



APPROVED

**MINUTES
SELECTMEN'S MEETING
GRIFFIN MEETING ROOM
Monday, February 10, 2020
6:30 P.M.**

RELEASED

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

ALSO PARTICIPATING: Interim Town Administrator Joseph Powers.

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 6:00 pm for an Executive Session, in which they discussed the which they discussed a strategy session in preparation for negotiations with non-union personnel and conducted collective bargaining sessions with their Fire Chief.

WEEKLY BRIEFING

A. Sewerage Work Improvement Phase 2 – Contract #1 – Construction Schedule – Weekly Update

Mr. Joseph Powers, Interim Town Administrator, said that the first update is from Phase 2, Contract 1, which is the work being done by Robert B Our. The one week look ahead for this week, February 10th, Mainline Sewer Crew # 1, will continue gravity sewer installation on Old Heritage Way, and then progress to Liberty Trail, and then on to Spence's Trace. Mainline Sewer Crew # 2 will be continuing installation on Route 137, which has extended work hours setting a deep sewer manhole, as well as installation of stubs on Continental Drive. Again, the work on Route 137 will necessitate detours.

For the two week look ahead, week of February 17th, the Mainline Sewer Crew # 1, continues the gravity sewer installation on Spence's Trace. Mainline Sewer Crew # 2 is remaining on Route 137, and also working on installation and Johanna's Path. The week of February 24th, Mainline Sewer Crew # 1 is to continue gravity sewer installation on Spence's Trace, then progressing to

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Somerset Road, and Mainline Sewer Crew # 2 will be continuing their work on Route 137, and again will still necessitates detours.

B. Sewerage Work Improvement Phase 2 – Contract #2 – Construction Schedule

Mr. Powers said that for Phase 2 contract, which is the work being done by RJV, the one week look ahead, for February 10th, they continue to install sewer on Sou'West Drive, and their work is requiring road closure between Route 137 and Church Street. Mr. Powers aid that this will be the same for the next three weeks.

PUBLIC COMMENTS/ANNOUNCEMENTS

- A. Mr. Kevin Considine, Deputy Chief Of Police, said that he was there to discuss item D on the Consent Agenda, the Harwich Polar Plunge for Special Olympics. He said that they have had a tremendous outpouring of support and the Law Enforcement Torch Run Polar Plunge will be March 14th, 11:00 am at Red River Beach. He said that he is thrilled to be the law enforcement representative on the Executive Board for the Special Olympics Massachusetts for the Torch Run, for Barnstable County.

Mr. Considine said that the Law Enforcement Torch Run is the largest public awareness vehicle and grassroots fundraiser for Special Olympics. As guardians of the flame, law enforcement members and Special Olympic Athletes carry the flame of hope into the opening ceremonies of State, Provincial, National, Regional, and World Games, bringing law enforcement in our communities together. He said that annually, more than 97,000 dedicated and compassionate law enforcement members carry this flame of hope, symbolizing courage in celebration of diversity, and uniting communities around the globe. The Law Enforcement Torch Run for Special Olympics engages law enforcement worldwide and they champion the acceptance and inclusion for people with intellectual disabilities, starting first with their own communities. Over the past years, the Torch Run has evolved and now encompasses a variety of fundraising platforms to include polar plunges, truck pulls, and much more. Since this inception in 1981, law enforcement has raised more than a half a billion dollars and changed a lot of attitudes. In Massachusetts, the latest numbers from 2018, they have approximately 1,000 officers participating in the Law Enforcement Torch Run Program, they have over 200 opportunities to attend for awareness, and

meddling of athletes, they have 150 departments in Massachusetts involved, they have annually 75 fundraising opportunities around the State. In 2018, Massachusetts law enforcement alone, raised \$682,000 for Special Olympics Massachusetts, and the best thing is all that money comes back to support local communities. He said that he appreciates their support and anticipation of this Polar Plunge and looks forward to seeing everybody there.

