

SELECTMEN'S MEETING AGENDA*
Griffin Room, Town Hall
Regular Meeting 6:30 P.M.
Monday, September 19, 2016

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **WEEKLY BRIEFING**

IV. **PUBLIC COMMENT/ANNOUNCEMENTS**

V. **CONSENT AGENDA**

A. Approve Minutes

1. September 6, 2016 – Executive Session
2. September 6, 2016 – Regular Session

B. Approve Committee Appointments as recommended

1. Jeremy Gingras Saquatucket Development Comm. June 30, 2017
2. Rose Ann Clark Cultural Council June 30, 2019
3. Ron Rich Trails Committee June 30, 2019

C. Approve request by Family Pantry to waive sign application fee for 3 signs

D. Approve petition by Eversource to install conduit and cable to provide service at 10 Island Pond Road

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

A. Annual Meetings with the Board of Selectmen:

1. Community Center Facilities Committee
2. Council on Aging

B. Hearing on Entertainment License for Perks at 545 Route 28 – *to be deferred to Administration*

C. Road Safety Audit Presentation for Route 39/Pleasant Bay Road intersection – *Steve Tupper, Cape Cod Commission*

D. Accela permitting software update – *Paula Champagne*

VII. **OLD BUSINESS**

VIII. **NEW BUSINESS**

A. Middle School Building Information report

B. Action Item Register additional items to be added

C. Budget/Warrant Timeline

IX. **TOWN ADMINISTRATOR'S REPORT**

A. Harwich Housing Summit sponsored by Council on Aging – October 3, 2016

B. Habitat for Humanity LIP Application material submitted for future meeting

C. Brooks Park Lighting

D. Action Item Register update

X. **SELECTMEN'S REPORT**

A. Committee Vacancy List

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:

Posted by: _____
Town Clerk

Ann Steidel, Admin. Secretary

Date: _____
September 15, 2016

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, SEPTEMBER 6, 2016
6:30 P.M.**

SELECTMEN PRESENT: Hughes, Kavanagh, LaMantia, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark, Ginny Hewitt, Paula Champagne, Sean Libby, Mary Warde, Larry Cole, Bill Crowell, Sally Urbano, Chris Harlow, Peter DeBakker, David Young, and others.

MEETING CALLED TO ORDER at 6:35 p.m. by Chairman MacAskill.

Chairman MacAskill reported that the Board had just come out of Executive Session where they discussed strategy on a land purchase for 397 Route 28 and collective bargaining for the Dispatchers Union. He noted that they reached an agreement on a Memorandum of Understanding with the Union and they will announce the details next week.

WEEKLY BRIEFING

Mr. Cole reported as CVEC representative for the Town on the net benefit results of the landfill solar photovoltaic project for FY16 (see attached). He noted that the budget is now in deficit and they have revised the Round 1 adder which, if Barnstable approves, they will be bringing to the other towns. He further reported as the Utility & Energy Committee Chair that they will be holding an Energy & Sustainability Fair on October 29th at the Community Center.

Ms. Hewitt announced upcoming programs at the Library.

Ms. Champagne provided an update on the West Harwich plume and discussed the Bennett Environmental report that was prepared for the Town in 2010 as well as the need for follow up testing. It was noted that there will be a full discussion on this item later in September.

Ms. Urbano expressed concern that they are putting in drainage from Depot Street to Division Street which runs right across where the plume goes and they were told that digging up could make a mess of things.

Mr. Crowell spoke as a citizen and a member of Pilgrim Congregational Church in Harwich Port. He noted that after all the violence and shooting this summer that the Board should put in the newspaper and on the website that Harwich is a No Place For Hate Community as voted by the Board years ago. He commented that it would be nice if Harwich were seen as a place of peace, harmony and cooperation.

CONSENT AGENDA

- A. Approve Minutes
 - 1. July 25, 2016 – Regular Session

- 2. August 8, 2016 – Regular Session
- 3. August 22, 2016 – Executive Session
- B. Approve request by The Sampson Fund to waive \$50 Food Service Permit Fee for Health Department for their event of May 20, 2017 at Community Center
- C. Approve the recommendation of the Town Administrator to approve the Eversource petition to install underground conduit to supply service to 51 Ocean Avenue
- D. Approve request by Democratic Town Committee to add two additional election workers as recommended
- E. Approve request by Republican Town Committee to amend election worker list as recommended
- F. Approve 1-day Special License application for wine and malt for Harwich Cranberry Festival for event to be held on Saturday, September 17, 2016 from 12:00 p.m. to 8:00 p.m. at Brooks Park
- G. Approve 1-day Entertainment License for wedding at private residence on September 10, 2016
- H. Approve Chapter 90 Project Request for Resurfacing Various Roads in the amount of \$414,645.70

Chairman MacAskill noted that item B will be removed from the Consent Agenda as it requires Board of Health vote. Ms. Kavanagh moved approval of the Consent Agenda. Mr. LaMantia seconded the motion. Mr. Hughes recused himself on items D and E. The motion carried unanimously for items A, C, F, G, and H. Items D and E carried by a 3-0-0 vote with Mr. Hughes recusing himself on those items.

OLD BUSINESS

- A. Request by Engineering Department to move to Albro House – *discussion & possible vote*

Mr. Clark discussed some of the improvements at the Albro House and asked the Board if they would consider this request by Engineering to move there. He noted that the relocation provides some benefits to the Town as the Board has approved an additional staff member for Conservation. He noted that the cost would probably just be the purchase of air conditioners and an additional printer. He stated that freeing up space on the 2nd floor allows for a better layout and use of the 2nd floor. Mr. Libby described minor improvements needed and Mr. Clark said they would be using the funds from the revolving fund from tenants. Mr. Hughes questioned if there would be any problem moving them back if it did not work out and Mr. Clark responded that we could certainly move them back. Mr. LaMantia said he has no problem moving them over there but was concerned that after so many years we still haven't figured out what we want to do with this building. He added that he doesn't want it to become a second Town Hall. Ms. Kavanagh stated that she has no problem moving them over there but recommended limiting the relocation costs as we don't know what we want to do with the building. Chairman MacAskill said he has never seen any comprehensive plan of what we want to do with that building. He noted that Mr. Libby did an assessment of the building and Ms. Cebula responded with a list of questions in October 2014. He said the move that happened last year which seemed to create turmoil is where this is coming from as they have stated that they don't have enough room. He said that without some sort of comprehensive plan on where we are going he doesn't see how this is a benefit. He

said if they were moved into a space that didn't fit we should readdress the space issues. Chairman MacAskill also noted that this will make it difficult as all the 2nd floor department heads work together and they would have to walk over to the Albro House. He further noted that the Selectmen offered their office to the Engineering Department and he reiterated that he does not want to move forward with this without a comprehensive plan. Mr. Hughes moved to approve the request to relocate the Town Engineering Department to the Albro House. The motion was not seconded. Chairman MacAskill said he would like to see the questions answered from 2014. He questioned if we have to add a sprinkler system to that building. Mr. LaMantia also asked for a plan. Chairman MacAskill said the plan should be brought before the employees so as not to create the same turmoil as last year. It was the consensus of the Board to get a plan for the building. Mr. Clark noted his frustration as a plan was put together for which Mr. Libby did a tremendous amount of work, a request was put into this Board for \$12,000, the Board then asked for a building that would be up to standards and last for the next 30 to 40 years and he submitted an estimate of \$12,000 to do a comprehensive study and the Chairman never brought that before the Board. He commented that to say no plan has been done is really unfair. He said he can't force the Board to put something on the agenda. He commented that we can have the employees make all the decisions or we can have management make the decisions. He noted that they looked at improving customer service on the second floor and 90% of the people are looking for Building, Health or Planning and really the Engineering Department is a behind the scenes operation and that is why we considered moving them over. He added that ill will is being created as the Engineer and Surveyor want to move over and he agrees with their input yet the Board is saying no. Chairman MacAskill asked what Board he brought this forward to and Mr. Clark responded that Mr. Ballantine was the Chair. Chairman MacAskill said that this Board is asking for information to make sure this move makes sense.

B. Confirm Community Center Room Use Fees as recommended by Facilities Committee – *discussion & possible vote*

Ms. Carey noted that they have had a public hearing and several meetings on the fees and thanked Mr. Gunderson for his input. She took questions from the Board. Mr. LaMantia asked to be provided with what our costs are including light, heat, electricity. Ms. Carey noted that they looked at fees of all the surrounding areas and pointed out that we are the lowest. The Board took comments from Richard Gunderson. Mr. Hughes moved to confirm the Community Center Room Use Fees as recommended by the Facilities Committee for FY16-17. Mr. LaMantia said we need to know where we are versus other towns and what our costs are. Ms. Kavanagh agreed and said they need to have a better understanding of what is considered for profit. Ms. Carey said she could only provide current information. Chairman MacAskill asked Ms. Carey to bring back that additional information.

C. Update on design and bid process for Library historic restoration – *Sean Libby*

Mr. Libby provided background history on the project. He read the following recommendation:

During the Town Meeting article 39 was approved for \$540,000 for specific work including architectural services. The Town Engineer looked into whether a new bid contract would be required to continue with the services of McGinley Kalsow as requested by the library committee and me. He came back that we could with Board approval. As I

understand it the Board had questions regarding the proposal and the cost which was requested to be broken down. This was done and discussed in depth at the last Board meeting. The Board agreed to use the same architectural firm but limited the administrative and incidental request and removed the amount for paint analysis. I presented this to McGinley Kalsow and he offered the following feedback:

- Extremely surprised that our Historic Commission would not require the paint analysis for identification. This would be one of the first times with over thirty years' experience that he would have encountered this not being a requirement. It did not matter to him whether his firm subcontracted this out or we did it ourselves but felt it should be a requirement from the Historic Commission.
- The breakdown of their proposal was meant to be for informational purposes not to provide line items to pick and choose from. He is not comfortable with what the Board approved and does not want his company's name associated with the project if not allowed to ensure its successful completion.

The question is now back to the Board of whether to approve the proposal of McGinley Kalsow or to send the requirement out to public bid. Before any discussion and decision I would like to offer you the following:

- Both the Town Engineer and I do not feel qualified working with our Historic Commission to meet their requirements of preservation which is not the same as regular construction.
- This firm did the original evaluation and has an excellent reputation. Using a new firm may bring up questions, alternative ideas and different opinions/solutions than what were approved by CPC and the Town Meeting.
- The firm that is awarded the contract would be responsible for answering all contractor RFIs, and all negotiations and approvals with the Historic Commission as well as conducting QA to ensure the work meets the spec of detailed preservation and the Historic Commission's requirements.
- Bottom line is the Library Trustees, the Town Engineer and I all agree that continuing on with services from this architect makes the best business sense to us.

Mr. Hughes wanted a commitment that the building would be white. Ms. Warde said she met with the Historic District Commission and in the process of them voting to support, they specifically asked for a paint analysis to preserve the historic record of this building. She said it would be up the trustees to go to Historic District Commission to change the color. She added that the likeliness is the building will remain white but perhaps in the future that would change with other trustees but at least they would have the historic record.

Chairman MacAskill pointed out that paint analysis is required by the Department of Interior.

Ms. Hewitt stated that there are a number of people who feel the building should return to its original color. She noted that they don't need permission to keep it white, because it isn't a change and once the chemical process starts they wouldn't have a record of what the original colors were. Mr. Hughes suggested obtaining the minutes where the Trustees voted to keep the existing color.

Chairman MacAskill noted that they are being asked to reconsider their vote with the restriction they put on the dollar amount and since the agenda doesn't indicate that this item will be voted on, he believes it should be brought back. Mr. Clark responded that if it's on the agenda then it's implied that you could vote.

Mr. Libby said not only is he uncomfortable but the contractor said he is as well and will not do the job.

Mr. LaMantia encouraged the Board to vote as this has been discussed at length and they are holding up a major project.

Mr. LaMantia moved to accept going forward as presented in the document today. Chairman MacAskill pointed out that this should be a motion to reconsider. Mr. LaMantia moved to reconsider the restrictions previously placed. Ms. Kavanagh seconded the motion and the motion carried by a 3-0-1 vote with Mr. Hughes in opposition.

Ms. Kavanagh moved to accept the contract with McGinley Kaslow in the amount of \$49,892. Mr. LaMantia seconded the motion and the motion carried by a 3-0-1 vote with Mr. Hughes in opposition.

NEW BUSINESS

A. Road Safety Audit for Route 39 at Pleasant Bay Road – *discussion & possible vote*

Mr. Clark recommended that the Board put this on the agenda for September 19th and that the residents take this as notice that there will be discussion. He noted that it is not a public hearing and he proposed that Mr. Tupper of the Cape Cod Commission go over the process of what is a road safety audit and then he and Mr. Hooper would recommend next steps in the process to ensure a greater level of safety than what exists now.

B. Wastewater Implementation Committee next steps – *discussion & possible vote*

Mr. DeBakker reported the following information:

The CWMP is now approved under MEPA (Mass Environmental Policy Act) and the Cape Cod Commission (DRI with conditions). There's a 30-day appeal period, which ends towards the end of September. At that point the CWMP is a fully approved plan.

The Muddy Creek is project completed.

The Cold Brook Attenuation Project: Study complete, findings were discussed with HCT on August 26.

Next Steps:

As a consequence of the approval of the CWMP by the MEPA Office and the CCC the Plan must be implemented, and resources be set aside for this 40-year, \$200mm Program. There's no turning back.

The project now moves from Program Plan to Implementation. This requires Funds and Resources; they are aspects of the Plan that are beyond the authority of the WIC. The Plan requires that implementation be monitored, to ensure that regulatory requirements are met. There are several milestones in the MEPA Certificate, and the DRI Record of Decision, that are expected to be adhered to. To ensure that Nitrogen levels are indeed being reduced, we need to continue to monitor the water quality, and maintain a database of our readings.

To ensure that Harwich residents are well-informed about the activities and expenditures with which they are going to be faced, it is essential that an appropriate and effective Public Outreach Program be established. In the near term CDM Smith is probably best-suited to take on this task at minimal cost.

With the CCC, the Town needs to continue to evaluate new technologies as they develop, and see how they may apply to the CWMP, and revise the Plan accordingly.

The new Town Planner develop Build-out and Growth strategies, paying particular attention to identify possible Open Space acquisitions.

Develop policies for Fertilizer use and Storm Water mitigation.

Have the Board of Health develop new regulations that reflect the requirements of the CWMP.

Finally, develop a program that addresses the algae growth problem in all of the Town's Ponds. Hinckleys Pond is the largest pond located entirely in Harwich.

Finalize an IMA with Chatham re wastewater treatment at their facility

Finalize the cost recovery model, with % allocation to each cost recovery element

Prepare for the acceptance of the necessary Articles at Town Meeting

Continue discussions with Dennis and Yarmouth to evaluate benefit of a single wastewater treatment facility for the three Towns

Continue discussions with HCT re Cold Brook attenuation

Identify who is going to:

Be responsible for the implementation of the CMWP

Be responsible for the design and build of the system, certainly for the first Phases.

He thanked the Committee members, David Young and the staff of CDM Smith, the various Boards and Committees who assisted, Frank Sampson and the Board of Selectmen.

C. Overview DEP & Cape Cod Commission approval of CWMP next steps – *discussion & possible vote*

Dave Young congratulated the Town and provided an overview of the process. He pointed out that this is a living document, this is just the start, and there are things you need to report back on an annual basis as to how you are implementing your program.

Mr. DeBakker and Mr. Young took questions and comments from the Board. Mr. DeBakker suggested changing name of committee to Wastewater Implementation and Information Committee. Mr. Hughes suggested the committee develop an RFP for the design phase of East Harwich. Mr. LaMantia emphasized the need to explain to the residents that we are doing this as we are under extreme pressure to clean up our waters and estuaries. He urged the committee to do this and Mr. DeBakker responded that this isn't his area of expertise and they would need a web designer and someone to brief the newspapers. Mr. Young stated that the record of decision from the Cape Cod Commission identifies an adaptive management plan to be created by the Town and one of the first tasks is to create a technical review committee with a charge of multiple items. He noted that he had worked on a draft charge with Mr. Ballantine. He said that whatever committee they form they need to meet the requirement to create an adaptive management plan. Mr. Hughes suggested that as liaison perhaps he join them for a brainstorming session to come up with a scope and draft charge and bring back. It was agreed to do that in October.

The Board took comments from Ed Wile who suggested using a broader term such as Quality Water Commission.

D. Contract overview for services from CDM Smith – *discussion & possible vote*

Mr. Clark reviewed the scope of services in the letter dated June 22, 2016 from CDM Smith. He stressed the need to bring forward a package for Town Meeting to include not only the IMA but also associated by-laws/rules and regulations that need to be adopted, design and construction of the East Harwich portion, and proportional costs of the pump station. Mr. Young agreed to come up with an initial proposal for publicity/informational materials for the CWMP.

E. Community Rating System Annual Recertification – *vote to authorize Chair to sign*

Mr. LaMantia moved to authorize the Chairman to sign. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

TOWN ADMINISTRATOR'S REPORT

A. Designer Selection Review Committee for Saquatucket Harbor professional services

Mr. Clark noted that the bids are in and this will be coming before the Board. He said it makes sense to do both the landside and waterside projects simultaneously and he believes we should get a favorable response.

Mr. Clark reported that there will be rollouts of various components of Accela and Ms. Champagne will do a presentation on September 19th.

Mr. Clark reported that our local inspector is one class away from achieving full certification to be a building inspector. He said he intends to bring forward internal candidate Jay Briggs for as full-

time replacement for Mr. Riquinha who has agreed to come in on Fridays during the transitional period.

Mr. Clark reported that he distributed the capital project instructions and requests are due in toward end of September after which he will set up a schedule with the Capital Outlay Committee.

Mr. Clark reported that he will be requesting that the Finance Committee vote the year end budget adjustments and approve a request from the Fire Department for funds to update software.

SELECTMEN'S REPORT

A. Town Administrator's Evaluation Form

Chairman MacAskill asked the Board to send him any suggestions for changes on this form. Mr. Clark said he expected to have changes for the Board to evaluate.

B. Action Item Register

Chairman MacAskill stated that any comments on this should be directed back to Ms. Greenhalgh. Mr. Hughes said he envisions updating this at this point, adding and taking off items. Chairman MacAskill agreed that it should be on the agenda routinely. Mr. LaMantia said it should be part of the Town Administrator's evaluation. Mr. Clark said it should be part of "New Business" if the Board wants to add items.

C. Committee Vacancies

Chairman MacAskill read the committee vacancies list.

Mr. LaMantia suggested that the Board start reviewing their policies starting with the Free Cash Policy.

ADJOURNMENT

Chairman MacAskill adjourned the meeting at 9:00 p.m.

Respectfully submitted,

Ann Steidel
Recording Secretary



MEMO

TO: Board of Selectmen

FROM: Jannell Brown, Angelo La Mantia
Selectmen's Interview/Nomination Committee

RE: Appointment Recommendation

DATE: September 19, 2016

Following posted interviews held on Tuesday, September 13, 2016, we would like to recommend to the Board the following:

1. Vote to appoint Jeremy Gingras to the Saquatucket Development Committee for a one-year term (2017)
2. Vote to appoint Rose Ann Clark to the Cultural Council for a three-year term (2019)
3. Vote to appoint Ron Rich to the Trails Committee for a three-year term (2019)

INTERVIEWS – Tuesday, September 13, 2016 – 9:00 a.m.

- A. Approve Minutes – July 7, 2016 Interviews
- B. Appointment Procedures – *discussion and possible vote*
- C. Interviews:

| <u>Time</u> | <u>Applicant:</u> | <u>Vacancy</u> | <u>Comment</u> |
|-------------|-------------------|---|--|
| 9:00 a.m. | Sally Urbano | Historical/Historic District 2 vacancies (alternates 2018, 2019) | <i>No longer Interested</i> |
| 9:15 a.m. | Ginny Doyle | Architectural Advisory Committee (2019) | |
| 9:30 a.m. | Jeremy Gingras | Saquatucket Development Committee (2017) | |
| 9:45 a.m. | Rose Ann Clark | Cultural Council (2019) | She has served in the past for 2 consecutive terms. She left for the requisite year and now would like to get back on. |
| 10:00 a.m. | Ron Rich | Trails Committee (2019) | 3 vacancies plus one not attending meetings |

- D. Appointment to the Housing Committee – *discussion and possible vote*
- E. Date for next interviews – *discussion and possible vote*

The Family Pantry of Cape Cod

Gabriel's Place: Serving All of Cape Cod

133 Queen Anne Road
Harwich, MA 02645
www.thefamilypantry.com
508-432-6519

Christine H. Menard
Executive Director
cmenard@thefamilypantry.com

September 9, 2016

Trustees

Rosemary O'Neill, *Chairperson*
Judd Brackett
Paul Covell
James M. Cummings
Elizabeth J. Dolan
Shirley A. Gomes
Mary Rose Griffin
Richard A. Hamlin
Lawrence H. Hyde
Mary E. Larkin
Joseph McParland
David Metzler
Marilyn J. Mooradian
Charles T. Newberry
John O'Brien
James Peterson
Thomas H. Peterson, Jr.
Margaret Weigand

Board of Selectmen
Town of Harwich
Michael D. MacAskill, Chairman
732 Main Street
Harwich, MA 02645

Re: Request to waive sign application fee

Mr MacAskill,

We are applying for a permit for three signs to be placed on the property of the Family Pantry of Cape Cod. One is a road sign, replacing the existing sign and two are for the building. One, naming the building in honor of one of our founders, George P Morris and the other is to identify the building itself.

I am requesting to have the sign application fee of \$55.00 per sign waived for the Family Pantry of Cape Cod due to our tax exempt status.

Our tax exempt number is 22-3079904

Thank you in advance for your consideration of this project.

Sincerely,



Christine H. Menard
Executive Director

Directors

Amy Camenga, *President*
Erik Porter, *Vice President*
Larry Lyford, *Secretary*
Leo Dunphy, *Treasurer*
Susan Adsit
Terri Barron
Allan Campbell
Lorraine Cowhey
Debra DeCosta
Kent Farrenkopf
Matthew Kelley
Lilee Merl
Priscilla Perkins
Ralph Smith

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: Utility Hearing – 10 Island Pond Road

DATE: September 15, 2016

On Thursday, September 15, 2016 a Utility Hearing was held per the request of Eversource Energy. The request was to install approximately 30' of conduit to provide service to 10 Island Pond Road. There were no abutters in attendance and there were no concerns by department heads. I requested that the Cemetery Administrator be notified should trenching be required as it could affect entrance into the cemetery. I recommend that the Board approve the Eversource petition.

MINUTES
Utility Hearing
10 Island Pond Road
Thursday, September 15, 2016
Town Hall Library
10:00 A.M.

Those present included: Jessica Elder, Community Relations Representative – Eversource Energy, Christopher Clark, Town Administrator, Ann Steidel, Administrative Secretary

Mr. Clark opened the hearing at 10:04 a.m. and read the hearing notice. Ms. Elder explained that this is a petition to install conduit under the Town road to supply service to 10 Island Pond Road. She noted that this will likely be directional drilling and they will only need to trench if there is a complication.

No abutters attended the Hearing.

Mr. Clark asked that Eversource notify our Cemetery Administrator if they will be trenching and provided Ms. Elder with the contact information as it could affect the entrance to the cemetery.

Mr. Clark closed the hearing at 10:08 a.m.

Submitted by:

Ann Steidel,
Administrative Secretary

TOWN OF HARWICH
NOTICE OF PUBLIC HEARING
September 15, 2016

Pursuant to M.G.L. Ch. 166, § 22, the Town Administrator will hold a Public Hearing at 10:00 AM on Thursday, September 15, 2016 in the Library at Harwich Town Hall, 732 Main Street, Harwich, MA in reference to the following matter:

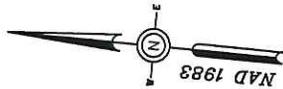
A petition by **NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY** requesting permission to locate underground cables, conduits and manholes, including the necessary sustaining and protecting fixtures, in, under, along and across the following public way:

10 Island Pond Road
To install approximately 30' of conduit and cable.

All abutters and other interested persons are invited to attend. For further information, please call the Town Administrator's Office at (508) 430-7513 or stop by Town Hall, 732 Main Street, Harwich where the information is on file.

Christopher Clark
Town Administrator

Cape Cod Chronicle
September 1, 2016



Plan to accompany petition of EVERSOURCE ENERGY
 To install conduit and handhole
 to provide electric service for customer at #10 Island Pond Road.

40-K1-3-0
 13 ISLAND POND RD.
 HALL MARY E.

EVERSOURCE
 TO INSTALL
 HANDHOLE #97/H2A

40-K1-4B-0
 9 ISLAND POND RD.
 MITZNER RICHARD S &
 MITZNER SHARON R

97/2 ● ⊕ 97/H2A

LF=27' 3" SCH.80 PVC

ISLAND-POND RD

⊕ 97/H2B

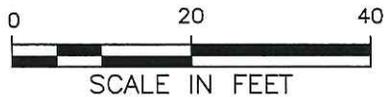
CUSTOMER
 TO INSTALL
 HANDHOLE #97/H2B

40-H1-0
 10 ISLAND POND RD.
 HANDREN DAVID P.

TO MAIN ST.
 APPROX. 265' →

LEGEND

- ⊕ Proposed Hand Hole
- ⊗ Existing Hand Hole
- Proposed Conduit
- - Existing Conduit
- Proposed Pole
- Existing Pole
- Pole with Riser
- Ⓜ Proposed Multitap
- Ⓚ Proposed Manhole



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MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES
 BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

| | | |
|----------------------|----------------|--|
| Plan # | 2155033 | EVSOURCE <small>d/b/a</small> 1155 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125 |
| Ward # | | |
| Work Order # | 2155033 | Plan of ISLAND POND RD., HARWICH |
| Surveyed by: | | |
| Research by: | | |
| Plotted by: | JF | Showing PROPOSED HANDHOLE & CONDUIT LOCATION |
| Proposed Structures: | | |
| Approved: | A DEBENEDICTIS | Scale 1"=20' Date AUGUST 8, 2016 |
| P# | | SHEET 1 of 1 |

ANNUAL MEETINGS

September 2016

- | | |
|----|---|
| 12 | Architectural Advisory Brooks Academy |
| 19 | Community Center Facilities Council on Aging |
| 26 | Conservation Real Estate and Open Space |

October 2016

- | | |
|----|---|
| 3 | Planning Board Board of Health Zoning Board of Appeals |
| 11 | Voter Information Committee Youth Services Community Preservation Committee |
| 17 | Bikeways Committee Trails Committee Cultural Council Historic District / Historic Commission |
| 24 | Waterways Committee Golf Committee Recreation and Youth Cemetery Commission |
| 31 | Agricultural Commission Saquatucket Development |

November 2016

- | | |
|----|--|
| 7 | Board of Assessors Housing Authority Harwich Housing Committee |
| 14 | Capital Outlay Committee Utility and Energy Finance Committee |
| 21 | Library Trustees Water Commissioners |

August 30, 2016

The Facilities Committee is pleased to provide the Board of Selectmen with a mid-year update on the invaluable work and resources provided by the Community Center. We also are excited to share with you our goals for the Center as we look toward the future.

The Community Center serves many essential functions for the Town and for all members of our local community. The Center hosts many town-wide events including holiday-themed events, service-oriented activities, educational programs, and our annual Town Meeting. We also serve as the polling location for Harwich voters in local, state, and national elections. This function has proved particularly salient this year as the Center has hosted the National Primary Election for the state of Massachusetts in March 2016 and the Town Election in May 2016. It will also host the Massachusetts State Primary in September 2016 and the General Election in November 2016. In addition to these larger Town events and activities, the Center also offers recreational activities for folks of all ages and abilities, as well as specialized care and services for both seniors and veterans.

Further, a wide range of community members, local clubs and organizations, and class instructors are able to use the building for their meetings, events, and other activities. In providing this service, the Community Center is able to support local organizations and to foster community involvement from local residents. It allows our residents an opportunity to build relationships, learn new skills and information, and to further develop their new and existing interests and passions. To better facilitate the process of reserving rooms for hosting meetings, classes, and other activities, we have updated the room reservation form. The updates better allow us to record the set up and resource needs of various groups and to better keep track of deposits for the kitchen and use of the projector that have been submitted and returned. These updates allow us to better keep track of payments and to better serve both new and returning groups looking to use the Community center space and resources.

We are happy to announce that the Community Center celebrated its 16th birthday this past February. We are proud to have reached this milestone and to continue expanding our commitment to serving our community and fulfilling the mission that has been in place since the building first opened its doors.

As has been true in years past, the Community Center has had a successful year to date. We continue to grow, expand our outreach, and to benefit an ever-increasing number of individuals and community groups. These organizations and patrons benefit from the space and resources we are able to provide here at the Center. As always, we continue to collect data regarding monthly usage of the Community Center. The numbers below present the monthly usage breakdown for the first seven months of the 2016 calendar year.

| | |
|-----------|-------|
| January: | 9,972 |
| February: | 8,459 |
| March: | 8,323 |
| April: | 9,527 |
| May: | 9,962 |
| June: | 8,856 |
| July: | 9,798 |

In addition to the numbers listed above, we would like to point out that, during the months of June and July, the Harwich Treasurer's Department uses one of the Center's Activity Rooms for the sale beach and transfer station stickers. During this time period, thousands more people make use of the Community Center for this purpose. Those thousands of users are above and beyond the counts listed above.

Consistent with previous years, the Weight Room at the Community Center has proven to be one of the Center's most popular resources offered to local residents. We are happy to report that, relative to this time last year, we have had an even greater number of sign ups to date. Weight Room memberships run on the fiscal year calendar. Since July 1, 2016, there have been 236 individuals who have signed up for one of our membership options and more people are signing up each day. These sign ups have brought in approximately \$21,463.00 in revenue. In addition to these sign ups, we are also able to provide access to the Weight Room for folks who have a Silver Sneakers membership through Medicare. This allows seniors to access the Room without any out-of-pocket costs, while we are reimbursed directly through their insurance companies. Our participation in Silver Sneakers allows us to expand access to health and fitness resources for an even greater number of individuals in our community.

