



APPROVED

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN MEETING ROOM  
Monday, November 25, 2019  
6:30 P.M.**

RELEASED

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

**ALSO PARTICIPATING:** Assistant Town Administrator Joseph Powers.

**CALL TO ORDER**

Mr. Ballantine opened the meeting at 6:30 pm, and called to order the Board of Selectmen.

**WEEKLY BRIEFING**

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

Mr. Powers began by notifying the Board regarding the extended hours that were approved last week, for Tuesday through Thursday. He said that there were some communication breakdowns and that it did not happen as intended. They will be meeting next week with staff, and a representatives from CDM Smith and Weston & Sampson to discuss the process. They will make sure what happened last week is not repeated, in regards to, the hours that were agreed upon. He fully expects to be able to report to the Board next week the success of that meeting. At present however, there is a moratorium on the granting of extended hours for the sewer project until that occurs.

The one week look ahead for November 25<sup>th</sup> to the 27<sup>th</sup>, again, no work will be conducted on Thursday or Friday. They have cleared away from Route 137 and Route 39 for this week, for the holiday. Mainline Sewer Crew # 1 will commence work on Old Salty. The Mainline Sewer Crew #2, will commence installation on Herndon, for three days only. The two week look ahead for the week of December 2<sup>nd</sup>, Mainline Sewer Crew # 1 will continue installation on Route 39, west from Spence's Trace, working more on service and sideline stubs and commencing installation on Old Heritage Way.

Mainline Sewer Crew # 2 will resume work on Route 137, and will necessitate detours. The three week look ahead for the week of December 9<sup>th</sup>, Mainline Sewer Crew # 1 will continue installation on Old Heritage Way. Mainline Sewer Crew # 2 will continue installation on Route 137, again Detours will still be present.

## **PUBLIC COMMENTS/ANNOUNCEMENTS**

- A. Ms. Chris Joyce, Chair, Harwich Voter Information Committee, provided an update on their plans for the Civic Engagement Program with Brooks Free Library. In their September annual report to the Board they had referenced developing the Civic Engagement Program. Ms. Joyce said that Ms. Virginia Hewitt, Library Director, had also been in front of the Board to reference the same program, and they are now ready to launch. They are calling it “Know your Town”.

They will send invites to the Board of Selectmen and Department Heads describing the program and the six dates in January, February, and March that they will be holding the hour-long program. It will be held on Tuesdays from 2:00 pm to 3:00 pm. Ms. Joyce said that they will be asking Department Heads to prepare four basic questions: 1. What the mission and challenges are of each of their departments, 2. How does the department interact with other departments, 3. What’s the annual budget and what line items are included, and 4. Are there ways for residents to participate with that department, like volunteer opportunities or a committee associated with that department.

Ms. Joyce explained that they are trying to get the residents thinking about that. The goal is for the residents to learn more about the services, and the departments. She also hopes that it will lead to better preparation for the Town Meeting.

Mr. Ballantine said that it is an important job and they need people to pay attention. They will also have budget meetings and financial meetings, which is also on everyone’s minds.

- B. Ms. Carolyn Carey, Director of the Community Center, wanted to let them know that it is that time of year again, for the Mitten Tree Program. She said that they get names of children who are on Cape Cod that do not have families, or are currently situated in foster care. They are all Cape Cod children and

they have wish lists. They work with the Department of Children and Family Services and this year they are making up mittens and gingerbread people that will have the request on it of what the child would like. The gingerbread people might have just one thing, so someone can buy one thing off the child's requests, and they will package them up together.

Ms. Carey shared a mitten, as an example, and that the child would like warm clothes, pajamas and teething toys. So they are not asking for extravagant gifts. She said that they can be picked up at the Community Center and just let the front desk know, so that they can keep track of them. This is starting right now, and the gifts are due back, unwrapped, by December 13<sup>th</sup>, so they can make sure that they get delivered in time. Mr. Ballantine asked for and was given the mitten that Ms. Carey had.

- C. Ms. Erica Strzepek, Program Aide, Harwich Cultural Center, announced that this Saturday from 10:00 am to 1:00 pm, they have their third annual holiday open house. They will have open artist studios throughout the building, some kids' crafts, and a child seaweed event and then in the former library space they have over 30 local artists and craftsman.

Ms. Strzepek said that they will also have, on Monday at 10:00 am, their December Coffee and Conversation; which they launched last month. This month they will have local artist Heather Bloom, who will be talking about her work, and also her position on the Provincetown Art Museum. They are looking to build up the program, and bring in artists to have different conversations about cultural matters. It will be the first Monday of every month.

