

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, OCTOBER 10, 2017
6:30 P.M.**

APPROVED

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

OTHERS PRESENT: Town Administrator Christopher Clark, Carol Coppola, Carolyn Carey, Scott Carpenter, Larry Cole, Cyndi Williams, Jack Brown, Vickie Goldsmith, Janet Cassidy, Mark Ameres, and others.

WEEKLY BRIEFING

Ms. Carey reported on upcoming events at the Community Center. She noted that there was a meeting to discuss forming a Friends of the Harwich Cultural Center group.

PUBLIC COMMENT/ANNOUNCEMENTS

Janet Cassidy, Director of Brooks Academy Museum, announced the Harwich Historical Society's Spirits of Harwich Past cemetery tour event on October 14 and October 21 and noted that reservations are required.

Jack Brown, President of the Friends of Council on Aging, reminded the public of their upcoming dinner dance on October 20 at the Seaview Restaurant in Dennisport.

CONSENT AGENDA

- A. Approve Minutes – September 25, 2017 Regular Session
- B. Authorize Chairman to sign Representation Letter for Single Audit FY 16 for Muddy Creek
- C. Approve Town Administrator's recommendation on Perks Entertainment License
- D. Vote to remove Darren Glidden as a member of the Harwich Energy Committee due to lack of attendance
- E. Vote to accept the resignation of Michael Glynn as a member of the Bikeways Committee
- F. Approve contract for replacement of Public Safety Security and Video Monitoring System with Galaxy Integrated Technologies in the amount of \$153,000

Chairman MacAskill said they would be holding Item F. Mr. Ballantine moved approval of the balance of the Consent Agenda. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote. Chairman MacAskill noted that he asked for Item F to be held as he has questions on the contract process as well as the contract itself. He said he would be meeting with the Town Administrator and Deputy Chief and would bring this back next week.

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

- A. Monomoy Regional School District Meeting with the Board of Selectmen and Finance Committee to discuss enrollments by class and demographics including a five-year projection of same

Supt. Carpenter provided an overview of the attached documents regarding enrollment and transfer information as well as the preschool program. There was no quorum of the Finance Committee. He took questions from the Board of Selectmen and Mr. Brown of the Finance Committee. Mr. Clark suggested having a workshop session on long term demographics.

- B. Annual Meetings with the Selectmen:
 - 1. Harwich Energy Committee

Mr. Cole, Chair, delivered the annual report of the Harwich Energy Committee and took questions and comments from the Board.

NEW BUSINESS

- A. Review draft Management Letter for FY16 Audit

Ms. Coppola provided the attached Power Point presentation on the Audit. She and Mr. Clark took questions from the Board regarding MUNIS, creating a committee for risk assessment, journal accountability, the Muddy Creek overpayment, OPEB, comingling of CPC funds with the General Fund, and our reserve position. With regard to the Muddy Creek overpayment, Ms. Coppola said she believes we need a more stringent review process with a purchase order system and she stated that the error was the fault of the Finance Department. Chairman MacAskill indicated that previous years' audits have not been forthcoming and he said the Board needs a policy or procedure to get these things fixed in a timely manner. He stressed that we have to do whatever we can to make sure that this never happens again. He requested a memo on what the audit report says and how we're going to fix it.

- B. Approve and authorize Chair to sign DHCD Regulatory Agreement for Habitat for Humanity's 93-97 Route 28 Project

Mr. Howell recused himself on this discussion as he was a participant when HECH sold the property to Habitat but did sit in the audience as he said he may be able to answer material questions but has no fiduciary conflict. Ms. Brown recused herself as well. Ms. Goldsmith, Executive Director of Habitat for Humanity, took questions from the Board about various elements of the project. Mr. Clark took questions from Chairman MacAskill about permitting and the regulatory process. The Board took comments from Mr. Waystack and Mr. Bodin. Mr. Ballantine moved to approve and authorize the Chair to sign the DHCD Regulatory Agreement for Habitat for Humanity's 93-97 Route 28 Project. Ms. Kavanagh seconded the motion and the motion carried by a 3-0-0 vote. Chairman MacAskill asked the Town Administrator to have legal counsel look at this before he signs.

