

SELECTMEN'S MEETING AGENDA*

*Griffin Room, Town Hall
Executive Session 6:00 P.M.
Regular Meeting 6:30 P.M.
Monday, November 14, 2016*

- I. **CALL TO ORDER**
- II. **EXECUTIVE SESSION** - 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 Board and the Chair declares so – Harwich Employee's Association/Community Development position
- III. **PLEDGE OF ALLEGIANCE**
- IV. **WEEKLY BRIEFING**
- V. **PUBLIC COMMENT/ANNOUNCEMENTS**
- VI. **CONSENT AGENDA**
 - A. Minutes:
 - 1. October 24, 2016 Executive Session
 - 2. October 24, 2016 Regular Session
 - 3. October 31, 2016 Regular Session
 - B. Accept the resignation of Patrick Foley as a Student Police Recruit
 - C. Confirm appointment of Paul Viera to the position of Foremen/Plumber for the DPW
 - D. Approve the recommendation of the Recreation and Youth Commission to award the contract for "Fencing at Whitehouse Field" to Green Acres Landscape & Construction for a total price of \$55,532
- VII. **PUBLIC HEARINGS/PRESENTATIONS** *(Not earlier than 6:30 P.M.)*
 - A. Annual Meetings with the Board of Selectmen
 - 1. Capital Outlay Committee
 - 2. Board of Assessors
 - 3. Finance Committee
 - B. Public Hearing – Classification Hearing – Board of Assessors
 - C. Public Hearing – Adoption of Noise By-Law Standard for Entertainment Licenses and Adoption of Uniform Hours of Entertainment
 - D. Preliminary meeting with the Finance Committee to discuss the following:
 - 1. Guidelines for the FY 18 Monomoy Regional School District Budget
 - 2. Free cash and distribution plan
 - 3. Capital plan
 - 4. Debt schedule
 - 5. Budget / warrant review plan
- VIII. **OLD BUSINESS**
 - A. Recommendation to disband the Architectural Advisory Committee
 - B. Visigov discussion
- IX. **NEW BUSINESS**
- X.
- XI. **TOWN ADMINISTRATOR'S REPORT**
 - A. Contract Agreement for Improvements at Cranberry Valley Golf Course
- XII. **SELECTMEN'S REPORT**
 - A. Wastewater Update:
 - 1. IMA highlights
 - 2. Harwich Cost proposal methodology
 - B. Committee Vacancy Listing for November
- XIII. **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: _____
November 9, 2016

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, OCTOBER 24, 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, Roman Greer, Clem Smith, Don Howell, Anita Doucette, Katie O'Sullivan, and others.

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

PUBLIC COMMENT/ANNOUNCEMENTS

- A. Accept proceeds from the Irish Pub Road Race for the Harwich Fire Department

Chief Clarke accepted a donation in the amount of \$500 for the Harwich Ambulance Fund from Brendan O'Reilly of the Irish Pub. Chief Clarke stated that the Fire Department is happy to be part of this event and thanked Mr. O'Reilly on behalf of the Department. He noted that it is a really great social activity for the Town and he greatly appreciates it.

CONSENT AGENDA

- A. Approve Minutes –
1. September 26, 2016 Regular Meeting
 2. October 3, 2016 Regular Meeting
- B. Accept resignation of Gary Carreiro from Zoning Board of Appeals effective immediately
- C. Accept resignation of Paul Doane from alternate position on Zoning Board of Appeals effective immediately
- D. Approve License Agreement with Allen Harbor Marine Service for Winter Boat Storage at Saquatucket Harbor

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

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

- A. Annual Meetings with the Board of Selectmen:

1. Golf Committee

Mr. Smith delivered the annual report of the Golf Committee and took questions and comments from the Board.

2. Recreation and Youth

Mr. Mahan delivered the annual report of the Recreation and Youth Committee and took questions and comments from the Board.

3. Cemetery Commission

No one appeared before the Board.

OLD BUSINESS

A. Ballot Question 2 regarding charter schools – *discussion only*

The Board took extensive comments from Richard Houston on Ballot Question 2 as well as from Joanne Rys. No action was taken.

B. Town Administrator's FY 17 Goals and Objectives

Mr. Clark outlined 12 goals which he selected to focus on. Mr. Hughes said the Board should prioritize the items on the spreadsheet and make sure they agree with the ones assigned to the Board. He said the "Objective" column is what we should prioritize and focus on. Ms. Kavanagh recommended getting rid of the timeframe column. Ms. Brown said she is not going to prioritize 6 goals with 16 objectives and said she likes how it was written in the first place. She said she is not going to prioritize the actions and deliverables as they are not going to be completed this year and it is very clear what she voted on in July. Mr. Hughes clarified that they should change the "Timeframe" column to the "Priority" column using a 1 through 4 scale. Ms. Kavanagh further clarified that they should prioritize according to the objective but rank within the subset whether or not they are crucial, less important, etc. Chairman MacAskill stated that he thinks the Board has done their job by voting the goals and objectives but Mr. Clark has asked the Board to prioritize. Chairman MacAskill said there was some confusion in the past and this year he added "Actions and Deliverables" because they are graded and in his opinion basic goals and objectives are not gradable. It was agreed that they would grade the objectives and grade the actions and deliverables and bring back. It was further agreed that they would also review department assignments of goals.

NEW BUSINESS

A. Discussion of potential Charter changes with By-Law Charter Review Committee

Mr. Howell, Chair of the By-Law Charter Review Committee, discussed potential charter changes including: committee terms being out of sync, role of the liaisons, changes to By-Laws that affect the Charter (e.g. # of people on Planning Board), Housing Committee is not listed as a standing committee in the Charter, ad hoc committees, and committees re-organizing. Chairman MacAskill said that Finance Director should be included as Finance Director/Town Accountant. He stated that when the Historic and Historic District Committees were combined it went to 5 members and 7 alternates and they feel 7 alternates is way too many. He added that when the Golf Commission became a Committee it wasn't changed in definitions and it is still listed under Commissions. Mr. LaMantia stated that the Board should decide on the role of the Finance Committee. Mr. Clark suggested having the Finance Committee in to discuss it. Chairman MacAskill commented that he thinks the Board is ok with what the By-Law Charter Review Committee is working on for changes.

TOWN ADMINISTRATOR'S REPORT

A. Action Item Register update

Mr. Clark reported that we have scheduled the public hearing on entertainment licenses. He also reported that he has spoken with the Harbormaster about moorings and slips as well as what the options are for Mr. Luce to stay in business. He said we will look at how we address commercial and charter boats and see if we can reduce the list and it is dependent on what we do at Saquatucket Harbor.

He further reported that early voting started today and the new Town Planner starts on Monday.

SELECTMEN'S REPORT

A. Upcoming Town Administrator Review Process

There was no action on this.

ADJOURNMENT

Chairman MacAskill adjourned the meeting at 9:25 p.m.

Respectfully submitted,

Ann Steidel
Recording Secretary

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, OCTOBER 31, 2016
6:30 P.M.**

SELECTMEN PRESENT: Hughes, Kavanagh, LaMantia, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, Jacqueline Etsten, Tina Gaines, and others.

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

PUBLIC COMMENT/ANNOUNCEMENTS

Aly Sabatino introduced herself as Harwich's new Town Planner and the Board welcomed her.

