

DRAFT Chilmark Select Board July 19, 2022 5:00 PM Meeting Minutes

Present remotely: Select Board: Chairperson James Malkin, Bill Rossi and Warren Doty. Others: Tim Carroll, Diana DeBlase, Jeremy Bradshaw, Jonathan Klaren, Fred Khedouri, Deb Hancock, Dawn Barnes, Jeffrey Maida, Marina Lent, Kara Shemeth, Julie Flanders, Peter Cook, Rich Saltzberg, Zach Harris and MVTV.

At 5:00 PM chairperson Malkin called the meeting to order on the Zoom platform.

Minutes:

Draft minutes from Select Board meetings held May 24, 2022, June 7, 2022, June 22, 2022 and July 5, 2022 were reviewed. Mr. Doty moved to approved minutes as written for all 4 meetings. Mr. Rossi seconded the motion. **SO VOTED: 3 Ayes**

Executive minutes from 8 meetings were reviewed by the only member still on the Select Board from the time of the meetings. Mr. Doty said he found these acceptable to release. Mr. Rossi moved to release the 8 meeting minutes. Mr. Doty seconded the motion. **SO VOTED: 3 Ayes**

Town Clerk :

Town Clerk submitted items for Select Board to act on.
State Primary September 6, 2022 / Warrant to call state election.

Election Officials - Appointments

Election Officers: Michele Ida Leonardi, Election Officer (D) Jane A. Greene, Election Officer (D) Joan W. Jenkinson, Deputy Election Officer (R) Paul Bailey, Deputy Election Officer (R) Deborah K. Silliman Wass, Election Officer (U) Emily R. Broderick, Election Officer (U) Jillian Greeley, Election Officer (U) Kara E. O' Sullivan, Election Officer (U) Jeffrey D. McDonald, Election Officer (U) Amy M. Cody, Election Officer (D) Dona R. Flamme, Election Officer (U) Deborah R. Duru1, Election Officer (D) Ann Steiner, Election Officer (D) Laurisa D. Rich, Election Officer (D) Ann Wallace, Deputy Warden (U)

Election Advisory #22-01 (pandemic rules adopted, early voting, Vote by Mail, assignment of police officers/constables) Town Clerk respectfully recommends the Select Board's assignment of Marshall E. Carroll, III, Constable, to be the Chilmark Community Center polling place for elections in Chilmark in 2022.

Mr. Carroll screen shared the proposed in person early voting schedule for the State primary

<u>In Person Early Voting for State Primary</u> at the Chilmark Town Hall, 401 Middle Road	
Date	Hours
Sat. 8/27/22	9:00 am - 12:00 pm, 1:00 pm – 5:00 pm

<u>Town Clerk Continued...</u>	
Sun. 8/28/22	No EV hours
Mon. 8/29/22	2:00 pm – 5:00 pm
Tues. 8/30/22	1:00 pm – 4:00 pm
Wed. 8/31/22	1:00 pm – 4:00 pm
Thurs. 9/1/22	1:00 pm – 4:00 pm
Fri. 9/2/22	2:00 pm – 5:00 pm

- Chilmark Community Center setup Sunday or Monday (Labor Day) for Tuesday State Primary Election

Mr. Doty moved to approve all of the items from the Town Clerk as submitted. Mr. Rossi seconded the motion. **SO VOTED: 3 Ayes** *Select Board members will sign State Primary Warrant in person*

Fire Chief – Updates

Chief Jeremy Bradshaw gave report on:

- Drafting in 7 gates pond very accessible and good location
- Successful trial for rescue jet ski
- 121 going into service this week to keep in use
- Cape & Island Chiefs shared assets
- Beach markers around pond to put posts in
- Knox box keys replaced compromised last year now replaced keys issued to police and fire chiefs
- New full time joining Jake Meegan and a part-time and another call today
- Back yard bash happening this year
- Water incidents MOB utilized in-house drone (John Mayhew) until the one we ordered comes in

Mr. Doty noted that the markers on Beaches are for notifying emergency responders of location specific to emergency. Chief Bradshaw said within a few weeks the South Shore (beach markers) will be complete. Chief Bradshaw said Chilmark has access markers in about 20 spots.

Menemsha Parking & Traffic - Updates:

Harbormaster Ryan Rossi said he received a letter from Deb Hancock about parking safety concerns and they have been addressed.

Menemsha Parking & Traffic – Updates continued...

Harbormaster Rossi said overall things are going well in Menemsha. Deb Hancock said she was not saying folks not doing job. We were scared for our safety after almost getting hit head-on by truck coming around corner and swerving to get around the illegally parked cars. Ms. Hancock read the letter she sent allowed. Ms. Hancock said if cars (parked) in road, someone (traffic officer) needs to stay in the area for safety. Chief Klaren said thank you to Deb Hancock for this as the photos really tell the story here. Chief Klaren said ticketing was appropriate, and was done. Chief Klaren said we received 0 complaints about the cars being parked there, other than Deb Hancock's report. *Tim screen shared photos*

Shuttle Bus:

Harbormaster Rossi said last night was the first night VTA did not run the sunset shuttle since the day of the parking incident. Mr. Carroll said the VTA shuttle is running every night unless Harbormaster Rossi calls the VTA to cancel due to inclement weather.

