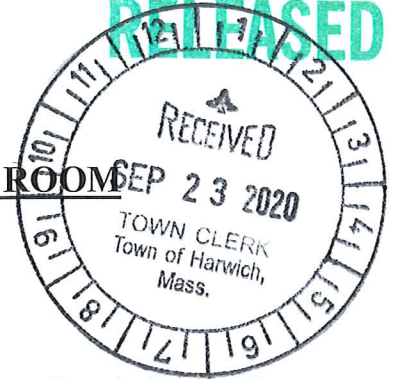


APPROVED

RELEASED

**MINUTES
SELECTMEN'S MEETING
REMOTE PARTICIPATION/GRIFFIN MEETING ROOM**

**Monday, July 6, 2020
6:30 P.M.**



SELECTMEN PARTICIPATING: Larry Ballantine, Stephen Ford, Donald Howell, Michael MacAskill, Edward McManus.

ALSO PARTICIPATING: Interim Town Administrator Joseph Powers and Health Director Meggan Eldredge and Lieutenant Scott Tyldesly.

CALL TO ORDER

Mr. Ballantine opened the meeting at 6:30 pm, and called to order the Board of Selectmen. He explained he first called the meeting to order at 5:45 pm for an Executive Session.

In Executive Session, they discussed two items. The first being pursuant to MGL, c. 30A section 21 (a) paragraph 1 to discuss complaints against a public employee. The second item was to conduct a strategy sessions for contract negotiations for nonunion personnel, namely the Finance Director, the designated Fire Chief-Elect and the Police Chief.

WEEKLY BRIEFING

A. Covid-19 Updates

Mr. Powers said that he will turn it over to Ms. Eldredge to report on today, since today, July 6th, is the start of Phase III, Step 1. This means that they were able to resume having the general public returning to many public buildings.

Ms. Eldredge began that today is the first day of Phase III, Step 1. They have been told there will only be two-steps, as part of this phase, but they will be longer steps in duration then Phase II was.

They had a few new cases in Harwich since last week, and are up to 126 cases in Harwich. The State numbers are looking steady with very low positive

numbers every day; and even lower fatalities every day. They are definitely going in the right direction. Both Cape Cod Hospital and Falmouth Hospital have three positive COVID cases in each facility right now; neither with any in the ICU. So that is a good trend.

Ms. Eldredge said that she spent some time in Harwich on July 4th, and was happy to see people wearing masks. Phase III, gives more flexibility with outdoor entertainment venues, and indoor entertainment venues. As well as, movie theaters, and giving retail stores more flexibility, with dressing rooms. One thing that is a pretty big change, is the gathering sizes. They have gone from 10 in an indoor area, to a maximum of 25 in an indoor area. They will be able to allow for more gatherings of 25 or less inside. The outdoor gatherings have increased to 100 people. Outdoor spaces, for such things as a weddings or private parties, could have under guest outside as long as they are able to social distance. There are some restrictions for live performances. There is no singing allowed indoors at this point, and also, brass and wind instruments are not allowed for indoor areas. Outside, they are allowed, as long as the front row is at least 25 feet away. Performers also have to be ten feet away from each other, in those cases.

A lot of other things are able to open as well, such as; fitness centers and gyms. However, personal training cannot go back into the gyms, and they have only a 40% capacity, or 8 people per thousand square feet. Again with a maximum of 25 inside. There are a lot more restrictions, as well, with cornering off every other piece of equipment. People will still need to wear masks, unless they can be 14 feet away from each other.

There are all sorts of rules that have come out the last couple of days. Everyone is welcome to visit the website; mass.gov/reopening. There is a list of sector specific standards, and it lists everything from carwashes to outdoor recreation, boating and restaurants.

Ms. Eldredge continued that today, they were able to open Town Hall, and a few other public buildings. She said it was a little crazy. They were supposed to have the volunteer first thing in the morning, to help direct people. Unfortunately, they were left without a volunteer today, but they managed. Hopefully, the public will start making appointments to see the department that they need to see.

Mr. Ballantine asked for a status on the golf course, with the can and can't do. Ms. Eldredge responded, that the changes for golf, in Phase III, allows for the rakes at the sand pits, and they are allowed to have ball washers, but they are required to disinfect those at a frequent basis. She said that they had a conversational with Mr. Roman Greer, Golf Director and Mr. Shawn Fernandez, Golf Superintendent and they do not have the staff for disinfecting right now. They will need to have a further conversation about adding staff or keeping those amenities closed. They are allowed to have a caddy now, so there is a little bit more freedom, going back to some more regular things with golf. Still with social distancing and having to wear masks.

