

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, APRIL 6, 2015
6:30 P.M.**

APPROVED

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

OTHERS PRESENT: Town Administrator Christopher Clark, Chief Mason, Deputy Chief Farrenkopf, Roman Greer, Bill Greenwood, and others.

MEETING CALLED TO ORDER at 6:30 p.m. by Chairman Ballantine.

POLICE DEPARTMENT BADGE PINNING CEREMONY

A Badge-Pinning Ceremony was held for the following Police Department Superior Officers who were introduced by Chief Mason:

Deputy Chief Thomas Gagnon
Lieutenant Kevin Considine
Lieutenant John Sullivan, Jr.,
Sergeant Aram Goshgarian

The Board congratulated the officers and thanked them for their service.

PUBLIC COMMENT/ANNOUNCEMENTS

A. Housing Rehab Program – Jay Coburn

Jay Coburn, Executive Director of the Community Development Partnership, explained the Housing Rehabilitation Program which is funded through a Community Development Block Grant.

CONSENT AGENDA

- A. Vote to approve Seasonal Common Victualler License renewal for Viera Restaurant
- B. Vote to approve Chapter 90 requests for miscellaneous drainage locations
- C. Vote to approve the recommendation of the DPW Director to award the contract for FY 16 Gas and Diesel to Noonan Brothers following Barnstable County Bid results and authorize the Chairman to sign
- D. Vote to hold a Public Hearing for proposed Disposal Fees on May 11, 2015

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.

PUBLIC HEARINGS/PRESENTATIONS *(Not earlier than 6:30 P.M.)*

A. Public Hearing – Application for and Annual, Package Store, Wine and Malt Beverages license by Pekarkill Inc. d/b/a Local Flavor Lunch & Bagel

Elaine Pekarcik, Manager, appeared before the Board and described the business plan. Chairman Ballantine commented that he is glad that the building is again open for business. Mr. McManus moved to grant the Annual Wine and Malt liquor license to Pekarkill Inc. d/b/a Local Flavor. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

OLD BUSINESS

A. Strategy for Mitigating Pollution Issues – *third reading, and possible vote*

Mr. Hughes moved to adopt the Town of Harwich Strategy for Mitigating Pollution Issues in Estuaries, Lakes and Ponds by Watershed Area. Ms. Cebula seconded the motion and the motion carried by a unanimous vote. Mr. LaMantia said it should be sent to all the committees and department heads in Town.

NEW BUSINESS

A. Warrant Article #4 Town Operating Budget – *discussion and possible votes*

Mr. Clark noted that he has included the Sources and Uses document that shows the balanced budget. He stated that Budget Amendment #2 will be forthcoming. He noted that no action was necessary as it was already voted.

B. Golf Department Reorganization Plan – *discussion and possible vote*

Roman Greer reported that the goal of the proposal is to better utilize existing staff by moving them into roles that fit their talents and our needs at the golf course. He noted they will balance the promotion/reclassification of two existing employees by cutting back on the position of Asst. Golf Operations Manager, a position that we will need to post publically, as there is no one that currently holds this position and no viable candidate in-house. He outlined the plan as follows:

- 1) Create new position - Office Assistant at Grade 3, Step 1
- 2) Re-Grade - Administrative Assistant from Grade 5, Step 5 to Executive Asst., Grade 7, Step 3
- 3) Re-Structure Asst. Golf Operations Manager position (Grade 7 Step 1) from year round to 30 weeks

Mr. McManus moved approval of the proposed staff reorganization at Cranberry Valley. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

TOWN ADMINISTRATOR'S REPORT

Mr. Clark reported that the new Finance Director started today. He noted that we are preparing letter to MassDOT asking to extend the sidewalk from Harwich Port to Saquatucket Harbor. He further reported that the ad has been placed for Police Chief and we are receiving applications.

ADJOURNMENT

Mr. McManus moved to adjourn at 7:30 p.m. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

Staff Re-Organization at Cranberry Valley GC

Prepared by: Roman Greer, Director of Golf

Please refer to the attached document outlining a staff reorganization I propose. The goal is to better utilize existing staff by moving them into roles that fit their talents and better fit our needs at the golf course. We will balance the promotion/reclassification of two existing positions by replacing the position of Asst. Golf Operations Manager with the creation of a seasonal position titled: Seasonal Employee and Operations Manager. I would like to fill this position ASAP, as golf season is upon us.

Here is the plan:

- 1) Create new position - Office Assistant Grade 3 step 1
- 2) Re-Grade - Administrative Assistant (Pam) Grade 5 step 5 to Executive Assistant Grade 7 step 3
- 3) Create new seasonal position – Seasonal Employee and Operations Manager

In general, the reorganization will more appropriately utilize our staff throughout the year. The Seasonal Employee and Operations Manager is a position that will primarily over-see and schedule seasonal staff, administer tournaments and administer the daily golf operations in golf season. There is no need to have 2 PGA professionals on staff in the off-season. By reorganizing these positions we will have more appropriate coverage through the golf and off-seasons and will save \$1,449.78 in overall wages while maintaining the same amount of work hours annually (+3.8 hours per year).

