

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, SEPTEMBER 15, 2014
7:00 P.M.**

APPROVED

SELECTMEN PRESENT: Ballantine, Cebula, Hughes, LaMantia, McManus

OTHERS PRESENT: Town Administrator Christopher Clark, Assistant Town Administrator Julie Quintero-Schulz, Chief Clarke, John Rendon, Anne Stewart, Barbara Josselyn, Liz Groves, John Sennott, Craig LeBlanc, and others.

MEETING CALLED TO ORDER at 7:00 p.m. by Chairman Ballantine.

WEEKLY BRIEFING

Mr. McManus reported that there was record-breaking attendance this year at the Harwich Cranberry Festival and music event. Ms. Cebula reported that the Harwich Conservation Trust's music stroll was also very well attended.

CONSENT AGENDA

- A. Approve Minutes –
 - 1. July 14, 2014 Regular Meeting
 - 2. August 25, 2014 Regular Meeting
- B. Accept various donations to the Council on Aging Gift Account
- C. Authorize Town Administrator to sign FY15 Community Innovation Challenge Grant
- D. Confirm appointment of Building Commissioner as recommended by Town Administrator

Mr. McManus moved approval of the Consent Agenda and the recommended actions thereon. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

OLD BUSINESS

- A. Review of Fire Chief's goals – discussion and possible vote

The Board discussed the Fire Chief's goals (attached) and Chairman Ballantine suggested that Chief Clarke bring back key items he wants to tackle. Ms. Cebula moved to accept the Fire Chief's goals for 2015. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

NEW BUSINESS

- A. Annual Meetings:
 - 1. Architectural Advisory Committee

Barbara Josselyn provided the annual report of the Architectural Advisory Committee and stressed that there is a continuous problem with sign litter. Another member commented that the committee has no authority and the signs are already approved by the time the committee gets them. The Board agreed to look at the charge of the committee.

2. Agricultural Commission

John Sennott provided the annual report of the Agricultural Commission and took questions and comments from the Board.

B. Request by Allen Harbor Marine Service to extend boat storage lease – discussion and possible vote

Mr. Clark reported that the lease allows the opportunity for extension and change of location. He noted that we are doing construction at the current site and do need to relocate to the west side of Saquatucket Harbor. Craig LeBlanc of Allen Harbor Marine Service asked to maintain the amount they paid in 2013-14 and Mr. Clark recommended that the lease terms remain the same. Mr. McManus moved to extend the lease on boat storage and to move it to Saquatucket Harbor for the two years ending in May 20, 2016 at a lease amount of \$15,847.25. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

C. Guidance on How to Submit a Warrant Article – discussion

Chairman Ballantine said that we have to be careful to understand that this is just guidance and not a policy because we have to accept the articles people give us. He suggested changing the words “policy” and “instructions” to “guidance” throughout the document. Ms. Cebula stated that there are a lot of things that go into articles that sometimes people don’t think about so if they had a checklist it could help the review process go through much more smoothly and it would also help the Board and Finance Committee as there is a lot of information they are looking for. She recommended that the document be put on the Town website. The Board agreed to put it on web and give to department heads. No vote was taken.

D. Table of Contents for Employee Handbook – discussion

Mr. Hughes suggested changes to the order of the Table of Contents. Ms. Cebula suggested including information on use of town equipment, accident reporting and civil discourse with the public. Mr. McManus recommended including information on reporting negative interactions with the public.

TOWN ADMINISTRATOR’S REPORT

A. Update on streetlight request

Mr. Clark reported that a response letter has been sent to Mr. Larose informing him of the process to get a private streetlight.

B. Solar panel project ribbon cutting details

Mr. Clark reported that the ribbon cutting is scheduled for September 17 at 2:00 at the landfill site.

C. Police Department transition issues

Mr. Clark reported that the Police Chief will be retiring due to federal law age requirements. He stated that he is in discussions with Police personnel to get a sense of how the department runs and he will be putting together a transition plan. He noted that we are in negotiations with the Fire Chief and will seek to extend his contract. He added that the Finance Director's contract is up June 30, 2015 and he is in very preliminary discussions in terms of the Finance Director's intent in regard to extending or not extending his contract.

Mr. Clark reported that the Verrochi property purchase has been completed and the Town is now scheduled to receive grant payments. He noted that the Home Rule Charter Amendment special legislation has progressed out of the House and is now in the Senate. He stated that we are gearing up for the 5 year finance plan projections. Mr. Clark added that he would like to make the layout of the second floor of Town Hall more user friendly and improve cross training.

SELECTMEN'S REPORT

A. Budget/Warrant Timeline 2014-15 – discussion and possible vote

Ms. Cebula moved to accept the budget timeline with the addition of the school committee in there. Mr. McManus seconded the motion and the motion carried by a unanimous vote.

