



**Wellfleet Board of Selectmen
Minutes of January 19, 2016
Wellfleet Senior Center**

Present: Selectmen Paul Pilcher, Dennis Murphy, Helen Miranda Wilson; Berta Bruinooge, Jerry Houk; Town Administrator Harry Sarkis Terkanian and Assistant Town Administrator Brian Carlson

FinCom members present: Stephen Polowczyk, Arleen Kirsch, Linda Pellegrino, Janet Lowenstein, Robert Wallace and Sam Bradford

Chairman Paul Pilcher called the meeting to order at 7:00 pm.

Announcements, Open Session and Public Comment - NONE

Appointment of Town Administrator Search Committee

Applications presently on file from: John Morrissey, Amy Voll, Roger Putnam, Jr., Moe Barocas, Jeanne Maclauchlan, Curtis S. Felix, Manny Smith, Janet Reinhart, Richard Pauley, Mark Vincent, Andrew Freeman, Reatha Ciotti and Anna Nielsen.

Applicants attending the meeting were Mark Vincent, Richard Pauley, Reatha Ciotti, John Morrissey, Curt Felix, Amy Voll, Moe Barocas and Roger Putnam, Jr.. They responded individually to Pilcher's question about availability to attend meetings in February, March and April. Pilcher said that people who are employees of the Town should not be involved in the Search Committee process.

MOTION 215-422: Pilcher moved to appoint John Morrissey, Amy Voll, Roger Putnam, Curtis E. Felix, Janet Reinhart, Moe Barocas and Reatha Ciotti to the Town Administrator Search Committee. Wilson and Bruinooge discussed the pros and cons of five and seven committee members. Bruinooge seconded and the motion passed 5-0.

Pilcher clarified that the intention is to have a separate group of Town employees to be involved with the selection process by conducting interviews of proposed finalists. Roger Putnam, Jr. will be in charge to setup initial meeting of the committee, Terkanian will be present if the committee so wishes, and there will be an administrative support provided by the Town.

Execution of Loan Documents for General Obligation Bond

MOTION 215-423: Pilcher read the language of the vote to authorize execution of loan documents for general obligation bond:

I, the Clerk of the Board of Selectmen of the Town of Wellfleet, Massachusetts (the "Town"), certify that at a meeting of the board held January 19, 2016, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of the (i) \$250,000 borrowing authorized by the vote of the Town passed April 22, 2013 (Article 22), (ii) \$340,000 borrowing authorized by the vote of the Town passed April 28, 2014 (Article 34), and (iii) \$580,000 borrowing authorized by the vote of the Town passed April 28, 2015 (Article 28), is hereby determined pursuant to G.L. c.44, §7(9) to be at least as follows:

<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
Fire Pumper Truck	\$250,000	16 years
DPW Equipment	340,000	16 years
Fire Department Engine	580,000	16 years

Further Voted: that the sale of the \$2,489,756 General Obligation Municipal Purpose Loan of 2016 Bonds of the Town dated January 15, 2016 (the “Bonds”), to FTN Financial Capital Markets at the price of \$2,540,708.68 and accrued interest is hereby approved and confirmed. The Bonds shall be payable on January 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2017	\$259,756	2.00%	2025	\$145,000	2.00%
2018	245,000	2.00	2026	140,000	2.00
2019	240,000	2.00	2027	125,000	2.00
2020	230,000	2.00	2028	120,000	2.00
2021	175,000	2.00	2029	120,000	2.10
2022	160,000	2.00	2030	115,000	2.20
2023	150,000	2.00	2031	115,000	2.30
2024	150,000	2.00			

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated December 31, 2015, and a final Official Statement dated January 14, 2016 (the “Official Statement”), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended. Pilcher moved to accept the above vote. Wilson seconded and the motion passed 5-0.

Continued discussion of FY 2017 capital and operating budgets (including veteran's services and mosquito control assessments.)

Terkanian gave a brief overview of the updated FY2017 budget and said that more information will be available after the Nauset Regional School District figures become available. He introduced the Cape Cod Mosquito Control Project¹ and Veterans Services² budget requests for FY17. Polowczyk suggested eliminating or reducing the appropriation for the Mosquito Control Project. Wilson disagreed with Polowczyk and talked about the activities of the project. Bruinooge supported the Veterans Services budget.

MOTION 215-424: Bruinooge moved and Houk seconded to approve the Veterans Services budget request. The motion passed 5-0.

Wilson suggested having someone from the Cape Cod Mosquito Control Project to come and present their request. Terkanian will invite them to come to one of the future Board's meetings.

FY2017 Community Development Block Grant application (joint with Truro and Provincetown)

MOTION 215-425: Murphy moved and Bruinooge seconded to authorize chairman to sign joint Community Development Block Grant application (joint with Truro and Provincetown). The motion passed 5-0.

Consider amending the Veterans Tax Work-Off Policy³ to allow a non veteran to serve as program coordinator

MOTION 215-426: Wilson moved and Murphy seconded to amend the Veterans Tax Work-Off Policy to allow a non veteran to serve as program coordinator. The motion passed 5-0.

DPW Budget⁴ Review

Pilcher explained that this review will be an attempt to take a more detailed look of how the DPW operates and is structured and how it could be improved in the future. He said that Murphy will be leading this discussion. Pilcher also said that he is interested to hear if there are some other alternatives given the fact that there may be a need for \$600,000 override in FY 2017 to make up the budget deficit. According to Pilcher this process is a first of its kind exercise. He also clarified that the raising budget costs are not due to raising operating costs, but due to costs where the Board and the Town Administrator have no control, such as school budgets, insurance premiums and OPEB. He said that most of the operating budget is level funded. Murphy said that this approach will be done for one the Big Three budgets – Police, Fire and DPW when each year one of them will be reviewed.

