

SELECTMEN'S MEETING AGENDA*

Griffin Room, Town Hall

Regular Meeting 6:30 P.M.

Monday, June 6, 2016

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **WEEKLY BRIEFING**

IV. **PUBLIC COMMENT/ANNOUNCEMENTS**

V. **CONSENT AGENDA**

A. Approve Minutes

1. May 23, 2016 – Regular Session
2. May 23, 2016 – Executive Session
3. May 31, 2016 – Executive Session

B. Accept donations amounting to \$6,158 received from the “Rockin’ for the Reef” event to be deposited in the Reef Account

C. Approve application for Change of Manager on liquor license for Allen Harbor Yacht Club

D. Approve application for a “Special Permit” for relief from the town Noise By-Law (Section G) for an event to be held on June 28, 2016 by the Cakounes Family

E. Approve and sign Muddy Creek Change Orders

F. Confirm the appointment of Katie Varley as Executive Assistant to the Police Chief effective on July 1, 2016

G. Confirm the appointment of Josh Majka as Laborer for the Water Department effective on June 13, 2016

H. Approve the applications for the Chamber of Commerce parade on September 18th and Road Race on June 25th.

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

VII. **OLD BUSINESS**

VIII. **NEW BUSINESS**

A. Authorize the Town Administrator and the Conservation Commission to prepare and submit applications for a state LAND grant of up to \$400,000 to acquire the Marini property – *discussion and possible vote*

B. Beach Road Easement Issues – *discussion and possible vote*

C. Submission of Watershed Compliance Reports – David Young – *discussion and possible vote*

D. Draft letter from Pleasant Bay Alliance to Cape Cod Commission regarding Watershed Plan and update on Watershed Report – Carol Ridley – *discussion and possible vote*

E. Amend the Personnel By-Law Plan for FY 2017 in keeping with union increases – *discussion and possible vote*

IX. **TOWN ADMINISTRATOR'S REPORT**

X. **SELECTMEN'S REPORT**

A. Selectmen Liaisons for 2016-2017 – *discussion*

B. Committee interview process - *discussion*

C. Selectmen Goals and Objectives - *discussion*

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

Sandra Robinson, Admin. Secretary

Date: _____
June 2, 2016

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, MAY 23, 2016
6:30 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, Anita Doucette, Robert Cafarelli, David Spitz, Jim Atkinson, Judith Underwood, Sandy Hall, and others.

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

Chairman Hughes reported that the Board had just come out of Executive Session for collective bargaining and have reached an agreement with the Superior Officers Union for the current year and also a three year contract. He added that they also signed some side agreements with the Harwich Employees Association.

SWEARING IN OF NEWLY ELECTED OFFICIALS

Town Clerk Anita Doucette swore in the following:

Julie Kavanagh, Selectman
Michael MacAskill, Selectman
William Crowell, Library Trustee
Judith Underwood, Housing Authority
Danette Gonsalves, Water Commissioner

WEEKLY BRIEFING

Chairman Hughes reported that the Muddy Creek Bridge opened last week.

Jamie Goodwin, Channel 18 Station Manager, reported that we are now broadcasting the Selectmen's meetings live and thanked all those involved in this effort.

CONSENT AGENDA

- A. Approve Minutes
 - 1. April 19, 2016 – Regular Session
 - 2. April 25, 2016 – Regular Session
- B. Approve the Application for Common Victuallers License for the Mad Minnow Bar & Kitchen at 554 Main St. (Rt. 28) in Harwich Port
- C. Approve the renewal of Junk Dealers License for Monahan & Co.
- D. Approve 2016 Taxi/Limo License Renewals
- E. Approve request of funds from the Caleb Chase Gift Account in the amount of \$700.00

Ms. Brown moved approval of the Consent Agenda. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

OLD BUSINESS

- A. Submission of the Project Need Form (PNF) for the Dennisport/West Harwich Route 28 Roadway Improvement Project – *discussion and possible vote*

Mr. MacAskill moved to approve the submission of the Project Needs Form for the Dennisport/West Harwich Route 28 Roadway Improvement Project. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

- B. Town Administrator's 2-year Contract extension – *discussion and possible vote*

Chairman Hughes noted that this item is on the agenda in error as it was voted previously.

NEW BUSINESS

- A. Request by Real Estate and Open Space to transfer parcels from the custody of the Selectmen to the Conservation Commission – *discussion and possible vote*

Chairman Hughes recommended that whoever the liaison is to the Real Estate and Open Space Committee and/or the Conservation Commission after the Board reorganizes should meet with them and the Town Administrator to understand why they are recommending these parcels. Mr. Clark suggested sending this to department heads for input and the Board agreed. Chairman Hughes asked Mr. Clark to respond to the Real Estate and Open Space Committee to let them know that we will take this up at a later date.

- B. Remote Participation Policy amendment – *discuss, vote to waive readings, and vote to approve amendment*

Ms. Brown moved to accept and adopt the Remote Participation Policy amendment as written in our packet. Chairman Hughes stated that the first motion should be to dispense with the readings. Mr. MacAskill moved to waive the readings and vote to approve the amendment to the Remote Participation Policy. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

TOWN ADMINISTRATOR'S REPORT

- A. Town Planner position options – *discussion and possible vote*

Mr. Clark outlined the following memo he submitted to the Board dated May 12, 2016:

Our current Town Planner, David Spitz, has decided to retire effective July 8, 2016. I have as part of my practice as a Chief Administrative Officer always believed it makes sense to review the position upon pending vacancy for the opportunity to improve service delivery for the

community. This is just such an occasion. I do wish to thank Mr. Spitz for his dedicated service and his high level of communications. I believe that it is during his term that he has expanded the role of the Town Planning Department that has led me to some of the recommendations that are listed below. As part of my due diligence deliberations, I have had a meeting with Jim Atkinson, the current Chair of the Planning Board along with Mr. Spitz and Charleen to discuss the transition and reorganization. Mr. Atkinson, with the assistance of Mr. Spitz, did submit three options for consideration: the first to retain independent Planning Department as it exists today, second to integrate the Department more fully into a Community Development Department, and third to consider a Regional Planning Department with the town of Chatham.

I do believe that the resources we currently dedicate for a Town Planner should be reconfigured to take into account that the actual duties currently consist of support to the Planning Board, planning support for zoning changes, regulatory reviews, Comprehensive Plan support and special projects which have included working on building revitalization of town assets and submission of various grants. Upon reflection, I would like to hopefully center our discussion on two options. The first option would be to continue Administration efforts to centralize Community Development efforts. Currently Community Development operates in five different areas: Building, Conservation, Engineering, Health and Planning primarily. We do not have a specific Community Development Director to oversee the efforts of these departments. It has been my intent since my arrival to work towards having more centralized control and coordination of these departments. I believe that having the current Assistant Town Administrator responsibilities include Community Development Director title and specifically to take on the role of Town Planner in addition. The Assistant Town Administrator position has been recently upgraded and I would not anticipate at this time that any additional salary adjustments would be necessary; as such, current duties would have to be adjusted to allow for additional time to be dedicated to Community Development and also resources be reallocated from the current salary of the Town Planner position into a full-time Assistant Town Planner who would perform the day-to-day functions of the Department such as those listed above. A second non-benefited part-time position of a confidential clerical nature would be filled in Administration to perform some of the human resources functions and other administrative duties of staff to free up time for the Assistant Town Administrator to provide leadership and direction in a unified fashion to the five departments. This concept would envision completing reorganization with only minimal additional resources or ideally equal resources.

The second option would be to essentially maintain the status quo. The opportunity should be utilized to review the current job description and be sure to include elements such as grant writing, project management and special projects that have been performed by David.

I do believe that the recommendations above do take into account some of the thoughts and options for restructuring presented by David and Jim. I have not at this point had opportunity to have discussions with my counterpart in the town of Chatham to discuss any potential for a regional solution. I think this recommendation has some merit but I am not sure if the timing is right to be able to fully implement and vet out such an option in a timely fashion.

I do believe it is critical to have a discussion in regards to the current operation and its opportunity for improvement so that we can commence recruitment for a plan above. If the decision was made immediately it would still take time to complete an updated job description, advertisement and recruitment of a professional and adequate notice the professional to make the transition. In general, recruitments take 60 to 90 days to complete if straightforward. Therefore, I would implement effective July 1, 2016 that the Assistant Town Administrator will act as the Interim Town Planner until such time as the position or reorganization is fully implemented. The interim situation will create operational stress on Administration operational capabilities.

Ms. Greenhalgh said she is happy to assist in either role. She stated that both options are viable but said option 1 is preferable. Mr. Atkinson said he was more in favor of option 1 as well and it would improve the services given by the Town. He said his only concern would be the workload on Ms. Greenhalgh. Mr. Clark said the only way this could work is if we hire a part-time clerical person for the Administration office. He added that this person could do salary surveys that Ms. Greenhalgh is doing now, and he would give some of Ms. Greenhalgh's work to Ann and Sandy and they would give up some of their work to the clerical person. Mr. Spitz emphasized that we have day to day planning needs and we need to focus on that. Chairman Hughes said that the next step is to come up with the job descriptions and to look at the financial impact of this and bring it back. Mr. MacAskill said he needs to see a flow chart of who is going to do what as well as costs. Chairman Hughes said to bring back with organization chart, position descriptions and costs. He said the sense is to move forward with the recommendation of the Town Administrator on this. No vote was taken.

B. FY 17 Barnstable County Fuel Oil bid – *information*

Mr. Clark reported that the fuel bid came in very good and it was under the \$50,000 threshold. He added that he is in the process of updating procurement officer status and it is important that he maintains that certification. He commented that he was toying with the idea of not doing that but we have Carolyn Carey certified and Bob Cafarelli is not certified but he does all the bid work. He said he would oversee it.

SELECTMEN'S REPORT

A. Selectmen's re-organization is scheduled for Tuesday, May 31, 2016

Chairman Hughes reported that Board would be reorganizing next week.

ADJOURNMENT

Chairman Hughes adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Ann Steidel
Recording Secretary

Ann Steidel

From: Amy Usowski
Sent: Thursday, May 26, 2016 3:24 PM
To: Ann Steidel; Sandy Robinson
Cc: Charleen Greenhalgh; Christopher Clark; Chase, Brad (MISC)
Subject: next available selectmen's agenda

The Rockin' for the Reef event generated \$6,158.00! Can I please be put on the next available selectmen's agenda to have them formally accept this donation and put into the reef account? Thanks!

Amy Usowski
Conservation Administrator
Town of Harwich



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
 www.mass.gov/abcc

PETITION FOR CHANGE OF LICENSE

050600015

ABCC License Number

HARWICH

City/Town

The licensee ALLEN HARBOR YACHT CLUB, INC. respectfully petitions the Licensing Authorities to approve the following transactions:

- Change of Manager
- Alteration of Premises
- Pledge of License/Stock
- Cordial & Liqueurs
- Change of Corporate Name/DBA
- Change of Location
- Change of License Type (\$12 ONLY, e.g. "club" to "restaurant")

Change of Manager Last-Approved Manager: MARK ILLINGWORTH

Requested New Manager: PETER MOYNAGH

Pledge of License /Stock Loan Principal Amount: \$ Interest Rate:

Payment Term: Lender:

Change of Corporate Name/DBA Last-Approved Corporate Name/DBA:

Requested New Corporate Name/DBA:

Change of License Type Last-Approved License Type:

Requested New License Type:

Alteration of Premises: (must fill out attached financial information form)
 Description of Alteration:

Change of Location: (must fill out attached financial information form)
 Last-Approved Location:
 Requested New Location:

Signature of Licensee

Shelene Kelleher, President
 (If a Corporation/LLC, by its authorized representative)

Date Signed

05/21/2016



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
 www.mass.gov/abcc

MANAGER APPLICATION

All proposed managers are required to complete a Personal Information Form, and attach a copy of the corporate vote authorizing this action and appointing a manager.

1. LICENSEE INFORMATION:

Legal Name of Licensee: ALLEN HARBOR YACHT CLUB, INC. Business Name (dba):

Address: 371 LOWER COUNTY ROAD

City/Town: HARWICH PORT State: MA Zip Code: 02646

ABCC License Number: 050600015 Phone Number of Premise: 508-432-9774
 (If existing licensee)

2. MANAGER INFORMATION:

A. Name: PETER MOYNAGH B. Cell Phone Number:

C. List the number of hours per week you will spend on the licensed premises: 40

3. CITIZENSHIP INFORMATION:

A. Are you a U.S. Citizen: Yes No B. Date of Naturalization: C. Court of Naturalization:

(Submit proof of citizenship and/or naturalization such as U.S. Passport, Voter's Certificate, Birth Certificate or Naturalization Papers)

4. BACKGROUND INFORMATION:

A. Do you now, or have you ever, held any direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages? Yes No
 If yes, please describe:

B. Have you ever been the Manager of Record of a license to sell alcoholic beverages that has been suspended, revoked or cancelled? Yes No
 If yes, please describe:

C. Have you ever been the Manager of Record of a license that was issued by this Commission? Yes No
 If yes, please describe: ALLEN HARBOR YACHT CLUB, INC. (2005-2015)

D. Please list your employment for the past ten years (Dates, Position, Employer, Address and Telephone):

Please see additional space area

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature: Peter Moynagh Date: 5/2/16

Additional Space

Please note which question you are using this space for.

Manager Application- Question 4, Part D, List of Employment for the Last Ten Years

1999-present- Teacher's Aid- Town of Harwich/Monomoy Regional High School- 75 Oak Street, Harwich, MA, 02645- (508) 430-7200
2005-2015- Manager- Allen Harbor Yacht Club- 371 Lower County Road, Harwich Port, MA, 02646- (508) 432-9774



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

PERSONAL INFORMATION FORM

Each individual listed in Section 10 of this application must complete this form.

1. LICENSEE INFORMATION:

A. Legal Name of Licensee	ALLEN HARBOR YACHT CLUB, INC.	B. Business Name (dba)			
C. Address	371 LOWER COUNTY ROAD	D. ABCC License Number (If existing licensee)	050600015		
E. City/Town	HARWICH PORT	State	MA	Zip Code	02646
F. Phone Number of Premise	(508) 432-9774	G. EIN of License	04-2423731		

2. PERSONAL INFORMATION:

A. Individual Name	PETER MOYNAGH	B. Home Phone Number	[REDACTED]		
C. Address	20 Grassy Pond Road				
D. City/Town	Harwich Port	State	MA	Zip Code	02646
E. Social Security Number	[REDACTED]	F. Date of Birth	[REDACTED]		
G. Place of Employment	MONOMOY REGIONAL HIGH SCHOOL				

3. BACKGROUND INFORMATION:

Have you ever been convicted of a state, federal or military crime? Yes No

If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

4. FINANCIAL INTEREST:

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

NONE.

IMPORTANT ATTACHMENTS (8): For all cash contributions, attach last (3) months of bank statements for the source(s) of this cash.

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

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature Peter Moynagh Date 05/21/2016

Title _____ (If Corporation/LLC Representative)

CERTIFICATE OF VOTE

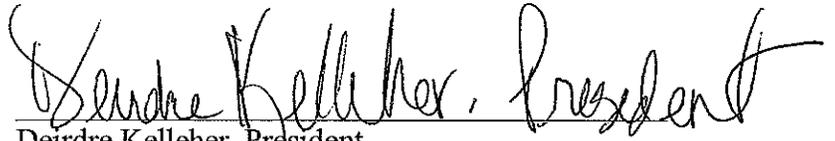
ALLEN HARBOR YACHT CLUB, INC.

At a meeting of Allen Harbor Yacht Club, Inc. duly called and held at the Yacht Club located at 371 Lower County Road, Harwich Port, Massachusetts on May 21, 2016 at which a quorum of Board members were present and voting, upon motion duly made, accepted, and seconded, it was

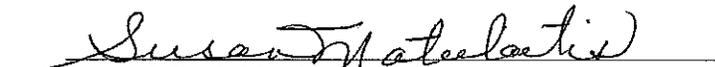
VOTED: That Peter Moynagh be hired in the position of Club Manager of Allen Harbor Yacht Club. The members of the Board of Directors of the Yacht Club further authorize, Peter Moynagh, to do all things reasonable and necessary in connection with the foregoing including serving as the licensed manager for all purposes including but not limited to becoming the Manager of Record on the club's liquor license.

I hereby certify that the foregoing is a true and accurate copy of the minutes of said meeting and that the vote has not been altered, amended, or revoked, and that I am the duly-elected President of the corporation.

Date: May 21, 2016


Deirdre Kelleher, President

A True and Attested Copy:


Susan Matulaitis, Secretary



Cape Farm Supply & Cranberry Co.
Cakounes Family, Leo and Andrea
1601 Factory Road Harwich, Mass
508-364-1512
June 1 2016

Office of The Selectmen

Town of Harwich

732 Main Street Harwich, Mass

Board Members;

Please accept this letter and attached application as a formal request for your Board to Grant our Farm a "Special Permit" for relief from the Towns Noise Bylaw 189-1 as described and allowed in Section G for an Event on June 28th 2016.

We are asking for relief due to the fact that the Bylaw and License/Permits prohibits Noise being heard at a distance of 150 feet from premises. Our Farm is located on Robbins Pond, and noise travels across the water in a manner which would make impossible for it to be contained at a distance of 150 feet. Please note there is no residence within 1000 feet of my property.

On June 28th our Farm Pot Luck/ Pig Roast Open House is an annual event in which many Harwich residence and my/your neighbors attend. This marks our 17th year in hosting this event.

We plan to have a live band as we have done in the past. The Band will play amplified music during the hours of 3:00pm. To 11:00pm.

Board of Selectmen;

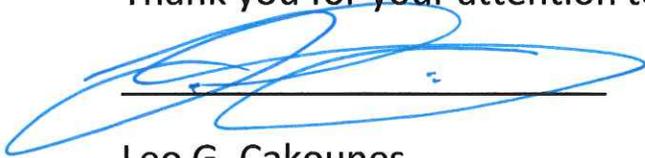
Attached is a completed Application for Entertainment License with a check for \$25.00 for one day license. Also noted on the applications under "Other" is the request for issuance of Special Permit as per Noise Bylaw 189-1 sec (G).

The Board may feel that a granting of a "License or Permit" as described under Bylaw 189-1 sec F (8) is adequate for relief. However I have been told that the License/Permits include the same 150' language. We have no preference and will accept either method the Board deems the best manner to Grant Relief.

My wife and I feel that this event is an essential part of our Farm operation. We promote our Farm and Farm products along with Agriculture in general.

I can be available at any time to answer any questions on this matter.

