

SELECTMEN'S MEETING AGENDA*

Donn B. Griffin Room, Town Hall

732 Main Street, Harwich, MA

Regular Meeting 6:30 P.M.

Monday, February 5, 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. WEEKLY BRIEFING

IV. PUBLIC COMMENTS/ANNOUNCEMENTS

A. Annual Town Meeting Warrant Article Deadline – Friday, February 9, 2018 at noon

V. CONSENT AGENDA

A. Approve Minutes – January 22, 2018 Regular Session

B. Approve application for Dave Birtwell Remembered Walk to be held on May 12, 2018 and waive Building Department tent fee of \$55

C. Confirm appointment of Mary Maslowski as Administrative Assistant in the Town Clerk's office as recommended

D. Approve Harwich Participation in the FY18 Truro Regional CDBG Grant for Housing Rehabilitation and Child Care and authorize the Chair to sign

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

A. Town of Harwich Federal Financial Internal Controls and Procedures – *Carol Coppola, Finance Director*

B. Presentation on MA Seaport Economic Council Grant - Saquatucket Landside Renovation project – *John Rendon, Harbormaster*

VII. NEW BUSINESS

A. Recommendation to appoint Randall Pond as the Housing Authority's representative to the Community Preservation Committee term to expire May 15, 2018

B. Request by Cemetery Commission to name new Island Pond arboretum the "James Marceline Arboretum"

C. Transfer of land from Board of Selectmen to the Cemetery Commission for Island Pond Cemetery

D. Wastewater Support Committee information

E. Appoint Selectman Ballantine to serve on Cape Cod Water Protection Collaborative for a term from February 25, 2018 to February 28, 2019

F. Revenue allocation for Water Department cell tower lease

G. Establishment of two member Board of Selectmen Personnel Board

H. Housing Trust membership make-up

I. New approval process for Executive Session minutes

VIII. OLD BUSINESS

A. Reallocation of staff in Community Development Department

B. Proposed Charter changes

C. Wastewater update – Cold Brook, East Harwich, Dennis/Yarmouth/Harwich

IX. TOWN ADMINISTRATOR'S REPORT

A. Update on Route 28 sidewalk

B. 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: _____
February 1, 2018

BUDGET/WARRANT TIME LINE 2017-2018

Friday, August 25, 2017	Capital Budget Instructions submitted by T A to Departments	
Friday, September 22, 2017	Deadline for submission of Department Capital Budgets to the T A	
Monday, September 25, 2017	TA presents BOS with 5-Year Financial Plan	Charter 9-2-1/on or before October 1st
Monday, October 2, 2017	MRSD meeting with B O S and Fincom to discuss enrollments by class and demographics, including a five year projection of same.	
Monday, October 2, 2017	Deadline for submission of Community Preservation requests	
Monday, October 2, 2017	BOS Budget Message to guide TA in developing budget Requests - Including Board agreed to goals	Charter 9-2-2/on or before the first Tuesday in October
Monday, October 23, 2017	Capital Outlay Committee submits 7-yr Capital Outlay plan to T A	
Wednesday, November 1, 2017	Operating Budget instructions submitted to departments by T A	
Monday, November 13, 2017	Preliminary meeting with B O S and Fincom to discuss budget guidelines for the FY 19 MRSD budget	
Wednesday, November 29, 2017	Deadline for submission of department operating budgets to T A	Charter 9-2-3/on or before the 1st Friday of December
Friday, December 1, 2017	Deadline for submission of departmental warrant articles to T A	
Monday, December 11, 2017	B O S Review and discussion of potential warrant articles	
TBD	Meeting with B O S and Fincom to discuss initial look at MRSD FY 18 budget	
Monday, December 11, 2017	TA submits 7-yr Capital Outlay Plan to joint meeting of BOS/ Finance Committee	Charter 9-6-3/during the month of December
December 25-January 1	MRSD School Vacation	
Monday, January 8, 2018	BOS/FINCOM/Capital Outlay Committee hold joint Public Hearing on submitted Capital Outlay Plan	Charter 9-6-4/on or before the 2nd Friday in January
Friday, January 26, 2018	All items to be bid must have specifications in TA's office by 12:00 P.M. to be assured of bid process for Town Meeting	
Monday, January 29, 2018	Meeting with B O S and Fincom to discuss first draft budget and five-year plan with MRSD and Cape Cod Tech	
February – March	Fincom review of budgets and articles	
Monday, February 5, 2018	Last BOS meeting before Annual Warrant closes	
Friday, February 9, 2018	Article deadline – Warrant closes Noon deadline	Charter 2-2-1/Bylaw 1-101 2nd Friday in February by 12:00 Noon

Monday, February 12, 2018	TA presents budget and budget message to B O S and Fincom	Charter 9-2-4/on or before the 2nd Tuesday of February
February 19-23	MRSD School Vacation	
Tuesday, February 20, 2018	1 st draft Warrant to BOS (presented at meeting)	
Tuesday, February 20, 2018	Articles submitted to Finance Committee by B O S	General By-Laws I, § 271-1.B. Not later than 14 days after article deadline
Monday, February 26, 2018	BOS required to submit final budget to Finance Committee	Charter 9-3-2 / on or before the 4th Tuesday of February
February 2018	MRSD to submit final line item budget to B O S and Fincom for inclusion in the ATM Warrant	
Saturday, March 3, 2018 (Tentative)	Selectmen and Finance Committee Budget Presentations	
Monday, March 5, 2018	Joint budget/article hearing BOS/Finance Committee	
March, 2018	BOS reviews Warrant articles	
Monday, March 5, 2018	VOTE to sign final Annual Town Meeting Warrant	
Monday, March 5, 2018	Vote to open Special Town Meeting Warrant	All Special Town Meeting Articles must be received 40 days prior to STM
No later than Monday, March 19, 2018	Article funding review by B O S	
Monday, March 26, 2018	BOS votes Special Warrant BOS votes Ballot	
<u>not later than Monday, March 26, 2018</u>	FINCOM submits written recommendations on Budget/Warrant. Joint budget /article hearing with B O S and Fincom reconciliation	Charter 9-3-3/by March 31st
<u>Not later than Monday, March 26, 2018</u>	Fincom conducts one or more hearings on budget	Charter 9-3-3 by March 31st
March 27, 2018	Ballot to Town Clerk	
Monday, April 9, 2018	Send Warrant to Printer Send Warrant to Chronicle (April 19th publication)	Printer needs 2 weeks. Chronicle needs 1 week before publish date
Friday, April 20, 2018	Warrants available for public distribution	Charter 2-2-2/14 days prior to Town Meeting
April 16-20	MRSD School Vacation	
Monday, May 7, 2018	First night of Annual Town Meeting and Special Town Meeting	Charter 2-3-1/1st Monday in May
Tuesday, May 15, 2018	Annual Town Elections	Charter 8-1-1/3rd Tuesday in May

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, JANUARY 22, 2018
6:30 P.M.**

SELECTMEN PRESENT: Ballantine, Brown, Howell, Kavanagh, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark, Eric Beebe, Carolyn Carey, Carole Ridley, Brian Dudley, Matt Hart, Sharon Pflieger, Cyndi Williams, Jeff Gomes, Karin Larson, Erica Strezpek, Ed McManus, and others.

WEEKLY BRIEFING

- A. Update on Watershed Permit Pilot Project and Pleasant Bay Resource Management Plan Update and Memorandum of Agreement – *Carole Ridley*

Ms. Ridley of the Pleasant Bay Alliance, explained that the objective of the Watershed Permit Pilot Project is to develop a draft permit and associated documentation to present to each member town for review and the work includes a targeted Watershed Management Plan, a Watershed Permit, and IMA to obtain the permit. She discussed timing of warrant articles for Town Meeting to adopt an update of the Pleasant Bay Resources Management Plan and authorize the Board to extend the Memorandum of Agreement (MOA) which is set to expire on December 31, 2018. She stated that there are changes proposed to the MOA which are principally to enhance the efficiency of the Steering Committee and to extend the term of the Alliance to correspond with a potential 20-year watershed permit. The Board was in agreement with the 20-year term extension. It was also agreed that Town Counsel should review the proposed articles. Chairman MacAskill asked Mr. Clark to get a memo from Town Counsel indicating that he has reviewed the Memorandum of Agreement and he is fine with it.

PUBLIC COMMENTS/ANNOUNCEMENTS

Mr. Hart, of the Harwich Accessibility Rights Committee, noted that ADA requires that we update our Town self-evaluation every couple of years and it has been 25 years. He noted that we applied for a grant to hire a certified consultant to conduct the evaluation.

Ms. Williams discussed recent events hosted by the Chamber of Commerce.

CONSENT AGENDA

- A. Approve Minutes – January 8, 2018 Regular Session
- B. Confirm appointment of Kathleen Tenaglia as Senior Health Agent as recommended
- C. Approve petition by Eversource Energy to install conduit and handhole to provide electric service to 188 Sisson Road
- D. Set seasonal population at 30,500 for Alcoholic Beverages Control Commission
- E. Designate Jack Burns as primary Animal Control Officer and Robert Hadfield as Assistant Animal Control Officer for 2018 and authorize Chair to sign designation form
- F. Approve request by Harwich Cranberry Festival for One-Day Wine & Malt License for event at Harwich Cultural Center on March 10, 2018
- G. Authorize Town Administrator to act as signatory for Municipal ADA Improvement Grant

Mr. Ballantine moved approval of the Consent Agenda Items A-E and G. Mr. Howell seconded the motion and the motion carried by a unanimous vote. Mr. Ballantine moved approval of Item F. Ms. Brown seconded the motion. Mr. Howell stressed that one-day liquor license applications should be advertised in the newspaper and be a separate agenda item as a matter of process. Chairman MacAskill asked that Mr. Howell write that up as a request for an agenda item and send it to him.

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

A. Public Hearing – Beach Sticker Fees

Mr. Ballantine read the hearing notice and Chairman MacAskill opened the hearing. Mr. Beebe proposed a \$5 increase in resident beach stickers from \$25 to \$30 which would bring in an estimated \$35,000 to \$40,000 in additional revenue each summer to offset the additional expense for an increase in seasonal staff pay. There was no input from the public. Mr. Ballantine moved to close the public hearing. Ms. Brown seconded the motion and the motion carried by a unanimous vote. Mr. Howell pointed out that when you have to provide restrooms, groom the beaches, take out trash and provide lifeguards and other staff, this doesn't come anywhere near what it costs the Town. Ms. Kavanagh said our pay needs to be competitive with other towns and Mr. Ballantine commented that it is one of the best deals in Town. Chairman MacAskill said he thinks our tax rate should cover this and we are certainly going to keep our beaches clean. Ms. Kavanagh moved to increase the beach sticker fee by \$5 to \$30 for residents. Ms. Brown seconded the motion and the motion carried by a 4-1-0 vote with Chairman MacAskill in opposition.

B. Public Hearing – Harwich Cultural Center Fees

Mr. Ballantine read the hearing notice and Chairman MacAskill opened the hearing. Ms. Carey outlined the proposal (see attached). Mr. McManus asked if there would be a fee increase for the auditorium and Ms. Carey responded that it is proposed to go from \$60 to \$100. Mr. McManus said he fully supports the increase for the auditorium and it is by far the greatest deal around and is underpriced. Mr. Jessie Marsolais of Marsolais Press thanked the Board for making the space available for his workshop. Ms. Williams also thanked the Board for making the building available. Mr. Ballantine moved to close the hearing. Ms. Brown seconded the motion and the motion carried by a unanimous vote. Ms. Kavanagh said she thinks the fees are very reasonable. Mr. Ballantine said the building has been well received but he would like to hold his comments until we get expense data on the building. Mr. Howell said it is an appropriate increase and gives everyone an opportunity to understand what's happening there and how it might be more fully used by the public. He said he is pretty confident that we will be able to make ends meet and make this make sense as we move ahead. Ms. Brown said she is agreeable to the fee increases but had questions about some of the fees that weren't being increased. She discussed her concerns about rental of art rooms for \$15 and the \$5 per student per session fee and stated that this is too expensive. She questioned if they should get rid of the 3 month term option and Ms. Carey said they can look at that. Ms. Carey said the effective date for the fees would be immediately after the Board vote with the exception of the 6 month grace period for people already currently in there. Mr. Clark stated that the experiment has gone well and cautioned the Board that not a lot of people want to commit when there is only a year and a half left and recommended that the Board extend that and start to consider costs for maintaining the building. Chairman MacAskill asked Ms. Brown to write up her concerns and bring back what she would like to see. Mr. Ballantine stressed the need to have all the costs for Town Meeting. Mr. Howell pointed out that if we did go to housing use for the building, we wouldn't be getting property taxes. Ms. Brown suggested making the courtyard fee \$50 to be in line with Brooks Park and Mr. McManus pointed out that use of Brooks Park is \$150. Mr. Howell moved to accept the schedule of fees as presented by

Carolyn. Ms. Kavanagh seconded the motion. Ms. Brown moved to amend the motion to be proposed increase in main classroom fees, activity wing fees, shop fees, administrative suite fees and courtyard fees only. Mr. Ballantine seconded the motion for discussion. Ms. Brown said she did not want to vote on the classroom fee yet which is part of the brochure that was included in the packet. Ms. Kavanagh questioned if they should hold the whole thing. Mr. Clark stated that we need a rate structure we can advertise and if something isn't working Ms. Carey will bring it back. He recommended voting what was proposed. Ms. Brown's amendment to the main motion failed on a 1-4-0 vote with Chairman MacAskill, Ms. Kavanagh, Mr. Ballantine and Mr. Howell in opposition. The main motion passed by a 4-1-0 vote with Ms. Brown in opposition.

NEW BUSINESS

A. Special Town Meeting timeline

Mr. Clark stated that Attorney Giorgio had advised the Board on the marijuana issue at a previous meeting and had cautioned that there is a window of time between April 1 and May 7 that someone could submit an application to the Cannabis Control Commission and if the Board wants to make sure the window wasn't open, the Board has been provided with a timeline for holding a Special Town Meeting. Mr. Howell pointed out that once a Special Town Meeting is opened it could be populated by more than one article and it would be cumbersome if it were to become like a mini Town Meeting. Mr. Howell stated that he got the inclination while at the MMA that there is a real potential for exposure during this window. He noted that this is set up so that the applications go to the State Cannabis Control Commission and the Board is not the licensing authority as with liquor licenses. He stated we might want to do this. Ms. Brown said we should go for it but it is going to be a lot of work to hold two Town Meetings. Mr. Ballantine said he heard a comment at MMA that even before they apply, they need approval of the host community so we have some resistance that wasn't there a couple of weeks ago which may make us rethink how important this is. He said he would like to get more clarification on this as to exactly what our powers are. Chairman MacAskill asked that Mr. Ballantine send an email to Mr. Clark with a copy to him with his questions. Mr. Howell said they need to know if there has to be Town Meeting approval and it was clear they wanted to know the opinion of the host community but after that it was unclear as to what that means. He said the gamble is what if you're wrong. Ms. Kavanagh said she is fearful that something would slip through. She said it is added work but she doesn't want to end up with a situation that we don't want in Town. Mr. McManus said there is a requirement that the applicant has to hold an advertised public meeting to explain what his proposal is and take comments which becomes part of the initial application. Chairman MacAskill said we have gone through all the motions, Town Meeting said they didn't want it, we set a moratorium in place, we have a by-law that we've advertised to go to Town Meeting in May and an extra Town Meeting would be at great expense to the Town and it seems that we've done everything. He said it seems we are all set to litigate if somebody did apply. Mr. Clark said he thinks we have limited time and he can ask Attorney Giorgio about the public meeting requirement and the host community opinion. He added that if they have to get the Board's approval for an application that is pretty good protection and then we could just go with the Annual Town Meeting.

OLD BUSINESS

A. Harbor discussion on parking, traffic and public/private lease

Mr. Clark stated that he has been given the positive news from the Harbormaster that we have been preliminarily approved for the Seaport Grant of \$1,000,000 and that is a significantly relevant piece of information for this discussion. He said we did also hear that we were not eligible for the two ADA

grants because our ADA plan is not up to date. He noted that as a general rule, any grant that gets awarded you can't spend money until after the grant has been awarded. He explained that we've already awarded the contract for the construction so if we want to pursue the snack shack which was designed and was part of the bid process, we could rebid that piece. He said the septic was approved only for the Harbormaster's office and if we wanted to do a change order to expand that we can, and we haven't funded yet the part of the project to do the parking at the Downey property. He stated that the snack shack was about \$400,000, the parking about \$100,000, and the septic about \$50,000 to \$70,000. He also noted that they had decided to put gravel in as opposed to boardwalk. Chairman MacAskill disagreed that the grant has anything to do with tonight's conversation which is about parking, traffic and public/private lease and the only thing approved by Town Meeting last year was \$3,000,000 to do the harbor project. He said they also discussed at several meetings that any grants that were received were to offset the project costs. He said this is on the agenda as they hadn't given Mr. Clark clear direction how to proceed. He said we should first determine if we have enough parking spaces to do any of what is being talked about. He reported that they got a memo from the Town Planner which clearly shows we don't have enough parking spaces to build a restaurant. Mr. Clark said he would like to have time to explore these three concepts to get some sense for traffic concerns, as well as what role MassDOT plays in that, and to get some examples of public/private leases. He said that any RFP would have to have the form of the lease as part of it. Mr. Ballantine said we first need to have a firm idea of what the assessed value of that property would be and we don't want to be accused of giving a break to a private company. Ms. Kavanagh said she would like a better understanding of what our parking capacity is and to address MassDOT issues. She added that we need specific information on how we are willing to structure a commercial lease and what we would be looking for including rent and percentage of profit. Ms. Brown said the parking is a big deal and she is a proponent for having a restaurant there with a public/private lease but wants to know how we could do it. She said what really needs to happen is a little bit more research and to put the RFP on hold. She said it makes sense to her to do what they planned with the harbor, let it operate for a year and then revisit this. Mr. Howell said he would like to ask the Town Administrator to have the Town Planner clarify the parking inventory. He noted that Outer Cape Health Services has to have adequate parking on paper and it doesn't necessarily mean they are going to use the spaces. He said he believes they are going to have to utilize part of that inventory to make their site plan work and he would like the Town Planner to clarify the impact. The Board agreed that clarifying the parking should be looked at first followed by the traffic. Mr. Ballantine said they don't want to rush this.

Kenneth Brayton, resident and employee of Brax Landing, spoke in support of Brax Landing and their support of the community and said it was disheartening that they would think to put a restaurant next to Brax who does so much for so many.

Karin Larson, resident of Neel Road, said coming from the west downhill there is a 40 mph sign and a few yards beyond that it shows pedestrians can cross. She said that reduced speed should be drastically taken into account.

Herb Bell, Harwich resident, said there are 37 restaurants in Harwich and they struggle to maintain balance between seasons and the Board should consider the impact of another seasonal restaurant.

Matthew Coleman, who does business in Harwich, said the restaurant business is high risk, and compounded with congestion from industries already there, a restaurant in that location logically doesn't make sense.

Bud Dey, resident, said he was speaking in support of his fellow Mason and Brax Landing owner, Jeff Gomes. He advocated for green space and said the view shouldn't be blocked from the street.

Bill Benoit, employee of Brax Landing, spoke against a restaurant at that location and in support of Brax Landing.

B. CPC article discussion

Ms. Kavanagh gave an overview of the discussion at the last CPC meeting on January 11 and stressed the need for the Board to take a stand on housing and ask that CPC adjust their view on this topic. She added that she hopes that CPC will go back and read the memo on the importance of taking the Judah Eldredge property by eminent domain.

Mr. Howell moved that we resolve that the highest priority for us is to consider funding for Judah Eldredge and the Housing Trust and we should put that forward before they take their vote. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

Mr. Ballantine stressed that the CWMP obligates us to the state to clean up our harbors and freshwater ponds and the Hinckley Pond project can be funded through a tax override or through CPC dollars either under the open space or recreation category and he would much rather use CPC funds for that. He moved that that be one of our priorities. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

Ms. Hewitt said there is some basic misunderstanding of the Library project by the CPC noting that it is a textbook case of historic preservation and she reviewed the recommended treatment to the building.

Ms. Kavanagh moved that we strongly support the historic preservation of Brooks Free Library exterior. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

TOWN ADMINISTRATOR'S REPORT

A. Department Weekly Reports

There was no discussion on this item.

Mr. Clark reported on the recent MMA meeting.

SELECTMEN'S REPORT

The Board discussed the workshops and seminars they attended at the recent MMA meeting.

ADJOURNMENT

Ms. Brown moved to adjourn at 8:48 p.m. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

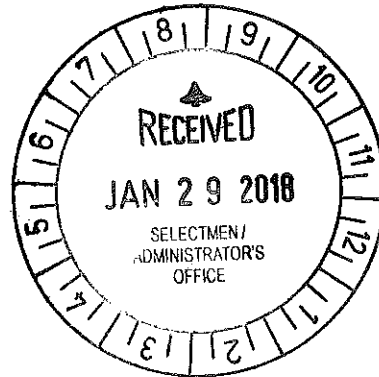
Respectfully submitted,

Ann Steidel
Recording Secretary



Alzheimer's Family Support Center

Created by caregivers for caregivers



2095 Main Street
Brewster, MA 02631

www.alzheimerscapecod.org

January 29, 2018

Michael MacAskill, Chairman
Board of Selectmen
Town of Harwich Town Hall
732 Main St., Harwich, MA 02645

Dear Chairman MacAskill,

This is to request permission for the Annual Dave Birtwell Memorial Rememberly Walk/Run at Brooks Park on Saturday, May 12, 2018. The application for license/permit is attached.

This event is held to raise money for the Alzheimer's Family Support Center of Cape Cod. The AFSC is a non-profit organization which offers free support to individuals and families living with Alzheimer's and other dementia-related diseases.

We are also requesting a waiver of fees associated with permits for the event, specifically the \$55 Express Building Permit Application Fee for the tent provided by the Barnstable Sheriff's Dept. for this event. A copy of our tax-exempt letter is enclosed.

If you have questions, please contact me at 508 896-5170; cell 774 722-5739, email: support@capecodalz.org

Sincerely,

Pat Bertschy, Outreach Coordinator
Alzheimer's Family Support Center

Enclosures:
Application for License/Permit
Non-Profit letter

asteidel@town.harwich.ma.us

2018



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

FORM #7

APPLICATION FOR LICENSE/PERMIT

PLEASE CHECK

ROAD RACE

CRAFT FAIR

WALK/RUN OTHER

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

NAME OF BUSINESS Alzheimer's Family Support CENTER OF CAPE COD
PHONE 508.896.5176

BUSINESS ADDRESS 2095 MAIN ST., BREWSTER, MA. 02631

MAILING ADDRESS SAME

PLEASE STATE THE PURPOSE FOR WHICH LICENSE/PERMIT IS REQUESTED ANNUAL DAVE BIRTWELL MEMORIAL WALK/RUN. RAISING MONEY FOR FREE SERVICES FOR FAMILIES AND INDIVIDUALS LIVING WITH ALZHEIMER'S AND OTHER DEMENTIA RELATED DISEASES ON CAPE COD.

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

DATE SATURDAY, MAY 12, 2018

TIME WALK/RUN EVENTS BEGIN 11 AM.

ROUTE/LOCATION BIKE TRAIL AT OAK ST, CROSS OVER RT. 39 (WITH HARWICH POLICE) TO DEPOT RD, THEN RETURN TO OAK ST AND BROOKS PARK. 6K.

(please use reverse side if necessary)
Patricia Bertschy
Signature of Applicant

OUTREACH COORDINATOR
Title

Social Security Number of Federal Identification Number


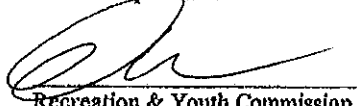
45-5545397
Tax Exempt ID (for non-profit organizations)




Signature of Individual or Corporate Name

By Corporate Officer (if applicable)

REGULATORY COMPLIANCE FORM

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

 1/25/18
Police Department Date
 1/25/18
Recreation & Youth Commission Date

 1/25/18
Building Commissioner Date
 1-25-18
Board of Health Date
 1/25/18
Fire Department Date

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

For Office Use Only

FEE _____ CASH _____ CHECK _____

FOR _____

REVIEWED BY _____

DATE LICENSE ISSUED _____

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 23 2013

ALZHEIMERS FAMILY CAREGIVER SUPPORT
CENTER INC
C/O MELANIE BRAVERMAN
2095 MAIN ST
BREWSTER, MA 02631

Employer Identification Number:

45-5545397

DLN:

17053067328023

Contact Person:

ERIC KAYE

ID# 31612

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

June 08, 2012

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

Town of

Anita N. Doucette, MMC/CMMC
Town Clerk



Harwich

732 Main Street
Harwich, Massachusetts 02645
Tel. 508-430-7516

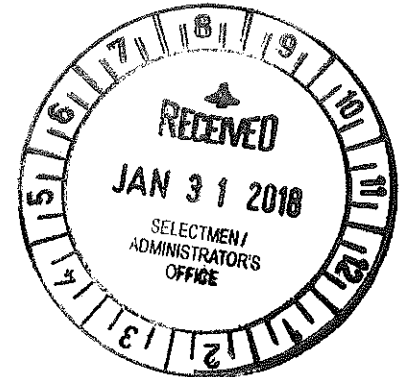
January 31, 2018

To: Christopher Clark, Town Administrator

From: Anita N. Doucette, Town Clerk

CC: Board of Selectmen

RE: Administrative Assistant, Town Clerks' Office



The internal posting for the Administrative Assistant position was made on November 30, 2017 following the resignation of Denise Kopasz. The internal posting closed December 8, 2017, with no applicants. The position was then advertised in the Cape Cod Times on December 17, 2017. Application review began January 12, 2018. There were 53 applications and the interviews were held beginning on January 22, 2018 thru January 23, 2018. The interview team was the following:

Anita N. Doucette, Town Clerk
Charleen Greenhalgh, Assistant Town Administrator.

A set of pre-determined questions were prepared and the Town' standard evaluation form was used. Mary A. Maslowski was determined to be the best candidate for the needs of the department, she has a degree in Law from the New England School of Law and a B.A. from Holy Cross.

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039

Christopher Clark, Town Administrator

732 MAIN STREET, HARWICH, MA 02645



January 31, 2018

Ms. Mary Maslowski

Dear Ms. Maslowski:

Congratulations on your appointment as Administrative Assistant – Town Clerk’s Office for the Town of Harwich. We look forward to your positive contributions to the Town Clerk’s office.

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

- Pursuant to the Town Charter the Town Administrator makes the appointment for this position subject to confirmation by the Board of Selectmen. Your name has been put forth for confirmation. Successful confirmation will be needed to finalize appointment.
- The Town will arrange for a Pre-Employment Physical that must be successfully completed.
- You are requested to provide C.O.R.I. information for the Town to review due to your interaction with the public.

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

Your position title will be Administrative Assistant and your starting date is February 6, 2018. This position is included in the Harwich Employee’s Association and your employment is subject to the rights and obligations included in the contract which is enclosed. Your starting salary will be \$26.66 per hour (Grade 5, Step 6).

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

Sincerely,

Christopher Clark
Town Administrator

Attachment

Mary Maslowski

Date: 1/31/2018

CC: Board of Selectmen
Town Clerk
Town Accountant

Town Treasurer
IT Director

Ann Steidel

From: Alice Boyd <aboyd@baileyboyd.com>
Sent: Wednesday, January 31, 2018 9:27 PM
To: Charleen Greenhalgh
Cc: Ann Steidel; Sandy Robinson
Subject: Re: FY18 Truro CDBG Grant - Harwich Participation

Hi Charleen-

It's the same grant. They get the letters of support and I prepare the application and secure town signature pages!

Teamwork.

Best,

Alice

On Wed, Jan 31, 2018 at 9:25 PM Charleen Greenhalgh <cgreenhalgh@town.harwich.ma.us> wrote:
Hi Alice,

Is this different then what the CPC is doing? They asked for a letter of support.

Charleen

Get [Outlook for Android](#)

On Wed, Jan 31, 2018 at 5:13 PM -0500, "Alice Boyd" <aboyd@baileyboyd.com> wrote:

Hi Charleen, Sandy & Ann-

The town of Truro is once again the lead community for an FY18 CDBG grant application. We have a long list of Harwich residents currently being served or on the wait list for the housing rehab and childcare programs.

If the town of Harwich would like to participate again this year please have your Board of Selectmen Chair sign two copies of the attached form and mail the originals to me at the address in the memo.

There is no cost to the town to participate and currently Harwich residents gain over \$300,000 in services annually.

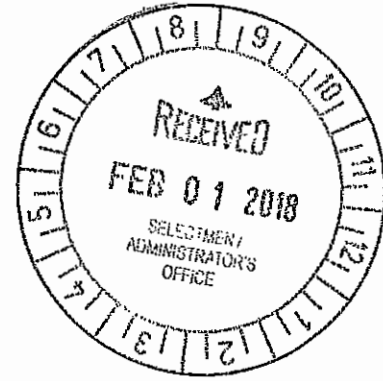
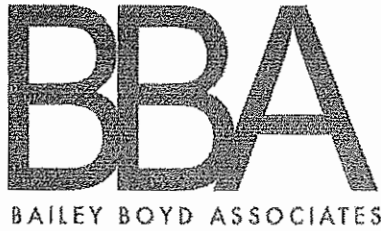
Best,

Alice Boyd

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Alice Boyd
Bailey Boyd Associates, Inc
508 430-4499 x1
www.baileyboyd.com

--
Sent from Gmail Mobile



Memorandum

To: Harwich Board of Selectmen
CC: Charleen Greenhalgh, Assistant Town Administrator
From: Alice Boyd, Bailey Boyd Associates, Inc.
Subject: Participation in FY18 Truro Regional CDBG Grant
Date: January 31, 2018

The Town of Truro will once again be submitting a regional Community Development Block Grant requesting funds for housing rehabilitation and childcare subsidies. In recent years the Truro Board of Selectmen have invited the towns of Provincetown, Eastham and Harwich to participate with Truro. This is the 29th year that we are submitting a lower/outer Cape CDBG grant application. While this is a highly competitive grant application and there is no guarantee of funding, we have been funded 28 of the past 29 grant rounds.

The Housing Rehabilitation Program will fund 18 households with a 0% interest deferred payment forgivable loan or grant, making repairs of up to \$40,000 to keep low and moderate-income residents in their homes. Code repairs, weatherization and health and safety violations will be the priority of the program. All applicants are accepted on a first come/first served basis.

The Childcare Subsidy Program will provide up to \$5,000 per eligible child to subsidize care while parents work, go to school or seek employment. The funds go directly to the participating certified childcare provider based upon the child's attendance. These funds subsidize the parent's payments on a sliding scale basis.

The Housing Rehab and Childcare Subsidy programs are also an important economic catalyst as the majority of contractors and all of the childcare providers are local.

It is anticipated that Harwich residents will utilize an average of \$255,000 in housing rehab loans and \$95,000 in childcare subsidies based upon recent history.

If the town of Harwich would like to participate in the FY18 joint application being submitted please sign two copies of the attached DHCD Joint Authorization Form and return them to me by February 21, 2018. All signature pages should be mailed to:

Bailey Boyd Associates, Inc.
9 Hillside Road
Scituate, MA 02066

As always there is no cost to the town and an enormous benefit to local residents, contractors and childcare providers. I'd be glad to answer any questions that you may have.

Community Development Fund 2018

CDF-2018-Truro-00030

Joint Application Authorization: Harwich

MUNICIPALITY: Harwich

Contact Person:

Name Christopher Clark
Title Town Administrator

Signature of Chief Elected Official

Michael D. MacAskill

Printed Name of Chief Elected Official

Chairman, Board of Selectmen

Title of Chief Elected Official

COPY

Truro Regional Childcare Subsidy Program- Project Description

Project Name: Childcare Subsidy Program

Type of Project: Social Service, Job-related Childcare Assistance

Service Period: September 2018 – December 2019

Target Area/Populations: The LMI residents in the town-wide target areas of Truro, Eastham, Harwich and Provincetown

Estimated LMI beneficiaries: Approximately 52 LMI children and their families.

Project Grant: The proposed project will grant up to \$5,000 per child, using the family co-payment sliding scale Table as provided by the Department of Early Education and Care (Addenda SS-12). Payment will be made to the childcare provider upon the presentation of an invoice for services provided. Childcare services include infant, pre-school and after-school programs for children up to age 13 (16 if child has a disability).

Coordination with Regional Community Action Plan: This program directly addresses the need for affordable childcare in our community. The Community Action Committee of the Cape & Islands Community Action Plan states that ‘the cost of childcare is expensive and there is a great demand for services offered.’¹ This topic is listed as one of the ‘Identified Priority Issues’ for the 2015-2017 Plan.

Project Need: As you drive along Route 6 on Cape Cod, towards the very end of the peninsula, you notice that the further you drive, the more remote the Towns become leaving space for the astounding natural beauty. This isolation, peppered with quaint villages, brings droves of tourists in the summer months. But the same attributes that lure tourists make it increasingly difficult for our year-round residents of Truro, Provincetown, Eastham & Harwich to thrive. The tourism-based economy brings unemployment as high as 27.7%² in Provincetown last winter. Cost of living is also prohibitive, ranging from 40.6-86.9% higher than the national average³. Young families can’t afford to buy a home when median home prices are reach \$622,200 in Truro⁴. A report published by the Department of Human Services noted that the mean weekly wage was \$733 compared with \$1,147 for all of Massachusetts yet the cost of living was 90.9% higher.⁵ To afford a two-bedroom fair market rental in our area, the household needs to earn \$58,280 annually⁶. That’s more than double the national poverty line for a family of 4 (\$24,300). In Provincetown 41% of residents fall within 200% of the poverty line⁷ where the median household income is only \$36,958⁸. In Eastham, Harwich & Truro more than one-third of residents are LMI. With such large portions of our population unable to afford a fair market rent, clearly childcare costs are beyond the scope of their budget. An article reported that on the Cape costs range between \$165 a week for a child

¹ Community Action Committee of Cape Cod & Islands, Inc. Community Action Plan: 2015-2017 Addenda SS-13

² Unemployment Rate, Bureau of Labor Statistics. Addenda SS-13

³ Best Places, Cost of Living. Addenda SS-13

⁴ Zillow Home Value Index, Addenda SS-13

⁵ In Focus: The Demographic and Socioeconomic Landscape of Barnstable County. Addenda SS-13

⁶ National Low Income Housing Coalition: Out of Reach 2014. Addenda SS-13

⁷ American Census Community Survey, Addenda SS-13

⁸ American Census Community Survey, Addenda SS-13

in school and \$269 for an infant⁹. A staggering 53% of Provincetown students are receiving free or reduced lunch, which means their family is less than 185% of the federal poverty level, \$44,955 for a family of 4¹⁰. In just four years Barnstable County has seen a decline of 26.8% of residents between the ages of 25 to 44, which is the primary age group of working parents (more than double the 12.9% state-wide)¹¹. In fact, the median age across our four towns is 52-57.8 years old¹². These staggering statistics are an everyday reality for many families in our community. Our towns value and rely on these residents, as they maintain the area as a summer escape for tourists. Providing childcare tuition assistance will help ease the financial burden faced by many families, ensuring that they're able to remain part of our community.

