

APPROVED

MINUTES
SELECTMEN'S MEETING
GRIFFIN MEETING ROOM
Monday, January 27, 2020
5:30 P.M.

RELEASED

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

ALSO PARTICIPATING: Interim Town Administrator Joseph Powers.

CALL TO ORDER

Mr. Ballantine opened the meeting at 5:30 pm, and called to order the Board of Selectmen.

PRESENTATION

A. Monomoy Regional School District Draft Fy2021 Budget

Mr. Scott Carpenter, Superintendent, Monomoy Regional School District, introduced himself and Ms. Kathleen Isernio, Business Manager, Monomoy Regional School District.

Mr. Carpenter noted that Ms. Isernio will be retiring at the end of this year, and said that they have had a wonderful team and he appreciate her being there. He knows that she will give good guidance over the next several months, and help transition to a new business manager for next year. Also, he would like to thank the Community Preservation Committee for approving funds to be recommended at Town Meeting for the playground at Harwich Elementary School. He thanked Mr. Powers for his part with that.

Mr. Carpenter said that he will get through the presentation quickly and directed them to the second slide in the packet, "The 30,000 foot view". He said that this is the smallest budget increase that the district has put forward to the two towns, since he started. It is a level staffed, level service budget. All of the programs that are currently in the school this year, will be there next year. They do have a bubble that is currently in the seventh grade, and will

be heading to the eighth grade next year, so they will have some full time resources that will shift to the high school next year. He explained that the high school will be growing over the next couple of years, so they will be shifting teachers up to the high school over that time. The punch line here is that although it is the lowest budget increase that the district has seen, there is a challenge with the minimum required enrollment. Chatham has been going down, while Harwich has remained the same. That creates a shift in what the assessment change is for the two towns and he shared a one pager that is a snapshot of the schools.

Mr. Carpenter shared things that they can celebrate. He said that this is his sixth time coming before this Board about the budget and he would like to talk about the changes which have happened since they regionalized, and the outcomes which have come out of those changes. He said that over the past six years, they now have one on one technology, where they have chrome books given to every middle and high school student. They have "Jawsome Intervention Hour", which supports students with enrichment at the high school, and a similar program at the middle school. That has been a reason that the middle school has been the top rated middle school on Cape Cod. They have other programs to support students who are struggling, or have issues with their course work, to reduce students from dropping out and have them get diplomas. They have an internship program that has grown from two to sixty students in the past two years. They have a digital media television program, which rivals any that exist in the State. They have a civics program that is exceptional at the high school, and they have a thriving advanced placement program. The AP test has increased from 120 to 215 tests given per year. The participation in the calculus program has doubled in the last year, with all students getting the highest score of five. They have a global studies program that has been put in place with global travel opportunities. They have four languages being offered, which is rare in a small school. They have an expansion of computer science and robotics. Also, in terms of extracurricular, their musical performances for singing and band have the highest percentage of kids that get to move on to districts and the states, then any other out there.

He continued and reported that the number of student athletes, in both middle and high school, are sky rocketing. They also have a unified sports program, which is a program that couples student peers with students with special needs, and allows them to have a sports outlet.

In terms of outcomes, they have had students get accepted at the ivy leagues, the Naval Academy, Air Force and Coast Guard Academies. They have students that received congressional nominations for both Navy and Air Force this year. They have students with perfect SAT scores, near perfect MCAS scores, National Merit Scholar students, the Jefferson Award to UVA, and a Robertson scholarship at Duke. Mr. Carpenter said that students are getting into many of the top schools and honors program at their colleges, which has more than tripled in the past few years.

Mr. Carpenter added that other important factors are that the two communities are really supporting the kids and they have over \$350,000 in scholarship money given out to the graduates, which has been raised by the two towns. He said that there are more and more families wanting to be a part of Monomoy, that they have had to turn families away who want to choice into the district.

Mr. Carpenter said the punch line of the budget, on page 52 of the packet, is that it is an overall 2.64% increase over the prior fiscal year. The reserves are strong, and they are able to use those reserves along with additional school choice money that is coming in. Therefore, they are able to have the assessment for the towns combined to be a 1.78% assessment increase. The minimum required contribution creates this differential between the two towns and in terms of what the assessment change is, there is a 2.62% increase for Harwich, since it has seen their numbers going up in terms of students and Chatham has seen a decline in the number of students and are at a negative .68% over the prior year.

