

DRAFT Chilmark Select Board March 7, 2023 5:00 PM Meeting Minutes

Present: Select Board Chairperson Bill Rossi, Warren Doty and James Malkin. Others: Town Administrator Tim Carroll, Jessica Seeman, Fire Chief Bradshaw, Conservation Officer Kara Shemeth, Marie Larsen, Susan Murphy, Russel Maloney, Margaret Maida, Treasurer D. Barnes, Accountant Ellen Biskis

At 5:00 PM Chairperson Rossi called the meeting to order on the Zoom platform.

Minutes:

Select Board 01/10/23 regular session minutes were reviewed, Mr. Malkin moved to approve as written. Mr. Doty seconded the motion. **SO VOTED: 3 Ayes.**

Chilmark School PTO – request for use of Community Center:

PTO member Jessica Seeman presented this request. Fundraiser for over 21 anticipate over 100 attendees and request fee being waived. Understood alcohol not for sale. \$25 to \$30 per ticket BR/ need to discuss with legal counsel. JM/ alcohol is donated and no one charges for alcohol we are ok. Date April 2023. All proceeds go to PTO. JM condition no food truck and no selling of alcohol. WD seconded. **SO VOTED: 3 Ayes**

Mr. Malkin said we have an item that is not on the agenda but has been asked to be addressed.

Fishermen’s Trust Funds – request for davit at Bulkhead lot:

Mr. Malkin said this has been discussed at the Park & Recreation Meeting. The request is to install a gin-boom to swing heavy items off boats onto the Menemsha docks when needed. Mr. Malkin said believed this was already approved by the building inspector and committee. Only item still open is if the Conservation Commission (ConCom) has an issue with this. *Mr. Carroll screen shared a schematic of proposed boom.*

JM/WD moved with condition ConCom approves. KS/ within 100 foot buffer looks like could be approved at the Con Com next meeting. TC? Building department approved and sent to ConCom. **SO VOTED: 3 Ayes**

Status of Squibnocket beach nourishment permit application by private citizen:

BR/ we first heard this request in November and were getting legal counsel. Tara Marden of the Woods Hole Group was present requesting the update of status. Counsel said not a problem on the legal aspect as long as there is no tax payers funding involved. Requirement of town counsel need also to approve the conditions. Select Board gave the green light.

Howes House - update from Susan Murphy, Chilmark Representative:

Chilmark representative Susan Murphy said they (Howes House Committee) have received a lot of pushback from West Tisbury residents the last meeting was voted to put breaks on this project. Want to get a scene of solidarity from W town on project. Next couple weeks joint meetings with friend of Howes house and also Friends of Library too. Don’t think it impacts us at this time till they know what they are going to do. BR/ they have asked us about funding at a level we are not comfortable with yet.

Howes House Continued...

Mr. Doty recommended keeping the building as is and making improvements to the existing building especially with the elevators and mold issues. Mr. Malkin thanked Ms. Murphy for this report and her work. Marie Larsen the entrance to building needs to be fixed the access for wheelchair access needs addressing as is now not working. SM/ the entrance is the first thing on their renovations list.

Fire Department & HRB - change of Administrative Assistant position to Board Administrator Grade 9:

Mr. Malkin said he spoke with Fire Chief Bradshaw about this after the presentation to the Human Resources Board. 2 concerns were raised: the former assistant to the Fire Chief had stopped performing the job for quite a while. The fire Chief then hired a new assistant who has worked for several months or so. The assistant recognized that the job needed to be re-graded. Concern from HR chairperson if someone abandoned their job, why was the job not advertised rather than someone just brought in to do the job. The second concern was the supervisor (the Fire Chief) was not present at the HRB meeting to discuss the job description and regrading request. The presentation was made by the assistant about their own position.

Chief Bradshaw said he was trying to log into the HRB meeting but at the time of the meeting there was no internet connection from the North Road Fire station.

