

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, JUNE 8, 2015
6:30 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark, Deputy Chief Kent Farrenkopf, Sheila House, Jim Cheverie, Lou Urbano, Richard Gunderson, and others.

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

PUBLIC COMMENT/ANNOUNCEMENTS

Mr. Urbano updated the Board on his plan to paint the Albro House.

CONSENT AGENDA

- A. Vote to accept the resignation of Bill Lean from the Middle School Repurpose Committee
- B. Vote to approve application for renewal of Junk Dealer license by Monahan & Co.
- C. Vote to accept a check from the Cape Cod Five in the amount of \$250 for the Friends of the Harwich Bikeways Committee to be used to allay expenses for their Bike Rodeo event to promote bicycle safety
- D. Vote to appoint Mark Polselli as Part-Time Health Inspector

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

OLD BUSINESS

- A. Assistant Town Administrator job description – *discussion and possible vote*

Mr. Clark outlined the job description. Ms. Cebula said personnel and procurement should be added to the experience section. She said the description of duties was very loose and needs to be clear. The Board discussed the timing of advertising the position. Ms. Cebula asked Mr. MacAskill to work on the loose language with her in the last paragraph. The Board took comments from Mr. Gunderson. The Board agreed to bring this item back.

- B. South Harwich Meeting House Agreement status – *discussion and possible vote*

Mr. Hughes noted that Ms. Ford will be making a presentation on June 29th and asked what the Board would like addressed. Ms. Cebula said it should be conveyed to Ms. Ford that she is looking for an overview of the work to be done and the associated costs.

- C. Police Chief Selection update – *discussion and possible vote*

Mr. Hughes noted that Ms. Cebula and Mr. MacAskill have visited the towns where the candidates are employed. Mr. MacAskill said that they met with the Police Chief, members of the Board of Selectmen and Town Administrator in both towns and everything was very positive about the candidates. Ms. Cebula added that both towns expressed that they would be sorry to see them go as they are valued employees. Ms. Cebula moved to offer the position of Police Chief to David Guillemette. Mr. MacAskill seconded the motion. He commented that they were both very strong candidates and it was a tough decision. The motion carried by a unanimous vote.

D. Wastewater Moment - Harwich/Chatham Wastewater Meeting update – *discussion and possible vote*

Mr. Hughes discussed details of the recent meeting with Chatham on wastewater issues on June 3. The Board took comments from Lou Urbano and Jim Cheverie.

Mr. Hughes left the meeting to place a call to Mr. Guillemette and Ms. Cebula took over as Chair.

NEW BUSINESS

A. Reallocation of space at the Albro House for Engineering Department – *discussion and possible vote*

The consensus of the Board was that they were willing to give up their office and reallocate the space. At this point Chairman Hughes returned to the meeting. He stressed that there needs to be a comprehensive plan for the building and they haven't yet had the Facilities Maintenance Manager in to talk about the building.

Ms. Cebula questioned what is stopping us from using the Community Center for storage and Mr. Clark responded that we need to comply with standards of the Secretary of State's Office including that the area must be temperature controlled with a dehumidifier. He noted that Ms. Carey has been tasked with doing that.

Mr. Clark noted that the building needs updating including electrical updates and he added that the air conditioning is only window units.

Mr. MacAskill questioned if anyone else could use the Selectmen's Office. He stressed that we should explore all options before we separate the employees and Ms. Brown agreed.

Mr. Clark noted that the request for CPC funding was not granted for work on the envelope of the building.

Mr. LaMantia expressed concerns about access to confidential information and increased traffic.

The Board took comments from Mr. Gunderson.

Chairman Hughes said that this should be reevaluated to make sure it's what we want to do, that we are making the best use of space and it should be brought back.

B. Responsibilities of Selectmen and Town Administrator – *discussion and possible vote*

Mr. Hughes read the following sections of the Charter stressing that the Board should not be involved in the day to day operation of the Town:

3-2-3 The board of selectmen shall serve as the chief policy-making agency of the town and, as such, shall not normally administer the day-to-day affairs of the town, but shall instead regularly direct the town administrator to help it in carrying out its administrative duties and make recommendations to the town meeting relating to actions required to be taken by that body.

