

SELECTMEN'S MEETING AGENDA

Griffin Room, Town Hall

Executive Session 5:45 P.M.

Regular Meeting 6:30 P.M.

Monday, July 13, 2015

I. CALL TO ORDER

- II. EXECUTIVE SESSION - Pursuant to M.G.L. Ch. 30A, §21(a)(6), to consider the purchase, exchange, lease or value of real property if an open meeting may have a detrimental effect on the negotiating position of the Board – Sutphin and Downey properties; and pursuant to M.G.L. c.30A, § 21(a)(3) to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares – Fire Union; and Pursuant to M.G.L. c. 30A, § 21(a)(3), to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the Board – First Congregational Church

III. PLEDGE OF ALLEGIANCE

IV. WEEKLY BRIEFING

- A. Deputy Chief Tom Gagnon –Presentation of lifesaving award to Lucy MacDonald
- B. Deputy Chief Kent Farrenkopf – Presentation of lifesaving awards to William Neiser and Conor Smith (Harbormaster employees)

- V. PUBLIC COMMENT/ANNOUNCEMENTS – Harwich Cultural Council and the Council on Aging present *The Mediterranean Pathway to Wellness*

VI. CONSENT AGENDA

- A. Approve Minutes – May 18, 2015 Regular Session
- B. Authorize the Town Administrator to execute the Muddy Creek Restoration Bridge Project Grant in the amount of \$2,873,799
- C. Confirm the appointment of James Clarke as a Fire Fighter EMT-B (hiring step)
- D. Approve the following On-Call Police Officer/ Keeper of the Lock-Up appointment recommendations (\$19.25, Step 3)
 - 1. William A. Mason
 - 2. David Jacek
- E. Approve application by Maulik Corp. d/b/a Value Mart for 10:00 a.m. opening time on Sundays for sale of alcohol
- F. Approve application for new Auto Class II Used Car Dealer and Auto Class IV Auto Repairman Licenses for Sam's Automotive Center, 413 Route 28, Harwich Port
- G. Approve application for Change of Manager on liquor license for Allen Harbor Yacht Club, Inc. contingent on receipt of Certificate of Good Standing and successful background check
- H. Designate Selectmen Michael MacAskill and Angelo La Mantia as Harwich's representatives to the Harwich/Chatham Wastewater Sub-Committee
- I. Approve appointment of Dave Callaghan as Real Estate and Open Space representative to the Trails Committee

- J. Accept the resignation of Paul Lagg from the Harwich Cultural Council effective immediately
- K. Authorize the Chairman to sign letters of request for Special Legislation relative to Article 36 of the May 2015 Annual Town Meeting – Amend the Town Charter – Section 6-7-2 Library Trustees
- L. Approve request for assistance from the Caleb Chase Fund as recommended

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

VIII. **OLD BUSINESS**

- A. Selectmen’s FY 16 Economic Goals and Objectives – *discussion & possible vote*
- B. Town Administrator FY 16 Goals and Objectives – *discussion & possible vote*

IX. **NEW BUSINESS**

- A. Wastewater Educational Moment; Harwich areas to be sewerred (fig. 12-3) – *discussion*
- B. Middle School Insurance – *discussion & possible vote*

X. **TOWN ADMINISTRATOR’S REPORT**

- A. MRSD/Chatham Draft Concept Funding
- B. Assistant Town Administrator Search
- C. Town Administrator vacation schedule – July 20-24
- D. Bike Path Crossings
- E. 208 Update
- F. VHB - Transportation Improvement Project contract approval

XI. **SELECTMEN’S REPORT**

XII. **ADJOURNMENT**

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

Authorized Posting Officer:

Sandra Robinson, Admin. Secretary

Posted by: _____
Town Clerk

Date: _____
July 9, 2015

Sandy Robinson

Subject: FW: July 13 BOS meeting

From: Deputy Chief Tom Gagnon
Sent: Tuesday, July 07, 2015 11:18 AM
To: Sandy Robinson
Subject: RE: July 13 BOS meeting

A local resident was riding her bicycle on the bike path just north of Queen Anne Road near the Route 6 bike bridge. She was observed to have fallen from her bicycle. Lucy MacDonald, R.N. of Rochester, MA was riding her bicycle and observed the person falling from her bicycle. She went to render aide and found that the person was in cardiac arrest. She then began CPR. Myself, Officer Derek Dutra, along with Fire Chief Norman Clarke were in the Harwich Center area and responded to the call. Upon arrival at the scene, we observed not only Ms MacDonald approx. 500 feet north of Queen Anne Road performing CPR, but Harwich Highway Personnel Richard Berube, Chris Nickerson and Brian Alvee working to remove the barrier that prevented vehicles from accessing the bike path. Upon arriving at the victim, Chief Clark and Officer Dutra applied the police department Automatic defibrillator while I secured the airway. A shock was administered with no significant improvement so Officer Dutra took over CPR, along with Chief Clarke. Harwich firefighters/paramedics arrived and prepared to transport the victim. As we were loading her into the ambulance, the AED called for another shock to be administered. This was done with minimal response. CPR continued as the patient was placed in the rescue. Once in the ambulance the patients pulse and breathing returned. She was transported to Cape Cod Hospital where she remained for a period of time. She was released and is alive and well today.

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

Sandy Robinson

From: Kent Farrenkopf
Sent: Wednesday, July 01, 2015 1:09 PM
To: Sandy Robinson
Cc: Norman Clarke
Subject: RE: Life Saving Award Harbormaster Dept,

Hello Sandy,

I am not sure what happened to my email, it froze and sent on its own. To complete the message below. Please put the Fire Department on the agenda for the July 13th Selectmen's meeting. I would like to present two awards to Harbormaster employees for saving a man from a burning boat last month.

If possible could we be toward the beginning of the meeting. I know the Police are also presenting a award to a citizen that evening for saving a life.

Thanks,

Kent

From: Kent Farrenkopf
Sent: Wednesday, July 01, 2015 1:01 PM
To: Sandy Robinson
Cc: Norman Clarke
Subject: Life Saving Award Harbormaster Dept,

Hello Sandy,

Would you please add the Fire Department to the agenda on July 13th Selectmen's meeting. I would like to present two awards to William Neiser and Conor Smith for a

Kent J. Farrenkopf
Deputy Fire Chief
Harwich Fire Department
175 Sisson Road
Harwich, MA 02645
Phone:(508) 430-7546
Fax(508)432-5685



**The Harwich Cultural Council and the Harwich Council on Aging
Present**

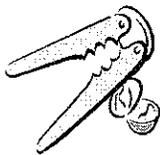
The Mediterranean Pathway to Wellness

A Fun and Informative Nutrition Presentation

Tuesday, July 14
10:00 a.m. – 11:15 a.m.
Harwich Council on Aging
Community Center
100 Oak Street, Harwich, MA

Learn about the delicious components and benefits of the Mediterranean diet. See why those following the Mediterranean diet have less heart disease and lower death rates than those following a typical American diet. Join registered dietitian Tricia Silverman as she shares easy ways to incorporate healthful Mediterranean foods into your own diet.

A fun olive oil tasting will follow the presentation.



This free seminar is open to all members of the community. Please RSVP to the Harwich Council on Aging by Friday, July 10 by calling (508) 430-7550.



This program is supported in by Harwich Council on Aging, and a grant from the Harwich Cultural Council, a local agency which is supported by the Massachusetts Cultural Council, a state agency.

Tricia Silverman, RD, LDN, MBA, is a registered dietitian and fitness instructor. She was named 2008 Recognized Young Dietitian of the Year by the Massachusetts Dietetic Association and 2008 Chapter Member of the Year by the National Speakers Association New England. She teaches *Healthy Aging: Nutrition Strategies for Optimal Longevity* at Northeastern University. She owns NuTricia's Lifestyles, a nutrition and wellness consulting firm in Massachusetts. She is a writer and speaker, and meets with clients individually to help them meet their nutrition goals. She offers fun and informative group wellness presentations.