Mr. Ballantine said he had a second question which was about the reopening of Town Hall. He asked if it would be worthwhile to highlight on the webpage the instructions on what to do. Ms. Eldredge said she believes it is there. The guidance document is on the front page of the website, and that says that Town Hall is open by appointment only. Mr. Ballantine thought it could be highlighted more, to make it more visible. Though she should ask around more to see if it is needed. Ms. Eldredge responded that they do have a sign posted on all three entrances and there is a number list there, as well, to reach all of the departments.

B. Update on ongoing efforts by the Town in support of the business community

Ms. Cyndi Williams, Executive Director of the Chamber of Commerce, said it was quite a busy week throughout Harwich, which was a great thing to see. From a business standpoint, all the shops and restaurants were quite busy, and she can't even count how many times the municipal lot turned over. It was wonderful to see, but again they want to make sure everyone is practicing social distancing, and wearing masks; which the majority of people are.

Ms. Williams said that summer definitely started this weekend. Many stores had lines outside with people waiting to go in. Restaurants are still doing outside, and inside dining. They are following the guidelines and continuing curbside and take-out. Traffic was very heavy, and she had reached out to Deputy Chief Considine, and they put the electronic speed limit signs down there. So she thanked the Harwich Police for that. She also reported that the phones have been busy at the Visitor Center, with all kinds of questions and they are continuing to hand out all the bags, since they can't have the public inside. So that is continuing along with the summer visitor beach stickers.

The trend has been from Massachusetts mainly, and they been purchasing full season.

Ms. Williams also made note that businesses are still looking for help, since they were not able to have visa workers. Many of those job postings are on the Chamber website. Some of the places looking include; The 400 East, The Commodore Inn, Dunkin Donuts and George's Pizza. Also, this Friday from 1:00 pm to 6:00 pm, Wequassett is having a job fair for on-the-spot offerings, with many positions having sign-on bonuses.

PUBLIC COMMENTS/ANNOUNCEMENTS

Mr. Ballantine asked Lieutenant Scott Tyldesly if anyone was on the call or had emailed in for public comments. Lieutenant Tyldesly responded that no one had emailed at this point. He reminded everyone that if they do wish to speak, they need to send an email to comment@town.harwich.ma.us, and he will be monitoring it through the meeting.

NEW BUSINESS

A. Staffing levels in Administration Department

Mr. Powers said that this is on the agenda, so that it can be put it on the record. Last week, the Board allowed him to sign the agreement with Mr. Robert Lawton, allowing for Mr. Lawton to continue on a very limited capacity as the Interim Assistant Town Administrator. Mr. Lawton would not be in-person through the summer, but will continue closing out procurements and some personnel items. This means that they would have the block of the summer without the second part of procurement. Mr. Powers said that he does not know what the solution is, but wanted to make the Board aware of it. This is difficult timing, as we are heading into what will hopefully be our Spring Annual Town Meeting, in September. He is putting it out there, to seek some direction from the Board, or just an understanding that they will need to sort of retreat for a little bit, due to the staffing levels.

Mr. Howell wanted to let the Board know that he and Mr. Lawton have been speaking, because of his role as the Housing Trust Chair. The staffing that they get is under contract, which expired on June 30th. So, they will be doing monthly procurements. Ms. Charleen Greenhalgh, Town Planner, has developed a contract, which she submitted to Mr. Lawton, for review. That

will be going out, and will be awarded by the Trust, not the Board of Selectmen.

Mr. Ballantine said that they will just need to keep that in mind, and see what kind of help they can pull in.

OLD BUSINESS

A. Update on Fiscal Year 2021 outlook ahead of the 2020 Annual Town Meeting on Monday, September 28, 2020

Mr. Powers said that the first part of this, is basically about retraining their brain. Even though they are in summertime, they are going to be progressing to the Annual Town Meeting, as they get through the 1/12th budget process. He said to Mr. Ballantine that this is also an opportunity for him to speak to the Board about the potential subcommittee, to work towards that effort.

