

APPROVED

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

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

OTHERS PRESENT: Town Administrator Christopher Clark, Chief Clarke, Deputy Chief Gagnon, Barbara-Anne Foley, Bob Cafarelli, Paul Sweetser, Carolyn Carey, Elaine Banta, Lou Urbano, Sally Urbano, 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 potential land acquisition.

WEEKLY BRIEFING

Deputy Chief Gagnon reported that there were over 1,000 people at last week's jailhouse barbecue and he thanked the citizens of the town. Chief Clarke said there will be the annual ceremony of remembrance of the events of September 11th at 9:45 on that day at the Public Safety Facility.

PUBLIC COMMENT/ANNOUNCEMENTS

Mr. Urbano submitted a check for \$387 to Mr. Clark for the Albro House Maintenance Fund.

CONSENT AGENDA

- A. Approve Minutes – Monday, August 24, 2015
- B. Approve and authorize the Chair to sign contract for new ambulance from Specialty Vehicles Inc. that was approved at the May 2015 Town Meeting in the amount of \$292,675. Equipment will be purchased separately
- C. Approve the contract with Ballard Truck & Equipment for one new 2016 Mack CHU613 Road Tractor for the DPW that was approved at the May 2015 Town Meeting in the amount of \$138,750
- D. Approve petition by Eversource Energy to install one new pole in the public roadway on Old Queen Anne Road
- E. Approve and sign letter from Selectmen and Conservation to Eversource regarding herbicide spraying in Harwich
- F. Approve the new Job Description for Planning Assistant
- G. Approve request by Police Chief to dispose of surplus items
- H. Accept resignation of Dean Hederstedt from the Conservation Commission effective September 2, 2015
- I. Approve Nomination/Interview Sub-committee recommendation to appoint Carolyn O'Leary to the Conservation Commission and Lorraine Bossi to the Harwich Cultural Council

- J. Vote to refer Ginger Plum Lane Road Betterment petition to the Assessor's Office for verification of signatures and confirmation of 50%+ approval by abutters (Ch. 255-4 Town of Harwich Code)
- K. Approve application by Hawkers & Peddlers License by St. Martin's Lodge AF & AM
- L. Approve application by National Multiple Sclerosis Society for Road Race

Ms. Brown moved approval of the Consent Agenda items A-E and G-L. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

Chairman Hughes noted that he and Mr. Clark are still having discussions with the union on item F.

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

- A. Needs Assessment Review / Cost Benefit Analysis
 - 1. Engineering Department
 - 2. Town Nurse/Chef

Mr. Clark outlined his memo to the Board dated September 2, 2015 regarding cost analysis for Town Engineer and Surveyor services as well as the Council on Aging Nurse and Chef Programs (see attached). With no action or comments from the Board, Chairman Hughes said these topics should be put to bed and they should move forward.

OLD BUSINESS

- A. Preparation for meeting with the By-Law and Charter Review Committee – *Information*

Chairman Hughes discussed the memo from Kopelman and Paige dated November 14, 2014 regarding Charter Interpretation Issues in preparation for meeting with the By-Law Charter Review Committee in two weeks. He asked the Board to review and submit any other items they would like included for discussion at that meeting.

- B. Non-Binding Advisory Ballot Question regarding the Harwich Middle School – *Information*

Chairman Hughes noted that we received a sample ballot question from Kopelman & Paige regarding the Harwich Middle School and the Board should review it. Ms. Cebula urged that there be two dollar amounts in #1 for building modifications and annual operating costs. Ms. Brown noted that there is no line for the sale price on #3 and that is an important piece of information for the voters. Ms. Cebula recommended not mentioning any specific use such as Cultural Center and Ms. Brown agreed. Chairman Hughes asked Mr. MacAskill and Mr. LaMantia to review it and bring it back.

NEW BUSINESS

- A. Treasure Chest Committee Recommendation – *discussion and possible vote*

Mr. MacAskill noted that we had a report from Ms. Cebula who attended a committee meeting of the Treasure Chest and found that the committee members were completely different from what the

Board had appointed. Mr. Hooper noted that they could disband the committee or they can get resignations from those who were actually sworn in. Mr. MacAskill said that he will speak with Mr. Hooper about gathering resignations and to discuss interviews. Chairman Hughes asked the Interview & Appointments Committee to report back on this.

B. Wastewater Educational Moment – Technology Assessment – Green Infrastructure & Alternative Approaches – *discussion*

Chairman Hughes briefly outlined a report entitled “Cape Cod Regional Wastewater Management Plan Technology Assessment – Green Infrastructure and Alternative Approaches” which he noted is available from the Cape Cod Commission.

