



TOWN OF YARMOUTH

1146 ROUTE 28, SOUTH YARMOUTH, MASSACHUSETTS 02664-4492
Telephone (508) 398-2231 Ext. 1271. Fax (508) 398-2365

BOARD OF
SELECTMEN

TOWN
ADMINISTRATOR
Daniel M. Knapik

PUBLIC MEETING **Board of Selectmen Meeting** **April 2, 2020 ~ 6:00 PM** **Yarmouth Town Hall Hearing Room** **1146 Rt. 28, South Yarmouth, MA 02664**

Per Massachusetts General Law: All town and school boards, committee, and authorities shall post a notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays. Notice shall contain a listing of topics/agenda that the chair reasonably anticipates will be discussed at the meeting. As required by Open Meeting Law and Mass. General Law, we are informing you that this meeting will be video and audio recorded, as well as rebroadcast. Anyone intending to video or audio tape this meeting is required to inform the Chair.

NOTE: THIS IS A REMOTE PARTICIPATION MEETING

Pursuant to Governor Baker's March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law, G.L. 30A, § 18, and the Governor's March 15, 2020, Order imposing a limitation on the number of people that may gather in one location, this meeting will be conducted via remote participation. Specific information such as instructions and guidelines for remote by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town website at www.yarmouth.ma.us For the public portion of this meeting, members of the public who wish to watch/listen and participate in the meeting may do so in the following manner:

1. Watch a live stream on Yarmouth's YouTube Channel located at the following link:
<https://www.youtube.com/channel/UCgQ1QFZevmoqW5Mz2PnWKpA/>
2. Join the meeting hosted in Zoom by using the following link: <https://us04web.zoom.us/j/987339386> Audio, video and screen sharing functions will be disabled during the public session. Request to participate by using the "raise hand" function. (meeting ID 987-339-386)
3. You may also listen to the meeting by calling in on a phone to either 1-253-215-8782 or 1-301-715-8592 and enter the meeting ID (987-339-386). Audio, video and screen sharing functions will be disabled. Smart phone callers may be able to participate by using the "raise hand" function. Land line callers will be able to listen, but not participate verbally. All callers, or viewers may participate and provide public comment by using a designated email indicated below.
4. You may submit comments to the Town using the following email: publiccomment@yarmouth.ma.us This email will be monitored by a moderator who will alert the Board Chair of relevant comments.
5. Meeting materials are attached to this agenda, available online at yarmouth.ma.us/Agenda Center and will be displayed at the online meeting. It is recommended that phone participants access materials in advance of the meeting.
6. Please follow the following general instructions:
 - a. Keep your phone muted at all times when not talking;
 - b. Do not use speakerphone;
 - c. Do not use Bluetooth devices;
 - d. Mute all background noise;
 - e. Mute the livestream feed and use only the telephone audio;
 - f. Please do not speak until the chair or the meeting moderator asks for public comments or questions.

No in-person attendance of members of the public will be permitted. The measures stated above follow the emergency order of the Governor for remote participation. Meetings will be broadcast on Channel 18 as soon as possible after the close of the meeting.

Meeting Agenda (all times are approximate)

YARMOUTH TOWN CLERK
20MAR31PM4:09 REC

5:30 PM

Executive Session: The Yarmouth Board of Selectmen will enter into executive session pursuant to MGL c. 30A, s. 21(a) (3) to discuss collective bargaining strategies.

This session will be conducted via a separate Zoom meeting. The meeting will be audio and video recorded for the purposes of a roll call vote. Once the roll call is taken, the recording will stop and the meeting will continue with a conference call. A recording of the vote to enter executive session will be broadcast on Channel 18 and YouTube as soon as possible. Minutes of the Executive Session will be made available as soon as authorized by subsequent vote to approve by the Board of Selectmen.

6:00 PM Public Announcements and Comments

The open meeting law discourages public bodies from discussing topics not listed on the agenda. The public should therefore not expect the Board to respond to questions or statements made during the Public Comment portion of the meeting.