- D. Mr. Ballantine wanted to let people know that they lost a member of the community this weekend, Mr. Ron Armbruster, who they all knew. He was very active with the Family Pantry for years, but many of us knew him because he was the cameraman at Town Meetings. Mr. Armbruster had interviewed all of us, he was around everywhere, and it is hard to think of a more pleasant person to be around. Mr. Ballantine noted that he worked with Ms. Jamie Goodwin, Station Manager, Channel 18, often and asked if she wanted to add anything.

Ms. Goodwin said that Mr. Armbruster was her volunteer for the past nine years, and before that he had volunteered with Channel 18 since the opening of the Community Center. She said that he showed up 15 minutes early, every

Wednesday and Thursday and he was generous with the Family Pantry and also very generous with his time. He was a true gentleman and always impeccably dressed and he will be missed.

Mr. McManus also shared his thoughts and memories of Mr. Armbruster and that it was always fun to be interviewed by him.

- E. Mr. McManus announced that this Saturday from 9:00 am to 2:00 pm, at the Community Center, the Lower Cape Kiwanis Club will be having the Community Market. This is a combination of artists, craftsmen and antique dealers.

## **CONSENT AGENDA**

- A. Vote to approve Caleb Chase Fund request in the amount of \$350.00
- B. Vote to approve Caleb Chase Fund request in the amount of \$800.00
- C. Vote to approve Caleb Chase Fund request in the amount of \$746.62

Mr. Ford moved to approve to approve Caleb Chase Fund request in the amount of \$350.00, to approve Caleb Chase Fund request in the amount of \$800.00 and to approve Caleb Chase Fund request in the amount of \$746.62. Seconded by Mr. MacAskill. All in favor, motion carried by unanimous vote.

## **OLD BUSINESS**

- A. Procurement update

Mr. Powers provided an update and thanked the Board for their patience. He said that he was able to give them the memo last week and wanted to make sure they had a complete and up-to-date matrix. He said that he would apologize for the size of the document, but that just tells them how much they have going on. The last time he presented this, the comment he made then still stands- this is reflective of any procurement activity that either himself or Griffin Ryder, who partners with him on procurement, are aware of or have become aware of by speaking with Department Heads. Mr. Powers said that this is by no means an exhaustive list or a full list of things that they have been working on. The list is in alphabetical order by department, and also lists who is responsible for it if that is known.

Mr. Powers also advised the Board on how they have been able to handle procurement over the last six months. First, in the memo that he provided, there are really two tracks to procurement as they have done it. The first track is what they see as invitations for bids, those are the three projects that are referenced in the memo. They have Lower County Road patching bid, the Brooks Park lighting, and the Brooks Academy engineering.

Mr. Powers said that the Lower County Road patching was a procurement that was held up, because they had to prioritize the catch basin invitation for bids, which proceeded that. He had spoken with the DPW Director and his opinion was for the Town to proceed with their own invitation for a bid. They had considered using the cooperative bid, which was used by Barnstable County. However, they are thinking that they should work on the IFB for Lower County Road patching, because the factories are closed and the factories will not come back online until probably April. Also, if they go through the procurement process, they will be able to test if they can get a better price in the open market. This will be right around the same time that the county will be refreshing their bids. They would not expect the factories to be back online before March 31<sup>st</sup>, so that would be the new target date. Mr. Powers also let the Board know that they will get a request next week from the DPW Director to approve the use of the Chapter 90 funds. That is just a perfunctory move before they do any bids or contracts, which requests the use of those funds from the state.

Mr. Powers further explained that for the Brooks Park Lighting, they are still trying to vet the use of an out-of-state procurement cooperative. They have had no luck working with the state to validate that source, which is a cooperative out of Minnesota. They had a relationship with the predecessor and they are trying to vet if they can still use them, which would expedite the process. For the Brooks Academy engineering, this will also be as labor intensive as the Brooks Park lighting and of the three noted here, Mr. Powers stated that the priority would be Brooks Park Lighting, Brooks Academy and then Lower County.

Mr. Powers continued that the second track is a much broader category for procurement, and has four different unique categories for procurement. He said that most procurements that they do are under Chapter 30B; which is for Supplies and Services. Under Chapter 30B, any vendor that is going to invoice the town for an amount equal to or exceeding \$10,000, would trigger a requirement for a contract. The Finance Director was able to run

a report which showed many vendors are in that category. They are trying to analyze those vendor relationships, and follow up with a contract. They are trying to catch up with that process. The second type is unanticipated, that is just a way of saying that it was not on the calendar, but is now reaching critical mass with a Department Head or a vendor. This would not have been previously vetted or expected and ties in to the concept that he would call a walk-in. This same kind of concept that they have for 40 plus projects on the matrix. Lastly there is what he will refer to as corrective action. There are a handful of procurements where the incorrect procurement method was used, or an incorrect contract was used.

