

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, SEPTEMBER 12, 2016  
6:30 P.M.**

**APPROVED**

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

**OTHERS PRESENT:** Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, Chief Guillemette, Sgt. Considine, Barbara Josselyn, Jeremy Gingras, and others.

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

**PUBLIC COMMENT/ANNOUNCEMENTS**

Chief Guillemette introduced new candidates for Emergency Telecommunication Dispatchers, Leathan Doig and Gabriella Parker, and provided background information.

**CONSENT AGENDA**

- A. Approve Minutes
  - 1. August 22, 2016 – Regular Session
- B. Confirm the appointment of Leathan Doig and Gabriella Parker as full-time Emergency Telecommunication Dispatchers with the Harwich Police Department effective September 13, 2016.
- C. Confirm approval of the New England Police Benevolent Association side letter of Agreement – Field Training Officer
- D. Approve Coastal Resiliency Grant award in the amount of \$187,500 for the Saquatucket Harbor Project and authorize the Town Administrator to act as signatory

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

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

- A. Annual Meetings with the Board of Selectmen:
  - 1. Architectural Advisory Committee

Ms. Josselyn, Chair, provided the annual report of the Architectural Advisory Committee and took questions and comments from the Board.

- 2. Brooks Academy Museum Commission

Mr. Gingras, Chair, provided the annual report of the Brooks Academy Museum Commission and took questions and comments from the Board.

## **OLD BUSINESS**

### **A. Confirm Community Center Room Use Fees as recommended by Facilities Committee**

Chairman MacAskill noted that this item was taken up last week at which time the Board asked Ms. Carey to follow up on specific questions and she has provided that information. Mr. LaMantia stated that they asked for information on the cost and the relationship of the cost to the fee level and the documents provided do not answer that question. He noted that the Community Center is occupied by three groups of people and we need to know how much one group accounts for; we need to have the cost for each of the three groups as well as who is responsible for the entrance hall etc. Chairman MacAskill said he recalls that they asked for who is using the rooms and cost comparisons with other towns. He said he doesn't recall saying they were looking for a detailed breakdown for each of these groups. He added that he thinks Mr. LaMantia's questions were asked in his liaison role when he attended a Facilities Committee meeting and he asked Mr. LaMantia to outline exactly what he is looking for.

Mr. LaMantia asked for the following information:

What costs apply to the rooms that they are responsible for, and either use as offices etc. and those that they rent out whenever they rent them out and also their share of the cost in general, the cost of what part of the front part of the building do they handle, what part of the kitchen should they pay for because there are people who use the kitchen. He said he cares about the fees in total and just needs some percentages.

Chairman MacAskill noted that Ms. Brown has recused herself from this conversation as she has a relative that is a subcontractor at the Community Center.

Chairman MacAskill questioned if they want to get into this level of detail in setting the room rates or do they just want to take the recommendation of the Facilities Committee and are we going to do this level of detail for each and every space we rent out in each department. He noted that the back-up he was looking for was a comparison of towns.

Ms. Kavanagh also questioned what level of detail they want to get into as the list can go on and on and include other costs such as insurance. She added that she felt that her questions had been answered.

At Chairman MacAskill's request, Ms. Carey responded to questions regarding the number of people using rooms and why we charge a room rate for a rental instead of providing a service and taking a percentage.

Chairman MacAskill asked Mr. LaMantia to clarify his question. Mr. LaMantia asked what is the total cost of the building which should be charged to the Facilities group and how much do they collect in total. Ms. Carey responded that to date this year the revenue taken in for room rentals is about \$10,545 in comparison to FY 15 which was \$15,910. Mr. LaMantia said he wants the revenue including last year and what she thinks it will be this year.

Mr. Clark cautioned that we need to set fees that are realistic to the marketplace and if we are trying to do a full cost recovery, the fee structure may be out of whack although he feels it is important that we get the information and noted that we need to get a rate structure particularly as we will be discussing the middle school building use shortly. Mr. LaMantia noted that he did not say we should match the fees with the costs.

Ms. Kavanagh moved to confirm the Community Center Room Use Fees as recommended by the Facilities Committee and included in the information we have tonight. Chairman MacAskill seconded the motion and the motion carried by a 2-1-0 vote with Mr. LaMantia in opposition.

## **NEW BUSINESS**

### **A. Amend the Free Cash Policy – *first reading***

Mr. LaMantia referred to the Board of Selectmen's Free Cash Policy from 2006 and commented that we are not following the guidance of the Department of Revenue on how we handle fees. He provided a rough draft of a revised policy and asked the Board to review it keeping in mind that the percents are not correct as he took them out of the old document. Mr. Clark discussed municipal finance with regard to fees and free cash and commented that elements of this policy make sense but need some tweaking. He stressed that we are currently AA rated and we want to be a AAA rated town. Chairman MacAskill asked Mr. LaMantia and Mr. Clark to meet to go over this and come up with a draft for first reading. Ms. Kavanagh stated that as much as we have to be fiscally smart this is not a business and we have to remember we are serving all the taxpayers. Ms. Brown commented that the Town is a whole and there are certain aspects of a business that are going to generate revenue and certain aspects that are going to be a drain and we need to be mindful of that going forward and take care of each other. Mr. LaMantia responded that this is not a plea to have everyone cover their costs. The Board agreed that Mr. LaMantia should meet with Mr. Clark on this.

