



## **Board of Selectmen** **Regular Meeting Minutes** **October 20, 2015**

*The regular meeting was called to order at 6:00 p.m. in the Town Hall Hearing Room by Chairman Erik Tolley. Selectmen present: Norm Holcomb, Jim Quirk, Tracy Post, and Michael Stone. Also attending: Town Administrator, William Hinchey. The Board of Selectmen gave the Pledge of Allegiance.*

### **1. Public Announcements & Comments**

*Chris Greeley, member of the Cape Cod Tech School Committee, informed the Board and the public that there will be an open house on Thursday, November 5th at 6 p.m. for 7th and 8th grade students' families. Everyone is invited to attend.*

*Andrea St. Germain, member of the D-Y School Committee, mentioned that, as the Board is aware, Mr. John Poole has resigned as a school committee member and expressed her support for the Board selecting the best qualified person to replace Mr. Poole.*

*Ms. St. Germain announced that the Ezra Baker School kicked off its Penny Harvest fundraiser to raise money to donate to local charities. Station Avenue Elementary School Librarian, Deb Sweeney, has been recognized by the NEA in their fall issue for technology education. The PTO at M. E. Small School is working to make sure students stay warm this winter by collecting gently worn coats and snow suits. D-Y High School students hosted students from Germany this week. The students toured the Cape and held a Schnitzel-Fest to raise money to defray costs for D-Y students that will be traveling to Germany.*

*Vida Morris commented on the Monday night, October 19, 2015 School Committee meeting in which one of the Dennis School Committee members informed the Board that \$100,000 was spent for repairs to Mattacheese Middle School. Ms. Morris commented that funds of that amount being invested in a very old building is not a prudent investment of school budget funds and asked that the Board not endorse any further expenditures on Mattacheese Middle School.*

*Ms. Morris asked if Cape Light Compact's presentation (which will be rescheduled at a later date due to a no-quorum at the October 6th Board of Selectmen meeting) will include any specific figures.*

*Mr. Steve Krintzman commented on the proposed golf fee increases and suggested the Golf Enterprise Committee consider advertising as a means to generate revenue.*

*Due to an incorrect time of 7:15 p.m. being advertised for the Golf Fee Increase Hearing, the Board moved to other items on the agenda.*

### **2. Board of Selectmen**

- a. Approval of Minutes:

**MOTION: To move that the Board of Selectmen approve the Board of Selectmen meeting minutes of September 29, 2015.**

**Motion by: Tracy Post**

**Seconded by: Norm Holcomb**

**Yea 4 Nay 0**

### **3. Assessors Classification Hearing**

Chairman Tolley read the legal ad into the record. Director of Assessing, Andy Machado, mentioned the Board of Assessors, who were not able to be present for the meeting, and thanked them for their guidance during his transition period. Mr. Machado explained that the reason for his brief is to obtain the Board's approval to set the tax rate so that the first tax bills can be mailed. The Department of Revenue certification is expected shortly. Mr. Machado mentioned that the Board of Assessors meeting of September 24th recommended a tax rate at a factor of 1, as has been the Town's policy previously. Selectman Holcomb asked about the valuation of commercial properties, specifically some older and underdeveloped lodging properties that do not produce income equivalent to newer and/or renovated properties. He suggested that perhaps a residential exemption might square the inequity between those commercial properties and residential property valuation. Mr. Machado mentioned that the methods used to assess are based on the Department of Revenue's recommendation, however, additional data can be obtained to better understand if our assessment values are realistic.

**MOTION: To move that the Board of Selectmen close the public hearing.**

**Motion by: Tracy Post**

**Seconded by: Mike Stone**

**Yea 4 Nay 0**

**MOTION: To move that the Town of Yarmouth continue to tax all classes at the same rate by adopting a factor of '1' and to reject the residential exemption and the small commercial exemption.**

**Motion by: Mike Stone**

**Seconded by: Tracy Post**

**Yea 3 Nay 1**

### **4. Drug Awareness Committee Update**

Chris Greeley, Chairman of the Drug Awareness Committee, briefed the Board on the establishment of the Yarmouth Police Community Advisory Team (YPCAT) which was created to assist in the development of community outreach programs to reduce crime and improve the quality of life in Yarmouth. The Committee members introduced themselves to the Board and gave a brief background of their experience and role on the Committee. Chris explained to the Board the recent activities the Committee has been involved in which include development of a local resources handout, making presentations at the Neighborhood Crime Watch training session, attending county-sponsored training sessions for community coalitions, to name a few. Additionally, Chris explained the Committee has identified the community's strengths, weaknesses, opportunities, and threats and developed an action plan to begin making better use of existing resources. Chris ended with requesting the Board designate the Committee as an official Yarmouth Town Committee.

