

SELECTMEN'S MEETING AGENDA*

Griffin Room, Town Hall

Regular Meeting 6:30 P.M.

Monday, May 11, 2015

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **WEEKLY BRIEFING**
- IV. **PUBLIC COMMENT/ANNOUNCEMENTS** – Peace Officer's Memorial Day-May 15, 2015
- V. **CONSENT AGENDA**
 - A. Approve Minutes
 - 1. April 6, 2015 Regular Session
 - 2. April 13, 2015 Regular Session
 - 3. April 27, 2015 Regular Session
 - B. Accept resignation of Pauline Ashton from the Treasure Chest Committee
 - C. Approve appointments to Bikeways Committee, Historic District/Historical Commission, Real Estate and Open Space, Pleasant Bay Alliance, COA and By-Law Charter Review Committee
 - D. Approve application for assistance from the Caleb Chase Fund as recommended
 - E. Approve the donation of \$100 to the Community Center Gift Account in memory of Sheldon Thayer
 - F. Confirm the Town Administrator's appointment of Patricia Sampson to the position of Administrative Assistant in the Town Accountant's Office
 - G. Approve mailing Housing Rehab flyer from Community Development Partnership with tax bills
 - H. Approve the 6th Annual Harwich Chamber of Commerce 5K Road Race to be held on June 27, 2015
 - I. Approve request by Police Chief to lower flags to half-staff on May 15, 2015 in honor of Peace Officers Memorial Day
 - J. Approve Cranberry Festival Craft Shows to be held on July 11 & 12, August 8 & 9, and September 19 & 20
 - K. Approve Hawkers & Peddlers License for Sea Street Productions LLC d/b/a Salt Dock Food Truck
 - L. Approve Entertainment License for Sea Street Productions LLC d/b/a Salt Dock Food Truck
- VI. **PUBLIC HEARINGS/PRESENTATIONS** (*Not earlier than 6:30 P.M.*)
 - A. Public Hearing – Proposed Disposal Area Fees – *discussion and possible vote*
 - B. Saquatucket Development Committee presentation – *discussion*
 - C. Wastewater Implementation Committee cost recovery proposal – presentation and discussion by Chris Harlow and David Young from CDM Smith
- VII. **OLD BUSINESS**
 - A. Town Administrator's review – *discussion and possible vote*
- VIII. **NEW BUSINESS**
 - A. Golf Instructional License at Cranberry Valley Golf Course – *discussion and vote to sign License Agreement*
- IX. **TOWN ADMINISTRATOR'S REPORT** – Police Chief search update
- X. **SELECTMEN'S REPORT** – Selectmen' upcoming reorganization - May 25, 2015
- XI. **ADJOURNMENT**

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

Authorized Posting Officer:

Posted by: _____
Town Clerk

Sandra Robinson, Admin. Secretary

Date: _____
May 7, 2015

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

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

OTHERS PRESENT: Town Administrator Christopher Clark, Chief Mason, Deputy Chief Farrenkopf, Roman Greer, Bill Greenwood, and others.

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

POLICE DEPARTMENT BADGE PINNING CEREMONY

A Badge-Pinning Ceremony was held for the following Police Department Superior Officers who were introduced by Chief Mason:

Deputy Chief Thomas Gagnon
Lieutenant Kevin Considine
Lieutenant John Sullivan, Jr.,
Sergeant Aram Goshgarian

The Board congratulated the officers and thanked them for their service.

PUBLIC COMMENT/ANNOUNCEMENTS

A. Housing Rehab Program – Jay Coburn

Jay Coburn, Executive Director of the Community Development Partnership, explained the Housing Rehabilitation Program which is funded through a Community Development Block Grant.

CONSENT AGENDA

- A. Vote to approve Seasonal Common Victualler License renewal for Viera Restaurant
- B. Vote to approve Chapter 90 requests for miscellaneous drainage locations
- C. Vote to approve the recommendation of the DPW Director to award the contract for FY 16 Gas and Diesel to Noonan Brothers following Barnstable County Bid results and authorize the Chairman to sign
- D. Vote to hold a Public Hearing for proposed Disposal Fees on May 11, 2015

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

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

A. Public Hearing – Application for and Annual, Package Store, Wine and Malt Beverages license by Pekarkill Inc. d/b/a Local Flavor Lunch & Bagel

Elaine Pekarckik, Manager, appeared before the Board and described the business plan. Chairman Ballantine commented that he is glad that the building is again open for business. Mr. McManus moved to grant the Annual Wine and Malt liquor license to Pekarkill Inc. d/b/a Local Flavor. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

OLD BUSINESS

A. Strategy for Mitigating Pollution Issues – *third reading, and possible vote*

Mr. Hughes moved to adopt the Town of Harwich Strategy for Mitigating Pollution Issues in Estuaries, Lakes and Ponds by Watershed Area. Ms. Cebula seconded the motion and the motion carried by a unanimous vote. Mr. LaMantia said it should be sent to all the committees and department heads in Town.

NEW BUSINESS

A. Warrant Article #4 Town Operating Budget – *discussion and possible votes*

Mr. Clark noted that he has included the Sources and Uses document that shows the balanced budget. He stated that Budget Amendment #2 will be forthcoming. He noted that no action was necessary as it was already voted.

B. Golf Department Reorganization Plan – *discussion and possible vote*

Roman Greer reported that the goal of the proposal is to better utilize existing staff by moving them into roles that fit their talents and our needs at the golf course. He noted they will balance the promotion/reclassification of two existing employees by cutting back on the position of Asst. Golf Operations Manager, a position that we will need to post publically, as there is no one that currently holds this position and no viable candidate in-house. He outlined the plan as follows:

- 1) Create new position - Office Assistant at Grade 3, Step 1
- 2) Re-Grade - Administrative Assistant from Grade 5, Step 5 to Executive Asst., Grade 7, Step 3
- 3) Re-Structure Asst. Golf Operations Manager position (Grade 7 Step 1) from year round to 30 weeks

Mr. McManus moved approval of the proposed staff reorganization at Cranberry Valley. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

TOWN ADMINISTRATOR'S REPORT

Mr. Clark reported that the new Finance Director started today. He noted that we are preparing letter to MassDOT asking to extend the sidewalk from Harwich Port to Saquatucket Harbor. He further reported that the ad has been placed for Police Chief and we are receiving applications.

ADJOURNMENT

Mr. McManus moved to adjourn at 7:30 p.m. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, APRIL 13, 2015
6:30 P.M.**

SELECTMEN PRESENT: Ballantine, Cebula, LaMantia, McManus

OTHERS PRESENT: Town Administrator Christopher Clark, Amy Usowski, Lincoln Hooper, Michael Lach, Matt Hart, Wendy Hartwell, Bill Neiser, and others.

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

Chairman Ballantine reported that the Board had just come out of Executive Session where they discussed the case of John D. Simone & Catherine A. DeSimone Trustees of the DeSimone Family Living Trust v. Town of Harwich and they conducted strategy sessions in preparation for negotiations with nonunion personnel.

WEEKLY BRIEFING

Chairman Ballantine called for a moment of silence on the passing of Harwich Conservation Trust founding trustee Bob Smith.

PUBLIC COMMENT/ANNOUNCEMENTS

- A. Announcement - Closing of Disposal Area on April 20 & 21, 2015

Mr. Hooper announced that the disposal area will be closed on April 20 and 21 to allow for the installation of new equipment.

CONSENT AGENDA

- A. Approve Minutes – March 16, 2015 Regular Meeting
- B. Approve 2015 Junk Dealer License Renewals
- C. Confirm appointment of Wendy Tulloch as Assistant Town Accountant

Mr. McManus moved approval of the Consent Agenda and the recommended actions thereon. Ms. Cebula seconded the motion and the motion carried by a unanimous vote.

NEW BUSINESS

- A. Dock refund appeal – *discussion and possible vote*

Mr. Hart outlined the history of the case and noted that the Waterways Committee voted 6-1 not to accept the appeal of applicants Robert McNulty and Barbara Madson. He noted that it would be establishing a precedent that they had previously gotten rid of. Mr. Neiser, Deputy Harbormaster, spoke on behalf of the Harbormaster and stressed that the Harbormaster's job is to uphold the

Harbor Management Plan. He reported that Harbormaster determined that he cannot give a refund on this as it is clearly addressed in the Harbor Management Plan. Mr. Neiser noted that the slip has since been taken. Mr. McNulty noted that they are paying for two places to keep their boat and because of health reasons they didn't get their boat in the water for the past three season even though they paid. He said they would like their deposit back this year. Ms. Madson noted that the letter they received did not indicate that the deposit was not refundable. Mr. LaMantia moved to support the decision of the Waterways Committee. Ms. Cebula seconded the motion and the motion carried by a 3-0-1 vote with Mr. McManus abstaining from the vote. Mr. McManus stated that we should include in the letter and bill that the fees are not refundable and Ms. Cebula agreed. Ms. Madson asked for other refunds she felt were owed to them including a 4' overage on the slip and electricity they didn't use. Chairman Ballantine referred the applicants back to the Waterways Committee.

B. Authorize Town Administrator to sign Client Authorization for joint project development with Town of Dennis – *discussion and possible vote*

The Board stressed the importance of engaging the public and being certain on the specifics of the proposed project. Mr. Hooper took questions from the Board and comments from Ms. Hartwell. Mr. McManus moved to authorize the Town Administrator to sign Client Authorization for joint project development with Town of Dennis. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

C. Preliminary Report of Indirect Cost Analysis by Pioneer Consulting Group – *discussion and possible vote*

Mr. Clark outlined the attached preliminary report of indirect cost analysis by Pioneer Consulting Group. He took questions and comments from the Board. Chairman Ballantine noted that this is just an initial report and more information will follow. No vote was taken.

ADJOURNMENT

Mr. McManus moved to adjourn at 8:12 p.m. Ms. Cebula seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
TUESDAY, APRIL 21, 2015
6:30 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark, John Rendon, Dorothy Harder, Richard Gunderson, Wayne Kucha-Stone, Matt Hart and others.

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

Chairman Ballantine reported that the Board had just come out of Executive Session where they received updates on the Hall, Downey and Sutphin properties.

PUBLIC COMMENT/ANNOUNCEMENTS

Chairman Ballantine reported that we have received a resignation letter from Assistant Town Administrator Julie Quintero-Schulz effective July 31, 2015.

Chairman Ballantine noted that he was asked to read a statement from Paula Myles objecting to getting the initial design on the Route 28 project but he would not be reading it as it would set a precedent but asked that the letter be added to the minutes (attached).

A. Update on closing of Disposal Area project

Mr. Clark noted that the old components of the push pit at the Transfer Station have been removed and they are in the process of installing the new ones.

CONSENT AGENDA

A. Approve Minutes

1. February 9, 2015 Executive Session
2. February 23, 2015 Executive Session
3. March 23, 2015 Regular Session
4. March 30, 2015 Regular Session
5. March 30, 2015 Executive Session

B. Approve the application for the Alzheimer's Walk Permit to be held on May 9, 2015

C. Approve application for renewal of Common Victualler License for Philbrick's

D. Approve the 2015 Summer Concert Series held during July at Brooks Park

E. Approve Caleb Chase request in the amount of \$700.00

F. Approve re-appointment of Larry Cole as Harwich's representative to the Cape & Vineyard Electric Cooperative

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

OLD BUSINESS

- A. Update on Petition Article to “Eliminate Hunting in Bells Neck Conservation Area - *discussion and possible vote*

Ms. Usowski stated that at the Conservation Commission meeting last week, the Commission agreed with Town Counsel that the land is under the care and custody of the Conservation Commission. She said there was a sportsman group present at their meeting who offered to do some clean up and better signage. She reported that the Commission decided that we really need to do some research as some of the parcels may have been given to the Town with the provision that hunting is to be allowed on those parcels. She noted that she and a member of the Commission will be reviewing the deeds. She stated that they are interested in the opinion of the public at Town Meeting and make take this up at a later date at an advertised public meeting. Mr. Kucha-Stone, petitioner, was confused why Thompsons Field could pass by Town vote but this could not but he agreed that research needs to be done. He asked the Board to pass an opinion as to whether they are in favor of the measure or not. Ms. Usowski responded that she didn't know why Thompsons Field was different but it was purchased with self-help funding which has very strict rules and regulations for no hunting. Mr. McManus moved to support the passage of Article 5 (Eliminate Hunting in Bells Neck Conservation Area). Mr. LaMantia seconded the motion and the motion carried by a 4-0-1 vote with Ms. Cebula abstaining from the vote. Ms. Cebula indicated that she did not have enough information.

- B. Letter to MassDOT regarding the Route 28 Pedestrian Improvement Project – *discussion and possible vote*

Mr. Hughes submitted some grammatical changes and noted that “No road layout alterations are expected” should be added to the last paragraph. The Board took questions and comments from Ms. Harder. The Board agreed to bring this item back.

NEW BUSINESS

- A. Zoning Articles for the Special Town Meeting – *discussion and possible vote*
1. STM Article 3 - Mixed Use Development
 2. STM Article 4 - Overlay Districts

Mr. Spitz noted that the Planning Board held the public hearing on these articles and there were no negative comments. He reported that the Planning Board approved the articles. Mr. McManus moved to accept and adopt Article 3 (Zoning Amendment – Mixed Use Development) of Special Town Meeting. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

Mr. McManus moved to accept and adopt Article 4 of the Special Town Meeting – Zoning Amendment Overlay Districts. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

- B. Town Administrator's Goals and Objectives/Evaluation Form – discussion

Chairman Ballantine asked the Board to submit their evaluations and said he would compile the comments. Mr. Hughes asked for another update on the goals. The Board discussed whether they would evaluate based on the goals or use the evaluation form. Mr. LaMantia stated that Mr. Clark's

evaluation should be based on only the goals. Ms. Cebula disagreed and stressed that there is much more that goes into management and they should also be measuring the success factors listed on the form. The consensus of the Board was to combine the evaluation based on both the form and the goals. Mr. Clark said he would submit a self-evaluation.

C. Budget Amendment #2 - *discussion and possible vote*

Mr. Clark outlined Budget Amendment #2. Mr. McManus moved to approve Budget Amendment #2. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

D. Harbor funding plan for Saquatucket Dock project - *discussion and possible vote*

Mr. Clark outlined his memo to the Board dated April 16, 2015 (see below) regarding the funding process to address the necessary improvements that need to be made at Saquatucket Harbor.

Town Meeting is going to be requested to begin the funding process of improvements to Saquatucket Harbor in terms of the water side design and construction of the new dock system, and then secondarily, the landside improvements including the soon to be finalized purchase of the Downey property. I have put together the attached plan that lays out a funding mechanism for the project and the ramifications of adopting such a plan.

The Town has two primary fee structures for the harbors, the first being the Waterways Improvement and Maintenance Fund that raise revenue from moorings and half of the boat excise fees. This funding source can be expended after revenues are received by Administration. The second funding source is the Waterways Capital Improvement Receipts Reserve Fund which is funded by the Waterways User Capital Fee. This fee is subject to Town Meeting appropriation on an annual basis. The concept is to fund entirely the Wychmere grant match that was approved at last year's Town Meeting in the amount of \$478,400 of matching funds from the Waterways Improvement and Maintenance Fund.

This year, Town Meeting will be asked to fund the Saquatucket Dock replacement design totaling \$500,000 to be funded over five years. The recommendation in this regards is to fund one third of the total by the Waterways Improvement and Maintenance Fund Fees. The remaining two thirds of the borrowing would be funded by debt exclusion which is currently on the ballot. This process of one thirds being funded by fees and two thirds being funded by a debt exclusion would then carryover into the construction portion of the project, which is estimated at this time to be \$7 million, and to be borrowed over a 20 year period of time. The scenario shown attached is a worst-case scenario and does not take into account any grants or savings that could be realized by a competitive bid environment.

The landside renovations for the Saquatucket Harbor projects slated to begin in FY 18 would be funded in total by debt exclusion.

The attached funding plan does have a few caveats. First the total of the fee amounts from the Waterways Improvement and Maintenance Fund moorings portion would have to increase from current levels of \$80,000 per year up to \$100,000 during FY 17. Currently, the Waterways Improvement and Maintenance Fund fees include one half of the boat excise fees collected of approximately \$25,000 per year. This revenue would be retained in the fund

separately to be used for small capital and maintenance projects related to the harbors and not be dedicated as a funding source for the debt service. The Waterways Capital Improvement receipts reserved funds that generate approximately \$75,000 per year would also have to be increased up to \$100,000 per year during FY 17. These funds would be dedicated for the debt service on harbor improvements as outlined above. The plan does also show that by FY 2020, in order to offset the design and construction costs, both funds would have to be utilized towards debt service.

He noted that if the Board is in agreement with this plan, then the motions for Town Meeting will be adjusted accordingly. The Board took comments from Mr. Rendon and Mr. Hart. Mr. Clark restated his recommendation that one third of the \$500,000 be funded from the 2 fees (being paid by the boat owners) and then the two thirds would be funded from the debt exclusion. Mr. Hughes moved to approve the one third / two thirds funding as suggested for the article for Town Meeting for \$500,000 for the design. Ms. Cebula seconded the motion and the motion carried by a unanimous vote.

E. Wastewater report /recommendation for funding - *discussion and possible vote*

The Board briefly discussed the report and agreed to bring back for broad discussion. No action was taken. Chairman Ballantine said we should go ahead and schedule a meeting for Mr. Hughes and Mr. LaMantia to meet with Chatham.

TOWN ADMINISTRATOR'S REPORT

Mr. Clark reported that the deadline for applications for Water Superintendent is Thursday and the deadline for applications for Police Chief is Friday. He further noted that the Water Department won a water quality award.

SELECTMEN'S REPORT

A. Town Meeting preparation

Chairman Ballantine said he would be assigning articles for Town Meeting. Mr. Hughes noted that he is still interested in using the display software that Arlington uses and he would like to share the information with the Finance Director and get his opinion.

ADJOURNMENT

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Ann Steidel
Recording Secretary

Untitled

To: The Harwich Selectmen

From: Pauline Ashton

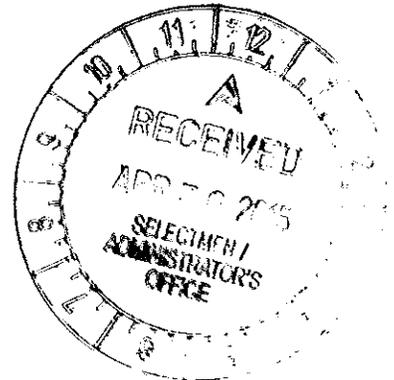
I regret to inform you that as of May 1st, I must resign my position as chairman and worker of the Treasure Chest committee. It is difficult for me to leave, not only as a worker but leaving many friends and acquaintances that I have made during my almost fifteen years. It has been a job that I fully believed in doing and enjoyed every day. In my place, Ms. Debbie Devaney and Mark Koopman will share the chairmanship and work of the Treasure Chest.

Through the strong recycling, The Treasure Chest has supplied clothes, home furnishing, books, games and lots of items that has been used not only by Harwich residents but people from many cape towns, cities, and states; maybe even countries. I have spoken to several to explain the recycling even to a couple from McAllen, TX. Less items in the landfill and more used even in this throw away world.

With the declining health of my husband, and regretably we are moving to Bourne, MA to be nearer to the family. It does sadden me to leave my beautiful town of Harwich. I have enjoyed the people and their kindness, the beauty of the trails, and activities that is provided for everyone.

Before I close, I would like to say a few words about the volunteers, who work tirelessly to keep the operation working. The Treasure Chest would not exist without the volunteers. They all work hard, believing in what they are doing. Some of the volunteers are from Chatham, Dennis and Yarmouth believing in recycling and helping others. They are all my friends and we always had a feeling of accomplishment for a job well done. The Treasure Chest performs smoothly because of Mike, Dave and their workers, all giving help when needed.

I also want to thank all of the Harwich Selectmen, Sandi and Ann (for their patience with me). Also Lincoln Hooper and his staff for giving me the opportunity to work at something that I sincerely loved. The Harwich Police Department were always ready to help. Many thanks to all who believe in The Treasure Chest and the purpose.



