

SELECTMEN'S MEETING AGENDA*

Donn B. Griffin Room, Town Hall

732 Main Street, Harwich, MA

Regular Meeting 6:00 P.M.

Monday, January 8, 2018

**As required by Open Meeting Law, you are hereby informed that the Town will be video and audio taping as well as live broadcasting this public meeting. In addition, anyone in the audience who plans to video or audio tape this meeting must notify the Chairman prior to the start of the meeting.*

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. PUBLIC HEARINGS/PRESENTATIONS (Not earlier than 6:00 P.M.)

- A. Public Hearing on Capital Outlay Plan – Joint Meeting with Finance Committee and Capital Outlay Committee

IV. WEEKLY BRIEFING

V. PUBLIC COMMENTS/ANNOUNCEMENTS

VI. CONSENT AGENDA

- A. Approve Minutes –
 - 1. December 4, 2017 Executive Session
 - 2. December 11, 2017 Executive Session
 - 3. December 18, 2017 Executive Session
- B. Approve late submissions for 2018 Annual General License Renewals
- C. Approve application for Change of Hours for Sunday opening at 10:00 a.m. by Moonshine Liquors
- D. Confirm appointment of Charleen Greenhalgh to Town Planner position as recommended

VII. NEW BUSINESS

- A. Saquatucket Harbor restaurant options
- B. Housing Choice Initiative
- C. Discussion of reallocation of positions in Community Development Department & Administration
- D. Draft Annual Report of the Board of Selectmen

VIII. OLD BUSINESS

- A. Golf Fees and Rates for 2018
- B. Wastewater project management
- C. Update from CDM Smith
- D. Update on Clean Water Community Partnership – Dennis, Yarmouth, Harwich
- E. Appoint representatives to Chatham/Harwich IMA Working Group

IX. TOWN ADMINISTRATOR'S REPORT

- A. Department Weekly Reports

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

Ann Steidel, Admin. Secretary

Date: January 4, 2018

**HARWICH FINANCE COMMITTEE
NOTICE OF PUBLIC HEARING
CAPITAL OUTLAY PLAN
Fiscal Year 2019 Budget**

Pursuant to Chapter 9, Section 7 of the Harwich Home Rule Charter, the Finance Committee will hold a Public Hearing at a joint meeting with the Board of Selectmen and the Capital Outlay Committee on **Monday, January 8, 2018** no earlier than 6:00 pm in the Donn B. Griffin Room, Harwich Town Hall, 732 Main St, Harwich for the purpose of reviewing the FY 2019-2025 Harwich 7-Year Capital Outlay Plan. Copies of the plan are available on the town website and at the Town Administrator's Office in Town Hall during regular business hours.

All members of the public having an interest in this topic are cordially invited to attend the public hearing and provide information and testimony relevant to this matter.

Jack Brown, Chairman
Finance Committee

Cape Cod Chronicle
The Dec. 21 and 28, 2017

Town of Harwich, Massachusetts

Capital Outlay Committee

Annual Report and Recommendations to

The Harwich Board of Selectmen

Seven-Year Capital Plan 2019-2025

January, 2018

OVERVIEW

This Seven-Year Capital Plan is submitted to the Board of Selectmen (BOS) under the format of presenting the next fiscal budget year as its first year and the next six years thereafter (2019-2025). Its ease and simplicity makes for better viewing, planning and understanding. The Capital Outlay Committee (COC) has the task of reviewing not only departmental requests but also overall town requests for funding of capital amounts greater than \$50,000. The COC has the responsibility to review the funding amounts and the actual time required for funding. It must vote and recommend funding amounts for the next fiscal year in this report (2019). Both short-term and long-term requests are reviewed and hopefully placed in the Plan in a timely way to show the impact on the Town's budget. Thus, we attempt to keep the funding demand curve as smooth as possible and avoid major highs and lows. Once approved by the BOS, the Plan is presented and approved at the Annual Town Meeting. The January, 2018 submission is subject to change for final version approval at Town Meeting.

Capital Outlay Committee Members are:

Richard Larios (TA) - Chairman
Christopher Harlow (BOS) – Vice Chairman
Ed McManus (Fin Com)
Joseph McParland (PB)
Bruce Nightingale (PB)
Dana Costa (Fin Com)
Peter Wall (TA)

The primary goal of the COC is to create a capital expenditure plan which best reflects the financial interests of Harwich over many years. Several principles are in the forefront of our planning: health, safety, and protection of major town assets. Each year the COC conducts a meticulous and objective evaluation of each financial component which includes "on-site" visits as well as detailed interviews with department and committee heads.

Capital projects are financed through a variety of sources and the Committee is sensitive to effects on our taxpayers. It is clear that financing plans may become a real challenge. For example, most residents expect ever increasing levels of service, yet are reluctant to significantly raise taxes.

As Harwich continues to invest in vital new construction, it must also demonstrate an ability to maintain and manage its current assets such as roads, buildings, recreation facilities, and vehicles. Underfunding of basic maintenance costs will result in high long-term costs. A continued review of underutilized capital assets must also be of concerns to the town's financial health.

The COC is fortunate to have a remarkable level of residential support. It is aware of the historic trends of year-over-year expenditures which must be explained and justified in the public interest. Harwich residents are welcome to attend COC meetings to gain and provide information.

Preparing the Capital Plan with the most precise detail is essential to the process. The COC is appreciative to all that add their input. The COC is well-served by the partnership with these dedicated individuals. We want to thank our Town Administrator Chris Clark for his continued support and knowledgeable advice during these troubling financial times.

FINANCIAL REVIEW

(NOTE: Please refer to attached Capital Plan to see exact funding amounts and funding year.)

Short Term (2019):

The Capital Outlay Committee has reviewed and recommended capital funding requests of approximately \$36,500,000 for the next fiscal budget year of 2017 through methods of Free Cash, Capital Exclusion, Debt Exclusion, Grants, and Enterprise Funds. Each funding methodology has been analyzed and will be implemented by the Town Administrator and Finance Director with the support of the COC and the Board of Selectmen.

The COC's 2019 Capital Plan funding recommendations are as follows (includes rounding)*:

\$6,600,000	Fire Department
1,700,000	Public Works Department
1,000,000	Waterways/Harbors
22,500,000	Waste Water Management
1,300,000	Water Department
550,000	Recreation Department
700,000	Natural Resources
600,000	Facilities Maintenance

*These recommendations do not include CPC (Community Preservation Committee) requests that may be supported by the COC.

Long Term (2020-2025+)

In the framework of this Seven-Year Capital Plan, it is literally impossible to show any financial impact of requirements beyond 2025. However, the Capital Outlay Committee is extremely aware of and concerned about the capital requirements and financial responsibilities of the Town for obligations that may extend out some 40 years. Please review the attachment to understand potential future capital requirements generated by major capital projects. Also the Town's debt service on current debt and future borrowings is of major concern and must be scrutinized thoroughly.

CAPITAL ISSUES

Beyond these "defined" long-term Capital projects requiring significant dollars over the years, the Capital Outlay Committee is again concerned about the impact of capital needs for public safety and the ability to meet them. Also of concern are rising costs of maintenance on current capital assets of the Town. With the current financial and economic situation that Harwich must work in, the Committee continues to support the need for better maintenance to extend current lives of our assets. This Committee recommends a continued review of Town's capital assets. Potential asset reuse or disposal may have a positive impact on the financial health of Harwich.

The Capital Outlay Committee continues to work with all funding requestors throughout the year. It plans to meet monthly, conduct financial discussions and visit any Town location that may seek capital financial funding. The Committee wants to ensure that all interests of capital funding that may impact Harwich are understood and evaluated to the highest level.

Attachment:

- 1.) Seven-Year Capital Plan 2019-2025

TA Recommended Funding and Capital Outlay Committee Recommendations			TOWN OF HARWICH CAPITAL BUDGET REQUEST SUMMARY (FY 19 TO 25)					Changes from 11/29	Original 9/22/2017	Revision #: 12/20/2017				
Department	Project	ATM # P	Funding Source	BOS/CPC Approved	TA Rec	COC Rec	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	Notes
ADMINISTRATION														
Admin	Harwich Center Initiative - Streetscape Only	1B						\$ 50,000	\$ 500,000					Potential TIP Funds
Admin	Albro House - Status Assessment	1A	CPC - Historic		\$ 2,500	Under \$50K	\$ 2,500							CPC - Historic (Housing?)
Admin	Walkway Reconstruction Rte 28 SAQ to Harwichport	3B	FC		\$ 250,000	\$ 250,000	\$ 250,000							Town or MassDOT
Admin	Walkway Reconstruction Bank Street Center to Rte 28	2B				\$ -		\$ 231,000						
Admin	Demolition of Former West Harwich School on Bells Neck	2B	FC		\$ -	Under \$50K	\$ 30,000	\$ -	\$ -					Keep land Gen. Mun. Use
Admin	Two Year Plan in Place for Reuse of Middle School Building on Sisson	1B							\$ 50,000					Placeholder ONLY
ADMIN SUB-TOTAL					\$ 252,500	\$ 250,000	\$ 282,500	\$ 281,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	
CEMETERY														
Cemetery	Mount Pleasant Cemetery Gravestone Conservation	1A	CPC - Historic		\$ 47,000	Under \$50K	\$ 47,000							CPC - Historic
Cemetery	Pet Crematory	1A	Cemetery Rev.		\$ 486,000	\$ 486,000	\$ 486,000							\$345K Steel Building \$141K Cont
Cemetery	BLP 500 M2 Animal Cremation Retort (Cremation Device)	1A	Cemetery Rev.		\$ 91,950	\$ 91,950	\$ 91,950							New Revenue to Offset Costs
Cemetery SUB-TOTAL					\$ 624,950	\$ 577,950	\$ 624,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
COMMUNITY CENTER														
Community Center	Computer Replacement Entire Building	1A	OB		\$ 15,600	Under \$50K	\$ 15,600							
Community Center	Roof Replacement- (See Facility Maintenance)	1B								\$ -	\$ -	\$ -		
Community Center	Generator Replacement (See Facility Maintenance)	1A								\$ -	\$ -	\$ -	\$ -	
Community Center	Basement Constructions of Public Records Storage	1B	CPC-Historic		\$ 62,028	\$ 62,028	\$ 62,028							CPC - Historic
COMMUNITY CENTER SUB-TOTAL					\$ 77,628	\$ 62,028	\$ 77,628	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
CONSERVATION														
Conservation	Harwich Artificial Reef (Additional Project)	1B					\$ -			\$ 250,000	\$ -			
Conservation	Preservation of the Judah Eldredge Property	1A	CPC - OS		\$ 319,000	\$ 319,000	\$ 369,000							CPC-Open Space
	Preservation of the Judah Eldredge Property		FC		\$ 50,000	\$ 50,000								(COC Approves Pending CPC)
Conservation/REOS	Eldridge/Cornelius Pond Property - Conservation Restriction over 15 Acres		CPC - OS		\$ 25,000	\$ 25,000	\$ 200,000							CPC-Open Space (HCT \$850K)
	Eldridge/Cornelius Pond Property - Conservation Restriction over 15 Acres		CPC-UN/Rec		\$ 175,000	\$ 175,000								
Conservation	Shore Stabilization/Jetty Extension Red River Beach	1B						\$ 100,000	\$ -					
CONSERVATION SUB-TOTAL					\$ 0	\$ 569,000	\$ 569,000	\$ 100,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	
ENGINEERING														
Engineering	MS4 Municipal Surface Drainage Plan and Improvements		OB		\$ 25,000	Under 50K	\$ 25,000		\$ 250,000					FY 21 Very Preliminary
Engineering	Pleasant Lake Avenue Crossing Lights		CPC-UN/Rec		\$ 27,000	Under 50K	\$ 27,000							CPC - Recreation
ENGINEERING SUB-TOTAL					\$ 52,000	\$ -	\$ 52,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	
Facility Main.-DPW														
Facility Main.-DPW	Community Center HVAC Controls (Included below)	1						\$ -						
Facility Main.-DPW	Update and Replace the Town's Energy Management System for HVAC (All)	1A	FC		\$ 140,000	\$ 140,000	\$ 140,000							
Facility Main.-DPW	Library Preservation (Supplemental Appropriation for Exterior of Building)	1A	CPC - Historic		\$ 300,000	\$ 300,000	\$ 300,000							CPC - Historic
	Library Preservation (Supplemental Appropriation for Exterior of Building)				\$ -									Based upon Bids Received
	Budgetary Transfer from Existing Appropriation		RPA											
	Additional Appropriation		FC		\$ -									
Facility Main.-DPW	Carpet - (Community Center and Town Hall)	1B	FC		\$ 130,000	\$ 130,000	\$ 130,000							
Facility Main.-DPW	Highway Barn Metal Roof- Insulation	1B						\$ 230,500						
Facility Main.-DPW	Facility Maintenance Workshop Facility	1B						\$ 250,000						Treasure Chest Could be used
Facility Main.-DPW	Brooks Library Roof	1B							\$ 135,000					
Facility Main.-DPW	Record Storage in Community Center (See Community Center)	1B												
Facility Main.-DPW	Community Center Generator	1B								\$ 99,000				
Facility Main.-DPW	Community Center Fence	1B								\$ 52,000				
Facility Main.-DPW	Community Center Condensing Units	1B									\$ 275,000			
Facility Main.-DPW	Community Center Roof	1B										\$ 240,000		
Facility Main.-DPW	Library Boiler Replacement	1B											\$ 120,000	
Facility Main.-DPW	Community Center Boiler	1B											\$ 120,000	
Facility Main.-DPW	Albro/Brooks Academy Boilers	1B	FC		\$ 40,000	Under \$50K	\$ 40,000							
FACILITY MAINTENANCE SUB-TOTAL					\$ 610,000	\$ 570,000	\$ 610,000	\$ 480,500	\$ 135,000	\$ 151,000	\$ 275,000	\$ 240,000	\$ 240,000	

Department	Project	P	Funding Source	BOS/CPC Approved	TA Rec	COC Rec	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	Notes
FIRE														
Fire	Police and Fire Radio System (Phase Implementation of Units)	1			\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	\$ -	4 years at \$250K not 5 at \$200K
Fire	Phase Two - Townwide Radio System		FC		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000						
Fire	Deputy Chief Vehicle Replacement		FC		\$ -	Under \$50K	\$ 48,000							
Fire (New)	Nozel and Valve Replacement Program - (Town Funded Portion)		FC		\$ 3,750		\$ 3,750							FY 19 Grant - New Request
Fire (New)	Nozel and Valve Replacement Program - (Grant Funded Portion)		Grants		\$ 71,250		\$ 71,250							FY 19 Grant - New Request
Fire	Air Pack Replacement Program - (Town Funded Portion)		FC		\$ -	\$ -	\$ -	\$ 15,000						Moved to FY 20 from FY 19
Fire	Air Pack Replacement Program - (Federal/State Grant Funded Portion)		Grants		\$ -	\$ -	\$ -	\$ 285,000						Moved to FY 20 from FY 19
Fire	Ambulance Replacement Program	1	FC		\$ 340,000	\$ 340,000	\$ 340,000		\$ 357,500		\$ 375,375		\$ 394,145	
Fire	Pumper Truck Replacement Scheduled	1						\$ 600,000	\$ -					
Fire	Ladder Truck Replacement	1								\$ -	\$ -	\$ 1,350,000		Moved from FY 22 to FY 24
Fire	Station 2 Building Upgrade (Construction)	1B	DE		\$ 6,050,000	\$ 6,050,000	\$ 5,800,000			\$ -				
FIRE SUB-TOTAL					\$ 6,565,000	\$ 6,490,000	\$ 6,363,000	\$ 1,250,000	\$ 607,500	\$ 250,000	\$ 625,375	\$ 1,350,000	\$ 394,145	
GOLF														
Golf	Landscape Reclamation and Major Tree Removal	1	Golf Fees		\$ 35,000	Under \$50K	\$ 35,000	\$ 35,000	\$ -					
Golf	Landscape and Hardscape & Operational/Safety Projects in Traffic Config.	1	Golf Fees		\$ 50,000	\$ 50,000	\$ 50,000							
Golf	Build New Cart Path (Hole #12, FY 19; #10 FY20, #6 FY 20 (\$24K) #1 FY 21)	1	Golf Fees		\$ 24,000	Under \$50K	\$ 24,000	\$ 74,000	\$ 10,000					
Golf	Improvements to Net at Driving Range	1	Golf Fees						\$ 28,000	\$ 30,000				
Golf	New Tee Box Improvements (#11 in FY 20),	1	Golf Fees					\$ 24,000						
Golf	Golf Course Irrigation Update and System Rebuild	1	Golf Fees		\$ -		\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		
GOLF SUB-TOTAL					\$ 109,000	\$ 50,000	\$ 109,000	\$ 183,000	\$ 88,000	\$ 80,000	\$ 50,000	\$ 50,000	\$ -	
HARBORMASTER														
Harbormaster	Supplement Saquatucket Harbor Landside Renovations and Improvements	1A	RPA		\$ 90,000	\$ -	\$ 650,000	\$ -	\$ -	\$ -				Garage Component Bid Separate
	CPC Grant related to SAQ Supplement (\$250K ADA Boardwalk)	T3R	CPC-UN/Rec		\$ -	\$ -	\$ 250,000		\$ -					CPC- Rec (Supplemental Grant)
	ADA Grant related to SAQ Supplement (State Grant \$250K Due by Nov 1)		Grants											
	Seaport Grant for Landside (Requested \$1.0 m decision Pending Jan 2018)		Grants											
Harbormaster	Wixon Dock Landside Improvements	1B			\$ -	\$ -	\$ -	\$ 50,000		\$ -				
Harbormaster	Herring River Ramp Replacement	1A							\$ 200,000	\$ -				
Harbormaster	Allen Harbor Jetty Reconstruction Study and Construction	1A					\$ 56,000			\$ 2,000,000				
Harbormaster	SAQ Harbor North & East Bulkhead (Offloading Area) Reconstruction	1A									\$ 1,000,000			
Harbormaster	Wychmere Outer Harbor Dredging	1B								\$ -	\$ -	\$ 500,000		
Harbormaster	Study - Wychmere Outer Harbor Jetty	2C								\$ -			\$ 75,000	
HARBORMASTER SUB-TOTAL				0	\$ 90,000	\$ -	\$ 956,000	\$ 50,000	\$ 200,000	\$ 2,000,000	\$ 1,000,000	\$ 500,000	\$ 75,000	
LIBRARY														
Library	Library Interior Modifications/Renovations	A			\$ -	\$ -	\$ -	\$ -	\$ 100,000					
Library	Supplemental Library Exterior Preservation(See Facility Maintenance)	1A	CPC - Historic		\$ -	\$ -	\$ -		\$ -					CPC - Historic
	Supplemental Library Exterior Preservation (Funding Only)		RPA											
Library	Library Preservation and Digitization of Harwich Oracle Newspaper	A	CPC - Historic		\$ 10,340	Under \$50K	\$ 10,340	\$ -		\$ -				CPC - Historic
LIBRARY SUB-TOTAL					\$ 10,340	\$ -	\$ 10,340	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	
NATURAL RESOURCES														
Natural Resources	Hinckley's Pond Restoration and Public Access Area off of Route 124 (Pond)	1A	CPC-OS/Un.		\$ 450,000	\$ 450,000	\$ 600,000							CPC-OS
	Hinckley's Pond Restoration and Public Access Area off of Route 124 (Pond)		FC		\$ 150,000	\$ 150,000								
	Hinckley's Pond Restoration and Public Access Area off of Route 124 (Rec)		CPC-UN/Rec		\$ 75,000	\$ 75,000	\$ 75,000							CPC- Rec.
Natural Resources	Ford F-150 for Natural Resources Dept	1	FC			Under \$50K	\$ 29,103							
NATURAL RESOURCES SUB-TOTAL					\$ 675,000	\$ 675,000	\$ 704,103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
PLANNING														
Planning	Housing Trust/PT Housing Coordinator (\$300K for Trust & \$40K for PT Co.)	1	CPC-Housing		\$ 340,000	\$ 295,000	\$ 500,000	TBD	TBD	TBD	TBD	TBD	TBD	CPC-Housing
Planning	Local Comprehensive Plan Update	2			\$ -	\$ -	\$ -	\$ 200,000						
PLANNING SUB-TOTAL					\$ 340,000	\$ 295,000	\$ 500,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	
POLICE														
Police	Taser Replacement (5 year Program - 3 years to Pay)		FC		\$ 36,000	\$ 36,000	\$ 36,000	\$ 13,700	\$ 14,400		\$ -	\$ 37,000	\$ 15,000	
Police	Replacement of Bullet Resistant Vests (Town Portion (Project 60%))					Under \$50K	\$ -				\$ 24,000			Below Capital Threshold
	Replacement of Bullet Resistant Vests (Federal 40% State ? Has been 40%)										\$ 16,000			
Police	Ballistic Helmets					Under \$50K	\$ -						\$ 20,000	Below Capital Threshold
Police	Digital Fingerprint Machine (Normal Replacement)					Under \$50K	\$ -		\$ 30,000					Below Capital Threshold
Police	Electronic Sign Board					Under \$50K	\$ -					\$ 24,000		Below Capital Threshold
POLICE SUB-TOTAL					\$ 36,000	\$ 36,000	\$ 36,000	\$ 13,700	\$ 14,400	\$ 30,000	\$ 40,000	\$ 61,000	\$ 35,000	

