

**APPROVED**

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, APRIL 2, 2018  
6:30 P.M.**

**SELECTMEN PRESENT:** Ballantine, Brown, Howell, Kavanagh, MacAskill

**OTHERS PRESENT:** Town Administrator Christopher Clark, Fire Chief Clarke, Police Chief Guillemette, Deputy Fire Chief LeBlanc, Deputy Police Chief Gagnon, Carolyn Carey, Sharon Pfleger, Cyndi Williams, Jack Brown, Dana DeCosta, Mark Ameres, Angelo LaMantia, Laurie Gillespie-Lee, Nancy Scott, Richard Waystack, and others.

Chairman MacAskill reported that the Board had just come out of Executive Session where they took up HEA Union negotiations and a vote pending their approval of the contract which they will bring back next week. He added that they voted on Executive Session minutes as well.

**WEEKLY BRIEFING**

No one appeared before the Board.

**PUBLIC COMMENTS/ANNOUNCEMENTS**

Ms. Williams of the Chamber of Commerce announced the upcoming job fair on April 5, 2018 at the High School.

**CONSENT AGENDA**

- A. Approve Minutes -
  - 1. March 5, 2018 Executive Session
  - 2. March 10, 2018 Regular Session
  - 3. March 19, 2018 Regular Session
  - 4. March 19, 2018 Executive Session
  - 5. March 26, 2018 Executive Session
- B. Authorize Town Administrator to serve as signatory on Seaport Economic Council Grant for \$1,000,000 for Saquatucket Landside Project
- C. Approve request by Peg Rose to donate one year weight room membership and sweatshirt to Toast of Harwich auction
- D. Approve request for assistance from the Caleb Chase Fund
- E. Accept resignation of Katie O'Sullivan from the By-Law/Charter Review Committee

Mr. Ballantine moved approval of the Consent Agenda. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

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

- A. Town Administrator to present votes on budget and remaining votes needed
  - 1. Article 3 – Elected Officials Salaries

Mr. Howell moved that we accept the FinComm's positions on Elected Officials salaries absent the Selectmen positions. Ms. Kavanagh seconded the motion. Chairman MacAskill said that given the budget coming in at a 7.2% increase, he is opposed to this with exception of the Town Clerk's salary. The motion carried by a 3-2-0 vote with Ms. Brown and Chairman MacAskill opposing the motion.

## 2. Article 4 – Town Operating Budget

Mr. Clark reported that the total request is \$37,070,741 and provided an overview of the funding list as follows:

Free Cash	\$78,000
Water Enterprise	\$732,843
CPA	\$588,750
Cable	\$156,450
Betterment	\$257,885
Golf Improvement	\$75,600
Waterways & Mooring	\$236,058
FEMA	\$13,608
Town Clerk State Aid	<u>\$15,585</u>
TOTAL	\$2,154,779
Local Receipts	\$12,806,145
Taxes	<u>\$22,109,817</u>
OPERATING BUDGET	\$37,070,741

Mr. Clark provided an overview of the job description for the proposed Help Desk Specialist/PC Support position. He added that he intends to look into seeing what the County can help us with. Mr. Ballantine said it is a good job description and he supports this but would like to see an overall plan of how we are going to approach the various software programs so as to merge databases and make use of them. Ms. Kavanagh said we need more help with the daily tasks and she thinks the job description is good but struggles with the overall set-up. She said we need to look at this and re-develop that area. Ms. Brown said she doesn't think this is the answer right now and we need to do a more in-depth department assessment. She recommended delaying this and doing more of an assessment over the next year. Mr. Howell said a lot of this is off the shelf and things he does himself or for other people. He said he is not certain that this gets us to the integration of the software and he doesn't think this gets us anywhere near where we want to be. Mr. Clark questioned how we get the assessment done with only one person in the department to work on it. He said this is the first step in freeing up some of the IT Director's time. He pointed out that some of the software packages are proprietary and not always open to others such as Accela and Assessing software. Chairman MacAskill said this is an \$80,000 step to build a position that we aren't sure we need. He indicated that he would like to see a consultant come in and give us an idea of what we need. He said he would support putting a number in the budget for IT needs rather than an IT position and he suggested \$20,000. He further suggested giving a \$5,000 stipend for web improvement. Mr. Ballantine said he liked that approach but didn't think \$20,000 was enough. He suggested \$30,000 to \$40,000 and Ms. Kavanagh agreed. Ms. Brown said she would like to see what the County offers before they do this. Mr. Howell stressed that this position is not going to get us the integration of the proprietary software. He said we should be defining our needs and how to structure both positions. Chief Clarke noted that the Board was given a report and it seems it is not answering their questions. He asked the Board to clarify specific questions of what they are looking for. Chairman MacAskill said he wants to know exactly what our IT needs are, what we are spending on IT, what software packages we need help on, what outside services we are still going to need and he added that the plan that they got doesn't answer those questions. Chief

