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**MINUTES  
SELECT BOARD MEETING  
DONN B. GRIFFIN ROOM, TOWN HALL  
732 MAIN STREET, HARWICH, MA  
EXECUTIVE SESSION - 5:30PM  
REGULAR MEETING - 6:00PM  
TUESDAY, FEBRUARY 20, 2024**

RELEASED

**MEMBERS PARTICIPATING:** Julie Kavanagh, Chair, Jeff Handler, Clerk and Don Howell  
Mr. MacAskill participated remotely during Executive Session and rejoined the Regular Meeting remotely.

**ALSO PARTICIPATING:** Joseph Powers, Town Administrator participated remotely.

**I. CALL TO ORDER**

Ms. Kavanagh called the meeting of the Harwich Select Board to order on Tuesday, February 20, 2024 at 5:35PM and announced that the Board will be entering into Executive Session and returning to the Regular Meeting no earlier than 6:00PM.

**II. EXECUTIVE SESSION**

A. Pursuant to MGL c. 30A, §21(a)(6) to consider the purchase, exchange, lease or value of real property if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the Town; 62 Route 28, West Harwich

Mr. Handler moved to enter into Executive Session as presented, seconded by Mr. Howell.

Vote 3:0 in favor by roll call vote. Motion carried.

Ms. Kavanagh called the meeting of the Select Board back to order at 6:00PM reporting that in Executive Session, action was taken on Item A with a vote of 3:1 to move forward. That item will be brought back on a later date.

Ms. Kavanagh also announced that Item A. under Public Hearing has been postponed until March 5, 2024.

Ms. Kavanagh read the Open Meeting Law Notice.

**III. PLEDGE OF ALLEGIANCE**

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

#### **IV. PUBLIC COMMENTS/ANNOUNCEMENTS**

Emily Mitchell, Town Clerk was present and gave reminders about the important dates and deadlines regarding the upcoming election. All information is on the Town's website.

#### **V. CONSENT AGENDA**

A. Approve the resignation of Charleen Pilon, Bikeways Committee, effective immediately

Mr. Handler moved to approve the resignation of Charleen Pilon as presented, seconded by Mr. Howell.

Mr. Handler commented on how valuable Committee members are to the Town and to the Select Board. He noted a comment in the letter of resignation that concerned him which referred to a lack of support from Town Administration and the Select Board. He encouraged any Committee members who have concerns about support to speak with their Liaison.

Mr. Howell suggested postponing a vote until they had an opportunity to speak with Ms. Pilon.

Mr. Howell removed his second.

Mr. Handler removed his motion.

B. Approve Select Board Meeting Minutes from February 12, 2024

Mr. Handler moved to approve the Select Board Minutes from February 12, 2024, seconded by Mr. Howell.

Mr. MacAskill joined the meeting remotely.

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

C. Approve the request of the Fire Chief for vacation buy back

Mr. Handler moved to approve the request of the Fire Chief for vacation buy back, seconded by Mr. Howell.

Mr. Howell questioned the appropriate timing for a buy back.

Chief LeBlanc was present and responded by explaining that buy backs are budgeted fiscally and his contract does not specify when the request can or should be made.

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

## **VI. PUBLIC HEARING**

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/ - Continued from February 12, 2024

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

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

Mr. Handler moved to continue A. Public Hearing as presented to March 5, 2024

## **VII. NEW BUSINESS**

A. Approved the Personnel by-law Management Compensation table

Mr. Handler moved to approve the Personnel by-law Management Compensation table, seconded by Mr. Howell.

Mr. MacAskill asked that the Select Board be given the data necessary to understand the net effect of the proposed changes and specific monetary changes. He also requested something from the Town Administrator regarding his support for the changes. The information before them now is not enough to make a full factual decision.

Mr. Powers will supply the requested documents and information to the Board members.

Mr. Howell commented on the abundance of tasks associated with the position of Assistant Town Administrator and that it had been previously under graded.

The Board agreed to table this item.

B. Discussion on items related to 2024 Annual Town Meeting

Mr. Powers referred to information in the packet, noting changes made since a previous discussion.

Mr. MacAskill noted that he had not received the documents that he had requested.

Kathleen Barrette, Finance Director was present and responded, noting that all requested documents had been emailed late on Friday evening and early Saturday. She will resend all documents to Mr. MacAskill. She noted that she has hard copies available.

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Mr. MacAskill noted specific items where more information is needed.

Ms. Barrette left the meeting to resend documents. She returned explaining that the documents were not sending as expected.

This item will be brought back at next week's meeting.

C. Discussion on Fiscal Year 2025 budget as it relates to Finance Committee

This item was addressed in the discussion under New Business Item B..

D. Approve a Special Permit Application for one day entertainment and a one day wines & malt permit – WOMR-FM/Lower Cape Communication – Event to be held on May 11, 2024, rain date of May 12, 2024, 12:00 p.m. to 4:00 p.m. at Brooks Park, 1 Oak Street.

Mr. Handler moved to approve a Special Permit Application as presented, seconded by Mr. MacAskill.

Mr. Howell commented that this is a charitable organization as part of the Public Broadcasting Service.

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

**VIII. OLD BUSINESS**

A. Discussion on March 2, 2024 Budget Meeting

Ms. Kavanagh requested an agenda for the March 2, 2024 meeting.

Mr. Powers noted how the previous joint Budget Meetings had been organized and made suggestions to the Select Board for this year's agenda.

Board members discussed separating some Departments to a weekday meeting, the possibility of staying later on March 2nd if necessary and/or scheduling another meeting.

Ms. Kavanagh summarized that they are requesting that the agenda include Departments with Enhancement of Services.

Mr. Powers noted the request and added Departments with higher budget requests by percentage and larger budget Departments. He will create a draft Agenda and start allotting the time frames.

**IX. TOWN ADMINISTRATOR'S REPORT**

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Mr. Powers expressed his thanks to the DPW as they worked with new contractors and to everyone for their patience during the storm.

#### **X. SELECT BOARD'S MEMBER REPORT**

Mr. Handler noted that he will be scheduling the next Office Hours. He also noted that no one attended the Office Hours for Restaurant, Hospitality and Bar that were held by he and Cindy Williams, Director of the Chamber of Commerce.

#### **XI. CORRESPONDENCE**

#### **XII. ADJOURNMENT**

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

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

Meeting adjourned.

Respectfully submitted,

Judi Moldstad  
Board Secretary