CONSENT AGENDA

- A. Minutes – October 3, 2016 Executive Session
- B. Approve the application for the Irish Pub Road Race for August 5, 2017
- C. Approve the appointment of Cathy Mullen (alternate member) as a full member of the Zoning Board of Appeals to fill the full member vacancy per request of the ZBA Chair and the Interview and Nominations Subcommittee
- D. Approve the recommendation of the DPW Director to award the FY 17 Road Salt Contract to Eastern Minerals in the amount of \$58.10 per ton
- E. Approve the award of contract for one new closed top MSW ejector trailer to KNL Holdings in the amount of \$69,999
- F. Approve the Petition by Verizon New England and Nstar Electric d.b.a. Eversource Electric to place a new Pole on Lothrop Avenue to provide service to the new water tank. Approval pending the Water Commissioners approval of a License Agreement to place the anchor on Water Department property

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

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

- A. Cape Cod Commission Representative to give update – Jacqueline Etsten

Ms. Etsten stated that they had 8 meetings in the last year of which 2 were workshops and most of them dealt with DRI. She noted that they really don't affect Harwich as most of them pertain to the Upper Cape and she discussed the Commission's review of them. Ms. Etsten reported that gas main replacement is continuing and they have approved more extensions of that. She stated that an Economic Development Plan was approved as well as the Harwich Wastewater Facility Plan. She noted that upcoming will be the Regional Policy Plan and she said would keep the Board updated. She took questions from the Board.

- B. Annual Meetings with the Board of Selectmen:
 - 1. Cultural Council

Tina Gaines provided the annual report of the Cultural Council.

NEW BUSINESS

- A. Approve Selectmen's proposed Holiday meeting schedule
- B. Approve Holiday hours as recommended

Mr. Hughes move to adopt the schedule. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

TOWN ADMINISTRATOR'S REPORT

- A. Preliminary Capital Outlay Plan Summary update

Mr. Clark reviewed the items that had been submitted, focusing on FY18 and FY19 and said he will be making recommendations on funding.

- B. Update on the modular building behind the Middle School

Mr. Clark reported that the County has an interest in using the modular buildings as training buildings and the only issue is they are trying to identify how they are going to relocate them. He noted that they have a Facilities Maintenance person who has been in touch with Sean Libby. He said it is not a guarantee but they feel confident that this will happen and are definitely very interested.

- C. Action Item Register update

There was no action on this item.

SELECTMEN'S REPORT

- A. Barnstable County HOME Consortium vacancy

Chairman MacAskill noted that they received a letter of resignation from Cindi Maule. He stated that he and Ms. Greenhalgh have discussed this and they feel that the new Town Planner would be an excellent choice to serve as Harwich's representative. Ms. Greenhalgh pointed out that many towns do use their Town Planners to represent them. She noted that the Board would be submitting her name as a nominee.

Ms. Kavanagh read the committee vacancy list.

ADJOURNMENT

Mr. Hughes moved to adjourn at 7:36 p.m. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

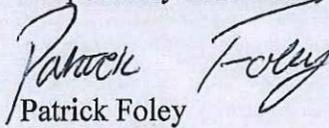
Patrick Foley

Chief David Guillemette
Harwich Police Department
183 Sisson Road
Harwich, MA 02645

Chief Guillemette,

I am writing this letter to inform you that as of November 4th, 2016 I am voluntarily resigning from the position of Student Recruit Officer for the Harwich Police Department. This decision has been based on personal reasons and I want to thank you for the opportunity of employment.

Respectfully Submitted,


Patrick Foley

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



Christopher Clark, *Town Administrator*
Charleen Greenhalgh, *Assistant Town Administrator*

732 MAIN STREET, HARWICH, MA 02645

November 8, 2016

Paul Viera

Dear Mr. Viera:

I would like to offer you the position of Working Foreman / Plumber for the Town of Harwich. I look forward to your positive contributions to the DPW.

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

- Pursuant to the Town Charter, the Town Administrator makes the appointment for this position subject to confirmation by the Board of Selectmen. Your name has been put forth for confirmation. Successful confirmation will be needed to finalize appointment.
- You have already passed a Pre-Employment Physical and Drug Screen.
- We have performed a C.O.R.I. check on you due to your interaction with the public,

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

Your position title will be Working Foreman / Plumber and your starting date is November 28, 2016. This position is included in the Highways & Maintenance Employees Association (HMEA) contract and your employment is subject to the rights and obligations included in it. Your starting salary will be \$29.69 per hour (H3, Step 6).

Again, I am delighted that you are joining the Town's staff. Please feel free to contact me if you have any questions prior to beginning work.

Sincerely,

Christopher Clark
Town Administrator


(Employee Signature)

11-8-16
Date

cc: Board of Selectmen
Town Treasurer
Town Accountant
Personnel File
DPW Director

Harwich Recreation Department & Commission



Memo

DATE: November 1, 2016
TO: Board of Selectmen, Town Administrator
FROM: Recreation and Youth Commission; Recreation Director
PHONE: 508-430-7553
FAX: 508-430-7579

At a meeting of the Recreation and Youth Commission on November 3, 2016 the Commission voted to approve the bid from GA Fence Green Acres for the Whitehouse Field Fence Replacement Project. This includes the base bid of \$47,532 and the second alternate bid of \$8,000 for a total of \$55,532. The second alternate includes 6 inch gage fabric for all of the fence netting.

We request that the Board of Selectmen review and approve this bid.

Thank you for your attention to this matter.

Eric Beebe

Frank Crowley

Recreation Director

Recreation and Youth Commission
Vice Chairman

100 Oak Street

Harwich, MA 02645

Fax 508-430-7579

Director:

Executive Assistant:

Recreation Program Specialist:

Eric J. Beebe 508-430-7552
ebeebe@town.harwich.ma.us

Lee A. Ames 508-430-7553
lhemeon@town.harwich.ma.us

Susan H. Fraser 508-430-7554
sfraser@town.harwich.ma.us

OWNER-CONTRACTOR AGREEMENT

White House Ball Field Fence Removal and Replacement

THIS AGREEMENT is made this 14th day of November by the Town of Harwich, Massachusetts, hereinafter called the "OWNER" and Green Acres Landscape & Construction, hereinafter called the "CONTRACTOR".

WITNESSETH, that the Owner and the Contractor for the consideration hereinafter named, agree as follows:

ARTICLE 1. SCOPE OF WORK:

The Contractor shall perform all the work required to remove and dispose of the existing fence in addition to the supply and installation of a new fence, gates and backstop at the White House Field located at 81 Oak Street, Harwich in accordance with the Invitation for Bids, Instructions to Bidders, Bid Specifications and any other related documents, prepared by the Town of Harwich.

ARTICLE 2. TIME OF COMPLETION:

Fence to be removed and replaced prior December 16, 2016.

ARTICLE 3. THE CONTRACT SUM:

The Owner shall pay the Contractor for the performance of the work, subject to additions and deductions by Change Order the Contract Sum of \$55,532

ARTICLE 4. THE CONTRACT DOCUMENTS:

The following together with this Agreement form the Contract and all are as fully a part of the contract as if attached to this agreement or repeated herein: Invitation for Bids, Bidding Documents, Instructions to Bidders, Scope of Work, amendments, change orders, or other changes mutually agreed upon in writing; all applicable State laws, including but not limited to MGL Chapter 30, § 39M as amended, and MGL Chapter 149, §§ 26 and 27 (prevailing wages), municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the construction of the project; and the Contractor's Form of General Bid as accepted by the Town (including requirements of M.G.L. Chapter 149, Sections 26-27 -- Prevailing Wage Rates).

ARTICLE 5. BONDS AND INSURANCE:

The contractor shall furnish insurance certificates, satisfactory to the Town, as proof of having met the requirements specified in the Invitation For Bids.

A Payment Bond will be required of the successful bidder in the form of a bid bond, certified check, treasurer's or cashier's check, payable to the Town of Harwich, is required in a dollar amount of fifty (50) percent of the bid amount within 10 days of notification of contract award.

ARTICLE 6. CONTRACT TERMINATION:

The Town may suspend or terminate this Contract by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement;
2. Violation of the provisions of this Agreement by the Contractor;
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this contract.

ARTICLE 7. ASSIGNMENT:

The Contractor shall not make any assignment of this Contract without prior written approval of the Town.

ARTICLE 8. AMENDMENTS:

All amendments, change orders or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and the Contractor. Further, such amendments, change orders, or changes shall be in writing and signed by officials with authority to bind the awarding authority. Additionally, all amendments, change orders and changes shall be approved by the Town Accountant prior to execution by the awarding authority. No amendment, change order, or change to the contract provisions shall be made until after the written execution of the amendment, change order, or change to the Contract by both parties. All amendments, change orders and changes to this Agreement shall be in accordance with M.G.L. 30B, section 13.