We would like to report another exciting update to our Weight Room. Beginning in January 2016, we were able to hire certified personal trainer Jill Brown to work in the Weight Room on Monday mornings. She offers free drop in appointments and consultations for folks who have signed up for a Weight Room membership. She is able to show people how to safely and correctly use the various types of machines and equipment in the Weight Room, as well as to create individualized exercise plans for people depending on their workout needs and goals. This has created a deeper level of both safety and satisfaction among Weight Room members, and has encouraged people who might have been hesitant about joining to feel more confident in doing so.

The passport services provided by the Community Center continue to be in high demand and are an invaluable resource for our community. The two certified passport acceptance agents meet a significant and growing community need. On the national level, passport numbers are tracked from October 1 through September 30 in a given year. From October 1, 2015 through the current date, the Community Center has processed 406 passports. This is an increase from the 315 passports processed at the Center from October 1, 2014 through September 30, 2015.

Further, the Community Center and its two acceptance agents were inspected by the Office of Acceptance Facility Oversight on June 23, 2016. The Center and both acceptance agents did exceptionally well on this evaluation. The Center met all program requirements as an acceptance facility and both agents demonstrated accurate and complete knowledge in all areas of passport processing.

Community Center Director Carolyn Carey and the Facilities Committee are working in conjunction with the Harwich Police Department to update the Emergency/Disaster Plan for the building. Officer Jonathan Mitchell is in the process of reviewing the existing plan. Following his review, he will make recommendations about any necessary changes or updates. Once the update of the Plan is complete, all Community Center staff will be trained in the protocols contained within it. After the staff members are trained, class instructors and regular patrons will also be trained on the appropriate actions to take in the event of an Emergency or Disaster at the Center.

We are also undertaking an update to the room use fee schedule for the first time since 2011. Fees have remained unchanged for the last five years, despite the ongoing increase in the costs associated with operating the building. We are looking to increase fees in such a way that balances our commitment to ensuring the accessibility of the Center for all interested groups and individuals and our need to maintain the financial sustainability of the building. As of August 29, 2016, the proposed fee updates and related information for both non-profit and for-profit groups was submitted to the Town Administrator and the Selectmen's Office to be included on the agenda for the next Board of Selectmen meeting scheduled for September 6, 2016.

For the first time at the Community Center, Carolyn Carey worked with Veteran's Agent Will Remillard to organize a flag flying ceremony for the local MacAskill family. The veteran's flag flew on June 23, 2016 from 8:00 AM to 5:00 PM at the Center. The MacAskill family was very thankful for the ceremony which was a great success. The Community Center is hoping to expand this program to provide this service for more local veterans in the future.

We also have an exciting update with regards to the care and maintenance of the gardens on the exterior of the Community Center. At the beginning of the summer, one of the Center's regular patrons, Toni Hollingsworth, volunteered to act as Head Volunteer to organize and perform much needed care for our gardens. Since assuming this position, she has provided detailed short term and long range plans, has created a detailed diagram of the layout of the garden, and has put in many hours of physical labor watering, weeding, pruning, and doing all other work necessary to maintain the quality and beauty of the Center gardens. She has also begun putting out fliers at the Center in the hopes of recruiting other volunteers to assist her in this ongoing process. We are very lucky to have Ms. Hollingsworth spearheading this work.

Related to the ongoing work to improve gardens at the Community Center, the Facilities Committee and Ms. Carey are currently working with the Department of Highways and Maintenance to replace and upgrade the existing irrigation system. The current system is

broken and cannot adequately meet the needs of the gardens at the Community Center. We eagerly anticipate moving forward with this project and are excited about the improvements it will bring to the outside of the building.

Also this summer, we restocked our “Harwich” T-Shirts and Sweatshirts. We reordered both styles of the T-Shirts which are on sale for \$15 each as well as the sweatshirts which are on sale for \$30 each. These items are in high demand and we had been steadily selling out of certain sizes. We were happy to reorder them to continue to meet community demand and to bring in additional revenue.

This year, as always, we continue to put a great deal of effort into organizing and hosting our larger annual events and celebrations. In April, we again hosted our annual egg hunt. We hosted the event at the Middle School and had over 350 children come to find over 8,000 stuffed eggs and other fun prizes. This proved to be an exciting and enjoyable afternoon for the hundreds of kids and families who attended.

Earlier this August, we held our seventh annual Community Yard Sale at Brooks Park from 9:00 AM – 1:00 PM. We sold out the 32 available tables over a week prior to the event and had enough interest to necessitate creating a waiting list. The event went exceptionally well and everyone who either participated or attended seemed happy and satisfied. We would also like to acknowledge and thank the Highway Department and our custodial staff for assisting in transporting and setting up the tables for the vendors and for facilitating such a successful event.

We have several more large events planned in the coming months. This October, we will have our fifteenth annual Halloween celebration. Shortly, we will begin contacting local businesses and organizations to secure their support and donations to make this event a great success. This year will also mark the second year of hosting a “Boo-tique” program before the main Halloween party on October 31st. The “Boo-tique” will be held on October 21st from 5:00 PM to 8:00 PM and is an opportunity for local children to get gently used Halloween costumes at no cost. This helps to ensure that all our local kids are able to enjoy the full Halloween experience regardless of their financial situation.

Further, in December we plan to work again with the Department of Children and Families for our annual “Mitten Tree”. This project allows us to collect donations to provide gifts for children during the holiday season. This event allows us to work towards the goal of ensuring that all of our local kids and families have a positive and joyful holiday, and also serves to highlight the generosity and love of the members of our community who make the donations that make this event possible.

With utmost gratitude, we are also excited to report that we have just received a very generous donation from the Ora Gaylord Arooth Trust in the amount of \$10,852.00. This gift has been provided to the Community Center for the purpose of defraying costs associated with purchasing needed equipment, training staff, and providing other improvements to the building. This gift will help us in offering the highest quality space and resources for all members of our community.

In the spirit of Town cooperation and collaboration, we are happy to report that we were able to assist Brooks Free Library during their period of electrical problems from July 26, 2016 through August 8, 2016. During this time, we were able to accommodate 16 of their regularly scheduled programs here at the Community Center. This allowed for minimal disruption in the normally scheduled library events and our collaboration ensured that Harwich residents were still able to access important space and resources.

Before concluding the midyear report, we would like to include our stated goals for FY 17. These goals are as follows:

1. Move forward with the next phase of implementing public records storage in the Community Center basement.
2. Install security cameras on the exterior of the Community Center to provide for 360^o coverage of the building perimeter. This camera installation will be grant funded and will increase the safety and security of the building for all patrons and staff members.
3. Continue the exterior beautification process of the Center with the installation of a new irrigation system and ongoing volunteer work to provide optimal care for our gardens.
4. To support and develop programming and room rentals at the Harwich Middle School at the request of the Town Administrator and Board of Selectmen.

Lastly, the following table provides information about the dates and attendance for the Facilities Committee meetings that have occurred since the beginning of the calendar year in January 2016. There was no Facilities Committee meeting in April or May of 2016.

| Meeting Date | Members in Attendance |
|---------------------|---|
| 1/8/2016 | Lee Culver, Brian Power, Bill Galvin, Ralph Smith |
| 2/12/2016 | Lee Culver, Brian Power, Bill Galvin, Ralph Smith, Sean Libby |
| 3/11/2016 | Lee Culver, Brian Power, Ralph Smith, Sean Libby |
| 6/10/2016 | Lee Culver, Brian Power, Ralph Smith |
| 7/8/2016 | Lee Culver, Brian Power, Ralph Smith, Sean Libby |
| 8/12/2016 | Lee Culver, Brian Power, Ralph Smith, Sean Libby |

As always, we remain committed to the ongoing growth and success of the Community Center. We are confident that our commitment to our existing programs, resources, and other services as well as our continued expansion and development of programming will allow us to meet these goals. We seek to always meet the continuing and developing needs of our Town and all members of our community. We enthusiastically look forward to working with you, all other Town Departments, and the larger community as a whole to best serve the Town of Harwich.

**SEPTEMBER 10, 1998
SPECIAL TOWN MEETING**

ARTICLE 5. COMMUNITY CENTER FACILITIES COMMITTEE

5 members

ARTICLE 5. To see if the Town will vote to direct the Board of Selectmen to appoint and charge a Community Center Facilities Committee consisting of ~~three (3) members with three-year overlapping terms~~ whose responsibilities shall include development, implementation and oversight of policies and procedures for the use of the shared areas of the Community Center and for the general operation and maintenance of the building and grounds, provided, however, that all such policies and procedures, including any revisions or additions thereto, shall be adopted subject to prior approval of the Board of Selectmen; development of recommendations to the Board of Selectmen and Town Administrator with respect to related staffing needs; development and submission, in accordance with established practice, of an annual budget to the Town Administrator for the maintenance and operation of the facility; and such other responsibilities relative to the use and maintenance of the facility as the Board of Selectmen may from time to time direct or charge and to act fully thereon. By request of the Board of Selectmen.

Motion: (Sandra B. Daniels, Chairman-Board of Selectmen) I move the article be accepted and adopted as printed except that the phrase "three (3) members" be stricken and the phrase "up to (5) members" be inserted. (duly seconded)

Amendment to main motion: (Barbara Eaton) I move to change the phrase "up to (5) members" to "three to five members". (duly seconded)

Action on amendment: (Michael D. Ford, Moderator) Amendment carries.

Amendment to main motion: (George Dinsmore) I move that the following language be added to the motion - "that the Town Administrator or his designee be an ex-officio member of the Committee and regularly attend meetings." (duly seconded)

Action on amendment: The amendment did not carry.

Amendment to main motion:(Leo Cakounes) I move to change the main motion as follows: Line 2 after words. . . "Community Center Facilities Committee consisting of" remove "Five (5) members with three year" add: five (5) members, with one (1) appointee by the Rec. & Youth commission, one (1) appointee by the Council of aging, and three (3) appointees by the Board of Selectmen each with three year staggered overlapping terms continue with wording as printed." (duly seconded)

(article 5 continued)

A motion was made and seconded to terminate debate, a 3/4 majority vote is needed. It was a unanimous vote so declared.

Action on amendment: A standing count was taken Yes 160 No 158.

The amendment carries.

Action on main motion as amended: The motion carries

A true copy:

(Seal)

Attest:

Anita N. Doucette, Town Clerk

COMMUNITY CENTER FACILITIES COMMITTEE

ARTICLE 5. To see if the Town will vote to direct the Board of Selectmen to appoint and charge a Community Center Facilities Committee consisting of ~~three (3)~~ members with three-year overlapping terms whose responsibilities shall include development, implementation and oversight of policies and procedures for the use of the shared areas of the Community Center and for the general operation and maintenance of the building and grounds, provided, however, that all such policies and procedures, including any revisions or additions thereto, shall be adopted subject to prior approval of the Board of Selectmen; development of recommendations to the Board of Selectmen and Town Administrator with respect to related staffing needs; development and submission, in accordance with established practice, of an annual budget to the Town Administrator for the maintenance and operation of the facility; and such other responsibilities relative to the use and maintenance of the facility as the Board of Selectmen may from time to time direct or charge and to act fully thereon. By request of the Board of Selectmen.

5-
3 members
Community
1 member Rec/You
1 member CoA

THE FINANCE COMMITTEE RECOMMENDS THAT THIS ARTICLE BE INDEFINITELY POSTPONED. PREMATURE.

AMEND ZONING BY-LAW
BY ADDING NEW ZONING DISTRICT -
ELDERLY AFFORDABLE HOUSING

ARTICLE 6. To see if the Town will vote to amend the Zoning By-Laws as follows:

- 1) Amend Section III, Establishment of Zoning District, Paragraph A. Division into Districts by adding a new Zoning District as follows:

“Elderly Affordable Housing – E-A-H”

and by further amending Section III, Paragraph B Zoning Map as follows:

“The Zoning Map of the Town of Harwich is hereby amended to include the E-A-H District as shown on a sketch plan on file in the Office of the Town Clerk dated August 7, 1998.”

- 2) Add a new Section XII as follows and re-number the remaining sections and any reference thereto in sequential order to follow the new Section XII:

“Section XII – Elderly Affordable Housing District:

- 1. Purpose - The purpose of this Section XII is to provide for elderly affordable housing. The Elderly Affordable Housing District is established as a special district which overlays an existing residential zoning district. The Elderly Affordable Housing District permits the development of elderly affordable housing units subject to the specific regulations and requirements contained in this Section XII, which regulations and requirements shall govern even where they are inconsistent with or less restrictive than the other requirements of the Zoning By-Law. The regulations of this Section XII relating to use, building and lot

HARWICH COUNCIL ON AGING ANNUAL REPORT FY 16

IMPRESSIVE STATISTICS: The total population as of August 31st, 2016 from the Town Clerk's Office is **12,678**; the number of persons 60 years old and older is **5,615 –44%!!!!** Those in Harwich age **80+=1,265**.

COA Volunteers: **119** COA Volunteer Hours: **6978.75** resulting in **\$194,769.42** savings to the Town of Harwich!!

The bulk of all of our Volunteers would be \$27.82 per hour of service according to the "Independent Sector" and Our Lawyers should be \$54.50 according to Bureau of Labor Statistics.

HIGHLIGHTS FROM THIS YEAR

FUTURE:

- Our Housing Summit-"Preparing today for your housing options tomorrow....It's never too early!!" The flyer is in your packets, but for those at home and listening: **Monday, October 3rd 10-12** in the Multi-Purpose Rm with homemade baked goods and coffee. **RSVP by Sept 26th** to COA 508-430-7550. **We want to personally invite ALL of our Selectmen to this very important educational Summit.** Each of the 13 speakers will only speak for 5 minutes about different topics related to housing, services, legal, and the many options available.
- **2 Focus Groups** will be held on the same day: **Monday, October 24th one at 10:00 a.m.** and the other at 5:30 p.m. to learn from participants what programs and services ideas they would like to see offered by the COA that are not currently being offered. 12-15 attendees maximum will be at each session. (Anyone can additionally call and offer program ideas to be looked into at any time by calling our Director, Barbara-Anne Foley-508-430-7550).

THIS YEAR'S ACCOMPLISHMENTS

- COA Director and Harwich Fire Lieutenant conducted over 50 Housing Home Safety Assessments for Fire and Fall Safety.
- Harwich COA implemented the "Brown Bag" Food Delivery Program through the Social Services Office. Every month this program has grown in number starting with just a few-to now approximately 37 recipients. Kevin Grunwald, Social Services Coordinator, implemented this program and coordinates with our Van Drivers each month for the recipients to receive this bag of perishable foods to their home. The Brown Bag Program is distributed from the Lower Cape Outreach Agency in Orleans.
- Harwich COA requested and received a Cultural Council grant to bring Tricia Silverman, a registered Dietitian to the COA. The topic was Secrets of Longevity learned from the Okinowans. She was ABSOLUTELY FABULOUS!! The COA will continue to apply for other Cultural Council Grants this year –such an awesome community partner.
- The Monomoy Regional School District and the Harwich COA together implemented a new age bracket for our Intergenerational Program called "Girl Power". Harwich Youth Counselor Sheila House and COA Director Barbara-Anne Foley offered this program to grades 3 and 4 girls and senior women ages 60-80. They had 21 students with a waiting list. It will be offered again this school year. The culmination of this empowering program is the Harwich 5K road Race that all participate in.

- The 11th Annual "Remembery Walk-Dave Birtwell Memorial" Walk for Alzheimer's patients and their families was held again at Brooks Park. To date this Walk has raised over \$150,000! Alzheimer's Family Support Center of Cape Cod is the beneficiary of the funds and the Facilitators of our Caregiver and Patient Support Groups at the Community Center.
- What began as a "Men's Breakfast" with approx. 12-15 men and a Speaker monthly, with a homemade Breakfast by our COA Chef, has grown not only in numbers now to over 80 each month, but also the men have built this wonderful camaraderie and even have begun carpooling and helping each other as a result of the friendships developed at this program.
- Our COA Chef Linda St. Pierre, continues to work inter-departmentally with several Department Heads from recreation Dept. Programs, and Elections to Emergency Management-providing great food at a reasonable cost. This of course is in addition to providing a lunch 4 days a week and a supper one day a week for seniors in need. Sometimes this meal is the only meal of their day!
- AARP Foundation Income Tax Preparation Program returned to a regional setting for Harwich and Chatham- located it in Chatham. This vital service is so important for our seniors, as it allows them to have their taxes done completely for FREE!
- The COA was very fortunate to add our new Van Driver, Gerald Golia this year. He has been an amazing addition to our Team, providing great customer service to our riders who just love him!

HOARDING PROBLEM IN HARWICH AND ACROSS THE CAPE CONTINUES TO GET WORSE.

Social Services Coordinator, Kevin Grunwald, continues to be a member of the **Cape Cod Hoarding Task Force** and as such they work on many "Cape" cases together at the monthly meetings. Hoarding has become a pretty significant problem in all towns including Harwich. Harwich had a fire that fully engulfed a hoarded home which resulted in the home being later demolished. The COA works very hard with hoarding cases that often take years to produce any positive changes or results. To that end, Kevin Grunwald implemented a Grant that he received last year and since it was SO SUCCESSFUL with his Facilitating this program for hoarding called "Buried in Treasures" he just started offering Buried in Treasures again Sept. 7th for 20 weeks.

GOALS

- **IMPLEMENT 2 NEW IDEAS FROM FOCUS GROUPS HELD IN OCTOBER 2016**
- **PING PONG TOURNAMENT:** Work with Harwich Recreation Dept. to offer a Ping Pong Tournament with Seniors from across Cape Cod playing against each other.
- **SENIOR TAX WORK OFF PROGRAM**
To increase the usage of the Senior Tax Work Off Program by marketing it more with outreach to the community and reaching the lowest income Elders of Harwich and make sure they are aware of it.

- **NEW INNOVATIVE CHANNEL 18 DVD's**

To work with the expertise of Channel 18 Staff, to create a media friendly "Relaxation/Improve Your Sleep" DVD for Seniors, as well as A DVD of the Balance Boosters Exercise class to do additional "Balance Work" at home.

Respectfully Submitted by,

Chair: Adrienne Johnson, Vice Chair: Joe Johnson, Ralph Smith, Lee Culver, Michael Smith, James Mangan and Richard Waystack

HARWICH COUNCIL ON AGING

STRUCTURE: Seven members appointed by the Board of Selectmen.

OFFICERS: Elected by the Council.

1. PRESIDENT - Chief Executive Officer. Makes up meeting agenda with the Director and all notices in writing must be posted at Town Hall forty-eight (48) hours in advance of the scheduled meeting. Serves as a liaison with the Selectmen or Personnel Board if necessary. Also responsible for Town report, State report and evaluating Council's program and operation (knows how we are doing).

2. VICE-PRESIDENT - Acts for the President in absence and serves with one other member as Personnel Representative reporting to Council.

3. SECRETARY - Keeps all records.

4. TREASURER - Responsible for all reports and records and budget. Works cooperatively with the Town Accountant. Interprets budget to staff, but does not make financial decisions with them.

APPOINTED BY THE PRESIDENT:

5. One member at large to be house and grounds person.

6. One member at large to be liaison with Friends of Albro House.

All report to the Council. The Council is a policy making Board and will require real work. This is not just a once a month rubber stamp meeting. The Council hires staff to implement its policies and decisions and holds staff responsible. This may require additional meetings.

The official Town articles are specific in what constitutes a local Council On Aging, but it leaves it up to the local group to determine its own policies and priorities. Accepted standards have been developed by the National Council On Aging and the Massachusetts Department of Elder Affairs. These are only meant to provide guidelines for operation. Each Town or Area Council must develop its own strategies and services which will be dependent upon fiscal limitations, facilities and staff, but first of all on the needs of its service area.

The Council was established on these premises. We consulted with local agencies serving seniors, the Superintendent of Schools, Police Chief, Fire Chief, Town Nurse and others. We volunteered immediately to take over Operation Reassurance from the Police Department. We arranged with

the schools to allow some of our people to take typing and some courses with the regular students when there was space available. After further study, we determined that health maintenance and transportation were needs not being met. Health huddles and other supportive services were developed and our bus and its volunteers is a primary result of our attempt to meet needs.

We did not need an extensive "Drop In Center" and our programs developed in a pattern of interest groups which have become satellites.

The need for case and personal counseling has diminished since Elder Services has established a local office for that purpose and Family and Childrens' Services have come into the picture. In the early days we saw a need for meals on wheels and cooperated in the effort which is now established and ongoing effectively.

Needs keep changing and a Council must constantly evaluate its services and programs and measure them against the time and money expended to provide them. We said, "Our Council must not be a freebee" for a few and we decided to be service oriented, providing services and expecting our people to provide services to each other and to the community. We had such an enviable record in this regard that we were asked to provide volunteers to drive cars for a national convention of Secretaries of States so that their wives might spend a day cruising the Cape. Ten of our women were involved in this. We also provided guide service for a State Convention of the Department of Education, and many other functions in Hyannis. Why were other Councils here and there bypassed? Because Harwich was known for its outreach and well-trained volunteer services.

We developed a long list of faithful volunteers of many skills. As our registrations have increased the list has diminished. Many people have fallen through the cracks. Others have never been used and we have become ingrown. We need a strong studied outreach effort now and other needs will surface from time to time as we trim our sails. We need a Chairman of Volunteer services who will give voluntarily to get a tight program back on the track. Someone who can make volunteerism exciting and creative. We cannot expect a ten hour a week director to do this. This is a skilled job, but there must be a retired social worker, clergyman, or personnel person, or maybe an administrator who has recruited and worked with volunteers. There must be in our midst a man or woman or couple who would like to be useful screening, recruiting, inspiring and training volunteers. There are many who have said, "I'd be glad to help in some way" who have never been enlisted. There are others who have served with us for a short period and have for some reason dropped by the wayside. Blessed be those few who have grown up with us. There are three women serving regularly on the reception desk who started with us in 1971. There is bound to be some attrition. People die, move away or become incapacitated, but we have not been able to keep up with our understandable losses. It is good for each of us to be useful to use our skills or develop new ones as we work together to serve our fellowmen.

It is good to be useful on a spirited team. Ask any of the bus drivers or aids.

After a year of operation we decided we wanted to be financially independent of the Federal Government and the State. We would seek no government grants. We would not solicit senior citizen discounts or beg merchants for prizes or gifts. These activities we felt would fragment the Town. Many young people had needs too. We have constantly worked to be a total Town family and not divided into new comers, old timers, young people or national groups and have never used our considerable group influence to rally for any cause.

We've worked together to meet our obvious needs. We've earned funds and have spent many thousands of dollars on Albro House at no expense to the Town. No other Town has earned and maintains its own bus, they have relied on the government to supply and maintain transportation for their people. We've tried to keep training and enlarging the team to be "do it ourselves". We've kept our requests to the Town at poverty level and depended on the Friends to subsidize.

The time has come now, when you will have opportunity to set goals and patterns for our future. The basic structure is set.

We need to work with the Friends in a building campaign effort. It is necessary now for us to use other buildings for some segments of our programs and our rooms are too small for many activities. We need housing, we need a larger operating budget and we must consider a full time, trained, experienced Executive Director to lead us in these efforts. We've outgrown our pattern.



HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7541 Fax 508-432-2530



DAVID J. GUILLEMETTE
Chief of Police

THOMAS A. GAGNON
Deputy Chief

Memorandum

TO: Board of Selectmen

Christopher Clark
Town Administrator

FROM: David J. Guillemette
Chief of Police

DATE: September 7, 2016

SUBJECT: Report regarding police response to noise complaints at Perks

A selective search of the Harwich Police log indicates that officers from Harwich PD have responded to Perks on nine different occasions between June 24, 2016 and August 15, 2016. All of these nine responses were coded as noise complaints. See attached log pages and reports.

Two of the nine calls investigated resulted in officers determining the noise was not coming from Perks but from another establishment. Call number 16-8204 indicates the Hot Stove was heard over Perks. Call number 16-8679 indicates loud early morning music coming from The Port.

Three of the nine calls investigated resulted in officers reporting no noise violation observed upon arrival (see log entries 16-9169, 16-9393 and 16-11033 and associated reports).

The remaining four complaints investigated resulted in three being found as clear violations in the evening hours (see log entries 16-8841, 16-10766 and 16-10923) and one was found to be an early morning noise violation (see log entry 16-8173).

All of the nine complaints originated from the same location 547 Route 28 the Grey Gull Guest House.

For Date: 06/24/2016 - Friday

| <u>Call Number</u> | <u>Time</u> | <u>Call Reason</u> | <u>Action</u> |
|---------------------|---|--------------------|---------------|
| 16-8173 | 0641 | Noise Complaint | Investigated |
| Call Taker: | 2373 - PSD Telecommunicator IRIS G MCINALLY | | |
| Location/Address: | [HAR 1638] PERKS - 545 RT 28 | | |
| Calling/Inv. Party: | 547 RT 28 - | | |
| ID: | 189 - Patrol Brendan R Brickley Disp-06:43:47 Enrt-06:44:16 Arvd-06:57:11 Clrd-07:03:20 | | |
| Narrative: | 06/24/2016 0644 PSD Telecommunicator IRIS G MCINALLY Rp reporting loud music since 6:30 AM at Perks. | | |
| Narrative: | 06/24/2016 0703 PSD Telecommunicator IRIS G MCINALLY G16 spoke with rp advised of bylaw, Perks advised of the complaint. No violation at this time, G16 clear. | | |
| 16-8204 | 2324 | Noise Complaint | Investigated |
| Call Taker: | 1864 - PSD Telecommunicator AMY BROUILLETTE | | |
| Location/Address: | [HAR 1638] PERKS COFFEE SHOP - 545 RT 28 | | |
| Calling Party: | - HARPORT, M | | |
| ID: | 190 - Patrol Tyler J Vermette Disp-23:25:00 Enrt-23:28:36 Arvd-23:31:47 Clrd-23:42:33 | | |
| Narrative: | 06/24/2016 2342 PSD Telecommunicator AMY BROUILLETTE loud music complaint from resident across the street. No violation, but owner turning down music a little. | | |
| Narrative: | 06/25/2016 0002 Patrol Tyler J Vermette Shut down in the Schoolhouse lot, no noise violation observed. I was able to hear the Hot Stove over Perks. Spoke with the owner and advised of the complaint. He agreed to lower the music. | | |

For Date: 07/04/2016 - Monday

| | | | |
|-------------------|---|-----------------|-------------------|
| 16-8679 | 0525 | Noise Complaint | Unfounded |
| Call Taker: | 2373 - PSD Telecommunicator IRIS G MCINALLY | | |
| Location/Address: | [HAR 1638] PERKS COFFEE SHOP - 545 RT 28 | | |
| Calling Party: | 508-432-0222 - HARPORT, MA | | |
| ID: | 189 - Patrol Brendan R Brickley Disp-05:27:23 Enrt-05:27:54 Arvd-05:35:46 Clrd-05:37:52 | | |
| Narrative: | 07/04/2016 0526 PSD Telecommunicator IRIS G MCINALLY Noise complaint, loud music. | | |
| Narrative: | 07/04/2016 0541 PSD Telecommunicator IRIS G MCINALLY | | |
| Modified By: | 07/04/2016 0544 PSD Telecommunicator IRIS G MCINALLY G20 meeting rp at location. Noise complaint unfounded, coming from the Port. | | |
| Narrative: | 07/04/2016 0711 Patrol Brendan R Brickley Officer Hadfield to speak with owner of The Port today and suggest gift certificates to guests at Grey Gull as a nice gesture. Today, Perks Coffee was not the issue. I met with Grey Gull owner and explained the noise by-law. Unfortunately, many guest rooms are only feet away from Perks Coffee and once 0700 hours hits the music is not in violation. | | |
| 16-8692 | 1053 | TRAFFIC CONTROL | Services Rendered |
| Call Taker: | 1864 - PSD Telecommunicator AMY BROUILLETTE | | |
| Vicinity of: | [HAR 1638] PERKS COFFEE SHOP - 545 RT 28 | | |

Selective Search From: 06/01/2016 Thru: 09/06/2016 0000 - 2359 Printed: 09/06/2016

Initiated By: 123 - Patrol Supervisor Neil A Nolan
 ID: 123 - Patrol Supervisor Neil A Nolan
 Arvd-10:53:00 Clrd-10:54:59
 Narrative: 07/04/2016 1054 PSD Telecommunicator AMY BROUILLETTE
 ASSIST DELIVERY TRUCK W/TRAFFIC

For Date: 07/06/2016 - Wednesday

16-8841 2300 Noise Complaint Investigated
 Call Taker: 2373 - PSD Telecommunicator IRIS G MCINALLY
 Location/Address: [HAR 1638] PERKS COFFEE SHOP - 545 RT 28
 Calling Party: - HARPORT, MA
 ID: 139 - Patrol Mark T Holmes
 Disp-23:02:27 Enrt-23:02:44 Arvd-23:07:03 Clrd-23:12:00
 Narrative: 07/06/2016 2312 PSD Telecommunicator IRIS G MCINALLY
 Spoke with manager at Perks re: noise, will turn down the music.

For Date: 07/07/2016 - Thursday

16-8895 1931 Field Investigation/Follow Up Services Rendered
 Call Taker: 121 - Lieutenant Kevin M Considine
 Location/Address: [HAR 1638] PERKS COFFEE SHOP - 545 RT 28
 Initiated By: Lieutenant Kevin M Considine
 Involved Party: - HARPORT, MA 5
 ID: 121 - Lieutenant Kevin M Considine
 Arvd-19:31:00 Clrd-19:55:13
 Narrative: 07/07/2016 1933 Lieutenant Kevin M Considine
 Follow up to Noise Complaint / Entertainment License Issues.
 Narrative: 07/07/2016 1951 Lieutenant Kevin M Considine
 I spoke with the owner of Perks Coffee, Taylor Powell, about a recent complaint by the Grey Gull Guest House. I advised Taylor of the complaint made to the Town Administrator by his neighbor and I explained his entertainment license and that he is only allowed recorded or love music including guitar with amplification between the hours of 1800-2200. I also explained that per the license, the noise is not to exceed the premises, thus making any valid noise complaint of music, even between the above hours, would result in a violation of his license.
 I also left a voice mail with Griffin Brackett to go over the same with him as they have had noise complaints due to outdoor speakers which also constitutes a violation of the noise by-law.