Mr. Ballantine said that he will speak to that and introduced that Mr. Dana DeCosta, Finance Committee, was also on the call. Mr. Ballantine continued that what he would like to do, is to appoint a subcommittee of two Selectmen and members of the Finance Committee, to work together to help us structure and provide input into the financial budget decisions going forward. This is a standing item, and it is a good time for us to work together, with the Finance Committee, Ms. Coppola, and Mr. Powers. They need to have discussions on what their options are going forward with the budget, and what the issues are, as the revenue seems to change almost daily. He would like to appoint Mr. Ford and Mr. Howell as the two members of the Board of Selectmen on that Committee. Mr. Ballantine acknowledged that Mr. DeCosta talked about wanting to add three; so that they are both below quorum, and this can be a working ad hoc committee, that would obviously dissolve in the next several months, hopefully.

Mr. DeCosta said that they will be talking about this Thursday night, at their meeting. He is looking to have Mr. Jon Chorey, Mr. Angelo LaMantia and himself, as a three members from their committee. This is basically to help steer the policy questions that the Board of Selectmen need to come to, and answer. So, the Finance Committee, would be able to go to work on its job for Town meeting.

They have 84 days before Town Meeting. In a normal cycle, the Town Administrator would present a budget in January and they are done in May. They now have less than three months, and there are some warrant questions, some taxation questions, and policy questions, that the Finance Committee has, that cannot go any further until they hear from the Board of Selectmen. This is certainly a year that they want to show up at Town Meeting with some sort of a unified approach to dealing with this unique situation. That is what he sees coming out of the subcommittee.

Mr. Ballantine said, just to reiterate, they have spent a lot of time reviewing the budget. The intent of this subcommittee, is to have a working group to bring back to them, as a full Board, what their options are and some detailed background on that. This will ease their discussions and make their policy direction more fruitful.

Mr. Ford asked Mr. DeCosta, if they already have existing questions that they need a response from the Board, at this point. Or, if they still need to be developed and thought through more.

Mr. DeCosta said, that they have the major ones sort of developed. Basically, if they are onboard with having the subcommittee, he was planning to get those to them tomorrow. Mr. Ford said that would be great, because the faster they can get the questions in front of the whole Board, the faster they can progress those issues.

Ms. Carol Coppola, Finance Director, said that she has been working on the draft of the budget, for FY21. She based it on what was presented to the Board of Selectmen and the Finance Committee in March. She also made some changes from there. Ms. Coppola said that she took the liberty of making some assumptions that they will certainly have up for discussion, as they continue this process. They have updated revenue, to reflect the positive trends that they have seen thus far in the fiscal year. The golf revenue came in very strong, and the disposal revenue came in strong as well. Real estate and personal property taxes are at the level they have been in previous years.

Where they fell a little short, thus far in FY20, was motor vehicle excise tax, investment revenue, and rooms and meals taxes. For the most part the departmental revenue came right on target. They are still processing the final receipts for FY20, and as soon as they have those processed, they will be able to give a final picture of where they are.

Ms. Coppola said that she does not think, in her professional opinion, that they will see the shortfalls in the revenue stream that they had discussed back in April. There is a much more positive trend. She has reached out to both school districts, and they both responded with budget cuts as well. That will assist when they deliberate over their budgets. She did send out this afternoon a draft, for discussion purposes, of the summary budgets. This is just for them to be able to see where they may be as a starting point, or perhaps, where they may want to change some of the assumption that she had made.

Mr. Ballantine asked if anyone had comments. He said back in April, they were talking about as much as a \$4 million deficit in revenue, and it will be less than that; it will be more positive than the initial thoughts.

Ms. Coppola added for clarification purposes, that right now, she has local receipts but they are looking at a reduction of about 15%, which is less significant than what was previously estimated. They don't know the future right now, but this is based on the positive trends that they have seen, in the month of May and June. She did not make any reductions from what was proposed to the Board, for departmental budgets. The only reductions that she made was for Cape Cod Regional Technical High School, because she received their final number today. She is waiting for the draft assessment for Monomoy, it should be in shortly. They did make a reduction of \$475,000 in their total budget and a large portion of that will come to Harwich. She also assumed, that based on where they are financially, they may not want to fund their op-ed in FY21. That funding was proposed at \$150,000, for the year. This is the overall, or broad overview. They can certainly have more discussions as they continue to review the budget, and make important decisions about what will be brought to Town Meeting in the fall.