Community Involvement: Job related childcare has been a steady topic of conversation for years now. It entered the CDBG conversation following the release of the Barnstable County Child Care Planning Project in December 2007, entitled *Child Care: Key to Keeping Working Families on Cape Cod*, which outlined the critical need for childcare subsidies for LMI families. Local childcare advocates came to the Community Development Advisory Committee in February 2008 to discuss the inclusion of childcare vouchers in the CDBG grant. Since the inception of the program through CDBG, we have seen the need for funds increase, with application rates growing consistently. The issue is discussed regularly at Community Development Advisory Group meetings, and again this year the group decided that it should remain part of the CDBG grant application. Elected officials in Truro, Wellfleet & Provincetown recognize the tremendous need for childcare vouchers, and they enthusiastically support this project. Truro, Wellfleet & Provincetown have placed the need for childcare tuition assistance as a priority in their Community Development Strategies (CDS). Documentation supporting both community need and the community process is located in the Addenda.

Project Eligibility: *Income:* Each household must qualify as low to moderate income as defined by HUD Income Guidelines. The full income verification process will include income and asset verification and birth certificates for all dependents. *Employment:* All adults in the household must either be a) employed; b) seeking employment; or c) enrolled full-time in a degree-granting post-secondary educational institution or certified training program. Proof of employment or job search and documentation of full-time enrollment in a degree-granting, post-secondary educational institution or certified training program will be required for verification.

Childcare Providers: Must be licensed childcare provider or registered with the Massachusetts Early Education and Care Department. The childcare provider does not need to be in Provincetown, Truro, Eastham or Harwich. The provider must:

- a) be willing to accept EEC parent co-payment structure;
- b) sign a contract that they will follow program rules;

⁹ Wicked Local. Portrait of Poverty: Demographic Study Reveals Spike in Poverty-level Cape Codders. Addenda SS-13

¹⁰ The Anne E. Casey Foundation Free & Reduced Lunch Data. Addenda SS-13

¹¹ In Focus: The Demographic and Socioeconomic Landscape of Barnstable County. Addenda SS-13

¹² American Fact Finder, Addenda SS-13

- c) track the child's attendance and report if the child has more than three absences in two weeks;
- d) notify the program if the family terminates services;
- e) invoice the program at the conclusion of each month and
- f) notify the program if the family receives childcare assistance from another funding source, in which case the CDBG voucher will be discontinued.

Participant Selection: Participants in the three towns will be selected on a first-come, first-served basis. Families must not receive assistance from any other childcare assistance subsidy. If they become eligible for an EEC subsidy, a voucher, or other childcare assistance, they must inform the program. Any household eligible for another subsidy will lose the CDBG subsidy, which will be offered to the next person on our wait list.

Anticipated Outcomes for Participants: For program participants, the anticipated outcomes will be many-faceted. Firstly, a significant financial burden will have been lifted from already struggling LMI families. Additionally, parents will be confident that their children are attending safe and enriching programs while they are at work. For families with unemployed adults, there will be the time to actively seek employment and if successful, start work immediately without having to first secure childcare. For the many families in transition in our community, this program will provide some stability for both parents and children, and allow for the others pieces to fall into place. Finally, there is a significant benefit to local childcare providers. Many small programs are struggling financially as families can't afford to pay the cost of care, and have a long list of families with 'past due' bills. This program ensures that providers will receive payment for approved families, which provides some stability for these small businesses.

Distribution of funds: We estimate the distribution of funds as follows: Truro \$15,000; Provincetown \$21,000; Eastham \$52,000; Harwich \$95,000.

Matching or other funds needed to complete the project: No other funds are required to complete this project.

Roles & Responsibilities: The Roles & Responsibilities for program implementation are fully detailed in the matrix located in the management plan. The Truro Town Administrator has been directly involved with CDBG programs in the past and understands the responsibilities involved. An experienced grant administrator will be hired who will also oversee the Childcare Subsidy Program, hiring an experienced part time Childcare Subsidy Program Manager to run the program. The grant administrator will be responsible for supervising program start-up, training sub-grantee staff, administrative reporting and duties along with oversight of the program. Internal controls will be centered on the Truro Town Accountant and Truro Town Treasurer, both experienced with CDBG funds and grant administrator's bookkeeper. They will work closely with the grant administrator to accept all funds and process payments insuring that a check and balance system is in place. There are experienced organizations waiting to bid.

Truro Regional Housing Rehab Project Description

Name of Project: Truro Regional Housing Rehabilitation Program

Type of Project: Housing Rehabilitation

Project Scope: This project will fund the rehabilitation of 25 units of LMI homeowner and investor-owned homes in the four town-wide target areas in the towns of Truro, Eastham, Harwich and Provincetown. Although both owner-occupied and investor-owned properties are eligible, based upon the existing wait list it is anticipated that 1 of the units will be owner-occupied. Improvements will include repair/replacement of basic building systems, lead and hazardous materials abatement, removal of architectural barriers and corrections to the sanitary and building code violations. The financing mechanism will be a 0% interest deferred payment forgivable loan to property owners. Loans will be made on a first come, first served basis. A 15-year binding, non-forgivable deed restriction will be placed on each home owned by a landlord, guaranteeing affordability for the full 15 years. Mortgages and deed restrictions will be recorded on each deed.

National Objective: The Truro Regional Housing Rehab Program will meet the national objective of direct benefit to low and moderate-income residents. 100% of the beneficiaries will be low to moderate income (all homeowners or tenants).

Estimated Beneficiaries: We anticipate 42 beneficiaries based upon the wait list.

CDBG Request: The towns of Truro, Eastham, Harwich and Provincetown are requesting a total of \$755,500 for loans and \$168,991 for program delivery.

Leveraged Funds: The total of non-CDBG funds is estimated to be \$330,000. Many of these funds depend upon need, eligibility and availability, include USDA loan funds (\$100,000), SMOC and Housing Assistance Corporation Weatherization Program (\$100,000), bank loans (\$70,000) and personal funds (\$30,000). Letters verifying all matching funds are located in the addendum (HR-6).

Contingency: The Town of Truro has committed \$40,000 in Program Income as a contingency (HR-7).

Maximum Dollars per Unit: Up to \$40,000 will be available per unit if septic and lead paint are being mitigated or if one of these items is being mitigated along with energy efficiency, or as allowed by DHCD at the time of funding. Otherwise \$35,000 is the maximum. Over-income landlords must match their loans 1:1, with their personal funds spent before program funds.

Form of Financial Assistance: The program will use a deferred payment forgivable loan (DPFL) with 0% interest. The DPFL will be forgiven by 1/15th each year. Mortgages and deed restrictions will be recorded on the homeowners' deed.

Forgiveness Policy: For LMI homeowners, the loan is forgiven by 1/15th each year. For landlords, the loan is forgiven after 15 years. The deed restriction on the landlord-owned property is binding and cannot be removed. The language of the deed restriction requires affordability of rental units for a minimum of 15 years. The Selectmen reserve the right to forgive any loan under extraordinary circumstances.

Enforcement: The Town of Truro will monitor this agreement. Direct contact will be made annually with tenants to verify rental information and with homeowners and landlords to secure copies of homeowners insurance and rental information, if appropriate. Homeowners will be required to sign a statement stating that the rehabilitated property is their primary residence.

Subordination/Refinancing: The Truro Housing Rehab Program will subordinate loans on the basis of a subordination policy that has been adopted by the Town. Homeowners who wish to subordinate must state that any funds taken from the subordination of their homes will be used for a) sustaining their home or b) to pay for the advanced education of a family member. If loans are subordinated, the amount owed must be covered by the existing equity. Loans may be forgiven or discharged by the Selectmen on an individual basis for circumstances such as hardship or emergencies.

Program Design:

Marketing: Limited marketing will be done due to the extensive wait list, which exceeds the proposed program funding. During the program year, at least one mailing will be done to each household in the target area. We will continue to add to the existing wait list. Residents on the wait list, along with current and past housing rehabilitation participants, are invited to attend advisory council meetings each year. The Community Development Advisory Group (CDAG) has beneficiary representation at all times. The Truro Housing Rehab program also receives frequent referrals from the two Councils on Aging, Disabilities Committees, AmVets, and each Board of Health and Building Department. Newspaper articles are published whenever possible and all meetings are posted in the local newspaper. A regular radio show featuring the housing rehab program is scheduled monthly and hosted by the current Program Manager.

Participant Selection: Participants are selected on a first come/first serve basis. Upon notice of funding, each household on the wait list is mailed a full application with directions regarding how to fill out the application and where to get assistance if necessary. Staff from each town's Council on Aging has been trained to assist applicants in completing the application. Applicants are informed that housing rehab loan funds go on a first come/first served basis, thus facilitating the submission of applications. Bona fide emergencies are moved to the top of the list as necessitated.

Final Eligibility Determination: The Program Manager shall make all final eligibility determinations. Eligibility is determined by the following factors: review of income qualification documents, number of code violations and feasibility of the project. Upon a favorable determination, detailed construction specifications and a bid package will be prepared. Eligibility determinations may be appealed to the Grant Administrator following the Grievance Procedure distributed with each application.

Risk Assessment, Bidding and Contracting Process:

Risk Assessment: After final income eligibility has been determined, the entire structure will be inspected for code deficiencies by the Rehab Specialist, who also will make a determination of the presence of lead paint and/or other hazardous materials and whether a licensed lead report is required. A Licensed Hazardous Materials Consultant will be under contract for hazmat inspections and to make detailed plans for remediation as necessitated. A septic system inspection by a licensed Septic Engineer Consultant will be performed if there is evidence of a failure. A Mass. Historic Project Notification Form will be submitted once the scope of work is determined and any comments by MHC will be incorporated into the final work specifications.

Preliminary Results/Referrals: Inspection results and cost estimates will be discussed with owners (ie. code violations present, methods of correction, Energy Star approved improvements, energy efficiency, preventative maintenance suggestions, etc.)

Bidding and Contracting Processes: A final work write-up including a bid specification report will be created on the basis of the inspection, risk assessment and owner input. The Rehabilitation Specialist will specify environmentally friendly materials/products whenever they are available at little or no additional cost. The final work write-up will be given to the Program Manger who will contact all participating program contractors and schedule a walk-thru at the site. The Rehab Specialist and Program Manager will attend the walk-thru and answer any questions. Modifications or corrections to the original work write-up in the form of an addendum will be made in writing, signed off by the homeowner and program manager and sent to all contractors if an item is discovered during this walk-thru. The work write-up is completed in priority order and code or health and safety regulations are

cited. Bids are due on a specific date at a specific time. Each bid must include a signed non-collusion statement. Any contractor is welcome to bid and will be notified of each bidding opportunity once they have filed their annual Contractor Information Packet that includes insurance, licenses, references, etc. Contractors may be asked not to bid if they are delinquent with the completion of other projects or if there are justified complaints from previous program participants. A Contractor Manual is provided to each new contractor and reviewed at the Annual Contractor Training Session held by the Program Manager and/or Grant Administrator. All bids are submitted to the Program Manager and reviewed for accuracy. A bid recap sheet is then shared with the homeowner and all bidders. The low bidder will be hired by the homeowner in most circumstances. The homeowner may choose another contractor if they are willing to pay the difference between the low bidder and the chosen contractor. The homeowners' funds will be expended before CDBG.

The Contractor shall obtain construction permits after the housing rehab contract is signed but prior to beginning work. The contractor will contact the rehab specialist for inspections at least twice during each job, preferably more often. No contractor will be paid without an inspection and signature of the Rehab Specialist and the homeowner. Ten percent of the total contract price will be held for retainage until the project is complete, inspected by the rehab specialist and building department and the homeowner. The contractor will supply the program with the final inspector sign-off form and completed permits with the final request for payment of retainage. The Program Manager will verify that the work is complete, that all contractor warranties have been supplied to the homeowner and that all contract requirements have been met. The program will adhere to all Federal, State and local regulations.

Procurement and Grant Administration: The Town Administrator of the lead community will advertise the RFP for a grant administrator upon notification of funding. The RFP is included in the addendum of this grant application. The Town will seek an experienced DHCD grant administrator/consultant. Once hired, the Grant Administrator is responsible to oversee the competitive bid process for a sub-grantee. An experienced sub-grantee will be hired through a competitive bid process to operate this program. To date the town has received a commitment to bid by two non-profit organizations, each with approximately 15 years housing rehabilitation experience. The Grant Administrator will train and actively oversee the successful bidder. Massachusetts Procurement Laws will be followed. The procurement of the FY17 Grant Administrator will take place within thirty days of hiring the Grant Administrator to insure that the program can move forward and insure a timely close-out.

Community Involvement: The Towns of Truro, Eastham, Harwich and Provincetown are proud of the community involvement in choosing which CDBG grant programs to submit. The regional Community Development Advisory Group is very active. Participants include existing beneficiaries, past beneficiaries, town residents, COA staff and members of numerous social service agencies. Each Board of Selectmen provides regular televised updates of existing program progress and televises their discussions regarding CDBG activities. For the FY17 application, flyers were posted in each community and notices were sent to residents in the target areas. This has added to the existing FY16 wait list for the remaining towns. Eastham and Harwich were not served in FY16 however their wait lists are long and remain active.

Allocation of Funds: Of the 25 homes to be rehabilitated, 7 homes will be completed in Harwich, 7 homes will be completed in Eastham, 6 homes will be completed in Truro and 5 homes will be completed in Provincetown. Truro residents will receive loans totaling approximately \$151,500, Eastham and Harwich residents will each receive loans totaling approximately \$255,540, and Provincetown residents will receive loans totaling approximately \$151,320.

Ann Steidel

From: Carol Coppola
Sent: Friday, January 26, 2018 11:45 AM
To: Christopher Clark
Cc: Ann Steidel; Sandy Robinson
Subject: Internal Control Documents
Attachments: COSO Federal Policies Harwich_1-25-18.docx; COSO Internal Control Framework_draft 1-22-18.docx

Hi Chris,

Please find attached some internal control documents required to be in place for any federal grant award. When you have the opportunity to review them please let me know so we ensure we have them in place soon.

Thank you,

Carol

Carol Coppola
Finance Director/Town Accountant
Town of Harwich
732 Main Street
Harwich, MA 02645

TOWN OF HARWICH

FEDERAL FINANCIAL INTERNAL CONTROLS AND PROCEDURES

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Areas highlighted in yellow represent Significant Controls

FEDERAL FINANCIAL INTERNAL CONTROLS AND PROCEDURES

As a precondition to receive federal funds, prospective recipients must have effective administrative and financial internal controls. As described in Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, OMB Uniform Guidance and the Compliance Supplement, towns must have written procedures for certain components of grant administration. This document itemizes the town's procedures for those components.

Town Administration's elements:

The characteristics of internal control are presented in the context of the components of internal control discussed in *Internal Control-Integrated Framework* (COSO Report), published by the Committee of Sponsoring Organizations of the Treadway Commission. The COSO Report provides a framework for organizations to design, implement, and evaluate control that will facilitate compliance with the requirements of Federal laws, regulations, and program compliance requirements. COSO also has published *Guidance on Monitoring Internal Control Systems* (January 2009), which is available at www.coso.org/GuidanceonMonitoring.htm. Statement on Auditing Standards No. 109 (SAS 109), *Understanding the Entity and Its Environment and Assessing the Risks of Material Misstatement*, issued by the Auditing Standards Board of the American Institute of Certified Public Accountants (AICPA) and a related AICPA audit guide, *Audit Guide, Assessing and Responding to Audit Risk in a Financial Statement Audit*, incorporate the components of internal control presented in the COSO Report.

Characteristics of internal control relating to each of the five components of internal control that should reasonably assure compliance with the requirements of Federal laws, regulations, and program compliance requirements. A description of the components of internal control and examples of characteristics common to the 12 types of compliance requirements are listed below. Objectives of the 12 types of compliance requirements follow this introduction.

Control Environment sets the tone of an organization influencing the control consciousness of its people. It is the foundation for all other components of internal control, providing discipline and structure.

- Sense of conducting operations ethically, as evidenced by a code of conduct or other verbal or written directive.
- The Board of Selectmen is responsible for engaging the auditor, receiving all reports and communications from the auditor, and ensuring that audit findings and recommendations are adequately addressed.
- Management's positive responsiveness to prior questioned costs and control recommendation.
- Management's respect for and adherence to program compliance requirements.
- Key managers' responsibilities clearly defined.
- Key managers have adequate knowledge and experience to discharge their responsibilities.
- Staff knowledgeable about compliance requirements and being given responsibility to communicate all instances of noncompliance to management.
- Management's commitment to competence ensures that staff receive adequate training to perform their duties.
- Management's support of adequate information and reporting system.

Risk Assessment is the entity's identification and analysis of risks relevant to achievement of its objectives, forming a basis for determining how the risks should be managed.

- Program managers and staff understand and have identified key compliance objectives.
- Organizational structure provides identification of risks of noncompliance:
 - Key managers have been given responsibility to identify and communicate changes.
 - Employees who require close supervision (e.g. inexperienced) are identified.
 - Management has identified and assessed complex operations, programs, or projects.
 - Management is aware of results of monitoring, audits, and reviews and considers related risk of noncompliance.
- Process established to implement changes in program objectives and procedures.

Control activities are addressed in each compliance element area.

Information and Communication are the identification, capture, and exchange of information in a form and time frame that enable people to carry out their responsibilities.

- Accounting system provides for separate identification of Federal and non-Federal transactions and allocation of transactions applicable to both.
- Adequate source documentation exists to support amounts and items reported.
- Recordkeeping system is established to ensure that accounting records and documentation retained for the time period required by applicable requirements, and the provisions of laws, regulations, contracts or grant agreements applicable to the program.
- Reports provided timely to managers for review and appropriate action.
- Accurate information is accessible to those who need it.
- Reconciliations and reviews ensure accuracy of reports.
- Established internal and external communication channels.
 - Staff meetings.
 - Bulletin boards.
 - Memos, circulation files, e-mail.
 - Surveys, suggestion box.
- Employees' duties and control responsibilities effectively communicated.
- Channels of communication for people to report suspected improprieties established.
- Actions taken as a result of communications received.
- Established channels of communication between the pass-through entity and subrecipients.

Monitoring is a process that assesses the quality of internal control performance over time.

- Ongoing monitoring built-in through independent reconciliations, staff meeting feedback, supervisory review, and management review of reports.
- Periodic site visits performed at decentralized locations (including subrecipients if applicable) and checks performed to determine whether procedures are being followed as intended.
- Follow up on irregularities and deficiencies to determine the cause.
- Internal reviews are performed.
- Management meets with program monitors, auditors, and reviewers to evaluate the condition of the program and controls.
- The Board of Selectmen reviews the results of all monitoring or audit reports and periodically assesses the adequacy of corrective action if needed.

ACTIVITIES ALLOWED OR UNALLOWED And ALLOWABLE COSTS/COST PRINCIPLES

Control Objectives

To provide reasonable assurance that Federal awards are expended only for allowable activities and that the costs of goods and services charged to Federal awards are allowable and in accordance with the applicable cost principles.

Control Activities

- Accountability provided for charges and costs between Federal and non-Federal activities.
 - The board approved town-wide budget and the approved Federal grant application budgets are reviewed periodically by the Finance Director and Board of Selectmen.
- Process in place for timely updating of procedures for changes in activities allowed and cost principles.
 - The Finance Director reviews Appendix XI to Part 200—Compliance Supplement on an annual basis by reviewing the Supplement for each of the grants that apply to the town that year.
- Computations checked for accuracy.
 - The allowable costs are recorded in the appropriate general ledger accounts and the accounting software is designed to ensure balances are mathematically accurate.
- Supporting documentation compared to list of allowable and unallowable expenditures.
 - The Finance Director and the grant manager reviews all expenditures prior to being submitted for reimbursement by comparing to the Supplement.
- Adjustments to unallowable costs made where appropriate and follow-up action taken to determine the cause.
 - Upon determination of an unallowable cost, the Assistant Town Accountant would reclass the expenditure to an appropriate account; notify the pass-thru agency; and discuss the purchase with the town grant manager to gain understanding of the initial allowability assessment.
- Adequate segregation of duties in review and authorization of costs.
 - The grant manager approves the purchase by submitting a purchase order to the business office; the Finance Director approves the purchase order; the accounts payable clerk places the order through processing of the purchase order; and the accounts payable clerk processes payment upon receipt of appropriate documentation after the goods have been received.
- Accountability for authorization is fixed in an individual who is knowledgeable of the requirements for determining activities allowed and allowable costs.
 - The Finance Director is the final authorization of reimbursement requests.

CASH MANAGEMENT

Control Objectives

To provide reasonable assurance that the (1) drawdown of Federal cash is only for immediate needs, (2) reimbursement is requested only after costs have been incurred, (3) States comply with applicable Treasury agreements, and (4) recipients limit payments to subrecipients to immediate cash needs.

Control Activities

- Cash flow statements by program are prepared to determine essential cash flow needs.
 - Responsibility reports are generated monthly and reviewed by the grant managers and Finance Director for a consistent level of service and timely requests for reimbursement of expenditures.
- Accounting system is capable of scheduling payments for accounts payable and requests for funds from Treasury to avoid time lapse between draw down of funds and actual disbursements of funds.
 - The town operates on strictly a reimbursement basis and accordingly there is no time lapse between draw down and disbursements.
- Appropriate level of supervisory review of cash management activities.
 - The Finance Director approves the reimbursement requests and the Treasurer reviews bills for payment and monthly financial statements.
- Written policy that provides:
 - Procedures for requesting cash advances as close as is administratively possible to actual cash outlays and reimbursement only after costs have been incurred;
 - Monitoring of cash management activities; and
 - Repayment of excess interest earnings where required.
 - The town operates on a reimbursement basis; the Finance Director and Treasurer monitor cash activities monthly, and there are no interest earnings to be considered for repayment

ELIGIBILITY

Control Objectives

To provide reasonable assurance that only eligible individuals and organizations receive assistance under Federal award programs, that subawards are made only to eligible subrecipients, and that amounts provided to or on behalf of eligible individuals or groups of individuals were calculated in accordance with program requirements.

Control Activities

- Written policies provide direction for making and documenting eligibility determinations.
 - The Finance Director reviews Appendix XI to Part 200—Compliance Supplement on an annual basis by reviewing the Supplement for each of the grants that apply to the town that year. Eligibility requirements for each grant are considered and discussed with the grant manager to collectively design a plan to determine that only eligible individuals and organizations receive assistance under Federal award programs. Eligibility determinations are documented on State and/or Federal forms when provided. When no forms are available, the town will use internally developed forms for documentation.

- Procedures to calculate eligibility amounts consistent with program requirements.
 - The town does not have any grants where funds are given directly to individuals. The Finance Director reviews Appendix XI to Part 200—Compliance Supplement on an annual basis by reviewing the Supplement for each of the grants that apply to the town that year. Amounts are then determined on a building basis to provide services to the eligible recipients.
- Eligibility objectives and procedures clearly communicated to employees.
 - The Finance Director and grant managers meet to review eligibility requirements for the various programs upon approval of the grants. The grant managers will then communicate this information with appropriate support personnel to help them carry out their program responsibilities.
- Authorized signatures (manual or electronic) on eligibility documents periodically reviewed.
 - Authorized signatures are included on eligibility documents provided by the State or Federal government when a signature line is included on the form.
- Adequate safeguards in place to ensure access to eligibility records (manual or electronic) limited to appropriate persons.
 - Eligibility records are maintained in the Finance Directors office or the applicable building office with access by a limited number of persons.
- Manual criteria checklists or automated process used in making eligibility determinations.
 - The town uses documents, forms or templates provided by the State or Federal governments when available. If no form is available, the town will develop its' own form for documentation of eligibility.
- Process for periodic eligibility re-determinations in accordance with program requirements.
 - Eligibility for programs services is determined on an annual basis. However the town reviews the Appendix XI to Part 200—Compliance Supplement for re-determination requirements.
- Verification of accuracy of information used in eligibility determinations.
 - The town relies on Appendix XI to Part 200—Compliance Supplement to itemize requirements for determining eligibility. Accuracy of such information is verified through independent third party verification. Such verification could include reviewing household paystubs, bank statements, utility bills, etc.
- Procedures to ensure the accuracy and completeness of data used to determine eligibility requirements.
 - The town relies on Appendix XI to Part 200—Compliance Supplement to itemize requirements for determining eligibility. Accuracy of such information is verified through independent third party verification.
- Process in place to ensure benefits were discontinued when eligibility requirements no longer met or period of eligibility expired.
 - Eligibility for programs services is determined on an annual basis. An individual is considered eligible for the program period of availability or the town's fiscal year, whichever is shorter. Accordingly, there would be no discontinuation of benefits during this period.

EQUIPMENT AND REAL PROPERTY MANAGEMENT

Control Objectives

To provide reasonable assurance that proper records are maintained for equipment acquired with Federal awards, equipment is adequately safeguarded and maintained, disposition or encumbrance of any equipment or real property is in accordance with Federal requirements, and the Federal awarding agency is appropriately compensated for its share of any property sold or converted to non-Federal use.

Control Activities

- Accurate records maintained on all acquisitions and dispositions of property acquired with Federal awards.
 - The Assistant Town Accountant maintains a detailed capital asset register with federal and non-federal asset purchases. Within the register is an identifier that indicates the funding source. This register is maintained on a periodic basis.
- Property tags are placed on equipment.
 - Property tags are placed on equipment purchased with federal funding by town support staff under the supervision of the grant manager. These items can be traced back to the asset records through serial and/or model numbers and location.
- A physical inventory of equipment is periodically taken and compared to property records.
 - A physical inventory of equipment acquired under federal awards is conducted at least every two years. Any differences between the physical inventory and equipment records are resolved by the Assistant Town Accountant.
- Property records contain description (including serial number or other identification number), source, who holds title, acquisition date and cost, percentage of Federal participation in the cost, location, condition, and disposition data.
 - The Assistant Town Accountant maintains property records containing all the necessary information.
- Procedures established to ensure that the Federal awarding agency is appropriately reimbursed for dispositions of property acquired with Federal awards.
 - The Finance Director reviews disposition of equipment acquired under federal awards with a current per unit fair market value of \$5,000 or more to determine whether the awarding agency should be reimbursed for the appropriate federal share. The Finance Director will consult with the awarding agency to determine the appropriate course of action.
- Policies and procedures in place for responsibilities of recordkeeping and authorities for disposition.
 - The Assistant Town Accountant maintains the capital asset register while the Finance Director reviews the register annually. The Finance Director will authorize capital asset dispositions prior to removal from the register.

MATCHING, LEVEL OF EFFORT, EARMARKING

Control Objectives

To provide reasonable assurance that matching, level of effort or earmarking requirements are met using only allowable funds or costs which are properly calculated and valued.

Control Activities

- Evidence obtained such as a certification from the donor, or other procedures performed to identify whether matching contributions:
 - Are from non-Federal sources;
 - Involve Federal funding, directly or indirectly; and
 - Were used for another federally-assisted program.Note: Generally, matching contributions must be from a non-Federal source and may not involve Federal funding or be used for another federally assisted program.
- The Finance Director reviews the Appendix XI to Part 200—Compliance Supplement annually noting grants that have matching contribution requirements. The town annual financial budgets are adopted including dollars needed for matching contributions for federal grants.
- Adequate review of monthly cost reports and adjusting entries.
 - The Finance Director reviews responsibility reports for federal grants monthly.

PERIOD OF AVAILABILITY OF FEDERAL FUNDS

Control Objectives

To provide reasonable assurance that Federal funds are used only during the authorized period of availability.

Control Activities

- Accounting system prevents obligation or expenditure of Federal funds outside of the period of availability.
 - The Finance Director reviews all grant applications approved by the awarding agency to identify the funding period. This information is communicated with grant managers to promote consistent use of grant funds throughout the period of availability. The Finance Director reviews all expenditures to ensure they were incurred within the proper funding period.
- Review of disbursements by person knowledgeable of period of availability of funds.
 - The Finance Director reviews all expenditures to ensure they were incurred within the proper funding period.
- End of grant period cut-offs are met by such mechanisms as advising program managers of impending cut-off dates and review of expenditures just before and after cut-off date.
 - The Finance Director reviews all expenditures to ensure they were incurred within the proper funding period.
- Cancellation of unliquidated commitments at the end of the period of availability.
 - The Finance Director reviews open purchase orders within thirty days prior to the end of the period of availability. Open purchase orders are either paid (if goods have been received) or closed within that thirty day period.

PROCUREMENT AND SUSPENSION AND DEBARMENT

Control Objectives

To provide reasonable assurance that procurement of goods and services are made in compliance with the provisions of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, and that covered transactions (as defined in the suspension and debarment common rule) are not made with a debarred or suspended party.

Control Activities

- Job descriptions or other means of defining tasks that comprise particular procurement jobs.
 - Job descriptions have been created for all positions and are available in all town building offices.
- Contractor's performance with the terms, conditions, and specifications of the contract is monitored and documented.
 - An independent third-party construction manager monitors contractor's performance and reports financial information monthly to the Finance Director. The construction manager also meets with the town operations director and subcontractors to review the projects performance. Minutes of these meetings are kept and forwarded to the Town Administrator and Finance Director.
- Establish segregation of duties between employees responsible for contracting and accounts payable and cash disbursing.
 - The Board of Selectmen is responsible for approving the contracts based on bids received. The construction manager processes the contracts to each successful bidder. Upon receipt of progress billings, the construction manager bills the town monthly for all progress billings. The Finance Director processes billings and forwards to the accountant for payment.
- Procurement actions appropriately documented in the procurement files.
 - All procurement is subject to the board approved purchasing guidelines. Orders under \$50,000 require three written quotes. Formal sealed bids and board approval are required for orders over \$50,000. Supporting documentation is maintained in accordance with the town's retention policy.
- Supervisors review procurement and contracting decisions for compliance with Federal procurement policies.
 - The Finance Director reviews RFP's, bid proposals and/or quotes and the resulting purchase orders for compliance with federal regulations.
- Procedures established to verify that vendors providing goods and services under the award have not been suspended or debarred by the Federal Government.
 - The Assistant Town Accountant performs a verification check for covered transactions by checking the Excluded Parties List System at www.sam.gov prior to contracting with a vendor exceeding \$25,000.
- Official written policy for procurement and contracts establishing:
 - Contract files that document significant procurement history;
 - Methods of procurement, authorized including selection of contract type, contractor selection or rejection, and the basis of contract price;
 - Verification that procurements provide full and open competition;
 - Requirements for cost or price analysis, including for contract modifications;

- Obtaining and reacting to suspension and debarment certifications; and
- Other applicable requirements for procurements under Federal awards are followed.
- Official written policy for suspension and debarment that:
 - Contains or references the Federal requirements;
 - Prohibits the award of a subaward, covered contract, or any other covered agreement for program administration, goods, services, or any other program purpose with any suspended or debarred party; and
 - Requires staff to determine that entities receiving subawards of any value and procurement contracts equal to or exceeding \$25,000 and their principals are not suspended or debarred, and specifies the means that will be used to make that determination, i.e., checking the *System for Award Management* (Sam.gov); obtaining a certification; or inserting a clause in the agreement.

PROGRAM INCOME

Control Objectives

To provide reasonable assurance that program income is correctly earned, recorded, and used in accordance with the program requirements.

Control Activities

- Pricing and collection policies procedures clearly communicated to personnel responsible for program income.
- Mechanism in place to ensure that program income is properly recorded as earned and deposited in the bank as collected.
- Policies and procedures provide for correct use of program income in accordance with Federal program requirements.

Program income is gross income received that is directly generated by the federally funded project during the grant period. The town does not currently receive federally funded grants for programs that generate program income.

REPORTING

Control Objectives

To provide reasonable assurance that reports of Federal awards submitted to the Federal awarding agency or pass-through entity include all activity of the reporting period, are supported by underlying accounting or performance records, and are fairly presented in accordance with program requirements.

Control Activities

This section incorporates reporting control activities for financial, performance and special reporting, as applicable.

- Written policy exists that establishes responsibility and provides the procedures for periodic monitoring, verification, and reporting of program progress and accomplishments.

- The Finance Director reviews the Appendix XI to Part 200—Compliance Supplement for reporting requirements applicable to each grant. Responsibility reports are generated monthly and reviewed by the grant managers and Finance Director for accuracy of information and progress of the grant. The Finance Director is responsible for accumulating the necessary data for timely reporting.
- The general ledger or other reliable records are the basis for the reports.
 - Responsibility reports are generated monthly from the town’s financial software and reviewed by the grant managers and Finance Director for accuracy of information and progress of the grant.
- Supervisory review of reports performed to assure accuracy and completeness of data and information included in the reports.
 - Responsibility reports are generated from the town’s financial software and reviewed by the Finance Director for accuracy of information. The financial, performance or special reports are prepared by the Finance Director based on the data from the responsibility reports.
- The required accounting method is used (e.g., cash or accrual).
 - The Finance Director reviews the Appendix XI to Part 200—Compliance Supplement for reporting requirements applicable to each grant and prepares the report based on the applicable accounting method.

SUBRECIPIENT MONITORING

Control Objectives

To provide reasonable assurance that Federal award information and compliance requirements are identified to subrecipients, subrecipient activities are monitored, subrecipient audit findings are resolved, and the impact of any subrecipient noncompliance on the pass-through entity is evaluated. Also, the pass-through entity should perform procedures to provide reasonable assurance that the subrecipient obtained required audits and takes appropriate corrective action on audit findings.

