

**Advisory Committee  
Meeting Notes  
January 3, 2023  
Hingham Town Hall, South Hearing Room**

**In Attendance:** Chairperson; George Danis, Nancy MacDonald, Tina Sherwood, Davalene Cooper, Andrew McElaney, Caitlyn Kirk, Lyndsey Kruzer, Brenda Black, Joe Griffin, Alan Macdonald, Kathy Curley, Sarah Melia, Carol Tully, Brian Stack

**Absent:** None

**Participating Remotely:** Jason Price

**Call Meeting to Order:** Chairperson Danis called the meeting to order at 7:00 p.m. and read the following statement:

*“This meeting is being held remotely as an alternate means of public access pursuant to an Order issued by the Governor of Massachusetts dated March 12, 2020 Suspending Certain Provisions of the Open Meeting Law. You are hereby advised that this meeting and all communications during this meeting may be recorded by the Town of Hingham in accordance with the Open Meeting Law. If any participant wishes to record this meeting, please notify the Chairman at the start of the meeting in accordance with M.G.L. c. 30A, § 20(f) so that the chair may inform all other participants of said recording.”*

**Comments from the public on Items not on the Agenda:**

There were no comments.

**FY 24 Budget Hearings:**

- **Community Planning** (K. Curley) Department Head – Emily Wentworth  
The department is requesting a total budget for fiscal 2024 of \$283,181.00. This amount represents a \$15,720 increase from the previous year’s budget or a 5.8% increase. Salaries for the department are \$258,976.00 or roughly 91% of total budget. There is currently an unfilled position in the department for an administrative assistant. Expenses for FY23 were \$24,205.00. 45% of that year’s expenses were consulting fees paid by the department to assist them in meeting a variety of zoning and site planning requirements. This year the department is requesting an additional \$3500 for consulting services. This additional amount will be used to help the department comply with the MBTA communities multi-family housing zoning requirements. The additional request may be offset by a reduction in office supplies and savings on the salary of a new administrative assistant who would likely begin the job at a lower step rating than the experienced worker who has just left.

The Community Planning budget was recommended for \$283,181.

- **Conservation** (L. Kruzer) Department Head – Lonnie Fournier  
There was a step increase under salaries for clerical services. An increase in Department Head salaries was also pointed out as it is currently being filled on an interim basis, and the amount reflects the accurate salary for the next year. Expenses are very similar to last year’s budget other than a few specific expenses. One being a Ford Ranger that needs four new tires and a battery.

There was an increase in meetings and seminars and this reflects the new staff that will need training. Travel also went up for in-person training versus via Zoom.

There is an additional request for more hours for a part-time position to allow additional time to administer the wetlands protection act and compliance obligations by adding 11 more hours per week.

Chair Danis questioned the \$29,000 in grounds expenses, which is the same as last year, but double the previous year. Routine maintenance is usually budgeted at around \$5,000 per year. An increase from \$5,000 to \$7,000 to account for the unexpected costs for maintaining the lands. In FY23 the costs went up quite a bit due to commitments with shared maintenance responsibilities with the Town of Hull and the Town of Cohasset.

The Conservation budget was recommended for \$28,142.

- **Land Use and Development** (S. Melia) Department Head – Jennifer Oran

The salary increases are due to typical step increases. A full-time clerical addition was also pointed out. There are no increases in expenses.

The Land Use and Development budget was recommended for \$476,915.

- **Information Technology** (K. Curley) Department Head – Bill Hartigan

The IT Department supports all 26 Town departments. The total requested budget for IT services for FY 24 is \$806,579. This represents approximately a 21% increase over the previous fiscal year. However, part of this increase is the result of moving \$80k in telephone expenses (Verizon, AT&T for example) from the town administrator's budget and placing it in the IT budget. An additional \$22k is the assumption of the copier leases moving from Town Admin budget to Technology. Total salary expense of \$322,114 for FY 24 represents a less than .2% increase. Salary expense for the IT department does include \$87,122 reimbursement from the School department and from WRWS.

The Information Technology budget was recommended for \$806,579.