CONSENT AGENDA

- A. Vote to approve and sign the March 3, 2020 Presidential Primary Warrant
- B. Vote to approve the resignation of Taylor Mills from the Harwich Accessibility Rights Committee, effective immediately
- C. Vote to approve the resignation of Gabriella R. Parker Telecommunicator for the Harwich Police Department effective February 8, 2020
- D. Vote to approve the Massachusetts Special Olympics /Law Enforcement Torch Run Harwich Polar Plunge 2020 – March 14, 2020 – 9:00 AM – 1:00 PM – Red River Beach (East End)
- E. Vote New Hawkers & Peddlers License for Dancing Spoons A GoGo Food Truck DBA Dancing Spoons Chef Services
- F. Vote – Seasonal Lodging House or Innholders License Renewal 2020 for Gingerbread House B & B
- G. Vote – Seasonal Common Victuallers License Renewal 2020 for A & W Enterprises, Inc. DBA A & W

Mr. Ford moved to approve items A - G listed above. Seconded by Mr. MacAskill.

Ms. Lisa Whalen, said that she just wanted to introduce herself and say hello. She said that she had Dancing Spoons on Parallel Street several years back, but has continued her business catering, and has recently purchased a food truck. The food truck will be at the Tech School during construction and would also like to participate at the Cranberry Festival and other activities in Town.

Mr. MacAskill said that he would like to thank Taylor Mills and Gabriella Parker, for their service to the Town.

All in favor, motion carried by unanimous vote.

PUBLIC HEARINGS/PRESENTATIONS

A. Interim Town Administrator presentation of FY2021 draft budget and budget message

Mr. Ballantine said that they are joined by the Finance committee and turned it over to Mr. Powers for his report.

Mr. Powers said that he would like to begin his remarks with thanks and gratitude to the Finance Director, for the incredible work that she's done in a very short period of time to bring him up to speed on the budget process. He said that they will see in his memorandum that he relied heavily upon the Board's goals for 2020, as it relates to financial leadership and stability. He said that one of those objectives in there is increased transparency, and presentation, which is evidenced by the work that Ms. Coppola has produced. He said that it is remarkable work and it absolutely supports the overall objective of promoting transparency, increased information, presentation, and all of that. He said that he is very excited about the document itself, and the way it is laid out.

Mr. Ballantine asked if this will all be on the website?

Mr. Powers said that they will update the documents on the website as the process goes. He said that it was a difficult budget and there is no way to sugarcoat it. He said that he gave the directive to the Department Heads to be able to recommend cuts, knowing that they are always mindful of their core mission of their departments and their programs. He said that he also asked them to help provide narratives, which will be compiled and presented to the Board, and the Finance Committee, in a separate document. Mr. Powers said that their narratives are critical to understand what this budget will do, and he said that it was helpful for him to make informed decisions. He thinks that it will also be helpful for the Board of Selectmen, and the Finance Committee, to make informed decisions. Mr. Powers said, to put it out there, he did fall short on one of his goals, which was to meet with every Department Head prior to this public presentation. He said he will still follow up with them, but he wanted to acknowledge that he fell short of that goal.

Mr. Powers said that what they are presented with this evening, is a budget that is balanced, despite the fact that they had the headwinds of approximately

a \$1.8 million deficit. He said that while this budget is presented to them as balanced, it's not one that he offers with any happiness or joy, because of the effects of what they will see within the budget. As he mentioned, he said that he did focus on the Board's goals for 2020, specifically goal number two which talks about financial leadership and stability. He focused on three of the key objectives; the first, was the objective to develop a budget which limits growth and operating expenses to no more than 2% and, manages debt payments as much as possible, to maintain level debt service obligations. The second objective is to develop a debt budget which avoids the use of capital exclusions, limits the use of debt exclusions, and is within the limits of proposition 2 ½, without the need for a general override. He said, finally, to develop new approaches to factually inform potential impacts resulting from budget decisions and provide transparency in town finances. Mr. Powers said that is where he thinks their Finance Director has made tremendous strides in that goal and objectives.

He said that the negative influences that impacted their budget process this year, was obviously salary and wage increases that have been approved and granted over time, and beyond that there are greater than 2% increases in their various assessments for property and liability insurance. He said as they have heard many times throughout the Fall, and early Winter, there is significant pressure around the Municipal Solid Waste Program and the process, not just here, but across the Commonwealth. Mr. Powers said related to all of that, he is using this opportunity to announce that effective immediately, and until further notice, there is presently a hiring freeze for any positions that were not advertised as of February 6, 2020. He said that is due to the impacts of the FY21 budget, and as they go through this process, he did not think it made sense to advertise what is not yet advertised. He said that for the short term, for the time being, they are going to hold off on filling positions. However, he said that he made reference to any position that was not advertised as of February 6th, which is the last day to get advertisements into the Chronicle. There is a position at the Cultural Center, and that that position is not impacted by this hiring freeze, because that process was well underway before the budget process.

