

**APPROVED**

**RELEASED**

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
Monday, October 28, 2019  
6:30 P.M.**

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

**ALSO PARTICIPATING:** Town Administrator Christopher Clark, Assistant Town Administrator Joseph Powers.

Mr. Ballantine reopened the meeting at 6:30 pm. He explained he first called the meeting to order at 5:45 pm for Executive Session. They continued the discussion about a strategy concerning a potential agreement with non-union personnel. They will continue the conversation for at least one more week.

**WEEKLY BRIEFING**

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

Mr. Christopher Clark provided an update on the sewer work which continues to progress along. For this week they are looking to continue the mainline sewer crew on Route 39 and the mainline sewer crew #2 will continue on Route 137. Both of those will have detours. It does look like going into the week of 11/4 - 11/8, the same work will continue and then from the 11/11 through 11/15, it also will be the same. They have had some conversation as they come up on the holidays. For the Thanksgiving holiday week itself, they have asked for a reprieve, so there will be a limited amount of work at the beginning of the week, and then no work to the end of the week. Mr. Clark does have a meeting tomorrow and should be able to provide additional updates at next week's meeting.

Mr. Ballantine said he does have a concern, because he lives in the neighborhood. He directed his question to Chief Guillemette, who was in the audience. Mr. Ballantine asked about the bottleneck that happens, where Church Street comes down to Route 39 and 137, by the Corner Store. He would like to know if the availability of police helping to direct traffic help in

that area, or is there nothing that can be done. Chief Guillemette said he knows where Mr. Ballantine is talking about and it has been a concern. Lieutenant Sullivan has been on top of it. They have determined that it is more of a volume thing, and will continue to work through it.

- B. Ms. Carolyn Carey, Director of the Community Center, announced that on Thursday they will be having the Halloween party at the Community Center. It starts at 4:30 pm, and is free for everyone. They have trick-or-treating inside, a costume parade and dinner for everyone. Please come by, it is a great time. Also, it is that time of year for Cape Cod Cares for Our Troops. Any donations that you might have will need to be in by November 15<sup>th</sup>. There is a list on the website for items that they are looking for.
- C. Fire Chief Norm Clark announced that on November 30<sup>th</sup>, they will be having the long-awaited ribbon cutting for the new Fire Station #2 in East Harwich. It will be held at 10:00 am. They felt it was important to have it on a Saturday, when more people could attend.
- D. Ms. Erica Strzepek, Program Aide for the Cultural Center, said that after the ribbon cutting, on November 30<sup>th</sup> from 10:00 am to 1:00 pm, they will have their third annual holiday bazaar at the Cultural Center. They will have local craftsman upstairs in the former library space. They have a few tables left and she has flyers in the back and information can be found online.
- E. Ms. Cyndi Williams, Harwich Chamber of Commerce, announced that November 30<sup>th</sup> is also small business Saturday, so please shop local.
- F. Mr. MacManus announced that at the Community Center on November 30<sup>th</sup> from 9:00 am to 2:00 pm, the Lower Cape Eastham Kiwanis Club is having their annual after-Thanksgiving Market in the gymnasium at the Community Center. There will be a bake table and there should be about 40 different vendors.
- G. Ms. Virginia Hewitt, Library Director, announced that on Thursday, they will have their annual Halloween Parade at 10:30 am. This is for babies, toddlers and preschoolers, to get a chance for an early start for trick-or-treating. They will be going over to Town Hall. There are also a couple of other events; on November 3<sup>rd</sup> at 2:00 pm they have Barbara Semple presenting a travel log, highlighting women's voyages at sea in the 1800's and on Thursday

November 14<sup>th</sup> at 6:00 pm, they have Meteorologist Phil Burt coming and he will be talking about Tornados. That is something that will be of interest to everyone in Harwich. Also, on November 21<sup>st</sup> at 2:00 pm they are hosting a community conversation on preparing for extreme weather events.

## **PUBLIC COMMENTS/ANNOUNCEMENTS**

- A. Proposal by Lily Daniels-Diehl to Recreation Committee to restore the Hollow at Brooks Park

Mr. Ballantine said that he put this on the agenda because high school student, Lily Daniels-Diehl, made a presentation to the Recreation Committee last week, and it was very well received. He asked if he could put it in the packet, so that the information is widely available. She is a junior at Monomoy High School and once others look at what she put together, it will give them a chance to applaud on of their students, that has done a terrific job in putting together this proposal. The Recreation Committee is taking this very seriously as a way to restore that property.

- B. Mr. McManus announced again, that they will be having the Cranberry Festival meeting, at the Community Center on Wednesday at 6:30 pm. He would like to encourage people to come, they are looking for new recruits and volunteers to ensure it can continue to be put on.

- C. Mr. Ballantine shared that it was National First Responder's Day. This year, even more than other years, with Tornadoes and such, he wants to say how much they are appreciated for what they do for the town.

## **CONSENT AGENDA**

- A. Vote to approve Town Administrators recommendation on Ember's Disciplinary Hearing held on September 9, 2019

Mr. Ford moved to approve the Town Administrator's recommendation on Ember's Disciplinary Hearing held on September 9, 2019. Seconded by Mr. MacAskill.

Mr. Clark provided a recap from the hearing and that he appreciated the police department, for the information they provided. The decision, that Mr. Clark recommended to the board from the violations deliberated at the September 9, 2019 public hearing, was first, that Ember should have its 2020 entertainment license for Sunday, June 28, 2020 and Sunday, July 12, 2020 be suspended and not be allow any outside entertainment on these two days. Furthermore, for the five Sundays in August 2020, consisting of August 2, 9, 16, 23 and 31, that entertainment on these days be specifically limited to acoustical performances only with no amplification allowed. Mr. Clark also noted, as a follow up that there will be a second hearing for the additional violations. So, there will most likely be a recommendation to build upon this.

All in favor, motion carried by unanimous vote.

## **PUBLIC HEARINGS/PRESENTATIONS**

### **A. Presentation - Community Development Partnership – Jay Coburn, Chief Executive Officer**

Mr. Jay Coburn was present to provide an update on the programs offered by the Community Development Partnership. As well as some of the findings in the strategic planning process, that they are engaged in. He is also interested in hearing some input from the board, as they identify some new program priorities. He would like to thank Angelina Bologna, a member on the Board of Directors and a Harwich resident. Also, Pelinda Deegan, that provides the housing consulting services to the town, under the contract they have with the Town of Harwich.

Since 1992, the Community Development Partnership has worked to provide opportunities for people to live, work and thrive on the lower Cape. They are a non-profit Community Development Corporation, and they work to support strong local business, as well as providing safe, stable and affordable housing in the region.

