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MINUTES
SELECTMEN'S MEETING
TOWN HALL
MONDAY, OCTOBER 24, 2022
6:00 P.M. - REGULAR MEETING
REMOTE PARTICIPATION OPTIONAL

APPROVED

SELECTMEN PARTICIPATING: Michael MacAskill, Larry Ballantine, Mary Anderson & Donald Howell

ALSO PARTICIPATING: Town Administrator Joseph Powers

CALL TO ORDER

Mr. MacAskill called the meeting to order at 6:00 p.m.

PUBLIC COMMENTS/ANNOUNCEMENTS

Cemetery Administrator Robbin Kelley was present and announced the Veteran's Day Ceremony that will be held on November 11, 2022 at 11:00 a.m. at Island Pond Cemetery.

Chris Joyce from the Friends of the Council on Aging was present and announced that the friends, along with the Veteran's Agent and Harwich Fire Department will be hosting a grab and go lunch for up to 70 Harwich Veterans on November 10 from 11:30-12:30. Please call 508-432-5050 to make a reservation.

Patrick Otton was present and stated that MDAR is now accepting public comment on Eversources vegetation management plan. The public can provide their input as to the application techniques. Mr. Otton reviewed the different ways that people can provide their comment. His comment was that there are other options that Eversource could execute which include the use of less toxic pesticides and herbicides. Mr. Otton also feels that local organizations could take responsibility for the vegetation management on the right of way areas under the power lines.

Executive Director of the Harwich Conservation Trust Michael Lach was present. He congratulated the Board of Selectmen and the town for being approved by the State for the local acquisitions for natural diversity grant in the amount of \$400,000. Mr. Lach also reviewed what maintains the town's eligibility to apply for and receive these grants which is the up to date open space and recreation plan. Mr. Lach asked that the Selectmen have a discussion regarding funding an update of this plan at a future meeting.

A. Next Board of Selectmen Meeting November 7, 2022 6:00 p.m.

Mr. Powers announced the next Board of Selectmen's meeting which will be held on Monday, November 7, 2022 at 6:00 p.m.

B. Committee Vacancies

Board of Selectmen
October 24, 2022

Mr. Powers urged any and all interested parties to see the list on the website and fill out an application if interested.

Ms. Anderson read the list and stated that even if there isn't a vacancy on a committee, if someone is interested, they should still apply so their name is in the system.

C. Veteran's Day Ceremony – Friday, November 11th at 11:00 a.m. at Island Pond Cemetery

Cemetery Administrator Robbin Kelley was present and announced the Veteran's Day Ceremony that will be held at 11:00 a.m. on November 11, 2022 and will be at Island Pond Cemetery.

D. Chief of Police's Annual Licensing Meeting – November 2nd at 10:00 a.m. at Public Safety building

Mr. Powers announced the Annual Licensing Meeting that will be held at 10:00 a.m. on November 2, 2022 at the public safety building.

E. Housing to Protect Cape Cod Summit – November 3rd from 8:00 am to 12:00 pm at the Cape Codder

Mr. Powers announced the Housing to Protect Cape Cod Summit that will be held from 8:00 a.m. to 12:00 p.m. at the Cape Codder on November 3, 2022. Mr. Powers will be participating on behalf of the town. This summit is good for anyone who wants to support housing on Cape Cod.

F. Community Forum on Traffic Safety in Harwich Port – October 25th at 6:00 pm at 204 Sisson Road

Mr. Powers announced the Traffic Safety in Harwich Port Community Forum that will be held on October 25, 2022 at 6:00 p.m. at 204 Sisson Road.

