

APPROVED

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, AUGUST 21, 2017
6:30 P.M.**

SELECTMEN PRESENT: Ballantine, Brown, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark, Chief Guillemette, John Rendon, Aly Sabatino, Ginny Hewitt, Scott Haggerty, Matt Hart, Larry Brophy, Joe McParland, James Atkinson, Mary Maslowski, Cyndi Williams, and others.

WEEKLY BRIEFING

Chief Guillemette introduced Charles Brooks as candidate for Full-Time Police Officer noting that Mr. Brooks has served as a Dispatcher since December and he expects him to start training at the Police Academy in January pending Board approval.

Ms. Hewitt reported that the Library's project to digitalize 151 years of Town Reports has been accepted by the Digital Commonwealth, a non-profit group working in conjunction with Boston Public Library to digitize documents for cultural heritage in the Commonwealth. She noted that the project is in the queue and they are hopeful that it will be completed this year.

PUBLIC COMMENT/ANNOUNCEMENTS

Ms. Williams of the Chamber of Commerce reported that they are bringing back fireworks to the Cranberry Festival on September 16th pending Board of Selectmen approval.

CONSENT AGENDA

- A. Approve Minutes – Monday, July 3, 2017 Regular Session
- B. Approve proclamation request from the Samaritans on Cape Cod and the Islands and authorize the Chair to sign for the Board
- C. Approve the proposed VNA Contract for FY 2018 and authorize the Chair to sign
- D. Approve and authorize Chair to sign contract with Rise Engineering for Condensing Boilers for Fire Station
- E. Confirm the appointment of Carlene Jones as Administrative Assistant for the Assessing Department effective on or before September 1, 2017
- F. Confirm the appointment of Meggan Eldredge as Health Director effective September 1, 2017
- G. Approve and authorize the Chair to sign the representation letter regarding the audit of financial statements of the Town of Harwich
- H. Approve the Chamber of Commerce request to have fireworks during the Cranberry Festival to be held on September 16, 2017
- I. Approve request by National MS Society for Charity Walk on September 8, 2017
- J. Approve and authorize the Chair to sign the Local Update of Census Addresses Operation (LUCA)
- K. Approve the recommendation of Chief Guillemette to offer Charles Brooks a conditional offer of employment as a Full-time Police Officer for the Harwich Police Department

- L. Accept the resignation of Franco Previd as a full member of the Zoning Board of Appeals
- M. Accept the resignation of Paul Doane as a member of the Cemetery Commission
- N. Accept the resignation of Peter DeBakker as a member of the Planning Board
- O. Appoint Kathryn Gaudet as an assistant Registrar per request of the Town Clerk
- P. Appoint Elaine Dickinson as an additional Election Officer per the request of the Democratic Town Committee
- Q. Approve the amended term of Peggy Rose from June 30, 2018 to June 30, 2019 as a member of the Voter Information Committee to create staggered terms
- R. Approve the following new full member appointments:

Applicant	Appointment	Terms
Linda Cebula	Traffic Safety Committee	6/30/19
Matt Hart	Disability Rights	6/30/20
Karin Larson	Disability Rights	6/30/19
Taylor Mills	Disability Rights	6/30/19
Gary Miller	Disability Rights	6/30/20
Debora Miller	Brooks Academy Museum Commission	6/30/20
David Spitz	Brooks Academy Museum Commission	6/30/19
Mark Coleman	Agricultural Commission	6/30/20
Barry Worth	Utility & Energy Committee	6/30/20
Steven Connor	Cemetery Commission	6/30/20
Heather Bolinder	Treasure Chest Committee	6/30/19
Leo Cakounes	Constable	6/30/20
Ann Howe	Wastewater Implementation	6/30/20

Committee Appointments continued:

Applicant	Appointment	Terms
Mary Maslowski	Planning Board	6/30/18
	Housing Committee	6/30/20

Chairman MacAskill stated that he is pulling Items C and G for separate discussion as well as removing Anne Howe from the appointments pending a new charge for the Wastewater Implementation Committee. Ms. Brown pointed out that Item Q should be for the Brooks Academy Museum Committee. Mr. Ballantine moved approval of Items A, B, D, E, F, and H through R, holding the appointment of Anne Howe and noting that Item Q should be Brooks Academy Museum. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

With regard to Item C, Chairman MacAskill said the dates in the contract are last year's dates and he would like to go through the contract with Mr. Clark. He further noted that the rates are a little on the high side.

With regard to Item G, Chairman MacAskill said he would like to go through the document with Mr. Clark and the Finance Director.

