

SELECTMEN'S MEETING AGENDA (REVISED)

*Griffin Room, Town Hall
Executive Session 6:00 P.M.
Regular Meeting 6:30 P.M.
Monday, June 15, 2015*

- I. **CALL TO ORDER**
- II. **EXECUTIVE SESSION** – Pursuant to M.G.L. Ch. 30 A, Section 21(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel – Police Chief Contract; and pursuant to M.G.L. c.30A, § 21(a)(3) to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares – Manager's Union/S.E.I.U.
- III. **PLEDGE OF ALLEGIANCE**
- IV. **WEEKLY BRIEFING**
- V. **PUBLIC COMMENT/ANNOUNCEMENTS**
- VI. **CONSENT AGENDA**
- A. Approve Minutes –
 - 1. May 11, 2015 Regular Meeting
 - 2. May 18, 2015 Executive Session
 - 3. June 9, 2015 Interview Sub-committee
 - B. Approve FY16 Committee Re-appointments
 - C. Approve FY16 Miscellaneous Appointments
 - D. Approve FY16 Annual Police Appointments
 - E. Approve plan for volunteer painting of the Albro House
 - F. Approve new Common Victualler application for Scribano's Italian Market & Deli
 - G. Approve Catch Basin Contract extension
 - H. Approve vacation carry-over for Town Administrator
- VII. **PUBLIC HEARINGS/PRESENTATIONS** (*Not earlier than 6:30 P.M.*)
- VIII. **OLD BUSINESS**
- A. Wastewater Educational Moment – Paula Champagne, Health Director – *discussion*
 - B. Selectmen's Rules and Responsibilities – *continued discussion*
 - C. Selectmen's FY 16 Goals and Objectives – *discussion and possible vote*
- IX. **NEW BUSINESS**
- A. Consideration of disposal fee reduction costs for the "At Our Gate Program" sponsored by the Council on Aging – *discussion and possible vote*
 - B. Proposal to update committees – *discussion and possible vote*
 - C. New Police Chief Contract – *discussion and possible vote*
- X. **TOWN ADMINISTRATOR'S REPORT**
- A. Generator repairs at the Community Center
- XI. **SELECTMEN'S REPORT**
- A. No Selectmen's meeting on June 22, 2015 – start of the summer meeting schedule
- XII. **ADJOURNMENT**

**Per the Attorney General's Office: The Board of Selectmen may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business." If you are deaf or hard of hearing or a person with a disability who requires an accommodation contact the Selectmen's Office at 508-430-7513.*

Authorized Posting Officer:

Posted by: _____
Town Clerk

Sandra Robinson, Admin. Secretary

Date: _____
June 11, 2015

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, MAY 11, 2015
6:30 P.M.**

SELECTMEN PRESENT: Ballantine, Cebula, Hughes, LaMantia, McManus

OTHERS PRESENT: Town Administrator Christopher Clark, John Rendon, Amy Usowski, Roman Greer, Heinz Proft, Jeremy Gingras, Peter Piekarski, Bob Fratus, Jim Cheverie, Jerry Beltis, Anne Howe, Lou Urbano, Matt Hart, Noreen Donahue, Allin Thompson, Dave Young, Chris Harlow, and others.

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

PUBLIC COMMENT/ANNOUNCEMENTS

Jim Cheverie read a statement regarding the taking of land by eminent domain for a wastewater treatment plant or effluent recharge zone. He noted that no map was provided at Town Meeting and no one knew where it was. He expressed concern about setback requirements and that it is in the Six Ponds District of Critical Concern as well as in a residential district. He asked that the question be taken off the ballot or be made non-binding until further details can be worked out.

Bob Fratus stated that he is the closest abutter and has not received any notice. He disputed that it is 25 acres. Chairman Ballantine stated that they have no intention of putting up a treatment plant there in the short or long term but a site is needed in case we ever need to bring recharge back here. He stressed that the issues would have to be discussed and debated at Town Meeting.

Pete Pierkarski asked why abutters hadn't been notified. Chairman Ballantine responded that there have been a series of advertised public meetings as well as a flyer in the tax bill.

Jerry Beltis commented that this goes against the Six Ponds area which was supposed to protect the ponds and aquifer.

Ann Howe said she contacted the Chief Herbatologist of the National Park Service and asked him to investigate the salamander and box turtle population there. She added that she also contacted the Trustees of the Reservation and Mass Audobon and asked them to work in conjunction to purchase that land for conservation now. She said she would prefer to see this withdrawn.

The Board did not take any action.

Chairman Ballantine announced that May 15th is Peace Officers Memorial Day

CONSENT AGENDA

A. Approve Minutes

1. April 6, 2015 Regular Session
 2. April 13, 2015 Regular Session
 3. April 27, 2015 Regular Session
- B. Accept resignation of Pauline Ashton from the Treasure Chest Committee
 - C. Approve appointments to Bikeways Committee, Historic District/Historical Commission, Real Estate and Open Space, Pleasant Bay Alliance, COA and By-Law Charter Review Committee
 - D. Approve application for assistance from the Caleb Chase Fund as recommended
 - E. Approve the donation of \$100 to the Community Center Gift Account in memory of Sheldon Thayer
 - F. Confirm the Town Administrator's appointment of Patricia Sampson to the position of Administrative Assistant in the Town Accountant's Office
 - G. Approve mailing Housing Rehab flyer from Community Development Partnership with tax bills
 - H. Approve the 6th Annual Harwich Chamber of Commerce 5K Road Race to be held on June 27, 2015
 - I. Approve request by Police Chief to lower flags to half-staff on May 15, 2015 in honor of Peace Officers Memorial Day
 - J. Approve Cranberry Festival Craft Shows to be held on July 11 & 12, August 8 & 9, and September 19 & 20
 - K. Approve Hawkers & Peddlers License for Sea Street Productions LLC d/b/a Salt Dock Food Truck
 - L. Approve Entertainment License for Sea Street Productions LLC d/b/a Salt Dock Food Truck

Mr. McManus moved approval of the Consent Agenda and the recommended actions thereon with the exception of Item J which he asked to take up separately. Chairman Ballantine asked to hold Items K and L. Mr. Hughes seconded the motion. The Board and Mr. Hooper expressed their gratitude for the exemplary work of Ms. Ashton at the Treasure Chest. The motion carried by a unanimous vote.

Mr. Hughes moved to approve Item J. Ms. Cebula seconded the motion. The motion carried by a 4-0-0 vote. Mr. McManus recused himself from the vote as he is an officer of the Cranberry Festival.

With regard to Items K and L, Ms. Cebula noted that the applicant is going to the Planning Board for special permits tomorrow. Ms. Cebula moved to approve Items K and L contingent on them receiving their special permits from the Planning Board. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

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

A. Public Hearing – Proposed Disposal Area Fees – *discussion and possible vote*

Mr. McManus read the hearing notice into record. Mr. Hooper made the following disposal area fee recommendations for FY16:

Increase Residential Sticker fee to \$160 from \$140
Increase Non-Resident Sticker fee to \$180 from \$160
Increase no sticker fee to \$10 from \$8
Increase Commercial MSW to \$85 from \$80
Increase couch fee to \$15 from \$10
Increase TV fee to \$15 from \$10

Mr. Hooper took questions from Lou Urbano, Errol James and Jim Cheverie after which Chairman Ballantine closed the public hearing. Mr. McManus moved to approve the Transfer Station rate increases as proposed. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

B. Saquatucket Development Committee presentation – *discussion*

Matt Hart, Chair, outlined the Committee's report (see attached). Ms. Usowski and Mr. Rendon provided a site plan of the property (attached) and discussed the environmental aspects of property including that the entire property is in a flood zone and is an environmental concern. They noted areas where very little activity could take place and noted limitations for activities on the property. Mr. Rendon stated that they are doing this for safety and efficiency of operation at the harbor as well as to attract the public and to generate additional revenue. He noted that changes include addition of a boardwalk which would provide accessibility to the eastern end of harbor. Ms. Usowski stated that this is just preliminary and they will be back with more concrete ideas. Mr. Hughes said there should be a study with regard to parking and Mr. McManus stressed the importance of the design being in keeping with the area. Mr. Hart noted that the committee will be having another meeting next week.

C. Wastewater Implementation Committee cost recovery proposal – presentation and discussion by Chris Harlow and David Young from CDM Smith

Dave Young presented a Power Point presentation to the Board entitled "Recommended Cost Recovery Model for Wastewater Program Implementation" which is on file in the Selectmen's Office. He stated that the Water Implementation Committee is looking for the Town to at least adopt an initial policy for recovering costs for implementing this program. He took questions from the Board regarding cost recovery as well as from Noreen Donahue and Lou Urbano. Chris Harlow asked what else the Board wants them to do. The consensus of the Board was to take the document to a public hearing at a joint meeting of the Board and the Wastewater Implementation Committee.

