

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, NOVEMBER 13, 2018
6:30 P.M.**

APPROVED

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

OTHERS PRESENT: Town Administrator Christopher Clark, Chief Guillemette, Amy Usowski, Emily Mitchell, Sharon Pfleger, Richard Waystack, Taylor Powell, and others.

WEEKLY BRIEFING

Chief Guillemette announced "No Shave November" to raise funds and awareness for veterans as requested by the Command Staff noting that each officer who forgoes shaving for the month of November donates \$100 to the cause.

Emily Mitchell, COA Director, announced that a case worker from the Homeless Prevention Council will be at the COA on Tuesdays from 1:00 to 4:00 p.m.

CONSENT AGENDA

A. Minutes:

1. October 15, 2018 Regular Meeting
2. October 22, 2018 Regular Meeting
3. October 29, 2018 Regular Meeting

B. Vote to approve and sign Election Certifications for Register of Deeds, County Commissioner and Assembly of Delegates

Mr. McManus moved approval of the Consent Agenda and the items thereon. Mr. Howell seconded the motion. With regard to Item B, Mr. Howell pointed out the total final results include the mail-in ballots from overseas so this is a 100% return. The motion carried by a unanimous vote.

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

A. Annual Meeting

1. Wastewater Support Committee

Ms. Pfleger, Chair, delivered the annual report of the Wastewater Support Committee and took comments from the Board.

2. Board of Assessors

Mr. Waystack, Chair, delivered the annual report of the Board of Assessors and took questions and comments from the Board.

3. Council on Aging

Mr. Waystack, Chair, delivered the annual report of the Council on Aging and took comments from the Board.

B. Public Hearing – Classification Hearing – Board of Assessors

Mr. McManus read the hearing notice into record and Chairman Kavanagh opened the hearing. Mr. Waystack reported that at a duly posted meeting of the Board of Assessors held on October 29, 2018, the Board of Assessors met and voted to recommend to the Board Selectmen that they select a factor of "1" taxing all property at the same rate, that they do not grant an open space exemption, that they do not grant a residential exemption, and that they do not grant a small commercial exemption. He reported that the valuation of the Town has gone up substantially, by 6.96% over the last year, and they have come up with a proposed rate of \$8.66 per thousand which is a drop of \$0.14. He explained that as the valuation goes up, the tax rate goes down and you can't increase levy based on value alone. He noted that the market is starting to level. He encouraged the public to take a close look at their valuations and noted that the average residential parcel is now valued at \$542,000. Chairman Kavanagh asked for public input and no one appeared before the Board. Mr. Howell moved to close the public hearing. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote. Mr. Howell moved that the Town of Harwich select a factor of "1" taxing all property at the same rate, that we do not grant an open space exemption, we do not grant a residential exemption, and we do not grant a small commercial exemption. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

C. CPC project application submitted by Conservation to extend the jetty landward at the east end of Red River Beach to help curb erosion – Amy Usowski, Conservation Administrator

Ms. Usowski reported that an application has been submitted to the CPC to extend the jetty landward at the east end of Red River Beach to help curb erosion. She provided a Power Point presentation on the proposed project. Mr. MacAskill asked if the Conservation Commission supports this and Ms. Usowski responded that they haven't weighed in on it yet and need to have a public hearing. She said they're supportive of finding a solution to the erosion problem at the east end of Red River. Mr. Howell pointed out that an affirmative vote of the Conservation Commission would be required in order for CPC to consider this. Ms. Usowski said the plan just needs slight revision and then will be submitted to the Conservation Commission and they will have a public hearing at the very latest around the first of the year. Mr. Howell stressed that timing is critical. Mr. MacAskill moved that we support the CPC project application submitted by Conservation to extend the jetty landward at the east end of Red River Beach to help curb erosion. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

NEW BUSINESS

A. Recommendation on Ember's Disciplinary Hearing held on October 31, 2018

Mr. MacAskill moved that we approve the recommendation of the disciplinary hearing officer, the Town Administrator, on Ember's disciplinary hearing held on October 31, 2018. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- B. Request by Planning Board member David Harris to use Remote Participation at meetings from December to the first meeting in May

Mr. MacAskill commented that Mr. Harris puts a lot of time in and is an asset to the Planning Board. He added that Mr. Harris participates in every meeting and does his homework. Mr. Howell commented that their preference is to have people engaged here rather than participating remotely. Mr. Howell moved to accept the request for approval to allow remote participation on the part of Dave Harris in the months of December, January, February, March, April and the first meeting in May for the Planning Board. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

- C. RFP for the Wastewater Communication and Outreach Coordinator / Owner's Project Manager

Mr. Ballantine said we are getting into the discussion of Project Manager vs Outreach Coordinator after the fact as the project has already started. He reported that there was discussion this morning with the Wastewater Support Committee on the subject of Project Coordinator rather than Project Manager. He stated that conceptually the main function is to move all the moving parts together so they are in a central location, and secondly, in terms of the program management part, we haven't paid a lot of attention to what the state and county said we have to do to maintain our permits. He said there is a lot of criteria they want us to submit on a regular basis and this person would do that and public engagement would be a huge part of the job as well. He said this is a stronger position than the Communications Coordinator they had previously discussed. He stated that we want to make sure the financial information comes back to committee for monitoring and tracking. He said the RFP is missing the detailed plans and timelines we need and he asked the Board to agree to an overall direction. After Mr. Ballantine's remarks there was a lengthy discussion on structure to allow for free information flow.

