

APPROVED

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, AUGUST 7, 2017
6:30 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark, Chief Guillemette, Deputy Chief David LeBlanc, Lt. Scott Tyldesley, John Rendon, Eric Beebe, Dan Pelletier, Carolyn Carey, and others.

Chairman MacAskill reported that the Board just came out of Executive Session where they came to an agreement on the Town Administrator's contract and voted it. He noted that there were two minor changes to what was proposed.

Chairman MacAskill called for a moment of silence on the passing of Adrienne Johnson who passed away on Friday. He noted that Ms. Johnson served on the Council on Aging board.

Chairman MacAskill announced the retirement of Health Director Paula Champagne after 30 years of service.

NON-RESIDENTS TAXPAYERS MEETING

Mr. Ballantine read the notice of Non-Residents Taxpayers Meeting in to record. The following topics were covered by the speakers as indicated reviewing the progress in the past year:

- A. Fire Station 2 – *Deputy Chief David LeBlanc / Lt. Scott Tyldesley*
- B. Report from the Police Chief – *Chief Guillemette*
- C. Report from the Harbormaster – *Harbormaster Rendon*
- D. Report from the Recreation Director – *Eric Beebe – Recreation & Youth Director*
- E. Report of the Water Superintendent – *Dan Pelletier – Water Supt.*
- F. Report from the DPW Director – *Lincoln Hooper – DPW Director*
- G. Update on Wastewater Issues – *Pleasant Bay/Cold Brook – Christopher Clark – Town Admin.*
- H. Public Beach 22 – *Christopher Clark – Town Administrator*
- I. Overall Financial Position of the Town – *Carol Coppola – Finance Director/Town Acct.*
- J. Questions and Comments were taken from Mr. Rick Moriarty regarding Beach 22 and tax liens, Mr. Ron Agel regarding Beach 22, Mr. Bill Vandenheuvel regarding OPEB, and Ms. Christine Byron on interest rates and legalizing marijuana sales

Mr. Ballantine moved to close the Non-Resident Taxpayers Meeting. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

CONSENT AGENDA

- A. Approve and sign proclamation request from the Cape & Islands Suicide Prevention Coalition
- B. Approve application for Common Victualler license by 30 Earle Rd LLC d/b/a The Commodore Inn
- C. Confirm appointment of Shelagh Delaney as Executive Assistant in Community Development
- D. Confirm appointment of Council on Aging Director (information pending)
- E. Approve Election workers for Democratic and Republican Town Committees

Chairman MacAskill pulled Item D from the Consent Agenda. Mr. Ballantine moved approval of the balance of the Consent Agenda. Ms. Brown seconded the motion and the motion carried by a unanimous vote. With regard to Item D, Mr. Howell stated that he asked for information on the process for hiring the Council on Aging Director as the Charter allows for the Board to veto an appointment. He noted that Mr. Clark has provided that information and he is satisfied with it. Mr. Clark reviewed the hiring process and explained that the candidate's name was not provided on the agenda because she had not yet provided notice to her current employer. He reported that the candidate's name is Judi Wilson who is the Council on Aging Director in Orleans and provided information on her experience and education. Mr. Howell moved to confirm the appointment. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote. Mr. Clark noted that Ms. Wilson will start on September 5.

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

A. Presentation – VHB - Route 28, West Harwich TIP project – *possible vote to authorize Chair to sign design contract*

Mr. Hooper introduced Trish Domigan, Director of Municipal Services for VHB and Steve Rhodes, Project Manager and Engineer who provided the attached Power Point presentation on the Route 28, West Harwich project. Mr. Clark stated that it would be funded this year though grant money and in subsequent years we would look at using Chapter 90 money or our roadway project money. Ms. Domigan, Mr. Rhodes and Mr. Hooper took questions from the Board. Mr. Clark noted that we have partnered up with Dennis on this project and described the split costs. Mr. Hooper reviewed many of the points in his memo to the Board (attached). At Mr. Clark's recommendation, Ms. Kavanagh moved to approve Phase I of the TIP project to be eligible for the development of the concept plan at \$175,658. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

OLD BUSINESS

A. Town Administrator's Contract

Chairman MacAskill announced that they came to terms on a two year extension on the Town Administrator's contract.

