

TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
MEETING MINUTES – REGULAR MEETING
MONDAY, June 26, 2017 6:00 PM
TOWN HALL – JUDGE WELSH ROOM

Chair Cheryl Andrews convened the open meeting at 6:06 pm noting the following:

Board of Selectmen attending: Chair Cheryl Andrews, Members Robert Anthony, Tom Donegan and Louise Venden, Vice Chair Erik Yingling arrived at 7:10 pm

Excused:

Other attendees: Town Manager David Panagore, Asst. Town Manager David Gardner, Board Secretary Elizabeth Paine

Recorder: Elizabeth Paine

Consent Agenda – Approval without objection required for the following items:

- A. *Treasurer’s Transfer - End of the Year Reappointments;*
 - a. *Animal Welfare Committee: Sherry Brec and Carol MacDonald*
 - b. *Community Housing Council: Paul Richardson*
 - c. *Economic Development Committee: Regina Cassidy*
 - d. *Harbor Committee: Susan Avellar, Bryan Legare & Francis J. Santos*
 - e. *Human Services Committee : Elton Cutler & Jean Knee*
 - f. *Open Space Committee: Celine Gandolfo & Judith Cicero*
- B. *Appointment of Elizabeth Williams to the Board of Health-Alternate*
- C. *Parade Permit request by Vince Carol on behalf of Yankee Lamboa Car Club’s 22nd Annual Yankee LLC Car Show and Parade to be held on Saturday, September 16, 2017*

Without objection Chairman Andrews waived the reading of the consent agenda and without objection it was approved unanimously by the Board of Selectmen

1. Public Hearings: - None

2. Public Statements:

- Bill Docker – With camp light bulb and their board of directors, and I would like to thank you on behalf of the board and on Friday night at 7 pm at the town hall to make sure that you all and a guest has tickets to the event.
- Celine D – Wanted to make a public statement on the proposed bike route, specifically the particular path going from snail road to Howland. That is a really precious; there is a cedar swamp that is very rare. So if you are hardening the path, it does have a negative effect to that path. I invite everyone to come out to see the white cedar swamp. You get a lot of turtles laying their eggs on the path. When we preserve the path, the state had requested that area, which includes snail road, preserve that as a walking path. A lot of people enjoy that not on pavement.

3. Selectmen’s Statements:

- **Erik Yingling** – none.

- **Tom Donegan** – thank everyone who volunteered at the Portuguese festival and all the hard work of the folks that pulled it together. Congratulate the finance director to get the policies together and done little by little and for getting that done with the professionalism you are bringing to the job. Thursday night there was a site plan approval for the campground, the question is, when do begin to evaluate that, what are current policies against it? When someone has a septic set aside. Is this something that is already handled or do we need agenda item for it? How much have we set aside and what do we do with it? I want to thank all four hundred people who attended the special town meeting. I think there is something to be said to the one and done. How is it we make town meeting more appealing to people? I do think it is important that when we approach thing that are controversial, that we have to be mindful that we speak carefully.
- **Robert Anthony** – I would like to talk about town meeting and why I voted for it. My whole intention was to allow town meeting to make the decision whether they wished to go forward or not. I think the amended was confusing at first, but my intention was to allow the town body to vote if they wanted the BOS to go forward with trying negotiate with the land owner.
- **Louise Venden** – I have to just say there was some confusion, not only did we retake the vote, I had a motion to amend the motion to remove eminent domain, I am glad we have put this behind us. That being said, I want to thank the staff for everything they did this weekend. Not only did the Portuguese festival occur, there was a bike event, and a sudden flooding. I think the round table we had with the VSB was a great opportunity to go forward. **Put on the agenda the process of how we deal with projects.**
- **Cheryl Andrews** – I am not one to dwell on the past, and we just saw something that we are not going to see for a while; a petitioned article. We usually have special petitioned tacked onto regular town meeting, and it gives us adequate amount of time. When someone calls for a special meeting, it starts a clock we cannot control. The time frame was horrific. In the end our job is not to complain, but to do the best we can with what we are given. The BOS has never put an eminent domain to put the article before the town, but the petitioners did. Congratulations to Barbara Rushmore, she is a great example to the town of a civil servant to the town.

4. Joint meeting/Presentations:

A. **Joint meeting with the Finance Committee**

Finance Committee Chair Mark Hatch called them back into session out of recess at 6:28.

Scott Valentino, Mark Del Franco, Duane Steele were present. Finance Director Josee Cardinal Young turned this meeting over to Matthew Hunt, CPA Principal with CliftonLArsonAllen LLP, who gave a summary of the FY2016 Final audit review that was included in the BOS packet. Pier Corp financial report, in the opinion of the auditor, had to qualify the audit due to certain liabilities. The town has done a good job of maintaining the general fund balance. Airport improvement plan was the single audit. 2 findings; vendor we tested, there was no documentation when the vendor was hired and new guidance requires additional polices. Management letter has four comments; timing of the audit (Pier Corp does have an impact on the town), payroll had pieces that could have been changed, issues in 2016 related to turn over to personal issues and lastly OPEB, will start seeing more information with an increase in liability.