Of the services they offer, they are probably best known for their small business training and technical assistance and lending. They provided workshops throughout the year on financial record keeping, HR management and topics important for small businesses. New this Fall, has been providing

one-on-one technical assistance for small businesses at the Harwich Cultural Center. Finally, they offer their Micro Lending Program. For the last 20 years they have lent over \$3.25 million to over 200 small business on the Cape. They provide loans to small business that aren't able to get loans from a bank, due to credit score or because they may be a new business. They are able to provide loans up to \$40,000 for small businesses, and they do that with a lot of technical assistance and support, to help ensure they are successful.

They also have a partnership with Cape Cod Fisheries Trust, which benefits several fisherman that fish out of Harwich. They operate a scallop quota bank, that helps local day boat fisherman to meet the capital requirements. Due to the complex ways that fisheries are regulated, this allows them to be able to compete with big corporate boats. As a result of making this available, they keep about \$10 million recirculating into the local economy.

In the area of Safe, Stable & Affordable Housing, they have 70 units of rental housing available for low to moderate income residents. About 22 of those units are in Harwich at Thankful Chases Pathway, 836 Main Street and Robert Lane. Those are all deed restricted affordable rental properties that are rented to families that income qualify.

New this year, in Provincetown, they are managing a 28-unit community housing project. This meets a need that exists all over the Cape, to assist folks who earn too much money to qualify for traditional affordable housing. Given the pressures of the housing stock, that limits the rental properties, this helps to make housing available. They are also expanding their Property Management Department, and seeking additional properties to manage.

They run a Housing Rehabilitation Loan Program, which is funded through a community development block grant. That program currently serves Harwich, Eastham, Truro and Provincetown. They are able to help low to moderate income homeowners make much needed repairs to their homes. With a \$40,000, no interest, no payment, forgivable loan. As long as they continue to own home their home for 15 years, that loan turns into a grant. The added benefit is also the use of local contractors to do the work. This has pumped over \$10 million into the hands of local contractors, over the past 20 years.

A new program that was launched two years ago, and Harwich has been very involved in, is the Community Housing Partnership. They run a housing

institute each Fall and several members of appointed and elected boards, the Town Administrator, and the Town Planner have all been involved. They provide consulting services for Harwich, Chatham and Wellfleet. Over the last two town meetings, the eight lower Cape towns have approved \$15 million in local funds toward affordable housing.

Last Spring, they launched a public media campaign, to try and dispel some of the myths of who lives in affordable housing. In this case, it features a Wellfleet Firefighter and Paramedic, a Health Assistant from Outer Cape Health Services and a Teacher for Nauset Schools, all of whom are challenged with housing. This is to help people understand, that the people who live in affordable housing are really vital members of our year-round community and our year-round work force.

In terms of the Community Housing Partnership, they had \$15 million in local funding. They had 43 housing related articles, including accessory dwelling units' by-laws here in Harwich, Chatham Orleans, Eastham and Wellfleet. The Town of Orleans, actually created an affordable housing trust, where they passed a proposition 2 ½ override and putting 1% of their town budget, about \$275,000 a year from general tax revenue into that trust.

They also offer first time homebuyer education, and last year they were able to reach 49 families. In Orleans, in partnership with Gosnold, they operate an 8-bed sober living residence.

They have a \$3,718,347 budget. About \$1.8 million is from grants and contracts from federal, state and local governments. They receive \$170,000 each year from Cape & Islands license plates program and \$1 million is from earned income, rent and interest through lending programs. Also, \$645,081 comes from private grants and contributions.

Over the last couple months, they have been working with their board and staff on a five-year strategic plan that is focusing on two important priorities that he wanted to share. The first is to look at the development and implement new strategies & infrastructure for creating year-round jobs with a livable wage. They are exploring to expand Business Development Offices in Provincetown, Harwich and Eastham.

The second area is looking at sub regions for the economic development plan, to pull together the strengths of our individual towns. Part of that could be training & technical assistance to towns to remove regulatory barriers to creating new businesses. They are developing support programs and incentives for people to move to the Outer & Lower Cape with their jobs, and working from home. In a couple of towns on the lower cape it is actually a prohibition of zoning laws to have a home business, in which you have one or two employees. That doesn't seem to be a pro-business regulation.

In the area of housing, the last time the CDP developed an affordable housing community was in partnership with Harwich. This was the Thankful Chase Pathways, with 12-units on the Dennis/Harwich border and it won several awards. They haven't done one since then, so the board is exploring options. Especially, now that all eight lower Cape towns have at least one parcel in the early stages of the development pipeline, to create new affordable housing. They would like to position the community for the CDP to be the developer, so they can make sure that it is consistent with the community culture and values.

They are also supporting homeowners in creating accessory dwelling units, and finally looking to expand their property management services. He welcomes input, feedback and questions.

Mr. Ballantine asked about the business plan. A few years ago, they had a lot of interest in Open Cape, which has died out, is that part of the CDP's thinking to revitalize that.

Mr. Coburn said that the infrastructure of Open Cape had attracted bigger companies, and they have thought about replicating that. They are looking to see how they can create an environment where people can move here, while keeping city jobs with telecommuting. This brings a need for a quality internet. Working with Open Cape to create more bandwidth is important to attract people to move here with their job.

Mr. Ballantine asked about incentivizing tax breaks for business coming in. Mr. Coburn said it is important to create more of a culture of yes, to not squash business opportunities.

## **NEW BUSINESS**

### **A. Annual Meetings with the Board:**

#### **1. Brooks Free Library Board of Trustees**

Ms. Mary Warde, Chair, Brooks Free Library Board of Trustees, began by introducing the members of the board in attendance.

They had a change in the composition of the Board this year. After completing two terms as a Trustee, this year Ann Emerson decided not to run for a new term on the Board of Trustees, they thank her for her service. Bernadette Waystack was elected to the vacant position at the May 2019 election and Trustee William Crowell was re-elected. All members of the Board of Trustees have completed the state mandated Ethics Training. The Trustees regularly scheduled meetings are held at the Library on the second Wednesday of the month at 7:00 pm and the public is welcome to attend. The agenda and full packets of minutes and reports are posted online on the Town and Library website, [brooksfreelibrary.org](http://brooksfreelibrary.org).

Ms. Warde explained that the report presented in their packet is quite detailed but due to the full agenda, she will just detail a few things. First with respect the Library building and grounds. The exterior preservation has been completed. This was eight years of work and was managed by the DPW Facilities Manager, Sean Libby and they appreciated his dedication to ensure it was done well. They are extremely grateful for the Community Preservation Act funding for the project and for the support of the Selectmen, Finance Committee, Capital Outlay Committee and the voters of the town. The feedback from the community and from visitors this summer had been extremely positive.