Mr. McManus stated that Nstar replaced the pole at the corner of John Joseph Road and Route 39 but has not replaced the streetlight. Mr. Clark said he would follow up on it.

ADJOURNMENT

Mr. McManus moved to adjourn at 8:26 p.m. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary



Harwich Fire Department

Fire Suppression

Prevention

Emergency Services



Norman M. Clarke Jr., Chief of Department

Kent J. Parrenkopf, Deputy Chief

September 8, 2014

Mr. Larry Ballantine
Chairman, Harwich Board of Selectmen
732 Main Street
Harwich, Ma. 02645

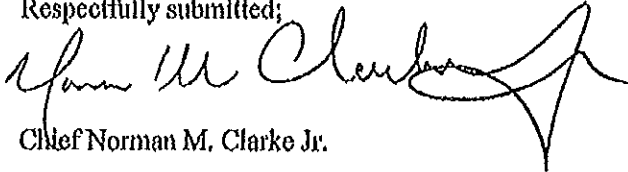
Mr. Chairman;

I have provided you and the board a lengthy document that can be referenced for more detailed information on the plans to execute my goals and objectives as outlined by Administrator Chris Clark. To summarize my intentions I offer the following.

- Over the next several weeks I will be presenting the Fire Department budget for FY16 and in this budget I will be proposing two main elements to address the growing needs of the department. First I will propose to make the Emergency Medical Officer (EMS Officer) a standalone position that works Monday through Friday. The growing demands on our personnel for medical training and certifications clearly justifies having this position go from a multifunctional day firefighter to a standalone staff position. Doing this would provide the second day position to be dedicated to emergency medical and firefighting duties. Secondly I will be proposing adding staff to Station 2 and placing a second ambulance at that station. With the increased demands primarily from the expansion of the medical center in that area and the proposed expansion of another medical center in town as well as potential resource sharing with other communities, it is time to move forward with additional staff and equipment at that station in East Harwich. I will work with Town Administrator Clark to approach this in the most efficient and economical way. This goal and objective is clearly obtainable through the budget process which will involve the selectmen, finance committee as well as other advisory boards and input from the community.
- I continue to support regional efforts locally and regionally through the accomplishment of combining our emergency responses on the water with Harbor Master Redon. We reassigned our dispatch function to the Sheriff's Department participating in the regional county dispatch system. Going forward I ask that the board reach out to our neighboring communities to see where we can better serve the citizens by regionalizing emergency services. I endorse the concept of using Harwich Station Two as a launching point to begin a regional approach to Fire and EMS services. This goal and objective is a more long term effort. I look to your leadership in starting that process.

- I pride myself in leading the finest Fire and EMS personnel on Cape Cod. We have a history of attracting the best of the best. It is incumbent upon me to provide the environment to continue to retain the high quality of our professionals. This is a subjective goal, but my response to you is that I lead by example. The high quality of work that our members provide to the community is a testament to their dedication and commitment to the job. You can reference the document I provided the board to see how the hiring and promotional process is conducted. You can also see where many members are assigned collateral duties to take advantage of what our firefighters have to offer. I look to the most self motivated individuals to lead the organization now and into the future.
- FY15 goals and objectives number 4 references Governor Patrick's Initiative for "Community Paramedicine". This goal is not achievable at this time due to the lack of cooperation at the state level. I have been notified by our regional EMS Director, (retired Chief Bill Flynn) that this program is not presently moving forward.
- It is my intention to work closely with Administrator Clark on negotiating a fair and effective labor agreement with the members of Local 2124 of the International Association of Firefighters. This goal shall be achieved by the successful signing of a subsequent labor agreement with the Firefighters and the Board of Selectmen.
- I will be providing the Capital Outlay Committee a plan of apparatus replacement that extends out 10 years. This goal and objective will be achieved through the budget process.

Respectfully submitted;



Chief Norman M. Clarke Jr.

cc: Administrator Chris Clark

Related Documents

- 01 - Agenda.pdf
- 02 - Minutes July 14, 2014.pdf
- 03 - Minutes August 25, 2014.pdf
- 04 - COA Gifts.pdf
- 05 - Community Innovation Grant.pdf
- 06 - Building Commissioner Appt..pdf
- 07 - Fire Chief's Goals.pdf
- 08 - Committee Meetings.pdf
- 09 - Request to Extend Boat Storage Lease.pdf
- 10 - Guidance on Submitting Article.pdf
- 11 - Employee Handbook Table of Contents.pdf
- 12 - Streetlight Letter.pdf
- 13 - Ribbon Cutting Solar Panels.pdf
- 14 - Budget Warrant Timeline.pdf