Mr. Powers said that some of the positive offsets that they had, which helped with this budget, for the second year in a row there were no increases in the employee health, dental, and vision, plans and the reduction in the Cape Cod Tech assessment also gave them some breathing room. Within the budget message you will see that there are several departments that were impacted

greatly by budget reductions, and they are Public Works, Building Department, Cemetery Conservation, Council on Aging, Health, Information Technologies, and Youth Services. He said that there were also cuts made to Police and Fire, but as they will read in the budget material their budgets did not get down to the 2% level. He said that it was essentially a judgment call to make sure that they still have adequate Public Safety representation through this process. Additionally, in line with objective B, and their goals, there are only two debt exclusions that are being recommended to go forward. First, is related to the pumper ladder truck, known as the Quint, for the Fire Department, and the other is in support of the road maintenance plan. He said that means he is recommending that they hold off for the May 2020 Annual Town Meeting, and election cycle, on the establishment of a Phase II, contract three, to complete the East Harwich work, related to the comprehensive wastewater management plan. He also recommended holding off on doing a vote in a debt exclusion, related to the DHY design money.

Mr. Powers said that he is working with staff, and they need to do more work to get them in a more successful position to have those questions prevail. He said that he has been working with the Town Clerk, and arrangements have been made, included in the budget, to support a special Town Meeting and special town election, if they determine that to be feasible for some time late September, or early October. That is the essence of the budget message, which is in front of them, with an operating budget of \$69,335,217, which is an increase of 0.33%.

Mr. Powers said to achieve their goal, of no more than 2%, it was necessary to effect budget reductions at a greater level and pace. So, again, he said, while he is not happy or pleased with the budget, he is gratified to be able to say that the Board and the Finance Committee are being presented with a balanced budget for consideration. He said, lastly, as he is working on the schedule for the presentation on March 7th, he will be making sure that the departments impacted will have ample time to plead their case and have the opportunity to be heard specifically about the effects on their budget.

Mr. Ballantine said that is a start, and asked if he would be going through the document, to hit the high points, or should they review it and come back?

Ms. Coppola asked if they would like for her to review the document with them, briefly?

Mr. Ballantine said to remind people, as Mr. Powers inferred, this is the first draft, and so we'll have multiple meetings going forward on working this through. He said that Mr. Powers has given them a lot of homework and said that as a Board, they put pressure on the Town Administrator to really tighten up the budget. He asked if Ms. Coppola could give some of the high points and then they will do their homework.

Ms. Coppola said that they will find that the document before them is very different than what they have seen before. She said that it is a new budget model, that she borrowed from Barnstable. She said that she had spoken to some folks in Barnstable and found that this is really a more concise way to review the budget. For example, she said to turn to page 2, which provides an overview of all of the general fund revenue that is estimated for FY21, what is estimated for FY20, and then the actual revenue that the town received in FY19. She said that it is a concise version of what their levy limit is, how it's calculated, and in addition to the other categories of revenue, such as, motor vehicle and boat excise tax, and hotel-motel and meals tax. Ms. Coppola said that they did use the short term rental to balance this budget, but there is no proposed increase from the 4% to the 6%, that's allowed by law. She said that charges for services is another large category of revenue, and charges for services include; disposal fees, golf receipts, harbor receipts, recreation receipts, and ambulance fees. She explained that there are other categories that are listed as special funds, and these funds help support their budget. They have betterments, which are that you collect betterments, which is money the town has borrowed and the general obligation debt and then they assess those betterments to individual property owners. Those go to pay for the debt, on those betterments. She said that then they have Saquatucket Harbor and Cranberry Valley Golf Course, where it was a decision that was made at previous town meetings that the receipts from those particular categories would help offset the general obligation debt that the Town has taken on. Also, they have the Enterprise Funds and they calculate an indirect cost for the enterprise funds on an annual basis. She said that it covers administrator cost, treasurer and collector's cost, the finance department, as well as their health insurance, property tax, workers comp, and they gather those and calculate them on an annual basis. They provide the information to the department, have a discussion about how they are calculated and then come to a final number, and that is included here as a revenue source, as well as, free cash. She said that free cash is being used this year, and they have taken a completely different approach, which should be on their mind. Also, they are looking at a different approach for snow and ice. She said that they