OLD BUSINESS

A. Town Administrator's review – *discussion and possible vote*

Chairman Ballantine stated that the Board members have given him their individual reviews of the Town Administrator and that Mr. Clark has submitted his self-evaluation. He noted that he has written a summary document which he outlined. Mr. Hughes recommended that for any area that Mr. Clark received a low score he should come back with an action plan. Mr. McManus moved to

accept the performance review. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

NEW BUSINESS

A. Golf Instructional License at Cranberry Valley Golf Course – *discussion and vote to sign License Agreement*

Mr. Hughes moved, based on the recommendation of the Director of Golf, that we enter into the license agreement proposal with Miller Golf Cape Cod. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

TOWN ADMINISTRATOR'S REPORT

The Town Administrator provided an update on the Police Chief search.

ADJOURNMENT

Mr. McManus moved to adjourn the meeting at 10:11 p.m. Ms. Cebula seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary



Selectmen's Office, Town Hall

732 Main Street, Harwich

Interview / Nominations Sub-committee

Tuesday, June 9, 2015

MEETING MINUTES

In Attendance: Michael MacAskill, Angelo LaMantia, Linda Cebula

Open Meeting At 10:00

*Discussion on the process of Re-Appointments for FY 2016.
Review of FY 2016 Appointments and Approved for Selectmen's
Meeting Monday June 15, 2015.*

*Discussion on the process and how it has been done to date,
Agreed to have open discussion with entire board in the future
on changing or not.*

Meeting closed at 11:15

Respectfully Submitted,

Michael MacAskill



TO: Board of Selectmen
 FROM: Angelo La Mantia, Michael MacAskill
 Interview/Nominations Sub-committee
 RE: FY 2016 Committee Re-appointments
 DATE: June 15, 2015

The Selectmen's Interview/Nomination Sub-committee submits the following list of annual committee/board/commission re-appointments. These terms expire on June 30, 2015 and we recommend that the Board vote to re-appoint all to new terms.

COMMITTEE	FIRST	LAST	EXPIRATION
Agricultural Commission	Wayne	Coulson	2018
Agricultural Commission	Laura	Schaub	2018
Architectural Advisory Committee	Anthony	Compton	2018
Architectural Advisory Committee	Nancy	Pollard	2018
Bikeways Committee	Bruce	Paige	2018
Bikeways Committee	Francis	Salewski	2018
Board of Appeals	John	Burke	2018
Board of Appeals (Alternate)	Joseph	Campbell	2018
Board of Appeals	David	Ryer	2018
Board of Assessors	Richard	Waystack	2018
Board of Health	Pamela	Howell, RN	2018
Board of Health	Mary Jane	Watson	2018
Brooks Academy Museum Commission	Jeremy	Gingras	2018
Brooks Academy Museum Commission	Peggy	Rose	2018
Brooks Academy Museum Commission	Sandra	Hall	2018
Brooks Academy Museum Commission	Barry	Knowles	2018
By Law and Charter Review Committee	Anita	Doucette	2018
Capital Outlay Committee	Richard	Larios	2018
Capital Outlay Committee	Christopher	Harlow	2018
Cemetery Commission	Cynthia	Eldredge	2018
Community Preservation Committee	Cindi	Maule	2018
Community Preservation Committee	Katherine	Green	2018
Conservation Commission	Bradford	Chase	2018
Conservation Commission	John	Rossetti	2018
Constables	Gerald	Beltis	2018
Constables	David	Robinson	2018
Council on Aging	Adrienne	Johnson	2018
Cultural Council	Anne	Leete	2018
Cultural Council	Deborah	Ferry	2018
Forest Committee	Raymond	Thacher	2018
Forest Committee	Hugh	Millar	2018

COMMITTEE	FIRST	LAST	EXPIRATION
Golf Committee	Robert	Kingsbury	2018
Golf Committee	Jeff	Williams	2018
Golf Committee	John	Moretti	2018
Harwich Housing Committee	Cindi	Maule	2018
Historical/Historic District Commission	Barbara	Dowd	2018
Historical/Historic District Commission	Jeanne	Steiner	2018
Planning Board	Peter	De Bakker	2018
Planning Board (alternate)	Larry	Brophy	2018
Real Estate and Open Space	Robert	Thomas	2018
Real Estate and Open Space	Elaine	Shovlin	2018
Real Estate and Open Space	Katherine	Green	2018
Recreation and Youth Commission	John	Mahan	2018
Recreation and Youth Commission	David	Sadoski	2018
Recreation and Youth Commission	Lee	Culver	2018
Registrars	Raymond	Gottwald	2018
Saquatucket Development	Larry	Brophy	2016
Saquatucket Development	Kent	Drushella	2016
Saquatucket Development	Dean	Knight	2016
Saquatucket Development	Matt	Hart	2016
Saquatucket Development	Amy	Usowski	2016
Saquatucket Development	John	Rendon	2016
Shellfish Constables	James	Coyle	2018
Shellfish Constables	Ronald	Saulnier	2018
Shellfish Constables	Dean	Knight	2018
Trail Committee	Ronald	Saulnier	2018
Trail Committee	Wayne	Kucha-Stone	2018
Treasure Chest Committee	Deborah	Delaney	2018
Treasure Chest Committee	Sheila	Eldredge	2018
Treasure Chest Committee	Nancy	DeDominici	2018
Utility and Energy	Barry	Worth	2018
Voter Information Committee	Peggy	Rose	2018
Wastewater Implementation Committee	Allin	Thompson	2018
Wastewater Implementation Committee	Danette	Gonsalves	2018
Waterways Committee	Mort	Terry	2018
Waterways Committee	Joseph	Johnson	2018
Waterways Committee	Daniel	Casey	2018
Youth Services Committee	Robin	Titus	2018

2015-2016 Selectmen's Miscellaneous Appointments
 1-year terms

Mr.	Lincoln	Hooper	DPW	Barnstable County Waste Management Advisory
Mr.	Lee	Culver	Emergency Mgmt.	Barnstable County Regional Emergency Planning Committee
Deputy Chief	Kent	Farrenkopf	Fire	Barnstable County Regional Emergency Planning Committee (Alternate)
			Vacant	Cape Cod Regional Transit Authority Representative
Mr.	Chris	Nickerson	DPW	Cape Cod Joint Transportation Committee Representative
Mr.	David	Spitz	Planning	Cape Cod Joint Transportation Committee Representative
Mr.	Lee	Culver	Emergency Mgmt.	Director of Emergency Management
Chief	Norman	Clarke	Fire	Forest Warden
Chief	Norman	Clarke	Fire	Hazardous Materials Coordinator
Dr.	Carol A.	Topolewski		Health Officer
Deputy Chief	Kent	Farrenkopf	Fire	Local Emergency Planning Committee
Ms.	Paula	Champagne	Health	Local Organizing Committee On Hazardous Waste
Chief	Norman	Clarke	Fire	Municipal Coordinator for Toxic Waste
Captain	Buck	Mabile	Fire	Right-To-Know Coordinator for Hazardous Materials
Chief	Norman	Clarke	Fire	Oil Spill Coordinator
Mr.	Heinz	Proft	Nat. Recourses	Shellfish Constable
Mr.	Lincoln	Hooper	DPW	Tree Warden



HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7542

Fax 508-432-2530



WILLIAM A. MASON
Chief of Police

Harwich Police Department Memorandum

TO: Board of Selectmen

FROM: Bill Mason
Chief of Police

DATE: June 10, 2015

SUBJECT: Annual Appointments

The following is a list of annual appointments for the Harwich Police Department by assignment and rank for fiscal year 2016.

Chief: (To Be Announced)

Deputy Chief: Thomas A. Gagnon

Administrative Lieutenant: John F. Sullivan Jr.

Patrol Lieutenant: Kevin M. Considine

Sergeant: David J. Jacek,
Richard Campbell
Adam E. Hutton
Robert C. Brackett
Aram V. Goshgarian

Officers:

Jonathan L. Mitchell	Jeffrey F. Davis
Robert D. Hadfield	Michael E. Porter, Detective
Neil A. Nolan	T. Paul Ulrich, Detective
Thomas D. Clarke	Paul Boorack
Joseph A. Labelle, Dectective	
Marc W. Harris, Detective (Court Prosecutor)	
Richard E. Bultrick	Derek J. Dutra
Mark T. Holmes	Keith T. Kannally
Amy R. Walinski	Peter P. Petell
James R. Connery	Keith A. Lincoln
Brendan R. Brickley	Tyler J. Vermette
John J. Larivee	Thomas G. Griffiths
Tegan M. DeBaggis	Philip M. Southworth

Harwich Police Department – Memorandum

June 5, 2014

Page 2 of 3

**CHIEF, LIEUTENANT, AND SERGEANT APPOINTMENTS ALSO CARRY
APPOINTMENTS AS THE "ASSISTANT HARBORMASTER".**

**ALL OF THE ABOVE APPOINTMENTS SHOULD CARRY THE PHRASE "KEEPER OF THE LOCK-UP"
AND "AGENTS FOR LICENSING AUTHORITY UNDER CHAPTER 138 M.G.L.**

The following individuals should be appointed as Year Round Special Officers/Keeper of the
Lock-Up:

Lynda J. Brogden-Burns
John J. Burns
Robert E. Currie
John F. Sullivan Sr.
Katie Varley
W. Mark Shelley
John E. Warren
Robert F. Horgan

The following individual has been appointed as Parking Clerk:

Stephen Cody

The following individuals should be appointed as Year Round Special Officer/Non-enforcement
Police Chaplain:

Bishop James F. David
Pastor Tiffany Nicely Holleck

The following individual should be appointed as Year Round Special Officer/Non-enforcement
Elder Affairs:

Donna I. Tavano

The following individuals should be appointed Matrons/Keeper of the Lockup:

Patricia Scarnici
Janet Radiewicz

ALBRO HOUSE VOLUNTEER
PAINTING EFFORT

Paintalbro@yahoo.com

Project will rely on volunteers. Professional painters ,as well as individuals with varying experience.