PUBLIC HEARINGS/PRESENTATIONS *(Not earlier than 6:30 P.M.)*

- A. **Presentation** – Update on the Cape Cod Tech School Building project – Bob Sanborn

Mr. Sanborn, Superintendent of Cape Cod Tech, made the attached presentation to the Board and took questions and comments. He asked the Board to endorse this project in principle and Chairman MacAskill responded that he would hold on it until the full Board meets on September 5.

B. *Presentation* – Hazardous Mitigation Plan – Martha Hevenor

Ms. Greenhalgh introduced Ms. Hevenor, Cape Cod Commission Planner, who explained that she is working with a team to finalize the update of the 2011 Hazard Mitigation Plan which makes us eligible to continue to get MEMA and FEMA funding for projects as well as reimbursements after storms. She outlined the draft Plan which is accessible on the website at <http://www.harwich-ma.gov/home/news/draft-harwich-hazard-mitigation-plan>.

OLD BUSINESS

A. Harwich Cultural Center – general discussion on policy and operation

Chairman MacAskill thanked Ms. Carey and Mr. Libby for the outstanding job they have done on this project which he noted has exceeded his expectations. Ms. Brown agreed and recommended that they now discuss a name for the building. She recommended naming it the Harwich Cultural and Civic Center. She stated that we should have a dedicated percentage or certain amount of rooms for non-profit, education and art. Mr. Clark recommended waiting until the end of the two year period to name the building, once we get a sense as to who may be more permanent in the building. Mr. Ballantine stated that maybe some of it needs to be for profit to help in economic development and Ms. Brown noted that it is not zoned for profit. Ms. Brown suggested that the library space be used as a gallery and said we should get involved with the selling of the artists' wares which could possibly bring in more revenue for the building. Ms. Carey stated that the policies are moving forward and concurred with the suggestions given. She noted that we now have someone else on board who can do marketing. Chairman MacAskill suggested that Ms. Carey make a presentation as to where we are going as we get close to the 6 month mark and Ms. Carey agreed.

B. Status of the Brooks Library exterior preservation project

Mr. Clark reported that we have had this out to bid twice. He explained that is an extensive project which involves preservation which means the paint has to be taken off and we have to have the work done in a weather sensitive element to make sure that when the paint is peeled back that we have the ability to put a good surface on. He said because of that, the bids have come back higher than we would have liked. He stated that we have broken down the bids into pieces, having the building sectioned off and the bidder who put in for that increased his costs to accommodate that. He stressed that we need more money to do this project in the form that the preservation specialist has recommended. He recommended that a Capital Budget request be put in for Town resources but where it is preservation it makes sense to go back to CPC and indicate to them that it is more extensive in terms of restoration elements and additional funds are needed to accomplish that. Mr. Libby stated that the original CPC authorization was \$540,000 which included architectural services. He stated that the bids in April ranged from \$636,000 to \$776,000. He explained that we broke it up and those bids came back in June with one bidder and the total amount was of \$1,000,000. He noted that one bid was late and could not be considered. Mary Warde, Brooks Library Trustee, said the Trustees have a responsibility to the taxpayers which includes the preservation of the facility and it is their responsibility to pursue this and as such they are willing to return to CPC and also pursue grants although to date they haven't found any

grants that would make any significant difference. She said they will bring an article to Town Meeting for the additional funding if they are forced to.

C. Municipal Revenue and Economic Development Committee Charge

Mr. Ballantine asked if the intent is for this to be a Board of Selectmen committee and Ms. Brown responded that it is. Mr. Ballantine asked to add “to explore efficiencies and costs” to the “Purpose” section. He commented that he is not sure how viable this is until we have dedicated staff support and suggested adding that into the document. Mr. Ballantine questioned why we don’t include the Chamber of Commerce as a voting member and Ms. Brown responded that she didn’t think it was appropriate. He stated that he would like to put them on with the same status as the others and Ms. Brown responded that she didn’t know if we could do that. Mr. Clark stated that it is not really any different than having professional staff assigned to a committee. He commented that the Chamber understands the economic elements a lot better than Town staff would and he didn’t see any issue with them being a voting member. He added that he probably would have the Planner as a secondary resource but did not want to load her down too much. Chairman MacAskill agreed with Mr. Ballantine’s suggestions. The Board agreed to bring this item back.

