

**Wellfleet Board of Selectmen
Minutes of the Meeting of July 10, 2012
Council On Aging Building, 7:00 p.m.**

Present: Chair Berta Bruinooge, Jerry Houk, John Morrissey, Dennis Murphy, Paul Pilcher; Town Administrator Paul Sieloff

Chair Berta Bruinooge called the meeting to order at 7:00 p.m.

Announcements, Open Session and Public Comment:

- Joyce Harding would like the Board of Selectmen meetings advertised in the newspaper. She also mentioned that handicap accessibility upgrades may be needed for doors at the DPW and Town Hall. The Selectmen requested that the Administration look into the issue.
- Steve Curley mentioned recent drug-related arrests in Wellfleet and wanted the Selectmen to be aware of the issue to safeguard the security and reputation of the Town.

APPOINTMENTS

The Selectmen interviewed Stephen Curley for the open position on the Historical Review Board. Several Selectmen expressed reservations concerning Curley's appointment because he openly stated that he has a contentious relationship with the current board and he had stated that he would like to see the Board dissolved. Curley countered that he preferred to have the board merge with the Historical Commission and feels he could work harmoniously with the current members.

Motion 13-0262: Pilcher moved to postpone the vote to appoint Curley to the Historical Review Board pending the interview of the second candidate at a future Board of Selectmen meeting. Houk seconded the motion and it passed 4-1 (Murphy).

USE OFF TOWN PROPERTY

Motion 13-0263: Murphy moved to approve the application received from Lydia Vivante on behalf of AIM Thrift Shop to hold the 3rd Annual AIM Art Sale at the Town Hall driveway on Saturday, July 28, 2012 from 8:00 a.m. to 11:00 a.m. (rain date Sunday, July 29, 2012). No fee will be charged. Houk seconded the motion and it passed 5-0.

Motion 13-0264: Murphy moved to approve the application received from Paul Curley on behalf of the American Lung Association to use the White Crest beach parking lot and bathrooms on Sunday, September 30, 2012 from 9:00 a.m. to 1:00 p.m. for the 28th Annual Autumn Escape Bike Trek. No fee will be charged. Morrissey seconded the motion and it passed 5-0.

Motion 13-0265: Pilcher moved to approve the application received from Ens. Michael Mitrowski to use Whitecrest Beach on Saturday, July 28, 2012 from 4:45 to 5:30 p.m. for a wedding ceremony with 30 guests. A fee of \$100 applies. Murphy seconded and the motion passed 5-0.

Bruinooge requested that Administration add a fee indicator to the Use of Town Property application.

BUSINESS

Budget Transfers: Town Accountant Marilyn Crary reviewed the year-end budget transfers for FY 2012¹. The largest line item overage in the budget was legal expenditures. Pilcher asked if this overage on the legal budget was due to litigation. Sieloff agreed that the litigation assumption was fair. Morrissey commented that the vote to reduce the legal budget at Town Meeting last year did not take into account unforeseen expenditures and was ill advised.

Motion 13-0266: Murphy moved to approve the year transfers as presented for the FY2012 budget. Morrissey seconded the motion and it passed 5-0.

Approval of Water System Operations contract: Tim King reviewed the two responses to the Water Systems Operations Contract request for proposal. The Whitewater proposal² was approved by the Board of Water Commissioners and offered significant savings. The Selectmen requested that approval of the contract be postponed until the July 17, 2012 special Board of Selectmen meeting so they could review the details of the Whitewater agreement before a final vote.

Approval of Bank Street and Commercial Street project engineering contract: Tim King presented the proposed engineering contract by Environmental Partners Group (EPG)³. Murphy spoke to issues concerning a portion of the project along Holbrook Ave. to Kendrick Ave. and suggested a delay to the work until a new culvert was installed. The Selectmen asked King to negotiate a revised contract with EPG based on a delay in the portion of work on Holbrook and Kendrick Aves. and return with a new quote on the July 17, 2012 BOS special meeting. King asked the Selectmen to make a motion to acknowledge EPG as the lead engineering firm on the project. Murphy noted that the Town saved approximately \$50,000 by bidding out the project.

Motion 13-0267: Murphy moved to accept EPG as the design engineer on the project with the caveat that no money be spent on the project until final contract is approved. Pilcher seconded the motion and it passed 5-0.

Shellfish Advisory Board recommendations regarding the Herring River Restoration Project: Joel Fox requested that the Selectmen consider revising an agreement with the National Seashore to guarantee local fisherman reasonable access to grounds containing shellfish that will be created after the Herring River Restoration project is complete. This future action will create acres of fishable waters in the Harbor that will be under National Seashore jurisdiction. Don Pallidino stated that members from the Herring River Restoration Project are also in favor of action.

