

RECEIVED
TOWN CLERK
HARWICH, MA

MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM

APPROVED

2022 MAY 25 A 8: 4 MONDAY, AUGUST 17, 2020

6:00 PM EXECUTIVE SESSION

6:30 PM REGULAR MEETING

REMOTE PARTICIPATION ONLY

RELEASED

SELECTMEN PARTICIPATING: Larry Ballantine, Michael MacAskill, Steve Ford, Donald Howell and Edward McManus

ALSO PARTICIPATING: Interim Town Administrator Joseph F. Powers

CALL TO ORDER:

Chairman Ballantine opened the Board of Selectmen's meeting for August 17, 2020 at 6:00 PM. Mr. MacAskill moved to enter into Executive Session, 2nd by Mr. McManus. Vote 3:0 in favor. Motion carried unanimously.

EXECUTIVE SESSION:

A. Pursuant to M.G.L. c30A section 21 (a) paragraph 2 to conduct strategy sessions for contract negotiations for nonunion personnel - Interim Town Administrator

Mr. Ballantine reopened the Board of Selectmen's meeting reporting that in Executive Session they discussed strategy negotiations for the Interim Town Administrator's contract. They will have a follow-up discussion. Noted- Don Howell and Steve Ford were present remotely. He invited attendees to join him in the Pledge of Allegiance.

WEEKLY BRIEFING:

A. COVID -19 Updates

Meggan Eldredge Health Director reported on how many cases, active and inactive. Travelers' data is not available. Positive cases statistics state wide also reported. The Board of Health will have a virtual meeting tomorrow evening regarding the emergency facial covering order.

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

Cindy Williams Director of the Chamber of Commerce updated on a great weekend for businesses and accommodations. Sticker sales are continuing.

PUBLIC COMMENTS/ANNOUNCEMENTS

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Mr. Ballantine noted that Selectmen Howell and Ford are not present virtually at this time. Bobby Orr visited the Police and Fire Departments recently and noted an article in the chronicle regarding people tearing down campaign signs.

PUBLIC HEARINGS/PRESENTATIONS

No Hearings or Presentations offered.

NON-RESIDENT TAXPAYERS VIDEO

Mr. Ballantine explained the annual taxpayers meeting and the video. He recognized the hard work of the Department Heads and the Departments. Part of the video highlighting Departments listed below will be presented tonight with the rest at future meetings.

1. Channel 18 - Jamie Goodwin
2. Finance Department - Carol Coppola
3. Health Department - Meggan Eldredge
4. Council on Aging - Emily Mitchell
5. Fire Department 0- Chief David LeBlanc
6. Police Department - Chief David Guillemette

CONSENT AGENDA

- A. Adopt and sign the Primary Election Warrant for September 1, 2020 State Primary
- B. Vote to approve the resignation Kathleen Teahan from the Harwich Cultural Council - Effective immediately

Mr. MacAskill moved to approve the consent agenda as presented, 2nd by Mr. McManus. Vote 3:0 by roll call, in favor. Motion carried unanimously.

NEW BUSINESS

- A. Minutes for
 1. June 8, 2020

Mr. MacAskill moved to approve the minutes for June 8, 2020, 2nd by Mr. McManus. Vote 4:0 by roll call, Mr. Ford has rejoined the meeting, in favor. Motion carried unanimously.

- B. Discussion and possible vote to waive all building permit fees except plumbing, gas and electric for construction of three new offices at the Brooks Free Library - Approx. \$227.50 (East. Application Fee \$70.00/Inspection Fee 2@\$75.00-\$150.00 & Tech Fee - \$7.50

Mr. MacAskill moved to approve waiving all building permit fees as presented, 2nd by Mr. McManus. Vote 4:0 by roll call, in favor. Motion carried unanimously.

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C. Discussion and possible vote to sponsor and approve the West Harwich Special District Zoning Bylaw and refer it to the Planning Board to begin the public hearing process and include this zoning amendment within the town meeting warrant in September

Charlene Greenhouse Town Planner spoke regarding the brief before the Board which she summarized. It meets the minimum requirements for the implementation regulations, a time line has been provided which she summarized. If this is not approved there would have to be a Special Town Meeting before December 4th, she is hoping it moves forward at this time.

Mr. Ballantine commented that there is work to do to get it to Town Meeting. He clarified that if the Board voted tonight, it would be to refer back to the Planning Board and the suggested language.

