Cash	Snow Removal Expense	\$ 28,773.00

or take any other action relative thereto.

*Sponsored: by Board of Selectmen*

**Comments:** This is a routine article to rebalance the budget approved at the April annual town meeting. All of these transfers, except snow removal, are interdepartmental meaning they will come from identified surpluses in other town accounts.

Widow's Walk: As a result of the drought last year the DEP restricted the use of the watering at the golf course. In an effort to provide an additional source of water the well at the course was refurbished at a cost of \$15,000.

PEG Access Revolving Fund. Many residents have likely noticed the poor picture quality we have been experiencing first intermittently and now more frequently with our cable access stations. This is because our system is still using an analog system rather than a modern digital system. These funds will allow that transition/upgrade to happen.

Water Enterprise: The fall special town meeting approved \$175,000 for a new satellite well next to a refurbished collapsed well as an additional water source. Of this amount \$46,000 has been spent on engineering/design. At a bid opening on March 23, the cost to do the work is \$223,000. This leaves an additional amount to be approved to complete the work of \$110,000. Retained earnings in the Water Enterprise Fund after this transfer will be \$300,966.00.

Information Technology. The Town is converting to a new software system and needs to run the current system concurrently three months longer than anticipated. Projected available funds in Street Light expenses are recommended to be transferred to this line item.

Snow Removal \$28,773. The last storm we had resulted in a deficit for our FY 18 snow removal budget. This amount will be transferred from Free Cash.

**Recommendation:** The Advisory Committee recommends approval of this article.

**Advisory Committee Vote:** Unanimous (8-0) in support of this article.

## **ARTICLE 2. Community Preservation Act Reconciliations**

To see if the Town will voted to transfer from available funds in the Treasury the sum of \$96,070.00, or a greater or lesser sum, for the purpose of acquiring conservation restrictions, conducting title searches, and funding closing costs for land acquired with Community Preservation Funds, or take any other action relative thereto.

*Sponsored by: Community Preservation Committee*

**Comments:** This article would use available CPC funds for paying costs associated with adding conservation restrictions to conservation land acquired with CPC funds. There is a cost associated with having a non-profit organization maintain the conservation restrictions as required by law. Wildlands Trust will hold the restrictions for these properties at a cost of \$88,570. In addition funds are being requested for conducting title searches (\$2,500) and for funding closing costs for the Maxwell and Hennessey purchases approved at the 2016 annual town meeting. (\$5,000).

Conservation Restrictions will be placed on the following acquired and/or pending properties:

Appleton, Moncey, Wolfe-Jackman, Litchfield, Hennessey, Bjorkland, Wheelwright, Mirarchi, Crosbie, Hubbell, Higgins-MacAllister, Nicholas Wade/Litchfield, Lind, Sieminski, Damon  
The Maxwell and Hennessey purchases are not yet completed but funds are included upon completion of these as well.

**Recommendation:** The Advisory Committee recommends approval of this article.

**Advisory Committee Vote:** Unanimous (8-0) in support of this article.

## **ARTICLE 3. Establishment of Golf Enterprise Capital Stabilization Fund**

To see if the Town will vote to establish a Golf Enterprise Capital Stabilization Fund pursuant to Massachusetts General Laws Chapter 40, Section 5B, for the purpose of allocating funds for future capital and/or debt service for Widow's Walk Golf Club, or take any other action relative thereto.

*Sponsored: by Board of Selectmen*

**Comments:** The Town made its last debt service payment for Widow's Walk Golf Course in January. The funds previously allocated to debt service, approximately \$382,000 per year will now be available for other purposes. The FY 18 capital plan recommends some needed improvements and also provides for initial funds towards the replacement of the irrigation system. This work is over \$2,000,000. To that end, it is recommended that a Golf Enterprise Stabilization Fund be created similar to Stabilization Funds we have for the General Fund, Water and Sewer, to earmark funds for future capital. In anticipation of approval of this article, \$185,000 in funds has been recommended to be transferred into it under the FY 18 Capital Plan under Article 3.

The Golf Enterprise Stabilization Fund will only be funded by revenues from Widows Walk and the Fund will only be used for the betterment of Widows Walk. Options to improve the course include the new irrigation system, the club house, parking area and further commercialization opportunities.

**Recommendation:** The Advisory Committee recommends approval of this article.

**Advisory Committee Vote:** Unanimous (8-0) vote in support of this article.

#### **ARTICLE 4. FEMA Flood Map Revisions**

To see if the Town will vote to transfer from available funds in the Treasury, the sum of \$51,830.00, or a greater or lesser sum, for the purpose of paying costs to engage a consultant to conduct a revised analysis of the 2016 National Flood Insurance Program flood maps for submission to the Federal Emergency Management Agency, or take any other action relative thereto.

*Sponsored by the Board of Selectmen*

**Comments:** This article will allocate \$51,830 in funds for the contract with The Woods Hole Group to prepare and submit revised FEMA Flood Maps to the Federal Emergency Management Agency. The Town accepted revised flood maps last fall and at that time indicated that there were still corrections needed to be made. The Woods Hole Group has been working with FEMA to submit a revised methodology to the maps to more accurately reflect coastal impacts. This process will continue into 2018 with hopes of changing portions of Scituate's Flood Plan Map and save residences continued costly flood insurance increases.

**Recommendation:** The Advisory Committee recommends approval of this article.

**Advisory Committee Vote:** Unanimous (8-0) vote in support of this article.

**TOWN OF SCITUATE  
ANNUAL TOWN MEETING  
APRIL 26, 2017  
WARRANT**

**COMMONWEALTH OF MASSACHUSETTS, PLYMOUTH SS**

To either of the constables of the Town of Scituate, in said County

**GREETINGS:** In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of said Town qualified to vote in Elections and Town Affairs therein, to meet at the Scituate High School Gymnasium, 606 Chief Justice Cushing Highway on

**WEDNESDAY, THE TWENTY SIXTH DAY OF APRIL 2017 NEXT**

**At seven o'clock in the evening, then and there to act on the following articles:**

**ARTICLE 1. Compensation of Elected Officials**

To see if the Town will vote to establish the salaries and compensation of all elected Town officials as follows for a sum totaling \$ 78,500.00, or a greater or lesser sum, or take any other action relative thereto:

SELECTMEN:	Chairman & Legitimate Expenses	\$ 1,500.00
SELECTMEN:	Members & Legitimate Expenses	\$ 2,000.00
	(4 @ \$500)	
ASSESSORS:	Chairman & Legitimate Expenses	\$ 1,200.00
ASSESSORS:	Members & Legitimate Expenses	\$ 800.00
	(2 @ \$400)	
TOWN CLERK:	Personal Services	\$73,000.00

*Sponsored by: Board of Selectmen*

**Comments:** This is a yearly required approval, the Town Clerk portion results from a market adjustment.

**Recommendation:** The Advisory Committee recommends approval of this article.

**Advisory Committee Vote:** Unanimous (8-0) in support of this article.

**ARTICLE 2. Reports of Boards and Committees**

To see if the Town will vote to hear or act upon any reports from the town officers or committees or take any other action relative thereto.

*Sponsored by: Board of Selectmen*

**Comments:** This article allows town meeting members to receive a report from town officials on the work of committees or projects of particular interest at the time of the meeting.

**Recommendation:** The Advisory Committee recommends approval of this article.

**Advisory Committee Vote:** Unanimous (8-0) in support of this article.

### ARTICLE 3. Capital Improvement Plan

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds in the Treasury, the following sums of money totaling \$ 7,033,276.00, or any greater or lesser sums as may be necessary, for the purpose of funding the costs of the Fiscal Year 2018 Capital Improvement Plan submitted in accordance with Section 6-6 of the Scituate Town Charter and outlined as follows, or take any other action relative thereto:

Item	Department	Amount
A. Road and Sidewalk Improvements	DPW-Highway	\$400,000
B. Diesel Fuel Tank (Phase 2)	DPW-Highway	\$35,000
C. CAT Front End Loader	DPW-Highway	\$170,000
D. Renovate Station #4 (Humarock) Phase 1	Fire/Facilities	\$250,000
E. Jenkins School Swing Set	School/Facilities	\$30,000
F. Foreshore Protection	DPW-Engineering	\$200,000
G. Culvert Improvements – Bailey’s/Gilson	DPW-Engineering	\$400,000
H. Cudworth Cemetery Expansion (Phase 2 of 3)	DPW-Grounds	\$ 50,000
I. Remove Hatherly and Cushing Modules	School/Facilities	\$ 40,000
J. Ceiling Tile Replacement Hatherly/Cushing	School/Facilities	\$ 40,000
K. Turf Carpet Replacement High School Field	Recreation/DPW	\$445,000
L. Zoll Monitor – (Defibrillator)	Fire	\$ 50,000
M. Demolition of Former Police Station	Police/Facilities	\$250,000
N. School Technology	School	\$100,000
O. Replace Roof Trim and Fascia -Hatherly School	School/Facilities	\$ 27,500
P. ADA Transition Plan	BOS/Facilities	\$ 50,000
Q. Transfer to Capital Stabilization-Future Debt	BOS	\$ 63,776
R. Transfer to Capital Stabilization- Fire Pumper	BOS/Fire	\$100,000
S. Upgrades to Cole Parkway Electrical System	Waterways/Facilities	\$ 68,000
T. Dock De-Icers	Waterways	\$ 74,000
U. Widow’s Walk Irrigation System Design	Golf	\$ 25,000
V. Widow’s Walk HVAC Replacement	Golf/Facilities	\$ 80,000
W. Transfer to Golf Stabilization – Irrigation System	Golf	\$185,000
X. Redevelopment of Public Wells	Water	\$100,000
Y. Dolan Well Field Design and Permitting	Water	\$200,000
Z. Trac Vac System Upgrade	Water	\$ 80,000
AA. Reservoir Feed Project	Water	\$120,000
BB. Granulated Activated Carbon Filter Replacement	Water	\$170,000
CC. Chevy Pick- Up	Water	\$ 40,000
DD. Landfill Gas Piping	Transfer Station	\$175,000
EE. Copper Limit Reduction Phase II	Sewer	\$420,000
FF. Infiltration/Inflow – Cedar Point	Sewer	\$2,500,000
GG. SCADA Upgrade Pump Stations (Phase 3)	Sewer	\$ 45,000
HH. Rehabilitation of Clarifier #3	Sewer	\$ 50,000

