

Board of Selectmen Minutes

11/05/2012

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, NOVEMBER 5, 2012
7:00 P.M.**

SELECTMEN PRESENT: Cebula, Ballantine, Hughes, LaMantia, McManus

OTHERS PRESENT: Town Administrator James Merriam, Chief Clarke, Lincoln Hooper, Francis Salewski, Matt Hart, Richard Waystack, Robert MacCready, Bill Doherty, Gerry Loftus, Brooke Williams, and others.

MEETING CALLED TO ORDER at 7:00 p.m. by Chairwoman Linda Cebula.

Chairwoman Cebula reported that the Board had just come out of Executive Session where they considered the purchase, exchange, lease or value of real estate and discussed strategy with respect to collective bargaining or litigation.

WEEKLY BRIEFING

Mr. Hooper provided a status update of the Route 137 project.

PUBLIC COMMENT/ANNOUNCEMENTS

- Accept proceeds from the Irish Pub Road Race for the Harwich Fire Department
Chief Clarke accepted a check in the amount of \$1,000 for the Harwich Ambulance Fund from Brendan O'Reilly of the Irish Pub. Chief Clarke stated that the Fire Department is proud to be part of this event and thanked Mr. O'Reilly on behalf of the Department.

CONSENT AGENDA

- A. Approve Minutes
 1. October 15, 2012 Regular Session
 2. October 22, 2012 Regular Session
 3. October 29, 2012 Regular Session
- B. Vote to approve appointment of Kerri Pentland as an on-call Police Matron/

Keeper of the Lock-up per the recommendation of the Police Chief

C. Vote to approve recommendations for appointment to the Cemetery Commission, and the Community Preservation Committee Board of Appeals and Waterways Committee

D. Vote to accept resignation of Bill Baldwin from the Community Preservation Committee

E. Vote to approve Caleb Chase Fund request in the amount of \$693.00

F. Vote to approve the contract for design of the Crowell Barn to Ellison Timberframes in the amount of \$8,500

G. Vote to hold a Public Hearing for Fish Weirs Permit Renewal on December 3, 2012

H. Vote to approve recommendation of the Selectmen's Nominating sub-committee to rescind the appointments of Finance Committee members serving on committees other than Capital Outlay Committee per the Town Charter

Mr. Hughes moved approval of the Consent Agenda. Mr. Ballantine seconded the motion. With regard to Item H, Mr. LaMantia suggested that it is time for the Board to review the Charter. Chairwoman Cebula asked the Board to provide comments to her on this issue over the next two weeks as a starting point for discussions. Mr. McManus asked to have Item F taken up separately and Mr. Hughes agreed to amend his motion as such. Mr. McManus said there is no contract for the Board to approve Item F. He expressed concern that the proposal from Mr. Ellison provided drawings sufficient to receive a building permit but the RFP was asking for a series of drawings far beyond that and we need to make sure the deliverables will be satisfactory so that a contractor can bid on this project. Mr. Gingras said the Commission met with Mr. Ellison to discuss their concerns and this was one of them, it was addressed and it was very clear that all the pictures and documents would be easily identifiable according to the terms of the RFP. Mr. McManus said he would still like to see the contract. The motion carried by a unanimous vote. Chairwoman Cebula agreed the contract should be in the packet and said it would be brought back next week.

PUBLIC HEARINGS/PRESENTATIONS *(Not earlier than 7:00 P.M.)*

A. Annual Meetings with the Board of Selectmen

1. Waterways Committee

Mr. Hart delivered the annual report of the Waterways Committee.

2. Bikeways Committee

Mr. Salewski delivered the annual report of the Bikeways Committee.

3. Board of Assessors

Mr. Waystack delivered the annual report of the Board of Assessors.

4. Housing Committee

Mr. Loftus delivered the annual report of the Housing Committee.

5. Housing Authority

Mr. MacCready delivered the annual report of the Housing Authority.

- Public Hearing – Classification Hearing with Board of Assessors

Mr. Ballantine read the hearing notice into record. Mr. Scannell, Deputy Assessor, stated that this is a revaluation year, they've completed the revaluation and have had preliminary approval from the state to go public with the valuations. He noted that they have just recently mailed out about 10,000 postcards indicating that the proposed assessments are online. Mr. Scannell stated that as a result of the revaluation, the value of the Town has gone down 2 ½ %. He reported that we went from a value of about \$4.6 billion dollars to about \$4.5 billion, a drop of about \$118 million in total. He stated that we utilized the 2011 sales, a requirement of the state so it doesn't necessarily reflect today's values. He noted that we are over 93% residential and only 7% commercial and that the Board of Assessors has recommended that we tax all property at the same tax rate.