Control Activities

- Identify to subrecipients the Federal award information (e.g., CFDA title and number, award name, name of Federal agency, amount of award) and applicable compliance requirements.
- Include in agreements with subrecipients the requirement to comply with the compliance requirements applicable to the Federal program, including the audit requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200.
- Subrecipients’ compliance with audit requirements monitored using techniques such as the following:
 - Determining by inquiry and discussions whether subrecipient met thresholds requiring an audit under Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200
 - If an audit is required, assuring that the subrecipient submits the report, report package or the documents required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200 and/or recipient’s requirements; and
 - If a subrecipient was required to obtain an audit in accordance with Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200 but did not do so, following up with the

- subrecipient until the audit is completed. Taking appropriate actions such as withholding further funding until the subrecipient meets the audit requirements.
- Subrecipient's compliance with Federal program requirements monitored using such techniques as the following:
 - Issuing timely management decisions for audit and monitoring findings to inform the subrecipient whether the corrective action planned is acceptable,
 - Maintaining a system to track and follow-up on reported deficiencies related to programs funded by the recipient and ensure that timely corrective action is taken,
 - Regular contacts with subrecipients and appropriate inquiries concerning the Federal program,
 - Reviewing subrecipient reports and following-up on areas of concern,
 - Monitoring subrecipient budgets,
 - Performing site visits to subrecipients to review financial and programmatic records and observe operations, and
 - Offering subrecipients technical assistance where needed.
 - Official written policies and procedures exist establishing:
 - Communication of Federal award requirements to subrecipients;
 - Responsibilities for monitoring subrecipients;
 - Process and procedures for monitoring;
 - Methodology for resolving findings of subrecipient noncompliance or weaknesses in internal control; and
 - Requirements for and processing of subrecipient audits, including appropriate adjustment of pass-through entity's accounts.

Subrecipient monitoring applies when federally funded grants are passed through, either in their entirety or in part, to a third party from the town. The town currently retains all federally funded grants and does not pass any funds through to others. If the town chooses to pass through funding with future grants, the internal controls related to Subrecipient Monitoring will be designed and implemented at such time.

FINANCIAL MANAGEMENT SYSTEMS

The financial management system of the town must meet the following standards:

1. ***Financial reporting.*** Accurate, current, and complete disclosure of the financial results of financially assisted activities must be made in accordance with the reporting requirements of the grant.
 - a. See REPORTING section of this document.
2. ***Accounting records.*** Records adequately identify the source and application of funds provided for financially-assisted activities.
 - a. Accounting is done by analyzing, recording, summarizing and interpreting financial transactions of the school town. The financial record system is adequate to provide financial and related operational information for all interested parties: the school board; the administration; the public; auditors; local, state and federal authorities; and school employees. It is also designed to demand accuracy and a reasonable degree of internal control.

- b. The Town of Harwich currently uses Munis financial software for financial management of the town. The software provides applications that allow for the completion of the accounting and payroll processes necessary to remain compliant with applicable State and Federal laws.
3. *Internal control.* Effective control and accountability must be maintained for all grant cash, real and personal property, and other assets. The town must adequately safeguard all such property and must assure that it is used solely for authorized purposes.
 - a. The town's internal controls over significant transaction streams are documented separately.
4. *Budget control.* Actual expenditures or outlays must be compared with budgeted amounts for each grant.
 - a. The town's procedures for developing, approving and amending the budget are documented separately.
 - b. The Finance Director reviews the responsibility reports for each federal grant comparing actual to budget on a monthly basis to monitor grant progress.

SUPPLIES

Materials and supplies are defined as tangible personal property other than equipment, costing less than \$5,000 (based on the town's capitalization policy), or other lower threshold consistent with grantee policy. Materials and supplies that are necessary to carry out the project are allowable as prescribed in the governing cost principles. Title to supplies acquired under a grant or subgrant will vest, upon acquisition, with the grantee or subgrantee. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate fair market value upon termination or completion of the award, and if the supplies are not needed for any other federal sponsored program or project, the grantee or subgrantee shall compensate the awarding agency for its' share.

PAYMENTS

This section prescribes the basic standard and the methods under which a federal agency will make payments to grantees and grantees will make payments to subgrantees and contractors.

(See CASH MANAGEMENT section of this document.)

The town currently retains all federally funded grants and does not pass any funds through to others. If the town chooses to pass through funding with future grants, the internal controls related to Subrecipient Monitoring will be designed and implemented at such time.

PAYROLL

Compensation for personnel services includes all remuneration, paid currently, for services rendered during the period of performance under Federal awards, including but not necessarily limited to wages, salaries, and fringe benefits. The costs of such compensation are allowable to the

extent that they satisfy the specific requirements of this and other appendices under 2 CFR Part 225.

- The individual's total wage or salary is reasonable for the service rendered; i.e., it was consistent with wages or salaries paid for similar work in other activities of the town.
- The individual's employment conformed to local employment laws and regulations meeting federal merit system or other requirements, where applicable.
- The payroll charge is supported by documentation prescribed in Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200.
- The payroll charge is supported by personnel activity reports; e.g., time and attendance records.
- Charges for leave, employee insurance, pension plans, etc., are reasonable and required by law, employee agreements, or an established policy of the town and are distributed equitably to federal programs and other activities.
- Charges for authorized absences such as annual leave, sick leave, holidays, court leave, military leave and other similar benefits are allowable and are allocated equitably to all federal programs and other activities.

FEDERAL TIMEKEEPING

The Town of Harwich performs the following to meet federal timekeeping requirements:

- A payroll time sheet is completed each payroll period by any employee whose wage is being funded by a federal grant source. This time sheet is reviewed and approved by the grant manager.
- Any employee whose time is split between a federal grant and another funding source completes a Personnel Activity Report monthly indicating how much time was spent performing the functions funded by each source. This report is reviewed and approved by the grant manager.
- Any employee whose time is funded by a federal source completes a Time Certification Form twice a year which is reviewed and approved by the grant manager.

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Copyright Ownership, Government License. Except as otherwise specified in the grant or by this paragraph, the grantee may own or permit others to own copyright in all subject writings. The grantee agrees that if it or anyone else does own copyright in a subject writing, the Federal government will have a non-exclusive, nontransferable, irrevocable, royalty-free license to exercise or have exercised for or on behalf of the U.S. throughout the world all the exclusive rights provided by copyright. Such license, however, will not include the right to sell copies or photorecords of the copyrighted works to the public.

RETENTION AND ACCESS REQUIREMENTS FOR RECORDS

Records are retained in accordance with the *Records Retention and Disposal Schedule for Massachusetts*. All Massachusetts Freedom of Information Act requests are acted upon as soon as possible and within the timelines as stipulated within the Act.

CONFLICTS OF INTEREST/PECUNIARY INTERESTS

The Town of Harwich abides by the Conflict of Interest Law as such the Board of Selectmen shall not knowingly enter into a contract with any supplier of goods and/or services under which any Board member, officer, employee or agent of the town has any pecuniary or beneficial interest either direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract.

Board members and town personnel shall not accept any gifts or favors from vendors which might, in any way, influence their recommendations on the eventual purchase of equipment, supplies or services.

Purchases made by the town do not show any favoritism toward any vendor. Each order is placed in accordance with the policies of the Board on the basis of quality, price and delivery with past service a factor if all other considerations are equal.

TRAINING FOR FEDERAL FINANCIAL INTERNAL CONTROLS AND PROCEDURES

All new employees will be given proper training for the procedures itemized in this document by existing, experienced staff members. The length of training is commensurate with the amount of prior experience of the new employee and will be adequate so he or she fully understands the financial procedures of the town. Employees will receive refresher training as needed.

CONSEQUENCES OF COMPLIANCE FAILURES

All employees are instructed to follow the procedures contained herein. Any employee who does not follow these procedures as instructed will be disciplined in a progressive manner as itemized in the town's Personnel By-laws or Association contract agreements.

RECEIPT OF HANDBOOK

I have received a copy of the *Town of Harwich Federal Financial Internal Controls And Procedures* and this handbook is the property of Town of Harwich. I understand this handbook is designed to acquaint me with the current procedures of Town of Harwich in regards to its' federal programs. I understand that Town of Harwich reserves the right to interpret, modify, or eliminate any of these procedures at any time. As a recipient of this handbook, I understand that I am responsible for knowing its' contents and any updates.

Employee Name (Printed)

Employee Signature

Date

Town Administrator or Designee

Date

The original signed document will be kept in the employee's personnel file until three years after leaving the town.

TOWN OF HARWICH

COSO INTERNAL CONTROL FRAMEWORK

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COSO Internal Control Framework

The Town of Harwich has adopted the internal control framework promulgated by the Committee of Sponsoring Organizations of the Treadway Commission (COSO). COSO is sponsored by, among other organizations, the American Institute of Certified Public Accountants and the Institute of Internal Auditors.

COSO broadly defines internal control as a process, affected by an entity's board of directors, management and other personnel, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

1. Effectiveness and efficiency of operations
2. Reliability of financial reporting
3. Compliance with applicable laws and regulations

Five Interrelated Components

The COSO internal control framework identified five interrelated components:

Control Environment

The control environment sets the tone of an organization, influencing the control consciousness of its people. It is the foundation for all other components of internal control, providing discipline and structure.

Control environment factors include the integrity, ethical values and competence of the entity's people; management's philosophy and operating style; the way management assigns authority and responsibility, and organizes and develops its people; and the attention and direction provided by the board of directors.

Risk Assessment

Risk assessment is the identification and analysis of relevant risks to achievement of the objectives, forming a basis for determining how the risks should be managed. Because economic, industry, regulatory and operating conditions will continue to change, mechanisms are needed to identify and deal with the special risks associated with change.

Control Activities

Control activities are the policies and procedures that help ensure management directives are carried out. They help ensure that necessary actions are taken to address risks to achievement of the entity's objectives.

Control activities occur throughout the organization, at all levels and in all functions. They include a range of activities as diverse as approvals, authorizations, verifications, reconciliations, reviews of operating performance, security of assets and segregation of duties.

Information and Communication

Pertinent information must be identified, captured and communicated in a form and timeframe that enable people to carry out their responsibilities. Information systems produce reports, containing operational, financial and compliance-related information, that make it possible to run and control the business. They deal not only with internally generated data, but also information about external events, activities and conditions necessary to informed business decision-making and external reporting.

Effective communication also must occur in a broader sense, flowing down, across and up the organization. All personnel must receive a clear message from top management that control responsibilities must be taken seriously. They must understand their own role in the internal control system, as well as how individual activities relate to the work of others. They must have a means of communicating significant information upstream.

There also needs to be effective communication with external parties, such as customers, suppliers, regulators and shareholders.

Monitoring

Internal control systems need to be monitored – a process that assesses the quality of the system's performance over time. This is accomplished through ongoing monitoring activities, separate evaluations, or a combination of the two.

Ongoing monitoring occurs in the course of operations. It includes regular management and supervisory activities, and other actions personnel take in performing their duties. The scope and frequency of separate evaluations will depend primarily on an assessment of risks and the effectiveness of ongoing monitoring procedures.

Summary of COSO Components and Principles of Internal Control

Components of Internal Control	Principles
A. Control Environment	1. Demonstrate Commitment to Integrity and Ethical Values 2. Exercise Oversight Responsibility 3. Establish Structure, Responsibility and Authority 4. Demonstrate Commitment to Competence 5. Enforce Accountability
B. Risk Assessment	6. Define Objectives and Risk Tolerances 7. Identify, Analyze, and Respond to Risks 8. Assess Fraud Risk 9. Identify, Analyze, and Respond to Change
C. Control Activities	10. Design Control Activities 11. Design Activities for the Information System 12. Implement Control Activities
D. Information and Communication	13. Use Quality Information 14. Communicate Internally 15. Communicate Externally
E. Monitoring	16. Perform Monitoring Activities 17. Evaluate Issues and Remediate Deficiencies

The following describes characteristics of internal control relating to each of the five components of internal control that should reasonably ensure compliance with the requirements of Federal statutes, regulations, and the terms and conditions of Federal awards. (The bracketed information highlights a relationship to one of the COSO principles.).

A. Control Environment. The foundation for an internal control system. It provides the discipline and structure to help an entity achieve its objectives.

- There is a sense of conducting operations ethically, as evidenced by a code of conduct or other verbal or written directive. [Principle 1]

Recommended Code of Conduct for Public Employees

The Office of the Inspector General (OIG) has developed the attached Code of Conduct as a supplement to M.G.L. c.268A, the conflict of interest law. The Code sets standards of conduct for public employees engaged in official business relationships. The OIG recommends that local jurisdictions adopt the Code to preserve the integrity of business relationships and to maintain the highest level of public confidence in the impartial operation of government.

INTRODUCTION

The Massachusetts conflict of interest law, Chapter 268A of the Massachusetts General Laws, prohibits public employees from soliciting or accepting gratuities of substantial value for or because of their official duties. The law covers all state, county, and municipal employees, as well as employees of independent state authorities, districts, and commissions. The State Ethics Commission, which enforces the conflict of interest law, is authorized to impose civil fines of up to \$2,000 for each violation of the law and to recover damages. The law also carries criminal penalties, including fines and terms of imprisonment.

The conflict of interest law encourages public agencies to establish and enforce standards of conduct. This Code of Conduct is designed to supplement the conflict of interest law by setting standards of conduct for all employees with respect to relationships with individuals and entities with whom the public sector conducts official business. The purpose of this Code is to preserve the integrity of these relationships and to maintain the highest level of public confidence in the impartial operation of government.

This Code prohibits certain activities that could result in a conflict of interest or create the appearance of a conflict of interest. Exceptions to the Code's prohibitions are limited to specific circumstances in which an overriding public interest is served by the exception or in which the relationship in question is primarily personal.

The Massachusetts Office of the Inspector General has developed this Code for use by public agencies throughout the Commonwealth. Five major areas are addressed by this Code: gifts and gratuities, reimbursement of travel expenses, honoraria, testimonial and retirement functions, and groundbreaking and dedication ceremonies. This Code is not all-inclusive. It does not regulate every conceivable situation in which a public employee may be offered gifts or other items of monetary value. It does not address other activities prohibited by the conflict of interest law, such as bribery, participation in official matters affecting one's financial interests or those of one's family or business, and misuse of one's official position. For information or advice on matters not covered by this Code, guidance may be sought from local counsel and from the State Ethics Commission. As used in this Code, "we" and "our" refer to the agency adopting this Code; "you" refers to the agency's employees or members.

revised 8/98

CODE OF CONDUCT

I. GIFTS AND GRATUITIES

A. General Restrictions

You may not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or other item of monetary value from a person, public agency, or private entity you know or have reason to know:

1. Has had, has, or is seeking to obtain contractual or other business or financial relations with us;

2. Conducts or is seeking to conduct business or other activities that are regulated or monitored by us; or
3. Has interests that may be or may give the reasonable impression of being substantially affected by the performance or nonperformance of your official duties.

Example: You may not accept a restaurant lunch from a consultant employed by a firm under contract to us.

Example: You may not accept a Christmas gift from a vendor seeking business with us.

Example: You may not accept a ticket to a sporting event from an individual whose business we regulate.

B. Exceptions

1. You may accept gifts in cases involving a family or personal relationship when the circumstances make clear that the relationship is the motivation for the gift.
2. You may accept nonalcoholic beverages, such as coffee or tea, from public or private entities.
3. You may attend and accept food and beverages at seasonal or celebratory functions, such as Christmas, birthday, or retirement parties, hosted by public entities.
4. You may accept food and beverages in connection with attendance at working meetings held in the office of a public entity.
5. You may accept food and beverages in connection with attendance at widely attended meetings or gatherings held by a private trade or professional association in an office or other business setting when you are attending the meeting or gathering in your official capacity for informational, educational, or other similar purposes.

Example: You may accept a modest meal served in a restaurant function room in conjunction with an informational, widely attended meeting hosted by a professional association.

Example: You may not accept food and beverages at a hospitality suite hosted by one or more private firms.

6. You may accept loans from banks or other financial institutions to finance proper and usual customer activities, such as home mortgage loans and automobile loans. If the bank or financial institution is an entity with which you have or might reasonably expect to have dealings in your official capacity, you must be able to demonstrate that the loan has been granted on current customary terms; you must also provide written disclosure of the loan to your supervisor. The previous sentence does not apply if your duties or anticipated duties with respect to the bank are limited to obtaining third-party records.
7. You may accept unsolicited advertising or promotional materials of nominal value.

Example: You may accept an unsolicited, inexpensive promotional pen or calendar.

Example: You may not accept a leather portfolio.

II. REIMBURSEMENT OF TRAVEL EXPENSES

A. General Restrictions

You may not accept reimbursement for travel expenses from a person or entity who falls within the scope of Section IA, above.

B. Exceptions

1. If you deliver a speech or participate in a conference, we may elect to accept reimbursement from the sponsor of the speech or conference for your actual and necessary travel expenses. In this case, we -- not the sponsor -- will pay or reimburse you in accordance with our travel policy, and bill the sponsor for the appropriate amount.
2. If we determine that employee travel is a necessary component of a vendor evaluation process, we may elect to require competing vendors to reimburse us for actual and necessary travel expenses incurred in connection with the evaluation. In this case, we -- not the vendors -- will pay or reimburse you in accordance with our travel policy. The publicly advertised request for proposals or invitation for bids must set forth our procedures for calculating and billing all competing vendors for the appropriate amounts.

III. HONORARIA

A. General Restrictions

You may not accept honoraria or other monetary compensation from an outside source in return for a public appearance, speech, lecture, publication, or discussion unless all of the following conditions are met:

1. Preparation or delivery of the public appearance, speech, lecture, publication, or discussion is not part of your official duties;
2. Neither the sponsor nor the source, if different, of the honorarium is a person or entity who falls within the scope of Section IA, above;
3. You do not use office supplies or facilities not available to the general public in the preparation or delivery of the public appearance, speech, lecture, publication, or discussion; and
4. You do not take office time for the preparation or delivery of the public appearance, speech, lecture, publication, or discussion.

Example: You may accept an honorarium for a magazine article prepared outside working hours.

Example: You may not accept an honorarium for delivering a speech in your official capacity.

B. Exceptions

1. You may accept awards, certificates, or other items of nominal value given for a speech, participation in a conference, or a public contribution or achievement.

Example: You may accept a framed certificate of appreciation.

Example: You may not accept an engraved pewter bowl.

IV. TESTIMONIAL AND RETIREMENT FUNCTIONS

A. General Restrictions*

[Note: M.G.L. c.268, §9A prohibits anyone from selling, offering for sale, or accepting payment for tickets to, or soliciting or accepting contributions for, testimonial dinners or functions held on behalf of anyone employed by a law enforcement, regulatory, or investigatory agency of the Commonwealth or any political subdivision of the Commonwealth. The law carries a maximum fine of \$500.]

1. You may not solicit contributions, sell tickets, or otherwise seek or accept payment for a testimonial or retirement function, or any function having a similar purpose, held for yourself or any other employee, if the contributor is a person or entity who falls within the scope of Section IA, above, and the admission price or payment exceeds the actual per-person cost of food and beverages served at the function.

Example: You may not offer or sell tickets to a testimonial dinner to contractors doing business with us if the ticket price includes a contribution toward a gift.

2. You may not accept food, beverages, or gifts at any testimonial or retirement function, or any function having a similar purpose, if such food, beverages, or gifts are paid for or subsidized by a person or entity who falls within the scope of Section IA, above.

Example: You may not accept a free admission to a retirement luncheon if the cost of your admission is paid, directly or indirectly, by one or more contractors doing business with us.

Example: You may not accept a retirement gift if the gift was paid for with the proceeds of tickets purchased by contractors doing business with us.

B. Exceptions

None.

V. GROUNDBREAKING AND DEDICATION CEREMONIES

A. General Restrictions

1. You may not request or require any person or entity who falls within the scope of Section IA, above, to sponsor or contribute to any groundbreaking ceremony, dedication ceremony, or similar occasion involving a public works project. If we determine that a groundbreaking or dedication ceremony for a public works project serves a legitimate public purpose, we may elect to fund such a ceremony. We may plan and pay for the ceremony. Alternatively, we may include the ceremony-related services in the construction bid specifications for the public works project.
2. You may not accept food, beverages, or gifts at any groundbreaking ceremony, dedication ceremony, or similar occasion involving a public works project if the food, beverages, or gifts are paid for or subsidized by a person or entity who falls within the scope of Section IA, above.

B. Exceptions

None.

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- Management makes evident its support of adequate information and reporting systems. [Principle 1]

Management regards the accounting function as a means for monitoring and exercising control over the entity's various activities and sets the tone that high-quality and transparent financial reporting is expected. A disciplined, objective process, including discussions with staff, boards and external auditors, is used in selecting accounting principles and developing estimates. Management also uses this process to assess internal controls and correct any known weaknesses in internal controls on a timely basis.

- There is a governing board or equivalent that is responsible for receiving all reports and communications from the auditor, and ensuring that audit findings and recommendations are

adequately addressed, and they fulfill those responsibilities. [Principle 2]

The governing board is responsible for receiving all reports and communications from the auditor, and ensuring that audit findings and recommendations are adequately addressed, and they fulfill those responsibilities. As findings and recommendations are brought forward through the audit process, the appropriate management personnel are required to complete corrective action plans to address them. The governing board provides the necessary follow-up to ensure that the corrective action is implemented to resolve the findings and recommendations.

- Key managers' responsibilities are clearly defined. [Principle 3].

Job descriptions have been developed that clearly define key manager's roles and responsibilities. The job descriptions are reviewed on an annual basis and updated as necessary to address any changes to the organizational and internal control structures that are identified.

- Key managers have adequate knowledge and experience to discharge their responsibilities. [Principle 4]

Employees have the competence and training necessary for their assigned level of responsibility or the nature and complexity of the entity's activities. Before hiring new employees, job descriptions are evaluated and compared to potential employees' knowledge, skills, abilities and credentials before making hiring decisions, especially for key positions. Employees are subject to periodic evaluations of job performance and competencies.

- Management's commitment to competence ensures that staff receives adequate training to perform their duties. [Principle 4]

Appropriate human resource policies ensure that employees who are hired have the necessary knowledge, skills, and experience to perform their function within the institution. The employees receive appropriate training and career development opportunities. The organizational structure is set up to provide for appropriate delegation of responsibility and authority as well as adequate supervision for operating activities at all levels.

Staff meetings and annual fraud risk assessments are used to regularly educate and communicate to management and employees the importance of internal controls and to raise their level of understanding of existing controls and any changes that have been implemented. Key management also regularly attends professional development conferences and seminars to further enhance competency and their ability to perform their duties.

- Staff is knowledgeable about compliance requirements and is given responsibility to communicate all instances of noncompliance to management. [Principle 4]

Staff regularly attends professional development conferences and seminars to stay current on compliance requirements that affect the entity. These conferences and seminars are facilitated through professional organizations such as the Mass Association of Accountant's and Auditors, Mass Treasurer/Collector's Association, Mass Association of School Business Officials, Mass Department of Revenue, Mass Department of Elementary and Secondary Education. Furthermore, staff is encouraged to report all instances of noncompliance to management.

- Management initiates positive responsiveness to prior compliance and control findings. [Principle 4]

In the event that a compliance or control finding is identified, management will immediately analyze

and evaluate the conditions and criteria that caused the findings. With the understanding gained from this process, a corrective action plan will then be developed and implemented to correct the compliance and control findings that have been identified. Management will reevaluate the results of the corrective actions that were taken to ensure that the findings have been resolved. If further actions are deemed necessary, further analysis, evaluation and corrective actions will take place until the matter has been satisfactorily resolved.

- Management demonstrates respect for and adherence to program compliance requirements. [Principle 5]

Management, through its attitudes and actions, demonstrates character, integrity and ethical values, which set the standard of conduct for compliance with program requirements for the entity as a whole. Management and staff are made familiar with the policies and practices with regards to ethics and accepted business practices through a code of conduct, governance guidelines and management and staff manuals. Management also follows ethical guidelines in dealing with external parties, including suppliers, contributors, creditors and insurers.

B. Risk Assessment. Assesses the risks facing the entity as it seeks to achieve its objectives. This assessment provides the basis for developing appropriate risk responses.

- Program managers and staff understand and have identified key compliance objectives and risk tolerances. [Principle 6]

Key compliance objectives and risk tolerances for Federal awards:

<u>Compliance Objectives</u>	<u>Risk Tolerance</u>	<u>Likelihood of Non Compliance</u>	<u>Significance of Non Compliance</u>	<u>Control Effectiveness</u>	<u>Residual Risks</u>
Activities Allowed or Unallowed	Low	Low	High	High	Low
Allowable Costs/Cost Principles	Low	Low	High	High	Low
Cash Management	Low	Low	High	High	Low
Eligibility	Low	Low	High	High	Low
Equipment and Real Property Mgt	Low	Low	High	High	Low
Matching Level of Effort	Low	Low	High	High	Low
Period of Availability of Funds	Low	Low	High	High	Low
Procurement, Suspension & Debarment	Low	Low	High	High	Low
Program Income	Low	Low	High	High	Low
Reporting	Low	Low	High	High	Low
Subrecipient Monitoring	Low	Low	High	High	Low
Special Tests and Provisions	Low	Low	High	High	Low

Activities Allowed or Unallowed –

The specific requirements for activities allowed or unallowed are unique to each Federal program and are found in the Federal statutes, regulations, and the terms and conditions of the Federal award pertaining to the program. For programs listed in the OMB Compliance Supplement, the specific requirements of the governing statutes and regulations are included in Part 4, "Agency Program Requirements" or Part 5, "Clusters of Programs," as applicable. This type of compliance requirement specifies the activities that can or cannot be funded under a specific program.

The Key compliance objectives associated with these compliance requirements is that Federal awards are used for allowable activities under each Federal program. The key risk associated with these compliance requirements is that Federal awards will be used to fund activities that are not allowable under the applicable award. Management has assessed the risk of noncompliance as low due to the following internal controls. The grant activities and budgets are approved by the awarding agencies. Program management is responsible for approving invoices and ensuring that grant funds are used for approved activities. Program expenditures are charged against approved budgets which are recorded in the accounting system. Expenditures are also reviewed and approved by the department head to ensure that they are allowable activities under the Federal program. The expenditures are processed through the warrants payable process which subjects them to additional review and approval by the appropriate officials. The accounting and auditing function is responsible for ensuring that funds are available under the Federal award and that the activities are appropriate for the budgeted line items being charged.

Control activities are more fully described in our Internal Control Manual.

Allowable Costs/Cost Principles –

Basic Guidelines

Except where otherwise authorized by statute, cost must meet the following general criteria in order to be allowable under Federal awards;

1. Be necessary and reasonable for the performance of the Federal award and be allocable thereto under the principles in 2 CFR part 200, subpart E.
2. Conform to any limitations or exclusions set forth in 2 CFR part 200, subpart E or in the Federal award as to types or amount of cost items.
3. Be consistent with policies and procedures that apply uniformly to both Federally financed and other activities of the non-Federal entity.
4. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
5. Be determined in accordance with generally accepted accounting principles (GAAP), except, for State and local governments and Indian tribes only, as otherwise provided for in 2 CFR part 200.

6. Not be included as a cost or used to meet cost-sharing or matching requirements of any other Federally financed program in either the current or a prior period.
7. Be adequately documented.

The Key compliance objective associated with this compliance requirement is that Federal awards are used for allowable costs under each Federal program. The key risks associated with this compliance requirement include whether or not the costs are necessary and reasonable to carry out the grant, are consistent with the policies and procedures that apply to Federal and non-Federally financed expenditures, are not included as part of a match of Federal funds and must be adequately documented. Management has assessed the risk of noncompliance as low due to the following internal controls. The grant activities and budgets are approved by the awarding agencies. Program management is responsible for approving invoices and ensuring that goods and services charged to the grant are allowable costs under the terms of the grant agreement. Program expenditures are charged against approved budgets which are recorded in the accounting system. For many of the Federal awards, salaries are a significant cost element being charged. Time and effort documentation is required to be maintained and approved by department heads to substantiate the salaries charged to each Federal award. Non-salary expenditures are also reviewed and approved by the department head to ensure that they are allowable costs under the Federal award. The salary and non-salary expenditures are processed through the accounts payable and payroll processes which subject them to additional review and approval by the applicable officials. The accounting and auditing function is responsible for ensuring that funds are available under the Federal award and that the expenditures are appropriate for the budgeted line items being charged.

Cash Management –

Non-Federal Entities Other Than States

Non-Federal entities must minimize the time elapsing between the transfer of funds from the U.S. Treasury or pass-through entity and disbursement by the non-Federal entity for direct program or project costs and the proportionate share of allowable indirect costs, whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means (2 CFR section 200.305(b)).

What constitutes minimized elapsed time for funds transfer will depend on what payment system/method a non-Federal entity uses. For example:

- The U.S. Department of Health and Human Service (HHS) processes its financial transactions with non-Federal entities through HHS's Program Support Center (PCS), which uses the Payment Management System (PMS). Usually, payments from PMS process overnight and the funds would be available in a non-Federal entity's account the next business day. HHS also processes payments through same day wires (mostly State governments).
- Federal agencies, such as the U.S. Department of Commerce, and U. S. Department of the Interior, use the U.S. Treasury's Automated Standard Application for Payments (ASAP) system for grant and cooperative agreement payments. Non-Federal entities can use the ASAP on-line process to request and receive same-day payment.

Under the advance payment method, Federal awarding agency or pass-through entity payment is made to the non-Federal entity before the non-Federal entity disburses the funds for program purposes (2 CFR section 200.3). A non-Federal entity must be paid in advance provided that it maintains, or demonstrates the willingness to maintain, both written procedures that minimize the time elapsing between the transfer of funds from the U.S. Treasury and disbursement by the non-Federal entity, as well as a financial management system that meets the specified standards for fund control and accountability (2 CFR section 200.305(b)(1)).

The reimbursement payment method is the preferred payment method if (a) the non-Federal entity cannot meet the requirements in 2 CFR section 200.305(b)(1) for advance payment, (b) the Federal awarding agency sets a specific condition for use of the reimbursement or (3) if requested by the non-Federal entity (2 CFR sections 200.305(b)(3) and 200.207)). The reimbursement payment method also may be used on a Federal award for construction or for other construction activity as specified in 2 CFR section 200.305(b)(3), program costs must be paid by non-Federal entity funds before submitting a payment request (2 CFR section 200.305(b)(3)), i.e., the non-Federal entity must disburse funds for program purposes before requesting payment from the Federal awarding agency or pass-through entity.

To the extent available, the non-Federal entity must disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional Federal cash draws (2 CFR section 200.305(b)(5)).

Except for interest exempt under the Indian Self-Determination and Education Assistance Act (23 USC 450), interest earned by non-Federal entities other than States on advances of Federal funds is required to be remitted annually to the U. S. Department of Health and Human Services, Payment Management System, P.O. Box 6021, Rockville, MD 20852. Up to \$500 per year may be kept for administrative expenses (2 CFR section 200.305(b)(9)).

The Key compliance objective associated with this compliance requirement is to minimize the time elapsing between the transfer of funds from the Federal agency and disbursement by the grant recipient. This requirement is not applicable for the majority of the federal awards because they operate on a reimbursement basis. For grants where advance payments are received, the recipient may retain interest earned up to \$500 per year for administrative expenses. Interest earned in excess of \$500 will be returned to the U. S. Department of Health and Human Services, Payment Management System, P.O. Box 6021, Rockville, MD 20852. The key risk associated with this compliance requirement is that interest earned on Federal funds in excess of \$500 is not returned to the Federal government. Management has assessed the risk of noncompliance as low due to the following factors. The majority of the Federal awards received operate on a reimbursable basis. For advance funded Federal awards, the risk is considered low because funds are typically expended in a timely fashion after being received from the Federal agency. Also, current interest rates are low which significantly minimizes the risk that interest earned will exceed \$500. Interest earned is monitored on a monthly basis by the grant administrator and procedures are in place to ensure that any interest in excess of \$500 is returned to the Federal government.

Eligibility –

The specific requirements for eligibility are unique to each Federal program and are found in the statutes, regulations, and the terms and conditions of the Federal award pertaining to the program. For programs listed in the Supplement, these specific requirements are in Part 4, "Agency Program Requirements," or Part 5, "Clusters of Programs," as applicable. This compliance requirement specifies the criteria for determining the individuals, groups of individuals (including area of service delivery), or subrecipients that can participate in the program and the amounts for which they qualify.

The Key compliance objectives associated with this compliance requirement are to determine whether required eligibility determinations were made (including obtaining any required documentation/verification), that individual program participants or groups of participants (including area of service delivery) were determined to be eligible, and that only eligible individuals or groups of individuals participated in the program. Management has assessed the risk of noncompliance as low due to the following factors: Per the compliance supplement matrix, eligibility is not applicable for the majority of the Federal awards received. The most significant programs with eligibility requirements are the Title I and School Lunch programs. For both programs, the state provides significant oversight and training to ensure that eligibility requirements are being met.

School lunch eligibility can be confirmed by income verification or by providing documentation of participation in the Federal supplemental nutrition assistance program (SNAP). By November 15th of each school year, the grant recipient must verify the current free and reduced price eligibility of households selected from a sample of applications that it has approved for free and reduced price meals. The verification sample size is based on the total number of approved applications on file on October 1st. The results of the testing are reported to the state to facilitate their monitoring responsibilities.

Eligibility for the Title I program is determined based on poverty levels of the population residing in the school attendance areas. A Local Educational Agency (LEA) must determine which school attendance areas are eligible to participate in Title I Part A. A school attendance area is generally eligible to participate if the percentage of children from low-income families is at least as high as the percentage of children from low-income families in the LEA as a whole or at least 35 percent. An LEA may also designate and serve a school in an ineligible attendance area if the percentage of children from low-income families enrolled in that school is equal to or greater than the percentage of such children in a participating school attendance area. When determining eligibility, an LEA must select a poverty measure from among the following data sources: (1) the number of children ages 5–17 in poverty counted in the most recent census; (2) the number of children eligible for free and reduced price lunches; (3) the number of children in families receiving Temporary Assistance for Needy Families (TANF); (4) the number of children eligible to receive Medicaid assistance; or (5) a composite of these data sources. The LEA must use that measure consistently across the district to rank all its school attendance areas according to their percentage of poverty. An LEA must serve eligible schools or attendance areas in rank order according to their percentage of poverty. An LEA must serve those areas or schools above 75 percent poverty, including any middle or high schools, before it serves any with a poverty-percentage at or below 75 percent. After an LEA has served all areas and schools with a poverty rate above 75 percent, the LEA may serve lower-poverty areas and schools either by continuing with the district-wide ranking or by ranking its schools at or below 75 percent poverty according to grade-span grouping (e.g., K-6, 7-9, 10-12). If an LEA ranks by grade span, the LEA may use the district-wide poverty average or the poverty average for the respective grade-span grouping. An

LEA may serve, for one additional year, an attendance area that is not currently eligible but that was eligible and served in the preceding year. The poverty levels are derived from census poverty estimates and are compiled at the local level and submitted to the State for review and approval as part of the application process.