MAIN STREET BOG

A. Vote to approve the following:

1. Discuss two year extension for the Lease Agreement between Town of Harwich and Leo G. Cakounes d/b/a Cape Farm Supply

Leo Cakounes was present and reviewed the history of the property, stating that he was awarded this lease 21 years ago. Mr. Cakounes that the town has to make a decision tonight and that there are 3 options. One being to release the bog as an agricultural operation, with the hope of a 20 year time frame. Another option would be for the town to allow the agricultural lands to go fallow. The 3rd option would be what is before the Board tonight and to allow a vibrant operation to continue on the property. Mr. Cakounes had previously approached the Cape Cod Regional Tech School about moving forward with an agricultural education center. At the time, the project needed to take a back seat until the new school was built. Last year, the Selectmen extended Mr. Cakounes' lease by one year with the hope that the town would move forward with an intermunicipal agreement with the school to create the agricultural education center. At this time, Mr. Cakounes wants to know if the town wants to work on having the educational center on the property. Mr. Cakounes stated that both he and the school would need to have a memorandum of agreement, not signed, to take the state legislature with the school and town if necessary, and to get any approvals to move forward with this. This would be a model not only for the state, but for the rest of the country for a tech school to enter into a partnership with the town and a non-profit organization. It would be the intention of the school to use the grounds to grow cranberries on. They would not be growing cranberries for the purpose of selling them, but to use it as a

chalkboard and to teach not only our high schoolers but college level young adults on the control of inputs. Saving our environment is the key important issue right now. Mr. Cakounes is not seeking a 2-year extension, he is asking for a commitment on the educational center.

Mr. Powers stated that for tonight, the Board has obligations regarding the license itself. The school, conservation agent and attorneys have been working on this matter since March 2022. There were things discovered that require legislative intervention and perhaps some other actions. Any legal matters will be discussed in executive session.

Ms. Anderson commented that this all sounds good to her but thought that this was under way from 3-4 years ago. Mr. Ballantine confirmed that it was under discussion for at least 5 years, maybe longer. He added that he likes the idea very much if the project were to move forward, but that we need to have full resources behind it.

Mr. Cakounes stated that he would need the towns help in moving this forward and that he wants to be there to help the town and school along the way.

Mr. Ballantine noted that he was confused on the 2-year lease versus the memorandum of understanding and if the 2-year lease would be the window of time to move forward. Mr. Powers responded that the 2-year time line would give time to work through the legislative body. Mr. Powers recommended that the Board extend the lease for 2 years and then take next steps as necessary. The recommendation on the terms of the lease are coming from staff, not the current lessee.

Mr. Ballantine stated that he is in favor of Mr. Powers' recommendation and likes the fact that the bog will be maintained. He feels that this will be beneficial for educational purposes as well as other cranberry growers. Mr. Cakounes added that he envisions the school working with the local extension service in the county as well as others. This is a perfect opportunity to do certain studies that will benefit a lot of parties and will be all encompassing.

Mr. Howell said that it is apparent that there are a bunch of junctures with this project and that the ball was dropped. He would like to make sure that these conversations are held with everyone.

Chairman of the Conservation Commission Ernie Crabtree was present. Mr. MacAskill asked if Mr. Crabtree is speaking on behalf of the Commission or himself as a resident. Mr. Crabtree responded that the Commission has met on this topic, but has not made any votes on the proposal. Mr. MacAskill asked if the Selectmen are okay with having 3 members of the Conservation Commission present without having posted a meeting, as he sees a potential open meeting law violation. Mr. Ballantine said that he would be ok moving forward and Ms. Anderson said that she was not sure. Mr. MacAskill stated that he is not okay with the discussion and that Mr. Crabtree should be speaking as a resident and not as a Conservation Commission member. Mr. Howell feels that an argument is being created.

Mr. Crabtree went on to say that the Conservation Commission has had a number of hearings on this and that Mr. Cakounes came to them with a formal presentation. He went on the record to thank Mr. Cakounes for his vision to turn this property into an educational center that will support the agricultural history of the town. Mr. Crabtree went on to say that he is personally in favor of this project as well as the Conservation Commission. In May 2022, Bob Sanborn, Superintendent of the Cape Cod Regional Tech School came before the commission with a presentation. At the time, they were not aware of any legal issues.

The Conservation Commission had asked KP Law to review the procedures of leasing conservation land for all bogs under their control. During the review, there was mention of the

Main Street bogs. The found that 20 years ago, the lease was only signed by the Selectmen and this was viewed as problematic. KP Law feels that both the Selectmen and Conservation Commission should have executed the lease prior to the 2001 lease. In their informal discussions, the Conservation Commission would not be in favor of extending the lease again primarily because there are no agricultural activities currently taking place on the bog. Mr. MacAskill asked Mr. Crabtree to send staff all of the documents that he has referenced.

Conservation Agent Amy Usowski was present remotely and responded to the production of the lease document and noted her efforts to try and find all documents that pertain to this property. She stated that she would provide staff with copies of documents discussed.