*****PATROL AND DISPATCH, PLEASE CHECK IMC E MAIL FOR DETAILS*****

For Date: 07/12/2016 - Tuesday

16-9169 2237 Noise Complaint Unfounded
 Call Taker: 2373 - PSD Telecommunicator IRIS G MCINALLY
 Primary Id: 189 - Patrol Brendan R Brickley
 Call Modified By: 189 - Patrol Brendan R Brickley
 Location/Address: [HAR 1638] PERKS COFFEE SHOP - 545 RT 28
 Calling Party: - HARPORT, MA 508-785-8100
 ID: 189 - Patrol Brendan R Brickley
 Disp-22:42:21 Enrt-22:42:24 Arvd-22:46:29 Clrd-22:52:52
 ID: 127 - Sergeant Aram V Goshgarian
 Disp-22:42:28 Enrt-22:42:31 Arvd-22:45:15 Clrd-22:52:49

Selective Search From: 06/01/2016 Thru: 09/06/2016 0000 - 2359 Printed: 09/06/2016

Narrative: 07/12/2016 2238 PSD Telecommunicator IRIS G MCINALLY
 Modified By: 07/12/2016 2254 PSD Telecommunicator IRIS G MCINALLY
 Rp called from the Grey Gull Guest House to report loud music coming from either Perks or The Port.

Narrative: 07/12/2016 2248 PSD Telecommunicator IRIS G MCINALLY
 Modified By: 07/12/2016 2254 PSD Telecommunicator IRIS G MCINALLY
 G15 reports The Port is closed and no music is playing at Perks.

Narrative: 07/12/2016 2253 PSD Telecommunicator IRIS G MCINALLY
 Units clear, no violation.

Narrative: 07/12/2016 2318 Patrol Brendan R Brickley
 Refer to formal OF per request of duty lieutenant...

Refer To Incident: 16-9169-OF

For Date: 07/16/2016 - Saturday

16-9393 2310 Noise Complaint Investigated
 Call Taker: 2523 - PSD Telecommunicator JULIE JUDGE
 Primary Id: 117 - Sergeant Adam E Hutton
 Call Modified By: 117 - Sergeant Adam E Hutton
 Location/Address: [HAR 1638] PERKS COFFEE SHOP - 545 RT 28
 Calling Party: MA
 ID: 117 - Sergeant Adam E Hutton
 Disp-23:11:39 Enrt-23:12:04 Arvd-23:14:04 Clrd-23:20:56
 ID: 196 - Patrol Ryan J Fazzino
 Disp-23:11:39 Enrt-23:12:06 Arvd-23:15:56 Clrd-23:21:01
 Narrative: 07/16/2016 2311 PSD Telecommunicator JULIE JUDGE
 Modified By: 07/16/2016 2312 PSD Telecommunicator JULIE JUDGE
 noise complaint of loud music coming from both Perks and The Port
 Narrative: 07/16/2016 2321 PSD Telecommunicator JULIE JUDGE
 G10 reporting three people are on the back deck at The Port and no music and there is a large croud at Perks with no music, units clear investigated

Refer To Incident: 16-9393-OF

For Date: 08/10/2016 - Wednesday

16-10766 2209 Noise Complaint Investigated
 Call Taker: 2373 - PSD Telecommunicator IRIS G MCINALLY
 Primary Id: 127 - Sergeant Aram V Goshgarian
 Vicinity of: [HAR 1638] PERKS COFFEE SHOP - 545 RT 28
 Calling Party: 547 RT 28 - HARWICH, MA 02645
 ID: 127 - Sergeant Aram V Goshgarian
 Disp-22:12:19 Enrt-22:12:25 Arvd-22:17:41 Clrd-22:22:03
 Narrative: 08/10/2016 2212 PSD Telecommunicator IRIS G MCINALLY
 Guest from the Grey Gull Guest House lodging noise complaint at Perks, loud music.
 Narrative: 08/10/2016 2222 PSD Telecommunicator IRIS G MCINALLY
 Violation of permit by 15 minutes, advised, G10 clear.

Refer To Incident: 16-10766-OF

For Date: 08/13/2016 - Saturday

16-10923 2129 Noise Complaint Investigated
 Call Taker: 120 - Detective Michael E Porter JR
 Primary Id: 117 - Sergeant Adam E Hutton
 Call Modified By: 117 - Sergeant Adam E Hutton

Harwich Police Department

Page: 4

Selective Search From: 06/01/2016 Thru: 09/06/2016 0000 - 2359 Printed: 09/06/2016

Location/Address: [HAR 1638] PERKS COFFEE SHOP - 545 RT 28
 Calling Party: R 547 RT 28 - HARPORT, MA !
 ID: 117 - Sergeant Adam E Hutton
 Disp-21:30:20 Arvd-21:31:49 Clrd-21:43:48
 ID: 190 - Patrol Tyler J Vermette
 Disp-21:30:20 Arvd-21:33:08 Clrd-21:43:48
 Narrative: 08/13/2016 2130 Detective Michael E Porter JR
 Modified By: 08/13/2016 2138 Detective Michael E Porter JR
 Complaint of loud music and strobe lights coming from Perks
 Coffee Shop
 Narrative: 08/13/2016 2144 Detective Michael E Porter JR
 Perks shut off strobe lights and turned down music. Clear
 Refer To Incident: 16-10923-OF

For Date: 08/15/2016 - Monday

16-11033 2205 Noise Complaint Investigated
 Call Taker: 2523 - PSD Telecommunicator JULIE JUDGE
 Location/Address: [HAR 1638] PERKS COFFEE SHOP - 545 RT 28
 Calling Party: - HARWICH, MA 0264.
 ID: 190 - Patrol Tyler J Vermette
 Disp-22:06:28 Enrt-22:07:05 Arvd-22:14:37 Clrd-22:28:02
 ID: 193 - Patrol John J Larivee
 Disp-22:07:21 Enrt-22:07:35 Arvd-22:18:10 Clrd-22:28:09
 Narrative: 08/15/2016 2206 PSD Telecommunicator JULIE JUDGE
 Guest at the Grey Gull Guest house called to complain about
 loud music from Perks
 Narrative: 08/15/2016 2236 PSD Telecommunicator JULIE JUDGE
 Units shut down in the area and nothing was heard. No
 violation. Perks was advised of the complaint.

For Date: 08/26/2016 - Friday

16-11599 1056 Summons Service Served in hand
 Call Taker: 2373 - PSD Telecommunicator IRIS G MCINALLY
 Vicinity of: [HAR 1638] PERKS COFFEE SHOP - 545 RT 28
 Initiated By: 127 - Sergeant Aram V Goshgarian
 Involved Party: POWELL, TAYLOR @ D - HARWICH, MA 02645
 ID: 127 - Sergeant Aram V Goshgarian
 Arvd-10:56:00 Clrd-11:00:06
 Narrative: 08/26/2016 1056 PSD Telecommunicator IRIS G MCINALLY
 Summons service.
 Narrative: 08/26/2016 1100 PSD Telecommunicator IRIS G MCINALLY
 Served in hand, G10 clear.
 Narrative: 08/26/2016 1137 Sergeant Aram V Goshgarian
 Served Mr. Powell with paperwork from BOS Office.



Harwich Police Department
Incident Report

Page: 1
09/06/2016

Incident #: 16-9169-OF
Call #: 16-9169

Date/Time Reported: 07/12/2016 2237
Report Date/Time: 07/13/2016 0743
Occurred Between: 07/12/2016 2237-07/12/2016 2300
Status: No Crime Involved

Reporting Officer: Patrol Brendan Brickley
Assisting Officer: Sergeant Adam Hutton
Approving Officer: Sergeant Aram Goshgarian

Signature: _____

Signature: _____

EVENTS (S)

LOCATION TYPE: Restaurant/Cafeteria Zone: HARWICHPORT
PERKS COFFEE SHOP
545 RT 28
HARWICH MA 02645

1 UNFOUNDED NOISE COMPLAINT

PERSON (S) PERSON TYPE SEX RACE AGE SSN PHONE

1 CONFIDENTIAL

Noise Complaint at Perks Coffee Shop

I, Officer Brickley, report the following summary of facts,

On the evening of Tuesday, July 12, 2016 at approximately 2230 hours, Sergeant Goshgarian and I were sent to 545 Route 28 in Harwichport to investigate a possible noise violation. The reporting party at Grey Gull. This has been an almost daily occurrence. I have never found Perk's to be in violation.

Upon my arrival I observed few guests to be at Perks. There was no outside music playing at all and no live band. It should also be noted that The Port Restaurant was closed and no outside music was playing.

There was no noise issue in Harwichport on 7/12/2016 at 2230 hours.

This report was generated per order of the duty Lieutenant.

Respectfully Submitted,

Officer B.R. Brickley (#189)



Harwich Police Department
Incident Report

Page: 1
09/06/2016

Incident #: 16-9393-OF
Call #: 16-9393

Date/Time Reported: 07/16/2016 2310
Report Date/Time: 07/18/2016 0734
Occurred Between: 07/16/2016 2310-07/16/2016 2321
Status: No Crime Involved

Reporting Officer: Sergeant Adam Hutton

Signature: _____

INVOLVED SEX RACE AGE SSN PHONE

1
547 RT 28
HARPORT MA

Military Active Duty: N
BODY: NOT AVAIL. COMPLEXION: NOT AVAIL.
DOB: PLACE OF BIRTH: NOT AVAIL.
LICENSE NUMBER: MA 01 ETHNICITY: NOT HISPANIC
LOCAL ID:

[CONTACT INFORMATION]

Home Phone (Primary)
Work Phone (Primary) :

EVENTS (S)

LOCATION TYPE: Restaurant/Cafeteria Zone: HARWICHPORT
PERKS COFFEE SHOP
545 RT 28
HARWICH MA 02645

1 COMPLAINT OF MUSIC IN VIOLATION OF LICENSE

NARRATIVE FOR SERGEANT ADAM E HUTTON

Ref: 16-9393-OF

This report submitted by Sgt Hutton concerning the complaint lodged against Perks Coffee Shop and The Port Restaurant for loud music in violation of the entertainment licenses on 07/16/2016.

At approximately 11:11 pm on Saturday July 16th, dispatch advised of a noise complaint of loud music coming from Perks Coffee Shop and The Port Restaurant. I was in the area and arrived in front of Perks Coffee Shop less than a minute later. I observed a large crowd in the fire pit area of Perks and continued onto Sea Street and parked in the area of The Port Restaurant. I walked to the rear of The Port Restaurant which is adjacent to Perks Coffee Shop stood at the fence line which separates the two properties. I observed 3 males, which looked like employees of The Port Restaurant sitting in the deck area towards the rear of the property. There was absolutely no noise coming from this location. As I stood against the fence, I observed a large crowd towards the rear of Perks Coffee shop near where there is a corn hole game setup. From my location, i could hear voices but no music was audible. Officer Fazzino proceeded to the front sidewalk area of Perks Coffee Shop was able to make the same observations, which were of a relatively good size crowd but absolutely no music was playing.

No violation of license was present at either location.

Respectfully submitted,

Sgt. Adam E. Hutton #117



Harwich Police Department
Incident Report

Page: 1
09/06/2016

Incident #: 16-10766-OF
Call #: 16-10766

Date/Time Reported: 08/10/2016 2209
Report Date/Time: 08/10/2016 2254
Status: No Crime Involved

Reporting Officer: Sergeant Aram Goshgarian
Approving Officer: Sergeant Aram Goshgarian

Signature: _____

Signature: _____

EVENTS (S)

LOCATION TYPE: Restaurant/Cafeteria Zone: HARWICHPORT
PERKS COFFEE SHOP
545 RT 28
HARWICH MA 02645

1 NOISE BYLAW VIOLATION

PERSON (S) PERSON TYPE SEX RACE AGE SSN PHONE

1 PERKS COFFEE SHOP BUSINESS
545 RT 28
HARWICH MA 02645

NARRATIVE FOR SERGEANT ARAM V GOSHGARIAN

Ref: 16-10766-OF

This report is submitted by Patrol Sergeant Aram Goshgarian and is regarding a violation of the entertainment license at Perks Coffee Shop.

On Wednesday, August 10, 2016 I was assigned as the Shift Supervisor. At 2209hrs, a call was received from a guest of the Grey Gull Guest House which is located directly next to Perks. The caller was reporting loud music coming from Perks Coffee Shop. This was the seventh response for a noise complaint at Perks this summer. However, five of the seven complaints were unfounded upon the arrival of Police Officers.

The entertainment license for Perks has a time restriction of 1800hrs-2200hrs and the noise from the entertainment shall not exceed the licensed premises. I arrived at 2217hrs and parked in the Schoolhouse Parking lot. Since Perks is an outdoors venue, I could hear the music as I walked across Route 28.

I stood on the walkway that leads into the outdoor seating area when I was approached by a staff member. I told her that the music needed to stop. I advised her that the entertainment license was only valid until 2200hrs and it was clearly beyond that time. She was very cooperative and immediately went over to the person who was playing guitar and told him to stop. The music stopped without further incident.



Harwich Police Department
Incident Report

Page: 1
09/06/2016

Incident #: 16-10923-OF
Call #: 16-10923

Date/Time Reported: 08/13/2016 2129
Report Date/Time: 08/14/2016 0016
Status: No Crime Involved

Reporting Officer: Sergeant Adam Hutton

Signature: _____

EVENTS (S)

LOCATION TYPE: Restaurant/Cafeteria Zone: HARWICHPORT
PERKS COFFEE SHOP
545 RT 28
HARWICH MA 02645

1 NOISE BYLAW / LICENSE VIOLATION

PERSON(S) PERSON TYPE SEX RACE AGE SSN PHONE

1 PERKS COFFE SHOP BUSINESS
545 RT 28
HARWICH MA 02645

NARRATIVE FOR SERGEANT ADAM E HUTTON

Ref: 16-10923-OF

This report is submitted by Sergeant Adam E. Hutton regarding a violation of the entertainment license at Perks Coffee Shop.

On Saturday, August 13, 2016 I was assigned as the supervisor for the evening shift. At approximately 2130hrs, dispatch received a call concerning the loud music and bright strobe lights at Perks Coffee Shop. A review of the address shows that this is the eighth response by the Harwich Police for a noise complaint at Perks Coffee Shop this summer. On this occasion, the complaint was valid as the music could be heard across the street in the Chamber of Commerce parking lot.

A condition of the entertainment license for Perks Coffee Shop states that the noise from the entertainment shall not exceed the licensed premises. I arrived in the parking lot of the Chamber of Commerce at approximately 2131hrs and parked directly next to the building. I exited my cruiser and could immediately hear the music coming from Perks Coffee Shop.

I approached the property and had a band member attempt to locate a staff member. The owner came out and I advised him that the music was too loud and the bright strobe lights probably were not a good idea either. He shut off the strobe lights and had the music turned down without an issue. There were no other complaints during the remainder of the establishments permitted entertainment time frame.

Respectfully Submitted,

Sgt. Adam E. Hutton

NUMBER
16-08S

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF HARWICH

FEE
\$75.00

**LICENSE FOR INNHOLDERS, COMMON VICTUALLERS
AND OTHER KEEPERS OF RESTAURANTS AND OTHER ESTABLISHMENTS**

In accordance with the provisions of Chapter 140 of the General laws as amended by Chapter 299 of the Acts of 1926, and amendments thereto, LICENSE is hereby granted to:

Go Industries Inc. d/b/a Perks

to conduct the amusements as herein described in connection with his regular business of innholder, common victualler, or owner, manager or controller of a café, restaurant or other eating or drinking establishment, on the premises owned by Same

of Harwich Port located at 545 Route 28

Description of Premises: Same

Description of amusements to be conducted: Recorded or live music with use of amplification,

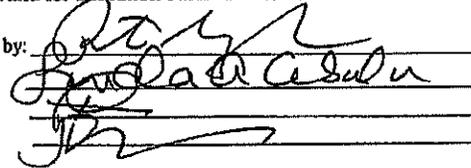
Guitar player

NOISE LEVEL NOT TO EXCEED LICENSES PREMISES.

To be conducted between the hours of: 6:00 p.m. – 10:00 p.m.

This LICENSE is granted as subject to the provisions of the General Laws, chapter one hundred and forty, sections twenty-two to thirty-two inclusive, and of chapter two hundred and seventy-two, sections twenty-five to twenty-seven inclusive, and amendments thereto, and shall not be valid for a location other than as herein described.

Date: April 1, 2016

License granted by: 

EXPIRES DECEMBER 31, 2016

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE

Suggested Minimum Regulations which will be required by the Licensing Authorities before approval of Licenses issued in accordance with the provisions of Chapter 299, Acts of 1926 and amendments thereto.

1. This license is granted and approved subject to compliance with the laws of this Commonwealth relative to the exposing, sale and keeping of liquor or other intoxicating beverages and with compliance with the following conditions: —
2. The premises shall be open at all times to inspection by any police officer or constable of the town, or by any State Police Officer.
3. No person or persons under the influence of intoxicating liquor or other intoxicating beverage, or having the appearance thereof, shall be granted admittance to or be permitted to remain in or upon any of the premises described in this license.
4. No dialogue, gesture, song, language or conversation of any description which is directly or indirectly obscene, lascivious or suggestive, shall be permitted to be used by any person or persons while in or upon the premises.
5. Muscle or suggestive dancing or any description or form is prohibited.
6. Gaming of any description, games at which a prize is offered, any game where money is exposed as a prize or inducement, wheels of change and jingle boards are prohibited.
7. Private dining rooms, booths or enclosures for the accommodation of less than four persons shall not be permitted and not less than four persons shall be allowed or permitted to occupy any such room or enclosure.
8. Rooms used for dining rooms and for dancing shall be so lighted as to render it possible to distinguish any person by every other person therein at all times.
9. The license will be suspended for non-compliance with any of the laws of this Commonwealth relating to this particular establishment, and may, after a hearing, be revoked.
10. Non-compliance with the provisions of any of the above regulations will be sufficient cause for suspension, and after hearing the license may be revoked.

By authority of and in compliance with the provisions of Chapter 299, Acts of 1926, and amendments thereto, the above minimum rules and regulations are hereby prescribed and approved.

Board of Selectmen

050600088
ALL RIGHTS RESERVED

LICENSE

050600088

ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF

The Town of Harwich CAPACITY 34

MASSACHUSETTS

HEREBY GRANTS A SEASONAL

GENERAL ON PREMISE LICENSE

License to Expose, Keep for Sale, and to Sell

All Kinds of Alcoholic Beverages

To Be Drunk On the Premises

To Go Industries Inc. d/b/a Perks

Taylor Powell, Manager

on the following described premises 545 Route 28, Harwich Port
Café located on first floor rear of building with 3 entrances. (2 on North side) (1 South side).
Patio area with exterior seating and porch area with exterior seating.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 188 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires ~~NOVEMBER 30, 2017~~ January 15th, 2017, unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 28th day of June 20 2016

The Hours during which Alcoholic Beverages may be sold are

From 8:00 A.M. - 1:00 A.M.

WEEKDAYS

10:00 A.M. - 1:00 A.M.

SUNDAYS & HOLIDAYS

[Handwritten Signature]

LICENSING BOARD

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

Ann Steidel

From: John Giorgio <JGiorgio@k-plaw.com>
Sent: Thursday, August 25, 2016 1:31 PM
To: Ann Steidel
Cc: Christopher Clark; Charleen Greenhalgh; Gregg J. Corbo
Subject: RE: Disciplinary Hearing - Excessive Noise - Perks

Ann:

Gregg Corbo has been in touch with the Chief regarding the Perks hearing on September 19th. He is out of the office for the rest of this week, but I know that he is planning on attending the hearing as well.

The notice should be sent by certified mail, just as you have set it up. There is no requirement that you also publish notice of the hearing in a local newspaper or that you notify abutters.

John

Kopelman and Paige is now KP | LAW

John W. Giorgio, Esq.
KP | LAW
101 Arch Street, 12th Floor
Boston, MA 02110
O: (617) 556 0007
D: (617) 654 1705
F: (617) 654 1735
C: (617) 785 0725
jgiorgio@k-plaw.com
www.k-plaw.com

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From: Ann Steidel [mailto:asteidel@town.harwich.ma.us]
Sent: Wednesday, August 24, 2016 3:46 PM
To: John Giorgio
Cc: Christopher Clark; Charleen Greenhalgh
Subject: Disciplinary Hearing - Excessive Noise - Perks

Hi John,

The Board of Selectmen would like to have a hearing on complaints of excessive noise by Perks in Harwich Port as reported by the Chief of Police.

I have attached a draft letter as well as the back up information for your review. Also, the Board would like someone from K&P to attend.

In addition to the letter, I assume I would advertise the hearing in the Cape Cod Chronicle. Is abutter notification required as well?

OFFICE OF THE SELECTMEN

PHONE (508) 430-7513
FAX (508) 432-5039

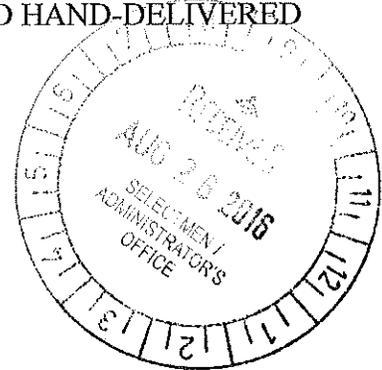
732 MAIN STREET, HARWICH, MA 02645



August 26, 2016

VIA U.S. CERTIFIED MAIL AND HAND-DELIVERED

Mr. Taylor Powell, Manager
Perks
545 Route 28
Harwich Port, MA 02646



Re: Notice of Disciplinary Hearing

Dear Mr. Powell:

On **September 19, 2016**, at 6:30 p.m. in the Donn B. Griffin Room, Harwich Town Hall, 732 Main Street, Harwich, Massachusetts, the Harwich Board of Selectmen, acting as the Town's Licensing Board, will hold a show cause hearing to hear charges regarding the entertainment license issued to you for the premises located at 545 Route 28, Harwich Port specifically: Excessive noise complaints reported on July 6, 2016, August 10, 2016 and August 13, 2016 and use of strobe lights on August 13, 2016.

You are requested to attend the hearing. You will be given an opportunity to be heard and to introduce evidence. You may be represented by counsel if you so choose.

You are hereby informed that in the event that the allegations are proven, the Board may take disciplinary action against the license, which may include for the purpose of modification, suspension, revocation, or cancellation.

HARWICH BOARD OF SELECTMEN
Acting as the Town's Licensing Board

I hereby certify that a copy of this notice was served to the aforementioned person on the 26th day of August, 2016

Michael D. MacAskill (AS)
Michael D. MacAskill, Chairman

By: Aram J.
Harwich Police Department

cc: Chief David Guillemette
Christopher Clark, Town Administrator
Board of Selectmen



HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7541 Fax 508-432-2530



DAVID J. GUILLEMETTE
Chief of Police

THOMAS A. GAGNON
Deputy Chief

Memorandum

TO: Board of Selectmen
Christopher Clark
Town Administrator

FROM: David J. Guillemette
Chief of Police

DATE: August 16, 2016

SUBJECT: Liquor / Entertainment License violation report



In accordance with Town of Harwich Liquor License Regulations I would like to bring to the boards attention three documented noise violations at Perks for your consideration as to whether to hold a public hearing on the matter. All supporting documentation is attached to this memo and all involved Harwich Police officers will make themselves available to provide testimony if a public hearing on the matter is scheduled.

I feel it is also necessary to advise the board of the following facts:

- On June 16, 2016 an information session was held at the Harwich Police Department for all establishments licensed under chapter 138 of Massachusetts General Laws (Liquor).
- At this informational meeting, which Perks personnel attended, copies of the Town of Harwich Liquor License Regulations were distributed and reviewed with the attendees. The common violations were discussed. See attached meeting agenda.
- On July 7, 2016 following some initial complaints, Lt. Kevin Considine had a phone conversation with the owner of Perks, Taylor Powell, and further explained to him the limitations of his entertainment and liquor license and how it would be a violation for noise to exceed the premises.

License violations are as follows:

- July 6, 2016 11 PM noise complaint at Perks. Manager spoken to and music turned down. See Harwich PD log entry call # 16-8841.
- August 10, 2016 10:09 PM report of loud music coming from Perks. Music shut down after police spoke with staff member. See report from Sgt. Goshgarian (16-10766-OF).
- August 13, 2016 9:29 PM call regarding loud music and bright strobe lights at Perks. Manager contacted, strobes shut off and music turned down. See report of Sgt. Hutton (16-10923-OF).



HARWICHPolice

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7541 Fax 508-432-2530



DAVID J. GUILLEMETTE
Chief of Police

THOMAS A. GAGNON
Deputy Chief

Liquor Licensee Meeting Agenda

June 16, 2016

10:00 a.m.

- ❖ Opening remarks and Introductions – Chief of Police
- ❖ Intent of meeting
- ❖ Distribution of Liquor License Regulations (Town of Harwich)
- ❖ Brief review of local regulations
- ❖ Review of violation process with local licensing authority
- ❖ ABCC Investigator Jamie Binienda
- ❖ Review of most frequent violations encountered by ABCC
- ❖ Preventing violations
- ❖ Questions
- ❖ Adjourn

For Date: 07/06/2016 - Wednesday

| <u>Call Number</u> | <u>Time</u> | <u>Call Reason</u> | <u>Action</u> |
|--------------------|--|--------------------|---------------|
| 16-8841 | 2300 | Noise Complaint | Investigated |
| Call Taker: | 2373 - PSD Telecommunicator IRIS G MCINALLY | | |
| Location/Address: | [HAR 1638] PERKS COFFEE SHOP - 545 RT 28 | | |
| Calling Party: | - HARPORT, MA 508-785-8100 | | |
| ID: | 139 - Patrol Mark T Holmes | | |
| | Disp-23:02:27 Enrt-23:02:44 Arvd-23:07:03 Clrd-23:12:00 | | |
| Narrative: | 07/06/2016 2312 PSD Telecommunicator IRIS G MCINALLY | | |
| | Spoke with manager at Perks re: noise, will turn down the music. | | |



Harwich Police Department
Incident Report

Page: 1
08/15/2016

Incident #: 16-10766-OF
Call #: 16-10766

Date/Time Reported: 08/10/2016 2209
Report Date/Time: 08/10/2016 2254
Status: No Crime Involved
Reporting Officer: Sergeant Aram Goshgarian

Signature: _____

EVENTS (S)

LOCATION TYPE: Restaurant/Cafeteria Zone: HARWICHPORT
PERKS COFFEE SHOP
545 RT 28
HARWICH MA 02645

1 NOISE BYLAW VIOLATION

PERSON (S) PERSON TYPE SEX RACE AGE SSN PHONE

1 PERKS COFFE SHOP BUSINESS
545 RT 28
HARWICH MA 02645

NARRATIVE FOR SERGEANT ARAM V GOSHGARIAN

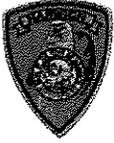
Ref: 16-10766-OF

This report is submitted by Patrol Sergeant Aram Goshgarian and is regarding a violation of the entertainment license at Perks Coffee Shop.

On Wednesday, August 10, 2016 I was assigned as the Shift Supervisor. At 2209hrs, a call was received from a guest of the Grey Gull Guest House which is located directly next to Perks. The caller was reporting loud music coming from Perks Coffee Shop. This was the seventh response for a noise complaint at Perks this summer. However, five of the seven complaints were unfounded upon the arrival of Police Officers.

The entertainment license for Perks has a time restriction of 1800hrs-2200hrs and the noise from the entertainment shall not exceed the licensed premises. I arrived at 2217hrs and parked in the Schoolhouse Parking lot. Since Perks is an outdoors venue, I could hear the music as I walked across Route 28.

I stood on the walkway that leads into the outdoor seating area when I was approached by a staff member. I told her that the music needed to stop. I advised her that the entertainment license was only valid until 2200hrs and it was clearly beyond that time. She was very cooperative and immediately went over to the person who was playing guitar and told him to stop. The music stopped without further incident.



Harwich Police Department
Incident Report

Page: 1
08/15/2016

Incident #: 16-10923-OF
Call #: 16-10923

Date/Time Reported: 08/13/2016 2129
Report Date/Time: 08/14/2016 0016
Status: No Crime Involved
Reporting Officer: Sergeant Adam Hutton

Signature: _____

EVENTS (S)

LOCATION TYPE: Restaurant/Cafeteria Zone: HARWICHPORT
PERKS COFFEE SHOP
545 RT 28
HARWICH MA 02645

1 NOISE BYLAW / LICENSE VIOLATION

PERSON(S) PERSON TYPE SEX RACE AGE SSN PHONE

1 PERKS COFFE SHOP BUSINESS
545 RT 28
HARWICH MA 02645

NARRATIVE FOR SERGEANT ADAM E HUTTON

Ref: 16-10923-OF

This report is submitted by Sergeant Adam E. Hutton regarding a violation of the entertainment license at Perks Coffee Shop.

On Saturday, August 13, 2016 I was assigned as the supervisor for the evening shift. At approximately 2130hrs, dispatch received a call concerning the loud music and bright strobe lights at Perks Coffee Shop. A review of the address shows that this is the eighth response by the Harwich Police for a noise complaint at Perks Coffee Shop this summer. On this occasion, the complaint was valid as the music could be heard across the street in the Chamber of Commerce parking lot.

A condition of the entertainment license for Perks Coffee Shop states that the noise from the entertainment shall not exceed the licensed premises. I arrived in the parking lot of the Chamber of Commerce at approximately 2131hrs and parked directly next to the building. I exited my cruiser and could immediately hear the music coming from Perks Coffee Shop.

I approached the property and had a band member attempt to locate a staff member. The owner came out and I advised him that the music was too loud and the bright strobe lights probably were not a good idea either. He shut off the strobe lights and had the music turned down without an issue. There were no other complaints during the remainder of the establishments permitted entertainment time frame.

Respectfully Submitted,

Sgt. Adam E. Hutton

Harwich Port Entertainment Licenses
as of August 2016

| Establishment | Weekday Entertainment | Sunday Entertainment |
|----------------------|--|----------------------|
| Cape Sea Grille | 5:00 pm to 12:00 am | No |
| Ember | 5:00 pm to 12:00 am inside 5:00 pm to 10:00 pm inside | No |
| Jake Rooney's | 8:00 pm to 12:00 am | 1:00 pm to 12:00 am |
| Land Ho | 11:30 am to 10:00 pm | 6:00 pm to 10:00 pm |
| Mad Minnow | 12:00 pm to 10:00 pm | 12:00 pm to 10:00 pm |
| Mooncussers | 5:00 pm to 12:00 am | No |
| Perks | 6:00 pm to 10:00 pm | No |
| Sundae School | 11:00 am to 10:30 pm | 1:00 pm to 10:30 pm |
| Villa Roma | 5:00 pm to 1:00 am | No |
| Wychmere Harbor Club | 11:30 am to 1:00 am | 11:00 am to 1:00 am |

Town of Harwich, MA
Wednesday, August 31, 2016

Chapter 189. Noise

[HISTORY: Adopted by the Special Town Meeting of the Town of Harwich 5-5-2009 by Art. 1; amended in its entirety 5-3-2011 STM by Art. 20. Subsequent amendments noted where applicable.]

