

DRAFT Chilmark Board of Selectmen December 6, 2016 Meeting Minutes

Present:

Chairman Warren Doty, Bill Rossi and Jim Malkin.

Tim Carroll, Rob Hannemann, Ben Retmier, Alan Ganapol, Alex Elvin, Edie Prescott and videographer Lynn Christoffers from MVTV.

At 5:00 PM Chairman Doty called meeting to order in the Selectmen's Meeting Room.

Minutes:

Draft minutes from the Selectmen's November 15, 2016 meeting were reviewed. Corrections were made. Mr. Rossi moved to approve minutes as corrected.

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

Draft minutes from the Selectmen's November 18, 2016 meeting were reviewed. Corrections were made. Mr. Rossi moved to approve minutes as corrected.

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

Vineyard Sustainable Energy Committee:

Rob Hannemann said he is seeking the Chilmark Board of Selectmen approve the town's participation in an (all island) Vineyard Sustainable Energy Committee. Mr. Hannemann gave a brief background of the committee and presented their charter. Mr. Hannemann gave information supporting this umbrella committee. For instance there is a 350K pilot program for electric school busses that could work better for the umbrella committee to apply for verses individual towns. Mr. Hannemann emphasized that the umbrella committee would not supersede the efforts of the already existing energy committees.

A copy of the charter is available on Chilmark web page link:

http://www.chilmarkma.gov/Pages/ChilmarkMA_SelectAgenda/2016/12062016/VSEC%20Charter%2010_16.pdf

Mr. Malkin move to support this concept of an all island sustainable energy committee presented tonight. Mr. Rossi seconded the motion. **SO VOTED: 3 Ayes**

Mr. Malkin moved to appoint Rob Hannemann the Chilmark representative on the Vineyard Sustainable Energy Committee. **SO VOTED: 3 Ayes**

Chairman Doty recommended looking to collaborate with Vineyard Transit Authority on the electric busses.

Selectmen thanked Mr. Hannemann for this presentation and representing the town of Chilmark on the Vineyard Sustainable Energy Committee.

Tri- Town Ambulance (TTA) & Elder Wellness Transport Project:

TTA Chief Retmier and EMT Alan Ganapol presented a community outreach program. TTA has applied to Elder Services of Cape Cod and the Islands for a grant to support transporting elderly in our community to wellness checkups and physical therapy.

Mr. Ganapol gave a description of the community the program would support and the extent of the service that TTA will provide to up island residents 60 years old and up.

Tri- Town Ambulance (TTA) & Elder Wellness Transport Project Continued ...

Chief Retmier said this program will not affect the 911 staffing that is already in place. This project will be staffed by stipend EMT's or paramedics that would like to sign up. This project will not affect the Ambulances; the vehicles for transport will be a support vehicle.

Chairman Doty said this project has already been approved by the Tri Town Ambulance Committee and is being presented to Board of Selectmen for approval.

Mr. Ganapol explained the cost of the program and the reimbursement grant procedure.

Mr. Malkin moved to approve the project as presented. Mr. Rossi seconded the motion.

SO VOTED: 3 Ayes

Mr. Rossi said this is a great way to get to know your community.

Town Center Paths Update:

Mr. Malkin reported the committee met with MV Commission Senior planner Bill Veno and walked the area. Alternatives for paths were discussed; compositions that would be acceptable to the State (Area's involving State Road). The group discussed the composition of paths that may be acceptable to the town. Mr. Malkin said Jennifer Christy is pulling together a diagram for the committee to present to the Planning Board. The Planning Board would then work to get an article for Annual Town Meeting in April. Mr. Malkin said they are in the process of having someone attend the "complete streets" course to be eligible for funding our project.

Menemsha Dredging Update:

Chairman Doty reported dredging began, but we received a report of damage to the equipment so it has ceased till repairs can be made. The project is behind schedule and not going smoothly at this time.

Mass. Department of Environmental Protection (DEP) -W16-4592 Pier:

Mr. Carroll said this agenda item should be tabled to a future Selectmen's meeting because the State Shellfish people have issues with the new pier plan.

Concrete Floating Dock:

Chairman Doty said the additional funding needed for completion of the Menemsha Dock Phase III project was approved at the Special Town Meeting last night. Mr. Carroll presented the final plans for Selectmen to approve of the concrete floating dock. After reviewing the new plans

Mr. Rossi moved to approve plans. Mr. Malkin seconded the motion. **SO VOTED: 3 Ayes**

Chairman Doty signed the plan

Chilmark Town Committee:

Chairman Doty said this is a very unusual committee that was created years ago with the creation of the Chilmark Community Center and Lucy Vincent Beach.

