

SELECTMEN'S MEETING AGENDA*

Griffin Room, Town Hall

Regular Meeting 6:30 P.M.

Tuesday, May 26, 2015

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. SWEARING IN OF NEW ELECTED OFFICIALS

IV. WEEKLY BRIEFING

- A. Community Rating System by Insurance Services Office, Inc. (ISO) – David Spitz

V. PUBLIC COMMENT/ANNOUNCEMENTS

VI. CONSENT AGENDA

- A. Vote to acknowledge the Town Administrator's completed performance evaluation and approve compensation increase for the Fire Chief and Finance Director/Town Accountant contingent on successful performance evaluation
- B. Vote to authorize the Town Administrator and the Conservation Commission to file the LAND Grant application and have the Town Administrator serve as Project Manager in connection with the application – Hall Property at Bells Neck Conservation Lands
- C. Vote to accept the resignation of Tracy Ventura from the Council on Aging effective immediately
- D. Vote to approve the Harwich Cranberry Harvest Half Marathon & 7.3 Mile Road Races on Sunday, October 4, 2015
- E. Vote to approve the Harwich Chamber of Commerce Parade to be held on Sunday, September 20, 2015

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

VIII. OLD BUSINESS

IX. NEW BUSINESS

- A. Request for establishing Pleasant Bay Cruising Club moorings – *discussion and possible vote*
- B. Recommendation of the Selectmen's Interview/Nominations sub-committee to appoint the following - *discussion and possible vote*
1. Bikeways Committee
 2. Historic District/Historical Commission (2)
 3. Real Estate and Open Space (2)
 4. Council on Aging
 5. Voter Information Committee (2)
- C. Information request relative to the renewal of the South Harwich Meeting House Agreement – *discussion and possible vote*
- D. Amend the Personnel By-Law Compensation Plan for FY 2016, approve the Job Description for "Golf Seasonal and Operations Manager" and add the position of Water/Wastewater Superintendent to the Personnel By-Law Classification Plan - *discussion and possible vote*
- E. Set a date for Public Hearing regarding Wastewater Cost Recovery – *discussion and possible vote*

X. TOWN ADMINISTRATOR'S REPORT

XI. SELECTMEN'S REPORT

- A. Committee Liaison's – *review last year's liaison list and discuss*
- B. Selectmen's Goals and Objectives – *initial discussion*
- C. Selectmen's Summer Schedule – *discussion and possible vote*

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: _____
May 21, 2015



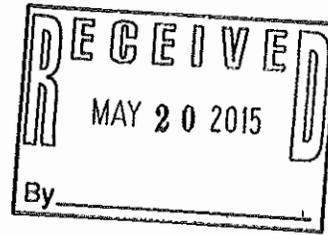
INSURANCE SERVICES OFFICE, INC.

EUGENE KOHLS, CFM
PHONE 305-202-1780.

241 FERRY LANDING CIRCLE, PORTSMOUTH, RHODE ISLAND 02871
EMAIL: EKOHLS@ISO.COM

May 18, 2015

David Spitz
Town Planner
732 Main Street
Harwich, MA 02645



Dear Mr. Spitz:

Enclosed are the preliminary results regarding credits for your Community Rating System (CRS) Application.

At the present time, I have verified 1056 credit points for Harwich, MA. This results in a CRS Class 8. Attached are a draft verification report and a draft credit calculations worksheet AW-720 which contains an overall point summary. **The information provided is subject to acceptance by DHS/FEMA.**

This classification will be effective for your community, starting October 1, 2015, for the next five years, unless you submit a modification. As a reminder, you may submit a modification to increase your community's classification at any time.

Thank you for your cooperation. If you have any questions or when I can be of future assistance, please do not hesitate to contact me.

Sincerely,

Eugene Kohls, CFM
ISO/CRS Specialist

cc: Mr. Larry Balantine, Board of Selectmen, Chair
Mr. Chris Markesich, FEMA Region 1
Ms. Sue Baker, State NFIP Coordinator



COMMUNITY
RATING
SYSTEM

VERIFICATION
REPORT

Town of Harwich, MA

Verified Class 8

NFIP Number: 250008

Cycle

Date of Verification Visit: November 7, 2014

This Verification Report is provided to explain the recommendations of Insurance Services Office, Inc. (ISO) to DHS/FEMA concerning credits under the Community Rating System (CRS) for the above named community.

A total of 1056 credit points are verified which results in a recommendation that the community improve from a CRS Class 9 to a CRS Class 8. The following is a summary of our findings with the total credit points for each activity noted in parenthesis:

Activity 310 – Elevation Certificates: The Building Department maintains elevation certificates for new and substantially improved buildings. Copies of elevation certificates are made available upon request. (38 points)

Activity 320 – Map Information Service: Credit is provided for furnishing inquirers with basic flood zone information from the community's latest Flood Insurance Rate Map (FIRM). Credit is also provided for the community furnishing additional FIRM information, information about problems not shown on the FIRM, and natural floodplain functions. The service is publicized annually and records are maintained. (90 points)

Activity 330 – Outreach Projects: Credit is provided for informational outreach projects that includes a flood protection brochure, general outreach projects that include a sign warning of flood zone, 2 targeted outreach projects that include a flood protection letter and a letter to repetitive loss areas. These projects are disseminated annually. (47 points)

Activity 350 – Flood Protection Information: Documents relating to floodplain management are available in the reference section of the Harwich Town Library. Credit is also provided for floodplain information displayed on the community's website. (37 points)

Activity 420 – Open Space Preservation: Credit is provided for preserving approximately 37 percent of the Special Flood Hazard Area (SFHA) as open space, and preserving open space land in a natural state. (629 points)

Activity 430 – Higher Regulatory Standards: Credit is provided for provided for the enforcement of building codes, local drainage protection, and state mandated standards. (58 points)

Activity 440 – Flood Data Maintenance: Credit is provided for maintaining and using digitized maps in the day to day management of the floodplain. Credit is also provided maintaining copies of all previous FIRMs and Flood Insurance Study Reports.
(116 points)

Activity 450 – Stormwater Management: The community enforces regulations for stormwater management, low impact development, soil and erosion control, and water quality. (30 points)

Section 502 – Repetitive Loss Category: Based on the updates made to the NFIP Report of Repetitive Losses as of December 15, 2014, the Town of Harwich has 3 repetitive loss properties and is a Category B community for CRS purposes. All requirements for a Category B community have been met.
(No credit points are applicable to this section)

Activity 710 – County Growth Adjustment: All credit in the 400 series is multiplied by the growth rate of the county to account for growth pressures. The growth rate for Barnstable County is 1.05.

Attached is the Community Calculations Worksheet that lists the verified credit points for the Community Rating System.

CEO Name / Address:

Larry Ballantine
Chair Board of Selectmen
732 Main Street
Harwich, Massachusetts 02645

CRS Coordinator Name / Address:

David Spitz
Town Planner
732 Main Street
Harwich, Massachusetts 02645
508-430-7511

Date Report Prepared: May 4, 2015

720 COMMUNITY CREDIT CALCULATIONS (Cycle):

CALCULATION SECTION :

Verified Activity Calculations:	Credit
c310 38	38
c320 90	90
c330 47	47
c340	
c350 37	37
c360	
c370	
c410	
c420 599 x CGA 1.05 =	629
c430 58 x CGA 1.05 =	61
c440 116 x CGA 1.05 =	122
c450 30 x CGA 1.05 =	32
c510	
c520	
c530	
c540	
c610	
c620	
c630	

Community Classification Calculation:

cT = total of above	cT = <u>1056</u>
Community Classification (from Table 110-1):	Class = <u>8</u>

CEO Name/Address:

Larry Ballantine
 Chair Board of Selectmen
 732 Main Street
 Harwich, Massachusetts 02645

CRS Coordinator Name/Address:

David Spitz
 Town Planner
 732 Main Street
 Harwich, Massachusetts 02645
 508-430-7511

Date Report Prepared: May 4, 2015

Sandy Robinson

From: Michael Lach <hct@cape.com>
Sent: Monday, May 18, 2015 5:27 PM
To: Christopher Clark
Cc: larryballantine@yahoo.com; Ann Steidel; Sandy Robinson
Subject: for May 26 BOS meeting: state grant motion, Hall project
Attachments: Hall_Town Authorization.motion.doc

May 18, 2015

Mr. Chris Clark
Town Administrator
Town of Harwich
732 Main Street
Application
Harwich, MA 02645

Re: Attached BOS motion for FY 16 State LAND Grant
Hall Property at Bells Neck Conservation Lands

Dear Mr. Clark:

At the May 4, 2015 Annual Town Meeting, the Town voted to acquire these 4.1 acres for open space purposes, and to authorize the filing of a state LAND reimbursement grant to help defray a portion of the acquisition costs. The deadline for filing the grant application is **July 15, 2015**.

The Board of Selectmen must authorize the Town Administrator and the Conservation Commission to file the LAND grant application, as well as authorize the Town Administrator to serve as Project Manager in connection with the application. I have drafted the attached motion for the Board of Selectmen's review and action. This motion is similar to those approved by the Selectmen in the past, most recently for the Verrochi property in 2013.

It is important that the authorization motion be approved prior to the grant submission deadline in order for the Town to be eligible for this FY 16 state reimbursement grant. To that end, we ask that this item be placed on the Board's agenda for action at its May 26, 2015 meeting. The signatures of the Town Administrator and the Conservation Commission will be required on the final application.

The attached motion for their vote is straightforward, but please let me know whether you would like me to attend the Board of Selectmen meeting. If you have any questions, please do not hesitate to call me at 508-432-3997 or e-mail me at hct@cape.com. Thank you for your attention to this matter.

Sincerely

Michael Lach
Executive Director
Harwich Conservation Trust

Attachment: state LAND grant Town authorization motion

MOTION:

To authorize the Town Administrator and the Conservation Commission to prepare and submit applications to the Commonwealth of Massachusetts' Division of Conservation Services reimbursement programs, including the LAND (formerly Self-Help) and/or Land and Water Conservation Fund programs, for the FY16 grant round, for the acquisition of a parcel of land being a portion of the land identified on Assessor's Map 36, Parcel T-3, Harwich, Massachusetts, containing 4.1 acres, more or less.