GENERAL REFERENCES

Peace and good order — See Ch. 214.

§ 189-1. Definitions; regulations; exemptions; special permits; violations and penalties.

[Amended 5-7-2012 ATM by Art. 23]

A. Definitions. As used by this bylaw, the following terms shall have the meanings indicated:

PLAINLY AUDIBLE

Any sound from a source regulated by this bylaw that can be detected above routine or normal ambient background noise by unaided human hearing.

SOUND AMPLIFICATION SYSTEM

Any fixed or portable system to operate or amplify sound, including, but not limited to, phonograph, radio, television, stereo, record player, tape player, cassette player, compact disk player, digital music player, "boom box," or loud speaker.

- B. It shall be unlawful for any person or persons to cause or allow any noise which emanates from any building, boat, structure, vehicle, premises, or any sound amplification system, which is plainly audible at a distance of 150 feet from any such building, boat, structure, vehicle, premises or sound amplification system. The fact that the noise is plainly audible at a distance of 150 feet from the building, structure, vehicle, boat, premises or sound amplification system in which or from which it originates shall constitute prima facie evidence of a violation of this section. Each such act, which constitutes a violation of this section, which either continues or is reported more than 30 minutes after the issuance of a warning or citation to cease said activities, shall be considered a separate offense and shall be prosecuted as a separate offense in accordance with § 189-1E.
- C. Sounding horns excessively. It shall be unlawful to sound or use automobile, truck or other motor vehicle horns or similar signaling devices upon the public streets, alleys, parking lots, or thoroughfares of the Town in excess of those signals necessary for the preservation of safety and is a violation of this bylaw at anytime.
- D. For the purposes of this bylaw, noises which disturb the reasonable quiet, comfort, repose, or health of others shall include loading or unloading activities, use of power tools and equipment, use of lawn or landscaping equipment, loud outcries, and other loud or boisterous noises which are not specifically exempted by § 189-1F and which are plainly audible at a distance of 150 feet from their source between 10:00 p.m. and 7:00 a.m., except as otherwise indicated as outlined in § 189-1B.

- E. Procedure upon violation. It shall be the duty of any police officer of this town to order any person or persons so acting as to violate the provisions of this bylaw to cease any prohibited activities which are specified in this bylaw, and if the person or persons so ordered does not forthwith obey, the officer may issue a noncriminal citation with a fine of \$150 for the first violation and \$300 for each subsequent violation.
- (1) If the person or persons responsible for violation(s) of this bylaw cannot be determined, then the person in lawful custody and/or control of the premises where the violation(s) occurred, including but not limited to the owner, lessee, manager, or occupant of the property, may be deemed responsible for the violation(s).
 - (2) Any person or persons who commit, in the presence of a police officer, a violation of this article, which amounts to a breach of the peace or anticipatory breach of the peace, may be arrested without a warrant.
 - (3) Whoever violates any provision of this bylaw may be penalized by indictment or on complaint brought in the District Court. Except as may be otherwise provided by law and as the District Court may see fit to impose, the maximum penalty for each violation or offense shall be \$300.
 - (4) The Town may enforce this bylaw or enjoin violations thereof through any lawful process, and the election of one remedy by the Town shall not preclude enforcement through any other lawful means.
- F. Exemptions. The following uses and activities shall be exempt from the noise level regulations:
- (1) Any law enforcement motor vehicle equipped with any communication or signaling device necessary in the performance of law enforcement duties.
 - (2) Any fire apparatus, ambulance, rescue, or emergency response vehicle in performance of their public safety responsibilities.
 - (3) Any emergency vehicle equipped with any communication device necessary in the performance of any emergency procedures.
 - (4) Any highway maintenance, water department, or public utilities vehicle utilizing an amplified communications system in the performance of their responsibilities.
 - (5) Announcing systems at sanctioned sporting or other authorized public events.
 - (6) Noises of safety signals, warning devices and emergency pressure relief valves during public emergencies.
 - (7) Noises resulting from any authorized vehicle(s) responding to an emergency call or acting in time of emergency.
 - (8) Noises resulting from activities of a temporary duration permitted by law and/or for which a license or permit has been granted by the Town.
 - (9) Parades, music festivals, public gatherings, and events for which the Selectmen have issued a permit.
 - (10) Bells, chimes or carillons, or their amplified, recorded, or other electronic substitution while being used for religious purposes, in conjunction with religious services or to denote time intervals between the hours of 7:00 a.m. and 10:00 p.m.
 - (11) Snow removal from private parking lots, drives, roadways, and other vehicle- or pedestrian-traveled surfaces.

(12) Noises for which the Board of Selectmen has granted a special permit.

(13) Noise resulting from activities of any agricultural operation.

G. Application for special permit.

(1) Application for a permit for relief from the noise level designated in this chapter on the basis of undue hardship may be made to the Board of Selectmen.

(2) Any permit granted by the Selectmen shall set forth all conditions pertaining to the specified noise and a reasonable time limit for its abatement.

(3) The holders of licenses to provide alcoholic beverages and/or entertainment shall comply with any noise allowances and/or restrictions imposed upon such licenses, and in the case of a conflict between individual license allowances or restrictions and this bylaw, the terms of the license shall apply, and a violation of any such allowances or restrictions shall also constitute a violation of this bylaw.

H. Severability clause. If any part of this bylaw is deemed to be contrary to state or federal law by the Attorney General, that part can be severed without affecting any other part of this bylaw.

Ann Steidel

From: Lincoln Hooper <highway@cape.com>
Sent: Wednesday, September 07, 2016 2:51 PM
To: Christopher Clark
Cc: Ann Steidel; Steven Tupper; Jerry Beltis
Subject: RSA Presentation to BOS

Hi Chris,

Per your request I have arranged for Steven Tupper, Cape Cod Commission Transportation Planner, to attend the Board of Selectmen's meeting on September 19, 2016, to share the process and findings of the Route 39 / Pleasant Bay Road Road Safety Audit.

I would like to highlight a few facts and offer my recommendation on the intersection below:

- Although there were two accidents in August, they were both due to failure to yield right of way. That is, the cars stopped, but then proceeded into the intersection without looking in both directions.
- Including these two accidents, there have only been three accidents since we restriped the area with the median concept last November. I don't want to jinx ourselves here, but this is the least amount of accidents at this intersection for any year that Steve gathered data for. That's 3 accidents in 10 months.
- I am currently working with a few of the abutters to improve sight lines as recommended in the RSA report.
- I plan on changing some of the signage as recommended in the RSA report.

I believe the incremental improvements we have made at this intersection (flashing LED stop signs, removal of several trees, stripped median, etc.) have begun to pay off and should be given an opportunity for the data to support this assertion before considering major alterations (signalization or round-a-bout) to the site.

Please contact me should you require any additional information. Thank you,

Link



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Town of Harwich Road Safety Audit Route 39 (Orleans Road) at Pleasant Bay Road

July 29, 2016



Prepared by the Cape Cod Commission in cooperation with the Town of Harwich and
MassDOT Highway Division, Traffic Safety, and District 5 Offices.



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Background

All levels of government— local, regional, state, and federal—have been considering locations where crashes are most severe for many years. Several years ago the national consensus was that there should be goals to reduce crashes, and in the 2005 federal legislation: Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), there was more emphasis on improving highway safety along with a dedicated funding program—the Highway Safety Improvement Program (HSIP). The latest federal legislation: Fixing America’s Surface Transportation (FAST), signed into law on December 4, 2015, retains the Highway Safety Improvement Program (HSIP) as one of its core highway programs.

In an effort to reduce the number of crash-related fatalities and incapacitating injuries, Massachusetts developed a Strategic Highway Safety Plan in 2006. The mission of the Safety Plan is to “Develop, promote, implement, and evaluate data-driven, multidisciplinary strategies to maximize safety for users of the roadway system.” One of the many strategies noted in the Safety Plan is to “conduct Road Safety Audits at high-crash locations throughout the Commonwealth.” MassDOT incorporated the Road Safety Audit as a requirement for securing Federal funding (Highway Safety Improvement Program [HSIP] funds) for safety projects.

The Federal Highway Administration (FHWA) defines a Road Safety Audit as the formal safety examination of an existing or future road or intersection by an independent, multidisciplinary team. The purpose of a Road Safety Audit is to identify potential safety issues and possible opportunities for safety improvements while considering all roadway users.

The Cape Cod Commission (CCC), serving as the regional planning agency for the fifteen towns on Cape Cod, has reviewed many transportation locations over the years during various processes, including the Regional Transportation Plan, the Transportation Improvement Program, and Developments of Regional Impact, considering the existing safety issues and potential improvements. In addition, the CCC began looking at specific safety locations annually through safety studies and Road Safety Audits. A portion of the federal HSIP funds are allocated for improvements to the region’s highest crash locations.

This RSA evaluates the intersection of Route 39 (Orleans Road) at Pleasant Bay Road in Harwich, MA as shown in Figure 1.



Road Safety Audit Multidisciplinary Team

The Road Safety Audit was scheduled with representatives of the Massachusetts Department of Transportation (MassDOT), town officials, and representatives of other stakeholders. The Road Safety Audit meeting was held on June 1, 2016, beginning at 1:00 p.m., at the Harwich Town Hall. The multidisciplinary team also visited the site during the Road Safety Audit meeting, and then reconvened at the Town Hall.

| Audit Team Member | Agency / Affiliation |
|--------------------------|---|
| Aram Goshgarian | Harwich Police Department |
| Dave LeBlanc | Harwich Fire Department |
| Christopher Clark | Harwich Administration |
| Lincoln Hooper | Harwich Department of Public Works |
| Bob Cafarelli | Harwich Engineering |
| Jerry Beltis | Harwich Traffic Safety Committee |
| Jerry Scannell | Harwich Traffic Safety Committee |
| Robert Gregory | MassDOT Highway Division– District 5 Traffic |
| Jason Walters | MassDOT Highway Division– District 5 Projects |
| Lisa Schletzbaum | MassDOT Highway Division/Safety |
| Steven Tupper | Cape Cod Commission |



Project Location and Description

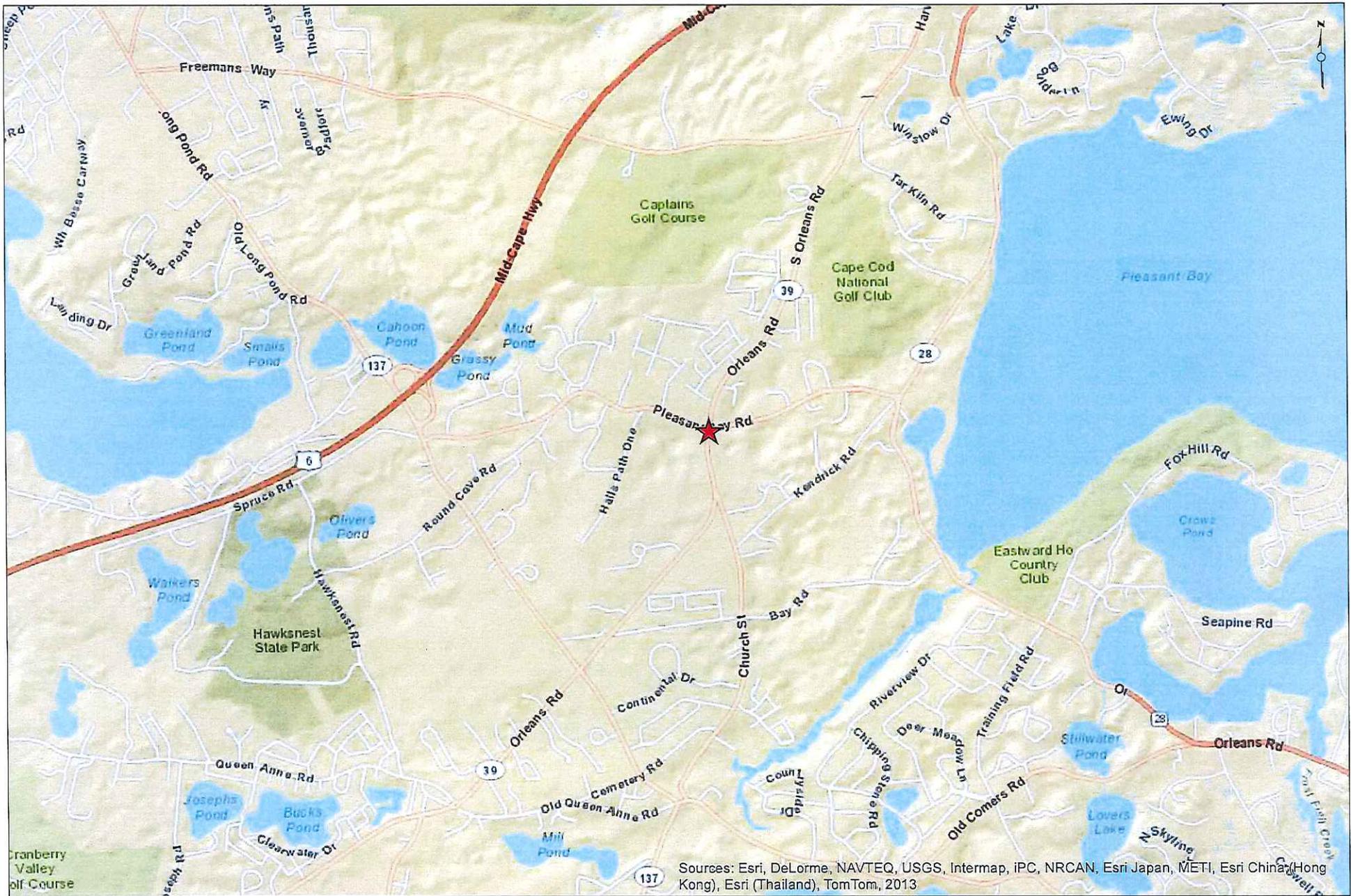
Route 39 (Orleans Road) at Pleasant Bay Road in Harwich is a four-way unsignalized intersection shown on the locus map in Figure 2. The intersection serves both regional and local traffic. The location of the intersection makes it important for commercial and non-commercial trips between the towns of Harwich, Brewster, Orleans, and Chatham.

Figure 3 shows a close-up view of the intersection (imagery from May 2015). All four approaches consist of a single multi-purpose lane. The westbound and eastbound Pleasant Bay Road approaches are stop controlled. There are no dedicated pedestrian or bicyclist accommodation.

A number of physical changes to the intersection have been made over the years to address on-going safety issues. These changes include the installation of flashing-LED stop signs with “Cross Traffic Does Not Stop” plaques, installation of stop ahead signs, installation of “Dangerous Intersection Ahead” signs, tree removal, vegetation trimming, and installation of a painted median.

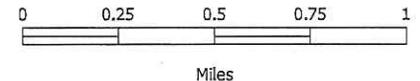


Figure 1 - View from Pleasant Bay Road looking east, showing LED stop sign



Sources: Esri, DeLorme, NAVTEQ, USGS, Intermap, IPC, NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), TomTom, 2013

Figure 2 – Locus Map



The information depicted on these maps is for planning purposes only. It is not adequate for legal boundary definition, regulatory interpretation, or parcel level analysis. It should not substitute for actual on-site survey, or supersede deed research.

User: stupper Date: 7/1/2016

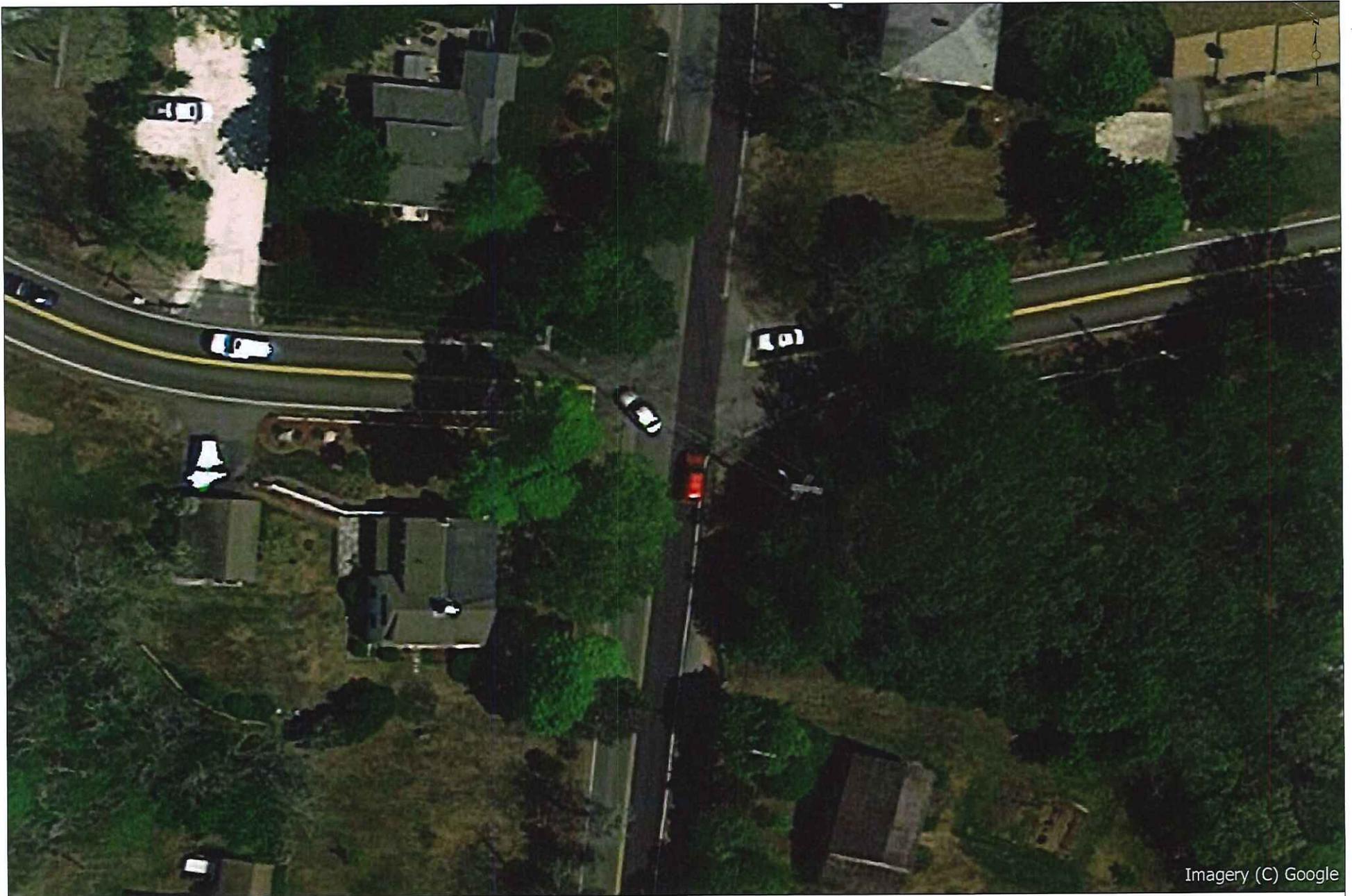
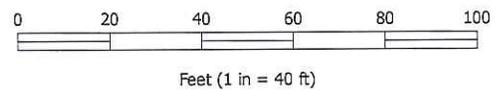


Figure 3 – Close Aerial View of Intersection



Imagery (C) Google

The information depicted on these maps is for planning purposes only. It is not adequate for legal boundary definition, regulatory interpretation, or parcel level analysis. It should not substitute for actual on-site survey, or supersede deed research.

User: stupper

Date: 7/1/2016





Project Data

Crash reports were requested from the Town of Harwich for this Road Safety Audit and were supplied by the Harwich Police Department. The crash data were reviewed and a collision diagram was developed. The reported crashes were analyzed based on year, month, day of week, crash time, collision severity, collision type, ambient light condition, weather condition, road surface condition, driver contributing code noted on the crash report.

From the reports provided by Harwich Police Department, 31 crashes occurred at the location between 2013 and 2015 with 16 property-damage-only crashes, 15 injury crashes, and no fatal crashes. The resulting Equivalent Property Damage Only (EPDO) crash count is 91. EPDO is an indicator of overall severity; Property Damage Only crashes are scored with a value of 1, Injury crashes are scored with a value of 5, and Fatality crashes are scored with a value of 10. There was a fatal crash at this location in 2006.

No clear trends were evident in terms of year, month, day of week, or crash time. The safety issue appears to be a year-round problem not particularly sensitive to traffic volume fluctuations.

Of the 31 crashes, the vast majority (84%) were angle crashes; the remainder were either single vehicle (10%) or rear-end (6%) crashes.

Analysis of ambient conditions at the time of the crash (lighting, weather, and road surface) did not indicate a clear influence of these factors on crashes.

The most frequent driver contributing code noted on the crash reports was “failure to yield right of way” with several instances of inattention also noted.

Cape Cod Commission staff also prepared reports of the traffic volume data at the intersection.

The collision diagram, an analysis of crash factors, and the traffic count data are included in the Appendix A.



Road Safety Audit Observations and Potential Improvements

On Wednesday, June 1, 2016 the Road Safety Audit Team met at the Harwich Town Hall for a discussion of the existing conditions, visited the site for field observations, and returned to discuss the safety issues at the location. The summary crash data, a collision diagram, and traffic volume reports were brought to the Road Safety Audit team meeting, and are included in Appendix A.



Figure 4 - View looking south, showing newly installed painted median

The following safety issues were identified through the site visit and discussions with the Road Safety Audit team.



Safety Issue #1. Obstructions

A Policy on Geometric Design of Highways and Streets (2011), prepared by the American Association of State Highway and Transportation Officials, is the definitive reference manual on roadway design. The manual states that “each quadrant of an intersection should contain a triangular area free of obstructions that might block an approaching driver’s view of potentially conflicting vehicles.” This clear sight triangle is also needed to provide “sight distance for a stopped vehicle on a minor-road approach to depart from the intersection and enter or cross the major road.”

Observations:

Team members observed several trees and hedges obstructing the sight lines for drivers approaching the intersection. While it was noted that Town staff and home owners have made efforts to keep vegetation well-trimmed, sight distance obstructions remain. These obstructions are limiting drivers’ ability to see and appropriately react to potential hazards.

Obstructions on the southwest and southeast quadrant of the intersection are restricting the ability of drivers traveling north on Route 39 to see vehicles potentially crossing their path from Pleasant Bay Road. Figure 5 shows the view of a driver traveling northbound on Route 39 approximately 360 feet south of the intersection. This is the approximate distance required for a driver traveling 45 mph to identify a potential conflict and safely stop. Trees on the west side of Route 39 and hedges on the east side of Route 39 are limiting drivers’ ability to see potential crossing vehicles.



Figure 5 - View looking north from Route 39 approximately 360 feet south of the intersection (intersection circled in red)



Obstructions on the southwest and southeast quadrant of the intersection are also restricting the ability of drivers stopped on Pleasant Bay Road to view vehicles approaching from the south on Route 39.

Figure 6 shows the view of a driver traveling westbound on Pleasant Bay Road looking south on Route 39. The hedges on the east side of Route 39 obstruct the view of oncoming traffic. Assuming vehicles on Route 39 are traveling 45 mph, a driver turning left out of Pleasant Bay Road should be provided clear sight lines to see vehicles 500 feet south down Route 39. The current available sight distance is less than 500 feet.



Figure 6 - View looking south down Route 39 from the Pleasant Bay Road eastbound



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Figure 7 shows the view of a driver traveling eastbound on Pleasant Bay Road looking south on Route 39. The trees on the west side of Route 39 obstruct the view of oncoming traffic. Assuming vehicles on Route 39 are traveling 45 mph, a driver turning left out of Pleasant Bay Road should be provided clear sight lines to see vehicles 500 feet south down Route 39.



Figure 7 - View looking south down Route 39 from the Pleasant Bay Road westbound



Another obstruction noted was a tree on the north side of the westbound Pleasant Bay Road approach partially blocking the view of the LED stop sign as shown in Figure 8. This obstruction partially obscures the LED stop sign when drivers are more than 300 feet from the intersection. From 300 feet in, the LED stop sign is fully visible. The advanced stop signage is visible from well beyond 500 feet of the intersection.

Given that the sign is visible well advanced of the intersection, censuses was that removing this tree would not have a significant safety benefit. Adding a supplemental stop sign on the left sign of the road, as discussed in the next section of the report, would likely have a greater safety benefit.



Figure 8 – Pleasant Bay Road westbound approach showing partially obscured stop sign

Potential Enhancements:

Remove trees and hedges to the south of the intersection that are currently obstructing sight lines



Safety Issue #2. Pavement Markings & Signage

The traffic control devices, including pavement markings and signs, are critical for the safety of all roadway users. The *Manual on Uniform Traffic Control Devices (MUTCD)* sets minimum standards and provides guidance to ensure uniformity of traffic control devices across the nation.

Observations

The placement of stop lines and stop signs at both Pleasant Bay Road approaches was discussed extensively by team members. Moving the stop lines closer to Route 39 encourages drivers to stop closer to Route 39 providing for better sight lines. However, moving the vehicles closer to Route 39 also presents issues for vehicles, particularly large trucks, turning onto Pleasant Bay Road.

Proper placement depends in large part on the degree to which vegetation is removed within the intersection sight triangles. As such, the placement of the stop lines and stop signs should be reassessed after such changes to the intersection are made.



Figure 9 – Looking south on Route 39, showing stop line placement on Pleasant Bay Road

A team member noted a speed limit sign on Route 39, approximately 1/2 mile north of the intersection, was currently tilted as shown in Figure 10. There were also questions about the spacing of the sign with other in the area, the condition of the sign, and whether or not it is an appropriate location for the sign. A review of speed limit signs along the corridor, beyond the area of this project, may be warranted.



Figure 10 – Tilted speed limit sign on Route 39

Team members discussed making improvements to the Pleasant Bay approaches to ensure drivers are aware that they will be required to stop at the intersection. Improvements to that end that have been completed by Town staff to date, include the installation of stop ahead signage and flashing LED stop signs as shown in Figure 11. Additional potential improvements discussed include installing a secondary (left side) stop sign eastbound approach and installing “Stop Ahead” pavement markings on both Pleasant Bay Rd approaches. It was noted that any pavement markings placed in the travel lanes should use an application technique designed to maintain skid resistance, particularly in consideration of motorcyclist and bicyclists.



Figure 11 – Looking east on Pleasant Bay Road, showing LED stop sign



Team members discussed making improvements to Route 39 to improve advanced warning of the intersection. Figure 12 shows the current signage approaching the intersection from the south. Potential improvements discussed include installation of a cross road ahead sign (W2-1) on Route 39 northbound and adding street names to intersection ahead signs on both Route 39 approaches.



Figure 12 – Looking north on Route 39, showing current signage

Team members also discussed the recently installed painted median, as shown in Figure 4 and Figure 9, and potential adjustments to it. Town staff noted that early feedback on the painted median (installed in November 2015) has been positive.

The installation of the painted median seems to give drivers on Pleasant Bay Road an impression that they are crossing a major road and that they should proceed with care. The effect on Route 39 drivers is less clear. While it certainly makes drivers take note of the intersection, it is unclear if it has slowed vehicle speeds.

One potential adjustment to the painted median would be to narrow the painted median and move the edge lines in, increasing the shoulder width. This would push Route 39 drivers away from the edge of roadway, allowing drivers on Pleasant Bay Road to stop a bit closer to Route 39 and improving sight lines.

The Board of Selectmen previously approved installation of transverse speed reduction markings on both Route 39 approaches to the intersection as shown Traffic Rule in Appendix E. A schematic of these marking is also included in Appendix E. These MUTCD-approved markings are to “be placed in advance of an unexpectedly severe horizontal or vertical curve or other roadway feature where drivers need to decelerate prior to reaching the feature and where the desired reduction in speeds has not been achieved by the installation of warning signs and/or other traffic control devices.” (2010 MUTCD)

Potential Enhancements

Review stop sign and stop line placement

Review speed limit signs placed along the Route 39 corridor

Install secondary (left side) stop signs on Pleasant Bay Rd westbound approach



Install “Stop Ahead” pavement marking on both Pleasant Bay Rd approaches

Install cross road ahead sign (W2-1) on Rte 39 northbound and remove the damaged intersection ahead speed limit sign

Add street names tabs to intersection ahead signs

Move edge lines in and narrow painted median

Install transverse speed reduction markings

Safety Issue #3. Speed

The distance required for a driver traveling 30 mph (advisory speed limit) to identify a potential conflict and safety stop is approximately 200 feet. This distance increases to 360 feet if the vehicle is traveling at 45 mph (posted speed limit).

Observations

Team members noted that speeds of vehicles on Route 39 pose a hazard at this location. Based on the crash reports and observations of local team members, high vehicle speeds increase the frequency and severity of crashes at this intersection. It was noted that the momentum involved in many of these crashes pushed the impacted vehicle across the intersection and into a third vehicle.

Efforts to reduce speed were discussed to help avoid crashes and, in the event they occur, reduce their severity. As a first step, team members suggested measurements of existing speeds on Route 39 be made. Depending on these measurements, the appropriateness of the posted speed limit could be evaluated. Based on the trends of the speed measurements, the police department could consider speed enforcement targeted to the worst times of the day.

Beyond speed limit review and enforcement activities, team members discussed potential physical changes to the roadway to affect vehicle speeds. One potential improvement discussed was installing radar-based “Your Speed Is” signs on Route 39. As a more long-term consideration, there was discussion of converting the painted median to a mountable, raised median. Full access would need to be maintained for all vehicles.

Potential Enhancements

Review posted speed limit and update as appropriate

Continue assessment and focus periodic enforcement

Install “Your Speed Is” signs on Rte 39

Replace painted median with mountable, raised median (maintain full access)



Safety Issue #4. Pavement Condition and Drainage

Observations

While the intersection appeared to generally be well-designed for drainage, a team member noted seeing some ponding during a recent heavy rain event. This ponding is shown in Figure 13.



