

SELECTMEN'S MEETING AGENDA*

Griffin Room, Town Hall

Regular Meeting 6:30 P.M.

Monday, June 13, 2016

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. WEEKLY BRIEFING

IV. PUBLIC COMMENT/ANNOUNCEMENTS

V. CONSENT AGENDA

- A. Approve Minutes - May 31, 2016 – Regular Session
- B. Approve FY17 Committee Re-appointments
- C. Approve FY17 Miscellaneous Appointments
- D. Approve FY17 Annual Police Appointments
- E. Approve the appointment of Ryan Fazzino as a Full-time Regular Police Officer effective July 1, 2016 with an annual salary of \$46,020.21 (P-3, Step 1)
- F. Approve and authorize Chair to sign Cooperative Agreement with Barnstable County for dredging program
- G. Approve the Application for Weekday Entertainment License for the Mad Minnow Bar & Kitchen at 554 Main St. (Rt. 28) in Harwich Port

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

- A. Saquatucket Development Committee request for Selectmen's public review and approval of the Saquatucket Landside Concept plans – Matt Hart

VII. OLD BUSINESS

- A. Middle School Interim Use – *discussion and possible vote*
- B. Selectmen Liaison assignments for the 2016-2017 year
- C. Selection of McGinley, Kalsow & Associates, Inc. for the Library Painting Restoration Project Funded through CPC

VIII. NEW BUSINESS

IX. TOWN ADMINISTRATOR'S REPORT

- A. Letter of Appreciation/Recognition to Community Development Departments

X. SELECTMEN'S REPORT

XI. ADJOURNMENT

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

Authorized Posting Officer:

Posted by: _____

Town Clerk

Sandra Robinson, Admin. Secretary

Date: June 9, 2016

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
TUESDAY, MAY 31, 2016
6:30 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, Chief Clarke, David LeBlanc, Ginny Hewitt, Mary Warde, Joann Brown, and others.

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

Chairman Hughes reported that the Board just came out of Executive Session where they discussed collective bargaining with non-union personnel and reviewed performance evaluations for the Fire Chief and Finance Director/Town Accountant.

CONSENT AGENDA

- A. Approve Minutes
 - 1. May 9, 2016 – Regular Session
 - 2. May 16, 2016 – Regular Session
 - 3. May 16, 2016 – Executive Session
- B. Approve application for One Day Entertainment License by Harwich Conservation Trust for Wildlands Music & Art Stroll for September 10, 2016, waive \$25 application fee, and approve use of Harbormaster's Bank Street building parking lot
- C. Approve petition by Eversource Energy to install approximately 30' of conduit and cable to provide service at 23 Soundview Road contingent upon removal of extraneous cables they may have at the site
- D. Approve petition by Eversource Energy to install 30' of conduit and cable to provide service at 19 Quason Lane
- E. Approve petition by Verizon Wireless to locate small cell wireless antennas on existing utility poles at 24 Patricia Lane, 40 Harbor Road and 17 Uncle Venies Road
- F. Amend the Personnel By-Law Compensation Plan for FY 2017 in keeping with union increases

Chairman Hughes stated that Item F would be brought back next week as they had some issues with it. Ms. Brown moved approval of Items A through E of the Consent Agenda. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

NEW BUSINESS

- A. Candidates for Board of Registrars submitted by Republican Town Committee – *discussion and vote to appoint one*

Chairman Hughes recused himself on this item. Mr. LaMantia moved to appoint Susan Mills as a Registrar. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

- B. Acknowledge receipt of Performance Evaluation for Finance Director/Town Accountant and approve compensation increase – *discussion and possible vote*

Chairman Hughes said this item would be brought back on June 27, 2016.

- C. Acknowledge receipt of Performance Evaluation for Fire Chief and approve compensation increase – *discussion and possible vote*

Mr. MacAskill moved to approve the acknowledgement of the receipt of the Performance Evaluation for the Fire Chief and approve compensation increase. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

- D. Library CPA Project Plan – *discussion and possible vote*

Mr. Clark explained that there was a feasibility study done by an outside consultant and that was used for a basis for requesting funding from CPC for this project. He stated that our Engineer had indicated that MGL allows the Board of Selectmen, acting as the approving authority for the Designer Selection of the Town, to allow the consultant to continue with the services of the current firm for design improvements if the Library Trustees are comfortable with the consultant. He stated that it makes sense to continue to use the same design consultant to put together the specifications. He questioned if the Board is comfortable having the feasibility study consultant go on and be the designer of the project. There was discussion about the responsibility of the procurement process and who that would fall to. Mr. LaMantia urged that the Trustees be involved in the decision making. It was agreed that Mr. Libby and Mr. Cafarelli would oversee the project. Mr. MacAskill said the Town should take ownership of this and the Trustees and Library Director should advise when needed and the Board agreed. No vote was taken.

TOWN ADMINISTRATOR'S REPORT

Mr. Clark reported that the neighbors on Beach Road are concerned that the work the Fitzpatricks are doing is not in adherence with the agreement between the Town and the Fitzpatricks. He said it would go on the agenda for the next meeting.

SELECTMEN'S REPORT

- A. Selectmen's re-organization – election of Chairman, Vice Chairman, Clerk and Interview/Nominations subcommittee – *discussion and possible vote*

Ms. Brown moved that commencing the end of this meeting that we move Michael MacAskill into the Chair position, Peter Hughes into the Vice-Chair position, Julie Kavanagh into the Clerk position, Angelo LaMantia into the Interview Committee position and Jannell Brown into the Interview Committee position. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

B. Reminder – Board of Selectmen Summer meeting schedule starts June 20, 2016

Chairman Hughes noted that the Board's summer meeting schedule starts June 20, 2016.

ADJOURNMENT

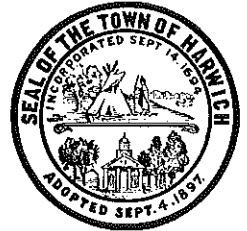
Chairman Hughes adjourned the meeting at 7:17 p.m.

Respectfully submitted,

Ann Steidel
Recording Secretary

OFFICE OF THE SELECTMENPHONE (508) 430-7513
FAX (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



TO: Board of Selectmen
FROM: Selectmen's Interview/Nominations Subcommittee
RE: FY 2016 – 2017 Committee Re-appointments
DATE: June 13, 2016

The Selectmen's Interview/Nomination Sub-committee submits the following list of annual committee/board/commission re-appointments for approval of the Board:

Organization Name	title	First Name	Last Name	Expiration
Agricultural Commission	Ms.	Erin	Germain	2019
Architectural Advisory Committee	Ms.	Elizabeth	Groves	2019
Bikeways Committee	Mr.	Michael	Glynn	2019
Board of Appeals	Mr.	Franco	Previd	2019
Board of Assessors	Mr.	Jay	Kavanaugh	2019
Board of Health	Ms.	Cynthia	Bayerl	2019
Board of Health	Dr.	Robert	Insley	2019
By Law and Charter Review Committee	Ms.	Deborah	Sementa	2019
Capital Outlay Committee	Mr.	Joseph	McParland	2019
Capital Outlay Committee	Mr.	Bruce	Nightingale	2019
Community Center Facilities Committee	Mr.	Bill	Griswold	2019
Community Preservation Committee	Mr.	Robert	MacCready	2019
Community Preservation Committee	Mr.	Daniel	Tworek	2019
Community Preservation Committee	Mr.	James	Atkinson	2019
Conservation Commission	Mr.	Ernest	Crabtree	2019
Council on Aging	Mr.	Lee	Culver	2019
Council on Aging	Mr.	Ralph	Smith	2019
Cultural Council	Ms.	Sharon	Mitchell	2019
Cultural Council	Ms.	Joan	Sacchetti	2019
Golf Committee	Mr.	Clement	Smith	2019

Organization Name	title	First Name	Last Name	Expiration
Golf Committee	Ms.	Martha	Duffy	2019
Historical/Historic District Commission	Mr.	Robert	Bradley	2019
Historical/Historic District Commission	Mr.	Greg	Winston	2019
Planning Board	Mr.	James	Atkinson	2019
Planning Board	Mr.	Allan	Peterson	2019
Planning Board	Mr.	Joseph	McParland	2019
Real Estate and Open Space Committee	Mr.	John	Preston	2019
Recreation and Youth Commission	Mr.	Francis	Crowley	2019
Recreation and Youth Commission	Mr.	Vahan	Khachadorian	2019
Registrar	Ms.	Susan	Mills	2019
Saquatucket Development Committee	Mr.	John	Rendon	2017
Saquatucket Development Committee	Ms.	Amy	Usowski	2017
Saquatucket Development Committee	Mr.	Kent	Drushella	2017
Saquatucket Development Committee	Mr.	Matt	Hart	2017
Saquatucket Development Committee	Ms	Jane	Flemming	2017
Saquatucket Development Committee	Mr	Larry	Brophy	2017
Trail Committee	Mr.	Allan	Peterson	2019
Treasure Chest Committee	Ms.	Elizabeth	Watkins	2019
Treasure Chest Committee	Ms.	Mella	Navickas	2019
Utility and Energy Conservation Commission	Ms.	Terry	Hayden	2019
Utility and Energy Conservation Commission	Mr.	Larry	Cole	2019
Voter Information Committee	Ms.	Christina	Joyce	2019
Wastewater Implementation Committee	Mr.	Peter	De Bakker	2019
Waterways Committee	Mr.	Stephen	Root	2019
Waterways Committee	Mr.	Thomas	Themistos	2019
Youth Services Committee	Ms.	Barbara	Segal	2019

FY 2017 Annual Miscellaneous Appointments – One year terms

Mr.	Lincoln	Hooper	DPW	Barnstable County Waste Management Advisory
Mr.	Lee	Culver	Emer. Mgmt.	Barnstable County Regional Emergency Planning Committee
Deputy Chief	David	LeBlanc	Fire	Barnstable County Regional Emergency Planning Committee (Alternate)
Mr.	Robert	Cafarelli	Engineer	Cape Cod Regional Transit Authority Representative
Mr.	Lincoln	Hooper	DPW	Cape Cod Joint Transportation Committee Representative
Mr.	Chris	Nickerson	DPW	Cape Cod Joint Transportation Committee Representative (Alternate)
Mr.	Lee	Culver	Emer.Mgmt.	Director of Emergency Management
Chief	Norman	Clarke	Fire	Forest Warden
Chief	Norman	Clarke	Fire	Hazardous Materials Coordinator
Dr.	Carol A.	Topolewski		Health Officer
Deputy Chief	David	LeBlanc	Fire	Local Emergency Planning Committee
Ms.	Paula	Champagne	Health	Local Organizing Committee On Hazardous Waste
Chief	Norman	Clarke	Fire	Municipal Coordinator for Toxic Waste
Captain	Brian	Coughlin	Fire	Right-To-Know Coordinator for Hazardous Materials
Chief	Norman	Clarke	Fire	Oil Spill Coordinator
Mr.	Heinz	Proft	Nat. Recourses	Shellfish Constable
Mr.	Lincoln	Hooper	DPW	Tree Warden



HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7541

Fax 508-432-2530



DAVID J. GUILLEMETTE
Chief of Police

THOMAS A. GAGNON
Deputy Chief

Harwich Police Department Memorandum

TO: Board of Selectmen
Michael MacAskill, Chairman

FROM: David J. Guillemette
Chief of Police

DATE: June 1, 2016

SUBJECT: Annual Appointments

The following is a list of annual appointments for the Harwich Police Department by assignment and rank for fiscal year 2017.

Chief: David J. Guillemette

Deputy Chief: Thomas A. Gagnon

Administrative Lieutenant: John F. Sullivan Jr.

Patrol Lieutenant: Kevin M. Considine

Sergeant: Richard Campbell
Adam E. Hutton
Robert C. Brackett, Detective
Aram V. Goshgarian
Paul P. Boorack

Officers: Jonathan L. Mitchell
Robert D. Hadfield
Neil A. Nolan
Thomas D. Clarke
Marc W. Harris, Detective (Court Prosecutor)
Richard E. Buttrick
Mark T. Holmes
Amy R. Walinski
James R. Connery

Jeffrey F. Davis
Michael E. Porter, Detective
T. Paul Ulrich, Detective
Joseph A. Labelle
Derek J. Dutra
Keith T. Kannally
Peter P. Petell
Keith A. Lincoln

Harwich Police Department – Memorandum

June 1, 2016

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Brendan R. Brickley
John J. Larivee
Tegan M. DeBaggis
Ronald D. Ruggiero

Tyler J. Vermette
Thomas G. Griffiths
Philip M. Southworth

CHIEF, LIEUTENANT, AND SERGEANT APPOINTMENTS ALSO CARRY APPOINTMENTS AS THE "ASSISTANT HARBORMASTER".

ALL OF THE ABOVE APPOINTMENTS SHOULD CARRY THE PHRASE "KEEPER OF THE LOCK-UP" AND "AGENTS FOR LICENSING AUTHORITY UNDER CHAPTER 138 M.G.L.