And further, to authorize the Town Administrator to sign any contracts and provide any legal assurances and understandings to the Commonwealth regarding said applications and awards, and to serve as the Project Manager and primary local contact on matters relating to communications with the Division of Conservation Services regarding these applications, on behalf of the Town of Harwich, and that his signature shall bind the Town regarding the intent of said documents.



2 Weston Woods Rd.
Harwich, MA
02645

Harwich Board of Selectmen
Harwich Town Offices
Harwich, MA 02645

Dear Board Members,

Please accept my resignation from the Harwich Council on Aging Board of Directors effective immediately. It has been a pleasure to serve the Council on Aging. Unfortunately, my current work obligations no longer enable me to attend meetings on Wednesdays.

Sincerely,

A handwritten signature in cursive script that reads "Tracy Ventura".

Tracy G. Ventura, MSPT



OFFICE OF THE SELECTMEN
732 MAIN STREET
HARWICH, MA 02645
Telephone: (508) 430-7513



APPLICATION FOR LICENSE/PERMIT

PLEASE CHECK

ROAD RACE

CRAFT FAIR

OTHER

IN ACCORDANCE WITH THE PROVISIONS OF THE STATUTES RELATING THERETO, APPLICATION AS STATED ABOVE IS HEREBY MADE BY:

NAME OF BUSINESS B.A. Event Promotions PHONE 617-625-2140

BUSINESS ADDRESS 133 Walnut St., # 3, Somerville, MA 02145

MAILING ADDRESS P.O. Box 2184, Hyannis, MA 02601-2184

PLEASE STATE THE PURPOSE FOR WHICH LICENSE/PERMIT IS REQUESTED

Harwich Cranberry Harvest Half Marathon & 7.3 Mile Road Races

DESCRIPTION OF ROAD RACE/CRAFT FAIR/OTHER EVENT TO BE LICENSED, PLEASE LIST DATE, TIME, LOCATION/ROUTE, ETC.

DATE Sunday, October 4th, 2015

TIME 7.3 mile race at 11:30 am; half marathon at 12:00 noon

ROUTE/LOCATION Starting and ending in Monomoy Regional High School entrance driveway and proceeding as per attached course map.

(please use reverse side if necessary)

Lawrence P. Cole
Signature of Applicant

Race Co-director
Title

Social Security Number or Federal Identification Number

B.A. Event Promotions
Signature of Individual or Corporate Name

Tax Exempt ID (for non-profit organizations)

Paul Collyer
By Corporate Officer (if applicable)

REGULATORY COMPLIANCE FORM

THE EVENT(S) TO BE LICENSED AS DESCRIBED HEREIN HAVE BEEN REVIEWED AND APPROVED BY:

[Signature] 4/16/15
Police Department Date

[Signature] 5-19-15
Building Commissioner Date

[Signature] 4/16/15
Recreation & Youth Commission Date

[Signature]
Board of Health Date

[Signature] 4/14/15
Fire Department Date

***Required signatures are to be obtained by the Applicant prior to submission of application with the Selectmen's Office.

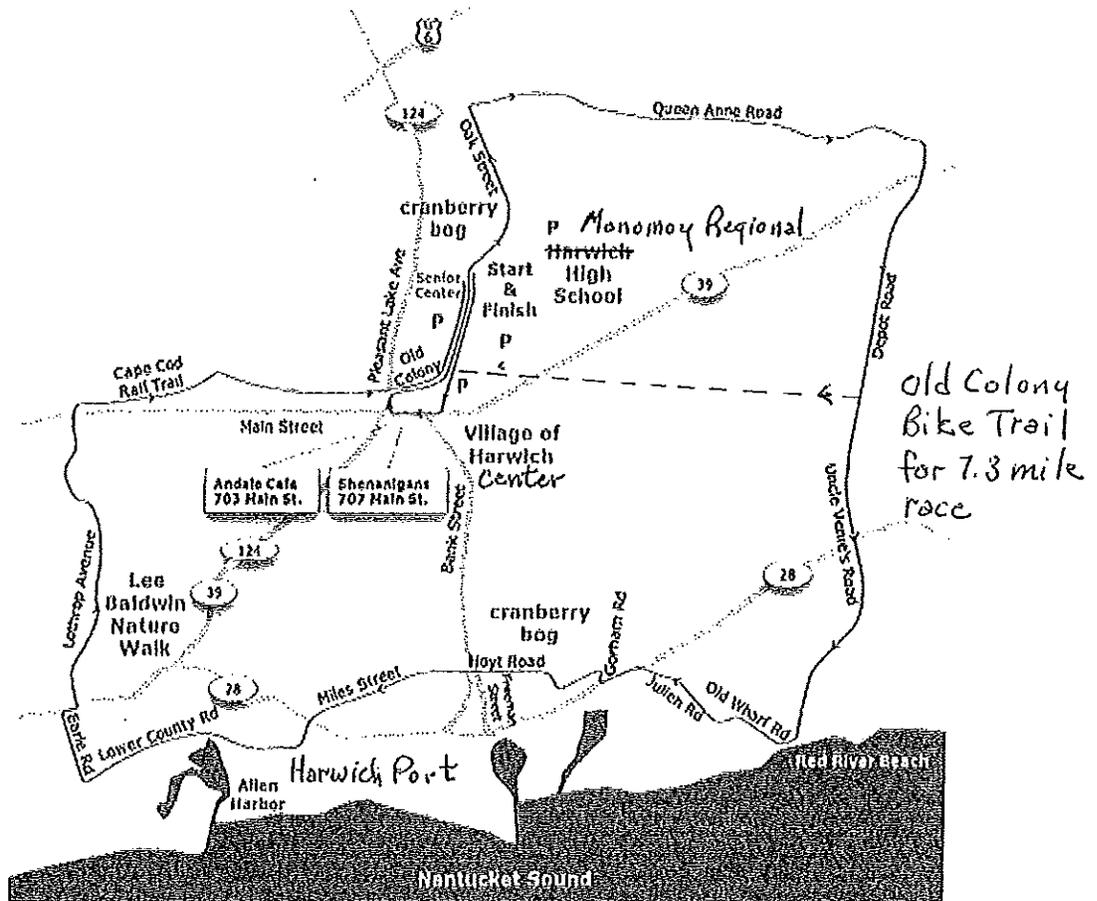
For Office Use Only

FEE _____ CASH _____ CHECK _____

FOR _____

REVIEWED BY _____

DATE LICENSE ISSUED _____



USATF Certified #MA09020JK

Cape Cod Half Marathon Trilogy Races

Hyannis

Johnny Kelley

Harwich Cranberry Harvest

BA Events Home

Contact Us



OFFICE OF THE SELECTMEN
732 MAIN STREET
HARWICH, MA 02645
Telephone: (508) 430-7513



APPLICATION FOR LICENSE/PERMIT

PLEASE CHECK

ROAD RACE

CRAFT FAIR

OTHER

IN ACCORDANCE WITH THE PROVISIONS OF THE STATUTES RELATING THERETO, APPLICATION AS STATED ABOVE IS HEREBY MADE BY:

NAME OF BUSINESS Harwich Chamber of Commerce PHONE 508-430-1165

BUSINESS ADDRESS 1 Schoolhouse Road Harwich Port, MA 02646

MAILING ADDRESS 1 Schoolhouse Road Harwich Port, MA 02646

PLEASE STATE THE PURPOSE FOR WHICH LICENSE/PERMIT IS REQUESTED Parade

DESCRIPTION OF ROAD RACE/CRAFT FAIR/OTHER EVENT TO BE LICENSED, PLEASE LIST DATE, TIME, LOCATION/ROUTE, ETC.

DATE September 20, 2015

TIME 11:30am - 1:00pm

ROUTE/LOCATION See Attached map

(please use reverse side if necessary)

Jeremy A. Higgins
Signature of Applicant

Executive Director
Title

Social Security Number of Federal Identification Number

042184220
Tax Exempt ID (for non-profit organizations)

Signature of Individual or Corporate Name

Jeremy A. Higgins, Executive Director/COO
By Corporate Officer (if applicable)

REGULATORY COMPLIANCE FORM

THE EVENT(S) TO BE LICENSED AS DESCRIBED HEREIN HAVE BEEN REVIEWED AND APPROVED BY:

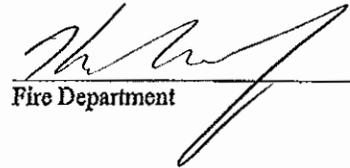
Dep chert

Police Department Date 4/22/16

Building Commissioner Date

Recreation & Youth Commission Date

Board of Health Date


Fire Department Date 4/23/15

***Required signatures are to be obtained by the Applicant prior to submission of application with the Selectmen's Office.