B. ICMA TV – Promotional Video for Harwich in the amount of \$17,500

The Board opted not to revisit this item.

NEW BUSINESS

A. Administrative update on Old Rec Building

Mr. Clark reported that he met with the Chairman of the Board for the Cape Cod Theater Company as well as another Board member who indicated that they were in the process of scheduling a strategic planning session to see where they wanted to go. He noted that he floated several ideas to them including using the Middle School auditorium for some of their larger performances as well as utilizing the West Harwich School. He stated that their initial reaction was that they are happy in the location they're in now. He said that they had anticipated that the Town would ask to use part of that site for housing and they had indicated that if that happened there may be some actors or artists who would be interested in housing there. He noted that they had interest in the Middle School building but not as much interest in the West Harwich School. He added that they will be touring the Middle School building in the near future and they are just interested in the auditorium. He said they are looking to making a more firm decision as to the direction

they want to head in the early to late fall when they start having their strategic planning sessions. Ms. Coppola noted that the Town received payment for their calendar years 2014 and 2015 lease payments in June, and in July 2016 their calendar year 2016 lease payment was received. She stated that she did some research on utilities because in the lease it talks about the Town billing utilities and she found that the last time they were billed for utilities was in the spring of 2015 which was for July to December of 2014 so there was a period of time, about a year and a half, that they were not billed. She noted that we just billed them for the Fiscal Year 2017. She added that she has also asked for the financial information that is required under the lease. Chairman MacAskill asked that when she receives the information, that she puts it all into a memo and the Board will bring it back at that point.

B. Middle School Cultural Center Open House discussion

Ms. Carey reported that they had approximately 156 guests come through for the first day of the Open House at the Middle School Cultural Center on July 27th, 67 guests on the 28th, and on the 29th between 250 and 300 people. She noted that there are approximately 45 individuals who are currently renting which does not include the Cape Verdean museum. She stated that the event was a great success and she received extremely positive comments. Chairman MacAskill stated that he attended and the building and grounds looked great. He commented that staff did an amazing job. Ms. Brown said it was really well put together and added that she would like to have another agenda item on this to go over the details.

C. Revenue & Expense Report for Middle School Building – *Carol Coppola - Finance Director*

Ms. Coppola reported that for our fiscal year ending 2017, the lease payments that came in from February to the end of June were \$27,680 and since July 1st until the end of last week we collected another \$11,110 in lease payments. She explained that DPW tracks the maintenance and utilities of the building and for FY17 \$90,237 was spent. Ms. Carey projected that if we rent just with the rentals that we have now, she predicts revenue to be \$9,500 a month. Chairman MacAskill pointed out that it doesn't include the cafeteria, the auditorium or the gymnasium. Mr. Clark noted that he had a discussion with the Recreation Director and the Commission will be bringing up introducing program fees on their August 22nd agenda. Chairman MacAskill asked Ms. Coppola to send the Board her report and noted that they will have this as an agenda item within the next month to look at the details of the expenses.

D. Authorize Chair and Town Administrator to sign addendum to Engagement Letter for FY16 audit for federal funds

At Mr. Clark's recommendation, Ms. Kavanagh moved to authorize the Chair and Town Administrator to sign the addendum to Engagement Letter for FY16 audit for federal funds. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

E. Formation of Economic Development Committee

Ms. Brown outlined the proposed charge. Mr. Ballantine asked to remove the word "rate" from the first sentence. Mr. Ballantine questioned why the Chamber would be a non-voting representative as this is a collaborative effort. Ms. Brown responded that she didn't know if it was appropriate and we need to have an odd number of voting members. Mr. Ballantine suggested changing the number of members. Ms. Kavanagh questioned if they can incorporate businesses beyond the Chamber. Ms. Brown responded that the Chamber will bring in that voice and it would be redundant. Mr. Howell stated that he has some reservations in any ex-officio things that go out to other committees exceeding the year because you can't really guarantee that the term of the person that is going to go in there from the underlying committee is going to last that long. He said this was a really good start for this and he wasn't really speaking of Ms. Brown's effort here. He suggested that the Charter committee might want to take a shot at how we handle

ex-officio appointments so we can have some uniform policy. Mr. Clark suggested using previous formats for charges and suggested asking for certain skill sets for members. Chairman MacAskill asked the Board to send Ms. Brown their thoughts and he would bring this back.

