

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, JANUARY 8, 2018
6:00 P.M.**

APPROVED

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

OTHERS PRESENT: Town Administrator Christopher Clark, John Rendon, Ed McManus, Jack Brown, Dana DeCosta, John Chorey, Mark Ameres, Chris Harlow, Leo Cakounes, Karin Larson, Matt Byron, and others.

PUBLIC HEARINGS/PRESENTATIONS *(Not earlier than 6:00 P.M.)*

A. Public Hearing on Capital Outlay Plan – Joint Meeting with Finance Committee and Capital Outlay Committee

Chairman MacAskill opened the hearing at 6:04 p.m. and Mr. Ballantine read the hearing notice. A quorum of the Finance Committee was not met until 6:15 p.m. when Chairman Brown called his Committee to order. Mr. Clark reviewed the plan explaining that some changes were made following the December meeting. He reviewed the FY19 Town Administrator recommendation and briefly described each request. He noted that the Capital Outlay Committee made recommendations on request of \$50,000 and over. Mr. Clark noted that additionally there are three CPC requests from non-town entities and his recommendations are as follows: Community Development Partnership \$10,000 Housing Funds; Habitat of Cape Cod \$300,000 Housing Funds; and Harwich Housing Authority \$135,000. At 6:30 p.m. the hearing was opened to public comment.

Mr. Cakounes suggested that this is not a Capital Plan but rather a Capital Budget and said the plan should remain the same except for the out year. He said that projects are being added on the plan that were not on the previous year's plan and it used to require a 2/3 vote of the Town Meeting to add a new project on the plan.

Mr. Byron spoke to the sidewalk along Route 28. He questioned if the funding was adequate and whether this project was a priority. Mr. Clark responded that the Town has made an effort to speak with MassDOT about this project as this is a State road and it falls under their jurisdiction but it is a priority of the Town Administrator and the Capital Outlay Committee.

There were no further comments from the public. The hearing was closed at 6:46 p.m.

Mr. DeCosta stated that the Finance Committee has agreed that final bid prices need to be in before the Town Meeting. In addition, he commended the work done on the plan, but said it needs to be presented in a clearer format for the Town Meeting Warrant.

Mr. Chorey asked for clarification on the sidewalk and Mr. Clark explained that the State would design the sidewalk and the Town funds would cover construction.

Mr. Brown stated that he was pleased with the OPEB and Stabilization money being put forward within the plan and he asked if Mr. Clark believed that this could be complied with. Mr. Clark said he hopes it could. He stated that in a previous year, because of a word drafting error that he made, more

funds were placed into the stabilization fund than the OPEB. He also noted that there are funds proposed for each account within the operating budget.

Mr. Brown commented that he is concerned about maintenance funding and sourcing. Mr. Clark responded that he relies on Sean Libby the Facilities Maintenance Director but perhaps a more comprehensive plan is in order.

Mr. Brown asked what happens if the CPC does not fund projects. Mr. Clark said he has been imploring the CPC to fund all the recommended projects. He pointed out that the Hinckley's Pond project needs to be completed as part of the Comprehensive Wastewater Management Plan and if it is not funded by CPC, then he may have to recommend this as a Debt Exclusion. Mr. Clark noted that the CPC meets on January 11, 2018 to review and vote on requests.

In response to concerns by Mr. Ballantine over funding for the sidewalk and regulatory reviews, Mr. Clark explained that the State would be responsible for acquiring the regulatory review. Mr. Ballantine said he would like this checked on to be sure. Relative to the requested computers for the Community Center, Mr. Ballantine said he wants to be sure that the new computers and software are compatible with existing and future computers. He then questioned the storm drains. Mr. Clark clarified that this item is under Engineering and has more to do with local regulations and inspections. He noted that between 50 and 100 catch basins could be affected by the MS-4 plan. He said he would have the Town Engineer make a presentation to the Board to explain the MS-4 plan. Mr. Ballantine stated that if there are projects that are not funded by the CPC, these projects would have to be looked at again.