Chief Bradshaw said Katie Carroll has been doing the job for quite a while, and the reason that Chief Bradshaw did not terminate Martina Mastromonaco was she is a town employee and wanted to keep position open if Katie wasn't available he could have Martina do what she was used to doing. Chief Bradshaw said it's been a couple of winters that she (Mastromonaco) stopped coming to work so stuff was behind. Especially the CO inspections.

Chairperson Rossi asked if we needed to go back retroactively to correct the process in this. Chief Bradshaw said he did not think that was necessary. Chief Bradshaw said this is a request moving forward that we make the increase in pay grade. Chairperson Rossi said he did not think the increase was the issue but the process. Mr. Malkin said it is about the procedures not being followed. Chief Bradshaw said he understands that if we have to put the job out there we will. Chief Bradshaw wanted to express his support for Katie Carroll for the position. Tim Carroll said this brings up a change to things as this is an employee vs a volunteer. The Select Board never made the appointment of the position.

Chief Bradshaw said he thought it was a \$10,000.00 a year stipend at his discretion for assistance did not know it was a step and grade position. Chairperson Rossi said this was a procedures oversight and it happens, but where do we want to go with this. Is it from now on moving forward we follow hiring procedures? Mr. Carroll said it's not like she was an appointed employee already. Susan Murphy said as she understands the Fire Chief should have submitted a written job description with hours and duties to the HRB whether he was able to log onto the meeting or not. HRB would have voted on the job description and then sent to the Select Board for approval and then the position would have been filled. Ms. Murphy said seems like the HRB is making their decisions on the circumstances rather than the process being followed.

Chairperson Rossi recommended that the Fire Chief go back to the HRB with the job description so the process is followed correctly.

Chairperson Rossi said he thinks this is a formality by thinks it is important for the rest of the employees in town that we have followed the correct procedures and policies of the process. Chief Bradshaw said he would and thanked the Select Board. Chair Rossi said this is his recommendation though the other 2 Select Board members have not commented yet. Tim Carroll said the HRB did vote to send it to the Select Board.

The question was if this position was going to be advertised. Mr. Doty said what Tim Carroll has posted on the screen share was a March 2, 2023 recommendation letter from the HRB for position Fire Department Administrative Assistant to have starting grade of grade 9 and could vote on that now. The Fire Chief would then need to follow the procedure to appoint this person. Ms. Murphy said there was no job description presented at the HRB meeting that she attended on March 2, 2023. Ms. Murphy said they (HRB) did vote to make it a grade 9 position. There were no hours or job description defined at the presentation. Ms. Murphy said as long as there was one she did not have a problem.

Mr. Malkin said given that we did receive this from the Human Resources Board he moved to accept the recommendation. Mr. Doty said he seconded the motion and added request that the HRB send the Select Board a copy of the job description.

SO VOTED: 3 Ayes

Chief Bradshaw thanked the Select Board.

Fire Station & EMS HQ Project Update:

Chairperson Rossi said things are moving along the sheetrock and grading. The steel remedy will be completed tomorrow. Did not delay the construction may 15 for fire and June 1, 2023 for the EMS building. Mr. Dillon's reports to the Building committee and Select Board have been very valuable. He catches things all the time and keeps it on target. Having the site representative on the project has been very valuable for this project. Chairperson Rossi said the Commissioning agent will be starting soon their role is to inspect all the systems are built to plan and functioning as they should be.

Facilities Manager –Position/HRB voted to place on Grade 10/ Advertising and recruitment/ Start date before FY24, May 15:

Chairperson Rossi said this looks like the same job description as we had for the Buildings Supervisor.

Mr. Carroll screen shared a draft Job Description for Facilities Manager. Mr. Carroll said this position description has a lot more responsibilities, planning duties, documentation and communication that we did not have when Rodney was our buildings supervisor. Mr. Carroll also noted that all of the facilities are listed in the position description. Mr. Carroll noted one item that is not in document yet was the suggestion from the HRB meeting in the knowledge and skills section should also have -preferred construction supervisor.

