

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, AUGUST 11, 2014
7:00 P.M.**

APPROVED

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

OTHERS PRESENT: Town Administrator Christopher Clark, Assistant Town Administrator Julie Quintero-Schulz, Chief Clarke, Deputy Chief Farrenkopf, David Ryan, Mary McIsaac, Eric Beebe, Barry Worth, John Rendon, Lt. Gagnon, Heinz Proft, Foster Banford, Hugh Drummond, and others.

MEETING CALLED TO ORDER at 7:10 p.m. by Chairman Ballantine.

NON-RESIDENT TAXPAYERS MEETING

The following topics were covered by the speakers as indicated reviewing the progress in the past year:

- A. School Regionalization – Scott Carpenter
- B. Report from Treasurer on On-Line Bill Payments (Beach & Transfer Station) – Mary McIsaac
- C. Report from the Harbormaster – John Rendon
- D. Report from the Recreation Director – Eric Beebe
- E. Update on the Noise By-Law – Lt. Gagnon
- F. Wastewater issues – Heinz Proft
- G. Finance Bond Rating Report – David Ryan
- H. Cape Light Compact Energy Efficient Concepts available to Homeowners – Barry Worth & Margaret Song, Manager of Residential Programs for Cape Light Compact

CONSENT AGENDA

- A. Minutes – June 30, 2014 Regular Session
- B. Vote to approve the recommendation of the Town Administrator regarding the Abatement request from John DeSimone of the Allen Harbor Dredging Betterment
- C. Vote to approve the 2011-2014 and the 2014-2015 IAMAW Water Union Agreements
- D. Vote to approve the MassDOT Detour Plan for the Muddy Creek Restoration Project
- E. Vote to approve the list of Election workers submitted by the Democratic Town Committee
- F. Vote to approve the list of Election workers submitted by the Republican Town Committee
- G. Vote to authorize the Town Administrator to sign the Agreement between the Town of Harwich and Animal Rescue League of Boston
- H. Vote to approve request by Nstar Electric to install underground service at 88 Hoyt Road

Mr. McManus moved approval of the Consent Agenda and the recommended actions thereon. Mr. LaMantia seconded the motion. Mr. Hughes asked to pull Item F and Mr. McManus asked to pull Item E and the Board agreed. The motion carried by a unanimous vote.

With regard to Item E and F, Mr. McManus said he has a problem which he has debated with the Town Clerk. He stated that it is his feeling that partisan politics shouldn't have any role in this but unless you appear on one of these two lists you can't apply for Election Worker in this Town and he doesn't feel it is constitutional. Mr. Clark responded that in order to prevent one party from dominating the election workers, they are trying to achieve having a similar number of Democratic and Republican election workers and he believes that unenrolled can count as well. Mr. McManus noted that the Town Clerk says unenrolled doesn't qualify and as they are the largest group in town, they should have a chance. Mr. Ballantine suggested having the Town Clerk come in to discuss this and Mr. McManus responded that this is urgent as we have until August 15 to approve the list. Mr. Ballantine recommended that they should still have the Town Clerk in to discuss this for the future and the Board agreed. Ms. Cebula moved to approve the list of election workers as submitted by the Democratic Town Committee and Republican Town Committee. Mr. LaMantia seconded the motion and the motion carried by a 3-1-1 vote with Mr. McManus in opposition and Mr. Hughes recusing himself from the vote.

OLD BUSINESS

A. License Agreement for use of the Albro House – discussion and possible vote

Mr. Clark asked for a postponement on this item as we are still in negotiations with the tenant over the insurance requirements. Ms. Cebula asked that the Board receive a draft of the license agreement.