To Board of Selectmen
From Linda Cebula, Angelo LaMantia
Selectmen's Interview/Nomination Committee

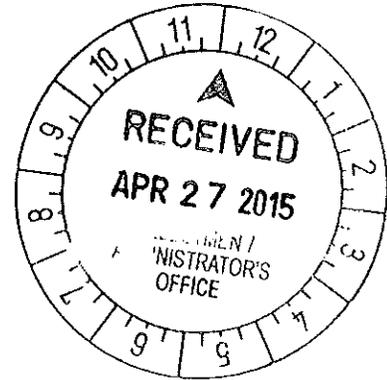
Re Nominations
Date May 6, 2015

We recommend to the Board of Selectmen the following appointments:

Name	Committee Appointment	Expiration of term
Shanna Nealy	Bikeways	June 30, 2018
Wendy Rae Woods-Hartwell	Historic District/Commission	2018
	Real Estate and Open Space	2018
Dolly Howell	Pleasant Bay Alliance	2018
Richard Waystack	Council on Aging	2018
Albert Patterson	Bylaw/Charter Review (unexpired term)	2017

4/27/15

Board of Selectmen
Chairman
732 Main Street
Harwich MA 02645

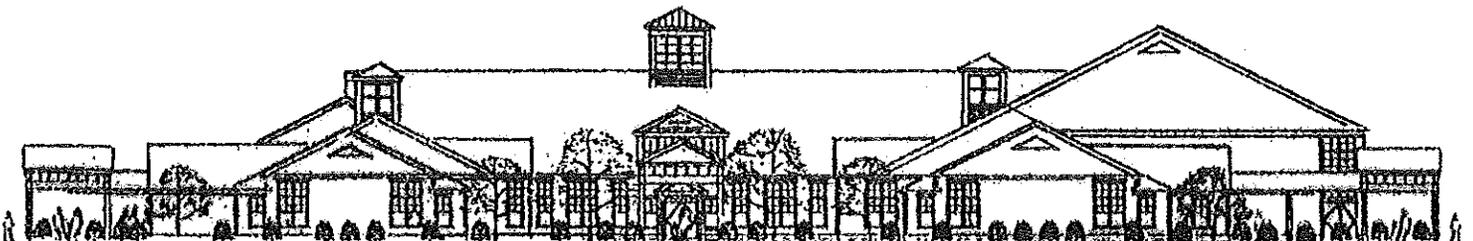


Dear Mr. Chairman;

Please accept a \$100.00 gift to the Community Center Gift Account #15166304 a donation made in Sheldon Thayer's memory. I have attached a copy of the letter and have notified Carol Thayer as the letter requested of the donation. Upon your approval I will follow up with a Thank you note. Thank you in advance for your time and attention in this matter. Sheldon was a big part of The Community Center and he is missed.

Sincerely,


Carolyn B Carey
Director, Harwich Community Center



4-15-15

Dear Community Center Folks,

Sheldon Thayer loved the Community Center and was so proud of his part in its Creation.

My husband Jack and I arrived at the Cape for one of many great weekends over the years, just in time to catch the Friday afternoon TV show, featuring Sheldon and the "Famous Bailey Rose" giving a tour of the work that had been accomplished that week. It was interesting, amazing and amusing. Both Shel + Bailey were local celebrities-in the grocery stores, Banks and beaches. Fun stuff! We were treated to many "personal" tours as the Center began to take shape. We became as enthusiastic as the "locals".

It is truly fitting his reception be held in a place so dear to his heart. He'll be smiling down on all of it-for sure!
-OVER

BARBARA VAN TRONK
785 HIGH RIDGE RD
STAMFORD CT 06905-1901

9306
51-57/119 CT
21148

4-10-15
Date

Pay to the Order of Harwich Community Centre \$ 100.00
One hundred 00/100 Dollars



Bank of America

ACH R/T 011900571

For Sheldon Moya mem. Barbara Van Tronk

⑆0⑆1⑆90057⑆1⑆000006⑆49658⑆9306

OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, Town Administrator

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



April 30, 2015

Patricia Sampson
[REDACTED]
[REDACTED]

Dear Ms. Sampson:

We would like to offer you the position of Administration Assistant – Office of Town Accountant/Finance Director for the Town of Harwich. This conditional offer letter confirms our understanding of your pre-employment terms with the Town.

- Pursuant to the Town Charter the Town Administrator makes the appointment for this position subject to confirmation by the Board of Selectmen. Your name has been put forth for confirmation. Successful confirmation will be needed to finalize appointment.

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

Your position title will be Administration Assistant – Office of Town Accountant/Finance Director and your starting date is May 12, 2015. This position is included in the Harwich Employees Association and your employment is subject to the rights and obligations included in the contract. Your starting salary will be \$24.52 per hour (Grade 5, Step 5). In addition, you will retain your existing vacation days.

Please feel free to contact me if you have any questions prior to beginning work.

Sincerely,

Christopher Clark
Town Administrator

Patricia Sampson

Date

CC: Board of Selectmen
Town Accountant/Finance Director

Town Treasurer/Collector



community development partnership
Housing Rehabilitation Program

**ATTENTION HOMEOWNERS
AND LANDLORDS**

**RECEIVE \$35,000
UP TO per unit**

If your home needs critical repairs, like:

- * Roofing * Heat * Windows
- * Siding * Septic
- * Energy Efficiency * Lead Paint
Upgrades Abatement

THIS PROGRAM IS FOR YOU!

Get expert assistance on planning the work, choosing a quality contractor, and oversight of the work. Funding is limited and available on a first come first serve basis. Don't wait!

Apply Now

Phone: 508.240.7873 ext. 14

Email: jean@capecdp.org

*This program is funded through a grant submitted by the
Harwich Board of Selectmen to the MA Department of
Housing and Community Development.*

Program Eligibility

Homeowners:

- ◆ Must own their own home; be a year round resident; be in good standing with federal; state and local taxes and carry homeowners insurance.
- ◆ Must earn at or below 80% of the area median income (see chart below).
- ◆ One fifteenth (1/15) of the assistance you receive is forgiven each year that you continue to own and occupy your home.

Income Eligibility

Family Size*	1	2	3	4
Income	46,100	52,650	59,250	65,800

*Please inquire about income eligibility for families larger than four.



community development partnership

3 Main Street Mercantile, Unit 7 Eastham, MA 02642

P 508.240.7873 F 508.240.5085

E contact@capecdp.org

www.capecdp.org





OFFICE OF THE SELECTMEN
732 MAIN STREET
HARWICH, MA 02645
Telephone: (508) 430-7513

FORM #7

APPLICATION FOR LICENSE/PERMIT

PLEASE CHECK

ROAD RACE

CRAFT FAIR

OTHER

IN ACCORDANCE WITH THE PROVISIONS OF THE STATUTES RELATING THERETO, APPLICATION AS STATED ABOVE IS HEREBY MADE BY:

NAME OF BUSINESS Harwich 5K Road Race PHONE 508-430-1165

BUSINESS ADDRESS Harwich Chamber of Commerce Charitable Foundation

MAILING ADDRESS c/o Harwich Chamber of Commerce
1 Schoolhouse Rd. Harwich Port, MA 02646

PLEASE STATE THE PURPOSE FOR WHICH LICENSE/PERMIT IS REQUESTED

6th Annual Harwich 5K Road Race

DESCRIPTION OF ROAD RACE/CRAFT FAIR/OTHER EVENT TO BE LICENSED, PLEASE LIST DATE, TIME, LOCATION/ROUTE, ETC.

DATE June 27, 2015

TIME 9:30am

ROUTE/LOCATION See attached

(please use reverse side if necessary)

Jeremy A. Higgins
Signature of Applicant

Executive Director
Title

Social Security Number of Federal Identification Number

27-2106110
Tax Exempt ID (for non-profit organizations)

Signature of Individual or Corporate Name

Jeremy A. Higgins, Executive Director, COO
By Corporate Officer (if applicable)

*****REGULATORY COMPLIANCE FORM*****

THE EVENT(S) TO BE LICENSED AS DESCRIBED HEREIN HAVE BEEN REVIEWED AND APPROVED BY:

Dep J. H. [Signature] 4/20/15
Police Department Date

Building Commissioner Date

Recreation & Youth Commission Date

Board of Health Date

[Signature] 4/23/15
Fire Department Date

***Required signatures are to be obtained by the Applicant prior to submission of application with the Selectmen's Office.

For Office Use Only

FEE _____ CASH _____ CHECK _____

FOR _____

REVIEWED BY _____

DATE LICENSE ISSUED _____

Application for Permit to Access State Highway

This Access Permit Application, including the attached Access Permit Submittal Checklist, must be completed in full by the Applicant. Instructions for this page are located on page 2. Descriptions of the two types of access permits and related categories are located on page 6. MassDOT will make the final determination regarding Access Permit Application type and category.

1. Town/City: Hanwich
2. State Highway route number and/or name: Rt 28
3. Locus/Property Address: _____
4. Description of property and/or facility for which access is sought (attach additional sheets if necessary):
N/A - Route 28
5. Description of work to be performed within State Highway Layout (attach additional sheets if necessary):
N/A - 5K Road Race - no alteration of street

Telecommunications (wireless or wireline) or Renewable Energy (Solar, Wind, etc) – Agreement Process and OREAD* coordination required. (*see pg 2 Instruction)

- | | |
|---|--|
| <p>6. Dig Safe number: _____</p> <p>7. Applicant Information ¹ (See footnote below.)</p> <p>Name <u>Hanwich Chamber Charitable Foundation</u></p> <p>Mailing Address <u>1 Schoolhouse Road</u>
<u>Hanwich MA 02646</u></p> <p>Telephone <u>508-430-1165</u></p> <p>Fax _____</p> <p>E-Mail _____</p> <p>Signature <u>Jeremy A. Gingras, Executive Director</u></p> <p>Print Name <u>Jeremy A. Gingras, Executive Director</u></p> <p>Date <u>3-31-15</u></p> | <p>8. Property Owner</p> <p>Name _____</p> <p>Mailing address _____</p> <p>Telephone _____</p> <p>Fax _____</p> <p>E-Mail _____</p> <p>Signature _____</p> <p>Print Name _____</p> <p>Date _____</p> |
|---|--|

Return completed application, including Submittal Checklist, to the District Highway Director for your town/city. Refer to reverse side for appropriate address.

For office use only. Do not write below this line.

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Application number: _____ 2. Date received: _____ 3. Fee amount (non-refundable): _____ 4. Completeness Pre-Review date: _____ 5. MEPA required (yes or no): _____ ENF-EOEEA Cert. # _____ EIR-EOEEA Cert. # _____ Other-EOEEA Cert. # _____ | <ol style="list-style-type: none"> 6. Section 61 Finding date: _____ 7. Mass. Historic Action (yes or no): _____ 8. Plans returned to DHD: _____ 9. Permit Type/Category: _____ 10. Application complete date: _____ 11. Permit written date: _____ 12. Permit issued date: _____ 13. Permit denied: _____ 14. Permit Recording date at Registry of Deeds _____ |
|--|--|

¹ If an agent is representing an Applicant, the application must include a notarized letter from the Applicant outlining the specified duties and responsibilities of the agent. Where work is proposed on a utility, the utility department must sign the application as the Applicant(s).

Instructions for Completing Application for Permit to Access State Highway

General Instructions

MassDOT's Highway Division is granted authority to issue State Highway Access Permits by M.G.L. Chapter 81, Sec. 21. MassDOT adopted 720 CMR 13.00 under the authority of M.G.L. c. 81, § 21 and M.G.L. c.85 §2. 720 CMR 13.00 supersedes the Standard Operating Procedures for Review of State Highway Access Permits dated November 30, 1971, and board vote of September 17, 1991.

ACCESS is generally defined, but not limited to:

Any physical work performed within the State Highway Layout.

This Application governs issuance of the two types of access permit Applications, Non-Vehicular and Vehicular, which are issued under three categories:

Category I	Minor Vehicle Access Permits
Category II	Major Vehicular Access Permits
Category III	Complex Vehicular Access Permits

Please refer to the MassDOT Highway Access Permit Submittal Checklist for details regarding permit types and submittals required.

FEES:

A Check payable to MassDOT for the appropriate permit application fee must accompany the permit application. Fees are non-refundable.

Fee schedule for access and Utility Payments:

Residential Access Permits	
5 Units or less	\$25.00
From 6 to 49 Units	\$100.00
Greater than 49 Units	\$2000.00

Non-Residential Access Permits	
Less than 25,000 square feet	\$500.00
From 25,000 to 300,000 square feet	\$1000.00
From 300,000 to 750,000 square feet	\$2000.00
Greater than 750,000 square feet	\$3000.00

Non-Municipal Utility Permits not in conjunction With Access Permits:

Annual blanket utility permit	\$500.00
Capital improvements to a utility	\$500.00

Specific Instructions (print or type)

Line 1:
List name of municipality in which access is sought.

Line 2:
List name or number of State Highway Route(s) to which access is sought.

Line 3:
List Locus/Property address.

Line 4:
Describe property and/or facility. If access is sought under Category II above, briefly describe facility for which access is sought,

Example 1: Private single family residence at 100 State Road. Approximate size of proposed building 2,500 s.f. Approximate lot size 0.75 acres.

Example 2: 500,000 s.f. enclosed shopping mall adjacent to State Route I-290 and Route 20. Approx. lot size 67 acres.

Line 5:
Briefly describe the proposed work to be performed within the State Highway Layout.

*Office of Real Estate and Development (OREAD)

Example 1: Remove 50 feet of existing granite curb on south side of highway in order to construct driveway access and modify the roadway geometry to accommodate left-hand turn.

Example 2: Excavate 10 foot x 10 foot section of roadway at Station 100+00 in westbound lane in order to install water service to residence at 100 State Street.

Line 6:
A Dig Safe number must be provided if the work will commence within 30 days of the filing of the permit. **NOTE:** A Dig Safe number must be obtained by calling 1-888-DIG-SAFE (1-888-344-7233). If construction within the State Highway Layout does not commence within the period allowed by Dig Safe, a new number must be obtained prior to beginning construction. (www.digsafe.com)

Line 7:
Individual or business making application must complete the required information, including application date and signature.

Line 8:
Complete this section only if the individual or business making application is other than the property owner of the land for which the permit applies.

Return completed application, submittal checklist and fee to appropriate District Office listed below. Please contact the Permit Engineer at this address if additional information is required.

District One
270 Main Street
Lenox, MA 01240
Tel. (413) 637-5700
Fax. (413) 637-0309

District Four
519 Appleton Street
Arlington, MA 02174
Tel. (781) 641-8300
Fax. (781) 646-5115

District Two
811 North King Street
Northampton, MA 01060
Tel. (413) 582-0599
Fax. (413) 582-0596

District Five
1000 County Street
Taunton, MA 02780
Tel. (508) 824-6633
Fax. (508) 880-6102

District Three
403 Belmont Street
Worcester, MA 01604
Tel. (508) 929-3800
Fax. (508) 799-9763

District Six
185 Kneeland Street
Boston, MA 02111
Tel. (857) 368-6100
Fax. (857) 368-0106

Highway Division Website:

www.massdot.state.ma.us/highway

Access Permit Submittal Checklist

GREY:
DOT
USE
ONLY

This checklist provides the Applicant with a list of required submittals to obtain an Access Permit. However, additional submittals may be required to issue an Access Permit. All Applicants must fill out Part A and one additional part that correlates to the selected application type. To help identify the application type, please see the descriptions on page 6. Check each box that pertains to your application. MassDOT will make the final determination regarding Access Permit Application type and category.

PART A: ALL APPLICANTS MUST FILL OUT

1. APPLICATION TYPE – CHECK ONE

- NON-VEHICULAR:**
 - Non-Vehicular – Fill out Part B
- VEHICULAR**
 - Category I – Minor Vehicle Access Permits: Fill out Part C-I
 - Category II – Major Vehicle Access Permits: Fill out Part C-I and Part C-II
 - Category III – Complex Vehicle Access Permits: Fill out Part C-I and Part C-III

2. APPLICATION TYPE (Check all applicable boxes)

- Application Complete
- Permit corresponds to appropriate MassDOT District
- Non-refundable check or money order on correct amount payable to: **MassDOT**
- Evidence certifying property owner(s) consent
- Notarized Applicant Letter outlining agent's duties and responsibilities (if applicable)
- Utility department sign-off as the Applicant(s) (if applicable)

PART B: NON-VEHICULAR PERMITS

IF NO PHYSICAL MODIFICATION to state highway layout – i.e. parade, road race, traffic counts, etc.

Required submittals:

- Map of route
- Traffic Management Plan (designed in accordance with the Road Flagger & Police Regulations: 701 CMR 7.00)
- Detour Plan(s) with municipal approval (if applicable)

IF DRAINAGE:

- If requesting connection or discharge to any MassDOT drainage system, contact District Personnel for additional information regarding required submittals.

IF CONSTRUCTION, RELOCATION OR REPAIR OF UTILITIES:

Required submittals:

- EXISTING PROJECT:** reference(s) to the documents and plans already filed with MassDOT for the affected project

NEW PROJECT/UTILITY WORK:

Required submittals:

- Engineered Plan(s) including method of crossing Highway
- Traffic Management Plan (if applicable)
(Designed in accordance with the Road Flagger & Police Regulations: 701 CMR 7.00)
- Detour Plan(s) with municipal approval (if applicable)
- Tree Cutting or Landscaping Plan (if applicable)
- Vegetative Plan including plant species and maturity size (if applicable)
- Blasting Plan (contact District Personnel for additional information)

PART C-I: VEHICULAR PERMITS

CATEGORY I – Minor Vehicular Access Permits

Required submittals:

- Engineering Plans
- ENF - (Environmental Notification Form) Certificate (if applicable)

IF RESIDENTIAL DRIVEWAY:

- Detailed plan/sketch showing the drive location in relation to the property lines, MassDOT baselines, distance from nearest mile marker, and an easily identifiable fixed object (distance from telephone poles, mail boxes, other drives, etc.).
- If severe topographic conditions exist, an engineered plan showing the driveway layout, profile and storm water management may be necessary to show that the edge of the proposed drive is protected during and after construction to prevent sediment and debris from entering upon the State Highway Layout (SHLO).

IF COMMERCIAL DRIVEWAY: (where no MEPA review is required)

Required submittals:

- Two (2) 40 scale plans that include:
 - A. Route Number, Road Name, Property Address
 - B. Property Corners and Bounds
 - C. Lot Line Dimensions, Bearings and Distances
 - D. State Highway Layout Lines (both sides) and Nearest Massachusetts Highway Bounds (if found).
 - E. State Highway Baseline and both edges of roadway including any sidewalks and type of edging, if any, and shoulder information (grass, gravel etc.).
 - F. Any existing drive to be altered or closed shall be indicated. Existing and proposed dimensions should be included for altered drives.
 - G. Information on all proposed drives including radii, widths, handicap ramps, etc. must be shown.
 - H. All existing and proposed buildings, utilities, trees, stonewalls, fences etc., should be labeled and shown in their correct location.
 - I. It is required that all stands, buildings, gasoline pumps and structures of any kind be placed at least 12 feet back from the State Highway Layout Line, since conducting of business within a State Highway Layout is forbidden.
 - J. Complete detail on drainage; all drives should be constructed on a downgrade from the edge of the highway surface or shoulder to the State Highway Layout Line.
 - K. Engineered plans will be required to show that storm flows are not directed into the SHLO, using contour lines, where applicant/owner property elevations are raised from the edge of the highway.
 - L. The plans should identify measures to protect the edge of the proposed drive during and after construction to prevent sediment and debris from entering upon the SHLO.

IF NEW STREET / SUBDIVISION ROAD:

Minor Intersection and Roadway Reconstruction (where no MEPA review is required)

Required submittals:

- All Commercial Driveway requirements (above) apply in addition to the following: Evidence of acceptance, including its line, grade and proposed drainage, by a local planning board, or other City of Town official with such authority.
- A street/road profile from its nearest high point and plan of drainage.

Please be advised:

- It will be required that all such future street approaches be constructed on a downgrade, where possible, from the edge of highway surface or shoulder to the State Highway Layout Line.
- Common driveway criteria may apply and must be shown on plans as mentioned above.

PART C-II: VEHICULAR PERMITS

CATEGORY II – Major Vehicular Access Permits

Required submittals:

- Engineering Plans based on the standards in the Manual On Uniform Traffic Control Devices (MUTCD), MassDOT's Project Development & Design Guide or its successor, MassDOT's Standard Specifications for Highway and Bridges, and any current technical policies or engineering directives Issued by MassDOT. All PS&E design submissions must be both in hard copy (one set) and electronic format. Electronic format includes PDF files transmitted to DHD or designee via USB Flash Drive, CD or posted to a FTP site.
- In cases where a proposed access is to be shared by multiple development sites, the Applicant(s) will provide evidence of the rights of access between the parties involved prior to the issuance of the Access Permit.
- MEPA Certificate
- Section 61 Finding

PART C-III: VEHICULAR PERMITS

CATEGORY III – Complex Vehicular Permits

Required submittals:

- Engineering Plans based on the standards in the Manual On Uniform Traffic Control Devices (MUTCD), MassDOT's Project Development & Design Guide or its successor, MassDOT's Standard Specifications for Highway and Bridges, and any current technical policies or engineering directives Issued by MassDOT. All PS&E design submissions must be both in hard copy (one set) and electronic format. Electronic format includes PDF files transmitted to DHD or designee via USB Flash Drive, CD or posted to a FTP site.
- In cases where a proposed access is to be shared by multiple development sites, the Applicant(s) will provide evidence of the rights of access between the parties involved prior to the issuance of the Access Permit.
- MEPA Certificate
- Section 61 Finding

Recording of Access Permits

Applicants must record any Vehicular Access Permit and plans or any Non-Vehicular Access Permit and plans involving drainage at the appropriate Registry of Deeds. Any Permit issued by MassDOT that requires recording will not be effective until recorded at the appropriate Registry of Deeds and a notice of recording is submitted to the District Highway Director (DHD). Changes may require the re-recording of permits and related documents. In those cases, permits will not be effective until re-recorded at the Registry of Deeds and a notice of recording is submitted to the DHD.

THERE ARE TWO TYPES OF ACCESS PERMIT APPLICATIONS: VEHICULAR, ISSUED UNDER THREE CATEGORIES & NON-VEHICULAR:

1. VEHICULAR ACCESS PERMITS:

Category I – Minor Vehicular Access Permits:

Access Permits for Projects that require entry to the State Highway Layout (SHLO), require little to no non-signalized modifications, and do not significantly alter the operating characteristics of traffic. These Projects ordinarily do not exceed the Massachusetts Environmental Policy Act (MEPA) transportation thresholds beyond the filing of an Environmental Notification Form (ENF).

