

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, OCTOBER 2, 2017
6:30 P.M.**

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

OTHERS PRESENT: Assistant Town Administrator Charleen Greenhalgh, Matt Hart, Mary Maslowski, Ed McManus, Jack Brown, and others.

WEEKLY BRIEFING

Chairman MacAskill called for a moment of silence for all those who were injured or lost their lives in Las Vegas yesterday.

PUBLIC COMMENT/ANNOUNCEMENTS

No one appeared before the Board.

CONSENT AGENDA

- A. Approve Minutes:
 - 1. August 7, 2017 Executive Session
 - 2. September 18, 2017 Regular Session
- B. Approve the recommendation of award for the FY 2018 Road Salt Contract
- C. Committee Appointments:

Council on Aging	Joan Felahi	Angela Chilaka
Community Center Facilities	Angela Chilaka	
Board of Appeals (<i>Alternate</i>)	Michael Cupoli	
Harwich Energy Committee	Charles Czech	
- D. Approve the appointment of Amy Banford as Administrative Assistant for the Community Development Department
- E. Town Hall Hours – Veteran’s Day and Thanksgiving

Mr. Ballantine moved approval of Items A and B. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

Mr. Howell moved that we approve Joan Felahi as a full member of the Council on Aging with a term to expire 6/30/19, Michael Cupoli as an alternate member of the Board of Appeals with an expiration of 6/30/19, Angelina Chilaka to the Council on Aging as a full member with an expiration date of 6/30/19, Angelina Chilaka to the Community Center Facilities Committee with a full membership to expire 6/30/18, and Charlie Czech as a full member of the Harwich Energy Committee with a term to end 6/30/18. Ms. Brown seconded the motion. Mr. Howell noted that Mr. Czech anticipates being away from Town a lot and wanted to participate remotely. Ms. Brown said Mr. Howell was mistaken, and that Mr. Czech had recently bought land in the Carolinas and is anticipating building a house there over the next several years. She said he will not be participating remotely during this next year when

his expiration date is 6/18 and that Mr. Czech was speaking about the future as they were speaking about setting parameters for the Wastewater Support Committee. Mr. Howell noted for the record that Mr. Czech would be subject to the Charter requirements if he doesn't have a reason for not showing up. Chairman MacAskill stated that if he is going to miss more than three meetings then he should not take the position. The motion carried by a unanimous vote.

Mr. Ballantine moved approval of Item D. Chairman MacAskill seconded the motion for discussion. Mr. Howell expressed concern and asked to agenda 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. Ms. Brown questioned the process, who else applied, and questioned if the candidate is overqualified and if it is a strategic move to be an internal candidate for Mr. Banford's position when he retires. Ms. Kavanagh said she would like a better understanding of the process. She added that it would be a better process if they could have more information. Mr. Ballantine said he would have no problem with hiring someone that may set them up for a later appointment if that is to the welfare of the Town. He noted that the two family members do not work in the same department and he assumes that is our policy. Chairman MacAskill said he would agenda this for next week. He said past practice was for the Board to see the other applications but it is not past practice for the Board not to confirm appointments. He commented that he has no problem with someone being overqualified and that they can't vote on speculation. He pointed out that the Administrator laid out a process that is in the Board's packet and he has confidence that the process was done correctly. Mr. Howell added that he would feel uncomfortable, if they do have to reject someone, when they've already gotten an offer letter. Chairman MacAskill said he would agenda Mr. Howell's concerns. The motion carried by a 4-1-0 vote with Ms. Brown in opposition.

Ms. Greenhalgh explained Item E after which Mr. Ballantine moved to adopt the recommendations by the Town Administrator on the Town Hall hours for Veterans Day and Thanksgiving. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

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

Chairman MacAskill explained that the Superintendent had a schedule conflict and could not be present but he will be at the next meeting. Mr. Howell said he would like a graph of the number of students coming in and going out and where they're going and it should include the Charter schools. Mr. Ballantine said he would like a report on preschool offerings in different parts of the country.

- B. Annual Meetings with the Selectmen:

- 1. Waterways Committee

Mr. Hart, Chair, delivered the annual report of the Waterways Committee and took questions and comments from the Board.

- 2. Historic District/Historical Commission

Ms. Maslowski, Chair, delivered the annual report of the Historic District/Historical Commission and took questions and comments from the Board.

3. Real Estate and Open Space (rescheduled from 9/25)

No one appeared before the Board. Chairman MacAskill said he probably would not reschedule this.

C. Community Development Partnership & Cape Housing Institute – Andrea Aldana

Ms. Aldana, Director of Housing Advocacy for the Community Development Partnership, discussed the new Cape Community Housing Partnership program which is designed to increase the capacity of towns to meet the housing needs of their residents. She noted that they are partnered with Housing Assistance Corporation on this project. She outlined the upcoming training sessions through the Cape Housing Institute. Ms. Kavanagh said she would be attending. Mr. Howell urged that we recommend attendance to our regulatory boards particularly ZBA members.

