

REVISED
SELECTMEN'S MEETING AGENDA
Griffin Room, Town Hall
Regular Meeting 6:30 P.M.
Monday, June 29, 2015

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **WEEKLY BRIEFING**

IV. **PUBLIC COMMENT/ANNOUNCEMENTS**

V. **CONSENT AGENDA**

- A. Approve Minutes –
 - 1. May 26, 2015 Regular Meeting
 - 2. June 19, 2015 Regular Meeting
- B. Approve 2-day Special License application for wine and malt for Lower Cape Communications, d/b/a WOMR 92.1FM, for event to be held on Saturday, September 19, 2015 from 12:00 p.m. to 8:00 p.m. and Sunday, September 20, 2015 from 12:00 p.m. to 6:00 p.m. at Brooks Park
- C. Approve recommendation to appoint David Nixon as Recreation & Youth Commission's representative to the Community Preservation Committee
- D. Approve appointment of Larry Cole to the *Utility and Energy Conservation Commission*
- E. Re-Appoint Cindi Maule as representative to the Barnstable County HOME Consortium's Advisory Committee for a term to expire January 31, 2017
- F. Appoint Tina Games Evans to the Cultural Council for a term to expire on June 30, 2018
- G. Annual Miscellaneous Appointments:
 - 1. Rescind appointment of Buck Mabile and appoint Captain Brian Coughlin as *Right-to-Know Coordinator*
 - 2. Rescind appointment of Chris Nickerson to the *Cape Cod Joint Transportation Committee* and appoint him as *Alternate* member to replace David Spitz
 - 3. Appoint Lincoln Hooper as *full* member of the *Cape Cod Joint Transportation Committee*
- H. Approve establishing Albro House Maintenance Gift Account
- I. Approve new Innholders License for The Platinum Pebble Boutique Inn
- J. Approve Special License for Downeast Cider dba Farmer Willie's to sell alcoholic ginger beer at 2015 Farmers Market
- K. Approve FY16 Nursing Services Contract with Visiting Nurse Association and authorize Chair to sign
- L. Approve Amendment No. 1 to Agreement with CDM Smith Inc. to conduct an Evaluation of Natural Nitrogen Attenuation at Cold Brook and authorize Chair to sign
- M. Approve Amendment No. 6 to Agreement with CDM Smith Inc. to finalize a Comprehensive Wastewater Management Plan and authorize Chair to sign

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

- A. **Presentation** – Gift of Milton Welt Mural reproduction – Accept gift and approve its placement at the Community Center – *discussion and possible vote*
- B. **Presentation** – Update on South Harwich Meeting House and license extension – *Judy Ford – discussion & possible vote*
- C. **Presentation** – Update from Middle School Repurpose Committee Data – *Larry Brophy - discussion & possible vote*
- D. **Presentation** - Harwich website demonstration and ability to stream Board of Selectmen's meetings on demand – *Jamie Goodwin, Ch. 18 Director*

VII. **OLD BUSINESS**

- A. Consideration of disposal fee reduction costs for the "At Our Gate Program" sponsored by the Council on Aging – *discussion & possible vote*
- B. Selectmen's FY 16 Goals and Objectives – *discussion & possible vote*
- C. Assistant Town Administrator job description – *discussion & possible vote*
- D. Wastewater cost recovery method – *discussion & possible vote*

VIII. **NEW BUSINESS**

- A. Wastewater Educational Moment; Harwich Watershed map – *discussion*
- B. Response to Open Meeting Law Complaint – *discussion & possible vote*
- C. Approve list of Election Workers from Republican Town Committee – *discussion & possible vote*
- D. Town Administrator FY16 evaluation form and process – *discussion & possible vote*

IX. **TOWN ADMINISTRATOR'S REPORT**

X. **SELECTMEN'S REPORT**

- A. Award for Landfill Solar Project from the Environmental Business Council of New England

XI. **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:

Ann Steidel, Admin. Secretary

Posted by: _____
Town Clerk

Date: _____
June 25, 2015

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, MAY 26, 2015
6:30 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark, John Rendon, David Spitz, Lou Urbano, Jeremy Gingras, Leo Cakounes, and others.

MEETING CALLED TO ORDER at 6:30 p.m. by Vice-Chairman Peter Hughes.

Mr. Hughes asked the Board to accept the resignation of Michael MacAskill from the Middle School Repurpose Committee as a Selectman cannot serve on another committee. Ms. Cebula moved to accept the resignation of Michael MacAskill from the Middle School Repurpose Committee. Mr. LaMantia seconded the motion and the motion carried by a 4-0-0 vote with Mr. MacAskill recusing himself from the vote.

SWEARING IN OF NEW ELECTED OFFICIALS

Town Clerk Anita Doucette swore in Jannell Brown and Michael MacAskill as Selectmen, Robin Wilkins and Randall Pond to the Housing Authority, and Kathleen Remillard to the Brooks Library Trustees.

WEEKLY BRIEFING

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

Mr. Spitz reported that our rating from ISO concerning our flood hazard insurance has been moved to a Class 8 from a Class 9 which allows homeowners a 10% reduction in their insurance rates. He noted that formally the reduction was 5%.

PUBLIC COMMENT/ANNOUNCEMENTS

Mr. Urbano said he would be coming before the Board with a plan to paint the Albro House through volunteer efforts.

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

Ms. Cebula moved approval of the Consent Agenda and the recommendations as indicated.

Please note the recommendation for Item B LAND Grant application is as follows:

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.

Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

NEW BUSINESS

- A. Request for establishing Pleasant Bay Cruising Club moorings – discussion and possible vote

After a brief report by the Harbormaster, Ms. Brown moved to accept the request for establishing Pleasant Bay Cruising Club moorings. Ms. Cebula seconded the motion and the motion carried by a unanimous 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)

Ms. Cebula discussed the background of the candidates and noted that the information is in the Board's correspondence. Mr. LaMantia moved to accept the recommendation of the Interview

Nominations sub-committee as presented. Ms. Brown seconded the motion and the motion carried by a unanimous vote. The following is the list of appointments as presented and voted:

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

- B. Information request relative to the renewal of the South Harwich Meeting House Agreement – discussion and possible vote

Mr. Hughes noted that Judith Ford of the Friends of the South Harwich Meeting House will be making a presentation to the Board in the near future and the discussion tonight is about some of the items we would like her to respond to. Ms. Cebula stated that she would like to know what remains to be done, cost estimates, what do they have for resources, is there a gap and if so, how is it going to be filled. She noted that there was a draft Use Agreement and that they currently have a license to restore the property but no Use Agreement. She noted that insurance requirements and property management should be addressed in that agreement. Mr. Hughes asked Mr. Clark to convey the discussion to Ms. Ford and Ms. Cebula recommended that it be done through a letter.

- C. 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

Mr. Clark stated that the funding for this was included in the FY 16 budget. He noted that there are 4 schedules being adjusted as outlined in his memo of May 19, 2015 as follows:

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.

He noted that he will be amending the offer letter to the Water Superintendent to indicate that he will start as a member of the union and he expects that after negotiations he will move to a non-union position.

Mr. LaMantia moved to 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. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

- D. Set a date for Public Hearing regarding Wastewater Cost Recovery – discussion and possible vote

Mr. Hughes noted that the Wastewater Implementation Committee offered three dates for a public hearing and he suggested June 17th. The consensus of the Board was to hold the hearing on June 17th at 6:00 p.m. Mr. Hughes asked Mr. Gingras to confirm with his committee.

TOWN ADMINISTRATOR’S REPORT

Mr. Clark discussed the interview process and schedule for Police Chief with the Board. It was agreed to hold interviews on June 3rd starting at 10:00 a.m.

SELECTMEN’S REPORT

- A. Committee Liaison’s – review last year’s liaison list and discuss

Mr. Hughes asked the Board to review and indicate what committees they may want to serve as liaisons to.

B. Selectmen's Goals and Objectives – initial discussion

Mr. Hughes stated that the Board needs to come up with a consolidated list of goals and objectives and asked them to provide input to him.

C. Selectmen's Summer Schedule – discussion and possible vote

Ms. Cebula moved to accept the Board of Selectmen proposed summer schedule. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

ADJOURNMENT

Mr. Hughes adjourned the meeting at 8:03 p.m.

Respectfully submitted,

Ann Steidel
Recording Secretary

Harwich Board of Selectmen

Minutes of Meeting June 19, 2015

Present: Peter Hughes, Linda Cebula, Angelo LaMantia , Michael MacAskill

Meeting opened at 8:00 am by Chair Hughes.

Motion made by Cebula and seconded by LaMantia to accept and sign the Bond Anticipation Notes as presented by Treasurer Amy Duffy (see attached listing for details) . Unanimous vote to approve.

Documents signed in presence of Town Clerk Anita Doucette.

Meeting adjourned at 8:02 am.

Minutes by Linda Cebula

Approved by Board of Selectmen_____

Municipal Purpose Loan

City/Town/County/District of Harwich

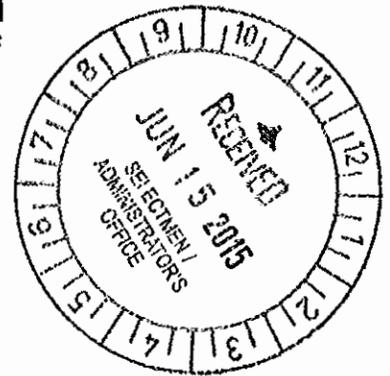
This attachment must be included with all Municipal Purpose Loans issued through the State House Note Program.
(A municipal purpose loan is one, which combines two or more authorizations for different purposes in one loan.)

Date	Article #	Purpose	Amount Authorized	Previous New Issues	Paydowns This Issue	This Issue New	This Issue Renewal	Unissued Balance
5/3/10	15	Water Bonds	3,500,000	3,250,000	50,000		200,000	0
5/6/13	14	Road Bonds	500,000		100,000		400,000	0
5/5/14	21	Road Bonds	500,000			500,000		0
5/5/14	32	Town Pier	478,000			478,000		0
5/5/14	60	Land Acquisition	825,000			825,000		0

Totals	5,803,000	3,250,000	150,000	2,403,000	0
Carry these figures over to the Clerk / Secretary's Certificate	must equal line 3	must equal line 4	must equal line 5	total of these columns must equal line 6	must equal line 7

Note: Amount Authorized minus Previous New Issues minus This Issue New will equal Unissued Balance

(Revised: December 2003)



June 11, 2015

Peter S. Hughes, Chair
Board of Selectmen
Town Of Harwich
732 Main Street
Harwich, MA 02645

Dear Mr. Hughes and Board of Selectmen:

WOMR, 92.1 FM and WFMR, 91.3 FM, Community Radio for Cape Cod, would like to request a charity fundraising special liquor license for serving beer at the 2015 Cranberry Jam, held in cooperation with the Harwich Youth and Rec Commission and the Harwich Cranberry Arts and Music Festival, on the weekend of September 19 and 20, 2015. Our part of the event will be held on Saturday, September 19th from Noon to 8 P.M. and on Sunday, September 20th from Noon to 6 P.M.

The beer will be sold within the fenced enclosure of the music performance area at Brooks Park, 9 Oak Street, Harwich, MA. An appropriate wrist band will be required for the purchase of the beer.

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "John Braden".

John Braden, Executive Director
WOMR/WFMR

Enclosures (2): Commonwealth Of Massachusetts, Certificate for Solicitation; Commonwealth Of Massachusetts, Certificate of Good Standing



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL
ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

MAURA HEALEY
ATTORNEY GENERAL

(617) 727-2200
(617) 727-4765 TTY
www.mass.gov/ago

LOWER CAPE COMMUNICATIONS, INC.
PO Box 975
Provincetown, MA 02657

Certificate for Solicitation

This certificate has been issued to the organization listed below because it is current in its filings with the Attorney General's Division of Non-Profit Organizations/Public Charities. This registration in no manner constitutes endorsement or approval by the Commonwealth of Massachusetts of the named organization.

Name of organization: LOWER CAPE COMMUNICATIONS, INC.
Certificate End Date: 02/15/2016
Attorney General's Account Number: 021390

Issued By
The Division of Non-Profit Organizations/Public Charities



William Francis Galvin
Secretary of the
Commonwealth

The Commonwealth of Massachusetts
Secretary of the Commonwealth
State House, Boston, Massachusetts 02133

Date: June 10, 2015

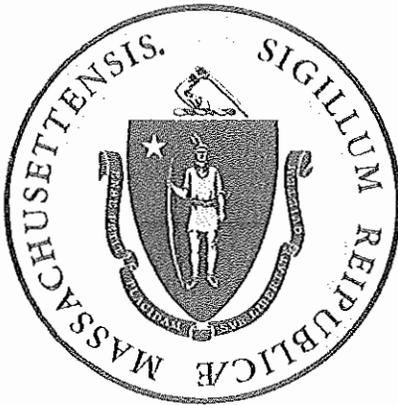
To Whom It May Concern :

I hereby certify that according to the records of this office,

LOWER CAPE COMMUNICATIONS, INC.

is a domestic corporation organized on **December 28, 1976**

I further certify that there are no proceedings presently pending under the Massachusetts General Laws Chapter 180 section 26 A, for revocation of the charter of said corporation; that the State Secretary has not received notice of dissolution of the corporation pursuant to Massachusetts General Laws, Chapter 180, Section 11, 11A, or 11B; that said corporation has filed all annual reports, and paid all fees with respect to such reports, and so far as appears of record said corporation has legal existence and is in good standing with this office.



In testimony of which,
I have hereunto affixed the
Great Seal of the Commonwealth
on the date first above written.

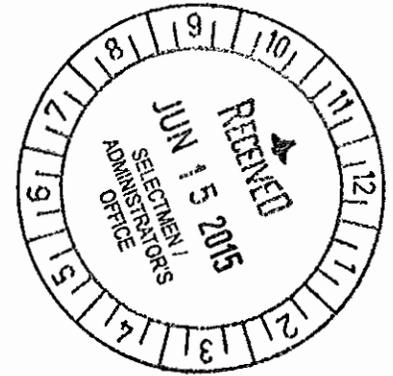
William Francis Galvin

Secretary of the Commonwealth

Certificate Number: 15063676590

Verify this Certificate at: <http://corp.sec.state.ma.us/CorpWeb/Certificates/Verify.aspx>

Processed by: smc



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Board of Selectmen
Town Of Harwich
732 Main Street
Harwich, MA 02645

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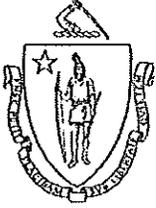
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John Braden, Executive Director
WOMR/WFMR

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ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

MAURA HEALEY
ATTORNEY GENERAL

(617) 727-2200
(617) 727-4765 TTY
www.mass.gov/ago

LOWER CAPE COMMUNICATIONS, INC.
PO Box 975
Provincetown, MA 02657

Certificate for Solicitation

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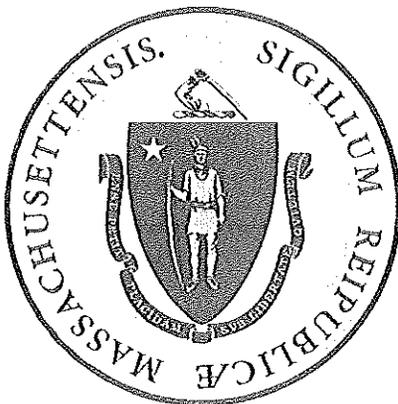
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Great Seal of the Commonwealth
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William Francis Galvin

Secretary of the Commonwealth

Certificate Number: 15063676590

Verify this Certificate at: <http://corp.sec.state.ma.us/CorpWeb/Certificates/Verify.aspx>

Processed by: smc

Sandy Robinson

From: John Mahan <jfmcapecod@gmail.com>
Sent: Monday, June 15, 2015 11:38 AM
To: Sandy Robinson
Subject: CPC rep

Sandy,

As discussed last week, David Nixon will be the new Recreation Commission representative to the CPC.

Please let me know if you have any questions.

Thank you.

John Mahan, Chairman
Harwich Recreation & Youth Commission



**CITIZENS ACTIVITY RECORD FORM
ACT NOW -- SERVE YOUR COMMUNITY**

Town government needs citizens who are willing to give time in the service of their community. The Citizens Activity Record program was adopted by the Selectmen as a means of compiling names of interested citizens to serve, on a voluntary basis, on Boards and Committees.

Activity records are being updated to include categories consistent with the changing needs of the Town. Indicate your order of preference and return this form to:

**CITIZENS ACTIVITY RECORD PROGRAM
BOARD OF SELECTMEN
732 Main Street, Harwich, MA 02645**

Name Lawrence P. Cole (Worry) Street/P.O. Box [REDACTED] Town Harwich Zip 02645
Occupation Retired Email [REDACTED] Telephone [REDACTED]

(LIST IN ORDER OF PREFERENCE)

PLANNING AND PRESERVATION

- Agricultural Commission
- Architectural Advisory Committee
- *Board of Appeals
- Brooks Academy Museum Commission
- Building Code Board of Appeals
- By-law/Charter Review Committee
- Community Preservation Committee
- *Conservation Commission
- Cultural Council
- Historical/Historic District Commission
- Middle School Repurpose Committee
- *Planning Board
- Real Estate, Open Space & Land Bank Committee
- Town Forest Committee
- Traffic Safety Committee
- Trail Committee
- Utility & Energy Conservation Commission/Committee?
- OTHER _____

OTHER

- *Board of Assessors
- *Board of Health
- Capital Outlay Committee
- Cemetery Commission
- Community Center Facilities Committee
- Constable
- Council on Aging
- Disability Rights Committee
- Finance Committee
- Harwich Housing Committee
- Herring Supervisor (Voluntary)
- Saquatucket Development Committee
- Shellfish Constable (Voluntary)
- Treasure Chest Volunteers
- Wastewater Implementation Committee
- Youth Services Committee
- Voter Information Committee

RECREATION

- Bikeways Committee
- Golf Committee
- Recreation & Youth Commission
- Waterways Committee

* Please include a resume with form

EDUCATIONAL BACKGROUND:

BSE, Keene State College
MS & PhD, Economics, Purdue U.

RELEVANT SKILLS:

Career in public utility regulation & economics
statistics

REASONS FOR INTEREST IN COMMITTEE/COMMISSION/BOARD:

Suitable committee for application of education, experience and skills
Interest in promoting energy efficiency & renewable energy

Selectmen's Office, Town Hall

732 Main Street, Harwich

Interview / Nominations Sub-committee

Tuesday, June 24, 2015

MEETING MINUTES

In Attendance: Michael MacAskill , Lawrence Cole

Open Meeting At 4:00 PM

Interview of Lawrence Cole for the possible appointment to the Utility and energy conservation Committee

After speaking to Larry and in consideration of his past Appointment to this committee and His commitment to the Town Of Harwich I would Highly recommend the Board Appoint Lawrence Cole to the Utility and energy conservation commissions open seat.

Meeting closed at 4:15

Respectfully Submitted,

Michael MacAskill



BARNSTABLE COUNTY HOME CONSORTIUM

PO Box 226, 3225 MAIN STREET
BARNSTABLE, MASSACHUSETTS 02630
(508) 362-3828 • FAX (508) 362-3136
E-mail: housing@capecodcommission.org



June 15, 2015

Mr. Peter S. Hughes
Chair, Board of Selectmen
Town of Harwich
732 Main Street
Harwich, MA 02645

RE: Barnstable County HOME Consortium

Dear Mr. Hughes:

I am writing to inform you that the three year term of Harwich's representative (currently Cinidi Maule) on the Barnstable County HOME Consortium's Advisory Council has expired.

The Consortium's Advisory Council has been responsible for allocating the \$12.8 million in federal HOME funds that the County has received since 1994. In addition, the Council determines many of the local HOME program's policies as well as stays current with and advocates for local, state, and federal policies that promote affordable housing. The Council meets on the third Thursday of every month from 8:30-10 a.m. at the Cape Cod Commission's offices in Barnstable Village. We highly value your town's participation on the Council and ask that you submit your nominee for a term through January 31, 2017 as soon as possible.

As the County Commissioners are the formal appointing body for Council members, please address your letter of nomination to the County Commissioners but send the request to me at the Commission. Your cooperation in this matter is greatly appreciated. If you have any questions or need additional information, please do not hesitate to contact me at 508.362.3828 or mspringer@capecodcommission.org.

Sincerely,

Michelle Springer
Program Coordinator



Sandy Robinson

From: Cindi Maule <CMaule@haconcapecod.org>
Sent: Wednesday, June 17, 2015 10:47 AM
To: Sandy Robinson
Cc: Angelo La Mantia; Michael MacAskill
Subject: RE: HOME Consortium

Hello-
I'm happy to continue serving as the representative for Harwich.
Best. Cindi

Cindi Maule, MSW
Director, Leased Housing + Family Housing Services
Housing Assistance Corporation
508.771.5400 x 238
<http://www.haconcapecod.org>



From: Sandy Robinson [mailto:srobinson@town.harwich.ma.us]
Sent: Wednesday, June 17, 2015 9:52 AM
To: Cindi Maule
Cc: Angelo La Mantia; Michael MacAskill
Subject: FW: HOME Consortium

Hi Cindy: I received a message from the Cape Cod Commission regarding re-appointing you to the HOME Consortium (see below). Please let me know if you are willing to continue serving as Harwich's representative and I will put the matter on the next Selectmen's Agenda. Thank you.
Sandy

Sandra Robinson
Administrative Secretary
Selectmen/Administrator's Office
(508) 430-7513 ext. 2
srobinson@town.harwich.ma.us

From: Michelle Springer [mailto:mspringer@capecodcommission.org]
Sent: Monday, June 15, 2015 2:23 PM
To: Sandy Robinson
Subject: FW: HOME Consortium

From: Michelle Springer
Sent: Monday, June 15, 2015 2:21 PM
To: 'srobinson@town.harwich..ma.us'
Subject: FW: HOME Consortium

From: Michelle Springer
Sent: Monday, June 15, 2015 2:18 PM
To: 'srobertson@town.harwich.ma.us'
Subject: HOME Consortium

Hi Sandy,

Please see the attached letter(s) in regards to re-appointing Cindi Maule to the HOME Consortium .I have revised the letter as it looks like there is a new Chair for the Selectman. If you could please let me know when I will be receiving the reappointment letter that would be very helpful.

Please let me know if you have any questions.

Thank you,
Michelle Springer
Program Coordinator
Cape Cod Commission
(508) 362-3828



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ACT NOW -- SERVE YOUR COMMUNITY**

Town government needs citizens who are willing to give time in the service of their community. The Citizens Activity Record program was adopted by the Selectmen as a means of compiling names of interested citizens to serve, on a voluntary basis, on Boards and Committees.

