



APPROVED

RELEASED

**MINUTES
of
SELECTMEN'S MEETING
GRIFFIN MEETING ROOM
Monday, February 3, 2020
6:30 P.M.**

SELECTMEN PARTICIPATING: Larry Ballantine, Stephen Ford, Donald Howell, Michael MacAskill, Edward McManus.

ALSO PARTICIPATING: Interim Town Administrator Joseph Powers.

CALL TO ORDER

Mr. Ballantine opened the meeting at 6:30 pm, and called to order the Board of Selectmen. He explained he first called the meeting to order at 6:15 pm for an Executive Session, in which they discussed the litigation as refers to Kent M Sargent and the Town of Harwich. He said that they have decided to move ahead with this and it will come back.

WEEKLY BRIEFING

A. Sewerage Work Improvement Phase 2 – Contract #1 – Construction Schedule – Weekly Update

Mr. Joseph Powers, Interim Town Administrator, said that the first update is from Phase 2, Contract 1, which is the work being done by Robert B Our. For the week of February 3rd, Mainline Sewer Crew # 1, will continue gravity sewer installation on Old Heritage Way and Mainline Sewer Crew # 2 will be continuing installation on Route 137, which necessitates detours. For the two week look ahead, week of February 10th, the Mainline Sewer Crew # 1, will continue gravity sewer installation on Old Heritage Way, progressing to Liberty Trail and Mainline Sewer Crew # 2 will continue installation on Route 137. This is work that will require extended hours to set a deep sewer manhole, for the week of February 10th, and detours are still necessary. The three week look ahead for, week of February 17th, Mainline Sewer Crew # 1, to continue gravity sewer installation on Liberty Trail and progressing to Spence's Trace, and Mainline Sewer Crew # 2 will continue installation on Route 137, with detours.

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B. Sewerage Work Improvement Phase 2 – Contract #2 – Construction Schedule

Mr. Powers provided the update for the work, to be performed by RJV. For the week of February 3rd, they will be working on installing sewer on Cemetery Road, which means the road will be closed between Route 137 and Church Street. The week of February 10th they will be installing sewer on Sou'West Drive, with road closure between Route 137 and Church Street. The week of February 17th they will continue on Sou'West Drive with road closure again between Route 137 and Church Street.

PUBLIC COMMENTS/ANNOUNCEMENTS

A. Mr. Howell announced sadly that the town had lost another icon, Ms. Marguerite Marion. He said that she was involved in all manner of Town activity, including; Conservation Commission, Board of Health, a huge advocate for the Chase Library, and most recently gave the Herring Run reports at Town Meeting. They will all miss her.

B. Chief Norm Clark, Harwich Fire Department, said it is nice to go to Station 2, which has been open for one week. It has gone well and he thanked the Board and the tax payers for their support. Also, he said he was made aware of a young lady in sixth grade at Monomoy that has taken it upon herself to help with relief efforts for the fires in Australia. He said they have been devastated there and even more devastation for the animals. Mr. Clark said that this young lady is his granddaughter, and he asked if she could speak to the Board.

Ms. Samantha Clark, student at Monomoy Middle School, announced that she is making bracelets to help support WIRES Wildlife Rescue. She explained that WIRES is the largest non-profit wildlife rescue organization in Australia. Their mission is to actively rehabilitate and preserve the wildlife after the damage and devastation caused by recent wildfires. Ms. Clark wanted to find a way to help the animals and is using her love for making bracelets as a way to help. She said that 100% of the funds will go to support WIRES, and she has already raised \$450. She said that people can purchase a bracelet for \$15 and they can message her on Instagram, email her, or reach out to her dad, who is officer Tom Clark, who is the school resource officer at Monomoy. Information will also be placed in the Administration office at Town Hall.

- C. Ms. Carolyn Carey, Director of the Community Center, said that it was a great Super Bowl Sunday, and thanked the people that came. She said that also on Wednesday is the then and now, at 3:00 p.m. at the Community Center.
- D. Mr. McManus said that since he is in the audience, he wanted to announce that Mr. Alan Hall, a longtime resident of Harwich, is now going to be the facilities manager of Outer Cape health Services. He thanked Mr. Hall for taking the job.
- E. Ms. Jamie Goodwin, Station Manager, Channel 18, said that she wanted to remind everyone to sign up for the new emergency alert system. She said that the information is on the town's website and if they have any trouble they can email her directly at jgoodwin@@town.harwich.ma.us. She will also be at the birthday celebrations at the Community Center, and can personally help sign anyone up.