NEW BUSINESS

- A. Use of the Cable Fund to fund the Contract between the Town and Virtual Town Hall – discussion and vote to authorize Town Administrator to sign**
- B. New Website discussion points and estimated costs – discussion and possible vote**

Mr. Clark and Mr. Banford outlined the Cable Fund request noting that it would involve a one-time \$11,000 expenditure from the Cable Fund. Chairman Ballantine encouraged discussions with the Chamber of Commerce on this. Ms. Cebula asked for accommodations for Boards and Committees to use this program as well. Mr. Clark said that the department head will determine who has access to site. Mr. Hughes noted that we need to have someone police the site to make sure nothing goes on there that shouldn't. Mr. LaMantia stated that we will need a policy statement for guidance as to what can and can't go on the website and when things should go on such as postings. Mr. McManus moved to approve using the Cable Fund for the contract with Virtual Town Hall School up to \$11,000 and authorize the Town Administrator to sign. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

C. Review of Fire Chief's goals – discussion and possible vote

Chairman Ballantine noted that the goals presented do not indicate what measures can be used to show that the goals were accomplished as they are rather general. Mr. Clark said this is a draft and

as they get closer to the budget more detail can be provided as to what they believe can be accomplished. He noted that it is premature now to set goals regarding Station 2 operation. He stated that they will detail out the succession planning for the Board and he added that the Governor's legislation is still pending and we will need to see how it develops. Mr. LaMantia stated that the goals have to be written in a way that they can recognize that they have been achieved, for example, data could be included on improving response times. Chief Clarke noted that runs to Fontaine Medical Center have recently increased 300%. He said he understood what is being asked for and he will provide the data when he has it but providing data at this time would be premature and therefore inaccurate but he assured the Board he will provide the information. Mr. McManus stated that the impact on us from other towns on the Fontaine should be included when the information is provided. Mr. Hughes said Chief Clarke should look at a longer range as the Outer Cape Health Services will be coming to town soon as well, and we need to plan for that. Chairman Ballantine asked to bring this item back with more specifics such as deadlines.

TOWN ADMINISTRATOR'S REPORT

A. Support Letter to MassDOT concerning Muddy Creek Restoration Project

Mr. Clark outlined the letter to MassDOT from Harwich and Chatham (see attached). No action was taken.

ADJOURNMENT

Mr. McManus moved to adjourn at 9:24 p.m. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary



Monomoy Regional School District Fact Sheet

Monomoy will fully regionalize as a district in September 2014, with the opening of the newly constructed Monomoy Regional High School in Harwich and the creation of Monomoy Regional Middle School in Chatham. The vision of regionalization from 2010 becomes reality this fall with Harwich and Chatham students being educated together, experiencing an improved curriculum and expanded educational opportunities. Monomoy Regional's total enrollment is 1,903 students. Harwich children represent 73% of Monomoy's foundation enrollment, a figure that includes students enrolled within the school district, plus school choice and charter school students for which the district is financially responsible.

During the 2013-2014 academic year, one-quarter of high school aged children from Harwich and Chatham chose to attend school in other districts or charter schools in search of greater academic and extracurricular offerings. With these students went about \$1.2M in tuition dollars. As Monomoy fully regionalizes for the 2014-2015 academic year, the district is able to expand the academic programs, providing more breadth, increased rigor, adding a middle school enrichment program and a robust college-level AP program at the high school. With the new high school and these increased opportunities for all students, Monomoy hopes to build even more community pride in our schools and see more of our towns' families choosing Monomoy.

Regionalizing our middle and high schools positioned the district to eliminate 15.8 staff positions from the FY15 budget, while still improving the district's curriculum. Because of this staffing reduction, Monomoy's FY15 operating assessment to Harwich will be 2% less than the previous year.

Harwich High School received recognition this year for being one of a select few schools in the state to have 100% of its high school students receiving Advanced or Proficient scores on the 10th grade English Language Arts MCAS exam. Concurrently, Monomoy as a district was on the College Board's AP Honor Roll for expanding the number of students taking college-level advanced placement exams and improving student's performance on these rigorous exams. Harwich High School Senior Jennifer Witzgall received the 2014 Superintendent's Scholar Award for her outstanding academic achievements, particularly in mathematics, and her commitment to the school and service to the community.

Harwich School Facility Construction/Renovation Needs

Before Regionalization:

A 2003 renovation feasibility study of Harwich High School concludes that about \$33.5M would be required to renovate the high school, likely with little to no state funding.

The New England Association of Schools and Colleges placed Harwich High School on Warning status for inadequate facility resources for learning in October 2007.

In 2010, the Chatham-Harwich Regional School District Planning Board, projects costs to both build a new regional high school in Harwich and do a \$14.5M renovation for the regional middle school in Chatham. Harwich's share of a potential middle school renovation project could have been about \$5M, if the state provided funding proportionate to the high school project.

