

**DRAFT Chilmark Board of Selectmen & FinCom Joint Meeting
July 15, 2014 Meeting Minutes**

Present: Chairman Bill Rossi, Jonathan Mayhew, Warren Doty,
FinCom: Chairman Marshall Carroll, Frank Yeomans, Dr. Bruce Golden, Linda Coutinho,
Jim Malkin, *Allan Porter absent*. Tim Carroll, Ellen Biskis, Jane Slater, Andy Goldman,
Fire Chief David Norton, Ambulance Chief Paul Wilkins, Brian Ditchfield, Lynn Christophers
and Alexander Elvin.

At 7:30 PM Chairman Rossi called meeting to order in the Selectmen's Meeting Room.

Minutes:

Draft minutes from the Selectmen's July 1, 2014 meeting were reviewed. Mr. Doty moved to approve as written. Mr. Mayhew seconded the motion. **SO VOTED: 3 Ayes**

FY2014 Reserve Fund Transfer Requests / Chapter 77:

Town Accountant Ellen Biskis presented documents for the Selectmen and FinCom to follow.

**REQUEST FOR APPROPRIATION TRANSFER BETWEEN OR WITHIN
DEPARTMENTS**

To Board of Selectmen & Finance Advisory Committee of the Town of Chilmark:

Request is hereby made for the following transfers between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Dept #	Department	Category	Beginning Deficit	Chapter 77 Transfers	Ending Deficit	Ch. 77 transfer from
122	Selectmen	Expenses	(1,804.18)	1,804.18	-	145- Treasurer Expenses
131	FinCom	Expenses	(57.60)	57.60	-	122-Selectmen Salaries
135	Accountant	Salaries	(3,988.26)	3,988.26	-	175-Planning Board Expenses
145	Treasurer	Salaries	(0.02)	0.02	-	145- Treasurer Expenses
151	Legal	Expenses	(13,675.34)	13,675.34	-	710-Retirement of Debt-P, 135-Town Accountant Expenses
152	HRB	Salaries	(0.10)	0.10	-	152-HRB Expenses
171	ConCom	Salaries	(34.75)	34.75	-	171-ConCom Expenses
176	ZBA	Salaries	(55.56)	55.56	-	175-Planning Board Expenses

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176	ZBA	Expenses	(89.59)	89.59	-	175-Planning Board Expenses
210	Police Dept	Expenses	(4,875.28)	4,875.28	-	210-Police Dept Salaries
241	Bdg Insp	Salaries	(18,093.84)	18,093.84	-	910-Emply Benefits & Contributions
241	Bdg Insp	Expenses	(619.98)	619.98	-	291-Emergency Mgmt Salaries
292	Dog Officer	Salaries	(0.05)	0.05	-	292-Dog Officer Expenses
299	Shellfish Dept	Expenses	(57.96)	57.96	-	299-Shellfish Dept Salaries
422	Highway Dept	Salaries	(2,891.56)	2,891.56	-	422-Hwy Dept Expenses
491	Cemetery	Salaries	(196.34)	196.34	-	491- Cemetery Expenses
751	Retire Debt-I	Expenses	(0.01)	0.01	-	751-Short Term Interest
Total			(46,440.42)	46,440.42	-	

After discussion of all the proposed transfers Mr. Malkin of the FinCom moved to approve the transfers as presented. Dr. Golden seconded the motion. **SO VOTED: 5 Ayes**
2 absent, Alan Porter & 1 vacancy

Selectmen Jonathan Mayhew moved to approve the transfers as presented. Warren Doty seconded the motion. **SOVOTED: 3 Ayes**

Finance Advisory Committee Vacancy:

Discussion turned to the need to fill the vacant position on the FinCom board. Chairman Rossi recommended advertising in our local newspaper, and each member seeking a candidate from our community.

Tim Carroll said he would place an ad in our local newspaper and post to our web page.

Capital Improvement Committee:

Chairman Rossi asked for a Selectmen appointment to the Capital Improvement Committee.

Mr. Doty said he was interested. Mr. Doty moved to be appointed as the Selectmen member on the Capital Improvement Committee. Mr. Mayhew seconded the motion. **SO VOTED: 3 Ayes**

Tim Carroll said Linda Coutinho and Dr. Bruce Golden were appointed at the July 9, 2014 FinCom meeting as FinCom members to the CIP. Tim Carroll said that there are 2 at large positions to be filled. Selectmen and FinCom members agreed that these at large positions should be advertised like the FinCom vacancy (in newspaper & Chilmark web page, along with our existing members seeking community members).

At 7:55 PM Dr. Golden moved to adjourn the Fin Com Meeting, Mr. Yeomans seconded the motion. **SO VOTED: 5 Ayes**

Use of Town Owned Facilities Committee Update:

Chairman of the UTOFC; Jim Malkin presented the following report to the Selectmen for discussion.

UTOF Report: Use of owned facilities

Submitted to the Board of Selectmen, Town of Chilmark, MA by:
James Malkin, Andy Goldman, Jane Slater.