Paint colors will be those chosen by Historical Commission and I belive approved by Selectman.

The garage will not be part of this project

The interior of the house is off limits to Volunteers

All volunteers will follow guidelines set up by town Administrator and town's insurance policy.

David Spitz will supervise as representative for the town.

Sean and his crew will replace approximately 16 foot of planking and clapboards as needed

The volunteer's efforts will be directed by Lou Urbano

This project is not intended as a restoration project, but maintenance.

SCOPE

Scrape all loose paint down to bare wood

Primer all surfaces

Cover ground with tarps when scraping and painting

Adequate drying time between coats

Paint one coat of primer and one or two coats of finish paint as necessary

All attempts will be made to cluster work so an area can be finished and not checker boarded

Occasional loose clapboards to be nailed with galvanized nails

Expected time to finish project 4 to 8 weekends.

VOLUNTEERS

Paperwork will be signed by each volunteer and given to Administrator

Each Volunteer will give an emergency contact number

No Volunteers will work on areas beyond reach unless they have appropriate insurance.

Each volunteer will work in a designated area and be given an assignment to accomplish.

Each assignment will be gauged so it can be completed in a 2 hour period

Volunteers can sign up for a 2, 4 or 6 hour shift

It is expected that a total of 20 individuals will volunteer 4 hours each .

Unknown how many professional will be available

Paperwork from each person will be collected prior to starting work by Lou or his designee on site .

Lou or his designee will be on site while work is being done.

TOWN RESPONSIBILITIES

Supervise work through David Spitz and Chris Clark

Replace wood deemed necessary by town maintenance

Provide release for Volunteers

Inform Departments of the Albro house project

Signs soliciting funds in conspicuous public places (wish list)

Sign up sheets and financial contribution explanation (wish list)

Agree to colors chosen by Historical Committee

Work on a plan to maintain the exterior of the building on a scheduled maintenance program (wish list)

PAINT AND SUPPLIES

Lou will solicit donations from Paint stores for Paint and supplies to augment financial donations.

Both individuals and
business will be solicited

Financial donations will be made in care of Town of Harwich / Albro house

All monies will be given to finance department

Lou will prime the pump and buy primer and tools to start the project.

It is estimated that 22 gallons of paint will be required and between paint and supplies \$2000

Should volunteer funds not reach the total Lou will find the means to purchase

WORK ABOVE REACH View from the top of Albro house.

Only properly insured individuals will be allowed to work above reach .

It is expected that painting professionals will volunteer to paint and scrape highest areas.

If professionals don't volunteer then a lift will be rented to do those areas beyond the reach of ladders

Ladder work will be done by individuals accustomed to working on ladders and having proper insurance.

Dates for painting (approximate)

June. 8 to 14 - Lou and 2 Volenteers with painting experience to paint side facing Verizon
June. 15 to 21 - finish porch and area next to porch and upper porch
June. 22 to. 28. - finish front of house and lower level facing Town Hall

July. 6 to 12 - Finish side facing Town Hall
July. 13 to 20.- Paint back side lower areas
July. 21to. 27 - Finish back side

It is expected most work will occur on weekends with occasional work days should that be convenient to paint high areas for professionals

INCENTIVES

Professionals who donate time will be able to place lawn signs for a 30 day period advertising their services
Any business in town donating funds will be allowed to place a lawn sign at Albro house advertising their bussiness for 30 days.

Should enough money be raised for the project and extra funds be left over then a "thank you "advertising will be placed in the paper listing companies and painters who participated.

It is hoped that a sign would be put in the community center asking Town People to support the efforts to paint the Albro house.

SCHEDULING

An info sheet will be taped on the door at the Albro house with my email address.

All volunteers will sign in each time they volunteer and will indicate if they have previously signed the waiver.
Of course all new volunteers will sign waivers.

Can town put a banner on the town's website asking for painting volunteers with the following address to sign up

paintalbro@yahoo.com

Can town authorize and post signs in community center asking for volunteers to paint Albro house with email address of paintalbro@yahoo.com

A sign will be provided by Volunteers to put in front of Albro house asking for help to paint the house. Sign up here

THE "PAINTING NOT FOR YOU" ? VOLUNTEERS

donations of food and water

barbecue grilling

music or band with music to paint by

watchers in chairs

popcorn machine

Hawaiian ice cart

MONEY DONATIONS MOST APPRECIATED

Sandy Robinson

From: Christopher Clark
Sent: Wednesday, June 10, 2015 11:24 AM
To: Sandy Robinson
Cc: louis urbano
Subject: FW: Albro house

Sandy,

Please include in BOS package.

Chris

Christopher Clark
Town Administrator
Town of Harwich
732 Main Street
Harwich, MA 02645
Tel. 508.430.7513
Fax.508.432.5039
cclark@town.harwich.ma.us

From: louis urbano [mailto:louis_urbano@yahoo.com]
Sent: Wednesday, June 10, 2015 10:16 AM
To: Christopher Clark
Subject: Albro house

In reference to painting the Albro House .

I have purchased 2 test kits and will be at house today and you are welcome to check with me. Whether positive or negative all Volunteers will adhere to recommendations put out by Federal Agency's in reference to painting exterior of buildings.

As stated on light scraping is within the scope of the project. When scraping areas will be sprayed with water before scraping and after. Everyone working on the project will be given literature on Lead Paint and dangers should the house test positive. Tarps will collect any scraping and chips and dust collected will be placed in plastic bags and disposed of properly.

Appreciate this be part of info on Albro House

Lou

Sent from Yahoo Mail for iPad



OFFICE OF THE SELECTMEN
 732 MAIN STREET
 HARWICH, MA 02645
 508-430-7513

APPLICATION FOR COMMON VICTUALLERS LICENSE

Fee: \$50

New application
 Renewal

Annual
 Seasonal

of seats 52
 Opening date May 15, 2015 Est.

In accordance with the provisions of the Statutes relating thereto, application for a Common Victuallers license is hereby made by:

Business Name Scribano's Inc Phone 774. 722 5772

Doing Business As (d/b/a) Scribano's Italian Market & Deli

Business Address 302 Route 28, Harwich Port, MA 02646

Mailing Address same as above

Email Address scribs2015@gmail.com

Name of Owner Mark Beni

(If corporation or partnership, list name, title and address of officers)

Mark Beni, President, 25 Wood Pine Ct, Eastham, MA 02642

Mara De Poalo, Treasurer, 19 Mount Pleasant Rd, Morristown, NJ 07960

Mark Beni President 47-3206996
 Signature of applicant & title Mark Beni Social Security # or Federal I.D. # 47-3206996

Pursuant to MGL Ch. 62c, Sec. 49A, I certify under the penalties of perjury that to the best of my knowledge and belief I have filed all state tax returns and paid all state taxes required under law.

Mark Beni
 Signature of individual or corporate name

By Mark Beni
 Corporate officer (if applicable)

REGULATORY COMPLIANCE FORM

The premises to be licensed as described herein have been inspected and found to be in compliance with applicable local codes and regulations, including zoning ordinances, health regulations and building and fire codes.

[Signature]
 Building Commissioner

Paul Champagne
 Board of Health

[Signature]
 Fire Department

Required signatures to be obtained by the applicant prior to submission of new applications.



TOWN OF HARWICH

DEPARTMENT OF PUBLIC WORKS

273 Queen Anne Road • P.O. Box 1543 • Harwich, MA 02645

Telephone (508) 430-7555

Fax (508) 430-7598

MEMORANDUM

TO: Board of Selectmen

FROM: Lincoln S. Hooper, Director 

DATE: June 9, 2015

RE: Catch Basin Contract Extension

On July 29, 2013, the Town of Harwich awarded a contract to Robert B. Our Co, Inc. in the amount of \$144,465 for catch basin replacement and installation. Under this contract, the DPW installed 24 drainage systems totaling \$97,835 thus far in FY 15 and is currently installing another 11 systems. The Our Co. has performed all requested work in a professional and timely manner and has consistently exceeded our expectations. Given this past performance, I am recommending that the Town exercise its option to extend this contract for a period of one (1) additional year, as outlined in item #6 in "Instructions to Bidders", under the same terms and conditions as specified in the Contract Agreement dated July 22, 2013.