Discussion on a time sensitive item was brought to the Boards attention.

Chairperson Malkin said Harbormaster Rossi and Peter Neilley have secured a grant from the SEC for Menemsha Harbor docks. There is however commitment of the town's share of \$44,000.00. The discussion is about where the funding is coming from. Tim Carroll asked if we put on Special Town Meeting Warrant is that enough of a commitment? Chairperson Malkin said he can send letter saying town will cover. The consensus was what matters is commitment. Mr. Doty moved to commit to putting \$44,000 the town's share of the SEC grant match on the Special Town Meeting warrant. Mr. Rossi seconded the motion. **SO VOTED: 3 Ayes**

Harbormaster Rossi spoke about the repair to South East Dock corner. Harbormaster Rossi the section that is in critical condition repairs cost is estimated to be under \$15,000.00.

Margaret Maida joined meeting.

Tri Town Ambulance Request to approve - Hospice Agreement

Mr. Doty moved to approve The Tri Town Ambulance supply service to hospice patients and have Town Administrator sign agreement. Mr. Rossi seconded the motion. **SO VOTED: 3 Ayes**

Town Treasurer

Town Administrator Tim Carroll reported that D. Barnes has completed the initial evaluation period as of July 24, 2022. Mr. Carroll recommended Select Board to appoint D. Barnes as a permanent employee, at step 5.

Mr. Doty moved to appoint Dawn Barnes Treasurer in a permanent position at step 5. And support temporary hiring recommendation. Mr. Rossi seconded the motion. **SO VOTED: 3 Ayes**

Ms. Hancock pointed out that the agenda item about the security camera updates was skipped over.

Menemsha Security Camera Committee - generalized update

Mr. Doty reported that the security cameras for the West Dock west side will wait till September for installation. September is when we will have a committee meeting to discuss our options. The Security cameras on harbormaster shack are operational as of 10 days ago. Committee authorized the security system be started on the Harbormaster side of the harbor and see how that goes. Harbormaster Rossi said he is seeing normal activity, the cameras are fixed not panning. The panning type were disrupting the radio service. Harbormaster Rossi said the IT company installing system is returning July 21, 2022 to continue connectivity so system can be accessed by harbormaster at home and Police too. The system is now recording and kept at shed for min of 30 days. Mr. Maida asked if public can access the system. Harbormaster said not yet. Harbormaster Rossi said RDA (the IT Company) will be tying into the new public safety building project. Ms. Hancock asked if town got refund for ones (panning cameras) that did not work. Harbormaster Rossi said we had not been paid for yet, RDA took back the panning cameras and put in what worked. Police Chief Klaren gave a description of an incidence that happened prior to putting cameras up. There was illegal disposal of hydraulic oil, gas and bait stolen off west dock.

Town Administrator Carroll asked to return to the Treasurer agenda item.

Mr. Carroll outlined the plan for the Treasurers request for a temporary assistant.

Town will seek a temporary assistant for three months to organize the incoming submissions of payroll and turnovers; help with opening & sorting mail; tracking the beach sticker turnovers; processing warrant checks for mailing when balanced; and any lower level clerical work that would allow the Treasurer to focus on the cash management at this time.

Mr. Carroll's recommendation is 10 hours per week Administrative Assistant August 1 - October 31. Mr. Carroll and Treasurer will reassess position and need and present at the October 4 Select Board meeting. D. Barns discussed that the Town Audit is coming, need to get data processed for this. Piles getting pretty big need clerical assistance. Especially during payroll week.

Mr. Doty moved to approve authorizing Town Administrator moving ahead to advertise and hire temporary assistant for the Treasurer. Mr. Rossi seconded the motion. **SO VOTED: 3 Ayes**

Chairperson Malkin said this is out of the order of the agenda but a good time to discuss.

Chairperson Malkin - Process & Organizational Structure study at Town Hall:

Chairperson Malkin said he wanted to let the Board (Select Board) and folks that are here the steps we will be taking to move forward for organizational structure of the Town. Discussed with HRB bringing in someone from outside to review. A member of HRB Don Leopold has volunteered to assess organization. Will involve confidential interviews with staff, and others who we believe would have good perspective.

Process & Organizational Structure study at Town Hall Continued...

Explore 3 key areas: Their current roles, goals, knowledge, and resources. The processes that we have, organizational reporting and performance reviews, decision making and conflict resolution. And relationship of team dynamics. At end of process, we are hopeful will be the end of August, Don will report his findings and recommendations to the Human Resources Board and Select Board. Chairperson Malkin said this will be thorough about what we need to do and how we need to do it. So we are responding to the needs of the town citizens and residents. Mr. Rossi said he supports this process that has been proposed. Mr. Doty said he endorses the processes.

