



Board of Selectmen Board of Selectmen Meeting Minutes February 8, 2022

The regular meeting was called to order at approximately 6:00 p.m. by Vice Chairman Michael Stone. Selectmen present: Michael Stone, Tracy Post, Dan Horgan, and Peter Q. Smith. Chairman Mark Forest was absent. Also attending: Town Administrator Robert Whritenour, and Assistant Town Administrator William Scott.

Vice Chairman Stone read the advisory as required by Massachusetts General Laws, Chapter 30, Section 18-25, and pursuant to Chapter 20 of the Acts of 2021, an Act relative to extending certain COVID-19 measures adopted during the State of Emergency, signed into law on June 16, 2021, that the public was welcome to attend the meeting either in person or via the alternative public access. The Vice Chairman then led everyone in the Pledge of Allegiance.

1. Public Comments

Resident Vida Morris made a statement to the Board regarding choosing a new Town Counsel. She believed some bad advice had been provided to the Town of Dennis by KP Law, one of the law firms being considered as Town Counsel by the Town of Yarmouth. She also stated that there were conflict of interest issues with two of the firms because they also represented Dennis and the County.

Joe Glynn, resident of Precinct 6 and member of the School Committee, said that due to some information changes regarding income thresholds of high need students, the percentage of the schools' budget assessment for Yarmouth and Dennis were very good, so this year Yarmouth might not need an override. Mr. Glynn said that the schools' budget was scheduled to be approved at the next School Committee meeting on February 28.

Water/Wastewater Superintendent Laurie Ruzala provided the Board with an update. She said that customers should have received a postcard from the Yarmouth Water Department indicating that Well #10 had a PFAs exceedance of the Maximum Containment Level (MCL) in the fourth quarter of 2021. The postcard included a link and a QR code so that the customer could retrieve the full notice off of the Town website. Wells #4, #5 and #10 were all offline currently, but the Town could meet its needs with the other twenty drinking water wells in Town. All were being tested, and all were currently below MCL, so the water was safe to drink.

Selectman Post requested that the Town Administrator ensure that the Board receives copies of these notices, so that if they are asked questions, they would be aware. She then asked if Well #10 had been offline during the fourth quarter of 2021. Ms. Ruzala replied that it was not offline at that time, however, since all the well water flowed through one service zone, the water got mixed during the distribution, so a customer would not receive just Well #10 water. The water was just slightly over the limit.

Selectman Horgan asked what the plan for mitigation would be. Ms. Ruzala replied that they were now in the process of determining next steps. There were various options available,

including interconnecting with another town. DEP was requiring the Town to submit its corrective action plan by March 22.

George Slama, resident of 14 Lakeland Avenue, questioned the statistics. With the numbers indicating an upward trend, he wanted to know what the policy was. He asked if the well(s) would be taken offline. Ms. Ruzala said that trends could be looked at in the future, however, they currently only had nine months of data. The wells were still being monitored.

Selectman Smith stated that his understanding was that EPA did not indicate any safe levels for PFAS. Ms. Ruzala said that there was no Federal limit on PFAS. There was a health advisory on two of the PFAS, but they did not have any standards. Massachusetts and three or four other states were the only ones regulating PFAS at this time.

Resident Tom Nickinello addressed the Board, announcing that the Grand Marshall for the St. Patrick's Parade would be Billie J. Farrell, the first woman commander on the U.S.S. Constitution.

2. COVID-19 Update

Health Director Bruce Murphy came before the Board. Vice Chair Mary Craig was available via Zoom for any questions.

Mr. Murphy announced that there was good news overall that case numbers were coming down. There were currently 45 active cases Town wide. The previous day, only two new cases were reported to the Health Office, whereas before it could be as many as 50 per week. Mr. Murphy said that the numbers, however, did not reflect those who used home test kits, but reflected only those who went to testing sites. He said that although the positivity rates were still high, 14 of the 15 Cape towns had lower readings. Hospitalizations were following the same trend, with decreasing numbers of COVID hospital beds and ICU beds being needed. Mr. Murphy said that vaccination statistics were at 77% of the Yarmouth population being fully vaccinated. Booster shots lagged a little bit behind at 44%. In the 65-75+ age group, Mr. Murphy said that probably 70% were vaccinated, and that the younger 16-50 age group were probably waiting to get their booster shots. The Commonwealth of Massachusetts' website had live links with daily and cumulative reports on cases, testing and hospitalizations, as well as access to available vaccination records.