Ms. Kavanagh asked if the HVAC requests could be covered by the Green Communities program. Mr. Clark and Ms. Greenhalgh explained that the request is for needed upgrades to the computer and software that operate these units and the need is immediate.

Mr. Howell spoke to the consistency with the Charter. He asked if what is requested in this FY19 plan is consistent with what was shown on last year's plan for FY19 and if it is not the same, then any changes must comply with Section 9-6-7 of the Charter, new items and corresponding articles would require a 2/3 vote. Mr. Clark responded that items have changed, and the plan needs to be a functional document. He added that the debt service is projected and Administration tries to stay within those projections.

Mr. Ballantine asked that they be provided with what the changes are from what was in the FY19 plan last year.

Mr. MacAskill stated that the State has expressed their dedication to do the sidewalk project, but the Town does not know when. He asked that Mr. Clark contact the state. He questioned if the Town has looked at vehicle leasing rather than purchasing and Mr. Clark indicated that leasing would cost more. There was a clarification of the reallocation of the \$90,000 for the Harbor project, this money would be used to off-set overages.

Mr. McManus stated that what Mr. Howell was reading in the Charter was outdated. He recalled that in 2012 the language was changed and the 2/3 requirement was removed. Mr. Brown adjourned the meeting of the Finance Committee at 7:15 p.m.

WEEKLY BRIEFING

Mr. Cole, representative to the Cape and Vineyard Electric Co-op, reported that the Department of Public Utilities has rendered a decision in the Eversource rate case. He reported that the net metering prices would be unchanged but not because they decided that. He said it is a separate issue on its merit. He stated that they rejected a rate reclassification and rendered this moot. He added that recipients of net metering credits cannot count on there be no changes in the rates in the future.

Chief Clarke commended the Water Department employees who assisted in repairing the water main break in the frigid temperatures last week for over 20 hours. Chairman MacAskill reiterated Chief Clarke's remarks and thanked them for a phenomenal job.

CONSENT AGENDA

- A. Approve Minutes –
 - 1. December 4, 2017 Executive Session
 - 2. December 11, 2017 Executive Session
 - 3. December 18, 2017 Executive Session
- B. Approve late submissions for 2018 Annual General License Renewals
- C. Approve application for Change of Hours for Sunday opening at 10:00 a.m. by Moonshine Liquors
- D. Confirm appointment of Charleen Greenhalgh to Town Planner position as recommended

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

NEW BUSINESS

- A. Saquatucket Harbor restaurant options

Mr. Clark outlined his memo to the Board dated January 3, 2018 regarding proposed Saquatucket Snack Bar and Restaurant RFP Options as follows:

Administration, working in close coordination with the Harbormaster's office, would like to structure a Request for Proposals (RFP) regarding a potential public-private partnership for an either or options for: a snack shack, 60 seat restaurant and/or a 100 seat restaurant. There has been some informal explorations on this topic to assess viability of the concept but I would like to request that the Board of Selectmen advise how they would like to see the RFP structured. The RFP could be structured as providing the opportunity for bidders with all three options with some prioritization on which option(s) the board would like to see, whether simply one or two options. I want to provide this memo to provide some understanding of the current status of the options and the impacts of each.

The general overview is that the town, through its landside harbor architect, designed out a snack shack and a 60 seat restaurant. Approvals were obtained from regulatory boards for the snack shack only due to concerns in regards to funding of the project within the budgeted \$3 million allocation.

A public-private partnership should include the following elements:

- 1) Town meeting approved a lease of up to 10 years for a restaurant concession at SAQ at the 2017 Annual Town Meeting. An article would need to be prepared for the 2018 town

meeting authorizing a minimum of 30 years for a lease arrangement to be entered into with a private party. It would be difficult to obtain a private party without a longer term lease.

