

SELECTMEN'S MEETING AGENDA *

Griffin Room, Town Hall

Regular Meeting 6:30 P.M.

Monday, September 12, 2016

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. WEEKLY BRIEFING

IV. PUBLIC COMMENT/ANNOUNCEMENTS

V. CONSENT AGENDA

A. Approve Minutes

1. August 22, 2016 – Regular Session

B. Confirm the appointment of Leathan Doig and Gabriella Parker as full-time Emergency Telecommunication Dispatchers with the Harwich Police Department effective September 13, 2016.

C. Confirm approval of the New England Police Benevolent Association side letter of Agreement – Field Training Officer

D. Approve Coastal Resiliency Grant award in the amount of \$187,500 for the Saquatucket Harbor Project and authorize the Town Administrator to act as signatory

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

A. Annual Meetings with the Board of Selectmen:

1. Architectural Advisory Committee
2. Brooks Academy Museum Commission

VII. OLD BUSINESS

A. Confirm Community Center Room Use Fees as recommended by Facilities Committee

VIII. NEW BUSINESS

A. Amend the Free Cash Policy – *first reading*

IX. TOWN ADMINISTRATOR'S REPORT

A. Budget/Warrant Timeline

X. SELECTMEN'S REPORT

A. Committee Vacancy List

XI. ADJOURNMENT

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

Authorized Posting Officer:

Posted by: _____
Town Clerk

Sandra Robinson, Admin. Secretary

Date: _____
September 8, 2016

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, AUGUST 22, 2016
6:30 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, Chief Clarke, Deputy Chief LeBlanc, Deputy Chief Gagnon, John Rendon, Andy Gould, Larry Cole, Ralph Mador, Jeremy Gingras, and others.

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

Chairman MacAskill reported that the Board had just come out of Executive Session where they approved the Assistant Conservation Position and the Patrolmen's Union Contract.

WEEKLY BRIEFING

John Rendon updated the Board on the Saquatucket Marina reconstruction project noting that they have run into some delays with regard to the required permitting to commence the project as planned this October. He noted that delays are related to the dredge materials which have elevated levels of contaminants and also determining where to put the materials. He added that they are changing the dock layout which goes into the Federal navigation area of the harbor.

PUBLIC COMMENT/ANNOUNCEMENTS

- A. Introduce new Fire Department Chaplain, Father Marc Tremblay of Holy Trinity Church

Chief Clarke and Deputy Chief LeBlanc introduced new Fire Department Chaplain Father Marc Tremblay and provided background information.

Deputy Chief Gagnon invited the Town to the annual Jailhouse Barbeque at the Public Safety Building on September 3rd from 11:00 a.m. to 2:00 p.m.

Robert Mador noted that the State has given permission to dedicate the Route 124 overpass to fallen Navy pilot Ralph Burns. He and Jeremy Gingras invited everyone to the dedication ceremony on October 8th at Cape Cod Tech.

CONSENT AGENDA

- A. Approve Minutes
 - 1. July 11, 2016 – Regular Session
 - 2. July 25, 2016 – Executive Session
- B. Approve the Sales Contracts between Specialty Vehicles, Inc. and the Harwich Fire Department for the new emergency medical vehicle – authorize the Chair to sign
- C. Accept monetary gifts to the Council on Aging Gift Account totaling \$930.00 and \$50.00 to be deposited in the Town Nurse Gift Account

- D. Approve the re-appointment of Dean Hederstedt as a member of the ZBA
- E. Confirm the appointments of Rich Larios and Ed McManus as Finance Committee's representative to the Capital Outlay Committee per the Harwich Home Rule Charter, Chapter 9, Section 5.1
- F. Confirm the appointment of James Atkinson as the Planning Board's representative to the Community Preservation Committee
- G. Approve proclamation request from the Cape & Islands Suicide Prevention Coalition and vote to sign
- H. Approve request by B.A. Event Promotions for a One-Day Entertainment License and a One-Day Special License for Wine and Malt on October 2, 2016, and to waive Town-wide Facilities Use Policy for the event
- I. Approve request by Amazing Grace for a One-Day Entertainment License for recorded music on September 10, 2016 (rain date is September 11, 2016) from 1:00 to 6:00 p.m.
- J. Approve the recommendation of the Town Administrator to approve the Eversource petition to install underground conduit to supply service to 52 Pleasant Bay Road
- K. Approve Caleb Chase Fund request in the amount of \$700 to be paid to Eversource.
- L. Approve Caleb Chase Fund request in the amount of \$700 to be paid to Eversource
- M. Approve Caleb Chase Fund request in the amount of \$197.96 to be paid to Eversource

Ms. Kavanagh moved approval of the Consent Agenda with correction of the date in the Executive Session minutes to July 25, 2016. Mr. Hughes seconded the motion. Chairman MacAskill said to make sure there is a police detail and insurance certificate for Item H. The motion carried by a unanimous vote.

OLD BUSINESS

A. Town Beach – Fitzpatrick Property Dispute – *discussion & possible vote*

Mr. Clark reviewed the legal opinion provided by Kopelman & Paige. He explained that we could add to this area once we get permitting to do re-nourishment over time as is our common practice or if the Board wants to pursue this more aggressively which would necessitate a capital improvement request then he could work with Harbormaster on this. Mr. MacAskill suggested that the Town Surveyor establish some sort of property lines for lots 36, 37 and 38 which the Town owns so we can give people an idea of where they can sit on the beach. Mr. Clark pointed out that there is no more Town property at high tide but said he will ask the Surveyor to see what we can do about the tide line so we can give people a reference point. Chairman MacAskill said the intent is to bring this back for discussion. Mr. Hughes said that in preparation for that Mr. Clark should work with the Harbormaster on discussions for possible re-nourishment. Ruth Stevenson of 16 Pine Needle Lane asked if the Board had received Steve McKenna's email on this topic and Chairman MacAskill said they had.

B. Cape Cod Municipal Health Group changes to the Joint Purchase Agreement – *discussion & possible vote*

Mr. Clark noted that he is on the Steering Committee for the Cape Cod Municipal Health Group. He noted proposed amendments to the Agreement which he will be voting in favor of in October.

C. Request by Real Estate and Open Space for Board of Selectmen to declare parcel available for disposition (4 Central Ave., Map 6B, Parcel L134) – *discussion & possible vote*

Real Estate and Open Space Chairman Kathy Green explained that their charge is to identify parcels that are of no use to the Town. She described the parcel they are proposing be declared available for disposition and noted that they reached out to the Recreation Department and they had no interest in it. She stated that after discussion with Mr. Clark and his discussions with Town Counsel, it doesn't seem that this has to go through the typical procedures because of the low assessed value. She recommended offering it to the abutters and then advertising it. Mr. Clark said the procurement law calls for sound business practices for disposition of property, the property is so small you can't build anything on it, and as part of competitive process we will send notices to abutters noting that we accepting bids with a minimum of appraised value. He noted that the recommendation would have to be brought to Town Meeting and if the abutters don't want it, it would be offered to the larger population. Ms. Kavanagh asked if the title is clear and Mr. Clark responded that Kopelman & Paige would do that as part of the process and their due diligence. Mr. Hughes moved that we grant the request by the Real Estate and Open Space Committee to declare the parcel available for disposition, 4 Central Ave., Map 6B, Parcel L134. Mr. LaMantia seconded the motion and the motion carried by a 4-1-0 vote with Ms. Brown in opposition.