DPW Facilities budget (417): Vincent began the review process by going over the DPW Facilities budget (417) individually by each account. Pilcher wanted to know if there is a possibility to reduce electricity cost with solar panels. Terkanian briefed the Selectmen on the Power Purchase Agreement,

but said that there is a possible risk to having a fixed price with agreement for 20 years. Murphy wanted to know more about the Contract Services account 5300 for \$95,000. Vincent answered that there are Title 5 contracts for septage haulers and confirmed that these services were not bid recently and will check for alternatives. The pending closure of the Tri Town Septage Plant may impact costs.

DPW Operations (420): Vincent talked about staffing challenges due to sick, vacation and injury leaves of full time employees and difficulties finding seasonal labor. Pilcher asked if there are any areas like snow plowing that make sense to be contracted out. Vincent listed which services have been subcontracted already – cleaning of the Fire Station and Beach facilities cleaning, and agreed that it is worth looking at other possible areas for subcontracting. Bruinooge asked if it was worth subcontracting grass mowing. Vincent said that this has been considered in the past and the price did not make sense. Wilson wanted to know the way the prevailing wages work. Terkanian answered the question by saying that the prevailing wages have to be paid by the subcontractor to his/her employees, but self employed subcontractor do not to pay themselves prevailing wages. Vincent answered questions raised by Wilson about the Town Mechanic vacancy. He said that the vacancy is currently advertised in-house per the terms of the Teamsters contract, and one of the Union members, who has been substituting and performing the duties of the mechanic, has applied. Terkanian clarified that when services are outsourced there should be a strategy and plan for the staff currently doing the job.

Highway Budget (422): Vincent explained how he has been banking funds each year from Chapter 90 in order to avoid capital expenses for re-paving. Murphy wanted to know more about the program and if there is a priority list. Murphy raised concerns about the quality of the work on Old County Rd.

Snow Removal Budget (423): Vincent explained that the requested increase is based on averaged costs for snow plowing over the last few years. He said that the budget reflects subcontracted cost, the overtime and the cost for sand and salt. Wilson wanted to know the proportion between salt and sand. Vincent answered that the proportion is determined on a case by case based on the road conditions. Houk said that when it comes to snow removal it has to be efficiently dispatched and meet certain criteria. He wanted to know if there has been a consideration of new ways of doing things. Murphy discussed if it would be reasonable to ask private road owners to sweep their roads after the winter and not wait for the Town to do this job. Wilson wanted to know if the sand harms the road. Murphy shared that he has researched that it will actually may be cheaper to subcontract the snowplowing which combined is \$86/hour and a hired truck is \$75/hour. Terkanian commented that over the last 11 years the snow removal budget averaged \$130,000; and over the last five years averaged \$150,000 a year.

Street Lights Budget (424): Vincent said that this budget represents a reduction from last year.

Transfer Station Budget (433): Vincent explained that the amount of solid waste disposal to SEMASS has been reduced since PAYT took effect. In September the SEMASS contract will be replaced by ABC Disposal and the cost of solid waste disposal will increase to \$55/ton and this is the reason for the increased budget request. Vincent said that the recycling costs are high. Pilcher wanted to know if there is any further consideration about a single stream recycling. Vincent said that this still may be considered in the future. Lowenstein wanted to know more about the Landfill Monitoring Agreement item. Wilson wanted to know if the cost associated with recycling offsets the cost for solid waste. Terkanian explained that this information is available on the PAYT reports posted online. Ha added that municipal solid waste has historically declined over the last ten years. Murphy wanted to know if investing in a real compactor system will be worth it. Vincent said that he has looked at it, but the expenses did not justify the cost.

After all of the DPW budgets were reviewed in details, Pilcher identified the key points:

1. The need to take a look at different services that are contracted out and make sure they are bided out in order to get the most competitive price.
2. Look at the cost for buying a trash compactor.
3. Address the concern of contracting services such as snowplowing, mechanics, seasonal services and possibly transfer station operations services.

Pilcher said that the Selectmen may be able to provide Vincent with some consultant services to find out if the above key points make sense. Curt Felix shared concerns about the lack of summer help and the fact that high level staff is used as a basic staff resource. Bradford suggested possibly hiring additional entry level year round staff. The review of the DPW budget concluded without any decisions taken by the Board of Selectmen or FinCom.

The FinCom left the meeting at 8:57 pm. and the joint meeting was deemed to be adjourned at this time.

Recess: 8:57 pm to 9:05 pm.

Future Concerns

- Terkanian said that the MS4 permits appear to be complete on first reading by EPA.
- The changes to the Shellfish Rules and Regulations are advertised for public hearing on January 26, 2016.
- The Police Station designer contract has been advertised and is expected to be ready for award on the March 1, 2016 agenda. This may require special Town meeting in November to appropriate construction funds. Other possible candidates for Special Town Meeting funds appropriation are the Wellfleet Municipal Water System expansion to Briar Lane and the Harbor Dredging.

Executive session & Adjournment

Pilcher read the purpose of the executive session: “To discuss strategy with respect to collective bargaining with Wellfleet Employees Association Units A & B” and said that discussing this in open session may have detrimental effect.

MOTION 215-427: Pilcher moved and Wilson seconded to adjourn the public meeting at 9:07 pm and enter in executive session for the above stated purpose and not reconvene in open session. The motion passed by a roll call vote where Murphy, Bruinooge, Pilcher, Wilson and Houk each said “Aye”.

Respectfully submitted,

Michaela Miteva
Executive Assistant

¹ FY 2017 Mosquito Control Budget Request

² FY 2017 Veterans Services budget request

³ Veterans Tax Work Off Policy

⁴ FY 2017 DPW Budget Request