Mr. Powers said that is a sense of where they are with procurement. They are trying to balance the budget needs of the departments versus the projects that they are aware of and hope to have the first in be the first out. If this sounds bleak, the good news is that they are getting more Department Heads trained on procurement and the more people know the better off they will be.

Mr. Ballantine commented that he had learned a few weeks ago that they had fallen behind on the procurement activity. He said that rather than make it an overwhelming issue, he asked Mr. Powers and Mr. Ryder to list all the procurements and prioritize them, so they can walk through it and catch up. They are doing that and he appreciates them looking at the process so that they don't do this again. Mr. Ballantine also added that the Board just received this prior to the meeting, so it may be a good idea to bring this back for a short discussion topic, after everyone has a chance to review it, in case anyone has concern about the priorities and to share some feedback.

Mr. Powers said with that in mind, they will update it further tomorrow and put it in the packet for next week's meeting. He will also send it out electronically to the Board members.

Mr. Howell said he had a conversation with Ms. Coppola today about the Affordable Housing Trust Contract that is listed. It is listed as being signed by the Town Administrator, but he was actually acting as the Chair of the Housing Trust, at that point. Mr. Howell said that even though the Trust has its own contracting authority, moving forward, he would like to make sure that before it goes in front of the Trust, that it has the opinion of Legal and Ms. Coppola has reviewed it for the sufficiency of funds.

## TOWN ADMINISTRATOR'S REPORTS

### A. Powers & Sullivan, CPA - Letter

Mr. Powers explained that they have a letter in the packet from the CPA firm, Powers & Sullivan. The Finance Director is asking the Board for a consensus to continue to engage the services of Powers & Sullivan, as they have outlined in their letter. This service is exempt from procurement under Chapter 30B, Section 1(b)(15). So, they are really just looking for a consensus on whether the Board would like to continue the relationship. Mr. Powers said that both he and the Finance Director recommend that they do.

Mr. Ballantine asked if Ms. Carol Coppola, Finance Director, could give a brief explanation on this. Ms. Coppola said that the Town changed auditors three years ago. They had gone out for RFP, and received proposals, price quotations, and through the process they made a recommendation for Powers & Sullivan to the Board. She said that she worked with them before in other communities and they are very thorough, which is something that you want for any auditor. She has arranged for them to go to two departments per year to do an intensive review of those departments and their financial procedures. This is included in the engagement letter.

Ms. Coppola had requested that they send this letter to the Board. They are timely and typically come in April to do the preliminary testing and then they are here in August to do the full audit of the financial records of the town. They submit the Comprehensive Annual Financial Report (CAFR) for the town to the Government Finance Officers Association (GFOA). This is due before the end of December and they have been doing this for the past three years. She said that it is a good working relationship.

Mr. Ballantine confirmed that there is a consensus.

Mr. Powers also reported that they have a Department Head meeting tomorrow. This Friday is the deadline for them to submit their FY21 recommendations, as well as warrant articles. He will be resuming the

inclusion of the FY21 budget timeline calendar, beginning with next week's agenda. They will have more updates as the month goes on.

## **SELECTMEN'S REPORT**

Mr. Howell said that, for future thought, they had agreed back in May that they were going to get quarterly reports on the revolving funds. They used to not look at those, but have been increasing the use of them in different programmatic areas, and they should have at least the same scrutiny as their budget items. He would like to get to point where there is at least a review and they can see what is going on. Then he added as a happy thought that he would like to wish everyone a Happy Thanksgiving.

Mr. Ballantine said that they all think they have the best committees on Cape Cod, volunteer committees, and they always talk about training. The Conservation Commission goes once a year to training and now he learned that the Board of Health members are starting training. It is quite extensive. It is run by Boston University for free online training and it will require a large time commitment. It will consist of (2) in-person seminars, (3) webinars, and (17) one-hour online courses. They will be training from mid-November to mid-April. He really applauds them for the effort.

## **ADJOURNMENT**

Mr. MacAskill moved that they adjourn at 7:00 pm. Seconded by Mr. Ballantine. All in favor, motion carried by unanimous vote.

Respectfully submitted,

Lisa Schwab  
Administrative Assistant