Department	Project	Funding P	Source	BOS/CPC Approved	TA Rec	COC Rec	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	Notes
PUBLIC WORKS														
Public Works	5 Year Road Maintenance Plan	1B	DE		\$ 700,000	\$ 700,000	\$ 1,400,000	\$ 1,405,210	\$ 1,494,125	\$ 1,396,072	\$ 1,400,000	TBD	TBD	
			Ch. 90		\$ 700,000	\$ 700,000								
Public Works	West Harwich Route 28 Design(\$100K in FY 19 & Construction via Fed Funds)		Incl. in 5-Yr Pl.		\$ -		See Note			\$ 50,000				Design Questions During Con.
	West Harwich Route 28 Design(Construction via Fed Funds)		TIP Fed Grant							\$ 5,600,000				
Public Works	Lower County Road (Maintenance /Not Federal TIP Funds)	1	DE		\$ -	\$ -	\$ -	\$ 4,500,000						Local Funding not TIP request
Public Works	Route 39/Pleasant Bay Road Roundabout (If Needed)	1A			\$ -	\$ -	\$ -	\$ -	\$ 600,000					Delay because other actions
Public Works	Highway Barn Metal Roof- Insulation (See Facility Maintenance)	1												
Public Works	Ford F-350 Dump Truck - Cemetery #18	1	FC		\$ 80,000	\$ 80,000	\$ 80,000							
Public Works	Ford F-250 Pick Up - Highway #23	1	FC		\$ 55,000	\$ 55,000	\$ 55,000							
Public Works	Ford F-350 Dump Truck - Park #16	1	FC		\$ 80,000	\$ 80,000	\$ 80,000							
Public Works	Johnston Sweeper Body - Highway #30	2	FC		\$ -	\$ -	\$ 125,000							
Public Works	Vehicle Listing (FY 18 to 24) Summary	E1					\$ -	\$ 365,000	\$ 325,000	\$ 320,000	\$ 325,000	\$ 320,000	\$ 405,000	
PUBLIC WORKS SUB-TOTAL					\$ 1,615,000	\$ 1,615,000	\$ 1,740,000	\$ 6,270,210	\$ 2,419,125	\$ 7,366,072	\$ 1,725,000	\$ 320,000	\$ 405,000	
REC & YOUTH														
Rec & Youth	2018 Ford Transit Passenger Wagon	1	FC		\$ 35,000	Under \$50K	\$ 35,000	\$ -						
Rec & Youth	Bank Street Beach parking Lot Paving /Overlay	1B	FC		\$ 80,000	\$ 80,000	\$ 98,000	\$ -	\$ -					
Rec & Youth	Pleasant Road Beach Parking Lot Paving/Overlay	1B							\$ -	\$ 112,000		\$ -		
Rec & Youth	Sand Pond Restrooms and Playground Improvements						\$ -					TBD		
Rec & Youth	Whitehouse Field Scoreboard Replacement		CPC-UN/Rec		\$ -		\$ -	\$ 80,000						CPC - Rec
Rec & Youth	Brooks Park Phase V - Comprehensive Light Plan	1	CPC-UN/Rec		\$ 333,500		\$ 333,500	\$ -						CPC - Rec
Rec & Youth	Red River Beach Restroom Renovations	1B						\$ 125,000	\$ -					
Rec & Youth	Cahoon Road Beach Restroom									\$ 125,000				
RECREATION AND YOUTH SUB-TOTAL					\$ 448,500	\$ 80,000	\$ 466,500	\$ 80,000	\$ 125,000	\$ 112,000	\$ 125,000	\$ -	\$ -	
TOWN CLERK														
Town Clerk	Records Retention - Contracting out Records Review and Reduction (TH)	1	CPC - Historic		\$ 40,000	Under \$50K	\$ 40,000							CPC - Historic
	Records Retention - Contracting out Records Review and Reduction (O)		Other		\$ 40,000		\$ 40,000							
Town Clerk	Voting Machines - Updates and Enhancements	1				Under \$50K			\$ 32,500					
TOWN CLERK SUB-TOTAL					\$ 80,000	\$ -	\$ 80,000	\$ -	\$ -	\$ 32,500	\$ -	\$ -	\$ -	
WASTEWATER														
Wastewater	Tie-In Costs to Pipes and Pump Station to Chatham	1A	DE*		\$ 2,150,000	\$ 2,150,000	\$ 2,150,000	\$ -	\$ -					
Wastewater	CWMP Implementation Services	2	OB		\$ 20,000	Under \$50K	\$ 20,000							
Wastewater	Pleasant Bay(South)Watershed Collection System Construction	1A	DE*		\$ 20,280,000	\$ 20,280,000	\$ 20,280,000	\$ -	\$ -	\$ -	\$ 800,000	\$ 12,600,000	\$ -	North portion in FY 22/24
Wastewater	Restoration of Hinckley's Pond (See under Natural Resources)	1B			\$ -	\$ -		\$ -	\$ -					
Wastewater	Evaluate Phosphorus issues in Seymour Pond & Action	1C								\$ 40,000	\$ 260,000	\$ -		
WASTEWATER SUB-TOTAL					\$ 22,450,000	\$ 22,430,000	\$ 22,450,000	\$ -	\$ -	\$ -	\$ 840,000	\$ 12,860,000	\$ -	
WATER														
Water	Lower County Road Project (Waterline Service Replacement Work)	1B	Water- R.E.		\$ 1,018,700	\$ 1,018,700	\$ 1,018,700							More Detailed Funding Source
Water	New Water Source North Harwich Exploration and Development (D&C)	2B			\$ -		\$ -	\$ -		\$ 250,000	\$ 3,000,000			
Water	2018 Ford Super Duty F-350 with Box (2 units in 2019)	1	Water Rev.		\$ 110,000	\$ 110,000	\$ 110,000							More Detailed Funding Source
Water	Wells and Pump Access Asphalt Management Plan	3B	Water Rev.		\$ 175,000	\$ 175,000	\$ 175,000					\$ 175,000		More Detailed Funding Source
Water	Pleasant Lake Avenue Tank Rehabilitation	1							\$ 1,500,000	\$ -		\$ 1,750,000		
Water	Engineering for Asbestos Pipe Project	1							\$ 250,000	\$ 1,000,000	\$ -			
Water	Construction/Renovation Asbestos Pipe Project	1										TBD		
Water	Vehicle Replacements (Excavator FY18 and Equipment in FY 23)	1			\$ -		\$ -	\$ -	\$ 75,000					
WATER SUB-TOTAL					\$ 1,303,700	\$ 1,303,700	\$ 1,303,700	\$ -	\$ -	\$ 1,825,000	\$ 1,250,000	\$ 3,175,000	\$ 1,750,000	
GRAND TOTALS					\$ 35,908,618	\$ 35,003,678	\$ 36,934,721	\$ 8,908,410	\$ 4,489,025	\$ 12,096,572	\$ 5,930,375	\$ 18,556,000	\$ 2,899,145	\$ 89,814,248
							Excludes Items under \$50K							
Non-Town/Private	CPC Applications													
CDP	Community Development partnership - Cape Housing Institute		CPC - Housing		\$ 10,000		\$ 10,000							CPC - Housing
Habitat of Cape Cod	93 & 97 Main Street Route 28 (6 homes subsidy X \$50K each)		CPC - Housing		\$ 300,000		\$ 300,000							CPC - Housing
Harwich Housing A.	Buy Down Purchase Program		CPC - Housing		\$ 135,000		\$ 400,000							CPC - Housing
GRAND TOTAL INCLUDING Non-Town					\$ 36,353,618									
Non-Town/Private	TOTAL CPC Requests						\$ 710,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Department	Project	P	Funding Source	BOS/CPC Approved	TA Rec		FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	Notes
Funding Summary						DEPTS	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	
	Tax Levy				\$ -	Admin	\$ 282,500	\$ 281,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	
	Borrowing within Prop 2 1/2				\$ -	Cem./Com.Ctr	\$ 702,578	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	FC - Free Cash				\$ 1,569,750	Cons./Engine.	\$ 621,000	\$ 100,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	
	RPA - Reauthorized Previous Appropriation				\$ 90,000	Facility Main.	\$ 610,000	\$ 480,500	\$ 135,000	\$ 151,000	\$ 275,000	\$ 240,000	\$ 240,000	
	Community Preservation Funds				\$ 2,651,368	Fire	\$ 6,363,000	\$ 1,250,000	\$ 607,500	\$ 250,000	\$ 625,375	\$ 1,350,000	\$ 394,145	
	Cemetery Revenue (General Fund)				\$ 577,950	Golf	\$ 109,000	\$ 183,000	\$ 88,000	\$ 80,000	\$ 50,000	\$ 50,000	\$ -	
	Debt Exclusion				\$ 29,180,000	Harbor	\$ 956,000	\$ 50,000	\$ 200,000	\$ 2,000,000	\$ 1,000,000	\$ 500,000	\$ 75,000	
	Grants				\$ 71,250	Library	\$ 10,340	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	
	Golf Maintenance Fund				\$ 109,000	Nat. Resources	\$ 704,103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Chapter 90				\$ 700,000	Planning	\$ 500,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	
	Water Enterprise - Retained Earnings				\$ 1,018,700	Police	\$ 36,000	\$ 13,700	\$ 14,400	\$ 30,000	\$ 40,000	\$ 61,000	\$ 35,000	
	Water Enterprise Account - Revenues				\$ 285,000	Public Works	\$ 1,740,000	\$ 6,270,210	\$ 2,419,125	\$ 7,366,072	\$ 1,725,000	\$ 320,000	\$ 405,000	
	OB - Operating Budget				\$ 60,600	Rec. & TC	\$ 546,500	\$ 80,000	\$ 125,000	\$ 144,500	\$ 125,000	\$ -	\$ -	
	Other: Operating Bdg Encumbrances				\$ 40,000	Wastewater	\$ 22,450,000	\$ -	\$ -	\$ -	\$ 840,000	\$ 12,860,000	\$ -	
	Confirmation Total				\$ 36,353,618	Water	\$ 1,303,700	\$ -	\$ -	\$ 1,825,000	\$ 1,250,000	\$ 3,175,000	\$ 1,750,000	GRAND TOTAL SEVEN YEARS
					\$ -	TOTAL	\$ 36,934,721	\$ 8,908,410	\$ 4,489,025	\$ 12,096,572	\$ 5,930,375	\$ 18,556,000	\$ 2,899,145	\$ 89,814,248

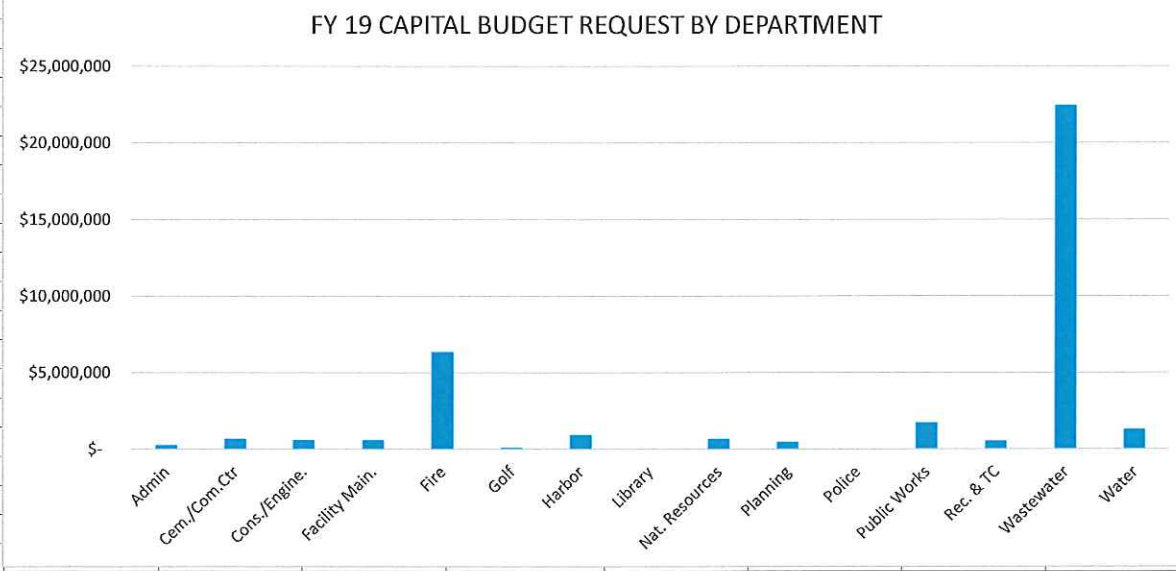
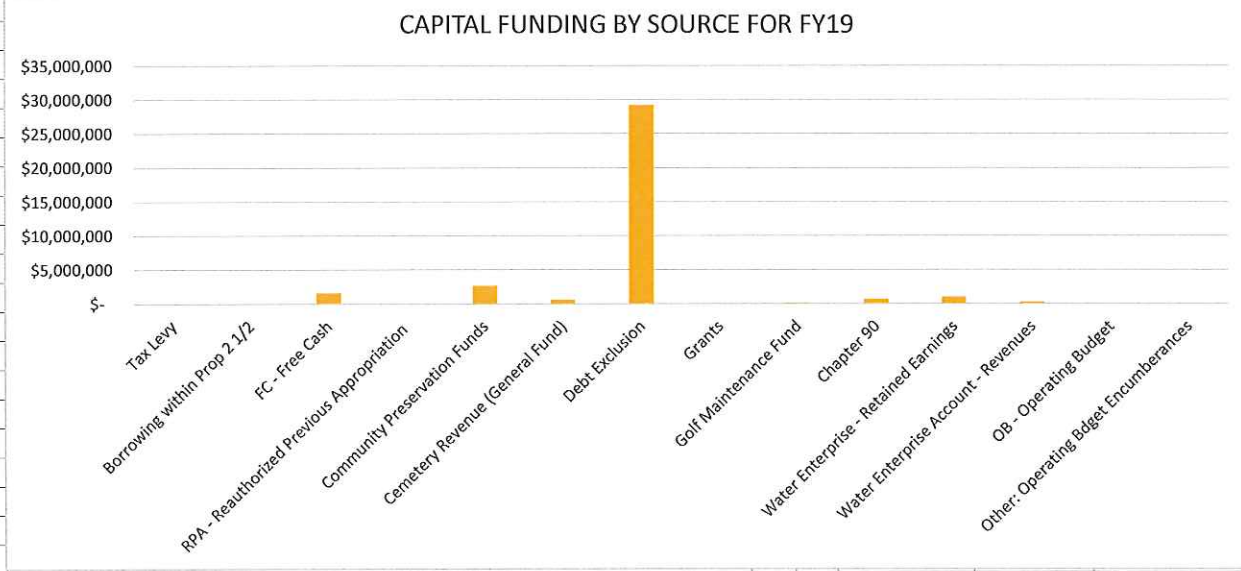
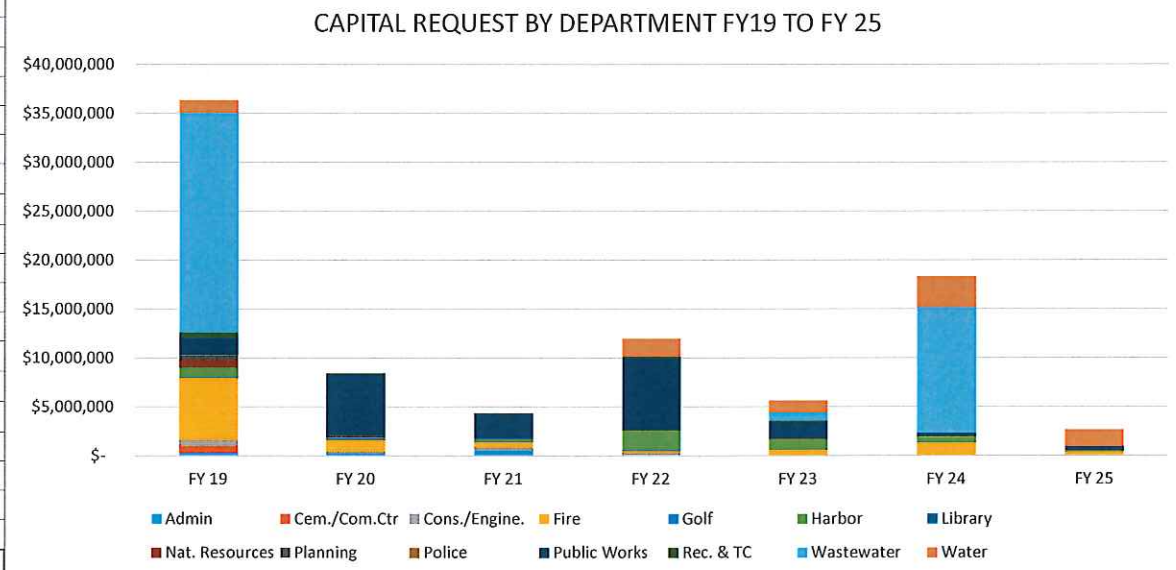
* NOTE: THE WASTEWATER DEBT EXCLUSION IS A FULL AUTHORIZATION OF \$22.43 MILLION VOTE

