

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, DECEMBER 7, 2015  
6:30 P.M.**

**APPROVED**

**SELECTMEN PRESENT:** Brown, Cebula, Hughes, LaMantia, MacAskill

**OTHERS PRESENT:** Town Administrator Christopher Clark, Chief Clarke, Deputy Chief LeBlanc, Assistant Town Administrator Charleen Greenhalgh, Chief Clarke, Brad Willis, Peg Rose, Shannon McManus, Bob MacCready, Randall Pond, John Stewart, Town Counsel John Giorgio, Paula Champagne, Meggan Tierney, Sally Urbano, Lou Urbano, Brooke Williams, 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 where they dealt with an employee complaint.

**PUBLIC COMMENT/ANNOUNCEMENTS**

A. Accept proceeds from the Irish Pub Road Race for the Harwich Fire Department

Chief Clarke accepted a check in the amount of \$500.00 for the Harwich Ambulance Fund from Brendan O'Reilly of the Irish Pub. Chief Clarke and Deputy Chief LeBlanc thanked Mr. O'Reilly on behalf of the Department and the Town.

Firefighter Brad Willis announced the Homeless for the Holidays food and toy drive event at Brooks Park.

Ms. Rose announced that the Milton Welt mural will be unveiled on January 2, 2016 at 10:00 a.m. at the Community Center and there will be a reception immediately following.

**CONSENT AGENDA**

- A. Approve Minutes –
  - 1. November 16, 2015 Regular Meeting
  - 2. December 1, 2015 Executive Session
- B. Approve the resignation of Danette Gonsalves as a member of the Wastewater Implementation Committee
- C. Approve the recommendation of the Town Engineer and the Golf Committee to award the contract for grounds improvements to the Cranberry Golf Course to Bowditch Excavating in the amount of \$31,300
- D. Accept various donations to the Council on Aging Gift Fund in the amount of \$405.00
- E. Approve application for Road Race by Irish Pub for August 6, 2016
- F. Approve modifications to the job description for the Director of Assessing

G. Authorize the Chairman to sign Declaration of Support for Mosquito Control Funding for FY 2017

Ms. Brown 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. Joint Interview with Harwich Housing Authority to fill Interim vacancy

The Board and the Housing Authority interviewed Sandra M. Woodbridge to fill the interim vacancy on the Housing Authority. The following members of the Housing Authority were present: Robert MacCready, Shannon McManus, John Stewart, and Randall Pond. Mr. MacCready moved that Sandra Woodbridge be elected to the open seat on the Harwich Housing Authority. It was noted that this was to fill the unexpired term. Mr. Pond seconded the motion and the motion carried by a unanimous vote.

B. Update on Accela permitting software – *Paula Champagne*

Ms. Champagne provided a Power Point presentation on the Accela software package. She stated that the vision they thought they would get in the sales pitch was different then their needs in the Health Department. Ms. Champagne and Ms. Tierney provided a Power Point presentation to the Board on the Accela software. She explained that they needed a complete data management system and what was being offered and marketed was pretty much electronic permit filing. She noted that they go hand in hand but are two different things. She stated that they worked with the consultant and after one and a half years of design, they broke down the package and started over to design a program to meet the complexities of the permitting departments. She explained that they started a testing phase in May, that it has been six months now and it has been a challenge. She stated that they are still going through the glitches but have had a lot of successes and they are still developing the program in house. She pointed out that there have been huge obstacles with public records law and security. She noted that this is an unsecure program and they are working with the consultant on this. She commented that it is a long range program that they are still building on but they have made great advancements with the system. Ms. Champagne took questions and comments from the Board. Chairman Hughes said the Board should revisit this in March.

