

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, DECEMBER 18, 2017
6:30 P.M.**

SELECTMEN PRESENT: Ballantine, Howell, Kavanagh, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark, Foster Banford, Amy Usowski, Scott Tyldesley, Ed McManus, Patricia Nadle, Penny Kyle, Liz Argo, and others.

Chairman MacAskill reported that the Board had just come out of Executive Session where they discussed issues related to the SEIU Union.

WEEKLY BRIEFING

No one appeared before the Board.

PUBLIC COMMENTS/ANNOUNCEMENTS

No one appeared before the Board.

CONSENT AGENDA

- A. Approve Minutes –
 - 1. December 4, 2017 Executive Session
 - 2. December 11, 2017 Executive Session
- B. Approve the Contract Agreement for the construction of the Golf Course Cart Barn to J.J. Cardosi, Inc. in the total amount of \$545,000
- C. Accept the resignation of Dr. Robert Insley as a member of the Board of Health
- D. Approve request by Chatham-Harwich Newcomers Club for One-Day Special License for Wine & Malt & One-Day Entertainment License for February 9, 2018 with snow date of February 10, 2018
- E. Approve application for Road Race by Ragnar Events for event on May 11 & 12, 2018
- F. Approve request to close Villa Roma from January 9, 2018 to the first week in March for repairs and maintenance

Chairman MacAskill held the December 4, 2018 minutes (Item A1) as corrections are needed. He noted that they would be holding Item B as well. Mr. Ballantine moved approval of the balance of the Consent Agenda. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote. With regard to Item D, Mr. Howell recommended public hearings on these types of items.

With regard to Item B, Mr. Ballantine moved approve to the contract agreement for the construction of the Golf Course Cart Barn to J.J. Cardosi, Inc. in the total amount of \$545,000. Ms. Kavanagh seconded the motion. Mr. Howell commented that he would like to see more process involved in the recommendation of contracts and Chairman MacAskill responded that he is working on the policy for contracts. The motion carried by a 3-0-1 vote with Chairman MacAskill abstaining from the vote.

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

A. Outer Cape Health Services presentation – Patricia Nadle, BSN, Med

Mr. McManus, a member of the Board of Outer Cape Health and Chair of their Building Committee, introduced Penny Kyle a member of the Board and Patricia Nadle, CEO, who provided the attached presentation and took questions and comments from the Board. Mr. Howell asked Ms. Nadle if she believes they can contain the parking onsite and she responded that they are going to have a conversation with the Planning Board because they believe there may be a summer time challenge and they will be presenting options to the Planning Board to help mitigate that. She said their first summer will be 2019. Mr. Howell said he doesn't just say that because of the harbor but also because it is a State highway and it would involve crossing the road.

B. CVEC Extension of the Round 1 Adder for FY19

Chairman MacAskill explained that last year the Board voted a half cent adder for our Round 1 solar project with the understanding they may have to come back for a year 2 adder. He noted that the Round 1 adder was because the model was unsustainable and the half cent adder cost us \$18,000. Ms. Kavanagh moved to approve the CVEC extension of the Round 1 adder for FY19 at half a cent per kilowatt hour. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

C. Town of Harwich Information Technology Infrastructure and Resource Review – Foster Banford and Scott Tyldesley

Mr. Clark explained that the Board had asked for a review of IT operations and this is their initial report of what they found in the Town and their recommendations for short and long term issues that exist. Lt Tyldesley noted he does some of the IT work at the Public Safety Building.