Activity records are being updated to include categories consistent with the changing needs of the Town. Indicate your order of preference and return this form to:

**CITIZENS ACTIVITY RECORD PROGRAM
BOARD OF SELECTMEN
732 Main Street, Harwich, MA 02645**

Name Tina Games Evans Street/P.O. Box [REDACTED] Town Harwich Zip 02645

Occupation Author/Writer/Life Creative Email TinaMcGames@yahoo.com Telephone [REDACTED]
Workshop Facilitator/Retreat Coach
Leader
(LIST IN ORDER OF PREFERENCE)

PLANNING AND PRESERVATION

- Agricultural Commission
- Architectural Advisory Committee
- *Board of Appeals
- Brooks Academy Museum Commission
- Building Code Board of Appeals
- By-law/Charter Review Committee
- Community Preservation Committee
- *Conservation Commission
- Cultural Council (1st choice) *
- Historical/Historic District Commission
- Middle School Repurpose Committee
- *Planning Board
- Real Estate, Open Space & Land Bank Committee
- Town Forest Committee
- Traffic Safety Committee
- Trail Committee
- Utility & Energy Conservation Commission
- OTHER _____

OTHER

- *Board of Assessors
- *Board of Health
- Capital Outlay Committee
- Cemetery Commission
- Community Center Facilities Committee
- Constable
- Council on Aging
- Disability Rights Committee
- Finance Committee
- Harwich Housing Committee
- Herring Supervisor (Voluntary)
- Shellfish Constable (Voluntary)
- Treasure Chest Volunteers
- Wastewater Committee
- Youth Services Committee
- Voter Information Committee (2nd choice) *

RECREATION

- Bikeways Committee
- Golf Committee
- Recreation & Youth Commission
- Waterways Committee

* Please include a resume with form

** I would be delighted + honored to serve on both of these committees should space be available + I'm a good match.*

EDUCATIONAL BACKGROUND:

- Bachelor of Arts in Speech-Communication/Broadcast Journalism
North Carolina State University
- Certified Creativity Coach - Creativity Coaching Association
- Certified Retreat Leader/Retreat Coach - Retreat Coach Network
- Certified Journal Writing Facilitator - Center for Journal Therapy
- Certified Holistic Life Coach - Global Association for Holistic
Therapy & Life Coaching

RELEVANT SKILLS:

- Strong public relations/communication background
- Strong event planning background
- Strong facilitation skills
- Strong leadership skills
- Strong writing skills
- Strong speaking & presentation skills

* Please see attached for more information about board & committee experience

REASONS FOR INTEREST IN COMMITTEE/COMMISSION/BOARD:

- * Harwich Cultural Council - I have a strong resume of board service & volunteer work in the arts and with various cultural & community events. I also work with many artists, writers, musicians & creative entrepreneurs in my business as a creativity coach/retreat leader. I've also worked with museums as a non-profit consultant & strategist for events & planning.
- * Voter Information - I served as the voter service chair for the Northern Virginia League of Women Voters & as a volunteer lobbyist for the National League of Women Voters. I also have a media

Tina M. Games



Tina M. Games is the author of *Journaling by the Moonlight: A Mother's Path to Self-Discovery* (an interactive book with an accompanying deck of 54 journaling prompt cards). As a certified creativity and life purpose coach, she is the "Moonlight Muse" for highly-creative women who want to tap into the "full moon within" and claim their authentic self, both personally and professionally. Through her signature coaching and retreat programs, based on the phases of the moon, Tina gently guides women from darkness to light as they create an authentic vision filled with purpose, passion, and creative expression.

Tina serves on the Journal Council for the International Association for Journal Writing (IAJW). She also volunteers her time as an advocate on issues pertaining to the arts and education, as well as issues of importance to women, particularly mothers, on a local, state and national level. Tina is a frequent guest on blog talk radio shows and speaks to many groups and organizations on the importance of living your life purpose and how to journal your way to a more authentic life. She is also a contributing writer for a variety of print and online publications.

Tina is also an accomplished fundraiser, having raised significant amounts of money for a variety of nonprofit organizations and causes focused on the general welfare of women and children, as well as charitable organizations focused on the arts and education. She has served on numerous boards and commissions in leadership roles, and has initiated many projects and chaired a multitude of events that have served the betterment of women, children, education, and the arts.

Tina holds a Bachelor of Arts Degree in Communication from North Carolina State University and is certified as a personal and business development coach in the areas of creativity, life purpose, retreat facilitation, and therapeutic writing.

Tina lives on Cape Cod in Massachusetts with her husband and their two children.



Tina M. Games

Advisory Committee, Board, and Commission Service

- 2014-2015 – Principal's Advisory Committee, Parent Member
Monomoy Regional High School, Harwich, MA
- 2012-2015 – Annual Art Auction Committee, Chairperson
Cape Cod Museum of Art, Dennis, MA
- 2012-2014 – Principal's Advisory Committee, Parent Member
Chatham Middle School, Chatham, MA
- 2010-2011 – Executive Board, Community Relations
Classika Theatre, Arlington, VA
- 2009-2010 – Executive Board, Fundraising and Development
Synetic Theatre, Arlington, VA
- 2008-2011 – Event Committee, Fundraising and Development
Alexandria Walk to Fight Breast Cancer, Alexandria, VA
- 2008-2011 – Executive Board, Vice President of Fundraising
MetroStage, Alexandria, VA
- 2008-2011 – Executive Board, Fundraising and Development
Hopkins House, Alexandria, VA
- 2007-2010 – Executive Board, Director of Communications
Alexandria City PTA Council, Alexandria, VA
- 2006-2010 – Salute to Women Awards, Event Chair
Alexandria Commission for Women, Alexandria, VA
- 2006-2007 – PTA Executive Board, President
Lyles-Crouch Elementary School
- 2005-2010 – Executive Committee, Chair and 1st Vice-Chair
Alexandria Commission for Women, Alexandria, VA
- 2005-2007 – Lobby Corps, Volunteer Lobbyist
League of Women Voters, Washington, DC
- 2005-2006 – Executive Board, Voter Service
Northern Virginia League of Women Voters
- 2004-2006 – PTA Executive Board, Vice President of Fundraising
Lyles-Crouch Elementary School, Alexandria, VA
- 2003-2006 – Special Education Advisory Committee, Secretary
Alexandria City Public Schools, Alexandria, VA
- 2003-2006 – Executive Board, Voter Service and Communications
Alexandria League of Women Voters

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

	Mr.	Lincoln	Hooper	DPW	Barnstable County Waste Management Advisory
	Mr.	Lee	Culver	Emer. 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.	Lincoln	Hooper	DPW	Cape Cod Joint Transportation Committee Representative
→	Mr.	Chris	Nickerson	DPW	Cape Cod Joint Transportation Committee Representative (Alternate)
	Mr.	Lee	Culver	Emer.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	Brian	Coughlin	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

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039

Christopher Clark, *Town Administrator*

732 MAIN STREET, HARWICH, MA 02645



MEMO

To: Board of Selectmen

From: Christopher Clark, Town Administrator

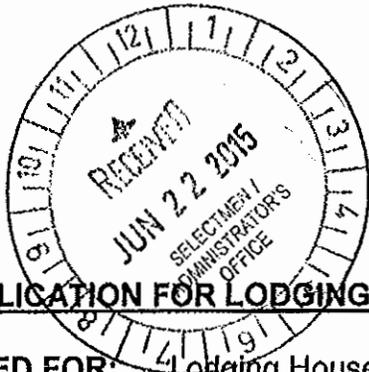
cc: Lou Urbano, Resident and Volunteer
Andrew Gould, Finance Director

Re: Establishment of Albro House Maintenance Gift Account

Date: June 24, 2015

Due to the diligent efforts of Mr. Urbano, the Albro House is undergoing some much-needed painting. Mr. Urbano's efforts have been primarily focused on obtaining volunteer hours to paint the facility. He has also received commitment of funds to help with some of the ongoing maintenance concerns of the Albro House. I believe in order to facilitate the gift account that the Board of Selectmen should vote to establish an Albro House Maintenance Gift Account. Interested parties who seek to facilitate the general upkeep of the house would be able to make checks payable to the Town of Harwich care of the Albro House Maintenance Gift Account. The purpose of the fund would be to address routine maintenance issues inside and outside of the structure.

This fund would be limited to routine maintenance and would not replace Town funding for more substantial renovation and improvements to the structure.



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

APPLICATION FOR LODGING HOUSE OR INNHOLDERS LICENSE

LICENSE APPLIED FOR: Lodging House Innholders
 Fee: \$50 New application Annual # of rooms 8
 Renewal Seasonal Opening date _____

Business Name Dream Big Holdings, Inc Phone _____

Doing Business As (d/b/a) The Platinum Pebble Boutique Inn

Business Address 186 Belmont, West Harwich, MA 02671

Mailing Address Same as above

Winter Address & Phone 508)432-7766

Name of Owner Mike and Stefanie Hogan

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

Mike Hogan President

Stefanie Hogan Secretary

[Signature] Secretary 472890226
 Signature of applicant & title Social Security # or Federal I.D. #

INNOLDERS ONLY - List total number of seats in dining/lounge area. 16

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.

[Signature] By _____
 Signature of individual or corporate name 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 [Signature] Board of Health [Signature] Fire Department

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

Ann Steidel

From: Nico Enriquez <nico@thefarmerwillies.com>
Sent: Monday, June 22, 2015 10:33 AM
To: Ann Steidel
Subject: Harwich Farmer's Market- Alcoholic Ginger Beer
Attachments: Scanned from a Xerox Multifunction Device-5.pdf; Massachusetts - Farmer Winery License 2015-2-3.pdf; Harwich Town App (ABCC) .pdf

Hello,

My name is Nico from the Farmer Willie's Alcoholic Ginger Beer company- thanks for your speaking with me this morning. I believe I have attached all the documents that the town council will need to vote on whether to allow us into the Harwich Farmer's Market (see below).

Please let me know if you need anything else.

All the best wishes,

Nico

--

Cofounder, Chief of Strategy
Farmer Willie's Alcoholic Ginger Beer
www.thefarmerwillies.com
617-515-0383

Ann Steidel

From: Meggan Tierney
Sent: Monday, June 22, 2015 11:15 AM
To: Ann Steidel
Subject: FW: Harwich Farmer's Market- Alch. Ginger Beer
Attachments: DOC062215-06222015100036.pdf

Hi again!

This is the email I received last week regarding the alcoholic ginger beer. The owner, Nico called our office this morning to follow up and I referred him to the Selectmen's office. We do not license alcohol manufacturing or sales, so the ball is in your court on this one.

I attached the newspaper article for you to read.

Meggan

From: Harwich Health
Sent: Wednesday, June 17, 2015 2:41 PM
To: Meggan Tierney
Subject: FW: Harwich Farmer's Market- Alch. Ginger Beer

From: Nico Enriquez [<mailto:nico@thefarmerwillies.com>]
Sent: Sunday, June 14, 2015 12:42 PM
To: Harwich Health
Subject: Harwich Farmer's Market- Alch. Ginger Beer

Dear Harwich Health Department,

I hope this email finds you well!

My name is Nico and I helped co-found an alcoholic ginger beer company named Farmer Willie's (www.thefarmerwillies.com).

We produce our beer through a partnership with Downeast Cider House, and, under the Farmer Winery license we are allowed to sell at Farmer's Markets in MA. I have already gotten the MA gov approval that registers the Harwich Farmer's Market as a location where vendors may sell alcohol. I am emailing you to see if there is anything I should do to register/get approval from the Harwich Board of Health?

I assume you do not regularly have to register wineries for the farmer's market and, at least in my case, it can be a confusing process; but, if you have any questions at all I have just finished the Provincetown and Chatham town approvals, or you want me to put you in contact with someone from Chatham/Ptown I am happy to do so.

For your reference- I know each town does it differently but just for your reference in both Ptown and Chatham the Board of Health did not require anything from us in either town (the town council required that we submit all our paperwork and attend a town meeting in both instances).

Please call me at any time if you have any questions or need anything from me [617-515-0383](tel:617-515-0383).

All the best wishes,

Nico

--

Cofounder, Chief of Strategy
Farmer Willie's Alcoholic Ginger Beer

www.thefarmerwillies.com

617-515-0383

WHAT'S ON TAP

Goat farmer launches homespun brew

By Susanna Graham-Pye

TRURO — Willie Fenichel first started fooling around with ingredients in 2007, trying to create and bottle his own unique drink, just for the fun of it.

"My mother had always made wine," Fenichel says. "I wanted to do something like it, but different too."

Eight years, some tweaks to the recipe, and a few new friends later, Farmer Willie's Alcoholic Ginger Beer is making its debut this summer in restaurants and liquor stores across the Cape.

This is a classic tale that started with friends sitting around at a cookout and wondering what if? For who hasn't done it here, agree that a homemade favorite, a certain something that brings to mind salt-wiusted summer days and good times in the sand, would make a great product.

"We first met on the beach," says Nico Enriquez, sitting on the back porch of the Fenichels' home, overlooking the marshes and wetlands of Truro's Mill Pond area. "Willie's sister had set up a volleyball net."

Lured by the net to introduce himself, then playing a game or two, Enriquez says Willie shared a sample of his homemade ginger beer.

"It was great," Enriquez says, grinning. Over the years, the notion of turning the ginger beer into a business took shape.

"First Willie had to work on the recipe and get it where he was happy with it," Enriquez says, "and I had to get old enough to sell alcohol."

The idea never died, and, finally, about 18 months ago, a group of friends decided to make a go of it. By then, Max Easton was a part of the crew. He and Enriquez will be entering their senior years at Brown University in the fall.

Listening to the younger men enthusiastically describe the genesis of their idea, Willie's father, Paul, sits nodding.

"We've all had our share of those ideas," he says with a laugh. "These guys, though, have taken it to a whole new level. I probably would have built a little shed and tried to sell ginger beer from there."

That "whole new level" to which Fenichel senior refers hasn't been reached without travelling the lengths of a sizeable learning curve. Enriquez studies neuroscience and Easton's major is political science. Fenichel the younger, a.k.a. Farmer Willie, who spends time tending the goats on his family's property, acknowledges his efforts were on the crafting level, finding a taste he liked. None knew anything about larger scale brewing, marketing or ginger, for that matter.

"Ginger is sold as a

WHERE TO BUY

Glass Half Full Liquors, 191 Commercial St., Provincetown
 Far Land Provisions, 150 Bradford St., Provincetown
 Yardarm Liquors, 38 Conwell St., Provincetown
 Big Vin's Liquors, 248 Commercial St., Provincetown
 Perry's, 1 Tremont St., Provincetown
 Provincetown Farmers Market, Commercial Street at Ryder Road, Saturdays
 Salty Market, 2 Highland Road, Truro
 Panet Valley Package, Inc. 172 Route 6, Truro
 Wellfleet Spirits Shoppe, 309 Main St., Wellfleet
 Moonshine Liquors, 101 Iyannough Road
 Cranberry Liquors, 555 Main St., Harwich Port
 Chatham Wine & Provisions, 467 Main St., Chatham
 Chatham Farmers Market, Ocean State Job Lot, 1652 Route 28, West Chatham
 Main Street Wine & Gourmet, 42 Main St., Orleans

WEB SITE

www.thefarmerwillies.com

commodity," Easton said. "So we wound having to buy from a wholesaler."

"They all got laughing as they described a scene from this past winter when they were juicing 300 pounds of ginger in a Cuisinart."

"Every few minutes it would clog," Enriquez says on a burst of laughter. "We had to keep going out and cleaning the thing. It was crazy."

The juice was needed to create the test batches they shared with friends and family.

The group has been methodical since deciding to launch the business. Once Fenichel got the flavor he wanted — a wonderful, clean-tasting concoction of ginger and lemon with a bit of fizz to it — they started offering it around, having friends taste it. When the feedback in that circle was positive, they broadened the audience, having tastings with restaurateurs and liquor store owners.

They've tested Uncle Willie's Alcoholic Ginger Beer at the Social Entrepreneurship Conference in Providence, R.I., the Year-Rounders Festival in Provincetown and the Robert F. Kennedy Charity Golf Tournament in Hyannis, where actor Bill Murray sampled it.

"We knew we were onto something when Bill Murray said he liked it," Enriquez exclaims.

Market research (which the young men agree was done rather unscientifically, by "googling") showed the strength in the craft beverage market. Crabbie's Ginger Beer also had a proven market in the United Kingdom, Easton said.

They are now having Willie's produced in Charlestown. Easton says they couldn't have gotten as far as they have without a lot of help, from a lot of friends. For example, one student friend who attends the Rhode Island School of Design has created their website, and the design for their shirts and cans. They've gotten help learning how to navigate the appropriate permitting process to launch

a business. "It's really been moving," Easton says. "It's just great to have friends who say, 'Wow, cool idea. Sure, I'll help.'"

Locally, the group agrees it couldn't have done as well without help from Vida Richter, co-owner of the Nor East Beer Garden in Provincetown, and Gui Yingling, owner of Local 186 and kitchen manager of dad John Yingling's restaurant Bubala's, both in Provincetown, and co-owner of Blackfish in Truro.

"They stocked each of their



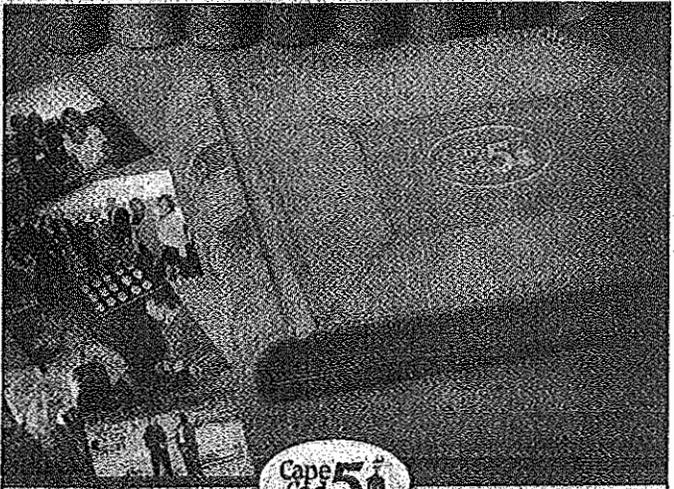
Dolan Riley (back), Paul Fenichel and Max Easton (middle), and Nico Enriquez and Willie Fenichel (fore) are all part of the growing team committed to bringing Farmer Willie's Alcoholic Ginger Beer to Cape Cod celebrations this summer. PHOTO SUSANNA GRAHAM-PYE

places with Willie's and introduced us to other restaurants and liquor stores," Easton says.

The plan is to see how their brew does this summer. Over the winter, Fenichel will be testing new flavors, perhaps winter flavors such as pomegranate ginger beer or

clementine. The business plan will continue to promote what they have. In 2016, Easton says, they are hoping to have an official launch, and start selling the product in Boston.

"This has just been amazing," Enriquez says. "It's been a lot of fun."



Cape Cod Five Employee Appreciation Week
 June 22 - June 26

Celebrating another year of employee dedication to customer and community service.

COMMUNITY BANKING SINCE 1855

Customer Service Center: 888-225-4636
www.capecodfive.com



Ann Steidel

From: Harwich Historical Society <harwichhistoricalsociety@verizon.net>
Sent: Tuesday, June 23, 2015 2:17 PM
To: Ann Steidel
Subject: RE: Harwich Farmer's Market- Alcoholic Ginger Beer

Hi Ann,

Am confirming that "Farmer Willie" has applied to be a vendor at the Harwich Farmers' market. He is also participating at the Chatham farmers' market. Several of the markets on Cape feature wine vendors.

Harwich market manager has approved his application along with HHS president.

Thanks for checking with us. Can you please let me know the date this will be on the selectmen's agenda?

Regards,

Desiree

From: Ann Steidel [mailto:asteidel@town.harwich.ma.us]
Sent: Monday, June 22, 2015 11:07 AM
To: Harwich Historical Society
Subject: FW: Harwich Farmer's Market- Alcoholic Ginger Beer

Hi Desiree,

Have you received a request from Farmer Willie's Alcoholic Ginger Beer Company to participate in the Farmers Market and if so, is it something the Historical Society supports? I have to put the request before the Board of Selectmen.

*Ann Steidel
Administrative Secretary
Town of Harwich
Selectmen/Town Administrator's Office
732 Main St.
Harwich, MA 02645
508-430-7513 x2 ph.
508-432-5039 fax*

From: Nico Enriquez [mailto:nico@thefarmerwillies.com]
Sent: Monday, June 22, 2015 10:33 AM
To: Ann Steidel
Subject: Harwich Farmer's Market- Alcoholic Ginger Beer

Hello,

My name is Nico from the Farmer Willie's Alcoholic Ginger Beer company- thanks for your speaking with me this morning. I believe I have attached all the documents that the town council will need to vote on whether to allow us into the Harwich Farmer's Market (see below).

Please let me know if you need anything else.

All the best wishes,

Nico

--

Cofounder, Chief of Strategy
Farmer Willie's Alcoholic Ginger Beer
www.thefarmerwillies.com
617-515-0383

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

MATTHEW A. BEATON
Secretary

JOHN LEBEAUX
Commissioner

June 13, 2015

Downeast Cider D.B.A Farmer Willie's
Nico Enriquez
200 Terminal St.
Boston, MA 02129

Re: Certification of Agricultural Event Pursuant to M.G.L. c. 138, Section 15F

Dear Mr. Enriquez:

Please be advised that your application for certification of Harwich Farmers' Market, on Thursdays from June 11th 2015 to October 8th 2015, from 3:00 pm to 6:00 pm as an agricultural event pursuant to M.G.L. c. 138, Section 15F has been approved.

Please remember that, upon certification of an agricultural event by MDAR, the farm-winery must submit a copy of the approved application to the local licensing authority along with the application for obtaining a special license from the city or town in which the event will be held. Upon issuance of a special license, the winery should confirm that a copy of the special license was sent by the local licensing authority to the Alcoholic Beverages Control Commission (ABCC) at least seven (7) days prior to the event.

Sincerely,

A handwritten signature in black ink, appearing to read "John Lebeaux", written in a cursive style.

John Lebeaux, Commissioner

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



Application for Certification of an Agricultural Event for the Sale of Wine
Pursuant to M.G.L. c. 138, Section 15F

*To be completed by the licensed farm-winery and returned to:

By Mail: Agricultural Event Certification Program, 251 Causeway Street, Suite 500, Boston, MA 02114

By Email: Rebecca.Davidson@State.ma.us with the subject line "Agricultural Event Certification"

(A separate application must be completed for each event)

In order for your application to be considered complete, you must include the following documents. Incomplete applications will not be accepted.

