



Board of Selectmen **Public Meeting Minutes** **September 25, 2018**

The regular meeting was called to order at approximately 6 p.m. in the Town Hall Hearing Room by Chairman Holcomb. Selectmen present: Tracy Post, Mark Forest, and Michael Stone. Also attending: Yarmouth Town Administrator Dan Knapik; Yarmouth Assistant Town Administrator, Chris Dwelley; Community Development Director, Karen Greene; DPW Director Jeff Colby; and Interim Municipal Operations Director Rich Bienvenue.

1. Public Announcements & Comments

Arthur Warren, resident, reminded residents of important upcoming public hearings regarding the Vineyard Wind project and spoke in opposition to the project.

Vida Morris, resident, spoke in favor of forming a sub-committee on the school committee in charge of revisiting the regional school agreement.

Lisa Coedy, resident, invited all residents of Yarmouth to an upcoming event regarding localizing the benefits of offshore wind.

2. Matrix Follow-up Report for YPD

Frank Fredrickson, Chief of Police, presented the Police Department's follow up report for the Matrix study done of the department. Chief Fredrickson first announced the creation of the Stronger Shield Campaign, a capital campaign established to gain funding for a police training center at the Yarmouth Police Station. The facility would be the first of its kind on the Cape and would allow law enforcement officers to train in realistic environments. Chief Fredrickson explained that the facility will be named after fallen Police Sergeant Sean Gannon and would be mostly privately funded through the Yarmouth Police Foundation. Funds will be raised through private donors and selling Nero Police Dog stuffed animals. A portion of the project will be presented to the Capital Budget Committee (for the container shooting range).

Chief Fredrickson then reviewed his comments on the Matrix Report. He went over the areas of the report his department disagreed with. The main point of disagreement was over the necessary staffing levels of patrol officers. Town Administrator Dan Knapik explained that the Town will work with the Police Department on some possible compromises which would save the Town money but not compromise public and officer safety.

3. Water/Wastewater General Manager Approval

Jeff Colby, DPW Director, presented the results of the Town's recent Request for Proposals for Water/Wastewater General Manager Support Services. He explained that the Town received one response from Weston & Sampson who provided two options for their services. One option included 40 hours a week for Support Services for \$214,000 and the other option was for 25 hours a week of Support Services for \$168,000. Mr. Colby stated that both of these options would include General Manager Support, regular Regional Manager Support, and Health & Safety Manager Support including initial health and safety facility inspections, and OSHA regulatory/program

compliance evaluation. Mr. Colby recommended that the Board of Selectmen, acting as Water Commissioners, accept the proposal by Weston & Sampson for 25 hours a week for Support Services.

Selectmen Post clarified that this RFP was for a wastewater consultant, as opposed to a wastewater manager/superintendent. Mr. Colby explained that this consultant would help the water department organize the department policies/procedures and department staffing needs in order to address the viability of the department's future operations.

MOTION: To move to accept DPW Director Colby's recommendation to hire Weston & Sampson for 25 hours a week of Support Services for a period of one year beginning October 1, 2018.

Motion by: Tracy Post

Seconded by: Mark Forest

Yea 4 Nay 0

Selectmen Forest suggested that Mr. Colby and Weston & Sampson make a presentation to the Board of Water Commissioners in the future for an update on their progress.

4. Green Communities Application Update

Rich Bienvenue, Interim Municipal Operations Director, and Margaret Song, Commercial and Industrial Program Manager for Cape Light Compact, provided an update on the Town of Yarmouth's Green Communities application. Mr. Bienvenue reviewed the five criteria the Town must meet in order to qualify for a Green Community grant. The Town has completed 3 of the 5 criteria but still must approve an energy reduction plan and a fuel efficient vehicle policy.

Mr. Bienvenue reviewed the Town's Energy Reduction Plan, which identified ways the Town can reduce energy consumption by 15-20%. In order to identify projects that could accomplish this goal, facility assessments were completed, fleet opportunities were assessed, and the potential highest impact projects were reviewed (such as HVAC upgrades and septage/water facilities). Based on the projects proposed, the Town is planning to reduce energy consumption by 16%. Mr. Bienvenue also reviewed a proposed fuel efficient vehicle policy for the Town. He explained that the policy will set a minimum fuel efficiency standard for new Town vehicle purchases and the adoption of this policy by the Board of Selectmen is required to meet criteria 4 of the Green Communities Act. He explained that many of the Town's vehicles are exempt of this policy (police, fire, heavy equipment).

Mr. Bienvenue detailed the process for the Green Communities Application. He explained that the Board of Selectmen would need to vote on the Fuel Efficient Vehicle Policy and on approving the application's submission before the deadline of October 26, 2019.

Selectmen Post asked what would happen to the Green Communities grant to the Town if Yarmouth does not meet the goal of reducing energy consumption by 15%. Dan Knapik, Town Administrator, explained that the Town would not be required to pay the money back.

5. Presentation of Fleet Management Study Including Vehicle Replacement Policy

Rich Bienvenue presented the fleet management study to the Board of Selectmen. He introduced employees of Weston & Sampson who conducted the consulting study for the Town. They explained their approach to the study, as they first met with several key Town employees to get their perspective on the Town's current fleet management procedures. They compiled data

collected, submitted a draft study, incorporated Town comments, and completed a final study. They reviewed the in-house maintenance performed by Town employees and determined that 402 total units were maintained in-house. Outsourced maintenance was also reviewed and it was determined that 230 total units are outsourced by the Town for maintenance.