THE IMA WITH CHATHAM, COLD BROOK PROJECT AND DESIGN OF THE SYSTEM WERE INCLUDED IN FY 18

Total of Debt Exclusion Wastewater 2019 \$ 22,450,000

THE FY 19 APPROPRIATION IS TO CONSTRUCT THE PHASE TWO SYSTEM IN THE SOUTHERN AREA OF PLEASANT BAY WATERSHED.

FREE CASH	Available Free Cash	\$	Community Preservation
Capital Budget Items		\$ 1,569,750	Available (12/13/17*)
Monomoy Capital Assessment		\$ 225,000	UND./Rec. \$ 1,399,446
Snow and Ice		\$ 500,000	Open Sp. \$ 391,472
OPEB		\$ 250,000	Historic \$ 606,299
Cultural Center Operations Subsidy		\$ 125,000	Housing \$ 786,437
Stabilization		\$ 800,000	TOTAL \$ 3,183,655
Chamber of Commerce		\$ 25,000	REQUEST TOTALS
Libraries		\$ 20,000	UND./Rec. \$ 685,500
Cultural Council		\$ 3,000	Open Sp. \$ 1,169,000
Operating Budget Small Capital Items		\$ 25,000	Historic \$ 461,868
Prior Years Unpaid Bills		\$ 20,000	Housing \$ 1,210,000
Available Balance		\$ 13,406	TOTAL \$ 3,526,368
TOTAL ALLOCATED		\$ 3,562,750	Funding Admin.Rec. Variant by Cat.
			UND./Rec. \$ 1,060,500 \$ 338,946
			Open Sp. \$ 344,000 \$ 47,472
CPC Variant from Requests to Available Funding		\$ (342,713)	Historic \$ 461,868 \$ 144,431
CPC Variant from Town Administrator Suggested Allocation		\$ 532,287	Housing \$ 785,000 \$ 1,437
*Available Revenue includes FY 2018 and Partial Fy 18 Collection and Turnbacks			TOTAL \$ 2,651,368 \$ 532,287



2018 ANNUAL GENERAL LICENSE RENEWALS

LATE SUBMITTALS

Buckies Biscotti
554 Route 28, Harwich Port
Common Victualler

Dream Big Holdings, Inc.
d/b/a The Platinum Pebble Boutique Inn
186 Belmont Road, West Harwich
Innholders

Harwich Port Boat Yard Inc.
4 Harbor Rd., Harwich Port
Auto Class I – Agents and Sellers

Ten Yen LLC
d/b/a Ten Yen
554 Route 28, Harwich Port
Common Victualler

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

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

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

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: NO FEE

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

050600025

LICENSEE NAME: ATJX, Inc. d/b/a Moonshine Liquors

ADDRESS: 4 Great Western Road Unit 1

CITY/TOWN: Harwich

STATE MA

ZIP CODE 02645

TRANSACTION TYPE (Please check all relevant transactions):

Change of Hours

Change of DBA

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

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

To Whom It May Concern:

Re: Annual All Alcoholic Retail License

Alexander Jamoulis, owner and manager of Moonshine Liquors at 4 Great Western Road, respectfully requests Sunday hours of operation to be changed from opening at noon to opening at 10 A.M.

Sincerely,

A handwritten signature in black ink, appearing to read 'AJ', with a stylized flourish at the end.

Alexander Jamoulis

Manager

Moonshine Liquors

OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, Town Administrator


Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



MEMO

To: Board of Selectmen 

From: Christopher Clark, Town Administrator

Date: January 2, 2018

Re: Town Planner Hiring Process and Recommendation

The internal posting for the Town Planner position was posted on November 21, 2017 following the announcement of Aly Sabatino's departure to Chatham. One internal application was received from Charleen Greenhalgh, Assistant Town Administrator with the Town. It was determined that Ms. Greenhalgh had the qualifications and experience to proceed to the interview process due to previous experience in Town Planning.

An interview team was established consisting of the following:

Christopher Clark	Town Administrator
Meggan Eldredge	Health Director
Larry Brophy	Planning Board Chair
James Atkinson	Planning Board Member
David Guillemette	Chief of Police

On December 11, 2017, an interview packet was sent to the team which consisted of the job posting and job description as well as Ms. Greenhalgh's cover letter, application and resume. Team members were asked to provide interview questions.

Ms. Greenhalgh was interviewed on Monday, December 18, 2017 utilizing a set of pre-determined interview questions, selected from those submitted by the team.

The Town's standard evaluation form was used by each team member following the interview. The team met following the interview. After careful consideration and discussion of the evaluation scores, the team unanimously selected Ms. Greenhalgh to serve as the new Town Planner.

Ms. Greenhalgh has over 30 years of experience in Town Planning on Cape Cod, including 6 years as Assistant Town Planner in Harwich and she holds a B.S. in Environmental Design from the University of Massachusetts.

I therefore appoint Ms. Greenhalgh as Town Planner consistent with her offer letter and request the Board of Selectmen's confirmation of appoint.

OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, Town Administrator

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



December 18, 2017

Ms. Charleen Greenhalgh

Dear Ms. Greenhalgh:

We are pleased to offer you the position as **Town Planner** for the Town of Harwich. I look forward to your continued positive contributions to the Community Development Department.

This conditional offer letter confirms our understanding of your employment terms with the Town.

Pursuant to the Town Charter the Town Administrator makes the appointment for this position subject to confirmation by the Board of Selectmen. Your name has been put forth for confirmation and the Board of Selectmen will be taking this up at their meeting on January 8, 2018. Successful confirmation will be needed to finalize appointment.

Your position title will be **Town Planner** and your **start date will be simultaneous with the start date of a replacement for your current position of Assistant Town Administrator**. This position is included in the SEIU Local 888 Union and your employment is subject to the rights and obligations included in the contract which is attached. Your **starting salary will be \$85,269 annually (Grade M-4, Step 10)**. For the purposes of future evaluations and step increases your start date as Town Planner will be used. For all other accruals, except future longevity, your original anniversary date of October 19th will continue. You will continue to receive your current salary as Assistant Town Administrator until your start date as Town Planner.

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

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

Sincerely,

Christopher Clark
Town Administrator

Charleen Greenhalgh

12/22/17
Date

Attachment

- cc: Board of Selectmen
Finance Director/Town Accountant
Tax Collector/Treasurer
IT Director
Planning Board

OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, *Town Administrator*

Phone (508) 430-7513

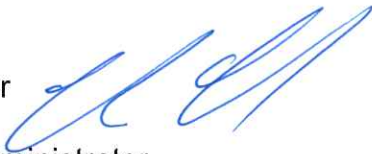
Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



MEMO

To: Board of Selectmen

Cc: John Rendon, Harbormaster 

From: Christopher Clark, Town Administrator

Re: SAQ Snack Bar/Restaurant RFP options

Date: January 3, 2018

Administration, working in close coordination with the Harbormaster's office, would like to structure a Request for Proposals (RFP) regarding a potential public-private partnership for an either or options for: a snack shack, 60 seat restaurant and/or a 100 seat restaurant. There has been some informal explorations on this topic to assess viability of the concept but I would like to request that the Board of Selectmen advice how they would like to see the RFP structured. The RFP could be structured as providing the opportunity for bidders with all three options with some prioritization on which option(s) the board would like to see, whether simply one or two options. I want to provide this memo to provide some understanding of the current status of the options and the impacts of each.

The general overview is that the town, through its landside harbor architect, designed out a snack shack and a 60 seat restaurant. Approvals were obtained from regulatory boards for the snack shack only due to concerns in regards to funding of the project within the budgeted \$3 million allocation.

A public-private partnership should include the following elements:

- 1) Town meeting approved a lease of up to 10 years for a restaurant concession at SAQ at the 2017 Annual Town Meeting. An article would need to be prepared for the 2018 town meeting authorizing a minimum of 30 years for a lease arrangement to be entered into with a private party. It would be difficult to obtain a private party without a longer term lease.
- 2) The structure would have to be constructed utilizing prevailing wage and other bid requirements because the site would be retained by the town of Harwich. The building would revert to town ownership at the conclusion of the lease.
- 3) The option for a 60 seat or a 100 seat restaurant would necessitate going back to the Planning Board for site plan approval. Parking would be a primary consideration.
- 4) The septic system that is currently approved for construction is only for the harbormaster's facility utilization. Private party would need to design, achieve Board of Health approvals and construct a new septic.

- 5) The construction of any facility would necessitate an expansion of the boardwalk system to allow for its incorporation.
- 6) Parking lot changes in the immediate vicinity of the building would also have to be achieved.

Snack shack: the building has been designed and was laid out on the site plan that was presented to the Conservation Commission, Planning Board and the Board of Health. Design plans exist that could easily be incorporated into an RFP. Planning Board approvals were obtained however due to funding considerations the septic system enhancements for the snack shack would have to be included in any RFP, which would require Board of Health and Conservation Commission approvals.

60 seat restaurant concept has been designed by our design firm but was not part of regulatory approvals. We could include the restaurant design into an RFP with the understanding that further regulatory review and approvals would be required.

100 seat restaurant concept would need to be designed by private party for consideration and further regulatory review and approvals would be required.

Based upon inquiries made, it appears that a market does exist for this public-private partnership. The RFP would allow for an exploration of this viability. Due to the active construction at both the landside and waterside, the timing of any construction of the restaurant option should come at the conclusion of this current work. The immediate question is would the Board of Selectmen want Administration to prepare a warrant article for lease of restaurant concession of a minimum of 30 years. The RFP could be issued shortly after the 2018 annual town meeting assuming favorable action on the restaurant concession lease term.

Hello, you're receiving this email because you registered for the Cape Housing Institute. We will occasionally send you information that may support your efforts to encourage housing in your town. Don't forget to add andrea@capecdp.org to your address book so we'll be sure to land in your inbox!

You may [unsubscribe](#) if you no longer wish to receive our emails.



Governor's Housing Choice Initiative

CAPE HOUSING INSTITUTE

BAKER ADMINISTRATION ANNOUNCES HOUSING CHOICE INITIATIVE

The Governor's office has announced a new [Housing Choice Initiative](#) and we wanted to make sure that you heard about it. As we all learned during the Cape Housing Institute, one of the biggest stumbling blocks to creating affordable housing is lack of funding to get it done. Gov. Baker is offering \$10 million to cities and towns across the state, including Cape Cod towns, as an incentive for those who meet certain thresholds on housing production and on enacting zoning changes.

Towns have to opt in to participate in this program and participation requires that towns meet certain criteria in the areas of housing production and zoning. For instance, in the area of zoning, right now, you need a 2/3rds majority from town meeting- or from the town council in the case of the town of Barnstable - to enact zoning changes. To participate in the governor's initiative, town meeting (or town council) would have to vote to change that to 50 percent plus one, in other words, a simple majority for passage.

The zoning changes that help with creating affordable housing are initiatives that allow for greater density, such as allowing a third floor of apartments above stores or allowing accessory apartments by right. We discussed these during our zoning session at the Cape Housing Institute.

One of our goals for the Cape Housing Institute is to give municipal leaders options for encouraging the creation of affordable housing in their towns. This incentive promoted by Gov. Baker is also a step in that direction. Click on the image below to read a summary of the [Housing Choice Initiative](#).



Your municipality can receive a designation as a Housing Choice Community, giving preferential access to Commonwealth grant programs as well as a new grant program open only to Housing Choice Communities.

The Housing Choice Initiative rewards municipalities that have produced certain rates or amounts of new housing units in the last five years and that adopted best practices related to housing production that will sustain a 21st century workforce and increase access to opportunity for Massachusetts residents. Communities that achieve the Housing Choice designation will receive preferential access to statewide grant programs and have exclusive access to apply for the new Housing Choice Grant Program. Recognizing that small towns face different challenges, the Housing Choice Initiative will set aside funding for a competitive capital grant program exclusively for towns with population under 7,000. \$1 million in capital grant monies are expected to be available in the first year, to grow thereafter. Small Towns can also apply for Housing Choice Designation.

What would you like to do?

Featured:

**#1 Apply for
Housing
Choice
Designation →**

**#2 Apply for
a Housing
Choice Grant →**

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



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

732 MAIN STREET, HARWICH, MA 02645

December 21, 2017

To: Board of Selectmen
Community Development Employees
Harwich Employees Association
From: Christopher Clark, Town Administrator
Re: Reallocation - Community Development Department and Administration

With the recent vacancy of an Administrative Assistant position within Community Development we were provided the opportunity to re-evaluate the positions within the Department. It has become increasingly difficult to find Administrative Assistants with the municipal experience necessary to do the high level of skills needed. With the vacancy in the "Conservation" portion of the Community Development Department, the Department Head discussed with Administration the potential of increasing the hours of the existing Assistant Conservation Agent and not filing the Administrative Assistants positions. This was discussed and studied based on both the needs of Conservation and the Community Development Department as a whole.

The reallocation of the existing Administration Assistant positions will require each employee to have higher responsibilities and skillsets within their re-assigned Executive Assistant positions. The Assistant Conservation Agent job description already provides for a broad range of responsibilities including administrative funds, such as covering the front window, preparing conservation minutes, in addition to required field and technical work.

Administration is in full agreement and plans to reallocate and re-assign the existing positions within the Community Development Office as follows:

<u>Existing Position</u>	<u>Re-Assigned Position</u>
Administrative Assistant (Health)	Executive Assistant (Health/Conservation)
Administrative Assistant (Building)	Executive Assistant (Building/Accela)
Administrative Assistant (Conservation)	Not to be filled
Assistant Conservation Agent - Part-time (19 hrs)	Assistant Conservation Agent – Full-time (35 hours)

The cost savings that would result in this re-allocation, would allow for the Administration Office to cover approximate 16 hours of this 19 hour per week part-time position, OA-3 Administrative Assistant, under the Personnel Bylaw. This position would be a confidential employee as the employee will be working with confidential legal and human resources documents and information. The position would also assist with agendas, for not only Board of Selectmen but other Committees such as Finance and Capital Outlay.

OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, *Town Administrator*


Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



MEMO

To: Board of Selectmen 

From: Christopher Clark, Town Administrator

Date: January 3, 2017

Re: Reallocation of Administration Staffing Budget

With the recent appointment of Charleen Greenhalgh as Town Planner and the resulting vacancy of the Assistant Town Administrator position, we were provided the opportunity to re-evaluate the positions within the Department. The Administration Office has been down one full-time position since the failed override in 2005 and the workload has only increased since that time. After careful consideration and discussion with staff, I am recommending the following staffing changes in the Administration Office:

1. Fill the position of Assistant Town Administrator at a considerably lower step on the Personnel By-Law Compensation Plan than the current Assistant Town Administrator's salary. The job description would remain the same but the focus of the assigned duties would be on Human Resource functions.
2. Create a new grade and title on the Personnel By-Law Compensation Plan for Support Staff Supervisor and appoint current Administrative Secretary, Ann Steidel, to that position. Ms. Steidel has been serving as both Administrative Secretary and Community Development Staff Supervisor for the past year through a stipend agreement and this arrangement has worked out well. The Support Staff Supervisor position would encompass both duties as well as supervision of support personnel in the Financial Departments. Ms. Steidel would continue in her role as Licensing Agent for the Town and provide back-up support for all other office functions.
3. Hire a part-time 16 hour per week Administrative Assistant. This position is included in the Personnel By-Law, Grade OA-3, and would provide basic clerical functions including but not limited to tracking legal cases, reception, opening mail, assisting with committee appointments, and typing correspondence.

These staffing changes would be funded by both the savings in the Assistant Town Administrator's salary as well as from the reallocation of staff in the Community Development Department. I recommend that the Board of Selectmen vote the proposed concepts of the Administration staffing plan as well as the related Personnel By-Law Compensation Chart.

