

Aquinnah Board of Selectmen
Minutes of Meeting 11/19/2013
Aquinnah Town Hall Selectmen's Mtg Room

Members present: Beverly Wright, Chairman, Jim Newman, Spencer Booker

Also present: Adam Wilson, Town Administrator; Angela Cywinski, Town Assistant Assessor; Tobias Vanderhoop, Tribal Chairman-Elect; Gay Head Lighthouse Fundraising Chairman Meg Bodnar; Personnel Committee Chairman Kathy Newman; Town Treasurer Judy Jardin; Fire Chief Simon Bollin; Shellfish Chairman Buddy Vanderhoop; Town Harbormaster Chip Vanderhoop; Police Chief Randhi Belain; Sgt Paul Manning; Vern Welch; Vineyard Shellfish Group Rep Paul Bagnall; ACE Reps Sarah Stray & Lynn Ditchfield; Wendy Swolinzky; Barbara Lampson; Gazette Reporter Remy Tumin

The meeting began at 5:30 pm.

-1st on the agenda under old business was a review of minutes from 10/15.

Beverly made one correction in that the 10K race ended up netting \$11K instead of \$8K

-Jim made a motion to accept the minutes from October 15th as amended, Beverly seconded.

The Board voted 2 – 0 - 1 in favor. The motion passed.

-Beverly introduced Chairman-elect Tobias Vanderhoop to the Board and acknowledged his assumption to the Wampanoag Tribe's council chairmanship January 1st as a new beginning in the relationship between the Tribe and the Town. Tobias said he was looking forward to having more effective communication between the two governments.

-1st on the agenda under new business was the tax recap public hearing presented by Angela. She explained how the balance sheet gets recalculated to adjust for spending during the tax year. She reported that the town had reached its levy limit. As a result the residential property tax rate will go to \$4.76 cents per thousand assessed.

Spencer made a motion to set the tax rate accordingly. Jim seconded.

The Board voted 3 – 0 in favor. The motion passed.

-Next on the agenda was a report from PC Chair Kathy Newman. She 1st asked the Selectmen to amend the DPW Director's job description with language stating that he is also available for "events and emergencies" in that part of the JD categorized as Essential Functions.

Jim made a motion to change the Director of Public Works job description to include the recommended language.

Spencer seconded.

The Board voted 3 – 0 in favor. The motion passed.

-Kathy then presented to the board a recommendation that the treasurer's hours from 18 to 25 per week and that the position become benefited. There was discussion about how much responsibility for benefits administration has increased and how treasurer's in each town do the necessary work for considerably more hours. Judy talked about the time needed handling retirements and the benefits that go with it. She said she is only allowed 960 hours a year as a working retired employee. To get the job done, it will need 25 hours.

-Judy read her resignation letter. She'll leave mid-January. There was discussion about hiring a new person before the start of the new year and having Judy available the 1st two weeks to help with the transition.

Jim made a motion to accept the resignation. Spencer seconded.

The Board voted 3 – 0 in favor. The motion passed.

-Jim made a motion to accept the personnel committee's recommendation to hire a new treasurer at 25 hours a week.

The Board voted 3 – 0 in favor. The motion passed.

-Kathy next discussed the town accountant's position. She said that Margie (Spitz) has told her committee that she has plans to retire. The committee has not received official correspondence to that effect but has been doing research on possibly changing the accountant's position so that it require fewer hours and possibly be outsourced; the position could go to an individual who may not live on island or to an accounting firm. Kathy told the Board that she and Adam have had interviews with Town of Millville officials and was encouraged with the system they have in place that has their accountant not needing to be physically present all the time in order to do the job

effectively and efficiently. There was discussion about Millville being a small community of the same size as Aquinnah and also having no school or enterprise districts such as wastewater, harbor or refuse. She recommended that with Margie's official retirement, the position could be advertised for 10 – 15 hours and possibly set up so that the individual or firm hired would be able to do the necessary bookkeeping as a satellite operation. There was discussion about who could do the job and if someone from an accounting firm could handle basic bookkeeping services. Kathy said it will depend on who applies. It will also matter how the assistant will figure in. Jim said VADAR will also help in integrating the financial team and possibly make it work. Judy said the PC should take the lead in examining the different options and see if there's a way to streamline the financial system and team. The Board thought it acceptable that this satellite idea could be explored further once it was official that a resignation/retirement letter had been received from Margie.

