

**Advisory Committee
Meeting Minutes
1/17/2017**

In attendance: Committee Members Anderson, Baltera, Belyea, Coughlin, Curley, Hancock, Haskell, Kelley, Kutsch, LaCroix, MacKay, Sharkansky, Smallwood, Strehle, and Taylor and Town Accountant Nickerson.

Chairman Taylor called the meeting to order at 7:31 p.m.

Questions from the public on items not on the agenda: None

Approval of Minutes

Members approved the January 10, 2017 minutes with revisions on a 9-0 vote. Members Belyea, Curley, and Kutsch abstained, as they were not in attendance at that meeting. Members Haskell and Sharkansky were not present for this vote.

Budget Reviews – South Shore Country Club and Public Safety

South Shore Country Club

After remarks by South Shore Country Club Director of Operations Jay McGrail with Country Club Management Committee Chairman Bill Friend and Treasurer Paul Casey, Belyea recommended an appropriation of \$2,192,765. The budget forecasts revenues in excess of expenditures, including depreciation, while reimbursing the Town for all operational expenses borne by the Town on behalf of the Club. The Country Club generates the revenue to reimburse the Town through fees, permits, leases, and sales. As a weather dependent business, projecting revenue is challenging. As a result, Club leaders are managing fixed costs within their control, including through staff reductions, to keep costs in line with revenue. The Club experiences ongoing issues as the aging facility requires unexpected repairs. When possible, capital projects are done in the spring, allowing the Club to defer or cancel such projects if revenue projections are not being met. New collaborations with the Recreation Commission provide revenue-enhancing opportunities through vacation camps and pool management for the summer season. The group plans to repeat this year's Scramble Tournament, which raised \$30,000 for Club capital improvements, and bring back more outings. In addition, the Club services all Town athletic fields in providing a) safe, slow release fertilizers that do not contaminate groundwater; b) fields top dressings for natural turf (vs. synthetic turf) repairs; and c) baseball mound building and infield soil mixtures to enhance home field advantage.

Police Department

After remarks by Police Chief Glenn Olsson with Deputy Chief David Jones, Hancock recommended an appropriation of \$5,554,418. Additional requests endorsed by the Town Administrator include \$40,000 for overtime related to training, investigations, and certifications, \$10,000 for a taser assurance program, and \$4,000 for professional services such as outside trainers, investigators, and auditors. Police are increasingly moving into social services, such as addressing drug addiction, building on Hingham's successful community policing initiatives. The Chief anticipates an increase in calls for service resulting from the new housing units slated for the north end of Town. He also expressed support for the proposed grant writer. To meet a level funded budget, the Department would reduce staff (i.e. a clerical position and crossing guard), reduce overtime hours, and forego the taser program.

Animal Control

After remarks by Animal Control Officer Leslie Badger with Police Chief Olsson, LaCroix recommended an appropriation of \$68,274, essentially a level services and level funded budget. Animal Control seeks an additional \$3,750 to account for fuel, which was formerly included in the Police Department's budget. The Town Administrator has endorsed this additional request.

Harbormaster

After remarks by Harbormaster Ken Corson with Head Assistant Harbormaster Joe Driscoll and Chief Olsson, Kelley recommended an appropriation of \$214,740, which is slightly lower than the FY 2017 budget. The Town Administrator endorses additional requests of \$19,214 to increase Head Assistant Harbormaster and Assistant Harbormaster hours, enabling the Harbormaster to spend more time on the water, and \$750 in expenses for electricity. The department expects to move to the new intermodal center at the Shipyard in the next few months. The Town Administrator did not endorse the additional request for clerical hours. He also did not endorse the additional request for rent at the intermodal center, but he is in negotiation with the MBTA regarding the cost of space in the new building. While noting the need for subject matter expertise in applying for grants of interest to the department, the Harbormaster expressed interest in the proposed grant writer as a resource to pursue additional grant opportunities.

Fire Department

After remarks by Fire Chief Bob Olsson with Deputy Chiefs Steve Murphy and Louis Lachance, Baltera recommended an appropriation of \$5,469,607. The department also seeks \$62,396 in salary and shift differential for an additional firefighter/paramedic to provide consistent staffing across all four operation groups manning apparatus 24 hours a day, 7 days a week. If the Town required a level funded budget, the Fire Department would reduce personnel by one while reducing both the overtime and training budgets.

Dispatch Services

Kelley recommended an appropriation of \$897,586, an estimate based on a 5% increase since the Town will not receive its actual assessment until close to Town Meeting. The South Shore Regional Emergency Communications Center is in discussions with Rockland about joining the regional initiative.

Public Safety Utilities

LaCroix recommended an appropriation of \$547,698.

Liaison Updates

AdCom Liaisons provided the following updates:

- CPC (Hancock) – The committee approved 12 of this year’s 13 projects, while funding its long-term commitments to the Heritage Museum and Lehner property purchase. In addition, CPC is reserving \$ 153,484 in unspent funds for future projects.
- Dogs in Bare Cove Park (Curley) – The Selectmen (“BOS”) may submit a warrant article permitting unleashed dogs in the park on alternate days for Town Meeting consideration. While BOS may not endorse or support the article, they commit to abiding by Town Meeting’s decision, enabling proponents to seek local approval of this change to Park regulations.
- Schools (Smallwood) – The AdCom Education Subcommittee’s joint meeting with the School Committee, open to all AdCom members, is 1/21/2017 at 8:30 a.m.

Warrant research, hearing, and voting process

Chairman Taylor will make assignments of AdCom members to warrant articles next week. Since the Selectmen hear warrant articles in advance of AdCom, it is helpful for members to listen to the BOS deliberation on articles to which they are assigned.

Hancock summarized the warrant article process, reviewing the FY 2018 Warrant Article Status Summary (WASS), and noting that she would distribute the Warrant Article Style Guidelines and Section 7.3 of the Advisory Committee Handbook on warrant articles next week.

AdCom is postponing its next meeting to January 31, 2017 since the Selectmen will not be meeting next week.

Matters not anticipated within 48 hours: None

Adjournment

The Committee voted unanimously to adjourn at 11:05 p.m.

Respectfully submitted,

Donna M. Smallwood
Secretary

Documents:

Agenda - AdCom Meeting 1/17/2017

Draft Minutes - AdCom Meeting 1/10/2017

Advisory Committee Meetings/Milestones 2016-2017, 1/11/2017

AdCom FY 18 Scorecard, 1/10/2017

South Shore Country Club Proposed Budget for FY 2018. Belyea notes 1/17/2017

Hingham Police Department – Shift Assignments, Calls for Service, Line Item Budget Explanation,
Overtime 1/16/2017

Animal Control Trends 1/17/2017

Hingham Harbormaster – FY 2018 Advisory Budget Presentation 1/17/2017

Revised Budget Book pages – Pages IIIIR-XVR, 2R, 4R, 75R-81R

Fire Department Manning Plan by Shift 1/17/2017

FY 2018 Warrant Article Status Summary 1/12/2017 LH

Warrant Process 1/16/2017