**6:15 PM Update on Town Services and Coordination Efforts
regarding Covid -19 (discussion and possible vote)**

6:45 PM Beach Closures (discussion and possible vote)

7:15 PM Shellfish Permit Extension (discussion and vote)

7:30 PM Director of Golf Appointment (discussion and possible vote)

7:45 PM Annual Town Election (discussion and possible vote)

8:00 PM Grant Acceptance for the Drive in Site (discussion and vote)

8:15 PM Board and Committee Actions

- 1. Upcoming Agenda Review
- 2. Individual Items

8:30 PM Town Administrator Items

- 1. Consent Agenda
- 2. Town Administrator Updates
- 3. Water Resources Planning
- 4. Mattacheese School Project
- 5. Cape Tech
- 6. DPW Facility

8:45 PM Adjourn

YARMOUTH TOWN CLERK

'20MAR31PM4:09 REC

CONSENT AGENDA

BOARD OF SELECTMEN
APRIL 2, 2020

APPROVED: _____

Approval:

2020 List of Seasonal Alcohol and Entertainment Licenses

YARMOUTH TOWN CLERK
'20MAR31PM4:09 REC

AGENDA PACKET
Board of Selectmen
April 2, 2020

- March 26, 2020 Memo to Board of Selectmen from Karl W. von Hone, Director of Natural Resources, regarding Recommendation for an extension to the renewal of Recreational Shellfish Permit window as the result of the COVID-19 Town Hall Closure.
- March 26, 2020 Memo to Board of Selectmen from Daniel M. Knapik, Town Administrator, regarding Appointment – Director of Golf Operations.
- March 31, 2020 Memo to Dan Knapik, Town Administrator, to Rich Bienvenue, Assistant Town Administrator, and Ed Senteio, Finance Director, regarding Logistics – Postponing the Annual Town Election.
- March 31, 2020 Memo to Board of Selectmen from Karen Greene, Director of Community Development, regarding Grant Award – Riverwalk Park.
- 2020 Board of Selectmen Upcoming Agenda Items Schedule.

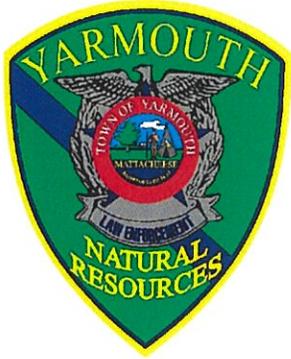
INFORMATION PACKET

Board of Selectmen

April 2, 2020

- March 20, 2020 Letter to Chairman, Board of Selectmen from Martha Goldsmith, Director, Office of Leasing and State Office Planning, regarding Commonwealth's Search for Lease Space.
- February 18, 2020 Letter to Chairman, Board of Selectmen from David C. Woll, Jr., Principal Deputy Assistant Secretary, regarding FY2020 allocations for the CPD's formula programs.

AGENDA ITEMS



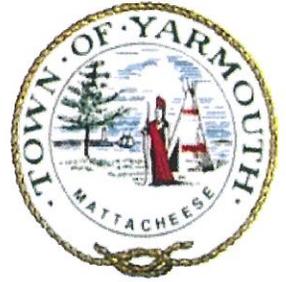
TOWN OF YARMOUTH

DEPARTMENT OF COMMUNITY SERVICE

Natural Resource Division

424 ROUTE 28 WEST YARMOUTH MASSACHUSETTS 02664-24451

Telephone (508) 760-4800, Fax (508) 760-4805



Karl W. von Hone
DIRECTOR

MEMO

To: Yarmouth Board of Selectmen
Daniel Knapik, Town Administrator

From: Karl W. von Hone, Director

Date: March 26, 2020

Subject: Recommendation for an extension to the renewal of Recreational Shellfish Permit window as the result of the COVID-19 Town Hall Closure

The Town of Yarmouth Recreational Shellfish Permits expire on March 31st of each calendar year. City Hall systems has been experiencing some fulfillment delays related to purchasing of new 2020/21 Recreational Shellfish Permits. Additionally, the town hall is closed to the public prohibiting those who do not have a computer to purchase a new 2020/21 Recreational Shellfish Permit. Because of this we recommend extending a grace period for requiring a 2020/21 Recreational Shellfish Permit until April 15th or 3 days after town hall reopens to the public if the town hall remains closed past April 15th. I do not recommend a change to the March 31st, 2021 expiration date.