For Office Use Only

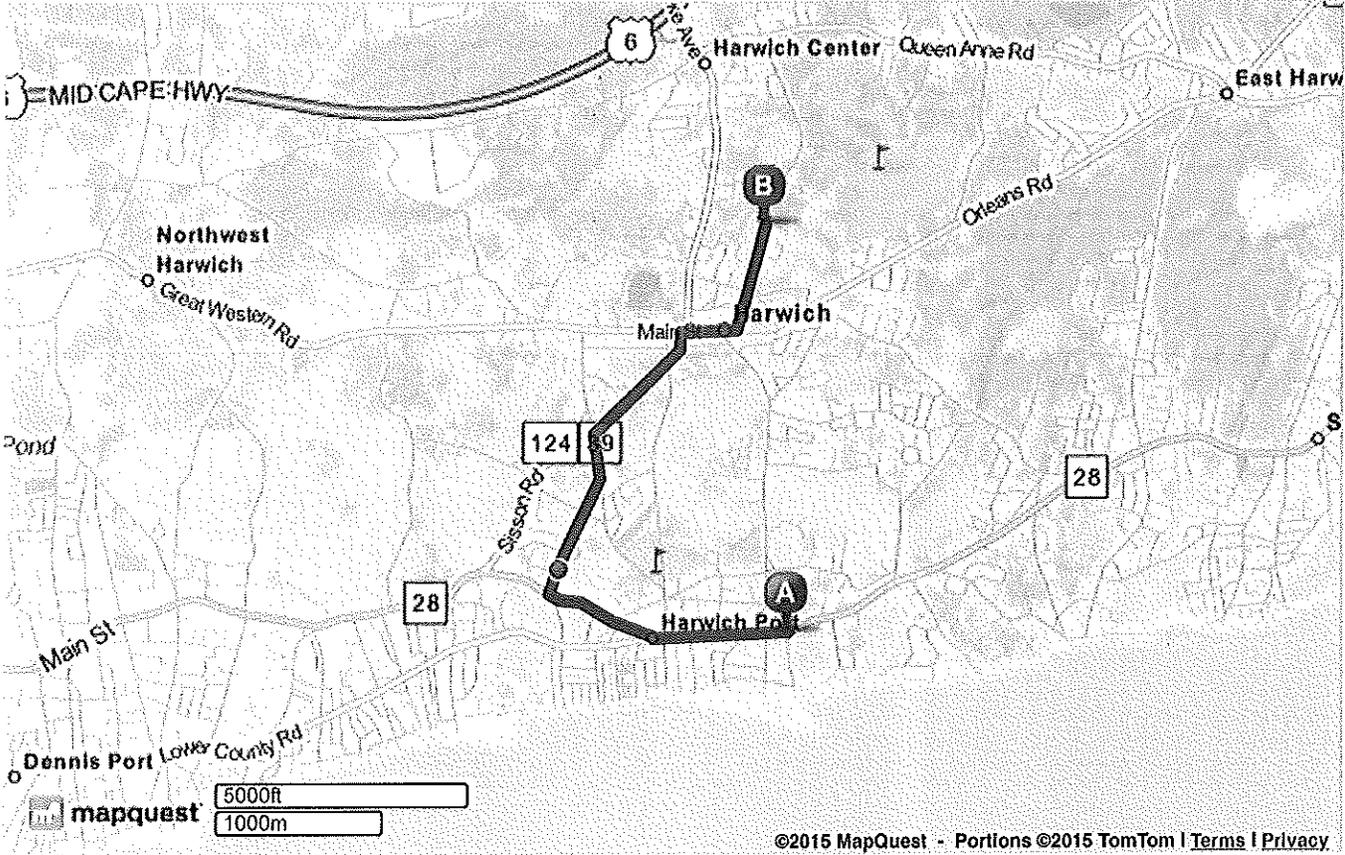
FEE _____ CASH _____ CHECK _____

FOR _____

REVIEWED BY _____

DATE LICENSE ISSUED _____

Total Travel Estimate: 3.08 miles - about 7 minutes



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Application for Permit to Access State Highway

This Access Permit Application, including the attached Access Permit Submittal Checklist, must be completed in full by the Applicant. Instructions for this page are located on page 2. Descriptions of the two types of access permits and related categories are located on page 6. MassDOT will make the final determination regarding Access Permit Application type and category.

1. Town/City: Hanover
2. State Highway route number and/or name: Rt. 28
3. Locus/Property Address: _____
4. Description of property and/or facility for which access is sought (attach additional sheets if necessary):
N/A - Rt. 28

5. Description of work to be performed within State Highway Layout (attach additional sheets if necessary):
Parade - no alteration of street.

Telecommunications (wireless or wireline) or Renewable Energy (Solar, Wind, etc) – Agreement Process and OREAD* coordination required. (*see pg 2 Instruction)

6. Dig Safe number: _____

7. Applicant Information ¹ (See footnote below.)

Name Hanover Chamber of Commerce

Mailing Address 1 Schoolhouse Road
Hanover, MA 02110

Telephone 508-482-1165

Fax _____

E-Mail _____

Signature Jeremy Gingras, Executive Director

Print Name Jeremy Gingras, Executive Director

Date 3-31-15

8. Property Owner

Name _____

Mailing address _____

Telephone _____

Fax _____

E-Mail _____

Signature _____

Print Name _____

Date _____

Return completed application, including Submittal Checklist, to the District Highway Director for your town/city. Refer to reverse side for appropriate address.

For office use only. Do not write below this line.

- | | |
|----------------------------------------|------------------------------------------------------|
| 1. Application number: _____ | 6. Section 61 Finding date: _____ |
| 2. Date received: _____ | 7. Mass. Historic Action (yes or no): _____ |
| 3. Fee amount (non-refundable): _____ | 8. Plans returned to DHD: _____ |
| 4. Completeness Pre-Review date: _____ | 9. Permit Type/Category: _____ |
| 5. MEPA required (yes or no): _____ | 10. Application complete date: _____ |
| ENF-EOEEA Cert. # _____ | 11. Permit written date: _____ |
| EIR-EOEEA Cert. # _____ | 12. Permit issued date: _____ |
| Other-EOEEA Cert. # _____ | 13. Permit denied: _____ |
| | 14. Permit Recording date at Registry of Deeds _____ |

¹ If an agent is representing an Applicant, the application must include a notarized letter from the Applicant outlining the specified duties and responsibilities of the agent. Where work is proposed on a utility, the utility department must sign the application as the Applicant[s].

Access Permit Submittal Checklist

GREY:
DOT
USE
ONLY

This checklist provides the Applicant with a list of required submittals to obtain an Access Permit. However, additional submittals may be required to issue an Access Permit. All Applicants must fill out Part A and one additional part that correlates to the selected application type. To help identify the application type, please see the descriptions on page 6. Check each box that pertains to your application. MassDOT will make the final determination regarding Access Permit Application type and category.

PART A: ALL APPLICANTS MUST FILL OUT

1. APPLICATION TYPE – CHECK ONE

NON-VEHICULAR:

Non-Vehicular – Fill out Part B

VEHICULAR

Category I – Minor Vehicle Access Permits: Fill out Part C-1

Category II – Major Vehicle Access Permits: Fill out Part C-1 and Part C-II

Category III – Complex Vehicle Access Permits: Fill out Part C-1 and Part C-III

2. APPLICATION TYPE (Check all applicable boxes)

Application Complete

Permit corresponds to appropriate MassDOT District

Non-refundable check or money order on correct amount payable to: **MassDOT**

Evidence certifying property owner(s) consent

Notarized Applicant Letter outlining agent's duties and responsibilities (if applicable)

Utility department sign-off as the Applicant(s) (if applicable)

PART B: NON-VEHICULAR PERMITS

IF NO PHYSICAL MODIFICATION to state highway layout – i.e. parade, road race, traffic counts, etc.

Required submittals:

Map of route

Traffic Management Plan (designed in accordance with the Road Flagger & Police Regulations: 701 CMR 7.00)

Detour Plan(s) with municipal approval (if applicable)

IF DRAINAGE:

If requesting connection or discharge to any MassDOT drainage system, contact District Personnel for additional information regarding required submittals.

IF CONSTRUCTION, RELOCATION OR REPAIR OF UTILITIES:

Required submittals:

EXISTING PROJECT: reference(s) to the documents and plans already filed with MassDOT for the affected project

NEW PROJECT/UTILITY WORK:

Required submittals:

Engineered Plan(s) including method of crossing Highway

Traffic Management Plan (if applicable)

(Designed in accordance with the Road Flagger & Police Regulations: 701 CMR 7.00)

Detour Plan(s) with municipal approval (if applicable)

Tree Cutting or Landscaping Plan (if applicable)

Vegetative Plan including plant species and maturity size (if applicable)

Blasting Plan (contact District Personnel for additional information)

THERE ARE TWO TYPES OF ACCESS PERMIT APPLICATIONS: VEHICULAR, ISSUED UNDER THREE CATEGORIES & NON-VEHICULAR:

1. VEHICULAR ACCESS PERMITS:

Category I – Minor Vehicular Access Permits:

Access Permits for Projects that require entry to the State Highway Layout (SHLO), require little to no non-signalized modifications, and do not significantly alter the operating characteristics of traffic. These Projects ordinarily do not exceed the Massachusetts Environmental Policy Act (MEPA) transportation thresholds beyond the filing of an Environmental Notification Form (ENF).

Category II - Major Vehicular Access Permits:

Access Permits for Projects that require significant non-signalized modifications that may alter the operating characteristics of traffic at residential or commercial driveway intersecting with the SHLO; that require significant non-signalized modifications that may alter the operating characteristics of traffic at or upon any other intersection or roadway under the jurisdiction of MassDOT; that require the installation of a new traffic signal at a residential or commercial driveway intersecting with the SHLO or at any other intersection or roadway under the jurisdiction of MassDOT; or that require modification of structures, equipment, or hardware at an existing traffic signal at a residential or commercial driveway and its intersection with the SHLO or at any other intersection or roadway under the jurisdiction of MassDOT.

Category III – Complex Vehicular Permits

Access Permits for Complex Projects requiring actions similar to major Projects, but which require a new or altered SHLO; that require significant non-signalized and/or signalized modification within the SHLO over an extended distance or at a number of intersections that significantly alters the operating characteristics of traffic along a corridor; or that require the construction of a new, or modifications to an existing, bridge. These Projects generally require MEPA review and may require Federal review.

2. NON-VEHICULAR ACCESS PERMITS:

Access Permits for Projects that require access to the SHLO that do not involve physical modifications such as a parade or road race; construction, relocation or repair of utilities within the SHLO; tree cutting or landscaping within the SHLO; the use of explosives to remove material from within 250 feet of the SHLO; or connection to or discharge to any MassDOT drainage system (in cases where it can be shown that no practical alternative exists).

CONDITIONS REQUIRING AN ACCESS PERMIT

Vehicular Access Permits are required for:

- New residential or commercial driveways or streets intersecting the SHLO; or,
- Physical modifications to existing residential or commercial driveways or streets at their intersection with the SHLO; or,
- Change in use of an existing residential or commercial driveway onto SHLO that results in a **Substantial Increase in or Impact on Traffic** (as defined below) over the current use; or
- Construction of new or change in use of existing, residential or commercial driveway from properties that abut the SHLO to serve a building or facility, or expansion of a building or facility, that generates a Substantial Increase in or Impact on Traffic.

Substantial Increase in, or Impact on, Traffic as referenced above is defined as:

A Project that meets or exceeds any of the following thresholds:

- (i) Generation of 2,000 or more new ADT on roadways providing access to a single location; or,
- (ii) Generation of 1,000 or more new ADT on roadways providing access to a single location and construction of 150 or more new parking spaces at a single location; or,
- (iii) Construction of 300 or more new parking spaces at a single location; or
- (iv) Creation of a change in the type, pattern, or timing of traffic that is determined by MassDOT to generate a significant impact on traffic flow and safety.