Mr. Murphy said that the County Health Department was continuing to offer vaccination clinics on Wednesdays at the County Complex by appointment, but was also accepting walk-ins. Cape Cod Healthcare and local pharmacies were also offering vaccinations. The Yarmouth and Dennis Health Departments were working with the D-Y School District to conduct a clinic for students, their parents and D-Y administration/staff the following Thursday at the high school. Bass River Pediatrics was offering vaccinations to their patients on Saturdays.

In regard to testing, Mr. Murphy stated that Cape Cod Melody Tent was conducting testing on Mondays, Tuesdays, and Wednesdays. Urgent Care centers and Cape Cod Hospital were conducting tests by appointment. The United States Postal Service was sending out free kits to those who signed up through their website. The Phase 1 distribution of take-home test kits through the Community Development Block Program was completed. Five hundred fifty test kits were distributed to 223 households. Phase 2 was ready to begin, with the purchase of 4,660 kits to be

available to residents of low to moderate income, senior citizens, disabled or homebound residents, and those in urgent need.

Vida Morris asked what it would take for the Board of Health to rescind its current mask advisory. Mr. Murphy replied that the Board of Health did not discuss that at their last meeting, concentrating more on vaccinations. The mask advisory was continuing but the Board would continue to monitor the positivity rates and vaccination rates to make appropriate determinations. Mary Craig added that there was “COVID fatigue” in the country now, with people tired of wearing masks, however, it was still a very important measure that needed to continue.

3. Vision Plan Presentation: Planning Board Discussion of Possible Planning Articles for Warrant

Kathy Williams, Town Planner, and Joanne Crowley, Planning Board Chair, came before the Board of Selectmen to review the Vision Plan that was sent to them on December 30, 2021. Ms. Williams stated that the purpose of the Vision Plan was to see what the community viewed as important to Yarmouth and its future, and to develop some general goals which could help reach that vision. It would help as a foundation to the Comprehensive Plan, as well as serve as a resource for the Board of Selectmen as they moved forward with their own goal setting and resource allocations for the community. There had been three workshops, a business roundtable and an initial survey that had 470 responses. A draft Vision Plan was developed and then vetted through a second survey, which received 920 responses. There was a three-week public comment period, and presentation to the Planning Board, receiving 11 comments.

Ms. Williams stated that the Vision Plan had the primary Vision Statement that Yarmouth was a great place to live, work, play and learn, and then it developed general goals under eleven different topics. She then reviewed the questions and comments for each of the topics: Environment; Community Character and Design; Housing; Town Services; Senior and Age-Friendly Services; Climate Resiliency and Sustainability; Economy; Connectivity and Mobility; Recreation and Entertainment; Education and Learning; and Libraries.

Ms. Williams said that the next steps would include securing funding for consultants to assist in updating the local Comprehensive Plan. The timetable would extend for 18 to 24 months, and public involvement would be needed.

Selectman Horgan thanked the Planning Board for their efforts in delineating what Yarmouth had to offer, and that it would be helpful in future planning and development. He said that he was curious about why senior housing was not listed. Ms. Crowley said that senior housing was not overlooked but was worked into the broader goal which encompassed all housing. Mr. Horgan commented that he was troubled by the term “adequate maintenance” which was different from being “well maintained.”

Selectman Post said that she was looking forward to the Comprehensive Plan being completed, and then asked how the comments in the Vision Plan were chosen. Ms. Crowley said that the Planning Board had gone through hundreds of responses, and some were “lower level.” Ms. Post noted that the majority were what the Town was working on anyway. She thanked the Planning Board for all their work.

Selectman Smith said that the Vision Plan was well done and noted that to do everything would require a lot of money. Priorities would need to be set in order to implement it. Selectman Stone agreed, saying that economically it could not all be done at once, but the overall composite was very good, complete, and accurate.