Figure 13 - Looking west, showing ponding during heavy rain event

Team members observed vehicles tracking over the corners of the intersection as shown in Figure 14. This could cause damage to the edge of pavement and, potentially, the adjacent catch basin.



Figure 14 – Northeast corner of intersection, showing vehicle tracks over corner

While the pavement in the vicinity of the intersection was observed to be generally serviceable, a milling and repaving of Route 39 will be required in the future.

Potential Enhancements

Clean/repair catch basin as necessary

Repair/reinforce corner

Mill and repave full width of Route 39

Safety Issue #5. Intersection Control

Conversion of a two-way stop controlled intersection to a roundabout has been shown to reduce injury and fatal crashes by 82% (Federal Highway Administration, National Cooperative Highway Research Program Report 672).

Observations

Given the crash history of location conversion of this two-way stop-controlled intersection to a higher level of traffic control was discussed. It was noted that courtesy is often extended to side street vehicles by drivers on Route 39, at times, resulting in confusion about who has the right of way.

Conversion to a four-way stop-controlled was discussed but eliminated from consideration given the traffic volumes present at this location. Conversion to a roundabout or a traffic signal was discussed as possible alternatives. While a roundabout was seen as more in character with the area than a traffic signal, it was acknowledged that significant public outreach would be required before considering either of these alternatives.

There was also discussion of installing a flashing beacon over the intersection. The beacon would not change the level of control at the intersection, but would rather reinforce the existing control. The Route 39 approaches would see a flashing yellow indication while the Pleasant Bay Road approaches would see a flashing red indication. It was acknowledged that these installations typically have a relatively low safety payoff and can be seen as a nuisance by neighbors. Furthermore, the tree canopy, particularly on the Pleasant Bay Road approaches, would likely restrict drivers' ability to see the beacon. Significant tree trimming and or removal would be required for any safety benefit to be realized from this potential enhancement.

Potential Enhancements

Install flashing beacon

Install roundabout

Install traffic signal



Safety Issue #6. Multi-modal Accommodation

Observations

While this intersection does not typically experience a high level of pedestrian or bicyclist activity, it was acknowledged that it is an important route for some non-motorists. Figure 15 shows a bicyclist traveling north on Route 39.



Figure 15 – Bicyclist traveling north on Route 39

There is no dedicated accommodation for pedestrians or bicyclists at the intersection and very little shoulder on the approaching roadways. While many team members expressed a desire to safely accommodate non-motorists, they recognized that isolated improvements at this intersection may not be of particular value. In the event that a geometric change is made to this intersection, consideration should be given to improving bicycle and pedestrian accommodation.

Potential Enhancements

Consider improved bicycle/pedestrian accommodation if any geometry change are considered



Summary of Road Safety Audit

The summary list of the Road Safety Audit observations and enhancements is provided in Table 1 to assist in the design and/or implementation of potential improvements elicited during the process. It is also recommended that any design process for more involved geometric changes include further analysis and public input.

Safety payoff estimates are subjective judgement of the potential effectiveness of the potential enhancement. Where available, documented crash reduction factors were used to develop these safety payoff estimates.

The time frame is categorized as short-term (<1 year), medium-term (1 to 3 years), or long-term (>3 years). The costs are categorized as low (<\$10,000), medium (\$10,001 to \$50,000), or high (>\$50,000).

Table 1 - Potential Safety Enhancement Summary

| Safety Issue | Potential Safety Enhancement | Safety Payoff | Time Frame | Cost | Responsible Agency |
|---|--|---------------|------------|-------------|--------------------|
| Obstructions | Remove trees and hedges to the south of the intersection that are currently obstructing sight lines | Medium-High | Short | Low | Town |
| Pavement markings & signage | Review stop sign and stop line placement | Medium | Short | Low | Town |
| | Review speed limit signs placed along the Route 39 corridor | Low | Short | Low | |
| | Install secondary (left side) stop signs on Pleasant Bay Rd westbound approach | Low | Medium | Low | |
| | Install "Stop Ahead" pavement marking on both Pleasant Bay Rd approaches | Low | Medium | Low | |
| | Install cross road ahead sign (W2-1) on Rte 39 northbound and remove the damaged intersection ahead speed limit sign | Low | Medium | Low | |
| | Add street names tabs to intersection ahead signs | Low | Medium | Low | |
| | Move edge lines in and narrow painted median | Low | Medium | Medium-High | |
| Install transverse speed reduction markings | Low | Medium | Low | | |
| Speed | Review posted speed limit and update as appropriate | Low-Medium | Medium | Low | Town |
| | Continue assessment and focus periodic enforcement | Low | Medium | Low | |
| | Install "Your Speed Is" signs on Rte 39 | Low | Medium | Medium | |
| | Replace painted median with mountable, raised median (maintain full access) | Medium | Medium | High | |
| Pavement conditions & drainage | Clean/repair catch basin as necessary | Low | Short | Low | Town |
| | Repair/reinforce corner | Low | Short | Low | |
| | Mill and repave full width of Rte 39 | Low | Long | High | |
| Intersection control | Install flashing beacon | Low | Medium | Medium-High | Town |
| | Install roundabout | High | Long | High | |
| | Install signal | High | Long | High | |
| Multi-modal accommodation | Consider improved bicycle/pedestrian accommodation if any geometry change are considered | Medium | Long | High | Town |



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Appendix A

Road Safety Audit Meeting Agenda

3225 MAIN STREET • P.O. BOX 226
BARNSTABLE, MASSACHUSETTS 02630



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(508) 362-3828 • Fax (508) 362-3136 • www.capecodcommission.org

Road Safety Audit (RSA) Meeting

Harwich: Intersection of Route 39 (Orleans Road) at Pleasant Bay Road

Date: June 1, 2016

Location: Harwich Town Hall, 732 Main Street, Harwich, MA 02645

1:00 p.m. Welcome and Introductions

1:10 p.m. Review of Site-Specific Material

- Crash and Traffic Volume Summaries
- Existing Geometries and Conditions

1:30 p.m. Visit the Site (Group)

- Assemble as a group at the site for observation of conditions
- As a group, identify areas for improvement

2:15 p.m. Post-Visit Discussion at Meeting Room / Completion of RSA

- Discuss observations and finalize on-site findings
- Discuss potential improvements and draft recommendations

3:00 p.m. Adjourn

Next Steps: After the RSA meeting, CCC staff will prepare a draft document and circulate it to participants. Participants will be asked to comment and respond to the draft document to assure that it is reflective of the RSA completed by the multidisciplinary team. With comments submitted, a final document is then produced; the final document is expected to be available within three weeks of the RSA.





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Appendix B

Road Safety Audit Team Contact List

Participating Audit Team Members

| Audit Team Member | Agency / Affiliation | Email Address |
|--------------------------|---|-------------------------------|
| Aram Goshgarian | Harwich Police Department | agoshgarian@harwichpolice.com |
| Dave LeBlanc | Harwich Fire Department | dleblanc@harwichfire.com |
| Christopher Clark | Harwich Administration | cclark@town.harwich.ma.us |
| Lincoln Hooper | Harwich Department of Public Works | highway@cape.com |
| Bob Cafarelli | Harwich Engineering | rcafarelli@town.harwich.ma.us |
| Jerry Beltis | Harwich Traffic Safety Committee | jbeltis@comcast.net |
| Jerry Scannell | Harwich Traffic Safety Committee | maxflex2@gmail.com |
| Robert Gregory | MassDOT Highway Division-- District 5 Traffic | robert.gregory@state.ma.us |
| Jason Walters | MassDOT Highway Division-- District 5 Projects | jason.walters@state.ma.us |
| Lisa Schletzbaum | MassDOT Highway Division/Safety | lisa.schletzbaum@state.ma.us |
| Steven Tupper | Cape Cod Commission | stupper@capecodcommission.org |



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Appendix C

Collision Diagram & Crash Report Summary

COLLISION DIAGRAM

Location: Orleans Road (Route 39) at Pleasant Bay Road

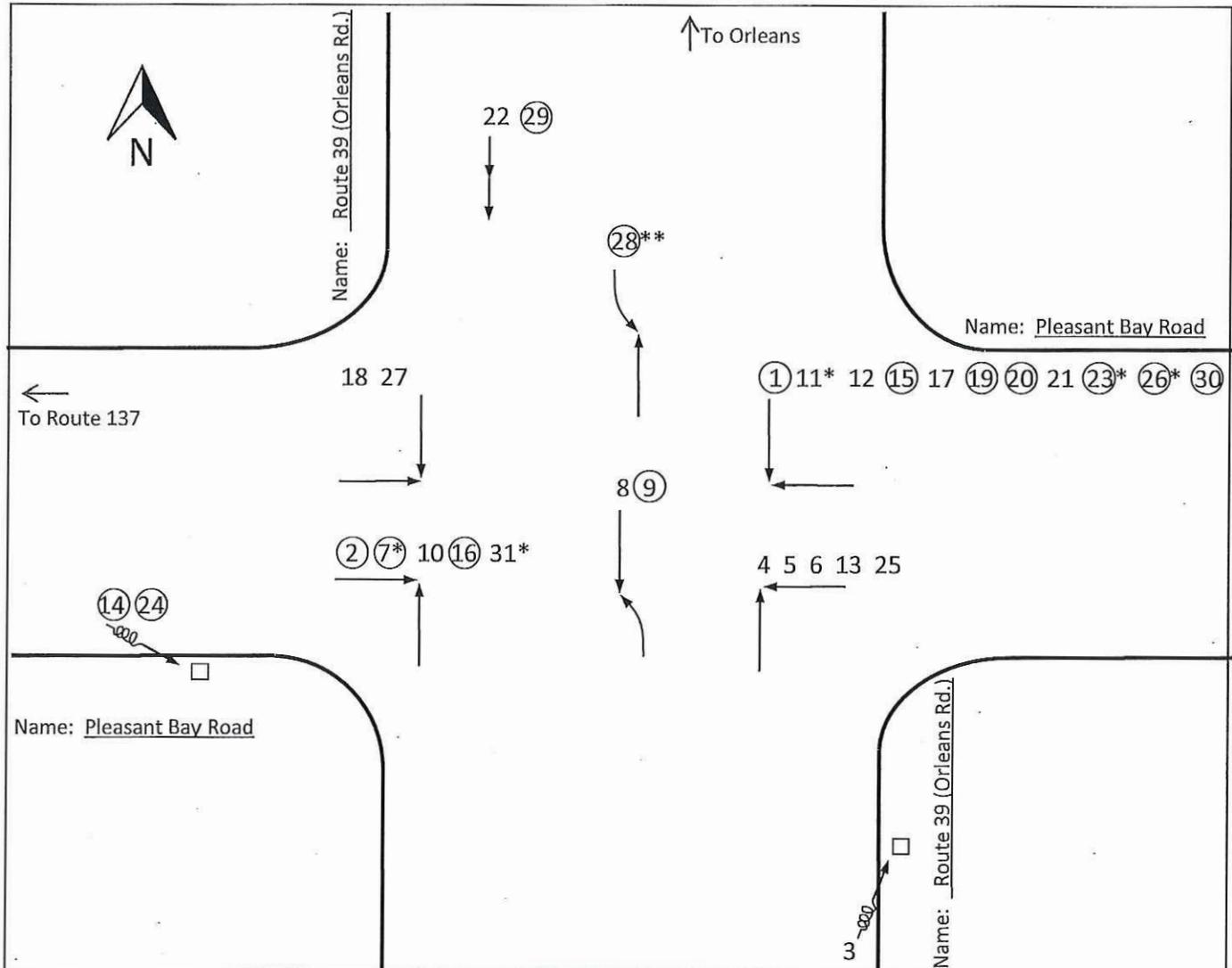
Town: Harwich

Dates of Crash Data: 2013-2015

Total Crashes: 31 Injury Crashes: 15 Fatal Crashes: 0



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| SYMBOLS | MANNER OF COLLISION | NOTES |
|-----------------------------------|------------------------|---|
| → Moving Vehicle | → Single Vehicle Crash | See reverse for details on each crash. |
| ↔ Backing Vehicle | → Rear-end | |
| ↗ Lane Change | ↗ Angle | *A third vehicle waiting across the intersection was struck as by the colliding vehicles. |
| ↪ Turning Vehicle | ↪ Sideswipe | **The colliding vehicles stuck and injured a pedestrian standing at the corner. |
| → Out of Control | → Head on | |
| - - - Indirectly Involved Vehicle | ↔ Rear to Rear | |
| 🚲 Bicycle | | |
| 🚶 Pedestrian | SEVERITY | |
| ▭ Parked Vehicle | ○ Injury Crash | |
| ▭ Fixed Object | ● Fatal Crash | |

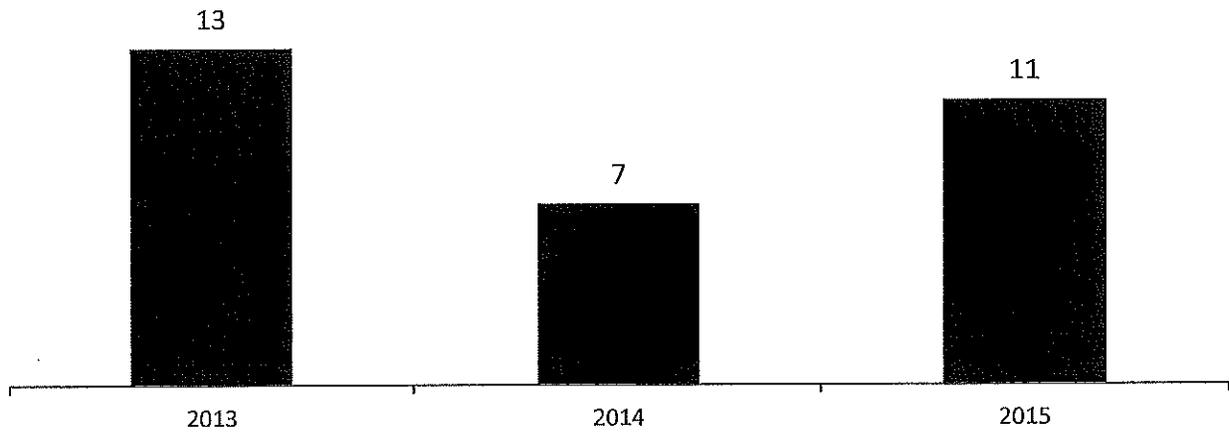
Crash Data Summary Route 39 (Orleans Road) at Pleasant Bay Road, Harwich

Source: Town of Harwich Police Department Crash Records and Massachusetts Department of Transportation Registry of Motor Vehicles Online Crash Database; <http://services.massdot.state.ma.us/crashportal/>

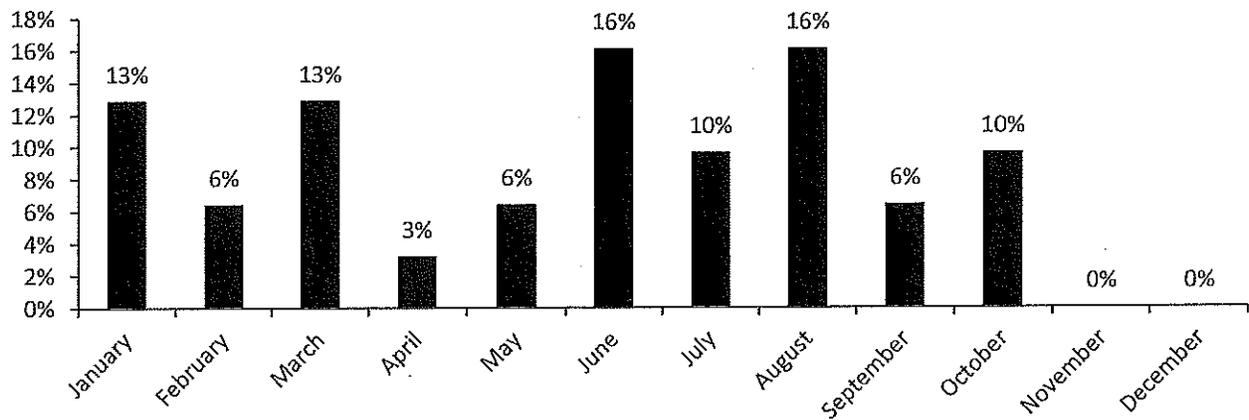
| # | Crash Date | Crash Time | Crash Severity | # Vehicle | # Injured | Manner of Collision | Ambient Light | Weather Condition | Road Surface | Driver Contributing Codes | Notes |
|--------------|------------|------------|-------------------------------------|-----------|-----------|----------------------|---------------------------------|-------------------------|--------------|---|---|
| 1 | 1/11/2013 | 10:04 PM | Non-fatal injury | 2 | 1 | Angle | Dark - lighted roadway | Rain | Wet | D1:(Distracted) D2:(No improper driving) | D1 unfamiliar with area, distracted by GPS, did not stop at stop sign |
| 2 | 1/24/2013 | 9:48 AM | Non-fatal injury | 2 | 1 | Angle | Daylight | Cloudy | Dry | D1:(No improper driving) D2:(Failed to yield right of way) | D2 stopped then proceeded without appropriate gap in traffic |
| 3 | 1/29/2013 | 7:38 AM | Property damage only (none injured) | 1 | 0 | Single vehicle crash | Daylight | Cloudy | Slush | D1:(No improper driving) | Lost control due to slippery road conditions |
| 4 | 5/23/2013 | 7:04 PM | Property damage only (none injured) | 2 | 0 | Angle | Daylight | Rain | Wet | D1:(Failed to yield right of way) D2:(No improper driving) | D1 stopped then proceeded without appropriate gap in traffic |
| 5 | 6/5/2013 | 5:48 PM | Property damage only (none injured) | 2 | 0 | Angle | Daylight | Clear | Dry | D1:(Inattention) D2:(No improper driving) | D1 stopped then proceeded without appropriate gap in traffic assuming it was a 4-way stop |
| 6 | 6/24/2013 | 1:40 PM | Property damage only (none injured) | 2 | 0 | Angle | Daylight | Clear | Dry | D1:(Failed to yield right of way) D2:(No improper driving) | D1 stopped then proceeded without appropriate gap in traffic |
| 7 | 6/27/2013 | 4:02 PM | Non-fatal injury | 3 | 2 | Angle | Daylight | Cloudy | Dry | D1:(Failed to yield right of way) D2:(No improper driving) D3:(No improper driving) | D2 stopped then proceeded without appropriate gap in traffic; third vehicle opposite of intersection struck. |
| 8 | 6/28/2013 | 4:35 PM | Property damage only (none injured) | 2 | 0 | Angle | Daylight | Cloudy | Wet | D1:(Failed to yield right of way) D2:(No improper driving) | D1 stated not seeing opposing vehicle |
| 9 | 7/22/2013 | 8:13 PM | Non-fatal injury | 2 | 1 | Angle | Daylight | Cloudy | Dry | D1:(Failed to yield right of way) D2:(No improper driving) | D1 stated not seeing opposing vehicle |
| 10 | 8/6/2013 | 4:18 PM | Property damage only (none injured) | 2 | 0 | Angle | Daylight | Clear | Dry | D1:() D2:(Failed to yield right of way) | D1 stopped then proceeded without appropriate gap in traffic assuming it was a 4-way stop |
| 11 | 10/12/2013 | 3:31 PM | Property damage only (none injured) | 3 | 0 | Angle | Daylight | Clear | Dry | D1:(Failed to yield right of way) D2:(No improper driving) D3:(No improper driving) | D1 stopped then proceeded without appropriate gap in traffic; third vehicle opposite of intersection struck. |
| 12 | 10/22/2013 | 2:15 PM | Property damage only (none injured) | 2 | 0 | Angle | Daylight | Clear | Dry | D1:(Inattention),(Failed to yield right of way) D2:(No improper driving) | D1 stopped then proceeded without appropriate gap in traffic |
| 13 | 10/27/2013 | 8:51 AM | Property damage only (none injured) | 2 | 0 | Angle | Daylight | Clear | Dry | D1:(Disregarded traffic signs, signals, road markings) D2:(No improper driving) | Witness stated D1 did not stop at stop sign |
| 14 | 1/3/2014 | 8:43 AM | Non-fatal injury | 1 | 1 | Single vehicle crash | Daylight | Snow/Blowing sand, snow | Snow | D1:(Driving too fast for conditions) | Tractor trailer unit lost control due to snowy conditions |
| 15 | 3/20/2014 | 10:06 AM | Non-fatal injury | 2 | 1 | Angle | Daylight | Cloudy | Wet | D1:(Inattention),(Failed to yield right of way) D2:(No improper driving) | D1 stopped then proceeded without appropriate gap in traffic assuming it was a 4-way stop |
| 16 | 4/4/2014 | 11:59 AM | Non-fatal injury | 2 | 1 | Angle | Daylight | Clear | Dry | D1:(Failed to yield right of way) D2:(No improper driving) | D1 stopped then proceeded without appropriate gap in traffic |
| 17 | 7/2/2014 | 12:52 PM | Property damage only (none injured) | 2 | 0 | Angle | Daylight | Clear | Dry | D1:(Failed to yield right of way) D2:(No improper driving) | D1 stopped then proceeded without appropriate gap in traffic noting they did not see the other vehicle |
| 18 | 8/9/2014 | 4:58 PM | Property damage only (none injured) | 2 | 0 | Angle | Daylight | Clear | Dry | D1:(Failed to yield right of way) D2:(No improper driving) | D1 stopped then proceeded without appropriate gap in traffic |
| 19 | 8/19/2014 | 8:49 AM | Non-fatal injury | 2 | 2 | Angle | Daylight | Clear | Dry | D1:(Other improper action),(Failed to yield right of way) D2:(No improper driving) | D1 failed to stop at stop sign |
| 20 | 8/23/2014 | 12:10 PM | Non-fatal injury | 2 | 4 | Angle | Daylight | Clear | Dry | D1:(Disregarded traffic signs, signals, road markings),(Inattention) D2:(No improper driving) | D1 failed to stop at stop sign |
| 21 | 2/18/2015 | 11:07 AM | Property damage only (none injured) | 2 | 0 | Angle | Daylight | Cloudy | Dry | D1:(Failed to yield right of way),(Distracted) D2:(No improper driving) | D1 stopped then proceeded without appropriate gap in traffic noting they did not see the other vehicle |
| 22 | 2/21/2015 | 11:45 PM | Property damage only (none injured) | 2 | 0 | Rear-end | Dark - unknown roadway lighting | Rain | Wet | D1:(Operating vehicle in erratic, reckless, careless, negligent or aggressive manner),(Failure to keep in proper lane or running off road) D2:(No improper driving) | D2 passed vehicle 2 then slowed causing the rear-end collision |
| 23 | 3/12/2015 | 1:35 PM | Non-fatal injury | 3 | 1 | Angle | Daylight | Clear | Dry | D1:(No improper driving) D2:(Failed to yield right of way) D3:(No improper driving) | D1 stopped then proceeded without appropriate gap in traffic noting they did not see the other vehicle; third vehicle opposite of intersection struck |
| 24 | 3/18/2015 | | Non-fatal injury | 1 | 1 | Single vehicle crash | Dark - lighted roadway | Clear | Dry | D1:(Other improper action),(Exceeded authorized speed limit) | Run off the road crash; struck fence and tree |
| 25 | 3/24/2015 | 4:14 PM | Property damage only (none injured) | 3 | 0 | Angle | Daylight | Clear | Dry | D1:(Failed to yield right of way) D2:(No improper driving) D3:(No improper driving) | D1 stopped then proceeded without appropriate gap in traffic; third vehicle opposite of intersection struck |
| 26 | 5/10/2015 | 5:42 PM | Non-fatal injury | 3 | 2 | Angle | Daylight | Clear | Dry | D1:(Failed to yield right of way) D2:(No improper driving) D3:(No improper driving) | D1 stopped then proceeded without appropriate gap in traffic; third vehicle opposite of intersection struck |
| 27 | 6/26/2015 | 10:55 AM | Property damage only (none injured) | 2 | 0 | Angle | Daylight | Cloudy | Dry | D1:(Failed to yield right of way) D2:(No improper driving) | D1 stopped then proceeded without appropriate gap in traffic |
| 28 | 7/3/2015 | 9:42 AM | Non-fatal injury | 2 | 1 | Angle | Daylight | Clear | Dry | D1:(Failed to yield right of way) D2:(No improper driving) | D1 mistakenly thought D2 was taking a left affording a gap in traffic; pedestrian on corner struck as colliding vehicles left the roadway |
| 29 | 8/11/2015 | 2:18 PM | Non-fatal injury | 2 | 2 | Rear-end | Daylight | Rain | Wet | D1:(Failed to yield right of way) D2:(Followed too closely) | D2 stopped on Rte 39 for a vehicle turning onto Pleasant Bay and was struck from behind |
| 30 | 9/6/2015 | 11:54 AM | Non-fatal injury | 2 | 1 | Angle | Daylight | Clear | Dry | D1:(Inattention) D2:(No improper driving) | D1 stopped then proceeded without appropriate gap in traffic noting they did not see the other vehicle |
| 31 | 9/17/2015 | 10:03 AM | Property damage only (none injured) | 3 | 0 | Angle | Daylight | Clear | Dry | D1:(Failed to yield right of way) D2:(No improper driving) D3:(No improper driving) | D1 stopped then proceeded without appropriate gap in traffic noting they did not see the other vehicle |
| Total | | | | 65 | 22 | | | | | | |