A committee appointed by the selectmen has been tasked with the charge of recommending policies and procedures that will govern the utilization of Town owned facilities in Chilmark Town Center, including the CCC and the Chilmark School. The Committee met twice in May, twice in June and once in July. All meetings were posted and open to the public in accordance with Commonwealth requirements.

In preparation for this report the committee has reviewed the CCC Rules and General Information, the CCC Booking instructions, the CCC rental request form, the temporary food establishment permit application and the inter-municipal agreement by and between the Town of Chilmark and the Up-Island Regional school District regarding the use of the Chilmark School.

All entities on record as using Town owned facilities were asked to provide copies of any agreements or understanding they had with the town.

The Committee has also heard from Nancy Street on behalf of the CC Affairs Council regarding their practices during the summer months of their custody of the CCC. In addition to their own programs, they allow the MV Film Festival and the MV Chamber Music Society to use the venue for their programs.

Issues considered by the Committee included:

1. How to harmonize and coordinate use so that the limited resources in Town Center are not overtaxed by simultaneous events.
2. How to assure that the use of the Town resources benefits Town residents and taxpayers.
3. How to assure that fees for usage are sufficient to assure adequate compensation for proper maintenance and wear and tear.
4. How to set fees that reflect the commercial or non-commercial utilization of the space.
5. How to assure that practices of space users are consistent with Chilmark values and character
6. How to improve procedures where they exist and suggest new procedures where they are absent
 - a. Approval process – including BOH where appropriate
 - b. Scheduling
 - c. Fees
 - d. Alcohol- restrictions and additional security

RECOMMENDATIONS TO THE SELECTMEN

1. All applicants for usage must be a town resident and/or sponsored by a town resident.
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2. Any town resident sponsoring an event must attend the event and must provide the damage deposit.
3. Fee Structure:
 - Children's Parties - \$50 and \$50 cleaning deposit
 - Rehearsal Dinners and Adult Parties \$200 fee and \$200 cleaning deposit
 - Weddings \$400 fee and \$200 cleaning deposit.
 - Events with admission fees - \$500 minimum fee plus 20% of admission fees

All other CCC Rules and General Information remain as stated, with the following observations:

- Due to the wear and tear on the building due to heavy kitchen usage, any additional equipment must be itemized and approved prior to bringing on site
- Differential charging – The town of Chilmark believes its facilities should be available to all citizens and attendees on an equal basis. There are to be no differential charging practices for use of town sites, including parking facilities, with the exception of admission discounts for memberships.
- Given potential liabilities to the town, any event that involves alcohol must have liability insurance and is encouraged to have a police officer to assist with parking and security

Selectmen discussed the recommendations. Brian Ditchfield felt passionately that the “20% of the proceeds” would be prohibitive for the MVFF to continue at the Chilmark Community Center. More discussion ensued. Chairman Rossi thanked Jim, Andy and Jane for their fine work in this recommendation. The Selectmen will take the recommendations under advisement and re address this issue at a later Selectmen's Meeting. No action was taken at this time.

Overrides:

Mr. Carroll handed out a draft override warrant for the October Special Town Meeting. This is in reference to the town refinance of bonding and borrowing for road work. Also the override Proposition 2 ½ question for the November 4th State Ballot was reviewed. Mr. Doty moved to approve the wording presented for the Special Town Meeting. Mr. Mayhew seconded the motion. **SO VOTED: 3 Ayes**

NSTAR Pole Permit:

Selectmen reviewed the NSTAR plan and lease agreement for 4 poles to connect the new solar array at the Tabor House Road landfill. Mr. Mayhew moved to approve the placement as presented in the plans to the Selectmen tonight and to sign the agreement. Mr. Doty seconded the motion. **SO VOTED: 3 Ayes**

MVFF Event Request:

The Martha's Vineyard Film Festival has submitted an application to hold a public event with a \$10.00 requested donation per attendee at the Chilmark Community Center September 20, 2014. The plan is to have 2 “Surfer” movies and meal in the Center with a fire pit outside.

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MVFF Event Request Continued...

Chairman Rossi said the event application sent in to the Selectmen's office listed alcohol to be served at the event. Brian Ditchfield of the MVFF said that **no alcohol** will be served at this event.

Chairman Rossi conditioned Selectmen approval of this application with the MVFF listing the Town of Chilmark (520 State Road) on the insurance liability certificate that is supplied with the rental fee and cleaning deposit. Discussion moved to rental fee for this event. As the UTOF recommendations have yet to be adopted it was recommended that the regular single day rental apply. This is a \$200.00 rental with an additional \$100.00 cleaning deposit.

Chairman Rossi said since this application also includes a request to have a fire pit, he asked that Chief Norton specify his recommendations prior to giving permission for a fire. Chief Norton specified this fire not be larger than last year's fire, that this fire pit is attended to by MVFF the entire time it is lit (It may not be unattended at any time). Chief Norton requested that the MVFF contact him the day of the event to get a go ahead prior to lighting fire (weather may be a factor). Chairman Rossi added that our Fire Chief give "day of event" approval as a condition.