They were extremely grateful to have a full building generator in place when the tornado occurred on July 23rd. The generator had just been installed in April, so this was the first opportunity to put it to use. They would have been closed for 2 ½ days without the generator, but with it they were able to open, and to open with expanded hours. The Library



was packed each day with large numbers of residents and visitors using the internet, charging their devices, and taking advantage of all the normal library services like borrowing books, puzzles, games and programs. The opportunity to be out in a public community space and to talk to others and share their experiences was extremely important. Disaster preparedness workshops have always stated that open public institutions are very reassuring to community members after a disaster. The experience of many in the community after the tornado would have been very different if they hadn't been able to be open. They very much appreciate the support of the Selectmen for the generator, as well as the Finance Committee, Capital Outlay and of course the voters for approving that funding.

This year, the Friends of Brooks Free Library, paid for improvements to the landscaping on the parking lot side of the building and along Bank Street. They also had an underground sprinkler system installed to the gardens. The new plantings look lovely and gave the preservation project on the building a finished look. The Harwich Garden Club has maintained the beautiful garden in the parking lot island for many years and has agreed to assume responsibility for the new landscaped beds. They are grateful to both the Friends and the Garden Club for the improvements to the grounds.

The Friends completed another major project this year, remodeling the meeting room and the basement lobby. New storage cabinets were created in the meeting room and basement lobby and the entire space was freshly painted. These changes made the meeting room a much more welcoming space for everyone who attends a meeting or program.

On another note, which might be an opportunity to update those of you interested in the conservation treatment plan for our 26 Historic Rogers Groups statues.

Utilizing CPC funding, a contract for our deteriorating collection, was awarded to Skylight Studios of Woburn, MA for \$ 19,580, which is within the funding available for the project. They anticipate having a celebration event to show the conserved sculptures off to the community when the sculptures are returned to use next year.

A couple of minutes on Library Services and Operations. Brooks Free Library remains the second busiest library on the Cape and the islands. They had 227,722 items checked out, including physical items, e-books and e-audio, over 5,6550 inter-library loans were processed, 18,780 reference questions were addressed and a total of 1,251 adult youth and children's programs were held, with a total attendance of 19,486 people.

They continue to look for opportunities to enhance resources for local information and research, such as arranging for the digitization of the Harwich Town Reports, dating back to 1866. Electronic versions are posted on the internet archive, so they can be read and used for research without the need to come to the Library. In the first six months the reports were available online, they were accessed and read 2,928 times. Readers can find the link to the Town Reports on the e-Library section of our webpage. Also, this year, they used Community Preservation Act funding to digitize the Harwich Oracle newspaper. They are currently working on rolling out that product and are looking at ways to make the content available online.

They also continue to expand e-content for users, such as the addition of online magazines to our Overdrive subscription, providing a free image edition of Cape Cod Times through Newsbank subscription and the ability to borrow e-books and downloaded books through library consortiums around Massachusetts. This is guided by Carla Burke, our Assistive Technology Coordinator. Ms. Burke was honored in June by the Carroll Center for the Blind and the Mass. Commission for the Blind as the Blind Employee of the Year for the Commonwealth of Massachusetts. This is quite a prestigious award. Many other libraries now offer assistive technology as a result of her advocacy. She was also recently the featured speaker at the Sight Loss Services Annual Dinner. Ms. Burke continues to expand opportunities for people with vision loss. As a result, they are expanding their collaboration with Sight Loss Services and the Council on Aging, and have begun holding a monthly Living with Vision Loss program at the Community Center. Each program will be immediately followed by the Sight Loss Services Support Group meeting.

Other examples of collaborative efforts are that they partnered with the Voter Information Committee to host an informative session on the basics of municipal finance, municipal finance 101, led by our Finance Director, Carol Coppola. Based on the success of this presentation, they are currently planning more collaborative events with the Voter Information Committee for this winter-spring. They are planning to expand on this type of programming and help residents understand how town government works.

They are continuing leadership in the Device Advice sessions provided monthly at the Council on Aging. Providing a collection of recreational reading for the Recreation Department's summer camp program, along with hosting field trips to our Summer Reading Program events and activities for the camp.

They are continuing to work closely with the Harwich Elementary School. The Youth Services Librarian visits 1st, 2nd, 3rd and 4th grade classrooms each week to read a story, do a book talk and promote reading. On Mondays they host a field trip for the 2nd and 4th graders from the Laurel School and their kindergarten class visits on Fridays. They also offer activity clubs and book groups for homeschoolers on Tuesdays.

The Youth Services Librarian, Ann Carpenter serves on the Elementary School's School Council and our Assistant Director, Emily Milan serves on the Middle School's School Council.

They also continue to support the efforts of the Cape Verdean Oral History Project and continue to work with them to provide additional programming on Cape Verdean culture.

In closing, the trustees would like to commend Virginia, Emily and the entire staff at the library for their ongoing excellence this past year. They all serve the community in extraordinary ways. Dealing with the ordinary and the unexpected. They are grateful for their expertise and professionalism. They thank the volunteers again, and over and over! The 83 volunteers performed 3,740 hours of volunteer services in FY19. Without their invaluable assistance the library would not be able to provide the services they do.

They again thank the Friends Group, a strong and vibrant organization. The group runs the book store, provides Sunday programs and manage the Books on Wheels homebound delivery service. Also, thanks to the Garden Club, for the care they give the garden. They also provide attractive floral arrangements every month that welcome patrons as soon as they enter the main floor of the Library.

Ms. Warde concluded by saying it takes a dedicated staff and a community seriously committed to excellence in library services to support and maintain this noble historic public resource. As trustees, they recognize that they are entrusted by the community to guide the program forward. They continuously advocate for the needs for the library, so that free and equal access of information is available for the town.

Mr. Ballantine complimented the staff and the recognition they have received.

Mr. Howell said that they are not only the busiest library, but they also offer the most robust array of services. He commends the cooperation of the Council of Aging and the Library. Mr. McManus complimented that the hallmark of the library is the personal touch and for his own family the library was a haven.

Mr. MacAskill thanked Ms. Warde for her report and Mr. Ford said that his memory goes back a long way, when his mother was an assistant there.