Lt. Tyldesley stated that there is definitely a need for more IT resources in the Town and they were asked to quantify that. He explained that they met with a number of departments about how they are currently using IT to perform their functions and as such they created a visual representation which he and Mr. Banford presented to the Board (see attached report). They took questions and comments from the Board about viruses, security, keeping up with advancements in IT, specialties including tracking systems, web design, use of a uniform database system, and grants. Mr. Clark stated it's too much for one person and compared our staffing to other towns. He said we have to look at budgeting for increased staff and he will look at restructuring. Chairman MacAskill questioned if we are just adding employees to continue to put band aids on actual problems such as staying with Accela and that is what he is looking to address. He added that other communities are getting away from MUNIS. Mr. Clark suggested a systematic approach as replacing MUNIS would be costly. He said Accela is functioning as good as we are going to get it and questioned if the Board wants to move off four years of efforts. Chairman MacAskill said as we move forward he'd like to know how much of the problem is due to antiquated technology. Mr. Clark stated that MUNIS is a state of the art system and we are not far behind other municipalities and Lt. Tyldesley added that the network as a whole is a fiber optic network, it is state of the art, and by freeing up Mr. Banford's time we can look at replacing things. Ms. Kavanagh recommended looking at the permitting programs used in Marshfield and Gloucester which she said are working really well and we should look at MUNIS as well. Mr. Ballantine pointed out that one of the difficulties with MUNIS is that we aren't using all the packages available and suggested we look at that. Mr. Clark stated that the idea was that every town would adopt using Accela and it just didn't work as sold. Chairman MacAskill said the Town Administrator has a good grasp on the subject and he looks forward to discussion during budget season.

NEW BUSINESS

A. Re-leasing the Bells Neck Cranberry Bogs

Chairman MacAskill stated that the Board has already given support to going out for an RFP as has the Conservation Commission. Ms. Usowski reported that we acquired the bog in 1966 through a purchase and in 1993 there was also a taking. She said that a document from 2009 makes it unclear if it is under Conservation Commission jurisdiction but it is technically Town owned land. She said the use has always been there so the question of going back to Town Meeting is moot as it hasn't changed. Mr. Clark stated that only the Board can grant leases under procurement law and he suggested the Conservation Commission bring a proposal forward for award of the lease. Mr. Ballantine moved we support Harwich Conservation Commission to put out an RFP for re-leasing the bogs at the entrance to Bells Neck Conservation Area off of Depot Street. Ms. Kavanagh seconded the motion. Mr. Howell commented that Mr. Giorgio's letter alludes to the land bank process and a lot of these purchases were before the land bank. Chairman MacAskill said he would rather see best practices rather than requiring organic and a set amount a year works better for the Town rather than a percentage. He added that there is some question about whether there is a valid permit for water rights. Ms. Usowski said she has the deed that talks about water rights. The motion carried by a unanimous vote.

B. Personnel By-law Seasonal Hourly Wage Schedule

Mr. Clark and Mr. Beebe indicated that even with 2% increases we are one of last in pay for Beach Attendants and Lifeguards and people are going to other towns that offer more money. Mr. Clark suggested funding this proposal with beach sticker increases. Mr. Beebe said this would solve the problem and get us some good recruits. Chairman MacAskill asked Mr. Beebe to provide the back up on comparisons with other towns. Mr. Beebe noted that a Public Hearing on fees is coming up. Chairman MacAskill said you don't want to assume fees are going to pay for it and he wants to see what other towns are doing. Mr. Clark said you can make it contingent on funds being identified or we can discuss on the night that the fees are voted. Mr. Howell moved to accept the proposed schedule. Ms. Kavanagh seconded the motion and the motion carried by a 3-1-0 vote with Chairman MacAskill in opposition.

C. Request for Planning Board to design a Time, Place and Manner Restriction Bylaw for Marijuana

At Mr. Clark's recommendation, Ms. Kavanagh moved that we request the Planning Board to design a time, place and manner restriction by-law for marijuana in case we should need it in 2018. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

D. Proposed Harwich Housing Committee Charge revision

Mr. Ballantine moved to approve the proposed Harwich Housing Committee Charge revision. Ms. Kavanagh seconded the motion. Mr. Howell said it doesn't address workforce housing and Mr. Bodin said it would be no problem to put it in. Ms. Kavanagh suggested changing #3 to identify existing housing resources in Harwich where you have "commercial property with affordable housing potential" and suggested making it broader by saying "commercial property with housing potential" rather than just saying "affordable." Mr. Howell suggested indicating that it is a 5 member committee comprised of Chairman, Secretary and a member appointed to the CPC, and he said he would feel much more comfortable if it said "and an ex-officio member appointed by the Board of Selectmen in accordance with Section 3-6-2 of the Code of the Town of Harwich." Ms. Kavanagh clarified her Board of Selectmen minutes

request noting that the word “affordable” should be taken out of #3. Chairman MacAskill moved to approve this with the two amendments. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

E. FY17 SEIU Salary Compensation Study

Chairman MacAskill reported that the Board voted in Executive Session to approve Administration’s request to increase some salaries. Mr. Clark noted that settlement with the union included looking at six positions a year and doing a market rate analysis. He stated that the Union is in agreement with the recommendation. The consensus of the Board was to approve the recommendation. There was no vote on this item.