CONSENT AGENDA

A. Minutes:

1. June 17, 2019 – Regular Session
2. August 12, 2019 – Regular Session

B. Vote to Approve the referral of Zoning Amendment to the Planning Board pursuant to MGL c.40A, Section 5 regarding Expansion of Industrial Zoning District off Queen Anne Road

C. Vote – Annual Auto License Renewal 2020 for Bassil Brothers, Inc. dba Harwich Port Getty

D. Vote – Annual Auto License Renewal 2020 for Sam's Auto Repairs and Sales, dba Sam's Automotive Center

Mr. Howell requested that they hold Minutes, June 17, 2019 - Regular Session.

Mr. Ford moved to approve Minutes August 12, 2019 – Regular Session, the referral of Zoning Amendment to the Planning Board pursuant to MGL c.40A, Section 5 regarding Expansion of Industrial Zoning District off Queen Anne Road, the Annual Auto License Renewal 2020 for Bassil Brothers, Inc. dba Harwich Port Getty, and the Annual Auto License Renewal 2020 for Sam's

Auto Repairs and Sales, dba Sam's Automotive Center . Seconded by Mr. MacAskill.

All in favor, motion carried by unanimous vote.

PUBLIC HEARINGS/PRESENTATIONS

A. Draft - Cape Cod Regional Technical High School Draft FY2021 Budget

Mr. Sanborn said that he is there to present the 2021 budget for Cape Cod Tech. He said that it is in draft form, but he does not see it changing, as it goes to full committee, and a public hearing in February. He said that he is bringing good news to the Town of Harwich, although he never thinks it is good news when there are less students at their school from any town. However, financially, it is good news. Mr. Sanborn said before he goes on, he wanted to say a couple of words about the passing of Mr. Lee Culver. He said that Mr. Culver was a long time member of the school committee and was someone who was extremely supportive and always willing to do something for the youth. He said that they will miss him at Cape Cod Tech, and they are going to make sure that everyone from his family will be at the ribbon-cutting in September or October.

Mr. Sanborn said that he is also joined by Mr. Bob Furtado, Vice Chair, School Committee, who is from Harwich and a former auto tech teacher at the school. He is very happy to say that their overall enrollment had a spike of 46 students, after several years of declining enrollment. He said that they also made some changes to their admissions process, which had some positive impacts, but also the excitement about the building has helped things. Mr. Sanborn showed the pie chart, which shows that the enrollment for Barnstable is still significantly the largest part of their enrollment at 31%, followed by Yarmouth. He said that the numbers for Harwich composes 9.4%, which is down almost 3% over the last several years. He said that he is presenting to them a 2.76% increase with that forty increase of students \$15,504,000. He said that they have been good stewards of the taxpayers money over the last many years. From FY14, they have never been over 3%, with the exception of FY16, when they asked for money for the Stabilization Fund, of \$250,000, so that is why that is 4.49%, and that went right to the feasibility study for the facility.

