

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, MAY 21, 2018
6:30 P.M.**

APPROVED

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

OTHERS PRESENT: Town Administrator Christopher Clark, Diane DiGennaro, Barbara-Anne Foley, John Foley, Carole Ridley, and others.

SWEARING IN OF ELECTED OFFICIALS

Ms. Doucette, Town Clerk, swore in Joan McCarty as Library Trustee and Ed McManus as Selectman.

WEEKLY BRIEFING

No one appeared before the Board.

PUBLIC COMMENTS/ANNOUNCEMENTS

Chairman MacAskill reported that Monomoy High School Principal Bill Burkhead has been named Principal of the Year by the State and commented that Mr. Burkhead is well respected by students and staff and we should be proud as a community to have him there.

CONSENT AGENDA

- A. Approve application for 2018 renewal of Lodging House License for The Grey Gull – five units in rear of building only
- B. Vote to sign proclamation for re-dedication of the square at Chase Street and Route 28
- C. Approve Chapter 90 requests for chip sealing various roads

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

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

- A. Town of Harwich certification as a National Wildlife Federation (NFW) Community Wildlife Habitat

Ms. Diane DiGennaro, Co-Chair of the Conservation and Birds Committee of the Garden Club of Harwich, reviewed her letter to the Board of Selectmen of May 2, 2018 as follows:

The Garden Club of Harwich (GCOH) has initiated a project to certify the Town of Harwich as a National Wildlife Federation (NFW) Community Wildlife Habitat. In order to achieve certification through this NFW program, a town must create, maintain and restore wildlife habitats and engage in education and outreach activities. The town and many of its residents have demonstrated their commitment to protecting our environment through the purchase and stewardship of both public and private land.

To get started, a certain number of homes, schools and common areas must become wildlife habitats by providing food, a freshwater source, cover and places to raise young. The program also requires sustained gardening practices such as conserving water, removing invasive plants, using native plants which will grow in this ecoregion, and eliminating pesticides.

To qualify for NWF status for Harwich we plan to contact other town departments and private groups in hopes that they will join us in this exciting challenge. It is not costly and requires minimal effort initially. Subsequent involvement involves maintaining the principles set forth by the NWF guidelines and using its guidelines for future legislation, education, landscaping, planning, etc. Harwich already meets many of the requirements needed for certification, so it is well on its way to becoming the first town on the Cape to have this distinction. Qualified town and common areas must be registered in order to amass the number of points needed to have official NWF Community Wildlife Habitat status. The garden club committee will provide assistance throughout the process.

For further information about the program, please contact one of the co-chairs of the GCOH Conservation and Birds Committee and a representative from this committee would be happy to meet with you to answer your questions and discuss how you can participate in this timely venture. We look forward to hearing from you soon.

Ms. DiGennaro and Ms. Usowski took questions from the Board. Mr. Howell moved to give them our blessing. Mr. McManus seconded the motion and the motion carried by a unanimous vote.

NEW BUSINESS

- A. Approve new application by The Commodore Inn for Weekday Entertainment from 5:00 p.m. to 8:00 p.m. Thursday, Friday and Saturday

Ms. Foley of The Commodore Inn explained that this application is just for guitar music by the pool. Mr. McManus moved to approve the application. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- B. Cell Tower Revenue/Affordable Housing Fund Balance – vote to fund new Affordable Housing Trust

Mr. Clark recommended moving the \$34,396, the balance of the cell tower fund, into the Affordable Housing Trust and secondly that future cell tower money should go into the Trust. He recommended that we put money in either quarterly or at the beginning or end of the year. Mr. Howell moved to send \$34,396 from the Cell Tower Fund designated to the new Affordable Housing Trust Fund once established. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

- C. Recommendation for Site Plan Review filing fee for Cape Cod Tech

Mr. Clark stated that under the Dover Amendment, when a school goes before the Planning Board there is a more simple review that is completed. He said when Monomoy applied, it was recognized that there would be lesser review efforts at the Planning Board so the fee was capped at \$4,000. He recommended that the same be applied for the Cape Cod Tech. Ms. Kavanagh moved that we approve the capped site plan review of Cape Cod Tech at a fee of \$4,000. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

D. Selectmen's Summer Meeting Schedule

After discussion the Board agreed with the proposed Summer Meeting Schedule with the Non-Resident Taxpayer Meeting being August 6, 2018. Chairman MacAskill announced that the Board would not meet on June 18, July 2, 16, 30, August 13 and 27. Mr. Howell moved we approve the schedule as printed in the agenda. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

E. Amend the Personnel By-Law Plan for FY19 in keeping with union increases

Mr. Clark recommended approving 2% COLA's for the Personnel By-Law Plan and confirming or acknowledging the Library Trustees' regrading of the Library Director to Grade M-7. Ms. Kavanagh moved that we approve to amend the Personnel By-Law Plan for FY19 in keeping with the union increases. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Chairman MacAskill invoked the Attorney General's 48 hour rule to approve the Common Victualler license for Capeside Kitchen so they can be open for Memorial Day weekend noting that they had already received approvals from the regulatory boards. Mr. Clark added that it was just an oversight on the part of Capeside Kitchen as they did not submit the form. Mr. Howell moved that we approve a temporary Victualler's license for Capeside Kitchen Inc. to extend through May 29th. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