The Board explained to the Committee that a process exists to establish Town committees and that it is important to follow that process such as a charge from the Board of Selectmen to the Committee and the vetting of committee members through the talent bank forms. The Board was very supportive of the Committee's work and in establishing an official Yarmouth Committee.

### **5. Public Hearing - Golf Fee Increase and Capital Update (1st Hearing)**

Chairman Tolley read the legal ad into the record.

Mr. Jim Armentrout, Director of Golf Operations, and Mr. Wayne Kivi, Chairman of the Golf Enterprise Committee, made a presentation to the Board to propose 2016 golf fee increases and proposed capital investments to the town's two courses. Mr. Armentrout and Mr. Kivi explained that their presentation at this time is in response to the Board's suggestion at an earlier meeting, that the fee increases and capital plan should be brought forward sooner rather than later.

Mr. Armentrout presented the capital investment plan and the specific work that is planned for the courses. He explained the revised capital plan addresses the accelerated schedule recommended, the accompanying debt service increase, and the revenue generated from fee increases would be dedicated to provide improved maintenance of the courses.

Selectman Stone asked where the estimates came from for the renovations proposed for Bayberry Hills and how will the maintenance-friendly improvements ease the cost of maintenance. Mr. Armentrout explained that he did obtain estimates from golf industry contractors, as well as data from other golf courses that had similar projects completed. Mr. Stone asked when hard data for the costs will be obtained. Mr. Armentrout explained that bids will be obtained from several contractors.

Selectman Holcomb asked about the schedule for the project. Mr. Armentrout explained that the fall of 2016 is the planned start date and construction will probably run through early 2017 to allow for inclement weather periods.

A discussion was held on the possibility of the town funding the projects as opposed to borrowing the funds and paying excessive interest payments. The pro's and con's of using town stabilization funds versus acquiring a bond for the projects was discussed. The consensus was that the town stabilization fund was not at a sufficient level yet to fund such a project of this size, whereas a bond can be repaid over a 20-year period.

Chairman Tolley moved the discussion along to the fee increase portion of the presentation. Mr. Armentrout briefed the Board on the participation rates, by demographic category, from 2013 to 2015. He presented a comparison of rates among the municipal courses on the Cape, demonstrating Yarmouth rates are among the lowest on the Cape. The benefits of membership were discussed and included in the brief (discounts, fees, etc.).

The Board commented on the declining membership numbers, asked about the junior program fees, and expressed their support for the fee increases and capital improvements. Selectman Holcomb commented on the need for a strategic plan given the anticipated wage increases which the fee increases will not cover, and the payments for the construction projects.

**MOTION: To move that the Board of Selectmen continue the hearing to a date certain of November 3, 2015.**

**Motion by: Jim Quirk**

**Seconded by: Tracy Post**

**Yea 5    Nay 0**

## **6. Tree Warden Responsibilities**

Selectman Quirk explained that due to past issues with trees both in the cemeteries and along Route 6A, he wanted to have a brief discussion about the responsibilities of a tree warden before appointing anyone to that position. Mr. Rick Kelley, Highway Superintendent, explained to the Board what the current process is to maintain town trees, which consists of, due to budgetary constraints, removal of tree debris due to storms. Mr. Kelley explained that due to budget

restrictions, the most maintenance both Highway and Parks & Rec have been able to afford is the use of certified arborists to try to save trees once an issue arises. The Board discussed the opportunity the Town now has fiscally to look at investing in our tree maintenance. Selectman Quirk stated that now the Board has had the discussion on the tree warden responsibilities, he is recommending the appointment of Rick Kelley as the Town's Tree Warden.

## 7. D-Y School Committee Selection Process

Chairman Tolley mentioned that this item is on the agenda due to the unusual situation of having a School Committee member resigning, requiring the Board of Selectmen to appoint a replacement committee member to fill the term until the next election of school board members. Chairman Tolley further mentioned that the last time this situation presented itself, the process was to solicit letters of interest from residents, schedule informal interviews of those interested parties, and then make the appointment.

The Board discussed developing a process to address any future vacancies that might come up to better identify the best candidates. Chairman Tolley asked if a uniform set of questions is the best way to interview the candidates. Additionally, a panel-type interview process was agreed upon by the Board. Selectman Holcomb suggested, and the Board agreed, that the appointment be included on the agenda so the Board has the flexibility to make the appointment on the same night as the interviews.

## 8. Board of Selectmen

### a. Board and Committee Actions:

1) Appointments Chairman, Selectman Quirk, recommended the appointment of Mr. Rick Kelley, Highway Superintendent, as the Town of Yarmouth's Tree Warden for a regular one-year term to run through September 2016.

