

SELECTMEN'S MEETING AGENDA*

*Griffin Room, Town Hall
Executive Session 5:30 P.M.
Regular Meeting 6:30 P.M.
Monday, March 14, 2016*

I. **CALL TO ORDER**

- I. **EXECUTIVE SESSION** – Pursuant to M.G.L. c. 30A, §21(2), to conduct strategy session in preparation for negotiations with non-union personnel – Town Administrator's Contract; and Pursuant to M.G.L. Ch. 30A, §21(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 and the Chair so declares – Sutphin Property

II. **PLEDGE OF ALLEGIANCE**

III. **WEEKLY BRIEFING**

IV. **PUBLIC COMMENT/ANNOUNCEMENTS**

- A. All votes taken tonight will be by roll call due to remote participation

V. **CONSENT AGENDA**

- A. Approve Minutes:
1. February 22, 2016 Regular Meeting
2. February 29, 2016 Regular Meeting
- B. Confirm appointment of Ronald Ruggiero as a full-time Regular Police Officer as recommended by Police Chief
- C. Approve request for assistance from the Caleb Chase Fund
- D. Approve amendment to Lease Agreement with Hot Stove Inc. at Cranberry Valley and amended ABCC Form 43 to include service on 18-hole Golf Course
- E. Approve recommendation of the Building Commissioner to waive Chase Library sign application fee
- F. Approve Chapter 90 Project request for the reconstruction of Gilbert Lane
- G. Approve 2016 Long Pond Bass Tournaments

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

- A. Presentation by CVEC on new budget – *Liz Argo*

VII. **OLD BUSINESS**

- A. Non-Binding Ballot Question regarding the Harwich Middle School – *discussion and possible vote*

VIII. NEW BUSINESS

- A. Establish Fire Station 2 Rehabilitation and Renovation Committee as recommended by Fire Chief
- B. Review of Annual Town Meeting Warrant Articles – *discussion and possible vote to support*
- C. Town Administrator Contract – *discussion and possible vote*

IX. TOWN ADMINISTRATOR'S REPORT

- A. Southeast New England Program for Coastal Wastewatershed Restoration Grant - status update
- B. Special Town Meeting Warrant opens on Tuesday, March 15 – Friday, March 18 (Noon deadline)
- C. Chatham/Harwich Intermunicipal Agreement
- D. One-liners update for Finance Committee votes on ATM articles

X. SELECTMEN'S REPORT

XI. ADJOURNMENT

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

Authorized Posting Officer:

Posted by: _____
Town Clerk

Sandra Robinson, Admin. Secretary

Date: _____
March 10, 2016

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

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

OTHERS PRESENT: Assistant Town Administrator Charleen Greenhalgh, Dana DeCosta, Larry Cole, Richard Waystack, David Spitz, Jim Atkinson, and others.

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

WEEKLY BRIEFING

Mr. Cole reported that CVEC will be moving its offices to 23 White's Path soon as the County has decided to charge them rent. He stated that as the adder was not approved, they may come back and ask for less money. He stated that there is now a \$56,000 deficit and the sentiment is to operate at a deficit for one year only.

CONSENT AGENDA

- A. Approve Minutes – February 1, 2016 Regular Session
- B. Approve request by Red's to close the business for renovations from February 28 to April 1, 2016
- C. Approve and vote to sign the FY 17 Contract Agreement between Barnstable County and the Town of Harwich for the Human Services Grant Program

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

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

- 1. Selectmen to submit ATM Articles to Finance Committee per General By-Laws, Chapter 1, § 271-1.B

Ms. Cebula moved that we submit the Annual Town Meeting articles as presented in tonight's package to the Finance Committee. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

- 2. Selectmen to submit final Budget to Finance Committee per the Charter 9-3-2

Ms. Cebula moved that we submit this draft budget to the Finance Committee. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

NEW BUSINESS

A. Review of Annual Town Meeting Warrant Articles – *discussion and possible vote*

1. Zoning Articles

Mr. Spitz summarized the zoning articles. He noted that public hearings will be held for all of these articles and Chairman Hughes asked that he provide feedback to the Board after the hearings. Ms. Cebula moved to include Article 48 – Building/Structure Height in Flood Zone and Article 49 – Various Zoning By-Law Amendments in the warrant. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

2. Community Preservation Committee Articles

Mr. MacCready summarized the CPC articles. Ms. Cebula moved that we include the CPC articles, numbering from 28 to 42, in the warrant excluding “Fund Administrative Costs for Tax Title Properties.” Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

3. By-Law and Charter Amendment Articles

Ms. Cebula moved inclusion in the warrant of Article 50 the proposed amendments, and Article 51 Amend the Home Rule Charter for Chapter 3, Section 6. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote. Ms. Cebula moved to include Article 52 – Charter Amendments Chapter 7, Section 14-2 Water Dependent Structure. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

4. Customary Articles

Ms. Cebula moved that we include in the warrant:

- Article 1 – Town Officers and Committees
- Article 2 – Reports of Town Officers and Committees
- Article 65 – Compensating Balance Agreement
- Article 66 – Liability Tidal-Non-Tidal Rivers
- Article 67 – Herring Fisheries

Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

TOWN ADMINISTRATOR’S REPORT

A. Cape Light Compact IGA letter

The Board discussed the response to their letter from Cape Light Compact dated February 1, 2016 regarding the process of amending the Compact’s Intergovernmental Agreement. Mr. MacAskill commented that the letter validates his concerns and Chairman Hughes stated that the Board should have a representative come in more often.

The Board discussed inviting CVEC in to discuss the new budget and how it affects Harwich.

B. Upcoming Dates on Budget Warrant Timeline

There was no discussion or action on this item.

ADJOURNMENT

Chairman Hughes adjourned the meeting at 7:50 p.m.

Respectfully submitted,

Ann Steidel
Recording Secretary

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, FEBRUARY 29, 2016
6:30 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark, Carolyn Carey, Robbin Kelley, David Spitz, Julie Eldredge, Eric Eldredge, Andrew Singer, Christine Joyce, Leedara Zola, Vickie Goldsmith, Susan Johnson, Lou Urbano, Duncan Berry, Larry Ballantine, Richard Waystack, Tom Peterson, Brooke Williams, Richard Gunderson, Don Howell, Joan McCarty, Anne Stewart, Peggy Rose, Jim Atkinson, and others.

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

CONSENT AGENDA

- A. Approve Minutes – February 10, 2016 Regular Meeting
- B. Approve application for Road Race by National MS Society for September 9, 2016
- C. Approve application by Local Flavor Lunch & Bagel, 403 Route 124, for 10:00 a.m. opening time on Sundays

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

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

- A. **West Harwich/Route 28 Forum – Visions, Plans, Status and Schedules –**
(Limited to 10 minutes per discussion item)
 - 1. Road Improvements – *Chris Clark*

Mr. Clark reviewed the preliminary design for road improvements provided by VHB entitled Conceptual Visual Plan (see attached).

- 2. Willow Street Land – *Chris Clark*

Mr. Clark provided a map of the area (attached). He reported that it is a Town-owned parcel and the problem is that there are three dwelling units for which either the dwelling unit itself or the ancillary buildings aren't according to the lines and we have to work with the attorney to reconcile this so it is clean for development. He noted that there is quite a bit of work to be done to identify where the parcels make sense.

- 3. Affordable Housing Fund Policy – *Chris Clark*

Mr. Clark outlined the policy and reported that as of the end of January the balance in the Affordable Housing Fund is \$219,716. He noted that requests for expenditures from the fund should be made directly to the Board of Selectmen and they will refer them to the committees.

4. Planning and Zoning – *David Spitz/Jim Atkinson*

Mr. Atkinson stated that the Planning Board is in the preliminary stages of looking at planning and zoning issues in the West Harwich area and that is being done as part of a larger effort to review the issues of the entire Route 28 corridor from Chatham to Dennis. He noted that it is currently zoned commercial and they want to look at it to see what would be beneficial to the Town and then have discussions with various stakeholders, the Board of Selectmen and the public in general to decide if the current zoning should be changed and how. He stated that they are looking into creating more well-defined villages in three sections along Route 28. Mr. Spitz distributed a preliminary plan of the village for West Harwich. Mr. Atkinson further explained that the concept is to consolidate future commercial development in the identified village areas, potentially adjusting the density and allowing for mixed use in these areas to create more visible and identifiable villages. He stated that they are now in the process of adding details with regard to usage, dimensional requirements, density, height requirements, etc. and when they have a draft ready they would like to get together with the involved parties and invite public participation prior to any formal proposal or presentation to Town Meeting.

5. HECH Houses & Habitat Proposed Re-Use – *Leedara Zola/Robin Wilkins*

Ms. Zola of Habitat for Humanity provided the attached presentation to the Board. She, Ms. Goldsmith (Habitat) and Ms. Johnson (HECH) took questions from the Board. Ms. Zola stated that they are requesting \$300,000 and are aware that the fund does not have that much in it but in the past a disbursement has been made and then the account accrued the balance of the money requested.

6. West Harwich Schoolhouse – *Lou Urbano*

Mr. Urbano provided the attached Power Point presentation to the Board entitled “West Harwich School House” and took questions and comments from the Board.

7. Historic District Concept – *Duncan Berry*

Mr. Duncan Berry provided the attached Power Point presentation to the Board entitled “Captains’ Row – A Vision for Economic Revitalization” and took questions and comments from the Board.

8. Public Safety Issues – *Chief Guillemette*

Chief Guillemette stated that West Harwich crime is pretty much the same as everywhere else with some breaking & enterings and some violent crime, and drug issues. He stated that Lt. Considine and Detective Brackett ran the most recent three years of crime data for the Town and West Harwich came in third out of the seven villages for all reportable crimes.

9. Questions and Answers

The Board took questions and comments from Leo Cakounes, Tom Peterson, Lou Urbano, Anne Stewart, Don Howell, David Spitz, Sally Urbano, Dareen Davis, Brooke Williams, Richard Waystack, Vickie Goldsmith and Susan Johnson.

Ms. Zola stated that there was a request for \$300,000 from the Affordable Housing Fund and they need to know if there is support before they go to the next step which is planning. Chairman Hughes stated that it is not being taken up tonight because it didn't follow the right channels. Ms. Zola responded that they met with the Town Administrator, Assistant Town Administrator, and Town Planner, and received votes of the Housing Committee and Housing Authority. Mr. Clark stated that a formal letter of intent to the Board is needed.

NEW BUSINESS

- A. Review of Annual Town Meeting Warrant Articles – *discussion and possible vote*
1. Door to Door Solicitation By-Law – *Chief Guillemette*

Chief Guillemette reviewed the proposed Door to Door Solicitation By-Law article. He noted that it is the same as Yarmouth's and it has been working for them. He stated that it has passed muster with the Attorney General's Office as well. Ms. Brown asked if religious people are exempt from this by-law and Chief Guillemette responded that they are. A citizen inquired if they would be wearing anything to indicate that they have been permitted by the Police Department and Chief Guillemette responded that they would.

Ms. Kelley said Article 59 (Transfer Property to Cemetery Department) has incorrect language as it indicates "Pet Crematory and Pet Scattering Grounds" rather than "Pet Crematory and Pet Cemetery. Mr. Clark said he believes the change has already been made and Ms. Kelley explained the article.

TOWN ADMINISTRATOR'S REPORT

Mr. Clark reported that he hopes to have Budget Amendment #1 shortly.

SELECTMEN'S REPORT

Ms. Brown proposed a \$1,000 increase to the Board of Selectmen's stipend. She explained that she used to get a grant for child care and she qualifies for the Bailey Boyd grant but because she voted on the grant she is now ineligible for it. She noted that the stipend is taxed and they are looked on as employees. She stated that for the amount of work they do, there should be more. Chairman Hughes stated that when Town Meeting took away medical insurance for elected officials, the hope was that the stipend would increase but that hasn't happened. Mr. DeCosta said he would propose to the Finance Committee that they form a sub-committee of three Finance Committee members and three members of the public to come up with a recommendation on this just as they did for the topic of health insurance for elected officials.

Mr. MacAskill stated that a resident brought to his attention that there was a water leak at the High School from a roof unit that leaked into kitchen. He said he spoke to the Superintendent who said

he is meeting with the Building Committee and attorneys to fix the problem. Mr. MacAskill provided a picture of the damage (attached).

Chairman Hughes asked to make sure we are on firm ground with terms of affordability aspect at Pine Oaks as Mr. Williams has stated that it will be expiring soon. He asked Mr. Clark to find out the status so they could bring this item back.

Chairman Hughes stated that Mr. LaMantia will be away for a month and will call in to the meetings.

ADJOURNMENT

Chairman Hughes adjourned the meeting at 9:01 p.m.

Respectfully submitted,

Ann Steidel
Recording Secretary



HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

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



DAVID J. GUILLEMETTE
Chief of Police

THOMAS A. GAGNON
Deputy Chief

Memorandum

TO: *Board of Selectmen*
Christopher Clark
Town Administrator

FROM: *David J. Guillemette*
Chief of Police

DATE: *March 3, 2016*

SUBJECT: **Regular Police Officer Appointment Recommendation**

Background

The Harwich Police Department has an authorized strength of 33 sworn officers to include the Chief of Police. We are currently at 32 sworn officers with one vacancy. An entry level exam was administered in October of 2015. Approximately 80 individuals sat for the exam. Twenty six candidates were then selected for an initial interview with our selection committee. Seven candidates were then selected to move on to the command staff interview panel that consisted of myself, Deputy Chief Gagnon, Lieutenant Considine, Lt. Sullivan and Shawn Fernandez our citizen representative.

All seven finalists performed well but one candidate, Ron Ruggiero, achieved consistently high marks throughout the process. Ron is a graduate of the reserve police academy, he holds an Associate's Degree in Criminal Justice and currently works as a full-time Special State Police Officer at Mass General Hospital in Boston. Ron is planning on relocating to the cape with his wife who works for the town of Barnstable.

Following a conditional offer of employment from the town of Harwich, Ron successfully completed a physical abilities test along with physical and psychological exams. A full background investigation has also been completed. I am confident that Mr. Ruggiero is an outstanding candidate for a full time Harwich Police Officer.

Recommendation

I am requesting that Ronald Ruggiero be appointed as a full-time Regular Police Officer with an annual salary of \$41,256.87 (P-3, Hiring/Student Officer). This appointment has a twelve (12) month probationary period, which commences upon graduation from the Basic Recruit Academy. During the probationary period, discipline or discharge is not subject to union representation, grievance, or arbitration. Mr. Ruggiero will be assigned to the next *Municipal Police Training Committee's Basic Recruit Police Academy* with a start date of April 11, 2016 at the Plymouth Training Facility; therefore, I am requesting that this appointment become effective April 3, 2016 for orientation and completion of necessary employment forms (subject to modification should the Academy availability or start dates change).

Ann Steidel

From: Brian Riley <BRiley@k-plaw.com>
Sent: Tuesday, March 08, 2016 11:18 AM
To: Ann Steidel
Cc: Christopher Clark; John Giorgio
Subject: Cranberry Valley - Seasonal Alcoholic Beverages License and Lease Amendment
Attachments: KP-#549831-v1-
HARW_amendment_to_lease_re_Hot Stove_-_Cranberry_Valley_food_service.DOCX

Hi, Ann – John asked me to respond to this. I believe we can cure these issues pretty quickly. First, in my opinion, the Lease should be amended to include the beverage cart. Hot Stove clearly knows it needs to provide this and it was a term of the RFP, so there should be no dispute, but I recommend that we have this requirement in writing. I have attached a draft Amendment to Agreement of Lease that you can use to create a document to be signed. The Board of Selectmen will need to sign this as well, but it is a minor change to the main Lease so there is no need for much discussion over it, it can just be signed at a regular meeting. I have corrected the RFP date as well as adding a provision for the beverage cart.

In my further opinion, there will also need to be an amended Form 43 prepared and signed by the Board, so that the golf course premises as listed as an area where service (from the cart) is permitted. However, there is no need to hold another public hearing, in my opinion. This is a minor change to an application that was already approved, and we are only adding a term that the parties agreed to but was inadvertently left out. If Jamie Binienda has no problem with this on his end, I see no issue on ours. Again, this can just be a quick agenda item for the Board to sign the corrected Form 43.

If there are further questions, please let me know.

Very truly yours,

Brian W. Riley, Esq.
KOPELMAN AND PAIGE, P.C.
101 Arch Street, 12th Floor
Boston, MA 02110
O: (617) 654 1722
F: (617) 654 1735
C: (617) 909 9084
briley@k-plaw.com
www.k-plaw.com

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From: Ann Steidel [<mailto:asteidel@town.harwich.ma.us>]
Sent: Monday, March 07, 2016 3:49 PM
To: John Giorgio
Cc: Christopher Clark; Charleen Greenhalgh
Subject: Seasonal - All Alcoholic Beverages Common Vicualler License for Town golf course

Hi John,

Chris Clark asked me to contact you regarding the Liquor License application and lease for Hot Stove at Cranberry Valley Golf Course.

I have attached the Liquor License application & Form 43, Lease Agreement between the Town and Hot Stove, and Request for Proposals.

The liquor license was approved by the Board of Selectmen (LLA) on February 10, 2016 and the application was forwarded to the ABCC. The RFP indicates that "the lessee is required to provide and operate a beverage cart." The applicant neglected to indicate that the Golf Course is part of his premises on his Description of Premises on his liquor license application. The applicant contacted our office shortly after it was sent to the ABCC as he had realized he should have included the golf course in the Description of Premises. The inspector from the ABCC (Jamie) is working on the application and contacted me today to say that if he receives and amended Form 43 then that is sufficient for him but to run it by our Town Counsel first. I have since discovered that the Lease Agreement refers to the Golf Course itself as a "common area" and does not appear to indicate that the lessee is required to provide and operate a beverage cart as is stated in the RFP. To further complicate matters, the Lease Agreement refers to Request for Proposals issued on "February 7, 2013" rather than December 10, 2015.

My questions are:

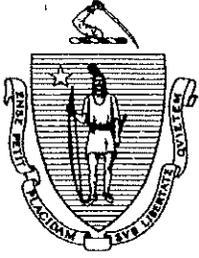
Does the Lease Agreement have to be amended to include service on the Golf Course?

Can Form 43 be amended to reflect that the premises include the Golf Course? If so, does the Board need to vote the change and must it be at a Public Hearing?

Should the Lease Agreement be amended to clarify the date of the RFP?

Thank you,

*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*



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

For Reconsideration

Amended 3-14-16

FORM 43
 MUST BE SIGNED BY LOCAL LICENSING AUTHORITY

[]

ABCC License Number

Harwich

City/Town

^{10 snow date}
02/08/2016

Local Approval Date

TRANSACTION TYPE (Please check all relevant transactions):

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

Name of Licensee: Hot Stove, Inc. EIN of Licensee: 20-2021293

D/B/A: Hot Stove at Cranberry Valley Manager: Ronald Leidner

ADDRESS: 183 Oak St. CITY/TOWN: Harwich STATE: MA ZIP CODE: 02645

Seasonal [] All Alcohol [] Restaurant [] Granted under Special Legislation? Yes [] No [x]
 Annual or Seasonal Category: (All Alcohol; Wine & Malt; Wine, Malt & Cordials; Wine; Malt) Type: (Restaurant, Club, Package Store, General On Premises, Etc.)
 If Yes, Chapter [] Year []

Complete Description of Licensed Premises:

Dining Room: 1,363 square feet with five entrances/exits, Kitchen: 554 square feet with three entrances/exits, Outside Deck: 1,377 square feet with four entrances (from Dining Room), Basement: 448 square feet with one entrance/exit. *Premises to include 18 hole golf course. Restaurant is required by lease to provide and operate beverage cart on course.*

Application Filed: 1/21/16 @ 10:00 a.m. Advertised: 1/25/16 Cape Cod Times Abutters Notified: Yes [x] No []
 Date & Time Date & Attach Publication

Licensee Contact Person for Transaction: Ronald Leidner Phone: 774-212-2902

ADDRESS: 27 Gorham Road CITY/TOWN: Harwich Port STATE: MA ZIP CODE: 02646

Remarks: *Lease has expired with previous tenant on this Town-owned property. Country Club Elite Inc. d/b/a Philbricks cannot renew license at this location. New lease with Hot Stove Inc. is enclosed. Please call with any questions 508-430-7513 x2*

The Local Licensing Authorities By:
[Signatures]

Alcoholic Beverages Control Commission
 Ralph Sacramone
 Executive Director

ABCC Remarks: []



TOWN of HARWICH

Massachusetts

BUILDING DEPARTMENT

David L Riquinha
Building Commissioner

March 8, 2016

Harwich Board of Selectman
Harwich Town Hall
732 Main Street
Harwich, MA 02645

David Riquinha
Building Commissioner
Harwich Building Department
732 Main Street, Harwich, MA 02645

RE: 7 Route 28

I am recommending that the Board of Selectmen review and consider a request by the Chase Library Association for a waiver of the Building Permit fee totaling \$55.00. This fee is for the proposed sign which was applied for and approved for installation on February 22, 2016.

Per the Harwich Fee Waiver policy dated August 9, 2010, I am making the recommendation to the Board for consideration. However, I feel It is up to the discretion of the Board weather the applicant meets the criteria for fee waiver and weather the proposal is in the best interest of the town.

Thank you,

David Riquinha
Town of Harwich
Building Commissioner

1 February 2016

David Riquinha
Building Commissioner
Building Department
Town of Harwich
732 Main Street
Harwich, MA 02645

FEB 03 2015

Ref: Attached sign permit application and data

Dear Mr. Riquinha:

Please consider a waiver of the sign permit fee for the Chase Library at 7 Route 28, West Harwich, MA 02671.

