



Board of Selectmen Public Meeting Minutes January 10, 2017

The regular meeting was called to order at approximately 6:10 p.m. in the Town Hall Hearing Room by Chairman Jim Quirk. Selectmen present: Tracy Post, Mike Stone, Norman Holcomb, and Erik Tolley. Also attending: Interim Town Administrator, Robert Lawton.

1. Public Announcements & Comments. None.

2. Budget Review - Fire Department

Fire Chief Phil Simonian presented the FY18 fire department budget, explaining an increase of \$144,366 as a result of the collective bargaining agreement with the fire fighters union. The budget does not include any other increases in expenses. Chief Simonian briefed the Board members on the manpower shortages and deficiencies within the Fire Department due to call volume. He further explained the overtime savings versus the net cost of hiring four new fire fighters. He also explained the need for more training dollars and the maintenances expenses for the fire vehicles.

Chairman Quirk asked Chief Simonian to explain what the EMS training officer does for the department to keep the certifications current. Chief Simonian explained that the EMS training officer maintains everything to do with the emergency medical services; he maintains the certification records; sets up training classes; updates protocols from Cape Cod Hospital; liaises with the emergency room; QA's/QI's every medical call made by reviewing each call to ensure all proper steps were taken; he orders all supplies to keep the ambulances stocked; and numerous other duties.

Selectman Tolley asked about the \$100,000 in overtime listed on the budget. Chief Simonian explained that most of that budget line item is for training which cannot be accomplished during regular working hours, but a majority of that money goes towards training in the fire academy.

Selectman Holcomb asked Chief Simonian to explain why salaries and wages increased by 2.8% for FY18 but overtime did not increase proportionally. Chief Simonian explained that overtime budgets are also used when personnel are out for medical and/or disability issues, and that variable fluctuates from year to year. Mr. Holcomb commented that he would like to see comparative data with other fire departments of similar population and call volume in order to make financial judgements about the budget or other increases.

Selectman Stone also commented that comparative data would be beneficial for the Board to be able to make sound financial decisions on budget expenditures. Mr. Stone asked Chief Simonian to explain the deficiency item of fire alarm supervisor. Chief Simonian explained someone needs to be in a supervisory capacity to oversee dispatching, administration, QA functions, etc., as one clerk/dispatcher can no longer accomplish all of those functions.

Selectman Post commented on the number of line of duty injuries, asked what the average is over the past five years, and stated it would seem that the injuries increase proportionally with the number of calls, which then requires an overtime replacement, which is expensive. She asked

Chief Simonian if those factors were included in their analysis. Chief Simonian explained those factors were included in their budget and deficiency analysis. Ms. Post asked what the costs would be for a fire alarm supervisor and fire training captain and has he considered offering stipends to others employees to fill those gaps. Chief Simonian commented that they could stipend some employees who filled additional responsibilities but the problem is those employees would still be on shift work and therefore would not be available for the day shift. He also stated the costs for those two new positions would be approximately \$90,000 for the fire training captain, and the fire alarm supervisor salary would be approximately \$70-75,000.

Chairman Quirk commented that it would be helpful to the Board members if they could receive data about how much time each ambulance is off duty as a result of a call (i.e., paperwork, interfacing with the hospital and their paperwork, etc.). He also commented on the amount of money we pay in overtime costs versus regular pay for some firefighters. Chief Simonian commented that at times, Cape Cod Hospital Emergency Center is so backed up there could be 10-15 ambulances backed up, which clearly increases run times and overtime costs.

3. Annual Town Meeting Articles – 1st Review

Interim Town Administrator Bob Lawton briefed the Board on the petition articles; the time for submission of petitioned articles has passed, under Chapter 47 of the Yarmouth Code; the departments have submitted all the articles they intend to submit for town meeting; and the Board has until January 31st to approve the list of articles. Mr. Lawton explained the articles and when the Board will be given detailed briefs on the specifics of those articles, particularly the zoning articles, the Community Preservation Committee articles, and the schools' budget articles.

