

SELECTMEN'S MEETING AGENDA*

Griffin Room, Town Hall

Regular Meeting 6:30 P.M.

Monday, May 9, 2016

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **WEEKLY BRIEFING**

IV. **PUBLIC COMMENT/ANNOUNCEMENTS**

V. **CONSENT AGENDA**

- A. Approve Minutes:
 - 1. April 11, 2016 Regular Session
 - 2. May 2, 2016 Pre-Town Meeting
- B. Accept the resignations of Paul Thibeau, and Rosemary Thibeau from the Treasure Chest Committee
- C. Approve the recommendation of the Board's Interview/Nominations Subcommittee to appoint Sheila Eldredge as a full member of the Treasure Chest for a one-year term
- D. Approve the recommendation of the Board's Interview/Nominations Subcommittee to appoint Karin Larson to the Saquatucket Development Committee for a one-year term
- E. Approve Mooring Regulations changes per the request of the Harbormaster
- F. Approve application for a Road Race for 2016 Bike MS Cape Cod Getaway

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

- A. Public Hearing – Application for a Seasonal, General on-Premise, All Alcoholic Beverages License for Go Industries, Inc. d/b/a Perks in Harwich Port
- B. Ballot Question Review

VII. **OLD BUSINESS**

VIII. **NEW BUSINESS**

- A. Recommendation of Harbormaster regarding a Special Purpose Mooring for the Stone Horse Yacht Club – *discussion & possible vote*
- B. Recommendation of the Harbormaster regarding the designation of commercial fishing vessel moorings – *discussion & possible vote*
- C. Contract between the Town and the Department of Fish and Game for reconstruction of bulkhead and concrete seawall/stone reconstruction at Allen Harbor Public Access Facility – *discussion & possible vote*
- D. Seasonal Labor Rate Adjustment for DPW – *discussion & possible vote*
- E. Purchase of the Sutphin Property – *discussion & possible vote*

IX. **TOWN ADMINISTRATOR'S REPORT**

- A. VNA Contract update
- B. Town Administrator status update

X. **SELECTMEN'S REPORT**

- A. Selectmen's Proposed Summer Meeting Schedule for discussion

XI. **ADJOURNMENT**

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

Authorized Posting Officer:

Posted by: _____
Town Clerk

Sandy Robinson, Admin. Secretary

Date: May 5, 2016

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, APRIL 11, 2016
6:30 P.M.**

SELECTMEN PRESENT: Brown, Hughes, LaMantia, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, Amy Bullock, Dan Pelletier, Andy Gould, Noreen Donahue, Bill Cowin, Brooke Williams, Judy Ford, Richard Waystack, Bernadette Waystack, Sandy Hall, Don Howell, and others.

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

Chairman Hughes reported that the Board toured the South Harwich Meeting House this evening to get an update on the progress of the project. He further reported that the Board had just come out of Executive Session where they dealt with a Water Union employee issue and discussed the cemetery at the First Congregational Church.

PUBLIC COMMENT/ANNOUNCEMENTS

Christine Joyce announced upcoming events to be held by the Voter Information Committee and League of Women Voters in light of the upcoming Town Meeting and Election. Brooke Williams announced an upcoming Candidates Forum to be hosted by the Harwich Civic Association.

CONSENT AGENDA

- A. Approve Minutes – March 21, 2016 Regular Session
- B. Approve expenditure of \$4,716.63 from Cable Fund for studio equipment at Monomoy Regional High School
- C. Approve expenditure of \$25,905.00 from Cable Fund for upgrading equipment and providing for live broadcast
- D. Approve the 2016 Summer Concert Series to be held at Brooks Park
- E. Approve application for \$1,000,000 Mass Seaport Economic Council Grant for Saquatucket Harbor and authorize Town Administrator to be signatory on all grant documents

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.)*

- A. Presentation – Services for Sale of Tax Title Properties – *Amy Bullock & Bill Cowin of Tallage LLC (informational only)*

Ms. Bullock provided the attached Power Point presentation on tax title properties and took questions from the Board. Bill Cowin of Tallage LLC explained that all they do is buy tax liens from cities and towns in Massachusetts and they process the liens through the Land Court. He noted that very few of the properties actually foreclose and most of those are commercial properties. He stated that it greatly reduces the administrative burden that falls on the Treasurer's Office. Ms. Bullock noted that the next step is getting a list together of what we want to sell and sending notice to the people. Mr. Clark noted that any money we recoup would go into free cash and would not be available until FY18. Chairman Hughes suggested holding a public hearing on this to address issues and concerns of the public. He recommended Ms. Bullock come back at the end of May with an update and we can schedule a hearing at that time. Mr. Cowin answered questions from Noreen Donahue regarding the mechanics of the process.

B. Presentation – Landfill Solar Revenue Sharing – *Charleen Greenhalgh*

Ms. Greenhalgh provided the attached Power Point presentation on Landfill Solar Revenue Sharing. Mr. Hughes said we should contact CVEC and tell them it looks like our system is underperforming as it is less than 75% of what was advertised. He noted that we could have the Water Department, which is participating in the revenue stream, also participate in the expense stream. Mr. Clark took questions and from the Board. Chairman Hughes asked if there is interest in having the Water Department share in expenses and Mr. Clark said he would draft a Memorandum of Understanding with the Water Department. The Board heard input from Noreen Donahue, Richard Gunderson, Bruce Page and Gary Carreiro.

OLD BUSINESS

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

ATM Article #4 – Town Operating Budget

Mr. Clark provided updated budget numbers to the Board. Mr. LaMantia moved to adopt the operating budget which totals \$33,180,977 of which \$19,664,594 comes from tax levy, also included from the Water Enterprise Fund \$587,382, Local Receipts \$10,022,278 and Other \$2,273,323. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

ATM Article #32 – West Harwich School House Preservation and Rehabilitation

Mr. MacAskill moved to accept and adopt Article 32 – West Harwich School House Preservation and Rehabilitation in the amount of \$203,500 out of CPA funds. Mr. LaMantia seconded the motion. Mr. Clark answered concerns from Mr. MacAskill about prevailing wages and municipal projects and Mr. MacAskill requested a legal opinion. Chairman Hughes said he read the 2012 report as the plume not being an issue for that particular site. Mr. MacAskill referred to the 2001 DEP report which recommends continued monitoring. Chairman Hughes said you go with the latest data you have. Ms. Champagne stated that to her knowledge there has not been any additional monitoring in that area. She said you need to be aware of the situation, suggested anyone looking at the site to have an environmental consultant specializing in hazardous waste review the project and what they are proposing to develop at the site. She said that an engineer can design according to the latest technologies to make sure you are installing the proper barriers.

She noted that the groundwater should be deep enough under the site that it isn't going to be an issue and neither will the septic as systems are always placed 5 feet above the layer of groundwater. The Board took comments from Mr. Gunderson and Mr. Howell. The motion carried by a 3-1 vote with Mr. MacAskill in opposition.

ATM Article #34 – South Harwich Meeting House Restoration and Preservation

Mr. MacAskill moved to accept and adopt Article 34 – South Harwich Meeting House Restoration and Preservation in the amount of \$100,000 from CPA funds. Mr. LaMantia seconded the motion. Ms. Ford provided the attached handout including a progress report, building permit, three pages of funding for CPA and what the balances are. The motion carried by a unanimous vote.

ATM Article #41 – Accept MGL Ch. 111, Sec. 26 – Board of Health Provisions

Mr. MacAskill moved to accept and adopt Article 41 – Accept General Law Chapter 111, Section 26G. Ms. Brown seconded the motion. Ms. Champagne noted that this article was not submitted by the Board of Health. Mr. Clark explained that we had a meeting in which the Board of Health came in during one of their annual reports and mentioned that they were having a hard time getting people and the Board had asked him to ask Kopelman & Paige if it was permissible, if someone wanted to be a septic installer, could they be on the Board of Health and the response was that they can provided the Town accepts the statute and that no installer could review their own work. He said the Board wanted to open up the field to people who had an expertise in the health world to participate. Ms. Champagne stated that an installer who lives in the community had an interest in serving on the Board of Health and there was some discussion about conflict of interest and Mr. Clark wrote to Kopelman & Paige. She stated that this addresses one section but doesn't address the other issues of ongoing conflict of interests at every Board meeting. She pointed out that this person would have to recuse themselves on septic system variances and since that covers about 80% of their work, there is still a very large area of conflict. The motion failed to pass on a 0-4 vote.

ATM Article #47 – Amend the Code of the Town of Harwich, Ch. 325 Zoning – Various Zoning By-Law Amendments

Mr. MacAskill moved to accept and adopt Article 47 – Proposed Zoning By-Law Amendments. Ms. Brown seconded the motion. Mr. LaMantia commented that he had asked that we add to the section regarding signs that there be authorization by the land owner and that hasn't happened. Mr. Spitz said it is in the regulations and they review each sign that comes for whether it has been signed by the owner and is there a letter authorizing it. The Board took comments from Brooke Williams which Mr. Spitz responded to. Ms. Greenhalgh pointed out that the Planning Board is recommending approval of parts A and B but not part C. Mr. Spitz confirmed that as being correct and said there were too many different directions and they decided that it is not important enough to go forward with this at this time and they will change it on Town Meeting floor. The motion carried by a unanimous vote.

ATM Article #55 – Amend the Charter – Establish a Charter Enforcement Commission

Mr. MacAskill moved to accept and adopt Article 55 – Amend the Home Rule Charter – Establish a Charter Enforcement Commission. Ms. Brown seconded the motion. Mr. LaMantia said he feels it would be better to keep going with the Charter Review Committee to make the Charter as clear as possible. Ms. Hall said there is no reason that both can't happen at the same time. She said that it will be two years before a commission can be put in place and the Charter Review Committee can use that time to continue to review the Charter. She said she hopes the commission is never used and commented that there hasn't been a real effort to educate people on the Charter. Chairman Hughes asked Ms. Hall if she sees it possible for the Charter Review Committee to take on an expanded role and she responded yes. He added that it could go a long way if the Charter Review Committee took on the role of educating Boards and Committees on the roles and responsibilities of the Charter. Ms. Hall said this would provide a further incentive to follow the Charter. The motion failed on a 2-2 vote with Mr. LaMantia and Chairman Hughes in opposition.

ATM Article #56 – Demolition of Residential Buildings By-Law

Ms. Brown moved that we indefinitely postpone Article 56 – To Enact a General By-Law Demolition of Residential Buildings. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

NEW BUSINESS

- A. Consideration of Habitat and HECH requests for funding from the Affordable Housing Fund – *discussion and possible vote*

Mr. LaMantia moved to provide to Habitat up to \$35,000 to begin their studies towards their project and up to \$25,000 to HECH for the same activity and also to provide our view that we are much in favor of this project given that everything works out for the 40B plan and that historic conservation of the Chase Building is an important part of the study. Mr. MacAskill seconded the motion for discussion. Mr. MacAskill asked Mr. Howell if this is HECH's wishes and Mr. Howell indicated it is. He asked what the \$35,000 will be spent on by Habitat and Chairman Hughes responded that it will be spent on engineering, architectural, environmental, legal and appraisal expenses. Ms. Brown said she was concerned because the original \$300,000 included the plans. Mr. Waystack encouraged the Board to approve this request for funds. Mr. MacAskill inquired as to what HECH intended to spend the \$25,000 on. Mr. Clark responded that it is to be used in the reconfiguration of the property, to promote the development of affordable housing, to hire a historic preservation consultant, to create and manage the historic restriction RFP for the exterior of the existing structure. The motion carried by a unanimous vote.

TOWN ADMINISTRATOR'S REPORT

- A. FY17 Chapter 90 apportionment for Harwich

Mr. Clark reported that the FY17 Chapter 90 apportionment for Harwich is \$686,151.

ADJOURNMENT

Chairman Hughes adjourned the meeting at 9:33 p.m.

Respectfully submitted,

Ann Steidel
Recording Secretary

SELECTMEN MINUTES
Room 3
HARWICH COMMUNITY CENTER
MONDAY, May 2, 2016
6:00 P.M.

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

OTHERS PRESENT: Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, Michael Lach & John Idman (HCT), Attorney Jannell Austin, Kopelman & Paige and Dana DeCosta.

MEETING CALLED TO ORDER at 6:04 p.m. by Chairman Hughes.

PRE TOWN MEETING

Budget: Mr. Clark provided a brief update on the budget. There has been approximately \$100 in changes. The one-liners have been updated to reflect these changes, which includes Article 3 (Elected Officials Salaries). As these amounts are already included in the town operating budget and the water budget, they are no longer reflected on the one-liners.

Article 4: Selectwoman Cebula made a motion to reconsider Article 4, seconded by Selectman MacAskill, so voted unanimously. Selectwoman Cebula made a motion to approve the Article 4 Operating Budget at \$32,547,577, seconded by Selectman MacAskill, so voted unanimously.

Articles 43 and 44: The actually Home Rule Charter language has been added to the motion to allow for the Selectmen to request Special Legislation to allow for \$1500 for senior exemptions. The Board table the discussion until Town Counsel could be present.

Article 60: Selectman MacAskill made a motion to reconsider Article 60, seconded by Selectwoman Cebula, so voted unanimously. Selectwoman Cebula made a motion to approve Article 60 (Stabilization Fund) in the amount of \$1,728,500, seconded by Selectman LaMantia, so voted unanimously.

Article 61: Selectwoman Cebula made a motion to reconsider Article 61, seconded by Selectman LaMantia. Selectwoman Cebula made a motion to Indefinitely Postpone Article 61 (OPEB Fund), seconded by Selectman MacAskill; so voted unanimously.

Sutphin Property: Mr. Clark referred to his memo of May 2, 2016. Prior to the pre-town meeting motion meeting on April 27, 2016 and during the review of funding sources for the Sutphin acquisition, an issue with the funding source was realized. At the May 6, 2014 Special Town Meeting, appropriation was made towards the purchase of two parcels of Sutphin property for conservation purposes. The funding source identified in the article was twofold, the first \$220,000 from Community Preservation Act funding with \$73,000 coming from the Harwich Conservation Trust (HCT). The HCT provided the funds to the Town in October 2014 and a check was prepared in the same month assuming that a closing would occur timely. Due to issues on the Sutphin side, the closing was delayed for an extended period and is only now coming to fruition. Our Finance

Director has indicated that the \$73,000 from the HCT that should have been put into a gift account was left in the General Fund. At the conclusion of FY15, the \$73,000 was converted to free cash. The Town has an obligation to replace the \$73,000 from HCT. Due to the length of time related to the closing and a desire to complete the Sutphin acquisition, HCT has agreed to come up with \$73,000 towards the Sutphin closing and is willing to wait for reimbursement of the original \$73,000.

