

APPROVED

RELEASED

**MINUTES  
HARWICH BOARD OF SELECTMEN  
DONN B. GRIFFIN ROOM, TOWN HALL  
EXECUTIVE SESSION 5:30PM  
REGULAR MEETING 6:00PM  
MONDAY, APRIL 10, 2023**



**MEMBERS PARTICIPATING:** Michael MacAskill, Chairman, Mary Anderson, Vice Chair, Larry Ballantine and Don Howell

**ALSO PARTICIPATING:** Joseph F. Powers, Town Administrator

**CALL TO ORDER:** Chairman MacAskill called the meeting of the Board of Selectmen to order on April 10, 2023. The Board will be going into Executive Session and will return to Open Session no later than 6:00PM.

**EXECUTIVE SESSION:**

- A. Pursuant to G.L. c.30A, sec. 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel and to conduct contract negotiations with nonunion personnel: Fire Chief, Finance Director/Town Accountant and Town Administrator
- B. Pursuant to MGL c. 30A section 21 (a)(3) to discuss with respect to collective bargaining for all town unions and the Chair has determined that open session would have a detrimental effect on the town's bargaining position; Harwich Police Patrol

Mr. Howell moved to vote to enter into Executive Session as read, seconded by Ms. Anderson. Vote 4:0 in favor by roll call. Chairman MacAskill declared the vote.

Chairman MacAskill called the BOS meeting of April 10, 2023 back to order reporting that, in Executive Session they discussed collective bargaining for union and non-union personnel; The Harwich Police Patrol Union and they did vote to ratify that contract. All eight unions have long-term contracts. Also discussed were the Fire Chief, Finance Director and Town Administrator. No decisions were made.

**PLEDGE OF ALLEGIANCE**

Mr. MacAskill invited attendees to join in the Pledge of Allegiance

**PUBLIC COMMENTS/ANNOUNCEMENTS**

Cindy Williams, Executive Director of the Harwich Chamber of Commerce noted that they are doing the annual dinner at 400 East to review the Town Warrant Articles and she gave the details

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for registering. She also noted that Thursday, April 27, 2023 is “meet the new owner and chef at Red River Barbecue” and she gave details for the event.

Kara Mewhinney, Director of Cultural Affairs talked about Art Week and gave a detailed description of events and where to find the schedule of events.

Amy Usowski, Conservation Administrator noted the Town Clean-Up, Tour de Trash, on April 29, 2023, and gave a detailed description of the event. She invited residents to volunteer to help.

Mr. Powers noted that the League of Women Voters of the Cape Cod area is sponsoring a candidates’ forum on Thursday, April 20, 2023 at 6:00PM in the Griffin Room. He also noted, from the Treasurer/Collector, taxes and due dates.

#### A., Committee Vacancies

Ms. Anderson noted the consistent number of vacancies and suggested future discussion about possible consolidating. She highlighted the Voter Information Committee, noted the reasons and the need for more members and encouraged people to join.

B. Candidates Forum - April 20, 2023 at 6:00PM, Griffin Room at Harwich Town Hall.

### **CONSENT AGENDA**

B. Approve Board of Selectmen Meeting Minutes for March 27, 2023  
(taken out of order)

Mr. Howell asked to hold back the minutes of March 27, 2023 for clarification of votes and for the names for the positive and negative votes to be added.

A. Approve the use of Doane Park on May 27, 2023 for Garden Club of Harwich

C. Accept the resignation of Elizabeth Harder, Community Preservation Committee,  
effective May 1, 2023

Mr. Howell moved to vote to approve the Consent Agenda A. and C. as presented and to send Elizabeth Harder a letter of thanks for her commitment to the committee, seconded by Ms. Anderson. Vote 4:0 in favor.

### **NEW BUSINESS**

A. Annual Report to the Board of Selectmen by external auditors, Powers and Sullivan

Renee Davis, partner in charge with Powers and Sullivan for the Annual Independent Audit and Romina O’Malley, the on-site partner for the engagement were present. They summarized and highlighted items. Ms. Davis noted their objectives, auditing standards, their responsibilities and

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procedures. She went through the index and described each category and what information is included.