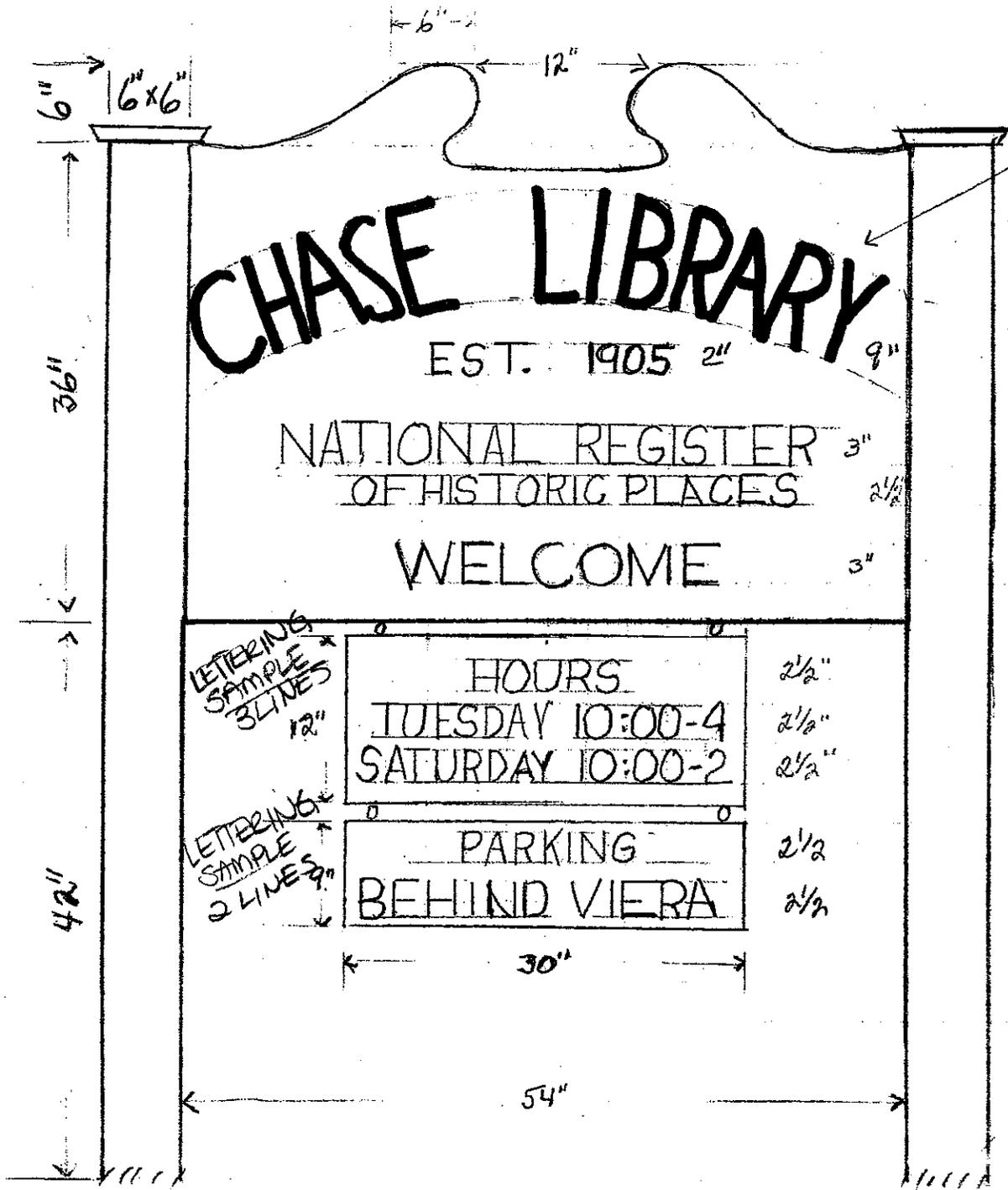
We are a non-profit association under tax exemption number 042 207 414 issued on 07/10/13 expiring the same date in 2023.

The proposed sign is a replacement of the existing sign with some design change per the plan and will be constructed and installed by the Chatham/Harwich Newcomer woodworkers upon all town approvals and permit issuance. Sign lettering to be contracted out with a local sign company.

Please contact me if any additional information is required, i.e. further architectural advisory or additional specifications.

Sincerely,


Carol Dickerson, Vice President
Chase Library
508.432.2610 or 805.798.5024 (cell)



NOTES:

NAME ONLY
 BLACK PAINT
 "ENGRAVED"
 LETTERING ON
 ALL WHITE
 BACKGROUND

VINYL BY
 APPLICATION
 LETTERING
 BY SIGN
 COMPANY

CHASE LIBRARY
 7 ROUTE 28
 WEST HARWICH

SCALE 1" = 1'

Key: 12700

Town of HARWICH - Fiscal Year 2016

3/8/2016 2:47 pm SEQ # 1

LEGAL LAND

CURRENT OWNER				PARCEL ID				LOCATION			
CHASE LIBRARY ASSOCIATION REVERSION CLAUSE IN DEED PO BOX 457 W HARWICH, MA 02671				10-N2-0				7 ROUTE 28			
TRANSFER HISTORY				DOS	T	SALE PRICE	BK-PG (Cert)				
CHASE LIBRARY ASSOCIATION				08/18/1911	K	1 307-417					

CLASS	CLASS%	DESCRIPTION			BN ID	BN	CARD	
9560	100	LIBRARIES, MUSEUMS				1	1 of 1	
PMT NO	PMT DT	TY	DESC	AMOUNT	INSP	BY	1st	%
10631		6	CYCL GROWTH		04/20/2006	MO	100	100
		5	SPLIT/SUB		06/24/2004	SH	100	100

LEGAL LAND

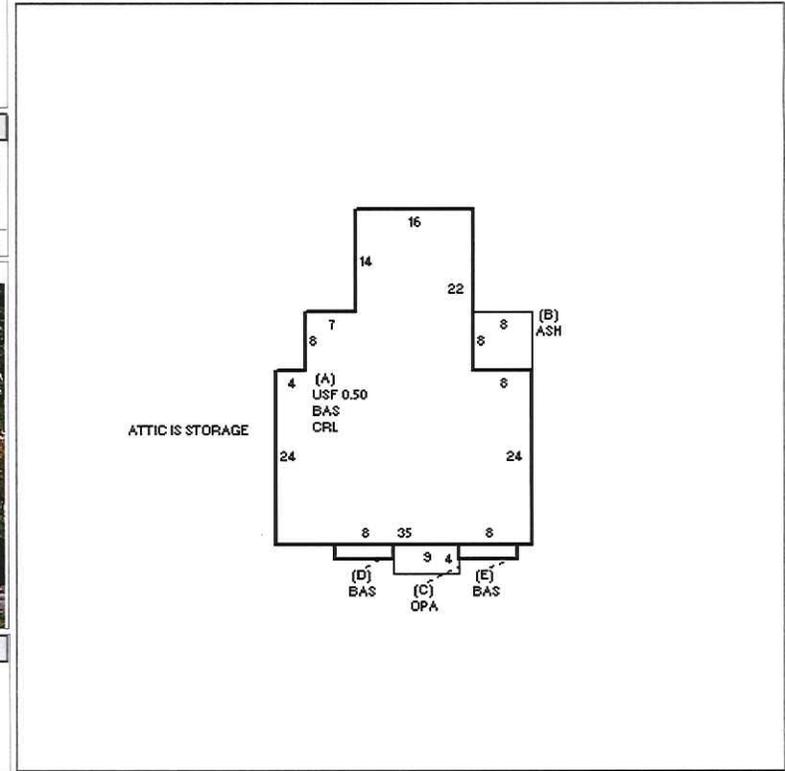
CD	T	AC/SF/UN	NgH	Inf1	Inf2	ADJ BASE	SAF	Topo	Lpi	VC	CREDIT AMT	ADJ VALUE	
100	S	5,663	8	1.00	1.00	100	1.00	136,700	4.81	100	1.00	2 1.00	85,490

DETACHED

TOTAL	5,663 SF		ZONING	FRNT	0	ASSESSED	CURRENT	PREVIOUS
NgH	NGH 8		N C/W N3-A O T E			LAND	85,500	83,800
Inf1	NONE			BUILDING	108,700	107,800		
Inf2	FACTOR 100			DETACHED	900	900		
				OTHER	0	0		
				TOTAL	195,100	192,500		



BLDG COMMENTS



BUILDING

BUILDING	CD	ADJ	DESC	MEASURE	4/20/2006	MO
MODEL	5		CIM	LIST		
STYLE	93	1.76	LIBRARY [100%]	REVIEW	4/24/2006	DS
QUALITY	A	1.00	AVERAGE [100%]			
FRAME	1	0.99	WOOD FRAME [100%]			

TY	QUAL	COND	DIM/NOTE	YB	UNITS	ADJ PRICE	RCNLD
SHF	A	1.00	A 0.75 8*10	1997	80	15.34	900

ELEMENT	CD	DESCRIPTION	ADJ	S	BAT	T	DESCRIPTION	UNITS	YB	ADJ PRICE	RCN
FOUNDATION	3	CONTIN WALL	1.00	A	CRL	N	CRAWL SPACE	1,248		9.40	11,731
EXTERIOR WALL	1	WOOD SHINGLES	1.00	A	BAS	L	BASE AREA	1,248	1900	116.60	145,511
ROOF STRUCTURE	2	HIP	1.00	A	USF	L	UP-STRY FIN	624	1900	116.59	72,755
ROOF COVER	1	ASPH/COMP SHIN	1.00	B	ASH	N	ATT SHED	64		20.50	1,312
FLOORING	3	WW/ CARPET	1.00	C	OPA	N	OPEN PORCH	36		32.22	1,160
INT FINISH	1	PLASTER	1.04	+	BAS	L	BASE AREA	32	1900	116.59	3,731
H.V.A.C.	5	ELECTRIC	0.98								
FUEL SOURCE	3	ELECTRIC	1.00								

TOTAL RCN	236,200
CONDITION ELEM	CD
EFF.YR/AGE	1980 / 34
COND	54 54%
FUNC	0
ECON	0
DEPR	54 % GD 46
RCNLD	\$108,700

TOWN OF HARWICH

GENERAL FEE WAIVER POLICY FOR NON-PROFIT ORGANIZATIONS

It shall be the general policy of the Town of Harwich to reduce or waive a license, permit or user fee if there exists a need that is clearly defined and documented by a non-profit organization, and such reduction or waiver is in the best interest of the Town.

Board of Selectmen

It shall be the policy of the Board of Selectmen, as the Licensing Authority for the Town of Harwich, that any applicant seeking a fee reduction or waiver will follow all application procedures in applying for any license issued by the Board.

In order to qualify for non-profit status, non-profit applicants must provide a tax-exempt number.

The licensing fee, as established by the License Fee Schedule, may be reduced or waived by the Board if, in the opinion of the Board, there is a need and it determines that the service the applicant offers to the Town, and a reduction or waiver of the associated fee, is in the best interest of the Town.

The Board's waiver or reduction of a licensing fee will be determined on a case-by-case basis by written request to the Board with a minimum of 2 weeks notice to the Town Administrator's Office.

All Other Departments, Commissions or Boards

Applicants seeking a fee reduction or waiver from any Department, Commission or Board of the Town of Harwich must follow all application procedures established by such Department, Commission or Board.

In order to qualify for non-profit status, non-profit applicants must provide a tax-exempt number.

The reduction or waiver of a license, permit, or user fee, as established by such Department, Commission or Board, may be granted if, in the opinion of the particular Department Head, Commission or Board, there is a need and it determines that the service the applicant offers to the Town, and a reduction or waiver of the associated fee, is in the best interest of the Town.

Such waiver or reduction of a fee will be determined on a case-by-case basis by written request to the particular Department, Commission or Board. The Planning Board, Board of Health, Conservation Commission, Recreation and Youth Commission, Waterways Commission, Library Trustees, Facilities Committee, and Board of Water Commissioners may act to reduce or waive fees under a specific policy adopted by these Boards and Commissions that is consistent with this general fee waiver policy. All other reductions or waivers of fees must be presented for consideration to the Board of Selectmen based on a recommendation by the Department Head.

It is further acknowledged by the Town of Harwich that there are certain licenses or permits which, while administered by the Town of Harwich, provide for some or the entire fee to go to the Commonwealth of Massachusetts and that, in such cases, the associated fees may not be waived. Furthermore, where fees for specific groups are dealt with by a General Law, a reduction or waiver of such fees may not be established which is inconsistent with such statute or statutory procedure.

Date Adopted: _____ 8/9/10 _____



TOWN OF HARWICH

DEPARTMENT OF PUBLIC WORKS

273 Queen Anne Road • P.O. Box 1543 • Harwich, MA 02645

Telephone (508) 430-7555

Fax (508) 430-7598

MEMORANDUM

TO: Board of Selectmen

FROM: Lincoln S. Hooper, Director *LSH*

DATE: March 8, 2016

RE: Chapter 90 Project Request

Attached for your review and signatures is a Chapter 90 Project Request for the reconstruction of Gilbert Lane in the amount of \$251,863. Currently, we have \$771,460 available in Chapter 90 funds, which includes our FY 16 apportionment of \$688,771.

Please sign both copies of each request and return them to me so that I may submit them for State approval. If you have any questions regarding this project, please contact me.

Thank you for your consideration.

Cc: Chris Clark, Town Administrator

CHAPTER 90 PROJECT REQUEST

CONTRACT ID # **50829**
PROJECT # _____

CLASSIFICATION: ___ Primary Road ___ Local Road

CITY/TOWN HARWICH

PROJECT: RECLAIM GILBERT LANE

LOCATION: GILBERT LANE LENGTH _____ WIDTH: _____

PROJECT TYPE: ___ Construction X Reconstruction X Resurfacing ___ Improvement
___ Other: _____

TYPICAL SECTION DETAILS: State depths, special treatments, etc...

Include sketch for Construction/Improvement Projects and Resurfacing/Rehabilitation Schedule

Surface:

Base Course:

Foundation:

Shoulders/Sidewalks:

Scope of Work: (Attach additional sheets if necessary to completely describe project)

TO DO A FULL DEPTH RECONSTRUCTION OF SEVERELY DETERIORATED ROAD WITH INSUFFICIENT SUB-BASE.

Work to be done: Force Account ___ Advertised Contract ___ Other: COUNTY BID

Estimated Cost (Attach estimate and list funding sources) \$ 251,863.15

CERTIFICATION

The design, engineering, construction, and future performance of the project, including maintenance, is the responsibility of the Municipality. The proposed work will conform to recognized engineering practices and construction methods.

I/We certify to the following: that the project is on a public way, and has a recorded layout; that all materials will comply with approved established specifications; that all weights and quantities will be accurate; that equipment rental rates are those established by the M.H.D. or the advertised low bid; that all documentation for expenditures will be for items incorporated into this project; that the documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability.

Prepared by: 
(Highway Official)

Signed: _____

(Duly Authorized Municipal Official(s))

Reviewed by: _____
(State Aid Engineer)

Approved by: _____
(District Highway Director)

Approved for: _____ @ _____

Date: _____

CHAPTER 90 ENVIRONMENTAL PUNCH LIST

City/Town HARWICH

MassHighway District # 5

Proposed Work Construction Resurfacing Improvement Other: DRAINAGE INSTALL

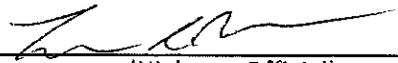
NOTE: ALL ENVIRONMENTAL PERMITS / APPROVALS MUST BE OBTAINED PRIOR TO CONSTRUCTION.

- 1. Will the pavement width increase 4 ft. or more for an aggregate length of 1000 ft. or more? Yes No ✓
- 2. Will the bank or terrain (other than alteration required for installation of equipment or structures) be altered at a distance exceeding 10 ft. from the pavement? Yes No ✓
- 3. Will the removal of 5 or more trees with diameters of 14 inches or more be required? Yes No ✓
- 4. Will more than 300 ft. of stone wall be removed or altered? Yes No ✓
- 5. Will the project involve construction of a parking lot with capacity of 50 cars or more? Yes No ✓
- 6. Are any other MEPA review thresholds exceeded (see 301 CMR 11.00)? Yes No ✓
If your answer is YES to any of questions 1-6, you must file an Environmental Notification Form (ENF).*
- 7. Will the project be on a "Scenic Road" (Acts of 1973, C. 67)? Yes No ✓
If your answer is YES, your Planning Board or Selectmen / City Council must give written consent for cutting / removal of trees or changes to stone walls.
- 8. Have all necessary takings, easements, rights of entry, etc. been completed? Yes ✓ No
If a County Hearing is required, it must be held prior to starting work.
- 9. Are archaeological, anthropological, historical, etc. problems / impacts anticipated? Yes No ✓
- 10. Is any work proposed in or within 100 ft. of a wetland (stream, pond, swamp, etc.)? Yes ✓ No
If your answer is YES, you must file the project with your local Conservation Commission prior to starting work.
- 11. If work is proposed in a wetland or water resource, a permit may be required from the Department of Environmental Protection, Corps of Engineers, etc.. Verify with agencies.* Yes No ✓

* See Appendix K for a List of Environmental Agencies.

Validation

It is recognized that the purpose of this information is to assist the MassDOT in approving the Chapter 90 Project Request Form (of which this is a part). Accordingly, the information provided here is intended to be complete and correct with no intentional errors or material omissions. Any action taken by Mass. Highway on the basis of this information shall not legally or financially obligate Mass. Highway to support or defend the municipality, and the municipality shall save harmless MassDOT for any action.

Prepared by: 
(Highway Official)

Signed: _____

Date: 3/7/16

(Duly Authorized Municipal Official(s))

Harwich Recreation Department Youth, Park, Beach, & Commission



Memo

DATE: Thursday, March 10, 2016
TO: ✓ Harwich Board of Selectmen
PHONE: 508-430-7513

FROM: Lee Ames
Executive Assistant, Recreation and Youth
PHONE: 508-430-7553
RE: 2016 Long Pond Bass Tournaments

GROUP	DATE	PAID
Avid Anglers	03/26/16	CK# 310
Avid Anglers	04/02/16	CK# 310
Tri-County Bassmasters	04/23/16	Ck # 345
Happy Hookers Bass Club	04/30/16	CK# 2949
American Bass Anglers	05/01/16	CK# 114
Massachusetts Bass Nation	05/14/16	CK# 4275
Coventry Bass Anglers	05/22/16	CK# 19306
Captain Bub's Bass Trail	05/28/16	CK# 4035
Bay State Rodbenders	09/18/16	CK# 4099
American Bass Anglers	10/16/16	CK# 114
South Shore Bassmasters	10/09/16	CK# 3183
South Shore Bassmasters	10/15/16	CK# 3183

Cc: John Rendon, Harwich Harbormaster
Chief Guillemette, Harwich Police

100 Oak Street

Harwich, MA 02645

Fax 508-430-7579

Director:

Executive Assistant:

Recreation Program Specialist II:

Eric J. Beebe 508-430-7552

Lee A. Ames 508-430-7553

Susan H. Fraser 508-430-7554

ebeebe@town.harwich.ma

leeames@town.harwich.ma.us

sfraser@town.harwich.ma.us

Harwich Recreation Department Youth, Park, Beach, & Commission



PAID RECEIVED
11/23/15

USE OF FACILITY - FISHING TOURNAMENT PERMIT

DATE OF APPLICATION 11/23/15 APPLICATION FEE \$100
ORGANIZATION / CLUB NAME South Shore Bassmasters
CELL PHONE 617-967-5215 EMAIL dambroboston@netzero.com
CONTACT PERSON Jim D'Ambr
COMPLETE MAILING ADDRESS 42 Anderson Farm Ln. Hanover, Ma. 02339
PURPOSE OF REQUEST CATCH & RELEASE BASS TOURNAMENT
SPECIFIC AREA REQUESTED LONG POND NUMBER OF BOATS 14

DATE(S) REQUESTED * 10/15/16 + 10/15/16 TIME (SPECIFIC HOURS) 7:00 A.M. - 3:00 P.M.

*** ALL REQUESTS ARE PROCESSED ON A FIRST COME, FIRST SERVED BASIS AND LIMITED TO ONE TOURNAMENT PER DAY. ALL TOURNAMENTS ARE CATCH AND RELEASE ONLY. THIS PERMIT MUST BE PRESENT AT THE TIME OF TOURNAMENT. TO REPORT PROBLEMS OR UNAUTHORIZED TOURNAMENTS PLEASE CALL THE HARWICH POLICE DEPT. AT 508-430-7541.**

ADDITIONAL DATA _____
Activities dispensing food to the public must contact the Harwich Board of Health for an application.

JD

initials

I HAVE READ THE ACCOMPANYING RULES AND REGULATIONS REGARDING USE OF A RECREATION FACILITY AS WELL AS THE BEACH RULES AND REGULATIONS, AND I AGREE TO BE RESPONSIBLE FOR ALL MEMBERS OF THIS ORGANIZATION ABIDING BY THEM.

SIGNATURE OF APPLICANT James R. O'Mara DATE 11/23/15
TITLE Tour. Dir.

APPROVED BY: [Signature] DATE 11/28/15
RECREATION REPRESENTATIVE

APPROVED

Harwich Recreation Department Youth, Park, Beach, & Commission



USE OF FACILITY - FISHING TOURNAMENT PERMIT

DATE OF APPLICATION 11/11/2015 APPLICATION FEE \$100
ORGANIZATION / CLUB NAME Avid Anglers
CELL PHONE 781-249-0553 EMAIL Meat7gtk@comcast.net
CONTACT PERSON John Boudreau
COMPLETE MAILING ADDRESS 17 BEECHER ST. EAST WEYMOUTH, MA 02189
PURPOSE OF REQUEST CATCH & RELEASE BASS TOURNAMENT
SPECIFIC AREA REQUESTED LONG POND NUMBER OF BOATS 25
DATE(S) REQUESTED * 3/26/16 + 4/2/16 TIME (SPECIFIC HOURS) 7 AM - 3 PM

RECEIVED
PAID
11/11/15

*** ALL REQUESTS ARE PROCESSED ON A FIRST COME, FIRST SERVED BASIS AND LIMITED TO ONE TOURNAMENT PER DAY. ALL TOURNAMENTS ARE CATCH AND RELEASE ONLY. THIS PERMIT MUST BE PRESENT AT THE TIME OF TOURNAMENT. TO REPORT PROBLEMS OR UNAUTHORIZED TOURNAMENTS PLEASE CALL THE HARWICH POLICE DEPT. AT 508-430-7541.**

ADDITIONAL DATA _____
Activities dispensing food to the public must contact the Harwich Board of Health for an application.

I HAVE READ THE ACCOMPANYING RULES AND REGULATIONS REGARDING USE OF A RECREATION FACILITY AS WELL AS THE BEACH RULES AND REGULATIONS, AND I AGREE TO BE RESPONSIBLE FOR ALL MEMBERS OF THIS ORGANIZATION ABIDING BY THEM.