3-7-1 Except for the purpose of investigation authorized by this charter, the board of selectmen or its members shall deal with town officers and employees who are subject to the direction and supervision of the town administrator solely through the town administrator, and neither the board nor its members shall give orders to these officers or employees, either publicly or privately.

Chairman Hughes stated that the Board should not be directing staff and Mr. MacAskill noted that the Board should not be giving direction to Mr. Clark individually either. Mr. LaMantia and Ms. Cebula agreed that they can't give direction but they can speak with him as they often need clarification on issues.

TOWN ADMINISTRATOR'S REPORT

A. Middle School – FY 15 Insurance Premium Breakdown – *discussion and possible vote*

Mr. Clark said an individual member of the public called our insurance company and asked why we don't have vacant building coverage at the Middle School. He commented that this was inappropriate and he found it disturbing. He reported that he met with our insurance representative who said that as long as the building has some use, the vacant building coverage isn't needed, which is the guidance he gave from the beginning. The Board heard comments from Mr. Gunderson regarding the insurance on the building and Mr. Hughes said it has been made clear to the insurance company that they are only to deal with the Town Administrator. Ms. Cebula asked for clarification on whether we are paying for the Elementary and High School insurance and if so, are we being reimbursed.

SELECTMEN'S REPORT

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

Mr. Hughes asked for the Board to provide input and said this would be brought back for a more substantive discussion next week.

B. Committee/Board/Commission Liaisons – *discussion and possible vote*

Mr. Hughes outlined the assignments. The Board agreed that Chairman Hughes would continue as the Ambulance Billing Waiver Administrator. Ms. Cebula noted that there are some committees missing from the list. The following additional liaison assignments were agreed upon:

Mr. MacAskill – Architectural Advisory Committee, Traffic Safety Committee
Ms. Brown – Brooks Academy Museum, Youth Services Committee, Trails Committee
Ms. Cebula – Treasure Chest, Saquatucket Development Committee

ADJOURNMENT

Chairman Hughes announced that the Board would be going into Executive Session as they have decided on a potential Police Chief and they need to discuss some negotiation parameters.

At 8:41 p.m., Ms. Cebula moved pursuant to M.G.L. Ch. 30 A, Section 21(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel regarding Police Chief recruitment. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote. Chairman Hughes said the Board would not be returning to open session.

Respectfully submitted,

Ann Steidel
Recording Secretary

ALBRO HOUSE VOLUNTEER
PAINTING EFFORT

Paintalbro@yahoo.com

Project will rely on volunteers. Professional painters ,as well as individuals with varying experience.

Paint colors will be those chosen by Historical Commission and I belive approved by Selectman.

The garage will not be part of this project

The interior of the house is off limits to Volunteers

All volunteers will follow guidelines set up by town Administrator and town's insurance policy.

David Spitz will supervise as representative for the town.

Sean and his crew will replace approximately 16 foot of planking and clapboards as needed

The volunteer's efforts will be directed by Lou Urbano

This project is not intended as a restoration project, but maintenance.

SCOPE

Scrape all loose paint down to bare wood

Primer all surfaces

Cover ground with tarps when scraping and painting

Adequate drying time between coats

Paint one coat of primer and one or two coats of finish paint as necessary

All attempts will be made to cluster work so an area can be finished and not checker boarded

Occasional loose clapboards to be nailed with galvanized nails

Expected time to finish project 4 to 8 weekends.

VOLUNTEERS

Paperwork will be signed by each volunteer and given to Administrator

Each Volunteer will give an emergency contact number

No Volunteers will work on areas beyond reach unless they have appropriate insurance.

Each volunteer will work in a designated area and be given an assignment to accomplish.

Each assignment will be gauged so it can be completed in a 2 hour period

Volunteers can sign up for a 2, 4 or 6 hour shift

It is expected that a total of 20 individuals will volunteer 4 hours each .