D. Real Estate and Open Space recommendation for the acquisition of the "Hawksnest Property" – *discussion & possible vote*

Ms. Brown noted that their recommendation was not for acquisition. Ms. Green stated that they were approached by private citizens regarding this property and they followed procedure, they performed a site walk, site evaluation and they had Mr. Lach of the Harwich Conservation Trust look at it. She reported that their recommendation was not to pursue the acquisition as they felt it was not in real danger of being developed and money could be better used elsewhere and the use of CPA funds limited the use of the property. She added that they also had concerns about lack of clear title. Mr. Clark noted that the title is a mess and added that we would have to change the zoning there to do anything with that property. The Board took comments from Brooke Williams. After discussion, the Board acknowledged receipt. No action was taken.

E. Award of design contract for Brooks Free Library Historic Preservation – *discussion & possible vote*

The Board expressed concerns about this contract being only for the historical part of the building and the possibility of the building being painted two different colors. They also questioned the need for an analysis since the building will likely be painted white. Chairman MacAskill noted that some clarification is needed. Mr. Hughes moved that we authorize the Town Administrator to move forward with the contract for architectural services related to the library restoration project with the firm McGinley Kaslow and Associates Architectural Services in the total amount of \$33,000 from CPC funds broken down as \$28,000 for design work, \$4,000 for contract administration and \$1,000 for reimbursable expenses. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

F. Wastewater Sub-committee financials for Harwich/Chatham IMA – *discussion & possible vote*

Mr. Hughes reported they have had 2 meetings with Chatham on this topic. He reported that they went through the IMA and stated that they weren't ready to talk about financials. He noted that they had a subsequent meeting to better understand financials and got financial information from Chatham. He stated that the meeting was attended by our Finance Director and David Young and at that meeting they started to share some spreadsheets with 30 year bonding with principal interest, and they talked about flow rates, operating costs, etc. He said they need to figure out what this is worth and asked the Board to go through the numbers. He stated that there is grant funding involved and the subcommittee's position is that Chatham shouldn't be taking credit for that grant funding. He noted that there were some soft costs associated with obtaining the grant which might be close to \$1 million but we said we weren't interested in that because they had to do it anyway. He stated that they brought out the fact that they are paying debt service but said we had no interest in interest payments and just care what it is worth. He said that it is his intention that whatever Harwich pays them would go into paying the principal on their debt. He noted that they learned that by the time East Harwich starts to flow sewage to Chatham, that plant will be 9 years old, so we discussed the concept of depreciation which should play into the financial analysis. He said they are trying to set up another meeting in September but the Board should get together to discuss our opening play.

NEW BUSINESS

A. Year-end Budget Transfers – discussion & possible vote

Mr. Gould noted that he submitted to the Board budget line items that were over-expended and are in deficit. He explained that we are allowed to make some transfers at the end of the year without having to go to Town Meeting. He noted that it is about \$100,000 and about \$45,000 is for legal expenses, as well as some salary items including overtime and other items. Mr. Hughes moved that we approve the recommendation to transfer year end balances from the accounts that are in surplus to the accounts that are in deficit as proposed in the memo provided to us for a total amount of \$100,020. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

B. Town Administrator's Self Evaluation – discussion & possible vote

Mr. Clark asked the Board to reconsider his COLA adjustment. Chairman MacAskill stated that the remarks on communications and transparency were the big ones and this year so far he has done an excellent job with most emails being answered very timely. He said Mr. Hughes said at the meeting that they would consider a retroactive adjustment but the rest of the Board did not agree to that. He said they said they would do another review at the 6 month mark. Mr. LaMantia stated that there is a positive and major change this year and if we were to do a review it would be much more positive. He said he would support doing that. Chairman MacAskill said he would put it on the next agenda for discussion. Mr. Hughes said they need to move forward, they are going to have new goals, there is a new Board, and the 6 month timeframe is good which he noted would be December. Chairman MacAskill stated that the goals this year are a lot more clear and not vague, which will certainly help the process. The Board took no action. Ms. Brown departed the meeting.

C. Harwich Police Federation Union Contract – discussion & possible vote

Ms. Kavanagh moved to approve the Harwich Police Federation Union Contract. Mr. Hughes seconded the motion and the motion carried by a 4-0-0 vote. Ms. Brown was not present.

D. Assistant Conservation Agent Job Description – *discussion & possible vote*

Ms. Kavanagh moved to approve the Assistant Conservation Agent Job Description. Mr. Hughes seconded the motion and the motion carried by a 4-0-0 vote. Ms. Brown was not present.

E. Intermunicipal Agreement between the Town (Golf Dept.) and Monomoy Regional School District to mow the fields – *discussion & possible vote*

Ms. Brown returned to the meeting. Mr. Clark took questions on the proposed agreement. Ms. Kavanagh moved to approve the Intermunicipal Agreement between the Town (Golf Dept.) and Monomoy Regional School District to mow the fields. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

F. Perk's Liquor/Entertainment License Violation Report – *discussion & possible vote to hold a Public Hearing*

Ms. Brown moved that we schedule a public hearing regarding violations of the liquor/entertainment license by Perks coffee shop. Mr. Hughes seconded for discussion and pointed out that this is really about the entertainment license. Deputy Chief Gagnon agreed it is the entertainment causing the issue. Ms. Brown amended her motion as follows: to have a public hearing to review the entertainment license of Perks due to 3 reported violations. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote. The Board agreed to hold the hearing on September 19 and discussed looking at all the entertainment licenses in the area. Mr. Gingras stated that it may be time to start looking at the language in the bylaw with regard to noise and distance.

TOWN ADMINISTRATOR'S REPORT

A. Passport services at the Community Center – letter of congratulations

Mr. Clark acknowledged Carolyn Carey for a job well done in consideration of the Certificate of Achievement from the Bureau of Consular Affairs for Passport Services to the Community Center for outstanding passport compliance.

B. Public Beach Drone Regulation Opinion – K&P

Mr. Clark noted that there was a question about launching drones from neighboring towns to fly over our Town beaches and that Mr. Giorgio's opinion is that anything already in the air is under the jurisdiction of the FAA but the policy of Recreation and Youth to not launch drones from our beaches is very much enforceable.

C. Cape Cod Commission Road Safety Audit for Rte. 39 at Pleasant Bay Road

Mr. Clark reported that the Road Safety Audit has been received and put on website. He recommended scheduling time to have more of a discussion regarding the findings and improving sight lines and signage.

D. Building Commissioner announcement

Mr. Clark reported that the Building Commissioner has accepted a position in the town of Wareham, and the position is now posted internally.

E. Activation of Channel 22 – update on status

Mr. Clark stated that the Superintendent has requested the School Committee meetings be played on Channel 18 in addition to the education channel (22) but he thinks the meeting are best played on the education channel.

Mr. Clark reported that Jennifer Clarke has obtained her notary certification, and that Carol Genatossio of the Community Development Department has retired. He further noted that he has a contact at DEP which he will reach out to regarding the West Harwich plume, he added that Ms. Champagne will be providing a summary as well.

SELECTMEN’S REPORT

Mr. Hughes inquired if there has been any progress on the Action Item Register and Chairman MacAskill responded that it has been assigned to Ms. Greenhalgh. Mr. Hughes noted that the Committee Handbook should be on the website.

ADJOURNMENT

The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Ann Steidel
Recording Secretary



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

September 6, 2016

Leathan Doig
132 Union Street
Yarmouthport, MA 02675

Dear Leathan,

Congratulations on being selected as a finalist for the position of full-time Emergency Telecommunication Dispatcher with the Harwich Police Department. I am very pleased to provide you with this conditional offer of employment on behalf of the Board of Selectmen of the Town of Harwich.