SIGNATURE OF APPLICANT [Signature] DATE 11/11/15
TITLE Vice President/Tournament Director

APPROVED BY: [Signature] DATE 12/7/15
RECREATION REPRESENTATIVE

APPROVED

100 Oak Street
Director:
Eric J. Beebe 508-430-7552
ebeebe@town.harwich.ma.us

Harwich, MA 02645
Executive Assistant:
Lee A Ames 508-430-7553
lhomeon@town.harwich.ma.us

Fax 508-430-7579
Recreation Program Specialist:
Susan H. Fraser 508-430-7554
sfraser@town.harwich.ma.us

Harwich Recreation Department Youth, Park, Beach, & Commission



RECEIVED
10/13/15

PAID
\$100

USE OF FACILITY - FISHING TOURNAMENT PERMIT

DATE OF APPLICATION 10/13/15 APPLICATION FEE \$100
ORGANIZATION / CLUB NAME TRI-COUNTY BASSMASTERS
CELL PHONE 774-561-9106 EMAIL Kenneyfish@verizon.net
CONTACT PERSON Jeff Kenney
COMPLETE MAILING ADDRESS 6 HARBORWOOD DR. FRANKLIN, MA 02038
PURPOSE OF REQUEST CATCH & RELEASE BASS TOURNAMENT
SPECIFIC AREA REQUESTED LONG POND NUMBER OF BOATS 12
DATE(S) REQUESTED * 4/23/2016 TIME (SPECIFIC HOURS) 7:00 AM - 3:00 PM

*** ALL REQUESTS ARE PROCESSED ON A FIRST COME, FIRST SERVED BASIS AND LIMITED TO ONE TOURNAMENT PER DAY. ALL TOURNAMENTS ARE CATCH AND RELEASE ONLY. THIS PERMIT MUST BE PRESENT AT THE TIME OF TOURNAMENT. TO REPORT PROBLEMS OR UNAUTHORIZED TOURNAMENTS PLEASE CALL THE HARWICH POLICE DEPT. AT 508-430-7541.**

ADDITIONAL DATA _____
Activities dispensing food to the public must contact the Harwich Board of Health for an application.

 I HAVE READ THE ACCOMPANYING RULES AND REGULATIONS REGARDING USE OF A RECREATION FACILITY AS WELL AS THE BEACH RULES AND REGULATIONS, AND I AGREE TO BE RESPONSIBLE FOR ALL MEMBERS OF THIS ORGANIZATION ABIDING BY THEM.

SIGNATURE OF APPLICANT Jeff Kenney DATE 10/13/15
TITLE Tournament Director

APPROVED BY: [Signature] DATE 10/15/15
RECREATION REPRESENTATIVE

APPROVED

Harwich Recreation Department Youth, Park, Beach, & Commission



USE OF FACILITY - FISHING TOURNAMENT PERMIT

DATE OF APPLICATION 10/5/15 APPLICATION FEE \$100
ORGANIZATION / CLUB NAME HAPPY HOOKERS BASS CLUB
CELL PHONE 781-277-2123 EMAIL jimcoleman10@comcast.net
CONTACT PERSON Jim Coleman
COMPLETE MAILING ADDRESS 10 Dominique Dr Bridgewater Ma 02324
PURPOSE OF REQUEST CATCH & RELEASE BASS TOURNAMENT
SPECIFIC AREA REQUESTED LONG POND NUMBER OF BOATS 15
DATE(S) REQUESTED * 4/30/16 TIME (SPECIFIC HOURS) 7 AM - 3 PM
10/8/16

RECEIVED
PAID
2/24/16

*** ALL REQUESTS ARE PROCESSED ON A FIRST COME, FIRST SERVED BASIS AND LIMITED TO ONE TOURNAMENT PER DAY. ALL TOURNAMENTS ARE CATCH AND RELEASE ONLY. THIS PERMIT MUST BE PRESENT AT THE TIME OF TOURNAMENT. TO REPORT PROBLEMS OR UNAUTHORIZED TOURNAMENTS PLEASE CALL THE HARWICH POLICE DEPT. AT 508-430-7541.**

ADDITIONAL DATA

Activities dispensing food to the public must contact the Harwich Board of Health for an application.

SC

Initials

I HAVE READ THE ACCOMPANYING RULES AND REGULATIONS REGARDING USE OF A RECREATION FACILITY AS WELL AS THE BEACH RULES AND REGULATIONS, AND I AGREE TO BE RESPONSIBLE FOR ALL MEMBERS OF THIS ORGANIZATION ABIDING BY THEM.

SIGNATURE OF APPLICANT James Blair DATE 10/5/16

TITLE

Vice president

APPROVED

APPROVED BY: [Signature]
RECREATION REPRESENTATIVE

DATE 10/15/15

100 Oak Street
Director:
Eric J. Beebe 508-430-7552
eebeebe@town.harwich.ma.us

Harwich, MA 02645
Executive Assistant:
Lee A Ames 508-430-7553
leeames@town.harwich.ma.us

Fax 508-430-7579
Recreation Program Specialist:
Susan H. Fraser 508-430-7554
sfraser@town.harwich.ma.us

Harwich Recreation Department Youth, Park, Beach, & Commission



USE OF FACILITY - FISHING TOURNAMENT PERMIT

DATE OF APPLICATION 10/25/15 APPLICATION FEE \$100
ORGANIZATION / CLUB NAME MASSACHUSETTS BASS NATION
CELL PHONE 781-831-5804 EMAIL basserjay@Verizon.NET
CONTACT PERSON JAY GUIDABONI
COMPLETE MAILING ADDRESS 240 BOURNE RD., PLYMOUTH, MA 02360
PURPOSE OF REQUEST CATCH & RELEASE BASS TOURNAMENT
SPECIFIC AREA REQUESTED LONG POND NUMBER OF BOATS 25 AT MOST
DATE(S) REQUESTED * 5-14-2016 TIME (SPECIFIC HOURS) 7:00 AM START - 3:00 P.M. END
SATURDAY, MAY 14, 2016

*** ALL REQUESTS ARE PROCESSED ON A FIRST COME, FIRST SERVED BASIS AND LIMITED TO ONE TOURNAMENT PER DAY. ALL TOURNAMENTS ARE CATCH AND RELEASE ONLY. THIS PERMIT MUST BE PRESENT AT THE TIME OF TOURNAMENT. TO REPORT PROBLEMS OR UNAUTHORIZED TOURNAMENTS PLEASE CALL THE HARWICH POLICE DEPT. AT 508-430-7541.**

ADDITIONAL DATA _____
Activities dispensing food to the public must contact the Harwich Board of Health for an application.



Initials

I HAVE READ THE ACCOMPANYING RULES AND REGULATIONS REGARDING USE OF A RECREATION FACILITY AS WELL AS THE BEACH RULES AND REGULATIONS, AND I AGREE TO BE RESPONSIBLE FOR ALL MEMBERS OF THIS ORGANIZATION ABIDING BY THEM.

SIGNATURE OF APPLICANT Jay Guidaboni DATE 10/25/15
TITLE MASSACHUSETTS BASS NATION - TOURNAMENT DIRECTOR

APPROVED BY: [Signature] DATE 10/28/15
RECREATION REPRESENTATIVE

APPROVED

100 Oak Street
Director:
Eric J. Beebe 508-430-7552
ebeebe@town.harwich.ma.us

Harwich, MA 02645
Executive Assistant:
Lee A Ames 508-430-7553
leeames@town.harwich.ma.us

Fax 508-430-7579
Recreation Program Specialist:
Susan H. Fraser 508-430-7554
sfraser@town.harwich.ma.us

Harwich Recreation Department
Youth, Park, Beach, & Commission

PAID
5-22-16

RECEIVED
5-22-16

USE OF FACILITY - FISHING TOURNAMENT PERMIT

DATE OF APPLICATION 1-15-16 APPLICATION FEE \$100
ORGANIZATION / CLUB NAME Coventry Bass Anglers
CELL PHONE 401-499-8825 EMAIL raycrash9@aol.com
CONTACT PERSON Ray Pasquarelli
COMPLETE MAILING ADDRESS 635 West Shore Rd, Warwick, RI 02889
PURPOSE OF REQUEST CATCH & RELEASE BASS TOURNAMENT
SPECIFIC AREA REQUESTED LONG POND NUMBER OF BOATS 15
DATE(S) REQUESTED * 5-22-16 TIME (SPECIFIC HOURS) 7 am -> 3 pm
DATE(S) REQUESTED * 9-25-16

* ALL REQUESTS ARE PROCESSED ON A FIRST COME, FIRST SERVED BASIS AND LIMITED TO ONE TOURNAMENT PER DAY. ALL TOURNAMENTS ARE CATCH AND RELEASE ONLY. THIS PERMIT MUST BE PRESENT AT THE TIME OF TOURNAMENT. TO REPORT PROBLEMS OR UNAUTHORIZED TOURNAMENTS PLEASE CALL THE HARWICH POLICE DEPT. AT 508-430-7541.

ADDITIONAL DATA _____
Activities dispensing food to the public must contact the Harwich Board of Health for an application.

Initials RP

I HAVE READ THE ACCOMPANYING RULES AND REGULATIONS REGARDING USE OF A RECREATION FACILITY AS WELL AS THE BEACH RULES AND REGULATIONS, AND I AGREE TO BE RESPONSIBLE FOR ALL MEMBERS OF THIS ORGANIZATION ABIDING BY THEM.

SIGNATURE OF APPLICANT Ray Pasquarelli DATE 1-15-16
TITLE President Coventry Bass Anglers

APPROVED BY: [Signature] DATE 1/19/16
RECREATION REPRESENTATIVE

APPROVED

Harwich Recreation Department
Youth, Park, Beach, & Commission

RECEIVED
10/15/15



PAID
2/05/15

USE OF FACILITY - FISHING TOURNAMENT PERMIT

DATE OF APPLICATION Oct 1, 2015 APPLICATION FEE \$100
ORGANIZATION / CLUB NAME Captain Bob's Bass Trail
CELL PHONE 617-851-9388 EMAIL chrisbowker@verizon.net
CONTACT PERSON Chris Bowker
COMPLETE MAILING ADDRESS Box 1234 Marshfield, MA 02050
PURPOSE OF REQUEST CATCH & RELEASE BASS TOURNAMENT
SPECIFIC AREA REQUESTED LONG POND NUMBER OF BOATS 24
DATE(S) REQUESTED * May 30th (1st choice) TIME (SPECIFIC HOURS) Tournament hours 7-3
Arrival - 6:30am, Departure 4:50pm

* ALL REQUESTS ARE PROCESSED ON A FIRST COME, FIRST SERVED BASIS AND LIMITED TO ONE TOURNAMENT PER DAY. ALL TOURNAMENTS ARE CATCH AND RELEASE ONLY. THIS PERMIT MUST BE PRESENT AT THE TIME OF TOURNAMENT. TO REPORT PROBLEMS OR UNAUTHORIZED TOURNAMENTS PLEASE CALL THE HARWICH POLICE DEPT. AT 508-430-7541.

ADDITIONAL DATA _____
Activities dispensing food to the public must contact the Harwich Board of Health for an application.

CB
Initials I HAVE READ THE ACCOMPANYING RULES AND REGULATIONS REGARDING USE OF A RECREATION FACILITY AS WELL AS THE BEACH RULES AND REGULATIONS, AND I AGREE TO BE RESPONSIBLE FOR ALL MEMBERS OF THIS ORGANIZATION ABIDING BY THEM.

SIGNATURE OF APPLICANT Ch Bh DATE 10/1/15
TITLE Tournament Director

APPROVED BY: [Signature] DATE 10/8/15
RECREATION REPRESENTATIVE

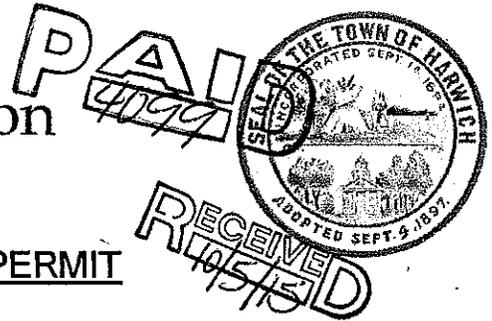
APPROVED

100 Oak Street
Director:
Eric J. Beebe 508-430-7552
ebeebe@town.harwich.ma.us

Harwich, MA 02645
Executive Assistant:
Lee A Ames 508-430-7553
leeames@town.harwich.ma.us

Fax 508-430-7579
Recreation Program Specialist:
Susan H. Fraser 508-430-7554
sfraser@town.harwich.ma.us

Harwich Recreation Department
Youth, Park, Beach, & Commission



USE OF FACILITY - FISHING TOURNAMENT PERMIT

DATE OF APPLICATION 9-30-15 APPLICATION FEE \$100
ORGANIZATION / CLUB NAME Baystate Rodbenders
CELL PHONE 508-989-6151 EMAIL PaulRodbender@msn.com
CONTACT PERSON PAUL CABRAL
COMPLETE MAILING ADDRESS 13 Gorham St. S. Dartmouth, MA 02748
PURPOSE OF REQUEST CATCH & RELEASE BASS TOURNAMENT
SPECIFIC AREA REQUESTED LONG POND NUMBER OF BOATS 17
DATE(S) REQUESTED * Sept. 18, 2016 TIME (SPECIFIC HOURS) 6:00 AM - 1:00 pm

* ALL REQUESTS ARE PROCESSED ON A FIRST COME, FIRST SERVED BASIS AND LIMITED TO ONE TOURNAMENT PER DAY. ALL TOURNAMENTS ARE CATCH AND RELEASE ONLY. THIS PERMIT MUST BE PRESENT AT THE TIME OF TOURNAMENT. TO REPORT PROBLEMS OR UNAUTHORIZED TOURNAMENTS PLEASE CALL THE HARWICH POLICE DEPT. AT 508-430-7541.

ADDITIONAL DATA _____
Activities dispensing food to the public must contact the Harwich Board of Health for an application.

P.C.
INITIALS I HAVE READ THE ACCOMPANYING RULES AND REGULATIONS REGARDING USE OF A RECREATION FACILITY AS WELL AS THE BEACH RULES AND REGULATIONS, AND I AGREE TO BE RESPONSIBLE FOR ALL MEMBERS OF THIS ORGANIZATION ABIDING BY THEM.

SIGNATURE OF APPLICANT Paul Cabral DATE 9-30-15
TITLE TOURNAMENT DIRECTOR

APPROVED BY: [Signature] DATE 10/12/15
RECREATION REPRESENTATIVE

APPROVED

100 Oak Street
Director:
Eric J. Beebe 508-430-7552
ebeebe@town.harwich.ma.us

Harwich, MA 02645
Executive Assistant:
Lee A Ames 508-430-7553
leames@town.harwich.ma.us

Fax 508-430-7579
Recreation Program Specialist:
Susan H. Fraser 508-430-7554
sfraser@town.harwich.ma.us

Harwich Recreation Department Youth, Park, Beach, & Commission

RECEIVED
10/15/15



PAID

USE OF FACILITY - FISHING TOURNAMENT PERMIT

DATE OF APPLICATION October 1, 2015 APPLICATION
FEE \$100

ORGANIZATION / CLUB NAME American Bass Anglers Division 5

CELL PHONE (508) 477-2991 EMAIL Mbasser@comcast.net

CONTACT PERSON Robert B. Medeiros

COMPLETE MAILING ADDRESS PO Box 39

PURPOSE OF REQUEST CATCH & RELEASE BASS TOURNAMENT

SPECIFIC AREA REQUESTED LONG POND NUMBER OF BOATS 25

DATE(S) REQUESTED * May 1, 2016 & October 16, 2016 TIME (SPECIFIC HOURS: 6:00 AM to 3:00 PM)

*** ALL REQUESTS ARE PROCESSED ON A FIRST COME, FIRST SERVED BASIS AND LIMITED TO ONE TOURNAMENT PER DAY. ALL TOURNAMENTS ARE CATCH AND RELEASE ONLY. THIS PERMIT MUST BE PRESENT AT THE TIME OF TOURNAMENT. TO REPORT PROBLEMS OR UNAUTHORIZED TOURNAMENTS PLEASE CALL THE HARWICH POLICE DEPT. AT 508-430-7541.**

ADDITIONAL DATA _____
Activities dispensing food to the public must contact the Harwich Board of Health for an application.

I HAVE READ THE ACCOMPANYING RULES AND REGULATIONS REGARDING USE OF A RECREATION FACILITY AS WELL AS THE BEACH RULES AND REGULATIONS, AND I AGREE TO BE RESPONSIBLE FOR ALL MEMBERS OF THIS ORGANIZATION ABIDING BY THEM.

Initials

SIGNATURE OF APPLICANT *Robert B. Medeiros* DATE 10/1/2015

TITLE Director

APPROVED BY: *[Signature]* DATE 10/8/15
RECREATION REPRESENTATIVE

APPROVED



Cape & Vineyard Electric Cooperative, Inc.
Superior Courthouse. P.O. Box 427. Barnstable, MA 02630
508.375.6891. www.cvecinc.org

11.25.15

Christopher Clark
Town Administrator
Town of Harwich
732 Main St.
Harwich, MA 02645

RE: CVEC's Current Services and Value

Dear Chris,

At the November 9, 2015 Board of Selectmen's meeting, CVEC was present to continue our conversation with the Town of Harwich on the CVEC request for a \$0.01 per kilowatt hour Adder to be added to the monthly per kilowatt hour Power Purchase Agreement cost associated with the Harwich Capped Landfill PV project. As the discussion came to a close, it became clear that the Harwich Board of Selectmen's uppermost concern revolved around the 10% reduction to the anticipated annual revenue expected by the Town of Harwich once the "Penny Adder,, was instituted. To help the BOS better consider CVEC's need for the Adder, totaling approximately \$43,500 out of the \$429,700 coming to Harwich from the CVEC capped landfill project, CVEC was requested to provide the three items listed below:

1. An updated CVEC FY16 budget
2. A reduced projected operating budget of \$186,000 with reduced services representing the budget in the absence of a Round 1 Adder
3. A cost per hour or cost per service breakdown for services that CVEC now provides specifically to the Town of Harwich in CVEC's financial management of the solar array at the landfill; i.e., coordination of Eversource payments to the town and administration of the various accounts, including the accounts of the 8 offtakers

The three items as requested are included in this document.

However, CVEC would like to take this opportunity to note that by delivering only aspects characterizing financial management of the solar array at the landfill, the Harwich BOS is missing a great deal of the picture. Financial management for the Capped Landfill project does not include typical maintenance management and legal services provided by CVEC while managing the PV installations on the capped landfill sites.

One issue recently encountered at the West Tisbury PV site is a settling of the landfill, requiring the hiring of engineers and legal intervention. The resolution is being managed by CVEC.

Another issue recently addressed by CVEC followed the utility announcement that it would be shutting down the Harwich Capped Landfill PV installation (and several others) for work on grid power lines serving the area. CVEC was proactive by insuring proper communication between Eversource and the vendor responsible for the PV installation, Clean Focus. The vendor was unaware of the planned outage. CVEC was also responsible for applying pressure on Eversource for restoration of the system once the deadline for re-energization was passed without notice from the utility.

On another occasion an osprey nest caused a fire on an electric pole installed as part of the Brewster Capped Landfill PV system. Again it fell to CVEC to promptly coordinate the repair and facilitate a solution to prevent further osprey nesting on the pole at the Brewster Capped Landfill PV site.

We'd further take the opportunity to note that CVEC provides far more than financial management of the Harwich Capped Landfill and far more than the maintenance/legal services described above on behalf of the Town of Harwich. CVEC hopes to continue to provide the kind of services as listed below through a budget supported by the Adder.

- Services that CVEC has provided for the Town of Harwich in the past include:
 - ◆ Solarize Our Schools
 - In 2005, before the advent of CVEC, the CLC installed a 2.5kW PV system and weather station with internet interaction for 6 schools across the Cape including Harwich Elementary. CVEC now maintains the system.
 - ◆ A 104kW installation on the Harwich Elementary School
 - In 2010 CVEC installed a 104kW Behind-the-Meter PV System for the Town of Harwich on the Elementary School. Benefits to the Town by the end of FY2013, prior to the sale to the Monomoy Regional School District, reached approximately \$12,000.
 - ◆ The Harwich Wind Turbines
 - Based on a supportive town meeting vote, a letter of confirmation from James Merriam, Harwich Town Administrator, and the completion of a feasibility study conducted by Weston and Sampson, in November 2009 CVEC submitted an application on behalf of the Town of Harwich to the Massachusetts Technology Collaborative for two commercial scale wind turbines. The effort towards the turbines was led by CVEC and included substantial costs for legal, costs associated with an outreach coordinator, printed posters and PR materials, and the coordination of multiple public hearings with paid appearances of engineers and experts.
 - ◆ Round 2 PV Initiative
 - On behalf of the Town of Harwich, CVEC scouted and created 10 listings as part of its Round 2 RFP. Potential PV projects that CVEC developed and brought to vendors included the Harwich Community Center, multiple projects for the Harwich Golf Course, PV for the Harbormaster building, PV for the DPW building, PV for the Transfer Station, and 3 ground mounted PV projects for the Harwich Water District. Following RFP award the projects were not built for a variety of reasons. CVEC will be happy to review the reasons the projects were dropped with the Town.
 - ◆ Development and implementation of the unique CVEC Revenue-Sharing mechanism
 - CVEC's design and development of its unique revenue-sharing concept is of great benefit to Harwich. Following design, CVEC spent four months "selling,, the

concept to the current 8 offtakers from which Harwich derives ¼ of its Capped Landfill PV revenue stream. Once sold, CVEC then negotiated 8 separate Power Sales Agreements on behalf of Harwich with the 8 different entities.

Along with noting past efforts by CVEC on behalf of the Town of Harwich, CVEC would point to future initiatives and opportunities with a budget that would support continued services.