Thank you for your attention to this matter;



Leo G. Cakounes

Special Note: The issuance of a Special Permit or License/Permit has no effect to the applicant's protection under MGL 40A sec 3 which allows exemptions contained in Harwich Bylaw 189-1 Sec. F (13) "Noise resulting from activities of an Agricultural operation."

- (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.



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

APPLICATION FOR ENTERTAINMENT LICENSE

- Weekday Entertainment (\$75) 1 day (\$25) New application _____
 Batters Box (\$50) Renewal _____
 Go Carts (\$50) Annual _____
 Miniature Golf (\$50) Seasonal _____
 Trampolines (\$25) Opening Date _____
 Theater (\$150 per cinema)
 Automatic Amusement:
 Juke Box (\$100 each)
 Video Games (\$100 each)

SPECIAL PERMIT AS
Other PER BYLAW 189-1(G)

Business Name CAPE FARM SUPPLY Phone. _____
Business Address 1601 FACTORY ROAD HARWICH MASS
Mailing Address SAME
Owners Name & Address LEO & ANDREA CAKOUNES
Email Address CRANBERRYPIG@COMCAST.NET
Managers Name & Address SAME

TIMES AND DAYS OF WEEK FOR ENTERTAINMENT (Please note this application does not cover Sundays. You can obtain a Sunday license application at the Selectmen's Office):

SAT. JUNE 28TH 2016 3:00 - 11:00

ENTERTAINMENT TYPE: (Check all appropriate boxes)

- Concert Dance Exhibition Cabaret Public Show Other
 Dancing by Patrons
 Dancing by Entertainers or Performers
 Recorded or Live Music
 Use of Amplification System
 Theatrical Exhibit, Play or Moving Picture Show
 A Floor Show of Any Description
 A Light Show of Any Description
 Any Other Dynamic Audio or Visual Show, Whether Live or Recorded



At any time during this concert, dance exhibition, cabaret or public show, will any person(s) be permitted to appear on the premises in any manner or attire as to expose to the public view any portion of the body as described in Mass. General Laws Chapter 140, Section 183A, Para. 3.

___ Yes No

If Yes, answer questions 1 through 4 below. Attach a separate sheet and/or exhibits if necessary:

1. Describe in complete detail the extent of exposure during the performance and the nature of the entertainment: _____

2. Furnish additional information concerning the condition of the premises and how they are suitable for the proposed entertainment: _____

3. Fully describe the actions you will take to prevent any adverse effects on public safety, health, or order: _____

4. Identify whether and how you will regulate access by minors to the premises: _____

Days/Hours of Business Operation 3:00 after noon to 11:00 P.M.

Pursuant to MGL, Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all State tax returns, and have paid all State taxes under the law.

 owner
Signature of applicant & title

Social Security # or Federal I.D. #

Signature of individual or corporate name

Social Security # or Federal I.D. #

Signature of Manager

Social Security # or Federal I.D. #

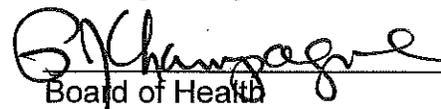
Signature of Partner

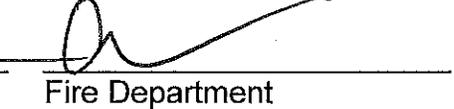
Social Security # or Federal I.D. #

REGULATORY COMPLIANCE FORM

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


Building Commissioner


Board of Health


Fire Department


Police Department

comments:

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

CHANGE ORDER FORM

Project: Muddy Creek Bridge

Date: 05/23/16

Requested By: MAS Building and Bridge, Inc.

COPY

DESCRIPTION OF CHANGE

CHANGE ORDER 2

Furnish all labor, materials and equipment to drive support piles an additional 862 linear feet, from estimated 1,880 linear feet to the installed 2,742 linear feet.

REASON FOR CHANGE

Field testing showed that the anticipated pile depth did not provide the required load capacity. Additional pile depth required to achieve MASS DOT requirements.

TIME AND COST

Work completed by Contractor at his own risk to complete the project by Memorial Day. Change Order Quote: \$26,009.08

Additional costs for additional 862 linear feet allowed by existing contract is \$73,701 (862 LF X \$85.50 per LF bid price.)

Additional costs for additional 862 linear feet allowed by existing contract is \$73,701 (862 LF X \$85.50 per LF bid price).

Original Contract Amount:	\$4,791,311.80
Change Order 1: (29 Sugar Hill Drive)	\$108,000.00
Change Order 2:	\$26,009.08
Extra Costs for 862 LF per contract	\$73,701.00

Total revised contract amount \$4,999,021.88

ACCEPTANCE OF CHANGE

CONTRACTOR:
MAS Building and Bridge, Inc.


Signature:

Chris Keppeler
Printed Name:

Project Manager
Title:

5/31/16
Date:

THE TOWN:
Town Manager 
CHRISTOPHER CLARK, T. A.

TOWN OF HARWICH
732 MAIN STREET
HARWICH, MA 02645

CHANGE ORDER FORM

Project: Muddy Creek Bridge

Date: 05/23/16

Requested By: MAS Building and Bridge, Inc.

COPY

DESCRIPTION OF CHANGE

CHANGE ORDER 3

Allow adjusted pile driving costs of \$118.83 per linear foot for quantities above 125% of plan quantity.

REASON FOR CHANGE

This is allowed per the Contract. The average pile driving cost for these materials in Massachusetts is \$118.83 per linear feet.

TIME AND COST

Work completed by Contractor at his own risk to complete the project by Memorial Day. Change Order Quote: \$13,065.36
\$118.83 represents \$33.33 above contract unit price (\$88.50). Amount above 125% of anticipated pile drive length is 392 LF (1880 LF versus 2,742 LF installed). Added cost = \$33.33 X 392 LF = \$13,065.36.

Additional costs for additional 862 linear feet allowed by existing contract is \$73,701 (862 LF X \$85.50 per LF bid price).

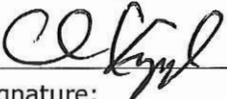
Original Contract Amount:	\$4,791,311.80
Change Order 1: (29 Sugar Hill Drive)	\$108,000.00
Change Order 2:	\$26,009.08
Change Order 3:	13,065.36
Extra Costs for 862 LF per contract	\$73,701.00

Total revised contract amount \$5,012,087.24

ACCEPTANCE OF CHANGE

CONTRACTOR:

MAS Building and Bridge, Inc.

Signature: 

Printed Name: Chris Keppeler

Title: Project Manager

Date: 5/31/16

THE TOWN:

Town Manager


CHRISTOPHER CLARU, T.A.

CHANGE ORDER FORM

Project: Muddy Creek Bridge

Date: 05/23/16

Requested By: MAS Building and Bridge, Inc.

COPY

DESCRIPTION OF CHANGE

CHANGE ORDER 4

1. Transverse deck grooving
2. Additional PDA testing

REASON FOR CHANGE

Transverse grooving of the concrete deck was required by MASSDOT
Additional PDA testing required for additional pile driving depths.

TIME AND COST

Work completed by Contractor at his own risk to complete the project by Memorial Day.
Transverse grooving Quote: \$8,537.39
Town agreed to pay one half of extra PDA test requested = \$3,750
Total for Change Order 4 = \$12,287.39

Original Contract Amount:	\$4,791,311.80
Change Order 1: (29 Sugar Hill Drive)	\$108,000.00
Change Order 2:	\$26,009.08
Change Order 3:	\$13,065.36
Change Order 4:	\$12,287.39
Extra Costs for 862 LF per contract	\$73,701.00

Total revised contract amount \$5,024,374.63

ACCEPTANCE OF CHANGE

CONTRACTOR:

MAS Building and Bridge, Inc.

Signature: 

Printed Name: Chris Keppeler

Title: Project Manager

Date: 5/31/16

THE TOWN:

Town Manager  CHRISTOPHER CLARK, P.A.



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

June 1, 2016

Ms. Katie Varley
Harwich Police Communications
183 Sisson Road.
Harwich, MA 02645



Dear Katie:

We are pleased to offer you the position as Executive Assistant to the Chief of Police for the Town of Harwich. Your previous experience as an administrative assistant, police officer and dispatcher make you well suited for this position. I am looking forward to working with you.

This conditional offer letter confirms our understanding of your employment terms with the Town.

- Pursuant to the Town Charter the Town Administrator makes the appointment for this position subject to confirmation by the Board of Selectmen. Your name has been put forth for confirmation. Successful confirmation will be needed to finalize appointment.

Your position title will be Executive Assistant to the Chief of Police and your starting date is July 1, 2016. This position is included in the Harwich Employee Association Contract and your employment is subject to the rights and obligations included in the contract which is attached. Your starting salary will be \$29.37 per hour (HEA Grade 7, Step 6) which is above the current dispatcher base salary with 3% longevity. You will retain your current sick time and vacation time balances.

Please read the letter and confirm your understanding of the terms of your employment by signing the bottom of this letter and returning a copy to us for your personnel file.

Please feel free to contact me if you have any questions.

Sincerely,

David J. Guillemette
Chief of Police

Attachment

Katie Varley
6/1/16
Date

cc: Board of Selectmen
Assistant Town Administrator
Finance Director/Town Accountant



Town of Harwich Water Department

196 Chatham Road, Harwich, MA 02645 USA * www.harwichwater.com
P. 508-432-0304 * F. 888-774-3557 * customerservice@harwichwater.com

May 26, 2016

Mr. Josh Majka
836 Beechtree Drive
Brewster MA 02631

Dear Mr. Majka,

We would like to offer you the position as Distribution Laborer for the Harwich Water Department. We look forward to your positive contributions to our Town's Water Department.

This conditional offer letter confirms our understanding of your pre-employment terms with the Town.

- Pursuant to the Town Charter, the Town Administrator makes the appointment for this position subject to confirmation by the Board of Selectmen. Your name has been put forth for confirmation. Successful confirmation will be needed to finalize appointment.
- The Town will arrange for a Pre-Employment physical that must be successfully completed.
- A Pre-Employment CORI and background check must also be successfully completed.

Please read the letter and confirm your understanding of the terms of your employment by signing the bottom of this letter and returning a copy to us for your personnel file. Please also complete, sign and return the CORI and background check forms.

Your position title will be Distribution Laborer and your tentative start date of Monday, June 13, 2016. This position is included in the I.A.M.A.W., District 15 Union and your employment is subject to the rights and obligations included in the contract which is attached. Your starting pay will be \$20.24 per hour (Grade WL, Step 5). You will be eligible for a step increase one year from your appointment date, after a positive evaluation.

Again, we are delighted that you are joining the Water Department staff. Please feel free to contact me if you have any questions prior to beginning work.

Sincerely,

Daniel Pelletier
Superintendent

Enclosures

cc: Christopher Clark, Town Administrator
Board of Water Commissioners


Josh Majka
Date 5/26/2016



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



APPLICATION FOR LICENSE/PERMIT

PLEASE CHECK

ROAD RACE CRAFT FAIR OTHER

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

NAME OF BUSINESS Harwich Chamber of Commerce PHONE 508-430-1165
BUSINESS ADDRESS 1 Schoolhouse Rd. Harwich Port, MA 02646
MAILING ADDRESS same

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

5K Road Race to support youth fitness activities and programs.

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

DATE 6/25/16
TIME 9:30 AM
ROUTE/LOCATION See Attached

(please use reverse side if necessary)

[Signature]
Signature of Applicant

Executive Director
Title

Social Security Number of Federal Identification Number

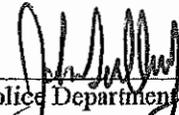
Harwich Chamber of Commerce
Signature of Individual or Corporate Name

04-27-2106110
Tax Exempt ID (for non-profit organizations)

[Signature] Ex. Dir.
By Corporate Officer (if applicable)

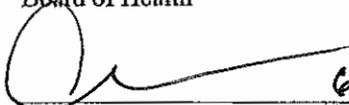
*****REGULATORY COMPLIANCE FORM*****

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

 6/1/16
Police Department Date

 6/1/16
Recreation & Youth Commission Date

Building Commissioner Date

Board of Health Date
 6/2/16
Fire Department Date

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

For Office Use Only

FEE _____ CASH _____ CHECK _____

FOR _____

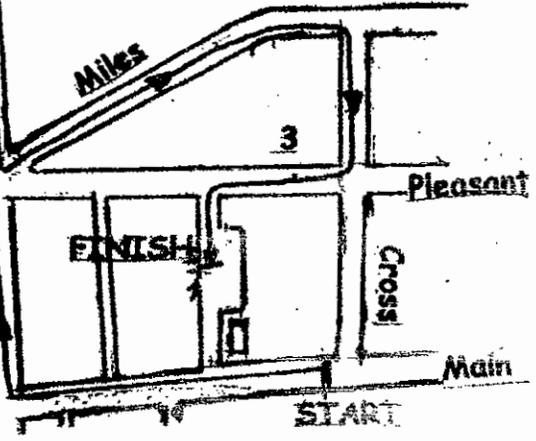
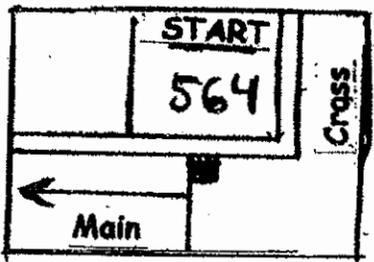
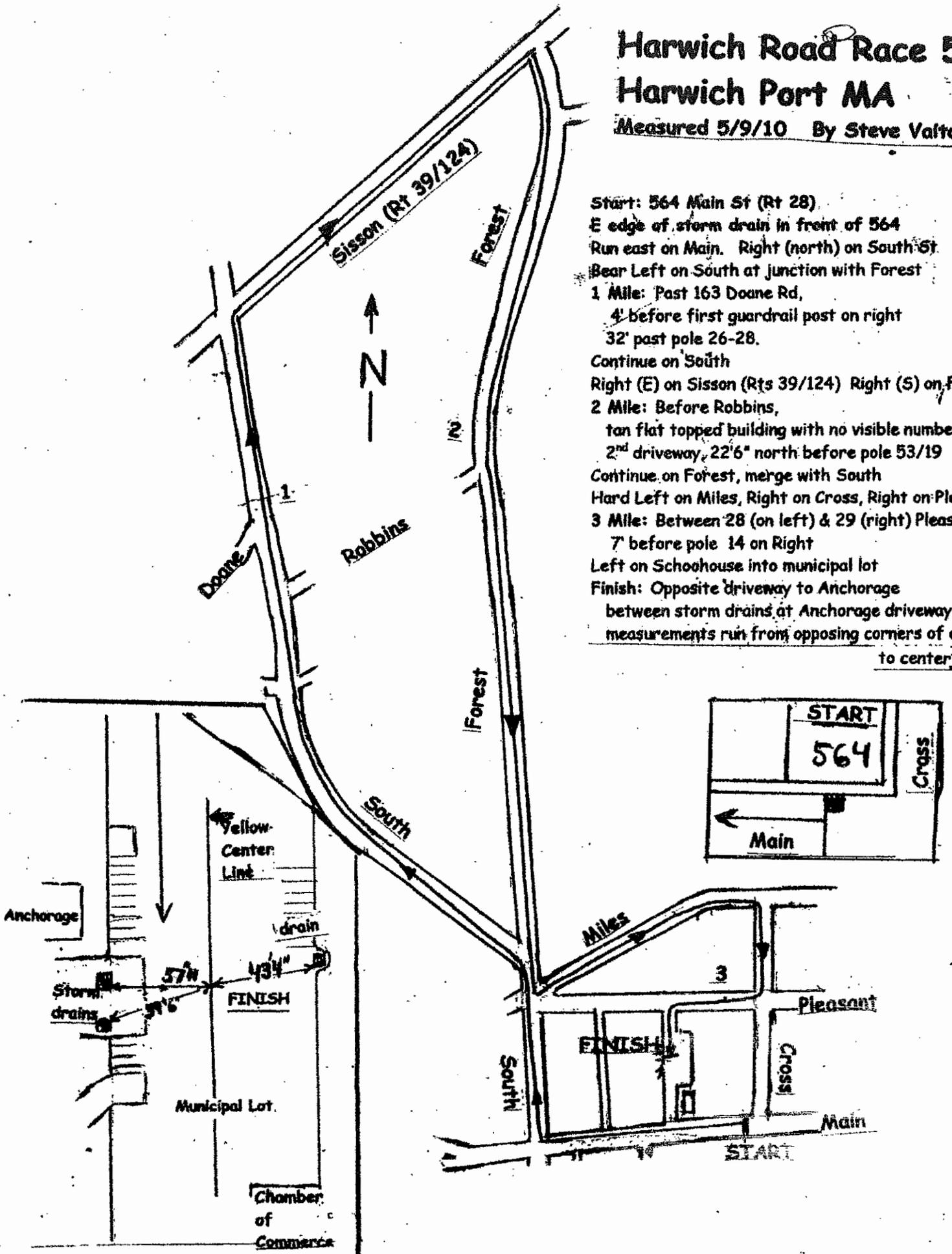
REVIEWED BY _____

DATE LICENSE ISSUED _____

Harwich Road Race 5K Harwich Port MA

Measured 5/9/10 By Steve Valtonnes

Start: 564 Main St (Rt 28)
 E edge of storm drain in front of 564
 Run east on Main. Right (north) on South St.
 Bear Left on South at junction with Forest
 1 Mile: Past 163 Doane Rd,
 4' before first guardrail post on right
 32' past pole 26-28.
 Continue on South
 Right (E) on Sisson (Rts 39/124) Right (S) on Forest
 2 Mile: Before Robbins,
 tan flat topped building with no visible number
 2nd driveway, 22'6" north before pole 53/19
 Continue on Forest, merge with South
 Hard Left on Miles, Right on Cross, Right on Pleasant
 3 Mile: Between 28 (on left) & 29 (right) Pleasant
 7' before pole 14 on Right
 Left on Schoohouse into municipal lot
 Finish: Opposite driveway to Anchorage
 between storm drains at Anchorage driveway
 measurements run from opposing corners of drain
 to center