## 2. Water Commissioners

Mr. Allin Thompson, Chairman of the Board of Water Commissioners introduced Judith Underwood, Vice Chairman and Dan Pelletier, Superintendent that was present in the audience

The Board of Water Commissioners is a three-member elected board. They are responsible for the Town of Harwich to establish, construct, enlarge, improve, maintain, equip, operate and regulate the Harwich Water Department. This includes all the faculties and the assets of the

department. They are also responsible for the fiscal management of the facilities assets with specific development issues, such as capital improvement and land acquisitions. Meetings are generally held bi-weekly on Thursday morning at the Water Department conference room. If you have any business, get on the agenda and they would be glad to deal with it.

They always have projects that they are working on. Currently they are working on the Lothrop Avenue water main, which had a lineal crack in the water main. The pipe was repaired, the project included horizontal drilling approximately 350 linear feet of 16" HTPPE pipe that was installed under the culvert on Lothrop Avenue. Most of the work was completed by the department staff, offering considerable savings. They completed re-paving of the well access roads, with funding approved at last year's Town Meeting. They also paved the access roads at T1, the main facility located on Chatham road and well 10 on North Westgate Road. Also, ahead of the paving they revised the road layout to address drainage issues and installed town water retention ponds and multiple conduits for future use. The conduits are intended to bring electrical services underground, to help minimize electrical outages.

The Water Services Renewal Project just renewed a contract for work along the streets disturbed by the new high-pressure gas main installations and is being done prior to the curb to curb paving due to take place next year. The work is scheduled to start November 4<sup>th</sup>. They are connecting right to the water main and some have been there for years, and tend to let go, so they are trying to do this along with the other projects.

The new sewers exploration, is part of their current capital outlay program. They are requesting funds at the 2020 annual Town Meeting for purposes of well exploration. The department currently operates 14 drinking water wells with a total pumping capacity of 6,000 gallons per minute. The newest well was installed in 1998 on Pleasant Bay, and the oldest is on Chatham Road and dates back to 1935. Peak day demands have increased from 4.7 million gallons in 1998 to over 6.5 million in recent years. The addition of a new drinking water well will

aid in the peak season demands. Goal is to go above the Mid-Cape highway.

The Pleasant Lake Ave pipe replacement will include increasing the diameter of the fill pipe and transmission main to the base of the tank bowl. The tank must be drained and isolated to complete the project. This will elevate pressure pikes during pumping and increase storage capacity of the tank. As it is, the current pipe size prohibits the tank from filling and operating at full capacity. The tank was built with a 10-inch main and we are going to replace with a 16-inch. This was approved, but they will need to amend the request to fund the project from water retained earnings at the annual Town Meeting.

Water sampling and testing does 900 routine water samples annually. They also conducted water quality testing for a multitude of other contaminants. Over the last 10 years the Water Department has won the Water Suppliers Award. In May, they attended an award ceremony hosted by Mass DEP and were given the 2019 Public Water Supply Award. This is only given to 17 other of medium-large category water suppliers. There are over 300 to 400 in the State.

A message to our water customers about pumpage and consumption. So far in 2019, the department has pumped over 660 million gallons of water, that is approximately 42 million gallons less then this time last year. Our website provides customers with many conservation tips and we encourage customers to practice water conservation on a regular basis.

The department offers a service type protection plan, which provides coverage for repair and replacement of the water service connection from the property line to the shut off valve in the basement. Water service belongs to the homeowner. It is a reasonable fee, like an insurance fee and they come and take care of you. Otherwise, they come and charge you. For seasonal properties, they provide seasonal turn on and off services, and they highly encourage seasonal winterization measures to ensure the safety of the waterlines and meters. Conservation is considered for irrigation use customers, and they should be aware of meter location and how to read the meter. This is important measure to monitor water consumption. Also provides an

opportunity to catch a water leak. In conclusion, they would like to thank the water department staff who are outstanding for their team work and dedication to the department and the boards, committees, town management, and town departments for their continued support and services to the water department. Also, the superintendent for his outstanding job since he has been there, leading and assisting the department and also the upcoming sewer department.

Mr. Ballantine expressed his thanks for their work and also asked if the extensive list of capital projects would foresee a significant rate increase? Mr. Thompson said he does foresee rate increases with the many projects ahead of them.

### 3. Housing Authority

No one present to provide report.

#### B. Vote to approve annual renewal of Mooring Servicing Agent Permits for AGL Mooring, Harwich Port Boat Yard and Allen Harbor Marine Service.

Mr. John Rendon, Harbormaster, reported that they have three mooring servicing agents that manage the mooring fields throughout Harwich. They are Allen Harbor Marine Service, AGL Mooring and Harwich Port Boat Yard. They are currently under a license agreement with the town that runs through the end 2020. That agreement says that the town will review on an annual basis the performance of the mooring services agent. As he included in the memo in the packet, he thinks they have done a fine job and he recommends that the board allows them to continue to serve under the license agreement.

Mr. MacAskill moves to approve annual renewal of Mooring Servicing Agent Permits for AGL Mooring, Harwich Port Boat Yard and Allen Harbor Marine Service. Seconded by Mr. McManus. All in favor, motion carried by unanimous vote.

- C. Request for approval for one (1) one day alcohol license permit for an event at the South Harwich Meetinghouse to be held on 11/2/19 from 1:00 PM to 3:00 PM - Serving beer and wine only

Mr. MacAskill moved to approve the (1) one day alcohol license permit for an event at the South Harwich Meetinghouse to be held on 11/2/19 from 1:00 PM to 3:00 PM - Serving beer and wine only. Seconded by Mr. McManus. All in favor, motion carried by unanimous vote.

- D. Accept the gift of a \$6,000.00 value for a Harley-Davidson motorcycle for police purposes

Mr. MacAskill moved to approve the gift of a \$6,000.00 value for a Harley-Davidson motorcycle for police purposes. Seconded by Mr. McManus.

Mr. Howell was curious about what this means, is it a motorcycle worth \$6,000.

Chief Guillemette responded that it is a motorcycle that is valued at \$6,000. It is a 2013 Harley Davidson Police package motorcycle that is being offered as a gift to the Harwich Police Department. Victor Petkauskos has done this for a couple of other communities on the Cape and it has worked out great. They have had the bike checked out and it is in good condition and this will afford them more flexibility for traffic enforcement and accessing areas during the busy season. Chief Guillemette said that Officer Neil Nolan is standing behind him and can answer questions. To his distinct credit, Officer Nolan is the only certified police motorcycle instructor on the Cape and he belongs to Harwich. They can train other officers pretty cheaply and this will be an asset to the department. Mr. McManus asked how the value was determined, and Officer Nolan said it was the purchase price.

All in favor, motion carried by unanimous vote.