Route 39 (Orleans Road) at Pleasant Bay Road 2013-2015 Crash Analysis

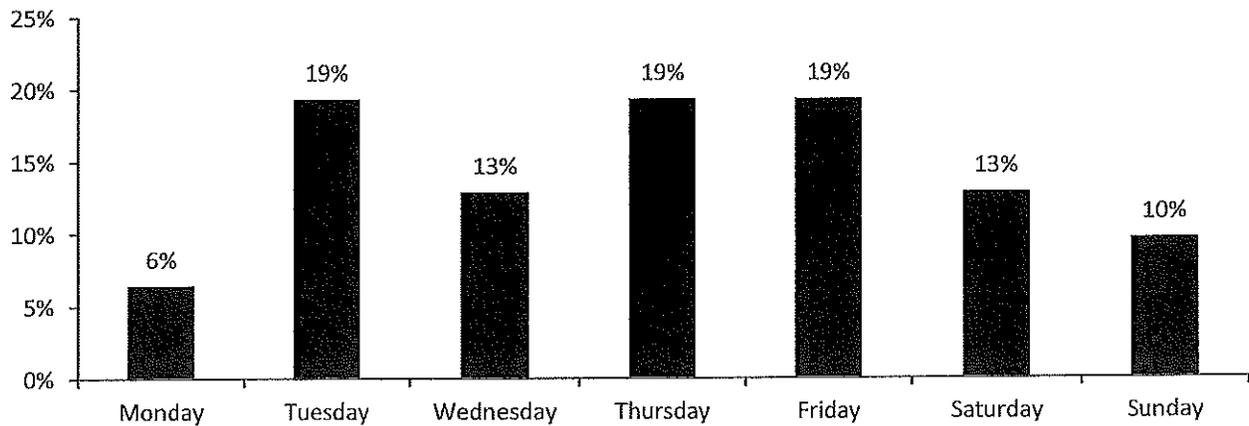
Crashes by Year



Crash Month

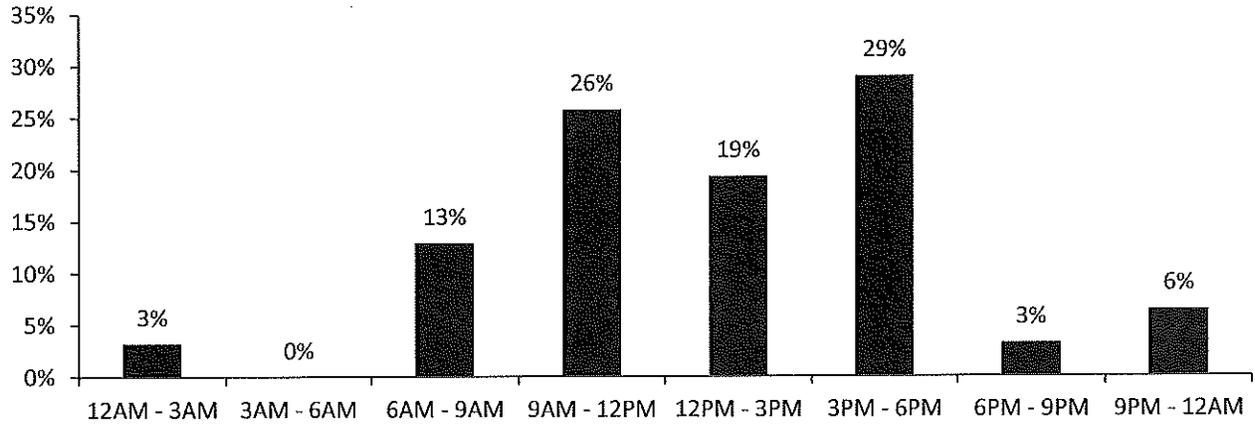


Crash Day of Week

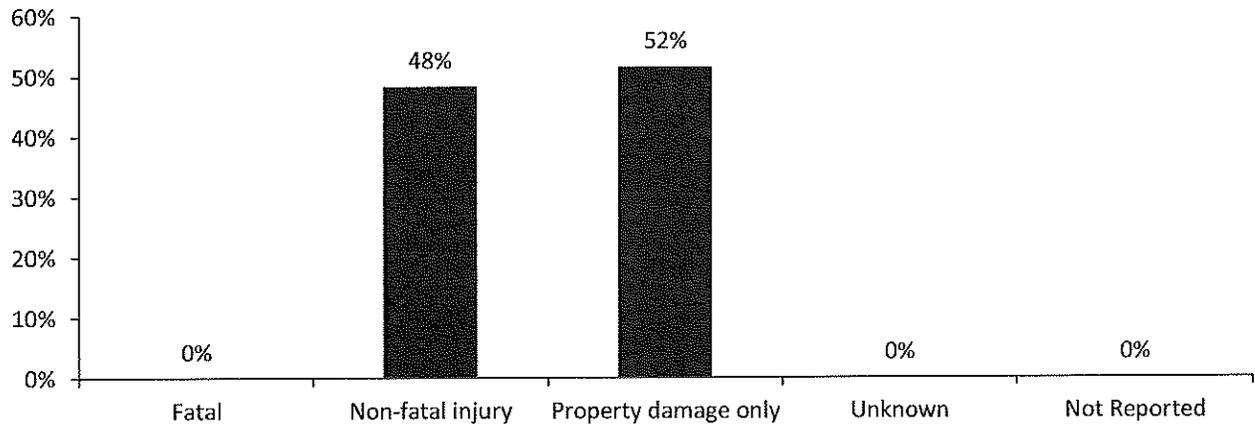


Route 39 (Orleans Road) at Pleasant Bay Road 2013-2015 Crash Analysis

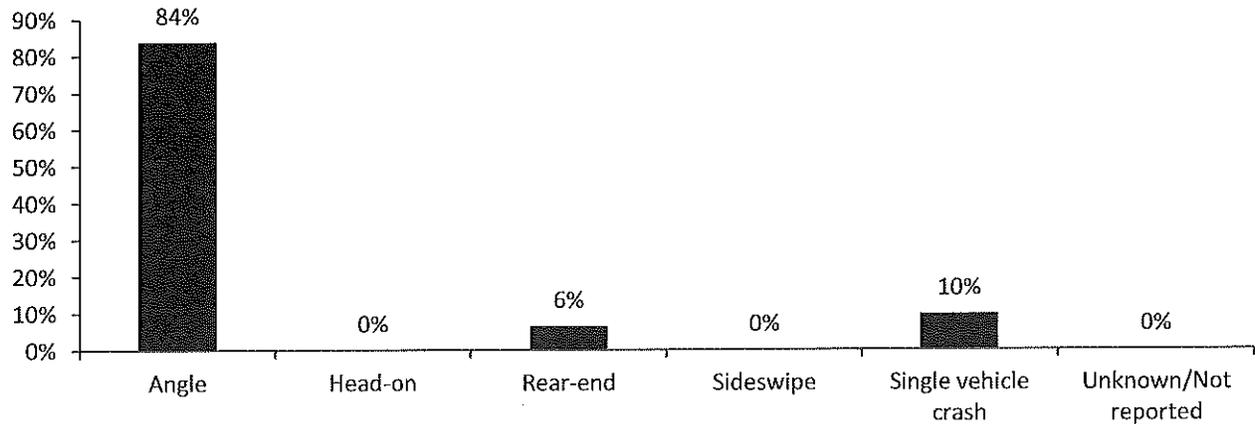
Crash Time



Collision Severity

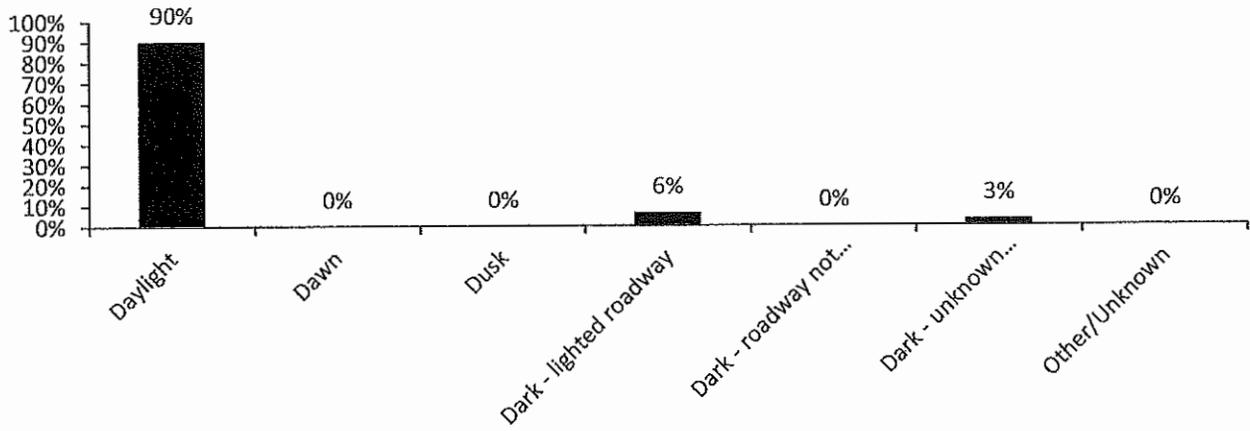


Collision Type

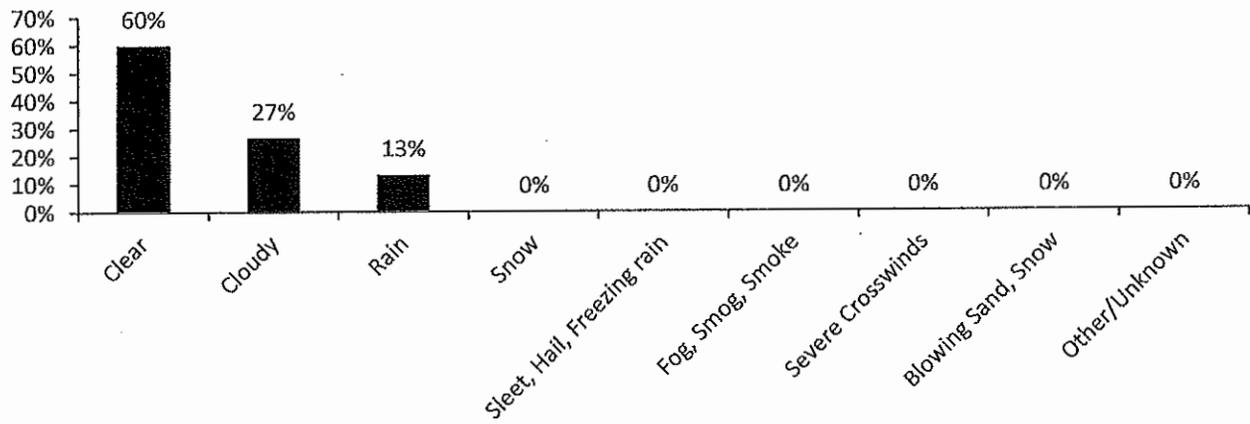


Route 39 (Orleans Road) at Pleasant Bay Road 2013-2015 Crash Analysis

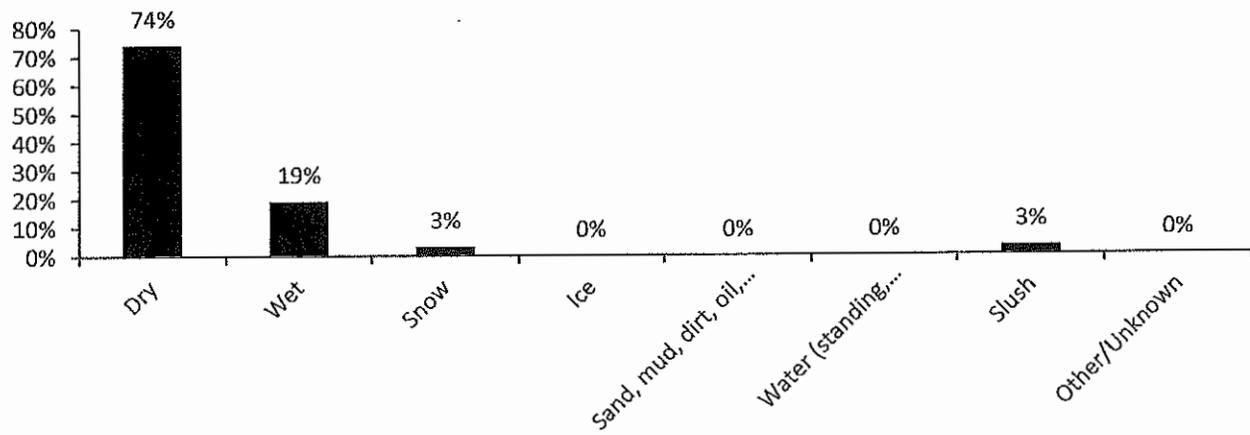
Ambient Light



Weather Condition

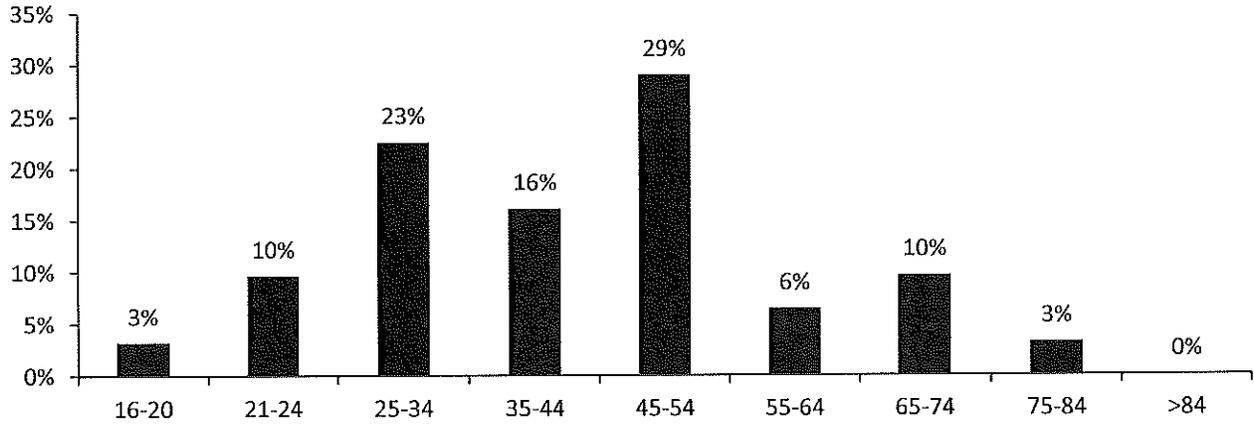


Road Surface

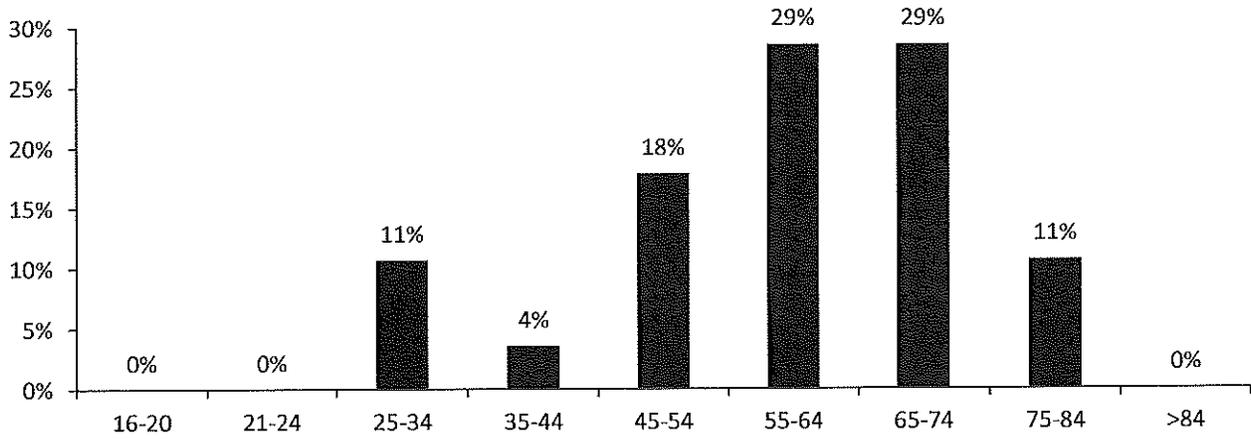


Route 39 (Orleans Road) at Pleasant Bay Road 2013-2015 Crash Analysis

Age of Driver - Youngest Known



Age of Driver - Oldest Known



Appendix D

Traffic Data

Cape Cod Commission

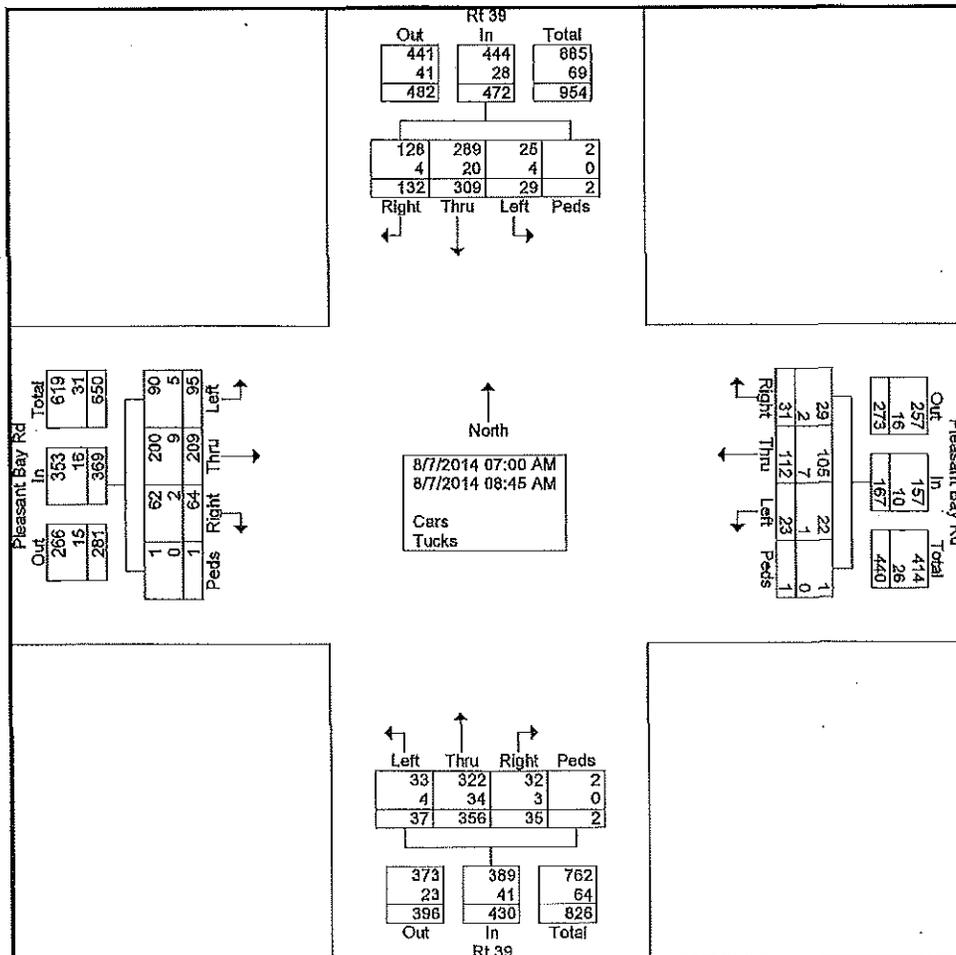
3225 Main Street
 Barnstable, Massachusetts 02632
 www.capecodcommission.org

Rt 39 @ Pleasant Bay Rd
 Town: Harwich
 Counted by: SMT
 Counters: 6

File Name : 2512_08072014
 Site Code : 00232323
 Start Date : 8/7/2014
 Page No : 1

Groups Printed- Cars - Tucks

| Start Time | Rt 39 From North | | | | | Pleasant Bay Rd From East | | | | | Rt 39 From South | | | | | Pleasant Bay Rd From West | | | | | Int. Total |
|-------------|------------------|------|-------|------|------------|---------------------------|------|-------|------|------------|------------------|------|-------|------|------------|---------------------------|------|-------|------|------------|------------|
| | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | |
| 07:00 AM | 4 | 28 | 9 | 0 | 41 | 6 | 8 | 1 | 0 | 15 | 5 | 35 | 3 | 0 | 43 | 17 | 20 | 2 | 0 | 39 | 138 |
| 07:15 AM | 0 | 28 | 10 | 0 | 38 | 1 | 11 | 2 | 0 | 14 | 4 | 40 | 2 | 0 | 46 | 5 | 22 | 3 | 0 | 30 | 128 |
| 07:30 AM | 5 | 24 | 22 | 0 | 51 | 0 | 11 | 5 | 0 | 16 | 3 | 61 | 5 | 1 | 70 | 9 | 22 | 9 | 0 | 40 | 177 |
| 07:45 AM | 3 | 47 | 19 | 0 | 69 | 2 | 12 | 5 | 0 | 19 | 3 | 34 | 5 | 0 | 42 | 11 | 27 | 13 | 0 | 51 | 181 |
| Total | 12 | 127 | 60 | 0 | 199 | 9 | 42 | 13 | 0 | 64 | 15 | 170 | 15 | 1 | 201 | 42 | 91 | 27 | 0 | 160 | 624 |
| 08:00 AM | 4 | 52 | 16 | 0 | 72 | 3 | 18 | 8 | 1 | 30 | 4 | 41 | 7 | 1 | 53 | 8 | 26 | 6 | 1 | 43 | 198 |
| 08:15 AM | 5 | 43 | 14 | 1 | 63 | 2 | 14 | 2 | 0 | 18 | 6 | 33 | 2 | 0 | 41 | 18 | 27 | 10 | 0 | 55 | 177 |
| 08:30 AM | 5 | 42 | 23 | 0 | 70 | 5 | 15 | 3 | 0 | 23 | 7 | 60 | 5 | 0 | 72 | 15 | 32 | 7 | 0 | 54 | 219 |
| 08:45 AM | 3 | 45 | 19 | 1 | 68 | 4 | 23 | 5 | 0 | 32 | 5 | 52 | 6 | 0 | 63 | 12 | 33 | 12 | 0 | 57 | 220 |
| Total | 17 | 182 | 72 | 2 | 273 | 14 | 70 | 18 | 1 | 103 | 22 | 186 | 20 | 1 | 229 | 53 | 118 | 37 | 1 | 209 | 814 |
| Grand Total | 29 | 309 | 132 | 2 | 472 | 23 | 112 | 31 | 1 | 167 | 37 | 356 | 35 | 2 | 430 | 95 | 209 | 64 | 1 | 369 | 1438 |
| Apprch % | 6.1 | 65.5 | 28 | 0.4 | | 13.8 | 67.1 | 18.6 | 0.6 | | 8.6 | 82.8 | 8.1 | 0.5 | | 25.7 | 56.6 | 17.3 | 0.3 | | |
| Total % | 2 | 21.5 | 9.2 | 0.1 | 32.8 | 1.6 | 7.8 | 2.2 | 0.1 | 11.6 | 2.6 | 24.8 | 2.4 | 0.1 | 29.9 | 6.6 | 14.5 | 4.5 | 0.1 | 26.7 | |
| Cars | 25 | 289 | 128 | 2 | 444 | 22 | 105 | 29 | 1 | 157 | 33 | 322 | 32 | 2 | 389 | 90 | 200 | 62 | 1 | 353 | 1343 |
| % Cars | 86.2 | 93.5 | 97 | 100 | 94.1 | 95.7 | 93.8 | 93.5 | 100 | 94 | 89.2 | 90.4 | 91.4 | 100 | 90.5 | 94.7 | 95.7 | 96.9 | 100 | 95.7 | 93.4 |
| Tucks | 4 | 20 | 4 | 0 | 28 | 1 | 7 | 2 | 0 | 10 | 4 | 34 | 3 | 0 | 41 | 5 | 9 | 2 | 0 | 16 | 95 |
| % Tucks | 13.8 | 6.5 | 3 | 0 | 5.9 | 4.3 | 6.2 | 6.5 | 0 | 6 | 10.8 | 9.6 | 8.6 | 0 | 9.5 | 5.3 | 4.3 | 3.1 | 0 | 4.3 | 6.6 |



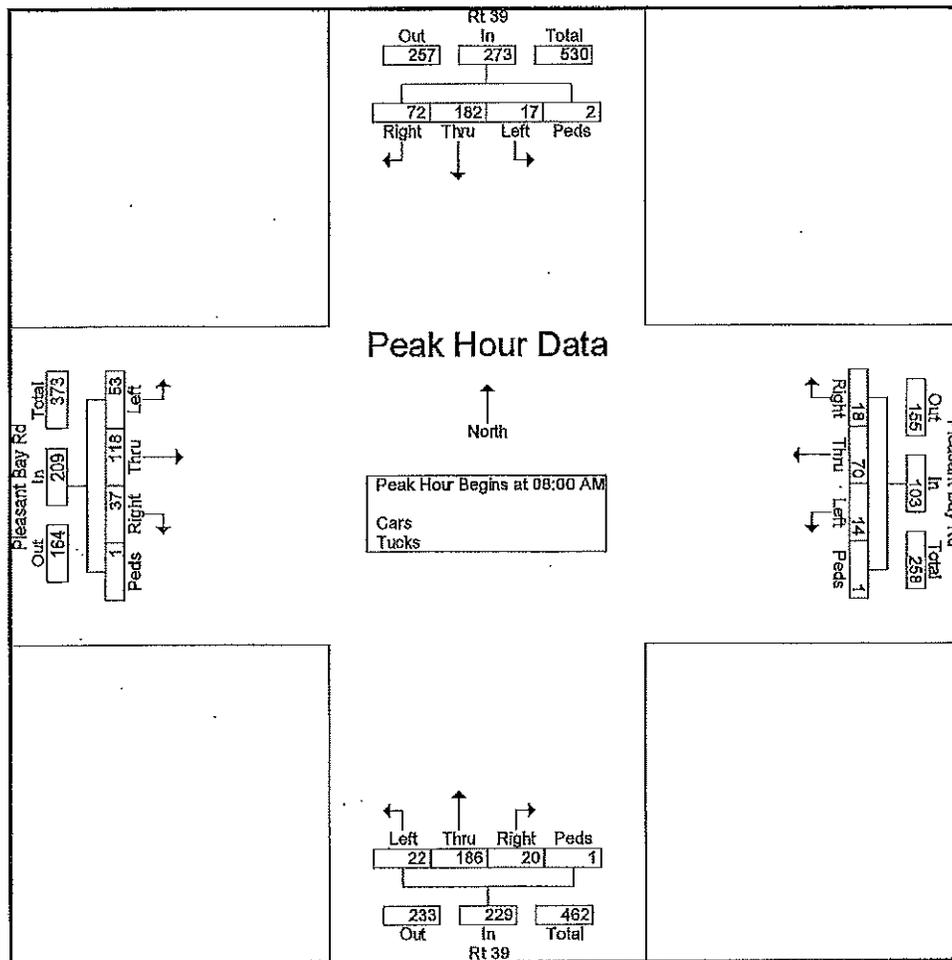
Cape Cod Commission

3225 Main Street
Barnstable, Massachusetts 02632
www.capecodcommission.org

Rt 39 @ Pleasant Bay Rd
Town: Harwich
Counted by: SMT
Counters: 6

File Name : 2512_08072014
Site Code : 00232323
Start Date : 8/7/2014
Page No : 2

| Start Time | Rt 39 From North | | | | | Pleasant Bay Rd From East | | | | | Rt 39 From South | | | | | Pleasant Bay Rd From West | | | | | Int. Total |
|--|------------------|------|-------|------|------------|---------------------------|------|-------|------|------------|------------------|------|-------|------|------------|---------------------------|------|-------|------|------------|------------|
| | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | |
| Peak Hour Analysis From 07:00 AM to 08:45 AM - Peak 1 of 1 | | | | | | | | | | | | | | | | | | | | | |
| Peak Hour for Entire Intersection Begins at 08:00 AM ↙ | | | | | | | | | | | | | | | | | | | | | |
| 08:00 AM | 4 | 52 | 16 | 0 | 72 | 3 | 18 | 8 | 1 | 30 | 4 | 41 | 7 | 1 | 53 | 8 | 26 | 8 | 1 | 43 | 198 |
| 08:15 AM | 5 | 43 | 14 | 1 | 63 | 2 | 14 | 2 | 0 | 18 | 6 | 33 | 2 | 0 | 41 | 18 | 27 | 10 | 0 | 55 | 177 |
| 08:30 AM | 5 | 42 | 23 | 0 | 70 | 5 | 15 | 3 | 0 | 23 | 7 | 60 | 5 | 0 | 72 | 15 | 32 | 7 | 0 | 54 | 219 |
| 08:45 AM | 3 | 45 | 19 | 1 | 68 | 4 | 23 | 5 | 0 | 32 | 5 | 52 | 6 | 0 | 63 | 12 | 33 | 12 | 0 | 57 | 220 |
| Total Volume | 17 | 182 | 72 | 2 | 273 | 14 | 70 | 18 | 1 | 103 | 22 | 186 | 20 | 1 | 229 | 53 | 118 | 37 | 1 | 209 | 814 |
| % App. Total | 6.2 | 66.7 | 26.4 | 0.7 | | 13.6 | 68 | 17.5 | 1 | | 9.8 | 81.2 | 8.7 | 0.4 | | 25.4 | 56.5 | 17.7 | 0.6 | | |
| PHF | .850 | .875 | .783 | .500 | .948 | .700 | .781 | .583 | .250 | .805 | .786 | .775 | .714 | .250 | .795 | .786 | .894 | .771 | .250 | .917 | .926 |



Cape Cod Commission

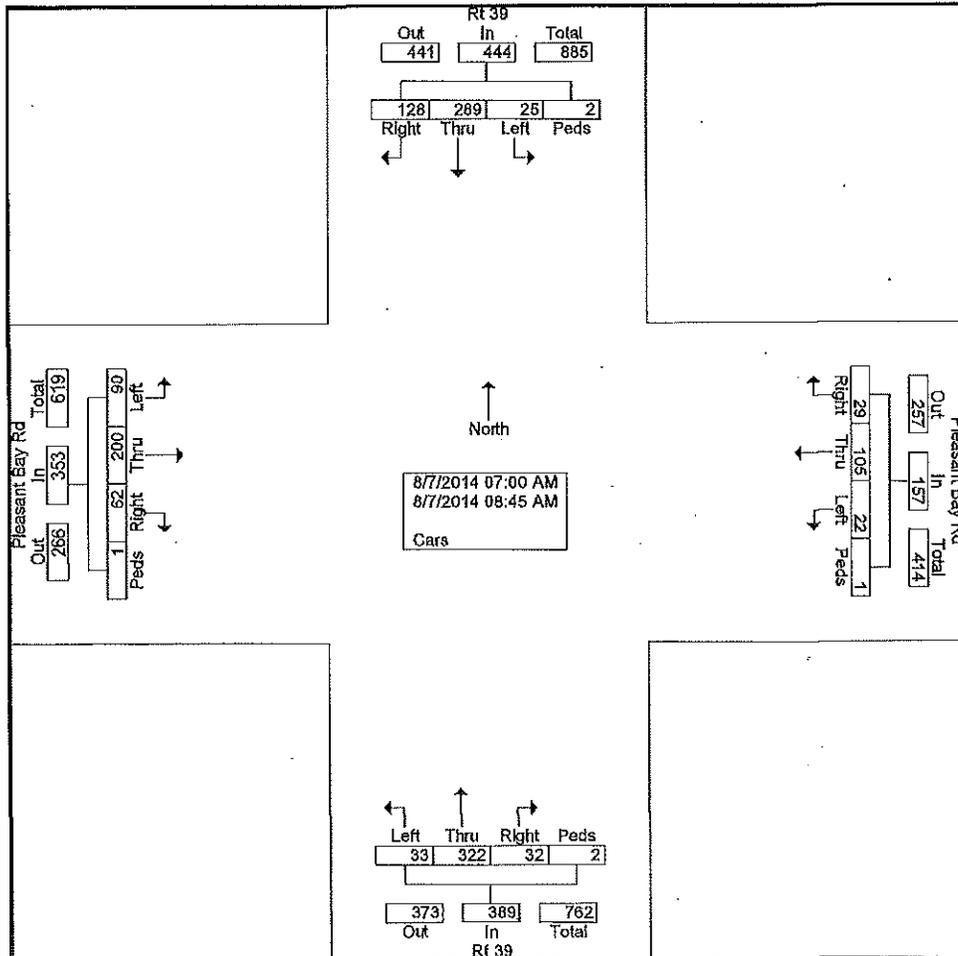
3225 Main Street
 Barnstable, Massachusetts 02632
 www.capecodcommission.org

Rt 39 @ Pleasant Bay Rd
 Town: Harwich
 Counted by: SMT
 Counters: 6

File Name : 2512_08072014
 Site Code : 00232323
 Start Date : 8/7/2014
 Page No : 1

Groups Printed- Cars

| Start Time | Rt 39 From North | | | | | Pleasant Bay Rd From East | | | | | Rt 39 From South | | | | | Pleasant Bay Rd From West | | | | | Int. Total |
|-------------|------------------|------|-------|------|------------|---------------------------|------|-------|------|------------|------------------|------|-------|------|------------|---------------------------|------|-------|------|------------|------------|
| | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | |
| 07:00 AM | 4 | 26 | 9 | 0 | 39 | 6 | 8 | 1 | 0 | 15 | 5 | 32 | 3 | 0 | 40 | 16 | 20 | 2 | 0 | 38 | 132 |
| 07:15 AM | 0 | 27 | 9 | 0 | 36 | 1 | 9 | 2 | 0 | 12 | 4 | 36 | 2 | 0 | 42 | 5 | 19 | 3 | 0 | 27 | 117 |
| 07:30 AM | 5 | 22 | 22 | 0 | 49 | 0 | 11 | 5 | 0 | 16 | 3 | 55 | 4 | 1 | 63 | 9 | 21 | 9 | 0 | 39 | 167 |
| 07:45 AM | 2 | 46 | 16 | 0 | 64 | 2 | 11 | 3 | 0 | 16 | 3 | 28 | 5 | 0 | 36 | 11 | 26 | 13 | 0 | 50 | 166 |
| Total | 11 | 121 | 56 | 0 | 188 | 9 | 39 | 11 | 0 | 59 | 15 | 151 | 14 | 1 | 181 | 41 | 86 | 27 | 0 | 154 | 582 |
| 08:00 AM | 3 | 47 | 16 | 0 | 66 | 3 | 17 | 8 | 1 | 29 | 3 | 37 | 6 | 1 | 47 | 7 | 26 | 8 | 1 | 42 | 184 |
| 08:15 AM | 4 | 40 | 14 | 1 | 59 | 2 | 14 | 2 | 0 | 18 | 6 | 31 | 2 | 0 | 39 | 17 | 25 | 9 | 0 | 51 | 167 |
| 08:30 AM | 5 | 41 | 23 | 0 | 69 | 4 | 14 | 3 | 0 | 21 | 5 | 57 | 4 | 0 | 66 | 13 | 30 | 6 | 0 | 49 | 205 |
| 08:45 AM | 2 | 40 | 19 | 1 | 62 | 4 | 21 | 5 | 0 | 30 | 4 | 46 | 6 | 0 | 56 | 12 | 33 | 12 | 0 | 57 | 205 |
| Total | 14 | 168 | 72 | 2 | 256 | 13 | 66 | 18 | 1 | 98 | 18 | 171 | 18 | 1 | 208 | 49 | 114 | 35 | 1 | 199 | 761 |
| Grand Total | 25 | 289 | 128 | 2 | 444 | 22 | 105 | 29 | 1 | 157 | 33 | 322 | 32 | 2 | 389 | 90 | 200 | 62 | 1 | 353 | 1343 |
| Apprch % | 5.6 | 65.1 | 28.8 | 0.5 | | 14 | 66.9 | 18.5 | 0.6 | | 8.5 | 82.8 | 8.2 | 0.5 | | 25.5 | 56.7 | 17.6 | 0.3 | | |
| Total % | 1.9 | 21.5 | 9.5 | 0.1 | 33.1 | 1.6 | 7.8 | 2.2 | 0.1 | 11.7 | 2.5 | 24 | 2.4 | 0.1 | 29 | 6.7 | 14.9 | 4.6 | 0.1 | 26.3 | |



