

**Advisory Committee
Meeting Minutes
2/28/2017**

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

The first portion of the meeting was a joint session with the Board of Selectmen and the School Committee. Chairman Taylor called the Advisory Committee to order at 7:35 p.m.

Foster School Feasibility Study

School Committee Chair Liza O'Reilly outlined Articles EE (Foster Elementary School Feasibility Study) and FF (2017 School Building Committee). Taylor provided dates for AdCom's hearing (3/2/2017) and vote (3/7/2017) on these Articles.

Hingham Schools Business and Support Services Director John Ferris presented information on Foster School's background, current conditions, and primary concerns, along with cost and difficulty considerations. He summarized the Massachusetts School Building Authority's ("MSBA") application process, the reasons to proceed with a Statement of Interest ("SOI") now, and the School Committee's specific requests of the Selectmen.

Challenges at Foster include aspects of its layout not conducive to educational programming, in addition to its systems problems, especially the heating issues. Acting at this year's Town Meeting on these two Articles positions the Town to move quickly if accepted by MSBA, shortening what is likely to be a four to five-year process.

The \$750,000 feasibility study proposed in Article EE is contingent on the MSBA accepting Hingham into its program. Town leaders will work toward consensus on the proposed source for that funding with Town Administrator Ted Alexiades suggesting borrowing. Once complete, the feasibility study would result in options for the Town's consideration (i.e., renovation, renovation with an addition, or new building), schematic design, and cost estimates. Town Meeting would vote before any project moves to construction.

The Advisory Committee voted unanimously to recess from the joint meeting at 8:45 p.m. After moving to a separate room, Chairman Taylor reconvened the Advisory Committee at 8:55 p.m.

He reported that the Selectmen may reopen the Warrant to insert the two School Articles (Foster Feasibility Study and Building Committee), split the current Article R into two separate Articles (wharves and seawall construction/maintenance), and insert two additional Articles addressing bonding of sewer projects.

Warrant hearing and vote

Article J – Building Department Revolving Fund

Kelley outlined this Article's three purposes:

- To change the Town's By-law consistent with the newly enacted State Municipal Modernization Act;
- To re-establish the Building Department Revolving Fund until the By-law change becomes effective;
- To set the Fund's cap for FY 2018 at \$250,000.

In future years, Town Meeting will only need to set the Revolving Fund's cap annually.

The Town is moving more wage, salary, benefit, and expenses in connection with plumbing, gas, and electrical inspections to the Fund. AdCom members approved Article J by a vote of 13-0-0.

Article P – Disposal of Surplus Supplies

Haskell summarized the revised provisions in the Recommended Motion of this Article, which establishes Hingham procedures for disposal of surplus supplies valued at less than \$10,000. Surplus supplies would first be offered to other Town Departments. The Chief Procurement Officer can employ a number of specified methods (i.e., public auction, sale to the highest bidder, or private sale) to dispose of surplus supplies valued at more than \$100 but less than \$10,000. Supplies valued at less than \$100 may be disposed without attempting to obtain value.

Members proposed several refinements to the Comment including referring to the Recommended Motion, which differs from the original Article, and clarifying that the procedures do not apply to the School Department.

Members also suggested that the Recommended Motion specify that the Town Administrator acts as the Town's Chief Procurement Officer. AdCom members approved Article P with this revision by a vote of 13-0-0.

After considering the potential for future changes in the Town Administrator's responsibilities, members voted 13-0-0 to reopen the vote on Article P. AdCom members then approved Article P in its original form on a vote of 13-0-0.

Warrant vote

Article Y- Town Hall Architectural Engineering

Belyea summarized Article Y as seeking \$50,000 for a traffic/parking study, structural engineering evaluation, and systems assessment of Town Hall, with funding coming from Fund Balance.

AdCom members approved Article Y by a vote of 13-0-0.

Warrant hearing calendar review

Review and discuss additional municipal budget requests

Taylor anticipates that next week's Forecast revision will show little change from the previous version. It will likely include unchanged revenue, along with expenses reflecting a reduction of about \$240,000 since Capital Outlay's budget came in under its forecast.

Next week, AdCom's Education Subcommittee will make its recommendation on the School budget and AdCom will consider the proposed additions for municipal departments. The budget will likely continue to show a gap after those adjustments. AdCom members will need to consider whether they are comfortable cutting more services to bridge that gap or using one-time building fees, which are expected by 6/30/2017.

Members next reviewed the proposed additions for municipal departments. The Town Administrator's top priorities include the Employee Benefits Coordinator, snow removal, and the Police Taser program, followed by the proposed Police overtime. AdCom liaisons will seek additional information about the Affordable Housing Specialist, Public Works drainage, Harbormaster proposals, Police Department priorities, and additional Firefighter paramedic. Member Haskell recused himself during discussion of the Public Works Department item.

Taylor reviewed AdCom's upcoming calendar as the committee concludes its budget and Warrant Article reviews over the next few meetings. He also suggested AdCom's process for review of Articles T

(Leashing Regulations in Bare Cove Park) and W (Change in Number of Selectmen) at its March 2, 2017 meeting.

Liaison Updates: None

Matters not anticipated within 48 hours: None

Adjournment

The Committee voted unanimously to adjourn at 10:42 p.m.

Respectfully submitted,

Donna M. Smallwood
Secretary

Documents:

Agenda - AdCom Meeting 2/28/2017

Article J – Building Department Revolving Fund

Article P – Disposal of Surplus Supplies

Article Y - Town Hall Architectural Engineering Study 2/27/2017

Article EE – Foster Elementary School Feasibility Study

Article FF – 2017 School Building Committee

Hingham Public Schools, Foster Elementary School – John Ferris (slides) 2.28.17

Vote information for districts that have not been invited into the MSBA's Eligibility Period or Capital

Pipeline – www.massschoolbuildings.org

Application and Approval Procedures, 963 MA ADC 2.10 “(3) School Building Committee”

Additional Requests FY18 as of 1/17/17

Warrant Article Status Summary 2/28/2017 12:30 p.m LH