

SELECTMEN'S MEETING AGENDA*

Donn B. Griffin Room, Town Hall

732 Main Street, Harwich, MA

Executive Session 6:00 P.M.

Regular Meeting 6:30 P.M.

Monday, March 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. **EXECUTIVE SESSION** – (1) Pursuant to MGL c.30A, §21(3) to conduct strategy sessions with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares – HEA Union; (2) Pursuant to M.G.L. c.30A, § 21(6), to consider the purchase, exchange, lease or value of real estate, if the Chair declares that a meeting may have a detrimental effect on the negotiating position of the public body - Financing for research of owners unknown parcels

III. **PLEDGE OF ALLEGIANCE**

IV. **WEEKLY BRIEFING**

V. **PUBLIC COMMENTS/ANNOUNCEMENTS**

VI. **CONSENT AGENDA**

A. Approve minutes –

1. February 12, 2018 Regular Session

2. February 20, 2018 Regular Session

B. Approve request for One Day Entertainment License for The Commodore Inn for June 2, 2018

C. Approve Split System AC Proposal from RISE Engineering for Harwich Fire Station and authorize Chair to sign

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

A. Presentation - Housing Assistance Corporation Big Fix Harwich Program

VIII. **NEW BUSINESS**

A. Budget and Warrant discussion

B. Wastewater Support Committee update

IX. **OLD BUSINESS**

A. Housing Authority position – ballot or appointment

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

X. **TOWN ADMINISTRATOR'S REPORT**

A. Outstanding accounts receivables

B. Wastewater project update – Southern section of Pleasant Bay Watershed

C. DHY Clean Water Partnership

D. Eversource vegetation maintenance work

E. MassDOT Notice of Road Work

F. Reserve Fund Transfer – Utilities

G. DPW staff appreciation letters

H. Departmental Weekly Reports

XI. **SELECTMEN'S REPORT**

XII. **ADJOURNMENT**

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

Authorized Posting Officer:

Posted by: _____
Town Clerk

Ann Steidel, Admin. Secretary

Date: _____
March 1, 2018

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, FEBRUARY 12, 2018
6:30 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark, Carol Coppola, Joseph McParland, Dana DeCosta, John Chorey, Jack Brown, Ed McManus, Mark Ameres, Sharon Pflieger, Allin Thompson, Gary Carreiro, Judith Underwood, Val Peter, and others.

WEEKLY BRIEFING

No one appeared before the Board.

PUBLIC COMMENTS/ANNOUNCEMENTS

Ms. Pflieger of the Wastewater Support Committee announced that the Committee will be meeting on Thursday, February 15th at 6:00 p.m. to go over some new information regarding the wastewater project.

CONSENT AGENDA

- A. Approve Minutes – January 29, 2018 Regular Session
- B. Approve and authorize the Chair to sign a letter of support for FY18 funding for the Community Development Block Grant application
- C. Approve use of the Caleb Chase Fund in the amount of \$700.00 per the request of the Council on Aging Social Services Coordinator
- D. Approve 2018 renewal of Auto Class IV Auto Repairman License for All Out Performance

Mr. Ballantine moved approval of the Consent Agenda. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

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

- A. Town Administrator presents FY19 Budget and Budget Message to the Board of Selectmen and Finance Committee

Mr. Brown, Chair, called the meeting of the Finance Committee to order at 6:35 p.m. and noted that they had a quorum. Mr. Clark provided the attached slide presentation of the FY19 Budget and reported that it is a balanced budget in the amount of \$65,371,876. He noted that the presentation is online and encouraged the public to look at it. He and Ms. Coppola took questions and comments from the Board and Finance Committee regarding the presentation. The Finance Committee adjourned their meeting at 7:55 p.m.

B. Interim Water Commissioner Vacancy Interviews

Mr. Carreiro, Chair, called the meeting of the Water Commissioners to order at 7:57 p.m.

Chairman MacAskill reported that the position had been advertised and the candidates applied using the Citizens Activity Form.

Candidates Joseph McParland, Judith Underwood and Val Peter each provided brief background information on themselves. Chairman MacAskill asked each candidate the attached interview questions after which Mr. Carreiro provided information on the meeting times and activities of the Commission. The candidates took further questions from the Board of Selectmen and Water Commissioners.

Mr. Carreiro moved to nominate Judith Underwood to the Water Commissioners. Ms. Brown seconded the motion. Mr. Howell said he'd like to maintain at least one woman in the position because ideally the government should look like the people it represents and Ms. Brown agreed. Mr. Carreiro stated that he nominated Ms. Underwood because she was the only one who said they loved the Town and he ran for the position because he loved the Town and wanted to serve. Mr. Ballantine and Mr. Thompson opposed the motion and the motion carried on a 5-2-0 vote. The Water Commission adjourned their meeting at 8:26 p.m.

NEW BUSINESS

A. Review of Draft ATM Warrant Articles

Mr. Clark outlined the draft articles. The Board briefly discussed the order of the articles. No action was taken.

TOWN ADMINISTRATOR'S REPORT

A. Housing Trust Membership

Mr. Clark stated that there was a question as to whether a member of the Board of Selectmen could stand on the Housing Trust. He confirmed that per the statute, a member of the Board can and should be on the Trust.

Mr. Clark reported that we got an opinion from K-PLaw on the Housing Authority vacancy. He said they can put it on the ballot to fill the position for 4 years because that is the remaining length of the term but the person may have to be removed once the state establishes a process to follow. He said the other avenue would be that they do not put it on the ballot and leave the position vacant and after the election they can fill the vacancy for a one year term to see if the state decides the process for the tenant position. He said the Town Clerk would appreciate knowing if we are going to put this on the ballot so she can plan for it. Chairman MacAskill said he would put it on the February 26th agenda for a vote.

B. Departmental Weekly Reports

Mr. Ballantine said he would like to get a sense of where the Board of Health is going on the Sewer Regulation Policy. He also asked for an update on what the Police Department is presenting to the schools on opioid abuse prevention. Chairman MacAskill said he would schedule those items.

ADJOURNMENT

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

Respectfully submitted,

Ann Steidel
Recording Secretary

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
TUESDAY, FEBRUARY 20, 2018
6:30 P.M.**

SELECTMEN PRESENT: Ballantine, Brown, Howell, Kavanagh

OTHERS PRESENT: Town Administrator Christopher Clark, Robert Cafarelli, Ray Chesley, Charleen Greenhalgh, Matthew Kelley, Benjamin Porter, Cyndi Williams, Sharon Pflieger, Larry Cole, and others.