- 2) The structure would have to be constructed utilizing prevailing wage and other bid requirements because the site would be retained by the town of Harwich. The building would revert to town ownership at the conclusion of the lease.
- 3) The option for a 60 seat or a 100 seat restaurant would necessitate going back to the Planning Board for site plan approval. Parking would be a primary consideration.
- 4) The septic system that is currently approved for construction is only for the harbor master's facility utilization. Private party would need to design, achieve Board of Health approvals and construct a new septic.
- 5) The construction of any facility would necessitate an expansion of the boardwalk system to allow for its incorporation.
- 6) Parking lot changes in the immediate vicinity of the building would also have to be achieved.

Snack shack: the building has been designed and was laid out on the site plan that was presented to the Conservation Commission, Planning Board and the Board of Health. Design plans exist that could easily be incorporated into an RFP. Planning Board approvals were obtained however due to funding considerations the septic system enhancements for the snack shack would have to be included in any RFP, which would require Board of Health and Conservation Commission approvals.

60 seat restaurant concept has been designed by our design firm but was not part of regulatory approvals. We could include the restaurant design into an RFP with the understanding that further regulatory review and approvals would be required.

100 seat restaurant concept would need to be designed by private party for consideration and further regulatory review and approvals would be required.

Based upon inquiries made, it appears that a market does exist for this public-private partnership. The RFP would allow for an exploration of this viability. Due to the active construction at both the landside and waterside, the timing of any construction of the restaurant option should come at the conclusion of this current work. The immediate question is would the Board of Selectmen want Administration to prepare a warrant article for lease of restaurant concession of a minimum of 30 years. The RFP could be issued shortly after the 2018 annual town meeting assuming favorable action on the restaurant concession lease term.

Mr. Howell stated that nothing can be finished within the scope of the article that was passed last year as we pretty much spent down everything and anything would have to go back to Town Meeting for approval. He said there was considerable discussion at Town Meeting that they didn't want a restaurant and not because they didn't want to pay for one. He said there was a lot of discussion that this was a unique property on the harbor and it was explicit that they wanted to go to a snack shack rather than a full restaurant. He stated that by the time we get the building at the end of a 30 year lease, it would be fully depreciated. He added that if they're building it on Town property, they aren't going to be paying any real estate taxes. Mr. Clark responded that we could do Payment In Lieu of Taxes or build the equivalent of the taxes into the lease. Mr. Howell said it didn't look like Town Meeting was in agreement with that.

Ms. Brown said she favored a 100 seat restaurant and she has heard more support for a restaurant than not.

Ms. Kavanagh said she is in favor of at least a 60 seat restaurant. She questioned where we are at with parking and if there would be restaurant take out service which might ease the issue of not having 100 seats. She said we scaled it back to a snack shack based on feedback not necessarily from taxpayers understanding exactly what was going on and some of that was from people being afraid of the Town becoming a landlord and now we are in a different situation where we are talking about a private partnership. She said we can incorporate taxes and insurance into the lease and factor in utilities.

Mr. Ballantine said he is in favor of a 60 or 100 seat restaurant but wanted to make sure we're not seen as unfairly benefiting a private group and the Town gets paid its fair share. He commented that Saquatucket Harbor is an economic center that we haven't taken advantage of. He reiterated that it has to go back to Town Meeting.

Chairman MacAskill said we have 37 restaurants in Town, one of which directly abuts the property. He stated that we haven't given any thought to the private dock owners and questioned what statement we are making by taking Town owned property and leasing it to a private developer on the water to put a restaurant and for what return. He stressed that we just asked the entire Town to give us \$10 million in tax money and welcomed them to the harbor and we have coffee shops and restaurants and this doesn't make sense to him. He said we should be supporting the businesses that pay taxes here.

Ms. Karin Larson of Neel Road spoke to all of this being on Route 28 and early on the Town should be getting better signage for the whole Saquatucket area. She noted that coming from the east there is no sign that correctly indicates that Neel Road comes out onto Route 28 and this is the time to act.