Mr. Sanborn said that they are still getting the vast majority of their funds for the budget from the citizens of twelve towns through the through the assessment process, which is over \$12,000,000 this year. He shared a chart, *Revenue Source vs. The Operating Budget*, which showed that as the operating budget rises, so does the assessments, because State Aid and Local Revenue are pretty paltry. He said that they are devoting a decent amount from their excess and deficiency fund and they had given some money back to each Town last year, because they had gone over the 5% limit on the excess and deficiency. Next her shared the *Revenue Source vs. The Operating Budget* slide, which is the history of the operating budget. He said that they are at a high point in local revenue, and that is because they going to devote some more of excess and deficiency to this budget, which really makes assessments go up a little less then 2.76%, which overall is 2.64% as the final number. Mr. Sanborn provided an overview of what the money is used for, and said that 35% of the money is for the teacher salaries, and salaries and benefits are the vast majority of a school budget. He said that they have great news from Cape Cod Municipal Health Group this year, where it will likely be a 0% increase, it is not official, but that is what they are anticipating. Mr. Sanborn said that he wanted to mention the Retiree Benefits, because Cape Cod Regional Technical High School has taken a serious look at the unfunded liability represented by retirees health insurance. They have over \$18,000,000 of unfunded liability and they have adopted a policy, in this budget, and they are devoting \$150,000 to that. They are a member of the Plymouth County OPEB Trust, and they are investing the money for the purpose of trying to fund the unfunded liability, and their current plan working with actuaries, has that unfunded liability expiring in 28 years. Therefore, they are going to increase that amount they are putting in the budget every year, until it gets to \$300,000. If Barnstable County ever becomes fully funded, the assessment that we pay to Barnstable County which is also in this budget, represented by retirement, which is 3.2% of the budget, that money will also be devoted to eradicating the unfunded liability for retirees health insurance. He said that they had just met with the Plymouth County OPEB Trust, and they had good results with their investments and the economy and have \$1.4 million balance, as of today. They actually have more retirees, then they do active employees, about 135 retirees, and 99 employees. Mr. Sanborn said that the increase is mostly in salaries, they had come to an agreement with their unions, and it is a 3.26% overall budget. He explained that they had to make some adjustments for cost of living and making salaries on par with surrounding towns, and also some positions previously funded by grants have now gone into this budget. Materials and Services have gone up a little bit, and they also just signed a

new five-year contract with Cape Destinations from Harwich, which is a fixed contract and the entire increase is being absorbed in this budget. He said that this sums things up and they have decreased their capital budget, and they don't anticipate a lot of costs in the beginning of the new school year. He said that budget drivers obviously, as he already covered are the salaries and benefits, which are 76% of the entire budget. Mr. Sanborn said that they have two assessments; and on the operating side for the budget, he just presented the Town of Harwich, a \$1,178,798 assessment that is down from the previous year by about \$240,000. Then they also have the assessment for the building; which is a 20-year term, at 3.3% interest level, which leads to a declining debt schedule over those twenty years. They are in year two of this schedule, with \$6,260,000 in total for the twelve towns, and their portion of that this year is \$589,481. He said that is a decrease, he believes in both, because the amortization schedule decreased, and it is also a portion by enrollment percentage of the previous year, which is decent news for the Town of Harwich in this budget year.

Mr. Sanborn said that they do a graduate follow-up study, which is done one year after graduation. They had 119 students out of the 137 graduates respond, which is a 92% response rate. He shared a chart which showed that they had 10 students that went into the Military, 51 were employed related to their shop, 38 students went on to further education, 16 students were employed, one student unemployed, and two were not in the labor force. He said that they also added another question, which he is asked often, is if the students remain on Cape Cod. He said that one year after graduating 84% of them responded that they are still on Cape Cod.

Mr. Sanborn said that they are slated to move into the new facility in June and will be having a meeting on Wednesday with a company called Rentacrate, who is supplying the crates for moving their stuff. He said that when they presented this, it was a \$128,000,000 project, and right now it is a little over \$121,000,000. They are under budget, and they are ahead of schedule. He said they are a little behind on closing the envelope, which he is concerned about, but he is told they are still on track for a June entry and students starting in September. Mr. Sanborn said that they are looking at two community events, one being a ribbon cutting, and the second being an open house for the towns. He said that he would like to thank all of the taxpayers for their overwhelming support of this project and all the boards in Harwich who have always been very supportive of the school.

Mr. Howell said on behalf of their beleaguered taxpayers I love hearing words like holding the line and under budget so appreciated Lee that part of the presentation I have two questions there's some related you're in front of us so when the new building was put out there unlike the relationships with the districts because of the way the tech was created there wasn't the possibility of going town by town to approve the override for that

Mr. Sanborn said that is correct.

Mr. Howell asked if there has there been any subsequent discussion about amending that agreement at all?

Mr. Sanborn said no there has not.

Mr. Howell said he will put his two cents in, and said that he thinks it would be a terrific thing to look into because it's an anomaly it's not the same as we treat other things, so in town meeting if you stick around here long enough to meet a meeting is a real big deal and finally be remiss if I didn't make my annual appeal to you about when we're putting Jimmy Marceline's name on the lobby or the foyer or something because without Jimmy there's no tech building

Mr. Sanborn said yes and I've agreed with his assertion and I don't have an answer for you right now and he has heard that from others.