- Future initiatives and opportunities that CVEC is looking to develop on behalf of our members:
 - ◆ Power Sales Agreements
 - CVEC has negotiated and contracted several competitive, fixed-price Power Purchase Agreements with off-Cape PV installers and Wind installers on behalf of members and non-members looking to lower electric costs through Net Metering Credits. One such beneficiary is Monomoy School District. In the future, as Harwich usage expands, Harwich will want to benefit from similar bundling of opportunities for Net Metering Credits.
 - ◆ A Round 3 PV Initiative
 - CVEC has been asked to manage a PV Initiative Round 3, similar to CVEC's Rounds 1 & 2.
 - ◆ PV projects aggregated and entered into the ISO-NE Capacity Market
 - The Harwich Elementary School PV, along with 10 other Behind-the-Meter CVEC roof mounted projects over 100kW, could be submitted into the ISO-NE Capacity Market. Bringing applicable CVEC PV projects into the Capacity Market will reduce the capacity charge that energy providers will be able to charge. In this way CVEC will bring local energy providers' rates down.
 - ◆ Battery back-up systems to partner with solar
 - In 2015 CVEC won a grant for the installation of a Battery Back-up system to support CVEC PV installed at the Dennis Yarmouth Regional Emergency Shelter. The installation of this system will provide a "test," case upon which future battery back-up systems can be installed. These Battery Back-up systems can further bring down commercial energy providers' rates.
 - ◆ Solar carports
 - CVEC is investigating an RFP to bring solar carports to the Cape & Martha's Vineyard through parking-spot lease bases.

CVEC would also point out that we pride ourselves on proactive education for all Harwich parties, as well as quick and thorough responses to any Harwich concerns. As CVEC Manager I have personally spent over 4 hours over the last 2 years with the Town Administrator, two Town Accountants and multiple hours with the Energy Committee to explain the complicated mechanics of the current PV Initiatives and the Net Metering Credits.

Last, when it was brought forward that the Water District was to get a share of the Town's PV related revenue, it was to CVEC that the town turned for the percentage breakdown and the breakdown of the annual revenue numbers to exclude the revenue sharing profit.

Only with a full time staff person can CVEC provide these kinds of personalized services and responses.

With reduced services as a result of reduced revenues, CVEC will no longer be a visionary organization

shaping the future of energy on Cape Cod and Martha's Vineyard. The energy cooperative's progress towards reducing fossil fuel use will be halted. We hope the Town of Harwich appreciates the true value of the energy cooperative and will choose to provide the support needed to allow CVEC to continue in its tradition.

Yours Truly,

A handwritten signature in blue ink, appearing to read "Liz Argo". The signature is fluid and cursive, with a large initial "L" and a stylized "A".

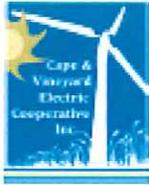
Liz Argo
Manager, Programs & Administration
Cape & Vineyard Electric Cooperative, Inc.



CAPE & VINEYARD ELECTRIC COOPERATIVE, INC.
 Review of Income Statements and FY16 Budget

9/17/2015

<u>REVENUES</u>	FY2011	FY2012	FY2013	FY2014	FY2015	BUDGET FY2016
<i>PV Solar Adder Revenue</i>	4,537	4,990	4,710	4,726	2,568	144,480
<i>Wind Project Administrative Operational Adder</i>	0	0	0	0	0	11,719
<i>CVEC Consulting Services Revenue</i>	0	0	0	0	7,553	6,000
<i>PV Solar Design/Engineering Support</i>	0	40,000	0	80,000	0	0
<i>Grant/Contributions</i>	1,035,792	408,000	402,885	402,745	403,455	0
<i>Member Fee Revenue</i>	50	25	0	0	25	0
<i>Interest Income</i>	774	354	53	40	106	150
<i>Net Energy sale excess</i>				6,111		
Total Revenues	1,041,153	453,369	407,649	493,622	413,707	162,349
<u>EXPENSES</u>						
<i>Legal</i>	465,341	233,730	322,306	416,995	152,822	122,000
<i>Filing Fees</i>	125	125	125	150	150	150
<i>Consultants (Accounting, Argo Consulting)</i>	26,630	34,857	68,657	25,820	1,048	33,600
<i>Consultants (Peregrine Energy Group)</i>	0	0	0	0	36,000	32,200
<i>Consultants (Board Advisor)</i>	0	0	0	0	0	10,000
<i>Bookkeeper</i>	0	0	0	0	0	15,000
<i>Insurance</i>	14,257	14,032	14,043	13,994	13,994	14,250
<i>Dues (PURMA)</i>	1,150	1,200	1,200	1,200	1,200	1,200
<i>Salaries</i>	26,990	43,160	34,660	53,466	62,341	67,924
<i>Fringes</i>	0	0	0	3,836	4,783	18,848
<i>Taxes</i>	859	1,060	919	1,211	620	1,296
<i>Supplies/Office Expenses</i>	2,116	1,501	700	3,955	2,310	2,000
<i>Barnstable County Office Rental</i>	0	0	0	0	0	802
<i>Computers</i>	0	0	0	1,035	0	0
<i>Professional Development</i>	0	0	0	0	0	500
<i>Engineering (Feasibility Studies)</i>	230,310	3,325	3,008	0	0	0
<i>PV Solar Design/Engineering Support</i>	0	40,000	0	0	0	0
<i>CVEC-7 O&M</i>	0	0	0	0	2,603	5,000
<i>Advertising</i>	224	70	53	70	100	225
<i>Bank Fees</i>	0	0	0	0	1,287	1,500
<i>Audit Fees</i>	9,672	0	0	11,000	14,000	16,000
<i>Travel</i>	3,206	4,520	2,194	7,014	3,573	6,000
<i>Miscellaneous - (Lunch)</i> <i>phone, ground testing</i>	3,410	4,037	2,587	7,522	4,345	4,320
Total Expenses	784,291	381,617	450,449	547,268	301,176	352,815
NET INCOME/(LOSS)	256,863	71,752	(42,801)	(53,646)	112,531	(190,466)



CAPE & VINEYARD ELECTRIC COOPERATIVE, INC.

NO ADDER - REDUCED BUDGET FORECAST

<u>REVENUES</u>	<u>FY2017</u>
<i>PV Solar Adder Revenue (Round 2)</i>	144,480
<i>Wind Project Administrative Adder Revenue</i>	15,624
<i>Nexamp Solar Adder Revenue</i>	8,749
<i>CVEC Consulting Services Revenue</i>	6,000
<i>PV Solar Design/Engineering Support</i>	0
<i>Grant/Contributions</i>	0
<i>Member Fee Revenue</i>	0
<i>Interest Income</i>	150
Total Revenues	175,003
<u>EXPENSES</u>	
<i>Legal</i>	20,000
<i>Filing Fees</i>	150
<i>Consultant (Manager)</i>	50,000
<i>Consultants (Accounting)</i>	10,000
<i>Consultants (Peregrine Energy Group)</i>	32,200
<i>Network Cloud Services</i>	1,620
<i>Bookkeeper</i>	15,000
<i>Insurance</i>	14,250
<i>Dues(PURMA)</i>	1,200
<i>Taxes</i>	1,296
<i>Supplies/Office Expenses</i>	2,000
<i>Barnstable County Office Rental</i>	802
<i>CVEC-7 O&M</i>	5,000
<i>Advertising</i>	225
<i>Bank Fees</i>	1,500
<i>Audit Fees</i>	16,000
<i>Travel</i>	2,000
<i>Miscellaneous- lunches, phone, ground readings</i>	2,000
Total Expenses	175,243
NET INCOME/(LOSS)	(240)



Harwich Specific Costs (A Cash-out Project with 8 Offtakers)

Professional/ OUTSOURCE \$70.00
Semi-Professional \$60.00
Non-Professional \$15.00

Tasks/Costs for Bookkeeping and Accounting

			Time (in minute increments)	Number of Transactions based on Projects' Offtakers	Total Time, per cycle (in hour increments)	Monthly Cost
Cash-out Projects						
Semi-Professional	CVEC	Receive Ledger Statement (LS) from Utility, scan it & file it	10	1	0.16666667	\$11.67
Semi-Professional	CVEC	Forward scanned LS to vendor for invoice prep & to Peregrine Energy Group (PEG) for report guiding distribution	10	1	0.16666667	\$11.67
Non-Professional	CVEC Admin Asst.	Post LS on website	10	1	0.16666667	\$11.67
Semi-Professional	CVEC	Enter LS into QB as Invoice against which to take in utility ACH payment	10	1	0.16666667	\$11.67
Semi-Professional	CVEC	Receive Peregrine distribution report, print for sending to all participants and file with CVEC	10	10	1.66666667	\$116.67
Professional (Bonded)	County Bookkeeper	Receive utility payment via ACH into Control Account (QB)	5	1	0.08333333	\$5.83
Professional (Bonded)	County Bookkeeper	Transfer utility payment to Transaction Account (QB)	5	1	0.08333333	\$5.83
Semi-Professional	CVEC	Enter Utility ACH as per PEG distribution directions in General Journal (QB)	12	1	0.2	\$14.00
Semi-Professional	CVEC	Receive Vendor Invoice via email, approve and create vendor "bill" prompting bookkeeper's check to vendor (QB). Include PEG distribution breakdown as line items in invoice.	12	1	0.2	\$14.00
Non-Professional	CVEC Admin Asst.	Post Vendor Invoice on website	10	1	0.16666667	\$2.50
Semi-Professional	CVEC	Create 9 "bills" to prompt bookkeeper's checks to host and 8 offtakers (QB).	15	9	2.25	\$157.50
Professional (Bonded)	County Bookkeeper	Cut Check to Vendor & send	10	1	0.16666667	\$11.67
Professional (Bonded)	County Bookkeeper	Cut checks for hosts and OT & give to CVEC	8	9	1.2	\$84.00
Non-Professional	CVEC Admin Asst.	Pack up checks with PEG report and send out to host and offtakers	8	9	1.2	\$18.00
Semi-Professional	County Bookkeeper	Receive and book payments from vendor, host and offtakers	8	10	1.33333333	\$89.33
9.21666667 Hours per month						

Labor: Annual Cost
\$6,840.00

Additional Monthly Website Loading, Sorting, Stuffing, Mailing and Filing

Non-Professional	CVEC Admin Asst.		4 HOURS Monthly	Annually	\$720.00
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Additional Labor: Annual Cost

Ongoing Communications with Offtakers, Eversource, and Filing Work for Participants

Semi-Professional	CVEC	Follow up with Eversource for missing payments, etc., Meetings with offtakers for review DOER Reports, Annual Reports, Fiscal Year end reports, Shortfall Reports	4 HOURS Monthly	Annually	\$2,400.00
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REPORTS, ACCESS AND AUDIT PREP

Semi-Professional	CVEC	Manage Audit and End-of Year Adjustments in Quickbooks	12 Hours Annually	Annually	\$720.00
Professional Service	Right Networks	Provider of Network Access to Quickbooks File	\$1620 for annual service/11 hosts with offtakers	Annually	\$147.27
Professional (Bonded)	County Bookkeeper	Bank Reconciliations	3 Hours Monthly	Annually	\$1,800.00
Semi-Professional	CVEC	Monthly SOA, Project reports & Financial Position Statements	2 Hours Monthly	Annually	\$1,440.00

Audit	\$16,000	11 projects over 1MW (Harwich piece 1/11)	\$1,454.55
Consultant (Peregrine Energy Gr	\$32,000	11 projects over 1MW (Harwich piece 1/11)	\$2,909.09
Office, Phone, Internet, QB, stationery, postage, bank fees, filing fees, insurance, taxes	\$21,848	11 projects over 1MW (Harwich piece 1/11)	\$1,986.18

TOTAL ANNUAL Labor	\$14,067.27
Audit Portion to Harwich	\$1,454.55
Consultant Portion to Harwich	\$2,909.09
Operations Portion to Harwich	\$1,986.18

TOTAL Cost for Financial Management - Annual \$20,417.09

Note: Although the above is a specific cost breakout to Harwich, CVEC's costs are less than costs for individual towns would be for the same service. Spreading costs over the group is an advantage of the coop.



CAPE & VINEYARD ELECTRIC COOPERATIVE, INC.

NO ADDER - REDUCED BUDGET

<u>REVENUES</u>	<u>FY2017</u>			
<i>PV Solar Adder Revenue (Round 2)</i>	144,480			
<i>Wind Project Administrative Adder Revenue</i>	15,624			
<i>Nexamp Solar Adder Revenue</i>	8,749			
<i>CVEC Consulting Services Revenue</i>	6,000			
<i>PV Solar Design/Engineering Support</i>	0			
<i>Grant/Contributions</i>	0			
<i>Member Fee Revenue</i>	0			
<i>Interest Income</i>	150			
Total Revenues	175,003			
<u>EXPENSES</u>				
<i>Legal - General</i>	20,000			
<i>Legal - Projects (Reserve)</i>	2,000			
<i>Filing Fees</i>	150			
<i>Staff Salary & Fringes (Manager)</i>	87,596	Salary	Fringes	Retirement
		\$67,158	\$8,174	\$ 12,263.94
<i>Unemployment Fund</i>	24,177			
<i>Assistant</i>	4,800			
<i>Consultants (Accounting/Bookkeeper)</i>	34,800			
<i>Consultants (Peregrine Energy Group)</i>	32,200			
<i>Network Cloud Services</i>	1,620			
<i>Insurance</i>	14,250			
<i>Dues (PURMA Insurance)</i>	1,200			
<i>Taxes</i>	1,296			
<i>Supplies/Office Expenses</i>	1,880			
<i>Office Rental</i>	7,000	Office space @ \$500/mnth and first /last		
<i>Cell Phone</i>	1,440			
<i>Barnstable Admin Services (Payroll, Procurement)</i>	496			
<i>CVEC-7 O&M</i>	5,000			
<i>CVEC-7 Letter of Credit</i>	1,267			
<i>Advertising</i>	225			
<i>Bank Fees</i>	2,940	Added \$120/mnth for fee split with Nexamp		
<i>Audit Fees</i>	10,000	Reduced from \$14,000 due to Accounting hire costs offset		
<i>Travel</i>	2,000			
<i>MISCELLANEOUS- Lunches</i>	2,200			
Total Expenses	258,537			
NET INCOME/(LOSS)	(83,534)			

NON-BINDING ADVISORY BALLOT QUESTION REGARDING THE HARWICH
MIDDLE SCHOOL

The Board of Selectmen is evaluating options for the re-use or sale of the Harwich Middle School Building, which currently costs the town \$125,000 annually for maintenance, and is seeking voter input on four options, any of which will require a future action of town meeting. **Please vote for only one option:**

1. Do you favor retention of the Harwich Middle School Building changing the use to a mixed municipal-private use such as a relocated town hall and private organization leased area for community activities, which has an estimated cost of \$11,476,000 for a full upgrade of the available 79,700 square feet of space and an estimated annual operation and maintenance cost of \$250,000? No additional town employees are included in these cost estimates and this option includes the sale of the existing town hall.
2. Do you favor demolition of the Harwich Middle School Building and retention of the land for a future general municipal use which has a current estimated cost to the Town of \$800,000 for demolition and site restoration?
3. Do you favor the sale of the Harwich Middle School Building and the land for affordable or senior housing purposes to an outside developer, for which the Town previously received an offer for \$672,000, with real estate taxes estimated at \$20,000 to 30,000 per year?
4. Do you favor the retention of the Harwich Middle School Building, to be leased or sold as is for the purpose of a self-sustaining private organization cultural and/or community center, or educational use?

Option 1 Explanation/Comments: 25,840 square feet within the older section of the Middle School would be renovated for use as Town Hall at approximately \$250 per square foot for a total of \$6,460,000. This would allow for fuller renovation of HVAC, roof, windows, etc. 50,160 square feet associated with the gymnasium, auditorium, cafeteria and other spaces would be renovated for approximately \$100 a square foot for a total of \$5,016,000. This would provide minimal renovations to include window replacement, but no HVAC. The total for renovations is estimated at \$11,476,000. The annual building maintenance costs of the Middle School have been estimated at \$250,000 per year based on the prior use(s) of the building. This contemplates the sale or lease of the current Town Hall and Albro House properties, including related parking. Assuming these properties sold for \$1,200,000 (Town Hall) and \$300,000 (Albro House) for a total of \$1,500,000, the net capital cost would be \$9,976,000. As a 20-year debt exclusion in the first year this would have a \$59.67 impact on a tax bill for the median priced house of \$348,700. Currently the Town is budgeting \$125,000 per year for upkeep and insurance associated with the building and grounds.

Option 2 Explanation/Comments: Demolition costs do not include environmental remediation of the building. The area would be loamed and seeded for a lawn area and the land would remain for future General Municipal Use. Currently the Town is budgeting \$125,000 per year for minimal upkeep and insurance for the building and grounds.

Option 3 Explanation/Comments: Two separate Middle School Committees reviewed proposals for the Middle School that focused on affordable or senior housing. The Stratford Capital Group submitted the sole response to a formal RFP issued by the first committee for 56 housing units of affordable workforce housing at a total purchase price of \$672,000. This proposal was not accepted, in part, due to location of several new buildings beyond the footprint of the existing school. The second Middle School Committee subsequently placed limits both on the number of potential housing units and where they could be built. The Wise Living Company responded with a proposal to build 40 units of senior housing with 25% designated as affordable to be built entirely within the existing footprint of the Middle School. Since this was an informal proposal, no purchase price was stated. This second proposal is the best current example of affordable or senior housing if the town chooses to go forward with a housing option.

Option 4 Explanation/Comment: The building and land would be leased for the purposes of a private not-for-profit cultural and/or community center use which could include programs in such fields as photography, the visual arts in multimedia, choreography, the culinary arts, creative writing, lectures, stage productions, design and decorating, dance, recording, song writing, poetry, jewelry making, pottery, sculpture, music, arts and crafts, comedy nights, talent shows, fund raising events, and film production, for all ages and for all hours of the day, including after school and summer programs. It could also be used for educational purposes. The building would be leased as is and the lessee would be pay all utilities bills. In addition, routine maintenance of the buildings and grounds would be the responsibility of the lessee. Any and all modification would require Board of Selectmen approval with all costs borne by the lessee. To support future major maintenance the lessee would contribute up to \$50,000 per year to a reserve fund for major maintenance, depending on the lease agreement.



Harwich Fire Department

Fire Suppression

Prevention

Emergency Services



Norman M. Clarke Jr., **Chief of Department**

David J. LeBlanc, Deputy **Fire Chief**

Station Two

Rehabilitation and Renovation

HARWICH FIRE DEPT STATION # 2

REHAB & RENOVATION COMMITTEE

BACKGROUND

At the direction of the Town Administrator an informal Working Group was established at the end of 2015 to conduct a preliminary study of the condition of Station #2 from a structural, mechanical and usability perspective for current and future needs of the Community. The Working Group met a number of times over the past 3 months and conducted preliminary research and analysis of the following (but not limited to) areas:

- Feasibility of Regionalization or Shared Services with neighboring towns of Brewster, Chatham and Orleans.
- History of Station #2 (built in 1976) including upgrades, repairs and improvements made over the last 40 years.
- Location, land and building estimated value.
- Structural and mechanical condition, safety and code compliance.
- Usability: space, layout and design.
- Service call runs analysis and trends.
- Current Capital Outlay planning items.
- Future community needs for fire and hazards protection and Emergency Medical Services.

PURPOSE

Based on the Group's work to date, it was determined that the "current state" of Station #2 can no longer serve the needs of the Community in a safe and effective manner. The Group also agreed that the present location is a strategic advantage and should be maintained. Furthermore, a Renovation/Rehabilitation (vs. a complete tear down & build anew) is a feasible solution that can resolve the deficiencies for current operations and plan for anticipated future needs. In order to continue the work done to date without interruption, the Group is requesting that a formal Committee be appointed by the Board of Selectmen to direct the planning and implementation of this project.

SCOPE

Based on the responses from neighboring town Fire Chiefs and research discussions among the Group, the scope will be limited to maintaining Station #2 as a Harwich asset. This will not impact the current successful mutual aid agreements in place with these (and other) towns, nor will it preclude using Station #2 in any regionalization initiatives, should they occur in the future.

It will be the intent of the Committee to use town staff (i.e. Fire Dept, Facilities Management, Engineering, Technology, etc) as much as possible where and when appropriate in an effort to minimize costs associated with planning, needs analysis, design and definition and cost estimating. The Committee will engage with an architectural firm as necessary for professional expertise following town policy for same.

Other issues as the Committee deems necessary and appropriate and/or as directed by the Board.

PROCEDURES

The Committee will be responsible for holding periodic public meetings as frequently as necessary to accomplish the purposes set forth above so as to insure the orderly progress of the project. The Committee shall select from their members a Clerk who will be responsible for maintaining minutes of all meetings and the records of all votes, and will be responsible for providing notice of all meetings in accordance with the Open Meeting Law. The Committee shall review the Town of Harwich "Guidelines for Building Committees as it pertains to their charge.

The Committee may organize itself as it deems appropriate to accomplish the goals including, but not limited to, the use of sub-committees, meeting with constituent groups and holding public hearings and meetings.

A majority of the members appointed will constitute a quorum.

INTERPRETATION

The Selectmen may, from time to time consistent with law, confer on the Committee additional responsibilities relating to the work. Any questions concerning the nature or scope of the Committee's authority shall be clarified by instructions from the Selectmen and the Selectmen's directives in this regard shall be determinative.

MAKE UP of the COMMITTEE

The current Working Group consists of the following members:

Craig Chadwick, Retired Insurance Management
John Clarke, Harwich Fire Captain
Norman Clarke, Harwich Fire Chief
Sean Libby, Harwich Facilities Maintenance Manager
Joseph McParland, Attorney, Harwich Capital Outlay Committee Member
Joseph Rego, Harwich Firefighter
Scott Tyldesley, Harwich Fire Lieutenant

Ad Hoc members consist of:

Charleen Greenhalgh, Assistant Town Administrator
Robert Cafarelli, Harwich Town Engineer
David LeBlanc, Harwich Fire Deputy Chief
Paul Sweetser, Harwich Town Surveyor

The Committee shall consist of not less than 7 nor more than 9 members and shall represent those currently involved in and knowledgeable of the operations of the Harwich Fire-Rescue Dept, and members from the community who can provide specific Fire-Rescue and EMS perspectives as well as a broad view of the public's interest in same and the community at large. The Board of Selectman will set the size of the Committee based on the number of people and their backgrounds who show interest and desire to maintain a balance of interests and specific knowledge.

Committee members shall be appointed by the Board of Selectmen and will serve for the duration of the project. Due to the work completed so far by the Working Group, the level of knowledge and interest expressed by the same, and in an effort to maintain the momentum and continuity, the Group respectfully requests that the Board appoint the existing Group members to the Committee.