Control activities are more fully described in our Internal Control Manual.

Equipment and Real Property Management –

Equipment means tangible personal property, including information technology systems, having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000 (2 CFR section 200.33). Title to equipment acquired by a non-Federal entity under grants and cooperative agreements vests in the non-Federal entity subject to certain obligations and conditions (2 CFR section 200.313(a)).

Non-Federal entities other than States must follow 2 CFR sections 200.313(c) through (e) which require that:

1. Equipment acquired with Federal awards is used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award or, when appropriate, under other Federal awards; however, the non-Federal entity must not encumber the equipment without prior approval of the Federal awarding agency (2 CFR sections 200.313(c) and (e)).
2. Property records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the Federal award identification number), who holds title, the acquisition date, cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sales price of the property.
3. A physical inventory of the property must be taken and the results reconciled with the property records at least once every 2 years (2 CFR section 200.313(d)(2)).
4. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated (2 CFR section 200.313(d)(3)).
5. Adequate maintenance procedures must be developed to keep the property in good condition (2 CFR section 200.313(d)(4)).
6. If the non-Federal entity is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return (2 CFR section 200.313(d)(5)).
7. When original or replacement equipment acquired under a Federal award is no longer needed for a Federal program (whether the original project or program or other activities currently or previously supported by the Federal government), the non-Federal entity must request disposition instructions from the Federal awarding agency if required by the terms and conditions of the award. Items of equipment with a current per-unit fair market value of \$5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the Federal awarding agency. If the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair market value in excess of \$5,000 may be retained or sold. The Federal awarding agency is entitled to the Federal interest in the equipment, which is the amount calculated by multiplying the current market value or sale proceeds by the

Federal agency's participation in total project costs (2 CFR section 200.313(e) and 200.41).

The key risks associated with these compliance requirements is that equipment or real property acquired with Federal funds will not be used for the programs or projects for which it was acquired, that proper documentation will not be maintained to account for the real property, that proper inventory controls will not be maintained and that dispositions will not be in accordance with Federal regulations for property that has a fair market value in excess of \$5,000. Management has assessed the risk of noncompliance as low because Federal funds are not typically used to purchase equipment or real property in excess of \$5,000 and in instances where this does occur, controls are in place to ensure that the compliance requirements are met.

Control activities are more fully described in our Internal Control Manual.

Matching Level of Effort and Earmarking –

The specific requirements for matching, level of effort, and earmarking are unique to each Federal program and are found in the statutes, regulations, and the terms and conditions of awards pertaining to the program. For programs listed in this Supplement, these specific requirements are in Part 4, "Agency Program Requirements," or Part 5, "Clusters of Programs," as applicable. However, for matching, 2 CFR section 200.306 provides detailed criteria for acceptable costs and contributions.

"Matching," "level of effort," and "earmarking" are defined as follows:

1. *Matching* or cost sharing includes requirements to provide contributions (usually non-Federal) of a specified amount or percentage to match Federal awards. Matching may be in the form of allowable costs incurred or in-kind contributions (including third-party in-kind contributions).
2. *Level of effort* includes requirements for (a) a specified level of service to be provided from period to period, (b) a specified level of expenditures from non-Federal or Federal sources for specified activities to be maintained from period to period, and (c) Federal funds to supplement and not supplant non-Federal funding of services.
3. *Earmarking* includes requirements that specify the minimum and/or maximum amount or percentage of the program's funding that must/may be used for specified activities, including funds provided to subrecipients. Earmarking may also be specified in relation to the types of participants covered.

The following is a list of the basic criteria for acceptable matching:

- Are verifiable from the non-Federal entity's records;
- Are not included as contributions for any other Federal award;
- Are necessary and reasonable for accomplishment of project or program objectives;
- Are allowed under 2 CFR part 200, subpart E (Cost Principles);

- Are not paid by the Federal Government under another award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- Are provided for in the approved budget when required by the Federal awarding agency; and
- Conform to other provisions of this part, as applicable.

The key risks associated with these compliance requirements is that grant matching requirements, level of effort requirements, or earmarking requirements will not be met. Management has assessed the risk of noncompliance as low because it does not have Federal awards with matching or earmarking requirements. For Federal awards that have level of effort requirements, the Federal awards are passed-through the Massachusetts Department of Elementary and Secondary Education (DESE) who is responsible for monitoring compliance. The monitoring is completed on an annual basis with data that is collected through the DESE's End-of-Year Financial Reporting requirements. In addition to the DESE monitoring requirements, the education appropriation has increased on an annual basis over the last ten years which reduces the risk that level of effort requirements will not be met.

Control activities are more fully described in our Internal Control Manual.

Period of Availability of Funds –

A non-Federal entity may charge to the Federal award only allowable costs incurred during the period of performance and any costs incurred before the Federal awarding agency or pass-through entity made the Federal award that were authorized by the Federal awarding agency or pass-through entity (2 CFR section 200.309).

Unless the Federal awarding agency or pass-through entity authorizes an extension, a non-Federal entity must liquidate all obligations incurred under the Federal award not later than 90 calendar days after the end date of the period of performance as specified in the terms and conditions of the Federal award (2 CFR section 200.343(b)). When used in connection with a non-Federal entity's utilization of funds under a Federal award, "obligations" means orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period (2 CFR section 200.71).

The key risk associated with this compliance requirement is that allowable costs will be charged to a Federal award prior to the period of performance unless prior authorization was received by the Federal awarding agency and that any obligations incurred under the Federal award are not liquidated within 90 calendar days after the end date of the period of performance unless an extension has been granted by the Federal awarding agency. Management has assessed the risk of noncompliance as low because internal controls are in place to ensure that costs can only be charge during the period of performance. These controls include the ability of management to inactivate accounts after the period of availability of funds and the use of purchase requisitions and purchase orders to commit funds which require review and approval by management to ensure that commitments and expenditures are within the period of availability.

Control activities are more fully described in our Internal Control Manual.

Procurement and Suspension and Debarment –

Non-Federal entities other than States, including those operating Federal programs as subrecipients of States, must follow the procurement standards set out at 2 CFR sections 200.318 through 200.326. They must use their own documented procurement procedures, which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal statutes and the procurement requirements identified in 2 CFR part 200. A non-Federal entity must:

1. Meet the general procurement standards in 2 CFR section 200.318, which include oversight of contractors' performance, maintaining written standards of conduct for employees involved in contracting, awarding contracts only to responsible contractors, and maintaining records to document history of procurements.
2. Conduct all procurement transactions in a manner providing full and open competition, in accordance with 2 CFR section 200.319.
3. Use the micro-purchase and small purchase methods only for procurements that meet the applicable criteria under 2 CFR sections 200.320(a) and (b). Under the micro-purchase method, the aggregate dollar amount does not exceed \$3,500 (\$2,000 in the case of acquisition for construction subject to the Wage Rate Requirements (Davis-Bacon Act)). Small purchase procedures are used for purchases that exceed the micro-purchase amount but do not exceed the simplified acquisition threshold. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable (2 CFR section 200.320(a)). If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources (2 CFR section 200.320(b)).
4. For acquisitions exceeding the simplified acquisition threshold, the non-Federal entity must use one of the following procurement methods: the sealed bid method if the acquisition meets the criteria in 2 CFR section 200.320(c); the competitive proposals method under the conditions specified in 2 CFR section 200.320(d); or the noncompetitive proposals method (i.e., solicit a proposal from only one source) but only when one or more of four circumstances are met, in accordance with 2 CFR section 200.320(f).
5. Perform a cost or price analysis in connection with every procurement action in excess of the simplified acquisition threshold, including contract modifications (2 CFR section 200.323(a)). The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used (2 CFR section 200.323(d)).
6. Ensure that every purchase order or other contract includes applicable provisions required by 2 CFR section 200.326. These provisions are described in Appendix II to 2 CFR part 200, "Contract Provisions for Non-Federal Entity Contracts Under Federal Awards."

The key risks associated with this compliance requirement are that micro-purchases (less than \$3,500) will not be distributed equitably among qualified suppliers, purchases in excess of the micro-purchase threshold (\$3,500) and below the MGL Chapter 30B threshold (\$10,000) requiring price/rate quotes will not be adhered to, purchases in excess of the MGL Chapter 30B threshold (\$50,000) requiring competitive bids will not be adhered to. Management has assessed the risk of noncompliance as low. The low risk assessment is based on the fact that individuals responsible for procurement have received training and certification under the Massachusetts Public Procurement Officer program sponsored by the Massachusetts Inspector General's Office. Click on the following link to learn more about the certification process <http://www.mass.gov/ig/mcppo/>. Written policies and procedures are maintained with regards to purchasing that are distributed to department heads to inform them of any new or updated procedures as well as conducting continuing education with regards to purchasing policies and procedures.

Control activities are more fully described in our Internal Control Manual.

Program Income –

Program income is gross income earned by a non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance (unless there is a requirement for disposition of program income after the end of the period of performance as provided in 2 CFR section 200.307(f)).

Program income (2 CFR section 200.80) includes, but is not limited to income from:

- Fees for services performed,
- The use or rental of real or personal property acquired under Federal awards,
- The sale of commodities or items fabricated under Federal awards,
- License fees and royalties on patents and copyrights, except as provided below, and
- Principal and interest on loans made with Federal award funds.

Program income does not include:

- Interest earned on advances of Federal funds.
- Except as otherwise provided in Federal statutes, regulations or the terms and conditions of the Federal award, rebates, credits, discounts and interest earned on any of them.
- Taxes, special assessments, levies, fines, and other such revenues raised by a non-Federal entity, unless the Federal award or Federal awarding agency regulations specifically identify the revenues as program income (2 CFR section 200.307(c)).
- The proceeds from the sale of equipment or real property acquired in whole or in part under the Federal award (2 CFR section 200.307(d)).

Royalties or income earned by an institution of higher education or a nonprofit organization on inventions conceived or first actually reduced to practice in the performance of work under a

funding agreement with a Federal agency that is shared with the inventor (2 CFR section 200.307(g); 37 CFR sections 401.2 and 401.14(k); 35 USC 201(i), and 35 USC 202(c)(7)(B)).

The key risk associated with this compliance requirement is that the program income will not be used in accordance with the allowable methods as indicated in 2 CFR section 200.307(e). Management has assessed the risk of noncompliance as low. The low risk assessment is based on the fact that program income is generally not applicable to our organization. If program income is received, the default method for using program income is the deduction method. Under the deduction method, program income is deducted from the total allowable costs unless the otherwise directed by the Federal awarding or pass-through agency.

Control activities are more fully described in our Internal Control Manual.

Reporting –

Financial Reporting

Recipients must use the standard financial reporting forms or such other forms as may be authorized by OMB (approval is indicated by an OMB paperwork control number on the form) when reporting to the Federal awarding agency. Each recipient must report program outlays and program income on a cash or accrual basis, as prescribed by the Federal awarding agency. If the Federal awarding agency requires reporting of accrual information and the recipient's accounting records are not normally maintained on the accrual basis, the recipient is not required to convert its accounting system to an accrual basis but may develop such accrual information through analysis of available documentation. The Federal awarding agency may accept identical information from the recipient in machine-readable format, computer printouts, or electronic outputs in lieu of closed formats or on paper.

Similarly, a pass-through entity must not require a subrecipient to establish an accrual accounting system and must allow the subrecipient to develop accrual data for its reports on the basis of an analysis of available documentation.

The financial reporting requirements for subrecipients are as specified by the pass-through entity. In many cases, these will be the same as or similar to those for recipients.

The standard financial reporting forms for grants and cooperative agreements are as follows:

- *Request for Advance or Reimbursement (SF-270) (OMB No. 0348-0004)*. Recipients are required to use the SF-270 to request reimbursement payments under non-construction programs, and may be required to use it to request advance payments.
- *Outlay Report and Request for Reimbursement for Construction Programs (SF-271) (OMB No. 0348-0002)*. Recipients use the SF-271 to request funds for construction projects unless they are paid in advance or the SF-270 is used.
- *Federal Financial Report (FFR) (SF-425/SF-425A) (OMB No. 0348-0061)*. Recipients use the FFR as a standardized format to report expenditures under Federal awards, as well as, when applicable, cash status (Lines 10.a, 10.b, and 10c). References to this report include its applicability as both an expenditure and a cash status report unless otherwise indicated.

Electronic versions of the standard forms are located on OMB's home page (http://www.whitehouse.gov/omb/grants_forms).

Financial reporting requirements for cost reimbursement contracts subject to the Federal Acquisition Regulation (FAR) are contained in the terms and conditions of the contract.

Performance and Special Reporting

Non-Federal entities may be required to submit performance reports at least annually but not more frequently than quarterly, except in unusual circumstances, using a form or format authorized by OMB (2 CFR section 200.328(b)(1)). They also may be required to submit special reports as required by the terms and conditions of the Federal award.

Compliance testing of performance and special reporting are only required for data that are quantifiable and meet the following criteria:

1. Have a direct and material effect on the program.
2. Are capable of evaluation against objective criteria stated in the statutes, regulations, contract or grant agreements pertaining to the program.

The key risks associated with this compliance requirement are that the required standardized forms will not be used for reporting and that reporting will not be completed on a timely basis. Management has assessed the risk of noncompliance as low. The low risk assessment is based on the fact that the majority of the Federal awards are received from pass-through entities which provide a significant amount of training and oversight to ensure that reporting requirements are met for each Federal award. Also, reporting responsibilities are centralized with the grant administrators. Management also provides oversight to ensure that monthly, quarterly and annual reporting is completed on a timely basis and that the proper standardized forms are utilized.

Control activities are more fully described in our Internal Control Manual.

Subrecipient Monitoring –

A pass-through entity (PTE) must:

- *Identify the Award and Applicable Requirements* – Clearly identify to the subrecipient: (1) the award as a subaward at the time of subaward (or subsequent subaward modification) by providing the information described in 2 CFR section 200.331(a)(1); (2) all requirements imposed by the PTE on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations, and the terms and conditions of the award (2 CFR section 200.331(a)(2)); and (3) any additional requirements that the PTE imposes on the subrecipient in order for the PTE to meet its own responsibility for the Federal award (e.g., financial, performance, and special reports) (2 CFR section 200.331(a)(3)).
- *Evaluate Risk* – Evaluate each subrecipient's risk of noncompliance for purposes of determining the appropriate subrecipient monitoring related to the subaward (2 CFR section 200.331(b)). This evaluation of risk may include consideration of such factors as the following:

1. The subrecipient's prior experience with the same or similar subawards;
2. The results of previous audits including whether or not the subrecipient receives single audit in accordance with 2 CFR part 200, subpart F, and the extent to which the same or similar subaward has been audited as a major program;
3. Whether the subrecipient has new personnel or new or substantially changed systems; and
4. The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).

- *Monitor* – Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, complies with the terms and conditions of the subaward, and achieves performance goals (2 CFR sections 200.331(d) through (f)). In addition to procedures identified as necessary based upon the evaluation of subrecipient risk or specifically required by the terms and conditions of the award, subaward monitoring must include the following:

1. Reviewing financial and programmatic (performance and special reports) required by the PTE.
2. Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the PTE detected through audits, on-site reviews, and other means.
3. Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the PTE as required by 2 CFR section 200.521.

Ensure Accountability of For-Profit Subrecipients – Some Federal awards may be passed through to for-profit entities. For-profit subrecipients are accountable to the PTE for the use of the Federal funds provided. Because 2 CFR part 200 does not make subpart F applicable to for-profit subrecipients, the PTE is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients for the subaward. The agreement with the for-profit subrecipient must describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the agreement, and post-award audits (2 CFR section 200.501(h)).

The key risks associated with this compliance requirement are that the award and requirements will not be clearly communicated to a subrecipient, that evaluation of the risk of noncompliance for purposes of determining appropriate subrecipient monitoring will not be appropriate, and that required monitoring activities will not be performed. Management has assessed the risk of noncompliance as low. The low risk assessment is based on the fact that no Federal funds are currently awarded to subrecipients.

Control activities are more fully described in our Internal Control Manual.

Special Tests and Provisions –

The specific requirements for Special Tests and Provisions are unique to each Federal program and are found in the statutes, regulations, and the provisions of contract or grant agreements pertaining to the program.

The key risk associated with this compliance requirement is that the recipient will not be aware of special tests and provisions and will not adhere to the specific requirements associated with them. Management has assessed the risk of noncompliance as low. The low risk assessment is based on the fact that an evaluation of grant awards is completed on an annual basis to determine if special tests and provisions are applicable to any grant awards. If special tests and provisions are identified, the administrative team is notified and procedures are put in place to ensure compliance.

Control activities are more fully described in our Internal Control Manual.

- Management is aware of results of monitoring, audits, and reviews, and considers related risk of noncompliance. [Principle 7]

Management holds weekly meetings and is updated on the results of monitoring activities, audits and reviews. Action plans are developed to address any weaknesses in internal or noncompliance that is noted. Additional follow-up is done to make sure that action plans are implemented and that the corrective action addressed any matters noted.

- Management and employees identify, analyze, and adequately respond to risks related to achieving the defined objectives. [Principle 7]

Management holds weekly meetings and discusses risk related to achieving defined objectives. Material risks are analyzed by management and controls are assessed to ensure that risks are reduced to an acceptable level.

- The organizational structure provides identification of risks of noncompliance [Principle 7]
 - Key managers have been given responsibility to identify and communicate risks of noncompliance.
 - Employees who require close supervision (e.g., they are inexperienced) are identified.
 - Management has identified and assessed complex operations, programs, or projects.
- Management considers the potential for fraud when identifying, analyzing, and responding to risk. This assessment includes at a minimum the following: [Principle 8]
 - types of fraud,
 - fraud risk factors, and
 - response to fraud risks.

There is very little risk related to this type of operation. Primarily because the employees do not financially benefit from the results of operations, except to maintain jobs. During times of significant financial hardship, the increased stress to the organization can increase the risk that prepared budgets are not sufficient to meet actual expenditures. However, the financial reality is that if recurring revenues are not sufficient to fund recurring expenditures, eventually budget cuts will have to be made.

In the governmental environment, any major organizational restructuring is a long and involved process where management has sufficient lead time to adjust the budget to reflect the new organizational structure.

There is risk that elected officials may react to increased financial pressures by not implementing or enforcing sound business policies which could lead to a deteriorating financial condition. Examples would include not raising water rates to cover 100% of the cost of providing the service, improper procurement practices, and depletion of reserves to fund operations.

Lack of foresight in completing long term capital plans can lead to deteriorating infrastructure which will have an adverse effect on the long term financial condition.

GASB pronouncements can add to the financial burden of a community.

A community can face financial pressures related to technological resources.

The government must comply with grant restrictions and all grants are supplied to the accounting office to review the allowability of activities and costs. The Federal grants are audited as part of the single audit which reduces risk. Monitoring reviews are made periodically by the granting agencies. The risk related to noncompliance with Federal and state grants could result in termination of future grants.

Most grants are drawn down monthly, quarterly or up front. For reimbursable grants the only delay in receipt is the timing of the reimbursement requests.

The largest risk is a revenue reduction from state aid and excise taxes. However this risk is minimal as the community can increase their major revenue source by 2 1/2% each year. It will cause appropriation reductions but there is no risk the government will go out of business.

If serious conditions occur due to mismanagement the state has come in several times and put in a control board which has been successful in turning the communities around in a relative short period of time.

If there is a significant economic downturn, which results in a decreasing revenue base for the community, the community will be forced to reduce services.

There are very few real risks related to the government's revenues. The Department of Revenue (DOR) does not allow the community to budget more than the actual revenue received in the prior year unless they can clearly demonstrate the increase is justified.

The major revenue sources are:

Real estate and personal property taxes which the billing is set by the assessor and first year collections are usually about 95% and in the next year the community usually collect another 4%. Any unpaid amounts are liened against the parcel and therefore the community has secured its position. Due to these factors, risk is minimal.

State Aid is known before the year begins and is part of the budgetary process. It is always 100% collected and normally received in quarterly payments. Risk is considered minimal.

Motor Vehicle Excise bills are created by the Registry of Motor Vehicles and are substantially collected. Although unpaid amounts cannot be liened they are marked at the registry and the owner cannot renew the registration or license with paying all amounts due.

User fees are based on costs of providing the services and readings taken for actual usage. Any unpaid fees can be liened and depending on the circumstances the service can be stopped until the fee is paid.

Bad debt allowance is minimal.

There is significant risk related to the year-end accrual entries since the entries are done only once a year. Therefore the infrequency of the accounting increases the possibility of error but not fraud or misappropriation of assets.

All of the risks previously mentioned are minimized through a combination of factors, which include:

The Department of Revenue is the oversight board for how all communities must maintain their statutory accounts, in addition, they publish the UMAS manual that is the authoritative budgetary book that dictates how all transactions should be recorded. In conjunction with this, the community is required to submit annual reports under this basis of accounting to the DOR.

The DOR issued a comprehensive guide on how to implement GASB 34 which included all GAAP to date and how the community would convert their statutory financial statements into GAAP. All communities are required to use this guidance when preparing their audited financial statements.

Any new pronouncements are addressed by the community through continuing education provided by the Accountant's and Auditor's Associations and discussions with the independent auditors. Before implementing any new accounting policies, consultations are conducted with the independent auditors.

The major governmental expense is payroll. Procedures are maintained for hiring and dismissing employees. The Personnel department, Treasurer's Office and Accounting Department need to be informed of any personnel changes. Any new full-time employee joins the retirement system and deductions must be turned over monthly. Employees are charged to a department appropriation which is diligently monitored by the department heads. Therefore the risk of full-time fictitious employees is minimal. Salary levels are controlled by collective bargaining and the annual increases are normally 0% to 3% which is covered by prop 2 1/2. If reductions have to be made in the workforce it is usually covered by attrition, retirement, or reducing staffing levels based on seniority. The reductions are normally not made in the finance areas due to the limited number of staff and minor dollars in relation to the total budget. Therefore internal financial controls are usually not adversely affected by layoffs.

Employee benefits are directly related to actual employees and the health insurance account is monitored each month. Although it is possible that terminated employees are not removed from the rolls timely the risk of material financial statement error is minimal.

Pension expense is an annual assessment made by the retirement system.

Debt service is structured with the assistance of financial advisors. There is very little risk related to this expenditure.

The remaining expenses are monitored through annual budgets, capital committees, management and department heads. There is a risk that expenses may be recorded in the wrong period through error or financial statement fraud but the risk is minimized by the fact that accounting personnel are instructed not to pay a bill related to the prior period unless a separate appropriation is made for unpaid bills. This process takes months and through past experience the risk is minimal. The recording of expenses in the wrong fiscal year is only important in budgeted funds as multi-year funds such as capital projects, certain grants and revolving funds carryover any unspent resources to the following year.

The risk related to investment activity relates to investing in high risk investments which could result in a permanent loss of operating or capital funds.

MGL limits local government's legal investments which significantly reduces investment risk. There is minimal personal benefit to the Treasurer based on investment performance. Therefore, the likelihood that the Treasurer would knowingly violate MGL regulations is minimal. The commonwealth updates its legal list of investments annually.

The risk related to financing is not having access to the financing markets to meet cash flow needs. In addition, there are several forms of complex financing arrangements that places risk to the community through interest rate increases. We have never experienced an inability to access financing at competitive rates.

The MGL does not allow for local governments to engage in complex financing arrangements such as swaptions. In order for a community to borrow, a series of third parties are involved in the process including financial advisors, the executive branch of the government, bond counsel, DOR, which ensure that the financing is in compliance with MGL. This area does not carry a significant risk.

The financial statements are expected to be widely distributed to Federal agencies, State agencies, citizens, used in official statements, continuing disclosures and other. The risks are community related if there are qualifications in the opinion, findings on the single audit or significant deficiencies. We do not believe any of these risks are significant because they are minimized through the independent audit process.

The risks related to IT include:

- failure to backup critical data and programs.
- lack of sufficient personnel with appropriate knowledge and skills due to budgetary constraints. There is risk associated with the loss of a critical IT employee if the employee could not be replaced immediately through internal or external sources.
- lack of adequate documentation of policies and procedures related to IT and financial applications.
- lack of contingency plans for alternative processing in the event of loss or interruption of the IT function.
- the risk of maintaining multiple computing environments without adequate integration.

These risks have been mitigated by the employment of an IT Director with suitable skills, knowledge and experience. In addition, written policies and procedures have been adopted to ensure that each of these risks has been addressed.

- Processes are established to implement significant changes in program objectives and procedures. [Principle 9]

Grant agreements, contracts and the Federal compliance supplement are reviewed on an annual basis to identify significant changes to program objectives and procedures. Oversight agencies and pass-through entities, such as the Department of Education, provide training and resource materials to assist in the identification of changes to program objectives and procedures. Once significant changes are identified, policies and procedures are developed to ensure compliance. These policies and procedures are communicated to management at weekly meetings and departmental staff is made aware of the changes by management.

C. Control Activities. The actions management establishes through policies and procedures to achieve objectives and respond to risks in the internal control system, which includes the entity's information system.

- Adequate segregation of duties is provided between performance, review, and recordkeeping of a task. [Principle 10]

Management should divide or segregate key duties and responsibilities among different people to reduce the risk of error, misuse, or fraud. This includes separating the responsibilities for:

- authorizing transactions,
- processing and recording them,
- reviewing the transactions, and
- handling any related assets or process so that no one individual controls all key aspects of a transaction or event.

In other words, control activities related to authority, custody, and accounting of operations ought to be separated to achieve adequate segregation of duties.

If segregation of duties is not practical within an operational process because of limited personnel for example, adding closer supervision, cross-training or frequent reviews may be an alternative for this control activity.

Segregation of duties is achieved at the departmental level as well as at the entity-wide level. Grant drawdowns and requests for reimbursement are initiated at the departmental level and cash receipts are recorded by the Treasurer's office and are wired into a bank account maintained by the Treasurer. The Treasurer has custody of all of the bank accounts. Departments will typically notify the Treasurer when a drawdown or reimbursement request has been made to assist the Treasurer with the identification of funds received.

For the majority of the Federal awards, payroll is the most significant transaction class. The grant application process typically requires a detailed budget to be approved indicating the payroll positions to be charged, and the number of FTE's associated with each position. Time and effort documentation is maintained by each employee paid from the grant and is approved by the department head to ensure that only eligible payroll is charged to the Federal awards. For disbursements, purchase requisitions and purchase orders are utilized which are approved at the department level, approved by the procurement officer and approved by the Accountant/Auditor. Control activities are more fully described in our Internal Control Manual.

- Supervision of employees is commensurate with their level of competence. [Principle 10]

Employee's competence is evaluated on an ongoing basis. The level of employee supervision is planned and adjusted based on the evaluation of the employee's performance and competence. As an employee's level of competence increases, supervision of that employee can be reduced to a lower level.

- Personnel possess adequate knowledge and experience to discharge their responsibilities. [Principle 10]

Personnel are evaluated during the hiring process against specific roles and responsibilities that they are applying for. Candidates for management level positions typically require prior experience that would allow them to complete the responsibilities of the position. Staff level positions do not always require prior experience, but personnel must possess the ability to perform the roles and responsibilities given sufficient training and supervision.

- Equipment, inventories, cash, and other assets secured physically and periodically counted and compared to recorded amounts. [Principle 10]

Equipment is tagged and inventoried on a periodic basis. Commodities for the school lunch program are also inventoried on a weekly basis. Cash and other assets are counted and reconciled to the general ledger and supporting documentation on a monthly basis. Any discrepancies noted are investigated and resolved as part of the reconciliation process.

- Computer and program controls include [Principle 11]:
 - Data entry controls, e.g., edit checks.
 - Exception reporting.
 - Access controls.
 - Reviews of input and output data.
 - Computer general controls and security controls.

Data entry controls primarily relate to the reconciliation process. This is where most data entry errors are discovered and corrected. Some of the most important reconciliations include cash, receivables, Federal awards, departmental appropriations, payroll withholdings, etc.

Exception reporting is mainly used in the billing process to identify issues with customer utility bills and to ensure that bills are in line with expectations. Outliers are reviewed and investigated to ensure accuracy.

Data access is controlled through the use of user profiles in the accounting system and through physical safeguards for manual records such as locking information in a safe, file cabinet or other secure area. Computer passwords are also changed periodically and require strong passwords to reduce the risk of hacking.

Input and output data is reconciled to supporting documentation by the accounting department as well as the departments that are responsible for the transactions.

- Operating policies and procedures exist and are clearly written and communicated. [Principle 11]

Operating policies and procedures have been documented in our internal control manual. Management and staff are instructed to review the internal control manual on an annual basis and refer to it if questions arise about standard operating procedures and control activities.

- Procedures are in place to implement changes in statutes, regulations, and the terms and conditions affecting Federal awards. [Principle 11]

Grant managers are responsible for identifying changes in statutes, regulations and terms and conditions affecting Federal awards and are responsible for updating processes and procedures to ensure compliance. Federal awarding agencies as well as pass-through entities also provide training seminars to highlight changes in statutes, regulations and terms and conditions affecting Federal awards. The seminars are designed to educate the grant recipients about how to comply with the changes.

- Management prohibits intervention or overriding established controls. [Principle 11]

Management reviews compliance with established controls to ensure that controls are not intervened with or overridden. For example, supporting documentation is reviewed to ensure that required reviews and approvals by department heads are occurring and that the required signoffs are present documenting department head approval.

- If there is a governing Board, the Board conducts regular meetings where financial information is reviewed and the results of program activities and accomplishments are discussed. Written documentation is maintained of the matters addressed at such meetings. [Principle 11]

The governing board meets on a monthly basis. These meetings typically include review of financial information and discussion of program activities and accomplishments. Meeting minutes are prepared documenting the topics discussed at each meeting.

D. Information and Communication. The quality of information management and personnel communicate and use to support the internal control system.

- The accounting system provides for separate identification of Federal and non-Federal transactions and allocation of transactions applicable to both. [Principle 13]

A fund based accounting system is maintained that provides a separate accounting of Federal funds. This facilitates identification of Federal awards and accounting and reporting requirements.

- Adequate source documentation exists to support amounts and items reported. A recordkeeping system is established to ensure that accounting records and documentation are retained for the time period required in the statutes, regulations, and the terms and conditions applicable to the program. [Principle 13]

Source documents are typically maintained at the department level where responsibility for administration of the Federal award exists as well as in the accounting and treasury departments. Supporting documentation is required for the receipt and disbursement processes. For disbursements, the original invoice must be submitted to the accounting department and is maintained with the approved warrant. For receipts, supporting documentation must be provided to the treasurer's office along with a turnover sheet that is used to record the transaction. All documentation is maintained in accordance with Federal and State record retention requirements.

See 2CFR Section 200.333 for UG record retention requirements. Massachusetts record retention requirements can be found at <https://www.sec.state.ma.us/arc/arcrmu/rmuidx.htm>.

- Accurate information is accessible to those who need it. [Principle 13]

Accurate financial information can be obtained from the accounting system. This information is reconciled to departmental records on a monthly basis. Program related information is maintained at the department level and can be obtained by contacting the applicable department.

- Reports are provided timely to managers for review and appropriate action. [Principle 13]

Financial information is available to managers on a real-time basis through access to the accounting system. Audits and review reports are available to managers for review and appropriate action. From a practical standpoint, any matters warranting corrective action are discussed at the time of the audit. Responses from management and corrective actions are requested at that time and are typically implemented prior to the audit being finalized or very soon thereafter. Corrective action plans are required to be submitted to the Federal audit clearinghouse with the annual submission which helps to facilitate timely implementation.

- Reconciliations and reviews ensure accuracy of reports. [Principle 13]

Monthly reconciliations of general ledger accounts are required. This includes reconciliation of cash accounts between bank and general ledger balances and reconciliation of revenue and expenditure transactions between general ledger balances and financial reporting required for Federal awards.

- Actions are taken as a result of communications received. [Principle 13]

Audits and review reports are available to managers for review and appropriate action. Any matters warranting corrective action are communicated to management during the audit. Responses from management and corrective actions are requested at that time and are typically implemented prior to the audit being finalized or very soon thereafter. Corrective action plans are required to be submitted to the Federal audit clearinghouse with the annual submission which helps to facilitate timely implementation.

- Established internal and external communication channels exist. [Principle 14]

- Staff meetings.
- Bulletin boards.
- Memos, circulation files, e-mail.
- Surveys, suggestion box.

Management meets on a weekly basis to discuss emerging issues and other pertinent matters. Staff meetings are held on an as needed basis at the discretion of the department head. Other communications are made using bulletin boards, memo's emails and surveys.

- Employees' duties and control responsibilities are effectively communicated. [Principle 14]

Employee roles and responsibilities are documented by the human resources department and communicated to each employee. Control responsibilities are documented in the internal control document and are communicated to employees by management. Procedure manuals are maintained at the department level documenting the control responsibilities of each position in the department.

- Channels of communication for people to report suspected improprieties have been established. [Principle 14]

Employees are encouraged to report improprieties to their direct supervisor, however in situations where this is not practical; they are encouraged to report to the next highest ranking level of management. In instances where this is still not practical, employees are encouraged to bring the matter to the chief executive officer or to those charged with governance.

- There are established channels of communication between the pass-through entity and subrecipients. [Principle 15]

We do not currently provide any subawards to subrecipients.

E. Monitoring. Activities management establishes and operates to assess the quality of performance over time and promptly resolve the findings of audits and other reviews.

- Ongoing monitoring is built-in through independent reconciliations, staff meeting feedback, rotating staff, supervisory review, and management review of reports. [Principle 16]

Various reconciliations are performed by program staff, including reconciliation of general ledger balances to departmental records, reconciliation of external financial reporting to general ledger balances and other applicable supporting documentation. Management is responsible for reviewing and approving the reconciliations on a monthly basis. Staff meetings are held on a monthly basis or more frequently if deemed necessary by Management. Staff meetings are held to disseminate information to staff and to provide a forum for staff members to bring internal control and other issues to management's attention. Staff is rotated between functions to the greatest extent possible, however the ability to do so is limited by the overall number of staff available for this purpose.