- Signed and dated application with farm-winery license number
- List of vendors with brief descriptions of products for current year/season
- Event operational guidelines or rules for current year/season
- Resume of event manager or description of experience
- Plan depicting the premises and specific location where the license will be exercised. See Template 1.
- Approval letter from event management including the name of the licensed farm-winery and the day(s), month and year of event. See Template 2.

1. Applicant Information					
Name of Licensed Farm-Winery	Downeast Cider D.B.A Farmer Willie's				
Farm-Winery License Number	FW-83	State of Issue	MA		
Contact Person	Nico Enriquez				
Address	200 Terminal St				
City	Boston	State	MA	Zip	02129
Phone Number	6175150383	Email	nico@thefarmerwillies.com		
Correspondence preference	<input type="checkbox"/> Regular Mail		<input checked="" type="checkbox"/> Email		
<i>Note: Approval/denial letters will be sent regular mail.</i>					
Do you intend to sell, sample, or both? Check all that apply.					
<input checked="" type="checkbox"/> Sell		<input checked="" type="checkbox"/> Sample			

2. Event Information					
Name of Agricultural Event	Harwich Farmer's Market				
Type of Event	<input type="checkbox"/> Agricultural Fair (as defined by MDAR policy)	<input checked="" type="checkbox"/> Farmers Market (as defined by MDAR policy)	<input type="checkbox"/> Other Agricultural Event		
If you selected "Other Agricultural Event", how does this event promote local agriculture?					
Event Address	80 Parallel St				
City	Harwich	State	MA	Zip	02645
Event Phone Number	508 432 8089	Event Website	http://www.harwichfarmersmarket.org/contact/		

3. Event Description

What are the date(s) and time(s) of the event?

Start date 06 / 11 / 2015 End date 10 / 08 / 2015 Time 3:00-6:00pm
Month Day Year Month Day Year

If this is a weekly event, on what day of the week does the event occur? **Thursdays**

If the event is an agricultural fair, does the event include competitive agriculture? Yes No N/A

Is the event sponsored or run by an agricultural/horticultural society, grange, agricultural commission or association whose primary purpose is the promotion of agriculture and its allied industries? Yes No

If yes, identify:

4. Event Management

Name of Event Manager **Mark J Coleman Sr**

Email Address **mjcolemanSr@comcast.net** Phone Number

Is this person the on-site manager? Yes No

If no, identify on-site manager (include contact information):

If there are multiple managers, list them and include contact information:

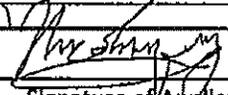
Attach on-site manager(s) resume(s) or list any credentials or training of the on-site manager(s):
Relevant credentials include, but are not limited to, experience as a market manager, attendance at any market manager workshops, and experience with other agricultural events.

- 1. Life long resident of Harwich
- 2. Graduate Harwich High School
- 3. Self employed
- 4. owner Tuck-A-Way Farm of Harwich www.tuckawayfarmofharwich.com
- 5. owner M. J. Coleman and Sons Pool and Patio www.colemanmjandsons.com

5. General

Attach or provide in the space below a plan depicting the premises and the specific location where the license will be exercised. See template for necessary elements to include.

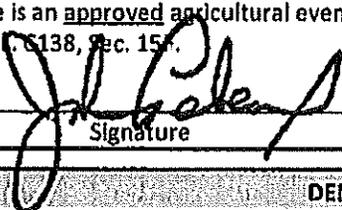
Blank space for attaching a plan depicting the premises and the specific location where the license will be exercised.

 _____ Signature of Applicant	08/08/15 _____ Date
Nico Enriquez _____ Name (please print)	General Manager _____ Title (please print)
FW-83 _____ Farm-Winery License Number	MA _____ State

FOR DEPARTMENT USE ONLY

APPROVAL

The event listed above is an approved agricultural event by the Massachusetts Department of Agricultural Resources under M.G.L. c. 138, Sec. 15A.

 _____ Signature	6/13/2015 _____ Date
---	----------------------------

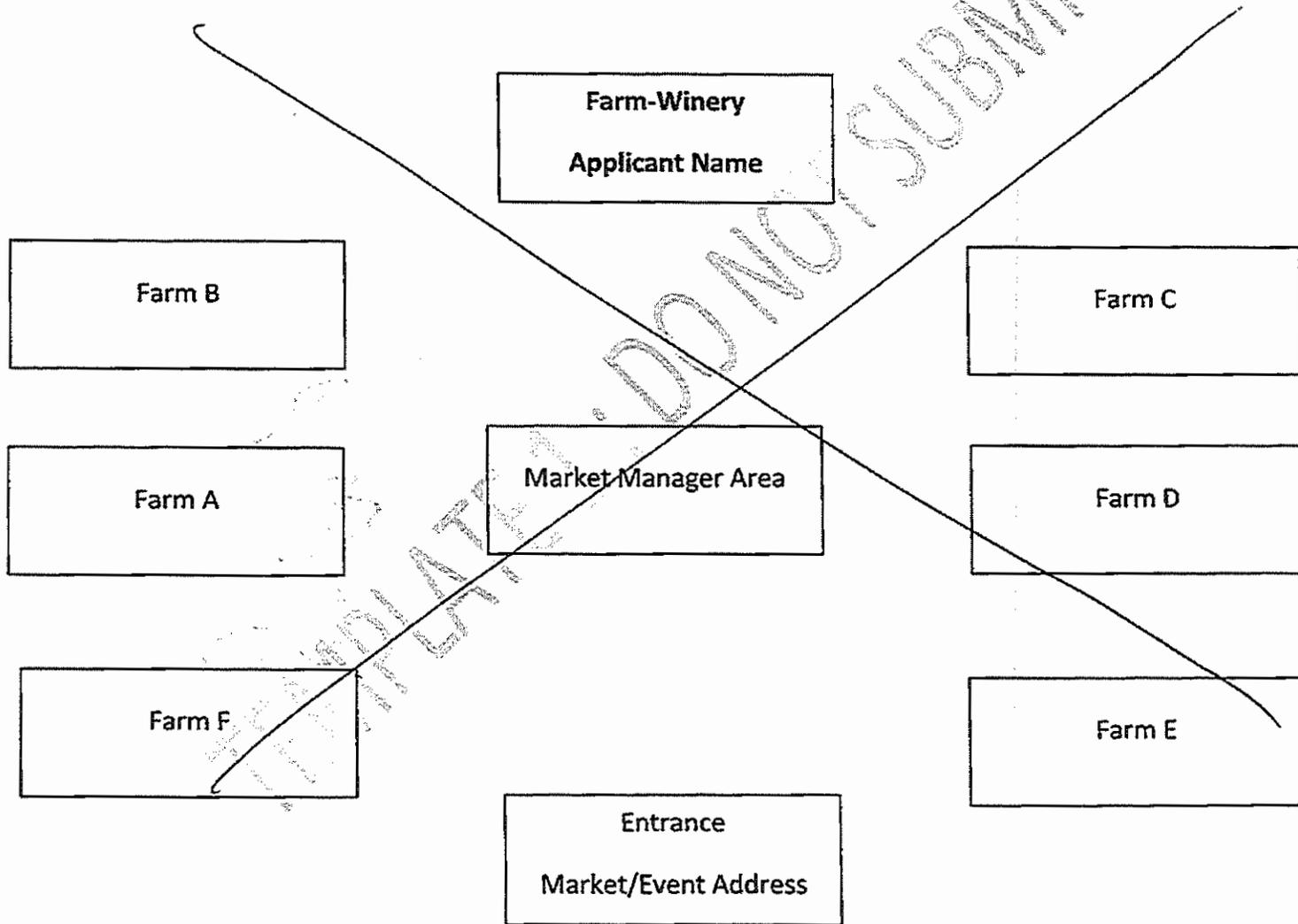
DENIAL

The event listed above is not approved as an agricultural event by the Massachusetts Department of Agricultural Resources for the following reason(s):

_____ Signature	_____ Date
--------------------	---------------

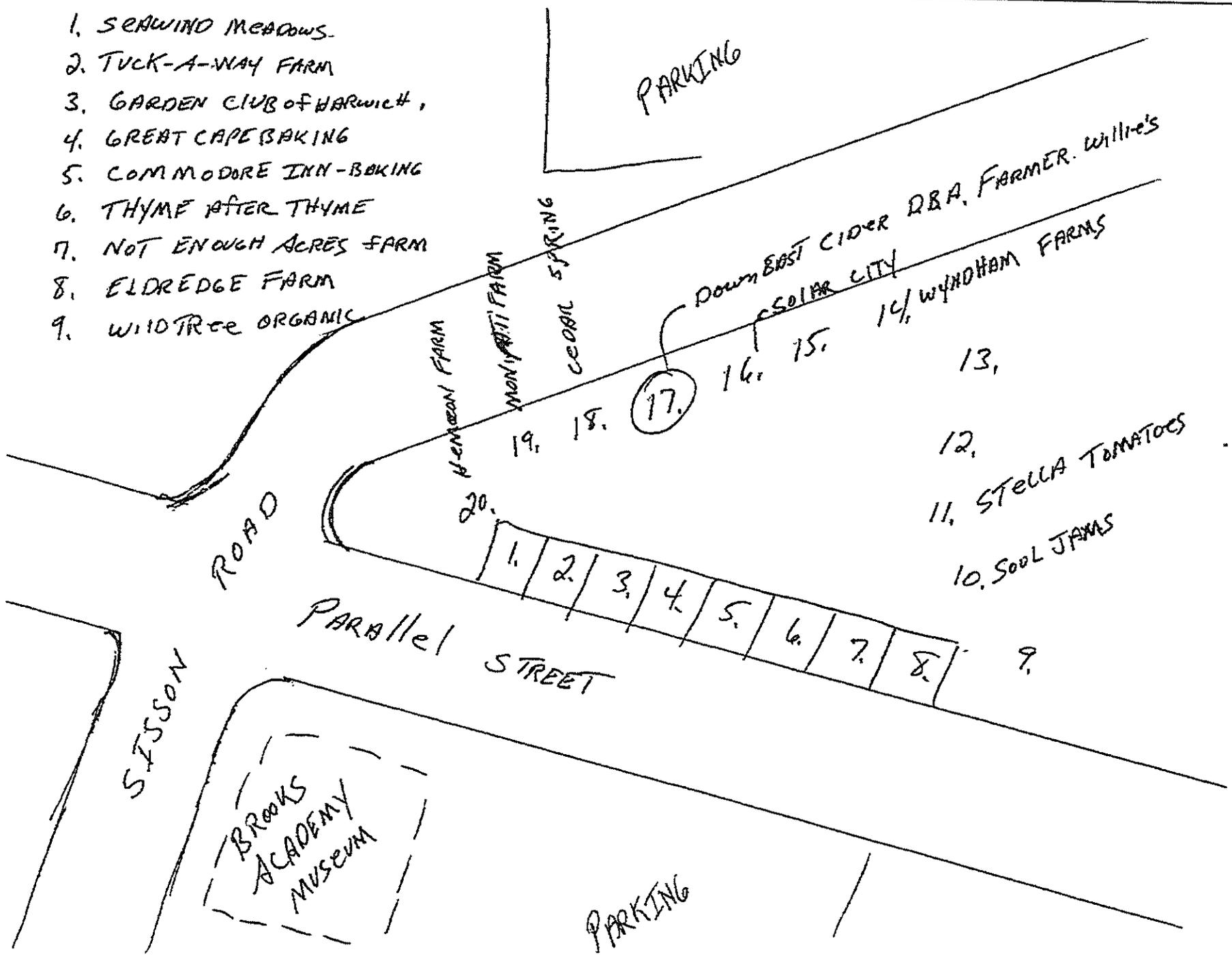
[Name of Event] - Layout Plan

Address, City, State



1. SEAWIND MEADOWS.
2. TUCK-A-WAY FARM
3. GARDEN CLUB OF HARWICH,
4. GREAT CAPE BAKING
5. COMMODORE INN - BAKING
6. THYME AFTER THYME
7. NOT ENOUGH ACRES FARM
8. ELDRIDGE FARM
9. WINDTREE ORGANIC

PARKING



Hemlock Farm
 Monjatti Farm
 Cedar Spring

Down East Cider DBA Farmer Willie's
 Solar City
 14/ Wyndham Farms

- | | | | | | | | | |
|----|----|----|----|----|----|----|----|----|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. |
|----|----|----|----|----|----|----|----|----|

11. Stella Tomatoes
 10. Soul Jams

SISSON ROAD

ROAD

Parallel STREET

BROOKS
 ACADEMY
 MUSEUM

PARKING

19.

18.

17.

16.

15.

13.

12.

Harwich Farmer's Market Guidelines- 2015

The Harwich Farmers Market is cosponsored by the Harwich Historical Society, Harwich Agricultural Commission, Cape Cod Five Cents Savings Bank and the Cape and Islands Farm Bureau

We are in the 6th sixth year. Mark J Coleman Sr. (508-237-3515) Is the manager for the second year. He is also the owner of Tuck-A-Way Farm of Harwich
Our market will run each Thursday afternoon from 3 to 6 PM starting June 11,2015 until Oct 8,2015. Total of 18 weeks.

Vendor Space and Conduct

No Vendor arrivals will be permitted after 2:45 pm. Each Vendor station will be limited to 10 x 10 feet.

Clean-up, trash, wash stations

Broom-clean - Each vendor must leave their space broom-clean

Trash Receptacles - Prepared food or food sample vendors must provide a trash receptacle for public use. Vendors are responsible for their own trash removal and for all trash left in their area.

Wash Station -Vendors offering food samples must provide a wash station, as per Truro's Board of Health.

Other

- *Insurance:* Vendors are encouraged to carry their own product liability insurance.
- *Absences:* Please notify the Market Coordinator by the Thursday prior to the absence so that we may fill your spot.
- *No pets* - Truro Board of Health
- *Market Rules & Regs-* Familiarity with regulations is each vendor's responsibility

Davidson, Rebecca (AGR)

From: Nico Enriquez [nico@thefarmerwillies.com]
Sent: Monday, June 08, 2015 12:06 PM
To: Davidson, Rebecca (AGR)
Subject: Re: Agricultural Event Certification- Harwich
Attachments: image001.jpg; Harwich MDAR Form 2015-signed.pdf; 2015 Harwich Market lay out.pdf; Harwich Farmer's Market Guidelines.docx

Hey Rebecca,

Thanks for your prompt reply. I have attached a signed form alongside the market guidelines and, for your convenience, repasted everything else below. Thanks for your help!!

The following are current venders:

1. Seawinds Meadows Farm- Meat, grass fed
2. Tuck-A-Way Farm- fresh produce
3. Garden Club of Harwich- fresh produce
4. Great Cape Baking- baked goods
5. Commodore Inn- baked goods and treats
6. Thyme after Thyme- herbs and spices
7. Wildtree Organic Foods- organic produce
8. Hemeon Farm- produce
9. Cedar Spring Herb Farm- herbs and spices
10. Soul Jams-jams and fruit preserves
11. Sabatia Flowers- flowers
12. Stella Heirloom Tomatoes- tomatoes
13. Solar City- solar panel installation
14. Wyndham Farms- fresh produce

10/14

To Down East Cider D. B.A. Farmer Willie's

I am pleased to inform you that you are accepted as a vender for the 2015 season.
We look forward to your offerings at the market.

Truly yours
Mark J Coleman Sr.
Manager Harwich Farmers Market
508-237-3515

On Mon, Jun 8, 2015 at 11:41 AM, Davidson, Rebecca (AGR) <rebecca.davidson@state.ma.us> wrote:

Hi Nico,

Thank you for sending. At first glance, it looks like you are missing the operational guidelines, and that the signature page is not signed. I will let you know if anything else is missing. I hope to have a response for you by the middle of the week.

Best,

Rebecca

Rebecca Davidson

MA Dept. of Agricultural Resources

251 Causeway Street, Suite 500

Boston, MA 02114

Phone: 617-626-1744

rebecca.davidson@state.ma.us



From: Nico Enriquez [<mailto:nico@thefarmerwillies.com>]

Sent: Monday, June 08, 2015 11:34 AM

To: Davidson, Rebecca (AGR)

Subject: Agricultural Event Certification- Harwich

Hey Rebecca,

I hope the summer is treating you well!

I am sorry to bother you again but we have decided to register for the Harwich Farmer's Market. I believe have attached everything you need. Please let me know if you want/need anything else.

All the best wishes,

Nico

--

Cofounder, Chief of Strategy

Farmer Willie's Alcoholic Ginger Beer

www.thefarmerwillies.com

617-515-0383

--

Cofounder, Chief of Strategy

Farmer Willie's Alcoholic Ginger Beer

www.thefarmerwillies.com

617-515-0383

The Commonwealth of Massachusetts Department of the State Treasurer

Certificate Number 485



License Number FW-83

Alcoholic Beverages Control Commission *Hereby Grants a* FARMER-WINERY LICENSE

To: Downeast Cider House LLC., - Ross Brockman, General Manager

Business Address: 200 Terminal, Charlestown, MA, 02129

On the following described premises: (Three story brick building; three entrances and five exits; , 8,500 total square feet.)

This license authorizes the above-named holder: (1) to produce, rectify, blend, or fortify from fruits, flowers, herbs or vegetables wine containing not more than 24 per cent of alcohol by volume at 60 degrees Fahrenheit; and, (2) to sell wine or winery products: (a) at wholesale to any person holding a valid wholesaler's and importer's license under section 18; (b) at retail or wholesale to a person in a state or territory in which the importation and sale of wine is not prohibited by law; and, (c) at wholesale to a person in any foreign country.

This License is subject to the following conditions

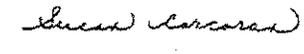
1. The licensed premises and all books, records and other documents relating to the business authorized to be conducted under this license shall be subject to inspection at any time by any member of the Commission or any duly authorized agent thereof.
2. Alcoholic beverages shall not be kept or exposed for sale on premises other than those described in this license.
3. Alcoholic beverages shall not be sold delivered or furnished to any person under twenty-one years of age; or delivered by any person under eighteen years of age.
4. Sales and deliveries hereunder are authorized between the hours of 8:00 o'clock AM and 11:00 o'clock PM only.
5. The above-named holder must obtain a license issued under M.G.L. c.138 § 19F to sell at retail by the bottle to consumers, for consumption off the winery premises.

IN WITNESS WHEREOF, the undersigned have hereunto affixed their official signatures this 1/1/2015

2015

This License will expire 12/31/2015 unless otherwise suspended or revoked during this period.


Chairman


Susan Corcoran, Commissioner


Kathleen McNally, Commissioner

This license is issued conditionally and subject to the fact that there exists no breach of any condition of any previous license or violation of any law of the Commonwealth under any previous license and this license shall be subject to revocation, cancellation, modification or suspension for any such breach of condition or violation of law.

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS PLACE WHERE IT CAN BE EASILY READ.

FEE \$110.00

APPLICATION BY A FARMER WINERY FOR LICENSE TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)

YEAR 20

1. Licensee Information:

Name of Applicant:	<input type="text" value="Nicolas Enriquez"/>	ABCC License Number: (If Existing Licensee)	<input type="text" value="FW- 83"/>				
Mailing Address:	<input type="text" value="200 Terminal St"/>	Business Name (d/b/a if different):	<input type="text" value="Farmer Willie's"/>				
Manager of Record:	<input type="text" value="Nicolas Enriquez"/>	City/Town:	<input type="text" value="Boston"/>	State:	<input type="text" value="MA"/>	Zip:	<input type="text" value="02129"/>
Other Phone:	<input type="text"/>	Phone Number of Premises:	<input type="text" value="(617) 515-0383"/>				
Email:	<input type="text" value="nico@thefarmerwillies.com"/>	Website:	<input type="text" value="www.thefarmerwillies.com"/>				

Contact Person concerning this application (attorney if applicable):

Name:	<input type="text" value="Nicolas Enriquez"/>	City/Town:	<input type="text" value="Boston"/>	State:	<input type="text" value="MA"/>	Zip:	<input type="text" value="02129"/>
Address:	<input type="text" value="200 Terminal St"/>	Email:	<input type="text" value="nico@thefarmerwillies.com"/>				
Contact Number:	<input type="text" value="(617) 515-0383"/>	Fax Number:	<input type="text"/>				

2. Event Information:

A. Farmer's Market licenses are only permitted at events that the Department of Agriculture has certified as Agricultural Events.

Please attach document from Department of Agricultural Resources certifying that this is an agricultural event.

Date(s) of Event:

B. Contact person for applicant during event:

Name:	<input type="text" value="Mark J Coleman Sr."/>
Phone number of contact:	<input type="text" value="508-237-3515"/>

C. Description of the premises within the Farmer's Market:

Address of Premises for the Sale of Wine:	<input type="text" value="80 Parallel Street, Harwich, MA"/>						
City/Town:	<input type="text" value="Harwich"/>	State:	<input type="text" value="MA"/>	Zip:	<input type="text" value="02645"/>	Phone Number of Premises:	<input type="text" value="508 432 8089"/>

Describe Area to be Licensed:

Approximately 20 tents will be set up every Thursday between June 11-October 9th; 3-6 pm; in the Harwich Historical Society lot.

**APPLICATION FOR LICENSE BY A FARMER WINERY TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)**

3. Existing License(s) to Manufacture, Export and Sell at Retail:

List the license(s) you hold which authorize the manufacture, exportation and retail sale of wine to consumers: (Attach a copy of each license)

Name	License Type	License Address
Nicolas Enriquez	Farmer Winery	200 Terminal St, Boston, 02129

4. Are you providing, without charge, samples of wine to prospective customers? Yes No

Section 15F specifically requires that "all samples of wine shall be served by an agent, representative or solicitor of the licensee."

A. If yes, please provide names and addresses of all agents, representatives and solicitors:

Name	Address	ABCC License Number
Nicolas Enriquez	200 Terminal St	FW-83
Max Easton	200 Terminal St	FW-83

B. Proof of Age for Sale to Consumers:

Please identify all methods by which you will obtain proof of age before providing samples or making any sales of wine to consumers :

Representatives of the Company will request state issued IDs of anyone who likes like they are under 35 years of age. All representatives who serve and sell alcohol are ServSafe Alcohol Certified.

5. Transportation and Delivery:

Please identify in detail all persons or businesses that are licensed under M.G.L. c. 138, §22 that will be making any delivery of wine on your behalf to the Farmer's Market in Massachusetts.