This offer is contingent upon you successfully passing a complete background investigation, physical examination to include a standard drug screen and psychological examination. If you are successful in passing all of these phases I am recommending the Board of Selectmen appoint you effective September 13, 2016.

You will be required to serve a twelve month probationary period which will commence on your date of appointment. Please note that probationary employees may be subject to discharge with or without just cause. Following the completion of your probationary period you will be represented by the New England Police Benevolent Association local 103 on all contractual matters.

Your starting salary will be Emergency Telecommunication Dispatcher hiring step with an hourly rate of \$20.21.

Congratulations again, and I wish you the best of luck during the remainder of the hiring process. We look forward to you joining the Harwich Police Department. Your signature below indicates you have read and understand all the provisions of this document.

Sincerely,

David J. Guillemette
Chief of Police

Date 9-6-16

Leathan Doig

CC: Personnel File
Town Administrator



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

September 6, 2016

Gabriella Parker
16 Obed Brooks Road
Harwich, MA 02645

Dear Gabriella,

Congratulations on being selected as a finalist for the position of full-time Emergency Telecommunication Dispatcher with the Harwich Police Department. I am very pleased to provide you with this conditional offer of employment on behalf of the Board of Selectmen of the Town of Harwich.

This offer is contingent upon you successfully passing a complete background investigation, physical examination to include a standard drug screen and psychological examination. If you are successful in passing all of these phases I am recommending the Board of Selectmen appoint you effective September 13, 2016.

You will be required to serve a twelve month probationary period which will commence on your date of appointment. Please note that probationary employees may be subject to discharge with or without just cause. Following the completion of your probationary period you will be represented by the New England Police Benevolent Association local 103 on all contractual matters.

Your starting salary will be Emergency Telecommunication Dispatcher step one which is an hourly rate of \$21.41.

Congratulations again, and I wish you the best of luck during the remainder of the hiring process. We look forward to you joining the Harwich Police Department. Your signature below indicates you have read and understand all the provisions of this document.

Sincerely,

David J. Guillemette
Chief of Police

Gabriella Parker Date

CC: Personnel File
Town Administrator

Memorandum of Agreement

By and between the
New England Police Benevolent Association, Inc., Local 103,
And
The Town of Harwich, Massachusetts

WHEREAS, the Town of Harwich (the "Town") and New England Police Benevolent Association, Inc., Local 103 (the "Union"), have bargained collectively to amend the collective bargaining agreement (the "Agreement") that runs for the period July 1, 2016 through June 30, 2019;

WHEREAS, the Town and the Union have reached an agreement;

NOW THEREFORE, in consideration of the mutual promises herein, the Union and the Town agree that the following changes will be incorporated into the Agreement, subject to the required ratifications:

2. ARTICLE 7: Staff, Hours and Overtime Hiring, New Section 8
Change Section 8 to read as follows:

Section 8: An employee selected by the Chief to serve as a Field Training Dispatcher shall be paid a differential of \$40 per shift for each shift of four (4) or more hours where he/she is assigned by the Chief or his designee to work with a new employee as a Field Training Dispatcher. The term Field Training Dispatcher shall also include senior dispatchers training new communication personnel. On a daily basis, the Field Training Dispatcher will be complete all required evaluation forms.

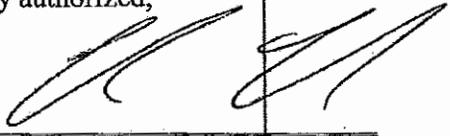
This Agreement is subject to ratification by the Town of Harwich Board of Selectmen and by New England Police Benevolent Association, Inc., Local 103. This Agreement shall not be implemented unless the parties have ratified and fully executed the Agreement.

This Agreement has been duly executed by authorized representatives of the Town of Harwich and by New England Police Benevolent Association, Inc., Local 103.

IN WITNESS WHEREOF, the Union and the Town, by their authorized representatives, have set their hands to this

Memorandum of Agreement on this 24 day of August, 2016,

TOWN OF HARWICH,
By its Bargaining Team,
duly authorized,



Christopher Clark
Town Administrator

NEW ENGLAND POLICE BENEVOLENT
ASSOCIATION, LOCAL 103,
By its Bargaining Team, duly authorized,



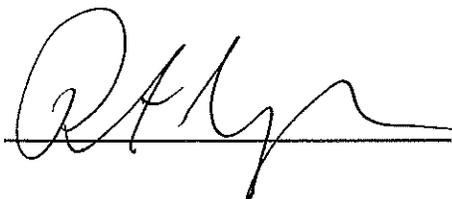
Sean R. McArdle
NEPBA State Director

Town Administrator

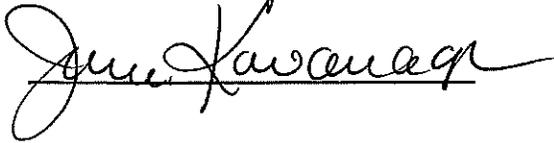
NEPBA State Director

BOARD OF SELECTMEN

NEPBA LOCAL XXX



President



Vice President



Secretary / Treasurer

BOARD OF SELECTMEN

NEPBA LOCAL XXX

Diane A. Nicholson
President/Treasurer

Lisa H. McQually
Vice President/Secretary

~~Secretary / Treasurer~~

**COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING**

Issued May
2004



CONTRACTOR LEGAL NAME :
CONTRACTOR VENDOR/CUSTOMER CODE:

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
Christopher Clark	Town Administrator

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Signature

Date: September 12, 2016

Title: Chairman Telephone: (508) 430-7513
Board of Selectmen
Fax: (508) 432-5039 Email: Michael.D.MacAskill@town.harwich.ma.us

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

**COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING**

Issued May
2004



CONTRACTOR LEGAL NAME :
CONTRACTOR VENDOR/CUSTOMER CODE:

PROOF OF AUTHENTICATION OF SIGNATURE

**This page is optional and is available for a department to authenticate contract signatures.
It is recommended that Departments obtain authentication of signature for the signatory
who submits the Contractor Authorized Listing.**

This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type): Christopher Clark

Title: Town Administrator

X

Signature as it will appear on contract or other document (Complete only in presence of notary):

AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, _____ (NOTARY) as a notary public certify that I witnessed
the signature of the aforementioned signatory above and I verified the individual's identity on this date:

_____, 20 ____.

My commission expires on:

AFFIX NOTARY SEAL

I, _____ (CORPORATE CLERK) certify that I witnessed the
signature of the aforementioned signatory above, that I verified the individual's identity and confirm the individual's
authority as an authorized signatory for the Contractor on this date:

_____, 20 ____.

AFFIX CORPORATE SEAL

DRAFT

**Scope of Services
FY17 CZM Coastal Resilience Grant Program
Town of Harwich
(Date), 2016**

Contractor

Robert Cafarelli
Town of Harwich
732 Main Street
Harwich, MA 02645
508-430-7508
rcafarelli@town.harwich.ma.us

Project Title

Planning for Resilience at Saquatucket Harbor

Summary

The town will complete engineering design and permit applications for the landside redevelopment of two parcels, which includes the existing Harbormaster's office, that border Saquatucket Harbor to accommodate future flooding and minimize the threat to public safety and damage to public property.

