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TOWN CLERK
HARWICH, MA

2022 MAY 11 P 2: 10

MINUTES
SELECTMEN'S MEETING
TOWN HALL
MONDAY, SEPTEMBER 28, 2020
6:30 P.M. - REGULAR MEETING
REMOTE PARTICIPATION ONLY

RELEASED

APPROVED

SELECTMEN PARTICIPATING: Larry Ballantine, Michael MacAskill, Ed McManus, Donald Howell & Stephen Ford

ALSO PARTICIPATING: Interim Town Administrator Joseph Powers

CALL TO ORDER

Mr. Ballantine called the meeting to order at 6:30 p.m.

WEEKLY BRIEFING

A. COVID-19 Updates

Health Director Meggan Eldredge was present and reported that Harwich has seen 5 new cases over the last 7 days. Our total case count is up to 152 with a 0.51% positivity rate and 1.1% incidence rate. Harwich's color on the state reporting map has changed from gray to yellow and we are currently tracking 7 active cases. The increase in cases is being seen across Barnstable County and the Commonwealth. Hospitalizations have increase since last week.

Updated guidance allows for patrons to sit at the bar in an establishment. If the bar is staffed, Plexiglas or a barrier must be between the staff and patrons. Plexiglas cannot be used in between patrons and bar seats must be 6' apart. Laminated menus are now allowed as long as they are sanitized in between patrons. Parties of up to 10 are allowed to be sat and valet parking is now an option. Self-serve beverage stations are now allowed with specific restrictions.

We expect to see Halloween guidance be released soon. Any guidance updates will be posted on the Town of Harwich website.

Mr. Ballantine thanked Ms. Eldredge for all of her work and for working closely with the schools.

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

Harwich Chamber of Commerce Executive Director Cyndi Williams was present and reiterated the updated guidance. The Chamber has stated radio spots for the extended restaurant week which will run from October 1 through October 25. November 28 will start small business Saturday. The Chamber has started planning holiday's events. Ms. Williams commented that some businesses are still having challenges with how people are perceiving things when it comes to COVID. She asked that people remember to be kind and respectful.

ANNOUNCEMENTS

Mr. McManus commented that holding Town Meeting outside was going to present a few obstacles, one of them being streaming the meeting so people could watch from home. He thanked Jamie Goodwin & Caleb Ladue for their work in that aspect.

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

- A. Discussion and possible vote on the proposed fee structure change for the Fitness Room at the Community Center

Mr. MacAskill moved to open the public hearing, 2nd by Mr. Howell. The vote was 5-0-0 with Mr. Ballantine, Mr. MacAskill, Mr. Howell, Mr. McManus & Mr. Ford all voting aye by roll call.

Community Center Director Carolyn Carey was present and reviewed the request. They are not looking to change the fee, but simply to modify the way that it is collected. The proposal is to charge the \$15.00 fee on a monthly basis and only allow for monthly memberships at this time. She has been working with the Health Department and Highway Department to look at the space and take some pieces of equipment off line to allow for social distancing. Reservations to use the fitness room would be required with time blocks allow for 6 people per appointment.

Mr. MacAskill moved to close the public hearing, 2nd by Mr. Howell. The vote was 5-0-0 with Mr. Ballantine, Mr. MacAskill, Mr. Howell, Mr. McManus & Mr. Ford all voting aye by roll call.

Mr. Ballantine asked when the fees in general would be revisited for the Community Center. Ms. Carey responded that the Community Center Facilities Committee has it as one of their goals for the fiscal year. Their fees cannot be charged for more than what is costs to run the program.

Mr. MacAskill moved to approve the proposed fee structure and allow for a \$15.00/month membership, to be collected monthly, for the next 10 months, 2nd by Mr. Howell. The vote was 5-0-0 with Mr. Ballantine, Mr. MacAskill, Mr. Howell, Mr. McManus & Mr. Ford all voting aye by roll call.

Ms. Carey stated that they will start to take reservations tomorrow and the fitness room will open on October 5.

CONSENT AGENDA

- A. Vote to accept the resignation from Stephen S. Root from the Waterways Committee

Mr. MacAskill moved to accept the resignation of Stephen S. Root from the Waterways Committee with thanks for 15 years of service, 2nd by Mr. Howell. The vote was 5-0-0 with Mr. Ballantine, Mr. MacAskill, Mr. Howell, Mr. McManus & Mr. Ford all voting aye by roll call.

Mr. MacAskill also thanked Mr. Root for his kind words for Matt Hart.

Mr. MacAskill asked if the interview committee has set up any appointments to fill the vacancy. Mr. Howell responded that 2 interviews are scheduled for Wednesday.

NEW BUSINESS

- A. Affirm the contract for the Finance Director/Town Accountant

Mr. Ballantine stated that this would be continued for 1 week.

- B. Affirm the contract for the Chief of Police

Mr. Ballantine stated that this would be continued for 1 week.

- C. Vote to approve Board of Selectmen Minutes for November 4, 2019

Board of Selectmen
September 21, 2020

Mr. MacAskill moved to approve the Board of Selectmen minutes for November 4, 2019, 2nd by Mr. Howell. The vote was 5-0-0 with Mr. Ballantine, Mr. MacAskill, Mr. Howell, Mr. McManus & Mr. Ford all voting aye by roll call.

