

Hull Board of Selectmen

Minutes

September 8, 2015

The meeting of the Hull Board of Selectmen was called to order at 7:30 p.m. on Tuesday evening, September 8, 2015, at the Hull Municipal Building, 253 Atlantic Ave., Hull, Massachusetts.

Present: John C. Brannan, Chair; Domenico Sestito, Vice-Chair; Christopher Mitchell, Clerk; John D. Reilly, Jr., Member; and Kevin Richardson, Member. Also present were Philip E. Lemnios, Town Manager; James Lampke, Town Counsel; and Catherine Goldhammer, recording secretary.

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Note: The following scheduled appointments were cancelled prior to the meeting, as the applicants could not be present:

- Stephanie Peters, regarding appointment to the Parking Study Committee
- Paula Whelan, regarding appointment to the Parking Study Committee

MINUTES

The selectmen voted to approve minutes for the Board of Selectmen meetings of July 28, 2015; August 11, 2015; and August 18, 2015.

Motion	Sestito	Motion to approve
Second	Reilly	
Vote	Unanimous	

NEW BUSINESS

Lemnios noted that the selectmen would meet at 8 a.m. on Tuesday, September 15, to sign the warrant for the special Town Meeting. He also announced a Parking Committee meeting on Thursday, September 10, at 6:30 p.m. In addition, there will be a general parking meeting in the high school cafeteria on Wednesday, September 16, at 6:45 p.m. There will be a Fort Revere Preservation Society meeting on Thursday, September 10, at 6:30 p.m. at the library.

Mitchell said that several pieces of correspondence have been received regarding the Stony Beach parking lot and asked if Lemnios could reach out to those individuals regarding the meeting on the tenth. Lemnios said that he already had begun to do so.

Sestito asked if the board could schedule the Parking Committee for a selectmen’s meeting in October to do a post-summer review. He also announced that there would be a meeting of the Opiate Task Force at 5:30 p.m. on September 21, followed by a film at 6 p.m.

Reilly announced that the 9/11 observance will be held on Friday, September 11, at 6 p.m. at the pavilion.

APPOINTMENTS

Building Department Presentation

Peter Lombardo and members of the Building Department staff were at the meeting to present an overview of their department and its current activities. The presentation included but was not limited to the following points:

- The department's task is to 'read, interpret, and enforce prescribed state and local regulations regarding the built environment, land, and structure' in the town. To do so it uses several state, national, and international code books, as well as the town's zoning and other bylaws.
- Its primary daily function is to review plans and issue permits, including electrical, plumbing, gas, mechanical, and sheet metal permits. It also issues building permits, which necessitate review of building code and zoning compliance. About 95% of building permits issued are for alterations to existing buildings.
- The department also fields questions, hears complaints and disputes, performs inspections, and issues stop work, violation, unsafe structure, and blighted property notices.
- The department interfaces with the Conservation Commission, the Board of Appeals, the Planning Board, the Historical Commission, the Design Review Board, Fire Prevention, and the Board of Health on a regular basis. It works closely with the Conservation Commission to maintain the town's CRS rating for flood insurance.
- The department generates income through permit and inspectional fees. In fiscal year 2014, it generated \$201,850.
- Long-term goals are to gain space and time, computerize more of the operations and files (in process), and add personnel.

Lemnios added that an integrated software package being purchased from the state will enable the town to automate and integrate many Building Department functions and connect them with corresponding actions across several departments. However digitized existing files would require hiring a company and would cost \$450,000-\$500,000 to accomplish.

Zoning Board of Appeals Update

Members of the Board of Appeals were present at the meeting to give an overview of their board and its activities. Alana Swiec, Chair; Roger Atherton, Clerk; and Patrick Finn, Associate Member were in attendance.

The following were some of the points covered:

- This is a six member board, consisting of 3 members and 3 associate members. There is currently one vacant seat for an associate member. Members and associate members are assigned to cases based on availability. Three members need reappointment, as theirs has expired.
- The board's task is to consider zoning relief and appeals. In doing so, it can issue special permits for existing nonconforming structures and variances for existing conforming structures. It also hears appeals of orders issued by the Building Commissioner. The board works closely with the Building Commissioner, Town Counsel Lampke, and Town Manager Lemnios. In the past five years, the board has heard an average of 22 cases per year.
- The board is not a selectmen's committee although its members are appointed by the selectmen.
- A Bylaw Review Committee has been empaneled to review all of the town's zoning and other bylaws.
- Issues identified by the board as being of concern are short-term rental property, utilization of the railroad bed, and small lot development.
- Cases may be simple or challenging. They require an application for a hearing, which is received along with documentation regarding the property, which may run 10-15 pages for a typical case, or 30-40 pages for a more complicated case. In all cases, abutters are notified of the appeal and upcoming hearing and have the opportunity to appear and speak at the hearings.

