

DRAFT Chilmark Board of Selectmen June 4, 2019 Meeting Minutes

Present: Selectmen: Chairman Doty, Bill Rossi and James Malkin. Others: Tim Carroll, Police Chief Klarèn, Harbor Master Rossi, Jessie Burton, Laia Roig, Clark Goff, June Manning, Jeffrey Corr, Robert Breth, News reporters Will Sennott & Rich Saltzberg, MVTV videographer Lynn Christoffers.

At 5:00 PM Chairman Doty called meeting to order in the Selectmen's meeting room. Chairman Doty said with the Harbor Master here he would like to address any items about the harbor first on the agenda.

Harbor Department - Employment Appointments Update:

Harbor Master Rossi said he recommends that Spider (Edward) Andresen and Daniel Lee be appointed Assistant Harbor Masters and Christian Carroll and Aidan Coombs be appointed Assistant Wharfingers.

Mr. Malkin moved to appoint the recommendations from the Harbor Master for the Seasonal Employees. Mr. Rossi seconded the motion. **SO VOTED: 3 Ayes**

Chairman Doty asked for updates on the various Harbor related projects.

Harbor Master Rossi said the electrical wiring project is almost complete with just a few items to wrap up.

- A fire extinguisher box
- Some lighting issues to correct at the completion of electricity being turned on in Menemsha

HM Rossi said John Packer will be coming to Menemsha harbor this month to do the pile driving project and we have added an additional piling that was recently damaged. HM Rossi said Mr. Packer will also be doing some dredging while he is in Menemsha of some slips.

Chairman Doty said we have a progress payment request from Powers Electric for the Menemsha project. Bill Rossi confirmed that this was a progress payment and not the final. Chairman Doty said Cole Powers has done a very good job on this project having to push to get the project finished before our season started was frustrating at times but overall a very good first class job.

Bill Rossi asked to get a copy of the final electrical inspection before we issue the final payment on the Menemsha Electrical project.

Chairman Doty asked how the Dockwa system was working for Menemsha Harbor. Harbor Master Rossi reported that the Harbor has already made \$92,000.00 in revenues within 2 weeks and that is already about 50% of 2018 revenues. Harbor Master Rossi said he has been working closely with the Accountant and Treasurer to ensure clear communication of information and revenues between the town of Chilmark and DockWa.

Harbor Master Rossi asked for clear policy on gratuities in Chilmark for our Seasonal Employees. Chairman Doty said any municipal employee is not allowed to take tips/gratuities. Bill Rossi said this should be written down and posted at the harbor.

Mr. Malkin said as the Selectmen liaison to the Harbor Department he can report that the transition to our new Harbor Master and setup of the harbor for the season has gone very well.

Even Keel Excursions - Jesse Burton preliminary discussion:

Jessie Burton and his wife Laia Roig presented their proposal to run a boat excursion company out of Menemsha. The vessel proposed is 23' Harbor Launch holding up to 12 passengers; 4-6 tours in Chilmark waters a day at a rate less than other island on the water tours.

Selectmen recommended that Jessie and Laia present this proposal to the Harbor Advisory Committee. Bill Rossi said it would be really important to nail down where you will dock your boat and where you will pick up your customers and where they will park. Mr. Malkin said he would ask Chairman of the Harbor Advisory to call a meeting within the next 2 weeks to discuss this proposal and to have Harbor Master Rossi present at the meeting as well.

Fire Chief Screening Committee- Firefighter G. Robinson letter:

Mr. Rossi said Tim Rich has agreed to be on the Committee that we appointed him to last meeting. Chairman Doty said at that meeting we also appointed Bill Rossi the Chairman of the Committee. There is another position on the committee to fill with a Chilmark firefighter. Chairman Doty said we have a good letter from Gary Robinson asking to be appointed to the committee.

Mr. Malkin moved to appoint Gary Robinson as the third member on the Fire Chief Screening Committee. Mr. Rossi seconded the motion. **SO VOTED: 3 Ayes**

All Star Tours & Transportation of Martha's Vineyard - Request for road rights license:

Chairman Doty said we will discuss this particular request after we discuss our plan for this year for 12 to 18 passenger vans in Chilmark. Chairman Doty opened discussion on a working plan on how to manage the vans in Chilmark during the height of our summer season. Discussion ensued. Chairman Doty and Police Chief Klarèn will work on a guideline to present to each tour driver/company that comes to Chilmark.