Mr. Clark will be asking the Board of Selectmen to vote to commit to placing an article on the next available Town Meeting, whether it be a Fall Special or next May's Annual to reimburse HCT \$73,000 since the original gift was inadvertently included in free cash. The 2016 Annual Town Meeting calls for a large addition in funds to the Town's stabilization account, included in the sum was the \$73,000. He will ask that at the next Town Meeting \$73,000 from stabilization be used to reimburse HCT. The gift was originally submitted under Massachusetts General Law Chapter 44, Section 53A that called for the funds to be used consistent with the original article for acquisition of the Sutphin property. Reimbursement is legally warranted under this General Law.

The Board agreed in concept; however they felt that this should be an agenda item on the May 9, 2016 meeting.

Allen Harbor: There was a document in the signature file that Selectman MacAskill was not familiar with relative to Allen Harbor, he asked that this be placed on the May 9 agenda.

Articles 43 and 44: Attorney Austin explained that there had been conversations with the DOR regarding the additional \$500 dollars for Senior Exemptions. The DOR has indicated that a community cannot go beyond the allowable \$1,000 exemption. Article 43 provides the necessary language to seek Home Rule Special Legislation to allow for the additional \$500. Article 44 provides the necessary funding mechanism for the additional \$500 in the event that the Special Legislation is completed during FY17. Selectwoman Cebula made a motion to reconsider both Articles 43 and 44, seconded by Selectman LaMantia, so voted unanimously. Selectwoman Cebula made a motion to approved Articles 43 and 44, seconded by Selectman MacAskill, so voted unanimously.

Article 32: Finance Committee Chair Dana DeCosta spoke briefly with the Board about the difference in vote for Article 32 (CPA funds for the West Harwich School). The Board did not wish to change its position.

ADJOURNMENT

Chairman Hughes adjourned the meeting at 6:37 p.m.

Respectfully submitted,

Charleen Greenhalgh
Assistant Town Administrator

Anita Doucette

From: Sandy Robinson
Sent: Monday, May 02, 2016 8:48 AM
To: Anita Doucette
Cc: Michael MacAskill; Angelo La Mantia
Subject: FW: Treasure Chest Committee



Hi Anita –

Please have this email from Mr. and Mrs. Thibeau serve as resignations from the Treasure Chest. Please let me have a stamped copy so that I can put it on the Agenda for the Board to accept.

Thanks, Sandy

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



From: washashore5460@comcast.net [mailto:washashore5460@comcast.net]
Sent: Saturday, April 30, 2016 12:28 PM
To: Sandy Robinson <srobinson@town.harwich.ma.us>
Subject: Re: Treasure Chest Committee

Yes you heard right Rosemary and I want to resign our membership on the treasure chest committee it was a pleasure serving but since Rosemary fell and hurt herself, then Cindy Keiths wife said it was pay back cause I had voted to fire Kieth we figured it was time to go thank you Paul Thibeau

From: "Sandy Robinson" <srobinson@town.harwich.ma.us>
To: pt422@comcast.net, washashore5460@comcast.net
Cc: "Michael MacAskill" <michael.d.macaskill@gmail.com>, "Angelo La Mantia" <aslcape@comcast.net>
Sent: Friday, April 29, 2016 11:04:34 AM
Subject: Treasure Chest Committee

Hi Mr. Thibeau:

We have heard through the grapevine that you and Rosemary have decided to discontinue your membership on the Treasure Chest Committee. Would it be possible for you to send me a short memo stating that you and Rosemary have decided to resign from the committee? You can send it to me at this email address or to Anita Doucette, Town Clerk at adoucette@town.harwich.ma.us

I also heard that Rosemary had fallen and was hurt. I am very sorry to hear that and I hope she is feeling better soon.

Sandy

Sandra Robinson



MEMO

TO: Board of Selectmen

FROM: Angelo La Mantia, Michael MacAskill
Selectmen's Interview/Nomination Committee

RE: Appointment Recommendation

DATE: May 9, 2016

Following posted interviews held on Friday, April 29, 2016, we would like to recommend to the Board the following:

1. Vote to appoint Sheila Eldredge to the Treasure Chest Committee for a one-year term
2. Vote to appoint Karin Larson to the Saquatucket Development Committee for a one-year term

Selectmen's Interview/Nominations Subcommittee
Selectmen's Office, Town Hall
Friday, April 29, 2016
10:30 a.m.

I. **CALL TO ORDER**

II. **NEW BUSINESS**

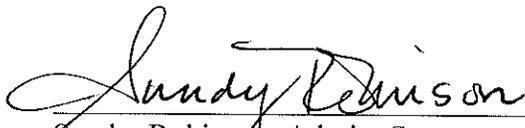
- A. Meet with Committee member to discuss Open Meeting Law
- B. Interview applicant(s) for various committee vacancies – *discussion and possible vote*
 - 1. Treasure Chest
 - 2. Saquatucket Development Committee
- C. Discuss request from Cemetery Commission to form a new committee for the purpose of implementing a Veteran's Memorial in Evergreen Cemetery in East Harwich
- D. Initial discussion regarding upcoming annual re-appointments

III. **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 are a person with a disability who requires an accommodation, contact the Selectmen's Office at (508) 430-7512 ext. 2

Authorized Posting Officer:


Sandra Robinson, Admin. Secretary

Posted by: _____
Town Clerk

Date: April 26, 2016

Town of Harwich
Harbormaster's Office
715 Main Street – PO Box 207
Harwich, MA 02646
Phone (508) 430-7532
Fax (508) 430-7535

Memo

To: Chairman, Board of Selectmen
Via: Christopher Clark, Town Administrator
From: John C. Rendon, Harbormaster 
Date: April 21, 21016
Subject: Mooring Regulation Changes

Ref: (a) Harbor Management Plan

In accordance with section 1.0 of reference (a), the enclosed mooring regulation changes are submitted for your review.

Appendix C of reference (a) has been changed to include pertinent standards that are required of mooring permit holders and mooring servicing agents, and reformatted for easier understanding. Eliminated from Appendix C tables is information relating to tide, depths, scope of chain, and breaking strength of line. This information, while important, does not need to be listed in the regulations; the information varies by area and is well known and considered by our mooring servicing agents. The significant changes to Appendix C relate to the mushroom/pyramid sizes, chain sizes and hawser sizes. In many cases the required sizes have been increased to provide greater strength to the mooring system. These changes have been made in consultation with our mooring servicing agents. Also, the revised mooring standards will apply immediately to all new mooring permit holders and will be required of existing mooring permit holders once replacement of tackle is required based upon biennial inspections.

Also included are formatting changes to section 4.0 and 4.1 of reference (a).

The Waterways Committee unanimously supports the changes.

Encl (1) **Current** Appendix C Minimum Safety Standards for Boat Moorings
(2) **Revised** Appendix C Minimum Safety Standards for Boat Moorings
(3) **Revised** section 4.0 & 4.1 Mooring Tackle and Equipment

**APPENDIX C
Boat Moorings Minimum Safety Standards for Harwich**

These specifications are established to set minimum safety standards for boat moorings at Harwich in normal conditions.

Table I.

Area	Tide	Depth	Scope	Depth MLW	0-26' (3 tons)	26-30' (9 tons)	30-40' (15 tons)
Wychmere Harbor	3.7	2'-17'	2.5 : 1	2	9		
				3	12		
				4	14		
				5	17	19	21
				6	19	21	23
				7	22	24	26
Protected Area				8	24	26	28
				9	27	29	31
				10	29	31	33
				11	32	34	36
				12	34	36	38
Area	Tide	Depth	Scope	Depth MLW	0-26' (3 tons)	26-30' (9 tons)	30-40' (15 tons)
Wychmere Outer	4	3'-12'	3 : 1	3	14		
Pleasant Bay				4	17		
Red River				5	20	21	22
				6	23	25	26
				7	26	29	30
Non -Protected Area				8	29	33	34
				9	32	37	39
				11	38	45	47
				12	41	49	52
Area	Tide	Depth	Scope	Depth MLW	0-26' (3 tons)	26-30' (9 tons)	30-40' (15 tons)
Allen Harbor	3.7	2'-12'	2.5 : 1	2	9		
Round Cove				3	12		
Herring River				4	14	16	18
				5	17	19	21
				6	19	21	23
				7	22	24	26
Protected Area				8	24	26	28
				9	27	29	31
				10	29	31	33
				11	32	34	36
				12	34	36	38

**APPENDIX C
Boat Moorings Minimum Safety Standards for Harwich (Cont.)**

Table II.

Mushroom Size	Protected Area	Non-Protected Area
Under 16'	50	75
16' to 19'	75	100
19' to 26'	100	150
26' to 30'	150	200
30' to 40'	200	250
40' to 50'	250	300

* Equivalent Dor-Mor pyramid anchor may be substituted at the same size.

Table III.

Boat Size	Diameter Nylon	Break Strength
Under 16'	1/2"	5750
16' to 19'	1/2"	5750
19' to 26'	5/8"	9350
26' to 30'	3/4"	12800
30' to 40'	7/8"	18000
40' to 50'	1"	22600

Chafing gear is recommended protection for all lines passing through chocks and over rails. Inadequate or no chafing gear and poorly maintained anchor chains are the greatest reason for boats breaking loose in high energy and non-protected areas. A safe mooring is your best hull insurance.

**APPENDIX C
Minimum Safety Standards for Boat Moorings in Harwich**

These specifications are established to set a minimum safety standard for boat moorings within the Town of Harwich in normal conditions. In the event of a Hurricane or Storm, owners are encouraged to take additional safety measures per Section 18.0.

EXPOSED AREAS:

(Pleasant Bay, Nantucket Sound and Wychmere Outer Harbor)

Vessel length	Mushroom/Pyramid	Chain size	Hawser/ Painter diameter
Under 16'	100 lbs.	3/8"	1/2"
16' to 19'	150 lbs.	1/2"	1/2"
19' to 26'	200 lbs.	1/2"	5/8"
26' to 30'	250 lbs.	5/8"	3/4"
30' to 40'	300 lbs.	5/8"	7/8"
40' to 50'	400 lbs.	3/4"	1"

PROTECTED AREAS:

(Allen Harbor, Wychmere Inner Harbor, Round Cove and Herring River)

Vessel length	Mushroom/Pyramid	Chain size	Hawser/Painter diameter
Under 16'	75 lbs.	3/8"	1/2"
16' to 19'	100 lbs.	3/8"	1/2"
19' to 26'	150 lbs.	1/2"	5/8"
26 to 30'	200 lbs.	1/2"	3/4"
30' to 40'	250 lbs.	5/8"	7/8"
40' to 50'	300 lbs.	3/4"	1"

Moorings Requirements:

1. Length of chain and hawser to be determined by Mooring Servicing Agent and/or Harbormaster.
2. All mooring buoys must be of soft foam or plastic material. Color must be white with a blue band and mooring number/owners last name must be displayed on the mooring buoy in contrasting color not less than 3".
3. Mooring painters and lines must be of a non-floating type material. The painter thickness must be in accordance with Appendix C. Double painters are recommended for all exposed areas and chaffing gear is recommended for both exposed and protected areas.
4. Shackles must be seized with stainless wire, 12 gauge copper wire, or tough plastic cable ties and must also be the same size or larger than the chain.

4.0 MOORING TACKLE AND EQUIPMENT

These specifications are established to set a minimum safety standard for boat mooring tackle and equipment within the Town of Harwich.

4.1 General Tackle Requirements

- A. Adequate size Mushroom or Pyramid anchors only, ~~and of adequate size as per Appendix C Table I (below).~~ (Substitutions are not permitted without the approval of the Harbormaster).
- B. Length of chain and hawser to be determined by Mooring Servicing Agent and/or Harbormaster. ~~Adequate chain lengths in accordance with specifications Table II (below).~~
- C. All mooring buoys must be of soft foam or plastic material. Color must be white with a blue band and mooring number/owners last name ~~and last name~~ must be displayed ~~on the mooring buoy with in contrasting color not less than 3". oil-based paint.~~ ~~The use of marking pens on moorings is not permitted.~~
- D. Mooring painters and lines must be of a non-floating type material. ~~The use hemp, manila, or polypropylene is not permitted. Painter length should be adapted to boat foredeck configuration.~~ The painter thickness must be in accordance with Appendix C ~~Table III (below).~~ Double painters are recommended for all exposed ~~non-protected~~ areas and chaffing gear is recommended for both exposed and protected areas.
- E. ~~All shackles must be~~ Shackles must be seized ~~moused~~ with stainless wire, 12 gauge copper wire, or tough plastic cable ties and must also be the same size or larger than the chain.
- F. ~~All mooring permits and fees must be renewed annually.~~ All mooring equipment must be inspected ~~and site approval determined~~ by the Mooring Servicing Agent per Section 3.13. Harbormaster ~~prior to dropping.~~
- G. Winter mooring sticks must be white with a blue stripe, marked with the mooring number, float at a 45 degree angle and show 18" above the water. ~~and painted white tip with number.~~

EVENT NOTIFICATION FORM

Date: _____

National MS Society, Cape Cod Getaway – June 25 & 26, 2016

Dear Sir / Madam,

Please be advised that the City/Town of Harwich has notified the Board of Selectman/City Council, Local Police/Fire Department and if applicable the State Police of its intention to conduct road work/parade/race/or **other events** in or through the City/Town of Harwich

The Board of Selectmen/City Council understands that it must give the Police and Fire Departments at least 48 hours notice before the commencement of the proposed work or event.

The following signatures are required prior to the issuance of the Permit from the MA DOT. All officials listed below shall assume all responsibility and liability for all activity associated under their jurisdiction.

LOCAL POLICE DEPARTMENT

Signed: _____

Title: Deputy Chief

City/Town: Harwich

FIRE DEPARTMENT

Signed: _____

Title: Fire Chief

City/Town: Harwich

BOARD OF SELECTMEN/CITY COUNCIL

Signed: _____

Title: _____

City/Town: _____

COPY

Route through Harwich

34.8		Harwich	6:40:13	10:40:34
35.4		Pass under RT6	6:41:57	10:44:53
35.8		Turn left onto Main St. - four way stop	6:43:06	10:47:46
36.1		Slight left onto Queen Anne Rd.	6:43:58	10:49:55
38.3		Turn left onto Pleasant Lake Ave.	6:50:18	11:05:46
38.5		Cross over RT6	6:50:53	11:07:12



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

September 15, 2015

Dear Mr. Clark,

We will be holding our 32nd annual Cape Cod Getaway MS Bike Ride on June 25th and 26th, 2016. This two day, 150 mile bicycle tour attracts 2100 cyclists, who ride from Boston, Mass. to Provincetown, Mass. to raise funds to support the National Multiple Sclerosis Society.

We respectfully request the use of local and state roads for the ride on June 26. I have enclosed cue sheets showing our route. Cyclists will be instructed to ride single file, on the right side of the road, and to follow all vehicle law, including stopping at red lights and stop signs.