Mr. Ballantine asked if they had any details regarding the enrollment changes for the two schools.

Mr. Carpenter showed a couple of slides and provided an overview of where the kids are. He explained that their enrollment as a district is down by about 20 students overall, and they are seeing a shift in the number of students that are heading out to the charter schools or school choice. In terms of the budget itself, they have a slide that shows the three year rolling average for foundation enrollment. He said that this one is important because this is how the regional agreement specifies how they divvy things up and how much of the operating budget is for Harwich, debt budget, or for Chatham. The foundation enrollment is not the enrollment of students in Monomoy seats, it is how many

Harwich students are attending public schools and Monomoy is responsible for them. Chatham has continued a small downward shift in the three year average and Harwich has been slowly going up each year.

Mr. Carpenter shared slides showing the enrollment vs minimum contribution and both towns had small declines in enrollment, but minimum required contrition has gone up. In regards to enrollment, the district has 65% in Harwich, 21% in Chatham, and 14% in Choice. Mr. Carpenter said they talked about their enrollments and anticipate it being relatively flat going from this year to next year. He said that they see slightly fewer students coming in at the elementary grade levels, but also an appreciable number of students coming up to the upper grade levels now.

Mr. Ford asked what that number is. Mr. Carpenter said that currently for the 7th grade, they have 37 Chatham students, and 123 Harwich students. This is compared to what they currently have in 8th grade, which is 23 students in Chatham, and 88 students in Harwich. They anticipate the high school operating right at 700 students, which is what the building was built for.

Mr. Ballantine asked about Chatham, and if they are reaching an enrollment level that is too low to maintain that school?

Mr. Carpenter said no, and that what they have been doing is closing a classroom each year. They have tried to put together budgets that look at class sizes averaging at about 18 across grade levels. Therefore, in Chatham, they have been seeing about 30 students that are Chatham residents each year, and that has been fairly stable over the past few years. So, that makes for two classes of 15, and then they open up school choice to bring up those classes. They don't see those numbers dipping below. They do not anticipate having school choice openings in Harwich, and would be able to place at any within Chatham. He also showed another slide with school choice and charter school enrollment trends. The green line shows school choice coming into the district and bringing tuition dollars in and the orange line shows the number of students leaving the district, which is down. The number at the charter schools has been relatively flat throughout.

Mr. Ford asked if there was a program to address why families would choose to leave the district, and to try and convince them of the value?

Mr. Carpenter said that they do a lot of outreach. He said that according to the MIAA, students are not supposed to school choice because of athletics, but he thinks there are students who do choice out because of athletic opportunities. They do get feedback both ways, but he thinks it is far more about extracurricular and wanting larger school districts.

Mr. Howell asked if Mr. Carpenter could answer the question; about what follow up they do. Mr. Carpenter said that their school's principals and guidance counselors reach out to families that leave the district and get feedback which they track each year, at each level.

Mr. Carpenter moved on to discuss the reserves and said that they have on the regional school district side an excess in deficiency account, which would be equivalent to "free cash" on the town side. He said that when they started, the goal was to bring the excess in deficiency up to 4% by year six, but they were able to get it up to 5% by year six. So they were able to use more of it to help offset the cost of the assessment on the two Towns. Mr. Carpenter said that they used \$550,000 last year and will be able to continue to use \$550,000 to offset the budget this year. Also, they will be able to address one of the strategic initiatives of a new math program and an ELA program in the elementary school out of this money. In terms of school choice, they will have almost \$600,000 in that account, which is a healthy balance should they have a staffing need mid budget cycle. They also have an extra \$100,000 from school choice, because of the number of students coming in. They can use that to help offset the assessment to the two Towns. He further explained the value of school choice, and keeping students in Monomoy.

Mr. Carpenter said that the punch line of this budget, as seen on slide 27, is that it is a \$41.8 million budget. He said that they have a thorough, long range, capital plan for the district. The buildings are in as good or better shape than when Monomoy started and they invest money each year to make sure they are well maintained and invest money to ensure the IT infrastructure can support a high quality of education for the students. Mr. Carpenter said that there are slides on where the funding comes from. The bulk of the funding comes from the tax payers and assessments, which is 62.9%. State aid is just under 9%, school choice is 3%, excess and deficiency is 1.3%, regional transportation aid is 1.6%, Charter school reimbursement and miscellaneous revenues is 0.7%, and circuit breakers is 0.7%.