Mr. Howell said, he thinks that part of this endeavor needs to be the task force bringing back to the prospective board, what is going on. However, there is interrelated parts that have not been talked about. The budget that gets presented to them normally, is through the Town Administrator. The Town Administrator needs to be part of this, as line management for the actual programs. Mr. Ballantine said that Mr. Powers is a part of it. Mr. Howell said he wants make sure this is a discussion, before he learns about it in a meeting. Mr. Howell continued that there is policy implications, and he is not sure how he feels about spending out some of the things, that they have left over; which may not be left over next year. That is the whole point of meeting, so that they can discuss what they see the Town looking like, based on revenue

projections, and based on where they think they need to save money and where they think they are comfortable with cutting. He does not want people to think they have a bundle of cash they found in the bottom drawer somewhere to spend next year, because no one can predict what next year's revenue stream is going to be.

Mr. Ford said that he still wants to take time to review what Ms. Coppola had sent them. Mr. Ballantine said to Mr. Howell's point, that both Ms. Coppola and Mr. Powers are part of this discussion, and any policy decisions will come back to the full Board. This is about getting the information, and trying to lay out where to go with some of the numbers. If they are doing their jobs, they will look at a couple of scenarios.

B. Hiring Freeze – impact on vacant positions:

1. Building Department (Community Development) – Executive Assistant
2. Council on Aging – Social Services Coordinator
3. Fire Department – Fire Fighter/Paramedic
4. Health Department – Health Inspector (Part-time)
5. Police Department – Emergency Telecommunications Dispatcher
6. Water Department – Distribution Laborer

Mr. Powers said that he listed the above in alphabetical order and these are departments that have indicated the need for positions. The main one being the Council on Aging, Social Services Coordinator position. All of the positions listed here, are position where the Department Heads have indicated a need to get moving on filling these positions. At this point, the Board is aware of the items, and he has included a memo with the resulting potential salaries to give the Board an idea of the potential money to be expended.

For the large part, this is a chance for the Board to hear from the Council on Aging Director, Ms. Emily Mitchell, about the Social Services Coordinator position and any other discussions needed on the other positions.

Ms. Mitchell thanked them for having her and allowing her to speak about the hiring freeze, and considering an exemption to the freeze. She had given them extensive written documentation in the packet. She could certainly highlight some of the key features from it, or if they wanted to jump into questions.

Mr. Ballantine said she laid it out in great detail. He said that it is no doubt these services are needed, but asked if any of that can be handled besides

hiring somebody, such as, contract or county services, that would get them to the same end point. Ms. Mitchell responded that unfortunately, no. The nature of Aging Services, is that they tend to be piece mail and disparate and require someone who is very knowledgeable about all the different pieces, and knows how to pull them all together. They need to be familiar with agencies and the providers. The Council on Aging has a scope of services that they provide, such as; nutrition support, limited transportation, health and wellness, socialization, and those kinds of activities and services. There are also other services provided through the community, such as; in-home caregiving support, a greater level of legal, healthcare, financial support, and it is really just a matter of tying all those pieces together. That is really what the Social Services Coordinator does. They are familiar with the players, agencies and the providers. They meet with the seniors who need those services, to assess the needs, and either fill them through the Council on Aging, or by connecting them to the appropriate agencies. There is no one else that really does that assessing, triaging and connecting the same way a Social Services Coordinator would.

Ms. Mitchell said that there is not anything regionally, or on the county level, that would supplement that role, unfortunately. She knows they have heard updates about the Academic Public Health Volunteer Core Program, and there was some talk about how that could meet the role of the Social Services Coordinator. They are supporting us in really wonderful ways and are making wellness calls; but they do not provide the same level of professional or clinical support, or the connection to local resources. And she does not see any other way to meet that need.

Mr. Ballantine asked the Board if they had any questions, what their feelings were, and if they would like to move ahead with this position.

Mr. MacAskill said he would certainly think so. He would like to take this time to point out that he is still little confused why this is taking so long. He had expressed his frustration to the Chair. Mr. MacAskill appreciates the comments by Mr. Powers in his memorandum and he agrees that it is a critical component of their emergency response. If everyone remembers he brought this up as a Board topic, eight months ago related to COVID-19, and people in other towns dying in their homes. He is upset that it has taken them this long to get here. He brought this up to the Board, he asked questions and he never got answers. They should at least find a way to follow up with things and make sure that they are getting the information, and that they are

communicating. Mr. MacAskill moved that they fill this position as soon as possible.

