

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, JUNE 15, 2015
6:30 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark, Chief Clarke, Paula Champagne, Lincoln Hooper, Barbara-Anne Foley, and others.

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

CONSENT AGENDA

- A. Approve Minutes –
 - 1. May 11, 2015 Regular Meeting
 - 2. May 18, 2015 Executive Session
 - 3. June 9, 2015 Interview Sub-committee
- B. Approve FY16 Committee Re-appointments
- C. Approve FY16 Miscellaneous Appointments
- D. Approve FY16 Annual Police Appointments
- E. Approve plan for volunteer painting of the Albro House
- F. Approve new Common Victualler application for Scribano's Italian Market & Deli
- G. Approve Catch Basin Contract extension
- H. Approve vacation carry-over for Town Administrator

Ms. Cebula moved to accept the May 11, 2015 regular session minutes and the May 18, 2015 executive session minutes. Mr. LaMantia seconded the motion. Chairman Hughes pointed out that Mr. MacAskill and Ms. Brown were not on the Board at that time and only the three Board members who were on the Board would vote on these. The motion carried by a 3-0 vote.

Ms. Brown moved approval of the balance of the Consent Agenda. Ms. Cebula seconded the motion and the motion carried by a unanimous vote.

OLD BUSINESS

- A. Wastewater Educational Moment – Paula Champagne, Health Director – *discussion*

Health Director Paula Champagne provided the attached presentation on septic systems.

- B. Selectmen's Rules and Responsibilities – *continued discussion*

Ms. Cebula stated that the Board has to be careful that they don't allow the employees, if they talk to them, to move them in a direction of directing the Town Administrator and the employees should be directed to their supervisor or the Town Administrator.

C. Selectmen's FY 16 Goals and Objectives – *discussion and possible vote*

The Board discussed the goals and objectives that Chairman Hughes had assembled. Ms. Cebula said that the committees should have email addresses. Mr. MacAskill said we need to work toward having live streaming of the meetings. Ms. Cebula asked for a report on how often the Middle School property is being used and by whom. Mr. MacAskill stressed the need to decide what direction to go with the Middle School and Mr. Clark recommended putting a non-binding question on the ballot to see what people would like to do with the building. It was agreed that Ms. Cebula would take the lead on the IT, Financial and Personnel goals, Mr. LaMantia and Mr. MacAskill were assigned to the Middle School Repurpose goals, Mr. MacAskill to Wastewater goals, Mr. Hughes to the Monomoy Regional School District, Ms. Brown was assigned to Town Buildings, and Mr. MacAskill and Ms. Brown to Economic Development. Chairman Hughes asked Mr. Clark to schedule Mr. Libby and Mr. Hooper to provide an update to the Board on Town buildings. Mr. LaMantia stressed that our fees need to match our costs and Mr. Clark suggested doing a general fee study.

NEW BUSINESS

A. Consideration of disposal fee reduction costs for the “At Our Gate Program” sponsored by the Council on Aging – *discussion and possible vote*

Mr. Hooper outlined his letter to the Board dated June 9, 2015 (attached) and stated that he is reluctant about recommending waiving or reducing the fees out of concern for setting a precedent. He did not recommend waiving the C&D fees and suggested reducing them instead. He stated that although the request does not meet the conditions set in the Board's General Fee Waiver Policy, he feels it has merit and he noted that Ms. Foley has offered to vet the requests. Ms. Foley pointed out that the Knights of Columbus have been providing the service for free and most of what they do is trash runs. She commented on the current hoarding problem with seniors and noted that the problem is not going to go away. Mr. Clark recommended granting the requests on a limited basis only after a vetting process for those who have an issue such as hoarding. Mr. Hughes stressed that it should only be for trash and not C&D debris. The Board agreed that Ms. Foley would bring back a procedure for vetting the requests.