Mr. McManus said that he has been up touring the construction site and he is very impressed.

Mr. MacAskill said he has no real comments, just thanked him for the simplicity of the presentation

Mr. Ford said that he agreed with Mr. MacAskill and said that the presentation format makes it easier for the taxpayers to look at. He said that they are all trying to accomplish the same task, with everything that they do, to make this kind of information more understandable and easily presentable. He said that they are big numbers, and obviously the taxpayers are very concerned about where they are headed as a town, and the impact it's having on their ability to pay their taxes.

Mr. Sanborn said to Mr. Ford's point, they want the school to be a larger community resource, and there are many services where taxpayers can save money, such as, meals, haircuts, or a scratch and dent fix.

Mr. Ballantine said he agrees and he had one observation, that the state agency has been flat for the last four or five years.

Mr. Sanborn asked if he has heard of "hold harmless"? He said that for the first time in years, they were not held harmless, and he is not sure if Mr. Ballantine is talking about the Student Opportunity Act money that came in, which is supposed to help schools within gateway cities, and also students that are economically disadvantaged, with special ed costs, health insurance costs. If they are able to make some progress in going past hold harmless, that will be with the Student Opportunity Act, which will be phased in over seven years. He said that it remains to be seen if it's going to be a good influx of revenue for them, his hunch is it won't be, most of that money is going to the gateway cities.

Mr. Ballantine said he has one question about a line item he had listed as building leadership, can he explain what that is for?

Mr. Sanborn said that it is going to be for people like himself as the Superintendent, the Principal and Vice Principal. He said in total they have seven Administrators, and it is for building leadership for those individuals, their support staff and the treasurer of the district is also included in those numbers.

Mr. Ballantine asked if the implication is a function to interact with students, or just internal administration?

Mr. Sanborn said that out of the seven, five of them are directly in contact with the students all of the time. He said that he also happens to be in the building with the students, and in direct contact all of the time, which he likes, and said that it makes it a much more exciting environment.

Mr. Ballantine asked about the dental assistant instructor, and said he thought that the program was leaving?

Mr. Sanborn said that he is glad he brought that up, and said that they have a Dental Assisting Program, and that is the teacher for that program. He said

that the students would go to the Ellen Jones Dental Center, which is in our facility right now right. However, that will be moving to Patriots Square, and the students will then have to get in a van and go one exit down to Patriot's Square, to do their internship. He said it is a win-win for both organizations.

Mr. Ballantine asked if there were any other questions, and thanked Mr. Sanborn for the great job.

NEW BUSINESS

- A. Vote to approve New Annual Common Victuallers License for Beachlight LLC dba The Seal Pub and Café

Mr. Powers said that this item, and the next one, are related to the establishment formerly known as Reds, and is now known as the Seal Pub and Café. He said that last week, they received the liquor license and now they are just looking to close the Common Victuallers and the entertainment.

Mr. MacAskill said that he had the same question again on the entertainment, and he thinks it is a discussion that they need to bring back. He said that when the Police Chief was before them, he had discussed 12:00 am, being his ideal time to shut down entertainment. He said he is not sure what Reds permit was, but he thinks they need to bring it back and there should be a time when the music stops, the lights go on and the people start to filter out. He said he is not going to hold it up, but he thinks they need to follow up with this.

Mr. Ford asked to confirm if this is for inside or outside. Mr. Ballantine and Mr. MacAskill confirmed it was for inside.

Mr. Howell said that even if it is inside, they generally have a statement about noise not emanating from a facility and that is not there.

Mr. MacAskill moved that they approve the New Annual Common Victuallers License for Beachlight LLC dba The Seal Pub and Café. Seconded by Mr. Howell.

All in favor, motion carried by unanimous vote.

- B. Vote to approve New Entertainment License for Beachlight LLC dba The Seal Pub and Café; Weekday Monday through Saturday 6:00 Am to 1:00 AM – recorded music, acoustic live music and occasionally karaoke

Mr. MacAskill moved that they approve the New Entertainment License for Beachlight LLC dba The Seal Pub and Café; Weekday Monday through Saturday 6:00 Am to 1:00 AM – recorded music, acoustic live music and occasionally karaoke, with the noise not to leave the premises. Seconded by Mr. Howell.

All in favor, motion carried by unanimous vote.