Ms. Crowley said that Article 13 in the warrant was scheduled to be discussed, regarding the allocation request. She said that the ballpark figure would total \$100,000 to \$150,000. She stressed that the work could not be done without consultants. There were also two other Planning Board articles to be discussed. One was on short-term rentals, and the other had to do with seasonal employee housing. Town Administrator Whritenour noted that those articles were Article 26 and 27 in the warrant.

Selectman Stone started the discussion on Article 26. Ms. Williams told the Board that the article was basically amending the Zoning Bylaws to allow for short-term rentals to be incorporated with some general provisions to try and maintain the character of the Town's existing neighborhoods, as well as to ensure that the Town got the continued revenues from the short-term rental tax. The short-term rentals contributed to the revenue stream for the Town's wastewater initiative. She stated that Yarmouth had 889 short-term rentals registered with the State in 2021. She noted that, as a reference, there were approximately 17,300 housing units in Town. Currently the Zoning Bylaw did not mention short-term rentals at all. Since they were not referenced, technically they were not allowed, and if not specifically allowed, then they would be prohibited. Due to booking platforms, short-term rentals were becoming much more commercial in nature. There also had been an increase in the number of complaints received related to noise, parking, and trash at those short-term rental locations. This bylaw amendment would allow for short-term rentals by right in a very simple manner with very limited provisions and would address some of the issues. Under the Sunset Clause the provisions of the article would expire on November 13, 2024, unless amended at a future Town Meeting. This would allow time to review the provisions in a more thorough Planning process.

Selectman Horgan asked how short-term rentals were being approved if not currently in the Zoning Bylaws. Ms. Williams said that they could be considered a customary accessory use, which is more in tune with local neighborhoods. As an Airbnb, their use would be more for a commercial purpose, and that would not be allowed in the current bylaws. The "gatekeeper" to determine whether a short-term rental was detrimental to the neighborhood was the Building Commissioner. He had the option to enforce or not to enforce, but at this point he had not. Mr. Horgan asked if the detriment to the neighborhoods was a significant issue. Ms. Williams replied that it was an issue in some locations. She cited examples such as when there had been a large wedding, but the location did not have adequate parking, and another time when there was a party that extended into the night and neighbors had called police due to the noise. She said these examples demonstrated how some short-term rentals had transformed from a traditional family vacation rental use to more of a party use.

Selectman Post asked if the proposed article was taken from another community. Ms. Williams said it was a compilation of different bylaws. Ms. Post said that she was particularly interested in the definition, to ensure that the inspection and the certificate could be allowed, and the room tax be collected. Ms. Williams said that the current rental registration used in the Health Division did not specify short-term rentals but said "seasonal." It also specifically stated that it did not ensure compliance with Zoning. Ms. Post said that the definition was important, citing when they dealt with the definition of "transient" in relation to hotel rooms. There had to be proof of permanent home ownership elsewhere. The definition ultimately came from the State. She asked

where the definition of “short-term rental” came from. Ms. Williams said that it came from Chapter 64, which was about excise tax. She noted that they added that all short-term rentals had to be transient in nature, and not rented to the same occupant month to month. Ms. Post said that she was concerned about the number of people who would stay at a short-term rental, as it could be significant. Ms. Williams said that the certificate issued would list the occupancy limitation determined by the inspections.

Selectman Smith asked for clarification of a three-day duration. Ms. Williams said that it could be two nights and three days. Mr. Smith asked why it was limited to three days. Ms. Williams said that it was the minimum. Originally it was 24 hours, however after discussions with Health Division inspectors, it was changed since they typically did not want to have rentals be less than two days. Mr. Smith then asked about the types of rentals allowed, specifically wedding or family reunions, as a family reunion could include only four people, or the wedding could be very small in a house. He suggested using wording to say the rental would not disturb the neighborhood, whatever the event happened to be. Ms. Crowley said that they had tried to act quickly to codify the short-term rentals to protect the revenue stream, so these types of comments were helpful. Ms. Williams noted that many properties had two bedrooms, so the occupancy would be for four people. Additional people could come during the day. She said that other bylaws limited the maximum number of people who could be on the property to 10 or 12 people. Vice Chairman Stone said that limiting the number of people might be better than specifying the event. He noted that there had been weddings and other events at larger upscale properties by the beach where 40+ people showed up, parking up and down the street, making the neighbors crazy.