Vice-Chair Kavanagh called the meeting to order at 6:30 p.m.

WEEKLY BRIEFING

Sharon Pflieger, Chair of the Wastewater Support Committee, reported that they are holding meetings on the first and third Tuesdays of each month at 8:30 a.m. and on the third Thursday of the month at 6:00 p.m. in the Griffin Room and are trying to address some of the issues and questions people may have about the sewer project.

PUBLIC COMMENTS/ANNOUNCEMENTS

No one appeared before the Board.

CONSENT AGENDA

- A. Approve Minutes – February 5, 2018 Regular Meeting
- B. Refer Large Scale Ground Mounted Photovoltaic Zoning By Laws to Planning Board for hearing

Mr. Ballantine moved approval of the Consent Agenda. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

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

- A. Public Hearing – Application for Pledge of License and Transfer of Annual, Common Victualler, All Alcoholic Beverages License from Land Ho Harwichport LLC d/b/a Land Ho, Dillon J. Murphy Sr. - Manager to BLM Restaurant Group Inc. d/b/a Lanyard Bar & Grill, Benjamin Porter – Manager at 429 Route 28, Harwich Port, MA

Mr. Ballantine read the hearing notice into record and Vice-Chair Kavanagh opening the hearing. Mr. Kelley, attorney and principal for BLM Restaurant Group, introduced himself and co-applicants, Mr. Malzone, and Mr. Benjamin Porter who he noted would be serving as manager. Mr. Kelley turned in the certified mail abutter cards to the Board. He noted that this is an application for a transfer of license. Mr. Howell asked if the current license is pledged and Mr. Kelley said he didn't believe so and it was a cash sale. Mr. Howell asked if they are seeking pledge of this license and Mr. Kelley confirmed that they are. Ms. Brown questioned if there would be entertainment and Mr. Clark said any additional licenses would come after approval of the liquor license. Mr. Porter stated some of the

entertainment won't stay but a lot of it will particularly in the afternoons in the summer. Mr. Kelley said they would be adhering to the traditional 10:00 ending time for entertainment. Mr. Ballantine asked if they intend to follow the same outside seating as there is currently and Mr. Kelley responded that they would and it is currently set up for 24 seats outside. Mr. Clark stated that we have received notice that there are no objections to the application from the Police Department. Mr. Clark stated that the ABCC has us do the square footage and we are going to be matching up the number of seats to the septic system as well as coordinating it with the Building Department's occupancy permit. No one from the public appeared before the Board. Vice-Chair Kavanagh closed the public hearing. Mr. Howell moved to approve the transfer of license from Land Ho Harwichport LLC d/b/a Land Ho, Dillon J. Murphy Sr. - Manager to BLM Management Group Inc. d/b/a Lanyard Bar & Grill, Benjamin Porter - Manager, facility located at 429 Route 28, Harwich Port, MA, in this approval however the Board of Selectmen expressly reserves any and all rights as to suspend, revoke, not renew or otherwise regulate this alcoholic beverages license under MGL Chapter 138, Section 1, et al. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

NEW BUSINESS

A. Municipal Stormwater Drainage Update – *Bob Cafarelli – Town Engineer*

Mr. Cafarelli explained that the MS-4 permitting requirements are for discharge of our wastewater which come from the Clean Water Act and he provided the attached slide presentation on this subject. He noted that we have to submit a Notice of Intent to the EPA by October 1, 2018 and must continue with the annual reports every year to the EPA to comply with the MS-4 permit requirements. He explained what is required in the Notice of Intent. He further explained that we also must submit a Stormwater Management Program due June 30, 2019 as well as comply with Minimal Control Measurements on a yearly basis, which were outlined in the slide presentation. He discussed the potential expense to the Town for complying with these regulations. He suggested that there be a Selectman liaison to the stormwater group which consists of representatives from DPW, Conservation, Planning, Health, Recreation and Natural Resources and he recommended that his presentation be placed on the Town website as an educational piece for the public. He strongly recommended that the Selectmen become active in the Statewide Stormwater Collaborative as well to comply with the MS-4 requirements. He further discussed funding options as outlined in his presentation but noted that he doesn't see any major expenditures for Harwich but commented that we may need a little extra manpower. Mr. Clark noted that we have been providing money in Mr. Cafarelli's budget for a consultant to keep us up to date in the submissions we have to make. He also noted that in the out years of the Capital Plan there is about \$250,000 to cover \$10,000 for the 22 locations involved. Mr. Cafarelli took questions and comments from the Board. Mr. Clark noted that we will have to look into a maintenance plan as well.

B. Stretch Code Update and other Green Communities Elements – *Ray Chesley – Building Commissioner, Charleen Greenhalgh – Town Planner*

Ms. Greenhalgh provided an update on the process for Green Communities designation and where we are in the process for which she provided the attached slide presentation. Mr. Chesley explained that Harwich is currently under the 2015 International Energy Conservation Code which is a national code adopted by the state and all communities in Massachusetts subscribe to that. He reported that the Stretch Code is an enhancement to that which is a target savings in energy of about 20% so when a community adopts the Stretch Code they are actually using the base code for a lot of the requirements but they are also using the Stretch Code which is calculated a little differently than the base code. He

noted that the base code is a prescriptive code so it tells you what you have to do to get a passing grade in energy conservation and the Stretch Code is a performance based code. He explained that a HERS rater, which is a heating equipment rating service, works with the different builders to help develop the construction of the building and to achieve the particular rating. He stated that currently that residential rating is 55 which is 20% below what a typical house would be with the base code. He stated that the impact to the Town is just getting used to a little different process but there may some additional cost to some of the builders in hiring a HERS rater. He added that this applies to new construction and not existing buildings. Ms. Greenhalgh then discussed opportunities for grants toward Green Communities designation. Ms. Greenhalgh and Mr. Chesley took questions and comments from the Board. Mr. Clark noted that only two of the Green Communities designation criteria require going to Town Meeting and are in the warrant and they are the renewables as-of-right siting and the Stretch Code. He noted that the fuel efficient vehicle is just the acceptance of a policy by the Board, the expedited permit is just a letter from Town Counsel saying that when people submit permits they can be completed in a year, and the energy baseline is just a plan submitted by Mr. Libby to the State.

