

APPROVED

RELEASED

RECEIVED
TOWN CLERK
HARWICH, MA

2024 FEB 21 A 9:44

**MINUTES
SELECT BOARD MEETING
DONN B. GRIFFIN ROOM, TOWN HALL
732 MAIN STREET, HARWICH, MA
REGULAR MEETING 6:00 PM
MONDAY, FEBRUARY 12, 2024**

MEMBERS PARTICIPATING: Julie Kavanagh, Chair, Jeff Handler, Clerk and Don Howell with Michael MacAskill participating remotely

ALSO PARTICIPATING: Joseph Powers, Town Administrator

I. CALL TO ORDER

Ms. Kavanagh called the meeting of the Harwich Select Board to order on Monday, February 12, 2024 at 6:00PM.

II. PLEDGE OF ALLEGIANCE

Ms. Kavanagh invited all attendees to join in the Pledge of Allegiance.

III. PUBLIC COMMENTS/ANNOUNCEMENTS

Lincoln Hooper, DPW Director was present and noted the prediction of snow. He stated that they will be plowing.

Carolyn Carey, Community Center Director was present and noted that the Valentine's Day event is rescheduled to Valentine's Day due to the snow. She also noted upcoming events, information is on the website.

Mr. Handler reminded all Hospitality, Restaurant and Bar owners of the opportunity to be heard on February 15th at the Community Center from 5:30PM to 7:30PM.

IV. CONSENT AGENDA

- A. Designate Jennifer Harrington as the 2024 Municipal Animal Control Officer
- B. Approve Select Board Meeting Minutes for February 5, 2024

Mr. Handler moved to approve the Consent Agenda as presented, seconded by Mr. Howell.

Vote 4:0 in favor by roll call vote. Motion carried.

V. PUBLIC HEARINGS & PRESENTATIONS

February 12, 2024

APPROVED
14203130

A. Public Hearing - Approve a Stormwater Permit application for a seven (7) lot subdivision plan "Wildlife Circle" located off of Littlefield Pond Road, Assessors Map 65, Parcel R2-2/0

Mr. Powers noted that there is material in the packet and that he expected a representative from VHB to participate remotely. No representative responded when item A. was called.

Mr. Powers then noted a request from the Applicant for a continuance to next week.

Mr. Howell moved to Open the Public Hearing, seconded by Mr. Handler.

Mr. Howell moved to continue item A. to the next meeting on February 20, 2024 no earlier than 6:00PM, seconded by Mr. Handler.

Vote 4:0 in favor by roll call. Motion carried.

B. Public Hearing - Discussion and possible vote to opt out of early Voting by Mail for the Special Town Election to be held on April 9, 2024

Mr. Handler read the Public Hearing Notice.

Emily Mitchell, Town Clerk was present and referred to the information in the packet. She gave an overview and explained the differences between Absentee Voting and Vote by Mail. She also gave the reasons for her recommendation to opt out of the Vote by Mail component for the Special Town Election to be held on April 9, 2024.

Mr. Howell moved to opt out of Vote by Mail for the Special Town Election to be held on April 9, 2024, seconded by Mr. Handler.

Vote 4:0 in favor by roll call vote. Motion carried.

C. Approve the Cranberry Valley Golf Course rates & fees adjustments as recommended by the Golf Director; Continued from January 29, 2024

Mr. Handler read the Public Hearing Notice.

Mr. Handler moved to open the Public Hearing, seconded by Mr. Howell.

Vote 4:0 by roll call vote. Motion carried.

Roman Greer, Golf Director was present, referred to the information in the packet and read the proposed changes.

February 12, 2024

Mr. MacAskill referred to an email he had received regarding possibly having a reduced rate for handicapped golf cart rental fees.

Mr. Greer responded and will reach out to the cart company on this issue at Mr. MacAskill's request.

Mr. Handler commented on the new fees for residents which Mr. Greer explained in detail.

Mr. Howell noted that is a well laid out presentation which he will be voting for but he is still seeking information on the Revolving Funds regarding the Golf Course.

Ms. Kavanagh commented on and thanked Mr. Greer for his hard work.

No public comments made.

Mr. Howell moved to close the Public Hearing, seconded by Mr. Handler.

Vote 4:0 by roll call vote. Motion carried.

Mr. Handler moved to approve the Cranberry Valley Golf Course rates as presented, seconded by Mr. Howell.

Vote 4:0 in favor by roll call vote. Motion carried.

D. Presentation by Amanda Converse, Love Live Local, Inc. on the importance of small business to Cape Cod & the local economy

Mr. Handler read the Public Hearing and introduced Amanda Converse of Love Live Local, Inc.

Amanda Converse was present and distributed information to Board members. She gave a brief history of Love Live Local, Inc. and a presentation on the importance of small business to the Cape Cod economy.

Board members thanked Ms. Converse for her presentation and expressed their support.

VI. NEW BUSINESS

A. Approve the Employment Agreement between Joseph F. Powers, Town Administrator, and the Town of Harwich

Ms. Kavanagh moved to approve the Employment Agreement as presented, seconded by Mr. Handler.

Mr. Handler removed his second and Ms. Kavanagh removed her motion.

