



MINUTES  
SELECTMEN'S MEETING  
REMOTE PARTICIPATION ONLY

Monday, November 16, 2020  
Executive Session 6:00 P.M.  
Regular Meeting 6:30 P.M.

APPROVED

RELEASED

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

**ALSO PARTICIPATING:** Interim Town Administrator Joseph Powers

**CALL TO ORDER**

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

Mr. MacAskill moved to enter into executive session. Seconded by Mr. Howell

Vote: 5:0 in favor. Motion carried unanimously.

**EXECUTIVE SESSION**

- A. Pursuant to M.G.L. c.30A, Sec. 21(a), Purpose 1: To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual
- B. Pursuant to M.G.L., c.30A section 21 (a) paragraph 3 to conduct strategy sessions in executive session for the purpose of discussing strategy concerning a potential agreement with non-union personnel

Mr. Ballantine called the meeting back to order following Executive Session. For Executive Session item A, the Board agreed to appoint Mr. Powers as the hearing officer to pursue this issue. The Board reached a consensus to move ahead with Executive Session item B.

**WEEKLY BRIEFING**

Mr. Powers stated that he has participated in a series of calls with the Department of Public Health and has been following the conferences held by Governor Baker. Town Counsel has been able to confirm that if the Board is comfortable, that they can resume meeting in person in the Griffin Room. The public would not be allowed to attend in person, but Go to Meeting will be available. The option is also available for Board members to be present remotely if they are not comfortable meeting in person. Mr. Powers is sure that any mechanism that the Board chooses could be accommodated.

Mr. Ballantine likes that the Board is sending the message about being extra cautious.

Mr. MacAskill feels that it is important for the Board to meet in person, adding that there is plenty of space in the Griffin Room for more than adequate social distancing. Mr. Howell agreed adding that it is important for the residents to know that to the maximum extent possible, the Board is still here.

Mr. Ford asked if masks would be required in the hearing room. Health Director Meggan Eldredge was present remotely and responded that they would not. Mr. Ballantine commented that the public has a hard time understanding the Board when masks are worn.

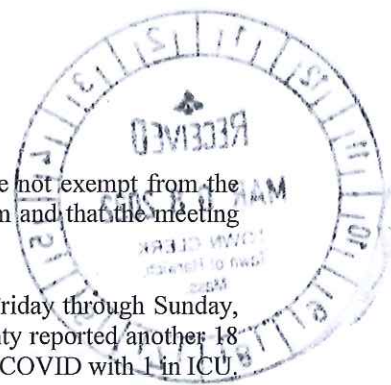
The Board came to a consensus that the Board would resume in person meetings with a hybrid approach available for members who are not comfortable meeting in person.

**A. COVID-19 Updates**

Board of Selectmen  
November 16, 2020



APPROVED



Health Director Meggan Eldredge was present remotely and informed the Board that they are not exempt from the gatherings order, which means that they cannot have more than 10 people in the hearing room and that the meeting needs to adjourn by 9:30 p.m.

COVID-19 cases have been increasing and we are seeing a trend towards a 2<sup>nd</sup> surge. From Friday through Sunday, Barnstable County has seen 80 new confirmed cases and 31 probable. Today Barnstable County reported another 18 cases. Harwich is seeing a steady 1 or 2 new cases a day. Cape Cod Hospital has 6 patients with COVID with 1 in ICU. Falmouth Hospital has 2 patients with COVID. The Commonwealth's positivity rate is steady at 3.17% and as of last week, Harwich's rate is 1.7%.

Ms. Eldredge reviewed the travel order that is in place, noting that it has recently been updated to include New York.

Mr. Ballantine commented that with the restaurants and bars having to close at 9:30 p.m., he feels that people will start gathering together in households. He asked how Monomoy handles their COVID policies given that they have 2 different towns that attend the same location. Ms. Eldredge responded that they look at where the cases are coming from and if they are impacting students and/or teachers before making any decisions. Thankfully, we have had very few cases in the schools.

