

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, JULY 13, 2015
6:30 P.M.**

APPROVED

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

OTHERS PRESENT: Town Administrator Christopher Clark, Fire Chief Norman Clarke, Deputy Fire Chief Kent Farrenkopf, Deputy Police Chief Thomas Gagnon, Officer Derek Dutra, John Rendon, William Neiser, Conor Smith, Barbara-Anne Foley, and others.

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

Chairman Hughes reported that the Board had just come out of Executive Session where they discussed union negotiations, land acquisition and legal matters. He announced that they expect to close on the Downey property by the end of July.

WEEKLY BRIEFING

- A. Deputy Chief Tom Gagnon –Presentation of lifesaving award to Lucy MacDonald

Deputy Police Chief Gagnon and Officer Derek Dutra presented registered nurse Lucy MacDonald of Rochester, NY with a lifesaving award for administering CPR to a resident who went into cardiac arrest while riding on the bike trail on June 12, 2015. Deputy Chief Gagnon formally commended all those who assisted in the rescue effort including Richard Berube, Chris Nickerson, Brian Albee, Officer Dutra, Captain Parker and Firefighter Clarke.

- B. Deputy Chief Kent Farrenkopf – Presentation of lifesaving awards to William Neiser and Conor Smith (Harbormaster employees)

Deputy Fire Chief Kent Farrenkopf presented lifesaving awards to Harbor Department employees William Neiser and Conor Smith for actions they took saving a mariner from a burning boat off of Saquatucket Harbor on June 7, 2015. He stated that their quick response prevented the mariner from serious injury.

Chief Clarke introduced new Fire Fighter / EMT James Clarke and noted that he will be sworn in on Friday.

PUBLIC COMMENT/ANNOUNCEMENTS – Harwich Cultural Council and the Council on Aging present *The Mediterranean Pathway to Wellness*

Barbara-Anne Foley noted that a dietitian will be presenting a program tomorrow on the Mediterranean diet. She thanked the Harwich Cultural Council for sponsoring this event.

CONSENT AGENDA

- A. Approve Minutes – May 18, 2015 Regular Session

- B. Authorize the Town Administrator to execute the Muddy Creek Restoration Bridge Project Grant in the amount of \$2,873,799
- C. Confirm the appointment of James Clarke as a Fire Fighter EMT-B (hiring step)
- D. Approve the following On-Call Police Officer/ Keeper of the Lock-Up appointment recommendations (\$19.25, Step 3)
 - 1. William A. Mason
 - 2. David Jacek
- E. Approve application by Maulik Corp. d/b/a Value Mart for 10:00 a.m. opening time on Sundays for sale of alcohol
- F. Approve application for new Auto Class II Used Car Dealer and Auto Class IV Auto Repairman Licenses for Sam's Automotive Center, 413 Route 28, Harwich Port
- G. Approve application for Change of Manager on liquor license for Allen Harbor Yacht Club, Inc. contingent on receipt of Certificate of Good Standing and successful background check
- H. Designate Selectmen Michael MacAskill and Angelo La Mantia as Harwich's representatives to the Harwich/Chatham Wastewater Sub-Committee
- I. Approve appointment of Dave Callaghan as Real Estate and Open Space representative to the Trails Committee
- J. Accept the resignation of Paul Lagg from the Harwich Cultural Council effective immediately
- K. Authorize the Chairman to sign letters of request for Special Legislation relative to Article 36 of the May 2015 Annual Town Meeting – Amend the Town Charter – Section 6-7-2 Library Trustees
- L. Approve request for assistance from the Caleb Chase Fund as recommended

Ms. Cebula moved to accept the minutes of May 18, 2015. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote. With regard to Item C, Chairman Hughes said there will be an agenda item on the July 27th agenda to discuss appointment authority over Fire Department appointments but in the interest of time, the Board will be voting this tonight. Mr. MacAskill said he would like to hold Item J pending additional information. Ms. Brown moved approval of the balance of the Consent Agenda. Mr. LaMantia seconded the motion. The Board agreed to also hold Item C. Mr. Howell requested that a copy of the letter indicated in Item K be sent to the By-Law Charter Review Committee. The motion carried by a unanimous vote. Mr. MacAskill moved to confirm the appointment of James Clarke as a Fire Fighter EMT-B (Item C). Ms. Cebula seconded the motion. Ms. Hall stated that the Board does not have the authority to make the vote per the Charter and Massachusetts General Law and it is a useless vote. Mr. Howell stated that he doesn't see what harm would be done if they ratified the action but said he believes that the Charter and Massachusetts General Law is clear. The motion carried by a 4-1-0 vote with Ms. Brown in opposition.