February 12, 2024

Mr. MacAskill noted that the issue of Mr. Powers receiving COLA during the period of February 1, 2023 through June 30, 2023 should be added to the agreement and gave his reasons. Other Board members expressed their support to include that in the contract.

Mr. MacAskill moved to approve the employment agreement between Joseph F. Powers, Town Administrator and the Town of Harwich with the addition of 2% COLA (Cost of Living Adjustment) added for February 1, 2023 through June 30, 2023, seconded by Mr. Handler.

Mr. Howell stated that he will not be voting for this contract extension and gave his reasons.

Vote: 3:1 in favor by roll call vote with Mr. Howell voting Nay. Motion carried.

B. Presentation and discussion on Fiscal Year 2025 Departmental Operating Budgets

Mr. Powers gave an overview of updated information and gave detailed information of each.

Mr. MacAskill requested that the documents be emailed to him.

Mr. MacAskill asked questions.

Mr. Powers responded and answered questions.

Kathleen Barrette, Finance Director was present and also gave answers.

Board members asked follow up questions which were also answered.

Mr. Howell asked questions regarding Free Cash.

Ms. Barrette was unable to answer as she does not have definite figures at this time.

Mr. Handler asked questions regarding debt and what is contributing the most to the debt.

Ms. Barrette offered to provide a specific breakdown of categories.

Mr. MacAskill requested that the answers to the questions be copied to all Board members.

Conversation continued with Board members asking questions and follow ups with Ms. Barrette and Mr. Powers responding with answers.

C. Discussion on potential draft Articles for the 2024 Annual Town Meeting to be held Monday, May 6, 2024

February 12, 2024

Mr. Powers noted information in the packet regarding the Articles giving a description of the Articles.

Mr. Howell asked for (CPC) Community Preservation Committee numbers.

Ms. Barrette did not yet have exact figures.

Discussion followed regarding CPC Articles and the possibility of combining some. Select Board members asked the Town Administrator to consult with CPC on how they would like their Articles presented and to consult with Legal if necessary.

Discussion followed regarding the Harwich Affordable Housing Trust, issues that need more time and discussion in order to make decisions.

Also discussed was the reallocation of prior Article unused funds.

Mr. MacAskill suggested having a conversation about the money received from the sale of the lot on Queen Anne Road and possible putting an Article before Town Meeting to direct those funds. Also discussed was an Article addressing the sale of other Town owned lots on Queen Anne Road.

D. Discussion on schedule for the March 2, 2024, Budget Meeting

Discussion followed regarding the possibility of needing a second Budget Meeting date.

E. Vote to approve and sign the Presidential Preference Primary Election Warrant to be held March 5, 2024

Mr. Handler moved to approve and sign the Presidential Preference Primary Election Warrant to be held March 5, 2024, seconded by Mr. Howell.

Vote 4:0 in favor by roll call vote. Motion carried.

F. Discussion on Cell Tower revenue

Mr. Howell gave a brief history of the Cell Tower revenue.

Ms. Barrette noted that she is looking into clarification on where the Cell Tower revenue should be directed.

Mr. MacAskill suggested that the Board, at a future date, vote to move the Cell Tower money to the Harwich Affordable Housing Trust every year.

February 12, 2024

It was agreed to bring this back in two weeks.

G. Approve a 2024 Annual Common Victuallers license renewal – Shooting Star Realty d/b/a Buca's Tuscan Roadhouse, 4 Depot Road

Mr. Handler moved to approve a 2024 Annual Common Victuallers license renewal as presented, seconded by Mr. Howell.

Vote 4:0 in favor by roll call vote. Motion carried.

H. Vote to approve the use of Chapter 90 funds for the design and reconstruction of the Route 39/Chatham Road intersection.

Mr. Handler moved to approve the use of Chapter 90 funds as presented, seconded by Mr. Howell.

Vote 4:0 in favor by roll call vote. Motion carried.

Linda Cebula, Traffic Safety Committee thanked the Board.

VII. CONTRACTS

A. Vote to approve a contract with GHD in the amount of \$4,332,000 for construction phase services in relation to the Phase 3 wastewater project

Mr. Handler moved to approve a contract with GHD as presented, seconded by Mr. Howell.

Vote 4:0 in favor by roll call vote. Motion carried.

B. Vote to approve a contract with Hub Technical Services, LLC in the amount of \$196,231.26 for network upgrades.

Mr. Handler moved to approve a contract with Hub Technical Services, LLC as presented, seconded by Mr. Howell.

Vote 4:0 in favor by roll call vote. Motion carried.

C. Approve the Fiscal Year 2024 Regional Community Development Block Grant (CDBG) Application

Mr. Handler moved to approve the Fiscal Year 2024 Regional Community Development Block Grant Application as presented, seconded by Mr. Howell.

Vote 4:0 in favor by roll call vote. Motion carried.

February 12, 2024

VIII. TOWN ADMINISTRATOR'S REPORT

No report.

IX. SELECT BOARD'S MEMBER REPORT

No reports.

X. CORRESPONDENCE

None

XI. ADJOURNMENT

Mr. Howell moved to adjourn, seconded by Mr. Howell.

Vote 4:0 in favor by roll call vote. Motion carried, meeting adjourned.

Respectfully submitted,

Judi Moldstad
Board Secretary

