

**MINUTES
SELECTMEN'S MEETING
GRIFFIN MEETING ROOM
Monday, December 23, 2019
6:30 P.M.**

APPROVED

RELEASED

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

ALSO PARTICIPATING: Interim Town Administrator Joseph Powers.

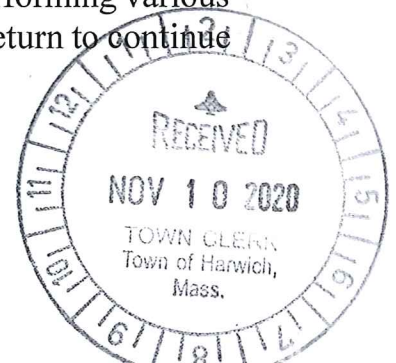
CALL TO ORDER

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. Joseph Powers, Interim Town Administrator, said that they have an update going through January 17th, they just received that update today and it has been posted to the website. The look ahead this week, Week of December 23rd - 27th, Mainline Sewer Crew #1, subcontractors will be performing various tasks at various locations, and Mainline Sewer Crew # 2 will now commence installation on Ellis Drive and White Pine Circle. There is no work being conducted on December 25th. The two week look ahead for the week of December 30th, there will be no work on January 1st, the rest of the week Mainline Sewer Crew #1 will have the subcontractors performing various tasks at various locations and Mainline Sewer Crew #2 will return to continue installation on Route 137, with detours. For the look ahead for the week of January 6th, Mainline Sewer Crew # 1 will have the subcontractors performing various tasks at various locations and Mainline Sewer Crew #2 will return to continue installation on Route 137, with detours. For the week of January 13th, Mainline Sewer Crew #1 will have the subcontractors performing various tasks at various locations and Mainline Sewer Crew #2 will return to continue installation on Route 137, with detours.



Mr. Powers asked for the Board's indulgence and requested to move one item under new business to be discussed now. Mr. Ballantine approved this.

1. Discussion and Possible vote on CWMP Phase 2 Contract 1 contractor extension of on-site work hours

Mr. Powers explained that the Board had a memo that he had provided, dated today, with his report on the regularly scheduled construction meeting from Tuesday, December 17th, 2019. In the meeting they had representatives from the Town of Harwich, Robert B Our, CDM Smith, and Weston & Sampson. Mr. Powers said that they discussed the issue on the extended hours, which was a frank, but productive discussion.

They have received a request from the contractor for an extension of work hours, for Monday through Friday, from 7:00 AM to 7:00 PM. This extension is to facilitate the installation of sewer system on Route 137. They have indicated that the additional work hours will allow them to install the system in a more timely fashion, and shorten the disruption of road closures and detours for the public.

Mr. Powers said that the request has been vetted by staff and his recommendation to the Board is for the Town to permit the contractor to extend their contractual onsite work hours from 4:00 pm to 7:00 pm, Monday through Friday. This will facilitate the installation of the sewer system on Route 137, and along the adjacent portion of the roadway in front of the Stop & Shop complex, as requested by the contractor. This is a temporary extension to help them get through the toughest part of Route 137, though he said that it could extend beyond that. However, they wanted to give the Board a finite timeframe, and he would recommend the Board approve this.

Mr. Howell asked how long this would go for. Mr. Powers said it would go until they get past that section of Route 137, adjacent to Stop & Shop.

Mr. Howell said he has been living in this town a very long time and has nothing but good things to say about the Our family, in general. He will probably end up supporting this, but it went out on RFP with certain hours, and they seem to be consistently extending, even to as

late as 9:45 pm. In general if you put out a contract and you have got a performance completion date, and then you have got dates and times inside of that, if someone was going to allege that you get to that conclusion by these hours, it should have been done a long time ago. What is concerning him is that if this happens, they have to adhere to what they are promising, or else it is not worth much.