Category II - Major Vehicular Access Permits:

Access Permits for Projects that require significant non-signalized modifications that may alter the operating characteristics of traffic at residential or commercial driveway intersecting with the SHLO; that require significant non-signalized modifications that may alter the operating characteristics of traffic at or upon any other intersection or roadway under the jurisdiction of MassDOT; that require the installation of a new traffic signal at a residential or commercial driveway intersecting with the SHLO or at any other intersection or roadway under the jurisdiction of MassDOT; or that require modification of structures, equipment, or hardware at an existing traffic signal at a residential or commercial driveway and its intersection with the SHLO or at any other intersection or roadway under the jurisdiction of MassDOT.

Category III – Complex Vehicular Permits

Access Permits for Complex Projects requiring actions similar to major Projects, but which require a new or altered SHLO; that require significant non-signalized and/or signalized modification within the SHLO over an extended distance or at a number of intersections that significantly alters the operating characteristics of traffic along a corridor; or that require the construction of a new, or modifications to an existing, bridge. These Projects generally require MEPA review and may require Federal review.

2. NON-VEHICULAR ACCESS PERMITS:

Access Permits for Projects that require access to the SHLO that do not involve physical modifications such as a parade or road race; construction, relocation or repair of utilities within the SHLO; tree cutting or landscaping within the SHLO; the use of explosives to remove material from within 250 feet of the SHLO; or connection to or discharge to any MassDOT drainage system (in cases where it can be shown that no practical alternative exists).

CONDITIONS REQUIRING AN ACCESS PERMIT

Vehicular Access Permits are required for:

- New residential or commercial driveways or streets intersecting the SHLO; or,
- Physical modifications to existing residential or commercial driveways or streets at their intersection with the SHLO; or,
- Change in use of an existing residential or commercial driveway onto SHLO that results in a **Substantial Increase in or Impact on Traffic** (as defined below) over the current use; or
- Construction of new or change in use of existing, residential or commercial driveway from properties that abut the SHLO to serve a building or facility, or expansion of a building or facility, that generates a Substantial Increase in or Impact on Traffic.

Substantial Increase in, or Impact on, Traffic as referenced above is defined as:

A Project that meets or exceeds any of the following thresholds:

- (i) Generation of 2,000 or more new ADT on roadways providing access to a single location; or,
- (ii) Generation of 1,000 or more new ADT on roadways providing access to a single location and construction of 150 or more new parking spaces at a single location; or,
- (iii) Construction of 300 or more new parking spaces at a single location; or
- (iv) Creation of a change in the type, pattern, or timing of traffic that is determined by MassDOT to generate a significant impact on traffic flow and safety.

Non-vehicular Access Permits are required for:

- Access to the SHLO for Projects that do not involve physical modifications; or
- Connection to or discharge to any MassDOT drainage system (in cases where it can be shown that no practical alternative exists); or
- Construction, relocation or repair of utilities within the SHLO; or
- Tree cutting or landscaping within the SHLO; or
- The use of explosives to remove material from within 250 feet of the SHLO.

In cases where a particular Project or activity may seek both vehicular and non-vehicular access, separate and distinct Permit Applications must be filed.

Harwich Recreation Department Youth, Park, Beach, & Commission



USE OF FACILITY FORM

DATE 4/23/15

LOCATION REQUEST

Schoolhouse Rd Parking Lot
 BEACH or PARK
 BROOKS PARK & GAZEBO
 BROOKS FIELD / COURT
 VETERAN'S MEMORIAL FIELD COMPLEX
 BASEBALL SOFTBALL MULTI

SR MEMORIAL FIELD
 WHITEHOUSE FIELD
 J McPHEE SOCCER FIELD
 POTTER SOFTBALL FIELD
 NON-PROFIT Y N

CONTACT PERSON Jeremy Gingras ORGANIZATION HCC Charitable Foundation

MAILING ADDRESS 1 Schoolhouse Rd CITY, ST, ZIP Harwich Port, MA 02646

EMAIL Jeremy@harwichcc.com CELL PHONE 508-932-9506

PURPOSE OF REQUEST Road Race # OF ATTENDEES <1000

DATE(S) REQUESTED* 6/27/15

*ALL DATES ARE SUBJECT TO AVAILABILITY

HOURS OF USE 6 AM - 12 PM AREA REQUESTED Schoolhouse Rd Parking Lot

SPECIAL REQUESTS OR NEEDS

- ❖ Use of temporary tents larger than 12'x12' require location approval and a separate Town TENT PERMIT
- ❖ Use of tent stakes over 8" requires ADDITIONAL PERMISSIONS
- ❖ Activities dispensing food to the PUBLIC requires Harwich Board of Health PERMIT
- ❖ Approval pending all other required Town permits and approvals
- ❖ APPLICATION DEADLINE FOR FIELD USE FOR ANY YEAR IS FEBRUARY 1ST

USE	FEE	CAP	REFUNDABLE DEPOSIT	PAID
FIELD OR COURT USE - ONE GAME	\$20.00	\$800	\$50.00*	_____
WHITEHOUSE FIELD USE - ONE GAME	\$50.00	\$800	\$50.00*	_____
FIELD/WHF MULTI DAY USE	\$150/FIELD/DAY		\$50.00-\$500*	_____
PARK OR BEACH USE - FULL DAY, WEDDING, FAMILY FUNCTION, OR SPECIAL EVENT	\$150.00		\$50.00-\$500*	_____
USE OF ELECTRICITY - PARKS	\$25/DAY		\$50.00*	_____
FIELD, PARK, BEACH USE - MULTI DAY EVENT	\$150.00/DAY		\$50.00-\$500*	_____
WHF LIGHT USAGE CHARGE/PER USE (BILLABLE IN ¼ HOUR INCREMENTS)	\$65.00/HOUR		\$500.00*	_____
BEACH COOK FIRE	\$ 20.00		\$50.00*	_____

* <100 people \$50 deposit required, >100 people \$100 deposit required, >200 people \$300 deposit required, > 500 people \$500 deposit required. DEPOSITS WILL BE REFUNDED AFTER A SITE INSPECTION HAS BEEN COMPLETED AND/OR APPLIED TO USE OF FACILITY INVOICES WITH ANY UNUSED BALANCE RETURNED.

JAG
Initials

I HAVE READ THE ATTACHED RULES AND REGULATIONS REGARDING USE OF THIS RECREATION FACILITY AND AGREE THAT I/OUR ORGANIZATION WILL ABIDE BY THEM.

APPLICANT SIGNATURE: Jeremy A. Gingras

TITLE Executive Director

BY: _____
RECREATION REPRESENTATIVE

DATE 4/23/15

3RD ANNUAL

Driving directions Follow us on



- [See the course](#)
- [Register to run](#)
- [Race sponsors](#)
- [Sponsor the race](#)
- [Race photos](#)
- [Home](#)

- Awards for Top 3 Finishers in Each Division
- Professionally Timed, Scenic, Flat Route through the Village of Harwich Port
- Free Pre-Race Stretching Clinic
- After Party Celebration and Award Ceremony
- Walkers Welcome! A Fun Family Friendly Event!
- 1st 300 Registrants Get a FREE T-Shirt!
- Race Benefits: Friend of Harwich Youth for Youth Fitness Related Harwich Programs

Harwich 5K Road Race/Walk Course

- **Start:** In front of Georges Pizza 564 Main St., Harwichport.
- Take Main St. (rt.28) to South Street and take a right onto South.
- Follow South to Sisson Road and take a right onto Sisson.
- Follow Sisson to Forest Road and take a right onto Forest.
- Forest will merge with South Street and then turns into South Street.
- Take South Street 10 yards and then take a hard left onto Miles Street.
- Follow Miles until Cross Street and take a right onto Cross.
- Take Cross until Pleasant Street and take a right onto Pleasant
- Go 100 yards and take a left into the back entrance of the Municipal parking lot where the race will finish.

[Driving directions](#)

MapMyRUN

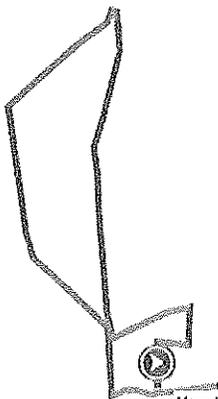
[Visit Site »](#)

Route: Harwich 5K Road Race June 23, 2012 Location: Harwich Port, MA Distance: 3.34

mi



[Map](#) [Satellite](#)



Map data ©2012 Google - [Terms of Use](#) [Report a map error](#)

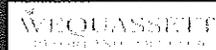
- [View Route Details](#)
- [View Elevation](#)
- [Embed this Map](#)
- [Make your own map](#)

[Find more Run in Harwich Port, MA](#)

When: Saturday, June 23, 2012 at 9:30am |
Registration starts at 7:30am

Where: One School House Road, Harwich Chamber of Commerce | Harwich Port, MA 02646

PLATINUM SPONSOR



EMBER
COAL FIRED PIZZA & WINGS
After Party Celebration:
EMBER Coal Fired Pizza and Wings at 600 Route 28. Phone: 508-430-0407
www.emberpizza.com

Entry Fee: \$15 before May 31 \$20 Day of the Race

Register Online:
Mail in Registrations are due by June 20, 2012

[Register now!](#)

Harwich 5K Road Race | Race Director: [Name](#) at New England Vacation Rentals | Phone: 508-432-0900

[About the race](#) | [See the course](#) | [Register to run](#) | [Become a sponsor](#) | [Sponsor the race](#) | [Race photos](#) | [Driving directions](#) | [Accommodations](#)

Copyright 2012 | Harwich 5K Road Race



For Immediate Release

Contact: Jeremy Gingras– 508-430-1165 or info@HarwichRoadRace.com

SIXTH ANNUAL HARWICH 5K ROAD RACE SET FOR JUNE 27

*Event for all ages and levels to feature professionally timed scenic route,
one of a kind pre-race pancake breakfast and a post-race celebration,
all to benefit Harwich Youth Fitness programs*

Harwich/Cape Cod, Mass (April 23, 2015) – The town of Harwich on Cape Cod has always been known for its hospitality, beaches and scenery. Now in its Sixth year, Harwich is proud to be the host of one of the most unique road races in the region.

Presented by *the Harwich Chamber of Commerce Charitable Foundation* and with all proceeds benefiting Harwich Youth Fitness Programs, the Sixth Annual Harwich 5K Road Race will feature a flat, professionally timed scenic run through one of the most beautiful communities in the country. Post-race festivities will take place at Ember Coal Fired Pizza and Wings.

Walkers and runners of all ages are invited to participate in the race, with awards for the top three finishers in each division. Additionally, the first 300 registrants receive a free t-shirt, and all racers are welcome to attend a pre-race stretching clinic.

The entry fee is \$15 for pre-registration (by May 31) or \$20 on race day. For registration and more information visit www.HarwichRoadRace.com.

“This historic event will be an opportunity for residents to bring family and friends to a terrific social event, and for businesses to create running teams made of employees and business associates,” said Race Coordinator Jeremy Gingras. *“This is our race, a point of pride for our community, and all of us can support it by participating, or lining the streets to cheer on the runners and walkers.”*

-MORE-

Proud Sponsors of the Harwich 5K Road Race on June 27, 2015

On the Web: www.HarwichRoadRace.com

Email: Info@HarwichRoadRace.com Telephone: 508-430-1165

US Mail: c/HCC Charitable Foundation 1 Schoolhouse Road Harwich Port, MA 02646



HARWICH 5K ROAD RACE FACT SHEET

PRE-RACE Registration/Bib pick Up:

Friday, June 26 at Harwich Chamber of Commerce 2:00-4:00 PM

Friday, June 26 at Harwich Mariner's Whitehouse Field 7:00 PM-9:00PM

RACE DAY Registration/Bib Pick Up:

At Race (Harwich Chamber)

7:30 AM -8:45 AM Only

Opening Ceremony: 9:00 AM

Race Starts at 9:30 AM

Entry Fee:

\$15 before May 31

\$20 Day of the Race

(Payable to Harwich Road Race C/O HCC Charitable Foundation 1 Schoolhouse Road
Harwich Port, MA 02646)



After Party Celebration: will be right after race at **EMBER** **at 600 Route 28**
Phone: 508-430-0407 www.emberpizza.com

BECOME A FAN ON FACEBOOK (and invite your friends and fans):

<http://www.facebook.com/pages/Harwich-5K-Road-Race/327292369402?ref=nf>

ON LINE REGISTRATION AT:

<http://www.harwichroadrace.com>

PHONE: 508-432-0900

EMAIL: Info@HarwichRoadRace.com

WWW.HARWICHROADRACE.COM

Proud Sponsors of the Harwich 5K Road Race on June 27, 2015

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Email: Info@HarwichRoadRace.com Telephone: 508-430-1165

US Mail: c/HCC Charitable Foundation 1 Schoolhouse Road Harwich Port, MA 02646

Harwich Recreation Department

Youth, Park, Beach, & Commission

USE OF FACILITY FORM



DATE 4/23/15

LOCATION REQUEST

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 BROOKS PARK & GAZEBO
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 VETERAN'S MEMORIAL FIELD COMPLEX
 BASEBALL SOFTBALL MULTI

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 WHITEHOUSE FIELD
 J McPHEE SOCCER FIELD
 POTTER SOFTBALL FIELD
 NON-PROFIT Y N

CONTACT PERSON Jeremy Gingras

ORGANIZATION HCC Charitable Foundation

MAILING ADDRESS 1 Schoolhouse Rd

CITY, ST, ZIP Harwich Port, MA 02646

EMAIL Jeremy@harwichcc.com

CELL PHONE 508-932-9506

PURPOSE OF REQUEST Road Race

OF ATTENDEES <1000

DATE(S) REQUESTED* 6/27/15

*ALL DATES ARE SUBJECT TO AVAILABILITY

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* <100 people \$50 deposit required, >100 people \$100 deposit required, >200 people \$300 deposit required, > 500 people \$500 deposit required. DEPOSITS WILL BE REFUNDED AFTER A SITE INSPECTION HAS BEEN COMPLETED AND/OR APPLIED TO USE OF FACILITY INVOICES WITH ANY UNUSED BALANCE RETURNED.

JAG
Initials

I HAVE READ THE ATTACHED RULES AND REGULATIONS REGARDING USE OF THIS RECREATION FACILITY AND AGREE THAT I/OUR ORGANIZATION WILL COMPLY BY THEM.

APPLICANT SIGNATURE: Jeremy A. Gingras

Executive Director

BY: _____
RECREATION REPRESENTATIVE

4/23/15

APPROVED



FORM #7

OFFICE OF THE SELECTMEN
732 MAIN STREET
HARWICH, MA 02645
Telephone: (508) 430-7513

APPLICATION FOR LICENSE/PERMIT

PLEASE CHECK

ROAD RACE

CRAFT FAIR

OTHER

IN ACCORDANCE WITH THE PROVISIONS OF THE STATUTES RELATING THERETO, APPLICATION AS STATED ABOVE IS HEREBY MADE BY:

NAME OF BUSINESS Harwich 5K Road Race PHONE 508-430-1165

BUSINESS ADDRESS Harwich Chamber of Commerce Charitable Foundation

MAILING ADDRESS 40 Harwich Chamber of Commerce
1 Schoolhouse Rd. Harwich Port, MA 02646

PLEASE STATE THE PURPOSE FOR WHICH LICENSE/PERMIT IS REQUESTED _____

6th Annual Harwich 5K Road Race

DESCRIPTION OF ROAD RACE/CRAFT FAIR/OTHER EVENT TO BE LICENSED, PLEASE LIST DATE, TIME, LOCATION/ROUTE, ETC.

DATE June 27, 2015

TIME 9:30am

ROUTE/LOCATION See attached

(please use reverse side if necessary)

Jeremy A. Singer
Signature of Applicant

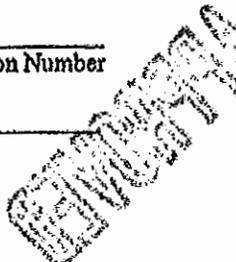
Executive Director
Title

Social Security Number of Federal Identification Number _____

27-2106110
Tax Exempt ID (for non-profit organizations)

Signature of Individual or Corporate Name _____

Jeremy A. Singer, Executive Director, CA
By Corporate Officer (if applicable)



*****REGULATORY COMPLIANCE FORM*****

THE EVENT(S) TO BE LICENSED AS DESCRIBED HEREIN HAVE BEEN REVIEWED AND APPROVED BY:

Dup [Signature] 4/21/15
Police Department Date

Building Commissioner Date

[Signature] 4/28/15
Recreation & Youth Commission Date

Board of Health Date

[Signature] 4/23/15
Fire Department Date

***Required signatures are to be obtained by the Applicant prior to submission of application with the Selectmen's Office.

For Office Use Only

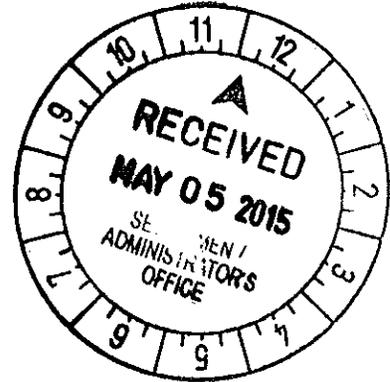
FEE _____ CASH _____ CHECK _____

FOR _____

REVIEWED BY _____

DATE LICENSE ISSUED _____

Harwich Police Department
Memorandum



TO: Christopher Clark
Town Administrator

FROM: Bill Mason
Chief of Police

DATE: May 5, 2015

SUBJECT: Public Law 87-726 and 103-322 – Peace Officers' Memorial Day

In 1962, President John F. Kennedy signed Public Law 87-726 designating May 15th as *Peace Officers' Memorial Day*, and the week in which May 15th falls as National Police Week.

Public Law 103-322, Violent Crime Control and Law Enforcement Act of 1994 signed by President Bill Clinton amended the law, directed that the flag of the United States be displayed at half-staff on all government buildings on May 15th of each year as a tribute to the more than 16,000 (unfortunately the number now is 21,739 and growing) law enforcement officers who have died in the line of duty. This is the rarest of honors as Memorial Day is the only other regularly scheduled day that flags fly at half-staff. Like those in our armed services, our fallen law enforcement officers died while protecting the lives and freedom of others. It is also important to honor Harwich Police Officer Kenneth Weston Grindell, Sr. who died in the line of duty on August 14, 1965 protecting the citizens of our community.

I am requesting that the Board of Selectmen encourage those in our community to follow the government's lead by lowering flags at all Town buildings as well as your homes, agencies, and businesses on May 15th each year as we recognize the service and sacrifice of our law enforcement officers. If you have any questions or need further information, feel free to contact me at your earliest convenience.

CC: Norm Clarke, Jr., Fire Chief
Police Department Personnel



FORM #7

OFFICE OF THE SELECTMEN
732 MAIN STREET
HARWICH, MA 02645
Telephone: (508) 430-7513

APPLICATION FOR LICENSE/PERMIT

PLEASE CHECK

ROAD RACE

CRAFT FAIR

OTHER

IN ACCORDANCE WITH THE PROVISIONS OF THE STATUTES RELATING THERETO, APPLICATION AS STATED ABOVE IS HEREBY MADE BY:

NAME OF BUSINESS Harwich Cranberry Festival PHONE 508-527-7620

BUSINESS ADDRESS _____

MAILING ADDRESS P.O. Box 555, Harwich Port, MA 02646

PLEASE STATE THE PURPOSE FOR WHICH LICENSE/PERMIT IS REQUESTED To conduct weekend craft fairs + Music Events to raise funds to support educational scholarships and other youth activities.

DESCRIPTION OF ROAD RACE/CRAFT FAIR/OTHER EVENT TO BE LICENSED, PLEASE LIST DATE, TIME, LOCATION/ROUTE, ETC.

DATE July 11+12, Aug. 8+9, Sept. 19+20

TIME 8 to 5 all days

ROUTE/LOCATION Brook's Park

(please use reverse side if necessary)

[Signature]
Signature of Applicant

22-2511-875
Social Security Number of Federal Identification Number

Harwich Cranberry Festival, Inc.
Signature of Individual or Corporate Name

President
Title

A.G. Act. # 022605
DER Exempt # 222511875
Tax Exempt ID (for non-profit organizations)

[Signature] President
By Corporate Officer (if applicable)

REGULATORY COMPLIANCE FORM

THE EVENT(S) TO BE LICENSED AS DESCRIBED HEREIN HAVE BEEN REVIEWED AND APPROVED BY:

Willie P. Man 05-05-15
Police Department Date

[Signature] 4-21-15
Recreation & Youth Commission Date

[Signature] 4-24-15
Building Commissioner Date

[Signature] 4-22-15
Board of Health Date

[Signature] 4/22/15
Fire Department Date

***Required signatures are to be obtained by the Applicant prior to submission of application with the Selectmen's Office.

