

SELECTMEN'S MEETING AGENDA

Griffin Room, Town Hall

Executive Session 5:45 P.M.

Regular Meeting 6:30 P.M.

Monday, September 21, 2015

I. CALL TO ORDER

- II. EXECUTIVE SESSION – Pursuant to M.G.L. c.30A, § 21(3), to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares – HEA Grievance

III. PLEDGE OF ALLEGIANCE

IV. WEEKLY BRIEFING

V. PUBLIC COMMENT/ANNOUNCEMENTS

- A. National Grid update on gas line moratorium – Bill Ciocca, Dennis McCaffery

VI. CONSENT AGENDA

- A. Approve Minutes – September 8, 2015 Regular Meeting
B. Confirm appointment of Charleen Greenhalgh as Assistant Town Administrator at Grade M-7, Step 6, with an annual salary of \$96,155 per year. Start date of October 19th or sooner, contingent on successful background check.
C. Approve HEA Job Description for Planning Assistant
D. Accept the resignation of Stanley Kocot as a member of the Harwich Board of Health effective immediately
E. Approve application for Weekday Entertainment License for TeamPeh Properties, LLC
F. Vote to refer Ginger Plum Lane road betterment to the Planning Board for Public Hearing following Assessor's verification of owners/signatures which meets criteria of 50% plus one

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

- A. Annual Meetings:
1. Community Center Facilities Committee
2. Recreation and Youth Commission
3. Council on Aging
B. Cape & Vineyard Electric Co-op's finances and plans for the coming year – Liz Argo

VIII. OLD BUSINESS

- A. Full-time Building Inspector – *discussion & possible vote*
B. Process to move forward with the West Harwich School Building – *discussion & possible vote*
C. Kopelman & Paige rate increase – *discussion and possible vote*

IX. **NEW BUSINESS**

A. Wastewater Educational Moment – Fig. 3-13 Package Treatment Sites - *discussion*

X. **TOWN ADMINISTRATOR'S REPORT**

A. Brooks Free Library columns

XI. **SELECTMEN'S REPORT**

XII. **ADJOURNMENT**

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

Authorized Posting Officer:

Posted by: _____
Town Clerk

Sandy Robinson, Admin. Secretary

Date: September 17, 2015

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
TUESDAY, SEPTEMBER 8, 2015
6:30 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark, Chief Clarke, Deputy Chief Gagnon, Barbara-Anne Foley, Bob Cafarelli, Paul Sweetser, Carolyn Carey, Elaine Banta, Lou Urbano, Sally Urbano, and others.

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

Chairman Hughes reported that the Board had just come out of Executive Session where they discussed potential land acquisition.

WEEKLY BRIEFING

Deputy Chief Gagnon reported that there were over 1,000 people at last week's jailhouse barbecue and he thanked the citizens of the town. Chief Clarke said there will be the annual ceremony of remembrance of the events of September 11th at 9:45 on that day at the Public Safety Facility.

PUBLIC COMMENT/ANNOUNCEMENTS

Mr. Urbano submitted a check for \$387 to Mr. Clark for the Albro House Maintenance Fund.

CONSENT AGENDA

- A. Approve Minutes – Monday, August 24, 2015
- B. Approve and authorize the Chair to sign contract for new ambulance from Specialty Vehicles Inc. that was approved at the May 2015 Town Meeting in the amount of \$292,675. Equipment will be purchased separately
- C. Approve the contract with Ballard Truck & Equipment for one new 2016 Mack CHU613 Road Tractor for the DPW that was approved at the May 2015 Town Meeting in the amount of \$138,750
- D. Approve petition by Eversource Energy to install one new pole in the public roadway on Old Queen Anne Road
- E. Approve and sign letter from Selectmen and Conservation to Eversource regarding herbicide spraying in Harwich
- F. Approve the new Job Description for Planning Assistant
- G. Approve request by Police Chief to dispose of surplus items
- H. Accept resignation of Dean Hederstedt from the Conservation Commission effective September 2, 2015
- I. Approve Nomination/Interview Sub-committee recommendation to appoint Carolyn O'Leary to the Conservation Commission and Lorraine Bossi to the Harwich Cultural Council

- J. Vote to refer Ginger Plum Lane Road Betterment petition to the Assessor's Office for verification of signatures and confirmation of 50%+ approval by abutters (Ch. 255-4 Town of Harwich Code)
- K. Approve application by Hawkers & Peddlers License by St. Martin's Lodge AF & AM
- L. Approve application by National Multiple Sclerosis Society for Road Race

Ms. Brown moved approval of the Consent Agenda items A-E and G-L. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

Chairman Hughes noted that he and Mr. Clark are still having discussions with the union on item F.

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

- A. Needs Assessment Review / Cost Benefit Analysis
 - 1. Engineering Department
 - 2. Town Nurse/Chef

Mr. Clark outlined his memo to the Board dated September 2, 2015 regarding cost analysis for Town Engineer and Surveyor services as well as the Council on Aging Nurse and Chef Programs (see attached). With no action or comments from the Board, Chairman Hughes said these topics should be put to bed and they should move forward.

OLD BUSINESS

- A. Preparation for meeting with the By-Law and Charter Review Committee – *Information*

Chairman Hughes discussed the memo from Kopelman and Paige dated November 14, 2014 regarding Charter Interpretation Issues in preparation for meeting with the By-Law Charter Review Committee in two weeks. He asked the Board to review and submit any other items they would like included for discussion at that meeting.

- B. Non-Binding Advisory Ballot Question regarding the Harwich Middle School – *Information*

Chairman Hughes noted that we received a sample ballot question from Kopelman & Paige regarding the Harwich Middle School and the Board should review it. Ms. Cebula urged that there be two dollar amounts in #1 for building modifications and annual operating costs. Ms. Brown noted that there is no line for the sale price on #3 and that is an important piece of information for the voters. Ms. Cebula recommended not mentioning any specific use such as Cultural Center and Ms. Brown agreed. Chairman Hughes asked Mr. MacAskill and Mr. LaMantia to review it and bring it back.

NEW BUSINESS

- A. Treasure Chest Committee Recommendation – *discussion and possible vote*

Mr. MacAskill noted that we had a report from Ms. Cebula who attended a committee meeting of the Treasure Chest and found that the committee members were completely different from what the

Board had appointed. Mr. Hooper noted that they could disband the committee or they can get resignations from those who were actually sworn in. Mr. MacAskill said that he will speak with Mr. Hooper about gathering resignations and to discuss interviews. Chairman Hughes asked the Interview & Appointments Committee to report back on this.

B. Wastewater Educational Moment – Technology Assessment – Green Infrastructure & Alternative Approaches – *discussion*

Chairman Hughes briefly outlined a report entitled “Cape Cod Regional Wastewater Management Plan Technology Assessment – Green Infrastructure and Alternative Approaches” which he noted is available from the Cape Cod Commission.

C. Request from Selectman Jannell Brown to be tardy from six Selectmen’s meetings for educational purposes

Ms. Brown explained that she has the opportunity to complete her Masters Degree but the first class she needs is on six Mondays during the fall semester from 4:45 to 7:25 p.m. and she may be late or miss meetings. Chairman Hughes noted that permission from the Board is not needed and this is just informational. There were no objections from the Board.

SELECTMEN’S REPORT

Mr. Clark stated that he received a request from the Superintendent to see if the Town could do some landscaping work in front of the High School where the grounds are in disrepair. He noted that technically it is still under the contractor’s responsibility but he did have Mr. Fernandez take a look at it and it would be a service we would offer at a cost. Chairman Hughes said he thought soccer fields were supposed to go in there and we should look into that. Ms. Cebula pointed out that if we pay Monomoy then we are paying 70% of that. Mr. Clark said he believes it makes sense to pursue as we have the golf course right next door so we have the ability to do it and also if the school were to go out and get a private quote for \$100,000 and the Town were to be able to do it at a more reasonable price we would actually be saving money. Ms. Cebula questioned why would we pay anything if the contractor didn’t do the work. Mr. Clark responded that whatever the contractor didn’t do we would then back charge the contractor and we are not going to benefit the contractor by doing this. Ms. Cebula stressed that this is not our problem to solve and Chairman Hughes noted that there has to be a plan there. Ms. Cebula stated that the Building Committee needs to be dealing with this and not having us solve this problem. Mr. MacAskill added that there doesn’t appear to be any maintenance plan at the Elementary School and maybe Mr. Clark can bring that up with them.

ADJOURNMENT

Chairman Hughes adjourned the meeting at 7:45 pm.

Respectfully submitted,

Ann Steidel
Recording Secretary

OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, Town Administrator

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



September 15, 2015

Ms. Charleen L. Greenhalgh

Dear Ms. Greenhalgh:

We would like to offer you the position of Assistant Town Administrator for the Town of Harwich. I look forward to your positive contributions to our community.

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.
- The Town will arrange for a Pre-Employment Physical and Drug Test that must be successfully completed.
- Your employment is contingent upon a successful background and C.O.R.I. check.

Your position title will be Assistant Town Administrator and your starting date is no later October 19, 2015. This position is included in the Town of Harwich Personnel By-Law and your employment is subject to the rights and obligations included in the by-law which has been provided to you. Your starting salary will be \$96,155 annually (Grade M-7, Step 6). As stated in the Personnel By-Law, you will be granted eight (8) days' vacation in your first partial fiscal year of employment and on July 1, 2016 you will be granted eleven (11) days' vacation.

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.

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

Sincerely,

Christopher Clark
Town Administrator

Charleen L. Greenhalgh

9/17/15
Date

CC: Board of Selectmen
IT Director

Town Treasurer
Town Accountant

**Town of Harwich
Job Description**

Position Title: Planning Assistant

Department: Planning

Statement of Duties

Under the direction of the Town Planner, responsible for providing technical and clerical support for regulatory processes and assisting the Town Planner in carrying out the functions of the department. Also responsible for assisting the Historic District and Historical Commission Chair in carrying out regulatory reviews and projects relating to historic matters.

Essential Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

1. Under the direction of the Town Planner, meeting with developers, attorneys, engineers, architects, surveyors, contractors and members of the general public regarding Harwich regulations, procedures and application requirements.
2. Under the direction of the Town Planner, reviewing applications for site plans, subdivisions, approval-not-required plans, and special permits to determine application completeness, zoning compliance and adherence to Planning Board Rules and Regulations.
3. Under the direction of the Town Planner, communicating with applicants and/or their agents to verify information or to obtain additional data or plan revisions.
4. Preparing legal notices, interdepartmental review correspondence, draft staff reports, and draft decisions.
5. Advising applicants of meeting deadlines, scheduling applications for Planning Board review, and preparing agendas.
6. Under the direction of the Town Planner, assisting in research for revisions to by-laws and rules and regulations, preparing hearing notices, notifying statutory parties, and notifying Town Clerk of revisions for inclusion in the Harwich General Code.
7. Maintaining files for regulatory reviews, by-law and regulatory revisions, and general planning matters.
8. Assisting in overall department administration including personnel related matters, financial administration of the department, and management of office equipment.
9. Assisting applicants in filing applications to the Historic District and Historical Commission, preparing staff reports, and preparing draft Notice of Determinations.
10. Assisting the Historic District and Historical Commission with historic projects.