Richard Waystack was present and urged the Selectmen to consider extending the lease. He also feels that it would be good to have all parties together at a public hearing for future discussions. Mr. Waystack commented that Mr. Cakounes is volunteering to help run a program and that without an extension, he may not help.

Mr. Cakounes questioned the fact that the Conservation Commission has the authority to lease municipal property. When the lease was signed, the commission approved it, but did not sign the lease document because legal opined that commissions don't have the authority to lease town property. Mr. Cakounes took exception to the comment that the property is not currently being used for agricultural purposes. Did he harvest the bog this year, no, but has for the past 20 years used the used the property for agriculture. Mr. Cakounes stated that if the Board does not want to move forward, they should not extend the lease. He asked that he be given the courtesy of a month to clear out of the property.

Mr. Howell stated that KP Law did review the lease and that there was no statutory authority for the Conservation Commission to sign it.

Alan Hall was present speaking as a resident. Mr. MacAskill stated that Mr. Hall is taking a chance on deliberation issues because he is a member of the Conservation Commission. Mr. Hall went on to say that agricultural is a use that is maintained and can also include digging ditches, water withdrawal permits, fire permits, etc. He is here tonight in support of this project for the school. Mr. MacAskill halted discussions with the feeling of potential open meeting law violations.

Mr. Ballantine feels that the best action tonight would be to move forward with the 2-year lease agreement so everyone can start discussions.

Mr. MacAskill stated that the Selectmen lease the property and are being asked to extend the lease to a person who is willing to give all of their equipment etc. to the school. He is not sure how anyone can take this dream away from the lessee. The Selectmen and Conservation Commission should have public meetings regarding the property.

In addition, Mr. MacAskill asked the Interview Committee to bring the Conservation Commission back in to review open meeting law so that there are no issues moving forward.

Mr. Howell stated that we were here a year ago and asked what the action plan is. The Board needs to know what the next steps are and when things will be happening. Mr. Ballantine agreed. The Board requested that staff come back to them with action steps.

Mr. Ballantine moved to extend the lease to Cape Farm Supply commencing on November 1, 2022 and terminating on October 31, 2024, to include a property action plan, 2nd by Ms. Anderson and approved 4-0-0.

2. Discuss Lease fee structure for Main Street Bog

Mr. Cakounes stated that the fee structure is based with a 2.5% increase and he suggested that the Board leave it the same.

Mr. Powers recommended that the rent be \$4100 for the period of November 1, 2022 through October 31, 2023 and \$4203 from November 1, 2023 through October 31, 2024.

Mr. MacAskill thinks that we should be working backwards on this while we work on the educational components. He asked why we would do an escalated lease based on cranberry farming and why the Board would want to wind it backwards with the agreement. Mr. Cakounes noted that the lease was not based on cranberry production and that he does not have a problem with the fee structure. Mr. Cakounes asked the Board to be ladies and gentlemen in representing the town and if that at any time they would like to issue a notice to quit, that they allow for 90 days for him to pack up and go.

Mr. Powers urged the Board to adopt the rent fee structure as outlined.

Mr. Howell stated that a plan that that is not executed is not a plan, but a wish list item. We have to get to the point where all of the key players have their signature on this and then move forward. Mr. Powers added that the only way to get anywhere is to take these actions and that the parties involved have been working on this over the last year.

Ms. Anderson moved to approve the lease fee structure for Main Street bog and that the rent be \$4100 for the period of November 1, 2022 through October 31, 2023 and \$4203 from November 1, 2023 through October 31, 2024, 2nd by Mr. Ballantine and approved 4-0-0.

3. Discuss working towards an Intermunicipal Agreement with Cape Tech for Main Street Bog

Mr. Powers stated that parties involved and the attorneys for both the Cape Tech and the town have been working on this document. The IMA is in fairly good shape to be evaluated. The next step would be for the Board to meet with counsel in executive session to clear up any privileged items that counsel is aware of as well as the legislative process.

Mr. Hall stated that he is present tonight to talk about the concept of the Cape Tech School and that he wants to keep the history of the bogs alive in Harwich.

4. Discuss working on draft Article for Annual Town Meeting for Main Street Bog

Mr. Powers stated that both he and staff are tracking this as a potential article and that counsel will help draft next steps.

