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**MINUTES
SELECT BOARD
DONN B. GRIFFIN ROOM, TOWN HALL
732 MAIN STREET, HARWICH, MA
EXECUTIVE SESSION 5:00PM
REGULAR SESSION 6:00PM
MONDAY, AUGUST 7, 2023**

MEMBERS PARTICIPATING: Mary Anderson, Chair, Julie Kavanagh, Vice Chair, Jeff Handler, Clerk, Michael MacAskill and Don Howell.

ALSO PARTICIPATING: Joseph Powers, Town Administrator

CALL TO ORDER: Ms. Anderson called the meeting of the Select Board to order on August 7, 2023 at 5:00PM.

Mr. Handler moved to enter into Executive Session as presented, seconded by Mr. MacAskill.

Vote: 5:0 in favor. Motion carried.

EXECUTIVE SESSION:

A. Pursuant to MGL c30A section 21(a)(3) to discuss with respect to collective bargaining for all town unions and the Chair has determined that open session would have a detrimental effect on the town's bargaining position; Harwich Employees Association (HEA)

B. Pursuant to G.L.c. 30A, sec. 21(a)(2) to conduct strategy sessions in preparations with non-union personnel and to conduct contract negotiations with non-union personnel: Town Administrator

Ms. Anderson called the Select Board meeting back to order on August 7, 2023 at 6:00PM noting that no decisions were made on "A". There was no discussion regarding "B".

PLEDGE OF ALLEGIANCE:

Ms. Anderson invited attendees to join in the Pledge of Allegiance.

Ms. Anderson took Item B. from the Consent Agenda out of order.

B. Appoint Kyleigh Lopes and Charles McCaffrey as Student Officers as recommended by Chief of Police

Chief Dave Guillemette introduced Kyleigh Lopes and gave a brief history of her involvement with the Harwich Police Department and her background. Charles McCaffrey was unable to attend and Chief Guillemette also gave a description of Charles McCaffrey's background.

August 7, 2023

APPROVED

Mr. Handler moved to appoint Kyleigh Lopes and Charles McCaffrey as Student Officers as recommended by the Chief of Police, seconded by Mr. MacAskill.

Vote 5:0 in favor. Motion carried.

Mr. Howell requested that the approval of the July 31st meeting minutes be removed from the Consent Agenda.

Ms. Anderson returned to the Agenda and Public Comments/Announcements.

PUBLIC COMMENTS/ANNOUNCEMENTS:

Linda Cebula of the Traffic Safety Committee reported regarding Cross Street. Some signs are up and others will be placed soon. She thanked the Board and the DPW for their support and hard work.

Ginny Hewitt, Library Director noted that the summer reading program at Brooks Free Library continues through Labor Day. She also noted other events scheduled through Labor Day for children of all ages. All activities are listed on the website.

Carolyn Carey, Community Center Director, noted upcoming events and that Pebbles is still on the property.

Mr. MacAskill wished Cindy Williams, Director of the Chamber of Commerce, a happy birthday.

CONSENT AGENDA:

- A. Approve Select Board Meeting Minutes:
 - 1. July 24, 2023
 - 2. July 31, 2023 **(omitted from the Consent Agenda)**
- B. Appoint Kyleigh Lopes and Charles McCaffrey as Student Officers recommended by Chief of Police **(taken out of order)**
- C. Approve the miscellaneous committee reappointment list
- D. Accept a gift to the town from the Guild of Harwich Artists of a bench, including installation, at Doane Park **(taken separately)**
- E. Approve the following Committee Appointments as recommended by the Select Board Interview Committee:
 - 1. Sophia Pilling, Conservation Commission, term to expire 06/30/26
 - 2. Brad Hinote, Real Estate & Open Space Committee, term to expire 06/30/26

Ms. Anderson requested that "D" be taken separately from the others on the Consent Agenda.

Mr. Handler moved to approve the Select Board meeting minutes for July 24, 2023, to approve the miscellaneous committee reappointment list, to approve the Committee Appointments as recommended by the Select Board: Sophia Pilling, Conservation Commission, term to expire

06/30/26 and Brad Hinote, Real Estate & Open Space Committee, term to expire 06/30/26.
Seconded by Mr. MacAskill.

