

APPROVED

**MINUTES
SELECTMEN'S MEETING
REMOTE PARTICIPATION ONLY
FRIDAY, April 24, 2020
6:30 P.M.**

RELEASED

SELECTMEN PARTICIPATING: Ballantine, Ford, Howell, MacAskill, McManus.

ALSO PARTICIPATING: Interim Town Administrator, Joseph Powers; Meggan Eldredge, Health Director; Charleen Greenhalgh, Town Planner; Anita Doucette, Town Clerk; and Carol Coppola, Finance Director

CALL TO ORDER

Mr. Ballantine opened the meeting at 6:30PM and called to order the Board of Selectmen. Roll-call: Mr. MacAskill – Here, Mr. Ford – Here, Mr. Ballantine – Here, Mr. Howell – Here, Mr. McManus – Here.

NEW BUSINESS

- A. Based on the recommendation of Mrs. Greenhalgh, Town Planner, Mr. Howell moved to authorize Larry Ballantine, Chairman of the Board of Selectmen, to sign Form CC-213 – Recertification for Harwich's participation in National Flood Insurance's Community Rating System (CRS). Mr. Ford seconded. Roll-call vote: Mr. Ford – Yes, Mr. McManus – Yes, Mr. MacAskill – Yes, Mr. Howell – Yes, Mr. Ballantine – Yes. Motion carried by unanimous vote.**

Mrs. Greenhalgh said Harwich has been participating in this National Flood Insurance CRS for 20 years and Harwich has been upgraded to Class 7, which means that effective May 1, 2020, Harwich homeowners are eligible for a 15 percent discount on their Flood Insurance Policy premiums.

OLD BUSINESS

A. Coronavirus – COVID-19 Update

Mr. Powers said Harwich Government Document #12 will contain the following:

- Minimum staffing levels will be resumed at all locations
- No changes to the Transfer Station
- All municipal buildings will remain closed
- Any municipal employees on the job will wear a mask

Ms. Eldredge said these changes mainly affect Harwich employees as follows:

- Face covering is mandatory for employees within 6 feet of other people or using shared places or shared equipment inside or outside
- Employees are being asked to monitor their personal health, take their own temperatures and stay home if they are sick
- Employees are not to use other people's phones
- Employees are to stay in their own areas and limit co-mingling

Ms. Eldredge added that Governor Baker said the state is still in a surge from April 20th through April 28th. She said the total number of cases in Harwich remains at 29. In response to Mr. Ford's comment about emergency care workers in New Jersey being tested for the virus, Ms. Eldredge said health care workers in Massachusetts have the option to be tested.

Mr. MacAskill asked what level of staffing is going back to work and where. Mr. Powers replied that every municipal employee has been working in a rotation concept, that is, everybody is rotating between a physical location and remote working.

Mr. MacAskill asked if the Council on Aging (COA) needs additional resources because of the number of Harwich senior citizens living alone. Mr. Powers said all department heads have been asked to identify their need for additional staff resources. He said he will follow up with Emily Mitchell, COA Director.

Mr. MacAskill asked if a sanitation company is going to be hired to clean the buildings. Mr. Powers responded that at present there is adequate staff for cleaning but that possibility is being looked into.

B. and C. Town Administrator selection advertisement and salary range
(Mr. Powers excused himself from the meeting)

Following discussion, Mr. MacAskill moved to set the salary range for the Town Administrator at “\$160,000 plus or minus.” Mr. McManus seconded. Roll-call vote: Mr. McManus – Yes, Mr. Ford – Yes, Mr. Howell – Yes, Mr. MacAskill – Yes, Mr. Ballantine – Yes. Motion carried by unanimous vote.

Following discussion, Mr. Howell moved to authorize Mr. Ballantine to compose an advertisement for the Town Administrator position, using the Wellfleet advertisement as a template, to be circulated to the Board members by email, and further to move forward with the placement of the advertisement, providing no Selectman has an objection, and further to ratify the wording of the advertisement at the next Board of Selectmen meeting on April 30, 2020. Mr. MacAskill seconded. Roll-call vote: Mr. Ballantine – Yes, Mr. Howell – Yes, Mr. Ford – Yes, Mr. MacAskill – Yes, Mr. McManus – Yes. Motion carried by unanimous vote.