- Periodic site visits are performed at decentralized locations (including subrecipients' locations) and checks are performed to determine whether procedures are being followed as intended. [Principle 16]

The Accounting/Auditing function is responsible for performing periodic site visits to assess whether or not departments are adhering to established policies and procedures. This involves meeting with program management and staff to assess their understanding of their roles and responsibilities and the required control activities. Additionally supporting documentation is reviewed to ensure that control activities are being performed as required and that department

heads are providing the necessary oversight and supervision through review and approval of supporting documentation. For example, this oversight includes review and approval of purchase requisitions, invoices, time and effort documentation for staff being paid from Federal funds, account reconciliations and other pertinent documentation to ensure compliance with program requirements.

- Management meets with program monitors, auditors, and reviewers to evaluate the condition of the program and controls. [Principle 16]

The results of site visits, audits and other reviews are evaluated by management to determine whether internal controls are operating as designed and to assess the effectiveness of the internal controls at achieving the control objectives.

- Management follows up on irregularities and deficiencies to determine the cause. [Principle 17]

Any irregularities or deficiencies noted during the site visits are followed up on immediately by management. Management assesses whether or not the irregularities or deficiencies could result in a material noncompliance or a material weakness in internal controls. Based on this assessment, a determination is made as to whether or not there is a weakness in the design or operation of controls. If the deficiency relates to the operation of internal controls, the deficiency is addressed with the department head and staff members to ensure that controls operate as designed on a go-forward basis. If the deficiency relates to the design of internal controls, the controls are assessed and modifications to existing procedures are implemented to correct the deficiency.

- Internal audit routinely tests for compliance with Federal requirements. [Principle 17]

Internal audits are performed on an annual basis to verify compliance with grant agreements, laws and regulations pertaining to Federal awards and are performed by individuals independent of the department that is administering the Federal program. Any noncompliance noted in the internal audits is brought to the attention of the department head as well as management. Management requires the department head to develop corrective action plans and additional follow-up is completed to ensure that the corrective actions are implemented and that the deficiencies are satisfactorily resolved.


- If there is a governing Board, the Board reviews the results of all monitoring or audit reports and periodically assesses the adequacy of corrective action. [Principle 17]

Monitoring and auditing results are presented to the governing Board on an annual basis. The results of monitoring and audits are reviewed by the governing Board and the status of corrective actions is confirmed. In instances where corrective actions have not been fully implemented, the governing Board will provide the necessary oversight and follow-up to ensure that the corrective actions are taken.

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Memo

To: Board of Selectmen
From: John C. Rendon, Harbormaster 
Date: January 26, 2018
Subject: Saquatucket Harbor Landside Project – Seaport Grant

On Friday, January 19, 2018, I was notified by Ellen Cebula, Deputy Director of the Seaport Economic Council, that our grant application for the Saquatucket Landside Renovation Project was selected for funding at the requested amount of \$1 million. I will be going to Quincy, MA on February 13, 2018 to brief the Seaport Economic Council on the project, at which time formal approval of the grant award is expected. The scope of the Saquatucket Landside Renovation Project that has been selected for a Coastal Infrastructure Project grant has clearly met the key criteria of the grant type, specifically enhancement of economic growth within a coastal community and improved sustainability and resiliency towards sea-level rise. This is the same project that was supported well in excess of the required two-thirds vote on Town Meeting floor and favorably voted by clear simple majority at the ballot.

With the additional grant funds, the Snack Shack that was included as an Add Alternate in the initial bid package can now be constructed along with its associated decking. Also, the expansion of the septic design to accommodate the Snack Shack can be done. Both of these items have already received all regulatory approvals, such as Board of Health, Conservation Commission, and Planning Board, and can be executed through change orders. In addition, the paving and landscaping of the former Downey Property can be completed in house as planned. With the inclusion of the Snack Shack, an important aspect of the project, it is my recommendation, and the recommendation of the Administrator that a Request For Proposal (RFP) for the construction of a 60 seat or 100 seat restaurant not be pursued; this will negate the associated parking concerns that have recently been communicated.

The Town has been very successful in receiving grant support to complete needed harbor infrastructure improvements. This grant for the Saquatucket Landside Renovation project is the third MA Seaport Grant that the town has received over the last five years, totaling \$3,225,600. In addition, a \$372,976 state public access grant was received for Allen Harbor facility upgrades. The success that we have had in securing grants has enabled the town to make major improvements to all three of our harbors, while minimizing the tax burden on our town residents. I believe we have had success in securing grants because the town has demonstrated a commitment to invest its resources, has thoroughly studied, planned and designed projects for consideration, and has garnered a positive reputation and confidence from grant authorities that projects are ready to execute and will be completed as proposed.

We have been presented a great opportunity to complete the full scope of the Saquatucket Landside Renovation project, a project that will spark economic growth, improve pedestrian accessibility, address

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715 Main Street – PO Box 207
Harwich, MA 02646
Phone (508) 430-7532
Fax (508) 430-7535

potential threats from sea-level rise, and modernize our popular waterfront facility making it a more vibrant and attractive destination to a broader spectrum of our community. Prior to going before the MA Seaport Economic Council, I would like to have the Board's approval to brief the full scope of the project that we intend to complete, the project that was outlined in the grant application and approved by Town Meeting. Not only will the grant funds enable the town to complete the full scope of the project, but it will also help to reduce the tax burden on town residents, as the full \$3 million appropriation will not be needed. Reducing the scope of the project at this point may jeopardize the grant award.

Thank you for your consideration.

Enclosure: (1) 2017 ATM Article 20, Saquatucket Harbor Landside Renovation

Copy: (1) Town Administrator
(2) Chairman, Waterways Committee

Town of

Anita N. Doucette, MMC/CMMC
Town Clerk



Harwich

732 Main Street
Harwich, Massachusetts 02645
Tel. 508-430-7516
Fax 508-430-7517

**TOWN OF HARWICH
ANNUAL TOWN MEETING
MAY 1, 2017**

**FUND THE CONSTRUCTION OF THE SAQUATUCKET HARBOR
LANDSIDE RENOVATIONS**

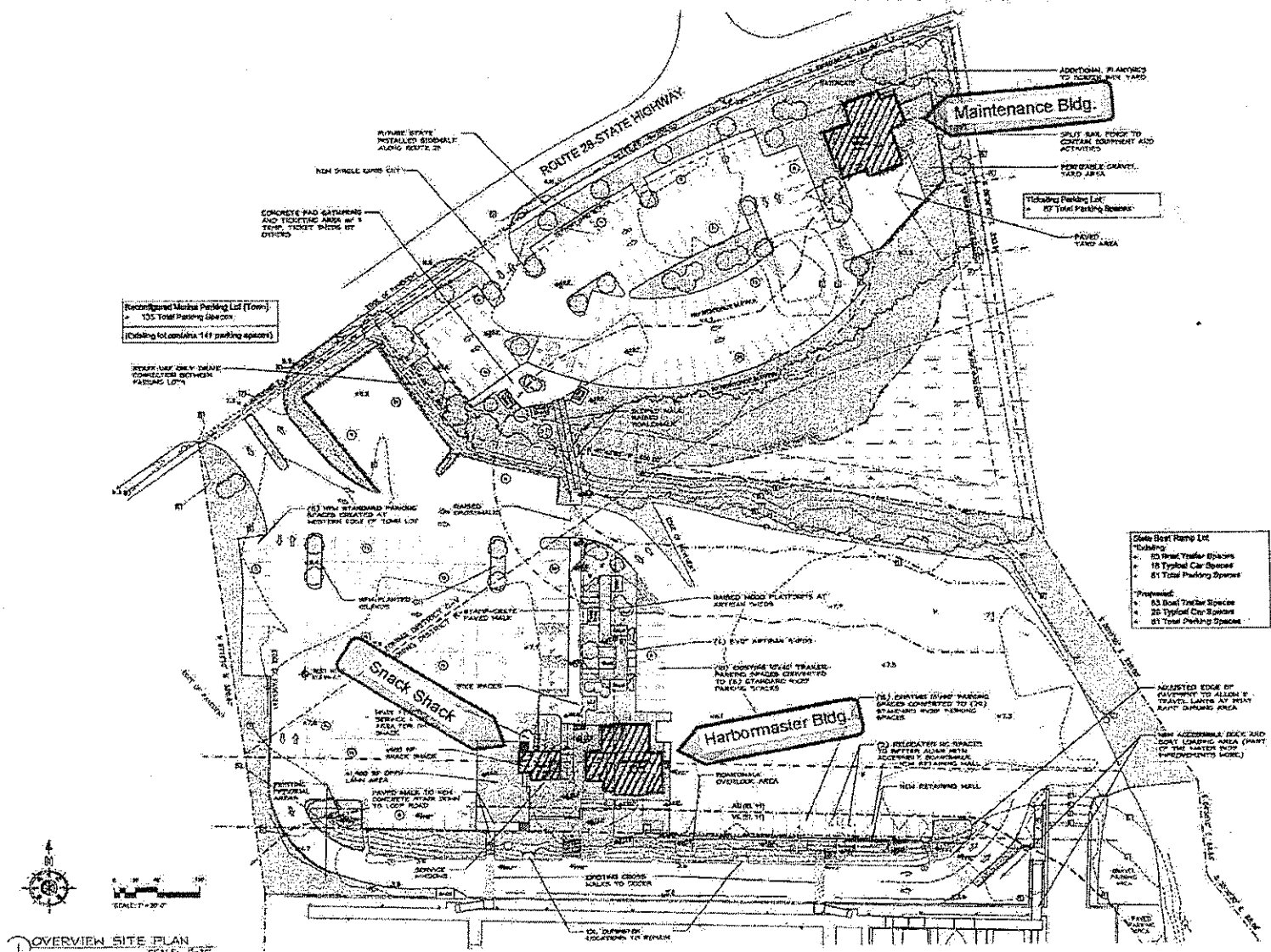
ARTICLE 20: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to fund the construction of Saquatucket Harbor landside renovations, to include a new Harbormaster Office building, a leased snack shack, six rented seasonal vendor shacks, a boardwalk with viewing areas that overlook the marina, and a passenger boat ticket office area for booths and a Harbormaster Department maintenance facility building on the former Downey Property. The appropriation authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by M.G.L. Chapter 59, Section 21C (Proposition 2 ½) the amounts required to pay the principal of any interest on any borrowing authorized under this article, and further authorize the Board of Selectmen to accept any State, Federal or private grant monies available for this purpose, and to act fully thereon. By request of the Harbormaster. Estimated cost: \$3,000,000

Explanation: In October 2014, the Board of Selectmen established the Saquatucket Development Committee with a charge to develop a conceptual site plan that integrated the newly purchased 2.2 acre Downey property with the 5.2 acre Saquatucket Harbor property for the purpose of supporting the expansion of the municipal marina, encouraging the restoration of degraded wetland and river frontage and providing options for increased economic development. Seeking input from all interested citizens and groups at numerous public meetings, the resulting proposed plan improves the safety of public access, improves the efficiency of harbor operations, and enhances the character, beauty, and attractiveness of the harbor for boaters and non-boaters alike. Also included in the plan are a new facility septic system, creative landscaping, and the addition of much needed vehicle parking spaces (approx. 80).

FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED WITH \$3,000,000 BEING RAISED FOR THIS PURPOSE. THE APPROPRIATION AUTHORIZED BY THIS VOTE SHALL NOT TAKE EFFECT UNTIL THE TOWN VOTES TO EXEMPT FROM THE LIMITATION ON TOTAL TAXES IMPOSED BY G.L. C.59, §21C PROPOSITION 2 ½). THIS VOTE WILL BE SUBJECT TO A TWO THIRDS TOWN MEETING VOTE TO PASS. LAST YEAR TOWN MEETING APPROVED THE WATER SIDE RENOVATION OF THE HARBOR AND WITH THE PURCHASE OF ADDITIONAL LAND FROM THE DOWNEY PROPERTY IS READY TO

PROCEED WITH A TOWN MEETING VOTE. WATER RATES AND THE SALE OF THE BANK STREET PROPERTY WILL HELP DEFRAY THE COSTS OF THIS PROJECT. VOTE: YES-8, NO-0.

BALLOT QUESTION #7



ATM Warrant Article #20

MOTION: (Dana DeCosta-Finance Committee) I move that the Town appropriate the sum of \$3,000,000 to fund the construction of Saquatucket Harbor landside renovations, to include a new Harbormaster Office building, a leased snack shack, six rented seasonal vendor shacks, a boardwalk with viewing areas that overlook the marina, and a passenger boat ticket office area for booths and a Harbormaster Department maintenance facility building on the former Downey Property; that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$3,000,000 and to issue bonds and notes therefor pursuant to General Laws chapter 44, sections 7 or 8, or any other enabling authority; and that the Board of Selectmen is authorized to expend all funds available for the project and to take any other action necessary or convenient to carry out the project; provided, however, that the appropriation and borrowing authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by G.L. c.59, §21C (Proposition 2 ½) amounts required to pay the principal of and interest on the borrowing authorized by this vote, provided further that while the entire borrowing authorized by this vote will be a general obligation of the Town, it is the intent of the Town that Harbor revenues from rentals receipts and proceeds of the sale of 203 Bank Street and Town owned adjacent properties be used to fund or reduce principal or the annual payment of principal and interest on the bonds. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. Duly seconded

Notation: Town Ballot Question #7 is linked to this Article

AMENDMENT TO MAIN MOTION: (Leo Cakounes) I move that the Town appropriate the sum of \$1,000,000 to fund the construction of Saquatucket Harbor landside renovations, to include a Harbormaster Department maintenance facility building on the former Downey Property; that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$1,000,000 and to issue bonds and notes therefor pursuant to General Laws chapter 44, sections 7 or 8, or any other enabling authority; and that the Board of Selectmen is authorized to expend all funds available for the project and to take any other action necessary or convenient to carry out the project; provided, however, that the appropriation and borrowing authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by G.L. c.59, §21C (Proposition 2 ½) amounts required to pay the principal of and interest on the borrowing authorized by this vote, provided further that while the entire borrowing authorized by this vote will be a general obligation of the Town, it is the intent of the Town that Harbor revenues from rentals receipts and proceeds of the sale of 203 Bank Street and Town owned adjacent properties be used to fund or reduce principal or the annual payment of principal and interest on the bonds. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Duly seconded

Notation: Town Ballot Question #7 is linked to this Article

Borrowing

A motion was made and seconded to terminate debate, this required a $\frac{3}{4}$'s majority vote to pass, it was a unanimous vote, so declared.

ACTION ON AMENDMENT: The amendment did not carry.

AMENDMENT TO THE MAIN MOTION: (Richard Gundersen) The amendment did not meet the scope of the article, the motion was withdrawn.

ACTION ON THE MAIN MOTION: This vote required a $\frac{2}{3}$'s majority vote to pass, it was ruled to have received the necessary $\frac{2}{3}$'s vote, the motion passed.

A true copy



ATTEST:

Anita N. Doucette, MMC/CMMC
Town Clerk

SEAPORT ECONOMIC COUNCIL PROGRAM
Pre-Contract Information Sheet

Public Entity:

Project Name:

FID Number:

Project Contact Name:

Email:

Phone:

Municipal Address:

**EOHED Project
Manager:**

**Ellen Cebula
Email:ellen.cebula@massmail.com Phone:508-999-3030**

Total Contract Amount:

Requested Contract End Date:

Scope of Work – please provide a brief description of the project’s scope of work (no more than 5 lines):

[Insert text description here, specific details to be included below]

Scope Funded by Seaport Economic Council:

- [Description] – [Est. Cost]
- [Description] – [Est. Cost]
- [Description] – [Est. Cost]
- [Description] – [Est. Cost]
- [Description] – [Est. Cost]
- [Description] – [Est. Cost]
- [Description] – [Est. Cost]

Location of Work to be Completed – please describe the location that work will be completed using roadways and other geographic landmarks:

[Insert text description here]

Milestones are as follows:

- [MONTH/YEAR] – Design, engineering, survey complete
- [MONTH/YEAR] – Bid Advertised
- [MONTH/YEAR] – Bid opening
- [MONTH/YEAR] – Award contract

- [MONTH/YEAR] – Construction start date
- [MONTH/YEAR] – 25% complete
- [MONTH/YEAR] – 50% complete
- [MONTH/YEAR] – 75% complete
- [MONTH/YEAR] – 100% complete
- [MONTH/YEAR] – Contract Expiration Date

Project Budget:

Drawdown Schedule:

The drawdown schedule is a quarterly breakdown of the project's future spending projections. Please speak with your contractor to have the most up-to-date and accurate information. EOHEd will be using the projection you provide to ensure that the project remains on time and on budget. Do not limit yourself to these rows if additional months are needed.

<i>Quarter/Year</i>	<i>Invoice Amount</i>
[QUARTER/YEAR]	\$
[QUARTER/YEAR]	\$
[QUARTER/YEAR]	\$
[QUARTER/YEAR]	\$
[QUARTER/YEAR]	\$
[QUARTER/YEAR]	\$
[QUARTER/YEAR]	\$
[QUARTER/YEAR]	\$
[QUARTER/YEAR]	\$
[QUARTER/YEAR]	\$
[M/Y] Final Invoice	\$
Retainage (5%)*	

**EOHEd will set aside 5% of the total grant award as retainage until the project (or the portion of the project completed with grant funds) is demonstrated to be complete. The 5% will be deducted from the final invoice and will be paid promptly upon demonstration that the project has been completed.*

Quarter Call Time and Day:

Under the Seaport Economic Council Program, we request that you chose a day and time at the end of every quarter to update your project manager on the project's status. Communities are encouraged to include their contractor, consultant and private development partners in these calls.

Project Updates

An update on the project's current status, since application submission, is required. Please answer all applicable questions below.

Current Design Status:

[Has the design received proper approval? If incomplete, please provide an expected date of completion.]

Permitting:

[Outstanding permits needed to complete project and expected date of completion. Please also include any permits received since application submission]

[If additional funding was requested please indicate current status of funding sources. – secured, pending, or denied]

Funding Sources:

Utilities:

[Does this project involve construction which will need to be approved of or completed by a utility company? If so, please detail the elements of the project which will need to

Additional Details:

[If there are other issues or concerns that must be addressed before the project can begin, please outline those issues in this section]

Private Project:

[Update of current status of private development, investor, project start date, completion date, permitting status]

Completed by: _____

Date: _____

Ann Steidel

From: John Rendon
Sent: Thursday, February 01, 2018 9:52 AM
To: Ann Steidel; Christopher Clark; Michael D. MacAskill
Subject: RE: Application and award letter for Seaport Grant
Attachments: 2017 Seaport Grant.SAQ Landside Project.Update.pdf; RE: Grant - SAQ Landside Renovation Project; agenda 2_13_18SECmeeting.doc

Good morning,

I have attached the Seaport Grant application as requested. We do not have a grant award letter yet, however, our SAQ Landside project has been selected to go before the Seaport Council. As my memo indicates, I will be briefing the Seaport Council on the project on Feb 13 in Quincy, after which formal approval of the grant is expected. I have attached the agenda for the Seaport Economic Council meeting, that lists our project. Also attached is email correspondence from Ellen Cebula, Deputy Director of the Seaport Economic Council. Let me know if I can provide any additional information. v/r,

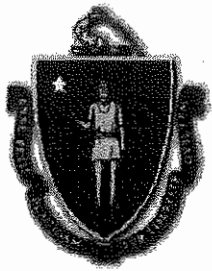
John C. Rendon
Harbormaster
Town of Harwich
774 212-6193 (c)

From: Ann Steidel
Sent: Wednesday, January 31, 2018 3:55 PM
To: John Rendon
Subject: Application and award letter for Seaport Grant

Hi John,

Can you please send me the above-referenced items. Michael MacAskill is asking for it and would like it ASAP. Thanks =

Ann Steidel
Administrative Secretary
Board of Selectmen/Town Administrator's Office
Town of Harwich
732 Main Street
Harwich, MA 02645
Phone 508-430-7513 x2
Fax 508-432-5039



Commonwealth of Massachusetts

Seaport Economic Council

93 State Pier

New Bedford, Massachusetts 02740

508-999-3030

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR
COUNCIL CHAIRWOMAN

CAROLYN A. KIRK
EXECUTIVE SECRETARY

SEAPORT ECONOMIC COUNCIL PROGRAM 2017 APPLICATION

Applications are accepted throughout the year on a rolling basis. Applications shall be reviewed by a committee of Port Professionals (the "Committee") which is designated by the Chair of the Council. Port Professionals will be representative of coastal communities and will be comprised of subject matter experts in economic development in coastal communities, and the development of sustainable, resilient coastal and marine assets.

Requests for funds that are both ready for assessment by the Committee and ready for implementation will be referred to the Committee. The Committee, with appropriate administrative and technical support from agencies of the Commonwealth, will assess all requests for funds referred to it, and shall make recommendations to the Council.

1. APPLICANT INFORMATION – Primary Applicant

1.1: Name of Municipality or Public Entity: Town of Harwich

1.2: Executive Officer or Designee for Project: Christopher Clark, Town Administrator

1.3: Application Contact (if different from above): John C. Rendon

1.4: Title: Harbormaster

1.5: Address: P.O. Box 207

1.6: City: Harwich Port

1.7: State: MA

1.8: ZIP: 02646

1.9: Phone: (508) 430-7532

1.10: Fax: (508) 430-7535

1.11: E-mail Address: jrendon@town.harwich.ma.us

2. APPLICANT INFORMATION – Co-Applicant

2.1: Name of Entity: N/A

2.2: Executive Officer or Designee for Project: _____

2.3: Application Contact (if different from above): _____

2.4: Title: _____

2.5: Address: _____

2.6: City: _____

2.7: State: _____

2.8: ZIP: _____

2.9: Phone: _____

2.10: Fax: _____

2.11: E-mail Address: _____

3. PROJECT TYPE - Please select one of the following project types that best describes your project:

- Innovation Grants:** Innovation Grants function as a resource to invest in innovative ideas and projects that promote job creation and economic growth within the maritime sector, which is broadly defined to include: shipping and trade; marine science and technology; coastal recreation and tourism; ocean-based clean energy initiatives; and the seafood industry. Successful grant applications should seek funds to be used for capital expenses rather than operating expenses.
- Grants to Public Education Institutions:** Grants to Public Education Institutions range from fostering awareness about the coastal assets and maritime traditions of the Commonwealth to investing in transformative public/private collaborations. Public education institutions that offer curriculum within the scope of pre-k through higher education are eligible to apply for this grant. Successful grant applications should seek funds to be used for capital expenses rather than operating expenses.
- Local Maritime Economic Development Planning Grants:** It is recognized that coastal communities vary in size and scope from deep-water port cities to small beach towns. These grants provide capacity for coastal communities to explore their unique advantages and generate economic development plans which help them realize their full potential, grow jobs, and maximize the maritime economic sector for their community. Successful grant applications should seek funds to be used for capital expenses rather than operating expenses.
- Maritime Economic Sector Strategy Grants:** Section 3 of the Executive Order governing the Seaport Economic Council articulates the Commonwealth's role in promoting and growing the maritime economic sector and it is anticipated that from time to time investments will be made in order to fulfil this charge. Successful grant applications should seek funds to be used for capital expenses rather than operating expenses.

X Supportive Coastal Infrastructure Project Grants: Supportive Coastal Infrastructure Project Grants are available when, in order to fulfill the job or economic growth potential within a coastal community, investments may need to be made in coastal infrastructure to achieve these aims. Best available science and information regarding potential threats to coastal communities from sea level rise and extreme weather events will be used to evaluate and improve the sustainability and resilience of projects in which the Council invests. Successful grant applications should seek funds to be used for capital expenses rather than operating expenses.

4. PROJECT OVERVIEW – Please provide an overview of the project.

Description should include an explanation of the uses for which this grant is being requested. Please provide a concise explanation of how the project will advance the host community's maritime economy objectives. The most competitive applications will demonstrate the value of the project to the community, with a clear articulation of the vision, goals and outcomes of the project along with process to engage partners and stakeholders.

Saquatucket Harbor is a special place that contributes greatly to the character, appeal and economy of the Town of Harwich. The harbor is the Town's primary municipal marina facility, and provides an important physical and economic link to the nearby business district of Harwichport. The Harbormaster Department operates out of the marina which contains 192 boat slips and is home to an 80 passenger island ferry, four other commercial passenger boats, a large commercial fishing fleet and numerous charter boats and recreational boats. A \$7 million project to replace and reconfigure the dock system at the marina, and to dredge portions of the harbor to permitted depths is approved and pending construction upon receipt of federal and state permits. However, the landside infrastructure is poorly suited to adequately handle the large volume of people who visit and operate from the harbor on a daily basis.

In 2009, 2011, and 2013, the town funded feasibility studies on options to upgrade and modernize its waterfront and harbor facilities.¹ In 2014, the town purchased a 2.2 acre property (aka Downey) adjacent to Saquatucket Harbor, and in October of the same year the Board of Selectmen established the Saquatucket Development Committee with a charge to develop a conceptual site plan that integrated the newly purchased property to support the expansion of municipal marina operations. For the past two years the Committee held public meetings in the development of an approved plan, and last year Town Meeting approved \$250,000 for the architectural and engineering design of the landside renovation plan. Also, the town was awarded \$187,500 MA Coastal Resiliency Grant to ensure the design plans are resilient towards sea-level rise.

The architectural design of the landside renovation plan is near complete. The primary objectives of the plan are to improve the safety of pedestrian access and handicap accessibility, increase the capacity of public restrooms and replace and expand the non-compliant septic system, increase vehicle parking, improve the efficiency of harbor operations, leverage the full economic potential of the waterfront, and enhance the character, beauty, and attractiveness of the harbor for boaters and non-boaters alike for many years to come.

The Saquatucket Municipal Marina Landside Renovation project includes the construction of a new Harbormaster Office building with expanded restroom facilities for both the public and slip permit holders. The project also includes space for a waterfront "Snack Shack" building to be leased to a private operator, as well as five seasonal booths to be leased and operated by local vendors and artisans. A boardwalk with public viewing

¹. Robbins, Gregory, Vine Associates, "Saquatucket & Wychmere Harbors Plan Design Report", August 2013
Cape Cod Commission, "Saquatucket & Wychmere Harbor Baseline Study and Conceptual Plan", January 2011
Bologna, John. Coastal Engineering Company, "Town of Harwich Harbors & Marine Facilities Analysis Report", August 2009

areas that overlook the marina is also planned for the site. Plans for the newly purchased adjacent site include the construction of a Harbormaster Department maintenance facility building, a designated area for passenger boat ticketing booths, the addition of 87 vehicle paved parking spaces, and creative landscaping to enhance the appearance of the area.

10. PROJECT DETAIL – Supportive Coastal Infrastructure Project Grant

10.1: Amount of funds requested: \$1,000,000

10.2: Name of proposed project: Saquatucket Harbor Landside Renovation

10.3: Project site address: 715 Main Street, Harwich Port MA, 02646

10.4: Is the project site publicly owned?

Yes No

10.5: Describe type of ownership (select all that apply).

Public land Leasehold
 Right of Way Easement
 Other

10.5b: If other, please explain. _____

10.6: If not currently public, will the site be publicly owned by the project start date?

Yes No

10.6b: If not, please explain and include details about the nature, timing, and mechanism of the public acquisition. _____

10.7: Is the project seeking other sources of public funds?

Yes No

10.8: Has the project been subject of a local public hearing?

Yes No

10.9: Will the project be ready to proceed with construction in the upcoming construction season?

Yes No

10.10 Is the project consistent with the community's Harbor Plan, DPA Master Plan or other waterfront planning documents that have received public scrutiny and input?

Yes No

10.11 What is the current project status? Check one.

- No work complete
- Initial feasibility including assessment of impacts of rising sea levels and extreme weather events
- Design/Engineering complete

- Permits acquired
- Construction started

10.12 Please provide a list of all permits and other actions required for this project, the current status of those permits, and the timeframe in which the permits will be obtained. Please specify all required local permits and the status of each.

Required Permit / Action	Filing/Request Date	Anticipated Date of Issuance
<input type="checkbox"/> Environmental Notification Form		
<input checked="" type="checkbox"/> Notice of Intent	May 2017	June 2017
<input type="checkbox"/> Water Quality Certificate		
<input type="checkbox"/> Chapter 91 Permit		
<input type="checkbox"/> CZM Consistency Certification		
<input checked="" type="checkbox"/> Other: Site Plan Review	June 2017	June 2017
<input checked="" type="checkbox"/> Other: Building Permit	August 2017	August 2017
<input type="checkbox"/> Other:		
<input type="checkbox"/> Other:		

10.13 Please provide maps, photographs or other graphics which delineate the project site and its context.

Enclosed:

1. Contract with Brown Lindquist Fenuccio & Raber Architects, Inc.
2. MA Coastal Resiliency Grant award letter.
3. Contracted Land Surveying services – Demarest
4. Contracted Septic Engineering – Moran Engineering Assoc, LLC
5. Site Plan of Saquatucket Landside Renovation project and schematic drawings of buildings.
6. Professional estimate of project construction costs.
7. Feasibility studies available on town website <http://www.harwich-ma.gov/harbormaster/pages/facilities-studies>

10.14: Budget and Sources

Please identify all sources of funding to support the proposed project, including the total requested for a Seaport Economic Council grant. Please specify whether each funding source is secured or currently pending approval.

Source	Total	Secured/Pending	Additional Details
Seaport Economic Council*	\$1,000,000	Pending Approval	
Municipality	* \$2,000,000	Approved (Secured)	Approved at 2017 Annual Town Meeting. Project unanimously supported by BOS, Fincom, Capital Outlay, Waterways Cmt.
Federal	None		
Other	* \$250,000	Secured	Engineering Design, approved at 2016 Annual Town Meeting

	\$187,500	Secured	MA Coastal Zone Mgmt Grant for project design
	* \$825,000	Secured	Purchase of adjacent property (Downey) to SAQ Harbor; 2014 Annual Town Meeting.
Total Budget	\$4,262,500		
*Please indicate source of matching funds (20% of overall project funding request required)			

10.15: Please provide a breakdown of the project budget. This should include the cost of each element of the project (feasibility, survey, permitting, design, bid, construction oversight, construction, etc.) and should not be limited to the work which will be covered by Seaport Council funding. The table should indicate if the cost listed is an estimate or if the work has been bid. The table should also indicate if Seaport funds will be used for each element of work listed.

Action	Total Cost	Funding Source	Status of Funding Source (secured or unsecured)
Feasibility	- 2013 Study \$60,000 - 2011 Study - 2009 Study \$50,000	- \$50K Town, \$10K Cape Cod Commission - Cape Cod Commission - Town	Secured Secured Secured
Survey	\$5,600	- \$250,000 Town	Secured
Permitting	\$5,500	- \$187,500 MA Coastal Resiliency Grant (CZM)	Secured
Design/Engineering	\$292,726		Secured
Construction	\$3,000,000	- \$2,000,000 Town - \$1,000,000 Seaport Grant	- Town share Secured. - Grant Unsecured
Other:			
Septic System Eng Design	\$6000	- Coastal Resiliency Grant	Secured

10.16 Please provide a project schedule and anticipated project milestones for the coastal infrastructure project for which the community is seeking grant assistance.

Milestone	Start Date	End Date
Feasibility	Completed	
Survey	Completed	
Permitting	May 2017	August 2017
Design/Engineering	January 2017	May 2017
Bid/Contract	June 2017	August 2017
Start Construction	September 2017	
25% Construction		October 2017
50% Construction		December 2017
75% Construction		March 2018
100% Construction		May 2018
Punch List		June 2018

10.17 Describe how this proposal for a coastal infrastructure grant supports the maritime objectives of your community.

This proposed landside project will go a long way to achieving the Town's stated goals and objectives of upgrading and modernizing harbor facilities, maximizing economic and recreational opportunities, increasing accessibility, and protecting the area's environment, neighborhood character, and maritime history.

Pedestrian safety is a significant concern; under present conditions hundreds of daily passenger boat customers must cross Route 28 (busy state road) after purchasing tickets or line up in the main Saquatucket parking lot area for tickets. The lack of sufficient ticketing areas creates a pedestrian safety hazard resulting from congestion within the busy traveled way which is used by vehicles and boat trailers to access the adjacent boat ramp. Providing a designated ticketing area on the harbor side of Route 28 where significant increased parking is available will resolve this safety concern. In addition, while not part of this project, the town has concurrently requested through MA Department of Transportation that a sidewalk leading from Harwichport to Saquatucket Harbor be included in the next Route 28 road maintenance project.

The Harbormaster Department maintenance operation is currently located off site approximately two miles away from Saquatucket Harbor. The maintenance facility, which previously served as the Fire Station, is in disrepair and lacks adequate space to perform routine maintenance work in a safe and efficient manner. The vast majority of maintenance and repair work occurs directly at our municipal marina. Having the department garage and workshop located at the marina will greatly improve the efficiency and safety of operations. The architectural design of the maintenance building meets the needs of the department, complies fully with coastal resiliency requirements and blends in well with the local Cape Cod style neighborhood.

The current Harbormaster Department office building houses the operations for both the Harbormaster and Natural Resources Departments. The building, which is currently located within the flood velocity zone, is comprised of a small shanty which serves as the public service space and a converted shed that serves as staff office space. The entire building is poorly insulated, and no longer meets basic health and safety codes. The proposed new Harbormaster Department office building will be built outside the flood velocity zone, and will enhance the effectiveness of staff operations and greatly improve the appearance and functionality of the facility. Included in the building design is a small conference/training room that will be available for staff and public maritime organizations to conduct training courses or conferences.

The Town has the opportunity to leverage the full economic potential of Saquatucket Harbor. Past economic development studies have demonstrated the capacity for the harbor to support and enhance the economic development of the nearby Harwichport business district. The addition of a leased waterfront snack shack with outdoor seating and expanded green space, a boardwalk with viewing areas of the marina and harbor, leased vendor shacks for local artisans, and expanded parking will greatly improve access and attraction to the harbor for residents and visitors alike, and will generate additional revenue for the town.

Not only will the functionality of the harbor be improved, but the character and beautification of the harbor will be dramatically improved as well, increasing the charm and maritime heritage of the Town of Harwich.