Administration will draft and seek Board of Selectmen approval of a new job description for "Support Staff Supervisor" at a subsequent meeting.

DRAFT PROPOSED CHANGES TO PERSONNEL BY LAW COMPENSATION PLAN

BY-LAW POSITIONS: FULL/PART TIME ADMINISTRATIVE

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
OA-5	Support Staff Supervisor	34.86	35.73	36.62	37.54	38.48	39.44	40.43	41.44	42.48	43.54
OA-4	Administrative Secretary	27.45	28.13	28.83	29.57	30.28	31.06	31.82	32.64	33.44	34.27
OA-3	Administrative Asst; ZBA Clerk	22.33	22.88	23.45	24.03	24.64	25.28	25.90	26.54	27.20	27.90
OA-2	Board Secretary; Video and Communications Information Specialist	18.76	19.24	19.71	20.21	20.72	21.23	21.76	22.31	22.86	23.43
OA-1	Board Clerk	16.32	16.74	17.14	17.57	18.01	18.47	18.92	19.40	19.87	20.37

NON-UNION COMPENSATION PLAN

BY-LAW POSITIONS: FULL TIME MANAGEMENT

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Contract	Police Chief Finance Director/Accountant Fire Chief										
M-7	Assistant Town Administrator DPW Director Deputy Police Chief	88,422	90,632	92,897	95,220	97,600	100,040	102,543	<i>Current ATA</i> 105,105	107,733	110,425
M-6	Water / Wastewater Superintendent	81,121	83,147	85,226	87,357	89,542	91,781	94,074	96,428	98,837	101,306
M-5		74,422	76,283	78,191	80,145	82,149	84,203	86,307	88,464	90,676	92,944
M-4	Library Director; Personnel Director	68,279	69,984	71,733	73,528	75,366	77,249	79,181	81,161	83,189	85,270
M-3		62,640	64,205	65,810	67,456	69,143	70,871	72,642	74,459	76,320	78,229
M-2		57,468	58,903	60,379	61,886	63,434	65,019	66,634	68,309	70,019	71,769
M-1		45,973	47,124	48,300	49,509	50,747	52,015	53,316	54,650	56,016	57,416

Report of the Board of Selectmen

We often hear the saying, "It takes a village"; in the town of Harwich, it takes seven very special and unique villages to come together to create a better future. The major accomplishment of our Board with villages united at the polls was to pass a comprehensive wastewater management plan. Understanding that the cost of this investment will impact resident and town finances for many years, the Board undertook a substantial educational campaign to involve residents in the process and details of this initiative. Subsequently at Town Meeting and the polls, voters passed both the Inter-Municipal Agreement with the Town of Chatham and the funding for design and engineering of the East Harwich phase of the comprehensive plan. The Board of Selectmen is truly grateful for the hard work and commitment of the many talented and dedicated people it took to accomplish this goal, but especially for our residents' support. We will continue the hard work of finding creative funding sources to defray the long term costs as well as seeking collaborative partnerships with neighboring towns to establish economically viable wastewater solutions.

As our Town grows and existing infrastructure ages and requires expansion to meet service demands, the Board faces decisions regarding projects that should be brought forward to the voters. Among the significant needs facing the Town was the Cold Brook Restoration project to restore and improve 66 acres of former cranberry bogs. Working in conjunction with the Harwich Conservation Trust, State and Federal partners, the ecological restoration will not only improve conditions for wildlife and water quality, it will assist the Town in reaching nitrogen reduction targets. A major renovation of the land side of Saquatucket Harbor, including a new Harbormaster's building, maintenance garage, increased parking and expanded on site services was funded via Proposition 2 ½. A contract was awarded to Eastward Companies and work began before the year ended. The waterside component of the Saquatucket project which will create a first class marina was already in progress including the removal of all docks and pilings and dredging of the Harbor. The goal for the entire undertaking is to be ready for the busy summer season. The Board will be diligently watching this project to ensure that deadlines are met and the project is accomplished within the budget that the voters approved.

Two continued necessities to continue excellence in public safety included money to develop plans for Fire Station #2 and the replacement of an aging pumper apparatus. As 2017 came to a close, final plans for Fire Station #2 were presented to the Board with a unanimous vote to construct new which will be brought to the voters at the 2018 Annual Town meeting. As part of ongoing capital plan improvements to the Cranberry Valley Golf Course, the reconstruction of a new cart barn was approved. With the commitment of Community Preservations funds, Phase 4 of the Brooks Parks expansion was funded; a new pavilion, expanded parking and renovation of

the tennis courts will further enhance our community park. Though the voters were asked to fund the above capital projects and more, the Board committed itself to financial diligence in budgeting and capital expenditures as the watchdogs of our taxpayer's resources.

The Board saw a turnover in membership and in town personnel in the past year. Selectmen Peter Hughes and Angelo LaMantia retired from the Board after 15 years and 9 years of service respectively to the Town. We thank them for their outstanding commitment, time and dedication to the Town of Harwich. At the May Town election, Don Howell and Larry Ballantine were elected, both of whom have served on the Board previously and bring experience and institutional knowledge to the team. Carol Coppola was welcomed to the Finance Director position in March and has already improved and solidified town accounting practices. Our longstanding Health Director, Paula Champagne, retired after 30 years' service to the Town, but we were fortunate to promote the Assistant Health Director, Meggan Eldredge to the Director position. Barbara Anne Foley retired as the Council on Aging Director, a position which she served in for 18 years and was replaced by Judi Wilson. The Building Department experienced a change in leadership as Ray Chelsey came on as Building Commissioner and Jay Briggs departed to the neighboring town of Chatham. As the year came to a close, our Town Planner, Aly Sabatino, also migrated to Chatham.

The Board engaged in some significant policy discussions, including reviewing the makeup and appointment process for Town committees. As a result of this review, both the Trails and Architectural Advisory committees were disbanded and two committees were renamed to more accurately reflect their charges: Harwich Energy Committee and Harwich Accessibility Rights Committee. Also, a newly formed Economic Development Committee will be tasked with generating innovative revenue ideas and working with the Chamber of Commerce to promote local business. The Board committed to a two year trial of a Cultural Center at the former Harwich Middle School building which largely through the efforts of Carolyn Carey, Harwich Community Center Director, has proven to be a successful venture. All of the classrooms have been rented by local artists and other spaces are being made available. With two well attended open houses and activities hosted there during Cranberry Festival weekend, the public has embraced the transition from vacant school to thriving artistic and recreation center. The Board will continue to monitor the success and finances of the Cultural Center with the help of the Friends of the Harwich Cultural Center. Other important areas of policy discussion included the process for disposition of tax lien properties, inventory of municipal land for consideration of potential uses and the future of recreational marijuana sales in the Town of Harwich. A moratorium on recreational marijuana sales was brought forward by the Board and supported by voters at the May Town Meeting, allowing essential time to thoughtfully craft regulations and articles for long term consideration of whether the townspeople really want any types of recreational marijuana business in our community.

In October, the Town considered the construction of a new Cape Cod Technical High School facility along with the other 11 member towns. A special election was held to both contemplate the new construction as well as the funding source commitment of the Town. Chris Clark, Town Administrator served as the Harwich representative on the Building Committee. With the Massachusetts School Building Assistance contributing approximately \$46 million to the estimated \$128 million dollar ticket price, voters across the 12 towns resoundingly supported the replacement of the 42 year old school. Harwich's share, based on percentage enrollment, is about \$685,000 annually and was approved as a debt exclusion which will impact the voters beginning in 2020 at a cost of about \$66.51 per average annual household tax bill for a period of 30 years.

The Board again this year crafted a complex series of goals and objectives to be worked on collectively across departments, Boards, Commissions and administration. Many of the goals focus on improved transparency in finances, communication and operations. The Board is particularly committed to effective and efficient policies in regards to town finances as we face increasing costs and demands on town resources. We appreciate and commend the work of all staff, committee members, volunteers and residents in supporting our goals and objectives, particularly the efforts of Town Administration and Department Heads.

We are proud to captain the ship of the Town of Harwich as together, we navigate the complex waters of our future, providing leadership, stability and guidance.

Michael D. MacAskill, Chairman
Julie E. Kavanagh, Vice Chairman
Larry G. Ballantine, Clerk
Jannell M. Brown
Donald F. Howell

**Harwich Golf Committee
Notice of Public Hearing**

The Harwich Golf Committee will hold a public hearing to solicit public comment on golf fees for Cranberry Valley Golf Course for the 2018-2019 season. The hearing will be held on Tuesday December 19, 2017, at 4:00pm in the Griffin Room at Harwich Town Hall (732 Main Street).

**Clem Smith
Chairman
Harwich Golf Committee**

People

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Hearing Notice For Chronicle



Michael Serijan <mserijan@town.harwich.ma.us>

Mon 11/13, 2:16 PM

You; Barbara Rugg (barbara@capecodchronicle.com); Roman Greer (rgreer@town.harwich.ma.us)

Icons: Print, Reply, Reply All, Reply | ↶

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Attachments, pictures, and links in this message have been blocked because the sender isn't in your Safe Senders list. I trust content from mserijan@town.harwich.ma.us.

Flag for follow up. Start by Friday, December 29, 2017. Due by Friday, December 29, 2017.

Public Notice Golf Fe...
12 KB

Download Save to OneDrive - Personal

Good Afternoon Barbara,

With the holiday coming up next week, I wanted to get this notice to you well in advance.

Please run the attached Golf Fee Notice in the November 30th, December 7th and December 14th editions of the Chronicle. Unfortunately, the two postings back in October were two days short of the required 14 day notice.

Please confirm receipt.

Thank you and have a great Thanksgiving.

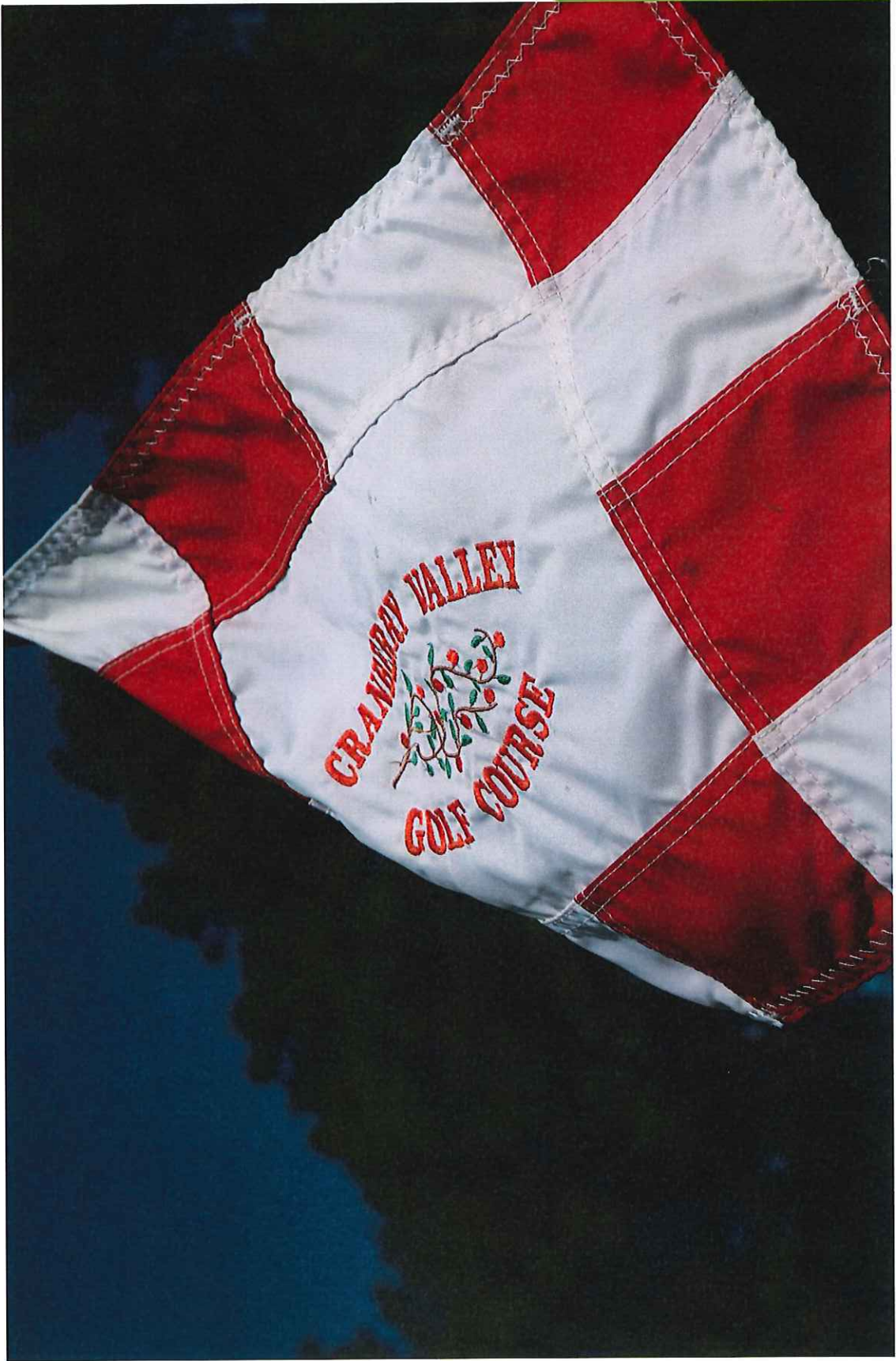
Regards,

Mike Serijan
Cranberry Valley Office Assistant
508-430-5234
mserijan@town.harwich.ma.us



Up





Rate/Fee Recommendations

Summary

Raise all major Greens Fees by \$2 (fee to Golf Infrastructure fund)

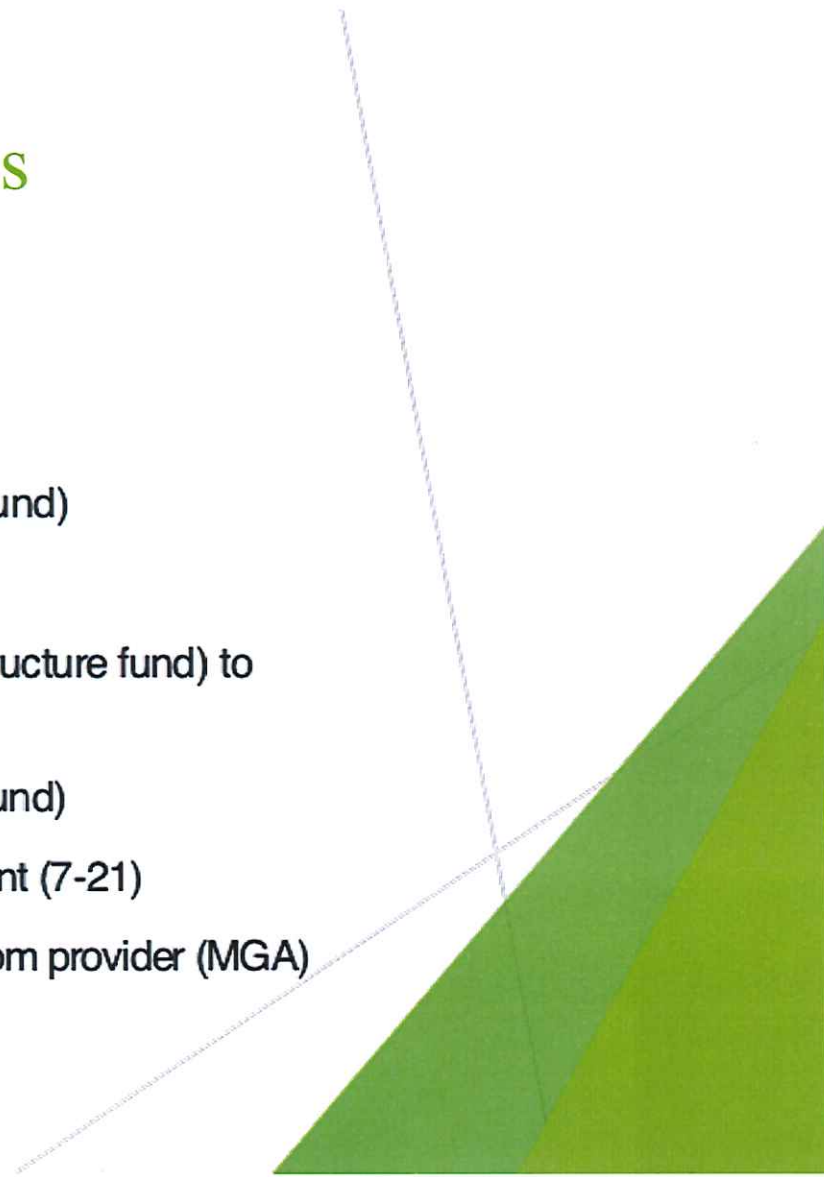
No change to twilight, junior twilight, temporary

Raise in-season weekday rate \$5 (\$2 fee to golf infrastructure fund) to create an “in-season” 7 day fee

Raise all major Memberships \$20 (fee to Golf Infrastructure fund)

Merge Jr 1 & 2 into one membership category – Junior/Student (7-21)

Raise GHIN Handicap Fee by \$5, due to \$5 increase in cost from provider (MGA)



2018 Proposed Greens Fees:

Monday – Thursday

March 12 th – May 31 st	\$44	-\$2	
June 1 st – September 3 rd	\$74	+\$5	Everyday
Sept 4 th - Dec 21 st	\$44	-\$2	

Friday, Saturday, Sunday, & Holidays

March 16 th – April 25 th	\$60	-\$2
April 27 th - October 8 th	\$74	-\$2
October 13 th – October 29 th	\$60	-\$2
November 3 rd - December 17 th	\$42	-\$2