We will hire Harwich police officers to work safety details. We operate a support team consisting of medical personnel, bicycle mechanics, and amateur (HAM) radio operators. Our lead HAM radio operator monitors all emergency radio frequencies, so that we can close or redirect our route should that become necessary.

Please let me know if there are additional steps, permits or permissions I must take to assure approval of the town of Harwich to host our event. I have also provided an Event Notification Form that you can use to indicate your approval for our request.

If you need any further information or have any questions regarding this request please don't hesitate to call me. Thank you for your support of the Cape Cod Getaway MS Bike Ride.

Best Regards,

Bill Sykes
Sport Coordinator
Promoter Line, Inc
East Coast Office
508 746 3207 o / 508 746 1695 f / 508 954 9037 c
www.promoterline.com

PROMOTER LINE
INCORPORATED

FAX

To: Harwich Police

From: Bill Sykes

Fax:

Date: 14/12/16

Phone:

Pages: 1

Re:

cc:

Urgent For Review Please Comment Please Reply Please Recycle

As per below, could you please sign this form and forward to Ann Steidel. I sent her the application but need the signatures on this document.

As per our conversation, attached is the 2 page application for Road Race. Please complete and return to me with signatures from the Harwich Police and Fire Departments so that I can put before the Board of Selectmen for a vote.

Many thanks -

Ann Steidel
Administrative Secretary
Board of Selectmen/Town Administrator's Office
Town of Harwich
732 Main Street
Harwich, MA 02645

Bill Sykes
Sports Manager
Promoter Line, Inc
East Coast Office
Best Buddies Challenge
Bike MS Nationwide Events
13 River St, Plymouth, MA 02360
508 746 3207 o / 508 746 1695 f / 508 954 9037 c
bill@promoterline.com
www.promoterline.com

Ann Steidel

From: Bill Sykes <Bill@promoterline.com>
Sent: Thursday, April 14, 2016 2:00 PM
To: Ann Steidel
Subject: RE: Road Race Application
Attachments: Harwich ApplicationSigned 2016.pdf; Harwich Permit Letter 2016.doc

Hello Ann,

I apologize, I thought I had sent this with the letter. I have sent the event notification form to the fire department and will follow up with them.

Best regards,

Bill Sykes | Manager of Sports Events | Promoter Line Inc.
13 River Street, Plymouth, Massachusetts 02360
office 508.746.3207 **fax** 508.746.1695 **cell** 508.954.9037

From: Ann Steidel [mailto:asteidel@town.harwich.ma.us]
Sent: Thursday, April 14, 2016 1:14 PM
To: Bill Sykes <Bill@promoterline.com>
Subject: Road Race Application

Hi Bill,

I still don't have a Road Race application for your event. I am attaching another one. All I have is an "Event Notification Form" signed by the Harwich Police and no one else. If you are still interested in holding your event please forward me the 2 page Road Race Application and the Event Notification Form with the Fire Department signature.

Ann

*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*

NOTICE OF PUBLIC HEARING
TOWN OF HARWICH
BOARD OF SELECTMEN
APPLICATION FOR LIQUOR LICENSE

Notice is hereby given under Chapter 138 of the General Laws as amended that application has been made to this Board for a Seasonal, General On-Premise, All Alcoholic Beverages License for Go Industries, Inc. d/b/a Perks, Taylor Powell, Manager, on the following described premises located at 545 Route 28, Harwich Port, MA 02646. Café located on the first floor, rear of building with 3 entrances. (2 on North side)(1 South side). Patio area with exterior seating and porch area with exterior seating.

The Board of Selectmen will hold a hearing upon the application on Monday, May 9, 2016 no earlier than 6:30 p.m. in the Donn B. Griffin Room at Town Hall, 732 Main Street, Harwich, at which time all interested parties will be heard.

Board of Selectmen
Local Licensing Authority

Cape Cod Times
April 24, 2016

Cape Cod Chronicle
April 28, 2016



HARWICHPolice

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

A handwritten signature in black ink, appearing to read "D. Guillemette", is written over the printed name and title.

DATE: April 20, 2016

SUBJECT: Application for seasonal, General On-Premise, All Alcoholic Beverages License for Go Industries, Inc. d/b/a Perks, 545 Route 28, Harwich Port, Taylor Powell, Manager

The Police Department has no objections regarding the Application for a Seasonal, General On-Premise, All Alcoholic Beverages License for Perks. A background investigation of the proposed individual(s) indicates no liquor code violations or disqualifying history of negative contacts.

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



TOWN OF HARWICH, MA
 BOARD OF ASSESSORS
 732 Main Street, Harwich, MA 02645

Abutters List Within 100 feet of Parcel 14/U8/0



Key	Parcel ID	Owner	Location	Mailing Street	Mailing City	ST	ZipCd/Country
10558	14-P5-0-E	PILGRIM CONGREGATION	527 ROUTE 28	527 MAIN ST	HARWICH PORT	MA	02646
2046	14-U6-0-E	541-543 MAIN STREET CONDOMINIUMS TRUST	541 ROUTE 28	C/O BRAX INC 51 OAK ST	HARWICH	MA	02645
23986	14-U6-A-1-R	541 MAIN STREET LLC	541-1 ROUTE 28	541 ROUTE 28 UNIT 1	HARWICH PORT	MA	02646
23987	14-U6-A-2-R	541 MAIN STREET LLC	541-2 ROUTE 28	541 ROUTE 28 UNIT 2	HARWICH PORT	MA	02646
23988	14-U6-B-3-R	541 MAIN STREET LLC	541-3 ROUTE 28	541 ROUTE 28 UNIT 3	HARWICH PORT	MA	02646
23989	14-U6-B-4-R	541 MAIN STREET LLC	541-4 ROUTE 28	541 ROUTE 28 UNIT 4	HARWICH PORT	MA	02646
2048	14-U8-0-R	545 MAIN STREET REALTY TRUST	545 ROUTE 28	30 HARBOR RD	HARWICHPORT	MA	02646
8513	14-V4-0-R	SAWIN GARY & SAWIN LISA B	547 ROUTE 28	547 ROUTE 28	HARWICH PORT	MA	02646
10560	14-S8-0-E	FIRST CHURCH OF CHRIST SCIENTI HARWICH-CHATHAM MASSACHUSETTS	560-A ROUTE 28	648 ROUTE 28	HARWICH PORT	MA	02646

LOCUS



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

Print Form

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM

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

ECRT CODE: RETA

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

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

CHECK NUMBER

IF USED EPAY, CONFIRMATION NUMBER

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

LICENSEE NAME

ADDRESS

CITY/TOWN STATE ZIP CODE

TRANSACTION TYPE (Please check all relevant transactions):

- Alteration of Licensed Premises
- Change Corporate Name
- Change of License Type
- Change of Location
- Change of Manager
- Other
- Cordials/Liqueurs Permit
- Issuance of Stock
- Management/Operating Agreement
- More than (3) \$15
- New License
- New Officer/Director
- New Stockholder
- Pledge of Stock
- Pledge of License
- Seasonal to Annual
- Transfer of License
- Transfer of Stock
- Wine & Malt to All Alcohol
- 6-Day to 7-Day License

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

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

APPLICATION FOR RETAIL ALCOHOLIC BEVERAGE LICENSE

City/Town

Harwich Port

1. LICENSEE INFORMATION:

A. Legal Name/Entity of Applicant:(Corporation, LLC or Individual) Go Industries Inc.

B. Business Name (if different) : DBA Perks

C. Manager of Record: Taylor Powell

D. ABCC License Number (for existing licenses only) : 0506 00088

E. Address of Licensed Premises: 545 Route 28

City/Town: Harwich Port

State: MA

Zip: 02646

F. Business Phone: 508-432-2234

G. Cell Phone: [REDACTED]

H. Email: perkscoffeeandcafe@gmail.com

I. Website:

J. Mailing address (if different from E.): 15345 SW 88 AVE

City/Town: Miami

State: FL

Zip: 33157

2. TRANSACTION:

- New License New Officer/Director Transfer of Stock Issuance of Stock Pledge of Stock
 Transfer of License New Stockholder Management/Operating Agreement Pledge of License

The following transactions must be processed as new licenses:

- Seasonal to Annual (6) Day to (7)-Day License Wine & Malt to All Alcohol

IMPORTANT ATTACHMENTS (1): The applicant must attach a vote of the entity authorizing all requested transactions, including the appointment of a Manager of Record or principal representative.

3. TYPE OF LICENSE:

- §12 Restaurant §12 Hotel §12 Club §12 Veterans Club §12 Continuing Care Retirement Community
 §12 General On-Premises §12 Tavern (No Sundays) §15 Package Store

4. LICENSE CATEGORY:

- All Alcoholic Beverages Wines & Malt Beverages Wines Malt
 Wine & Malt Beverages with Cordials/Liqueurs Permit

5. LICENSE CLASS:

- Annual Seasonal

6. CONTACT PERSON CONCERNING THIS APPLICATION (ATTORNEY IF APPLICABLE)

NAME: Taylor Powell

ADDRESS: 15345 SW 88 AVE

CITY/TOWN: Miami STATE: FI ZIP CODE: 33157

CONTACT PHONE NUMBER: [REDACTED] FAX NUMBER:

EMAIL: perkscoffeeandcafe@gmail.com

7. DESCRIPTION OF PREMISES:

Please provide a complete description of the premises. Please note that this must be identical to the description on the Form 43. **Your description MUST include: number of floors, number of rooms on each floor, any outdoor areas to be included in licensed area, and total square footage.** i.e.: "Three story building, first floor to be licensed, 3 rooms, 1 entrance 2 exits (3200 sq ft); outdoor patio (1200 sq ft); Basement for storage (1200 sq ft). Total sq ft = 5600."

Cafe Located on the first floor, rear of building with 3 entrances. (2 on North Side)(1 south Side). Patio area with exterior seating and porch area with exterior seating.

Total Square Footage: patio=1914sf porch=492sf Number of Entrances: 3 Number of Exits: 4

Occupancy Number: indoor=24 outdoor seats=34 Seating Capacity: 34

IMPORTANT ATTACHMENTS (2): The applicant must attach a floor plan with dimensions and square footage for each floor & room.

8. OCCUPANCY OF PREMISES:

By what right does the applicant have possession and/or legal occupancy of the premises? Own

IMPORTANT ATTACHMENTS (3): The applicant must submit a copy of the final lease or documents evidencing a legal right to occupy the premises.

Other:

Landlord is a(n): Please Select Other:

Name: Phone:

Address: City/Town: State: Zip:

Initial Lease Term: Beginning Date Ending Date

Renewal Term: Options/Extensions at: Years Each

Rent: Per Year Rent: Per Month

Do the terms of the lease or other arrangement require payments to the Landlord based on a percentage of the alcohol sales? Yes No

If Yes, Landlord Entity must be listed in Question # 10 of this application.

If the principals of the applicant corporation or LLC have created a separate corporation or LLC to hold the real estate, the applicant must still provide a lease between the two entities.

9. LICENSE STRUCTURE:

The Applicant is a(n):

Corporation

Other :

If the applicant is a Corporation or LLC, complete the following:

Date of Incorporation/Organization:

12/17/98

State of Incorporation/Organization:

Florida

Is the Corporation publicly traded? Yes No

10. INTERESTS IN THIS LICENSE:

List all individuals involved in the entity (e.g. corporate stockholders, directors, officers and LLC members and managers) and any person or entity with a direct or indirect, beneficial or financial interest in this license.

IMPORTANT ATTACHMENTS (4):

A. All individuals or entities listed below are required to complete a Personal Information Form.

B. All shareholders, LLC members or other individuals with any ownership in this license must complete a CORI Release Form (unless they are a landlord entity)

Name	All Titles and Positions	Specific % Owned	Other Beneficial Interest
Alfred Novak	CEO	41%	
Carol Novak	President	41%	
Ryan Powell	Shareholder	6%	
Taylor Powell	Shareholder	6%	
Jessica Novak	Shareholder	6%	

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

11. EXISTING INTEREST IN OTHER LICENSES:

Does any individual listed in §10 have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes No **If yes, list said interest below:**

Name	License Type	Licensee Name & Address
	Please Select	

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

12. PREVIOUSLY HELD INTERESTS IN OTHER LICENSES:

Has any individual listed in §10 who has a direct or indirect beneficial interest in this license ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes No If yes, list said interest below:

Name	Licensee Name & Address	Date	Reason Terminated
			Please Select
			Please Select
			Please Select

13. DISCLOSURE OF LICENSE DISCIPLINARY ACTION:

Have any of the disclosed licenses to sell alcoholic beverages listed in §11 and/or §12 ever been suspended, revoked or cancelled? Yes No If yes, list said interest below:

Date	License	Reason of Suspension, Revocation or Cancellation

14. CITIZENSHIP AND RESIDENCY REQUIREMENTS FOR A (§15) PACKAGE STORE LICENSE ONLY :

A.) For Individual(s):

1. Are you a U.S. Citizen? Yes No
2. Are you a Massachusetts Residents? Yes No

B.) For Corporation(s) and LLC(s) :

1. Are all Directors/LLC Managers U.S. Citizens? Yes No
2. Are a majority of Directors/LLC Managers Massachusetts Residents? Yes No
3. Is the License Manager a U.S. Citizen? Yes No

C.) For Individual(s), Shareholder(s), Member(s), Director(s) and Officer(s):

- 1.. Are all Individual(s), Shareholders, Members, Directors, LLC Managers and Officers involved at least twenty-one (21) years old? Yes No

15. CITIZENSHIP AND RESIDENCY REQUIREMENTS FOR (§12) RESTAURANT, HOTEL, CLUB, GENERAL ON PREMISE, TAVERN, VETERANS CLUB LICENSE ONLY:

A.) For Individual(s):

1. Are you a U.S. Citizen? Yes No

B.) For Corporation(s) and LLC(s) :

1. Are a majority of Directors/LLC Managers **NOT** U.S. Citizen(s)? Yes No
2. Is the License Manager or Principal Representative a U.S. Citizen? Yes No

C.) For Individual(s), Shareholder(s), Member(s), Director(s) and Officer(s):

- 1.. Are all Individual(s), Shareholders, Members, Directors, LLC Managers and Officers involved at least twenty-one (21) years old? Yes No

16. COSTS ASSOCIATED WITH LICENSE TRANSACTION:

A. Purchase Price for Real Property:	\$525,000
B. Purchase Price for Business Assets:	\$30,000
C. Costs of Renovations/Construction:	\$95,000
D. Initial Start-Up Costs:	\$125,000
E. Purchase Price for Inventory:	\$30,000
F. Other: (Specify)	
G: TOTAL COST	\$155,000
H. TOTAL CASH	\$155,000
I. TOTAL AMOUNT FINANCED	

IMPORTANT ATTACHMENTS (S): Any individual, LLC, corporate entity, etc. providing funds of \$50,000 or greater towards this transaction, must provide proof of the source of said funds. Proof may consist of three consecutive months of bank statements with a minimum balance of the amount described, a letter from your financial institution stating there are sufficient funds to cover the amount described, loan documentation, or other documentation.