B. Proposal to update committees – *discussion and possible vote*

Ms. Brown noted that there are 6 inactive committees on our website and 7 committees not assigned a liaison. She questioned if some of them should be disbanded such as Recycling or the Police Station Building Committee, or merged such as Trails and Bikeways, or if some should be reactivated such as the Harwich Center Initiative or Technology Committee. Ms. Cebula noted that we don't need the Harwich Center Initiative as we now have an overlay district. Chairman Hughes pointed out that we often have difficulty finding people to serve. Ms. Cebula stated that some committees don't traditionally have liaisons. Ms. Brown further questioned why we have 3 Pleasant Bay Committees and a Forest Committee. Mr. Clark stated that if you have a Town forest then you must have a Forest Committee. Chairman Hughes recommended that the Interview Committee dig a little deeper on these and work with staff to bring back a matrix.

C. New Police Chief Contract – *discussion and possible vote*

Chairman Hughes reported that we have reached an agreement with Mr. Guillemette and have signed the contract tonight. He noted that Mr. Guillemette's start date is July 20, 2015.

TOWN ADMINISTRATOR'S REPORT

A. Generator repairs at the Community Center

Mr. Clark reported that there had been a significant amount of damage to the Community Center generator over the harsh winter months. He stated that it will cost about \$6,300 to repair and a Reserve Fund Transfer has been submitted.

SELECTMEN'S REPORT

A. No Selectmen's meeting on June 22, 2015 – start of the summer meeting schedule

Chairman Hughes announced that there will be no Selectmen's meeting on June 22, 2015 as it is the start of the summer schedule.

ADJOURNMENT

Chairman Hughes adjourned the meeting at 9:17 p.m.

Respectfully submitted,

Ann Steidel
Recording Secretary



TOWN OF HARWICH

DEPARTMENT OF PUBLIC WORKS

273 Queen Anne Road • P.O. Box 1543 • Harwich, MA 02645

Telephone (508) 430-7555

Fax (508) 430-7598

MEMORANDUM

TO: Board of Selectmen

FROM: Lincoln S. Hooper, Director 

DATE: June 9, 2015

RE: Consideration of Fee Adjustment for At Our Gate Program

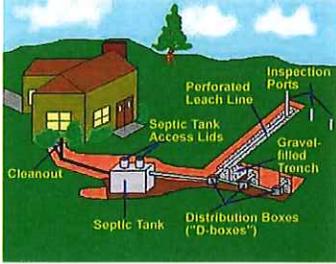
I have received a request to waive Disposal Area fees for the At Our Gate Program by Reverend Healey of the Holy Trinity Church (see attached letter). Although this request does not appear to me to meet the condition of the General Fee Waiver Policy adopted by the Town on 8/9/10 (see attached), I believe it is worthy of your consideration. I make this assertion because I believe the program assists Harwich residents that are unable to help themselves, but think it is a stretch to meet the condition of the Policy that the request must be "in the best interest of the Town."

Barbara Ann Foley, Council on Aging Director, is familiar with the program and has graciously offered to vet each request personally to ensure it meets the intent of the program. Under this stipulation, the Board may want to consider offering to reduce Disposal Area fees to our tip rates, which in the case of C&D, represents a savings of \$55 per ton. I think this approach represents a good compromise between Reverend Healey's request and avoiding a negative impact to the DPW's budget.

I would be remiss if I did not articulate my concern for setting a precedent by reducing or waiving any fees at the Disposal Area. I typically receive several of these types of requests per year that I summarily deny as they do not meet the conditions in the Fee Waiver Policy. Approving this request has the potential to lead to further requests of this type that could represent an unfunded liability with the Disposal Area budget. I make this statement solely out of financial concern and not of the merits of the At Our Gate Program.

Thank you for your consideration in this matter.

SEPTIC SYSTEMS '101'

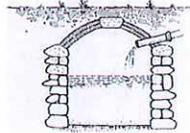
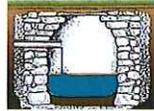


HISTORY

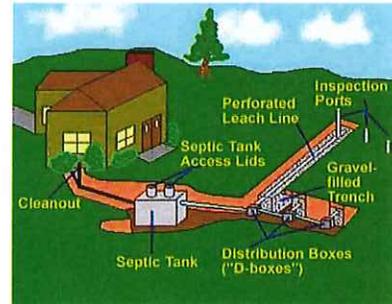


EARLY SYSTEMS-CESSPOOL

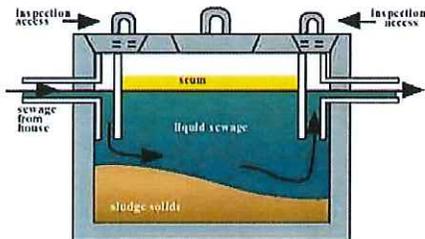
- Historic references dating to 1400's
- Originally holding pits- did not leach
- Used widely until 1960's
- Title 5 -1978 adopted septic tank/leach field



'Title 5' Septic System



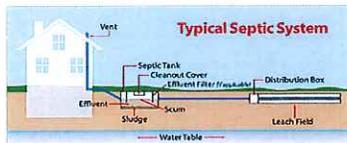
SEPTIC TANK HOW DOES IT WORK?



