

BOARD OF SELECTMEN

Minutes of the Meeting of 19 October 2011. The meeting took place in the Public Safety Facility Community Room, 4 Fairgrounds Road, Nantucket, MA 02554. Members of the Board present were Rick Atherton, Robert DeCosta, Michael Kopko, Patricia Roggeveen, and Whiting Willauer. Chairman Atherton called the meeting to order at 6:00 PM.

I. BOARD ACCEPTANCE OF AGENDA

The Board unanimously accepted the agenda as presented.

II. ANNOUNCEMENTS

1. Town Manager C. Elizabeth Gibson announced that the 2012 Annual Town Meeting Warrant is open for citizen warrant article submittals until 14 November 2011 and that there was a "How to Prepare a Warrant Article" session today with Town Counsel, and that a second session is scheduled for Wednesday, 26 October at 2:00 pm in the Town Building Conference Room.

2. Ms. Gibson announced citizen planner workshop sessions, sponsored by the Planning Office, are scheduled for Monday, 24 October 2011 at 2:00 PM and 6:30 PM at 2 Fairgrounds Road.

3. Mr. Willauer noted there will be an energy public forum to discuss the proposed Madaket wind turbine tomorrow at 5:00 PM in the PSF Community Room at 4 Fairgrounds Road.

4. Chairman Atherton noted that the School received a \$25,000 grant this year from the Massachusetts Afterschool Partnership for afterschool programs and the Board has been asked to proclaim 20 October 2011 "Lights On Afterschool Day". Ms. Roggeveen read the proclamation. Mr. DeCosta moved to proclaim 20 October 2011 "Lights On Afterschool Day"; Mr. Willauer seconded. All in favor, so voted.

III. PUBLIC COMMENT

None.

IV. NEW BUSINESS

None.

V. APPROVAL OF MINUTES, WARRANTS, PENDING CONTRACTS

1. Approval of Payroll Warrant for Week Ending 16 October 2011. The payroll warrant for week ending 16 October 2011 was approved by the unanimous consent of the meeting.

2. Approval of Treasury Warrant for 19 October 2011. The treasury warrant for 19 October 2011 was approved by the unanimous consent of the meeting.

3. Approval of Pending Contracts for 19 October 2011. Ms. Gibson reviewed the various pending contracts. The pending contracts for 19 October 2011 were approved by the unanimous consent of the meeting.

VI. CITIZEN/DEPARTMENTAL REQUESTS

1. Resignation of John C. West, M.D. as Planning Board Alternate. Mr. Willauer moved to accept the resignation of Dr. West as a Planning Board Alternate and to send him a letter of thanks for his service; Ms. Roggeveen seconded. All in favor, so voted.

2. Marine and Coastal Resources Department: Request for Acceptance of Gift of \$100 from Nantucket Garden Club for Shellfish Propagation Operation. Ms. Roggeveen moved to accept the gift from the Nantucket Garden Club for the shellfish propagation operation, as presented; Mr. Willauer seconded. All in favor, so voted. Mr. Kopko noted he has taken a tour of the shellfish propagation facility and he urged others to do so as well.

3. Nantucket Police Department/Department of Public Works: Request for Approval of Statewide Public Safety and Public Works Municipal Mutual Aid Agreement. Ms. Gibson explained that all municipalities are being asked to participate in statewide public safety and public works municipal mutual aid agreements. Police Chief William Pittman reviewed the mutual aid agreement, noting it is no cost to the Town, and all done through the Massachusetts Emergency Management Agency for emergency services. Chief Pittman answered questions from the Board.

Ms. Roggeveen left the meeting at 6:14 PM; she returned at 6:15 PM.

Mr. Kopko moved that the Town join the so-called "statewide mutual aid agreement" established under Massachusetts General Laws chapter 40, section 4J and section 4K to create a framework for the provision of mutual aid assistance among the parties to the agreement in the case of a public safety incident; the assistance to be provided under the agreement shall include but not be limited to, fire service, law enforcement, emergency medical services, transportation, communications, public works, engineering, building inspection, planning and information assistance, resource support, public health, health and medical services, search and rescue assistance and any other resources, equipment or personnel that a party to the agreement may request or provide in anticipation of, or in response to, a public safety incident; Ms. Roggeveen seconded. Mr. DeCosta inquired whether the Town is required to send services off-island. Chief Pittman said the Town is not required to do so. On the motion, all in favor, so voted.

4. Request for Approval of Curb Cut at 30 North Water Street (a/k/a 2 Chester Street) Resulting in Elimination of One On-street Parking Space. Mr. Kopko moved to approve the curb cut request for 30 North Water Street which will result in the elimination of one on-street parking space, as presented; Mr. DeCosta seconded. Chairman Atherton said he is concerned about setting a precedent for a second curb cut on one property, and said he is not sure it is in the community's best interest. Discussion followed among Board members. Mr. Kopko withdrew his motion. Mr. DeCosta moved to delay the matter one week pending further information and the attendance of the proponent; Mr. Kopko seconded. All in favor, so voted.