REPORTS

The Committee shall make periodic reports consistent with attaining milestones and/or decision points in the work of the Committee. At appropriate times the Committee shall make reports to the public and solicit their input. Annually the Committee shall submit a written report for the inclusion in the Town Report.

DISSOLUTION

Upon substantial completion of the work the Selectmen may declare that the Committee's functions have been fulfilled, and upon notice by the Selectmen to the Committee, the Committee's responsibilities shall terminate. This Committee is not intended to be a standing or permanent Committee of the town.

APPENDIX A
HARWICH FIRE DEPT
STATION 2 STUDY COMMITTEE
STRUCTURAL REVIEW and PRELIMINARY OBSERVATIONS



January 2016

General Description

5376 sq ft Masonry construction built in 1976. Over the years that this facility has been in operation, the operational use and occupant load has increased dramatically. To meet the demands drawn by these increases, some minor adjustments have been made to the facility. The most significant changes occurred in 1994/95 with the renovation of the bathrooms, new leach pit, overhead door, handicap ramp and repairs to the roof.

In my opinion the overall structural integrity of this facility is in excellent condition. Throughout the years there have been numerous alterations to the original structure to meet the current requirements. Most of the changes resulted in abandoned service supplies ranging from wires to piping. These should be removed to prevent confusion in the future.

However, it is also my opinion that the operation has outgrown the size of the building. The living quarters are not isolated and leaves no room for privacy. The apparatus bays are so tight with equipment that it is difficult to get around quickly in the case of an emergency. The area used for walk in triage offers no privacy and is actually the main entrance for the general public. I believe at a minimum these items need to be addressed as the operations continue to increase at this station.

Building Exterior

The exterior of the building is a mix of block, brick and wood with vinyl siding and aluminum soffits.

The majority of the material is in very good condition and only in need of minor repairs and routine maintenance.

The soffit trim and fascia board were all covered with aluminum about eight years ago and has held up well to weathering.

The brick work is still in excellent condition. However, there are many joints within the CMU block that are in need of some clean-up and repointing. The Hose tower that is no longer in use is a good example of the mortar deterioration. From the looks of the ceiling tiles in the room below, I believe rain water is penetrating these joints. Attention to this should be a priority before further damage occurs. Because it is no longer required it would be my recommendation to remove it and seal the roof.





The Cupola is showing signs of deterioration at the base and some weather damage. For cosmetic reasons it should be removed from the roof for repair and restoration.

Building Envelope

There are few areas for air and moisture intrusion and or conditioned air to escape. The type, thickness and grade of insulation for the exterior walls is unknown. The walls in most rooms are constructed of wood / metal frame with a sheetrock interior finish.

Roof Construction

The Roof is an asphalt shingle design with little to no sign of deterioration. It is in overall excellent condition but is well into the life expectancy. Because of its age I would expect the need for new shingles in the next ten years.

Living Quarters

The living quarters do not offer any privacy. An open bay design with lockers to separate the sleeping area. This area is the main passageway from the front to the rear of the building. If walls were to be recommended to separate the spaces then the HVAC system would need to be addressed.



Work/office Space

The Office space was constructed within the apparatus bay. It does not have any HVAC for exchange of air and there is no source for outside air. The door is not fire resistant and should be changed to meet building code.



Apparatus Area

With the addition of new equipment the space is getting tight and passageways are getting smaller. The garage doors are all in workable condition and are operating well considering their age and the use they get on a daily basis. The Plymovent system for the vehicle exhaust is showing signs of age and has been placed on the Capital Plan for FY 18.

Utilities

The utilities and equipment for the facility are also in good to excellent condition with some of the major components having been recently upgraded.



Boiler – High efficiency Buderous Gas fired boiler is only four years old.

Power service – 200 amp service. With a generator capable of handling the entire load requirement in case of emergency. The automatic switch gear for the generator was upgraded to solid state electronic controls less than a year ago.

HVAC delivery- Currently the only zoning for heat is within the apparatus area. The heating system is not zoned within the living and work space. This is not only inefficient but also affects comfort levels and creates hot and cold spots throughout the kitchen, lounge, office and sleeping quarters. Because the cooling system is not centralized, there is no air exchange or fresh air intake. This is only accomplished through opening doors and windows. The air conditioner is over twenty years old and has met its life expectancy.

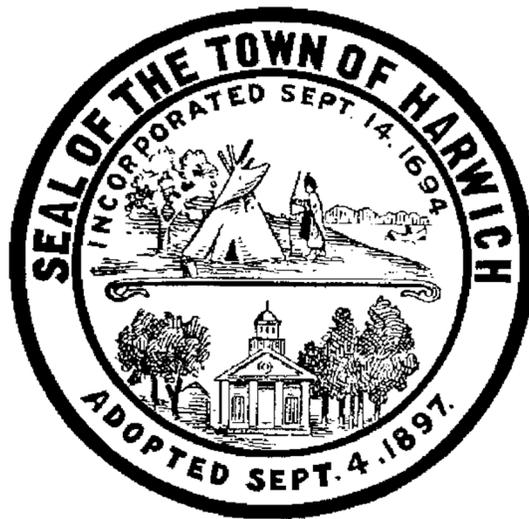
General observations and opinions

This building structure is in very good condition given its age of forty years. Cosmetically it could use some work to improve the appearance. This includes everything from top to bottom (Ceiling, walls, base board and flooring). In my opinion, space requirements seem to be the biggest issue. According to the Town Engineer the foundation was built to support an additional floor if desired. There is also enough land to support an expansion of the apparatus bay.

**ANNUAL TOWN MEETING
WARRANT**



MAY 2, 2016



**SPECIAL TOWN MEETING
WARRANT**



MAY 3, 2016

**with
RECOMMENDATIONS**

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**COMMONWEALTH OF MASSACHUSETTS
TOWN OF HARWICH
ANNUAL TOWN MEETING
May 2, 2016**

BARNSTABLE, ss:

To either of the Constables of the Town of Harwich in said county,

Greetings:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in elections and Town affairs to meet in the Community Center Gymnasium, 100 Oak Street in said Town on May 2, 2016 at 7:00 P.M., then and there to act on the following articles:

ARTICLES

TOWN OFFICERS AND COMMITTEES

ARTICLE 1 To choose various Town Officers and Committees. Customary Article

REPORTS OF TOWN OFFICERS AND COMMITTEES

ARTICLE 2 To hear reports of all Town Officers and Committees for the year 2016.
Customary Article

ELECTED OFFICIALS SALARIES

ARTICLE 3 To see if the Town will vote to fix the salaries of the elected officials of the Town for fiscal year commencing July 1, 2016 and ending June 30, 2017 as follows and to act fully thereon. Estimated cost: \$84,696.80

Selectmen (5)	\$1,500 (each)
Moderator.....	\$300
Town Clerk	\$75,396.80
Water Commissioners (3)	\$500 (each)

TOWN OPERATING BUDGET

ARTICLE 4 To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money as may be required to defray Town charges for Fiscal Year 2017, and to act fully thereon. (BUDGET – SEE APPENDIX B). Estimated cost: \$_____.

MONOMOY REGIONAL SCHOOL DISTRICT BUDGET

ARTICLE 5: To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money as may be required to pay for the Monomoy Regional School District Assessment for Fiscal Year 2017, and to act fully thereon. By request of the Monomoy Regional School Committee and Superintendent. Estimated cost: \$24,058,302

CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT BUDGET

ARTICLE 6: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sufficient sum of money as may be required to pay for the Cape Cod Regional Technical High School District Assessment for Fiscal Year 2017, and to act fully thereon. By request of the Cape Cod Regional Technical High School District. Estimated cost: \$1,437,053

WATER BUDGET

ARTICLE 7: To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money as may be required to defray Water Department Operating Budget for Fiscal Year 2017, and to act fully thereon. By request of the Water Commissioners and Superintendent. Estimated cost: \$3,939,879

ADOPT THE CAPITAL PLAN

ARTICLE 8: To see if the Town will vote to adopt the Capital Plan for the ensuing seven year period as adopted last year by the Town Meeting with new fiscal year 2023 as proposed by the Board of Selectmen and set forth below or as amended by vote of the Town Meeting, and to act fully thereon. By request of the Board of Selectmen.

AMEND THE PERSONNEL BY-LAW

ARTICLE 9: To see if the Town will vote to amend the Personnel By-Law by adding new language as follows:

Part 4 – Compensation and Classification Plans – ADD NEW SECTION TO COMPENSATION:

First Increment for New Employees - Employees entering the service of the Town shall be employed at the first step in the appropriate salary grade. If the Town Administrator and his/her designee consider that the applicant’s education, training, and/or experience justifies a higher entry level, the new employee may be assigned to a higher step.

Part 8 Vacations - ADD NEW PARAGRAPH TO SECTION (c):

If the Town Administrator and/or appointing authority consider that the applicant’s education, training, and/or experience warrant it, and/or that recruitment of a well-qualified candidate warrants it, the new employee, at the discretion of the Town Administrator and his/her designee, may be considered to have advanced time in service for purposes of placement on the vacation schedule. This provision shall be retroactive to July 1, 2015.

And by deleting the following language in Part 9 – “Sick Leave”,

- i) An employee who uses 5 days or less of sick leave in a fiscal year will receive a bonus of \$325 in the following year.

And replacing it with the following language: (effective July 1, 2017)

- i) An employee who uses 5 days or less of sick leave in a fiscal year will receive a bonus of \$350 in the following year.***

And to act fully thereon. By Request of the Town Administrator

CAPITAL ITEMS FUNDED FROM FREE CASH – ITEMS UNDER \$50,000

ARTICLE 10: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sufficient sum of money to fund the items in the table below, and further to authorize the Selectmen to accept grant monies for chest compression system* and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$89,900

1. Fire Chief's Vehicle	42,000	
2. Chest Compression System	5,900	Match \$53,100 grant*
3. Fire Air Compressor	12,000	
4. Harwich Port Parking Lot	30,000	

FACILITY MAINTENANCE AND REPAIR FUND

ARTICLE 11: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sufficient sum of money as may be required to defray costs related to Facility Maintenance and Repair for FY 17, and to act fully thereon. By request of the Board of Selectmen. Estimated cost \$561,000.

1.	Middle School Maintenance	125,000
2.	Fire Station Flooring	50,000
3.	Fire Boiler	130,000
4.	Library Smoke/Heat Detectors	29,000
5.	Transfer Station Roof	122,000
6.	Dredging	85,000
7.	Library Fire Sprinkler	15,000
8.	Library Painting (Inter./Ext.)	5,000

FUND NEW FIRE DEPARTMENT AMBULANCE

ARTICLE 12: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to purchase or lease one ambulance for the Fire Department; and further to authorize the Town to enter into a lease purchase agreement in excess of four years; and to act fully thereon. By request of the Fire Chief. Estimated cost: \$290,000

SUPPLEMENT LANDSCAPE RECLAMATION FROM GOLF CAPITAL
IMPROVEMENT FUND

ARTICLE 13: To see if the Town will vote to transfer a sum of money from the Golf Capital Improvement Fund to supplement the ongoing landscape reclamation (restoration of areas adjacent to primary turf with necessary tree removal at Cranberry Valley Golf Course as outlined in the USGA 2015 report to the Town and the Golf Committee, and to act fully thereon. By request of the Golf Director and Golf Committee. Estimated cost: \$35,000.

Explanation: The distribution of these monies corresponds to revenue already collected for like projects collected from golf membership fees not at the expense of the general taxpaying public.

APPROVE USE OF THE GOLF IMPROVEMENT FUND TO CONSTRUCT NEW
TEES

ARTICLE 14: To see if the Town will vote to transfer a sufficient sum of money from the Golf Improvement Fund to construct five new “Forward Tees” in conjunction with the USGA initiative known as “playing it forward”, and to act fully thereon. By request of the Golf Director and the Golf Committee. Estimated cost: \$30,000.

Explanation: The distribution of these monies corresponds to revenue already collected for like projects collected from golf membership fees not at the expense of the general taxpaying public.

ESTABLISH NEW CAPITAL INFRASTRUCTURE REVITALIZATION FUND AT
CRANBERRY VALLEY GOLF COURSE

ARTICLE 15: To see if the Town will vote to establish a new Capital Fund to be known as the “*Capital Infrastructure Revitalization Fund*” at Cranberry Valley Golf Course pursuant to the provisions of Massachusetts General Laws Chapter 40, 5F, to be funded by a new surcharge on all green fees collected in the amount of \$2 and a \$1 surcharge on all cart fees starting in 2016 golf season, and to act fully thereon. By request of the Golf Director and the Golf Committee

Explanation: Expenditures from the fund can be used for Infrastructure improvements (CVGC infrastructure as listed: Club House facilities, Maintenance facilities, and everything else that supports revenue generation. This includes water resources, energy resources, mechanicals, septic, property boundary strategies, our car park, and maintenance of roads throughout the property), including future debt payments along with design, planning and construction phases as they present themselves.

There is no secret to staying ahead of the competition in today’s ever competitive Municipal golf market. The HGC is meeting the challenge and is dedicated not only to recognizing immediate needs, but also in long range strategies that look to the future. How to pay for these projects without creating hardship on the entire Town, keeping balance with goals of the Town, and being good stewards of this valuable resource demand good planning.

Currently the golf operation uses two funds: The Golf Improvement Fund (Chapter 40, 5F) - dedicated to projects that directly address needs associated with on course improvements (major tree removal, tee box renovation etc.) in correlation with USGA recommendations, and a Pro Shop Revolving Fund designed to address needs associated with the operation of the Pro Shop business.

There is no direct funding mechanism to address Infrastructure improvements. Therefore, the committee will seek to establish this new fund. The estimated revenue collected will generate roughly \$50,000 dedicated for these purposes. Expenditures from this fund shall be subject to the joint approval of the Harwich Golf Committee and the Director of Golf and the Town Administrator

RECONSTRUCTION OF SAQUATUCKET MUNICIPAL MARINA

ARTICLE 16: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to fund the reconstruction of the Saquatucket Municipal Marina docks, piles and services, to include a handicap accessible ramp system that brings the marina in compliance with the American with Disability Act (ADA) and dredging of approximately 12,500 cubic yards of material to bring the marina within permitted depth, and to act fully thereon. The appropriation authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes

imposed by M.G.L. Chapter 59, Section 21C (Proposition 2 ½) the amounts required to pay the principal of any interest on any borrowing authorized under this article, and further authorize the Board of Selectmen to accept any State, Federal or private grant monies available for this purpose. By request of the Harbormaster. Estimated cost: \$7,000,000.

Explanation: The current docks at Saquatucket Harbor are over 30 years old and are well beyond their useful life. The wood decking and framing is worn & splintered, the connecting hardware is rusted, bent and failing, and the foam flotation is saturated and deteriorated. The current docks are extremely unstable and pose a safety concern for the hundreds of patrons that transit the docks on a daily basis; of particular concern are the large groups of people that walk the docks to go to and from the large passenger boats that operate out of Saquatucket Harbor. In addition, the existing fire suppression piping system is not functional, the antiquated bubbler system is ineffective, the aging plumbing system requires constant repair, and the main electrical lines that bring power to the slip pedestals are brittle and worn, posing a fire hazard.

SAQUATUCKET HARBOR LANDSIDE RENOVATIONS – ENGINEERING DESIGN

ARTICLE 17: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to fund the engineering design and associated permitting for Saquatucket Harbor landside renovations, to include the old Downey Property, per the approved site plan proposed by the Saquatucket Harbor Development Committee, and to act fully thereon. By request of the Harbormaster. Estimated cost: \$250,000.

Explanation: The main objectives of the plan are to improve the safety of public access, improve the efficiency of harbor operations, and enhance the character, beauty, and attractiveness of the harbor for boaters and non-boaters alike. The plan includes a new Harbormaster Office, a leased waterfront Café restaurant, leased seasonal vendor shacks, and a boardwalk with seating areas that overlook the marina. In addition, on the former Downey Property the plan calls for creative landscaping to enhance the appearance of the area and a sidewalk leading from town. A new multi-purpose building will be located on the property that will serve as a consolidated ticketing office for the four Passenger Boat owners, a Harbormaster Department maintenance facility, and leased office space. Much needed increase of vehicle parking spaces (approx. 80) will be available during the summer boating season, and the same area will be utilized for winter boat storage in the off-season.

ROAD MAINTENANCE PROGRAM

ARTICLE 18: To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow in accordance with Ch.44 of the M.G.L., or any other enabling authority, the sum of \$700,000 to fund the Road Maintenance Program as requested in the Capital Plan for FY17. The appropriation authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by M.G.L. c.59 § 21c (Proposition 2 ½) the amounts required to pay the

principal of and the interest on any borrowing authorized under this article, and to act fully thereon. By request of the DPW Director. Estimated cost: \$700,000.

Explanation: The capital request for road maintenance is for \$700k for FY 17, which we anticipate being augmented by approximately \$700k in Chapter 90 funds. The capital project request form lists 5 years of our road maintenance plan with cash flows of approximately \$1.4M each year and has our 5 year Road Maintenance Plan attached.

PURCHASE AND EQUIP VEHICLES FOR THE DPW

ARTICLE 19: To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sufficient sum of money to purchase and equip the following vehicles:

One Ton Dump Truck (Highway)	\$ 65,000.00
Mack Tractor (Disposal)	\$ 150,000.00
MSW (Trash) Trailer (Disposal)	\$ 70,000.00
Barber Surf Rake (Beaches)	\$ 31,500.00

and to further to authorize the trade-in or sale of the following old vehicles toward the purchase price, where the Board of Selectmen find that the vehicles cannot be utilized elsewhere in Town:

1999 Ford F-350 Dump Truck
1998 Mack Ch613 Tractor
2006 Barber Surf Rake

and to act fully thereon. By request of the DPW Director. Estimated cost: \$316,500.

Explanation: One Ton Dump Truck - The current 1999 Ford dump truck has approximately 136,000 miles on it, is in poor condition, and is a front line vehicle used for snow removal and moving personnel and equipment.

Mack Tractor - The current 1998 Mack CH613 tractor has over a half million miles on it and is an extremely important piece of equipment, as it hauls all of the Town's MSW (trash) and C&D off Cape on a daily basis.

MSW (Trash) Trailer - The request for a new MSW trailer is to augment the three existing trailers and improve operational efficiency. A fourth MSW trailer would eliminate the need to haul a full trailer immediately and allow more flexibility in managing the Town's MSW.

Barber Surf Rake – The current 10 year old unit broke at the beginning of the season and was not worth repairing. Barber leased us a new Surf Rake for \$13,500 for the season and has agreed to apply those fees towards the purchase price of a new one.

PURCHASE AND EQUIP NEW EQUIPMENT FOR THE DPW

ARTICLE 20: To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sufficient sum of money to purchase and equip the following:

Gator Turf Utility Vehicle (Park)	\$ 20,235.00
Walker Mower (Park)	\$ 13,300.00
(2) John Deere Mowers (Highway)	\$ 9,674.00
Hi-Track Skid Steer Loader	\$ 65,000.00
Certified Articulating Lift	\$ 80,000.00

and to act fully thereon. By request of the DPW Director. Estimated cost: \$188,209.

Explanation: Gator Turf Utility Vehicle - The current 1999 Gator is in extremely tough shape and is used daily between April and October to move materials (infield mix, stone dust, loam, etc.) needed to maintain the ball fields, as well as for maintenance on the bike path.

Walker Mower – The current 2007 48” Walker mower is used to maintain town buildings, parks (excluding ball fields), and memorial squares. It is used daily while grass is growing and is requiring a fair amount of repairs (\$1,988 over the past 2 years) to keep it going.

(2) John Deere Mowers – The roadsides throughout Town are a tough environment on the two 2008 John Deere units currently being used for roadside mowing. They are no longer worth spending money on for repairs and maintenance.

Hi-Track Skid Steer Loader – This request is to augment our existing hi-track, which is utilized constantly. Maintenance and other projects always end up waiting for it to become available. It is used by every division within the DPW and the Water Department for everything from grading and loading to stump grinding, brush cutting and snow removal. There is nothing wrong with the existing unit, but the demand for its use far exceeds its availability.

Certified Articulating Lift - With the Town’s desire to allocate more resources towards facility maintenance, it has become evident that we should consider purchasing a certified articulating lift. I make this assertion for several reasons including the servicing of buildings lights, gutters and exhaust systems, the repair of anything on buildings where a ladder is not a safe approach, and other DPW maintenance functions. Renting a lift is an expensive proposition at approximately \$700 per day and often takes weeks to line up, while repairs wait. Although spending approximately \$80k on a used piece of equipment appears to be expensive, it would increase efficiency and dramatically improve safety for our employees.

PURCHASE NEW EXCAVATOR FOR THE WATER DEPARTMENT

ARTICLE 21: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to purchase a John Deere 2016 85G Excavator, and to act fully thereon. By request of the Water Commissioners and Superintendent. Estimated cost: \$125,000.

Explanation: This new machine will lift a much heavier payload. Allowing us the versatility to do water main projects as well as water service installations. This piece of equipment will be paid for by the Enterprise Fund.

REPLACEMENT OF THE LOTHROP AVENUE WATER STORAGE TANK

ARTICLE 22: To see if the Town will vote to transfer the remaining balance of \$1,400,000 authorized to be borrowed under Article 10 of the May 2013 Special Town Meeting for the purpose of replacing the Lothrop Avenue water storage tank and further to appropriate an additional sum of money to complete the tank replacement project, including the payment of all other costs incidental and related thereto, and to determine whether this appropriation shall be raised by taxation, transfer from available funds, or borrowing or otherwise provided, and to act fully thereon. By request of the Water Commissioners and Superintendent. Estimated cost: \$1,600,000.

Explanation: The Lothrop tank was constructed in 1986. The most recent tank inspection on July 13, 2013 indicated serious corrosion activity. The vicinity of this tank to seawater increases the corrosion rate. The lowest qualified bid for water tank rehabilitation, received February 6, 2014, came in at \$2.211M. Replacement of this tank with a new pumped storage system is estimated to cost \$1.6M. Replacement vs. rehabilitation at this time is more cost effective.

REPLACEMENT OF EXISTING SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SYSTEM

ARTICLE 23: To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to fund the replacement of the existing Supervisory Control and Data Acquisition (SCADA) System, and to act fully thereon. By request of the Water Commissioners and Superintendent. Estimated cost: \$300,000.