would like to be able to come to Town Meeting with budget amendments to be able to fund the overage for snow and ice this year instead of using free cash. She said that it is a different approach, which if they do not agree with it, they can change it. For FY21, they are proposing that free cash would go to support sewer operating costs, which are coming online or expect those to come online in the beginning of the second quarter of FY21. She said that the detail of that information is in this document as well. She said that they are supporting the purchase of a cruiser for the Police Department with free cash, and that will be a one-time expense. Then, some capital expenses associated with engineering for MS4 requirements from the State, and in addition to that, she believed \$35,000 in technology equipment.

Ms. Coppola said that this is just a general overview of all of the revenue sources and she detailed many of them in narrative form. She said that she also gave them some charts and information on special revenue funds and what it is being used for is also provided. She said that they also have twelve revolving funds in the Town, and she provided information for each one of those, in addition to all of the reserves that the Town has historically had. She said that she also gave them a history from FY10 to FY20, and that included free cash stabilization and the OPED fund. She said that the document is very different and asked the Board to turn to page 14. She said that if they look at Public Safety, including Fire and Police, it serves to provide all of their revenue sources, and all of their expenditure categories, whether its personnel, operating expenses, or capital. She explained that she provided them with employee benefit allocations, so that's an all-in allocation for benefits and each one of the departments that she analyzed, she provided that same information. There is also a line item which shows debt service for each department, and each department that has debt service associated with them. She said that as they go down to the bottom line, where it says total expenditures including benefits and debt service, you'll see a \$13.8 million figure, whereas the budget for Public Safety all-in for a personnel operating cost in capital is \$9.6 million. When they move on to areas that have been in question, she provided this for all department, which includes their large revenue generating departments, which is Golf and Recreation, and others.

Ms. Coppola said that she laid out information with regard to FTE's (full-time equivalent employees), and provided that in total. She said that she provided it by department as well, and then if the department had an org chart, she gave that to them. She said that the document is really set to provide them with an overview and they certainly have all the details, and they can provide them

with the details, but for starters, she thought they might like this format. She said that if they are curious about allocations, they can look at page 60, which supports all of the summaries and has all of the expense allocations, which range from department operations to employee benefits, and then all of their services, such as debt services, and education expenses. She said that it comes down to a grand total, that is also an agreement with their general fund summary, which is a good thing. The next page shows revenue source taxes to be raised and support each department, and these are all in allocations, and include all of the benefits that are associated with each department.

Ms. Coppola said that they are not perfect on their allocations, but they are just starting this process and it is going to take them a little time to perfect it. She said that she anticipates over the next couple of years, that they will be honing in on all those allocations, to just make sure they're absolutely perfect. Some of the areas where she had to make a judgment call, she allocated where the costs were going to be allocated based on FTEs, which isn't always great when you have a lot of seasonal folks, because they don't have a lot of benefits. She said that in some areas she did have to allocate it based on that because that was the best information that she had.

She said that the last section of the document supports a statistical summary of information, which is the statistical summary. She said that is their Comprehensive Annual Financial Report, and that is located online for FY19. She said that they have actuary that works with them for OPEB, and other post-employment benefit valuations. She asked them this year to separate all of those annual required contributions, and she has that document if they would like to see it. However, for this document, the town is proposing \$150,000 to support OPEB for FY21, and the OPEB allocation that you see in those full-on allocations is based on that \$150,000. In addition, the Water Enterprise Fund Funds has an OPEB of \$50,000 a year, so that is in addition to the \$150,000. She said that she is happy to answer any questions that they may have now, or in the future, about this document. She said that it is certainly a different way to look at the budget.

