

Advisory Committee Meeting Minutes

Date: April 27, 2021

Place: Remote Meeting via Zoom

In attendance: Committee Members Bob Curley, Julie Strehle, Andy McElaney, Evan Sheehan, Dave Anderson, Davalene Cooper, Kristin Dziergowski, Victor Baltera, Alan Macdonald, Brenda Black, Eryn Kelley, Nancy MacDonald, George Danis, and Town Accountant Sue Nickerson.

Absent: Libby Claypoole, Tina Sherwood

1. ***Call meeting to order:*** Chair Curley called the meeting to order at 7:01 pm 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.

2. ***Comments from the public on items not on the agenda:*** None

3. ***Discussion and Vote on Advisory Committee Policies and Procedures:***

Davalene Cooper presented an updated Policies and Procedures draft and led the AdCom members in a discussion of the document. Several members had questions and sought clarification on the role of liaisons, teams and sub-committees. Chair Curley provided guidance which addressed the issues raised by members. Additional edits to the document, which were not in the draft circulated to members, were proposed and a preliminary discussion ensued. Chair Curley suggested that further discussion be postponed until the May 4, 2021 meeting so that these new, proposed, edits could be circulated to the AdCom members for their consideration prior to the May 4 meeting.

4. ***Preparation for Town Meeting Speaker Assignments:***

Chair Curley discussed the Town Meeting speaker assignments for Warrant Articles and Budgets. A list of assignments was distributed to members prior to the meeting and several changes were noted during the discussion. Chair Curley stated that he would update the schedule and then forward a copy to Town Moderator Michael Puzo for his records. Chair Curley stated that members should prepare remarks in the event they

are asked to respond to a question about a Budget or Warrant Article that had been assigned to them and for which they are responsible.

5. *Form of Article 6 Motion:*

Chair Curley stated that there had been discussions with Town Counsel John Coughlin and Town Administrator Tom Mayo about how the appropriation from Fund Balance should be worded in the Warrant. In prior years, a Fund Balance appropriation had identified specific expenses to which funds were being applied. These expenses were consistent with the use of Fund Balance as outlined in the Town Financial Policy. This year, while there are sufficient specific expenses to which Fund Balance could be applied, Mr. Coughlin suggests the appropriation be listed as a one-time appropriation to balance the proposed Town Budget. Mr. Coughlin further noted that this wording is similar to how comparable Towns record their appropriation. Chair Curley noted that the Town has only received general guidance on the use of funds provided by the American Rescue Plan Act and so the language suggested by Mr. Coughlin is appropriate and prudent.

5. *Further discussion and vote on Article U- PRS windows:*

Dave Anderson noted that School Business Manager John Ferris expects to receive a final quote for the project within the next day or two. Once the quote is received the AdCom will consider and vote the Article. This discussion and vote should occur at the May 4, 2021 meeting.

5. *Review and approval of Minutes from Meeting of March 23 and 25:*

- March 23 meeting minutes were approved, with revisions, by a roll call vote of 12-0-0 (Libby Claypoole and Tina Sherwood were absent from the meeting);
- March 25 meeting minutes were approved, with revisions, by a roll call vote of 12-0-0 (Libby Claypoole and Tina Sherwood were absent from the meeting).

6. *Liaison Reports:*

Brenda Black noted that the Hingham Municipal Lighting (HMLP) Plant General Manager Paul Heanue, in conjunction with the Town DPW Superintendent Randy Sylvester, has identified a $\frac{3}{4}$ acre site on undeveloped Transfer Station land that could be used to construct a new sub-station. The sub-station is necessary to support the proposed new transmission line that the HMLP is planning. The site is being examined for potential problems, including wetland issues, but Mr. Heanue is currently hopeful that no significant issues will be identified that would prevent development of the site as a sub-station.

7. *Discussion of Advisory Committee housekeeping items:*

Chair Curley presented the following updates:

- Town Hall will be open for employees to all work in person starting June 1, 2021. Current plans are for Town Hall to be open to the public in mid-June;
- The Town Moderator's meeting to review the Town Meeting schedule is set for May 2, 2021. While AdCom members are not required to attend, Chair Curley will post an AdCom meeting in the event that a quorum of members choose to attend;
- The AdCom will meet on May 4 and May 8, 2021;
- Chair Curley will check with Board of Health Executive Health Officer Susan Sarni about the possibility of the AdCom holding its traditional end-of-year party.

8. ***Matters not anticipated within 48 hours of meeting:*** None

9. ***Adjourn:*** Motion to adjourn at 8:34 pm approved by roll call vote of 11-0-0 (Libby Claypoole, Tina Sherwood and Evan Sheehan were not present for the vote).

Respectfully submitted,

George Danis, Secretary

List of Documents Distributed for this Meeting:

- Agenda;
- March 23 and March 25, 2021 meeting minutes;
- Schedule of AdCom member speaker assignments for Budgets and Warrant Articles.

Approved with revisions on 05/04/2021 by roll call vote 12-0-2 (Libby Claypoole and Tina Sherwood were absent from the April 27 meeting and abstained).