

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, APRIL 16, 2019  
6:30 P.M.**

**SELECTMEN PRESENT:** Ballantine, Howell, Kavanagh, MacAskill, McManus

**OTHERS PRESENT:** Town Administrator Christopher Clark, Carolyn Carey, Erica Strezpek, Alexander Donoghue, Cyndi Williams, Michael Ulrich, Patrick Otton, and others.

Chairman Kavanagh reported that the Board just came out of Executive Session to approve Executive Session minutes where they approved Items 1 and 2 below and are holding the minutes of April 8, 2019.

**Approval of Executive Session Minutes:**

1. Pursuant to M.G.L. c. 30A, § 21(a)(6), to consider purchase, exchange, lease or value of real estate if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body - Cornelius Pond Conservation Restriction **(3/04/19)**
2. Pursuant to M.G.L. c.30A, §21(3) to conduct strategy sessions with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares – Manager's Union Contract **(4/01/19)**
3. Pursuant to M.G.L. c. 30A, § 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel – Assistant Town Administrator position **(4/08/19)**

**WEEKLY BRIEFING**

Carolyn Carey and Erica Strezpek discussed upcoming Art Week events at the Cultural Center with the Board. Ms. Carey requested that the Board allow the entrance from South Street to be one way for their Light Up The Night event to help with traffic. Mr. Howell moved that at the recommendation of staff that we approve the one way street for the festivities as recommended. Mr. MacAskill objected as it was not on the agenda. The Board agreed to put this on the agenda.

**PUBLIC COMMENTS/ANNOUNCEMENTS**

Cyndi Williams noted that tickets are still available for the Toast of Harwich. Pat Bertchy of the Alzheimers Family Support Center explained that they offer free support for families dealing with dementia and left flyers describing the agency. She noted that there will be an Alzheimer's Walk on May 11<sup>th</sup> and described the event.

**CONSENT AGENDA**

**A. Minutes:**

1. March 11, 2019 Regular Session
2. March 18, 2019 Regular Session
3. Executive Session Minutes – March 4, 2019
4. Executive Session Minutes – April 1, 2019

5. Executive Session Minutes – April 8, 2019

- B. Approve one-day Wine and Malt License for April 27, 2019 for Cranberry Festival event
- C. Approve series of one-day Wine and Malt Licenses for Cranberry Festival events
- D. Approve 2019 Junk Dealer License Renewals – contingent on receipt of renewal application
- E. Accept the resignation of Meghan Mahieu as an alternate member of the Board of Appeals

Mr. McManus moved approval of Items A1 through A4 and Items D and E. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote. Mr. McManus, as President of the Cranberry Festival, recused himself on Items B and C. With regard to Item B, Mr. Howell moved to accept the application of the Harwich Cranberry Festival for a one-day liquor license serving beer and wine at their musical performance at the Harwich Cultural Center on April 27, 2019. Mr. MacAskill seconded the motion and the motion carried by a 4-0-0 vote. With regard to Item C, Mr. Howell moved to approve the application for a one-day special liquor license for serving wine and malt beverages at the musical performances of the Harwich Cranberry Festival at the Harwich Cultural Center in the CranFest Courtyard on July 11, July 18, July 25, August 1, August 8, August 15 and August 22. Mr. Ballantine seconded the motion and the motion carried by a 4-0-0 vote.

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

A. Report and Recommendation of the Ad Hoc Harwich Port Parking Committee

Alexander Donoghue, the resident member of the Ad Hoc Harwich Port Parking Committee, and Cyndi Williams, member from the Chamber of Commerce, discussed in detail their report and recommendations with the Board which included On-Site Parking and Shuttle for Harwich Port Employees, Continued "No Parking" Signs on Side Street for Large Events, Restriction of Hours for Parking in Schoolhouse Road Lot and Associated Signage, and an RFP to Explore Additional Parking Opportunities. Mr. Donoghue requested that the committee remain intact through the fall as this is going to be an ongoing discussion. Mr. Donoghue and Ms. Williams took questions and comments from the Board regarding parking hour limit, shuttle service, potential bike rack at the old fire station, enforcement, the need for turnover, installation of kiosks, and education of the public. Mr. Ballantine suggested the Town Administrator come back with next steps. Mr. Clark asked for direction from the Board. Dave Burke of Bank Street was opposed to putting a parking lot at the old fire station property as we will not be putting it back on the tax roll. Bob Piantedosi of Harwich Port discussed the growth of the downtown area and said traffic gets overlooked. He said we need a balanced conversation about how we are going to do this. He said he inquired about being on this committee but was never contacted. He asked to see how the data was compiled and he objected to putting a parking lot in a residential area. Mr. Howell stressed that these were all public meetings and there was resident representation on the committee. Dr. Stan Moody of Bank Street also objected to a parking lot on Bank Street and said the residents should be brought into the conversation. Stephanie O'Neill commented on the use of Bank Street by trucks and objected to a shuttle on Bank Street as there is enough traffic there already. Nancy Townsend-Best said she would be looking right at the parking lot from where she lives and she commented on safety issues. She suggested looking at how other towns handle this problem.

Mary Moody of Bank Street discussed shuttling people from the Cultural Center and Holy Trinity Church. Trish Kennedy of Bank Street discussed speeding on Bank Street. Carla Burke of Bank Street suggested that if the committee continues that they meet during evening hours when people aren't working and she discussed traffic and sidewalk issues on Bank Street. She also discussed that there is no crosswalk at the potential parking lot site on Bank Street. She further noted that she is concerned about the noise issues from this area and suggested that there should be policing. She recommended that there be a resident from Bank Street on the committee if it continues. Ralph Porter of Pleasant Street commented on the parking at Schoolhouse Road and said there needs to be better signage as well as limited parking hours. Mary Debloise of Bank Street said shifting the parking to the Bank Street area is short-sighted. Mr. Howell suggested putting on the agenda extending the time of the committee by another year to come up with some more durable solutions. The Board took no action on this item.