## **TOWN ADMINISTRATOR'S REPORT**

### **A. Budget/Warrant Timeline**

Mr. Clark outlined the Budget/Warrant Timeline and the Board agreed to review and bring back next week for a vote.

Mr. Clark reported that the inverter at Library doesn't work and Mr. Libby has gotten in touch with the technician who said he would look at expediting repair work. He suggested having Town Counsel look at the contract and we should consider next steps including accelerating installing a generator which is on the capital list for FY19. He asked the Board to consider having a Town Meeting in the Fall. He noted that there is money in the Stabilization Fund to resolve the issue and recommended waiting to see what the Facilities Manager says before they make a decision. He noted that if there is a resolution amounting to under \$50,000 we can use the Reserve Fund. Mr. LaMantia stressed the need to make repairs right away as this building is highly utilized and school is back in session. Ms. Kavanagh agreed and said we need to look seriously at a generator

ASAP. Mr. Clark said he would have staff put together a timeline as to how to call a Special Town Meeting.

Mr. Clark reported that there is a Board policy for Town Administrator evaluation which he was not familiar with and it is in the Board's packet for information. He added that he has provided financial information on the Albro House as well.

## **SELECTMEN'S REPORT**

### **A. Committee Vacancy List**

Ms. Kavanagh read the committee vacancy list.

## **ADJOURNMENT**

Chairman MacAskill adjourned the meeting at 8:00 p.m.

Respectfully submitted,

Ann Steidel  
Recording Secretary

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**MEMORANDUM**

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**TO:** SELECTMEN  
**FROM:** JEREMY GINGRAS, BROOKS ACADEMY MUSEUM CHAIR  
**SUBJECT:** REPORT  
**DATE:** 9/12/16  
**CC:** CHRISTOPHER CLARK

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**Committee Attendance:**

Committee attendance is good, we have four out of five members so we make the meetings when there is availability. This may not always be every month, but certainly when issues and action needs to be addressed.

**Membership Issues:**

With the resignation of Patti Smith, BAMC has had a vacancy for almost a year now.

**Plans and Goals for 2016-2017:**

**Brooks Academy** This year was a good year for BAMC. We began working on a plan for Brooks Academy Museum and received approval at the 2014 Annual Town Meeting for a preservation study. Our goal for 2016-2017 will be to hire a historic preservationist and facilitate a historic preservation and restoration plan for Brooks Academy. We will use this plan to develop a long-range strategy for the building. We are currently working on bids/quotes for items that we have already identified as priorities. These items include the restoration of the cupola, restoration/replacement of a door to its original window, window well restoration and more. This process has taken longer than anticipated, but we are learning a lot as other similar projects are happening around town.

**Crowell Barn:** The Crowell Barn is nearing completion. There are only a handful of punch list items and then the installation of lights to complete. The barn grounds have been used by the Historical Society for events and people have been able to visit the property to see the progress.

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## FREE CASH POLICY

The Town must have the ability to react and respond to emergencies. Circumstances ranging from natural disasters to economic downturns can put significant strains on finances. Reserves, including free cash and the stabilization fund, are an important indicator of our readiness to deal with the unexpected. The Board will attempt to maintain total certified free cash and stabilization at no less than 7% - 8% of general fund expenditures, as of June 30 of each year.

### Sources of Free Cash

Free cash is certified at end of fiscal year operations, as of June 30, each year. Free cash is generated in many ways, but there are two principal sources. They are unused budget and Article appropriations returned to the general fund at year end; and 3) real estate and personal property taxes from a prior fiscal year.

In order to insure the fees as estimated are collected, the Board of selectmen shall attempt to maintain a 10%-15% margin between estimated and actual local receipts when developing a revenue plan for each coming year. These fees will not automatically be converted to free cash. Rather, in the following year when total fees have been collected, the available funds will be assigned back to the division, department or activity that generated these funds for expenditure on their projects. The regular expenditure approval process shall be followed.

In addition, these funds during the initial year may be used to respond to emergencies as indicated in the first paragraph of this document.

### Uses of Free Cash

Free cash should only be used for non-recurring expenditures, and is an inappropriate source of funds to support the operating budget of the Town. It is the Town's goal that the total annual appropriation of free cash for non-recurring expenditures should leave a balance, which when added to the stabilization funds will equal 5% of the general fund expenditure. The board should evaluate projected future year local receipts when setting a level for free cash spending each year.

ADOPTED: July 31, 2006

AMENDED:

## Related Documents - 9/12/16 BOS Meeting

- 01 Agenda.pdf
- 02 Minutes - Aug 22.pdf
- 03 Dispatcher Appt - Doig.pdf
- 04 Dispatcher Appt - Parker.pdf
- 05 NEPBA side letter.pdf
- 06 Coastal Resiliency Grant.pdf
- 07 Annual Meetings.pdf
- 08 Community Center Fees.pdf
- 09 Harwich Release Form.pdf
- 10 Middle School Room Info.pdf
- 11 Free Cash Policy - Policy Development.pdf
- 12 Budget Warrant Timeline.pdf
- 13 Committee Vacancies.pdf