Supervision

The Planning Assistant works under the general direction of the Town Planner but is expected to exercise prudent independent decisions and judgment. Policy problems or changes in procedures are discussed with the Town Planner, but the Planning Assistant ordinarily plans work and carries it through to completion independently.

Education and Experience

A bachelor's degree in a related field is preferred. The Planning Assistant should have a minimum of 12 months experience in regulatory and municipal processes.

Knowledge, Skills and Abilities

A candidate for this position should have:

- Considerable knowledge of state and local laws relating to planning, zoning, historic and related matters.
- Ability to carry out planning, zoning and historic research.
- Strong written, oral and graphic communication skills.
- Strong customer service skills and ability to maintain harmonious working relationships.
- Ability to work independently, multi-task and prioritize.
- Considerable knowledge of office management, procurement, and financial policies and procedures.
- Ability to efficiently operate computers and other office equipment.

Tools and Equipment Used

Equipment used includes computers, software (e.g. word processing, website posting, budget processing, and GIS), and general office equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Planning Assistant works in a quiet to moderately noisy office setting. The employee is required to stand, walk, or reach with hands and arms up to 25% of the time; and to sit, talk or listen/hear and use hands more than 75% of the time. The employee may occasionally lift up to 25 pounds. The employee has normal vision requirements that would allow the employee to operate a personal computer.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Planning Assistant has constant contact with the public answering inquiries and providing information. The position has constant contact with other town departments, outside agencies, other levels of government, lawyers and other professionals. The purpose of contacts is to respond to inquiries and complaints, conduct research, make appointments, give or receive information, or explain policies and procedures. Contacts occur in person, in writing, on the telephone, and via computer.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Paula Champagne

From: Stanleykocot [heartwichport@comcast.net]
Sent: Thursday, September 03, 2015 2:48 PM
To: Peter Hughes; Paula Champagne
Cc: Paula Champagne; Peter Hughes

Due to unforeseen circumstances, I am submitting my resignation from membership on the Harwich Board of Health effective immediately. Since I thoroughly enjoyed membership on this board and took great pride in it's accomplishments, this decision is difficult. Pain of severance is partially assuaged by the realization that I have enjoyed the privelege the honor, and the satisfaction of serving with fellow Board members whom I believe to be among the best. Cherished will be those memories of being part of this tight knit group providing an ambience engendering collegiality and fraternity.

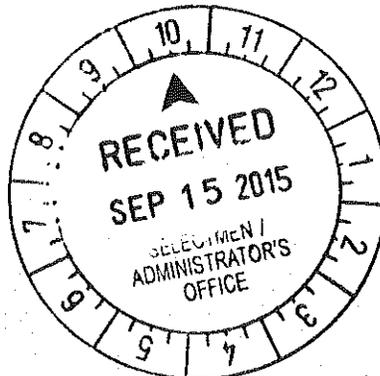
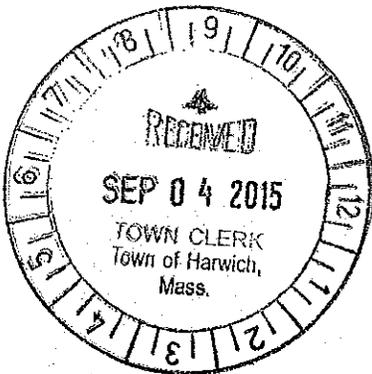
To work with our Health Director is to bear witness to the workings of a well oiled administrative machine. Ms Paula Champagne and her loyal staff are indeed a Harwich treasure.

In parting,we fervently hope that efforts to better educate and prepare our progeny and future generations for the prodigious and daunting challenges they are about to assume.

Respectfully submitted.

Stanley L Kocot M.D.

Sent from m





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

APPLICATION FOR ENTERTAINMENT LICENSE

- Weekday Entertainment (\$75) ___ 1 day (\$25)
 - ___ 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)
 - ___ Other _____
- New application
 - Renewal _____
 - Annual _____
 - Seasonal
 - Opening Date _____

Business Name TeamPeh Properties LLC Phone 617-872-7194

Business Address ~~PO Box 623~~ 515 Route 28, Harwich Port, MA 02646

Mailing Address PO Box 623, Harwich Port, MA 02646

Owners Name & Address TeamPeh Properties, PO Box 623, Harwich Port, MA 02646

Email Address tpproperties@teamp eh.com

Managers Name & Address Elizabeth Geuss & Adam Farook, PO Box 623, Harwich Port, MA 02646

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):

12pm - 9pm, Monday - Saturday (within those timeframes)

ENTERTAINMENT TYPE: (Check all appropriate boxes) outside on porch

- 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

Per Chamber of Commerce - the building is not rented out at this time. Owner is TeamPeh Properties LLC. (former Whimsy)

Ann Stridel

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:

- Describe in complete detail the extent of exposure during the performance and the nature of the entertainment: N/A
- Furnish additional information concerning the condition of the premises and how they are suitable for the proposed entertainment: N/A
- Fully describe the actions you will take to prevent any adverse effects on public safety, health, or order: N/A
- Identify whether and how you will regulate access by minors to the premises: N/A

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.

[Signature] Manager
Signature of applicant & title

46-0789165
Social Security # or Federal I.D. #

Signature of individual or corporate name

Social Security # or Federal I.D. #

Same
Signature of Manager

Social Security # or Federal I.D. #

Same
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.

[Signature] ^{do not overload deck with equipment or occupants}
Building Commissioner

N/A
Board of Health

[Signature]
Fire Department

[Signature]
Police Department

comments: Must comply with town by law regarding noise/sound application

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

Town of Harwich, MA
Monday, September 14, 2015

Chapter 189. NOISE

[HISTORY: Adopted by the Special Town Meeting of the Town of Harwich 5-5-2009 by Art. 1; amended in its entirety 5-3-2011 STM by Art. 20. Subsequent amendments noted where applicable.]

GENERAL REFERENCES

Peace and good order — See Ch. 214.

§ 189-1. Definitions; regulations; exemptions; special permits; violations and penalties.

[Amended 5-7-2012 ATM by Art. 23]

- A. Definitions. As used by this bylaw, the following terms shall have the meanings indicated:

PLAINLY AUDIBLE

Any sound from a source regulated by this bylaw that can be detected above routine or normal ambient background noise by unaided human hearing.

SOUND AMPLIFICATION SYSTEM

Any fixed or portable system to operate or amplify sound, including, but not limited to, phonograph, radio, television, stereo, record player, tape player, cassette player, compact disk player, digital music player, "boom box," or loud speaker.

- B. It shall be unlawful for any person or persons to cause or allow any noise which emanates from any building, boat, structure, vehicle, premises, or any sound amplification system, which is plainly audible at a distance of 150 feet from any such building, boat, structure, vehicle, premises or sound amplification system. The fact that the noise is plainly audible at a distance of 150 feet from the building, structure, vehicle, boat, premises or sound amplification system in which or from which it originates shall constitute prima facie evidence of a violation of this section. Each such act, which constitutes a violation of this section, which either continues or is reported more than 30 minutes after the issuance of a warning or citation to cease said activities, shall be considered a separate offense and shall be prosecuted as a separate offense in accordance with § 189-1E.
- C. Sounding horns excessively. It shall be unlawful to sound or use automobile, truck or other motor vehicle horns or similar signaling devices upon the public streets, alleys, parking lots, or thoroughfares of the Town in excess of those signals necessary for the preservation of safety and is a violation of this bylaw at anytime.
- D. For the purposes of this bylaw, noises which disturb the reasonable quiet, comfort, repose, or health of others shall include loading or unloading activities, use of power tools and equipment, use of lawn or landscaping equipment, loud outcries, and other loud or boisterous noises which are not specifically exempted by § 189-1F and which are plainly audible at a distance of 150 feet from their source between 10:00 p.m. and 7:00 a.m., except as otherwise indicated as outlined in § 189-1B.

- E. Procedure upon violation. It shall be the duty of any police officer of this town to order any person or persons so acting as to violate the provisions of this bylaw to cease any prohibited activities which are specified in this bylaw, and if the person or persons so ordered does not forthwith obey, the officer may issue a noncriminal citation with a fine of \$150 for the first violation and \$300 for each subsequent violation.
- (1) If the person or persons responsible for violation(s) of this bylaw cannot be determined, then the person in lawful custody and/or control of the premises where the violation(s) occurred, including but not limited to the owner, lessee, manager, or occupant of the property, may be deemed responsible for the violation(s).
 - (2) Any person or persons who commit, in the presence of a police officer, a violation of this article, which amounts to a breach of the peace or anticipatory breach of the peace, may be arrested without a warrant.
 - (3) Whoever violates any provision of this bylaw may be penalized by indictment or on complaint brought in the District Court. Except as may be otherwise provided by law and as the District Court may see fit to impose, the maximum penalty for each violation or offense shall be \$300.
 - (4) The Town may enforce this bylaw or enjoin violations thereof through any lawful process, and the election of one remedy by the Town shall not preclude enforcement through any other lawful means.
- F. Exemptions. The following uses and activities shall be exempt from the noise level regulations:
- (1) Any law enforcement motor vehicle equipped with any communication or signaling device necessary in the performance of law enforcement duties.
 - (2) Any fire apparatus, ambulance, rescue, or emergency response vehicle in performance of their public safety responsibilities.
 - (3) Any emergency vehicle equipped with any communication device necessary in the performance of any emergency procedures.
 - (4) Any highway maintenance, water department, or public utilities vehicle utilizing an amplified communications system in the performance of their responsibilities.
 - (5) Announcing systems at sanctioned sporting or other authorized public events.
 - (6) Noises of safety signals, warning devices and emergency pressure relief valves during public emergencies.
 - (7) Noises resulting from any authorized vehicle(s) responding to an emergency call or acting in time of emergency.
 - (8) Noises resulting from activities of a temporary duration permitted by law and/or for which a license or permit has been granted by the Town.
 - (9) Parades, music festivals, public gatherings, and events for which the Selectmen have issued a permit.
 - (10) Bells, chimes or carillons, or their amplified, recorded, or other electronic substitution while being used for religious purposes, in conjunction with religious services or to denote time intervals between the hours of 7:00 a.m. and 10:00 p.m.
 - (11) Snow removal from private parking lots, drives, roadways, and other vehicle- or pedestrian-traveled surfaces.

- (12) Noises for which the Board of Selectmen has granted a special permit.
- (13) Noise resulting from activities of any agricultural operation.
- G. Application for special permit.
 - (1) Application for a permit for relief from the noise level designated in this chapter on the basis of undue hardship may be made to the Board of Selectmen.
 - (2) Any permit granted by the Selectmen shall set forth all conditions pertaining to the specified noise and a reasonable time limit for its abatement.
 - (3) The holders of licenses to provide alcoholic beverages and/or entertainment shall comply with any noise allowances and/or restrictions imposed upon such licenses, and in the case of a conflict between individual license allowances or restrictions and this bylaw, the terms of the license shall apply, and a violation of any such allowances or restrictions shall also constitute a violation of this bylaw.
- H. Severability clause. If any part of this bylaw is deemed to be contrary to state or federal law by the Attorney General, that part can be severed without affecting any other part of this bylaw.