F. Discussion of cell tower money deposited into the Housing Trust Fund

Chairman MacAskill stated that the cell tower money goes into a Housing Trust Fund and those funds are recommended for expenditure by the Housing Committee for projects with approval by the Board. He said he is looking for the Board’s support in taking that money and putting it into the Trust and letting the Trust spend the money. Mr. Howell said that a prior Town meeting vote gave the Selectmen the ability to vote to disburse funds from the cell tower lease (and other sources) from the newly created Affordable Housing Fund to affordable housing projects. He stated that he didn't think the Board could vote to turn over all future money to another party (Housing Trust) permanently without another Town Meeting vote to do so. He thought it would be better to have the Board vote each year to disburse the available funds in the Housing Fund to the Housing Trust each year, as that would be within the scope of the original Town Meeting vote and would not require another Town Meeting action. Mr. Clark agreed that this was a good course to go.

OLD BUSINESS

A. Request to approve remote participation for Planning Board member David Harris

Chairman MacAskill pointed out that right now we don’t have any alternates but we do have full membership. Ms. Greenhalgh said they will have two absences in January. She noted that alternate members can’t vote on subdivisions but can vote on special permits. Mr. Howell said the only vacancies are the alternates and they can only do special permits so that won’t help with a quorum. He said if this becomes a pervasive problem he would urge the Chair to tell the Board. Ms. Kavanagh moved to approve remote participation for Planning Board member David Harris for up to five meetings from January 2018 to the first half of May 2018. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

TOWN ADMINISTRATOR’S REPORT

Mr. Clark read a letter of appreciation regarding the Community Development employees from Mr. Trevor Libby.

A. Department Weekly Reports

There was no action on this item.

SELECTMEN’S REPORT

A. Open Meeting Law Complaint decision from the Attorney General's Office

Chairman MacAskill reported that no violation was found with regard to the Open Meeting Law Complaint filed by Mr. Beaty.

ADJOURNMENT

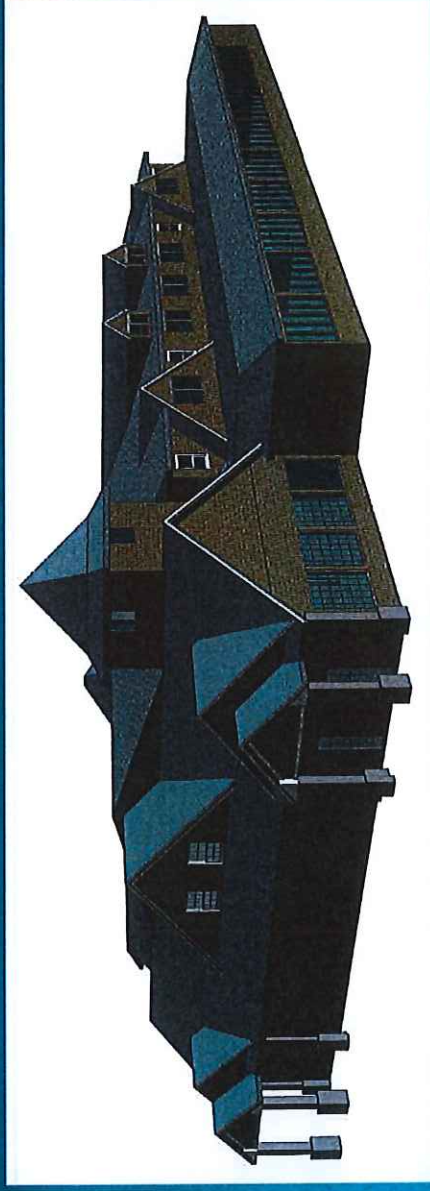
Mr. Ballantine moved to adjourn at 8:13 p.m. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