F. Housing Authority Charge and discussion of meeting held on July 10th in regard to Middle School housing and CPC conversation

Chairman MacAskill stated that the July 25, 2017 draft minutes of the Housing Authority that he received from the Chairman indicate that there was discussion about housing at the Middle School as well as CPC representative Bob MacCready explaining what was involved in the function of CPC. He noted that these topics were not indicated on the agenda. He requested that Ms. Kavanagh, as liaison, have a discussion with the Chairman of the Housing Authority to explain the importance of detail on the agenda and that topics not on the agenda should not be discussed in depth. He said he would bring this back for the next meeting and invite the Housing Authority to come and discuss it. He stated that the discussion of housing at the Middle School building continues to be brought up and pointed out that the Board voted to use the school for two years and he is concerned and confused why this is continued to be talked about at the Housing Authority meetings.

G. Committee vacancy list and discussion

Chairman MacAskill reported that Matt Hart has offered to spearhead the effort of revitalizing the Disability Rights Committee.

TOWN ADMINISTRATOR'S REPORT

A. Retirement of Paula Champagne, Health Director

Mr. Clark stated that he wanted to acknowledge and express his appreciation for the work and effort that Paula Champagne brought to the organization.

B. Department Head weekly reports

Chairman MacAskill commented that the weekly reports are a very good way to showcase what the department heads are doing.

ADJOURNMENT

Ms. Brown moved to adjourn at 9:33 p.m. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