Mr. Ford said that he is trying to understand the circuit breaker, and asked about the final slide they received, where the grand total shows \$43,325,885. He would like to know what that number represents.

Ms. Isernio said the number that gets charged to the general fund that is part of the assessment, shown on page 29, the non-public tuition number is \$780,520, plus the \$290,262 that comes out of the circuit breaker. The total general fund budget that gets folded in and assessed to the two Towns, is the \$41,826,623. If they did not have school choice, or circuit breaker money, that dollar amount would be the \$43 million. She said that if they looked through the budget, they will see that there are offsets, such as, school choice dollars, and circuit breakers are non-public tuition, which are residential tuitions for the most part.

Mr. Carpenter continued with the next slide, which showed where the money goes. For the school district, 71.7% of the budget is for salaries and benefits, and school choice and charter tuitions are 5.6%. He added that the budget increase, over prior years, is 2.64%, the operating budget is going up by 3% and they cut out money for stabilization.

Mr. MacAskill questioned if they were going to be adding money back to the stabilization fund. Mr. Carpenter said yes, they had spent \$20,000, and they will put in another \$50,000, which they will hold for large items that will be coming up.

Mr. Howell asked about why they had one dollar on the free cash report. Ms. Isernio said that was likely a rounding error, because they do not return money to the Towns. They keep the money and that is what goes into their excess and deficiencies. Ms. Isernio further clarified that the stabilization is for capital improvements, and they hope to set it aside for when something major comes along.

Mr. Carpenter said that by statute, the district cannot carry over 5% in excess and deficiency. He said that anything over 5% would have to be turned back to offset the two Towns.

Mr. Howell said that is what he was getting at, that it is not necessarily the money that they are giving the district that they are operating off of, at the end of the year. The bottom line for him, is that it would be really good to

know what went in and what went out. He would like to know what they are expecting to have left over to apply in the future.

Ms. Isernio said that they were just certified.

Mr. MacAskill asked for clarification purposes, what the number is for excess and deficiency for this budget cycle?

Ms. Isernio replied that it is \$2,095,281. Mr. MacAskill said, so that is the accumulation of all of it? Ms. Isernio said no, when the year starts you basically start at zero and it gets recertified every year. Through FY19, the excess and deficiencies is \$2,095,281, then they will be using \$550,000 to offset this budget, plus \$120,000 to do the ELA curriculum purchase. Mr. MacAskill said, so out of the \$41 million budget last year, they had \$2 million in excess certified this year. Ms. Isernio confirmed and said that until it gets recertified again, they cannot spend anything unless it is approved by the two Towns.

Mr. Carpenter further explained how they can use the excess and deficiency account and then went on to discuss the value in terms of what the per pupil looks like relative to neighboring school districts. He said that when they got into the assessment, the big driver was the minimum required contribution. There is a slight increase of .9%, and because this is built into the calculation on minimum required contribution, Harwich will go up. However, Harwich is going up proportionally more than Chatham.

Mr. Carpenter shared the assessment sheet, which showed the \$41.8 million budget. He explained the different amounts getting back off of the budget and all of the total revenues coming in at \$4.8 million. This is the nonoperating expenses which get allocated into an operating assessment. He said that it is the operating assessment that gets split between the two Towns, based on the three year rolling average. At the moment it is 74.35% to Harwich and 25.65% to Chatham. He explained that the transportation assessment is done a little differently, by the regional agreement. It gets divvied up on the number of Harwich and Chatham students that are in seats in their classrooms and actually using the bus. That gets split, 74.8% and 25.2%. These get tallied together so you have the overall FY21 draft assessment, which is \$27.3 million towards Harwich, and \$9 million towards Chatham. Overall it is \$36.4 million for the two Towns. Then they have a breakdown on how that differs

from the year before. That is where you see the 2.62% up for Harwich, and .68% down for Chatham.