- **Bare Cove Park** (S. Melia) Dept Head – Claudia Eaton

The budget for Bare Cove Park is essentially the same as last year. In the future, the Committee has a goal to bring power to the beach front area, and are earmarking a mitigation donation from The Cove apartment complex of \$50,000 for this project.

The Bare Cove Park budget was recommended for \$34,147.

- **South Shore Country Club** (A. Macdonald) Dept Head Kevin Whalen

The operating budget of the country club is an enterprise fund. The expenses are supported by the revenues generated by the operating of the club. The club does well and is an excellent resource and asset for the Town. As far as the operating budget, the budget performs well with steady expense growth which is supported by active revenue growth. The big expense coming into this year is the debt service on the new maintenance barn, but this can be absorbed by the budget. The more challenging component to this budget is the long-term expenses.

From a capital standpoint, there is an HVAC system and a roof necessary for the clubhouse.

They need a rough mower and would like to purchase this out of the budget. The SSCC golf carts

are 7 years old, nearing end of life. The SSCC would like to lease a package of 64 gas-powered carts for 2 years to provide a bridge to get to electric carts. Another capital requirement is the solar panels. The maintenance barn was built to handle solar panels and the country club is looking at how they move forward with financing solar panel installation.

The South Shore Country Club budget was recommended for \$2,299,998.

- **Trustees of the Bathing Beach** (A. Macdonald) Dept Head – Ed Johnson

The Trustees of Bathing Beach budget supports the seasonal operating expenses of the Bathing Beach as administered by the Trustees. The principal expenses are the seasonal salaries of lifeguards along with operating costs such as daily upkeep and maintenance during the summer and lifeguard uniforms.

The FY24 budget request represents a reduction from FY23 of \$2,371 due to a slight reduction in the seniority pay for lifeguards and a surplus in previously ordered uniforms that will preclude the need for purchase in the coming year.

The Trustees of the Bathing Beach budget was recommended for \$39,122.

- **Town Hall** (S. Melia) Department Head Tom Mayo / Michelle Monsegur

It was reported that the salary increases are due to the normal step increases as well as longevity increases. For Town Hall expenses, the equipment rental has been zeroed out as it has moved to IT's budget. Vehicle expenses are slightly up for maintenance and fuel costs. The Cushing Street Building's electric heating is about \$3,000 per month in the winter and a portion is reimbursed. Also, the 335 Lincoln Street budget has been zeroed out as the building is being demolished. The electric costs are estimated to reflect the Hingham Municipal estimated rate increase based off the most recent billings. Also mentioned was that water and sewer is not expected to increase in FY24. An increase in the alarm sprinkler systems was mentioned due to the insurance company requiring a flow test this year.

The Town Hall budget was recommended for \$650,473.

### **Liaison Reports:**

- a. Cleaner Greener Hingham (Ms. Sherwood)**

- Ms. Sherwood reported that the Cleaner Greener Hingham Committee they will be moving forward with two plastic water bottle ban Articles. January 20, 2023 is the deadline to get them in to the Warrant and then both the Select Board and Advisory Committee will hold hearings regarding the articles.

- b. ACES (Ms. MacDonald)**

- Ms. MacDonald reported that ACES is beginning the budget discussions and that there will be four budget meetings.

- c. Public Safety Facility (Ms. MacDonald)**

- Ms. MacDonald reported that the Public Safety Facility is continuing to move forward. She relayed that the project was originally estimated for completion in 16 months and is now projected for 20 months due to electrical work that needs to be done and will involve more planning.

### **Discussion of Advisory Committee Housekeeping Items:**

- a. Approval of Minutes from the December 13 and 20, 2022 AdCom Meetings**  
December 13, 2022 meeting minutes were approved with minor edits by roll call vote, 13-0.
- b. Next meeting: January 10, 2023**  
The next AdCom meeting is scheduled for January 10 2023.

**The meeting was adjourned at 9:09 p.m. by roll-call vote (14-0).**

**Documents Distributed for this Meeting:**

AdCom January 3, 2023 Meeting Agenda  
AdCom 13, 2022 Meeting Minutes

**Respectfully Submitted,  
Alicia Anthony/Recording Clerk**