Outer Cape Health Services Harwich Port Health Center Expansion

December 18, 2017



Outer 
Cape

HEALTH SERVICES

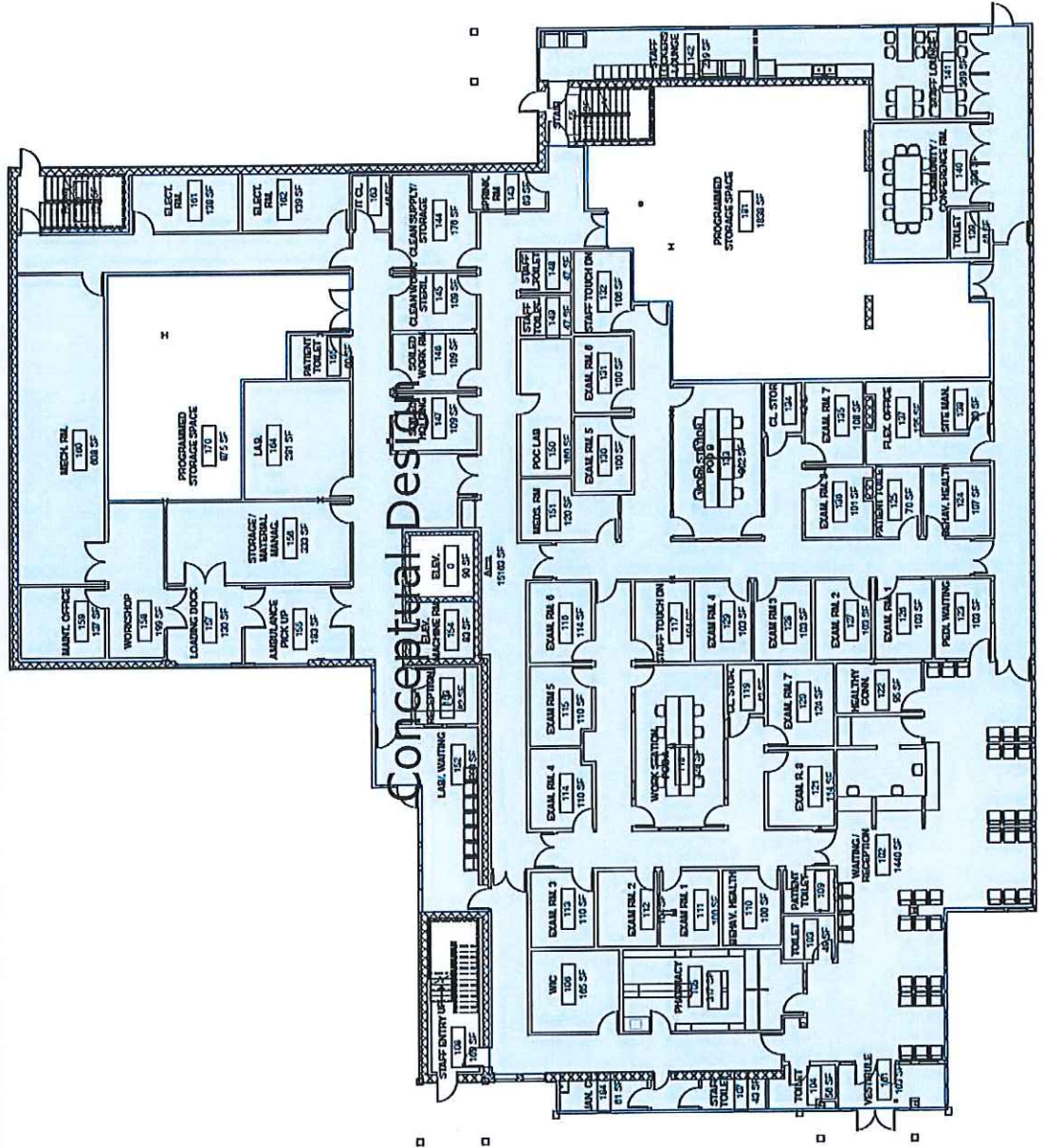
Project Scope

- 710 Route 28 (Kennedy Building)
- 18 Exam Room health center
- Primary Care
- Behavioral Health
- Supportive Services
- Lab
- Dispensing pharmacy
- Community Wellness Space