C. Review of Draft ATM Warrant Articles

Mr. Clark briefly reviewed the articles. Mr. Howell said there are substantive problems with the by-law and Charter amendments as they are not consistent with what already exists in the by-laws, including issues with the proposed changes pertaining to the Planning Board membership which conflicts with Section 7-10 of the by-laws. He noted that there are a couple of others that are similar and he added that he never presupposed that we were going to delete the membership numbers from the Charter and then come up with a table, as is being proposed, but rather he thought we were going to alter the paragraphs that pertain to them. Mr. Howell agreed to meet with Mr. Clark to review. Mr. Ballantine said he would like more justification for the Transport Van in Article 9 and questioned if we really need to have it this year.

OLD BUSINESS

A. Housing Trust Membership Make-Up

Ms. Brown moved that we vote to approve the Housing Trust make-up as recommended in our packet, the Town Administrator or designee, one member of the Board of the Selectmen, and 3 citizens at large. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

TOWN ADMINISTRATOR'S REPORT

A. Roadwork Notifications

Mr. Clark reported that we received word from MassDOT they have are changing out signs to more reflective signs on the stretch of Route 6 through Harwich, as well as doing sign upgrades on Routes 28 and 124 from 7:00 a.m. to 3:30 p.m. for approximately 5 months. Mr. Howell pointed out that pruning is necessary as the signs are obscured and we may want to talk to them about that.

B. Departmental Weekly Reports

There was no action or discussion on this item.

SELECTMEN'S REPORT

Mr. Ballantine reported that he and Mr. Clark and have been attending the Dennis/Yarmouth/Harwich Clean Water Community Partnership meetings and the next meeting, which is on March 22nd at 6:00 p.m. at the Dennis COA, will include an overview of the efficiency regionalization grant award for \$150,000, MassDEP review of their input to date, a short review of CWMP's of the 3 towns, an overview of cost savings from regionalization, and a proposed Town Meeting article for special legislation.

Vice-Chair Kavanagh reported that she attended the Seaport Economic Council's hearing with the Harbormaster where they approved the \$1 million grant for the Saquatucket landside project.

ADJOURNMENT

Mr. Ballantine moved to adjourn at 8:25 p.m. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary



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

APPLICATION FOR ENTERTAINMENT LICENSE

Weekday Entertainment (\$75) 1 day (\$25) New application _____
 Batters Box (\$50) Renewal _____
 Go Carts (\$50) Annual _____
 Miniature Golf (\$50) Seasonal _____
 Trampolines (\$25) Opening Date _____
 Theater (\$150 per cinema)
Automatic Amusement:
 Juke Box (\$100 each)
 Video Games (\$100 each) Other _____

June 2, 2018

Business Name 30 Earle Rd LLC/The Commodore Inn Phone 508-432-1180

Business Address 30 Earle Road West Harwich Ma 02671

Mailing Address same

Owners Name & Address Nan + Kelley McNamara 25703 Creekside Cove
Boerne Texas 78006

Email Address kam1025.km@gmail.com

Managers Name & Address John + Barbara-Anne Foley 30 Earle Rd 02671
innkeepers@thecommodoreinn.com

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

ENTERTAINMENT TYPE: (Check all appropriate boxes)

Concert Dance Exhibition Cabaret Public Show Other
 Dancing by Patrons
 Dancing by Entertainers or Performers
 Recorded or Live Music
 Use of Amplification System
 Theatrical Exhibit, Play or Moving Picture Show
 A Floor Show of Any Description
 A Light Show of Any Description
 Any Other Dynamic Audio or Visual Show, Whether Live or Recorded



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

___ Yes X No

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

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

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

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

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

Days/Hours of Business Operation 7 days wk seasonal Inn

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

Heather N. DeLuca

Signature of applicant & title

_____ Federal I.D. #

Signature of individual or corporate name

_____ Federal I.D. #

Barbara Anne Foley Manager

Signature of Manager

_____ Federal I.D. #

Signature of Partner

_____ Federal I.D. #

REGULATORY COMPLIANCE FORM

The premises to be licensed as described herein have been inspected and found to be in compliance with applicable local codes & regulations, including zoning ordinances, health regulations & building & fire codes.

[Signature]
Building Commissioner

Myan Eldredge
Board of Health

[Signature]
Fire Department - LEBLANC

Kevin Ardini
Police Department

comments: Request for mgt. to contact Police at least 1 hr. before start of entertainment.

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

The Clients:

Print Name(s): Heather Whitmore
Mailing Address: 363 Shaker Rd, Canterbury, NH 03224
Email: heather.whitmore1@gmail.com
Phone: 603-361-3851

Signature: Heather Whitmore

Date: 10/29/2017

Print Name(s): Kyle Glencross
Mailing Address:
Email:
Phone:
Signature: Kyle Glencross

Date: 10/29/2017

The Commodore Inn
John Foley
Innkeeper
30 Earle Road, West Harwich, MA 02671
Innkeepers@thecommodoreinn.com
(508)-432-1180

Signature: John Foley

Date: 10/24/17

Efficiency Energized.



Split System AC Proposal

Date: 2/23/2018

Customer: Harwich Fire Station

ATTN: Mr. Sean Libby

Address: 175 Sisson Rd, Harwich, MA 02645

NOTE: THIS CONTRACT MAY BE WITHDRAWN BY
RISE IF NOT EXECUTED WITHIN 30 DAYS

AUTHORIZED SIGNATURE

DATE

A handwritten signature in black ink, appearing to be "S. Libby", is written over a horizontal line.

2/23/2018

Energy Conservation Measure Proposal

Reduction of Electric usage by controlling AHU fan speed

RISE Engineering is proposing to install and furnish one (1) 10 Ton York Predator Split System.

Scope of Work

- Disconnect, remove and properly dispose of existing indoor air handler and outdoor condensing unit. Reclaim r-22 charge as required. Provide crane services need for removal.
- Remove and properly dispose of existing ACR tubing and insulation connecting indoor and outdoor units
- Install new 10 Ton, York Predator Split System R-410A Air Conditioner, 2-Pipe single circuit, Two Stage Cooling, 208/230-3-60, Microchannel Condenser. Unit to be set on existing concrete pad. Coils to be coated for sea coast protection. Reconnect to existing electrical feed. Provide new disconnect and wiring from disconnect to new unit.
- Install new York 10 Ton, York Predator Split System R-410A Air Handler, 2-Pipe, 3.0 HP Motor, 208/230/460-3-60 Composite Drain Pan. Unit to include single circuit dx coil , hot gas by pass , 2-row heat coil, phase monitor and VFD for fan motor. Reconnect to existing ductwork, heat piping, electrical power and control wiring. Install new ACR tubing from exterior AC condensing unit to new Air handler. Insulate piping as required.
- Alternate route for piping may be required at exterior of building.
- Provide start up and testing of new system.