August 2012, voters in Harwich and Chatham approve \$64.7M to construct a new regional high school. The state is funding 51.3% of the project. Chatham and Harwich's shares of the total project are based on enrollment. Harwich's share could have been \$25.2M for the construction of Monomoy Regional High School.

Monomoy Fully Regionalized:

Monomoy Regional High School is on track to open in August of this year, providing the students in Grades 8 through 12 state-of-the-art facilities in which to learn. The new high school also provides the community top notch fields, a spacious auditorium, and meeting space. Project bids came in at \$59.4M, \$5.3M under the estimated construction cost voted in by the towns in 2012, and the project remains under this voted budget.

Harwich's estimated cost for the town's share of construction for Monomoy Regional High School is \$21.8M.

By including Grade 8 in the high school building project, there is minimal need to renovate Chatham Middle-High School for the new regional middle school. By using this Chatham facility, Harwich also avoids rather significant costs that would have been needed to renovate Harwich Middle School. These minimal renovations to create Monomoy Regional Middle School in Chatham are included in Monomoy's FY15 operating budget.

Instead of a \$33.5M estimate in 2003 to renovate Harwich High School and additional costs to address Harwich's Middle School needs, the town's share of debt service to have a high quality regional middle school and high school providing the requisite resources for learning is projected to be \$21.8M. A savings of approximately \$10M.

Harwich Tax Dollars used to support school operating budgets
(excluding the debt to build the new high school)

Before Regionalization: Harwich expended \$20,386,086 in FY11 to run the town's schools.	Monomoy Fully Regionalized: Monomoy's FY15 assessment to educate Harwich's children is \$19,837,411.
Total Harwich Taxpayer Funding for Schools (excluding debt)	
	FY11 \$20,386,086
	FY12 \$19,922,717
	FY13 \$21,536,175
	FY14 \$20,247,851
	FY15 \$19,837,764
<i>Harwich's FY15 school spending, absent the debt to build the new high school, is \$548,675 less than the FY11 school budget for the town. The elimination of 15.8 staff members in the FY15 budget and 25 staff since regionalization led to this savings.</i>	

An Example of English Curricular Offerings Available to High School Students in Harwich

Before Regionalization: English 9 English 9 Honors English 10 English 10 Honors English 11 English 11 Honors AP Language & Composition AP English Literature & Composition English Literature & Contemporary Novels English 12 Honors World Literature Film Studies Creative Writing Journalism	Monomoy Fully Regionalized: English 9 College Prep English 9 Honors English 10 College Prep English 10 Honors American Literature: Native American-1920s College Prep American Literature: Native American-1920s Honors American Literature: 1930s-Present College Prep American Literature: 1930s-Present Honors Mark Twain's World Transcendentalism The African American Voice AP English Language & Composition British Literature: 450-1660 College Prep British Literature 450-1660 Honors British Literature 1660-Present College Prep British Literature 1660-Present Honors 19 th Century British Women Writers Irish Literature Shakespeare AP English Literature & Composition Contemporary Novel World Literature Poetry Gothic Literature: It Was a Dark and Stormy Night Science Fiction Contemporary Young Adult Fiction Theatre History and Performance Religious Texts as Literature Mass Media Journalism Creative Writing Multicultural Literature and Film Plus, Grade 8 English
<i>Regionalization was ultimately about curricular improvement and expanded opportunities for children. Monomoy is moving away from a more traditional curriculum, empowering great teachers to develop engaging curricula that inspires all learners. What's happening in the high school's English curriculum is happening throughout our educational program and extracurricular program. Monomoy's new educational program has been met with a sense of excitement and pride by our students.</i>	
<i>Monomoy's FY15 budget and educational program delivers on the "Promise of Monomoy" – providing improved curricula, expanded opportunities and educational experiences for our children, with significant savings to our towns and citizens.</i>	

More information about Monomoy Regional School District is also available at www.monomoy.edu