10.18: Project Success

How will it be determined that the project is successful? What are the intended measurable outcomes?

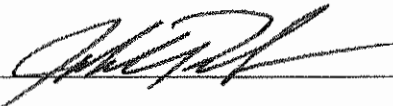
Saquatucket Municipal Marina is a vital economic asset to the Town of Harwich, yet the benefits of this beautiful harbor are currently limited to a small segment of the community because the facility lacks basic amenities and attractions, does not provide safe pedestrian and nor does it provide for ADA accessibility. If you are not a boater, you have little reason to go to Saquatucket Harbor. Currently there is no place other than sitting in your car in the parking lot to safely enjoy the views of the harbor. Town officials have long recognized the need to modernize and expand the Saquatucket Harbor waterfront area to make it a safe, vibrant and attractive destination to a broader spectrum of the community; and that is why the town is invested in this project.

The Saquatucket Harbor Landside Renovation project will produce the following measurable outcomes:

- The addition of boardwalks, ramps, paved walkways and lighting will provide for safe pedestrian and ADA access from all areas of the parking lot, to facility buildings, down to the docks of the marina. The main boardwalk will extend along the majority of the waterfront and will include benches and viewing areas for the public to safely enjoy the view of the harbor.
- The entire waterfront facility will be resilient to sea-level rise. All buildings will be constructed to elevations that will comply with FEMA requirements and outside resource buffer areas. Improved drainage on the recently purchased "Downey" property will include a pervious pavement system that will increase protection for the abutting wetland area. Also, the addition of a new and expanded Title 5 septic system, with nitrogen reduction, will meet current and future wastewater management needs and will protect the Saquatucket Harbor watershed.
- The abandoned "Downey" property, recently purchased by the town to support harbor landside operations, has long been an eyesore within the town and neighboring community. The site will be professionally landscaped with a combination of shade, evergreen and flowering trees, native shrubs, perennial plantings and grass areas. In addition, the lot will be paved to provide 87 additional public parking spaces. This additional parking will greatly improve the current parking shortage and will directly support the passenger boat ticketing operations that will also be relocated to the property. This renovated town property will also be used in the off-season for leased winter boat storage, providing a much needed service and providing increased annual revenue for the town.
- Currently a visitor or boater who comes to Saquatucket Harbor cannot even purchase a bottle of water; other than selling bags of ice, there are no amenities available for the public. The addition of a leased waterfront Snack Shack that serves both hot and cold food will be a welcomed attraction and meet the needs of the hundreds of visitors and patrons who come to the harbor on a daily basis. There will be outdoor tables and chairs, along with sitting walls and added green space areas for the public to enjoy lunch along the waterfront. The site plan also includes an expanded green space area with boardwalks that lead to leased Artisan Shacks where local vendors can sell their unique arts and crafts. Again, this achieves the desired outcomes of capitalizing upon the economic potential of the harbor, enhancing the character and charm of the marina, and making Saquatucket Harbor more of a destination for residents, visitors and boaters alike.
- The current Harbormaster Department office building and garage/workshop building are long overdue for replacement. As stated above the current office building is not compliant with basic health, building and safety codes, and does not have adequate space for department staff to effectively and efficiently operate. Sharing an office space with the two other staff members, the Harbormaster has no privacy or space to meet with members of the public or permit holders. The permanent and seasonal department staffs have grown over the years, and municipal marina operations have expanded, yet the office

building needed to effectively manage the marina has not. The proposed new office building will comply with all building codes, will enhance the effectiveness of staff operations and greatly improve the appearance and functionality of the facility. Likewise the new garage/workshop building to be built at Saquatucket Harbor will greatly improve the efficiency of the department's significant maintenance operation. Again, as stated above the current workshop is located 2 miles away from the harbor in a dilapidated building. Department personnel currently waste a significant amount of time driving back and forth from the harbor for needed tools, equipment and supplies, as most of the required work is at the marina. The town plans to sell the existing maintenance building and property, and revenue generated from the sale will be used to offset the cost of the new maintenance building.

When completed, please email or mail the application to Deputy Director of the Seaport Economic Council, Ellen Cebula at ellen.cebula@massmail.state.ma.us or 93 State Pier in New Bedford, MA 02740.

Application prepared by: 
Name: John C. Rendon Title: Harbormaster
Contact Information: Tel No. (774) 212-6193 Email: jrendon@town.harwich.ma.us

Ann Steidel

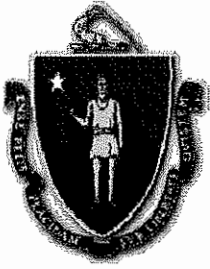
From: Cebula, Ellen (SEA) <ellen.cebula@state.ma.us>
Sent: Tuesday, January 30, 2018 8:42 AM
To: John Rendon
Subject: RE: Grant - SAQ Landside Renovation Project
Attachments: Seaport Economic Council Pre Contract Form.doc

John,
Yes, the \$1million is up for vote on 2/13th. Attached is a pre-contract form. If you want to get started on the form, once the project is approved, we can move into the contracting phase pretty quickly.
Let me know if you have any questions or concerns.
Thank you
Ellen

From: John Rendon [mailto:jrendon@town.harwich.ma.us]
Sent: Wednesday, January 24, 2018 10:38 AM
To: Cebula, Ellen (SEAPORT) <Ellen.Cebula@MassMail.State.MA.US>; Cebula, Ellen (SEAPORT) <Ellen.Cebula@MassMail.State.MA.US>
Subject: Grant - SAQ Landside Renovation Project

Ellen,
I just want to confirm that our SAQ Landside Project was selected for the full \$1 million as applied for? Also when is the earliest that funding will be available should we receive the final approval? Thanks again, so excited that our project was selected for grant support. regards,

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



Commonwealth of Massachusetts

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR
COUNCIL CHAIRWOMAN

Seaport Economic Council

93 State Pier
New Bedford, Massachusetts 02740
508-999-3030

CAROLYN A. KIRK
EXECUTIVE SECRETARY

Seaport Economic Council Meeting Agenda

Kennedy Center
400 East Squantum Street
Quincy, MA 02171
February 13th, 2018
10:00am – 12:00pm

- 1. Call Meeting to Order**
The Honorable Karyn Polito, Lieutenant Governor
- 2. Welcome by Host**
Mayor Thomas P. Koch, City of Quincy
- 3. Approval of Minutes**
The Honorable Karyn Polito, Lieutenant Governor
- 4. Update of Supportive Coastal Infrastructure Projects funded by SEC post storm**
Carolyn Kirk, Vice Chair, Seaport Economic Council
- 5. Project Proposals**
The Honorable Karyn Polito, Lieutenant Governor

Mass Tech Collaborative, Grand Challenge, \$500,000

Pat Larkin, Director, Innovation Institute at Mass Tech Collaborative

City of Quincy, Maritime Facility \$1,000,000

Mayor Thomas P. Koch, City of Quincy

***PENDING APPROVAL FROM DCR**

New Bedford Harbor Development Commission, \$1,000,000

Mayor Jonathan F. Mitchell, City of New Bedford

Town of Wareham, Onset Bathhouse Rehabilitation, \$350,000

Derek Sullivan, Town Administrator, Town of Wareham &

Mark Rasmussen, President, Buzzards Bay Coalition

Barnstable County, Fire and Rescue Training Academy, \$300,000

Sean O'Brien, Director, Emergency Preparedness Coordinator

*Barnstable County Department of Health and Environment and Philip Burt,
Emergency Preparedness Specialist for the Barnstable County Regional Emergency
Planning Committee*

Town of Harwich, Harbormaster Facility, \$1,000,000

John Rendon, Harbormaster, Town of Harwich

6. Closing Statement

The Honorable Karyn Polito, Lieutenant Governor

7. Adjournment 12:00 pm:

SAQUATUCKET HARBOR LANDSIDE REDEVELOPMENT

FOR

TOWN OF HARWICH
715 MAIN STREET
HARWICH PORT, MA 02646



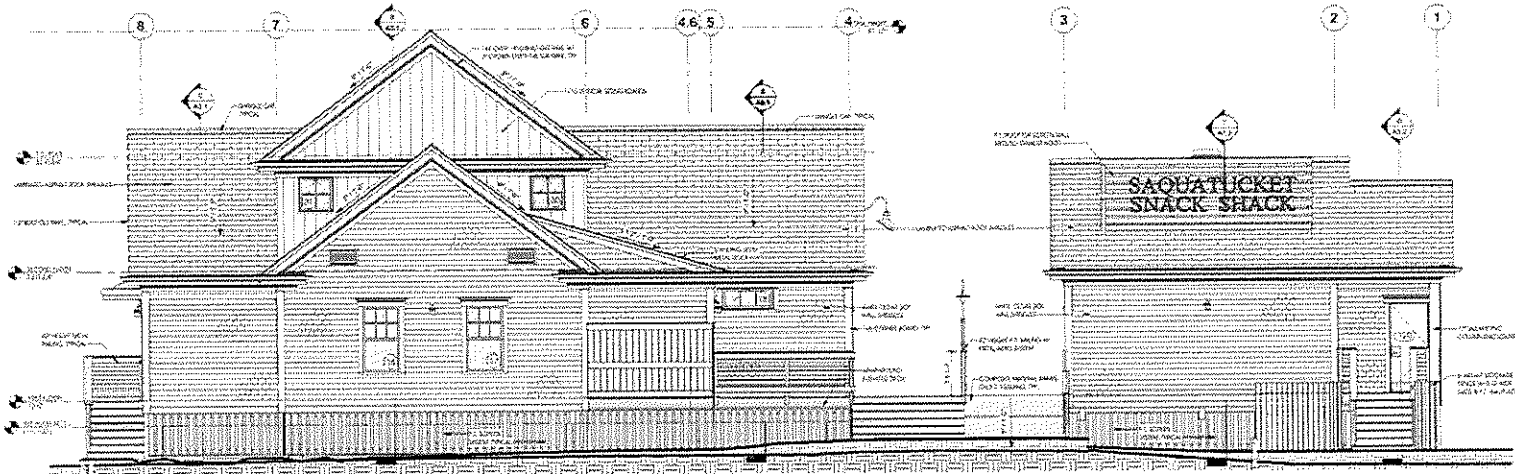
ARCHITECTS
BROWN LINDQUIST FENUCCIO & RABER ARCHITECTS, INC.
203 WELCH STREET SUITE A
YARMOUTH PORT, MA 02675
TEL: (508) 362-4342 FAX: (508) 362-0829
WWW.BLRARCHITECTS.COM

CONSULTING STRUCTURAL ENGINEER
COASTAL ENGINEERING COMPANY, INC.
292 CHAMBERLAIN HIGHWAY, ORLAND, MA 02653
TEL: (508) 254-6611 FAX: (508) 254-6700
WWW.COASTALENGINEERINGCOMPANY.COM

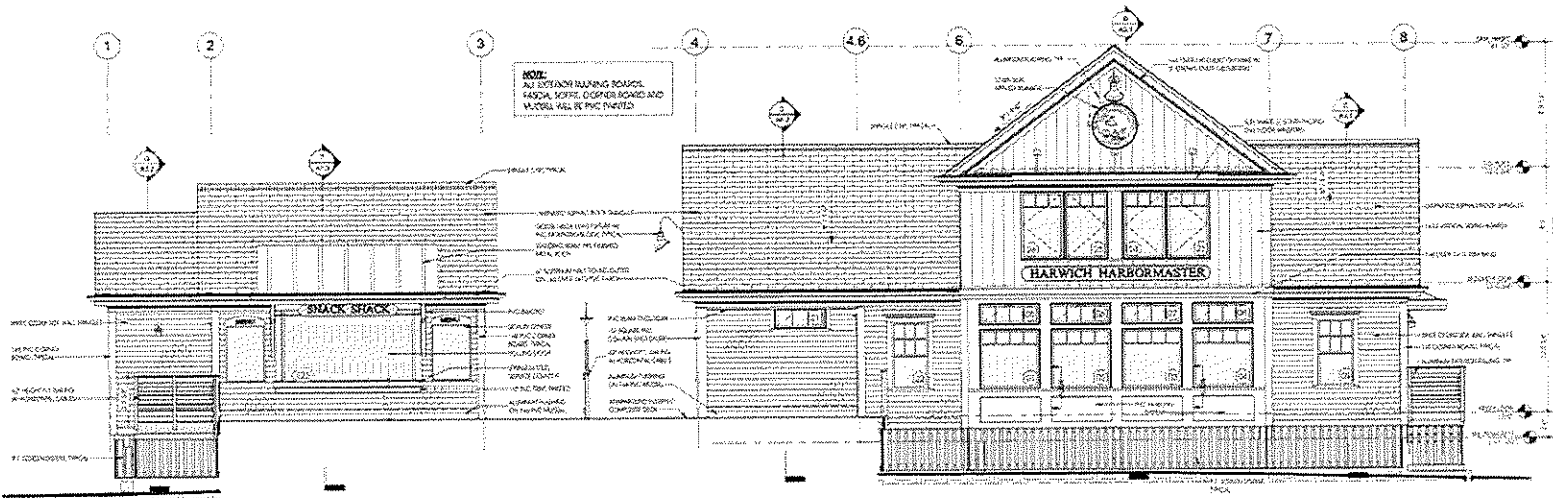
CIVIL ENGINEER
COASTAL ENGINEERING CO., INC.
292 CHAMBERLAIN HIGHWAY, ORLAND, MA 02653
TEL: (508) 254-6611 FAX: (508) 254-6700
WWW.COASTALENGINEERINGCOMPANY.COM

CONSULTING MEP ENGINEERS
GRIFFITH & VARY, INC.
10383 ROCK ROAD, HARWICH, MA 02646
TEL: (508) 259-4222 FAX: (508) 245-0003
WWW.GRIFITHANDVARY.COM

PROGRESS SET - NOT FOR CONSTRUCTION
05-23-17



3 HARBORMASTER SNACK SHACK / NORTH ELEVATION
1/4" = 1'-0"



1 HARBORMASTER / SNACK SHACK SOUTH ELEVATION
1/4" = 1'-0"

NOTE:
ALL EXTENSION DRAWING SOURCE:
KASDIA, WATERS, GOSWAMI ARCHITECTS AND
MATERIALS WILL BE PROVIDED

SAQUATUCKET HARBOR LANDSIDE REDEVELOPMENT
TOWN OF HARWICH
715 MAIN STREET
HARWICH PORT, MA 02646

PROJECT ARCHITECTS, INC.
100 STATE STREET
SAQUATUCKET, MA 02646
TEL: 508-833-1111
WWW.PROJECTARCHITECTS.COM

TITLE:
HARBORMASTER / SNACK SHACK BUILDING ELEVATIONS

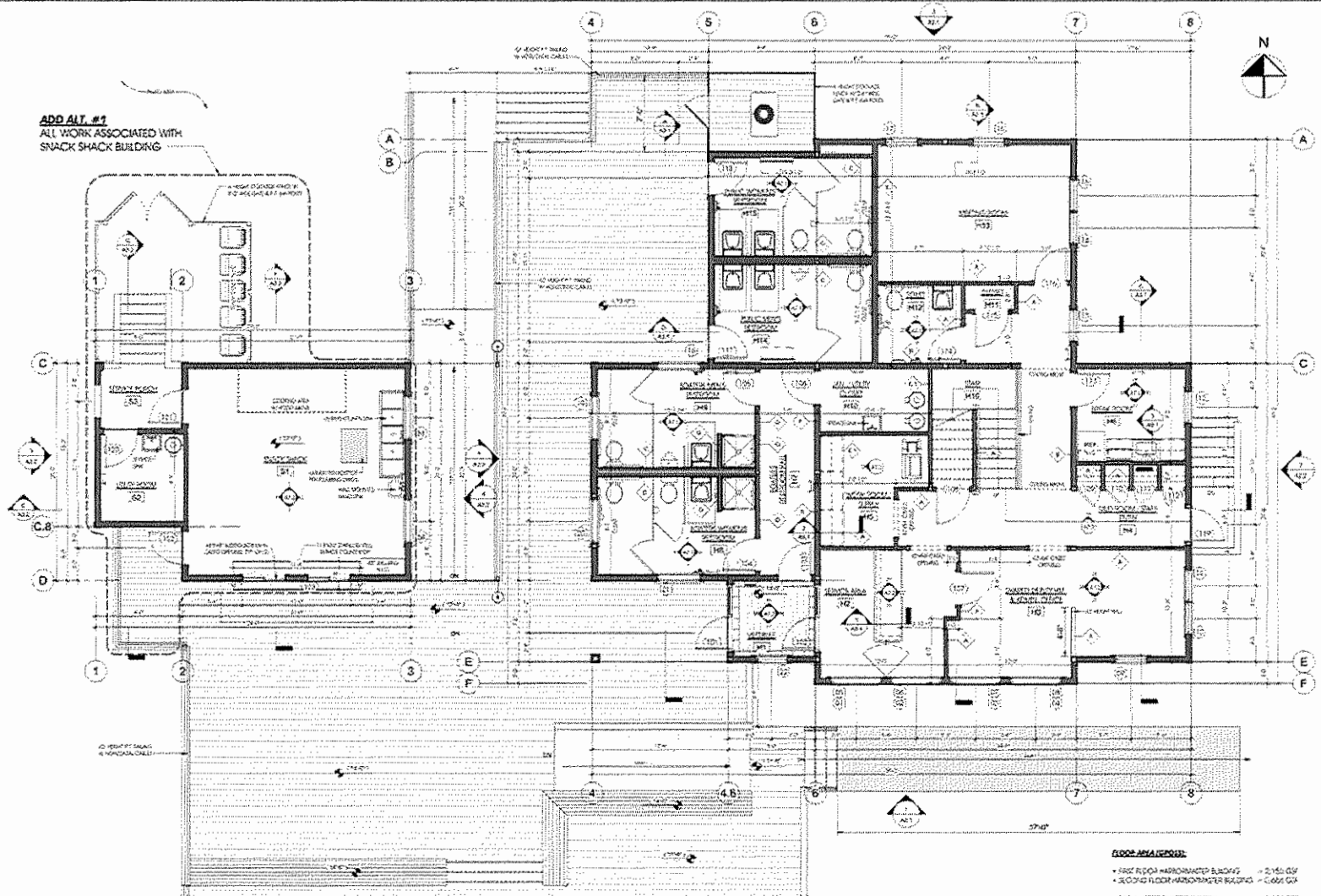
DATE ISSUED: 08-23-17

Revisions:

DRAWN BY: ALPYN
PROJECT #:
DRAWING NO.:

A2.1

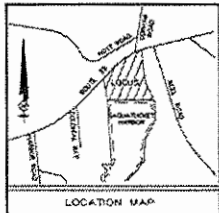
ADD ALT. #1
ALL WORK ASSOCIATED WITH
SNACK SHACK BUILDING



- FLOOR AREA (SQ FT):**
- FIRST FLOOR HARBORMASTER BUILDING = 2,145.00
 - SECOND FLOOR HARBORMASTER BUILDING = 1,646.00
 - TOTAL HARBORMASTER BUILDING = 3,791.00
 - SNACK SHACK BUILDING = 1,100.00

1 HARBORMASTER / SNAK SHACK FIRST FLOOR PLAN ADD ALTERNATE #1
1/4" = 1'-0"

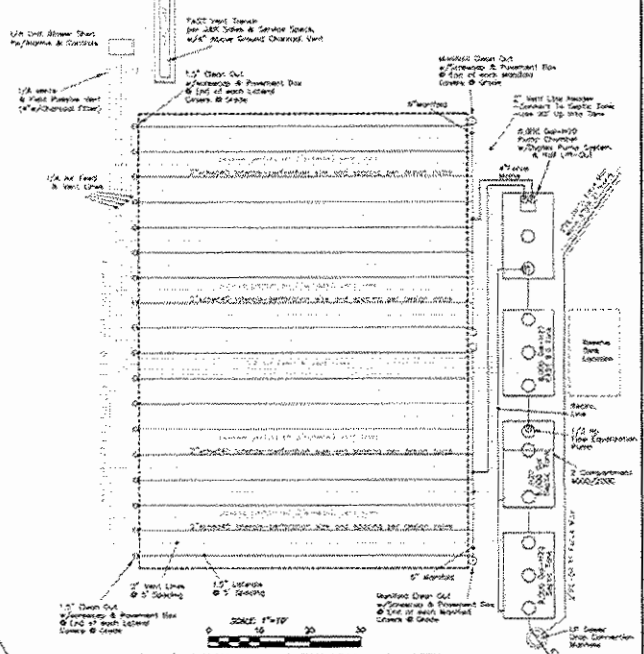
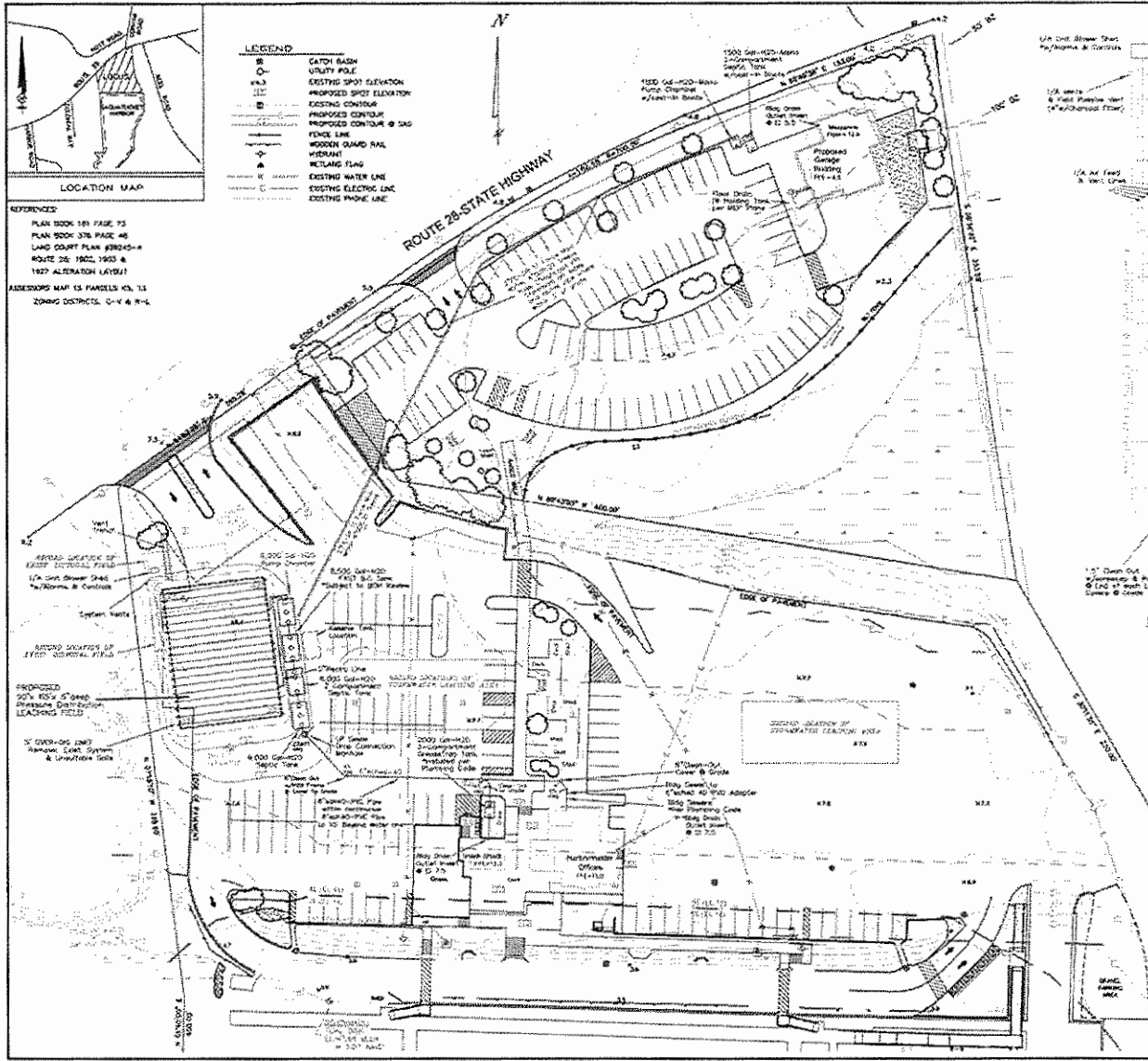
<p>DATE: 05/23/12</p> <p>PROJECT: SAGUAMUCKET HARBOR LANDSIDE REDEVELOPMENT TOWN OF HARWICH 715 MAIN STREET HARWICH PORT, MA 02646</p>	
<p>DESIGNER: GEORGE LEBROUZE FERRICCO & PASTER ARCHITECTS, INC.</p> <p>OWNER: TOWN OF HARWICH</p>	<p>TITLE: HARBORMASTER / SNACK SHACK FIRST FLOOR PLAN ADD ALTERNATE #1</p>
<p>DATE: 05/23/12</p> <p>REVISIONS:</p>	<p>DRAWN BY: [blank]</p> <p>PROJECT #: [blank]</p> <p>DRAWING NO.: A1.1.1</p>



- LEGEND**
- CATCH BASIN
 - UTILITY POLE
 - EXISTING SPOT ELEVATION
 - PROPOSED SPOT ELEVATION
 - EXISTING CONTOUR
 - PROPOSED CONTOUR @ 5' SCS
 - FENCE LINE
 - WOODEN GUARD RAIL
 - WETLAND
 - WETLAND FLAG
 - EXISTING WATER LINE
 - EXISTING ELECTRIC LINE
 - EXISTING PHONE LINE

REFERENCE

PLAN BOOK 181 PAGE 73
 PLAN BOOK 376 PAGE 46
 LAND COURT PLAN #39245-A
 ROUTE 28 1902, 1903 &
 1907 ALTERATION LAYOUT
 ADDRESS MAP 13 PARCELS 45, 11
 20048 DISTRICTS C-1 & 4



TEST HOLE 2 P.O. 84-1440

Sta.	Depth	Material	Remarks	Depth	Remarks
0.0	0.0	Surface	Top of Ground	0.0	Top of Ground
0.1	0.1	Gravel	1/2' to 1/4"	0.1	Gravel
0.2	0.2	Gravel	1/2" to 3/4"	0.2	Gravel
0.3	0.3	Gravel	1/2" to 3/4"	0.3	Gravel
0.4	0.4	Gravel	1/2" to 3/4"	0.4	Gravel
0.5	0.5	Gravel	1/2" to 3/4"	0.5	Gravel
0.6	0.6	Gravel	1/2" to 3/4"	0.6	Gravel
0.7	0.7	Gravel	1/2" to 3/4"	0.7	Gravel
0.8	0.8	Gravel	1/2" to 3/4"	0.8	Gravel
0.9	0.9	Gravel	1/2" to 3/4"	0.9	Gravel
1.0	1.0	Gravel	1/2" to 3/4"	1.0	Gravel

TEST HOLE 1 A. 74-1441

Sta.	Depth	Material	Remarks	Depth	Remarks
0.0	0.0	Surface	Top of Ground	0.0	Top of Ground
0.1	0.1	Gravel	1/2" to 3/4"	0.1	Gravel
0.2	0.2	Gravel	1/2" to 3/4"	0.2	Gravel
0.3	0.3	Gravel	1/2" to 3/4"	0.3	Gravel
0.4	0.4	Gravel	1/2" to 3/4"	0.4	Gravel
0.5	0.5	Gravel	1/2" to 3/4"	0.5	Gravel
0.6	0.6	Gravel	1/2" to 3/4"	0.6	Gravel
0.7	0.7	Gravel	1/2" to 3/4"	0.7	Gravel
0.8	0.8	Gravel	1/2" to 3/4"	0.8	Gravel
0.9	0.9	Gravel	1/2" to 3/4"	0.9	Gravel
1.0	1.0	Gravel	1/2" to 3/4"	1.0	Gravel

Date: 6/12/13
 Performed By: Daniel Cristofari, PE
 Witness: Meggan Tierney, EA

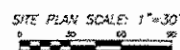
GROUNDWATER ADV. 13-1
 Groundwater Level: EL. 1.4
 Index Well: 208-88
 Zone A: (6/12/13, 1.17) - 0.8' Adj. High On Gauge
 Zone B: (6/15, 10.7) - 0.8' Adj. High On Gauge
 EL. 1.7
 Highest measured water level of Well: D. 2.4 on 6-3-17
 (Transducer Error: 3.0007 to 4.2-17)
 Notes: D. 1.4, Pressure: D. 1.8, 3.0m - 1.8

RECIRCULATION TEST #7H1

Time: 0:00
 Ann: 25:00
 0-6'
 40' Less Than 200' Depth in C Layer
 Down: 10' - 20' - 30' - 40' - 50' - 60'
 Date: 4/10/15
 Performed By: Robert Cottrill, PE
 Witness: Meggan Tierney, EA

NOTE Long Surveying, Wetland Locations, & Utility Locations Per Existing Conditions Plans Prepared By: Demarest Land Surveying
 Proposed Building & Building Locations Designed By: Brown Lindquist Fenwick & Weber Architects, Inc.
 Proposed Final Site Grading & Drainage Designed By: Town of Haverhill Engineering Dept.
 Proposed Septic System & Site Conditions Require: Town of Haverhill, SDW, Cons. Comm., and Planning Board Approval.

MORAN ENGINEERING ASSOC. LLC
 302-433-2826 541 Main Street (Rte 28) Haverhill, MA
SEPTIC SYSTEM LAYOUT PLAN
 Prepared For: Town of Haverhill
 715, 731, ROUTE 28, HARRISBURG, MA
 MEA P17-07G DATE: 3/30/17
 Revised: 5/25/17, 6/6/17, 6/27/17



Saquatucket Harbor Landside Renovation Project



Sandy Robinson

From: harwichha@verizon.net
Sent: Tuesday, December 12, 2017 11:27 AM
To: Sandy Robinson
Subject: CPC Representative
Attachments: Housing Authority CPC Representative.pdf

Sandy, The Housing Authority board voted to have Randy Pond be our new representative to the CPC. I have attached extracts from last night's meeting for the Board of Selectmen. . Any questions give me a call. (508-945-0478) Thanks,
John

To the Harwich Board of Selectmen,

I, the undersigned, the duly appointed, qualified and acting Secretary of the **HARWICH HOUSING AUTHORITY**, do hereby certify:

THAT the following extract from the Minutes of the **REGULAR MEETING** of the members of said Authority held on **December 11, 2017**, is a true and correct extract of the original Minutes of said Meeting.

THE Meeting was called to order by the Chairman, and upon roll call, those present and absent were as follows:

PRESENT: Sally Urbano, Sandra Woodbridge, Robert MacCready, Judith Underwood and Randy Pond, also present was John Stewart, Executive Director.

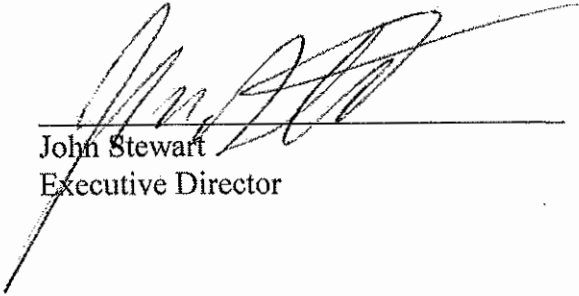
ABSENT: None

The Board discussed who was able and willing to be the representative to the Community Preservation Committee. Judith Underwood said that she would not be able to serve as our representative as she had other commitments. Randy Pond said he would be able to fill that position. Sandra Woodbridge made a motion to vote Randy Pond to be our representative to the CPC, Sally Urbano seconded the motion and it passed with a vote of 3 to 0, with both Randy Pond and Bob MacCready abstaining.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority this 12th day of December 2017.

(Seal)





John Stewart
Executive Director

Email: harwichha@verizon.net

Ann Steidel

From: Robbin Kelley
Sent: Tuesday, January 30, 2018 10:25 AM
To: Ann Steidel
Cc: Amy Usowski; Cindy Eldredge; Karen Young; sconner80@gmail.com; Jannell Brown
Subject: Separate line item

Ann

The Cemetery Commission vote unanimously this morning to name the new Arboretum as follows

James Marceline Arboretum at Island Pond Cemetery. Could you put this as additional item on the Agenda.

Thank you

Robbin Marie Kelley
Cemetery Administrator
Town of Harwich
Office: 100 Oak Street
Mailing: 732 Main Street
Harwich, MA 02645
Phone 508-430-7549
Fax 508-430-7598

Ann Steidel

From: Robbin Kelley
Sent: Thursday, February 01, 2018 7:27 AM
To: Ann Steidel
Subject: FW: James G. Marceline

Mary Rita had her daughter write this email to me.

Let me know if you need any thing else from them.

Robbin Marie Kelley
Cemetery Administrator
Town of Harwich
Office: 100 Oak Street
Mailing: 732 Main Street
Harwich, MA 02645
Phone 508-430-7549
Fax 508-430-7598

From: LC Cheezburglar [mailto:lcleyva19@gmail.com]
Sent: Thursday, February 01, 2018 5:54 AM
To: Robbin Kelley <rkelly@town.harwich.ma.us>
Subject: Re: James G. Marceline

Good evening,

The family of James G. Marceline would be honored at the possibility of having an arboretum associated with Jimmy at Island Pond Cemetery. If there is anything you need from us as this project proceeds, please don't hesitate to ask.

Thank you,

Lucia Cristina Leyva

(Jimmy's Granddaughter)

FACILITIES NAMING POLICY

One of the ways the Town of Harwich may pay tribute to persons who have made a significant contribution to the Town is to name physical facilities such as buildings, rooms, roads, gardens, lawns and courtyards in honor of them. The naming of facilities also contributes to maintaining a sense of history in the Town. As there is a relatively finite number of facilities available, it is important for the Town to ensure that such recognition is given only in exceptional circumstances and to outstanding contributions and that the recognition is relative to the significance of the facilities being named. The Town must also ensure it affords the opportunity for future generations to recognize subsequent contributions. It may also be appropriate from time to time to commemorate an event by the naming of a physical facility. This document sets out in policy and procedures form those principals the Town will follow to ensure that appropriate review and consistency is achieved when commemorative names are given to facilities.