The Board took comments from Mr. Cakounes about his interpretation of what happened at Town Meeting. He discussed the need for parking at the harbor and said that should be considered first. He said if the Board is going to go down this road they should do so as a commercial developer and get top dollar and protect the taxpayers' asset. He pointed out that restaurants are the number one failing business on the Cape. He stated that if you let it go for anything less than what a developer would get, you are subsidizing a business. He suggested going to Town Meeting to consider a snack shack with bids in hand. He said a 100 seat restaurant there is going to be a nightmare.

The Board took comments from Mr. Christopher Our who expressed concern about parking as well and added that he was in agreement with having a snack shack.

Mr. Bryon spoke about the need for sidewalks at the harbor for public safety.

Mr. Clark stated that if you want to explore a 100 seat restaurant we need to go to Town Meeting and tell them that this is what we are contemplating with a specific number, and it isn't fair to ask anyone to put in a bid with Town Meeting being a question mark. Mr. Clark said we will try to get an RFP from another community that has a similar arrangement and if Town Meeting is in agreement we can put out an RFP.

In response to questions from Mr. Howell on parking, Mr. Rendon stated that we are adding 90 spaces on the Downey property and we are losing a handful of spots at the Harbormaster's office. He noted that they were going to lose an additional 8 spots for the snack shack but that has been taken out and

the maintenance facility isn't taking up any spots. He added that we have a significant amount of additional spaces.

Chairman MacAskill said he would like to know the traffic impact to the area based on the Ms. Larson's comments on signage, based on why we bought the Downey property, and based on the parking needs at the harbor.

Mr. Howell said he is opposed to asking Town Meeting for a conceptual approval of a lease.

Ms. Kavanagh said everything is going to cost us more if we wait. She said people can still bring their take out down there. With regard to comments that the view would be blocked she stated that the design would have to be complimentary and there are many restrictions including height, FEMA flood zone elevations and these decisions aren't being made tonight.

Mr. Ballantine said traffic has increased in Harwich Port due to the restaurants and that is what Harwich is becoming known for. He said he doesn't see adding a restaurant as a negative to the other restaurants in Town.

Ms. Williams of the Chamber of Commerce said a number of restaurants had to close early this year due to the fact that business slowed down. She commented that first and foremost we should be taking care of the businesses that we have welcomed into our Town. She suggested waiting to see what the project looks like and how the businesses that are already here are doing.

Mr. Cakounes stressed that the mistake was made when they didn't go to Town Meeting with bids in hand. He suggested they let Town Meeting know exactly what they want to lease and exactly how much the taxpayers would be getting back.

Mr. Clark said we will be able to put together an RFP and get some concepts from people but we aren't going to be able to answer every question. He said they will probably be able to show the area and the minimum of what they are looking for. He questioned how much work someone is going to put into a response if they know Town Meeting may vote it down. He suggested doing a framework first and indicate that they will bring it back. Chairman MacAskill recommended that Mr. Clark follow up on his idea of contacting other municipalities and bringing back information regarding parking before he goes through the process of developing an RFP as it makes more sense. Mr. Clark said he would do his best and Chairman MacAskill said they would bring this item back.

B. Housing Choice Initiative

Chairman MacAskill reported that Governor Baker has brought forth a Housing Choice Initiative and questioned if the Board wants to pursue this. It was noted that we wouldn't qualify for the grant as we have more than 7,000 people. Ms. Kavanagh indicated that she wanted to pursue it. Mr. Howell said it seems to be sort of a trap and there's nothing that matters more to people than their zoning because it dictates the values of their property. He said the trade here is that we have to go down from a 2/3 vote of Town Meeting to a 50% plus 1 vote and it shouldn't be easy to change zoning. He added that we are giving up a lot. Mr. Ballantine questioned if it would require a 2/3 vote of Town Meeting to change this. He said the number one obstacle to getting affordable housing is the difficulty we have in changing zoning and he sees this as a critical issue. Ms. Brown said it seems like a logical thing to do but we don't qualify for any grants so what is the benefit of doing this. Ms. Kavanagh stated that a lot of the problems in terms of developing more density in housing is in the zoning by-laws and the