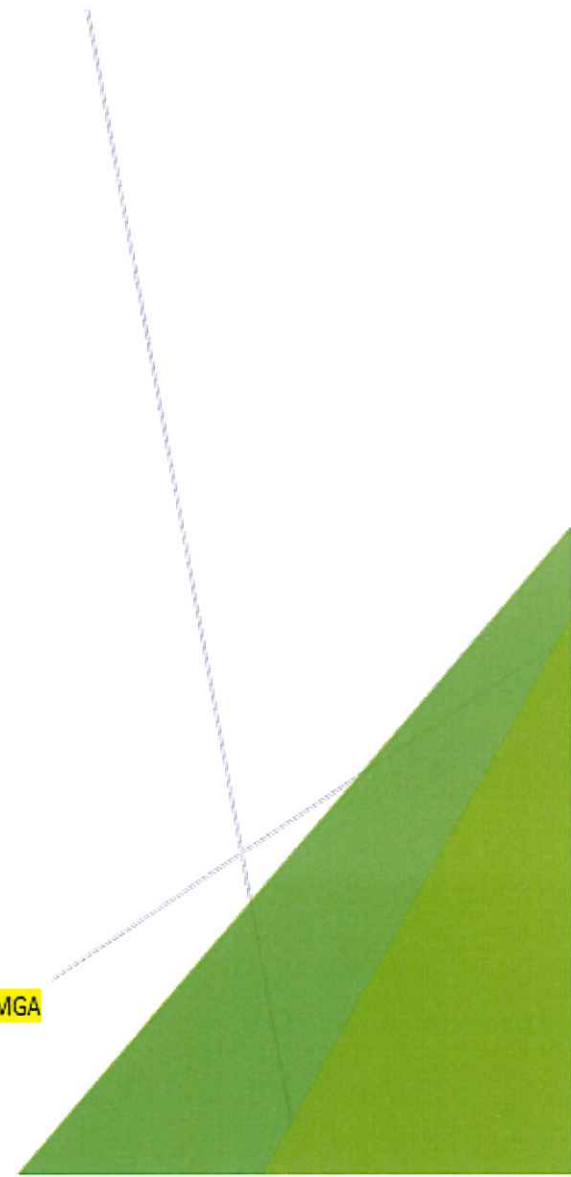
MISCELLANEOUS FEES:

MID-DAY RATE (Mon-Thu, 1:00PM - Twilight)	\$54	-\$2
MID-DAY RATE (Fri-Sun, 1:00PM - Twilight)	\$64	-\$2
TWILIGHT RATE (AFTER 3:30PM)	\$32	
TWILIGHT RATE (AFTER 4:00 JUNE, JULY & AUGUST)	\$32	
JUNIOR TWILIGHT	\$15	
BACK NINE - First hour of play	\$38	+\$2
9 HOLE RATE - SUNDAY THROUGH THURSDAY AFTER 1:00	\$38	+\$2

(*BASED ON AVAILABILITY)

TEMPORARY GREENS FEE	\$22
ACTIVE MILITARY DISCOUNT	25% OFF GREEN FEES
MEMBER GOLF CART 18 HOLE	\$19
MEMBER GOLF CART 9 HOLE	\$10
GOLF CART 18 HOLE (PER PERSON)	\$21
GOLF CART 9 HOLE (PER PERSON)	\$11
WALKING CART 18 HOLES	\$8
WALKING CART 9 HOLES	\$4
RANGE BALLS SMALL BUCKET	\$5
RANGE BALLS LARGE BUCKET	\$8
MEMBER RANGE SMALL BUCKETS3	
MEMBER RANGE LARGE BUCKET	\$5
RANGE PASS	\$250
GHIN MEMBERSHIP	\$45

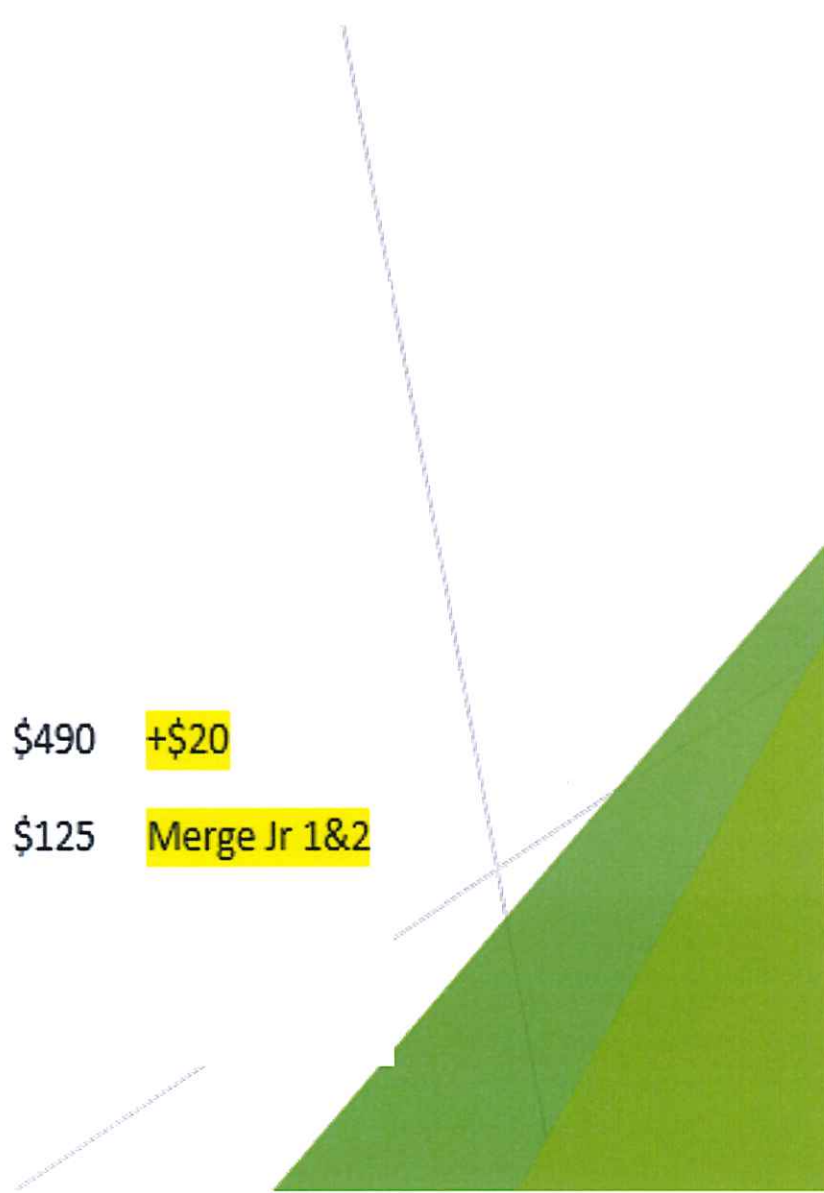
+\$5 MGA



Membership Fees

2018 Proposed Membership Fees

Adult Harwich or Chatham Resident	\$790	+\$20
Adult Eastham or Orleans Resident	\$890	+\$20
Adult Other Non-Resident	\$1090	+\$20
Young Adult Harwich/Chatham Resident (age 22-30 as of May 1st)	\$490	+\$20
Junior/Student Harwich and Chatham Resident (7-21 yrs as of May 1st)	\$125	Merge Jr 1&2
Junior Non Resident	\$350	
GHIN Membership	\$45	+\$5 MGA



Fee Comparison

Annual Fee Pass	Barnstable	Yarmouth	Dennis	Brewster	Harwich	plus 20
Resident	\$950 (+2%)	\$850	\$749	\$927	\$770	\$790
Non Resident	\$1,265	\$1,150	\$1,150	\$1,545	\$1,070	\$1,090
Young Adult	\$556	\$490	\$625	\$515	\$470	\$490
Junior	\$260 (\$130)	\$100	\$165	\$180	\$125	\$125
Top Greens Fee	\$72	\$76.50	\$69	\$84	\$74	
Twilight Fee	\$30/35	\$36.50	\$29	\$35	\$32	
Cart Fee	\$11/21	\$14/21	\$14/20	\$13/21	\$11/21	
GHIN	\$40	\$40	\$35	\$40	\$45	
	2017	2017	2017	Approx 2017	proposed for 2018	

Rate History

Cranberry Valley Rates

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018 propo
Memberships											
Adult Resident	\$630	\$655	\$655	\$685	\$700	\$745	\$770	\$770	\$770	\$770	\$790
Eastham Chatham & Orleans	NA	NA	NA	NA	NA	NA	NA	\$870	\$870	\$870	\$890
Non-Resident	\$1,050	\$1,100	\$1,100	\$985	\$1,050	\$1,045	\$1,070	\$1,070	\$1,070	\$1,070	\$1,090
Jr Resident 1 (9-17)	\$75	\$100	\$100	\$100	\$100	\$100	\$125	\$125	\$125	\$125	\$125
Jr Resident 2 (18-21)	\$100	\$125	\$125	\$125	\$125	\$125	\$150	\$150	\$150	\$150	NA
Young Adult (22-30)	NA	NA	NA	NA	NA	NA	NA	NA	NA	\$470	\$490
Jr Non Resident	NA	NA	\$300	\$300	\$300	\$300	\$325	\$350	\$350	\$350	\$350
Capital Assesment Fee included	NA	NA	NA	NA	\$50	\$50	\$75	\$75/\$125	\$75/\$125	\$75/\$125	75/125

Greens Fee History

Green Fees											
Monday-Thursday											
3/2-May (before Mem Day)	\$36	\$38	\$38	\$38	\$38	\$40	\$40	\$40	\$42	\$42	\$44
May (Mday)-Sept (Lday)	\$62	\$64	\$64	\$65	\$65	\$67	\$67	\$67	\$69	\$69	\$71
Sept (LDay)-Dec 19	\$36	\$38	\$38	\$38	\$38	\$40	\$40	\$40	\$42	\$42	\$44
Fri-Sat-Sun-Holiday											
3/1-April 25	\$52	\$54	\$54	\$54	\$54	\$56	\$56	\$56	\$58	\$58	\$60
April 30-Oct (Cday)	\$62	\$64	\$64	\$65	\$65	\$67	\$67	\$70	\$72	\$72	\$74
Oct (Cday)-Nov 1	\$52	\$54	\$54	\$54	\$54	\$56	\$56	\$56	\$58	\$58	\$60
Nov 5-Dec 12	\$36	\$38	\$38	\$38	\$38	\$40	\$40	\$40	\$42	\$42	\$44
Mid Day (1-2:30)	\$46	\$48	\$48	\$48	\$48	\$50	\$50	NA	NA	NA	na
Mid Day 1-3 M-Th	NA	NA	NA	NA	NA	NA	NA	\$50	\$52	\$52	\$54
Mid Day 1-3 F-Su	NA	NA	NA	NA	NA	NA	NA	\$60	\$62	\$62	\$64
Junior Twilight	NA	NA	NA	NA	NA	NA	NA	NA	NA	\$15	\$15
9 HOLE RATE - SUN-THUR <1:00	NA	NA	NA	NA	NA	NA	NA	NA	NA	\$36	\$38

Rate/Fee Recommendations

Summary

Raise all major Greens Fees by \$2 (fee to Golf Infrastructure fund)

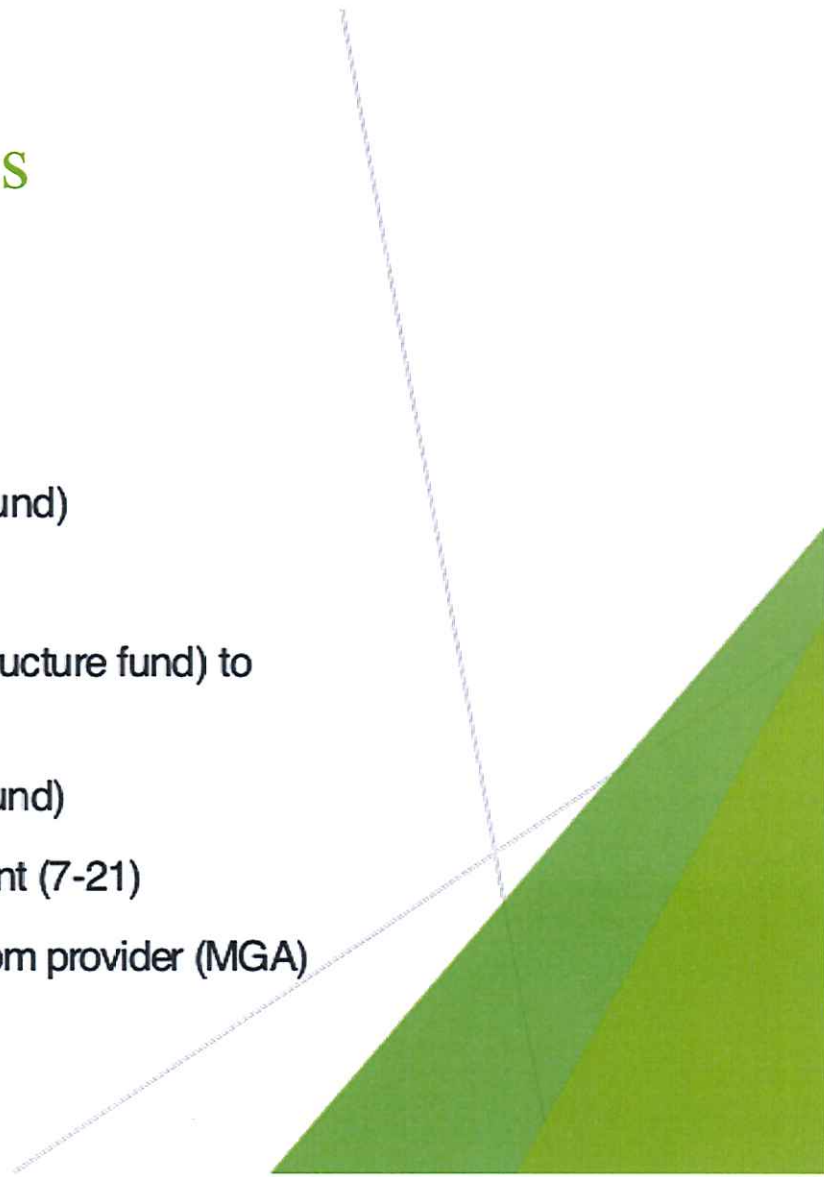
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Raise GHIN Handicap Fee by \$5, due to \$5 increase in cost from provider (MGA)



Wastewater Project Management

Responsibility - Abbreviations: Town Administrator has overall responsibility and accordingly reports to BOS.

- Chris Clark – CC
- Consultant (s)
 - Project management = ConPM
 - Communication/PR - ConPR
- Finance Director FD

Management

- Create and execute Harwich/Chatham sewer project work plans and revise as appropriate to meet changing needs and requirements. – ConPM
- Create and execute community collection plans to organize neighborhood activity in an efficient and user-friendly manner. – ConPM
- Identify resources needed and assign individual responsibilities. CC
- Manage day-to-day operational aspects of a project and scope. ConPM
- Review deliverables prepared by team - CC
- Report project status as required - ConPM

Accounting

- Track and report expenses - FD
- Manage project budget. - CC
- Determines appropriate revenue recognition, ensures timely and accurate invoicing, and monitors receivables for project. - FD

Finances

- Assure project legal documents are completed and signed. – CC

Communication

- Effectively communicates project information to BOS – ConPR
- Assume role of point person to work with Harwich residents to listen to concerns and provide information regarding the project - ConPR
- Facilitate team meetings effectively - CC
- Holds regular status meetings with project team - CC
- Resolve issues in a timely fashion - CC



260 West Exchange Street, Suite 300

Providence, Rhode Island 02903

tel: 401 751-5360

fax: 401 274-2173

Harwich Sewer Collection System – Phase 2 Progress Report No. 3

Services from August 20, 2017 to September 16, 2017

- CDM Smith costs incurred during this period are \$62,254.99
- Previously, CDM Smith invoiced the Town \$28,733.15
- This invoice (No. 3) will bring the total invoiced amount up to \$90,988.14
- The total contract amount is \$2,020,000 per the agreement dated June 2, 2017
- Contract balance remaining is \$1,929,011.86

CDM Smith Activities During This Reporting Period

1. Conducted internal Project Quality Management (PQM) session to identify project critical success factors and develop action plan as part of overall Quality Management System.
2. Began evaluation of wastewater flow estimates for Phases 2, 3 and 8 based on 2015 and 2016 water data obtained from the Town in order to confirm the conceptual pipeline and pumping station sizing presented in the CWMP.
3. Continued coordination of surveying efforts by surveying subcontractor (SMC). Invoice includes first invoice from SMC for a portion of the topographical mapping work.
4. Continued evaluation and refinement of proposed Phase 2 limits, piping network configuration and potential construction contract delineation.

Work Planned During Next Invoice Period

1. Continue evaluation of wastewater flow estimates for Phases 2, 3 and 8 to confirm pipeline and pumping station sizing presented in CWMP.
2. Begin preliminary design layout of pipelines using final topographical survey information.
3. Attend coordination meeting with Chatham and GHD.
4. Continue coordination of ongoing surveying efforts.
5. Prepare letter to utility companies providing information on Phase 2 and the sewer program.
6. Conduct first monthly Progress Meeting with the Town.