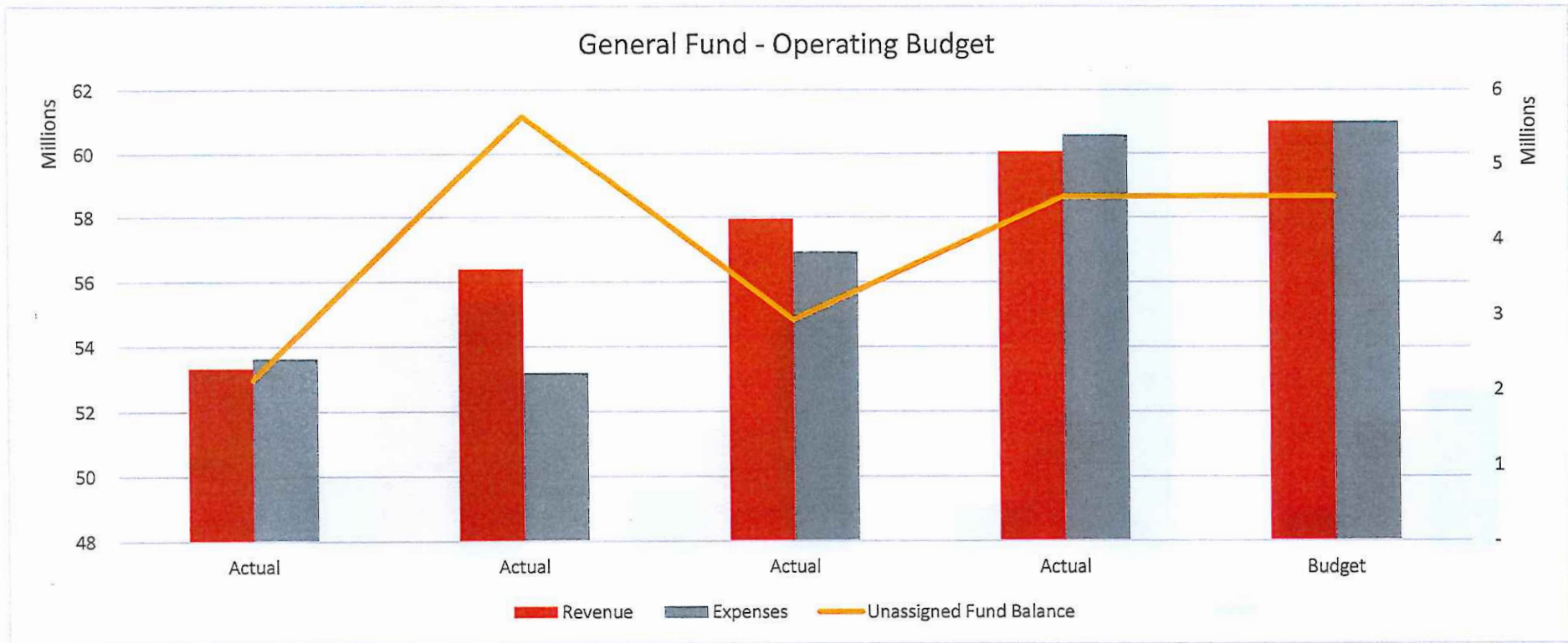
Ann Steidel
Recording Secretary

Town of Norwich Financial Trends FY 14 - FY 18

General Fund

	Actual FY 14	Actual FY 15	Actual FY 16	Actual FY 17	Budget FY 18
Revenue	53,338,523	56,401,004	57,952,858	60,053,891	61,006,952
Expenses	53,637,881	53,201,395	56,936,047	60,591,542	61,001,999
Unassigned Fund Balance	2,141,234	5,645,811	2,933,705	4,558,793	4,563,746