OLD BUSINESS

- A. Selectmen's FY 16 Economic Goals and Objectives – *discussion & possible vote*

Ms. Brown outlined the draft economic goals (attached) and noted that she and Ms. Cebula focused on making them measurable. With regard to parking, Mr. Clark said he would follow up with David Spitz on coordinating parking with TD Bank which has been discussed and he will come back to the Board. With regard to the recommendation to form an Economic Development Committee, Chairman Hughes noted that someone has to write a charge. Mr. LaMantia recommended that they include representatives from the Chamber of Commerce on the committee. With regard to the

recommendation to reduce the number of applications forms for permits by half, Mr. Clark cautioned that some of these forms are required by the state. Ms. Cebula asked Mr. Clark if he could arrange for the Chamber to come in to discuss where they are with their branding project and Mr. Clark said he would discuss it with them at their meeting tomorrow. It was agreed to ask Mr. Spitz and Ms. Champagne to come in to discuss streamlining of the application process.

B. Town Administrator FY 16 Goals and Objectives – *discussion & possible vote*

Mr. Clark outlined his goals (see attached). No vote was taken.

NEW BUSINESS

A. Wastewater Educational Moment; Harwich areas to be sewerred (fig. 12-3) – *discussion*

Chairman Hughes presented a slide of Figure 12-3 of the Comprehensive Wastewater Management Plan and pointed out the areas that would potentially be sewerred.

B. Middle School Insurance – *discussion & possible vote*

Mr. Clark outlined the following memo dated July 10, 2015.

I have been asked to provide a timeline by the Chair of insurance coverage issues at the Middle School. It has been the goal of this administration to mitigate insurance costs on the Middle School. The timeline of significant events: Monomoy Regional School District controlled the Middle School up until September 2014. The Town of Harwich provided insurance coverage through MIIA on the building. The coverage was included within our blanket coverage of all active Town buildings and was on for replacement value. By being on our blanket coverage, if the building had property damage to it in excess of the stated value, the replacement costs would be afforded to the Town to replace the building. This is the typical coverage afforded to Town buildings in active use. In September 2014, the Middle School went from being a fully utilized facility to being a diminished utilized facility under Town operation. Administration specifically took actions to maintain some element of activity in the building through our Recreation Department and our Community Center Department. Administration further directed the facilities division to continue to heat, maintain and monitor the building during the time of Town use. A general discussion was held with MIIA prior to the turnover of the building. Administration indicated in that discussion that the Town was contemplating a more permanent reuse of the facility and during this period of transition the Town would continue some use of the building and had funding for maintenance and operation of the building. The recent events of MIIA being contacted has led to an additional discussion with MIIA about the operation of the building. MIIA has decided as of June 1, 2015 to change the category of coverage from our blanket to actual cash value. This action also lists the building separately. The blanket value assigned to the building was \$13 million and the actual cash value of the building has been diminished to approximately \$10 million. This does have the ramification of diminishing the amount of money available to the Town to reconstruct the building if a significant event happened at it. There is also an increased premium cost to this type of coverage because of the diminished use. By having the Middle School stay in a diminished use capacity and having the coverage be actual cash value as it is now been determined by MIIA we have successfully avoided and so long as the use and the oversight continue can continue to avoid having the building be deemed totally vacant. In a discussion, with our insurer it was pointed out that in another community with a purely vacant school of approximately \$9 million of value the

vacant building coverage was in excess of \$185,000. As the Board is fully aware, the total funding for maintenance of the Middle School is only \$125,000. I believe that the actions of administration throughout this process have had the desired effect of significant cost avoidance while the study of the reuse of the building continues.

I hope this clarifies the coverage decisions made by administration and the rationale. I do concur that I should have provided specifically to MIIA upon our receipt of the transition of use of the building from school purposes to Town purposes. The advice provided by administration in the management of this situation in my opinion has saved the Town a significant amount of money. I will continue to encourage our Recreation and Community Development departments to continue to use the building during this period of transition until the final disposition of the building can be determined.

No action was taken by the Board.

TOWN ADMINISTRATOR'S REPORT

A. MRSD/Chatham Draft Concept Funding

Mr. Clark reported that he has shared the document with Superintendent Carpenter and asked him to review it. Chairman Hughes said Mr. Clark should make a financial presentation to the Board on this to see if we can afford this. Ms. Cebula asked that it be made clearer that it is 2 1/2 % plus the growth.

B. Assistant Town Administrator Search

Mr. Clark noted that the ad has been placed for Assistant Town Administrator and the deadline is August 6.

C. Town Administrator vacation schedule – July 20-24

Mr. Clark noted he would be on vacation from July 20 to 24 but he would be available to respond to issues if necessary.

D. Bike Path Crossings

Mr. Clark stated that we need to raise the level of awareness for people crossing the road on bicycles including wearing reflective clothing and we must continue to try to educate people and look at potential innovations which he will review with Eric Beebe. Ms. Brown asked for the bike crossings to be painted. She noted that the bikers aren't stopping and recommended writing STOP on the crossings.

E. 208 Update

Mr. Clark suggested that they ask Mr. Ballantine to come in to discuss the progress being made on this issue. Chairman Hughes asked Mr. Clark to make sure that Mr. Ballantine has officially been appointed as our representative to the committee. Mr. DeCosta noted that Mr. Ballantine is being considered to be appointed to the Finance Committee which would interfere with him serving on this committee if he is a Board appointment.