For Office Use Only

FEE _____ CASH _____ CHECK _____

FOR _____

REVIEWED BY _____

DATE LICENSE ISSUED _____



OFFICE OF THE SELECTMEN
732 MAIN STREET
HARWICH, MA 02645
508-430-7513

APPLICATION FOR: Junk Dealer (\$35) Hawkers & Peddlers (\$60)
 Junk Collector (\$35) Transient Vendor (\$250)

Fee: \$ New application Renewal

In accordance with the provisions of the Statute relating thereto, application for the above-referenced is hereby made by:

Business Name Sea Street Productions LLC d/b/a Salt Block Food Truck Phone [REDACTED]

Business Address 31 Sea St. Harwich Port, MA 02646

Mailing Address PO Box 414 Harwich Port MA 02646

Email Address [REDACTED]

Name of Owner Douglas + Jennifer Ramler

(If corporation or partnership, list name, title and address of officers)

Douglas J. Ramler Member Jennifer R. Ramler, Member [REDACTED]

Note: Application for Transient Vendors License will be processed only to those persons who hold a Transient Vendor's License issued by the Commonwealth pursuant to the General Laws, Chapter 101, Section 3. The fee for such license shall be \$250.00, which shall be paid in cash, bank, certified check or postal money order and shall accompany the application.

[Signature] owner
Signature of applicant & title

[REDACTED]
Social Security # or Federal I.D. #

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

[Signature]
Signature of individual or corporate name

By _____
Corporate officer (if applicable)

REGULATORY COMPLIANCE FORM

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

[Signature] n/a
Building Commissioner

[Signature]
Board of Health

[Signature] H.F.D.
Fire Department

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

[Signature] #109
Police Dept

Permission for Site Usage

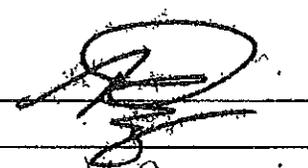
I, Patricia Kennedy, give permission to Salt Block Food Truck
Business Owner or Responsible Party Mobile Food Vendor

to operate stationary in the parking lot of my establishment

Building Down The Road, LLC, located at
Business Name

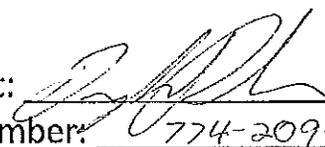
710 Route 28, Harwich Port, MA 02646 for up to 7 days a week
Business Address

throughout the year and allow tenant to obtain all necessary permits
from the town of Harwich.

Signature of Business Owner/Responsible Party: 

Title (owner/manager): Owner

Phone number: 744-3116-2615 email: shaynaredd@capeview.com

Signature of Mobile Food Vending Unit: 

Date: 5/5/15 Phone Number: 774-209-9198



OFFICE OF THE SELECTMEN
732 MAIN STREET
HARWICH, MA 02645
508-430-7513

APPLICATION FOR ENTERTAINMENT LICENSE

- Weekday Entertainment (\$75)
- Batters Box (\$50)
- Go Carts (\$50)
- Miniature Golf (\$50)
- Trampolines (\$25)
- Theater (\$150 per cinema)
- Automatic Amusement:
- Juke Box (\$100 each)
- Video Games (\$100 each)

- New application
- Renewal
- Annual
- Seasonal
- Opening Date _____

Other _____

Business Name Sea Street Productions d/B/A Salt Bch Food Truck Phone 774-209-1007

Business Address 31 Sea Str Harwich Port, MA 02646

Mailing Address P.O. Box 414 Harwich Port, MA 02646

Owners Name & Address Douglas Ramler [REDACTED] 02645

Managers Name & Address Same

TIMES AND DAYS OF WEEK FOR ENTERTAINMENT (Please note this application does not cover Sundays. You can obtain a Sunday license application at the Selectmen's Office):

10:30 AM - 12:00 AM

ENTERTAINMENT TYPE: (Check all appropriate boxes)

- Concert
- Dance
- Exhibition
- Cabaret
- Public Show
- Other
- Dancing by Patrons
- Dancing by Entertainers or Performers
- Recorded or Live Music
- Use of Amplification System
- Theatrical Exhibit, Play or Moving Picture Show
- A Floor Show of Any Description
- A Light Show of Any Description
- Any Other Dynamic Audio or Visual Show, Whether Live or Recorded

At any time during this concert, dance exhibition, cabaret or public show, will any person(s) be permitted to appear on the premises in any manner or attire as to expose to the public view any portion of the body as described in Mass. General Laws Chapter 140, Section 183A, Para. 3.

___ Yes ___ No

If Yes, answer questions 1 through 4 below. Attach a separate sheet and/or exhibits if necessary:

1. Describe in complete detail the extent of exposure during the performance and the nature of the entertainment: _____

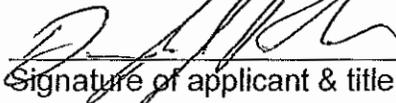
2. Furnish additional information concerning the condition of the premises and how they are suitable for the proposed entertainment: _____

3. Fully describe the actions you will take to prevent any adverse effects on public safety, health, or order: _____

4. Identify whether and how you will regulate access by minors to the premises: _____

Days/Hours of Business Operation _____

Pursuant to MGL, Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all State tax returns, and have paid all State taxes under the law.

 owner
Signature of applicant & title


Social Security # or Federal I.D. #

Signature of individual or corporate name

Social Security # or Federal I.D. #

Signature of Manager

Social Security # or Federal I.D. #

Signature of Partner

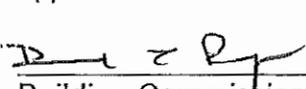
Social Security # or Federal I.D. #

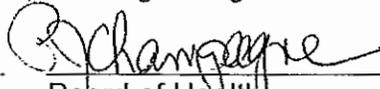
Signature of Partner

Social Security # or Federal I.D. #

REGULATORY COMPLIANCE FORM

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


Building Commissioner


Board of Health


Fire Department

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

**HARWICH BOARD OF SELECTMEN
NOTICE OF PUBLIC MEETING**

**DISPOSAL AREA FEES
Monday, May 11, 2015**

The Harwich Board of Selectmen will hold a Public Meeting on Monday, May 11, 2015, no earlier than 6:30 P.M. during their regularly scheduled meeting. This Hearing will be held in the Donn B. Griffin Room located at Town Hall, 732 Main Street, Harwich for the purpose of reviewing the proposed disposal area fee recommendations. All members of the public having an interest in this topic are cordially invited to attend the public hearing and provide information and testimony relevant to these proposals.

HARWICH BOARD OF SELECTMEN

The Cape Cod Chronicle
April 16, 2015

**HARWICH BOARD OF SELECTMEN
NOTICE OF PUBLIC MEETING**

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Monday, May 11, 2015**

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HARWICH BOARD OF SELECTMEN

The Cape Cod Chronicle
April 16, 2015



TOWN OF HARWICH

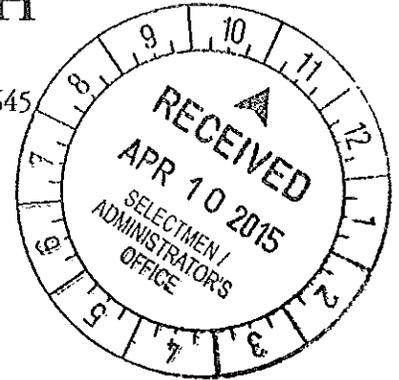
DEPARTMENT OF PUBLIC WORKS

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

Telephone (508) 430-7555

Fax (508) 430-7598

MEMORANDUM



TO: Board of Selectmen

FROM: Lincoln S. Hooper, Director *lh*

DATE: April 9, 2015

RE: FY 16 Disposal Area Fee Recommendations

After conducting an analysis of our own expenses and a survey of disposal fees in the towns of Barnstable, Chatham, Orleans, Dennis and Yarmouth, I would like to recommend that the Board of Selectmen consider taking the following action:

- Increase Residential Sticker fee to \$160 from \$140
- Increase Non-Resident Sticker fee to \$180 from \$160
- Increase no sticker fee to \$10 from \$8
- Increase couch fee to \$15 from \$10
- Increase TV fee to \$15 from \$10

My analysis indicates that the Residential Sticker price should be \$161 to accurately reflect the expenses associated with providing residents with solid waste and recycling services. The primary driver in this increase is the expiration of the long term SEMASS contract with tip rates well below market conditions to a new contract with ABC Disposal at \$55 per ton. Please note that the attached analysis includes all the direct costs of providing residential services such as MSW tip fees, fuel, utilities, salaries and other expenses. It also includes indirect costs such as equipment depreciation, employee fringe benefits and salaries allocated from other DPW personnel (administration & vehicle maintenance) that support Disposal Area functions.

The recommendation to increase the Non-Resident Sticker is to maintain the premium we have historically charged for this service. This is a low volume item with only 56 being purchased this fiscal year. My recommendation to increase the no sticker fee, couch and TV fees are based on the averages of our surrounding communities.

While the survey of surrounding communities suggests that Harwich's C&D price may appear low, our real competitors for this commercial component are the Town of Yarmouth, S&J Exco (Dennis) and Paul Daniels (Orleans). Since the other communities do not handle commercial quantities of this material, our price is based on the price charged by our competitors and not the surrounding communities' prices. Further, our

cost to dispose of this material has remained static since signing the long term contracts with New Bedford Waste Services.

All other items are priced according to their cost of handling and disposal and appear mostly consistent with other municipalities. The Disposal Area has experienced relatively stable market conditions for C&D and recycling over the past year and I expect this environment to continue for the foreseeable future.

Thank you for your consideration in this matter.

Cc: Chris Clark, Town Administrator

Attachments: Cost Basis of Primary and Secondary Stickers
FY 16 Full Cost Accounting Analysis of Disposal Area Services
FY 15 Surrounding Community Disposal Area Fees
Depreciation Schedule, FY 14 Disposal Area Revenue

Cost Basis of Primary Stickers

Residential Sticker Expenses			\$1,132,308
Less Revenue from Recycle / Prorated / Non Resident / Daily Pass			(\$71,230)
Less Revenue from the sale of recyclables (estimate)			(\$143,210)
Less Revenue from Secondary Sticker	1647 @ \$25		<u>(\$41,175)</u>
Cost to be covered by Primary Stickers			\$876,693
Divided by FY15 Primary Sticker Sales		÷	5,431
Cost per Primary Sticker			\$161

Cost Basis of Secondary Stickers

Residential Sticker Expenses			\$1,132,308
Less Revenue from Primary Stickers			
FY15 Stickers Sold	5,431 @ \$161	=	(\$876,693)
Less Revenue from Recycle Only / Prorated / Daily Pass Sales			(\$71,230)
Less Revenue from the sale of recyclables (estimate)			<u>(\$143,210)</u>
Costs Not Covered by Primary Sticker Sales			\$41,175
Divided by FY15 Secondary / Additional Stickers		÷	<u>1647</u>
Cost per Additional Sticker			\$25

FY16 Full Cost Accounting Analysis of Disposal Area Services

Expenses	Residential Sticker Services *	Fee Based / Commercial Services **	Total	Notes
MSW	\$314,671	\$134,859	\$449,530	FY16 Request
C&D		\$405,901	\$405,901	FY16 Request
Tires Recycling		\$3,000	\$3,000	FY16 Request
Wood Chipping		\$12,000	\$12,000	FY16 Request
Transfer Station Runoff	\$3,500	\$1,500	\$5,000	FY16 Request
Paint Disposal	\$7,400		\$7,400	FY16 Request
Propane Tank		\$3,000	\$3,000	FY16 Request
Freon Removal		\$8,000	\$8,000	FY16 Request
Television Recycling		\$12,000	\$12,000	FY16 Request
Gasoline Recycling	\$2,775		\$2,775	FY16 Request
Mattress Disposal		\$22,000	\$22,000	FY16 Request
Antifreeze Recycling	\$500		\$500	FY16 Request
Household Hazardous Waste Collection	\$14,000		\$14,000	FY16 Request
Post-Closure Costs	\$12,950	\$5,550	\$18,500	FY16 Request
Uniforms, t-shirts, etc...	\$6,586	\$2,823	\$9,408	26% of FY16 Request
Electricity	\$12,810	\$5,490	\$18,300	FY16 Request
Gas Utility	\$3,864	\$1,656	\$5,520	FY16 Request
Repairs-Scale		\$5,000	\$5,000	FY16 Request
Transfer Station Repairs	\$3,500	\$1,500	\$5,000	FY16 Request
Medical	\$1,036	\$444	\$1,479	26% of FY16 Request
Telephone/Alarm	\$2,744	\$1,176	\$3,920	FY16 Request
Office Supplies	\$1,456	\$624	\$2,080	26% of FY16 Request
Custodial Supplies	\$1,050	\$450	\$1,500	10% FY16 Request
Diesel Fuel	\$44,975	\$19,275	\$64,250	Est. 25,000 gal.
Vehicle Parts & Supplies	\$54,600	\$23,400	\$78,000	40% of FY16 Request
Public Works Supplies	\$13,650	\$5,850	\$19,500	26% of FY16 Request
Dump Stickers	\$1,421		\$1,421	FY16 Request
Capital Equipment Depreciation	\$43,762	\$18,755	\$62,518	See attached depreciation schedule
Salaries and Wages	\$382,952	\$164,122	\$547,074	FY16 Request
Salaries Allocated from DPW Personnel	\$91,927	\$39,397	\$131,324	26% Administrative / 40% Mechanic Salaries
Employee Fringe	\$110,180	\$47,220	\$157,401	33% of FT Wage
Total	\$1,132,308	\$944,992	\$2,077,300	

*Residential includes anything where no user fee is charged

** Fee based services include everything where a user fee is charged

Items divided between both residential and commercial are based on a MSW ratio of 70% residential and 30% fee based / commercial

FY14 Revenue \$1,931,321

FY16 Surrounding Community Disposal Area Fees

MATERIAL	BARNSTABLE	CHATHAM	DENNIS	ORLEANS	YARMOUTH	AVERAGE	FY15 HARWICH
Residential Sticker	\$ 210.00	\$ 120.00	\$ 138.00	\$ 95.00	\$ 144.00	\$ 141.40	\$ 140.00
2nd Sticker	\$ 20.00	\$ 25.00	\$ 15.00	\$ 15.00	\$ 72.00	\$ 29.40	\$ 25.00
No Sticker Fee (assuming 3 bags)*	\$ 15.00	\$ 6.00	\$ 12.00	\$ 5.00	\$ 15.00	\$ 10.60	\$ 8.00
C&D**	\$ 170.00	\$ 180.00	\$ 175.00	\$ 200.00	\$ 125.00	\$ 170.00	\$ 125.00
Commercial MSW**	N/A	\$ 80.00	N/A	\$ 80.00	N/A	\$ 80.00	\$ 80.00
Metal**	\$ 35.00	\$ 65.00	\$ 10.00	\$ 40.00	\$ 65.00	\$ 43.00	\$ 60.00
Brush**	N/A	\$8-\$48 per trip	\$ 70.00	\$5-\$25 per load	\$ 65.00	\$ 67.50	\$ 60.00
Commercial Compost**	\$ 75.00	\$ 40.00	\$ 40.00	\$ 20.00	\$ 35.00	\$ 42.00	\$ 40.00
Computer Monitors	\$ 12.00	\$ 15.00	\$ 15.00	\$ 10.00	\$ 10.00	\$ 12.40	\$ 10.00
Tire	\$ 2.00	\$ 5.00	\$ 5.00	\$ 2.00	\$ 1.00	\$ 3.00	\$ 3.00
Tire with Rim	\$ 3.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 3.00	\$ 4.20	\$ 3.00
Refrigerator	\$ 15.00	\$ 15.00	\$ 10.00	\$ 20.00	\$ 18.00	\$ 15.60	\$ 15.00
Mattress/ Spring	\$ 17.00	\$ 15.00	\$ 20.00	\$ 15.00	\$ 15.00	\$ 16.40	\$ 15.00
TV	\$ 22.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 10.00	\$ 15.40	\$ 10.00
Couch	\$ 20.00	\$ 10.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 10.00
Chair	\$ 20.00	\$ 5.00	\$ 10.00	\$ 15.00	\$ 15.00	\$ 13.00	\$ 10.00
White Goods	\$ 10.00	\$ 15.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 11.00	\$ 10.00
Microwave	N/C	\$ 15.00	\$ 5.00	\$ 10.00	\$ 10.00	\$ 8.00	\$ 10.00
Air Conditioner	\$ 15.00	\$ 15.00	\$ 5.00	\$ 15.00	\$ 18.00	\$ 13.60	\$ 15.00
Water Heater	\$ 10.00	\$ 10.00	\$ 10.00	\$ 15.00	\$ 10.00	\$ 11.00	\$ 10.00
Gas Grill	N/C	\$ 3.00	\$ 5.00	\$ 5.00	\$ 10.00	\$ 4.60	\$ 5.00
Bike	N/C	\$ 3.00	\$ 5.00	\$ 5.00	\$ 10.00	\$ 4.60	\$ 5.00
Lawnmower	N/C	\$ 3.00	\$ 5.00	\$ 5.00	\$ 10.00	\$ 4.60	\$ 5.00
Propane Tank	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 10.00	\$ 5.00	\$ 5.00

* Chatham and Dennis charge a per bag fee

** These items are represented in a per ton cost

Paul S. Daniels C&D \$150/ton, \$75.00 min.
S&J Exco Inc. C&D \$130/ton, \$25.00 min.

Depreciation

	Purchase Price	Depreciation Year	Per Remaining Depreciation	10 Year Depreciation
2006 L90E Loader	\$135,688	\$13,569	\$0	\$0
2000 L90C Loader	\$116,198	\$11,620	\$0	\$0
1998 Mack Truck	\$88,860	\$8,886	\$0	\$0
1998 Mack Truck	\$88,860	\$8,886	\$0	\$0
1990 Mack Truck	\$56,625	\$5,663	\$0	\$0
2010 MSW Trailer	\$50,000	\$5,000	\$20,000	\$5,000
2010 MSW Trailer	\$50,000	\$5,000	\$20,000	\$5,000
2011 MSW Trailer	\$50,000	\$5,000	\$25,000	\$5,000
2007 C&D Trailer	\$42,225	\$4,223	\$0	\$0
2007 C&D Trailer	\$42,225	\$4,223	\$0	\$0
1991 Roll Off Trailer	\$34,500	\$3,450	\$0	\$0
2008 Roll Off Truck	\$150,000	\$15,000	\$15,000	\$15,000
2009 Pup Trailer	\$23,700	\$2,370	\$4,740	\$2,370
2012 MSW Trailer	\$51,475	\$5,148	\$36,033	\$5,148
Transfer Station Overhaul (25yr)	\$250,000	\$10,000	\$250,000	\$10,000
2016 Mack Tractor	\$150,000	\$15,000	\$150,000	\$15,000
		\$0	\$0	\$0
		\$0	\$0	\$0
Total	\$1,380,356		\$520,773	\$62,518

FY14 Disposal Area Revenue

Gate Receipts	\$1,014,617
Sticker Revenue	\$799,605
Recycling Revenue	\$117,100
Total Revenue	<u>\$1,931,321</u>

May 5, 2015

To: The Harwich Board of Selectmen

From: The Saquatucket Development Committee

RE: Progress update and preliminary plan of the landside portion of the Saquatucket Harbor property and the Downey property.

Over the past several months, the Saquatucket Development Committee has been working diligently and evaluating the current use of the landside of the Saquatucket Harbor property as well as planning for the acquisition of the Downey property by the Town and looking at ways to enhance the properties in terms of usage by the public, the Harbormaster and Natural Resources Department, and also to improve the environment.

The course we thought that would be most effective is to look at what we can do in the short-term, and separate that in what we would like to see happen in the long term. In the short-term, use of the Downey property will be limited due to the pollution onsite. In our presentation to you, we wish to describe in detail our short and long terms plans for these properties, how we arrived at these concepts, and why we believe they will enhance the town.

In order to properly plan for any activity, the Conservation Administrator has looked at a recent plan from the Downey Property showing a wetland delineation. As this permit has been given a Certificate of Compliance and the permit is a few years old, the delineation may not be completely valid. She has gone out and re-flagged the wetland looking at soils, plants, and water presence. These flags will be surveyed, and this delineation overlaid with the one from the Kleinfelder Group to determine if it is the same. We anticipate this result shortly.

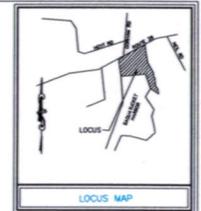
A perc test was also completed on the Saquatucket property, witnessed by the Harwich health department. The perc test went well, and this would assist the town if it wished to add a business such as a café to the property, and also tie in a new workshop. The plan given to you in your packets shows a preliminary septic design.

- I. Short-term Goals (this year)
 - A. Clean up the Downey Property
 1. Remove the two buildings while leaving the footprints for the time being. Cleaning up the property of trash and other debris.
 - B. Use the Downey property for overflow parking for those using/visiting Saquatucket Harbor, and for winter storage of boats.
 1. Park cars on currently disturbed area. Parking lot plan needed for this.
 2. Plant a shrub buffer along Route 28 and the parking area. We will do this if we can, as right now we are not allowed to disturb the soils on the Downey property.