Cape Cod Commission

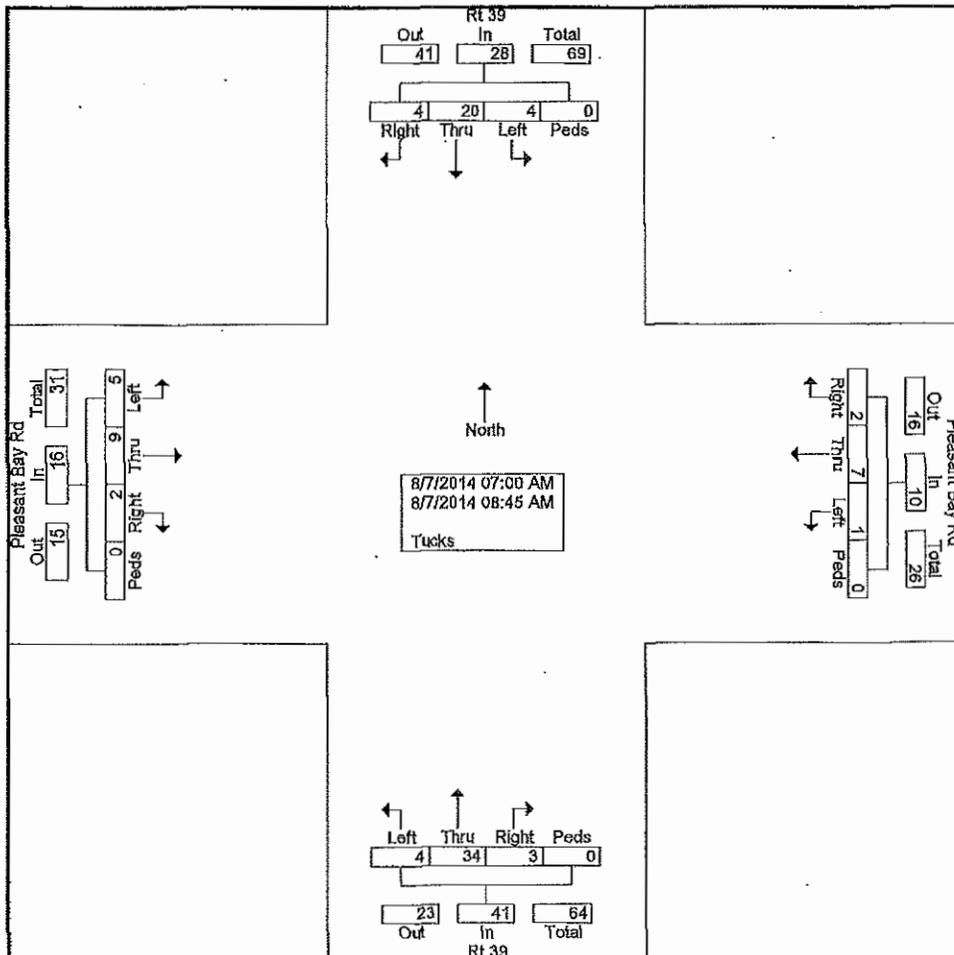
3225 Main Street
 Barnstable, Massachusetts 02632
 www.capecodcommission.org

Rt 39 @ Pleasant Bay Rd
 Town: Harwich
 Counted by: SMT
 Counters: 6

File Name : 2512_08072014
 Site Code : 00232323
 Start Date : 8/7/2014
 Page No : 1

Groups Printed- Tucks

| Start Time | Rt 39 From North | | | | | Pleasant Bay Rd From East | | | | | Rt 39 From South | | | | | Pleasant Bay Rd From West | | | | | Int. Total |
|-------------|------------------|------|-------|------|------------|---------------------------|------|-------|------|------------|------------------|------|-------|------|------------|---------------------------|------|-------|------|------------|------------|
| | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | |
| 07:00 AM | 0 | 2 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 3 | 1 | 0 | 0 | 0 | 1 | 6 |
| 07:15 AM | 0 | 1 | 1 | 0 | 2 | 0 | 2 | 0 | 0 | 2 | 0 | 4 | 0 | 0 | 4 | 0 | 3 | 0 | 0 | 3 | 11 |
| 07:30 AM | 0 | 2 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 1 | 0 | 7 | 0 | 1 | 0 | 0 | 1 | 10 |
| 07:45 AM | 1 | 1 | 3 | 0 | 5 | 0 | 1 | 2 | 0 | 3 | 0 | 6 | 0 | 0 | 6 | 0 | 1 | 0 | 0 | 1 | 15 |
| Total | 1 | 6 | 4 | 0 | 11 | 0 | 3 | 2 | 0 | 5 | 0 | 19 | 1 | 0 | 20 | 1 | 5 | 0 | 0 | 6 | 42 |
| 08:00 AM | 1 | 5 | 0 | 0 | 6 | 0 | 1 | 0 | 0 | 1 | 1 | 4 | 1 | 0 | 6 | 1 | 0 | 0 | 0 | 1 | 14 |
| 08:15 AM | 1 | 3 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 2 | 1 | 2 | 1 | 0 | 4 | 10 |
| 08:30 AM | 0 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 2 | 2 | 3 | 1 | 0 | 6 | 2 | 2 | 1 | 0 | 5 | 14 |
| 08:45 AM | 1 | 5 | 0 | 0 | 6 | 0 | 2 | 0 | 0 | 2 | 1 | 6 | 0 | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 15 |
| Total | 3 | 14 | 0 | 0 | 17 | 1 | 4 | 0 | 0 | 5 | 4 | 15 | 2 | 0 | 21 | 4 | 4 | 2 | 0 | 10 | 53 |
| Grand Total | 4 | 20 | 4 | 0 | 28 | 1 | 7 | 2 | 0 | 10 | 4 | 34 | 3 | 0 | 41 | 5 | 9 | 2 | 0 | 16 | 95 |
| Approch % | 14.3 | 71.4 | 14.3 | 0 | | 10 | 70 | 20 | 0 | | 9.8 | 82.9 | 7.3 | 0 | | 31.2 | 56.2 | 12.5 | 0 | | |
| Total % | 4.2 | 21.1 | 4.2 | 0 | 29.5 | 1.1 | 7.4 | 2.1 | 0 | 10.5 | 4.2 | 35.8 | 3.2 | 0 | 43.2 | 5.3 | 9.5 | 2.1 | 0 | 16.8 | |



Cape Cod Commission

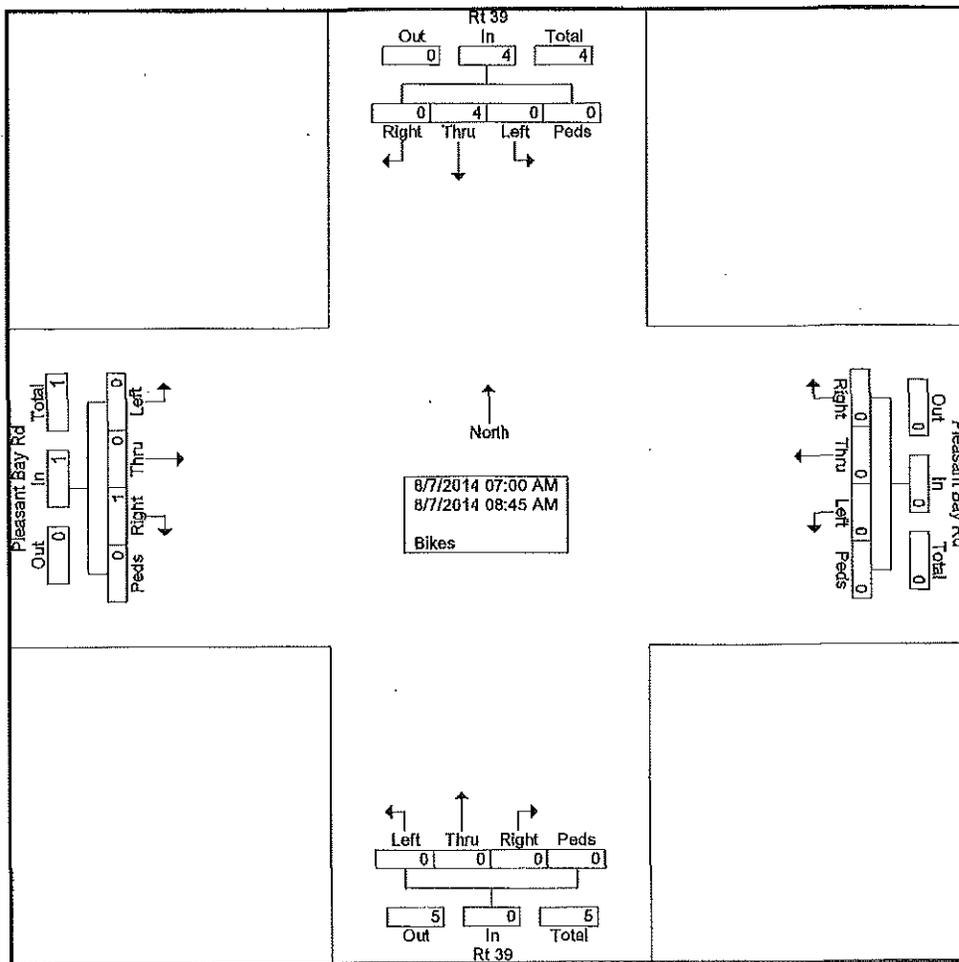
3225 Main Street
 Barnstable, Massachusetts 02632
 www.capecodcommission.org

Rt 39 @ Pleasant Bay Rd
 Town: Harwich
 Counted by: SMT
 Counters: 6

File Name : 2512_08072014
 Site Code : 00232323
 Start Date : 8/7/2014
 Page No : 1

Groups Printed- Bikes

| Start Time | Rt 39 From North | | | | | Pleasant Bay Rd From East | | | | | Rt 39 From South | | | | | Pleasant Bay Rd From West | | | | | Int. Total |
|---------------|------------------|------|-------|------|------------|---------------------------|------|-------|------|------------|------------------|------|-------|------|------------|---------------------------|------|-------|------|------------|------------|
| | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | |
| *** BREAK *** | | | | | | | | | | | | | | | | | | | | | |
| 07:30 AM | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 1 |
| 07:45 AM | 0 | 3 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Total | 0 | 3 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 4 |
| *** BREAK *** | | | | | | | | | | | | | | | | | | | | | |
| 08:30 AM | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| *** BREAK *** | | | | | | | | | | | | | | | | | | | | | |
| Total | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Grand Total | 0 | 4 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 5 |
| Apprch % | 0 | 100 | 0 | 0 | | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | | 0 | 0 | 100 | 0 | | |
| Total % | 0 | 80 | 0 | 0 | 80 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 20 | 0 | 20 | |



Cape Cod Commission

3225 Main Street

Barnstable, Massachusetts 02630

www.capecodcommission.org

Location: Rt 39 & Pleasant Bay Rd

Town: Harwich

Counted by: Jake Wright

Counters: 5

File Name : 2512_08122014

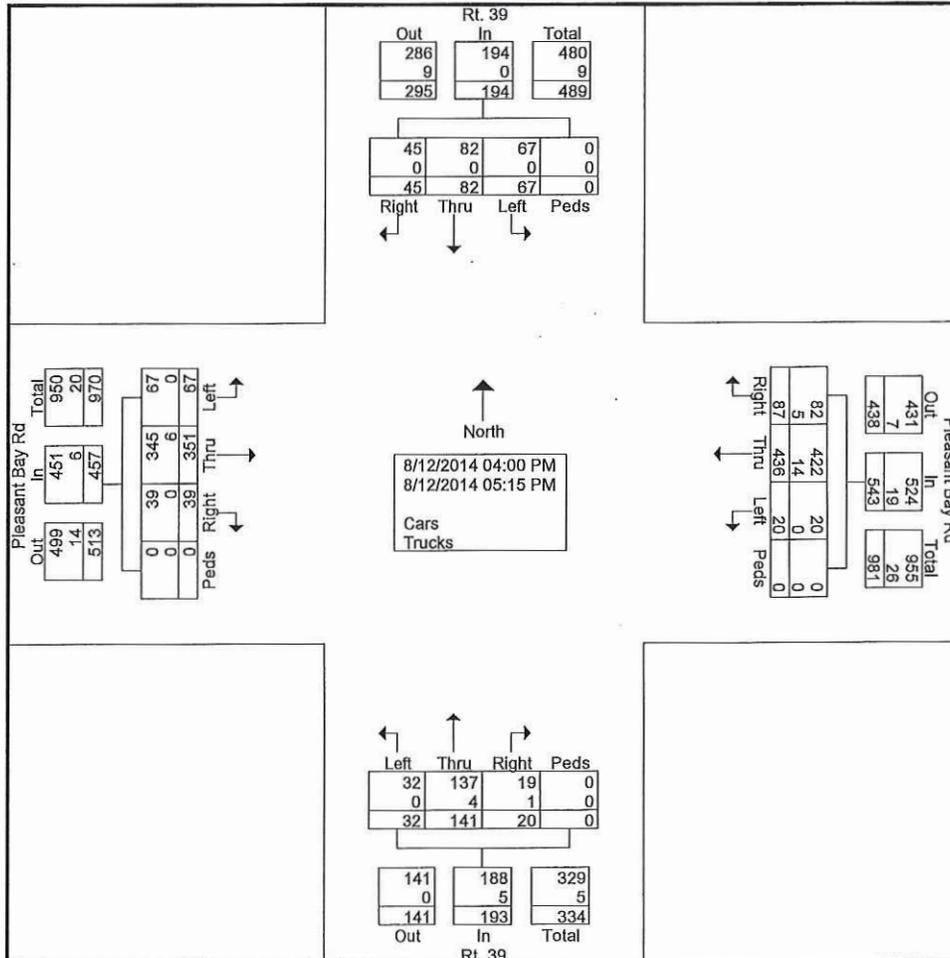
Site Code : 2512

Start Date : 8/12/2014

Page No : 1

Groups Printed- Cars - Trucks

| Start Time | Rt. 39 From North | | | | | Pleasant Bay Rd From East | | | | | Rt. 39 From South | | | | | Pleasant Bay Rd From West | | | | | Int. Total |
|--------------|-------------------|-----------|-----------|----------|------------|---------------------------|------------|-----------|----------|------------|-------------------|------------|-----------|----------|------------|---------------------------|------------|-----------|----------|------------|------------|
| | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | |
| 04:00 PM | 10 | 17 | 12 | 0 | 39 | 6 | 67 | 19 | 0 | 92 | 6 | 33 | 4 | 0 | 43 | 11 | 55 | 2 | 0 | 68 | 242 |
| 04:15 PM | 10 | 12 | 2 | 0 | 24 | 1 | 75 | 19 | 0 | 95 | 2 | 26 | 1 | 0 | 29 | 14 | 55 | 7 | 0 | 76 | 224 |
| 04:30 PM | 8 | 8 | 10 | 0 | 26 | 3 | 58 | 14 | 0 | 75 | 6 | 29 | 2 | 0 | 37 | 7 | 63 | 5 | 0 | 75 | 213 |
| 04:45 PM | 6 | 10 | 4 | 0 | 20 | 3 | 78 | 9 | 0 | 90 | 2 | 15 | 4 | 0 | 21 | 8 | 61 | 5 | 0 | 74 | 205 |
| Total | 34 | 47 | 28 | 0 | 109 | 13 | 278 | 61 | 0 | 352 | 16 | 103 | 11 | 0 | 130 | 40 | 234 | 19 | 0 | 293 | 884 |
| | | | | | | | | | | | | | | | | | | | | | |
| 05:00 PM | 17 | 15 | 12 | 0 | 44 | 4 | 91 | 15 | 0 | 110 | 7 | 17 | 5 | 0 | 29 | 17 | 62 | 9 | 0 | 88 | 271 |
| 05:15 PM | 16 | 20 | 5 | 0 | 41 | 3 | 67 | 11 | 0 | 81 | 9 | 21 | 4 | 0 | 34 | 10 | 55 | 11 | 0 | 76 | 232 |
| Grand Total | 67 | 82 | 45 | 0 | 194 | 20 | 436 | 87 | 0 | 543 | 32 | 141 | 20 | 0 | 193 | 67 | 351 | 39 | 0 | 457 | 1387 |
| Apprch % | 34.5 | 42.3 | 23.2 | 0 | | 3.7 | 80.3 | 16 | 0 | | 16.6 | 73.1 | 10.4 | 0 | | 14.7 | 76.8 | 8.5 | 0 | | |
| Total % | 4.8 | 5.9 | 3.2 | 0 | 14 | 1.4 | 31.4 | 6.3 | 0 | 39.1 | 2.3 | 10.2 | 1.4 | 0 | 13.9 | 4.8 | 25.3 | 2.8 | 0 | 32.9 | |
| Cars | 67 | 82 | 45 | 0 | 194 | 20 | 422 | 82 | 0 | 524 | 32 | 137 | 19 | 0 | 188 | 67 | 345 | 39 | 0 | 451 | 1357 |
| % Cars | 100 | 100 | 100 | 0 | 100 | 100 | 96.8 | 94.3 | 0 | 96.5 | 100 | 97.2 | 95 | 0 | 97.4 | 100 | 98.3 | 100 | 0 | 98.7 | 97.8 |
| Trucks | 0 | 0 | 0 | 0 | 0 | 0 | 14 | 5 | 0 | 19 | 0 | 4 | 1 | 0 | 5 | 0 | 6 | 0 | 0 | 6 | 30 |
| % Trucks | 0 | 0 | 0 | 0 | 0 | 0 | 3.2 | 5.7 | 0 | 3.5 | 0 | 2.8 | 5 | 0 | 2.6 | 0 | 1.7 | 0 | 0 | 1.3 | 2.2 |



Cape Cod Commission

3225 Main Street

Barnstable, Massachusetts 02630

www.capecodcommission.org

Location: Rt 39 & Pleasant Bay Rd

Town: Harwich

Counted by: Jake Wright

Counters: 5

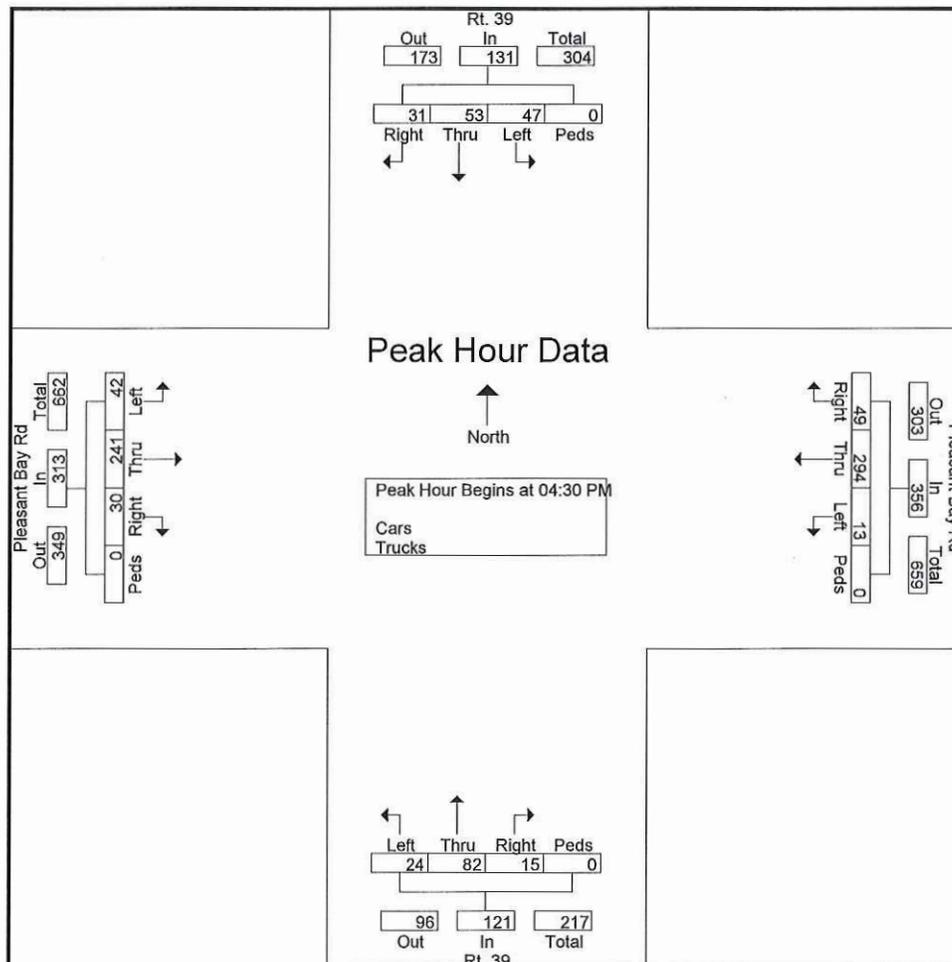
File Name : 2512_08122014

Site Code : 2512

Start Date : 8/12/2014

Page No : 2

| Start Time | Rt. 39 From North | | | | | Pleasant Bay Rd From East | | | | | Rt. 39 From South | | | | | Pleasant Bay Rd From West | | | | | Int. Total |
|--|-------------------|------|-------|------|------------|---------------------------|------|-------|------|------------|-------------------|------|-------|------|------------|---------------------------|------|-------|------|------------|------------|
| | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | |
| Peak Hour Analysis From 04:00 PM to 05:15 PM - Peak 1 of 1 | | | | | | | | | | | | | | | | | | | | | |
| Peak Hour for Entire Intersection Begins at 04:30 PM | | | | | | | | | | | | | | | | | | | | | |
| 04:30 PM | 8 | 8 | 10 | 0 | 26 | 3 | 58 | 14 | 0 | 75 | 6 | 29 | 2 | 0 | 37 | 7 | 63 | 5 | 0 | 75 | 213 |
| 04:45 PM | 6 | 10 | 4 | 0 | 20 | 3 | 78 | 9 | 0 | 90 | 2 | 15 | 4 | 0 | 21 | 8 | 61 | 5 | 0 | 74 | 205 |
| 05:00 PM | 17 | 15 | 12 | 0 | 44 | 4 | 91 | 15 | 0 | 110 | 7 | 17 | 5 | 0 | 29 | 17 | 62 | 9 | 0 | 88 | 271 |
| 05:15 PM | 16 | 20 | 5 | 0 | 41 | 3 | 67 | 11 | 0 | 81 | 9 | 21 | 4 | 0 | 34 | 10 | 55 | 11 | 0 | 76 | 232 |
| Total Volume | 47 | 53 | 31 | 0 | 131 | 13 | 294 | 49 | 0 | 356 | 24 | 82 | 15 | 0 | 121 | 42 | 241 | 30 | 0 | 313 | 921 |
| % App. Total | 35.9 | 40.5 | 23.7 | 0 | | 3.7 | 82.6 | 13.8 | 0 | | 19.8 | 67.8 | 12.4 | 0 | | 13.4 | 77 | 9.6 | 0 | | |
| PHF | .691 | .663 | .646 | .000 | .744 | .813 | .808 | .817 | .000 | .809 | .667 | .707 | .750 | .000 | .818 | .618 | .956 | .682 | .000 | .889 | .850 |



Cape Cod Commission

3225 Main Street

Barnstable, Massachusetts 02630

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Location: Rt 39 & Pleasant Bay Rd

Town: Harwich

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Counters: 5

File Name : 2512_08122014

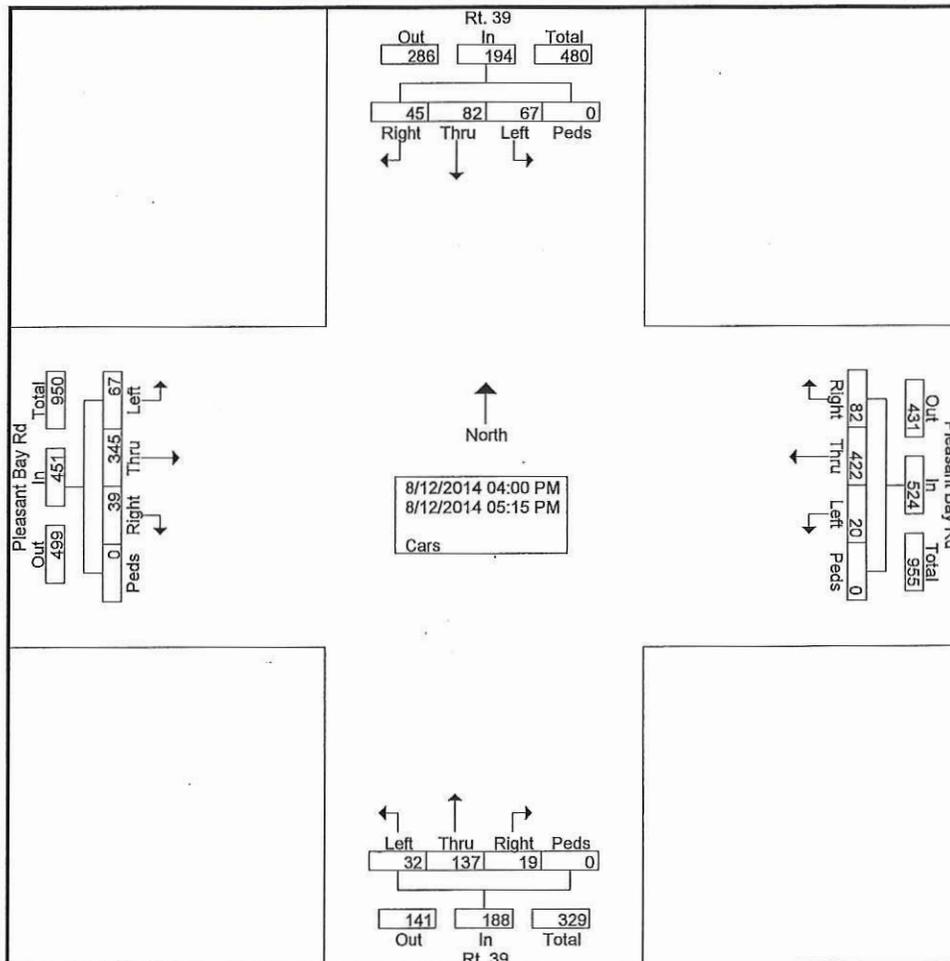
Site Code : 2512

Start Date : 8/12/2014

Page No : 1

Groups Printed- Cars

| Start Time | Rt. 39 From North | | | | | Pleasant Bay Rd From East | | | | | Rt. 39 From South | | | | | Pleasant Bay Rd From West | | | | | Int. Total |
|-------------|-------------------|------|-------|------|------------|---------------------------|------|-------|------|------------|-------------------|------|-------|------|------------|---------------------------|------|-------|------|------------|------------|
| | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | |
| 04:00 PM | 10 | 17 | 12 | 0 | 39 | 6 | 64 | 17 | 0 | 87 | 6 | 31 | 4 | 0 | 41 | 11 | 55 | 2 | 0 | 68 | 235 |
| 04:15 PM | 10 | 12 | 2 | 0 | 24 | 1 | 73 | 18 | 0 | 92 | 2 | 26 | 1 | 0 | 29 | 14 | 53 | 7 | 0 | 74 | 219 |
| 04:30 PM | 8 | 8 | 10 | 0 | 26 | 3 | 54 | 14 | 0 | 71 | 6 | 29 | 2 | 0 | 37 | 7 | 60 | 5 | 0 | 72 | 206 |
| 04:45 PM | 6 | 10 | 4 | 0 | 20 | 3 | 76 | 8 | 0 | 87 | 2 | 14 | 4 | 0 | 20 | 8 | 61 | 5 | 0 | 74 | 201 |
| Total | 34 | 47 | 28 | 0 | 109 | 13 | 267 | 57 | 0 | 337 | 16 | 100 | 11 | 0 | 127 | 40 | 229 | 19 | 0 | 288 | 861 |
| 05:00 PM | 17 | 15 | 12 | 0 | 44 | 4 | 89 | 15 | 0 | 108 | 7 | 16 | 5 | 0 | 28 | 17 | 62 | 9 | 0 | 88 | 268 |
| 05:15 PM | 16 | 20 | 5 | 0 | 41 | 3 | 66 | 10 | 0 | 79 | 9 | 21 | 3 | 0 | 33 | 10 | 54 | 11 | 0 | 75 | 228 |
| Grand Total | 67 | 82 | 45 | 0 | 194 | 20 | 422 | 82 | 0 | 524 | 32 | 137 | 19 | 0 | 188 | 67 | 345 | 39 | 0 | 451 | 1357 |
| Approch % | 34.5 | 42.3 | 23.2 | 0 | | 3.8 | 80.5 | 15.6 | 0 | | 17 | 72.9 | 10.1 | 0 | | 14.9 | 76.5 | 8.6 | 0 | | |
| Total % | 4.9 | 6 | 3.3 | 0 | 14.3 | 1.5 | 31.1 | 6 | 0 | 38.6 | 2.4 | 10.1 | 1.4 | 0 | 13.9 | 4.9 | 25.4 | 2.9 | 0 | 33.2 | |