Unknown how many professional will be available

Paperwork from each person will be collected prior to starting work by Lou or his designee on site .

Lou or his designee will be on site while work is being done.

TOWN RESPONSIBILITIES

Supervise work through David Spitz and Chris Clark

Replace wood deemed necessary by town maintenance

Provide release for Volunteers

Inform Departments of the Albro house project

Signs soliciting funds in conspicuous public places (wish list)

Sign up sheets and financial contribution explanation (wish list)

Agree to colors chosen by Historical Committee

Work on a plan to maintain the exterior of the building on a scheduled maintenance program (wish list)

PAINT AND SUPPLIES

Lou will solicit donations from Paint stores for Paint and supplies to augment financial donations.

Both individuals and
business will be solicited

Financial donations will be made in care of Town of Harwich / Albro house

All monies will be given to finance department

Lou will prime the pump and buy primer and tools to start the project.

It is estimated that 22 gallons of paint will be required and between paint and supplies \$2000

Should volunteer funds not reach the total Lou will find the means to purchase

WORK ABOVE REACH View from the top of Albro house.

Only properly insured individuals will be allowed to work above reach .

It is expected that painting professionals will volunteer to paint and scrape highest areas.

If professionals don't volunteer then a lift will be rented to do those areas beyond the reach of ladders

Ladder work will be done by individuals accustomed to working on ladders and having proper insurance.

Dates for painting (approximate)

June. 8 to 14 - Lou and 2 Volenteers with painting experience to paint side facing Verizon
June. 15 to 21 - finish porch and area next to porch and upper porch
June. 22 to. 28. - finish front of house and lower level facing Town Hall

July. 6 to 12 - Finish side facing Town Hall
July. 13 to 20.- Paint back side lower areas
July. 21to. 27 - Finish back side

It is expected most work will occur on weekends with occasional work days should that be convenient to paint high areas for professionals

INCENTIVES

Professionals who donate time will be able to place lawn signs for a 30 day period advertising their services
Any business in town donating funds will be allowed to place a lawn sign at Albro house advertising their bussiness for 30 days.

Should enough money be raised for the project and extra funds be left over then a "thank you" advertising will be placed in the paper listing companies and painters who participated.

It is hoped that a sign would be put in the community center asking Town People to support the efforts to paint the Albro house.

SCHEDULING

An info sheet will be taped on the door at the Albro house with my email address.

All volunteers will sign in each time they volunteer and will indicate if they have previously signed the waiver.
Of course all new volunteers will sign waivers.

Can town put a banner on the town's website asking for painting volunteers with the following address to sign up

paintalbro@yahoo.com

Can town authorize and post signs in community center asking for volunteers to paint Albro house with email address of paintalbro@yahoo.com

A sign will be provided by Volunteers to put in front of Albro house asking for help to paint the house. Sign up here

THE "PAINTING NOT FOR YOU" ? VOLUNTEERS

donations of food and water

barbecue grilling

music or band with music to paint by

watchers in chairs

popcorn machine

Hawaiian ice cart

MONEY DONATIONS MOST APPRECIATED

Related Documents - 06/08/15 BOS Meeting

- 01 Agenda.pdf
- 02 Resignation - Bill Lean.pdf
- 03 Monahan Renewal.pdf
- 04 Accept check for Bikeways.pdf
- 05 Part time Health Inspector.pdf
- 06 ATA Job Description.pdf
- 07 So Harwich Meeting House Update.pdf
- 08 Draft Building Use Agreement.pdf
- 09 Police Chief Search - Eldredge.pdf
- 10 Police Chief Search - Guillmette.pdf
- 11 Wastewater Strategy.pdf
- 12 Wastewater Mtg. June 3.pdf
- 13 Reallocation of space at Albro House.pdf
- 14 BOS Rules of Operation.pdf
- 15 TA goals updated.pdf
- 16 Harwich Middle School.pdf
- 17 BOS FY 16 Goals & Objectives.pdf
- 18 Committee Liaisons.pdf
- 19 Lessons Learned.....pdf