C. Request from Selectman Jannell Brown to be tardy from six Selectmen’s meetings for educational purposes

Ms. Brown explained that she has the opportunity to complete her Masters Degree but the first class she needs is on six Mondays during the fall semester from 4:45 to 7:25 p.m. and she may be late or miss meetings. Chairman Hughes noted that permission from the Board is not needed and this is just informational. There were no objections from the Board.

SELECTMEN’S REPORT

Mr. Clark stated that he received a request from the Superintendent to see if the Town could do some landscaping work in front of the High School where the grounds are in disrepair. He noted that technically it is still under the contractor’s responsibility but he did have Mr. Fernandez take a look at it and it would be a service we would offer at a cost. Chairman Hughes said he thought soccer fields were supposed to go in there and we should look into that. Ms. Cebula pointed out that if we pay Monomoy then we are paying 70% of that. Mr. Clark said he believes it makes sense to pursue as we have the golf course right next door so we have the ability to do it and also if the school were to go out and get a private quote for \$100,000 and the Town were to be able to do it at a more reasonable price we would actually be saving money. Ms. Cebula questioned why would we pay anything if the contractor didn’t do the work. Mr. Clark responded that whatever the contractor didn’t do we would then back charge the contractor and we are not going to benefit the contractor by doing this. Ms. Cebula stressed that this is not our problem to solve and Chairman Hughes noted that there has to be a plan there. Ms. Cebula stated that the Building Committee needs to be dealing with this and not having us solve this problem. Mr. MacAskill added that there doesn’t appear to be any maintenance plan at the Elementary School and maybe Mr. Clark can bring that up with them.

ADJOURNMENT

Chairman Hughes adjourned the meeting at 7:45 pm.

Respectfully submitted,

Ann Steidel
Recording Secretary

OFFICE OF THE TOWN ADMINISTRATOR

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732 MAIN STREET, HARWICH, MA



MEMO

To: Board of Selectmen

From: Christopher Clark
Town Administrator

Cc: Robert Cafarelli, Town Engineer
Barbara Anne Foley, Council on Aging Director

Re: FY 16 Goals and Objectives Number Eight Include Two Departments for Specific Review
Town Engineer/Survey and Council on Aging - Nurse and Chef Programs

Date: September 2, 2015

The Board of Selectmen and the Town Administrator have agreed upon certain goals and objectives for FY 16. Goal number seven under financial indicates that an evaluation of the budget to include two specific departments for review for cost effectiveness. Due to previous Board interest, I have selected the two departments for specific review at this point to be the Town Engineer which includes Survey and the Council on Aging, specifically the Nurse and Chef Programs. This report is in completion of one element of my goals and objectives.

I would like to comment specifically that I believe during my administration, that I look for ways to make government more efficient and streamlined and try to do such in a professional manner. I believe overall that our operation, and specifically the departments named above, operate in an efficient and effective manner of service delivery to the residents the Town of Harwich. In a small-town setting, with the advent of televised meetings, sometimes due diligence reviews take on a more significant role. In this case, I have met personally with the applicable Department Heads to review a professional process for how their operations work and as a result of the public nature of this review, letters of support and concern have been generated during the review of these departments. I believe that the review results show that these programs do operate cost effectively and provide important services to the community. I would ask that the Board of Selectmen review the materials presented, and if you concur, agree to sustain these operations at their current levels for presentation in the FY 17 budget. I will take each of these programs in detail below:

Town Engineer including survey: I was extremely surprised to find out that in 2010 a similar study of the Town Engineering Department had been completed. The study in 2010 showed that the operation of the Town Engineering Department, while the position was vacant, was justified to refill and found to be cost effective to that end at an expense level of about \$195,000 including

30% for fringe benefits and realizing an estimated value of \$350,000. In my discussions with the Town Engineer regarding this project, I went over the previous report and asked him to provide an update of the numbers. The review shows at the conclusion of FY 15 a total Engineering budget, including 30% overhead cost, of \$214,225. A cost estimate if the services were to be done via an external engineer shows just over \$400,000. The report shows a savings of \$187,075. During my 25 year career I have seen extensively, and have come to believe, that internal engineering services provide a significant value to the communities beyond just straight cost savings. Having a Professional Engineer on staff allows for having a quality resource available to Administration in the determination of various issues that emerge from a professional whose loyalty is solely to the Town, as opposed to contracting for the service. I have operated in one community in which we had contract engineering services and found the process to be lacking in some of the above areas. Often Administration had to spend significant time orienting the outside firm to what the issues were at hand and what was desired work to be completed. The element also of Administration procuring services each time they were needed or having to work around schedules that had priorities with other clients. I do believe that the memo prepared by the Town Engineer lays out the value very well and will not repeat some of the items included in the report. I do wish to emphasize that when one looks over the varying projects that are requested of the department you can see the variety of skill sets needed to address specific elements. Our Engineer brings significant years of experience in municipal government to be able to cover the various components of what emerge during the course of the year in this municipality.