Jeffrey Corr and Robert Breth presented their request to the Selectmen. Police Chief and Selectmen said the proposal before them was clear and reasonable. Mr. Carroll said we now have to post a public hearing and advertise for the street license. Mr. Rossi recommended scheduling this for the June 18, 2019 meeting. Mr. Carroll said this will be on July 2, 2019 with the required guidelines rather than June 18th.

Chilmark Community Center - HVAC project update:

Mr. Carroll reported that we did not receive a single bid even after extending the deadline 1 week per a potential bidder's request. Mr. Carroll called the contractors who requested the specs. and asked if they would consider the job. Some did not return his call one said they could not commit to the time line; the other said they were still interested in doing the project but did not get the cost from their suppliers in time to submit at the deadline. Chairman Doty said we will still pursue getting the large room part of the project done for this season.

Pedestrian Path - Basin Rd. update:

Chairman Doty said we have contractors John Keene and David Merry who are prepared to do the work on this pedestrian path but we need to get a signoff from Mr. Dimaura before we begin. Mr. Carroll said it is with their attorney now. Mr. Malkin suggested Chairman Doty could contact Mr. DiMaura directly and say between our attorneys this is not getting done.

Pedestrian Path - Basin Rd. update continued...

Mr. Carroll said it is with the attorneys now because the owner thought it was already too late to start the work. Chairman Doty said he would make a call within 2 days about moving this project forward. Mr. Carroll said when we get the go-ahead the completion of pathway will be within 2 weeks.

Fire Department - final signage regulation:

Chairman Doty said we have a concise regulation proposal before us to approve and asked for any discussion. Mr. Carroll said this is a clean copy with the changes made from the last meeting. Mr. Malkin asked for discussion on how we will notify people of this. Discussion ensued.

regulation as presented:

Building code requirements are appropriate with respect to visibility, contrast, types of letters and numbers. Characters should be not less than 2.5 inches high (as opposed to current 4 inches) and 0.5 inches wide (as is.) Visibility shall be defined as visible from a car windshield

- 1. Require all Chilmark residences and private roads to meet signage requirements by 1/1/2020*
 - a. Building code as amended above*
 - b. House number required, name preferred but optional*
- 2. The Chilmark FD will place signage at all houses that do not comply; owners shall pay \$100 per sign, to go to the Chilmark Volunteer Fireman's Association (CVFA).*
- 3. Ask the students at the Chilmark School to design house signs that meet the requirements; FD/Police/Tri-Town will choose 3; these will be the signs used as needed in #3 above.*

Mr. Rossi recommended and Mr. Malkin supported this be put on the agenda of the fall Special Town Meeting as a bylaw. Mr. Rossi requested this be sent to the Planning Board to review and draft a bylaw. Mr. Malkin moved to endorse this regulation plan. Mr. Rossi seconded the motion. **SO VOTED: 3 Ayes**

Police Department Annual Appointments:

Chief Klarèn submitted his request for new employees:

Andre Simons - Traffic Officer

Benjamin Levine - Traffic Officer

Mr. Malkin moved to appoint both of these recommended appointments. Mr. Rossi seconded the motion. **SO VOTED: 3 Ayes**

Chief Klarèn submitted his request for the annual appointment of employees.

Chief Klaren lists Aquinnah and West Tisbury as Mutual Aid.

List continued to next page

Full-time Chilmark

Sgt. Sean Slavin
 Det. Jesse Burton
 Off. William Fielder
 Off. Elizabeth Rogers

Traffic Chilmark

Brian Kennedy
 Andrew Karlinsky

**Special Officers
Chilmark:**

Timothy S Rich
 Timothy Carroll
 Bret Stearns
 Marshall Carroll
 John M Collins
 Matt Bradley
 John Mccarron
 Noah Stobie
 Nicole Whitney

Full-time West Tisbury

Chief Matthew Mincone
 Lt Jeffrey Manter
 Sgt Garrison Viera
 Sgt Matthew Gebo
 Off Leo DeOliveira
 Off Bradley Cortez
 Off Nie Wojtkielo
 Off Jeremy Rogers
 Off Phillip Hollinger

Full-time Aquinnah

Chief Randhi Belain
 Sgt Paul Manning
 Off Steve Mathias
 Off David Murphy

Mr. Malkin moved to approve and appoint employees as presented by Chief Klarèn. Mr. Rossi seconded the motion. **SO VOTED: 3 Ayes**

Sale of old Harbor Boat \$4,100 to Coleman Dosker:

Chairman Doty reported that we sold our surplus harbor boat and got a good amount of money for it.

