

Town of Sandwich

THE OLDEST TOWN ON CAPE COD

130 MAIN STREET
SANDWICH, MA 02563

E-MAIL: selectmen@townofsandwich.net

E-MAIL: townhall@townofsandwich.net



BOARD OF
SELECTMEN

TOWN
MANAGER

TEL: 508-888-4910 AND 508-888-5144

FAX: 508-833-8045

BOARD OF SELECTMEN & PLANNING BOARD AGENDA

TOWN CLERK
TOWN OF SANDWICH

JUL 16 2019

2 H 14 M P M
RECEIVED & RECORDED

July 18, 2019 – 5:30 P.M.
Sandwich Town Hall – 130 Main Street

1. Convene Open Session in Auditorium
2. Executive Session – M.G.L. c.30A, §21(a) – The Chair declares that having an open session may have a detrimental effect upon the Town's bargaining, litigating, or negotiating position, as applicable.
Purposes #3: Litigation Strategy & Updates, including following Cases & Issues:
Alger, et.al. v. Sandwich Shores Association, et. al.; Autumnwood LLC v. Zoning Board of Appeals; Idlewild Acres, LLC v. Conservation Commission; McMahon v. Chief of Police; Harbormaster v. Timothy Bishop; Sullivan, et. al. v. Heritage Planation of Sandwich, Inc., et. al.; Carr-Kirk v. Zoning Board of Appeals; Flight v. Police Department; Gill v. Chief of Police; Larkin v. Chief of Police; Zeglen v. Town of Sandwich; Wamester, et. al. v. Conservation Commission
3. Pledge of Allegiance
4. Review & Approval of Minutes – 6/27/19, 7/11/19
5. Public Forum (15 Minutes)
6. Town Manager Report
7. Correspondence / Statements / Announcements / Future Items / Follow-up (10 Minutes)
8. Staff Meeting
Joint Meeting with Planning Board – Joint Vote to Fill Elected Planning Board Vacancy through May 2020 – Sarah Regan
9. Old Business
 - Recommendation to Authorize Appointment of Assistant Town Manager
 - Accounting Office Transition – Internal Signing of Warrants
 - Veteran's Graves Officer Appointment – Rob Dinan
 - Other Matters Not Reasonably Anticipated by the Chairman
10. New Business
 - Report on Any Approved Vendor & Payroll Warrants
 - Other Matters Not Reasonably Anticipated by the Chairman

Rene A. Hamill

7/16/19

11. Public Forum (15 Minutes)
12. Closing Remarks
13. Adjournment

Next Meeting: August 1, 2019 – 7:00 P.M., Sandwich Town Hall

Rhona McNeill 7/16/19

Town of Sandwich
THE OLDEST TOWN ON CAPE COD



Planning Board

16 Jan Sebastian Drive
Sandwich, MA 02563
Phone: 508-833-8001
Fax: 508-833-8006
Email: planning@townofsandwich.net

July 3, 2019

SELECTMEN

David Sampson, Chair
Sandwich Board of Selectmen
130 Main Street
Sandwich, Massachusetts 02563

R .JUL 03 2019 D
E C E I V E

Reference: Planning Board Vacancy

Dear Chair Sampson and Members of the Board:

I am writing to inform you of the recent resignation of Robert Prol from the Sandwich Planning Board. Mr. Prol's resignation will be effective July 31, 2019. At the July 2, 2019 meeting of the Planning Board, the Board discussed making a new appointment to fill Mr. Prol's remaining one-year term. This position will expire at the next Annual Town Election on May 7, 2020.

Ms. Sarah Regan, 42 Triangle Circle, Sandwich, MA has submitted a letter of interest to the Planning Board for its consideration. After discussing Ms. Regan's qualifications, Mr. Cubetus made a motion of recommendation to the Board of Selectmen that Sarah Regan be appointed to the unexpired Planning Board term of Robert Prol. Ms. Reisig seconded the motion. The vote was unanimous.

Very truly yours,

Robert E. King, Chairman
/mdm
Enclosure

Sarah M. Regan
42 Triangle Circle
Sandwich, MA 02563
(774)313-9454

June 11, 2019

Robert King
Chairman Planning Board
Office of Planning & Development
Jan Sebastian Drive
Sandwich, MA 02563

SELECTMEN

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Dear Mr. King,

As a former member of the Planning Board, I would like to offer to serve on the board by appointment if any member of the board is no longer able to serve.

I chose not to run for my three year seat in May of 2019 because I was not certain I could commit to three years. However, I would be able to serve for one year if you need a board member until May of 2020.

Thank you for your consideration of my offer.