Ms. Greenhouse replied no, the recommended motion included in the memo is to sponsor and approve the West Harwich District Zoning Bylaw and refer to the Planning Board to begin the public hearing process and include this amendment in the Town Meeting Warrant in September.

Mr. MacAskill's concern is that there could be great concern during the public hearing process and they've already decided to put this on the warrant. Also, they haven't had a lot of conversations about items they want to put on the warrant vs not to put on the warrant to ensure that Town Meeting doesn't go too long. He feels this is worthy of having a public hearing first.

Town Administrator Powers commented that he agrees with the recommendation as presented. If not moved forward, a Special Town meeting will be necessary to meet the Commission's deadlines.

Ms. Greenhouse noted that the first legal notice cannot be less than 14 days prior to the public hearing.

Mr. Ballantine is in favor of moving it on.

Mr. McManus commented that a public hearing will raise issues that will change the proposal and then they couldn't take action at Town Meeting. The Planning Board would have to make adjustments and at worst they'd have to call a Special Town Meeting. Putting it on now does not create additional expense.

Mr. Ford noted that the general public is strongly in favor of this, he is strongly in support of it and feels they should move ahead.

Mr. MacAskill moved to vote to sponsor and approve the West Harwich Special District Zoning Bylaw and refer it to the Planning Board to begin the public hearing process and to include this zoning amendment within the Town Meeting warrant in September, 2nd by Mr. McManus. Vote 4:0 by roll call, in favor. Motion carried unanimously.

D. Discussion and possible vote on proposed reorganization under Charter, Chapter 4, Sections 4-5-1, 4-5-2 - Health Department

Town Administrator Powers referred to the Charter section that speaks to reorganizations and the two task forces he had established which he described. He has requested changing the part time Health Inspector to a full time position and stated his reasons. He supports this recommendation. He had asked Ms. Eldredge to analyze this as to the health and occupational safety task force.

Ms. Eldredge clarified that this request is to add an additional person. They presently have a part time Health Inspector and the proposal is to hire an additional full time Health Inspector. She noted the decrease in salary as compared to the last Health Inspector and reducing line items.

Mr. Ballantine asked what the reorganization would look like if this is passed.

Town Administrator Powers replied that it is considered a reorganization because it's an add to staff and changing what the Health Department looks like.

Mr. MacAskill asked Ms. Eldredge, when they talked about cutting the line items, it was presented that it was very detrimental to the department. His recollection is that it was a lower amount at that time.

Ms. Eldredge explained the line items and explained why they would not be detrimental.

Mr. MacAskill asked if this is an immediate ask or something to consider now for later.

Town Administrator Powers wanted this before the Board before they finalize the budget. The position doesn't need Town Meeting approval but the appropriation would be necessary to get this done in FY2021.

Mr. MacAskill suggested omitting the part time position and adding a full time position. The Financial Update is next on the agenda. The Board has not done a snap shot of the finances. He doesn't feel it's responsible to vote in a new position if they haven't decided what's going to go first.

Mr. Ballantine wants to agree to put this in the budget to see where it shakes out. This position is critical for public safety and economics, businesses depend on the Health Department doing their job.

Mr. McManus asked Ms. Eldredge to go over the inspections etc. this position will be covering.

Ms. Eldredge described the responsibilities of a full time Health Inspector.

Mr. McManus commented on the lack of inspections to rental units.

Dana DeCosta Finance Committee asked for the exact cost and what the different line items are to offset the cost.

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Mr. Ballantine noted that they realize the importance of what Ms. Eldredge is asking, they will sort out the budget and hopefully move forward on this.

OLD BUSINESS

A. Financial Update - Carol Coppola, Finance Director

Mr. Ballantine commented that businesses etc are doing better but they're still coming up short.

Carol Coppola commented that they have heard from different departments that were willing to take further reductions in their budgets which she listed. Based on the Governor's orders and feedback from the community, many people are here that were unexpected and they're facing limited capacity in hotels and motels. She suggests the Board look at the Golf Committee and the Waterways Committee to use some of their reserve fund to pay down their debt instead of raising it in taxes. She noted other changes and reductions. There is a budget deficit of \$574,000.00 not including the last conversation.

Mr. Ballantine noted that their job is to go through the Town Warrant and see what they want to delay in terms of the budget. He appreciated all the work on this including from the Department Heads.