Mr. Mayhew moved to approve the event application with conditions listed and fees as discussed tonight. Mr. Doty seconded the motion. **SO VOTED: 3 Ayes**

Beach Lot Donation:

Mr. Carroll said Charlie Hotchkiss has requested to donate the beach lot he is executor for to the town of Chilmark. Mr. Doty moved to seek buyer in the next 60 days then we will accept offer at the end of the 60 days. Mr. Mayhew seconded the motion. **SO VOTED: 3 Ayes**

Nab's Corner Update:

Tim Carroll requested to move forward with the well IFB for the Nab's Corner lots. Mr. Carroll requested to advertise in the local paper and post on our web page. Selectmen directed Mr. Carroll to proceed with the well IFB.

Mr. Doty said he had heard concerns that the Middle Line Road home site ground lease may not be applicable for Nab's Corner. Discussion ensued. Chairman Rossi said the MLR ground lease will be used as the template with modifications made to conform to the Nab's Corner property.

Tri Town Ambulance:

Chief Wilkins requested Selectmen approve transferring old Crown Victoria Chilmark Police vehicle to the Tri Town Ambulance. Mr. Doty moved to approve this transfer as proposed. Mr. Mayhew seconded the motion. **SO VOTED: 3 Ayes**

Mr. Carroll said that TTA has experienced a staff shortage and is informing Selectmen of a temporary (up to 60 days) hire.

Also the Presidential visit and TTA Ambulance coverage was discussed.

State Primary Warrant:

Town Clerk has delivered to the Selectmen's office the State Primary Warrant for Selectmen to approve and sign. Mr. Doty moved to approve the State Primary Warrant. Mr. Mayhew seconded the motion. **SO VOTED: 3 Ayes**

Beach Committee:

Chairman Rossi read a letter from the Beach Committee aloud. The letter discussed the Beach Committees concern at being directed to staff Crab Corner this summer with an extra lifeguard added to Menemsha. Discussion ensued. Mr. Doty moved to direct the beach department to staff a second guard to Menemsha this summer to oversee Crab Corner and the East Jetty.

Mr. Mayhew seconded the motion. **SO VOTED: 3 Ayes**

Mr. Carroll said the Beach Committee has moved the boundary line making Lucy Vincent Town Beach 12 feet shorter. This was done after completion of a survey done by Vineyard Land Surveyors.

Clean Vessel Act:

Mr. Doty reported that the State of Massachusetts has declared no discharge in Massachusetts waters. Mr. Doty said he is please we have a working system now in place in Menemsha harbor for boat operators to utilize.

Chilmark Community Center Floor Update:

Mr. Doty said he has confirmed with Rodney Bunker (town Custodian) that the floor in the Community Center has begun to buckle again. The re-screwing down the floor boards did not fix the problem. Mr. Doty said that the moisture monitors are not yet in place but that may be needed to detect where the problem stems from.

Mr. Carroll said he and Rodney will meet with the Chilmark Town Affairs Council; Sunday July 27, 2014 to discuss possible action on the floor problem and present their plan for the vestibule project. Mr. Carroll said we will install moisture meters and will bring two weeks of data to the TAC meeting.

Handout Information Cards for Parking:

Mr. Carroll presented draft 4 x 6 information cards about off-site Menemsha parking at the landfill.

Mr. Doty said these looked good. Chairman Rossi recommended the traffic officers in Menemsha hand them out to drivers who are looking for parking.

Noise Complaint BPI Update:

Mr. Carroll said that the Beach Plum Inn has new managers that were not aware of the understanding the town had with the Inn last season. Mr. Carroll said Mr. Barquinaro had worked hard with the town to minimize the noise of wedding receptions held at the BPI. (Mr. Barquinaro is no longer the manager) There are new managers at the Inn this year and the owners and managers are working to comply with the noise reduction.

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Noise Complaint BPI Update Continued.....

Mr. Carroll said the Nixon's (owners of BPI) are meeting with him to give an update on their plans to reduce the noise.

Fire Chief Norton:

Chief Norton asked Selectmen for clarification on the North Road Station use by EMS. Mr. Doty said that Emily Bramhall was supportive of an EMT overnighting at the North Road Fire Station. She did ask to see the layout plan though.

Chief Norton also asked about the sites that could be possible areas to build a new Emergency Response station. Chairman Rossi said he would be available to do a site visit to the six possible locations with Chief Norton and Chief Wilkins. Discussion ensued. It was decided the three will get together Thursday July 17, 2014 (as long as this works with Wilkins who is no longer present at tonight's meeting).

At 9:36 PM Mr. Mayhew moved to adjourn. Mr. Doty seconded the motion.

SO VOTED: 3 Ayes

Draft minutes respectfully submitted by Diana DeBlase.