ARTICLE 9. INDEMNIFICATION:

The Contractor hereby agrees to indemnify and hold harmless the Town from any and all claims, damages, losses and expenses (including attorney's fees) arising out of the performance of this Contract, when such claims, damages, losses and expenses are caused by the negligent acts, errors or omissions of the Contractor.

ARTICLE 10. APPROPRIATION:

This Agreement is subject to appropriation.

The undersigned, Andrew Gould, in compliance with the Commonwealth of Massachusetts General Laws (Ter. Ed) Chapter 44, Section 31C, certifies that an appropriation in the amount required for this contract is available out of

Account Number _____

Andrew Gould, Finance Director/Town Accountant

CONTRACTOR:

THE TOWN:

Harwich Board of Selectmen

Signed By:

Title:

Date:

ATTEST:

Name:

Title:

Capital Outlay Committee

Members: Rich Larios, Chairman
Chris Harlow, Vice Chairman
Bob George
Joe McParland
Ed Mc Manus
Bruce Nightingale
Pete Wall

Marie Hickey, Committee Clerk

We want to thank our Town Administrator, Chris Clark, for his continuous support and dedicated efforts to further the Committee's understanding of municipal finance and accounting during these difficult fiscal times.

Major Changes in the New Plan

1. Departmental implementation of the "Capital Expenditure Request" form that allows for more accurate information for current and future years in the capital budgeting process has begun.
2. The Seven -Year Capital Plan shall start with the next fiscal year as its first year and six years thereafter (2018 – 2024).
3. The result will be our new Capital Plan, covering 2018- 2024, that will be delivered to the Town Administrator by December (by Town Charter). It is currently being worked on with input from various departments and committees and will be ready for submission later this year.
4. The Capital Plan will be presented to the Board of Selectmen by Capital Outlay Committee and the Town Administrator in January, 2017. The Plan may have changes prior to Town Meeting.

Current and Planned Activities

1. We meet monthly and will do so even after the Capital Plan is submitted.
2. We want to be proactive and stay informed of the financial needs of our Town's departments.
3. We continue our site visits to see and better understand of departmental requests for dollars.
4. We want to better understand future costs through Departmental and Committees presentations.
5. We will attempt to develop a Real Estate Tax Impact model.
6. We want to be aware of big-dollar hits in an effort to keep the plan curve smooth.
7. We want to identify Town assets in terms of possible sale or reuse.
8. We want to develop and champion efforts to better maintain our capital assets (in terms of life extension).



**TOWN OF HARWICH
BOARD OF ASSESSORS
732 MAIN STREET
HARWICH, MA 02645
TEL: (508) 430-7503 FAX: (508) 430-7086**

To: Board of Selectmen

From: Board of Assessors
Richard Waystack, Chairman
Bruce Nightingale
Jay Kavanaugh

Date: November 2, 2016

RE: Annual Meeting and Report, 2016

The Board of Assessor's, Richard Waystack, Bruce Nightingale and Jay Kavanaugh, in this annual report to the Board of Selectmen, continue to discharge our primary legal responsibility in assuring a fair assessment of all property in the Town of Harwich in a professional manner.

For the first time in my 12 years on the Board, and the first time in 34 years, this report has not been reviewed by longtime Assessing Director, David Scannell. Mr. Scannell passed away in late 2015, and as a result, 2016 has been a year of transition in the Assessing Department. Mr. Scannell's presence is still felt in the Department and by the Board. Known as the "Dean of Cape Cod Assessors", his sole focus was to serve the taxpayers and residents of Harwich. The Board nominated Mr. Scannell for the Harwich Hall of Fame which was bestowed upon him posthumously at the 2016 Town Meeting. The Board remains true to his influence by remaining consistent, with exemplary attendance and focus on its regulatory role and in assisting the Department in creating and overseeing policies.

Donna Molino, longtime Assistant to Mr. Scannell was named Assessing Director. Tammy Taylor, Assessing Clerk retired during 2016, resulting in two new employees being hired. Denise Kopasz and Megan Holmes have joined the staff, resulting in seamless integration of duties and service to the Town.

Our relationship with the Department Head, Donna Molino and her qualified staff is outstanding. All parties respect the fact that our Board, despite its statutory requirements, is primarily a policy setting and regulatory Board. Daily operations of the Department are left to those responsible, Ms. Molino and the hierarchy of the Finance Department. Ms. Molino continues to update the board on staff issues and her level of communication with the Board allows us to focus our tasks on the regulatory and policy issues that fall within our responsibility.

The Town of Harwich is awaiting our state certification for growth and property values for FY 2017. This state mandated review has been done in a timely manner, with the competent assistance of our contractor, Paul S. Kapinos & Associates, resulting in an anticipated increase in value of 3% town wide. This increase in value is based on qualifying, closed transactions from 2015. Taxpayers will be able to view a list of updated valuations in person at the Assessor's Office, Community Center, Brooks Free Library, as well as online through the Assessor's website.

It is our intention for tax bills to be sent out in a timely manner for the 15th consecutive year. This is our primary function and goal. Any delay in the distribution of tax bills can be costly to the Town in terms of lost revenue and interest.

The Board oversees and approves numerous programs which are available for our Seniors, Veterans, spouses of Veterans, Sight impaired citizens and those who may need assistance in paying taxes because of age, infirmity or financial condition. The Board sponsored two articles at the 2016 Annual Town Meeting to increase the credit for taxpayers in need who are over 65 and filing a Senior Tax Exemption, not only for the Town of Harwich, but also for other communities by filing legislation to expand the local option increase state wide. The Board oversees a number of programs available through exemptions and deferrals which are readily available to meet the needs of our community. In addition, we provide the criteria for assessing property in Harwich, the abatement process and timetables to file. A list for these programs is now available online. A continuous goal is to make the community aware of all programs available to the taxpayers. The Board has continued its outreach in the community by partnering with the Council of Aging to promote the tax work-off program with volunteerism throughout the Town Departments. Currently, there are opportunities for taxpayers to utilize the Senior Tax Work Off provision to lessen their tax burden. Requirements for this program mirror those of the Senior Exemption.

For those taxpayers who disagree with their assessed value, abatement hearings will commence during the month of February, thirty days after mailing of the third tax bill. **We would once again encourage all those who travel during the winter months to pay close attention to their third billing, as the new valuations will be available for the first time, and we must abide by State statute which requires the Board to act upon abatement application within three months.** We will complete this task on time, but cannot extend this period due to late filings. Abatement applications are accepted at the Assessor's Office between January 1 and February 1, 2017. The 'Application for Abatement' will be available on the Town of Harwich website as of January 1, and may be filed with the Harwich Board of Assessors *after* January 1, 2017, but must be postmarked no later than February 1, 2017.

Property Record Cards (PRC) and Town Assessments and Assessor's maps continue to be available on the Town Web site. This technology update has been a direct goal of the Assessors and allows greater productivity for our staff while allowing greater access for our public records. The field appraiser position is now outsourced for better efficiency. Donna Molino is cross training her staff Denise Kopasz and Meghan Holmes so that a continuum of quality customer service is maintained on a consistent basis.

The Board of Assessors meets monthly, Monday's at 5:30 in the Assessor's Office. Our posted meetings are open to the public, with the exception of Executive Sessions. All exemptions, deferrals and abatements are subject to Executive Session, following state and town protocols. During Abatement timeframe we increase our meetings to meet the demands of statutory requirements. Attendance is exemplary, and there are no vacancies at this time. The Board of Assessors is one of the few Harwich Boards to require state certification as a standard for service, and all members are duly certified at this time. All members have been duly sworn in as required by Town Charter and are up to date on Ethics training.

It is our honor and pleasure to assist the taxpayers of Harwich as we continue to meet our fiduciary responsibilities of civic service in carrying out our regulatory role.