Vice Chairman Stone asked Ms. Williams to explain Article 27 next. She said it was an article developed in collaboration with the local organization, the Yarmouth Community Partnership. The article was meant to help address the temporary housing needs of seasonal workers, mainly the J-1 and H-2B workers, who were needed and so important for the Town’s tourism economy. Currently the Zoning Bylaw allowed for motels and hotels to use up to 15% of their rooms to house their own employees between the dates of April 1 and October 31. There were also some provisions that needed to be met, such as having an on-site proctor, providing access to cooking facilities, and getting the appropriate permitting from the Building Department. This article would expand the pool of seasonal employees who could stay within the designated 15% of hotel/motel rooms, to include employees from other Yarmouth businesses who worked a minimum of 24 hours per week. Ms. Crowley added that the nice part about the article was that it was developed in a collaborative effort with the Chamber of Commerce and a subcommittee comprised of some “significant players” in the business industry from Yarmouth.

Selectman Post said she was surprised that the length of time was for only seven months, between April and October. She then asked, based on information received from businesses, how many motels were expected to participate, and whether the 15% of rooms allowed was sufficient. Ms. Williams said it would be hard to know, but that the business community was proposing this, so she was sure there would be motels/hotels interested. The article stated it could only be workers aged 18 or older, and not family members. The motels/hotels would ensure good behavior of the workers staying there, because they would not want to anger their paying guests. The workers would want to behave because they would not want to lose their housing or their job or be kicked out of the country. Ms. Williams said that in the past when they tried to house all the workers in one building, there were complaints of loud, rowdy parties after shifts were done, and the police were getting called. They were hoping the article would help encourage better behavior. Ms. Crowley added that it showed that the Town was listening and trying to better the relationship with the business community, which was also part of the visioning. Ms. Post noted that housing was

consistently a problem, and with COVID-19 there had been a lack of help altogether. She said that by helping the businesses in this way, it would benefit everyone.

Selectman Horgan asked what distinguished a J-1 worker from an H-2B worker. Ms. Crowley said she believed J-1 workers were students, whereas the H-2B workers were just from another country. Mr. Horgan then asked how the proctoring and cooking facilities would be delineated for the businesses. Ms. Williams said that would generally occur during annual permitting. The hotel/motel would need to meet all the requirements prior to the permit being issued. If all the requirements could not be met, then the hotel/motel could go before the Zoning/Board of Appeals for a special permit.

Town Administrator Whritenour announced that there was also a petitioned Zoning article which was to be in the warrant. It was listed as Article 29. It would require a vote of the Board of Selectmen to refer it to the Planning Board for a public hearing.

MOTION: To refer petitioned Article 29 to the Planning Board for a public hearing.

Motion by: Dan Horgan

Seconded by: Peter Smith

Discussion: Selectman Post said that she believed it was the first time the Board had to refer a petition. Mr. Whritenour said that the Planning Board was tasked with making a recommendation at Town Meeting, and if the Board did not refer the petitioned article to the Planning Board within fourteen days of receipt, then that might impair the Planning Board's opportunity to make a recommendation. Ms. Williams stated that this allowed the Planning Board to fill out one of the forms that must go to the Attorney General as to when the petitioned article was received, and then when it was given to the Planning Board to schedule the public hearing, and it would need to be done within 14 days. She said usually Zoning articles were generated from the Planning Board, but since this particular article was petitioned, the Board of Selectmen would need to formally give it to the Planning Board.

Vote: 4 ayes; 0 nays. The motion passed unanimously.

4. Review of Town Meeting Warrant Draft

Vice Chairman Stone stated that he had briefly talked to Chairman Forest and to Town Administrator Whritenour about this agenda item prior to the meeting. This draft warrant had been prepared earlier than in previous years, and Mr. Whritenour would be providing the overview.