Mr. Waystack stated that at a regularly scheduled meeting, the Board of Assessors voted unanimously to recommend that the Selectmen vote a factor of "1" for taxing all of the property in the Town of Harwich at a single tax rate.

Mr. Hughes moved, based on the recommendation of the Board of Assessors, that we vote to approve for FY2013 a single tax rate as recommended, that we do not grant an open space exemption, that we do not grant residential exemption and that we do not grant a small commercial exemption. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote. Mr. Scannell said the Board will likely need to revote this on November 19th to reaffirm the motion.

Mr. Ballantine moved to close the Public Hearing. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

OLD BUSINESS

A. Amend Private Road Betterment Policy – *second reading*

Mr. Merriam outlined the policy. The Board agreed to put this item on the Consent Agenda next week for a vote.

B. Surviving Spouse Health Insurance – *discussion and possible vote*

Chairwoman Cebula noted that this question failed three times at the ballot. Mr. McManus noted that although it failed at the ballot, it was approved unanimously at Town Meeting. Chairwoman Cebula clarified that what Town Meeting approved was to accept the statute to allow a different percentage of more than 50%. Mr. McManus said that in some future time, based on Town Meeting vote, the Selectmen are legally authorized to change the percentage. Mr. Hughes moved, based on the ballot, that we support that position (see above) and not increase the surviving spouse insurance. Mr. Ballantine seconded the motion and the motion carried by a 4-1-0 vote with Mr. McManus opposed to the motion.

C. Assistant Town Administrator position – *discussion*

Mr. Merriam recommended moving this position to a Grade 5 on the classification plan. Mr. Ballantine took exception to the job description indicating that the Assistant Town Administrator would oversee maintenance. He also stated that we need to make sure the advertisement is descriptive enough. He said he would be alright with changing the salary. Mr. McManus said the salary range on the survey is wide and questioned if we've compared job descriptions from the different towns with ours. He commented that we don't know what the towns are paying for and we need to know the characteristics of those jobs. He stated that if our Assistant Town Administrator is going to be supervising department heads then he doesn't think the proposed re-grade goes far enough. He asked to see comparable job descriptions for Dennis, Yarmouth, Sandwich and Barnstable and Mr. LaMantia asked Mr. Merriam to provide a summary. No action was taken on this item.

- Cape Cod Water Protection Collaborative – *response to request for input*

Mr. Ballantine noted that he has drafted the response letter to the Cape Cod Water Protection Collaborative based on the Board's discussion. The Board discussed the draft letter with the discussion focusing on the importance of a regionalized approach and funding. Mr. Ballantine agreed to make changes based on the Board's discussion. Mr. Ballantine recommended that he make changes to the letter based on tonight's comments and that he leave the letter on the table for the Board's signatures. He stated if the Board

is not in agreement with the new draft he would bring it back. Mr. McManus moved Mr. Ballantine's recommendation. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

NEW BUSINESS

A. Recommendation for award of contract for design and engineering for the Rte. 124 TIP project to Vanasse Hangen Brustlin, Inc. in the amount of \$313,613 – *discussion/vote*

Mr. Hooper outlined his letter to the Board (see attached). Chairwoman Cebula noted that earlier in the agenda the Board held an item as there was no contract and it is the same case with this item. The Board agreed, at Chairwoman Cebula's recommendation, to be consistent and bring this item back next week with the contract.

B. Adjustment in snow plow rates for private contractors – *discussion/possible vote*

Mr. Ballantine moved to accept Mr. Hooper's recommendation to increase the rates according to the schedule (see attached). Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

C. Assessor's verification of owners for Skinequit Road Betterment – *vote to refer to Planning Board for Public Hearing*

Mr. Merriam noted that this is predicated on the Board adopting the amendment to the Private Road Betterment Policy. The Board agreed to hold on this item until the policy is voted.

D. 2012 Board of Selectmen Goals – *review/discussion*

Chairwoman Cebula reviewed the status of the goals and what has been accomplished to date.

E. 2012 Town Administrator Goals – *review/discussion*

Mr. Merriam reviewed the status of the goals and what has been accomplished to date.