MOTION: To move that the Board of Selectmen open the warrant for annual town meeting on May 6, 2017.

Motion by: Tracy Post

Seconded by: Mike Stone

Yea 5 Nay 0

4. Town Meeting Petitioned Article Review. Bass River Beach Name Change – Smuggler's Beach. This item is placed on hold due to the petitioner being unable to attend tonight's meeting.

5. Board of Selectmen

a. Individual Items

1) Selectman Holcomb reported on the Affordable Housing Trust. The Trust awarded \$500,000 for four homes. Mr. Holcomb stated he voted against the proposal as he does not believe that a \$100,000 subsidy for an individual home is appropriate. He stated that he thought the Trust had placed a limit on individual homes to \$75,000 and he does not think now is the time to award large subsidies as the housing market is at its highest at this time. The Trust disagreed with him and voted for those awards. Mr. Lawton commented that these awards represent the last of funding for the buy-down program. He also reported that the Trust still has funding for the second phase of rental housing at the Yarmouth Gardens and hopes we will have 40 rental units, in addition to the approximately 60 units at the former Cavalier site.

2) Selectman Post commented that she attended the school meeting last night; the budget was not discussed. There was a presentation from the Health Department and their drug program. The Massachusetts School Building Authority projects were discussed; she feels Yarmouth needs to meet with Dennis to work out the specifics of which town is financially

responsible for which projects. The Board discussed the Dennis-Yarmouth Regional School District agreement already outlines the cost-sharing responsibilities of each town and without amending the agreement, the cost sharing responsibilities are already stated.

3) Chairman Quirk offered his condolences to Pat Armstrong, Director of Parks and Recreation, on the recent loss of her mother.

6. Town Administrator's Items

a. Consent Agenda

- Memo to Interim Town Administrator from YFD dated December 23, 2016 re: Gift
- Memo to Interim Town Administrator from Yarmouth Town Libraries dated January 4, 2017 re: Donations to the Yarmouth Town Libraries

Donations:

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|-----------------------------------|------------------|
| • YFD | |
| - Susan Stranz, Stranz Dimensions | \$ 100.00 |
| • Yarmouth Town Libraries | |
| - Dennis-Yarmouth Newcomers Club | \$ 100.00 |
| - Dean and Shannon Sherman | \$ 15.00 |
| TOTAL | \$ 215.00 |

MOTION: To move that the Board of Selectmen approve the consent agenda.

Motion by: Tracy Post Seconded by: Erik Tolley Yea 5 Nay 0

b. Town Administrator Updates. Mr. Lawton briefed the Board on upcoming agenda items including the Assessor's briefs on articles for exemptions; a first discussion with the new town administrator on the Board of Selectmen's goals; and Mr. Senteio will be briefing the Board on the FY18 budget and funding overview. There will be no meeting on January 31st; the February 7th meeting may include license hearings on Acapulco's and Anthony's Cummaquid.

7. Adjourn

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

Motion by: Tracy Post Seconded by: Erik Tolley Yea 5 Nay 0

Meeting adjourned at approximately 8:40 p.m.

Respectfully submitted,



Linda Dennehy

DISTRIBUTED MATERIAL AGENDA PACKET

- Yarmouth Fire Department FY 2018 Budget
- 2017 Annual Town Meeting Articles Summary
- 2017 Annual Town Meeting Petitioned Article Review - Bass River Beach Name Change to Smuggler's Beach
- 2017 BOS Upcoming Agenda Item Review
- Memo to Interim Town Administrator from YFD dated December 23, 2016 re: Gift
- Memo to Interim Town Administrator from Yarmouth Town Libraries dated January 4, 2017 re: Donations to the Yarmouth Town Libraries
- Cape Cod Regional Technical High School Financial Meetings Scheduled