Follow her on Twitter  @TriciaSilverman



**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, MAY 18, 2015
6:30 P.M.**

SELECTMEN PRESENT: Ballantine, Cebula, Hughes, LaMantia, McManus

OTHERS PRESENT: Town Administrator Christopher Clark, John Rendon, Heinz Proft, Barbara-Anne Foley, Jim Cheverie, Richard Gunderson, Barry Knowles, Sally Urbano, Lou Urbano, and others.

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

Chairman Ballantine reported that the Board had just come out of Executive Session where they discussed the Hall and Sutphin properties.

WEEKLY BRIEFING

Mr. Hughes presented plaques to Mr. McManus and Mr. Ballantine recognizing them for their very significant service to the Town. Mr. McManus and Mr. Ballantine thanked the citizens for putting their faith in them and allowing them the privilege to serve as Selectmen.

PUBLIC COMMENT/ANNOUNCEMENTS

Mr. LaMantia commented on an editorial in the Cape Cod Times entitled "Telling the Truth" and a letter to the Chronicle entitled "Who's the Boss in Harwich?"

The Board took questions from Mr. Fratus about potential sewerage of the Town.

CONSENT AGENDA

- A. Approve Chapter 90 Project Request
- B. Confirm appointment of Susan Kerr as Administrative Assistant in the Treasurer/Collector's Office as recommended
- C. Approve Common Victualler license renewal for Perks
- D. Approve Weekday Entertainment license renewal for Perks
- E. Approve request for assistance from the Caleb Chase Fund
- F. Rescind committee appointments of May 11, 2015 due to posting error

Mr. McManus moved approval of the Consent Agenda and the recommended actions thereon with the exception of Item F. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

With regard to Item F, Ms. Cebula said that Interview Subcommittee interviews for these appointments did not get posted so therefore we are rescinding those appointments, are meeting with the candidates again and we will bring the appointments back. She moved to accept

rescinding these appointments for the reasons stated. Mr. LaMantia seconded the motion and the motion carried by a 4-0-1 vote with Mr. McManus abstaining from the vote.

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

A. Public Hearing – Proposed Fee Amendments to Marine Fee Schedule relative to Short-Term Dockage – *discussion and possible vote*

Mr. McManus read the hearing notice into record. Chairman Ballantine opened the hearing. Mr. Rendon outlined the amendments and took questions from the Board. Mr. Proft responded to questions from Jim Cheverie regarding the number of boats that tie up. Chairman Ballantine closed the hearing. Mr. McManus moved to approve the recommended short term tie up rates by the Waterways Committee. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

B. Presentation from the Middle School Re-Purpose Committee – *Larry Brophy, Chair*
– *discussion*

Larry Brophy outlined the Committee’s findings as outlined in their report (attached). He stated that he would like the committee to follow through and find some answers. Ms. Cebula questioned what the cost is to retain the property and go through renovations. Mr. Brophy responded that the committee didn’t feel comfortable bringing forward estimates. Mr. MacAskill stated that they would need to hire professional help to do so. Mr. LaMantia stated that he is a little disappointed that there isn’t an estimated range and there is no rationale indicated for the recommendation. Mr. Brophy said they heard from a lot of people on the pros and cons.

Mr. Clark stated that we need to establish a consensus as to what we seek to accomplish, what do neighbors want on site and most importantly what is going to be palatable to Town Meeting.

Mr. Hughes commented that he was at least expecting a schematic floor plan of the two floors with allocations.

Mr. McManus stated that you need to have some program of use so you can get an idea of the cost to rehab, you need to know how much traffic there would be, how it would affect the Elementary School and how the parents feel about it. He commented that the only potential use that would dovetail nicely with the school is another school.

Ms. Cebula commented that she keeps hearing we should keep the property for municipal use but there is not enough discussion as to who would manage this and she questioned if the Town wants to be in a position to become landlords.

Mr. Clark cautioned that if the building becomes “mothballed” we won’t be able to actively market it. He suggested demolishing a portion of the building and keeping the rest for future use. Ms. Cebula stressed that the building needs to be brought up to code and the space will likely be inadequate in the future for use.

The Board took comments from Jim Cheverie, Barry Knowles, Richard Gunderson, and Gary Carreiro. Barbara-Anne Foley recommended using an organization such as SCORE to assist us in estimating the costs.

It was agreed that more members were needed on the committee. Mr. Hughes asked the committee to come back with their short term plan such as what the building might be used for and Mr. Clark asked the committee for a recommendation on how to move forward. Chairman Ballantine asked that in the next few weeks the committee outline how they are going to get some costs and come back to the Board.

NEW BUSINESS

- A. Request by Coastal Engineering to accept pier, ramp and float location for Peter & Lisa Hennessy – *discussion and possible vote*

Chairman Ballantine reported that this request has been approved by both the Conservation Commission and Waterways Committee. He noted that it is only coming before the Board as we are abutters and they need indication that we are closer than 25 feet from the property line. Mr. McManus moved to approve the location as recommended by those two bodies at 637 Route 28 and also state that we have no objections to being closer than 25 feet to the property line. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

- B. Letter to MassDOT regarding Sidewalk Construction Future Maintenance – *discussion and possible vote*

After a brief discussion, Mr. McManus moved to approve and send the letter. Ms. Cebula seconded the motion and the motion carried by a unanimous vote.

SELECTMEN'S REPORT

- A. Board of Selectmen's Rules of Operation – *discussion*

The Board did not discuss this item.

Mr. McManus thanked the staff of the Town for all their assistance over the years.

ADJOURNMENT

Ms. Cebula moved to adjourn at 8:31 p.m. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039

Christopher Clark, Town Administrator

732 MAIN STREET, HARWICH, MA 02645



MEMO

To: Board of Selectmen

From: Christopher Clark, Town Administrator

cc: Robert Duncanson, Health and Environment Town of Chatham
Robert Cafarelli, Town Engineer Town of Harwich
Franz Ingelfinger (FWE)

Re: Muddy Creek Restoration Bridge Project Grant
Contract ID number: MUDDYCRKXCONXXHARX16

Date: June 24, 2015

The Massachusetts Division of Ecological Restoration (DER) has previously awarded the Town of Harwich, acting as Grant Administrator, and the Town of Chatham a \$400,000 contract towards completing design work on the Muddy Creek Restoration Bridge Project. The two towns and their cooperative staffs have moved the project to the verge of bidding the project this summer. The lion share of the cost of this project is the actual construction of the bridge structure over Muddy Creek to replace the existing undersized culvert. It is anticipated that three funding sources will be needed to cover these costs. The previous DER grant for \$400,000 was part of the authorization by the federal government under the Disaster Relief Appropriations Act of 2013 (Public Law 113 – 2) to provide financial assistance to collaboratively developed priority projects in Hurricane Sandy disaster areas that will restore environmental resources and reduce flood hazards through collaborative efforts with local communities and is issued by the Fish and Wildlife Service USFWS to DER. The contract being requested to enter into is \$2,873,779. The Towns do further anticipate in additional grant award through Fish and Wildlife as well as the respective Town's additional appropriations. The Town of Harwich voted an additional \$500,000 at its most recent May 2015 Town Meeting. The second Fish and Wildlife Service grant contract is anticipated to be executed in early August 2015. It is the combination of these three funding sources that will allow for the granting of the construction contract for the Muddy Creek project.

I would ask that the Board of Selectmen authorize the Town Administrator to execute the above referenced contract and all related ancillary materials in the amount of \$2,873,779 with DER.