*Sponsored by: Board of Selectmen  
Capital Planning Committee*

**Comment:** The FY18 CIP recommendations maintain our commitment for a coordinated multi-year capital asset investment program. The 2012 Town’s Financial Policies provide the overarching framework for funding the Town’s capital and operating budgets with extensive revenue and assumption projections, minimum balances for enterprise fund retained earnings, minimum balances for Free Cash, and mandatory allocations for fixed costs such as Other Post-Employment Benefits (OPEB). Our Standard and Poor’s (S&P) bond rating of AA+, one notch below AAA, the highest rating a municipality can achieve, has been maintained. The Town’s Capital Stabilization Fund provides an ongoing mechanism for allocating funds to offset costs of large ticket items and each year funds are recommended to be put there.



Aggressive work continues to improve the Town's infrastructure after decades of sporadic maintenance. The final phase of the water project will be completed in the spring.

Water Enterprise: The unexpected drought we experienced this summer and fall compelled us to take a hard look at our water supply systems. We managed through this difficult period as a result of strong conservation efforts by our residents, but must take steps to be prepared in the event of another drought situation. This required a look at our well conditions, supply, and yields along with our water distribution systems and reservoir capacity. The FY 18 Capital Plan recommends six (6) water projects totaling \$710,000 from Retained Earnings including the development of the Dolan well field (\$200,000 for permitting) and installing a feed from Well #17 to the reservoir to assist in replenishing the level in the off season (\$120,000) also.

Sewer Enterprise. Recommended capital for sewer include projects focused on source development, water quality (carbon filters and reservoir feed) and plant infrastructure (Trac-Vac system). The federally mandated copper limit reduction is a major concern and that work will continue for the next few years. A study of the issue was funded last year and this year \$420,000 is recommended to be borrowed to address this challenge subject to DEP approval. The Town is continuing its infiltration/inflow program to maximize the sewer system's capacity. A major improvement in leakage out of our pipes is to replace the 17 foot deep sewer line at Cedar Point. This will require borrowing of \$2.5 million under the Sewer Enterprise Fund.

Waterways Enterprise. The FY 18 capital plan recommends two projects. The first is for mandated upgrades to the electrical system at Cole Parkway and the Maritime Center. The second is to replace the current lifting of floats out of the Harbor each fall and stacking them on Cole Parkway. With a recommended appropriation of \$74,000, Dock De-icers would permit the floats to remain in the water all year.

Widow's Walk Enterprise. With the course's retirement of debt, improvements to the clubhouse are sorely needed and several appear on the five-year rolling plan. \$80,000 in HVAC repairs has been recommended. The irrigation system on the course needs to be replaced and cannot be postponed. \$25,000 is recommended to design a new irrigation system. The actual work needs to be done in calendar 2019 or we risk being on borrowed time for a failure. Funding is also included for seeding the new Golf Enterprise Stabilization Fund for \$185,000.

General Fund. The FY18 recommended CIP provides for the seventh year of the Town's commitment to road maintenance and foreshore protection. A total of \$200,000 from Free Cash is complimented by \$200,000 in the FY 18 operating budget for foreshore protection. Two major projects, continued replacement of seawalls on Oceanside Drive and Beach Nourishment on Humarock Beach will continue.

Next, the recommended plan recognizes makes a substantial investment in our roads next year. The amount from Free Cash and taxation is recommended to double (from \$200,000 to \$400,000). An additional \$200,000 in the operating budgets brings the total to \$600,000 for roads plus our Chapter 90 money of about \$563,411. The Town spent \$974,183 in FY16 on roadway improvements and \$772,194 to date in FY17.

The approval of the middle school and public safety complex address key needs identified by the Public Facilities Master Plan. The Public Safety Complex is open and the library will be open in June. A study is due in June on best locations for a potential Senior Center. The Selectmen formed a committee to study the use of former buildings and it is recommended that the police be demolished. Leveling of this site will accrue a number of benefits particularly when the new middle school opens in September of 2017 including potential parking, traffic flow redirection or a small playing field. The Town's ADA Transition Plan for buildings has not been updated since originally prepared in 1995. As result \$50,000 has been recommended in the FY 18 capital plan to develop a blueprint for addressing barrier free issues in our town.

A major allocation of Free Cash in the FY 18 plan is replacement of the high school turf field. Turf fields have a limited life span of about 10 years and Scituate's is already past that. Supplemented by \$50,000 in funds that were allocated to Capital Stabilization previously, the major use of Free Cash for FY 18 will be the allocation of \$445,000 to replace the turf carpet.

The first phase of the renovation of the fire station in Humarock has been recommended with \$175,000 from Free Cash and an additional \$75,000 from a prior year allocation to the Capital Stabilization Fund for that purpose. This phase will address garaging issues as the next pumper rotated there will not fit. Phase 2 in FY 2019 will finish the interior modifications to the station for \$50,000.

This is an Annual Article; the Capital Planning Committee voted to recommend the TA Capital Plan with the exception of Item M. Demolition of Former Police Station (2-3). However, the Board of Selectman voted to reinstate the project.

**Recommendation:** The Advisory Committee recommends approval of this article.

**Advisory Committee Vote:** Unanimous (8-0) in support of this article.

#### **ARTICLE 4. Fiscal Year 2018 Operating Budget**

To see if the Town will vote to raise and appropriate, and/or transfer from available funds in the Treasury, the sum of \$74,946,689.00, or a greater or lesser sum, for the purpose of funding personal services and expenses for Town operations as may be necessary for the ensuing Fiscal Year commencing July 1, 2017, or take any other action relative thereto.

*Sponsored By: Board of Selectmen*

**Comments:** While the proposed Fiscal Year 2018 budget represents a \$2.1 million (2.9%) increase over that appropriated by Town Meeting for Fiscal Year 2017, it nevertheless represents a level service budget, meaning the Town would be able to maintain services but would not address any areas where new services may be needed. No Free Cash monies would be used to supplement the operating budget.

The Town's local receipts are within the Financial Forecast's projected amount, and Free Cash available at the end of Fiscal Year 2016 was certified by the State at a record-setting \$3.2 million. None of these funds would supplement the FY 2018 operating budget, but would rather allow the accomplishment of two high-cost one-time capital projects (replacement of the High School's turf field and demolition of the old Police station), if approved by Town Meeting in Article 3 of the Warrant.

Cost drivers on the operating budget's General Government side include the annualized cost of running and maintaining the new Public Safety Complex and Library buildings, increases in the Town's contribution for employees' and retirees' pension and health insurance costs (3.6% increase in both), a 22.8% increase (\$123,000) in general liability insurance attributable to onboarding the newly constructed buildings, and an increase in contract bargaining costs (all but one of the Town's five collective bargaining agreements are up for renewal and will be bargained in FY 2018). Finally, a significant portion of the Coastal Resource Officer's budget will no longer be grant-funded in FY 2018, and this cost would be brought onto the Town's operating budget.

Funding is also included for all costs associated with bringing the two separate groups which had been dispatching for the Police and Fire Departments into one combined unit, under the joint supervision of the Police and Fire Chiefs. In addition, included in the proposed budget are transfers from other departmental line items to fund the new Director of Planning and Development position which would be created if Article 15 of the Warrant is approved by Town Meeting.

Two final items to consider in the General Government budget:

- For the seventh consecutive year, funding would be allocated for seawalls and other foreshore protection (\$400,000 in FY 2018, with \$200,000 from the operating budget and \$200,000 from the capital budget in Warrant Article 3).
- The portion of the Meals Tax dedicated to economic development would decrease from 25% in FY 2017 to 20% in FY 2018 but the dollar contribution from FY17 remains the same.

Meanwhile, on the School side of the budget there continues to be a challenge addressing the huge and often unexpected cost of outplacing special education students (when necessary). While there is state and federal funding to carry part of this burden, the Town’s taxpayers are responsible for funding most of these costs when they increase. There are also budgetary adjustments in the Schools’ line item to account for the move of the 6<sup>th</sup> grade from the four elementary schools to the new middle school.