Town Administrator Whritenour said that this first draft was prepared in the actual warrant format this year, so that the Board could see the contemplated language and get a better sense of the detail and meaning of the articles, more than if the articles were just on a list. The Finance Committee statement was not yet included.

Article 1 would list budget transfers for any overruns in the FY2022 operating budget. Article 2 was the FY2023 operating budget. Articles 3 through 6 were the special revenue enterprise fund budgets. Article 7 was the Dennis-Yarmouth Regional School District budget. Article 8 was the Cape Cod Regional Technical High School budget.

Selectman Smith asked if the budget numbers in the draft were accurate. Mr. Whritenour said that the official School Department budgets actually would be submitted later, but he had seen some of the projected numbers, and was encouraged by what he saw. All the other budget numbers were accurate.

Article 9 was on the Golf capital budget. Article 10 was the Water Division capital budget.

Article 11 was a \$3.8 million borrowing article, for the 1.8 mile long water main along Route 6A. Selectman Horgan noted that the article would need a 2/3 vote. Selectman Post asked how much was in the reserve, and Mr. Whritenour answered that there was a \$2.2 million balance.

Article 12 was the Fire Department capital, and it listed out the Fire receipts reserved for appropriation.

Article 13 listed capital and free cash items. Selectman Post said she believed the capital and free cash were separated out the previous year. She requested that it be separated out dollar wise again for the Board so that they could see how much was capital and how much was free cash. Mr. Whritenour said there that was roughly \$2 million worth of capital items listed. Items numbered 10 to 35 were the free cash items. Items also included roadway improvements. A discussion then took place about levy capacity and what was available.

Article 14 was for another capital item for the Transfer Station. The article was for \$195,000 for the purchase of a scale and would come from the receipts from that department.

Town Administrator Whritenour said that Article 15 was “a new and interesting one.” The article would establish a Recreation revolving fund. The Department of Revenue had been wanting the Town to get this done for a number of years. The old offset receipt system being used now was considered an archaic accounting mechanism. The Finance Department and the Recreation Division were working together to change the system to a revolving fund under Massachusetts General Laws, Chapter 55, Section 53D. Selectman Smith requested to know the difference between a revolving fund and an enterprise fund. Mr. Whritenour said that a revolving fund was different, in that it was more limited. The fees charged were used to run the programs, but at the end of the year, any amount in the fund over \$10,000 would revert back to the General Fund. He said that the revolving fund would give the Recreation Division more flexibility to expand programs if desired. Selectman Post noted that this could help with programs which might not be self-supporting but had a community benefit. Selectman Stone gave an example where if the camp had a surplus, those funds could be used for another program that might not be breaking even. Mr. Whritenour added that the fees would all be collected within the same revolving account but could only be used during that fiscal year. It was planned not to take effect until the year after the next fiscal year, so that adjustments could be made to the operating budget.

Article 16 was to reserve funds for the settlement of collective bargaining agreements.

Article 17 would create a special purpose Wastewater Infrastructure Stabilization fund, using a percentage of the short-term rental tax. This article was currently being reviewed by Town Counsel. A discussion then took place about the differences between this proposed fund and the Water Infrastructure Investment Fund (WIIF), as well as what percentages could be involved with the short-term rental tax. It was agreed that a more detailed discussion would take place at a future meeting.

Article 18 would purport to have a local option act that would amend the Tourism Revenue Preservation Fund by taking out the short-term rental tax that would be put into the wastewater fund. The feasibility of this would be discussed in more detail at a future meeting.

Article 19 pertained to the funding of the Tourism Revenue Preservation Fund under that act. This article also had been sent to Town Counsel regarding the delegation of signing contracts for programs. The Community & Economic Development Committee (CEDC) were also working on determining how much they would appropriate to these programs, whether for special events, marketing, public improvements, or economic development.

Article 20 was about the District Improvement Financing (DIF). The previous DIF that was adopted at an earlier Town Meeting had to be redone because some of the procedures were not followed. Also, this new proposal would make the DIF district the same as the Phase 1 District, aiding in the financing of Phase 1.