I and my officers will provide guidance to the public and consideration until the sale of 2020/21 Shellfish Permits resume.

We are happy to discuss this request further or answer any questions that the Board may have. Thank you for your consideration.



TOWN OF YARMOUTH

1146 ROUTE 28, SOUTH YARMOUTH, MASSACHUSETTS 02664-4492
Telephone (508) 398-2231 Ext. 1271. Fax (508) 398-2365

BOARD OF
SELECTMEN

TOWN
ADMINISTRATOR
Daniel M. Knapik

MEMORANDUM

To: Board of Selectmen
From: Daniel M. Knapik, Town Administrator *DMK*
Date: March 26, 2020
Subject: Appointment- Director of Golf Operations
CC: Sarah O'Reilly, Human Resources Director

Action Requested

The Board of Selectmen is requested to authorize the hire of Scott Gilmore for the Director of Golf Operations. This is a Division Head level position in the Department of Community Services. In accordance with the charter, section 5-3 Town Administrator Appointments; the town administrator shall appoint all division heads. This appointment shall become effective not later than the 15th day following the day on which notice is filed unless 4/5 of the members of the board vote to reject the appointment within the 15 day period. April 9th is the 15th day of this notification window.

Background

Since the retirement of Jim Armentrout, the Town of Yarmouth has functioned with an "Acting" Director of Golf Operations. The Director of Golf Operations provides oversight and support to the daily operations of Bass River and Bayberry Hills Golf Courses, including the oversight of the Food Concession and Pro Shop. This position will serve as a Division Manager overseeing all of the functions and aspects of golf course operations, including turf management.

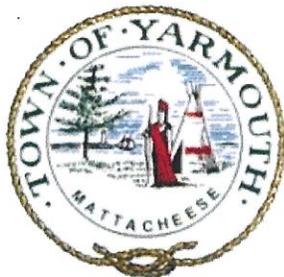
The Town posted the position with the Town Clerk, Town Hall bulletin board, Town website, and social media channels. We had four applicants for the position. The interview committee, comprised of Norm Holcomb, Ted Dekel, Sarah O'Reilly, Ed Senteio and Pat Armstrong met with each of the four applicants. I also met with the two most qualified candidates. I have extended a conditional offer to Mr. Gilmore, pending Board of Selectmen approval.

Summary

Mr. Gilmore holds a Bachelor of Science Degree in Plant and Soil Sciences from the University of Massachusetts. He has twelve years of experience in both the public and private sectors including Pinehills Golf Club, Crumpin-Fox Club, The Hyannisport Club, and two years' experience at the Town of Yarmouth.

Mr. Gilmore is currently serving as the "Acting" Director of Golf Operations for the Town of Yarmouth and as such, he has performed many of the same functions that will continue to be required by the Town of Yarmouth. Mr. Gilmore is well suited to be the next Town Director of Golf Operations.

Thank you.



TOWN OF YARMOUTH

OFFICE OF THE TOWN CLERK

1146 ROUTE 28, SOUTH YARMOUTH, MA 02664

TELEPHONE 508-398-2231 FAX 508-760-4842

TO: DAN KNAPIK, TOWN ADMINISTRATOR

Cc: RICH BIENVENUE, ASSISTANT TOWN ADMINISTRATOR
ED SENTEIO, FINANCE DIRECTOR

FROM: PHIL GAUDET, TOWN CLERK

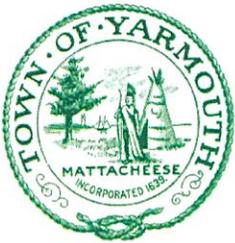
DATE: MARCH 31, 2020

SUBJECT: LOGISTICS -POSTPONING THE ANNUAL TOWN ELECTION

We are currently working on the logistics of moving the Annual Town Election to another date in late June.

As of today, we are not ready to present the BOS with a new election date because we are awaiting the Cape and Islands Association of Realtors, the precinct location for 5 & 6, to confirm availability for the election. As you can expect, COVID-19 has affected their scheduling and we are working to confirm several possible dates.

