

**APPROVED**

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, APRIL 25, 2016  
6:30 P.M.**

**SELECTMEN PRESENT:** Brown, Cebula, Hughes, LaMantia, MacAskill

**OTHERS PRESENT:** Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, Amy Usowski, Carolyn Carey, John Rendon, Andy Gould, Michael Lach, Richard Gunderson, and others.

**WEEKLY BRIEFING**

Ms. Usowski announced the upcoming Arbor Day Seedling Giveaway and Harwich Tour de Trash events to clean up road sides and beach areas as well as fundraising for the reef fund for environmental education in the schools and for the next reef.

**CONSENT AGENDA**

- A. Approve Minutes –
  - 1. February 27, 2016 Regular Meeting
  - 2. March 28, 2016 Regular Meeting
  - 3. March 28, 2016 Executive Session
  - 4. April 4, 2016 Executive Session
  - 5. April 7, 2016 Regular Meeting (Joint Workshop)
  - 6. April 11, 2016 Executive Session
- B. Accept the resignation of Wendy-Woods Hartwell from the Real Estate & Open Space Committee and the Historic District/Historical Commission effective immediately
- C. Approve request for One-Day Special Liquor License for Wine & Malt for Family Pantry of Cape Cod for fundraising event on May 31, 2016 from 5:30 to 8:00 p.m.
- D. Approve renewal of Junk Dealers License for Windsong Antiques

Ms. Brown moved approval of the Consent Agenda Items A1 through A5 and Items B, C and D. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

Mr. Brown moved to approve the minutes for April 11, 2016 Executive Session. Mr. MacAskill seconded the motion and the motion carried by a 4-0-1 vote with Ms. Cebula abstaining from the vote.

**OLD BUSINESS**

- A. Review of Town Meeting Articles – *discussion & possible vote*
  - 1. ATM Article 26 – Reserve for Future Appropriation Amounts from FY2017 Community Preservation Fund Estimated Annual Revenues

Ms. Cebula moved to accept and adopt Annual Town Meeting Article 26. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

2. ATM Article 38 – Purchase Land for Open Space Purposes – Acquire Marini Property at Muddy Creek Headwaters

Mr. MacAskill moved to accept and adopt Article 38 – Purchase Land for Open Space Purposes in the amount of \$500,000 from CPA funds. Mr. LaMantia seconded the motion and the motion carried by a 4-0-1 vote with Ms. Cebula abstaining from the vote.

3. ATM Article 55 – Amend the Harwich Home Rule Charter – Establish a Charter Enforcement Commission – *for reconsideration*

Chairman Hughes noted that the last time the article was taken up the vote was 2-2. Mr. MacAskill moved to accept and adopt Article 55 – Amend the Harwich Home Rule Charter – Establish a Charter Enforcement Commission. Ms. Brown seconded the motion and the motion failed on a 2-3-0 vote with Chairman Hughes, Mr. LaMantia and Ms. Cebula in opposition. Ms. Cebula moved to indefinitely postpone Article 55. Mr. LaMantia seconded the motion and the motion carried by a 3-2-0 vote with Mr. MacAskill and Ms. Brown in opposition.

4. ATM Article 60 – Stabilization Fund

Ms. Cebula moved to accept and adopt Article 60 Stabilization Fund \$1,428,500 out of free cash. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

5. STM Article 1 – Fund the Snow and Ice Budget

Ms. Cebula moved to accept and adopt STM Article 1 – Fund the Snow and Ice Budget at \$250,000 out of free cash. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

6. STM Article 4 – Fund Budget Shortfalls

Ms. Cebula moved to accept and adopt STM Article 4 – Fund Budget Shortfalls \$165,000 as a transfer from the health insurance budget to the DPW budget. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

B. One Liners / Article Assignments – *discussion & possible vote*

No action was taken on this item.

**NEW BUSINESS**

- A. Approve recommendation of Harbormaster regarding financing of Saquatucket Marina Reconstruction – *discussion & possible vote*

The Board discussed the recommendation with Mr. Gould and Mr. Clark and took questions from Mr. Gunderson. Ms. Cebula moved that we accept the funding plan as indicated by Mr. Rendon's memo of April 9 (attached). Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

B. Approve Sticker Seller job description and wage – *discussion & possible vote*

Mr. MacAskill moved that we approve Sticker Seller job description and wage as presented. Ms. Cebula seconded the motion and the motion carried by a unanimous vote.