Based on Pay Scale effective July 2015

Proposed new positions

1) Office Assistant (new position) Grade 3 step 1

\$19.02 per x 32 = \$608.64 per week

\$31,771 (52.2 weeks)

2) Executive Assistant (New position for Pam) Grade 7 step 3

\$25.25 per x 32 = \$808 per week

\$42,177.60 (52.2 weeks)

3) Seasonal Employee and Operations Manager (30 weeks)

\$23.00 per x 40 = \$920 per week

\$27,600 (30 weeks)

Annual hours=4540.8

Total

\$101,548.60

Previous Positions

1) Seasonal Golf Utility Person (Jen) S3B Step 2

10.50 per x approx. 21 = \$220.50 per week

\$11,510.10 (52 Weeks)

2) Administrative Assistant (Pam) Grade 5 step 5

\$25.01 per x 26 = \$650.26 per week

\$33,943 (52.2 weeks)

3) Asst. Golf Operations Manager Grade 7 Step 5

\$27.56 per x 40 = \$1102.40 per week

\$57,545.28 (52.2 weeks)

Annual hours=4537.2

Total

\$102,998.38

Saving in Full Time Wages

\$17,539.68

Increase in Seasonal Wages

\$16,089.90

Total Savings

\$1,449.78

Hours worked annually

+3.6

Town of Harwich, Massachusetts

Position Title: Seasonal Employee and Operations Manager

Department: Golf

Statement of Duties

Works under the direct supervision of the Director of Golf. Responsible for scheduling and overseeing the seasonal staff and daily seasonal golf operations.

Essential Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

1. Is responsible for staffing and directing the seasonal staff in making sure all duties are carried out. Will also ensure that all seasonal employee hours are properly reported on payroll.
2. Is responsible for maintaining high customer service standards in the seasonal staff.
3. Assist the Director of Golf in the duties and responsibilities for the entire operation on a day to day basis.
4. Oversee the reservation system, starting, monitoring, and pace of play
5. Track and verify all players and guests, green fees, golf cars, club care, lockers, handicap fees, and other charges necessary, and facilitate accurate accounting and recordkeeping
6. Manage golf car fleet while ensuring proper maintenance and recordkeeping
7. Supervise retail merchandise concession in step with the mission of the golf operation and facility
8. Supervise physical inventories
9. Supervise and train all seasonal golf shop staff to maximize sales opportunities
10. Maintain and attractive and orderly appearance in and around the golf shop
11. Is responsible to see that all the facilities are properly maintained

12. Must be familiar with all policies regarding play, tee times, driving range, cart operations, and in the absence of the operations manager, be able to make decisions that affect these policies.
13. Is to make sure that at the close of the day all seasonal staff has completed their assignments and the operation is ready for the following day's activities.
14. Is responsible for enforcing all golf course rules and regulations.
15. Is responsible for tournament operations in golf season.

Supervision

Supervises the activities of all seasonal staff including, seasonal pro shop staff, starters, rangers, cart and driving range personnel.

Recommended Minimum Qualifications

Education and Experience

A candidate for this position should have a high school diploma, a minimum of 3 years of experience in golf operations in a golf facility, both in the pro shop and outside. Candidate must have a good knowledge of the rules and regulations as set by the USGA.

Knowledge, Skills and Abilities

1. Ability to supervise seasonal employees and assist them in decision making.
2. Fundamental knowledge of the game of golf, rules of golf, golf facility operations and tournament operations
3. Fundamental supervisory practices and principles
4. Act as a role model for all seasonal employees by demonstrating the behavior and work ethic expected of all seasonal employees
5. Strong organizational, planning and prioritization skills
6. Service and customer focused attitude
7. Working knowledge of the game of golf and activities normally associated with golf as to be able to handle abnormal situations that may need to be tactfully resolved.
8. Knowledge of the rules and regulations of golf course operations. The ability to enforce them with tact, diplomacy and timeliness.
9. Ability to provide training, working assistance and guidance to others.
10. Skill in handling money. Reconciling daily deposits.
11. Ability to oversee buildings and grounds maintenance work in designated structures and areas.

12. Skill in tournament administration including: staffing, directing staff, preparing scorecards, cart signs, scoreboards, public speaking to announce rules and results, enforce the USGA rules of golf

Certifications and Licenses

Should be a member of the Professional Golfers Association or a registered apprentice in the PGA.

Tools and Equipment Used

Equipment operated includes general office equipment and retail machines and devices.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both indoors and outdoors. It is required to stay standing for most of the day and often in place behind the counter at the administration building. Work is performed in a busy atmosphere and requires quick decision making and a good temperament in a stressful environment. Early shifts can begin as early as 5am and late shifts can end as late as 8pm. Must be available to work weekends and holidays when needed.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position requires constant light to moderate physical effort; employee may be required to stand or walk for major portion of shift. While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, see or hear. The employee must occasionally lift and/or move more than 50 pounds.

Related Documents 4/6/2015 BOS Agenda

- 01 Agenda.pdf
- 02 Police Badge Pinning Ceremony.pdf
- 03 Housing Rehab Program Flyer.pdf
- 04 Viera Restaurant Lic renewal.pdf
- 05 Chapter 90 Project Request.pdf
- 06 FY 16 Gas-Diesel Bid.pdf
- 07 Proposed Disposal Fee Hearing.pdf
- 08 Public Hearing Liq License.pdf
- 09 Strategy for Pollution Issues.pdf
- 10 Budget Article 4 discussion.pdf
- 11 One - Liners.pdf
- 12 Golf Dept Re-organization.pdf