Respectfully,

Sarah M. Regan

RECEIVED
JUN 27 2019
PLANNING BOARD



PART I ADMINISTRATION OF THE GOVERNMENT

TITLE VII CITIES, TOWNS AND DISTRICTS

CHAPTER 41 OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS

Section 11 Appointment to fill vacancy in town office

Section 11. As used in this section, the term "vacancy" includes a failure to elect. If a vacancy occurs in any town office, other than the office of selectman, town clerk, treasurer, collector of taxes or auditor, the selectmen shall in writing appoint a person to fill such vacancy. If there is a vacancy in a board consisting of two or more members, except a board whose members have been elected by proportional representation under chapter fifty-four A, the remaining members shall give written notice thereof, within one month of said vacancy, to the selectmen, who, with the remaining member or members of such board, shall, after one week's notice, fill such vacancy by roll call vote. The selectmen shall fill such vacancy if such board fails to give said notice within the time herein specified. A majority of the votes of the officers entitled to vote shall be necessary to such election. The person so appointed or elected shall be a registered voter of the town and shall perform the duties of the office until the next annual meeting or until another is qualified.

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BOARD OF
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FAX: 508-833-8045

MEMORANDUM

TO: Board of Selectmen
FROM: George H. Dunham, Town Manager
DATE: July 15, 2019

SUBJECT: Recommended Candidate for Assistant Town Manager Vacancy

The purpose of this memorandum is to provide you with background information about my recommended candidate for the Assistant Town Manager position vacancy. We received seventy-three resumes for this position. The interview team, which consisted of Board of Selectmen Chair David Sampson, former Board of Selectmen Chair and member Susan James, Human Resources Director Marie Buckner, and I, interviewed four candidates. The candidate pool, especially those individuals we interviewed, was excellent.

After consideration and discussion amongst the interview team, we unanimously recommend that the Board authorize me to appoint Heather B. Harper to the position of Assistant Town Manager. If approved as recommended, it is expected this appointment will be effective on or about Monday, August 14, 2019, based on such terms and conditions as she and I mutually agree.

Ms. Harper has a very impressive work background which includes twenty-one years as Assistant Town Manager in the Town of Falmouth, MA where she was responsible for a wide variety of highly responsible, leadership and supervisory work in all areas of municipal management. The areas of her involvement and experience include capital planning, budget preparation, improving community relations, departmental reorganization, labor relations, public bidding, procurement and oversight of large school and town building and construction projects to name just a few. During this same tenure in Falmouth, she also served as Interim Town Manager twice, once for a one-year term when they were in transition between Town Managers. With Ms. Harper's long-term service as both a Town Manager and Assistant Town Manager, there really is not a single area of municipal management with which she is not familiar.

Despite her many talents and extensive experience, Ms. Harper expressed no desire to serve as the Town Manager in anything but a temporary capacity. Looking for a change, in 2016 she joined the staff of the Cape Cod Commission as a Housing Specialist. In a short period, her talents and leadership skills were recognized and she was promoted to the position of Chief of Staff where she currently provides internal management, leadership, and technical work on a variety of regional land use matters. Her experience in public sector government employment is far reaching and impressive.

Ms. Harper holds both a Bachelor's and a Master's Degree from the University of Massachusetts, Amherst, and has a notable list of other credentials from national organizations recognizing her experience and expertise in both town management and town and regional planning. I have attached her resume and cover letter which further outline her long and distinguished tenure as a public employee here on Cape Cod.

References describe Ms. Harper as a very smart, articulate, and trustworthy team player who is an excellent communicator. Supervisors and colleagues, several of whom have known and/or worked with her for many years, commend her for her strong leadership and management skills and her ability to forge positive, long lasting working relationships with all she comes into contact. She was also described as being friendly, cooperative, and a pleasure to work with.

References further expressed their confidence that Ms. Harper would make a very smooth transition and, with her extensive experience, would be able to "hit the ground" running as the Assistant Town Manager. In addition to her credentials and work history, the interview team was also very impressed with her excellent communication skills and her professional, quietly competent demeanor. We feel she will be an excellent addition to the leadership team in Sandwich and that she will quickly be able to make a positive impact with her existing knowledge base and skill set.

On a personal note, I have known Heather well for about twenty years. She is a person of exceptional character and integrity who combines this with a great sense of humor, humility, and dedication to the profession of local government management. Her colleagues respect her immensely, asking her to serve in national roles related to our profession, and her abilities in wide-ranging areas are recognized by all. Sandwich would be incredibly fortunate to have Heather working on its behalf.

Thank you for your consideration of this recommendation to authorize me to appoint Heather B. Harper as Assistant Town Manager.