Scope

As described in the application to the Coastal Resilience Grant Program, the following tasks will be performed under this contract:

Task	Description	Deliverable	Deliverable Due Date
1 Secure consultant services	Draft and release RFP to secure coastal engineering consultant services. Award contract to qualified consultant. Establish Project Management Team (Team) consisting of Town and CZM staff and consultants. Conduct kick-off meeting to review project scope.	RFP, Consultant contract, Kick-off meeting notes and sign-in sheet	October 31, 2016
2 Planning and Design	Generate site, septic, architectural and landscape plans for the redevelopment of landside parcels to reduce flooding and climate change impacts. Prepare draft plans for Team review and incorporate feedback into revised plans. Conduct 2 to 3 public meetings to provide information regarding the project, present plans, and respond to questions.	Detailed engineering plans. Public meeting materials, including agenda, notes, and sign-in sheets.	March 1, 2017
3 Brochure	Develop draft educational brochure about planning and designing for climate change and sea level rise for Team review. Incorporate	Draft and final brochures	May 1, 2017

DRAFT

2. All invoices requesting payment, including those from subcontractors. Invoices must itemize costs consistent with the agreed upon scope of work. Invoices must demonstrate sufficient information for CZM to determine that the services were performed and/or products were received, and that the invoiced items meet all contractual performance requirements.
3. A detailed breakdown of the required match for the project. For in-kind services, include sufficient details to demonstrate the total amounts of match contributed, and as appropriate, a list of personnel, hours worked, hourly rate, etc.

Reimbursement packages should be submitted according to the above schedule, and reflect work performed according to the schedule of deliverables included in the project budget. Reimbursement is generally made within 45 days subsequent to approval of a reimbursement package.

CZM will retain a minimum of ten percent (10%) of the total maximum obligation of funds until all contract provisions are satisfied and final reports and other products are delivered and accepted.

Progress Reporting

To help CZM stay current on work being conducted over the course of the project, it is expected that the Contractor will submit a monthly progress describing:

- Significant activities that have occurred to show progress toward deliverables
- Whether a change in schedule or scope of work is anticipated
- Whether costs are anticipated to be overrun or underrun
- If additional assistance from CZM or partners is needed

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the [Executive Office for Administration and Finance \(ANF\)](#), the [Office of the Comptroller \(CTR\)](#) and the [Operational Services Division \(OSD\)](#) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov/osc under [Guidance For Vendors - Forms](#) or www.mass.gov/osd under [OSD Forms](#).

CONTRACTOR LEGAL NAME: Town of Harwich (and d/b/a):	COMMONWEALTH DEPARTMENT NAME: Executive Office of Energy & Environmental Affairs MMARS Department Code: ENV
Legal Address: (W-9, W-4,T&C): 732 Main Street, Harwich, MA 02645	Business Mailing Address: CZM, 251 Causeway Street, Room 800, Boston, MA 02114
Contract Manager: Robert Cafarelli E-Mail: rcafarelli@townharwich.ma.us	Billing Address (if different): Contract Manager: Patricia Bowie
Phone: 508-430-7508 Fax:	E-Mail: Patricia.Bowie@state.ma.us
Contractor Vendor Code: VC	Phone: 617 626-1186 Fax: 617-626-1240
Vendor Code Address ID (e.g. "AD001"): AD001 (Note: The Address Id Must be set up for EFT payments.)	MMARS Doc ID(s): CT ENV RFR/Procurement or Other ID Number: RFR ENV 17 CZM 03
<p style="text-align: center;"><input checked="" type="checkbox"/> NEW CONTRACT</p> PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form , scope, budget) <input type="checkbox"/> Legislative/Legal or Other: (Attach authorizing language/justification, scope and budget)	<p style="text-align: center;"><input type="checkbox"/> CONTRACT AMENDMENT</p> Enter Current Contract End Date <i>Prior</i> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____. (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> Amendment to Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Legislative/Legal or Other: (Attach authorizing language/justification and updated scope and budget)
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services	
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or <i>new</i> Total if Contract is being amended) \$187,500.00	
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: X ___agree to standard 45 day cycle ___ statutory/legal or Ready Payments (G.L. c. 29, § 23A); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy .)	
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) FY17 Coastal Resilience Program Grant Awardee. Project: – Planning for Resilience at Saquatucket Harbor	
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date . <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date . <input type="checkbox"/> 3. were incurred as of _____, 20____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.	
CONTRACT END DATE: Contract performance shall terminate as of 06/30/2017 _____, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.	
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the " Effective Date " of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions , this Standard Contract Form including the Instructions and Contractor Certifications , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07 , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.	
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: _____, Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: _____ Print Title: _____	AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____, Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: William Nichols _____ Print Title: <u>EEA Controller</u> _____

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



ATTACHMENT B Project Budget

The Town of Harwich shall be paid an amount of **\$187,500.00** as a grant per an award under RFR ENV 17 CZM 03 (FY17 Coastal Resiliency Grant Program). Payment will be made in accordance with the following schedule:

FY 2017	\$187,500.00	Upon request from the municipality, after partial and/or final completion of work, from funds available in Appropriation Account Number 2000-7026.
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ANNUAL MEETINGS

September 2016

12

Architectural Advisory
Brooks Academy

19

Community Center Facilities
Council on Aging

26

Conservation
Real Estate and Open Space

October 2016

3

Planning Board
Board of Health
Zoning Board of Appeals

11

Voter Information Committee
Youth Services
Community Preservation Committee

17

Bikeways Committee
Trails Committee
Cultural Council
Historic District / Historic Commission

24

Waterways Committee
Golf Committee
Recreation and Youth
Cemetery Commission

31

Agricultural Commission
Saquatucket Development

November 2016

7

Board of Assessors
Housing Authority
Harwich Housing Committee

14

Capital Outlay Committee
Utility and Energy
Finance Committee

21

Library Trustees
Water Commissioners

SPECIAL TOWN MEETING, OCTOBER 2, 1984

ARTICLE 11. as amended and approved

To see if the Town will vote to authorize and instruct the Selectmen to appoint a Committee to be known as the Architectural Advisory Committee. Said Committee shall consist of seven (7) members. Upon approval by the voters, the Selectmen shall appoint three (3) members for three (3) years, two(2) members for two(2) years, and two(2) members for one(1) year. Thereafter, each member shall be appointed for a three (3) year term. Members can be appointed for successive terms. All plans, including site plans, and detailed building plans for all commercial buildings and also for all multi-family dwellings containing more than two(2) dwelling units and all plans for Commercial signs shall be submitted to the said Architectural Advisory Committee at least fourteen (14) days prior to the application for a Sign Permit and at least 30 days prior to the application for a building permit. In those instances, when a special permit or variance for the Permit Granting Authority is not required, the Architectural Advisory Committee shall review all such plans and make a recommendation as to suggested changes and alterations in said plans to the Building Inspector and to the Applicant for the Building or Sign Permit; it being understood that the recommendations of the Architectural Advisory Committee shall be advisory only and shall not be binding on the Applicant. In all those instances requiring a special permit or variance from the Permit Granting Authority, all such site plans, building plans and commercial sign plans shall first be submitted to the Architectural Advisory Committee and it shall make its recommendation in writing to the Permit Granting Authority at least seven(7) days prior to the date of the hearing. The recommendations of the architectural Advisory Committee shall be advisory only and shall not be binding on either the Permit Granting authority or the Applicant. The committee shall act in open meeting on all plans submitted as required by general Laws, Chapter 39; Section 23B, but shall give notice of said meeting seven (7) days at least before same by posting and publication thereof in a newspaper of general circulation in the town.

May 1988 Annual Town Meeting

± 14

Article 18.

Brooks Academy
to be
Town
Museum

ARTICLE 18. To see if the Town will vote to establish Brooks Academy as a Town museum and raise and appropriate a sufficient sum of money and authorize the Selectmen to take whatever action necessary to accomplish this purpose and to act fully thereon. By request of the Board of Selectmen.