- E. Accept the gift of a bus from Cape Destination for the Council on Aging

Mr. MacAskill moved to accept the gift of a bus from Cape Destination for the Council on Aging. Seconded by Mr. Howell.



Mr. MacAskill added that they should send Cape Destinations a thank you letter for the gift. They also need to put it on as a reminder that they are waiting for someone to drive the said bus, that was one of the jobs that was to be posted. Ms. Emily Mitchell, Director Council on Aging, wanted to thank Jay Kavanaugh for this offer. They were in an unexpected bind losing their big bus and he stepped in to help and they are grateful.

Mr. McManus mentioned following up on Mr. MacAskill's suggestions that they should also send a letter of thanks to the gentlemen who donated the motorcycle as well.

All in favor, motion carried by unanimous vote.

F. Budget Calendar: Reminder 10/21/19 – moved to 11/4/19

Mr. Clark added this as a reminder that on 10/21, they had an overview of the budget and were going to have the two schools come in and talk to the Board, as well as the Capital Outlay Committee and Finance Committee. They are reminding folks, that they are going to do a joint meeting to discuss the subject matter that was scheduled for 10/21, and now moved to 11/4.

G. Request to approve the waiving of building permit fees for the new Habitat for Humanity houses being built on Murray Lane

Mr. McManus moves to waive the building permit fees for the new Habitat for Humanity houses being built on Murray Lane. Seconded by Mr. Howell.

Mr. Clark noted that for the building permit fees, in past circumstance they have done 50% and plumbing fees they don't waive because those are fees that they have to pay to the contractor. Mr. Howell commented that he would rather waive the whole thing because it is affordable housing.

Mr. Ballantine and Mr. MacAskill said they would rather stick with past practices and to not put the burden on the building department.

All in favor to approve the reduced fee to 50%, motion carried by unanimous vote.

## H. Harwich Elementary School Playground Discussion

Mr. Clark said they had the meeting, that was posted for last week and had 40 people in attendance. Mr. Howell, Mr. McManus and Mr. Ford were there.

It was determined that the playground presented a hazard to the kids. The School Committee voted to stop kids from using the playground and put a fence around it. Mr. Clark is posing to authorize the demolition of the playground, so that it is not an attractive thing to use. The school department will pay for the cost to ship off the materials. Mr. Howell said that right now they have nothing in writing, everything is verbal. This should go to next week for the School Committee to make the recommendation in writing. Mr. Clark believes the Superintendent Scott Carpenter will stand by this. Mr. Ford said that timing is important here, and it is important that the playground comes down. Mr. Ballantine agrees timing is important.

Mr. Howell said that the school has known for years this is a problem, what difference does a week make to get something in writing. Mr. Ballantine said we just found out about it and Mr. MacAskill asked isn't this on our property and shouldn't this be on us to take it down.

Mr. McManus made a motion to authorize the Director of Division of Highways and Maintenance to take the action necessary to demo the structure at Harwich Elementary School, with the condition of receiving a letter from the Superintendent of the School District, that they will reimburse the town for the expenses of the disposal. Seconded by Mr. MacAskill. All in favor, motion carried by unanimous vote.

Mr. Justin Tavano stood to speak about the playground. He introduced himself as a Harwich resident and also the Project Manager for the Harwich Community playground. He said there has been a lot of community discussion and it is important to move forward and not look backward about what was or wasn't done. Though, he wants to look back for just a moment to think about the millions of smiles that were brought to the kids faces over the years and to recognize Mr. Howell for bringing the playground to life many years ago, along with the rest of that committee. The Harwich Elementary School Council, the PTO and the Playground Committee have put a lot of work into this. From the information they received from the school

Principal, the safety audits and data from the school Nurse, they have recognized the urgent need to replace the playground. As they considered funding sources for the project, it was the committee's belief that it fell under CPC funding. Playgrounds are expensive, but they are also a very valuable asset to our community. Mr. Tavano is hoping to gain the support of the board and to come together, and bring the community together to get the kids what they need. Thank you for the opportunity and to the playground for 25 wonderful years.

Ms. Janell Brown said that there is no doubt that the playground needs to be replaced. As a former Selectmen, she goes through budget items line by line. The price of this estimate is exorbitant, so she went through it line by line, and has a lot of questions. She is here to ask these questions and point some things out. The first is a simple question, the application was made by the PTO. Mr. Ballantine said that her questions should likely go to the CPC, as it is their application. The board ways in, if they support it, though she makes a good point that there should be more competitive bidding, but she should start with the CPC.

Ms. Brown said she understood but wanted to add one point. The PTO is a nonprofit organization, it does not have a contract with the Town of Harwich. Her question is how can the PTO make an application to the Town of Harwich, when it is not a lessee, a simple legal question. Mr. Ballantine said that is an important question and something they can follow up on.

Ms. Brown said she will hold her other questions, but if the board would like to know her questions she can send an email. Mr. Ballantine said yes, it would be helpful for them to know her questions.

Mr. Howell just wanted to remind, as people go to the CPC, that there are existing lot lines in the lease right now that have been established. Mr. MacAskill said we will have out time to debate this and Ms. Brown had a good point. Though the PTO are volunteers, they are not being paid and looking at a daunting application and process. They just want to build a playground. There has been a lot of conversation and debate, but it is not fair to expect them to know the whole process. He thanks Mr. Tavano, and everyone else for putting it together. It is time for a new playground.

Mr. Ford agrees with Mr. MacAskill. The turnout at the meeting the other day was great. They are supportive of moving forward. It is all volunteer and they need to work it through expeditiously, and in a way we will be proud of.

## **CONTRACTS**

- A. Vote to Approve - Champion Salt LLC – FY 20 road salt contract in the amount of \$107,780.00
- B. Award of Allen Harbor Jetty Project Contract — GEI Consulting - \$57,000.00

Mr. Powers said that neither of the Contract items have original ink from the vendors, and he asks the board to table both and bring them back next Monday the 11/4. Mr. MacAskill asked if they could get the supporting documents ahead of time.

Mr. Rendon said if it has to wait a week, though it has gone through legal to get this approved and they have already been waiting a month. Mr. MacAskill said that they can't vote on something without the paperwork.

## **OLD BUSINESS**

- A. Dennis, Harwich, Yarmouth (DHY) Update – Governor signed legislation to create overview of Operating Agreement
- B. Re-phasing of CWMP Discussion – DHY necessitates changes

Dave Young and Mike Guidice, CDM Smith, were present to provide an overview.