Mr. Ballantine said he has heard it from both sides. One side that they are working too late and it's uncomfortable, and the other side is they are not giving them enough time to complete the project in a timely fashion. He said that he gets what Mr. Howell is saying and he thinks that Mr. Powers has done a good job in negotiating to 7:00 pm. As a Board, they need to emphasize the extension to 7:00 pm, and that they mean that they quit at 7:00 pm.

Mr. Howell moved that they approve Mr. Powers' negotiated hours, but that those are going to be the times. Seconded by Mr. Ford.

Mr. Powers added that this request is different from the other request for extended hours for the three remaining deep man holes, that request has been granted to 8:30pm.

All in favor, motion carried by unanimous vote.

PUBLIC COMMENTS/ANNOUNCEMENTS

- A. Mr. Richard Waystack, Chairman, Board of Assessors, wanted to give a final reminder that tax bills are coming out in the next couple of weeks. If anyone would like to challenge the valuation of their property, through the abatement process, it must be filed by February 1st. It will not be considered after that fact. As a reminder the forms are available downstairs at the Assessor's Office, or the forms can be found online.

Mr. Ballantine asked if they have been getting a lot of requests. Mr. Waystack said that usually happens once they get their bill, and see the increases. Again, the abatement process does not challenge your taxes, it just challenges the value of the property.

CONSENT AGENDA

- A. Vote to approve 42nd Irish Pub Annual Road Race Application for Saturday August 1, 2020 10:00 am

Mr. Ford moved to approve 42nd Irish Pub Annual Road Race Application for Saturday August 1, 2020 to begin at 10:00 am. Seconded by Mr. Howell. All in favor, motion carried by unanimous vote.

CONTRACTS

- A. Discussion and possible vote – DHY Clean Waters Professional Services Agreement - \$20,000.00

Mr. Powers aid that this item relates to the DHY Clean Waters Professional Services Agreement. This is the proposed agreement with CDM Smith, and he said that Mr. David Young is here.

Mr. Powers explained that the total amount of the contract is \$20,000. This has been on the agenda for several weeks. Mr. Young has been able to verify with counsel the language that Mr. Griffin Ryder, Town Engineer had provided him with, and he believes that CDM Smith's counsel reviewed it as well. Mr. Young has signed the contract, it is with the Town Accountant, and Finance Director, for review of the available funds. Mr. Powers said that he is bringing this before the Board, although the contract is not more than \$25,000, which has been the standard for the Town Administrator to sign, would the Board like to resume that practice, or have the Board sign this?

Mr. Ballantine said that he has some questions, and asked what the source is for the funding. He also asks if the intent is to take this out of the reserve funds.

Ms. Carol Coppola, Finance Director, said that there was \$225,000 which was appropriated to the sewer enterprise fund this year. There was \$100,000 to be designated for local support for the sewer hookups, and then \$125,000 was designated for the IMA (Inter-municipal Agreement) in Chatham to build up the fund reserves. Ms. Coppola said that those are the funds that she knows,

that they have some of it available. She said that some of it has already been appropriated, but that is the available funding source that she knows of.

Mr. Ballantine confirmed that out of that, they approved \$6,000 for the DHY review. Mr. Ballantine asks if the rest would remain there, minus the \$6,000. Ms. Coppola said that is correct.

Mr. McManus moved that they approve the contract for professional services between DHY and the Town, with funding to come from the Sewer Enterprise Funds and the Town Administrator to sign the contract. Seconded by Mr. Ford.

Mr. Howell said that he feels this is redundant, because they have already delegated the authority, at a dollar level, and he is bringing it up to us that it is out there. He said that he is not sure that they need to approve something, since they have already delegated within a certain financial cap, assuming the money is available.

Mr. Powers said it is instructive that the Board is indicating the Sewer Enterprise Fund as the funding source, as that is going to be helpful for himself and the Finance Director to know that the Board wishes to go that route. Mr. Howell said, in that spirit, he will support it.

All in favor, motion carried by unanimous vote.