The following individuals should be appointed as Year Round Special Officers/Keeper of the Lock-Up:

Lynda J. Brogden-Burns
Robert E. Currie
David J. Jacek
John E. Warren

John J. Burns
Robert F. Horgan
John F. Sullivan Sr.
Karen Young (Admin)

The following individual has been appointed as Parking Clerk:

Vacant

The following individuals should be appointed as Year Round Special Officer/Non-enforcement Police Chaplain:

Bishop James F. David
Pastor Tiffany Nicely Holleck

The following individual should be appointed as Year Round Special Officer/Non-enforcement Elder Affairs:

Donna I. Tavano

The following individuals should be appointed Matrons/Keeper of the Lockup:

Patricia Scarnici
Janet Radiewicz



HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7541

Fax 508-432-2530




DAVID J. GUILLEMETTE
Chief of Police

THOMAS A. GAGNON
Deputy Chief

Memorandum

TO: *Board of Selectmen*

Christopher Clark
Town Administrator

FROM: **David J. Guillemette** 
Chief of Police

DATE: June 08, 2016

SUBJECT: Regular Police Officer Appointment Recommendation

Background

The Harwich Police Department currently has an authorized strength of 33 sworn officers to include the Chief of Police. The FY17 budget includes funding for an additional full time police officer / patrol investigator position to directly address the opioid issue within the town of Harwich. An entry level exam was administered in October of 2015. Approximately 80 individuals sat for the exam. Twenty six candidates were then selected for an initial interview with our selection committee. Seven candidates were then selected to move on to the command staff interview panel that consisted of myself, Deputy Chief Gagnon, Lieutenant Considine, Lt. Sullivan and Shawn Fernandez our citizen representative on the panel.

Ron Ruggiero finished first in the process and was hired in April 2016 as the 33rd officer. Ron is currently attending the basic recruit academy in Plymouth. Ryan Fazzino finished second in the selection process and was hired as a part time officer in April of 2016.

Ryan Fazzino has already attended the basic recruit academy and comes to us with experience as a police dispatcher and reserve officer. Ryan has been in the process of completing his field training for full time deployment. Ryan has been doing very well with his training and we anticipate his field training to be completed by mid-July. I am extremely confident that Ryan will be an asset to the Harwich Police Department as our 34th full time police officer.

Recommendation

I am requesting that Ryan Fazzino be appointed as a full-time Regular Police Officer effective July 1, 2016 with an annual salary of \$46,020.21 (P-3, Step 1). This appointment has a twelve (12) month probationary period, which commences upon his full time appointment date. During the probationary period, discipline or discharge is not subject to union representation, grievance, or arbitration.

COOPERATIVE AGREEMENT
BETWEEN
BARNSTABLE COUNTY
AND
TOWN OF HARWICH

COPY

THIS AGREEMENT, made and entered into this _____ day of _____, 2016 by and between the County of Barnstable, hereinafter called the "County," and the Town of Harwich, hereinafter called the "Town."

WHEREAS, Barnstable County received financial assistance in the form of a capital equipment grant from the Commonwealth, through DEM and Waterways to implement a regional maintenance and improvement dredging program, including the purchase and acquisition of a dredge and associated capital equipment; and

WHEREAS, the expenditure of local funds for dredging for maintenance or improvement of the waterways of the Commonwealth is authorized under Chapter 33 of the Acts of 1991; and

WHEREAS, it has been determined that the implementation of a regional dredging program, as a pilot project to ascertain the cost effectiveness of a publicly operated dredging program, is in the best interest of the towns in Barnstable County and the Commonwealth; and

WHEREAS, the Town has participated in the development and establishment of the regional dredge program through the Dredge Advisory Committee, and has identified its dredging needs through the Barnstable County Dredge Management Plan; and

WHEREAS, the Town wishes to have the County undertake the dredging projects covered by this agreement.

ARTICLE I. STATEMENT OF WORK

NOW THEREFORE, in consideration of the above premises and in the interest of the mutual advantage in attainment of common objectives, the parties hereto agree as follows:

BARNSTABLE COUNTY AGREES:

1. To do and perform all dredge related work for Allen Harbor Channel in accordance with the specifications, drawings and plans (Attachment I) up to a maximum contract amount of \$45,900.00. This is based on removing

approximately 5,100 cubic yards of material at \$9.00 per cubic yard and no charge for mobilization/demobilization costs. Final and complete specifications, plans and drawings shall be provided to the County by the Town in a timely manner.

2. To observe, comply with, and be subject to all terms, conditions, requirements, and limitations of the specifications, plans, and drawings identified in Attachment I as applicable to dredging and rough placement of materials.
3. To provide a hydraulic dredge and all related equipment to conduct maintenance dredging for the Town, according to and guided by the specifications, plans, drawings as provided.
4. To pump dredge materials and provide rough beach placement of said materials at a rate of \$9.00 per cubic yard for standard dredge material. This price includes before and after dredge surveys to be performed by the County.
5. To comply with all applicable laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the safety of persons or property or their protection from damage injury or loss or on dredging or handling of dredge materials.
6. To the extent permitted by law, to indemnify and hold harmless any party sustaining damage or loss resulting from the negligence of the County and its employees with respect to the County's performance of its obligations under this Agreement. Nothing in the previous sentence shall be construed as a waiver of the limitations on the Town's liability under the Massachusetts Tort Claims Act or under other provisions of this agreement.
7. Immediately notify the Town and cease operations whenever the dredging operations exceed the specifications, drawings and plans or whenever situations or conditions are encountered outside the scope of the specifications, drawings, and plans.
8. Without the prior approval of the Town, the dredge will operate between the hours of 7:00 A.M. and 7:00 P.M.

THE TOWN OF HARWICH AGREES:

1. To obtain all required federal, state, and local permits and approvals to conduct the dredge project.

2. To furnish all specifications, drawings, and plans required to perform the dredge project at the execution of this document. Said documents will be incorporated by reference as Attachment I.
3. To conduct required inspections and testing consistent with federal, state and local permits and approvals.
4. To inspect the County's on-site dredging work in a timely manner.
5. To obligate funds to conduct the dredging work specified in Attachment I.
6. To indemnify and hold harmless any party sustaining damage or loss resulting from the negligence of the Town with respect to the Town's performance of its obligations under this Agreement. Nothing in the previous sentence shall be construed as a waiver of the limitations on the Town's liability under the Massachusetts Tort Claims Act or under other provisions of this agreement.

BOTH BARNSTABLE COUNTY AND THE TOWN OF HARWICH AGREE:

That nothing herein shall be construed as obligating either Barnstable County or the Town of Harwich to expend funds or to be obligated to spend funds beyond the scope of this contract.

This AGREEMENT may only be modified in the form of amendments in writing by mutual agreement by both parties. Request for modification will be forwarded to one party by the other party by written notice.

ARTICLE II. TERM OF AGREEMENT

This AGREEMENT shall be effective when signed by all parties and shall remain in effect until the dredging identified in Attachment I is completed to the mutual satisfaction of all parties.

ARTICLE III. PAYMENT TO COUNTY:

The cost of the project shall be based on a per cubic yard basis, and calculated on the total cubic yards of material moved, using standard engineering practices, except as specified in Article VIII, and the mobilization and demobilization costs. The cost per cubic yard is \$9.00 for standard dredge material. The Town shall be billed, and the County shall be paid for the following services:

Mobilization costs for project;

50% movement/placement of dredge materials;

100% movement/placement of dredge materials;

Demobilization costs for the project.

The Town shall submit payment within 30 days of date of invoice to the County. Failure to pay said invoice within 30 days will result in the assessment of a late fee in the amount of 1% per month (12% annually) on the unpaid balance remaining after the 30th day. Said late fee will be assessed daily 0.033%. Failure to pay invoice within 90 days may result in legal action. The Town shall be responsible for all legal costs incurred by the County in collection of unpaid debts.

ARTICLE IV. WEATHER CONDITIONS

In the event of temporary suspension of work due to inclement weather conditions, the County shall cease work with no adverse consequences to the County. The decision to cease work shall be made by the County in consultation with the Town.

ARTICLE V. CHANGES IN WORK

No changes in the work covered by this Agreement shall be made without having prior written approval of both the Town and County. Costs for additional cubic yardage shall be determined utilizing the costs identified in Article III.

ARTICLE VI. COUNTY INSURANCE

The County shall maintain the following insurance coverage while conducting the dredge project:

1. Compensation insurance. The County shall maintain during the life of this Agreement Workmen's Compensation Insurance as required by applicable state law.
2. Protection and Indemnity insurance.
3. General liability and excess liability insurance.
4. Pollution insurance.
5. Contingent watercraft liability insurance.

ARTICLE VII. INDEMNIFICATION

To the extent permitted by law, Barnstable County agrees to defend, indemnify, defend and hold harmless the Town of Harwich from any claims, demands, suits or judgments by third parties which may arise out of the negligent activities of Barnstable County or its employees while performing its obligations under this Agreement. Nothing in the previous sentence shall be construed as a waiver of the limitations on the County's liability under the Massachusetts Tort Claims Act or under other provisions of this Agreement.

To the extent permitted by law, the Town of Harwich agrees to defend, indemnify, defend and hold harmless Barnstable County from any claims, demands, suits or judgments by third parties which may arise out of the negligent activities of the Town of Harwich or its employees while performing its obligations under this Agreement. Nothing in the previous sentence shall be construed as a waiver of the limitations on the Town's liability under the Massachusetts Tort Claims Act or under other provisions of this Agreement.

ARTICLE VIII TERMINATION

Either party may terminate this Agreement by providing ten (10) days written notice to the other. The Town shall pay the County all costs incurred by the County to the date of termination, including staff time, review of documents and any other costs associated with the project up to said termination.

IN WITNESS WHEREOF, the TOWN and the COUNTY execute this Agreement this _____ day of _____, 2016.

BARNSTABLE COUNTY
COMMISSIONERS:

TOWN OF HARWICH:

Mary Pat Flynn

Date

Sheila Lyons

Leo G. Cakounes

Date



APPLICATION FOR ENTERTAINMENT

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

Weekday Entertainment (\$75) _____ 1 day

_____ Batters Box (\$50)

_____ Go Carts (\$50)

Annual _____

_____ Miniature Golf (\$50)

Seasonal _____

_____ Trampolines (\$25)

Opening Date _____

_____ Theater (\$150 per cinema)

Automatic Amusement:

_____ Juke Box (\$100 each)

_____ Video Games (\$100 each)

Other _____

Business Name Mad Minnow Bar & Kitchen Phone (574) 209-3977

Business Address 554 Rt. 28 Harwich Port MA 02646

Mailing Address Same

Owners Name & Address Mike Strayfeld 36 Hardy Ave Woburn MA 02472

Email Address mike@madminnow.com

Managers Name & Address Same

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

ENTERTAINMENT TYPE: (Check all appropriate boxes)

- Concert
- Dance
- Exhibition
- Cabaret
- Public Show
- Other
- Dancing by Patrons
- Dancing by Entertainers or Performers
- Recorded or Live Music
- Use of Amplification System

- Theatrical Exhibit, Play or Moving Picture Show
- A Floor Show of Any Description
- A Light Show of Any Description
- Any Other Dynamic Audio or Visual Show, Whether Live or Recorded

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

Yes No

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

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

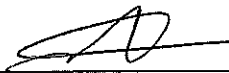
2. Furnish additional information concerning the condition of the premises and how they are suitable for the proposed entertainment:

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

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

Days/Hours of Business Operation 7 days 12a-12p

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

 owner/manager
Signature of applicant & title

Social Security # or Federal I.D.

#

Signature of individual or corporate name

Social Security # or Federal I.D. #

Signature of Manager

Social Security # or Federal I.D. #

Signature of Partner

Social Security # or Federal I.D. #

Sandy Robinson

From: Matthew Hart <mhart2@comcast.net>
Sent: Wednesday, June 08, 2016 12:20 PM
To: Sandy Robinson
Cc: John Rendon
Subject: RE: Saq Dev Com Preliminary Site Plan Review

Good morning Sandy:

In response to your note, John Rendon will be emailing you a copy of the Preliminary Site Plan that was voted on by the Saquatucket (Landside) Development Committee a couple of months ago.

I'm requesting that I present the BOS with a brief introduction to the Saq Dev Com planning process that created this Landside Preliminary Site Plan.

Then John Rendon can point out the specific development areas of the plan that will require the outside professional Design, Engineering and Permitting process to create the actual Saq Dev Com Site Plan and estimated pricing.

During the meeting discussion, the Preliminary Site Plan will be visible on the meeting room screen. This computer version will be in addition to the hard copies that will be provided to the BOS for their meeting packet.

I would also suggest including my explanation below for review by the BOSA in their Meeting Packet to answer some of their questions in advance.

Thank you.

Matt Hart
Chairman Saq Dev Com

W. Matthew Hart
"Rough Seas make better Sailors."
2 Samoset Road
Harwich, MA 02645
508-432-8063
Matthart.org

From: Sandy Robinson [mailto:srobinson@town.harwich.ma.us]
Sent: Wednesday, June 08, 2016 9:22 AM
To: Matthew Hart
Cc: John Rendon
Subject: RE: Saq Dev Com Preliminary Site Plan Review

Hi Matt – this matter will be on the Board of Selectmen agenda for next Monday, June 13th. Please send me any information that you have concerning this item. Thank you!
Sandy

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

From: Matthew Hart [<mailto:mhart2@comcast.net>]
Sent: Monday, May 30, 2016 7:36 AM
To: 'Peter Hughes' <phughes41@comcast.net>; Christopher Clark <cclark@town.harwich.ma.us>
Cc: Sandy Robinson <srobinson@town.harwich.ma.us>; John Rendon <jrendon@town.harwich.ma.us>
Subject: Saq Dev Com Preliminary Site Plan Review

May30, 2016

Good "Memorial Day" Morning Peter and Chris:

I understand that the BOS is having a scheduled meeting on Tuesday, May 31st and at that meeting, there will be a reorganization of the Board. As a result, on behalf of the Saquatucket Development Committee and the Harbormaster, we would like to request a session with that newly organized Board of Selectmen to go over the Saq Dev Com Preliminary Site plan that was reviewed and approved by the committee and the general public two months ago.