Mr. Ford asked about the breakdown for excess and deficiencies and if more of it should slide to Harwich, because Harwich is taking on more of the budget. Mr. Ballantine said he made a good point. Mr. Ford said it seems logical and asked if Mr. Carpenter could look into it.

Mr. Howell said it is an appropriate time to ask that. He said that when they first started talking about regionalizing, they were talking about the savings looking like a 55% to 45% split. Then it was a 60% to 40% split, and now they are talking about 75% to 25%. He asked if there is a driver on the bus and said he also asked that last year. He asked if they have been to the Planners to see what the long terms are for housing and affordable housing for Chatham and here?

Mr. Carpenter said yes, and there is also a separate conversation in Chatham, which is part of their Chatham 365 initiative to get more year round families in Chatham. He said that one of their efforts is to look at universal pre-k for four year old's in Chatham. However, they are in the opinion, that the school district cannot do that in Chatham, if they are not going to open it up in Harwich. Chatham is looking at it, and how they might be able to do it.

Mr. Howell said he was looking at broader ideas.

Mr. Carpenter said that the Superintendents all meet Cape wide, with Town Managers, and have a legislative breakfast. He said that those are some bigger conversations because it is happening across the Cape with affordable housing. They are bigger issues that impact us.

Ms. Isernio said that as a point of clarification, when they became Monomoy back in FY13, it was a 72% to 28% split and now is FY21, it is 74.35 % to 25.65% split. It is trending, but not that bad.

Mr. Howell said he was saying that he was referring to what they were first planning.

Mr. Ballantine asked about how things have worked out transitioning to a new bus line?

Ms. Isernio said that they are satisfied, and they will see the savings on field trips. There have been some adjustments, but overall the community is satisfied and they have a point person in the office which they can contact. She said that budget wise, it has been what they thought, a 5% increase in regular transportation and savings will happen for the activities.

Ms. Isernio said that there is a section on the website under finance, which the association related to school districts put out and it is helpful.

WEEKLY BRIEFING

A. Sewerage Work Improvement Phase 2 – Contract #1 – Construction Schedule
– Weekly Update

B. Sewerage Work Improvement Phase 2 – Contract #2 – Construction Schedule

Mr. Joseph Powers, Interim Town Administrator, said that they will be receiving updates now for both contracts, and began by reading a synopsis that was provided by CDM Smith.

He read the three week look ahead for RJV, and said first they will be focusing on setting up the staging area, mobilizing equipment and receiving deliveries of materials. Their focus the following two weeks will be installing sewers on Cemetery Road and Sou'West Drive. Specifically, within the weeks of February 3rd and 10th, they will begin the installation on Cemetery Road which requires road closures on Cemetery Road, between 137 and Church Street. The three week look ahead, for the week of February 10th, due to the work on Sou'West Drive, road closures will continue to be necessary. He said that this ties into the work that they have been doing with the two towns, and the two contractors, and they have a meeting tomorrow.

Mr. Powers continued with the update from Robert B Our, and said that for this week they will continue their sewer installation on Route 137, including installing sewers on Old Heritage Way. Also, as a reminder that this week is the expected extended work hours on Wednesday and Thursday for the deep manholes. They will continue next week on Route 137, which requires detours, and in three weeks there will be another installation of a deep sewer installation. The location of that is not indicated, but he will find out and report back next week.

PUBLIC COMMENTS/ANNOUNCEMENTS

- A. Ms. Judith Underwood, Water Commissioner and member of the Affordable Housing Trust, said that she would like to request to the Board that they consider the leadership transition in the Planning Department. She said that they are losing Ms. Charleen Greenhalgh, Town Planner, in July and they are really hopeful that the Board will do what they need to do to hire a new Planner sooner so that they can work together for as many months as possible. She explained that Ms. Greenhalgh is a wealth of knowledge for many boards and it would be money well spent to have someone be able to transition for many months with her.

Mr. Howell said that this grew out of the Housing Institute briefing which they had today. It came up as they were discussing the comprehensive plan and if they wait to hire someone, they will be putting that way off or starting at a lower level of knowledge. He added that he understands the budget implications, but there is a reason for it.