Web Site mock up A & B:

Mr. Carroll reported that our web site was being discontinued. This was a \$400.00 a year program through the county. Mr. Carroll said that we are transitioning to a new powerful program that will cost \$3,000.00 to upgrade but will spread the cost throughout the first year, then \$1,500.00 a year. Mr. Carroll said we hope to have the new site up by July 1, 2019.

Mr. Carroll said the staff at town hall got together and looked at some 6 format options and had recommendations for you tonight. Mr. Rossi said he liked the new style. Mr. Malkin said he cares more about the ease of use than the appearance.

Pasture Hill Road Association - Electrical System charge:

Mr. Rossi said he was involved with this when they (Road Association) agreed the upgrade was something that needed to be done and we would pay our share.

Mr. Malkin moved to approve paying the invoice for our portion of the Pasture Hill Road Association Electrical upgrades in the amount of \$439.64. Mr. Rossi seconded the motion.

SO VOTED: 3 Ayes

Position Vacancy Notice - Fire Chief:

Mr. Carroll asked a Selectman to work with him on the position vacancy notice for the advertisement. Mr. Rossi will work on this with Mr. Carroll; an advertisement will go into the paper for next Friday.

Position Vacancy Notice - Assistant to the Accountant:

Chairman Doty said Jess Holtham has worked with us for a number of years and done a very good job but she has decided she wants to spend more time with her child. Ms. Holtham has submitted a resignation but will work to close out FY19 till July 15, 2019. Mr. Carroll said he met with the Town Accountant and with her suggestion will advertise for 8 hours combined on Monday & Tuesday or all on Mondays.

Mr. Carroll said Ms. Holtham was also the Administrative support for the Housing Committee but they (Housing Committee) don't usually meet in the summer months. Discussion turned to coverage of administrative needs at town hall.

Chairman Doty spoke about the staffing for the Website management and recommended 8 hours a week for the web management. Mr. Malkin recommended posting the vacancy for the Assistant to Accountant and deciding what restructuring we need prior to discussion of persons who would be assigned.

Annual Staff Appointments:

Mr. Carroll said Lenny Jason requested that Jerry Weiner be appointed as the Assistant Building Inspector. Mr. Carroll said Mr. Jason has also requested that Robert Young be added as an assistant wiring inspector. Mr. Malkin said we have Cole Powers as our wiring inspector and Cole has done a nice job. Mr. Malkin asked if we might want Rob Young who is now a Chilmark resident to become our wiring inspector. Discussion ensued. Chairman Doty asked to hold off on this appointment until we have some communication. Mr. Malkin said he would have a talk with Lenny Jason. Chairman Doty said we have a list of appointments and at this time we will leave out the wiring inspector and assistant wiring inspectors till we get some more information.

Accountant	Ellen Biskis
Administrative Assistant to Office of Selectmen	Diana DeBlase
Administrative Assistant to Accountant	VACANT
Administrative Assistant Housing Committee	VACANT
Coordinator of Administrative Support/Web postings	Charles Hodgkinson
Conservation Officer (Stipend)	Charles Hodgkinson
Administrative Assistant to Conservation Commission	Charles Hodgkinson
Administrative Assistant to Zoning Board of Appeals	Charles Hodgkinson
Administrative Assistant to Historical Commission	Charles Hodgkinson
Administrative Assistant to Park & Recreation Committee	Charles Hodgkinson
Administrative Assistant to Community Preservation Committee	Charles Hodgkinson
Administrative Assistant to Fire Chief	Martina Mastromonaco
Administrative Assistant Harbor Master	Tamar Rogers
Assistant Assessor	Pam Bunker
Administrator/Inspector to BOH	Marina Lent
Burial Agent	Marina Lent
Perc Test Inspector	Marina Lent...

