

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, MAY 23, 2016
6:30 P.M.**

APPROVED

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

OTHERS PRESENT: Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, Anita Doucette, Robert Cafarelli, David Spitz, Jim Atkinson, Judith Underwood, Sandy Hall, and others.

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

Chairman Hughes reported that the Board had just come out of Executive Session for collective bargaining and have reached an agreement with the Superior Officers Union for the current year and also a three year contract. He added that they also signed some side agreements with the Harwich Employees Association.

SWEARING IN OF NEWLY ELECTED OFFICIALS

Town Clerk Anita Doucette swore in the following:

Julie Kavanagh, Selectman
Michael MacAskill, Selectman
William Crowell, Library Trustee
Judith Underwood, Housing Authority
Danette Gonsalves, Water Commissioner

WEEKLY BRIEFING

Chairman Hughes reported that the Muddy Creek Bridge opened last week.

Jamie Goodwin, Channel 18 Station Manager, reported that we are now broadcasting the Selectmen's meetings live and thanked all those involved in this effort.

CONSENT AGENDA

- A. Approve Minutes
 - 1. April 19, 2016 – Regular Session
 - 2. April 25, 2016 – Regular Session
- B. Approve the Application for Common Victuallers License for the Mad Minnow Bar & Kitchen at 554 Main St. (Rt. 28) in Harwich Port
- C. Approve the renewal of Junk Dealers License for Monahan & Co.
- D. Approve 2016 Taxi/Limo License Renewals
- E. Approve request of funds from the Caleb Chase Gift Account in the amount of \$700.00

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

OLD BUSINESS

- A. Submission of the Project Need Form (PNF) for the Dennisport/West Harwich Route 28 Roadway Improvement Project – *discussion and possible vote*

Mr. MacAskill moved to approve the submission of the Project Needs Form for the Dennisport/West Harwich Route 28 Roadway Improvement Project. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

- B. Town Administrator's 2-year Contract extension – *discussion and possible vote*

Chairman Hughes noted that this item is on the agenda in error as it was voted previously.

NEW BUSINESS

- A. Request by Real Estate and Open Space to transfer parcels from the custody of the Selectmen to the Conservation Commission – *discussion and possible vote*

Chairman Hughes recommended that whoever the liaison is to the Real Estate and Open Space Committee and/or the Conservation Commission after the Board reorganizes should meet with them and the Town Administrator to understand why they are recommending these parcels. Mr. Clark suggested sending this to department heads for input and the Board agreed. Chairman Hughes asked Mr. Clark to respond to the Real Estate and Open Space Committee to let them know that we will take this up at a later date.

- B. Remote Participation Policy amendment – *discuss, vote to waive readings, and vote to approve amendment*

Ms. Brown moved to accept and adopt the Remote Participation Policy amendment as written in our packet. Chairman Hughes stated that the first motion should be to dispense with the readings. Mr. MacAskill moved to waive the readings and vote to approve the amendment to the Remote Participation Policy. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

TOWN ADMINISTRATOR'S REPORT

- A. Town Planner position options – *discussion and possible vote*

Mr. Clark outlined the following memo he submitted to the Board dated May 12, 2016:

Our current Town Planner, David Spitz, has decided to retire effective July 8, 2016. I have as part of my practice as a Chief Administrative Officer always believed it makes sense to review the position upon pending vacancy for the opportunity to improve service delivery for the

community. This is just such an occasion. I do wish to thank Mr. Spitz for his dedicated service and his high level of communications. I believe that it is during his term that he has expanded the role of the Town Planning Department that has led me to some of the recommendations that are listed below. As part of my due diligence deliberations, I have had a meeting with Jim Atkinson, the current Chair of the Planning Board along with Mr. Spitz and Charleen to discuss the transition and reorganization. Mr. Atkinson, with the assistance of Mr. Spitz, did submit three options for consideration: the first to retain independent Planning Department as it exists today, second to integrate the Department more fully into a Community Development Department, and third to consider a Regional Planning Department with the town of Chatham.

