PRESENT: D. Sampson, M. Miller, B. George, C. Holden
G. Dunham, Town Manager; Heather Harper, Assistant Town Manager

Others Present:

Mr. Miller opened the meeting at 7:00 PM.

PLEDGE OF ALLEGIANCE

REVIEW AND APPROVAL OF MINUTES
The minutes from December 21, 2021 were corrected to remove Matthew Spenser as a proposed candidate for the Historic District Committee, as he has withdrawn.

Mr. Holden moved to approve the minutes as corrected. Seconded by Mr. Sampson. Approved unanimously.

PUBLIC FORUM
Eileen Starrs spoke to the Board about a needle exchange program available in the Town since May, 2021. This was approved by the Board of Health. Surrounding businesses were unaware. There is an open meeting violation filed against the Board of Health for lack of notification to residents. There is another vote to be taken at the upcoming Board of Health meeting regarding the program, the Healing Community, which is funded by the State. Many residents feel the program is inappropriate. She asked that the Board members consider coming to the upcoming Board of Health meeting.

TOWN MANAGER REPORT
1. The next Board meeting will be next week, January 13. Selectmen should look at the meeting schedule again. The Finance Committee will hold its first meeting of the budget season on Tuesday, February 1st. The Board’s meeting on January 27 will be dedicated to the FY ’23 budget.
2. Because of the upcoming storm Sandwich schools have been cancelled for tomorrow.
3. The DPW is short staffed because of illness; other departments have been helping out.
4. The Cape Cod Commission annually notifies about any DRI they have considered. If there is traffic mitigation required, the Commission sets aside the funds for the Towns. DPW can access those funds if needed.
5. When ARPA funds were allocated to municipalities, we were to get about $2.1 million in two payments. We have received the first payment; the second is due in a couple of months. At the same time the County received about twice what the towns received. They have contacted the Town to talk about what the funds would be used for if they were made available. Mr. Dunham told the Commission that infrastructure and wastewater would be the number one priority, and if the timing wasn’t right, the second issue would be Broadband. They would like to hear more details. The money would come back by 2024 and would need to be used by 2026. How it is distributed has not yet been decided.

Mr. Sampson advised residents not to leave their cars parked on the street during a snowstorm because it interferes with the plowing. Mr. Miller wanted to remind the public that the DPW is not up to usual staffing.

CORRESPONDENCE/STATEMENTS/ANNOUNCEMENTS
Mr. Dunham addressed the Open Meeting Law complaint and said it had been submitted. Mr. Sampson said that he was not familiar enough with the needle exchange topic to render an opinion but had seen the
posting. He also is aware of some businesses’ concerns about the issue. The Board of Health meeting on Monday has not been posted. The issue is the purview of the Board of Health. It is unknown whether there will be a public hearing on the matter. Mr. Holden reported that the school budget appears to be in great shape. The Pedestrian Bikeways Committee will be meeting on Monday, January 10th; it will be a round table discussion with six presentations regarding the Canal/Service Road projects. Crosswalks as noted on the plans and grade of the roads might be an issue. Mr. Sampson reminded everyone that the 3rd quarter tax bill reflects the increase in taxes for this fiscal year; this is spread evenly between the 3rd and 4th quarter tax bills. The tax bills for the 1st and 2nd quarter will reflect the taxes for the new fiscal year and will be lower.

STAFF MEETING

Assistant Town Manager, Heather Harper - State FY’22 Community Compact IT Grant

Ms. Harper talked about the development of a State-funded project that will improve and streamline services at the DPW. This was initiated about 3 years ago by the Board, and Paul Tilton took the lead on the project. The State funded the project for the entire amount requested - $78,000. The funding is specifically for Public Works, to develop an electronic system and its associated technology with the goal of being more responsive to issues and directing information and requests to the right person. The development team was diverse and included representatives from the DPW, IT, GIS and Planning among others. Six firms were interviewed and QAlert was selected, mainly because of the ease-of-use connections with the current system software and GIS at the DPW. The current system for work orders goes through several steps and results in a paper workorder. This will eliminate that. Being able to be more responsive will also result in improved efficiency in the DPW. There will later be a Citizens’ Request Management system that can take calls and requests directly from the public. Ms. Harper highlighted the important aspects of the system: types of activities to be tracked, use of Google maps to precisely identify the location, use of the database to assist response, and identify areas that receive multiple complaints. The system will facilitate a response back to a complainant. iPads will be provided to people in the field, so issues can be entered directly into the system. A self-service system for the public will be available later. First order is to get the system working effectively as a tool for Public Works. There might be certain parts that would help fire and police with non-urgent issues.