Clarke said they would help in any way they can and Chairman MacAskill said he would put their questions down in writing. The Board took comments from Mr. Waystack who called for an analysis department by department. Mr. Howell moved that we supplant this in the operating budget with a \$40,000 amount to address both IT needs across departments and to address near term help out of free cash. Mr. Ballantine seconded the motion. Ms. Kavanagh questioned what we do in the interim. Chairman MacAskill said they should all put their ideas on paper and come up with a Mission Statement and, through the Town Administrator, they start by reaching out to the Department Heads and ask what their actual needs are. Ms. Kavanagh said they should address the immediate need. Mr. Clark recommended bringing in a consultant to study our needs and how we would rebuild the department and potentially put \$20,000 into the operating budget so we can contract with the County for some additional support. Deputy Chiefs LeBlanc and Gagnon discussed the sacrifices they made from their budgets toward IT. The motion carried by a unanimous vote. Chairman MacAskill noted that the budget would be reduced by \$60,000 for the requested position as well as the associated health insurance cost, if it was included.

The Board discussed the \$90,000 request to build a fund for future operations and maintenance with Chatham. Mr. Ballantine said he was uncomfortable with the article noting that it is too broad as it includes four different ways to spend the money rather than to just offset the sewer charge. Mr. Clark clarified that we need to build up that money so that it would fall to become retained earnings. Mr. Ballantine said he doesn't want it spent on something else. Mr. Clark said the intent is to have \$60,000 to \$70,000 go into retained earnings and \$20,000 to help with our portion of the Dennis, Harwich and Yarmouth initiative and when that is no longer needed that also can fall to retained earnings. Mr. Clark said he could add this to the explanation of the article. He discussed that this must be built into the operating budget to be sustainable. Chairman MacAskill said he would prefer to keep it at \$70,000 and plug the \$20,000 in someplace else. Mr. Clark said he can put in the explanation for the article that \$70,000 is for intergovernmental transfers that we have to build up because we know of bills coming from Chatham. The Board was agreeable to that. Mr. Clark recommended moving \$20,000 into Administration and leave the \$70,000 and call it intergovernmental transfers. Mr. Ballantine moved Mr. Clark's recommendation. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

The Finance Committee joined the Board to discuss the operating budget article (Mr. Ameres, Mr. DeCosta, Mr. Brown, Mr. LaMantia, Ms. Gillespie-Lee). Mr. Clark took questions from the Board regarding the budget growth and sustainability. The Board discussed bond ratings, free cash, DPW overtime snow removal costs, infrastructure projects' costs and debt, and health insurance costs. Mr. Howell moved to approve the budget at \$37,070,741 less the calculated number for the IT position, less the health care costs associated with that position and plus a \$20,000 figure for IT expenses. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

### 3. Article 5 – Monomoy Regional School District Budget

Board discussion revolved around how we can sustain a 5-6% increase every year in the school budget. Ms. Kavanagh stressed that we are growing the new district and it is going to take some time. Ms. Kavanagh moved that we approve the School Committee's budget at \$25,609,390 with \$260,038 out of there for capital needs. The motion was not seconded. Ms. Coppola read the recommendation to fund the operating budget of the Monomoy Regional School District for FY19 for a total of \$25,609,390 to be raised for this purpose and further, of that total \$260,038 is equal to the capital needs of the district to be funded from a combination of free cash of a total of \$147,336 and capital exclusion made up of two components, one is the restrooms for \$76,077 and stabilization for \$36,625.

Ms. Kavanagh moved the recommendation. Ms. Brown seconded the motion and the motion carried by a 3-2-0 vote with Mr. Ballantine and Chairman MacAskill opposing the motion.

4. Article 9 – Capital Items from Free Cash

Mr. Clark explained the article and took questions from Ms. Brown regarding vehicles. The Board took comments from Chief Clarke and Deputy Chief LeBlanc on Fire Department vehicles. Chairman MacAskill said he was going to ask the Town Administrator to look at vehicles before we proceed with purchasing. He further stated that he would like to see the Albro House boiler pulled from this article as we are doing an assessment on the building and Ms. Brown agreed. There was discussion about paying for the boiler through the Green Communities program and Mr. Clark said he is unsure of the breakdown of funds available from this program would prefer to keep it in the article but we don't have to spend it. Mr. Ballantine moved to accept and adopt Article 9 Capital Items Funded from Free Cash under \$50,000 for a total of \$234,000. Mr. Howell seconded the motion and the motion carried by a 4-1-0 vote with Chairman MacAskill in opposition.

5. Article 11 – Fund the Snow & Ice Deficit for FY18

At Mr. Clark's recommendation, Ms. Kavanagh moved that we approve the Fund Snow & Ice Deficit for FY18 pending the number to be determined at Town Meeting. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

6. Article 12 – Fund Shortfalls in Budget Transfers for FY18

The Board discussed with Ms. Coppola collection efforts for police details. Ms. Kavanagh moved to Fund the Budget Shortfalls in Budget Transfers for FY18 in the amount of \$75,000 for police details and \$25,000 for senior exemptions and pending any additional information at Town Meeting. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

7. Article 14 – Fund Construction of Phase II of the CWMP

At Mr. Clark's recommendation, Ms. Kavanagh moved that we approve the Construction of the Interconnection with Chatham and sewers in the southern section of Pleasant Bay Watershed, Article 14, pending further information but in the amount of \$22,450,000. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

8. Article 21 – Purchase & Equip Vehicles for DPW

After discussion about mileage on existing vehicles, Mr. Howell moved that we approve Article 21 at a funding level of \$135,000 with two dump trucks. Chairman MacAskill seconded the motion. Ms. Brown said she didn't think we should replace any of the vehicles. The motion carried by a 4-1-0 vote with Ms. Brown opposing the motion.