**Recommendation:** The Advisory Committee recommends approval of this article.

**Advisory Committee Vote:** Unanimous (8-0) vote in support of this article.

**Article 4**  
**Fiscal Year 2018 Operating Budget**

			<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2018</b>	<b>% of</b>
			<b>Appropriated</b>	<b>Selectmen</b>	<b>Advisory</b>	<b>total</b>
<b>Board of Selectmen</b>						
<b>Town Administrator</b>						
123	510	Personal Services	\$ 346,234	\$ 352,493	\$ 352,493	
	520	Purchase of Services	\$ 154,500	\$ 157,800	\$ 157,800	
	530	Town Counsel	\$ 110,000	\$ 130,000	\$ 130,000	
	532	Contract Bargaining	\$ 139,281	\$ 264,349	\$ 264,349	
	540	Materials & Supplies	\$ 5,900	\$ 7,400	\$ 7,400	
	599	Salary Adjustments	\$ 10,000	\$ 10,000	\$ 10,000	
			<b>\$ 765,915</b>	<b>\$ 922,042</b>	<b>\$ 922,042</b>	<b>1.23%</b>
<b>Advisory Committee</b>						
131	510	Personal Services	\$ 1,964	\$ 1,934	\$ 1,934	
	520	Purchase of Services	\$ 250	\$ 250	\$ 250	
	540	Materials & Supplies	\$ 5,700	\$ 4,000	\$ 4,000	
			<b>\$ 7,914</b>	<b>\$ 6,184</b>	<b>\$ 6,184</b>	<b>0.01%</b>
<b>Reserve Fund</b>						
	570	Transfers	\$ 90,000	\$ 75,000	\$ 75,000	<b>0.10%</b>
<b>Finance Director/Town</b>						
135	<b>Accountant</b>					
	510	Personal Services	\$ 291,183	\$ 299,081	\$ 299,081	
	520	Purchase of Services	\$ 52,000	\$ 61,600	\$ 61,600	
	540	Materials & Supplies	\$ 900	\$ 1,300	\$ 1,300	
			<b>\$ 344,083</b>	<b>\$ 361,981</b>	<b>\$ 361,981</b>	<b>0.48%</b>
<b>Assessors</b>						
141	510	Personal Services	\$ 197,803	\$ 201,974	\$ 201,974	
	520	Purchase of Services	\$ 6,055	\$ 5,100	\$ 5,100	
	540	Materials & Supplies	\$ 500	\$ 500	\$ 500	
			<b>\$ 204,358</b>	<b>\$ 207,574</b>	<b>\$ 207,574</b>	<b>0.28%</b>

<b>Treasurer/Collector</b>						
145	510	Personal Services	\$ 269,303	\$ 284,442	\$ 284,442	
	520	Purchase of Services	\$ 88,950	\$ 94,125	\$ 94,125	
	540	Materials & Supplies	\$ 1,500	\$ 2,300	\$ 2,300	
			<b>\$ 359,753</b>	<b>\$ 380,867</b>	<b>\$ 380,867</b>	<b>0.51%</b>
155	<b>Information Technology</b>					
	510	Personal Services	\$ 150,704	\$ 152,680	\$ 152,680	
	520	Purchase of Services	\$ 165,929	\$ 203,980	\$ 203,980	
	540	Materials & Supplies	\$ 400	\$ 400	\$ 400	
	580	Capital Outlay	\$ 36,000	\$ 14,000	\$ 14,000	
			<b>\$ 353,033</b>	<b>\$ 371,060</b>	<b>\$ 371,060</b>	<b>0.50%</b>
<b>Tax Foreclosures</b>						
158	521	Tax Foreclosures	\$ 39,000	\$ 39,000	\$ 39,000	
			<b>\$ 39,000</b>	<b>\$ 39,000</b>	<b>\$ 39,000</b>	<b>0.05%</b>
159	<b>Cable TV</b>					
	510	Personal Services	\$ 88,804	\$ 82,470	\$ 82,470	
	520	Purchase of Services	\$ 4,500	\$ 11,500	\$ 11,500	
	540	Materials & Supplies	\$ 3,150	\$ 2,750	\$ 2,750	
	580	Capital Outlay	\$ 31,400	\$ 30,000	\$ 30,000	
			<b>\$ 127,854</b>	<b>\$ 126,720</b>	<b>\$ 126,720</b>	<b>0.17%</b>
161	<b>Town Clerk</b>					
	510	Personal Services	\$ 169,659	\$ 156,481	\$ 156,481	
	520	Purchase of Services	\$ 34,460	\$ 20,745	\$ 20,745	
	540	Materials & Supplies	\$ 3,975	\$ 4,175	\$ 4,175	
			<b>\$ 208,094</b>	<b>\$ 181,401</b>	<b>\$ 181,401</b>	<b>0.24%</b>
171	<b>Conservation</b>					
	510	Personal Services	\$ 162,068	\$ 214,719	\$ 214,719	
	520	Purchase of Services	\$ 8,750	\$ 5,362	\$ 5,362	
	540	Materials & Supplies	\$ 1,300	\$ 950	\$ 950	
			<b>\$ 172,118</b>	<b>\$ 221,031</b>	<b>\$ 221,031</b>	<b>0.29%</b>
175	<b>Planning Board</b>					
	510	Personal Services	\$ 129,342	\$ 130,421	\$ 130,421	
	520	Purchase of Services	\$ 10,445	\$ 8,845	\$ 8,845	
	540	Materials & Supplies	\$ 700	\$ 700	\$ 700	
	580	Capital Outlay	\$ -	\$ 270	\$ 270	
			<b>\$ 140,487</b>	<b>\$ 140,236</b>	<b>\$ 140,236</b>	<b>0.19%</b>
176	<b>Zoning Board of Appeals</b>					
	510	Personal Services	\$ 21,262	\$ 21,743	\$ 21,743	
	520	Purchase of Services	\$ 700	\$ 500	\$ 500	
	540	Materials & Supplies	\$ 400	\$ 330	\$ 330	
			<b>\$ 22,362</b>	<b>\$ 22,573</b>	<b>\$ 22,573</b>	<b>0.03%</b>
<b>Board of Selectmen/ Economic Dev</b>						
182	520	Purchase of Services Transfers To Econ Dev	\$ 83,500	\$ 49,000	\$ 49,000	
	570	Stablztn	\$ 10,000	\$ -	\$ -	
			<b>\$ 93,500</b>	<b>\$ 49,000</b>	<b>\$ 49,000</b>	<b>0.07%</b>

192	<b>Property/Liability Insurance</b>					
570	Expenses	\$ 538,450	\$ 661,373	\$ 661,373		<b>0.88%</b>
	<b>Total General Government</b>	<b>\$ 3,466,921</b>	<b>\$ 3,766,042</b>	<b>\$ 3,766,042</b>		<b>5.02%</b>
210	<b>Police</b>					
510	Personal Services	\$ 3,494,659	\$ 3,249,212	\$ 3,249,212		
520	Purchase of Services	\$ 109,160	\$ 119,891	\$ 119,891		
540	Materials & Supplies	\$ 73,864	\$ 80,800	\$ 80,800		
580	Capital Outlay	\$ 143,000	\$ 164,021	\$ 164,021		
		<b>\$ 3,820,683</b>	<b>\$ 3,613,924</b>	<b>\$ 3,613,924</b>		<b>4.82%</b>
220	<b>Fire</b>					
510	Personal Services	\$ 4,633,185	\$ 4,446,993	\$ 4,446,993		
520	Purchase of Services	\$ 86,250	\$ 55,100	\$ 55,100		
540	Materials & Supplies	\$ 161,675	\$ 163,975	\$ 163,975		
		<b>\$ 4,881,110</b>	<b>\$ 4,666,068</b>	<b>\$ 4,666,068</b>		<b>6.23%</b>
230	<b>Public Safety Comm. Center</b>					
510	Personal Services	\$ -	\$ 558,181	\$ 558,181		
520	Purchase of Services	\$ -	\$ 2,000	\$ 2,000		
540	Materials & Supplies	\$ -	\$ 200	\$ 200		
		<b>\$ -</b>	<b>\$ 560,381</b>	<b>\$ 560,381</b>		<b>0.75%</b>
241	<b>Inspections</b>					
510	Personal Services	\$ 308,130	\$ 316,797	\$ 316,797		
520	Purchase of Services	\$ 3,050	\$ 2,900	\$ 2,900		
540	Materials & Supplies	\$ 1,250	\$ 900	\$ 900		
		<b>\$ 312,430</b>	<b>\$ 320,597</b>	<b>\$ 320,597</b>		<b>0.43%</b>
295	<b>Shellfish</b>					
510	Personal Services	\$ 8,000	\$ 8,000	\$ 8,000		
520	Purchase of Services	\$ 575	\$ 275	\$ 275		
540	Materials & Supplies	\$ 100	\$ 400	\$ 400		
		<b>\$ 8,675</b>	<b>\$ 8,675</b>	<b>\$ 8,675</b>		<b>0.01%</b>
	<b>Total Public Safety</b>	<b>\$ 9,022,898</b>	<b>\$ 9,169,645</b>	<b>\$ 9,169,645</b>		<b>12.23%</b>
300	<b>School Committee</b>					
505	School Expenses	\$ 34,961,956	\$ 36,120,900	\$ 36,120,900		<b>48.20%</b>
310	<b>South Shore Regional School</b>					
560	Intergovernmental	\$ 706,301	\$ 754,321	\$ 754,321		<b>1.01%</b>
	<b>Total Schools</b>	<b>\$ 35,668,257</b>	<b>\$ 36,875,221</b>	<b>\$ 36,875,221</b>		<b>49.20%</b>
	<b>Public Works</b>					
400	510 Personal Services	\$ 1,490,182	\$ 1,604,182	\$ 1,604,182		
	520 Purchase of Services	\$ 453,240	\$ 452,358	\$ 452,358		
	540 Materials & Supplies	\$ 199,100	\$ 202,675	\$ 202,675		
	580 Capital Outlay	\$ 421,100	\$ 401,825	\$ 401,825		