Facilities Manager Position Continued...

Mr. Malkin said at the meeting the public present stressed that we did not advertise for the position long enough and we will put out there again for 2 months at the grade that Rodney Bunker had prior to his retirement.

Chairperson Rossi noted the importance to have someone in the position by beginning of June so they can learn the new systems in the Fire Station and EMS HQ buildings. Level of sophistication of systems in the buildings will require someone to really understand and know what is going on. Mr. Carroll said to clarify it was a grade 9 now it's a grade 10 so it did change since Rodney's retirement. Mr. Doty noted that the document on the screen share for job description lists position at grade 12. Mr. Carroll said that is what was being requested. Mr. Carroll noted that the HRB memo to Select Board listed at grade 10. Mr. Carroll said Irene from the HRB will assist with the advertisement of position.

Marie Larsen asked if it was possible for 1 person to do all the items on the job description. Mr. Carroll said they are not doing all the things but responsible for getting them done, as the supervisor of persons they hire to do jobs.

Chairperson Rossi made clear that the cleaning of buildings would be additional money to add to budget and believed we have spent about 45,000.00 last year for company to clean our existing buildings. Mr. Carroll said that was not built into the budget and would need to add that.

ATA/HR Director - Don Leopold updated slide deck:

Mr. Carroll said Mr. Leopold is not present tonight but that the process at the HRB meeting was not completed. Chairperson Rossi said we need to discuss this at the Thursday Budget Meeting.

Beach Committee - repairing Menemsha Beach caplog; quote from Kenny Mastromonaco:

Chairperson Rossi said the Beach Committee has found someone to do the repairs and it would come out of the Beach Department budget. *Mr. Carroll Screen shared the quote.* Chairperson Rossi agreed this repair should be done. Mr. Doty and Mr. Malkin supported this proposal.

Kara Shemeth (Chilmark's Conservation Officer) said the Conservation Commission (ConCom) should review this, the quote is stating using pressure treated wood. Russel Maloney (Member of the ConCom) said he agreed that the ConCom would want to review this proposal.

Beach Committee member Margaret Maida said they are not changing anything to the site, the top cap is missing and needs to be rebuilt, it had pressure-treated wood previously. Ms. Shemeth said it could be on the ConCom agenda for their meeting on the 16th.

Mr. Doty moved to approve the proposed repairs to the beach caplog with condition the ConCom approves. Mr. Malkin seconded the motion. **SO VOTED: 3 Ayes**

Mr. Carroll asked if there was an update about the Squibnocket Beach fence removal. Ms. Shemeth said they were meeting out there (at site) on the 13th

Mass DOT School Zone - traffic calming speed signs to replace aging signs:

Mr. Carroll screen shared the schematics and explained that these would be solar and covered by grant. The need is a vote to accept it. Mr. Carroll said this is similar to the one near the Charter School if folks wanted to see what it would look like size wise. Mr. Maloney said there were signs bought for North Road and wondered where they were.

Mr. Carroll said the Police Department has 2 of them and have been moving them around. Mr. Maloney said he would follow-up with Police Department.

Mr. Doty moved to approve these signs as presented. Mr. Malkin seconded the motion.

SO VOTED: 3 Ayes

BAN completed for \$3,000,000:

Mr. Carroll Screen shared the anticipation serial loan number 298-1 in amount of \$3,000,000.

Chairperson Rossi said this is a good accomplishment for our Treasurer D. Barnes.

Status of Free Cash:

Mr. Carroll said Ms. Biskis and Ms. Barnes are both here and have been working on this. *The zoom mute could not be lifted from their logins and could not participate in conversation at this time.*

FY24 proposed budget review/discussion:

Mr. Carroll said Town Accountant Biskis had printed the latest figures of \$13,916,000 an 11% increase from last year's budget.