F. Economic Development District (EDD) designation from the U.S. Economic Development Administration – *vote to send letter of support*

Mr. McManus moved that we approve of authorizing the Chair to sign on behalf of the Town a letter supporting the designation of the Cape as an Economic Development District. Mr. Hughes seconded the motion. Mr. LaMantia questioned what would be required of us and Mr. McManus responded that it requires us to maintain an Economic Development Strategy. The motion carried by a unanimous vote.

- Bay View Road residents Gift Account for funds for expert witnesses regarding Wychmere Jetty – *vote to create gift account*

Chairwoman Cebula stated this item would be held pending further information.

TOWN ADMINISTRATOR'S REPORT

Mr. Merriam delivered the following report to the Board:

Hurricane Sandy

Emergency Management Director Lee Culver requested that I call a Staff Meeting starting on Friday morning, October 26th to prepare for the storm. The meeting indicated that we were well prepared for the event. Lee and I kept in touch throughout the weekend and decided to open the EOC starting at 8am Monday morning. At that time Chairman Cebula signed the Local Emergency Declaration, effective Sunday at 1600 hours. The Emergency Mgt team staffed the EOC from 8am to 8pm Monday. Public Safety and DPW / Water were staffed to handle all calls. At one point, Harwich had approximately 2100 customers or 18% out of power, but NSTAR worked hard to restore power, and by 8pm, only 7% were still in the dark. I must commend all who worked through the storm to keep our community safe.

Two of our firefighters, Eric Diamond and Jay Boyne are members of the federal Urban Search and Rescue Team for this part of the country and have been activated and that team has been deployed to Connecticut.

Norm

CURRENT SITUATION (as of 10/30):

Governor Patrick declared a State of Emergency at 12:45PM Saturday for the entire Commonwealth in order to facilitate preparation and response to Hurricane Sandy. The State of Emergency remains in effect.

President Obama issued a Pre-Landfall Emergency Declaration for Direct Federal Assistance to facilitate the protection of persons and property in Massachusetts from the effects of Hurricane Sandy. Types of Federal assistance available include search and

rescue, emergency power generation, mass care and sheltering support, commodities and distribution, evacuation support, emergency communications, incident management support, and technical and advisory assistance.

Hurricane Sandy made landfall in southern New Jersey near Atlantic City at 8:00PM last night

Rte. 28 at Pleasant Bay Road in Harwich to Cross Road in Orleans is closed due to excessive tidal/storm flooding. State Police are on scene to assist with roadway detour/closure. Sand bags have been installed to reduce any additional erosion. Repairs to roadway base, slope, and stabilization of leaning Utility Pole within this closed section is being scheduled for today (Tuesday) daylight hours. MEMA reports Verizon is coordinating repair of the UP with NStar.

Muddy Creek Restoration Bridge

Carole Ridley prepared a Marine Fisheries grant application seeking \$50,000 with a \$50,000 local match for design engineering which I executed.

Dive Team Training

Chief Clarke agreed for Harwich to serve as host community for the entire Cape to receive \$250k to train 40 Cape divers in rescue operations. Grant equipment will be dispersed among the towns. As such, I concurred with Chief Clarke. He indicated that the County, not Harwich will be responsible grant administration.

Allen Harbor dredging

Jim,~~~~ Dredge plant is unscathed. Operations should resume once the sea state is tolerable. Probably late Thursday or Friday. Will keep you posted.

Craig Burnham, President

Betterment

Mr. Gregorski has written a letter to Angelo questioning his betterment if the mooring field area is not dredged. We're still seeking clarification from DEP re: an amended BUD to truck material to transfer station or Submit Phase 2 appropriation to remove balance of material.

OnLine payments

Our online payments are all consolidated on InvoiceCloud now.~ Ed's attachment is a capture of the screen from our website when you~ click "Online Bill Payment" ~from the home page.

Foster Banford

From Ed Senteio

Hopefully this helps with Jim's question. ~We are trying to make connections with all the currently local ACH and Credit Card processing vendors as an option. ~Those vendors are Invoice Cloud, MCC and Unibank.~ Attached are the fees currently given to Harwich by Invoice Cloud. ~I have talked with all of these providers.~ MCC and Unibank actually charge nothing for ACH fees and have similar credit card fees.~ Options include only allowing ACH but not allowing credit cards.~ Other options include absorbing vs. passing the fees onto the customer. ~At some point I believe we will be able to go through Elaine Davis to use regional clout to perhaps lower the credit card fees?

We also have the PayPal other payment provider options but I thought it would be easier from a contract / RFP / Bid prospective for each town to use the vendor they already have a relationship with. Let me know if our Jim has questions.