Notes and Clarifications:

- All work performed during normal working hours.
- Town of Harwich permits and inspections included.
- Prevailing wage rates and certified payroll included.

Total Installed Cost	\$ 51,750
Cape Light Compact Incentive	\$ 3,240
Net Cost To Customer	\$ 48,510

-
1. Upon execution of this contract RISE Engineering will require a 30% down payment and balance upon invoicing.
 2. Any defect in materials, design, or installation found within one (1) year of installation date will be remedied without charge and within a reasonable period of time.
 3. All work to be completed in a workmanlike manner according to standard practices.
 4. Contract cost includes any permit(s) required by law for this installation. Prior to, or during installation, RISE Engineering (at its sole discretion) may choose not to proceed further with the installation for reasons relative to Safety or discovery of unforeseen conditions
 5. Any change from the above specifications involving extra costs will be executed only on written orders, and will become an extra charge over and above the contract amount.
 6. In the absence of alternate arrangements, disposal of disabled materials is the responsibility of the Customer.
 7. This contract is subject to Utility company approval of any Utility program incentives incorporated herein. All applicable Utility program incentives shall be assigned to RISE ENGINEERING.
 8. Pricing is valid for 30 days from above date.

Acceptance of Contract – The above prices, Specifications and conditions are satisfactory and are the work as specified. Payments will be hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

DATE OF ACCEPTANCE _____

SIGNATURE _____

Ann Steidel

From: Romy Maimon <RMaimon@haconcapecod.org>
Sent: Wednesday, February 07, 2018 8:04 AM
To: Ann Steidel
Cc: David Quinn
Subject: RE: HAC Big Fix Follow-Up

Good morning, Ann,

Thank you for the information.

We would like to schedule for March 5th if that is still available. It will not be a long presentation, most likely approximately 15 minutes.

We will also submit any necessary materials on April 27th as requested.

Best regards,

Romy Maimon

Project Coordinator
Housing Assistance Corporation
508-771-5400 ext. 103
Fax: 508-778-7514
460 West Main St.
Hyannis, MA 02601
www.haconcapecod.org



From: Ann Steidel [<mailto:asteidel@town.harwich.ma.us>]
Sent: Monday, January 29, 2018 11:41 AM
To: Romy Maimon <RMaimon@haconcapecod.org>
Subject: RE: HAC Big Fix Follow-Up

Hi Romy,

The deadline for submission of materials is the Tuesday prior to the Board's meeting. They meet every Monday night at 6:30. If Monday is a holiday, they meet on Tuesday. Please let me know which meeting agenda you would like to be on. In the timeframe you are looking for we have February 20, 26 or March 5, 12.

Ann Steidel
Administrative Secretary
Board of Selectmen/Town Administrator's Office
Town of Harwich



Big Fix: Harwich Application



About:

The Big Fix event is coordinated by Housing Assistance Corporation (HAC). The vision of this event is to make home and landscaping improvements which will enhance the comfort, safety and quality of life for seniors, the disabled and veterans in the Town of Harwich on **September 22, 2018**. Our mission is to engage community volunteers in performing small home repairs, cleaning and landscaping work at homes selected to receive assistance. The accumulation of small home repairs can become a burden to this population of the community. These minor repairs will have a major impact on the lives of these residents.

Eligibility:

You must be a year round homeowner residing in Harwich. Homeowners are chosen based on factors such as income, repair needs and our ability to meet requests. Selected homeowners will be asked to identify home maintenance projects and repairs they need completed. Prior to the Big Fix event all homes will be inspected by a skilled professional to determine the materials and volunteer skills needed to complete the repairs in the allotted time (**4 hours**) on the day of the event.

How to apply:

Kindly complete and return this application to Housing Assistance Corporation.

By mail or drop off:

HAC's Big Fix
460 West Main St.
Hyannis, MA 02601
Attention: Romy Maimon

By Fax:

508-775-7434
Attention:
Romy Maimon

Deadline to apply: June 1, 2018

Please tell us where you received this application: _____

Homeowner Name: _____ Age: _____

Total yearly household Income:

Street address _____

Less than \$30,000

City _____ State _____ Zip _____

\$30,000 - \$60,000

Phone: _____ Email: _____

\$60,000 - \$90,000

Contact person (if different) _____ Relationship _____

\$90,000 +

Phone _____ Email: _____

Please fill out reverse side

Big Fix: Harwich Application Cont.



Would you like HAC Energy to contact you about a free energy assessment?

Yes

No

HAC Energy, a program of HAC, conducts NO CHARGE energy assessments for income qualified individuals. If you are on Fuel Assistance or a discounted utility you may qualify for a NO CHARGE audit and weatherization of your home. Along with FREE energy-efficient light bulbs, these improvements can save you money and reduce your electric usage!

Please let us know what family members currently living in the home were in the military. Please note branch and length of service:

None _____ Self _____ Husband _____ Wife _____

Other _____

I am a widow/widower. My spouse was in the military _____
(Branch and length of service)

Please tell us who else currently lives in the home:

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Do you have any pets? Yes No If yes, please list type of pet(s) currently in the home _____

Please tell us what type of repairs you are in need of: (Check all that apply)

General yardwork _____ Skilled landscaping _____ Exterior home repairs _____

Window repair _____ Shed/garage repair _____ Outdoor painting _____

Indoor painting _____ Plumbing repair _____ Electrical repair _____

Indoor repairs (please list): _____

Comments: _____

1. I understand that the Big Fix is an all-volunteer, **four hour event** and homeowners are chosen based on factors such as income, repair needs and our ability to meet requests.

2. If chosen for the Big Fix event, I understand that representatives from HAC, HAC Partners, and local contractors will be at my home on the day of the event.