Explanation: The SCADA system is comprised of the computer program and hardware that is used to control and monitor the entire water system. The existing SCADA system was developed approximately 15 years ago and most of the infrastructure is original. The typical life span of the equipment in place is between 10-15 years, and the existing software that was utilized to program the system is no longer supported by the manufacturer. The appropriation will fund the development of a new interface program and replace all hardware that has come to the end of its useful life.

INTER-MUNICIPAL AGREEMENT WITH THE TOWN OF CHATHAM

ARTICLE 24: To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of \$9,000,000, or any other sum, to pay the entrance fee costs that the Town will be required to make for the connection of the Town's wastewater collection system to the Town of Chatham's wastewater treatment plant, including all costs incidental and related thereto, pursuant to an inter-municipal agreement between the Towns of Harwich and Chatham, to be entered into by the Board of Selectmen pursuant to General Laws Chapter 40, Section 4A; provided that any borrowing authorized hereunder shall be contingent on the passage of a Proposition 2 ½ debt exclusion vote, and provided further that the payment of said amount and the issuance of debt therefor shall be in accordance with the schedule of payments anticipated to be set forth in the inter-municipal agreement, a copy of which will be on file with the Office of the Town Clerk prior to Town Meeting; and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$9,000,000.

Explanation:

The Town's Comprehensive Wastewater Management Plan evaluated multiple scenarios and recommended a program that utilizes two treatment facilities. One is to be located in-town at the former landfill and current site of the Department of Public Works. The second one was to be located in East Harwich. Working with CDM Smith the Town's wastewater consultant, both in-town and out-of-town treatment options were evaluated with the Town ultimately recommending utilization of capacity that currently exists in the Chatham wastewater treatment facility. This plan was considered the most favorable for the Town and was actively pursued by the Board of Selectmen. The two Towns have been working on in Inter-Municipal Agreement (IMA) that would allow for wastewater generated in the East Harwich area to be transported to the Chatham wastewater treatment facility to be processed. The IMA works out the details of the amount of flow Harwich can send into the facility and the net portion of the original cost to construct the Chatham facility. It is anticipated the amount of flow would be up to 300,000 gallons per day and cost would be up to \$9 million payable over multiple installments. Funding for the IMA would be done through a debt exclusion in which authorization will be given for up to the \$9 million with partial payments given over time based upon flow.

ENACT A SEWER USE GENERAL BY-LAW

ARTICLE 25: To see if the Town will vote to enact a Sewer Use General By-law, governing the establishment, construction and operation of a wastewater collection and treatment system, a copy of which will be on file with the Office of the Town Clerk prior to Town Meeting; and to act fully thereon. By request of the Board of Selectmen.

Explanation:

The Town's Inter-Municipal Agreement with Chatham calls for Harwich to promulgate and utilize Sewer Use Regulations that are compatible with the regulations in place in the Town of Chatham. The Massachusetts Department of Environmental Protection calls for these regulations to be in place as part of the functioning of the wastewater treatment

facility. The Sewer Use Regulations are designed to be dynamic in the sense that general elements will be included in the regulations with discretion given to the governing body to create or modify regulations on more specific detailed interconnection activities such as pipe size and design elements to facilitate compatibility with the existing technology of the current Chatham facility.

RESERVE FOR FUTURE APPROPRIATION AMOUNTS FROM FY 2017
COMMUNITY PRESERVATION FUND ESTIMATED ANNUAL REVENUES

ARTICLE 26: To see if the Town will vote to reserve for future appropriations amounts from the FY 2017 Community Preservation Act Fund estimated annual revenues as recommended by the Community Preservation Committee as follows:

- A sum of money for the acquisition, creation and preservation of open space;
- A sum of money for the acquisition, preservation, restoration and rehabilitation of historic resources;
- A sum of money for the acquisition, creation, preservation and support of community housing; and
- A sum of money for the Community Preservation Act Fund FY 2017 Budgeted Reserve; and to act fully thereon.

By request of the Community Preservation Committee.

FUND LAND BANK DEBT SERVICE

ARTICLE 27: To see if the Town will vote to appropriate from Community Preservation Act Funds-Undesignated Fund Balance, \$633,400 to fund the Debt Service on the outstanding Land Bank Debt. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds-Undesignated Fund Balance, and to act fully thereon. By request of the Community Preservation Committee and the Town Administrator. Estimated Cost: \$633,400

RESTORATION OF THE CHASE LIBRARY FIREPLACE HEARTH AND BASE

ARTICLE 28: To see if the Town will vote to appropriate from Community Preservation Act Funds-Historic Reserve, \$3,100 to fund the restoration of the original fireplace hearth, firebox base and foundation at the Chase Library and to authorize the Board of Selectmen to enter into a grant agreement with the Chase Library. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds-Historic Reserve, and to act fully thereon. By request of the Community Preservation Committee and the Chase Library Trustees. Estimated Cost: \$3,100

RESTORATION OF HARWICH HISTORICAL SOCIETY ARTIFACTS

ARTICLE 29: To see if the Town will vote to appropriate from Community Preservation Act Funds-Historic Reserve, \$11,000 to fund the restoration of an 18th Century Cannon and

a 19th Century Millstone maintained by the Harwich Historical Society and to authorize the Board of Selectmen to enter into a grant agreement with the Harwich Historical Society. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds-Historic Reserve, and to act fully thereon. By request of the Community Preservation Committee and the Harwich Historical Society. Estimated Cost: \$11,000.

RESTORATION OF APPEARANCE OF THE ALBRO HOUSE AND ACCESSIBILITY MODIFICATIONS

ARTICLE 30: To see if the Town will vote to appropriate from Community Preservation Act Funds-Historic Reserve, \$18,700 to fund the restoration of elements of the front porch, addition of a rear porch and access ramp and modifications to four (4) doors of the Town owned Albro House. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds-Historic Reserve, and to act fully thereon. By request of the Community Preservation Committee and the Historic District/Historical Commission. Estimated Cost: \$18,700.

UPDATE OF TOWN HISTORICAL PROPERTY INVENTORY

ARTICLE 31: To see if the Town will vote to appropriate from Community Preservation Act Funds-Historic Reserve, \$20,000 to fund continuing work on the inventory of structures in Harwich that are at least 99 years old, specifically adding 60 parcels to the Massachusetts Cultural Resource Information System (MACRIS) and performing more detailed work on a cluster of properties within the inventory. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds-Historic Reserve, and to act fully thereon. By request of the Community Preservation Committee and the Historic District/Historical Commission. Estimated Cost: \$20,000.

WEST HARWICH SCHOOLHOUSE PRESERVATION AND REHABILITATION

ARTICLE 32: To see if the Town will vote to appropriate from Community Preservation Act Funds-Historic Reserve, \$203,500 to have certain specific work performed on the interior and exterior of the West Harwich Schoolhouse. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds-Historic Reserve, and to act fully thereon. By request of the Community Preservation Committee and Town Administration and Planning Department. Estimated Cost: \$203,500.

HISTORIC RESTORATION AND PRESERVATION OF BURIAL CRYPTS

ARTICLE 33: To see if the Town will vote to appropriate from Community Preservation Act Funds-Historic Reserve, \$25,000 to repair and restore four (4) burial crypts in Mount Pleasant and Island Pond Cemeteries. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds-Historic Reserve, and to act fully thereon. By request of the Community Preservation Committee and the Harwich Cemetery Commission. Estimated Cost: \$25,000.

SOUTH HARWICH MEETINGHOUSE RESTORATION AND PRESERVATION

ARTICLE 34: To see if the Town will vote to appropriate from Community Preservation Act Funds-Historic Reserve, \$100,000 to fund the final work of restoring the South Harwich Meetinghouse and to authorize the Board of Selectmen to enter into a grant agreement with the Friends of the South Harwich Meetinghouse, Inc., which shall include the acquisition of an historic preservation restriction by the Town. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds-Historic Reserve, and to act fully thereon. By request of the Community Preservation Committee and Friends of the South Harwich Meetinghouse, Inc.
Estimated Cost: \$100,000.

WHITEHOUSE FIELD FENCING REPLACEMENT

ARTICLE 35: To see if the Town will vote to appropriate from Community Preservation Act Funds-Undesignated Fund Balance, \$57,128 to replace the fencing around Whitehouse Field. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds-Undesignated Fund Balance, and to act fully thereon. By request of the Community Preservation Committee and the Harwich Recreation and Youth Commission. Estimated Cost: \$57,128.

QUEEN ANNE ROAD BIKE TRAIL CROSSING LIGHTS

ARTICLE 36: To see if the Town will vote to appropriate from Community Preservation Act Funds-Undesignated Fund Balance, \$29,700 to install a solar powered traffic light system where the Cape Cod Rail Trail crosses Queen Anne Road. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds-Undesignated Fund Balance, and to act fully thereon. By request of the Community Preservation Committee and the Harwich Bikeways Committee. Estimated Cost: \$29,700.

BROOKS PARK EXPANSION/IMPROVEMENT PHASE 3

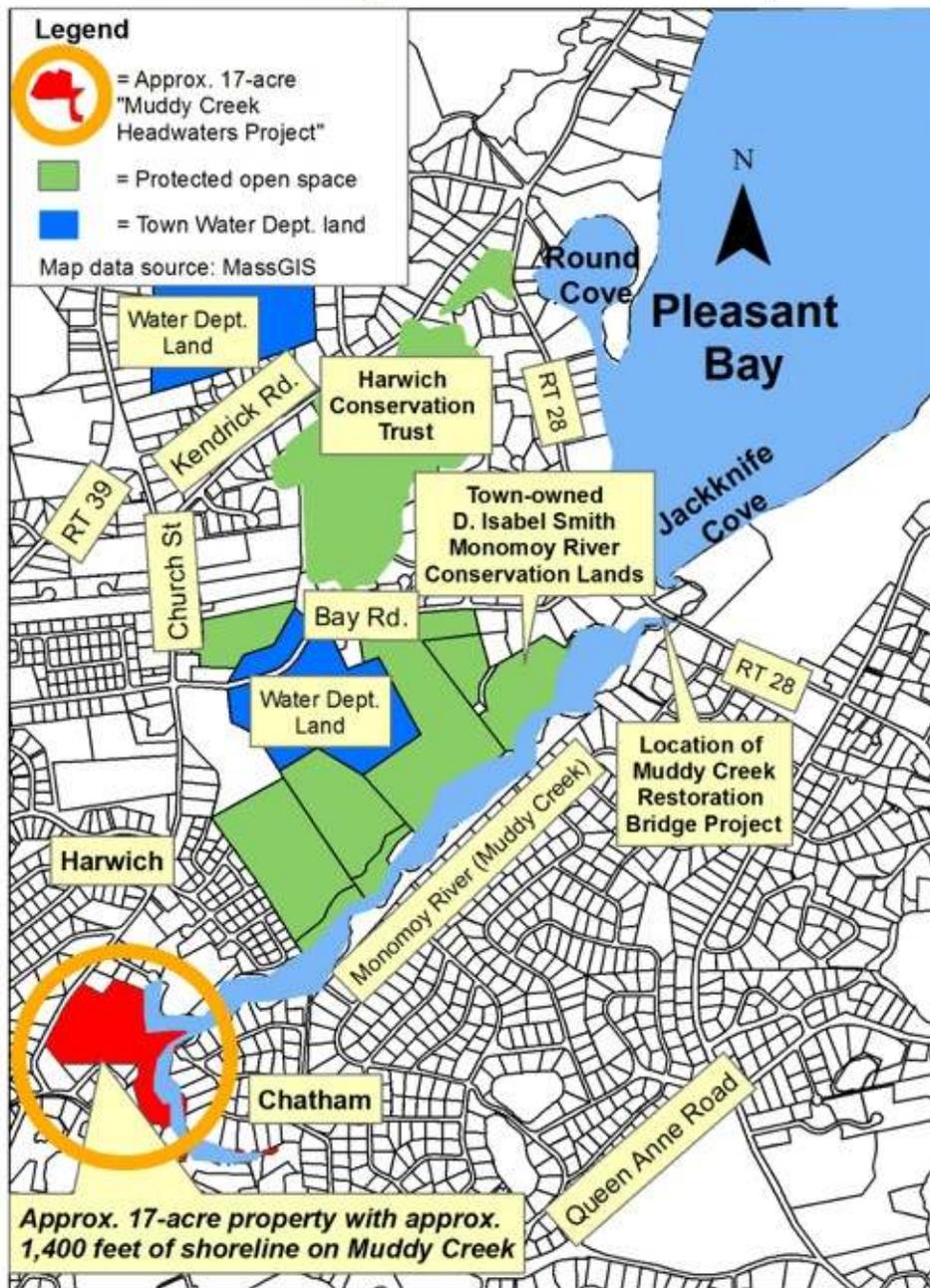
ARTICLE 37: To see if the Town will vote to appropriate from Community Preservation Act Funds-Undesignated Fund Balance, \$188,000 to resurface 4 tennis courts, half basketball court, tennis practice wall, picnic pavilion, ADA footpath and 20-30 t-base parking spaces at Brooks Park . Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds-Undesignated Fund Balance, and to act fully thereon. By request of the Community Preservation Committee and the Harwich Recreation and youth Commission. Estimated Cost: \$188,000.

PURCHASE OF LAND FOR OPEN SPACE PURPOSES – ACQUIRE MARINI PROPERTY AT MUDDY CREEK HEADWATERS

ARTICLE 38: To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, and/or eminent domain, a perpetual conservation restriction pursuant to the provisions of G.L. c.184, §§31-33, for open space and watershed protection

purposes under the provisions of G.L. c. 40, §8C, on certain parcels of land situated on Church Street in East Harwich and Chatham, containing 17 acres, more or less, in the aggregate, which parcels are shown as Lot 1, Lot 2, Lot 3, and Parcel 4 on a plan recorded with the Barnstable County Registry of Deeds in Plan Book 614, Page 7, and further described in a deed recorded with said Deeds in Book 19792, Page 85, with the care, custody, control and management of such conservation restriction to be vested with the Conservation Commission; to appropriate from the Community Preservation Act Funds-Open Space Reserve, the Community Preservation Act Funds-Undesignated Reserve, and/or estimated annual revenues under G.L. c.44B, the so-called Community Preservation Act, the sum of \$800,000 for the foregoing acquisition and costs incidental or related thereto, including, without limitation, costs of appraisals and closing costs; to authorize the Board of Selectmen and the Conservation Commission to apply for, accept, and expend any grants and/or reimbursement of funds which may be provided by the Commonwealth of Massachusetts to defray all or a portion of the foregoing costs, including, but not limited to, funding under the Self-Help Act (G.L. c.132A, §11), the Federal Land & Water Conservation Fund (P.L. 88-568, 78 Stat 897), and/or other federal and state programs in any way related to the scope of this article, and to accept a gift of funds from the Harwich Conservation Trust and/or any other source, provided that any such grant and/or reimbursement funds shall be returned upon receipt to the Community Preservation Act fund from which said sum was appropriated, after first reimbursing the Harwich Conservation Trust for its contribution towards the Town's local match; and, further, to authorize the Board of Selectmen and/or Conservation Commission to enter into all agreements and execute any and all instruments as may be necessary or convenient to effectuate the foregoing purposes; provided, however, that no funds appropriated hereunder shall be expended until the Town shall have received gift funds in the amount of \$300,000 from the Harwich Conservation Trust and/or others for the Town's local match,, and to act fully thereon. By request of the Community Preservation Committee and the Real Estate and Open Space Committee. Estimated cost: \$800,000

17-acre Muddy Creek Headwaters Project



HISTORIC BROOKS FREE LIBRARY RESTORATION

ARTICLE 39: To see if the Town will vote to appropriate from Community Preservation Act Funds-Undesignated Fund Balance, \$540,000 to have certain specific work, including architectural services, paint stripping and painting, column and selective wood repairs, to be performed on the historic portion of the Brooks Free Library building (the so-called Brooks Block and Bank Building). Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds-Undesignated Fund Balance, and to act fully thereon. By request of the Community Preservation Committee and Brooks Free Library Trustees. Estimated Cost: \$540,000.

REPEAL OF ARTICLE 42 OF MAY, 2007 ANNUAL TOWN MEETING - FUND
RENOVATIONS AT OLD RECREATION BUILDING AND WEST HARWICH
SCHOOL

ARTICLE 40: To see if the Town will vote to rescind actions taken under Article 42 of the May 2007 Annual Town Meeting in the amount of \$32,760, and return such sum of funds appropriated in said Article to the Harwich Community Preservation Act Fund – Historic Reserve, and to act fully thereon. These funds were intended for restoration of the windows at the West Harwich School which will now be done from the funds appropriated by Article 32 of the May 2016 Annual Town Meeting. By request of the Community Preservation Committee. Estimated turnback: \$32,760

ACCEPTANCE OF GENERAL LAWS CHAPTER 111, §26G

ARTICLE 41: To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 111, Section 26G, to allow a member of the Board of Health who is also a septic system installer to work in the Town in their trained profession, provided that they do not act as the inspector for such work and further that such work is inspected by an inspector from another municipality or a special inspector appointed by the Board of Selectmen as specified in the statute, and to act fully thereon. By request of the Board of Selectmen.

ADOPT M.G.L., CHAPTER 59, §5, CLAUSE 56 – PERSONAL PROPERTY TAX
ABATEMENT FOR NATIONAL GUARD AND RESERVISTS

ARTICLE 42: To see if the Town will vote to adopt MGL Chapter 59, §5, Clause 56. Upon acceptance of this section by the Town, the Board of Assessors may grant, real and personal property tax abatement up to 100% of the total tax assessed to members of the Massachusetts National Guard and to Reservists on active duty in foreign countries for the fiscal year they performed such service subject to eligibility criteria to be established by the Board of Assessors. The authority to grant abatements under this section shall expire after 2 years of acceptance unless extended by a vote of the city or town. Said change to take effect FY 2017 and act fully thereon. By request of the Harwich Veteran’s Agent and Board of Assessors

Explanation: This local option for the National Guard and Reservists must be renewed every two (2) years.

AMEND M.G.L. CHAPTER 59, §5, Clause 41C – SENIOR EXEMPTION

ARTICLE 43: To see if the Town will vote to support the Harwich Board of Selectmen’s request to the State Legislator to pass a bill amending the Senior Exemption (as provided in Chapter 59, §5 Clause 41C) amount from a maximum of \$1000.00 to a maximum of \$1,500.00 as a local option for all cities and towns and/or as a home rule petition for the Town of Harwich, and to act fully thereon. By request of the Harwich Board of Assessors.

Explanation: The Board of Assessors would like advocate for most vulnerable citizens of the Commonwealth. We feel that the senior citizens of our community and all others in the Commonwealth are struggling. We would like for this article be approved by the Legislation. This article is for our most vulnerable residents over 65 who have income and assets not exceeding:

	<u>Income</u>	<u>Assets</u>
Single	\$24,849	\$40,652
Married	\$37,274	\$55.897

CREATE SUPPLEMENTAL SENIOR EXEMPTION

ARTICLE 44: To see if the Town will vote to raise and appropriate or transfer from available funds to provide a sufficient sum of money to grant an additional \$500.00 exemption to each Senior Exemption granted by the Board of Assessors to a maximum of \$1,500.00, and to act fully thereon. (Subject to funding). By request of the Harwich Board of Assessors. Estimated cost: \$40,000 requested (FY15 80 exemptions granted).

Explanation: The Board of Assessors would like advocate for the most vulnerable citizens of the Town of Harwich, our senior citizens of our community are struggling. This article is to provide real estate tax relief for residents over 65 who have income and assets not exceeding:

	<u>Income</u>	<u>Assets</u>
Single	\$24,849	\$40,652
Married	\$37,274	\$55.897

DOOR TO DOOR CANVASSING SOLICITATION BY-LAW

ARTICLE 45: To see if the Town will vote to amend the Code of the Town of Harwich under the General By-Laws by adding a new by-law under Chapter 214 – Peace and Good Order as follows, and to act fully thereon. By request of the Chief of Police.

§214.4 - Temporary Transient Business: Door-to-Door Canvassing and Solicitation.

Title.

This by-law shall be known as the “Door-to-Door Canvassing and Solicitation By-law Law of the Town of Harwich.”

Purpose.

This by-law, adopted pursuant to Article 89 of the Amendments to the Constitution of the Commonwealth of Massachusetts, establishes registration requirements and specific operational requirements for persons intending to engage in door-to-door canvassing or solicitation in the Town of Harwich in order to protect its citizens from disruption of the peaceful enjoyment of their residences and from the perpetration of fraud or other crimes; and, to allow for reasonable access to residents in their homes by persons or organizations who wish to communicate either commercial or non-commercial messages.

Definitions.

For the purpose of this By-law, the following definitions shall apply:

“Soliciting” shall mean and include any one or more of the following door-to-door activities:

- a) selling, or seeking to obtain orders for the purchase of goods or services, including advertising in any type of publication, for any kind of consideration whatsoever;
- b) selling, or seeking to obtain prospective customers for application for purchase of insurance of any kind;
- c) selling, or seeking to sell subscriptions to books, magazines, periodicals, newspapers or any other type of publication;
- d) seeking to obtain gifts or contributions of money, or any valuable thing for the support or benefit of any association, organization, corporation or project wholly or in part for commercial purposes or by a professional solicitor or commercial co-venturer for a charitable or other non-commercial organization; and
- e) seeking to obtain information on the background, occupation, economic status, political affiliation, attitudes, viewpoints, or the like of the occupants of a residence for the purpose of selling or using such data, wholly, or in part, for commercial purposes.

“Canvassing” shall mean and include any one or more of the following door-to-door activities:

- a) person-to-person distribution of literature, periodicals, or other printed materials for commercial purposes, but shall not include placing or dropping off printed materials on the premises;
- b) seeking to enlist membership in any organization for commercial purposes; and
- c) seeking to present, in person, organizational information for commercial purposes.

“Residence” shall mean and include every individual dwelling unit occupied for residential purposes by one or more persons.

“Registered solicitor” shall mean any person who has obtained a valid certificate of registration from the Town as required by this Bylaw.

“Charitable Organization,” “Professional Solicitor” and “Commercial Co-venturer” shall be defined as set forth in Chapter 68, Section 18, of the General Laws.