Historic District Commission Update

Don Ritz attended the meeting to give an update and overview of the Historic District Commission, which was established by Town Meeting in 1994. It reviews permits for changes to homes and buildings in the historic district. Recent cases have included reviewing:

- The construction of a large new home
- The replacement of a porch
- The replacement of siding
- Upgrades to St. Nicholas Methodist Church
- Recent library improvements and renovations

Ritz stated that the commission works closely with the Building Commissioner. The commission meets on the second and fourth Wednesdays of the month, except over the holidays. There are five members and two open alternate spots. All are welcome to attend meetings.

Historical Commission Update

Dennis Riley was present at the meeting to update the selectmen on the activities of the Historical Commission, which works to “identify, document, and protect the unique historical heritage of our town.” This is a seven-member board which currently has one vacant seat. The board meets on the second Monday of the month at the Hull Lifesaving Museum.

Current projects include:

- An architectural survey of town-owned properties over 50 years old.
- Documentation and inventory of archival material, including photographs and memorabilia stored in the old Town Hall.
- Working with the Fort Revere Park and Preservation Society and the DCR on the potential rehabilitation of the officers’ quarters and museum.
- Selling historical plaques to homeowners.

Riley also stated that there is a desire to get the old town hall open again, but it is in need of repairs. Riley stated that there are thousands of photographs that need to be scanned. Lemnios added that there is a concern about having a lot of people in the building while there are still many unprotected documents, photographs, and artifacts in there. Until the collection is inventoried, he said, there should never be one person in it alone. There are also many issues with the envelope of the building, and there need to be modifications to the garage for a fire engine to be stationed there in storms.

Continuation of Town Building Discussion

The selectmen revisited the discussion of the RFP for the first stage of the town building study, which would look for “a complete and thorough visual non-destructive assessment of each facility (The firm shall determine the remaining useful life of each building component and approximate replacement costs. The firm shall provide a preventive maintenance schedule and associated costs estimates (labor and materials) to extend the useful life of assets. The firm should also identify building components or systems which are past their useful life or where the costs of continued operation of those components would not be cost effective compared to replacement when looking at the life cycle costs. The Contractor shall identify and categorize each major component for predictive maintenance, preventative maintenance, emergency maintenance and/or routine maintenance needs. The Contractor shall prioritize necessary repair, renovation and or replacement actions with the estimated costs by the projected year in a consistent format by facility.”

The buildings would include Town Hall and police station, Fire Stations (3), Veterans/Senior Center, DPW buildings, the library, and the three schools. The components to be assessed include substructure, core and shell, interiors, building equipment and systems, site improvements, and accessibility.

Lemnios said that the cost of the study will be approximately \$60,000 and the funding is in place from the bond issue for repairs to town buildings.

The schedule for this solicitation is as follows:

- September 22, 2015 - Advertise RFP in Goods and Services Bulletin and local newspapers.
- October 1, 2015 at 10 a.m. - Pre-proposal conference at Hull Town Hall
- October 8, 2015 at 1 p.m. - All questions/inquiries concerning the RFP must be submitted in writing to Lemnios by 1 p.m. to be considered.
- October 29 at 1 p.m. – Proposals are due at Hull Town Hall.

Review and contract award dates are approximate and subject to change:

- November 2015 - Review of proposals and selection ranking of proposals.
- November 2015 - Interview selected firms
- December 2015 - Execute Contract

Motion	Richardson	To approve the issuance of the RFP for a study of town buildings
Second	Reilly	
Vote	Unanimous	

CAPITAL OUTLAY COMMITTEE APPOINTMENTS DISCUSSION

Brannan said that he would like to make appointments to the Capital Outlay Committee and made the following motion:

Motion	Brannan	To appoint Robert Foley, Danny Silverman, and Joan Meschino to the Capital Outlay Committee
Second	Sestito	
Vote	None	Motion was withdrawn

Another motion was made as follows.

Motion	Richardson	To change the makeup of the board to three citizens rather than three citizens with one from each precinct
Second	Sestito	

Vote	None	Motion was withdrawn
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Both motions were withdrawn so that the selectmen could review candidates and make the decision at their next meeting on Thursday, September 24

NEW BUSINESS, CONTINUED

Reilly said that he would like to get someone on the Seaport Economic Council. He also noted that the town received \$40,000 more in snow removal reimbursement. Lemnios said that this goes into the State Aid portion of the budget. Reilly further that there is a new program to establish a safe zone for Craigslist meetings at police stations and recommended that this be considered for Hull.

The meeting was adjourned at 10:42 p.m. The board will meet again at 8 a.m. on Tuesday, September 15, to sign the Special Town Meeting Warrant. Its next regularly scheduled meeting will be on September 24, 2015.

Recorded by Catherine Goldhammer

Approved - September 24, 2015

Documents

The following documents were included in the Board of Selectmen's packets or were presented during the meeting and are available in the Board of Selectmen's office upon request:

- Board of Selectmen agenda and amended agenda for September 8, 2015
- Board of Selectmen's minutes for meetings of July 28, 2015; August 11, 2015; and August 18, 2015
- Board of Appeals packet
- Historical District informational binder
- Historical Commission handout