- B. Mr. Richard Waystack, reminded everyone again, that this is the last week to file an abatement. For anyone wishing to challenge the value of their property, they have to have the application in by February 1st.
- C. Mr. Jack Brown, Chairman, Finance Committee, said that he would like to ask the community to find a couple more people to work on the Finance Committee. He explained that they have been understaffed for the past several years and they need a hand from some people who are dedicated to help keep this town successful.

Mr. MacAskill asked if he could explain how someone would apply and who would appoint them?

Mr. Brown said in the back of the Town Meeting annual book, in the Selectman's office, there is a list of what is available and who to talk to and said that the Town Moderator appoints the position.

Mr. MacAskill asked again about the application process and Mr. Howell confirmed for the public, that they apply through the Administrator's office.

Mr. Ballantine also said that people can contact the Board of Selectmen and they would be able to help anyone out that is interested in joining a committee.

- D. Deputy Fire Chief David LeBlanc, Harwich Fire Department, announced that Station 2 officially opened today, and they are operating. They are in good shape and troops were there for the opening ceremony. He said that they are thankful for the support of the Board and the Town for helping to get this job done.
- E. Mr. Ballantine said that they are looking for portraits of the Town of Harwich to put on the annual report. He asked if anyone has any to please submit them to the Town Administrator's office.
- F. Ms. Carolyn Carey, Director of the Community Center, wanted to remind everyone that February is their birthday celebration. February 1st they start with the fairy doors and on February 2nd, from 12:00 pm to 2:00 pm, they are having their own "Souper Bowl Sundae Party". They will be having soup and making their own sundaes and some bowling. On Wednesday, February 5th, which is the actual 20th birthday, they will be having a "then and now" celebration, a cake decorating and baking contest, and they will be putting things in a time capsule. Ms. Carey said that she hopes people will be able to come, and that is at 3:00 pm in the Community Center. On Wednesday, February 19th at 9:00 am, they will be having the kids breakfast and the fairy doors are due back in. Then at 6:00 pm, that evening, they have a psychic in the gym, and on Friday, February 28th from 6:30 pm to 8:30 pm, the Sound Dunes will perform. All events are free, but she asked if people could please bring a donation for the Family Pantry.

Ms. Carey also announced that around Town they will be giving out lifesavers that say you have been a *Community Center Lifesaver*. They will be giving those out throughout the month of February.

- G. Ms. Emily Mitchel, Director, Council on Aging, said that they have some Council on Aging events coming up at the Community Center. On Tuesday February 4th at 11:00 am, they are having an Aging in Place Workshop. The Massachusetts Guardianship Academy will be there to talk about aging-in-place, and the legal realities; such as, what is a health care proxy, what is a power of attorney and what is legal guardianship, and why is it important to have those decisions made, while you are able to make them. They are serving lunch and it is free, they are asking for RSVP by this Friday. Then Thursday, February 6th, they are having a census info session. They are doing that with

Brooks Free Library at 10:30 am. It is just a place to get your general census questions answered.

CONSENT AGENDA

- A. Vote to accept the recommendation from Heinz Proft, Natural Resources Director to appoint Greg Garber as volunteer Shellfish Warden
- B. Vote - Annual & Seasonal Lodging House or Innholders License Renewal 2020 for Sands Hospitality, Inc. DBA Platinum Pebble Boutique Inn

Mr. Ford moved to approve items A and B above. Seconded by Mr. MacAskill. All in favor, motion carried by unanimous vote.

- C. Vote to affirm the appointment of Jake Domos to the Noise Containment Committee
- D. Vote to affirm the appointment of Jacqueline Pentz-Greene to the Bikeways Committee

Mr. Howell asked to hold these to read separately. He explained that it was so late doing the interviews that they could not hit the deadline to get it on the agenda, except to be legally sufficient. He was able to get the timeframes for the appointments.

Mr. Howell read as one motion and moved to appoint Jake Domos to the Noise Containment Committee, as a full business member with a term to expire 2020 and he would like to also move that they appoint Jacqueline Pentz-Greene to the Bikeways Committee, as a full member with a term to expire 2022. Seconded by Mr. MacAskill. All in favor, motion carried by unanimous vote.

CONTRACTS

- A. Discussion and possible vote to accept FY 2020 Executive Office of Elder Affairs Formula Grant Funds - \$53,258.38

Mr. Powers said that he would turn this over to Ms. Emily Mitchel, Council of Aging Director, but added that he supports her, and her recommendation to the Board.