Registration.

Every person or organization intending to engage in soliciting or canvassing door-to-door in the Town of Harwich must apply for a permit with the Chief of Police by filing a registration application form with the Chief of Police. Applications for individual registration shall be filed at least ten business days in advance. Applications for organizational registration shall be filed at least three business days in advance.

Organization application forms shall include the following information:

- a) The name and address of the organization applying for registration, and the names and addresses of the organizations’ principal officers. If the organization is a charitable organization, a certification that the most recent Annual Registration Statement required to be filed with the Attorney General’s Division of Public Charities has been so filed.

If the organization is a Professional Solicitor or a Commercial Co-venturer for a charitable organization, a copy of the contract with the charitable organization must be provided with this application. Failure to include a copy of the contract with the charitable organization under such circumstances will render the application incomplete and no action will be taken thereon;

- b) The name, title and phone number, IRS or Social Security (optional) number and valid driver’s license or other government-issued photo identification of the persons filing the application form;

- c) The names and addresses of the person(s), if any, who will be directly supervising the solicitation or canvassing operation in the Town of Harwich;
- d) A list of the names, addresses, dates of birth of all individuals who will be employed in solicitation or canvassing by the applicant;
- e) Period of time for which certificate of registration is needed (note: no certificate may be granted for longer than a 60-day period);
- f) Names of the last three communities (if any) in which the organization has conducted a solicitation or canvassing operation, complete with the date issued and date expired; and
- g) Insurance information and license, if applicable.

Individual registration forms shall be required for all individuals, including those who are affiliated with an organization registered hereof. Individual registration forms shall contain the following information:

- a) Name and address of the present place of residence and length of residence at that address; if less than three years residence at present address, the address of residence(s) during the past three years;
- b) Date of birth;
- c) Name, address and telephone number of the person or organizations whom the applicant represents and the length of time the applicant has been associated with or employed by that person or organization. If the individual is a professional solicitor or a commercial co-venturer for a charitable organization, a copy of the contract, if any, with the charitable organization must be provided with this application. Failure to include a copy of the contract with the charitable organization under such circumstances will render the application incomplete and no action will be taken thereon;
- d) Period of time for which certificate of registration is needed (note: no certificate may be granted for longer than a 60-day period);
- e) Name of the last three communities (if any) in which the applicant has solicited or canvassed door-to-door, complete with the date of issue and expiration date;
- f) Valid driver's license or other government issued photo identification; and
- g) Make, model and registration number of any vehicle to be used by the applicant while soliciting or canvassing.

Registration Fee.

The registration fee shall be established and adjusted from time to time by the Board of Selectmen, as necessary. The registration fee shall accompany each application required by this By-law.

Registration Cards.

The Chief of Police, after a review, but in no event more than ten (10) business days after receipt of a fully-completed application, shall furnish each person with a registration card which shall contain the following information:

- (a) The name of the person;
- (b) A recent photograph of the person;
- (c) The name of the organization (if any) which the person represents;
- (d) A statement that the individual has been registered with the Town of Harwich Police Department but that registration is not an endorsement of any individual or organization; and
- (e) Specific dates or period of time covered by the registration.

Persons engaged in solicitation or canvassing as defined in this By-law must display their Town issued registration card on the outermost portion of their clothing at all times while soliciting or canvassing and show such card to any person solicited or upon the request of any police officer.

Registration cards are valid only for the specific dates or time period specified thereon and in no case for longer than 60 days.

The Police Chief shall routinely grant registrations without further inquiry but shall refuse registration to an organization or an individual whose registration has been revoked for violation of this Bylaw within the previous two-year period or who has been convicted of murder/manslaughter, rape, robbery, arson, burglary/breaking and entering, felony assault, or larceny over \$250, as such persons pose a substantial degree of dangerousness to minors and other persons vulnerable to becoming victims of the violent crimes so listed. The Police Chief shall also refuse to register a person who is a sex offender required to register with the Sex Offenders Registry Board and who is finally classified as Level 2 or Level 3 Sex Offender, as such persons have been found to have a moderate to high risk of re-offense and pose a substantial degree of dangerousness to minors and other persons vulnerable to becoming victims of sex crimes.

Exceptions.

Registration shall not be required for officers or employees of the Town, County, State or Federal governments when on official business.

Individual registration shall not be required for minors under the age of 18, except in connection with canvassing or soliciting on behalf of a profit organization, newspaper carriers excepted.

Nothing in this By-law shall be construed to impose any registration requirement or otherwise restrict or in any way regulate any activity for religious, political, newspaper distribution or public policy purposes or other non-commercial purposes, regardless of whether such activity includes acts that would otherwise constitute soliciting or canvassing.

No Solicitation List.

A No Solicitation List shall be established and maintained by the Harwich Police Department. Residents may submit their property for inclusion on the list without charge.

Upon approval and issuance of a Town of Harwich registration card required under this By-law, each registered entity or individual shall be provided with a copy of the No Solicitation List and may not solicit or canvass at such premises.

Duties of Persons Going Door-to-Door.

Upon going into any residential premises in the Town of Harwich, every solicitor, canvasser or other person must first examine any notice that may be posted prohibiting solicitation or other activities. If such a notice is posted, the solicitor, canvasser or other person shall immediately and peacefully depart from the premises.

Any solicitor, canvasser or other person who has gained entrance to any residence, whether invited or not, shall immediately and peacefully depart from the premises when requested to do so by the occupant.

Immediately upon gaining entrance to any residence, each Solicitor or Canvasser as defined in this Bylaw must do the following:

- (a) Present his registration card for inspection by the occupant;
- (b) Request that the occupant read the registration card; and
- (c) Inform the occupant in clear language of the nature and purpose of his business and, if he is representing an organization, the name and nature of that organization.

Restrictions on Methods of Solicitation, Canvassing, or Other Door-to-Door Activities

It shall be unlawful for a solicitor, canvasser or other person to do any of the following:

- (a) Falsely represent, directly or by implication, that the solicitation, canvassing or other activity is being done on behalf of a governmental organization, or on behalf of any municipal employee or elected official;
- (b) Solicit, canvass or conduct any other activity at any residence where there is a posted sign prohibiting the same, without express prior permission of an occupant;
- (c) Solicit, canvass or conduct any other activity at any residence without express prior permission of an occupant, before 9:00 a.m. or after 9:00 p.m. where there is no sign posted otherwise limiting solicitation or the hours of solicitation or such other activities;
- (d) Utilize any form of endorsement from any department head currently employed or serving the Town of Harwich; and
- (e) Solicit, canvass or conduct any other activity at any residence in a threatening, abusive or illegal fashion.

Penalty.

Any person or organization who shall violate any of the provisions of this Bylaw or any applicable state or federal laws governing soliciting or canvassing, including, but not limited to Chapter 68 of the General Laws, shall be subject to a fine not to exceed \$300.00 for each offense. When enforced through the non criminal disposition procedures pursuant to Chapter 40, section 21D of the General Laws, the penalty shall be \$100 for the first offense, \$200 for the second offense, and \$300 for the third offense and each subsequent offense. Each day that a violation continues shall be considered a separate offense.

Any person or organization who for himself, herself, itself, or through its agents, servants or employees is found after investigation by a police officer to have:

- (a) violated any provision of this Bylaw, or any applicable state or federal laws governing soliciting or canvassing, including but not limited to Chapter 68 of the General Laws; or
- (b) knowingly provided false information on the registration application shall have his, her or its registration revoked by the Chief of Police by written notice delivered to the holder of the registration in person, or sent to the holder by certified mail at the address set forth in the application.

Appeals.

Any person or organization who is denied registration or whose registration has been revoked may appeal by filing a written notice of appeal with the Board of Selectmen. Such appeal must be filed within 5 days after receipt of the notice of denial or revocation. The

Board of Selectmen shall hear the appeal at its next scheduled meeting after the filing of the written notice of appeal, provided, however, that if the Board of Selectmen fails to make a determination within 30 days after the filing of the appeal, the registration shall be deemed granted or reinstated as the case may be.

Severability.

Invalidity of any individual provision of this Bylaw shall not affect the validity of the Bylaw as a whole.

BUILDING/STRUCTURE HEIGHT IN FLOOD HAZARD AREAS

ARTICLE 46: To see if the Town will vote to amend the Code of the Town of Harwich, Chapter 325 Zoning by adding the bold and underlined language as set forth below and to act fully thereon. By request of the Building Commissioner and Planning Board.

325-2 Word usage and definitions.

BUILDING/STRUCTURE HEIGHT - The height of a building or structure shall be calculated by averaging the distance between the lowest pre-existing grade point at the base of the building/structure and the top of said structure, and the distance between the highest pre-existing grade point at the base of the structure and the top of said structure. A structure shall include such elements as a rooftop deck, fence, railing, widow's walk, or other rooftop structure, parapet, or other attached structure. A cupola not larger than four (4) feet in width and chimneys shall be exempt from the above requirements if they do not extend more than four (4) feet in height above the roof. For developed lots, pre-existing grade shall be determined by calculating the average of existing high and low grade points at the base of the existing/original building or structure and top of said structure, where the highest point is at a minimum of eight (8) inches below the top of foundation.

[NEW] For a building or structure located in the special flood hazard area, height shall be measured from the Base Flood Elevation in AE Zones rather than from pre-existing grade. In the AO or VE Zones, height shall be measured from the Base Flood Elevation in the closest AE Zone rather than from pre-existing grade.

Explanation: New FEMA flood maps were adopted in 2014 expanding boundaries of the flood hazard area and raising the base flood elevation for many properties. Homes may continue to exist in flood hazard areas, but renovations or reconstruction require flood proofing measures including raising the first floor above the base flood elevation. The proposed by-law amendment follows similar language in such coastal towns as Dennis, Sandwich and Scituate. Without the amendment, many homes in flood hazard areas would have to be reduced in height to meet base flood elevation requirements combined with the requirement to measure height from pre-existing grade. Approximately 1000 homes in the AE flood zone in Harwich are impacted by the building height requirement. Far fewer homes exist in AO and VE zones. The AO zone does not include measurements for base

flood elevation. The VE or velocity zone has a much higher sensitivity to flooding, and new construction in that zone is not encouraged.

PROPOSED ZONING BY-LAW AMENDMENTS

ARTICLE 47: To see if the Town will vote to amend the Code of the Town of Harwich, Chapter 325 Zoning by striking out language and by adding bold and underlined language as set forth below and to act fully thereon. By request of the Building Commissioner and Planning Board.

(A) CONSTRUCTION SIGNS

325-29 Additional requirements for specific signage.

G. [NEW] Construction Signs. One (1) temporary wall or ground sign not more than eight (8) square feet indicating the construction, remodeling or rebuilding of a certain structure for a permitted use shall be allowed on the parcel on which the structure is located. The sign shall not be illuminated and shall be removed immediately upon final inspection.

(B) TWO-FAMILY DWELLINGS IN THE CH-1 DISTRICT

325-7 C. Existing lots in a CH-1 District which complied at the time of layout with applicable provisions of zoning bylaws, if any, may be used for single-family residential purposes as set forth above and may be used for **[NEW] two-family residential purposes and** nonresidential purposes as established in the Table of Use Regulations provided that:

- (1) Said lots have 100 feet of frontage and 10,000 square feet of area;
- (2) The buildings to be located thereon are set back at least 10 feet from side and rear lot lines and at least 25 feet from street lot lines and the buildings to be constructed on said lot will not exceed the maximum site coverage restrictions of the zoning bylaw in effect when the lot was created or, if no such restrictions applied, coverage of buildings shall not exceed 35% of said lot for lots between 10,000 square feet and 15,000 square feet and 25% for lots over 15,000 square feet;
- (3) Said lots are buildable under other applicable provisions of the lot ...

Table 2 Area Regulations

District	Use	Lot Area	Lot Frontage	Front	Side	Rear
CH-1	Single-family dwelling	40,000	150	25	20	20
	<u>[NEW] Two-family dwelling</u>	<u>40,000</u>	<u>150</u>	<u>25</u>	<u>20</u>	<u>20</u>
	Any other permitted use	20,000	100	25	10	10

(C) GUESTHOUSES

325-2. Word usage and definitions.

~~GUESTHOUSE. A building in which living space, with or without common cooking facilities, is let for compensation to four or fewer persons, but not including a hotel or motel.~~

325-39. Off-street parking schedule.

Residential Uses

Lodging house, hotel, motel, inn, ~~guest house~~, bed and breakfast 1.25 per guest room or suite

Table 1, Use Regulations

Paragraph I – Residential Uses							
		RM	RH-1	RH-2	CV	CH-1	WR
5	Guest houses	S	P	P	P	P	S

Table 2, Area Regulations

District	Use	Lot Area (square feet)	Lot Frontage (contiguous feet)	Front (feet)	Side (feet)	Rear (feet)
RM	Guest house	40,000 plus 2,000 per rental unit	150	25	20	20
RH-1	Guest house	40,000 plus 2,000 per rental unit	150	25	20	20
RH-2	Guest house	40,000 plus 2,000 per rental unit	150	25	20	20
CV	Guest house	40,000 plus 2,000 per rental unit	150	25	10	10
CH-1	Guest house	40,000 plus 2,000 per rental unit	150	25	20	20

Explanation: Proposed amendments include (A) construction signs, (B) two-family dwellings in the CH-1 District, and (C) guesthouses.

(A) Sign amendments in 2009 removed any reference to construction signs, and the current Code of the Town of Harwich does not permit construction signs. The proposed by-law will re-establish language from an earlier version of the Zoning By-Law.

- (B) *Although two-family dwellings are allowed in the Commercial Highway 1 (CH-1) District by Special Permit (S), two other pertinent sections of the Zoning By-Law omit any reference to them. In Table 2, minimum lot area for single-family dwellings in the CH-1 District is 40,000 sq. ft. while minimum lot area for “any other permitted use” is only 20,000 sq. ft. Typically “any other permitted use” refers to non-residential uses. The proposed by-law amendment will treat two-family dwellings the same as single-family dwellings rather than as non-residential uses. A similar by-law amendment for Section 325-7 C will allow existing lots to be used for two-family dwellings along with other permitted single-family and non-residential uses.*
- (C) *In most residential districts, the Zoning By-Law allows one single-family dwelling per 40,000 square feet. Current options for additional residential use of a property include an “accessory building, residential – with bedrooms” or a “single-family dwelling with accessory apartment”, both requiring a special permit. The current definition of “guesthouse” appears to allow another residential option for “a building in which living space, with or without common cooking facilities, is let for compensation to four fewer or fewer persons, but not including a hotel or motel.” There does not appear to be a current restriction on the number of guesthouses that may be built per lot. The proposed by-law amendment closes that apparent loophole by removing “guesthouse” from the list of uses. Buildings to be let for compensation still include lodging house, bed-and-breakfast, inn, motel and hotel.*

PROPOSED AMENDMENTS TO THE HARWICH HOME RULE CHARTER

ARTICLE 48: To see if the Town will vote to propose the following amendments to the Harwich Home Rule Charter, to be approved by the voters at the next annual Town election as follows (Deletions shown in strike through and new text shown as underlined):

1. **Amend Chapter 3 section 6, Powers of Appointments, by adding a new sentence to the end of Section 3-6-2 as follows:**

All appointments made shall be for the full term of that position (or, in the case of a position vacated prior to the end of a term, for the full remainder of the unexpired term).

2. **Amend Chapter 4 as follows:**

Amend two subsections of Section 4-3-2 relating to the powers of the Town Administrator as follows:

4-3-2 The town administrator shall devote full working time to the duties of that office, shall not become a candidate for, or hold, any elective office during the term of appointment; and shall not engage in any business activity during the term, except with the written consent of the board of selectmen. The town administrator shall:

- (i) Be responsible for the purchasing of services, supplies, materials and equipment for all town divisions, departments, and offices, excepting those for ~~the~~

school department, the water department and the Brooks Free Library. The Town Administrator shall execute all contracts for goods and services on behalf of the divisions and departments under the jurisdiction of the Town Administrator, subject to the approval of the Board of Selectmen. The Board of Selectmen may delegate its approval authority to the Town Administrator for certain classes of contracts.

(k) Develop, keep, and annually update a full and complete inventory of all property of the town, ~~except school property~~, both real and personal.

Amend Section 4, Responsibilities for Appointments, by adding a new subsection:

4-4-3 The town administrator shall appoint the harbormaster and any assistant harbormasters.

3. **Amend Chapter 5 as follows:**

Amend Section 5-3-1 as follows:

Division of ~~Highways and Maintenance~~ Public Works

5-3-1 A division of ~~highways and maintenance~~ public works shall be established under the direction of an appointed officer, to be known as the director of public works ~~highways and maintenance~~.

Amend Section 5-5-1 as follows:

Fire Department

5-5-1 ~~A fire department shall be established under a fire chief, who shall be appointed by the board of selectmen.~~ The fire department shall be organized and operated as a so-called strong chief department under the provisions of section 42 of chapter 48 of the General Laws.

4. **Amend Chapter 10 Section 10-3-1 Definitions as follows:**

(f) Committee. The word “committee” shall mean any town agency which has been charged with performing a specified function on behalf of the town but without statutory authority, except for the ~~the school committee~~, finance committee and capital outlay committee, which function under statutory authority;

And to act fully thereon. By request of the By-Law and Charter Review Committee.

AMEND THE HARWICH HOME RULE CHARTER CHAPTER 3, SECTION 6

ARTICLE 49: To see if the Town will vote to propose the following amendment to the Harwich Home Rule Charter, to be approved by the voters at the next Annual Town Election as follows (Deletions shown in strike through and new text shown as underlined)

Refer to Chapter 3, Section 6 and add the following text to 3-6-2:

The board of selectmen shall also have the power to appoint members and up to two alternates (to the extent permissible by general law) of policy-making town agencies enumerated in chapter 7 and other agencies that are in existence on the effective date of this charter and for whom no other method of appointment is provided in this charter. Unless otherwise provided, the board shall also appoint members and up to two alternates (to the extent permissible by general law) of other agencies as may be hereafter established by general law, charter, by-law, vote of the town meeting or vote of the Board of Selectmen.

And to act fully thereon. By request of the By-Law and Charter Review Committee.

AMEND THE HARWICH HOME RULE CHARTER – CHAPTER 7, SECTION 7-14-2

ARTICLE 50: To see if the Town will vote to amend the Town of Harwich Home Rule Charter, Chapter 7 APPOINTED TOWN AGENCIES, Section 7-14-2 by adding “*water dependent structure*” as set forth below:

7-14-2 The waterways committee shall be responsible for the development of regulations for all waterways and **water dependent structures** including marine ramps, docks, piers, moorings, and aquaculture.

and to act fully thereon. By Request of the Harwich Waterways Committee

RECONSTRUCTION OF GINGER PLUM LANE THROUGH PRIVATE ROAD
BETTERMENT

ARTICLE 51: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to repair Ginger Plum Lane in Harwich, subject to repayment through the use of a private way betterment assessment program, and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$223,650.

DEFRAY THE EXPENSES OF THE CHASE LIBRARY AND HARWICH PORT
LIBRARY

ARTICLE 52: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$20,000 to help defray the expenses of the Chase Library and the Harwich Port Library; said funds to be expended under the direction of the Chase

Library and Harwich Port Library Trustees, and to act fully thereon. By Petition. Estimated cost: \$20,000.

Explanation: Chase Library and Harwich Port Library are free, publicly supported libraries. Town funds have been appropriated either through the general budget or by articles since 1911 (Chase) and 1926 (Harwich Port). These funds are essential for continued operation and for the customary State reimbursements.

PROMOTE THE TOWN OF HARWICH

ARTICLE 53: To see if the Town will vote to raise and appropriate a sufficient sum of money for the Harwich Chamber of Commerce to promote the Town and its businesses and to advance economic development initiatives for and with the Town of Harwich. Said monies to be used to manage and fulfill year-round visitor/resident/business information services, to promote and market the Town, to generate and initiate materials and activities that encourage the establishment, growth and sustainability of businesses in Harwich, and to implement economic development objectives and activities in partnership with the Town, and to act fully thereon. By Petition. Estimated cost: \$25,000.

Explanation:

For more than 57 years, Harwich Chamber of Commerce (HHC) has worked in the best interest of Harwich and for the people living in, working in and visiting the Town of Harwich. Since 1995, the citizens of Harwich through the Annual Town Meeting, have voted to fund warrant articles submitted by the Harwich Chamber of Commerce in support of its work promoting the community, providing needed informational services, and developing and advancing economic sustainability and development strategies. We are again requesting the Town's support for the Chamber's efforts in:

- (a) Providing year-round informational services to visitors, residents, second homeowners, and businesses*
- (b) Promoting the Town of Harwich, thereby bringing much needed income into the community*
- (c) Support of the Chamber's efforts, in partnership with the Town of Harwich, to develop and implement economic development initiatives to benefit the Town as defined by objectives in the Town's Local Comprehensive Plan.*

SUPPLEMENT ANNUAL ALLOCATION OF MASS CULTURAL COUNCIL FOR LOCAL CULTURAL COUNCIL GRANTS

ARTICLE 54: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sufficient sum of money to supplement the Massachusetts Cultural Council annual allocation for grant awards to artists, performers and interpretive scientists who bring events to local venues which enhance the cultural experience of Harwich citizens of all ages, and to act fully thereon. By request of the Harwich Cultural Council. Estimated Cost: \$3,000.

AMEND THE HARWICH HOME RULE CHARTER – ESTABLISH A CHARTER
ENFORCEMENT COMMISSION

ARTICLE 55: To see if the Town will vote to propose the following amendment to the Harwich Home Rule Charter, to be approved by the voters at the next annual Town election, and to act fully thereon. By Petition.

Chapter 6, Section 9: The Charter Enforcement Commission

6-9-1 There shall be a charter enforcement commission consisting of five members and elected for three-year overlapping terms so arranged that the term of at least one member shall expire each year.

6-9-2 A vacancy on the commission may be filled by the remaining members of the commission, but only until the next annual election when a new member can be elected to fill the unexpired term.

6-9-3 The commission shall take action only after receiving a written petition filed by a voter or voters alleging a violation of this charter by reason of an act or failure to act of any individual(s) or board serving in an elected or appointed capacity, including any employee of the Town of Harwich.

6-9-4 The petition shall state the specific section of this charter which is subject of the violation, the individual(s) or board responsible for the violation, and the act or failure to act resulting in the violation.