Attached is the Contract Extension Agreement between Robert B. Our Co. and the Town, which has been signed by the contractor and requires your signatures. Thank you for your consideration in this matter.

Attachments: Contract Extension Agreement



TOWN OF HARWICH

DEPARTMENT OF PUBLIC WORKS

273 Queen Anne Road • P.O. Box 1543 • Harwich, MA 02645

Telephone (508) 430-7555

Fax (508) 430-7598

TOWN OF HARWICH CONTRACT EXTENSION AGREEMENT CATCH BASIN REPLACEMENT AND INSTALLATION

Agreement is made this 15th day of June, 2015, between the Town of Harwich (hereinafter referred to as "OWNER") and Robert B. Our Co., Inc. (hereinafter referred to as "CONTRACTOR").

Whereas the OWNER wishes to exercise its option to extend the Contract (dated July 22, 2013) under the same terms, conditions and estimated quantities for an additional one (1) year period, as outlined in item #6 in "Instructions to Bidders", and under the same terms and conditions as specified in the Contract Agreement dated July 22, 2013. This extension is subject to the availability and appropriation of funds and receipt of the contractor's current insurance certificate.

FOR The Contractor
Robert B. Our Co., Inc.

COPY

FOR The Owner
Town of Harwich

BOARD OF SELECTMEN



REQUEST FOR VACATION CARRYOVER
FROM FY15 TO FY16

DATE OF REQUEST:

6/10/15

REQUEST FROM:

Christopher Clark

NUMBER OF DAYS OF VACATION REQUESTED FOR CARRYOVER FROM
FY15 TO FY16:

Up to 10 days

SIGNATURE OF

APPROVED BY

DATE



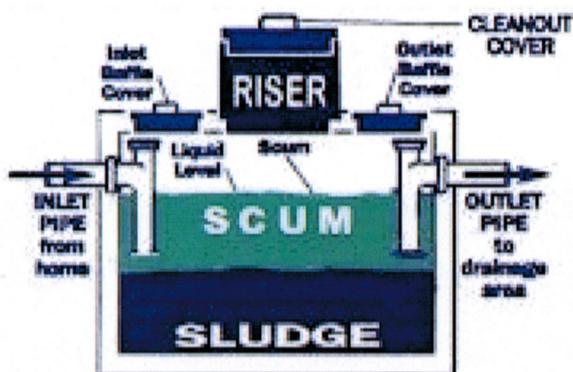
Published on Harwich MA (<http://www.harwich-ma.gov>)

Home > Health > Septic Systems and Title 5 > Septic Systems and Title 5

BOARD OF
HEALTH
WEBSITE

Septic Systems and Title 5

Septic System Maintenance



Neglected Tank

- [Septic Systems/Title 5 - care and maintenance, FAQ, etc.](#) -

LINKS TO
DEP WEBSITE

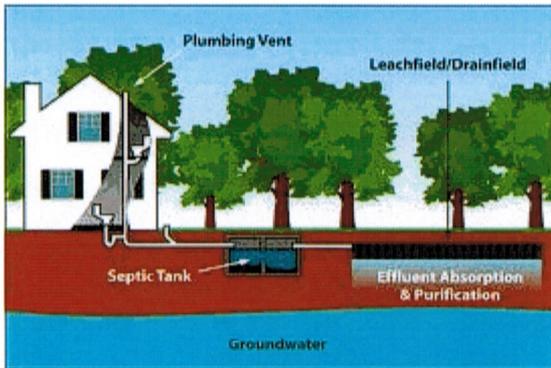
Selling your property?

Prior to selling, conveying or transferring title to real property situated in the Town of Harwich, the owner shall have an inspection of the existing residential, commercial or industrial sewage disposal system. The inspection may only be performed by a Registered Professional Engineer, Registered Sanitarian, or a System Inspector (system inspector must also be certified in Harwich). The system inspection is the responsibility of the owner of the property prior to real estate transfer. Please give yourself enough time for this inspection in case there are any unexpected problems.



- [Real Estate Transfers \(Regulations, Inspection Addendum, Waiver form\)](#)
- [List of local Engineers, Sanitarians, and Title 5 Inspectors](#)
- [Massachusetts Title 5 Inspection Form](#)
- [Town of Harwich Title 5 Inspection Addendum Form](#)

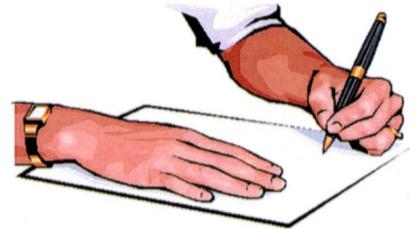
Need a new septic system?



- The process for homeowners - HOW to START! Sewage Disposal Permit Instructions
- List of local Engineers, Sanitarians, and Title 5 Inspectors
- List of Septic Installers licensed in the Town of Harwich
- Low interest LOAN Program for failed septic systems (through Barnstable County)

Applications and fees

- Sewage Permit Application CHECKLIST for Septic Installers
- Installer's License application (annual renewal)
- Trench Permit (test holes)
- Septic System and BOH Hearing Fees



Regulations

- State - Title 5 (with changes)
 - changes to Title 5 effective January 2014
- Local Board of Health Regulations

Source URL: <http://www.harwich-ma.gov/health/pages/septic-systems-and-title-5>



The Official Website of the Executive Office of Energy and Environmental Affairs

Energy and Environmental Affairs

EEA Home > Agencies > MassDEP > Water Resources > Wastewater & Septic > Septic Systems/Title 5

Septic Systems/Title 5

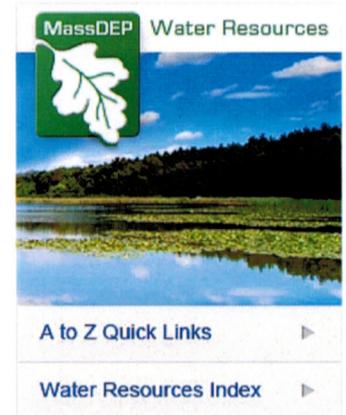
- ▼ [About Septic Systems & Title 5](#)
- ▼ [Care & Maintenance](#)
- ▼ [Inspection & Repairs](#)
- ▼ [New Construction](#)
- ▼ [Innovative/Alternative Technology](#)
- ▼ [Rules & Regulations](#)
- ▼ [Policies](#)
- ▼ [Guidance](#)
- ▼ [Permits & Forms](#)
- ▼ [Related Links & Resources](#)

About Septic Systems & Title 5

- [Title 5 General Information: Frequently Asked Questions](#)
Who regulates septic systems, what is a septic system, what is maximum feasible compliance, and more.
- [Title 5/Septic Systems Glossary](#)
Unofficial definitions of terms used throughout Title 5 and in the septic-system industry.

Care & Maintenance

- [Septic System Additives Allowed for Use Under Title 5](#)
Septic-system chemical additives permitted for use in Massachusetts. Most recent update July 21, 2014.
- [Caring for your Septic System: A Reference Guide for Homeowners](#)
Homeowners' guide to proper upkeep of a septic system.
- [Consumer Protection Tips: Septic System Inspections and Repairs](#)
Information to help homeowners make the right decisions about who to hire for septic system maintenance and how to finance repairs if they are needed.
- [How Do I as a System Owner Properly Care for my Septic System?](#)
Quick list of do's and don't's for owners of septic systems.
- [How Failing Septic Systems Can Be Hazardous to Your Health](#)
The effects and impacts of failing septic systems on human health and the environment.
- [Septic System Maintenance: Frequently Asked Questions](#)
Common questions about septic system maintenance.
- [Grease Traps](#)
Grease traps should be inspected monthly and must be cleaned by a licensed septage hauler whenever the level of grease is 25% of the effective depth of the trap, or at least every three months, whichever is sooner.
- [Grease Trap Advisory](#)
Advisory on how to comply with both Title 5 and the state Plumbing Code when designing and installing grease traps.
- [How Often Should I Pump Out my Septic Tank?](#)
Regular maintenance will ensure that your septic system works well over time.
- [Nonresidential Septic System Users](#)
Information for schools, hospitals, and businesses with septic systems.



