

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, OCTOBER 15, 2018  
6:30 P.M.**

**SELECTMEN PRESENT:** Ballantine, Howell, Kavanagh, McManus

**OTHERS PRESENT:** Town Administrator Christopher Clark, Assistant Town Administrator Evan Melillo, Cyndi Williams, Chris Joyce, Peg Rose, Fran Salewski, Richard Waystack, Gerry Beltis, and others.

**WEEKLY BRIEFING**

Mr. Waystack provided an update on recent and upcoming Community Center events and noted that interviews for Council on Aging Director are in process.

**PUBLIC COMMENTS/ANNOUNCEMENTS**

Ms. Williams provided an update on Chamber of Commerce events.

**CONSENT AGENDA**

- A. Approve Minutes –
  - 1. June 13, 2018 Regular Meeting
  - 2. September 17, 2018 Regular Meeting
  - 3. September 24, 2018 Regular Meeting
- B. Reappoint James Mangan to Council on Aging as full member with term to expire June 30, 2019 (*name previously omitted from reappointment list*)

Mr. McManus moved approval of the Consent Agenda. Mr. Howell clarified Item B noting that we had sent a letter to Mr. Mangan but he misread it and thought that he didn't need to do anything to get reappointed. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

**PUBLIC HEARINGS/PRESENTATIONS** (*Not earlier than 6:30 P.M.*)

- A. Annual Meeting
  - 1. Bikeways Committee

Mr. Salewski, Chair, provided the annual report of the Bikeways Committee.

- 2. Voter Information Committee

Ms. Joyce, Chair, provided the annual report of the Voter Information Committee.

- 3. Traffic Safety Committee

Mr. Beltis, Chair, provided the annual report of the Traffic Safety Committee.

## **NEW BUSINESS**

### **A. Support of historic designation of West Harwich School Building**

Mr. Clark outlined the letter from Mr. Igoe of Preservation Massachusetts and said it is clear that this is to encourage people to find alternate uses for the site. Mr. McManus moved to authorize the Chair to write a letter on behalf of the Board of Selectmen supporting the nomination of the West Harwich School House to the Preservation Massachusetts Most Endangered Historic Resource Program. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

### **B. West Harwich School Building RFP discussion**

Chairman Kavanagh noted that there were no responses to the previous RFP for the West Harwich School Building. Mr. Howell commented the document was convoluted and bounced back and forth between two different purposes and discussed moving the building. He pointed out that an RFP was not needed for the South Harwich Meeting House. He recommended finding a group that has a passion for it and model it after what Ms. Ford did with the South Harwich Meeting House and then we can go to the next step of developing a License Agreement. Mr. Clark agreed with Mr. Howell's remarks. He noted that some people have approached the Town Planner on this and are scheduled to meet with her and he will be there as well. He said he would like to explore some of the ideas and options, share some of the License Agreement work we have already done and see what we can put together. Mr. McManus said moving the building loses its historic designation and he is not in agreement with that. The Board took comments from Duncan Berry who noted that they have several ideas but don't have concepts of the liabilities involved. He suggested they give the Town a checklist of what they are discussing. Mr. Howell agreed with Mr. Clark's suggestion that he explore some of the ideas and said they should be able to demonstrate a commitment to fixing the building. He said the first step is to meet with the Town Administrator. Mr. Ballantine said we need a timeline and to start moving on making minimum repairs. He asked that Mr. Clark summarize what he already has and costs for minimum repairs. Mr. Clark said the meeting is on Monday and he will bring the material from the South Harwich Meeting House and information on how it evolved. Ms. Urbano thanked the Board for their support of this building and said she looks forward to getting together with the Town Administrator.

### **C. DHY Clean Waters discussions – participation by Selectman Howell**

Mr. Clark noted that the other Towns each have two Selectmen participating. Mr. Ballantine moved that Don join the DHY Committee as the Selectmen's representative. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

### **D. Board of Selectmen Goals and Objectives**

Chairman Kavanagh said she didn't receive any input from the Board and the goals and objectives need to be finalized. Mr. Howell said we have to pay attention earlier in the process to voting positions and take positions early in the calendar year and Mr. Ballantine agreed. Chairman Kavanagh asked him to send it to her in writing. Mr. Clark suggested having two deadlines, one for the operating budget and one for capital items. He further suggested the Board look at the Budget/Warrant Timeline to see if they want to make adjustments. Chairman Kavanagh asked that all input for goals and objectives be submitted to her. Mr. Clark reviewed the identifying factors of the budget message as it relates to goals.