The Board of Selectmen's public review and approval of the 'Preliminary Site Plan' are necessary before the next step in the Saq Dev Com process can take place. That next step would be the 'Public Bidding Process' for the Design and Engineering Bid that would be based on incorporating the recommendations from the general public, several Town Departments, the Harbormaster and the Saquatucket Development Committee as are represented in the resulting Preliminary Site Plan.

The Harbormaster and the Saquatucket Development Committee are prepared to come before the Board of Selectmen whenever it is convenient for the BOS, thank you.

Matt Hart
Chairman Saq Dev Com

W. Matthew Hart
"Rough Seas make better Sailors."
2 Samoset Road
Harwich, MA 02645
508-432-8063
Matthart.org



GORHAM RD

ROUTE 28 - STATE HIGHWAY

TICKETS
GARAGE

100' BUFFER FROM WETLAND

CURRENT CLEARED AREA

30' BUFFER FROM WETLAND

LANDWARD EDGE OF WETLAND

SIDEWALK

SIDEWALK

$R=700.00$
 $A=187.09$

$S\ 69^{\circ}49'38''\ W\ 151.00'$

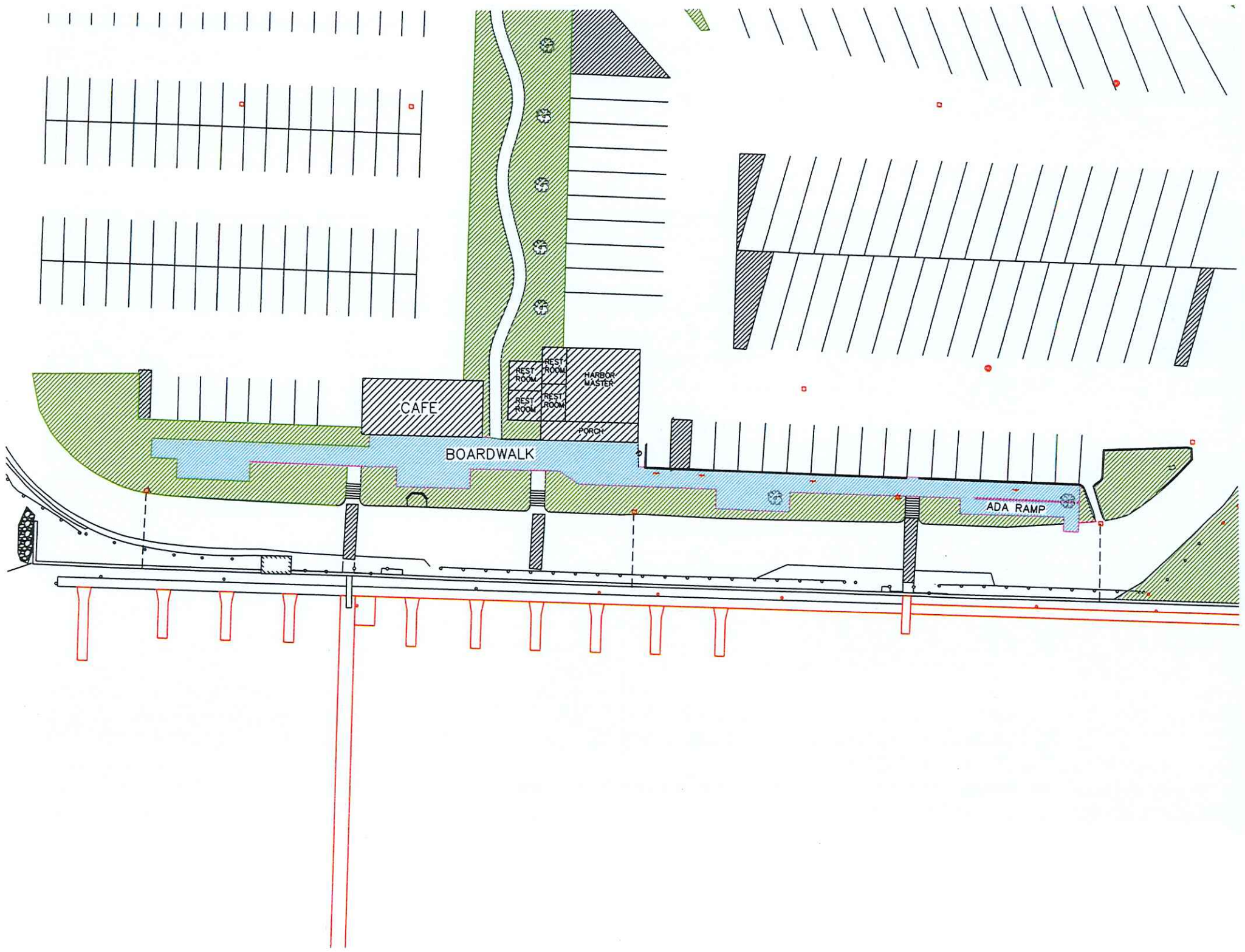
$N\ 08^{\circ}36'32''\ W\ 169.25'$

$N\ 08^{\circ}36'32''\ W\ 184.34'$

$N\ 60^{\circ}43'55''\ W\ 400.00'$

$S\ 104^{\circ}52'28''\ W\ 153.33'$

$N\ 92^{\circ}74'$



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



PRELI

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



Christopher Clark, *Town Administrator*

Charleen Greenhalgh, *Assistant Town Administrator*

732 MAIN STREET, HARWICH, MA

To: Board of Selectmen

Cc: Facility Maintenance Director
Community Center Director
Recreation Director

From: Christopher Clark, Town Administrator

Regarding: Continued Interim Use of the Middle School

Date: June 9, 2016

During my time as Town Administrator, I have been attempting to minimize costs to the Middle School as the Town deliberates its re-use. Once the building was officially turned over to the Town from the Monomoy Regional School District, I set up a process in which Sean Libby, Facility Maintenance Director was responsible for maintenance of the building and grounds; Carolyn Carey, Community Center Director was given the task of seeking various parties to utilize overflow space from the Community Center; and Eric Beebe, Recreation Director, was encouraged to also make use of the building for recreation programs. The primary intent of these actions was to retain some level of use in the building to be able to minimize insurance costs, and having a presence in the building would allow for better observation of its status. I believe this initial Administration effort has been successful but is not permanently sustainable.

The Board was initially inclined to utilize the building for housing purposes and then last year requested a non-binding ballot question be put forth for the voters to consider the re-use at the May 2016 Annual Town Election. The ballot question results came in as follows:

- | | | |
|-----------------|---|-----------|
| 1. Option three | sale of building for affordable or senior housing | Votes 653 |
| 2. Option four | retention as private self-sustaining cultural center | Votes 393 |
| 3. Option one | retention as a relocated Town hall and community activities | Votes 295 |
| 4. Option two | demolition and retention of land for future general use | Votes 156 |

I believe that a key policy decision needs to be made by the Board of Selectmen in regards to which direction should the re-use of the Middle School be made.

In my previous experiences, I have seen such questions emerge for elected officials. One consideration to be made is that without a clear definitive direction being achieved by the elected officials, then perhaps Administration should put together a more formal Interim Use Plan for the Middle School.

The Interim Use Plan that I would propose would be to pursue modest maintenance only with a more intensive use of the building. Options 4 and 1 call for use of the building as a cultural center or for other community activities. During this last two year, Administration, working with the above department heads, has only allowed for very short term use of the building. I would suggest that an Interim Use Plan would be for a period of five years with the intention of doing license agreements or rentals throughout the building and also establish a revolving account for the deposit of revenues to offset the increased costs to operate. This interim period of time could provide the Board with valuable information regarding the actual viability of operating the Middle School as a cultural center. The Town already has a very heavily utilized Community Center and Administration does not believe that a duplication of services is warranted. I have had initial discussions with Sean, Carolyn and Eric regarding giving them the opportunity to see if the concept of a cultural and recreation center has viability at that site. We have attached some materials regarding its current utilization and costs for the Board to consider.

The FY 16 budget included the line item of \$125,000 for the operation of the Middle School. It appears based upon current spending, that approximately \$50,000 will remain from this allocation and if not utilized will fall to so-called free cash at the close out of the budget. I have had preliminary conversation with Sean Libby about what recommendations he would have regarding minimal maintenance requirements for the school that could be done. First, he recommended that the portable classrooms at the rear of the building should be detached and sold or demolished. Second, if there is a desire for greater utilization of the building then the domestic hot water system will need to be repaired. These are two preliminary recommendations that will have to be followed up prior to June 30, 2016

If the majority of the Board of Selectmen vote consistent with option 3 to sell the building for affordable or senior housing, Administration will update the previous RFP making the necessary adjustments to limit any housing proposals to the strict footprint of the existing building. Any RFP process will need to include a formal town warrant article and Town Meeting action for the disposition of the property to a private party. The current status could be retained until such time as Town Meeting deliberations are concluded.

NON-BINDING ADVISORY BALLOT QUESTION REGARDING THE HARWICH
MIDDLE SCHOOL

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

1. Do you favor retention of the Harwich Middle School Building changing the use to a mixed municipal-private use such as a relocated town hall and private organization leased area for community activities, which has an estimated cost of \$11,476,000 for a full upgrade of the available 79,700 square feet of space and an estimated annual operation and maintenance cost of \$250,000? No additional town employees are included in these cost estimates and this option includes the sale of the existing town hall.

Votes 295

2. Do you favor demolition of the Harwich Middle School Building and retention of the land for a future general municipal use which has a current estimated cost to the Town of \$800,000 for demolition and site restoration?

Votes 156

3. Do you favor the sale of the Harwich Middle School Building and the land for affordable or senior housing purposes to an outside developer, for which the Town previously received an offer for \$672,000, with real estate taxes estimated at \$20,000 to 30,000 per year?

Votes 653

4. Do you favor the retention of the Harwich Middle School Building, to be leased or sold as is for the purpose of a self-sustaining private organization cultural and/or community center, or educational use?

Votes 393

Blank Votes 69

Total Votes 1,566

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TOWN OF HARWICH - LIVE DATA
G/L ACCOUNT DETAIL

P 1
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Org: 01122A2 Object: 614062
ATM14 #62-MAINT COSTS-HMS 0100-1-122-0000-000-000-A-2-614062-

