



Board of Selectmen Public Meeting Minutes April 9, 2019

The regular meeting was called to order at approximately 6:00 p.m. in the Town Hall Hearing Room by Chairman Norm Holcomb. Selectmen present: Erik Tolley, Tracy Post, Mike Stone, and Mark Forest. Also attending: Yarmouth Town Administrator Dan Knapik; Yarmouth Assistant Town Administrator, Chris Dwelley.

1. Public Announcements & Comments

Tom Sullivan, West Yarmouth, asked for clarification on the most recent school committee meeting. Selectman Post advised that the DESE has asked for more time to review the proposed new regional agreement, and per the DESE request, the School Committee voted to submit Section 4 regarding funding, and leave all other sections for another time. Mr. Sullivan expressed concern about draft language on filling School Committee vacancies. He advised that he intends to speak against the financial proposal at Town Meeting.

Vida Morris also expressed concern regarding the draft language on filling School Committee vacancies. Regarding wastewater, she questioned the value of the amount of money spent on the consultant, and asked the Town to reconsider entering into the tri-town wastewater partnership.

Roby Whitehouse thanked Deputy Chief Steven Xiahros for his work on the First Responder Bridge on Route 6 at Exit 5.

2. Public Hearing

a. Special All Alcohol License for Amber Sadlier, Ragnar Relay Race. Licensing Chair Mike Stone read the legal notice into the record. Carol Conoyer presented the application. Approximately 4,000 racers are expected. A DJ at the Smuggler's Beach finish line will play music and make announcements, and troubadours will promote the Wydah Pirate Museum. The request for live musical entertainment was withdrawn. Free trolley service will be offered to transport participants between local establishments, hotels, and Smuggler's Beach. Yarmouth Chamber of Commerce Director Mary Vilbon confirmed that the Chamber has worked closely with the Ragner organization, and a department head meeting has been held. There was no public comment. Ms. Conoyer explained the alcohol policy and procedures.

MOTION: To move to close the public hearing.

Motion by: Tracy Post

Seconded by: Erik Tolley

Yea 5 Nay 0

MOTION: To move that the Board of Selectmen approve the application as presented, with the exception that there be no live music.

Motion by: Norm Holcomb

Seconded by: Tracy Post

Yea 5 Nay 0

b. Special Alcohol & Entertainment Licenses for Diana Morgan, Latham Centers, Fundraiser at Taylor-Bray Farm. Licensing Chair Mike Stone read the legal notice into the record. Latham Centers Director of Development Heather Kelsey and Development Associate Diana Morgan explained the Donkey Wedding fundraiser, and noted that malt beverages will not be served, and

entertainment will be a four-person band. One hundred-fifty attendees are expected. Bob Clark of the Taylor-Bray Farm spoke in support of the event. The applicants responded to questions from the Board.

MOTION: To move to close the public hearing.

Motion by: Tracy Post

Seconded by: Norm Holcomb

Yea 5 Nay 0

MOTION: To move that the Board of Selectmen approve the application as presented, with the exception that there be wine only, and a four-piece band.

Motion by: Tracy Post

Seconded by: Mark Forest

Yea 5 Nay 0

3. Envisio Public Dashboard

Chairman Holcomb announced that the Envisio Public Dashboard presentation will be rescheduled, and the Water Division Quarterly Update will take its place on tonight's agenda.

4. Water Division Quarterly Update

DPW Director Jeff Colby introduced Interim Water Superintendent Gary Damiecki and Steve Cushing of Weston and Sampson, and Kiersten Ryan of Kleinfelder. Mr. Colby gave an overview of the Water Division infrastructure; financials; withdrawal limits allowed by Department of Environmental Protection (DEP); and local water demand.

Ms. Ryan reported that her agency has begun updating the water system master plan with a focus on water quality data. All state and federal water quality standards are being met. A water quality monitoring network has been installed, and in 2017 an Asset Management Plan was developed, and more intensive evaluation of the water pipe system is underway. Also underway is a study on how to best distribute water into Cummaquid.