Mr. Howell urged the Board to move forward as soon as possible.

PUBLIC HEARING

- A. Approve the Change of Class application, Seasonal, All Alcohol liquor license to an Annual, All Alcohol liquor license for Round Cove Resort Beverage LLC d/b/a Wequassett Inn - 2173 Route 28

Mr. Howell opened the public hearing. Alton Chung was present. One of the resort's biggest investments is into the guests and the community and the use of the property. The concept that they talk about is economic vibrancy on Cape Cod and ways to look to support the people who live here as well as those who come to visit. They aspire to transition from a seasonal to an annual resort. The resort feels that this will also provide jobs for people as well as create more opportunities for people to use the property and have another dining option over the winter. Wequasset truly feels that this is the right step in contributing to the community.

No public comment was heard.

Mr. Howell moved to close the public hearing, 2nd by Ms. Anderson and approved 4-0-0.

Mr. Howell moved to approve the Change of Class application, Seasonal, All Alcohol liquor license to an Annual, All Alcohol liquor license for Round Cove Resort Beverage LLC d/b/a Wequasset Inn - 2173 Route 28, 2nd by Ms. Anderson and approved 4-0-0.

ANNUAL COMMITTEE PRESENTATIONS

A. Bikeways Committee

Paul Gazaille from the Bikeways Committee was present and briefly reviewed the report that was provided in the packet. The committee continues to recommend the implementation of crossing lights at the bike path intersections. Mr. Gazaille reviewed the light locations that were installed last year and well as other actions around town including the installation of map boxes, water refill stations and the town marker between Harwich and Chatham. While their primary focus is Harwich, they do try and interact and share ideas with abutting towns. Mr. Gazaille thanked the DPW staff for their help with various projects.

Mr. Ballantine referenced a situation by the transfer station due to the crossing light flashing from people being on the side of the road and a truck driver who was upset that traffic was being held up. Mr. Ballantine suggested the installation of a no loitering sign. Mr. Gazaille responded that they could bring it up at a future meeting.

Mr. Howell clarified that if someone is off of their bike, they are considered a pedestrian.

B. Board of Appeals

Brian Sullivan from the Board of Appeals was present and briefly reviewed the report that was provided in the packet. Mr. Sullivan talked about the want to fill an upcoming board vacancy. He also requested that the Board of Appeals be involved in any upcoming zoning code review.

Mr. Howell asked if everyone on the Board has taken the training regarding comprehensive permits under 40b. Mr. Sullivan responded that they have not. Mr. Howell added that if the Board needs money for training, that they should ask for it. He feels that it would be very beneficial for the members to have taken the training ahead of any potential upcoming projects. Mr. Howell stated that he would forward long trainings that he is aware of.

C. Board of Assessors

Richard Waystack from the Board of Assessors was present and briefly reviewed the report that was provided in the packet. Mr. Waystack introduced Ms. McAleer and Ms. Jones from the Assessing Office who have been working diligently on Article 39. Mr. Waystack reminded residents that the 3rd quarter tax bills will be arriving between Christmas and New Year's. These bills will have the new assessed values. Mr. Waystack reviewed the abatement request process.

Mr. Ballantine asked how many residents take advantage of the senior work off program. Mr. Waystack responded that approximately 10 have participated in the program this year.

Mr. Ballantine asked if there is any update on the hardship exemption. Mr. Waystack responded that it is still being looked at by the Board.

D. Brooks Free Library Trustees

Linda Cebula from the Brooks Free Library Trustees was present and briefly reviewed the report that was provided in the packet. Ms. Cebula commended the library staff.

Mr. Ballantine asked if there is any update on the procurement regarding the side walk. Ms. Cebula responded that there is no update that the trustees are aware of. Mr. Powers added that he would have to check with the staff responsible for the procurement process on this project.

Mr. Howell feels that we should be very proud of the library. Ms. Anderson agreed.

Mr. Ballantine and the rest of the Board thanked Emily Milan for all of the work that she has done before her departure.

E. Capital Outlay Committee

No one was present. The committee's report was provided in the packet.

F. Cemetery Commission

Steven Connor from the Cemetery Commission was present and briefly reviewed the report that was provided in the packet. Mr. Connor stated that the Cemetery Administrator will be scheduling a public hearing in November regarding the cemetery rules.