- C. Discussion on Administration hiring process and Board of Selectmen confirmation

Mr. Howell expressed concern that the process itself doesn't allow the Board to be able to dispose of their duties under the Charter as it doesn't allow them to confirm or reject the appointment as they don't know anything other than the person that is being put forward. Mr. Clark stated his interpretation of the Charter that is if someone doesn't meet the job requirements, the Board can vote it down in the confirmation process and that it is a check and balance system. He said submitting multiple names is contrary to the Charter and the requirement is for the Administrator to provide one name. He stated that unless people are named finalists the names are not public information. He cautioned that there could be potential legal ramifications. Mr. Howell suggested that the candidate information could go in their confidential file and Ms. Kavanagh agreed and said they can at least see the top 3 and make an

informed decision. Ms. Brown agreed with Ms. Kavanagh and said we can't vote against something if we don't know what our options are. She suggested that the names be blacked out. Mr. Clark commented that the Board is "is walking a very slippery slope" and the point of the language is that he can't hire someone who is duly incapable of doing the job. He added that he has no problem sitting down with Board members and discussing the candidate pool. Chairman MacAskill said he would meet with Mr. Clark and get a legal opinion on this.

OLD BUSINESS

A. MMA Annual Meeting and Trade Show

Chairman MacAskill asked that the Board members let office staff know their intentions regarding attending the MMA Annual Meeting by tomorrow. He said that the Assistant Town Administrator should not attend the same sessions as the Town Administrator. Mr. Clark said the cost is driven up by people staying 3 nights and suggested keeping it to one night. Mr. Ballantine said he was staying one night and he thinks that's enough. Ms. Brown suggested they go to different sessions and share information when they come back. She also suggested carpooling and sharing rooms.

TOWN ADMINISTRATOR'S REPORT

A. Recycling Dividends Program Grant

Mr. Clark reported that the Town has been awarded a Recycling Dividends Program grant in the amount of \$12,100.

B. Departmental Weekly Reports – September 25-29

There was no discussion on this item.

SELECTMEN'S REPORT

A. Committee Vacancy Listing

There was no discussion in this item.

Chairman MacAskill recognized the work of the office staff, Ms. Robinson and Ms. Steidel, and commented on the volume and depth of the work they do as well as their years of service.

ADJOURNMENT

Mr. Howell moved to adjourn the meeting at 9:23 p.m. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary



FY 16 Financial Audit

With Accompanying Draft Management Letter

FY 16 Independent Audit Standards

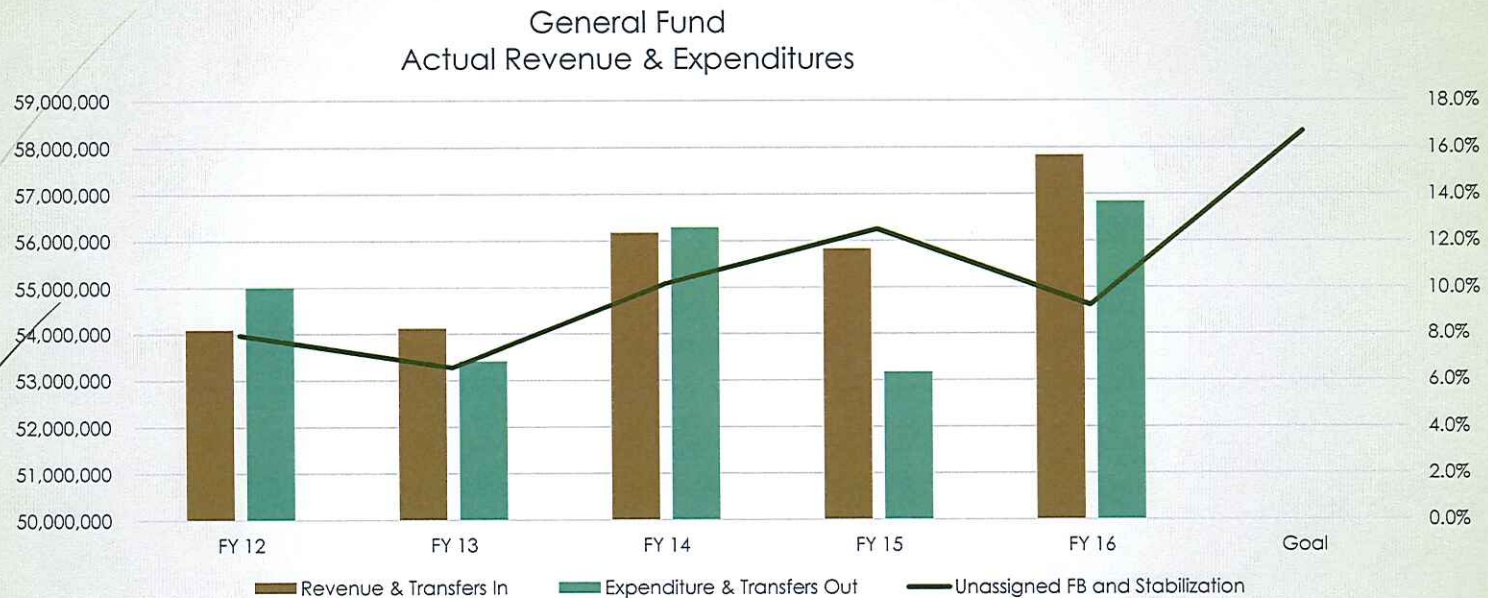
- ▶ Auditing Standards Generally Accepted in the United States of America
- ▶ Statements on Auditing Standards (SAS)
- ▶ Government Auditing Standards (Yellow Book)
- ▶ Single Audit Act of 1996
- ▶ Generally Accepted Accounting Principals (GAAP)

**To conclude whether the financial statements prepared by the Town of Harwich
Present fairly, in all material respects, the financial position as of June 30, 2016.**

Management's Responsibilities

- Manage financial transactions – Budgetary Basis of Accounting & Adhering to State Statutes
- Convert the financial statements at year end – Modified Accrual Basis of Accounting (GAAP)
- Provide sufficient and supporting information to External Auditors – Full Accrual Basis of Accounting
- Design, implement, maintain and test internal control sufficient to detect material misstatements

Five Year Financial Comparison



GFOA Best Practices recommends, at a minimum, unassigned fund balance in the General Fund of no less than two months of regular general fund operating expenditures, for FY 16 the amount equates to \$9.8 Million or 16.7%.

Types of Audit Opinions

- ▶ Disclaimer of Opinion – opinion could not be determined
- ▶ Adverse Opinion – Misrepresentations
- ▶ Qualified Opinion – Financial Records do not conform with GAAP
- ▶ Unqualified Opinion – Financial Records are free of any Misrepresentations

The Town of Harwich received an Unqualified Opinion in connection with the FY 16 Audit

Draft Management Letter

- ▶ Internal Control Deficiencies
 - ▶ Significant Deficiencies – Adversely affect the ability to report financial data in accordance with GAAP
 - ▶ Material Weakness – Combination of deficiencies resulting in the likelihood that a material misstatement of the financial statements will not be prevented or detected
 - ▶ Other Recommendations

Management Letter Comments

- ▶ Material Weaknesses
 - ▶ Enhance the Cash Reconciliation Process – complete
 - ▶ Improve reporting within the General Ledger – complete
 - ▶ Enhancement of internal controls over financial reporting – in process
- ▶ Other Recommendations
 - ▶ Allocation of OPEB and Pension to Water Fund – in process
 - ▶ Capital Assets – in process
 - ▶ Performance Bonds - complete
 - ▶ WRRRP (Winter Rapid Recovery Road Program) – in process
 - ▶ Internal Controls over journal entries and monthly financial reporting – in process

