

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, MAY 16, 2016
6:30 P.M.**

APPROVED

SELECTMEN PRESENT: Brown, Cebula, Hughes, LaMantia, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark, David Spitz, John Rendon, Lincoln Hooper, Gary Carreiro, Richard Gunderson, and others.

MEETING CALLED TO ORDER at 6:30 by Chairman Hughes.

Chairman Hughes reported that the Board had just come out of Executive Session where they discussed union negotiations and no votes were taken.

CONSENT AGENDA

- A. Approve Minutes - April 4, 2016 Regular Session
- B. Confirm appointment of Denise Kopasz to position of Assistant Assessor
- C. Approve High Water Mark Project Memorandum of Understanding between Barnstable County and FEMA Region 1 and authorize Chair to sign
- D. Approve and sign Parking License Agreement with TD Bank, N.A.
- E. Accept resignation of Bob Hartwell from the Conservation Commission and By-Law Charter Review Committee
- F. Authorize the Chair to sign the Agreement between the Town and CapeNet to connect the Monomoy Regional School District to the OpenCape Network through Town of Harwich conduit

Ms. Cebula moved approval of the minutes of April 4, 2016 regular session. Mr. LaMantia seconded the motion and the motion carried by a 4-0-1 vote with Ms. Brown abstaining from the vote.

Ms. Brown moved to confirm the appointment of Denise Kopasz to position of Assistant Assessor. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

Ms. Brown moved to approve High Water Mark Project Memorandum of Understanding between Barnstable County and FEMA Region 1 and authorize Chair to sign. Mr. MacAskill seconded the motion. Mr. Spitz introduced Shannon Jarbeau, Flood Plain Coordinator from Barnstable County CRS and Nicole Mucci of AmeriCorps. Ms. Jarbeau explained that this is a project to help increase awareness of flooding and they are working with 8 towns on this. She stated that the signs will be placed in areas of historic flooding and they are working with Mr. Spitz to find out where they would be. She noted that FEMA pays for the signs which indicate where the level of flooding was from a certain storm with the intention to let people know that there was flooding in these locations and their flood risks. She added that this helps the towns get credit in the Community Rating System which helps homeowners get discounts on flood insurance. Mr. LaMantia had concerns about abutting property owners understanding this. Mr.

Spitz commented that he doesn't think this will affect the value of their homes. Chairman Hughes asked if we could remove the signs if there were complaints and Ms. Jabeau said she would have to check on this and get back to the Board. Mr. MacAskill asked what other towns have agreed to do this and Ms. Jabeau responded that Mashpee, Wellfleet, Provincetown, Yarmouth, Sandwich and Barnstable have. She said about half the towns were not interested but there will probably be a second round request. Mr. LaMantia said he would like to see what happens with the other towns. Chairman Hughes asked what the timeframe is and Ms. Jabeau said they are trying to get this done by the end of July at the latest. Mr. MacAskill said he would like to do a little more research on the communities that are doing this and bring this back. The motion failed on a 1-4-0 vote with Chairman Hughes, Mr. MacAskill, Mr. LaMantia and Ms. Cebula in opposition. Chairman Hughes asked that they let us know how it goes with the other towns.

Ms. Brown moved to approve and sign Parking License Agreement with TD Bank, N.A. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

Ms. Brown moved to accept the resignation of Bob Hartwell from the Conservation Commission and By-Law Charter Review Committee. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

Ms. Brown moved to authorize the Chair to sign the Agreement between the Town and CapeNet to connect the Monomoy Regional School District to the OpenCape Network through Town of Harwich conduit. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

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

- A. Presentation — West Harwich TIP Project conceptual design for Route 28 from Dennis Town Line to Herring River — *Patricia Domigan, VHB*

Mr. Hooper introduced Patricia Domigan and Griffin Ryder of VHB. Ms. Domigan provided the attached Power Point presentation and took questions from the Board. She explained that the next steps are the Board votes to submit the PNF, VHB gets input from MassDOT, they submit the next form which gives a little bit more detail and if that gets approved they prepare base mappings and surveys, they determine where the property lines are and then develop a concept design. Chairman Hughes said they would probably have a public hearing or two and invite the team back down. Mr. Clark suggested having neighborhood meetings or even go door to door. Ms. Domigan said they would definitely get out and talk to the neighborhood. The Board took comments from Duncan Berry and Brooke Williams. Mr. Domigan said the Board needs to vote to submit the PNF and Chairman Hughes said it is not on the agenda so they will bring it back.

