



Board of Selectmen Meeting Minutes November 14, 2017

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

1. Public Announcements & Comments

Vida Morris spoke on the proposed department reorganization, suggesting that budget development should be the Finance Department's responsibility. Mr. Knapik invited Ms. Morris to meet with him tomorrow.

Lisa Cody spoke in support of the Vineyard Wind proposal, citing tax revenue and green energy as benefits to the Town.

2. Public Hearing

a. Blue Water License Amendment Application from Annual to Seasonal. Attorney Paul Tardif and General Manager of Blue Water and Riviera Resorts Bruce Pelzarski were present. Licensing Chair Mike Stone read the legal notice into the record. Green cards were submitted. Mr. Tardif explained that this amendment will align the license with the current seasonal operation of the business. There are no other changes. There was no comment from the public.

MOTION: To move to close the public hearing.

Motion by: Tracy Post

Seconded by: Mike Stone

Yea 4 Nay 0

MOTION: To move that the Board of Selectmen approve the application as presented.

Motion by: Tracy Post

Seconded by: Norm Holcomb

Yea 4 Nay 0

3. Recycling and Solid Waste Advisory Committee Annual Update

Charles Spooner and Jill Talladay, Co-Chairs of the Recycling and Solid Waste Advisory Committee (RASWAC), introduced committee member Frank Martines, and those not present: Carol Ewing, Adam Joy, and Mary Vilbon. Mr. Spooner reported on the Committee's activities this past year, including planning for the plastic bag ban and improved signage at the transfer station. In the upcoming year the Committee hopes to contain costs by reducing waste and increasing recycling; reducing litter; and public outreach. DPW Director Jeff Colby stated that a request for \$30,000 has been submitted for license plate readers to gather data and possibly reduce cost and/or increase revenue.

The Board thanked the Committee and expressed support for expanded hazardous waste collections; public outreach, especially to schools and other larger organizations; a deposit or ban on nip bottles, and community clean-up events. There was discussion about charging a recycling fee.

4. Draft Water Advisory Committee

The Board reviewed the draft charge. The Committee is proposed to have nine members representing different geographic segments of Town and all aspects of water resources, including wastewater, groundwater protection, storm water management, nitrogen loading. Town staff would be available to support the Committee. The Board suggested the following modifications: add “or designee” in case the Town Administrator cannot attend; clarify “...one from each of the following committees”; remove the word “fully” from “...fully supported financial plans...”. The draft will be revised in accordance with the Board’s suggestions.

MOTION: To move that the Board of Selectmen adopt the Water Advisory Committee Charge, except as noted with the modifications discussed.

Motion by: Mike Stone

Seconded by: Mark Forest

Yea 4 Nay 0

5. DPW Facility Assessment Presentation

DPW Director Jeff Colby provided background on the DPW facility requests and introduced Jeff Alberti of Weston & Sampson, consultants who were hired as a result of the RFQ. Goals were to service and protect the fleet; provide timely responses; and to provide safe & productive work environment. Mr. Alberti noted that the Department of Homeland Security has classified DPW workers as first responders. The existing facility was built in 1972 and does not meet building/safety codes or space needs. He also explained the importance of storing equipment indoors, citing safety, efficiency, pollution control, and extension of equipment lifespan. A case study and cost/benefit analysis were also provided. He then described the process of arriving at the proposed facility, which will contain roughly 45,000 square feet. Subtotal construction costs are estimated at \$13.7 million. Soft costs typically run an additional 20-25% of construction costs.

Mr. Alberti responded to questions from the Board. There was discussion about the planned and potential uses of the new facility; phasing portions of the construction; the use of staff for project management and other pieces to reduce costs.

6. Budget and Capital Expenditure Projections

Town Accountant Rich Bienvenue presented the budget and capital expense projections for Town projects, noting that these are estimates which contain many variables, as described in the memo to the Board. Liability insurance, health insurance, and pensions will again have the most significant impact on the budget. He reviewed ten-year property tax impacts for covering the budget through the tax levy, as well as selected fiscal challenges and opportunities.

Mr. Bienvenue responded to questions from the Board and described an example of a mutually-beneficial public-private partnership as the proposed Cape Cod Energy Park anaerobic digester being run by a private company and paying a fee to the Town, while reducing the Town’s waste removal expenses. He also advised that Yarmouth participates in a regional health insurance purchasing group to help control costs. There was discussion about the importance and value of economic development to increase revenue, and the impact of wastewater infrastructure on property values and economic development. Bond rating and the Community Preservation Act were also discussed. The Board will need to prioritize capital projects.

7. Proposed Reorganization of Departments

Assistant Town Administrator Chris Dwelley updated the Board on a meeting with the Personnel Board, which approved four new positions and changes to one position. Mr. Knapik detailed the positions: Human Resources Director, Community Services Director; Municipal Technical Services Director; Administrative Supervisor – Golf; Golf Superintendent.

Mr. Knapik responded to questions from the Board, clarifying that the net savings is estimated at \$136,000 after consolidations and a \$70,000 - \$90,000 salary for the Human Resource Director. Mr. Stone reviewed the history of Parks, Recreation, Cemeteries, and DPW. Mr. Knapik explained that the strategy is to improve property maintenance through consolidation of manpower and equipment, supplemented by seasonal labor. Town Counsel has reviewed the Town Charter. Department Head positions will be approved by the Board. The Board will have 15 days to reject a Division Head.

MOTION: To move that the Board of Selectmen approve the revised Organizational Chart as presented.