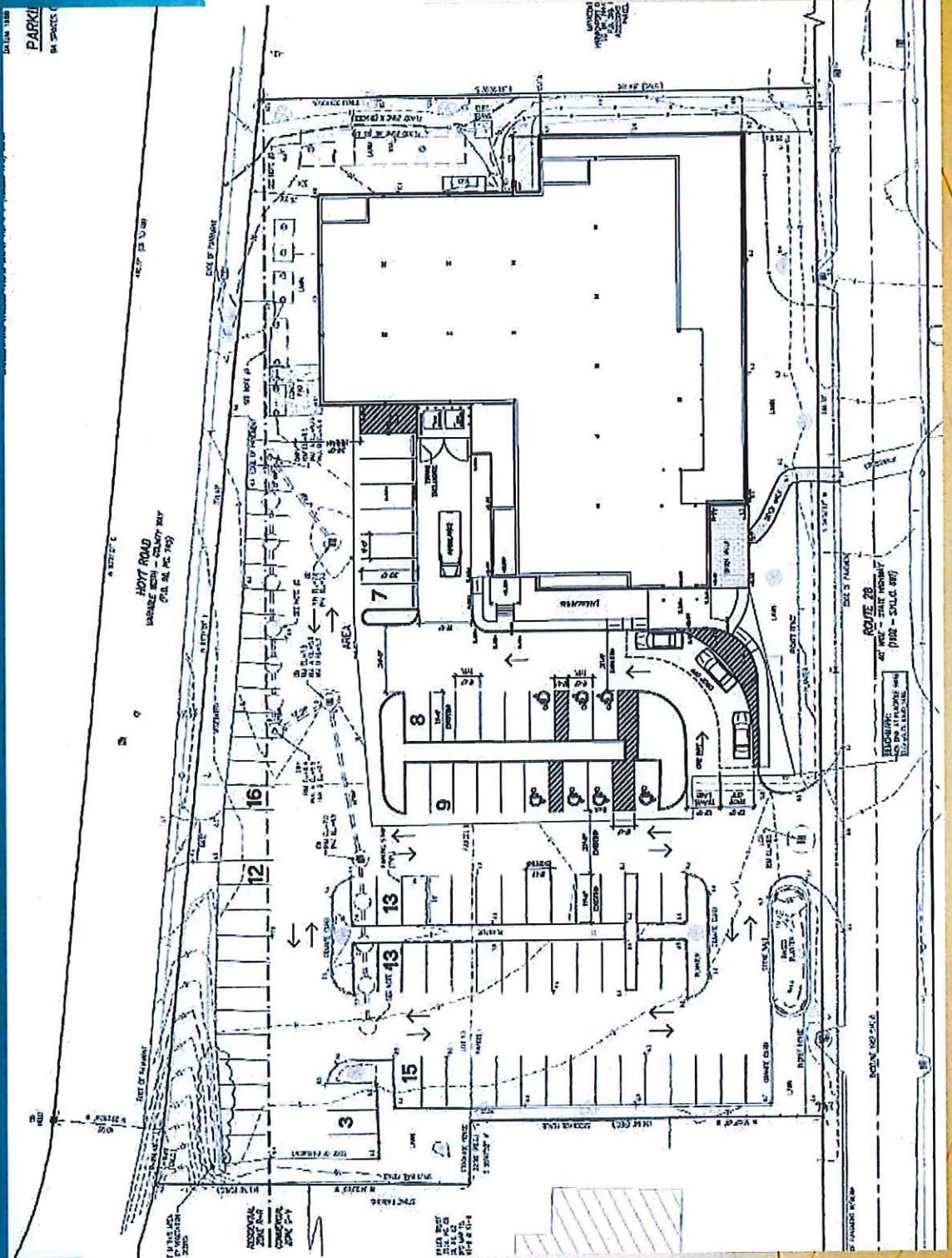
Outer
Cape

HEALTH SERVICES

Conceptual Design



Site Plan



Proposed Schedule

Schematic Design	Oct-Nov 2017
30% DD	Oct-Nov 2017
D o H part 1	Dec 2017
Cost Estimate Dec. 15 to Jan. 12	Dec 2017-Jan 2018
Reconcile Estimate, Value Eng.	Jan 2017
Cape Cod Comm Approval (Est)	Dec 2017
Permit Application:	Dec 2017-Jan 2018
D o H part 2	Jan 2018
Advertise Bid Period	Jan 2018
Hard Bid, Contract	Mar 2018
Construction, 8 months	Mar-Oct 2018
TCO, phase 1	Aug 2018
C of O, Complete, phs 2	Oct 2018