VII. PUBLIC HEARINGS

1. Public Hearing to Consider Petition for National Grid Plan # 10355538 to Install 2-3" PVC Conduit 25' Toward South of Pole 12 and 30' Crossing Cato Lane Toward East. Chairman Atherton opened the public hearing. There was no public comment. Chairman Atherton closed the public hearing. Ms. Roggeveen moved to approve the National Grid petition as presented; Mr. DeCosta seconded. All in favor, so voted.

VIII. TOWN MANAGER'S REPORT

1. Review of Health and Human Services Funding Recommendation Process for FY 2013. Mr. Willauer recused himself from this matter. Ms. Gibson explained that the Town has provided an annual appropriation for various health and human services for many years, with funding allocations being approved at Annual Town Meeting. She said a Human Services Contract Review Committee (CRC) was established to review applications for funding, and the appropriation amount has ranged from approximately \$300,000 - \$400,000 per year; the appropriation for FY 2013 is projected to be \$317,880. Ms. Gibson explained that a "Community Needs Assessment" has typically been conducted every five years, and the most recent assessment was done in 2006. Ms. Gibson reviewed the recommended process for funding health and human services for FY 2013, explaining that a Request for Proposals (RFP) would be issued so proposals can be responsive to specific community needs which will be identified in the RFP. She said the responses will be reviewed by the Council for Human Services and/or CRC based on criteria in the RFP. Mr. Kopko said he feels the Board should deal directly with the Council for Human Services and that if the CRC is involved, it should report to the Council which would then report to the Board. Ms. Gibson asked the Board for its endorsement of the funding process. Discussion among Board members followed. Ms. Roggeveen said she feels it is good to "mix it up" and not have funding go to the same groups every year. She asked where the Human Services Collaborative fits in with the process. Ms. Gibson explained that if the Collaborative is a 501(c)(3) it can respond to the RFP as well. Discussion followed on the Town's responsibility on awarding grants and assessing the community's needs. Mr. Willauer, speaking as a private citizen, said he is concerned that grant monies could be "frozen" due to the RFP process and would be unable to be "tweaked" at Annual Town Meeting. Some discussion followed. It was the consensus of the Board to endorse the funding process for FY 2013 as recommended by the Town Manager (attached). Mr. Willauer noted he is currently the Board's liaison to the CRC and would like to "bow out" due to a conflict. Mr. DeCosta moved to accept the voluntary resignation of Mr. Willauer from the CRC; Ms. Roggeveen seconded. So voted 4-0.

2. Review of Airport Forensic Audit Request for Proposal; Status of Implementation of Memorandum of Understanding with Airport Regarding Procurement Administration. Ms. Gibson noted that for the foreseeable future there will be a weekly update on Airport issues per the request of the Chair, and noted that a review committee consisting of herself, Chairman Atherton, Finance Committee chair Matt Mulcahy, Airport Commissioner Arthur Gasbarro, and Procurement Officer Diane O'Neil, met today and reviewed proposals received for the Airport forensic audit. She said that four responses were received, but two were disqualified based on criteria found in the RFP; the remaining two respondents will be interviewed. Ms. Gibson said she is working with Town Counsel on a memo to the Airport regarding the Airport's and Town's responsibilities in the recently executed Memorandum of Understanding between the Airport, Board, and Town Manager. Mr. Kopko asked if the Airport staff is cooperating fully and providing information in a timely manner. Ms. Gibson said there have been some "transitional growing pains" but the Town is working with them. Chairman Atherton said this matter continues to be a "highly" important issue and the Town wants to ensure the Airport runs smoothly but also correctly. Ms. Gibson answered questions from the Board. Mr. Kopko said he would like to hear from Town Administration next week on whether the Airport staff is still confused or uncooperative, as he is concerned that Town staff is spending an enormous amount of time on Airport issues. Chairman Atherton said there will be a weekly Airport update until the many issues are dealt with. Ms. Roggeveen suggested that email between the Procurement Office and the Airport staff be shared with the Board. Mr. Kopko added that if

there is direct communication between the Administration or Airport Commission the Board should be copied on.

3. Monthly Update Regarding Resolution to FY 2010 Audit Issues. Assessor Deborah Dilworth updated the Board on items which are not complete, such as receivable reconciliations, noting that has not been completed as the Finance Department has been busy getting the tax rate approved by the state which occurred earlier in October. She stated that tax bills were issued 14 October 2011. Ms. Dilworth noted that she has met with the Town's new Department of Revenue advisor Jared Curtis, who indicated that is pleased with the Town's progress to date to improve its financial reporting to the state.