The company will be solely responsible for the transport and delivery of wine to the Farmer's Market.

*If additional space is needed, please use last page.

**APPLICATION FOR LICENSE BY A FARMER WINERY TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)**

6. Safety and Tax Registration:

Has the Farmer's Market registered with the Food and Drug Administration? Yes No Registration Date:

7. Disclosure of License Disciplinary Action:

Have any of the your licenses to sell alcoholic beverages ever been suspended, revoked or cancelled? Yes No

If yes, list said interest below:

Date	License	Reason why license was Suspended, Revoked or Cancelled

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that, I have filed all state tax returns and paid all state taxes required under law. I further understand that each representation in this application is material to the determination of the application and state under penalty of perjury that all statements and representations therein are true.

Note: The LLA may require additional information.

Signature

Nicolas Enriquez
Digitally signed by Nicolas Enriquez
 DN: cn=Nicolas Enriquez, o=Farmer Willie's, ou, email=nic@thefarmerswillies.com, c=US
 Date: 2015.06.22 10:26:25 -0400

Title

General Manager- Farmer Willie's

Date

Additional Space

Please note which question you are using this space for.

A large, empty rectangular box with a thin black border, occupying most of the page below the text. It is intended for students to write their answers to the questions.

Town of Harwich / Harwich Historical Society Agreement

Agreement made this 22nd day of January, 2008, between the Town of Harwich, hereafter called the First Party, and the Harwich Historical Society, hereafter called the Second Party for a ten-year term.

Whereas the parties wish to provide a historical museum for the benefit of the citizens of the Town of Harwich and members of the general public, it is hereby mutually agreed as follows:

1. The Second Party shall have sole responsibility and right to operate an annual museum program at the Brooks Academy Building in Harwich Center.
2. The Second Party shall have use of the grounds of Brooks Academy in connection with operating its museum program. Any other use of the building and grounds for purposes other than those connected with the museum program shall be governed by the Use Policy, agreed to by both parties, and here attached as Exhibit I.
3. The First Party shall pay for all water and heating utilities used by the Second Party in connection with the museum program. The First Party will pay for electric utility cost equal to the usage recorded in the 12 monthly billings of the 2007 calendar year, the base year. The Second Party will pay for increased electric use over the base year. The Second Party shall be responsible for all telecommunications services.
4. The First Party shall be responsible for maintenance of the exterior of the premises in a safe and attractive condition and the maintenance of all building systems. All major capital expenditures funded by town funds are subject to approval by Town Meeting. The Second Party shall be responsible for all janitorial services, routine cosmetic work to the building interior, and renovations which might be necessary in connection with the conduct of the museum program. The First Party will provide janitorial supplies.
5. The first party shall be responsible for all necessary inspections and permits required on a routine or annual basis.
6. The annual museum program shall cover the period from July 1st to the following June 30th. On or about March 31st of each year, the Second Party shall provide a copy of its annual museum program for the next year to the Brooks Academy Museum Commission, hereafter called the BAMC, or such party as shall be designated by the Board of Selectmen. The BAMC, or its substitute,

shall determine if any repairs or improvements are necessary in order to continue adequate building maintenance, and how these needs might best be met.

7. The Second Party shall be responsible for all costs related to the annual museum program not specifically set forth herein as being the responsibility of the First Party. In order to help defray the expenses of its program, the Second Party may operate a Museum Gift Shop on the premises.

8. Renovations to the building or any part of the grounds shall be undertaken only with the approval of the First Party upon the recommendation of the BAMC after consultation with the Second Party, and shall proceed only pursuant to a detailed plan and in conformance with the Secretary of the Interior's standards for historic preservation. The BAMC and town staff is responsible for insuring that work is done in conformance with appropriate standards. This agreement shall be guided by the best interests of the Town, the preservation of the historic resources, and the advancement of the museum program, viewed against the background of budgetary constraints.

9. The First Party and the Second Party shall provide amounts and types of insurance necessary to protect their respective interests, and costs of said insurance shall be paid by the procuring party. Copies of policy coverage shall be exchanged to prevent duplication of coverage and/or costs.

10. This agreement may be terminated by either party upon a one year written notice.

FOR TOWN OF HARWICH

FOR THE HARWICH HISTORICAL SOCIETY

Robert Williams

Maryanne Keckler

David M. ...

...

...

Lawrence P. Cole

Harwich Board of Selectmen

THE HARWICH HISTORICAL SOCIETY, INC.

BROOKS ACADEMY MUSEUM
80 Parallel Street,
Harwich, MA.

USE POLICY

The museum premises are not available to private organizations for the conduct of membership or other meetings. The exception is professional museum organizations of which the Harwich Historical Society is a member.

Any activity of the Harwich Historical Society in keeping with the charge and objectives of the Society is considered a **museum program** to be conducted by Harwich Historical Society personnel as time and staff permit.

The Brooks Academy Museum will be open to the general public on a regularly published schedule. Groups or organizations requesting a special or guided tour may be accommodated subject to prior approval of the Museum Director.

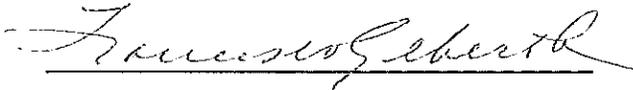
Special care will be taken to assure that proper safety and security measures are in effect and that staff supervision is available and in place accordingly.

Requests for the use of the grounds and the parking area must be made in writing to the President of the Harwich Historical Society through the Museum Director at least one month prior to date requested.

Executed this *12* day of *JANUARY* 199*5*

THE HARWICH HISTORICAL SOCIETY

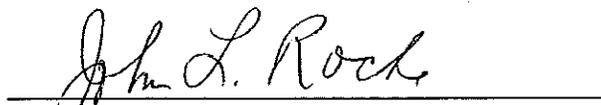
By



FRANCES W. GEBERTH, PRESIDENT

BROOKS ACADEMY MUSEUM COMMISSION

By



JOHN L. ROCHE, CHAIRMAN



TOWN OF HARWICH

BOARD OF HEALTH

732 Main Street • Harwich, MA 02645

508-430-7509 • Fax 508-430-7531

E-mail: health@town.harwich.ma.us

Memo

To: Board of Selectmen
From: Paula J Champagne-for the Board of Health
Date: June 23, 2015
Re: FY 16 Nursing Services Contract-VNA

Enclosed please find a proposal for FY2016 Programs and Services, VNA of Cape Cod The contract is for time and materials for a variety of services and clinics with a not to exceed amount of \$5500. This amount has been approved in the Health Dept FY 16 budget

Please note that this amount has been reduced from previous requests of \$7500. We have been able to reduce this amount due to cost savings measures instituted by the Health Director in recent years. We have developed a volunteer medical team of registered nurses to assist at our clinics during our training exercises and we now have become certified to accept various insurance reimbursements to use towards future vaccine purchases.

The Board of Health requests the Board of Selectmen vote to approve and execute this usual and customary agreement. This contract has been reviewed and approved for content by the Board of Health at the meeting of June 9, 2015



VISITING NURSE ASSOCIATION OF CAPE COD

Member Cape Cod Healthcare

Hyannis - Main Office
255 Independence Drive
Hyannis, MA 02601

Falmouth
67 Ter Heun Drive
Falmouth, MA 02540

Hospice and Palliative Care
434 Route 134
S. Dennis, MA 02660

Public Health & Wellness
434 Route 134, D3
South Dennis, MA 02660

Private Services
255 Independence Drive
Hyannis, MA 02601
67 Ter Heun Drive
Falmouth, MA 02540
146 Court Street
Plymouth, MA 02360

Philanthropy
P.O. Box 370
Hyannis, MA 02601

Tradewinds Adult Day Health
290 Route 130, Box 6
Sandwich, MA 02563

Compass Adult Day Health
One Auston Rd., Unit F
E. Harwich, MA 02645

Child Care Center
67B Ter Heun Drive
Falmouth, MA 02540

Volunteer Services
434 Route 134
S. Dennis, MA 02660

**Medicare/Medicaid Certified
Joint Commission Accredited**

The VNA is a not-for-profit agency.

June 3, 2015

Ms. Paula Champagne
Health Director
Harwich Health Department
Harwich, MA. 02645

RE: VNA/Town of Harwich Contract – FY 2016

Dear Paula:

Enclosed please find two (2) original, unsigned contracts of the above referenced agreement. Once you have executed this agreement, please forward one original to my attention in the enclosed self-addressed envelope.

I look forward to working with you in the coming year.

Sincerely yours,

Kathy Berry-McDonagh
Public Health and Wellness
Contracts Coordinator

Enclosures: Two Town Contracts



VISITING NURSE ASSOCIATION OF CAPE COD, INC.

This agreement (the "Agreement") is made between the **Visiting Nurse Association of Cape Cod, Inc.** (the "Agency"), a private non-profit corporation operating in accordance with the recommended standards and procedures of the Massachusetts Department of Public Health, with a place of business at 255 Independence Drive, Hyannis, MA. 02601, and the **Town of Harwich** through the **Harwich Board of Health** (the "Town").

WHEREAS, the Agency is in the business of providing public health care services; and

WHEREAS, the Agency is a licensed visiting nurse association that provides services to patients in patient's homes; and

WHEREAS, the Town wishes to obtain the benefit of the Agency's nursing and wellness services for the residents of the Town.

NOW THEREFORE, in consideration of these premises, the parties hereto agree as follows:

A. DUTIES OF THE AGENCY

1. The Agency shall furnish such services as recommended by the Town consistent with the recommended practices of the Massachusetts Department of Public Health and the Visiting Nurse Association of Cape Cod, Inc. These services will generally include:

- a. Maternal and Child Health Services to include: visits to newborns and mothers on referral with follow-up home visits according to adjudged need; office visits for the purpose of childhood immunization; and social work assessment visits to families with identified needs.

Maternal and Child Health visits are not to exceed three (3) visits per admission in a calendar year per individual without the Town's approval.¹

- b. Home Visits: to assess safety and health needs; to provide a rehabilitative assessment or rehabilitative teaching for the purpose of improving the environment to make independent function possible; to provide Social Work counseling; and to provide Home Health Aide services for the purpose of personal care including bathing, skin care, changing clothing, etc.
- c. Health Promotion: health and wellness teaching in relation to

¹ In instances where services are necessary for a longer duration and no means of Third Party Payment are available, the case will be referred to the Health Director to assess the Town's commitment to continued services or VNA referral to other appropriate sources.

both physical and mental illness for all age groups not being followed by another Town Health professional (e.g. those under school health would not usually be followed by a visiting nurse).

Services are not to exceed three (3) visits per admission in a calendar year per individual without the town's approval.²

d. Community Health Screening and Clinics can generally include: Immunization Clinics including Flu Clinics; Health Screening Clinics; Wellness Education Presentations; Health Fairs; Communicable Disease Investigations; and Young at Heart Senior Exercise Programs.

2. Supplies or Equipment: The Agency will provide the required perishable supplies for all Community Health Services provided to the Town by the Agency as a part of the approved appropriation.
3. The Agency shall maintain licensing/accreditation/certification.
4. The Agency shall invoice the Town monthly for services performed with a statement detailing the type of services performed.

B. DUTIES OF THE TOWN

1. The Town agrees to give the Agency as much advance notice as possible of the Services and Supplies that residents served pursuant to this Agreement may require.
2. The Town will provide assistance to the Agency in carrying out recommended Board of Health programs and policies.
3. The Town will pay the Agency for approved services and supplies rendered to residents of the Town in accordance with the charges detailed in the attached Addendums A and B within thirty (30) days of receipt of invoice.

C. MUTUAL DUTIES/AGREEMENTS

1. The amount of time provided for the services to the Town will be adjusted so that the charges for these services will not exceed the appropriation for these services. The Agency rates for all services are provided as Addendum A. The Appropriation for July 1, 2015 through June 30, 2016 is \$5,500, as defined in Addendum B. All individual records will be maintained in The Agency's office and will be available for review by the Town.

² In instances where services are necessary for a longer duration and no means of Third Party Payment are available, the case will be referred to the Health Director to assess the Town's commitment to continued services or VNA referral to other appropriate sources, i.e. Elder Services, Council on Aging, etc.

2. Services performed by the Agency will be for Town residents only. Referrals may come from town residents or a party related to the resident including but not limited to the Town.
3. The Agency and The Town shall each maintain or cause to be maintained at no expense to the other, professional malpractice and general liability insurance for itself and its employees, in form and substance acceptable to the other, and in amounts customary to the nature of each party's obligations hereunder. Upon request, each party shall furnish to the other a current certificate of insurance. Each party shall provide the other with thirty (30) days advance written notice of any proposed alteration, non-renewal, or cancellation of insurance required hereunder. Each party shall promptly notify the other of any claim or suit alleged to arise out of any activity or activities undertaken pursuant to this Agreement.
4. The Town shall indemnify and hold harmless the Agency, its officers, director, agents, and employees from any and all injuries, losses, claims, actions, or damages to any person or property, and all costs, expenses, including reasonable attorneys' fees, or other liability incurred by the Agency that are caused by the negligence of the Town, its employees, or its independent contractors (with the exception of the Agency) occurring in connection with the subject matter of this Agreement.
5. The Agency shall indemnify and hold harmless the Town and its partners, officers, agents, and employees from any and all injuries, losses, claims, actions, or damages to any person or property, and all costs, expenses, including reasonable attorneys' fees, or other liability incurred by the Town that are caused by the negligence of the Agency, its employees, or its independent contractors occurring in connection with the subject matter of this Agreement.
6. It is expressly understood and agreed that this Agreement does not intend and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association between the Town and the Agency, but rather, is an agreement by and between the Town and the Agency as independent contractors.
7. This Agreement will terminate upon the occurrence of any of the following events, whichever transpires first:
 - a. One year from date herein.
 - b. Depletion of the allocated funds.
 - c. By either party upon sixty (60) days written advance notice.

D. MISCELLANEOUS

1. Any notice required to be given hereunder shall be provided by registered or certified mail, postage prepaid, addressed to the parties at the respective addresses stated at the beginning of this Agreement or such other person or address as either party may from

ADDENDUM A

**Visiting Nurse Association of Cape Cod, Inc.
-Town of Harwich-**

A. Reimbursement Rates:

Reimbursement rates for the period of July 1, 2015 – June 30, 2016 are as follows:

1. Visits

a.	Skilled Nursing	per visit	\$160.00
b.	Physical Therapy	per visit	\$160.00
c.	Occupational Therapy	per visit	\$160.00
d.	Speech Therapy	per visit	\$160.00
e.	Medical Social Work	per visit	\$160.00
f.	Maternal/Child	per visit	\$160.00
g.	Home Health Aid	per visit	\$ 85.00

2. Program Hours

a.	Clinic Nursing Hour	\$ 85.00
b.	Child Immunization/Lead Screening	\$ 85.00
c.	Communicable Disease Follow-Up	\$ 85.00

Rates are per staff member provided.

- | | | | |
|----|----------------------------------|-------------|---------------------|
| 3. | Health & Wellness Presentations | per program | \$160.00 |
| 4. | Exercise Class (10 Week Session) | | \$ 50.00 per person |

B. Services to Town residents not fully covered by third-party sources:

The Town agrees to contribute toward care provided to the residents if the Town appropriation is adequate. The Agency shall furnish requested documentation to support services.

ADDENDUM B

**Visiting Nurse Association of Cape Cod, Inc.
-Town of Harwich-
Programs and Services – FY2016**

Visits	Visits Per Year	Rate Per Visit	Total
Home Visits:			
Skilled Nursing	2	\$160	\$ 320
Maternal/Child	2	\$160	\$ 320
Special Programs	Hours	Rate Per Hour	Total
Immunizations:			
Child Immunization/ Lead Screening	6	\$85	\$ 510
Flu Clinics	16	\$85	\$1,360
Communicable Disease Surveillance and Follow Up	39	\$85	\$2,915
Supplies			\$ 75
GRAND TOTAL			\$5,500.00

**AMENDMENT NO. 1
TO
AGREEMENT BETWEEN
OWNER AND ENGINEER
FOR
PROFESSIONAL SERVICES**

This Amendment No. 1 is made and entered into this _____ day of _____, 2015, to the Agreement between CDM Smith Inc. (ENGINEER) and Town of Harwich, Massachusetts (OWNER) dated June 16, 2014 (Agreement).

WHEREAS, ENGINEER and OWNER entered into the Agreement to conduct an Evaluation of Natural Nitrogen Attenuation at Cold Brook (the Project); and

WHEREAS, the parties desire to amend the Agreement so as to amend the scope of services, time of performance and payment; and

WHEREAS, the Agreement provides that any amendments shall be valid only when expressed in writing and signed by the parties.

NOW THEREFORE, in consideration of mutual understandings and Agreements contained herein, the parties agree to amend the Agreement based on Attachment A by authorizing the Phase II scope of services and by increasing the upper limit by \$50,000 to a lump sum amount of \$100,000.

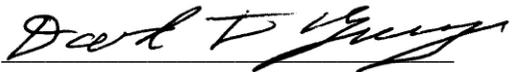
Except as modified herein, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 1, the OWNER by its authorized representative who however, incur no personal liability of anything herein contained, to be effective as of the date first written above.

OWNER:

ENGINEER:

By: Peter S. Hughes
Title: Chair, Harwich Board of Selectmen


By: David F. Young
Title: Vice President

Address for giving notices

Address for giving notices

Town of Harwich
Town Hall
732 Main Street
Harwich, MA 02643

CDM Smith Inc.
75 State Street
Boston, MA 02108

Attachment A
Scope of Work
For
Town of Harwich Water Quality Management Task Force
Evaluation of Natural Nitrogen Attenuation at Cold Brook
June, 2015

Cold Brook Natural Nitrogen Attenuation Background

In 2010, the Massachusetts Estuaries Project (MEP) delivered the MEP Nitrogen Threshold Report for Allen, Wychmere, and Saquatucket Harbors to the Town of Harwich.¹ The MEP, was conducted by the Coastal Systems Program at the School for Marine Science and Technology, University of Massachusetts Dartmouth (SMAST) it concluded based on the assessment in the report that the Saquatucket Harbor ecosystem is moderately to significantly impaired. The report further recommended that restoration of the system could be accomplished by reducing the average total nitrogen concentration at a “sentinel station” in Saquatucket Harbor from 0.65 mg/L to 0.5 mg/L. The report noted that there are a number of ways to achieve this reduction. After review of the draft MEP, CDM Smith, the Town of Harwich’s wastewater consultant, and SMAST discussed the option of including in the Final MEP report a preliminary evaluation of one potential way to reduce nitrogen: enhancing natural nitrogen attenuation in the Bank Street Bogs/Cold Brook System (Cold Brook) shown in Figure 1.

Based on previous on-site monitoring used to create the MEP assessment, SMAST staff determined that the overall Cold Brook System is currently removing 35% of the watershed nitrogen flowing through it. Management of the system to enhance this nitrogen removal would also need to address a number of other restoration and management objectives including: 1) Harwich Conservation Trust (HCT) ecological restoration goals, 2) access to adequate water for an adjacent cranberry bog, and 3) adequate flows for American eel spawning. Any changes to the existing system would have to address these issues.

MEP monitoring and assessment work in other areas of the Cape since the completion of the Saquatucket Harbor MEP Report has shown that among the keys to enhancing natural removal of nitrogen in freshwater systems is increasing the retention time of water within the systems. Working with CDM Smith, SMAST staff suggested that the configuration of the Bank Street Bogs would offer an opportunity to increase the retention time of water flowing through the Cold Brook System by creating opportunities for flow to take more meandering paths before discharging into Saquatucket Harbor. Increasing the nitrogen removal within this system from 35% up to 50% would allow the town to avoid sewerage about 250 homes within watershed that would otherwise be necessary to meet the nitrogen loading reductions required to meet the threshold concentration in Saquatucket Harbor. That has the potential of saving over \$6 Million dollars to the overall wastewater program if it can be

¹Howes B., H.E. Ruthven, J.S. Ramsey, R. Samimy, D. Schlezinger, E. Eichner (2010). Linked Watershed-Embayment Model to Determine Critical Nitrogen Loading Thresholds for the Allen, Wychmere and Saquatucket Harbor Embayment Systems, Harwich, Massachusetts. Massachusetts Estuaries Project, Massachusetts Department of Environmental Protection, Boston, Massachusetts.

successfully accomplished (refer to the Draft Comprehensive Wastewater Management Plan, February, 2013).

CDM Smith working with SMAST and with input from the HCT, local Harwich representatives and other regulatory agencies has developed the following scope of services to evaluate the potential for enhancement of natural nitrogen attenuation in the Cold Brook System within the Saquatucket Watershed.

Scope of Services:

The scope of services to be performed by CDM Smith teaming with SMAST for this Town of Harwich project is to be conducted in two phases and is summarized as follows:

Phase I: Review of Historical Data and Water Quality and Flow Sampling (Year 1 – FY15)

Task 1: Review of Historical Data and Management Concerns of the Bank Street Bogs/Cold Brook System (Cold Brook)

Perform a review of existing historical studies and management concerns pertaining to the Cold Brook System. Technical reports, proposed planning studies or previous field work made available to the team will be reviewed. The team will review, reconcile, and transform any available water quality, elevation, natural resource, and flow data which has been collected for: (1) quality of sampling approach, (2) quality and capability of data analysis, (3) quality assurance procedures, (4) completeness, (5) availability of actual data, and (6) applicability to the nutrient characterization of the Cold Brook System. This review will primarily be focused on previously collected data by SMAST for the MEP, and the following:

- a) Haley and Ward, Inc. culvert elevation survey completed for HCT (October, 2010),
- b) Hager Geoscience, Inc. ground-penetrating radar study completed for Horsley and Witten Group (June, 2012),
- c) Division of Marine Fisheries Recommended Water Flow Management Plan for Grass Pond and Cold Brook to maintain American eel migration, and
- d) Geosyntec Cold Brook tidal assessment completed for Division of Ecological Restoration (October, 2011).

A meeting will be held with town representatives, HCT representatives and other identified key stakeholders to review findings from this task and confirm sampling locations to be performed in Task 2.

Task 2A: Existing Nutrient-Related Cold Brook Water Quality and Flow Measurements

In order to quantify the existing nutrient characteristics of the Cold Brook System and evaluate the potential for enhancing natural attenuation of nutrients prior to discharge to the downstream Saquatucket Harbor embayment, water sampling and flow measurements will be undertaken over the course of 15 month (12 months in Task 2A and 3 months in Task 2B) period. Sampling during a

complete hydrologic cycle will provide required data on how nutrient concentrations and flows vary seasonally, critical to understanding the overall potential for improving natural attenuation through options to restore this abandoned cranberry bog system. Sampling will focus more heavily on the warmer summer period when biochemical processes in the bog system are most active.