FY18	School Enrollment				Change from Prior Year	Sections	Calculated Avg. Class Size	Note
	Chatham	Harwich	Choice	TOTAL				
CHATHAM ELEMENTARY								
Pre K	22	0	0	22				
K	28	3	3	34		2	17.0	
Grade 1	34	6	5	45		3	15.0	
Grade 2	31	4	7	42		3	14.0	
Grade 3	39	6	12	57		3	19.0	
Grade 4	23	13	8	44		3	14.7	
Total	177	32	35	244	-34		17.4	School avg.
					-12.2%			
HARWICH ELEMENTARY								
Pre K	2	45	0	47				
K	0	102	9	111		6	18.5	
Grade 1	2	92	3	97		6	16.2	
Grade 2	3	90	9	102		6	17.0	
Grade 3	2	92	10	104		6	17.3	
Grade 4	3	77	11	91		5	18.2	
Total	12	498	42	552	-16		19.0	School avg.
					-2.8%			
MRMS								
Grade 5	43	121	25	189		9	21.0	
Grade 6	24	92	16	132		8	16.5	
Grade 7	28	82	23	133		8	16.6	
Total	95	295	64	454	28		18.2	School avg.
					6.6%			
MRHS								
Grade 8	32	83	27	142		8	17.8	Grade 8 classes
Grade 9	22	73	16	111			19.1	Grade 9-12
Grade 10	24	78	20	122				academic class
Grade 11	33	68	16	117				average
Grade 12	26	75	16	117				
Sped Gr 15	6	4	0	10				
Total	143	381	95	619	9			
Itnerant Services	0	0	0	0	1.5%			
Out of District	3	14	2	19				
Total	430	1220	238	1888	-8			
Percentages	26.06%	73.94%			-0.4%			

Note: Yellow indicates areas of concern.

Orange fill indicates imbalance between buildings.

Green indicates areas of major improvement.**

****As a comparison, cohort attrition going into FY17 found a net 44 middle school students leaving Monomoy and a net 39 high school students leaving Monomoy, largely for school choice (Nauset) and charter options. This loss of students as been cut almost in half (to only 24) at the middle school level, and has been fully negated at the high school level.**

Cohort Attrition (or gains) from FY17 to FY18	Chatham Harwich Choice TOTAL			
	Chatham	Harwich	Choice	TOTAL
CHATHAM ELEMENTARY				
Pre K				
K				
Grade 1	-1	-2	1	-2
Grade 2	2	-1	-1	0
Grade 3	-2	1	1	0
Grade 4	-4	0	-1	-5
	-5	-2	0	-7
HARWICH ELEMENTARY				
Pre K				
K				
Grade 1	1	-1	-1	-1
Grade 2	1	2	4	7
Grade 3	1	0	-1	0
Grade 4	0	-5	-1	-6
	3	-4	1	0
MRMS				
Grade 5	2	-1	1	2
Grade 6	-5	-13	1	-17
Grade 7	0	-12	3	-9
	-3	-26	5	-24
MRHS				
Grade 8	1	0	6	7
Grade 9*	0	-15	-4	-19
Grade 10	-1	4	-1	2
Grade 11	7	-1	0	6
Grade 12	0	-3	8	5
	7	-15	9	1
Total	2	-47	15	-30

*Gr 9 attrition to Cape Tech averages 20 students/yr.

The Gr 9 Harwich attrition (FY17 to FY18) from MRHS can largely be attributed to choice out to Cape Tech.

As a comparison, cohort attrition from FY13 to FY14 before the merger of the middle schools and high schools found a net gain of 13 elementary students, a loss of 26 middle school students, and a loss of 24 high school students.