amount you're able to put on a lot. She added that our Planning Board did not adopt the Accessory Apartment By-Law which would have allowed you to add onto your house, or have a garage you can convert to an accessory apartment and the current process is expensive and usually means you would have to engage an attorney. She commented that she sees this as a loosening of the zoning. She said the need to address zoning issues was drilled into them at the Cape Housing Institute and this helps to fast track the process. Mr. Clark said he needs to get more material and find out the mechanism for how to get this done for Town Meeting. The consensus of the Board was to continue to explore this through Mr. Clark and the Housing Committee. Ms. Kavanagh said she would give it to the Housing Committee.

C. Discussion of reallocation of positions in Community Development Department & Administration

Mr. Clark reviewed his memos to the Board (attached) noting that we would realize some cost savings by doing this. Mr. Howell said he agrees with everything except that he didn't contemplate the in-house legal being a clerical position. He said the rest looks good and he is pleased to see us focus on Human Resources. Ms. Kavanagh said anything we can allot more to Human Resources is a smart move but it ties into legal and she does have reservations about how we go about in-house legal. Mr. Clark said with the departure of the Assistant Town Administrator as Town Planner he would like to keep the position of Assistant Town Administrator as it is in the Charter with a focus much more on Human Resources which doesn't compensate at the same level as a manager, which would free up some money. He said we have been very successful with having a director of clerical staff on the second floor and he would like to have her be in charge of the clerical staff throughout the building which would free up the Assistant to deal with the Department Heads. Mr. Clark took questions from the Board. He said we would need to come back with a job description and title. He said he hopes to have this be revenue neutral and if we have the ability to put a little bit more into the legal position, we will definitely do that. He explained that until we have an Assistant on board with a focus on Human Resources, we don't know what the true savings would be. Mr. Ballantine said he is uncomfortable with changing the position of Assistant Town Administrator and leaving the job description the same. He said he would like to see an organization chart. He suggested that maybe we should be looking for a procurement/legal analyst and maybe have Human Resources be a part of that. He said he wouldn't be looking at that as a place to save money. Chairman MacAskill said his intention is to bring back the Assistant Town Administrator position for a full discussion. Mr. Clark took questions from the Board. Chairman MacAskill said he believes it is important to have an Assistant Town Administrator who can step into the role of Town Administrator if necessary. He said the clerical supervisor has done a phenomenal job and is certainly worthy of the position Mr. Clark is requesting.

D. Draft Annual Report of the Board of Selectmen

Mr. Ballantine moved approval of the draft Annual Report of the Board of Selectmen. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

OLD BUSINESS

A. Golf Fees and Rates for 2018

Mr. Howell moved to approve the schedule as recommended. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