Mr. Ballantine said that he takes Mr. MacAskill's point, and they also have a motion.

Seconded by Mr. Howell. Mr. Howell also pointed out, that would be precisely the mechanism that they should use. Make a motion, they vote for it, and it is not just a question or a sense that it is important. He said it was a shame on them, that they didn't take the position that this was exempt; and they did vote to create a hiring freeze.

All in favor, motion carried by unanimous vote.

Mr. McManus said he just wanted to add a comment, that if they bring something up in a meeting and question whether or not move ahead on it, they can't make motion until it is brought back to them, and they need a response to the question that was raised. If it is not brought back on the agenda, it is hard to make a motion and a second. Mr. Ballantine said that Mr. MacAskill made a point and it is an area to improve on.

Mr. Ballantine asked about the other positions listed and if they are just for informational purposes, at this point. Mr. Powers responded, that the Deputy Police Chief, Health Director and the Deputy Fire Chief, are all on the line and can speak to their positions. Also, he had a conversation with the Building Commissioner, and there are two positions open; the Executive Assistant and the Inspector position, which was vacant right before the budget process and the pandemic. He had asked the Department Heads to reach out to him and this is the list he has received. One thing he would point out, is that there is a contractual obligation for the dispatch position. They have been agreeable with the way they have been doing it with overtime, which has been a cheaper way to go. However, they are now in a new Fiscal Year and the contract agreement between the Town and the Collective Bargaining Association says that there shall be five dispatchers. They are presently not at that level.

Mr. Powers is sure each Department Head can make their own argument for these positions. In the packet, is a memo from the Health Director about the new vacancy for the part-time Health Inspector and her argument to make that full-time, which he agrees with. He also wanted to note the numbers that were

provided are straight up salary numbers and does not take into consideration the full fringe benefit and total cost of compensation.

Mr. Ballantine said that they can up each of these by 1.5, to basically to get to the real numbers. He also asked what the limitations are for funding these positions. Mr. Powers responded that these positions, with the exception of the full-time Health Inspector, these are positions that are still in the proposed budget for FY21. He said, to be quite honest, his only concern about any of these positions, was recognizing the dire financial situation that we started out in, recognizing that any of these collective bargaining agreement positions, last in, is first out. They could be searching for people that get hired and then depending on how the budget goes in September, they may not be able to hold on to them. So, in that case, he wanted to tread lightly, but there is a need for all of these.

Mr. Ballantine confirmed that all of these positions are currently in the budget. He also asked about the vacant position at DPW, which is not listed, if that is not in the budget. Mr. Powers said that was an oversight by him, and it was not bumped back up and there may be some others that were missed in the short term.

Mr. McManus asked about the full-time position for the Health Department. Mr. Powers responded that his memo shows a vacancy for the Health Inspector, and also in the packet is a memo from Ms. Eldredge and she has articulated the case to see if they would expand it to a full-time inspector. His list only references how they are currently budgeted, and what their commensurate grade and steps are within the Collective Bargaining Agreements.

Mc. MacAskill said he would ask that they bring the bulk of these back, and acknowledged that the Department Heads had joined them. The Health Department being listed as part-time, with the extensive memo that is included, that warrants some conversation. However, for the rest of them, if they are going to go to a motion on everything that they want as a Board, that is fine. However, three months or so ago, he asked for a breakdown of what the overtime costs are for Dispatch; and he has sked for it a couple of times since. Mr. MacAskill said that the Chief was on, back when this topic came up originally, and he said he did not need the dispatcher at that point and could fill with overtime. So, Mr. MacAskill would like to see what the overtime costs were. It is not my understanding, that it is less expensive, then hiring a

dispatcher. He does not want to make an educated decision, without any information. If they can get the information on Dispatch, and how much overtime has been spent since the dispatcher left, on a spreadsheet. Also, if they could get from the Fire Department their overtime costs related to the missing position. He would also like to look at how many positions they had out injured last year, versus not out injured this year; and how they are filling this shift. What kind of overtime are they looking at by not filling that shift.