**TOWN OF HARWICH
ASSESSORS OFFICE
732 MAIN STREET
HARWICH, MASSACHUSETTS 02645**

**OFFICE OF THE
BOARD OF ASSESSORS
Tel: 508-430-7503
Fax: 508-430-7086**

TO: Board of Selectmen

DATE: September 10, 2015

RE: Road Betterment —Ginger Plum Ln.

We have verified the owners and signatures for the twenty three (23) properties out of twenty nine (29) properties in the Ginger Plum Lane betterment petition. The 50% plus one rule would require sixteen (16) of the twenty nine (29) parcel owners to agree. We find that this petition meets this test.

Bruce Nigistuzile

BOARD OF ASSESSORS

Extract:
Database:
Filter:

KEY GINGER PLUM LN
LIVE
Key IN
638,640,8047,641,644,8048,646,647,651,8050,653,657,659,8052,660
,666,668,670,16030,693,695,8055,697,699,701,702,704,8046,637
MapID_For_Sorting ASC

Report #24: Owner Listing Report
Fiscal Year 2016

HARWICH MA

Sort:

Key	Parcel ID	Owner	Location	LC/CI	Bk-Pg(Cert) /Dt	Mailing Street	Mailing City	ST	Zip Cd/County
8046	5-G1-1-0	SWEENEY NANCY SYMMES TRS ET AL C/O SWEENEY NANCY SYMMES LIFE	263 LOWER COUNTY RD	N 1010	18509/133 4/28/2004	405 GARDEN GATE CT	BOARDMAN	OH	44512
637	5-G1-2-0	WATSON ARTHUR F TR WATSON NOMINEE TRUST	267 LOWER COUNTY RD	N 1010	28202/140 6/13/2014	267 LOWER COUNTY RD	HARWICH PORT	MA	02646
638	5-G1-4-0	DAVIS MATHEW A & DAVIS JENIFER L	67 GINGER PLUM LN	N 1010	23167/93 9/22/2008	67 GINGER PLUM LN	HARWICH PORT	MA	02646
640	5-G1-7-0	WILLIAMSON PAMELA M TR PAMELA M WILLIAMSON REVOCABLE	65 GINGER PLUM LN	N 1010	28954/185 12/17/2012	PO BOX 247	MEDWAY	MA	02053
8047	5-G1-8-0	BLOCK GAYLE A	63 GINGER PLUM LN	N 1010	24618/72 6/15/2010	32 AVEBURY LN	TOLLAND	CT	06084
641	5-G1-9-0	GATES DOUGLAS S & BRYANT-GATES REBECCA	64 GINGER PLUM LN	N 1010	10158/160 4/19/1996	266 COMMONWEALTH AVE	CONCORD	MA	01742
644	5-G1-11-0	TIVNAN BRENDON FRANCIS TRS ET TIVNAN MARY LOUISE TRS	61 GINGER PLUM LN	N 1010	27786/25 10/28/2013	34 TERRENCE AVE	CLINTON	MA	01510
8048	5-G1-13-0	BARRY TERRENCE J & BARRY FRANCES A	60 GINGER PLUM LN	N 1010	5800/252 6/26/1987	60 GINGER PLUM LN	HARWICH PORT	MA	02646
646	5-G1-14-0	SIDOLI CHRISTOPHER J TRS ET AL SIDOLI EUGENIA A TRS	58 GINGER PLUM LN	N 1010	22985/44 6/17/2008	PO BOX 727	HARWICH PORT	MA	02646
647	5-G1-15-0	CONNAUGHTON RICHARD P & CONNAUGHTON RUTH M	59 GINGER PLUM LN	N 1010	2772/95 8/25/1978	59 GINGER PLUM LN	HARWICH PORT	MA	02646
651	5-G1-17-0	DALEY JOSEPH OBRIEN JR	57 GINGER PLUM LN	N 1010	7091/9 5/10/1994	57 GINGER PLUM LN	HARWICH PORT	MA	02646
8050	5-G1-18-0	TAYLOR CHERYL D TR BUSCHY REALTY TRUST	58 GINGER PLUM LN	N 1010	19212/160 11/4/2004	7 PENNY LN	EASTON	MA	02334
653	5-G1-19-0	SPINAZOLA JOSEPH A JR LIFE EST	54 GINGER PLUM LN	N 1010	27319/272 4/25/2013	68 BEAN RD	STERLING	MA	01564
657	5-G1-20-0	DILLON THOMAS J TRS ET AL DILLON MARY T TRS	55 GINGER PLUM LN	N 1010	6412/193 8/26/1988	55 GINGER PLUM LN	HARWICH PORT	MA	02646
659	5-G1-22-0	GEBHARD LEONARD J	52 GINGER PLUM LN	N 1010	18182/325 2/3/2004	110 HOWARD ST	MELROSE	MA	02176
8052	5-G1-23-0	LANDGRAF PRISCILLA T ESTATE OF	42 GINGER PLUM LN	N 1010	3952/212 12/9/1983	C/O MARSHA L SMITH 2111 ST CLAIR AVE	ST PAUL	MN	55105-1132
660	5-G1-25-0	BRESLER GABRIEL E & BRESLER ADRIAN S	36 GINGER PLUM LN	N 1010	25102/172 12/17/2010	239 TAPPAN ST	BROOKLINE	MA	02445
666	5-G1-29-0	BURKE BERNICE M	20 GINGER PLUM LN	N 1010	1532/341 9/24/1971	1970 COMMONWEALTH AVE	BRIGHTON	MA	02135
668	5-G1-30-0	BURKE BERNICE M	16 GINGER PLUM LN	N 1010	1275/489 10/14/1964	1970 COMMONWEALTH AVE	BRIGHTON	MA	02135
670	5-G1-32-0	MCQUADE JOHN B & MCQUADE DEBORAH K	8 GINGER PLUM LN	N 1010	19261/231 11/19/2004	8 GINGER PLUM LN	HARWICH PORT	MA	02646
16030	5-G1-35-0	SAVAGE BETH A TR HIGHLAND TRUST	28 GINGER PLUM LN	N 1010	28389/95 9/17/2014	28 GINGER PLUM LN	HARWICH PORT	MA	02646
693	5-G4-43-0	PUCCIO RICHARD & PUCCIO CARYN	19 GINGER PLUM LN	N 1010	26965/96 12/19/2012	145 TOILS END RD	NORFOLK	MA	02056
695	5-G4-44-0	LAING ANN C TR ANN C LAING TRUST	15 GINGER PLUM LN	N 1010	23220/152 10/20/2006	15 GINGER PLUM LN	HARWICH PORT	MA	02646
8055	5-G4-48-0	FAHLSTROM DAVID J	49 GINGER PLUM LN	N 1010	2531/58 6/20/1977	291 PARK AVE	WORCESTER	MA	01609

Export:
Database:
Filter:

KEY GINGER PLUM LN

LIVE

Key IN

638,640,8047,541,644,8048,646,647,651,8050,653,657,659,8052,660,
,666,668,670,16030,693,695,8055,697,699,701,702,704,8046,637

Sort:
MapID_For_Sorting ASC

Report #24: Owner Listing Report
Fiscal Year 2016

HARWICH MA

Key	Parcel ID	Owner	Location	LCVCI	Bk-Pg(Cert) /Dt	Mailing Street	Mailing City	ST	Zip Cd/County
697	5-G4-49-0	DEBAISE MARCUS J TR DEBAISE FAMILY TRUST	35 GINGER PLUM LN	N 1010	27794/275 10/31/2013	99 DEEPWOOD DR	SO WINDSOR	CT	06074
699	5-G4-50-0	SCHWABE STEVEN W TR SCHWABE CHILDREN TRUST AGREEME	29 GINGER PLUM LN	N 1010	27580/203 7/30/2013	20 OAKWOOD DR	S WINDSOR	CT	06074
701	5-G4-51-0	SCHWABE STEVEN W TR SCHWABE CHILDREN TRUST AGREEME	23 GINGER PLUM LN	N 1010	27580/203 7/30/2013	20 OAKWOOD DR	S WINDSOR	CT	06074
702	5-G4-52-0	F D G CORPORATION FRANCIS D GIBBONS	11 GINGER PLUM LN	N 1010	19229/5 11/9/2004	52 HIGHLAND ST	WORCESTER	MA	01613
704	5-G4-53-0	RADLO IRENE R	7 GINGER PLUM LN	N 1010	1396/725 4/8/1968	THE COMMONS 1 HARVEST CIR. UNIT 216	LINCOLN	MA	01773

Total Records 29

§ 255-4. Improvements to private ways.

- A. In the event that a group of property owners who own property on a private road which has been open for public use for at least five years wish the Town of Harwich to finance the repair of their private way, they shall engage an engineer experienced in road construction and repair who shall survey the road in question to develop a plan for the repair of that private road which shall take into consideration the need for additional drainage, new berms, driveway aprons to protect the edges of the repaired road, the filling of existing cracks and the application of one or more layers of bituminous concrete. The repair shall be designed to bring the road up to Town standards or as close as possible within the physical constraints of the right-of-way.
- B. The plan shall specify the projected useful life of the repaired private way, and in no event shall the projected useful life be less than 15 years. All costs of preparing the plan, obtaining cost estimates and preparing the petition described below shall be the exclusive responsibility of the petitioners.
- C. The property owners shall prepare a petition to the Board of Selectmen for the Town of Harwich to finance the work in an amount certain, including a ten-percent contingency amount. The petition shall list the parcels by lot number and map number together with the owners' names of record with a space for each owner to place his or her signature. The petition must state that each signature represents an irrevocable agreement by each signatory to repay to the Town of Harwich, through the mechanism of a betterment added to each owner's real estate tax bill, his or her pro rata share of the total amount to be financed plus interest and administrative costs, which Town administrative costs shall not exceed 10% of the project. The petition shall not be presented to the Selectmen unless 50% of all the abutters to the road plus one more abutter shall have agreed to the project and its financial commitment by having signed it. Once approved by the Board, all abutters shall be assessed for a pro rata share of the cost of the betterment.
- D. The petition, accompanied by the engineer's plan, a map of the private way to be repaired and backup for the cost estimates, shall be submitted to the Selectmen's office on or before August 31. The Selectmen shall refer every such petition to the Assessor's office for verification of signatures and confirmation that more than 50% of the abutters have signed. The Selectmen shall consider all submitted petitions that pass the Assessor's examination prior to September 30. If the Selectmen determine that the proposed repairs are in the public interest and if the Selectmen determine that these repairs are within the financial capabilities of the Town, the Board of Selectmen shall refer each petition so determined to the Planning Board which shall conduct a public hearing on each petition on or before November 15 to evaluate the plan, examine the cost estimates and hear from both the abutters and the general public. The Planning Board shall either endorse the plan by a simple majority vote and return it to the Selectmen, recommend changes in costs or scope of the plan or disapprove the plan by a simple majority vote. #1
- E. If the Planning Board approves any such plan, the Board of Selectmen may place the plan on the warrant for the next Annual Town Meeting. If the Planning Board suggests modifications or changes in scope of costs, the Board of Selectmen may, as its option, send out proxies to the abutters noting scope and cost changes or it may return the project to the petitioners. If proxies are sent out, they must be returned by December 31; #2

the Selectmen may place the project on the Annual Town Meeting warrant, provided that more than 50% of the abutters approve the revisions.