Signature _____ Date _____

Media may visit some of the Big Fix houses on the day of the event. Accept _____ Decline _____



September 2018



Housing Assistance Corporation's



The Big Fix is a program of Housing Assistance Corporation
460 West Main Street, Hyannis, MA 02601
508-771-5400 ♦ www.HAConCapeCod.org



Housing Assistance Corporation's



Volunteer

Join us for a wonderful community service day in the Town of Falmouth as we send teams of volunteers to assist veterans, seniors and disabled homeowners with clean-up, landscaping and small home repair projects. Tasks can include weeding, pruning hedges, raking, hauling brush, cleaning gutters, and moving heavy/bulky items to and from storage. Basic home repair skills (painting, carpentry, electric, plumbing, masonry) are a plus, but not required. Since 2010, the Big Fix has mobilized more than 1300 volunteers and assisted 88 households in Barnstable, Sandwich, Dennis, Mashpee, Yarmouth, Bourne and Brewster. For more information log onto www.HAConCapeCod.org/Big-Fix or volunteer@HAConCapeCod.org or 508-771-5400, ext. 279.

Description of project

The Big Fix is a community service event coordinated by Housing Assistance Corporation (HAC). The vision of this event is to make home and landscaping improvements that will enhance the comfort, safety and quality of life for veterans, the disabled, and seniors on Cape Cod and the Islands. Our mission is to engage community volunteers in performing small home repairs, cleaning and landscaping work at homes selected to receive assistance. The accumulation of small home repairs can become a burden to this population of the community.

The homeowners selected to receive assistance through this program will be chosen based on income, repair needs and our ability to meet requests. Once selected, a homeowner will be asked to identify home maintenance projects and repairs they need completed. Prior to the event all homes will be inspected by a skilled professional to determine the materials and skills needed to complete all projects.

History

- Barnstable 2010 (22 houses/150+ volunteers)
- Sandwich 2011 (7 houses/1 over flow project/124 volunteers)
- Dennis 2012 (10 houses/195 volunteers)
- Mashpee 2013 (12 houses/250 volunteers)
- Yarmouth 2014 (11 houses/200 volunteers)
- Bourne 2015 (12 houses/175 volunteers)
- Brewster 2016 (14 houses/278 volunteers)
- Falmouth 2017

Schedule of Towns

Harwich - September 2018 (TBD)

Previous sponsors have included: Hero's In Transition, 99 Restaurant, Botello Lumber, Cape Associates, Eastern Bank, HB&RACC, Home Depot, Hubbard Paint & Wallpaper, Hyannis Toyota, Lamberts, Oceanside Restoration, Princi & Son Landscaping, Subway, TD Charitable Foundation, The Valle Group, Whole Foods Market and many more.

Become a sponsor

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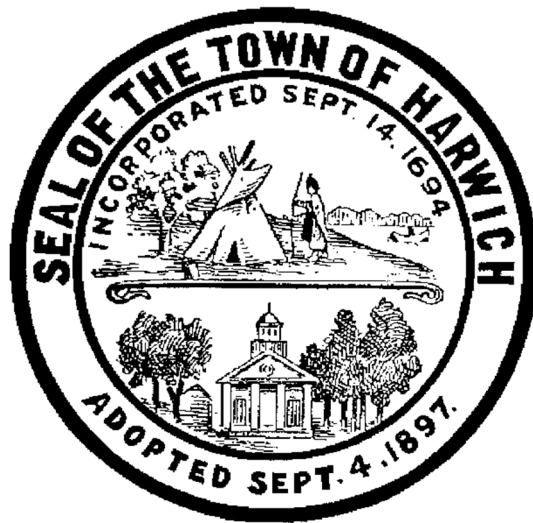
Whole Foods Market, Hyannis

www.HAConCapeCod.org

**ANNUAL TOWN MEETING
WARRANT**



MAY 7, 2018



**SPECIAL TOWN MEETING
WARRANT**



MAY 8, 2018

**with
RECOMMENDATIONS**

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May 7, 2018

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VOTING PROCEDURES

- I A quorum, 150 registered voters, must be present in order to conduct business. The only motion in order when no quorum is present is a motion to adjourn.
- II A two-thirds majority of the Town Meeting shall be required for inclusion of any Capital Outlay, unless it was included in the Capital Outlay Plan adopted at the preceding Town Meeting.
- III All motions introduced at the Town Meeting shall be in writing when required by the Moderator.
- IV Voters are limited to two times speaking on any one question; the total time speaking not to exceed 10 minutes.
- V Only registered voters shall occupy the meeting “floor”.
- VI No voter will be allowed to speak until he or she is recognized by the Moderator.
- VII Motion requiring more than a simple majority to pass:
 - A. To reconsider a vote on a motion – $\frac{3}{4}$ majority (this motion must be made prior to the next adjournment of the meeting).
 - B. To consider articles in an order other than as appears on the warrant – $\frac{3}{4}$ majority.
 - C. To pay unpaid bills – $\frac{4}{5}$ majority at the Annual Town Meeting, $\frac{9}{10}$ majority at a Special Town Meeting.
 - D. To move the previous question (terminate debate) – $\frac{3}{4}$ majority.
- VIII Quorum cannot be questioned after a motion has been made and seconded.

MOTION CHART Section 1-211
(Application of Rules is indicated by an X)

Motions	Debatable	Non Debatable	Amendable	Non Amendable	Second Required	Second Not Required	Majority Vote	2/3 Vote	¾ Vote	May Reconsider	Cannot Reconsider
Adjourn		X		X	X		X				X
Adjourn (in a time certain)	X		X		X		X			X	
Amendment	X		X		X		X			X	
Adopt a Resolution	X		X		X		X				X
Accept & Adopt	X		X		X		X ¹			X	
Postpone Indefinitely	X			X	X		X			X	
Previous Question Terminate Debate		X		X	X				X		X
Reconsider ²	X			X	X				X		X
Consider Articles Out of Order	X		X		X				X		X
Point of Order		X								X	
1. Unless a greater than simple majority required by General Laws of Town of Harwich by-laws.											
2. See section 1.207											

TAX RATE CHART

THE CHART BELOW SHOWS THE AMOUNT OF MONEY REQUIRED TO CHANGE
THE FY 2018 TAX RATE

TAX RATE CHANGE IN \$/1000	DOLLARS REQUIRED
\$0.01	\$53,138
\$0.05	\$265,689
\$0.10	\$531,378
\$0.15	\$797,067
\$0.20	\$1,062,756
\$0.25	\$1,328,445
\$0.30	\$1,594,134
\$0.35	\$1,859,823
\$0.40	\$2,125,512
\$0.45	\$2,391,201
\$0.50	\$2,656,890
\$0.55	\$2,922,579
\$0.60	\$3,188,268
\$0.65	\$3,453,957
\$0.70	\$3,719,646
\$0.75	\$3,985,335
\$0.80	\$4,251,024
\$0.85	\$4,516,713
\$0.90	\$4,782,402
\$0.95	\$5,048,091
\$1.00	\$5,313,780

MUNICIPAL FINANCE TERMS

APPROPRIATION: An authorization granted by the Town Meeting to make expenditures and to incur obligations for specific purposes.