C. Town Administrator Performance Review – *discussion & possible vote*

Mr. LaMantia explained that he received performance evaluation forms from all the Board members after which he combined the responses into one form. He noted that there were questions about communication and transparency and that the results run slightly into the "needs improvement" area. He stated that the communications issues negatively impacted the evaluation and there is a strong opportunity for the Town Administrator to resolve this issue quickly and that one member has noted that there has been improvement in this area in recent weeks. He suggested having another evaluation in 6 months and to make decisions regarding salary and benefits at that time. Mr. LaMantia moved that in 6 months we conduct another evaluation and hopefully it meets the proper level and there is an opportunity for increased salary and benefits. Mr. MacAskill seconded the motion. Mr. MacAskill asked that they work on a new evaluation form in the meantime. The motion carried by a unanimous vote. Chairman Hughes suggested that Mr. Clark bring back an action plan for improvement in the next 30 days as well as any comments he might have. Ms. Cebula said she likes the evaluation form and Mr. LaMantia commented that it is easy to work with to calculate scores. He noted that he is more concerned that the Board be clear with their objectives. Ms. Cebula questioned if the Board would be interested in making a raise retroactive to July 1 and Chairman Hughes said they would consider that. Mr. Clark said it is an unusual experience for him to be in this situation and said he would meet with individual members in an effort to enhance communications. He pointed out that there is a need to get the goals much more fine-tuned and he added that he would like to do a self-evaluation. Chairman Hughes suggested that the goals have a Selectman liaison.

## **TOWN ADMINISTRATOR'S REPORT**

Chairman Hughes commented on the smoothness of the preparation of Town Meeting.

## **ADJOURNMENT**

Chairman Hughes adjourned the meeting at 7:50 p.m.

Respectfully submitted,

Ann Steidel  
Recording Secretary

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# Memo

**To:** Christopher Clark, Town Administrator  
**From:** John C. Rendon, Harbormaster   
**Date:** April 9, 2016  
**Subject:** Saquatucket Municipal Marina Reconstruction -- Project Funds

Ref: (1) Your memo dtd March 24, 2016 SAQ Waterside Capital Project Funding

Upon May 2016 Town Meeting approval, the Saquatucket Municipal Marina reconstruction project estimated at \$7 million will commence at the start of fiscal year FY17. With a \$1 million grant awarded by the MA Seaport Economic Council, the project balance of \$6 million will be funded through debt exclusion. As outlined in reference (a), approximately 75% of the 20-year repayment debt will come from harbor receipts. Both existing and new harbor revenue generated as a result of the marina upgrade will be utilized to pay the annual debt service. The following sources of harbor revenue will be dedicated to funding the project:

Source	Type	Annual Amount	Fund
Mooring Fees	Existing	\$80,000	# 1621 receipts reserve fund
Mooring Rate Increase (10%)	New	\$7,500	# 1621 receipts reserve fund
Waterway User Fee	Existing	\$75,000	# 1626 receipts reserve fund
Dockage Rate Increase (10%)	New	\$65,000	Transfer from general fund to 1626
11 Additional Slips	New	\$80,000	Transfer from general fund to 1626

To ensure that the new revenue generated from the dockage rate increase and the 11 additional slips is dedicated to paying the project debt service, I request that the annual revenue for each source gets transferred from the general fund to the receipts reserve fund 1626 for the duration of the 20 year bond period.

Thank you for your consideration.

Copy: Finance Director

## Related Documents - April 25, 2016 BOS Minutes

- 01 Agenda.pdf
- 02 February 27, 2016 Minutes.pdf
- 03 March 28, 2016 Minutes.pdf
- 04 April 7, 2016 Minutes.pdf
- 05 Committee Resignation.pdf
- 06 One-Day Liquor License.pdf
- 07 Junk Dealer License Renewal.pdf
- 08 Town Meeting Article Review.pdf
- 09 One Liners.pdf
- 10 Harbor Financing.pdf
- 11 Sticker Sales Position.pdf
- 12 Town Administrator Performance Evaluation.pdf