Phase I sampling will occur at a maximum of eight (8) locations situated at critical junctures throughout the bog system such that flows and nutrient concentrations can be quantified into and out of specific cells in the former cranberry bog (see Figure 1). Through an understanding of the flows and nutrient concentrations associated with individual cells in the overall system, it will be possible to isolate portions of the system that may be more/less suitable for ecological restoration. Two of the eight sampling and flow measurement locations will be positioned at the upgradient (Bank Street) and downgradient (Hoyt Street) boundaries of the system in order to capture the overall function of the system as opposed to that of individual cells within the bog network.

During Phase I, it is anticipated that sampling will occur weekly during the warmer months (four events per month May thru September), every two weeks during temperature transition months (two events per month for October and April), and once per month during colder temperature months (November thru March) for a total of 28 events.

In addition to the regular sampling at the eight locations, stream gauges will be installed at four locations (CB-1, CB-2, CB-5, and CB-8 in Figure 1). These gauges will continuously record water levels at the inlet to the bog system (CB-1), at the outlet from an active cranberry bog (CB-2), between the main portions of the bog system (CB-5), and at the outlet from the bog system (CB-8). Measured flow readings at these locations will be used to establish stage/flow relationships to determine accurate average flow conditions.

Sampling will entail collecting and assembling of field data, laboratory filtration and processing of water samples for nutrient analyses (NH_4 , NO_3+NO_2 , TDN, TP, PO_4 , POC, PON) and measurement of water flows at each sampling location. Data will be retrieved by SMAST staff in accordance with quality control and quality assurance procedures that were utilized (and approved by Massachusetts Department of Environmental Protection (MassDEP) and EPA) during the MEP for ease of comparison of previous results and will be presented as tables in both hard copy and digital format. While the final number of samples depends upon the actual sampling success, it is anticipated that about eight (8) samples will be assayed for the complete nutrient series per sampling round and that 28 sampling rounds will be conducted during Phase I.

A brief interim memorandum of initial sampling results will be prepared in January, assuming a July start of data collection. This memorandum will be utilized to make sure appropriate results are being attained and to make any modifications to future sampling efforts.

Phase II: Sampling, Physical Characterizations and Review of Management Options (Year 2 – FY16)

The Phase II scope of services is proposed as an outline based on our understanding at this time and will be refined as work progresses during Phase I and based on additional discussions with HCT representatives and their proposed restoration work and schedule.

Task 2B: Additional Nutrient-Related Cold Brook Water Quality and Flow Measurements

Using the same sampling criteria and locations for water quality sampling defined in Task 2A above, three additional months of sampling will be conducted in Phase II. Two sampling events will be conducted in July, August and September. This will allow for comparison of existing data for Year 1 and 2 during the critical warmer temperature months and will result in a total of 34 sampling events during the whole project. A full summary of the 34 events including results and data synthesis will be included in the report described in Task 5.

In order to provide a more comprehensive and integrated assessment of water flows and nutrient loads between the irrigation pond assessed in Task 3 below and the Cold Brook System, flow monitoring will continue at three (3) stream gauges during the Task 3 assessment of the irrigation pond. Sampling will occur at a maximum of three (3) locations: at the input to the bog system (CB-1), at the inlet to the irrigation system (CB-6) and at the output from the bog system (CB-8). Samples and flow measurements will be collected twice a month for three months. Sampling at these three locations will provide a comparison to data collected during Year 1 and allow the irrigation pond sampling in Year 2 to be reasonably integrated.

In addition to the regular sampling at the three locations, stream gauges will be installed at the inlet and outlet of the overall system (CB-1 and CB-8 in Figure 1). Measured flow readings at these locations will help to refine the stage/flow relationships established in Year 1 and understand and integrate sampling collected during Year 2.

Sampling will entail collecting and assembling of field data, laboratory filtration and processing of water samples for nutrient analyses (NH_4 , NO_3+NO_2 , TDN, TP, PO_4 , POC, PON) and measurement of water flows at each sampling location. Data will be retrieved by CSP-SMAST staff in accordance with quality control and quality assurance procedures that were utilized (and approved by MassDEP and EPA) during the MEP for ease of comparison of previous results and will be presented as tables in both hard copy and digital format. It is anticipated that about 18 samples will be assayed for the complete nutrient series during the three months. In order to address QA/QC procedures, an additional 10% of samples will also be duplicates.

Task 3: Irrigation Pond Water Quality and Physical Characterization

The bog's former irrigation pond (see Figure 1) is a potential additional sink for a portion of the upstream nitrogen in the Cold Brook System and could be enhanced to provide more natural nitrogen attenuation depending on its volume and residence time. This task will characterize the irrigation pond's existing water quality, volume, and depth of sediments, while integrating these results with the water quality and hydrologic characterization of the entire system.

SMAST staff will complete samplings of the pond during July, August and September of Year 2 (two events per month). Water quality samples will be collected from the surface and just above the pond bottom. Temperature and dissolved oxygen profiles and Secchi readings will also be collected at each event.

Water quality sampling will entail collecting and assembling of field data, laboratory filtration and processing of water samples for nutrient analyses (NH_4 , NO_3+NO_2 , TDN, PO_4 , TP, POC, PON). Data will be retrieved by SMAST staff in accordance with accepted quality control and quality assurance procedures and presented as tables in both hard copy and digital format. While the final number of samples depends upon the actual sampling success, it is anticipated that a total of 12 samples will be assayed for the complete nutrient series during the three months and that six (6) sampling rounds will be conducted.

In addition to water quality sampling, SMAST staff will collect integrated GPS/depth sediment thickness information and develop both a bathymetric map and a sediment thickness map of the irrigation pond. Three (3) sediment cores will be collected and incubated during the summer sampling period to evaluate potential nutrient regeneration within the pond. A minimum of three (3) sediment samples will also be analyzed for MassDEP-specified metal and organic compounds in order to assess whether options may be limited for removing sediments and deepening the pond to increase retention time and nitrogen attenuation.

Task 4: Bog Elevation Survey, Volume Estimate, and Habitat Assessment

SMAST scientists will use a combination of aerial photography and ground and elevation surveys, including those available from the Harwich Conservation Trust, to delineate the freshwater bog/wetland areas and potential volume of each bog cell in the overall Cold Brook System (from the culvert passing under Bank Street to the outflow from the Cold Brook System at Hoyt Road). SMAST staff will establish permanent transects within the wetland areas to determine the current plant composition in the bog system, as well as determining elevations and volumes of the bog surface and existing channels.

The number of survey transects will be determined after an initial site visit and will be based on what is necessary to thoroughly cover the entire bog/wetland system. Transects will run from the upland border to the Cold Brook bank on both sides of the brook. SMAST staff will complete the transects with an integrated GPS instrument that will provide elevations within ± 10 mm and will identify the major vegetation types along each transect. GPS coordinates will be provided for all transects for use in evaluating future vegetation changes. The elevation information will also be used to determine potential water volumes within each cranberry bog cell at three water elevations to be determined through discussion with town and HCT staff. Major vegetation types will be mapped with estimates of percent cover and percent dominance will be documented. The finalized maps will be provided to the town and the HCT for documentation related to any future permitting and management discussions.

Task 5: Management Options, Report and Community Presentation

Results of the assessment and analysis of water quality and flows throughout the Cold Brook System collected in Phase I and II will be presented in a summary project report. The project summary report will summarize all project data and task results, as well as contain a discussion of potential management options based on project findings. Management options will focus on the project goal of utilizing the Cold Brook System to increase natural nitrogen attenuation in order to reduce nitrogen impacts to Saquatucket Harbor, while also attaining HCT ecological restoration goals.

The draft report will be presented to the town, HCT and regulatory representatives. After initial comments are received and evaluated, the draft findings will be publicly presented at a community meeting. Following the presentation of the draft report, additional comments will be collected and discussed for incorporation into a final report. A final report will be delivered to the town within two months following receipt of collected comments. The final report will be delivered in five print copies and one electronic copy. Data on nutrient concentrations, flows and plant distributions will be synthesized in the report and will also be provided to the town electronically in Excel spreadsheet format. The draft report will be delivered to the town within four months following the completion of the field monitoring.



Figure 1 – Cold Brook Cranberry Bog System with Locations of Proposed Sampling and Flow Measurement Locations

Project Cost and Deliverable
Cold Brook Natural Nitrogen Attenuation Assessment – 2014 and 2015
for the Town of Harwich
Ecological Assessment of the Cold Brook Cranberry Bog System with Regard to Future Management
of Flows through the System to Evaluate Potential Enhancement of the Natural Nitrogen
Attenuation
By
CDM Smith and SMAST

Task	Task Description	Total Cost
1	Review of Historical Data and Management Concerns	\$6,500
2A	Existing Nutrient-Related Water Quality and Flow Measurements	\$43,500
	Subtotal Phase I (Authorized)	\$50,000
2B	Additional Nutrient-Related Water Quality and Flow Measurements	\$8,500
3	Irrigation Pond Water Quality and Physical Characterization	\$10,500
4	Bog Elevation Survey, Volume Estimate and Habitat Assessment	\$11,500
5	Management Options, Report and Community Presentation	\$19,500
	Subtotal Phase II (Authorized)	\$50,000
Total Cold Brook System Cost		\$100,000

**AMENDMENT NO. 6
TO
AGREEMENT BETWEEN
OWNER AND ENGINEER
FOR
PROFESSIONAL SERVICES**

This Amendment No. 6 is made and entered into this _____ day of _____, 2015, to the Agreement between CDM Smith Inc. (ENGINEER) and Town of Harwich, Massachusetts (OWNER) dated July 23, 2007 (Agreement) and including Amendment No. 1 dated October 20, 2008, Amendment No. 2 dated January 24, 2011, Amendment No. 3 dated August 15, 2011, Amendment No. 4 dated June 17, 2013 and Amendment No. 5 dated June 30, 2014.

WHEREAS, ENGINEER and OWNER entered into the Agreement to conduct a Comprehensive Wastewater Management Plan (CWMP) in order to develop a long-term wastewater strategy (the Project); and

WHEREAS, the parties desire to amend the Agreement so as to amend the scope of services, time of performance and payment; and

WHEREAS, the Agreement provides that any amendments shall be valid only when expressed in writing and signed by the parties.

NOW THEREFORE, in consideration of mutual understandings and Agreements contained herein, the parties agree to amend the Agreement based on Exhibit A attached by increasing the upper limit by \$75,000 to an amount not to exceed of \$1,265,000.

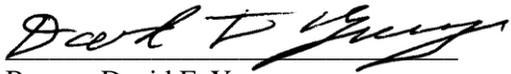
Except as modified herein, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 6, the OWNER by its authorized representative who however, incur no personal liability of anything herein contained, to be effective as of the date first written above.

OWNER:

ENGINEER:

By: Peter S. Hughes
Title: Chair, Harwich Board of Selectmen


By: David F. Young
Title: Vice President

Address for giving notices

Address for giving notices

Town of Harwich
Town Hall
732 Main Street
Harwich, MA 02643

CDM Smith Inc.
75 State Street
Boston, MA 02108

**AMENDMENT NO. 6
EXHIBIT A
TO
AGREEMENT BETWEEN
OWNER AND ENGINEER
FOR PROFESSIONAL SERVICES
June 2015**

WHEREAS, ENGINEER and OWNER desire to amend the Agreement for Comprehensive Wastewater Management Planning (CWMP) between CDM Smith Inc. (ENGINEER) and Town of Harwich, Massachusetts (OWNER) dated July 23, 2007 including Amendments Nos. 1 thru 5, so as to amend the scope of services, time periods of performance, payment, and responsibilities of OWNER; and

WHEREAS, the Agreement provides that Amendments shall be valid only when expressed in writing and signed by the parties.

NOW THEREFORE, in consideration of the mutual understandings and the Agreements contained herein, the parties agree to amend the Agreement as follows:

1.0 The Basic Services of ENGINEER as described in the Agreement are amended and supplemented as follows:

Add the following Tasks:

Task 11.0: Additional CWMP Services

Subtask 11.1 – Review 208 Plan for Potential CWMP Modifications

ENGINEER at request of OWNER will review the Final Cape Cod Commission 208 Plan to determine if any appropriate modifications based on that information should be made to the Harwich Final CWMP prior to filing the Final CWMP with MEPA/CCC. Findings will be discussed with and approved by OWNER prior to making any modifications. Review and discussion will be added to the Final CWMP.

Subtask 11.2 – Finalize MEPA Comments on Final CWMP

ENGINEER will finalize a response to comments received from MEPA on the Final CWMP/SEIR. Responses will include a summary of the town's implementation schedule, cost recovery model and a discussion of impacts to residents and businesses.

Subtask 11.3 – File Final CWMP/SEIR with MEPA/CCC

ENGINEER will submit the Final CWMP and Final Environmental Impact report (FEIR) to the Wastewater Implementation Committee (WIC) and BOS for review and comment. Appropriate revisions will be incorporated and then the Final CWMP/FEIR will be filed with MEPA/CCC. ENGINEER will prepare for and attend public comment meetings during this formal review period.

Task 12: Finalize Development of Regional Impact (DRI) Review

Subtask 12.1 – Address DRI Comments with CCC

ENGINEER will assist OWNER in responding to comments from Development of Regional Impact (DRI) application filed with CCC under Task 9.0. Town-wide comments versus targeted watershed comments will be evaluated and prioritized as they relate to the proposed implementation program and schedule.

Task 13: CWMP Implementation Services

Subtask 13.1 – Assist Town with Implementation of Cost Recovery Model

ENGINEER at request of OWNER will assist with implementation of the selected cost recovery model and associated policies that are to be adopted to pay for the implementation of the recommended CWMP program. Input on finance options and cost recovery model options will be provided.

Subtask 13.2 – Wastewater Implementation Committee (WIC) Meetings

ENGINEER will meet with the WIC approximately monthly to provide input on permitting, programming, funding program, and implementation issues related to the CWMP components. ENGINEER will prepare meeting minutes as needed.

Subtask 13.3 – Land Acquisition Assistance

ENGINEER will assist OWNER, with discussions to acquire the effluent recharge site in the East Harwich area of the Pleasant Bay Watershed. Potential evaluations of alternate sites will be conducted as directed by OWNER. Attendance at meetings with land owner, town committees and other related tasks will be at direction of OWNER.

Subtask 13.4 – Assist Town with Draft Inter-municipal Agreement with Chatham

ENGINEER will assist Harwich Town Administrator, Town Counsel and other town representatives with finalizing an inter-municipal agreement (IMA) related to Harwich conveying wastewater flow from the Pleasant Bay watershed over to the Chatham wastewater treatment plant for treatment and recharge (short and long-term). Issues related to implementing the IMA, developing sewer use ordinances and related issues will be conducted as requested by OWNER.

Subtask 13.5 – Public Outreach

ENGINEER will assist OWNER with public outreach efforts related to the Final CWMP and the associated implementation steps of the recommended program. Outreach may include but not be limited to such items as development of project brochures, education materials about the environmental problems facing Harwich, appropriate fertilizer use brochure, press releases or news articles, cable programs, website postings and community presentations. ENGINEER will work closely with the WIC, BOS and Town Administrator to develop and provide this outreach.

2.0 Owner's Responsibilities

- 2.1 Furnish to ENGINEER, as requested by ENGINEER for the performance of Services as required by the Contract Documents, the following:
- Provide ENGINEER with a proposed cost recovery model that can be implemented for CWMP in a timely manner;
 - Provide timely comments on the Final CWMP/FEIR; and
 - Other special data or consultation not specifically noted above.
- 2.2 Provide access to and make all provisions for ENGINEER to enter upon public and private property as required for ENGINEER to perform services under this Agreement.
- 2.3 Bear all costs incident to compliance with the requirements of OWNER's Responsibilities.
- 2.4 Provide the name of an individual authorized on behalf of OWNER to provide day-to-day direction to the ENGINEER and to coordinate timely review and input back to the ENGINEER as the services of this Agreement are performed.

3.0 Time Period for Performance

- 3.1 The project will be driven by agency and OWNER reviews and approvals. The ENGINEER will periodically review the projected schedule with the OWNER. The tasks noted herein shall be completed on or about June 30, 2016. OWNER and ENGINEER can extend time period as needed and expressed in writing.

4.0 Method of Payment

- 4.1 The method of payment for Services rendered by ENGINEER shall be as set forth below:

For Services Rendered:

The OWNER agrees to pay the ENGINEER for work done of its personnel on the basis of direct labor cost times a factor of 3.0. Direct labor cost is defined as chargeable salaries without fringe benefits as incurred by ENGINEER's personnel for the time directly utilized on the work covered by this Agreement.

Actual out-of-pocket expense costs are all costs other than direct labor costs that are incurred during the progress of the work. The actual out-of-pocket expense costs include: automobile rental if required, mileage charges, parking, tolls, taxi, meals, lodging, telephone, printing and reproduction costs, and other miscellaneous costs incurred specifically for this project. The charges for rental of field equipment will be at the ENGINEER's regular rates.

**Table A.1
Harwich CWMP Cost Summary
as of June, 2015**

Task		Cost Estimate	Expended
Phase 1			
Tasks 1 thru 4	Wastewater Needs and Alternatives Screening	\$ 460,000.00	\$ 460,000.00
Phase 2			
Tasks 1 thru 7	Recommended Plan and Draft CWMP/ENF	\$ 580,000.00	\$ 580,000.00
Tasks 8 thru 10	Draft CWMP and SEIR Filings	\$ 150,000.00	\$ 150,000.00
Amendment No. 6			
Task 11	Additional CWMP Services	\$ 25,000.00	\$ -
Task 12	Development of Regional Impact	\$ 20,000.00	\$ -
Task 13	CWMP Implementation Services	\$ 30,000.00	\$ -
	Subtotal Amendment No. 6	\$ 75,000.00	\$ -
	Total Program	\$ 1,265,000.00	\$ 1,190,000.00



TO: Board of Selectmen

FROM: Peggy Rose
Milton Welt Mural Committee

RE: Gift of Reproduction of Mural

DATE: June 22, 2015

On behalf of the Milton Welt Mural Committee, we would like to gift a reproduction of the mural to the town. The committee looked at different locations and the one where we thought was the most suitable is at the Community Center on the wall outside of Carolyn Carey's office. In addition, there would be a framed biography of Milton as well as photographs of the plaques from the high school and middle school building and renovation committees hung with the mural. The wall would be a representation of the Harwich school district through the years.

Currently, there are plaques from the Harwich Hall of Fame which comes under your jurisdiction and we would like permission to move those further down the hall to the wall where some of the plaques are currently located. The Community Center Facilities Committee has graciously agreed to all these proposed changes. The mural committee will pay for expenses incurred with the mural reproduction and the hanging of it as well as framing expenses for the other mentioned articles. Focalpoint Studio has reproduced the mural and Liane and Larry Biron will hang everything. We will be holding an unveiling ceremony, date and time to be determined, at which time we will recognize members of the Welt family and any surviving members and family members of the school building projects.



June 23, 2015

To the Board of Selectmen:

At the Facilities Committee Meeting, a positive motion was passed for the Milton Welt mural to be hung at the Community Center, pending your approval. The Committee voted to hang the mural outside the Director's office which will necessitate the moving of the Hall of Fame photos outside the gym.

If you need further assistance, or if I may be of additional help, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Carolyn Carey".

Carolyn B. Carey, Director
Harwich Community Center



LICENSEE AGREEMENT AMMENDMENT
BETWEEN THE TOWN OF HARWICH AND
FRIENDS OF THE SOUTH HARWICH MEETINGHOUSE, INC.

The License Agreement Amendment (hereinafter "License") is executed this 30th day of June, 2014, by and between the INHABITANTS OF THE TOWN OF HARWICH, acting by and through its Board of Selectmen (hereinafter referred to as the "Town") and FRIENDS OF THE SOUTH HARWICH MEETINGHOUSE, INC., a Massachusetts non-profit corporation having its principal address at 237 South Street, Harwich, MA 02645 (hereinafter "Licensee").

Amendment to Section I

The Amendment to Section I of the original license agreement amends paragraph three, extending the current agreement from June 30, 2014, for one additional year until June 30, 2015.

Town: Board of Selectmen
Town Hall
732 Main Street
Harwich, MA 02645

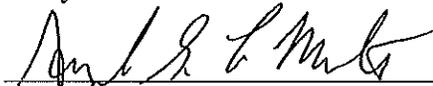
Licensee: President
Friends of the South Harwich Meetinghouse
Meetinghouse, Inc.
P.O. Box 786
Harwich, MA 02645

IN WITNESS WHEREOF, the parties hereto have caused the License Agreement to be executed as a sealed instrument and signed in duplicate by their duly authorized representatives on the date first indicated above.

TOWN OF HARWICH
By its Board of Selectmen

FRIENDS OF THE SOUTH HARWICH
MEETINGHOUSE, INC.

Larry G. Ballantine



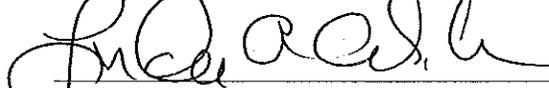
Angelo S. La Mantia



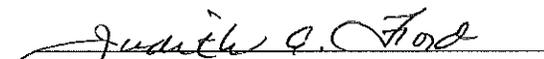
Peter S. Hughes



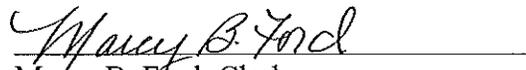
Edward J. McManus



Linda A. Cebula



Judith A. Ford, President



Marcy B. Ford, Clerk

LICENSE AGREEMENT
BETWEEN THE TOWN OF HARWICH AND
FRIENDS OF THE SOUTH HARWICH MEETINGHOUSE, INC.

This LICENSE AGREEMENT (hereinafter " License") is executed this 7th day of November, 2013 by and between the INHABITANTS OF THE TOWN OF HARWICH, acting by and through its Board of Selectmen (hereinafter referred to as the "TOWN") and FREINDS OF THE SOUTH HARWICH MEETINGHOUSE, INC., a Massachusetts non-profit corporation having its principal address at 237 South Street, Harwich, MA 02645 (hereinafter "LICENSEE").

The TOWN is the owner of record of land shown on Town of Harwich Assessor's Map 34 as Parcel N3-1, located on 270 Chatham Road, Harwich, Barnstable County, Massachusetts, by an Order of Taking recorded in the Barnstable County Registry of Deeds in Book 16566, Page 196 (hereinafter "Premises"). Premises is shown on the attached sketch plan.