Mr. Clark said he met with one of the contractors we sent the material to and asked for input and they said they marketed the RFP in their own firm and in smaller firms they have relationships with and people weren't really interested in the Public Outreach Coordinator element because that's more of like a public relations firm. He noted that they said that an Owners Project Manager is more known in the industry and if we marketed it that way we may get more interest. He added that they said we may want to consider just hiring a part-time staffer and servicing the public relations element and coordination and Mr. Ballantine commented that those are good suggestions.

Mr. Howell said this is definitely heading in the direction closer to what he had in mind and that somebody has to be on top of things happening in a timely manner for each milestone and the idea of the staff member is more appealing as we own them.

Mr. MacAskill stated that he didn't know how to put a number on this and he sees a lot of this already being done by Dan Pelletier and his staff. He commented that we are trying to reinvent

what we've already invented and that tracking belongs with a staffer, not a firm that the Board votes to hire. He said he would send his thoughts to Mr. Ballantine.

Mr. Clark stated that we had a vision about 2 years ago that we wanted to have the wastewater and water merge and for Dan Pelletier to be the lead. He stated that we did do some special legislation to amend the Charter to kind of get to that element and that didn't go all that well and he'd like to have that be revisited so Mr. Pelletier knows clearly that by the Charter they are going to be Water/Wastewater. He explained that Mr. Pelletier does a lot of the compliance check-off lists now on the water side. He added that if we formalize that he can get going on that to make sure we comply with those elements of the CWMP.

Chairman Kavanagh noted that there are going to be other elements that also need coordination as we go forward including traffic management that Mr. Pelletier won't be able to do.

Mr. Ballantine said his view is the Board would be responsible for implementation of the CWMP and construction of pipes and after that they would turn it over to the Water/Wastewater Department.

Mr. MacAskill noted that Mr. Pelletier has done a lot with wastewater in other towns. He added that Mr. Pelletier will control all of it and bring back to the Board through the Town Administrator. He questioned why we would hire someone to track the CWMP and not use Mr. Pelletier.

Mr. Clark stated that having an Owners Project Manager is still a need to be filled and noted that the CWMP calls for annual reports and that needs to be done.

Mr. Howell pointed out that there are a lot of loose ends here particularly between departments.

Mr. Ballantine asked the Board to send him any suggestions and he can take them back to the Wastewater Support Committee but asked that they move quickly. Chairman Kavanagh reiterated that the Board needs to send Mr. Ballantine their feedback.

The Board took comments from Ms. Pfleger who encouraged there be one person to oversee all of this, a project manager who would report to the Board of Selectmen and Mr. Pelletier. Mr. Clark said he is aware of the points Ms. Pfleger made and we are working on all the pieces. He stressed that he doesn't want the general public to think we are not addressing all the elements of the project.

Mr. McManus advocated for a Project Manager for the construction part and after that he sees the Water/Wastewater Department taking over.

CONTRACTS

- A. Approval of Contract between the Town of Harwich and Weed & Feed Inc. for Improvements to Cranberry Valley Golf Course in the amount of \$53,947

Mr. Howell requested there be a written recommendation by either the Assistant Town Administrator or Town Administrator for contracts. At Mr. Fernandez' and Mr. Clark's recommendation, Mr. MacAskill moved to approve the contract between the Town of Harwich and Weed & Feed Inc. for improvements to Cranberry Valley Golf Course in the amount of \$53,947. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

TOWN ADMINISTRATOR'S REPORT

A. Housing Coordinator Status

Mr. Clark said that responses are due in by Thursday and we have sent this out to several firms.

B. Contract approval for the Mount Pleasant Gravestone Conservation in the amount of \$47,250

Mr. Clark reported that this contract is just for cleaning the stones by acid washing and it is funded by CPC.

C. Departmental Reports

There was no action on this item.

SELECTMEN'S REPORT

Mr. MacAskill commented that he was a "victim" on Harwich Old Timers social media page. He explained that there was a post about him name calling one of our residents, a friend of his, at the election and the webmaster didn't take it down or ask him if was true. He said there is always the same small group of people that are often negative to the Town Administrator and the Board, they are extremely rude and it's a very one sided conversation. Mr. MacAskill added that there was a second post about the Board flapping their wings and not doing anything to get legislation passed so that debate could happen on the Harwich Old Timers page. He stated that the webmaster promotes this knowing that the Board can't do anything about it. Mr. MacAskill stressed that all these people are welcome to attend the Board of Selectmen's public meetings and stand before the Board with their comments but instead they hide behind their keyboards at home and insult the people who are working hard for this Town. He welcomed them to take get on an agenda and take advantage of the process. Mr. McManus agreed that anyone can take advantage of the process and this is where we are supposed to conduct Town business.

ADJOURNMENT

Mr. Howell moved to adjourn at 8:15 p.m. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

Related Documents - Nov. 13, 2018 BOS Meeting

- 01 Agenda.pdf
- 02 Minutes - October 15.pdf
- 03 Minutes - October 22.pdf
- 04 Minutes - October 29.pdf
- 05 Election Certifications.pdf
- 06 Annual Rpt - Wastewater Support Committee.pdf
- 07 Annual Rpt - COA.pdf
- 08 Annual Rpt - Bd of Assessors.pdf
- 09 Classification Hearing.pdf
- 10 Conservation CPC Application.pdf
- 11 Recommendation - Ember Disciplinary Hrg.pdf
- 12 Request for Remote Participation.pdf
- 13 RFP Wastewater Communications and Outreach Coord.pdf
- 14 Owners Project Managers (OPM) Guidelines.pdf
- 15 OPM Example of RFQ.pdf
- 16 Contract for CVCG Improvements.pdf
- 17 Departmental Rpts.pdf