YEAR	PER	JOURNAL	EFF DATE	SRC T	PO/REF2	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VDR NAME/ITEM DESC	COMMENTS
2015	12	000420	06/30/2015	API 1		W T15066	3,411.61	Y	184006	T15066	COASTAL ENGINEERI	W11808.05
2015	12	000420	06/29/2015	API 1		W T15066	11.92	Y	184085	T15066	NATIONAL GRID	55118-199
2015	12	000420	06/29/2015	API 1		W T15066	11.29	Y	184084	T15066	NATIONAL GRID	55118-174
2015	12	000420	06/29/2015	API 1		W T15066	26.56	Y	184090	T15066	NATIONAL GRID	55118-177
2015	12	000420	06/29/2015	API 1		W T15066	1,128.00	Y	184128	T15066	SEASIDE ALARMS IN	ACCOUNT#
2015	12	000136	06/18/2015	API 1		W T15064	1,725.72	Y	183417	T15064	EVERSOURCE	1404 858
2015	12	000029	06/11/2015	API 1		W T15062	4,160.61	Y	183131	T15062	COASTAL ENGINEERI	W11808.05
2015	12	000029	06/08/2015	API 1		W T15062	524.88	Y	183180	T15062	NATIONAL GRID	55118-177
2015	12	000008	06/01/2015	API 1		W T15061	14.84	Y	183032	T15061	NATIONAL GRID	55118-199
2015	12	000008	06/01/2015	API 1		W T15061	11.29	Y	183031	T15061	NATIONAL GRID	55118-174
2015	11	000128	05/18/2015	API 1		W T15059	3,722.97	Y	182875	T15059	EVERSOURCE	1404 858
2015	11	000100	05/21/2015	API 1		W T15058	4,361.73	Y	182707	T15058	COASTAL ENGINEERI	W11808.05
2015	11	000058	05/05/2015	API 1		W T15057	4,756.25	Y	182519	T15057	NATIONAL GRID	55118-177
2015	11	000058	05/05/2015	API 1		W T15057	89.20	Y	182512	T15057	NATIONAL GRID	55118-199
2015	11	000058	05/05/2015	API 1		W T15057	19.32	Y	182510	T15057	NATIONAL GRID	55118-174
2015	10	000136	04/27/2015	API 1		W T15054	8,278.04	Y	182300	T15054	NATIONAL GRID	55118-177
2015	10	000117	04/14/2015	API 1		W T15053	4,592.03	Y	182136	T15053	EVERSOURCE	1404 858
2015	10	000117	04/14/2015	API 1		W T15053	1,500.00	Y	182152	T15053	HARWICH PORT HEAT	HARWICH M
2015	10	000059	04/13/2015	API 1		W T15052	6,645.78	Y	182077	T15052	NATIONAL GRID	55118-177
2015	10	000034	04/08/2015	API 1		W T15051	3,833.51	Y	181934	T15051	COASTAL ENGINEERI	W11808.05
2015	10	000034	04/06/2015	API 1		W T15051	200.35	Y	181990	T15051	NATIONAL GRID	55118-199
2015	10	000034	04/06/2015	API 1		W T15051	16.67	Y	181989	T15051	NATIONAL GRID	55118-174
2015	10	000014	04/02/2015	API 1		W T15050	4,345.11	Y	181724	T15050	EVERSOURCE	1404 858
2015	09	000079	03/20/2015	APM 1		T15037	-500.00	Y			YANKEE SPRINKLER	HARWICH M
2015	09	000072	03/19/2015	API 1		W T15047	3,565.29	Y	181491	T15047	COASTAL ENGINEERI	W11808.05
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2015	09	000032	03/09/2015	API 1		W T15046	15.66	Y	181413	T15046	NATIONAL GRID	55118-174
2015	09	000032	03/09/2015	API 1		W T15046	275.01	Y	181415	T15046	NATIONAL GRID	55118-199
2015	08	000178	02/26/2015	API 1		W T15043	3,560.68	Y	181159	T15043	COASTAL ENGINEERI	W11808.05
2015	08	000178	02/19/2015	API 1		W T15043	4,792.84	Y	181167	T15043	EVERSOURCE	1404 858
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2015	07	000122	01/29/2015	API 1		W T15038	2,031.88	Y	180620	T15038	COASTAL ENGINEERI	C11808.13
2015	07	000122	01/22/2015	API 1		W T15038	4,559.68	Y	180655	T15038	NSTAR ELECTRIC	1404 858
2015	07	000115	01/12/2015	API 1		W T15037	500.00	Y			YANKEE SPRINKLER	HARWICH M
2015	06	000167	12/31/2014	CRP 1	1197915	TR 52	-2,004.54	Y			TREASURER	
2015	06	000159	12/29/2014	API 1		W T15034	1,275.00	Y	180234	T15034	ASSOCIATED ELEVAT	ACCT# CS
2015	06	000159	12/29/2014	API 1		W T15034	18.68	Y	180255	T15034	NATIONAL GRID	55118-174
2015	06	000159	12/29/2014	API 1		W T15034	156.96	Y	180257	T15034	NATIONAL GRID	55118-199
2015	06	000159	12/29/2014	API 1		W T15034	2,638.85	Y	180262	T15034	NSTAR ELECTRIC	1404 858
2015	06	000107	12/18/2014	API 1		W T15031	3,792.26	Y	180050	T15031	COASTAL ENGINEERI	W11808.05
2015	06	000045	12/08/2014	API 1		W T15030	2,416.17	Y	179943	T15030	NATIONAL GRID	55118-177
2015	06	000016	12/04/2014	API 1		W T15029	50.86	Y	179839	T15029	NATIONAL GRID	55118-199
2015	06	000016	12/04/2014	API 1		W T15029	13.79	Y	179837	T15029	NATIONAL GRID	55118-174
2015	06	000016	12/04/2014	API 1		W T15029	756.50	Y	179849	T15029	NSTAR ELECTRIC	1404 858
2015	05	000101	11/26/2014	API 1		W T15027	2,040.20	Y	179728	T15027	NSTAR ELECTRIC	1404-858-
2015	05	000068	11/20/2014	API 1		W T15026	34.17	Y	179559	T15026	NATIONAL GRID	55118-174
2015	05	000068	11/20/2014	API 1		W T15026	77.11	Y	179560	T15026	NATIONAL GRID	55118-177
2015	05	000035	11/13/2014	API 1		W T15025	3,546.96	Y	179460	T15025	COASTAL ENGINEERI	W11808.05

06/08/2016 12:55
cclark

TOWN OF HARWICH - LIVE DATA
G/L ACCOUNT DETAIL

P 2
glactinq

Org: 01122A2 Object: 614062
ATM14 #62-MAINT COSTS-HMS 0100-1-122-0000-000-000-A-2-614062-

YEAR	PER	JOURNAL	EFF DATE	SRC T	PO/REF2	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VDR NAME/ITEM DESC	COMMENTS
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2015	04	000197	10/30/2014	API 1		W T15022	1,909.78	Y	179190	T15022	NSTAR ELECTRIC	1404-858-
2015	04	000197	10/30/2014	API 1		W T15022	1,128.00	Y	179201	T15022	SEASIDE ALARMS IN	227 HARWI
2015	04	000197	10/30/2014	API 1		W T15022	300.00	Y	179220	T15022	YANKEE SPRINKLER	HARWICH M
2015	04	000142	10/23/2014	API 1		W T15021	192.00	Y	179093	T15021	SEASIDE ALARMS IN	227
Total Amount:			113,673.12									

** END OF REPORT - Generated by cclark **

Org: 01122A2 Object: 614062
ATM14 #62-MAINT COSTS-HMS 0100-1-122-0000-000-000-A-2-614062-

YEAR	PER	JOURNAL	EFF DATE	SRC T	PO/REF2	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VDR NAME/ITEM DESC	COMMENTS
2016	08	000279	02/23/2016	GEN 1		RECLASS	-8,411.21	Y				ARTICLE E
2016	06	000194	12/17/2015	API 1		W T16030	16.00	Y	187073	T16030	CAPE ELECTRIC SUP	CUSTOMER#
2016	06	000194	12/17/2015	API 1		W T16030	195.00	Y	187106	T16030	LEN KALBACH	MIDDLE SC
2016	06	000194	12/17/2015	API 1		W T16030	1,096.12	Y	187124	T16030	NATIONAL GRID	55118-177
2016	06	000012	12/03/2015	API 1		W T16028	31.95	Y	186836	T16028	NATIONAL GRID	55118-199
2016	06	000012	12/03/2015	API 1		W T16028	10.91	Y	186834	T16028	NATIONAL GRID	55118-174
2016	05	000213	11/16/2015	API 1		W T16026	979.68	Y	186649	T16026	EVERSOURCE	1404 858
2016	05	000061	11/05/2015	API 1		W T16024	33.12	Y	186410	T16024	CAPE ELECTRIC SUP	HARWHY0
2016	05	000061	11/05/2015	API 1		W T16024	47.88	Y	186410	T16024	CAPE ELECTRIC SUP	HARWHY0
2016	05	000061	11/05/2015	API 1		W T16024	3,203.24	Y	186416	T16024	COASTAL ENGINEERI	PROJECT W
2016	05	000061	11/05/2015	API 1		W T16024	1,740.56	Y	186416	T16024	COASTAL ENGINEERI	PROJECT W
2016	05	000061	11/05/2015	API 1		W T16024	325.00	Y	186432	T16024	LEN KALBACH	HARWICH M
2016	05	000018	11/02/2015	API 1		W T16023	50.32	Y	186367	T16023	NATIONAL GRID	55118-177
2016	05	000018	11/02/2015	API 1		W T16023	15.54	Y	186363	T16023	NATIONAL GRID	55118-199
2016	05	000018	11/02/2015	API 1		W T16023	11.69	Y	186361	T16023	NATIONAL GRID	55118-174
2016	04	000333	10/20/2015	API 1		W T16021	384.53	Y	186193	T16021	EVERSOURCE	1404 858
2016	04	000333	10/20/2015	API 1		W T16021	500.00	Y	186257	T16021	YANKEE SPRINKLER	HARWICH M
2016	04	000028	10/08/2015	API 1		W T16018	11.29	Y	185854	T16018	NATIONAL GRID	55118-199
2016	04	000028	10/08/2015	API 1		W T16018	11.29	Y	185855	T16018	NATIONAL GRID	55118-174
2016	04	000028	10/08/2015	API 1		W T16018	25.68	Y	185862	T16018	NATIONAL GRID	55118-177
2016	04	000003	10/01/2015	API 1		W T16016	88.06	Y	185685	T16016	HARWICH WATER DEP	ACCOUNT 0
2016	03	000247	09/14/2015	API 1		W T16015	604.25	Y	185634	T16015	SEASIDE ALARMS IN	ACCOUNT#
2016	03	000161	09/10/2015	API 1		W T16014	3,355.00	Y	185446	T16014	COASTAL ENGINEERI	HARWICH M
2016	03	000161	09/10/2015	API 1		W T16014	26.56	Y	185510	T16014	NATIONAL GRID	55118-177
2016	03	000161	09/10/2015	API 1		W T16014	181.00	Y	185533	T16014	SEASIDE ALARMS IN	ACCOUNT #
2016	03	000049	09/10/2015	API 1		W T16013	10.49	Y	185337	T16013	HINCKLEY HOME CEN	HARWICH H
2016	03	000049	09/10/2015	API 1		W T16013	12.46	Y	185353	T16013	NATIONAL GRID	55118-174
2016	03	000049	09/10/2015	API 1		W T16013	12.46	Y	185354	T16013	NATIONAL GRID	55118-199
2016	02	000122	08/20/2015	API 1		W T16009	3,717.14	Y	184918	T16009	COASTAL ENGINEERI	W11808.05
2016	02	000016	08/04/2015	API 1		W T16007	28.34	Y	184646	T16007	NATIONAL GRID	55118-177
2016	02	000016	08/04/2015	API 1		W T16007	11.69	Y	184639	T16007	NATIONAL GRID	55118-199
2016	02	000016	08/04/2015	API 1		W T16007	11.69	Y	184640	T16007	NATIONAL GRID	55118-174
2016	01	000181	07/27/2015	API 1		W T16005	375.00	Y	184412	T16005	ASSOCIATED ELEVAT	ACCOUNT#
2016	01	000181	07/27/2015	API 1		W T16005	903.00	Y	184524	T16005	SEASIDE ALARMS IN	ACCOUNT#
2016	01	000150	07/16/2015	API 1		W T16004	1,711.15	Y	184332	T16004	EVERSOURCE	1404 858

Total Amount: 11,326.88

** END OF REPORT - Generated by cclark **

06/08/2016 12:52
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TOWN OF HARWICH - LIVE DATA
G/L ACCOUNT DETAIL

P 1
glacting

Org: 013922 Object: 524300
OTHER MAINT/REPAIR SERVICE 0100-3-392-0000-000-000-0-2-524300-

YEAR	PER	JOURNAL	EFF DATE	SRC T	PO/REF2	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VDR NAME/ITEM DESC	COMMENTS
2016	12		06/09/2016	API			1,871.37	N			COASTAL ENGINEERI	HARWICH P
2016	12		06/09/2016	API			11.29	N			NATIONAL GRID	55118-174
2016	12		06/09/2016	API			11.29	N			NATIONAL GRID	55118-199
2016	12		06/09/2016	API			1,191.20	N			NATIONAL GRID	55118-177
2016	11	000287	05/31/2016	CRP	1363943	TR94	-10,948.95	Y				TOWN ACCO
2016	11	000187	05/19/2016	API		W T16057	1,904.96	Y	189954	T16057	COASTAL ENGINEERI	WASTEWATE
2016	11	000187	05/19/2016	API		W T16057	2,734.54	Y	189962	T16057	EVERSOURCE	1404 858
2016	11	000187	05/19/2016	API		W T16057	110.00	Y	189978	T16057	HARWICH WATER DEP	ACCT# 077
2016	11	000187	05/19/2016	API		W T16057	3,159.75	Y	190010	T16057	NATIONAL GRID	55118-177
2016	11	000117	05/12/2016	API		W T16056	12.08	Y	189890	T16056	NATIONAL GRID	55118-174
2016	11	000117	05/12/2016	API		W T16056	86.69	Y	189892	T16056	NATIONAL GRID	55118-199
2016	11	000034	05/05/2016	API		W T16055	3,306.19	Y	189583	T16055	EVERSOURCE	1404 858
2016	11	000034	05/05/2016	API		W T16055	466.61	Y	189654	T16055	SOUTH SHORE GENER	SITE: MRS
2016	10	000120	04/21/2016	API		W T16052	1,748.26	Y	189352	T16052	COASTAL ENGINEERI	HARWICH S
2016	10	000087	04/11/2016	API		W T16051	3,570.00	Y	189289	T16051	NATIONAL GRID	55118-177
2016	10	000019	04/07/2016	API		W T16050	140.81	Y	189157	T16050	NATIONAL GRID	55118-199
2016	10	000019	04/07/2016	API		W T16050	12.08	Y	189154	T16050	NATIONAL GRID	55118-174
2016	09	000202	03/24/2016	API		W T16047	77.74	Y	188842	T16047	HARWICH WATER DEP	ACCOUNT#
2016	09	000202	03/24/2016	API		W T16047	3,242.29	Y	188831	T16047	EVERSOURCE	1404 858
2016	09	000131	03/17/2016	API		W T16046	3,538.70	Y	188687	T16046	COASTAL ENGINEERI	W11808.05
2016	09	000074	03/10/2016	API		W T16045	11.29	Y	188622	T16045	NATIONAL GRID	55118-174
2016	09	000074	03/10/2016	API		W T16045	175.80	Y	188624	T16045	NATIONAL GRID	55118-199
2016	09	000074	03/10/2016	API		W T16045	4,168.85	Y	188631	T16045	NATIONAL GRID	55118-177
2016	09	000014	03/03/2016	API		W T16044	3,798.92	Y	188404	T16044	COASTAL ENGINEERI	W11808.05
2016	08	000360	02/23/2016	API		W T16044	3,439.55	Y	188427	T16044	EVERSOURCE	1404 858
2016	08	000279	02/23/2016	GEN		RECLASS	8,411.21	Y				MDL SCHL
2016	08	000240	02/18/2016	API		W T16041	4,832.15	Y	188201	T16041	NATIONAL GRID	55118-177
2016	08	000010	02/04/2016	API		W T16039	4,104.85	Y	188005	T16039	COASTAL ENGINEERI	W11808.05
2016	08	000010	02/04/2016	API		W T16039	3,383.30	Y	188005	T16039	COASTAL ENGINEERI	W11808.05
2016	08	000010	02/01/2016	API		W T16039	13.25	Y	188050	T16039	NATIONAL GRID	55118-174
2016	08	000010	02/01/2016	API		W T16039	171.26	Y	188052	T16039	NATIONAL GRID	55118-199
2016	07	000189	01/25/2016	API		W T16037	47.52	Y	187741	T16037	CAPE ELECTRIC SUP	CUSTOMER#
2016	07	000189	01/25/2016	API		W T16037	2,110.08	Y	187766	T16037	EVERSOURCE	1404 858
2016	07	000087	01/11/2016	API		W T16035	2,478.26	Y	187595	T16035	NATIONAL GRID	55118-177
2016	07	000015	01/04/2016	API		W T16034	1,175.00	Y	187328	T16034	ASSOCIATED ELEVAT	ACCOUNT#
2016	07	000015	01/04/2016	API		W T16034	59.09	Y	187381	T16034	NATIONAL GRID	55118-199
2016	07	000015	01/04/2016	API		W T16034	12.46	Y	187380	T16034	NATIONAL GRID	55118-174
2016	06	000343	12/17/2015	API		W T16031	1,798.48	Y	187231	T16031	EVERSOURCE	1404 858

Total Amount: 56,438.22

** END OF REPORT - Generated by cclark **

MIDDLE SCHOOL RENTAL USE/FUNDS

The Harwich Middle School is currently being scheduled on an as-needed basis by the Recreation Department and the Community Center. We have made a priority to schedule the Community Center first. However, at different times, the specific room-use is not available, so we have been able to accommodate some functions at the middle school.