		\$ 2,563,622	\$ 2,661,040	\$ 2,661,040	3.55%
410	<b>Facilities</b>				
510	Personal Services	\$ 262,040	\$ 310,377	\$ 310,377	
520	Purchase of Services	\$ 175,161	\$ 358,832	\$ 358,832	
540	Materials & Supplies	\$ 219,650	\$ 199,500	\$ 199,500	
580	Capital Outlay	\$ 151,000	\$ 120,000	\$ 120,000	
		\$ 807,851	\$ 988,709	\$ 988,709	1.32%
423	<b>Snow &amp; Ice</b>				
510	Personal Services	\$ 88,851	\$ 93,555	\$ 93,555	
520	Purchase of Services	\$ 192,160	\$ 188,456	\$ 188,456	
540	Materials & Supplies	\$ 216,102	\$ 215,102	\$ 215,102	
		\$ 497,113	\$ 497,113	\$ 497,113	0.66%
424	<b>Street Lights &amp; Beacons</b>				
520	Purchase of Services	\$ 200,000	\$ 60,000	\$ 60,000	0.08%
	<b>Total Public Works</b>	<b>\$ 4,068,586</b>	<b>\$ 4,206,862</b>	<b>\$ 4,206,862</b>	<b>5.61%</b>
510	<b>Board of Health</b>				
510	Personal Services	\$ 168,333	\$ 167,187	\$ 167,187	
520	Purchase of Services	\$ 9,575	\$ 9,225	\$ 9,225	
540	Materials & Supplies	\$ 1,685	\$ 1,735	\$ 1,735	
580	Capital Outlay	\$ 125	\$ 125	\$ 125	
		\$ 179,718	\$ 178,272	\$ 178,272	0.24%
541	<b>Council on Aging</b>				
510	Personal Services	\$ 206,229	\$ 203,309	\$ 203,309	
520	Purchase of Services	\$ 12,880	\$ 13,750	\$ 13,750	
540	Materials & Supplies	\$ 2,275	\$ 2,100	\$ 2,100	
580	Capital Outlay	\$ 500	\$ 2,000	\$ 2,000	
		\$ 221,884	\$ 221,159	\$ 221,159	0.30%
543	<b>Veterans Agent</b>				
510	Personal Services	\$ 80,073	\$ 74,982	\$ 74,982	
520	Purchase of Services	\$ 124,345	\$ 121,950	\$ 121,950	
540	Materials & Supplies	\$ 1,250	\$ 1,250	\$ 1,250	
		\$ 205,668	\$ 198,182	\$ 198,182	0.26%
549	<b>Commission on Disabilities</b>				
520	Purchase of Services	\$ 5,000	\$ 4,700	\$ 4,700	
540	Materials & Supplies	\$ -	\$ 300	\$ 300	
		\$ 5,000	\$ 5,000	\$ 5,000	0.01%
	<b>Total Health &amp; Human Services</b>	<b>\$ 612,270</b>	<b>\$ 602,613</b>	<b>\$ 602,613</b>	<b>0.80%</b>
610	<b>Library</b>				
510	Personal Services	\$ 775,048	\$ 778,518	\$ 778,518	

520	Purchase of Services	\$ 71,220	\$ 110,969	\$ 110,969	
540	Materials & Supplies	\$ 135,450	\$ 117,600	\$ 117,600	
580	Capital Outlay	\$ 5,000	\$ 2,000	\$ 2,000	
		<b>\$ 986,718</b>	<b>\$ 1,009,087</b>	<b>\$ 1,009,087</b>	<b>1.35%</b>
<b>630</b>	<b>Recreation</b>				
510	Personal Services	\$ 138,176	\$ 147,754	\$ 147,754	
520	Purchase of Services	\$ 695	\$ 945	\$ 945	
540	Materials & Supplies	\$ 250	\$ 150	\$ 150	
580	Capital Outlay	\$ -	\$ 500	\$ 500	
		<b>\$ 139,121</b>	<b>\$ 149,349</b>	<b>\$ 149,349</b>	<b>0.20%</b>
<b>650</b>	<b>Beautification</b>				
540	Materials & Supplies	\$ 20,500	\$ 21,500	\$ 21,500	
		<b>\$ 20,500</b>	<b>\$ 21,500</b>	<b>\$ 21,500</b>	<b>0.03%</b>
<b>691</b>	<b>Historical Buildings</b>				
520	Purchase of Services	\$ 13,744	\$ 13,744	\$ 13,744	
		<b>\$ 13,744</b>	<b>\$ 13,744</b>	<b>\$ 13,744</b>	<b>0.02%</b>
	<b>Total Recreation &amp; Resources</b>	<b>\$ 1,160,083</b>	<b>\$ 1,193,680</b>	<b>\$ 1,193,680</b>	<b>1.59%</b>
<b>720</b>	<b>Debt &amp; Interest</b>				
590	Debt Service	\$ 7,715,806	\$ 7,589,131	\$ 7,589,131	<b>10.13%</b>
		<b>\$ 7,715,806</b>	<b>\$ 7,589,131</b>	<b>\$ 7,589,131</b>	<b>10.13%</b>
<b>910</b>	<b>Non-Contributory Pensions</b>				
512	Other Personal Services	\$ 27,040	\$ 27,460	\$ 27,460	<b>0.04%</b>
<b>911</b>	<b>Plymouth County Retirement</b>				
512	Other Personal Services	\$ 4,461,124	\$ 4,620,880	\$ 4,620,880	<b>6.17%</b>
<b>912</b>	<b>Workers' Compensation</b>				
515	Employee Benefits	\$ 200,000	\$ 210,000	\$ 210,000	<b>0.28%</b>
<b>913</b>	<b>Unemployment Insurance</b>				
515	Employee Benefits	\$ 66,000	\$ 130,000	\$ 130,000	<b>0.17%</b>
<b>914</b>	<b>Contributory Group Insurance</b>				
515	Employee Benefits	\$ 5,656,298	\$ 5,860,000	\$ 5,860,000	<b>7.82%</b>
<b>916</b>	<b>Federal Taxes</b>				
515	Employee Benefits	\$ 678,200	\$ 695,155	\$ 695,155	<b>0.93%</b>
	<b>Total Employee Benefits</b>	<b>\$ 11,088,662</b>	<b>\$ 11,543,495</b>	<b>\$ 11,543,495</b>	<b>15.40%</b>

**Total General Fund**

---

<b>\$ 72,803,483</b>	<b>\$ 74,946,689</b>	<b>\$ 74,946,689</b>	<b>100.00%</b>
----------------------	----------------------	----------------------	----------------

---

**ARTICLE 5. Waterways Enterprise Fund**

To see if the Town will vote to raise and appropriate, borrow and/or transfer from available funds in the Treasury, the sum of \$953,112.00, or a greater or lesser sum, for the purpose of funding the Waterways Enterprise Fund for the ensuing fiscal year commencing July 1, 2017, or take any other action relative thereto.

*Sponsored By: Board of Selectmen*

**Comments:** Similar to all (5) enterprise fund, this is an annual article. The Waterways Enterprise Fund covers the operating expenses of the Scituate harbor facilities, the Cole Parkway Marina, the Scituate Marine Park, the Town Pier, and the Harbormaster’s office. Revenue to support the fund’s expenses are primarily generated from the user fees (ie moorings and slips) and other charges paid by users of the harbor facilities. No major changes from FY17.

Balance after town meeting in retained earnings is \$434,888.

**Recommendation:** The Advisory Committee recommends approval of this article.

**Advisory Committee Vote:** Unanimous (8-0) vote in support of this article.

**ARTICLE 6. Golf Course Enterprise Fund**

To see if the Town will vote to raise and appropriate, borrow and/or transfer from available funds in the Treasury the sum of \$932,729.00, or a greater or lesser sum, for the purpose of funding the Widow’s Walk Golf Course for the ensuing fiscal year commencing July 1, 2017, or take any other action relative thereto.

*Sponsored By: Board of Selectmen*

**Comments:** This is an annual article. Unlike years past, the FY18 Widow Walk enterprise fund budget is a challenge. The 2016 drought has resulted in an urgent and unprecedented situation. The recent rainfall has improved but the Department of Environmental Protection continues to restrict the golf course water usage. As a result of the drought at Widow’s Walk, the fairways and roughs suffered more turf losses than competing golf courses on the South Shore. The sub-standard turf conditions will result in a potential year over year shortfall. Widow’s Walk is reseeded the golf course that will result in a more drought resistant turf and this combined with more rain will provide the best course conditions ever. As a result, it is expected that loyal patrons will return, play more rounds and increase the revenue for Widow’s Walk.

Balance after town meeting in retained earnings is approximately \$56,585.

