

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, AUGUST 12, 2013
6:30 P.M.**

APPROVED

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

OTHERS PRESENT: Interim Town Administrator Robert C. Lawton, Jr.

MEETING CALLED TO ORDER at 6:30 p.m. by Chairman Angelo La Mantia

NEW BUSINESS:

It was moved by Mr. Ballantine and seconded by Ms. Cebula for the Board of Selectmen to go into Executive Session under Massachusetts General Laws, Chapter 30A subsection 21 to discuss strategy with respect to pending litigation regarding the Thankful Chase 2 foreclosure issue and return to open session. It was unanimously voted: Mr. Ballantine, yes; Ms. Cebula, yes; Mr. LaMantia, yes; Mr. Hughes, yes; Mr. McManus, yes. Open session was adjourned 6:31 p.m.

Chairman LaMantia re-opened the open session at 7:00 p.m.

SELECTMEN PRESENT UPON REOPENING OF OPEN SESSION: Ballantine, Cebula, Hughes, LaMantia, McManus

OTHERS PRESENT UPON REOPENING OF OPEN SESSION: Robert C. Lawton, Jr., Interim Town Administrator, Chief Clarke, Chief Mason, John Rendon, Mary McIsaac, Carolyn Carey, David Spitz, Kent Farrenkopf, Sheila House, Ginny Hewitt, Chris Nickerson, David Ryan, Anita Doucette, Robbin Kelley, Heinz Proft, Geoff Larsen, Shawn Fernandez, Dennis Hoye, David Scannell, and others

NON-RESIDENT TAXPAYERS MEETING (*Not earlier than 7:00 P.M.*)

A. Rte. 124 Transportation Improvement Project

Mr. Hooper provided information on the proposed Route 124 Transportation Improvement Project and he and the Board took questions and comments from the following taxpayers: John McNamara, Andi McNamara, David Byron, Bob Einhorn, Anne Stewart, Velna Zuzik, Steve Lennon and Bill Woodward.

B. Report from the Harbormaster

Mr. Rendon discussed the Allen Harbor dredging project.

C. Report from Town Planner

Mr. Spitz reported that the new Flood Plain Maps are available and discussed issues pertaining to East Harwich.

D. Wastewater Issues

Mr. Proft highlighted the progress on wastewater issues specifically with regard to the Comprehensive Wastewater Management Plan.

E. Finance Bond Rating Report – David Ryan

Mr. Ryan discussed the Town's bond rating and as well as financial issues relating to school regionalization with Chatham.

CONSENT AGENDA

A. Approve Minutes

1. June 10, 2013 Executive Session
2. July 15, 2013 Regular Meeting
3. July 22, 2013 Regular Meeting
4. July 29, 2013 Regular Meeting
5. July 29, 2013 Executive Session

B. Vote to appoint Brendan Brickley as a full-time Regular Police Officer effective September 9, 2013

C. Vote to appoint Margaret Mantos as an on-call Police Dispatcher

D. Vote to appoint Katie Varley as a Police Dispatcher effective September 1, 2013

E. Vote to accept the resignation of Barbara Loftus from the Harwich Housing Committee

F. Vote to hold Show Cause Hearing to modify, revoke or suspend liquor licenses for Harwich Spirits Shoppe Inc. on August 26, 2013 for failure to remain open

G. Vote to hold Show Cause Hearing to modify, revoke or suspend liquor license for Harvest Fine Wines & Spirits Inc. on August 26, 2013 for failure to remain open

H. Vote to approve 2-day Special License application for wine and malt for Lower Cape Communications, d/b/a WOMR 92.1FM, for event to be held on Saturday, September 14, 2013 from 12:00 p.m. to 8:00 p.m. and Sunday, September 15, 2013 from 12:00 p.m. to 6:00 p.m. at Brooks Park

I. Vote to approve new underground service by Nstar Electric to 21 Patricia Lane

J. Vote to approve new underground service by Nstar Electric to 95 Parallel Street

K. Vote to appoint Republican and Democratic Election Workers effective Sept. 1, 2013

L. Vote to approve Golf equipment lease

Mr. McManus moved approval of the Consent Agenda and the recommended items thereon with the exception of Item H which he asked to consider separately. Mr. Hughes seconded the motion. Ms. Cebula suggested that Item L should include authorizing the Town Administrator to sign and the Board agreed. Mr. Hughes noted that he was not in attendance at the July 15, 2013 and July 22, 2013 meetings and therefore would not be voting on those minutes and Chairman LaMantia said he would not be voting on the July 22, 2013 minutes as he was not in attendance. The motion carried by a unanimous vote.