- C. Vote to approve Change of Manager at Main Street Quik Pik, Inc., From: Bahecharbhai Patel – To: Alay G. Patel

Mr. MacAskill moved that they approve the change of manager at Main Street Quik Pik, Inc., as presented. Seconded by Mr. Howell.

Mr. Ballantine said that this notice has the approval of all the proper authorities in town.

Mr. Howard Cahoon, Attorney, said he was there representing Main Street Quik Pik, Inc., and thanked them for the motion. He said that they are there to answer questions, and pointed out that the agenda did not reflect the correct manager of record, who is Anil Patel.

Mr. MacAskill said that he will restate his motion. Mr. Howell removed his second.

Mr. MacAskill moved that they approve the change of manager at Main Street Quik Pik, Inc., from Anil Patel to Alay G. Patel.

Mr. Powers said that he did not wish to dispute anything that has been said, and certainly not the change to the new owner. However, he is not sure that the current manager of record comports with their files.

Mr. MacAskill said that he adds to his motion that it is with a conditioned approval of the Town Administrator. Seconded by Mr. Howell.

All in favor, motion carried by unanimous vote.

- D. Vote to approve the recommendation of Harwich Conservation Committee Chairman, Brad Chase to accept the request of Paula McGuire to step down as a full commissioner and become an alternate commissioner
- E. Vote to approve the recommendation of Harwich Conservation Committee Chairman, Brad Chase to appoint Ernest Crabtree from alternate commissioner member to full member

Mr. MacAskill moved to approve the recommendation of Harwich Conservation Committee Chairman, Brad Chase, to accept the request of Paula McGuire to step down as a full commissioner and become an alternate commissioner, and Ernest Crabtree from alternate commissioner member to full member, as stated in items D and E above. Seconded by Mr. McManus.

Mr. Howell asked if the motion and specified with the term to expire, to complete the term for the resignation? Mr. MacAskill confirmed. Mr. Howell seconded.

All in favor, motion carried by unanimous vote.

F. Personnel Update

Mr. Ballantine thanked Mr. Powers for the information he had provided and said that this was a request from Mr. MacAskill and they agreed to get an update on vacancies.

Mr. Powers read through the list of positions and said that the first one is for Support Staff Supervisor and he confirmed that an advertisement will appear in the Chronicle on Thursday. He said that they are also in the process of receiving applications for Van Driver for Council on Aging and a Program Aid at the Cultural Center. He said that he has not received any updates on the part-time Weight Room Attendant, and beyond that he is working with Public Safety on next steps for the Emergency Management Director.

Mr. MacAskill asked when the ad was published for the weight room and program aid positions?

Ms. Carolyn Carey, Director of the Community Center, said that an ad was not placed in the paper, but it went out internally. She said that it went on the

Town's website, and was posted internally within the building. They are looking to put it on Indeed, but it has not been posted in the local newspaper.

Mr. Powers said that he will follow up with Mr. Loughton, he thought the reference was that an ad was published, but perhaps he was referring to the website.

Mr. MacAskill said that he knows in the past, they used to post internally, before posting in the paper, but he thought that had changed that to be simultaneous?

Mr. Powers said that when it comes to HEA positions it's supposed to be simultaneous and confirmed he will be following up to get them posted in the paper.

G. Procurement Update

Mr. Powers said that they have in the packet a two-part document and the first page is the procurements that have been completed within this fiscal year. He said that the second document is what is considered to be procurements that are either in process or that the Administration Department is aware of through actions such as Town Meeting votes, or articles, and they are pending more information.

Mr. Ballantine asked what Mr. Powers sense is on catching up with this?

Mr. Powers said that he thinks the completed page speaks for itself, and that Mr. Loughton and Mr. Ryder are making headway from where they were several months ago. He said that they are still trying to balance what they have for procurements that they are aware of and the ones that may arise from unexpected needs or actions. Mr. Powers said that they are meeting regularly and they are continuing to process the procurements.

Mr. MacAskill said he did not have questions on this, but wanted to go back to personnel. He asked if they could get a list by departments of what positions were open and had been approved in the budget?