AVAILABLE FUNDS: Available funds refer to other funds available for appropriation by the Town Meeting, such as Wetland Protection funds, Cemetery Lot sales and Perpetual Care Interest and old article balances returned to revenue.

OVERLAY, ALSO CALLED ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS: The overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover tax abatements granted and avoiding fractions in the tax rate. It cannot exceed 5% of the levy.

FREE CASH: Certified each year by the Director of State Bureau of Accounts, this is the portion of the fund balance which is available for appropriation by a Vote of Town Meeting. It is not cash, but rather is the approximate total of cash and receivables less current liabilities and earmarked reserves.

TRANSFER: The authorization to use an appropriation for a different purpose; in most cases only the Town Meeting may authorize a transfer.

RESERVE FUND: This fund is established by the voters at an Annual Town Meeting only and is composed of an appropriation (not exceeding 5% of the tax levy of the preceding year). Transfers from the Reserve Fund are within the exclusive control of the Finance Committee, and are for “extraordinary or unforeseen” situations, normally emergencies.

STABILIZATION FUND: This is a special reserve for future expenditures. The aggregate amount in the fund shall not exceed, at any time, 10% of the valuation in the preceding year. Money may be voted into the fund by a majority vote at Town Meeting. Money may be appropriated from the fund only by a two-thirds vote at Town Meeting for any municipal purpose.

CHERRY SHEET: An annual statement received from the State Department of Revenue detailing estimated receipts for the next fiscal year from various State Aid accounts and estimated charges payable by the assessors in setting the tax rate. Named for the cherry colored paper, which the State traditionally has printed it on.

PROPOSITION 2 ½ TERMS

Chapter 59, Section 21C of the Massachusetts General Laws commonly referred to as Proposition 2 ½ (Prop. 2 ½) or the Tax Limiting Law for Cities and Towns in Massachusetts.

LEVY: The property tax levy is the revenue a Town can raise through real and personal property taxes. The property tax levy is the largest source of revenue for the Town.

LEVY CEILING: This is the maximum the levy limit can be. The ceiling equals 2.5% of the Town's full and fair cash value.

LEVY LIMIT: The Maximum the levy can be in a given year. The limit is based on the previous year's levy limit plus certain allowable increases.

LEVY LIMIT INCREASE: The levy limit automatically increases each year by 2.5% of the previous year's levy limit.

NEW GROWTH: New construction and new parcel subdivision may also increase the Town's levy limit.

OVERRIDE: A community can permanently increase its levy limit by successfully voting at a referendum to exceed the limits. A community may take this action as long as it is below the levy ceiling.

GENERAL OVERRIDE: A general override ballot question can be placed on a referendum if a majority of the Board of Selectmen vote to do so. If the ballot question is approved by a majority of the voters, the Town's levy limit is permanently increased by the amount voted at the referendum. The levy limit increase may not exceed the Town's levy ceiling. Override questions must be presented in dollar terms and specify the purpose.

DEBT EXCLUSION: This override ballot question can be placed on a referendum by a two-thirds vote of the Board of Selectmen. If a majority of the voters approve the ballot question the Town's levy limit is increased only for the amount voted at the referendum for the life of that debt only. The levy limit increase may exceed the Town's levy ceiling.

CAPITAL OUTLAY EXPENDITURE EXCLUSION: This override ballot question can be placed on a referendum by a two-thirds vote of the Board of Selectmen. If a majority of the voters approve the ballot question the additional amount for the payment of the capital project cost is added to the levy limit or levy ceiling only for the year in which the project is being undertaken.

CONTINGENT VOTES: Chapter 634 of the Acts of 1989 permits a Town Meeting to appropriate funds contingent upon passage of a referendum question (**OVERRIDE**). A contingent vote does not automatically result in an override referendum. An override referendum can only be called by the Board of Selectmen. If a referendum is called by the Selectmen it must take place within forty-five days of the Town Meeting vote.

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF HARWICH
ANNUAL TOWN MEETING
May 7, 2018**

BARNSTABLE, ss:

To either of the Constables of the Town of Harwich in said county,

Greetings:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in elections and Town affairs to meet in the Community Center Gymnasium, 100 Oak Street in said Town on May 7, 2018 at 7:00 P.M., then and there to act on the following articles:

ARTICLES

TOWN OFFICERS AND COMMITTEES

ARTICLE 1 To choose various Town Officers and Committees. Customary Article

REPORTS OF TOWN OFFICERS AND COMMITTEES

ARTICLE 2 To hear reports of all Town Officers and Committees for the year 2017.
Customary Article

ELECTED OFFICIALS SALARIES

ARTICLE 3 To see if the Town will vote to fix the salaries of the elected officials of the Town for fiscal year commencing July 1, 2018 and ending June 30, 2019 as follows and to act fully thereon. Estimated cost: \$101,790.

Selectmen (5)	\$1,500 (each)
Moderator	\$300
Town Clerk	\$92,490
Water Commissioners (3)	\$500 (each)

TOWN OPERATING BUDGET

ARTICLE 4: To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money as may be required to defray Town charges for Fiscal Year 2019, and to act fully thereon. (BUDGET – SEE APPENDIX B).
Estimated cost: \$37,045,888.

MONOMOY REGIONAL SCHOOL DISTRICT BUDGET

ARTICLE 5: To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money as may be required to pay for the Monomoy Regional School District Assessment for Fiscal Year 2019, and to act fully thereon. By request of the Monomoy Regional School Committee and Superintendent. Estimated cost: \$25,693,753.

CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT BUDGET

ARTICLE 6: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sufficient sum of money as may be required to pay for the Cape Cod Regional Technical High School District Assessment for Fiscal Year 2019, and to act fully thereon. By request of the Cape Cod Regional Technical High School District. Estimated cost: \$1,581,237.

WATER BUDGET

ARTICLE 7: To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money as may be required to defray Water Department Operating Budget for Fiscal Year 2019, and to act fully thereon. By request of the Water Commissioners and Superintendent. Estimated cost: \$4,236,797.