Mr. Young explained that they provided a lot of information in the packet and happy to answer any questions. They are in the process of meeting with the three different towns, they met with Yarmouth last week and hoping to meet with Dennis in the next couple of weeks. The goal, also is to have a three-town selectman meeting in mid-December, to have the three boards together for a discussion and to see if there are any remaining items at that time. Mr. Young said that he was asked to come in and provide this update and give some highlights of the agreement Also, to talk about next steps, and get into discussion on the re-phasing of the Harwich CWMP program.

There is a lot of information posted on the [www.dhycleanwaters.org](http://www.dhycleanwaters.org) website. He encourages the board and residents to go to the site to review the information. The DHY sub-group representatives, which Selectmen Ballantine, Howell and Town Administrator Clark have been attending monthly meetings for over two years. With the last grant they received, this central website was created, to post the latest documents, meeting minutes, presentations in the different communities and links to each community's waste water button. It is all centralized here.

This summarizes the flows of each community's comprehensive waste water management plan. This includes just under one million gallon per day for Harwich, because the rest of the flow is under the agreement with Chatham and will continue to go to Chatham. This is known as a build out flow and is allowed under current zoning. It also collects sufficient flow to restore your salt water estuaries to a healthy environment. The next figure aggregates the three communities into one and shows how it will be conveyed to a centralized treatment plant.

The chart shows a revised version of the Harwich plan, because you would be paying for a portion of the treatment plant, the thought was to collect some flow down here. Then move the second phase, at East Harwich, back one phase at this point. Also, this is trying to match into the borrowing schedules, was proposed, with evaluating the rate structures and bonding capacities.

Mr. MacAskill asked for clarification on the re-phasing East Harwich. Mr. Young explained that they are pushing what was proposed to be Phase 3, back one phase, to be Phase 4. Mr. MacAskill asked what the original timeline for that was with the CWMP and Mr. Young said it would have been starting in two to three years after completing this phase. Mr. Guidice further clarified that each phase is sequenced for five years apart. Two years for design and three years for construction. We are already in construction, so about two years out for starting that phase.

Mr. Young said that they will now go through some of the costs. He noted that the DHY subgroup, at the last meeting, put forth a proposal for a third-party pay review consultant, to look at the costs that have been generated for the DHY proposal and agreement. The thought was to use the services of Weston and Sampson and that is still in review.

The cost tables show the overall program costs, which are looking to be \$315 million for Harwich, which is higher than what was proposed. Mr. Young then went through the details of the cost of the regional, being the DHY, how the O&M was done and the Equivalent Annual Cost, which is the simplified. For this they take the capital and spread it over a 30-year bond at 2% interest and then add in the O&M to show the annual savings.

The shared facilities, just to remind everyone, the DHY Clean Waters Community Partnership is only for the treatment plant and the recharge facilities. The collection system which is 75%+ of the community cost in the Waste Water Program remains fully under the authority domain and timeline of the town. This shows the Capital cost, O&M cost, and the equivalent annual costs, as we just went through on the larger program.

Mr. Howell said he really wanted to see some timeline for the 75% part of this. We are going to have to front the costs. His main concern is where the savings will be seen. Mr. Young said to hold that thought, and he will get to it.

A further breakdown of Harwich's \$316 million program costs, shows that \$236 million is in the collection system, which is fully within the domain implementation of the Town of Harwich. The treatment plant cost shown here would be \$68 million for Harwich alone, which includes \$6.8 million that the town is paying to the Town of Chatham. This is less than the \$12 million that was developed in the comprehensive waste water plan. Also, there have been allowances put in for non-traditional technologies.

Under the regional option, it cost a little more to move over to the Town of Dennis, which is reflected there. There are some costs for shared conveyance, looking for town input there, they are only paying 15% in the larger share. They had been sent a cost memo, where all these costs came from. These were developed off of the cost curves from the Cape Cod Commission book. They have issued two versions of it now, and it has been updated through the year 2022. This is the same for the O&M costs, that is how the curves were all developed. Also, there was a request from the town, to take out costs that were already incurred.

There was discussion of looking to decrease costs, possible to look at the Route 28, Herring River Water Shed. There is a proposed Massachusetts Department of Transportation project in that area and it would be good to dovetail on that project. The Mass DOT has indicated that if the town pays for the pipe, they would handle the roadwork.

As they already know and experienced, getting a 0% loan for phase two work, it is a complete process. They received the highest rating when they submitted it, in part because it was considered a regional program, with Chatham. If they are a part of DHY, they would continue to get points for being part of a regional program. While no guarantees, but it would help.

They are reviewing alternate routes, looking at Harwich pumping over to Route 28 and to Route 134. Yarmouth is looking at similar. If the DHY does own any common areas, Harwich would pay there 15%. They are looking at alternate routes and cheaper routes, possibly going up Depot Road. This would be shorter, but they would no longer be sharing costs, so the costs are basically equal. Similarly, Yarmouth and Dennis are looking at alternate routes. That is where we are with costs for DHY.

Mr. Young, then went through key points on the draft agreement. This has been discussed previously and at the three-town meeting. It is about economy of scale, and Harwich needs to decide what they want to commit in terms of flow. Currently they are showing at 15%, which equates to the first 4 phases to get there.

DHY signed a special legislation, that was signed a week ago by the Governor. It was modeled after MFN Regional Wastewater District, it allows you to form the DHY Clean Wastewaters Community Partnership.

It is a separate entity, where each community does maintain its own collection system. The make-up of the commission itself is proposed to be a 7-member commission. Three from Yarmouth and two each from Dennis and Harwich. The Board of Selectmen or designated authority, would appoint those Commissioners and also appoint an Executive Director, to oversee the day to day operations. The Commissioners could be appointed from any of these positions: Town Administrator, DPW Director, Waste Water superintendent, sewer commissioner, board of selectmen, finance committee, qualified town

resident. This would be a three-year term and a commissioner can be removed by their appointing authority.

The budget process, which was discussed back in the beginning of the year, was to put in place a three-town Board of Selectmen meeting. Once a draft budget is issued by the DHY Commissioners, it will be given to each town for initial discussions by November/December timeframe. Then they will hold the three-town meeting and it would require a two-thirds vote, by those Selectmen attending the meeting, to pass.

Some of the advantages of becoming a member of the DHY partnership include; cost savings, improvement of water bodies and overall aesthetics on the Cape, the ability to work with regulators, and to recharge effluent in beneficial locations like golf courses. It simplifies governance, instead of three treatment plants you would have one. It also simplifies staffing needs and gains you more points for helping to access the zero percent interest loan rates.