Monomoy Enrollment numbers
 Comparing FY17 and FY18 October 1 Numbers

FY17	Chatham	Harwich	Choice	TOTAL	Sections	Calculated Avg. Class Size	Note
CHATHAM ELEMENTARY							
Pre K	21	0	0	21			
K	35	8	4	47	3	15.7	half-time aide
Grade 1	29	5	8	42	3	14.0	
Grade 2	41	5	11	57	3	19.0	
Grade 3	27	13	9	49	3	16.3	
Grade 4	41	10	11	62	3	20.7	
Total	194	41	43	278		18.5	School avg.
HARWICH ELEMENTARY							
Pre K	0	49	0	49			
K	1	93	4	98	5	19.6	full-time aide
Grade 1	2	88	5	95	6	15.8	
Grade 2	1	92	11	104	6	17.3	
Grade 3	3	82	12	97	5	19.4	
Grade 4	0	112	13	125	6	20.8	
Total	7	516	45	568		20.3	School avg.
MRMS							
Grade 5	29	105	15	149	8	18.6	
Grade 6	28	94	20	142	8	17.8	
Grade 7	31	83	21	135	8	16.9	
Total	88	282	56	426		17.8	School avg.
MRHS							
Grade 8	22	88	20	130	8	16.3	Grade 8 classes
Grade 9	25	74	21	120		17.0	Grade 9-12
Grade 10	26	69	16	111			academic class
Grade 11	26	78	8	112			average
Grade 12	29	74	19	122			
Sped Gr 15	6	7	2	15			
Total	134	390	86	610			
Itnerant Services	0	1	0	1			
Out of District	4	9	n/a	13			
Total	427	1239	230	1896			
Percentages	25.63%	74.37%					

**2017 Cohort Attrition -- Transfers out of Monomoy
Monomoy Regional Middle School
Based on October 1, 2017 Enrollment**

Grade (transitions)	Total
4 th to 5 th	9
5 th to 6 th	21
6 th to 7 th	14
Total	44

Relocated students School/Location	Total	Current Grade (number)
In State:		
Eastham ES	1	5
Barnstable United	1	5
Dartmouth MS	1	6
Nauset MS	1	6
Taunton Public Schools	1	7
Mattacheese MS	1	7
	Total In State: 6	
Out of State:		
Washington	1	5
Florida	2	5 (1); 7 (1)
Mississippi	1	6
New York	1	7
	Total Out of State: 5	
Total	11 (25%)	

Returned to original District (former SC students) Town of residence / School	Total	Current Grade (number)
Yarmouth / D-Y Public Schools	5	5 (2); 6 (1); 7 (2)
Brewster / CCLC	1	6
Eastham / CCLC	1	6
Yarmouth / Nauset MS	1	6
Yarmouth / CCLC	1	7
Total	9 (21%)	

School Choiced Out School/ Location	Total	Current Grade (number)
Cape Cod Lighthouse Charter	11	6 (9); 7 (2)
D-Y (Mattacheese)	1	7
Homeschooled	1	5
Nauset MS	9	6 (5); 7 (4)
St. Francis	2	5 (2)
Total	24 (54%)	

Positive trends:

Historical note:

**2017 Cohort Attrition -- Transfers out of Monomoy
Monomoy Regional High School**

Based on October 1, 2017 Enrollment

Grade (transitions)	Total
7→8	10
8→9	30
9→10	3
10→11	1
11→12	1
	45

School/Location	Total	Grade (number)
Nauset Middle School	4←	7→8
Friends Academy	1	7→8
Connections on-line learning	1	7→8
Dennis-Yarmouth	1	7→8
Out-of-district placement	1	7→8
CC Tech	21	9→10
Sturgis	6	9→10
Nauset	2←	9→10
Keystone	1	9→10
Moved off Cape	6	7→8 (2), 10→11 (3), 11→12 (1)
Bourne (for program with CCCC)	1	11→12
Total	45	

Positive trends: Since before regionalization, the net movement of high school students away from their home district has been a challenge for our two towns, as many families choose school choice and charter school options for their high school students. Monomoy's 2017 October 1 data indicates that the net movement of high school students out of the district has ended, and there is now a negligible net influx of high school students.

While six students enrolled in Monomoy in FY17 transferred out to Nauset Regional Schools (←), this was offset by seven students (←) transferring into Monomoy Regional from Nauset Regional School for the FY18 school year. Five of these former Nauset students transferring to Monomoy Regional High School were Harwich and Chatham resident students returning to their home district. Monomoy Regional High School also saw a student entering her 8th grade year transferring from Lighthouse Charter to rejoin her peers at our high school because of the offerings available at Monomoy's high school.

Historical note: The transition from Grade 8 to Grade 9 historically finds approximately 20 students from Monomoy electing for a vocational high school experience at Cape Cod Tech.

