

Board of Selectmen
August 29, 1994
Minutes

The meeting was called to order at 7:00 p.m. by Chairwoman Carolina Kiggins in the Library Meeting Room. Selectmen present included Robert S. Costa, David Ernst, Cynthia Paine and Ira Wood. Town Administrator, Julia Enroth, also attended.

Open Session:

. Florence Schmidt presented a petition to the Board from members of the South Wellfleet Neighborhood Association and/or concerned citizens requesting a police officer for traffic control from June 15 through September 15 at the junction of LeCount Hollow Road and Route 6 on rainy days and Saturdays from 9 a.m. to noon. Discussion included removal of foliage at the intersection, asking the Cape Cod Commission to do a traffic count and installation of a traffic light. There was a consensus of the Board that the Police Chief will research statistics for the intersection including the number of accidents and will submit a recommendation to the Board at their next meeting.

On a motion duly made and seconded, the Board voted unanimously to approve the minutes of August 8, 1994 as submitted and reviewed by Town Counsel.

On a motion duly made and seconded, the Board voted unanimously to approve the minutes of August 15, 1994 as submitted.

On a motion duly made and seconded, the Board voted unanimously to approve the minutes of August 22, 1994 as submitted.

The Town Administrator discussed with the Board:

- a) scheduling a Special Town Meeting for October 24th
- b) draft of revised Policy on Tapes of Selectmen's Meetings (1991-1) - there was a consensus of the Board to accept the recommendation of the Town Administrator to amend paragraph 6 of the policy to state that tapes will be kept for one year and then reused unless they include a controversial issue or a Board member requests that they be kept for a longer period of time.

The Board held a public hearing to consider petition 94-557 of New England Telephone for proposed conduit along Old County Road. Mr. Thibodeau, Manager, Right of Way for New England Telephone also attended. Mr. Thibodeau noted that the work would consist of replacement of deteriorated cable and would be completed before the end of the year. On a motion duly made and seconded, the Board voted unanimously to approve petition 94-557 as submitted.

The Town Administrator continued discussion with the Board:

- c) draft of revised Communication Policy Re: Charter 5-3-2 (d) (1991-3) - discussion included the time frame within which Board members should be notified of urgent, sensitive information. On a motion duly made and seconded, the Board voted unanimously to adopt

the policy as revised.

- d) Town of Brewster Sexual Harassment Policy - discussion included future workshops, review of the policy by department heads with employees, requesting that employees sign a receipt acknowledging receipt of the policy and agreement to follow the established procedures and initiating an employee handbook. There was a consensus of the Board that the Town Administrator will present the policy at the next department head meeting for discussion including discussion of implementation.
- e) Drug Free Workplace Policy - on a motion duly made and seconded, the Board voted unanimously to reaffirm the policy as it stands.
- f) draft of Board/Committee Appointment Procedure - discussion included the Board making an appointment immediately if there is only one applicant for a vacancy - on a motion duly made and seconded, the Board voted 3-2, with Kiggins and Ernst voting against, to adopt the Procedure with section 2 d) to indicate that all appointments will be taken under advisement after interviews. There was a consensus of the Board that recruitment will be discussed at a future meeting and that Selectmen Paine and Wood will comprise the Board's "Hospitality Task Force".
- g) appointment to Advisory Board on County Expenditures - there was a consensus of the Board to accept the recommendation of the Town Administrator to schedule further discussion with Alan Platt, Barbara Fegan and Al Haven.
- h) U.N. Day - October 24th - there was a consensus of the Board that a proclamation be prepared for issuance in October.
- i) on a motion duly made and seconded the Board voted unanimously to appoint the following as election workers through August 15, 1995: Democratic Party - Warden: Zel Levin, William McCord; Inspectors: Ann Ehrenberg, Ann Fox, William Magenau, Arthur Dennison; Counters - Denya LeVine, Claire Carroll, Terri Frazier, Patricia Roach, Meredith Scozzafava, Mary Houk, Janet Rice, Susan Gauthier, Barbara Stevens; Tallier - Barbara Souther, Doris Bassett; Clerk - Virginia Hendrickson, William Magenau
- j) Fire Department Study - the Town Administrator updated the Board of the status of the study - on a motion duly made and seconded, the Board voted unanimously to approve the balance of \$1,826 as an additional expenditure for completing Phase I of the Fire Department Project with the Office of Dispute Resolution. It was noted that the public will have access to the results of Phase I and that Phase II will be brought to the public and the public asked if they wish to go forward with it.
- k) State Election Warrant - on a motion duly made and seconded, the Board voted unanimously to sign the warrant as prepared
- l) land auction - there was a consensus of the Board to ask Town Counsel to review and advise the Board regarding building-restrictive deeds

Correspondence:

. Draft letter to Adrien Kmiec congratulating him on achieving the rank of Eagle Scout - there was a consensus to sign and send the letter

. Letter from Robert Hankey regarding the Chequessett Neck Yacht and Country Club - there was a consensus of the Board to request that the Club manager meet with the Board to discuss the conditions on the Club's liquor license

. Letter from Ann Bronsdon regarding an executive session held by the Board of Fire Engineers - there was a consensus of the Board that a) future executive sessions of the Board of Fire Engineers will be cleared through the Town Administrator by the Fire Chief, b) the Board of Fire Engineers will be asked to attend a seminar for members of Boards/Committees to be given by Town Counsel which will emphasize information on executive sessions, c) the Town Administrator will draft a letter to the Board of Fire Engineers regarding executive session procedures - the letter will be discussed with the Engineers by the Town Administrator and Selectman Ernst at the Engineers' next meeting. The Administrative Assistant will draft a response to Ms. Bronsdon.

The Board discussed their upcoming meeting with the Finance Committee. Topics for discussion will include the fiscal process and the availability of timely budget information from the schools. There was a consensus of the Board to consider adjusting their budget process regarding the schools by determining budget limits for the schools rather than awaiting their budgetary requests. The Board asked that further discussion be scheduled for their November 14th meeting.

Wayne Francis Lis addressed the Board regarding deliveries at the Box Lunch. Selectman Costa left the Board. There was a consensus of the Board that the Administrative Assistant draft a letter to Mr. McNutt reiterating the Board's suggestion that signs be put up at the restaurant asking truck drivers to shut off their motors during deliveries. Selectman Costa rejoined the Board.

The Board discussed business license parameters. Discussion included enforcement of the local General Business License Bylaw, suggestions for the draft flow chart and draft guidelines for new business owners and the types of businesses required to have a General Business License per the Registration and General Business License Regulations. There was a consensus of the Board to continue discussion to their next meeting.

The Board discussed the request of the Grace Chapel AG Church to use Baker's Field for a church picnic on September 10th from noon to 5 p.m. On a motion duly made and seconded, the Board voted unanimously to approve the request on the condition that the group contact the DPW Director for approval of the Baker's Field area to be used.

On a motion duly made and seconded, the Board voted unanimously at 10:11 p.m. on a roll call vote (Kiggins, Costa, Ernst, Paine, Wood - yea to enter into executive session to discuss litigation and not to reconvene in open session.

Respectfully submitted,

Linda Smulligan

Linda Smulligan
Administrative Assistant

Carolina Kiggins

Carolina Kiggins, Chr.

Robert S. Costa

David Ernst

David Ernst

Cynthia Paine

Ira Wood

Ira Wood