

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, MARCH 21, 2016
6:30 P.M.**

APPROVED

SELECTMEN PRESENT: Brown, Cebula, Hughes, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, Chief Guillemette, Jeremy Gingras, Sandy Hall, Dana DeCosta, and others.

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

PUBLIC COMMENT/ANNOUNCEMENTS

Chief Guillemette introduced Special Reserve Police Officer candidate Ryan Fazzino.

CONSENT AGENDA

- A. Minutes – March 14, 2016 Executive Session
- B. Approve request by the Garden Club to close Pine Street between Lower County and Rt. 28 from 6:30 am – 2:30 pm for their annual plant sale at Doane Park on May 28th.
- C. Approve the Contract Agreement between the Town and the Cape Cod Chronicle for Legal Advertising.
- D. Approve appointment of Special/Reserve Police Officer per the recommendation of the Police Chief.
- E. Approve Caleb Chase Fund request in the amount of \$700.00 per the request of the Council on Aging Outreach Coordinator

Chairman Hughes noted that they would be holding Item C for separate discussion. Ms. Brown moved approval of the Consent Agenda. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote. With regard to Item C, Mr. MacAskill noted that there is very limited information in the packet and asked the Administrator for an explanation of the bid process and why was it a three year bid. Mr. Clark explained the process noting that it was sent out to the three newspapers that cover Harwich and the only response was from The Chronicle. He noted that we generally do three years on this contract. Mr. MacAskill said without a competitive bid it would be more appropriate to have a one year contract. Mr. Clark stated that if we don't lock in and then the prices go up then we get caught. Ms. Brown inquired what we paid last year and if we only have to advertise in one newspaper. Mr. Clark said we only have to advertise in one paper of general circulation. He did not have the price paid last year available. Mr. MacAskill suggested they hold this item until they find out what was paid last year and if there is a break for signing a three year contract.

NEW BUSINESS

- A. Review of Annual Town Meeting Warrant Articles – *discussion & possible vote to support*

1. Petition Articles:

- #51 Ginger Plum Lane Reconstruction – John McQuade
- #52 Chase/Harwich Port Libraries – Carol Nickerson
- #53 Promote the Town of Harwich – Jeremy Gingras
- #54 Cultural Council Annual Allocation -
- #55 Establish a Charter Enforcement Commission – Sandy Hall
- #56 Demolition of Residential Buildings Bylaw – Duncan Berry

The noted individuals spoke in support of their proposed petition articles. No one was present to speak on Article #54.

2. #45 Door to Door Sales Bylaw – Town Counsel Feedback

Chief Guillemette reported that this is the revised article which was reviewed by Town Counsel. He noted that some language was added and some was tightened up to align with what the Attorney General was looking for. He noted that there was a change in the ending hour from 7:00 p.m. to 9:00 p.m. and there is case law to support that. He also introduced a graduated fine schedule rather than a flat fine and added that exemptions include not-for-profit and religious organizations. Ms. Cebula recommended advertising the fact that these solicitors need to be permitted and also to explain the by-law on Channel 18.

3. #62 Prior Year's Unpaid Bills - Per MGL Ch. 41, Section 100b – retired firefighter medical expense indemnification

Mr. Clark outlined the article. No action was taken.

B. Review of Special Town Meeting Articles and Draft Ballot – *discussion & possible vote*

Mr. Clark outlined the articles on the Special Town Meeting Warrant. The Board agreed to put the Inter-Municipal Agreement with Chatham on the next agenda.

C. Administrator/Selectmen Communication Memo – *discussion*

Mr. Clark reviewed his letter dated March 11, 2016 regarding Administrator/Board of Selectmen Communication. The consensus of the Board was that they liked the idea of the Action Item Register as recommended by Chairman Hughes. It was further agreed to wait until after Town Meeting to institute the use of the register. Ms. Greenhalgh agreed to maintain it.

Mr. MacAskill reported that he had requested 5 documents from support staff and it was recommended by Ms. Greenhalgh via email that it go on the register. He questioned if he is not supposed to make such requests of staff or should he be going to Mr. Clark or Ms. Greenhalgh. Chairman Hughes clarified that the register is for things the Board wants to get done. He also questioned the intent of the request and if there is a justification for it and Mr. MacAskill responded that it is a public document. Chairman Hughes stated that he shouldn't expect staff to drop everything and Mr. MacAskill agreed. Chairman Hughes further stated that he should ask staff when they can get it done as their work has to go in some order.