Non-vehicular Access Permits are required for:

- Access to the SHLO for Projects that do not involve physical modifications; or
- Connection to or discharge to any MassDOT drainage system (in cases where it can be shown that no practical alternative exists); or
- Construction, relocation or repair of utilities within the SHLO; or
- Tree cutting or landscaping within the SHLO; or
- The use of explosives to remove material from within 250 feet of the SHLO.

In cases where a particular Project or activity may seek both vehicular and non-vehicular access, separate and distinct Permit Applications must be filed.

PART C-I: VEHICULAR PERMITS

CATEGORY I – Minor Vehicular Access Permits

Required submittals:

- Engineering Plans
- ENF - (Environmental Notification Form) Certificate (if applicable)

IF RESIDENTIAL DRIVEWAY:

- Detailed plan/sketch showing the drive location in relation to the property lines, MassDOT baselines, distance from nearest mile marker, and an easily identifiable fixed object (distance from telephone poles, mail boxes, other drives, etc.).
- If severe topographic conditions exist, an engineered plan showing the driveway layout, profile and storm water management may be necessary to show that the edge of the proposed drive is protected during and after construction to prevent sediment and debris from entering upon the State Highway Layout (SHLO).

IF COMMERCIAL DRIVEWAY: (where no MEPA review is required)

Required submittals:

- Two (2) 40 scale plans that include:
 - A. Route Number, Road Name, Property Address
 - B. Property Corners and Bounds
 - C. Lot Line Dimensions, Bearings and Distances
 - D. State Highway Layout Lines (both sides) and Nearest Massachusetts Highway Bounds (if found).
 - E. State Highway Baseline and both edges of roadway including any sidewalks and type of edging, if any, and shoulder information (grass, gravel etc.).
 - F. Any existing drive to be altered or closed shall be indicated. Existing and proposed dimensions should be included for altered drives.
 - G. Information on all proposed drives including radii, widths, handicap ramps, etc. must be shown.
 - H. All existing and proposed buildings, utilities, trees, stone walls, fences etc., should be labeled and shown in their correct location.
 - I. It is required that all stands, buildings, gasoline pumps and structures of any kind be placed at least 12 feet back from the State Highway Layout Line, since conducting of business within a State Highway Layout is forbidden.
 - J. Complete detail on drainage; all drives should be constructed on a downgrade from the edge of the highway surface or shoulder to the State Highway Layout Line.
 - K. Engineered plans will be required to show that storm flows are not directed into the SHLO, using contour lines, where applicant/owner property elevations are raised from the edge of the highway.
 - L. The plans should identify measures to protect the edge of the proposed drive during and after construction to prevent sediment and debris from entering upon the SHLO.

IF NEW STREET / SUBDIVISION ROAD:

Minor Intersection and Roadway Reconstruction (where no MEPA review is required)

Required submittals:

- All Commercial Driveway requirements (above) apply in addition to the following: Evidence of acceptance, including its line, grade and proposed drainage, by a local planning board, or other City of Town official with such authority.
- A street/road profile from its nearest high point and plan of drainage.

Please be advised:

- It will be required that all such future street approaches be constructed on a downgrade, where possible, from the edge of highway surface or shoulder to the State Highway Layout Line.
- Common driveway criteria may apply and must be shown on plans as mentioned above.

PART C-II: VEHICULAR PERMITS

CATEGORY II – Major Vehicular Access Permits

Required submittals:

- Engineering Plans based on the standards in the Manual On Uniform Traffic Control Devices (MUTCD), MassDOT's Project Development & Design Guide or its successor, MassDOT's Standard Specifications for Highway and Bridges, and any current technical policies or engineering directives Issued by MassDOT. All PS&E design submissions must be both in hard copy (one set) and electronic format. Electronic format includes PDF files transmitted to DHD or designee via USB Flash Drive, CD or posted to a FTP site.
- In cases where a proposed access is to be shared by multiple development sites, the Applicant(s) will provide evidence of the rights of access between the parties involved prior to the issuance of the Access Permit.
- MEPA Certificate
- Section 61 Finding

PART C-III: VEHICULAR PERMITS

CATEGORY III – Complex Vehicular Permits

Required submittals:

- Engineering Plans based on the standards in the Manual On Uniform Traffic Control Devices (MUTCD), MassDOT's Project Development & Design Guide or its successor, MassDOT's Standard Specifications for Highway and Bridges, and any current technical policies or engineering directives Issued by MassDOT. All PS&E design submissions must be both in hard copy (one set) and electronic format. Electronic format includes PDF files transmitted to DHD or designee via USB Flash Drive, CD or posted to a FTP site.
- In cases where a proposed access is to be shared by multiple development sites, the Applicant(s) will provide evidence of the rights of access between the parties involved prior to the issuance of the Access Permit.
- MEPA Certificate
- Section 61 Finding

Recording of Access Permits

Applicants must record any Vehicular Access Permit and plans or any Non-Vehicular Access Permit and plans involving drainage at the appropriate Registry of Deeds. Any Permit issued by MassDOT that requires recording will not be effective until recorded at the appropriate Registry of Deeds and a notice of recording is submitted to the District Highway Director (DHD). Changes may require the re-recording of permits and related documents. In those cases, permits will not be effective until re-recorded at the Registry of Deeds and a notice of recording is submitted to the DHD.



Town of Harwich
Harbormaster's Office
715 Main Street – PO Box 207
Harwich, MA 02646
Phone (508) 430-7532
Fax (508) 430-7535

Memo

To: Board of Selectmen
From: John C. Rendon, Harbormaster
Date: May 21, 2015
Subject: Pleasant Bay Cruising Club - Moorings

Pleasant Bay Cruising Club (PBCC) has had two permitted public mooring in Pleasant Bay since 2002 to support their club activities. According to their Statement of Purpose, "The Pleasant Bay Cruising Club is dedicated to the protection and enjoyment of Pleasant Bay and adjacent waters. The club seeks to build a community of sailors, kayakers, canoers and boaters who share a love of the sea and a spirit of camaraderie. The club welcomes all who pay yearly membership dues and agree with the statement of purpose." According to Mr. Preu, PBCC Treasurer, the mooring are currently used on a first come, first serve basis by its membership.

The moorings are being used as Special Purpose Moorings, yet they have not been designated as such. According to the Harbor Management Plan (HMP), a Special Purpose Mooring is defined as "A mooring granted to a yacht club or other business, by the Board of Selectmen. Special Purpose Moorings are meant to promote water sports and/or boating education." In addition, per the HMP, it is intended that Special Purpose Moorings be only for boats owned, leased or used by special purpose mooring permit holders, or by their patrons, customers or members. Currently, without the Special Purpose designation, the Pleasant Bay Cruising Club is using their two moorings in violation of the HMP regulations, in that public mooring permit holders must occupy the mooring for at least 30 days during the boating season (Memorial Day to Columbus Day), and the boat that occupies the mooring must be registered in the name of the permit holder.

Therefore, I request that the two public moorings assigned to Pleasant Bay Cruising Club be changed to Special Purpose Moorings and designated as such in the Harbor Management Plan. Thank you for your consideration.

Copy (1): Town Administrator

Ann Steidel

From: John Rendon
Sent: Monday, May 11, 2015 4:48 PM
To: Ann Steidel
Subject: FW: PB Cruising Club Moorings
Attachments: request to designate moorings as special purpose..docx; harbormaster.jpg; harbormaster1.jpg; harbormaster2.jpg; harbormaster3.jpg

Ann,
Enclosed is the letter request and attachments from PBCC for the BOS package. Thanks.

John C. Rendon
Harbormaster
Town of Harwich
774 212-6193 (c)

From: preuphoto@comcast.net [mailto:preuphoto@comcast.net]
Sent: Thursday, April 09, 2015 12:07 PM
To: John Rendon
Cc: m1preu2@gmail.com
Subject: Re: PB Cruising Club Moorings

Hi John-

I have attached a request for establishing the PBCC moorings as Special Purpose Moorings, and some documents the club has as to how they were originally obtained. Please let me know if there is anything else you need.

Mark Preu

From: "John Rendon" <jrendon@town.harwich.ma.us>
To: m1preu2@comcast.net
Cc: "Michelle Morris" <mmorris@town.harwich.ma.us>
Sent: Monday, March 30, 2015 2:29:33 PM
Subject: PB Cruising Club Moorings

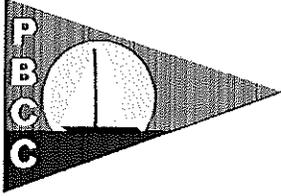
Mark,
Good to talk you. As discussed, I have listed below the definition of a Special Purpose Mooring. By definition, I would assume that the Pleasant Bay Cruising Club promotes water sports and therefore would be eligible for a Special Purpose Mooring. Special Purpose Moorings are not held to the 30 day usage requirement. By the nature of how the moorings are used, first come/first serve by club members, the moorings are not Recreational Moorings. Therefore, they need to be classified in our Harbor Management Plan as Special Purpose by the Board of Selectmen. In order for me to recommend to the BOS that your moorings be designated as Special Purpose, I will need a copy of your club charter. If your club membership has declined over the years, you should consider giving up one of the moorings, as there is a big demand for moorings in PB. Thanks very much. John

Mooring, Special Purpose: A mooring granted to a yacht club or other business, by the Board of Selectmen. Special purpose moorings are meant to promote water sports and/or boating education. The fee for special purpose moorings shall be the same as the resident mooring fees. As of January 1, 2004, there are twenty-seven (27) special purpose moorings which are as follows (See Appendix A):

Stone Horse Yacht Club – Inner Harbor:	Three (3)
Stone Horse Yacht Club – Outer Harbor:	Three (3)
Allen Harbor Yacht Club :	Four (4)
Wequassett Inn – Round Cove:	Two (2)
Wequassett Inn – Pleasant Bay:	Five (5)
Rental Fleet at Pleasant Bay:	Ten (10)

Upon any change in ownership of the foregoing entities, the new entity may apply for the related mooring permits however; control of the moorings does not automatically transfer. It is intended that special purpose moorings be used only for boats owned, leased or used by special purpose mooring permit holders, or by their patrons, customers or members.