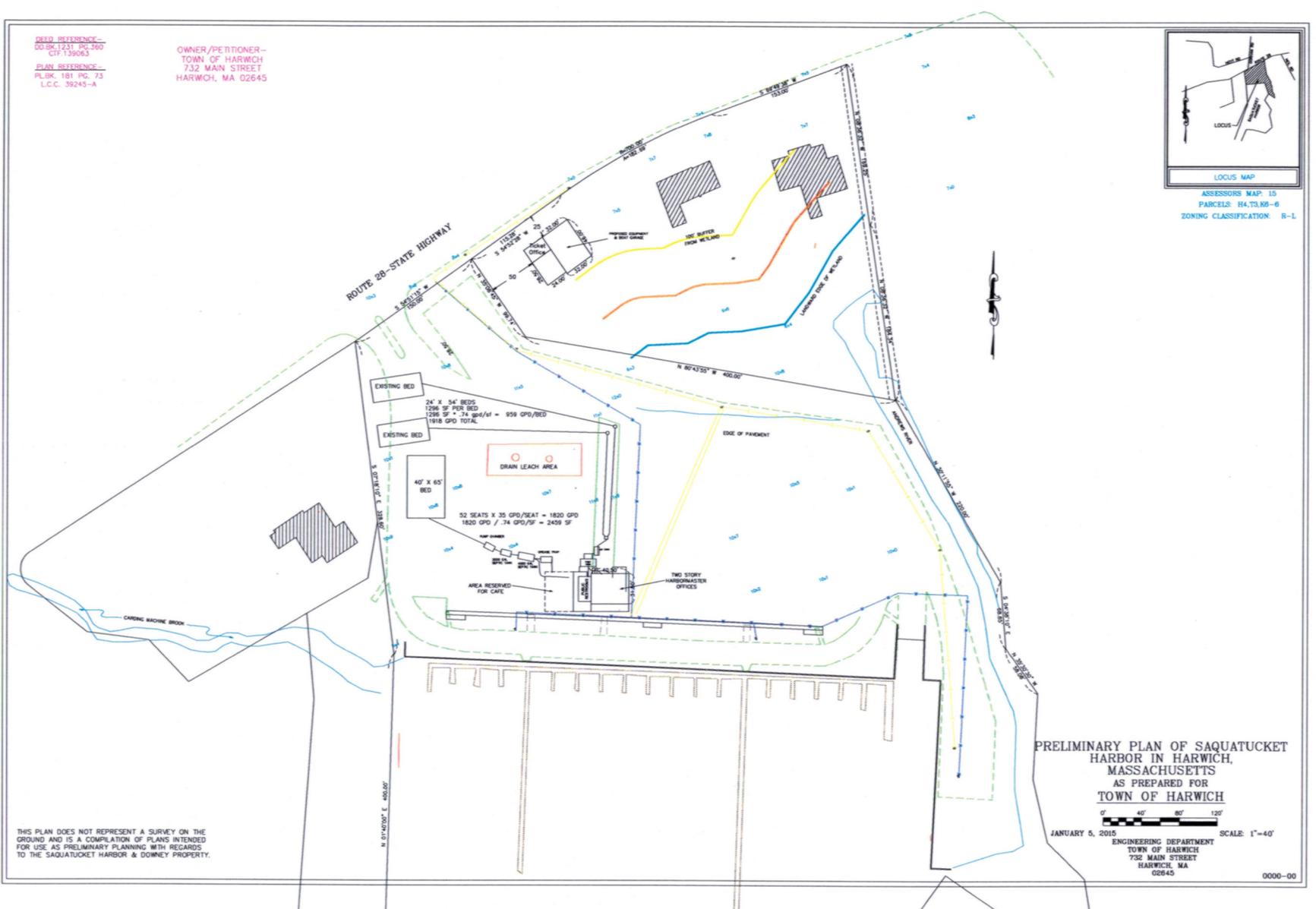
- II. Long-term goals (after this year)
 - A. Construct a new workshop for the Harbormaster's Dept and Natural Resources on the Downey property.
 - 1. Garage on Bank Street inconvenient, in bad shape, and bigger than we need.
 - 2. Have yet to hear whether or not we can construct on the west side of the Downey property, away from the contamination, or if the entire property will not be able to be built on until several years of clean soil readings.
 - B. Add a breakfast/lunch café alongside the current harbormaster's office on the west side.
 - 1. Add new septic to accommodate for additional flow
 - C. Create a boardwalk along top of slope from west to east with a few seating areas for people to enjoy being near the harbor.
 - D. Keep our options open on use of the rest of the Downey property that would assist in attracting people to this beautiful harbor.
 - E. Eventually, open up the river again on the east side of the property. Currently, there is only minor flow through a very small culvert pipe that is mostly blocked. Need to ensure contamination is not in the 'riverbed' prior to this.

FIELD REFERENCE -
 DD38K.1231 PG. 260
 CIP. 139063
PLAN REFERENCE -
 PLBK. 181 PG. 73
 L.C.C. 39245-A

OWNER/PETITIONER -
 TOWN OF HARWICH
 732 MAIN STREET
 HARWICH, MA 02645



ASSESSORS MAP: 15
 PARCELS: H4.73.88-6
 ZONING CLASSIFICATION: R-1



THIS PLAN DOES NOT REPRESENT A SURVEY ON THE GROUND AND IS A COMPILATION OF PLANS INTENDED FOR USE AS PRELIMINARY PLANNING WITH REGARDS TO THE SAQUATUCKET HARBOR & DOWNEY PROPERTY.

PRELIMINARY PLAN OF SAQUATUCKET HARBOR IN HARWICH, MASSACHUSETTS AS PREPARED FOR TOWN OF HARWICH
 JANUARY 5, 2015
 ENGINEERING DEPARTMENT
 TOWN OF HARWICH
 732 MAIN STREET
 HARWICH, MA
 02645
 SCALE: 1"=40'
 0000-00

Recommended Cost Recovery Model for Wastewater Program Implementation

Town of Harwich, Massachusetts



Chris Harlow
WIC, Vice Chair

David Young, P.E.
CDM Smith

Presentation to
Board of Selectmen
May 11, 2015

**CDM
Smith**®



Wastewater Implementation Committee (WIC)

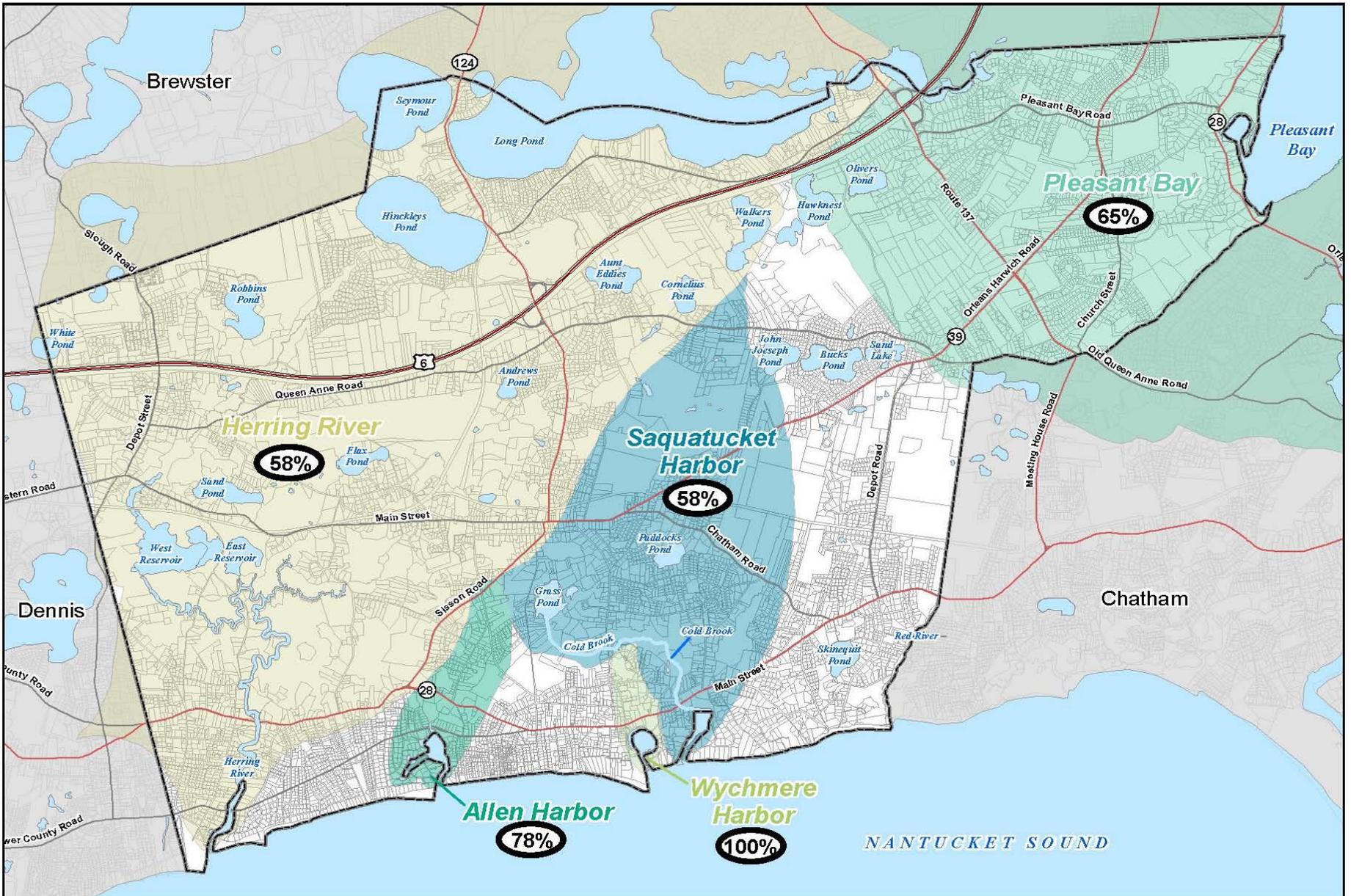


- WIC Members:
 - Peter de Bakker, Chair
 - Chris Harlow, Vice Chair
 - Allin Thompson, Clerk
 - Jeremy Gingras
 - Danette Gonsalves
 - Heinz Proft
 - Bob Cafarelli
- Liaisons: Larry Ballantine, Chris Clark, Noreen Donahue
- Consultant: CDM Smith

Meeting Purpose



- Present to Board of Selectmen the “Recommended Cost Recovery Model for the Wastewater Program Implementation” developed by the WIC.



Legend Watersheds

- Allens Harbor
- Saquatucket Harbor
- Herring River
- Wychmere Harbor
- Pleasant Bay
- Septic Load Decrease to Meet Threshold

Town of Harwich
Comprehensive Wastewater
Management Plan

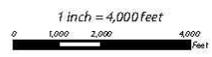
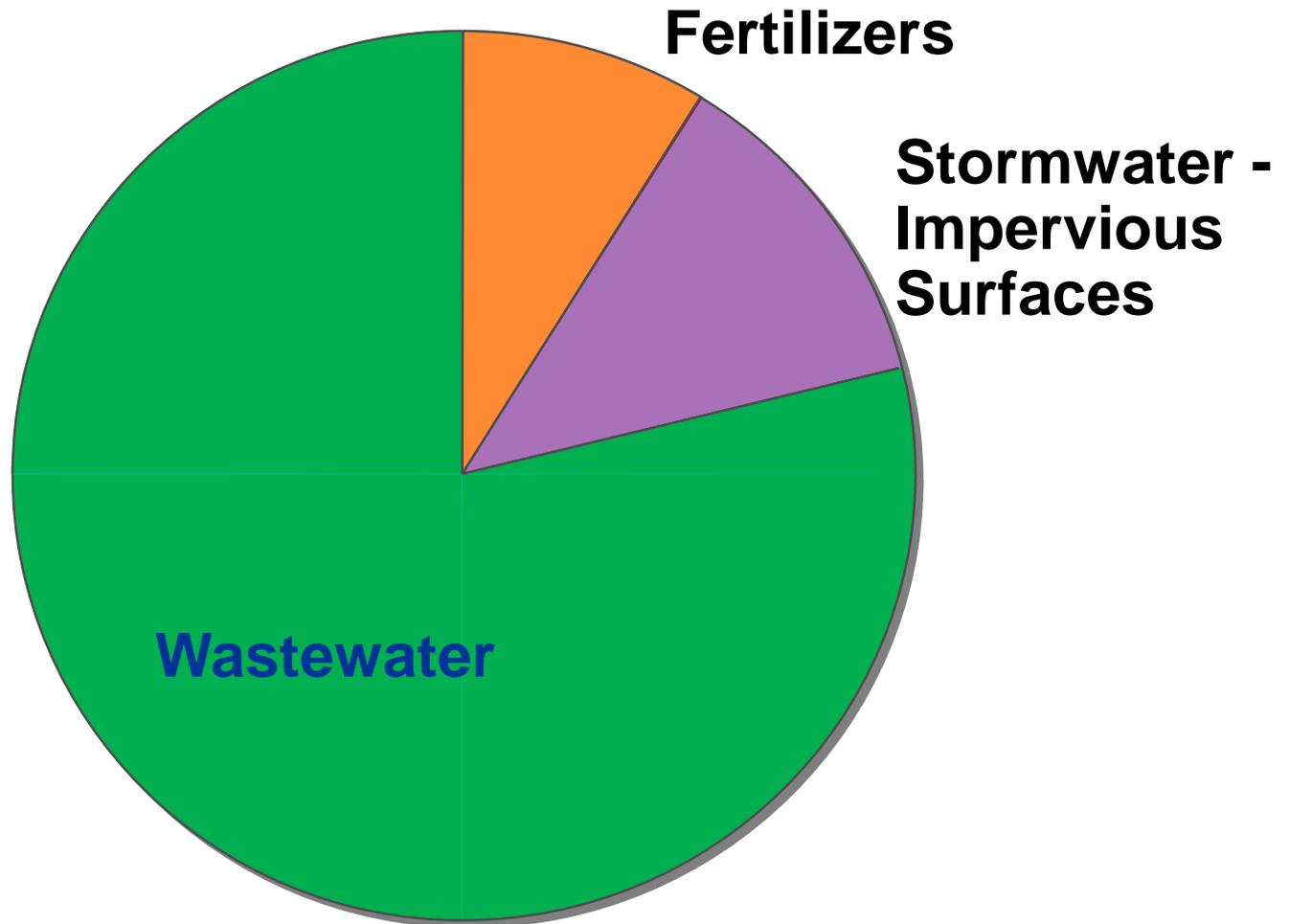


Figure 13-2
Watershed Septic Load Reductions
CDM Smith

Controllable Sources of Nitrogen



Local Control - Typical

Allen Harbor Algae Bloom

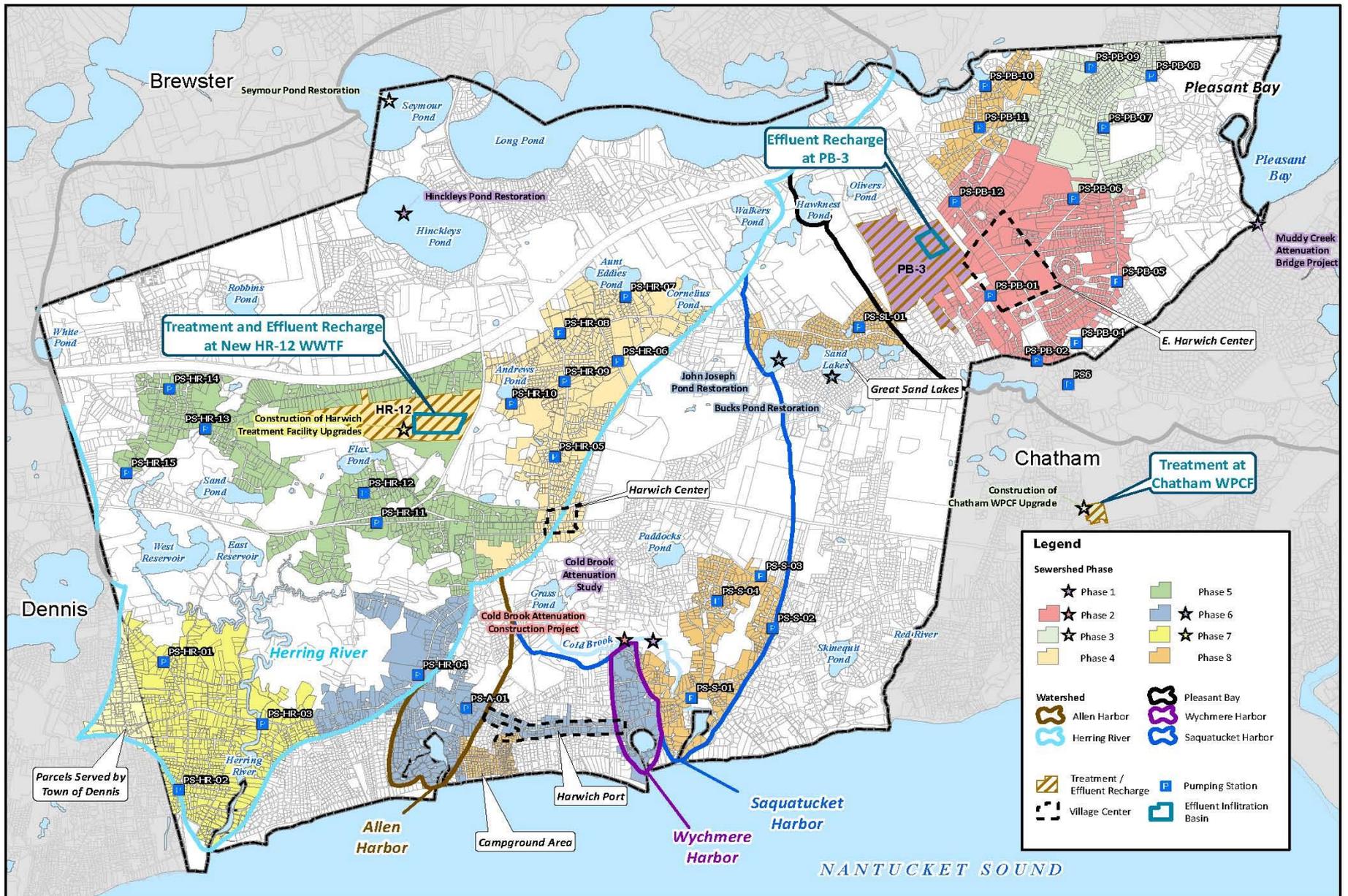


Summer 2007

WIC Strategy



- Wastewater program is proposed to be implemented in eight phases over 40 years. Many variables will change over that timeframe.
- Focus cost recovery model on first three implementation phases.
- Keep the cost model simple.



Legend

Sewershed Phase	
★ Phase 1	★ Phase 5
★ Phase 2	★ Phase 6
★ Phase 3	★ Phase 7
Phase 4	Phase 8
Watershed	
Allen Harbor	Pleasant Bay
Herring River	Wychmere Harbor
	Saquatucket Harbor
Treatment / Effluent Recharge	Pumping Station
Village Center	Effluent Infiltration Basin



Sewer Service Area by Phase

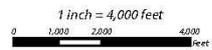
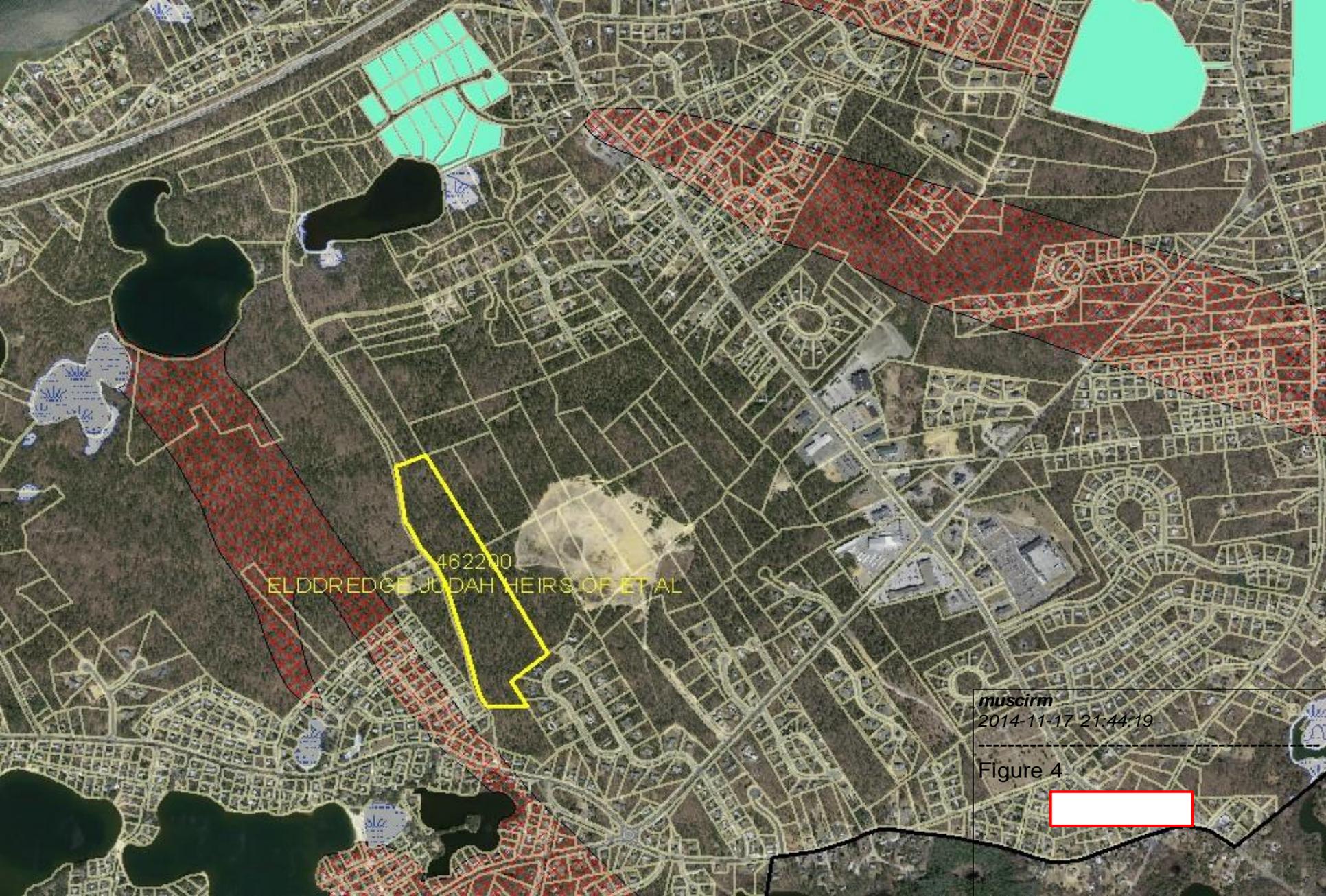


Figure 13-3 Recommended Phasing Plan



Article 27, Annual Town Meeting





muscircm
2014-11-17 21:44:19

Figure 4



Nitrogen Reduction via Increased Flushing at Muddy Creek



Nitrogen Reduction by Natural Attenuation at Cold Brook Bogs – Bank Street



WIC Strategy



- Everyone in town contributes to the nitrogen problem so everyone should help pay for the restoration of water quality.
- Have a dedicated funding source that will help stabilize costs over the life of the program.
- Include a component that links water use (nitrogen contributed) to the amount a resident or business owner pays.