OLD BUSINESS

- A. Ballot Questions for May 17 voting — *discussion*

Chairman Hughes outlined the ballot questions. No action was taken.

B. Town Administrator's 2-year Contract Extension — *discussion and possible vote*

After discussion, Mr. MacAskill moved to approve the Town Administrator's two year contract extension with the change of "Moving Expenses" being removed and the address being corrected. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

NEW BUSINESS

A. Draft Memorandum of Agreement with Water Commissioners on Solar Revenue
— *discussion and possible vote*

Mr. Clark outlined the draft agreement he prepared and said if the Board is comfortable with this he will present it to the Water Commissioners. Chairman Hughes said it should be very specific to the landfill solar project and say "actual meter energy usage" rather than "actual meter usage," it should also say that off taker revenues are excluded from this cost sharing and be retroactive to July 1, 2015. Mr. MacAskill noted that we are still waiting for answers from the Department of Revenue and its important to get that, he added that expenses should be in here as well. He noted that the percentage that has been discussed is 43% Water and 57% Town and the document indicates 47% Water and 53% Town. Mr. Clark said he would check it. Mr. MacAskill said he would like to meet with the Water Commissioners and Mr. Clark to make a deal that makes sense for both. The Board took comments from Richard Gunderson. Chairman Hughes asked Mr. Clark to see if Mr. Rassias from the Department of Revenue would come down to meet with the Board to discuss. The Board agreed to bring back.

B. Revised Committee Handbook — *discussion and possible vote*

Ms. Cebula noted that the book has a variety of additions to it including descriptions of Town Boards, Committees and Commissions, Board of Selectmen policies, and Open Meeting and Conflict of Interest law. She noted that she is still waiting for some committee summaries. Mr. LaMantia noted that the Remote Participation Policy needs to be changed and this should be done before the book gets printed. Ms. Cebula suggested that all the Board's policies be reviewed as many of them are outdated. Ms. Brown moved to accept and adopt the revised Committee Handbook as written. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote. Chairman Hughes recommended voting this subject to an updated Remote Participation Policy next week and Ms. Brown amended her motion as such. The motion carried by a unanimous vote.

TOWN ADMINISTRATOR'S REPORT

A. Town Planner position options

Mr. Clark outlined his memo dated May 12, 2016. Chairman Hughes said he would like to have the Assistant Town Administrator and Planning Board here for this discussion. Ms. Cebula noted that the back up assumes \$25,000 in administrative costs to serve as staff to CPC and she asked if that money is available. Mr. MacCready, CPC Chair, stated that the Committee would have to vote if they are interested in acquiring these services and if so, how much they are interested in spending. He noted that you cannot replace Town employee hours using CPC administrative funds. Mr. MacAskill requested that Mr. Clark provide a flow chart indicating what these options would cost,

the increased responsibilities for the different people, who would be impacted, who would go where, and would the staff be included in the discussions.