Mr. Ford said that because this is the initial pass, he wanted to thank them for trying to adhere to what they said their goals were. He said that he thinks that the idea of this transparency, and the presentation style is going to be a lot better for the people of the town. He said that one thing they found out very clearly in their Town Meeting that was a great concern, was the lack of people's ability to truly understand where they are headed as a town. Mr. Ford

said that there was a lot of fear that they were headed in a direction that was going to be very unfavorable to the taxpayers. While it still is a stressful situation, and each Department Head is going to have a tough time, trying to meet what Mr. Powers and Ms. Coppola are trying to do here, they certainly got a clear message from the people, who are the voters, that this is something that they need to do. He said that he looks forward to hearing from the Department Heads, but he thanked them for trying to answer what was out there as a question from the town, as to where we stand on the budget, and where we are headed as a town. He said that it is more of a thank for this, but also he is looking forward to discussing each of the departments in there, and how they can make this work for them.

Mr. MacAskill said that he really just wanted to mirror what Mr. Ford said and thank Mr. Powers and Ms. Coppola for all of their hard work. He also thanked all of the Department Heads for all the sacrifices they made, and sticking with the budget message.

Mr. McManus said from the brief look, it has a lot of information to consider and it raises a lot of questions on how or why they made certain allocations the way they did and they will discuss that.

Mr. Howell said that he is echoing what Mr. Ford said, and that this is really refreshing. He said that this translates from policy to numbers, and something that he has been interested in for a long time, which is aligning who owns what expenses, as opposed to just glomming them into a category that the government owns this. He said that this is really helpful, and it's really refreshing to actually get something that they asked for.

Mr. Ballantine said that he agrees with that, and it is a lot of information. He said that he was trying to get in his own mind, is interdepartmental expenses, so they can use that as a guide. He said that he knows that this is going to have to be a broad scope to make it work, and she will likely get buried in it, but they do need to have a feel for it, because when they use resources from one department to another, that is still a cost of that project. In the end, they are going to have a reasoned discussion going forward and that's like the next level. There is a lot of information and he really appreciates it.

Ms. Coppola said that she has another project that she is working on, that does allocate internal costs and OPEB, and there is one department that she will work closely with to make sure they have those allocations.

Mr. Ballantine asked if anyone from the Finance Committee had any questions?

Mr. Jack Brown, Chairman, Finance Committee, said that it is their responsibility to evaluate these budgets and to also digest the many articles that they will see at some point in the process. He said that it is important for them to understand, which has been demonstrated tonight, how much hard work it is to put a budget together. He said that the numbers look daunting, some are just common sense stuff that they need to fund, and other ones are long term costs. Mr. Brown said that they have to work through that together and they have meetings just about every night during the early Spring. He said for the public, they meet in this building nearly all of the time during the next few months and people can come in with discussion points and they can see what happens.

Mr. Angelo LaMantia, Finance Committee, said that he thought the presentation was very good and gives us a good basis to work from. He said that he just wants to make sure that they are going back and looking at all of the revenues to make sure that they are at a good level. Also, the other one which is important is to have a document for each department which shows what all of their income is and where the money is spent. Mr. LaMantia said that this is particularly important for departments that provide funds to activities, or other departments, like the DPW. He said that the DPW does activities for other departments and if you look at what they are spending, it is not for them, but for someone else. He said that it should be moved, and said that they are going in a great direction.

Ms. Linda Cebula asked when the document is going to be made available to the public. She said that she understands that this is a first pass and there will be iterations, but it seems like there is an awful lot of information to absorb and the public foots the bill.

Mr. Powers confirmed that it will be presented and available tomorrow on the website.

Mr. MacAskill said, just to point out, that they just got it at the meeting as well, and it was just finished at 5:30p today, so they have not absorbed anything yet either.

Mr. Cakounes said that he wanted to draw attention to the posting notice for today, which states that they will be handing out the document at today's meeting. He said that he understands that it was just finished at 5:30pm, and that they have not read it all yet, but some of them came there tonight specifically to get the handout. He said that he does not have a problem waiting until tomorrow when it's online, but he suggested that maybe in the future they reflect that in their posting, because any documents that they are reviewing in front of them today, even if they got them at the beginning of the meeting, the public can ask for a copy.

Mr. Ballantine said that his only defense is that they are not taking any action on it tonight, but Mr. Cakounes' point is taken. He said that as they go forward on this, and one important perspective, through the hard work of Ms. Coppola, is that they are looking at a baseline budget. He said that they asked for 2%, no capital, and they are going to have discussions on if they can hold to that. Mr. Ballantine said that is a whole different look than when they go in with an exaggerated budget, and after the fact try to lower the numbers, which always tends to be impossible to do. He said that they have really started this off in a good spot to have a good discussion, and they all appreciate that.