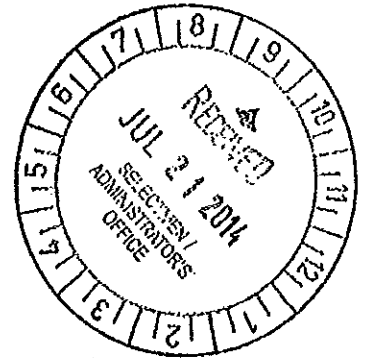
The Harwich Police Department would like to offer the following brief update:

- Year to date the Harwich Police Department has responded and/or initiated approximately 11,000 calls for service. Narcotic violations, domestic issues, traffic complaints, and motor vehicle accidents represent many of these calls for service. To assist our officers with narcotic overdoses all Harwich Police Officers will be certified in the use of Narcan.
- Telephone scams are becoming increasingly popular, with one of the most prevalent being calls from fake Internal Revenue Agents stating that you are behind on your taxes and you will be arrested unless you obtain cash cards and provide the caller with the number on the card.

An additional scam that is popular occurs when a person receives a call stating that a relative has been involved in an accident or has been arrested and funds need to be transferred to help this relative.

- Officer Keith Lincoln and Officer James Connery received state awards for performing CPR on a town resident and in conjunction with Harwich Fire Personnel, revived the victim who remains in good health today. Officer Paul Boorack was commended by the Centerville, Osterville, Marston Mills Fire Department for his role in saving the lives of people at the scene of the building fire in their town. Officer Keith Lincoln was named the HPD Officer of the year as well.
- Since last summer the Harwich Police Department has instituted a program that has our bicycle patrol officers perform part of their normal patrol duties on bicycles in both the residential and commercial areas of town. We also ask that you view our new Web Page along with our Facebook Page for additional information about services we offer.
- The Harwich Police Department, as with many police departments, will see several officers retire this fiscal year, including the police chief. As of today, we expect at least five officers to retire. Thanks to the assistance of the Town Administrator and Board of Selectmen, the Harwich Police Department was allowed to hire two people over its normal number of authorized personnel so that they may enter the police academy in September. They will be able to be on normal patrol duty by next summer. It should be noted that it takes at least a year from the time a person tests for the position of patrol officer to the time the person is able to patrol on his or her own.
- In an attempt to help the cost of police operations, the department continues to apply for grants. These grants include pedestrian safety grants, liquor law violation enforcement grants, security grants for the purchase of surveillance cameras for several buildings in town, COPS hiring grant for additional personnel. Many of these grants are extremely competitive and difficult to obtain.
- We invite all to two events that will be hosted at the Public Safety Building: On August 30, 2014 beginning at 11:00 A.M. the Harwich Police Association will host our annual Jail House Barbecue. We will provide free hotdogs, hamburgers, and desserts, along with dunk a cop and an inflatable for the children to run and jump on. All are also invited to attend our Citizen's Police Academy which will take place in the near future. Watch Channel 19 or check our new web site for details.

Raymond Gottwald, Chairman
Democratic Town Committee
38 Huckleberry Path
Harwich, MA 02645



July 21, 2014

The Honorable Board of Selectmen
Harwich Town Offices
732 Main Street
Harwich, MA 02645

To The Honorable Board of Selectmen:

As requested, and in accordance with Massachusetts General Laws, Chapter 54, Section 12, the Harwich Democratic Town Committee submits the following names of enrolled Democrats who desire to be Election Officers for a one-year period beginning September 1, 2014.

It is our understanding that the Board of Selectmen shall, not earlier than July 14, 2014, not later than August 11, 2014, appoint Election Officers for each precinct from this filed list, which has also been submitted to the Town Clerk and Board of Registrars.

Johanne M. Arnemann	89 Pleasant Bay Rd	Harwich	432-3655
Joyce E. Bearse	19 Sequattom Road	Harwich	432-1892
Sheila Bowen	64 West Tupelo	Harwich	432-7956
Virginia Burke	16 Harwood Avenue	Harwich	432-9710
Charles Callahan	4 Woodbine Road,	Harwich Port	432-3740
Mary Clarke	3 Fairways Drive	Harwich	432-4762
Joan Callahan	4 Woodbine Road,	Harwich Port	432-3740
Ursula Corbett	2 Baddeck Street P.O. Box 1642	Harwich	432-3272
Mary Eagan	EchoWoods Road, Box 191	South Harwich	432-8452
Donna W. Eaton	159 Long Pond Dr	Harwich	430-4372
Carolyn Flahive	3 Johns Way,	Harwich	432-9207
Leslie Flynn	54 Oak Street	Harwich	432-2576
William Flynn, Jr	54 Oak Street	Harwich	432-2576

