

Draft Chilmark Select Board July 11, 2023 5:00 PM Meeting Minutes

Present: Select Board Chairperson Bill Rossi, James Malkin and Marie Larsen. Others: Town Administrator Tim Carroll, Diana DeBlase, Linda Coutinho, Howard Grimm, Frank Fenner, Michelle O'Connor, Mollie Doyle, Suellen Lazarus, Jay Grossman, Annie Tripen and MVTV videographer. Reporter *Thomas Humphreys arrived after meeting started*

At 5:00 PM Chairperson Rossi called the meeting to order in the Select Board Meeting room at Chilmark Town Hall.

Minutes:

Draft minutes from 6/06/23, 6/14/23, 6/16/23 and 6/20/23 were reviewed. Mr. Malkin said he was not at the June 6th meeting so will abstain from the vote to approve.

Ms. Larsen moved to approve minutes from 6/6/23 as written. Chairperson Rossi seconded the motion. **SO VOTED: 2 Ayes, 1 Abstain Jim Malkin**

At 5:05 PM Troy Lawson Director of Summer Program at CCC and Miles (surf instructor) arrived.

Mr. Malkin moved to approve minutes as written from 6/14/23, 6/16/23 and 6/20/23. Ms.

Larsen seconded the motion. **SO VOTED: 3 Ayes**

Chairperson Rossi said we would take the Police Chief next.

Police - Completion of initial probationary period and recommendation to appoint Michael Dullea a Permanent full-time Police Officer:

Chief Slavin was present for this request. Chief Slavin said he was very pleased with Officer Dullea's work for the Chilmark Police department. Mr. Malkin moved to appoint Officer Dullea as permanent full-time employee. Ms. Larsen seconded the motion **SO VOTED: 3 Ayes**

CTAC / MV Book Festival - Parking at all town lots: Friday August 4 @ 6:00 PM., Saturday & Sunday August 5 & 6 9:00 AM to 4:00 PM:

Suellen Lazarus was present to request as much parking as possible for the MV Book Festival. Mr. Rossi said the weekend parking option at the 399 lot should be fine. Mr. Carroll reminded folks that the Town Hall office open 9-noon on Saturday and Sunday for beach sticker sales.

Year Round use of bathrooms at CCC for tennis, playing fields and kids after school:

Mr. Malkin said there is a need for bathrooms at center of town, at this time people are using the woods. Mr. Malkin discussed that they may be available during the day and are shut down (locked) at night. Linda Coutinho said she saw this topic on the agenda. Ms. Coutinho said we decided not open to public. Ms. Coutinho asked what the proposal is.

Mollie Doyle and Jay Grossman stressed need for public bathrooms. Chairperson Rossi said we have town bathrooms in Menemsha. As we have now no official bathroom in center of town. Would like to see someone take on the task to have center.

Year Round use of bathrooms at CCC for tennis, playing fields and kids after school Continued...

There was discussion that the School, CCC and Library would be ideal to have all available.

Mr. Malkin recommended to ask the Board of Health opinion from after school day to evening (not summer) to have CCC open; what is impact on Septic?

Mr. Malkin said we have facilities, we need to get this worked out, and kids should not be pooping in the woods. Ms. Coutinho said we lost opportunity with the two new buildings not having exterior doors to restrooms. Mr. Malkin will form a committee to have access to bathrooms. Ms. Coutinho said not just in the winter.

NO surf camp this summer:

Mr. Carroll said there is nothing to discuss just notification.

Public Safety Building Committee - updates - Ribbon Cutting and OPEN HOUSE Wednesday July 12 10 AM - 1 PM:

Chairperson Rossi said ribbon cutting 07/12/23 10:15 & 10:30 first Fire station then TTA HQ and projects are 99% completed. Chairperson Rossi said we are on budget, really pleased with the new buildings. Working on punch list for next 30 days.

Mr. Malkin said he congratulates the Building committee and all involved, best run project he has seen. Chairperson Rossi said Billy Dillon working for us has been really fantastic our OPM from CHA fantastic. Delbrook also has been good. Ms. Larsen said we have gotten to know all involved and all very responsive and accommodating.

Creation of the Pay & Classification Study RFP Committee 1. Recommendations for appointment by Select Board 1. Marie Larsen - Select Board 2. Don Leopold - HRB 3. Irene Ziebarth - HRB 4. Diana DeBlase - employee representative 5. Ben Retmier - department head 2. Scope of work and mission statement draft for review by HRB, Select Board, department heads & employees before RFP issued. 3. "This committee should be appointed July 11th. It is important to conduct a fair and equitable study to present at the 2024 ATM. I am asking volunteers to serve as the department head or the employee member of the Working Committee. The Working committee schedule is: · Draft a Scope of Work statement for approval by the HRB and Select Board by August 15th · Work with the Town administrator to issue an RFP by August 28th · Evaluate an RFP with the Town Administrator to have a proposal before the Select Board for award by October 3, and then · Work directly as the Town's representatives with the chosen consultant for the next 3 months to complete the study by December 29th for ATM & Budget season."

Mr. Malkin moved to appoint the committee as presented. Ms. Larsen seconded the motion.

SO VOTED: 3 Ayes

North Road - between Galley & Menemsha Market. Removal of 7 diagonal parking spaces and painting of three parallel spaces and one no parking zone. Two spaces start at the telephone pole next to the Galley and end at 38' a 13' no parking area for access to the Land Court ROW between the Menemsha Market and the Jaw's lot (Howie's previous parking request), and one 22 foot space in front of the Menemsha Market porch.