B. Discussion and possible vote – Covanta One Month Agreement for MSW, January 2020 - \$90/ton; past tonnage averaged 600 tons of MSW.

Mr. Powers explained that this is the one month agreement that the DPW Director had mentioned. They are working toward achieving contract language with both Covanta and New Bedford Waste Services. In the interim, Covanta has offered a one month agreement which will allow the Town to continue this process, however, at the rate of \$90 per ton. He said that it is the expected tonnage of 600 tons of the Municipal Solid Waste (MSW) that brings it over the \$25,000. He added that the company has the ability to do an electronic signature, so it would just be the Board approving the contract, and either designating the Chair, or another person to electronically sign.

Mr. Ballantine asked if they will not have a place to put their solid waste starting January 1, 2020 if they do not sign this. Mr. Powers said that is correct.

Mr. McManus moved that they approve the One Month Agreement for Municipal Solid Waste, for January 2020 at \$90/ton with Covanta, with the Chair to sign. Seconded by Mr. Ford. All in favor, motion carried by unanimous vote.

C. Discussion and possible vote – Eversource Landowner Consent Agreement – Cranberry Valley Golf Course

Mr. Powers explained that this item, and the one below, are regarding the solar that is going on at Cranberry Valley Golf Course. He said that they have two documents that are not financial in nature, but more to land ownership. He wanted to make the Board aware of them, and would ask the Board to approve the first two items and authorize him as Town Administrator to sign them.

Mr. McManus moved that they approve the Landowner Consent Agreement, between Eversource and Cranberry Valley Golf Course, and authorize the Town Administrator to sign. Seconded by Mr. Howell. All in favor, motion carried by unanimous vote.

D. Discussion and possible vote – Eversource Standards for Interconnection of Distributed Generation – Cranberry Valley Golf Course

Mr. Powers continued to explain that the Board will see in their packet all of the other documents that the Board had approved relative to CVEC, back in November. They have come back to them, because there were pagination issues that the other party did not appreciate. He explained that Ms. Liz Argo went through this with him today. The Board is being asked to sign these documents, they have already voted on them, they are just being asked to sign.

Mr. McManus moved that they approve the agreements between Eversource and Cranberry Valley Golf Course on the Standards for Interconnection of Distributed Generation and sign. Seconded by Mr. Howell. All in favor, motion carried by unanimous vote.

PUBLIC HEARINGS/PRESENTATIONS

A. Habitat for Humanity- Vicki Goldsmith retirement, 12.31.19 and general project update Beth Hardy Wade

Ms. Vicki Goldsmith, Executive Director, Habitat for Humanity, said that they have had a good run, and she has enjoyed working as part of Habitat for Humanity, with the Town of Harwich. She reported that they built the 13 homes at Gomes Way in 2009, and seven homes at Oak Street. They are on the verge of building another six homes on Murray Lane in West Harwich. She said that she is retiring December 31, 2019, and she wanted to assure the Board of the seamless leadership transition. Habitat for Humanity will be promoting Wendy Cullinan, who has been with the organization for over five years, and is a wonderful leader and will be stepping into her role as Executive Director. Ms. Goldsmith also introduced Beth Wade, who has moved into the position of Land Acquisition and Project Development. Ms. Wade does extensive communication with town officials and staff to smooth the way for their developments.

Ms. Goldsmith reported on Murray Lane and said that they are poised to commence that road, as soon as Mr. Thatcher removes the right side of the building, which she said is imminent. That will position them to stay on their timeline and open applications for new homeowners around the end of January, early February. She added that they will be putting up a construction fence very soon. Ms. Goldsmith said that in the good news department, last week, they received a phone call from the Federal Home Loan Bank of Boston that they were success with their \$180,000 FHLBB to help fund hard costs for the construction.

She also reported on an incidental matter that was well publicized, where a Native American artifact was recovered on Murray Lane by a neighbor. It was determined to be a Brewerton Eared notched projectile point. They had invited the Cape Cod Museum of Natural History to the site and they did a thorough walk over and concluded that it was not an archeological site of interest, that it was likely dropped there. Habitat for Humanity donated the find to the Cape Cod Museum of Natural History, so that it can be properly preserved and displayed.