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: Div. of Ecological Restoration MMARS Department Code: FWE	
Legal Address: (W-9, W-4,T&C): 732 Main Street, Harwich, MA 02645-2717		Business Mailing Address: 251 Causeway Street, Suite 400, Boston, MA 02114	
Contract Manager: Christopher Clark		Billing Address (if different):	
E-Mail: cclark@town.harwich.ma.us		Contract Manager: Eileen Goldberg, Assistant Director	
Phone: 508-430-7513	Fax: 508-432-5039	E-Mail: Eileen.Goldberg@state.ma.us	
Contractor Vendor Code: VC6000191822		Phone: 617-626-1546	Fax: 617-626-1505
Vendor Code Address ID (e.g. "AD001"): AD 001 (Note: The Address Id Must be set up for EFT payments.)		MMARS Doc ID(s): MUDDYCRKXFDPPXHAR1516	
		RFR/Procurement or Other ID Number: RFR # ENV 09 CZM 02	
<input checked="" type="checkbox"/> NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <u>Department Procurement</u> (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach Employment Status Form, scope, budget) <input type="checkbox"/> <u>Legislative/Legal or Other</u> (Attach authorizing language/justification, scope and budget)		<input type="checkbox"/> CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other</u> (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"/> <u>Rate Contract</u> (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"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or <u>new Total</u> if Contract is being amended). \$ <u>400,000.00</u>			
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: ___ agree to standard 45 day cycle ___ statutory/legal or Ready Payments (G.L. c. 29, § 23A); <input checked="" type="checkbox"/> 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.) This contract is for completion of final design and permitting, evaluation of flood risk and pre-construction project tasks for the Muddy Creek Restoration Project. The Town of Harwich will perform the tasks as specified in Attachment A. Please see Attachment A for the approved Scope and Budget.			
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 <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> ; <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 3. were incurred as of _____, 20____, a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> 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 <u>June 30, 2016</u> , 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 <u>Contractor Certifications</u> (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 <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , 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: <u>10/15/14</u> (Signature and Date Must Be Handwritten At Time of Signature)		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: <u>10-16-14</u> (Signature and Date Must Be Handwritten At Time of Signature)	
Print Name: <u>Christopher Clark</u> Print Title: <u>Town Administrator</u>		Print Name: <u>Eileen Goldberg</u> Print Title: <u>Assistant Director</u>	

COPY

COMMONWEALTH OF MASSACHUSETTS CONTRACTOR AUTHORIZED SIGNATORY LISTING



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
<i>Christopher Clark</i>	<i>Town Administrator</i>

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:

Title: *Chairman* Telephone: *508-430-7513 x2*
Harwich Bd. of Selectmen
Fax: *508-432-5039* Email: *cclark@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):

Title:

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

Do not make changes on payroll until you are in receipt of a fully-executed Personnel Action Form.

TOWN OF HARWICH

REQUEST FOR PERSONNEL ACTION

Employee James Clarke

Department Fire Department

Bargaining Unit (If applicable) Harwich Permanent Fire Fighters Association Local 2124

Current Title, Level, Step, Salary Fire Fighter EMT B Provisional /Hiring Step \$45,902.04

Proposed Title, Level, Step, Salary Fire Fighter EMT-B Hiring Step \$45,902.04

Employee is (check one): full time part-time seasonal temporary

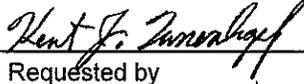
ACTION REQUESTED - Check appropriate box(es)

- Promotion
- Temporary Promotion
- Detail
- Reassignment
- Reclassification
- Appointment
- Hire above first step
- Demotion
- Suspension
- Discharge
- Change from part-time to full-time
- Step-Increase*
- Longevity Calculation:*
- Other Bonus / Stipend: _____
- Other

PLEASE NOTE # OF HOURS EMPLOYEE WILL BE REGULARLY SCHEDULED TO WORK PER WEEK

Remarks: Holiday Pay \$ 2,427.51

*** Please attach Supervisor's Evaluation**

	Deputy Chief	6/29/2015
Requested by	Title	Date
Reviewed by	Title	Date
Approved by	Title	Date
Approved by	Town Administrator	7-2-15
Approved by	Title	Date

Effective Date 7/1/2015

Pay From Account (Org/Obj) 012201 511900

For use by Town Accountant

Posted by: _____ Date _____

Harwich Police Department
Memorandum

TO: **Board of Selectmen**

Christopher Clark
Town Administrator

FROM: Thomas Gagnon *TG*
Deputy Chief of Police

DATE: June 29, 2015

SUBJECT: On-Call Special Police Officer Appointment Recommendation



Background

On-call Special Police Officers are utilized for a variety of assignments as needed within the Harwich Police Department. Depending upon qualifications, they fill communication shift vacancies, assist with various administrative duties, traffic details, and function as police officers as authorized by the Chief of Police. Funding for special police officers is included in the Department's FY 2016 budget.

Recommendation

As you are aware, on June 30, 2015, Chief William Mason retired from the Harwich Police Department after fifteen (15) years of dedicated service. He has asked that he be allowed to continue serving the Town of Harwich in the position of on-call **Special Police Officer/Keeper of the Lock-Up**. I request that this request be approved and that **William A. Mason** be appointed to this position with an hourly salary of \$19.25 (Step 3). **This appointment is non-union and serves at the leisure of the Chief of Police; therefore, discipline or discharge is not subject to grievance or arbitration.**

I request that this item be placed on the Board of Selectmen's agenda on July 13, 2015, to coincide with other police business being conducted at that meeting.

If you have any questions or need further clarification, please feel free to contact me at your earliest convenience.

CC: William A. Mason
Department Personnel (via e-mail)
Personnel File

**Harwich Police Department
Memorandum**



TO: *Board of Selectmen*

Christopher Clark
Town Administrator

FROM: Thomas Gagnon *TW*
Deputy Chief of Police

DATE: June 29, 2015

SUBJECT: On-Call Special Police Officer Appointment Recommendation

Background

On-call Special Police Officers are utilized for a variety of assignments as needed within the Harwich Police Department. Depending upon qualifications, they fill communication shift vacancies, assist with various administrative duties, traffic details, and function as police officers as authorized by the Chief of Police. Funding for special police officers is included in the Department's FY 2016 budget.

Recommendation

On July 4, 2015, Sergeant David Jacek will retire from the Harwich Police Department after thirty five (35) years of dedicated service. He has asked that he be allowed to continue serving the Town of Harwich in the position of on-call **Special Police Officer/Keeper of the Lock-Up**. I request that this request be approved and that **David Jacek** be appointed to this position with an hourly salary of \$19.25 (Step 3). **This appointment is non-union and serves at the leisure of the Chief of Police; therefore, discipline or discharge is not subject to grievance or arbitration.**

I request that this item be placed on the Board of Selectmen's agenda on July 13, 2015, to coincide with other police business being conducted at that meeting.

If you have any questions or need further clarification, please feel free to contact me at your earliest convenience.

CC: David Jacek
Department Personnel (via e-mail)
Personnel File

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

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE
 LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA:

NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

050600083

LICENSEE NAME: MAULIK CORPORATION D/B/A VALUE MART

ADDRESS: 435 ROUTE 28

CITY/TOWN:

HARWICH

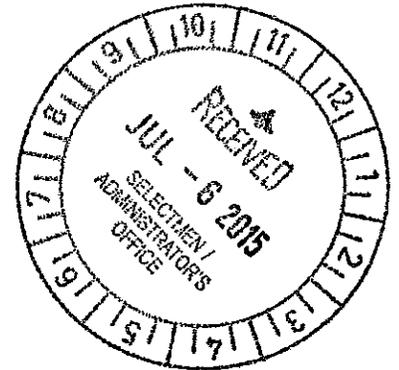
STATE MA

ZIP CODE

02646

TRANSACTION TYPE (Please check all relevant transactions):

- Change of Hours
 Change of DBA
 Charity Wine License



THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
 FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
 SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION
 P. O. BOX 3396
 BOSTON, MA 02241-3396**

MAULIK CORPORATION D/B/A VALUE MART

Action by Written Consent of the Board of directors

June 19, 2015

The undersigned, being all of the Directors of MAULIK CORPORATION D/B/A VALUE MART., a Massachusetts corporation, do hereby adopt and consent to the following votes and actions
And direct the Clerk to make this instrument a part of the records of the Board of directors
Of the Corporation

VOTED: To change Sunday opening hours from 10.00AM TO 11.00PM.