Legislation was passed on November 11, 2019 and they are moving forward with the schedule. Currently, they are continuing with sub group meetings and local meetings, like this one, to continue the discussions and the review of costs and the agreement. The three-town board meeting is being proposed for the end of December, to try and lock down the agreement by the end of the year. So, each town can then educate their town meeting voters in each community. The town meetings will occur in April or May, and they will vote on DHY. If positive, then agreements will be signed and in June/July communities will submit final CWMP, Notice of Project Change to MEPA.

Communities will appoint DHY Commissioners. The DHY partnership, also has a line item in the Environment Bond Bill that was passed last year, to access \$1 million, only the DHY partnership can access that money. Then they would be out pursuing the hiring of a part time Executive Director.

The town would then be looking at roughly a two-year design, followed by three years of construction and connections to the system. So, looking at five years out from next May's meeting, before this facility is up and running.

Mr. Young asked if the board had any questions or comments.



Mr. Howell said, he was still looking for an answer on when they would have to borrow money and how much to launch DHY, especially the dry pipe. He would like to know that the magnitude is.

With input from representatives and town staff, the approved phasing plan shows the 8 phases; one phase every five years of a 40-year program. Mr. Young pointed on the map where they were currently with Phase 2, then showed where Phase 3 and Phase 4 would be. That would have been another 10 years or so out.

The new phase plan that was to occur under the DHY, was presented to staff at a meeting and after review it was requested to look at other options for sewerage more of Route 28. They looked at four different options.

Mr. Young reviewed the details of the options that they are presenting, showing it as Expansions A, B, C, and D. The CWMP was looking to bond Phase 3 at \$19.5 million. That would bump up to \$29.4 million with the DYP, because that is not only sewerage but also the share of the treatment plant. If they chose to add in the expansion Phase A that would only add a couple of million, and if they chose B, that would bump it up to \$37.2 million.

Continuing down to expansion C, which is a larger area, would be \$45.4 million and the biggest area, D would be \$48.3 million. These are cumulative. The difference is in the flows and the number of parcels being connected along the way. The treatment capacities would need to be built in.

Mr. MacAskill asked about the additional costs. Mr. Young responded that being on Route 28, because it is a State road, is more expensive. Mr. MacAskill asked if there is a cost breakdown of the shares between the towns. Mr. Young will need to get that for him.

Mr. Ballantine said, his thought of extending down Route 28, was for future possible redevelopment. Mr. MacAskill asked what redevelopment, that he is not sure of the potential.

Mr. Young continued that he was going to try and answer Mr. Howell's question. He showed a chart that reflects the revised Phase 3 (not the extended options). This compared what was in the Comprehensive Wastewater Management Plan from what was on the first map. The green shows what

would be bonded put on the finance plan based upon the CWMP, as indicated this is your Phase 4. This is because it was bonding construction of the town's own treatment plant and sewers around that. They tried to mirror that as much as they could. Green is Harwich only and blue is the DHY, with revised plan. They have already incurred some costs, and they should focus on 2020 going forward. Mr. MacAskill asked if the chart reflected the \$8 million difference in East Harwich and Mr. Young said it did based in 2019.

Mr. Howell stated that this did not answer his question. For the town to put the dry pipe in, how much is that and when are we borrowing it? What is the magnitude of the borrowing. Mr. Young said he would need to know how long the pipe is and he would need guidance from the town to determine that number. Mr. Howell then asked about when they would be able to hook into a plant and Mr. Young replied, that would be online in five years, under the current program schedule.

Mr. Clark said it would be a million and a half for design and then \$17.4 million for their contribution for the plant in 2023. And then it is \$1.5 million in 2022 for design and \$11.2 for the pipe. The pipe in that \$11.2, some of that would move up and be done in 2024. The question is, how much of that is dry pipe that would be on Route 28 for 2024, and how much would be part of the 11.2?

Mr. Young said he would need to get back to them on that. Mr. Howell replied that when people get a tax bill, they need to know that answer.

Mr. Sandy McLardy of East Harwich stood to speak, and asked if there is a guarantee that all of the efforts are going to mitigate the problem completely with the nitrogen. He wanted to know if there is there a threshold that CDM guarantees that they will get below when all is said and done?

Mr. Ballantine responded that there is not a guarantee, but it is based on models that were put together by UMASS and the threshold levels are based on monitoring of other sites. Models with the water shed and the size of the plan gives them a best guess and best estimate. There are no guarantees, but it is one of the benefits of moving in phases, so it can be evaluated and improved when moving forward.

Mr. McLardy said that he lives on Pleasant Bay Road and he had reached out to the Mass Estuaries Project, but has not heard back. He is concerned about the work being done by the water and new developments that are looking to go in. He is also concerned about an article that came out a couple weeks ago overruling bribery charges against CDM Smith in Texas, and other areas. As a tax payer, and a local, he is concerned about the ethics of this company. Mr. McLardy did not feel like the research has been shared and he would like to ask the tough questions now in hopes to be educated or be ready to dig in his heels come May. He is asking that the Board educate the public and the raising taxes are a concern.

Mr. Ford responded that it was not fair to bring up the bribery charges from an article he read, without the company being able to respond. Mr. Ballantine had not heard that. Mr. Ballantine shared his email address to Mr. McLardy and said to reach out to him and he will send him information. Mr. Young commented that he would put CDM Smith's ethics above and beyond any other firms in this industry. He is not familiar with the Texas situation, but he is happy to get more information and answer questions.

Mr. Allin Thompson stood and commented about the modeling on the water, like Pleasant Bay. They had modeling done in 1999 to 2000, and currently they are doing a program to upgrade the numbers in that water shed. So, they will have a better idea with checking water quality, and if it is working or not. That is ongoing right now.

Mr. Ballantine said he had one other comment that they need to get this out to the public. His direction was to get it to the board and then move on to a larger public meeting with the neighborhoods. Hopefully some people will watch this, but they will follow up with more public meetings.

Mr. MacAskill said that they need to show people what it means to them and not just with charts. Mr. Clark said this is all new information for the staff and they will be working on it further.

#### C. Discussion and possible vote to award the Phase 2 Contract 2 Sewer Project to RJV Construction Corp - \$6,621,306.25

Mr. Clark started the conversation, from the board meeting where they discussed about whether to do the award or not. There were questions that came out of that, which he passed on to Mr. Young. RJV is the contractor, and has currently put a bid in for \$900,000 less than the number two bidder, which was Robert Our. Our had won the other contract here, and is also in Chatham.

The first question being, if they will hold the contract number 2, which is the other portion of the Phase 2, East Harwich portion, until June 1<sup>st</sup>. Basically, they came back and said that with inflation costs they can't do that. They said that they would hold the 30-day bid extension, which would be through November 19<sup>th</sup>, so a decision has to be made in terms of that piece.