*****REGULATORY COMPLIANCE FORM*****

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


Police Department 9/1/16
Date

Building Commissioner Date

Recreation & Youth Commission Date

Board of Health Date


Fire Department 6/2/16
Date

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

For Office Use Only

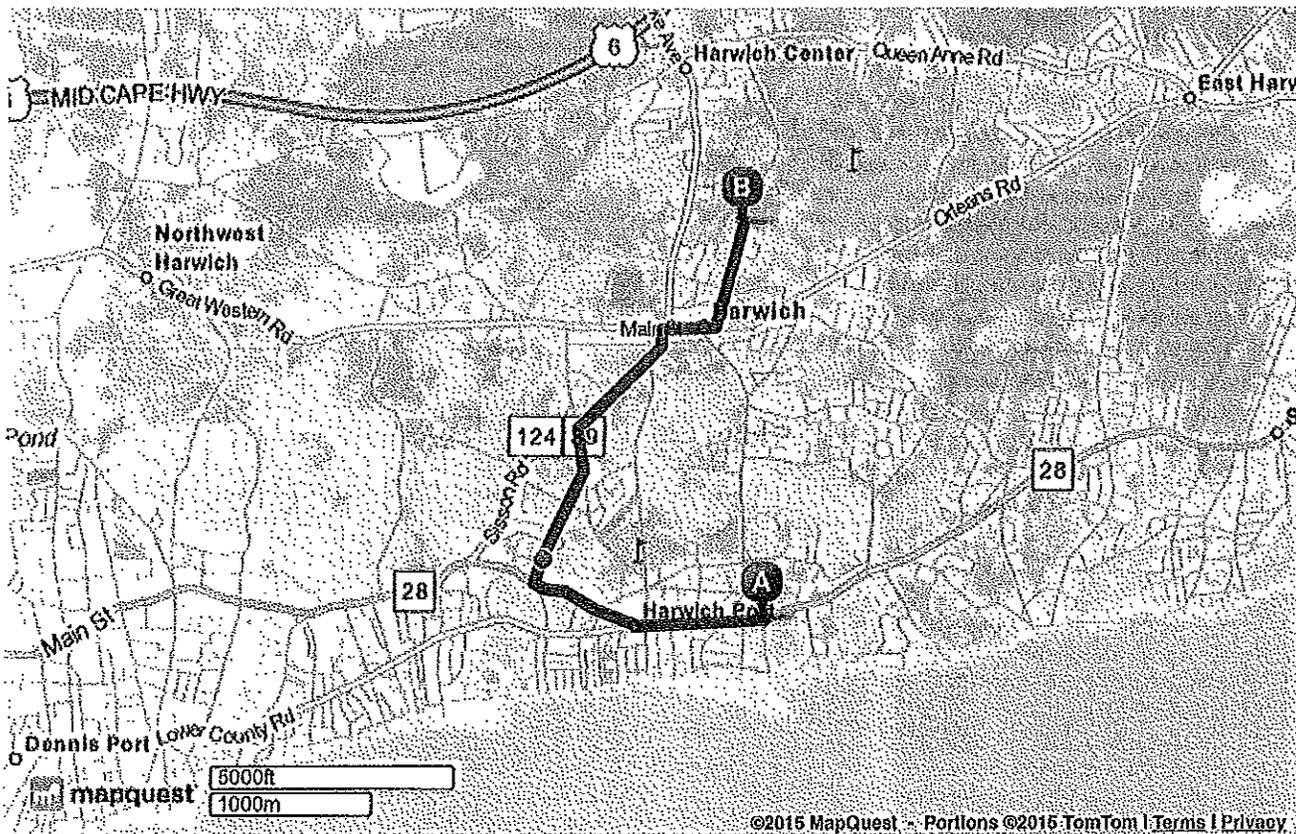
FEE _____ CASH _____ CHECK _____

FOR _____

REVIEWED BY _____

DATE LICENSE ISSUED _____

Total Travel Estimate: 3.08 miles - about 7 minutes



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Sandy Robinson

From: Michael Lach <hct@cape.com>
Sent: Wednesday, June 01, 2016 3:49 PM
To: phughes41@comcast.net; Christopher Clark
Cc: Ann Steidel; Sandy Robinson
Subject: RE: Selectmen, June 6 agen
Attachments: Marini LAND-grant-FY17_Town Authorization.motion.doc

Hi Chris and Peter,

Just checking on email below and attached.
Any chance June 6 will work for attached Selectmen vote?

Thanks,
Mike

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

From: Michael Lach [mailto:hct@cape.com]
Sent: Thursday, May 26, 2016 11:37 AM
To: phughes41@comcast.net
Cc: asteidel@town.harwich.ma.us; srobinson@town.harwich.ma.us
Subject: Selectmen, June 6 agenda

Hi Chris & Peter,

Would you be able to approve the attached motion as part of your consent agenda on June 6th so that I can move forward in helping the Conservation Commission apply on behalf of the Town for a state LAND grant of up to \$400,000 for the Town's eventual acquisition of a conservation restriction after HCT or its nominee (The Compact of Cape Cod Conservation Trusts) acquires the Marini property? As you know, voter approved Article 38 of the May 2, 2016 Annual Town Meeting authorized Town Community Preservation Act funds toward the Town acquisition of a conservation restriction (CR) and also enabled the Town to apply for state grants. On May 12, 2016, the Community Preservation Committee approved up to \$5,000 for preparation of the state LAND grant and the CR appraisal. I just need the Selectmen to vote approval of the attached motion which authorizes Chris Clark to sign the grant application and any other contracts, if the grant is approved. Please let me know if you need me to be present on June 6th.

Thanks,
Mike

Michael Lach
Executive Director
Harwich Conservation Trust
Ph: 508-432-3997
Website: www.HarwichConservationTrust.org

Assistant Director

COPY

DATE: June 6, 2016

Acting under a motion made and duly seconded at a public meeting held on this date, the Board of Selectmen, as the executive officers of the Town of Harwich, VOTED to authorize the Town Administrator, and the Conservation Commission to prepare and submit applications to the Commonwealth of Massachusetts' Division of Conservation Services reimbursement programs, including the Local Acquisitions for Natural Diversity (LAND) Grant Program, and/or Land and Water Conservation Fund program, for the FY 2017 grant round for a perpetual conservation restriction on all or a portion of the approximately 17.43 acres, more or less, owned by The Marini Nominee Trust of 2004, further described in Barnstable County Registry of Deeds Book 19792, Page 85 and shown in Barnstable County Registry of Deeds Plan Book 614, Page 7.

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

Michael D. MacAskill, Chairman
Board of Selectmen
Town of Harwich

SETTLEMENT AGREEMENT

Now come the undersigned parties and hereby enter into this Settlement Agreement.

WHEREAS, Margaret M. Fitzpatrick and Daniel J. Fitzpatrick, Trustees of the Margaret M. Fitzpatrick Revocable Trust of 219 Candlelight Drive, Glastonbury, CT 06033 ("Fitzpatricks") are the owners of Lot 4 on Land Court Plan 5265-B ("Fitzpatrick Property");

WHEREAS, Town of Harwich, is a Massachusetts municipal corporation with an address of 732 Main Street, Harwich, MA 02645 ("Town");

WHEREAS, the Fitzpatricks, as Plaintiffs, and the Town, as Defendant, are parties to a civil action currently pending in the Barnstable Superior Court as Case No. BACV 2010-00527 (the "pending case");

WHEREAS, pursuant to the Vote under Article 20 of the March 6, 1972 Annual Town Meeting the Town of Harwich took an easement in Beach Road as more particularly set forth in the Order of Taking dated April 10th, 1972;

WHEREAS, the Fitzpatricks initiated the pending case seeking to void the Town's Order of Taking;

WHEREAS, the parties desire to enter into a settlement agreement and to dismiss the pending case with prejudice;

NOW THEREFORE, in consideration of the mutual promises set forth herein the parties do agree as follows:

1. At the northerly portion of the Beach Road access, the Town will place signage noting public access to water, no boat storage is allowed, private property is not available for public use, and dogs are banned from June 1st to September 30th. The Town will install the signage and maintain/replace as necessary.
2. The Town will maintain the responsibility for trimming vegetation and will not delegate nor permit that work to be undertaken by private property owners in the adjacent neighborhood.
3. The Board of Selectmen of the Town of Harwich will authorize the Town Administrator to forward a letter to the Fitzpatricks informing them that the Town has no present plans to seek an extension of the groin that presently exists and extends seaward from the southeast portion of the Fitzpatrick Property.

4. The Town will remove and will agree to keep off any Town website any reference to Beach Road being a town beach. While the Town shall be under no obligation to respond to complaints regarding the public's use of Beach Road, the Town will respond if, in its discretion, the circumstances warrant.
5. The Town will amend its pending Chapter 91 license application and accompanying plans for the proposed beach nourishment (DEP File No.:SE32-2028) to eliminate the request to be granted a license for the placement of dredged materials seaward of the Fitzpatrick Property.
6. The Town, through its appropriate agents, will consult with the Fitzpatricks in creating a plan to address erosion control within the layout of Beach Road. In addition, the Fitzpatricks will consult with the Town and its appropriate agents to address re-grading of Beach Road, the principal focus being the creation of a more gradual change in elevation versus the sharper change that presently exists. Whether it be through bringing sand to the site or moving accumulated sand from the northern portion of the right of access towards the water, the Fitzpatricks will be provided with plans prepared by the Town to show the proposed change in grades at least two (2) weeks prior to any filing with the Conservation Commission for any further review and comment. These plans, at the Town's option, would then be presented by the Town for approval by the Conservation Commission, and all work authorized will be under the exclusive control of the Town at its sole expense.
7. The parties agree to file a Stipulation of Dismissal dismissing the case with prejudice.
8. To the extent permitted by law, this Settlement Agreement shall be binding upon and inure to the benefit of all parties and their respective legal representative, successors and assigns.

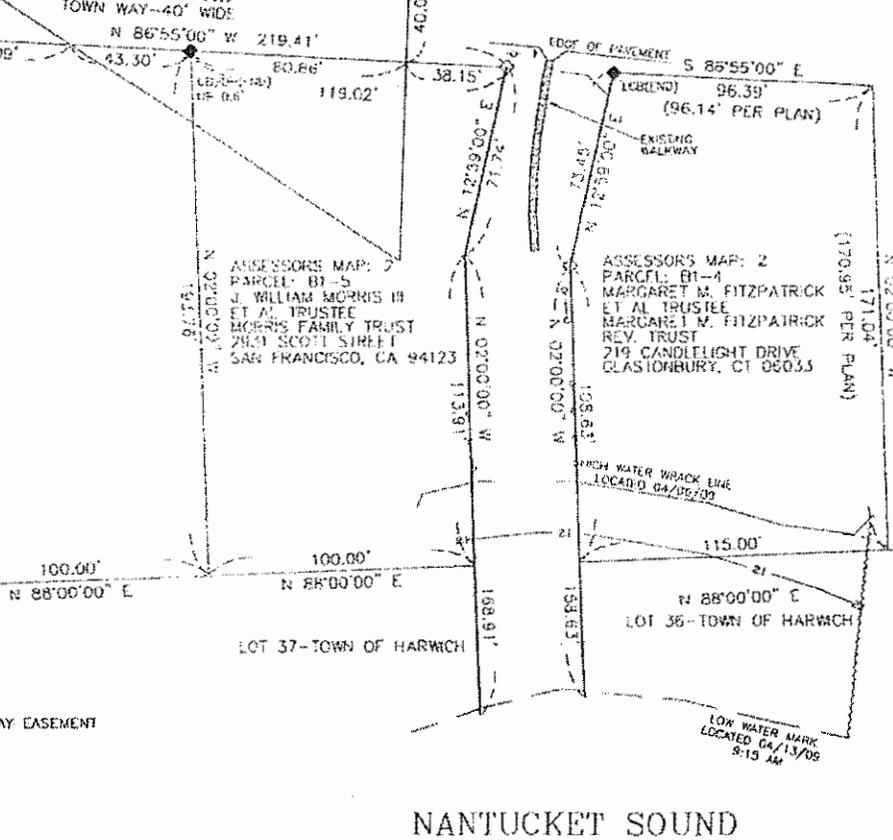
Executed as a sealed agreement this 6th day of May, 2013.

Margaret M. Fitzpatrick
 Margaret M. Fitzpatrick, Trustee
 Margaret M. Fitzpatrick Revocable Trust

Daniel J. Fitzpatrick
 Daniel J. Fitzpatrick, Trustee
 Margaret M. Fitzpatrick Revocable Trust

Board of Selectmen of the
 Town of Harwich:

[Signature]
[Signature]
[Signature]
[Signature]



PEACH ROAD TAKING
RECORDED IN:
DOC. 158344

PLAN OF LAND IN HARWICH,
MASSACHUSETTS
AS PREPARED FOR
TOWN OF HARWICH



APRIL 13, 2009 SCALE: 1"=30'
ENGINEERING DEPARTMENT
TOWN OF HARWICH
732 MAIN STREET
HARWICH, MA
02645

1206-00

REV. 04-15-09 ADD MEAN HIGH WATER

NANTUCKET SOUND

*S PLAN 5 -1.11/EAR-R WE 10VIV R.C.IIT OF TAY EASEMENT
AND AC1:L*A 11% LOTS .547 5 3:1

NOTE

nosINKButri IAD 9.IU 11 oor+ ior:u.c.E1143 # NI 3 AS
So0M-1 DV rEMA PAND.. NJ. 250008 0009 C EFFECim:
DAn. mar 15, 1285

THIS P110PCRIF? S SI/LULL I 10 TIIF 011:11ANDS
11111 E4:11%:INACT.

PLAN OF LAND IN
MASSACHUSETTS
AS PREPARED FOR
TOWN OF HARWICH

NANTUCKET SOUND

2020

ENGINEERING DEPARTMENT
10301 01' RA
732 MAIN STREET
HARWICH, MA
02645

BEY. 1:114 ALM; ME


KOPELMAN AND PAIGE, P.C.
The Leader in Municipal Law

 101 Arch Street
 Boston, MA 02110
 T. 617.556.0007
 F. 617.854.1735
 www.k-p-law.com

February 24, 2009

 Ilana M. Quirk
 iquirk@k-p-law.com

BY FACSIMILE - (508) 432-5039
AND FIRST CLASS MAIL

 Mr. James Merriam
 Town Administrator
 Harwich Town Hall
 732 Main Street
 Harwich, MA 02645

 Re: Beach Road Easement Issues

Dear Mr. Merriam:

You have asked for an opinion regarding a Notice of Intent filed by Ms. Margaret Fitzpatrick, owner of 43 Shore Road, with the Conservation Commission to make the "resource improvements" shown on a plan entitled "Site Improvements Plan for Daniel Fitzpatrick, 43 Shore Road, West Harwich" and dated December 16, 2008 as prepared by Moran Engineering, Inc. (the "Moran Plan"). Some of the "improvements" are proposed for a 40-foot wide easement owned by the Town. In 1923, a subdivision plan created Ms. Fitzpatrick's lot (i.e., Lot 4) and Beach Road and they are shown on the "Subdivision of Land shown on plan filed with Certificate of Title No. 288" and recorded as Plan S265B with the Barnstable Registry (the "1923 Subdivision Plan"). During 1972, the Town laid out the portion of Beach Road that runs south from Shore Road as a public way and took the necessary easement by eminent domain (the "Easement"). The April 10, 1972 taking instrument was recorded as Plan 138344 in the Barnstable Registry and recites that the layout hearing took place and Town Meeting voted on January 28, 1972 to accept the way for "all purposes for which Town Ways are or may commonly be used...." It appears that the requirements of G.L.c.82 to perfect a public way were met, including that the necessary land interest be acquired within 120 days after the termination of the town meeting at which the way was accepted. G.L.c.82, §24. The Easement conforms to the portion of Beach Road shown on the 1923 Subdivision Plan that runs south from Shore Road. I understand that a path within the Easement is used for public beach access. I also understand that residents assert that Ms. Fitzgerald has erected a fence across the top portion of the Easement, has removed vegetation from the sides of the Easement and has added sand to the southerly portion of the Easement to create a dune to protect her property. The Moran Plan shows a 4' wide walkway and three fences, two 4' stockade fences and one 3 rail split fence, all within the Easement. It is not clear whether the new walkway would be in the same location as the existing path. You ask who has authority to enforce the Easement and whether the proposed work would interfere with or encroach upon the Easement.

In my opinion, the Board of Selectmen has the authority to enforce the Easement. In my further opinion, the Selectmen may order Ms. Fitzgerald to cease and desist any work that they determine would interfere with or encroach on the Easement. Alternatively, if the Selectmen

KOPELMAN AND PAIGE, P.C.

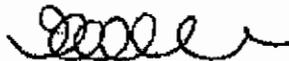
Mr. James Merriam
Town Administrator
February 24, 2009
Page 3

then the Selectmen may wish to order Ms. Fitzgerald to place it on her own property, not within the Easement. I note, of course, if Ms. Fitzgerald were able to obtain the necessary approval from the Conservation Commission, she could place all of the proposed fencing on her own property.

If the Board of Selectmen do provide Ms. Fitzgerald with a revocable license to perform any part of the proposed work, I recommend that the license include a statement that informs Ms. Fitzgerald that neither she nor any of her agents or servants should encroach upon the Easement in an effort to treat any portion of the Easement as part of her property. While adverse possession will not result by a private citizen against a public easement in a public way and certainly all of the land involved is registered with the Land Court (foreclosing adverse possession), I still recommend, under the circumstances, that Ms. Fitzgerald be reminded that she should not undertake any activities within the Easement without first contacting the Board of Selectmen and obtaining the Board's permission in the form of a revocable license before proceeding with any activity within the Easement, either now or in the future.

If you have any further questions regarding this matter, please contact me.

Very truly yours,



Ilana M. Quirk

IMQ/ja
cc: Board of Selectmen
369058/HARW/9999

OFFICE OF THE TOWN ADMINISTRATOR

JAMES R. MERRIAM, *Town Administrator*

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

732 MAIN STREET, HARWICH, MA 02645



June 11, 2013

Mr. and Mrs. Daniel Fitzpatrick
43 Shore Road
West Harwich, MA 02671

Re: Beach Road Agreement

Dear Mr. and Mrs. Fitzpatrick:

Please be advised that in accordance with the Agreement approved and executed by the Board of Selectmen dated May 6, 2013, the Board voted on June 10, 2013 to authorize the Town Administrator to write this letter to you, advising you that the Board has no intentions at the present time, to extend a groin located seaward of your Shore Road property.

Sincerely,

James R. Merriam
Town Administrator

CC: Board of Selectmen
Attorney Michael Ford
Conservation Agent Amy Usowski
Harbormaster John Rendon

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



Christopher Clark, *Town Administrator*

Charleen Greenhalgh, *Assistant Town Administrator*

732 MAIN STREET, HARWICH, MA

June 7, 2016

Ms. Patty Daley, Deputy Director
Cape Cod Commission
P.O. Box 226
3225 Main Street
Barnstable, MA 0263

Subject: Watershed Reports – Harwich, Massachusetts

Dear Ms. Daley,

As required in the Cape Cod Area Wide Water Quality Management Plan Update, the "Section 208 Plan Update", the Town of Harwich acting through its' Board of Selectmen who are the designated Wastewater Treatment Management Agency (WMA) is pleased to submit the watershed reports for which they are responsible. With the Section 208 Plan Update certified by Governor Charlie Baker in June 2015, WMAs had 12 months to develop "watershed reports" that outline potential scenarios to address water quality issues for each of their watersheds. Enclosed you will find the reports for watersheds that fall in whole or in part within the Town of Harwich.