Mr. Ford stated that good news is that Moderna has been very successful in their trials for the COVID-19 vaccine. There should be some promising news coming down the road as long as we all keep our nose to the grindstone.

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

Mr. Powers has talked with Chamber Executive Director Cyndi Williams. One of the things that they are starting to hear are requests from liquor license holders that are seeking to close for a period of time. Mr. Powers used this as an opportunity to remind the licensed establishments that the liquor license regulations require that any establishment that is asking to close must notify the local licensing authority and state their reasons for closure.

Mr. MacAskill stated that he did have a restaurant contact him regarding closure. The restaurant was advised to call the Administration office and put their request in writing. Mr. MacAskill added that he would support these requests noting that it would be a big ask for them to stay open throughout the winter.

Harwich Chamber of Commerce Executive Director Cyndi Williams was present remotely. She stated that the restaurants appreciate the Board listening to their concerns that they are all readjusting to trying to figure out how to best move forward. She reported that there will be no holiday stroll this year, but there will still be many activities happening around town. The Harwich Chamber of Commerce website has a list of all things happening in town. November 28 is Shop Small Saturday which is the kickoff to the holiday shopping season. Stores will also have virtual shopping available as well as in person.

#### PUBLIC COMMENTS/ANNOUNCEMENTS

Town Engineer Griffin Ryder was present remotely. He commented that the town has been working for years to try and get some movement on having a sidewalk installed from Saquatucket Harbor to Harwich Port. We have continued discussions with the Department of Transportation and it seems that it will be possible to build a sidewalk on the South side of the street. DOT has advised the town to have a meeting to allow for public input to show that there is support for the project. After the meeting, the town can submit information to DOT for their review committee meeting. Mr. Ryder will be back before the Board next week with a formal presentation.

Mr. MacAskill asked if there is a way to look at past public hearings on this and find record of the support that was received for the project. He fears that people will not join the remote meetings. Mr. Ryder responded that he has been working with the Highways and Maintenance Director about reaching out to previous project supporters to make sure that they can be present remotely at next week's meeting.

Mr. Ford stated that some of the reason that this project has been able to move forward was an offer of strong financial support from a resident. While we might not need it, it might help the ball move forward. Mr. Ford feels that this is an exciting project and hopes it can be done.

In response to the COVID-19 update, Mr. McManus requested that the Health Director provide information sheets from the state regarding current COVID-19 data for the Board's weekly meetings.

### **CONSENT AGENDA**

- A. Vote to approve the Caleb Chase request in the amount of \$587.93

**Mr. MacAskill move to approve the Caleb Chase request in the amount of \$587.93, 2<sup>nd</sup> by Mr. McManus. The vote was 5-0-0 with Mr. Ballantine, Mr. MacAskill, Mr. McManus, Mr. Howell and Mr. Ford all voting aye by roll call.**

### **NEW BUSINESS**

- A. Discussion and possible vote – Mooring Licensing Agreements

1. Allen Harbor Marine Services – Allen Harbor Mooring Field
2. Harwich Port Boat Yard – Wychmere Inner Harbor and Wychmere Outer Harbor
3. AGL Mooring Service – Round Cove, Pleasant Bay and Herring River

Mr. Powers reported that the completed agreements have not been returned to the town and that he hopes to be able to bring this back at the Board November 23<sup>rd</sup> meeting.

- B. Discussion – Update on disposition of real property – 203 Bank Street and 5 Bells Neck Road

Mr. Powers provided a memo to the Board including information that the property is 2/3 of an acre and the last assessed value is \$145,000. People have expressed an interest in the property and he was directed by the Board to start the RFP process. In 2006, Town Meeting voted to transfer the care and custody of the land and buildings to the Board of Selectmen for the specific purpose of leasing. 2 years later, Town Meeting then voted to quantify a long term lease of not more than 99 years. Right now, the Board cannot sell the property. Mr. Powers asked the Board for direction on if they would like him to draft a warrant article to change the option from lease to sale, or any other action.