Mr. Powers confirmed this and said that he had reached out to Department Heads and advised them if they had any open positions, they needed to get that information through to Administration. He said what they see there are

the responses that they have gotten from Department Heads. He said that other ones that are related to pending retirements, they are still waiting for documentation from staff before they can fill those. There is also one particular assistant department head position they are struggling with the search process, but they can will identify all of the open positions that are approved, and not yet in process.

Mr. MacAskill asked if he can include the summer/seasonal positions in that list?

Mr. Powers confirmed.

H. Discussion & sign letter to Coast Guard RE: A proposal opposing the disestablishment of the Chatham Beach Lighted Whistle Buoy C (LLNR 520)

Mr. Powers said that what is here is the strong efforts of their Harbormaster, John Rendon. He said that Mr. Rendon did this in collaboration with Stuart Smith, Chatham Harbormaster. He said that he believes it succinctly captures what they would want to say and what the Town of Chatham is looking for.

Mr. MacAskill moved that they approve to support the letter and sign it. Seconded by Mr. Howell.

All in favor, motion carried by unanimous vote.

CONTRACTS

A. Procurement Update

1. Vote to Approve SEMASS Municipal Solid Waste Disposal Agreement

Mr. Powers said that they have the SEMASS Municipal Solid Waste Disposal Agreement proposed. He said that they may recall their DPW Director was there previously, and they had voted for two different contracts and had a placeholder contract for the month of January. However, the vendor has been gracious and working with them. What they have in the packet is a contract that conforms to the Town of Harwich's language and requirements. It has been vetted by staff and is presented for their approval. He noted that the form used by council

is different than the standard 30B, so it did not have the section for funding. However, that has been approved by the accountant, and finance director, and still stands.

Mr. Ballantine asked if Mr. Powers could remind them what they are agreeing to in terms of cost?

Mr. Powers said he would defer that to their DPW Director.

Mr. Lincoln Hooper, DPW Director, said that the costs are on the last page of the document which state:

January 1, 2020-December 31, 2020 \$90.00/Ton

January 1, 2021-December 31, 2021 \$94.50/Ton

January 1, 2022-December 31, 2022 \$99.25/Ton

He said that he previously recommended a single year contract, and is the same contract that Covanta had signed with other communities. He said there is no put-up provision, meaning that if they don't send it there, there is no penalty for it. Therefore, there is no reason not to sign a multi-year contract, and if they find a better price elsewhere, they are under no obligation to ship them anything.

Mr. MacAskill said that he had one question, and asked if that needed to be on a 30B contract?

Mr. Powers said if he is remembering correctly, the solid waste is exempt from procurement, and as the DPW Director mentioned, this is a form that was constructed by KP Law, and they have used it in a number of municipalities. He said also, it is a form that SEAMASS is going to be comfortable signing.

Mr. MacAskill asked to confirm that it is exempt from procurement. Mr. Powers said yes.

Mr. Hooper said that he would be remiss if he didn't tell the Board that when he was there in December, he had said that they were going to sign two separate contracts; one with New Bedford Waste and one with SEMASS. He said that when Mr. Robert Lawton, Acting Assistant Town Administrator, had sent the contracts to KP Law, they essentially rejected the New Bedford Waste contract. He said that he has since put

the New Bedford Waste into the SEMASS contract, the same form they have before them. He said that Mr. Lawton is vetting it now and he hopes to have that before them in a week or two.

Mr. McManus moved that they approve the SEMASS Municipal Solid Waste Disposal Agreement, to extend to December 31, 2022. Seconded by Mr. Ford.

All in favor, motion carried by unanimous vote.

OLD BUSINESS

A. Budget/Warrant Timeline FY 2021

Mr. Powers said that Town Meeting is in 90 days from tomorrow. He wanted to draw out of this, as they can see on the timeline, that next week is his presentation of the budget, and the budget message to the Board with the Finance Committee present.

B. Town Administrator Screening and Search Process

1. Draft – Screening Committee Charge
2. Draft – Position Profile
3. KP Law Open Meeting Law Review

C. Next Steps – Hiring Town Administrator Search Firm

1. Scope of Search – Discussion and possible vote

Mr. Ballantine said that they have been circulating several drafts and he has sent those to the search committee, and various people in town, as well to get their input. He said that it is not confidential and he wants it out there as much as possible, and wants it to be transparent.