VIII. SELECTMEN'S REPORTS/COMMENT

1. Conservation Commission General Update. Natural Resources Coordinator Jeff Carlson said the ConCom's function is to act as a local permitting agency for the Wetlands Protection Act, and stated the ConCom's office hours are Monday through Friday from 8:30 AM to 12:30 PM. He noted that the ConCom agenda packets can be found on the Town's website and the Commissioners are using iPads, noting the transition has been going well. Mr. Carlson answered questions from the Board. Chairman Atherton said he contacted the ConCom chair who said he feels the transition with the staffing model change has been very smooth.

2. Committee Reports. Ms. Roggeveen reported that the Capital Program Committee has been meeting regularly. Mr. Willauer gave updates on the Energy Study Committee, the Harbor Plan Implementation Committee, and the Harbor and Shellfish Advisory Board, adding that SHAB recently discussed the future of Petrel Landing. Mr. DeCosta reported that the Community Preservation Committee has finished its review of all submissions for FY 2013.

Mr. DeCosta asked what the status is of the modification of variable speed pumps for the storm drains at Children's Beach. Department of Public Works Director Kara Buzanoski said she has met with the engineer, AECOM, and the work will be done this season, but still has to go out to bid. Mr. DeCosta inquired as to the status of Chapter 90 paving projects, this fall. Ms. Buzanoski said the paving of Nonantum Avenue is scheduled for the spring of 2012. Mr. DeCosta suggested bifurcating the process and undertaking the pre-paving work now while the weather is still good.

IX. ADJOURNMENT

The meeting was unanimously adjourned at 7:27 PM.

Approved the 9th day of November, 2011.

**October 12, 2011 Board of Selectmen's Meeting
Town Manager's Report**

Proposed Health and Human Services Funding Recommendation Process for FY 2013

As of 10/6/11

Background

The Town has provided an annual appropriation for various health and human services for many years. The appropriation, along with funding allocations, is approved at Annual Town Meeting. A "Human Services Contract Review Committee" (also sometimes known as the "Grant Review Committee") was established to review applications for funding from various non-profit health and human services groups and make recommendations as to the allocation of the funding. The amount of the appropriation has ranged from approximately \$300,000 - \$400,000 per year. The projected appropriation for FY 2013 is \$317,880.

A "Community Needs Assessment" has typically been conducted about every 5 years or so and is supposed to be used to assist in the prioritization of the recommended funding allocation. The most recent Assessment was done in 2006.

Recommended Process

While the issuance of a Request for Proposals (RFP) is not required by Massachusetts procurement law, it is recommended that one be issued for FY 13 so that proposals may be responsive to specific community needs which will be identified in the RFP. Previously, applications were submitted which might or might not be related to an identified community need. An RFP is meant to help streamline the process with the identification of the specific services desired (which will be recommended by the Council for Human Services to the Board of Selectmen), with specific evaluation criteria (which will be developed by the Council for Human Services and Human Services Director). Once the services desired to address community needs has been finalized and evaluation criteria developed, the RFP will be issued by the Procurement Officer. Responses will be reviewed by the Council for Human Services and/or Contract Review Committee based on the evaluation criteria and other provisions of the RFP. Once the evaluation process is complete, the Council for Human Services and/or Contract Review Committee will make recommendations regarding funding allocations to the Board of Selectmen. The Board of Selectmen will review those recommendations and either endorse them, or make alternative recommendations, and forward them to the Finance Committee. The Committee will make a recommendation in the form of a motion to the FY 13 Health and Human Services Appropriation Warrant Article at the 2012 Annual Town Meeting.

**BOARD OF SELECTMEN
19 OCTOBER 2011 – 6:00 PM
PUBLIC SAFETY FACILITY COMMUNITY ROOM
4 FAIRGROUNDS ROAD
NANTUCKET, MASSACHUSETTS**

List of documents used at the meeting:

- II. 4. Keeping the Lights On After School Proclamation
- V. 3. Pending contracts spreadsheet for 19 October 2011
- VI. 1. Resignation letter from John West, MD as Planning Board Alternate
- VI. 2. Memo from Marine Dept., re: gift; letter from donor
- VI. 3. Cover letter from Police Chief; Attachments A, B, C; list of cities and towns which have opted in to Mutual Aid agreements; written motion, re: statewide mutual aid agreement
- VI. 4. Cover letter; curb cut application; Planning Board special permit decision; Nantucket GIS map; HDC minutes, certificate of appropriateness and plan; recommendation from Traffic Safety Work Group, re: 30 North Water Street
- VII. 1. National Grid petition for plan # 10355538; associated map; email from Wannacomet Water
- VIII. 1. Proposed Health and Human Services funding recommendation process for FY 2013; email from Pamela Meriam
- VIII. 2. Register of bidders for Airport forensic audit RFP; memorandum of understanding between Town and Airport
- VIII. 3. Memo from Finance Department, re: September 2011 progress; combined timeline