The amounts listed in subsections (H) and (I) must total the amount reflected in (G).

17. PROVIDE A DETAILED EXPLANATION OF THE FORM(S) AND SOURCE(S) OF FUNDING FOR THE COSTS IDENTIFIED ABOVE (INCLUDE LOANS, MORTGAGES, LINES OF CREDIT, NOTES, PERSONAL FUNDS, GIFTS):

Personal Line of Credit at TD North Bank

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

18. LIST EACH LENDER AND LOAN AMOUNT(S) FROM WHICH "TOTAL AMOUNT FINANCED" NOTED IN SUB-SECTIONS 16(I) WILL DERIVE:

A.

Name	Dollar Amount	Type of Financing

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

B. Does any individual or entity listed in §17 or §18 as a source of financing have a direct or indirect, beneficial or financial interest in this license or any other license(s) granted under Chapter 138? Yes No

If yes, please describe:

19. PLEDGE: (i.e. COLLATERAL FOR A LOAN)

A.) Is the applicant seeking approval to pledge the license? Yes No

1. If yes, to whom:

2. Amount of Loan: 3. Interest Rate: 4. Length of Note:

5. Terms of Loan :

B.) If a corporation, is the applicant seeking approval to pledge any of the corporate stock? Yes No

1. If yes, to whom:

2. Number of Shares:

C.) Is the applicant pledging the inventory? Yes No

If yes, to whom:

IMPORTANT ATTACHMENTS (6): If you are applying for a pledge, submit the pledge agreement, the promissory note and a vote of the Corporation/LLC approving the pledge.

20. CONSTRUCTION OF PREMISES:

Are the premises being remodeled, redecorated or constructed in any way? If YES, please provide a description of the work being performed on the premises: Yes No

Remodeling Kitchen Area

21. ANTICIPATED OPENING DATE:

**IF ALL OF THE INFORMATION AND
ATTACHMENTS ARE NOT COMPLETE
THE APPLICATION WILL BE
RETURNED**



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

PERSONAL INFORMATION FORM

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

1. LICENSEE INFORMATION:

A. Legal Name of Licensee	GO Industries, Inc.	B. Business Name (dba)	Perks		
C. Address	545 Route 28	D. ABCC License Number (If existing licensee)	050600088		
E. City/Town	Harwich Port	State	MA	Zip Code	02646
F. Phone Number of Premise	[REDACTED]	G. EIN of License	65-0896988		

2. PERSONAL INFORMATION:

A. Individual Name	Alfred Novak	B. Home Phone Number	[REDACTED]		
C. Address	325 NE 6th St				
D. City/Town	Boca Raton	State	FL	Zip Code	33432
E. Social Security Number	[REDACTED]	F. Date of Birth	[REDACTED]		
G. Place of Employment	Retired				

3. BACKGROUND INFORMATION:

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

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

4. FINANCIAL INTEREST:

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

41% shareholder of GO Industries, Inc. dba Perks (Licensee) and CEO

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

Signature		Date	4/7/16
Title	CEO	(If Corporation/LLC Representative)	



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

**STEVEN GROSSMAN
TREASURER AND RECEIVER GENERAL**

CORI REQUEST FORM

**KIM S. GAINSBORO, ESQ.
CHAIRMAN**

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

ABCC LICENSE INFORMATION

ABCC NUMBER: <small>(IF EXISTING LICENSEE)</small>	050600088	LICENSEE NAME:	GO Industries, Inc. dba Perks	CITY/TOWN:	Harwich Port
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APPLICANT INFORMATION

LAST NAME:	Novak	FIRST NAME:	Alfred	MIDDLE NAME:	Joseph
MAIDEN NAME OR ALIAS (IF APPLICABLE):		PLACE OF BIRTH:	New York, NY		
DATE OF BIRTH:	██████████	SSN:	██████████	ID THEFT INDEX PIN (IF APPLICABLE):	
MOTHER'S MAIDEN NAME:	██████████	DRIVER'S LICENSE #:	██████████	STATE LIC. ISSUED:	Florida
GENDER:	MALE	HEIGHT:	██████	WEIGHT:	██████
CURRENT ADDRESS: 325 NE 6th St					
CITY/TOWN:	Boca Raton	STATE:	FL	ZIP:	33432
FORMER ADDRESS: 6364 S Atlantic Ave					
CITY/TOWN:	New Smyrna Beach	STATE:	FL	ZIP:	32169

PRINT AND SIGN

PRINTED NAME:	Alfred J Novak	APPLICANT/EMPLOYEE SIGNATURE:	<i>Alfred J Novak</i>
---------------	----------------	-------------------------------	-----------------------

NOTARY INFORMATION

On this 4-8-16 before me, the undersigned notary public, personally appeared Alfred Joseph Novak
(name of document signer), proved to me through satisfactory evidence of identification, which were driver's license
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

Cherie C. Lahman
NOTARY

DIVISION USE ONLY

REQUESTED BY:	██████████
---------------	------------

SIGNATURE OF CORI-AUTHORIZED EMPLOYEE

The DCJ Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCJ. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCJ via mail or by fax to (617) 660-4614.



CHERIE C. LAHMAN
MY COMMISSION # EE 875951
EXPIRES: April 27, 2017
Bonded Thru Budget Notary Services



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

PERSONAL INFORMATION FORM

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

1. LICENSEE INFORMATION:

A. Legal Name of Licensee	GO Industries, Inc.	B. Business Name (dba)	Perks
C. Address	545 Route 28	D. ABCC License Number (If existing licensee)	050600088
E. City/Town	Harwich Port	State	MA
		Zip Code	02646
F. Phone Number of Premise	[REDACTED]	G. EIN of License	65-0896988

2. PERSONAL INFORMATION:

A. Individual Name	Carol Novak	B. Home Phone Number	305 794 1918
C. Address	325 NE 6th St		
D. City/Town	Boca Raton	State	FL
		Zip Code	33432
E. Social Security Number	[REDACTED]	F. Date of Birth	[REDACTED]
G. Place of Employment	Social Worker; Community Volunteer		

3. BACKGROUND INFORMATION:

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

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

4. FINANCIAL INTEREST:

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

41% shareholder of GO Industries, Inc. dba Perks (Licensee) and President

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

Signature		Date	4/7/16
Title	President	(If Corporation/LLC Representative)	



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

**STEVEN GROSSMAN
TREASURER AND RECEIVER GENERAL**

CORI REQUEST FORM

**KIM S. GAINSBORO, ESQ.
CHAIRMAN**

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

ABCC LICENSE INFORMATION

ABCC NUMBER: <small>(IF EXISTING LICENSEE)</small>	050600088	LICENSEE NAME:	GO Industries, Inc. dba Perks	CITY/TOWN:	Harwich Port
--	-----------	-----------------------	-------------------------------	-------------------	--------------

APPLICANT INFORMATION

LAST NAME:	Novak	FIRST NAME:	Carol	MIDDLE NAME:	
MAIDEN NAME OR ALIAS (IF APPLICABLE):	[REDACTED]		PLACE OF BIRTH:	Hartford, CN	
DATE OF BIRTH:	[REDACTED]	SSN:	[REDACTED]	ID THEFT INDEX PIN (IF APPLICABLE):	
MOTHER'S MAIDEN NAME:	[REDACTED]	DRIVER'S LICENSE #:	[REDACTED]	STATE LIC. ISSUED:	Florida
GENDER:	FEMALE	HEIGHT:	[REDACTED]	WEIGHT:	[REDACTED]
EYE COLOR:	[REDACTED]				
CURRENT ADDRESS:	325 NE 6th St				
CITY/TOWN:	Boca Raton	STATE:	FL	ZIP:	33432
FORMER ADDRESS:	6364 S Atlantic Ave				
CITY/TOWN:	New Smyrna Beach	STATE:	FL	ZIP:	32169

PRINT AND SIGN

PRINTED NAME:	Carol Novak	APPLICANT/EMPLOYEE SIGNATURE:	<i>Carol Novak</i>
----------------------	-------------	--------------------------------------	--------------------

NOTARY INFORMATION

On this 4-8-16 before me, the undersigned notary public, personally appeared Carol NOVAK
(name of document signer), proved to me through satisfactory evidence of identification, which were Driver's license
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

Cherie G. Lahman
NOTARY

DIVISION USE ONLY

REQUESTED BY:	[REDACTED]
<small>SIGNATURE OF CORI-AUTHORIZED EMPLOYEE</small>	

The DCJ Identity Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCJ. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. All CORI request forms that include this field are required to be submitted to the DCJ via mail or by fax to (617) 680-4614.



CHERIE G. LAHMAN
MY COMMISSION # EE 875951
EXPIRES: April 27, 2017
Bonded Thru Budget Notary Services



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

**STEVEN GROSSMAN
TREASURER AND RECEIVER GENERAL**

CORI REQUEST FORM

**KIM S. GAINSBORO, ESQ.
CHAIRMAN**

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

ABCC LICENSE INFORMATION

ABCC NUMBER: <small>(IF EXISTING LICENSEE)</small>	0506 00088	LICENSEE NAME:	Go Industries	CITY/TOWN:	Harwich Port
---	------------	----------------	---------------	------------	--------------

APPLICANT INFORMATION

LAST NAME:	Powell	FIRST NAME:	Taylor	MIDDLE NAME:	Brett
MAIDEN NAME OR ALIAS (IF APPLICABLE):		PLACE OF BIRTH:	Wrightsville Beach, North Carolina		
DATE OF BIRTH:	[REDACTED]	SSN:	[REDACTED]	ID THEFT INDEX PIN (IF APPLICABLE):	
MOTHER'S MAIDEN NAME:	[REDACTED]	DRIVER'S LICENSE #:	[REDACTED]	STATE LIC. ISSUED:	Florida
GENDER:	MALE	HEIGHT:	[REDACTED]	WEIGHT:	[REDACTED]
EYE COLOR:	[REDACTED]	CURRENT ADDRESS:			
15345 SW 88 AVE					
CITY/TOWN:	Miami	STATE:	FL	ZIP:	33157
FORMER ADDRESS:					
CITY/TOWN:		STATE:		ZIP:	

PRINT AND SIGN

PRINTED NAME:	Taylor Powell	APPLICANT/EMPLOYEE SIGNATURE:	
---------------	---------------	-------------------------------	--

NOTARY INFORMATION

On this March 24, 2016 before me, the undersigned notary public, personally appeared Taylor Powell
(name of document signer), proved to me through satisfactory evidence of identification, which were Florida Drivers License
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

NOTARY

DIVISION USE ONLY

REQUESTED BY:	
<small>SIGNATURE OF CORI-AUTHORIZED EMPLOYEE</small>	

The DCJ Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCJ. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCJ via mail or by fax to (617) 660-4614.



**Sean Kalicharan
Notary Public
State of Florida
My Commission Expires 7/30/2019
Commission No. FF 905391**



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

MANAGER APPLICATION

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

1. LICENSEE INFORMATION:

Legal Name of Licensee: Business Name (dba):

Address:

City/Town: State: Zip Code:

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

2. MANAGER INFORMATION:

A. Name: B. Cell Phone Number:

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

3. CITIZENSHIP INFORMATION:

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

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

4. BACKGROUND INFORMATION:

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

If yes, please describe:

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

If yes, please describe:

C. Have you ever been the Manager of Record of a license that was issued by this Commission? Yes No

If yes, please describe:

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

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

Signature

Date



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

PERSONAL INFORMATION FORM

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

1. LICENSEE INFORMATION:

A. Legal Name of Licensee B. Business Name (dba)
 C. Address D. ABCC License Number (If existing licensee)
 E. City/Town State Zip Code
 F. Phone Number of Premise G. EIN of License

2. PERSONAL INFORMATION:

A. Individual Name B. Home Phone Number
 C. Address
 D. City/Town State Zip Code
 E. Social Security Number F. Date of Birth
 G. Place of Employment

3. BACKGROUND INFORMATION:

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

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

4. FINANCIAL INTEREST:

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

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

Signature Date
 Title (If Corporation/LLC Representative)

Additional Space

Please note which question you are using this space for.

Manager Application

#4

D - Past Employment

Islander Bar & Grill, 2014-2015, Manager, Miami International Airport, 305-876-0636

Il Mulino Restaurant & Bar, 2013-2014, Manager, 840 1st St Miami Beach, FI 305-372-1221

AZN Restaurant & Bar 2012 - 2013 , Manager, 9118 Strada PL, Ste 8155, Naples FI, 239-593-8818

The Maggie Restaurant & Bar 2011-2012, Manager, 605 S Park Ave, Breckenridge, CO 970-453-5000

Self Employed, Charter Fishing 2003-2011

APPLICANT'S STATEMENT

I, Carol Novak the: sole proprietor; partner; corporate principal; LLC/LLP member
Authorized Signatory

of GO Industries, Inc. dba Perks, hereby submit this application for Season, All Liquor License
Name of the Entity/Corporation Transaction(s) you are applying for

(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature: 

Date: 4/7/16

Title: President



MASSACHUSETTS DEPARTMENT OF REVENUE
PO BOX 7044
BOSTON, MA 02204-7044
CONTACT CENTER
(617) 887-6367

Letter ID: L0377333760
Notice Date: March 7, 2016
Case ID: 0-000-092-483

CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



GO INDUSTRIES INC
325 NE 6TH ST
BOCA RATON FL 33432-2715

Why did you receive this notice?

The Commissioner of Revenue certifies that, as of the date of this certificate, GO INDUSTRIES INC is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.

Where can you find additional information?

Visit our website at mass.gov/dor for one-stop access to taxpayer information. You can learn more about state tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights and the appeals process.

You can file your returns, make payments and manage your account at mass.gov/masstaxconnect. You may also contact us by phone at (617) 887-6367 or toll-free in Massachusetts at (800) 392-6089, Monday through Friday, 9:00 a.m. to 5:00 p.m.

Charlene Hannaford
Acting Deputy Commissioner

ARTICLES OF INCORPORATION

OF

GO INDUSTRIES, INC.

98 DEC 17 PM 2:17
SECRETARY OF STATE
TALLAHASSEE FLORIDA

Article I: Name

The name of this Corporation is GO INDUSTRIES, INC.

Article II: Duration

The Corporation shall have perpetual existence.

Article III: Purpose

The Corporation may engage or transact in any and all lawful activities or business permitted under the laws of the United States, the State of Florida or any other state, country, territory or nation in which the Corporation may choose to engage in business activities.

Article IV: Capital Stock

The Corporation shall have the authority to issue One Thousand (1,000) shares of capital stock, all of which shall be Common Stock having a par value of \$.001 per share.