Since 2007, Harwich has been working through its Wastewater Implementation Committee (WIC), and predecessor committees, and its consultant, CDM Smith, to develop a recommended wastewater management plan. A recommended wastewater management scenario was identified and a Draft Comprehensive Wastewater Management Plan (CWMP) filed with the Massachusetts Environmental Policy Act (MEPA) office and the Cape Cod Commission (CCC) in February 2013. Over the past three years the Town continued to fine tune the program phasing, review nontraditional technologies put forth in the 208 Plan Update and develop a cost recovery policy plan. In March 2016 the Final CWMP was filed with MEPA and the CCC for regulatory approval. The Development of Regional Impact (DRI) review will begin with the CCC once that process is complete.

Building on its recommended wastewater management plan and the watershed report template provided in Appendix 8D of the Section 208 Plan Update, Harwich has developed watershed reports for each of the following watersheds:

1. Allen Harbor
2. Wychmere Harbor
3. Saquatucket Harbor
4. Herring River

At its May 4, 2016 meeting, the WIC discussed and approved the draft watershed reports. In addition, the Town of Harwich Board of Selectmen acting as the designed WMA approved the watershed reports at its meeting on June 6, 2016.

The reports are attached for your review. Please contact me at (508) 430-7513, or our consultant David Young of CDM Smith at (617) 452-6544 or youngdf@cdmsmith.com if you have any questions or need additional information.

Sincerely,

Christopher Clark, Town Administrator
Town of Harwich

CC: David Young, CDM Smith

Watersheds: Lower Cape

Water Threat Level: Moderate

Allen, Wychmere and Saquatucket

Allen, Wychmere and Saquatucket Harbors are a set of separate small embayments with shorelines located entirely in the Town of Harwich and with outlets to Nantucket Sound.

Allen Harbor is a simple estuary located entirely within the Town of Harwich, comprised of a small tributary basin near the inlet called Oyster Creek, where tidal waters enter from Nantucket Sound. Open water area is 19 acres.

Wychmere Harbor is a simple estuary located entirely within the Town of Harwich which is comprised of a small marina and a single outlet. Flushing with Nantucket Sound occurs through a canal bounded by jetties, which was dredged to be navigable in 1887.

Saquatucket harbor was formed by tidal flooding of channels within the outwash deposits of a stream.

The Allen, Wychmere and Saquatucket Harbors support a variety of recreational uses including boating, swimming, shell fishing and fin fishing.

The Problem

The Massachusetts Estuaries Project (MEP) technical reports (available at www.oceanscience.net/estuaries/) indicate that Allen, Saquatucket and Wychmere Harbors exceed their critical threshold for nitrogen, resulting in impaired water quality. A Total Maximum Daily Load (TMDL) for nitrogen has been drafted by MassDEP and US EPA for these embayments and is pending.

Allen Harbor

- MEP Technical Report Status: Final
- TMDL Status: Pending (Draft TMDLs issued April 2015)
- Total Wastewater Flow: 23.1 MGY (million gal per year)

- ⊗ Treated WW Flow: 0.1 MGY
- ⊗ Septic Flow: 23 MGY



- Unattenuated Total Nitrogen Load (MEP): 2,779 Kg/Y (kilograms per year)
- Attenuated Total Nitrogen Load (MEP): 2,492 Kg/Y
- MEP Sources of Controllable Nitrogen
 - ✦ 86% Septic Systems
 - ✦ 7% Impervious Surfaces
 - ✦ 5% Residential Lawn Fertilizer
 - ✦ 2% Golf Fertilizer

CONTRIBUTING TOWNS

- Harwich

THE MEP RESTORATION SCENARIO

- Watershed Total Nitrogen Reduction Target: 63%
(The scenario represents the aggregated sub-embayment percent removal targets from the MEP technical report)
- Watershed Septic Reduction Target: 74%

ALLEN HARBOR ESTUARY

- Embayment Area: 23 acres
- Embayment Volume: 8 million cubic feet
- 2012 Integrated List Status: Not listed
- ✦ www.mass.gov/eea/docs/dep/water/resources/07v5/12list2.pdf

ALLEN HARBOR WATERSHED

- Acres: 303
- Parcels: 358
- % Developed Residential Parcels: 79%
- Parcel Density: 0.85 acres per parcel (approx.)
- Wastewater Treatment Facilities: 1

- ✦ Harwich Laundry and Cleaners

Saquatucket Harbor

- MEP Technical Report Status: Final
- TMDL Status: Pending for nutrients (Draft TMDLs issued April 2015). Approved fecal coliform.
- Total Wastewater Flow: 83 MGY (million gal per year)

- ✦ Treated WW Flow: 0 MGY
- ✦ Existing Septic Flow: 114 MGY

- Unattenuated Total Nitrogen Load (MEP): 10,583 Kg/Y (kilograms per year)
- Attenuated Total Nitrogen Load (MEP): 6,349 Kg/Y
- MEP Sources of Controllable Nitrogen

- ✦ 79% Septic Systems
- ✦ 7% Impervious Surfaces
- ✦ 5% Residential Lawn Fertilizer
- ✦ 8% Golf/Cranberry Fertilizer
- ✦ 1% Farm/Animal

CONTRIBUTING TOWNS

- Harwich

THE MEP RESTORATION SCENARIO

- Watershed Total Nitrogen Reduction Target: 46%
(The scenario represents the aggregated sub-embayment percent removal targets from the MEP technical report)
- Watershed Septic Reduction Target: 60%

SAQUATUCKET HARBOR ESTUARY

- Embayment Area: 13 acres
- Embayment Volume: 7 million cubic feet
- 2012 Integrated List Status: category 4a for fecal coliform



- ✦ Category 4a: TMDL is completed
- ✦ www.mass.gov/eea/docs/dep/water/resources/07v5/12list2.pdf

SAQUATUCKET HARBOR WATERSHED

- Acres: 1,796
- Parcels: 1,442
- % Developed Residential Parcels: 79%
- Parcel Density: 1.2 acres per parcel (approx.)
- Wastewater Treatment Facilities: 0

Wychmere Harbor

- MEP Technical Report Status: Final
- TMDL Status: Pending (Draft TMDLs issued April 2015)
- Total Wastewater Flow: 16 MGY (million gal per year)
 - ✦ Treated WW Flow: 8 MGY
 - ✦ Septic Flow: 8 MGY
- Unattenuated Total Nitrogen Load (MEP): 1,483 Kg/Y (kilograms per year)
- Attenuated Total Nitrogen Load (MEP): 1,483 Kg/Y
- MEP Sources of Controllable Nitrogen
 - ✦ 83% Septic Systems
 - ✦ 6% Residential Lawn Fertilizer
 - ✦ 5% Cranberry Fertilizer
 - ✦ 4% Residential Lawn Fertilizer
 - ✦ 2% WWTF

CONTRIBUTING TOWNS

- Harwich

THE MEP RESTORATION SCENARIO

- Watershed Total Nitrogen Reduction Target: 83%
(The scenario represents the aggregated sub-embayment percent removal targets from the MEP technical report)

- Watershed Septic Reduction Target: 100%

WYCHMERE HARBOR ESTUARY

- Embayment Area: 14 acres
- Embayment Volume: 7 million cubic feet
- 2012 Integrated List Status: Not listed

✦ www.mass.gov/eea/docs/dep/water/resources/07v5/12list2.pdf

WYCHMERE HARBOR WATERSHED

- Acres: 101
- Parcels: 123
- % Developed Residential Parcels: 79%
- Parcel Density: 0.8 acres per parcel (approx.)
- Wastewater Treatment Facilities: 1

✦ Snow Inn

Freshwater Sources

PONDS

- Identified Surface Waters: 12
- Number of Named Freshwater Ponds: 3
- Ponds With Preliminary Trophic Characterization: 1
(Listed In Appendix 4C, Ponds With Water Quality Data)
- 2012 Integrated List status: None listed



STREAMS

- Significant freshwater stream outlets: 3

Un-named Creek (Discharged to Allens Harbor):

- ✱ Average Flow: 1,905 cubic meters per day (m³/d)
- ✱ Average Nitrate Concentrations: 0.505 milligrams per liter (mg/L)

East Saquatucket Stream (Discharges to Saquatucket Harbor):

- ✱ Average Flow: 3,929 m³/d
- ✱ Average Nitrate Concentrations: 0.63 mg/L

Cold Stream Brook (Discharges to Saquatucket Harbor):

- ✱ Average Flow: 10,328 m³/d
- ✱ Average Nitrate Concentrations: 0.67 mg/L

- **DISCUSSION:** Characterization of fresh water streams like these is a regular part of the MEP technical reports. These concentrations are higher than areas of the aquifer with less than 0.05 mg/L background concentrations that are evident in public supply wells located in pristine areas. This provides evidence of the impact of non-point source nitrogen pollution from residential areas on the aquifer and receiving coastal waters.

DRINKING WATER SOURCES

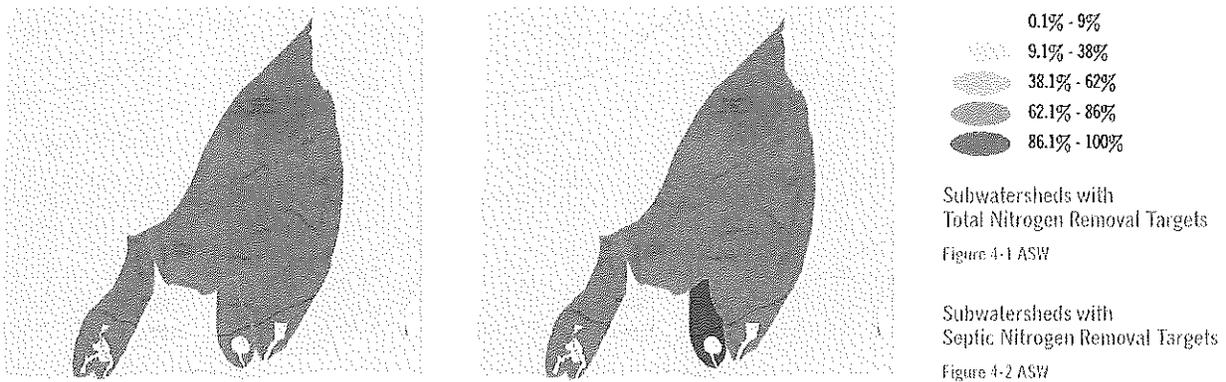
- Water Districts: 1
 - ✱ Harwich Water Department
- Gravel Packed Wells: 7
 - ✱ 6 have nitrate concentrations between 0.5 and 1 mg/L
 - ✱ 1 has nitrate concentrations between 1 and 2.5 mg/L
- Small Volume Wells: 0

Degree of Impairment and Areas of Need

For the purposes of the §208 Plan Update areas of need are primarily defined by the amount of nitrogen reduction required as defined by the total maximum daily load (TMDL) and/or MEP technical report. In watersheds where a MEP technical report has been completed, but there is no finalized TMDL the need is defined by the critical nitrogen loading values as put forth in the

MEP report. These were referred to above as 74%, 60% and 100% of the septic load and 63%, 46%, and 83% of the total load for Allen, Saquatucket and Wychmere Harbors, respectively. The MEP technical reports also provide a specific targeted amount of nitrogen reduction required by subwatershed (Figure 4-1 ASW Subwatersheds with Total Nitrogen Removal Targets and Figure 4-2 ASW Subwatersheds with Septic Nitrogen Removal Targets).

The nitrogen load from the watersheds exceeds the critical nitrogen thresholds, resulting in impairment of water quality in all three Harbors. The ecological health of a water body is determined from water quality, extent of eelgrass, assortment of benthic fauna, and dissolved oxygen and ranges from 1-severe degradation, 2-significantly impaired, 3-moderately impaired, 4- healthy habitat conditions.



▪ **MEP Ecological Characteristics and Water Quality**

★ **ALLEN HARBOR**

- Overall Ecologic Condition: Moderately to Significantly Impaired
- Main Basin: Moderately Impaired
- Creek: Significantly Impaired

Sentinel Stations

- Total Nitrogen Concentration Threshold: 0.50 mg/L
- Total Nitrogen Concentration Existing: 0.67-0.82 mg/L
(As reported at the MEP sentinel water-quality monitoring stations)

★ **SAQUATUCKET HARBOR**

- Overall Ecologic Condition: Moderately to Significantly Impaired

Sentinel Stations:

- Total Nitrogen Concentration Threshold: 0.50 mg/L
- Total Nitrogen Concentration Existing: 0.66 mg/L
(As reported at the MEP sentinel water-quality monitoring stations)

★ **WYCHMERE HARBOR**

- Overall Ecologic Condition: Moderately to Significantly Impaired

Sentinel Stations:

- Total Nitrogen Concentration Threshold: 0.50 mg/L
- Total Nitrogen Concentration Existing: 0.81 mg/L

(As reported at the MEP sentinel water-quality monitoring stations)

LOCAL PROGRESS

HARWICH

All three watersheds are located solely within the Town of Harwich. The town submitted its Draft Comprehensive Wastewater Management Plan (CWMP) for review in 2013 and the Final CWMP Single Environmental Impact Report (SEIR) in March 2016 (MEPA approval certificate issued May 13, 2016). The CWMP proposes wastewater collection in Allens Harbor, Saquatucket Harbor and Wychmere Harbor watersheds. Harwich's recommended wastewater program has sewered components but the core system includes a collection and conveyance system utilizing two centralized treatment facilities. The Harwich CWMP proposes sewerage in Allen Harbor and Wychmere Harbor (including the Route 28 area outside of MEP) in Phase 6 and Saquatucket Harbor (also including the Campground area) in Phase 8 to be completed by 2042 and 2052 respectively. Collected wastewater will be pumped to the HR-12 site for treatment and recharge. The Harwich CWMP includes both structural and non-structural interventions such as use of stormwater best management practices (BMPs), open space acquisition, enhanced natural attenuation, and permeable reactive barriers (PRBs) to reduce wastewater collection.

Local efforts in Harwich are described in Chapter 2.

Potential Watershed Scenarios

HYBRID

The Town of Harwich has submitted their final CWMP/SEIR; as such a chosen alternative was presented which was chosen working closely with the Wastewater Implementation Committee (WIC) and the Board of Selectmen (BOS). Since 2007, these efforts have been coordinated predominantly by the WIC and BOS. The resultant recommended program for implementation by the community will be phased over the next 40 years. The chosen scenario was ultimately recommended as the preferred scenario because it allows for multiple effluent recharge sites in different watersheds, allows for easier phasing with adaptive management, presents a regional solution between the Towns of Harwich and Chatham (and potentially Dennis in the future), and reduces the overall size of the facilities in Harwich. It also allows infrastructure components to be implemented, results monitored and the later program phases adapted as needed. The recommended non-infrastructure program components which include fertilizer and stormwater management programs, potential land use changes, open space acquisition, and several community involved conservation and pollution reduction programs.

CREDITS

- Stormwater
- ⊛ None, implement Best Management Practices (BMPs) recommended in CWMP/SEIR



- Fertilizer
 - ⊛ None, continue fertilizer education recommended in CWMP/SEIR

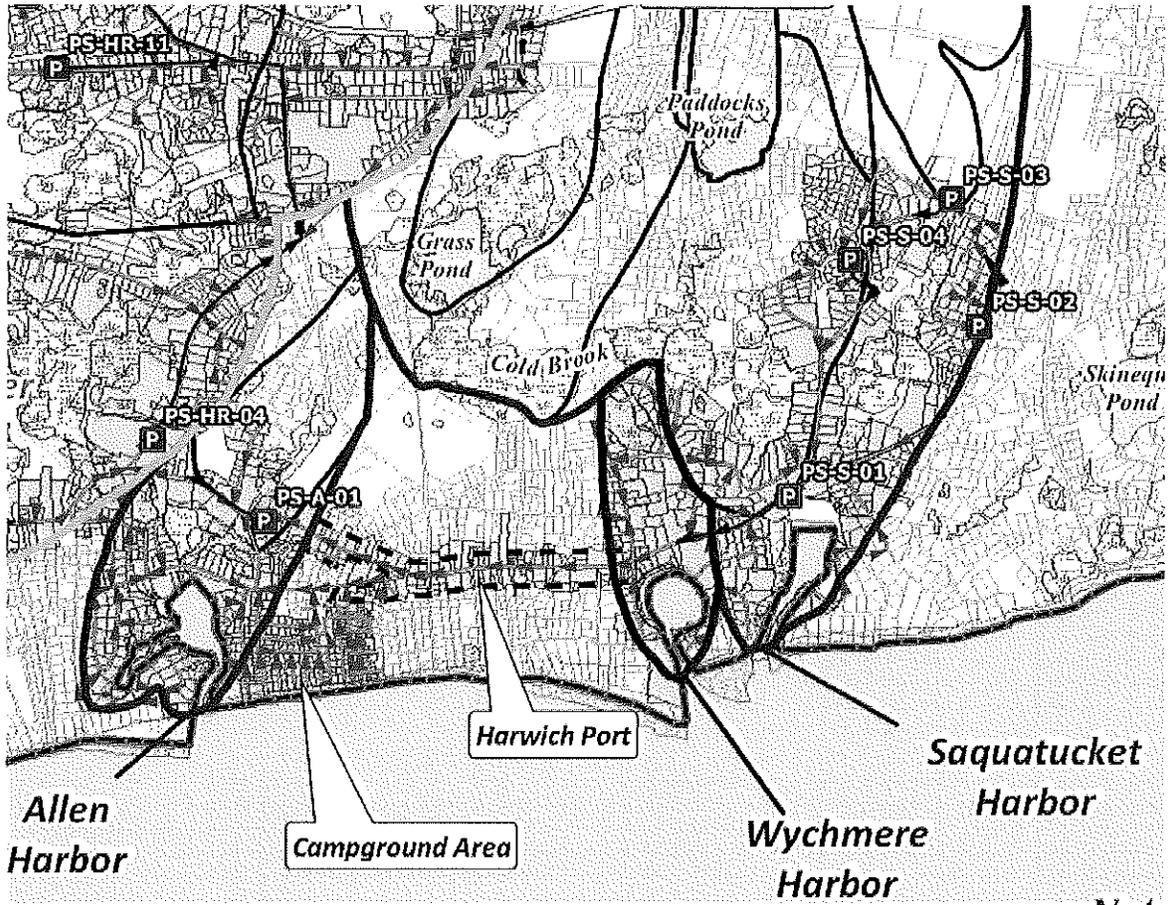
SCENARIO DETAILS (ALLEN, SAQUATUCKET, AND WYCHMERE HARBOR WATERSHEDS)

- Number of properties sewered: 1,132 (also includes Route 28 Outside of MEP and the Campground area)
- Flow collected (MGY): 98 (includes build-out and estimated I/I)

COST (HARWICH)

- Collection
 - Collection System Cost: \$154,400,000
 - Collection System Cost in Chatham (Harwich Share of System Developed by GHD): \$2,400,000
- Transport: Included in Operations and Maintenance costs, shown below
- Treatment and Disposal
 - Chatham Treatment Facility Expansion Cost: \$9,200,000
 - HR – 12 and PB-3 Facility Cost: \$56,300,000
- Annual Operations and Maintenance
 - Chatham Treatment Facility O&M Costs: \$ 260,000
 - Harwich Collection System O&M Costs: \$910,000
 - Treatment System O&M (HR-12 Facility): \$1,800,000

Chosen Scenario: Allen, Saquatucket, and Wychmere Harbor Watersheds Recommended Plan Overview



Legend

-  Force Main
-  Pressure Sewer
-  Gravity Sewer
-  Pumping Station
-  Treatment / Effluent Recharge
-  Area to be Sewered
-  Areas with Significant Wetlands
-  Village Center
-  Subwatershed Boundaries
-  Coastal Wetlands
-  Inland Wetlands



Watershed Report Figure_Harwich_Fig 13-1Recommended_Plan_Overview_20160324.pdf

Watersheds: Lower Cape

Water Threat Level: Moderate

Herring River (Harwich)

The Herring River is a large estuary with shoreline located in the Town of Harwich. The Herring River has a tidal reach that extends approximately 3 miles to West Reservoir. The River is fed by freshwater streams including the upper Herring River that extends through Hinckleys Pond to Long Pond, and Coy Brook that extends east to Walker Pond. According to the Massachusetts Estuaries Project (MEP), the Herring River is functionally a wetland with salt marsh dominant along the river's lower and mid reaches and brackish to fresh water in its upper marsh.

