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**MINUTES  
SELECT BOARD  
HARWICH TOWN HALL  
MONDAY, OCTOBER 16, 2023  
6:00 P.M. - REGULAR MEETING  
REMOTE PARTICIPATION OPTIONAL**

**SELECTMEN PARTICIPATING:** Julie Kavanagh, Michael MacAskill, Jeffrey Handler & Donald Howell

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

**CALL TO ORDER**

Ms. Kavanagh called the meeting to order at 6:00 p.m.

**PUBLIC COMMENTS/ANNOUNCEMENTS**

Judith Ford, President & Artistic Director of the South Harwich Meeting House was present and announced their opening season which includes 3 weekends in a row of programming. The first is a jazz concert being held on October 21<sup>st</sup> at 2:00 p.m. There will be a large Halloween event for adults in children which will include a historic ghost tour at 6:00 p.m. followed by a pumpkin contest and a concert from 7:30-9:00 p.m. The Meetinghouse has also begun their chamber concert series which will begin on November 5, 2023.

Robert Thomason from Oliver Snow Road was present and asked that a hold be placed on the construction project at Wixon Dock as he feels that the public was not informed enough about what is going on. Residents attended the Conservation Commission and Waterways meetings and there were a number of people objected to the project. He feels that the public's thoughts and ideas were negated and would like to see the meetings re-opened. Ms. Kavanagh responded that she would follow up with Administration. Mr. Powers added that the Select Board awarded the contract for this project 2 weeks ago and that the Harbor Master, John Rendon, has wide latitude. Mr. Powers will follow up with Mr. Rendon.

Brian Wentworth was present to follow up on the previous week's public comment regarding the Recreation Department. He stated that both he and his wife have made efforts to contact the Recreation Director and they plan on attending the Recreation and Youth Commission meeting next week. He hopes that everyone can see that there is not a lack of volunteers looking to help. Mr. Wentworth's wife is running the K-2 soccer practices and as business owners, they have sponsored t-shirts for the kids. Mr. Wentworth feels that there is a lot to pick apart regarding the comments made by the Recreation Director. Ms. Kavanagh suggested that this is a better discussion to be had at the Recreation and Youth Commission meeting, adding that she plans on attending that meeting as well. Mr. Wentworth thanked everyone for listening and hopes that we can continue to move forward.



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Brooks Free Library Director Ginny Hewitt was present and announced that they have added a Pokémon program on Thursdays at 3:00 p.m., which is aimed at elementary school students. Students do need to have a parent in the building during the program, but they do not need to stay with the program. Ms. Hewitt looked to correct a statement that was made at a previous Select Board public comment regarding a ballet program. The ballet program was not being held at Brooks Free Library; it was held at the Harwich Port Library. On Monday's the Youth Services Librarian is in the Elementary School doing book talks and reading in the classrooms. The library does focus on outreach directly to students in the Harwich community. Story times are offered on Tuesday and Thursday mornings outside at Brooks Park. Ms. Hewitt reviewed other program offerings at the library. More information can be found at <https://www.brooksfreelibrary.org/>

Ms. Hewitt asked for the Select Board's help in communicating with the school district about a bus drop off or route to the library. Back before the middle school was regionalized, there was a bus drop off at the library which would bring up to 30 children. Last year was a surprise at the start of the school year when the bus could not be provided. This year with the new principal at the middle school, there was communication that a bus drop off would be arranged, unfortunately, that did not happen. While it is unrealistic for us to expect a direct bus again, Ms. Hewitt asked if a suggestion could be made to structure the bus route differently so that a certain number of seats could be assigned for the library route. While they have not brought this information to the school committee yet, the middle school is aware of the request. Ms. Kavanagh suggested that Mr. Howell, as the school committee liaison, bring this to their attention. Mr. Howell noted that as a parent who utilized the program, he would communicate the request.

Ms. Hewitt announced the Halloween parade that will be held on October 31<sup>st</sup>. The parade will start at the library and then everyone will walk to the Town Hall. Ms. Hewitt announced the 3 book groups that are being offered for adults as well as other program options.

A. Next Select Board Meeting will be Monday, October 23, 2023

The next Select Board meeting will be on Monday, October 2, 2023.

B. Next Office Hours with Mary Anderson & Jeff Handler will be Wednesday, October 25, 2023, 5:00 -7:00 p.m. at 204 Sisson Road

The next office hours with Mary Anderson and Jeff Handler will be on Wednesday, October 25, 2023, 5:00 p.m. – 7:00 p.m. at 204 Sisson Road.