B. Wastewater project management

Mr. Ballantine recommended the use of a consultant to help on the construction details of the sewer project as well as have a consultant for public relations and noted that Mr. Clark has a lot of things going on and shouldn't be taking on project management. He said it would be a mistake to use the Water Department for project management in the construction phase and that should be part of the Board of Selectmen's responsibilities. Chairman MacAskill and Mr. Clark both agreed that this was a budget item. Chairman MacAskill added that a lot Mr. Ballantine said mirrors what they appointed the committee for so he would imagine this person would work with the support committee. Mr. Ballantine said the public relations is a completely different skill set than CDM Smith can provide. Chairman MacAskill said he sees this as going with the discussion on the role of the Assistant Town Administrator. Mr. Clark added that there is an Owner's Project Manager on the Cape Tech school project and you're talking about a lot of money. He stated that Chatham has relied almost solely on their Town Engineer and DPW Director. He said that he has always taken on individual projects and this isn't unusual. He noted that he also has the Water Superintendent as part of the team and questioned if the Town wants to put up \$100-\$150K for a support person to act as Owner's Project Manager but pointed out that is directly contrary to what the Board has said they want to see. Chairman MacAskill said they should rely on the committee for support except for the public relations piece and that is not a \$150K position. Mr. Clark suggested looking at other towns such as Falmouth and also to see how next week's meeting goes and see how people feel. Mr. Ballantine said he wants to make sure we have a structure in place to respond to the community on this extensive project and he thinks we can do it for a lot less than \$150K. Ms. Kavanagh suggested having a Facebook page monitored by someone on the committee with a CDM Smith contact and she commented that securing easements will be a big problem. Chairman MacAskill said that Mr. Clark can look into what other towns are doing and said to let the committee meet and maybe they can trim down the list. He said they would have this item back every week until Town Meeting.

C. Update from CDM Smith

Mr. Clark read the attached report from CDM Smith.

D. Update on Clean Water Community Partnership – Dennis, Yarmouth, Harwich

Mr. Clark reported that we are well ahead of Dennis and Yarmouth who are still building their organization. He noted that Dennis hired The Collins Group to study the financial impact and will it bring development to their Route 28. He stated that Yarmouth has to do an update of their CWMP and Dennis has one submitted and is waiting for review. Chairman MacAskill said it is our intent to go to Town Meeting with this to try and get the legislation to make this happen. Mr. Clark stated that there will be a paragraph or two seeking to have the towns work collaboratively to put together a regional agreement and then potentially bring back that regional agreement to the various towns after a year's worth of negotiation. Mr. Clark noted that we still haven't heard back on the grant.

E. Appoint representatives to Chatham/Harwich IMA Working Group

Chairman MacAskill stated that Chatham has three representatives to this group and Harwich has two. He noted that Chatham's representatives are their Town Manager and two residents. He recommended that Mr. Clark and Mr. Ballantine be the Harwich representatives. Mr. Howell moved approval of Chairman MacAskill's recommendation. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

Mr. Clark reported that we have \$16,622 in the Affordable Housing Trust Fund.

Mr. Clark reported that we won an Innovation Award from the Mass Municipal Association for the pet burial ground.

Mr. Clark reported that he was asked to return to the Board of Directors of MIIA. He noted that he was on their Health Board and now they've asked him to return for the Property and Casualty Board.

TOWN ADMINISTRATOR'S REPORT

A. Department Weekly Reports

No action was taken on this item.

ADJOURNMENT

Ms. Kavanagh moved to adjourn at 9:07 p.m. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

2018 ANNUAL GENERAL LICENSE RENEWALS

LATE SUBMITTALS

Buckies Biscotti
554 Route 28, Harwich Port
Common Victualler

Dream Big Holdings, Inc.
d/b/a The Platinum Pebble Boutique Inn
186 Belmont Road, West Harwich
Innholders

Harwich Port Boat Yard Inc.
4 Harbor Rd., Harwich Port
Auto Class I – Agents and Sellers

Ten Yen LLC
d/b/a Ten Yen
554 Route 28, Harwich Port
Common Victualler



260 West Exchange Street, Suite 900
Providence, Rhode Island 02903
tel: 401 751-5360
fax: 401 274-2179

Harwich Sewer Collection System – Phase 2 Progress Report No. 3

Services from August 20, 2017 to September 16, 2017

- CDM Smith costs incurred during this period are \$62,254.99
- Previously, CDM Smith Invoiced the Town \$28,733.15
- This invoice (No. 3) will bring the total invoiced amount up to \$90,988.14
- The total contract amount is \$2,020,000 per the agreement dated June 2, 2017
- Contract balance remaining is \$1,929,011.86

CDM Smith Activities During This Reporting Period

1. Conducted internal Project Quality Management (PQM) session to identify project critical success factors and develop action plan as part of overall Quality Management System.
2. Began evaluation of wastewater flow estimates for Phases 2, 3 and 8 based on 2015 and 2016 water data obtained from the Town in order to confirm the conceptual pipeline and pumping station sizing presented in the CWMP.
3. Continued coordination of surveying efforts by surveying subcontractor (SMC). Invoice includes first invoice from SMC for a portion of the topographical mapping work.
4. Continued evaluation and refinement of proposed Phase 2 limits, piping network configuration and potential construction contract delineation.