Attachment: Harper Resume

cc: Human Resources Director

#39

ROR 6/11/19

RECEIVED

JUN 11 2019

TOWN OF SANDWICH
HUMAN RESOURCES DEPARTMENT

Town of Sandwich
Assistant Town Manager Search
130 Main Street
Sandwich, MA 02563

Via email: hr@townofsandwich.net

June 11, 2019

RE: Assistant Town Manager

Dear Mr. Dunham (Bud),

The Town of Sandwich has exciting, carefully planned community projects and initiatives on the near-term horizon that will shape the future of the community. I have unique professional experiences and skills that are a great fit for Sandwich and I hope to contribute to your team as you meet the challenges that lie ahead.

My public construction experience includes serving as staff lead on a variety projects from feasibility phase through design, construction and operations. These have included the Main Street revitalization, historic public library addition and renovation, town hall renovation and recently the feasibility study for new Senior Center, joint dispatch center and a two-phase Energy Services Project (ESCO). I have experience supporting the development of a comprehensive wastewater management plan, including two wastewater treatment facility upgrades and 1,400 unit sewer service area expansion. I also have experience with municipal water systems including planning for the first surface drinking water treatment facility on Cape Cod.

Guidance, support and counsel from smart, dedicated public managers, colleagues, elected and appointed board and committee members have contributed to my strong working knowledge in all areas of general government. It is a privilege to work with an outstanding team at the Cape Cod Commission. This work has deepened my knowledge of issues of regional concern and sharpened my thoughts on our role in local government as we rise to meet these challenges. My passion is local government.

I hope to talk confidentially with you and your selection team about my genuine interest in serving the Town of Sandwich.

Sincerely,

Heather B. Harper
508-524-6224

Heather B. Harper

23 Sunrise Lane
East Falmouth, MA 0236
508-524-6224
hbharper@comcast.net

EXPERIENCE

June 2016-Present

Chief of Staff/Housing Specialist

Cape Cod Commission, Barnstable County

Internal Management & Leadership and technical work on a variety of regional land use, regulatory, housing and economic development projects and programs including strategies for a multi-year regional strategy to promote housing development in designated activity areas. Project Manager for Hyannis GIZ renewal including infrastructure analysis, and Community Resiliency by Design program.

1996 – June 2016

Town of Falmouth, Falmouth, Massachusetts

Assistant Town Manager Progressively responsible work in all areas of municipal management including; labor relations and human resources, health insurance & reform, annual budget preparation & presentation, capital planning, golf course management, energy resources, strategic planning, community relations, departmental reorganization and succession planning, building design & construction procurement and oversight, land use & development review, grant writing & administration.

Acting Town Manager (Intermittent temporary assignment as needed in transitions; including 1 year term)

1994-1996 Martha's Vineyard Regional Planning Commission

Oak Bluffs, Massachusetts

Economic Development/Regional Planner

EDUCATION

University of Massachusetts, Amherst, Master of Regional Planning

University of Massachusetts, Amherst, BDIC, Bachelor of Arts, Urban History

Ealing College, London, England

CREDENTIALS/BOARD AFFILIATION

ICMA Credentialed Manager (2009-2016)

American Institute of Certified Planners, AICP 2018

Cape Cod Municipal Health Group, Steering Committee, Past Member

Falmouth Housing Trust, Board Member

Community Development Partnership, Eastham, Board Member

HONORS

ICMA Regional Vice President 2009 – 2012

Accepted EOAAA Award for Renewable Energy on behalf of Town of Falmouth

Accepted Falmouth Beautification Council Award for Main Street Revitalization

Supporter - Audubon Award – Falmouth Country Club

EDIC Professional Merit Award, 2000

Governor Furculo Award, Outstanding Intern of the Year, University of Massachusetts, 1991

Dunham, George

From: Dunham, George
Sent: Monday, July 15, 2019 1:57 PM
To: Jennings,William
Cc: Crocker, Kimberly
Subject: RE: Selectmen Meeting - Warrant Notice

Will do! Thanks for the head's up. I will definitely mention this on Thursday night.

- Bud

From: Jennings,William
Sent: Monday, July 15, 2019 9:53 AM
To: Dunham, George
Cc: Crocker, Kimberly; Jennings,William
Subject: Selectmen Meeting - Warrant Notice
Importance: High

Hi Bud,

Kim and I met with Emily this morning to go over the transition period after Mimi's departure. One thing came up in regards to the warrants. Emily thought the Selectmen should be made aware that until Mimi's replacement is in place that Kim as Assistant Town Accountant would be signing warrants.

Could you make sure that are made aware of this during your Town Manager's report at the next meeting for us ?

Thanks,
Bill

Bill Jennings
Treasurer/ Collector
Town of Sandwich



Phone: (508) 888-6508 - Treasurer's Office
(508) 833-8012 - Tax Collector Office
Fax: (508) 888-8655