7/17/2014

2014 Republican Election Workers

Ruth Barnett	18 Rainbow Way, Harwich	432-3648
David Bassett	8 Moody Road, Harwich Port	237-1514
Dorothy Hemmings-Bassett	8 Moody Road, Harwich Port	237-1514
Janet Bowers	142 Kendrick Rd, Harwich	432-8895
Richard Bowers	P O Box 244, Harwich	432-8895
Eric Carroll	434 Lower County Road	432-9316
Gayle Carroll	434 Lower County Road	432-9316
Lee Chase	2 Robbins Road, Harwich Port	432-2236
Judy Davis	170 Gorham Rd, HarwichPort	432-9312
Marjorie Frith	231 Route 28 23, west Harwich	430-1104
Richard Gomes	15 Ridgevale Rd, So Harwich	432-1431
Jeffrey Hadley	29 Scotlin Way, Harwich	432-3124
Sandra Hall	24 Intervale Ln, Box 426, So Harwich	432-1963
Linda Hughes	41 Martha Ln, Box 54, So. Harwich	432-7512
Janet Kaiser	4 Spring Tide Lane, Harwich	432-3277
Ann Kaplan	154 Clearwater Dr, Harwich	432-9886
Barbara Madson	247 Church St, Harwich	432-2945
Louise Marahrens	2 Grist Mill Rd. Harwich	432-3649
Paul Marahrens	2 Grist Mill Rd, Harwich	432-3649
Beverly Millar	11 Carriage Lane, Harwich	432-3142
Dorothy Parkhurst	36 Buttonwood Rd, Harwich	432-7191
MaryAnn Pina	3 Frances Road, Harwich	432-8455
Judith Sullivan	4 Paddock Road, Harwich	432-5526
Pat Switchenko	3 Riley Road, Harwich	432-2458
Debby Waugh	4 Wyndymere Road, Harwich Port	432-3305

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



Christopher Clark, *Town Administrator*

732 MAIN STREET, HARWICH, MA 02645

Julie Quintero-Schulz, *Assistant Town Administrator*

To: Board of Selectmen

From: Christopher Clark
Town Administrator

Re: Performance Evaluation and Employment Agreement Norm Clarke, Fire Chief

Date: July 24, 2014

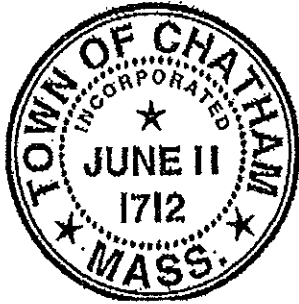
Pursuant to the Employment Agreement between Norm Clarke Fire Chief and the Town of Harwich, specifically Section 15 calls for the Town Administrator to conduct an evaluation of the performance of the Fire Chief on a formal basis. As part of that evaluation I have utilized as tools, goals and objectives. The Chief has completed a review of his previous goals and objectives and has that for the Board of Selectmen's review and secondly the Chief and I have discussed a preliminary draft set of goals for FY 15 which are attached and should be mutually agreed between the Board of Selectmen and the Fire Chief. The Chief and I did meet to go over the manager's performance report for a contract employee and I believe that overall the Chief in many categories achieved above-average and in the some categories achieved excellent, so overall rating is above average to excellent. This highly favorable rating warrants the Chief's increase for effective June 30, 2014 at 2%.

The Chief's contract also runs through June 30, 2015. The contract has terminology that calls for the Board of Selectmen to commence contract renewal negotiations with the Chief at least six months prior to the expiration date of this contract. I would like to commence initial discussions with the Chief and to put together an update to his existing Employment Agreement to present said draft agreement to the Board of Selectmen for its review and consideration. It will be my goal to bring something back to the Board by this fall well in advance of the January 1, 2015 date for renewal of the contract.

I would like to indicate that in my short time as Town Administrator I have had an opportunity to observe the Fire Chief in his capacity and find him to be an outstanding Department head and a very good person, and one that I believe will help to lead the department for the foreseeable future.