In the event that Cape and Island Association of Realtors is unavailable, I have reached out to Ken Jenks to reserve Mattacheese Middle School gymnasium. *However, changing polling locations is something we would like to avoid because it can cause confusion on Election Day.*



TOWN OF YARMOUTH

1146 ROUTE 28, SOUTH YARMOUTH, MASSACHUSETTS 02664-4492
Telephone (508) 398-2231, Ext. 1277, Fax (508) 398-2365

Department of
Community
Development

To: Yarmouth Board of Selectmen

From: Karen M. Greene, Director

Date: March 31, 2020

Re: Grant Award – Riverwalk Park

I am pleased to let you know that the Town has been successful in securing a \$956,000 grant through the Commonwealth of Massachusetts and the National Park Service from the federal Land and Water Conservation Fund (LWCF). The LWCF grant program provides funding to state and local governments for the acquisition and development of public outdoor recreation areas and facilities.

The grant provides a 50% match to funds received through the Community Preservation Act (CPA), and will partially fund the first phase of the Riverwalk Park which includes the design and permitting for the project, construction of the access road and utilities, and site preparation for the park. Additional funding is being requested through the CPA and other grant programs in the coming year for the completion of the project.

I would like to recognize the efforts of Kelly Grant in securing these funds through her collaborative efforts with the Drive-In Site Utilization Committee as well as other Town Staff. A project of this scale requires the efforts and expertise of many Town Departments. We are fortunate to have such a great team collaborating on this exciting project.

Cc: Drive In Site Utilization Committee
Daniel M. Knapik, Town Administrator
Kelly Grant, Conservation Administrator
Kathy Williams, Town Planner



TOWN OF YARMOUTH BOARD OF SELECTMEN PROJECTED 2020 AGENDA ITEMS

MEETING DATE		BUDGET SCHEDULE DUE DATES	REGULAR BOS AGENDA ITEMS
FEBRUARY 27	SAE		<ul style="list-style-type: none"> • TRI-TOWN BOS MEETING
MARCH 3	NO MEETING ELECTIONS		
MARCH 10			<ul style="list-style-type: none"> • EXECUTIVE SESSION: COLLECTIVE BARGAINING • NEW GENERAL PREMISE ALCOHOL LICENSE & WEEKDAY & SUNDAY ENTERTAINMENT LICENSES FOR ALPHA ENTERTAINMENT GROUP LLC DBA THE MUSIC ROOM • SHELLFISH LEASE REALLOCATION • CPC ARTICLE REVIEW • FY21 COMMDEV BUDGET REVIEW • FY21 FINANCE DEPARTMENTAL BUDGET REVIEW • FY21 ELECTED AND GENERAL BUDGET REVIEW
MARCH 16	MONDAY MEETING	<ul style="list-style-type: none"> • <i>FINAL BOS RECOMMENDATIONS ON ARTICLES</i> 	<ul style="list-style-type: none"> • CHANGE OF MANAGER FOR BLUE WATER; RIVIERA BEACH; AND BLUE ROCK CLUB • FY21 CCRT BUDGET REVIEW • FY21 INSPECTIONAL SERVICES BUDGET REVIEW • FY21 COMMUNITY SERVICES BUDGET REVIEW • APPROVE 2020 ATM WARRANT
MARCH 19	NO MEETING		<ul style="list-style-type: none"> • DEADLINE FOR ATM WARRANT TO PRINTER & THE REGISTER
MARCH 24	NO MEETING		
MARCH 31	NO MEETING		
APRIL 7	TBD		<ul style="list-style-type: none"> •
APRIL 14			<ul style="list-style-type: none"> • PUBLIC HEARING: MANAGEMENT AGREEMENT AMENDMENT FOR THE HARBOUR CLUB DBA TUGBOATS • CEDC GOALS AND SUPPORT OF WASTEWATER; AND SPECIAL EVENTS
APRIL 21	NO MEETING PATRIOTS DAY		
APRIL 28			<ul style="list-style-type: none"> • PUBLIC HEARING; FY 21 BUDGET PRESENTATION WITH FINCOM, CBC AND DYRSD • WEIGHTS & MEASURES IMA
MAY 5			<ul style="list-style-type: none"> • LEGAL SERVICES REVIEW • MVP PROJECT UPDATE • CAPE LIGHT COMPACT PRESENTATION