D. 2020 Annual Town Meeting Warrant Articles – (NOTE: Mr. Powers rejoined the meeting. Dana DeCosta, Finance Committee Chairman was also present)

Mr. Ballantine said critical budget items will be the focus of the June 22 annual town meeting, adding that other articles, especially those likely to generate prolonged discussion, will be postponed. Mr. Ballantine said if the meeting is held, a lot of people may not feel comfortable attending a town meeting at that point. The Selectmen made the following points during the discussion:

- Some of the requests for Community Preservation Committee (CPC) funding are urgent, for example, housing. David Nixon, Chairman of the CPC, was quoted as saying his committee will go along with whatever the Selectmen decide.
- Controversial articles and petitioned articles may have to be eliminated
- Absolute bare-bones Town Meeting Warrant is needed this year, possibly just the budget and 8 to 12 articles
- Petitioned articles will be on the April 30th agenda, as legal advice concerning the Board of Selectmen’s obligations will be obtained

- With the focus on protecting Town employees, capital funding appropriations can be left out of the Warrant

Mr. Powers said Governor Charlie Baker and Lt. Gov. Karyn Polito hold a teleconference with administrators every Tuesday and have strongly urged towns to look at holding spending to 1/12th of the annual budget, if town meetings cannot be held before June 30, the end of the current fiscal year.

Mrs. Doucette and Mrs. Coppola both agreed that the briefest Town Meeting with the fewest number of Warrant articles possible will be best for all. Mrs. Doucette noted that there are two zoning articles on the Warrant.

Mr. Ballantine asked the Board to review the Draft Warrant and email comments to him. He will bring this input to the April 30th meeting. Mr. Ballantine said if there are no strong feelings about an article, then it will be off the Warrant.

CONTRACTS

- A. Based on the recommendation of Mr. Powers, Interim Town Administrator, Mr. MacAskill moved to approve the Fire Station II Security System Change Orders-Galaxy Integrated Technologies for a total of \$1,523.72. Mr. McManus seconded. Roll-call vote: Mr. Howell – Yes, Mr. Ford – Yes, Mr. McManus – Y, Mr. MacAskill – Yes, Mr. Ballantine – Yes. Motion carried by unanimous vote.**

- B. Cape Light Compact – Authorization Request Received LATE 4/24**

Following extended discussion, Mr. McManus moved to authorize Mr. Powers, Interim Town Administrator, to execute an extension to the municipal power supply agreement, if the pricing is favorable, up to an additional three (3) years beyond the current contract expiration date of July 2021. Mr. Ford seconded. Roll-call vote: Mr. Howell – No, Mr. Ford – Yes, Mr. MacAskill – Yes, Mr. Ballantine – Yes, Mr. McManus. Motion carried by a vote of 4-1.

All Selectmen, individually, voiced displeasure at the lateness of the request and the short time required for the response. Mr. McManus agreed to participate with Mr. Powers. Mr. MacAskill agreed to participate if Mr. McManus is unavailable.

OPEN PUBLIC FORUM

The Chairman opened the Open Public Forum. The public was invited to call in and participate in the meeting to offer comments and/or questions. Scott Tyldesley reviewed the procedure for remote participation. The appropriate phone number was displayed. There were two call-ins, both concerning petitioned articles. Mr. Powers responded to both callers.

TOWN ADMINSTRATOR'S REPORTS

Mr. Powers said he will draft a letter to the proponents of the petitioned articles to be reviewed at the April 30th agenda. He said there will be an Executive Session of the Board following the April 30th meeting. Mr. Powers said the Board of Selectmen meetings will resume the Monday night schedule starting on Monday, May 4th.

ADJOURNMENT

Mr. Howell moved to adjourn. Mr. Ford seconded. Roll-call vote: Mr. MacAskill – Yes, Mr. Ford – Yes, Mr. Howell – Yes, Mr. Ballantine – Yes. Motion carried by unanimous vote.

Respectfully submitted,

Dorothy G. Hemmings
Recording Secretary
Pro Tem