Mr. Powers commented on the information and referred to his memo that is included in the packet. He thanked Ms. Davis and Ms. O'Malley for their hard work.

Board members asked questions and Ms O'Malley replied with detailed answers. They all expressed their appreciation to Ms. Davis and Ms. O'Malley.

B. Update from the Director of Information Technology on new technology programs

Sarah Eaton, Director of Information Technology gave an update on Office 365 and noted next steps. She also updated on the new MUNIS System and next steps.

Board members offered thanks and appreciation for what Ms. Eaton has accomplished.

C. Discussion on rate adjustments for 204 Sisson Road

Mr. MacAskill noted that there will be a public hearing on this in the next two weeks.

Kara Mewhinney explained the adjustments in rates in details.

Board members asked questions, made suggestions and expressed concerns.

Mr. Powers noted that these rates are a critical component of the RFP.

Mr. MacAskill asked members if they supported that part of the rate adjustment discussion and they all replied that they do.

Ms. Mewhinney noted that this is the first step and once construction is complete, she will return with other adjustments.

D. Approve a Special Permit Application for a one day wines and malt license for Bernadette Waystack - Event May 4, 2023 6:00 p.m. at 204 Sisson Road, Studio 205

Mr. Howell moved to vote to approve a Special Permit Application as presented, seconded by Ms. Anderson. Vote 4:0 in favor.

E. Approve a Special Permit Application for a one day entertainment license for Cape Farm Supply Event June 24, 2023 at 1590 Factory Road 3:00 p.m. to 11:00 p.m. - Recorded/live music

Mr. Howell moved to vote to approve a Special Permit Application as presented and outside, seconded by Ms. Anderson. Vote 4:0 in favor.

F. Approve a 2023 Seasonal Lodging house license renewal for Gingerbread House B and B - 141 Division Street

Mr. Howell moved to vote to approve the Seasonal Lodging house license renewal as presented, seconded by Ms. Anderson. Vote 4:0 in favor.

G. Approve the following 2023 Seasonal license renewals for Belmont Condo Trust d/b/a Belmont Beach Club - 1 Belmont Road

1. Common Victuallers
2. Weekly Entertainment - 5:00 p.m. to 10:30 p.m. inside - Live/recorded music, amplification, dancing by live performers & patrons

Mr. Howell moved to vote to approve the seasonal license renewals as presented, seconded by Ms. Anderson. Vote 4:0 in favor.

## **OLD BUSINESS**

A. Discussion on 2023 Annual Town Meeting Warrant Articles:

1. Discussion on details of the Capital Plan
2. Discussion on proposed additional staff

Mr. Powers referred to an addendum item entitled Proposed Additional Staff and a memorandum that is included in the packet.

Mr. MacAskill requested that Mr. Powers go through it for the purpose of educating the public.

Mr. Powers gave a brief overview of the Capital Plan FY24 through FY28. He noted the specific funds related to Article 13, 204 Sisson Road for FY24. Articles 19, 20 and 21 are Capital Outlay Articles with other funding sources. He noted funding sources in detail.

Board members asked questions and made suggestions. Ms. Mewhinney answered questions regarding 204 Sisson Road.

Mr. Powers gave a detailed explanation and description of the new positions and explained why there are not yet dollar figures in the chart. Each one of the requestors will speak to their budgets specifically at Town Meeting.

Mr. MacAskill emphasized the need for the Board and the Town Administrator to be able to explain the numbers.

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## **TOWN ADMINISTRATOR'S REPORT**

Mr. Powers emphasized the grant application that he signed for the Mass Cultural Council in the amount of \$2,500. He also executed a Master Service Agreement with Clifton Larson Allen, (CLA) an accounting firm, which he explained in detail. More information on those will be in next week's packet.

## **SELECTMEN'S REPORT**

Mr. Ballantine had questions on the February Monthly Revenue Report and he asked Mr. Powers for feedback at some point.

## **CORRESPONDENCE**

No correspondence

## **ADJOURNMENT**

Mr. Howell moved to adjourn, sec ended by Ms. Anderson. Vote 4:0 in favor

Respectfully submitted,

Judith Moldstad  
Board Secretary