The TOWN hereby grants such entry and license to use the Premises to the LICENSEE, subject to the following terms and conditions:

I. USE, PURPOSE, TERM

Entry and use are limited to the so-called South Harwich Meetinghouse Hall (the "Meetinghouse") located on said Premises and containing 1,689.82 square feet, more or less, and such additional portions of the Premises as is necessary to carry out the Plan and Program as hereinafter defined.

Entry and use are specifically, but not exclusively, granted to the LICENSEE, its contractors, agents, representatives, employees, invitees, permittees and licensees, solely for the purposes of carrying out the restoration and preservation of the Meetinghouse, per the Commissioned Historic Structure Report dated May 7, 2004 (the "Report") and the operation of a cultural arts, education and community use program (the "Program") upon completion of the restoration process. **The Program description will be submitted by the Friends of the South Harwich Meetinghouse to the Board of Selectmen for discussion and approval prior to the public opening of the South Harwich Meetinghouse. Community use policies and financial policies will be established jointly by the Board of Selectmen and Friends of the South Harwich Meetinghouse.**

Such entry and use by the LICENSEE, its contractors, agents, representatives, employees, invitees, permittees and licensees, shall be exercised from the date of the execution of this license and shall continue until **June 30th, 2014**, unless sooner terminated in accordance with the provisions of Section X below. Such entry and use shall be further limited by the provisions of Section VIII. The LICENSEE expressly agrees to maintain the Meetinghouse as consistent with its use and purposes and to return the Meetinghouse in broom clean condition upon the termination of the rights granted hereunder. The License term may be extended by written agreement of the parties.

II. CONSIDERATION

The consideration for this License shall be \$1.00 and the payment of all costs and expenses associated with the exercise of the rights granted hereunder, together with the observation and performance by the LICENSEE of all the obligations and covenants set forth within the agreement to the reasonable satisfaction of the Town.

III. IMPROVEMENTS

- a. The LICENSEE may make structural or non-structural alteration to the Premises provided, however, that the LICENSEE shall first obtain the TOWN's prior written consent thereto. All such allowed alterations or additions shall be at LICENSEE's expense, and shall be done in compliance with the Commissioned Historic Structure Report dated May 7, 2004 and an approved plan of restoration and preservation (the "Plan"). LICENSEE shall not permit any mechanic's liens or similar liens to remain upon the Premises for labor and materials furnished to LICENSEE in connection with work of any character performed at the direction of the LICENSEE and shall cause any such lien to be released of record without cost to the Town.
- b. The LICENSEE shall procure all necessary permits before undertaking any work on the Premises, and shall cause all such work to be performed in a good and first-class workmanlike manner and in accordance with the requirement of insurers, employing new materials or prime quality and shall defend, hold harmless, exonerate and indemnify the TOWN from all injury, loss or damage to any person or property occasioned by such work. The LICENSEE agrees to employ responsible contractors for such work and shall require such contractors to carry policies of insurance as specified in Section IV. INSURANCE of this agreement.
- c. All structural alterations and additions made by LICENSEE shall become the exclusive property of the TOWN upon completion. All non-structural alterations and additional made by LICENSEE shall remain the exclusive property of the LICENSEE. The LICENSEE may, at any time, at its sole option, remove an such non-structural alterations of additions and restore the Premises to the same conditions as prior to such alteration or addition, reasonable wear and tear and damage by fire or other casualty only accepted.
- d. The LICENSEE shall meet with the Board of Selectmen, the Harwich Historic Commission and the Harwich Cemetery Commission no later than twelve (12) months from the date hereof, to report on the progress and implementation of the Plan and to provide an accounting of the funds raised to support the Plan.

IV. INSURANCE

The LICENSEE shall maintain the following insurance:

- Type of insurance: General Liability
- Coverage: bodily injury and property damage liability
- Limits: not less than \$1,000,000.00 per occurrence
- Town to be named as an additional insured

Prior to entering upon the Premises, and thereafter on or before January 1 of each year of the term of this License, LICENSEE shall provide the TOWN with a Certificate of Insurance complying with the foregoing provisions and showing the TOWN as an additional insured on the policy. LICENSEE shall require the insurer to give at least ten (1) days written notice of termination, reduction or cancellation of the policy to the TOWN.

All contractors performing work on behalf of the LICENSEE at the Premises must maintain the following forms of insurance:

- workers compensation as required by law
- general liability for bodily injury and property damage with a limit of not less than \$1,000,000.00 per occurrence
- automobile bodily injury and property damage liability with limits of not less than \$1,000,000.00 per occurrence
- depending on extent of restoration or preservation, builders risk for completed value may be required of the contractor at the discretion of the Board of Selectmen
- TOWN to be named as additional insured under general liability, automobile and, if applicable, builders risk policies

The LICENSEE SHALL PROVIDE THE Town with copies of the contractor's Certificates of Insurance evidence such coverage prior to commencement of construction and during the continuance of such work, and copies of any approvals, including any building permits necessary or obtained to conduct said construction.

The TOWN shall continue to insure the Meetinghouse building against direct physical damage and for its own liability at the Premises.

V. INDEMNIFICATION

LICENSEE agrees to release, indemnify, defend, and hold harmless the TOWN from and against any and all claims, demands, suits, actions, costs, judgments whatsoever, including reasonable attorney's fees, which may be imposed upon, incurred by, or asserted against the TOWN by reason of any failure on the part of the LICENSEE to comply with any provision or term required to be performed or complied with by LICENSEE under this Agreement.

VI. RISK OF LOSS

LICENSEE agrees that it shall use and occupy the Premises at its own risk, and the TOWN shall not be liable to LICENSEE for any injury or death to persons entering the Premises pursuant to the License, or loss or damage to vehicles, equipment or other personal property of any nature

whatsoever of the LICENSEE, or of anyone claiming by or through LICENSEE, that are brought upon the Premises pursuant to the License.

VI. CONDITION OF THE PREMISES

LICENSEE acknowledges and agrees that it accepts the Premises in "AS IS" condition for the purpose of this License, and that the TOWN has made no representation or warranty regarding the fitness of the Premises.

VII. CONDUCT

During the exercise of the rights hereby granted, the LICENSEE shall at all times conduct itself so as not to unreasonably interfere with the operations of the TOWN, and observe and obey applicable laws, statutes, ordinances, regulations, and permitting or licensing requirements.

All improvements constructed on the Premises shall be in accordance with the Report and Plan approved by the Board of Selectmen.

IX. LIMITATION OF LIABILITY

Notwithstanding anything else contained herein to the contrary, the TOWN agrees not to hold liable the LICENSEE, or any executive, director and volunteer worker while performing duties related to the conduct of the corporation's business as permitted by this License Agreement, beyond the amounts of insurance required pursuant to Section IV. INSURANCE herein.

X. TERMINATION and REVOCATION

This license shall be revocable by either party upon written notice of revocation at least sixty (60) days prior to the termination date stated within said notice.

In the event that this license is terminated by revocation of either party pursuant to this section, then the LICENSEE, at its own expense, shall remove all its personal property from the Premises and deliver the Premises in broom clean condition, reasonable wear and tear excepted. This obligation shall survive the termination of this License.

XI. MODIFICATION and AMENDMENTS

Modification or amendments to this License shall be in writing and duly executed by both parties hereto to be effective.

XII. NOTICE

For the purposes of this License, the parties shall be deemed duly notified in accordance with the terms and provisions hereof, if written notices are mailed to the following addresses:

Town: Board of Selectmen
Town Hall
732 Main Street
Harwich, MA 02645

Licensee: President
Friends of the South Harwich
Meetinghouse, Inc.
P.O. Box 786
Harwich, MA 02645

XIII. NO ESTATE CREATED

This License shall not be construed as creating or vesting in the LICENSEE any estate in the Premises, but only the limited right of possession as hereinabove stated.

XIV. EXHIBITS and ATTACHMENTS

Any and all reports, exhibits, and attachments referenced herein or attached hereto, are duly incorporated within this agreement.

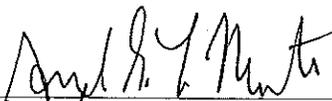
XV. SURVIVAL of TERMS and PROVISIONS

All appropriate terms and provisions relating to the restoration of the property affected hereby shall survive the termination of this License.

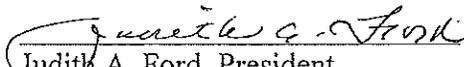
IN WITNESS WHEREOF, the parties hereto have caused the License Agreement to be executed as a sealed instrument and signed in duplicate by their duly authorized representatives on the date first indicated above.

TOWN OF HARWICH
By its Board of Selectmen

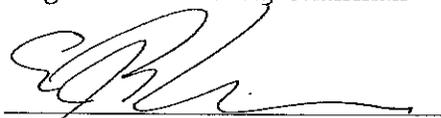
FRIENDS OF THE SOUTH HARWICH
MEETINGHOUSE, INC.



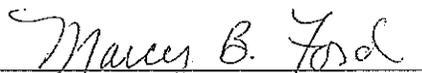
Angelo S. La Mantia, Chairman



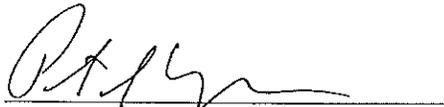
Judith A. Ford, President



Edward J. McManus



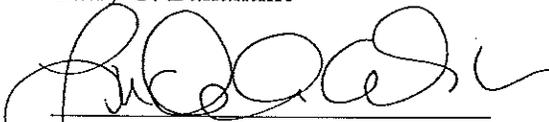
Marcy B. Ford, Clerk



Peter S. Hughes



Larry G. Ballantine



Linda A. Cebula

Middle School Development Costs

This paper estimates that the development costs necessary to rehabilitate and adapt the Harwich Middle School for senior housing or for commercial/municipal purposes would be at least \$9 million and maybe as much as \$13 million. In order to estimate or “bound” this cost estimate I have used two sources of data:

- Reported total development costs of similar school conversion projects and
- Mass School Building Authority (MSBA) costs for renovating active schools.

Project Development Costs for Similar School Conversions

It turns out the low end of the estimates is based on reported project development costs of five school conversions in Massachusetts, a couple more in Maine, one more in Michigan and Ohio. All of these nine projects involved adapting “historic” schools to senior housing. I essentially did a web search and collected location, size and cost information. “Development” cost, includes, acquisition costs, all site work, architectural and engineering design, and construction. In order to estimate what Harwich might have to pay to develop this property for municipal use, I have deducted the acquisition costs (where known), since the Town already owns the property. Lastly, I have assumed that the total development cost for housing is approximately the same as it would be for commercial/municipal use. (If you rehabilitate a building for people to live in, it probably costs about the same as it would to use for municipal offices and/or commercial use.)

Property Location	# of Apartments	Dev't Cost & Approx Date Initiated	Cost per Apt. (after deduction of purchase price)
Massachusetts School Conversions			
Brown School, Peabody, MA	61	\$13.7 Million (2007)	\$225,000
Fulton School, Weymouth, MA	63	\$14.2 Million (2009) Purch; \$1,265,000 9/2008	\$205,000
School St. School, Athol, MA	50	\$12.2 Million (2010)	\$244,000
Simpkins School, Yarmouth, MA	65	\$15 Million (2012) (Yarmouth sold school/ property for \$563,000)	\$222,000
Coady School Bourne, MA	58	\$17.6 Million (2013)	\$303,000

Two Schools in Augusta, Maine

Augusta High School Flatiron Building	44	11 Million (2015)	\$250,000
Hodgkins Mid. School	47	\$8.7 Million (2015)	\$185,000

One Former School in Fremont, Michigan

Fremont High School	38	\$11.8 Million (2014)	\$310,000
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One Former School in Cincinnati, OH

Sands Montessori School, Cincinnati, OH	65	\$12 Million (Mar. 2015) (Bought prop. \$150,000)	\$182,300
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Average cost per Unit: \$236,000

Using the average development cost per unit and 40 units, the estimated cost to rehab the Middle School building using this comparative information would be about \$9.4 million.

MA School Building Authority Per Square Foot Cost to Rehab/Renovation

A second approach is to use a dollar value per square foot. In this case I used cost data for public school "renovation/repair or rehabilitation" projects funded by the Massachusetts School Building Authority. The approximate square footage to be developed at the Middle School would include the existing school structure minus the gym and the auditorium or 72,000 - 10,000 SF. So, for this estimate I have used 52,000 SF.

MA School (Date)	Cost per Sq. Ft. (Total Project \$)
Rochester Memorial Elem Sch. (2010) Add/Renovation	\$195 (\$20 Million)
E. Somerville K-8 (2010) Renovation	\$228 (\$27.5 Million)
Needham Elem. School (2011) Repair	\$184 (\$22 Million)
Brookline Runkie K-8 (2011) Add/Renovation	\$215 (\$22.5 Million)

MA School (Date)	Cost per Sq. Ft. (Total Project \$)
Nashoba Center/Pompo Elem (2010) Add/Renovation	\$296 (\$27.6 Million)
Northborough Lincoln St. Elem (2015) Add/Renovation	\$344 (\$17.4 Million)
Sturbridge Burgess Elem. (2010) Add/Renovation	\$277 (\$34.6 Million)
Burlington Marshal Simonds MS (2011) Add/Renovation	\$163 (\$24.7 million)
Westborough Gibbons MS (2015) Repair	\$196 (\$21.6 Million)
Lunenburg Mid/High School (2014) Renovation	\$352 (\$59.6 Million)
Rockland Rogers Mid/High Sch. (2010) Add/Renovation	\$243 (\$66.5 Million)

Average cost = \$245

Source: http://www.massschoolbuildings.org/sites/default/files/edit-contentfiles/Building_With_Us/Cap_Plan_Charts/Est_Const_Total_Proj_Budget_Jan_2015.pdf

Using these samples of MSBA school renovation costs, the renovation of the remaining 52,000 SF Middle School could cost **as much as \$13 million**. Assuming annual increases in building costs during the past decade, this estimate today would be even higher.

Conclusion

The total capital cost estimated to renovate the Harwich Middle School, not including the gymnasium or the auditorium, for use for mixed municipal and commercial space would be in the range of \$9-13 million.

EVALUATION OF THREE
MIDDLE SCHOOL REPURPOSE COMMITTEE
PRIORITIES

Prepared by David Spitz, Town Planner
Reviewed by Larry Brophy, Committee Chairman
June 25, 2015

OPTION 1: TOWN TO RETAIN OWNERSHIP OF BUILDING

“The Town should retain ownership of the property and existing buildings and further explore the use of buildings as a Town entity in combination with the community uses expressed by non-profit groups within the RFI ... “

Building Usage (example)	<p>Municipal use – Town Hall 20,000 s.f.</p> <p>Municipal/public use – gym/auditorium 15,000 s.f.</p> <p>School/day care 15,000 s.f.</p> <p>Arts 10,000 s.f.</p> <p>Culinary incubator (cafeteria/kitchen) 5,000 s.f.</p> <p>Miscellaneous - TBD 7,000 s.f.</p> <p>TOTAL 72,000 s.f.</p>
Financial Impact on the Town	<p>Debt retirement - \$170,000</p> <p>Sale price \$ 0</p> <p>Renovation cost – full renovations – range - \$7.8 to 17.6 million</p> <p style="text-align: center;"><u>or</u></p> <p>Renovation cost – partial renovations - \$3.5 million</p> <p>Rental income – est. 37,000 s.f. @\$10/sf/yr (estimated range – 20% to 80% rented) + \$ 74,000 to \$296,000/yr</p> <p>Maintenance – building - \$125,000/yr</p> <p>Maintenance – personnel (1) - \$ 70,000/yr</p> <p>Annual property tax income \$ 0</p>
Benefit to the Town (other than financial)	Provides room for Town Hall to expand. Allows town to encourage private businesses that are compatible with school – daycare, etc. Supports other public/non-profit uses – arts, theater productions, music (Town Band), etc.
Impact on the School	<p>Public, non-profit and publicly controlled rental uses should be compatible with the school.</p> <p>Keeps building available for future school use – however, current school administration thinks such use is highly unlikely.</p>
Impact on the Neighborhood	Potential for evening/night (town hall, arts and auditorium) and early-morning (culinary incubator) activity. Public ownership should help control other impacts.
Other Issues – Wastewater, Parking, etc.	<p>Wastewater – would be able to continue shared use of existing or upgraded treatment system.</p> <p>Parking – higher parking requirements are likely – e.g. 60,000 s.f. @ 3 spaces per 1,000 s.f. = 180 parking spaces.</p> <p>Traffic – some uses may generate moderate to high traffic volumes. Proposed elementary access road should successfully separate afternoon school pick-up traffic.</p>

OPTION 2: TOWN TO RETAIN OWNERSHIP OF PROPERTY

“The Town should retain ownership of the property and further explore the demolition of portions or all of the buildings ... “

Property Usage	Building demolished – no usage. Land area – approximately 12 acres available for public park land, expansion of elementary school parking, etc.												
Financial Impact on the Town	<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Debt retirement</td> <td style="text-align: right;">- \$170,000</td> </tr> <tr> <td>Sale price</td> <td style="text-align: right;">\$ 0</td> </tr> <tr> <td>Demolition cost – range</td> <td style="text-align: right;">- \$725,000 to \$2.6 million</td> </tr> <tr> <td>Rental income</td> <td style="text-align: right;">\$ minimal</td> </tr> <tr> <td>Maintenance – land (depends on use)</td> <td style="text-align: right;">- \$ variable</td> </tr> <tr> <td>Annual property tax income</td> <td style="text-align: right;">\$ 0</td> </tr> </table>	Debt retirement	- \$170,000	Sale price	\$ 0	Demolition cost – range	- \$725,000 to \$2.6 million	Rental income	\$ minimal	Maintenance – land (depends on use)	- \$ variable	Annual property tax income	\$ 0
Debt retirement	- \$170,000												
Sale price	\$ 0												
Demolition cost – range	- \$725,000 to \$2.6 million												
Rental income	\$ minimal												
Maintenance – land (depends on use)	- \$ variable												
Annual property tax income	\$ 0												
Benefit to the Town (other than financial)	Provides potential location for ball fields/playgrounds/park land in a central location. Loss of usable building, a portion of which is architecturally strong.												
Impact on the School	Allows elementary school to expand from its current crowded location.												
Impact on the Neighborhood	Some traffic and noise associated with park and ball fields. Overall impacts should be minimal.												
Other Issues – Wastewater, Parking, etc.	<p>Wastewater – would encourage elementary school to downsize existing treatment system.</p> <p>Parking – strong potential for improving current congested elementary school parking layout.</p> <p>Traffic – time of park/ball field usage would largely be separate from elementary school use. Existing access road would meet needs of elementary school p.m. pick-up.</p>												

OPTION 3: CONSTRUCT HOUSING

“Re-Issuing an RFI for the purpose of constructing housing on the site ... concerns on matters pertaining to funding, percentage of affordable units vs market ... ”

Building Usage (example)	Rental senior apartments Potential for shared use – gym/auditorium TOTAL	57,000 s.f. 15,000 s.f. 72,000 s.f.
Financial Impact on the Town	Debt retirement Sale price Maintenance Annual property tax income	- \$170,000 + \$672,000 - \$ 0 + \$ 32,400/yr
Benefit to the Town (other than financial)	Provides rental housing for seniors, a significant market need. Adds to the town’s affordable housing stock. Makes use of an existing building, including the section that is architecturally strong.	
Impact on the School	Minimal adverse impact likely from senior population. Likely opportunities for interaction between different age groups (note comments from Monomoy School Superintendent).	
Impact on the Neighborhood	Minimal noise, traffic or other impacts likely from senior population.	
Other Issues – Wastewater, Parking, etc.	Wastewater – separate treatment system is recommended due to separate private ownership. School would likely downgrade its current treatment system. Parking – senior housing parking requirements are relatively low – 64 spaces projected for a 40-unit rental development. Existing spaces on site exceed demand. Traffic – traffic generation for a senior housing development is historically low. Proposed elementary access road should successfully separate afternoon school pick-up traffic.	

COST AND INCOME ASSUMPTIONS

1) FULL BUILDING RENOVATION COSTS

Complete renovation of building for residential or equivalent use

Building Area (based on approximate floor plan measurements by Town Planner):

1 st Floor Classrooms	23,540 s.f.
2 nd Floor Classrooms	23,675 s.f.
1 st Floor Activity Wing*	20,020 s.f.
Basement	4,650 s.f.
Total (approximate):	71,885 s.f.

* Activity Wing includes 6,000 s.f. gymnasium; 3,844 s.f. auditorium; 4,600 s.f. cafeteria and kitchen; and 5,576 s.f. other (music room, locker rooms, lobby and hallways).

Renovation Cost Per SF:

Wise Living estimate (verbal)	\$150 per s.f.
Harwich citizen review of public school renovation costs (attached)	\$245 per s.f.

Full Building Renovation Costs:

Low Estimate – 52,000 s.f. @ \$150 per s.f.	\$ 7,800,000
High Estimate – 72,000 s.f. @ \$245 per s.f.	\$17,640,000

2) PARTIAL BUILDING RENOVATION COSTS

The most complete review of the building to date has been done by Wise Living (verbal): need to replace all windows; roof does not need to be replaced now and has perhaps an 8 to 10 year life; the core of the mechanical systems is good but connections (piping, etc.) throughout the building need replacement.

The Harwich Facilities Maintenance Manager also reviewed the building in April 2015 (attached) and recommended a complete professional engineering study (estimated \$20 – \$30K cost) to understand likely renovation costs. He noted the need to install an air conditioning system.

Until further study is done, the best available source is the Wing School in Sandwich estimate that basic repairs and code upgrades would cost approximately 45% of full renovation costs:

45% x \$7.8 million (low-range Harwich Middle School estimate) = \$3,500,000.

3) BUILDING DEMOLITION COSTS

Low estimate (by Middle School Committee member)	\$ 725,000
High estimate (pro-rated from Wing School \$3.7m for 102,000 sf building)	\$2,600,000

4) ANNUAL BUILDING MAINTENANCE COSTS

Current budget	\$ 125,000/yr
No change proposed at this time (see Harwich Facilities Maintenance Manager comments)	

5) DEBT REPAYMENT

Middle School roof (April 2015): \$150,000 principal + \$20,000 interest remaining

6) RENTAL INCOME

Estimated rental rates in East Harwich and Harwich Port (based on Chamber of Commerce input)	\$2 to \$3/sf/month
Estimated rental rates for Harwich Middle School location (based on Chamber of Commerce input)	\$1/sf/month
Current rental rates paid by non-profits/schools/day care (Town Planner discussion with RFI submitters)	\$.50/sf/month

7) SALE PRICE

Limited number of interested bidders to date has provided minimal information on potential sale price. Estimate of \$672,000 is based on sole response to the first Middle School RFP.