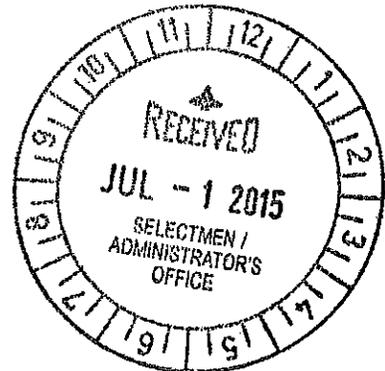
VOTED: To adjourn

IN WITNESS WHEREOF, the undersigned, being all of the Directors of this corporation
have hereunto set their hands as of the day above-written



Maulik Corporation President

Dated: June 19, 2015





COPY

OFFICE OF THE SELECTMEN
732 MAIN ST., HARWICH, MA 02645
www.harwich-ma.gov
(508) 430-7513

LICENSE FOR: CLASS I - AGENTS OR SELLERS
 CLASS II - USED CAR DEALERS
 CLASS III - JUNK CAR DEALERS
 CLASS IV - AUTO REPAIRMAN

NEW APPLICATION RENEWAL FEE: \$100 each

BUSINESS NAME Sam's Automotive Center

D/B/A Sam's Auto repair and Sales PHONE 508 315 9953

BUSINESS ADDRESS 413 Rt 28 Harwichport MA 02646

MAILING ADDRESS Same

NAME OF OWNER Wissam Tarek

EMAIL ADDRESS ~~Route 28 auto service~~ route28autoservice@gmail.com

IF CORPORATION OR PARTNERSHIP, LIST OFFICER INFORMATION BELOW.

Name	Title	Address

[Signature]
Signature of applicant & title

47-44 0000 8
Social Security # or Federal I.D. #

Pursuant to MGL Ch. 62c, Sec. 49A, I certify under the penalties of perjury that to the best of my knowledge and belief I have filed all state tax returns and paid all state taxes required by law.

Signature of individual or corporate name

By _____
Corporate officer (if applicable)

REGULATORY COMPLIANCE FORM

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

[Signature]
Building Commissioner

n/a per PC.
Board of Health 7-8-15

[Signature]
Fire Department

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

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

COPY

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: \$200.00

(CHECK MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL)

CHECK NUMBER 16730

IF USED EPAY, CONFIRMATION NUMBER

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY) 050600015

LICENSEE NAME ALLEN HARBOR YACHT CLUB, INC.

ADDRESS 371 Lower County Road

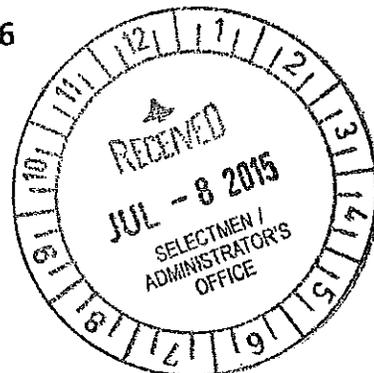
CITY/TOWN Harwich Port STATE MA ZIP CODE 02646

TRANSACTION TYPE (Please check all relevant transactions):

- Alteration of Licensed Premises
- Change Corporate Name
- Change of License Type
- Change of Location
- Change of Manager
- Other
- Cordials/Liqueurs Permit
- Issuance of Stock
- Management/Operating Agreement
- More than (3) 515
- New License
- New Officer/Director
- New Stockholder
- Pledge of Stock
- Pledge of License
- Seasonal to Annual
- Transfer of License
- Transfer of Stock
- Wine & Malt to All Alcohol
- 6-Day to 7-Day License

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396



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: Business Name (dba):

Address:

City/Town: State: Zip Code:

ABCC License Number: (If existing licensee) Phone Number of Premise:

2. MANAGER INFORMATION:

A. Name: B. Cell Phone Number:

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

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:

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

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

Signature Date

Additional Space

Please note which question you are using this space for.

Previous Employment:

2007-2014 Morgan Stanley, Financial Advisor, 950 Winter Street Waltham, MA 02451 781-672-5000

1994-2007 Thomson Global Markets, Registered Investment Adviser, 22 Thomson Place Boston, MA 02210 617-856-2000

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causaway 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)	Allen Harbor Yacht Club		
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	Terry W. Griffith, Jr.	B. Home Phone Number	[REDACTED]		
C. Address	19 Madison Avenue				
D. City/Town	Watertown	State	MA	Zip Code	02472
E. Social Security Number	[REDACTED]	F. Date of Birth	[REDACTED]		
G. Place of Employment	UBS Financial Services Inc.				

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.

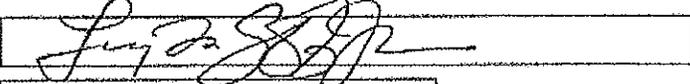
4. FINANCIAL INTEREST:

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  Date 7/7/2015
Title Manager (If Corporation/LLC Representative)



Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street, First Floor
Boston, MA 02114

STEVEN GROSSMAN
TREASURER AND RECEIVER GENERAL

KIM S. GAINSBORO, ESQ.
CHAIRMAN

CORR REQUEST FORM

The Alcoholic Beverages Control Commission has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record information. For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

ABCC LICENSE INFORMATION

ABCC NUMBER: <small>(IF EXISTING LICENSE)</small>	050600015	LICENSEE NAME:	Allen Harbor Yacht Club, Inc.	CITY/TOWN:	Harwich
--	-----------	----------------	-------------------------------	------------	---------

APPLICANT INFORMATION

LAST NAME:	Griffith, Jr.	FIRST NAME:	Terry	MIDDLE NAME:	William
MAIDEN NAME OR ALIAS (IF APPLICABLE):		PLACE OF BIRTH:	Pittsburgh, PA		
DATE OF BIRTH:	[REDACTED]	SSN:	[REDACTED]	ID THEFT INDEX PIN (IF APPLICABLE):	
MOTHER'S MAIDEN NAME:	[REDACTED]	DRIVER'S LICENSE #:	[REDACTED]	STATE LIC. ISSUED:	Massachusetts
GENDER:	MALE	HEIGHT:	[REDACTED]	WEIGHT:	[REDACTED]
EYE COLOR:	[REDACTED]	CURRENT ADDRESS:			
19 Madison Avenue					
CITY/TOWN:	Watertown	STATE:	MA	ZIP:	02472
FORMER ADDRESS:					
11 Wilnot Street					
CITY/TOWN:	Watertown	STATE:	MA	ZIP:	02472

PRINT AND SIGN

PRINTED NAME:	Terry W. Griffith, Jr.	APPLICANT/EMPLOYEE SIGNATURE:	
---------------	------------------------	-------------------------------	--

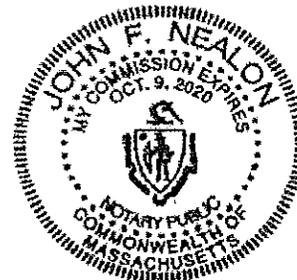
NOTARY INFORMATION

On this 7th day of July 2015 before me, the undersigned notary public, personally appeared Terry W. Griffith, Jr.
(name of document signer), proved to me through satisfactory evidence of identification, which were driver's license
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

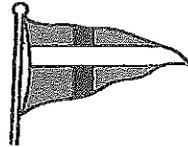
NOTARY

DIVISION USE ONLY

REQUESTED BY:	[REDACTED]
<small>NOTARY OF COMMONWEALTH OF MASSACHUSETTS</small>	
<small>The DCL (Form) that bears PHE Number is to be completed by those applicants that have been issued or directly their PHE Number by the DCL. Credited agencies are required to provide all applicants the opportunity to include the information to ensure the accuracy of the CORR request process. All CORR request forms that include this field are required to be submitted to the DCL via mail or by fax to (617) 668-4614.</small>	



Allen Harbor
FOUNDED



Yacht Club
1953

P.O. BOX 443
HARWICH PORT, MASSACHUSETTS 02646
www.allenharboryachtclub.com

CERTIFICATION

This document certifies that at a regularly scheduled meeting of the Board of Directors of the Allen Harbor Yacht Club Inc. held on July 6, 2015, the Board authorized Terry W. Griffith, Jr. of 19 Madison Ave., Watertown, MA 02472 to be its manager for its retail liquor license A.B.C.C. License Number 050600015. Mr. Griffith replaces Mr. Peter Moynagh who was the previous manager.

Respectfully,

Susan M. Matulaitis

Susan M. Matulaitis, Corporate Secretary, Allen Harbor Yacht Club Inc.

Sandy Robinson

From: Katherine Green <ksgr58@gmail.com>
Sent: Sunday, June 21, 2015 12:34 PM
To: Sandy Robinson
Subject: Re: REOS Committee representative to Trails Committee

Please pass this on to the BOS - thank you.