- F. If the Annual Town Meeting votes to endorse and finance the project, the engineer who did the original plan shall be named "Project Manager." He shall prepare a new set of bid specifications with the bids to be directed to the Town Administrator. The Project Manager and the Town Administrator shall select the best bid to do the work. The Project Manager shall advise the Director of the Division of Highways and Maintenance 48 hours in advance of each phase of the project and certify, in writing, to the Director of the Division of Highways and Maintenance that each phase of the project has been completed to the Project Manager's satisfaction. The Director of the Division of Highways and Maintenance shall inspect the completed work and certify to the Town Accountant that the work is completed so that payment may be made.
- G. For a group of private roads within a subdivision in which membership in a neighborhood property owners' association is automatic or mandatory, the same procedure shall be used:
- (1) So long as a majority of the owners of the lots abutting the group of private ways to be repaired signs the petition required by Subsection C above; and
 - (2) So long as the group of private ways to be repaired is owned or controlled, directly or indirectly, by the neighborhood association or its members.
- H. The Town of Harwich shall incur no liability for any damages of any nature whatsoever arising from the project by virtue of the Town's agreeing to finance any repair of a private subdivision way. The abutters who accept Town financing shall be deemed to have indemnified and held the Town harmless against any and all such claims.
- I. Any private way improved under the provisions of this bylaw need not be brought up to full Town road standards. Any private way improved under the provisions of this bylaw shall continue to remain a private way.

ANNUAL MEETINGS

September 2015

- 14 Architectural Advisory
Brooks Academy
- 21 **Recreation & Youth Commission**
Community Center Facilities
Council on Aging
- 28 Housing Committee
Conservation
Real Estate and Open Space

October 2015

- 5 Planning Board
Board of Health
Zoning Board of Appeals
- 12 Voter Information Committee
Youth Services
Cemetery Commission
- 19 Bikeways Committee
Trails Committee
Cultural Council
Historic District / Historic Commission
- 26 Waterways Committee
Golf Committee
Golf Building Committee

November 2014

- 2 Board of Assessors
Community Preservation
Housing Authority
- 9 Capital Outlay Committee
Utility and Energy
Finance Committee
- 16 Library Trustees
Water Commissioners
Agricultural Commission

July 29, 2015

The Facilities Committee is pleased to provide the Selectmen with an update on important work and valuable services provided by the Community Center, as well as an update on our goals moving forward.

The Community Center serves multiple essential functions for members of our local community. The Center hosts many annual town-wide events each year that facilitate the engagement and participation of town residents including holiday themed events, service oriented activities, and our annual Town Meeting. The Center also provides recreational activities for individuals of all ages and specialized care and services for seniors and veterans.

Additionally, a broad spectrum of community members and local groups are able to utilize the building for their meetings and events. This allows the Community Center to support local organizations and creates a space for members of the community to build relationships, learn new things, and develop their interests and passions. We are pleased to announce that beginning this year, individuals or groups in need of meeting rooms are able to submit their room request applications online. This increases the accessibility of our space and eases the application process. We are also happy to report that we have been able to continue to provide community access to our rooms and resources in an economically sustainable manner without raising our room rates. This helps to ensure that these rooms are accessible for returning community members and for new groups looking to utilize the space.

We are also pleased to announce that the Community Center just celebrated its 15th birthday as of February 2015! We are proud to celebrate this milestone of growth and service to our community and we look forward to many more years of continued service and success.

Consistent with years past, the Community Center has had a highly successful year to date. It boasts continued growth and success with ever more groups and individuals using the space and benefiting from the resources we provide. We collect data regarding the monthly usage of the Community Center and the numbers show that more and more people are using the building. Monthly data for the first half of 2015 is as follows:

January:	8,637
February:	8,997
March:	9,773
April:	6,754
May:	10,427
June:	8,040
July:	7,847

The Weight Room continues to be one of the most popular resources we provide to community members. The introduction of the new "Sportsman" software last year has increased our ability to accurately account for weight room membership and allows us to ensure that all who use the

weight room are paying members and that we are collecting the appropriate amount of revenue. With the aid of this software, we are happy to report that our weight room numbers are up slightly from last year. Weight room memberships run for the fiscal year and we have already had 224 people purchase one of our membership options since July 1. Through these sign ups, we have taken in over \$23,000 in revenue.

Beginning in January, the Community Center was certified as a participating Silver Sneakers fitness location. This allows seniors with participating Medicare insurance to use our weight room at no cost to them. They are able to improve their health and fitness and the Community Center is reimbursed directly through the individual's insurance. This money is deposited in the General Fund for the town and is therefore an asset to the town as a whole.

This year also marked the first year in which the Community Center offered specific birthday party packages to provide a community space for residents to enjoy their celebrations. We offer four separate packages that all provide for catering on site, set up and break down services, and use of activity rooms, the game room, the gymnasium, and the multipurpose room. We have sold 15 birthday party packages thus far and we anticipate further growth.

Further, our passport services are invaluable and always in high demand. Our two certified agents continue to meet a significant community need and help make what could be an intimidating process something simple and accessible. Since January, we have already helped 169 people with their passport needs!

We are also pleased to announce that, as of June, Community Center Director Carolyn Carey has received her recertification as a designated Massachusetts Certified Public Purchasing Official. This recertification reflects Ms. Carey's superior knowledge and skills with regards to public purchasing. This highlights another service to the town provided by the Community Center and its Director.

We are happy and thankful to report that we have just received a very generous donation of \$10,624 from the Ora Gaylord Arooth Trust. This gift has been provided to assist the Community Center with needed equipment, improvements, and staff training and will greatly help the Center in meeting the needs of the people who use our building and services.

One of our stated goals last year was to increase new programming available in the Community Center. We enthusiastically report that this goal has been met! We have increased courses and programming offered in the Center to include SAT preparation courses, classes on nutrition, scrap booking, and how to make natural beauty products. We have also instituted an event series entitled "Take Back Your Health" that has thus far covered topics including weight loss, vitamins, headaches, and understanding food labels. These are invaluable and informative to all members of our community.

In addition to our new programming and events, we continue to organize and host our annual bigger events and celebrations. In April, we organized our traditional egg hunt and hosted it in the Middle School. We provided a fun and exciting afternoon for between 300 and 400 local kids!

We will be putting on our annual Halloween celebration this October for the fourteenth year in a row. We are already beginning our preparation for this event by contacting local organizations and businesses to secure their support and donations. This event will allow us to once again provide a safe and enjoyable night for over 300 children and their families.

In December we will again partner with the Department of Children and Families as we organize our "Mitten Tree" to collect donations to provide gifts to children during the holiday season. This program helps to ensure that all of our kids have a joyful holiday season.

In the more immediate future, we have several exciting announcements for the month of August. We are in the final stages of gearing up for our sixth annual Community Yard Sale to be held on August 1st at Brook's Park. We invite all members of the community to sign up for a table to participate in the event. We are happy to report that all of our available tables are sold out and we look forward to a successful event! Further, on August 3rd, our Harwich Community Center signs located at the front of the building are scheduled to be updated and cleaned. This will help improve the overall appearance of the building.

Further, one of our current goals is to research the potential to use the Community Center for Municipal Public Records Storage. Director Carolyn Carey has worked in collaboration with the Town Engineer, Town Administrator, Building Inspector, and Facilities Manager to determine the feasibility of utilizing the Community Center basement for Public Records storage. These analyses and discussions are ongoing and highlight a valuable future use for the Community Center basement.

Lastly, we are happy to announce that, through a partnership with the Chamber of Commerce, the Community Center has started to run a monthly advertisement in the Chronicle that details the events scheduled at the Center. This will allow the public to be better informed about what is happening in the building and will facilitate greater involvement and use of the building by larger segments of the population.

As always, we remain committed to the Community Center and to seeing its continued growth and success. We are confident that our commitment to our existing programs and services as well as our continued expansion of programs and resources will allow us to meet these goals. We seek to always meet the continuing and developing needs of our local community as we enthusiastically look forward to working with you and the larger community to best serve the Town of Harwich.

**2015 RECREATION AND YOUTH COMMISSION ANNUAL REPORT TO THE
BOARD OF SELECTMEN**

ACCOMPLISHMENTS

- THE SUMMER OF 2015 WAS OUR MOST SUCCESSFUL SUMMER YET. ALL STAFF DID A GREAT JOB KEEPING PATRONS AND PROGRAM PARTICIPANTS SAFE.
- MOST DAILY PASS REVENUE EVER THIS YEAR (6 YEARS RUNNING)
 - 2010- 2290 TICKETS FOR \$34,355
 - 2011- 2523 TICKETS FOR \$37,845
 - 2012- 3156 TICKETS FOR \$47,340
 - 2013- 2909 TICKETS FOR \$49,855
 - 2014- 3585 TICKETS FOR \$59,325
 - 2015- 4262 TICKETS FOR \$85,240
- *BEACH STICKER REVENUE ALSO HIGHEST EVER AT \$264,690. (as of August 15)
- ADDED 12 NEW PROGRAMS THIS YEAR INCLUDING SUMMER ARCHERY, SUMMER FLAG FOOTBALL, SUMMER PICK-UP SOCCER, TINY TOT TENNIS, KAYAK TRIPS, SUMMER DODGE BALL, WINTER SEASONAL CRAFTING, FAMILY NIGHTS, FALL YOUTH PICKLE BALL, FALL BOWLING TRIPS, FALL YOUTH CRAFTS AND CONFECTIONS, AND FALL YOUTH FIELD HOCKEY.
- WE, ONCE AGAIN, RECEIVED A \$2000 GRANT FROM THE CHAMBER OF COMMERCE THROUGH THE HARWICH 5K ROAD RACE FOR WINTER SATURDAY NIGHT OPEN GYMS AND YOUTH PICKLE BALL EQUIPMENT.
- COMPLETED PHASE 2 OF THE BROOKS PARK EXPANSION PROJECT WHICH INCLUDED 2 NEW TENNIS/PICKLE BALL COURTS AND THE COMPLETE RENOVATION OF THE CURRENT BASKETBALL COURT.
- HOSTED THE ECAC COLLEGIATE TOURNAMENT AT WHITEHOUSE FIELD.
- HOSTED ANOTHER GREAT HARWICH MARINERS SEASON AT WHITEHOUSE.
- WILL BE HOSTING OUR, EVER GROWING, SECOND ANNUAL PICKLE BALL TOURNAMENT AT BROOKS PARK THIS SEPTEMBER.
- RELOCATED LIFEGUARDS TO CAHOON BEACH FROM SAND POND.
- EXPANDED OUR ELEMENTARY SCHOOL PROGRAM PICK-UP PROGRAM. WE WILL BE OFFERING A WIDE VARIETY OF DIFFERENT PROGRAMS FOR ELEMENTARY SCHOOL STUDENTS AND WE WILL PROVIDE PICK UP EACH DAY AT THE ELEMENTARY SCHOOL. THIS FALL WE WILL BE DOING PICK-UPS ALL FIVE WEEKDAYS.
- INTRODUCTION OF A SECOND PART-TIME SUMMER PARKING ENFORCEMENT OFFICER SO THAT WE HAVE TWO OFFICERS ON DUTY ON THE BUSY SUMMER WEEKENDS.