**MOTION: To move that the Board of Selectmen approve the appointment of Mr. Rick Kelley, Highway Superintendent, as the Town of Yarmouth's Tree Warden for a regular one-year term to run through September 2016.**

**Motion by: Tracy Post**

**Seconded by: Norm Holcomb**

**Yea 5 Nay 0**

2) Appointments Chairman, Selectman Quirk, recommended the reappointment of Ms. Tanya Daigneault to the Town of Yarmouth's Board of Health for a regular three-year term to run through October 2018.

**MOTION: To move that the Board of Selectmen approve the appointment of Ms. Tanya Daigneault to the Town of Yarmouth's Board of Health for a regular three-year term to run through October 2018.**

**Motion by: Tracy Post**

**Seconded by: Norm Holcomb**

**Yea 5 Nay 0**

### b. Individual Items:

1) Selectman Stone wanted to acknowledge Mr. Ed Voelker who passed on earlier this month. Mr. Voelker served on the Energy Committee and the Government Oversight Committee. Mr. Stone wanted to pass on his condolences to Ed's family.

Selectman Stone asked if anyone has any information regarding the fees being charged at the flu clinic being held on Friday, October 23rd from 3-5 p.m. at St. Pius X. The clinic is advertising that if you have insurance, the cost of the shot is covered; if not, the inoculation is \$30. Mr. Stone stated that other towns are charging \$3 for the shot and asked why our fees are so out of line with other towns. No one knew the answer to that question but Mr. Hinchey will find out and let everyone know.

2) Chairman Tolley mentioned that he received a letter from School Committee Chairman Brian Carey inviting him to attend the school committee meeting on November 2, 2015 at 6:30 p.m. where a workshop will be held on the prevention of addiction and the role of schools.

## 9. Town Administrator Items

### a. Consent Agenda:

Donations:

• YPD		
- University of Massachusetts	\$	275.00
- City of Pittsfield		275.00
- City of Worcester		2,750.00
• YFD		
- James & Barbara Saffery		100.00
• DPW		
- Mr. Lloyd George		<u>1,200.00</u>
<b>TOTAL</b>	<b>\$</b>	<b>4,600.00</b>

**MOTION: To move that the Board of Selectmen approve the consent agenda.**

**Motion by: Jim Quirk                      Seconded by: Tracy Post                      Yea 5      Nay 0**

### b. Town Administrator Updates: None.

## 10. Adjourn

**MOTION: To move that the Board of Selectmen adjourn the meeting.**

**Motion by: Jim Quirk                      Seconded by: Tracy Post                      Yea 5      Nay 0**

Respectfully submitted,



Linda Dennehy

## DISTRIBUTED MATERIAL AGENDA PACKET

- Memo to Assistant Town Administrator from Director of Golf Operations dated September 29, 2015 re: Rate Proposal for Golf Enterprise with Proposed 2016 Golf Fees Presentation
- Drug Awareness Committee Presentation
- Letter to Board of Selectmen from Director of Assessing dated October 15, 2015 re: Classification Hearing for FY16
- Yarmouth Cemetery Tree Cutting Policy / Highway Superintendent Job Description (including Tree Warden)
- Email to Board of Appeals from Mr. Charles Hart dated September 28, 2015 re: Resignation
- Email to Board of Selectmen from Joan Ohrn dated October 2, 2015 re: Resignation from the Cemetery Ad Hoc Committee
- Memo to Board of Selectmen from Appointments Chairman dated October 14, 2015 re: Board of Health Reappointment
- Memo to Board of Selectmen from Appointments Chairman dated September 24, 2015 re: Appointment of Tree Warden
- Board of Selectmen Meeting Minutes of September 29, 2015
- Memo to Board of Selectmen from YPD dated October 1, 2015 re: Donation Request
- Memo to Board of Selectmen from YPD dated October 13, 2015 re: Donation Request
- Memo to Town Administrator from YFD dated October 14, 2015 re: Gifts
- Memo to Town Administrator from DPW dated October 5, 2015 re: Donations for Office Supplies
- Memo to Board of Selectmen from Town Planner dated October 15, 2015 re: Parker's River Tidal Restoration Project - Status Update and Invitation
- Board of Health Meeting Agenda for October 5, 2015
- Memo to BOS from Health Director dated September 30, 2015 re: 2015/2016 Board of Selectmen Goals (Goal #6)
- Finance Committee Meeting Minutes of September 30, 2015
- Memo to Board of Selectmen from Mary Waygan dated October 14, 2015 re: New Affordable Housing Lotteries and Preservation Program, with flyers
- Oktoberfest Flyer
- Taste of Yarmouth Trolley Tour Flyer