She also added that there may be some confusion out there regarding a private corporation known as HFH, who is developing in Harwich. She just wanted

to let it be known that Habitat for Humanity of Cape Cod, and the private corporation, HFH, are not associated in any way.

She asked if there was any questions and said thank you and farewell.

B. Joint Meeting with Finance Committee - Presentation of Proposed FY 2021 Capital Outlay Plan

Mr. Ballantine began by thanking the Finance Committee for the work they have done and discussed how important it is going to be to pay attention to the Capital Outlay Plan.

Mr. Powers said that the submittal of this plan, by this time, is in accordance with the provisions of the Town of Harwich charter, as outlined in Chapter 9, Section 6-3. The charter states that the proposed FY21 Capital Outlay Plan be transmitted by the Town Administrator to both the Board of Selectmen and the Finance Committee before the end of December. Mr. Powers said that he would like to extend his thanks to the Finance Director, Carol Coppola, the Capital Outlay Committee Chairman, Richard Larios, and the Committee Vice-Chairman, Noreen Donahue. He said that this was originally scheduled to come before the board on December 9th, but he had asked for some time to meet, and Mr. Larios was very gracious with this time. They had an extensive meeting with the Finance Director, and thanks them for their time to bring him up to speed on the document that is in front of them. Mr. Powers also wanted to thank the members of the Committee: Mr. Bruce Nightingale, Selectmen Representative; Mr. Joseph McParland, Planning Board Representative; Mr. Peter Wall, Town Administrator Representative; Mr. Dana DeCosta, Finance Committee Liaison; Mr. Angelo LaMantia, Finance Committee Liaison, and Mr. Donald Howell, Selectmen's Liaison.

Mr. Powers identified some of the analysis and changes to the plan. First, he said that they will see the total requested amount for FY21, is \$16,075,495, which includes the potentially \$1.5 million for the DHY/CWMP for Phase III of Harwich's share of the treatment plant, as well as the \$8.4 million that is related to the proposed Phase II contracts for Pleasant Bay South. He said that both of those items proposed still need to be vetted by the Board.

There is a total of \$11.7 million capital items that are proposed to be funded by debt exclusion. He said that he brought that up because it may bump against one of the Board's goals for 2020. Some of those debt exclusions

include the pump and ladder (quint), which was originally at \$1 million and is now up to \$1.1 million, and a three-year maintenance road plan, which was not adopted at the last Town Meeting, but is in the plan going forward. He wants to be clear that the Capital Outlay Committee, as has been their practice, has not made any recommendations on the DHY Phase III, Harwich share of treatment, or the Phase II, Contract 3. They have deferred to the Administrator's report on that.

Lastly, he said that there are some recommended items relative to Channel 18. These had been presented to Mr. Clarke, but they were presented after the deadline. He had been working on them with Ms. Jamie Goodwin, Station Manager, Channel 18, and the Finance Director. They have read the materials and they have added those items specifically for FY21. Also, he incorrectly listed it as a public access grant, but it is actually through the cable fund.

Mr. Ballantine said that his only comment is on the \$1.5 million, for the DHY. He said that it is a little confusing, because it is stated in the Capital Plan, as being a re-phasing aspect. Mr. Ballantine said that he thinks that he is correct that that \$1.5 million is for their share of the design funds for the Waste Water Treatment Facility. It is not part of the different phases, it is 15% of the total amount of building this plant.

Mr. Howell, to build on what Mr. Ballantine just said, said that in itself is only a portion of what they are obligated for, because there are segments of this that roll together, and this is just our share.

Ms. Donahue asked if they must vote on the \$1.5 million funding this May, or if it is possible to just vote on the agreement for the DHY.