To: Board of Selectmen
Town of Harwich
Main Street
Harwich, MA 02645

From : Real Estate and Open Space Committee
Town of Harwich

June 22, 2015

The Real Estate and Open Space Committee has unanimously voted Dave Callaghan as our representative to the Trails Committee. We hope that you will support and approve this nomination. Thank you.

Sincerely,

Katherine Green
REOS Chairman

Sandy Robinson

From: Paul Lagg <plagg001@gmail.com>
Sent: Wednesday, July 08, 2015 3:04 PM
To: Sandy Robinson
Subject: Resignation from Cultural Council

Hello Sandy:

Please accept this message as my formal resignation from the Cultural Council. I am currently unable to meet the time requirements of the Council due to work and family schedules.

Thank you for your attention to this matter.

Best regards,
Paul Lagg





July 14, 2015

Senator Dan Wolf
Room 511B
State House
Boston, MA 02133

Re: Home Rule Charter Amendment – Chapter 3, Section 7 Prohibitions

Dear Senator Wolf:

During the Town of Harwich's Annual Town Meeting this past May, a petition was submitted by the Library Trustees on the Warrant under Article 36 that allows for a vote to authorize the Board of Selectmen to file a Home Petition with the General Court to amend the Harwich Town Charter as set forth in Chapter 18 of the Acts of 2006 as set forth below provided, however, that the General Court may make clerical or editorial changes of form only to the bill unless the Board of Selectmen approves amendments on the bill before enactment by the General Court and provided further that the Board of Selectmen is hereby authorized to provide amendments which shall be within the scope of the general public objectives of this petition and act fully thereon.

Pursuant to the Town Meeting action the Board of Selectmen requests that you formally present the following Charter amendment under special legislation:

AN ACT RELATIVE TO THE CHARTER OF THE TOWN OF HARWICH

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Section 1 of chapter 18 of the acts of 2006 is hereby amended by striking out the word "professional" in section 6-7-2.

SECTION 2. This act shall take effect upon its passage.

The Board of Selectmen voted at their meeting of July 13, 2015 to formally request a Home Rule Charter Amendment to be submitted on the Town's behalf by its duly elected state representatives. We would ask you to submit this legislation in a timely fashion and to review the language and make any necessary changes to effectuate the intent.

Sincerely,

Peter S. Hughes
Chairman Board of Selectmen



July 14, 2015

State Representative Sarah Peake
Room 540
State House
Boston, MA 02133

Re: Home Rule Charter Amendment – Chapter 6, Section

Dear Representative Peake:

During the Town of Harwich's Annual Town Meeting this past May, a petition was submitted by the Library Trustees on the Warrant under Article 36 that allows for a vote to authorize the Board of Selectmen to file a Home Petition with the General Court to amend the Harwich Town Charter as set forth in Chapter 18 of the Acts of 2006 as set forth below provided, however, that the General Court may make clerical or editorial changes of form only to the bill unless the Board of Selectmen approves amendments on the bill before enactment by the General Court and provided further that the Board of Selectmen is hereby authorized to provide amendments which shall be within the scope of the general public objectives of this petition and act fully thereon.

Pursuant to the Town Meeting action the Board of Selectmen requests that you formally present the following Charter amendment under special legislation:

AN ACT RELATIVE TO THE CHARTER OF THE TOWN OF HARWICH

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Section 1 of chapter 18 of the acts of 2006 is hereby amended by striking out the word "professional" in section 6-7-2.

SECTION 2. This act shall take effect upon its passage.

The Board of Selectmen voted at their meeting of July 13, 2015 to formally request a Home Rule Charter Amendment to be submitted on the Town's behalf by its duly elected state representatives. We would ask you to submit this legislation in a timely fashion and to review the language and make any necessary changes to effectuate the intent.

Sincerely,

Peter S. Hughes
Chairman Board of Selectmen

AMEND THE TOWN CHARTER, SECTION 6-7-2 LIBRARY TRUSTEES

ARTICLE 36 To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for a special act in the form set forth below, amending the Town Charter to authorize the Board of Library Trustees to appoint all library staff rather than just "professional" staff; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court; and, provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

AN ACT RELATIVE TO THE CHARTER OF THE TOWN OF HARWICH

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Section 1 of chapter 18 of the acts of 2006 is hereby amended by striking out the word "professional" in section 6-7-2.

SECTION 2. This act shall take effect upon its passage.

And to act fully thereon. By request of the Library Trustees

FINANCE COMMITTEE VOTED THIS ARTICLE BE ACCEPTED AND ADOPTED WITH NO FUNDING NEEDED. THIS ARTICLE WILL GRANT THE LIBRARY TRUSTEES AND THE BOARD OF SELECTMEN FLEXIBILITY IN APPOINTING STAFF AND TO APPROVE AMENDMENTS.

Possible Economic Dev Goals for FY 16

Businesses in Harwich Port are impacted by the use of their parking areas by beachgoers. While people using our beaches is desirable, we need to provide better access to longer term beach parking. Using the recent parking study for Harwich Port, define and implement the availability of longer term parking thereby reducing the impact on the business owners.

To enhance the visitor experience and to provide an increasing customer base for our local businesses, provide better signage and directional information to the bike path, harbors, golf course and recreational areas. Review/propose/implement solutions for better safety at all bike crossings. Create better markings (ie a white line down the middle) of the bike paths.

Form an Economic Development Committee comprised of members of the business community including the Chamber, residents and town representatives to create plans to strengthen the town's economy.

For Chris as departmental goals

Continue to streamline the regulatory process by consolidating the application forms for permits and inspections and variance requests. Reduce the number of applications by half. Include in this review and consolidation: Building, Health, Planning, Board of Appeals and Fire/Building /Plumbing/Electrical Inspections

Currently, the application process for new and renewal business licenses is entirely manual. Develop the process to move this to an online function. Develop timeline and possible costs and Implement. Efficiency will enable business owners (both existing and potential) to focus their efforts on their businesses rather than on paperwork.

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



Christopher Clark, *Town Administrator*

732 MAIN STREET, HARWICH, MA

To: Board of Selectmen

A handwritten signature in blue ink, appearing to be "C. Clark", is written over the "To:" line.

From: Christopher Clark, Town Administrator

Re: FY 16 Goals and Objectives

Date: July 10, 2015

Information technology: Continue the implementation of the Accela electronic permitting application. Specific deliverables include implementing an internal online permitting system with user focus group. Completion by January 1, 2016. An online system for the general public to be implemented by June 30, 2016. Installation of fiber-optic cable between Town Hall and the Community Center for live broadcast by June 30, 2016.

Middle School Repurpose: To work with staff to prepare various concepts for reuse and prepare question for ballot of which options the community desires. Preparation for Board of Selectmen prior to finalization of the Election Ballot.

Wastewater: Assist in the negotiation of the use of the Chatham facility. Preparation of an IMA for Board of Selectmen's consideration prior to closing of the warrant for the 2016 Annual Town Meeting. Work with the Board in the development of a governance model for the integration of the Water Commission and the Board of Selectmen on the governance of wastewater prior to finalization of the warrant.