Vice Chair Yingling joined the meeting at 6:38 pm

B. **Joint meeting with the Bike Committee**

Bike Committee Chair Rik Ahlberg, was joined by Roger Chauvette, Max Cliggott-Perl, Sam Smiley and David Moorman. The last few years the bike committee has been incredibly active in making changes to improve road ways to the bike committee. Mr. Ahlberg presented all of the current changed to date which

have been completed, discussed projects in the works and small suggested changes that would make a big impact for bikers. Cape Cod Commission planner Martha Hevenor explained that the Outer Cape Bike and Pedestrian Master Plan has been a huge collaboration with Provincetown, Truro, Wellfleet and the Cape Cod National Seashore, and emphasized that this was an equal partnership between the groups involved. Cape Cod Commission is preparing a PNF for DOT to make the project available for funding. Cape Cod National Seashore is moving forward with implanting improvements in the park. CCC is moving forward with further studies to look at what to do with currently unpaid surfaces. Wellfleet and Truro are currently putting in bike lanes on Route 6 and they are now trying to see how it would be possible to continue those lanes all the way through to Provincetown.

TD – What is the time line for going to the four lanes?

MH- there is no future proposal from Mass Dot to stripe the existing shoulder further in the four lane section into Truro and Provincetown.

TD- How do we present to the town this?

BCRA – there is a lot of studies that still need to be done. The good opportunity that we have is a huge chunk of route 6 that is very under utilized. I don't know if this will get done our life time, but we can get things done piece by piece.

DP – need to be based on a utilization plan.

TD – It seems to me that

BCRA – we need to have the public input. This is why the master plan is good, because we can than work towards something.

EY – it seems to be that the highway is the easiest route for us to go.

RA- when you talk about snail road to Howland.

MH- the current plan is to take the old rail road bed from snail road to Howland road.

RA- I would be willing to share the road, but I wouldn't be willing to give the road away.

TD – Now a day, people don't make permanent changes.

RS – there are different kinds of audiences we have. Not just one solution, but a whole spectrum of solutions.

CA – staff to help prepare for the next step. Do we want a step between now and a public hearing?

DP – there may be steps between now and the public hearing that various staff members need to be consulted on.

RA – I think a lot of dialog has to occur for us to get to this point.

SS – what do we need to bring this to a full public hearing and what do we do in the short term.

CA – you will work with staff. My issue is that when you choose one road over another, it sends a message. Of the roads we have to choose from, the one where we can improve safely the quickest, is Route 6.

5. Appointments:

A. Board of Health – Kalliope Erin Egloff

Ms. Egloff was present at the meeting. She currently works for Barnstable County Health. She served on the Mashpee Board of Health, will be relocating to Provincetown and would like to serve here.

Vice Chair Yingling moved that the Board of Selectmen vote to approve the appointment of Kalliope Erin Egloff, as a regular to the Board of Health effective June 26, 2017 and expiring on December 31, 2018.

Selectman Venden seconded the motion.

VOTED

In Favor: 5
Opposed: 0
Abstain: 0

6. Requests:

A. Tax Title Properties Status Report; on the following properties; 20 Berry Lane, 341 Bradford Street, 227 R Commercial Street, 16 West Vince Street, 29 Nelson Avenue, 52 Winslow Street, and 42 Conwell Street – Finance Director Josee C Young & Treasurer Alexander Williams

Town Manager Panagore gave a brief summary of how we have gotten to this process. Treasurer Williams is on Board. Mr. Williams, present for meeting, gave a brief update to the Board of the Tax Title. 52 Winslow did enter into a payment plan today. While the process goes forward, there is an option to enter into a payment plan.

CA – my question is, now that the process is change, will there be a certified receipt? I want to feel good that we have done everything to notify them.

No Action was taken.

B. Debt for the Year End Borrowing – Finance Director Josee C Young & Alexander Williams

Vice Chair Yingling moved that the Board of Selectmen vote to issue Bond Anticipation Notes in the total amount of \$2,215,340.00 dated June 30, 2017 with a combined interest rate of 1.37% due on June 29, 2018. The notes have a term of one year and may be rolled into another note or added into a new bond issue depending on the borrowing needs of the Town.

Selectman Donegan seconded the motion.

VOTED

In Favor: 5
Opposed: 0
Abstain: 0

C. Financial Department Fiscal Policies Adoption – Credit Cards, Travel Expenses & Gift Funds

Finance Director Josee Young was present at the meeting to speak with the Board about the policies being presented. Fincom met earlier, recommend without material change; 15-2 add in “approve” after tuition and in the Credit Card use policy make sure to cross reference the appendix.

Selectmen Donegan moved that the Board of Selectmen vote refer Financial Policies and Procedures Manual; 15 Reimbursement as amended

Vice Chair Yingling seconded the motion.

VOTED

In Favor: 5
Oppose: 0
Abstain: 0

Selectmen Donegan moved that the Board of Selectmen vote refer Financial Policies and Procedures Manual; 16 Credit Card as amended

Vice Chair Yingling seconded the motion.