Article V: Initial Registered Office and Agent

The street address of the initial registered office of this Corporation is 1304 N.W. 98th Terrace, Gainesville, Florida 32606, and the name of the initial registered agent of the Corporation at that address is Daniel T. White, Esquire.

Article VI: Principal Office and Mailing Address

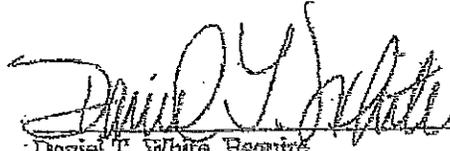
The principal office location and mailing address of this Corporation is 9375 S.W. 60th Ave, Miami, Florida 33156.

Article VII: Incorporator

The name and address of the incorporator of the Corporation and the person signing the Corporation's original Articles of Incorporation is:

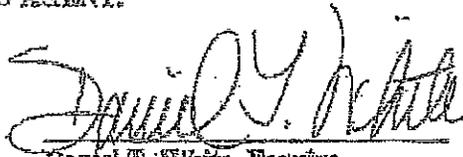
Daniel T. White, Esquire
1304 N.W. 98th Terrace
Gainesville, Florida 32606

IN WITNESS WHEREOF, the undersigned has executed these Articles of Incorporation this 11th day of December, 1998.



Daniel T. White, Esquire
Incorporator

HAVING BEEN NAMED AS REGISTERED AGENT AND TO ACCEPT SERVICE OF PROCESS FOR THE ABOVE STATED CORPORATION AT THE PLACE DESIGNATED IN THESE ARTICLES OF INCORPORATION, I HEREBY ACCEPT THE APPOINTMENT AS REGISTERED AGENT AND AGREE TO ACT IN THIS CAPACITY. I FURTHER AGREE TO COMPLY WITH THE PROVISIONS OF ALL STATUTES RELATING TO THE PROPER AND COMPLETE PERFORMANCE OF MY DUTIES, AND I AM FAMILIAR WITH AND ACCEPT THE OBLIGATIONS OF MY POSITION AS REGISTERED AGENT.



Daniel T. White, Esquire

Dated: December 17, 1998

FILED
98 DEC 17 PM 2:17
SECRETARY OF STATE
TALLAHASSEE FLORIDA

RESOLUTION OF GO INDUSTRIES, INC.

WHEREAS, the Corporation requires certain licenses, permit and designations for the lawful conduct of the activity generally described as the Provision of Alcoholic Beverages For Sale, be it:

RESOLVED, that the Corporation shall apply to the appropriate government agency for such requisite licenses, permits and designations which shall include but not necessarily be limited to:

1. A SEASONAL, ALL LIQUOR LICENSE
2. THE DESIGNATION OF TAYLOR POWELL AS THE MANAGER OF RECORD ON THIS LICENSE

The undersigned hereby certify that they are the duly elected and qualified Chairman of the Board of Directors and the Secretary and custodian of the books and records and seal of GO Industries, Inc., a corporation duly formed pursuant to the State of Florida and that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors and that said meeting was held in accordance with State law and the Bylaws of the above-named Corporation on April 7, 2016, and that said resolution is now in full force and effect without modification or rescission.

Chairman



Alfred J. Novak

IN WITNESS WHEREOF, I have executed my name as Secretary and have hereunto affixed the corporate seal of the above-named Corporation this 7 day of April, 2016.

Secretary



Carol Novak



Fee: \$1,197.00
Cost: \$525,000.00
C11: 109
Doc#: 66817
Date: 09-26-2005 @ 08:40am
BARNSTABLE COUNTY REGISTRY OF DEEDS
BARNSTABLE COUNTY EXCISE TAX

QUITCLAIM DEED

I, Monica Seggos, individually, of 545 Main Street, Harwich Port, MA 02646, for consideration paid and in full consideration of Five Hundred Twenty Five Thousand (\$525,000.00) Dollars

GRANT to **545 Main Street Realty Trust**, under Declaration of Trust dated September 21, 2005, recorded herewith, having an address of 30 Harbor Road Harwich Port, MA 02646

with **QUITCLAIM COVENANTS**, the land in Harwich, that part called Harwich Port, together with the buildings thereon, being further identified as follows:

Lot F as shown on a plan of land entitled "Plan of Lots E & F of Howard R. Sullivan, in Harwich Port, Scale: 1" - 10', July 5, 1961, Newell B. Snow R.L.S., Buzzards Bay, Mass.", which said plan is duly recorded with the Barnstable County Registry of Deeds in Plan Book 165, Page 115.

Subject to and together with the benefit of all rights, restrictions, easements, reservations, appurtenances and rights of way of record, insofar as the same may now be in full force and applicable.

For title see Deed at Book 19374, Page 192.

Property Address: 545 Main Street, Harwich Port, MA 02646

Witness my hand and seal this 21 day of September, 2005.

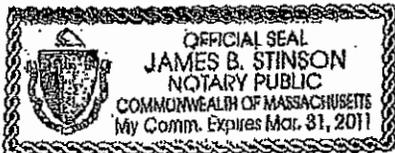
Monica Seggos

Fee: \$1,197.50
Cost: \$525,000.00
C11: 109
Doc#: 66817
Date: 09-26-2005 @ 08:40am
BARNSTABLE COUNTY REGISTRY OF DEEDS
MASSACHUSETTS STATE EXCISE TAX

COMMONWEALTH OF MASSACHUSETTS

BARNSTABLE, ss.

On this the 21st day of September, 2005, before me the undersigned notary, personally appeared the above named Monica Seggos satisfactorily proven to me to be the person who signed the foregoing instrument, which proof was a MA Driver's License and acknowledged to me that she did so freely and voluntarily for the purposes set forth therein.



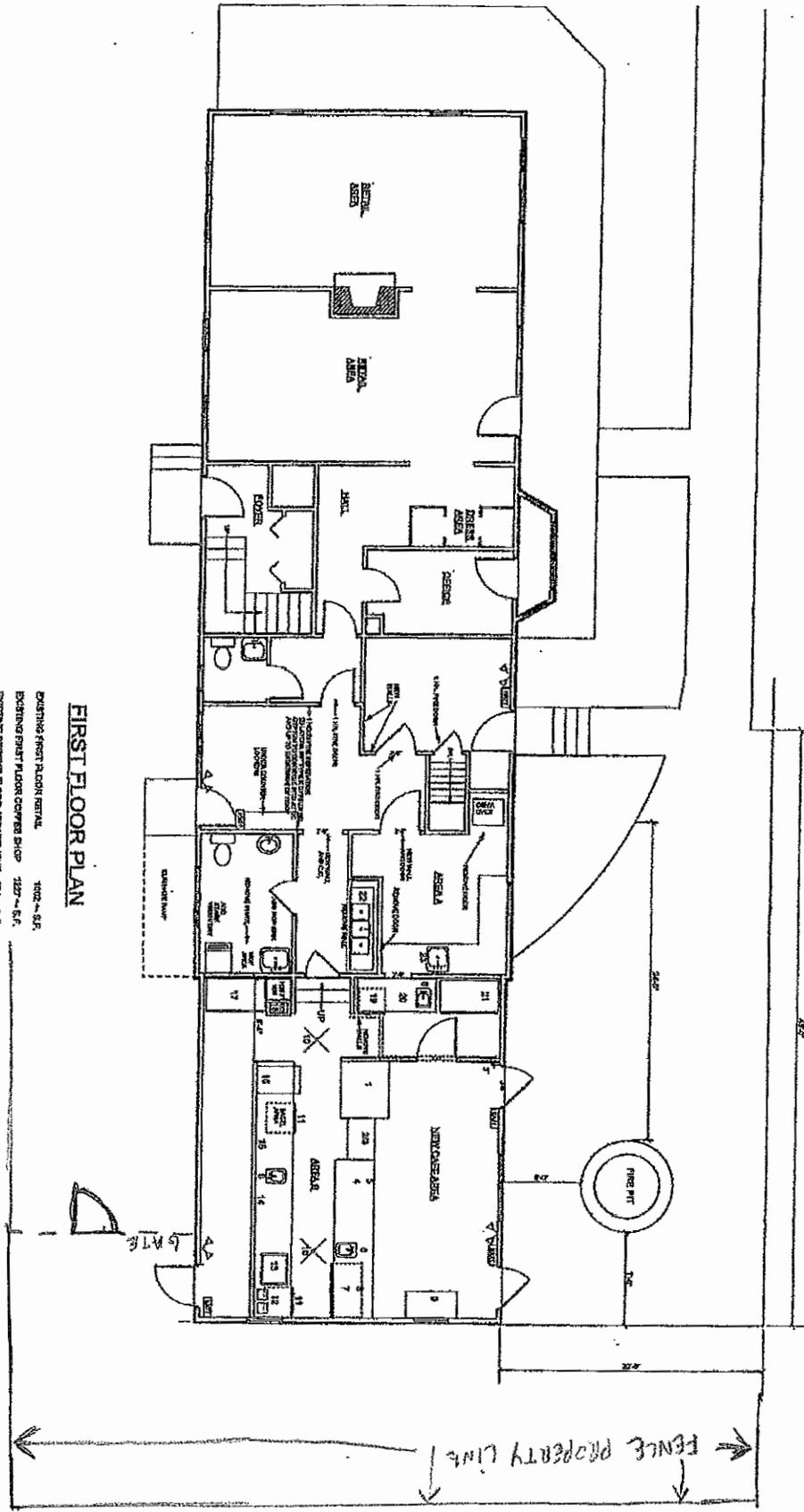
Notary Public

My commission expires: 3/31/2011

BARNSTABLE REGISTRY OF DEEDS

BARNSTABLE COUNTY
REGISTRY OF DEEDS
A TRUE COPY, ATTEST

JOHN F. MEADE, REGISTER



FIRST FLOOR PLAN

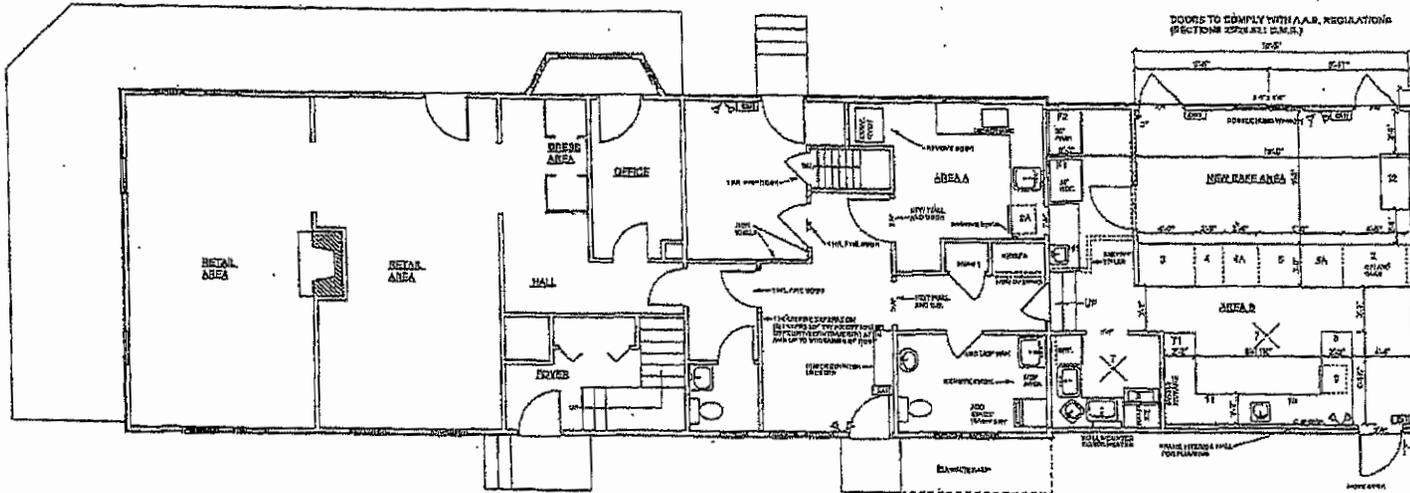
EXISTING FIRST FLOOR PERMIT 1002 ~ S.F.
 EXISTING GREAT FLOOR COVERED SHOP 1027 ~ S.F.
 EXISTING SECOND FLOOR APARTMENT 914 ~ S.F.

- ↖ EMERGENCY LIGHTS PER 1008
- ▭ UNFINISHED SIGN PER 811
- ▬ 1 IN. FIRE WALL

SCALE 1/4" = 1'-0"	DATE March 27, 2012
DRAWN BY M.W.	REVISED
APPROVED	DRAWINGS 1 OF 1

**REVISIONS TO PREVIOUSLY APPROVED PLAN FOR
 CAROL AND ALFRED NOVAK, 545 MAIN ST, HARWICHPORT**

M.W. DESIGN
 12 UPPER COUNTY RD. S. DERRICK
 (508) 398-2359



- DOORS TO COMPLY WITH A.P. REGULATIONS (SECTIONS 2204.11 U.M.S.)
- 1) GRAB AND GO CASE
 - 2) 42" RELATO CASE
 - 3) 42" PANTRY CASE
 - 4) 24" POINT OF SALE
 - 5) 36" CUP DISPENSER
 - 6) 12" SERVICE BAR
 - 7) 64" SMALL SERVICE BAR
 - 8) 64" UNDER COUNTER REF.
 - 9) FLOOR DRAIN
 - 10) ICE BIN WITH DRAIN
 - 11) UNDER COUNTER REF. SMOOTHIE CENTER ABOVE
 - 12) UNDER COUNTER REF.
 - 13) 24" KITCHEN SINK
 - 14) 24" SINK
 - 15) 24" SINK
 - 16) 24" SINK
 - 17) 24" SINK
 - 18) 24" SINK
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 - 100) 24" SINK

CUSTOMER COUNTERS, FOR RECEIPT OF GOODS, TO MEET SECT. 7 OF 601 C.M.R. MAX HEIGHT MIN WIDTH 36"

CODE REVIEW NOTES, 7 TH. EDITION MA. STATE BUILDING CODE

- 1) NO CHANGE IN USE, REMODEL OF FORMER TBA ROOM, USE GROUP A-2
- 2) MIXED USE OF BUILDING - GROUP M, GROUP A-2 AND GROUP B-3 SEPARATION BETWEEN A2 AND B3 AS A COMPLIANCE ALTERNATIVE
- 3) PER OFFICER AND TOWN REGULATORY REVIEW, HANDICAP BATHROOMS ARE NOT REQUIRED DUE TO LOCATION OF TOWN PUBLIC ACCESSIBLE FACILITY, ALL ENTRANCES, COUNTERTOPS AND TABLES TO COMPLY WITH ARCHITECTURAL ACCESS REGULATIONS (321 C.M.R.)
- 4) PER REVIEW OF THE BUILDING AND THESE PLANS, NO CHANGE IN THE STRUCTURE OF BEARING WALLS IS PLANNED, ONLY NON BEARING, ONLY NON BEARING WALLS ARE TO BE DEMOLISHED / RELOCATED.
- 5) MIN. CEILING HEIGHT: 7'-6" MAIN AREAS, 7'-0" HALLS, BATHROOMS, KITCHEN AND STORAGE AREAS.
- 6) REFER TO ELECTRICAL CONTRACTOR, MECHANICAL CONTRACTOR PLANS, SCHEMATICS AND CUT SHEETS FOR COMPLIANCE WITH THE ELECTRICAL, MECHANICAL AND PLUMBING REQUIREMENTS OF THE CODE
- 7) REFER TO INSULATION CONTRACTOR FOR ENERGY CODE REQUIREMENTS DUE TO EQUIVALE FOOTAGE OF THE BUILDING, RECHECK TO BE USED.
- 8) PER SECT #17.2.11) OF THE CODE, FIRE SIGNALING SYSTEM IS REQUIRED PER SECTION #17 HOWEVER, A FIRE DETECTION SYSTEM IS NOT REQUIRED PER SECTION 019

FIRST FLOOR PLAN

- EXISTING FIRST FLOOR RETAIL 1006 - 1-2.F.
- EXISTING FIRST FLOOR COFFEE SHOP 1227 - 4-2.F.
- EXISTING SECOND FLOOR APARTMENT 074 - 2.F.