Mr. Ballantine said that he can't give a clear answer on that. They have had that discussion at the DHY meetings and they are trying to have each town do it the same way. It has not been decided yet. No matter what they do, if they go for the agreement in May, they will need to have a clear understanding of where their costs are going to be going forward. Mr. Ballantine said that it has been their practice to spend money on design first and then do the construction after, but not all towns do it that way.

Mr. Larios said that it needs to be a disclaimer or caveat that the Committee has not voted on either of those two. They are submitting the plan and he does not want to put TBD's. However, they have the numbers there and their vote

will take place before Town Meeting, and hopefully the Board will be in the position to say yes or no, if the number should be there.

Mr. Howell said that there are so many elements to this, and there is so much money in this. He said that they have repeatedly been told that there are two alternatives; they either build something themselves, or they do DHY. It has been flat out stated that there is no third option. He said that Chatham had made it clear that they do not want to do anything with them, but that was five years ago and there are new people on the Board now. Mr. Howell said that he had taken the opportunity to call the Town Manager in Chatham and his question was, if they are closing the door to ever getting involved with Harwich on another project, and the answer was no, it would depend. He would suggest, since they do have some time, that they look into that. He further explained that Yarmouth has looked at their options and the issues with DHY, with the legislation that states that they could impound their state aid. He would like to make absolutely certain that this is a cheaper alternative and the most efficient way of going.

Mr. Ballantine said that their commitment is to work this through the next month or so, as much as they can, and then they will respond to this. They have some decisions to make.

Mr. Larios added that it is critical for the Board to review the charts on the last page of their report. He said that the bar charts are critical to understand the future costs, and the other caveat is they really have to look at the current assets. The current assets are costing a lot, and a lot of them do not bring anything back. Mr. Ballantine said he is right and knows he has brought this up before. They do need to explore that.

Mr. Ford said that this is a reflection of what they went through last year, but the emphasis is even greater.

Mr. Jon Chorey, Finance Committee, said that it seems there are a few holes in the capital plan, as far as years, going out seven years. He asked if the plan is supposed to cover seven years in total, for all of the departments.

Mr. Ballantine said he thought it was five years. Mr. Howell said that the article that had passed is for seven years, but it won't come into effect until after the ballot this May.

Mr. Powers said that the capital plan does reflect department requests during that seven-year period. So if there is not a department on there, they did not have any requests for the seven-year period.

Mr. Chorey questioned again about the departments that do not have any requests, and he thought this was a five-year plan, though some only seem like they go two-years out.

Mr. Larios said that the current plan, and the input for this plan, is for seven years, by department. If the department does not have anything in the third year, or for the fourth year, it is zero, but they can come back next year and request something.

Mr. Chorey said that is his point. This is supposed to be a plan, and if they can come back every year asking for money, he asks how they are supposed to know if you are trying to plan for five years out and departments are not filling in a five-year plan.

Mr. Howell said that Mr. Chorey was right, and it will be filled when it actually comes online in full effect, for the seven years. In the past they have had a capital budget, not a capital plan. Next year, if someone comes in, unless there is a compelling argument, and there is a mechanism for that, it is going to go into year seven and work its way up, because that is what the plan calls for.

Mr. McManus said that is true, and if you look at the Cemetery, they have some items listed for FY21 and if they have another tornado, that would amount to an emergency request. In normal business, there is not a lot of capital work.

Mr. Larios said the majority of the requests in the departments are really affecting the operating budgets, or are things the Finance Committee should be concerned about. He said that when it hits the long-term, above \$50,000, then it goes to them. He added that the real thing is to lower costs, it is not on the capital side most of the time.

Ms. Donahue added that each Department Head turns in a datasheet with an actual request with all the information pertaining to the specific project. They may turn it in for year one, three, five or seven, whenever their best guess is that it will fall. Then next year they turn in all of those forms again, they do

not just carry over. So, that is where the blanks come from. It is more than just a discussion, they actually submit a datasheet that covers all the ins and outs that they know of.