Cape Cod Commission

3225 Main Street

Barnstable, Massachusetts 02630

www.capecodcommission.org

Location: Rt 39 & Pleasant Bay Rd

Town: Harwich

Counted by: Jake Wright

Counters: 5

File Name : 2512_08122014

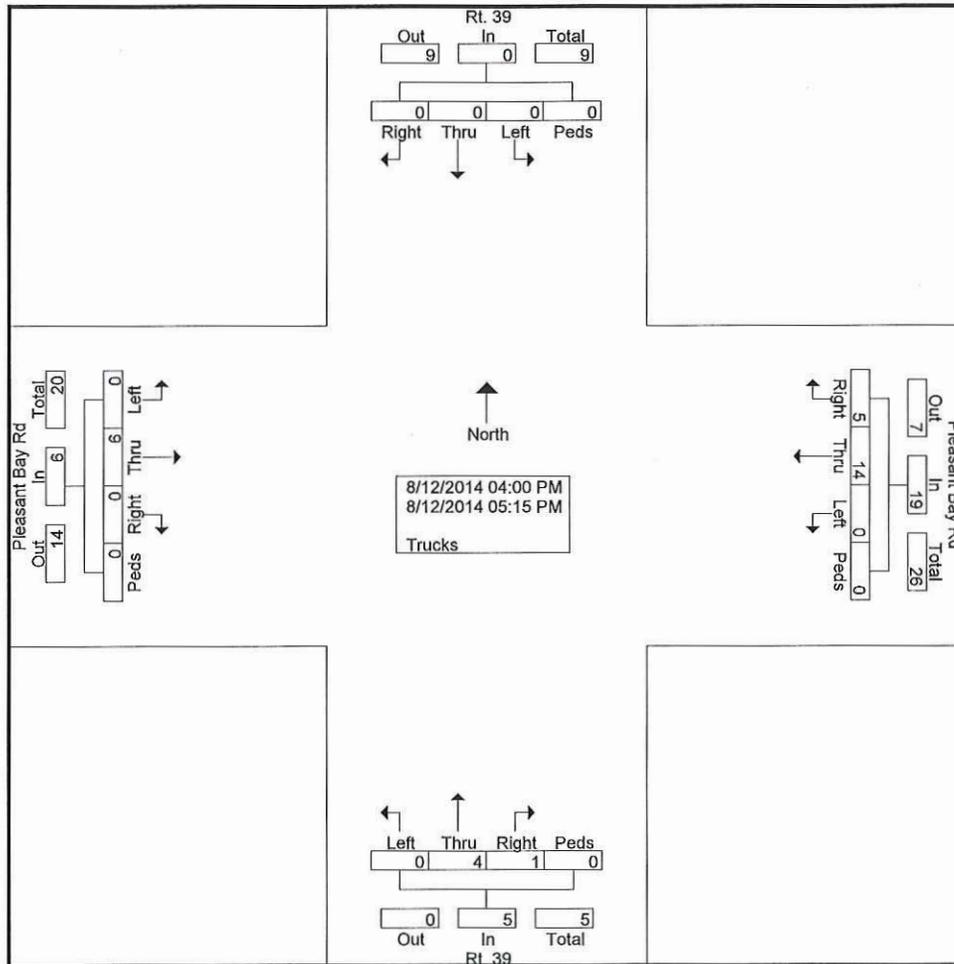
Site Code : 2512

Start Date : 8/12/2014

Page No : 1

Groups Printed- Trucks

| Start Time | Rt. 39 From North | | | | | Pleasant Bay Rd From East | | | | | Rt. 39 From South | | | | | Pleasant Bay Rd From West | | | | | Int. Total |
|--------------------|-------------------|----------|----------|----------|------------|---------------------------|-----------|----------|----------|------------|-------------------|----------|----------|----------|------------|---------------------------|----------|----------|----------|------------|------------|
| | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | |
| 04:00 PM | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 2 | 0 | 5 | 0 | 2 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 7 |
| 04:15 PM | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 2 | 5 |
| 04:30 PM | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 3 | 7 |
| 04:45 PM | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 0 | 3 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 11 | 4 | 0 | 15 | 0 | 3 | 0 | 0 | 3 | 0 | 5 | 0 | 0 | 5 | 23 |
| 05:00 PM | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| 05:15 PM | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 2 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 4 |
| Grand Total | 0 | 0 | 0 | 0 | 0 | 0 | 14 | 5 | 0 | 19 | 0 | 4 | 1 | 0 | 5 | 0 | 6 | 0 | 0 | 6 | 30 |
| Apprch % | 0 | 0 | 0 | 0 | 0 | 0 | 73.7 | 26.3 | 0 | 63.3 | 0 | 80 | 20 | 0 | 16.7 | 0 | 100 | 0 | 0 | 20 | |
| Total % | 0 | 0 | 0 | 0 | 0 | 0 | 46.7 | 16.7 | 0 | 63.3 | 0 | 13.3 | 3.3 | 0 | 16.7 | 0 | 20 | 0 | 0 | 20 | |



Cape Cod Commission

3225 Main Street

Barnstable, Massachusetts 02630

www.capecodcommission.org

Location: Rt 39 & Pleasant Bay Rd

Town: Harwich

Counted by: Jake Wright

Counters: 5

File Name : 2512_08122014

Site Code : 2512

Start Date : 8/12/2014

Page No : 1

Groups Printed- Bikes

| Start Time | Rt. 39 From North | | | | | Pleasant Bay Rd From East | | | | | Rt. 39 From South | | | | | Pleasant Bay Rd From West | | | | | Int. Total |
|---------------|----------------------|------|-------|------|------------|------------------------------|------|-------|------|------------|----------------------|------|-------|------|------------|------------------------------|------|-------|------|------------|------------|
| | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | Left | Thru | Right | Peds | App. Total | |
| *** BREAK *** | | | | | | | | | | | | | | | | | | | | | |
| Grand Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Apprch % | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | | |
| Total % | | | | | | | | | | | | | | | | | | | | | |



CAPE COD
COMMISSION

Appendix E

Harwich Board of Selectmen Traffic Rule – Speed Reduction Markings

VOTED:

That the Traffic Rules and Orders adopted by the Board of Selectmen July 1, 1940, and subsequent amendments thereto, be and hereby amended in accordance with the provisions of Chapter 85, Section 2 of the General Laws by adding to Article III, Section 3-5, Schedule R3-5, ADVISORY SIGNS the following streets designated for SPEED REDUCTION MARKINGS as authorized by Section 3B.22, Speed Reduction Markings of the Manual on Uniform Traffic Control Devices at the location and in the direction indicated:

Northbound on the Route 39 curve approaching Pleasant Bay Road, and
Southbound on the Route 39 curve approaching Pleasant Bay Road.

HARWICH BOARD OF SELECTMEN

Effective Date of passage _____

Printed in the Cape Cod Chronicle on _____

initial

Attest

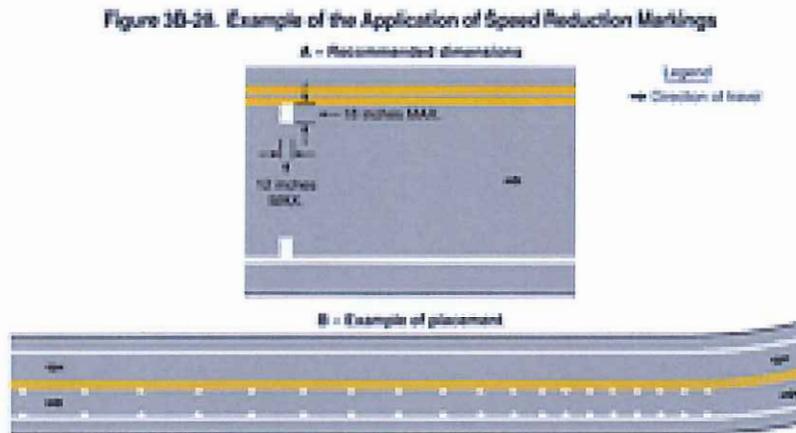
Town Clerk

Section 3B.22 Speed Reduction Markings

Support:

01 Speed reduction markings (see [Figure 3B-28](#)) are transverse markings that are placed on the roadway within a lane (along both edges of the lane) in a pattern of progressively reduced spacing to give drivers the impression that their speed is increasing. These markings might be placed in advance of an unexpectedly severe horizontal or vertical curve or other roadway feature where drivers need to decelerate prior to reaching the feature and where the desired reduction in speeds has not been achieved by the installation of warning signs and/or other traffic control devices.

Figure 3B-28 Example of the Application of Speed Reduction Markings



Guidance:

02 If used, speed reduction markings should be reserved for unexpected curves and should not be used on long tangent sections of roadway or in areas frequented mainly by local or familiar drivers, (e.g., school zones). If used, speed reduction markings should supplement the appropriate warning signs and other traffic control devices and should not substitute for these devices.

Standard:

03 If used, speed reduction markings shall be a series of white transverse lines on both sides of the lane that are perpendicular to the center line, edge line, or lane line. The longitudinal spacing between the markings shall be progressively reduced from the upstream to the downstream end of the marked portion of the lane.

Guidance:

04 Speed reduction markings should not be greater than 12 inches in width, and should not extend more than 18 inches into the lane.

Standard:

05 Speed reduction markings shall not be used in lanes that do not have a longitudinal line (center line, edge line, or lane line) on both sides of the lane.

CAPE COD COMMISSION

3225 MAIN STREET • P.O. BOX 226 • BARNSTABLE, MASSACHUSETTS 02630
(508) 362-3828 • Fax (508) 362-3136 • www.capecodcommission.org



www.harwichcommunitycenter.org

Harwich Middle School

BUILDING INFORMATION



204 Sisson Rd
Harwich, MA 02645
(508) 430-7568

Email: ccarey@town.harwich.ma.us

Welcome!

The Harwich Middle School was originally built in 1937, and then expanded and renovated in 1990. With the formation of the Monomoy Regional School District (Chatham and Harwich), this facility has become surplus now that the new Monomoy High School Facility is operational.

Our mission is to repurpose the Harwich Middle School as rental space for groups and individuals to engage in recreational, social, educational, cultural, community service, civic and governmental activities.

Facility Information

Hours of Operation

Spaces are available to rent **Monday through Saturday for daily, weekly or monthly fees.**

Parking

The Harwich Middle School has a total of **88 parking spaces**, including **6 disability parking spaces**. Further disability parking spaces may be designated for special events.

****Please note that there is NO phone service or internet connection available at the Harwich Middle School****

Renting Space

In order to rent space at the Harwich Middle School, one must fill out and submit an **Application for Room Use** (available at the Harwich Community Center Front Desk). When renting space for multiple dates, one application must be filled out for each month of use. Space will not be reserved until applications and Room Use Fees are received. All reservations are on a first-come, first-serve basis, and are subject to review and approval by the Harwich Community Center Director.

- ◆ All reservations are made based on availability of building space.
- ◆ Room fees shall be paid by all groups other than Harwich town employees.
- ◆ Additional set-up fees may be required
- ◆ All checks shall be made payable to the Town of Harwich.
- ◆ Fees are non-refundable, and are made to the Town of Harwich to cover expenses related to heating, air conditioning, electricity, cleaning, and supervision of building during use.

Fees & Rentals Rates

CLASSROOMS

Single Use
\$ 35.00

Weekly Rate
\$ 140.00

Monthly Rate:
\$ 300.00

AUDITORIUM

Single Use
\$ 60.00

Weekly Rate
\$ 240.00

Monthly Rate:
\$ 500.00

GYMNASIUM

Single Use
\$ 100.00

Weekly Rate
\$ 400.00

Monthly Rate:
\$ 600.00

CAFETERIA

Single Use
\$ 60.00

Weekly Rate
\$ 240.00

Monthly Rate:
\$ 500.00

MUSIC ROOM

Single Use
\$ 35.00

Weekly Rate
\$ 140.00

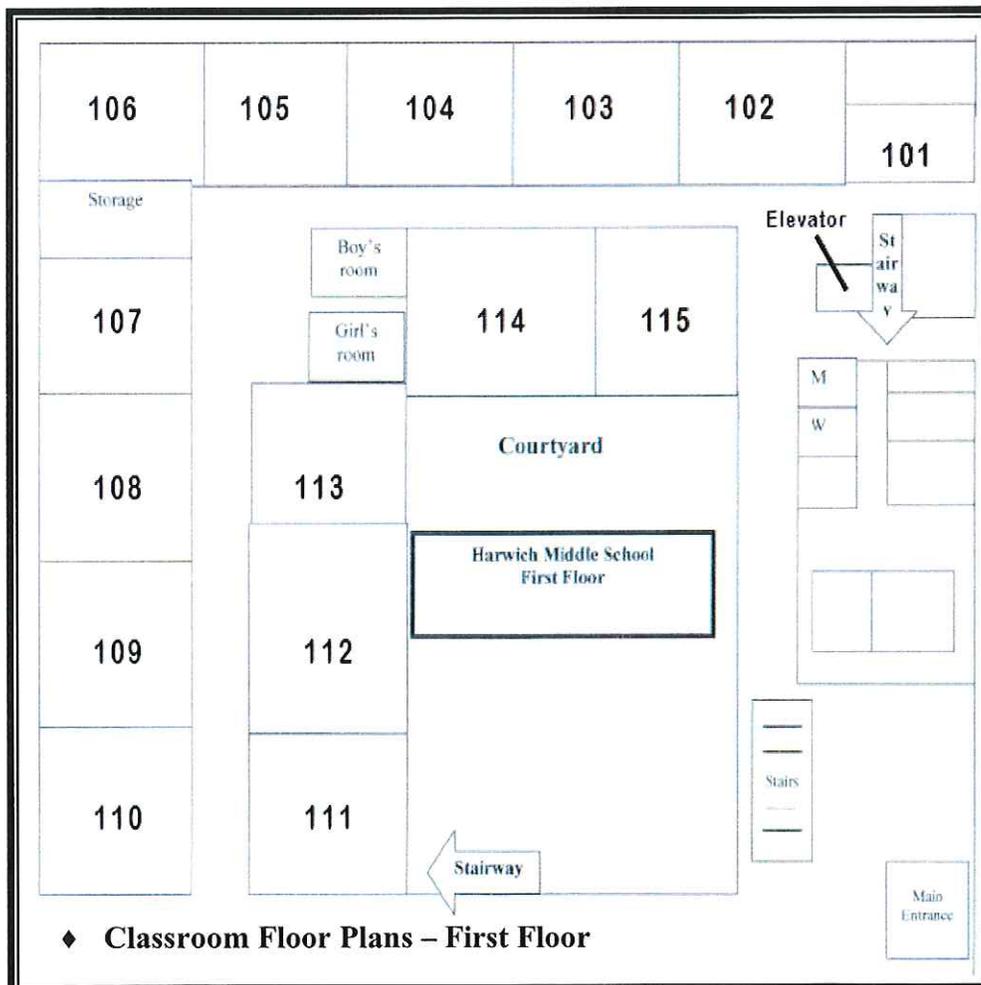
Monthly Rate:
\$ 300.00

For any renters providing services to clients, both for-profit and non-profit, the following documents must be provided prior to the beginning of the rental:

1. A business license or professional license as applicable
2. A certificate of insurance naming the Town of Harwich as also insured for \$1,000,000
3. A completed CORI Check

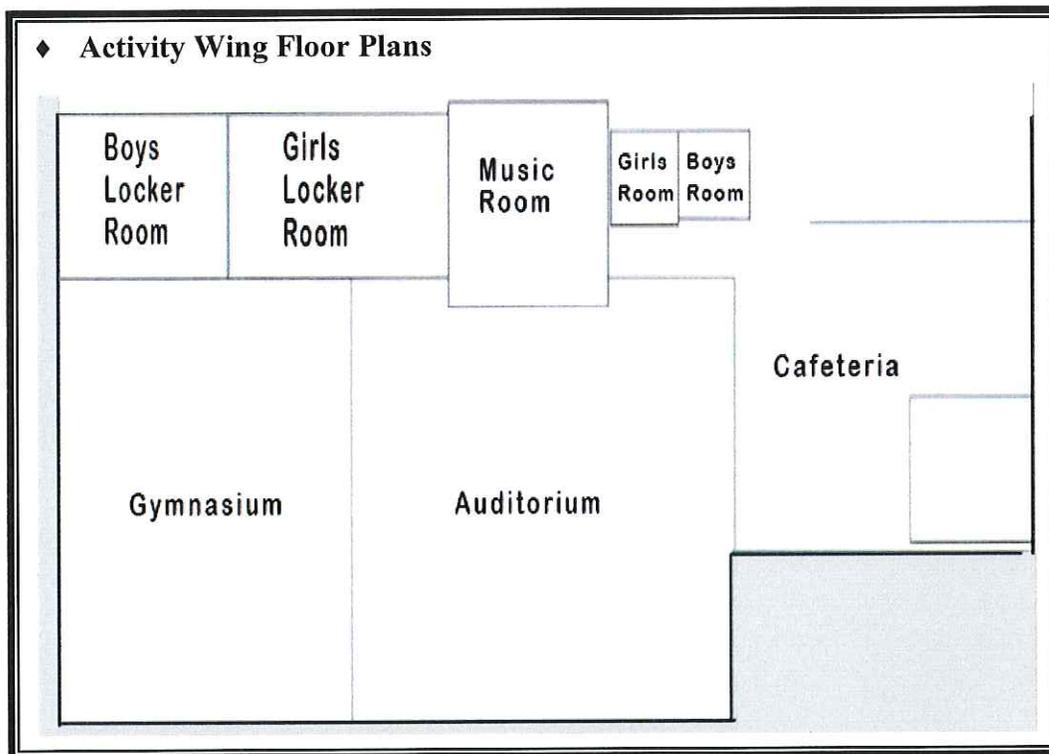
Classroom Details

| Room Number | Room Details |
|-------------|--|
| 101 – 101A | Small, 2 Rooms, Carpeted Floor |
| 102 | 3 Closets |
| 103 | 1 Closet |
| 104 | No Closets Available |
| 105 | Carpeted Floor |
| 106 | Art Room |
| 107 | Art Room |
| 108 | Carpeted Floor |
| 109 | Carpeted Floor |
| 110 | Health Room, Storage Included |
| 111 | Carpeted Floor |
| 112 | Carpeted Floor |
| 113 | - |
| 114 | 1 Large Closet |
| 115 | Larger Storage Space, Connected to Hallway |

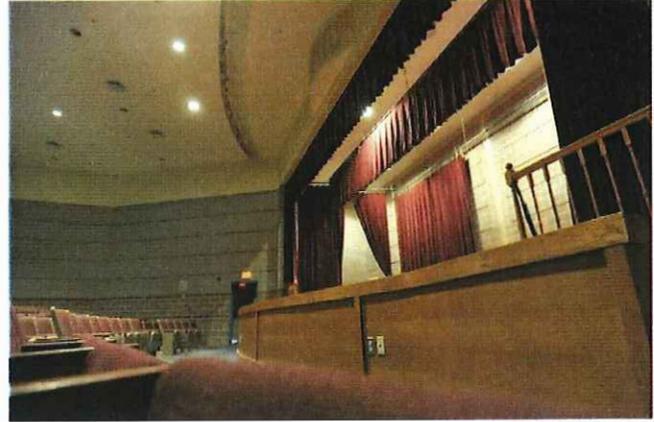


Activity Wing Details

| Room Name | Room Details |
|------------|--------------|
| Auditorium | |
| Gymnasium | |
| Cafeteria | |
| Music Rom | |



Auditorium



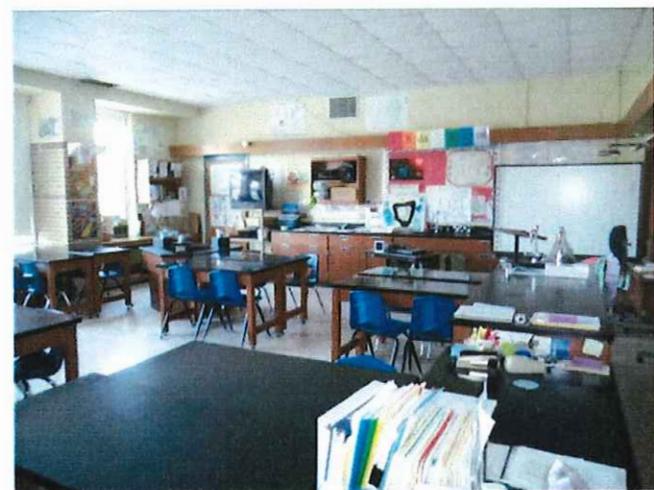
Gymnasium



Cafeteria



Classrooms



Harwich BOS / TA Action Item Report

 **DRAFT**

| Item Number | Action Item | Criticality (1,2 or 3) | Lead Responsibility | Date Assigned | Due Date | Status | Comments |
|-------------|---|--------------------------|-------------------------------|---------------|----------|--|--|
| 16-001 | <i>Disability Access to Brook Park Bandstand</i> | | | 7/11/2016 | | | |
| 16-002 | <i>Lighting at Brook Park Bandstand/Parking</i> | | TA, ATA, Town Eng., Rec. Dir. | 7/11/2016 | | Spoke with Town Engineer. Came up with concept for 2 lights in keeping with the Historic Dist. Cost \$2500/ea. | No funding available at this time to cover costs of lights. Path behind ballfield fence is not formal to make more accessible and add lighting would require a fence along the bank, t-base walkway 5' wide, electricity, etc. |
| 16-003 | <i>West Harwich Plume</i> | | TA, ATA, Health Dir. | 7/11/2016 | | Paula completed review week of August 15; meeting with Chair, TA and Asst. TA on 8/24/16. | Paula Champagne asked to research all applicable reports and to report back her findings/recommendations/plan. |
| 16-004 | <i>Committees: Vacancies; Charge Updates: Members being Sworn-in.</i> | | Selectmen | 7/25/2016 | | | |
| 16-005 | <i>Track Additional Costs at Middle School</i> | | Selectman LaMantia, TA | 7/25/2016 | | | |
| 16-006 | <i>Embers: Outside Bar Status</i> | | ATA | 8/8/2016 | | Completed 8/10/16- Status OK | Consulted Licensing Secretary; Building Comm; Health Agent. Mr. Nickerson contacted. |
| 16-007 | <i>Dedicated Turn Signal North on Rte 124 at Queen Anne Road</i> | | DPW Director | 8/8/2016 | | Completed 8/10/16- Status OK | DPW Director contacted consulting Engineer. The trip counts do not warrant a dedicated signal. Mr. Nickerson Contacted. |
| 16-008 | <i>Perk - Public Hearing for Entertainment License potential violation(s)</i> | | TA; Licensing Secretary | 8/22/2016 | | Hearing to be scheduled for 9/19/16 | |
| 16-009 | | | | | | | |
| 16-010 | | | | | | | |
| 16-011 | | | | | | | |
| 16-012 | | | | | | | |
| 16-013 | | | | | | | |
| 16-014 | | | | | | | |
| 16-015 | | | | | | | |

Harwich BOS / TA Action Item Report

| Item Number | Action Item | Criticality (1,2 or 3) | Lead Responsibility | Date Assigned | Due Date | Status | Comments |
|-------------|-------------|--------------------------|---------------------|---------------|----------|--------|----------|
| 16-001 | | | | | | | |
| 16-002 | | | | | | | |
| 16-003 | | | | | | | |
| 16-004 | | | | | | | |
| 16-005 | | | | | | | |
| 16-006 | | | | | | | |
| 16-007 | | | | | | | |
| 16-008 | | | | | | | |
| 16-009 | | | | | | | |
| 16-010 | | | | | | | |
| 16-011 | | | | | | | |
| 16-012 | | | | | | | |
| 16-013 | | | | | | | |
| 16-014 | | | | | | | |
| 16-015 | | | | | | | |

BUDGET/WARRANT TIME LINE 2016-2017

| | | |
|------------------------------|--|---|
| Friday, August 26, 2016 | Capital Budget Instructions submitted by T A to Departments | |
| Friday, September 23, 2016 | Deadline for submission of Department Capital Budgets to the T A | |
| Monday, September 26, 2016 | TA presents BOS with 5-Year Financial Plan | Charter 9-2-1/on or before October 1st |
| Monday, September 26, 2016 | MRSD meeting with B O S and Fincom to discuss enrollments by class and demographics, including a five year projection of same. | |
| Monday, October 3, 2016 | Deadline for submission of Community Preservation requests | |
| Monday, October 3, 2016 | BOS Budget Message to guide TA in developing budget Requests - Including Board agreed to goals | Charter 9-2-2/on or before the first Tuesday in October |
| Monday, October 31, 2016 | Capital Outlay Committee submits 7-yr Capital Outlay plan to T A | |
| Tuesday, November 1, 2016 | Operating Budget instructions submitted to departments by T A | |
| Monday, November 14, 2016 | Preliminary meeting with B O S and Fincom to discuss budget guidelines for the FY 17 MRSD budget | |
| Wednesday, November 30, 2016 | Deadline for submission of department operating budgets to T A | Charter 9-2-3/on or before the 1st Friday of December |
| Friday, December 2, 2016 | Deadline for submission of departmental warrant articles to T A | |
| Monday, December 5, 2016 | B O S Review and discussion of potential warrant articles | |
| TBD | Meeting with B O S and Fincom to discuss initial look at MRSD FY 18 budget | |
| Monday, December 12, 2016 | TA submits 7-yr Capital Outlay Plan to joint meeting of BOS/ Finance Committee | Charter 9-6-3/during the month of December |
| December 26 – 30 | MRSD School Vacation | |

| | | |
|----------------------------|---|--|
| Monday, January 9, 2017 | BOS/FINCOM/Capital Outlay Committee hold joint public hearing on submitted Capital Outlay Plan | Charter 9-6-4/on or before the 2nd Friday in January |
| Friday, January 27, 2017 | All items to be bid must have specifications in TA's office by 12:00 P.M. to be assured of bid process for Town Meeting | |
| Monday, January 30, 2017 | Meeting with B O S and Fincom to discuss first draft budget and five year plan with MRSD and Cape Cod Tech | |
| February – March | Fincom review of budgets and articles | |
| Monday, February 6, 2017 | Last BOS meeting before Annual Warrant closes | |
| Friday, February 10, 2017 | Article deadline – Warrant closes Noon deadline | Charter 2-2-1/Bylaw 1-101 2nd Friday in February by 12:00 Noon |
| Monday, February 13, 2017 | TA presents budget and budget message to B O S and Fincom | Charter 9-2-4/on or before the 2nd Tuesday of February |
| February 20 – 24 | MRSD School Vacation | |
| Tuesday, February 21, 2017 | 1 st draft Warrant to BOS (presented at meeting) | |
| Tuesday, February 21, 2017 | Articles submitted to Finance Committee by B O S | General By-Laws I, § 271-1.B. Not later than 14 days after article deadline |
| Monday, February 27, 2017 | BOS required to submit final budget to Finance Committee | Charter 9-3-2 / on or before the 4th Tuesday of February |
| February 2017 | MRSD to submit final line item budget to B O S and Fincom for inclusion in the ATM Warrant | |
| TBD | Joint budget/article hearing BOS/Finance Committee | |
| February, 2017 | BOS reviews Warrant articles | |
| Monday, March 6, 2017 | VOTE to sign final Annual Town Meeting Warrant | |
| Monday, March 20, 2017 | Vote to open Special Town Meeting Warrant | All Special Town Meeting Articles must be received 40 days prior to STM |

| | | |
|---|---|---|
| No later than March 20, 2017 | Article funding review by B O S | |
| Monday, March 27, 2017 | BOS votes Special Warrant BOS votes Ballot | |
| <u>not later</u> than Monday, March 27, 2017 | FINCOM submits written recommendations on Budget/Warrant. Joint budget /article hearing with B O S and Fincom reconcillation | Charter 9-3-3/by March 31st |
| <u>Not later</u> than March 27, 2017 | Fincom conducts one or more hearings on budget | Charter 9-3-3 by March 31st |
| March 28, 2017 | Ballot to Town Clerk | |
| Monday, April 3, 2017 | Send Warrant to Printer Send Warrant to Chronicle (April 13th publication) | Printer needs 2 weeks. Chronicle needs 1 week before publish date |
| Friday, April 14, 2017 | Warrants available for public distribution | Charter 2-2-2/14 days prior to Town Meeting |
| April 17 – 21, 2017 | MRSD School Vacation | |
| Monday, May 1, 2017 | First night of Annual Town Meeting | Charter 2-3-1/1st Monday in May |
| Tuesday, May 16, 2017 | Annual Town Elections | Charter 8-1-1/3rd Tuesday in May |

SAVE THE DATE!



Harwich Housing Summit



"Preparing Today For Your Housing Options Tomorrow...It's Never Too Early"

Join us!! The Harwich Council on Aging is presenting an exciting forum, where you will learn about many Housing Options & information for your future planning!

Monday, October 3, 2016
10am - Noon

We have invited 13 speakers who will each speak for 5 minutes about:
The requirements, benefits, options, cost and availability of each housing option present at this forum.

WHERE:

Multi-Purpose Room
Harwich Community Center
100 Oak Street, Harwich, MA. 02645

R.S.V.P.

Please call 508-480-7550, and leave your name, email address and phone number with our receptionist.

We look forward to seeing you soon!!

**TOWN OF HARWICH
NOTICE OF VACANCIES ON VARIOUS TOWN BOARDS, COMMISSIONS
AND COMMITTEES**

The Board of Selectmen will give consideration to the appointment of members to the following Boards, Commissions and Committees:

| | |
|--|---|
| Agricultural Commission..... | 1 |
| Appeals Board (Alternate) | 1 |
| Architectural Advisory Committee..... | 1 |
| Bikeways..... | 1 |
| Board of Health..... | 1 |
| Brooks Academy Museum..... | 1 |
| Building Code Board of Appeals..... | 5 |
| Community Preservation Committee (Housing Rep)..... | 1 |
| Conservation Commission (1 Full; 2 Alternate)..... | 3 |
| Council on Aging..... | 2 |
| Cultural Council..... | 3 |
| Disability Rights Committee..... | 5 |
| Forest Committee..... | 1 |
| Historic District/Historical Commission (Alternates) | 2 |
| Housing Committee | 1 |
| Real Estate and Open Space | 1 |
| Saquatucket Development Committee..... | 1 |
| Traffic Safety Committee | 2 |
| Trails Committee | 3 |
| Treasure Chest Committee (1 Full – 1 Alternate)..... | 2 |
| Utility and Energy Conservation | 1 |
| Waterways Committee (Alternate) | 1 |

A description of Committee duties and **Citizens Activity Record Forms** are available at
the Selectmen’s Office, 732 Main Street, Harwich