TOWN OF YARMOUTH BOARD OF SELECTMEN PROJECTED 2020 AGENDA ITEMS

MEETING DATE		BUDGET SCHEDULE DUE DATES	REGULAR BOS AGENDA ITEMS
MAY 12	NO MEETING		
MAY 19	TOWN MEETING		
MAY 26	NO MEETING MEMORIAL DAY		

- | |
|---|
| <ul style="list-style-type: none"> • RENAMING POLICY • COMMITTEE REPORTS • DHY AGREEMENT • CLEAN WATER TRUST • CEDC MEET WITH BOS IN APRIL RE: GOALS, DETAIL FEES, ETC. • MATTACHEESE BUILDING & REUSE COMMITTEE • FINANCE UPDATE ON INTERNAL CONTROLS • BARNSTABLE MUNICIPAL AIRPORT – AIRPORT MASTER PLAN (JUNE) • CAPE COMMISSION UPDATE (JUNE) |
|---|

**CONSENT
AGENDA
ITEMS**

2020 Seasonal Alcohol and Entertainment Licenses
for Board of Selectmen Approval

Licensee	Address	Liquor license type	License #	Manager	Alcohol	Fire Safety Certificate Received	Weekday Entertainment	Sunday Entertainment
Blue Rock Club	39 Todd Rd., South Yarmouth	All Alcohol Innholder	00063-HT-1518	Michael Allen	X	X	X - Golf Course	
Blue Water Resort	291 So. Shore Dr., South Yarmouth	All Alcohol Innholder	00058-HT-1518	Bruce Pelczarski	X	X	X	X
Lobster Boat	681 Route 28, West Yarmouth	All Alcohol Restaurant	00041-RS-1518	Nikolaos Asimakopoul	X	X		
Olympia Fish House	1341 Route 28, South Yarmouth	All Alcohol Restaurant	00049-RS-1518	Demetre Skordas	X	X		
Pancake Man	952 Route 28, South Yarmouth	All Alcohol Restaurant	00022-RS-1518	Marshall Farley	X	X		
Red Jacket Beach Motor Inn	28 So. Shore Dr., South Yarmouth	All Alcohol Innholder	00060-HT-1518	Hollie Handrahan	X	X	X	X
Riviera Beach Resort	327 So. Shore Dr., South Yarmouth	All Alcohol Innholder	00059-HT-1518	Bruce Pelczarski	X	X	X	
Salty's	540 Route 28, West Yarmouth	All Alcohol Restaurant	00039-RS-1518	Raymond Roy	X	X		
Seafood Sam's	1006 Route 28, South Yarmouth	Wine & Malt Restaurant	00149-RS-1518	Paul Colonero	X	X		
Shark Bites/C.C. Inflatable P	518 Route 28, West Yarmouth	All Alcohol Restaurant	00152-RS-1518	Joe Marrama	X	X	X	X
Skipper Restaurant	152 So. Shore Dr., South Yarmouth	All Alcohol Restaurant	00057-RS-1518	Amy Delaney	X	X		
Thuan Loi Restaurant	1300 Route 28, South Yarmouth	Wine & Malt Restaurant	00121-RS-1518	Tony Anh Tran	X	X		
Tugboats Restaurant	11 Arlinton St., West Yarmouth	All Alcohol Restaurant	00004-RS-1518	Wayne Kurker	X	X		

CONSENT
AGENDA

INFORMATION ITEMS



CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

The Commonwealth of Massachusetts
Executive Office for Administration and Finance
Division of Capital Asset Management and Maintenance
One Ashburton Place

Boston, Massachusetts 02108

Tel: (617) 727-4050

Fax: (617) 727-5363



MICHAEL J. HEFFERNAN
SECRETARY
ADMINISTRATION & FINANCE

CAROL W. GLADSTONE
COMMISSIONER

March 20, 2020

Chair
Board of Selectmen
Town of Yarmouth
c/o Town Administrator's Office
1146 Route 28
South Yarmouth, Massachusetts 02664