**OLD BUSINESS**

- A. Tax Title research authorized by the 2011 Special Town Meeting (Article 9) in the amount of \$50,000 for Community Preservation designated parcels – *discussion and possible vote* (Please note this item was taken up immediately after the Joint Interview with the Harwich Housing Authority)

Attorney Giorgio explained that he had been asked what would be the best mechanism for the Town to employ in order to ensure this is an appropriate use of CPA funds and also to comply with those conditions that were contained in the Town Meeting vote. He reported that he and Mr. Clark have had some back and forth on this and the Community Preservation Committee and Real

Estate and Open Space Committee has been involved as well. He stated that he has come to the conclusion that the best way to ensure that the intent of Town Meeting is carried out and also the CPA itself is complied with is that we enter into a grant agreement and he has drafted one. He explained that the agreement would be signed by the Board of Selectmen and Treasurer, who is responsible for bringing tax title properties to foreclosure in the tax title court and then Town Meeting would transfer control of the properties from the Treasurer to a specific use. He noted that the agreement lays out the process whereby appropriate parcels would be identified by the Real Estate and Open Space Committee, and the Community Preservation Committee would make a report to the Board that the parcels identified qualify for acquisition for a specific CPA purpose after which the Town can proceed through the Treasurer's Office to do the kind of title research that would be necessary to bring the parcels through the tax title process. He noted that the money to do this has been appropriated, it's been on the books since 2011, and is available to spend so long as we follow the conditions. He pointed out that if a taking is challenged in any way, the agreement indicates that the Board of Selectmen will sponsor an article at a future Town Meeting to return any money expended on a particular parcel back to the CPC under "Undesignated Fund Balance." He commented that it is a novel approach, but it is something the Town wanted, so they designed a process which he believes is legally defensible under conditions set by Town Meeting. In response to concerns by Mr. MacCready, Mr. Giorgio said he would be happy to revise language in the agreement to make it broader to include other committees besides Real Estate and Open Space such as the Housing Committee and even the Community Preservation Committee if they would like. He suggested the language "The Treasurer, in consultation with the appropriate Town boards, including the Housing Committee, Real Estate and Open Space and the Community Preservation Committee..." Mr. MacCready said he would like to discuss it with his committee. Chairman Hughes recommended getting back together after Mr. MacCready reviews it with his committee. The Board took comments from Lou Urbano, Sally Urbano, and Brooke Williams. Mr. Giorgio said he would provide a revised document. Chairman Hughes said he would like to hear from the Town Planner regarding proposed parcels as well and he would like to bring this item back in January.

## **NEW BUSINESS**

### **A. Wastewater Moment – Muddy Creek Bridge restoration timeline**

Mr. Clark highlighted the key points of the Muddy Creek Bridge restoration timeline and noted that we are in the preliminary stages of getting the third grant for the project.

## **TOWN ADMINISTRATOR'S REPORT**

### **A. Budget Warrant Timeline update:**

1. Submission of departmental warrant articles – Friday, December 4
2. B O S review and discussion of potential warrant articles moved to Dec. 14

Mr. Clark reported that he should have a rough draft of warrant articles for next week's meeting.

### **B. Budget planning and Joint Selectmen/Finance Committee Hearings**

Mr. Clark noted that he put together a schedule for budget presentations as well as a list of standard questions so people are prepared for their presentations. Ms. Cebula stressed the need to get the information in advance from the departments. Mr. Clark said he would bring it up at the department head meeting.

### **SELECTMEN'S REPORT**

Ms. Brown reported that a citizen approached her at the recent Harwich Port stroll to express concern with the fact that we don't shut down Route 28 for these events.

Ms. Cebula reported that she completed her work on the Committee Handbook and it is with the Town Clerk. She stated that the book should be given out electronically.

### **ADJOURNMENT**

The meeting adjourned at 8:21 a.m.

Respectfully submitted,

Ann Steidel  
Recording Secretary

## Related Documents - December 7, 2015 BOS Meeting

- 01 Agenda.pdf
- 02 Minutes - 11-16-15.pdf
- 03 Resignation.pdf
- 04 CVCG Grounds Improvements Contract.pdf
- 05 COA Gifts.pdf
- 06 Irish Pub Road Race.pdf
- 07 Assessing Director Job Description.pdf
- 08 Mosquito Control FY 17.pdf
- 09 Housing Authority Interview.pdf
- 10 Accela Update.pdf
- 11 Tax Title Research.pdf
- 12 KP - Acquisition of Tax Title Parcels.pdf
- 13 Muddy Creek Timeline.pdf
- 14 Budget Timeline changes.pdf
- 15 Budget Planning - Joint Meetings.pdf