NEW BUSINESS

A. Joint Meeting between the Selectmen and Planning Board to discuss priorities

Mr. Brophy called the meeting of the Planning Board to order at 8:00 p.m. Ms. Sabatino noted that the Planning Board came up with a list of priorities and their goal is to determine if the Board of Selectmen feel they are going in the right direction. Mr. Brophy and Mr. MacParland outlined the list as follows:

- Research and inspect highly trafficked sidewalk areas for ADA non-compliance, recommend a priority list of these ADA non-compliant areas, and initiate construction. Further research into possible funding sources such as the Sidewalk Fund is needed
- Review and draft a Recreational Marijuana by-law
- Review and draft amendments to the existing Accessory Apartment by-law
- Review, revise and draft amendments to the Town’s Local Initiative Program (LIP) Regulations and Procedures
- Review and revise the Commercial Village Overlay District zoning
- Start new Comprehensive Plan by reviewing the scope of work, estimated time and costs.

Chairman MacAskill stressed the need to prioritize the list as they are not in any order. Mr. Brophy said he would like to have a Steering Committee for the Comprehensive Plan which would include members of the Board of Selectmen and other relative committees and Mr. Ballantine agreed. With regard to East Harwich, Chairman MacAskill said we should put a working group together with a couple of members of the Planning Board, Board of Selectmen, Town Administration, two members of the East Harwich Collaborative, and two business owners and then go to Town Meeting with a plan. Mr. Ballantine stated that East Harwich should be part of a new Comprehensive Plan. No action was taken.

B. Recommendation for award of contract to BTT Marine Construction for the Saquatucket Marina Project

Mr. Clark provided an overview of the bid responses and recommended we award the contract to BTT Marine for the base bid amount only with an acknowledgement that there is an anticipated need for

change orders. Mr. Rendon discussed funding for the project. Mr. Hart of the Waterways Committee spoke in support of the project and Mr. Rendon took questions from the Board. Mr. Ballantine moved to award the contract for the Saquatucket Marina Project to BTT Marine Construction according to the memo of August 18, 2017 for a base bid of \$6,826,852 plus the two contingencies to be taken out of the dredging fund, for the 2,100 cubic yards of additional dredging and using tropical hardwood surface on all timber floats. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

C. Committees/Boards/Commissions – discussion

Chairman MacAskill stated that the Board needs to reach out to the committees and have discussions on attendance. He also stressed that liaisons need to deal with the issue that there are still people who haven't been sworn in or taken their ethics tests. Mr. Clark noted that we can take care of them if they need access to a computer for the test. Chairman MacAskill said they need Open Meeting Law training on how to post an agenda, etc. and Mr. Clark responded that we can have Kopelman & Page come in for Open Meeting Law training. Mr. Ballantine stated that Ms. Brown has asked to take on the Treasure Chest Committee and he has agreed to trade the Board of Health with her.

D. Approval of schedule for Annual Committee Meetings with the Board of Selectmen

The Board agreed with the Annual Committee Meeting Schedule as presented.

TOWN ADMINISTRATOR'S REPORT

A. Budget/Warrant Timeline Draft

Mr. Clark asked the Board to review the draft Budget/Warrant Timeline as he would like to forward it to the Finance Committee. Chairman MacAskill stated that they need to include a full Saturday budget discussion. Mr. Clark said he would bring the timeline back.

B. Departmental Weekly Reports – August 7-11 and August 14-18

There was no discussion on this item.

SELECTMEN'S REPORT

Mr. Ballantine asked for a current list of positions for this year and last year, the amount of building permits this year vs last year, as well as a copy of the Cranberry Valley Golf Course survey.

ADJOURNMENT

Mr. Ballantine moved to adjourn at 9:08 p.m. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary



**MSBA School Building Project
Harwich BOS**

August 21, 2017

Agenda

- Thank you!
- Why the investment in CCT?
- History
- Financial Impact & Reimbursement Rate
- Debt Schedule
- Vote Mechanics

Cape Cod Tech's School Building Committee

BARNSTABLE:	HARWICH:	YARMOUTH:
MARK ELLS	CHRISTOPHER CLARK	NATHAN LADLEY
MARK MARINACCIO	LEE CULVER	ERIK TOLLEY
BREWSTER:	BRUCE YOUNG	CAPE COD TECH:
CHARLIE SUMNER (Chair)	MASHPEE:	ROBERT SANBORN
ROBERT MILLER	DAWN THAYER	ERIN ORCUTT
CHATHAM:	ORLEANS:	WILLIAM TERRANOVA
LESLIE SCHNEEBERGER	GWEN HOLDEN KELLY	ANTHONY MOLIS
DENNIS:	PAUL KELLY	STEVE PISCH
GARY BARBER	TRURO:	
CLEON TURNER	TRUDI BRAZIL	
EASTHAM:	WELLFLEET:	
GLENN OLSON	ANTHONY TULLIO	
	HARRY TERKANIAN	

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Cape Cod Tech's Harwich Representatives – Thank you!