Mr. MacAskill said that he would also ask the same for the Building Department. They have all talked about reallocating some positions, because they are not back at full staff yet, is it possible to reallocate people into the building department? Also, under the former Town Administrator's tenure, he had reorganized the upstairs completely, compared to what it used to be, and maybe they can look at if that is working. Originally, this meeting was to discuss the Council on Aging, and now it has evolved into all of these topics and positions, but there is no information.

Mr. Powers asked to respond, and said perhaps he missed the mark when the Board made it clear that they wanted to have a conversation about the Social Services position, and they have done that. There is ample information in the packet. He did not want the Board to have that discussion, absent of any other positions. Three weeks ago, when the discussion of the hiring and spending freeze came up, the Board determines that the freezes would continue, however, he was directed to reach out to the Department Heads to seek what other positions may be of critical need. The purpose for tonight's discussion is exactly what they just did, for the Social Services position. But he thinks he would be similarly questioned on why he didn't provide information on these other positions. The Department Heads made him aware of the needs, therefore he's making the board aware of them. He thought he was clear his memo, that this is information for the Board. There is no intention on a discussion, or action by the Board, on any of these other positions other than to make the Board aware. They are in FY21 and these positions are all related to FY21. He is trying to communicate, both with the Board, and also with the Department Heads. They are heading to Town Meeting, and no one knows what it is going to look like when they get there.

Mr. MacAskill replied that he meant only to ask the Chair that this be brought back. He commended the information that was provided.

Mr. Ballantine said that where they stand right now, is that they approved the Council on Aging help and they will come back with the other items, with additional information. He said the only position that does make him nervous is the food inspector, they just lost the position recently and would think that is a critical position. He would like to come back with that, as quickly as they can.

Mr. Howell said that it would be good to know, if they are going to consider it, how they will be paying for it. He would hate to think that they start hiring people, and flushing out the stabilization fund, and other things that are there for a rainy day. There is no assurance that in six months from now, it may be raining even more. He does not like the idea of hiring anybody, without knowing how they will pay for them, even if they are an emergency.

Mr. Ballantine said that they needed to assess where they are, and come back.

Mr. McManus said to be clear, the Health Department was down a half a member already, and lost another last week. They need to continue doing health inspections because it is an important part of keeping our restaurants open. He asked if they will be contracting with the County, in the meantime. Mr. Powers responded that Ms. Eldredge had heard from the County several weeks ago, that they were advertising for 4 or 5 positions, to share throughout the towns. Mr. MacAskill asked to clarify that this is not the position that they voted on last week, which was COVID related.

Ms. Eldredge responded that the position they voted last week was for COVID related inspections only, not a food inspector. They are not going in to check temperatures and for food safety and causes for disease. This position is now vacant which is a year round part-time position. This position not only does food inspections, but also other things, such as, swimming pool inspections, complaint inspections, and reviews title V inspection reports. So, the position that is vacant leaves a big hole in the department, and the ability to respond, to not only their routine food inspections, but also any type of complaints that they have to respond to.

Ms. Eldredge continued, that as far as the County goes, they are able to provide a COVID compliance officer. Probably not once a week, every week; but at least once a week, every other week. The County had obtained three COVID compliance staff members for the summer. Ms. Eldredge said that they have not gotten any bites for their ad on that, and she fears that they will

not be able to fill that, even though that is the reimbursable one. The County does provide one food inspector, once a week right now; and that happens every summer. This is a fresh look at places, but not a lot of experience. So, they are mostly to put eyes on a restaurant, but not too much compliance. But they do have a little bit to help through the county.

Mr. McManus asked for clarification, if there are two part-time positions. Ms. Eldredge responded that the position right now is a 19-hour per week position, with no benefits. That is how it has been for many years, and it becomes vacant every two to three years. It is a very difficult position to fill at this high level of skill and education background, for only 19-hours and no benefits. So what she's asking for, is to go from a .5 full-time equivalent to a 1.0 full-time equivalent. So instead of having one and a half inspectors, she would have two inspectors.

Mr. Ballantine repeated that he would like to make this a priority, if they can get more information. If they can't do title V inspections or food inspections, they will be doing a lot of harm for businesses.

Mr. Ford said that at the very least they have to address the half position. They are now down a very important position, at a critical time. If they choose to make this a full-time position, that is a different story, but they should bring this back as soon as they can. They need to have this position filled.

