

APPROVED

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, JUNE 5, 2017
6:30 P.M.**

SELECTMEN PRESENT: Ballantine, Howell, Kavanagh, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, John Stewart, Arthur Bodin, and others.

WEEKLY BRIEFING

Ms. Hewitt announced the Recreation and Reading Summer Program, a collaborative effort of the Library and Recreation and Youth Department.

CONSENT AGENDA

- A. Approve Minutes – May 22, 2017 Regular Meeting
- B. Approve Road Race Application from The Open Doorway of Cape Cod Inc. for 3rd Annual Run for Recovery Flag Relay for September 23 & 24, 2017 including placement of flag on Public Safety Building lawn
- C. Authorize Chair to sign Cooperative Agreement with Barnstable County for dredging program

Mr. Ballantine moved approval of the Consent Agenda. Mr. Howell seconded the motion but recommended changes to the minutes as they refer to the conversation about Town emails. Mr. Clark said he would look into it. The motion carried by a unanimous vote.

OLD BUSINESS

- A. Action Item Register

Mr. Clark noted that nothing has changed on the Action Item Register. Chairman MacAskill to be provided with a date for which they can expect to see the Recreation Building numbers.

NEW BUSINESS

- A. Letter from Harwich Housing Authority regarding Right of First Refusal for 13 Haromar Heath Road

Mr. Stewart explained that this is a resale of the deed restricted property and under the deed restriction the Town has the Right of First Refusal for this property, so the State has required a letter from the Board of Selectmen stating that they don't want to buy it. Chairman MacAskill said they would draft a letter. Mr. Ballantine asked if it is resold, will it still be deed restricted and Mr. Stewart responded that it would be. Mr. Stewart noted that the resale price is \$162,900, it is a one bedroom unit, and it is still the same requirement for income level.

B. Request by Housing Committee to hire Part-Time Housing Coordinator

Mr. Bodin stated that the Housing Committee fully supports the hiring of a Part-Time Housing Coordinator and provided rationale for this including that there needs to be an employee dedicated to doing it and it is recommended in the Harwich Housing Production Plan. He suggested that it could be funded from CPC funds or out of housing funds. Chairman MacAskill agreed but stressed that there is no funding mechanism for this year. He said he would agenda this in the next couple of weeks to discuss the Housing Trust. Mr. Clark said he met with Mr. Bodin, Mr. Lawton and some others from Yarmouth and he believes they have a very interesting model that we should give some consideration to. He noted that he is waiting for more material on it and will send it to the Board as a good focal point for discussion. He said if the Board wants this as a priority we should put it in the FY19 budget cycle. He stated that CPC has the ability to use administrative funds to engage personnel and they need to help us by funding a position of this nature. He said one of the things we will do is to coordinate a list of requests to submit to CPC to address Board priorities. Mr. Howell said we should come out with a job description as part of the process. Chairman MacAskill said he would bring this item back next week.

C. Board of Selectmen Liaison Assignments and Policy Review

Chairman MacAskill indicated that the liaison assignments have been distributed and he asked for it to be put on the Town website. He asked the Board to read the policy and to make sure that everyone on their committees is sworn in and takes the necessary ethics training. He noted that Mr. Howell and Ms. Brown will be meeting to go over the current vacancies and practices. Mr. Ballantine said there should be training on how to run a meeting as well.

D. Board of Selectmen Goals and Objectives

Chairman MacAskill asked the Board to send him input for the goals and objectives and he would draft something after he gets input from the Board. He said he would send the Board the template with the 6 basic goals.

E. Referral of Complaint regarding Matt Hart to Interview Committee

Chairman MacAskill reported that there was an email sent prior to Town Meeting signed by the Committee Chair of 2 different committees for which we received a complaint from the person who the email was written about, followed by an Open Meeting Law request. He stated that he asked the Assistant to send the Board correspondence we received from Town Counsel on the process, which would be for the Interview Subcommittee to have the Committee Chair in and, if it is acceptable to the Board, to make a recommendation. Chairman MacAskill commented that the conduct of the email was off and not what we should accept from a committee person. The Board indicated agreement to refer this to the Subcommittee.

F. Update Charge for Fire Station 2 Rehab and Restoration Committee to extent to "design"

Mr. Clark said the Fire Chief and he had a conversation focusing on what is the role of the Committee and what is the role of Administration and agreed that from a policy standpoint when you are doing feasibility or design elements it is very important to get the input of a committee.