With regard to Item H, Mr. McManus recused himself and Ms. Cebula moved to vote to approve the 2-day Special License application for wine and malt for Lower Cape Communications, d/b/a WOMR 92.1FM, for event to be held on Saturday, September 14, 2013 from 12:00 p.m. to 8:00 p.m. and Sunday, September 15, 2013 from 12:00 p.m. to 6:00 p.m. at Brooks Park. Mr. Hughes seconded the motion and the motion carried by a 4-0-0 vote.

OLD BUSINESS

A. Recruitment of new Town Administrator – *discussion and possible vote*

Chairman LaMantia provided a document outlining the process for recruitment on a new Town Administrator on a week to week basis. The Board agreed that the document should be sent to the Chairman of the Town Administrator Search Committee with no changes.

Chairman LaMantia provided a document outlining the desired characteristics for Town Administrator candidates. With no objections from the Board, Chairman LaMantia stated he would send the document to the Chairman of the Town Administrator Search Committee.

B. Recruitment Advertisement – *review and vote to place ad*

Chairman LaMantia suggested a salary range of \$140,000 to \$150,000 for the new Town Administrator ad. Mr. Hughes suggested it read “up to \$150,000.” Chairman LaMantia said he would discuss it with the consultant to see what would be best. Mr. McManus stated that the salary should be higher and the ad should be posted in a larger number of ways. Mr. McManus moved to authorize putting out the ad under the conditions that were discussed. Ms. Cebula seconded the motion and the motion carried by a 4-1-0 vote with Mr. McManus in opposition.

It was discussed by the Board that the resumes would come to the Town first which would require a change to #3 in the contract with the consultant. Mr. Ballantine said we need to emphasize with the consultant the need to use aggressive networking. Mr. Hughes moved to authorize the contract extension for MMA Consulting Group with the change in #3. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

NEW BUSINESS

A. Create Golf Course Building Committee – *discussion and possible vote to appoint members*

Ms. Cebula outlined a draft Golf Course Building Committee charge (see attached) for the cart barn and maintenance building project. She further outlined a list of nominations to the committee with terms of two years ending on June 30, 2015 as follows: Marty Cidel, Jim Hudson, Ray Jefferson, Bob Kingsbury, Dave McCue, Bruce Nightingale, and Joe Sweeny. Mr. McManus moved to approve of the scope and charge of the Golf Committee Building Committee and also approve of the appointments. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

TOWN ADMINISTRATOR'S REPORT

Mr. Lawton reported that as a result of Thursday's meeting with the Monomoy Regional School Committee, he drafted a letter for the Board's signature inviting the Committee to a meeting with the Selectmen and Finance Committee on two dates in September. The Board agreed to sign the letter, no vote was taken. Mr. Lawton said that during the discussion at the Monomoy Regional School Committee meeting there was an indication that we should write to our State Representative outlining the problems with the last minute change in the minimum contribution and he has drafted a letter to Representative Peake and Senator Wolf for the Chairman sign. Mr. Ballantine said it would be good if other towns did the same and Mr. Lawton said he would take it up at the Cape Managers Meeting. The Board agreed that the letter should be sent, no vote was taken.

ADJOURNMENT

Mr. Ballantine moved to adjourn at 8:50 p.m. Ms. Cebula seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

TOWN OF HARWICH
TOWN ADMINISTRATOR
CHARACTERISTICS OF THE IDEAL CANDIDATE

SUMMARY

The Town Administrator must have leadership ability and strong communication skills. The Town Administrator should have strategic and financial planning experience and the capability to effectively and clearly delegate to, and hold subordinates accountable. A Bachelor's Degree is required and a Master's Degree is desired; ten years of senior municipal management experience is required.

EDUCATION, TRAINING, AND EXPERIENCE *

The ideal candidate will have at least a Bachelor's Degree; a Master's Degree in public administration or a closely related field is desired. A minimum of 10 years of experience in municipal management is required. A solid record of professional development and training is required. Knowledge of relevant State and federal laws is expected.

The ideal candidate should have extensive experience working with boards and commissions, and experience identifying and recruiting citizens with skills and abilities to contribute to the community at a whole.

DESIRABLE COMPETENCIES OF THE TOWN ADMINISTRATOR

LEADERSHIP

The Town Administrator must have the ability to influence, persuade, motivate, and challenge department heads and employees. The Town Administrator must be a leader who can build trust and credibility with the Board of Selectmen, the public, and employees. The ideal candidate must be able to adapt his or her leadership style to a variety of situations.

COMMUNICATION AND HUMAN RELATIONS

The ideal candidate should be able to synthesize information and communicate complex concepts and ideas clearly and accurately to the Board of Selectmen and other Town officials. The Town Administrator should be willing to work as a partner with boards, committees, and commissions to achieve common objectives.