B. Pleasant Bay Alliance Watershed Report

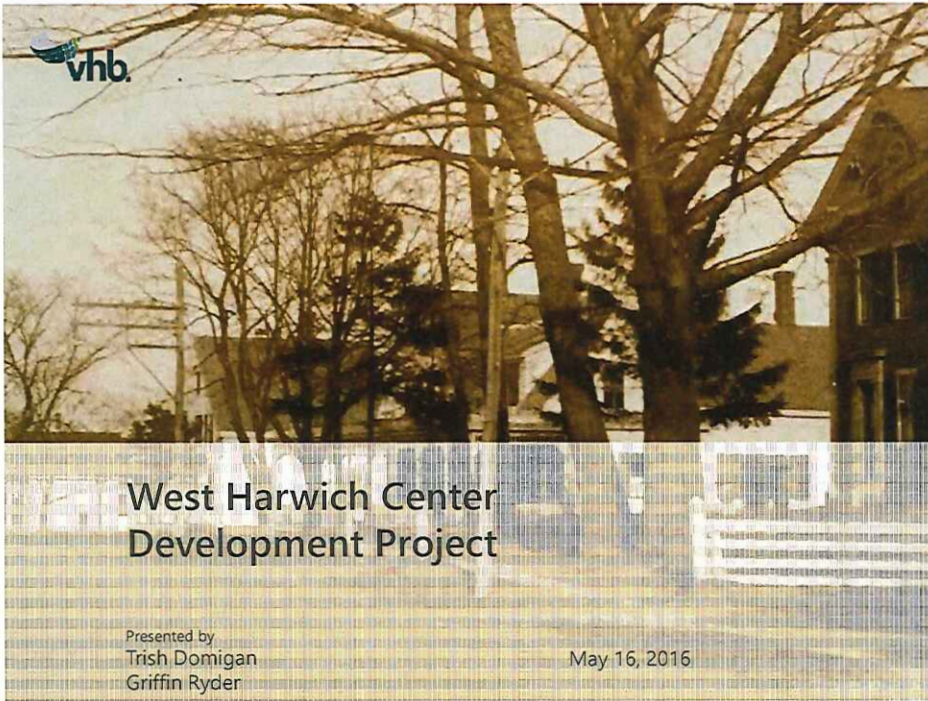
Mr. Clark reported that they had a meeting last Wednesday night where there was some discussion about were they going to be the ones to put together a compliance report for what DEP is looking for and they sent some material into the Cape Cod Commission who responded back somewhat harshly saying they are expecting the towns to respond and not directly the Alliance. He stated that there was a discussion about what role should the Alliance play and as an end result of that, Carole Ridley was tasked with putting together a letter and sending it out for how they would respond to the Cape Cod Commission. He said we have put together an action plan and we have to have ours in by June to comply with the 208 September deadline and the Wastewater Implementation Committee has tasked David Young to put together the watershed reports. He said when he gets the material from Carole Ridley he will forward it to the Board.

ADJOURNMENT

Chairman Hughes adjourned the meeting at 8:40 p.m.

Respectfully submitted,

Ann Steidel
Recording Secretary



Presentation Outline

- Project Goals
- Project Limits
- Existing Conditions
- Public Input
- Recommended design
- MassDOT process
- Next Steps

Project Goals

- Create an inviting destination in West Harwich
 - Highlight Captains Row
 - Provide gateway entrance into Harwich
- Provide Complete Streets designs on Main St (Rte 28)
 - Improve pedestrian access
 - Improve bicycle accommodations
 - Rehabilitate roadway surface
- Upgrade traffic signal at Division Street
- Extend improvements from Main Street, Dennis improvement project



Project Limits – Main Street (Rte 28)

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



Existing Conditions



Existing Conditions



Existing Conditions



Public Input

- Site walk on 9/23/15
 - Reviewed project in field
 - Received great input on important elements on corridor
- Brainstorming Session October 27, 2015
 - Defined project goals
 - Got feedback on project amenities
 - Presentation by Duncan Berry on the historic homes and roadway features along the project.