Mr. Howell said that he believed when they talked at the last meeting, they conceptually had agreed to a kind of funnel arrangement. He said that what he sees happening, unless he misunderstood last week, is they aggregate these things and then they categorize them. Such as, the first third over here, or highly qualified and then the ones they don't deem as qualified. However, he said that they can't start pulling things out before their committee sees them, that is what they agreed to, right? He said that somewhere along the line, some

of this text has to change to be consistent. Their job is not to take things and pull them out, so they only get half, or two thirds.

Mr. Ballantine said that is what the charge is for them to do.

Mr. Ford said that they would indicate the levels, but they would not be excluded from seeing any of the resumes.

Mr. Howell said that he had just wanted to hear that.

Mr. Ballantine said that the other draft he has circulated is on the position profile. He said that KP Law had given them their document that they used in Provincetown, and he circulated a draft and his modification to that document. He said that his change was to change the focus somewhat, and focus on the consulting firm that they hire on recruitment, and have them be the primary screeners. He said that he thinks they have a very qualified search committee and they did a great job with their appointments. He also thinks that will save them some money by not asking the consulting firm to do that. He said that they will help organize it. He said that his intent is that they all agreed that they want all applicants to be available to them, so that they can look at them. Mr. Ballantine said that they had some discussion about the need to be careful because of confidentiality, and right now they will put all the applicants resumes into the controlled room, and then they will be able to look at them, and ensure they are kept confidential and protected. Mr. Ballantine said that they need to get a letter to the search committee to confirm they need be sworn in. He said that they can do that at the initial meeting and is hoping they can schedule that and then possibly a week they can host the inaugural meeting. He said at this rate he will keep the documents a draft for another couple of weeks and once the search committee is sworn in and going, they can take a vote on each of them.

Mr. MacAskill said that he is not sure how much more tweaking they need to do and his only comment is what they just got done talking about, on reviewing the resumes. He said that they have reviewed this for three weeks now, and none of them have really offered any change. He asked why they don't just vote on this, so it can start moving along? He said he is getting a little nervous about the timeline. Mr. MacAskill said that he has also received several comments by other people in the public, that if they are going to finish this last minute, before the election, it should go to the next Board. However, his bigger concern is getting the request for quotes from the search

committees. He said that to him, it is more important than nailing this down, and this week they have to issue a request for quotes for the search firm.

Mr. McManus moved that they issue a request for quotes to search firms for the Town Administrator search process. Seconded by Mr. MacAskill.

Mr. Ballantine asked if there was any more discussion, otherwise they will get that out. He said he was working with Mr. Robert Lawton, Acting Assistant Town Administrator, on this.

Mr. Howell said he does have one comment, that it needs to be explicitly stated somewhere, because that's the scope of the contract, what they are asking them to do. He said that they are asking them to receive, rank, and then deliver. They're not delivering semi-finalists, they're delivering everything ranked, that's a different statement.

Mr. McManus said that he will add it to his motion for the firms to place their quotes based on the scope of work that they will rank all of the applications and deliver all of the applications to the search committee. Seconded by Mr. Howell. Mr. Ballantine asked if they are all in agreement and said that he will add that and they will get it out.

All in favor, motion carried by unanimous vote.

Mr. MacAskill asked if they could go back to the position profile, because that is an important thing for the search committee, screening committee and residents of the town. He asked how close they were on voting the profile?

Mr. Ballantine confirmed that he had all of the comments on that.

Mr. McManus moved that they approve the draft position profile. Seconded by Mr. MacAskill.

Mr. Howell said, also to get it out there, this is neither tilted towards the current acting incumbent, nor would it preclude him from putting in. This was agreed upon by the Board and mentioned for the public to hear.

All in favor, motion carried by unanimous vote.

Mr. MacAskill said he had one more item, which is on the agenda, for KP Law open meeting law review. He asked if they could schedule a date, and have their search committee go through what open meeting law is, confidentiality, and everything that's important to this committee. This is a sensitive personnel thing, and some have a lot of experience in what they are talking about, and others may not.

Mr. Ballantine said that they can do that, and feels that the committee members have experience and talent as well.

Mr. Howell said when he was on the County Administrator selection committee, a few years ago, they had the County Council in and they gave them a ten minute presentation. He said that was mainly because there's a presumption on the part of people, who put in for this, that unless they get to the finalist round, they don't want their names divulged because it could compromise their careers.