GOALS

- CONTINUE TO EXPAND PROGRAMMING FOR ALL AGE GROUPS WITH AN EMPHASIS ON NON-ATHLETIC ACTIVITIES AND PASSIVE RECREATION FOR CITIZENS OF THE TOWN OF HARWICH.
- CONTINUE TO EXPLORE ADDITIONAL REVENUE SOURCES INCLUDING KAYAK/STAND-UP PADDLEBOARD SUMMER RENTALS, SALES OF BEACH T-SHIRTS, HATS ETC., SEEK A ICE CREAM VENDOR CONTRACT AS WELL AS A RED RIVER BEACH FOOD VENDOR CONTRACT.
- SEEK FUNDING FOR PHASE 3 OF THE BROOKS PARK EXPANSION PROJECT WHICH WOULD INCLUDE: ADDITIONAL PARKING, HALF BASKETBALL COURT, HALF TENNIS WALL PRACTICE COURT, PICNIC PAVILION, TENNIS COURT RE-SURFACING, AND ADA ACCESSIBLE PATHWAYS THROUGHOUT THE AMENITIES OF THE PARK.

- SEEK FUNDING FOR THE REPLACEMENT OF ALL FENCING AT WHITEHOUSE FIELD AND TO CONTINUE TO MAINTAIN AND IMPROVE ALL RECREATION PROPERTIES INCLUDING BEACHES, PARKS, FIELDS, AND MEMORIAL SQUARES.
- TO CONTINUE TO USE THE MIDDLE SCHOOL BUILDING FOR RECREATIONAL ACTIVITIES THROUGHOUT THE YEAR.

YOUTH PROGRAM REGISTRATION NUMBERS

- FALL '14- 274 YOUTH PARTICIPANTS (10% INCREASE FROM LAST YEAR)
- WINTER '14/'15- 308 YOUTH PARTICIPANTS (NO CHANGE FROM LAST YEAR)
- SPRING '15- 241 YOUTH PARTICIPANTS (20% INCREASE FROM LAST YEAR)
- SUMMER '15 1022 YOUTH PARTICIPANTS (7% INCREASE FROM LAST YEAR)

TOTAL YOUTH PARTICIPANTS- 1845 (8% INCREASE FROM LAST YEAR)

** WE ALSO HAD APPROXIMATELY 5233 PEOPLE PARTICIPATE IN OUR YEAR ROUND OPEN GYM AND GAME ROOM PROGRAM.

ADULT PROGRAM REGISTRATION NUMBERS

- WE OFFERED A FULL SLATE OF YEAR ROUND ADULT PROGRAMS INCLUDING: OPEN TENNIS, TENNIS LESSONS, TURBO TENNIS, PICKLE BALL, MIDDLE SCHOOL PICKLE BALL, PICKLE BALL LESSONS, ADULT VOLLEYBALL, ADULT FIELD HOCKEY, MENS PICK UP BASEBALL, OVER 55 BASKETBALL, PING PONG
- WE HAD 328 ADULT PROGRAM PARTICIPANTS WHICH IS A 30% INCREASE FROM LAST YEAR.

**The Harwich Recreation and Youth Commission would like to thank the Board of Selectmen, Highway Department, Police Department, Fire Department, Engineering Department, Health Department, Harbormaster, Treasury Department, Accounting Department and many others, as well as, the citizens of the Town of Harwich for their continued support.

HARWICH COUNCIL ON AGING ANNUAL REPORT FY 15

IMPRESSIVE STATISTICS: The total population as of September 17, 2015 from the Town Clerk's Office is **12,330**; the number of persons 60 years old and older is **5,422 –44%!!!!** Those in Harwich age **80+=1,254**.

COA Volunteers: **130** COA Volunteer Hours: **8943.25** resulting in **\$245,443.30** savings to the Town of Harwich!!

The bulk of all of our Volunteers would be \$27.82 per hour of service according to the "Independent Sector"- National Value of Volunteer Time for 2014 (up 3% from 2013)

And Our Lawyers should be \$54.50 according to Bureau of Labor Statistics.

HIGHLIGHTS FROM THIS YEAR

- COA Director and Harwich Fire Lieutenants attended "**Remembering When™: A Fire and Fall Prevention Program for Older Adults**" at the New Hampshire Fire Academy. This is a great program resulting in Home Safety Assessments for at Risk Seniors who have self-identified and requested an assessment. They have been very well received to date.
- Harwich COA requested and received a Cultural Council grant to bring Tricia Silverman, a registered Dietitian to the COA. The topic was on the Mediterranean Diet and wellness. She was **ABSOLUTELY FABULOUS!!** We seriously could have had her all day with a lunch from our Chef and our attendees would have stayed! The COA is applying for another Cultural Council Grant this year for her to come again.
- COA Director applied for a grant to implement the National Aging Mastery Program (known as AMP) and was one of 30 cities/towns in the entire state of Mass to receive it. The program is 12 weeks and must have 30 enrolled in the program for 2 hours each week. The topics include Financial Management (and how to create a budget), Sleep, Nutrition, Engaging in your Community, Healthy Exercise, and much more. The attendees have said "they can't believe the speakers that have been lined up- one is just as superb as the next-so amazing". They are learning quite a bit and many of the enrolled were new to the COA and are early retirees or not yet retired.
- The Monomoy Regional School District and the Harwich COA together implemented a new Intergenerational Program called "Bridges Together" and it was rolled out for one full session for Grade 3 last Spring. It was a **HUGE** success and now since we had such a **HUGE** interest we have a wait list of Volunteers waiting to participate this year in the fall!
- Our COA had a Monomoy High School Senior Internship program this year and our student was able to assist the department with a number of activities in addition to creating great flyers for our programs.
- The 10th Annual "Remembering Walk-Dave Birtwell Memorial" Walk for Alzheimer's patients and their families was held again at Brooks Park and raised over \$10,000 in one day sponsored by our Friends of the Harwich COA.
- What began as a "Men's Breakfast" with approx. 12-15 men and a Speaker monthly, and a homemade Breakfast by our COA Chef, has grown not only in numbers now to over 50 each month, but also the men have built this wonderful camaraderie and even have begun carpooling and helping each other as a result of the friendships developed at this program.
- In May, COA Director attended a fabulous MEMA Hurricane Preparedness **FREE** all day Symposium in Norwood and it was extremely helpful and filled with useful information that you could immediately return to your Town with and implement!

- Harwich COA invited Massachusetts Office of Consumer Affairs Julian Smith to speak to seniors about Shopping Rights, Scams, and Identity Theft. This seminar was FREE, well attended and VERY informative both to those in attendance but to COA Staff as well!
- AARP Foundation Income Tax Preparation Program returned to a regional setting for Harwich and Chatham- but this year located it in Chatham (last year it was in Harwich).
- The COA was very fortunate to add our new Van Driver, Dana DeCosta this year. He has been an amazing addition to our Team, providing great customer service to our riders who just love him!

HOARDING PROBLEM IN HARWICH AND ACROSS THE CAPE CONTINUES TO GET WORSE AS MORE AWARENESS IS BROUGHT TO THE ISSUE INCLUDING DSM 5 RECOGNIZING IT AS A MENTAL ILLNESS NOW.

Social Services Coordinator, Kevin Grunwald, continues to be a member of the **Cape Cod Hoarding Task Force** and as such they work on many "Cape" cases together at the monthly meetings. Hoarding has become a pretty significant problem in Harwich. To that end, just this month Kevin Grunwald implemented a Grant that he applied for and received to Facilitate a program for hoarding called "Buried in Treasures". It is a huge commitment on the part of the attendee for 2 hours a week for 20 weeks and so far it has been very well received.

GOALS

MATURE WORKER PROGRAM USAGE

Utilize the "Free Help" from Elder Services Mature Worker Program to assist COA staff and enhance our programs, and services.

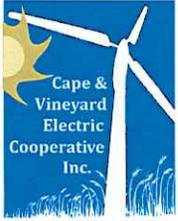
SENIOR TAX WORK OFF PROGRAM

To increase the usage of the Senior Tax Work Off Program by marketing it more with outreach to the community and reaching the lowest income Elders of Harwich and make sure they are aware of it.

NEW INNOVATIVE VOLUNTEER ORIENTATION DVD's

To work with the expertise of Channel 18 Staff, to create a media friendly "COA Volunteer Orientation Program". Making small DVD's that can be converted when we want-to You Tube videos that demonstrate the perfect volunteer Desk Receptionist at the COA for example or the Perfect Senior Dining Volunteer in action doing their job that we can use for orientation as well as later for re-training purposes.

Respectfully Submitted by,
 Chair: Adrienne Johnson, Vice Chair: Joe Johnson, Ralph Smith, Lee Culver, Michael Smith and Richard Waystack



Cape & Vineyard Electric Cooperative, Inc.

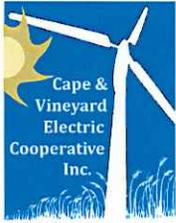
Town of Harwich

9.15.15



John C. Checklick, CVEC President

Liz Argo, Manager, Programs & Administration



Cape & Vineyard Electric Cooperative, Inc.

Municipal Net Metered Power

Cape & Vineyard Electric Cooperative Past - Present - Future

- Three PV Initiatives totaling 28MW are now producing power
 - The largest block of Cooperative PV power in New England
 - End FY15, distribution of cashed out net metering benefits = **\$2,250,000**
- Potential Future PV Initiatives - based on 3 previous initiatives' successes
- Battery Back-up - CVEC currently awarded a \$1.5 million grant for a battery back-up system at DY High School
- Potential Future Battery Initiatives
- Cooperative participation with Future Generation Wind with fixed cost PPA



Cape & Vineyard Electric Cooperative, Inc.

CVEC Benefits

- CVEC provides PV installations at *no capital cost to participating towns.*
- The low PPA costs CVEC negotiated *are fixed for 20 years, which is highly uncommon in other similar contracts. Savings from a fixed PPA of \$0.07 vs escalating at 2% over 20 years = \$664,000 for Chatham's 1.8MW PV installation – the average size PV system in Round 1*
- The Cooperative allows towns to benefit from distributed generation *beyond the state's per town limit of 10MW.*
- The Cooperative provides *optimization of PV installation location.* For instance, the power from 8 CVEC capped landfill projects developed to capacity is now shared through the Cooperative.