Mr. McManus commented that there was a subsequent Town Meeting where an article was presented to demolish the building. The article was voted down. He added that the general sense of the meeting was that the voters were seeking to make sure that the building would be preserved as part of our architectural heritage.

Mr. Howell asked what the difference would be between the property being leased or sold. Mr. Powers responded that if the property was sold, the money could be used for whatever purpose. If the leased, it would be a different agreement.

Mr. Ballantine understands that there is a group who is interested in purchasing the property. He is excited at the thought of having the property off of our roles.

Mr. McManus commented that he gets the sense that the public wants to see the building preserved and wondered if a restriction could be put on the property about preserving the building.

Mr. Powers reiterated that at present, sale of the property could not happen because Town Meeting has not authorized the town to dispose of the property in that manner. If the Board wants to entertain selling the property, he could seek direction from Town Counsel. If a warrant article goes forward to sell the property, Town Meeting could indicate that they would want to see someone protect and preserve the land and the building. He would have to shape an RFP that the Board would have to approve before it would be released.

Mr. Ford suggested having a discussion with the group who is looking to purchase the property to see if they would entertain a 99 year lease to get this to move ahead more quickly.

While the Board can talk about perspective tenants or purchase, the RFP process would still need to be followed.

Mr. McManus asked if we lease the property, would the lessee be required to use the public procurement process for any improvements and/or maintenance of the property. Mr. MacAskill responded that if the property is leased, he doesn't think the lessee would not have to go through the RFP process to work on the building. He added that as long as the proper process is followed, that he would support selling the property.

Mr. Powers stated that he has had conversations with the interested party. It will be important to include language in the RFP regarding possible damage to the property by an act of God.

Mr. Howell would like to hold off on making a vote until we know if the interested group would be receptive to changing their minds. Mr. Ballantine commented that this is simply direction to draft a warrant article and that time is of the essence.

Mr. McManus stated that we have until February 10<sup>th</sup> to have the article prepared and thinks that we could wait a week to query the group on their intent.

Mr. MacAskill added that the Board is to give Mr. Powers some direction on preparing a warrant article. It wouldn't change anything except for giving the ability to sell or lease the property. To be fair to all residents, he suggested that the warrant article say sale and/or lease.

**Mr. MacAskill moved to direct staff to draft a warrant article to change the special purpose from lease and/or sale relative to 5 Bells Neck Road, 2<sup>nd</sup> by Mr. Ford. The vote was 4-0-1 with Mr. MacAskill, Mr. Howell, Mr. McManus & Mr. Ford voting aye and Mr. Ballantine abstaining by roll call.**

Mr. Powers appreciated the motion because it provides clarity.

Mr. Powers provided a memo to the Board regarding 203 Bank Street. In the memo, information was provided regarding the Town Meeting vote to authorize the Board of Selectmen to sell the property for general municipal use. The proceeds of the sale would be used to offset the cost of the Harbor Master Building at Saquatucket Harbor. 2 years later, there was a vote of Town Meeting that \$60,000 of the sale be used for remediation and demolition of the property. Town Meeting approved the sale of the property to a conservation entity.

In his opinion, Mr. Ballantine feels that Town Meeting voted for the property to be used for private use and he doesn't think that the Capital Outland Committee can direct how we sell the property. Mr. McManus would like to see the records from Town Meeting to show what the actual motion was as he believes there was an amended motion. Mr. Powers had the full text relating to Article 34 and reviewed the article explanation. Nowhere in the article was that it was for a conservation entity. It is not until you get to the 2019 warrant Article 12 which does not have the backup where the application was voted for a conservation entity. Mr. Powers is endeavoring to follow the Board's directive to dispose of the property including the land and buildings. He finds nothing that compels the Board or him to sell it to a conservation entity. Mr. Powers is seeking the Board's direction and input.