Mr. McManus said that he thinks it is a good idea to have someone from KP Law there, and said that he remembers Mr. Giorgio indicating that their services included a certain number of trainings for committees.

Mr. Ballantine said he will do that.

TOWN ADMINISTRATOR'S REPORTS

A. 276 Queen Anne Road Update

Mr. Powers said that they may recall after the Town Meeting action, that 276 Queen Anne Road was presented to all municipal departments, as surplus to see if there was a need. He said that on January 17th, the Water/Wastewater Superintendent presented to the Real Estate and Open Space Committee, indicating that the Water Department was interested in perhaps securing that property for relocation of administration and supplies. Mr. Powers said that the end result of that was that Real Estate and Open Space voted unanimously to retain the property for municipal use, but didn't make any specific recommendations. Therefore, the update at this point is simply that there is a demonstrated need for it to be used for municipal purposes, and he would recommend that it not go further in the surplus process. He said that means

that it is not to be offered to the general public, and that it still remains in the condition in which it is for further evaluation.

B. 203 Bank Street Update

Mr. Powers said that there was a mutual conclusion for the Garden Club, who partnered with the Episcopal Church in Harwich Port to host their event. He said that it was a nice situation where both parties got something out of it. The church is getting free fertilizer, and the Garden Club is getting access to a property that is unfettered and available. He said that he did offer to continue the discussion with the Garden Club in the future to see if they can bring it back to a municipal property.

Mr. Powers said, as it related to this municipal property, he met with the DPW Director and they reviewed materials that were provided to their Facilities Manager. He said that they may recall an article appropriation of \$60,000 at the 2019 annual Town Meeting, for the purpose of abatement and remediation to that. He said that they have located the report about what chemicals, or other items, might need to be abated or remediated, and will be working with the Harbormaster to begin a process of cataloging items that they may be able to declare as surplus for auction. Mr. Powers said that they will continue to pursue next steps, as far as abatement, before demolition of this location. He said that there had been a rumor circulating that this property is deemed to be historic, and was potentially impacted by the demolition delay. However he was able to confirm with the Chair of the Historical Commission that that is not the case. He said that there is nothing in that regard that would impact this project, and there will be more to come on that.

SELECTMEN'S REPORT

Mr. Ford said that he was remiss in not thanking Mr. Lincoln Hooper, DPW Director, when they were discussing the Solid Waste Agreement. He said it was a great job, in a very difficult environment, to get into it a deal and he did that. Mr. Ford said that he also wanted to thank the Police Department for their quick response to his concern about the traffic, and the speed of the traffic. He said that they already have speed indicators up, so that was fantastic.

Mr. MacAskill asked for an update on the Doane Road property. He said that it has been kicking around the Board for two years and the house had a severe fire in it.

He said that he has had several complaints from neighbors and they keep hearing stories that it might be sold, or it might not be. However, at some point he knows the building inspector was asked to say whether it was safe or not, and the fence is not completely around the property. He said that he would like to get an update.

Mr. McManus said that he shares Mr. MacAskill's concern. He has been in fairly constant contact with a number of the neighbors, and also with the Building Commissioner. He said that there always seems to be somebody else who's trying to figure out what to do with it, but nobody can seem to put together a deal. At this point it looks like it is going to sit there until it falls on its own.

Mr. Howell said that he will chime also and he has been in contact with people. He said that it is encouraging vermin and a kid can also slide in through the fence. He said that it is an attractive nuisance. Mr. Howell said that the other thing is that tomorrow night at 6:30 pm, the Harwich Trust, in accordance with their bylaws is inviting the Housing Committee to have a discussion about housing needs in town. He said that it is the beginning part of creating an action plan, so anybody who is a stakeholder, whether you're a builder or someone who wants to live in affordable housing, is invited to come partake in the discussion.

Mr. Ballantine asked if Mr. Howell could also bring that back to their agenda, to give an update on the Housing Trust.

Mr. Howell said that it isn't as complex as they may think, but he will bring it back. He said that essentially they are in day zero, because they never had an action plan.

ADJOURNMENT

Mr. MacAskill moved that they adjourn at 7:39 pm. Seconded by Mr. Ford. All in favor, motion carried by unanimous vote.

Respectfully submitted,

Lisa Schwab
Board Secretary