Mr. Sandy McLardy, East Harwich resident, said he is now confused. He asked, if there is a hole for year three, and a department puts in a request for \$60,000 on something, could that go into year three or does it have to wait for the five or seven year plan to expire

Mr. Larios said that the plan is very fluid. If there is an opening in the third year, and there is nothing there, they could put something in the next year, when they do the new plan. It is planning.

Mr. Ballantine said that this is part of the discussion they have had in the past, the difference in the capital budget and in the capital plan. They are trying to move it to more of a budget, where it is more difficult to insert a budget item, three or four years down the way.

Mr. McLardy questioned again about the zero line items, and if they put a number in based on their budget.

Mr. Larios said they vote on the plan and on the numbers that are shown in the current year. The other numbers are placeholders.

Ms. Donahue added that if the vote passes successfully in May, and that third year that we're talking about is blank and somebody comes along and has a project and put the number in there, that is fine. Then in the next May's Town Meeting, that would have to be specifically voted on with a two-thirds vote.

Mr. Howell said just to be really clear, this is not going to creep up on us. It has to pass the ballot and then they have a year and a half to discuss what the next capital plan is going to be. It is going to change and they will need to stay focused on what is in front of them.

Mr. Powers said that the Charter requires that on January 6th, they will have a public hearing for the discussion of the capital plan, as it was presented. This will be a joint meeting with the Capital Outlay Committee, Finance Committee and the Board of Selectmen. This will be added to the agenda for a public hearing on January 6th, 2020.

NEW BUSINESS

A. Vote - Annual Liquor License Renewals 2020 – as listed in the packet

Mr. Powers said in regard to the annual liquor license renewals, staff is asking that the Board approves the items in the packet. However, he would ask for the annual liquor licenses, that the Board approve those renewals subject to the completion of the packet, and all of the required materials.

Mr. Howell adds that when they have explicitly put conditions on liquor licenses that would actually be in the packet to.

Mr. Ballantine said that he had a question on the liquor licenses, that there seemed to be some variability on opening and closing times, and asked, if they had come to a resolution about keeping it unified? Mr. Powers said he can speak to the closing times, and the Board's regulations are still in effect. He said that all licensed establishments needed to be closed by 1:00 am. Mr. Ballantine asked if Mr. Powers could just confirm, and recheck the times on those. Mr. Powers added that they are also going to be sending out those regulations to all license holders that pour, just so they are aware of it, which is required in the regulations.

Mr. McManus moved that they approve the annual liquor license renewals for 2020, as listed in the packet, provided that all items be completed. There was no second.

All in favor, motion carried by unanimous vote.

B. Vote - Annual Auto License Renewals 2020 – as listed in the packet

Mr. McManus moved that they approve the Annual Auto License Renewals 2020 as listed in the packet. Seconded by Mr. Ford. All in favor, motion carried by unanimous vote.

C. Vote - Common Victuallers License Renewals 2020 – as listed in the packet

Mr. McManus moved that they approve the Common Victuallers License Renewals 2020 as listed in the packet. Seconded by Mr. Howell. All in favor, motion carried by unanimous vote.

D. Vote - Annual & Seasonal Lodging House or Innholders License Renewals 2020 – as listed in the packet

Mr. McManus moved that they approve the Annual & Seasonal Lodging House or Innholders License Renewals 2020 as listed in the packet. Seconded by Mr. Howell. All in favor, motion carried by unanimous vote.

E. Discussion and possible vote – Remote Participation Policy review and potential amendments

Mr. Powers explain that they have in the packet the procedure for remote participation for the Board's review and possible amendment. This is based on the request that they are going to be asked to vote on shortly.

Mr. Ballantine said they just approved one of these not too long ago. He said that maybe they should have an understanding that they can approve one of these per committee. However, they can't have a lot of these going on, there are some limitations on the number of remote participants that go for extended periods of time.