Town of Harwich Information Technology Infrastructure and Resource Review

November 2017

Introduction:

As part of the FY 2017 fiscal planning the Harwich Police Department put forth a request for an additional IT resource within the Police Department. That request spawned discussion related to the overall need within the town for additional IT resources and in turn the current effort. This review focuses on the current use of technology, the related infrastructure and the resources currently used to support IT needs. It is high level in nature and intended to provide an executive level view. The review was conducted through interviews with department representatives within the town. The interviews were intended to answer only a few questions;

- How many employees within the department
- How many PC's, laptops, tablets or mobile devices
- Applications used to support departments roles and responsibilities
- Who provides technical support
- Are there any glaring problems or needs

The results of the interviews have been transposed into a visual representation showing the various departments, number of employees, computer devices, town hosted (on premise) servers and applications, and applications hosted by other public and private entities. A short narrative specific to each department has been provided that outlines a summary of technology use, any special considerations, needs and internal resources that may help provide IT support.

Support of the related infrastructure and applications is handled in a variety of ways. Foster Banford is the only full-time, dedicated IT resource within the town. Many of the larger departments have an individual within their ranks who spends part of their time supporting technology. The internal resources generally provide subject matter expertise and focus on the use of the application within the department but often lack the depth required to support connectivity or integration related issues. The more complex issues of networking, security, backups, virus protection and ability to meet statutory requirements fall upon Foster and Cape Cod Networks, a local vendor who has been providing auxiliary support for the town for several years. Cape Cod networks provides and estimated average of 6-8 hours of support per week to the town.

Compared to a similarly sized private corporation which provides services or manufactures products the number of IT resources on staff is quite small. Further it could be argued that the services provided by the town are significantly wider in variety than a similarly sized private company. Providing the services related to public safety, road maintenance, planning and engineering, leisure and sports, tax levying and collecting, records keeping and human resources to name just a few require a wide variety of systems and technology to support. The amount of support required would seemingly increase as well.

Compounding the issue is that the town's overall adoption of and reliance upon technology is growing at a rapid rate. The problems associated with the lack of IT support resources will likely continue to grow exponentially. The town should plan to increase staffing specific to IT support needs.

At the time of this printing the data collection is incomplete. There are several departments that have not been interviewed. Inclusion of these departments in this data would only increase the amount of systems and infrastructure requiring support. In the interest of meeting the timing of the current budget planning it was decided to move forward using the information gathered to date.

Assessing Department

Employees=3

PC's / Laptops /Tablets = 6 plus 2 public

Phones=5 (desk/wall) 0 cell

Applications used: PK, Munis Excel, Barnstable County Registry of Deeds; DLS Gateway (state)

Special considerations: Extract create daily to update Accela, GIS, Tax/MUNIS, Cape Cod Commission; Excise for Vehicles and Boats.

Technical resources:

Needs/Concerns: Would like a tablet, PDF editing

Building Department

Employees= 5 full time, 2 part time inspectors

PC's / Laptops /Tablets = 6 desk, 2 ipads

Phones= (desk/wall) 8,

Applications used: Accela,

Special considerations

Technical resources:

Concerns:

- Accela slow and painful
 - Would like to start scanning plans into digital,
 - Need to bring plumbing, gas and electric into Accela.
 - Accela reporting difficult
 - Flood plain map would help
 - GIS person would help (Dennis has)
-

COA Department

Employees=8

PC's / Laptops /Tablets = 5 desktops, 1 public

Phones= (desk/wall) 7, 2 Cell, 1 tablet

Applications used: ServTracker – Client database, Microsoft Publisher, Office

Special considerations

Technical resources:

Concerns: Backup, Consolidate copier purchasing, would like to move from ServTracker to My Senior Center, Shared Calendars, Setup of Outlook auto replies

DPW Department

Employees= 40 in Highway, Parks, Cemetery, Custodial, Vehicle Maintenance, Disposal & Building Maintenance

PC's / Laptops /Tablets = 2 laptops, 3 tablets (shawn has data)

Phones= (desk/wall)

Applications used: iWorq for work orders, PO's, facility maintenance & vehicle maintenance, License plate recognition by Bonsai, wasteworks (scale), Fuel tracking, EZ Solar, Street Scan, VHB for pavement condition.

