

***Wellfleet Selectboard
Tuesday December 14, 2021; 5:30am
Virtual Meeting ~ Zoom
Meeting Minutes***

Members Present: Ryan Curley, Chair; Janet Reinhart, John Wolf, Helen Miranda Wilson, (joined the meeting at 5:57pm); Michael DeVasto, Vice Chair (joined the meeting at 7pm)

Others Present: Charlie Sumner, Town Administrator; Rebekah Eldridge, Executive Assistant; Chief Michael Hurley, Police Chief; Chief Rich Pauley, Fire Chief; Jay Norton, DPW Director; Suzanne Grout Thomas, Director of Community Services; Jennifer Wertkin, Library Director; Jill McLaughlin, Stantec consultant; Jennifer Congel, Town Clerk; Joan Zukos, School Committee applicant; Sarah Chase, newly appointed full time police officer; Christine Shreves, Recycling Committee

Chair Curley Called the meeting to order at 5:33pm

I. *Announcements, Open Session and Public Comments*

Note: Public comments must be brief. The Board will not deliberate or vote on any matter raised solely during Announcements & Public Comments.

- There were no announcements or public comments.

II. *School Committee Appointments*

Zukos was introduced by Chair Curley, who stated her application was complete and she had a lot of experience. He and the other board members had no issues with this appointment. Chair Curley checked with Sumner about the term,

Chair Curley Moved; Board Member Wolf Seconded; and it was voted to approve the appointment of Joan Zukos to the Wellfleet School Committee with a term ending at the next annual town election.

Roll Call Vote: 3-0

Chair Curley explained to Zukos that she isn't able to vote as part of the committee until she is sworn in by the town clerk.

III. *Appointments*

A. Police Officer Appointment ~ Chief Hurley

Chief Curley introduced Chase to the board. He explained this is the second police position to be filled out of the three open positions. He explained that she is a graduate of Nauset High School and has volunteered at the Orleans police department.

Chair Curley Moved, Board Member Reinhart Seconded; and it was voted to approve Sarah E. Chase as a full-time police officer subject to the successful acceptance and subsequent completion of the Massachusetts Police Training Council Academy.

Roll Call Vote: 3-0

IV. *Covid Updates or Announcements*

Eldridge gave an update on behalf of Hillary Greenberg Lemos who was unable to attend the meeting. Eldridge reported there were 12 active cases in Wellfleet bringing the percentage rate to 4.4%. She gave information on the Omicron variant of Covid and explained that Lemos continues along with the CDC to have the public wear masks and get vaccinated and boosted.

V. *Financial Management Plan*

Sumner gave a brief update on the current financial status for the town. Explaining that with vacancies in the accounting and treasurer department has caused some delay in the closing of 2020 and 2021 books. He reassured the board they are working diligently to get the books closed and certify free cash. He addressed the letter sent to the board and then discussed in a local newspaper from Dan Hoort the former Town Administrator. He informed the board he would like to present the financial forecast to the board at some point in January. He stated he suspects the town will be asking for an override. He explained he didn't write a report for this meeting because he gave a full report at the meeting last week. He stated he would work on getting all of his reports online for the public to be able to see. He informed the board that he received a phone call from the inspector general questioning some complaints they have received. He explained that he has spoken to the inspector general and is keeping everyone informed of the progress. Chair Curley asked Sumner to speak to the way the town decided to do a journal entry. Sumner explained that the auditors suggested this path for the town, although not the easiest he explained the most transparent for the public. He explained to the board that the town's department heads are very organized and have great records which makes record keeping easier for the accounting office.

VI. *Business*

A. Seasonal Wages

Thomas was on the call and explained that Wellfleet has many seasonal employees for the beach, recreation, and harbormaster, DPW and the Shellfish departments. She explained that all the department heads met and discussed wages and the surrounding town wages. The board discussed the wages. Reinhart mentioned maybe making some incentives to the employees coming in. It was agreed that the seasonal employee wages do need to be raised. Norton spoke to the board, stating that he supported incentives and would discuss them with his staff.