Administrative Assistant to Planning Board	Jennifer Christy
Administrative Assistant to the Human Resource Board	Jennifer Christy
Registrar – Chairman	Jennifer Christy
Town Clerk	Jennifer Christy
Burial Agent Alternate	Jennifer Christy
Assistant Town Clerk	Diana DeBlase
Assistant Town Clerk	Jessica Bradlee
Assistant Town Clerk	Tim Carroll
Collector of Taxes	Jessica Bradlee
Building Inspector / Zoning Officer	Leonard Jason, Jr.
Assistant Building Inspector	Jerry Wiener
Plumbing Inspector	George Apostolides
Assistant Plumbing Inspector	William Haynes
Assistant Plumbing Inspector	Michael Ciano
Cemetery Superintendent	Susan Murphy
Maintenance Supervisor of Town Buildings	Rodney Bunker
Janitor	Marjorie Hayes
Animal Control Officer / Animal Inspector	Chris Murphy
Assistant Animal Control Officer	Allen Healy
<i>Town Administrator (3 year contract)</i>	<i>Tim Carroll</i>
Director Emergency Management	Tim Carroll
Fire Chief	David Norton
Deputy Fire Chief	Tim Carroll
Harbor Master	Ryan Rossi
Moth Superintendent	Keith Emin
Superintendent of Streets	Keith Emin
<i>Chief of Police (3 year contract)</i>	<i>Jonathan Klaren</i>
Shellfish Constable/Propagation Officer	Isaiah Scheffer
Assistant Shellfish Constable	Will Reich

Mr. Rossi moved to approve this (above) list with removal of the wiring inspector staffing.
Mr. Malkin seconded the motion. **SO VOTED: 3 Ayes**

Annual Appointments to Boards & Committees:

Mr. Carroll presented the Selectmen with list:

Mr. Malkin said Mr. Andresen has been on the Harbor Advisory Board but has been recently hired as the Assistant Harbor Master for Chilmark. Mr. Malkin said he did not think he (Spider) should be on the Harbor Advisory Committee while employed as Assistant Harbor Master.

Judy G. L. Mayhew	Board of Registrars
Jerald Katch	Energy Committee
Stephen S. Lewenberg	Energy Committee
Andrew Goldman	Harbor Advisory Committee
Everett Poole	Harbor Advisory Committee
Jeffrey Maida	Harbor Advisory Committee

Scott McDowell	Harbor Advisory Committee
Steve Broderick	Harbor Advisory Committee
Wayne Iacono	Harbor Advisory Committee
William Randol	Housing Committee
Bruce E. Golden	Molly Flender Affordable Housing Trust
Janet Weidner	Molly Flender Affordable Housing Trust
Jessica Roddy	Molly Flender Affordable Housing Trust
Andrew Goldman	Park & Recreation Committee

Mr. Rossi moved to appoint the persons to positions as listed (list was compiled of persons who requested to be appointed) with the removal of Mr. Andresen from Harbor Advisory.
Mr. Malkin seconded the motion. **SO VOTED: 3 Ayes**

Public Safety Building Committee:

Mr. Carroll asked to advertise for interested persons to join this committee. Mr. Carroll outlined the composition of the committee. Chairman Doty said it would be a 9 member committee comprised of 2 sub committees one for Fire one for EMS. Mr. Rossi said he has had someone interested in the OPM position and he will follow up with this person.

Selectmen discussed the possibility of Mr. Hodgkinson working with this committee as our special project coordinator as the committee's staff support. Chairman Doty said he would talk with Mr. Hodgkinson about this.

Project Updates:

There were no further updates at this time.

At 6:08 PM Mr. Malkin moved to adjourn. Mr. Rossi seconded the motion.

SO VOTED: 3 Ayes

Draft minutes respectfully submitted by Diana DeBlase.

Document list:

- Gary Robinson's letter of interest in being appointed to Fire Chief screening committee
- Road Rights request from All Star Tours & Transportation of MV
- Jesse Burton proposal to run a boat excursion business out of Menemsha Harbor
- Proposed signage regulation final draft
- Appointment requests from Police Chief for department and mutual aid staff
- 2 Sample mockups for website design for Town of Chilmark
- Invoice from Pasture Hill Road Association for electrical upgrade
- Invitation to Complete Count Meeting 6/10/19 RE: 2020 Census
- Xfinity / Comcast updates to TV program services
- Leonard Kopeland invitation to follow him to new legal service company
- ZBA abutters notice The Yard's expansion project public hearing 6/5/19
- ZBA decisions for May report and agenda for next meeting