Motion 13-0268: Pilcher moved to approve recommendations as written by the Shellfish Advisory Board⁴. Murphy seconded the motion and it passed 5-0.

Shellfish Advisory Board request for support in obtaining information on the alleged 2011 Vibrio outbreaks: Barbara Austin, Joel Fox and Jim O'Connell from the Shellfish Advisory Board (SAB) asked the Selectmen for their support in trying to obtain information from the State Department of Health (MA DOH) about the alleged outbreaks of Vibrio parahaemolyticus. The SAB will also request that Health and Conservation Agent Hillary Greenberg-Lemos be the point of contact for the Town on the Vibrio issue to promote open communication between the Town and the MA DOH⁵. The SAB did not request any further action from the Selectmen; rather their purpose was to keep the Selectmen informed of the process they are undertaking to obtain pertinent information relating to the alleged Vibrio outbreaks.

Proposed hiring process and schedule for Town Administrator and Fire Chief positions: Pilcher reviewed a revised hiring timetable for the TA and Fire Chief positions⁶, adding that this compressed schedule would maintain the integrity of the process. The goal of a compressed schedule would be to quickly bring finalists to review; assuring that candidates at the top of the list would be less likely to take another job. The Selectmen agreed to speak with the Executive Recruiter RFP respondents at the July 17, 2012 special BOS meeting. Bruinooge reviewed the list of screening committee names as put forward by the Selectmen, adding that the bulk of the committee meetings would take place in August and September 2012.

Pilcher suggested reconvening on July 17, 2012 with a final committee list after BOS speaks with potential candidates. Silverman thinks that seven people may be an appropriate number for the Fire Chief Screening committee as well.

Town Administrator Screening Committee Members: The Selectmen agreed to appoint seven members to the Town Administrator Screening Committee. Pilcher requested that any application received from a Wellfleet employee for the TA position be automatically reviewed by the Town Administrator Screening Committee.

Motion 13-0269: Bruinooge moved to appoint Curt Felix, Dennis O’Connell, John Portnoy, Dale Rheault, Sylvia Smith, Ira Wood and Ben Zehnder to the Town Administrator Screening Committee. Houk seconded the motion and it passed 5-0.

Review of Executive Recruitment proposals: The Selectmen reviewed preferred qualifications for the next Town Administrator, which would include a candidate with budget expertise, personnel and staff management skills, experience working in a community with a seasonal economy, and one who has the ability to successfully negotiate union and third-party contracts. Houk added that he is looking for an applicant with good communications skills that is willing to interact often with the public and department heads. Murphy mentioned that there is a basic job description for the Town Administrator in the Town Charter, which can be a starting point for creating a more detailed job description.

TOWN ADMINISTRATOR’S REPORT

Town Administrator Paul Sieloff asked the Board of Selectmen to consider their future meeting schedule by holding a meeting on July 17 and either July 24 or 31, 2012. He also suggested cancelling the second BOS meeting on August 28, 2012. Next, Sieloff told the Selectmen that the official transfer of the Information Technology Department had taken place and that the new IT staff from Barnstable County has been meeting with Town employees and were well received. Outgoing IT director Cristian Patapie will still be available through July 19, 2012 to help with the transition.

FUTURE CONCERNS

Murphy mentioned the Cape Cod Times article on revamped 911 service. Pilcher stated that a Wellfleet resident was denied access to public documents from the Cape Light Compact (CLC). CLC requested a processing fee from the resident in order to move forward. Pilcher has met with Kathy Hubby, the Wellfleet representative to CLC, to discuss the information request. Pilcher asked that Hubby appear at the August 14, 2012 BOS meeting to address the issue. Murphy asked the BOS to write thank you letters to citizens who volunteered for the Fire Chief and Town Administrator Screening Committees who were not appointed.

CORRESPONDENCE REPORT

Dennis Murphy had prepared the Correspondence Report. A copy was made available for review.

ADJOURNMENT

Motion 13-0270: Houk moved to adjourn the meeting at 8:44 p.m. Pilcher seconded the motion and it passed 5-0.

Respectfully submitted,

Amy Voll, Executive Assistant

¹ Town of Wellfleet Year-End Transfers FY2012 from Town Accountant

² Whitewater Contract for Water Systems Operation Aug1, 2012-July 31, 2015

³ Civil Engineering Proposals – Bank and Commercial Streets Sidewalk Project

⁴ Memo from the Shellfish Advisory Board re: Herring River Restoration Project April 6, 2012

⁵ Letters to BOS from MA BOH and the MA Division of Marine Fisheries re: alleged Vibrio outbreaks

⁶ Proposed revised hiring timetable for TA and Fire Chief positions by Paul Pilcher