VOTED

In Favor: 5
Oppose: 0
Abstain: 0

Selectmen Donegan moved that the Board of Selectmen vote refer Financial Policies and Procedures Manual; 17 Gift Funds as amended.

Vice Chair Yingling seconded the motion.

VOTED

In Favor: 5
Oppose: 0
Abstain: 0

D. Proclamation for Hat Sisters Day, for Friday, June 30, 2017

Chair Cheryl Andrews read out loud the Hat Sisters Day Proclamation. Vice Chair Yingling would be happy to attend event.

Vice Chair Yingling moved that the Board of Selectmen vote to proclaim Friday, June 30, 2017 as Hat Sisters Day.

Selectman Venden seconded the motion.

VOTED

In Favor: 5
Opposed: 0
Abstain: 0

7. Town Manager / Assistant Town Manager:

A. Final Version of FY2018 Goals.

Town Manager Panagore tried to make the goals standalone goals that are visionary goals. Gave the Board of Selectmen a summary of the memo handed out in the packet. Task list, tried to draw on each submission of the boards and draw on last year's goals.

RA – I thought the round table was very good and it brought forth a lot of positive conversation.

LV – this is great. Improves the town wide goals and I really like this format.
TD – so broad, doesn't have a sense of focus. I worry about the lack of specificity.
DP – goal shouldn't be specific; a more specific direction is a task. Some of them need more vision.

Goals – 1 (none). 2. LV – could we see income diversity? CA – income diversity and age diversity. TD – where is the specific goal? 3. LV – public isn't always clear about the process of permitting. EY – would like to see a task where we add in someone to staff. 4. LV – can we add in some tasks to this? TD – we have been working with public-public relations, and we have been working more with. 5. CA – Food trucks, we have done no work that is meeting full. DP – was shifted off. EY - Would like to keep going with it. 6. TD – **LCP has been dormant, should be put on the agenda.** CA – we need an update. 7. 8. EY – add to the task, **support effort of the school committee and superintend to make We Care more affordable and accessible.** 9. DP – We should be talking now about the short term room tax. TD – we need to add staff in order to prepare for it. EY – Going to aim for one tax, seems likely to pass. TD – local option revenue. 10. CA – Pier Corp Budget, Library Budget, Water Enterprise and Sewage Enterprise Budget needs to be looked at. I need to see the big picture. DP – I would like to add Parking and Airport. 11. LV we need to look at Public Restrooms in the East End and the shuttle service being run. DP – I would like to have a conversation about parking, so that we can start the conversation about linking together transportation. CA – where do you store your luggage at the bus stop? RA – add another bus. 12. TD – promotes and support the aquaculture, and we need to prepare for more ferries. CA – what is the BOS opinion house boats, do we wish to create polices on where they can park. 13. 14. LV – would like to increase our internet accessibility.

Chair Andrews moved that the Board of Selectmen vote to adopt the Town-wide Policy Goals for Fiscal Year 2018 as revised

No second was made. No action taken.

Town Manager Panagore will represent updates at their July 10th, 2017 regular meeting which will delay public hearing.

B. Public Use of Town Hall Auditorium

David Gardner gave a summary of change. Requesting a public hearing to move forward with changes. Discussion ensued.

Vice Chair Yingling moved that the Board of Selectmen vote to refer the attached changes to a public hearing on July 24, 2017.

Selectmen Donegan seconded the motion.

VOTED

In Favor: 5
Oppose: 0
Abstain: 0

C. Town Manager's Report – Administrative Updates.

Town Manager Panagore's update included the update on the demolition for Lopes Square is about to begin.

My thanks to staff for the work on the festival. Next week is the 4th, and I thank everyone in anticipation for the work they will be doing.

8. Minutes:

MOTION: Move that the Board of Selectmen approve the minutes of: January 3, 2017 3:00 pm (Special), January 11, 2017 5:30 pm (Special), January 17, 2017 5:30 pm (Special), January 24, 2017 4:30 pm (Special), February 23, 2017 5:00 pm (Special), January 11, 2017 5:30 am (Special), March 1, 2017 5:00 pm (Special), as printed;

Vice Chair Yingling moved that the Board of Selectmen approve the minutes of: January 3, 2017 3:00 pm (Special), January 11, 2017 5:30 pm (Special), January 17, 2017 5:30 pm (Special), January 24, 2017 4:30 pm (Special), February 23, 2017 5:00 pm (Special), January 11, 2017 5:30 am (Special), March 1, 2017 5:00 pm (Special), with changes noted.

Selectman Anthony seconded the motion.

VOTED

In Favor:

Opposed:

Abstain:

9. Closing Statements/Administrative Updates:

- **Tom Donegan** – none
- **Robert Anthony** – none
- **Erik Yingling** – none
- **Louise Venden** – Happy Birthday Erik!!
- **Cheryl Andrews** – none

Selectman Donegan moved to adjourn

Without objection the meeting was adjourned at 9:30 pm

Minutes transcribed by: Elizabeth Paine