School Committee
Lee Culver
Robert Furtado

School Building Committee
Christopher Clark
Lee Culver
Bruce Young

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Why Invest in CCT?

- Vocational Education is the key to addressing the “skills gap”
 - There are simply not enough skilled workers to fill available jobs. According to a recent study conducted by Northeastern University;
 - “Altogether, counting new jobs and replacement jobs will require training of nearly 1.2 million workers by the year 2022.”
 - The Cape & Islands were identified as a region that needs to focus more attention on vocational education

Harwich Students at Cape Cod Tech

School Year	Harwich Enrollment	Percentage of Total Enrollment
2013	74	11.08 %
2014	85	13.00 %
2015	73	11.16 %
2016	73	11.27 %
2017	75	12.14 %
2018	77	12.40 %

A Brief History

- **Yearly 2011-2014**
Statements of Interest (SOI) submitted to the MSBA, all proving unsuccessful
- **January 10, 2014**
CCT 1st Annual Legislative Breakfast focused on MSBA
- **February 27, 2014**
MSBA tours CCT
- **November 19, 2014**
Town Manager's meet at CCT & Tour facility
- **October 21, 2014**
MSBA staff perform “Senior Study” visit at CCT

A Brief History

- **January 14, 2015** MSBA invites CCT into “Core” program
- **January – September 2015** - CCT completes Eligibility requirements:
 - Formed SBC, developed enrollment projections and submitted maintenance and capital plans
- **September 30, 2015** - MSBA Feasibility Study
 - Procure Owner's Project Manager (OPM) and Architect/Designer
- **April 5, 2016** – Initial Town Clerk's Meeting
 - Review of Regional Agreement & Chapter 71 Section 16 (n)
 - Determine election date and times
- **November 30, 2016** - SBC chooses preferred solution

A Brief History

- **January 4, 2017** - Preferred Solution submitted to MSBA
- **February 15, 2017**- MSBA approval of preferred solution, invitation into Schematic Design
- **April 11, 2017** - Second Meeting of the Town Clerks with Bond Council presentation
- **June 29, 2017** – Schematic Design submitted to MSBA

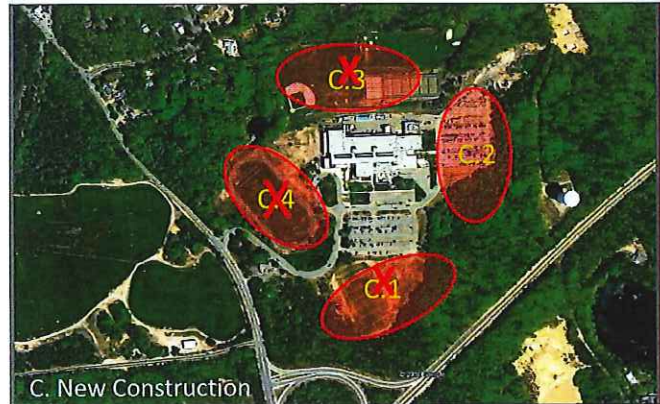
Next Milestones

- **August 23, 2017** - MSBA meeting for approval of Schematic Design & Budget
- **August 24, 2017** - CCT School Committee review and approval of warrant for ballot vote
- **October 24, 2017** District-Wide Vote
 - *Polls open from 12 Noon to 8 PM*