Article 21 would establish a Town Seal Review Committee and would be discussed in more detail in the future. Articles 22 through 25 were Community Preservation Act articles. Articles 26 and 27 were the Zoning articles previously talked about. Article 28 was a petitioned article for Polystyrene reduction. Article 29 was a petitioned Zoning article for Berry Avenue, and the Planning Board would be having a public hearing on it.

Selectman Post said that she thought there was to be an article regarding wetlands. The Town Administrator stated that the wetlands regulations were rewritten and submitted by the Conservation Division, however they were subsequently withdrawn.

Selectman Stone said that the Chairman had wanted to know if any of the article should be deferred to a Special Town Meeting. It was decided that there was plenty of time to make those decisions, since the review process was starting early.

5. Seasonal Population Vote for ABCC

Town Administrator Whritenour said that, under Massachusetts General Laws, Chapter 138 Liquor Licenses, Section 15, which covers the package stores, the Board is to vote on the estimated seasonal population. All towns with seasonal population fluctuations are to submit the form to the Alcohol Beverage Control Commission. The Executive Director of the ABCC notified the Town that there was an application for a seasonal package store received, however the quota allowed was determined to be zero, since in recent years the appropriate paperwork had not been filed with the ABCC. Mr. Whritenour asked the Town Planner and the Town Clerk to do an analysis of housing units and hotel rooms, and an estimate of 60,000 people was determined. The Board would need to vote to approve the 2022 seasonal population increase estimation form for the Town of Yarmouth at 60,000, and this would be sent to the ABCC. Each 5,000 of population increase would enable the Town to have an additional seasonal license if the Board so desired to issue that type of license.

Selectman Post asked how the seasonal license would operate. Mr. Whritenour said that the seasonal license could go from April 1 to November or go from April 1 to January 31 if the holidays were to be included. Selectman Stone stated that at the end of the period, all the alcohol would need to be cleared from the premises. Yarmouth currently had no seasonal alcohol licenses issued.

Selectman Horgan stated that the estimate seemed artificially high, but the Town Administrator believed the number was accurate. Selectman Stone asked if the annual population was about 25,000. Mr. Whritenour said the census did show about 25,000 residents. Mr. Horgan

asked was the seasonal number was previously, and Mr. Whritenour answered that it was about 50,000 people.

Selectman Smith said that if the Board decided to sign the form, the Board still did not have to approve any seasonal licenses. Mr. Smith said he was aware of some seasonal stores in other towns, and when they shut down on November 1, all the liquor had to be shipped back. It was not allowed to be shipped to another store location. Selectman Stone said that when he was younger he had worked at a seasonal store, and all the liquor, even the partial cases, had to be returned at the end of the season, and in the spring it was all ordered again.

MOTION: To sign the form.

Motion by: Peter Smith

Seconded by: Dan Horgan

Vote: 4 ayes; 0 nays. The motion passed unanimously.

6. Town Counsel Services Discussion and Possible Vote

With Chairman Forest absent from the meeting, Selectman Stone relayed that Mr. Forest had requested that this item be postponed until a full board was present to discuss it.

MOTION: To defer the discussion and vote until the Chairman returns.

Motion by: Peter Smith

Seconded by: Dan Horgan

Vote: 4 ayes; 0 nays. The motion passed unanimously.

7. Board and Committee Actions

1. Committee Appointments

Selectman Smith asked the Board if they wanted Talent Bank Forms on reappointments as well as new appointments. Selectman Stone noted that some of the Talent Bank Forms were dated, but he would defer to the other Board members.

Selectman Smith announced that Alice Bowen, a long time member of the Personnel Board, need to resign immediately due to health reasons.

MOTION: To accept Alice Bowen's resignation with gratitude for her past service.

Motion by: Mike Stone

Seconded by: Tracy Post

Vote: 4 ayes; 0 nays. The motion passed unanimously.

Selectman Smith said that the next appointment was from the previous week but was missing the Talent Bank Form. Ms. Doyle's form was dated, going back to 2016, but she was a full-time resident, and the committee wrote a note recommending her.