Council on Aging - Nurse and Chef Programs: Our Nursing Program is a one-person operation that just increased to full time in this fiscal year. I have in my time here recommended increased hours for this position. I have taken a similar approach to the above and met with the Department Head to request an analysis based upon figures for the current Nurse Program and if we were to attempt to replicate the program, what the costs would be. The analysis which is included shows the listing of the type of duties the Nurse performs including approximately 8 daily visits and 40 visits weekly that relate to skilled nursing which includes broad-spectrum assessment skills needed and other types of visits detailed in the attached. From a cost perspective the Nurse's hourly rate along with a 35% fringe calculation brings her rate to \$50.48 per hour. The current VNA contract that the Town has shown that for a skilled nursing home visit the total cost for the Town of Harwich at \$100.96 for two visits and a VNA contract for similar service at \$320. We have also detailed out other examples such as immunizations in which costs again are \$50.48 per hour where the VNA contract amount is \$85 per hour. One significant value that the Nurse brings to our operation is her ability to do some informal wellness clinics and wellness visits that are not even provided through a contract service. An example of this may be a friend letting the Nurse know of someone who is in potential crisis. The Nurse can then follow up with that person and do a determination and preventative care to potentially avoid a more costly ambulance service and/or hospital follow-up. The Nurse Program does offer a medical safety net for some of the Town's most at risk residents.

I do wish to point out that this review has been helpful to understand the current services we provide and we can potentially explore how we currently administer the VNA contract and may be able to include the Nurse's skills in an employee wellness program that could be used to decrease health insurance costs. Our Health Department has already been able to streamline the

existing VNA contract down from former \$16,000 a year expense to approximately \$5000 for this year. I've arranged for meetings with myself and the Health Director and the Council on Aging Director to explore pursuing these concepts.

The Chef program: Administration has provided to the Board under previous meetings, information regarding the Council on Aging catering services that we provide at the Community Center if persons renting rooms so desire. Or a person renting can bring in their own food. In this case, the Town has made the decision, that I believe rightfully so, to provide food service to people in need. This is a social service that has been provided to residents who through our senior bus services come to the Community Center to receive a meal. We have explored to see if outside vendors could provide a similar service and have included the information in the report. Our current operation cannot be duplicated by outside vendors. I do believe that as part of our overall Community Center operation that this is a component that adds significant value from a social services perspective.

By way of example, I was asked to speak at a Friday morning Men's Club during my initial employment with the Town. The first meeting that I went to, which is now over a year ago, had as a program an opportunity for men to gather and have breakfast along with the guest speaker. The program was fairly new at the time and I was asked to speak. The group had at that time approximately 3 tables with seven or eight persons at each table. The Chef created the breakfast for the group. I have recently gone back to see how the group is progressing (I will again be a guest speaker at September 11 meeting in which I will do an overview of the Town's Wastewater Plan). I was surprised to see that the group has grown to seven tables with seven or eight persons at each table. This is significant growth and testament to a well-run program primarily designed around Kevin Grunwald, our coordinating staff. But his program has been enhanced and grown by the concept of having breakfast provided. Just recently after one such session a gentleman approached me to say this program has been instrumental in giving him renewed invigoration for life that he felt was fading without it.

I believe that government is about providing services to our community. Where we can try to keep the services as cost effective as we can. Government however is not a business with profit centers. Government provide services that others either cannot or will not provide. This governmental service of the social safety net is key to providing residents with assurance that government cares for all of its residents.

Related Documents - September 8, 2015 BOS Meeting

- 01 Agenda.pdf
- 02 Minutes August 24, 2015.pdf
- 03 Ambulance Contract.pdf
- 04 DPW Tractor contract.pdf
- 05 Utility Hearing.pdf
- 06 Ltr to Eversource re spraying.pdf
- 07 Planning Asst Job Description.pdf
- 08 PD Surplus items.pdf
- 09 Resignation - Conservation.pdf
- 10 Appointments.pdf
- 11 Improvements to Private Ways.pdf
- 12 Private Rd Betterment - Ginger Plum Ln.pdf
- 13 Hawkers-Peddlers Lic.pdf
- 14 Multiple Sclerosis Road Race.pdf
- 15 Review of Eng Dept and COA.pdf
- 16 Charter Revisions.pdf
- 17 Non Binding Ballot Question - Middle Sch.pdf
- 18 Treasure Chest Recommendation.pdf
- 19 Wastewater Ed Moment.pdf