I do believe that the resources we currently dedicate for a Town Planner should be reconfigured to take into account that the actual duties currently consist of support to the Planning Board, planning support for zoning changes, regulatory reviews, Comprehensive Plan support and special projects which have included working on building revitalization of town assets and submission of various grants. Upon reflection, I would like to hopefully center our discussion on two options. The first option would be to continue Administration efforts to centralize Community Development efforts. Currently Community Development operates in five different areas: Building, Conservation, Engineering, Health and Planning primarily. We do not have a specific Community Development Director to oversee the efforts of these departments. It has been my intent since my arrival to work towards having more centralized control and coordination of these departments. I believe that having the current Assistant Town Administrator responsibilities include Community Development Director title and specifically to take on the role of Town Planner in addition. The Assistant Town Administrator position has been recently upgraded and I would not anticipate at this time that any additional salary adjustments would be necessary; as such, current duties would have to be adjusted to allow for additional time to be dedicated to Community Development and also resources be reallocated from the current salary of the Town Planner position into a full-time Assistant Town Planner who would perform the day-to-day functions of the Department such as those listed above. A second non-benefited part-time position of a confidential clerical nature would be filled in Administration to perform some of the human resources functions and other administrative duties of staff to free up time for the Assistant Town Administrator to provide leadership and direction in a unified fashion to the five departments. This concept would envision completing reorganization with only minimal additional resources or ideally equal resources.

The second option would be to essentially maintain the status quo. The opportunity should be utilized to review the current job description and be sure to include elements such as grant writing, project management and special projects that have been performed by David.

I do believe that the recommendations above do take into account some of the thoughts and options for restructuring presented by David and Jim. I have not at this point had opportunity to have discussions with my counterpart in the town of Chatham to discuss any potential for a regional solution. I think this recommendation has some merit but I am not sure if the timing is right to be able to fully implement and vet out such an option in a timely fashion.

I do believe it is critical to have a discussion in regards to the current operation and its opportunity for improvement so that we can commence recruitment for a plan above. If the decision was made immediately it would still take time to complete an updated job description, advertisement and recruitment of a professional and adequate notice the professional to make the transition. In general, recruitments take 60 to 90 days to complete if straightforward. Therefore, I would implement effective July 1, 2016 that the Assistant Town Administrator will act as the Interim Town Planner until such time as the position or reorganization is fully implemented. The interim situation will create operational stress on Administration operational capabilities.

Ms. Greenhalgh said she is happy to assist in either role. She stated that both options are viable but said option 1 is preferable. Mr. Atkinson said he was more in favor of option 1 as well and it would improve the services given by the Town. He said his only concern would be the workload on Ms. Greenhalgh. Mr. Clark said the only way this could work is if we hire a part-time clerical person for the Administration office. He added that this person could do salary surveys that Ms. Greenhalgh is doing now, and he would give some of Ms. Greenhalgh's work to Ann and Sandy and they would give up some of their work to the clerical person. Mr. Spitz emphasized that we have day to day planning needs and we need to focus on that. Chairman Hughes said that the next step is to come up with the job descriptions and to look at the financial impact of this and bring it back. Mr. MacAskill said he needs to see a flow chart of who is going to do what as well as costs. Chairman Hughes said to bring back with organization chart, position descriptions and costs. He said the sense is to move forward with the recommendation of the Town Administrator on this. No vote was taken.

B. FY 17 Barnstable County Fuel Oil bid – *information*

Mr. Clark reported that the fuel bid came in very good and it was under the \$50,000 threshold. He added that he is in the process of updating procurement officer status and it is important that he maintains that certification. He commented that he was toying with the idea of not doing that but we have Carolyn Carey certified and Bob Cafarelli is not certified but he does all the bid work. He said he would oversee it.

SELECTMEN'S REPORT

A. Selectmen's re-organization is scheduled for Tuesday, May 31, 2016

Chairman Hughes reported that Board would be reorganizing next week.

ADJOURNMENT

Chairman Hughes adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Ann Steidel
Recording Secretary

2016 Taxi/Limousine Permit Renewals

Kym Boyne Jr.
d/b/a Harwich Livery Service/Central Cape Taxi
109 Sisson Rd.
Harwich Port, MA 02646

Mike's Taxi
56 Oak St.
Harwich, MA 02645

**BOTH APPLICANTS HAVE BEEN RECOMMENDED FOR APPROVAL BY THE
HARWICH POLICE DEPARTMENT.**

5/23/16

Related Documents - 5/23/16 BOS Meeting

- 01 Agenda.pdf
- 02 Minutes April 19.pdf
- 03 Minutes April 25.pdf
- 04 Mad Minnow Common Vic Lic.pdf
- 05 Monahan's Lic renewal.pdf
- 06 Taxi Limo Permit renewals.pdf
- 07 PNF - W. Harwich Dennisport.pdf
- 08 W. Harwich Ctr Devel Project.pdf
- 09 REOS request to transfer parcels.pdf
- 10 Amend Remote Participation Policy.pdf
- 11 Policy Development.pdf
- 12 Town Planner Position.pdf
- 13 County Purchasing bid for Fuel Oil.pdf