Spencer made a motion to accept the Personnel Committee's request to explore further the different job opportunities for the town accountant's position. Jim seconded.

The Board voted 3 – 0 in favor. The motion passed.

Kathy and the Board reviewed the proposed new custodian job description. Beverly asked that the changes from the old JD to the new one be highlighted so she could see what was different. Adam said he would do that so that it could be further reviewed and voted upon at the next Selectmen's meeting.

-Next on the agenda was the announcement of town appointed committee opportunities. Beverly read the request from the Vineyard Health Care Access Board looking for representatives from each town to serve on the program's oversight committee. Adam also stated that he would be using the web site and community e-mail to promote the need for having volunteers for the Town's Finance & Advisory Board. He said he has one person but needs two more for the FinCom. He stated that this vital board is really needed this year because of Margie's pending retirement and that the 3 person board would be working with him to help craft next year's budget.

-Next on the agenda was a meeting with the Shellfish Committee. Chairman Buddy Vanderhoop reported that his committee was recommending that Menemsha Pond be opened for commercial scalloping on Monday, December 2nd with a limit of 2 bushels per person. He stated that those who filled out the long form last year can do the short form for this season. Any new scallopers still need to do the long form. There was discussion about the potential haul available this year.

Spencer motioned to accept the recommendation to open the pond for scalloping December 2nd. Jim seconded.

The Board voted 3 – 0 in favor. The motion passed.

-Chip asked that there also be another recommendation for motorized skip dredging.

Spencer made a motion to leave open the skip dredging option for quahogging in from the Herring Creek area to Split Rock. Jim seconded.

The Board voted 3 – 0 in favor. The motion passed.

-George Baird was recognized and asked that his license for this season and the fine assigned to him from two years ago for fishing without a license be paid a week to 10 days after the start of the commercial season. Beverly asked Buddy if that was what the Shellfish Committee wanted to recommend. He said there was financial hardship and as long as the total amount was paid, they'd recommend it.

Spencer made a motion to have George Baird pay his commercial scalloping license and prior year fine with a post dated check. Jim seconded.

The Board voted 3 – 0 in favor. The motion passed.

-Next on the agenda was meeting with Paul Bagnall from the MV Shellfish Group seeking an endorsement to a grant that has been submitted to rebuild and expand the building on Chappy to spawn more species of oysters, scallops and quahogs. The board reviewed the budgeted expense and the building's site plan and elevations. He the grant will pay for all of it. 100% grant. There was discussion about how the spat gets distributed to each town. Spencer recommended that Paul also seek the Tribe's endorsement as well.

Jim made a motion to endorse the shellfish group's plans to apply for the innovation grant. Spencer seconded

The Board voted 3 – 0 in favor. The motion passed.

Adam signed the endorsement page.

-Next on the agenda was a review of Chilmark's proposed change of the town lines in Menemsha. There was discussion about the newly done Schofiled, Barbini & Hoehn site plan that clearly establishes the town lines down in the Menemsha Creek Area. Adam pointed out that there is a current consideration by the Chilmark Selectmen to change the town line so that the two sheds straddling the town line are put into their respective towns' borders. There was discussion as what costs would be involved and how long it would take to change everything according to statutes and town meeting votes.

-Adam said to take the matter under advisement, which the Selectmen did. Angela said the only other option is to continue with the current map and account for "air" space and to see if the Chilmark Assessor's have weighed in on this proposal and

Beverly requested a meeting set up with the Chilmark Selectboard to see where this might go...