8) ANNUAL TAX PAYMENTS

Estimate is based on a preliminary assessment by the Town Assessor of the value of rental senior units at this location. 40 dwelling units at an assessed value of \$90,000 per unit @ \$9/\$1,000 tax rate.

Annual taxes - \$32,400



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: Christopher Clark, Town Administrator
From: Sean Libby, Facilities Maintenance Manager *SL*
Re: Middle School Condition and Operating Costs
Date: 13 April 2015

I reviewed your memorandum to the Selectmen regarding the Middle School repurposing. I would like to offer my strongest possible recommendation that we pursue a professional engineering study prior to any commitments. This should not only be a complete assessment of the envelope but also the utilities which are in poor condition. During this evaluation we should also have them complete a design and feasibility study to give us a clear picture of the costs of making classrooms into office space. This would also need to include the installation of an air conditioning system as there currently is not one.

The Town of Mashpee had a building envelope contract to survey several of their facilities back in 2010. One of their buildings appears to be very similar to our school. I have enclosed the spreadsheet of the results which includes a cost estimate. While dated five years ago, the results and most of the costs are close enough to generate some discussion on our end. Their contract included five buildings and cost \$41k. I would expect our building to range \$20-\$30K depending on the depth of design that we request.

As requested I did some research following our discussion on the building operating costs and current condition of the old Harwich Middle School. The spreadsheet I received from the Monomoy Facilities Director shows the 2013 operating budget at \$256,602.15. This included, custodial supplies, refuse removal, phone, gas, electric, building repairs and the entire waste water treatment contract.

Since the building was turned over to the town in September we have accrued approximately \$77.5k in operating costs. This number includes utilities (Gas/Electric), elevator certification, alarm monitoring, sprinkler certification and minor repairs to the heating system. As you are well aware we have only performed emergency repairs but the building is in dire need of attention if we were to re-utilize it. As it stands, we are operating off one heating boiler which should be replaced but we will repair in preparation for next winter. Many of the heating units were bypassed over the past few years in anticipation of turning the building over to the town. Other areas that are in need of repair include windows, flooring, the domestic hot water system and associated piping, and roof repairs. I am sure there are many other items that would be uncovered if a complete inspection were to be performed.

Encl; Mashpee Capital Needs Assessment, Coombs School

CC: Lincoln Hooper, DPW Director

MASHPEE CAPITAL NEEDS
ASSESSMENT

COOMBS SCHOOL



Prepared By:
Pomroy Associates

Consultants;
Building Envelope Technologies, Inc.
Garcia Galuska DeSousa Inc.
DS Design Architects

Mashpee Capital Needs Assessment
 Coombs School
 Square Footage: 80,000
 Building Age: 1987
 Date: June 17, 2010

FY10 Recommendations, Cost & Priorities							
Item	Trade	Recommendations	Remarks	Unit Cost	Qty	Cost	Priority
1	ARCH	Install room signage throughout to meet ADA requirements.		\$50		\$10,000	1
2	ARCH	Main entry thresholds needs repair to meet ADA requirements.				\$1,000	1
3	ARCH	Remove and replace clouded window panes.		\$200	30	\$6,000	4
4	ARCH	Upgrade exterior louvers with weather protection to avoid further water infiltration.				\$15,000	2
5	ARCH	Remove the mold on exterior masonry	Allowance			\$10,000	4
6	ARCH	Provide accessible entry at all doors to exterior.				\$7,500	1
7	ARCH	Install window screens throughout the building				\$20,000	1
8	ARCH	Replace ramp handrails at Cafetorium to meet ADA requirements.				\$8,000	1
9	ARCH	Install sound control in Cafetorium at roof level				\$12,000	4
10	ARCH	Install window stops on all windows on the second floor. Windows shall not open more than 4 inches.				\$3,000	1
11	ARCH	Provide ADA bathrooms in the Administration wing.				\$10,000	1
12	ARCH	Replace pavement in Pre K play area with rubber surface.				\$40,000	4
13	ARCH	Provide new accessible access to play areas in Pre K. to meet ADA requirements.				\$12,000	1
14	ARCH	Provide protection on existing fence at Pre K area to not allow climbing of fence.	Allowance			\$1,000	1
15	ARCH	Provide secure roof access.	Allowance			\$2,000	4
16	ARCH	Provide exit signage at Gym to meet MA code.				\$500	1
17	ARCH	Install new doors in Gym to corridor to meet MA code.				\$2,000	1
1	ENV	All of the existing roofing should be removed and replaced. For steep slope constructions, recommend a heavyweight architectural laminate shingle with staining/soiling resistant characteristics.	To be spec'd and bid				2
2	ENV	For ballasted membrane roof system, recommend removal and replacement thereof utilizing new fully adhered reinforced insulated EPDM membrane roofs.	To be spec'd and bid				2
3	ENV	Associated with re-roofing ops, various areas of the aluminum fascia metal flashing systems and related constructions should be replaced and/or repaired.	To be spec'd and bid				2

Priority Code Legend

1. Life Safety or Code Compliance 2. Imminent Failure of System (0-2 Years) 3. 2-10 Year Replacement 4. Owner's Option - System Improvement

Mashpee Capital Needs Assessment
 Coombs School
 Square Footage: 80,000
 Building Age: 1987
 Date: June 17, 2010

FY10 Recommendations, Cost & Priorities							
Item	Trade	Recommendations	Remarks	Unit Cost	Qty	Cost	Priority
4	ENV	Exterior vinyl siding has an expected remaining service life of 5-10 years. Recommend replacement of similar but better quality application.	Further detailing req'd before reasonable estimates can be made				3
5	ENV	All existing window systems be removed and replaced with new thermally improved aluminum framed constructions	Further detailing req'd before reasonable estimates can be made				2
6	ENV	Steel access doors for staff purposes should be restored to include new paint finishes and weather-stripping.			LS	\$2,000	2
7	ENV	For CMU masonry, recommend limited exploratories at window openings to discern the conditions present therein, as well as to provide verification of the latent construction conditions.					4
8	ENV	At the roof drip lines from the shingled structures, recommend that a base or strip of gravel base be installed along the perimeter of the building to reduce splash staining conditions.	To be spec'd and bid				2
1	MECH	Existing HVAC system has reached its life expectancy and should be replaced in its entirety.	Entire HVAC and ATC system needs to be replaced with new, more efficient equipment to improve IAQ, occupant comfort and decrease operating costs	\$2,400,000	1	\$2,400,000	1
2	MECH	Ventilation systems need to be upgraded and made code compliant.	Included in #1	"	"	"	"
3	MECH	A displacement ventilation system should be considered as well as a VAV (variable air volume) type system .	Included in #1	"	"	"	"
4	MECH	A modernized digital ATC system should be installed along with a "front end" capable of remote monitoring.	Included in #1	"	"	"	"
1	ELEC	Provide energy efficient light fixtures with occupancy sensors	Provides improved energy savings	\$160,000	1	\$160,000	4

Priority Code Legend

1. Life Safety or Code Compliance 2. Imminent Failure of System (0-2 Years) 3. 2-10 Year Replacement 4. Owner's Option - System Improvement

Mashpee Capital Needs Assessment
 Coombs School
 Square Footage: 80,000
 Building Age: 1987
 Date: June 17, 2010

FY10 Recommendations, Cost & Priorities							
Item	Trade	Recommendations	Remarks	Unit Cost	Qty	Cost	Priority
2	ELEC	Emergency Lighting: Provide second automatic transfer switch and life safety panels in dedicated 2-hour rated emergency electric room.	Code requirement	\$40,000	1	\$40,000	1
3	ELEC	Upgrade existing intercom / PA system		\$70,000	1	\$70,000	3
4	ELEC	Fire Alarm: Horn/strobe units should be replaced with new ADA compliant units and new addressable smoke detectors should be provided throughout the building.	Code requirement	\$40,000	1	\$40,000	1
5	ELEC	Provide additional fire alarm devices in corridors and some toilet rooms.	Code requirement	\$20,000	1	\$20,000	1
1	PLUM	Fixtures: Replace all water closets with new low flow fixtures.	Provides improved energy savings	\$2,500	20	\$50,000	4
2	PLUM	Fixtures: Replace all lavatory faucets with low flow metering faucets.	Provides improved energy savings	\$1,500	30	\$45,000	4
3	PLUM	Fixtures: Install a reduced pressure backflow preventer in Janitor's Closet where concentrated cleaning products require a water connection.	Code requirement	\$1,500	1	\$1,500	1
4	PLUM	Kitchen: Install point of use grease interceptors at the three pot sinks and dishwasher.	Code requirement	\$3,000	2	\$6,000	1
5	PLUM	Kitchen: Install a new Kitchen waste and vent system to collect all the drainage in the Kitchen including an exterior grease interceptor.	Code requirement	\$40,000	1	\$40,000	1
1	FP	No recommendations	N/A	N/A	N/A	N/A	N/A

Priority Code Legend

1. Life Safety or Code Compliance 2. Imminent Failure of System (0-2 Years) 3. 2-10 Year Replacement 4. Owner's Option - System Improvement



MEMORANDUM

TO: Board of Selectmen

FROM: Barbara-Anne Foley, COA Director

DATE: June 23, 2015

RE: Procedure for Fee Adjustment for At Our Gate Program

The "At Our Gate Program" directed by the Knights of Columbus, are a Non-Profit through Holy Trinity Church in West Harwich. They will assist Harwich Residents that are unable to help themselves to take bags of household trash and **Non- C & D items** to the Disposal area where the fee will be waived.

The procedure is as follows:

- The Representative from the "At Our Gate program" will call the COA and ask for the Social Services Director, Kevin Grunwald, or the COA Director, Barbara-Anne Foley, for the purpose of vetting the request.
- The COA Staff will visit the property and decide whether it is a reasonable request based on a site visit to the property, to ensure it meets the intent of the program.
- The COA Staff will contact the Highway Department Director, Lincoln Hooper and report to him when it is a warranted request and the amount of loads that would be coming through for that request.
- The Highway Director would then contact the gate at the Disposable area to direct them to allow this vehicle to come through and the fee would be waived.
- Everything that enters the Disposal Area under this program will be weighed in order to track the various materials and allow us to produce reports when needed.



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 *L.S.H.*

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,

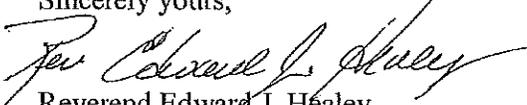
The ... *at our Gate Program*, administered by the Knights of Columbus of Holy Trinity Parish (Tax I.D. #042-444-464) is a ministry to reach out to individuals in our community who may lack the physical or financial means to complete normal household chores. Work performed for these neighbors requires 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

BOS Consolidated FY16 Goals & Objectives Worksheet

Introduction

Based upon the individual goals and objectives input I received from the BOS I segmented the items into the categories shown below. The intent is to see if we can consolidate these into one or two goals & objectives per category. Some items may be classified as “to do” rather than a goal & objective.

At the BOS meeting of June 15, 2015 individual selectmen were assigned the major categories of goals & objectives with the task of finalizing the wording for their assigned section(s). The results are shown in the text as bold .

Information Technology (Linda)

IT #1: Town Email Addresses & Use

To enhance communications between town agencies and the residents of the town, provide all Committees / Boards / Commissions with a town email address and identify these email addresses on the town website. Create a BOS policy to require that all communications between the public and boards, committees and commissions be made through the town email system.

IT #2: On-Line Permitting

Our permitting departments have implemented an electronic permit application(s) for internal use. After testing the on-line permitting system with user focus groups, expand the on-line permitting system for use by the public. Monitor customer satisfaction and identify enhancements for future implementation.

IT #3: Remote Meeting Participation Enhancements & Live Broadcasting

Current technology in use for remote participation by members of boards / committees / commissions does not provide for the public or the external participant to adequately hear comments and respond to the meeting activities. In an effort to improve the

usefulness of remote participation assess the needs and requirements for system upgrades to enhance the quality of remote meeting participation. Define the equipment and technology needed for live broadcasting of BOS meetings. The assessment shall include equipment and installation costs as well as personnel impacts and a timeline for implementation.

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.

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.

Request that all permitting departments implement the electronic / on-line permitting within the next 3 months.

Implement and expand on line permitting to the public.

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 the system in place by 12/1/15 .

Middle School Repurpose (Angelo & Michael)

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

Develop additional details / costs associated with the potential uses of the Harwich Middle School. Include the economics associated with any and all options. In demolition scenario evaluate the cost / benefit of installing and operating a solar installation similar to the landfill PV system.

Determine best way to achieve a resolution; ballot question, town wide survey / questionnaire. Ballot question with 3 to 4 questions and you get to pick one .

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 costs associated with a reasonable rehab of space for specific uses .Present options at 2016 ATM .

In all cases develop life cycle costs which define capital costs, operating expenses , revenue stream and tax implications. Time line should be 20 years of life.

Wastewater (Michael)

Develop a water / wastewater organizational structure such as a water / Wastewater Department Head reporting to the TA .

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.

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

Develop a plan for increased public education and involvement along with the outreach associated with it on complex issues such as wastewater.

RFP for remediation of Hinckley's Pond to evaluate technology and cost candidates. Develop a plan for storm water collection as part of the solution.

Evaluate the creation of a Water / Wastewater Enterprise fund.

MRSD (Peter)

MRSD #1: Funding Formula

In coordination with BOS / FinCom / MRSD develop a funding formula for the MRSD budget which is sustainable by the community and provides sufficient funding for education. As a baseline start with : $Funding = + 2-1/2\% + (0.4)(Growth \$) +/- (E\&D)$ workable for the next 5 years.

Work with MRSD / FinCom to develop a MRSD funding formula such as : $=2-1/2\% + (0.4)(Growth \$) +/- (E\&D)$ workable for the next 5 years.

Among BOS / FinCom / MRSD develop a funding formula that is sustainable by the community and continues to provide adequate funding for education.

Town Buildings (Jannell)

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

Develop and implement a plan to bring back and make effective use of Albro House.

Develop a Town Building / Grounds Maintenance Assessment and determine priorities.

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

Review of all town owned properties and vacant or partially used buildings. What do we have and what are we doing with it ?

Develop plans and timeline for the use , sale or demolition of town owned buildings to include middle school, current town hall, Bank St fire station, Albro House and West Harwich School. The timing should allow articles (if required) to be prepared for town meeting.

Review & replan the department move around and associated reallocation of space.

Financial (Linda)

Fin #1: FY17 Budget

Develop FY17 budget within the limits of Prop 2-1/2 , minimizing the use of capital exclusions. Include line item provisions where the Town is lacking either adequate services to the public or expenses for departmental objectives. Implement allocation of these indirect costs into each department budget: commercial insurance, health and other employee benefits, retirement and depreciation.

Fin #2: Town Positions Assessment

Complete an assessment of all town positions to determine continuing need for the position as well as potential enhancements

by consolidation and / or outsourcing . Also identify new position needs and requirements.

Fin #3: Public Outreach Financial Software

To increase the public's knowledge and access to Town budgets, assess the ability to implement a commercially available software package such as Visual . In addition to municipal information include Cape Tech and MRSD information. The intent is to allow access to the information via a link from the Town website.

Develop FY17 budget within the limits of Prop 2-1/2 and minimize the use of capital exclusions to balance the budget.

Develop a forward looking debt schedule for the next seven years. Existing debt, new debt as a result of ATM / Ballot plus latest Capital Plan. Provide in graphic form to illustrate the 7 years ahead.

FY17 budget – develop within prop 2-1/2 and with indirect costs allocated to departments.

Implement Visual software package to better inform the public regarding town budget details.

Break down tax bills to show the cost of the following: Municipal, Water, MRSD, Cape Tech & Debt Service.

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 the Community Center , the building operating costs for use in setting the “rent”.

Administrative (Linda)

Admin #1: Town Administrator Goals & Objectives

Agree to a mutually acceptable set of measurable goals & objectives for the Town Administrator for FY16. Define quarterly review dates for status reports by the Town Administrator to the BOS. Include easily defined timelines and benchmarks for

completion of each goal / objective. Establish the FY16 TA performance evaluation method and format to be used which should include an assessment as to how the department heads completed their respective goals / objectives.

Admin #2: Annual Town Meeting Information

To improve the understanding of the Warrant for the Annual Town Meeting and any Special Town Meetings by the voters, develop and implement a “ Pre-Town Meeting(s) “ to review relevant segments of the budget as well as clear explanation of articles and their impact on the Town. This may take the form of several voter information sessions , newspaper articles, Channel 18 broadcasts and / or Town wide informational sessions.

Establish procurement and purchasing under an existing staff person , suggestion Town Engineer.

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

Encourage Town Administrator to review all town positions to determine if any activity should be outsourced, consolidated with another position or requires additional personnel.

Develop / execute pre-town meeting to enhance information to voters.

Define a clear set of goals & objectives with / for the Town Administrator.

Agree upon TA performance evaluation method & tools. Suggest cleaning up the form / method used in May 2015 for this purpose.

Review TA performance on goals & objectives quarterly and adjust as necessary .

Economic Development (Michael & Jannell)

Econ #1 : Support Our Business Community

Establish policies, procedures, relationships and infrastructure that supports a vibrant and sustainable Harwich business community.

Econ #2 : Continue to Create & Maintain a Business Friendly Environment within Town Government

Continue to provide a streamlined regulatory process and business friendly staff, volunteers and elected officials . Encourage and support new small businesses in Harwich.

Econ #3 : Enhance and Maximize the Town / Chamber of Commerce Relationship

Work with the Harwich Chamber of Commerce to maximize the effectiveness of the HCC branding activity which seeks to promote Harwich as a destination as well as a great place to own & operate a business. Continue to provide financial support for our business community.

Econ #4 : The Health & Well Being of Harwich Businesses

Work with the Chamber to define the state of business in Harwich. Define issues of importance to Harwich businesses and evaluate the costs of doing business including fees & costs in comparison to neighboring towns. Make recommendations for improvements as necessary.

Expand economic growth, redevelopment, and new development to increase year round employment and tourism . How ???

Continue efforts to support affordable housing.

OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, Town Administrator

Phone (508) 430-7513

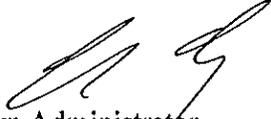
Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



MEMO

To: Board of Selectmen

From: Christopher Clark, Town Administrator 

Re: Revised Assistant Town Administrator Job Description

Date: June 24, 2015

Pursuant to the Board's request, I have reviewed once again the job description for the Assistant Town Administrator. I have further reviewed the comments made by the two Board members selected to look at it and provide feedback to myself. I have done that and appreciate the comments. I do believe that this final version is closer to the actual needs of the community and is a positive reflection of the actual anticipated work the assistant will be assigned. I have provided greater detail of the areas of responsibility and have looked at the Town Charter relevant to the experience needed for the position of Town Administrator. The Charter calls for the Town Administrator to have five years of full-time professional experience managing in a similar environment. I believe that the Assistant position should have 3 to 5 years' experience so the person hired will have the opportunity to grow in experience. I have included the concept that this is a developmental position to broaden the base for people to apply. By way of example, a person that has experience in managing only two or three small departments may start off managing the Community Services Departments which currently consist of five smaller departments. Upon proving themselves in the position, the duties could be expanded to include the Community Development Departments to increase the responsibilities. The overall goal will be to achieve a better balance of having a level of shared responsibilities between the Town Administrator who currently is required to interact or supervise 22 departments to having a shared level.

I believe the duties and responsibilities included in this job description are now more reflective of the compensation level that the position has been set. Upon final approval of the job description, the search for a new Assistant Town Administrator will commence.

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 general management, 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. This is considered to be a developmental position in which the incumbent will be assigned various duties based upon professional competencies.

Exercises considerable 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 evaluates performance for the Community Development and Community Services department heads, which currently are inclusive of the following departments: Community Development: Health, Building, Conservation, Planning and Engineering, Community Services: Council on Aging, Community Center, Channel 18, Recreation, and Golf may administer some or all of these departments based upon needs of the Town Administrator based upon effective span of control; Oversees activities of all Town employees under direction of or in absence of Town Administrator; Liaisons with Brooks Library and provides information and assistance to town committees.

Assists in 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.

Acts as primary Human Resources Manager to coordinate training and development of employees. Researches and investigates personnel issues and grievances; Actively manages collective bargaining negotiations when directed; 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. Assists in the preparation of Town Meeting Warrant articles by preparing backup information on various projects.

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 assigned by the Town Administrator

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 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 span of control over departments as directed by the Town Administrator as currently or maybe 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.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's Degree in public administration or a related field; Master's Degree preferred; three to five years of administrative experience, including municipal management experience; human resources experience is preferred 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 independently prioritize, plan and organize a variety of responsible and complex tasks ; ability to manage multiple projects and departments simultaneously.

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

Proficiency in an electronic documentation, spreadsheets and presentation applications and effective knowledge of availability of information.