Mr. MacAskill pointed out the administrative assistant information in the report and that it would not be the commission who handles that. Mr. Powers added that he has been working with the department heads that are all stuck with the same issue of no administrative staff. The Board could contemplate future warrant articles which would then become a priority and funding discussion.

G. Community Center Facilities Committee

Angelina Raneo Chilaka from the Community Center Facilities Committee was present and briefly reviewed the report that was provided in the packet.

H. Council on Aging

Richard Waystack from the Council on Aging Board was present and briefly reviewed the report that was provided in the packet. He stated that Ms. Chilaka was named the Mercy Otis Warren Woman of the year for 2022. Mr. Waystack introduced the new Council on Aging Director Julie Witas. Mr. Waystack talked about the difference between the Council on Aging Board, the Council on Aging and the Friends of the Council on Aging.

I. Finance Committee

Peter Hughes from the Finance Committee was present and briefly reviewed the report that was provided in the packet. Within the past week, the Town Moderator has made 2 appointments to the Finance Committee. As the committee prepares for the 2024 budget season, they have prepared a list of documents that they would like to see. Mr. Hughes and the Board discussed the

Finance Committee's concerns about not being included in the process regarding the Cultural Center/204 Sisson Road building.

Mr. MacAskill stated that if the Finance committee has a subcommittee regarding the Sisson Road building, that they need to have their agenda and minutes posted.

Mr. Powers reminded the Board and Mr. Hughes that the Selectmen and Finance Committee will be meeting jointly on December 5, 2022 and that the budget round table meeting is scheduled for March 4, 2023.

J. Harwich Cultural Council

Bernadette Waystack from the Harwich Cultural Council was present and briefly reviewed the report that was provided in the packet. Ms. Waystack reported that 32 Massachusetts Cultural Council grants have been received for review over the next few meetings. This Thursday, the assessor from MCC will be coming down to conduct the district audit. Ms. Waystack reminded everyone that culture means more than just arts in general. That includes visual and performing arts, literary arts, culinary arts, history, interpretive sciences and beyond.

Ms. Anderson stated that the council is looking for additional members.

Mr. Howell noted that these are very exciting times to have a town with 2 cultural districts.

K. Recreation and Youth Commission

John Mahan from the Recreation and Youth Commission was present and briefly reviewed the report that was provided in the packet. Mr. Mahan thanked the Recreation Director and staff. Harwich had a full complement of lifeguards this summer and it was reported that 2022 was the highest beach revenue record on the books. The Brooks Park lights have been completed. Mr. Mahan thanked the Highway Department as well as Harwich residents.

Mr. MacAskill asked if the lights at Brooks Park are on a timer. Mr. Mahan responded that the lights are on a sensor.

L. Traffic Safety Committee

Linda Cebula from the Traffic Safety Committee was present and briefly reviewed the report that was provided in the packet. They are still waiting for the work to be completed at the Miles Street intersection at Pleasant Street. Some of the wires have been moved and we are waiting on the utility company. The committee would like to start looking at line of sight issues with the suggestion of a possible bylaw proposal.

In some areas of town, Mr. Howell would like to see the committee get involved with the speed limits. Some roads have one speed limit going in one direction and another in the opposite direction. Ms. Cebula talked about the tickets that should be issued for speeding and that it really speed control really comes down to behavior modification.

M. Voter Information Committee

Emily Milan from the Voter Information Committee was present and briefly reviewed the report that was provided in the packet. Ms. Milan stated that due to the lack of members, the committee is on a hiatus. She hopes that new members will be able to be recruited soon.

N. Youth Service Committee

Board of Selectmen

October 24, 2022

Jeffrey Craig from the Youth Service Committee was present and briefly reviewed the report that was provided in the packet. He stated that it has been good to get back to normal activities.

Sheila House was present and commented on how much she appreciates the committee.

Ms. Anderson announced that Ms. House has just been named as volunteer of the year at Philanthropy Day.

O. Golf Committee

Clem Smith from the Golf Committee was present and briefly reviewed the report that was provided in the packet. Mr. Smith feels that there are a lot of misconceptions about the contributions that the Golf Department makes towards the town. They predicate everything on inclusion and growing the game of golf. All operations are centered on the Golf Director and his staff and the successes that they have had. Mr. Smith went on to talk about the renewal of their irrigation system and the steps that they are taking to integrate a whole new system. He also talked about the prospect of a short course putting complex.