Motion by: Norm Holcomb

Seconded by: Mark Forest

Yea 4 Nay 0

8. Board of Selectmen

a. Board and Committee Actions

Appointments Chair Mark Forest recommended the reappointment of Mary Craig and Debra Bruinooge as regular members to the Board of Health for three-year terms running through October, 2020.

MOTION: To move that the Board of Selectmen reappoint Mary Craig and Debra Bruinooge as regular members to the Board of Health for three-year terms running through October, 2020.

Motion by: Norm Holcomb

Seconded by: Tracy Post

Yea 4 Nay 0

b. Approval of Board of Selectmen Meeting Minutes for July 11, 2017

MOTION: To move that the Board of Selectmen approve the minutes of July 11, 2017.

Motion by: Mark Forest

Seconded by: Norm Holcomb

Yea 4 Nay 0

c. Upcoming Agenda Review

A substantial number of abutters' notices have been mailed regarding the November 28 Vineyard Wind Public Hearing. The host agreement negotiations are ongoing, and there was discussion regarding how to protect the Town's interests as well as Nantucket Sound with "bulletproof" language.

Mr. Holcomb will be out from December 12th-26th. The Tri-Town Regional Wastewater District discussion may be rescheduled to January 9, 2018. Future agenda items requested by Ms. Post: electronic voting and allowing patrons to bring their own alcohol to Flax Pond events (BYOB).

d. Individual Items

Mr. Forest suggested considering a Parking Administrator position as a revenue enhancement.

Mr. Stone and Mr. Holcomb reported on the Dennis-Yarmouth Agreement Subcommittee meeting. Alternative approaches to allocation of operational costs have been discussed, and other fixed cost allocations will be discussed in the future. Capital cost discussions have not been as productive. Next meeting is December 4.

There was discussion regarding golf fees. Mr. Holcomb suggested a “buyout” program whereby a pass holder could lock in a rate. Mr. Knapik will follow up with Director of Golf Operations Jim Armentrout.

Ms. Post read into the record a proclamation commemorating Jack H. McCormack as the Yarmouth Chamber of Commerce’s Citizen of the Year.

9. Town Administrator's Items

a. Consent Agenda

- Draft BOS Letter to CVEC re: Round One Operational Administrative Adder
- Memo to BOS from Cemetery Director undated re: CPA Cemetery Grave Marker Preservation Project
- Memo to BOS from Director of Parks & Recreation dated November 2, 2017 re: Fee Waiver Request
- Memo to Town Administrator from YFD dated October 30, 2017 re: Gift
- Memo to BOS from Parks and Recreation dated November 8, 2017 re: Donations

Donations:

- YFD
 - South Sea Village Condominium Association \$ 100.00
 - Susan Stranz Art Group \$ 100.00
 - Joan Martell \$ 50.00
 - Howard Lodge AF & AM \$ 761.00
- Libraries
 - Tom Osborne \$ 50.00
 - Wells Fargo \$ 145.58
 - Brodart \$ 105.44
- Parks & Rec

Robert Messina	\$150.00	Candis Pasternak	\$ 150.00
Ray Gagnon	\$150.00	Janelle Manchester	\$ 200.00
Claire O’Neill	\$150.00	Bradford Hall	\$ 150.00
Margaret Downey	\$150.00	Carolyn Oaks	\$ 150.00
Katy Even	\$150.00	Maria Cecchi	\$ 150.00
		Drew Quinton	<u>\$ 150.00</u>

TOTAL**\$ 3,012.02****MOTION: To move that the Board of Selectmen approve the Consent Agenda.****Motion by: Mark Forest****Seconded by: Mike Stone****Yea 4 Nay 0**

b. Town Administrator Updates

The Tri-Town Regional Wastewater Committee will depart Dennis at 9:00 a.m. on Friday for a briefing with the DEP in Boston. Mr. Knapik updated the Board on the status of grant applications. The Mattacheese School Building Committee meets tomorrow to vote on concept designs.

c. Water Resources Planning. None

d. Dennis - Yarmouth School Agreement. None

e. Mattacheese School Project. None

f. Drive-In Site Utilization Project. None

g. Cape Tech. None.

10. Adjourn

Respectfully submitted,



Linda Dennehy

DISTRIBUTED MATERIAL AGENDA PACKET

- Blue Water Resort Motel Amendment to Annual All Alcohol Innholder License from Annual to Seasonal
- Recycling and Solid Waste Advisory Committee 2017 Annual Update and PowerPoint Presentation
- Draft Water Resources Advisory Committee Charge
- Department of Public Works Facility Assessment Presentation
- Memo to Town Administrator from Town Accountant dated November 8, 2017 re: Ten Year Combined Budget and Capital Projection
- Proposed Reorganization of Departments Information
- Board of Selectmen Meeting Minutes for July 11, 2017
- 2017 BOS Upcoming Agenda Items Schedule
- Draft BOS Letter to CVEC re: Round One Operational Administrative Adder
- Memo to BOS from Cemetery Director undated re: CPA Cemetery Grave Marker Preservation Project
- Memo to BOS from Director of Parks & Recreation dated November 2, 2017 re: Fee Waiver Request
- Memo to Town Administrator from YFD dated October 30, 2017 re: Gift
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- Email to Town of Yarmouth from Tasty Buffet dated October 26, 2016 re: Closing for the Winter
- ABCC Notice of Hearing ICO Red Face Jack's
- Memo to Town Administrator from Director of Senior Services dated November 3, 2017 re: Age-Friendly Community Presentation to BOS on September 26, 2017
- Memo to Yarmouth Town Hall from the Optimist Cafe dated November 7, 2017 re: Temporary Closing
- Board of Health Meeting Agenda for November 6, 2107