Recommended WIC Cost Recovery Model Components



- Town-wide property tax
- Sewer enterprise account/ water use surcharge
- Infrastructure investment fund



Town-wide Property Tax

- Pro: Town-wide funding source as all property owners contribute to water quality degradation (and solution).
- Pro: Simple to implement.
- Pro: Property tax system is progressive and aligns with property owner's ability to pay fair share.
- Con: All property owners will pay even though only half of town projected to be on a sewer.
- Con: Property owner nitrogen contributions are not proportional to assessed values.

Sewer Enterprise Account



- Pro: Town-wide funding source dedicated to wastewater program (based on surcharge to water bill).
- Pro: Water use essentially proportional to amount of nitrogen contributed.
- Pro: Can be used to pay capital and O&M costs.
- Con: Requires formation of sewer district.
- Con: Requires means to capture fee from 250 residences using on-site wells

Infrastructure Investment Fund



- Pro: Town-wide program dedicated to wastewater infrastructure.
- Pro: Progressive and doesn't count against Prop 2.5
- Pro: Could shift percentage away from existing CPA program (no net increase).
- Con: In essence, an additional tax.
- Con: Not tax deductible.

Recommended WIC Cost Recovery Model Components - Percentages



- Infrastructure investment fund at 1.5% of annual property tax (lower CPA from 3% to 1.5%).
- For remaining debt service:
 - Town-wide property tax for 75%.
 - Sewer enterprise account/ water use surcharge for 25%.



Costs by Phase

- Phase 1: 2015 to 2016 \$2,550,000
Natural nitrogen attenuation projects (Muddy Creek and Cold Brook) and effluent recharge site.
- Phase 2: 2016 to 2020 \$24,300,000
Design and Construct Pleasant Bay collection system (south).
- Phase 3: 2021 to 2025 \$21,010,000
Additional Pleasant Bay sewers and Chatham connection costs.



Harwich Cost Assumptions

- Average home assessed value is \$400,000.
- FY15 property tax revenue \$47 million and will increase at 2.5 % annually.
- Tax rate for FY15 is \$8.97/ \$1,000 valuation.
- Average homeowner water consumption is 70,000 gallons per year.
- Used 638 Million gallons average annual water volume billed to calculate average water rate.
- Highest debt service is in Year 2026



Costs to Homeowner on Sewer

- Infrastructure investment fund \$ 54
- Property tax increase \$133
- Sewer enterprise cost \$ 57
- Total \$ 244
- Plus initial hook-up loan cost
- Plus annual O&M cost initially estimated to be \$145-\$175



Costs to Homeowner Not on Sewer

- Infrastructure investment fund \$ 54
- Property tax increase \$133
- Sewer enterprise cost \$ 57
- Total \$ 244
- Plus O&M cost to pump their septic system once every three years estimated to be \$300 to \$350

Comparison: Costs to Homeowner Using 100% Property Tax



• Infrastructure investment fund	\$ 0
• Property tax increase	\$254
• Sewer enterprise cost	\$ 0
• Total	\$ 254

Comparison: Costs to Homeowner Using 75% Property Tax and 25% Sewer Enterprise Account



- Infrastructure investment fund \$ 0
- Property tax increase \$190
- Sewer enterprise cost \$ 82
- Total \$ 272

Action Item



- Town needs to adopt a policy for cost recovery to implement the first phases of their recommended wastewater program so that it can be included in the filing of the Final Comprehensive Wastewater Management Plan (CWMP). That is the only missing component before re-filing the documents with the State and County. Goal is to do that this summer.



The Consequences...

“The cost of doing nothing is economically devastating to every Cape homeowner.”

- Cape Cod Commission, 2014
Draft 208 Water Quality Plan



Algae Bloom in Swan Pond, Dennis and in Mill Creek, Yarmouth

Questions and Comments:



May 7, 2015

To: Chris Clark

From: Larry Ballantine

cc: Angelo LaMantia
Peter Hughes
Linda Cebula
Ed McManus

Subject: May, 2015, Town Administrator Performance Review

Included with this memo are:

- Summary and average rating for each performance objective from Selectmen
- Your self-evaluation
- Board of Selectman individual evaluations to provide you with details/comments supporting the numerical evaluations shown in the summary form.

I think it's fair to say this performance evaluation was difficult for us due to the personnel departures and related issues which occurred during the year. These issues also occurred during the first years in your position in which you were becoming acquainted with Harwich.

The Board also asked you to take steps to reorganize town departments to reduce number of direct reports and to strengthen formal policies and procedures among departments while ensuring regulatory responsibilities are not compromised. The reorganization was met with resistance, as almost all reorganizations are, which complicated your job.

Even with the turmoil of the past year, your evaluations are generally meet "expectations" or above.

While acknowledging the issues stated above my reading of the individual reports suggest additional attention and improvement is needed in communicating with town employees to ensure their input is taken into account and to help employees understand reasons for your decisions. I further suggest you reach out more to employees so they are comfortable in bringing problems and issues of concern to you.

It is also important that you continue in your efforts to fully communicate with the Board of Selectmen to allow the Board to concentrate its efforts on policy issues with the comfort that you and town department's objectives are aligned with BOS policy determinations and clear measures are in place to track objectives.

Larry

Tele: 508-430-7513

Fax: 508-432-5039

Office of the Town Administrator

732 Main Street

Town Of Harwich

Harwich, MASSACHUSETTS 02645

Name:	Christopher Clark		
Job Title:	Town Administrator	Classification:	Contract
Administrator:	Christopher Clark		
Department:	Town Administrator		
Anniversary Date:	12/27/2013	Evaluation date:	April/May 2015

****Town Manager SELF Evaluation****

Key for Performance evaluations:

EX: Exceptional

Performance far exceeds expectations due to exceptionally high quality of work performed in all essential areas of responsibility.

EE: Exceeds Expectations

Performance consistently exceeded expectations in all essential areas of responsibility and the quality of work overall was excellent. resulting in an overall quality of work that was superior.

ME: Meets Expectations

Performance consistently met expectations in all essential areas of responsibility at times possibly exceeding expectations and the quality of work overall was very good.

IN: Improvement Needed

Performance did not consistently meet expectations or performance failed to meet expectations in one or more essential areas of responsibility.

UN: Unsatisfactory

Performance was consistently below expectations in the most essential areas of responsibility and/or reasonable progress towards critical goals was not made. Significant improvement is needed in one or more important areas.

A. Last Evaluation's Goals: (if applicable) 45 points total

Goal:	Rating:					Points:	Comments:
Available points per section:	1	2	3	4	5		
1. Prepare FY 16 capital and operating budgets	UN	IN	ME	EE	EX	5	
2. Long-term plan toward AAA bond rating	UN	IN	ME	EE	EX	4	
3. Overall operational reorganization TA/ATA duties	UN	IN	ME	EE	EX	3	
4. Revise personnel bylaws and negotiate CBAs	UN	IN	ME	EE	EX	4	
5. Wastewater organizational structure	UN	IN	ME	EE	EX	3	
6. Harbor financing from general fund to fee driven	UN	IN	ME	EE	EX	3	
7. Three administrator reorganizations to current structure	UN	IN	ME	EE	EX	5	
8. Review of town building and property assets specifically Albro house	UN	IN	ME	EE	EX	3	
9. Technology innovations introduce three	UN	IN	ME	EE	EX	4	

**B. Job Success Factors:
(45 points total)**

1. Problem Solving/Decision Making: (5 points)

Anticipates, Identifies, & prevents problems, involves others in seeking solutions. Makes clear and consistent decisions, acts with integrity in all decision making and makes timely decisions.

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	4	

2. Strategic planning and organizing: (5 points)

Aligns priorities with broader goals, measures outcomes, uses feedback to change as needed, evaluates alternatives, solutions oriented, develops realistic plans, meets deadlines & follows through

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	4	

3. Communication: (5 points)

Connects with peers, subordinates and public, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills. Seeks to clarify and confirm the accuracy of understanding of vague terms and instructions

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	3	

4. Leadership: (5 points)

Accepts responsibility for own work, develops trust and credibility, demonstrates honest and ethical behavior, engages the talents, experiences, and capabilities of others. Results-oriented and desire to excel in job

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	4	

5. Teamwork: (5 points)

Successfully works with others to achieve desired results, contributes to team projects, exchange ideas and opinions, helps prevent, resolve conflicts, develops positive working relationships and is flexible, open-minded promoting mutual respect for all

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	3	

6. Customer Orientation: (5 points)

Listens, identifies, and responds quickly and effectively to internal and external customers' needs and sets work activities accordingly; goes beyond what is expected and follows up to ensure customer satisfaction

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	3	

7. Productivity: (5 Points)

Maintains fair workload; takes on additional responsibilities as needed; manages priorities; develops and follows work procedures; completes assignments on time and to specifications

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	5	

8. Quality: (5 Points)

Demonstrates accuracy, thoroughness, and reliability; manages time and priorities; develops and follows work procedures

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	3	

9. Department specific competency: (5 Points)

Manage and coordinate 22 various departments and create new municipal corporate culture. Reaffirm the Town Administrator role consistent with Charter	Rating:					Points:	Comments:
	UN	IN	ME	EE	EX	4	
	1	2	3	4	5		

Sick time usage:		# of inc	Points	Dept. avg: (2 points) (1 point) (0 points)	Points	Average	Points:	5
		1-3 incidents: (3 points)	2		3	2		
4-7 incidents: (2 points)	#							
8 or more incidents: (1 point)	#							

Work Comp Claims: (Per Quarter)		# of inc	Points	Dept. avg: (1 points) (0 point) (-1 point)	Points	Average	Points:	3
		1-3 incidents: (2 points)	0		2	1		
4-7 incidents: (1 points)	#							
8 or more incidents: (0 point)	#							

Complaint Letters:		# of inc	Points	Dept. avg: (1 point) (0 point) (-1 point)	Points	Average	Points:	1
		0 letters: (1 point)						
1 letter: (-1 point)	#							
2 letters: (-2 points)	#							
More than 2 letters: (-3 points)	#							

Accident Reports: (Tracking purposes only) (Vehicles/Building related)	Number of accidents per year:	0
---	-------------------------------	---

Future Goals and Objectives:
0 points)

Please list 9 goals and objectives for the following year. 3 attainable goals, 1 possible goal and 1 "if time permits" goal:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

C: Extra credit:
(4 points total)

Has the employee come up with any cost saving ideas/solutions? (1 point) The reorganization of the Beach and Transfer Station sticker sales and 2nd Floor reorg resulted in savings	Points:	1
Has the employee obtained any grants? (1 point)	Points:	
Has the employee been able to "turn back" any funds? (1 point) Yes turned back funds on Town Administrator budget in FY 2014.	Points:	1
Has the employee obtained letters of commendation? (1 point) Yes, I have received letters of appreciation for my efforts in various areas. Most recently from the Voter Information Committee for participation on the panel.	Points:	1

Overall rating:
(104 total possible points)

UN	IN	ME	EE	EX	Total points:	79
----	----	----	----	----	---------------	----

Professional Development Plan/Comments:

Signatures:

Employee Name: _____
Employee Signature : _____ Date: _____

<input type="checkbox"/>	My signature also indicates that I have received a copy of this evaluation
<input type="checkbox"/>	I would like to include comments regarding my evaluation.

Select person: _____ Date: _____

Chair: _____ Date: _____

combined

Tele: 508-430-7513
 Fax: 508-432-6039

Office of the Town Administrator
 732 Main Street

Town Of Harwich
 Harwich, MASSACHUSETTS 02645

Name:	Christopher Clark		
Job Title:	Town Administrator	Classification:	Contract
Administrator:	Christopher Clark		
Department:	Town Administrator		
Anniversary Date:	12/27/2013	Evaluation date:	April/May 2015

Key for Performance evaluations:

EX: Exceptional

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Performance consistently met expectations in all essential areas of responsibility at times possibly exceeding expectations and the quality of work overall was very good.

IN: Improvement Needed

Performance did not consistently meet expectations or performance failed to meet expectations in one or more essential areas of responsibility.

UN: Unsatisfactory

Performance was consistently below expectations in the most essential areas of responsibility and/or reasonable progress towards critical goals was not made. Significant improvement is needed in one or more important areas.

A. Last Evaluation's Goals: (if applicable) 45 points total

Goal:	Rating:					Points:	lgb	ph	lc	al	em	ave
	1	2	3	4	5							
Available points per section:												
1. Prepare FY 16 capital and operating budgets	UN	IN	ME	EE	EX		4	5	3	5	4	4.2
2. Long-term plan toward AAA bond rating	UN	IN	ME	EE	EX		4	4	2	4	3	3.4
3. Overall operational reorganization TA/ATA duties	UN	IN	ME	EE	EX		3	4	3	3		3.25
4. Revise personnel bylaws and negotiate CBAs	UN	IN	ME	EE	EX		4	5	3	4	4	4
5. Wastewater organizational structure	UN	IN	ME	EE	EX		3	4	3	3	3	3.2
6. Harbor financing from general fund to fee driven	UN	IN	ME	EE	EX		3	4	3	3	3	3.2
7. Three administrator reorganizations to current structure	UN	IN	ME	EE	EX			5	3	5		4.3

responsibilities as needed; manages priorities; develops and follows work procedures; completes assignments on time and to specifications

UN	IN	ME	EE	EX

5 5 3 5 4 4.4

8. Quality: (5 Points)

Demonstrates accuracy, thoroughness, and reliability; manages time and priorities; develops and follows work procedures

Rating:				
1	2	3	4	5
UN	IN	ME	EE	EX

3 4 3 3 4 3.4

9. Department specific competency: (5 Points)

--

Rating:				
UN	IN	ME	EE	EX
1	2	3	4	5

Sick time usage:

	# of inc	Points	Dept. avg:	Points
1-3 Incidents: (3 points)	2	3	(2 points)	
4-7 Incidents: (2 points)	#		(1 point)	
8 or more Incidents: (1 point)	#		(0 points)	

Work Comp Claims: (Per Quarter)

	# of inc	Points	Dept. avg:	Points
1-3 Incidents: (2 points)	0	2	(1 point)	
4-7 Incidents: (1 points)	#		(0 point)	
8 or more Incidents: (0 point)	#		(-1 point)	

Complaint Letters:

	# of inc	Points	Dept. avg:	Points
0 letters: (1 point)			(1 point)	
1 letter: (-1 point)	#		(0 point)	
2 letters: (-2 points)	#		(-1 point)	
More than 2 letters: (-3 points)	#			

Accident Reports: (Tracking purposes only) (Vehicles/Building related)

Number of accidents per year:	0
-------------------------------	---

Future Goals and Objectives: (0 points)

Please list 9 goals and objectives for the following year. 3 attainable goals, 1 possible goal and 1 "if time permits" goal:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

C: Extra credit: (4 points total)

Has the employee come up with any cost saving ideas/solutions? (1 point)

Has the employee obtained any grants? (1 point)

Has the employee been able to "turn back" any funds? (1 point)

Has the employee obtained letters of commendation? (1 point)

Overall rating:
(104 total possible points)

UN	IN	ME	EE	EX	Total points
					52 71 42 63 46 54.8

Professional Development Plan/Comments:

Signatures:

Employee Name: _____
 Employee Signature : _____ Date: _____

<input type="checkbox"/>	My signature also indicates that I have received a copy of this evaluation
<input type="checkbox"/>	I would like to include comments regarding my evaluation.

Select person: _____ Date: _____

Chair: _____ Date: _____

Lgb

1. Prepare FY 16 capital and operating budgets	UN	IN	ME	EE	EX	4	MRSD took a hit on op budget; Board would have preferred MRSD to stay within 2.5% cap but Chris found least painful solution of minimizing the need for a general override.
2. Long-term plan toward AAA bond rating	UN	IN	ME	EE	EX	4	Chris worked toward this goal - again mrsd budget reduced funding of stablization fund which could hurt AAA rating
3. Overall operational reorganization TA/ATA duties	UN	IN	ME	EE	EX	3	Chris strong steps to reorganize town operations to reduce direct reports, better manage the organization and to increase efficiencies and effectiveness. Unfortunately with strong resistance and departure of ATA this remains to be completed.
4. Revise personnel bylaws and negotiate CBAs	UN	IN	ME	EE	EX	4	Strong relations with unions
5. Wastewater organizational structure	UN	IN	ME	EE	EX	3	Delayed as BOS decided to prioritize other actions for Spring Town Meeting
6. Harbor financing from general fund to fee driven	UN	IN	ME	EE	EX	3	Developed a working plan but took too much time to develop
7. Three administrator reorganizations to current structure	UN	IN	ME	EE	EX	3	Unclear "Three Adm...." means
8. Review of town building and property assets specifically Albro house	UN	IN	ME	EE	EX	2	In progress, still waiting for Comprehense plan for Albro House and one for empty Middle School
9. Technology innovations introduce three	UN	IN	ME	EE	EX	3	Slow but have just implemented new town web-site. Departure of ATA slowed project.

**B. Job Success Factors:
(45 points total)**

1. Problem Solving/Decision Making: (5 points)
Anticipates, Identifies, & prevents problems, involves

Rating:					Points:		Comments:
1	2	3	4	5			

lqb

others in seeking solutions. Makes clear and consistent decisions, acts with integrity in all decision making and makes timely decisions.

Rating:						Points:	Comments:
1	2	3	4	5			
UN	IN	ME	EE	EX		2	Communcations could be improved so employees feel comfortable in providing input and in explaining decisions. Decision then have to be clear.

2. Strategic planning and organizing: (5 points)
Aligns priorities with broader goals, measures outcomes, uses feedback to change as needed, evaluates alternatives, solutions oriented, develops realistic plans, meets deadlines & follows through

Rating:						Points:	Comments:
1	2	3	4	5			
UN	IN	ME	EE	EX		3	Has aligned goals with BOS objectives

3. Communication: (5 points)
Connects with peers, subordinates and public, actively

listens, clearly and effectively shares information, demonstrates effective oral and written communication skills. Seeks to clarify and confirm the accuracy of understanding of vague terms and instructions

Rating:						Points:	Comments:
1	2	3	4	5			
UN	IN	ME	EE	EX		2	Communication both from and to others should be improved. Town staff needs to feel comfortable bringing problems to Chris

4. Leadership: (5 points)
Accepts responsibility for own work, develops

trust and credibility, demonstrates honest and ethical behavior, engages the talents, experiences,

Rating:						Points:	Comments:
1	2	3	4	5			
UN	IN	ME	EE	EX		4	In addition ot TA responsibilities has taken on Water Dept management. Also pressed to help lead Golf Dept.

lgb

and capabilities of others. Results-oriented and desire to excel in job

5. Teamwork: (5 points)

Successfully works with others to achieve desired results,

contributes to team projects, exchange ideas and opinions, helps prevent, resolve conflicts, develops positive working relationships and is flexible, open-minded promoting mutual respect for all

6. Customer Orientation: (5 points)

Listens, identifies, and responds quickly and effectively

to internal and external customers' needs and sets work activities accordingly; goes beyond what is expected and follows up to ensure customer satisfaction

7. Productivity: (5 Points)

Maintains fair workload; takes on additional

responsibilities as needed; manages priorities; develops and follows work procedures; completes assignments on time and to specifications

8. Quality: (5 Points)

Demonstrates accuracy, thoroughness, and reliability;

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	3	

Has shown flexibility in developing workable approaches and problem solving efforts.

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	4	

Especially effective in working with town residents

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	5	

Had to take on responsibility for water dept and indirect responsibility for golf director. Due to departure of ATA, had to also pick this up.