Please note that each time the building is open, staff must be on site for safety and security, as well as for clean-up.

I have attached an information sheet for your review. Please let me know if you have any additional questions.

Middle School Use

Spirits of America

- Monday, March 30th – 3pm-10pm
- Tuesday, March 31st – 3pm-10pm
- Wednesday, April 1st – 3pm-10pm
- Thursday, April 2nd – 3pm-10pm

***Use of 2 rooms, the Gym, and the front room (plus the restrooms)*

\$200.00 per day = \$800.00

Check made out to Town of Harwich

Check #3338

Payment is to staff and General Fund

Town Use

Community Center Egg Hunt

- Friday, April 3rd
***Event was held inside the building*

Pickle Ball – Gym

- Tuesday – Thursday, starting February, 9am-12pm
***Event is on-going, see attached list*
Payment to the staff is from the Revolving Fund
- Saturdays (beginning in winter), 9am-12pm
***Event is on-going, see attached list*

Recreation Dept. – Playground Program

***Backup rain location, held in the Gym/front room*

Charlie Abate -- Gym

- July 10th, 8am-11am

Fire Dept.

- For informal or on-duty training
***They call to reserve on the same day and do drills*

PENDING – TOWN USE:

Police Dept.

- *Has requested information on holding a training class*
***Waiting on follow-up from Dept. Chief*

Pickle Ball Schedule – 9AM-12Noon

Tuesday	Thursday	Saturday
Feb 3	Feb 5	Feb 7
Feb 10	Feb 12	Feb 14
Feb 17	Feb 19	Feb 21
Feb 24	Feb 26	Feb 28
March 3	March 5	March 7
March 10	March 12	March 14
March 17	March 19	March 21
March 24	March 26	March 28
March 31		
	April 2	April 4
April 7	April 9	April 11
April 14	April 16	April 18
April 21	April 23	April 25
April 28	April 30	
		May 2
May 5	May 7	May 9
May 12	May 14	May 16
May 19	May 21	May 23
May 26	May 28	
June 2	June 4	
June 9	June 11	
June 16	June 18	
June 23	June 25	
June 30		
	July 2	
July 7	July 9	

PENDING – OUTSIDE GROUP:

Weight Loss Group

- *Meeting: Weekly, 8am-10:30pm & 5:30pm-8pm*
***Approximately 50-75 people*

REPORT TO THE BOARD OF SELECTMEN HARWICH MIDDLE SCHOOL REPURPOSE COMMITTEE

The Harwich Board of Selectmen (“BOS”) appointed the Harwich Middle School Repurpose Committee (“The Committee”) in August 2014. The charge to the Committee was to maximize the public benefit and return on investment for the Harwich Middle School (“HMS”) for the Town of Harwich. The initial goal was a recommendation by the Committee to the BOS by January 2015.

The Committee had its first meeting on September 8, 2014 and selected a Chairman, Vice Chairman and Clerk. Since that time the Committee has met almost every two weeks or approximately 14 times. Various Committee members, members of the public and potential users have toured HMS a number of times. On December 3, 2014 and March 16, 2015 the Committee held public hearings specifically to receive input from interested parties. Both public hearings were well attended with extensive public comment. A summation of these meetings may be found in the appended minutes.

In addition to public hearings, the Committee received numerous items of correspondence which are appended to this report.

In January 2015 a Request for Information (“RFI”) was issued. On January 30, 2015 the committee received seven written responses in addition to comments from two town departments. A summary of these submissions follows:

- The Partnership School of Cape Cod - looking to lease 8,000 to 10,000 gross square feet for up to 100 students in grades Pre K through Six.
- Cape Cod Culinary Incubator - looking to lease the kitchen and cafeteria only.
- Wise Living – proposing a 40 unit, 40B independent Senior Living Rental facility using all of the existing building as well as the cafeteria and kitchen and open to sharing space with other uses.
- Town Hall - suggested as part of a letter from a Harwich resident for repurpose as a “building of purpose to bring revenue to the town and visitors to Harwich Center”.
- Recreation and Community Center - suggested availability of the gym and auditorium for a variety of programs and use by interested residents and groups.
- Stratford Capital Group - proposing 62 units of Affordable Senior Housing financed, in part, with federal and state loans as well as grants and credits.
- A letter of interest from the Children's Center that was withdrawn.
- A letter from a resident supporting a 3D educational printing facility.

The Committee consolidated these expressions of interest into three options for further consideration:

- Senior housing in combination with public or other use of the gymnasium and auditorium.
- Relocation of town hall with a variety of possible secondary users of the gymnasium, auditorium, cafeteria, some classrooms, etc.
- Demolition of the building with land available for future recreation, school or other municipal purposes

On April 27, 2015 the Committee approved the following motion by a 3-2 vote:

After given full consideration and input to all issues in regards to the charge the Selectmen have given the Middle School Re-Purpose Committee, including the majority of comments at the Public Hearings. The Committee has set in order of priority three recommendations for the Boards consideration.

1. The Town should retain ownership of the property and existing Buildings and further explore the use of buildings as a Town entity in combination with the community uses expressed by non-profit groups within the RFI. This action should include, yet not be limited to, the exploration of the sale of other Town buildings presently occupied as to offset cost and encourage consolidation.
2. The Town should retain ownership of the property and further explore the demolition of portions or all of the buildings. The Committee has solicited estimates to achieve removal of the buildings yet has not, to date, explored the final use of open space, ie; sports fields, grass, additional parking and use for elementary school.
3. Re-Issuing an RFI for the purpose of constructing Housing on the site. The Committee has reviewed the current proposals for housing and have concerns on matters pertaining to funding, percentage of affordable units vs market, the impact of any such development in that it needs to address current housing needs such as work force units and starter homes for the young Harwich residents. The Committee also feels it would be a disservice to the town to proceed with one respondent given the value of the Building and the property.

On May 13, 2015 the Committee further discussed information to be submitted to the BOS. The Committee voted to add the following request regarding revenues and expenses for the above three options.

Considering both the benefits and burdens of each option, it would seem that the Committee has reached the point where any additional comment on either revenue or expense would be mere speculation. If the Town chooses to retain the property, we request that the BOS authorize a professional review of both the costs of development for HMS and the potential revenue derived from various uses. We would request a small study be done by a consultant to determine how much of the building needs renovation and the range of costs to renovate. The consultant should

look at the full cost of ownership including operations and maintenance. This study also could include an estimate of demolition costs. Further, the cost of elimination of a shared septic system could be reviewed to determine savings to the Monomoy School District. Given the potential total costs of renovation and reuse, this small investment will eliminate guess work and provide answers requested by Town Meeting.

We have been scheduled to present this report at your May 18th meeting. We are prepared to do further work on this important project, but we will await further direction from you first.

Sincerely,

The Harwich Middle School Repurpose Committee

Larry Brophy, Chairman
Clement Smith, Vice Chairman
Richard Gifford, Clerk
Michael MacAskill
William Lean

David Spitz

From: Harwich Housing Authority <harwichha@verizon.net>
Sent: Monday, December 08, 2014 9:33 AM
To: David Spitz
Subject: Middle School Repurpose Committee

I am writing in support of affordable housing at the Middle school location, and to express my disappointment with many of the speakers at the December 3rd meeting.

We have many hard working families in the area who in spite of full time employment still have a hard time paying market rents. To hear many of the speakers and people I spoke with after the meeting, you would think affordable housing residents were all drug dealing, lo life, perverts. This is not at all the case, as part of the tenant selection process background checks are done and applicants must qualify financially. Gomes Way is literally in my back and I know of no problems there, it has been a pleasant addition to our neighborhood.

John Stewart
Executive Director
Harwich Housing Authority

email: harwichha@verizon.net
Phone: 508-945-0478
Fax: 508-945-5666

Post Office Box 83
West Harwich, Massachusetts 02671
508-432-8101
harwichcivicassociation@hotmail.com

✓ December 15, 2014

Committee Members
Middle School Repurpose Committee
Harwich Town Hall
732 Main Street
Harwich Center, Massachusetts 02645

By Hand

RE: Comments on the Process for the Middle School Repurposing

Dear Committee Members:

On October 25th, the board of the Harwich Civic Association met and agreed to send a letter with suggestions for your consideration in developing repurposing of this town asset for a second time. Given the fact that money has not been requested through the Community Preservation Act Process in the past or currently, your committee will have to act very creatively to achieve a positive outcome for the town. Repurposing of the Middle School and property is a complex task as it involves several structures, surrounding outdoor spaces, a septic system serving the property and the adjacent elementary school, adjacent recreational fields, and traffic into and off of the site. There are also residential properties adjoining parts of the site. The oldest building in the group is not yet considered historic by town regulations, but has many distinctive features. The site is also near the town's public safety complex and near Harwich Center and town hall. Recent discussion as reported in the press has focused on various singular uses for the structures. This is one option, but there should also be an understanding of the potential for mixed uses. The potential constraints and opportunities of different options of site use should be considered and there should be clear guidelines developed to allow for potential repurpose candidate(s) to understand parameters. There could be a proactive effort to outreach to Cape Cod Community College and other educational institutions in regard to education for seniors, the work force, and visitors. In regard to use as a town hall it would be useful to consider the size of the structure relative to other town halls on the Cape and the alternative of working with the Monomoy schools to allow for additional meeting spaces for use by the town.

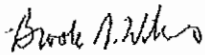
Key partners in this effort might include the board of Selectmen and Town Administrator, the town's wastewater consultant, the Monomoy School district, the Cape Cod Commission, as well as the town's housing, recreation, and historic commissions. Given the lack of funding from the CPC as noted above, working with the Selectmen and Administrator to consider the efforts of upkeep and the potential for funding in the town meeting to expedite professional analysis of alternatives should be discussed. Options for the septic system should be understood by the town. This could be analyzed in part in conjunction with the wastewater consultants relative to lifecycle costs of the different options. How repurpose of the Middle School will affect the adjoining Elementary School could be reviewed with the Monomoy district and other nearby town agencies. Similar to efforts to explore options for the Downey property, work with the Cape Cod Commission could be fruitful. This could be useful in considering traffic, recreation and open space, and housing issues. There could also be discussion of a planning category for structures not currently considered historic but contributing to the town. Such an effort could

also be beneficial to other Cape towns in the future. The above town commissions could provide input to the process in their areas of responsibility.

I would add some quick comments in regard to the information in the draft RFI form distributed at the public meeting. Could some housing for town/school district employees be included? What is the building code use classification of the structures? What uses would be continuing use? How many parking spaces does the Elementary School need? How many parking spaces for ballfield users will be required? What would be the assumption for building D in a housing proposal? How could the town participate in the RFI process if some town use is considered?

Once guidelines are developed, it would be good to have an opportunity for requests for interest to allow some input by potential applicants. A potential form for this process was distributed at the hearing. The surrounding community and public at large could be active in this process through public meetings and by responding to information posted online and in the library. Please also see my attached letter as an individual of 12/9/13. Thank you for your efforts on behalf of the town and for the opportunity to comment.

Sincerely,



Brooke N. Williams,
President,
Harwich Civic Association

cc: Board of Selectmen, Board Members HCA, Harwich Planning Department, Cape Cod
Commission
enc: bnw letter 12/9/13

Post Office Box 83
West Harwich, Massachusetts 02671
508-432-8101
617-332-3767

December 9, 2013

Joseph McParland,
Chair,
Middle School Repurpose Committee
Harwich Town Hall
732 Main Street
Harwich Center, Massachusetts 02645

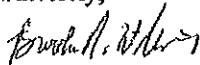
By Hand

RE: Comments on the Process for the Middle School Repurposing

Dear Mr. McParland:

I am writing as an individual with some comments related to the process for Repurposing of the Harwich Middle School. Unfortunately, I was not able to attend the public meeting on November 16th as I was in Cambridge taking minutes for a meeting. The request for interest provided some input on possible reuses and was a valuable step. Given the responses reported in local media, a key issue is the agreement for future use of the septic system. Will there be a septic easement or other means to establish use of the system on the Monomoy property by the purchaser/ lessor? Could a package plant similar to that used for the Yarmouth School in conversion to housing be used which would allow the developer independence from the school septic system? If this is done, will the agreement allow the continuing use of the septic system by the school? Have possible lenders and regulators been contacted, such as DHCD and DEP in writing in regards to finding similar shared facility agreements and impacts on funding? While there would be a cost, has your committee recommended review of proposals by professionals with experience with such complex proposals? Other key issues include all safety and use needs by present and proposed uses including possible after school use of parking areas by proposals. I would request that copies of materials developed be made available at the town library or online. I appreciate the opportunity to provide comments. Thank you for your efforts on behalf of the town.