Chair Curley Moved; Board Member Reinhart Seconded; and it was voted to approve the FY 2023 Seasonal Wages for the departments as printed in the packet

Roll Call Vote: 4-0

B. Lt. Island Bridge Change Order

Norton spoke to the board giving them a timeline as to what has happened with the bridge. He explained that it was determined that the stringers on the bridge were rotted and needed to do an emergency repair allowing heavy trucks to continue to cross the bridge. He stated this fix was just temporary and there needs to be a more permanent fix. The Change order is to be able to do those permanent repairs. He stated the time frame for the repairs is set to expire on December 31, 2021. He stated he would need to timeline moved to Labor Day which he feels is a reasonable time frame to get the repairs completed. This is just for change order 2. Chair Curley asked if he wanted Norton to amend the date tonight as well. Norton explained that he hadn't finalized the date with the contractor, but he would be okay with the vote tonight.

Chair Curley Moved; Board Member Wilson Seconded; and it was voted to approved change order number 2 and to extend the contract date to May 30, 2022.

Roll Call Vote: 4-0

C. Main Street Change of ownership

Norton gave a small summary of what this agenda item is, the culvert that runs under main street has been in disrepair for a long time and is technically on state highway. He stated that the state is willing to pay for the engineering, design and the installation of the self-regulating tide gate and as a tradeoff for that they are asking for a state highway layout change which would put the culvert within town boundaries which would have the town responsible for future repairs and maintenance of the gate. He stated he feels his department could handle this maintenance. He asked McLaughlin to give more details. She shared her screen with the board so they were able to see where the state would be working and where the layout change would take place.

Chair Curley Moved; Board Member Wilson Seconded; and it was voted to approve the change of ownership for Main Street in Wellfleet Massachusetts as presented.

Roll Call Vote: 4-0

D. Hawes Pond Tide gate

Chair Curley stated he believed the board had already covered the tide gate; the board agreed with him.

E. DPW CIP Items

- **Water Refill Stations**

Shreves spoke to the board beginning with a recap of what the recycling committee has accomplished throughout the town in the last two years. She gave details on the water stations around town and where they are located. The board discussed with Shreves the ability to not have them work with electric so in case of an emergency like a power outage people would need to be able to have access to the water. They discussed solar water stations

and Norton explained that there are no solar water stations in the state. He continued to explain that these are seasonal water stations and power outages are rare in the summer.

Chair Curley Moved; Board Member Wolf Seconded; and it was voted to approve the capital request for water refill stations.

Roll Call Vote: 5-0

- Rt 6 Main St Engineering

Chair Curley stated that Reinhart wasn't at the meeting when they discussed this and asked Norton to recap what this was for. Norton stated it is to continue Stantec's services for 2021, he explained the cost is a lot lower.

Chair Curley Moved; Board Member DeVasto Seconded; and it was voted to approve the capital request for route 6 Main Street intersection engineering.

Roll Call Vote: 4-0-1 (Wilson Abstained)

F. Police Department CIP

- Chief Hurley began his presentation of his Capital Improvement Budget. He stated it isn't a huge budget and is mostly comprised of vehicles and other equipment. He stated he has the same issues that Norton spoke of having to replace things that aren't expected to be fixed. He discussed where these monies should be put. Chair Curley questioned how many police cars were in the department and what the year cycles were for replacing the cars. Chief Hurley stated he goes above the three year recommended replacements and go above the 50,000-mile recommendation. He stated they are well over 100,000 miles and at about 5 years per vehicle. Wilson asked Chief Hurley about money spent on gas for the police vehicles, chief explained that it is hard to budget for gas when the prices fluctuate so frequently. Hybrid police vehicles were discussed and recommended. They asked Chief Hurley to investigate hybrids with his vendors with delivery time and bring back the information. He will bring back the information at the January 4th

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No action was taken

Bullet Proof vests were discussed and the need for replacing them. Chair Curley asked if there was a benefit to replacing all the vests at once. Wilson questioned how the vests are worn out. He explained the materials that the vests are built out of begin to deteriorate, with heat from the body and they fray.

Chair Curley Moved; Board Member Wilson Seconded; and it was voted to approve the FY2023 capital request for bullet proof vest replacements.