The Problem

According to the Final Massachusetts Estuaries Project (MEP) technical report (available at www.oceanscience.net/estuaries/) the Herring River system exceeds its critical threshold for nitrogen, resulting in impaired water quality. A nitrogen total maximum daily load (TMDL) has been drafted by MassDEP and US EPA for the Herring River system and is pending.

- MEP Technical Report Status: Final
- TMDL Status: Pending (Hearing held in 2015)
- Total Wastewater Flow: 234 MGY (million gal per year)
 - ⊛ Treated WW Flow: 17 MGY
 - ⊛ Septic Flow: 217 MGY
- Unattenuated Total Nitrogen Load (MEP): 41,340 Kg/Y (kilograms per year)
- Attenuated Total Nitrogen Load (MEP): 23,164 Kg/Y
- MEP Sources of Controllable Nitrogen
 - ⊛ 68% Septic Systems
 - ⊛ 5% Lawn Fertilizer
 - ⊛ 7% Stormwater from Impervious Surfaces
 - ⊛ 4% Cranberry Fertilizer
 - ⊛ 7% Impervious Surfaces
 - ⊛ 10% Landfill



CONTRIBUTING TOWNS

- Brewster
- Harwich
- Dennis

THE MEP RESTORATION SCENARIO

- Watershed Total Nitrogen Reduction Target: 24%
 - Watershed Septic Reduction Target: 38%
- (The scenario represents the aggregated sub-embayment percent removal targets from the MEP technical report)

HERRING RIVER (HARWICH) ESTUARY

- Embayment Area: 45 acres
 - Embayment Volume: 26 million cubic feet
 - 2012 Integrated List Status: Category 4A for fecal coliform
- ✦ Category 4a: TMDL is completed, EPA TMDL No. 36772
 - ✦ www.mass.gov/eea/docs/dep/water/resources/07v5/12list2.pdf

HERRING RIVER (HARWICH) WATERSHED

- Acres: 7,100
 - Parcels: 4,243
 - % Developed Residential Parcels: 72%
 - Parcel Density: 1.7 acres per parcel (approx.)
 - Wastewater Treatment Facilities: 2
- ✦ Cranberry Point Nursing Home
 - ✦ Harwich Middle and Elementary Schools

Freshwater Sources

PONDS

- Identified Surface Waters: 44
- Number of Named Freshwater Ponds: 27
- Ponds With Preliminary Trophic Characterization: 18
(Listed In Appendix 4C, Ponds With Water Quality Data)
- 2012 Integrated List status: 3 (Long Pond, Hinckleys Pond, and Herring River)

STREAMS

- Significant freshwater stream outlets: 2

Herring Run:

- ✦ Average Flow: 42,111 cubic meters per day (m³/d)
- ✦ Average Nitrate Concentrations: 0.12 milligrams per liter (mg/L)

Lothrop Road:

- ✦ Average Flow: 20,533 m³/d
- ✦ Average Nitrate Concentrations: 0.15 mg/L

- **DISCUSSION:** Characterization of fresh water streams like these is a regular part of the MEP technical reports. These concentrations are higher than areas of the aquifer with less than 0.05 mg/L background concentrations that are evident in public supply wells located in pristine areas. This provides evidence of the impact of non-point source nitrogen pollution from residential areas on the aquifer and receiving coastal waters.

DRINKING WATER SOURCES

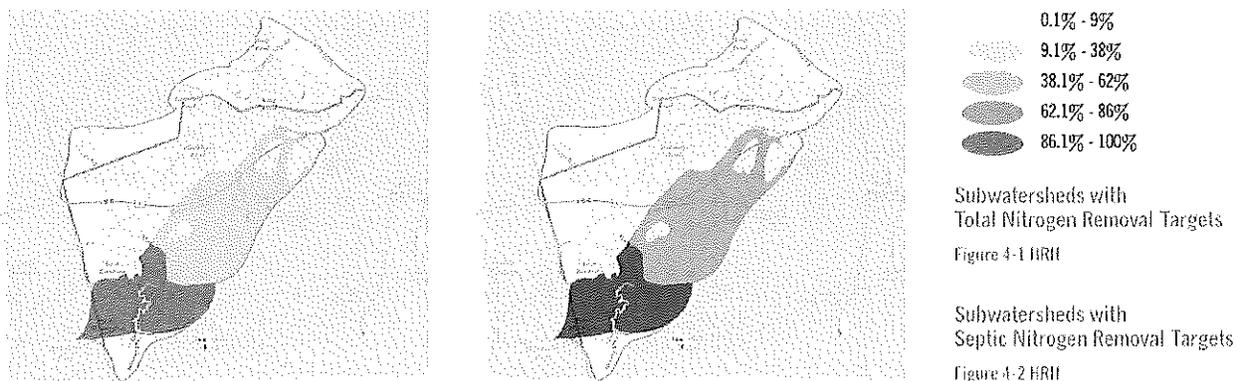
- Water Districts: 3
 - ✦ Harwich Water Department
 - ✦ Brewster Water Department
 - ✦ Dennis Water District
- Gravel Packed Wells: 2

- ⊛ I has nitrate concentrations between 1 and 2 mg/L
 - ⊛ I has no public data
- Small Volume Wells: 0

Degree of Impairment and Areas of Need

For the purposes of the Section 208 Plan Update areas of need are primarily defined by the amount of nitrogen reduction required as defined by the TMDL and/or MEP technical report. The aggregated watershed removal rates for the Herring River watershed are 24% and 38% for total watershed nitrogen loads and septic nitrogen loads, respectively. More specifically the targeted amount of nitrogen reduction required by subwatershed is shown in Figure 4-1 HRH Subwatersheds with Total Nitrogen Removal Targets and Figure 4-2 HRH Subwatersheds with Septic Nitrogen Removal Targets.

Habitat in the Herring River system ranges from healthy in the upper marsh system to significantly impaired in the lower portion of the estuary due to eelgrass loss. The ecological health of a water body is determined from water quality, extent of eelgrass, assortment of benthic fauna, and dissolved oxygen and ranges from 1-severe degradation, 2-significantly impaired, 3-moderately impaired, 4- healthy habitat conditions.



MEP ECOLOGICAL CHARACTERISTICS AND WATER QUALITY

- MEP Ecological Characteristics and Water Quality
 - ⊛ Overall Ecologic Condition: Healthy to Significantly Impaired
 - ⊛ Tidal Wetlands (Upper Estuary) – West: Healthy
 - ⊛ Tidal Wetlands (Upper Estuary) – Main Creek: Healthy
 - ⊛ Tidal Wetlands (Upper Estuary) – East: Healthy
 - ⊛ Tidal River (Lower Estuary): Significantly Impaired
 - ⊛ Sentinel Total Nitrogen Concentration Threshold: 0.370 mg/L
 - ⊛ Sentinel Total Nitrogen Concentration Existing: 0.48-0.97 mg/L
(As reported at the MEP sentinel water-quality monitoring station)

LOCAL PROGRESS

Updates for all towns that contribute to the watershed are provided below; however since the town of Harwich contributes the majority of the nitrogen load to the watershed, the alternative presented below only addresses the plans for the town of Harwich.

HARWICH

The Town of Harwich contributes approximately 90% of the attenuated wastewater nitrogen load to the Herring River watershed. The town submitted its Draft Comprehensive Wastewater Management Plan (CWMP) for review in 2013 and the Final CWMP Single Environmental Impact Report (SEIR) in March 2016 (MEPA approval certificate issued May 13, 2016). Harwich's recommended wastewater program has sewered components but the core system includes a collection and conveyance system utilizing two centralized treatment facilities. The Harwich CWMP proposes treatment and disposal facilities in the Herring River watershed as part of phases 4A, 4B, 5, 6, and 7 to be completed by 2028, 2032, 2037, 2042 and 2047 respectively. The Harwich CWMP includes both structural and non-structural interventions such as use of stormwater best management practices (BMPs), open space acquisition, enhanced natural attenuation, and permeable reactive barriers (PRBs) to reduce wastewater collection.

BREWSTER

The Town of Brewster contributes approximately 4% of the attenuated wastewater nitrogen load to the Herring River watershed. The significant level of natural attenuation attributed by the MEP to ponds and streams in the upper portions of the Herring River watershed are responsible for the low nitrogen contribution from Brewster reaching the Herring River. The town is presently developing an Integrated Water Resource Management Plan (IWRMP). Phase II of the IWRMP was issued in 2013 with subsequent updates in 2015 with assessments and recommendations addressing nitrogen loading, existing and future drinking water, stormwater and freshwater pond needs.

DENNIS

The Town of Dennis, specifically portions of Dennisport, contributes approximately 6% of the attenuated wastewater nitrogen load to the Herring River watershed. To date, Dennis has identified a nitrogen management scenario, but continues to pursue community partnership options with Harwich and Yarmouth to achieve cost savings and more efficient wastewater collection, treatment and disposal. The Dennis Comprehensive Wastewater Management Task Force will decide on the phasing of the recommended plan during the summer of 2016 and develop their Comprehensive Wastewater Management Plan (CWMP) over the next year for submittal in the summer of 2017 to the Massachusetts Environmental Policy Act (MEPA) office and Cape Cod Commission for review.

Local efforts in these towns are described in Chapter 2.



Potential Watershed Scenarios

HYBRID (HARWICH)

The Town of Harwich submitted their final CWMP/SEIR and received approval in May 2016. The recommended program detailed in the CWMP was developed by the Wastewater Implementation Committee (WIC) and the Board of Selectmen (BOS) working closely with their consultant, CDM Smith, Inc.. Since 2007, the wastewater planning efforts have been coordinated predominantly by the WIC and BOS. The resultant recommended program for implementation by the community will be phased over the next 40 years. The chosen scenario was ultimately recommended as the preferred scenario because it allows for multiple effluent recharge sites in different watersheds, allows for easier phasing with adaptive management, presents a regional solution between the Towns of Harwich and Chatham (and potentially Dennis in the future), and reduces the overall size of the facilities in Harwich. It also allows infrastructure components to be implemented, results monitored and the later program phases adapted as needed. The plan includes recommended non-infrastructure program components which include fertilizer and stormwater management programs, potential land use changes, open space acquisition, and several community involved conservation and pollution reduction programs.

CREDITS

- Stormwater
 - ⊗ None, implement Best Management Practices (BMPs) recommended in CWMP/SEIR
- Fertilizer
 - ⊗ None, continue fertilizer education recommended in CWMP/SEIR

SCENARIO DETAILS (HERRING RIVER WATERSHED)

- Number of properties sewered: 2,340
- Flow collected (MGY): 230 (includes build-out and estimated I/I)
- Acres of effluent recharge: 20
- Pilot PRB: A portion of an effluent recharge basin could be used to pilot a PRB for enhanced nitrogen removal from treated WWTP effluent (not included in final recommended scenario costs). Based on groundwater flow in the area surrounding the effluent recharge site at HR-12, a mat style PRB may be suitable for a pilot application so that all flow into the recharge basin will be captured. Full analysis of potential pilot PRB siting at the HR-12 recharge basin still needs to be performed and was not conducted as part of the CWMP/SEIR.

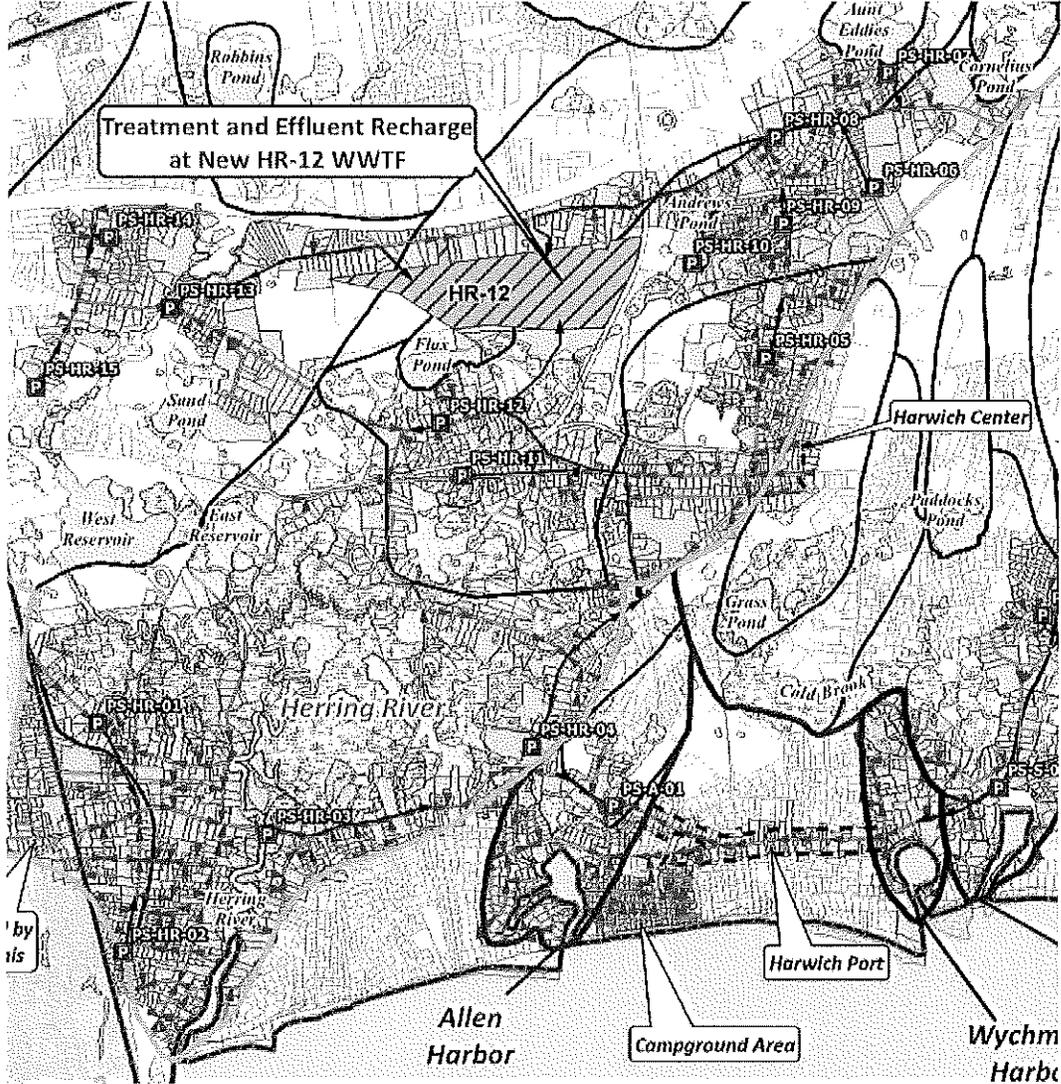
COST (HARWICH)

- Collection
 - Collection System Cost: \$154,400,000
 - Collection System Cost in Chatham (Harwich Share of System Developed by GHD): \$2,400,000
- Transport: Included in Operations and Maintenance costs, shown below
- Treatment and Disposal



- Chatham Treatment Facility Expansion Cost: \$9,200,000
- HR – 12 and PB-3 Facility Cost: \$56,300,000
- Annual Operations and Maintenance
 - Chatham Treatment Facility O&M Costs: \$ 260,000
 - Harwich Collection System O&M Costs: \$910,000
 - Treatment System O&M (HR-12 Facility): \$1,800,000

Chosen Scenario (Harwich): Herring River Watershed Recommended Plan Overview





Watershed Report Figure_Harwich_Fig 13-1Recommended_Plan_Overview_20160324.pdf

Legend

-  Force Main
-  Pressure Sewer
-  Gravity Sewer
-  Pumping Station
-  Treatment / Effluent Recharge
-  Area to be Sewered
-  Areas with Significant Wetlands
-  Village Center
-  Subwatershed Boundaries
-  Coastal Wetlands
-  Inland Wetlands

Ann Steidel

From: Christopher Clark
Sent: Friday, May 20, 2016 9:10 AM
To: Ann Steidel; Sandy Robinson
Cc: Peter Hughes; Michael MacAskill; Angelo LaMantia; Jannell Brown
Subject: FW: Letter for Selectmen
Attachments: Trans memo to Towns.pdf; ATT00001.htm; Town letter to CCC_051916.docx; ATT00002.htm

To All,

Please see draft letter from Pleasant Bay Alliance regarding the 208 Compliance that was discussed at the last meeting. I will bring up under TA's report. An actual New Business item should be scheduled at May 31, 2016 meeting.

Chris

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

From: Carole Ridley [mailto:cr@ridleyandassociates.com]
Sent: Thursday, May 19, 2016 9:11 AM
To: Christopher Clark <cclark@town.harwich.ma.us>
Cc: Allin Thompson <allinthompson@comcast.net>; Dorothy Howell <dhdolly51@gmail.com>
Subject: Letter for Selectmen

Good Morning Chris,

In follow up to the meeting last week, the Steering Committee wishes to forward the attached letter (Word doc) to the Selectmen for consideration. A cover memo (pdf) explaining the background and purpose of the letter also is attached.