9. Article 66 – Stabilization Fund

10. Article 67 – OPEB Trust Fund

At Mr. Clark's recommendation, Ms. Kavanagh moved that we approve Article 66 for the Stabilization Fund estimated cost of \$700,000 and the OPEB Trust Fund Article 67 for \$700,000 and pending additional information for both. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

## 11. Article 68 – Fund Prior Year’s Unpaid Bills

At Mr. Clark’s recommendation, Ms. Kavanagh moved that we Fund the Prior Year’s Unpaid Bills, which is Article 68, in the estimated cost of \$10,500 and pending any additional costs before Town Meeting. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

### B. Joint Budget/Article Hearing with Finance Committee – Reconciliation

Mr. Brown opened the meeting of the Finance Committee at 9:00 p.m. and noted that they had a quorum. Mr. DeCosta reported that the Finance Committee voted to indefinitely postpone the Cemetery Rules and Regulations article. Mr. Brown commented that it didn’t seem culturally consistent with the Town’s overall thinking and behaviors. Mr. Howell moved that the Board reconsider their previous vote. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote. Mr. Howell moved to indefinitely postpone the article. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

Mr. Brown said there are a couple of topics they need to talk about in the future including overtime and he suggested that the Board come up with a policy on overtime management. He added that there should be a policy discussion on vehicles as well as on staffing strategies including staff reduction through attrition. Mr. Brown adjourned the meeting of the Finance Committee at 9:10 p.m.

## NEW BUSINESS

### A. HEA Union Contract FY18-20

There was no discussion on this item.

## OLD BUSINESS

### A. Annual Town Meeting Warrant

#### 1. One Liners

There was no discussion on this item.

### B. Participation in pursuing opioid litigation

Chairman MacAskill asked Mr. Ballantine and Ms. Brown to review the video of last week’s meeting on this item and said he will bring this item back next week.

## TOWN ADMINISTRATOR’S REPORT

### A. Wastewater Update

Mr. Clark discussed the slide presentation from the recent Chatham, Harwich and Yarmouth Clean Waters Partnership meeting.

### B. Cold Brook Update

Mr. Clark reported that he held a lengthy meeting on Friday regarding the Cold Brook initiative and we are getting much closer and it was a very productive meeting. Chairman MacAskill stated that Harwich Conservation Trust is leading the project and our consultants are involved to help the Town's position. Mr. Clark added that it is Harwich Conservation Trust property and their goal is to return it to its natural state as opposed to cranberry bogs. He provided slides associated to the project.

C. CDM Smith Brochure

Mr. Clark said he would bring the brochure to the Wastewater Support Committee tomorrow. Ms. Pflieger reported that the brochure has been updated. She noted that there are new diagrams out and she suggested that the brochure include these new pictures as so much of the wording and pictures are the same as were previously. It was agreed that the Wastewater Support Committee would look at it at their meeting tomorrow and bring it back to the Board.

D. Judah Eldredge Property

Mr. Clark reported that he had a question from the Finance Committee Chair on this as to whether we are supplementing funds by not funding it through taxation and the answer to that is no.

E. Letter from Senator Cyr honoring Mr. James Marceline

The Board agreed to address this item at next week's meeting.

F. Departmental Reports

There was no discussion on this item.

**SELECTMEN'S REPORT**

Mr. Ballantine asked for a report on pet cemetery revenue and Mr. Clark said he would ask the Cemetery Administrator to come next week.

**ADJOURNMENT**

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Ann Steidel  
Recording Secretary

## Related Documents - April 2, 2018 BOS Meeting

- 01 Agenda.pdf
- 02 March 10, 2018 Minutes.pdf
- 03 March 19, 2018 Minutes.pdf
- 04 Seaport Economic Council Grant.pdf
- 05 Request for Donation.pdf
- 06 Resignation from BLCR.pdf
- 07 Article 3 Elected Officials Salaries.pdf
- 08 Article 4 Operating Budget.pdf
- 09 Article 5 MRSD Budget.pdf
- 10 Article 9 Cap Items Funded from FC.pdf
- 11 Article 11 Snow & Ice.pdf
- 12 Article 12 Budget Shortfalls.pdf
- 13 Article 14 Sewer Interconnect.pdf
- 14 Article 21 DPW Vehicles.pdf
- 15 Articles 66-68 Stabilization, OPEB, Unpaid Bills.pdf
- 16 One Liners.pdf
- 17 Opioid Litigation.pdf
- 18 DHY Clean Water Partnership Slides.pdf
- 19 Cold Brook Meeting Slides.pdf
- 20 CDM Smith Brochure.pdf
- 21 Judah Eldredge Property.pdf
- 22 Senator Cyr Letter.pdf
- 23 Departmental Reports.pdf