Motion: (Mr. Freeman Allison) I move this article be accepted and adopted and the Board of Selectmen be authorized to transfer jurisdiction of Brooks Academy to a Museum Commission after town departments presently using the building have moved out. Said Museum Commission shall be established and the members being seven in number shall be appointed by the Selectmen. The Commission shall be charged with the responsibility of maintaining the building and promoting and preserving the history of the Town within and on the grounds surrounding the building.

(Duly seconded)

Action: A standing count was taken. (2/3 vote is needed.)

YES 432

NO 27

It is a vote.

Harwich Community Center Room Use Fee Updates for FY 2016 – 2017

Room use fees at the Community Center have remained unchanged since 2011, yet the costs associated with operating the building continue to rise. To reconcile these differences between revenue taken in and costs to run the building, we are looking to update our room use fees. The updates are meant to function in a manner that balances the financial sustainability of the building with our commitment to ensuring the accessibility of Center space and resources for all in our community.

The vast majority of groups that reserve space at the Community Center are either Town Departments which use the building at no charge, or are local non-profit groups. These entities are given top priority when scheduling available rooms at the Community Center.

When space is available after accommodating Town Departments and non-profit organizations, we open our rooms to for-profit groups that are consistent with the Community Center mission and values. Further, all for-profit groups are required to get Facilities Committee approval to host their meetings or events at the Community Center when making their initial reservation request.

Updates to Non-profit Room Use Fees for FY 17

Community Center Director Carolyn Carey and the Community Center Facilities Committee have sought and received input on increases in room use fees for non-profit groups for FY 17 since January 2016. Input was received from members and organizers of non-profit groups and events, as well as from many Center patrons. The proposed changes are defined in the table below and provided the starting point for discussion and feedback from affected and interested parties.

Room	Current Fee	Proposed Fee	Percent Increase
Activity Rooms			
Single Use	\$35	\$40	14.3%
Yearly (104 max uses)	\$150	\$165	10.0%
Multipurpose Room			
Single Use	\$50	\$60	20.0%
Yearly (104 max uses)	\$250	\$275	10.0%
Gymnasium			
Single Use	\$100	\$125	25.0%
Yearly (104 max uses)	\$400	\$450	12.5%
Average Percent Increase:			15.3%

There was universal support for the changes stated in the table above. These changes were passed unanimously in a vote by the Facilities Committee on February 12, 2016.

Updates to For-profit Room Use Fees for FY 17

It has been Community Center policy to charge for-profit groups that have been approved by the Facilities Committee a rate that is double that paid by non-profit groups when space is available.

The proposal for FY 17 is largely consistent with past practice with several notable alterations defined here. The proposed changes have been informed by feedback from patrons and townspeople, members of the Facilities Committee, and affected Department Heads operating from within the Community Center.

1. We propose to differentiate between fitness classes which have previously fallen under the for-profit umbrella from other for-profit groups and organizations. Details for this distinction are as follows:
 - A. Fitness and athletic classes can be sponsored by the Recreation Department, the Council on Aging, or the Community Center. This sponsorship is subject to Facilities Committee approval.
 - B. Sponsored classes will pay the non-profit fee for room reservations as well as a fee of \$5 per person per class session into the Town general fund. The remainder of the collected class fees less the \$5 per person per session is processed through the revolving fund and subsequently paid to the instructor. All funds processed through the revolving fund are signed off on by both the Community Center and Recreation Department Directors.
 - C. This sponsorship of fitness classes will allow the Recreation Department, Council on Aging, and Community Center Department Directors to meet the ongoing needs of their patrons and constituents and to offer these highly requested services at rates lower than would be offered by private businesses.
2. We propose to eliminate the yearly fee option for for-profit groups. We have received feedback indicating a concern that the yearly fee option for for-profit groups does not adequately differentiate between non-profit and for-profit groups when broken down into a price per single use analysis. Therefore, we propose to reserve rooms to for-profit groups on a single use basis only. The single-use fee will continue to be twice the rate charged to non-profit groups. **For FY 17, the proposed fee for for-profit groups is \$80 per single use of an Activity Room, \$120 per single use of the Multi-purpose Room, and \$250 per single use of the Gymnasium.**
3. We propose to add a time limit of three hours for any single use of the building by for-profit groups. This proposal is also based on feedback we have received since beginning the process of reviewing and updating our room use fees.

Weight Room Fees and Services

Residents of Harwich are eligible to join the Community Center Weight Room and have several different membership options including daily, weekly, monthly, yearly, and seasonal types. The fees for these membership types have not increased for FY 17.

The Community Center has hired a certified personal trainer to work in the Weight Room on Monday mornings from 9:15 AM to 11:15 AM. The trainer is paid through the weight room revolving fund account. Individuals who have purchased a membership for the Weight Room are able to meet with this trainer at no additional cost; access to her services and expertise is included in their membership fee.

There is currently an evening position open for another certified personal trainer to hold hours in the Center Weight Room. The trainer hired to fill this position will also be paid through the weight room revolving account. Adding another trainer with evening hours will work to ensure that Weight Room members have equal access to a professional for assistance and consultation regarding exercise plans and goals as well as proper use of weight room equipment regardless of their preferred time to use the Weight Room.

Room Reservations by Category FY 17 to date (9/7/2016)

Non-Profit	For-Profit	Revolving (Department Affiliation)
Alanon	Construction Certification Institute	Cape Sands Ballroom Dance (Comm Center)
Alzheimer's Support	Natural Solutions (ServSafe Training)	Exercise Class with Jill Brown (Comm Center)
American Cancer Society	Professional Driving School	Mary Ann Demello Exercise (Comm Center)
Barnstable Human Rights Commission		Susan Quin 30/30 Workout (Comm Center)
Best Won BNI		Balance Boosters (COA)
Betty Brady's Feet First		Mindful Yoga (COA)
Bridge II		Super Fit/Senior Fit (COA)
Cape and Island Rowing Association Inc.		Tai Chi/Chi Kung (COA)
Cape Cod Business Referrals		
Cape Cod Disaster Animal Response Team		
Cape Cod Hospital Auxiliary		
Cape Cod Hydrangea Society		
Cape Cod Senior Softball League		
Cape Cod Spring Ring		
Cape Cod Surftones		
Cape Cod Ukulele Club		
Cape Community Orchestra		
Compassionate Friends		
Cranberry Festival		
Cranberry Mah Jong		
Cranberry Rug Hookers		
Cranberry Valley Womens Golf Assoc.		
Dad's Support		
Friends of COA		
Garden Club of Harwich		
Great Sands Lake Association		
Guild of Harwich Artists		
Harwich Bikeways		
Harwich Conservation Trust		
Harwich Early Childhood		
Harwich Green Association		
Harwich Historical Society		
Harwich Town Band		
Harwich/Chatham Little League		

Harwich-Chatham Newcomers		
Hinckley's Pond Association		
Insight Meditation		
J-1		
KD Quilters		
Kiwanis		
Libertarian Party of Massachusetts		
Library Mah Jongg		
Lower Cape Cod Advisory Council		
Mah Jong - R.L. Terwilliger		
Master Gardeners		
MLS Tour		
NA		
National Grid Open House		
New Swing Band (Sound Dunes Swing Band)		
Old Mill Point Associates		
Oyster Creek Preservation, Inc.		
Quilt Bank		
Red Cross Blood Drive		
Rug Braiding Committee (Front Porch Rug Braiding Guild)		
Seaport Village Condo		
Senior Volleyball		
Sight Loss		
Spauling Parkinson's Support		
Transitions, Inc.		
Walking Club		
WE CAN		
Wednesday Stitches		
Wild Care		
WILPF		
Women's Club		
YMCA		
Yogini		
Total Non-profit: 67		
Total Groups (all categories): 79	Total For-profit: 3	Total Revolving: 8