He said that once that design is complete and turned over to construction, it falls to Administration. He explained that the construction phase is important for Administration to handle to stay within the budget. He noted that in this circumstance we have done the feasibility piece and there's still a remaining piece for the design. Chairman MacAskill said they asked the Board to update the charge to bring the Committee through the design. Chief Clarke said we have a very talented committee who work very well together and also with him and it would be to the benefit of the taxpayers for them to continue on through the bid process to come in with a very specific number for Town Meeting. Chairman MacAskill noted that it was a consensus of the Board to continue.

G. Designation of Board of Selectmen Wastewater Subcommittee

Mr. Clark recommended that the team consist of the consultant Dave Young, himself, and a member of the Board and this is how it is being done in Dennis and Yarmouth. He suggested Mr. Ballantine be on the subcommittee with Chairman MacAskill as the back-up as they both have a higher level of knowledge and the Board agreed.

TOWN ADMINISTRATOR'S REPORT

A. Completion of Suffolk University's Public Management Program by Chief Guillemette

Mr. Clark reported that both Chief Guillemette and Harbormaster Rendon have successfully completed the Suffolk University Public Management Program which he noted gives a comprehensive overview of municipal government. He added that Cemetery Administrator Robbin Kelley was also approved to take the program.

B. Letter requesting non-reappointment to Capital Outlay Committee by Robert George

Mr. Clark thanked Mr. Robert George for his service as a Town Administrator's appointment to the Capital Outlay Committee noting that he has done an outstanding job. He added that Mr. George has some interest in other committees including the Finance Committee.

C. Housing Authority affirmation of continuance of Robert MacCready as a member per the State

Mr. Clark reported that the State wanted to change the way Housing Committees throughout the Commonwealth are formed which has led to some confusion. He explained that they are trying to take one of the positions and have them be a tenant representative and in doing that they have created a void. He noted that we were initially indicating toward having a hold over for somebody currently in a position and Attorney Giorgio has opined that a hold over for a whole year is not warranted. He explained that it was not put on the ballot and failure to do so means the incumbent stays in there until such time the procedure to fill the vacancy can be completed. He recommended that the two Boards get together on June 19th to submit nominations in an effort to get the spot filled. Chairman MacAskill asked Mr. Clark to send a letter to the asking to set up the meeting.

D. Fire Chief FY17 Performance Evaluation

Mr. Clark stated that he had the pleasure of completing the Fire Chief's Performance Evaluation. He commented that Chief Clarke is a real asset to the community who does an outstanding job. He noted that Chief Clarke understands the need to build a succession plan into the Department and his approach to buying equipment and being creative to come up with alternate means to acquire equipment is attune to helping toward a balanced budget in a quality way. He reported that Chief Clarke scored above the necessary requirement and his contract extension is in for Board's signature. The Board acknowledged by consensus that the review has been completed and thanked Chief Clarke for a great job.

E. Delay of Tax Lien Auction

Mr. Clark stated that he had a discussion in regard to delaying the tax lien auction with the Tax Collector and she ultimately decided it made sense to delay. He said he would continue to work with her to present a more refined list. He stressed that he was hoping that with this process we would be able to generate about \$2,000,000 in order to make next year's budget work and this action makes us well short of that number and any collections after July 1 go into next year's allocation. He stated that this will have an impact on the budget and we are probably looking at about 5 ballot questions already for next year. Chairman MacAskill said he would like to see the list broken down into land, commercial, residential, condos and by how old the liens are.

F. State LAND Grant funding

Mr. Clark reported that we are in the process of completing the Marini property Conservation Restriction and there was some question in regards to funding elements of that so Michael Lach of the Harwich Conservation Trust provided some information about local acquisitions and he said that funds from the Mass Department of Fish and Game are used to purchase land. Mr. Clark reported that we received approval of the Open Space and Recreation Plan from the State which is a big step forward. He said we are doing the closing for the Conservation Restriction this week so we should have everything lined up to receive that \$400,000 reimbursed into the HCT.

ADJOURNMENT

Ms. Kavanagh moved to adjourn at 7:33 p.m. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

Related Documents - June 5, 2017 Board of Selectmen Meeting

- 01 Agenda.pdf
- 02 Minutes.pdf
- 03 Road Race Application.pdf
- 04 Dredging Agreement.pdf
- 05 Action Item Register.pdf
- 06 Haromar Heath Road.pdf
- 07 Housing Coordinator.pdf
- 08 Liaison Policy.pdf
- 09 Goals & Objectives.pdf
- 10 Referral of Complaint.pdf
- 11 Fire Station 2 Charge.pdf
- 12 Suffolk Univ Completion.pdf
- 13 COC Non-Reappointment.pdf
- 14 Housing Authority Appointment.pdf
- 15 Fire Chief Evaluation.pdf
- 16 Tax Lien Auction.pdf
- 17 LAND Grant Funding.pdf