Mr. Howell said that he agrees with the Chair. He said that there has been some misunderstanding on what they did approve prior to this. He said that if someone is a remote participant, they can't chair the meeting, because they are not there. They also can't count as part of the quorum.

Mr. Ford questioned why they can't count toward the quorum. Mr. Howell and Mr. Ballantine confirmed that it is part of the State meeting law rule.

Mr. Ballantine said that if they get these requests, he would like to limit it to one per committee.

Mr. Howell said it may be important for some allowances to be made for certain individuals for continuity sake. Mr. Ford said that they do live in an area where many of those people go south for two to three months.

F. Vote to approve a remote participation request beyond an initial three (3) meetings from January – May 2020 from David Harris, Planning Department

Following the discussions above, Mr. Howell made a motion that Mr. David Harris is able to remote participate for five (5) meetings. Seconded by Mr. Ford.

Mr. Ballantine added that it is more difficult to give a second person this approval from the same committee. He said that he is considering this for the long term.

Mr. Greg Winston asks for clarification on the remote participation being a part of the quorum. The Board confirmed that it would not count toward the quorum.

All in favor, motion carried by unanimous vote.

G. Discussion and Possible vote – To establish a new “Special Advisory Committee of the Board of Selectmen for the Revitalization of the Economic Life of Harwich Center” – Request of Paul Doane

Mr. Ford said that they have received letters from the Committee under the signature for Paul Doane. One letter was requesting an extension of the existing group, and one with an interest in having a greater participation from the Board of Selectmen.

Mr. Ballantine said that he would like to discuss what they have in front of them, his only hesitation, is that they have not had a report from the Committee. He would not like to take any formal action, until they hear that report. The second point that he wanted to remind the Board, is that the committee had a good discussion about their mission, and if they were to vote, it would be what they have now.

Mr. Ford said that they are looking for greater participation from the Board of Selectmen, which would need to be defined, but he is willing to be the representative to the committee.

Mr. Greg Winston, member, Harwich Center Initiative Committee, thanked the Board for taking this into consideration. He said that he works with Mr. Paul Doane and Mr. Dan Wolf, who were both out of the country.

Mr. Winston said that they have had a lot of time to consider their initiative. They do believe they need greater participation from the Board of Selectmen

to help them out. He said that as things have been changing over the past year, they have had some positive things developing in Harwich Center. They have been working with the HTC and the Planning Department to ensure something credible has gone into where the gas station was. He is asking that they take this into consideration, and he feels that they are in a good place right now.

Mr. McManus said that he had attended some of their meetings and a large topic has been traffic and congestion. It was indicated to the committee that there was going to be a traffic study done, primarily by the Cape Cod Commission. He said that this has not occurred and they are waiting for them to continue on with those discussions. The other issue is if they are going to discuss economic development of the center. He is not sure that it is appropriate for committee members to be involved, in what would be a private economic organization's place.

Mr. Winston said he agrees with that. They started out with a seasonal group a long time ago, with apple pie in the sky ideas. None of that could ever happen if they don't have economic development. What they are trying to do now, is get the economics in line, before they go for the beautification. Mr. Winston said that when he spoke with Mr. Doane and Mr. Wolf, they felt it was not necessarily for the Board's immediate involvement, but more for their consideration, as to the order of their agenda.

Mr. Howell said that they should come in with what they are charged to do, and committees need to have an expiration date. Mr. Winston said they are asking for three years.

Mr. Ballantine said they had a charge that expired and Mr. Ford could revise that. Also, the committee can give them a report. This was agreed on.

H. Discussion and Possible vote to approve Harwich Affordable Housing Trust Grant Agreement, May 7, 2018, Annual Town Meeting Article 58 - \$500,000.00

Mr. Powers explained that both this one, and the one below, are relative to the Community Preservation Grant Funds that were approved at the 2018 annual Town Meeting, under Article 58 for \$500,000. It has been approved by CPC and Affordable Housing Trust, and just requires the Board's approval and signature.