Mr. Howell reminded Mr. Smith that any subcommittees of the Golf Committee are required to post agendas and minutes. Mr. Howell stated that none of the work that was done by the subcommittee was legal. He asked what Mr. Smith feels the Golf Committee's role is in terms of the day to day management of operations. Mr. Smith responded that they work in a strictly advisory capacity. He feels that the role of the committee is pretty well defined.

Ms. Anderson asked if the report provided was reviewed by the committee members and if comments were sought from the entire committee. Mr. Smith responded that it was not and that he dialogued mostly with the Golf Director. Ms. Anderson stated that she has a problem if the committee was not involved in the report and that at a very minimum, they should at least see the report. Mr. Smith stated that he did circulate the report to the committee but that he did not solicit input. Ms. Anderson would have preferred that comment be solicited from the committee. Mr. Smith responded that calendar wise, he attempted to do the best that he could.

CONSENT AGENDA

A. Vote to approve Board of Selectmen Meeting Minutes:

1. 10.03.2022
2. 10.11.2022

B. Vote to accept the resignation of Emily Milan from the Voter Information Committee effective October 25, 2022

Mr. Howell moved to approve the Board of Selectmen minutes as amended, 2nd by Mr. Ballantine and approved 4-0-0.

Mr. Howell moved to accept with gratitude and thank you for service, the resignation of Emily Milan from the Voter Information Committee effective October 25, 2022, 2nd by Mr. Ballantine and approved 4-0-0.

NEW BUSINESS

A. Vote to approve the following for Pilgrim Masonic Lodge A.F. & A.M. – 706 Main Street

1. Hawkers and Peddlers License to sell Christmas trees at 9 Sisson Road

Mr. Howell moved to approve the Hawkers and Peddlers license for Pilgrim Masonic Lodge A.F. & A.M., 706 Main Street to sell Christmas trees at 9 Sisson Road, 2nd by Ms. Anderson and approved 4-0-0.

2. Fee Waiver for the License application fee \$60

Mr. MacAskill feels that fee waivers come at a cost to the town and that he is against fee waivers pretty much across the board. Mr. Ballantine agreed.

Mr. Howell feels different with fee waivers for charities than other organizations. He understands that there is a charge to the town, but noted that charities often do things for the town that they do not charge for.

Mr. Howell moved to waiver the license application fee of \$60.00, 2nd by Ms. Anderson and denied 1-3-0 (Howell in favor, MacAskill, Ballantine and Anderson opposed to the fee waiver).

B. Approve three Conservation Restrictions for the following properties:

1. 27 Sound View Road
2. 595 Queen Anne Road
3. 90 Squantos Path

Mr. MacAskill stated that these restrictions were not vetted by legal in time so no action will be taken tonight. The request will be heard at a later date.

C. 2023 Annual Town Meeting proposed draft Articles

In an effort to demonstrate the approach that staff takes towns Town Meeting, Mr. Powers thought it might be helpful for everyone to see how the warrant tends to break out and what staff has been working on. Mr. Powers referred to the memo provided in the packet and walked the Board through the proposed draft articles. Staff contemplates that on average there will be 15 capital articles. Staff works with counsel for the frame work on the 9 boiler plate articles and any governance articles. The one thing that impacts on what the Board does are the petition articles. Mr. Powers feels that it is well within the realm of possibilities that staff could have a fully developed warrant before the Board in January that will allow the Board to at least create the numbering structure and roll call votes. Any petition articles are due by the 2nd Friday in February at 12:00 noon. The petition articles then go to the Finance Committee for their review. We can then remain committed to a full warrant book being available quite possibly 2 weeks after the budget hearing on March 4th. There are other topics that the Board has made Mr. Powers and staff aware of which include potential zoning bylaw amendments relative to density and accessory dwelling units. Mr. Powers has already met with counsel to start the framework of the bylaw amendments.

Ms. Anderson commented that she liked the warrant lineup from the Special Town Meeting where each article started at the top of its own page, noting that it made it much easier to keep track of. She suggesting including information on where CPC money comes from and how it can be used.