Sincerely,



Brooke N. Williams

cc: Board of Selectmen (By Mail)

Middle School Repurpose Committee
732 Main St.
Harwich, Ma. 02645

4 Archibald Circle
Harwich Port, Ma. 02646

Jan. 12, 2015

Dear sirs:

It is my hope that the town of Harwich will not sell the middle school. In the near future, our town will need a larger town hall and the middle school could be remodeled to serve this purpose. It would be better than building another new building and adding to our rapidly rising real estate tax bills. Please give this thought your greatest concern.

Sincerely,
Robert E. Gyzulski

From: wmason@townofharwich.us
To: michaelmac12@hotmail.com
CC: cclark@town.harwich.ma.us
Subject: Re: Middle School Repurposing
Date: Thu, 5 Feb 2015 20:09:00 +0000

Harwich Middle School Repurposing Committee:

I would like to take this opportunity to express my opinion and thoughts about the repurposing of the Harwich Middle School for you to consider.

Over the past year or more there has been extensive conversations about turning the school into affordable housing, apartments, condominiums, etc. Although I would hold my final thoughts until a formal plan was developed and key issues addressed, I would like you to consider these concerns. As you well know, the school is directly adjacent to the Harwich Elementary School which I have been told is near or at capacity. Every school morning and afternoon, traffic lines up through the middle school parking lot with overflow onto Sisson Road. This causes through South-bound traffic to travel on the wrong side of the road of a very busy street to avoid the congestion; however, the front entrance to the Elementary School is filled and utilized by the school buses. The Police Department has discussed alternative traffic patterns with the Elementary School; however, no feasible solutions have been found. If the middle school would be turned into affordable or otherwise housing, residents would be attempting to exit or enter the area going to or returning from work or other activities making a bad traffic situation worse. In addition, the middle school parking lot is used for overflow parking for evening and weekend events of the Elementary School and daytime events held at the Public Safety Facility. I would find it hard to believe that any developer or residents owning or paying rent to live in this building would accept the (school) daily and routine supplemental uses of the entrance, drive, and/or parking lot.

Use of the middle school as a residential facility would open the property to residents of all types including registered sex offenders, current or recovering drug addicts, convicted criminals, alcoholics, and drug dealers. To my knowledge, there is no law that allows the property owner/developer to discriminate against any of these potential residents. As a parent of now older students, I would find this proximity a major concern especially considering the location of student pedestrians, playgrounds, and ball fields. Statistics have shown that housing complexes of this nature have the potential of increasing crime rates while degrading the safety of the surrounding homes and properties.

As an alternative, the middle school could be redeveloped into the new Harwich Town Hall and Cultural Center (utilizing the auditorium for stage and music productions and the gym for supplemental athletic programs). The current Town Hall seems to be well used to capacity. This property could be sold and placed back on the tax roles with the proceeds to pay for or at least part of the middle school renovation. The playground and ball fields could continue to be utilized by the Elementary School and the parking lot would remain public. A potential auxiliary road could be made utilizing existing property to the South of the current entrance off of Sisson Road to accommodate school morning/afternoon traffic and avoid competition with access to the new Town Hall parking lot that would remain available for the aforementioned ancillary uses (as it would not interfere with normal Town Hall business activities).

I realize this is just one perspective/alternative for this valuable and historic piece of property; there will

2/11/2015

(31 unread) - rgifford03 - Yahoo Mail

be others worthy of consideration by your Committee. I appreciate this opportunity to provide one person's opinion. If you have any questions or need further information, feel free to contact me at your earliest convenience.

William A. Mason, Chief
Harwich Police Department
183 Sisson Road
Harwich, MA 02645
508-430-7541

Post Office Box 83
West Harwich, Massachusetts 02671
508-432-8101

March 18, 2015

Committee Members
Middle School Repurpose Committee
Harwich Town Hall
732 Main Street
Harwich Center, Massachusetts 02645

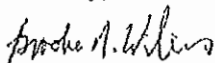
By Hand

RE: Comments on the Process for the Middle School Repurposing

Dear Committee Members:

I am writing as an individual with comments on the RFI materials and comments on information on responses as described in the local media. I would request that copies of the RFI responses be provided to public at the library or be made available online. As of today, the links on the committee website to the RFI materials were not functioning. It is difficult to provide comments without complete information. In regard to the information in the RFI, I would suggest clarifying the information provided under "other considerations". This includes the statements that the elementary school does not have sufficient parking, some parking should be provided for ball field users, the elementary school will use both access locations, and whether the wastewater treatment system will continue to be shared or a new system will be required. In regard to the responses reported in the media, it appears there are two general approaches-housing and some form of educational use. I would suggest that the committee might begin to develop guidelines for those general uses while still remaining open to the town hall or other public, non-profit, or private approaches. Lastly in regard to educational use which might suggest some form of lease, I would suggest that the committee outreach to Harwich and Cape educational and governmental institutions to consider how the building reuse could positively impact the local and regional economy, the workforce, retirees, and visitors. Please also see my letter as an individual of 12/9/13 and the HCA letter of 12/15/14. Thank you for your efforts on behalf of the town and for the opportunity to comment.

Sincerely,



Brooke N. Williams

cc: Board of Selectmen, Board Members HCA, Harwich Planning Department, Cape Cod
Commission, Library Director

From: **Michael MacAekill** michaelmac12@hotmail.com
Subject: **FW: Save Harwich Middle School**
Date: **March 18, 2015 at 5:10 PM**
To: **buyor@goose.com**

From: **jennylyn1870@yahoo.com**
To: **michaelmac12@hotmail.com**
Subject: **Save Harwich Middle School**
Date: **Wed, 18 Mar 2015 20:18:26 +0000**

Sent from Windows Mail
Good Afternoon Mike,

My name is Jen Holmes, I am Drew Senatore's mom. I hope this finds you well. I am writing you a note because I have recently become involved with the Save Harwich Middle School Group and unfortunately cannot make the meeting at the Town Hall tonight. I am also on the Jr. Prom After prom Committee and we are meeting at the High School at the same time. I have great concerns about the future of this building not only because it holds memoires but because I still have a second grader next door at Harwich Elementary. The proposals for low-income housing are frightening to me. Housing next to a elementary school simply does not make sense for many reasons, however for me the issue of safety is greatest. This would also take space away from elementary school. Many have brought up the idea of using the building for the town, as a multi-purpose facility. I feel this is a great idea. Not only for community center overflow , but for as a Community Arts Building , Adult learning center and could be used as rental space for events to bring in income. There are many ways the town could re-furbish this building that would benefit the people of Harwich as well as keep Harwich Elementary students safe.. Thanks for your time Mike, I hope to make future meetings on this subject.

Regards,

Jennifer Holmes

From: Michael MacAskill michaelmac12@hotmail.com
Subject: FW: Harwich Middle School Repurposing
Date: March 18, 2015 at 7:03 PM
To: buyer@gpouse.com

Date: Wed, 18 Mar 2015 23:02:56 +0000
From: psanzo@comcast.net
To: michaelmac12@hotmail.com
Subject: Harwich Middle School Repurposing

Dear Mr MacAskill-

I would like to share my opinion with you about the future use of the Middle School. I am unable to attend the meeting this evening because I just finished attending another town activities related meeting.

I believe the use should contain some type of affordable housing.

My son, who grew up in Harwich and attended Harwich Schools grades 1-12, is graduating from college this May. He plans on returning to Cape Cod and has a job offer with a "local" Cape Cod bank.

When I calculate his take home net pay and deduct his modest living expenses, including repayment of a reasonable student loan of \$20,000, I wonder where he could afford to live besides our family home?

Where could someone similar to him making \$35,000. salary be able to find a rental that constitutes 20-30% of his pay? I don't think there are any rentals in Harwich going for \$800 per month, except for single rooms for rent in private homes.

He has quite a few friends and former class mates in the same situation.

My son is the type of person who should be welcomed back to Harwich.

He was an outstanding student in Elementary, Middle, High School and College.

He did volunteer work as a soccer ref for the Harwich Rec Dept and at the Elementary school Music Club.

He's worked part time every summer since he was able to get working papers at age 14. Since he's been 15, he's worked a day job and another night job (playing music at the Playhouse in Orleans).

Thru college he's worked during every semester break.

He is not a registered sex offender or a heroin addict.

He is the person who would benefit from affordable housing in Harwich.

It aggravates and insults me when town residents state that affordable housing should not be located near the Elementary School.

This is a location with parking. It's within walking distance to the town library & community center and Harwich Center. There are sidewalks so an energetic, young person could walk to food shopping (lol). The police and fire department are practically across the street.

There is access to the bus route and bike path.

This is an IDEAL location for affordable housing.

I hope you will not let the opinion of those residents who are ignorant about who the people are that would benefit from affordable housing in Harwich.

Thank you for your consideration.

Patricia Sanzo

From: **Michael MacAskill** michaelmac12@hotmail.com
Subject: FW: Harwich Intermediate School Re-Purposing
Date: March 18, 2015 at 3:49 PM
To: buyer@goose.com

Date: Wed, 18 Mar 2015 18:33:46 +0000
From: sandyhall1@comcast.net
To: michaelmac12@hotmail.com
Subject: Harwich Intermediate School Re-Purposing

Dear Michael,

Was planning to attend this evening's meeting, but since that may not be possible, I would like to weigh in on the subject of the Intermediate School.

I do believe that this building would best serve as a town hall/municipal center. We all know that the present Town Hall is gasping for space and storage; and it seems only a matter of time before we see a move to expand it or to build another building entirely. Utilizing the Intermediate School would not only provide additional space for those departments currently using Town Hall, but would provide an opportunity to bring in other departments presently housed elsewhere. In addition, it would be ideal for large meetings, possibly including town meeting, as well as being available to other groups and organizations for a myriad of purposes.

Before we even think about relinquishing the building for private use, or worse yet, demolishing it, I do think a detailed study should be made relative to the costs and benefits of the various proposals being suggested. We seem to be operating largely on emotion and opinion at this point rather than actual detailed financial analysis. We need to look at the cost of modifications to this building as opposed to building new or expanding the present Town Hall; the cost of maintaining this one building rather than several; the possibilities of offsetting costs by divesting buildings that could be de-commissioned for town use, etc.

In the interest of keeping this brief, I will leave it there, but I do think the possibilities for continued town use are endless and should be thoroughly explored before we commit to an irreversible course of action (again). We have a very sad history in this town of destroying our landmarks. Hopefully, this does not become one more regrettable chapter in that saga.

Thank you for your attention.
Sandra Baylis Hall

From: **Michael MacAskill** michaelmac12@hotmail.com
Subject: FW: Harwich Middle School
Date: March 19, 2015 at 7:06 PM
To: buyer@goose.com

From: KittyGarden@comcast.net
Subject: Harwich Middle School
Date: Wed, 18 Mar 2015 18:09:01 -0400
To: michaelmac12@hotmail.com

Hello Michael,

I am a life-long Harwich resident.

I am completely opposed to the Town of Harwich selling the former Harwich Middle School, especially for housing. I think the school would make an EXCELLENT town hall! All the departments could be under one roof, with a place for town meeting, so the Community Center wouldn't be tied up. Also, moving town hall to the HMS would free up the current town hall for other purposes, like expansion for Brooks Free Library.

Thank you,
Debra Hemeon
288 Rt 28
West Harwich

From: Michael MacAskill [mailto:michaelmac12@hotmail.com]
Subject: FW: Repurpose Committee - Please share
Date: March 19, 2015 at 7:01 PM
To: [mailto:michaelmac12@hotmail.com]

Date: Thu, 19 Mar 2015 19:52:35 +0000
From: okaysax@verizon.net
To: michaelmac12@hotmail.com
Subject: Repurpose Committee - Please share

Hi Mike,

Please share this message with the other members of the Middle School Repurpose Committee. Yours was the only e-mail address I could find.

I probably should have mentioned this last night, but was hesitant, since the meeting seemed to take off in a slightly different direction from what I was expecting and the Public Comment time was exhausted.

Has any thought been given to utilizing the former Middle School to help alleviate some of the issues coming before the town soon with respect to the Regional Voc Tech? If my memory serves me correctly, the Tech graduated more students last year than Harwich and Chatham combined.

I'm not sure what they have in terms of need, but I have heard rumors that they have some rather extensive and expensive thoughts about their future, including expansion.

I'm wondering whether any thought has been given to turning the existing Middle School building into a 'satellite' for the existing Tech? They really aren't that far apart geographically.

Would it be at all financially feasible for the town to make use of the existing educational structure, even though it might involve a bit more busing, etc., for the Tech to properly utilize it. I'm sure that some of their academic programs could find common ground there, lessening the potential tax burden when renovations and additions to the existing Tech facility come before the town. The Tech could certainly make use of the adjunct assets; gym, auditorium, kitchen. I have no idea how many classrooms they are considering in their expansion plans, but there are certainly enough in the Middle School building.