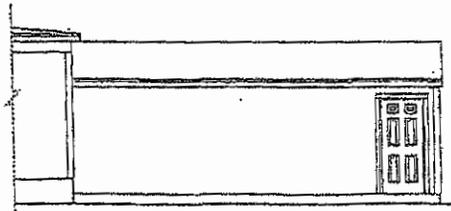
- EMERGENCY LIGHTS PER 1024
- ILLUMINATED SIGN PER 1023
- 1 HR FIREWALL

GENERAL CONSTRUCTION NOTES

- 1) CONTRACTOR TO VERIFY EXISTING CONDITIONS PRIOR TO CONSTRUCTION.
- 2) CONTRACTOR TO REMOVE EXISTING DOORS, WINDOWS, WALLS AND ROOFING AS REQUIRED FOR NEW CONSTRUCTION.
- 3) MATCH EXISTING MATERIALS, DETAILS AND FINISH, VERIFY WITH OWNER.
- 4) ALL WORK TO CONFORM TO MA. STATE BUILDING CODE AND OTHER LOCAL CODES.
- 5) CONTRACTOR TO VERIFY ALL EQUIPMENT DIMENSIONS AND LOCATIONS.



REVISED LEFT ELEVATION



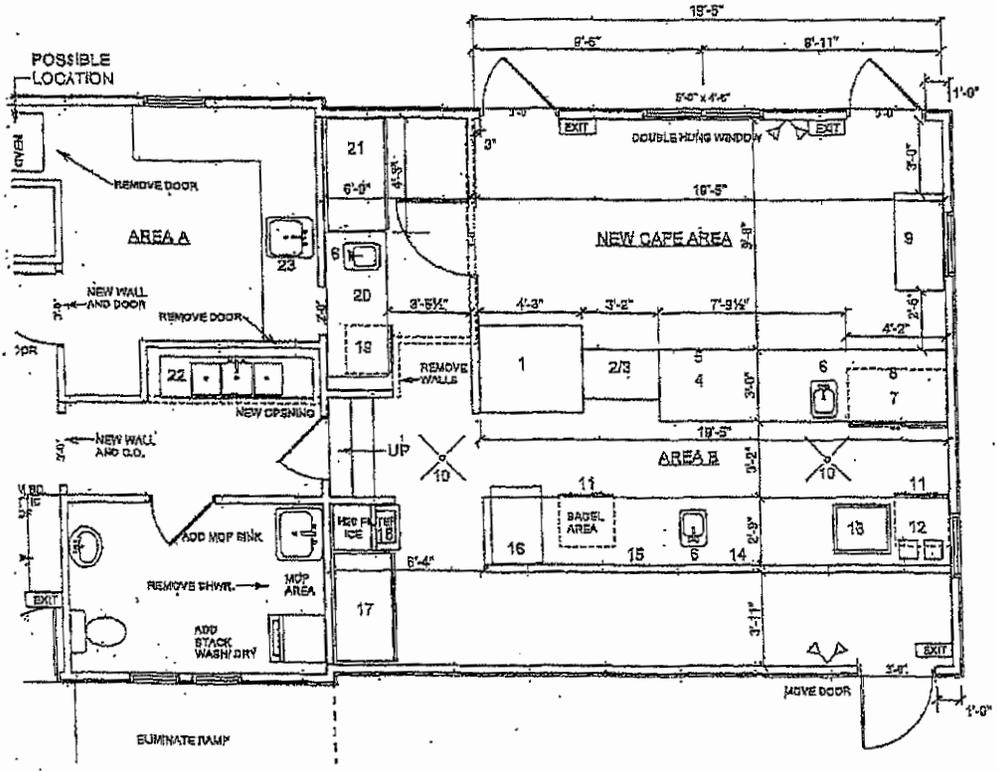
REVISED RIGHT ELEVATION

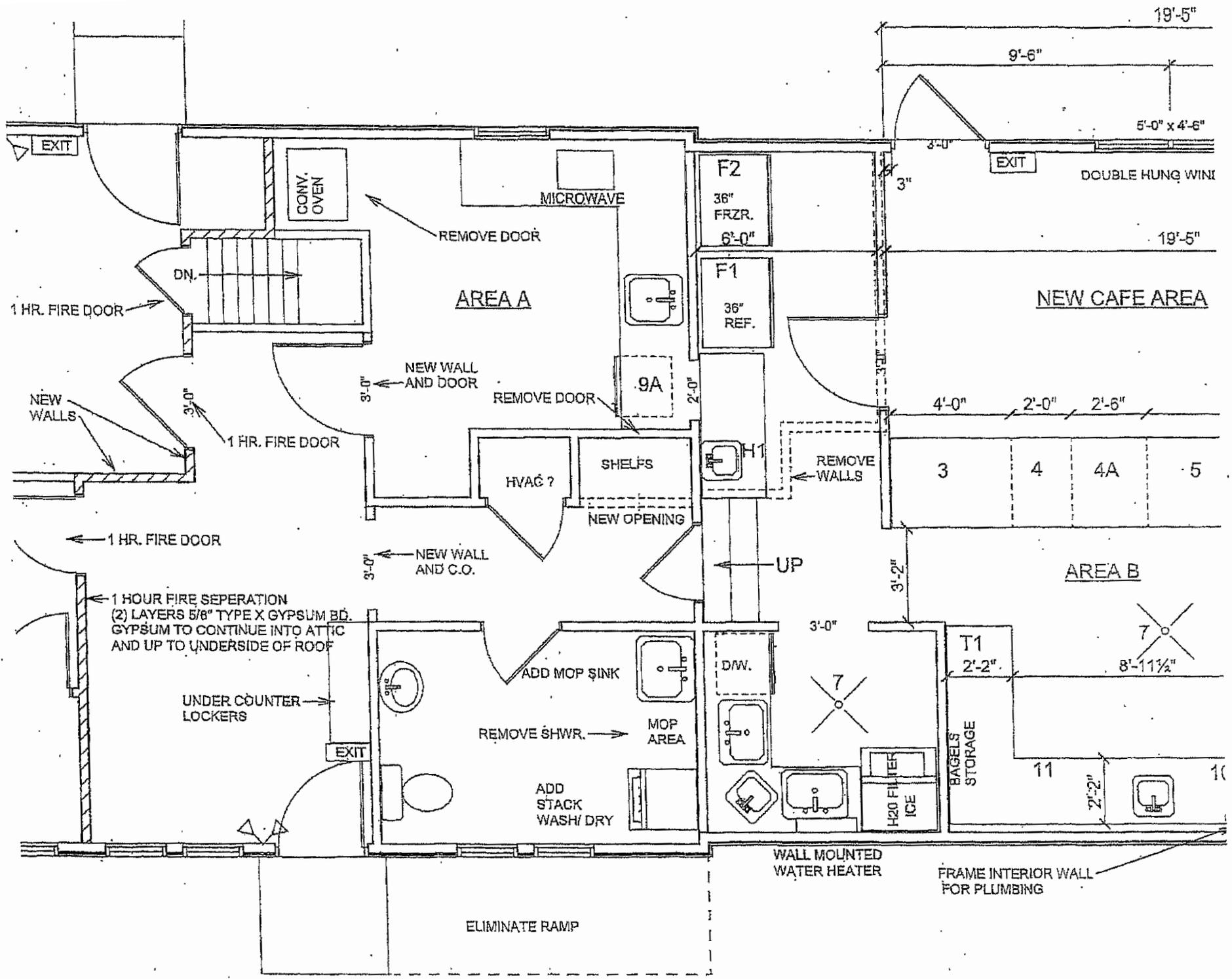
M.W. DESIGN
17 WATER COURSE, BOX 6, ORNING
(508) 399-2352

REVISIONS TO PREVIOUSLY APPROVED PLAN FOR
CAROL AND ALFRED NOVAK, 545 MAIN ST., HARWICHPORT

SCALE	3/4" = 1'-0"	DATE	10-23-2018
DESIGNED BY	M.W.	REVISION	
APPROVED		REVISION	
		REVISION	

DOORS TO COMPLY WITH A.A.B. REGULATIONS
(SECTION 25/26 521 C.M.R.)





19'-5"

9'-6"

5'-0" x 4'-6"

DOUBLE HUNG WIND

19'-5"

NEW CAFE AREA

AREA A

NEW WALL AND DOOR

REMOVE DOOR

9A

2'-0"

4'-0"

2'-0"

2'-6"

3

4

4A

5

HVAC ?

SHELFS

H1

REMOVE WALLS

NEW OPENING

UP

NEW WALL AND C.O.

3'-2"

AREA B

1 HOUR FIRE SEPERATION
(2) LAYERS 5/8" TYPE X GYPSUM BD.
GYPSUM TO CONTINUE INTO ATTIC
AND UP TO UNDERSIDE OF ROOF

7
8'-11 1/2"

UNDER COUNTER
LOCKERS

ADD MOP SINK

D.W.

7

T1

2'-2"

BAGELS
STORAGE

REMOVE SHWR.

MOP
AREA

11

2'-2"

10

ADD STACK
WASH/ DRY

H2O FILTER
ICE

WALL MOUNTED
WATER HEATER

FRAME INTERIOR WALL
FOR PLUMBING

ELIMINATE RAMP

EXIT

EXIT

DN.

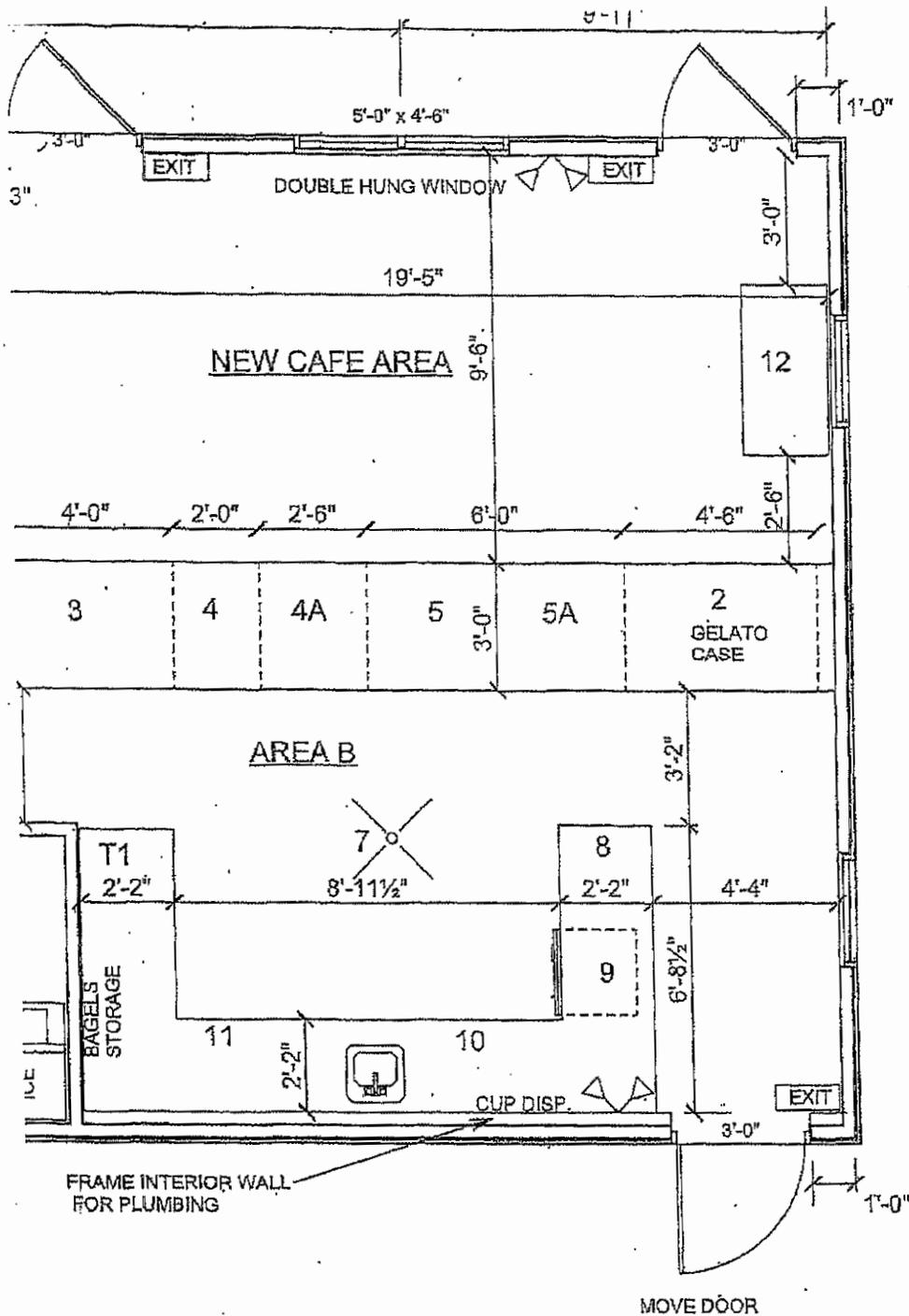
1 HR. FIRE DOOR

NEW
WALLS

1 HR. FIRE DOOR

1 HR. FIRE DOOR

EXIT



- 1) GRAB AND GO CASE
- 2) 48" GELATO CASE
- 3) 48" PASTRY CASE
- 4) 24" POINT OF SALE
- 4A) 30" CUP DISPENSER
- 5) 72" BARISTA BAR
- 5A) SMALL RINSE SINK
- 6) DBL. UNDER COUNTER REF.
- 7) FLOOR DRAIN
- 8) ICE BIN WITH DRAIN
- 9) UNDER COUNTER REF / SMOOTHIE CENTER ABOVE
- 9A) UNDER COUNTER REF.
- 10) WORK SPACE / SODA FOUNTAIN
- 10A) SINGLE UNDER COUNTER REF.
- 11) COFFEE BREW CENTER
- 12) CONDIMENT COUNTER (4'-0" X 2'-0")
- T1) CONVEYOR TOASTER
- H1) HAND SINK
- F1) REF
- F2) FREEZER

CUSTOMER COUNTERS, FOR RECEIPT OF GOODS,
 TO MEET SECT. 7 OF 521 C.M.R.
 MAX HEIGHT 36"
 MIN WIDTH 36"

BALLOT QUESTIONS

1. Shall the Town of Harwich be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bonds issued 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?