Mr. Carroll read aloud that the committee was incorporated December 5, 1955 as the Chilmark Town Committee that is now known as the Chilmark Town Association Inc.

Mr. Carroll explained that when the Summer Program at the Community Center formed Town Affairs Council Inc. during the 1980s the CTA became inactive.

Chilmark Town Committee Continued...

Mr. Carroll said as of 1993 the CTA stopped filing their annual reports. Mr. Carroll said to reinstate the CTA we would have to file the backlog of financial reports but with having no financial activity it would mostly mean filling out a simple form for each year. Mr. Carroll said if the Selectmen would like to reinstate the committee there is a \$40.00 fee to do so. Mr. Carroll said this is not a Town Board but a private nonprofit that would need to meet and elect new members to the positions on the committee. Chairman Doty said an important part of this Committee being reinstated is that they own the Lucy Vincent Beach.

Mr. Carroll said there is approximately \$3,000.00 that the State is holding as it is a non-active account. Chairman Doty recommended contacting the original members that are still part of our community and seeing if they have an interest being on this committee. Chairman Doty recommended Tim Carroll to contact (previous board members of CTA) Kathy Thompson, Pam Goff, Frank Fenner and Jonathan Mayhew and schedule a meeting and use the Selectmen's meeting room some evening to do so. This recommendation was the sense of the Board of Selectmen.

Human Resource Board (HRB):

The HRB sent 3 items for the Selectmen to consider:

1. Position grading results from the HRB meetings held 11/3/16 and 11/10/16 of 4 Library positions. No action was taken as the Selectmen approved the new grades previously.
2. Procedures Manual Amendments;

The Human Resources Board of Chilmark (HRBC) held a properly posted and published public hearing on Thursday, November 3, 2016 and voted to amend the Human Resources Bylaw procedures manual section assigning a pay grade to a new or updated job description as follows:

1. The new pay grade for a vacant year-round position -- whether a pay grade increase or pay grade decrease -- as described in #1 Procedures Outline for Updating Job Descriptions shall take effect on the new employee's first date of employment.
2. All updated and re-graded job descriptions for currently filled year-round positions shall complete the entire process through final approvals no later than November 30 so the new grade can be included in the budget planning for the following fiscal year. The new pay grade shall then take effect on July 1 of the following fiscal year -- provided the budget is approved by town voters at the annual meeting.

Mr. Malkin moved to approve this change. Mr. Rossi seconded the motion. **SO VOTED: 3 Ayes**

3. Cost of Living Adjustment recommendation is 0.4% for FY18 using the formula the HRB has been using. Mr. Malkin said the Selectmen adopted a policy last year of a minimum of 1% and a Maximum of 3% and moved to approve a 1% COLA for FY18.

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

Hunting Permission:

Mr. Carroll said Selectmen's Office received a written application to hunt Chilmark Forest by Patrick Murphy who would be hunting with his father who was granted permission by this board at a previous meeting. Mr. Malkin moved to approve this application. Mr. Rossi seconded the motion. **SO VOTED: 3 Ayes**

Upright Piano Donation:

The Selectmen's Office received a written offer of an upright piano for the Chilmark Community Center from Jenn Zizzamia on behalf of Mr. Don Guiney. Mr. Malkin moved to accept this kind donation. Mr. Rossi seconded the motion. **SO VOTED: 3 Ayes**

Special Town Meeting (STM) Review:

All 8 articles that were approved at the STM 12/5/16 were discussed and the process to carry them out was decided and assigned.

Administrative Assistant to Accountant:

Mr. Carroll prepared the following proposal:

In the FY2017 budget the Selectmen approved \$9,228.96 to fund a position of administrative assistant to the accountant at 8 hours per week on a six month trial period. The position was proposed and approved as an Administrative Assistant at Grade 6 and Step 1 - \$22.10/hr.

The Accountant and I would like to move forward with the trial period. The six month trial period creates some challenges with the town's HR bylaw and policies & procedures. We propose that the Selectmen, as the appointing authority, authorize the Accountant hire a Temporary Employee, that she has identified for this position, for 90 days.

At the conclusion of the 90 days, the Accountant and Selectmen will meet and decide if the position was successful. If the Selectmen find that the temporary position was successful, they will authorize the posting of a position vacancy and I will initiate the usual hiring process. This would be expected to take two weeks. A candidate would be recommended to the Selectmen for hiring at their next regular meeting.