NOVEMBER 14, 2016

TOWN OF HARWICH FINANCE COMMITTEE ANNUAL REPORT TO THE BOARD OF SELECTMEN

Under the Town Charter, the Finance Committee has two main responsibilities:

Administer the Reserve Fund; and

Make recommendations to the Town Meeting on the Warrant Articles.

Reserve Fund – with the start of the new Budget Year on July 1, 2015, we had \$125,000 in the Fund. During the Fiscal Year, we received and approved requests totaling \$84,816 for:

Police Station HVAC repair - \$15,000

E-Mail server software - \$12,334

Firearms replacement, policy and procedures software, ballistic plates for bulletproof vests - \$18,200

Emergency Transfer Station scale repair - \$24,182

Demolish house due to house fire - \$15, 100

The year ended with a balance of \$40,184.

With the start of this Budget Year on July 1, 2016, we again had \$125,000 in the Fund. To date,, we have received and approved two requests totaling \$24,500 for:

Inverter for Brooks Free Library electrical system - \$10,500

Ambulance patient care reporting system - \$14,000.

At this time, the Reserve Fund Balance is \$100,500.

The Finance Committee, the Town Administrator, and the Town Accountant continue to communicate well with each other on potential Transfer requests in advance of their submission for Finance Committee decisions.

Recommendations on Town Meeting Warrant Articles - As has been the practice for the past several decades, the Finance Committee thoughtfully and objectively, considered the Warrant Articles, meeting with the Board of Selectmen, Town Administrator, Town Accountant, Town Counsel, Town Moderator, and Article submitters to better understand the intent, targeted need, and predicted costs, if any, of those Articles. The several meetings held with the Board of Selectmen, including the session on the "one-liners" have been useful and we encourage their continued use.

Thank you.

Respectfully submitted,

Jack E. Brown, Chair

**LEGAL NOTICE
TOWN OF HARWICH
NOTICE OF PUBLIC HEARING
November 14, 2016**

The Harwich Board of Selectmen will hold a Public Hearing on **Monday, November 14, 2016**, no earlier than 6:30 P.M. during their regularly scheduled public meeting. The hearing will be held in the Donn B. Griffin Room located at Town Hall, 732 Main Street, Harwich for the purpose of deciding whether all property shall be taxed at the same rates for Fiscal Year 2017 as set forth in Chapter 40, Section 56 of the Massachusetts General Laws.

All members of the public having an interest in this topic are cordially invited to attend the public hearing and provide information and testimony relevant to this matter.

Michael D. MacAskill, Chairman
Peter S. Hughes
Julie E. Kavanaugh
Angelo S. La Mantia
Jannell M. Brown

Harwich Board of Selectmen

Cape Cod Chronicle
October 27, 2016

**LEGAL NOTICE
TOWN OF HARWICH
NOTICE OF PUBLIC HEARING
NOVEMBER 14, 2016**

The Harwich Board of Selectman will hold a Public Hearing on **Monday, November 14, 2016**, no earlier than 6:30 P.M. during their regularly scheduled meeting. The Hearing will be in the Donn B. Griffin Room located at the Town Hall, 732 Main Street, Harwich for the purpose of deciding whether all property shall be taxed at the same rate for Fiscal Year 2017 as set forth in Chapter 40, Section 56 of the Massachusetts General Laws.

All members of the public having an interest in this topic are cordially invited to attend the public hearing and provide information and testimony relevant to this matter.

Michael D. MacAskill, Chair
Peter S. Hughes, Vice Chair
Julie E. Kavanagh, Clerk
Angelo S. LaMantia

The Cape Cod Chronicle
Oct. 27, 2016

Continued on **Page 50**

MOTION

I move that we

1. Select a factor of “1” (taxing all property at the same rate)
2. That we do not grant an open space exemption.
3. That we do not grant a residential exemption.
4. That we do not grant a small commercial exemption.
5. That we vote to authorize Donna Molino to sign the LA-5 on DOR Gateway on behalf of the Selectmen.

**HARWICH BOARD OF SELECTMEN
NOTICE OF PUBLIC HEARING**

**ADOPTING NOISE BY-LAW STANDARD FOR ENTERTAINMENT LICENSES
ADOPTING UNIFORM HOURS OF ENTERTAINMENT
November 14, 2016**

The Harwich Board of Selectmen will hold a Public Hearing on Monday, November 14, 2016, no earlier than 6:30 PM during their regularly scheduled meeting. This hearing will be held in the Donn B. Griffin Room located at Town Hall, 732 Main Street, Harwich for the purpose of discussing adopting the Noise By-Law standard for entertainment licenses and adopting uniform hours of entertainment along the Route 28 corridor in Harwich Port. All members of the public having an interest in this topic are cordially invited to attend the public hearing and provide information and testimony relevant to these proposals.

Harwich Board of Selectmen

Cape Cod Chronicle
October 27, 2016

**HARWICH BOARD OF SELECTMEN
NOTICE OF PUBLIC HEARING**

**ADOPTING NOISE BY-LAW STANDARD FOR ENTERTAINMENT
LICENSES
ADOPTING UNIFORM HOURS OF ENTERTAINMENT
NOVEMBER 14, 2016**

The Harwich Board of Selectmen will hold a Public Hearing on Monday, November 14, 2016, no earlier than 6:30 PM during their regularly scheduled meeting. This hearing will be held in the Donn B. Griffin Room located at Town Hall, 732 Main Street, Harwich for the purpose of discussing adopting the Noise By-Law standard for entertainment licenses and adopting uniform hours of entertainment along the Route 28 corridor in Harwich Port. All members of the public having an interest in this topic are cordially invited to attend the public hearing and provide information and testimony relevant to these proposals.

Harwich Board of Selectmen

The Cape Cod Chronicle
Oct. 27, 2016

OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, Town Administrator

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



MEMO

To: Board of Selectmen

From: Christopher Clark 
Town Administrator

Date: October 11, 2016

Subject: Conditions for Entertainment Licenses

The Town of Harwich Noise By-Law states that "It shall be unlawful for any person or persons to cause or allow any noise which emanates from any building, boat, structure, vehicle, premises, or any sound amplification system, which is plainly audible at a distance of 150 feet from any such building, boat, structure, vehicle, premises or sound amplification system."

Currently all Entertainment Licenses issued by the Board indicate that noise levels are not to exceed the licensed premises. I recommend that the Board vote to remove this language from the licenses therefore changing the standard that music within a dwelling should be contained within the building. Any music, inside or outside, should adopt the standard used in the Noise By-Law.

In addition, in the interest of maintaining a harmonious balance in this commercial/residential district, I recommend that the Board vote to adopt uniform hours for Entertainment Licenses for license holders along the Route 28 corridor in Harwich Port as follows:

Mondays and Tuesdays	No Entertainment
Wednesday, Thursdays & Sundays	Entertainment ending at 10:00 p.m.
Fridays and Saturdays	Entertainment ending at 11:00 p.m.

Attached is a list of current Entertainment License holders in the area for your review.

**Harwich Port Entertainment Licenses
Restaurants on Route 28, Harwich Port
as of September 2016**

Establishment	Weekday Entertainment	Sunday Entertainment
Brax Landing	No	No
Ember	5:00 pm to 12:00 am inside 5:00 pm to 10:00 pm outside	No
Hot Stove	No	No
Jake Rooneys	8:00 pm to 12:00 am	1:00 pm to 12:00 am
Land Ho	11:30 am to 10:00 pm	6:00 pm to 10:00 pm
Mad Minnow	12:00 pm to 10:00 pm	No
Perks	6:00 pm to 10:00 pm	No
Salt Block Food Truck	10:30 am to 12:00 am	No
Sundae School *	11:00 am to 10:30 pm	1:00 pm to 10:30 pm

*Licensed for Antique Nickelodeon only.