Fees Charged by Surrounding Community Buildings

(up to date as of 9/7/2016)

Chatham Community Center

Room Type	Person/Group seeking Rental	Fee/Time	Price/1 hr
Small Meeting Room	Resident/Non-profit	No charge / 2 hrs	No charge
	Non-resident/Business/Commercial	\$25.00 / 2 hrs	\$12.50
Large Meeting Room	Resident/Non-profit	\$50.00 / 4 hrs	\$12.50
	Non-resident/Business/Commercial	\$100.00 / 4 hrs	\$25.00
Gymnasium	Resident/Non-profit	\$50.00 / 4 hrs	\$12.50
	Non-resident/Business/Commercial	\$250 / 4 hrs	\$62.50

Gus Cauty Community Center (Falmouth, MA)

Room Type	Person/Group seeking Rental	Fee/Time
Meeting Room	Non-profit	\$12.50 / 1 hour
	For-profit	\$25.00 / 1 hour
Gymnasium	Non-profit	\$50.00 / 1 hour
	For-profit	\$100.00 / 1 hour

Hyannis Youth and Community Center*

Room Type	Person/Group seeking Rental	Fee/Time
Community Room	Any	\$60.00 / 3 hours (\$20.00/1 hr)
Gymnasium – half court	Any	\$60.00 / 1 hour
Gymnasium – full court	Any	\$100.00 / 1 hour

***The Hyannis Youth and Community Center is an Enterprise fund, NOT a municipal building funded by the Town of Barnstable.**

Community Center Operating Costs (FY 17)

The Community Center is open 6 days per week, 52 weeks per year. When factoring in 52 Sundays and 11 holidays on which the building is closed, the Center is open for a total of 302 days per year. Monday through Friday of each week, the building is open 16 hours per day. For the majority of the year, the building is open for 9 hours every Saturday. For three months each winter, the building is open for extended hours totaling 14 hours each day. In total, the building is open for 4,528 hours per year over the course of the 302 open days. That averages to 15 hours open per every day the building is open.

The utility costs to operate the building per year are as follows:

Utility	Fee per Year
Electricity	\$60,377.00
Gas	\$48,532.00
Water	\$1,452.00
Total:	\$110,361.00

The additional expenses to run the building are as follows:

Expense	Fee per Year
Salaries and Wages	\$150,950.86
Other Maintenance/Repair	\$10,180.00
Purchase Services	\$11,981.00
Office Supplies	\$2,975.00
Grounds	\$6,000.00
Total:	\$182,086.86

The total fees to operate the building (utilities + additional expenses) = \$292,447.86.

The total square footage of the Community Center is 35,135 ft². The total cost per square foot (Total Yearly Expenses/Total Square Footage) is \$3.14/square foot/year.

The operating cost breakdown per room is included in the table below:

Room	Cost/Year	Cost/Day	Cost/Hour
Activity Room 1	272 ft ² x \$3.14 ft ² /yr = \$854.08/yr	\$854.08/yr / 302 days/year = \$2.82/day	\$2.82/day / 15 hrs/day = \$0.19/hr
Activity Room 2	667 ft ² x \$3.14 = \$2,094.38/yr	\$2094.38/302 = \$6.93/day	\$6.93/15 = \$0.46/hr
Activity Room 3	650 ft ² x \$3.14 = 2,041.00/yr	2,041.00/302 = \$6.75/day	\$6.75/15 = \$0.45/hr
Activity Room 4	675 ft ² x \$3.14 = \$2,119.00/yr	\$2,119.00/302 = \$7.01/day	\$7.01/15 = \$0.47/hr
Activity Room 5	672 ft ² x \$3.14 = \$2,110.00/yr	\$2,110.00/302 = \$6.98/day	\$6.98/15 = \$0.46/hr
Multipurpose Room	2,011 ft ² x \$3.14 = \$6,314.00/yr	\$6,314.00/302 = \$20.90/day	\$20.90/15 = \$1.39/hr
Gymnasium	7,623 ft ² x \$3.14 = \$23,936.00/yr	\$23,936.00/302 = \$79.25/day	\$79.25/15 = \$5.28/hr

Expenses (With Utilities)

Room	Cost/Year	Cost/Day	Cost/Hour
Activity Room 1	272 ft ² x \$8.32 ft ² /yr = \$2,263/yr	\$2,263 /yr / 302 days/year = \$7.49/day	\$7.49/day / 15 hrs/day = \$0.50/hr
Activity Room 2	667 ft ² x \$8.32 = \$5,549.00/yr	\$5,549.00/302 = \$18.37/day	\$18.37/15 = \$1.22/hr
Activity Room 3	650 ft ² x \$8.32 = 5,408.00/yr	\$5,408.00/302 = \$17.90/day	\$17.90/15 = \$1.19/hr
Activity Room 4	675 ft ² x \$8.32 = \$5,616.00/yr	\$5,616.00/302 = \$18.59/day	\$18.59/15 = \$1.23/hr
Activity Room 5	672 ft ² x \$8.32 = \$5,591.00/yr	\$5,591.00/302 = \$18.51/day	\$18.51/15 = \$1.23/hr
Multipurpose Room	2,011 ft ² x \$8.32 = \$16,731.00/yr	\$16,731/302 = \$55.40/day	\$55.40/15 = \$3.69/hr
Gymnasium	7,623 ft ² x \$8.32 = \$63,423.00/yr	\$63,423.00/302 = \$210.00/day	\$210.00/15 = \$14.00/hr

**TOWN OF HARWICH
RELEASE FORM**

I, _____, agree to forever release the Town of Harwich (Release) and all its employees, agents, board members, volunteers, and any and all individuals and organizations assisting or participating in voluntary programs of the town from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly from personal injuries to myself or my property resulting from my participation in the Town of Harwich's voluntary programs.

I also promise to indemnify, defend, and hold harmless the Release against any and all legal proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to myself or my property resulting from participation in the Town of Harwich's voluntary programs.

I further affirm that I have read this Release Form and that I understand the contents of this Form. By signing this Form, I affirm that I have decided to participate in the Town's voluntary programs with full knowledge that the Release will not be liable to anyone for personal injuries and property damage that I may suffer in voluntary town programs.

Signature

Date

www.harwichcommunitycenter.org

Harwich Middle School

BUILDING INFORMATION



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

Email: ccarey@town.harwich.ma.us

Welcome!