## **NEW BUSINESS**

- A. Approval of the hire of Nicholas Donnelly as Tractor Trailer Driver per the request of the DPW Director effective April 22, 2019

Mr. MacAskill moved to approve the hire of Nicholas Donnelly as Tractor Trailer Driver per the request of the DPW Director effective April 22, 2019. Mr. McManus seconded the motion. Mr. Howell stated that as a non department head appointment, the Board is not confirming the appointment, they are just not objecting to moving forward with the appointment.

## **OLD BUSINESS**

- A. Assistant Collector/Treasurer Regrade

The following is Mr. Lawton's memo to the Board of March 26, 2019:

This is a full time position and is currently a Grade 9 Step 6 on the HEA Compensation Schedule at \$33.70 per hour. The position was not reviewed during the prior review of positions in the Treasurer/Collector, Accounting and Clerk offices. This was an oversight and the Department Head asked for the position review to complete her office staff review. We reviewed the existing job description with the Department Head and the position incumbent. We scored the position using that information. Based on the review of the position and the job description reclassification is warranted. Proposal — The position should be rated in FY19 at Grade 10 Step 6 \$35.37 per hour. The difference of \$1.67 per hour will be paid for within the Collector/Treasurer budget in FY19 and FY20. The adjustment is recommended to be effective January 1, 2019 and retroactive payment to be made. We recommend that the Board of Selectmen adopt this classification.

Mr. Clark said this would be effective July 1, 2019, not January 1, 2019, and is budgeted in the amount \$2,661. Mr. MacAskill moved to approve the Assistant Collector/Treasurer regrade. Mr. McManus seconded the motion and the motion carried by a unanimous vote.

- B. Confirmation of the appointment of Griffin Ryder as Town Engineer

Mr. McManus moved approval of the confirmation of the appointment of Griffin Ryder as Town Engineer. Mr. Howell seconded the motion and the motion carried by a unanimous vote. Mr. Howell noted that this is a department head position and does require 3 out of 5 votes to confirm.

C. Confirmation of the appointment of Patricia Macura as Executive Assistant to the Town Administrator

Mr. McManus moved to confirm the appointment of Patricia Macura as Executive Assistant to the Town Administrator. Mr. MacAskill seconded the motion. Mr. Howell stated that this is not a department head and is one where the Board is accepting the position absent a 4/5ths rejection. The motion carried by a unanimous vote.

D. Hawksnest Road Improvements – Information for Public Hearing

Mr. Clark said he met with the DPW Director and included a hearing notice which he would like to put out with the profile and map and he would like to see if the Board is comfortable with it. He said the two requests that are being covered are Seth Whitefield and Round Cove Road. Mr. Beltis stated that it has not been determined that Hawksnest Road has been accepted by the Town or taken at Town Meeting. In response to remarks from Mr. Beltis, Mr. MacAskill clarified that the request is to put t-base and level the roads and to make Round Cove as wide as a Town road is supposed to be and add t-base, we are not paving it. Mr. Clark said he would put a description in of what it is. The Board agreed to hold the hearing on May 13<sup>th</sup>.

E. Petition Article #54 / Plastic Bottle Ban - additional information

Mr. Clark said the proponents of the petition article wanted to make some changes to the motion and wanted to share that with the Board. Patrick Otton said he had discussions with the Town Administrator, the Fire Department and DPW, and there have been suggested changes. He said he is here tonight to get the Board's input prior to presenting this at Town Meeting. Mr. Otton read the suggested changes including to change the word "dispensing" to "sale" and to change the words "plastic containers" to "single use plastic bottles" as well as to add a clause to address emergency and public safety operations and to add a timeframe for implementation. Mr. Clark noted that the Board cannot change a citizens petition so this would be a reduction in the scope and would need to be determined by the Town Moderator and we will share this with him.

## **TOWN ADMINISTRATOR'S REPORTS**

A. Retiree Health Insurance Regulation 2018 – Amended 2019

Mr. Clark said that when you retire you have to declare within a year whether you want to take health insurance. He said that generally Fire and Police tend to retire a little bit early, and when you retire at 55 there is a need to bridge the gap to age 65 and we would hate to have employees sign up for it so they don't lose the benefit and we have to pay 75% of that cost but not have them take advantage of that benefit until they hit 65. He said Mr. Lawton put together language that if an employee is going to be on a spouse's plan for up to 5 years they then could put that on hiatus for up to 5 years and when they're ready to come back on they could. He said if the Board is comfortable with that he could put that on a future agenda. Mr. McManus said we should adopt

this. The consensus of the Board was to go ahead with putting it on a future agenda.

#### B. Safe Routes to School Application

Mr. Clark said he submitted some of the materials for this application but we didn't submit this ourselves. He said it looks like we are going to get this grant and he will get a more complete copy for the Board. Mr. Howell said it may be the school's application but it's our sidewalks and it has yet to be proven to us by anything factual that the five foot sidewalks are even possible throughout this entire route so before we commit ourselves to taking the money and entering into a signed contract we really need to know what's possible and what's not possible. He said he would not vote for the contract until he knows what the contract entails and what is doable in the real world. Mr. Clark said he presumes the DPW and the Commission did some of that legwork but he will get that confirmed.

#### C. Department Reports

The Board did not address this item.

### **SELECTMEN'S REPORT**

Mr. McManus reported that the Tour de Trash is the weekend after this and encouraged everyone to participate.

### **ADJOURNMENT**

Mr. MacAskill moved to adjourn at 9:07 p.m. Mr. McManus seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel  
Recording Secretary