Mr. MacAskill said that he likes the updated timeline and added that there needs to be more done in the way of educations. Mr. Powers responded that we are seeing the ability to re-engage the community with the various forums that have been held recently.

Harwich Chamber of Commerce Executive Director Cyndi Williams was present and stated that the chamber may be hosting a Town Meeting 101 Forum and offered to follow up with staff on it.

D. Discussion on membership of the Harwich Accessibility Rights Committee

This topic has been brought back from a previous conversation. There are now 5 members on the committee. The membership was previously dropped from 7 to 5 because there were issues in getting a quorum. Now that there are enough members to serve on the committee, Mr. MacAskill asked if the membership should be increased back to 7.

Mr. Howell commented that their membership is neither in the charter or bylaws and any number can be set.

Ms. Anderson stated that she would be fine with the increase if the members are there and want to volunteer. She asked if there has to be a finite number for membership.

Mr. MacAskill asked if the Board would consider the addition of 2 alternate members. Mr. Ballantine responded that he would be open to trying that and seeing where it goes. Mr. MacAskill went on to ask if alternate members can vote in the absence of a regular member. Mr. Powers responded that generally yes, they could vote.

Mr. Howell stated that he could not support an increase in membership at this time.

Mr. Ballantine moved to expand the Harwich Accessibility Rights Committee membership from 5 to 7 members, 2nd by Ms. Anderson.

Mr. Ballantine suggested going back to the committee to see if alternate members would work for them before the Board makes a final vote.

Mr. Ballantine moved to withdraw his motion, Ms. Anderson withdrew her 2nd.

E. Approve the Veteran's Day Ceremony proclamation

Ms. Anderson moved to approve the Veteran's Day Cemetery proclamation, 2nd by Mr. Ballantine and approved 4-0-0.

MA/LB 4-0-0

F. Vote to approve the Committee Appointment recommended by the Interview Committee:

1. Pam North – Harwich Cultural Council – Full Member – Term to expire June 30, 2025

Mr. Ballantine moved to approve the Committee Appointment recommended by the Interview Committee of Pam North to the Harwich Cultural Council as a full member with a term to expire on June 30, 2025, 2nd by Mr. Howell and approved 4-0-0.

OLD BUSINESS

A. Board of Selectmen discussion on Budget Message and priorities

Mr. MacAskill stated that the Board has been waiting to get some of the revenue forecasting before we can dive into an actual written message. He asked what the priority of the Board is so

direction can be given to staff. Mr. MacAskill is looking for feedback from the Board members to begin to prepare the budget message.

Mr. Howell said that he would be willing to let Mr. MacAskill take the first go around at the draft message. Mr. Howell does not feel that the Board should be planning on new staff and new initiatives as it is a turbulent time economically. He would like to be extremely cautious about expanding anything beyond our immediate future. Mr. Ballantine and Ms. Anderson agreed. Ms. Anderson stated that she does not see the need to change much from last year's budget message.

Mr. MacAskill said that he knows at least 2 Board members have shown interest in talking about having a human resources director position, which would go against previous discussions about not expanding personnel. Mr. Ballantine feels that this is a want not a need at this moment. Mr. Howell agreed with Mr. Ballantine. Ms. Anderson disagreed and stated that adding this position would help reduce the workload in Administration and on the Assistant Town Administrator. She thinks the Board should at least start talking about it. Mr. MacAskill stated that it is something based on cost that should be considered.

Mr. MacAskill commented that the previous administration always talked about 2.5% plus growth. Sooner or later, growth will need to stop, especially in an economy like we are currently in. He asked where the board wants to be on the budget message, at 2% or 2.5% plus growth. To him, it might make more sense to be presented with a message from the Town Administrator on what the town's needs are, understanding that this exercise is all part of the charter.

Mr. Ballantine stated that he doesn't think that we have a choice in the times that we are living in with inflation and the cost of our expenses going up.

Mr. Howell feels that 2% is more appealing to him because we do not know what the future holds.

Ms. Anderson likes the idea of letting the department heads come in with their full needs budget and justify whatever increases they have and then let the Board sort it out. Going back to the human resources position, Ms. Anderson commented that we managed to add 2 \$75,000 positions this year and maybe could make something work for the human resources director position.