[A to Z Quick Links](#) ▶

[Water Resources Index](#) ▶

[Water Resources Contacts](#) ▶



The Official Website of the Executive Office of Energy and Environmental Affairs

Energy and Environmental Affairs

EEA Home > Agencies > MassDEP > Water Resources > Wastewater & Septic > Caring for Septic System: Reference Guide for Homeowner

Caring for your Septic System: A Reference Guide for Homeowners

Caring for Your Septic System

(Conventional Septic System, Innovative/Alternative (I/A) System, or Cesspool)

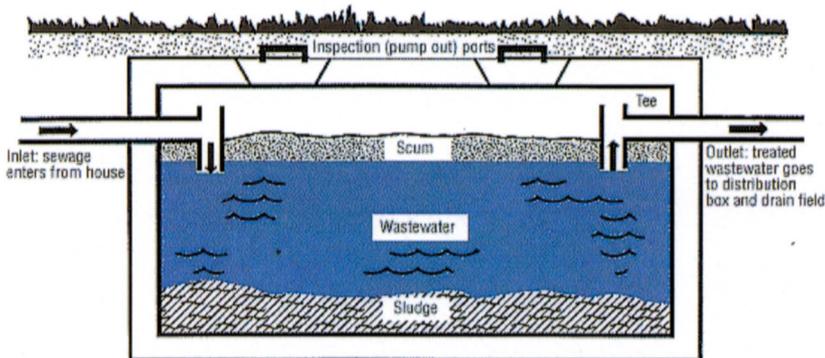
The accumulated solids in the bottom of the septic tank should be pumped out every three years to prolong the life of your system. Septic systems must be maintained regularly to stay working.

Neglect or abuse of your system can cause it to fail. Failing systems can

- cause a serious health threat to your family and neighbors,
- degrade the environment, especially lakes, streams and groundwater,
- reduce the value of your property,
- be very expensive to repair,
- and, put thousand of water supply users at risk if you live in a public water supply watershed and fail to maintain your system.

Be alert to these warning signs of a failing system:

- sewage surfacing over the drainfield (especially after storms),
- sewage back-ups in the house,
- lush, green growth over the drainfield,
- slow draining toilets or drains,
- sewage odors.



Tips to Avoid Trouble

DO have your tank pumped out and system inspected every 3 to 5 years by a licensed septic contractor (listed in the yellow pages).

DO keep a record of pumping, inspections, and other maintenance. Use the back page of this brochure to record maintenance dates.

DO practice water conservation. Repair dripping faucets and leaking toilets, run washing machines and dishwashers only when full, avoid long showers, and use water-saving features in faucets, shower heads and toilets.

DO learn the location of your septic system and drainfield. Keep a sketch of it handy for service visits. If your system has a flow diversion valve, learn its location, and turn it once a year. Flow diverters can add many years to the life of your system.

DO divert roof drains and surface water from driveways and hillsides away from the septic system. Keep sump pumps and house footing drains away from the septic system as well.

DO take leftover hazardous household chemicals to your approved hazardous waste collection center for disposal. Use bleach, disinfectants, and drain and toilet bowl cleaners sparingly and in accordance with product labels.

MassDEP
Water Resources

A to Z Quick Links
▶

Water Resources Index
▶

DON'T allow anyone to drive or park over any part of the system. The area over the drainfield should be left undisturbed with only a mowed grass cover. Roots from nearby trees or shrubs may clog and damage your drain lines.

DON'T make or allow repairs to your septic system without obtaining the required health department permit. Use professional licensed contractors when needed.

DON'T use commercial septic tank additives. These products usually do not help and some may hurt your system in the long run.

DON'T use your toilet as a trash can by dumping nondegradables down your toilet or drains. Also, don't poison your septic system and the groundwater by pouring harmful chemicals down the drain. They can kill the beneficial bacteria that treat your wastewater. Keep the following materials out of your system:

NONDEGRADABLES:

grease, disposable diapers, plastics, etc.

POISONS:

gasoline, oil, paint, paint thinner, pesticides, antifreeze, etc.

Septic System Explained

Septic systems are individual wastewater treatment systems (conventional septic systems, innovative/alternative (I/A) systems, or cesspools) that use the soil to treat small wastewater flows, usually from individual homes. They are typically used in rural or large lot settings where centralized wastewater treatment is impractical.

There are many types of septic systems in use today. While all systems are individually designed for each site, most systems are based on the same principles.

A Conventional Septic System

A conventional septic system consists of a septic tank, a distribution box and a drainfield, all connected by pipes, called conveyance lines.

Your septic system treats your household wastewater by temporarily holding it in the septic tank where heavy solids and lighter scum are allowed to separate from the wastewater. This separation process is known as primary treatment. The solids stored in the tank are decomposed by bacteria and later removed, along with the lighter scum, by a professional septic tank pumper.

After partially treated wastewater leaves the tank, it flows into a distribution box, which separates this flow evenly into a network of drainfield trenches. Drainage holes at the bottom of each line allow the wastewater to drain into gravel trenches for temporary storage. This effluent then slowly seeps into the subsurface soil where it is further treated and purified (secondary treatment). A properly functioning septic system does not pollute the groundwater.

For More Information

For more information about maintenance or inspection of your septic system, contact [your local board of health](#).

Recommended Content

<p>People also viewed...</p> <ul style="list-style-type: none"> ▪ Septic Systems/Title 5 MassDEP ▪ Septic System Additives Allowed for Use Under Title 5 MassDEP ▪ Consumer Protection Tips: Septic System Inspections MassDEP 	<p>You recently viewed...</p> <ul style="list-style-type: none"> ▪ Septic Systems/Title 5 MassDEP ▪ Wastewater & Septic Systems MassDEP
<p>Personalization: <input checked="" type="checkbox"/> ON Privacy</p> <p><small>*Recommendations are based on site visitor traffic patterns and are not endorsements of that content.</small></p>	

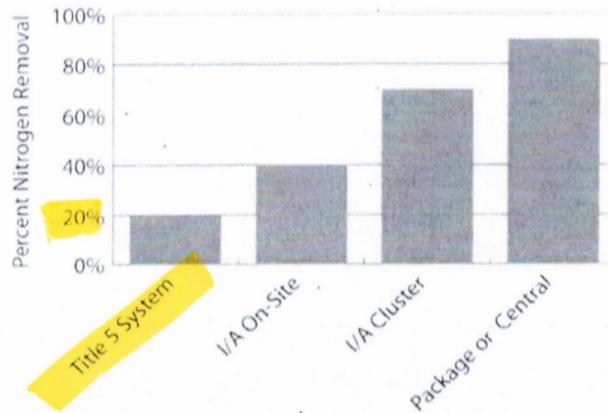
Did you find the information you were looking for on this page? *

- Yes
- No

[Send Feedback](#)

Nitrogen Removal By Technology

Effluent Nitrogen Levels of Treatment



Harwich Properties Needing Nitrogen Removal

<i>MEP Watershed</i>	<i>Number of Developed Properties @ Build-Out</i>	<i>Nitrogen ("N") Removal rates from Wastewater to meet TMDL</i>	<i>Number of MEP Watershed Properties needing Nitrogen Removal</i>
Herring River	3,500	25 % (est.)	1,100
Allen Harbor	350	70-90 %	230
Wychmere Harbor	120	100 %	120
Saquatucket Harbor	1,400	70-90 %	400
Pleasant Bay	1,900	70-80 %	1,300
MEP Watershed Subtotal	7,300		3,150
Total Town-wide	10,000		

Harwich Board of Selectmen Rules of Operation

Except as otherwise prescribed by the Home Rule Charter and state and Federal law, the Harwich Board of Selectmen shall conduct its business in the following manner:

SECTION 1 OFFICERS

The second Board of Selectmen meeting subsequent to the May Town Election shall be an organizational meeting. The Board shall nominate a Chair, a Vice Chair, and a Clerk. The election of officers may take place at that meeting, but no later than the next regular meeting. Election of officers shall be by simple majority of the board.

SECTION 2 ROLE OF OFFICERS

A.) The Chair of the Board

The Chair of the Board of Selectmen shall preside at the meetings of the Board. In the absence of the Chair, the Vice Chair shall preside; and in the absence of both, the Clerk shall preside. The Chair shall also assemble, with input from his/her fellow members, an agenda for each meeting. From time to time the Chair, at the request of the Board, may be called upon to act in behalf of the Board in person or in writing.

B.) The Vice Chair of the Board

In the event that the Chair of the Board can no longer serve, the Vice Chair shall assume the powers and duties of the Chair for the remainder of the term. If a vacancy occurs in the office of Vice Chair, the Board shall elect a new Vice Chair from its members before two regular meetings have passed.

C.) The Clerk of the Board

The Clerk of the Board shall read public hearing notices into the official record and act as the Chair in the absence of the Chair and the Vice Chair.

D.) Interview and Appointment Committee of the Board

The Board shall nominate and vote to appoint two members of the Board to serve as the Interview and Appointment Committee of the Board.

No office of the Board shall remain vacant for more than two regular meetings.

SECTION 3 DUTIES OF THE PRESIDING OFFICER

At the hour at which the Board is to meet, the Chair shall call the members and all in attendance to order.

The Chair shall preserve order and decorum and may speak to points of order in preference to other members. The Chair's ruling on questions of order are subject to appeal to the Board. The vote of such appeal shall be a roll call and it shall be decided in the affirmative by a majority vote.