John C. Rendon
Harbormaster
Town of Harwich
774 212-6193 (c)



PLEASANT BAY CRUISING CLUB

1145 MAIN STREET

BREWSTER MA 02631

April 9, 2015

To John Rendon, Harwich Harbormaster

Sorry it has taken so long to respond to your phone call and email on March 30. It took time to get the message out to our members and receive their responses. The members would like you to ask the Board of Selectmen to designate both moorings as Special Purpose Moorings. I am attaching some documents I was able to find in our club records which indicate that the moorings were granted after the club had been on the waiting list, and were established as guest moorings.

There isn't an official charter, but the club does have a Statement of Purpose- " The Pleasant By Cruising Club is dedicated to the protection and enjoyment of Pleasant Bay and adjacent waters. The club seeks to build a community of sailors, kayakers, canoers, and boaters who share a love of the sea and a spirit of camaraderie. The club welcomes all who agree with this statement."

As I mentioned in our phone conversation, these moorings are available for use on a first come- first served basis.

Thanks,

Mark Preu

Treasurer, PBCC

KEN SIMPSON & CYNTHIA GALLANT-SIMPSON

1603 Main Street, P.O. Box 1771, Brewster, MA. 02631 ~ Cape Cod
Tel: (508) 896-4440 ~ Fax: (508) 896-4443 ~ Email: hesperus@capecod.net

3-23-02

To: Tom Leach, Harwich Harbor Master
Box 207
Harwich Port, MA 02646

Dear Tom,

Please find enclosed with this letter and applications a check for \$183.30. The distribution of the funds are as follows:

Mooring # 504	<i>Briganta</i> (Ken Simpson)	\$104.00
Mooring # 611	<i>Druid</i> (Ken Simpson, for Pleasant Bay Cruising Club)	\$ 69.30
MWP # 26	Pleasant Bay Cruising Club	\$ 5.00
MWP # 27	Pleasant Bay Cruising Club	\$ 5.00

As per our past conversation and agreement mooring # 611, although officially in my name, is used and maintained by the Pleasant Bay Cruising Club. Our agreement was to allow the club to use and maintain mooring # 611 until the club received an active mooring. As you know, the club maintains two positions on the waiting list for Pleasant Bay and has done so for several years. For official documentation, I have used my sailing tender *Druid* as the vessel of record for mooring # 611. The club is not awash in cash and maintains mooring # 611 as a mooring of refuge and service for all types of boats using Round Cove and Pleasant Bay. (When the club receives a proper mooring via the waiting list protocol, I will retain mooring # 611 for my own use.) We hope this arrangement of my "donation" of mooring # 611 for the public good continues to meet your approval, as it seems most equitable.

Please do not hesitate to contact me at the numbers above if you have any questions or concerns. As I have not been able to contact you directly by phone, I am forwarding you the letter, documents and funds post haste.

Thank you for your time and consideration.

Yours truly,

Ken

SAQUATUCKET MUNICIPAL MARINA

715 Main Street Route 28 P.O. Box 207

Harwich Port, MA 02646

(508) 430-7532 FAX (508) 432-5039

www.town.harwich.ma.us/harbor

harbor@town.harwich.ma.us

CUSTOMER'S ORDER NO.		PHONE			DATE	
NAME		4/22/06				
ADDRESS		Pleasant Bay				
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RET'D.	PAID OUT
QTY.	DESCRIPTION				PRICE	AMOUNT
	Wait List					
	MWP					10 00
	MWP					10 00
<div style="border: 1px solid black; border-radius: 50%; padding: 20px; display: inline-block;"> Paid in cash </div>						TAX
						TOTAL
RECEIVED BY						50 00

*Office of the Harwich Harbormaster
Natural Resources Department*

715 Main Street
P.O. Box 207
Harwich Port, MA 02646

508-430-7532
FAX 508-432-5039
VHF CH-68



January 6, 2005

Pleasant Bay Cruising Club
Box 1771
Brewster, MA 02631

Dear Pleasant Bay Cruising Club,

This letter is to follow up our correspondence regarding the mooring offer which we recently extended to you. Please find enclosed the mooring permit application for 2005. It is very important that you complete this application immediately and return it to us to confirm your new mooring permit. A mooring bill will be generated and mailed to you at a later date based upon this additional information you will provide.

If you have not yet purchased or own a boat please give us enough information that we can assign an adequate space based upon the intended vessel's length overall and draft.

If you have questions about the mushroom anchor, length and size of chain etc. you can get answers from our extensive website. However, if you have additional questions about mooring, you should contact the mooring servicing agent that Harwich has assigned in control of your area.

Congratulations, we know this has been a long time coming and we look forward to having you as part of the Harwich boating community.

Respectfully,

Thomas Leach, Harbormaster

Website address: www.harwich.ma.town.us/harbor

SAQUATUCKET MUNICIPAL MARINA
P.O. BOX 207
HARWICHPORT, MA 02646
(508) 430-7532

Please make checks payable to:
Town of Harwich
Mastercard and Visa Accepted
www.town.harwich.ma.us/harbor

M-668 03/27/06

1639 Pleasant Bay Cruising Club
P.O. Box 1771
Brewster MA 02631

Guest Mooring

Please return top part with your payment... AMT ENC _____ CHK # _____

		CHARGES	CREDITS	BALANCE FWD
1639	Cruising Club			
	Balance Forward			0.00
03/20/06	CR*WAIT LI MWP-1 (2006)		10.00	
03/20/06	MOORINGS Pleasant Bay	195.00		
03/27/06	PAYMENT ck #996		185.00	

03/27/06	CURR	-30	-60	-90+	BALANCE DUE
# 1639	0.00	0.00	0.00	0.00	0.00

SAQUATUCKET MUNICIPAL MARINA (508) 430-7532

Mooring Hardware Supplier: Any individual or other business entity, that is in the business of selling or renting marine hardware.

Mooring Servicing Agent: An individual, corporation or other business entity with adequate liability insurance to qualify for an annual permit to perform mooring services and inspections in the Town of Harwich. In the Town of Harwich, a mooring servicing agent is an individual or corporation in the business of supplying, servicing and/or renting mooring hardware in the Town of Harwich for fresh and salt water boating use. This individual or corporation must have the required equipment to retrieve, inspect, repair, upgrade and replace the individual mooring to the assigned site (using GPS WAAS navigation). In addition the individual or corporation must certify that the proper mooring tag and mooring, permit sticker and client's name was in compliance with the Town of Harwich Waterways Regulations. This individual or corporation is required to apply for a Mooring Servicing Agent Permit for a term of three years, renewed annually by the Board of Selectmen. The issuance of a permit, to become a mooring servicing agent requires proof of the sufficient marine insurance to protect the Town from liability of the services provided. The Town of Harwich Harbormaster retains authority to manage all mooring activities, permits, inspections and fees, even where a Mooring Servicing Agent has primary responsibility and liability for management of a Mooring Servicing Field. Boat yards, yacht clubs or related commercial enterprises cannot inspect their own moorings; the Harbormaster or another mooring servicing agent must perform this function.

Mooring Servicing Fields: The mooring servicing fields are defined as follows: Allen Harbor; Wychmere Harbor (inner and outer); Pleasant Bay; Round Cove; Herring River. All mooring servicing fields shall be assigned a mooring servicing agent and alternates after a public process. In the event of a dispute between a mooring permit holder and a mooring servicing agent, the Harbormaster may elect to provide required mooring services, at fair market value and at the expense of the mooring permit holder.

→ **Mooring, Special Purpose:** A mooring granted to a yacht club or other business, by the Board of Selectmen. Special purpose moorings are meant to promote water sports and/or boating education. The fee for special purpose moorings shall be the same as the resident mooring fees. As of January 1, 2004, there are twenty-seven (27) special purpose moorings which are as follows (See Appendix A):

Stone Horse Yacht Club – Inner Harbor:	Three (3)
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Allen Harbor Yacht Club:	Four (4)
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Wequassett Inn – Pleasant Bay:	Five (5)
Rental Fleet at Pleasant Bay:	Ten (10)

Upon any change in ownership of the foregoing entities, the new entity may apply for the related mooring permits however; control of the moorings does not automatically transfer. It is intended that special purpose moorings be used only for boats owned, leased or used by special purpose mooring permit holders, or by their patrons, customers or members.

Mooring/Slip Assignments: With the exception of boat yards, yacht clubs and selected special purpose businesses that have a special purpose mooring assignment, all individuals, business entities (or a combination of the two) and individual families having the same address, are limited to a maximum of two (2) mooring/slip assignments. This shall mean two (2) moorings; two Town (2) slips; or one (1) mooring and one (1) slip except as otherwise provided in these regulations and absent a showing of good cause for non-renewal, individuals or business entities assigned a mooring in one calendar year, shall be offered the same mooring site in the following calendar year. Mooring sites that are assigned but not occupied by mooring tackle and sites that are assigned and occupied by mooring tackle but are unoccupied by a boat for greater than 1 (one) year, shall surrender/lose said site. Any vacated moorings, moorings not renewed, or new moorings that may be added may only be assigned to an individual or corporation or other business entity who obtained such assignment via the Town of Harwich mooring waiting list process.

Mooring, Working: Moorings assigned to a boatyard or a marine construction maintenance business for the purposes of operating their businesses and servicing their customers. Working moorings are separate and distinct from boatyard transient moorings. It is intended that working moorings be used only for boats owned, operated or being serviced by the boatyard to which they are assigned. Upon any change in ownership of the foregoing entity, the new entity may apply for the related mooring permits; however control of the moorings does not automatically transfer. See Appendix A for Working Mooring Assignment List.

Motor Boat: Any boat propelled by machinery whether or not such machinery is the principal source of propulsion.