Vote 5:0 in favor. Motion carried.

Mr. Handler moved to accept the gift to the town from the Guild of Harwich Artists of a bench, including installation, at Doane Park, pending approval by the Rec Committee. Seconded by Mr. Howell.

Ms. Anderson added that Rec hasn't had a meeting about the gift yet. There are criteria regarding benches and she requested that this be approved pending the approval of the Rec Committee.

Vote 5:0 in favor. Motion carried.

NEW BUSINESS:

A. Debrief on Select Board Working Group Session held on July 31, 2023

Ms. Anderson noted that it was a continuation of the first Session when they discussed the structure of the town government. More information was offered which is included in the packet. Also discussed was doing a review of the committees that are not regulatory or required by the State or the Charter, to determine if the committees are necessary. She suggested that the liaisons talk to each of their committees from those categories. Also noted were the 12 inactive committees and also the need for all committee members to be sworn in.

Mr. MacAskill suggested moving to dissolve the inactive committees.

Emily Mitchell, Town Clerk, advised against removing the inactive committees entirely from the website and explained her reasons.

Mr. Handler moved to place the inactive, dissolved and disbanded committees on a separate page of the Town of Harwich's website, seconded by Mr. MacAskill.

Vote 5:0 in favor. Motion carried.

B. Discussion and vote on Select Board process of comprehensive review of committees

C. Discussion and vote on dissolving inactive committees

B & C were taken together

Mr. MacAskill confirmed that each liaison would go to the Department Head that is associated with a committee. He also suggested they put a block of committees on each agenda going forward.

August 7, 2023

Discussion followed about the charges of the different committees and that the information would be helpful to the liaisons.

Mr. Howell suggested that it would be helpful if they were each given the charges for their committees.

Ms. Anderson will send each member the information available.

Mr. MacAskill moved to move the Forest Committee to the purview of the Conservation Commission pending their approval, seconded by Mr. Howell.

Vote 5:0 in favor. Motion carried.

Mr. MacAskill asked the Town Administrator to send a note to the Department Head, Amy Usowski, to bring this up at a Conservation Meeting.

D. Vote to approve the proclamation recognizing September as National Suicide Prevention Awareness Month in the Town of Harwich.

Mr. Handler moved to approve the proclamation recognizing September as National Suicide Prevention Awareness Month in the Town of Harwich. Seconded by Mr. Howell.

Vote 5:0 in favor. Motion carried.

E. Vote to appoint a Town of Harwich Representative to the Cape Media Board of Directors

Tabled to be brought back at a subsequent meeting.

F. Discussion on upcoming changes with Comcast

Mr. Powers noted the memorandum in the packet from the Channel 18 Station Director.

Jamie Goodwin, Channel 18 Station Manager noted changes including Channel 18 becoming Channel 8 as directed by Verizon. There will be discussion in the future regarding what the Channel will be called and rebranding. The educational channel is not changing.

G. Discuss Annual Non-Resident Taxpayers meeting

Mr. Howell commented on the original intent of scheduling the Non-Resident Taxpayers meetings and what has changed since. He noted that information is readily available now through recorded meetings and that individual complaints can be handled electronically which were not options in the past.

Mr. MacAskill noted the success of the Town Administrator's State of the Union Address and information on the website as more beneficial than the Non-Resident Taxpayers meetings.

August 7, 2023

Ms. Anderson confirmed with the Board members that they would not have that meeting but rather have another State of the Union Address by the Town Administrator.

Mr. Powers has a meeting scheduled with the Department Heads and will discuss the content of that Address with them.

H. Vote to authorize the Chair to sign a letter of support for the Harwich Fire Association renovation of 203 Bank Street

Mr. Handler moved to vote to authorize the Chair to sign a letter of support as presented, seconded by Mr. Howell.

Vote 5:0 in favor. Motion carried.