Mr. Jon Chorey, Finance Committee, said that it's a great start on the budget presentation. He said that he would like to ask a question, if it has not been thought of, on capital requests and the status of those capital requests, both in the operation department and in the warrant article capital request. He said that he would like to see a list of past articles that have been approved, their status of where they stand, as far as being fulfilled, and what's the plan going forward on capital requests that have been approved, but not spent or even out to bid yet.

Mr. Ballantine said that Mr. Powers and Mr. Ryder have been working on the status of those, because he is right they have fallen behind. He said that Mr. Powers provided an update last week on where all those articles are and where they stand. He said that he would refer to that document, which would probably answer a lot of his questions.

Mr. Chorey said that he realizes that they are in a bit of a transition, so he understands.

Mr. Howell said that Mr. Chorey is really onto something. He said that they have been discussing this, and it is not just that the project is not done, but

there is a vague feeling that if it has lapsed over one or more years, that there is an assumption by the time your roll into next Town Meeting, that the tax bill you are getting covers everything that you already agreed to. He said then moving forward you are taking on new debt. He said that Mr. Chorey is right, they need to be able to catch up to what they have accrued, as an obligation to do stuff, so that people don't get beguiled into believing that they are up, and even anything they do from now on is going to be an additional tax, or that they have already covered what they've borrowed because that's not the truth, and that hasn't been the truth for quite some time.

Mr. Ballantine said that it is a good point and that Ms. Coppola has been putting together structures to try and handle some of those questions.

Ms. Coppola said that those debt schedules are in the document.

NEW BUSINESS

- A. Vote to approve the request from the Harwich Cemetery Commission that the Island Pond Arboretum be named the James Marceline Arboretum at Island Pond

Ms. Robbin Kelley, Cemetery Administrator, said that the mission of the Island Pond Arboretum is to encourage, educate, and enrich lives, and enable residents to become better stewards of our local history and environment. She said that the Cemetery Commission has been working in collaboration with the Conservation Agent, Cape Cod Regional Technical High School horticultural students, Monomoy Regional Schools, Cape Cod Cooperative Extension birdwatchers, AmeriCorps of Cape Cod, and local historians, to create the Island Pond Arboretum.

Ms. Kelley said that the Arboretum will provide exceptional opportunities for teaching, research, and outreach, and will be a destination for learning across Cape Cod. The arboretum will cultivate residents, and students, who value our natural resources and who want to recognize the impact on the world around them. They will become better equipped with skills, knowledge, and abilities, to achieve in the fields of sustainability, conservation, and environmental science, hands-on outdoor learning experiences. She said that these real world opportunities for discovery excite and motivate our young students interested in 21st century careers in science, technology, reading,

engineering, arts and mathematics. The Arboretum will be hosting walking tours, scavenger hunts on trees, and honor prominent residents who are buried at Island Pond Cemetery. She said that this vision will leverage the town of Harwich's unique history with the environment and will inspire people to visit the property. Ms. Kelley said that for those that were lucky enough to know Mr. James Marceline, knows that he truly embodies all the elements of this project. The Cemetery Commission is recommending that the Arboretum be named; The James G Marceline Arboretum at Island Pond.

Mr. Leo Cakounes said that Mr. Marceline was a very good personal friend and he thinks that the action that is being asked of the Board today is a really good move and he hopes that they will support it. He said that this is not just a request coming from the Cemetery Commissioners, although they voted it, they had been approached by people like himself, and residents in town, to ask them to do this. Mr. Cakounes said that he dittos everything that was said and he thinks it is an excellent project and it certainly stands for everything that his friend Jimmy stood for, with education, the environment, and maintaining the environment. He said that Mr. Marceline also loved their cemeteries and he was there on at least a weekly basis cleaning and taking care of his wife's plot, who was there before him. He said that he asks them to consider this and hopefully they can move forward. Mr. Cakounes said that he does not want to speak for the Cemetery Commissioners, but he believes the reason why they are asking, and want to move forward with it quickly, is because of the different grants and things that are going to be applied for. He said it is nice to have everything in place, as far as the naming, so that they can move forward and don't have to go back and change anything.

Mr. Howell said that this is terrific and that this is a proud day in the history of Harwich. He said that they should accept this and that Mr. Marceline was an amazing human being.