D. Vote to approve – Common Victuallers License – 3 Monkeys Street Bar -554 Route 28, Harwich Port

Mr. MacAskill moved to approve the Common Victuallers License for 3 Monkeys Street Bar, 554 Route 28, Harwich Port, 2nd by Mr. Ford. The vote was 5-0-0 with Mr. Ballantine, Mr. MacAskill, Mr. Howell, Mr. McManus & Mr. Ford all voting aye by roll call.

E. Recap and debrief on 2020 Annual Town Meeting that was held on Saturday, September 26, 2020

Mr. Powers gave thanks to everyone who participated in Annual Town Meeting. It was a great meeting as far as substantive discussion. Mr. Powers took notes on what to work on for a better Town Meeting, whether it be held indoors or outdoors.

Mr. Ballantine thought that having a handout at the beginning of the meeting worked out well.

Mr. MacAskill echoed Mr. McManus' comments from the beginning of the meeting. He thanked all staff for an outstanding job in pulling this off during a challenging year. He also complimented Town Planner Charleen Greenhalgh for a great job with the planning articles. Mr. MacAskill went on to thank Board member Ford for his constant reminder of going into the meeting unified.

Mr. McManus agreed with all comments made so far, adding that this could be a model for future years.

Mr. Howell appreciated the fact that if the Board or staff didn't know an answer to a questions, that we were able to say that we could find out as opposed to winging it. Mr. Howell expressed his appreciation for town staff and everyone who made this meeting work.

Mr. Ford apologized for not being at the meeting, but thinks that the meeting showed that we have terrific employees in the town. Everyone came together and worked closely to make this a success.

Finance Committee Chair Dana DeCosta was present. While he wished he had talked more about next year's budget, he thought overall it was a good meeting for the town.

F. Discussion on Fiscal Year 2022 Annual Town Meeting calendar

Mr. Powers reported that we are 217 days away from FY22 Annual Town Meeting and that he has started to look at the budget and warrant timelines. Mr. Powers noted that the Community Preservation Committee has pushed their application deadline to October 30. The first deadline that needs to be met is October 1 where Mr. Powers will present the Board with the current financial assessment of the town. The hope would be to have that assessment finalized on October 5. October 5 will also be when the Board and staff have their first discussion on budget requests, and would be continued on October 13 with the hope of finalization on October 19. If we are able to keep to this schedule, Mr. Powers would be able to get a message to department heads and committee chairs before the end of October. Mr. Powers mentioned that he has begun the procurement review process and will be having meetings for any of the major articles. There are 5 items that will require significant proposals. Mr. Powers also stated that he is working on a workflow on how to deal with the existing procurement items that are in queue.

Mr. Ford offered to try and help with the procurement process.

Board of Selectmen

September 21, 2020

Mr. Howell thinks that it would be reasonable to include a statement that this is going to be a very difficult year, in the upcoming budget message.

Mr. Powers stated that he would continue to work on the calendar as we go forward.

Mr. MacAskill noted that he is looking forward to having these conversations early this year and also acknowledged that it will be a tough year.

Mr. McManus would like to see the capital funding articles sooner rather than later.

G. Appoint Ed McManus – Cape Cod Water Protection Collaborative

For future appointment agenda items, Mr. MacAskill would like the entire Board to discuss the appointment before coming forward with a name on the agenda.

Mr. Howell moved to appoint Ed McManus to the Cape Cod Water Protection Collaborative with a term to expire in February 2022, 2nd by Mr. MacAskill. The vote was 5-0-0 with Mr. Ballantine, Mr. MacAskill, Mr. Howell, Mr. McManus & Mr. Ford all voting aye by roll call.

CONTRACTS

A. Discussion and possible vote on a Chapter 90 Project Request – Crack sealing Various Roads – DPW \$152,060

Mr. MacAskill moved to approve the Chapter 90 project request for crack sealing various roads in the amount of \$152,060, 2nd by Mr. Howell. The vote was 5-0-0 with Mr. Ballantine, Mr. MacAskill, Mr. Howell, Mr. McManus & Mr. Ford all voting aye by roll call.

TOWN ADMINISTRATORS REPORT

A. Departmental Reports

Mr. Powers did not provide any additional information beyond what was included in the packet.

SELECTMEN'S REPORT

Mr. MacAskill stated that the Historic Commission is down 2 members and that the Chair is having a hard time putting meetings together.

Mr. MacAskill asked if the Housing Trust referred the proposed 100 unit housing development to the Housing Committee for an opinion. He would like the Selectmen to have a discussion on the proposal adding that he has received a lot of emails and calls about it. Mr. Ballantine responded that himself and Mr. Howell have talked about the project a couple of times and getting together with Mr. Powers. We need to fundamentally figure out what is happening with the project. Mr. MacAskill added that the sooner the Board is able to have discussions on this topic, the better.

Mr. Howell stated that the Zoning Board of Appeals is also seeking members.

Mr. McManus reported that the Council on Aging Board is down 3 members and that the Agricultural Commission is down 3 members and 1 alternate. He also reported that we don't currently have a functional Accessibility Rights Committee.

Mr. Ballantine asked that staff provide the Board with a list of current committee vacancies.

ADJOURNMENT

Board of Selectmen
September 21, 2020

Mr. MacAskill moved to adjourn the meeting of the Board of Selectmen, 2nd by Mr. Howell. The vote was 5-0-0 with Mr. Ballantine, Mr. MacAskill, Mr. Howell, Mr. McManus & Mr. Ford all voting aye by roll call.

Respectfully submitted,
Jennifer Clarke
Recording Secretary