To Board of Selectmen
From Linda Cebula, Angelo LaMantia
Selectmen's Interview/Nomination Committee

Re Nominations
Date May 20, 2015

We recommend to the Board of Selectmen the following appointments:

Name	Committee Appointment	Expiration of term
Shanna Nealy	Bikeways	June 30, 2018
Wendy Rae Woods-Hartwell	Historic District/Commission alternate, unexpired term	2017
	Real Estate and Open Space	2018
Dolly Howell	Pleasant Bay Alliance	2018
Richard Waystack	Council on Aging	2018
Mirande Dupuy-DeWitt	Historic District/Commission	2018
Marcia T Smith	Real Estate and Open Space	2018
Emily Milan	Voter Information	2018
Tina Evans	Voter Information	2018

OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, Town Administrator

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



MEMO

To: Board of Selectmen

From: Christopher Clark, Town Administrator

Date: May 19, 2015

Re: FY16 Changes to Personnel By-Law Compensation & Classification Plan

Administration has been undertaking the task of updating the Personnel By-Law Compensation & Compensation Plan for FY16. The following are the recommended changes to the schedules of Full-Time Management, Full-Time Administrative, Seasonal, and Part-Time Employees:

1. Full-Time Management Staff

- a) A 2% COLA increase was included in keeping with union increases.
- b) The position of Assistant Town Administrator was reclassified from Grade M-4 to M-7. Included is a salary survey justifying the new level along with updated job description.
- c) The position of Director of Highways & Maintenance was reclassified from M-6 to M7. Included is a salary survey justifying the new level.
- d) The position of Water & Wastewater Superintendent was added to Grade M6 based upon prior positioning of previous By-Law position.

2. Full-Time Administrative Staff

- a) A 2% COLA increase was included in keeping with union increases.

3. Seasonal Staff

- a) A \$0.25 per hour COLA increase was added with the exception of the Grade 9 position of Golf Instructor. Please note that the schedule was first brought up to meet State minimum wage standards.
- b) The new position of Golf Seasonal Employee and Operations Manager was added as Grade 8 with a range of \$21-\$25 per hour. I recommend this change be effective June 1, 2015. This would retitle the current Grade 8 to Grade 9.
- c) The position of Shellfish Instructor was reclassified from Grade 6 to Grade 8.

4. Part-Time Staff

- a) A 2% COLA increase was included in keeping with union increases. Please note that the schedule was first brought up to meet State minimum wage standards.

I recommend that the Board approve the changes to the Personnel By-Law Compensation & Classification Plan as proposed and associated Job Description for Golf Seasonal Employee and Operations Manager and Assistant Town Administrator.

Part 4

CLASSIFICATION AND COMPENSATION PLANS

CLASSIFICATION AND COMPENSATION PLANS: The Classification Plan is a plan classifying positions covered under this By-law into groups and classes of positions, in which incumbents perform substantially similar work or have substantially equal responsibility. The Compensation Plan is a listing of salaries and wages allocated to pay grades by classes or positions. The Personnel Administrator, with the approval of the Board of Selectmen, may from time to time amend the Classification Plan. The Board of Selectmen with a recommendation from the Personnel Administrator may annually amend the Compensation Plan, subject to sufficient appropriation by the Town Meeting.

NON-UNION COMPENSATION PLAN

BY-LAW POSITIONS: FULL TIME MANAGEMENT

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Contract	Police Chief Finance Director/Accountant										
M-7	Deputy Police Chief	83,322	85,405	87,539	89,728	91,971	94,270	96,628	99,043	101,520	104,057
M-6	DPW Director	76,442.00	78,352.00	80,310.00	82,319.00	84,377.00	86,486.00	88,648.00	90,866.00	93,136.00	95,464.00
M-5		70,129.00	71,883.00	73,681.00	75,523.00	77,411.00	79,346.00	81,329.00	83,361.00	85,446.00	87,583.00
M-4	Library Director; Personnel Director; Assistant Town Administrator	64,340.00	65,948.00	67,595.00	69,287.00	71,019.00	72,793.00	74,614.00	76,480.00	78,391.00	80,352.00
M-3		59,027.00	60,502.00	62,015.00	63,565.00	65,156.00	66,783.00	68,453.00	70,165.00	71,919.00	73,716.00
M-2		54,153.00	55,506.00	56,896.00	58,317.00	59,775.00	61,269.00	62,800.00	64,370.00	65,980.00	67,629.00
M-1		43,322.00	44,406.00	45,515.00	46,653.00	47,820.00	49,015.00	50,241.00	51,497.00	52,785.00	54,104.00

Personnel By Law Compensation Plans as of January 1, 2015 – 2% increase

BY-LAW POSITIONS: FULL TIME ADMINISTRATIVE

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
OA-4	Administrative Secretary	25.86	26.51	27.17	27.86	28.54	29.26	29.99	30.75	31.51	32.29
OA-3	Administrative Asst; ZBA Clerk	21.04	21.56	22.10	22.65	23.23	23.81	24.40	25.01	25.64	26.28
OA-2	Board Secretary; Video and Communications Information Specialist	17.68	18.13	18.57	19.04	19.52	20.00	20.50	21.02	21.54	22.08
OA-1	Board Clerk	15.38	15.77	16.15	16.56	16.97	17.40	17.83	18.28	18.73	19.20

SEASONAL HOURLY WAGE SCHEDULE

GRADE	JOB TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
8	Golf Instructor	\$30.00	\$45.00	\$60.00	\$75.00	
7	Waterfront Director (S7) Beach Supervisor (S7A) Asst Animal Control Officer (S7B)	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00
6	Ass't. Harbormaster (S6) Ass't Beach Supervisor (S6A) Playground Director (S6B) Activities Coordinator (S6C) <i>Shellfish Instructor (\$20.00)*(S6D)</i>	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00
5	Kayak Instructor (S5) (\$14.00)* Parking Enforcement Officer (S5A)	\$11.50	\$12.00	\$12.50	\$13.00	\$13.50
4	Lifeguard (S4B) Swimming Instructor (S4C) Golf Ass't. (S4) Golf Maintenance Person (S4A) Work Leader (S4D) GIS Ass't (S4E) Project Ass't. (S4F)	\$11.00	\$11.50	\$12.00	\$12.50	\$13.00
3	Tennis Instructor (S3) Golf Utility Person (S3B) Sticker Seller (S3D) Seasonal Laborer (3C)	\$10.00	\$10.50	\$11.00	\$11.50	\$12.00
2	Playground Instructor (S2) Harbor Assistant (S2A) Parking Attendant (S2B)	\$9.00	\$9.50	\$10.00	\$10.50	\$11.00
1	Shellfish Interns (S1)	\$8.50	\$9.00	\$9.50	\$10.00	\$10.50

Personnel By-Law Compensation Plan as of January 2015 – 2% increase

Grade		MIN.	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
PT - 8	Alternate Building Commissioner	37.63									
PT-7	Plumbing, Wiring, Gas, Building and Alternate Inspectors *	19.94	20.44								
PT - 6	Part-time Dispatcher	17.34	18.38	19.41	20.45	21.48	22.51				
PT-5	Emergency Mgmt Director Special Police Officer Police Matron Mechanic	17.96	18.41	18.87							
PT-4	Recycling/ Scalehouse Monitor Recycling/ Scalehouse Laborer	14.37	14.74	15.11	15.47	15.86	16.27	16.67	17.09	17.50	17.95
PT-3	Substitute Custodian (\$13.84)** Transfer Station Attendant Assistant Outreach Worker Program Aide Clerical Aide Circulation Assistant	13.19	13.52	13.85	14.20	14.56	14.91	15.30	15.68	16.07	16.47
PT-2	Registrars of Voters Weight Room Worker (\$11.00)**	12.06	12.35								
PT-1	Library Pages Election Worker (\$8.00 - \$10.00)** Sealer of Weights and Measures	8.44	8.65								

*Compensation will include \$32.00 per inspection (PT 8) and emergency fee when called by public safety officer of 2 x the appropriate hourly rate or portion thereof

**Grandfathered rates shown in parenthesis

Personnel By Law Compensation Plans as of July 1, 2015 – 2% increase

NON-UNION COMPENSATION PLAN

BY-LAW POSITIONS: FULL TIME MANAGEMENT

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Contract	Police Chief Finance Director/Accountant Fire Chief										
M-7	Assistant Town Administrator Director Highways Deputy Police Chief	84,988	87,113	89,290	91,523	93,810	96,155	98,561	101,024	103,550	106,138
M-6	Water / Wastewater Superintendent	77,971	79,919	81,916	83,965	86,065	88,216	90,421	92,683	94,999	97,373
M-5		71,532	73,321	75,155	77,033	78,959	80,933	82,956	85,028	87,155	89,335
M-4	Library Director; Personnel Director	65,627	67,267	68,947	70,673	72,439	74,249	76,106	78,010	79,959	81,959
M-3		60,208	61,712	63,255	64,836	66,459	68,119	69,822	71,568	73,357	75,190
M-2		55,236	56,616	58,034	59,483	60,971	62,494	64,056	65,657	67,300	68,982
M-1		44,188	45,294	46,425	47,586	48,776	49,995	51,246	52,527	53,841	55,186

Personnel By Law Compensation Plans as of July 1, 2015 – 2% increase

BY-LAW POSITIONS: FULL TIME ADMINISTRATIVE

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
OA-4	Administrative Secretary	26.38	27.04	27.71	28.42	29.11	29.85	30.59	31.37	32.14	32.94
OA-3	Administrative Asst; ZBA Clerk	21.46	21.99	22.54	23.10	23.69	24.29	24.89	25.51	26.15	26.81
OA-2	Board Secretary; Video and Communications Information Specialist	18.03	18.49	18.94	19.42	19.91	20.40	20.91	21.44	21.97	22.52
OA-1	Board Clerk	15.69	16.09	16.47	16.89	17.31	17.75	18.19	18.65	19.10	19.58

SEASONAL HOURLY WAGE SCHEDULE

GRADE	JOB TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
9	Golf Instructor	30.00	45.00	60.00	75.00	
8	Golf Employee and Operations Manager Shellfish Instructor	21.00	22.00	23.00	24.00	25.00
7	Waterfront Director (S7) Beach Supervisor (S7A) Asst Animal Control Officer (S7B)	13.25	13.75	14.25	14.75	15.25
6	Ass't. Harbormaster (S6) Ass't Beach Supervisor (S6A) Playground Director (S6B) Activities Coordinator (S6C)	12.25	12.75	13.25	13.75	14.25
5	Kayak Instructor (S5) (\$14.00)* Parking Enforcement Officer (S5A)	11.75	12.25	12.75	13.25	13.75
4	Lifeguard (S4B) Swimming Instructor (S4C) Golf Ass't. (S4) Golf Maintenance Person (S4A) Work Leader (S4D) GIS Ass't (S4E) Project Ass't. (S4F)	11.25	11.75	12.25	12.75	13.25
3	Tennis Instructor (S3) Golf Utility Person (S3B) Sticker Seller (S3D) Seasonal Laborer (3C)	10.25	10.75	11.25	11.75	12.25
2	Playground Instructor (S2) Harbor Assistant (S2A) Parking Attendant (S2B)	9.25	9.75	10.25	10.75	11.25
1	Shellfish Interns (S1)	9.00	9.25	9.75	10.25	10.75