Mr. MacAskill said, to Mr. Ford's point, and also to Mr. Howell's point earlier, about hiring and possibly firing, he thinks that tonight they should approve the application process to go out for the part-time person, so they are not down that person. He would be comfortable filling the current position, but they need a lot more information and a lot more thought budget wise, before they proceed with another full-time position.

Mr. Howell moved that they recruit for the part time position. Seconded by Mr. MacAskill.

Mr. Ballantine said that this makes him nervous considering Ms. Eldredge's report of not being able to keep someone in that position part-time. He asked if it is there intent to allow them to get started while they consider the full-time position.

Ms. Eldredge questioned the outcome of hiring a part-time position, if that person is not able to transition into full-time. Mr. Powers responded that there is a way to include that as a potential to turn to full-time in the advertisement for the job. Mr. Howell said this at least allows her to get started without waiting for more discussion. Mr. MacAskill also added that to add a full-time position needs to go to Town Meeting, which would hold it up for another three months from now, assuming they can have the Town Meeting then. Mr. Ford agrees with Mr. Powers's suggestion of indicating that this may become a full-time position in the job posting.

All in favor, motion carried by unanimous vote.

Mr. McManus wanted to bring up for discussion the concern over office space, and in particular the needs for Ms. Robbin Kelley, Administrator for the Cemetery Department. He explained that she has been meeting with families of lost ones out of the trunk of her car in the cemetery. Mr. McManus believes that they should be able to find her a more dignified place for her to meet with people, who just recently lost loved ones to make arrangements, then literally out of the trunk of her car. Mr. MacAskill suggested that they recently lost the use of their office and the person using it will only be using it on a limited basis. So, as a short term fix, perhaps she could use that space.

Mr. Powers said that he will respond and he thinks that the need for better office space for Ms. Kelley has been a problem, since before pandemic. Both he and Ms. Eldredge have met with Ms. Kelley and it is agreed that her office space is inadequate, no matter what is happening in the real world, he is aware of it and has been researching and strategizing any number of locations, and he has a few. To the other point, they have been working under the opening restrictions of 25% capacity, the governor changed that at the last minute to 50% capacity. However, one of the offices that they had to move was the Town Clerks' office and that is who is using the Selectmen space right now.

Mr. Powers does have an idea to review with Ms. Kelley, before bringing it to the public, which will give her the space needed, recognizing the difficult job she has with having those difficult conversations. She also needs to be able to access everything she needs, and having some sense of privacy. Also, given that she is a Department Head, she should have an office that is equal to her responsibility. He plans to have a conversation with Ms. Kelley and come to a very swift and successful conclusion to that.

Mr. McManus also brought up the need for her to have an assistant, so that there is someone to cover while she is out, and not having to take calls on vacation. Mr. Powers said that they recently had that conversation, and there are a number of single Department Heads that have that issue, and they have an obligation to address those, but none more critical than the Cemetery Director.

TOWN ADMINISTRATOR'S REPORTS

Mr. Powers reported that they have two items in the packet that he just wanted to bring to the Boards attention. The first one is a memorandum to David Nixon, Chairman of the Community Preservation Committee. He had mentioned several meetings ago that this is a project that did not need to go forward. He was made aware of the process to rescind the money; which just needed to be done by Memo, which is in the packet for their information.

Secondly, which is some great news, the Chase Library in West Harwich is the deserving recipient of the 2020 Massachusetts Historic Preservation Grant Program. This is a wonderful accomplishment. He wanted to recognize that on their behalf, and also for the community. It is a feel-good story and we need more of those.

Mr. Ballantine encouraged everyone to stop by these libraries.

PUBLIC COMMENTS/ANNOUNCEMENTS

Mr. Ballantine asked Lieutenant Scott Tyldesly if anyone had called in for public comments. Lieutenant Tyldesly responded that no one was on the line.

SELECTMEN'S REPORT

Mr. Ford just commented that he spent some time in Harwich this weekend, and every person that he passed, had a mask on. He added congratulations to all of the businesses, and all the people coming to town, that are respecting the guidelines.

Mr. Howell mentioned that the Clean Waters Rooms Tax Management Board has their Bylaws and Regulations Subcommittee Meeting tomorrow. They still need to figure out, how they will be dispersing those funds.

ADJOURNMENT

Mr. MacAskill moved that they adjourn at 7:37 pm. Seconded by Mr. Howell. All in favor, motion carried by unanimous vote.

Respectfully submitted,

Lisa Schwab
Administrative Assistant