ADOPT THE CAPITAL PLAN

ARTICLE 8: To see if the Town will vote to adopt the Capital Plan for the ensuing seven year period as adopted last year by the Town Meeting with new fiscal year 2025 as proposed by the Board of Selectmen and set forth below or as amended by vote of the Town Meeting, and to act fully thereon. By request of the Board of Selectmen.
(See Appendix C)

CPC, FA and CDC (OVER \$50,000 ONLY) See Appendix for Full			TOWN OF HARWICH CAPITAL BUDGET REQUEST SUMMARY (FY 19 TO 25)							Revision: 2/9/2018	
Department	Project	Funding Source	TA/CDC Rec	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	
ADMINISTRATION											
Admin	Harwich Center Initiative - Streetscape Only				\$ 50,000	\$ 500,000					
Admin	Install Sidewalk Rte 28 S&Q to Harwichport	FC	\$ 250,000	\$ 250,000							
Admin	Install Sidewalk Bank Street Center to Rte 28				\$ 231,000						
Admin	Two Year Plan in Place for Cultural Center					\$ 50,000					
ADMIN SUB-TOTAL			\$ 250,000	\$ 250,000	\$ 281,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	
CEMETERY											
Cemetery	Pet Crematory	Cemetery Re	\$ 486,000	\$ 486,000							
Cemetery	BUF 500 M2 Animal (Cremation Device)	Cemetery Re	\$ 91,950	\$ 91,950							
Cemetery SUB-TOTAL			\$ 627,850	\$ 627,850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
COMMUNITY CENTER											
Community Center	Roof Repl- (See Facility Maintenance)						\$ -	\$ -	\$ -	\$ -	
Community Center	Generator Replacement (See Facility/Main.)						\$ -	\$ -	\$ -	\$ -	
Community Center	Construction of Public Records Storage	CPC-Historic	\$ 135,875	\$ 135,875							
COMMUNITY CENTER SUB-TOTAL			\$ 135,875	\$ 135,875	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
CONSERVATION											
Conservation	Harwich Artificial Reef (Additional Project)			\$ -			\$ 250,000	\$ -			
Conservation	Preservation of the Judah Eldredge Property	CPC - OS	\$ 159,000	\$ 169,000							
Conservation	Preservation of the Judah Eldredge Property	CPC-UR/Rec	\$ 210,000								
Conservation/REOS	Cornellus Property - Cons. Res. over 15 Acres	CPC - OS	\$ 200,000	\$ 200,000							
Conservation	Cornellus Property - Cons. Res. 15 Acres	CPC-UR/Rec	\$ -								
Conservation	Shore Stabilization/Jetty Extension Red River Beach				\$ 100,000	\$ -					
CONSERVATION SUB-TOTAL			\$ 569,000	\$ 569,000	\$ 100,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	
FACILITY MAINT.-DPW											
Facility Main.-DPW	Com. Ctr HVAC Controls (included below)				\$ -						
Facility Main.-DPW	Replace Town's Energy Man. System for HVAC (All)	FC	\$ 140,000	\$ 140,000							
Facility Main.-DPW	Preservation (Sup. Apr. Ext. of Building)	CPC - Historic	\$ 300,000	\$ 300,000							
Facility Main.-DPW	Carpet - (Community Center and Town Hall)	FC	\$ 130,000	\$ 130,000							
Facility Main.-DPW	Highway Barn Metal Roof- Insulation				\$ 230,500						
Facility Main.-DPW	Facility Maintenance Workshop Facility				\$ 250,000						
Facility Main.-DPW	Brooks Library Roof					\$ 135,000					
Facility Main.-DPW	Record Storage Com. Ctr (See Com. Ctr)										
Facility Main.-DPW	Community Center Generator						\$ 99,000				
Facility Main.-DPW	Community Center Fence						\$ 92,000				
Facility Main.-DPW	Community Center Condensing Units							\$ 175,000			
Facility Main.-DPW	Community Center Roof								\$ 240,000		
Facility Main.-DPW	Library Boiler Replacement									\$ 130,000	
Facility Main.-DPW	Community Center Boiler									\$ 135,000	
FACILITY MAINTENANCE SUB-TOTAL			\$ 610,000	\$ 610,000	\$ 480,500	\$ 135,000	\$ 151,000	\$ 175,000	\$ 240,000	\$ 240,000	