**2017 Cohort Attrition – Transfers into Monomoy
Monomoy Regional High School**

Based on October 1, 2017 Enrollment

Grade	Total
7→8	14
8→9	6
9→10	9
10→11	9
11→12	8
18-22 year old Program	2
	48

Resident Towns of “Transfer In’s”

Town of residence	Total# of Students
Harwich	18
Chatham	15
Yarmouth	5
Dennis	5
Barnstable	1
Orleans	1
Brewster	2
Eastham	1
Total	48

Where are kids coming from?

Sending School and/or Location	# of Students
St. Francis	4
Mattacheese Middle (D-Y)	3
D-Y Regional High School	3
Barnstable High School	2
Cape Tech	3
Nauset Regional Schools	7 ← (5 live in district, 2 live in Nauset district)
Connections on-line	4
Home schooling	1
Moved-in from out-of-state	8 Florida (2), Tennessee, Utah, Connecticut (2), Georgia, New Hampshire
Jamaica	5
St. Pius	1
Trinity Christian	1
Moved-in from out-of-state	1 (Shrewsbury)
Lighthouse Charter School	1 (Harwich resident 8 th grader)
Foreign exchange students	4
Total	48

What is a...

"Community Friend?"



The Monomoy Preschool classrooms include children who have special needs as well as children referred to as "Community Friends"

Our Community Friends help to model age-appropriate social, play, language and learning skills. We believe that every child in our school is a valued, participating member of the community and that children with and without disabilities benefit when they learn, work, and play together.

Preschool Mission

The Monomoy Regional Preschools strive to maximize the achievement of all our young students. We aim to provide children with high-quality social, language, and early academic experiences, which address each child's individual needs in an emotionally and physically safe environment. We follow developmentally appropriate, best practices for young children of all abilities, embracing diversity and by providing a standards-based curriculum.



Monomoy Regional Schools *Monomoy Regional School District is an equal opportunity employer and does not discriminate against any applicant based upon race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity or any other class protected by federal, state or local law.*

Monomoy Regional School District



MRSD Preschools
263 South Street
Harwich, MA 02645
P: 508-430-7216
F: 508-430-7232

MONOMOY PRESCHOOL PROGRAMS

Monomoy Integrated Preschool

Monomoy Integrated Preschool is a federally mandated program, designed to support children, ages 3-4 who have been identified with a disability. An integrated preschool classroom is one in which children with disabilities are included in a classroom with typically developing children who we call Community Friends.

There are AM and PM sessions, each are 2.5 hours in duration. Our classrooms are currently located at Harwich and Chatham Elementary School.

Tuition is \$150.00/month. There is a 75.00 deposit that will be applied to your child's first months tuition. Tuition is subject to a sliding scale.

Enrollment of Community Friends is based on the needs of our children with disabilities.



Make Way for Kids Preschool

Make Way for Kids Preschool supports high needs families living in Harwich and Chatham. The program is located in the Harwich Elementary School and is available up to five school days per week and follows the District's elementary school hours and calendar. Tuition is subject to a sliding scale.



To be eligible as a Community Friend for the Monomoy Preschool Programs, your child must:

1. Be Three on/or before September 1st
2. Have a birth certificate and copy of immunizations.
3. Provide proof of residence in Harwich or Chatham.

Related Documents - October 10, 2017 BOS Meeting

- 01 Agenda.pdf
- 02 Minutes - Sept. 25, 2017.pdf
- 03 Audit Representation Letter.pdf
- 04 Perks Recommendation.pdf
- 05 Remove Member Harwich Energy.pdf
- 06 Resignation from Bikeways.pdf
- 07 Public Safety Monitoring System.pdf
- 08 MRSD Report.pdf
- 09 Harwich Energy Comm Report.pdf
- 10 Draft Audit Management Letter.pdf
- 11A Habitat Redlined DHCD Agreement.pdf
- 11B Habitat Final DHCD Agreement.pdf
- 11C Habitat ZBA Decision.pdf
- 11D Habitat Project Maps.pdf
- 12 MMA Annual Meeting.pdf
- 13 Recycling Program Grant.pdf
- 14 Dept Weekly Reports.pdf
- 15 Committee Vacancies.pdf