Ed Senteio

High School Application for Site Plan Review filed 10/30

David Spitz and Elaine Banta

Attached is the Application for Site Plan Approval which I sent to Dr. Cragin to review,~~ sign and forward to you all. Given the interruption by Sandy of emails at the School, I have spoken to her Secretary this morning and expect to hear from her today. In any case you now have the Application and the sets of drawings (1/2 size, 18"x 24", very readable) will be delivered to you on Monday.

Ben Gary

Chatham Treatment Plant

Attached is a draft "Joint Statement" that I have drafted and has been edited by Chatham and Harwich Town Counsels. Jill Goldsmith is planning to submit to Chatham BOS for 11/13 meeting. I would ask that your vote be scheduled for 11/13 also. Please offer any edits prior to that date.

~~~~~ JOINT STATEMENT FROM THE BOARDS OF SELECTMEN FROM  
HARWICH AND CHATHAM RELATIVE TO WASTEWATER TREATMENT

The Town of Chatham has recently constructed and opened a new Wastewater Treatment Plant with the capacity to meet its long term needs and with the vision to receive additional effluent from neighboring communities. The Town of Harwich is in the process of completing its Comprehensive Wastewater Management Plan and in turn, determining which areas of town require sewers and in which sequence. Each community recognizes the unique opportunity to partner with its neighbor in which the new Chatham Treatment Plant may be capable of receiving, treating and potentially discharging effluent



from the East Harwich section of the shared Pleasant Bay watershed. The Towns' respective Boards of Selectmen publicly acknowledge the potential mutual benefits of sharing regional wastewater solutions, including cost sharing benefits and hereby instruct their respective staffs (including counsel) to draft an intermunicipal agreement that sets forth potential terms and conditions between the communities. Staffs should report quarterly updates to their respective Boards of Selectmen with the goal of completing and executing the Wastewater Intermunicipal Agreement not later than June 30, 2013 if mutually acceptable terms can be reached.

This Joint Statement cannot be construed as an intermunicipal agreement of any kind.~ Rather, this Joint Statement can only be construed as shared statement of intent that is not binding on either the Town of Chatham or the Town of Harwich.

#### Monthly Department Heads Meeting~~~~~~

I distributed copies of the BOS and TA goals as well as the preliminary Capital Budget recommendations and tentative funding sources at the meeting.

#### First Working Group Regional Shark Meeting

I want to thank everyone for participating in the first Regional Shark meeting on October 24<sup>th</sup>.~ The feedback we received was very positive.~ On the 25<sup>th</sup> of October, I briefed the membership of the Cape & Islands Harbormaster Association where it was very well received.~

The first working group meeting will be Thurs. November 8<sup>th</sup> at 1:00 p.m. at Orleans Town Hall.~ Dawson Farber and myself will represent Orleans and Chatham respectively.~ The other communities can dedicate one person to this working group.~ Along with one person from each community will be John Chisholm from the Div. of Marine Fisheries, one person from the National Park Service, and the Fisheries Officer from USCG 1<sup>st</sup> District Boston.~ Once the working group has met and developed a regional strategy, we will have a larger meeting with all involved to review that strategy.~ We need to move relatively quickly because Municipal budgets are now being developed and the CIC Grant brought up at our initial meeting is due November 30<sup>th</sup>.~ Thank you and we'll see the designated representatives in Orleans on the 8<sup>th</sup>.~

Stuart F.X. Smith  
President – Cape & Islands Harbormaster Assoc.

#### Allen Harbor Dredging

Attached is a photo by Harbormaster John Rendon of Burnham Associates scooping their first bucket of material on October 25<sup>th</sup>.

#### Bond Re-financing

Attached is a memo from Treasurer Mary McIsaac to Chair Linda Cebula with details of which bonds were re-financed as well as a breakdown of the 741,300 savings per issue and when final payment is due.

#### Assistant Town Administrator re-grade

An FY 13 Salary Survey prepared for Brewster is in your packet. The survey average for Assistant Town Administrator is \$74,078 for minimum and \$97,246 for maximum. Harwich ATA current M4 grade is \$61,841 to \$77,231. I had previously requested that the position be re-graded to M5 which is \$67,406 to \$84,182. The Job Description includes the new duties of ADA Co-ordinator and direct supervisory responsibilities. (New Business item C)

#### Health Insurance for Elected officials -status

H4210: An Act Relative to Health Insurance for Elected Officials in the Town of Harwich was released favorably by the Municipalities and Regional Government Committee on July 23<sup>rd</sup>. ~ It is currently being reviewed by the Committee on Health Care Financing.

Sarah Ferrara  
Research Director  
Committee on Tourism, Arts and Cultural Development  
Representative Sarah Peake, Chair

#### Compliments for Police Dept.

Mr. Merriam,