Ann Steidel

From: Ann Steidel
Sent: Monday, October 24, 2016 3:00 PM
To: Brax; Ember; Hot Stove; Jake Rooney's; Land Ho; 'mike@madminnow.com'; 'Perks Coffee Shop'; 'capeseagrille@aol.com'; 'capeseagrille@yahoo.com'; 'sundae@sundaeschool.com'
Subject: Town of Harwich - Notice of Public Hearing on Entertainment
Attachments: Town of Harwich - Notice of Public Hearing regarding Entertainment.pdf

Attached please find a Notice of Public Hearing to be held on November 14, 2016 at 6:30 pm regarding entertainment licenses. Also included is a letter recommending uniform hours of entertainment from the Town Administrator for establishments along the Route 28 corridor in Harwich Port.

*Ann Steidel
Administrative Secretary
Board of Selectmen/Town Administrator's Office
Town of Harwich
732 Main Street
Harwich, MA 02645
Phone 508-430-7513 x2
Fax 508-432-5039*

Ann Steidel

From: Laurel Beloin <laurelbeloin@icloud.com>
Sent: Thursday, October 27, 2016 1:01 PM
To: Ann Steidel
Cc: gsawin3437@aol.com
Subject: Re: Perks Warning Letter and Public Hearing

We appreciate you taking the time to send us the information. My biggest concern is the sound level of live or piped in music allowed before, during the "entertainment license" time, and after. We don't like to close our windows or have put on the air conditioners in the bedrooms to block the noise on a beautiful warm night. We can hear Ember music at night when the wind is blowing in our direction and they are 1/4 mi away so you can only imagine how loud the music is coming from Perks.

Unfortunately, we will not be in attendance but look forward to watching this meeting the following day.

Regards,

Michael and Laurel Beloin

Sent from my iPhone

On Oct 27, 2016, at 10:24 AM, Ann Steidel <asteidel@town.harwich.ma.us> wrote:

Attached is the warning letter that Perks received resulting from the hearing held in September. Also, attached is a notice of public hearing regarding adopting uniform hours of entertainment and adopting the noise by law standard for entertainment licenses. Hearing to be held November 14th.

*Ann Steidel
Administrative Secretary
Board of Selectmen/Town Administrator's Office
Town of Harwich
732 Main Street
Harwich, MA 02645
Phone 508-430-7513 x2
Fax 508-432-5039*

<Perks Warning Letter.pdf>

<Public Hearing - Adopting Noise By-Law Standard for Entertainment Licenses.pdf>

BUDGET/WARRANT TIME LINE 2016-2017

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

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

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

Elaine Banta

From: Geoff Larsen [glarsen@town.harwich.ma.us]
Sent: Tuesday, January 08, 2013 11:51 AM
To: 'James Merriam'
Cc: 'David Spitz'; 'Marie Carlson'; Jo-Ann Ferris
Subject: Decommissioning of the AAC building Commissioner's recommendation 1.8.13
Attachments: Architectural Advisory - decommission - 2013 Article.doc; Committee Status 130108.pdf

Jim,
Please review the attached. In an effort to focus dept resources in the most efficient way I would support this definitive decommissioning of the AAC.
Geoff

Geoffrey S. Larsen, CFM
Building Commissioner
Town of Harwich



Town of Harwich

PLANNING DEPARTMENT

TO: Geoff Larsen, Building Commissioner
FROM: David Spitz, Town Planner
RE: Status of Architectural Advisory Committee
DATE: January 2, 2013

I have reviewed a draft article proposing that the Architectural Advisory Committee(AAC) be decommissioned. I now support that article and believe that it is appropriate to be jointly sponsored by the Building Commissioner and Town Planner as suggested.

In my review, I note the following:

- 1) The AAC was created at Special Town Meeting in October 1984. At the time, the Planning Board did not have authority to review Site Plans. Since the creation of Site Plan Review in 1986, the Planning Board conducts all such reviews. The Planning Department reviews incoming applications for completeness and coordinates review with other departments and boards as appropriate. The AAC is no longer an active participant in Site Plan review.
- 2) In 2008, the Board of Selectmen drafted a recommendation that the AAC's remaining powers be transferred to the Planning Board and that AAC members be encouraged to apply for vacant positions on the Planning Board. The Board of Selectmen did not follow through on that recommendation.
- 3) At Town Meeting in May 2009 the sign provisions of the Zoning By-law were amended. The role of the AAC in reviewing signs was eliminated, and all standard sign applications are now reviewed by the Building Department with input from the Planning Department. The Planning Board is authorized to review applications for master sign permits. The Zoning By-law no longer specifies a role for the AAC in the review of sign applications.
- 4) A review of AAC activity in 2012 indicates a listing of agendas for 7 meetings but minutes for only 2 meetings. The findings of the AAC have had limited impact on departmental review of sign applications.

Elaine Banta

From: Geoff Larsen [glarsen@town.harwich.ma.us]
Sent: Wednesday, December 19, 2012 3:20 PM
To: 'David Spitz'
Cc: 'Marie Carlson'; 'Elaine Banta'
Subject: De-Commissioning the AAC

Categories: Red Category

Good afternoon David,

I have reviewed a possible draft of an article to decommission the AAC forwarded by Planning. For the sake of administering a process in a consistent and professional way a review of those participants that may not meet open meeting requirements should be addressed. Prior to any action I would review the AAC history of achieving a quorum, the keeping of minutes and the general conformance with zoning, policies and MGL. Marie and Elaine would be the likely corporate memory for this information and past discussions with the AAC.

Geoff

Geoffrey S. Larsen, CFM
Building Commissioner
Town of Harwich

Elaine Banta

From: Elaine Banta [ebanta@town.harwich.ma.us]
Sent: Wednesday, December 12, 2012 10:55 AM
To: 'Marie Carlson'; G Larsen; 'David Spitz'
Subject: Architectural Advisory - decommission - 2013 Article.doc
Attachments: Architectural Advisory - decommission - 2013 Article.doc

Hello All.

If this article is something that is still on the radar to move forward, I suggest we send it down to Sandy sooner rather than later so the Board can have their public meeting.

eb
Elaine Banta
Planning Department
P: 508.430.7514 x3351



Article ##. De-Commission the Architectural Advisory Committee

Article ##. To see if the Town will vote to authorize and instruct the Board of Selectmen to de-commission the Architectural Advisory Committee and to act fully thereon.

Explanation: The Architectural Advisory Committee (AAC) was created by Special Town Meeting Article #11, October 2, 1984. Permits for all items reviewed by the AAC are now reviewed and approved by other town authorities. The recommendations of the AAC are advisory only and are not binding on either the permit granting authority or the applicant.

Eliminating redundant reviews will improve the level of customer satisfaction for all applicants. It will reduce staff time allocated to maintaining regulatory requirements including open meeting laws. Current AAC members are encouraged to continue their valuable service to the Town by seeking appointments on other Town committees including the Planning Board.

By the Building Commissioner and the Town Planner

Elaine Banta

From: mccaferym@comcast.net
Sent: Tuesday, February 15, 2011 1:33 PM
To: Elaine Banta
Subject: Re: Architectural Review Committee

Elaine,

Disbanding the ARC who has, if I recall correctly, only advisory purvue, may be productive if it simplifies applications. Barring additional input, I see no obstacle.

The Planning Board would welcome new members. We are down two alternates.

The problem I see is that the phrase "offering them a seat" implies some kind of ongoing representation by the ARC on the PB. Doesn't seem workable if there is no ARC!

If the intention is to have current ARC member(s) switch to the PB, I support the process that begins with the selectperson's subcommittee that interviews volunteers for boards and committees. They select PB members through recommendation for full BoS vote.

Does this provide what you need?

Matt

Sent on the Sprint® Now Network from my BlackBerry®

From: "Elaine Banta" <ebanta@town.harwich.ma.us>
Date: Tue, 15 Feb 2011 13:11:18 -0500
To: MMcCaffery <mccaferym@comcast.net>
Subject: Architectural Review Committee

Matt,

In efforts to streamline the permitting process and eliminate duplicity, a goal of the Town and State, much thought has gone into writing an article to disband the committee and offer them 'seat' on the Planning Board. This first was attempted but not followed through in March 2008.