C. Ashley Symington, Director of Youth and Family Services, to discuss upcoming Community Forums

Director of Youth and Family Services, Ashley Symington, was present and started by explaining the pumpkin people that are on the front steps of the Albro House. Ms. Symington stated that the Barnstable County Department of Human Services has obtained funding to hire a 3<sup>rd</sup> party assessment organization to conduct a children baseline needs assessment. Their goal is to document Cape wide what the behavioral needs are for kids and teens, what the availability of services are and where the gaps might be. The hope is to have all the information in one place to help form programs and start additional services or move services around. Community forums will

be held starting with one on October 25, 2023, from 5:30 p.m. – 7:30 p.m. at the Cape Cod Technical Regional High School. This forum can be attended in person or via zoom. These forums will be the start of what will be a month's long process of gathering information. The more voices that are heard, the more needs can be identified to target better programming. This information is being distributed in schools as well as at the Albro House and on social media. The Barnstable County contact for this project is Mandi Speakman. Ms. Symington is also happy to answer any questions that she can.

Ms. Kavanagh asked if Ms. Symington would come back with an update after the workshops are held. Ms. Symington agreed and noted that this will be a months-long project.

### **CONSENT AGENDA**

- A. Approve Select Board Meeting Minutes:
  - 1. October 2, 2023

Ms. Kavanagh stated that the minutes would be held for corrections.

- B. Approve the resignation of Maryann Campagna from the Harwich Accessibility Rights Committee
- C. Accept a memorial bench donation from Joel and Christine Berman, Trs., of the Berman Family Trust
- D. Accept a memorial bench donation from Raymond and Jeanne M. Mongillo
- E. Vote to appoint Emily Brutti as the Planning Board's representative to the Community Preservation Committee, Term to expire June 30, 2024

**Mr. Handler moved to approve consent agenda items B through E as listed above, 2<sup>nd</sup> by Mr. MacAskill and approved 4-0-0.**

Mr. Howell asked that going forward the agenda include sending a letter of gratitude for their service to the members who are resigning.

### **NEW BUSINESS**

- A. Vote to use ImageCast Precinct tabulators beginning with the March 5, 2024, Presidential Preference Primary Election and continuing for future elections thereafter pursuant to MGL c. 54, § 34

**Mr. Handler moved to use image ImageCast Precinct tabulators beginning with the March 5, 2024, Presidential Preference Primary Election and continuing for future elections thereafter pursuant to MGL c. 54, § 34, 2<sup>nd</sup> by Mr. Howell.**

**JH withdrew his motion. DH withdrew his 2<sup>nd</sup>.**

**Mr. MacAskill moved that as required pursuant to MGL c. 54, § 34, I move that the Town of Harwich vote to use the ImageCast Precinct tabulators beginning with the March 5, 2024 Presidential Preference Primary, and thereafter in all future local, state, and federal preliminary, primary, and general elections held in the Town of Harwich, and with that, to**



**discontinue the use of the AccuVote Optical Scan tabulators, 2<sup>nd</sup> by Mr. Howell and approved 4-0-0.**

- B. Vote to appoint the Treasurer/Collector role as Parking Clerk pursuant to MGL c. 90, § 20A ½

**Mr. MacAskill moved to appoint the Treasurer/Collector role as Parking Clerk pursuant to MGL c. 90, § 20A ½, 2<sup>nd</sup> by Mr. Howell and approved 4-0-0.**

Mr. Powers noted that this action is intended to correct an error in the process. The parking hearing clerks will then be appointed by the Treasurer/Collector role. The Town Clerk and Assistant Town Clerk have conveyed their willingness to continue in this role in accordance with the law.

### **CONTRACTS**

- A. Vote to approve a contract with Deere & Company for a ballfield mower in the amount of \$87,806.18.

Mr. Powers stated that this is an action related to the 2023 Annual Town Meeting Article 16. The article provides funding of \$75,000. The overage amount will come from the operating budget as an appropriate use. The equipment being purchased is being done through the statewide contract. Mr. Powers recommended approval of the contract.

**Mr. MacAskill moved to approve a contract with Deere & Company for a ballfield mower in the amount of \$87,806.18, 2<sup>nd</sup> by Mr. Handler and approved 4-0-0.**

- B. Vote to approve a contract with Lawrence-Lynch Corporation for the Brooks Park Pickle ball court expansion in the amount of \$240,283.77.