**Recommendation:** The Advisory Committee recommends approval of this article.

**Advisory Committee Vote:** Unanimous (8-0) vote in support of this article.

**ARTICLE 7. Wastewater Enterprise Fund**

To see if the Town will vote to raise and appropriate, borrow and/or transfer from available funds in the Treasury the sum of \$3,601,548.00, or a greater or lesser sum, for the purpose of funding Wastewater Treatment Plant operations and expenses, for the ensuing fiscal year commencing July 1, 2017, or take any other action relative thereto.

*Sponsored By: Board of Selectmen*



**Comments:** The DPW has worked to make significant enhancements to the Chain Pond and Sand Hills Pump Stations. Included are updated pumps, motors, drives and instrumentation. The wet wells have been cleaned to reduce wear and tear of the new equipment. New SCADA software has been installed and computers upgraded in the plant. The treatment plant has also undergone extensive replacement and refurbishing of mechanical equipment, such as; primary and secondary pumps and motors, equipment for aeration, and dewatering processes, and components of advanced tertiary treatment and disinfection systems. Maximizing efficiencies here will provide more band width for new connections and the Board of Selectmen is discussing the next phase. Current retained earnings balance after town meeting is \$252,735. This Retained earnings balance is below what our policy recommends and a sewer rate increase will be recommended this summer.

**Recommendation:** The Advisory Committee recommends approval of this article.

**Advisory Committee Vote:** Unanimous vote in support of this article.

## **ARTICLE 8. Transfer Station Enterprise Fund**

To see if the Town will vote to raise and appropriate, borrow and/or transfer from available funds in the Treasury the sum of \$1,117,405.00, or a greater or lesser sum, for the purpose of funding the Landfill and Transfer Station operations and expenses for the ensuing fiscal year commencing July 1, 2017, or take any other action relative thereto.

*Sponsored By: Board of Selectmen*

**Comments:** There are no significant operational changes from FY 17. The Transfer Station offers residents of Scituate a safe and clean location to dispose of household waste and recyclable materials on a fee based scale. The Transfer Station is an Enterprise Fund that is fully funded by the bag fees and sticker fees. The costs of the “blue bags” cover the expenses associated with trash disposal and shipping to SEMASS. The Town is able to offset the costs of the trash disposal by recycling and selling these materials at market rates to a handler. The current Retained Earnings balance after town meeting is \$367,973.00.

**Recommendation:** The Advisory Committee recommends approval of this article.

**Advisory Committee Vote:** Unanimous (8-0) vote in support of this article.

## **ARTICLE 9. Water Enterprise Fund**

To see if the Town will vote to raise and appropriate, borrow and/or transfer from available funds in the Treasury, the sum of \$4,045,567.00, or a greater or lesser sum, for the purpose of funding Water Division operations and expenses for the ensuing fiscal year commencing July 1, 2017, or take any other action relative thereto.

*Sponsored By: Board of Selectmen*

**Comments:** The unexpected drought we experienced this summer and fall compelled us to take a hard look at our water supply systems. We managed through this difficult period as a result of strong conservation efforts by our residents, but must take steps to be prepared in the event of another drought situation. This required a look at our well conditions, supply, and yields along with our water distribution systems and reservoir capacity. The FY 18 Capital Plan recommends six (6) water projects totaling \$710,000 from Retained Earnings including the

development of the Dolan well field (\$200,000 for permitting) and installing a feed from Well #17 to the reservoir to assist in replenishing the level in the off season (\$120,000) also.

**Recommendation:** The Advisory Committee recommends approval of this article.

**Advisory Committee Vote:** Unanimous (8-0) vote in support of this article.

## **ARTICLE 10. Stabilization Fund Excess Levy**

To see if the Town will vote to raise and appropriate the difference between the levy net and the levy limit to the Stabilization Fund, in accordance with Massachusetts General Laws, Chapter 40, Section 5B, or take any other action relative thereto.

*Sponsored By: Board of Selectmen*

**Comments:** This article would appropriate funds to the Stabilization Fund, which serves as the town's "rainy day" fund. The amount to be appropriated would be the remainder of the Fiscal Year 2017 levy limit (the total amount the town may raise in taxes) after the levy net, which is less the amount needed to pay for services provided by the town. By state law, the levy limit is the amount raised through taxation in the previous fiscal year plus an additional 2.5%, taxation on new property, and any capital or debt exclusions from overrides. Reasons for a remainder could include positive adjustments to state aid not known at the time of Town Meeting or funds that have not been needed to meet budget obligations. The Stabilization Fund is an important emergency cushion for the town which may be used for unforeseen expenses, such as repairing damage from coastal storms. Over the past 10 years, an annual average of \$264,653 has been appropriated to the fund.

**Recommendation:** The Advisory Committee recommends approval of this article.

**Advisory Committee Vote:** Unanimous (8-0) vote in support of this article.

## **ARTICLE 11. Community Preservation**

To see if the Town will vote to hear and act on recommendations from the Community Preservation Committee (the "CPC") on the Fiscal Year 2018 Community Preservation budget and pursuant to Massachusetts General Laws, Chapter 44B (the "Act") to appropriate and/or reserve the sums of money as indicated below (i) to meet the administrative expenses and all other necessary and proper expenses of the CPC for Fiscal Year 2018; (ii) for the acquisition, creation, and preservation of open space; (iii) for the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use; (iv) for acquisition, preservation, rehabilitation, and restoration of historic resources; and (v) for the creation, acquisition, preservation and support of community housing. Appropriations for the items below are to be expended first from any existing reserves for the purposes of such item, then appropriated from Community Preservation FY 2018 estimated revenues, with any excess to be appropriated from Community Preservation unreserved funds. All such sums appropriated are further to be expended subject to all of the terms and conditions of the applications regarding such projects filed with the CPC and the votes of the CPC regarding approval of such items.

1. \$181,854 from Community Preservation FY 2018 estimated revenues, to be reserved for the creation and support of Community Housing consistent with the Act;
2. \$181,854 from Community Preservation FY 2018 estimated revenues, to be reserved for acquisition and preservation of Historic Resources consistent with the Act;
3. \$181,854 from Community Preservation FY 2018 estimated revenues, to be reserved for acquisition and preservation of Open Space consistent with the Act;
4. \$90,927 from Community Preservation FY 2018 estimated revenues, for Administrative Expense of the Community Preservation Committee;

- 5. \$900,000 for Community Housing - Creation of Affordable Senior Rental Housing
- 6. \$1,000,000 for Undesignated Funds – Creation of Affordable Senior Rental Housing
- 7. \$31,919 for Historic Resources – Preservation of Documents and Photos
- 8. \$24,950 for Historic Resources – Replacement of Mann Farmhouse Roof
- 9. \$ 9,000 for Historic Resources – Restoration of Historic Plaques
- 10. \$48,700 for Undesignated Funds – Creation of Dog Park
- 11. \$51,357 for Undesignated Funds – Boardwalk and Mats for Beaches
- 12. \$27,025 for Undesignated Funds – Restoration of Glades Road Pocket Park
- 13. \$17,378 for Undesignated Funds - Permanent benches and trash receptacles at Cedar Point Park
- 14. \$130,926 for Undesignated Funds - Rehabilitation of Central Fields
- 15. \$89,300 for Undesignated Funds - Improvements at Roach Baseball Field
- 16. \$40,000 for Undesignated Funds - Study of town-owned land at Clapp Road for playing fields

or take any other action relative thereto.

*Sponsored By: Community Preservation Committee*

**Article 11. Community Preservation Project Summaries**

**5. and 6. Lawson Green Apartments - \$1,900,000**

(Housing & Undesignated Funds)

Lawson Green Apartments will consist of 30 affordable senior rental units serving low income resident’s, aged 62+ with preference given for Scituate residents. The 2015 housing study commissioned by the town highlighted the need for more affordable housing, especially for seniors who represent the fastest growing segment of the population and the segment of the population with the highest percentage of people living at or near the poverty level. The Community Preservation Act requires that 10% of the CPC funds be designated for affordable housing, to date virtually no affordable units have been created and Lawson Green Apartments could make a significant impact to remedy that short fall. Lawson Green Apartments is the result of a public-private partnership between the Scituate Housing Authority, Scituate Affordable Housing Trust, Scituate CPC and The Grantham Group, the professional developer selected through a rigorous process. They distinguished themselves by designing an architecturally attractive building that is consistent to its surroundings as well as achieving 100% affordability and LEED Silver certification.

The Scituate Housing Authority is providing the building site by subdividing excess land located on the Central Park Senior Housing property. The Affordable Housing Trust has approved \$600,000 towards the project and CPC has approved \$1.9 million in local affordability support. The Grantham Group will finance the remainder of the roughly \$8.5M project through a combination of Low Income Housing Tax Credit Financing, mortgage debt, State Affordable Housing grants and developer investment.

Not only will each and every unit in Lawson Green Apartments be affordable, the units will serve those residents in the lowest income levels (30 and 60 AMI), helping some of our most vulnerable residents. These units shall remain affordable in perpetuity. The developer shall be responsible for necessary permitting, construction costs as well as ongoing maintenance of the building. As a result of the one-time affordability support of \$63,333 per unit from the CPC, Scituate gains 30 deed restricted, affordable senior rental units with no further responsibilities to the taxpayers.