Rating:					Points:	Comments:
1	2	3	4	5		

lbq

manages time and priorities; develops and follows work procedures

UN	IN	ME	EE	EX	3
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With heavy workload Chris has not always been presented accurate information to BOS

9. Department specific competency: (5 Points)

	Rating:					Points:	Comments:
	UN	IN	ME	EE	EX	4	
	1	2	3	4	5		

Sick time usage:	# of inc	Points		Points	Average	Points: 5	
	1-3 incidents: (3 points)	2	3	Dept. avg: (2 points)	2		2.25
	4-7 incidents: (2 points)	#		(1 point)			
	8 or more incidents: (1 point)	#		(0 points)			

Work Comp Claims: (Per Quarter)	# of inc	Points		Points	Average	Points: 3	
	1-3 incidents: (2 points)	0	2	Dept. avg: (1 points)	1		0
	4-7 incidents: (1 points)	#		(0 point)			
	8 or more incidents: (0 point)	#		(-1 point)			

Complaint Letters:	# of inc	Points		Points	Average	Points: 2	
	0 letters: (1 point)						
	1 letter: (-1 point)	#	1	Dept. avg: (1 point)			1
	2 letters: (-2 points)	#		(0 point)			
	More than 2 letters: (-3 points)	#		(-1 point)			

Accident Reports: (Tracking purposes only) (Vehicles/Building related)	Number of accidents per year:	0
---	-------------------------------	---

Future Goals and Objectives:
0 points)

Please list 9 goals and objectives for the following year. 3 attainable goals, 1 possible goal and 1 "if time permits" goal:

- 1
- 2
- 3
- 4
- 5
- 6

lgb

7
8
9

C: Extra credit:
(4 points total)

Has the employee come up with any cost saving ideas/solutions? (1 point)	Points:	<input type="text"/>
Has the employee obtained any grants? (1 point)	Points:	<input type="text"/>
Has the employee been able to "turn back" any funds? (1 point)	Points:	<input type="text"/>
Has the employee obtained letters of commendation? (1 point)	Points:	<input type="text"/>

Overall rating:
(104 total possible points)

UN IN ME EE EX

Total points: 69

Professional Development Plan/Comments:

Signatures:

Employee Name: _____
Employee Signature : _____ Date: _____

<input type="checkbox"/>	My signature also indicates that I have received a copy of this evaluation
<input type="checkbox"/>	I would like to include comments regarding my evaluation.

Select person: _____ Date: _____

Chair: _____ Date: _____

Peter Mezler

Tele: 508-430-7513
Fax: 508-432-5039

Office of the Town Administrator
732 Main Street

Town Of Harwich
Harwich, MASSACHUSETTS 02645

Name:	Christopher Clark		
Job Title:	Town Administrator	Classification:	Contract
Administrator:	Christopher Clark		
Department:	Town Administrator		
Anniversary Date:	12/27/13	Evaluation date:	April/May 2015

****Town Manager Evaluation****

Key for Performance evaluations:

EX: Exceptional

Performance far exceeds expectations due to exceptionally high quality of work performed in all essential areas of responsibility.

EE: Exceeds Expectations

Performance consistently exceeded expectations in all essential areas of responsibility and the quality of work overall was excellent, resulting in an overall quality of work that was superior.

ME: Meets Expectations

Performance consistently met expectations in all essential areas of responsibility at times possibly exceeding expectations and the quality of work overall was very good.

IN: Improvement Needed

Performance did not consistently meet expectations or performance failed to meet expectations in one or more essential areas of responsibility.

UN: Unsatisfactory

Performance was consistently below expectations in the most essential areas of responsibility and/or reasonable progress towards critical goals was not made. Significant improvement is needed in one or more important areas.

A. Last Evaluation's Goals: (if applicable) 45 points total

Goal:	Rating:					Points:	Comments:
	1	2	3	4	5		
Available points per section:							
1. Prepare FY 16 capital and operating budgets	UN	IN	ME	EE	EX	0	5 however missed bus
2. Long-term plan toward AAA bond rating	UN	IN	ME	EE	EX	0	4 Finance Team Now TA Plans
3. Overall operational reorganization TA/ATA duties	UN	IN	ME	EE	EX	0	4 most difficult steps have been taken
4. Revise personnel bylaws and negotiate CBAs	UN	IN	ME	EE	EX	0	5 Good Job
5. Wastewater organizational structure	UN	IN	ME	EE	EX	0	4 Needs Additional work
6. Harbor financing from general fund to fee driven	UN	IN	ME	EE	EX	0	4 Proposit. Given to AGS
7. Three administrator reorganizations to current structure	UN	IN	ME	EE	EX	0	5 done
8. Review of town building and property assets specifically Albrow house	UN	IN	ME	EE	EX	0	3 Albrow house needs a re-organization plan
9. Technology innovations introduce three	UN	IN	ME	EE	EX	0	4 good progress

**B. Job Success Factors:
(45 points total)**

38

Pete Hughes

1. Problem Solving/Decision Making: (5 points)

Anticipates, identifies, & prevents problems, involves others in seeking solutions. Makes clear and consistent decisions, acts with integrity in all decision making and makes timely decisions.

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	0	Could better handle/solve the full bus intentions

2. Strategic planning and organizing: (5 points)

Aligns priorities with broader goals, measures outcomes, uses feedback to change as needed, evaluates alternatives, solutions oriented, develops realistic plans, meets deadlines & follows through

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	0	

3. Communication: (5 points)

Connects with peers, subordinates and public, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills. Seeks to clarify and confirm the accuracy of understanding of vague terms and instructions

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	0	One on one mgmt meetings next good sign forward improvement.

4. Leadership: (5 points)

Accepts responsibility for own work, develops trust and credibility, demonstrates honest and ethical behavior, engages the talents, experiences, and capabilities of others. Results-oriented and desire to excel in job

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	0	Bus needs to set direction after TA get it done.

5. Teamwork: (5 points)

Successfully works with others to achieve desired results, contributes to team projects, exchange ideas and opinions, helps prevent, resolve conflicts, develops positive working relationships and is flexible, open-minded promoting mutual respect for all

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	0	Changes always challenging. It is dealing with post re-organization team building

6. Customer Orientation: (5 points)

Listens, identifies, and responds quickly and effectively to internal and external customers' needs and sets work activities accordingly; goes beyond what is expected and follows up to ensure customer satisfaction

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	0	went to trouble who to listen to next opponents. Has the open door policy

7. Productivity: (5 Points)

Maintains fair workload; takes on additional responsibilities as needed; manages priorities; develops and follows work procedures; completes assignments on time and to specifications

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	0	Thorough with the review. It was worked diligently to get things accomplished

8. Quality: (5 Points)

Rating:					Points:	Comments:
1	2	3	4	5		

29

Peter Hughes

Demonstrates accuracy, thoroughness, and reliability; manages time and priorities; develops and follows work procedures

1	2	3	4	5	0
UN	IN	ME	EE	EK	

Reports & Docs necessary information are sufficient

9. Department specific competency: (5 Points)

	Rating:					Points:	Comments:
	UN	IN	ME	EE	EK	0	
	1	2	3	4	5		

Sick time usage:

	# of inc	Points	Dept. avg:	Points	Average	Points:
1-3 incidents: (3 points)	2	3	(2 points)	2	2.25	5
4-7 incidents: (2 points)	#		(1 point)			
8 or more incidents: (1 point)	#		(0 points)			

Work Comp Claims: (Per Quarter)

	# of inc	Points	Dept. avg:	Points	Average	Points:
1-3 incidents: (2 points)	0	2	(1 point)	1	0	3
4-7 incidents: (1 points)	#		(0 point)			
8 or more incidents: (0 point)	#		(-1 point)			

Complaint Letters:

	# of inc	Points	Dept. avg:	Points	Average	Points:
0 letters: (1 point)			(1 point)		1	2
1 letter: (-1 point)	#		(0 point)			
2 letters: (-2 points)	#		(-1 point)			
More than 2 letters: (-3 points)	#					

Accident Reports: (Tracking purposes only) (Vehicles/Building related)

Number of accidents per year:	0
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Future Goals and Objectives: (0 points)

Please list 9 goals and objectives for the following year. 3 attainable goals, 1 possible goal and 1 "if time permits" goal:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

C: Extra credit: (4 points total)

Has the employee come up with any cost saving ideas/solutions? (1 point)	Points:	3
<i>Sticker Sales / credit card purchase / end of year Review</i>		
Has the employee obtained any grants? (1 point)	Points:	1
<i>Police Department Machine</i>		
Has the employee been able to "turn back" any funds? (1 point)	Points:	1

123

Peter Hughes

Has the employee obtained letters of commendation? (1 point)	Points: <u>1</u>
--	------------------

Overall rating:
(104 total possible points)

UN	IN	ME	EE	EX
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Total points: <u>10</u>

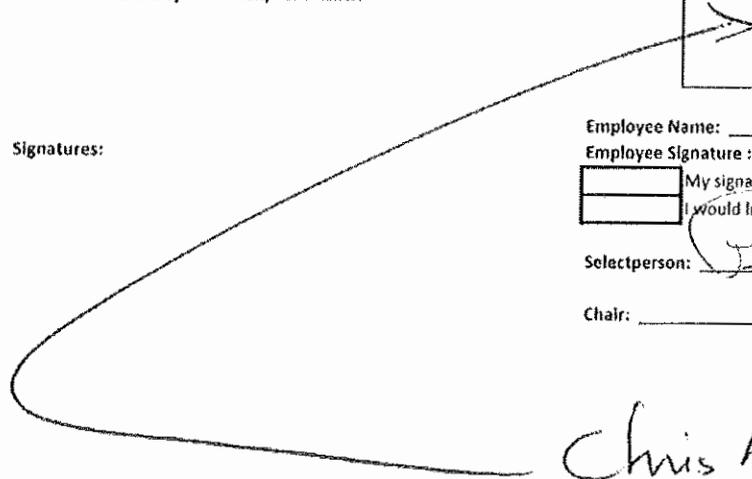
91

Professional Development Plan/Comments:

Signatures:

Employee Name: _____
 Employee Signature: _____ Date: _____
 My signature also indicates that I have received a copy of this evaluation
 I would like to include comments regarding my evaluation.

Select person: Peter S. Hughes Date: 9/23/15
 Chair: _____ Date: _____



Chris has effectively dealt with four (4)

Key Personnel Resignations and several additional
 STAFF changes with a new team in place and assembled
 we expect a smoother FY16. It is noted that the 2015
 ATM is the least problematic in recent memory. Our TA
 is not "flashy" but competent & effective. He may have rubbed
 some feathers along the way but he is always working in the
 best interests of the district. As a Board we need to provide
 better/clearer direction and support his efforts to succeed.

Peter Hughes

Ed

Tele: 508-430-7513
Fax: 508-492-6089

Office of the Town Administrator
732 Main Street

Town Of Harwich
Harwich, MASSACHUSETTS 02645

Name:
Job Title:
Administrator:
Department:
Anniversary Date:

Christopher Clark		
Town Administrator	Classification:	Contract
Christopher Clark		
Town Administrator		
12/27/2013	Evaluation date:	April/May 2015

****Town Manager Evaluation****

Key for Performance evaluations:

EX: Exceptional

Performance far exceeds expectations due to exceptionally high quality of work performed in all essential areas of responsibility.

EE: Exceeds Expectations

Performance consistently exceeded expectations in all essential areas of responsibility and the quality of work overall was excellent, resulting in an overall quality of work that was superior.

ME: Meets Expectations

Performance consistently met expectations in all essential areas of responsibility at times possibly exceeding expectations and the quality of work overall was very good.

IN: Improvement Needed

Performance did not consistently meet expectations or performance failed to meet expectations in one or more essential areas of responsibility.

UN: Unsatisfactory

Performance was consistently below expectations in the most essential areas of responsibility and/or reasonable progress towards critical goals was not made. Significant improvement is needed in one or more important areas.

A. Last Evaluation's Goals: (if applicable) 45 points total

Goal:	Rating:					Points:	Comments:
Available points per section:	1	2	3	4	5		
1. Prepare FY 16 capital and operating budgets	UN	IN	ME	EE	EX	0	EE - especially how you balanced with Budget
2. Long-term plan toward AAA bond rating	UN	IN	ME	EE	EX	0	ME - Given staff changes set. Max money
3. Overall operational reorganization TA/ATA duties	UN	IN	ME	EE	EX	0	Best to evaluate with the next ATA
4. Revise personnel bylaws and negotiate CBAs	UN	IN	ME	EE	EX	0	EE
5. Wastewater organizational structure	UN	IN	ME	EE	EX	0	In Process
6. Harbor financing from general fund to fee driven	UN	IN	ME	EE	EX	0	In Process
7. Three administrator reorganizations to current structure	UN	IN	ME	EE	EX	0	? - I don't understand what this is about
8. Review of town building and property assets specifically Albrow house	UN	IN	ME	EE	EX	0	Quite Pleased with work on Albrow house
9. Technology innovations introduce three	UN	IN	ME	EE	EX	0	Need to fight a live under IT Director to get cable to Com Center in

B. Job Success Factors: (45 points total)

1. Problem Solving/Decision Making: (5 points)

Anticipates, identifies, & prevents problems, involves others in seeking solutions. Makes clear and consistent decisions, acts with integrity in all decision making and makes timely decisions.

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	0	

At times as TA develops solutions he should vet the draft individually with BOS so as not to present a solution only to have the board reject it. The ~~majority~~ majority of senior department needs. The majority of the board felt gamed

2. Strategic planning and organizing: (5 points)

Aligns priorities with broader goals, measures outcomes, uses feedback to change as needed, evaluates alternatives, solutions oriented, develops realistic plans, meets deadlines & follows through

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	0	

This is hard to judge given the upheaval in staff this year.

3. Communication: (5 points)

Connects with peers, subordinates and public, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills. Seeks to clarify and confirm the accuracy of understanding of vague terms and instructions

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	0	

This is a time issue - until departments are staffed and the TA can allow his schedule to include walking around town (town hall, equipment barn, apparatus deck at FD, Com Center) achieving this is going to be limited.

4. Leadership: (5 points)

Accepts responsibility for own work, develops trust and credibility, demonstrates honest and ethical behavior, engages the talents, experiences, and capabilities of others. Results-oriented and desire to excel in job

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	0	Needs to fully know + understand subordinates strengths and capabilities.

5. Teamwork: (5 points)

Successfully works with others to achieve desired results, contributes to team projects, exchange ideas and opinions, helps prevent, resolve conflicts, develops positive working relationships and is flexible, open-minded promoting mutual respect for all

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	0	Circumstances has led to needing improvement. This is achievable but will take time and careful steps to build trust + respect.

6. Customer Orientation: (5 points)

Listens, identifies, and responds quickly and effectively to internal and external customers' needs and sets work activities accordingly; goes beyond what is expected and follows up to ensure customer satisfaction

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	0	I don't know what to do with this - very good at following up with townspeople with complaints

7. Productivity: (5 Points)

Maintains fair workload; takes on additional responsibilities as needed; manages priorities; develops and follows work procedures; completes assignments on time and to specifications

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	0	Has borne up well to an incredible work load -

8. Quality: (5 Points)

Demonstrates accuracy, thoroughness, and reliability; manages time and priorities; develops and follows work procedures

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	0	I appreciate the quality of thought that goes into projects.

9. Department specific competency: (5 Points)

Can benefit by asking Assistants to review for missing pertinent background and prior experience

	Rating:					Points:	Comments:
	UN	IN	ME	EE	EX	0	
	1	2	3	4	5		

Sick time usage:	# of Inc	Points	Dept. avg:	Points	Average	Points:
1-3 Incidents: (3 points)	2	3	(2 points)	2	2.25	5
4-7 Incidents: (2 points)	#		(1 point)			
8 or more Incidents: (1 point)	#		(0 points)			

Work Comp Claims: (Per Quarter)	# of Inc	Points	Dept. avg:	Points	Average	Points:
1-3 Incidents: (2 points)	0	2	(1 point)	1	0	3
4-7 Incidents: (1 point)	#		(0 point)			
8 or more Incidents: (0 point)	#		(-1 point)			

Complaint Letters:	# of Inc	Points	Dept. avg:	Points	Average	Points:
0 letters: (1 point)			(1 point)		1	2
1 letter: (-1 point)	#	1				
2 letters: (-2 points)	#		(0 point)			
More than 2 letters: (-3 points)	#		(-1 point)			

Accident Reports: (Tracking purposes only) (Vehicles/Building related)	Number of accidents per year:	0
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Future Goals and Objectives: 0 points)	<p>Please list 9 goals and objectives for the following year. 3 attainable goals, 1 possible goal and 1 "if time permits" goal:</p> <ol style="list-style-type: none"> 1 Meet and have unplanned interaction with all town employees 2 Address salary needs of Department heads compared to market 3 Address longevity transition for Non-Union Personnel in the same way as is done for union contracts - changes apply to new hires. 4 Get ATA salary level up before going out for hike - gain applicants 5 With previous municipal administrative experience 6 7 8 9
---	---

Don't know anything about any of this.

Ed

C: Extra credit:
(4 points total)

Has the employee come up with any cost saving ideas/solutions? (1 point)	Points:	<input type="checkbox"/>
Has the employee obtained any grants? (1 point)	Points:	<input type="checkbox"/>
Has the employee been able to "turn back" any funds? (1 point)	Points:	<input type="checkbox"/>
Has the employee obtained letters of commendation? (1 point)	Points:	<input type="checkbox"/>

Overall rating:
(104 total possible points)

UN	IN	ME	EE	EX	Total points:	10
----	----	----	----	----	---------------	----

Professional Development Plan/Comments:

Signatures:

Employee Name: _____
Employee Signature : _____ Date: _____

<input type="checkbox"/>	My signature also indicates that I have received a copy of this evaluation
<input type="checkbox"/>	I would like to include comments regarding my evaluation.

Select person: _____ Date: _____

Chair: _____ Date: _____

Linda

A. Last Evaluation's Goals: (if applicable) 45 points total

Goal:	1	2	3	4	5	Points:	Comments:
Available points per section:							
1. Prepare FY 16 capital and operating budgets	UN	IN	ME	EE	EX	3 0	
2. Long-term plan toward AAA bond rating	UN	IN	ME	EE	EX	2 0	
3. Overall operational reorganization TA/ATA duties	UN	IN	ME	EE	EX	3 0	
4. Revise personnel bylaws and negotiate CBAs	UN	IN	ME	EE	EX	3 0	
5. Wastewater organizational structure	UN	IN	ME	EE	EX	3 0	
6. Harbor financing from general fund to fee driven	UN	IN	ME	EE	EX	3 0	
7. Three administrator reorganizations to current structure	UN	IN	ME	EE	EX	3 0	
8. Review of town building and property assets specifically Albro house	UN	IN	ME	EE	EX	1 0	
9. Technology innovations introduce three	UN	IN	ME	EE	EX	3 0	

34

24

B. Job Success Factors: (45 points total)

1. Problem Solving/Decision Making: (5 points)

Anticipates, identifies, & prevents problems, involves others in seeking solutions. Makes clear and consistent decisions, acts with integrity in all decision making and makes timely decisions.

CC4

Rating:	Points:	Comments:
1 UN	2 IN	3 ME
4 EE	5 EX	3

2. Strategic planning and organizing: (5 points)

Aligns priorities with broader goals, measures outcomes, uses feedback to change as needed, evaluates alternatives, solutions oriented, develops realistic plans, meets deadlines & follows through

CC4

Rating:	Points:	Comments:
1 UN	2 IN	3 ME
4 EE	5 EX	2

3. Communication: (5 points)

Connects with peers, subordinates and public, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills. Seeks to clarify and confirm the accuracy of understanding of vague terms and instructions

CC3

Rating:	Points:	Comments:
1 UN	2 IN	3 ME
4 EE	5 EX	2

4. Leadership: (5 points)

Accepts responsibility for own work, develops trust and credibility, demonstrates honest and ethical behavior, engages the talents, experiences, and capabilities of others. Results-oriented and desire to excel in job

cc
4

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	2	

5. Teamwork: (5 points)

Successfully works with others to achieve desired results, contributes to team projects, exchange ideas and opinions, helps prevent, resolve conflicts, develops positive working relationships and is flexible, open-minded promoting mutual respect for all

3

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	2	

6. Customer Orientation: (5 points)

Listens, identifies, and responds quickly and effectively to internal and external customers' needs and sets work activities accordingly; goes beyond what is expected and follows up to ensure customer satisfaction

3

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	1	

7. Productivity: (5 Points)

Maintains fair workload; takes on additional responsibilities as needed; manages priorities; develops and follows work procedures; completes assignments on time and to specifications

5

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	3	

8. Quality: (5 Points)

Demonstrates accuracy, thoroughness, and reliability; manages time and priorities; develops and follows work procedures

3

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	3	

9. Department specific competency: (5 Points)

CC - Manage 2 depts &
 + create new culture

culture worse	Rating:					Points:	Comments:
	UN	IN	ME	EE	EX	2	
	1	2	3	4	5		

Sick time usage:		# of Inc	Points		Points	Average	Points: <u>5</u> CC 5
	1-3 incidents: (3 points)	2	3	Dept. avg: (2 points)	2	2.25	
	4-7 incidents: (2 points)	#		(1 point)			
	8 or more incidents: (1 point)	#		(0 points)			

Work Comp Claims: (Per Quarter)		# of Inc	Points		Points	Average	Points: <u>3</u> CC 3
	1-3 incidents: (2 points)	0	2	Dept. avg: (1 point)	1	0	
	4-7 incidents: (1 points)	#		(0 point)			
	8 or more incidents: (0 point)	#		(-1 point)			

Complaint Letters:		# of Inc	Points		Points	Average	Points: <u>2</u> CC 2
	0 letters: (1 point)			Dept. avg: (1 point)		1	
	1 letter: (-1 point)	#		(0 point)			
	2 letters: (-2 points)	#		(-1 point)			

Accident Reports: (Tracking purposes only) (Vehicles/Building related)	Number of accidents per year:	0
---	-------------------------------	---

Future Goals and Objectives:
 0 points)

Please list 9 goals and objectives for the following year. 3 attainable goals, 1 possible goal and 1 "if time permits" goal:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

C: Extra credit:
(4 points total)

cc 1

Has the employee come up with any cost saving ideas/solutions? (1 point)	Points: <input type="checkbox"/>
Has the employee obtained any grants? (1 point)	Points: <input type="checkbox"/>
Has the employee been able to "turn back" any funds? (1 point)	Points: <input type="checkbox"/>
Has the employee obtained letters of commendation? (1 point) <i>and complaints</i>	Points: <input type="checkbox"/>

Overall rating:
(104 total possible points)

cc 79
69

UN	<input checked="" type="radio"/> IN	ME	EE	EX
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Total points:	50 45
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Professional Development Plan/Comments:

Signatures:

Employee Name: _____
 Employee Signature: _____ Date: _____

My signature also indicates that I have received a copy of this evaluation
 I would like to include comments regarding my evaluation.