Mr. MacAskill stated that he would put something in writing for future discussions. He understands that there are needs in some areas of town and maybe other areas that no longer have specific needs. He asked if there is anything that Board members would like to see, other than being cautious with the budget.

Mr. Howell referenced the Building Department and the fees that are paid for visits to the window. He feels that there is still an unacceptable lead time for permits, and if there is still a need for an extra set of hands, that maybe it would be rationalized through a fee structure. Mr. MacAskill stated that he understands that a lot of permit have been issued this week. Mr. Powers announced that there will be another executive assistant in the Building Department starting on November 7, 2022. The new Building Commissions is making headway and a new permitting software will be coming online soon. Permission has also been given to fill the vacant part-time Building Inspector position.

B. Board of Selectmen goals, objectives and priorities

The Board was presented with a spreadsheet and draft letter in the packet. Mr. MacAskill stated that he is looking for feedback from the Board members. Mr. Ballantine, Mr. Howell and Ms. Anderson all stated that they are fine with what is being presented. Mr. MacAskill said that he would put this back on for the next meeting's agenda to include Ms. Kavanagh's comments.

Mr. MacAskill noted that one outstanding goal that has been being worked on is to determine the Selectmen's goals that have not been completed. Procurement and contracts are also 2 topics that need to be updated to the Board.

CONTRACTS

- A. Discussion and possible vote to approve a contract with Eastern Minerals Inc. not to exceed \$196,350.00 for road salt.

Mr. Howell moved to approve a contract with Eastern Minerals Inc. not to exceed \$196,350.00 for road salt, 2nd by Mr. Ballantine and approved 4-0-0.

- B. Vote to approve a contract with Bowditch Excavating Inc. in the amount of \$80,000.00 for bunker renovations at Cranberry Valley Golf Course.

Mr. Howell moved to approve a contract with Bowditch Excavating Inc. in the amount of \$80,000.00 for bunker renovations at Cranberry Valley Golf Course, 2nd by Mr. Ballantine and approved 4-0-0.

- C. Vote to approve Winter Boat Storage License Agreements with Allen Harbor Marine Service, Inc. and Harwich Port Boat Yard, Inc.

Mr. Howell moved to approve Winter Boat Storage License Agreements with Allen Harbor Marine Service, Inc. and Harwich Port Boat Yard, Inc., 2nd by Mr. Ballantine and approved 4-0-0.

Mr. Powers thanked the Harbor Master.

- D. Vote to approve the contract with Enterprise Equipment Co. Inc. in the amount of \$278,375.00 for boiler and hot water tank replacement at the Community Center.

Mr. Howell moved to approve the contract with Enterprise Equipment Co. Inc. in the amount of \$278,375.00 for boiler and hot water tank replacement at the Community Center, 2nd by Mr. Ballantine and approved 4-0-0.

- E. Vote to sign Purchase and Sales agreement for 203 Bank Street

Mr. Howell moved to sign the purchase and sales agreement for 203 Bank Street, 2nd by Mr. Ballantine and approved 4-0-0.

Mr. Powers stated that the closing has been set for November 30, 2022.

- F. Vote to approve the Intermunicipal Agreement with the Town of Harwich and the City of Quincy for the 1992 Emergency One Aerial Ladder for \$15,000 – Added on 10.21.22 at 10:10 a.m.

Mr. Howell moved to approve the Intermunicipal Agreement with the Town of Harwich and the City of Quincy for the 1992 Emergency One Aerial Ladder for \$15,000, 2nd by Mr. Ballantine and approved 4-0-0.

Fire Chief David LeBlanc was present and provided a brief explanation of this agreement. They had entered into discussions with the City of Quincy for an equipment swap, but unfortunately the swap wouldn't work. A fair market price was found for the equipment and Quincy has offered Harwich the use of their training facility.

Mr. Powers added that this is an appropriate action.

TOWN ADMINISTRATOR'S REPORT

Mr. Powers announced the hiring of Rachel Lore as the new Executive Assistant in the Building Department. Ms. Lore will begin on November 7, 2022.

SELECTMEN'S REPORT

No report was given.

CORRESPONDENCE

No correspondence was discussed.

ADJOURNMENT

Mr. Howell moved to adjourn the meeting, 2nd by Ms. Anderson and approved 4-0-0.

Respectfully submitted,
Jennifer Clarke
Recording Secretary