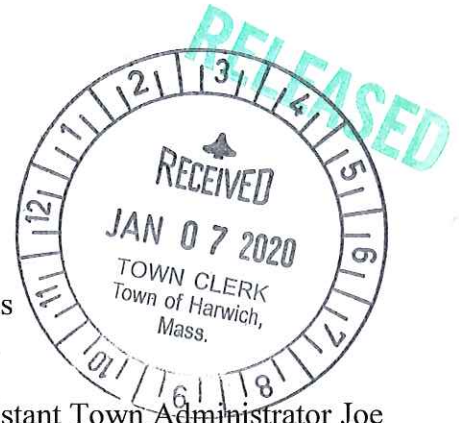


APPROVED

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, JULY 1, 2019
6:30 P.M.**



SELECTMEN PRESENT: Ford, Howell, MacAskill, and McManus

OTHERS PRESENT: Town Administrator Christopher Clark, Assistant Town Administrator Joe Powers, Carolyn Carey, Elizabeth Harder, Carol Coppola, Fire Chief Norm Clarke, and others.

WEEKLY BRIEFING

Mr. Carey announced that the Seaside Marketplace will be opening the sheds on July 3rd, there will be an open house on July 2, 2-3pm, at Saquatucket Harbor, and some sheds are still available for vendors.

Ms. Harder announced that she is the Harwich Delegate to the Barnstable County Assembly of Delegates. The Assembly is about to start its Charter Review. She will be at Red's the following dates to allow people from the public to discuss the Charter Review with her: July 9th and 16th, 4:30-6:30pm. The Barnstable County Charter can be found at barnstablecounty.org. The Charter will be discussed at every Assembly meeting moving forward—meetings are held on the first and third Wednesday of every month at the old jail in Barnstable County.

PUBLIC COMMENTS/ANNOUNCEMENTS

Mr. McManus announced that the Thursday Night Concert series is beginning this week at the Cultural Center. The first Cranberry Festival Art Show will be this Saturday and Sunday, 9am-4pm. The Lower Cape Kiwanis Club is holding a flea market Saturday 9am-1pm at the Harwich Community Center.

Mr. MacAskill addressed complaints regarding the beach parking sticker convenience fee. He clarified that the Chamber sells beach stickers for the town and collects a \$3 convenience fee to cover associated costs, as they are not part of town government. He further explained that the parking in Harwich Port was a decision made by the Board of Selectmen and the Parking Committee, not the Chamber. He urged members of the public to attend Board of Selectmen and Parking Committee meetings if they wish to voice their concerns.

CONSENT AGENDA

A. Vote to approve Caleb Chase Fund request in the amount of \$70.00

- B. Approve the re-appointment of Vahan Khachadoorian and Fran Crowley as full members of the Recreation and Youth Commission with terms to expire on June 30, 2022

Mr. Ford moved to approve Items A and B. Mr. Howell seconded, and the consent agenda items were approved by unanimous vote.

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

None presented.

NEW BUSINESS

- A. Vote to Authorize to Refund Bonds for the Police Station—Carol Coppola, Director of Finance

Ms. Coppola explained that the town currently holds only one debt that is eligible for refunding—the construction of the Police Station from 2009. Based on June's rates, the town could save about \$375,000 in interest by going through the refunding process.

Mr. Howell asked for clarification on the term refunding, for the public's benefit. Ms. Coppola explained that "refunding" is the General Obligation debt term for what the general public might think of as "refinancing".

Mr. Ford commended Ms. Coppola for contacting the town's Financial Advisor to find this refunding opportunity for the town.

Mr. Howell made the motion that in order to reduce interest costs, the Treasurer is authorized to issue refunding bonds, at one time or from time to time, pursuant to Chapter 44, Section 21A of the General Laws, or pursuant to any other enabling authority, to refund the Town's \$8,750,000 General Obligation Police Station Bonds dated February 15, 2009, maturing on and after February 15, 2020 in the aggregate principal amount of \$4,250,000 (collectively, the "Refunded Bonds") and that the proceeds of any refunding bonds issued pursuant to this vote shall be used to pay the principal, redemption premium and interest on the Refunded Bonds and costs of issuance of the refunding bonds. Mr. MacAskill seconded, and the motion carried by unanimous vote.

- B. Vote to Authorize Year-end Budget Transfers—Carol Coppola, Director of Finance

Ms. Coppola explained that it is common for town government to have year-end budget transfers or amendments for over-expenditures in major budget categories with departments. Mass General Law stipulates that these must be approved by the Board of Selectmen and the Finance Committee within the last two months of the fiscal year or the first 15 days of the following fiscal year. The packet includes a detailed list of requested transfers with explanations. There are significant transfers in the area of debt, due to 1) wastewater debt that the town did not expend because the Trust has not yet sold the debt, 2) the cranberry valley bonds that were not sold until June, 3) the town taking the opportunity to pay down road maintenance projects in order to capitalize on a lower interest rate

with town notes, as well as 5) minor changes mostly due to anticipated debt for principal payments. She does not expect these adjustments to reoccur annually. Other adjustments are for salary for reasons such as sick leave, vacation buy-back, and plumbing and gas salaries and wages, which have increased because inspections have increased recently.