## CONTRACTS

### A. Approval of Agreement with CDM Smith Inc. for Cold Brook Nitrogen Attenuation Project in the amount of \$119,800 – authorize Town Administrator to sign

Chairman Kavanagh said they would be holding this item. Mr. Clark said we need to establish a Memorandum of Understanding to continue moving the project forward. Mr. Howell asked if we are going to engage in CDM Smith without any RFPs for all things wastewater and noted that this is an attenuation project and not a sewer project. He questioned where the scope begins and ends. Mr. Clark said once you have someone who has done the design work and studies, they should finish and having them finish Phase 2 makes sense. He added that design is exempt from procurement so we can go with the party we think makes the most sense. He commented that if you hire someone midstream they're going to redo everything and we would look at doing that at the end of Phase 2. Mr. Ballantine said he would like to know the work that's been done and the costing on it for next week's meeting. Mr. Howell said owner should be defined in the document. Mr. McManus said owner is defined as the Town of Harwich in the document.

### B. Amendment #1 - Wastewater Program Phase 2 Engineering Services During Construction – *D. Young, CDM Smith*

Mr. Clark provided an overview of the Amendment and took questions and comments from the Board. Mr. Clark said the construction administration amount is \$610,000 and the resident inspections would be \$1,680,000 for a total of \$2,290,000 which is all within the appropriation made at Town Meeting. Mr. Ballantine moved approval with the existing numbers that Chris has cited us. Mr. McManus seconded the motion. Mr. Howell said he doesn't care that it was appropriated because appropriations don't mean spending, just that it is available. He said he has said this before and reiterated that he would like to see for any contract or amendment a summary explanation that the public can see of why it is we are spending their money and where we are spending it and absent that he isn't going to vote for it. The motion carried by a 3-1-0 vote with Mr. Howell in opposition.

### C. Vote to adopt Green Communities Energy Reduction Plan

Evan Melillo, explained that this is criteria 3 out of 5 total and this is the last one before the submission can be made. He noted that this a plan to reduce energy by 20% over 5 years. He reviewed the timeline for the application. He said the announcement of the award will be in May. Mr. Ballantine asked Mr. Melillo to come back with the total costs for all these actions. Margaret Song of the Cape Light Compact said the estimate right now would be \$1.6 million if we did everything proposed. She said discussed incentives and grant funds and said the idea is for the town to spend little to no money to make these things happen. She said there's nothing that says you have to put in \$1.6 million. Mr. Howell moved to accept the plan as presented. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

## OLD BUSINESS

### A. Economic Development Committee status

Mr. Clark discussed the difficulty in staffing committees and recommended to have a group of us that would go and talk to the business owners and suggested we ask them what are we doing well, what we

can do better, what they need and how we can create conditions for success for hopefully other businesses to locate here. He suggested starting with himself and the Chamber Director and possibly a member of the Board of Selectmen and possibly three times in the next year to try to continue to promote business in the community. Mr. Ballantine said he would like to go out a few times and Mr. McManus said he would also be interested. Mr. Howell noted that no one had stepped forward for this committee and said this way seems more practical. Mr. Clark said he would start to engage in this activity and would have one Selectman join him on each visit.

## **TOWN ADMINISTRATOR'S REPORT**

### **A. DHY Clean Waters Partnership Meeting – Dennis COA, October 25, 2018 at 6:00 p.m.**

Mr. Clark announced the above-referenced meeting.

### **B. Departmental Reports**

There was no action or discussion on this item.

## **SELECTMEN'S REPORT**

### **A. Housing Trust Membership**

Mr. Howell said they do not have the last member and they are trying to be really careful as citizens will be recommending expenditures. He said they are still looking and would like to get someone with some knowledge.

## **ADJOURNMENT**

Mr. Howell moved to adjourn at 8:32 p.m. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel  
Recording Secretary