Cape & Vineyard Electric Cooperative, Inc.

The “Ask”

- In 2010 the CVEC Board voted to avoid the Administrative Operational Adder on the 8 Round 1 projects
 - In 2011 the Board voted to cover costs for monitoring and billing, etc. with a per kWh Administrative Operations Adder on the Round 2 projects; \$0.01 for members and \$0.015 for non-members added to the PPA cost
-
- Without an Adder on the 8 Round 1 projects, CVEC recognizes it can't maintain its services for all participants at the current level
 - In the interest of equitability and to continue services for all, in 2015 the CVEC Board voted to propose an Adder on the Round 1 projects, similar the Adder on its other projects.



Cape & Vineyard Electric Cooperative, Inc.

CVEC Operations Management Services

in addition to leading further PV and Battery development for Region

- Maintain Schedule Z database for all projects - host & offtaker (needed for accurate distribution of net metering credits)
- Calculate monthly net metering credit activities: Expense, Revenue, Net
- Provide professional third party annual audit reports
- Provide annual reports; showing annual costs and net benefits
- Verify achievement of production expectations (GAO) and assure shortfall compensation
- Interface with Utility and PV system owner to assure proper compensation and proper maintenance and repairs.
- Provide annual reports to Mass DOER
- Provide legal services associated with management of systems
- Provide assistance with tax assessment, insurance, emergency response, etc.



Cape & Vineyard Electric Cooperative, Inc.

The Adder to Harwich in dollars and cents

	Net Benefit
Year One Net Estimated Benefit from R1 to Harwich as Host with Offtakers	\$464,795
Apply adder of \$0.01 per kWh to R1	\$44,828
Adjusted Net Estimated Benefit from R1 to Harwich as Host with Offtakers	\$419,967
Percentage Year One Income Reduced	9.64%

*** The NMC used in calculations of \$0.159 will adjust up or down over the life of the project, with a net rise expected as the cost of electricity is expected to rise.



Cape & Vineyard Electric Cooperative, Inc.

The Adder to Harwich in dollars and cents

- Harwich has the largest installation in Round 1 and thus receives the greatest benefit
- 55% of the benefit is through CVEC offtaker distribution of excess NMC, providing a \$73,862 revenue stream to Harwich
- The NMC used in calculations of \$0.159 will adjust up or down over the life of the project, with a net rise expected, as the cost of electricity is expected to rise





Cape & Vineyard Electric Cooperative, Inc.

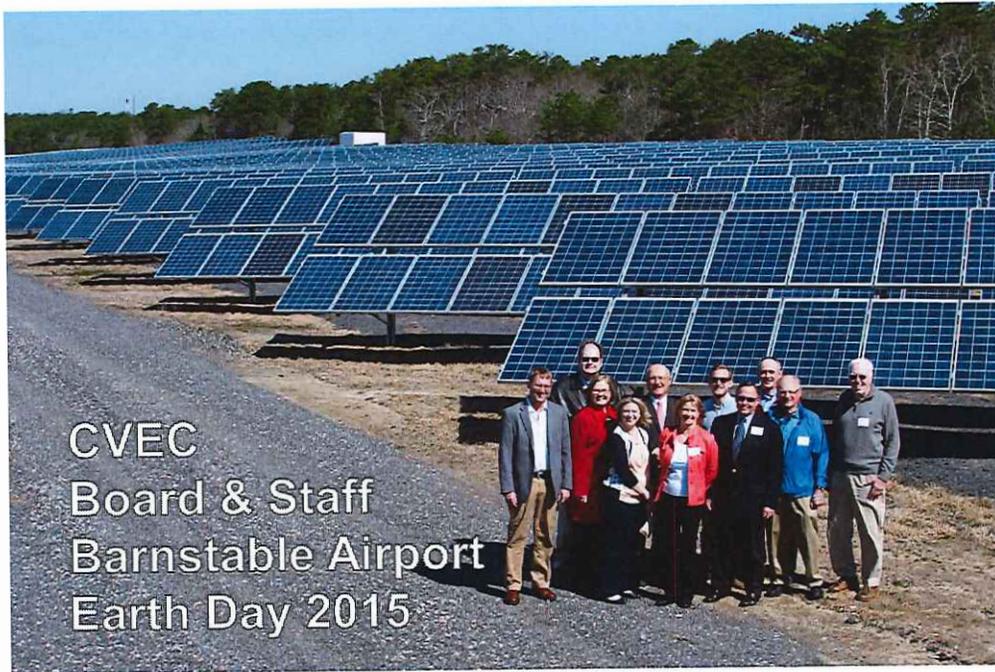
The Need in dollars and cents

CVEC FY16 Annual Income and Expenses

	Annual Income from R2 and FGW adders	Annual Budget	Net Income (Loss)
Projected TOTALS	\$162,348	\$352,815	\$190,466

An adder on all Round 1 projects will provide an approximate annual revenue of **\$197,637**

will revisit the adder on Round 1 at year three to
determine whether it is recommended that the adder be
continued, continued, or reduced



CY.E'p. •
&StOff

CVEC Budget with Income/Expense Projection for FY16

5.12.15

<u>REVENUES</u>	Projected FY2016
<i>PV Solar Operational Adder Revenue- Round 2</i>	144,480.00
<i>Wind Operational Adder Revenue - FGW</i>	11,718.75
<i>CVEC Administrative Consulting Services Revenue</i>	6,000.00
<i>PV Solar Design/Engineering Support</i>	0.00
<i>Grant/Contributions Revenue</i>	0.00
<i>Member Fee Revenue</i>	0.00
<i>Interest Income</i>	150.00
Total Revenues	162,348.75
 <u>EXPENSES</u>	
<i>Legal</i>	150,000.00
<i>Filing Fees</i>	150.00
<i>Bank Fees</i>	1,500.00
<i>Taxes</i>	1,296.00
<i>Consultant (AMS) Quickbooks Development and Accounting Services</i>	15,600.00
<i>Consultant (Peregrine Energy Group) Net Metering Credit Management</i>	32,200.00
<i>Barnstable County Bookkeeper</i>	15,000.00
<i>Audit Fees</i>	16,000.00
<i>Con Edison Solutions (CVEC-7 O&M)</i>	5,000.00
<i>Insurance</i>	14,250.00
<i>Dues (PURMA Insurance)</i>	1,200.00
<i>Travel (Reimburse Board for Travel)</i>	6,000.00
<i>Salaries</i>	67,924.00
<i>Fringes</i>	18,848.00
<i>Barnstable County Office Rental</i>	802.00
<i>Supplies/Office Expenses/Postage</i>	2,000.00
<i>Computers</i>	0.00
<i>Professional Development</i>	500.00
<i>Engineering (Feasibility Studies)</i>	0.00
<i>CVEC-7 O&M</i>	0.00
<i>Advertising</i>	225.00
<i>PV Solar Design/Engineering Support</i>	0.00
<i>Miscellaneous Lunches, mail, phone, ground breakings, filing fees</i>	4,320.00
Total Expenses	352,815.00
NET INCOME/(LOSS)	-190,466.25

FY14 311,385.00
Beginning
equity

FY15 293,483.85
Beginning
equity

Tisbury Landfill: Net Metering Annual Report

Commercial Operation Date	Utility billing end date	Estimated Annual Output (kWh)	Guaranteed Annual Output (kWh)
7/29/2014	8/6/2015	1,244,077	995,231

System Summary

kWh	NMC	PPA Cost	Net Benefit	Avg. NMC Rate	PPA Rate
1,406,160	\$239,300	(\$128,385)	\$110,915	0.1672	0.0913

System Benefits and Costs by Month

NSTAR Date from	NSTAR Date to	kWh	NMC	PPA Cost	Net Benefit
7/25/2014	8/7/2014	52,860	\$7,212		\$7,212
8/7/2014	9/8/2014	109,980	\$16,009	(\$10,697)	\$5,312
9/8/2014	10/7/2014	132,600	\$19,327	(\$14,460)	\$4,867
10/7/2014	11/6/2014	61,680	\$8,924	(\$7,037)	\$1,887
11/6/2014	12/8/2014	77,340	\$11,222	(\$6,432)	\$4,790
12/8/2014	1/8/2015	46,740	\$7,318		\$7,318
1/8/2015	2/6/2015	73,800	\$14,249	(\$12,048)	\$2,200
2/6/2015	3/9/2015	88,740	\$17,200	(\$8,102)	\$9,098
3/9/2015	4/7/2015	126,240	\$24,522	(\$11,526)	\$12,996
4/7/2015	5/7/2015	94,980	\$18,419	(\$8,672)	\$9,748
5/7/2015	6/8/2015	187,560	\$36,493	(\$17,124)	\$19,369
6/8/2015	7/8/2015	176,340	\$32,126	(\$16,100)	\$16,026
7/8/2015	8/6/2015	177,300	\$26,279	(\$16,187)	\$10,092
Grand Total		1,406,160	\$239,300	(\$128,385)	\$110,915

Participant Benefits and Costs

Participant Type	Participant	Avg. Participant Share	kWh Share	NMC Share	PPA Cost Share	Revenue Share	Net Benefit
Host	Tisbury	87.76%	1,234,046	\$210,010	(\$112,671)	\$6,789	\$104,128
Offtaker	Barnstable Cou..	2.10%	29,529	\$5,025	(\$2,696)	(\$1,165)	\$1,164
	Brewster	1.29%	18,139	\$3,087	(\$1,656)	(\$715)	\$715
	Chatham	0.56%	7,874	\$1,340	(\$719)	(\$311)	\$311
	Chilmark	0.13%	1,828	\$311	(\$167)	(\$72)	\$72
	Dukes County	0.22%	3,094	\$526	(\$282)	(\$122)	\$122
	Monomoy Scho..	2.57%	36,138	\$6,150	(\$3,300)	(\$1,425)	\$1,425
	Oak Bluffs	0.64%	8,999	\$1,532	(\$822)	(\$355)	\$355
	Provincetown	1.67%	23,483	\$3,996	(\$2,144)	(\$926)	\$926
	Yarmouth	3.06%	43,028	\$7,323	(\$3,929)	(\$1,697)	\$1,697
Grand Total		100.00%	1,406,160	\$239,300	(\$128,385)	\$0	\$110,915

MEMORANDUM

To: Chris Clark, Town Administrator
From: David Riquinha, Building Commissioner
Re: Full-time Building Inspector
Date: September 16, 2015



Per your request, I have prepared a list of direct and indirect costs associated with merger of two part time Building Inspector positions into one full time position.