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

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

Facility Information

Hours of Operation

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

Parking

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

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

Renting Space

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

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

Fees & Rentals Rates

CLASSROOMS

Single Use
\$ 35.00

Weekly Rate
\$ 140.00

Monthly Rate:
\$ 300.00

AUDITORIUM

Single Use
\$ 60.00

Weekly Rate
\$ 240.00

Monthly Rate:
\$ 500.00

GYMNASIUM

Single Use
\$ 100.00

Weekly Rate
\$ 400.00

Monthly Rate:
\$ 600.00

CAFETERIA

Single Use
\$ 60.00

Weekly Rate
\$ 240.00

Monthly Rate:
\$ 500.00

MUSIC ROOM

Single Use
\$ 35.00

Weekly Rate
\$ 140.00

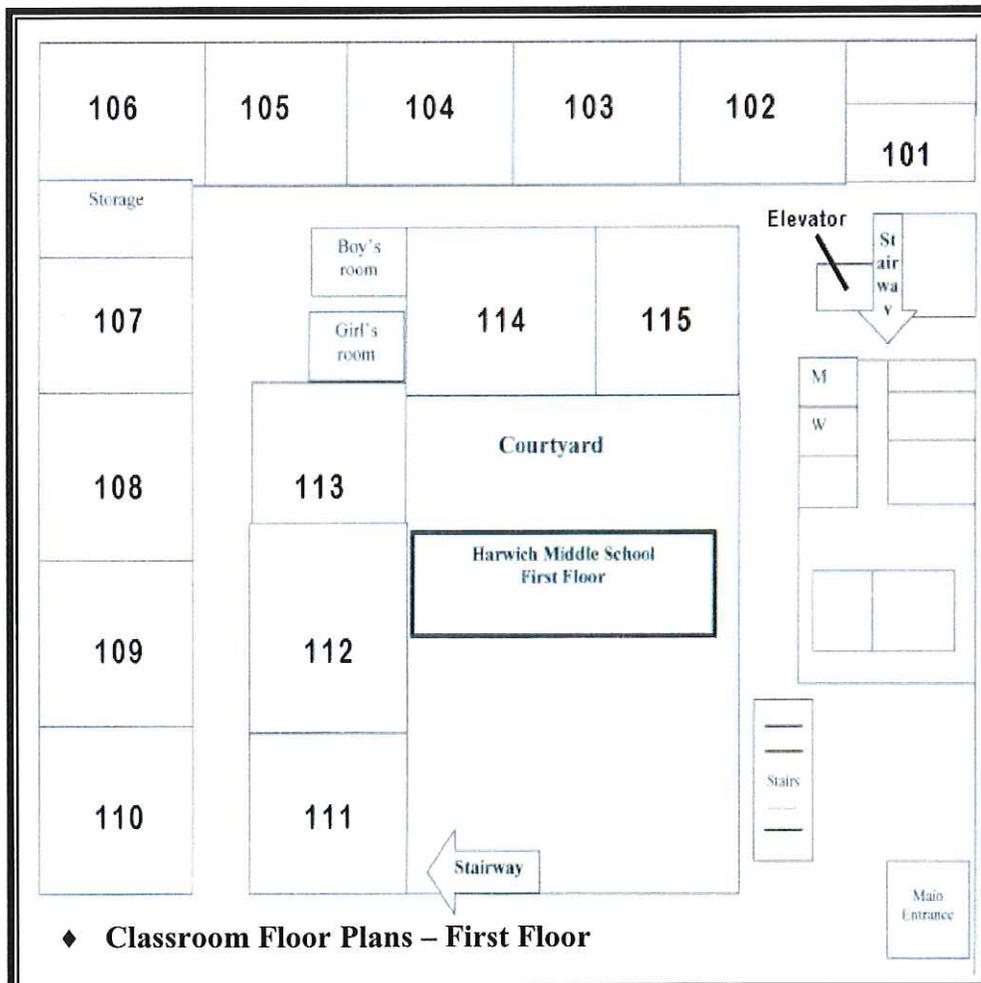
Monthly Rate:
\$ 300.00

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

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

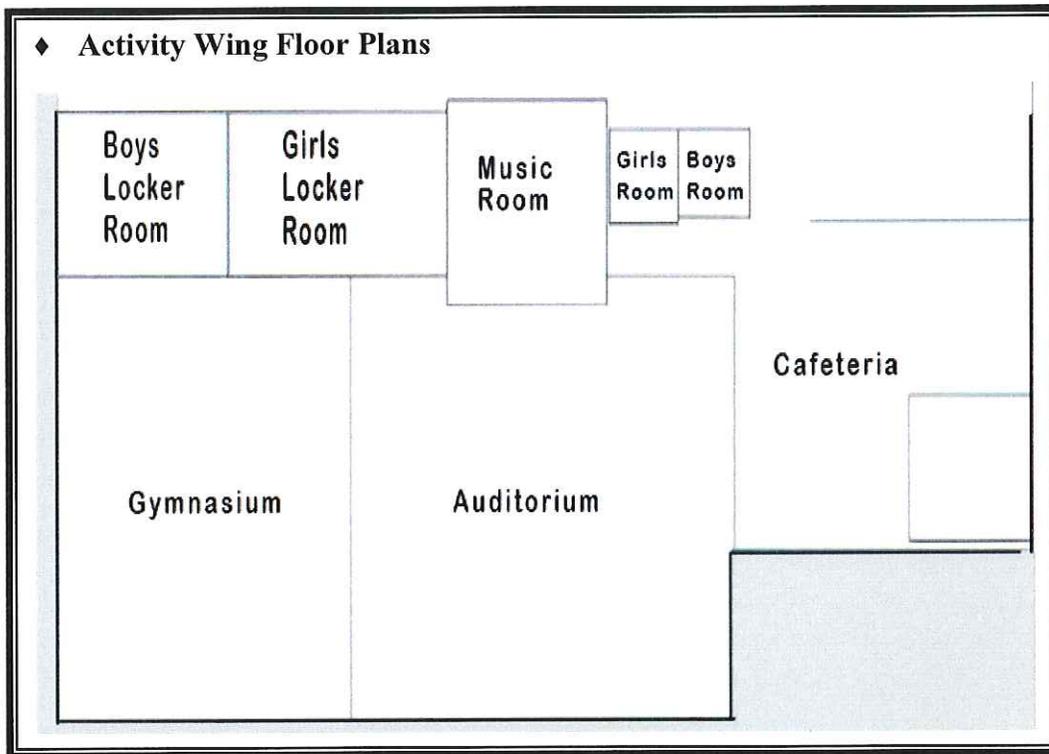
Classroom Details

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

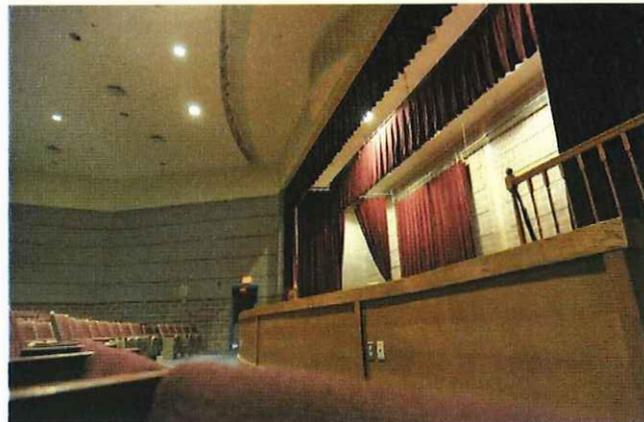


Activity Wing Details

Room Name	Room Details
Auditorium	
Gymnasium	
Cafeteria	
Music Rom	



Auditorium



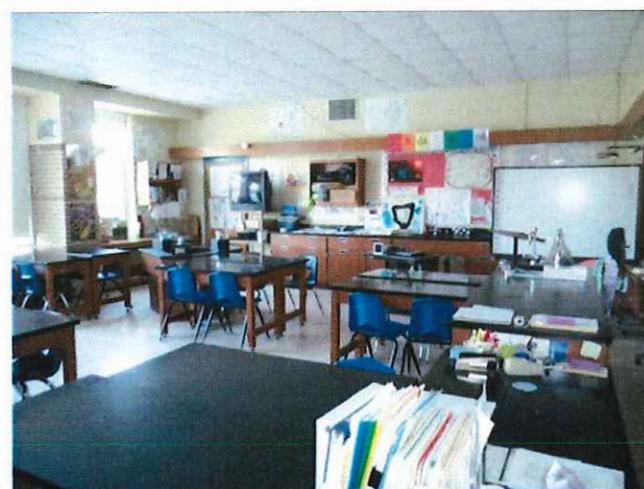
Gymnasium



Cafeteria



Classrooms



FREE CASH POLICY

The Town must have the ability to react and respond to emergencies. Circumstances ranging from natural disasters to economic downturns can put significant strains on finances. Reserves, including free cash and the stabilization fund, are an important indicator of our readiness to deal with the unexpected. The Board will attempt to maintain total certified free cash and stabilization at no less than 7% - 8% of general fund expenditures, as of June 30 of each year.