A schedule for this procedure was also submitted. Mr. Malkin said when this proposal came to the Human Recourses Board there was a concern that there are too many Assistants we are employing, there needs to be a quantitative demonstration as to the need to continue past a trial period. Chairman Doty said after the 90 days a report should be given to the HRB.

Mr. Malkin moved to approve this proposal. Mr. Rossi seconded the motion

SO VOTED: 3 Ayes

Mr. Carroll said we are utilizing the Housing Committee's Administrative Assistant for the 90 days.

Schedule of future Selectmen's Meetings:

Selectmen discussed the schedule and have made the following changes:

- No meeting December 20 moved to the following day December 21 at 5:00 PM
- Only a single regular BOS for the month of January on 10th (they have many joint with FinCom)
- July will be 11th and 25th
- August will be 8th and 22nd

Harbor:

Mr. Malkin said there are items to discuss concerning the harbor.

- 1.) The next meeting with Tribe, Aquinnah and Chilmark is scheduled for next week concerning preparations for Menemsha Pond if and when dredging is completed a single anchorage in Aquinnah is the plan.
- 2.) Buoying system for Menemsha Pond. Mr. Malkin asked what department is responsible for buoying the Oyster Grant area. Mr. Carroll said that we received funding through the Harbor article at town meeting. We will order 4 yellow uniform buoys.

Harbor Continued...

Mr. Malkin said the Harbor is preparing (this coming 2017 season) to install Non-Boating area where at crab corner and also towards the NE of Menemsha existing swim line.

- 3.) New Banjo; the Harbormaster asked that the Selectmen review information his office received pertaining to the Banjo. The owners of the vessel are building a new Banjo that will be 10 feet longer. Also they have requested permission to install 100 Amp service to utilize. The owners of Banjo will pay for the installation of 100 amp service.

Selectmen reviewed the information and Mr. Malkin moved to allow for the installation of two 100 Amp outlets with the understanding they also install their own meter and that all materials installed become town property. The rental for the banjo slip for the coming season will remain unchanged. Mr. Rossi seconded the motion. **SO VOTED: 3 Ayes**

Mr. Malkin requested and moved to direct Ron Rappaport's office to seek a resolution to the ongoing litigation concerning the Squibnocket Project. Mr. Rossi seconded the motion.

SO VOTED: 3 Ayes

Mr. Carroll said he had a harbor issue he would like to resolve. This summer a slip tenant's vessel was damaged when a cleat let go. Mr. Carroll proposed the Selectmen allow our insurance to cover the deductible to tenant's repairs needed to his boat. Mr. Malkin said he did not support this recommendation; the town leases don't cover damage to individual boats in their slips. Selectmen agreed not to support paying the deductible.

At 6:13 PM Chairman Doty said they would rollcall into Executive Session to discuss land acquisition and not to return to regular session. Doty: Aye, Malkin: Aye, Rossi: Aye Mr. Carroll was also in attendance.

Draft Minutes respectfully submitted by Diana DeBlase

Document list:

- Draft minutes from Selectmen 11/15/16 & 11/18/16 meetings
- Vineyard Sustainable Energy Committee: Background, Structure, Charter
- Plans for floating dock to be signed by Selectmen
- Human Resource Board: Position grading results, Amendment to HRB bylaw procedures manual, FY18 COLA recommendation
- Hunting permission application by Patrick B. Murphy to hunt Town Forest
- Piano donation proposal by Jenn Zizzamia for Don Guiney
- Recommendation by ExecSec. for Admin. Asst. to Town Accountant - temp position
- Elder Wellness Transport Project by Tri- Town Ambulance 11/9/16
- Request from Wendy Hogan on behalf of Banjo for changes to their slip and boat size
- Dylan Fernandes (newly elected State Rep)listening tour - Chilmark Library today at 3:00 PM 12/6/16
- ComCast continuation notice of Fox College Sports Atlantic, Central & Pacific
- Xfinity / aka ComCast price changes notification starting 12/20/16
- Annual Town Meeting & Election 2017 Schedule & list of positions
- Assessors release of overlay surplus from FY2012 of \$20,000
- Cape Light Compact press conference

Document list continued...

- Letter from Debbie Packer concerning items sold in her store being duplicated in Menemsha & Letter Ms. Packer received from Ms. Jones about what she intends to sell
- MV Ice Arena appeal for funds for big renovation and upgrade
- Mass. Municipal Association annual meeting & trade show notice 1/20/17-1/21/17