Mr. Howell moved to authorize the year-end budget transfers as presented. Mr. Ford seconded, and the motion carried by unanimous vote.

C. Discussion of the Board of Selectmen's Draft Goals

Mr. McManus read an email from Mr. Ballantine requesting the Board to send him comments on goals, so they can be discussed at the meeting in two weeks.

Mr. MacAskill clarified that this is separate from the performance evaluation sheet. He is interested in developing a budget within the limits of the proposed 2.5%, which is Charter-required. He would like to see a list of actions and deliverables for the Town Administrator.

CONTRACTS

A. Change Order for Fire Station #2 in the amount of \$40,415.49—Approve and authorize the Vice Chair to sign

Mr. MacAskill moved to change order for Fire Station #2 in the amount of \$40,415.49, approve and authorize the Vice Chair to sign. Mr. Howell seconded the motion.

Chief Clarke expressed frustration with the change order process.

The motion carried by unanimous vote.

OLD BUSINESS

A. Review of May 2019 Annual Town Meeting Actions—Pass/Fail

Mr. Clark explained that this was meant to allow the Selectmen to follow-up on any additional items from town meeting. As an example, Article 34, to amend the Monomoy Agreement. This did not pass in town meeting, so would need to be acted upon if so desired.

Mr. Clark let the Board know that the Water Commissioners would like to be on the selectmen's agenda to discuss temporary repairs to Lower County Road. Mr. Howell asked that Mr. Clark make the town process for budget decisions clear to the contractor, Scott Carper.

Mr. McManus addressed the petition article amending the Charter from Selectmen to Selectboard. Mr. Clark suggested that this could be addressed during the budget/warrant review.

Mr. Clark announced that the Cemetery Commission has voted to turn the Pet Cemetery item back to the Board of Selectmen. There is a process under procurement law to declare the property as surplus. Mr. Howell suggests the Board have an idea of what to do with the money and where the property would go if choosing this option. Mr. Clark clarified that the law is restrictive in how that property could be used.

B. Discussion and possible vote of the Budget/Warrant Timeline

Mr. McManus read an email from Noreen Donohue to Mr. Ballantine, in which she presented her concerns regarding the town budget/warrant timeline, especially as it relates to the school district's budget. Ms. Donohue voiced support for further discussion between the Board and the public.

Mr. McManus suggested some review of school budget and warrant discussion in January and February.

Mr. Clark agreed with Ms. Donohue that the state's budget decisions can often lead to dramatic changes in how much the town is allocated and can provide. From a finance standpoint, budget discussions in February would allow for more accurate numbers going into town meeting.

Mr. Howell remembers meeting in February with the Financial Committee and department heads in previous years. The Town Administrator's proposed budget would then have to be out earlier (potentially by January) to allow for this meeting in February. Even though the state's budget allocation is not available early, the draft budget could still be based off previous allocations.

Mr. Ford suggested providing a draft budget with a caveat that allows for changes to the state's budget.

Mr. Clark suggested presenting his draft budget on February 3 so that a meeting with all department heads could occur the following Saturday, prior to school vacation week.

Regarding a separate issue, Mr. MacAskill asked to remove the language on the timeline stipulating that no new information changes to the warrant be made after March 2. Mr. McManus responded that the articles are to be presented to the Finance Committee by February 24—how can all articles be presented if it is being changed or added to? Mr. Clark advised the Board, based on the Town Attorney's opinion, that it is allowed to make corrections to the warrant until it is printed. Mr. McManus disagreed with the Town Attorney. Mr. MacAskill suggested this discussion be placed on the agenda in the future and voted on by the Board.

TOWN ADMINISTRATOR'S REPORT

A. Seaport Economic Council—Meeting and Ribbon Cutting Ceremony—August 27, 2019

Mr. Clark announced that the Seaport Economic Council asked to have its meeting at Harwich Town Hall in the Griffin Room. This could also be an opportunity to promote the project to improve the sidewalks.

- B. Contract 1, Phase 2 of the Sewer Project—pump station approval options for non-compliant structures

Zoning Board of Appeals, Town Council, and Amy Usowski visited sites. New structures were approved in place of pumps.

- C. Order of taking filed.

Mr. Clark thanked Griffin Ryder and Joe Powers for their efforts in submitting paperwork to the State Revolving Loan Fund. Notices of eminent domain taking will be sent as applicable.

- D. Beach 22 enforcement issue

The Police Chief asked Mr. Clark for a clearer enforcement roadmap, which Mr. Clark provided the Board.

- E. Non-resident taxpayer meeting

For the next meeting, Mr. Clark will provide a draft agenda for the non-resident taxpayer meeting.

SELECTMEN'S REPORT

- A. Mr. Howell attended the celebration for the Brook's Library renovation. It looks terrific!

Mr. Ford and Mr. McManus were disappointed they were unavailable to attend the event, but both expressed their support for the library and its improvements.

- B. Mr. Howell reminded the public of a new ad hoc Noise Containment Committee.

- C. Mr. MacAskill asked that all committee openings be provided at the next Board meeting

ADJOURNMENT

Mr. MacAskill moved to adjourn at 7:30pm. Mr. Howell seconded, and the motion carried by unanimous vote.

Respectfully submitted,

Shilo K. Felton
Recording Secretary