The second question was if the DEP hold zero interest on all the work until June 30<sup>th</sup>, and that seems to be positive, as long as they put in the formal request. In regards to how many connections there are, Contract 1 has already been awarded and already under way has 256 parcels. Contract number 2, with the alternatives which we have the ability to fund that if the board so chooses, has 179 and then Contract 3, which would require the \$8.4 million additional money would be 209. For a grand total of 644. If we wait, and try to go in May to put contract two and three together, the gist is that it is not recommended. The contractor RJV is trying to get into the market and came in with a lower bid. If we went to a larger bid, the fear is that there would be less contractors, less completion and potentially cost more money.

Mr. MacAskill expressed his concerns and opinions again on the issues with the bidding process and the loss of the \$8 million mistake. Also the lack of information to the public.

Mr. Guidice said in their experience they have had more luck with smaller bids over a combined larger ones.

Mr. Howell said that no one can know whether the bids will go up or stay the same, but what we do know is that we got stampeded into awarding the first contract. We also know we have broken trust with the public. We need to go back to town meeting and ask the public. In the past, they have been well served with getting real bids and showing up with a potential bidder as an awardee. The credibility of the board is not all that high and he is not sure that he can support this.

Mr. Stan Pastuszak of Nor'East Drive, was here two-weeks ago when they were discussing this. He revisited it through the Cape Cod Chronicle article and has been thinking about what was said. He just wanted to mention that they discussed the bad estimates and yes, they were way off. But that happened. Can't go back and do anything about it now. When they compared the different budgets that they did get for contract 1 and 2, they were all very close for each bid. Economic reality is what counts. The third item is why contract one was approved, if they knew they were behind the eight ball to begin with. He is wondering why they would delay the bid for contract 2 will Town Meeting. His question is to Mr. MacAskill especially and also to Mr. Howell, since they have stated that they don't support this. He would like to know where they are going with this? If they are planning on going back to a combined contract 2 and 3, are there economy of scales to do this? Are there facts or just opinions? He thinks it sounds like the costs will go up. Lastly what if they don't get the voter approval, what will they do? Time and time the people have been told they don't have a choice, they need to do the sewers. He doesn't see the need to delay further. If they have made mistakes, just don't make any more.

Mr. MacAskill responded about, if they are facts or opinions and said that they are all opinions, they have no facts.. There are a lot of people in East Harwich and a lot of opinions. He continued that they made a terrible mistake and a lot of people want them to go back to Town Meeting. There are a lot of opinions but they have not had the experts even involved.

Mr. MacAskill .. we made a terrible mistake; a lot of people want us to go back to town meeting .. a lot of people have opinions ... we have not had the experts involved.

Mr. Pastuszak said that this is his opinion and there should be more people here. He said he was feeling personally attacked by Mr. MacAskill and as a tax payer he has the right to speak, and he should listen to himself on this tape. Mr. MacAskill said he apologized.

Mr. Howell said he is representing the people whether they show up or not. In terms of facts, they were off by 43% and that is a major number. What would you have done if this was a school and you could only build a portion of it.

Mr. Craig Borden stood to ask if he had heard it was a \$6 million bid? How could anyone come in a million dollars lower on a bid? He would have thrown that out, because it does not make sense. They need to have an understanding of the costs overall and be able to answer questions to people like him. There is no continuity. He said that someone needs to lead this with continuity and wanted to know if that would be CDM's job.

Mr. Ford said what are the chances of getting a better bid or will it end up causing the tax payers a greater cost. Mr. Borden said if you see someone that is so much less, there is usually a reason why.

Mr. Howell said he is going to move to reject the bid and put out a combined contract with 388 connections ahead of town meeting so they have a known number. Seconded by Mr. MacAskill.

Mr. Ballantine is struggling a bit and he wants to be sure it all gets done. One question we didn't ask, was the impact on Chatham. Mr. Clark said that they had not been able to find out yet. They are paying that anyway.

Mr. Young said that both contractors work well together. If they go to bid on Phase 3, they will have two hungry contractors.

Mr. Howell repeated his motion that he is going to move to reject the bid and put out a combined contract with 388 connections ahead of town meeting so they have a known number. Mr. MacAskill seconded. Motion was not carried at a vote of 2-0-3, with Mr. Ballantine, Mr. Ford and Mr. McManus against.

**MOTION:** Authorize the Town Administrator to execute the Phase 2 Contract 2 CWSRF4424/2 to RJV Construction Corp in the amount of \$6,621,306.25

Mr. McManus made a motion to award the Phase 2 Contract 2 CWSRF4424/2 to RJV Construction Corp in the amount of \$6,621,306.25. Seconded by Mr. Ford and authorized by the Board of Selectmen.

Mr. MacAskill said that they are not even looking at a contract. Mr. Clark will need to put it together and bring it back. He would like to read the contract. The board will need to see the contract, but it can be signed by Mr. Clark.

Mr. MacAskill said that they needed to add the few important things that they have discussed.

Ballantine said that they will bring it back and vote it next time . Mr. Clark said that they should vote.

Motion carried at a vote of 3-0-2, with Mr. MacAskill and Mr. Howell against.

## **TOWN ADMINISTRATOR'S REPORTS**

### **A. Overview Capital Budget FY21**

Mr. Clark said he sent out at the last Thursday's meeting, Capital Outlay made some votes and he sent that out. He appreciated the Capital Outlay Committee for doing their due diligence to accelerate their review for the Board.

### **B. FEMA-4097-DR-MA Hurricane Sandy – acceptance of funds - \$46,865.49**

Mr. Clark explained that from Hurricane Sandy, which was in 2012. Tom Gagnan had applied for this and we were just approved for \$46,865.49. A contract needs to be signed and he will put it in for signing.

### **C. Holiday Schedule FY 2020**

Mr. Clark asked that the Board inform Patty of their schedule for meetings.

### **D. Departmental Reports**

Mr. MacAskill said it would be nice to get written policy on the outcome of the noise violations for Ember, so it remains consistent. Consistency is important for the restaurants and bars. Mr. Clark said that is a good point and it also lends the board to possibly put conditions on licenses.

Mr. Ballantine announced the Budget Finance Workshop is being held tomorrow at the library at 5:00 pm.

## **ADJOURNMENT**

Mr. MacAskill moved to adjourn at 9:35 pm. Mr. Howell seconded. Motion passed unanimously.

Respectfully submitted,

Lisa Schwab  
Administrative Assistant