How do you feel about making an attempt again? If so, we could possible get the article on Spam in May. Let me know.

Elaine Banta
Harwich Planning

732 Main Street
Harwich, MA 02645
P: 508.430.7511
F: 508.430.4703

Elaine Banta

From: Matthew F McCaffery [mccafferym@comcast.net]
Sent: Tuesday, September 29, 2009 6:53 AM
To: Spitz, David
Cc: Elaine Banta
Subject: Sign code posse

Bingo! The Architectural Review Committee ladies would love to be sign code wardens. Can we arrange to sit with Geoff L and whoever else so we can flesh out how to do it under Geoff's authority using citizens? We can work this through the Chair. I forget her name.

I'll contact the Chief about gun permits.

Matthew F McCaffery

NOV 2009

SECTION 2. The licensing authority shall grant one license to a business entity located in the Harwich Port area, one license will be granted to a business entity located in Harwich Center, and one license will be granted to a business entity located in the East Harwich area as more particularly shown on plans which are on file with the Board of Selectmen, and to act fully thereon.

SECTION 3. This act shall take effect upon its passage.

and to act fully thereon. By request of the Board of Selectmen.

THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO EXPAND THE LICENSE QUOTA TO THREE. THIS WILL INCREASE THE ABILITY FOR ECONOMIC DEVELOPMENT VOTE: YES-6, NO-0.

MOTION: (Linda Cebula, Chairman-Finance Committee) I move that this article be accepted and adopted. Duly seconded

ACTION: The motion carried.

REDUCE THE NUMBER OF MEMBERS APPOINTED TO THE ARCHITECTURAL ADVISORY COMMITTEE

ARTICLE 10: To see if the Town will vote to reduce the number of members of the Architectural Advisory Committee from seven (7) members, as approved by voters at the October 2, 1984 Special Town Meeting, to five (5) members, and to act fully thereon. By request of the Board of Selectmen.

THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO REDUCE THE NUMBER OF MEMBERS FROM 7 TO 5. VOTE: YES-6, NO-0.

MOTION: (Linda Cebula, Chairman-Finance Committee) I move that this article be accepted and adopted. Duly seconded

ACTION: The motion carried unanimously.

ACCEPT PROVISIONS OF M.G.L. CHAPTER 59, SECTION 5, CLAUSE 54 – PERSONAL PROPERTY EXEMPTION

ARTICLE 11: To see if the Town will vote to accept Chapter 59, Section 5, Clause 54 of the Massachusetts General Laws. A Personal Property Exemption in the amount of \$1,000 or less of valuation to become effective FY 2011, and to act fully thereon. By request of the Board of Assessors.

THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED. THERE IS AN UNREASONABLE EFFORT AND EXPENSE REQUIRED TO COLLECT MINIMAL TAX REVENUES. VOTE: YES-7, NO-0.

May 2009

THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED AND THE SUM OF \$58,999 BE FUNDED FROM THE TRANSFER-SURPLUS REVENUES FROM PRINTED ARTICLE TO PAY FOR SAID CRUISERS. VOTE: YES-5, NO-0.

MOTION: (Dana DeCosta, Chairman-Finance Committee) I move that this article be accepted and adopted, except for the deletion of the following three article transfers:

- Playground equipment Brooks Park \$1207
- Reconstruct Tennis Courts \$ 840
- Bocce Court Brooks Park \$ 66

For an article total of \$56,886.

Duly seconded

ACTION: It was so voted.

At 10:30pm a motion was made and seconded to adjourn the Special Town Meeting and resume the Annual Town Meeting, the Meeting began with:

AMEND SECTION VII – SIGN REGULATIONS

ARTICLE 35 To see if the Town will vote to amend the Harwich Zoning By-law be deleting Section VII (Sign Regulations) and substituting a new Section VII (Sign Regulations) as set forth below, and to act fully thereon.

Explanation: The revised sign code has been adapted to improve the permitting process for private business owners and groups and to clarify the difference between municipal and non-municipal signage for enforcement purposes. New opportunity has been created for the legal placement of non-commercial, non-Town owned signs on approved Town owned sites. It is the intention of the Section VII (Sign Regulations) to provide support to the local economy while managing the impacts of sign placement on our community's character. This revision also seeks to reduce the cost of administrative overhead and eliminate duplicate tasks by redirecting the review of sign permits from multiple boards to professional staff and Historic District approval as necessary. Further, this by-law incorporates the policy accepted by the Board of Selectmen on December 8, 2008.

**SECTION VII
SIGN REGULATIONS**

1.00 PURPOSE AND SCOPE:

The purpose of this section is to regulate signs which facilitate communication, promote the safety of motorists and pedestrians by preventing distractions and obstructions of public ways and walks that may be caused by signage, prevent visual clutter, and encourage economic development by allowing the siting of signage that identifies businesses and other land uses in ways that complement and enhance our community's character.

This sign regulation provides a permitting system to govern the placement of advertising and other informational signs both outdoors and within two (2) feet of any window within the Town of Harwich.

1.01 RELATIONSHIP TO OTHER BY-LAWS:

Nothing in this bylaw shall be construed as exempting an applicant from any other applicable town, county, state, or federal bylaws.

To the extent that the requirements of this bylaw differ from, or are not in accordance with any other applicable requirements, the more restrictive requirements shall apply. All signs erected within the Historic District shall conform to all Historic District requirements.

1.02 DEFINITIONS:

BUILDING OFFICIAL: The Harwich Building Commissioner or Building Inspector.

BUSINESS OPERATIONS SIGNS: Any on-premise sign used in the day-to-day operations of a business such as:

Business Hour Signs: "Open/closed" and related hours-of-operation signs which do not exceed one (1) square foot.

Directional Signs: Any on-premise sign that directs the movement or placement of pedestrian or vehicular traffic without reference to or inclusion of, the name of a product sold or services performed.

"OPEN" Flag: One "open" flag per business establishment shall be allowed and shall not exceed twenty-four (24) square feet in size.

CAUTIONARY SIGNS: Signs warning of prohibited activities such as trespassing, hunting, fishing, or swimming. For regulations, see 1.06 A.

CLUSTER SIGN: Any sign which provides space for identifying multiple tenants or uses within a project or premise having more than one (1) tenant or use such as a business, commercial or industrial development.

ELECTION/TOWN MEETING SIGN: Any sign erected by the Town of Harwich to alert the public to an election or a Town Meeting.

HOME OCCUPATION SIGNS: Signs identifying any home occupation as defined by the Harwich Zoning Bylaw. For regulations, see 1.06 B.

GROUND SIGN: A sign supported by poles, uprights or braces extending from the ground but not attached to any part of a building.

MUNICIPAL PROPERTY: Any land owned and/or controlled by the Town of Harwich including public rights-of-way.

MUNICIPAL SIGNS: Permanent signs posted for more than 60 consecutive days by a Town entity and placed on Town property or within the Municipal property right-of-way required or authorized for a public purpose by law or statute. For regulations, see 1.07.

MUNICIPAL SIGNS, TEMPORARY: Signs posted for 60 or fewer days by a Town entity and placed on municipal property for the purpose of promoting a town-sponsored event or alerting the public to a public safety matter or event. For regulations, see 1.07.

ON-PREMISE SIGN: Signs placed on the same property where a business is located. The sum of all signage on a property shall not exceed that allowed in Sections 1.03,1.04,1.05,1.06 unless otherwise exempted.

OFF-PREMISE SIGN: Signs placed on property separate from where a business is located. For regulations, see 1.06 D & H

POLITICAL SIGNS: Any sign advertising candidates for public office, ballot initiatives or any matter subject to public vote. Political signs include, but are not limited to the

following: campaign sign for a person seeking elective office; signs regarding ballot questions; signs espousing any political issue. For regulations, see 1.06 D.