The ideal candidate should have strong listening skills and be attentive to citizens, department heads, employees, and other officials. The Town Administrator must show understanding, courtesy, tact, and concern for others and have the ability to develop and maintain effective relationships with local officials, employees, and the public. The ideal candidate must be able to effectively deal with individuals who are difficult, hostile, or distressed. The Town Administrator must relate well to people from various backgrounds and different situations. The Town Administrator must have the ability to build coalitions.

The ideal candidate must be able to work with the Board to develop goals and objectives for the Town and work with Town employees to meet the goals established by the Board.

STRATEGIC THINKING

The ideal candidate must be a strategic thinker who is able to help the Board of Selectmen identify important trends and emerging issues and work with the Board to prioritize actions. The Town Administrator must be able to formulate plans consistent

with sound operational practices and pursue the goals established by the Board. The ideal candidate must be able to analyze community problems and policy issues from a long-term perspective.

The ideal candidate must identify and understand economic, political, and social trends that affect Town government and the Town's financial capability to implement plans.

CREATIVITY AND INNOVATION

The Town Administrator must understand the use of information technology and have the capability to encourage department heads and employees to maximize its application as a communication and management tool. The Town Administrator must be open and accepting of new ideas. He or she must be creative and willing to advocate for projects that improve the community. The ideal candidate must encourage creativity and innovation.

ABILITY, SKILL AND KNOWLEDGE

ABILITY TO BUILD RELATIONSHIPS

The ideal candidate should have the ability to develop sound working relationships with members of the Board of Selectmen. The Town Administrator should provide advice and policy options to the Board. The Town Administrator should carry out the policies of the Board and help the Board to operate efficiently.

COMMUNICATION SKILLS

The ideal candidate should be a team player who has the skill to establish working relationships with department heads and employees. The Town Administrator must be able to establish positive relationships with employees and foster an open communication process.

Consensus-building skills and inclusive management style are desired.

KNOWLEDGE OF MANAGEMENT FUNCTIONS

The ideal candidate must display a wide-ranging knowledge and understanding of municipal management functions, including:

- managing finances and preparing fiscal plans
- developing and assisting with the implementation of a capital plan
- delegating important tasks to subordinates
- engaging in an ongoing communication process with department heads
- bargaining with employee organizations
- encouraging a strong customer service attitude among employees
- solving citizens' problems
- developing a cohesive management team
- managing a complex organization
- communicating Town policies and plans
- applying technology to the management of Town government
- applying State, federal and regional policies to Town operations

*The Harwich Home Rule Charter specifies education and experience requirements, including:

Bachelor's Degree, preferably in public administration, granted from an accredited college or university

At least five years of full-time executive experience in public or business administration or, alternatively, two years of experience and a Master's Degree

Golf Course Building Committee

Purpose

Successful construction of a new cart barn and maintenance building at the Cranberry Valley Golf Course.

Scope

- *Select firm to provide architectural services, recommend to Selectmen and obtain approval for services. Funding for these services was obtained at the Town Meeting of May 2013.
- *Develop the plan, including the physical location of the building.
- *Develop Request for Proposals
- *Evaluate the merits of proposals, develop proposed budget for construction
- *Propose the funding mechanism for project
- *Make a recommendation to the Selectmen
- *Create article for the next Town Meeting
- *Upon approval for funding of project from Town Meeting (and potentially a ballot question) develop timeline for completion of project
- *Oversee construction of project to completion

Procedures

The Committee will be responsible for holding periodic meetings as frequently as necessary to accomplish the purpose set forth above so as to insure the orderly and timely progress of the purpose. The Committee will be responsible for ensuring that minutes of all meetings and the records of all votes are maintained, and will be responsible for providing notice of all meetings in accordance with the Open Meeting Law.

Interpretation

The Selectmen may, from time to time, confer on the Committee additional responsibilities relating to the scope. Any questions concerning the nature or scope of the Committee's authority shall be clarified by instructions from the Selectmen, and the Selectmen's directives shall be determinative.

Committee Composition

The Committee shall consist of up to seven members and will include one member from the Golf Committee and one member from the Capital Outlay Committee.

Reports

The Committee shall provide periodic reports consistent with attaining milestones or decision points in the work of the Committee. At appropriate times the Committee shall make reports to the Golf Committee and solicit their input. The Committee shall provide a status report to the Board of Selectmen on a quarterly basis.

Dissolution

Upon substantial completion of the work , the Selectmen may declare that the Committee's functions have been fulfilled and upon notice by the Selectmen to the Committee, the Committee's responsibilities shall terminate. This Committee is formed for the exclusive purpose identified above and is not intended to be a standing or permanent committee of the Town.

Established by the Harwich Board of Selectmen