Roll Call Vote: 5-0

G. Other CIP Items

- **TA - General MIS Equipment & Software**
Sumner explained to the board that he has spoken with the town's tech employee Dan and Dan Keefe suggested to Sumner that he speak with the head of Barnstable County IT who would have better knowledge of what the \$50,000 would be used for.
- **Town Clerk- Microfilming Project**
Congel spoke to the board about the importance of microfilming given the limited storage space at town hall. She stated what they had now was outdated. She stated it needed to be reappropriated for fiscal year 2023.
Chair Curley Moved; Board Member Wolf Seconded; and it was voted to approve the town clerks' capital request for digitization and audit of records.
Roll Call Vote: 5-0
- **Library – Public Computer Upgrades**
Wertkin presented to the board stating that was trying to keep the computers that they have at the library right now for a little longer but was just informed that Barnstable IT will no longer support of repair the computers at the library. She continued explaining the disarray the computers are in. She gave some statistics of the usage of the computers.
Chair Curley Moved; Board Member Wilson Seconded; and it was voted to approve the library capital request for public computer upgrade replacements.
Roll Call Vote: 5-0

H. TA Salary

- Sumner gave a summary about town administrators salaries across the state and discussed the search consultant that gave a list salary. He explained that the critical point in the advertisement for the town administrator is the salary. He stated White put in the ad \$165,000 - \$195,000. He continued stating that it was up to the selectboard to decide what they were comfortable. Chair Curley stated he felt comfortable starting at \$175,000. The board discussed the salaries and the probation period for the incoming salary.
Chair Curley Moved; Board Member Reinhart Seconded; and it was voted to establish and advertise a range salary of \$170,00 to \$195,000.
Roll Call Vote: 4-1 (Helen voted no)

I. Signature of Chair on warrants ~ Chair Curley

- This was explained that in case Wolf was unavailable to sign documents and warrants the chair would step in and be the designated signature.
Chair Curley Moved; Board Member Seconded; and it was voted to approve that the chair be able to sign warrants

J. Town Hall Hours for Christmas Eve~ Chair Curley

Eldridge explained that the Town Hall is closed on Christmas Eve and questioned the board if the town hall could close on December 23, 2021 at noon. The board agreed.

Chair Curley Moved; Board Member Reinhart Seconded; and it was voted to close Town Hall on December 23, 2021, at 12pm noon.

Roll Call Vote: 5-0

VII. *Selectboard Reports*

- Chair Curley stated he had one report and told the board that he had a meeting with the Cape Cod Water Protection Collaborative and were discussing the towns structures having to do with the current planning for Wellfleet. He gave some details of this planning and meeting and will send the information to the board when he obtains it.
- Reinhart expressed that at the Cape and Islands Selectmens and Council Association Senator Cier stated that the state does have plans to disperse many funds to towns in Massachusetts. She stated if there are departments and committees have projects for the future it was suggested that they get those into the state as soon as possible and to make sure the projects are shovel ready.
- Wolf explained to the board that there was an issue with shellfisherman and the dumping of sand. Civetta has been notified and has gone before the Conservation Commission, Chair Curley stated he had also brought this issue up with the Conservation Commission

VIII. *Topics for Future Discussion*

- Wilson discussed an email that the board received discussing a shared route pass from Main Street Wellfleet to Shore Road in Truro. She explained to the board that she responded to the email as an individual and stated her email was responded to but not as an individual but as a selectboard member. Wilson continued that she would like these people to come before the board and make a small presentation to the board explaining what they are looking to do with this road and shared route.
- Sumner stated he did read the correspondence but was confused, He explained he reached out to Norton who explained to the board he was shocked with the email, and he has reached out this group to get more details and understanding of what they are looking to do.

IX. *Correspondence and Vacancy Reports*

- The Selectboard packet has the full list of correspondence and vacancies reports.
- Wilson stated that it needed to be noted that there was a letter sent to the Selectboard from the former town administrator Dan Hoort which was part of a newspaper article.

***** A full recording of this meeting can be found on the town's website *****

X. *Minutes*

A. August 16, 2021; ~ HDYLTA Public Hearing

- There were a few amendments made to the minutes by Board Member Wilson.
- **Chair Curley Moved; Board Member Wilson Seconded; and it was voted to approve the minutes as amended**
Roll Call Vote: 5-0

XI. *Adjournment Open Session and Enter Executive Session*

- A. M.G.L.c.30A, Sec. 21-Effective July 1, 2010;** To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares

Meeting Adjourned at 7:30PM

Public Records:

School Committee Candidate Application

New Police Officer paperwork

Seasonal Wages paperwork

Lt. Island Bridge Change order paperwork

Main Street Change of Ownership paperwork

Department of Public Works Capital Improvement Plan paperwork

Police Department Capital Improvement Plan paperwork

Town Clerk Capital Improvement Plan paperwork

Library Capital Improvement Plan Paperwork

Administration Technical Capital Improvement Plan paperwork

TA Salary paperwork

Correspondence

Meeting Minutes from August 16, 2021