Mr. McManus moved that they approve the request from the Harwich Cemetery Commission that the Island Pond Arboretum be named the James Marceline Arboretum at Island Pond. Seconded by Mr. MacAskill.

All in favor, motion carried by unanimous vote.

Mr. McManus said, to add to Mr. Cakounes' comments about Mr. Marceline's care of the cemetery, he remembers him also taking care of the Veterans

Flagpole at Brook's Park, where he had planted flowers. He would show up every day with his watering can and make sure those flowers were kept up and honoring our Veterans.

Mr. Cakounes said that just wanted to respond and said that the memorial is for the Battle of the Bulge and that Mr. Marceline was a POW in the Battle of the Bulge. He said that they have people continuing his efforts and maintaining it. He thanked Mr. McManus for mentioning that.

- B. Vote to designate Joseph F. Powers as temporary Town Administrator for a period not to exceed ninety (90) days

Mr. Howell moved to designate Joseph F. Powers as temporary Town Administrator for a period not to exceed ninety (90) days. Seconded by Mr. MacAskill. All in favor, motion carried by unanimous vote.

- C. Discuss and possible vote to approve Board of Health recommendations:

- a. Increase the timeline for mandatory connection to the municipal sewer from one year to two years

Mr. Ballantine said that as a regulation, once the main sewer line is in place, people in that area are given one-year to connect to the sewer line. The motion on this is to extend that to two-years. He said that Chatham has done that, and the primary reason is because there is a lot of sewer going in between Harwich and Chatham. He said that the feeling from both of our towns, is that one year was too much of a rush to get the work done.

Mr. Howell said that he wanted to remind everybody, that they are acting as the sewer authority, for things that have not been built yet.

Mr. Ballantine agreed and said that once the lines are in the ground, and construction is done, they will then turn it over to the Wastewater Water Commission to handle.

Mr. Howell moved that they increase the timeline for mandatory connection to the municipal sewer from one year to two years and contingent upon legal counsel, or concurrence that the agreement affords for that. Seconded by Mr. MacAskill.

Mr. McManus said that he is happy to vote to approve both of these, but asked if they are in the jurisdiction of the Board of Health solely, and they are just sort of icing on the cake?

Mr. Ballantine said no, it is their responsibility, as Wastewater Commissioners. He said that the Board of Health made the recommendation to them, and they are the enforcement body to move ahead.

Mr. Howell said that there is concern over the budget presentation and he is thankful that this is a message that they are sending back to the public, that they are listening. He said also there is a lot of fear about what people are going to be pushed into and how quickly. He said it is important for them to vote this, so people understand that they hear them and going to give them as much time as they can, and they are also going to try and cut the cost.

All in favor, motion carried by unanimous vote.

- b. Include Registered Sanitarians as designers for sewer connections that have a proposed discharge of less than 2,000 gallons per day.

Mr. Ballantine said that this has been a detailed discussion about whether they will allow sanitary design ratio sanitariums to design the connection or a design engineer. He said that Chatham requires a design engineer. Mr. Ballantine said that he has spoken with the person in charge there and was told that they cannot be forced to use the design engineer, as long as they have comfort that the Board of Health will check the design. He said that he is looking now, if everyone is in agreement, is to move ahead with a condition to get a final reading from their legal team.

Mr. Ford said that the motivation behind this, is an opportunity to potentially save a lot of money for individuals.

Mr. Howell moved that they support the recommendation of the Board of Health to include registered sanitarians as designers for sewer connections that are proposed of discharge of less than 2,000 gallons

per day, assuming they get confirmation from legal counsel that is consistent with the IMA. Seconded by Mr. MacAskill.

Mr. Howell said that this is not only a lot cheaper than having an engineer, but in his view, there is no downside for Chatham. He said that there is not a single pipe that this would affect, that Chatham owns. The risk is to the Town of Harwich, and assuming there is not risk. He said that it is a question of trying to give a break to the homeowners who have to hook up to these lines, and there are a lot of sanitarians that are real professionals and know exactly what to do.

Mr. McManus said that is something he recommended for quite some time, and requiring an engineer in his mind just added an extra cost. He said that he is not entirely conversant with what the training of sanitarians are, but quite honestly the waste lines inside of a house are designed and installed by a plumber, and he does not see the need for a more expensive class of people, other than a plumber, to install.