The first part of the equation is the direct payroll cost. Right now, we are paying an average \$26.16 ph based on the two combined part time salaries. I am proposing to offer the new full time inspector a Grade 7, Step 3 Salary which would begin at \$25.25 ph. The up front savings in salary will be \$1672.00 per year. Other indirect costs associated with the merger are as follows:

- The merger of the two positions will involve the Barnstable County Assessment (Pension cost) and this typically averages to be around 15% of the employees gross salary.
- Health insurance is also an available option for employees. Based on my research, the range is very broad with the cost to the town beginning at \$6030.00 for the lowest rate single plan and a cost of \$19,179.00 for the highest rate family plan. At this time the town currently insures 155 people at an average cost of \$13,967.36 per employee on an annual basis.
- Based on the starting salary, if we include the Barnstable County Assessment and the (optional) average health insurance rate per employee, the annual cost to the town may total \$66,815.61. An increase of \$19,187.61 from the current combined annual salaries.

For Fiscal year 15, The Building Department had a departmental revenue of \$406,888.35 and a total expense of \$310,874.98 leaving a total of \$96,013.37 of surplus revenue for the town.

Additionally, the Building Department creates new certified tax income based on building permits at an average of \$404,648.00 annually over the last three years.

As you can see, The Building Department is more than self sufficient as far as revenue. Building Permit numbers continue to rise and cost of construction is also expected to increase greatly over the next year due to new state and Federal regulation that is expected to be in place as early as June of 2016. New regulations have already been established that require the issuance of Fire Alarm and Sprinkler Permits to be issued and inspected through the Building Department rather than the Fire Department. As these new laws continue to come down, the staff requirements will undoubtedly increase as will the Building Department revenue.

Thank you for your consideration of my proposal. I ask for your blessing to begin the hiring process as quickly as possible. Please let me know if you need any additional information and I will be happy to provide it.

Ann Steidel

From: sally urbano <urbanosally@yahoo.com>
Sent: Thursday, September 10, 2015 3:40 PM
To: Ann Steidel
Subject: Restoration of the West Harwich School House (WHSH)

Restoration of the West Harwich School House (WHSH)

BACKGROUND

A voluntary citizens' group known as *Captains' Row*, dedicated to creation of a flexible historic district for West Harwich, has been at work on ideas to preserve the old schoolhouse. Built in 1871, the West Harwich School House (WHSH) has been boarded up and unused for approximately two decades. Although earlier proposals stalled out for several reasons, we hope that the Harwich Board of Selectmen will support the citizens of the village of West Harwich as we attempt to take a more comprehensive approach toward identifying, preserving, and leveraging the historic assets, both private and public, in our town. Our group has come to see, both individually and collectively, that we share culturally, historically, and architecturally significant properties and that we believe our quality of life, including financial considerations that are anchored in our real estate holdings, can be improved with conscientious attention to how we shape our built environment

OBJECTIVE

The WHSH is the solitary civic structure in the village; because it is town-owned, we hope to secure CPC funds for basic repair and preservation work. The WHSH is an *ideal* candidate to serve as a springboard for the revitalization of the immediate area, to function as a catalyst for neighbors to see what can be done with some ingenuity, some familiarity with the local history, and some elbow grease.

We propose that the schoolhouse be outfitted to house a Maritime museum and an enterprise dedicated to fabrication of small, handcrafted wooden boats — a civic, educational, and commercial enterprise that weaves the cultural and historical basis of Captains' Row with Harwich's renown maritime history. A use of this type would promote tourism, educational opportunities at several levels, and provide a new spur to non-seasonal recreational events.

Our plan is in direct contrast to the capital plan's proposed demolition of the building.

Dr. Duncan Berry writes, "abutting the First Baptist Church and its cemetery, the School House was critically situated to enable its users to behold and to contemplate the lives of those who came before and the role of the Church in the life of the town. As such, the old School House constitutes the most significant civic, secular structure in the Village of West Harwich."

Additional material about the history of West Harwich can be accessed on a new, popular Facebook group called simply, "Historic West Harwich."

GOVERNANCE

The group proposes an idea that the town appropriate the building to the Historic district/historic commission for the use as described for a Maritime museum. . . Preservation work on the building shall be directed from within the engineering office complimented by a team of West Harwich volunteers, headed by Lou Urbano and coordinated through David Spitz.

Additionally, we would hope the town will establish a sub-committee tasked with project oversight and support — during the processes of funding, construction, and ultimately of operation.

FUNDING

The wherewithal is to be sought initially through CPC funds, grants donations, and local/national fund-raising activities. Upon completion, further costs (i.e., maintenance) will not be the responsibility of the town. This shall be detailed in a lease agreement.

PROJECT

Project will be done in three phases, within a 3-year project schedule:

Phase I: Shore up foundations, exterior surfaces, windows and architectural trims and moldings.

Phase II: Interior and systems: gut & finish first floor for boat-building; secure plumbing & electrical; frame & secure 2nd floor for TBD future build-out.

Phase III: Final exterior details, septic, and landscaping

Total Cost: Between \$450,000 and \$650,000

We anticipate a total CPC funding request of \$350,000.

Respectfully submitted,
Sally Urbano

West Harwich School Building
West Harwich, MA

February 25, 2008

GRAND SUMMARY

WEST HARWICH SCHOOL BUILDING	\$1,075,508
ALTERNATES	
ALTERNATE NO. 1 - ADD AIR CONDITIONING	\$15,401
ALTERNATE NO. 2 - ADD SINKS AND CLOSETS IN MULTIPURPOSE ROOMS	\$14,530
ALTERNATE NO. 3 - SUBSTITUTE ACOUSTICAL TILE TO RESEMBLE EMBOSSED TIN CEILING IN LIEU OF STANDARD ACT	\$10,378
ALTERNATE NO. 4 - EVALUATE CONDITION OF EXISTING WOOD SHINGLE SIDING AND RETAIN & REPAIR IF FEASIBLE	(\$21,433)

**INVITATION FOR BIDS
TOWN OF HARWICH
Restoration of South Harwich Meeting House
December 30, 2009**

Sealed Bids for the South Harwich Meeting House Restoration located at 270 Chatham Road for the Town of Harwich, Massachusetts will be received at the Office of the Town Administrator, Town Hall, 732 Main Street, Harwich, MA 02645 until **2:00 p.m. prevailing time on Wednesday, December 30, 2009** at which time and place said bids will be publicly opened and read aloud.

The scope of the work includes all labor and materials to furnish and install all labor and materials to construct a new steel reinforced concrete foundation under the existing building and to structurally augment the first floor framing.

Bid security in the form of a bid bond, certified check, treasurer's or cashier's check, payable to the Town of Harwich, is required in a dollar amount of five (5) percent of the bid amount.

The Instructions to Bidders, Form of General Bid, Contract, Plans, Specifications, Performance and Payment Bond and other Contract Documents may be examined, obtained mailed from the Town of Harwich, Town Administrator's Office 732 Main Street, Harwich, MA 02645, Monday from 8:30 a.m. to 8:00 p.m. Tuesday through Thursday from 8:30 a.m. to 4:00pm. and Friday from 8:30 a.m. to 12:00 noon. To request mailing call (508) 430-7513.

All bids for this project are subject to applicable bidding laws of Massachusetts, including General Laws Chapter 149 and Chapter 30, Section 39M as amended. Wage rates are subject to the minimum wage rates as per M.G.L. Chapter 149, Section 26 to 270 inclusive.

The Successful Bidder must furnish a 100% Performance Bond and 100% Payment Bond with a surety company acceptable to the Owner. Complete instructions for filing Bids are included in the Instructions to Bidders.

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of 30 days, Saturdays, Sundays and legal Holidays excluded, after the opening of the bids. The Owner reserves the right to waive any informalities or to reject any or all bids

James R. Merriam
Town Administrator

Central Register: November 25, 2009
Chronicle: November 26, 2009
Posted: November 25, 2009

**SECTION 00300
FORM FOR GENERAL BID**

To the Awarding Authority:

A. The Undersigned proposes to furnish all labor and materials for the **South Harwich Meeting House Foundation Replacement and First Floor Augmentation Project**. Bid prepared in accordance with the accompanying plans and specifications prepared by Coastal Engineering Co., Inc. for the contract price specified below, subject to additions and deductions according to the terms of the specifications.

B. This bid includes addenda numbered _____.

C. The proposed Base Bid contract price is _____ Dollars (\$_____)

Alternate No.1 Add \$ _____ Subtract \$ _____

Alternate No.2 Add \$ _____ Subtract \$ _____

D. NOT APPLICABLE

E. The Undersigned agrees that, if he is selected as General Contractor, he will within five (5) days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the Awarding Authority, execute a contract in accordance with the terms of this bid and furnish a performance bond and also a labor and materials or payment bond, each of a surety company qualified to do business under the laws of the Commonwealth of Massachusetts and satisfactory to the Awarding Authority and each in the in the sum of the contract price, the premiums for which are to be paid by the General Contractor and are included in the contract price.

F. The undersigned agrees to commence work within five (5) days of execution of a General Contract and to substantially complete the work within one hundred twenty (120) calendar days and thirty (30) days for final completion thereafter in accordance with the requirements set forth in the Contract Documents. In case the work is not completed within the specified time, it is understood and agreed that the Contractor will pay liquidated damages to the Owner in an amount of one hundred dollars (\$100.00) per calendar day for each day after the work completion was required.

G. The Undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that he will comply fully with all laws and regulations applicable to awards made subject to Section 44A.

H. The undersigned hereby certifies under penalties or perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection, the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth of Massachusetts under the provisions of Section 29F of Chapter 29, or any other applicable debasement provisions of any other Chapter of General Laws or any rule or regulations promulgated thereunder.

I. The undersigned has included with this Bid his Certificate of Eligibility and Update Statement as required by Chapter 579 of the General Laws.

J. The undersigned hereby certifies that he will comply with the minority manpower ratio and specific action steps contained in the EEO Program included in the Contract Documents.

K. List the names of at least three projects of similar scope and complexity which you have successfully completed in the past five (5) years which involved work on similar structures. Describe the scope of each project. Also include name and telephone number of owner, architect, and contract amount.

1) _____

2) _____

3) _____

Date: _____
_____ (Name of General Bidder)

by: _____
(Name of Person Signing Bid and Title)

(Business Address)

(City and State)

NOTE: If the Bidder is a corporation, indicate State of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of all partners; and if an individual, give residential address if different from business address.

* REQUEST FOR PROPOSALS *

SOUTH HARWICH METHODIST CHURCH
HISTORICAL RESTORATION

The Town of Harwich Designer Selection Review Committee is accepting proposals for a historical preservation analysis, and architectural plans and specifications to restore an 1836 Greek Revival Church. Architects must have prior experience with historical preservation, and with the Massachusetts Historical Commission Grant Project design and implementation. Additional project information and application forms are available from the Town Engineer's office, 732 Main Street, Harwich, MA, 02645, (508) 430-7508. Proposals are due by 4:00 p.m., February 24, 1997.

PLEASE NOTE**

A walk through is scheduled for Friday, February 14, 1997, at 3:30 pm for those interested in viewing the site. Please meet at the church.

Please submit (4) Four copies of Plans.

to backtrack through it. He said in the future we will ask them to identify so we know the allocations. Mr. MacAskill asked how quickly we can get the Commissioners a number. Mr. Clark said it would be probably by October 1.