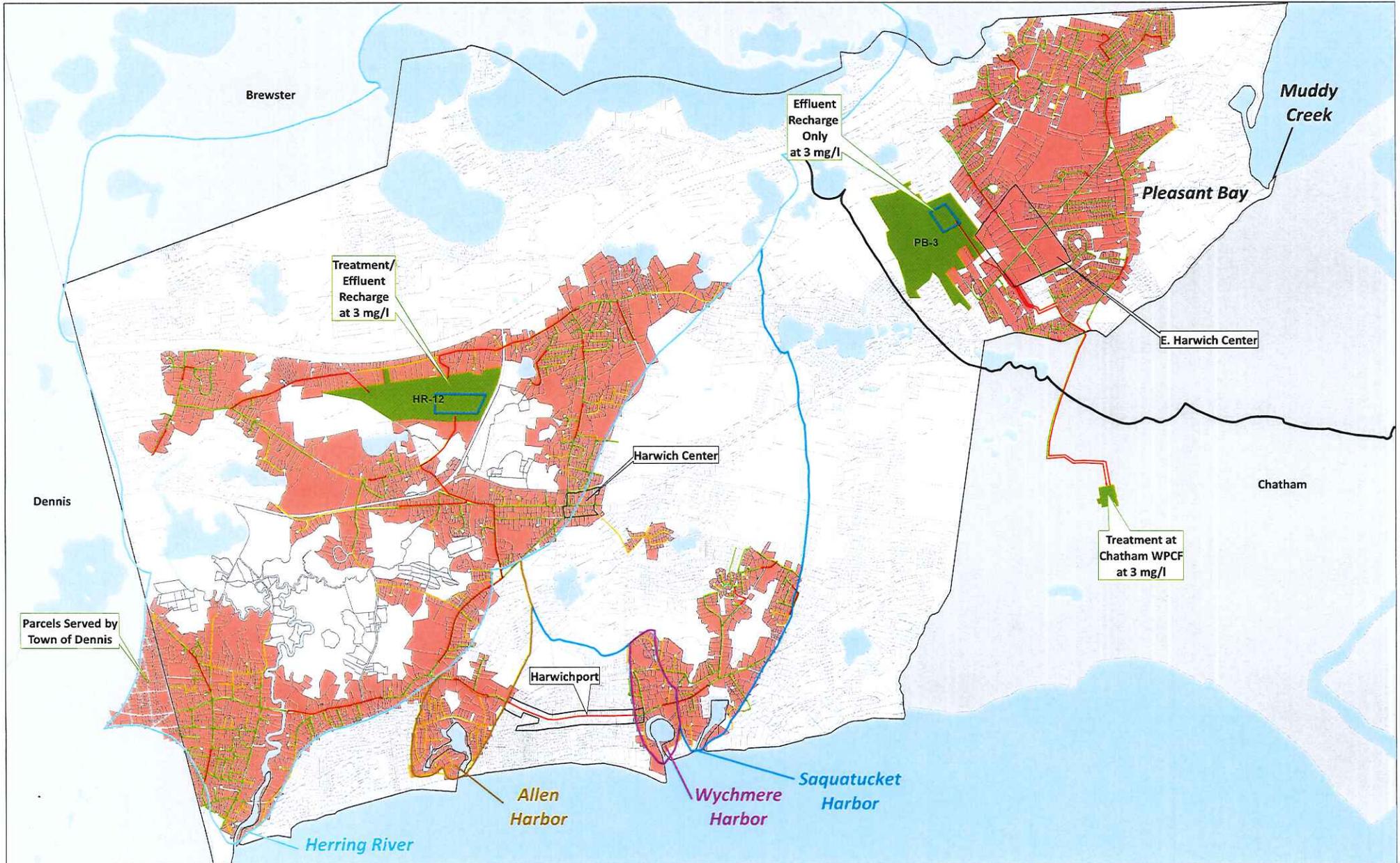
Monomoy Regional School District: Preparation of a submission to Board of Selectmen of a draft Agreement between Monomoy Regional School District, Town of Chatham and the Town of Harwich on a funding formula moving forward for the next five years among the three parties. Draft completed by July 2015.

Town Assets: Focus on three properties for upgrade or reuse the Albro House, Bank Street Fire Station and West Harwich School. Prepare concepts for Board consideration prior to January 1, 2016.

Financial: Development of the 2017 budget within Proposition 2 1/2 guidelines. Timing in accordance with Charter. In the evaluation of the budget to review various elements for efficiencies. Include two departments for specific review. Completion of public outreach financial software and visual information. To be completed by the end of September 2015.

Personnel: FY 16 has two completed collective bargaining agreements. Administration will negotiate six collective bargaining agreements during FY 16 with the goal of completing the vast majority of those prior to the end of the fiscal year. Also, the recruitment and reimplementation of the Assistant Town Administrator position to be completed by October 1, 2015.

Economic Development: To review and consider the plan for expanding the rental property taxation. Some towns on Cape Cod seek to tax summer homes that are used as rentals. To research this is a possibility and provide the Board of Selectmen with a report and to draft Special Legislation to accomplish the same. Completed prior to the finalization of the warrant.



- Proposed Sewered Area
- Treatment / Effluent Recharge
- Village Centers

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

Scenario 5A
Updated Treatment and MEP Results
in Herring River

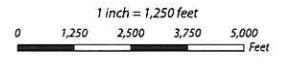


Figure 12-3
 Sewer Scenario 5A
 Harwich, MA
 August, 2012

Sandy Robinson

From: Christopher Clark
Sent: Friday, July 10, 2015 11:31 AM
To: Sandy Robinson
Subject: FW: Background Information on Middle School Insurance
Attachments: Email Timeline.pdf; Use of Middle School Email string 1.pdf

Sandy,

I just finished a conversation with Laura Peckham and will write up a memo in regards to the coverage issue. Please use this for the package for July 13 meeting. I will follow-up and bring with me on Monday night my conversation with Laura.

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: Christopher Clark
Sent: Tuesday, June 23, 2015 6:04 PM
To: 'Laura Peckham'
Subject: FW: Background Information on Middle School Insurance

Hi Laura,

Please see below. I would like to catch up in regards to below as well as your earlier email on the middle school topic.
Thanks

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: peter hughes [<mailto:phughes41@comcast.net>]
Sent: Friday, June 19, 2015 7:33 PM
To: Christopher Clark
Subject: FW: Background Information on Middle School Insurance

Chris please remind me to discuss this topic after the agenda meeting on Wed morning. I'd like to close out this topic.

Peter

--

From: Richard Gundersen <gundryrw@verizon.net>

Date: Friday, June 12, 2015 at 5:25 PM

To: peter hughes <phughes41@comcast.net>, Linda Cebula <maccebula1@verizon.net>, Angelo LaMantia <aslcape@comcast.net>

Subject: Background Information on Middle School Insurance

Selectmen,

I am providing you with complete background information that I have on the subject of property and casualty insurance on the Middle School property. This information is in the form of numerous emails some of which you already have. In addition, I created a chart ("Email Timeline") to more easily understand the sequence of events. The second attachment ("..Email String 1") is a short string of communications that started about 2-1/2 months ago that shows my early, unsuccessful attempts to get information from Mr. Clark and the BOS Chair (L.Ballantine) on Middle School insurance.

Two other email strings are included in the Email Timeline.

1) Email from R. Gundersen to each of you on June 3 at 3:03 and

2) Email from P. Hughes to you on June 4 at 11:14.

I have submitted the same material to the other two selectmen under separate cover.

I hope from these facts you will see that I had the best interest of the Town in mind when, as a resident taxpayer, I investigated this topic. I also hope you will clearly see the mismanagement that occurred, that is, the failure over a nine month time period to inform the Town's insurance agent of:

- the demolition of the old high school,
- removal and sale of the modular buildings and
- the change in use of the Harwich Middle School

This oversight has the potential of unnecessarily costing the Town more for property/casualty insurance during that period and/or seriously affecting coverage. I ask again, as I did at the 6/8 BOS Meeting, that cost information and coverage terms be provided and explained by MIIA so the Board can determine what unnecessary risks were taken and what costs were incurred by the Town, if any, as a result of the lengthy delay in notifying the insurance agent of the current use/status of the building. Given this information it was and still is my firm opinion that, as a resident and taxpayer of Harwich, all my actions were reasonable and appropriate. Under similar circumstances I would do it again. Thank you.

Richard Gundersen
Harwich

This is a timeline of events related to my inquiries to assure that the Middle School was insured in an accurate and timely manner. It is a "road map" of the email strings sent to you as part of the background bundle. Hopefully it helps you understand the facts surrounding this issue and my frustration in getting information from the TA.