Just a passing thought. It's been bothering me for nearly 20 hours, so far. I had to get it on paper. Not too well thought out, but I really don't know enough of the details with respect to the plans Tech has.

Hope there's still time for the Repurpose Committee to at least give it some thought.

Thanks for 'listening',

Marnie

Richard Gifford

From: Sharon S <capecodshazzy@gmail.com>
Sent: Monday, April 27, 2015 4:40 PM
To: Richard Gifford; Michael MacAskill
Subject: Tonight's meeting

Hi,

I am concerned I did not hear about tonight's middle school meeting.

If you vote on anything tonight, please consider my 2 cents of keeping that land and the building if viable for the town. I am expecting more children to move to this town and it would make the most sense educationally and fiscally to have the ability to have an enlarged school there where we already have one. It is my hope that we do not sell this land. The overwhelming number of people I have spoken to not just those who are school supporters say they do not want to "give that school away" for the very small money that is being offered..

Additionally, I am against applying for the funding that would prevent us from budding a school.

Sincerely,

Sharon

David Spitz

From: Larry Brophy <Broph1234@yahoo.com>
Sent: Thursday, April 30, 2015 5:35 PM
To: David Spitz; Michael Macaskill; Clem Smith; Richard Gifford; Bill Lean; Linda Cebula
Subject: Fwd: Harwich Middle School

Sent from my iPhone

Begin forwarded message:

From: Richard Gundersen <gundryw@verizon.net>
Date: April 29, 2015 at 11:49:00 AM EDT
To: Larry Brophy <broph1234@yahoo.com>
Subject: Fwd: Harwich Middle School

FYI

Please forward to Dave Spitz and other members of your Committee as you see fit.

Begin forwarded message:

From: Scott Carpenter <scarpenter@monomoy.edu>
Subject: RE: Harwich Middle School
Date: April 29, 2015 at 11:42:09 AM EDT
To: Richard Gundersen <gundryw@verizon.net>

Richard,

I've left a message for Larry to call me and hope to connect.

My thoughts on your points. I would disagree with the thought that the school district might have needs for the building in the future. Student population isn't growing on the Cape -- it's been declining slowly for over a decade. I'd expect this trend to continue. If Monomoy is a success and families chose Harwich and Chatham to settle in, it is possible that enrollments could modestly tick upward, but we could handle a modest uptick within our current buildings.

There would have to be a new "baby boom" of children well in the future or significant additional development of residential housing in Harwich to merit expansion of an elementary school in Monomoy. Even if this were to happen, I can't imagine expanding Harwich Elementary School. Harwich Elementary is the largest elementary school on the Cape and twice the size of Chatham Elementary. Educationally, you don't want to create elementary schools larger than Harwich's current school. If there were to be elementary expansion in the future, the district should look towards expanding Chatham Elementary, and having children of East Harwich attend the elementary school closest to their homes. I don't foresee expanding Monomoy's elementary schools being an issue in our lifetimes.

Both the Chair of the School Committee (Terry Russell) and I have spoken on this issue. We are proponents of affordable senior housing and do believe that senior housing in proximity to an elementary school can be mutually beneficial, providing for inter-generational connections. I am certain that most of the School Committee would agree. I am also certain that most of the School Committee sees no near-term or long-term use of Harwich Middle School for Monomoy, which is why they voted to return the property to the town, no strings attached.

When I hear back from Larry Brophy, I'll convey the above to him. Terry Russell will also be clarifying the School Committee's stance with some of the Selectmen.

Scott

Scott Carpenter
Superintendent
Monomoy Regional School District
425 Crowell Road
Chatham, MA 02633
Phone: 508-945-5130

Middle School Repurpose Committee
Public Hearing
3-18-2015
7pm, Harwich Town Hall, Griffin Room

Meeting Called to order: Larry Brophy, 7pm

(Larry Brophy, Clem Smith, Bill Lean, Michael MacAskill, Rick Gifford, David Spitz)

- Recap of committee work to this point. Tours of the building, RFI w/7 responses. Will meet again next week (3/25/15) to review this meeting. Meet with BOS at end of March/early April with report.
- Powerpoint Presentation: All RFI Responses, The Partnership School, Cape Cod Culinary Incubator, Wise Living, Town Hall, Recreation and Community Center, Stratford Capital Group, Additional letters of interest from The Children's Center, Cultural Center of Cape Cod, Letter proposing 3-D printing/education facility.
- Options under consideration: Senior Housing (Wise Living or other), Relocation of Town Hall with other secondary uses as Mixed Use Concept Plan, Demolition and preservation of land for town use.
- Next steps: Review all comments, select one or more options and present to selectmen.

David Purdy: Question about Wise proposal. Would he buy entire property but allow use of cafeteria, auditorium, gymnasium? The Housing Committee would support such a proposal, and would also support Mixed Use w/housing. Would like to thank the committee for being treated with respect and allowing the audience to participate. Glad to see many interesting proposals. Housing Committee would like to see affordable senior housing with mixed use.

Leo Caukounes: Opposed to any housing on that site. Affordable housing funding opens up housing to anyone, including non-residents, which strain already thin resources. Believes very strongly that town should keep the property, and should move town offices to the Middle School site. This building is too small with deplorable storage. Supports Mixed Use, which would bring other organizations forward who may want to use the building, HJT, Town Band, etc. Would be in favor of selling the present Town Hall building as key part of Harwich Center redevelopment. Possible a medical building, school, housing, restaurant and retail space. The school is a very large building and would only attract a certain type of developer. Suggests getting an appraiser to see the market value of current Town Hall. Thank you to the committee.

Barry Knowles: Question about shared septic system. Is it sufficient to share with the current elementary school?
(Michael MacAskill answered yes.)

If Wise were to purchase the property, would he let the auditorium and gymnasium be used? (Yes, as proposed) This would put 40 units on the tax roles. Strongly opposed to tearing the building down.

Judith Ford: Abutter of Elementary and Middle Schools for over 41 years. Opposed to housing on site for two reasons. Traffic concerns on Sisson Road. Very concerned about the elementary school, and must be considered as such. Opposes housing in the middle of where students and families are, and would be a school safety issue. Housing would complicate children coming to and from school. Suggests the reading of Chief Mason's letter regarding safety. Using the property for municipal use would have many uses. It is a valuable building. After investing \$11m in renovations, it would be bad to let it go for \$650K. It is only worth what someone is willing to pay for it, but is valuable for the town.

Janelle Brown: Supports not having housing at the Middle School building. If sold to a developer, even with promises of shared use, could be reconsidered. Harwich used to have a great Adult Ed. Program, and it is now gone. Community Center wants to use the gym. Has started a petition to submit to special town meeting, due on Friday with 100 signatures. This petition would go to special town meeting and keep the property for town use.

Richard Gunderson: Supports using the building for senior housing, while maintaining the historical façade of the building. Director of Council on Aging supports this use. More proposals are under development around the Cape for senior housing reuse of buildings. Committee should look into actual costs of moving town hall to Middle School, including internet, upgrades, etc. This increases costs initially and also for long term maintenance. Monomoy superintendent said that there was much work to be done at the middle school, and Harwich was fortunate to use buildings in Chatham. Traffic and parking are to be considered with the town hall. Culinary incubator was proposed as a 24 hour a day use. Town is looking to become a landlord for $\frac{3}{4}$ of the building. Elderly housing provides a safe, financially stable option. There should be jobs associated with this, maintenance, landscaping, concierge, construction. All of these add to the financial advantage of this project. In conversation with school superintendent, he commented that it would be mutually beneficial to the schools. Requests that RFP is flexible, but asks what costs and benefits are to the town. Focus on what is known as needed.

Barry Knowles: The Wise proposal sounds attractive. It would be senior housing. Parking could be improved with a site plan subject to approval that addresses housing. What parts of the building are not needed by Wise? If gym and other spaces are available, it does not preclude use by town.

Ginny Hewett: Tremendous need for affordable housing in town. Always a reason why not to do it. As library director, she would have qualified for affordable housing. People who need affordable housing are not "them" they are "us". Some staff have left and moved off Cape who could not afford to live here. It is a disservice to say

that this would attract the wrong kind of people. Dispersing affordable housing around town isn't happening either. People always say that there is the wrong place for affordable housing. This is near the school, grocery, town services, public transport. Strongly supports mixed age affordable housing, workforce housing. Safety concern is a concern about the character of those who qualify for affordable housing. Residential units have tenants and traffic is less than for town hall. Traffic could be controlled. Renovating for town hall would cost a lot, what becomes of the current Town Hall building? Does not want to see the town as a landlord. Costs involved with the old Recreation building for HJT. How do we take on 78000 sq ft.

Judith Underwood: Advocate of affordable housing, former committee member. There aren't other examples of a school to be re-purposed that are next to an elementary school. This is an opportunity for the town to help build community. Affordable housing does not have to go to town residents. The town hall currently would be a great senior housing proposal. It would be a grave error for the town to sell this property.

Marge Frith: Spoke previously to speak in favor of retaining portion of building, particularly the auditorium. The town band has concerts scheduled every Tuesday night in the summer. An alternate location due to rain would be a great idea. The library could also use it for movie nights in the summer. HJT could use the building as well.

Ginny Hewett: Library couldn't move movies to Middle School

John McGillan : Harwich Housing Authority, have to have job, income verification to qualify. This is how many professionals afford to live here. Town people have first choice by state regulations for a certain percentage of units. We're not bringing in crooks, drug dealers, we are bringing in hard working people.

Donna Tavano: Has been to every committee meeting. Worked for the police dept. for 23 years, and sees things people may want to ignore, but cannot be ignored. Problems we have are with all kinds of people. Concern with senior driving crashes. Age related conditions, cognitive, macular, etc. Do we want this next to the playground? Level 2 and 3 sex offenders, there are at least 7 in their mid-50s. No law in Massachusetts preventing living near a school. Any housing next to the school creates a potential issue. The entire recreation department could move to this and have use of gym and fields with no additional staff as part of a mixed use. Chris Wise developments are all condo developments except one in Chatham. This would be a different situation, with no guarantees. If Chris Wise bought it, he could sell it to someone else. Sometimes businesses fail. Affordable housing is a different concept than this project. We do need senior housing in this town. Another issue is Monomoy schools needing to build on to Harwich elementary school. We need a long vision looking forward.

Glen Hawthorne: Supports a mixed use facility with town hall, fire and police within walking distance. As former soccer, baseball and basketball coach, having fields available is always an issue. There is an increase in services for affordable housing.

Brian Jordan: Concerns as a parent and the uniqueness of the property next to the elementary school. Playground is 100ft. from edge of building. The property is weird in how it is set up. Wise would have to redesign the whole area. Not against housing, but that is a horrible place for it. 40 units in the backyard of the playground.

Mike Ford: Abutter, not any municipal capacity. This is a unique property "the old school lot". Has always been 1 parcel of land. Middle school was Harwich High School, Elementary school was much smaller. There have been major expansions on the property. Elementary school is one of the largest on Cape Cod. Parking is inadequate all around on South St. and Parallel St. Middle School expansion also maximized use of property. Elementary School parking has been inadequate since opening. Grass strip on South st. is parking now. A new parking lot would be wedged in between playground and septic. Behind the building are the ball fields in current use by the town. Where do you draw the lines? These would be sold. An access road would be right in front of the building. What happens to the lawn? The elementary school also needs the parking lot. Using this building other than institutional use is the only choice. As a housing proposal, it doesn't work. If we did it anyway, put a large housing complex in place, what is the message to the families at the Elementary school? This would be the largest housing development in the region. What can we use the property for? Zoned for protected municipal use and institutional/educational use. These fit with an elementary school use and send a good message to parents that Harwich is serious to hanging on to a public asset that the town has spent millions on over the years. Why give it away? Appreciates the work of the committee. Very open and transparent.

Ed McManus: Here as an abutter, not an official capacity. The school is a good neighbor with the little league also. The decision will be based on a 2/3 vote at town meeting. Either to divest property to developer or for a bond to redevelop it. All of the arguments in favor of or opposing housing can be used for any institutional needs. There will be traffic increase regardless of how the building is used. Issues of security are more easily monitored by knowing the residents and will quickly learn how to avoid the traffic patterns. Town hall parking is less predictable. It is a tricky site to develop. A mix of uses exacerbates traffic in the area. It will take a lot of study and community design charettes. Good luck!

Brooke Williams: The site is unique. Committee should assess challenges faced by RFIs. Requests that RFI responses are available online. Current links are not functioning. Need clarification on parking, Elementary School use, and wastewater systems. Two general approaches, housing and educational uses. Committee might develop guidelines for use. Committee should reach out to local educational institutions to see how it can benefit community. Thank you to the committee.

Georgine Reidel: Owns a business in Harwichport. Supports keeping the building as a town resource. Turning over to a private developer would lose control.

Public meeting closed: 8:35

Motion to adjourn Larry Brophy, moved by Clem Smith, Seconded by Bill Lean
Meeting Adjourned 8:35

Harwich Middle School Repurposing Committee Public Hearing, 12/3/2014

Larry Brophy, Bill Lean, Mike MacAskill, Clem Smith, Rick Gifford

Audience – approx. 35 including:

Ed McManus, Larry Ballantine, Linda Cebula, Jeremy Gingras, Dave Purdy, Lou and Sally Urbano, Judy Ford, Donna and Gary Tavano, Leo Cakounes, John Stewart, Bill Galvin, Gary Carrero, Sharon Stout, Paul Lagg, Scott Carpenter

Call to order at 7 pm. Larry B introduces committee. Appointed by BoS earlier in 2014. Committee 1st met in September and has been meeting every 2 weeks since. Purpose – to maximize public benefit and return investment to the town. 1st committee worked for a long time. This committee has built on their work. Refers to draft RFI and type of uses being considered.