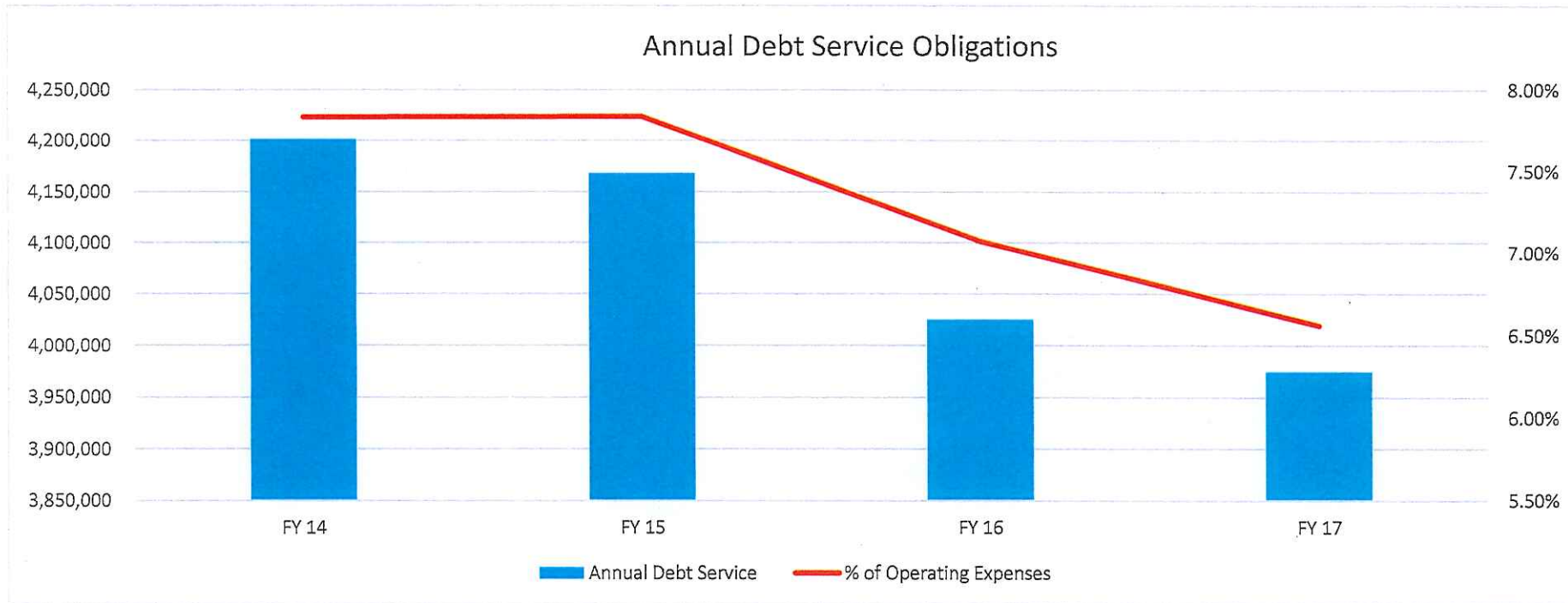
Note: FY 17 unaudited, FY 18 estimated

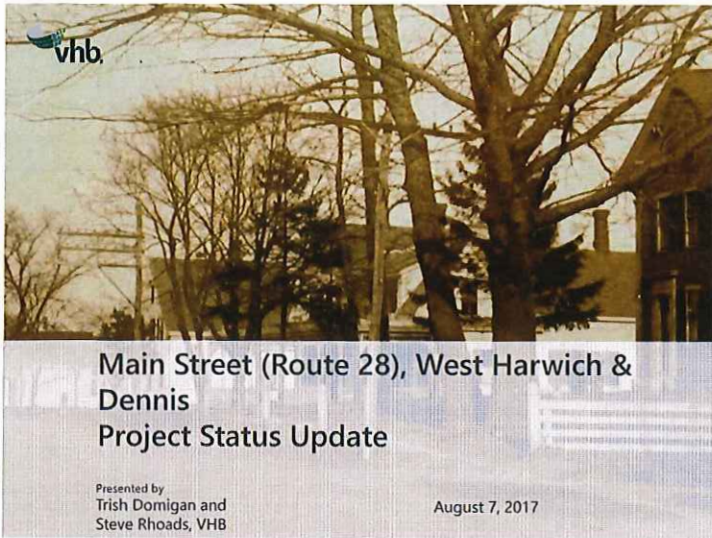


Long Term Debt FY 14 - FY 17

	FY 14	FY 15	FY 16	FY 17
Outstanding Debt	27,184,272	23,901,914	22,507,788	19,184,455
Short Term Borrowings	750,000	2,403,000	3,443,000	7,279,387
Authorized/Unissued Debt	9,661,000	9,108,000	7,718,000	13,001,650
Annual Debt Service	4,201,296	4,168,209	4,025,541	3,974,407
% of Operating Expenses	7.83%	7.83%	7.07%	6.56%

Note: FY 17 unaudited





Presentation Outline

- Project History & Limits
- Project Need
- Existing Conditions
- Project Support & Recent History
- Proposed Improvements
- Construction Costs & Schedule

Project History

- March 2015: Town of Harwich considers a MassDOT TIP project
- September 2015: Town of Dennis attended project site walk
 - supported connecting the project to the easterly edge of the Dennisport TIP project currently under final design

Project Limits – Main Street (Rte 28)

Harwich – Division Street to Herring River, 3,500 feet
Dennis – Upper County Road to Division Street, 300 feet



MassDOT Healthy Transportation Policy

- Increase and encourage pedestrian, bicycle and transit trips
- Substandard elements in the existing corridor:
 - varying shoulder widths
 - no clear bike accommodations
 - deteriorating and fragmented sidewalk sections
 - ADA accessibility
 - traffic signal equipment

Project Need

- Regional connectivity
- Clear retail & residential area boundary
- Develop streetscape elements along the corridor
- Promote healthy transportation by improving bicycle & ped facilities
- Rehabilitate roadway surface
- Upgrade traffic signals at Upper County Road & Division Street
- Provide ADA compliance throughout the corridor

Roadway Deficiencies

- Drainage
- Varying roadway width
 - Narrow section (20'-24') and wider section (50')
 - Not enough usable space for all transportation modes
 - Under utilization of space



Existing Conditions



Existing Conditions



Existing Conditions



Project Support

- Public input
 - Site walk in September 2015
 - Project brainstorming session in October 2015
- The Harwich Board of Selectman approved the submission of the Project Need Form on May 16, 2016