Select person: Cebaldu Date: 4/26/2015

Chair: _____ Date: _____

24
21
45

Sandy Robinson

From: larryballantine@yahoo.com
Sent: Thursday, May 07, 2015 12:30 PM
To: Sandy Robinson
Subject: Fw: TA Evaluation

----- Forwarded Message -----

From: Angelo LaMantia <aslcape@comcast.net>
To: larryballantine@yahoo.com
Sent: Sunday, April 26, 2015 1:08 PM
Subject: TA Evaluation

Larry: For the past three days I have been attempting to put together the TA's evaluation on the forms that have been supplied. I keep running into issues. Clearly, the various personnel issues ranging from the water department investigation followed by the TA adding the water superintendent's duties to his job, followed by the issues at the golf course which added to both his and the assistant TA's duties, followed by the two key financial people in the Town retiring or moving to a new position which focused without significant help on the TA's the development/finalization of the annual financial plan and topped off finally with the various issues surrounding the assistant T A's leaving the Town's employ all impacted in a major way on the TA achieving this year's goals fully and on his behavior and communications with both the BOS and staff.

Let's look at just one situation....the reorganization of the permitting departments. Was it achieved or not? It seems it was in place for about 24 hours until there was no division director and the TA had to step in and determine the best way for him now to deal with these departments again.

My suggestion is that we either accept the TA self evaluation or merely say that in most areas he either meets or exceeds expectations and in some improvement is needed and then focus on the goals for next year. One could virtually just restate the goals of last year. Under point 7, the "current structure" needs to be better defined and we need to hire the appropriate people to make this structure work. The goals of both reducing the TA's span of control to a reasonable level and helping similar departments to work more closely together should be maintained. Also, the technical goals including completion of the new Town web site, the implementation of the permitting technology, and the ability to better be able to attend meeting from a different location should be restated and given specific implementation dates. I also personally believe that there needs to be a focus on developing a document that can be used by all employees to understand required duties and the Town's policies. It would be great if we were all on the same page. Unfortunately, the short term focus will probably have to be focused on replacing personnel who are no longer employed by the Town.

Angelo

Ann Steidel

From: Roman Greer
Sent: Wednesday, April 29, 2015 11:30 AM
To: Christopher Clark
Cc: Ann Steidel
Subject: Golf Instruction License at CV for selectman
Attachments: Golf Instructional License at Cranberry Valley.docx; bobmiller prop.pdf; LICENSE AGREEMENT PROPOSAL.doc; Bob Cafarelli.docx

Hi Chris,

Attached are the cover letter, license agreement, proposal and guidelines from Bob Cafarelli as we discussed. I hope to get this license signed by the selectman so we can get started.

Thank you,

Roman

Roman Greer, PGA
Director of Golf
Cranberry Valley Golf Course

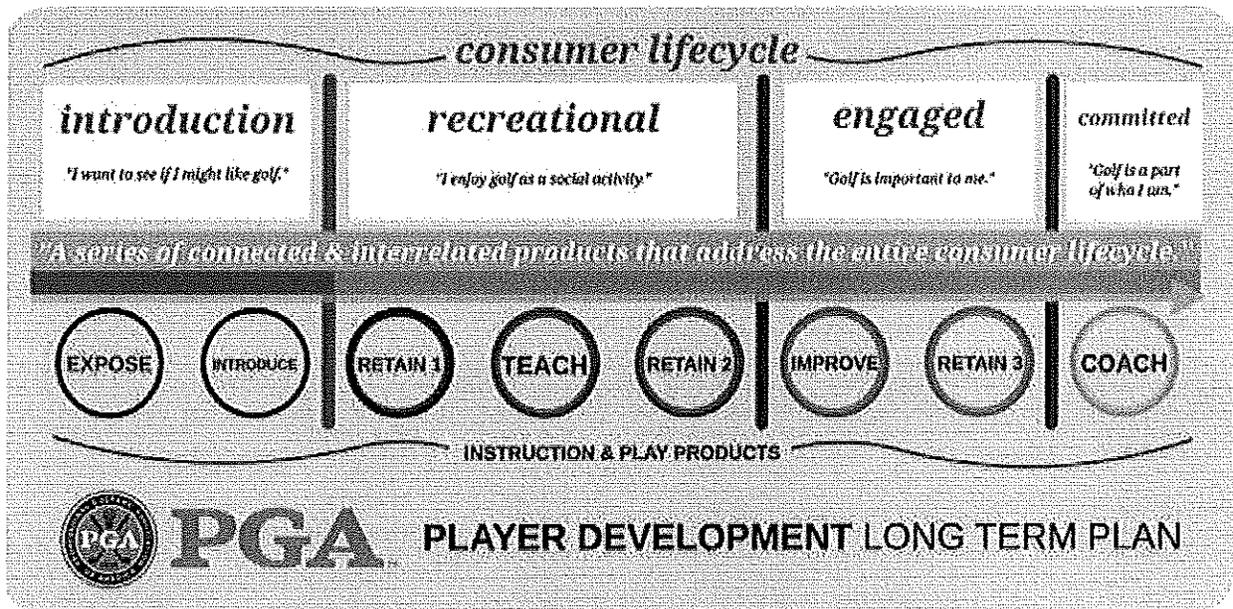
Golf Instructional License at Cranberry Valley GC

Prepared by: Roman Greer, Director of Golf

Please see the attached license agreement and proposal for Golf Instruction Services at Cranberry Valley Golf Course. Attached you will also find the guidelines followed in seeking bids, as confirmed by Bob Cafarelli through guidance from the Inspector General's Office. I reached out to 4 local PGA Teaching Professionals who showed interest in the license, asked for bids, received 2 formal bids and presented the highest bid to the Golf Committee on 4/22. This entire process was vetted through the golf committee, resulting in a desire to enter into a license agreement with Miller Golf for 1 year (see attached bid proposal). After 1 year the golf committee would like to evaluate the success of the agreement in order to plan what is best for CV moving forward.

This license agreement reflects a desire I have to generate more activity and golfer development programs at our practice facility. The general feeling of the golf committee is that the practice area at CV, which is regarded as the best public practice facility on the Cape, has been underutilized. An aggressive player development program will touch all of our revenue producing areas (Food & Beverage, Green Fees, Range Fees, Tournament Participation, etc.) and create increased satisfaction with our customers.

Our golf lesson program last season profited \$2,747, so the \$5,000 bid represents a 45% increase in profits in lesson income alone.





MILLER GOLF CAPE COD

6 Derby Lane

Harwich, MA 02645

508-509-3045 bobmggm@gmail.com

Miller-Goulart Golf Management

April 14, 2015

Robert V. Miller
President



Mr. Roman Greer
Director of Golf
Cranberry Valley GC
Harwich, MA 02645

Miller-Goulart Golf Management
MGGM

The Golf Club at Yarmouthport
64 Kings Circuit
Yarmouthport, MA 02675

bobmggm@gmail.com
508.362.8870 Pro Shop
508.362.5200 x10 Office

Excellence in driving your golf operation

Dear Roman,

Enclosed is my license form with a bid proposal of \$5,000 for the 2015 season at Cranberry Valley. My passion for teaching is evident to all who know me. Cranberry Valley would provide Miller Golf an outstanding facility for us to offer our expertise in teaching and coaching.

We are excited for an opportunity to grow golf at Cranberry Valley and throughout our region. As you know player development is an essential key to our game's future. Introducing golf to kids, bringing more women into the game, helping newly retired people make friends and guide active players in lowering their handicap. The game offers so many additional benefits: family time, vacation qualities, exercise, out of doors, and forming long-term business relationships just to name few.

Miller Golf will ensure a positive teaching culture where people love to come and learn the game. Culture and a positive attitude trump everything else we can do to bring customers back time and time again.

Miller Golf will offer clinics, schools, specialty programs along with individual lessons and coaching to meet the needs of all levels with a strong focus on junior players.

I will head up the teaching program for Miller Golf. Presently, I am ranked the #2 golf teacher and coach in the state of Massachusetts by Golf Digest

magazine, listed in the top 400 teachers in the United States, a former New England PGA Teacher of the Year and have been Cape Cod PGA Teacher of the Year 4 times.

Our exceptional teaching and coaching staff with include LPGA Professional Lianne Miller and PGA Professional, Rick Johnson, a longtime professional at The Hyannisport Club and Willowbend.

On another note, we spoke briefly in regards to a "reciprocal" that potentially could be an outstanding benefit for our two facilities. Our club does not have a full scale driving range. To form an agreement, where members at The Golf Club at Yarmouthport could use the range at CV in exchange for a annual round of golf for all Cranberry Valley members at The Golf Club at Yarmouthport for cart fee only. There would be no restrictions for tee times during the year unless we have a previously schedule event.

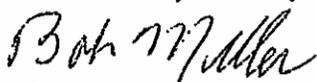
Due to the demographics at YarmouthPort, I feel a small percentage of people would use the CV range. This would be offered to only our full members not afternoon or family members. Presently, we have about 200 members.

Certainly, I would like to continue our discussion to see if we could establish a win - win situation for our courses. This kind of innovation could be a smart and conceivable way to offer more membership value to each club.

Our goals would be to work together, grow the game, add value to both facilities and ensure a helpful atmosphere and positive culture for our golfers.

Thank you for your consideration. Looking forward to a wonderful season and much success to you in your new position as Golf Director at Cranberry Valley Golf Course.

Best wishes,



Bob Miller, PGA
Miller Golf Cape Cod

Request for Quote

License Agreement Proposal for Golf Teaching Professional

The Town of Harwich is soliciting quotes for a license agreement for a golf professional to run a golf instruction program at Cranberry Valley Golf Course.

Please submit written quote to: Roman Greer, Director of Golf at 183 Oak Street, Harwich, Massachusetts, 02645, no later than Thursday, April 16, 2015 at 2:00pm.

Or email:

License to Run a Golf Instruction Program at Cranberry Valley Golf Course from April 1 to October 31, 2015

(words) Five thousand and 00/100 DOLLARS

(\$5,000.)

Signature

Date

Robert V. Miller
Miller Golf

April 13, 2015

Company Submitting Quote:

LICENSE AGREEMENT PROPOSAL

COPY

This License Agreement (this "License") is executed this 4th day of May, 2015 by and between the Town of Harwich, acting by and through its Board of Selectmen (hereinafter referred to as the "Town") and Miller Golf Cape Cod having an address of 6 Derby Lane, Harwich, MA (the "Licensee").

Whereas, the Town owns certain land known as the Cranberry Valley Golf Course, as shown on the plans titled "Plan of Land in Harwich Proposed for Conservation & Recreation Area" prepared by Town of Harwich Engineering Department, Scale 1" = 200', dated December 1971 and plan titled "Land Taking by the Town of Harwich" Prepared by the Town of Harwich Engineering Department, Scale 1" = 40', dated June 11, 1975. .

Whereas, the Licensee is a golf professional who desires access to the Driving Range and Golf Course Short Game Practice Facility to operate thereon a program of golf instruction open to the public on a fee basis; (the "Program").

Whereas, the Town is willing to grant the Licensee access to the Golf Course Short Game Practice Facility and Driving Range to conduct such golf instruction as a **Licensee**;

Now, therefore, the Town hereby grants such entry and license to use the Golf Course Short Game Practice Facility and Driving Range to the Licensee, subject to the following terms and conditions:

1. USE, PURPOSE, CONDITION OF PRIEMISES, TERM

Entry and use of the Golf Course are limited as herein defined.

Entry and use are specifically, but not exclusively, granted to the Licensee to utilize the facilities of the Golf Course, including but not limited to the Short Game Practice Facility and Driving Range, subject to a schedule to be approved in writing in advance by the Director of Golf, including the identification of the areas or facilities available to the Licensee and the times at which such areas or facilities are available. Licensee's use of the Golf Course and its facilities shall be limited to the days and hours on which the Golf Course is open to the general public.

The Licensee is hereby authorized to use the name of the Golf Club in advertisement of his | her services and fees, and such advertisement shall state that instruction is provided by Licensee as an independent golf professional under a license arrangement with the Town. All advertising that includes the

Cranberry Valley Golf Course name shall be approved by the Town in advance of publication.

The Licensee shall have control over his / her instructional services during the times and days designated by the Director of Golf. The Licensee shall have control over the Licensee's fee schedule for such instruction. The Town shall provide the Licensee with an adequate supply of range golf balls free of charge. Students of the Licensee shall be provided with range golf balls free of charge during warm-ups and lessons.

Licensee shall retain 100% of the revenues derived from fees for instruction he/she provides at the Golf Course. Any and all golf equipment sales to students of the Licensee shall be transacted through the Cranberry Valley Golf Course Pro Shop, and all revenues from such sales shall be the property of the Town.

Licensee shall be responsible for storage of his/her own equipment off the Cranberry Valley Golf Course premises.

Licensee acknowledges and agrees that it accepts the Golf Course in "as is" condition for the purpose of this License, and that Licensor has made no representation or warranty regarding the fitness of the Golf Course or any of its facilities for the purposes intended by the Licensee.

Such entry and use by the Licensee shall be exercised from the date of the execution of this License and shall continue until terminated in accordance with the provisions of Section V below. The provisions of Section IV shall further limit such entry and use.

II. CONSIDERATION

The consideration for this License shall be for the period May 1st through October 31st of the calendar year for a total annual fee of \$5,000.00 paid to the Town in equal installments beginning no later than May 1st and then subsequently due by the first of each month thereafter through October 1st. Licensee acknowledges that said License Fee shall be due and payable regardless of the revenues Licensee derives from the exercise of his/her rights under this License. Consideration shall also include the payment of all costs and expenses associated with the exercise of the rights granted hereunder not otherwise provided for herein, together with the observation and performance by the Licensee of all the obligations and covenants set forth within this License to the reasonable satisfaction of the Town.

III. INDEMNIFICATION AND INSURANCE

The Licensee agrees to indemnify, defend and hold harmless the Town from and against any and all claims, demands, suits, actions, costs, judgments, whatsoever, including reasonable attorney's fees, which may be imposed upon, incurred by, or asserted against the Town by reason of (a) any failure on the part of the Licensee to comply with any covenant required to be performed or complied with by Licensee under this License, or (b) for the death, injury or property damage suffered by any person sustained or occurring on the Golf Course on account of or based upon the act, omission, fault, negligence or misconduct of the Licensee, or (c) for the death, injury or property damage suffered by any person sustained or occurring on land outside the Golf Course and related to the activities of the Licensee upon said Golf Course, or (d) for actions in trespass against the Town and/ or Licensee brought by a property owner abutting the Golf Course or any other person having any right, title or interest in the Golf Course locus.

The Licensee shall maintain general liability insurance, including coverage for bodily injury, wrongful death and property damage, all in amounts reasonably acceptable to the Town and in an amount sufficient to support the obligations of the Licensee under the terms of this License and as stated in Exhibit A. The Licensee will provide the Town with certificates of insurance, naming the Town as an additional insured, and evidencing that the Licensee's insurance is in force and that such insurance shall not be canceled or materially changed without giving the Town at least sixty (60) days written notice. Licensee shall maintain such insurance continually throughout the duration of this License and shall provide the Town with evidence of renewal of such coverage at least thirty days prior to the expiration of any current coverage.

IV. CONDUCT

During the exercise of the rights hereby granted, the Licensee shall at all times conduct himself | herself so as not to unreasonably interfere with the Town's use of the Golf Course, or the use of the Golf Course and its facilities by other patrons of the Cranberry Valley Golf Course, and shall observe and obey directives of the Town and its duly designated representatives, as well as all other applicable laws, statutes, ordinances, regulations and permitting or licensing requirements. The Licensee shall notify the Town orally and in writing to the Town Administrator and the Director of Golf of the Cranberry Valley Golf Course prior to entering the Golf Course to commence activities under this License and shall coordinate his/her use of the facilities on a daily basis with the Director of Golf of the Cranberry Valley Golf Course. Nothing in this Agreement shall be construed as requiring the Town to maintain the premises of Golf Course or any of its facilities in any manner or to supply or pay for any utilities other than as expressly provided herein. The hours of operation under this License are

limited to those days and hours during which the Cranberry Valley Golf Course is open to the public for operations.

V. TERMINATION AND MODIFICATION

This License shall be revocable by either party upon written notice of revocation at least sixty (60) days prior to the termination date stated within said notice, except that the License shall be revocable by either party for violation of the terms of this License upon notice of revocation at least seven (7) days prior to the termination date stated within said notice for violation of the terms of this License. The Town may revoke this License upon such prior oral or written notice as is reasonable under the circumstances, in an emergency or if the Town discontinues the use of the licensed property as a municipal golf course, or if the licensed use is determined to be in violation of any restriction on the use of the property.

In the event that this License is terminated by revocation of either party pursuant to this section, then the Licensee, at its own expense, shall remove all its facilities, apparatus, equipment and property from the Golf Course. This obligation shall survive the termination of this License.

VI. MODIFICATIONS and AMENDMENTS

Modifications or amendments to this License shall be in writing and duly executed by both parties hereto to be effective.

VII. NOTICE

For purposes of this License, the parties shall be deemed duly notified in accordance with the terms and provisions hereof, if written notices are mailed to the following addresses:

Licensee:

Town: Harwich Town Hall, 732 Main Street, Harwich, MA 02645,
Attn: Town Administrator

These addresses are subject to change, and the parties hereto agree to inform each other of such change as soon as practicable.

VIII. NO ESTATE CREATED

This License shall not be construed as creating or vesting in the Licensee any estate in the Golf Course, but only the limited right of use as hereinabove stated.

IX. EDITS and ATTACHMENTS

Any and all exhibits and attachments referenced herein or attached hereto are duly incorporated within this agreement.

X. SURVIVAL of TERMS and PROVISIONS

All appropriate terms and provisions relating to the restoration of the Golf Course shall survive the termination of this License.

IN WITNESS WHEREOF, the parties hereto have caused this License Agreement to be executed as a sealed instrument and signed in duplicate by their duly authorized representatives, on the date first indicated above.

FOR THE TOWN: Harwich Board of Selectmen

Larry G. Ballantine, Chairman

Peter S. Hughes, Vice Chairman

Edward J. McManus, Clerk

Linda A. Cebula

Angelo S. LaMantia

FOR THE LICENSEE: Miller Golf Cape Cod

Signature

Robert Miller, PGA
Print Name

Date : _____

Hi Roman,

The Inspector General's office confirmed that as long as it is a license agreement or permit (not a lease), there are no procurement requirements. You can do whatever you feel is beneficial to the Town. It could be a simple Request for Quotes as shown attached. It does not have to be a sealed bid. Or you can simply contact people you know would be interested in this, and negotiate a fair price. To avoid the appearance of conflict of interest, you should contact more than one interested party. There would have to be a signed contract detailing the terms and compensation. You could also place a legal notice in the Chronicle requesting quotes with a deadline for the quotes. Sandy will post the notice and submit to the Chronicle for publication. The Chronicle is published on Thursdays. You can choose any quote that you determine is in the best interest of the Town, or reject all quotes. Let me know if you need anything else or want me to review anything.

Bob

Robert Cafarelli, P.E.

Town Engineer
Town of Harwich
732 Main Street
Harwich, MA 02645
Tel: 508-430-7508
email: rcafarelli@town.harwich.ma.us

From: Roman Greer
Sent: Thursday, March 26, 2015 1:41 PM
To: Robert Cafarelli
Subject: RE: Cranberry Valley RFP

Hi Bob,

Thanks again for your time yesterday and your help with our golf instruction license. Please let me know what you find regarding the process for posting and soliciting bids.

Here are specifics about the license proposal we may want amended:

The license should cover the "Driving Range and Short Game Practice Facility"

I would like the terms of the license to remain May 1 through Oct 31, one year only. Both parties must agree to renewal.

I would like to not name a price, but keep the bid amount open. Would we retain the right to turn down bids if all are considered too low?

Please let me know if you have any specific concerns or comments. I am anxious to get this posted ASAP.

Thanks Bob,
Roman

Roman Greer, PGA
Director of Golf
Cranberry Valley Golf Course