Marjorie Frith, 231 Route 28. Town should retain the newer part of the building with the auditorium. She plays in the Town Band. Availability of Middle School auditorium would prevent summer concerts from being rained out. This auditorium is the best small hall in town. Perfect stage for the band. Seats 251 which is the size of the audience they have built up to. Have outgrown the Community Center. Brooks Library also could avoid rainouts for its movie nights.

Donna Tavano, what are the costs to reroof the building? Retain property for future use by the town. There are problems with traffic every day, private development would make this worse, add in deliveries and resident's traffic. This is not the proper site for a housing development. Concerns about playground dangers.

Jason Holm, direct abutter to Harwich Elementary School. Traffic would be unbearable with a housing development. The town should maintain control over the property. Concerns for safety.

Janelle Brown, should keep the property no matter what. There are a ton of uses we could find. "Grey Matter" at the old Back Office building is one example. Should not tear down any of it. Overpopulated summer camp that is run at the elementary school. Day care could rent space. After-school programs. Farmers market.

Judy Ford – immediate abutter for more than 40 years. Property is town property and should remain. It is a single-family residential area. Pine Oaks is a wonderful project where it is located. Love Harwich because it is a small rural town. Does not want to see a large residential project that would citify the property. It is a small property and should not be overdeveloped. Elementary school is one of the biggest on Cape Cod on one of the smallest properties. Residential development of any kind would change the neighborhood. Lights, traffic, etc. Pursue our creative ideas for municipal use.

Robert Cibalsky – Town should keep the property and move Town Hall into it. This building is too small to meet growth needs.

Steve Duffy – direct abutter. Agrees with everything Judy Ford said.

David Purdy – Chair of the Housing Committee. Reads part of letter Housing Committee sent to the Middle School Committee. Supportive of elderly housing but also workforce housing. Difficult to attract and keep younger people on the Cape. Cites income and housing statistics re argument that housing is not affordable for many Cape residents. The size and number of units should be to scale. Recognize the previous proposal was much too dense. Also support mixed use of the property. Asking that some not all parts of the existing building be used for affordable housing. The developer and appropriate town committees must address issues such as parking and traffic.

Leo Cakounes – re RFI – add “or portion thereof” to legal notice. Also specify that bidders are encouraged to say which portions of building they want to use. Re affordable housing, builder should identify the funding source. Use of federal or state funds opens up eligibility. Highlight that individuals or companies may use part of the building. Opposes affordable housing. Should focus on getting them jobs first. If we could make it to support only people who are already here, he might support it. But doesn’t think we can do that. Town will soon need a new town hall. Current town hall could easily be converted to retail, restaurants, etc. that would benefit Harwich Center. Encourages local groups interested in the building to get together to respond to the RFI.

Gary Carrero – agrees to use of auditorium. Also likes idea of moving town hall. Notes shortage of meeting room space.

Lou Urbano – cost factor to almost anything town does with the building. Agrees with Leo – we need jobs (more than housing). Housing next to school always concerns him. Finding a use for the whole community is key, including perhaps tearing down the building. Ask for uses which benefit the whole town.

Sharon Stout – received e-mails from Joy Potter and Judith Underwood. #1 – no housing. #2 – keep for town use. Seek other education uses. If nothing else works out, level it for expansion of school playground or park.

Frank Tavano – notes Orleans with a much bigger town hall. Moving town hall plus retaining gymnasium and auditorium is the best use.

Brian Jordan, 6 Connecticut Avenue – has 3 children going through the Elementary School. Very leery about any housing that backs up to the ball fields.

Brad Willis, Bishops Lane – right across from the Elementary School. Shares traffic concerns.

Donna Tavano – Comments tonight have been very good. Have always wanted young people involved. Cape has never been an easy place to live. Housing is tough, but people have always found a way to make it happen.

David Purdy – why hasn't committee considered Town Hall and tear down options. Mike M said have considered them, but didn't need information from the RFI for these options.

Marjorie Frith – adds mention of traveling basketball team that has been using Middle School gym. Larry B – economics is the driving force regarding those uses.

Leo Cakounes – your committee is charged with identifying best uses. BoS will make the final decisions. Donna T – actually, it is Town Meeting decision.

Ed McManus – baseball field is our backyard. Since an abutter, does not participate in any BoS decisions re Middle School. But as an abutter, has right to make comments. Re bringing in various populations close to the elementary school, this is true if you have college classes, or Town Hall, or business incubator, or many uses other than housing. Difficult to find a use with no impact on the school or the neighborhood. Wishes the committee luck.

Justin Tavano – considering cost of remediating mold in the Middle School, consider tearing it down and using for green space. Parents want kids to engage in activities – mixed use for all ages would be a benefit. Community Center is always overbooked.

Clem asks about time frame. DS notes it will be difficult to get to spring town meeting. The earliest would be fall town meeting. Larry B – said original goal was to report to BoS in January. Linda Cebula asks about marketing of RFI. Mike M says each committee member is identifying list of contacts. Larry B – open to any suggestions from the audience. Mike M – our meetings are open.

Judy Ford – suggests comment form go in the newspaper.

** - what about interim use of the building. DS said it is being considered.

Frank T – reads Barnstable article which shows much lower cost of maintaining vacant building.

Paul Lagg – will get a lot of responses to RFI. Developer can put together a more detailed package. Committee may have to assemble a cohesive package of individual uses.

Judy Ford – do we have any real numbers about repair costs?

Public hearing closed at 8:10.

Invites public to next meeting on 12/17.

Adjourn.

2016-2017 Selectmen Liaison Assignments

<p>Michael MacAskill</p>	<p>Agricultural Commission Water Commission Historic District/Historical Commission Community Preservation Capital Outlay Ambulance Waiver Administrator Recreation and Youth Town Forest Committee</p>
<p>Jannell Brown</p>	<p>Cultural Council Housing Committee Monomoy Regional School District Architectural Advisory Committee Bikeways Committee Housing Authority Board of Health Cemetery Commission</p>
<p>Angelo LaMantia</p>	<p>Board of Appeals By-Law and Charter Review Disability Rights Committee Golf Committee Waterways Committees Treasure Chest Volunteer Committee Trails Committee Community Center Facilities Committee</p>
<p>Julie Kavanagh</p>	<p>Voter Information Committee Conservation Commission Library Trustees Planning Board Utility & Energy Conservation Brooks Academy Museum Commission Traffic Safety Committee Youth Services Committee</p>
<p>Peter Hughes</p>	<p>Chamber of Commerce Council on Aging Wastewater Implementation Committee Board of Assessors Finance Committee Saquatucket Harbor Development Committee Real Estate and Open Space Station #2 renovation/rehabilitation</p>

Selectmen's Policy: The Role of a Liaison

On an annual basis, individual members of the Board of Selectmen will be assigned as liaisons to the various Boards and Committees appointed by the Board of Selectmen. The primary function of the liaison is to improve communications and understanding between the Board of Selectmen and the relevant committee. The liaison is not a member of the committee and should not participate in the work of the committee.

The Selectmen's liaison to any committee should become familiar with: matters with which the appointed committees are dealing; the public input, if any, at committee meetings; the need for interaction with other committees; the need for support from town departments; the manner in which meetings are conducted; committee members' attendance issues. The liaison can and will convey pertinent information about committee activities to the Board of Selectmen and/or Town administrator as appropriate.

The liaison should establish a working relationship with the Chairperson of the committee such that the Chairperson feels free to communicate specific requests for support and/or information from the Board of Selectmen

Further, the liaison can convey information about Board of Selectmen discussions or actions taken that pertain to topics under consideration by committees that have to do with procedures or Town policies. However, the liaison should not become involved in committee deliberations or try to channel a committee's work product toward or away from a particular conclusion unless, for example, the liaison is aware of a pertinent Town Counsel opinion.

Moreover, it needs to be understood that the liaison as well as the entire Board of Selectmen must refrain from taking positions on matters pending before some appointed committees when they are performing their regulatory function and operating primarily under State law: Board of Health, Conservation Commission, Planning Board, and Zoning Board of Appeals. In that specific capacity, such committees are autonomous after having been appointed by the Board of Selectmen.

First Reading — June 17, 2013

Second Reading - June 24, 2013

Third Reading — July 1, 2013

Committees to remove?

- Middle School Repurpose Committee
- Cable vision Advisory Committee
- Designer selection review committee
- harwich center initiative committee
- human services advisory committee
- police station building committee
- recycling committee
- technology committee

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



Christopher Clark, *Town Administrator*
Charleen Greenhalgh, *Assistant Town Administrator*

732 MAIN STREET, HARWICH, MA

To: Board of Selectmen

Cc: Library Trustees
Facility Maintenance Director
Town Engineer
Library Director

From: Christopher Clark, Town Administrator

Re: Painting Restoration Project Funded through CPC

Date: June 8, 2016

The Board of Selectmen at its meeting on May 31, 2016 had a discussion in regards to the process to proceed with the CPC funded restoration project for the Library. In preparation for that meeting, I sent out an email trying to clarify how the project would be administered and much more specifically, that a request was made to have feasibility consultants McGinley, Kalsow & Associates, Inc. be voted to do the design work on the project as is required by Massachusetts General Laws by the Board of Selectmen in lieu of going out for a competitive bid for the design portion of the project. Mass General Law does allow for this to occur but does require a vote of the Board of Selectmen to specifically vote. At the meeting, there was extensive discussion about the project and the project management but there was no specific vote to authorize McGinley, Kalsow & Associates, Inc. to do the formal design, bid and construction oversight as determined by Sean Libby, Facility Maintenance Director. I have had specific discussion with Mr. Libby and he is in concurrence with the Library Trustees to have McGinley, Kalsow & Associates, Inc. be the design consultant for the Library restoration work to be completed consistent with the CPC application and feasibility study.

During the meeting, based upon my less than artful email, some questions were raised in regards to the overall project management of this work. I believe as a result of the Selectmen's discussion, the Project Manager will be Sean Libby whose responsibility will be the overall management of this project through completion. Robert Cafarelli, Town Engineer will provide direct assistance in the form of working through the necessary construction bidding requirements and to render technical assistance to Mr. Libby when requested. McGinley, Kalsow & Associates, Inc. will be (if the board approves) the designer of record and will facilitate the specifications for the bids of the restoration work to be completed and, subject to negotiation with Mr. Libby, will perform some construction oversight duties. Mr. Libby will keep the Library Trustees informed throughout the process with periodic updates.

I believe that the above is a more accurate reflection intent of all parties relevant to this project. I have attached for your convenience the draft minutes from the meeting indicated above that shows no specific vote was taken on this topic.

A. Library CPA Project Plan - *discussion and possible vote*

Mr. Clark explained that there was a feasibility study done by an outside consultant and that was used for a basis for requesting funding from CPC for this project. He stated that our Engineer had indicated that MGL allows the Board of Selectmen, acting as the approving authority for the Designer Selection of the Town, to allow the consultant to continue with the services of the current firm for design improvements if the Library Trustees are comfortable with the consultant. He stated that it makes sense to continue to use the same design consultant to put together the specifications. He questioned if the Board is comfortable having the feasibility study consultant go on and be the designer of the project. There was discussion about the responsibility of the procurement process and who that would fall to. Mr. LaMantia urged that the Trustees be involved in the decision making. It was agreed that Mr. Libby and Mr. Cafarelli would oversee the project. Mr. MacAskill said the Town should take ownership of this and the Trustees and Library Director should advise when needed and the Board agreed. No vote was taken.



5/18/16

Christopher Clark, Town Administrator
Cc: Peter S. Hughes, Board of Selectmen Chair
Cc: Building Department, Health Department, Planning Department
732 Main Street
Harwich, MA 02645

RE: Letter of appreciation/recognition

Mr. Clark,

This letter is an attempt to formally recognize the services and assistance provide to us by certain employees of the Town of Harwich.

This past winter my clients, David & Emily Laribee or Harwich, received an offer to purchase their vacant land on Pleasant Bay Road in Harwich. The sale was contingent upon a building permit being issue prior to transfer.

The permit application process was undertaken by the buyer's representatives. After several weeks of misinformation from the buyers representatives as to the permit progress I was asked to step in to ensure the accurate and timely communication of information and progress.

From the very beginning of my involvement the town employees were extremely helpful. They provided direction and counsel in a professional and timely manner and we soon had the process well underway.

Unfortunately I believe that the conduct of the buyer's representatives, when dealing with the town employees, was inappropriate. I want to make sure that the employees understand that those people who may have demonstrated a lack of respect and professionalism are in no way affiliated with myself or my clients. I also need them to know how much their work is appreciated.

I feel I know what the problem is...that some in the community see the employees as obstacles to overcome and push past. Others, like myself, see them as crucial aids in the process, partners to help with guidance and direction.

Please don't let the misguided rumblings of some effect the performance evaluation of the town employees. They are doing a great job and I am always grateful for their help.

Special thanks go to Shelagh Delaney, David Riquinha, Jay Briggs, Elaine Banta, Meggan Tierney, Jennifer Clarke, and to anyone else I forgot.

Trevor M. Libby

A large, stylized handwritten signature in blue ink, appearing to be 'Trevor M. Libby'.

BaySide Realty Consultants