MEETING MINUTES

Clean Water Community Partnership – Dennis, Harwich, and Yarmouth

Date: 11/17/2017

Time: 9:00 AM

Location: Dennis Town Hall

Attendees: Diane Chamberlain, Taylor Cobb, John Terrio (Town of Dennis)

Larry Ballantine, Chris Clark (Town of Harwich)

Chris Dwelley, Mark Forest, Dan Knapik, Shawn MacInnes (Town of Yarmouth)

Kara Johnston, David Young (CDM Smith)

Items

1. Previous Meeting Minutes
 - a. Chris Clark made motion to approve, Diane Chamberlain seconded. Vote unanimous.
2. Update on Community Compact Grant Application
 - a. Grant Application submitted Wednesday 11/15/2017. Expect to hear a response in 30-60 days.
 - b. \$150,000 requested for DHY Discussions and \$50,000 for Yarmouth & Barnstable Discussions.
 - c. Barnstable looking to expand WWTF, but will need effluent recharge sites. Yarmouth and Barnstable will determine if a partnership for sending Yarmouth's Lewis Bay wastewater flow to the Barnstable WWTF and recharging effluent at Buck Island Road site is feasible for both towns.
 - d. Would be nice to have an award ceremony if the grant is awarded.
3. Town Updates:
 - a. Internal Governance Structure
 - i. Dennis
 1. Wastewater Implementation Committee still actively working on wastewater plan.
 - ii. Harwich
 1. Re-forming a Wastewater Support Committee

iii. Yarmouth

1. Created a new Water Resources Committee.
2. Legislation for Town Meeting Article Discussed.
3. Wastewater was included in the 10-year capital plan recently presented to the Town.

b. Internal Financial Structure

i. Dennis:

1. Cost Recovery Plan completed by subgroup and was voted unanimously by the Wastewater Implementation Committee. Plan will now move forward to Finance Committee and the Board of Selectmen with joint meeting on November 28, 2017.
2. Cost recovery plan shows average tax increase of \$240 over 70 years (peak in 2048 of \$480) on \$350,000 property.

c. General Wastewater

i. Dennis:

1. Approved educational brochure for Swan Pond River abutters and planning a community meeting to educate the town on the aquaculture project being implemented this spring.
2. CDM Smith met with archaeological group to review any archaeological impacts at the future Dennis WWTP site.
3. Working with UMass Donohue Institute to evaluate economic impact of wastewater collection and treatment in Dennis. Question for the analysis: What would be economic development potential if a wastewater program was provided in the Town of Dennis, and what would be the economic development potential without a wastewater program?

ii. Harwich:

1. Reviewing and summarizing sewer regulations.
2. Finance Committee voted unanimously to support the Spring Town Meeting \$22 Million Sewer Construction Article.
3. Harwich attending Pleasant Bay Watershed Permitting Process Meetings with MassDEP and Pleasant Bay Alliance.

iii. Yarmouth:

1. Authorized CDM Smith to perform additional field investigations related to effluent recharge at Bass River Golf Course.
 2. Yarmouth received grant for anaerobic digester at the Septage Treatment Facility. Issuing an RFP for this project soon.
4. Special Legislation Update
 - a. Review of Draft Town Meeting Article.
 - b. Towns will provide edits to DHY group at next meeting.
 - c. Towns agreed they should move forward with bringing Special Legislation to Spring Town Meeting to allow for a Community Partnership option.
 - d. Public outreach will be needed prior to Town Meeting.
5. Preparation for MassDEP Meeting Nov 20th
 - a. Questions:
 1. Should a community not move forward and fund implementation of their wastewater program to meet water quality needs, will MassDEP designate a Nitrogen Sensitive Area (watershed) and require all property owners in that area to install nitrogen removing septic systems?
 2. If the answer remains yes as stated in the February 21, 2017 letter, then under what timeframe would MassDEP take that action and how long would a property owner have to make that installation? As you recall, an individual nitrogen removal septic system is estimated to be three times more costly (capital and O&M) to a homeowner than the proposed town programs.
 3. Would MassDEP consider working with EOEEA for the creation of a Clean Water Grant Program to incentivize communities with capital construction funds (similar to MassWorks Program)?
6. Topics for Future Meetings
 - a. Public Outreach Planning prior to spring town meetings.
 - b. UMass Donohue Institute Economic Analysis in Dennis (January or February 2018).
7. Meeting Summary
 - a. The working group members from Dennis, Harwich, and Yarmouth (DHY) met on November 17, 2017.
 - b. The Towns provided general updates to their wastewater and cost recovery programs.

- c. The Yarmouth on behalf of DHY working group has applied for a \$200,000 grant through the Efficiency and Regionalization Grant Fund Program and expects to hear back in 30-60 days.
 - d. The towns will be meeting with the MassDEP Commissioner on Monday 11/20/2017 in Boston to discuss MassDEP's position on nitrogen sensitive areas and the future requirement of homeowners installing a nitrogen removal septic system.
 - e. Towns agreed to move forward with town meeting articles next spring to file special legislation that would allow for the potential creation of a community partnership option.
8. Discussion of topics not reasonably anticipated 48 hours before the meeting.
- a. None
9. Next Meeting: December 15, 2017 at 9:00 AM
10. Action Items

Assigned To	Action Item
Dan Knapik	Share DOT Briefings about Revitalizing Local Downtown
CDM Smith	Email Word Version of Draft Town Meeting Article
CDM Smith	Email Meeting Minutes

Memorandum from Charleen Greenhalgh
 Assistant Town Administrator
 Town of Harwich

December 13, 2017

To: Christopher Clark, Town Administrator
 From: Charleen Greenhalgh, Assistant Town Administrator
 Re: Weekly Report – Week of December 4, 2017

Another busy week, particularly with the pending departure of Aly Sabatino, Town Planner. The week included, but was not limited to:

- Finalized the SEIU FY17 Salary and Compensation Study, reviewed with Mr. Clark and forwarded to the President of the SEIU.
- Had several meetings and completed numerous items related to HR and Personnel.
- Attended the Board of Selectmen Executive Session and prepared the meeting minutes.
- Began having meetings with the Town Planner, as well as several applicants/citizens to ease the transition with her pending departure.
- Attended the weekly meeting on the Board of Selectmen agenda.
- Participated in a Webinar sponsored by MIIA and AlloneHealth – New Science of Stress. Participation in MIIA sponsored events provides the Town with points towards reducing our insurance payments.
- Attended the CPC meeting and made a presentation on the Albro House application. Also assisted Anita Doucette and Carolyn Carey with the records retention and records facilities requests presentations.
- Met with Mr. Clark and Town Engineer Bob Cafarelli to review several projects.
- Assisted Golf Department with obtaining necessary insurance information from MIIA.
- Assisted other departments with information.
- Prepared and posted agendas for the Capital Outlay Committee and 2 for the Finance Committee
- Unfortunately the last employee workshop on Mightfulness – Sleep was canceled due to lack of people signing up. Hope to schedule more in the late winter/early spring.
- Status update on employment vacancies:

<u>Position</u>	<u>Status</u>	<u>Replacement or New</u>
Sr. Health Agent	Re-advertised will begin reviewing applications 12/22	Replacement
Town Planner	Internal Posting 11/21/17, closes 12/7/17	Replacement
Administrative Assistant – Town Clerk's Office	Posted 11/30/17, Closes 12/8/17	Replacement
Assistant Building Inspector	Pending review	Replacement

Memorandum from Charleen Greenhalgh
Assistant Town Administrator
Town of Harwich

January 2, 2018

To: Christopher Clark, Town Administrator
From: Charleen Greenhalgh, Assistant Town Administrator
Re: Weekly Report – Weeks of December 11; December 18 and December 25, 2017

Week of December 11th:

Another busy week, particularly with the departure of the Town Planner. This was the first week taking on the additional duties of the Interim Town Planner. Many things going on in the Planning World, particularly zoning amendments. The week included, but was not limited to:

- Attended the following Board/Committee Meetings:
 - Board of Selectmen – Also prepared Executive Session Minutes
 - Station 2
 - Planning Board
 - Finance Committee – Also assisted with taking the meeting minutes
- Met with Cyndi Williams, Chamber Director and Mr. Clark for a monthly meeting
- The final Hazard Mitigation Plan was sent to FEMA.
- Prepared the Planning Board Decision for the Golf Course Cart Barn
- Worked with the Town Engineer on the contract for the cart barn
- Attended the weekly meeting on the Board of Selectmen agenda
- Attended Fire Union negotiations
- Met with SEIU president and steward to review and finalize the FY17 Salary and Compensation Study
- Attended the Community Development weekly meeting
- Attended the Cape and Islands Monthly Managers Meeting
- Worked on several HR and Personnel matters
- Assisted MIIA with finalizing some information regarding insurance coverage

Week of December 18th:

The Planner function are taking much time. Work to coordinate both duties. The week included but was not limited to:

- Prepared the agenda and packets for the monthly Department Head Meeting
- Attended the Board of Selectmen Meeting and also prepared the Executive Session Minutes
- Attended the monthly Department Head Meeting
- Worked on several HR and Personnel matters
- Prepared the remainder of the decisions from the Planning Board meeting; reviewed numerous applications and began working with Accela
- Met with the Chair of the Housing Committee

Week of December 25th:

Although it was a short week, there was plenty going on. The week included but was not limited to:

- Preparation of legal notices for two marijuana based zoning amendments
- Review of applications within Community Development
- Attended the weekly Community Development Meeting
- Worked on several HR and Personnel matters

Status update on employment vacancies:

<u>Position</u>	<u>Status</u>	<u>Replacement or New</u>
Sr. Health Agent	Interviews taking place week of Jan. 8th	Replacement
Town Planner	Pending	Replacement
Administrative Assistant – Town Clerk's Office	No internal candidates. External Posting closes January 12th	Replacement
Local Building Inspector	Following the reclassification of the position and the revision of the job description; the position was posted internally. That closed on Dec. 22 nd ; being that there were no internal candidates the position was externally posted and application will be reviewed beginning January 19th	Replacement
Weight Room Attendant	External Posting	Replacement



**HARWICH
ASSESSORS
OFFICE**
508-430-7503

Memo

To: Sandy Robinson
Ann Steidel

From: Donna Molino

Date: December 20, 2017

RE: Assessor's Department Weekly Report (w/e 12/15/17)

1. Processed monthly sales reports for various departments.
2. Processed and mailed sales questionnaires.
3. Met with Dave Callaghan and Paul Sweetser in regards to Judah Eldredge property.
4. Processed and reviewed abutter's lists.
5. Processed and reviewed weekly deeds.
6. Assisted customers with boat and motor vehicle abatements/questions.

Cemetery Administrator's Weekly Report

Week ending December 16 and 23, 2017

- Consent Agenda, Board of Selectmen Meeting, Monday December 11. Vote to approve the award of the contract for Pet Burial Ground Walkway project to Cape Cod Builders for Phase 1 in the amount of \$23,326 and Phase II in the amount of \$22,800. Contract was approved, will notify Engineering and Surveying department to layout the pathways to be installed and will contact vendor to see when they can begin installation.
- Mount Pleasant Cemetery two upcoming burials. Morris O'Conner and Blute, Long burial for December 30th. Surveyed lot, sent to funeral home to choose space for interment. Doane Beal & Ames, Barrett December 26th burial surveyed the lot sent information back to funeral home waiting for date of internment of cremated remains. Evergreen Cemetery two Traditional Casket burials. Morris O'Conner and Blute, O'Donnell burial for 19th December burial surveyed lot and sent information over to DPW for mark out. Nickerson Funeral Home, Woodland burial 21st December surveyed lot and sent information of placement of burial.
- Aftercare.com; Tara Edwards's discussion on possibility of participating in the Aftercare Card & Survey Program for 2018.
- Researched upcoming 29th Annual Symposium on New Directions in the American Landscape (NDAL) Symposium. Sponsored by Morris Arboretum, University of Pennsylvania and Connecticut College Arboretum. January 18-19, 2018 at Cummings Art Center Connecticut College Arboretum in New London, CT. Explores a core challenge of contemporary landscape design: blending plants, wildlife, and people in spaces that advance ecological function and are enjoyable to be in. Shared course information with Amy Usowski, Conservation Agent.
- Suffolk University classes Budgeting and Financial Management: final class for the session on Friday, December 15th. Presented analysis of Town of Andover budget findings and provided with future projections.
- Letter from Massachusetts Municipal Association MMA, to congratulate the Town of Harwich for being the recipient of the Kenneth E. Pickard Municipal Innovation Award for the Pet Burial Ground and Walking Park. See attached letter.

Respectfully Submitted

Robbin Kelley
Cemetery Administrator

Cemetery Administrator's Weekly Report

Week ending December 29, 2017

- Monday and Tuesday Holiday for Christmas, three day work week. Went to Mount Pleasant on Tuesday for burials.
- Mount Pleasant Cemetery two burials. Doane Beal & Ames, December 26th for Barrett. Morris O'Conner and Blute, Long burial for December 30th. Meet with Groves' family in Mount Pleasant showed available burial spaces and then over to Island Pond to show available spaces to pick out lot for upcoming burial. Family selected a lot in Island Pond and on Friday came into cemetery office to finish paperwork and get copies of area map for the opening contractor.
- Henry T. Crosby & Son completed CPC, Community Preservation Historic Restoration of Fence Rails in Evergreen Cemetery; removal and disposed all rails along Cemetery Road and two newer sections along Route 137. Replaced rails with galvanized rails and reset granite posts as needed. Will review documentation and photograph installed rails and will submit to CPC for payment.
- Suffolk University classes Budgeting and Financial Management: Final Grade A; Materials for new Session Grant Writing for Local Government. We need to work in a team of three to four other students on project. Research possible government agency, department or nonprofit organization that we would like to write a grant application on.

Respectfully Submitted

Robbin Kelley
Cemetery Administrator



**MASSACHUSETTS
MUNICIPAL
ASSOCIATION**

ONE WINTHROP SQUARE, BOSTON, MA 02110
617-426-7272 • 800-882-1498 • fax 617-695-1314 • www.mma.org

December 15, 2017

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

Dear Mr. Clark,

Congratulations! I am writing with great pleasure to inform you that the MMA has selected the Town of Harwich to be a recipient of the Kenneth E. Pickard Municipal Innovation Award. Your submission, *Pet Burial Ground and Walking Park*, has demonstrated your dedication, commitment and ability to increase the effectiveness of local government by successfully implementing a unique and creative program.

We will present the innovation awards to the four winning projects at the President's Reception and Awards Ceremony as part of the MMA's 2018 Annual Meeting and Trade Show at the Hynes Convention Center and Sheraton Boston Hotel. The awards ceremony and reception will be on Saturday, January 20, 2018 at 6:00 p.m. in the Constitution Ballroom of the Boston Sheraton Hotel. The other winners of the Innovation Contest, as well as the winners of the Town Report Contest and Municipal Website Awards, will also be honored at this reception. Please let us know who will be accepting this award on behalf of Harwich by contacting Vanessa Calaban at 617-426-7272 x121 or vcalaban@mma.org. In addition, if you are interested in purchasing tickets for the Saturday Night Banquet, tables close to the entertainment can be reserved upon request for all winning communities.

Again, congratulations! We are proud to honor you and the Town of Harwich for the creativity and insight you have shown in establishing this outstanding program. We look forward to seeing you at the reception.

Best wishes for a happy and healthy New Year!

Sincerely,

A handwritten signature in black ink, appearing to read "G. Beckwith".

Geoffrey C. Beckwith
Executive Director & CEO

cc: Robbin Kelley, Town of Harwich Cemetery Administrator

Channel 18 Weekly Report w/e December 16, 2017



- Filmed Board of Selectmen
- Filmed Planning Board
- Filmed Town Band Holiday Concert
- Filmed Community Preservation Committee
- Filmed end of the year update with Michael Lach, HCT
- Filmed COA update with Judi Wilson
- Filmed Community Journal (3 volunteers for duty)
- Continue to Coordinate 2018 schedules with recurring staff/boards/committees
- Schedule Live Streaming maintenance for January
- Agendas and Minutes posted
- All clips and meetings transferred and posted to YouTube
- Video file maintenance

Please Follow Channel 18 on YouTube for frequent video updates/meetings

www.youtube.com/harwichchannel18

And Facebook for additional info

www.facebook.com/harwichchannel18

Respectfully Submitted,

Jamie Lee Goodwin

Weekly Update for the Community and Cultural Center
December 10, 2017 – December 16, 2017

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 12/10 to 12/16.

- Worked the Town Band Concert held at the Community Center on Tuesday, December 12th, 2017. The event was a great success with everyone enjoying the holiday music.
- I continued working with the Division of Children and Family Services on our annual Mitten Tree program. All the mittens were taken and DCF made several trips to the Community Center to pick up the completed packages. This year we were fortunate to receive two donations to help us fulfill the children's wishes, including gift cards for several of the older youth.
- I followed up from the Selectmen's meeting on Monday. Donna Richardson spoke of some concerns regarding the Community Center. I look forward to continuing the conversation and hope to help find solutions for her and anyone's concerns.
- I met with members of the Harbor/National Resources Departments to discuss the logistics of keeping the building open when they are in the office and establishing some common open times for the building.
- I continued working with the Cultural Center as we scheduled a meeting and tour with the State and Cultural Committee to showcase the building and discuss future partnerships.
- I have been working on adjusting my CPC article regarding the request for the file retention storage room to be made in the basement of the Community Center. I received very helpful information that I think will enhance the project and meet all the requirements for the state.
- Attended a meeting with the Recreation Director and the Town Administrator regarding fees and hours of operation for next year at the Community Center.
- I did the draft minutes for the Facilities Committee meeting held last Friday.
- I continued working on the Community Center/Facility Committee Report for the Annual Town Report.

Should you need further information on these weekly activities, please do not hesitate to get in touch with me.

Carolyn Carey, Community Center Director

Weekly Update for the Community and Cultural Centers
December 17, 2017 – December 23, 2017

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 12/17 to 12/23.

- I worked with the Monomoy School to host the Best Buddies Holiday Dance. The event is open to several different schools on Cape and is an amazing success with over 100 people in attendance.
- Attended and participated in the department head meeting. Worked with a few department heads after the meeting on some procurement questions.
- I prepared the draft agenda for the Facilities Committee meeting and posted the approved minutes from our last meeting.
- I started working on a survey to send out with our renewal forms to the clients that use the building. I hope to get feedback for improvements for the Center.
- I met with Erica from the Cultural Center on some concerns regarding the building. I continued working with the Cultural Center on the policies and procedures along with booking and staffing concerns for the building.
- I made adjustments to the CPC article that I had presented in order to meet all current regulations.
- Worked on two of my goals for the fiscal year, The Five Year Plan for the building and the room rental information for Town building use.
- I reached out to the Facilities Director regarding the Gym floor bid and door counters for the building and scheduling for the gym curtain repair.
- I continued working on the Community Center/ Facility Committee Report for the Annual Town Report.

Should you need further information on these weekly activities, please do not hesitate to get in touch with me.

Carolyn Carey, Community Center Director

Weekly Update for the Community and Cultural Centers
December 24, 2017 – December 30, 2017

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 12/24 to 12/30.