Date	Event
Mar. 24, 2015	I emailed C.Clark with copy to L. Ballantine, BOS Chairman, with questions on use & control of Mid. Sch. and if Town liability insurance "is in force on this building". <i>I guess Mr. Clark forgot to mention that I had asked him about this 2-1/2 months ago.</i>
Mar. 24	L. Ballantine responds with copy to C.Clark and agrees with my concern, need for a use policy and the liability issue.
Mar. 25	C.Clark responds with general use & control statement, but no mention about status of insurance other than his opinion on how to avoid vacant building coverage. Copies Sean Libby and Eric Beebe. <i>(I guess this email is his "policy" on the use of the bldg.)</i>
Mar. 25	I emailed C. Clark with copy to L. Ballantine. Polite thank you, then <u>I ask a second time about insurance coverage</u> at the Mid. Sch. I say, "I would think we would want to be totally clear to the building insurer just how the building is being used.... and pay whatever we should for the appropriate coverage."
Mar. 30	I emailed L. Ballantine <u>again</u> with my concern. I suggested "that it might be timely to have the TA talk with the Town's insurance agent". <i>(This is over 2 months before I called the insurance company).</i> I did not get any further responses to my questions from BOS or TA
April 28	Harwich Finance Dir., A.Gould, emails insurance agent for premium breakdowns by Town, School and Water Dept. properties
April 28	Ins. agent responds to A.Gould with this info.
April 28	A. Gould forwards to K. Isernio/Mon. Reg. Sch. District with copy to C.Clark. <i>(This is when C. Clark realizes that Harwich still pays the premiums for Elem. and Middle Sch.)</i>
April 28	K.Isernio asks A. Gould for just Elem Sch. premium since that is all they are responsible for now.

Date	Event
April 28	A.Gould requests that specific Elem Sch. bill from Ins. agent.
April 28	Ins. agent asks A.Gould if he wants the premiums for the (old) high school and modular buildings. <i>(It seems that the ins. agent had not been informed by Town - who is the primary insurer - that those structures are gone.)</i>
April 28	A.Gould tells Ins. agent to give him the full breakdown
June 2	A.Gould sends breakdown to K. Isernio/Mon.Reg.Sch.Dist.
June 2	K.Isernio tells A.Gould, "Your insurance Co. should be updated as Har. H.S. has been torn down and modulars have been removed. Harwich Middle School and any modulars have been turned over to the Town of Harwich and are the responsibility of the Town. <i>(Even the Business Mgr. of Monomoy recognizes the importance of timely and accurate information for the Ins. Co.)</i>
June 2	A.Gould forwards this to Ins. agent. <i>(Probably the first time Ins. agent was made aware.)</i>
June 2	Ins. agent responds to A.Gould saying, " Harwich Mid. Sch. Bldg. - Please advise if this building is vacant or occupied " Ins. agent also says, "I wish she had notified the Town earlier" <i>Well, as P. Hughes and C.Clark clearly said at 6/8 meeting- only the Town Adm. should be talking with the Ins. agent - not MRSD Business Mgr.</i>
June 3 @ 9:32AM	Ins. agent asks (A.Gould) again with copy to C.Clark, "Would you confirm if the Middle School is now vacant?"

Date	Event
June 3 @ 11:55 AM	<p>I called the general phone # at MIAA (800-882-1498). I told the operator I had a general insurance question. She asked me where I was from and I said Harwich on the Cape (MIAA is in Woburn.) She then connected me to Laura Peckham. I told Laura that I did not work for Harwich but that I was a resident and taxpayer in Harwich. I told her that I was concerned that the Ins. Co. was not aware of the current use of the Middle School and that the Town's coverage could be in jeopardy. I believe I told her of the limited use of the building, mostly the gymnasium pretty much what Mr. Clark says. She was not interested in continuing any discussion with me and only said that she had just sent an email asking the same question to C.Clark. <i>(It turns out that her email - see previous page - was at 9:32 and I called her just before lunch the same day. Great minds think alike.)</i> She told me any further information would have to come from him. I told her I had all the information I needed.</p>
	<p>So, the Ins. agent was already alerted to the fact that the Middle School was not being used as a school anymore <u>before my phone call</u>. She had already started asking A.Gould if it was vacant or not. She had already been alerted to this change by K.Isernio's email the day before (see above) - not from me. Mr. Clark has his information wrong.</p>
June 3 @3:03	<p>I followed up on the phone call with an email to three Selectmen who were on the Board during the past few months. I felt they were familiar with C.Clark's history and might get his attention to correct this oversight. Peter apparently shared this email with C.Clark. However, no new information was provided at the 6/8 BOS Meeting.</p>
June 3 @5:40	<p>C.Clark responded via email to - Peckham, Gould, LaMantia, Cebula, Hughes and copies Magnolia, Libby and Gundersen. Clark tells the Ins agent that the Monomoy "officially turned the building over to us..... in Sept., 2014" <i>(9 months ago)</i> . Further, the Town is making "use of the building for short-term applications. The heat is on and there have been inspections. However, the "building is in limbo. <u>I have not specifically approached MIAA to give time for the committee to do its work.</u>"</p>

Date	Event
<p>June 4</p> <p>emails between Ins. agent and C.Clark and a bunch of recipients that C.Clark included in his original email</p>	<p>Mr. Clark admitted (when he wrote "I have not specifically approached MIIA") that he had not informed the Ins. agent of the change in status of the property. The remaining emails with the Ins. agent explain to the Town Adm. that, although we were insured for replacement value, for the last 9 months, the building may now only be insured for Actual Cash Value. This, I believe is a lower level of coverage. So, my questions at last night's BOS meeting were:</p> <ol style="list-style-type: none"> 1) Did it cost us more to have the building unnecessarily insured for replacement value during the last 9 months? and 2) Was the Town at risk of having a claim for damage or injury reduced or denied by not having notified the Ins. Co. of the actual use of the building? <p>From the latest emails from MIIA it is still not clear what conditions would cause the Middle School to be considered "vacant". The conventional definition of "vacant", i.e., less than 30% of the space being used, apparently is not used by MIIA. There is some wording that keeping the heat on with periodic inspections and maintenance may be sufficient. It would be very useful to have MIIA provide what their requirements are to make sure the Town is in compliance. But, the Town's coverage has to drop to Actual Cash Value. <u>Town Official opinions and past experiences really don't matter. It is what MIIA says after they know the facts. That should be the process.</u> Why not communicate the actual use in a timely manner and let the chips fall where they may? Property and casualty insurance varies from company to company. It is not worth taking the risk. A claim could be denied leaving the Town responsible. If Mr. Clark is busy why not ask A.Gould to get this information? Mr. Gould already has been communicating with MIIA.</p> <p style="text-align: center;">##</p>
<p>There are a lot of good web sites that have information on insurance for empty schools. One site I found useful is: http://pasboerc.org/NewSFUploads/2055M14-PropertyInsuranceVacantBuildings.pdf</p>	

From: **Richard Gundersen** <gundyw@verizon.net>
Subject: **Fwd: Use of Middle School - Email string #1**
Date: **June 12, 2015 at 2:05 PM**
To: **phughes41 Hughes** <phughes41@comcast.net>, **Linda Cebula** <maccebula1@verizon.net>, **Angelo LaMantia** <asicape@comcast.net>

Selectmen,

Below you will find an email string (1 of 2 that I am sending) that shows my early attempts at verifying that the Harwich Middle School had appropriate property and casualty insurance. You can see that I did ask Mr. Clark 2-1/2 months ago for information on this topic. The only response was a statement of his opinion and not what the Town currently had for coverage.

Begin forwarded message:

From: Richard Gundersen <gundyw@verizon.net>
Subject: **Fwd: Use of Middle School**
Date: March 30, 2015 at 2:59:28 PM EDT
To: Larry Ballantine <larryballantine@yahoo.com>

Larry,

Re: the insurance issue on "Vacant" vs occupied buildings

I was visiting relatives in NYC last week and the topic of insuring "vacant" buildings came up in the conversation. It seems Chris is correct in feeling that property insurance on "vacant" buildings may be more expensive. However, what I learned is:

1. "Vacant" may be defined as using less than 25-30% of the whole building on a daily basis.
2. If we have not provided an accurate description of how much of the building we are using and how often we are using it, we might not have insurance to cover a potential claim.

Bottom Line: We should pay for property and liability coverage that is applicable to the actual use of the building, otherwise we may not have any coverage. Don't want to be an alarmist, but it might be timely to have the TA talk with the Town's insurance agent.