Peaked Hill Pastures Community – funding not to exceed \$5,000 to hire RFP consultant:

Fred Khedouri spoke to this request. Mr. Rossi said he recommends the Molly Flender Fund Committee meet to award this request as it is appropriate spending. Mr. Carroll said he will contact the committee to schedule meeting. Mr. Carroll said when we go to hire a consultant we need to follow a procurement process. Mr. Carroll said we need to advertise for consultant and pick from who responds. Mr. Khedouri asked if that process was needed for the \$5,000 size. Mr. Carroll said he will consult town counsel. Chairperson Malkin asked to get this expedited to move forward to get this done. Mr. Doty said we need 3 quotes, it's not a formal bidding process.

Mr. Doty moved to reaffirm Bill Rossi to the Molly Flender Committee. Chairman Malkin seconded. **SO VOTED: 2 Ayes, 1 Abstain Bill Rossi.**

Warren Doty- Report on MVRHS conversation with the Superintendent of Schools:

Mr. Doty said MVRHS meet in person last night and not able to attend yet. Mr. Doty said the process as he understands it is MVRHS amending regional agreement for technical reasons, not related to the agreed funding formula. The addendum would be the Capital Funding and MOA go to all six towns for approval. Next step; feasibility study anticipated to cost about 2 million. Agreements go to each town for vote at town meeting. Process is cumbersome and will take a while.

Beach pass for town staff:

Mr. Doty said we have done this in the past and would like to do again. Mr. Rossi agreed. Mr. Doty said Diana DeBlase has managed this in the past and asked if she would do so again. Diana asked for clarification. In the past there were two passes is it to be one or two. Mr. Doty said he would like to do what we did in the past the same way. Mr. Rossi moved to approve two Lucy Vincent Beach passes for town staff. Mr. Doty seconded the motion. **SO VOTED: 3 Ayes**

Comfort Station Nitrogen Committee:

Mr. Carroll said members to consist of following town committee and board members:
Conservation Commission: Chris Murphy, Planning Board: Hugh Weisman, Board of Health:

Comfort Station Nitrogen Committee Continued...

Katie Carroll, alternate Matt Poole, Zoning Board: Allison Burger alternate Joe Chapman, Harbormaster Ryan Rossi and a Select Board member. Chairperson Malkin said this committee will come to Annual Town Meeting (April of 2023) with a plan for improving the Comfort Station and addressing the nitrogen concerns. Bill Rossi said he will be the Select Board member for this committee. Mr. Carroll will send members of this committee notice of who was appointed to committee and that first meeting will be posted after Labor Day.

Mass DEP proposed framework regarding nitrogen sensitive areas & Board of Health future regulations: Chairperson Malkin said these are cross-island issues. Follow Matt Poole's advice. Chairperson Malkin recommended we follow Board of Health recommendation.

Public Safety Building Committee - Update:

Mr. Rossi gave an update of building project. Foundation almost completed plumbing and underground sprinkler system in process now. Wood framing to start in September.

Town Administrator request – Select Board authorize a one-time payment of up to \$150

Mr. Carroll proposed the Select Board authorize a one-time payment of up to \$150 to each town hall staff person that makes a request for reimbursement towards the purchase of noise canceling headphones, alternate transportation (to reduce parking needed), or any other reasonable mitigation (as determined by their supervisor) during the construction. Mr. Carroll proposed this (funding) come from the Selectmen's maintenance other purchases budget. Mr. Doty moved to approve, Mr. Rossi seconded the motion. **SO VOTED: 3 Ayes**

Mr. Carroll said he will be talking with Mr. Doty about moving forward with plans for the (Tabor house LDO area) Fisherman lots and fire department training area.

At 6:09 PM with no further items for discussion Chairperson asked for motion to adjourn.

Mr. Doty moved and Mr. Rossi seconded. **SO VOTED: 3 Ayes**

Draft minutes respectfully submitted by Diana DeBlase

Document List:

- Draft minutes from Select Board meetings held May 24, 2022, June 7, 2022, June 22, 2022, July 5, 2022
- Town Clerk recommendations for appointment of Election Officers
- Town Clerk request to appoint constable for the election poll worker responsibilities
- State Primary Warrant
- Fire Chief July report
- Email from Deb Hancock about dangerous situation with cars parked in roadway
- Signage for beach parking shuttle

- Mass DEP email requesting meeting regarding proposed framework regarding Nitrogen Sensitive Areas
- Chilmark Road Race State permit 5-2022-0374
- Notice of public comment period for modification Vineyard Wind 1 , LLC application
- ZBA special permit applications for July
- ZBA decisions Summary for June
- Screen shared photos supplied by Deb Hancock of cars parked on corner of Basin Rd