SAS- soil absorption system



Septic System Treatment Features



- Designed for public health – get sewage off streets to eliminate disease
- Minimal treatment (primary- settling)
- Limited chemical removal/reduction

Groundwater/Resource Issues



- Algae blooms- nitrogen/phosphorous
- Nitrogen-Saltwater
- Phosphorous-Fresh Water



Nitrogen Removal

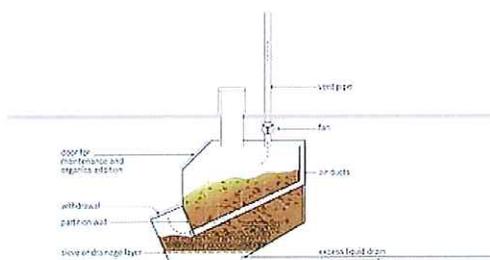
- Ammonia in septic system stabilized by oxygen and converted to nitrates.
- Domestic wastewater :35-40mg/l nitrates
- Septic system via digestion reduces 20%
- CWMP findings- remove 70-100% of nitrates from septic system in embayments
- Drinking H2O standards- 10 mg/l (Cape- 1.0 mg/l natural)
- Marine environments- <1.0 mg/l

CDM Harwich CWMP



Effluent Nitrogen Level (mg/l)	Number of Properties	Number of Properties with Nitrogen Levels Below 1.0 mg/l	Percentage of Properties with Nitrogen Levels Below 1.0 mg/l
1.0	100	100	100%
2.0	100	100	100%
3.0	100	100	100%
4.0	100	100	100%
5.0	100	100	100%
6.0	100	100	100%
7.0	100	100	100%
8.0	100	100	100%
9.0	100	100	100%
10.0	100	100	100%
11.0	100	100	100%
12.0	100	100	100%
13.0	100	100	100%
14.0	100	100	100%
15.0	100	100	100%
16.0	100	100	100%
17.0	100	100	100%
18.0	100	100	100%
19.0	100	100	100%
20.0	100	100	100%

Composting Toilets



Septic System Maintenance

- Pump 3-5 years to prolong life of system
- Pumping does not remove nitrates
- Do not use chemical additives
- Repair plumbing leaks promptly
- See BOH website



BOH Website

- Septic system maintenance- links to DEP
- Selling your property- inspection regulations
- Applications and forms
- **Need a new septic system?**
- [The process for homeowners - HOW to START! Sewage Disposal Permit Instructions](#)
- [List of local Engineers, Sanitarians, and Title 5 Inspectors](#)
- [List of Septic Installers licensed in the Town of Harwich](#)
- [Low interest LOAN Program for failed septic systems \(through Barnstable County\)](#)

Thank-you!

Paula J Champagne, RS,CHO
Health Director
508-430-7509

Related Documents - 06/15/15 BOS Meeting

- 01 Agenda.pdf
- 02 Minutes May 11.pdf
- 03 Minutes June 9.pdf
- 04 FY 16 Reappointments.pdf
- 05 FY 16 Miscellaneous Appts.pdf
- 06 FY 16 Police Appts.pdf
- 07 Painting at Albro House.pdf
- 08 Common Victualler Lic - Scribano's.pdf
- 09 Catch Basin Contract Extension.pdf
- 10 TA Vacation Carryover.pdf
- 11 Wastewater discussion.pdf
- 12 BOS Rules and Responsibilities.pdf
- 13 BOS Goals and Objectives.pdf
- 14 Disposal Fee Cost Reduction.pdf
- 15 Proposal to Update Committees.pdf
- 16 Generator Repairs.pdf
- 17 Summer Schedule reminder.pdf