All votes shall be declared by the Chair. If any member doubts a vote, the Chair, without further debate upon the question, shall require a roll call vote. No decision shall be declared unless a quorum of the Board shall have voted. The Chair may vote, move, or second any motion on all matters that come before the Board.

The Chair may at any time, during a debate or otherwise, declare a recess for not more than ten minutes with such action subject to affirmation by a vote of the Board.

The Chair may state facts and give opinions upon questions of order without leaving the Chair.

SECTION 4 MEETINGS

The regularly scheduled meetings of the Board shall normally be conducted on Monday evenings in the Harwich Town Hall or such other location in Town as deemed appropriate given the agenda, as determined by the Chair. Exceptions to this rule may be made by vote of the Board. However, any meeting of a quorum of the Board shall be posted and advertised. Regular meetings shall be held weekly, when possible, except during summer months when the Board may elect to convene bi-weekly. Information relevant to regular meetings shall be contained in an agenda available to the public prior to the meeting and back-up data shall be provided to every Board member prior to the meeting.

A.) Special Meetings of the Board

Special meetings of the Board may be held on the call of the Chair, or on the call of any two members, by written notice. Said notice shall state the purpose of such meeting and be posted at least forty-eight hours (excluding Sunday) in advance of the time set, except in instances provided by law.

B.) Executive Session

Executive session may be entered only after the Board has first convened in open session for which notice has been appropriately posted. The Chair shall cite the reason for going into executive session and shall call for a roll call vote of the Board. The vote of each member shall be entered into the minutes, with a majority necessary to initiate an executive session. Only lawful purposes as contained in the MGL Open Meeting Law shall constitute a reason to conduct an executive session.

SECTION 5 INTRODUCTION OF BOARD BUSINESS

No measure or non-measure shall be received or acted upon unless introduced by a member of the Board of Selectmen, or by petition as provided by the home rule charter, to the extent possible.

SECTION 6 FILING DEADLINES FOR REGULAR MEETINGS

Any member may ask for an item to be placed on an upcoming meeting's agenda. Any item of business beyond that which may have already been placed on the agenda by the Chair of the Board of Selectmen for the board's next agenda must be submitted to the Selectmen's/Administrator's office no later than the day after the previous meeting or 9:00 a.m. on the Wednesday preceding the next Selectmen's meeting, whichever is later. The Chair of the Board and/or the Town Administrator may, in case of necessity, approve any additional items for inclusion in the agenda after said deadline.

The agenda shall contain a description of the items that will be taken up by the Board. Those items set for discussion will be so identified. For those items set for action the agenda description should describe the nature of the action to be taken. Items placed on the consent agenda will have a specific recommendation. Individual items will not be discussed separately unless a member request that an item be taken off consent, at which time the item will be moved to the action item portion of the agenda. The appropriate motion to move the consent agenda is; "I move approval of the consent agenda and the recommendations thereon."

The Board's agenda, including the Town Administrator's report, other reports and documentation, recommendations on action items, and any informational material to be discussed shall be delivered to the Board members no later than 48 hours prior to the regular meeting of the Board. Packets containing similar material (exclusive of confidential materials) shall be placed at the Library, the foyers of the Police and Fire Departments and the reception desk at the Community Center.

SECTION 7 ORDER OF BUSINESS

At every regular meeting of the Board, the order of business shall include (not necessarily in this order):

1. Call to Order
2. Weekly Briefing
3. Information
4. Consent Agenda
5. Town Administrator's Report
6. Public Hearings
7. Action Items
8. Discussion Items
9. Selectmen's Reports
10. Announcements
11. Adjournment

SECTION 8 PUBLIC COMMENT

At each regular meeting of the Board there shall be a period set aside for public comment. Such comments shall include any item of concern to the public not on the Agenda.

SECTION 9 PARLIAMENTARY GUIDELINES

In all matters of parliamentary procedure not provided for in the constitution and laws of the Commonwealth, the Home Rule Charter, or explicitly elsewhere in these rules, the presiding officer and the Board members shall be guided by the principles of fairness, clarity, and efficiency, in that order. In determining any parliamentary question, the Board shall generally rely upon Robert's Rules of Order.

SECTION 10 QUORUM

The majority of the total membership of the Board of Selectmen shall constitute a quorum.

SECTION 11 ORDER OF SPEAKING

When two or more members request the floor at the same time, the Chair shall recognize the member who shall first be heard. No other member or person shall be heard while a member holds the floor.

SECTION 12 REFERRALS TO COMMITTEES

When a matter before the Board relates to a subject which may properly be examined and reported upon by an existing or new ad hoc committee of the Town, such matter shall, upon motion and a majority vote of the Board, be referred to such committee. Any matter may be referred to a committee, commission or board for advice. Issues may also be referred by the Board to Town Legal Counsel for advice.

SECTION 13 RECONSIDERATION

At any meeting which vote has been taken, it shall be in order for any Board member who has voted with the prevailing side to move for immediate reconsideration or to serve notice that a motion for reconsideration shall take place at the next regular meeting of the Board. The vote for reconsideration shall be open to debate, shall be limited to twenty minutes and shall require a majority vote.

SECTION 14 CLEAR STATEMENT OF MOTIONS BEING VOTED ON

All motions, substitute motions and amendments shall be clearly restated immediately preceding the vote by the Board of Selectmen.

SECTION 15 VOTES

All actions taken by the Board requiring a vote will be by a majority unless otherwise provided for in MGL, the Home Rule Charter or as otherwise provided by law.

All final votes of the Board shall be entered in the minutes by name except for unanimous votes. Every Board member present when the question is put shall vote yes, no, or abstain.

SECTION 16 BOARD LIASONS

After the organization of the Board, the Chair, subject to approval by the full Board, may appoint liaisons to standing committees.

SECTION 17 BOARD SUB-COMMITTEES

The Board may designate sub-committees comprised of Board members as is deemed necessary. Board Sub-Committee meetings shall be posted as required by law. Sub-committees will operate under the following guidelines.

1. Sub-committees will be established by action of the board
2. Sub-committee members shall be appointed by the chairman of the Board of Selectmen
3. Sub-committees may make recommendations for Board action, but it may not act for the Board of Selectman
4. Sub-committees will periodically be provided with tasks and assignment
5. Sub-committees may be dissolved by a vote of the board at any time.

SECTION 18 TOWN COMMITTEE PARAMETERS AND GUIDELINES

Except for regulatory bodies and those designated by the Town Charter or State law, all Committees shall be advisory to the Board of Selectmen and shall take no actions that may bind the Board.

Committees shall follow a schedule of meetings to be coordinated through the Town Administrator's office which shall be publicly posted and in accordance with the Open Meeting Law and the Committee Handbook.

The conduct of all committees shall likewise be governed by the Committee Handbook.

SECTION 19 APPOINTMENTS

Appointment and reappointment recommendations shall normally be made by the Interview and Appointment Committee of the Board and shall be acted upon by the Board at a public meeting. Vacancies on committees must be advertised for two weeks before they may be filled by the board. Except by consent of the Board, any Board action regarding appointments shall be acted upon only after proposed appointments and interviewed candidates have been provided to all members prior to the meeting at which the appointments are proposed. Normally, all interested parties for a vacant position shall be interviewed prior to an appointment recommendation.

SECTION 20 INQUIRIES AND INVESTIGATIONS

The Town Charter gives the Board of Selectmen the authority to conduct inquiries or investigations into any and all Town matters which it deems proper to review.

SECTION 21 CORRESPONDENCE

All received correspondence (whether addressed to the Board as a whole, or to any particular member) shall be entered into a daily correspondence folder for all members to review. In the event of correspondence directed to a particular Selectman, a copy shall be delivered to his or her desk for their personal review. Final action taken relative to any correspondence shall be by majority will of the Board. No correspondence shall be removed from official correspondence files.

Correspondence from the Board shall be available in a folder in the Selectmen's office, shall reflect the voted will of the Board and may not be removed except for defect and correction.

SECTION 22 MEETING DURATION

The weekly Board of Selectmen meeting shall not proceed past three and one half (3½) hours of the regular scheduled meeting time unless there is a 4/5th majority vote of the members.