*The committee voted 9-0 to approve this request.*

## **7. Documents and Photo Preservation - \$31,919**

(Historic)

This project is for the professional conservation and digital preservation of significant historic paper-based artifacts and reference materials. The artifacts are one-of-a-kind items representing different aspects of Scituate history and include: the original signatures of sisters Abigail and Rebecca Bates, the "Army of Two" who frightened the British from entering Scituate harbor in the War of 1812; photographs (~200) of Thomas W. Lawson and Dreamwold c1902-3 by renowned photographer T.E. Marr; and the 1916 guestbook from the tea house located in the wreck of the Pilot Boat Columbia which was driven ashore in the 1898 Portland Gale. Historic and widely-used reference materials include records of early New Plymouth Colony (10 volumes), Massachusetts Civil War volunteers (2 volumes), and Scituate family genealogies (277 volumes). The Scituate Historical Society will contribute up to \$4,000 of the project cost and will manage the project.

*The committee voted 9-0 to approve this request.*

## **8. Mann House Roof - \$24,950**

(Historic)

This project is for the replacement of the roof at an historic site. The roof is at risk of leaking; its replacement will preserve the homestead and its contents. The Town of Scituate was given this homestead to maintain as an historical and educational destination for schoolchildren and the public. There are numerous artifacts from a founding family that show 19th and early 20th century everyday life. The total cost estimate is \$24,950 to complete the project. The Scituate Historical Society will manage the project.

*The committee voted 9-0 to approve this request.*

## **9. Restoration of Two Plaques - \$9,000**

(Historic)

This project will restore two historic bronze plaques. One plaque commemorates Timothy Hatherly and was placed on Hatherly Road in the 1920s. The second plaque is a World War I memorial and is located on the Edward Foster Road Bridge. Included in the restoration of the plaques is the creation of molds for their replication should they ever need to be replaced. The Scituate Historical Society will manage the project.

*The committee voted 9-0 to approve this request.*

## **10. Driftway Dog Park - \$48,700**

(Undesignated)

The Dog Park will be located on the Driftway, adjacent to Go Green and existing dog walking trails. The Friends of Scituate Dog Park propose two acres with one acre enclosed by fencing for large dogs and one half acre for small dogs. The remaining space will be for 23 parking spaces, a buffer area and a water garden for storm water run-off. The balance of the Dog Park costs will be funded by the Stanton Foundation.

*The committee voted 9-0 to approve this request.*

**11. Beach Mats and Boardwalks - \$51,357**

(Undesignated)

This project will make our five Town beaches (Minot, Egypt, Sand Hills, Peggotty & Humarock) ADA-compliant and more easily accessible for all residents of the Town including our handicapped, elderly and residents using baby strollers. This is the first project requested by the newly formed Scituate Beach Commission. It fulfills two primary missions of the Beach Commission: to encourage use of our beaches and improve access for all.

The funding would pay for the purchase and installation of “Mobi-Mats”, an ADA-compliant rollout product that provides a firm surface over sandy areas to allow wheeled equipment such as wheelchairs or baby carriages to reach the harder surfaces of the beach without getting stuck in the sand. Mobi-Mats are currently used by both the state and federal government here in Massachusetts. Mobi-Mats are a cost effective solution for Minot, Sand Hills, Peggotty, and Humarock beaches. The useful life of Mobi-Mats is 12 to 15 years.

Egypt Beach, with its cobble stone, will require the construction of a new composite wood boardwalk from the parking lot to the beach with a landing area wide enough for two wheelchairs.

*The committee voted 9-0 to approve this request.*

**12. Glades Road Pocket Park - \$27,025**

(Undesignated)

This project is to create a pocket park on an irregular piece of land on Glades Road and the seawall, which is accessible to the general public. With seating, plantings and an unobstructed view of Minot’s Light, the area will be in constant use. The North Scituate Beach Improvement Association will provide \$5,000 for planting and will also maintain the park.

*The committee voted 9-0 to approve this request.*

**13. Cedar Point Benches and Receptacles – \$20,028**

(Undesignated)

The Cedar Point Association project is to install four permanent benches with engraved plates and permanent trash receptacles to replace old, worn out benches and receptacles. Thousands of visitors each year enjoy relaxing on the benches at the lighthouse with its beautiful views of the harbor and ocean. Our residents appreciate the scenic location to relax with generations of family members. The lighthouse is part of our Scituate Harbor Cultural District designation. The Cedar Point Association would like to make it a place to be proud of and a destination for tourists. The DPW will continue to maintain this area by emptying receptacles and facilitating the installation of the benches as they currently do today. The Cedar Point Association will continue to donate plants and care of the gardens as they have for the past 30 years.

*The committee voted 8-1 to approve this request.*

**14. Central Park Softball Fields - \$130,928**

(Undesignated)

This project is for the renovation and repair of the Central Park South softball field (aka Shed Diamond). The Central Park softball fields are used by hundreds of softball players on a regular basis. The user groups include: Scituate Youth Center, Scituate High School Varsity and JV teams, Scituate Senior League, and Scituate Girls Travel teams. The current field conditions are unsafe and in dire need of repair. Renovating this field to proper standards, appropriate grading, a safe playing surface, and good drainage will not only make this field safer but also less expensive to maintain. The project will also include full backstop and safety fence replacements, proper covered team bench areas, and adjustable pitching/base locations. The South softball field renovation complements the renovations to the North softball field which will begin this spring.

*The committee voted 9-0 to approve this request.*

**15. Roach Field Improvements - \$89,300**

(Undesignated)

Roach Field is a baseball field located on Beaver Dam Road at the corner of Clifton Avenue. This project will refurbish an existing parking area to accommodate 19 spaces with two handicapped spots and create a new parking lot with approximately 20 spaces near right field. The parking lot would be unpaved (gravel) and have no lights. The goal is to provide added safety for area residents and the teams and their families.

*The committee voted 9-0 to approve this request.*

**16. Clapp Road Athletic Field Study - \$40,000**

(Undesignated)

This proposal is to ascertain the potential athletic field uses of the approximately 27 acres of land off Clapp Road acquired in Article 15 of the April 2015 Annual Town Meeting upon completion of the wetlands delineation. The Town has athletic fields in various conditions and development of this property would allow the Town to move forward with best practices relevant to field maintenance. This would allow some fields to remain dormant for a season to extend use and also provide better access to athletic fields for West End residents of Scituate. The project would include a survey and conceptual design for soccer, baseball or other multi-use playing fields including access, parking and facilities. The survey would also include three properties owned by the town abutting the acquired acres (Lots 25-5-3, 25-5-3-A and 25-5-2-R). Construction of future fields would be a subsequent application to the Community Preservation Committee. This project will enable the Town to determine the optimal use for the site and move forward to bring design and cost estimates to the community for their input.

*The committee voted 9-0 to approve this request.*

**Comments:** Scituate adopted the Community Preservation Act in FY 2003, and for over 13 years, it has provided the town with a valuable source of funds that allow us to protect and expand our natural, historical, and recreational resources. Scituate is now one of 155 cities and towns that participate in CPA, apply the surcharge, and are thus eligible for state matching funds.

While the matching amount has decreased since the inception of the CPA due to recent economic and state funding issues, as well as the increasing number of towns participating in the program, the Advisory Committee strongly believes that the CPA surcharge remains an effective local solution designed to protect open space, and historical and recreational resources.

The below is an updated account balance assuming all the projects listed above are approved on town floor.

Undesignated Balance:	\$2,759,364
Total Requests:	\$1,404,686
Remaining Balance:*	\$1,354,678

Historic Balance:	\$ 561,359
Total requests:	\$ 65,869
Remaining balance:*	\$ 495,490

Affordable Housing Balance	\$ 915,960
Total Requests	\$ 900,000
Remaining balance:*	\$ 15,960

Open Space Balance:	\$ 567,454
Total requests	\$ 93,570
Remaining Balance:*	\$ 473,884

Administrative	None
----------------	------

**Recommendation:** The Advisory Committee recommends approval of this article.

**Advisory Committee Vote:** Unanimous (8-0) vote in support of all articles above except for item 10 which was approved (6-2).

## ARTICLE 12. Community Preservation Act Reconciliations

To see if the Town will vote to rescind the balance of funds authorized but unexpended from prior Community Preservation projects, totaling \$596,256.00, and transfer said funds into the Community Preservation Committee Reserve or General Fund Balance from which they were originally appropriated as the case may be, in accordance with the Community Preservation Act as follows:

<b>Description/Project</b>	<b>ATM Authorization</b>	<b>Amount</b>
Driftway Bike/Pedestrian Path	Art.18 2007 ATM \$	5,461
Scituate Marine Park	Art. 19 2008 ATM	21,109
Driftway/North River	Art. 19-G 2008 ATM	47,244
Wheelwright Land	Art. 13-6 2010 ATM	3,805
North Scituate Train Canopy	Art. 17-11 2011 ATM	316
Hubbell Land	Art. 17-6 2011 ATM	10,653
Gannett Road Path	Art. 17-16 2011 ATM	17,103
Higgins MacAllister land	Art.16-5 2012 ATM	20,065
William Cushing Plaque	Art. 16-11 2012 ATM	228
Scituate Historic Bike Path	Art. 16-14 2012 ATM	14,758
Nicholas Wade/Litchfield Land	Art. 16-6 2012 ATM	3,258
Little Red Schoolhouse Roof	Art. 12-10 2013 ATM	145
Town Archives Preservation	Art. 12-112013 ATM	510
Lighthouse Preservation/Seawall	Art. 12-17 2013 ATM	620
Harborwalk Phase II	Art. 12-13 2013 ATM	64,541

SHS Athletic Complex	Art. 12-15 2013 ATM	350,000
Basketball Courts	Art. 12-16 2013 ATM	36,075
Skatepark	Art. 13-08 2014 ATM	405

**TOTAL:**                   \$    **596,256**

or take any other action relative thereto

**Comments:** The funds listed above are balances that remain in specific accounts voted and approved at previous Town Meetings as indicated above. The approval of this article allows the Town to transfer these \$596,250 in unused funds back into the CPC general balance fund to be appropriated for future projects that come before the committee.