Mr. Powers stated that this is an action related to the 2022 Annual Town Meeting Article 36 for the expansion of the basketball court and construction of a new pickleball court. The procurement was done in accordance with Massachusetts General Law Chapter 3039M. The request for proposal process came back with 2 bids: Lawrence-Lynch Corporation being the responsive, responsible, and low bidder. This process was done in late September. Full funding will come from the respective Town Meeting article. Mr. Powers recommended approval of the contract.

**Mr. MacAskill moved to approve a contract with Lawrence-Lynch Corporation for the Brooks Park Pickle ball court expansion in the amount of \$240,283.77, 2<sup>nd</sup> by Mr. Howell and approved 4-0-0.**

Mr. MacAskill noted that a resident was before the Select Board last week and mentioned a broken piece of equipment in the playground area at Brooks Park. Mr. MacAskill asked if we could find out what is broken and what it will take to have it fixed. Ms. Kavanagh responded that she attended the Recreation and Youth Commission meeting where this was discussed, and they will be assessing the issue.

## **TOWN ADMINISTRATOR'S REPORT**

Mr. Powers reported that East Coast Sealcoating, Inc. has been awarded the contract regarding the pickleball courts. This funding is from the 2023 Annual Town Meeting Article 32. The article total was \$110,000.00; however, the responsive bidder came in at \$64,680.00.

Mr. Powers stated that a contract has been executed for website upgrades. This comes under the 2023 Annual Town meeting Capital Article. The town is looking to update and redesign our website. We have a sole source procurement for Civic Plus LLC. The contract amount is \$48,712.95, with the appropriated amount from Town Meeting being \$50,000.00. Ms. Kavanagh asked if there is any timeframe for when the updates would be made. Mr. Powers responded that he would follow up with our IT Director. Mr. Howell added that just because a vendor is doing something doesn't mean that you are throwing good money after bad if you are giving them back another contract because there are other modules that were not purchased. We were not given the bells and whistles to make the site work better. Ms. Kavanagh agreed that it does need to be cleaned up.

Mr. Powers announced that the contract for the auditorium seat replacement at 204 Sisson Road has been signed. The funding comes from 2023 Annual Town Meeting Article 16. The article's amount was in excess of \$85,000.00 with an estimated cost of \$75,000.00. The contract was awarded to Robert H. Lord Company in the amount of \$70,981.00. Mr. Powers clarified that the amount of \$71,000.00 shown on the first page of the pre-procurement checklist was the amount that was anticipated.

Mr. Powers announced that Andrew Souza, who was the senior heavy equipment operator for the Harwich DPW had applied for and was granted the dockhand role at the Harwich Harbor Master Department.

Kaylee Trudeau has been hired as the Executive Assistant in the Building and Conservation Departments. This is a joint position that was approved at the last Town Meeting. Ms. Trudeau started last week.

Robert Poppo will be joining the Town of Harwich through the DPW and will be part of the custodial staff. Mr. Popp will be starting next week.

## **SELECT BOARD'S MEMBER REPORT**

Mr. Howell stated that he reviewed the minutes from the last Select Board meeting and noted that Mr. MacAskill had asked for information from Town Counsel concerning who sets the fees relative to our Recreation and Youth Commission. Mr. Howell would also like to see this information. Ms. Kavanagh responded that she would like to wait until the full Select Board is present before having that discussion. Mr. MacAskill would also like to add fee waivers to that discussion.

Before pickleball moves back in to the 204 Sisson Road building for the winter, Mr. MacAskill would like to see those rates be addressed. Ms. Kavanagh responded that this will be reviewed once the full Select Board is present.

Ms. Kavanagh stated that she, along with many others, attended the promotion event at the Harwich Police Department where Aram Goshgarian was promoted to Lieutenant and Tyler Vermette was promoted to Sergeant, and John Sullivan's retirement was celebrated. It was a great event and congratulations to all.

Ms. Kavanagh talked about the most recent Witches on the Water event were about 15-20 people paddled on Saturday and raised roughly \$20,000.00. Ms. Kavanagh thanked Mr. MacAskill for his generous donation of a paddleboard for the event. The beneficiary of the funds raised is Capeabilities, which is a wonderful organization in our community.

### **CORRESPONDENCE**

No correspondence was discussed.

### **ADJOURNMENT**

Mr. Howell moved to adjourn the meeting of the Select Board, 2<sup>nd</sup> by Mr. Handler and approved 4-0-0.

Respectfully submitted,  
Jennifer Clarke  
Recording Secretary