Special considerations

Technical resources:

Concerns:

Health Department

Employees= 5 Director, 2 Technical Inspectors, 1 Office Admin, 1 Contract Inspector, Nurses?

PC's / Laptops /Tablets 5 pc, 1 laptop, 2 tablets (Accela)

Phones=3 (desk/wall), 0 Cell

Special Equipment: Desk Scanner

Applications used: Accela, Accela mobile, Office, Access Database, PDF edit

Special considerations; GeoTMS database used

Technical resources:

Concerns: Accela Support, everything is custom, product is unfinished

Scanning old docs to digital

License renewals not working with Accela,

Planning Department

Employees=2

PC's 2, Laptops 1

Applications used: Accela, ArcGIS (from Water Dept)

Special considerations/Needs: GIS Assistance, Accela support

Technical resources: Elaine Banta

Concerns:

Police Department

Employees=40

PC's / Laptops /Tablets/MDT's = 49

Phones=32 (desk/wall)

Applications used: IMC / Tritech is the predominant application used by the Police Department for dispatching, call reporting, crime information tracking, attendance, etc. Other applications used are Munis, Email/Exchange, Inforad, Coplink, CrashLogic, CJIS, Watertracker/GIS, ONSSI Video Recording, S2/Emerge Security system (soon to change)Microsoft Office.

Special considerations include 911 dispatching, 7/24 needs for connectivity of fingerprinting machine, breathalyzer, MIRCS, mobile MDT's in cruisers. CJIS and the Enhanced 911 systems come with private networks that are physically connected to the Police Department.

Technical resources: Detective Marc Harris part time; Fire Lieutenant Scott Tyldesley part time; Cape Cod Networks part time.

Concerns: Lack of technical resources, Internet connection stability, overall network security.

Fire Department

Employees=35 + 2 part-time

PC's / Laptops /Tablets/MDT's = 25

Phones=25 (desk/wall)

Applications used: Imagetrend for patient care, Telestaff for time and attendance, IMC / Tritech for fire reporting (soon to change), Other applications used are Munis, Email/Exchange, Watertracker/GIS, ONSSI Video Recording, Microsoft Office, Microsoft Sharepoint.

Special considerations Connectivity between two stations, mobile PC's for patient care.

Technical resources: Fire Lieutenant Scott Tyldesley part time; Cape Cod Networks part time.

Concerns: Lack of technical resources, Internet connection stability, overall network security.

Town Clerk Department

Employees=3

PC's / Laptops /Tablets = 5 Town, 3 State with separate network & private line.

Phones=4 (desk/wall)

Applications used: Online Voter registration, Census, Birth, Death, & Marriage license data. Dog licenses kept in local Microsoft Access database.

Special considerations

Technical resources:

Concerns: Organizing Documents/Records

Treasurer/Tax Department

Employees=4

PC's / Laptops /Tablets/MDT's = 7

Phones=XX (desk/wall)

Applications used: MUNIS, Invoice Cloud, Sticker Tracker, Online Bank Communications

Special considerations: Dedicated Printers for Payroll & Vendor Checks, Color printing for flyers. Need scanning to Network Folders

Technical resources:

Concerns:

Golf Operations

Employees= 5

PC's / Laptops /Tablets = 2 POS Servers (Chelsea), 1 laptop, 3 PC's

Phones= (desk/wall)

Applications used: Chelsea Tee Time and POS system, cloud based.

Special considerations: Lightning Strike System installed; Standalone Security cameras.