Draft FY 15 Goals and Objectives:

- To prepare a plan for manning and equipping station to provide a higher level of services than is currently provided with the deliverable of presenting said operational and financial requirements in the FY 16 budget process.
- Seek out regionalization opportunities for the enhanced utilization of Station #2 with towns in close proximity. Commence initial discussions with the Town Administrator and present findings to the Board of Selectmen of the potential opportunities.
- Succession planning. Continue to enhance the development of the deputy in the areas of budgeting, meetings and hiring process and to enhance the training of the senior Captain to promote the same.
- To explore the Governor's new community para-medicine initiative to work towards its implementation within the existing workforce and operations.
- Continue to serve as an active member of the management's collective bargaining team for the FY 16 budget year and beyond to pursue the larger Board of Selectmen goals and initiatives in this area.



COPY

Richard A. Davey
Secretary and CEO
MassDOT
10 Park Plaza, Suite 4160
Boston, MA 02116

August 5, 2014

Re: Design Exception Report for the Muddy Creek Restoration Bridge Project

Dear Secretary Davey:

We are writing on behalf of the Towns of Harwich and Chatham to request approval of the Design Exception Report for the Muddy Creek Restoration Bridge Project.

CDR Maguire submitted the Design Exception Report on behalf of the towns, which are jointly proposing the project. The towns will be responsible for construction of the project. Project funding comes from the towns, the US Department of Interior Disaster Relief Appropriations Act, and the US Fish and Wildlife Service National Coastal Wetlands Conservation Grant program. The project falls under MGL 85, Section 35 requiring design review in conformance with AASHTO bridge design specifications and MassDOT standards.

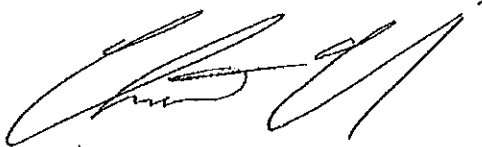
The towns greatly appreciate the guidance and support we have received from the MassHighway District 5 office in developing the Design Exception Report. The design exception requests have been developed to adhere as closely as possible to applicable requirements while minimizing impacts to wetland resource areas within the Pleasant Bay Area of Critical Environmental Concern (ACEC).

The restoration bridge project follows more than a decade of public actions to address degraded wetlands and water quality in Muddy Creek due to restricted tidal flow caused by undersized culverts beneath Route 28. In developing this project, the towns have partnered with the Pleasant Bay Alliance, Massachusetts Division of Ecological Restoration, Cape Cod Conservation District, USDA Natural Resources Conservation Service and US Fish and Wildlife Service. The project will restore 55 acres of coastal wetlands within the Pleasant Bay ACEC. The substantial restoration benefits have engendered strong public support for the project in both towns, and have enabled the towns to secure federal construction funding. Timely approval of the design and acquisition of permits from state and federal agencies is crucial to our ability to meet federal funding timelines for construction.

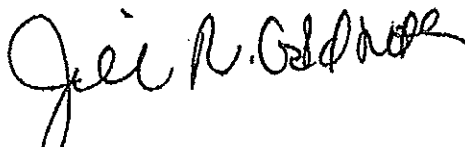
Timely approval of the Design Exception Report will greatly assist the project partners in our efforts to move this crucial project closer to completion.

Thank you for your consideration.

Sincerely,



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



Jill R. Goldsmith
Town Manager
Town of Chatham
549 Main Street
Chatham, MA 02633
Tel. 508 945 5105
Fax 508 945 3550
jgoldsmith@chatham-ma.gov

Cc: Frank DePaolo, Administrator, Highway Division
Mary Jo Perry, District 5 Highway Director

Related Documents

Minutes June 30, 2014.

DeSimone Betterment Abatement.

Water Union Agreements

Muddy Creek Traffic Plan

Muddy Creek Traffic Diagram

Muddy Creek Traffic Plan Comment.

Election Workers.

Animal Rescue League Agreement.

Utility Hearing 88 Hoyt Rd

Use of Cable Fund - VTH contract

Website discussion.

Fire Chief Goals.

Muddy Creek Support Letter