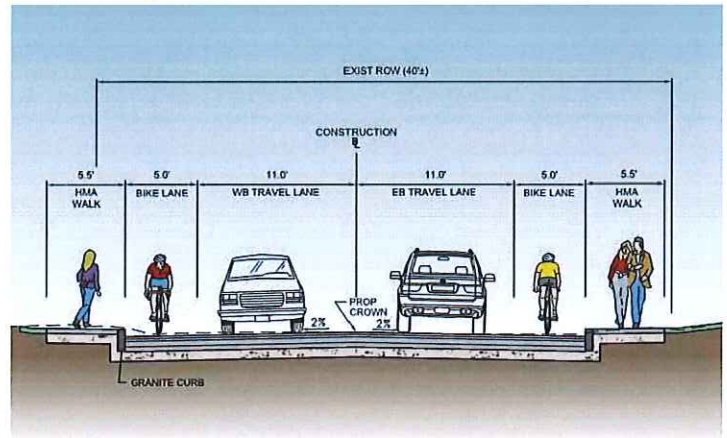
Recent Project History

- May, 24 2016: PNF submitted to MassDOT
- February 17, 2017: PIF submitted to MassDOT
- On April 3, 2017 MassDOT approved the project
 - Project is eligible for Federal Aid
 - Project Number 608742 assigned
- May 12, 2017: Project presented to Cape Cod Joint Transportation Committee
 - Committee voted to add project to the 2022 TIP pending approval of the Cape Cod MPO
- May 22, 2017: Cape Cod MPO voted to add project to 2022 TIP

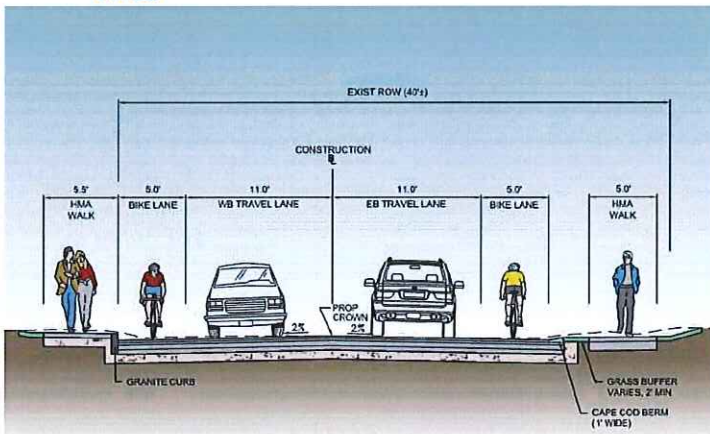
Proposed Improvements

- Provide complete streets elements
 - 5 foot sidewalks on both sides of Main Street
 - 5 foot roadway shoulders for bike accommodations
 - Curbing would be 'Cape Cod berm' in residential area with areas of grass strips; granite curbing in retail area

Proposed cross section - Retail Area



Proposed cross section - Residential Area



Main Street (Route 28) Harwich, Massachusetts

Conceptual Vision Plan
Enlargement Plan



vhb



Construction Costs & Schedule

- Estimated construction cost is \$5,600,000
- Anticipated Schedule
 - Survey: Fall 2017
 - Preliminary design & public input: end of 2017 – Summer 2018
 - Design Public Hearing: Fall 2018
 - Final Design:
 - 75% Design Fall 2018 – Spring 2019
 - 100% Design Fall 2019 – Spring 2020
 - PS&E Design Fall 2020 – Spring 2021
 - ROW acquisitions: Fall 2020 – Spring 2021
 - Construction advertisement: Summer 2021 (FY'22)

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Related Documents - August 7, 2017 BOS Meeting

- 01 Agenda.pdf
- 02 Non-Residential Taxpayers Mtg..pdf
- 03 Proclamation.pdf
- 04 Commodore Common Vict..pdf
- 05 Executive Assistant.pdf
- 06 COA Director.pdf
- 07 Election Workers.pdf
- 08 WH-Dennis Rte 28 Engineering Contract.pdf
- 08 WH-Dennis Rte 28 Project Presentation.pdf
- 09 ICMA TV Promotional Video.pdf
- 10 Audit Engagement Letter.pdf
- 11 Economic Development Comm..pdf
- 12 Housing Authority.pdf
- 13 Committee Vacancies.pdf
- 14 Health Director Retirement.pdf
- 15 Weekly Reports.pdf