Mr. Ballantine feels that there isn't a reason that we couldn't sell the property to a conservation entity. Mr. Powers agreed and noted that language would have to be in the RFP.

Mr. Howell feels that there is a continuing theme where we oversell and under deliver on warrant articles. In the future, he would like to not promise something that is not in writing.

Mr. MacAskill stated that he clearly remembers conversations at Town Meeting about selling the property for conservation. He would like to direct Mr. Powers to put out a RFP with a preference on conservation.

**Mr. MacAskill moved to direct staff to draft a RFP for the sale of 203 Bank Street with a preference on Conservation, 2<sup>nd</sup> by Mr. Howell. The vote was 5-0-0 with Mr. MacAskill, Mr. Ballantine, Mr. Howell, Mr. McManus & Mr. Ford all voting aye by roll call.**

Mr. Powers will bring back a draft RFP that gets to the vote and puts a value on conservation as one of the criteria.

C. Discussion and possible vote on proposed Administrative Reorganization per Charter, Chapter 4, Section 5, Sub-Section 4-5-1

Mr. Powers stated that he is not prepared to present this tonight to move forward. He asked the Board to table this matter to be brought forward at a future meeting. The Board agreed.

D. Discussion and possible vote to prohibit Package Stores under M.G.L. Chapter 138, Section 15 from the sale of nips

Mr. Howell stated that with this discussion he was casting something to try and not go to Town Meeting with a ban and bylaw change.

Mr. McManus commented that Falmouth has recently passed a bylaw banning the sale of nips. Their neighboring town of Mashpee is in the process of renewing their package store licenses and that nips will be prohibited by license. They brought this up last summer and based on the response, the public, primarily the store owners were given the challenge of coming up with a plan on eliminating nip trash as opposed to having a ban. At their recent Selectmen's meeting, they brought it up again and the stores had not presented any plan for eliminating the trash of the nips in town, so they moved ahead to indicate that they will, by license renewal, ban the sale of nips, allowing for the retail owners to have 6 months to sell off their existing stock. A final suggestion was made that if in the 6 months, the store owners can come up with a workable plan for eliminating trash of nips off of roadways, that they would consider rescinding the restriction on the license.

Mr. MacAskill feels that we are quickly moving into the realm of if you don't like it, ban it. He asked if the stores have been contacted to find out what the economic impact would be on this ban. He knows that we have a strong relationship with Senator Cyr and Senator Peake and wondered if we could approach them about a possible redemption on the nips. If you are paying a redemption, you are less likely to throw them out the window. He thinks that we need to get educational information and work with legislation on a redemption option. Mr. MacAskill commented that he doesn't think highly of the organizations who are pushing this without them reaching out to the retailers to discuss the economic impacts.

Mr. Ballantine remembers hearing that nips are 20%-30% of sales, which is significant. He would also hate to make a decision without asking for the store owners input.

Mr. Howell agreed about asking for retailers input. He commented that people are not taking nips home to make a drink. Mr. MacAskill responded that there are a lot of uses for nips including measured drink amounts. We cannot assume that everyone who buys a nip drinks it in their vehicle and throws it out the window.

Ms. Williams stated that she has reached out to a couple of retailers. She made the suggestion of having vendors sponsor recycling bins in the hot spot areas. It could be a challenge for the business to come up with different ideas, especially during the pandemic. We need to think about how this will economically impact the retailers and the town. Ms. Williams also suggested community involvement in helping to clean up the nips and also having a redemption on them.

Mr. Ford said that he hears what Ms. Williams is saying but why we would have to clean up after these people is beyond him. He has an average of 10-15 nip bottles in front of his house every week.

Mr. McManus has heard that other towns have long advocated for putting a redemption in nips and the conclusion is that there is no interest from the State in setting up the process. He has spoken with owners who have run redemption centers and they have commented that they have become uneconomic to operate. To come up with a challenge and move forward with the store owners is an important step to take. The common denominator in all of these bans in trying to get the plastic waste out of our environment.