Work Planned During Next Invoice Period

1. Continue evaluation of wastewater flow estimates for Phases 2, 3 and 8 to confirm pipeline and pumping station sizing presented in CWMP.
2. Begin preliminary design layout of pipelines using final topographical survey information.
3. Attend coordination meeting with Chatham and GHD.
4. Continue coordination of ongoing surveying efforts.
5. Prepare letter to utility companies providing information on Phase 2 and the sewer program.
6. Conduct first monthly Progress Meeting with the Town.

OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, *Town Administrator*
Charleen L. Greenhalgh, *Assistant Town Administrator*

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



December 21, 2017

To: Board of Selectmen
Community Development Employees
Harwich Employees Association
From: Christopher Clark, Town Administrator
Re: Reallocation - Community Development Department and Administration

With the recent vacancy of an Administrative Assistant position within Community Development we were provided the opportunity to re-evaluate the positions within the Department. It has become increasingly difficult to find Administrative Assistants with the municipal experience necessary to do the high level of skills needed. With the vacancy in the "Conservation" portion of the Community Development Department, the Department Head discussed with Administration the potential of increasing the hours of the existing Assistant Conservation Agent and not filling the Administrative Assistants positions. This was discussed and studied based on both the needs of Conservation and the Community Development Department as a whole.

The reallocation of the existing Administration Assistant positions will require each employee to have higher responsibilities and skillsets within their re-assigned Executive Assistant positions. The Assistant Conservation Agent job description already provides for a broad range of responsibilities including administrative funds, such as covering the front window, preparing conservation minutes, in addition to required field and technical work.

Administration is in full agreement and plans to reallocate and re-assign the existing positions within the Community Development Office as follows:

<u>Existing Position</u>	<u>Re-Assigned Position</u>
Administrative Assistant (Health)	Executive Assistant (Health/Conservation)
Administrative Assistant (Building)	Executive Assistant (Building/Accela)
Administrative Assistant (Conservation)	Not to be filled
Assistant Conservation Agent - Part-time (19 hrs)	Assistant Conservation Agent – Full-time (35 hours)

The cost savings that would result in this re-allocation, would allow for the Administration Office to cover approximate 16 hours of this 19 hour per week part-time position, OA-3 Administrative Assistant, under the Personnel Bylaw. This position would be a confidential employee as the employee will be working with confidential legal and human resources documents and information. The position would also assist with agendas, for not only Board of Selectmen but other Committees such as Finance and Capital Outlay.

OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, Town Administrator


Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



MEMO

To: Board of Selectmen 

From: Christopher Clark, Town Administrator

Date: January 3, 2017

Re: Reallocation of Administration Staffing Budget

With the recent appointment of Charleen Greenhalgh as Town Planner and the resulting vacancy of the Assistant Town Administrator position, we were provided the opportunity to re-evaluate the positions within the Department. The Administration Office has been down one full-time position since the failed override in 2005 and the workload has only increased since that time. After careful consideration and discussion with staff, I am recommending the following staffing changes in the Administration Office:

1. Fill the position of Assistant Town Administrator at a considerably lower step on the Personnel By-Law Compensation Plan than the current Assistant Town Administrator's salary. The job description would remain the same but the focus of the assigned duties would be on Human Resource functions.
2. Create a new grade and title on the Personnel By-Law Compensation Plan for Support Staff Supervisor and appoint current Administrative Secretary, Ann Steidel, to that position. Ms. Steidel has been serving as both Administrative Secretary and Community Development Staff Supervisor for the past year through a stipend agreement and this arrangement has worked out well. The Support Staff Supervisor position would encompass both duties as well as supervision of support personnel in the Financial Departments. Ms. Steidel would continue in her role as Licensing Agent for the Town and provide back-up support for all other office functions.
3. Hire a part-time 16 hour per week Administrative Assistant. This position is included in the Personnel By-Law, Grade OA-3, and would provide basic clerical functions including but not limited to tracking legal cases, reception, opening mail, assisting with committee appointments, and typing correspondence.

These staffing changes would be funded by both the savings in the Assistant Town Administrator's salary as well as from the reallocation of staff in the Community Development Department. I recommend that the Board of Selectmen vote the proposed concepts of the Administration staffing plan as well as the related Personnel By-Law Compensation Chart.

Administration will draft and seek Board of Selectmen approval of a new job description for "Support Staff Supervisor" at a subsequent meeting.

DRAFT PROPOSED CHANGES TO PERSONNEL BY LAW COMPENSATION PLAN

BY-LAW POSITIONS: FULL/PART TIME ADMINISTRATIVE

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
OA-5	Support Staff Supervisor	34.86	35.73	36.62	37.54	38.48	39.44	40.43	41.44	42.48	43.54
OA-4	Administrative Secretary	27.45	28.13	28.83	29.57	30.28	31.06	31.82	32.64	33.44	34.27
OA-3	Administrative Asst; ZBA Clerk	22.33	22.88	23.45	24.03	24.64	25.28	25.90	26.54	27.20	27.90
OA-2	Board Secretary; Video and Communications Information Specialist	18.76	19.24	19.71	20.21	20.72	21.23	21.76	22.31	22.86	23.43
OA-1	Board Clerk	16.32	16.74	17.14	17.57	18.01	18.47	18.92	19.40	19.87	20.37

NON-UNION COMPENSATION PLAN

BY-LAW POSITIONS: FULL TIME MANAGEMENT

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Contract	Police Chief Finance Director/Accountant Fire Chief										
M-7	Assistant Town Administrator DPW Director Deputy Police Chief	88,422	90,632	92,897	95,220	97,600	100,040	102,543	<i>Current ATA</i> 105,105	107,733	110,425
M-6	Water / Wastewater Superintendent	81,121	83,147	85,226	87,357	89,542	91,781	94,074	96,428	98,837	101,306
M-5		74,422	76,283	78,191	80,145	82,149	84,203	86,307	88,464	90,676	92,944
M-4	Library Director; Personnel Director	68,279	69,984	71,733	73,528	75,366	77,249	79,181	81,161	83,189	85,270
M-3		62,640	64,205	65,810	67,456	69,143	70,871	72,642	74,459	76,320	78,229
M-2		57,468	58,903	60,379	61,886	63,434	65,019	66,634	68,309	70,019	71,769
M-1		45,973	47,124	48,300	49,509	50,747	52,015	53,316	54,650	56,016	57,416

Related Documents - January 8, 2018 BOS Meeting

- 01 Agenda.pdf
- 02 Capital Plan Public Hearing Ad & Summary.pdf
- 03 Capital Plan Public Hearing Plan.pdf
- 04 Annual License Renewals.pdf
- 05 Moonshine Liquors Change of Hours.pdf
- 06 Town Planner Appointment.pdf
- 07 Saquatucket Restaurant Options.pdf
- 08 Housing Choice Initiative.pdf
- 09 Reallocation of Community Dev. Staff.pdf
- 10 Reallocation of Administration Staff.pdf
- 11 BOS Annual Report.pdf
- 12 Golf Rates.pdf
- 13 Wastewater Project Management.pdf
- 14 Update from CDM Smith.pdf
- 15 Update on Clean Water Partnership.pdf
- 16 Weekly Reports.pdf