YES _____ NO _____

***Ballot Question 1 Explanation/Comments:** The current docks at Saquatucket Harbor are over 30 years old, well beyond their useful life, and pose a safety concern for the hundreds of patrons and visitors that use 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 the harbor. A fiscal year 2017 capital project is being requested to replace the dock system; this includes all floats, piles, electrical service, plumbing, fire suppression, bubbler system, and wireless internet. The addition of a handicap accessible ramp system is an important part of the project, bringing the municipal marina into compliance with both the American with Disability Act and the Massachusetts Architectural Access Board requirements. Dredging of shoaled areas within the harbor to permitted depths is also a major part of the total project that has been estimated at \$7 million by Bourne Engineering. The town was recently awarded a \$1 million MA Seaport Economic Council grant to fund the east dock portion of the project. The ballot question for debt exclusion would finance the remaining \$6 million balance. The project will be financed over a 20 year term with approximately 75% of the debt service funded from harbor revenues, as supported by Administration.*

2. Shall the Town of Harwich be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bonds issued to fund the Road Maintenance Program as requested in the Capital Plan for Fiscal Year 17?

YES _____ NO _____

NON-BINDING ADVISORY BALLOT QUESTION REGARDING THE HARWICH MIDDLE SCHOOL

3. 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: *If the building and land were to 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 responsible for all operating expenses. 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.*

Town of Harwich
Harbormaster's Office
715 Main Street – PO Box 207
Harwich, MA 02646
Phone (508) 430-7532
Fax (508) 430-7535

Memo

To: Chairman, Board of Selectmen
Via: Christopher Clark, Town Administrator
From: John C. Rendon, Harbormaster 
Date: April 21, 21016
Subject: Special Purpose Mooring – Stone Horse Yacht Club

Ref: (a) Harbor Management Plan

For many years Stone Horse Yacht Club has placed a mooring out in Nantucket Sound just to the southwest of the Saquatucket channel entrance buoy #1 during the summer boating season. The mooring is used to moor the club's 35' race committee/safety boat during junior and senior sailing regattas. While I understand the need for the mooring, I am concerned about the potential hazard that the large mooring ball poses to boats operating in the area. Both during the day and certainly at night, the mooring ball is difficult to see. Also I have concern that the mooring is not properly permitted within the town.

Working with Jeff Morgan from the yacht club over the past year, and in consultation with the Wychmere mooring servicing agent, we have designed a mooring system that will include a foam type mooring ball instead of hard plastic, a radar reflector for identification at night and an orange flag to be seen during the day. This design will greatly reduce potential navigational hazards posed by the place of the mooring.

Regarding the required permit, the mooring is clearly used to promote water sports and boating education, so it qualifies as a Special Purpose Mooring as defined in reference (a). Therefore, I recommend that the board permit this mooring as a Special Purpose Mooring.

Mr. Morgan went before the Waterways Committee on April 20, 2016 on behalf of Stone Horse Yacht Club with his request for an additional Special Purpose Mooring, and received unanimous support from the committee.

Encl (1) Jeff Morgan, Stone Horse Yacht Club email request for Special Purpose Mooring permit

John Rendon

From: Jeff Morgan [jchmorgan@comcast.net]
Sent: Tuesday, April 05, 2016 12:39 PM
To: mhart2@comcast.net
Cc: John Rendon; William Neiser
Subject: Special Purpose Mooring Permit - Stone Horse Yacht Club

Hi Matt,

Stone Horse Yacht Club has for many years placed a mooring buoy in Nantucket Sound approximately 1/3 of a mile southwest of the Wychmere outer harbor jetty light. The mooring is used for the Club's junior and senior sailing programs, and in particular, to anchor a 35 foot power boat used to run racing events held by the Club throughout the summer months. Typically, the mooring is dropped in the water in late June and taken out in mid September.

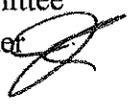
In order to improve the safety of boats navigating this area of the Sound, John Rendon and Bill Neiser recommend a modification to the mooring system. They also request that Stone Horse obtain a special purpose mooring permit from the Town of Harwich. Stone Horse, therefore, respectfully requests to be scheduled on the agenda of a Waterways Committee meeting for the purpose of obtaining a special purpose mooring permit in advance of this upcoming summer.

Thank you for your consideration.

Jeff Morgan
Stone Horse Yacht Club

Town of Harwich
Harbormaster's Office
715 Main Street – PO Box 207
Harwich, MA 02646
Phone (508) 430-7532
Fax (508) 430-7535

Memo

To: Chairman, Board of Selectmen
Via: Christopher Clark, Town Administrator
Chairman, Waterways Committee
From: John C. Rendon, Harbormaster 
Date: April 4, 21016
Subject: Designation of Commercial Fishing Vessel Moorings

Ref: (a) Harbor Management Plan

In the Town of Harwich there are 6 salt water mooring fields with a total of approximately 600 moorings that are largely used by recreational boaters. A small number of moorings are designated as both special purpose moorings and working moorings that are assigned to private marinas, yacht clubs and other entities. Currently there are no moorings that are designated as commercial fishing vessel moorings, yet there is a need to have a select few designated as such to ensure that the long history and presence of commercial fishing vessels operating out of Harwich remains in the years to come. Just as we have a small number of slips that are designated for commercial fishing vessels, I am proposing that a small number of moorings (10%) in the Wychmere Inner Harbor 31'-36' category and the Wychmere Outer Harbor mooring fields be designated as commercial fishing vessel moorings.

There are 2 moorings in the Wychmere Inner Harbor 31'-36' category mooring field and 4 mooring in the Wychmere Outer Harbor mooring field that are currently permitted to commercial fishing boats. I recommend that these 6 moorings be designated as commercial fishing vessel moorings. The current permit holders of these 6 moorings were assigned to the moorings after waiting on the appropriate waitlist, and will be unaffected by the change in designation, and will be grandfathered from the following proposed regulations relating to designated commercial fishing vessel moorings:

1. There will be no separate waitlist for the commercial fishing vessel moorings; the current waitlist for each respective mooring field will be maintained, and this office will highlight those on the waitlist who intend to fish commercially.
2. When a designated commercial fishing vessel mooring becomes available, this office will go to the respective waitlist and select the first person on the waitlist that intends to commercially fish. All persons on the waitlist that are recreational boaters will be bypassed.
3. In order to accept an offer for a commercial fishing vessel mooring, the applicant must have a commercial fishing license and must purchase a Class E offloading permit from this office.
4. The mooring permit holder of a commercial fishing vessel mooring must occupy the mooring for at least 6 months during the calendar year, and be actively engaged in commercial fishing for a minimum of 5 months during the calendar year, as currently required of a Class E offloading

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permit. The minimum 30-day mooring use rule outlined in reference (a) is overridden by this 6 month occupancy requirement.

5. If the permit holder of a commercial fishing vessel mooring decides to stop commercially fishing and fails to renew the required Class E permit, the mooring permit will be revoked and assigned to the next licensed commercial fisherman on the waitlist.
6. A licensed commercial fisherman who is on the waitlist is not prohibited from accepting an offer for a non-designated commercial fishing mooring. If there is a Class E offloading permit available, the permit holder can commercially fish from the mooring. However, the mooring does not become a designated commercial fishing mooring, and when the mooring is vacated, this office will go to the waitlist and assign from the top of the list to a recreational or commercial boater.

Again, this recommended change to our mooring assignments will not adversely affect the current permit holders of the moorings that are proposed to be designated as commercial fishing vessel moorings. Also, the change will have only a minimal affect on those persons who are currently on the respective waiting lists. We have seen over the years a reduction in the number of moorings that are occupied by commercial fishing vessels. The town has made significant infrastructure investments to support our local commercial fishing community, and it's important that we preserve the availability for local commercial fishermen to run their businesses out of our harbors.

Commonwealth of Massachusetts
Department of Fish and Game

COPY

OFFICE OF FISHING AND BOATING ACCESS

1 Rabbit Hill Road, Westborough, MA 01581

Tel. (508)389-7810

Fax. (508)389-7890

John P. Sheppard, Director

**Town of Harwich
Allen Harbor Public Access Facility
Harwich, MA**

Project Description

The proposed work consists of the reconstruction of the existing timber bulkhead and concrete/armor stone seawall.

This agreement, made between the Commonwealth of Massachusetts, by the Department of Fish and Game, Office of Fishing and Boating Access for the said Commonwealth and the **Town of Harwich**, herein called the Contractor.

The Contractor agrees to furnish all equipment, machinery, tools and labor, to furnish and deliver all materials required to be furnished and delivered in and about the improvement, and to do and perform all work in the **Allen Harbor Public Access Facility** at **off Lower County Road** in strict conformity with the provisions herein contained **reconstruction of timber bulkhead and concrete/stone seawall**.

Reimbursement Amount

Shall not exceed \$55,000.00

Town Contract Justification

Under the provisions of the Land Management Agreement the Department shall undertake any necessary repairs, replacements, or reconstruction made necessary by the effects of weather or normal public usage.

The Town of Harwich conducted a competitive bid process in accordance with M.G.L. chapter 30, section 39M.

The Town of Harwich assumed all cost for design, engineering, permitting, procurement and construction oversight.

The total cost of these two projects is \$475,515.11. In accordance with the cost breakdown outlined in the October 13, 2013 Land Management Agreement (Exhibit "A" attached), the Department is responsible for 62% of the cost or \$294,819.37. The Department reimbursed the Town of Harwich \$140,000.00 on April 8, 2014 and \$100,000.00 on May 4, 2015. The current balance owed is \$54,819.37.

The Commonwealth of Massachusetts

Department of Fish and Game

Office of Fishing and Boating Access

CONTRACT

Clause 1. This agreement, made this _____, 20__, between the Commonwealth of Massachusetts, by the Department of Fish and Game, Office of Fishing and Boating Access for the said Commonwealth and the *Town of Harwich*, herein called the Contractor.

Clause 2. Witnesseth that the parties to this agreement each in consideration of the agreements of the part of the other herein contained do hereby agree, the Commonwealth of Massachusetts, for itself and said Contractor for itself and its successors and assigns as follows:

The Contractor agrees to furnish all equipment, machinery, tools and labor, to furnish and deliver all materials required to be furnished and delivered in and about the improvement, and to do and perform all work in the *Allen Harbor Public Access Facility at Lower County Road* in strict conformity with the provisions herein contained *reconstruction of timber bulkhead and concrete/stone seawall reconstruction.*

Clause 3. In consideration of the foregoing premises, the Commonwealth agrees to pay the Contractor and the Contractor agrees to receive as full reimbursement for everything furnished and done by the Contractor under this Contract, including all work required for the items herein mentioned, and also for all loss or damage arising out of the nature of the work aforesaid, or from the actions of the elements, or from any Delay or from any unforeseen obstruction or difficulty encountered in the prosecution of the work, and for all risks of every description connected with the work, and for all expenses incurred by or in consequence of the suspension or discontinuance of work herein specified, and for well and faithfully completing the work, and the whole hereof, as herein provided, and reimbursement as in provided for the aforesaid specifications. Such reimbursement shall not exceed **\$55,000.00** .

In witness whereof, the said Contractor has caused these presents to be assigned in its name and behalf and its corporate seal to be hereto affixed by:

_____, Its Selectman
(Print Name)

Thereunto duly authorized, and the said Commonwealth has executed these presents by its Office of Fishing and Boating Access on the year and day above written.

George Peterson, Jr., Commissioner Department of Fish and Game

John P. Sheppard, Director Office of Fishing and Boating Access (DF&G)

Town of Harwich
Contractor

By: _____ Selectman
Signature

Corporate Seal

Signature Selectman

Signature Selectman

Signature Selectman

Signature Selectman

Certificate of the Town Clerk:

I hereby certify that the individual(s) who execute this agreement currently hold office in the **Town of Harwich**.

Town Clerk

the Governor or his designee, the Secretary of Administration and Finance, and the State Auditor his designee shall have the right to reasonable times and upon reasonable notice to examine the books, records and other compilations of data of the vendor which pertain to the performance of the provisions and requirements of this contract or agreement.

Sandy Robinson

From: Lincoln Hooper <highway@cape.com>
Sent: Monday, May 02, 2016 2:05 PM
To: Christopher Clark
Cc: Ann Steidel; Sandy Robinson; Charleen Greenhalgh; Walter Stratton
Subject: DPW Seasonal Labor
Attachments: Memo to Chris Clark Re Seasonal Labor Rate Adjustment.pdf

Hi Chris,

Thank you for meeting with me last Wednesday regarding the DPW's inability to attract seasonal labor this year with the current pay grade. Attached please find a memo from me requesting your consideration in adjusting the grade for Seasonal Laborers, an ad we ran in the Cape Cod Times, a spreadsheet showing what other towns are paying its seasonal workers and Harwich's current Seasonal Hourly Wage Schedule. At our meeting you suggested scheduling this on the BOS's May 9th agenda in order to provide me time to re-advertise at a higher rate. Please contact me should you have any questions.

Thank you,

Link



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: Chris Clark, Town Administrator

FROM: Lincoln S. Hooper, Director 

DATE: May 2, 2016

RE: Seasonal Hourly Wage Schedule

At our meeting on April 27th regarding the DPW's inability to attract summer help, you requested that I write you seeking your consideration in re-grading Seasonal Labor from a Grade 3 to a Grade 7. I make this request for several of the following reasons:

- For the last 5 or 6 years we have had returning college students for seasonal help and have not needed to advertise. This year they have all graduated and we have 5 vacant positions.
- We advertised in the Cape Cod Times April 1st – 3rd and received one applicant who is not available until the season is half over. See attached ad
- A survey of six Cape Towns indicates an average wage range between \$12.38 - \$14.50 per hour with some paying \$15 per hour (see attached spreadsheet).
- The current Seasonal Labor rate for Harwich is \$10.25 - \$12.25.
- We have obviously fallen behind market conditions and need to adjust our rate in hopes of attracting some help.

Seasonal labor in the DPW typically performs roadside mowing, litter pick up and pruning while working in the Highway Division and mowing and weekwacking while working in the Cemetery and Parks Divisions. Their assistance is invaluable in making Harwich aesthetically pleasing while grass is growing.