Adopted: 6/7/04

Voted Amendments: 3/6/06

Voted Amendments: 10/10/06

Voted Amendments: 6/30/08

Peter

BOS FY16 Goals and Objectives

1. Work with MRSD / FinCom to develop a MRSD funding formula such as: $+2-1/2\% + (0.4)(\text{Growth } \$) +/_-(E \& D)$ workable for the next 5 years.
2. RFP for remediation of Hinckley's Pond to evaluate technology and cost candidates.
3. Develop FY17 budget within limits of Prop 2-1/2.
4. Implement Visual software package to better inform the public regarding Town budget details.
5. Break down tax bills to show cost of the following: Municipal, Water, MRSD, Cape Tech & Debt Service.
6. Develop a forward looking debt schedule for the next seven years. Existing debt, new debt as a result of ATM / Ballot + latest Capital Plan. Provide graphic to illustrate the 7 years ahead.
7. Hire and put in place an Assistant Town Administrator.
8. Establish a Cost Implementation Plan for Wastewater.
9. Develop a Water / Wastewater organizational structure such as a Water/Wastewater Department Head reporting to the TA ?
10. Enter into negotiations with Chatham BOS regarding the potential costs, timing and details for the treatment of up to 350,000 gallons of sewage from the East Harwich area .
11. Develop additional details / costs associated with the potential uses of the Harwich Middle School.
12. Develop and implement a plan to bring back and make effective use of Albro House.
13. Develop a Town Building / Grounds Maintenance Assessment and determine priorities.
14. Assist in the resolution of cemetery issues regarding the Harwich Center Cemetery / First Church Memorial Garden.
15. Review and approve FY16 Goals & Objectives for the Town Administrator.
16. Develop a BOS FY17 Budget Message and establish guidelines & priorities.

Michael

Goals and Objectives FY16

1. IT overview along with Providing all town employees and committees Town email addresses and assist in setting up as needed to enhance communication between town employees and the public.
2. Develop a plan and cost associated with a town re-use of the middle school. Work with a select committee and our town professionals along with professional help as needed to layout a use plan and get cost associated with a reasonable rehab of space for specific uses. Present options at 2016 Town Meeting.
3. Develop a plan for increased public education and the outreach associated with it on complex issues such as wastewater.
4. Review and re-plan the department move around and associated reallocation of space.
5. Review of all town owned properties and vacant or partially used buildings. What do we have and what are we doing with it?
6. Expand economic growth, redevelopment, and new development to increase year round employment and tourism.
7. Continue efforts to support Affordable housing.
8. Develop a plan for increased public education and involvement along with the outreach associated with it on complex issues such as wastewater.

I would also like to review statuses on last year's goals and objectives and where we are going with some of those.

Linda

Peter, not in any particular order Linda
and some are items that are just not getting doen so clearly need
to be specific goals.

Board Goals

Develop/execute pre town meeting to
enhance information to voters

Albro House-develop the estimated costs to
renovate the property, including potential
uses. Develop plan and execute.

Develop additional plans and costs
associated with the potential uses of
the middle school property, including
establishing the boundary lines .

Complete negotiations with Chatham for
use of the treatment plant. Includes timing
and costs. Establish water/sewer department.

Among BOS/Fin Com/MRSD- develop
a funding formula that is sustainable by the
community and contnues to provide
adequate funding for education.

TA and staff goals

FY 17 budget-develop within prop 2 1/2 and
with indirect costs allocated to departments

Establiah procurement and purchasing under an
existing staff person, suggetion Town Engineer

Develop a comprehensive property assessment
for all town buildings and properties. Determine
priorities and include cost estimates and timelines.

Implement and expand on line permitting to
the public.

Establish personnell function , both for administration
and for management resources. May be done by
two different staff members.

All committees and individual BOS will be provided with
town email address. These will be posted on town
website and all will transition to using these
addresses. Enhance communications between
committees and residents.

Angelo

BOS 2016 Goals ...Suggested additions

- Request that all permitting departments implement the electronic/on line permitting within the next 3 months.
- Request that appropriate Town Personnel develop the plan to upgrade the system used for remote participation at BOS [and other] meetings so that it is easier to use, and keeps both the TV audience and people sitting in the meeting room engaged with the remote participant. The goal would be to have system in place by 12/1/15.
- Arrange to provide to all departments the cost basis for any activities for which a fee is set. {This is not a requirement that fees must match costs, but rather that there must be an understanding of total costs before any fee can be set. This should include for the Community Center the building operating costs for use in setting the "rent".}
- Develop plans and timeline for the use or sale or demolition of town owned buildings to include the middle school, current town hall, Bank St. fire department, Alboro house, and West Harwich School. The timing should allow articles[if requires] to be prepared for town meeting.
- Encourage TA to review all Town Positions to determine if any activity should be outsourced, consolidated with a another position or requires additional personnel.

Peter

BOS Organizational / House Keeping To Do List

1. Complete and issue Committee Handbook
2. Time line for FY17 Budget / Warrant
3. Update instructions for submitting an article
4. Agree on Town Administrator evaluation form / method
5. List of BOS contact information
6. BOS liaison assignments

BOS To Do List FY16 Objectives

1. Work with MRSD / FinCom to develop a MRSD funding formula such as: $+2-1/2\% + (0.4)(\text{Growth } \$) +/_ (E \& D)$ workable for the next 5 years.
2. RFP for remediation of Hinckley's Pond to evaluate technology and cost candidates.
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4. Implement Visual software package to better inform the public regarding Town budget details.
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16. Develop a BOS FY17 Budget Message and establish guidelines & priorities.



TOWN OF HARWICH

DEPARTMENT OF PUBLIC WORKS

273 Queen Anne Road • P.O. Box 1543 • Harwich, MA 02645

Telephone (508) 430-7555

Fax (508) 430-7598

MEMORANDUM

TO: Board of Selectmen

FROM: Lincoln S. Hooper, Director 

DATE: June 9, 2015

RE: Consideration of Fee Adjustment for At Our Gate Program

I have received a request to waive Disposal Area fees for the At Our Gate Program by Reverend Healey of the Holy Trinity Church (see attached letter). Although this request does not appear to me to meet the condition of the General Fee Waiver Policy adopted by the Town on 8/9/10 (see attached), I believe it is worthy of your consideration. I make this assertion because I believe the program assists Harwich residents that are unable to help themselves, but think it is a stretch to meet the condition of the Policy that the request must be "in the best interest of the Town."

Barbara Ann Foley, Council on Aging Director, is familiar with the program and has graciously offered to vet each request personally to ensure it meets the intent of the program. Under this stipulation, the Board may want to consider offering to reduce Disposal Area fees to our tip rates, which in the case of C&D, represents a savings of \$55 per ton. I think this approach represents a good compromise between Reverend Healey's request and avoiding a negative impact to the DPW's budget.

I would be remiss if I did not articulate my concern for setting a precedent by reducing or waiving any fees at the Disposal Area. I typically receive several of these types of requests per year that I summarily deny as they do not meet the conditions in the Fee Waiver Policy. Approving this request has the potential to lead to further requests of this type that could represent an unfunded liability with the Disposal Area budget. I make this statement solely out of financial concern and not of the merits of the At Our Gate Program.

Thank you for your consideration in this matter.

Holy Trinity Church

Post Office Box 428

West Harwich, Massachusetts 02671

(508) 432-4000 ~ FAX (508) 432-3494 ~ htchurch@comcast.net

May 19, 2015

Mr. Lincoln Hooper
Highways and Maintenance Department
Town of Harwich
732 Main Street
Harwich, MA 02645

Dear Mr. Hooper,

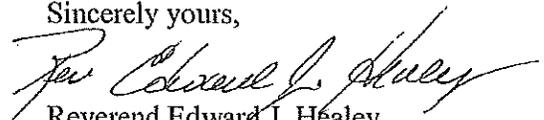
The ... *at our Gate Program*, administered by the Knights of Columbus of Holy Trinity Parish (Tax I.D. #042-444-464) is a ministry to reach out to individuals in our community who may lack the physical or financial means to complete normal household chores. Work performed for these neighbors requires that they are homeowners, have insurance and that the tasks do not require a building permit. Requests for this type of assistance typically come from the Harwich Council on Aging, Holy Trinity Parish and the Veterans Assistance Program.

The "typical" person served is a 75+ year-old widow, and perhaps 30% of the time, they request removing lawn debris (brush or other materials) from their home and taking it to the Harwich Transfer Station. Without this assistance, debris would continue to accumulate on these properties, which can be both hazardous and contribute to degradation of property values. The costs of disposal can be substantial, and so on behalf of the Knights of Columbus, I would request that, when they are working for the benefit of an elderly or impoverished resident of the community, the volunteers of the ...at our Gate Program be exempted from these disposal charges by the town.

Realizing controls are needed in any program, the Knights of Columbus would gladly agree to providing details on the projects (names, addresses, and estimates of the amount of material) so the program can be monitored. Normally, they would not expect an average month to exceed three (pick-up size) truckloads of material (classified as construction debris). It is my understanding there is no charge for disposal of leaves and/or brush type debris.

Whatever you may be able to do to assist the parish and its Knights of Columbus in this matter will be greatly appreciated.

Sincerely yours,



Reverend Edward J. Healey
Pastor

TOWN OF HARWICH

GENERAL FEE WAIVER POLICY FOR NON-PROFIT ORGANIZATIONS

It shall be the general policy of the Town of Harwich to reduce or waive a license, permit or user fee if there exists a need that is clearly defined and documented by a non-profit organization, and such reduction or waiver is in the best interest of the Town.