-In Selectmen's Other Business, Meg reported that the Lighthouse Fundraising Committee wanted to recommend hiring grant writer Alice Boyd as a consultant for the formulation of the National Park Service application to acquire the lighthouse. She said the anticipated fee for her services would be \$1,500.00.

Jim made a motion to approve the hiring and the estimated fee for the consultant's services. Spencer seconded.

The Board voted 3 – 0 in favor. The motion passed.

-Meg next brought up the written agreement that would allow donors for the Gay Head Lighthouse Project to utilize the MV Permanent Endowment Fund as a pass through 501 C3 organizations for contributions to the lighthouse. Beverly wanted to add PEF's costs and expenses of 2.5% to be added to the agreement.

Adam was instructed to call Town Counsel's Office and have the additional language added to the agreement.

Jim made a motion to approve the Permanent Endowment Fund Agreement between them and the Town of Aquinnah contingent upon the draft agreement having added language stating PEF's charge percentage for each donation made on behalf of the Save the Gay Head Lighthouse Fund. Spencer seconded.

The Board voted 3 – 0 in favor. The motion passed.

-Susan Stray and Lynn Ditchfield came to the Board representing the (A)dult (C)ontinuing (E)ducation program. She said the volunteer organization is seeking funding from the towns in order to continue its mission of providing continuing adult education, GED's, college and enrichment courses. Lynn told the board the different classes offered by ACE that are taught by tribal members. She discussed meeting with other town officials to make it so that each town can support financially the ongoing need. There was discussion about enrollment. Beverly asked if it is a one-time ask or an ongoing assessment. The request for \$3,748 would be for this year and can there be space saved in our budget for consideration at May's annual town meeting.

Barbara said it's very valuable for core education courses as well as vocational programs that can lead to jobs and valued education. 4 credit courses are among the 32 courses offered in conjunction with CCC and Fitchburg University. Lynn said they don't want to be part of the school budget because it is loaded and doesn't want to support another program. She explained how to make it legal to fund. She talked about the different venues used to teach classes, not all being at the high school.

The Board took the request under advisement for the time being and look again once budget preparation begins.

-Next was the meeting with DPW Director Jay Smalley and the punch list of town buildings needing work.

Adam talked about the town needing a capital improvement program and incorporating the key components of free cash and borrowing in order to maintain all the town's buildings. The upgrading work at the cliff restrooms was discussed. The needed work for the police office was also talked about. Jay presented the contract that was bid on for road sanding this coming winter. He said going forward he'd like this to become a two year contract for services and not having to do it every year.

Jim made a motion to accept the road sanding bid from Kenneth Cotterill. Spencer seconded.

The Board voted 3 – 0 in favor. The motion passed.

Beverly signed the contracts.

-Fire Chief Simon Bollin brought the Selectmen up to speed on recent meetings he's had with tribal officials and that things have been smoothed out on the issues he has with public safety concerns with the various buildings he has had on tribal lands. He did point out that there were 17 Amendments to the Public Service Agreement agreed to at the two Gov't meeting back in April that still hasn't been finalized. Simon also said that there has been follow up by Tribal Officials on getting the NFPA fire code adopted and that they hope to soon have it approved by the tribal council .

-Simon made a request that the surplus Scott Air Pacs that have been replaced by the department be declared surplus by the Selectmen and designated for shipping to a fire department in the Caribbean the Town of Chilmark has been working with sending surplus equipment as well.

Spencer made a motion that the outdated fire fighting breathing apparatus be declared surplus. Jim seconded.

The Board voted 3 – 0 in favor. The motion passed.

-Adam presented the Purchase & Sales Agreement for the Claytor property.

Board members signed the document.

-Adam also presented to Beverly the grant document from the S. Rubin Foundation for the Lighthouse Fund.

Beverly signed the document.

-Beverly asked if there was anything else to report. Hearing none...

A motion was made and seconded to adjourn.

The Board voted 3 – 0 in favor. The motion passed.

The meeting ended at 7:20 pm.

pm.