POLICY

1. The Board of Selectmen is the only body which has the authority to name Town facilities under its jurisdiction unless Town Meeting is so petitioned. Town facilities for the purpose of this policy are defined to include all property over which the Town may secure naming rights.
2. Facilities may not be named after staff still in the service of the Town.
3. Once a facility has been named, that name should remain. It should not be subject to alteration for at least 25 years unless there are exceptional circumstances.
4. The permanent naming of a separate building in recognition of a person will generally only be made in respect of someone who has made a highly distinguished contribution to the Town.
5. The naming of parts of buildings after persons distinguished for their contributions to a particular group may be considered.
6. Roads, gardens and other places may also be named after persons who have made a distinguished contribution to the Town as a whole.
7. All bequests offered to the Town which involve naming, must be referred to the Board of Selectmen for acceptance and no bequest with naming rights should be sought from an industry, company or other source not approved by the Board of Selectmen.
8. Plaques/signs in respect of any naming must be in accordance with Town policy.

PROCEDURES

1. Any proposal to name a building, part of a building, or any object shall be made in a written submission to the Board of Selectmen.

2. A proposal to name after a person shall be accompanied by detailed background information suitable for use as a comprehensive citation.
3. Proposals for naming will be referred to the appropriate Committee or Commission for consideration and recommendation to Board of Selectmen.
4. A proposal, if approved by the Board of Selectmen, will not be publicly announced or implemented unless the approval of the person after whom the naming is made, or if he or she is deceased, the family, is given. If the family of a deceased person cannot be traced, or there is no family, the naming may proceed as approved by the Board.
5. When considering individual applications, the Board of Selectmen may choose to vary these policies in appropriate circumstances.

HARWICH BOARD OF SELECTMEN
Harwich, Massachusetts

ADOPTED: November 14, 2005
AMENDED: N/A

Sandy Robinson

From: Robbin Kelley
Sent: Monday, January 29, 2018 12:18 PM
To: Sandy Robinson
Subject: island Pond article

Sandy

Michael will also like me to be on the Agenda for the transfer of land: map 49 parcel R3 (2 +/- acres) from the care and custody of the BOS to the Cemetery Department for the Island Pond Cemetery.

Robbin Marie Kelley
Cemetery Administrator
Town of Harwich
Office: 100 Oak Street
Mailing: 732 Main Street
Harwich, MA 02645
Phone 508-430-7549
Fax 508-430-7598

From: Sandy Robinson
Sent: Monday, January 29, 2018 11:59 AM
To: Robbin Kelley <rkelly@town.harwich.ma.us>
Subject: RE: Rules & Regulations space holder.

Is this for an article? If so, I will wait for the changes.

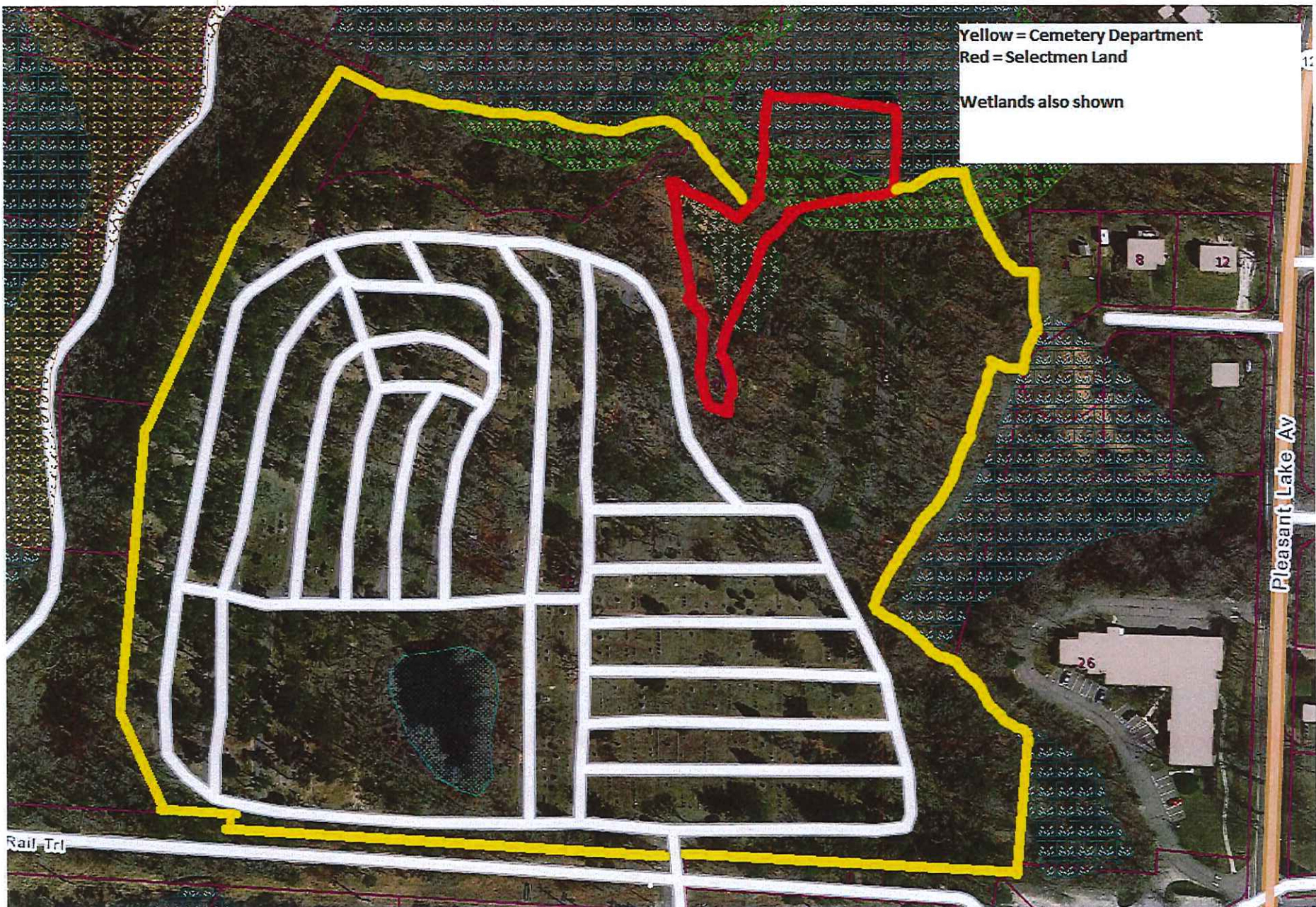
Sandra Robinson
Administrative Secretary
Selectmen/Administrator's Office
srobinson@town.harwich.ma.us
(508) 430-7513

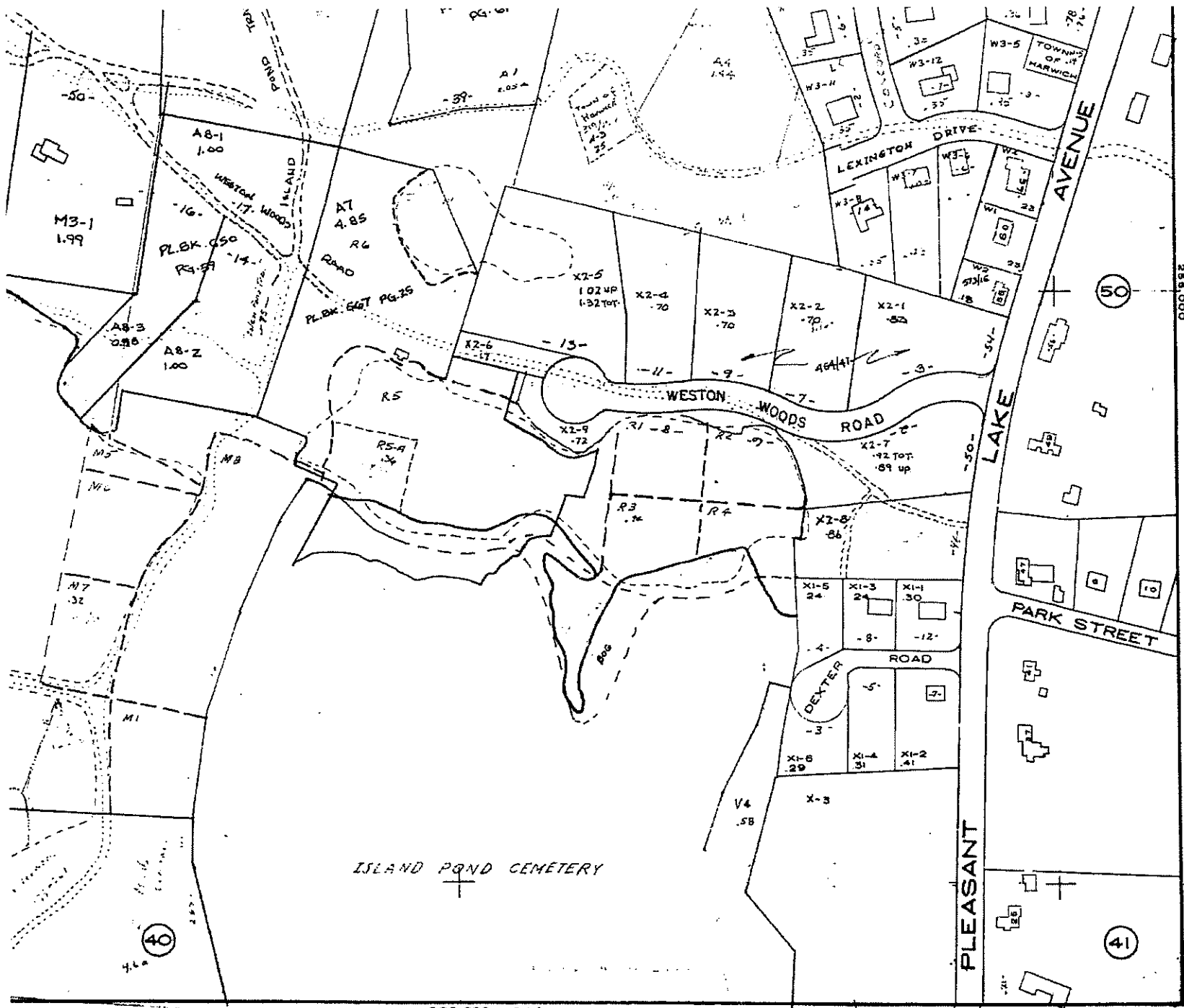
From: Robbin Kelley
Sent: Monday, January 29, 2018 11:36 AM
To: Sandy Robinson <srobinson@town.harwich.ma.us>
Subject: Rules & Regulations space holder.

We are having a meeting tomorrow with the changes after the commission votes.

Yellow = Cemetery Department
Red = Selectmen Land

Wetlands also shown





THIS DEED NOT VALID UNLESS RECORDED IN THE PROPER REGISTRY OF DEEDS WITHIN 60 DAYS AFTER THE SALE

TREASURER'S DEED TO MUNICIPALITY
LAND OF LOW VALUE

THE COMMONWEALTH OF MASSACHUSETTS
BK 12500 PG 140 67528
TOWN OF HARWICH 08-26-1999 @ 09:41
OFFICE OF THE TREASURER

I, Dorothy Parkhurst, Treasurer of the Town of Harwich pursuant to the provisions of General Laws, Chapter 60, Section 79 and 80, hereby grant to said town the parcel(s) of land described in the instrument of taking or tax collector's deed to which reference is made in the following schedule:

NAME OF PERSON ASSESSED IN THE YEAR OF THE TAX FOR WHICH THE LAND WAS TAKEN OR SOLD	INSTRUMENT OF TAKING RECORDED BOOK PAGE	NAMES OF INTERESTED PERSONS SERVED BY REGISTERED MAIL WITH NOTICE OF SALE UNDER CHAPTER 60 SECTION 80A
LOCATION OF PARCEL		
Howard C Cahoon Jr et al Map 92 P5	7854 048	Howard C Cahoon Jr et al
Steven A Cove Trustee Map 34 E6 (formerly Misc 1522-5-1)	6943 019	Steven A Cove Trustee
Bessie E Drew Map 48 W2	5321 029	Bessie E Drew
Yvette M Innello Map 49 R3	3161 056	Yvette M Innello
Bertha E Larkin Map 100 L7	4732 082	Bertha E Larkin

Vertical handwritten note: BARNSTABLE REGISTRY

The land hereby granted was included in an affidavit made by The Commissioner of Corporations and Taxation recorded/registered on June 17, 1999, in the Barnstable Registry of Deeds, Book 12345, Page 151, relative to the value of certain parcels of land taken by the Town of Harwich for non-payment of taxes and to the validity of the tax titles held thereon; and was offered for sale at public auction on August 4, 1999, in accordance with a notice of sale posted on July 14, 1999, in the Town of Harwich and in the Harwich Oracle.

No bid was made at the time and place appointed for the sale or at any adjournment thereof and the said town therefore became the purchaser at an adjournment of said sale on August 4, 1999.

Executed as a sealed instrument this 25th day of August, 1999 *Dorothy Parkhurst*, Treasurer of the Town of Harwich.

THE COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

Aug. 25, 1999

Then personally appeared the above-named Dorothy Parkhurst and acknowledged the foregoing instrument to be his free act and deed as Treasurer as aforesaid, before me.

My commission expires *Feb. 19, 2004*

Judith E. Buckwold
Notary Public

THIS DEED APPROVED BY THE COMMISSIONER OF REVENUE
JUDITH E. BUCKWOLD
NOTARY PUBLIC
Commission Expires Feb. 19, 2004

BARNSTABLE REGISTRY OF DEEDS

MAILING ADDRESS:
732 Main Street Harwich, MA 02645

Ann Steidel

From: Michael D. MacAskill
Sent: Wednesday, January 31, 2018 4:51 PM
To: Ann Steidel; Sandy Robinson; Christopher Clark
Cc: Young, David F.; Sharon Pflieger
Subject: WSC

Please add under new business "waste water support committee information"
I want to establish the chain of command for request from Wastewater support committee" and to make it clear what they get and make sure it is in a timely fashion.

Michael

Ann Steidel

From: Michael D. MacAskill
Sent: Tuesday, January 30, 2018 8:40 PM
To: Ann Steidel; Sandy Robinson
Cc: Christopher Clark; Donald F Howell
Subject: Fw: Cape Cod Water Protection Collaborative

Agenda Item for this week .

Can Larry serve on this as a board member ? If so I have no problem ..

Please also put Housing authority request to appoint Randal Pond to CPC . Please include minutes and there written request. Please include expiration date .

Please look up date expired etc.

From: Larry Ballantine
Sent: Tuesday, January 30, 2018 9:30 AM
To: Michael D. MacAskill
Subject: Cape Cod Water Protection Collaborative

Michael, not sure of exact date but my appointment to the CCWPC expired last Spring.

I would like to be reappointed if BOS so chooses.

Larry

May 20, 2014

County of Barnstable
Cape Cod Water Protection Collaborative
Superior Court House
P. O. Box 427
Barnstable, MA 02630

RE: Reappointment of Representative

Dear Commissioners:

At a public meeting of the Board of Selectmen held on Monday, May 19, 2014, the Board of Selectmen voted to re-appoint Larry Ballantine as Harwich's representative to the *Cape Cod Water Protection Collaborative*. The effective date of this term will be March 1, 2014 until February 28, 2016.

Affordable Housing Trust

To see if the Town will vote to accept Chapter 44 section 55C of the Massachusetts General Laws to establish a Municipal Affordable Housing Trust Fund and further adopt the following by-law:

Appointments

As authorized by MGL c44, section 55C, the Board of Selectmen shall appoint five Trustees, one of whom shall be a member of the Board of Selectmen and one of whom shall be the Harwich Town Administrator, who shall act as Chair and shall have a vote. The remaining three Trustees shall be appointed for two-year staggered terms.

Duties and responsibilities

- A. The Trust shall have the authority as outlined in MGL c.44 section 55C. The Selectman member of the Trust shall report to the full Board of Selectmen on purchases or sales of real property.
- B. In addition, the Affordable Housing Trust shall have the following duties:
 1. The Trust shall oversee such funds and use the funds to create and preserve affordable housing opportunities in the Town of Harwich.
 2. The Trust shall work with Harwich Housing Committee to develop an affordable housing plan, which shall be updated each year and a copy presented to the Board of Selectmen.

Removal

A member of the Trust may be removed from the Trust by the Board of Selectmen by a majority vote after a public meeting or by failure to reappoint.

Ann Steidel

From: Robert Lawton
Sent: Wednesday, January 31, 2018 9:49 AM
To: Ann Steidel
Subject: Affordable Housing Trust

Ann: The AHT in Yarmouth is made up of five people:
The Town Administrator – Chair of the Trust by Town Meeting by-law
One member of the Board of Selectmen – Required by State law
One member of the Yarmouth Affordable Housing Committee – by Selectmen policy
One member of the CPC – by Selectmen policy
One Citizen at large – by Selectmen policy

The three non-by-law designated appointments are appointed by the Board of Selectmen by a majority vote.

I hope this is helpful, Bob

Ann Steidel

From: Michael D. MacAskill
Sent: Tuesday, January 30, 2018 9:19 PM
To: Ann Steidel; Sandy Robinson; Christopher Clark
Subject: Fw: Executive Session minute

New approval process for executive session minutes.
Agenda as announcement to the full board please

From: John Giorgio <JGiorgio@k-plaw.com>
Sent: Tuesday, January 16, 2018 11:12 AM
To: Michael D. MacAskill
Subject: RE: Executive Session minute

Hi Mike:

Although the Board could approve executive session minutes in open session, we do not recommend that approach. Instead, the approval should be done in an executive session with an appropriate reference on the XS agenda such as "approval of prior executive session minutes."

In the alternative, under the revised regulations of the Attorney General, the Board may vote to delegate the authority to approve minutes, either executive session or open meetings, or both, to the Chairman or another designee of the Board.

John

John W. Giorgio, Esq.
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101 Arch Street, 12th Floor
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O: (617) 556 0007
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From: Michael D. MacAskill [mailto:mmacaskill@townofharwich.us]
Sent: Monday, January 15, 2018 3:51 PM
To: John Giorgio <JGiorgio@k-plaw.com>
Subject: Executive Session minute

John-

Should we be approving executive session minutes in consent agenda at our regular meetings or should we approve in executive session? It has been suggested to me that we approve in an executive session. The below was given to me. Your input would be appreciated.

What process must public bodies follow for reviewing executive session minutes for approval?

Executive session minutes must be approved in a timely manner, just like open session minutes. Executive session minutes may be withheld from disclosure "as long as publication may defeat the lawful purposes of the executive session, but no longer." G.L. c. 30A, § 22(f). If a public body reviews confidential portions of executive session minutes in open session, it may risk publicly disclosing confidential information. For this reason, a public body may decide to designate the chair or another individual to review and approve executive session minutes, or it may review the minutes together in executive session (see below).

Can a public body convene in executive session to approve executive session minutes?

Yes, a public body may convene in executive session to review and approve executive session minutes. A public body may convene in executive session under the original purpose for the executive session, or it may convene in executive session pursuant to G.L. c. 30A, § 21(a)(7) "[t]o comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements" ("Purpose 7"), citing to the Open Meeting Law, G.L. c. 30A, §§ 22(f), (g). That section of the Open Meeting Law requires public bodies to review executive session meeting minutes and allows them to withhold executive session minutes and documents used therein from the public until the purpose for confidentiality has expired.

What process must public bodies follow for reviewing executive session minutes for release to the public?

The Open Meeting Law requires that a public body, or its chair or designee, review the minutes of its executive sessions at reasonable intervals to determine if the Open Meeting Law warrants continued non-disclosure. G.L. c. 30A, § 22(g)(1). Upon a request for executive session meeting minutes, it shall review those minutes and release "the non-exempt minutes, or any portion thereof, not later than the body's next meeting or 30 days, whichever first occurs." G.L. c. 30A, § 22(f).

The law requires a two-stage review of executive session minutes, with both stages occurring within 30 days of a request. G.L. c. 30A, § 22(f), (g)(2). First, the public body must determine whether the executive session purpose continues to warrant confidentiality. G.L. c. 30A, § 22(f). Second, if the purpose no longer warrants confidentiality, then the public body must determine whether the attorney-client privilege or one or more of the exemptions under the Public Records Law apply to withhold the minutes, or a portion thereof, from disclosure. *Id.* At the conclusion of this review, the public body must respond to the requester and either make the minutes available or provide an explanation of what is being withheld and why. A public body may not charge the requester a fee for this review.

Thank you,

Michael MacAskill
Town of Harwich-BOS

**POLICY STATEMENT
RELEASE OF EXECUTIVE SESSION MINUTES**

It shall be the policy of the Harwich Board of Selectmen that minutes from Executive Sessions for all Town Committees, Commissions and Boards shall be made public in accordance with the following guidelines.

General Rule

Minutes from an Executive Session must be made public when the reason or basis upon which the executive session was held no longer exists. When this occurs, there is an obligation on the part of the Committee, Commission or Board which commenced the executive session to release the minutes.

Protocol for Releasing Executive Session Minutes

In order to comply with the General Rule, the Board of Selectmen has adopted the following procedure:

1. A master list of all Executive Sessions should be maintained by each Committee, Commission and Board, which should include the date and a short description of the reason(s) for commencing the session (e.g., litigation, contract negotiation, etc.).
2. Each month, the list should be reviewed by the appropriate administrative staff and by Town Counsel if judged necessary. Those minutes which appear to qualify for release under the General Rule shall then be placed on the next meeting agenda of that Committee, Commission or Board in Executive Session to take action on the issue of releasing same. If the Committee, Commission or Board votes to release, the minutes will be made public following that meeting.
3. Bi-annually, the master list of Executive Sessions should be presented to the Committee, Commission or Board for their review and disposition.
4. Specific requests for release of Executive Session minutes from third parties should be responded to by the appropriate administrative staff after input from the members of that Committee, Commission or Board and Town Counsel if judged necessary.

First Reading: July 18, 2011
Second Reading: August 2, 2011
Third Reading: August 29, 2011

Voted: August 29, 2011

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

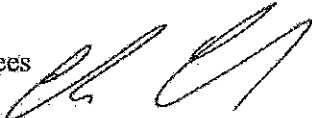
Fax (508) 432-5039



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 filling 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.

Sandy Robinson

From: Kristen R. Green <KGreen@k-plaw.com>
Sent: Thursday, December 28, 2017 5:04 PM
To: Christopher Clark
Cc: John Giorgio; Anita Doucette; Sandy Robinson; Ann Steidel
Subject: Wastewater Charter Amendment & Boards and Committees Bylaw
Attachments: KP-#599592-v1-HARW-_Water_and_Wastewater_Commission_Charter_Amd_.DOCX;
KP-#597127-v1-HARW_-_bylaw-_appointed_board_and_committee_members.DOCX

Chris,

I am writing to follow up on your prior communications with Attorney John Giorgio regarding the Water and Wastewater Commission Charter amendment and Boards and Committees bylaw, establishing the number of members on appointed town boards and committees. Please find attached drafts for both.

As you know, certain charter amendments being put before the voters for approval at the 2018 Annual Town Election relate to the composition of appointed boards and committees and allow the Town to set the number of members by bylaw and refer to chapter 7, Article III, Boards and Committees. As such, please find attached a draft bylaw, titled Composition of Appointed Town Agencies that lists the applicable appointed boards and committees impacted by the proposed charter amendments and the number of members, as well as a reference to the terms. For purposes of the bylaw, the number of members listed was generally based upon the number of members listed for the board or committee presently on the Town's website. However, where the number appeared to be an even number of members, we increased the number of members to the next odd number in compliance with Section 7-3-1 of the Town's Charter that requires all town agencies to consist of "an odd number of voting members." Please review the numbers and let us know any necessary revisions.

Additionally, as we have discussed, due to the development of the Comprehensive Wastewater Management Plan (CWMP), a charter amendment is necessary to expand the authority of the water commission to include the administration, maintenance and operation of the Town's sewer systems and facilities and increase the commission from 3 to 5 members. Also, the draft charter amendment sets forth the Board of Selectmen's responsibilities with respect to the design and construction of the town's sewer systems and for implementation of the CWMP. Per the attached, the proposed amendment also seeks to insert a new section in Chapter 10 of the Charter to account for the transition of Water Commission to Water and Wastewater Commission. In particular, provisions being added will ensure that existing operations can be used by the Water and Wastewater Commission, allow the incumbent elected Water Commissioners to serve as the first members of the Water and Wastewater Commission, ensure that there is no question when such individuals seek re-election, that they are authorized to use the words "candidate for re-election", and provide for the timing when the additional two Commission member positions will appear on the ballot.

Please contact me or Attorney Giorgio with any questions or to discuss further.

Very truly yours,
Kristen

Kristen R. Green, Esq.
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M.G.L./CHARTER/BY-LAW AMENDMENTS

AMEND THE CODE OF THE TOWN OF HARWICH - CHARTER TO CHANGE THE NAME OF WATER COMMISSION TO WATER/WASTEWATER COMMISSION

ARTICLE: To see if the Town will vote pursuant to G.L. c.43B, §10 to amend Chapters 6 and 10 of the Town Charter, which amendment will be subject to approval by the voters at the 2019 Annual Town Election, as set forth below, with strikethrough text to be deleted and bold text to be inserted:

1. Amend Chapter 6, subsection 6-1-1, General Provisions, as follows:

6-1-1 The officers and town agencies to be elected by vote of the town shall be: a moderator, a town clerk, a board of selectmen as provided in chapter 3, members of the Monomoy regional school district committee, a water and wastewater commission, a board of library trustees, and a housing authority.

2. Amend Chapter 6, Section 6, Water Commission, as follows:

Section 6. Water and Wastewater Commission

6-6-1 A water **and wastewater** commission of ~~3~~ **5** members shall be elected for 3-year overlapping terms.

6-6-2 The water **and wastewater** commission shall possess and exercise all powers given to ~~this the~~ **the board of water commissioners** under chapter 165 of the acts of 1935, **and boards of sewer commissioners under chapter 83 of the General Laws. The water and wastewater commission shall be responsible for the administration, maintenance and operation of the water and sewer systems and facilities.**

6-6-3 The **water and wastewater** commission shall appoint a water **and wastewater** superintendent, and **such officer shall work cooperatively with** ~~shall request this officer to cooperate with, and be responsive to, requests from the town administrator's office.~~

6-6-4 **Notwithstanding any other provision of this section to the contrary, the board of selectmen shall be responsible for the design and construction of the town sewer systems and for implementation of the comprehensive wastewater management plan.**

3. Amend Chapter 10, Additional Provisions, by inserting the following new section:

Section 4. Water and Wastewater Commission Transition

10-4-1 **The vote of the May 7, 2018 Annual Town Meeting to amend the Section 6 of the Town Charter shall take effect upon approval by the voters at the 2019 Annual Town Election ("amendment").**

10-4-2 **As of the effective date of the amendment, the water commission shall have the additional powers, duties and responsibilities of a sewer commission under the general laws, except as otherwise specified in the amendment. No contracts or liabilities in force on the effective date of the amendment shall be**

affected by the expansion of the powers and duties of the water commission, and the newly established water and wastewater commission shall in all respects be the lawful successor of the water commission. All records, property and equipment whatsoever of the water commission shall be assigned to the water and wastewater commission, and any appropriation for the operations of such water commission and water system, and for the sewer system, shall, following initial approval by the town administrator, be available for expenditure by the water and wastewater commission consistent with the purposes for which such funds were appropriated.

10-4-3 Any incumbent elected water commissioner shall serve as a member of the water and wastewater commission for a period equivalent to the remainder of their elected term, and shall be entitled to have the words "candidate for re-election" appear next to their name on the ballot if they choose to run for election to the water and wastewater commission while serving in that capacity. At the first annual town election held after the effective date of this Charter amendment, two additional offices of water and wastewater commissioner shall be included on the election warrant, one for a two-year term and one for a three-year term; provided, however, that until said election, the water and wastewater commission shall be deemed to consist of three members.

And to act fully thereon. By request of the _____

AMEND THE CODE OF HARWICH - GENERAL BYLAWS § 7-10 COMPOSITION OF APPOINTED AGENCIES

ARTICLE: To see if the Town will vote to amend the Harwich General By-laws by deleting the text and title of Section 7-10 in its entirety and inserting in place thereof the following:

Section 7-10 Composition of Appointed Town Agencies

- A. Pursuant to chapter 7 of the Town Charter, the following appointed boards and committees shall be comprised as follows:
- | | | |
|----|-----------------------------------------|----------------------------------------|
| 1 | Board of Health | Five members |
| 2 | Planning Board | Seven members |
| 3 | Board of Assessors | Three members |
| 4 | Conservation Commission | Seven members |
| 5 | Council on Aging | Seven members |
| 6 | Historic District/Historical Commission | Seven members - one alternate |
| 7 | Recreation and Youth Commission | Seven members |
| 8 | Cultural Council | Nine members |
| 9 | Zoning Board of Appeals | Five members – three associate members |
| 10 | Golf Committee | Seven members |
| 11 | Waterways Committee | Seven members – two alternate |

- | | |
|----------------------------------------|---------------|
| 12 Cemetery Commission | Three members |
| 13 By-Law and Charter Review Committee | Five members |

B. Members of the appointed boards and committees listed in the preceding section shall be appointed for the term set forth in the Charter. If the Charter is silent as to the term, members shall be appointed for 3-year overlapping terms.

And to act fully thereon. By request of the _____

AMEND THE CODE OF HARWICH ZONING BYLAWS – CHAPTER 140 HARWICH AFFORDABLE HOUSING TRUST

ARTICLE: To see if the Town will vote to amend the Code of the Town of Harwich Zoning Bylaws to add a new Chapter 140 “Harwich Affordable Housing Trust” as authorized by M.G.L. ch.44, §55C as amended:

Affordable Housing Trust

Section 140-1 – Appointments – As authorized by Chapter 44, §55C, the Board of Selectmen shall appoint 5 Trustees, one of whom shall be a member of the Board of Selectmen who shall act as Chairman and shall have a vote. The remaining four (4) Trustees shall be appointed by the Board of Selectmen for two-year staggered terms.

Section 140-2 – Duties and Responsibilities

- A. The Trust shall have the authority as outlined in M.G.L. c.44, §55C. The Selectman member of the Trust shall report to the full Board of Selectmen on purchases or sales of real property.
- B. In addition, the Affordable Housing Trust shall have the following duties:
 - 1. The Trust shall oversee such funds and use the funds to create and preserve affordable housing opportunities in the Town of Harwich.
 - 2. The Trust shall work with Harwich Housing Committee to develop an affordable housing plan, which shall be updated each year and a copy presented to the Board of Selectmen.

Section 140-3 – Removal – A member may be removed from the Trust by the Board of Selectmen by a majority vote after a public meeting or by failure to reappoint.

And to act fully thereon. By request of _____.

AMEND THE CODE OF THE TOWN OF HARWICH ZONING BYLAWS MARIJUANA ESTABLISHMENTS

ARTICLE: To see if the Town will vote to amend the Town’s Zoning Bylaw, ARTICLE V, Use Regulations, §325-10 Prohibited uses in all zoning districts, to include a new paragraph K, that would provide as follows, and further to amend the ARTICLE II § 325-2 Word usage and definitions to include, “Marijuana Establishments” as follows:
Section 325-10 Prohibited uses in all zoning districts.

K. Consistent with G.L. c.94G, § 3(a)(2), all types of non-medical “marijuana establishments” as defined in G.L. c.94G §1, including marijuana cultivators, independent testing laboratory, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Harwich.

Section 325-2 Word usage and definitions.

MARIJUANA ESTABLISHMENTS - Marijuana cultivators, independent testing laboratory, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, as defined in G.L. c.94G §1.

And to act fully thereon. By request of _____

AMEND THE CODE OF THE TOWN OF HARWICH - GENERAL BYLAWS
MARIJUANA ESTABLISHMENTS

ARTICLE: To see if the Town will vote to amend the Town’s General Bylaw Chapter 171 Marijuana by adding a new Section 171-3, **that** would provide as follows:

Section 171-3

Consistent with G.L. c.94G, § 3(a)(2), all types of non-medical “marijuana establishments” as defined in G.L. c.94G, §1, to including marijuana cultivators, independent testing laboratory, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Harwich.

And to act fully thereon.

ZONING BYLAW ARTICLE TEMPORARY MORATORIUM ON SALE AND
DISTRIBUTION OF RECREATIONAL MARIJUANA

ARTICLE: To see if the Town will vote to amend the Town’s Zoning Bylaw, “Article XXII, Temporary Moratorium on the Sale and Distribution of Recreational Marijuana” as follows:

§325-134 Purpose

Paragraph A: add in the second sentence within the parenthesis after “Acts of 2016”, the following “and thereafter, on July 28, 2017 by Chapter 55 of the Acts of 2017”

Paragraph B: Within the first sentence replace the phrase “a permitted use in the Town,” with “specifically addressed in the Zoning Bylaw” and delete in its entirety the last sentence.

§325-135 Definitions

Add a new definition for “Marijuana Establishment” as follows: “A marijuana cultivator, independent testing laboratory, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.”

Change “Marijuana Testing Facility” to “Independent Testing Laboratory” and keep the existing definition language.

§325-136 Temporary moratorium

In the second sentence, change “June 30, 2018 to “December 31, 2018”

In the third sentence, delete “, by ballot measure,”

And to act fully thereon. By request of _____

AMEND THE CODE OF HARWICH – CHAPTER 115 STRETCH ENERGY CODE

ARTICLE: To see if the Town will vote to amend the Code of the Town of Harwich under the General By-Laws by adding a new by-law under Chapter 115 – Stretch Energy Code as follows, and to act fully thereon. By request of the Board of Selectmen.

Chapter 115 Stretch Energy Code

§115-1 Purpose

The purpose of 780 CMR 115.AA is to provide a more energy efficient alternative to the base energy code applicable to the relevant sections of the building code for both new construction and existing buildings.

§115-2 Definitions

International Energy Conservation Code (IECC) – The International Energy Conservation Code (IECC) is a building code created by the International Code Council. It is a model code adapted by many state and municipal governments in the United States for the establishment of minimum design and construction requirements for energy efficiency, and is updated on the three year cycle. Since July 1, 2010, the baseline energy conservation requirements of the MA State Building Code defaulted to the latest published edition, currently the IEC 2012, with Massachusetts amendments as approved by the Board of Building Regulations and Standards.

Stretch Energy Code – Codified by the Board of Building Regulations and Standards as 780 CMR Appendix 115.AA of the 8th edition of the Massachusetts building code, the Stretch Energy Code is an appendix to the Massachusetts building code, based on further amendments to the International Energy Conservation Code (IECC) to improve the energy efficiency of buildings built to this code.

