

Aquinnah Board of Selectmen  
Minutes of Meeting 2/7/2017  
Aquinnah Town Hall

Members present: Chairman Julianne Vanderhoop, Jim Newman, Gary Haley

Also present: Town Administrator Adam Wilson, Sgt Paul Manning, Fire Chief Simon Bollin, DPW Director Jay Smalley, Police Chief Randhi Belain, Planning Board Chairman Peter Temple, Jay MacLeod, Frank Perez, and Elise Lebovit

The meeting began at 5:00 pm.

1<sup>st</sup> on the agenda was review of the minutes from the 1/17 Meeting.

Jim made a motion to accept the minutes from January 17<sup>th</sup>, Gary seconded.

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

-1st on the agenda under Old Business was a meeting with PB Chairman Peter Temple to update the report of the housing production plan and a discussion on the Harvard Business School Study. Peter said there were no takers on the project proposal from Harvard as students there came up with their own ideas but the project is still open. Peter talked about the HPP and changes needing finalization by February 24<sup>th</sup>. He talked about the recommendations presented in the plan so far and if there will be any changes. He plans to meet again either this coming Friday or next Tuesday. Peter said he will come to the Selectmen's board meeting on the 21<sup>st</sup> with any changes to the draft if proposed. At the present time, the biggest items to consider are accessory apartments by right, the town center district idea and zoning changes for subdivision and other types of housing besides single family dwellings. The production plan also talks about Island wide funding considerations which is still debatable as well. The board thanked Peter for all his efforts in the plan.

-Next on the agenda was a review of the job descriptions recommended from the Personnel Committee. Adam explained the process by which all the JD's had been evaluated through the Collins Center classification and compensation study authorized at town meeting and sent to the Selectmen for approval. There was discussion about the JD's that were not reviewed and JD's created that never existed (Animal Control Officer) Juli said she has had the chance to look at most of the JD's but not all of them and would like a little more time to review everything. By consensus, the Board agreed to hold off on approval until the next meeting, February 21<sup>st</sup>.

-Next on the agenda under New Business was the UMass/Dartmouth request for a no cost extension of the estuaries project report. Adam explained that the estuaries project for Menemsha and Squibnocket Ponds is finalized but can't be released because the extension deadline between the town and the school expired December 31<sup>st</sup>. The request is to extend the deadline to June 30<sup>th</sup>, 2017

Jim made a motion to approve an extension of the agreement between the Town of Aquinnah and UMass Dartmouth for the Estuaries Project until June 30<sup>th</sup> 2017. Gary seconded.

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

-Next on the agenda was a meeting with Cliff Lease Lot Holder Bettina Washington and the lot that has a site issue with part of the lot being a paved road. Bettina wasn't present. Jim discussed the need to remove the asphalt that is on the leased lot. The Board talked about the lack of information on what the building will look like and its dimensions to go on the lot. Jay said to wait until the building specs are shown. He said if the building is of a certain size, maybe the asphalt doesn't need to be taken out. Adam will contact Bettina for a building dimension update.

-Next on the agenda was the appointment of the Town Clerk as the Records Administration Officer. Adam said this assignment is part of the local government overhaul initiated by Governor Baker. He had spoken with Carolyn (Feltz, Town Clerk), and that she has no problem taking on the title since she is already the RAO for the town. Jim made a motion to approve Town Clerk Carolyn Feltz as the Records Administrative Officer. Juli seconded.  
**The Board voted 3 – 0 in favor. The motion passed.**

-Next on the agenda was the appointment of the Town Administrator as the town's Chief Procurement Officer. Jim made a motion to appoint Adam as the Town's CPO. Gary seconded.

In the discussion Juli read from the Inspector General's letter the need for each town to have a CPO. There was discussion as to what responsibilities Adam would have. He clarified that the application being submitted has him doing all the necessary things to publicly procure up to the actual signing of contracts. That responsibility still rests with the Selectmen. Adam said he has been able to procure for the town in the past with the help of town counsel. Going forward he will probably have to go to school if the town wants him to be certified in procurement.

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

-Next on the agenda was the re-appointment of the Police Department's E-911 Coordinator.

Jim made a motion to re-appoint until June 30<sup>th</sup>, 2017, Angela Cywinski as the Coordinator. Gary seconded. In the discussion, Randhi said there is more to do dealing with street and road name address changes. Simon said there are addresses that still have issues and the Planning Board has to get involved in having hearings on road name changes and the proper recording of such so they can be documented at the Registry of Deeds and become proper town accepted roads. Research is still backtracking over roads that have never been accepted. Gary talked about Moshup Trail vs Moshope's Trail as it is officially recorded.

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

-In Other Business, there was a request for funding from the Selectmen's expense account for the ArtPlace grant pre-application research work. Adam said the request comes from the Tribe/Town Circle Visioning Group and the amount was \$500 and there were enough funds currently in the BOS expense account to cover it.

-Jim made a motion to approve the \$500 grant request. Gary seconded.

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

-In Other Business, Adam informed the Board of a subscription recently ordered for the town to research federal and state grants. He'll pass along the user name and password so that each department can work on grant proposals from GrantWatch.com.

-In Other Business, a letter was reviewed going to the Dukes County Commissioners for ownership of Aquinnah roads still under their purview. The different roads were discussed. Elise talked about the "Old" Roads that are no more. Ox Cart Trail is now Skye Lane. Adam said he'll talk to the Planning Board about the status of zoning for the "Old Roads."

-In Other Business, the Request for Proposals (RFP) for the Philbin Beach Boardwalk Project was reviewed. The Board, by consensus, approved the RFP. Adam will publish it in the central register this week.

-In Other Business, Jim talked about having a person hired to oversee all aspects of Parks & Recreation programs for the upcoming season. Juli talked about coordinating a meeting between the BOS and Jay/Carolyn on the needs for the upcoming season. Jay said it's up to Carolyn to figure out what is needed for the job.

-In Other Business, Simon said 8 of the 12 town firefighters participated in a May Day Class.

-Juli asked if there was anything else to come before the board. Hearing none, a motion was made and seconded to adjourn.

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

-The meeting ended at 6:05: pm.