Mr. MacAskill moved that they accept FY 2020 Executive Office of Elder Affairs Formula Grant Funds for \$53,258.38. Seconded by Mr. Howell.

Ms. Mitchel said that the Executive Office of Elder Affairs awards this grant to every municipality in the State. It is a figure of \$12 per senior, based on the number of seniors on the previous Federal Census and it is administered by the Council on Aging. She said that it is for FY20 and contingent on the State Legislature approving funds, which they have already done. Ms. Mitchel also explained that they are allowed to deficit spend for expenses approved in previous years; so that is what they have been doing.

All in favor, motion carried by unanimous vote.

OLD BUSINESS

- A. Town Administrator Screening and Search Process 1. Draft – Screening Committee Charge 2. Draft – Position Profile 3. KP Law Open Meeting Law Review
- B. Next Steps – Hiring Town Administrator Search Firm
 - 1. Scope of Search
 - 2. Procurement

Mr. Ballantine said that he has sent the other Board members the draft for the screening committee charge, the position profile, and the KP Law open meeting law review. He said that it is in the packet and he is hoping to get any comments from the audience or people watching, as well.

Mr. Howell said he does not want to throw a hand grenade in the room, but they have to have a discussion about hiring a search firm or not. He has been looking at what value is added, especially since one of them specifically said they would go with ten candidates, which is not what they want.

Mr. Ballantine said he would like some feedback still, but he appreciates Mr. Howell's moving him to the next step. He said that he contacted legal counsel to find out what the scope would look like and asked them how to proceed.

Mr. Ballantine said that the direction he would like to go, is to have a consulting firm that would help them with recruiting. He added that they have a very strong screening committee and a strong board, so they could do

the screening themselves, which would keep the price down substantially. He said that it also gets them where they want to be with applicants. He thinks they are going in the same direction. Mr. Ballantine also said that since Mr. Powers will likely apply for the job, he has asked him to remove himself from the search committee activities. That way it helps ensure that it is transparent and they do not have any conflict of interest. Mr. Ballantine said that he spoke with Mr. Robert Lawton, Interim Assistant Town Administrator, and he has agreed to provide some support for this.

Mr. Ford asked if Mr. Ballantine had a date in mind to come to a conclusion for hiring the search firm.

Mr. Ballantine said that he has asked for some guidance on that, and it will be in the packet next week. What he is trying to do, is to work through this methodically, get as much input as possible, and not rush it, to get the right candidate.

Mr. MacAskill said that he will wait to see the draft to critique it, but asked if he was trying to focus on screening? Mr. Ballantine said no, the focus is on recruiting.

Mr. MacAskill thinks that they can go out for quotes, based on the presentations they had.

Mr. Ballantine thinks that they can go out, after they all agree. They have a great search committee and they can weigh in.

Mr. Howell said that he is looking at the notes from KP Law. He said that he wants to make sure that this does not get lost, and that everyone needs to be mindful that when the Executive Session is done, there will be minutes that the public will see, and it will not be private forever.

Mr. Ballantine said they do need to be careful because people who send in applications, it could compromise their current positions. They have to be careful to keep confidential and it becomes public when the finalists are announced to them.

Mr. MacAskill suggested that this would be a good time for a training opportunity. He said that one of the first meetings the Search Committee has

should be with KP Law for training since this is a personnel issue. The Board was in agreement, because this is so important.

Mr. MacAskill also asked about getting to see all the resumes, which was discussed in regards to the legal aspects of sharing and confidentiality. It was agreed that they can perhaps be kept in the office to be reviewed.

TOWN ADMINISTRATOR'S REPORTS

A. Budget/Warrant Timeline FY 2021

Mr. Powers explained that they should have this in front of them. He had submitted an email to the Board, Department Heads and Committee Chairs, and this is a request to the Board about the budget message to be delivered. He said that the Charter has a deadline of on or before the second Tuesday of February and he is asking the Board to have him present on February 10th. He said that if that is acceptable, they would be changing the proposed date of the full-day Selectmen's and Finance Committee's budget presentation. The new dates would be February 10th for the budget message, and Saturday, March 7th for the full-day.

