

**SELECTMEN'S MEETING AGENDA\***  
*Monday, March 30, 6:30 P.M.*

**REMOTE PARTICIPATION ONLY**

**Public can access meeting at Channel 18 (Broadcasting Live)**

**I. CALL TO ORDER**

**II. OLD BUSINESS**

- A. COVID-19 Updates [Presenters: Joe Powers, Interim Town Administrator; Meggan Eldredge, Health Director
- B. Discussion and possible vote regarding non-discretionary spending [Presenters: Carol Coppola, Finance Director, Dana DeCosta, Finance Committee Chairman
- C. Discussion regarding rescheduling of 2020 Annual Town Meeting and 2020 Annual Town Election [Presenters: Anita, Doucette, Town Clerk
- D. Modified Meeting Board of Selectmen meeting schedule:
  - **Wednesday, April 1, 2020 at 6:30pm;**
  - **Friday, April 3, 2020 at 6:30pm; and**
  - **Tuesday, April 7, 2020 at 6:30pm**

**III. OPEN PUBLIC FORUM**

For those members of the public wishing to make comment you may do so by a combination of email and phone by;

- 1. First, send an email to tech@harwichfire.com
  - a. In the subject line enter "request to speak Jane Doe"
  - b. (Replace Jane Doe with your name) No need to add any more detail to email
- 2. **Please wait until the Chairman has opened this agenda item for Open Public Forum**
- 3. Dial 786-535-3211
- 4. Enter Access code 702-452-989
- 5. Please be patient and eliminate any background noise
- 6. Callers will be taken in the order the emails are received
- 7. When your name is called use \*6 to unmute yourself

**IV. OLD BUSINESS**

**V. TOWN ADMINISTRATOR'S REPORTS**

- A. Phase 2 – Weekly Sewer Update

**VI. SELECTMEN'S REPORT**

**VII. ADJOURNMENT**

*\*Per the Attorney General's Office: The Board of Selectmen may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business." If you are deaf or hard of hearing or a person with a disability who requires an accommodation contact the Selectmen's Office at 508-430-7513.*

**Authorized Posting Officer:**

**Posted by:** \_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Patricia A. Macura, Admin. Secretary

**Date:** \_\_\_\_\_  
March 26, 2020

**Town of Harwich**

*Carol Coppola, Finance Director*



*732 Main Street  
Harwich, MA 02645*

***Memorandum***

March 30, 2020

To: Town of Harwich, Board of Selectmen  
CC: Joseph Powers, Interim Town Administrator  
From: Carol Coppola, Finance Director/Town Accountant  
RE: FY 2020 Budget

As you are aware on March 24, 2020 Governor Baker filed a bill entitled “An Act to Further Address Challenges Faced by Municipalities and School Districts Resulting from COVID-19”. In part, the bill provides the option for municipalities to waive late-payment penalties for 4<sup>th</sup> quarter tax bills, currently due May 1, 2020. The bill also would allow tax bill due date to be extended to June 1<sup>st</sup>.

Further, I have gathered estimates of COVID-19 related expenses anticipated over the next 8 weeks. Early estimates suggest the town will expend an additional \$500,000 - \$1,000,000 on costs associated with the virus. A large portion of the costs will be directly associated with the number of cases in Harwich. We anticipate the health department will incur the majority of the expenses for necessary VNA assistance. While there is some funding to assist the town with these additional expenses, we are not certain if all of the added costs will be covered.

Options to consider:

- Institute a budget freeze for all non-essential spending, defined as non-payroll costs outside the areas of public health and safety,
- If the town believes it will spend funds in excess of an appropriation then it must, by virtue of the BOS issue a document that:
  - Provides a spending estimate to address the emergency situation,
  - Describes the types of anticipated expenditures,
  - Is addressed to the Director of Accounts of the Division of Local Services requesting permission to spend in excess of appropriations,
  - Obtain permission in writing from the Director,
  - Understand that emergency payments as of June 30<sup>th</sup> will be raised and included in the next annual Tax Rate Recap.

In my professional opinion it would be prudent for the Town to institute a spending freeze for all non-essential spending as an initial measure. As time moves forward and we have a better handle on the potential costs the town will incur then we can either release the freeze or extend it further.

I look forward to your response,

Carol Coppola