Chairperson Rossi said town counsel looked into ownership of property. Chairperson said there is no right of way, Packer owners. Parking re-evaluated rearrange we will lose 4 spots but no alternatives. Chairperson Rossi said with this change public safety will be managed better. Mr. Malkin moved the proposal as posted in agenda. Ms. Larsen seconded the motion.

SO VOTED: 3 Ayes

Donations - pursuant to Mass General Law Chapter 44 sec 53A, Select Board approves acceptance of all donations to town departments. James Zisson has tendered two donations of \$1,000 each to the Chilmark Fire Department (for drone operations) and the Tri Town Ambulance:

Mr. Carroll said it was brought to his attention that we have accepted a number of donations without it coming to the Select Board. Mr. Carroll said if have direction to give departments would be helpful. Chairperson Rossi said it's a case by case.

Mr. Malkin moved to Thank Mr. Zisson and ask if he would consider giving these to TTA & CFD Associations. Ms. Larsen seconded the motion. **SO VOTED: 3 Ayes**

Hunting Permission - Rick Simonsen:

Mr. Carroll said Mr. Simonsen is requesting to Hunt Engender property for the coming season.

Mr. Malkin moved to approve this request. Ms. Larsen seconded the motion. **SO VOTED: 3 Ayes**

Staff Beach Pass for Lucy Vincent Beach - reauthorize same system as last year:

Mr. Malkin moved to approve. Ms. Larsen seconded the motion. **SO VOTED: 3 Ayes**

Request of Jeffrey Maida to reappoint Stephen Broderick to the harbor Advisory Committee:

Mr. Malkin moved to approve this request. Ms. Larsen seconded the motion. **SO VOTED: 3 Ayes**

Harbor - appointment request Jacob Macafferri as Traffic Supervisor (Late Agenda Item):

Mr. Malkin moved to approve this request. Ms. Larsen seconded the motion. **SO VOTED: 3 Ayes**

COA (Up Island Council on Aging) - Peter Cook appointment request (Late Agenda Item):

Mr. Malkin moved to approve this request. Ms. Larsen seconded the motion. **SO VOTED: 3 Ayes**

Town Administrator:

- extra FY2023 payroll was required: Missing Harbor employee and late Wiring Inspector fees.

- July 10 FY23 expense warrant will establish known budget deficits: Mr. Carroll gave a description about this and the plan for funding.
- July 14 4:00 PM Zoom meeting of FINCOM & Select Board to vote to approve requested transfers to cover anticipated deficits in FY2023.
- Eversource Make Ready funding is reduced by outside incentives (state grant \$40,000) for DCFC at 8 State Road. Net effect is -\$2,000 from our \$25,000 warrant article, leaving \$63,000 to purchase the fast Charger system. Some features and the signage/painting may need to be funded separately or from the operating budget.
- New Board Administrator - update on schedule: Mr. Carroll said Ms. Stoeber will be working full days Tuesday and Thursday and Wednesday and Friday late afternoons only till September and then hours will increase.
- New Building Inspector - update on schedule, regional & town plan, and state approval as Building Commissioner
- New Accountant - update on training, FY23 close out and opening of FY24. 1 day a week remote training with the Accountant per week- or as needed: Training to include, best practices and procedure: Email and phone support within 48 hours: \$150/hour: Ms. Larsen moved to approve. Mr. Malkin seconded the motion. **SO VOTED: 3 Ayes**
- Treasurer - proposal to hire consultant: Two days July 27 & 28 to conduct : 2-3 day onsite preliminary review of office and work with Treasurer/Collector on key topics such as office process, payroll, and reconciliation: \$150/hour up to 30 hours Chilmark will provide lodging for 2 nights. (Cleaning fee) SO VOTED: 3 Ayes
Select Board agreed to this audit but stressed having the free cash reconciliation brought up to date. Select Board requested that the Treasurer and Accountant come to next Select Board meeting and bring all up to date with process and plan.

16. Correspondence: Building Inspector, Grey Barn, DCRHA MFI \$124,900, draft Alcohol Policy for Thursday HRB meeting

There was discussion of having appointed 6 people to the Beach Committee this year and concern that the Beach Committee was created at an Annual Town Meeting with 5 member Board. Chairperson Rossi recommended having this on the Special Town Meeting warrant for Town to vote on.

At 6:12 PM with no further items for discussion Chairperson Rossi asked for a motion to adjourn. Mr. Malkin moved and Ms. Larsen seconded. **SO VOTED: 3 Ayes**

Draft minutes respectfully supplied by Diana DeBlase.

Document list:

- Draft minutes from Select Board meetings held on 6/6/23, 6/14/23, 6/16/23 and 6/20/23
- Request from Police Chief permanent appointment of Officer Dullea

- Certificate of vote on article 30 of Annual Town Meeting
- Draft staff beach pass
- Maida request to appoint Brodrick to HAC
- Cook request to be appointed to UICOA board
- Proposal from S. Hunter for Treasure/ Collector audit and cost estimate
- Proposal from S. Hunter for remote training for Accountant as needed and cost
- Legal counsel comments on draft drug & Alcohol substance abuse policy
- Housing Committee request to increase room occupancy tax from 4% to 6% and endorsement to allocate up to \$200,000 to MFAHT
- Report from B Stone on rooms tax collected from FY19-FY23
- Letter from Lenny Jason Jr Zoning Officer to Eric Glasgow of Grey barn re: need for Food permit and victuals license
- Green Community Grant Progress & Financial Qrtly report / school heat pumps
- MGL chapter 40 section 15C Scenic Road designations
- Comcast service update
- Notice of invitation to join meeting with P Town Select Board Member L Sandberg to talk about “All of the above” approach to housing strategy