6-9-5 The petition shall be filed by delivery to the town clerk, who shall note the date of its receipt on the petition and mail a copy to each member of the commission within one week of its receipt.

6-9-6 Within three weeks of the receipt of a petition by the town clerk, the chairman shall set a time and date for the hearing, and shall mail notice of the hearing to the town clerk who shall post and publish the notice, and to the petitioner and the individual(s) or board named in the petition. The hearing date shall be not less than three weeks nor more than eight weeks from the date of the receipt of the petition by the town clerk.

6-9-7 At the hearing the commission shall allow any person to address the commission as to the merits of the petition.

6-9-8 Within three weeks of the hearing, the commission shall vote whether there has been a violation of this charter as alleged in the petition, and shall mail a notice of its vote to the town clerk, who shall post a copy of the vote for a period of four weeks, and to the petitioner and the officer or board named in the petition.

6-9-9 If the commission shall vote that there has been a violation of this charter as alleged by the petition, and if following its vote there continues to be a violation, the commission may file a petition with the Superior Court.

6-9-12 The town shall establish a fund to enable the commission to pay the costs and expenses, including fees for independent attorney(s), fees related to the filing of a complaint with the Superior Court and other reasonable expenses as may from time to time be required in order to fulfill the responsibilities of the Commission.

6-9-13 Sections 6-9-3 through 6-9-11 shall not limit the right to seek enforcement of this charter as otherwise provided by law.

6-9-14 This amendment will be in effect on the first day of July following adoption by voters; and the selectmen, town clerk, board of registrars and other elections officers will include the election of the five Charter Enforcement Commissioners in the next following annual town election, at which time two members will be elected for three year terms; two for two year terms, and one for a one year term. Annually thereafter, at the annual town election, there shall be elected commissioners to fill the positions whose terms are about to expire, each to be elected to terms of three years.

6-9-15 Upon certification of the initial election of the five Charter Enforcement Commissioners, the Town Clerk shall within 30 days call the first meeting of the Commission for purposes of organization. The Commission will choose from its membership a Chairman, Vice Chairman and Clerk.

6-9-16 Within 90 days of the initial organizational meeting, the Commission will adopt, by vote of at least three of the five members, Rules of Procedure which may thereafter from time to time, be amended by majority vote.

ENACT A GENERAL BY-LAW – DEMOLITION OF RESIDENTIAL BUILDINGS

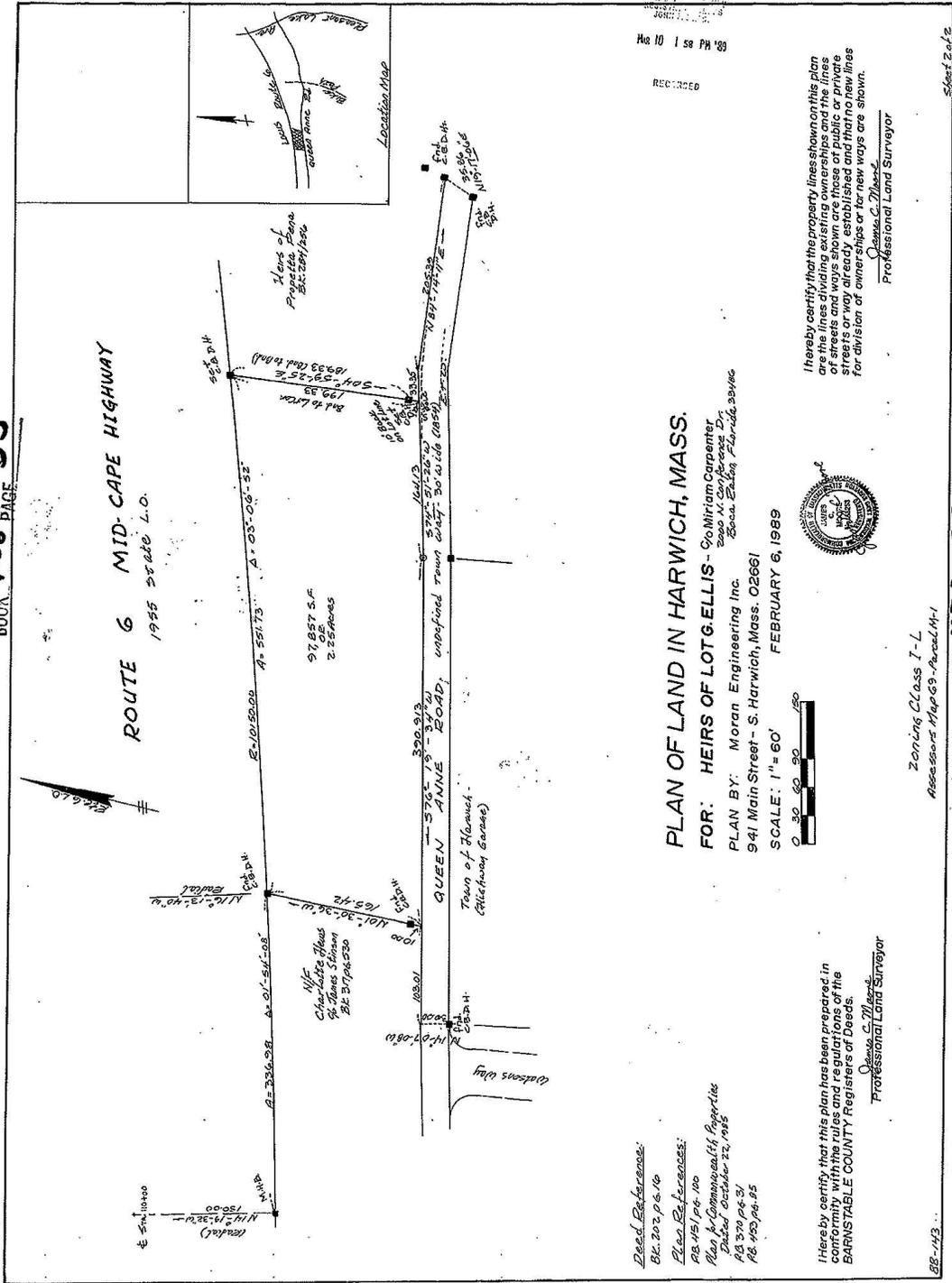
ARTICLE 56: To see if the Town will vote to enact a General By-Law as follows:

DEMOLITION OF RESIDENTIAL BUILDINGS

No Town funds shall be appropriated or otherwise made available through a grant agreement with a private party or public entity for an affordable housing project for the Judah Chase House and or barn located at 97 Route 28 in West Harwich unless the Board of Selectmen first enters into a grant agreement which prohibits the grant recipient from demolishing any building or subdividing the property. Furthermore, no such funds shall be made available to a private or public affordable housing entity for a project that will in any way jeopardize, compromise, or destroy the historic fabric of any building or structure on the site, nor compromise, divide, or partition the land on which they stand, or to act in any manner thereon. By Petition.

APPROVE THE TRANSFER OF TOWN PARCEL TO CEMETERY DEPARTMENT
TO DEVELOP A PET CEMETERY AND PET CREMATORY

ARTICLE 57: To see if the Town will vote to dedicate and designate a parcel of land containing 2.25 acres, more or less, located at 276 Queen Anne Road, containing 2.25 acres, shown on Assessors Map 69 as Parcel M1, and being a portion of the premise acquired by the Town pursuant to order of taking recorded with the Barnstable Registry of Deeds in Book 11666, Pages 103-105, for cemetery purposes, including, without limitation, for the development of a pet crematory and pet cemetery, with the Cemetery Commissioners having the care, custody, management and control of said property, and to act fully thereon. By request of the Cemetery Commission.



RECORDED
 Feb 10 1 58 PM '89

PLAN OF LAND IN HARWICH, MASS.

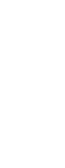
FOR: **HEIRS OF LOT G. ELLIS** - Co. Miriam Carpenter,
 2000 Boston, Florida 33146
 PLAN BY: Moran Engineering Inc.
 941 Main Street - S. Harwich, Mass. 02661
 FEBRUARY 6, 1989



I hereby certify that the property lines shown on this plan are a true and correct representation of the lines of streets or way already established and that no new lines for division of ownerships or for new ways are shown.

James C. Moore
 Professional Land Surveyor

SCALE: 1" = 60'



Zoning Class I-L
 Assessment Map 89-A-001-M-1

I hereby certify that this plan has been prepared in accordance with the requirements of the BARNSTABLE COUNTY Registers of Deeds.

James C. Moore
 Professional Land Surveyor

Deed Reference:
 Bk. 20, p. 6, 10
Plan References:
 PB 451, p. 100
 Plan for Commonwealth Properties
 Dated October 22, 1985
 PB 370, p. 31
 PB 453, p. 95

Sheet 2 of 2

458-33

458-33

DEPARTMENTAL REVOLVING FUNDS AUTHORIZATION

ARTICLE 58: To see if the Town will vote to authorize revolving funds for certain town departments under M.G.L. Ch. 44, § 53E ½ for the Fiscal Year beginning July 1, 2016; and to act fully thereon. By request of the Board of Selectmen

<u>Revolving Fund</u>	<u>Authorize to Spend Fund</u>	<u>Revenue Source</u>	<u>Use of Fund</u>	<u>FY 17 Spending Limit</u>	<u>Disposition of FY16 Fund balance</u>
Golf	Director, Golf Committee & ATA	Golf Lessons and Pro Shop Sales	Pro Shop expenses, clubhouse and kitchen maintenance, modernization, and lessons instructor	\$200,000	Available for expenditure
Council on Aging	Director & Council on Aging	Fees from health, recreation, nutrition and education programs	Health, recreation, nutrition and education programs	\$125,000	Available for expenditure
Cemetery	Administrator & Cemetery Commission	90% of Lot Sales, 100 % of all Cemetery Services and Fees	Maintenance of town cemeteries	\$50,000	Available for expenditure
Community Center	Director & Facilities Committee	Fees from use of the weight room	Weight Room Equipment (and repair)	\$50,000	Available for expenditure
Recreation	Director & Rec & Youth Commission	Fees from recreation and youth programs	Recreation and youth programs	\$120,000	Available for expenditure
Albro House	Town Planner & Historic District/Hist. Commission	Fees from receipts of lease or fees for short term rooms use and rental	Restorations, maintenance, care and support of town-owned property	\$10,000	Available for expenditure
ADA	Town Administrator	Receipts of parking penalty fees	Interpreter services or accommodations required under ADA	\$2,500	Available for expenditure

ESTABLISH A WETLANDS REVOLVING FUND

ARTICLE 59: To see if the Town will vote to establish a revolving fund, effective FY 2017 under M.G.L. Chapter 44, Section 53E ½ for the purpose of upholding the interests of the Massachusetts Wetlands Protection Act and the Harwich Wetlands Protection Bylaw, such as for consultants and wetland and buffer zone management and restoration projects, with monies generated by the Town portion of the Notice of Intent filing fees credited to the revolving fund, expenditures approved by the Conservation Administrator and the Conservation Commission in the amount not to exceed six thousand dollars (\$6,000.00), and to act fully thereon. By request of the Conservation Commission.

Explanation:

This revolving fund was never properly established under M.G.L. Chapter 44, Section 53E 1/2.

STABILIZATION FUND

ARTICLE 60: To see if the Town will vote to raise and appropriate or transfer from surplus revenue or available funds a sufficient sum of money to be added to the Stabilization Fund, and act fully thereon. By the request of the Board of Selectmen. Estimated cost: \$ _____

OPEB TRUST FUND

ARTICLE 61: To see if the Town will vote to transfer the balance of funds in the multi-use stabilization fund into the **Other Post Employment Benefits** Trust Fund, and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$ _____

FUND PRIOR YEAR'S UNPAID BILLS

ARTICLE 62: To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to pay unpaid bills of prior years as provided for in M.G.L. Ch. 44, Section 64, and to act fully thereon. By request of the Finance Director/Accountant. Estimated cost: \$25,000

COMPENSATING BALANCE AGREEMENT

ARTICLE 63: To see if the Town will vote to authorize its Treasurer to enter into a compensating balance agreement or agreements with banking institutions for Fiscal Year 2017 pursuant to Chapter 44, § 53F of the General Laws and to act fully thereon. Customary Article.

LIABILITY TIDAL/NON-TIDAL RIVERS

ARTICLE 64: To see if the Town will assume the liability in the manner provided by § 29 of Chapter 91 of the General Laws as amended by Chapter 516 and 524, Acts of 1950, for all damages that may be incurred by work to be performed by the Department of Public Works of Massachusetts, for improvement, development, maintenance and protection of tidal and non-tidal rivers, streams, harbors, tide waters, foreshore and shores along a public beach outside of Boston Harbor, including the Merrimack and Connecticut Rivers in accordance with § 11 of Chapter 91 of the General Laws and to authorize the Selectmen to execute and deliver a bond of indemnity to the Commonwealth and to act fully thereon. Customary Article.

HERRING FISHERIES

ARTICLE 65: To see what action the Town will take in regard to the Herring Fisheries and to act fully thereon. Customary Article.



February 29, 2016

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 1
5 POST OFFICE SQUARE, SUITE 100
BOSTON, MA 02109-3912

Carole Ridley
Town of Harwich
732 Main Street
Harwich, MA 2645

Re: Announcement Number EPA-R1-SNEP-2016: Southeast New England Program for Coastal Watershed Restoration Grants, *Pleasant Bay Watershed Nutrient Management and Restoration Program*

Dear Carole:

Thank you for submitting a proposal for Southeast New England Program funding in response to the Request for Initial Proposals, Announcement Number EPA-R1-SNEP-2016, issued on December 9, 2016. Interest in the first year of this grant program was strong and selecting projects to advance to the next stage was difficult.

EPA received a total of 50 eligible initial proposals and invited 24 applicants to submit a full proposal. A Review Panel scored and ranked each initial proposal after evaluating them against the initial proposal evaluation criteria in section V.A. of the above-referenced announcement.

As a result of this review, we regret to inform you that your proposal was not selected for award.

You may obtain a more detailed briefing regarding the strengths and weaknesses of your proposal, and the basis for our decision, by making a request for a debriefing to Karen Simpson within 15 calendar days of the date you received this letter. Upon receipt of a timely debriefing request, EPA will schedule an oral debriefing via conference call.

For further information about the debriefing process and your dispute rights with respect to competition-related issues under the subject announcement, please refer to section VI.E. of the announcement. All assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR 3629, 3630-3631 (January 26, 2005) (see <http://www.epa.gov/grants/grant-competition-dispute-resolution-procedures>). These procedures were also referenced in section VI.E. of the competitive announcement of this funding opportunity. If you have any questions about the debriefing or disputes process, you may contact Karen Simpson at 617-918-1672 or by e-mail at simpson.karen@epa.gov.

Thank you for your interest, and we look forward to your participation in future competitions.

Sincerely,

A handwritten signature in cursive script that reads "Johanna M. Hunter".

Johanna M. Hunter
Watersheds and Nonpoint Source Section Chief
Office of Ecosystem Protection, EPA Region 1

MEMO

TO: Board of Selectmen
FROM: Sandy Robinson
RE: Timeline for Submission of Special Town Meeting Articles
DATE: March 7, 2016

The 2016 Annual Town Meeting will be held on Monday, May 2, 2016. The Special Town Meeting (STM) will be held on Tuesday, May 3, 2016. All STM Articles must be received no later than **40 days** prior to the Special, which is March 23rd this year.

- Proposed date to vote to open the STM: Monday, March 14th
- Proposed date to open the STM: Tuesday, March 15th at 8:30 a.m.
- Proposed date to close the STM: Friday, March 18th at Noon

- Proposed date to sign the STM Warrant: Monday, March 21st
- Proposed date to sign the Ballot: Monday, March 21st

BOS VOTE	FINCOM VOTE	ART#	Oneliners ATM May 2, 2016				BOS Recom.	FinCom Recom	Tax levy	Free Cash	CPC	Water Ent.	Capital		Local		ART#
			Petitioner	Request	TA Recom.	Request							Excl.	Debt Exclusion	Receipts	Other	
Incl		1	Town Officers & Committees	Customary													1
Incl		2	Reports of Town Officers & Comms.	Customary													2
Incl		3	Elected Officials Salaries	Customary	\$ 84,697			\$ 84,697									3
Incl		4	Town Operating Budget	BOS													4
Incl		5	MRSD Budget	MRSC/Supt	\$ 24,058,302			\$ 23,833,578	\$ 224,724								6
Incl		6	CC Tech School Budget	Supt.	\$ 1,437,053			\$ 1,437,053									7
Incl		7	Water Department Budget	Water Com.	\$ 3,939,879			\$ 3,939,879									8
Incl		8	Adopt Capital Plan	BOS													9
Incl		9	Amend Personnel Bylaw	Town Adm													10
Incl		10	Cap Items under \$50K from Free Cash	BOS	\$ 89,900				\$ 89,900								11
Incl		11	Facility Maint & Repair Fund	BOS	\$ 561,000				\$ 561,000								12
Incl		12	Fire Dept Ambulance	Fire Chief	\$ 290,000				\$ 290,000								13
Incl		13	Golf - Landscape Reclamation	Golf Comm	\$ 35,000											\$ 35,000	14
Incl		14	Golf - Construct new Tees	Golf Comm	\$ 30,000											\$ 30,000	15
Incl		15	Golf - Est. New Capital Infrastrure Fund	Golf Comm													16
Incl		16	Reconst Saquatucket Marina	Harbor	\$ 7,000,000									\$ 6,000,000		\$ 1,000,000	17
Incl		17	Landside Saquatucket	Harbor	\$ 250,000				\$ 250,000								18
Incl		18	Road Maint. Program	DPW Dir.	\$ 700,000									\$ 700,000			19
Incl		19	DPW - Vehicles	DPW Dir.	\$ 316,500				\$ 316,500								20
Incl		20	DPW -Equipment	DPW Dir.	\$ 188,209				\$ 188,209								21
Incl		21	Water - Excavator	Water Com.	\$ 125,000						\$ 125,000						22
Incl		22	Water - Rehab Lothrop Ave Tank	Water Com.	\$ 1,600,000						\$ 1,600,000						23
Incl		23	Water - SCADA System	Water Com.	\$ 300,000						\$ 300,000						24
Incl		24	IMA with Chatham	BOS	\$ 9,000,000									\$ 9,000,000			25
Incl		25	Enact Sewer Bylaw	BOS													26
Incl		26	CPC - Reserve	CPC													28
Incl		27	CPC - Fund Land Bank Debt Service	CPC	\$ 633,400					\$ 633,400							29
Incl		28	CPC - Chase Library Fireplace	CPC	\$ 3,100					\$ 3,100							30
Incl		29	CPC -Hist Soc. Artifacts	CPC	\$ 11,000					\$ 11,000							31
Incl		30	CPC - Albro House & Accessibility Mods	CPC	\$ 18,700					\$ 18,700							32
Incl		31	CPC - Historical Property Inventory	CPC	\$ 20,000					\$ 20,000							33
Incl		32	CPC - W. Harwich School Preserv & Rehab	CPC	\$ 203,500					\$ 203,500							34
Incl		33	CPC - Historical Preserv Burial Crypts	CPC	\$ 25,000					\$ 25,000							35
Incl		34	CPC - S.Harwich Meetinghouse	CPC	\$ 100,000					\$ 100,000							36
Incl		35	CPC - Whitehouse Field Fencing	CPC	\$ 57,128					\$ 57,128							37
Incl		36	CPC - Queen Anne Rd Biketrail Crossing	CPC	\$ 29,700					\$ 29,700							38

BOS VOTE	FINCOM VOTE	ART#	Oneliners ATM May 2, 2016				BOS Recom.	FinCom Recom	Tax levy	Free Cash	CPC	Water Ent.	Capital		Local		ART#
			Petitioner	Request	TA Recom.	Request							Excl.	Debt Exclusion	Receipts	Other	
Incl		58	Dept Revolving Funds Authorization	BOS													60
Incl		59	Est. Wetland Revolving Fund	Cons Comm													61
Incl		60	Stabilization Fund	BOS	\$ 1,328,500				\$ 1,328,500								62
Incl		61	OPEB Fund	BOS	\$ 300,000				\$ 300,000								63
Incl		62	Fund Prior Yrs Bills	FinCom	\$ 25,000				\$ 25,000								64
Incl		63	Compensating Bal Agree	Customary													65
Incl		64	Liability Tidal/Non-Tidal Rivers	Customary													66
Incl		65	Herring Fisheries	Customary													67
			Total ATM May 2016														
			Balances		\$ 54,632,978			\$ 29,295,207	\$ 3,661,833	\$ 2,629,528	\$ 2,025,000		\$ 15,700,000		\$ 1,321,410		
NOTE:			Articles 40 - Return of CPC Funds														
NOTE:			Articles 13 and 14 - From Golf Fund														
NOTE:			Article 16 - \$1,000,000 in Grants														
NOTE:			Article 51 Betterment														
			Special Town Meeting Articles 5/2/2016														
		1	Snow & Ice Deficit		\$250,000				\$ 250,000								5
		2	Repairs to Com Ctr - Insurance Reimburse														2
Hold		3	CPC - Admin Cost - Acq of Tax Title	CPC	\$ 50,000											\$ 50,000	27
		4															4
		5															5
		6															6
			Sub Total		\$ 300,000				\$ 250,000	\$ -	\$ -		\$ -		\$ -	\$ 50,000	
			2016		\$ 300,000	0			\$ 250,000	\$ -	\$ -		\$ -		\$ -	\$ 50,000	
			Totals Used	Total Appropriated	300,000				\$ 250,000	\$ -	\$ -		\$ -		\$ -	\$ 50,000	
			Tax Levy Balance & other balance							\$ -	\$ -		\$ -		\$ -	\$ -	
			Tax Rate Recap														
			Court Orders														
			Debt & Interest														
			Snow & Ice	Prior Year													
			Cherry Sheet Assessments														
			OverlayFY2016														
			Cherry Sheet Offsets						\$ -	\$ -	\$ -		\$ -		\$ -	\$ -	
			Total Recap						\$ -	\$ -	\$ -		\$ -		\$ -	\$ -	
			Balance					\$ 43,756,019	\$ 109,167	\$ -	\$ -		\$ -		\$ -	\$ -	