OLD BUSINESS:

A. Vote to waive the Town's Right of First Refusal for the sale of 17 Woody Glen Road formerly known as 140 Oak Street

Mr. Handler moved to vote to waive the Town's Right of First Refusal as presented, seconded by Mr. Howell.

Mr. MacAskill requested an update from Mr. Powers covering the points in the Assessors' email.

Mr. Powers referred to information received from Attorney William Crowell. It included a required Affidavit regarding mailing of Notice of the Intent to Sell. He noted the Town's options regarding 140 Oak Street. Staff's recommendation is that the Select Board waive the right of first refusal.

Board members asked questions regarding taxes and other issues. Mr. Powers replied in detail.

Vote 5:0 in favor. Motion carried.

B. Approve and authorize the Chair to sign a permanent easement totaling 760 Square Feet for MassDOT at Saquatucket Harbor for the sidewalk installation on Route 28

Mr. MacAskill noted that the agenda item was different from the memo from Link Hooper, DPW Director.

Link Hooper, DPW Director noted that the form that the Select Board is being asked to sign is a MassDOT Environmental Form which he explained in detail. He also described the design plans and the project for the sidewalks and the status to date. The form is before the Board because Saquatucket Harbor is water front property. Mr. Hooper also described the diagram before the Board.

August 7, 2023

Mr. Powers noted that the State has informed them that, after posting and public hearings, no significant concerns or issues were raised by public comment to date, to the State, on that matter.

Mr. MacAskill moved to authorize the Chair to sign the Environmental Form agreeing that the permanent aerial easement required in order to move a utility pole for the sidewalk construction. The Harwichport sidewalk construction will not adversely affect the activities, features or attributes of the property related to Route 28 at Saquatucket harbor. Seconded by Mr. Howell.

Vote: 5:0 in favor. Motion carried.

CONTRACTS:

A. Vote to approve and authorize the Chair to sign a contract amendment in the amount of \$6,500 for Spencer Preservation Group for design services for Brooks Academy Museum

Mr. Handler moved to vote to approve and authorize the Chair to sign a contract amendment as presented, seconded by Mr. Howell.

Vote 5:0 in favor. Motion carried.

Mr. Powers noted that , in regard to items B and C, related documents for the same overall project are in the packet and gave a detailed explanation.

B. Discussion and possible vote to execute a Grant Agreement between the Town of Harwich and the Harwich Conservation Trust relative to the construction of the Cold Brook Ecological Restoration Project - \$1,500,000

Mr. MacAskill moved to reconsider the vote of the July 24, 2023 to execute a grant agreement between the Town of Harwich and the Harwich Conservation Trust relative to the construction of the Cold Brook Ecological Restoration Project for 1.5 million. Seconded by Mr. Howell.

Vote 5:0 in favor. Motion carried.

Mr. Handler moved to vote to execute a Grant Agreement between the Town of Harwich and the Harwich Conservation Trust relative to the construction of the Cold Brook Ecological Restoration Project for 1.5 million dollars as presented in tonight's packet. Seconded by Mr. Howell.

Vote 5:0 in favor. Motion carried.

C. Discussion and possible vote to execute a License Agreement between the Town of Harwich and the Harwich Conservation Trust relative to the construction of the Cold Brook Ecological Restoration Project

August 7, 2023

Mr. Handler moved to vote to execute a License Agreement as presented, seconded by Mr. Howell.

Vote 5:0 in favor. Motion carried.

TOWN ADMINISTRATOR'S REPORT:

Mr. Powers announced the appointment of Reagan Wilda as the Program Specialist to the Community Center. He noted procurements and contracts which have been approved and paid. Detailed information is in the packet.

SELECT BOARD'S MEMBER REPORT:

Ms. Anderson noted that she went to One Cape and attended seminars on housing. She shared some of what she learned.

CORRESPONDENCE: None

ADJOURNMENT:

Mr. Howell moved to adjourn, seconded by Mr. Handler.

Vote 5:0 in favor. Motion carried.

Respectfully submitted,

Judi Moldstad
Recording Secretary