Mr. Howell stated that the idea with this agenda item is to start the discussion, not end it.

Joe Della Morte, owner of Cranberry Liquors was present remotely. When he bought the store, he told someone that he wanted to get rid of nips. Since then, he has learned that there are many significant reasons including money and portion control. He thinks that we need to be sensitive to the community at large and that every nip sold does not end up as trash on the street. If people cannot buy nips, they will buy half pints or pints and you may just shift the problem. He has thought about this problem for years and suggested that a community entity, like the boy scouts as an example, could do community policing for cleanups.

Mr. Ballantine stated that we can agree that this is a problem and that we can bring this back for future input.

Mr. Howell commented that this can be done by vote of the Selectmen and that if it turns out that we are not achieving the results that we want, the Board can change or rescind their vote.

Mr. Powers stated that we can organize this and bring it back to the Board.

Mr. McManus said that he could reach out to neighboring towns and bring a report back to the Board.

Ms. Williams offered to reach out to her members again. Mr. Ballantine would like to bring this back for next week's meeting.

Mr. MacAskill feels that we don't have to make a decision on this next week. Mr. Ballantine agreed and added that we should be taking our time and getting it right. Mr. Howell would like to see the conversation move forward.

E. Discussion – Draft Budget Instructions from the Interim Town Administrator to Department Heads for Fiscal Year 2022

As of writing the agenda, Mr. Powers was hoping to have a draft message to share with the Board. He has since shared with the Board and Department Head's the budget message. As the Board knows better than he, the budget instructions are an annual message that comes from administration and gives guidance to the Department Head's. Mr. Powers reviewed the elements of the budget message for FY22 which include level funding and will hope to provide relief to tax payers during these difficult times.

Mr. Ballantine feels that this is a tough budget message and that it may take a few years for the economy to fully recover. The other underlying aspect of this is that we don't want to defer or lay anyone off. We have a finite revenue source that we are trying to stay within.

Mr. Howell agreed that these are tough times and wants to plan out how we are going to approach them.

F. Discussion and possible vote – Golf Department rate and fee recommendation for the 2021 golf season

Clem Smith and Roman Greer were present remotely.

Mr. Ballantine stated that there were some concerns over the summer with the system to schedule tee times. He asked if they feel there was an issue and if so, has it been resolved. Mr. Greer responded that at the Golf Committee level they didn't think there was an issue with the system, but that it was simply an incredible demand with requests to use the course. They will have recommendations for next year on changes that should be helpful.

**Mr. MacAskill moved to approve the rate and fee recommendation for the 2021 golf season, 2<sup>nd</sup> by Mr. McManus. The vote was 5-0-0 with Mr. MacAskill, Mr. Ballantine, Mr. Howell, Mr. McManus & Mr. Ford all voting aye by roll call.**

G. Discussion and possible vote – Authorize the Chair to sign a letter of support for the Cape Cod Economic Development Council's Regional Economic Development Organization (REDO) Grant Request



Mr. MacAskill moved to authorize the Chair to sign a letter of support for the Cape Cod Economic Development Council's Regional Economic Development Organization (REDO) Grant request, 2<sup>nd</sup> by Mr. Howell. The vote was 5-0-0 with Mr. MacAskill, Mr. Ballantine, Mr. Howell, Mr. McManus & Mr. Ford all voting aye by roll call.

### OLD BUSINESS

#### A. Discussion and possible vote – Hardship exemption on annual liquor license fees due

Mr. Powers and Ms. Williams have had several conversations on this topic. Mr. Powers stated that is not inclined to recommend a hardship exemption for liquor license fees because they are for a distinct and finite group. As we have mentioned earlier, the Board has been able to support these businesses in other ways including the speed in which they authorized the outdoor service of alcohol the first day that it was available. Based on his budget memo, he cannot recommend that the Selectmen grant exemptions.

Ms. Williams stated that she agrees with Mr. Powers and reiterated that the Board has been more than supportive and has worked quickly to help businesses get set up with other outside of the box options.