MOTION: To appoint Lorraine Doyle as the Town of Yarmouth's alternate representative to the Barnstable County HOME Consortium Advisory Council, through to January 2023.

Motion by: Dan Horgan

Seconded by: Tracy Post

Vote: 4 ayes; 0 nays. The motion passed unanimously.

The Town Administrator said that the Consent Agenda included requests for approval for the St. Patrick's Parade to be held March 5, for a Special Liquor License for Scally's Irish Ale House, and for a Resolution authorizing the Submission and Execution of a Community Development Block Grant (CDBG) Annual Action Plan. He noted that there was a late item requesting a \$10 fee waiver for an indigenous burial. There were also some donations to the Cemetery Division.

MOTION: To approve the Consent Agenda.

Motion by: Tracy Post **Seconded by:** Dan Horgan

Discussion: Selectman Post said there used to be a fee waiver list, which was started by former Selectman Jim Quirk. Selectman Stone joked that they called the chart the "Quirk Amendment."

Vote: 4 ayes; 0 nays. **The motion passed unanimously.**

2. Town Administrator Updates

Town Administrator Whritenour stated that he had asked for the Fire Chief Job Posting to be updated, based on the existing job description. He said that a candidate profile was also drawn up. Selectman Post suggested to perhaps obtain community input or conduct a staff survey to see what they would deem important. Possible changes to the posting were discussed, such as experience in EMS and not necessarily paramedic experience. Mr. Whritenour asked for the Board to look over the materials for discussion at the next meeting. He also said he had a Professional Services Agreement which he was requesting to be executed for the assessment group (Municipal Resources, Inc.). They would be ready to begin in May or June at the cost of \$9,500.

MOTION: To approve the Professional Services Agreement with Municipal Resources, Inc.

Motion by: Dan Horgan **Seconded by:** Peter Smith

Discussion: Selectman Post asked if Mr. Whritenour had spoken with the Fire Chief, to see if he decided on his retirement date. An interim chief may have to be appointed. Mr. Whritenour said that the choice on dates would be the Chief's preference.

Vote: 4 ayes; 0 nays. **The motion passed unanimously.**

9. Adjourn

MOTION: To adjourn.

Motion by: Tracy Post **Seconded by:** Peter Smith

Vote: 4 ayes; 0 nays. **The motion passed unanimously.**

Meeting adjourned at approximately 9:20 p.m.

Respectfully Submitted,



Mary Alice Florio

AGENDA PACKET
Board of Selectmen
February 8, 2022

- December 30, 2021 Memorandum from Joanne Crowley, Planning Board Chair, regarding Yarmouth Vision Plan 2021, with attachments
- February 4, 2022 First Draft of Town of Yarmouth Annual Town Meeting Warrant
- Commonwealth of Massachusetts Alcoholic Beverages Control Commission 2022 Seasonal Population Increase Estimation Form
- Department/Division Head Feedback regarding Town Counsel Service:
 - January 28, 2022 Email from Jeff Colby, DPW Director
 - January 28, 2022 Email from Karen Greene, Community Development Director
 - January 28, 2022 Email from Jane Cane, Director of Yarmouth Libraries
 - January 28, 2022 Email from Kathleen Williams, Yarmouth Town Planner
 - January 28, 2022 Email from Mark Grylls, Building Commissioner/Director of Municipal Inspections
 - January 28, 2022 Email from Sarah O'Reilly, Director of Human Resources
- January 26, 2022 Resignation Letter from Alice Bowen, regarding resignation from Personnel Board
- Committee Appointment – Barnstable County HOME Consortium Advisory Council – Town of Yarmouth Alternate Representative (1 alternate, representative position)
- Committee Reappointments – Board of Appeals (4 alternate positions)
- Board of Selectmen Projected 2022 Agenda Items
- Town Administrator Update Materials:
 - Town of Yarmouth Job Posting – Fire Chief
 - Fire Chief Job Description
 - February 1, 2022 Fire Chief Ideal Candidate Profile
 - Municipal Resources, Inc. Professional Services Agreement
 - Contract Updates Listing – January 1, 2022 to Present
 - Contract Updates Listing – July 1, 2021 to December 31, 2021