I would compliment you on your police chief. ~I would also suggest that you forward this Email to the town selectmen. ~The email speaks for itself. ~I think that Officer Thomas Clarke is doing a great job, it is an impossible and thankless job none the less.

However, as we build this brand new high school, I can only hope that the new school district can keep its eye on the ball and not forget to fund our~elementary school. ~It is clear to anyone would looks at it, the signage is poor and~inadequate. ~

I did try to send this Email to Dr. Cragin but her email box is full. ~I did place a call and talked to her secretary. ~The school should be safe as possible but I do not think people in charge actually 'buy in' to the little things that improve school safety.

Yours, Peter Thomas

#### Route 137 Complaint- Lincoln's response

Attached please find a letter to the editor that was in last Thursday's (10-18-12) Cape Cod Chronicle written by Dave & Deb Henry, 340 Route 137.~ Normally I would not respond to a letter to the editor from an aggrieved abutter of a project of mine, but in this instance I want~to present the facts of the situation to you and the Board of Selectmen.~ As you know, Chris Nickerson~and I met with all the abutters of the project personally and were extremely successful at~selling the project.~ This success is demonstrated by the fact that all 122 easements were donated to the Town, including the Henry's (signed March 15, 2011).~~During this project~I have personally attended to complaints from residents~and~have~done everything within my~authority to resolve each situation, including the Henry's.~~Given that~their house is approximately 30 feet from the~Town's ROW, I have~spent considerable time and effort~trying help them,~including the following:

- additional survey to mark ROW & back of sidewalk well in advance of any planned activities near their property~
- 3 site inspections with Tom Ockerbloom, MassDOT~Senior Resident Engineer, and Bill Foster, Lynch Superintendent, at the Henry's request~
- saved~two Cherry~trees that were planned for removal
- provided additional loam for plantings
- provided additional curbing~at back of sidewalk to~allow for the retention of the two~trees
- provided an additional~curb cut to allow for a circular driveway~
- dug up and replanted~5 or 6 bushes~on their property
- marked out a location for their new stockade fence~that maximized their yard~
- disposed of their old~stockade fence for them

It should be noted that~virtually all of the work that has been done in front of their property is within the~town's~ROW (see attached easement plan), as the TOS (top of slope) virtually mirrors the ROW line (light line with long and short dashes).~ The assertion that this project~destroyed their~trees, shrubs, flowers and fence~is~incorrect as~all these items~were within the~town's~ROW.~I am extremely~proud of this project and the work I have done to minimize its impacts to abutters.~ It is unfortunate that the Henry's feel so aggrieved about the project, especially given the measures we have taken to help them.~ It is my opinion that they~feel this way~because the town is utilizing its~property to provide sidewalks and~useable shoulders to pedestrians and cyclists, that they previously considered their front yard.~ ~

Link~~~~~

#### Solar update

Maggie,

ACE has received an ISA for the Harwich project and is in the process of reviewing for completeness and accuracy. I will keep you posted.

Eric T McLean P.E.

Executive Vice President of Operations  
American Capital Energy Inc.

Once ACE pays the fee and executes the ISA, we are vested in queue relative to the cap on net metering.~

NSTAR will not give you a firm date for implementing the infrastructure upgrades.~ We wait, again...

Maggie

Revised BUD to DEP for disposal of 8,000 c.y. at Transfer Station

Hi John,

I just heard from MassDEP and I think an approval is likely. I will send them more information tomorrow.

Nate

Hi Mark,( to DEP From Nate Weeks re: Alternative to remove 8,000 c.y.)

I believe that you will remember that the Town of Harwich had a BUD (Sept 2010) for dredge material (coming from Allens Harbor) that was to be placed on the Harwich Solid Waste Management (SWM) site. The material was to be dewatered and placed in wind and view-break berms. After bidding the dredging of Allens Harbor, the General Contractor proposed taking the dredge material to an offshore disposal site that they have permission/permits to use and the town agreed, making the BUD unnecessary.

The Town then wanted to put a photovoltaic system on its capped landfill and needed to revise its CBC and SS BUD to relocate a view-break CBC-SS berm from the landfill cap to a new location on the SWM site. The site of the berms that had been used in the dredge material BUD was selected.

The Town then revised the Dredge Material BUD as well as the CBC and SS BUD as summarized in the August 30, 2011 approval letter (Transmittal No. X239182). This approval indicates that "The Town would like to maintain the option of marine sediments to the site" and "a new BUD would be needed in the future to be specific about the new material"

The Town now want to bring ~8,000 cy of Allens Harbor dredge material (material was previously reviewed and approved through a WQ Cert) to the SWM site. This quantity is not covered by the General Contractor's contract. Information on the proposed dredging and dewatering process is summarized below:

~~~~~ *Details on the new dewatering process and who will oversee it*

Harbor sediments will be hydraulically dredged and pumped to either one of two town landing sites located at the end of Earle Road or Pleasant Rd. ~Material will be pumped into a temporary sand berm containment area at either of the town parking lot/beach locations. An outfall pipe will be provided to drain off filtered water.~ The outfall pipe will be placed near the northwest corner and run down along the side of the sand berm to

the ocean.~ Filters will be placed approximately 20 feet from the end of the drain pipe to minimize runoff scour on the beach.~ The material will be left in the containment basin to drain before it is excavated out and placed in dump trucks to be delivered to the Town landfill.~ The work, if done this way, will most likely be done by county dredge. Wayne Jadtke, will supervise the construction work for the county dredge.~ Coastal Engineering will provide engineering and permitting oversight as needed.

~~~~~ *Estimated dredge quantities for placement at the Solid Waste Management site,*

The estimated amount of material to be dredge is approximately 8,000 cubic yards.~

~~~~~ *Characteristics of the dewatered sediments using the new process*

The materials will be a sandy-silt organic material with characteristics as described~in previous~sediment samples obtained from the harbor (copies provided upon request), supplemented with sand mixture, dewatered to meet the minimum water content requirements of the BUD.

~~~~~ *Timing of its production*

The material will be dredged and pumped into the dewatering ~containment basins prior to ~January 15th.~ This would allow the maximum amount of time for dewatering and transport of materials~from January 16th to March 15.~ The material would have to be out of the basins and the beach cleaned up prior to April 1st to avoid impacting the Plover nesting season.

What is the best way to proceed with this change? The Town would like to place this material in the space now reserved for the CBC and SS material. There is sufficient space for this dredge material.

I will call later today to discuss.

Nathan C. Weeks, P.E., BCEE

#### Transfer of Adult programs to Revolving fund

Jim,~~ I wanted to send you the email confirmation that you asked for last night at the Recreation Commission meeting that the Commission requested to move the following adult programs from the general fund to the revolving fund: Indoor Field Hockey, Adult Volleyball, Adult Indoor Soccer, and Over 55 Basketball.~ These programs are sustained through the Revolving fund where all equipment is purchased from the Revolving Fund.~

#### NSTAR new communication system during emergencies

Attached is a release form for authorized NSTAR Community Portal use.~ The Community Portal was introduced to municipal officials at NSTAR's Annual ERP meetings held earlier this year. The Portal will provide municipal officials with information on critical facilities, wires down and life support customers in your community during emergencies. Please sign the document and scan/fax to return.  
Eric Beebe

#### Meeting with Chatham

Larry Ballantine and I met on October 22<sup>nd</sup> with Jill Goldsmith and Florence Seldin re: initiating talks pertaining to a Harwich connection to Chatham's treatment plant ( draft joint statement before you). Secondly, we discussed Muddy Creek culvert project with Bob Caffarelli who prepared the design bid spec. and Len Sussman, Carole Ridley, Jeremy Bell and Martha Reinhart. We agreed to each appropriate \$182,500 in FY 14 for a local match to a grant application.

#### CWMP

CDM has written and submitted sections 6,11,12 and 13 of the plan. Included in Section 13 is a phasing map and details of phasing plan including \$230m of total funding requests. The Water Quality Task Force will provide feedback on the thirty year funding plan. The appropriation for the CWMP is totally depleted, with CDM's last invoice only partially paid.

#### School Resource Officers

I discussed with Chief Mason the need to appropriately assess our School Resource Officers' time between Cape Tech (under-assessed) and Monomoy and Cape Lighthouse Charter School.

#### Department Head monthly reports

In order for the Community to read the Department Head reports, Foster will provide a monthly folder on our web page under reports.

### **ADJOURNMENT**

Mr. Ballantine moved to adjourn at 9:54 p.m. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel  
Recording Secretary