Mr. MacAskill said that he will continue to support these businesses the best he can. He has look at what other towns have done and his results show that Harwich really fast tracked other options for businesses. He stated that he cannot support the hardship exemptions. This is not to say that if someone came before the Board with a real hardship exemption, that the Board wouldn't hear the request. It would take a lot of documentation for him to change his mind on an overall hardship exemption. Mr. Ford agreed.

Mr. McManus feels that if there is a specific case, the Board should be willing to hear it, but doesn't think we should have a general reduction.

### CONTRACTS

- A. Discussion and possible vote for the Board of Selectmen to execute contract with Champion Salt, LLC for road salt for the Department of Public Works for a unit cost of \$49.63 per ton and not to exceed total sum of \$99,260.00

Mr. Powers asked the Board to hold off on this item as the contract as not been returned by the vendor.

- B. Discussion and possible vote for the Board of Selectmen Chairman to execute Phase 2 Contract 1 Sewer Construction Change Order #3 with Robert B. Our Company for \$109,895.00

Mr. MacAskill asked to know what the balance of the contingency fund for this project is. At some point, it would be nice to have an overview from the Town Engineer, Wastewater Superintendent, CDM Smith and the contractors of what went right and what went wrong with this project.

Mr. MacAskill noted that the procurement checklist has not been provided for any of these contracts. He added that looking at the boat ramp project, there were 2 accounts that the funds were being drawn from. Without knowing what accounts were used, the information provided to him is useless. Mr. Powers responded that he has been motivated for the last year to expedite procurement in every way possible. He made the decision to move these to the Board knowing that the Board would be within their right to take no action on them. Mr. Powers commented that he is trying to balance out the backlog. He added that each item before the Board tonight precedes the procurement process. If the Board doesn't take action, he will ask for guidance and help on how to deal with the department head's complaints regarding the backlog.

Mr. MacAskill stated that he made it clear at the last meeting that he cannot vote in favor of contracts if they are not complete. While he does support the change order and the contracts, he will not be voting in favor of them due to the incomplete information provided.

**Mr. McManus moved to execute Phase 2 Contract 1 Sewer Construction Change Order #3 with Robert B. Our Company for \$109,895.00, 2<sup>nd</sup> by Mr. Ford. The vote was 4-1-0 with Mr. Howell, Mr. McManus, Mr. Ballantine & Mr. Ford voting aye and Mr. MacAskill voting nay by roll call.**

- C. Discussion and possible vote for the Board of Selectmen to execute Round Cove Boat Ramp Reconstruction Construction Contract with Robert B. Our Company for \$219,483.00

Mr. Ballantine asked for clarification on where the numbers provided in the contract came from. Finance Director Carol Coppola was present remotely and stated that in 2017, Town Meeting voted to authorize the Round Cove boat ramp project. Then in 2020, the town authorized additional funds for the project. That is why they are seeing 2 different line items.

Mr. MacAskill asked to verify that all funds are available for the project. Mr. Powers responded that they are.

Mr. MacAskill asked if there is a penalty for the contractor if the project is not completed by the deadline. Mr. Ryder responded that he has been working with Town Counsel about incorporating liquidated damages if the contracts to beyond their deadline. Mr. MacAskill would like to see the monetary penalty included in the contracts. Mr. Howell agreed, adding that time and money mean something to contractors and that needs to be addressed.