Mr. Doty said he has some observations to make:

- Total debt service for next fiscal year is \$7,000 less than last year so increase to budget is not because of our new buildings. Planning for borrowing is very good.
- Looking at proposed FY24 budget education, state assessment, MVC and benefits \$620,000 increase over last year. These are beyond our control.
- Because our regular budget is significantly higher can we take all the warrant articles out of free cash. Something to consider.
- 2,000,000 feasibility study MVRHS (total cost) hope to get 38% reimbursement and remainder would be split among each town.

There was discussion about the options and estimates of free cash. Accountant Biskis said she did not know what discussion would be for agenda tonight with no notice so have minimal for you at this time. Ms. Biskis said she reduced free cash today by over \$100,000, still at first look at data that was provided by the Treasurer. Hope to have a more finalized state by end of day tomorrow.

Treasurer Barnes sent message in the chat on Zoom as her audio is still down. Mr. Malkin read aloud. About the \$3,000,000 borrowing discussion, keep in mind this is not the end of borrowing there will be additional 1.4 million to be borrowed in the next coming month. And as for free cash the 2 gateway reports finalizing data for the free cash process completed tonight and sent to Accountant for her to review tomorrow. Mr. Malkin thanked the finance team for these updates.

Mr. Carroll shared data pertaining to the COLA figure for FY24 and that the figures equal 2.4% of the increase to budget. Chairperson Rossi said we will work on all of these this coming Thursday at Budget Hearing.

Override needs to fund FY24 budget and warrant articles:

Mr. Carroll said we are expecting to have a general override because the budget is up 11% instead of 2.5%. Mr. Carroll reminded everyone these are still rough figures. Mr. Carroll listed some articles.

- 2,000,000 MVRHS feasibility
- Planning Board – pools Zoning bylaw amendment
- Petition for alcohol
- Pre-school lease re: building on town land

Draft ATM Warrant Articles & Ballot Questions (must be submitted to Town Clerk by 5:00 PM March 22, 2023):

Mr. Carroll said that is when have to be in Clerk's hand we need them before to be able to publish the warrant. The deadline for the articles was January 2023, hopefully we won't have anything new from now on. Mr. Carroll said the plan is to have final approval by Select Board for FY24 Budget and warrants on March 21, 2023 regular scheduled meeting.

Margaret Maida asked if we were getting a town report this year as she feels it is very important to have before annual town meeting. Mr. Carroll reported that the 2020 town reports are in the entry of Town Hall now and the 2021 reports are being printed right now. Mr. Carroll said and 2022 town reports are waiting for the ballot and warrant articles and reports from a few departments.

SCHEDULE

1. Joint meeting with FINCOM Budget Hearing Thursday 4:00 PM March 9, 2023 on Zoom
2. joint meeting with FINCOM & UIRSDC regarding Chilmark School HVAC bids
3. MVRHSD assessment FY2024
4. Proposed FY2024 Budget - increase of 11%, Free Cash, Overrides, Impact
5. Possible reconsideration of February 9th 2023 votes to recommend Budget/articles
6. Review of warrant

At 6:05 PM with no further agenda items for discussion Chairperson Rossi asked for motion to adjourn. Mr. Malkin moved, Mr. Doty seconded. **SO VOTED: 3 Ayes**

Draft Minutes respectfully submitted by Diana DeBlase

Document list:

- Draft minutes from 1/10/23 joint meeting with ZBA
- PTO letter requesting fundraiser event at CCC and fee waiver.
- Email from PTO asking about possibility to have food truck at CCC fundraiser
- Quote from Mr. Mastromonaco to repair existing caplog at Menemsha Beach
- Schematics for solar - speed reducer traffic light for school zone from Mass DOT

- Additional documentation for traffic light / speed reducer for Mass DOT grant
- Certificate for Anticipation Serial Loan for Fire Station & EMS HQ No. 298-1
- Executed - Seaport Economic Council Program Application / Menemsha docks grant
- Draft position description for HRB review of Facilities Manager 02/03/2023