Preliminary Alternatives

Alternative	Educational Program goals	Site & Facility goals	Phasing Impacts	Construction Cost Range	Project Cost Range
Base Repairs	Does not address educational goals or correct educational deficiencies.	Probably useful life of existing building.	Very disruptive schedule requiring evening work or extended construction period over a number of summers.	\$25-\$50 Million	\$35-\$65 Million
Reno Only A.1	Would not meet all space requirements. Improved location of shops and classrooms. Leads collaborative space.	Probably useful life of existing building. Site access remains essentially as is.	Very disruptive for at least three academic years. Requires modular classrooms for swing space. Limited access to core facilities during certain phases.	\$96.0 Million	\$123 - \$125 M
Add/Reno B.1	Would meet most space requirements for academic areas with improved collaborative spaces.	Probably useful life of existing building. Improved main entrance location.	Very disruptive for probably three academic years. May require some modular classrooms for swing space beyond 10-12 classes.	\$110.6 Million	\$142 - \$144 M
Add/Reno/Demo B.2	Would meet most space requirements for academic areas with collaborative spaces. Better integration shops and classrooms. Better coordination of facilities.	Probably useful life of existing building. Improved main entrance and public access.	Very disruptive for probably three academic years. Will require significant modular classrooms as new construction can't begin until after demolition.	\$110.1 Million	\$141 - \$143 M
New Construction C.1	Would meet space requirements and educational goals.	Good entrance location, but sits low on site. Maximum available green space. Separate bus and car drop-off. Some expansion potential.	Least disruptive impact on existing school. Football field is unavailable during construction.	\$115.6 Million	\$143 - \$146 M
New Construction C.2	Would meet space requirements and educational goals.	Good entrance location, sits high on site. Maximum available green space. Separate bus and car drop-off. Some expansion potential.	Least disruptive impact on existing school. Faculty parking is unavailable during construction; alternative temporary parking available.	\$113.1 Million	\$140 - \$143 M
New Construction C.3	Would meet space requirements and educational goals.	Good entrance location, but sits low on site. Maximum available green space. Separate bus and car drop-off. Close to athletic. Some expansion potential.	Some disruption on existing school. Athletic fields are unavailable during construction.	\$114.5 Million	\$142 - \$144 M



C. New Construction





Member Municipalities FY18 Enrollment

Town of Barnstable	183
Town of Brewster	43
Town of Chatham	10
Town of Dennis	67
Town of Eastham	15
Town of Harwich	77
Town of Mashpee	59
Town of Orleans	15
Town of Provincetown	5
Town of Truro	3
Town of Wellfleet	9
Town of Yarmouth	137

Financial Impact

Estimated at 5% for 30 Years	
Total Project Cost	\$ 127,946,027
Reimbursement Rate	45.45 %
Effective Reimbursement Rate	32.75 %
District Share of the Project	\$ 86,043,703
Tax Impact (per \$1,000 of home value)	\$.14
Average Value Single Family Home	\$475,036
Tax Impact on Average Home	\$ 66.51

Debt Schedule

Fiscal Year	Net Total Debt Service	Harwich Debt Service Proration	Harwich Est. Tax Rate Impact per \$1,000
2020	\$2,151,093	\$265,865	0.05
2021	\$5,539,171	\$684,617	0.14
2022	\$5,535,500	\$684,163	0.14
2023	\$5,537,250	\$684,379	0.14
2024	\$5,535,500	\$684,163	0.14
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2050	\$5,540,125	\$684,735	0.14
Total	\$168,274,138	\$20,797,927	

Vote Mechanics

Chapter 71 Section 16 (n)

For Regional School Districts to incur debt for construction and reconstruction;

- Vote of the district committee authorizing the debt is approved by a majority of the registered voters in the member towns voting on the question at an election under the following provisions:
 - Uniform polling hours; hours must be not less than 4 hours but no more than eight hours
 - District committee responsible for preparation of ballots
 - Town clerk of each town certifies the results to the district committee
 - Expenses of election paid by regional school district as operating expense

Related Documents - August 21, 2017 BOS Meeting

- 01 Agenda.pdf
- 02 Minutes July 3.pdf
- 03 Samaritans Proclamation.pdf
- 04 VNA Contract.pdf
- 05 Boiler Contract for Fire Station.pdf
- 06 New Hire - Assessor Admin Asst.pdf
- 07 New Hire - Health Director.pdf
- 08 Representation Ltr to Auditors.pdf
- 09 Chamber of Commerce Request for Fireworks.pdf
- 10 Multiple Sclerosis Charity Walk.pdf
- 11 Local Update of Census Addresses Operation.pdf
- 12 Police Dept Conditional Offer of Employment.pdf
- 13 Resignation - ZBA.pdf
- 14 Resignation - Cemetery Commission.pdf
- 15 Resignation - Planning Board.pdf
- 16 Appoint Assistant Registrar.pdf
- 17 Appoint additional Election Worker.pdf
- 18 Appointment Recommendation.pdf
- 19 Presentation - Cape Tech Bldg Project.pdf
- 20 Cape Cod Tech Update on Building Project.pdf
- 21 Presentation - Hazardous Mitigation Plan.pdf
- 22 Municipal Revenue and Economic Devel Charge.pdf
- 23 Planning Board Priorities.pdf
- 24 Contract Award for Saquatucket Marina Project.pdf
- 25 Annual Meetings Schedule.pdf
- 26 Budget Warrant Timeline Draft.pdf
- 27 Weekly Departmental Reports.pdf