**Mr. McManus moved to execute Round Cove Boat Ramp Reconstruction Construction Contract with Robert B. Our Company for \$219,483.00, 2<sup>nd</sup> by Mr. Howell. The vote was 4-1-0 with Mr. Howell, Mr. McManus, Mr. Ballantine & Mr. Ford voting aye and Mr. MacAskill voting nay by roll call.**

- A. Discussion and possible vote for the Board of Selectmen to execute Construction and Demolition Trailers Contract with KNL Holdings LLC for \$145,300.00

**Mr. McManus moved to execute Construction and Demolition Trailers Contract with KNL Holdings LLC for \$145,300.00, 2<sup>nd</sup> by Mr. Ford. The vote was 4-1-0 with Mr. Howell, Mr. McManus, Mr. Ballantine & Mr. Ford voting aye and Mr. MacAskill voting nay by roll call.**

- B. Discussion and possible vote for the Board of Selectmen to execute contract with Industrial Protection Services, LLC for the purchase of a Self-Contained Breathing Apparatus for the Fire Department for \$395,000.00

Fire Chief David LeBlanc was present remotely. This is the grant that they wrote that took \$500,000 plus off of the capital plan for the next year. Chief LeBlanc reviewed the request and the company.

The Board thanked Chief LeBlanc and his staff for their hard work in obtaining this grant.

**Mr. McManus moved to execute contract with Industrial Protection Services, LLC for the purchase of a Self-Contained Breathing Apparatus for the Fire Department for \$395,000.00, 2<sup>nd</sup> by Mr. Ford. The vote was 4-1-0 with Mr. Howell, Mr. McManus, Mr. Ballantine & Mr. Ford voting aye and Mr. MacAskill voting nay by roll call.**

- F. Discussion and possible vote – Grant agreement between the Board of Selectmen and Pleasant Bay Community Boating

**Mr. MacAskill moved to approve the grant agreement between the Board of Selectmen and Pleasant Bay Community Boating. The vote was 5-0-0 with Mr. MacAskill, Mr. Ballantine, Mr. Howell, Mr. McManus & Mr. Ford all voting aye by roll call.**



G. Discussion and possible vote – Grant agreement between the Board of Selectmen and Chase Library

**Mr. MacAskill moved to grant the agreement between the Board of Selectmen and Chase Library, 2<sup>nd</sup> by Mr. Ford. The vote was 5-0-0 with Mr. MacAskill, Mr. Ballantine, Mr. Howell, Mr. McManus & Mr. Ford all voting aye by roll call.**

H. Discussion and possible vote – Grant agreement between the Board of Selectmen and Lower Cape Cod Community Development Co.

**Mr. MacAskill moved to grant the agreement between the Board of Selectmen and Lower Cape Cod Community Development Co., 2<sup>nd</sup> by Mr. Ford. The vote was 5-0-0 with Mr. MacAskill, Mr. Ballantine, Mr. Howell, Mr. McManus & Mr. Ford all voting aye by roll call.**

I. Discussion and possible vote – Grant Agreement between the Board of Selectmen and Harwich Housing Authority

**Mr. MacAskill moved to grant the agreement between the Board of Selectmen and Harwich Housing Authority, 2<sup>nd</sup> by Mr. Ford. The vote was 5-0-0 with Mr. MacAskill, Mr. Ballantine, Mr. Howell, Mr. McManus & Mr. Ford all voting aye by roll call.**

**TOWN ADMINISTRATORS REPORT**

Mr. Powers stated that staff would be reaching out to the Board members to schedule a time to come into Town Hall and sign the contracts. Going forward, we won't have this problem because the Board will be back to meeting in person.

Mr. Powers reported that all license renewal materials have been distributed as required. ABCC requires that the forms be signed and returned to the town by November 30. Establishments have been made aware of the requirements.

Mr. Powers informed the Board that they will be resuming committee presentations.

Mr. Powers announced that internal candidate Melyssa Millett has been chosen to be the Executive Assistant in the Building Department. He hopes to have all paperwork in order for her to start work on November 30.

**SELECTMENS REPORT**

Mr. Howell commented that it would be an understatement to say that he is disappointed with the recent Conservation Commission votes on the bogs. He does not feel that we are holding up our end with the town's people. Mr. MacAskill agreed on the disappointment.

Mr. Howell stated that for anyone listening, the Zoning Board of Appeals could use some volunteer applicants.

**ADJOURN**

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

Respectfully submitted,

Jennifer Clarke  
Recording Secretary