§115-3 Applicability

This code applies to residential and commercial buildings. Building not included in this scope shall comply with 780 CMR 13, 34, 61, or 93, as applicable.

§115-4 Authority

A municipality seeking to ensure that construction within its boundaries is designed and built above the energy efficiency requirements of 780 CMR may mandate adherence to this appendix. 780 CMR 115.AA may be adopted or rescinded by any municipality in the commonwealth in the manner prescribed by law.

§115-5 Stretch Code

The Stretch Code, as codified by the Building Regulations and Standards as 780 CMR Appendix 115.AA, including any future editions, amendments or modifications, is herein incorporated by reference into the Code of the Town of Harwich, Chapter 115.

The Stretch Code is enforceable by the inspector of buildings or building commissioner.

SPECIAL LEGISLATION TO INCREASE ANNUAL LIQUOR LICENSES

ARTICLE: To see if the Town will vote to authorize the Board of Selectmen to file the following Home Rule petition with the General Court, provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court which are within the scope of the general public objectives of the petition:

AN ACT AUTHORIZING THE TOWN OF HARWICH TO ISSUE ADDITIONAL LIQUOR LICENSES.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. The Town of Harwich shall be exempt from the quotas established under Section 17 of Chapter 138 as it relates to the number of licenses its licensing authority may issue pursuant to Section 12 of Chapter 138 by three (3) licenses, bringing the number of said licenses from fifteen (15) to eighteen (18).

SECTION 2. The licensing authority shall grant licenses to the following business entities:

Blue Stripe LLC d/b/a Cape Sea Grille located at 31 Sea St., Harwich Port, MA
Ember Pizza, Inc. d/b/a Ember located at 600 Route 28, Harwich Port, MA
Pleasant Bay Group Inc. d/b/a Wequassett Inn located at 2173 Route 28, Harwich, MA

SECTION 3. This act shall take effect upon its passage.

and to act fully thereon. By request of the Board of Selectmen.

AMEND M.G.L. CHAPTER 59, §5, Clause 5k – SENIOR WORK-OFF EXEMPTION

ARTICLE: To see if the Town will vote to support the Harwich Board of Selectmen’s request to the State Legislature to pass a bill amending the Senior Exemption (as provided in Chapter 59, §5 Clause (5k) amount from a maximum of \$1000.00 to a maximum of \$1,683.00 as a local option for all cities and towns and/or as a home rule petition for the Town of Harwich, and to act fully thereon. By request of the Harwich Board of Assessors. By request of the Harwich Board of Assessors.

CREATE SUPPLEMENTAL SENIOR EXEMPTION

ARTICLE: To see if the Town will vote to raise and appropriate or transfer from available funds to provide a sufficient sum of money to grant an additional \$500.00 exemption to each Senior Exemption granted by the Board of Assessors to a maximum of \$1,500.00, and to act fully thereon. (Subject to funding). By request of the Harwich Board of Assessors. Estimated cost: \$40,000 requested. By request of the Harwich Board of Assessors.

Explanation: This article is for our most vulnerable residents over 65 who have income and assets not to exceed:

	<u>Income</u>	<u>Assets</u>
Single	\$25,180	\$41,558
Married	\$37,954	\$57,142

ADOPT M.G.L., CHAPTER 59, §5, CLAUSE 56 – PERSONAL PROPERTY TAX ABATEMENT FOR NATIONAL GUARD AND RESERVISTS

ARTICLE: To see if the Town will vote to adopt MGL Chapter 59, §5, Clause 56. Upon acceptance of this section by the Town, the Board of Assessors may grant, real and personal property tax abatement up to 100% of the total tax assessed to members of the Massachusetts National Guard and to Reservists on active duty in foreign countries for the fiscal year they performed such service subject to eligibility criteria to be established by the Board of Assessors. The authority to grant abatements under this section shall expire after 2 years of acceptance unless extended by a vote of the city or town. Said change to take effect FY 2019 and act fully thereon. By request of the Harwich Veteran’s Agent and Board of Assessors.

Explanation: This local option for the National Guard and Reservists must be renewed every two (2) years.

DE-COMMISSION THE ARCHITECTURAL ADVISORY COMMITTEE

ARTICLE: To see if the Town will vote to authorize and instruct the Board of Selectmen to de-commission the Architectural Advisory Committee and to act fully thereon. By request of the Board of Selectmen.

Explanation: Throughout the years the responsibilities of the Architectural Advisory Committee (AAC) have been eliminated to the point of advisory only. The AAC was created at Special Town Meeting in October 1984 giving them review over commercial buildings and signs; at this time the Planning Board did not have review authority. In 1986, the Zoning Bylaws were amended to grant review authority to the Planning Board of commercial buildings through Site Plan Review; the AAC no longer had an active participation in the review process. In May 2009, Town Meeting approved and adopted a new Sign Code under the Zoning Bylaws granting sign review to Staff within the Building Department, and Master Sign Plan Review by the Planning Board as part of Site Plan Review. The Historic District and Historical Commission continue to have review/approval authority. At this time the AAC no longer has specific responsibilities.

Ann Steidel

From: Christopher Clark
Sent: Wednesday, January 31, 2018 3:48 PM
To: Ann Steidel
Subject: FW: Street Listing
Attachments: Phase 2 Street Listing.xlsx; ParcelsPB.XLSX

From: Christopher Clark
Sent: Wednesday, January 31, 2018 3:45 PM
To: Ann Steidel <asteidel@town.harwich.ma.us>
Subject: FW: Street Listing

From: Christopher Clark
Sent: Wednesday, January 31, 2018 3:44 PM
To: Ann Steidel <asteidel@town.harwich.ma.us>
Subject: FW: Street Listing

From: Young, David F. [<mailto:YoungDF@cdmsmith.com>]
Sent: Wednesday, January 31, 2018 7:41 AM
To: phughes41@comcast.net; larryballantine@yahoo.com
Cc: Christopher Clark <cclark@town.harwich.ma.us>; Dan Pelletier <dpelletier@harwichwater.com>; Guidice, Michael <GuidiceMP@cdmsmith.com>
Subject: FW: Street Listing

Preliminary list as of today.....still reviewing pipeline routes
Dave

From: Guidice, Michael
Sent: Tuesday, January 30, 2018 6:47 PM
To: Young, David F. <YoungDF@cdmsmith.com>
Subject: Street Listing

Dave,

Attached is the preliminary Phase 2 street listing. As you know, some we are considering moving into Phase 3 or moving into Phase 2 from Phase 8. Private streets per the assessor's street listing are noted as such.

Also attached is the parcel use info from GIS that Jared pulled together.

Phase 2:	Residential =	553 lots
	Commercial =	24 lots
	Other =	11 lots

Undeveloped = 40 lots

Total = 628 lots

Let me know if you have any questions.

Thanks,

Mike

Michael P. Guidice, P.E., BCEE

Associate

CDM Smith

260 West Exchange Street, Suite 300

Providence, RI 02903

Direct tel.: 401-457-0310

guidicemp@cdmsmith.com

**HARWICH SEWER COLLECTION SYSTEM - PHASE 2
PRELIMINARY STREET LISTING**

STREET NAME	OWNERSHIP	NOTES
Alexander's Chase	Private	
Auston Road	Private	
Bay Road		
Brewster Chatham Road (Route 137)(Partial)	County	
Captain Phillips Road		Move to Phase 3?
Cemetery Road		
Chickadee Lane	Private	Added
Chris Jobeth Circle	Private	
Church Street (Partial)	County	
Compass Drive		
Continental Drive		
Deer Meadow Road		
Ellis Drive		
Fredericksburg Avenue		
Halls Path (Partial)		
Harden Lane		
Herndon Road		
Huckleberry Path		
Johanna's Path	Private	
Landron Way	Private	
Liberty Trail		
Lily Lane	Private	
Locust Grove Road		
Marsh View Road		
Nickerson Road		
Nor'east Drive		
Old Carriage Drive		
Old Heritage Way		
Old Salty Lane	Private	
Orleans Harwich Road (Route 39) (Partial)	County	
Partridge Lane (Partial)		Move from Phase 8?
Queen Anne Road (Partial)	Town/County	By Chatham
Reliance Way	Private	Move from Phase 8?
Round Cove Road (Partial)		Move from Phase 8?
Sadies Way	Private	
Scotch Pine Farm	Private	
Sherwood Road		
Somerset Road		
Sou'west Drive		
Sparrow Hawk Road	Private	Leave stub?
Spence's Trace	Private	
Spruce Grove	Private	
Sugar Hill Drive		
Tern Road		
Vicksburg Avenue		
Washburn Way	Private	Move to Phase 3?
Whidah Drive		
White Pine Circle		
Williamsburg Avenue		

Note: Town accepted streets unless noted otherwise.

Row Labels	Count of Phase
COM	
Pleasant Bay	
Phase 2	24
Phase 3	2
Pleasant Bay Total	26
COM Total	26
OTHER	
Pleasant Bay	
Phase 2	11
Phase 3	3
Phase 8	1
Pleasant Bay Total	15
OTHER Total	15
RES	
Pleasant Bay	
Phase 2	553
Phase 3	389
Phase 8	168
Pleasant Bay Total	1110
Sand Lakes	
Phase 8	234
Sand Lakes Total	234
Saquatucket Harbor	
Phase 8	2
Saquatucket Harbor Total	2
RES Total	1346
UNDEV LAND	
Pleasant Bay	
Phase 2	40
Phase 3	22
Phase 8	7
Pleasant Bay Total	69
Sand Lakes	
Phase 8	11
Sand Lakes Total	11
UNDEV LAND Total	80
Grand Total	1467

OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, *Town Administrator*

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



January 29, 2018

Ms. Mary-Joe Perry
District Highway Director
MassDOT District 5
1000 County Street
Taunton, MA 02780

Dear Ms. Perry,

Thank you for your time this morning to discuss with the Town the possibility of the construction of the sidewalk from Harwich Port to Saquatucket Harbor. I have enclosed a correspondence that we have previously received on this matter for your convenience. I also appreciate and look forward to our follow-up call on February 27, 2018 at 1:00 p.m. via telephone conference.

I have included funding in our proposed FY19 Capital Budget. If Mass DOT could design out the necessary sidewalk, the Town would be willing to pursue a non-participatory contribution to a Mass DOT approved vendor for the construction of sidewalk.

As I indicated in our session, the Massachusetts Seaport Council has approved two grants of \$1 million toward renovations of the Saquatucket Harbor project. The sidewalk will facilitate the connection of this tourist location with Harwich Port which is already a vibrant tourist destination.

Please do not hesitate to contact me with any questions or concerns prior to our meeting.

Sincerely,

Christopher Clark
Town Administrator

cc: Lincoln Hooper, DPW Director



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

July 7, 2016

Mary Joe Perry
District Highway Director
MassDOT District 5
1000 County Street
Taunton, MA 02780

Subject: Harwich – Route 6 Resurfacing Project

Dear Ms. Perry:

I am writing you on behalf of the Town of Harwich requesting your consideration in providing proper acceleration lanes on Route 6 at the Exits 10 and 11 during your upcoming resurfacing project. Both of these locations lack any delineated acceleration lanes and are less than half the length of the modern merge lane at Exit 9. In our opinion, these deficiencies cause unnecessary traffic problems, including excessive accident rates at these locations, long backups on this stretch of highway all summer long and the use of Town resources responding to accidents.

At the suggestion of Mike Broderick, we have had our Town Engineer, Bob Cafarelli, P.E., develop a conceptual design of acceleration lanes at the Route 124 interchange, along with a short narrative and supporting documentation. It should be noted that although all four ramps should be considered, the primary cause of accidents and backups is the Route 124 westbound onramp. As such, I have estimated the cost to excavate and pave 6800 square feet to meet current design standards to be approximately \$70k, or 2.9% of the \$2.4M resurfacing project.

This request is being made by numerous entities within the Town of Harwich including the Board of Selectmen, the Town Administrator, Police Chief, Fire Chief, Traffic Safety Committee and the DPW, as they all know firsthand how the lack of acceleration lanes causes traffic jams and accidents at these locations.

Thank you for your consideration in the matter. I look forward to hearing from you.

Respectfully,

Lincoln Hooper, Director

Michael MacAskill
Board of Selectmen
Chairman

Chris Clark
Town
Administrator

David Guillemette
Police Chief

Norm Clarke
Fire Chief

Gerald Beltis
Traffic Safety
Chairman

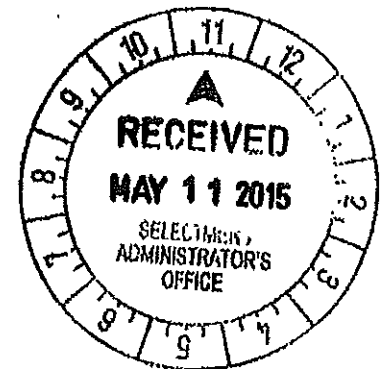


Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, Secretary & CEO
Thomas Tlinn, Acting Administrator



May 11, 2015

Harwich Board of Selectmen
Town of Harwich
732 Main Street
Harwich, MA 02645



Subject: Harwich – Route 28 – Sidewalk Construction

Dear Members of the Board:

This is in response to your letter dated April 28, 2015, regarding the construction of approximately 3,300 feet of sidewalk on the south side of Route 28 beginning at the intersection of Bank Street and ending at Harwich Point.

Engineers from MassDOT-Highway Division, District Five have conducted a preliminary review of the location and have determined that installation of a sidewalk in the area to be viable. Therefore, a sidewalk will be included in any future reconstruction/resurfacing project of this roadway, subject to available funds.

Currently, the maintenance of sidewalks is generally the responsibility of the municipality (Town of Harwich), where the sidewalk is located. The municipalities who request and support the installation of sidewalks are asked to provide a statement in writing agreeing to take responsibility for future maintenance of the sidewalk.

Thank you for bringing this matter to MassDOT's attention. If you have additional questions regarding this matter, please contact George Ayoub, District Highway Maintenance Operations Engineer, at (508) 884-4220.

Sincerely,

Mary-Joe Perry
District Highway Director

GTA/gta

Cc: MJP, MEB, PRH, FILE

File: Harwich Rte 28 SW

District 5, 1000 County Street, Taunton, MA 02780
Tel: 508-824-6633, TTY: 508-880-6102
www.mass.gov/massdot

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



Christopher Clark, Town Administrator

732 MAIN STREET, HARWICH, MA 02645

May 18, 2015

Mary-Joe Perry, District Highway Director
Massachusetts Department of Transportation
District 5, 1000 County St.
Taunton, MA 02780

Re: Harwich – Route 28 – Sidewalk Construction Future Maintenance

Dear Ms. Perry,

The Board of Selectmen is exceptionally pleased with your letter of May 11, 2015 regarding Mass DOT – Highway Division District 5 Agreement to install approximately 3,300 feet of sidewalk on the south side of Route 28 beginning at the intersection of Bank Street and ending at Saquatucket Harbor pursuant to our request.

The Board does seek to confirm that your letter indicates ending at Harwich Point when our request was to end at Saquatucket Harbor.

The Board of Selectmen is in agreement with your request that the Town of Harwich agrees to take responsibility for future maintenance once this newly installed or renovated sidewalk is complete. This letter acknowledges the Town's acceptance and if the State requires any additional materials please forward those for execution.

The Board appreciates the cooperative manner in which we been able to work on this issue and appreciate the State's support.

Sincerely,

Larry G. Ballantine, Chair

Peter S. Hughes

Edward J. McManus

Angelo S. LaMantia

Linda A. Cebula

cc: Lincoln Hooper, Department of Public Works Director

Memorandum from Charleen Greenhalgh
Assistant Town Administrator
Town of Harwich

January 31, 2018

To: Christopher Clark, Town Administrator
From: Charleen Greenhalgh, Assistant Town Administrator
Re: Weekly Report – Week of January 15, 2018

The dual roll of interim Planner and Assistant Town Administrator continues to be challenging at times. The week included, but was not limited to:

- Met with Town Administrator to review status of three establishments in town
- Reviewed transition plan with Town Administrator
- Attended the Massachusetts Senate on Retail luncheon, discussion and Harwich Port walking tour.
- Attended MIIA training – *Creating a Respectful Workplace – Meeting Halfway*
- Was finally successful in finalizing additional MIIA trainings for the remainder of FY18 and share this information with Department Heads and Employees. Some trainings are for all employees, while other are for Managers and Supervisors:
 - February 12th 10:30am - Noon - *Civility and Inclusion: Essential Ingredients for the Healthy Workplace*
 - March 1st 2-3:30 pm, – *Expert Communication: Communication Skills for Working Effectively with Others*
 - April 9th 10:00am – *Bring Out the Best in People: Positive Management Techniques*
 - April 26th 2-3:30 pm – *Ask, Don't Tell, and Other Successful Communication Strategies for Managers*
 - June 11th 10am – *From Problem to Productive: Effective Management of Challenging Employee Situations*
- Prepared agenda and materials for Department Head Meeting
- Prepared memo on Saquatucket Harbor parking
- Assisted Town Clerk with interviews – 6 total
- Attended Department Head monthly meeting
- Met with SEIU Employees and Union President to discuss 3rd year of the Salary and Compensation Study
- Met with other Department Heads and a local Surveyor to discuss a possible subdivision
- Prepared for the Planning Board Meeting
- Attended the Planning Board Meeting as Town Planner
- Finalized the 3rd Marijuana bylaw and processes consistent with MGL Ch.40A, §5 and Attorney General Requirements.
- Planning Board follow-up from meeting.
- Review and sign off on multiple applications through Accela

- Worked on numerous HR and Personnel related matters
- Attended Fire Union Negotiations
- Attended a meeting with Representative of the State Cultural Counsel, members of the Harwich Cultural Council, Chamber Director, two Selectmen and the Town Administrator.
- Organized Assistant Town Administrator Office to accommodate the interim Assistant.

Status update on employment vacancies:

<u>Position</u>	<u>Status</u>	<u>Replacement or New</u>
Sr. Health Agent	Position filled and approved by BoS	Replacement
Administrative Assistant – Town Clerk’s Office	Interviews held week of Jan. 22 nd .	Replacement
Local Building Inspector	External Posting - reviewed application - pending	Replacement



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

Memo

To: Sandy Robinson
Ann Steidel

From: Donna Molino

Date: January 31, 2018

RE: **Assessor's Department Weekly Report (w/e 1/27/18)**

1. Board of Assessor's meeting.
2. Process several motor vehicle commitments totaling \$1,842,212.49 of excise tax.
3. Attended Department Head meeting.
4. Attended a meeting in regards to Echo Woods.
5. Training of employees.
6. Processed and reviewed abutter's lists.
7. Processed and reviewed weekly deeds.
8. Processed exemptions in PK and Munis.
9. Discuss taxpayers questions in regards to assessment, etc.
10. Process abatement applications.
11. Viewed properties in the field for abatement applications.
12. Processed address changes.
13. Process sales questionnaires.
14. Input building permits into PK.

Cemetery Administrator's Weekly Report

Week ending January 27, 2018

- Mount Pleasant Cemetery met with Harwich Resident for an at-need purchase of lot, he viewed lots available and decided to go to Evergreen Cemetery. Family like a location at Evergreen, but I was unable to locate lot markers. Jim Stratton, Cemetery Foreman met with myself down at cemetery using medal detector was able to find lot markers and mark out all four corner of the lot for the family to review before purchase. I had the family met me an additional time at cemetery to confirm lot for the burial. Family purchased lot in Evergreen Cemetery for burial on Thursday. Contacted the Funeral Home and met with the grave digger at the lot.
- Island Pond Cemetery met with Doherty Family for a pre-need purchase of lot in Island Pond Cemetery. They purchased one full body grave space. At this time we have only ten full body burial spaces and seventy seven cremation lots available for purchase at Island Pond Cemetery.
- Met with Paul Sweetser, Town Surveyor on Land connecting to Island Pond Cemetery for the possibility of transfer from the Board of Selectmen to the Cemetery Commission and an additional parcel of Conservation Property along the bike trail that also is connected to Island Pond Cemetery for the Island Pond Cemetery Arboretum Project. Amy Usowski, Conservation Agent provided environmental information for map of the both areas for review to the Cemetery Commission as well as the Board of Selectmen and Conservation Commission. The Cemetery Commission has requested to be on the Agenda for both the Selectmen's Meeting and the Conservation Commission Meeting for discussion.
- Reviewed materials for the CPC Meeting on Wednesday, briefly explained Mount Pleasant Cemetery Gravestone Conservation Project it was unanimously voted to support for Town Meeting vote.
- Attending the MMA Class at Barnstable Police Station on Friday two session were on Public Policy with Grant Writing and Administrative Strategies of Local Government. We are working in teams and will be writing grants. My team has selected to do the Arboretum and will be looking into grants on education programs on trees, wildlife, and historic preservation of monuments, historic walking tours and creating a plan for future development of plantings with identification within the Cemetery as well as the undeveloped surrounding property.

Respectfully Submitted

Robbin Kelley
Cemetery Administrator

Weekly Update for the Community and Cultural Centers
January 21, 2018 – January 27, 2018

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 1/21 to 1/27.

- Attended and presented at the Selectmen meeting on Monday evening regarding the Public Hearing for Fee increases at the Cultural Center. I also Attended and presented at the CPC meeting.
- I attended a meeting with the Town Administrator and Program Aide of the Cultural Center regarding budgeting for next year and capturing actual cost of running the building.
- Wrote Facilities Committee Minutes and Agenda for review and approval at the next scheduled meeting.
- Worked with the Channel 18 on getting the new monitors around the building. The new monitors required great technical work to set up and would not have been possible without the assistance, direction and guidance of the channel 18 Director, she was invaluable to this entire process and we continue to learn and grow from her vast knowledge in this area.
- Attended a meeting with the Finance Director to go over the Community Center budget, The Finance Director went above and beyond to help with the FY 19 budget.
- Participated in the Tour of the Cultural Center for the State regarding the Cultural Compact initiative moving forward.
- I trained a new weight room employee at the Community Center for coverage in the early am shift from 6am -10pm.
- I met with the Executive Director of the Chamber and the Program Coordinator of the Cultural Center to go over the Business after hours event that we hosted at the Harwich Cultural Center on Thursday the 25th.
- I scheduled the repair of the Gym curtain for Thursday January 25th.
- I wrote and signed the renewal letters for our 100+ groups and organizations that utilize the building. The staff is doing mailing labels and putting the renewal packets together to go out in March.
- I have put together several events for the Community Center turning 18 in February. The Events include an Indoor Farmers Market on February 22nd from 3-6pm and The Bean Town Medium on February 15th at 6pm.

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 31, 2018

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

Weekly Report

- Met with potential applicants both in the office and onsite to discuss conservation issues on properties, visited sites currently under construction, issued permits, worked on meeting minutes.
- Attended CPC meeting on Jan 24 for Judah Eldredge Conservation Lands, Hinckley's Pond, and Cornelius Pond Woodlands proposals.
- Met with Cemetery Director to go over plans for proposed Arboretum at Island Pond. She is requesting 7 acres of the Town Conservation Area to become a part of the arboretum.
- Met with the stewards of the Harwich trails.
- AmeriCorps Cape Cod out to Thompson's Field on 1/29 to continue to thin out the pitch pine/oaks on the route 39 side. This is as per the approved Thompson's Field Land Management Plan to reduce fire danger and bring back the sandplain grassland/heathland habitat.
- Visited sites for an started drafting the site summary for the Conservatoin Commissioners for their Feb 7th meeting.
- Assisted with administrative tasks as we are short-staffed in the Conservation portion of Community Development.
- Reviewed building and health permit applications to ensure they had nothing to do with Conservation.



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 January 26, 2018

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

Programs/Service:

- Prepared and served 102 meals to seniors which included one Supper Club, 3 Senior Dining Lunches, and the Women's Breakfast which served 43
- Conducted 23 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
- Commenced new 6-week evidenced-based "Savvy Caregiver Program" in collaboration with Elder Services and the Alzheimer's Family Support Center of Cape Cod
- Served 12 clients at the weekly Wellness Clinic held at the Community Center
- Arranged 4 medical rides for seniors with volunteers
- Completed one Fuel Assistance application
- Worked with homebound client to assist with estimated income tax payments
- Assisted a client with complicated financial situation including reverse mortgage, and bills for insurance, taxes and utilities
- Initiated new COA Ukulele group
- Hosted more than 30 participants at the monthly Big Screen Movie program
- Assisted clients in their homes, over the telephone, and in the office providing counseling regarding transportation resources, SNAP, finding a physician, Masshealth, and community resources

Administration:

- Six COA Staff members participated in MIIA training program, "Creating the Respectful Workplace"
- Finished the 2017 Annual Report for the COA and submitted it to the Town Administrator
- Assisted with strategic planning session of the Cape Cod Hoarding Task Force
- Participated in annual Cape COAST (Councils On Aging Serving Together) annual planning day
- Met with Fire Chief and Deputy Fire Chief to discuss opportunities to collaborate to serve Harwich seniors
- Worked on planning details for March/April programming
- Distributed and reviewed Confidentiality and CORI policies with COA staff
- Began organizational planning for transition to My Senior Center database system

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 January 21, 2018 through January 27, 2018

Highway Maintenance

- Responded to inclement weather the following days: 1/22 – spot sanding, 1/24 – spot sanding
- 1 days spent cleaning catch basin covers in advance of rain
- Received 11 work orders and completed 9
- Trash runs and roadside litter Monday, Wednesday & Friday
- 2 days brushing roadsides
- 2 days dirt road maintenance
- Continued dealing with RH White and National Grid

Vehicle Maintenance

- Performed eight repairs to vehicles, small and heavy equipment
- Repaired an oil leak on the outboard engine of the Fire Department's rigid hull inflatable
- Performed repairs and upgraded several systems on the Fire Department's LMTV
- Repaired damage on the Landfill's L90E loader

Cemetery Maintenance

- Removal of diseased trees in Island Pond Cemetery
- Assisted at Highway Dept with ongoing sander maintenance
- Winter servicing and repairs of cemetery mowers

Parks Maintenance

- Small equipment maintenance 2 days
- Surveying trees and marking some for removal 1 day
- Tree removals 1 day

Facility Maintenance

- Received 21 new work orders and completed 29 work orders from back log
- Prepared Cultural Center library for the open house. Repaired lights, holes in walls and painted. Assisted in re-arranging and setup

- Repairs to portable unit one at Cultural Center for renting
- Replaced the heating pump at Community Center that was sent out to be rebuilt

Disposal Area

- C&D: 13loads, 219.56 tons
- MSW: 4 loads, 94.57 tons
- Recycling: 6 loads, 28.46 tons
- Vehicles Recorded: 4,773
- Revenue: \$33,869.50

Reception

- Telephone calls: 50
- Walk ins: 14
- Work orders processed: 31



Harwich Fire Department



Fire Suppression

Prevention

Emergency Services

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

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

Weekly Report – January 21, 2018 through January 27, 2018

Incidents:

Fire/Explosion	01
Overpressure/Rupture	00
Rescue Call/ EMS	51
Hazardous Condition	07
Service Call	01
Good Intent	04
False Call	02
Severe Weather/Disaster	00
Special Type/Complaint	00
Total	66

Fire Prevention:

Inspections	
Resale	04
Annual	08
Joint	00
Final	01
Lockbox	01
Liquid Propane Storage	01
Pre-Inspection	00
Oil Tank	01
Oil burner	02
Town Hall Hours	05
Underground Storage Tank	00
Truck Tank	00
InspectionsMisc	02

Items of note:

Ann Steidel

From: John Rendon
Sent: Monday, January 29, 2018 2:52 PM
To: Sandy Robinson; Ann Steidel
Cc: William Neiser; Michelle Morris; Heinz Proft
Subject: Harbormaster Department Weekly Report 21-27 Jan

Operations:

- Assisted Natural Resources Department with removing a large limb that had fallen across the Hinckley's Pond herring run.

Admin:

- Drafted Memo for BOS consideration on grant support for SAQ Landside Renovation project.
- Mailed out Pleasant Bay/Round Cove/Wychmere Inner Harbor/Outer Harbor/Allen Harbor/Herring River Mooring Permit Applications.
- Sent out email with link for slip/mooring waitlist renewals.
- Sent out reminder for outstanding Excise Taxes.
- Notified salt/fresh mooring permit holders and pond users by email of new office location.

Meetings:

- Notified by MA Seaport Economic Council that SAQ Landside Project was selected for \$1 million grant support.
- Attended BOS meeting- discussion on potential RFP for restaurant at SAQ Municipal Marina.
- Hosted kick-off meeting for SAQ Septic System replacment project.
- Attended CPC meeting on potential grant award for SAQ Landside project - grant award not voted.
- Attended Dredge Advisory meeting in Barnstable; planned dredge projects for the coming season.
- Met with TA on SAQ Landside Renovation project.

Maintenance:

- Replaced a broken battery box on 77C and installed an automatic bilge pump.
- Purchased and lacquered new base covers for the light poles at Wychmere and Allen Harbors. The old covers were badly rusted and it is hoped that adding a heavy coating of lacquer will keep them from rusting.

SAQ Marina Reconstruction Project:

- Dredging complete, awaiting final results of post dredge survey.
- Review/approval of submittals ongoing.

SAQ Landside Renovation Project:

- Site work for the Boardwalk, Harbormaster Building and Garage/Workshop Building on going.

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

Health Director Weekly Report Week ending January 27, 2018

Projects-

Sr. Health Agent Katie Tenaglia was officially confirmed by Selectman. She was cleared by occupational health and her start date is February 5th. We have been prepping her office space.

Staffing memo- A memo from Administration was distributed to Community Development regarding a proposal to change several positions on the floor. Specifically relating to Health, our administrative assistant position, filled by Jennifer Clarke is proposed to be upgraded to Executive Assistant with the added duties of being the Conservation Administrative assistant when needed. This staffing proposal comes as a result of a request from Conservation to eliminate the admin position and instead bring on a full time Conservation Agent. The intent is to have the Cons. Agent sit among the admins 25 hours per week and do field work the other 10 hours. I am confident that Jennifer is capable of taking on this extra task, however I am concerned that our support staff is being cut. My other concern is that even though the intent of the cons. Agent position sharing admin duties is *implied*, I would prefer it be in black and white. My fear is that the Cons. Agent duties will morph into more field work and less admin-leaving the burden on the remaining admin staffers.

Department Head Meeting-attended the monthly department head meeting. Discussed budget calendar and CPC projects

Community Development-no meeting this week.

Permit review and issuance-

- Annual permits and licenses-
 1. Hand delivered food service renewal package to several establishments that have not renewed for 2018
- RET-
 1. 29 Edgewood
 2. 18 Davis
 3. 316 Bank
 4. 48 Driftwood
- Building Permit reviews:
 1. 5 Idle Way
 2. 21 Uncle Venie's
 3. 17 Shore Drive
 4. 65 Ginger Plum
 5. 62 Clearwater
 6. 48 Hillcrest
 7. 197 Follows
 8. 52 Julien
 9. 4 Hilltop
 10. 65 Ginger Plum
 11. 31 Saq. Bluffs
 12. 9 Fiddlers
 13. 69 Willow
 14. 11 Shore Road
 15. 18 Daluze
- Disposal System Construction Permits
 1. 5 Skechconet-revision
 2. 17 Littlefield Pond
 3. 165 Pleasant Bay Road
- Certificate of Compliance issued-
 1. 2 Cove Road
 2. 12 Park Street
- ZBA/Planning referrals
 1. 165 Pleasant Bay Road (planning)

2. 59 Neel Rd (planning)

Inspections-

- Final Inspections- Septic systems-
 1. 41 Ayer Lane
 2. 5 Skecheconet
 3. 12 Park Street
 4. 7 Littlefield Pond
- Food service-
 1. Dairy Queen
- Complaints
 1. Trash complaint at 5 Captain Phillips

Consultations-

Met with developer to discuss a subdivision within a zone II.

Meggan Eldredge

Ann Steidel

From: Heinz Proft
Sent: Wednesday, January 31, 2018 9:46 AM
To: Ann Steidel; Sandy Robinson
Subject: Heinz -Natural Resources Weekly report 01/31/2018

Natural Resources Weekly report 01/31/18

- * Attended CPC Community Preservation Committee meeting. Hinckleys Pond and Rt. 124 public access proposal received a positive vote.
- * Attended Department Heads meeting.
- * Cleared overhanging brush/vines from fence line along Wychmere harbor parking lot.
- * Attended Pleasant Bay Alliance TWMP, Targeted Watershed Management Plan meeting. Working on response to Description of Town Plans, Technology choices, Growth Management, Financing, Implementation, and Contingency Planning.
- * Completed updating water quality database with 2017 coliform data from our embayments.
- * Responded to second draft of Division of Marine Fisheries project - *Herring River, Oyster Bed Restoration* project proposal.
- * Contacted the towns of Falmouth, Dennis, Brewster and Yarmouth as to their Aquaculture grant and license procedures. Harwich is considering putting measures in place to address recent requests for aquaculture projects.

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 1/21/18 THROUGH 1/27/18

PATROL

- 239 Calls and patrol-initiated activity logged
 - 6 arrests
 - 3 placed in protective custody for alcohol intoxication

- 30 motor vehicle stops resulting in:
 - 17 Verbal warnings
 - 11 Written warnings
 - 1 Arrest
 - 1 Investigation

- 5 Motor vehicle accidents investigated

ADMINISTRATION

- Chief attended a presentation on the Pulse Nightclub shooting at FBI Boston

SPECIAL NOTE

- Animal Control Officer Jack Burns received a thank you note and a \$5,000 check written to Harwich Animal Control for the outstanding services he provided for a Harwich resident who had been hospitalized then passed away and left behind several cats. Officer Burns assisted the family by trapping the cats over a number of weeks then transporting them to a special shelter that made arrangements to get them to a family member out of state. A special Animal Control Donation account has been set up to manage the donation.



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 January 27, 2018

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:

- Began processing 1095-C forms for ACA compliance reporting

Weekly collections 1/21-1/27

Tax/Water Collections:	\$4,292,889.10
Departmental turnovers:	\$252,959.78
Total:	\$4,545,848.88

Weekly Disbursements 1/21-1/27

Accounts Payable	\$62,220.81
Payroll (week ending 1/20)	\$302,777.52
Total:	\$311,984.73

Respectfully submitted,

Amy Bullock, Treasurer/Collector