Mr. Cushing outlined accomplishments to date, including the completed Health & Safety Inspection and Report; repair to auxiliary engines; updated Standard Operating Procedures per DEP requirements; updated job descriptions; Emergency Response Plan; and performed training. Looking forward, hydrant inspection & maintenance will begin; the recommendations in the Water Organization & Operational Assessment (Tighe & Bond Report) will be implemented; as will the Asset Management Plan, and the Capital Improvement Plan.

There was discussion about PCE in Well #9, which was taken offline, and the monitoring program; future water supplies; and new MassDEP regulations. There are 2,400 hydrants in the system, and the maintenance and inspection program is at Step 1, just beginning, and Hyannis Park might be the highest priority area. The revised job descriptions will go before the Personnel Board and the union. The Board asked for the rollout plan for rate increases, which are clearly needed. Mr. Colby advised that current reserves are adequate for near-term budget needs, but a formal rate study needs to be done, and the master plan finalized in order to provide the rate increase plan.

5. Golf RFP Review and Decision

Chairman Holcomb reopened the hearing. Chairman Holcomb noted that golf reserves were \$386,000 in 2009; and \$98,000 at the end of 2017. The past two fiscal years have seen losses: FY17 - \$206,000; FY18 - \$272,000, and the Board continues to be concerned about the trend. Based on the JJ Keegan report, golf needs to earn \$300,000 annually in order to put capital

reserves aside. Selectman Forest cited marketing as the greatest weakness and wanted to hear from Town Meeting before making a decision, and to advertise for a golf operations manager. Selectman Stone supported maintaining golf as a Town resource. Selectman Post asked for clarification regarding the sustainability of the model proposed by Golf Enterprise Committee (GEC) because it does not adequately address the rise in minimum wage; is artificially controlled by the 5% cap; and lacks reserves. Selectman Post noted that the Town has voted to make golf self-sustaining. Selectman Tolley stated that although he was not present at the last meeting, he did watch the video. He sees golf as a business run by the Town in order to offer an amenity to the residents, as evidenced by the Town vote last year to subsidize golf. He questioned the need for a director and a supervisor; whether the Town should be running the concessions; and whether golf should maintain Town House Park. Ultimately he would like municipal golf to continue, but with changes to management, marketing, and philosophy. Chairman Holcomb acknowledged the work done in the past year, and suggested that it is possible to increase membership to a sustainable level. Town Administrator Dan Knapik suggested that periodic Town subsidies could offer a possible path forward, although always subject to voter approval.

Golf Enterprise Committee Chair Kristin Seymour and Interim Director of Golf Operations Scott Gilmore outlined the efforts under way: Operations is working collaboratively with the GEC and membership; increased marketing on radio and in magazines; new software being implemented to include social media and marketing; new grill supervisor will be a test to determine if concessions should be Town-run or leased; and working on creating a volunteer day. The membership now understands the value offered by Yarmouth Golf -- off-Cape memberships are around \$3,000 -- and is willing to help. Ms. Seymour has met with Finance Director Ed Senteio to ensure that the GEC is working with the Town toward sustainability. Town Administrator Dan Knapik explained the complexity of procuring new software; however the Town is committed to getting off the Chelsea system.

There was consensus that someone with a golf business background is needed to help develop and implement a plan, and consider the possibility of working with other towns regarding purchasing. The Board asked the GEC to identify internal and external support that will help the team move forward, and will wait to learn the results of the Town Meeting vote before making a final decision.

6. D-H-Y Legislation Update and Vote

Municipal Operations Director Rich Bienvenue reviewed the genesis of the DHY Wastewater Regional Partnership and introduced David Young of CDM Smith. Mr. Young explained that the special legislation currently exists as House Bill 1378. Work has also continued on the operational agreement, which would outline administration and cost-sharing. Mr. Young reviewed the details of the budget process. The special legislation has been endorsed by Dennis and Harwich. If endorsed by Yarmouth, the delegation will make changes, and legislation would be passed, to allow each town to vote on it at fall Town Meeting

Mr. Young responded to questions and outlined procedures with regard to bonding, budget reserves, and amendments.