Proven supervisory skills

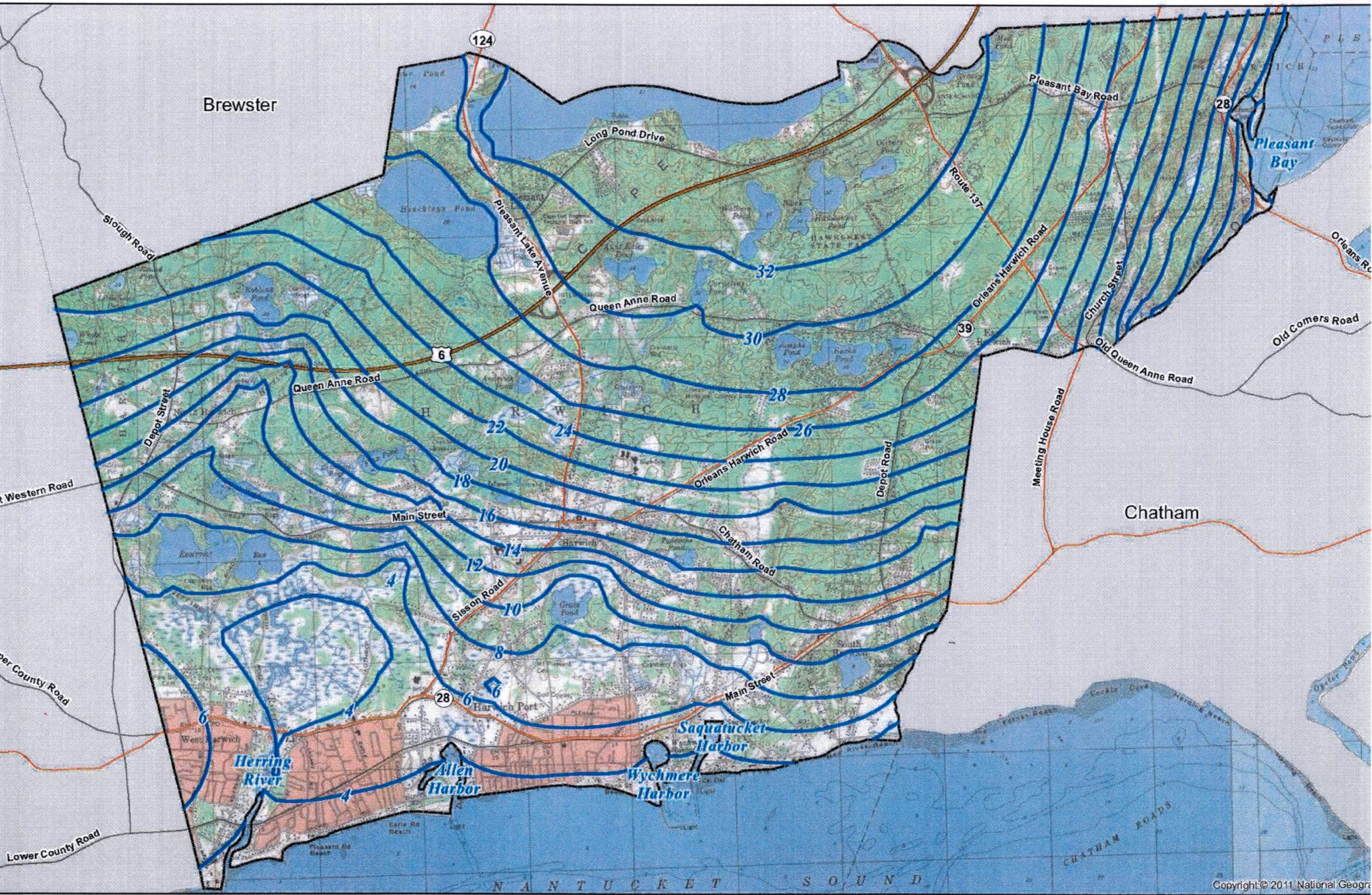
PHYSICAL REQUIREMENTS

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.

Motion

The Harwich Board of Selectmen endorse a cost recovery policy for wastewater program implementation that utilizes the combination of Town wide property taxes, an Infrastructure Investment Fund and a sewer enterprise account based on water consumption. Where appropriate grant funds will be applied for and if awarded will be used to offset costs as applicable. This policy will be utilized to support the implementation of at least the first three phases of the eight phase program and is subject to change should other potential beneficial funding programs become available to the town and the actions of town meeting and subsequent ballot results.

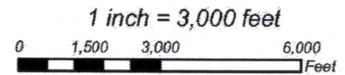


Copyright © 2011, National Geogr

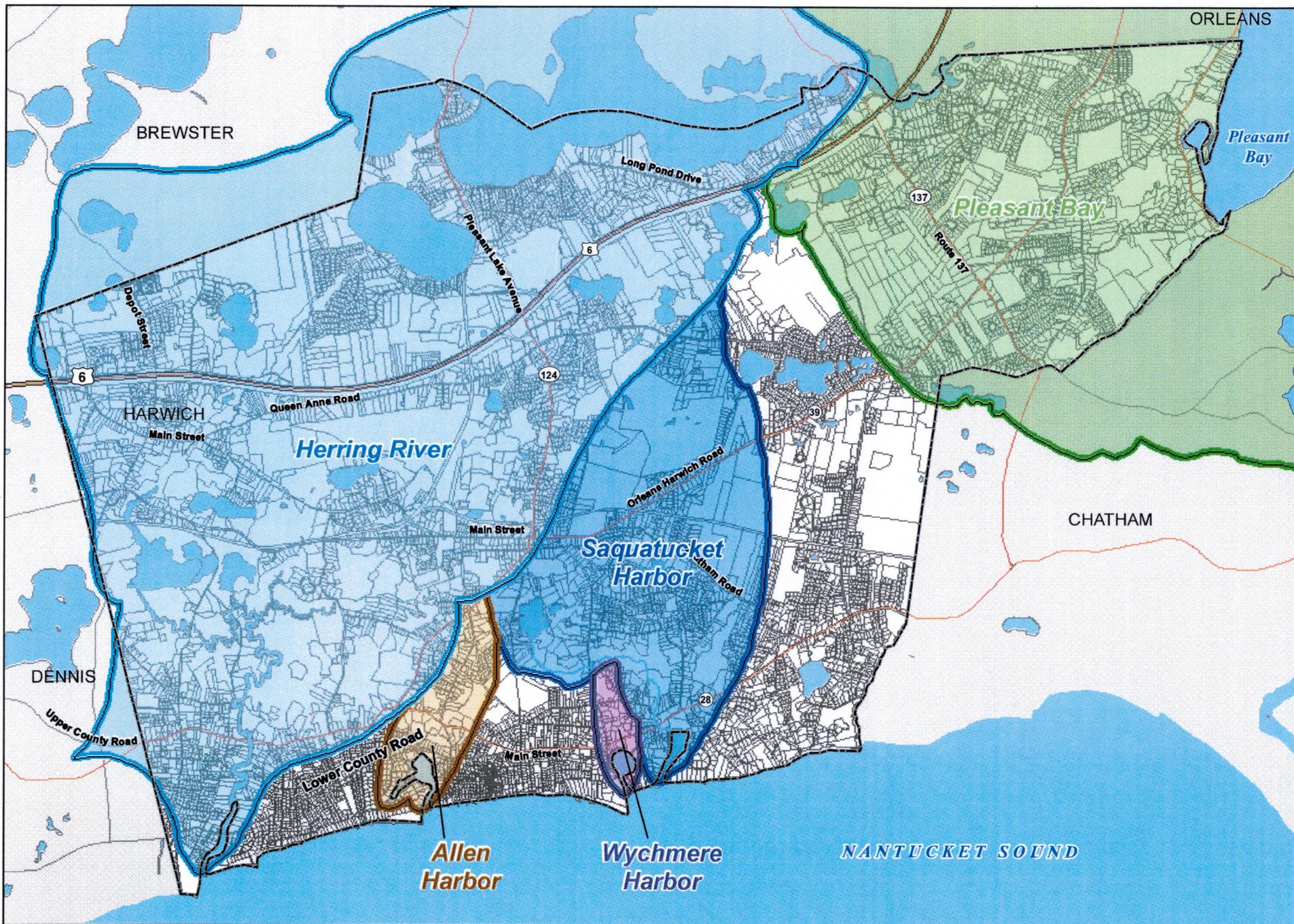
Legend

 Groundwater Contours (ft)

**Town of Harwich
Comprehensive Wastewater
Management Plan**



Groudw



Legend

-  Allen Harbor
-  Herring River
-  Pleasant Bay
-  Saquatucket Harbor
-  Wychmere Harbor

Town of Harwich
Comprehensive Wastewater
Management Plan

1 inch = 4,000 feet
0 1,500 3,000 Feet

Figure 6-2
Town of Harwich
Estuary Watersheds




June 29, 2015

Mr. Ronald Beaty
245 Parker Rd.
West Barnstable, MA 02668

email: ronbeaty@gmail.com

Re: Alleged Open Meeting Law Violation June 8, 2015 Wastewater Moment

Dear Mr. Beaty,

The Harwich Board of Selectmen is in receipt of your Open Meeting Law complaint received on Thursday, June 11, 2015. Pursuant to the Open Meeting Law response the Board of Selectmen has 14 business days in which to respond in writing. The Board reviewed your materials contained within the complaint and at its meeting of Monday, June 29, 2015 voted to send the following response:

Response to Open Meeting Law Complaint - Harwich Board of Selectmen

During the May 2015 Annual Harwich Town Meeting Article #27 "Purchase Property in East Harwich for Recharge" passed but subsequently failed as a ballot question two weeks later. As a result of the feedback of the failed ballot question it was apparent to the Selectmen that we needed to provide better Wastewater Plan information more frequently to the taxpayers. At the Board's meeting on Monday, June 1, Acting Chairman Peter Hughes introduced the concept of adding a topic entitled "Wastewater Moment" as a permanent agenda item. The intent is to provide public educational information relative to the Wastewater Plan.

On June 3 at 6:00 p.m., a subcommittee of the Harwich Board of Selectmen met with a subcommittee of the Chatham Board of Selectmen at a posted meeting held at the Chatham Town Annex meeting room. The purpose was to continue discussions with Chatham regarding the potential to send East Harwich sewage to the Chatham treatment facility for treatment and potential on site recharge.

The Wastewater Moment for June 8 amounted to Chairman Peter Hughes reading his notes from the meeting with Chatham as a report back to the Harwich Board of Selectmen. This item was on our agenda as "Wastewater Moment- Harwich/Chatham Wastewater Meeting update - discussion and possible vote." There were no votes taken.

To clarify the intent of "Wastewater Moment" we will henceforth include this item on the agenda as "Wastewater Educational Moment" - discussion. There will be no votes taken unless additional details are included on the agenda and the phrase "discussion and possible vote" are included.

The above reflects the Board's commitment to more accurately identify discussion topics on this important issue.

Sincerely,

Peter Hughes, Chair
Harwich Board of Selectmen

cc: Atty. Gen. Division of Open Government
Harwich Town Counsel



OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: RONALD Last Name: BEATY

Address: 245 Parker Road

City: West Barnstable State: MA Zip Code: 02668

Phone Number: +1 (508) 685-2921 Ext. _____

Email: ronbeaty@gmail.com

Organization or Media Affiliation (if any): _____

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

Individual Organization Media

Public Body that is the subject of this complaint:

City/Town County Regional/District State

Name of Public Body (including city/ town, county or region, if applicable): Town of Harwich, Board of Selectmen
732 Main Street, Harwich, MA 02645

Specific person(s), if any, you allege committed the violation: Town of Harwich, Board of Selectmen

Date of alleged violation: Jun 8, 2015



Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

Regarding the June 8, 2015 meeting of the HARWICH BOARD OF SELECTMEN and their 6:30 PM, Monday, June 8, 2015 meeting agenda and notice, the Massachusetts Open Meeting Law has been violated. More specifically, under Category "VII. OLD BUSINESS" Agenda Item/Discussion Topic "D. Wastewater Moment - Harwich/Chatham Meeting update - discussion and possible vote," it is extremely problematic and highly questionable.

With all due respect to the esteemed citizens sitting on the Harwich Board of Selectmen, why in the world would any elected official with an ounce of self-respect and dignity engage in any kind of alleged official activity labelled as a "wastewater moment" or anything similar? Where exactly would such a meeting take place, in the Town Hall bathroom? Additionally, what sort of "public business" is involved and what is the purpose of such a public meeting? Does it involve calling a plumber because the toilet is plugged and backing up? Will members of the Cape Cod Commission and/or the Cape Cod Water Protection Collaborative be in attendance? As stated, the matter is highly constipated and problematic, and thereby violates the Open Meeting Law.

The aforementioned agenda item/topic is excessively vague, unnecessarily ambiguous, and does not provide enough detail to allow the public to properly understand the nature of what is entailed. This violates the Massachusetts Open Meeting Law because the item in question is NOT sufficiently specific to inform the public about what is to be discussed and/or be voted upon by the HARWICH BOARD OF SELECTMEN. This has been an ongoing and continuous problem with this public body.

Any topic discussed at a meeting, which was reasonably anticipated by the chair of the public body, must be listed in a meeting notice with "sufficient specificity to reasonably advise the public of the issues to be discussed at the meeting." 940 CMR 29.03.

The Open Meeting Law requires that the HARWICH BOARD OF SELECTMEN list those topics anticipated by the chair with sufficient specificity to reasonably advise the public of issues to be discussed at the meeting. 940 CMR 29.03. An agenda and notice which states "Wastewater Moment" does not provide sufficient specificity, and thereby severely hinders the transparency, openness, and accountability of the HARWICH BOARD OF SELECTMEN as a public body, as well as its respective members in their capacity as public officials. Furthermore, such convoluted agenda items act to undermine public confidence the BOS and/or public rest rooms overall, and is detrimental to the public interest.

The listing of topics must contain enough specificity to give the public an understanding of each topic that will be discussed. It is not sufficient to list broad topic categories, such as "Other Business." A precise level of detail is necessary to enable the public to understand what business will be transacted.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

In a timely fashion, the public body should take immediate remedial action via seriously addressing and completely correcting each of the respective violations and problems that have been pointed out. It should also take concrete measures to ensure that the stated OML violations/problems do not occur again. The Selectmen and all municipal officials and staff should be mandated to undertake comprehensive Open Meeting Law training forthwith.

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, will be considered a public record and available to any member of the public upon request. In response to such a request, the AGO generally will not disclose your contact information.

II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: _____

Date: 06-11-2015

For Use By Public Body

For Use By AGO

Date Received by Public Body

Date Received by AGO

SELECTMEN'S MEETING AGENDA*
Griffin Room, Town Hall
Regular Meeting 6:30 P.M.
Monday, June 8, 2015

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. WEEKLY BRIEFING

IV. PUBLIC COMMENT/ANNOUNCEMENTS

V. CONSENT AGENDA

- A. Vote to accept the resignation of Bill Lean from the Middle School Repurpose Committee
- B. Vote to approve application for renewal of Junk Dealer license by Monahan & Co.
- C. Vote to accept a check from the Cape Cod Five in the amount of \$250 for the Friends of the Harwich Bikeways Committee to be used to allay expenses for their Bike Rodeo event to promote bicycle safety
- D. Vote to appoint Mark Polselli as Part-Time Health Inspector

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

VII. OLD BUSINESS

- A. Assistant Town Administrator job description – *discussion and possible vote*
- B. South Harwich Meeting House Agreement status – *discussion and possible vote*
- C. Police Chief Selection update – *discussion and possible vote*
- D. Wastewater Moment - Harwich/Chatham Wastewater Meeting update – *discussion and possible vote*

VIII. NEW BUSINESS

- A. Reallocation of space at the Albro House for Engineering Department – *discussion and possible vote*
- B. Responsibilities of Selectmen and Town Administrator – *discussion and possible vote*

IX. TOWN ADMINISTRATOR'S REPORT

- A. Middle School – FY 15 Premium Breakdown – *discussion and possible vote*

X. SELECTMEN'S REPORT

- A. Selectmen's FY 16 Goals and Objectives – *discussion and possible vote*
- B. Committee/Board/Commission Liaisons – *discussion and possible vote*

XI. 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 recruitment. (Executive Session will be held if needed)

XII. ADJOURNMENT

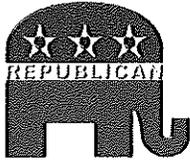
**Per the Attorney General's Office: The Board of Selectmen may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business." If you are deaf or hard of hearing or a person with a disability who requires an accommodation contact the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

Authorized Posting Officer:

Posted by: _____
Town Clerk

Sandra Robinson, Admin. Secretary

Date: _____
June 4, 2015



Harwich Republican Town Committee
P O Box 1374
Harwich, MA 02645

To: Harwich Board of Selectmen

Subject: Republican Election Worker List

At its June 18th, 2015 meeting, the Harwich Republican Town Committee voted the attached list of election workers hereby submitted for your approval.

Best regards,

**Peter Hughes, Chairman
Harwich Republican Town Committee**



cc: Town Clerk

Attachment

2015 Republican Election Workers

Ruth Barnett	18 Rainbow Way, Harwich	432-3648
David Bassett	8 Moody Road, Harwich Port	237-1514
Emily Brutti	28 Hillcrest Drive, Harwich	
Dorothy Hemmings-Bassett	8 Moody Road, Harwich Port	237-1514
Janet Bowers	142 Kendrick Rd, Harwich	432-8895
Richard Bowers	P O Box 244, Harwich	432-8895
Eric Carroll	434 Lower County Road, Harwich Port	432-9316
Gayle Carroll	434 Lower County Road, Harwich Port	432-9316
Lee Chase	2 Robbins Road, Harwich Port	432-2236
Judy Davis	170 Gorham Rd, Harwich Port	432-9312
Marjorie Frith	231 Route 28 23, West Harwich	430-1104
Richard Gomes	15 Ridgevale Rd, South Harwich	432-1431
Jeffrey Hadley	29 Scotlin Way, Harwich	432-3124
Sandra Hall	24 Intervale Ln, Box 426, South Harwich	432-1963
Linda Hughes	41 Martha Ln, Box 54, South Harwich	432-7512
Janet Kaiser	4 Spring Tide Lane, Harwich	432-3277
Ann Kaplan	154 Clearwater Dr, Harwich	432-9886
Barbara Madson	247 Church St, Harwich	432-2945
Beverly Millar	11 Carriage Lane, Harwich	432-3142
Susan Mills	139 Gorham, Harwich Port	432-9057
Dorothy Parkhurst	36 Buttonwood Rd, Harwich	432-7191
MaryAnn Pina	3 Frances Road, Harwich	432-8455
Judith Sullivan	4 Paddock Road, Harwich	432-5526
Pat Switchenko	3 Riley Road, Harwich	432-2458
Lou Urbano	152 Riverside Drive, West Harwich	858-922-4212
Sally Urbano	152 Riverside Drive, West Harwich	425-583-8494

Tele: 508-430-7513
 Fax: 508-432-5039

Office of the Town Administrator
 732 Main Street

Town Of Harwich
 Harwich, MASSACHUSETTS 02645

Name:	Christopher Clark		
Job Title:	Town Administrator	Classification:	Contract
Administrator:	Christopher Clark		
Department:	Town Administrator		
Anniversary Date:	12/27/2013	Evaluation date:	April/May 2015

****Town Manager Evaluation****

Key for Performance evaluations:

EX: Exceptional

Performance far exceeds expectations due to exceptionally high quality of work performed in all essential areas of responsibility.

EE: Exceeds Expectations

Performance consistently exceeded expectations in all essential areas of responsibility and the quality of work overall was excellent. resulting in an overall quality of work that was superior.

ME: Meets Expectations

Performance consistently met expectations in all essential areas of responsibility at times possibly exceeding expectations and the quality of work overall was very good.

IN: Improvement Needed

Performance did not consistently meet expectations or performance failed to meet expectations in one or more essential areas of responsibility.

UN: Unsatisfactory

Performance was consistently below expectations in the most essential areas of responsibility and/or reasonable progress towards critical goals was not made. Significant improvement is needed in one or more important areas.

A. Last Evaluation's Goals: (if applicable) 45 points total

Goal:	Rating:					Points:	Comments:
Available points per section:	1	2	3	4	5		
1. Prepare FY 16 capital and operating budgets	UN	IN	ME	EE	EX		
2. Long-term plan toward AAA bond rating	UN	IN	ME	EE	EX		
3. Overall operational reorganization TA/ATA duties	UN	IN	ME	EE	EX		
4. Revise personnel bylaws and negotiate CBAs	UN	IN	ME	EE	EX		

5. Wastewater organizational structure	UN	IN	ME	EE	EX	
6. Harbor financing from general fund to fee driven	UN	IN	ME	EE	EX	
7. Three administrator reorganizations to current structure	UN	IN	ME	EE	EX	
8. Review of town building and property assets specifically Albrow house	UN	IN	ME	EE	EX	
9. Technology innovations introduce three	UN	IN	ME	EE	EX	

B. Job Success Factors:

(45 points total)

1. Problem Solving/Decision Making: (5 points)

Anticipates, Identifies, & prevents problems, involves others in seeking solutions. Makes clear and consistent decisions, acts with integrity in all decision making and makes timely decisions.

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

2. Strategic planning and organizing: (5 points)

Aligns priorities with broader goals, measures outcomes, uses feedback to change as needed, evaluates alternatives, solutions oriented, develops realistic plans, meets deadlines & follows through

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

3. Communication: (5 points)

Connects with peers, subordinates and public, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills. Seeks to clarify and confirm the accuracy of understanding of vague terms and instructions

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

4. Leadership: (5 points)

Accepts responsibility for own work, develops trust and credibility, demonstrates honest and ethical behavior, engages the talents, experiences, and capabilities of others. Results-oriented and desire to excel in job

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

5. Teamwork: (5 points)

Successfully works with others to achieve desired results, contributes to team projects, exchange ideas and opinions, helps prevent, resolve conflicts, develops positive working relationships and is flexible, open-minded promoting mutual respect for all

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

6. Customer Orientation: (5 points)

Listens, identifies, and responds quickly and effectively to internal and external customers' needs and sets work activities accordingly; goes beyond what is expected and follows up to ensure customer satisfaction

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

7. Productivity: (5 Points)

Maintains fair workload; takes on additional responsibilities as needed; manages priorities; develops and follows work procedures; completes assignments on time and to specifications

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

8. Quality: (5 Points)

Demonstrates accuracy, thoroughness, and reliability; manages time and priorities; develops and follows work procedures

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

9. Department specific competency: (5 Points)

	Rating:					Points:	Comments:
	UN	IN	ME	EE	EX		
	1	2	3	4	5		

Complaint Letters:

0 letters: (1 point)	# of inc	Points	Dept Avg: (1 point) (0 point) (-1 point)	Points	Average	Points: <input type="text"/>
1 letter: (-1 point)	#					
2 letters: (-2 points)	#					
More than 2 letters: (-3 points)	#					

Future Goals and Objectives: (8 points)

Please list 9 goals and objectives for the following year. 6 attainable goals, 2 possible goal and 1 "if time permits" goal:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

Points:

C: Extra credit:
(4 points total)

Has the Town Administrator come up with any cost saving ideas/solutions? (1 point)	Points:	<input type="text"/>
Has the Town Administrator obtained any grants/Gifts? (1 point)	Points:	<input type="text"/>
Has the Town Administrator been able to "turn back" any funds? (1 point)	Points:	<input type="text"/>
Has the Town Administrator obtained letters of commendation? (1 point)	Points:	<input type="text"/>

Overall rating:
(104 total possible points)

UN	IN	ME	EE	EX	Total points:	0
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Professional Development Plan/Comments:

Signatures:

Town Administrator Name: Christopher Clark

Town Administrator Signature : _____ Date: _____

<input type="checkbox"/>	My signature also indicates that I have received a copy of this evaluation
<input type="checkbox"/>	I would like to include comments regarding my evaluation.

Selectperson: _____ Date: _____

Chair: _____ Date: _____