D. Board of Selectmen FY 19 Budget Message

Mr. Ballantine said it would be good to have some type of revolving fund for maintenance as an override to keep up with our maintenance issues. Ms. Kavanagh said she liked the level staffing, as well as a creative Wastewater Reserve Fund and the idea of strategizing about how to better use our vehicles. Mr. Howell said we should start looking at things that are purchase requests and not aggregate them to make a bundle for a capital request. Chairman MacAskill said we need to nurture the buildings we have and stop spending at the rate we are. He said if we are going to create a fund this year it should be to start paying for wastewater. Mr. Brown, Finance Committee Chair, said it is essential that the message is explicit about staffing in each department. He stated that he is concerned about funding the Wastewater Reserve Fund and that the message doesn't deal with the Stabilization Fund which we are struggling with and he stressed that OPEB and Stabilization are more important to fund. He said we should consider aggressive leasing versus buying on our capital equipment. Chairman MacAskill said it should be a collaborative effort and we have to find a source to fund Wastewater. He stated that we have defined some sources for OPEB and there is always a line item for Stabilization. He added that when we look at Free Cash, the Finance Committee and Capital Outlay Committee need to provide input as to where it should go. Mr. Howell moved to accept the Board of Selectmen FY19 Budget Message as written. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

OLD BUSINESS

A. Community Preservation Committee Articles Discussion

Mr. Greenhalgh reported that today was the deadline for CPC applications and 12 to 15 have been submitted. She stated the West Harwich School was not going forward and the Recreation & Youth Committee pulled the new scoreboard for Whitehouse Field. She noted that the Harbor submitted an application for compliance with ADA. She answered questions from Ms. Brown regarding the Albrow House application.

B. Community Preservation Committee Available Funds

Chairman MacAskill noted that this is informational only and asked Ms. Coppola if the money is still being looked at in several categories for accuracy and if there are any discrepancies. Ms. Coppola responded that she has been doing significant research and has identified CPC funds that were put in the general fund and have moved them over.

NEW BUSINESS

A. Open Meeting Law Complaint – Revised posting

Chairman MacAskill described the Open Meeting Law Complaint from Ron Beatty regarding a revised Board of Selectmen agenda. He noted that Ms. Greenhalgh has drafted a response to the complaint which is in the Board's packet. Mr. Howell moved Ms. Greenhalgh's response and to authorize the Chair to sign. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

B. Wastewater Support Committee membership discussion

Mr. Ballantine stated that he put together a list of strengths based on experience to be considered for nomination to the Wastewater Support Committee which he outlined as follows:

- An understanding of the issues and goals of the CWMP
- Experience or a comfort level on their ability to do outreach and listen to residents
- Program management experience to keep track of CWMP deadlines
- Cognizant of seeking grant money and funding
- Some government business financial background
- Some grant writing background
- Selection of members based on balance of demographics, location, background

He stated that he hoped candidates would fill at least one of the above criteria, and hopefully more than one. Mr. Howell stated that we may or may not end up with some people from the former committee but there is a new criteria and they have to meet that. Ms. Kavanagh recommended holding meetings throughout Town.

TOWN ADMINISTRATOR'S REPORT

A. FY 19 Capital Budget Timeline and FY 19 Capital Budget Summary

Ms. Greenhalgh reviewed the Capital Budget Timeline and Summary. She noted that Mr. Clark has begun to meet with Department Heads and there have already been some changes. She said she would keep the Board informed.

B. Departmental Weekly Reports – September 18-23

Ms. Kavanagh stated that the Building Department's report indicates a massive increase in sign applications and questioned if that was correct. Ms. Greenhalgh said she would find out about that.

SELECTMEN'S REPORT

A. Goals and Objectives

Chairman MacAskill asked the Board to keep an eye on the items that have their names assigned to them. Ms. Greenhalgh said she would add the items to the Action Item Register.

B. Budget Warrant Timeline

No action was taken on this item.

C. Vacancy Listing

Chairman MacAskill reviewed the vacancies and noted that the Building Code Board of Appeals is totally empty. Mr. Howell stated that the fact that it is not populated has not really stalled anything and we may want to consider whether we want to consider having such a committee. Ms. Greenhalgh said she was not sure if this is a statutory committee and Chairman MacAskill asked her to look into it and report back. Mr. McManus said that it is a provision of the Mass State Building Code which the Board has adopted. He noted that the purpose is to provide a means for a building or architect who is proposing something that doesn't meet the strict interpretation of the building code, and they have been denied by the local building official, to have someplace to appeal it to. Chairman MacAskill said we need to know who acts in place of that. Mr. Howell questioned if the duties could be folded into the ZBA or Planning Board. Chairman MacAskill said he will put this back on the agenda in the next couple of weeks and Ms. Greenhalgh said she would do some investigating.

ADJOURNMENT

Mr. Howell moved to adjourn at 7:58 p.m. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

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