The Grade 7 I am recommending has a pay range of \$13.25 - \$15.25. If the re-grading of Seasonal Labor position is approved, I would re-advertise immediately with a range of \$13.25 - \$14.75. I am confident that the DPW budget can absorb this minor increase and I will not be seeking additional funding in the FY 16 or FY 17 budgets to accommodate the additional expense.

Thank you for your consideration in this matter.

Attachments: Cape Cod Times Ad and Seasonal Labor Rates of Surrounding Towns
Town of Harwich Seasonal Hourly Wage Schedule

APRIL 1ST - 3RD, 2016

Employment Services

TOWN OF HARWICH

Applications are now being accepted by the DPW Director for SEASONAL LABORERS in the following departments:

- CEMETERY
- PARKS
- HIGHWAY

Starting Pay \$11.25/hour

Jobs require a valid driver's license and entail moderate physical labor. Applications may be obtained & submitted at the DPW office, located at 273 Queen Anne Road, Harwich. Applications are also available on the "Employment Opportunities" page on our website at www.harwichhighway.com

The Town of Harwich is an equal opportunity employer.

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Seasonal Labor Rates

Town	Low	High
Barnstable	\$ 13.50	\$ 15.00
Brewster	\$ 12.00	\$ 15.00
Chatham		\$ 13.00
Dennis	\$ 11.00	\$ 15.00
Mashpee		\$ 15.00
Sandwich	\$ 13.00	\$ 14.00
Average	\$ 12.38	\$ 14.50

SEASONAL HOURLY WAGE SCHEDULE

GRADE	JOB TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
9	Golf Instructor	30.00	45.00	60.00	75.00	
8	Golf Employee and Operations Manager Shellfish Instructor	21.00	22.00	23.00	24.00	25.00
7	Waterfront Director (S7) Beach Supervisor (S7A) Asst Animal Control Officer (S7B)	13.25	13.75	14.25	14.75	15.25
6	Ass't. Harbormaster (S6) Ass't Beach Supervisor (S6A) Playground Director (S6B) Activities Coordinator (S6C)	12.25	12.75	13.25	13.75	14.25
5	Kayak Instructor (S5) (\$14.00)* Parking Enforcement Officer (S5A)	11.75	12.25	12.75	13.25	13.75
4	Lifeguard (S4B) Swimming Instructor (S4C) Golf Ass't. (S4) Golf Maintenance Person (S4A) Work Leader (S4D) GIS Ass't (S4E) Project Ass't. (S4F)	11.25	11.75	12.25	12.75	13.25
3	Tennis Instructor (S3) Golf Utility Person (S3B) Sticker Seller (S3D) Seasonal Laborer (3C)	10.25	10.75	11.25	11.75	12.25
2	Playground Instructor (S2) Harbor Assistant (S2A) Parking Attendant (S2B)	9.25	9.75	10.25	10.75	11.25
1	Shellfish Interns (S1)	9.00	9.25	9.75	10.25	10.75

OFFICE OF THE TOWN ADMINISTRATORChristopher Clark, *Town Administrator*

732 MAIN STREET, HARWICH, MA 02645

**MEMO**

To: Board of Selectmen
Michael Lach, Harwich Conservation Trust
Andy Gould, Finance Director
Amy Bullock, Treasurer/Tax Collector
John Giorgio, Town Attorney
Michael Ford, Special Counsel

From: Christopher Clark, Town Administrator

Re: Purchase of the Sutphin Property

Date: May 2, 2016

It was brought to my attention on Wednesday, April 27, 2016, during the review of funding sources for the Sutphin acquisition, that there is an issue with the funding source. Simply put, at the May 6, 2014 Special Town Meeting, appropriation was made towards the purchase of two parcels of Sutphin property for conservation purposes. The funding source identified in the article is twofold, the first \$220,000 from Community Preservation Act funding with \$73,000 coming from the Harwich Conservation Trust (HCT). The HCT provided the funds to the Town in October 2014 and a check was prepared in the same month assuming that a closing would occur timely. Due to issues on the Sutphin side, the closing has been delayed for an extended period and is only now coming to fruition. Our Finance Director has indicated that the \$73,000 from the HCT that should have been put into a gift account was left in the General Fund. At the conclusion of FY15, the \$73,000 was converted to free cash. The Town has an obligation to replace the \$73,000 from HCT. Due to the length of time related to the closing and a desire to complete the Sutphin acquisition, HCT has agreed to come up with \$73,000 towards the Sutphin closing and is willing to wait for reimbursement of the original \$73,000.

I will be asking the Board of Selectmen tonight to vote to commit to placing an article on the next available Town Meeting, whether it be a Fall Special or next May's Annual to reimburse HCT \$73,000 since the original gift was inadvertently included in free cash. The 2016 Annual Town Meeting calls for a large addition in funds to the Town's stabilization account, included in the sum was the \$73,000. I would ask that the next Town Meeting the \$73,000 from stabilization be used to reimburse HCT. The gift was originally submitted under Massachusetts General Law Chapter 44, Section 53A that called for the funds to be used consistent with the original article for acquisition of the Sutphin property. Reimbursement is legally warranted under this General Law.

COPY

Memo

To: Harwich Board of Selectmen

From: Harwich Board of Health

CC: Visiting Nurse Association

Date: May 3, 2016

Re: VNA Contract



Enclosed please find 2 originals of the proposed VNA contract for FY17. The contract has been reviewed by the Board of Health with a recommendation to forward to the Board of Selectmen for authorization. The amount of \$5,000 has been appropriated in the FY17 budget for this purpose. The Chairman's signature is required to approve this document with an original to be sent to the Town Accountant and VNA with a copy forwarded to the Board of Health.

The customary services performed under this contract are providing staff and medical direction for clinics; monthly childhood immunization clinics; childhood lead screening services; homebound patient/discharge patient evaluation for services; communicable disease investigation and a variety of education and screening services.

Kindly contact the Health Director should you require any further information on this matter.

Enc.

RECEIVED
MAR 25 2016
BY: _____

VISITING NURSE ASSOCIATION OF CAPE COD

This agreement (the "Agreement") is made between the **Visiting Nurse Association of Cape Cod, Inc.** (the "Agency"), a private non-profit corporation operating in accordance with the recommended standards and procedures of the Massachusetts Department of Public Health, with a place of business at 255 Independence Drive, Hyannis, MA. 02601, and the **Town of Harwich** through the **Harwich Board of Health** (the "Town").

WHEREAS, the Agency is in the business of providing public health care services; and

WHEREAS, the Agency is a licensed visiting nurse association that provides services to patients in patient's homes; and

WHEREAS, the Town wishes to obtain the benefit of the Agency's nursing and wellness services for the residents of the Town.

NOW THEREFORE, in consideration of these premises, the parties hereto agree as follows:

A. DUTIES OF THE AGENCY

1. The Agency shall furnish such services as recommended by the Town consistent with the recommended practices of the Massachusetts Department of Public Health and the Visiting Nurse Association of Cape Cod, Inc. These services will generally include:

a. Maternal and Child Health Services to include: visits to newborns and mothers on referral with follow-up home visits according to adjudged need; office visits for the purpose of childhood immunization; and social work assessment visits to families with identified needs.

Maternal and Child Health visits are not to exceed three (3) visits per admission in a calendar year per individual without the Town's approval.¹

b. Home Visits: to assess safety and health needs; to provide a rehabilitative assessment or rehabilitative teaching for the purpose of improving the environment to make independent function possible. Services are not to exceed three (3) visits per admission in a calendar year per individual without the town's approval.²

¹ In instances where services are necessary for a longer duration and no means of Third Party Payment are available, the case will be referred to the Health Director to assess the Town's commitment to continued services or VNA referral to other appropriate sources.

² In instances where services are necessary for a longer duration and no means of Third Party Payment are available, the case will be referred to the Health Director to assess the Town's commitment to continued services or VNA referral to other appropriate sources, i.e. Elder Services, Council on Aging, etc.

- c. Health Promotion: health and wellness teaching in relation to both physical and mental health for all age groups. Immunization clinics held as necessary for children and adults.
 - d. Communicable Disease Surveillance and follow-up investigation including immunization clinics as deemed necessary by MADPH and Harwich BOH. TB contact testing; DOT; Public Health Nursing Casemanagement in cooperation with MADPH TB surveillance and Epidemiology
- 2. Supplies or Equipment: The Agency will provide the required perishable supplies for all Public Health Services provided to the Town by the Agency as a part of the approved appropriation.
- 3. The Agency shall maintain licensing/accreditation/certification.
- 4. The Agency shall invoice the Town monthly for services performed with a statement detailing the type of services performed.

B. DUTIES OF THE TOWN

- 1. The Town agrees to give the Agency as much advance notice as possible of the Services and Supplies that residents served pursuant to this Agreement may require.
- 2. The Town will provide assistance to the Agency in carrying out recommended Board of Health programs and policies.
- 3. The Town will pay the Agency for approved services and supplies rendered to residents of the Town in accordance with the charges detailed in the attached Addendums A and B within thirty (30) days of receipt of invoice.

C. MUTUAL DUTIES/AGREEMENTS

- 1. The amount of time provided for the services to the Town will be adjusted so that the charges for these services will not exceed the appropriation for these services. The Appropriation for July 1, 2016 through June 30, 2017 is \$5,000.00 as defined in Addendum A. All individual records will be maintained in The Agency's office and will be available for review by the Town.
- 2. Services performed by the Agency will be for Town residents only. Referrals may come from town residents or a party related to the resident including but not limited to the Town.
- 3. The Agency and The Town shall each maintain or cause to be maintained at no expense to the other, professional malpractice and general liability insurance for itself and its employees, in form and substance acceptable to the other, and in amounts customary to

the nature of each party's obligations hereunder. Upon request, each party shall furnish to the other a current certificate of insurance. Each party shall provide the other with thirty (30) days advance written notice of any proposed alteration, non-renewal, or cancellation of insurance required hereunder. Each party shall promptly notify the other of any claim or suit alleged to arise out of any activity or activities undertaken pursuant to this Agreement.

4. The Town shall indemnify and hold harmless the Agency, its officers, director, agents, and employees from any and all injuries, losses, claims, actions, or damages to any person or property, and all costs, expenses, including reasonable attorneys' fees, or other liability incurred by the Agency that are caused by the negligence of the Town, its employees, or its independent contractors (with the exception of the Agency) occurring in connection with the subject matter of this Agreement.
5. The Agency shall indemnify and hold harmless the Town and its partners, officers, agents, and employees from any and all injuries, losses, claims, actions, or damages to any person or property, and all costs, expenses, including reasonable attorneys' fees, or other liability incurred by the Town that are caused by the negligence of the Agency, its employees, or its independent contractors occurring in connection with the subject matter of this Agreement.
6. It is expressly understood and agreed that this Agreement does not intend and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association between the Town and the Agency, but rather, is an agreement by and between the Town and the Agency as independent contractors.
7. This Agreement will terminate upon the occurrence of any of the following events, whichever transpires first:
 - a. One year from date herein.
 - b. Depletion of the allocated funds.
 - c. By either party upon sixty (60) days written advance notice.

D. MISCELLANEOUS

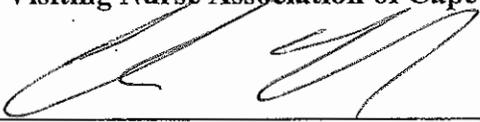
1. Any notice required to be given hereunder shall be provided by registered or certified mail, postage prepaid, addressed to the parties at the respective addresses stated at the beginning of this Agreement or such other person or address as either party may from time to time designate by written notice to the other party. Notice shall be deemed given when deposited with the United States mails in accordance with the provisions of the preceding sentence.
2. This Agreement shall be deemed to have been entered into in the Commonwealth of Massachusetts and its interpretation, construction, and enforcement shall be determined pursuant to the laws of that Commonwealth.

3. If a court of competent jurisdiction holds any provision of this Agreement in violation of any applicable law, the remaining provisions shall be enforced and remain in full force and effect to the extent they are not unlawful or unenforceable.
4. This Agreement shall be binding upon and inure to the benefit of the parties and their successors and assigns. This Agreement and all rights under it shall be assignable by either party only with the prior written consent of the other party.
5. Captions contained in this Agreement are inserted only as a matter of convenience and in no way define, limit, or extend the scope or intent of this Agreement or any provision thereof.
6. Where appropriate, references in the plural shall be construed as being in the singular and references in the singular as being in the plural.

IN WITNESS WHEREOF, authorized representatives of the parties have signed this Agreement.

**VISITING NURSE ASSOCIATION
OF CAPE COD**

Dianne C. Kolb, President/CEO
Visiting Nurse Association of Cape Cod



Christopher Clark
Town Administrator

Date

5/4/14

Date

ADDENDUM A

**Visiting Nurse Association of Cape Cod, Inc.
-Town of Harwich-
Programs and Services – FY2017**

Visits	Visits Per Year	Rate Per Visit	Total
Home Visits:			
Skilled Nursing	3	\$160	\$ 480.00
Maternal/Child	5	\$160	\$ 800.00
Special Programs	Hours	Rate Per Hour	Total
Immunizations:			
Child Immunization/ Lead Screening	4.5	\$85	\$ 382.50
Communicable Disease Surveillance and Follow Up	38.25	\$85	\$3,252.50
GRAND TOTAL			\$5,000.00



nationalgrid

HERE WITH YOU. HERE FOR YOU.

We're upgrading the natural gas main.

May 4, 2016

Re: Natural Gas Work in Harwich. (work order # 1012407)

Dear City Officials,

National Grid is committed to safely and reliably delivering energy to our community. That's why we are replacing the natural gas main at **10 to 31 Manderville RD., West Harwich, MA**. As part of this project, we will also replace the natural gas service piping that connects the main to the customer's gas meters. Approximately **13** premises are within the construction limits.

Construction is expected to begin on **May 10, 2016** and anticipated to last to **June 15, 2016** weather permitting. We will work hard to complete this project promptly and with minimal disruption to the community. Visit ngrid.com/mainline to view a YouTube video on this gas main replacement process. A second video explaining the replacement of the service pipe to customer homes is available at ngrid.com/serviceline.

Enclosed is a notification that will be distributed to all affected constituents. We're here for you if you have any questions about this project. Please contact me at **1-781-794-3515**.

We look forward to working with you as we upgrade our community's infrastructure.

Sincerely,
Dennis McCaffery
Manager, Community & Customer Management
National Grid
39 Quincy Ave
Braintree, MA 02148



2016

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6			1	2	3	4	5
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12
10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26
24/31	25	26	27	28	29	30	28	29						27	28	29	30	31		
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
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17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24/31	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23/30	24/31	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31

Proposed Selectmen's Summer Meeting Schedule

June 13 & 27

July 11 & 25

August 8 & 22

September 6 (Tuesday)