Board of Selectmen

It shall be the policy of the Board of Selectmen, as the Licensing Authority for the Town of Harwich, that any applicant seeking a fee reduction or waiver will follow all application procedures in applying for any license issued by the Board.

In order to qualify for non-profit status, non-profit applicants must provide a tax-exempt number.

The licensing fee, as established by the License Fee Schedule, may be reduced or waived by the Board if, in the opinion of the Board, there is a need and it determines that the service the applicant offers to the Town, and a reduction or waiver of the associated fee, is in the best interest of the Town.

The Board's waiver or reduction of a licensing fee will be determined on a case-by-case basis by written request to the Board with a minimum of 2 weeks notice to the Town Administrator's Office.

All Other Departments, Commissions or Boards

Applicants seeking a fee reduction or waiver from any Department, Commission or Board of the Town of Harwich must follow all application procedures established by such Department, Commission or Board.

In order to qualify for non-profit status, non-profit applicants must provide a tax-exempt number.

The reduction or waiver of a license, permit, or user fee, as established by such Department, Commission or Board, may be granted if, in the opinion of the particular Department Head, Commission or Board, there is a need and it determines that the service the applicant offers to the Town, and a reduction or waiver of the associated fee, is in the best interest of the Town.

Such waiver or reduction of a fee will be determined on a case-by-case basis by written request to the particular Department, Commission or Board. The Planning Board, Board of Health, Conservation Commission, Recreation and Youth Commission, Waterways Commission, Library Trustees, Facilities Committee, and Board of Water Commissioners may act to reduce or waive fees under a specific policy adopted by these Boards and Commissions that is consistent with this general fee waiver policy. All other reductions or waivers of fees must be presented for consideration to the Board of Selectmen based on a recommendation by the Department Head.

It is further acknowledged by the Town of Harwich that there are certain licenses or permits which, while administered by the Town of Harwich, provide for some or the entire fee to go to the Commonwealth of Massachusetts and that, in such cases, the associated fees may not be waived. Furthermore, where fees for specific groups are dealt with by a General Law, a reduction or waiver of such fees may not be established which is inconsistent with such statute or statutory procedure.

Date Adopted: _____ 8/9/10 _____

Proposal to Update Committees

It has come to my attention that there 6 inactive committees listed on our town website, and 7 committees which still do not have a liaison. In addition, it seems some of the active committees may be better served combining together, while other committees may see more participation if their meeting times were changed to be more conducive to attracting the working class citizen's attendance.

I propose that we, the BOS discuss whether to disband, retain, and/or reactivate these inactive committees:

- Harwich Center Initiative Committee
- Recycling Committee
- Police Station Building Committee
- Technology Committee
- Disability Rights Committee
- Human Services Advisory Committee

I propose that we, the BOS discuss whether to assign a liaison to, as well as what purpose the following committees serve:

- Wireless Communications Regional Committee
- Pleasant Bay ACEC Steering Committee - Advisory
- Pleasant Bay Management Alliance Technical Resource Committee
- Pleasant Bay Resource Management Alliance Steering Committee
- EOCD- Four Town Advisory Council/Affordable Housing
- Designer Selection Review Committee
- Town Forest Committee

I propose that we, the BOS discuss ways in which we can encourage more participation from our citizens in various committees, as well as ways we each can reach out to our various assigned committees in encouraging meeting times to be conducive to attracting working class citizens to participate.

Sandy Robinson

From: Christopher Clark
Sent: Thursday, June 11, 2015 12:30 PM
To: Sandy Robinson
Subject: FW: quorum
Attachments: 20150610160128617.pdf

Christopher Clark
Town Administrator
Town of Harwich
732 Main Street
Harwich, MA 02645
Tel. 508.430.7513
Fax.508.432.5039
cclark@town.harwich.ma.us

-----Original Message-----

From: Christopher Clark
Sent: Wednesday, June 10, 2015 4:10 PM
To: 'Skip Patterson'
Cc: Carolyn Carey; Sean Libby; 'Andy Gould'; 'peter hughes'; Dana DeCosta; 'Rich Larios'
Subject: RE: quorum

Hi Skip,

Administration has received the following request for reserve fund transfer from our Community Center Director for repairs to the emergency generator at the facility. Due to the harsh winter weather this past season, the emergency generator is in need of additional repair above and beyond normal maintenance. Please see attached materials. I like to request that that be included on the June 25 agenda. I will also plan on attending, per usual.

Chris

Christopher Clark
Town Administrator
Town of Harwich
732 Main Street
Harwich, MA 02645
Tel. 508.430.7513
Fax.508.432.5039
cclark@town.harwich.ma.us

-----Original Message-----

From: Skip Patterson [mailto:skip.patterson@gmail.com]
Sent: Wednesday, June 10, 2015 10:21 AM
Subject: quorum

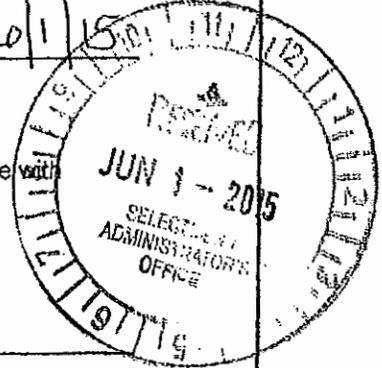
FY 2011

Town of Harwich REQUEST FOR TRANSFER FROM THE RESERVE FUND

(To be submitted in triplicate)

Finance Committee
Town of Harwich

Date 6/1/15



Dear Sir/Madam:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6 of the Massachusetts General Laws:

Amount requested: \$ 6532.75

To be transferred to # _____

Account Number

Name of Appropriation

Current Balance \$ _____

Reserve Fund Bal. \$ _____

011322-578001

The amount request will be used for: (give specific purpose)

*Repair the generator at the Community Center - currently Not working
Quote attached*

This expenditures is extraordinary and /or unforeseen for the following reasons:

Damage from the harsh winter months

Carolyn Carey
Department Head/Committee Chair

[Signature]
Finance Director/Town Accountant
Town Administrator

Action of Finance Committee

Date of Meeting _____ Number of present & voting _____

Transfer voted in the sum of _____

Transfer disapproved _____

Chairman, Finance Committee Date

South Shore Generator Service, Inc.
 PO Box 567
 E. Wareham, MA 02538
Please remit to address above
 Phone: (508) 295-7336
 Fax: (508) 291-2544



QUOTE

Quote Number:
12447

Work Order Id:

Date:
04/27/2015
Submitted By:
KATHY
Page: 1 of 1

Proposal To:
 TOWN OF HARWICH
 732 MAIN STREET
 HARWICH MA 02645

Service Location:
 HARWICH COMMUNITY CENTER
 100 OAK STREET
 HARWICH MA 02645
 HAR11-A

Option # 1
Equipment GEN1-2063408 **Manufacturer** GENERAC **Model** 1608520300
Serial # 2063408 **Year:** 0000 **Size** 200.00 - KW

REPLACE TURBO, GASKETS, HARWARE, AIR FILTER AND TEST

Units	Description	Ext Price
5.00	Maintenance Customer 10% Discount rate	449.75
1.00	AIR FILTER	148.83
1.00	OIL TUBE TO TURBO GASKET 13.3L	1.28
1.00	EXHAUST TO TURBO GASKET 13.3L	2.08
1.00	TURBO, 13.3LTR. [see-note] on priceing!	5,483.60
4.00	LECTRA-MOTIVE CLEANER	30.12
4.00	OIL ABSORBANT PADS	3.68
1.00	TURBO FLANGE CLAMP	258.41
1.00	FREIGHT CHARGES	30.00
1.00	BARNSTABLE COUNTY-MID MA TRIP CHARGE	125.00

Initial: _____ **Total** 6,532.75
Estimated Sales Tax
Estimated Total Sale 6,532.75

TERMS & CONDITIONS:
 THE FOLLOWING IS A QUOTE FOR REPAIRS NEEDED TO KEEP YOUR GENERATOR IN TOP RUNNING CONDITION. IF YOU WOULD LIKE U
 TO PROCEED WITH THESE REPAIRS PLEASE SIGN AND RETURN THIS ESTIMATE TO US.
 ALL QUOTES OVER \$1,500 REQUIRE A 50% DEPOSIT OR PO# TO ORDER PARTS.
 PAYMENT NOT MADE WITHIN TERMS ARE SUBJECT TO 1.5%/MONTH INTEREST. IF YOU HAVE ANY QUESTIONS, PLEASE
 CALL US @ 508-295-7336.

Accepted By: _____ **Date:** _____

BOS Summer Schedule

June 22	No Meeting
June 29	Meeting
July 6	No Meeting
July 13	Meeting
July 20	No Meeting
July 27	Meeting
August 3	No Meeting
August 10	Meeting including Non-Resident Taxpayers
August 17	No Meeting
August 24	Meeting
August 31	No Meeting
September 8	Meeting Tuesday due to Labor Day Holiday