OLD BUSINESS

A. Pleasant Bay IMA

Ms. Ridley of Pleasant Bay Alliance brought forward documents for signature based on the passage of Town Meeting articles including a Memorandum of Agreement that continues the Alliance, and three documents related to the Pleasant Bay Watershed Permit including an Inter-Municipal Agreement to seek the Watershed Permit from MassDEP, a letter to the Cape Cod Commission which would allow them to submit the Pleasant Bay Targeted Watershed Management Plan for a determination of 208 consistency, and an application letter to MassDEP. Ms. Ridley took questions from the Board and the Board signed the documents.

B. Town Administrator Performance Evaluation

Chairman MacAskill reported that Mr. Clark received a passing grade and he is entitled to a 2% COLA. Mr. Howell noted that he gave Mr. Clark the full 9 points for future goals as they can't say he didn't meet them because they haven't established those goals yet. Mr. Howell, Ms. Kavanagh and Mr. Ballantine agreed that the form should be tweaked and made to be more representative of the job and better match their objectives. Mr. Ballantine recommended having reviews more than once a year, possibly quarterly reviews. Ms. Kavanagh moved that we approve the overall Town Administrator evaluation and award the 2% increase. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

C. Ownership of fields behind Cultural Center

Mr. Clark indicated that the map in the packet is a starting point and that he walked the site with the Town Surveyor about six months ago and there was some issue as to where the line should be. He said

he could send it over to the School Committee and Superintendent to get the conversation started to see if there any issues. He noted that this specifically addresses the ballfields and doesn't address the joint septic system. He noted that the Little League would have to come to the Town for their license agreement rather than the school. The Board discussed possible siting of the labyrinth in relation to the playground. The consensus of the Board was that Mr. Clark would send a letter to the school.

TOWN ADMINISTRATOR'S REPORT

A. CDM Smith brochure costs

Chairman MacAskill noted that the charge from CDM Smith to update the brochure was \$2,000 and most of it was cutting and pasting from the work our committee did. He stressed the need to start looking at how we are spending the money. He commented that CDM Smith isn't a p.r. firm and we should look at getting one. Mr. Ballantine agreed and said the committee felt they weren't brought into the discussion until it was basically over and we need to be sure we are paying attention to process. Mr. Howell added that the brochure looked very familiar to the prior one and there wasn't a lot of work involved.

B. Chamber of Commerce proposal for additional parking in Harwich Port

Mr. Clark said he was approached by the Chamber of Commerce about using a piece of Town owned land that is part of Schoolhouse parking lot for parking. He reported that the Town Planner has indicated that when the site plan was done for Schoolhouse parking lot there was a commitment to keep a treed area and she has come back with a suggestion to revise that treed area. He said he will explore if we can do that and will ask Mr. Hooper if he can take down some of those trees once the Planning Board gives us the green light.

C. Town Meeting/Election results

Mr. Clark reported that there are 20 different follow up items from Town Meeting that he is working on with our Town Attorney and he will report back on the assignment of that work to department heads. He reported that he has authorized Mr. Lawton to look at the process that was taken for the pet burial ground and he will provide a write up. He noted that there hasn't been a tremendous amount of requests for The Big Fix and the deadline is June 1. Mr. Clark discussed reaching out to department heads and the newspaper and the Board discussed putting it on Channel 18, and reaching out to the Veterans Agent and Assessors. With regard to the agreement with the First Congregational Church, Mr. Clark reported that only the judge's decision gets filed and the plan doesn't have to be stamped.

D. Departmental Reports

ADJOURNMENT

Mr. Howell moved to adjourn at 7:44 p.m. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

Related Documents - May 21, 2018

- 01 Agenda.pdf
- 02 Lodging House License.pdf
- 03 Proclamation.pdf
- 04 Chapter 90 Requests.pdf
- 05 NWF Certification.pdf
- 06 Weekday Entertainment License.pdf
- 07 Affordable Housing Trust.pdf
- 08 Tech School Site Plan Review.pdf
- 09 BOS Summer Schedule.pdf
- 10 Pleasant Bay IMA.pdf
- 11 T.A. Evaluation - Ballantine.pdf
- 11 T.A. Evaluation - Brown.pdf
- 11 T.A. Evaluation - Kavanagh.pdf
- 11 T.A. Evaluation - MacAskill.pdf
- 11 T.A. Evaluation - Self.pdf
- 12 Ownership of Fields behind Cultural Ctr..pdf
- 13 CDM Smith Brochures.pdf
- 14 Parking in Harwich Port.pdf
- 15 Election Results.pdf
- 16 Departmental Reports.pdf