Please let me know if you have any questions or need additional information. Also, please let me know if you expect to schedule this for the upcoming meeting.

Thanks,
Carole
Ridley & Associates, Inc.
115 Kendrick Road
Harwich, MA 02645
(508) 430 2563 (office)



Memorandum

To: Christopher Clark, Harwich Town Administrator
Michael Embury, Brewster Town Administrator
Jill Goldsmith, Chatham Town Manager
John Kelly, Orleans Town Administrator

Fr: Pleasant Bay Alliance Steering Committee c/o Carole Ridley

Date: May 19, 2016

Re: Draft Letter for Selectmen's Consideration

The Towns of Orleans, Brewster, Chatham and Harwich formed the Pleasant Bay Alliance in 1998 to promote shared watershed interests following state-approval of the Bay as an Area of Critical Environmental Concern. Over the past two decades, the Alliance has been working to pursue watershed-based solutions to nutrient management in Pleasant Bay. These efforts include comprehensive water quality monitoring that has been used by each town for wastewater planning; and coordination of the Massachusetts Estuaries Project and Total Maximum Daily Load reports for Pleasant Bay. The Alliance also generated the analysis that led to Chatham's and Harwich's decision to construct the Muddy Creek bridge, which is the first nutrient management project implemented in the Pleasant Bay watershed, and will significantly reduce the amount of sewerage needed in the sub-watershed.

The *Pleasant Bay Resource Management Plan Update* (2013) approved by Town Meetings in each member town, and by the state, directs the Alliance to continue this work concerning watershed-based nutrient management. To meet this charge, the Alliance has been working to develop a response to the Cape-wide 208 Plan requirement for a watershed plan.

Last week, Town Selectmen and Administrators/Managers from the Alliance member towns met with our Steering Committee for an update on this work. The update included a discussion of recent correspondence between the Alliance and Cape Cod Commission regarding the process by which watershed-based analysis of nutrient loading in Pleasant Bay would be developed.

At that meeting, the Alliance was tasked with developing a draft letter that could be sent jointly by the Boards of Selectmen of the member towns to the Commission to confirm the following points:

- The Alliance member towns are WMAs and retain all decision-making responsibility for a watershed plan and for implementing wastewater projects.
- The Alliance is charged by its member towns to undertake watershed-based analysis of the nutrient management efforts on their behalf for Pleasant Bay.
- The towns have made substantial progress and the Alliance technical approach is comprehensive, utilizes the extensive work already undertaken by town consultants, and is more appropriate for the level of assessment currently being undertaken in the watershed than the Commission's approach.
- The Commission is requested to work with the towns and the Alliance to complete this work within the 208 process and make available to the towns all available opportunities for expedited permitting and financing.

A draft letter addressing these points is attached for the Board's consideration. We respectfully request that the Boards discuss this letter at the earliest possible date and either approve the draft letter in its current form, or suggest modifications deemed appropriate.

Please let me know if you have any questions or need any additional information.

Mr. Paul Niedzwiecki
Executive Director
Cape Cod Commission
PO Box 226
3225 Main Street
Barnstable, MA 02630

Dear Mr. Niedzwiecki:

We are writing as the member towns of the Pleasant Bay Alliance (Alliance) in response to recent correspondence between the Alliance and the Cape Cod Commission (Commission) regarding our goals, approach and progress toward a watershed plan.

Our letter has two main purposes.

First, we find it important to respond to comments in your letter to the Alliance (April 29th) that we believe mischaracterize and discount the significant progress our towns have made in working together through the Alliance to meet the goals of the 208 process for Pleasant Bay.

Second, we want to address the data sources, timeline and methods by which this work will be undertaken, and how this work advances the goals of the 208 Plan update.

We believe there are ways to work out differences in approach that will provide maximum benefit for our four towns and meet the goals of the Commission and the 208 process.

As you know, watersheds are not confined by town boundaries and the Pleasant Bay Alliance is our long-standing regional body charged to assist the member towns/Wastewater Treatment Management Agencies (WMAs) by providing analysis of nutrient management opportunities within the Pleasant Bay watershed. Each of our towns has made significant progress in developing town-wide nutrient management plans that address multiple watersheds and account for a variety of town-wide needs and priorities. For the shared Pleasant Bay watershed, the Alliance is supporting these efforts by integrating that part of each town's plan into a watershed-wide composite, to identify gaps and/or overlaps, streamline evaluation through the linked water quality-watershed model, and identify opportunities for savings and efficiency. With the benefit of this information, each town may choose to modify its plan, pursue joint projects or enter into negotiations with one or more towns to take advantage of efficiencies. All decision-making and responsibility for implementation remains with the towns, however the analysis provided by the Alliance will assist us in identifying regional opportunities that otherwise might be overlooked.

Any recommendations resulting from the Alliance's work will be vetted and approved by the towns and will be submitted for regulatory review by the towns/WMAs.

We appreciate your assessment that the approach presented by the Alliance in their letter to you is comprehensive. However, it is important that we address your concerns about the Alliance's ability to meet the June 30th reporting deadline, and the use of a Watershed Team.

The June 30 deadline, as described in your correspondence to EPA (K. Moraff, 8/25/15), provides an opportunity to review progress toward watershed plan development in a joint meeting. While we have not received clear guidance from you about this reporting requirement, the towns, either as individual WMAs or acting jointly, can provide the Commission with an update on our substantial progress in assessing, planning, and implementing measures to address nutrient loading within the Pleasant Bay watershed.

Further, you have noted in your letter to the Alliance that if a WMA does not submit a watershed report, the "...Commission will issue a report that will stand as each WMA's plan for that watershed unless and until study is completed by the WMA."

Clearly, any report developed by the Cape Cod Commission or the towns on June 30th will be an initial document and will not represent a plan. We believe that the work we are undertaking with the support of the Alliance will lead to a watershed plan that meets the goals of the 208 Plan, even if it does not follow the same path as other watersheds that are not as far along in the planning process, or do not have the same regional tradition of watershed collaboration.

You describe the value of a Watershed Team composed by the Cape Cod Commission as providing technical assistance and blended participatory review. We believe the technical support available through the Commission is better suited to a watershed at a much earlier stage of planning. The Alliance has identified a number of questions that suggest that the Commission's Multi-Variant Planner (MVP) tool used by the Watershed Team is not the appropriate tool for the level of assessment currently being undertaken in the Pleasant Bay watershed. We understand that there are significant discrepancies between load reduction requirements calculated by the MVP and those reductions developed by the more rigorous engineering work employed by the towns and their consultants. Your letter suggests an approach that would have the towns take a step back in the process by developing bookend scenarios, or to adapt to use of the MVP, rather than continuing to explore scenarios that blend already developed traditional and non-traditional approaches throughout the watershed. To require use of the MVP over the Alliance's technical approach for compliance with the 208 Plan seems to elevate process over desired outcomes.

There are ways to resolve the differences in approach. We see no reason why the blended participatory review offered by the Commission could not be incorporated with the analysis being developed by the Alliance on behalf of the towns. As four communities that have been working collaboratively to address wastewater issues in Pleasant Bay long before the 208 Plan update process began, we object strongly to the statement in your letter that the approach outlined by the Alliance and expanded upon above, is deemed by you to be outside of the 208 process and, therefore, ineligible for expedited permitting and access to financial incentives. We welcome your suggestions for a more conciliatory and productive dialogue to advance our shared goal of preserving the health of Pleasant Bay.

In closing, we believe the differences can be resolved and hope to move forward in a cooperative manner with the Commission on this vital work.

Sincerely,

Brewster Board of Selectmen

Chatham Board of Selectmen

Harwich Board of Selectmen

Orleans Board of Selectmen

Cc:

Sen. Daniel Wolf
Rep. Sarah Peake
Brian Dudley, DEP



Memorandum

To: Boards of Selectmen
Fr: Pleasant Bay Alliance
Date: June 2, 2016
Re: Pleasant Bay Watershed Report

Purpose

The attached watershed report is submitted to the member towns of the Pleasant Bay Alliance, in their capacity as Wastewater Treatment Management Agencies (WMAs) as part of the 208 Plan. The watershed report is submitted to the towns/WMAs in consideration of the 208 Process deadline of June 30th for the submission of watershed reports by WMAs.

The report format is based on the Pleasant Bay Watershed Summary provided in Appendix 5B of the 208 Plan Update. The watershed report was prepared by the Pleasant Bay Alliance Watershed Work Group with support from Wright-Pierce. The Work Group consists of Selectmen-appointed town staff involved in wastewater planning and Selectmen appointees to the Alliance Steering Committee. The Work Group meetings are frequently attended by technical consultants to the member towns, a representative of MassDEP, other town officials and interested citizens.

The report is intended to:

- summarize key conditions that need to be addressed through nutrient management planning;
- summarize the status of municipal and regional efforts to address those conditions;
- illustrate initial data analysis; and,
- provide next steps for refinement of the analysis.

This report is submitted to the towns for their determination on whether to submit to the Cape Cod Commission as WMAs. .

Please note that this report should be considered a draft for your review. We have requested cost information from town consultants, which will be added to the report. We would be happy to make other changes you may request.

Key Findings

The analysis reflected in the report demonstrates significant progress made by individual towns, and by all towns collectively as a watershed, to address the nutrient management targets established by the Total Maximum Daily Load report issued by MassDEP. Key results reflected in this report include:

- The town efforts collectively meet the TMDLs set forth by MassDEP;
- The town efforts collectively represent a “hybrid” of traditional and non-traditional approaches, in that 30% of the nitrogen removal is proposed to result from non-traditional methods.

Future analysis will be geared toward identifying recommendations to the Alliance member towns to reduce cost, improve efficiency or facilitate implementation of necessary measures.

Data Sources and Methods

The report incorporates information from the Pleasant Bay portion of each town’s current wastewater management plan. The nutrient loading and load reduction information is based on the analyses generated by the Massachusetts Estuaries Project as modified by engineering analyses provided in the individual town plans and vetted by each member community.

As watershed-based analysis of the four town plans continues, the Alliance intends to continue to explore the applicability of watershed decision support tools available through the Cape Cod Commission.

Drafts of this report have been reviewed by each towns’ representative on the Watershed Work Group and by each town’s wastewater consultant.

Draft 4

Pleasant Bay Watershed Report

Prepared by the Pleasant Bay Alliance

Towns of Brewster, Chatham, Harwich, and Orleans

June 2, 2016

INTRODUCTION (From Appendix 5B of the 208 Plan Update)

Pleasant Bay is the largest marine embayment on Cape Cod with shoreline located in the Towns of Orleans, Brewster, Harwich and Chatham. The system is designated under state surface water regulations as Outstanding Resource Waters that should not be allowed to degrade. Pleasant Bay is comprised of a large basin rimmed by numerous sub-embayments, including Ryder's Cove, Muddy Creek, Quanset Pond and Pochet Neck.

THE PROBLEM (From Appendix 5B of the 208 Plan Update)

The Massachusetts Estuaries Project (MEP) technical reports (available at: <http://www.mass.gov/eea/agencies/massdep/water/watersheds/the-massachusetts-estuaries-project-and-reports.html>) indicate that the nitrogen load from the Pleasant Bay watershed exceeds the thresholds and Total Maximum Daily Loads (TMDLs) for the water body, resulting in impaired water quality. There are sixteen Total Nitrogen TMDLs and three Pollution Prevention TMDLs for individual sub-embayments within the Pleasant Bay system. Pertinent milestones and data from the MEP are:

- MEP Technical Report Status: Final dated May 2006
- MEP Technical Memorandum on Muddy Creek: dated June 2010
- TMDL Status: Final DEP TMDL issued May 2007
- Total Wastewater Flow: 272 Mil.Gal./year
 - Treated Wastewater Flow: 17 Mil.Gal./year
 - Septic Flow: 255 Mil.Gal./year
- Unattenuated Total Nitrogen Load (MEP, 2006): 81,167 kg/year
- Attenuated Total Nitrogen Load (MEP, 2006): 78,001 kg/year
- Sources of Controllable Total Nitrogen (MEP, 2006): 75% Wastewater
 - 16% Fertilizer
 - 9% Stormwater from Impervious Surfaces

Please note that this report should be considered a draft for your review. We have requested cost information from town consultants, which will be added to the report. We would be happy to make other changes you may request.

Key Findings

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- The town efforts collectively meet the TMDLs set forth by MassDEP;
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The report incorporates information from the Pleasant Bay portion of each town’s current wastewater management plan. The nutrient loading and load reduction information is based on the analyses generated by the Massachusetts Estuaries Project as modified by engineering analyses provided in the individual town plans and vetted by each member community.

As watershed-based analysis of the four town plans continues, the Alliance intends to continue to explore the applicability of watershed decision support tools available through the Cape Cod Commission.

Drafts of this report have been reviewed by each towns’ representative on the Watershed Work Group and by each town’s wastewater consultant.

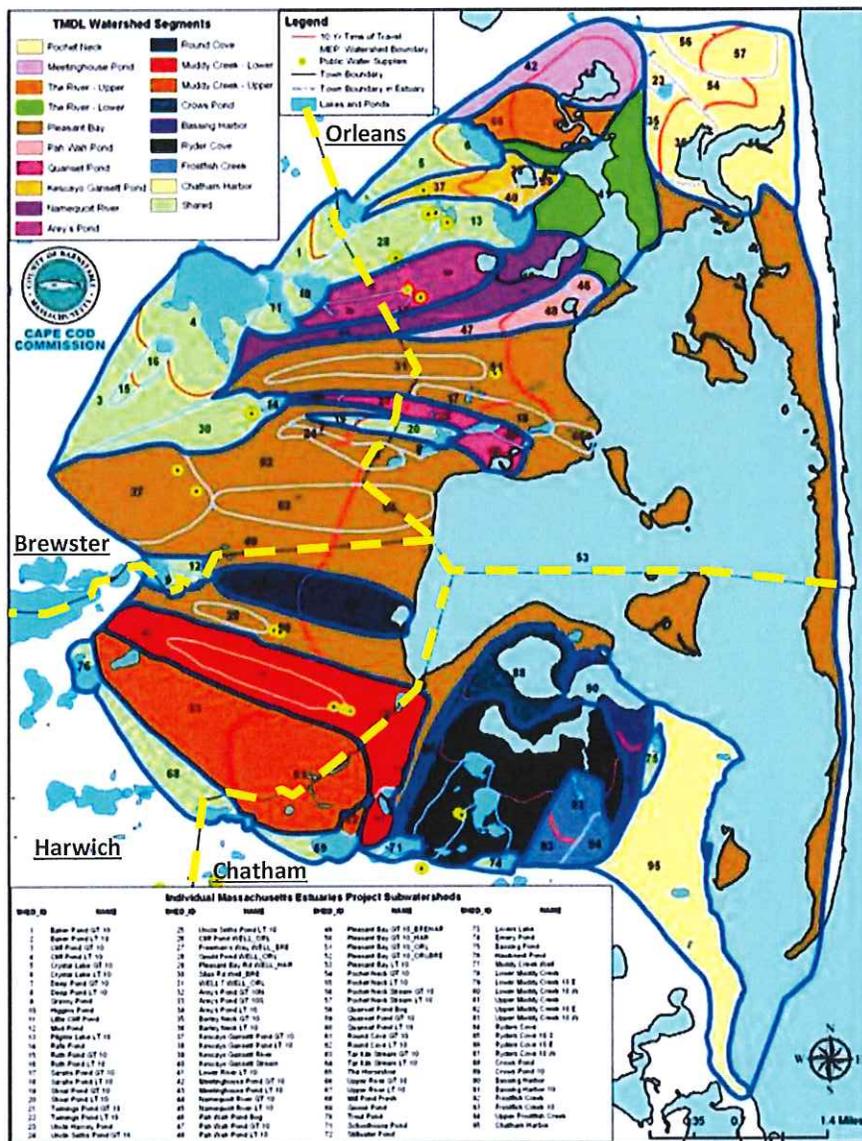
CONTRIBUTING TOWNS (From Appendix 5B of the 208 Plan Update)

The watershed of Pleasant Bay spans four towns:

- Brewster
- Chatham
- Harwich
- Orleans

Figure 1 below shows the town boundaries and sub-watershed in the Pleasant Bay watershed.

Figure 1. Pleasant Bay Watershed Map (From MEP Technical Report)



A portion of the land area in this watershed is within the boundaries of the Cape Cod National Seashore and any nitrogen load that occurs there is not within control of the Towns.

THE MEP RESTORATION SCENARIO (From Appendix 5B of the 208 Plan Update)

- Watershed Total Nitrogen Reduction Target: 36%
 - Watershed Septic Reduction Target: 51%
- (The scenario represents the aggregated sub-embayment percent removal targets from the MEP technical report. Percent removal targets vary from 0% to 100% by sub-embayment, as shown in Table 1.)

PLEASANT BAY ESTUARY (From Appendix 5B of the 208 Plan Update)

- Embayment Area: 6,162 acres
- Embayment Volume: 2,077 million cubic feet
- 2014 Integrated List Status: Category 4A
 - Category 4A: TMDL is completed
 - <http://www.mass.gov/eea/docs/dep/water/resources/07v5/14list2.pdf>

PLEASANT BAY WATERSHED (From Appendix 5B of the 208 Plan Update)

- Acres: 11,760
- Parcels: 5,796
- Percent Developed Residential Parcels: 79%
- Parcel Density: 2 acres per parcel (approximate average)

WASTEWATER TREATMENT FACILITIES (From Appendix 5B of the 208 Plan Update)

There are three private wastewater treatment facilities in the watershed whose design flows exceed 10,000 gpd and therefore are operated under the terms of DEP groundwater discharge permits:

- Pleasant Bay Nursing Home, Brewster
- Wequassett Inn, Harwich
- Chatham Bars Inn, Chatham

FRESHWATER SOURCES (From Appendix 5B of the 208 Plan Update)

Ponds

Water quality assessments were critical to the 2010 implementation of alum treatments for Stillwater Pond and Lovers Lake, located in the Chatham portion of the Pleasant Bay watershed. Other detailed assessments include a water quality assessment and management recommendations for freshwater ponds in Brewster, some of which are located in the Pleasant Bay watershed, and a water quality assessment of Hawksnest Pond in Harwich, which contributes to Muddy Creek. Detailed assessments have also been conducted for Bakers Pond and Crystal and Pilgrim Lakes located in Orleans and within the Pleasant Bay watershed.