RE: **Commonwealth's Search for Lease Space**

Dear Sir or Madam:

We wish to notify you that the Division of Capital Asset Management and Maintenance has issued an addendum modifying the Request for Proposals (RFP) seeking to lease space in your community. The modification is underlined in bold as summarized below:

- Location:** Barnstable, or Yarmouth
- Type of Space:** Retail or Customer Service
- Amount of Space:** Approximately 8,200 square feet of Usable Area
- For Use By:** Massachusetts Department of Transportation, Motor Vehicles Division, also known as the Registry of Motor Vehicles Division
- Project Number:** 201904000.1

The deadline for submission of proposals is **April 2, 2020** at 2:00 p.m. The RFP can be viewed and downloaded from COMMBUYS using the link at <http://www.mass.gov/dcamm/leasing>. You may also email leasing.dcamm@mass.gov or call 857-204-1355 to request a copy of the RFP, referencing the agency name and project number in your request.

Sincerely,

Martha Goldsmith
Director, Office of Leasing and State Office Planning

cc: Matthew Cocciardi, DCAMM
John Prudente, DCAMM



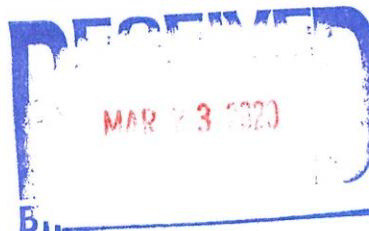
Info



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

February 18, 2020



The Honorable Norman Holcomb
Chairman, Board of Selectmen of Yarmouth
1146 Route 28
Yarmouth, MA 02664-4491

Dear Chairman, Board of Selectmen Holcomb:

I am pleased to inform you of your jurisdiction's Fiscal Year (FY) 2020 allocations for the Office of Community Planning and Development's (CPD) formula programs, which provide funding for housing, community and economic development activities, and assistance for low- and moderate-income persons and special needs populations across the country. President Trump signed Public Law 116-94 on December 20th, 2019, which includes FY 2020 funding for these programs. Your jurisdiction's FY 2020 available amounts are as follows:

Community Development Block Grant (CDBG)	\$128,989
HOME Investment Partnerships (HOME)	\$ 0
Housing Opportunities for Persons With AIDS (HOPWA)	\$ 0
Emergency Solutions Grant (ESG)	\$ 0

This letter highlights several important points related to these programs. We remind grantees that CPD seeks to develop viable communities by promoting integrated approaches that provide decent housing and suitable living environments while expanding economic opportunities for low- and moderate-income and special needs populations, including people living with HIV/AIDS. The primary means towards this end is the development of partnerships among all levels of government and the private sector, including both for-profit and non-profit organizations.

Based on your jurisdiction's CDBG allocation for this year, you also have \$644,945 in available Section 108 borrowing authority. Since Section 108 loans are federally guaranteed, this program can leverage your jurisdiction's existing CDBG funding to access low-interest, long-term financing to invest in Opportunity Zones or other target areas in your jurisdiction.

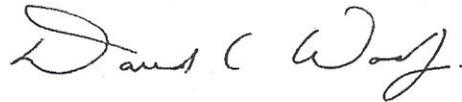
Because the funds are not appropriated by Congress, Housing Trust Fund (HTF) formula allocation will be announced at a later date under separate cover.

HUD continues to emphasize the importance of effective performance measurements in all of its formula grant programs. Proper reporting in the Integrated Disbursement and Information System (IDIS) is critical to ensuring grantees are complying with program requirements and policies, providing demographic and income information about the persons that benefited from a community's activities, and allowing HUD to monitor grantees. Your ongoing attention to ensuring

complete and accurate reporting of performance measurement data continues to be an invaluable resource with regard to the impact of these formula grant programs.

The Office of Community Planning and Development is looking forward to working with you to promote simple steps that will enhance the performance of these critical programs and successfully meet the challenges that our communities face. If you or any member of your staff have questions, please contact your local CPD Office Director.

Sincerely,

A handwritten signature in cursive script that reads "David C. Woll, Jr." with a period at the end.

David C. Woll, Jr.
Principal Deputy Assistant Secretary