**Recommendation:** The Advisory Committee recommends approval of this article.

**Advisory Committee Vote:** Unanimous (8-0) vote in support of this article.

**ARTICLE 13. Massachusetts General Laws Chapter 91 Liability**

To see if the Town will vote to assume liability in the manner provided by Massachusetts General Laws, Chapter 91, Section 29, as amended, for all damages that may be incurred by work to be performed by the Massachusetts Department of Environmental Protection for the improvement, development, maintenance and protection of tidal and non-tidal rivers and streams, great ponds, harbors, tidewaters, foreshores and shores along a public beach in accordance with Section 11 of said Chapter 91 and to authorize the Selectmen to execute and deliver a bond on indemnity therefore to the Commonwealth; or take any other action relative thereto.

*Sponsored By: Board of Selectmen*

**Comments:** This is a routine article in which the Town would assume liability for any damages as a result of the state performing maintenance work on the town’s waterways; this maintenance work could include, for example, dredging in the harbor.

**Recommendation:** The Advisory Committee recommends approval of this article.

**Advisory Committee Vote:** Unanimous vote (8-0) in support of this article.

**ARTICLE 14. Zoning Bylaw Amendment: Temporary Moratorium on Cultivation, Sale, Distribution, Possession and Use of Recreational Marijuana**

To see if the Town will vote to amend the Zoning Bylaw to establish a temporary moratorium on the cultivation, sale, distribution, possession and use of recreational marijuana to allow development and potential adoption of local regulations, by adding the new Section 491 Temporary Moratoria and Subsection 491.1, Temporary Moratorium on the Sale and Distribution of Recreational Marijuana, as follows below:



491 TEMPORARY MORATORIA.

491.1. Temporary Moratorium on the Sale and Distribution of Recreational Marijuana.

- A. Purpose. By vote at the State election on November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for recreational purposes. The law provided that it became effective on December 15, 2016 and the Cannabis Control Commission was required to issue regulations regarding implementation by September 15, 2017. This law was amended on December 30, 2016 by extending certain deadlines by six months and the Cannabis Control Commission is required to issue regulations regarding implementation by March 15, 2018 and to begin accepting applications for licenses on April 1, 2018.

Currently under the Zoning Bylaw, Recreational Marijuana Establishments and Marijuana Retailers are not a permitted use in the Town and any regulations promulgated by the State Cannabis Control Commission are expected to provide guidance to the Town in regulating Recreational Marijuana Establishments and Marijuana Retailers. Further, the ballot measure establishes two important provisions that require ballot action by the Town prior to the adoption of zoning. First, the Town must, by ballot, determine whether it will allow Recreational Marijuana Establishments and Marijuana Retailers and second, by ballot that cannot occur prior to November 6, 2018, the next biennial state election, on whether to allow on-site consumption of marijuana products should the Town decide to allow such facilities.

The regulation of Recreational Marijuana Establishments and Marijuana Retailers raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and Marijuana Retailers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments and Marijuana Retailers and other uses related to the regulation of recreational marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments and Marijuana Retailers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to adopt provisions of the Zoning Bylaw in a manner consistent with sound land use planning goals and objectives.

- B. Definitions.

"Manufacture", to compound, blend, extract, infuse or otherwise make or prepare a marijuana product.

"Marijuana accessories", equipment, products, devices or materials of any kind that are intended or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, ingesting, inhaling or otherwise introducing marijuana into the human body.

"Marijuana cultivator", an entity licensed to cultivate, process and package marijuana, to deliver marijuana to marijuana establishments and to transfer marijuana to other marijuana establishments, but not to consumers.

"Marijuana establishment", a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.

"Marijuana product manufacturer", an entity licensed to obtain, manufacture, process and package marijuana and marijuana products, to deliver marijuana and marijuana products to marijuana establishments and to transfer marijuana and marijuana products to other marijuana establishments, but not to consumers.

"Marijuana products", products that have been manufactured and contain marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils and tinctures.

"Marijuana retailer", an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers.

"Marijuana testing facility", an entity licensed to test marijuana and marijuana products, including certification for potency and the presence of contaminants.

- C. Temporary Moratorium. For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for Recreational Marijuana Establishments and Marijuana Retailers. The moratorium shall be in effect through November 30, 2018. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments and Marijuana Retailers and related uses, determine whether the town shall restrict any, or all Recreational Marijuana Establishments and Marijuana Retailers through any available legal means, determine whether the town will prohibit on-site consumption at Recreational Marijuana Establishments and Marijuana Retailers and shall consider adopting new provisions of the Zoning Bylaw to address the impact and

operation of Recreational Marijuana Establishments and Marijuana Retailers and related uses.

D. Severability. The provisions of this by-law are severable. If any provision, paragraph, sentence, or clause of this By-law or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this bylaw.

or take any other action relative thereto

*Sponsored By: Planning Board*

**Comments:** This article would amend the Zoning Bylaws to establish a temporary moratorium on the cultivation, sale, distribution, possession, and use of recreational marijuana in Scituate, until November 30, 2018. At the November 2016 General Election Massachusetts voters, by a 53.6-46.4% margin, approved a law permitting those 21 years of age and older to possess, use, distribute, and cultivate limited amounts of marijuana. This law also created the State Cannabis Control Commission, which is charged with crafting regulations which will govern the law's implementation, including the licensing of commercial marijuana stores; the Commission has a deadline of March 15, 2018 to create these rules. Many municipalities are considering implementing moratoriums on the sale of recreational marijuana, in order to have time to react and pass their own zoning bylaws to regulate this sale after the Cannabis Control Commission issues its regulations.

When weighing the pros and cons of this proposed moratorium, one thing to consider is that while the Massachusetts Attorney General's Office approved the imposition of a moratorium in another municipality, local moratoriums on the sale of recreational marijuana must be "limited in time period" (i.e. not indefinite). Town Meeting may decide that a moratorium is not desirable at all, and therefore reject this article. However, if Town Meeting believes that a moratorium is desirable, it may not want to initiate a moratorium now, and therefore "use up" some of the limited duration that is allowed, since no retail operations would begin in any case until the Cannabis Control Commission issues its regulations, likely in March 2018. A smaller portion of this limited duration would be "used up" if a desired moratorium was approved at the fall Special Town Meeting.

**Recommendation:** The Advisory Committee will make its recommendation on this article at Town Meeting.

**ARTICLE 15. Administrative Code Change: Department of Planning and Development and Director of Planning and Development**

To see if the Town will vote, pursuant to Article 5-1(b), Administrative Code of the Town Charter, to create the Department of Planning and Development and the position of Director of Planning and Development as the head of such Department, to transfer certain supervisory duties of the Town Administrator to said position, and further to transfer the appropriation of one or more town agencies to another, or take any other action relative thereto.

*Sponsored By: Board of Selectmen*

**Comments:** Building and development continue even though it seems there is not a lot of land left to develop. There is a marked increase in demolition of structures to rebuild a larger residence and Conservation has seen an increase in applications to develop on more marginal pieces of land. The development offices and their respective committees (building, conservation, planning, coastal resources, economic development and board of health) are overwhelmed with project review. The FY 18 budget recommends reorganization of these departments for increased expertise, direction and customer service.

The Economic Development Commission has hit its stride the past two years engaging consultants to develop our branding and marketing along with some professional expertise for visioning for development, most notably in the North Scituate and Greenbush areas. New FEMA flood maps change the contours of how development occurs and our coastal mitigation report makes numerous recommendations to guard against coastal impacts.

For the past four years, EDC, planning and conservation have asked for more staff. In terms of succession planning, retirements are anticipated in some of these departments over the next year. Now is the time to building depth and expertise.

We also should not continue to buy what we should provide in-house. The building activity, coastal initiatives and increasing economic development strategies need to have an overarching perspective with someone accountable for deliverables and also to coordinate with departments for environmental management and navigating the delicate balance between developers and optimal land uses. The position of Director of Planning and Development will be tasked with managing the development process including review, staff accountability and making recommendations for improvements. He/she will also be involved in conflict mediation and insuring the EDC studies now in hand do not become shelf plans.

A change in the reporting structure of departments with division heads was recommended in the 2015 DOR management study: *“the presence of division heads could advance more timely and efficient decision making at the departmental level.”* A review of similar positions throughout the state indicates they are plentiful and it is not only appropriate but timely and necessary for our community.

Two important points;

- 1) The creation of this position is almost revenue neutral---meaning that existing budgetary funds are being used in lieu of new tax dollars. The fund is 9/12's of the year; we expect to have someone on board by October 1.
- 2) At its meeting of March 10 the Planning Board voted to unanimously support this change. The Economic Development Commission supports this change. At its meeting of March 16 the Conservation Commission unanimously voted to support this change.