Richard

Begin forwarded message:

From: Richard Gundersen <gundyw@verizon.net>
Subject: **Re: Use of Middle School**
Date: March 25, 2015 at 6:32:00 PM EDT
To: Christopher Clark <cclark@town.harwich.ma.us>
Cc: Larry Ballantine <larryballantine@yahoo.com>

Yes. Thanks, Chris.

I appreciate the clarification. Carolyn had mentioned to the Repurpose Committee that the Middle School gym was being used for pickleball (I had to "Google" that to find out that pickleball was similar to badminton except a paddle and the 4 players use a small whiffle ball). The quote in the Chronicle was much more expansive (and apparently not very accurate).

So from your response, can I assume that the gym, auditorium and cafeteria are not in use for Town Band, HJT, Youth basketball, or any other private citizen use? And are we asking too much of Rec. staff to manage areas in two different locations?

Lastly, I am confused about the Vacant Building Coverage comment. From a personal liability (people injuries) standpoint, an empty building has a much lower risk of personal injury than one that is occupied. From a property insurance (structure) coverage standpoint, the building is still protected by smoke detectors (that are checked periodically) and the Fire Department is still

protected by certain asbestos (that are checked periodically), and that the department is seen across the street. Anyway, I would think we would want to be totally clear to the building insurer just how the building is being used or not being used by the Recreation Dept. and pay whatever we should for the appropriate coverage.

Just my opinion. Looking forward to the additional info.

- Richard

On Mar 25, 2015, at 2:30 PM, larryballantine@yahoo.com wrote:

Thanks Chris

From: Christopher Clark <cclark@town.harwich.ma.us>
To: "larryballantine@yahoo.com" <larryballantine@yahoo.com>; Richard Gundersen <gundyw@verizon.net>
Cc: Eric Beebe <eebeebe@town.harwich.ma.us>; Sean Libby <slibby@townofharwich.us>
Sent: Wednesday, March 25, 2015 12:53 PM
Subject: RE: Use of Middle School

Hi Larry and Rich,

Currently the building is under Town control. In order to avoid the charges associated with vacant building coverage. I have given authority to the Recreation Dept to utilize the building strictly on a temp basis during the time in which the Middle School Repurpose Committee is doing it's work. Recreation knows that all uses are temporary only. If the building is solely vacant than our Insurer could insist upon Vacant Building coverage being placed on the structure.

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: larryballantine@yahoo.com [<mailto:larryballantine@yahoo.com>]
Sent: Tuesday, March 24, 2015 5:27 PM
To: Richard Gundersen; Christopher Clark
Subject: Re: Use of Middle School

Good question Richard. My guess is the school has been under control of school officials as it was just recently transferred to town.

We do need, at least in the short term, a policy to determine how to best use facilities.

Chris, this also brings up liability issues.

From: Richard Gundersen <gundyrw@verizon.net>
To: cclark@town.harwich.ma.us
Cc: Linda Cebula <maccebula1@verizon.net>; phughes41 Hughes <phughes41@comcast.net>; Larry Ballantine <larryballantine@yahoo.com>
Sent: Tuesday, March 24, 2015 9:50 AM
Subject: Use of Middle School

Hi Chris,

Last week's Cape Cod Chronicle has a front page article (re: Middle School) that states in part, "Local organizations, including the Harwich Town Band, Harwich Junior Theater, and Youth Basketball, together with private citizens use the facilities, included but not limited to the gymnasium, auditorium and the cafeteria".

Is any of this true? Is there any "policy" on the use of this vacant building? Are we opening the doors for expansion into this huge complex by default? Who controls the use - opens the door, shuts off the lights, locks the door, cleans, etc.? Is the Town liability insurance currently in force on this building for these kinds of uses?

I would appreciate any light you can shed on this.

Best,
Richard Gundersen
Harwich

Memorandum of Understanding
between
the Monomoy Regional School District, Town of Chatham
and the Town of Harwich
July __, 2015

Whereas, it is acknowledged that municipal financial resources primarily come from property tax, all parties seek a reasonable estimation of revenue availability over the next five years. In order to achieve some sense of fiscal discipline, the parties acknowledge that the below formula will be used to determine available financial resources and agree to attempt to keep overall costs within the set limits unless Proposition 2 1/2 exceptions to exceed are utilized for specific budgetary purposes. Such as the debt exclusion was used to fund the newly constructed Monomoy Regional High School. The formula used below is designed to have some flexibility depending upon economic circumstances in larger economy.

1. Property tax estimated per year at 3.25%
2. Local Receipts provided that they sustainably increase at between 3% to 4%, then the 3.25% overall would stand. If local receipts fall below 3% then the property tax would be reduced to 3%. If local receipts are greater than 4%, then the property tax estimated per year total would be increased to 3.5%.
3. The excess and efficiency account utilized by Monomoy Regional School District would agree to be used to fund capital and one-time expenses provided the amount is above targeted limits. The access and efficiency account would be attempted to be utilized to stabilize costs over time.

The parties agree to the above for a period of five years at which time said formula could be subject to continuation or adjustment.

Town of Chatham, Chair

Monomoy RS District, Chair

Town of Harwich, Chair

COPY



June 23, 2015

Ref: 13137.00

Mr. Lincoln Hooper
PO Box 1543
273 Queen Anne Road
Harwich, MA 02645

Re: West Harwich Center Project Development- Community Input

Mr. Hooper:

As we discussed, attached please find 3 copies of Amendment 1 to the above referenced project. This amendment includes scope of service for community input for the transportation improvements in West Harwich Center. Specifically, the work includes conducting a site walk and meeting to discuss existing attributes and deficiencies along the corridor that should be addressed during design development.

Please review the attached amendment, if acceptable, please let me know. As we have discussed, we will commence work on this assignment based on your notice to proceed, to an upset fee amount of the original contract of \$4,100. This fee will allow us to conduct the site walk and meeting with representatives of the Town and community, as outlined in Tasks 1 and 2 in the attached amendment.

Thank you for selecting VHB to work on this assignment. If you have any questions or comments, please don't hesitate to contact me at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Patricia G. Domigan", is written over a large, stylized, cursive flourish.

Patricia G. Domigan, P.E.

Director Mass Municipal Services
pdomigan@vhb.com

Attached.

101 Walnut Street
PO Box 9151
Watertown, Massachusetts 02471
P 617.924.1770
F 617.924.2286

Engineers | Scientists | Planners | Designers



Phone 617.924.1770

Fax 617.924.2286

www.vhb.com

Engineers | Scientists | Planners | Designers

101 Walnut Street

PO Box 9151

Watertown, MA 02472

Client Authorization

New Contract

Date June 23, 2015

Amendment No. 1

Project No. 13127

Project Name West Harwich Center Project Development – Community input

		Cost Estimate	
		Amendment	Contract Total
To:	Mr. Lincoln Hooper, Director Harwich Department of Public Works PO Box 1543 273 Queen Anne Road Harwich, MA 02645		
	Labor	\$2,000.00	\$6,000.00
	Expenses	<u>900.00</u>	<u>1000.00</u>
	TOTAL	\$2,900.00	\$7,000.00

E-mail: highway@cape.com

Lump Sum

Time & Expenses

Cost + Fixed Fee

Labor Multiplier

Phone No: 508-430-7555

Estimated Date of Completion: **12/01/15**

Scope of Services:

1. Conduct one site walk with interested stakeholders to discuss the roadway corridor, existing features and amenities and deficiencies. The site walk will focus on complete streets design concepts. The site walk can also include the town of Dennis to show support for transportation improvements.
2. After the sitewalk (same day) have a meeting to brain storm the vision for the corridor.
3. VHB will prepare one rendered concept plan based on the vision at the brain storming session for the town's review
4. VHB will present the concept to the BOS and solicit comments for inclusion to the PNF to MassDOT.



Ref: 99901.01
March 10, 2015
Page 2

Prepared By: PGD

Department Approval:

Please execute this Client Authorization for VHB to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB.

Subject to attached terms & conditions.

Subject to terms & conditions in our original agreement dated 4/13/15

Vanasse Hangen Brustlin, Inc. Authorization

Client Authorization *(Please sign original and return)*

By

By _____

Print THOMAS JACKSON, P.E.

Print _____

Title REGIONAL TRANSP. DIRECTOR

Title _____

Date 6/24/15

Date _____