The study provided 32 recommendations, which were briefly reviewed. The top 8 recommendations for the Town to implement were:

- a. Fully functional vehicle management information system;
- b. Structured preventative maintenance system;
- c. Structured work order system;
- d. Improved vehicle replacement policy;
- e. Vehicle diagnostic tools;
- f. Training;
- g. Connect VMIs to fuel management system; and
- h. Improve safety equipment

Rich Bienvenue explained that the Town is currently working to coordinate efforts to respond to the recommendations provided in the report. A project plan for how to address the report's recommendations will be completed in the near future by Town staff.

6. DHY Special Legislation Vote

Dan Knapik, Town Administrator, introduced the DHY Clean Water Community Partnership Special Legislation between the towns of Dennis, Harwich, and Yarmouth. He explained that this Special Legislation would allow the tri-town sewage facility to be built, but the Town would still need to come to an agreement with Dennis and Harwich as to how the capital and operating costs would be split. He also explained that there will be choices to be made at the local level as to how to fund this project. The Water Resources Advisory Committee will investigate these issues for the Town, and their first meeting will take place on October 9, 2018 at Cape Light Compact at 6:30 pm.

MOTION: To move to approve the draft language as presented.

Motion by: Michael Stone

Seconded by: Mark Forest

Yea 4 Nay 0

7. Land Disposition Discussion

Karen Greene, Director of Community Development, explained that the draft policy is intended to establish procedures under which the Town will act in considering the disposition of any parcel of Town-owned land. She explained that under this policy, requests for land disposition will be directed to the Town Administrator's office. From there the request will be sent to all the applicable Town staff for their review / comment. The application and all of Town staff's comments will then be sent to a newly formed Land Disposition Committee who will make a final recommendation to the Board of Selectmen as to what to do with the Town-owned parcel. Selectmen will hold a public hearing and make the final decision on the request. The Board Selectmen made some suggestions for how to edit the policy to eliminate any gray areas and the edited policy will be back before the Selectmen at a future meeting.

8. Board of Selectmen Member Appointment to DPW Building Committee

Dan Knapik presented the charge for the DPW Building Committee to the Selectmen. He explained that the Board needed to appoint a Selectman to serve as a member of the Committee.

MOTION: To move to appoint Selectman Erik Tolley as a member of the DPW Building Committee.
Motion by: Michael Stone Seconded by: Mark Forest Yea 4 Nay 0

9. Board of Selectmen

a. Board and Committee Actions

MOTION: To move that the Board of Selectmen reappoint:

- Joyce Flynn and Steve Gavin as members of the Energy Committee through December 2019;
- Steve Krinstzman and Robert Palmeri as members of the Energy Committee through December 2020;
- Marilyn Holle, Sandra Cashman, and Mike Duffy as members of the Energy Committee through December 2020; and
- Regina Wood as an alternate member of the Energy Committee through December 2019.

Motion by: Michael Stone Seconded by: Mark Forest Yea 4 Nay 0

b. Upcoming Agenda Review

The upcoming Board of Selectmen meeting on Thursday, September 27th, will take place in the Station Avenue Elementary School cafeteria. The meeting will be a joint board meeting between Yarmouth and Dennis, as the two Boards of Selectmen will discuss matters related to the new D-Y school construction.

10. Town Administrator Items

a. Consent Agenda. Town Administrator Knapik presented the Consent Agenda to the Selectmen. He explained that the Town has received a request to use the Smugglers Beach Parking lot as the finish line for the Ragnar Cape Cod road race in May 2019.

11. Adjourn

MOTION: To move that the Board of Selectmen adjourn the meeting.
Motion by: Tracy Post Seconded by: Mark Forest Yea 4 Nay 0

Meeting adjourned at approximately 10:45pm.

Respectfully submitted,



Linda Dennehy

DISTRIBUTED MATERIAL AGENDA PACKET

- Matrix Report Disagreements from YPD and Natural Resources
- Memo to BOS and Town Administrator from DPW Director dated September 19, 2018 re: Water/Wastewater General Manager Support Services Recommendation
- Green Communities FY2019 Application - Energy Reduction Plan / Fuel Efficient Vehicle Policy (in process)
- Fleet Management Study Executive Summary
- DHY Clean Waters Community Partnership Draft Legislation
- Memo to BOS from Director of Community Development and Director of Finance dated September 20, 2018 re: Land Disposition Policy
- Yarmouth Town Charter Section 3-4 – Prohibitions and Charge for the DPW Building Committee
- Memo to BOS from Appointments Chairman dated September 17, 2018 re: Energy Committee Reappointments
- Letter to Chairman, CPC from Thomas Durkin dated September 10, 2018 re: Resignation from CPC
- 2018 BOS Upcoming Agenda Items Schedule
- Special Event Information Memo from Ragnar Relay Series / Ragnar Events, LLC re: Request to use Smugglers Beach Parking lot to finish May 2019 Event
- Letter to Human Resources Director from Group Benefits Strategies dated September 6, 2018 re: Contribution
- Memo to Town Administrator from Recreation Division dated September 12, 2018 re: Donations
- Volunteer for COASTSWEEP 2018 Flyer
- Fall Festival at the Taylor-Bray Farm Flyer