MOTION: To move that the Board of Selectmen endorse House Docket No. 1378 as edited and provided in the packet dated 3/18/19, and send a letter as such.

Motion by: Tracy Post

Seconded by: Mark Forest

Yea 5 Nay 0

7. Vote and Sign Election Warrant

MOTION: To move that the Board of Selectmen sign the 2019 Election Warrant.

Motion by: Mark Forest

Seconded by: Tracy Post

Yea 5 Nay 0

8. Board of Selectmen

- a. Committee Appointments

MOTION: To move that the Board of Selectmen accept the resignation of Don Knaub from the Mid-Cape Cultural Council.

Motion by: Mark Forest

Seconded by: Tracy Post

Yea 5 Nay 0

- b. Approval of Meeting Minutes for July 24, 2018, August 28, 2018; and Executive Session Meeting Minutes for March 5, 2019.

MOTION: To move that the Board approve the minutes of July 24, 2018; August 28, 2018; approve and hold the minutes of Executive Session for March 5, 2019.

Motion by: Tracy Post

Seconded by: Mike Stone

Yea 5 Nay 0

- b. Upcoming Agenda Review: Town Meeting Preview 4/25, 6:00 p.m. Videos available on YouTube.

- c. ATM Article Summary

- d. Individual Items: Annual Clean-Up Day is Saturday, 4/13, 8:00 a.m.

9. Town Administrator Items

- a. Consent Agenda: Summer Concert Series, 2019 Approved Fee Waivers, Donations

MOTION: To move that the Board of Selectmen approve the Consent Agenda.

Motion by: Erik Tolley

Seconded by: Tracy Post

Yea 5 Nay 0

- b. Town Administrator Updates: Tree cutting will begin by EverSource within the right-of-way along Route 6A.

- c. Water Resources Planning: None

- d. Dennis-Yarmouth School Agreement: None

- e. Mattacheese School Project: None

- f. Cape Tech: None

- g. DPW Facility: None

10. Adjourn

MOTION: To move that the Board of Selectmen adjourn the meeting.

Motion by: Tracy Post **Seconded by:** Mark Forest

Yea 5 Nay 0

Meeting adjourned at approximately 9:50 p.m.

Respectfully submitted,



Linda Dennehy

DISTRIBUTED MATERIAL AGENDA PACKET

- Special Malt and Entertainment License Applications from Amber Sadlier on behalf of Ragnar Events, LLC
- Special Wine & Malt and Entertainment License Applications from Diana Morgan on behalf of Latham Centers
- Board of Selectmen Water Quarterly Report
- Memo to Town Administrator from Acting Technical Services Director dated March 29, 2019 re: Status of DHY Special Legislation
- 2019 All Town Election Ballot Warrant
- Email to Pam Barnes from Chair, Mid-Cape Cultural Council dated April 3, 2019 re: Resignation of Don Knaub
- Draft Board of Selectmen Meeting Minutes of July 24, 2018
- Draft Board of Selectmen Meeting Minutes of August 28, 2018
- Draft Executive Session Meeting Minutes of March 5, 2019 **(under separate cover)**
- 2019 BOS Upcoming Agenda Items Schedule
- Special Entertainment License Application from Yarmouth Chamber of Commerce for Summer Concert Series
- 2019 Fee Waiver Spreadsheet
- Memo to Town of Yarmouth from Yarmouth Chamber of Commerce dated March 21, 2019 re: Fee Waiver Request for Special Entertainment License
- Memo to Town Administrator from Senior Services dated February 1, 2019 re: Gifts to Senior Services
- Memo to Town Administrator from Senior Services dated March 1, 2019 re: Gifts to Senior Services
- Memo to Town Administrator from Senior Services dated April 1, 2019 re: Gifts to Senior Services
- Memo to BOS from Recreation Division dated April 9, 2019 re: Donations to Recreation Division
- Yarmouth Commons Lottery Flyer
- Turn in Unwanted Rx Medication Flyer