- Changed out the computer tablet for the Silver Sneaker program. The tablet keeps track of individuals utilizing the program so the Town can get payment for each individual.
- I worked with the Recreation department to accommodate a party for a 6 year old. This was because they received word they would not be allowed to use the Chatham Community Center.
- I posted the agenda for the Facilities Committee meeting, scheduled for January 12, 2017 on the Town website.
- I had to troubleshoot concerns related to the front desk computer system. The Channel 18 director was able to help identify the problem and implement a new network switch to get our system back up and running.
- I worked with the highway department to prepare the building for the cold weather. We also had a bird that was in the gym and with the help from the highway and recreation department we were able to catch and release the bird.
- I worked with the staff on getting additional signs for the building to make the building more user friendly.
- Worked on getting the monitor systems for the building ordered to better service our clients on daily events in the building.
- I reposted the part time revolving fund weight room morning position on the Town website.
- I continued working on the Community Center/ Facility Committee Report for the Annual Town Report.
- I received confirmation on the successful completion of “Supplies and Services Contracting” class offered by the Massachusetts Certified Public Procurement Office.

Should you need further information on these weekly activities, please do not hesitate to get in touch with me.

Carolyn Carey, Community Center Director



TOWN OF

HARWICH

*732 Main Street
Harwich, MA 02645*

CONSERVATION COMMISSION

(508)-430-7538 FAX (508)430-7531

January 3, 2018

To: Harwich Board of Selectmen
From: Amy Usowski, Conservation Administrator

Weekly Report

- Met with potential applicants to discuss conservation issues on properties, visited sites currently under construction, issued permits, worked on meeting minutes.
- Drafted my site summary for the Conservation Commissioners for their January 3 meeting.
- Wrote violation notices for Chloe's Path and 116 Bank Street
- Met with AmeriCorps project coordinator at Thompson's Field to discuss next week's weeklong project to continue to thin out pitch pine and scrub oaks to create sandplain grassland/heathland as per the approved Thompson's Field Land Management Plan.
- Fielded complaints on people camping in their cars in the Bells Neck and passed on to Police.
- Researched bog lease language and prepared draft language for re-leasing of the Bell's Neck Bogs.
- Still down 1 full member on the Conservation Commission. One member just left for 3-4 months so we almost didn't have a quorum for tonight's meeting due to another member's (known) absence.



Town of Harwich COUNCIL ON AGING

Harwich Community Center ♦ 100 Oak Street ♦ Harwich, MA 02645

Tel: 508-430-7550 Fax: 508-430-7530

WEEKLY REPORT

TO: Chris Clark, Town Administrator
FROM: Judi Wilson, Director, Council on Aging
RE: COA WEEKLY REPORT - week ending December 22, 2017

In addition to our regular activities, below is a summary of our work this week:

Programs/Service:

- Prepared and served 117 meals to seniors which included a Monday Supper Club, 3 Senior Dining Lunches, and the Women's Breakfast
- Provided 7 medical rides for seniors with volunteers
- Conducted a home visit to a homebound senior to complete a Fuel Assistance application
- Delivered holiday gifts to clients through the generosity of the "Be A Santa to a Senior" program and the Kiwanis Club
- Assisted client with emergency heating need
- Assisted clients in their homes, over the telephone, and in the office providing counseling regarding housing options, transportation resources, financial assistance, home care, hoarding, conflict with a neighbor, family conflict, and health insurance
- Collaborated with Elder Services regarding follow-up for complicated protective services referral
- Hosted Women's Holiday Breakfast attended by 48 women with a special performance by the Monomoy High School Handbell Choir

Administration:

- Met with Town Counsel to review proposed liability waiver for medical equipment loans
- Conducted 2 employee performance reviews
- Communicated with Representative Peake and Hunts legislative aides to plan "Cord Cutting Workshop" for March
- Communicated with Center for Professional Education at CCCC to discuss technology training needs of COA staff and request proposal for training plan
- Completed Jan/Feb 2018 newsletter and sent print-ready copy to printer

Respectfully submitted,
Judi Wilson



Town of Harwich
COUNCIL ON AGING

Harwich Community Center ♦ 100 Oak Street ♦ Harwich, MA 02645
Tel: 508-430-7550 Fax: 508-430-7530

WEEKLY REPORT

TO: Chris Clark, Town Administrator
FROM: Judi Wilson, Director, Council on Aging
RE: COA WEEKLY REPORT - week ending December 29, 2017

Due to the holidays, last week was an unusually short week, but below is a summary of our work:

Programs/Service:

- Prepared and served 40 meals to seniors which included 3 Senior Dining Lunches
- Conducted 14 nursing visits and appointments with clients to conduct assessments, provide care, and offer teaching to them and their caregivers and provided numerous follow-up communications with agencies, pharmacies, doctors, family members, and clients
- Served 11 clients at the weekly Wellness Clinic
- Delivered our second laptop through the collaborative Laptops for Seniors Program with the help of the Masonic Angels Foundation
- Provided 2 medical rides for seniors with volunteers

Administration:

- Worked on 2018 program planning

Respectfully submitted,
Judi Wilson



TOWN OF HARWICH

DEPARTMENT OF PUBLIC WORKS

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

Telephone (508) 430-7555

Fax (508) 430-7598

DPW Activity for period of December 10, 2017 through December 16, 2017

Note – All divisions within the DPW stop their normal functions to provide snow and ice service to the Town as a single, cohesive department.

Highway Maintenance

- Responded to inclement weather the following days: 12/14 – treated mains and hills, 12/15 – 2” of snow – treated all roads, 12/16 – scraped mains and treated mains
- 3 work orders completed
- Brushed the OCRT
- Trash runs Monday, Wednesday and Friday
- Continued picking up roadside litter on various roads
- 1 day preparing equipment for forecast storm
- Continued dealing with RH White and National Grid with paving issues
- Calculated costs of beach parking lot paving for the Capital Plan

Vehicle Maintenance

- Performed two routine maintenances
- Performed twenty repairs on vehicles, small and heavy equipment
- Replaced hydraulic piping for a sander on a six wheel dump truck

Cemetery Maintenance

- Clean up leaves in Brooks Library parking lot
- Continued pruning operations in cemeteries
- Salting of town roads and cemetery roads

Parks Maintenance

- Worked with Highway staff all week preparing plows and sanders

Facility Maintenance

- Received 14 new work orders and completed 15 work orders from back log
- Had two separate garage door springs break at Fire Headquarters within a few days - Mid Cape Door ordered and replaced
- Repaired the heat at Brooks Academy - steam system was water logged blocking heat on the entire east side of the building
- Sealed up access holes in Brooks Academy basement to block air and rodents
- Painted office and hung message boards for the COA

Disposal Area

- C&D: 11 loads, 178.97 tons
- MSW: 5 loads, 116.61 tons
- Recycling: 8 loads, 34.99 tons
- Vehicles Recorded: 3,694
- Revenue: \$32,281.10

Reception

- Telephone calls: 46
- Walk ins: 12
- Work orders processed: 23



TOWN OF HARWICH
FINANCE DIVISION
732 MAIN STREET, HARWICH, MA 02645
TEL: 508-430-7518 FAX: 508-430-7504

Carol Coppola
Finance Director/Town Accountant

Wendy Tulloch
Assistant Town Accountant

Report of the
Finance Director/Town Accountant – Week Ending 12/8/17

Undertakings within the Finance Department during the past week include the following initiatives/tasks:

- Prepare FY 19 debt schedules with anticipated new debt as of June 2018 – record in budget module,
- Attend Board of Assessor meeting,
- Continued work on long range debt, prepare various charts,
- Attend meetings with Town Administrator,
- Prepare draft water indirect cost rates for FY 19,
- Review department budgets,
- Attend CPC meeting,
- Reconcile SAQ waterside project – prepare budget transfers and change orders,
- Issue purchase orders for fire station design, SAQ landside and security system,
- Begin work on FY 19 budget spreadsheets and revenue projections,
- Various discussions with town's Financial Advisor re: BAN sale,
- Audit, process and approve payroll transactions,
- Audit, process and approve vendor transactions,
- Review and record cash receipts.

Sincerely,

Carol Coppola
Finance Director/Town Accountant



TOWN OF HARWICH
FINANCE DIVISION
732 MAIN STREET, HARWICH, MA 02645
TEL: 508-430-7518 FAX: 508-430-7504

Carol Coppola
Finance Director/Town Accountant

Wendy Tulloch
Assistant Town Accountant

Report of the
Finance Director/Town Accountant – Week Ending 12/15/17

Undertakings within the Finance Department during the past week include the following initiatives/tasks:

- Continue working on debt schedules for FY 19 and beyond,
- Continue preparing FY 19 budget,
- Research tax reform and muni bond implications,
- Finalize letter of transmittal for CAFR,
- Review draft CAFR,
- Gather additional statistical information for CAFR,
- Attend CPC and Finance Committee meetings,
- Prepare updated financial information for CPC,
- Audit, process and approve payroll transactions,
- Audit, process and approve vendor transactions,
- Review and record cash receipts.

Sincerely,

Carol Coppola
Finance Director/Town Accountant



TOWN OF HARWICH
FINANCE DIVISION
732 MAIN STREET, HARWICH, MA 02645
TEL: 508-430-7518 FAX: 508-430-7504

Carol Coppola
Finance Director/Town Accountant

Wendy Tulloch
Assistant Town Accountant

Report of the
Finance Director/Town Accountant – Week Ending 12/22/17

Undertakings within the Finance Department during the past week include the following initiatives/tasks:

- Various meetings with Town Administrator,
- Prepare annual town report information,
- Various discussions with external auditor, re: gift certificates, OPEB and CAFR,
- Review draft OPEB valuation report,
- Follow up with town legal firms re: legal confirmation for external auditors,
- Research prior capital projects to close out prepare information for debt rescissions,
- Meeting with CPC Chairman, follow up with draft grant agreement,
- Contact GFOA for renewal membership,
- Discussions and onsite work at CVGC re: POS system and gift cards,
- Prepare information for Finance Committee member re: 5 year history of articles,
- Prepare narrative and analysis for reclassification of 3 Finance Department positions,
- Audit, process and approve payroll transactions,
- Audit, process and approve vendor transactions,
- Review and record cash receipts.

Sincerely,

Carol Coppola
Finance Director/Town Accountant



Harwich Fire Department



Fire Suppression

Prevention

Emergency Services

Norman M. Clarke Jr., **Chief of Department**

David J. LeBlanc, Deputy **Fire Chief**

Weekly Report – December 24, 2017 through December 30, 2017

Incidents:

Fire/Explosion	03
Overpressure/Rupture	00
Rescue Call/ EMS	53
Hazardous Condition	01
Service Call	08
Good Intent	01
False Call	05
Severe Weather/Disaster	00
Special Type/Complaint	00
Total	71

Fire Prevention:

Inspections	
Resale	03
Annual	02
Joint	00
Final	00
Lockbox	00
Liquid Propane Storage	01
Pre-Inspection	01
Oil Tank	00
Oil burner	00
Town Hall Hours	00
Underground Storage Tank	00
Truck Tank	00
InspectionsMisc	03

Items of note:



Harwich Fire Department



Fire Suppression

Prevention

Emergency Services

Norman M. Clarke Jr., **Chief of Department**

David J. LeBlanc, Deputy **Fire Chief**

Weekly Report – December 10, 2017 through December 16, 2017

Incidents:

Fire/Explosion	00
Overpressure/Rupture	00
Rescue Call/ EMS	60
Hazardous Condition	01
Service Call	05
Good Intent	01
False Call	12
Severe Weather/Disaster	00
Special Type/Complaint	00
Total	79

Fire Prevention:

Inspections	
Resale	04
Annual	02
Joint	00
Final	04
Lockbox	01
Liquid Propane Storage	01
Pre-Inspection	01
Oil Tank	00
Oil burner	02
Town Hall Hours	04
Underground Storage Tank	00
Truck Tank	00
InspectionsMisc	05

Items of note:



Harwich Fire Department



Fire Suppression

Prevention

Emergency Services

Norman M. Clarke Jr., **Chief of Department**

David J. LeBlanc, **Deputy Fire Chief**

Weekly Report – December 17, 2017 through December 23, 2017

Incidents:

Fire/Explosion	00
Overpressure/Rupture	00
Rescue Call/ EMS	64
Hazardous Condition	05
Service Call	05
Good Intent	06
False Call	09
Severe Weather/Disaster	00
Special Type/Complaint	00
Total	89

Fire Prevention:

Inspections	
Resale	04
Annual	02
Joint	00
Final	04
Lockbox	01
Liquid Propane Storage	01
Pre-Inspection	01
Oil Tank	00
Oil burner	02
Town Hall Hours	04
Underground Storage Tank	00
Truck Tank	00
InspectionsMisc	05

Items of note:

Sandy Robinson

From: John Rendon
Sent: Monday, December 18, 2017 4:24 PM
To: Sandy Robinson; Ann Steidel
Cc: Michelle Morris; William Neiser
Subject: Harbormaster Department Weekly Report 10-16 Dec

Operations:

- Conducted site visits with project engineer at two private properties on Wychmere Harbor and one on Herring River to review proposed plans for water-dependent structures (docks, revetment wall) and dredging.

Admin:

- Put together 2014 MSA rate schedule for BOS meeting.
- Updated HMP, Invoice Cloud, Register and Forms with new Shellfish Permit rates.
- Contacted Allen Harbor Marine & AGL for Certificate of Insurance to go with MSA Applications.
- Checked expired registrations for renewals.
- Contacted mooring permit holders for outstanding inspections.

Meetings:

- Presented SAQ Landside pedestrian access and handicap accessibility project details to the CPC for grant consideration.
- Attended monthly Cape & Islands Harbormaster Assoc meeting.
- Hosted SAQ Landside project progress meeting.
- Met with TA & Assistant TA on SEIU salary survey (phase 2 of 3)
- Held Department Christmas luncheon.

Maintenance:

- Had fiberglass work done on 77A to repair worn out bolt holes where the T-top attaches to the center console.
- Installed an electric heating mat underneath Marine 77's fire pump to prevent freezing during extremely cold weather.
- Removed parking signs, bike rack, and picnic tables from Saquatucket Harbor (SAQ)

SAQ Marina Reconstruction Project:

- Second dredge scow arrived on site (capacity 500 cy).
- Dredging continues, 19 loads complete, approx. 13,100 cubic yards removed.
- Electrical panels installed (east & west docks).

John C. Rendon
Harbormaster
Town of Harwich
774 212-6193 (c)

Sandy Robinson

From: John Rendon
Sent: Thursday, December 28, 2017 8:42 AM
To: Sandy Robinson; Ann Steidel
Cc: William Neiser; Michelle Morris
Subject: Harbormaster Dept Weekly Report 17-23 Dec

Operations:

- None

Admin:

- Went to waitlist with open Round Cove/Allen Harbor/Herring River (North) mooring permits.
- Set up Comcast Voicemail.
- Updated FY19 Budgets with SEIU/Personal Bylaw wage changes.

Meetings:

- Attended meeting with Natural Resource Director and Conservation Agent to consider request from person interested in a Aquaculture permit.
- Attended MA Harbormaster Assoc meeting in Weymouth
- Waterways Committee meeting

SAQ Landside Renovation Project:

- Hazmat abatement in Harbormaster Office building completed.
- Harbormaster Office building demolished.

SAQ Marina Reconstruction Project:

- Dredging continues, 23 loads complete; all areas dredged to date. Conducted progress survey of the harbor; approx 14,000 cy removed. Will continue to dredge high spots, expect to be completed by first week of Jan 18.

John C. Rendon
Harbormaster
Town of Harwich
774 212-6193 (c)

Health Director Weekly Report Week ending 12-16-17

- Projects-
 - HAC meeting-attended the bi monthly meeting of the Health Agents Coalition
 - Community Development-attended the weekly managers meeting
 - Monthly BOH meeting-attended the monthly Board of Health Meeting and drafted subsequent letters/correspondence afterward.
 - Website updates-Began a website update to include health and wellness topics like nutrition, exercise, wellbeing, prevention. This will be an ongoing project that will be updated regularly to include topics of interest.
 - Educational materials-ordered various educational materials from mass clearinghouse to have posted in different town buildings/areas. Topics include substance abuse, diabetes, blood pressure, healthy food choices, etc.
- Permit review and issuance-
 - Annual permits and licenses- reviewed 30+
 - Building Permit reviews:
 1. 55 Parallel
 2. 50 Braddock
 3. 10 Edith Grove
 4. 4 Elm
 5. 1 Belmont
 6. 16 Osborne
 7. 46 Wyndemere Bluffs
 8. 18 Bay View
 9. 9 Joshua Jethro
 - Disposal System Construction Permits
 1. 146 Gilbert
 2. 55 Parallel
 3. 9 Idle
 - Certificate of Compliance issued-
 1. 20 Nehoiden
 2. 51 seahorse
 3. 144 Pleasant Bay
 4. 6 Summer
- Inspections-
 - Final Inspections- Septic systems-
 1. 48 South Street
 2. 18 Snow Inn Road
 - Food Inspections:
 1. Sushi by Jay
 2. Villa Roma
 3. Jake Rooney's
 4. Hot Stove
 5. Noble House
 6. Viera's
- Consultations-
 1. Met with engineer to discuss three properties and expansion possibilities
 2. Met with BOH chair to discuss upcoming meeting

Meggan Eldredge

Health Director Weekly Report Week ending December 23, 2017

- Projects-
 - Board of Health meeting follow up-generate approval/decision letters from last week's meeting, review draft minutes
 - Town Planner Interview-I was selected to be part of the Town Planner interview team.
 - License renewal reminders-we are two weeks away from expiration date for annual licenses. We have a list of those that have yet to renew and have sent out a reminder via email.
 - WebEOC/HHAN drill-responded to the December Quarterly Emergency Drill.
 - Accela-We continue to request assistance with online payments. This problem began in October and has yet to be resolved.