D. Status of former Fire Station on Bank Street

Mr. Clark stated there is a request by a Church that we make available by sale or lease the former Fire Station on Bank Street. He noted that the Harbormaster does actively use that site and is willing to vacate the building if he can move into something closer to Saquatucket Harbor which is probably 2 years away. He added that the land is used for parking for the Harwich Conservation Trust and they would like to retain the parking.

Mr. Rendon stated that it is their primary workshop and they do all their maintenance and building out of there and the building is clearly not surplus yet. He stated that he would like his operation closer to the harbor and it is a critical facility to his department. He said he can't stress enough that they are not in a position to vacate that workshop and he hopes that is understood. He said it is his intention to come forward with a proposal for engineering design for what they want to do on site with a plan the following year to go into construction.

Mr. Waystack stated this all began at Town Meeting, when the capital budget was approved there was a line item for demolition of the building after which he was asked by the Church to help them find a new facility. He recommended they look at reusing these buildings. He requested that this be put on the agenda for discussion and suggested that we send out an RFI to reutilize these buildings.

E. Town Counsel hourly rates

Mr. Clark reported that Kopelman & Paige is increasing their fee \$5 per hour. He said it is reasonable and it has been five years since they increased their fee. Chairman Hughes asked for a spreadsheet of our legal counsels and their rates as well as any recommendation he may have for shifts or changes in legal counsel.

ADJOURNMENT

Chairman Hughes adjourned the meeting at 9:02 p.m.

Respectfully submitted,

Ann Steidel
Recording Secretary

Ann Steidel

From: Christopher Clark
Sent: Wednesday, August 19, 2015 12:14 PM
To: Ann Steidel
Cc: peter hughes; John Giorgio
Subject: FW: Town Counsel Hourly Rate

Ann,

Please include this at this point under the town administrator's announcements for the August 24 meeting. I am CCing Peter on this as well so he's aware. I believe that it is reasonable that the last time that Kopelman and Paige increased its rates were in August 2009 was by 5 dollars per hour. I do also concur with John on the perspective that Kopelman and Paige has provided numerous instances of successful defense of the town. I do believe that for general counsel services that the town should continue to utilize the services of this firm.

Chris

Christopher Clark
Town Administrator
Town of Harwich
732 Main Street
Harwich, MA 02645
Tel. 508.430.7513
Fax.508.432.5039
cclark@town.harwich.ma.us

From: John Giorgio [mailto:JGiorgio@k-plaw.com]
Sent: Wednesday, August 19, 2015 9:25 AM
To: Christopher Clark <cclark@town.harwich.ma.us>
Subject: Town Counsel Hourly Rate

Chris:

I hope all is well and that you are enjoying your summer. I wanted to make a request to the Board of Selectmen through you. . The firm is proposing that we adjust the hourly rate for legal services charged to the Town from \$170 an hour to \$175 an hour. This would be effective on September 1, 2015.

Kopelman and Paige last raised its billable hour rate in Harwich in August 2009 from \$165 to \$170. We always strive to keep our rates as low as possible, knowing how difficult recent years have been for municipal budgets with reductions in local aid and increases in the public's needs for municipal services. Despite the firm's careful management of expenses, the cost of doing business increases for us each year.

I think, and I would hope that the Board of Selectmen, the Town Administration, and department heads would agree, that the quality of the legal services that we provide to the Town has been outstanding. Unlike other firms that practice in the municipal law field, we devote almost our entire practice to municipal law, foregoing all private work against municipalities to ensure that we are never making arguments on behalf of private clients that would be inconsistent with the interests of our municipal clients. As a result, we cannot use other higher rate private practice areas to subsidize our municipal law practice. There are, I believe, considerable benefits to having a firm as your Town Counsel that is exclusively

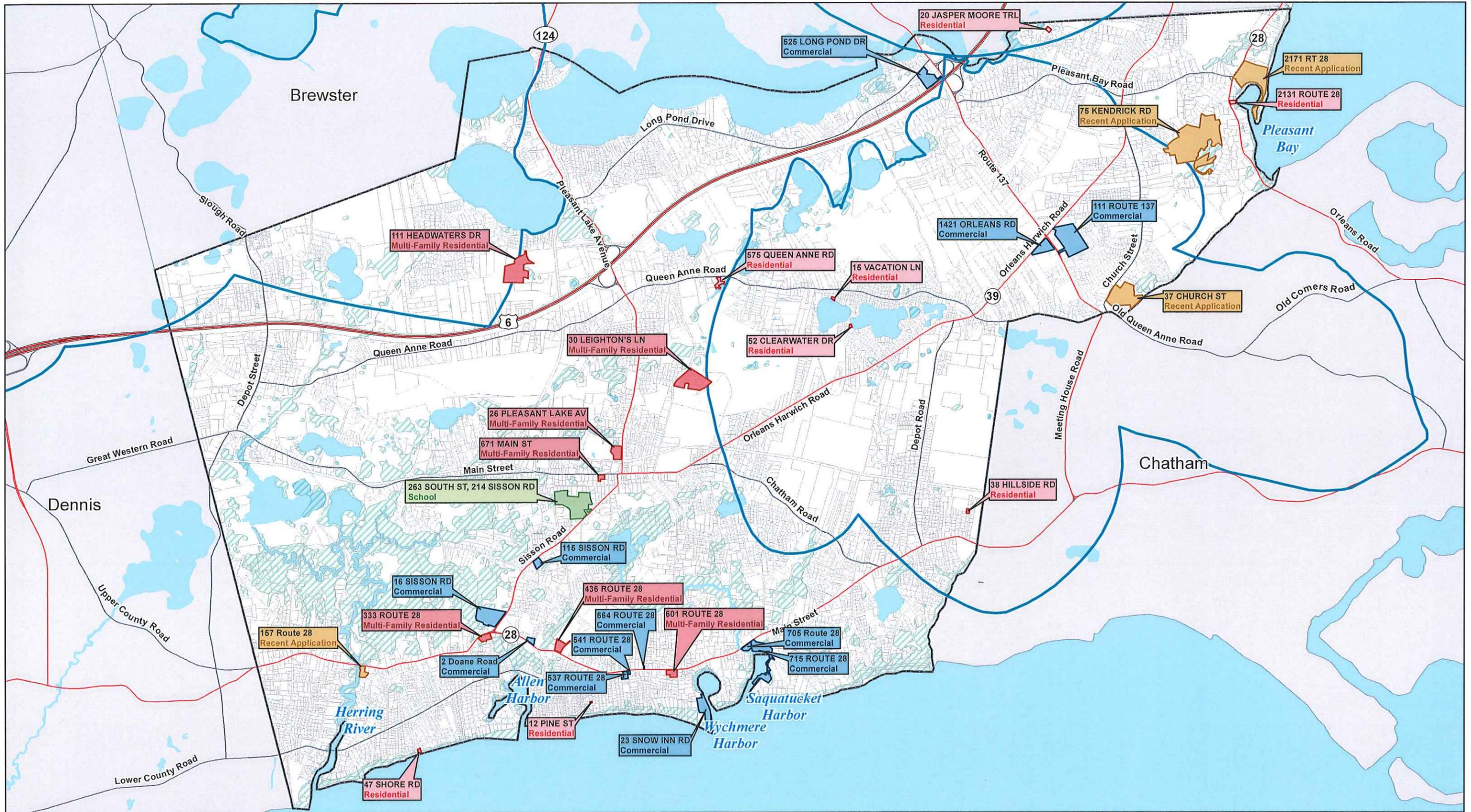
dedicated to municipal law. Our current body of legal work and experience is not only unsurpassed by any other practitioners or law firms practicing in this area, but, as we continue to work on behalf of municipalities, we deepen our municipal law expertise each year. This, in turn, enables the firm to respond to requests for legal services in ever increasing efficiency. I would anticipate, therefore, that even with the proposed rate increase, any increase in cost to the Town for our delivery of legal services should be modest, absent of course of any major new cases or significant out of the ordinary projects requiring legal representation.

Once again, thank you for your consideration of the proposed rate increase. Since the Board of Selectmen is the appointing authority for Town Counsel, I would appreciate your bringing this request to the Board for approval. If you or the Board of Selectmen have any questions, I would, of course, be pleased to respond.

Thank you.

John

John W. Giorgio, Esq.
Kopelman and Paige, P.C.
101 Arch Street
12th Floor
Boston, MA 02110
jgiorgio@k-plaw.com
Phone: (617) 556-0007
Fax: (617) 654-1735
Mobile Phone: (617) 785-0725



Legend

- Land Use
- Commercial
 - Residential
 - Multi-Family Residential
 - School
 - Recent Application
- ZONE II
 - Wetlands

**Town of Harwich.
Comprehensive Wastewater
Management Plan**

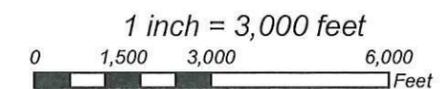


Figure 3-13
Package Treatment Sites



Sandy Robinson

From: Christopher Clark
Sent: Wednesday, September 16, 2015 2:29 PM
To: Sandy Robinson
Subject: Fwd: Brooks Library Column

Sandy,

You can include this as TA announcement.

Chris

Sent from my iPhone

Begin forwarded message:

From: Robert Cafarelli <rcafarelli@town.harwich.ma.us>
Date: September 15, 2015 at 3:10:18 PM EDT
To: Christopher Clark <cclark@town.harwich.ma.us>
Cc: Ginny Hewitt <vhewitt@clamsnet.org>, Sean Libby <slibby@townofharwich.us>
Subject: Brooks Library Column

Chris,

I looked into the deteriorating column issue at Brooks Library this morning. What appeared to be a wooden column inside the outside decorative column in the picture of the separating column segments turned out to be merely a block of wood connecting the two column shell segments. The columns are hollow. The bases of all of the columns are deteriorating. The base of the column towards Bank Street has deteriorated so much the column appears to have dropped an inch or two causing the gap in the column segments. It appears this column is not bearing any load.

It also appears that this column has been in this deteriorated condition for some time now. The fact that the overhang has not collapsed or even sagged, especially during last winter's heavy snow loads, implies that these columns are indeed decorative rather than load bearing.

John Eldredge did find access to the overhang attic above the suspended ceiling. The overhang appears to be supported by 4 beams that are cantilevered from the main building. There was newer lumber apparent, but mostly as cross bracing for the roof members. John Eldredge said this was most likely installed during the last Library renovation 20 years ago. It also appears that support for the porch floor was also installed 20 years ago (4 by 4 pressure treated cross beams on concrete filled sono tubes).

Although it may not be necessary, I recommend the installation of two 6" by 6" pressure treated temporary support columns on each corner of the overhang from the porch floor to the overhang. The height of the columns are a bit over 12'. I also recommend strapping the Bank Street facing column to the temporary support to prevent it from falling until permanent repairs are realized. Again, the overhang may be structurally sound without the columns. However, considering the age of the building, I feel the added safety factor of the temporary supports is warranted.

Bob