Sources of Free Cash

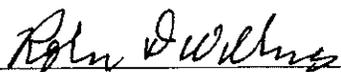
Free cash is certified at end of fiscal year operations, as of June 30, each year. Free cash is generated in many ways, but there are three principal sources. They are 1) the actual local receipts over those estimated when the tax rate is set each year; 2) unused budget and Article appropriations returned to the general fund at year end; and 3) real estate and personal property taxes from a prior fiscal year. Actual local receipts over estimate are the single largest source of free cash. The Board of selectmen shall attempt to maintain a 10%-15% margin between estimated and actual local receipts when developing a revenue plan for each coming year.

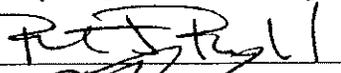
Uses of Free Cash

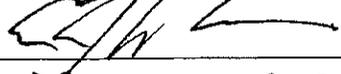
Free cash should only be used for non-recurring expenditures, and is an inappropriate source of funds to support the operating budget of the Town. It is the Town's goal that the total annual appropriation of free cash for non-recurring expenditures should leave a balance, which when added to the stabilization funds will equal 5% of the general fund expenditure. The board should evaluate projected future year local receipts when setting a level for free cash spending each year.

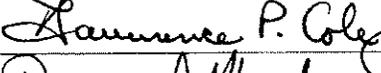
First Reading: October 4, 2005
Second Reading: November 14, 2005
Third Reading: November 21, 2005
Fourth Reading: December 5, 2005
Fifth Reading: July 24, 2006

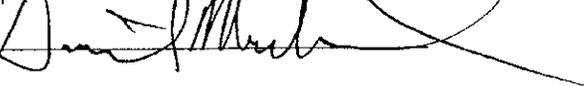
HARWICH BOARD OF SELECTMEN











ADOPTED: July 31, 2006

AMENDED:

HARWICH BOARD OF SELECTMEN POLICY DEVELOPMENT

It is the intent of the Board of Selectmen to develop policies and put them in writing so that they may serve as guidelines and goals for the successful and efficient functioning of the town government.

The Board considers policy development its chief function, along with providing the wherewithal such as personnel, buildings, material, and equipment of the successful administration, application, and execution of its policies.

It is the Board's intention that its policies serve as sources of information and guidance for all people who are interested in, or connected with government of the Town.

Changes in needs, conditions, purposes and objectives will require revisions, deletions, and additions to the policies of present and future Boards. The Board will welcome suggestions for ongoing policy development.

PRELIMINARY DEVELOPMENT OF POLICIES

Proposals regarding town government policies and operations may originate at any of several sources; a taxpayer, an employee, a member of the Board, the Town Administrator, a member of another board or committee, a consultant, a civic group, etc.

A careful and orderly process shall be used in examining such proposals prior to action upon them by the Board.

Final action on such proposals, whatever their source, shall be by the Board in accord with its policy on policy adoption. The Board shall take action on matters with due consideration for the recommendations presented to the Board by the Town Administrator, the relevant department head or committee.

POLICY ADOPTION

Adoption of new policies or changing existing policies is solely the responsibility of the Board.

Policies and policy revisions introduced shall not be adopted until a subsequent meeting. Thus, time shall be given to permit further study and also to give opportunity to interested parties to react. However, temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken. Such temporary approval shall be by unanimous vote at a public meeting. In all other cases, the First Reading and Second Reading procedures shall be followed as noted herein.

First Reading

The First Reading is a general and wide-ranging discussion of the principles and scope of a draft policy brought before the Board of Selectmen. During the course of the first reading, the scope and purpose of a policy are the subject of debate. This stage is intended to serve as a detailed examination of the proposed policy and an opportunity for the Board members to offer possible amendments for consideration by the entire Board.

Any member of the Board may propose an amendment to the measure and may further respond to improvements suggested during the first reading debate, or to arguments submitted by outside parties. At the conclusion of the first reading, the Board of Selectmen may vote that the policy be forwarded to the second reading stage or to refer the matter to another venue for consideration prior to advancement.

Second Reading

Generally, the Second Reading brings a refined version of a policy before the Board for final consideration. The Second Reading is intended as a final discussion on the overall content of the amended policy.

During the course of the second reading, discussion and debate are limited only to minor amendments to individual clauses within a given policy and not, as noted above, the overall scope and purpose of the policy. If new amendments and clauses to a proposed policy are discussed and voted on, and if the overall scope and purpose of the policy have significantly changed as determined by a majority of the Board of Selectmen, the proposed policy may be reverted back to the First Reading stage for additional consideration. Any member of the Board of Selectmen may ask to vote whether or not a significant number of changes have occurred to warrant sending a proposed policy back to the First Reading stage. However; should any changes to the Second Reading document be made and so voted for inclusion by the Board, the final language should normally be referred to a subsequent meeting for a formal vote.

At the conclusion of discussion, and if no significant amendments have occurred which would otherwise preclude the proposed policy from being considered, the Board of Selectmen take a final vote on the proposed policy.

ADMINISTRATION IN POLICY ABSENCE

In cases when action must be taken within the town government where the Board has provided no guides for administrative action, the Town Administrator shall have the power to act.

His/her decisions, however, shall be subject to review by the Board at its next regular meeting. It shall be the duty of the Town Administrator to inform the board promptly of such action and of the need for policy.

SUSPENSION OF POLICIES

The operation of any section or sections of Board policies not established by law or contract may be temporarily suspended by a unanimous vote of the Board members present at any regular or special meeting.

HARWICH BOARD OF SELECTMEN
Harwich, Massachusetts

ADOPTED: September 12, 2005
AMENDED: N/A

BUDGET/WARRANT TIME LINE 2016-2017

Friday, August 29, 2016	Capital Budget Instructions submitted by T A to Departments	
Thursday, September 23, 2016	Deadline for submission of Department Capital Budgets to the T A	
Monday, September 28, 2015	TA presents BOS with 5-Year Financial Plan	Charter 9-2-1/on or before October 1st
Monday, September 26, 2016	MRSD meeting with B O S and Fincom to discuss enrollments by class and demographics, including a five year projection of same.	
Thursday, October ___, 2016	Deadline for submission of Community Preservation requests	
Monday, October 3, 2016	BOS Budget Message to guide TA in developing budget Requests - Including Board agreed to goals	Charter 9-2-2/on or before the first Tuesday in October
Friday, October 31, 2016	Capital Outlay Committee submits 7-yr Capital Outlay plan to T A	
Tuesday, November 1, 2016	Operating Budget instructions submitted to departments by T A	
Monday, November 14, 2016	Preliminary meeting with B O S and Fincom to discuss budget guidelines for the FY 17 MRSD budget	
Wednesday, November 30, 2016	Deadline for submission of department operating budgets to T A	Charter 9-2-3/on or before the 1st Friday of December
Friday, December 2, 2016	Deadline for submission of departmental warrant articles to T A	
Monday, December 5, 2016	B O S Review and discussion of potential warrant articles	
TBD	Meeting with B O S and Fincom to discuss initial look at MRSD FY 18 budget	
Monday, December 12, 2016	TA submits 7-yr Capital Outlay Plan to joint meeting of BOS/ Finance Committee	Charter 9-6-3/during the month of December
December 26 – 30	MRSD School Vacation	

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

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

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

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

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

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