Personnel By-Law Compensation Plan as of July, 2015 – 2% increase

<i>Grade</i>		<i>MIN.</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Step 10</i>
PT - 8	Alternate Building Commissioner	38.38									
PT-7	Plumbing, Wiring, Gas, Building and Alternate Inspectors *	20.34	20.85								
PT - 6	Part-time Dispatcher	17.69	18.75	19.80	20.86	21.91	22.96				
PT-5	Emergency Mgmt Director Special Police Officer Police Matron Mechanic	18.32	18.78	18.87							
PT-4	Recycling/ Scalehouse Monitor Recycling/ Scalehouse Laborer	14.66	15.03	15.41	15.78	16.18	16.60	17.00	17.43	17.85	18.31
PT-3	Substitute Custodian (\$13.84)** Transfer Station Attendant Assistant Outreach Worker Program Aide Clerical Aide Circulation Assistant	13.45	13.79	14.13	14.48	14.85	15.21	15.61	15.99	16.39	16.80
PT-2	Registrars of Voters Weight Room Worker	12.30	12.60								
PT-1	Library Pages Election Worker Sealer of Weights and Measures	9.18	9.41								

*Compensation will include \$32.00 per inspection (PT 8) and emergency fee when called by public safety officer of 2 x the appropriate hourly rate or portion thereof

Highway & Maintenance Survey

11/1/2014

TOWN	FY 2015 SALARY	POPULATION	OPERATING BUDGET	COMMENTS
HARWICH	\$ 93,592.00	12,263	61,593,610	
EASTHAM	\$ 109,158.00	4,946	26,127,895	
BREWSTER	\$104,458	9,806	43,499,353	
ORLEANS	\$ 94,334.00	5,881	31,693,938	
MASHPEE	\$ 100,869.00	14,005	59,897,303	
SANDWICH	\$ 117,123.00	20,662	74,382,970	
DENNIS	\$ 121,461.00	14,153	55,970,785	
BARNSTABLE	\$ 117,093.00	44,824	177,810,467	
FALMOUTH	\$ 93,766.00	31,514	125,392,488	
YARMOUTH	\$ 110,000.00	23,703	85,421,657	
CHATHAM	\$ 114,422.00	6,141	42,090,855	
TRURO	\$ 86,000.00	2,009	18,119,139	
NANTUCKET	\$ 76,073.00	10,298	119,187,734	
WELLFLEET	\$ 99,114.00	2,742	20,267,463	
AVERAGE Pay for Cape Cod Communities	\$ 102,675.93	202947	941455657	

Town of Harwich, Massachusetts

Position Title: Seasonal Employee and Operations Manager

Department: Golf

Statement of Duties

Works under the direct supervision of the Director of Golf. Responsible for scheduling and overseeing the seasonal staff and daily seasonal golf operations.

Essential Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

1. Is responsible for staffing and directing the seasonal staff in making sure all duties are carried out. Will also ensure that all seasonal employee hours are properly reported on payroll.
2. Is responsible for maintaining high customer service standards in the seasonal staff.
3. Assist the Director of Golf in the duties and responsibilities for the entire operation on a day to day basis.
4. Oversee the reservation system, starting, monitoring, and pace of play
5. Track and verify all players and guests, green fees, golf cars, club care, lockers, handicap fees, and other charges necessary, and facilitate accurate accounting and recordkeeping
6. Manage golf car fleet while ensuring proper maintenance and recordkeeping
7. Supervise retail merchandise concession in step with the mission of the golf operation and facility
8. Supervise physical inventories
9. Supervise and train all seasonal golf shop staff to maximize sales opportunities
10. Maintain and attractive and orderly appearance in and around the golf shop
11. Is responsible to see that all the facilities are properly maintained

12. Must be familiar with all policies regarding play, tee times, driving range, cart operations, and in the absence of the operations manager, be able to make decisions that affect these policies.
13. Is to make sure that at the close of the day all seasonal staff has completed their assignments and the operation is ready for the following day's activities.
14. Is responsible for enforcing all golf course rules and regulations.
15. Is responsible for tournament operations in golf season.

Supervision

Supervises the activities of all seasonal staff including, seasonal pro shop staff, starters, rangers, cart and driving range personnel.

Recommended Minimum Qualifications

Education and Experience

A candidate for this position should have a high school diploma, a minimum of 3 years of experience in golf operations in a golf facility, both in the pro shop and outside. Candidate must have a good knowledge of the rules and regulations as set by the USGA.

Knowledge, Skills and Abilities

1. Ability to supervise seasonal employees and assist them in decision making.
2. Fundamental knowledge of the game of golf, rules of golf, golf facility operations and tournament operations
3. Fundamental supervisory practices and principles
4. Act as a role model for all seasonal employees by demonstrating the behavior and work ethic expected of all seasonal employees
5. Strong organizational, planning and prioritization skills
6. Service and customer focused attitude
7. Working knowledge of the game of golf and activities normally associated with golf as to be able to handle abnormal situations that may need to be tactfully resolved.
8. Knowledge of the rules and regulations of golf course operations. The ability to enforce them with tact, diplomacy and timeliness.
9. Ability to provide training, working assistance and guidance to others.
10. Skill in handling money. Reconciling daily deposits.
11. Ability to oversee buildings and grounds maintenance work in designated structures and areas.

12. Skill in tournament administration including: staffing, directing staff, preparing scorecards, cart signs, scoreboards, public speaking to announce rules and results, enforce the USGA rules of golf

Certifications and Licenses

Should be a member of the Professional Golfers Association or a registered apprentice in the PGA.

Tools and Equipment Used

Equipment operated includes general office equipment and retail machines and devices.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both indoors and outdoors. It is required to stay standing for most of the day and often in place behind the counter at the administration building. Work is performed in a busy atmosphere and requires quick decision making and a good temperament in a stressful environment. Early shifts can begin as early as 5am and late shifts can end as late as 8pm. Must be available to work weekends and holidays when needed.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position requires constant light to moderate physical effort; employee may be required to stand or walk for major portion of shift. While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, see or hear. The employee must occasionally lift and/or move more than 50 pounds.

ASSISTANT TOWN ADMINISTRATOR

DEFINITION

The Assistant Town Administrator assists the Town Administrator with the daily operations of the town; responsibilities include personnel, procurement and special projects; other related work, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Coordinates the daily operations of the town and provides guidance to department heads and staff; provides information and assistance to town committees.

Oversees procurement and contracting, including supplies, services, design and construction; prepares RFP documents and advises department heads and staff on procurement procedures and requirements; assists departments with the preparation of required contracts.

Researches and investigates personnel issues and grievances; participates in collective bargaining negotiations.

Serves as Americans with Disabilities Act (ADA) Coordinator for compliance with Title II, to provide reasonable accommodations to persons with disabilities and to investigate complaints.

Conducts hearings related to public property, including poles, roads and utilities.

Oversees building, utility and other town property maintenance; monitors budgets.

Acts as liaison and coordinates activities with municipal, county, state and federal agencies and officials.

Completes special projects, such as drafting regulations and policies for the Board of Selectmen and conducting research.

Acts as the Town Administrator in his or her absence.

Performs similar or related work as required, or as situation dictates.

SUPERVISION

Works under the administrative direction of the Town Administrator, in accordance with the bylaws, rules, regulations, policies and procedures of the town; duties require the ability to independently plan and perform operations; a variety of responsible and complex duties require a thorough knowledge of municipal operations and the exercise of considerable judgment and initiative; situations not clearly defined by precedent or established procedures are referred to the Town Administrator.

SUPERVISORY RESPONSIBILITIES

Supervises a number of Town Administrator assigned Department Heads and coordinates the work of other departments and committees under the jurisdiction of the Town Administrator.

WORK ENVIRONMENT

Work is performed in office conditions; the nature and volume of work is subject to various fluctuations, due to budget, Town Meeting and seasonal cycles; the employee is required to attend evening meetings.

The employee operates standard office equipment.

The employee has ongoing contact with town departments, outside agencies and the public; contacts require excellent public relations skills, persuasiveness and resourcefulness.

The use of discretion is required in relation to town-wide confidential information, including personnel files, collective bargaining negotiations, bid documents, legal proceedings, and criminal investigations.

Errors could result in delay or loss of service, monetary loss, damage to town property and legal repercussions.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's Degree in public administration or a related field; Master's Degree preferred; three years of administrative experience, including municipal management experience; or an equivalent combination of education and experience.

KNOWLEDGE, ABILITY AND SKILL

Knowledge of municipal government, Massachusetts General Laws, including procurement laws and relevant federal laws and regulations, personnel management and labor relations, public finance and budgeting and public ethics.

Ability to communicate effectively, orally and in writing with town employees, outside organizations and the general public; ability to prioritize tasks and work independently; ability to manage multiple projects simultaneously.

Written and verbal communication skills; computer skills; supervisory skills; planning and organization skills; public relations skills.

PHYSICAL REQUIREMENTS

Minimal physical effort is required to perform most duties. The employee is frequently required to sit, speak and hear and use hands to operate equipment. Vision requirements include the ability to read and analyze documents and use a computer.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

proposed

TOWN OF HARWICH, MASSACHUSETTS
ASSISTANT TOWN ADMINISTRATOR

DEFINITION

The Assistant Town Administrator assists the Town Administrator with professional administrative and daily operations of the town; responsibilities include management, personnel supervision, human resources, procurement, insurance coordination, and special projects; other related work, as required. Serves as a liaison and coordinates between town officials, employees and citizens.