- Permit review and issuance-
 - Annual permits and licenses-25+
 1. Sent out second notice reminders
 - RET-
 1. 131 Depot Road
 2. 23 Ships Haven
 3. 1 Belmont (8 reports)
 4. 431 Route 137
 5. 28 Gorham
 - Building Permit reviews:
 1. 14 Hudson
 2. 36 Northern Ave
 3. 20 Braddock
 4. 715 Route 28-garage building
 5. 24 Blue Heron Landing
 6. 30 Sequatton
 7. 10 Kings Road
 8. 6 Julia Grace
 9. 2 Troutbrook
 - Disposal System Construction Permits
 1. 4 Aaron's Way
 2. 58 Hoyt Road
 3. 874 Queen Anne Road
 - Certificate of Compliance issued-
 1. 1004 Route 28
 2. 151 Church Street
 3. 2 Lucaya
 4. 161 Church Street
 5. 9 Idle Way
 6. 92 Belmont
 - Planning/ZBA referrals:
 1. 11 Oliver Snow-Planning
 - Well Permits
 1. 4 Aaron's Way

- Inspections-
 - Final Inspections- Septic systems-
 1. 92 Belmont
 2. 2 Lucaya
 3. 9 Idle Way
 4. 8 Schooner Drive
 - Food-

1. *Brax Landing*
 2. *Noble House-follow up and HACCP inspection*
 3. *The Port*
 4. *L'Alouette*
- *Complaints-*
 1. Follow up on 24 Sherwood-housing
 2. Follow up on 829 Route 28-housing
 3. Follow up at East Harwich Plaza
 - *Consultations-*
 1. Met with developer to go over 3 properties
 2. Held pre-variance meeting with engineer.

Meggan Eldredge

IT Department summary – week ending 12/2-16/2017

- Met with TA to review status of IT Needs Survey. Additional updates planned and a review with BOS scheduled for 12/18/2017.
- Additional updates added to network firewall and switches to incorporate Community Center fiber into Town network.
- Supported Harbor Master office move to Cultural Center. Internet, Computers & Printers moved and new phone system installed. Completion of the 508-430-7532 transfer remains to be completed scheduled for 12/20/2017.
- Backups, Server maintenance and Antivirus monitoring ongoing
- Ongoing maintenance and problem resolution on computer, phone, email, printer and software for Town employees.

Ann Steidel

From: Heinz Proft
Sent: Wednesday, December 20, 2017 11:52 AM
To: Ann Steidel; Sandy Robinson
Subject: Heinz -Natural Resources Weekly report 12/20/2017

Natural Resources Weekly report 12/20/17

- * Began selling 2018 Shellfish permits
- * Attended MSOA meeting in Newburyport MA. Toured the Shellfish purification plant.
- *Reviewed 3 shellfish surveys for projects to go before the Waterways Committee meeting on 12/20.
- *Attended aquaculture grant proposal meeting - Natural Resources, Conservation, and Harbormaster.
- * Presented the Hinckely's Pond restoration and public access project request for CPC meeting on 12/14.
- * Received approval for Cape Cod Americorps group project proposal for 2018 Harwich Herring Run Cleanup. (March 23d and 26th, 2018).

Heinz Proft
Nat. Resources Director

Sandy Robinson

From: Heinz Proft
Sent: Wednesday, December 27, 2017 9:16 AM
To: Ann Steidel; Sandy Robinson
Subject: Heinz -Natural Resources Weekly report 12/27/2017

Natural Resources Weekly report 12/27/17

- * Short week - holiday week.
- * Removed DMF aluminum water chute at long pond - for winter storage. Still need to add water level boards at Long Pond.
- *Added two water level boards at Seymour pond sluiceway.
- *Purchased shellfish gauges.
- * Trimmed brush at Herring ladder Johnson's flume and Larson's Park path in Wychmere.
- * Shellfish patrols completed by staff and volunteers on open shellfishing days.

Heinz Proft
Nat. Resources Director

Ann Steidel

From: Heinz Proft
Sent: Wednesday, January 03, 2018 1:41 PM
To: Ann Steidel; Sandy Robinson
Subject: Heinz -Natural Resources Weekly report 01/03/2018

Natural Resources Weekly report 01/03/18

- * Short week - holiday week.
- * Water level boards added at Long Pond sluiceway.
- *Shellfishing has been closed - due to <30 deg. temperature restrictions.
- *Reviewed oyster restoration project by Mass. DMF. Would like to propose a small project in Herring River.
- * Continued work on 2017 Annual Town Report.

Heinz Proft
Nat. Resources Director



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

WEEKLY ACTIVITY REPORT FOR WEEK OF 12/10/17 THROUGH 12/16/17

PATROL

- 244 Calls and patrol-initiated activity logged
 - 6 arrests
 - 1 Overdose (non-fatal)
 - 1 Protective custody (alcohol)

- 31 motor vehicle stops resulting in:
 - 19 Verbal warnings
 - 4 Written warnings
 - 6 Investigations
 - 2 Arrests

- 8 Motor vehicle accidents investigated

ADMINISTRATION

- Chief and Deputy Chief attended Southeast Chiefs meeting
- Chief stopped in at monthly SWAT training
- Quarterly staff meeting held

COMMUNITY POLICING

- Lt. Considine participated in a "Tip a Cop" event at BBC Hyannis to benefit Special Olympics Law Enforcement Torch Run

- SRO Clarke and Officer Connery participated in "High Five Friday" at Harwich Elementary

- Harwich PD participated in the public safety Toys for Tots parade in Hyannis to drop off donated toys



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

WEEKLY ACTIVITY REPORT FOR WEEK OF 12/17/17 THROUGH 12/23/17

PATROL

- 282 Calls and patrol-initiated activity logged
 - 9 arrests

- 64 motor vehicle stops resulting in:
 - 35 Verbal warnings
 - 17 Written warnings
 - 4 Investigations
 - 2 Arrests
 - 6 Criminal complaints

- 6 Motor vehicle accidents investigated

ADMINISTRATION

- Chief participated in Town Planner interview
- Chief recorded marijuana info message with Town Administrator on Ch. 18
- Chief attended Cape Law Enforcement Council meeting
- Chief attended Cape Chiefs meeting
- Dep. Chief attended Department head meeting
- Chief has been asked to be an alternate voting member of the Southeast Regional Homeland Security Advisory Council.



HARWICH Police

DEPARTMENT

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Tel 508-430-7541

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DAVID J. GUILLEMETTE
Chief of Police

THOMAS A. GAGNON
Deputy Chief

WEEKLY ACTIVITY REPORT FOR WEEK OF 12/24/17 THROUGH 12/30/17

PATROL

- 271 Calls and patrol-initiated activity logged
 - 5 arrests

- 63 motor vehicle stops resulting in:
 - 31 Verbal warnings
 - 25 Written warnings
 - 5 Investigations
 - 1 Arrest
 - 1 Criminal complaint

- 6 Motor vehicle accidents investigated

Community Policing

- Officer Larivee assisted with a child safety seat installation



TOWN OF HARWICH

OFFICE OF THE TREASURER/COLLECTOR

732 MAIN STREET, HARWICH, MA 02645

TEL. 508-430-7501 FAX. 508-430-7504

Amy Bullock
Treasurer / Collector

Nancy Knepper
Assistant Treasurer/Collector

Weekly Report to the Board of Selectmen

Week ending December 16, 2017

Along with our regular weekly duties and responsibilities, which include but are not limited to processing payroll, receiving, reporting and depositing tax/water payments and departmental receipts, processing accounts payable checks, assisting Taxpayers and Employees with any requests and other various customer service, the following took place:

Weekly collections 12/10-12/16

Tax/Water Collections:	\$81,487.29
Departmental turnovers:	\$183,780.25
Total:	\$265,267.54

Weekly Disbursements 12/10-12/16

Accounts Payable	\$410,910.47
Payroll (week ending 12/9)	\$300,157.58
Total:	\$711,068.05

Respectfully submitted,

Amy Bullock
Treasurer/Collector



TOWN OF HARWICH

OFFICE OF THE TREASURER/COLLECTOR

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TEL: 508-430-7501 FAX: 508-430-7504

Amy Bullock
Treasurer / Collector

Nancy Knepper
Assistant Treasurer/Collector

Weekly Report to the Board of Selectmen

Week ending December 23, 2017

Along with our regular weekly duties and responsibilities, which include but are not limited to processing payroll, receiving, reporting and depositing tax/water payments and departmental receipts, processing accounts payable checks, assisting Taxpayers and Employees with any requests and other various customer service, the following took place:

- The office fielded an extremely high volume of telephone calls, emails and visitors to the office, mostly due to the recent changes in tax laws that will become effective in 2018
- Met with the Town administrator, finance Director and Nancy Phinney regarding several tax liens

Weekly collections 12/17-12/23

Tax/Water Collections:	\$288,960.69
Departmental turnovers: (includes BAN proceeds)	\$10,892,614.24
Total:	\$11,181,574.93

Weekly Disbursements 12/17-12/23

Accounts Payable	\$938,511.50
Payroll (week ending 12/16)	\$299,696.16
Total:	\$1,238,207.66

Respectfully submitted,

Amy Bullock
Treasurer/Collector



Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

For Week Ending: December 16, 2017

Please see the following highlights from the previous week:

- Finalized radio installation for fleet and office
- Repaired gate valve at Gilbert and Sisson Roads
- Repaired curb stops at Cemetery and Bay Port Roads
- Finished SCADA wiring and programming at Route 39 and Oak Street water tanks and related bug testing
- Conducted radio communication testing
- Replaced check valves at stations 9 and 11
- Seasonal turn offs; 44
- BOWC meeting; 12/13/17

Ongoing/Upcoming Items:

- BOWC meeting; 12/21/17, FY19 budget amendment
- Annual Town Report preparation 1/22/18
- Replacement of submersible pump and motor/conversion back to a vertical turbine pump at station 6.
- Cemetery and Doane Road crossovers
- Lower County Road bid preparation
- National Grid Crossover project bid preparation
- Continue large meter replacements
- Install and activate new radio network
- Re-insulate & vault ceilings at wells 8 & 9
- Consulting feedback/peer review of quarterly billing
- Cell tower RFP; Chatham Road location
- 2" water main replacement project
- Tier II annual report to include drafting site plans for all treatment facilities

Quick Stats

18	These figures are unavailable during SCADA installation.	
*Water Samples Taken	Weekly Change in Pumping	YTD Change in Pumping

*Off-season sampling is reduced to the first and last week of each month

Activities Last Week

Final Read for Transfer	6	Seasonal Turn Offs	44
Markouts	4	Site Visits	3
Meter Replacement	2	Turn off Service	2
Remove Meter	1		

Activities Statistics

	<u>2016</u>	<u>2017WTD</u>	<u>2017YTD</u>
Curb Stop Repair/Renewals	4	2	4
Final Read for Property Transfer	380	6	386
Frozen Water Meter/Services	23	0	2
Hydrant Maintenance/ Repairs	2	0	1
Hydrant Installation/Replacement	5	0	2
Markouts	358	4	361
Seasonal Turn On/Off	1171	44	1061
Water Main Repairs	3	0	5
Water Service Installation	36	0	40
Water Service Renewal	34	0	47
Meter Replacement	706	2	454
Meter Installation <i>new accounts</i>	36	0	38
Service Repairs <i>general</i>	104	12	178



Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

For Week Ending: December 23, 2017

Quick Stats

Please see the following highlights from the previous week:

- Removed wiring for old pump feed and piping and installed new at Station 9
- Emergency call out for water turn off at Heather Road
- Removed trees around Stations 8 and 9 for pest control
- Started re-insulation and vaulting of ceilings at Stations 8 & 9
- Repaired hit water service at 13 Blue Bird Lane off of Q.A. Rd.
- Began testing for synthetic, secondary and volatile organic compounds
- Seasonal turn offs; 44
- BOWC meeting 12/21/17; FY19 budget amendment

Ongoing/Upcoming Items:

- Annual Town Report preparation 1/22/18
- Replacement of submersible pump and motor/conversion back to a vertical turbine pump at station 6.
- Cemetery and Doane Road crossovers
- Lower County Road bid preparation
- National Grid Crossover project bid preparation
- Continue large meter replacements
- Re-insulate & vault ceilings at wells 8 & 9
- Consulting feedback/peer review of quarterly billing
- Cell tower RFP; Chatham Road location
- 2" water main replacement project
- Tier II annual report to include drafting site plans for all treatment facilities

32		
These figures are unavailable during SCADA installation.		
*Water Samples Taken	Weekly Change in Pumping	YTD Change in Pumping
*Off-season bacteria sampling is reduced to the first and last week of each month		

Activities Last Week

Damaged Box/Gate	1	New Meter Installation	1
Demo/Remove All	1	Outdoor Shower Burst	1
Final Read for Transfer	7	Seasonal Turn Offs	44
Flush Service	2	Site Visit	1
Markouts	4	Turn off Service	2
Meter Replacement	4	Turn on Service	2

Activities Statistics

	<u>2016</u>	<u>2017WTD</u>	<u>2017YTD</u>
Curb Stop Repair/Renewals	4	0	4
Final Read for Property Transfer	380	7	393
Frozen Water Meter/Services	23	0	2
Hydrant Maintenance/ Repairs	2	0	1
Hydrant Installation/Replacement	5	0	2
Markouts	358	4	365
Seasonal Turn On/Off	1171	44	1105
Water Main Repairs	3	0	5
Water Service Installation	36	0	40
Water Service Renewal	34	0	47
Meter Replacement	706	4	458
Meter Installation <i>new accounts</i>	36	1	39
Service Repairs <i>general</i>	104	10	188



Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

For Week Ending: December 30, 2017

Please see the following highlights from the previous week:

- Emergency water turn offs on Trout Brook and Duke Ballem
- Replaced curb stop at 23 Pinewood Ln.
- Replaced rods on (2) Erie boxes on Nehoiden Rd.
- Emergency response to hit hydrant on Old Chatham Rd.
- Continued re-insulation and vaulting of ceilings at Stations 8 & 9
- Calibration of flow meters at wells; 13 meters
- Seasonal turn offs; 21
- Enjoyed Christmas holiday 12/25 and 12/26

Ongoing/Upcoming Items:

- Water Management Act Permit Renewal Order to Complete
- Annual Town Report preparation 1/22/18
- Replacement of submersible pump and motor/conversion back to a vertical turbine pump at station 6.
- Cemetery and Doane Road crossovers
- Lower County Road bid preparation
- National Grid Crossover project bid preparation
- Continue large meter replacements
- Re-insulate & vault ceilings at wells 8 & 9
- Consulting feedback/peer review of quarterly billing
- Cell tower RFP; Chatham Road location
- 2" water main replacement project
- Tier II annual report to include drafting site plans for all treatment facilities

Quick Stats

0	These figures are unavailable during SCADA installation.	
*Water Samples Taken	Weekly Change in Pumping	YTD Change in Pumping

*Off-season bacteria sampling is reduced to the first and last week of each month

Activities Last Week

Curb Stop Replacement	1	Markouts	3
Damaged Box/Gate	1	Remove Meter	1
Final Read for Transfer	1	Seasonal Turn Offs	21
Leak at Meter	2	Site Visit	2

Activities Statistics

	2016	2017WTD	2017YTD
Curb Stop Repair/Renewals	4	1	5
Final Read for Property Transfer	380	1	394
Frozen Water Meter/Services	23	0	2
Hydrant Maintenance/ Repairs	2	0	1
Hydrant Installation/Replacement	5	0	2
Markouts	358	3	365
Seasonal Turn On/Off	1171	21	1126
Water Main Repairs	3	0	5
Water Service Installation	36	0	40
Water Service Renewal	34	0	47
Meter Replacement	706	0	461
Meter Installation <i>new accounts</i>	36	0	39
Service Repairs <i>general</i>	104	6	194



*Sheila House, MS, LMHC
Harwich Youth & Family Counselor
Town of Harwich • 728 Main Street
Harwich, MA 02645*

WEEKLY REPORT-Board of Selectmen

December 27, 2017

December 20-27, 2017

- Current caseload of 19 individuals. Clients receive mental health counseling, case management, mentoring, and wellness referrals as needed. Case management is heavy at this time of year, with families needing extra counseling support and referrals to organizations that can help with a range of issues (gift cards, fuel assistance, food assistance, etc)
- Administrative block time (closing files, curriculum planning, update email lists, generate and distribute information to school administrators on ideas for 2017-18.
- Personal Day – December 22 Holiday break – Monday and Tuesday December 25 and 26
- Set up viewing links for Monomoy High School administrators to view the documentary ANGST, which focuses on the rise of anxiety disorders in teens and young adults. Anxiety disorders fall within the top 4 risk factors for teens developing a substance abuse disorder or addiction
- Attended a meeting at the Cape Cod Family Resource Center about the Alternative Peer Group pilot program being developed by Behavioral Health Innovators (I am on their board). This program is for teens and young adults in recovery, who need a safe and supportive place to develop a network of healthy peers. Meeting was Wednesday December 27th in Hyannis.

Attended regular meetings of Regional Substance Abuse Council, Harwich Children's Fund and Harwich Youth Services Committee.

Please call me at (508) 430-7836 if you have any questions. Thanks!

Best,

Sheila



*Sheila House, MS, LMHC
Harwich Youth & Family Counselor
Town of Harwich • 728 Main Street
Harwich, MA 02645*

WEEKLY REPORT-Board of Selectmen

January 3, 2018

December 27, 2017- January 3, 2018

- Current caseload of 19 individuals. Clients receive mental health counseling, case management, mentoring, and wellness referrals as needed. Case management is heavy at this time of year, with families needing extra counseling support and referrals to organizations that can help with a range of issues (gift cards, fuel assistance, food assistance, etc)
- Administrative block time (closing files, curriculum planning, update email lists, generate and distribute information to school administrators on ideas for 2017-18.
- Consultation with Stephanie Briody from Behavioral Health Innovators, Inc. to plan presentation to the middle school for a Youth Summit featuring The Improbable Players
- Gathering names for 1st GIRL POWER series, scheduled to begin January 11th, if numbers are high enough. Curriculum is set.
- Approached by 2 former students who want to do a BMX demo and concert to raise funds and awareness for the opioid crisis.

Attended regular meetings of Regional Substance Abuse Council, Harwich Children's Fund and Harwich Youth Services Committee.

Please call me at (508) 430-7836 if you have any questions. Thanks!

Best,

Sheila