- Identified Surface Waters: 77
- Number of Named Freshwater Ponds: 42
- Ponds with Preliminary Trophic Characterization: 24
(Listed In Appendix 4C of the 208 Water Quality Update, Ponds With Water Quality Data)
- 2012 Integrated List Status: seven listed for fecal coliform only

Streams

These concentrations are higher than areas of the aquifer with less than 0.05 mg/l background concentrations that are evident in public supply wells located in pristine areas. This provides further evidence of the impact of non-point source nitrogen pollution from residential areas on the aquifer and receiving coastal waters.

- Significant Freshwater Stream Outlets: 3
 - Tar Kiln Stream:
 - Average Flow: 2,763 m³/d
 - Average Nitrate Concentrations: 0.35 mg/L
 - Kescayo Stream:
 - Average Flow: 981 m³/d
 - Average Nitrate Concentrations: 0.19 mg/L
 - Pah Wah Stream:
 - Average Flow: 388 m³/d
 - Average Nitrate Concentrations: 0.19 mg/L

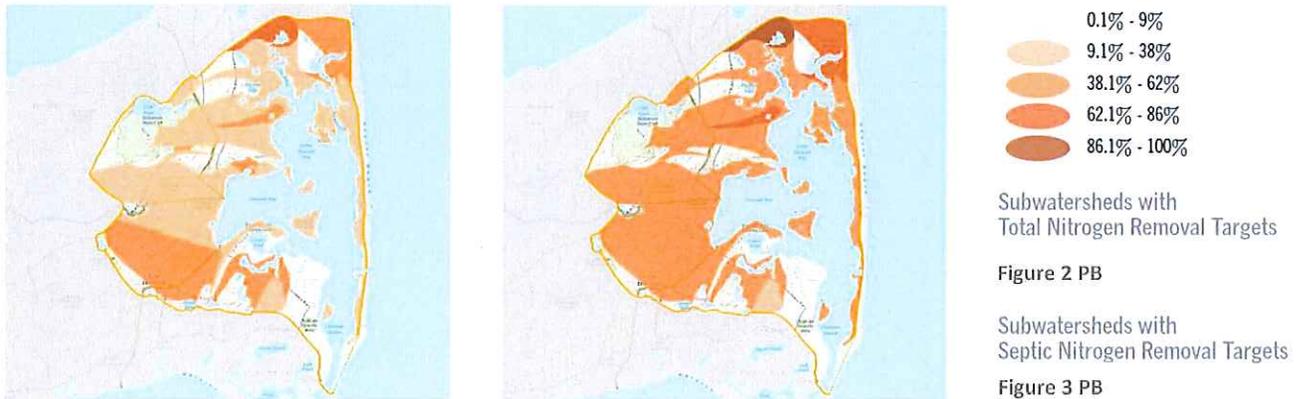
Drinking Water Sources

Each of the town water departments and land trusts have acquired significant portions of land within wellhead protection areas for water quality protection which, together with adopted land use controls recommended from the 1978 §208 water quality plan, has resulted in excellent drinking water quality.

- Water Departments: 3
 - Brewster Water Department
 - Harwich Water Department
 - Orleans Water Department
- Gravel Packed Wells: 15 (11 with available nitrate data)
 - 8 have nitrate concentrations less than 1 mg/L
 - 3 have concentrations between 1 and 2.5 mg/L
- Small Volume Transient Wells: 2

DEGREE OF IMPAIRMENT AND AREAS OF NEED (From Appendix 5B of the 208 Plan Update)

For the purposes of this Watershed Report, areas of need are primarily defined by the amount of nitrogen reduction required as defined by the TMDL and/or MEP technical reports. These are shown above as 36% of the total nitrogen load and 51% of the septic nitrogen load and, more specifically as the targeted amount of nitrogen reduction required by sub watershed in Figure 2 PB Subwatersheds with Total Nitrogen Removal Targets and Figure 3 PB Subwatersheds with Septic Nitrogen Removal Targets.



The nitrogen load from the watershed exceeds the nitrogen TMDL for Pleasant Bay, resulting in impaired water quality. The ecological health of a water body is determined from water quality, extent of eelgrass, assortment of benthic fauna, and dissolved oxygen. The MEP has established a rating system for impairment, ranging from 1-severe degradation, 2-significantly impaired, 3-moderately impaired, to 4-healthy habitat conditions. Headwater sub-embayments of Pleasant Bay are particularly impaired. Although well-flushed portions of the embayment system, such as Chatham Harbor, exhibit healthy habitat conditions, inland sub-embayments that receive less tidal flushing are experiencing moderate to severe habitat degradation.

MEP ECOLOGICAL CHARACTERISTICS AND WATER QUALITY (From Appendix 5B of the 208 Plan Update)

Overall Ecological Condition: Healthy to Severely Degraded

- Meetinghouse Pond and Outlet: Significantly Impaired
- Lonnies Pond: Moderately to Significantly Impaired
- Arey's Pond and Outlet: Significantly Impaired to Severely Degraded
- The River: Moderately Impaired
- Pah Wah Pond: Significantly Impaired
- Quanset Pond: Significantly Impaired
- Round Cove: Moderately to Significantly Impaired
- Upper Muddy Creek: Severely Degraded
- Lower Muddy Creek: Significantly Impaired
- Bassing Harbor – Ryders Cove: Moderately Impaired
- Bassing Harbor – Crows Pond: Moderately Impaired
- Bassing Harbor – Lower Basin: Healthy to Moderately Impaired
- Bassing Harbor – Frost Fish Creek: Significantly Impaired
- Pochet: Healthy
- Little Pleasant Bay: Moderately Impaired
- Pleasant Bay: Moderately Impaired
- Chatham Harbor: Healthy
- Sentinel Stations:
 - Total Nitrogen Concentration Threshold: 0.16 mg/L
 - Total Nitrogen Concentration Existing: 0.18 mg/L(As reported at the MEP sentinel water-quality monitoring stations)

LOCAL PROGRESS (Updated from Appendix 5B of the 208 Plan Update)

Orleans

The Town of Orleans contributes 30% of the attenuated wastewater nitrogen load to the Pleasant Bay watershed. The Town's Comprehensive Wastewater Management Plan (CWMP) was completed in 2010 and received MEPA and DRI approvals in 2011. The CWMP characterizes nitrogen reduction needs pursuant to the Massachusetts Estuaries Project (MEP) and Total Maximum Daily Load (TMDL) reports for Pleasant Bay. The Needs Assessment completed in 2009 identifies other wastewater needs to address Title 5 compliance and economic development. The Town's CWMP is a phased sewerage plan supplemented with non-traditional solutions that may obviate later sewerage phases. The Town has embarked on supplemental planning aimed at accelerating the use of non-traditional solutions to minimize sewerage.

Brewster

The Town of Brewster contributes approximately 13% of the attenuated wastewater nitrogen load to the Pleasant Bay watershed. The Town has developed an Integrated Water Resources Management Plan (IWRMP). The IWRMP Phase II report was issued in final form in January 2013 with assessments and recommendations addressing nitrogen loading to Pleasant Bay, existing and future drinking water, and stormwater and freshwater pond needs. Nitrogen management alternatives are further discussed in a March 2015 report. The Brewster Plan includes significant fertilizer reductions that have already taken place at the Captain's Golf Course, fertigation at the golf course, and reductions in residential fertilizer loads. The current plan also includes shellfish propagation or aquaculture to meet the remaining nitrogen reduction for the Town. The Town is currently looking at new septic leachfield technologies for nitrogen reduction if a shellfish management option is not feasible and is investigating potential pilot projects to test this option. Sewering of a residential neighborhood has been identified as a backup option, but the proposed location is at the upper end of the watershed, meaning it would take decades for there to be water quality improvement in the Bay.

Harwich

The Town of Harwich contributes approximately 22% of the attenuated wastewater nitrogen load to the Pleasant Bay watershed. The Town developed a recommended program to address that nitrogen removal and meet other town needs. That program, described in a draft CWMP, was submitted for review to MEPA and the CCC in February, 2013. Upon further refinement of infrastructure and non-infrastructure program components and review of the 208 Water Quality Plan, the Town filed the final CWMP in March 2016 with MEPA and the CCC. MEPA issued a Certificate of Approval on May 13, 2016.

The CWMP proposes wastewater collection in the Pleasant Bay watershed and recommends a community partnership with Chatham to treat wastewater generated and collected in the Pleasant Bay watershed at the existing Chatham treatment facility. Treated effluent would initially be recharged at the Chatham facility but may in the future be conveyed back to East Harwich for recharge depending on water quality results. The other watersheds in Harwich will mainly rely upon collection of wastewater to meet nitrogen removal requirements with sewers and conveyance to a Harwich-only treatment facility to be located at the DPW site in the Herring River watershed. Recharge of treated effluent would occur at that location. The Harwich CWMP also includes several nontraditional components such as natural nitrogen attenuation at the Cold Brook area and the Muddy Creek inlet widening, evaluation of a permeable reactive barrier at the recharge site at the DPW, and inclusion of stormwater best management practices (BMPs) throughout town. Several non-infrastructure components are included such as review of potential open space acquisition parcels to minimize buildout, and fertilizer education programs (instead of a fertilizer control ordinance).

Chatham

The Town of Chatham contributes approximately 34% of the attenuated wastewater nitrogen load to the Pleasant Bay watershed. The Town began implementing its CWMP in 2010. The CWMP includes the sewerage of the entire town, with the implementation of later sewerage phases being contingent upon results of on-going monitoring under the adaptive management plan. The Town of Chatham, in cooperation with the Town of Harwich, recently completed the construction of a new bridge to replace inadequate culverts that will provide increased tidal flushing and improved water quality in Muddy Creek.

Regional Coordination

The Pleasant Bay Alliance, comprised of the four watershed towns through an Intermunicipal agreement, has integrated the Pleasant Bay portion of each town's plan into a watershed-wide composite. The watershed composite analysis is provided in this report, and will support individual town efforts by identifying gaps and/or overlaps in nutrient reductions, streamlining evaluation through the linked water quality-watershed model, and identifying opportunities for savings and efficiency. With the benefit of this information, each town may choose to modify its plan, pursue joint projects, or enter into negotiations with one or more towns to take advantage of efficiencies. All decision-making and responsibility for implementation remains with the towns; however, the analysis may identify regional opportunities that otherwise might be overlooked.

ALLOCATION OF RESPONSIBILITY

Consistent with the 208 Plan Update, the watershed analysis presented in this report is based on the assumption that each town's responsibility will be proportional to that town's share of its current attenuated watershed load, applied sub-embayment by sub-embayment. Shares of attenuated load and the load to be removed are as follows:

- Brewster 13% of total attenuated load, 13% of load to be removed
- Chatham 34% of total attenuated load, 23% of load to be removed
- Harwich 22% of total attenuated load, 25% of load to be removed
- Orleans 30% of total attenuated load, 39% of load to be removed

Orleans and Harwich are tributary to sub-embayments with higher than average load removal requirements, so their shares of the overall removal requirement are higher than their shares of the overall attenuated load. The reverse is true for Chatham.

Brewster has proposed an alternative method of load allocation based on land area, which will be evaluated further.

Table 1 summarizes the current attenuated loads by sub-embayment and each town's load removal responsibility based on this assumption.

SELECTION OF TRADITIONAL AND NON-TRADITIONAL TECHNOLOGIES

Table 2 summarizes each town's choice of technology for load reduction and the associated load to be removed under current conditions.

In developing their respective nutrient management plans, each of the four towns has gone through a thorough assessment of alternative approaches to meeting nutrient reduction targets through an expansive public engagement process. The resulting plans represent community consensus on nutrient management approaches, in view of competing municipal needs.

Table 2 shows two types of nitrogen removal strategies; "source control," and "remediation,,". Source control approaches, such as traditional sewerage, prevent the nitrogen from reaching the environment. In contrast, remediation approaches address the nitrogen once it is in the groundwater or in the embayment to be protected. Remediation techniques, also referred to as non-traditional, rely on natural processes and their performance may vary due to environmental factors. For this reason, non-traditional approaches are subject to a regulatory requirement for traditional back-up in the event that they do not function as predicted. Table 2 includes fertilizer reduction strategies as source control measures; those approaches have not been historically used to meet TMDLs and their efficacy is more difficult to document than sewerage. Remediation or non-traditional approaches will be piloted and monitored in the watershed by the towns to determine the appropriate degree of application of these approaches.

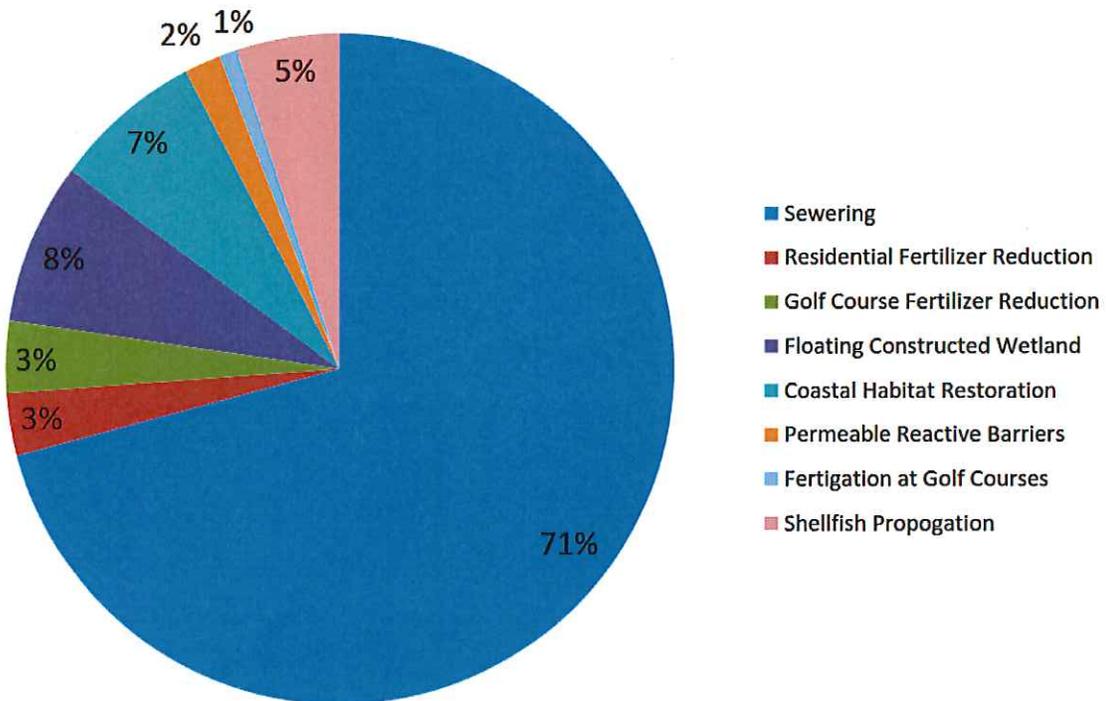
Individually, the plans differ in the degree to which they utilize traditional and non-traditional technologies. At one end of the spectrum, Chatham's plan relies almost exclusively on sewerage, however the town did undertake the Muddy Creek restoration project with Harwich, which may reduce the amount of sewerage needed in both towns to meet nitrogen management goals. At the other end of the spectrum, the plans of Brewster and Orleans largely involve non-traditional nitrogen removal techniques, including remedial measures and fertilizer reduction. In combination, the four town plans provide a hybrid approach watershed wide, with non-traditional technologies accounting for about 30% of the estimated removal system-wide, as illustrated in Figure 3. The system-wide removal is comprised of 71% sewerage, 23% remedial methods, and 6% fertilizer reductions.

Table 1: Current Attenuated Nitrogen Load and Nitrogen Removal Requirements							MEP Percent Nitrogen Removal Requirement	
Subembayment, kg/yr	Brewster	Chatham	Harwich	Orleans	TOTAL	MEP Percent Nitrogen Removal Requirement		
						Septic	Watershed	
Meetinghouse Pond								
<i>Attenuated Watershed Load</i>				2,262	2,262	100%	83%	
<i>Attenuated Watershed Load to Be Removed</i>				1,876	1,876			
Lonnie's Pond (Kescayo Gansett Pond)								
<i>Attenuated Watershed Load</i>	41			850	891	51%	33%	
<i>Attenuated Watershed Load to Be Removed</i>	14			284	298			
Areys Pond								
<i>Attenuated Watershed Load</i>	98			378	476	51%	30%	
<i>Attenuated Watershed Load to Be Removed</i>	29			113	142			
The River - Upper								
<i>Attenuated Watershed Load</i>	7			1,005	1,012	51%	37%	
<i>Attenuated Watershed Load to Be Removed</i>	3			375	378			
The River - Lower								
<i>Attenuated Watershed Load</i>	16			1,400	1,416	51%	37%	
<i>Attenuated Watershed Load to Be Removed</i>	6			518	524			
Namequoit River								
<i>Attenuated Watershed Load</i>	52			947	999	51%	37%	
<i>Attenuated Watershed Load to Be Removed</i>	19			348	367			
Paw Wah Pond								
<i>Attenuated Watershed Load</i>				679	679	76%	61%	
<i>Attenuated Watershed Load to Be Removed</i>				413	413			
Quanset Pond								
<i>Attenuated Watershed Load</i>	73			577	650	50%	39%	
<i>Attenuated Watershed Load to Be Removed</i>	29			227	256			
Round Cove								
<i>Attenuated Watershed Load</i>	2		2,276		2,278	64%	53%	
<i>Attenuated Watershed Load to Be Removed</i>	0.8		1,209		1,210			
Muddy Creek Upper								
<i>Attenuated Watershed Load</i>		539	1,630		2,168	45%	36%	
<i>Attenuated Watershed Load to Be Removed</i>		193	584		777			
Muddy Creek Lower								
<i>Attenuated Watershed Load</i>		1,458	2,462		3,920	50%	40%	
<i>Attenuated Watershed Load to Be Removed</i>		584	986		1,570			
Ryder Cove								
<i>Attenuated Watershed Load</i>		3,584			3,584	76%	55%	
<i>Attenuated Watershed Load to Be Removed</i>		1,954			1,954			
Crows Pond								
<i>Attenuated Watershed Load</i>		1,540			1,540	0%	0%	
<i>Attenuated Watershed Load to Be Removed</i>		0			0			
Bassing Harbor								
<i>Attenuated Watershed Load</i>		609			609	0%	0%	
<i>Attenuated Watershed Load to Be Removed</i>		0			0			
Frost Fish Creek								
<i>Attenuated Watershed Load</i>		1,060			1,060	100%	76%	
<i>Attenuated Watershed Load to Be Removed</i>		803			803			
Pochet								
<i>Attenuated Watershed Load</i>				3,074	3,074	65%	51%	
<i>Attenuated Watershed Load to Be Removed</i>				1,569	1,569			
Pleasant Bay (including Little Pleasant Bay)								
<i>Attenuated Watershed Load</i>	6,077	1,526	4,553	3,538	15,694	61%	36%	
<i>Attenuated Watershed Load to Be Removed</i>	2,161	542	1,620	1,257	5,580			
Chatham Harbor								
<i>Attenuated Watershed Load</i>		6,241			6,241	0%	0%	
<i>Attenuated Watershed Load to Be Removed</i>		0			0			
ALL SUBEMBAYMENTS								
<i>Attenuated Watershed Load</i>	6,366	16,557	10,920	14,711	48,553	50.5%	36.5%	
<i>Attenuated Watershed Load to Be Removed</i>	2,261	4,076	4,399	6,980	17,716			
<i>Required Percent Removal of Watershed Load</i>	36%	25%	40%	47%	36%			
<i>Town Plan's Percent of Removal Responsibility</i>	13%	23%	25%	39%	100%			

Table 2. Summary of Towns' Nitrogen Removal Plans

	Brewster	Chatham	Harwich	Orleans	Total
Town-Planned Nitrogen Removal, Kg/yr					
Source Control					
Sewering	0	12,812	4,340	1,915	19,067
Residential Fertilizer Reduction	120	247	200	242	809
Golf Course Fertilizer Reduction	930	0	0	0	930
Remediation					
Floating Constructed Wetlands	0	0	0	2,095	2,095
Coastal Habitat Restoration	0	0	0	1,960	1,960
Permeable Reactive Barriers	0	0	0	473	473
Fertigation at Golf Courses	230	0	0	0	230
Shellfish Propagation	590	0	0	756	1,346
Total	1,870	13,059	4,540	7,441	26,910
Source Control Subtotal	1,050	13,059	4,540	2,157	20,806
Remediation Subtotal	820	0	0	5,284	6,104
Percent Remediation Technologies	44%	0%	0%	71%	23%

Figure 3. Distribution of Nitrogen Removal by Technology Type (All Four Towns)



GAPS AND AREAS OF OVERLAP

Table 3 compares each town's plan with the allocation of responsibility shown in Table 1. The entries in Table 3 are the amounts of attenuated nitrogen load that are over (green) or under (orange) the Town's allocation of the TMDL. The plans proposed in Brewster, Harwich and Orleans are expected to remove within 3% of the load needed to achieve the TMDLs.