Exercises considerable independent judgment in providing professional advice to the variety of official boards and committees, concerning the development, implementation, and administration of policies, goals, regulations and statutory requirements related to the administration and operation of the Town.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Coordinates the daily operations of the town, oversees, and sets annual goals and evaluates performance for the Community Development and Community Services department heads and staff, inclusive of the following departments: Health, Building, Conservation, Planning, Engineering, Council on Aging, Emergency Management, Community Center, Channel 18, Computer, Recreation, and Golf; Oversees activities of all Town employees under direction of an in absence of Town Administrator; Liaisons with Brooks Library and provides information and assistance to town committees.

Oversees procurement and contracting, including supplies, services, design and construction; prepares RFP documents and advises department heads and staff on procurement procedures and requirements; assists departments with the preparation of required contracts.

Researches and investigates personnel issues and grievances; Actively manages collective bargaining negotiations; Advises department heads on the methods to be used when administering personnel procedures including but not limited to: recruiting, hiring, evaluating, disciplining, and terminating; Keeps abreast of federal and state laws and regulations pertaining to personnel practices and labor law; Develops, Administers, and monitors personnel policies and practices to ensure contractual and statutory compliance.

Assists in preparation of annual operating and capital budgets.

Acts as liaison and coordinates activities with municipal, county, state and federal agencies and officials; Attends local, state, federal or other meetings to gather or present information, ask or answer questions and respond to input.

Assists in the preparation for the Board of Selectmen meetings, researching issues, providing background and recommendations for action when requested.

Responds to citizen inquiries, complaints, and suggestions; provides research assistance and addresses requests of other Town departments, general public, citizen groups, and media.

Completes special projects, such as drafting regulations and policies for the Board of Selectmen, conducting

research, and project development and management.

Acts as the Town Administrator in his or her absence.

Performs similar or related work as required, or as situation dictates.

SUPERVISION

Works under the administrative direction of the Town Administrator, in accordance with the bylaws, rules, regulations, policies and procedures of the town; duties require the ability to independently plan and perform operations; a variety of responsible and complex duties require a thorough knowledge of municipal operations and the exercise of considerable judgment and initiative; situations not clearly defined by precedent or established procedures are referred to the Town Administrator.

SUPERVISORY RESPONSIBILITIES

Supervises approximately thirteen (13) of Town Administrator assigned Community Development and Community Services Department Heads and manages the work of these departments and committees under the jurisdiction of the Town Administrator. Acts as an Acting Department Head in the absence or dismissal of a Department Head.

WORK ENVIRONMENT

Work is performed in office conditions; the nature and volume of work is subject to various fluctuations, due to budget, Town Meeting and seasonal cycles; the employee is required to attend evening meetings.

The employee operates standard office equipment.

The employee has ongoing contact with town departments, outside agencies and the public; contacts require excellent public relations skills, persuasiveness and resourcefulness.

The use of discretion is required in relation to town-wide confidential information, including personnel files, collective bargaining negotiations, bid documents, legal proceedings, and criminal investigations.

Errors could result in delay or loss of service, monetary loss, and damage to town property and legal repercussions.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's Degree in public administration or a related field; Master's Degree preferred; five to seven years of administrative experience, including municipal management experience; or an equivalent combination of education and experience.

KNOWLEDGE, ABILITY AND SKILL

Knowledge of municipal government, Massachusetts General Laws, including procurement laws and relevant federal laws and regulations, personnel management and labor relations, public finance and budgeting and public ethics.

Ability to communicate effectively, orally and in writing with town employees, outside organizations and the general public; ability to prioritize tasks and work independently; ability to manage multiple projects

simultaneously.

Written and verbal communication skills; computer skills; supervisory skills; planning and organization skills; public relations skills.

PHYSICAL REQUIREMENTS

Minimal physical effort is required to perform most duties. The employee is frequently required to sit, speak and hear and use hands to operate equipment. Vision requirements include the ability to read and analyze documents and use a computer.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Sandy Robinson

To: peter hughes
Subject: RE: Joint Public Hearing with Wastewater Implementation Committee and Selectmen Meeting on Cost Recovery

From: peter hughes [mailto:phughes41@comcast.net]
Sent: Wednesday, May 20, 2015 4:33 PM
To: Jeremy Gingras
Cc: Christopher Clark; Sandy Robinson; Peter de Bakker; <harlow515@hotmail.com>
Subject: Re: Joint Public Hearing with Wastewater Implementation Committee and Selectmen Meeting on Cost Recovery

Will add to BOS agenda for May 26 and pick a date.
Peter

Sent from my iPad

On May 20, 2015, at 3:45 PM, Jeremy Gingras <jeremy@harwichcc.com> wrote:

Greetings,

This morning the Wastewater Implementation Committee met and discussed the Cost Recovery Models presented to the Board of Selectmen and the desire to host a Public Hearing on the Cost Recovery Model.

The committee reviewed dates that work and we would like to propose the following options in priority:

1. June 17th
 2. June 23rd
 3. June 24th
- 6:00 PM?

We feel that a nightly meeting would be best and that we are anticipating a large turnout, so we suggest using the Community Center with the option to also tape the hearing/forum as well.

We would like to discuss the following items:

1. History of Wastewater in the Town
2. Where we are today
3. Needs for the Future
4. Cost Recovery model
5. Questions and Answer

Based on this most recent showing at the town polls, we feel that outreach is now more important than ever and we have the ability now to discuss with the community what the problem is and how we can address it going forward. We need to work more than ever with the captive audience we have and work towards identifying common goals. I look forward to hearing from you regarding the scheduling of this hearing.

Sincerely,
Jeremy Gingras

Selectmen's Policy: The Role of the Liaison

On an annual basis, individual members of the Board of Selectmen will be assigned as liaisons to the various Boards and Committees appointed by the Board of Selectmen. The primary function of the liaison is to improve communications and understanding between the Board of Selectmen and the relevant committee. The liaison is not a member of the committee and should not participate in the work of the committee.

The Selectmen's liaison to any committee should become familiar with: matters with which the appointed committees are dealing; the public input, if any, at committee meetings; the need for interaction with other committees; the need for support from town departments; the manner in which meetings are conducted; committee members' attendance issues. The liaison can and will convey pertinent information about committee activities to the Board of Selectmen and/or Town administrator as appropriate.

The liaison should establish a working relationship with the Chairperson of the committee such that the Chairperson feels free to communicate specific requests for support and/or information from the Board of Selectmen

Further, the liaison can convey information about Board of Selectmen discussions or actions taken that pertain to topics under consideration by committees that have to do with procedures or Town policies. However, the liaison should not become involved in committee deliberations or try to channel a committee's work product toward or away from a particular conclusion unless, for example, the liaison is aware of a pertinent Town Counsel opinion.

Moreover, it needs to be understood that the liaison as well as the entire Board of Selectmen must refrain from taking positions on matters pending before some appointed committees when they are performing their regulatory function and operating primarily under State law: Board of Health, Conservation Commission, Planning Board, and Zoning Board of Appeals. In that specific capacity, such committees are autonomous after having been appointed by the Board of Selectmen.

First Reading -- June 17, 2013
Second Reading -- June 24, 2013
Third Reading -- July 1, 2013

BOS Liaison 2015 Worksheet

Town Committee	Angelo	Linda	Jannell	Michael	Peter
Agricultural Commission					
Bikeways / Trails Committee					
Board of Appeals					
Board of Assessors					
Board of Health					
By-Law / Charter Review Committee					
Capital Outlay					
Cemetery Commission					
Chamber of Commerce					
Community Center Facilities Committee					
Community Preservation Committee					
Conservation Commission					
Council on Aging					
Cultural Council					
Disability Rights					
Finance Committee					
Golf Committee					
Historical / Historic District Committee					
Housing Authority					
Housing Committee					
Library					
Middle School Repurpose Committee					
Monomoy Regional School District					
Planning Board					
Real Estate & Open Space Committee					
Recreation & Youth Commission					
Utilities & energy Committee					
Voter Information Committee					
Water Commission					
Water Implementation					
Water Quality Task Force					
Waterways Committee					
Youth Services					

(Old List 1)

2014 - 2015 BOARD OF SELECTMEN

Liaisons to Town Committees

Larry G. Ballantine, Chair 30 Nor'East Drive Harwich, MA 02645 508-432-0346 508-241-4222 (cell) larryballantine@yahoo.com	Capital Outlay Finance Committee Wastewater Implementation Advisory Water Commission Water Quality Task Force Youth Services	May 2015
Peter S. Hughes, Vice Chair 41 Martha's Lane P.O. Box 54 S. Harwich, MA 02661 (508) 432-7512 (508) 496-3533 phughes41@comcast.net	Chamber of Commerce Housing Authority Monomoy School District Utilities and Energy Board of Health Voter Information Committee Real Estate and Open Space	May, 2017
Edward J. McManus, Clerk 41 Parallel Street Harwich, MA 02645 (508) 432-3842 (508) 527-7620 (cell) mmanused@msn.com	Agricultural Commission Bikeways/Trails Committee Board of Assessors Community Center Facilities Committee Community Preservation Committee Cultural Council Historical/Historic District Committee	May, 2016
Linda A. Cebula P. O. Box 157 Harwich Port, MA 02646 (508) 432-1599 (617) 620-2157 (cell) macebula1@verizon.net	Conservation Commission Council on Aging Disability Rights Housing Committee Library Planning Board Middle School Repurpose Committee	May, 2016
Angelo S. La Mantia P. O. Box 177 40 Strand Way West Harwich, MA 02671 (508) 430-4102 (508) 246-1901 aslcape@comcast.net	By-Law / Charter Review Committee Cemetery Commission Golf Committee Waterways Committee Recreation and Youth Commission Board of Appeals	May, 2017

BOS Organizational / House Keeping To Do List

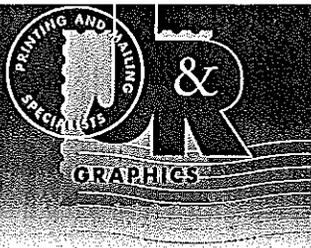
1. Complete and issue Committee Handbook
2. Time line for FY17 Budget / Warrant
3. Update instructions for submitting an article
4. Agree on Town Administrator evaluation form / method
5. List of BOS contact information
6. BOS liaison assignments

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.
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.

Proposed 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



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2015

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			²⁴ / ₃₁	25	26	27	28	29	30	28	29	30				
JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		X	1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		²³ / ₃₀	²⁴ / ₃₁	25	26	27	28	29	27	28	29	30			
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

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