Mr. MacAskill asked what percentage of the stabilization is being proposed to be used right now or none.

Ms. Coppola replied that she had not proposed to use the stabilization, she feels the Board should make that kind of decision.

Mr. MacAskill asked if anyone has a number from Monomoy Regional School, what their excess and deficiency run and what they're proposing to use.

Ms. Coppola has down loaded the FY2019 END report but will get all the final details.

Mr. MacAskill requested that and would like to understand is that originally in the budget was a \$260,000 capital expense for the school. He asked if we are still expected to pay on top of their budget the \$260,000 in capital.

Town Administrator Powers replied that the capital item is still in the draft warrant.

Ms. Coppola will get a list of all their capital items as well.

Mr. Ballantine asked Mr. DeCosta where the Finance Committee stands on this.

Mr. DeCosta replied that they also just got these figures and had the same kinds of questions about the schools. He questioned some of the items in the proposal which Ms. Coppola

answered. He does have proposals in reductions he will make but they will not reach half a million.

Mr. Ballantine commented regarding the Wastewater Department and asked how much could be delayed possibly a year.

Town Administrator Powers commented that we now effectively have a Water and Wastewater Commission so any discussions on their budget would be through their commission.

Mr. MacAskill noted that it warrants a discussion with the Water Commission

Mr. Ballantine wants to go back to see what activity they expect.

Mr. McManus commented on the services the town provides and that none are frivolous. He also noted the reason for the stabilization fund.

Mr. MacAskill commented that they need to take a look at what they need in town, maybe it's everything we have but maybe not. 2022 is the challenge. He also requested an update on the Bank Street Firehouse.

Town Administrator Powers commented on the hard work of the Finance Director and noted specific things she has done for the budget.

Mr. Ballantine stated that during the next few meetings they'll go through the Warrant and match it to the budget. He is hoping that the Finance Committee will come back with recommendations to help guide them forward.

Mr. MacAskill asked that Mr. DeCosta send the votes they have made to the Board.

B. Discussion and possible vote on specific topics related to the 2020 Annual Town Meeting including:

- a. Discussion and possible vote to accept the date, time and location of the 2020 Annual Town Meeting; September 26, 2020, 10:00 AM, Monomoy Regional High School, Stadium Field, 75 Oak Street; Rain date, September 27, 2020, 1:00 PM Monomoy Regional High School, Stadium Field, 75 Oak Street

Mr. MacAskill moved to approve the date time and location of the 2020 Annual Town Meeting as presented, 2nd by Mr. McManus. Vote 3:0 by roll call, in favor. Motion carried unanimously.

- b. Discussion and possible vote to accept and adopt the following Warrant Articles:
 - 1. Appropriate Sums of Money from the FY 2021 Estimated Annual Revenues of the Community Preservation Act Funds
 - 2. Fund Land Bank Debt Services
 - 3. Community Preservation Activities under \$50,000
 - 4. Pine Grove Cemetery Gravestone Conservation & Preservation

5. Harwich Affordable Housing Trust
6. Rental Assistance Program
7. Whitehouse Field Lighting Project
8. Brook Park Fencing Project
9. Harwich Community Playground Project

Mr. MacAskill moved to accept and adopt and include in the Warrant the articles as presented, as found on pages 20 through 24 on the third version of the warrant, 2nd by Mr. McManus.

Town Administrator Powers clarified that those are not the Article numbers and requested wording to be added.

Vote 4:0 by roll call, in favor. Motion carried unanimously.

Mr. MacAskill noted that these are all articles from the Community Preservation Committee with the Community Preservation Act Funds.

TOWN ADMINISTRATOR'S REPORT

Town Administrator Powers announced the hiring of the part time Health Inspector.

He proposed a meeting tomorrow evening, August 18th at 5:00 PM for the Board to continue going through the draft warrant.

Attorney John Giorgio reported back, he is the council they would use if the Board is inclined to adopt a consent agenda of articles. That would help expedite getting through the meeting in a timely manner. He will follow up and have more tomorrow night.

Mr. Ballantine noted one more issue on the agenda regarding the golf course and asked that it be put on their website to make it as visible as possible.

SELECTMEN'S REPORT

No reports submitted.

Mr. McManus moved to adjourn, 2nd by Mr. MacAskill. Vote by roll call 4:0 in favor.

Respectfully submitted,

Judith Moldstad
Recording Secretary

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