Mr. Powers said that this is consistent with last year's overall timeline. He has been able to tighten up the deadlines, and additional key dates are Monday, March 23rd for when the Board is expected to sign the warrants for the Annual Town Meeting, the Annual Town Election, and if applicable, the Special Town Meeting. He said that he worked with the Town Clerk today, and confirmed that being able to do that and confirm the ballot to her officially on March 24th, is more than sufficient. He also spoke with the Finance Committee, Capital Outlay and the Finance Director and they are all aware of it.

Mr. Howell said, personally, he thinks the reason for trying to bring it earlier is in case they get a "gotcha moment". He would like a commitment that they will get to something close to what the Board of Selectmen are asking for. He added that time is always an issue for this.

Mr. Powers said that once the Board had a chance to look through the revised timeline, they will find that all of the tasks are cascading down to that deadline of March 23rd. He knows in the past there may have been a closing of the warrant, but then the need for additional materials, or as the case may be, this

eliminates all of that. The Board will be presented with a full and final packet, no later than March 23rd, without any changes afterwards.

B. Interim Loan Note CWP-18-23 from 1.21.20 Agenda

Mr. Powers said that this is a request from last week's meeting and the Treasurer/Collector provided the background information that tied back to last week.

C. Mr. Powers said he had two additional quick items, the first is about the Emergency Management Grants, which have been acquired over time. This goes back to the claims put in from the Town, through the Golf Course and staff. He received notice from the insurance claim adjuster, and the town has received a distribution for the loss of revenue from the tornado, and the cost of removing the damaged trees. The town received note of income of \$74,757.98. He said that this is a great story for money coming back to the town.

D. Mr. Powers said that the town of Chatham is dealing with an issue with the U.S. Coast Guard and they have asked for the Town of Harwich to offer comments to the Coast Guard. This is regarding the de-establishment of the 'C' buoy, which is east of Chatham. He said that this has caused quite a bit of consternation in the Town of Chatham. He has been able to speak with his counterpart in Chatham, Mr. Joe Goldsmith and they would appreciate it if the Board of Selectmen would offer a letter of support arguing against this. Mr. Powers said that he could draft a response, if the Board would like, and have it ready for next week. Mr. Ballantine agreed.

SELECTMEN'S REPORT

Mr. Howell said that MMA had just happened and he got various materials from the seminars for each of them, which he will provide.

Mr. McManus repeated what Ms. Mitchel had mentioned earlier, that the living documents are important for basically everyone at that age to have in place.

Mr. MacAskill said that he would like to request an update on procurement, as well as, positions that are not filled. Also, he would like to have a conversation on follow-up and follow through. He said for instance they received an email about a tree that

needed to be pulled up at the cemetery and he asked how they would know when these things are followed through with.

Mr. Ford said he has received a lot of questions from business owners and people living within Harwich Port about the speed issue there. He asked how they can calm the speed down for people going through there. He said that he does not know where to start, but he would like to respond to people.

Mr. Howell said that the contract for support for the Housing Trust is up by June 30th, and he does not know what happened to the Executed Extension. He said that it is missing, so he will need the Board to re-sign it again. He also would like everyone to know that they would like to use the resources to send out an RFP, and they would need to be able to rely on staff to do that.

Mr. McManus said he wanted to go back and ask about a procurement request from several months ago. He said that the Highway Department was looking to purchase a stump grinder and their take was to wait and see. He called State Legislature to rattle to see when money is coming through and he understands that if the acquisition is not made soon, and the demands of getting ready for summer, will cause problems. He asked if this can be put back on the agenda? Mr. MacAskill agreed and said this is a budget item at this point and they need this.

Mr. Ballantine responded back to Mr. Ford and said that it would go to the Traffic and Safety Committee. He said that it is frustrating, because they have not been able to come up with a solution.

Deputy Chief Kevin Considine said that he can touch base with Mr. Ford on this. They do have sign boards that are getting out there and a police presence. He said for the short term, the police, but for long term solutions, Traffic and Safety Committee.

ADJOURNMENT

Mr. McManus moved that they adjourn at 7:24 pm. Seconded by Mr. MacAskill. All in favor, motion carried by unanimous vote.

Respectfully submitted,

Lisa Schwab
Board Secretary

Board of Selectmen
January 27, 2020