All in favor, motion carried by unanimous vote.

D. Discussion and sign documents – Chapter 90 Project – Drainage Installation Various Locations

Mr. Lincoln Hooper, DPW Director, said that before them for consideration is the Chapter 90 Project, in the amount of \$165,500. He said that the work will be accomplished by Robert B Our Company, under the contract that the Board awarded last October.

Mr. MacAskill moved that they approve Chapter 90 Project – Drainage Installation at Various Locations, in the amount of \$165,500. Seconded by Mr. McManus. All in favor, motion carried by unanimous vote.

OLD BUSINESS

A. Updated Town Administrator Search Timeline

Mr. Ballantine said that the last timeline that he initially brought to them was rejected, which was a good rejection because it was too aggressive. He said that they will come back with a little more of a reasonable timeframe, which

he credits to Mr. Robert Lawton's expertise. He said that this is just informational right now.

B. Affordable Housing Trust Update – Don Howell

Mr. Howell said that when the Affordable Housing Trust reformed, he became the Chair, and this is just a baseline to look at where they are going and how quickly they had gone to places that they were not totally familiar with. He said that they decided to step back, and start over again organically and get people involved who should be involved.

He said that they have a consultant now, JM Goldson, that is coming in to do workshops, rather than just throwing designs against the wall to see if they stick. He said that as part of this process, they met with the Housing Committee this past Thursday, and that was taped and the consultants are looking at that. Mr. Howell said that they are looking to identify stakeholders and he is really looking to try and get outside of the box. They have already determined that the HJT would be a potential stakeholder, because of the projects they are looking at would be a mixed use project with them, remaining onsite and the housing being developed behind them. He said that the Harwich Center Initiative might be a stakeholder, because people will be walking around if they live in Town, and it might afford the possibility for more housing for workers. He said that all of the regulatory boards, because they feel like the Board of Health, ZBA, and the Planning Board, should have input because they have unique things that they have to deal with, with housing. Mr. Howell said that this goes back to an elemental statement from Bob Murray, that if you get the money and you start spending it on studies, and you don't do anything other than study, study, study, you never build anything, and nobody's going to move in anywhere. He said that at the very beginning they want to identify who's interested in this process and who they should call. There will be various workshops which will be broken down and all of the providers should be there as stakeholders. Mr. Howell asked that they try to get back to him, so that he can feed that information to the consultants, so that they could start. He said that he would suggest that the Board of Selectmen is also a stakeholder.

Mr. Howell said that they are meeting again on Thursday, and they are taking a tour of some of the affordable housing stock, with the consultants, to show them what they have been successful at.

TOWN ADMINISTRATOR'S REPORTS

A. Budget/Warrant Timeline FY 2021

Mr. Powers said that since the budget, and budget message, have been presented in accordance with the requirements of the Charter, the next two items this Friday, February 14th will be the deadline for article submissions. He said that the warrant closes at noontime. They will have a draft vetted this week by Council, so at their meeting next week, Tuesday, February 18th, they will have the first draft presentation of the Annual Town Meeting Warrant.

Mr. Powers said that he wanted to advise the Board that he signed a contract today relative to the cemetery, for repairs to memorial stones that were damaged over the summertime. He said that the dollar amount was under \$25,000, it was \$18,500, and he will present it to the Board in their packet next week.

SELECTMEN'S REPORT

Mr. Ford said that he wanted to say something, with members of the Finance Committee there, and looking into the camera to emphasize, that these folks are going to spend an enormous amount of time over the next several months pulling together the budget and getting prepared for Town Meeting. He said that he would emphasize to everyone, that they should recognize what these people do as volunteers. Mr. Ford said if people have concerns about the budget, and if they are going to speak at Town Meeting, they should come to at least a few of those meetings and try very hard to understand what these folks are trying to do. He said that they should be part of what is going on in Town, and not just an outsider. He said he wants to thank the committee for all of the work they have done.

Mr. Ballantine said that they need two more members on the finance committee.

ADJOURNMENT

Mr. MacAskill moved that they adjourn at 7:39 pm. Seconded by Mr. Howell. All in favor, motion carried by unanimous vote.

Respectfully submitted,

Lisa Schwab
Board Secretary