In Chatham, town-wide sewerage is planned that will address nitrogen control and several other goals. The result is the removal of far more nitrogen than needed to meet the TMDLs.

The comparisons in Table 3 are provided for all sub-embayments in the Pleasant Bay system. The planned removals are marginally less than TMDL requirements in four sub-embayments. In seven sub-embayments, the proposed removals are marginally greater than the TMDLs, while the seven sub-embayments impacted by Chatham's choice of complete sewerage show a large excess of removal.

Brewster's plan was completed without the information from the 2010 MEP model scenario that includes updates to the Muddy Creek watershed. The Town is currently evaluating how to incorporate these model updates into its plan.

AREAS FOR PLAN REFINEMENT

Based on the watershed analysis outlined above, the following areas are recommended for further evaluation and refinement by the towns as they move forward to implement their plans:

1. Residential fertilizer load is not treated uniformly by towns that have comparable fertilizer use controls in place. A uniform 25% reduction in residential fertilizer should be assumed by all towns that implement comparable fertilizer control ordinances.
2. In sub-embayments where town plans indicate over-reductions in nutrients, there are opportunities to discuss nutrient trading and other joint initiatives. For example, Harwich and Chatham should explore the potential for nitrogen trading in sub-embayments where their respective nitrogen removal targets overlap, to avoid costly duplication of nitrogen removal measures.
3. When non-traditional approaches are proposed, DEP requires a back-up plan using traditional technologies. Such back-up plans should be more formally detailed in Brewster and Orleans, where heavy reliance is being placed on non-traditional techniques that may prove to be less effective than now thought. Orleans views its CWMP as its back-up plan; Orleans should document how the CWMP will be integrated with the non-traditional technologies. Brewster is developing a traditional sewerage plan to back up the shellfish component of its program, and that work should be formalized.

Table 3: Comparison of Towns' Removal Plans with Removal Requirements					
Amount Town Plan Over/Under TMDL, kg/year	Brewster	Chatham	Harwich	Orleans	TOTAL
Meetinghouse Pond				51	51
Lonnie's Pond (Kescayo Gansett Pond)	12.6			26	13
Areys Pond	27.1			27	0.1
The River - Upper	2.4			12.0	14.4
The River - Lower	5.5			34	29
Namequoit River	17.4			16	1.4
Paw Wah Pond				1	1
Quanset Pond	26.9			31	4
Round Cove	0.8		42.4		41.6
Muddy Creek Upper		236	221		457
Muddy Creek Lower		608	87		696
Ryder Cove		720			720
Crows Pond		1,248			1,248
Bassing Harbor		514			514
Frost Fish Creek		29			29
Pochet				4	4
Pleasant Bay (including Little Pleasant Bay)	177	388	209	291	293
Chatham Harbor		5,229			5,229
ALL SUBEMBAYMENTS	270	8,974	141	461	9,306
	Subembayments w/Less than Req'd Removal		Subembayments w/More than Req'd Removal		
	Subembayment	Amount Under, kg/year	Subembayment	Amount Over, kg/year	
	Areys Pond	0.1	Frost Fish Creek	29.3	
	Namequoit River	1.4	Pah Wah Pond	1.0	
	Pochet	4.0	Quanset Pond	4.1	
	The River - Upper	14	Lonnie's Pond	13	
	Total	20	The River - Lower	29	
			Round Cove	41.6	
			Meetinghouse Pond	51	
			Pleasant Bay	293	
			Muddy Creek Upper	457	
			Bassing Harbor	514	
			Muddy Creek Lower	696	
			Ryder Cove	720	
			Crows Pond	1,248	
			Chatham Harbor	5,229	
			Total	9,326	
<p>NOTES:</p> <p>-Pleasant Bay includes Little Pleasant Bay, Tar Kiln Stream, and the Horseshoe.</p> <p>-Orange font/highlighting indicates that the town plan for removal is less than the required removal amount by the Town.</p> <p>-Green font/highlighting indicates that the town plan for removal is greater than the required removal amount by the Town.</p>					
<p>-Data for the Round Cove, Muddy Creek Upper and Lower, and Pleasant Bay have been updated to reflect the 2010 MEP re-evaluated Harwich loads and Muddy Creek attenuation.</p> <p>-Each Town's share of the attenuated watershed load and the attenuated watershed load to be removed is calculated using the percentage share of the total attenuated watershed load as reported in the CCC's November 2007 Eichner memo.</p>					

4. Effects of buildout on reduction targets within the watershed require further assessment. Growth management measures such as flow-neutral sewer regulations, as adopted in Chatham and proposed in Orleans, as well as Natural Resource Protection District Zoning, as adopted in Brewster, are among the means to ensure that hard-won gains in removal of current nitrogen loads are not negated by new growth that increases nitrogen loads beyond current plans. They also are necessary to ensure that towns are eligible for zero-percent State Revolving Fund (SRF) funding through MassDEP.

NEXT STEPS

These actions should be taken to refine and finalize this Watershed Report:

- Incorporate comments from the Watershed Work Group and the technical consultants and nitrogen planning committees from each town.
- Coordinate this document with the watershed reports being developed for embayments other than Pleasant Bay now impacted by the four towns.
- Submit the Watershed Report to the Boards of Selectmen in the four towns and revise as necessary based on feedback.
- Have Towns, acting as Wastewater Treatment Management Agencies (WMAs), file the completed Watershed Report with the Cape Cod Commission by the end of June 2016.

Following submission of this watershed report, the PBA Watershed Work Group will do the following:

- Continue its efforts to refine a composite plan of nutrient management measures in the Pleasant Bay watershed,
- Present the draft analysis to the Towns/WMAs,
- Address outstanding issues and recommendations with the Towns/WMA, and
- Gain consensus on an implementation plan for the watershed pursuant to the 208 Plan Update.

Personnel By Law Compensation Plans as of July 1, 2016 – 2% increase

NON-UNION COMPENSATION PLAN

BY-LAW POSITIONS: FULL TIME MANAGEMENT

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Contract	Police Chief Finance Director/Accountant Fire Chief										
M-7	Assistant Town Administrator Director Highways Deputy Police Chief	86,688	88,855	91,075	93,353	95,686	98,078	100,532	103,044	105,621	108,260
M-6	Water / Wastewater Superintendent	79,530	81,517	83,554	85,644	87,786	89,980	92,229	94,537	96,899	99,320
M-5		72,963	74,787	76,658	78,574	80,538	82,552	84,615	86,729	88,898	91,122
M-4	Library Director; Personnel Director	66,985	68,612	70,326	72,086	73,888	75,734	77,628	79,570	81,558	83,598
M-3		61,412	62,946	64,520	66,133	67,788	69,481	71,218	72,999	74,824	76,694
M-2		56,341	57,748	59,195	60,673	62,190	63,744	65,327	66,970	68,646	70,362
M-1		45,072	46,200	47,353	48,538	49,752	50,995	52,271	53,578	54,918	56,290

Personnel By Law Compensation Plans as of July 1, 2016 – 2% increase

BY-LAW POSITIONS: FULL/PART TIME ADMINISTRATIVE

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
OA-4	Administrative Secretary	26.91	27.59	28.26	28.99	29.69	30.45	31.20	32.00	32.78	33.60
OA-3	Administrative Asst; ZBA Clerk	21.89	22.43	22.99	23.56	24.16	24.78	25.39	26.02	26.67	27.35
OA-2	Board Secretary; Video and Communications Information Specialist	18.39	18.86	19.32	19.81	20.31	20.81	21.33	21.87	22.35	22.97
OA-1	Board Clerk	16.00	16.41	16.80	17.23	17.66	18.11	18.55	19.02	19.48	19.97

SEASONAL HOURLY WAGE SCHEDULE

GRADE	JOB TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
9	Golf Instructor	30.60	45.90	61.20	76.50	
8	Golf Employee and Operations Manager Shellfish Instructor	21.42	22.44	23.46	24.48	25.50
7	Waterfront Director (S7) Beach Supervisor (S7A) Asst Animal Control Officer (S7B) Seasonal Laborer (3C)*	13.52	14.03	14.54	15.05	15.56
6	Ass't. Harbormaster (S6) Ass't Beach Supervisor (S6A) Playground Director (S6B) Activities Coordinator (S6C)	12.50	13.01	13.52	14.03	14.54
5	Kayak Instructor (S5) (\$14.00)* Parking Enforcement Officer (S5A)	11.99	12.50	13.01	13.52	14.03
4	Lifeguard (S4B) Swimming Instructor (S4C) Golf Ass't. (S4) Golf Maintenance Person (S4A) Work Leader (S4D) GIS Ass't (S4E) Project Ass't. (S4F)	11.48	11.99	12.50	13.01	13.52
3	Tennis Instructor (S3) Golf Utility Person (S3B)	10.46	10.97	11.48	11.99	12.50
2	Playground Instructor (S2) Harbor Assistant (S2A) Parking Attendant (S2B)	9.44	9.95	10.46	10.97	11.48
1	Shellfish Interns (S1)	9.18	9.44	9.95	10.46	10.97

*Board of Selectmen approval on 5/9/16

Personnel By-Law Compensation Plan as of July, 2016 – 2% increase

<i>Grade</i>		<i>MIN.</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Step 10</i>
PT - 8	Alternate Building Commissioner	39.15									
PT-7	Plumbing, Wiring, Gas, Building and Alternate Inspectors *	20.75	21.27								
PT - 6	Part-time Dispatcher	18.04	19.13	20.20	21.28	22.35	23.42				
PT-5	Emergency Mgmt Director Special Police Officer Police Matron Mechanic	18.69	19.16	19.64							
PT- 4	Customer Service Rep – Sticker Sales Recycling/ Scalehouse Monitor Recycling/ Scalehouse Laborer	14.95	15.33	15.72	16.10	16.50	16.93	17.34	17.78	18.21	18.68
PT-3	Substitute Custodian (\$13.84)** Transfer Station Attendant Assistant Outreach Worker Program Aide Clerical Aide Circulation Assistant	13.72	14.07	14.41	14.77	15.15	15.51	15.92	16.31	16.72	17.14
PT-2	Registrars of Voters Weight Room Worker	12.55	12.85								
PT-1	Library Pages Election Worker (\$9.18-\$10.00)** Sealer of Weights and Measures	9.36	9.60								

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

**Grandfathered rates shown in parenthesis

2015-2016 SELECTMEN'S COMMITTEE LIAISONS

Peter S. Hughes, Chairman	Board of Health Capital Outlay Council on Aging Voter Information Committee Community Preservation Committee Ambulance Waiver Administrator	May, 2017
Linda A. Cebula, Vice Chair	Board of Assessors Brooks Academy Conservation Commission Finance Committee Library Trustees Planning Board Saquatucket Development Committee Treasure Chest Committee	May, 2016
Jannell M. Brown, Clerk	Community Center Facilities Committee Cultural Council Historic District/Historical Commission Housing Committee Real Estate and Open Space Recreation and Youth Commission Chamber of Commerce Youth Services Committee Trails Committee	May, 2018
Angelo S. La Mantia	Board of Appeals By-Law and Charter Review Cemetery Commission Golf Committee Middle School Repurpose Committee Waterways Committee	May, 2017
Michael D. MacAskill	Agricultural Commission Bikeways Committee Housing Authority Monomoy Regional School District Water Commission Wastewater Implementation Committee Architectural Advisory Committee Traffic Safety Committee Utility and Energy	May 2016

Selectmen's Policy: The Role of the Liaison

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

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

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

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

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

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

Appointments and Reappointments to Boards, Committees and Commissions

A subcommittee of two (2) members of the Board Selectmen (BOS) will conduct interviews and make recommendations to the full BOS for appointments to the various Boards, Committees and Commissions (BCC) for which they are given the appointment responsibility. The members of the two person interview committee will be voted during the annual reorganization of the BOS.

The Interview Committee (IC) may, at its discretion, discuss position requirements or specific candidates with the appropriate BCC Chair. A BCC Chair could also participate in the interview process if the IC considers this beneficial. The IC shall interview the candidates seeking the appointment to the specific BCC.

Upon completion of the interview process, all applicants will be notified of the results of the interviews and the date that the IC will make its recommendation to the full BOS. If, after discussion, the BOS is not in agreement by majority vote with any one of the recommended appointees, the IC or the full board can re interview candidates, seek new candidates or request additional candidates.

Upon appointment by the full BOS, the appointee will be notified in writing by the Town Administrator's office of the appointment to the BCC and the term of the appointment.

It should be noted that, from the Town of Harwich Committee Handbook, Section III C,
"a committee member is under no obligation to accept reappointment nor is the appointing authority obligated to offer reappointment"

Attendance

As BCC members have routine meeting nights, members are expected to give high priority to attending and participating in scheduled meetings. Members are expected to notify the chair of their BCC if they will not be in attendance. Chairs are expected to maintain attendance records. Individual attendance history will be considered by the IC when assessing reappointments.

In the case of extended or numerous absences, the BCC Chair will:

1. Notify the IC of members who have had 4 or more consecutive unexcused absences
2. The IC shall determine whether there was good cause for the absences by contacting the individual directly, in writing.
3. After such a review is completed, the results will be sent, in writing, to the individual, the BCC chair and to the BOS. If the review indicates that the position has been essentially vacated, written notice will be sent by the IC to the individual and the process to fill a vacancy will be followed.

Appointment to Fill Vacancy

Upon written notification to the BOS that an appointed position on a BCC has been determined to be vacant, the following shall be initiated:

1. Notice of vacancy to be posted for a minimum of seven (7) days.
2. Posting to be made on town website, through press release, and on the public bulletin board at Town hall.

3. Interested parties will be required to complete and submit to the Town Administrator's Office the Citizens' Activity Record Form.
4. The IC will then follow the process as listed above, under appointments/reappointments.

Code of Conduct of appointed BCC member

All appointed BCC members will be given a copy of the Committee Handbook by the Town Clerk upon being sworn in as a BCC member. The appointee is required to review this handbook and be familiar with the responsibilities and conduct expected of a member of a board or committee or commission of the Town of Harwich.

Any concerns regarding a BCC member's ability to meet the responsibilities or conduct as outlined in the Committee Handbook will be referred to the IC for review. The results of this assessment will be reviewed with the member. The IC will then report to the BOS as appropriate. A recommendation of removal is warranted if the IC finds that the member has not performed the responsibilities of the position for a sustained period or that his/her conduct has not been consistently within the bounds of the standards as outlined in the Committee Handbook. If a recommendation to remove is made, the member will be notified in writing prior to the report to the full BOS.

Adopted at a Public Meeting of the Board of Selectmen on January 30, 2012.

BOS Consolidated FY16 Goals & Objectives Worksheet

Introduction

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

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

Information Technology (Linda)

IT #1: Town Email Addresses & Use

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

IT #2: On-Line Permitting

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

IT #3: Remote Meeting Participation Enhancements & Live Broadcasting

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

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

IT overview along with providing all town employees and committees town email addresses and assist in setting up as needed to enhance communication between town employees and the public.

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

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

Implement and expand on line permitting to the public.

Request that appropriate town personnel develop the plan to upgrade the system used for remote participation at BOS and other meetings so that it is easier to use, and keeps both the TV audience and people sitting in the meeting room engaged with the remote participant. The goal would be to have the system in place by 12/1/15 .

Middle School Repurpose (Angelo & Michael)

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

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

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

Develop a plan and cost associated with a town re-use of the middle school. Work with a select committee and our town professionals along with professional help as needed to layout a use plan and get costs associated with a reasonable rehab of space for specific uses .Present options at 2016 ATM .

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

Wastewater (Michael)

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

Enter into negotiations with Chatham BOS regarding the potential costs, timing and details for the treatment of up to 350,000 gallons of sewage from the East Harwich area.

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

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

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

Evaluate the creation of a Water / Wastewater Enterprise fund.

MRSD (Peter)

MRSD #1: Funding Formula

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

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

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

Town Buildings (Jannell)

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

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

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

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

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

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

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

Financial (Linda)

Fin #1: FY17 Budget

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

Fin #2: Town Positions Assessment

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

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

Fin #3: Public Outreach Financial Software

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

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

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

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

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

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

Arrange to provide to all departments the cost basis for any activities for which a fee is set. This is not a requirement that fees must match costs, but rather that there must be an understanding of total costs before any fee can be set. This should include the Community Center , the building operating costs for use in setting the "rent".

Administrative (Linda)

Admin #1: Town Administrator Goals & Objectives

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

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

Admin #2: Annual Town Meeting Information

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

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

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

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

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

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

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

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

Economic Development (Michael & Jannell)

Econ #1 : Support Our Business Community

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

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

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

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

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

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

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

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

Continue efforts to support affordable housing.