Mr. Sampson talked about wanting this type of system for a long time; it provides history, tracking and accountability and better communication with people who report issues. He understands the necessity for getting the system to work well initially but wants long term aspects to be looked at as well, especially allowing the public to submit their own requests. That way the data will go directly into the system, and it will provide transparency for staff and the requesters. It is important to provide people with updates on the status of their complaints, either through an email, or on the website with their issue number. The success of systems like this is investment from leadership, from the top down, as this is a culture change that will require adaptation. Mr. Miller suggested that this could be a way to justify the need for new equipment based on usage. The training will be extensive. Mr. Dunham said the training began this week with people from different departments. There is a system for people to check how they would like to be informed (e.g., text, email). Although this is designed currently for the DPW, it is important for other departments to be thinking of potential applications for their department. He also complimented Ms. Harper for having all the information in place to apply for this grant when there was a very short window for doing so. The timeline for implementing is about 90 days. The system will require people to work in a different way.

OLD BUSINESS

Update on Current Building Projects

Mr. Dunham reported that the Library still progressing; lighting and HVAC are still being worked on. One hundred Rte. 6A is starting to ramp up after the holidays. We hope to have substantial completion in March. Some landscaping and other items will need to be done; the move will probably occur right after Town Meeting. Ms. Harper played a video tour of the CAL, narrated by Neil Provost, site manager from Pomroy
Associates. The building frame is 90% done and work will continue all winter. Mr. Sampson commented that it would be helpful for people to know how operations will occur in the building. He also reminded people that the funding for the project is from a variety of sources and should not greatly impact taxes. He would like the link to the video posted so the public can view it. Scheduling the building during the day will be up to the senior services administration and the recreation department will do the scheduling for the late afternoon and evenings. There should be opportunity for many different groups to use the building.

FY ’22 Budget Update
Mr. Dunham reported that departments have been working hard internally on the budget. The presentation should be ready by January 27th. The budget is looking good, and we should not need to touch the excess levy capacity. Also, we are working on ways to address some of the long-term issues such as fire overtime and road improvements. We have been consolidating positions in anticipation of moving into 100 Rte. 6A. The budget will be balanced.

Wastewater Efforts Update
John Gorgio has written an opinion about various aspects of the wastewater solution at the Base (in the agenda packet). There are some intricacies about contract and procurement laws and how to access State and possibly County money. This shows that there are ways to access these funds working with the people at the Base. There will be monthly meetings at the Base with Converge and the company taking over the wastewater services on the Base the second Monday of every month. John Gorgio will try to attend those. Mr. Dunham has shared the opinion with the Cape Cod Commission and the people at the Base. Before Town Meeting Dave Mason will come in and talk about the funding. Converge will own the equipment and can expand if warranted.

Selectmen Meeting Schedule
Mr. Dunham reviewed the schedule.

Other Matters Not Reasonably Anticipated for Old Business
None.

NEW BUSINESS

Recommended Board and Committee Appointments—Zoning Board of Appeals, Mary Foley as Alternate
Ms. Foley was present. She really enjoys working with the Town. She understands this is a regulatory committee and is looking forward to participating. Mr. Dunham said the ZBA has professionals and members who have been there for a while and is one of the best and most interesting boards in the Town. Mr. Holden moved to recommend Mary Foley as an Alternate member of the Zoning Board of Appeals. Mr. Sampson seconded. Approved unanimously.

Other Matters Not Reasonably Anticipated for new Business
None.

PUBLIC FORUM

No speakers.

CLOSING REMARKS
Mr. Holden commented that he neglected to report that the School Committee is making progress on the method for replacing Dr. Gould. The State Division of Elementary and Secondary Education will be engaged to select candidates. There was also progress on the School Safety Committee meeting. Mr. Sampson attended an extremely neutral event being held across the street this evening organized by Margo Critchfield. He complimented her on having an event free from political opinions. Mr. Holden also attended and supported Mr. Sampson’s remarks. Mr. Dunham reported that he, Ms. Harper, and Marie Buckner met with a couple of
the groups before Christmas. Ms. Buckner is looking at trying to get some funds to set benchmarks. A couple of the groups provide training.

Convene Executive Session - At 8:22 PM Mr. Sampson moved to go into executive session in accordance with M.G.L. c.30A, §21(a) – The Chair declares that having an open session may have a detrimental effect upon the Town’s bargaining, litigating, or negotiating position, as applicable: Purpose #3 Collective Bargaining Strategy – All Town unions (Clerical, DPW, Library, Fire, Police Sergeants, Police Patrolmen, Dispatchers). Seconded by Mr. Holden. Approved unanimously by roll call vote.

Respectfully submitted,

[Signature]

Susan James

Supporting Documents:
Minutes (5 pages)
Community Compact Grant (32 pages)
Wastewater (5 pages)
Selectman Schedule (1 page)
Appointment (2 pages)