**Recommendation:** The Advisory Committee recommends approval of this article.

**Advisory Committee Vote:** Majority Favor (7-1) in support of this article.

## **ARTICLE 16. General Bylaw Amendment: Revolving Funds**

To see if the Town will vote to amend the General Bylaws of the Town by adding the following new Bylaw, SECTION 10260 - Revolving Funds, and to establish and authorize revolving funds for use by certain town departments, boards, committees, agencies or officers under Massachusetts General Laws Chapter 44, Section 53E½, and further to establish annual limits for Fiscal Year 2018 said funds, or take any other action relative thereto:

### **Purpose**

This bylaw establishes and authorizes revolving funds for use by town departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by Massachusetts General Laws Chapter 44, Section 53E½.

### **Expenditure Limitations**

A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this bylaw without appropriation subject to the following limitations:

- A.** Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.
- B.** No liability shall be incurred in excess of the available balance of the fund.
- C.** The total amount spent during a fiscal year shall not exceed the amount authorized by town meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Selectmen and Advisory Committee.

### **Interest**

Interest earned on monies credited to a revolving fund established by this bylaw shall be credited to the general fund.

### **Procedures and Reports**

Except as provided in Massachusetts General Laws Chapter 44, Section 53E½ and this bylaw, the laws, charter provisions, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of Town monies and the expenditure and payment of Town funds shall apply to the use of a revolving fund established and authorized by this bylaw. The Town Accountant shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.

### **Authorized Revolving Funds**

#### **Senior Center Programming Fund**

**Fund Name.** There shall be a separate fund called Senior Center Programming Fund.

**Revenues.** The Town Accountant shall establish the Senior Center Programming Fund Revolving Fund as a separate account and credit to the fund all of the charges for senior programs and trips.

**Purposes and Expenditures.** During each fiscal year, the Director of the Council on Aging may incur liabilities against and spend monies from the Senior Center Programming Fund for senior programs and trips.

**Fiscal Years.** The Senior Center Programming Fund Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

### **Planning Board Application Fees**

**Fund Name.** There shall be a separate fund called Planning Board Application Fees.

**Revenues.** The Town Accountant shall establish the Planning Board Application Fees Revolving Fund as a separate account and credit to the fund all funds received for administrative review of applications. Any remaining balance over \$10,000.00 shall close to the Town's General Fund on June 30 of every year.

**Purposes and Expenditures.** During each year the Town Planner may incur liabilities against and spent monies from the Planning Department for postage, advertising and Planning Board application fees and other administrative items and expenses.

**Fiscal Years.** The Planning Board Administrative Fees Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

### **Food Establishment Inspection Fees**

**Fund Name.** There shall be a separate fund called the Food Establishment Inspection Fees for the use of the Board of Health.

**Revenues.** The Town Accountant shall establish the Food Establishment Inspection Fees Revolving Fund as a separate account and credit to the fund all fees received by the Board of Health for food inspections to the extent not otherwise subject to Massachusetts General Laws Chapter 44, Section 53G.

**Purposes and Expenditures.** During each fiscal year, Board of Health Director may incur liabilities against and spend monies from the Food Establishment Inspection Fees Revolving Fund in connection with conducting food establishment inspections to the extent not otherwise subject to Massachusetts General Laws Chapter 44, Section 53G.

**Fiscal Years.** The Food Establishment Inspections Fees Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

### **School Transportation Fees**

**Fund Name.** There shall be a separate fund called the School Bus Transportation Fees Revolving Fund for the use of the School Department.

**Revenues.** The Town Accountant shall establish the School Bus Transportation Fee Revolving Fund as a separate account and credit to the fund all of the fees and revenue charged and received by the School Department for transportation of students.

**Purposes and Expenditures.** During each fiscal year, the School Superintendent may incur liabilities against and spend monies from the School Bus Transportation Fee Revolving Fund for student transportation fees and services.

**Fiscal Years.** The School Bus Transportation Fee Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

### **Beach Sticker Fees**

**Fund Name.** There shall be a separate fund called the Beach Sticker Fees Revolving Fund for the use of the Recreation and Public Works Departments.

**Revenues.** The Town Accountant shall establish the Beach Sticker Fees Revolving Fund as a separate account and credit to the fund all of the fees charged and received by the Collector in connection beach operations, maintenance, equipment and capital.

**Purposes and Expenditures.** During each fiscal year, the Recreation Director and DPW Director may incur liabilities against and spend monies from the Beach Sticker Fees Revolving Fund for the operation, maintenance and capital improvement to town beaches.

**Fiscal Years.** Beach Sticker Fees Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

### **Flu Clinic Fees**

**Fund Name.** There shall be a separate fund called the Flu Clinic Revolving Fund authorized for the use of the Board of Health Nurse.

**Revenues.** The Town Accountant shall establish the Flu Clinic Revolving Fund as a separate account and credit to the fund all of the revenue charged and

received by the Board of Health in connection with the operation and administration of annual flu clinics.

**Purposes and Expenditures.** During each fiscal year, the Board of Health Nurse may incur liabilities against and spend monies from the Flu Clinic Fees Revolving Fund for any expenses related to said annual flu clinics.

**Fiscal Years.** The Flu Clinic Fee shall operate for fiscal years that begin on or after July 1, 2017.

### **Wind Turbine Revenues**

**Fund Name.** There shall be a separate fund called the Wind Turbine Revenues Revolving Fund authorized for the use of the Town Administrator.

**Revenues.** The Town Accountant shall establish the Wind Turbine Revenues Revolving Fund as a separate account and credit to the fund all of the revenue generated from or received by the revenue generated to the town for the Wind Turbine.

**Purposes and Expenditures.** During each fiscal year, the Town Administrator may incur liabilities against and spend monies from the Wind Turbine Revenues Revolving Fund for the subsidizing of electrical costs and for Gates Middle School and the Public Safety Complex debt.

**Fiscal Years.** The Wind Turbine Revenues Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

### **Maintenance of Private Ways**

**Fund Name.** There shall be a separate fund called the Maintenance of Private Ways Revolving Fund authorized for the use of the Department of Public Works.

**Revenues.** The Town Accountant shall establish the Maintenance of Public Ways Revolving Fund as a separate account and credit to the fund all funds received by the Department of Public Works for work associated exclusively with bringing private ways to public way standards for acceptance as a public way, and performing maintenance of certain private ways with such conditions and terms as established by the Department of Public Works.

**Purposes and Expenditures.** During each fiscal year, the Highway/Grounds Superintendent may incur liabilities against and spend monies from the Maintenance of Private Ways Revolving Fund for costs incurred with bringing private ways to public way standards and for maintenance of certain private ways.



**Fiscal Years.** Maintenance of Private Ways Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

**GATRA Transport Fees**

**Fund Name.** There shall be a separate fund called the GATRA Transport Fees Revolving Fund (Greater Attleboro Regional Transit Authority (GATRA) authorized for the use of the Council on Aging

**Revenues.** The Town Accountant shall establish the GATRA Revolving Fund as a separate account and credit to the fund all funds received by the Council on Aging for transportation fees received for public transit for Scituate seniors with such conditions and terms as established by the Council on Aging.

**Purposes and Expenditures.** During each fiscal year, the Council on Aging Director may incur liabilities against and spend monies from the GATRA Transport Fees Revolving Fund for costs incurred with the provision of transit services for Scituate seniors including fuel, vehicle repairs, drivers’ salaries and other related costs.

**Fiscal Years.** The GATRA Transport Fees Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

**Solar Array Revenues**

**Fund Name.** There shall be a separate fund called the Solar Array Revenues Revolving Fund authorized for the use of the Board of Selectmen.

**Revenues.** The Town Accountant shall establish the Solar Array Revenues Revolving Fund as a separate account and credit to the fund all funds received by the Town for the subsidizing of electrical costs and for Gates Middle School and the Public Safety Complex debt.

**Purposes and Expenditures.** During each fiscal year, the Town Administrator may incur liabilities against and spend monies from the Solar Array Revenues Revolving Fund for costs incurred with subsidizing of electrical costs and for Gates Middle School and the Public Safety Complex debt.

**Fiscal Years.** The Solar Array Revenues Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

<b>Fund Name</b>	<b>Annual Limit</b>
Senior Center Programming Fees	\$ 35,000
Planning Board Application Fees	\$ 50,000

Food Establishment Inspection Fees	\$ 30,000
School Bus Transportation Fees	\$ 300,000
Beach Sticker Fees	\$ 265,000
Flu Clinic Fees	\$ 5,000
Wind Turbine Revenues	\$ 425,000
Maintenance of Private Ways	\$ 15,000
Solar Array Revenues	\$ 450,000
GATRA Transport Fees	\$ 70,000

*Sponsored By: Board of Selectmen*

**Comments:** As a result of recent changes in law under the *Municipal Modernization Act*, all Revolving Funds (*Sec 86 – Departmental Revolving Funds*) in municipalities are required to be codified under each Town’s bylaw. Therefore, a new General Bylaw is recommended to be created reflecting all of the Town’s current revolving funds. This is simply a legal requirement given the new change to how revolving funds are handled.

**Recommendation:** The Advisory Committee recommends approval of this article.

**Advisory Committee Vote:** Unanimous (8-0) vote in support of this article.