QUARTERBOARD, RESIDENTIAL: A decoratively carved and painted wood sign fashioned after those traditionally used on sailing vessels. For regulations, see 1.06 E.

REAL ESTATE SIGNS: A temporary wall or ground sign advertising the sale, rental, or lease of a designated structure or land area for a permitted use on which the signs are located. For regulations, see 1.06 G.

SIGN: Sign shall mean and include every advertising message, announcement, declaration, demonstration, illustration, insignia, surface or space erected or maintained in view of the observer thereof primarily for identification, advertisement, or promotion of the interest of any person, entity, product, or service. The definition of a sign shall also include the sign structure, supports, lighting system, and any attachments, flags, ornaments or other features used to draw the attention of observers. Indoor or outdoor displays of merchandise for sale at retail on the premises shall not be considered a sign for the purposes of this by-law.

SIGN PERMIT: A permit issued by the Building Department for the erection, construction, enlargement, alteration, repair, or improvement of any sign requiring a permit.

SUBDIVISION SIGNS: A sign placed at the street entrance to a subdivision. For regulations, see 1.06 H.

TEMPORARY SIGNS: Signs of more than two (2) square feet in area advertising a special event. For regulations, see 1.06 H

TEMPORARY SIGNS – SPECIAL EVENT FLYERS: Flyers for special events measuring not more than two (2) square feet in total area for display in non-residential uses. For regulations, see 1.06 I.

UMBRELLA SIGNS: Signage as part of an umbrella that advertises the name of a particular establishment or a product for sale on the premises. For regulations, see 1.06 J.

VENDING MACHINES: The portion of any internally illuminated vending machine which advertises a product. For regulations, see 1.06 K.

WALL SIGN: A sign attached to, painted on, or erected against a wall or roof of a building or structure whose display surface is either parallel or perpendicular to the face of the building. For regulations, see 1.06 L.

WATER DEPARTMENT SIGN: A municipal sign that includes any sign erected by the Town of Harwich Water Department to alert the public to any drinking water related event, including but not limited to flushing of pipes and water use restrictions.

WINDOW SIGNS: Signage displayed within two (2) feet of windows primarily for view from outside the business entity.

1.03 GENERAL REQUIREMENTS

- A. Before any sign is erected, constructed, structurally altered or moved, it shall conform to all applicable requirements contained in this bylaw, including Historic District requirements when applicable, and shall be approved and shall have received a permit from a Building Official unless the sign is expressly exempted herein from the provisions of this bylaw.
- B. Before any sign receives a permit from a Building Official the application shall be reviewed by Planning Department Staff.

- C. A pre-application conference with the Building Department is encouraged in order for the applicant to become acquainted with application procedures, design standards, and related Town ordinances.
- D. Sign placement shall not create a hazard or interfere with snow removal, or vision or movement of motorists, pedestrians and bicyclists.
- E. Signs shall be placed so as not to obscure other signs in the area.
- F. No signs shall be located in a public right-of-way nor shall they be located so as to block a public or private sidewalk, stairway, driveway or parking lot or impair sight distances for motorist or pedestrians.
- G. No sign shall be affixed to or posted in front of any guard rails located in a public right-of-way.
- H. Signs shall be externally lit or backlit only and shall be designed, installed and maintained so as to eliminate or minimize upward directed light and glare and so that lights illuminate only the sign, and not property which adjoins or is nearby.
- I. Non-municipal developments having more than one (1) tenant or use within a project or premise, shall provide a Master Sign Plan for the entire structure or project for review and approval by the Planning Department Staff prior to any sign permit approval by a Building Official.
- J. Luminous tube/neon/internally illuminated signs are permitted to be displayed in windows only. The total area of all luminous tube/neon/internally illuminated signs shall not exceed six (6) square feet. No animated signs are permitted.

1.04 SIGN AREA MEASUREMENT:

- A. Unless otherwise specified in the Definition, all signs shall meet the area measurement requirements of this section.
- B. The area of a sign face shall be computed by measurement of the smallest square, circle, rectangle, triangle, or combination thereof that will encompass the extreme limits of the writing, representation, emblem, or other display. This shall include any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed. The area calculation shall not include structural supporting framework, bracing or wall. If any advertising is present on the supports of a sign, the area of the supports will count towards the total allowable signage. Where there are two faces back to back, the total area of the largest face shall determine the area of the sign.
- C. No ground sign may exceed twelve (12) feet in height unless otherwise specified.
- D. For single tenant, non-municipal businesses accessed directly from a street, right-of-way or parking area, the maximum permitted area of all signs shall be forty-eight (48) square feet per public entrance façade. Signs counting towards the forty-eight (48) square feet include any sign on a property at any time, including but not limited to signs put out and taken in on a daily basis, and signs in windows for sales or other promotions.
- E. Temporary signs may not exceed twenty (20) square feet in area and may not be more than three (3) feet in height.
- F. Non-municipal developments having more than one (1) tenant or use within a project or premise, may construct:



Town of Har

Document
was never
executed
by BOS

March 11, 2008

Architectural Advisory Committee
Town of Harwich
732 Main Street
Harwich, MA 02645

Re: Consolidation of Review Processes

Dear Committee Members:

For several months, the Planning Board has maintained three vacant positions. It has come to our attention that your committee shares a similar struggle in maintaining a quorum. As you are certainly aware, Massachusetts General Law requires that a simple majority be established of any public board or committee in order to officially open and conduct business. Without a quorum of either group, the control over development in Harwich is at risk. Therefore, in order to continue adequate review of development applications, the Board of Selectmen would like to propose a transfer of your committee's powers to the Planning Board and Planning Department.

A transfer of powers is in the best interest of the Town for several reasons. It not only strengthens the enforcement of architecturally appropriate development, but also it improves the level of service to applicants by streamlining the review process. This is further in alignment with the goals of both the State and Town to streamline permitting processes.

When the Architectural Advisory Committee was created in 1984, the Town had not yet adopted Site Plan Review. The Committee served a valuable role in directing development to maintain or compliment the Town's historic village character.

In 1986, Site Plan review was adopted which provided the Planning Board with the ability to consider the architectural features of developments when approving permits. This was in addition to the review and advice of your committee. As you can see, both groups are now conducting similar reviews.

Therefore, we respectfully request your support of this proposal to transfer the powers of the Architectural Advisory Committee to the Planning Board in an effort to strengthen our Town's review of development in the community and improve the level of service to our applicants. Current AAC members are encouraged to apply for the vacant positions on the Planning Board. We believe this will give your members a stronger voice in the community and be a better exercise of their expertise.

Planning Board members are required to attend meetings year-round on the 2nd and 4th Tuesdays of every month. In addition to reviewing development applications, members have the ability to set policy for development in the form of zoning by-laws, rules and regulations and design guidelines. Current AAC members interested in transferring to the Planning Board can make their wish known by contacting the Selectmen's office.

(p. 2 – AAC/PB)

Thank you for your consideration. I look forward to your response. If you should have any questions or comments, please do not hesitate to contact me.

Sincerely,

Robin Wilkins, Chair
Board of Selectmen and
Liaison to the Architectural Advisory Committee

eh/RW

Donna Vettori

From: Elizabeth Hude [ehude@town.harwich.ma.us]
Sent: Wednesday, October 17, 2007 11:05 AM
To: Donna Vettori
Subject: Arch Advis - Sign Code

Hi Donna,

I'm going to work on the amendment to remove Arch Adv requirement from the sign-code. Can you give me an outline of your work relative to this requirement – tasks and time spent each week. I'm looking for objective numbers to measure the savings to the town by streamlining the sign review through the existing planning department review.

Thanks,
Elizabeth

Elizabeth A. Hude
Assistant Town Planner
ehude@town.harwich.ma.us

508-430-7511 phone
508-430-4703 fax

Town of Harwich
732 Main Street
Harwich Center, MA 02645
www.town.harwich.ma.us

Architectural Advisory Committee

1. Responsible for review of;

Commercial site plans

Commercial Building Plans

Commercial Signs

Multi-Family Site Plans(containing more than two units) -

Multi-Family Building Plans(containing more than two units)

2. Prior to submitting an application for a building permit or sign permit the applicant must first submit to the Architectural Advosry Committee in the following manner;

Signs: all information in exact form as it is to be submitted to the Building Inspector shall be submitted first to the A.A.C. 14 Days prior to any application for a Building permit.