Technical resources:

Concerns:

Golf Maintenance – To be Interviewed

Employees=

PC's / Laptops /Tablets =

Phones= (desk/wall)

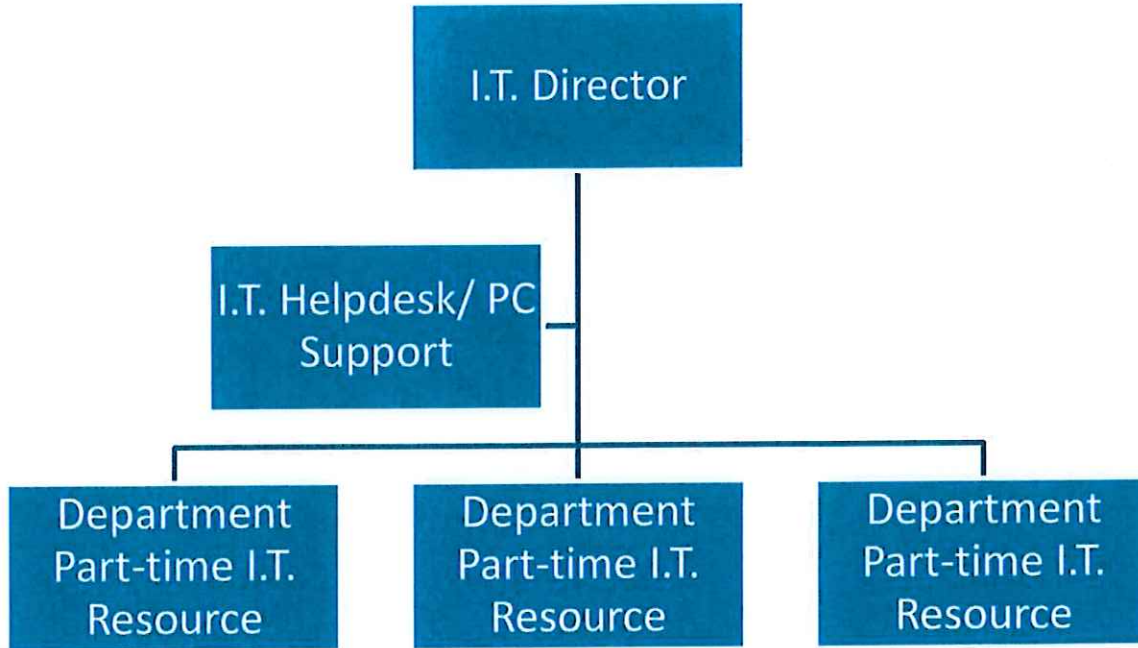
Applications used:

Special considerations

Technical resources: Paul – in house install & support

Concerns:

Proposed FY 19 addition of Help Desk / Desktop Support Position



The I.T. Helpdesk / PC Support person is the front line for all I.T. requests. They configure new PC's and assist end users in their daily use of technology. This frees up the I.T. Director to focus on more technically challenging and strategic tasks. This person also provides backup to the I.T. Director during absences.

<u>Town</u>	<u>Population</u> <u>(2010</u> <u>Census)</u>	<u>IT Staff</u> <u>(Full/Part</u> <u>Time)</u>	<u>GIS Support</u> <u>Staff</u>
Harwich	12,243	1	0
Yarmouth	23,793	4	1
Sandwich	20,675	2/2	1
Dennis	14,207	2	1
Orleans	5,890	1	0
Mashpee	14,006	3	1

Related Documents - December 18, 2017 BOS Meeting

- 01 Agenda.pdf
- 02 Golf Cart Barn Contract Approval.pdf
- 03 Cart Barn Proposal - JJ Cardosi.pdf
- 04 Resignation - Bd of Health.pdf
- 05 One-Day Special License.pdf
- 06 Road Race Permit Application.pdf
- 07 Villa Roma request to close.pdf
- 08 Outer Cape Health Presentation.pdf
- 09 CVEC Round 1 Adder Extension.pdf
- 10 I T Infrastructure & Resource Review.pdf
- 11 Lease of Cranberry Bog.pdf
- 12 PBL Seasonal Hourly Wage Schedule.pdf
- 13 Time Manner and Place Bylaw for Marijuana.pdf
- 14 Harwich Housing Committee Charge.pdf
- 15 Affordable Housing Trust Fund.pdf
- 16 Remote Participation - Planning Bd Request.pdf
- 17 TA Rpt - Departmental Reports.pdf
- 18 OML Complaint Decision.pdf