Mr. MacAskill reiterated his question and directed it at Mr. Clark, is it appropriate to ask staff for something not pertaining to day to day procedures or does it have to be put on the action list. Mr. Clark responded that a simple request for information is not a problem if it pertains to the Selectmen's meeting and suggested that he and Ms. Greenhalgh be copied on the request. He further noted that there were 2 requests for a detailed comprehensive report on the CVEC process which will take a couple of days and these types of request eat up staff time. He requested a sense from the Board on how they want to prioritize. He commented that 5 pieces of paper is not that big of a deal. Chairman Hughes stated that if staff thinks something is going to take an inordinate amount of time they should come to Mr. Clark. Mr. MacAskill clarified that the CVEC request was not from him but rather it was from the entire Board. He added that the Chair said he should send in his questions and that he has no interest in getting involved in the day to day operations. He again asked for clarification on what he is not supposed to ask for.

Mr. Clark stated that during the discussion about his performance there were issues that he is not responsive enough so he is looking at better ways to operate to be more responsive and that is what this memo is. He said that if a Board member has an issue that is imminent they can call him. He again stressed the need to prioritize work but noted that he is not talking about things we can knock off in 2 or 3 minutes. Chairman Hughes stated that without some priorities staff is going to get confused. Ms. Cebula suggested asking for files and reading through them when looking for information as she finds this helpful. Mr. MacAskill stated that references that Mr. Clark made in The Chronicle are not substantiated. Mr. MacAskill again asked if asking staff for documents is considered day to day interference. Mr. Clark said that if it is a straightforward request there is no problem getting him the information. Chairman Hughes said it is fine for individuals to make those kinds of requests and it's good to tell the staff to push back and say they don't have it or it's going to take a lot of work and if it becomes something that takes too long it should be brought to the Board. Ms. Greenhalgh stated to Mr. MacAskill that the reason he got an email from her is that Ms. Robinson sent it to her saying what do you want me to do with this. Mr. MacAskill stated that if the Town Administrator has a problem with any one of them, he should bring to this table and say it rather than have it be in the newspaper without any actual allegation. The Board agreed to use the Action Item Register document for tracking purposes and start after Town Meeting and again Ms. Greenhalgh agreed to keep up the list. Chairman Hughes said it should be in the packet every week. Mr. Clark and Mr. MacAskill agreed to meet to discuss the CVEC agreement and solar field revenues and bring back to Board.

D. Route 6 Exit Sign Replacement – *discussion & possible vote*

Chairman Hughes noted that this item is about renumbering the exits on Route 6. Mr. Clark reported that there has not been a public hearing on this yet and that Mr. LaMantia sent an email indicating that he didn't have much issue with the exit signs but was very opposed to big signs over the roadway as they would take away from the historic character of the Cape. Chairman Hughes suggested that the Board draft a letter to MassDOT expressing discontent with this concept. It was agreed to bring back a draft letter next week. The Board took comments from Mr. Gingras, Ms. Hall and Mr. DeCosta.

TOWN ADMINISTRATOR'S REPORT

A. Housing Production Plan Update

Mr. Clark stated that Brook Williams brought to our attention that the Housing Plan is out of date. He explained that there was an effort done quite a few years ago to have that plan updated and that Mr. Spitz went to the CPC meeting and got an appropriation out of their administrative fund of \$5,000 to put that together. He recommended a similar approach to the former effort and said Ms. Greenhalgh would lead the initiative to get it up to date. Ms. Greenhalgh stated that the vendor, Karen Soderberg, isn't available until July 1. Mr. MacAskill requested a copy of the last Housing Production Plan.

Mr. Clark reported that Mr. Spitz has submitted a letter stating his intentions to retire.

SELECTMEN'S REPORT

A. April 7, 2016 Wastewater Summit

Chairman Hughes announced that there will be a Wastewater Summit at the Community Center on April 7, 2016.

ADJOURNMENT

Chairman Hughes adjourned the meeting at 8:43 p.m.

Respectfully submitted,

Ann Steidel
Recording Secretary

Related Documents - 3/21/16 BOS Meeting

- 01 Agenda.pdf
- 02 Garden Club Road Closure.pdf
- 03 Legal Advertising.pdf
- 04 Special Police Officer Appt.pdf
- 05 ATM Petition Articles Review.pdf
- 06 Ginger Plum Betterment.pdf
- 07 Door to Door Sales Bylaw.pdf
- 08 Ch. 41 - Section 100b Information.pdf
- 09 Draft Special TM Articles.pdf
- 10 Draft Election Ballot.pdf
- 11 Admin BOS Communication Memo.pdf
- 12 MassDOT Rte. 6 Sign Replacement.pdf
- 13 Housing Production Plan Update.pdf
- 14 Wastewater Summit - Apr 7, 2016.pdf