F. VHB - Transportation Improvement Project contract approval

Mr. Clark reported that we have asked VHB to do a site walk of the West Harwich area on Route 28 from the Herring River to the Town line and also scheduled within that to meet with the area residents to try to get some vision down.

Mr. Clark noted that he is keeping an eye on the rising costs of the Cape Cod Municipal Health Group and we may need to look at other options in the future.

ADJOURNMENT

Chairman Hughes adjourned the meeting at 8:29 p.m.

Respectfully submitted,

Ann Steidel
Recording Secretary

Possible Economic Dev Goals for FY 16

Businesses in Harwich Port are impacted by the use of their parking areas by beachgoers. While people using our beaches is desirable, we need to provide better access to longer term beach parking. Using the recent parking study for Harwich Port, define and implement the availability of longer term parking thereby reducing the impact on the business owners.

To enhance the visitor experience and to provide an increasing customer base for our local businesses, provide better signage and directional information to the bike path, harbors, golf course and recreational areas. Review/propose/implement solutions for better safety at all bike crossings. Create better markings (ie a white line down the middle) of the bike paths.

Form an Economic Development Committee comprised of members of the business community including the Chamber, residents and town representatives to create plans to strengthen the town's economy.

For Chris as departmental goals

Continue to streamline the regulatory process by consolidating the application forms for permits and inspections and variance requests. Reduce the number of applications by half. Include in this review and consolidation: Building, Health, Planning, Board of Appeals and Fire/Building /Plumbing/Electrical Inspections

Currently, the application process for new and renewal business licenses is entirely manual. Develop the process to move this to an online function. Develop timeline and possible costs and Implement. Efficiency will enable business owners (both existing and potential) to focus their efforts on their businesses rather than on paperwork.

OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, *Town Administrator*

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA



To: Board of Selectmen

A handwritten signature in black ink, appearing to be "C. Clark", is written over the "To:" line.

From: Christopher Clark, Town Administrator

Re: FY 16 Goals and Objectives

Date: July 10, 2015

Information technology: Continue the implementation of the Accela electronic permitting application. Specific deliverables include implementing an internal online permitting system with user focus group. Completion by January 1, 2016. An online system for the general public to be implemented by June 30, 2016. Installation of fiber-optic cable between Town Hall and the Community Center for live broadcast by June 30, 2016.

Middle School Repurpose: To work with staff to prepare various concepts for reuse and prepare question for ballot of which options the community desires. Preparation for Board of Selectmen prior to finalization of the Election Ballot.

Wastewater: Assist in the negotiation of the use of the Chatham facility. Preparation of an IMA for Board of Selectmen's consideration prior to closing of the warrant for the 2016 Annual Town Meeting. Work with the Board in the development of a governance model for the integration of the Water Commission and the Board of Selectmen on the governance of wastewater prior to finalization of the warrant.

Monomoy Regional School District: Preparation of a submission to Board of Selectmen of a draft Agreement between Monomoy Regional School District, Town of Chatham and the Town of Harwich on a funding formula moving forward for the next five years among the three parties. Draft completed by July 2015.

Town Assets: Focus on three properties for upgrade or reuse the Albro House, Bank Street Fire Station and West Harwich School. Prepare concepts for Board consideration prior to January 1, 2016.

Financial: Development of the 2017 budget within Proposition 2 1/2 guidelines. Timing in accordance with Charter. In the evaluation of the budget to review various elements for efficiencies. Include two departments for specific review. Completion of public outreach financial software and visual information. To be completed by the end of September 2015.

Personnel: FY 16 has two completed collective bargaining agreements. Administration will negotiate six collective bargaining agreements during FY 16 with the goal of completing the vast majority of those prior to the end of the fiscal year. Also, the recruitment and reimplementation of the Assistant Town Administrator position to be completed by October 1, 2015.

Economic Development: To review and consider the plan for expanding the rental property taxation. Some towns on Cape Cod seek to tax summer homes that are used as rentals. To research this is a possibility and provide the Board of Selectmen with a report and to draft Special Legislation to accomplish the same. Completed prior to the finalization of the warrant.

Related Documents - 7/13/15 BOS Meeting

- 01 Agenda.pdf
- 02 Life saving award - Police.pdf
- 03 Life saving award - Fire.pdf
- 04 The Mediterranean Pathway to Wellness.pdf
- 05 Minutes May 18.pdf
- 06 Muddy Creek Bridge Project.pdf
- 07 James Clarke.pdf
- 08 Police appointment - Mason.pdf
- 09 Police appointment - Jacek.pdf
- 10 Application - Value Mart.pdf
- 11 Application - Sam's Auto Ctr..pdf
- 12 Change of Manager - Allen Harbor YC.pdf
- 13 REOS rep to CPC.pdf
- 14 Resignation - P. Lagg.pdf
- 15 Home Rule Charter Amendment.pdf
- 16 Economic Goals.pdf
- 17 TA Goals.pdf
- 18 Wastewater fig. 12-3.pdf
- 19 Middle School Insurance.pdf
- 20 MRSD Draft Concept Funding.pdf
- 21 W. Harwich TIP Contract approval.pdf