Mr. McManus moved that they approve the Community Preservation Act Grant Agreement between the Town of Harwich and the Harwich Affordable Housing Trust. Seconded by Mr. Ford. All in favor, motion carried by unanimous vote.

- I. Discussion and Possible vote to approve Harwich Affordable Housing Trust Grant Agreement, May 6, 2019, Annual Town Meeting Article 42 - \$340,000.00

Mr. Powers continued that this item is relative to the 2019 Annual Town Meeting, under Article 42, for \$340,000.00. He would recommend that the Board approve and sign.

Mr. McManus moved that they approve the Community Preservation Act Grant Agreement between the Town of Harwich and the Harwich Affordable Housing Trust for 2019. Seconded by Mr. Howell. All in favor, motion carried by unanimous vote.

OLD BUSINESS

- A. Discussion and possible vote – Town Administrator Search – Timeline

Mr. Powers apologized that this did not make the packet again this week. He knows that they are talking about the potential search committee. The timeline has that item for January 6, 2020, and the agenda item for January 13, 2020, will be the discussion of search firms and interviewing the search firms.

Mr. Ford reported that he had spoken to one of the search firms so far, regarding what type of services they provide and the kind of costs. He will put this in writing. He also plans to speak with the other three that they have out there. Then of course they will come in front of the Board, and he will provide a report to them so that they will have some information going into the conversation.

TOWN ADMINISTRATOR'S REPORTS

- A. Discussion and possible vote – staffing needs – Administration Department

Mr. Powers said that he did reach out to former Acting Assistant Town Administrator Robert Lawton, to see if he had any interest in resuming that role. Mr. Powers was happy to report that he is interested. He has laid out the particulars in the memo. Mr. Lawton is willing to return as of January 6th at the same rate of pay and roughly the same schedule, to continue the progress being made in both the personnel and procurement areas.

Mr. Ballantine asked if he could also help prepare for Town Meeting. Mr. Powers said that is correct, as well as, additional resources within Town government. He will have conversations with certain Department Heads and report back to the Board, if successful.

Mr. Ballantine asked if the schedule was two days a week. Mr. Powers confirmed that it was.

Mr. Howell would like to make it street legal, because it is still subject to confirmation of the Board. If it is appropriate, he would like to make a motion, upon the recommendation of the Acting Town Administrator that they accept the employment of Mr. Robert Lawton, as Acting Assistant Town Administrator, for two days a week. Seconded by Mr. McManus. All in favor, motion carried by unanimous vote.

B. Budget/Warrant Time Line FY 2021

Mr. Powers said that first he wanted to discuss another memo that he had put in their packet, which is more of an administrative item. It is signed by the Town Administrator, and presented to the DEP, along with some of the payrolls. However, the action item is that the Board needs to notify the DEP of his appointment as Acting Town Administrator, and therefore why his signature would appear there and not Mr. Chris Clarkes. Mr. Powers said, that at the advice of CDM Smith, and representatives from the DEP, he included in their signature packet a letter to DEP, stating his appointment. Mr. Ballantine confirmed that they will sign it.

Mr. Powers continued and said that the budget timeline is in there. He said that the big item that is coming up next, is the Capital Outlay Plan hearing, on January 6th. He said that he has had meetings with all of the Department Heads and they are working together with the Finance Director. They are getting to the point where they are getting into the details of the budget and

formulating a budget for FY21, without major impacts to the services. He added that there are some storm clouds on the horizon, and there will be more to follow on that in the New Year.

SELECTMEN'S REPORT

The Board members each wished everyone Happy Holidays and a Happy New Year.

Mr. McManus added that he participates in activities to help pass things out to those that are less fortunate. He said that this puts a warm spot in their hearts, for the type of community that they are, and how they make the resources available to help out those in need.

ADJOURNMENT

Mr. Ford moved that they adjourn at 8:24 pm. Seconded by Mr. McManus. All in favor, motion carried by unanimous vote.

Respectfully submitted,

Lisa Schwab
Administrative Assistant