Recommended Design

- Design improvements based on the surrounding land use
 - Retail land use
 - Residential land use
- Provide gateway into Harwich at Herring River and at Division Street
- Incorporate historic features along corridor
 - Fences
 - Accent Lighting and crosswalk at Church
 - Green space in residential areas

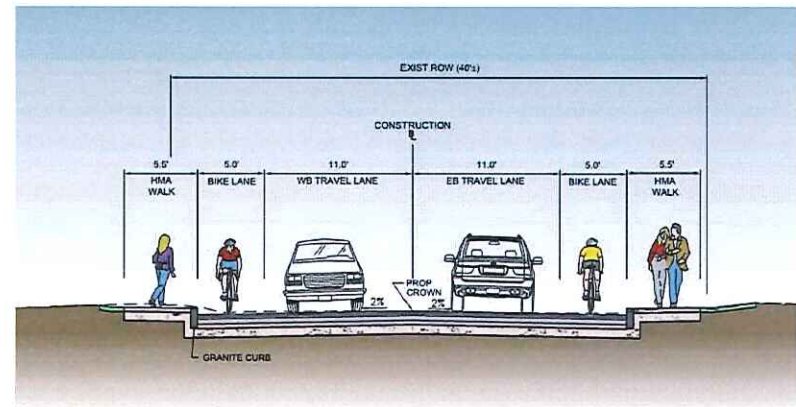
Recommended Design

- 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 in retail area
 - Sidewalk surface would be asphalt

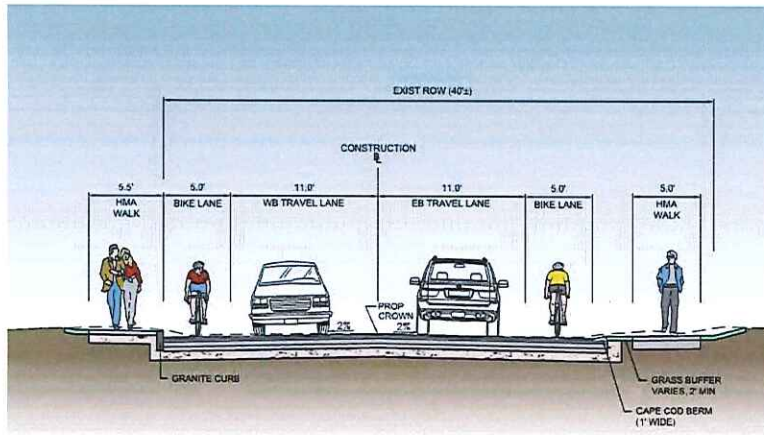
MassDOT Design Requirements

- Healthy Transportation Policy
 - All MassDOT funded and or designed projects shall seek to increase and encourage more pedestrian, bicycle and transit trips.
 - MassDOT has established a statewide mode shift goal that seeks to triple the distance traveled by walking, bicycling, and transit by 2030.
 - Promoting intermodal access to the maximum extent feasible will help the agency meet this goal.

Proposed cross section - Retail Area



Proposed cross section - Residential Area



Main Street (Route 28) Harwich, Massachusetts

Conceptual Vision Plan Enlargement Plan



MassDOT Funding Process

- Preparation of Project Need Form (PNF)
 - Presented to Board of Selectman tonight
 - Submit to MassDOT District 5 office for review
 - Meet to present/discuss project with D5 Project Development Engineer
- Preparation of a Project Initiation Form
 - After approval of the PNF
 - Address comments made on PNF
 - Develop construction cost estimate for project
 - Submit to DOT for funding consideration

Trish Domigan | pdomigan@vhb.com | 617.607.2794

Griffin Ryder | gryder@vhb.com | 508.815.3914



Related Documents - 5/16/16 BOS Meeting

- 01 Agenda.pdf
- 02 Minutes April 4, 2016.pdf
- 03 Assistant Assessor Position.pdf
- 04 High Water Mark MOU.pdf
- 05 Parking Lot Lease.pdf
- 06 Committee Resignation.pdf
- 07 Cape Net Agreement.pdf
- 08 Route 28 Project.pdf
- 09 Ballot Questions.pdf
- 10 Town Administrator Contract.pdf
- 11 Solar Revenue Draft MOA.pdf
- 12 Committee Handbook TOC.pdf
- 13 Town Planner Position Options.pdf
- 14 Pleasant Bay Watershed Plan.pdf