Commercial and Multi-Family; all information in exact form as it is to be submitted to the Building Inspector shall be submitted first to the A.A.C. 30 days prior to any application for a permit.

Note;In cases requiring a special permit or variance: all information in exact form as it is to be submitted to the permit granting authority shall be submitted to the A.A.C. at the same time the application to the permit granting authority is filed.

3. Period of Time A.A.C. has to act:as follows:

Signs: Within 14 days (fourteen days) in writing.

Commercial and Multi- Family: Within 30 days inwriting.

Specials and Variances: Within 7 days of the permit granting Authority's Public Hearing.

Public Hearing: Each application shall be acted upon in an open meeting and a public notice shall be posted and published in the paper stating the time and place of the meeting, the parties involved and a general description of the proposal and its location. Notice must be published 7 days prior to the hearing.

Primary Concerns; Exterior. (not interior arrangements or building features not subject to public view.)

Consider the general design, architectural features, type of siding and roofing, the placement of buildings, landscaping, screening of parking lots and loading areas so as to have minimum visual impact on the surrounding neighborhood.

Arch. Adv

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.

Submissions:

① Commercial
SIGNS

14 days

② Comm Bldg
Multi family

30 days

③ #2 w/ special
permit or variance

7 days

Article 11. Establish an Architectural Advisory Committee

Article 11. 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 (1) year. Thereafter, each member shall be appointed for a three (3) year term. Members can be reappointed 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 Building Permit or Sign Permit. In those instances, when a special permit or variance from 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 and to act fully thereon. By request of the Board of Selectmen.

The Finance Committee recommends that this article be accepted and adopted. A step toward improving appearance of the town.

Motion: (Mr. Ruggles) I move this article be accepted and adopted with the following changes: Strike the words "building permit or" where they appear after the words "at least fourteen days prior to the application for a" and add the words "and at least thirty days prior to the application for a building permit" after the words "sign permit" where said words appear in said article after the words "application for a building permit or sign permit". So that as amended sign plans would be submitted fourteen days and building plans thirty days before application to the Building Inspector for a permit.

Add the following sentence after the words, "the permit granting authority or the applicant" at the end of said article, "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 days at least before same by posting and publication thereof in a newspaper of general circulation in the town." (Duly seconded)

Action: It is a vote.

TOWN OF HARWICH • PLANNING DEPARTMENT

732 Main Street • Harwich, MA 02645 • (508) 430-7511



RECEIVED

MAR 14 1996

TOWN OF HARWICH
COMMUNITY DEVELOPMENT

MEMORANDUM

TO: Board of Selectmen
Town Administrator
Planning Board
Board of Appeals
Board of Health/Health Department
Conservation Commission
Building Department
✓ Architectural Advisory Committee
Fire Department
Board of Water Commissioners/Water Department
Historical Commission
Harwich Historic District Commission

FROM: Michael J. Pessolano, Town Planner

DATE: March 12, 1996

RE: Permit Streamlining

BACKGROUND

In recent months, some attention has been focused on the handling of special use permits in Harwich, stemming from a proposal by the Planning Board to amend the Zoning By-Law so as to re-distribute special permit granting authority between the Board of Appeals and the Planning Board. The primary purpose of the Planning Board's proposal was to provide for a more efficient permitting system in which an applicant did not have to go to two different boards when one board could hear both applications at the same time (site Plan and use special permit). In defense of the Planning Board's proposal at the February 27 Board of Selectmen's meeting, it was mentioned that this measure was one piece of a larger project that needed to be accomplished - permit streamlining townwide. On this point, the Board of Selectmen opted to consider all potential permitting improvements at one time before considering action on the special permit issue.

PURPOSE

This memo is intended to notify all permitting agencies and the Town's leadership of the kick-off of a comprehensive program to examine the function and results of the various permitting processes in town. A key benefit to such a program will be improved permitting to benefit both applicants and town agencies alike as well as the Town as a whole. From the applicant perspective, more efficient permitting procedures/requirements will mean less time and confusion and hopefully less expense in obtaining the needed permits to construct a building or establish a use of property.

Town agencies will likely benefit by discovering more efficient ways to carry out their regulatory responsibilities, utilizing existing human and financial resources.

The Town as a whole will benefit from a reputation earned for efficient and fair processing of development applications. Of particular importance, it will send a message to potential business investors that Harwich provides a positive regulatory climate for business activity. Success in this area is critical to the success of any economic development initiatives (i.e. improved tax base and employment opportunities). A positive regulatory posture by the Town toward homeowners and contractors will facilitate and encourage real estate improvements which can also enhance the tax base, especially upgrades of existing improved property.

On the other hand, a negative image in regulatory matters works against community well-being as it generates and validates antagonistic feelings among the regulated property owners, minimizes confidence in and respect for town agencies and officials, and deflates overall community pride and spirit.

PROPOSAL

Over the years and decades, regulation at all levels in our society has grown to mammoth proportions for various reasons. While there may be little we can do to affect regulatory matters outside our borders, we can make improvements where needed within our own regulatory framework. Since most regulations are a response to perceived or real problems which seem to constantly demand attention, there has been little energy available for looking back to see what accepted practices and requirements are out-of-date, redundant, or overkill.

This memo proposes a program of regulatory self-evaluation and improvement through a consensus approach. It consists of the following major steps:

1. Identification and adoption of desirable features of by-laws and regulations.
2. Cross-review and critique of existing regulations using adopted desirable features as a guide.
3. Opinion surveys of recent applicants for all types of local permits and the town officials and members of agencies charged with permit issuance.
4. Analysis, sharing, and discussion of all findings.
5. Examination of relevant examples from other communities.
6. Development of recommendations for improvement.
7. Adoption of appropriate improvements.

The above project would be coordinated by the Planning Department, using direct mailings to all participants and periodic group meetings as the means for communication.

This will be scheduled as an agenda item for the April 2, 1996 Board of Selectmen's meeting. Your individual or collective thoughts on this proposal are invited. Please respond by or at this meeting.

TO: Sandy Robinson
FR: Bob Cafarelli, P.E.
DA: 11/9/16
RE: Cranberry Valley Golf Course Improvements Recommendation

The bids were open for the Cranberry Valley Golf Course Improvements on October 27. The low bid was from Bowditch Excavating who was the same low bidder for the improvements in 2015.

Shawn Fernandez is in agreement with me that the bid should be awarded to the low bidder, Bowditch Excavation, for the bid sum of \$47,850. Shawn is familiar with the low bidder, and was very pleased with the work they performed last year.

Town of Harwich
Bid Results
Thursday, October 27, 2016
Cranberry Valley Golf Improvements

At 2:10 P.M., October 27, 2016, in the presence of Paul Sweetser, Bob Cafarelli received and opened sealed bids for the Improvements to the Cranberry Valley Golf Course.

Two bids were submitted

Company Name	Bid Price
Bowditch Excavating	\$47,850
Weed & Feed, Inc.	\$49,946

Bids were taken under advisement for the Golf Department to make a recommendation for award of contract.

The bid opening was adjourned at 2:15 pm

Notes by: Bob Cafarelli, Town Engineer

**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).....	3
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; 3 alternate).....	3
Council on Aging.....	2
Cultural Council.....	1
Disability Rights Committee.....	5
Forest Committee.....	1
Historic District/Historical Commission (1 full, 2 alternate).....	3
Real Estate and Open Space	1
Traffic Safety Committee	2
Trails Committee	1
Treasure Chest Committee (1 Full – 1 Alternate).....	2
Utility and Energy Conservation	1
Waterways Committee (Alternate)	1
Youth Services Committee	1

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