Department	Project	S. Source	FY Rec	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
FIRE										
Fire	Police and Fire Radio Sys. (Partial)		\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	\$ -
Fire	Phase Two - Townwide Radio System	FC	\$ 100,000	\$ 100,000	\$ 100,000					
Fire (New)	Nozel and Valve Rep. Program - (Town Portion)	FC	\$ 3,750	\$ 3,750						
Fire (New)	Nozel and Valve Rep. Program - (Grant Funded Portn)	Grants	\$ 71,250	\$ 71,250						
Fire	Air Pack Rep. Program - (Town Funded Portion)	FC	\$ -	\$ -	\$ 35,000					
Fire	Air Pack Rep. Program - (Federal/State Grant Funded)	Grants	\$ -	\$ -	\$ 285,000					
Fire	Ambulance Replacement Program	FC	\$ 340,000	\$ 340,000		\$ 357,500		\$ 375,375		\$ 384,145
Fire	Pumper Truck Replacement Scheduled				\$ 600,000	\$ -				
Fire	Ladder Truck Replacement					\$ -	\$ -	\$ 1,380,000		
Fire	Station 2 Building Upgrade (Construction)	DE	\$ 6,050,000	\$ 5,800,000			\$ -			
FIRE SUB-TOTAL			\$ 6,813,000	\$ 6,568,000	\$ 1,290,000	\$ 607,500	\$ 250,000	\$ 625,375	\$ 1,380,000	\$ 384,145
GOLF										
Golf	Landscape Operational/Safety - Traffic Config.	Golf Fees	\$ 50,000	\$ 50,000						
Golf	Irrigation Update and System Rebuild	Golf Fees	\$ -	\$ -	\$ 90,000	\$ 90,000	\$ 50,000	\$ 50,000	\$ 50,000	
GOLF SUB-TOTAL			\$ 100,000	\$ 106,000	\$ 180,000	\$ 80,000	\$ 80,000	\$ 50,000	\$ 50,000	\$ -
HARBORMASTER										
Harbormaster	Supplement SAC, Landside Ren. and Imp.	RFA	\$ -	\$ -	\$ -	\$ -	\$ -			
	Support Grant for Landside (SLD m)	Grants	\$ 1,000,000	\$ 1,000,000						
Harbormaster	Water Dock Landside Improvements		\$ -	\$ -	\$ 90,000		\$ -			
Harbormaster	Herring River Ramp Replacement					\$ 300,000	\$ -			
Harbormaster	Allen Harbor Jetty Study and Construction			\$ 56,000			\$ 2,000,000			
Harbormaster	SAC Harbor M & E Bulkhead (Flooding Area)							\$ 1,000,000		
Harbormaster	Wychmans Outer Harbor Dredging						\$ -	\$ -	\$ 500,000	
Harbormaster	Study - Wychmans Outer Harbor Jetty						\$ -			\$ 75,000
HARBORMASTER SUB-TOTAL			\$ 1,000,000	\$ 1,056,000	\$ 90,000	\$ 300,000	\$ 2,000,000	\$ 1,000,000	\$ 500,000	\$ 75,000
LIBRARY										
Library	Library Interior Modifications/Renovations		\$ -	\$ -	\$ -	\$ 100,000				
Library	Exp. Exterior Preservation (See Fac. Maint.)	OPC - Historic	\$ -	\$ -	\$ -	\$ -				
LIBRARY SUB-TOTAL			\$ 10,340	\$ 10,340	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -
NATURAL RESOURCES										
Natural Resources	Hinkley's Pond Restoration	OPC-OG/Un.	\$ 575,000	\$ 600,000						
	Hinkley's Pond Public Access Area	OPC-UP/Rec	\$ 75,000	\$ 75,000						
Natural Resources	Ford F-150 for Natural Resources Dept	FC	\$ 29,303	\$ 29,103						
NATURAL RESOURCES SUB-TOTAL			\$ 679,303	\$ 704,103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PLANNING										
Planning	Housing Trust/PT Housing Coordinator	OPC-Housing	\$ 490,000	\$ 500,000	TBD	TBD	TBD	TBD	TBD	TBD
Planning	Housing Trust/PT Housing Coordinator	OPC-Undes.	\$ 10,000	\$ 500,000	TBD	TBD	TBD	TBD	TBD	TBD
Planning	Local Comprehensive Plan Update				\$ 100,000					
PLANNING SUB-TOTAL			\$ 500,000	\$ 1,000,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
POLICE										
Police	Electronic Sign Board			\$ -					\$ 34,000	
POLICE SUB-TOTAL			\$ 35,000	\$ 35,000	\$ 13,700	\$ 14,400	\$ 30,000	\$ 40,000	\$ 61,000	\$ 35,000

Department	Budget	S Source	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
PUBLIC WORKS										
Public Works	5 Year Road Maintenance Plan	DE	\$ 700,000	\$ 1,400,000	\$ 1,405,210	\$ 1,484,125	\$ 1,396,072	\$ 1,400,000	TBD	TBD
		Ch. 90	\$ 700,000							
Public Works	W. Harwich Rte 28 Design (\$1,00K in FY 23)	Ind. in 5-yr P	\$ -	See Note			\$ 50,000			
	W. Harwich Rte 28 (Construction - Fed Funds)	TIP Fed Grant					\$ 5,800,000			
Public Works	Lower County Road (Main. /No TIP Funds)	DE	\$ -	\$ -	\$ 4,500,000					
Public Works	Rte 39/Pleasant Bay Roundabout (If Needed)			\$ -	\$ -	\$ 600,000				
Public Works	Highway Barn Roof- Insulation (See Fac. Main)									
Public Works	Ford F-350 Dump Truck - Cemetery #18	FC	\$ 80,000	\$ 80,000						
Public Works	Ford F-350 Pick Up - Highway #23	FC	\$ 55,000	\$ 55,000						
Public Works	Ford F-350 Dump Truck - Park #18	FC	\$ 80,000	\$ 80,000						
Public Works	Johnston Sweeper Body - Highway #30	FC	\$ -	\$ 125,000						
Public Works	Vehicle Listing (FY 18 to 24) Summary			\$ -	\$ 365,000	\$ 325,000	\$ 330,000	\$ 325,000	\$ 320,000	\$ 405,000
PUBLIC WORKS SUB-TOTAL			\$ 1,815,000	\$ 1,740,000	\$ 8,270,210	\$ 2,419,125	\$ 7,366,072	\$ 1,715,000	\$ 320,000	\$ 405,000
REC & YOUTH										
Rec & Youth	Bank Street Beach Parking Lot Paving	FC	\$ 80,500	\$ 90,000	\$ -	\$ -				
Rec & Youth	Pleasant Road Beach Parking Lot Paving					\$ -	\$ 112,000		\$ -	
Rec & Youth	Sand Pond Restrooms and Playground Imp.								TBD	
Rec & Youth	Whitehouse Field Scoreboard Replacement	CPC-LW/Rec	\$ -	\$ -	\$ 80,000					
Rec & Youth	Breaker Park Phase V - Camps, Light Plan	CPC-LW/Rec	\$ 333,500	\$ 333,500	\$ -					
Rec & Youth	Red River Beach Restroom Renovations					\$ 125,000	\$ -			
Rec & Youth	Caroon Road Beach Restroom							\$ 125,000		
RECREATION AND YOUTH SUB-TOTAL			\$ 448,500	\$ 456,500	\$ 80,000	\$ 125,000	\$ 112,000	\$ 125,000	\$ -	\$ -
TOWN CLERK										
TOWN CLERK SUB-TOTAL			\$ 80,000	\$ 80,000	\$ -	\$ -	\$ 32,500	\$ -	\$ -	\$ -
WASTEWATER										
Wastewater	Tile-in Costs to Pipes and Pump St. - Chatham	DE*	\$ 2,150,000	\$ 2,150,000	\$ -	\$ -				
Wastewater	Pleasant Bay(South)Collection System Cons.	DE*	\$ 20,280,000	\$ 20,280,000	\$ -	\$ -	\$ -	\$ 800,000	\$ 12,600,000	\$ -
Wastewater	Restoration Hindley's Pond (See Nat. Res.)		\$ -	\$ -	\$ -	\$ -				
Wastewater	Evaluate Phosphorus Seymour Pond							\$ 40,000	\$ 280,000	\$ -
WASTEWATER SUB-TOTAL			\$ 22,430,000	\$ 22,430,000	\$ -	\$ -	\$ -	\$ 840,000	\$ 12,880,000	\$ -
WATER										
Water	Lower County Road Project (Waterlines)	Water- R/E	\$ 1,018,300	\$ 1,018,300						
Water	Water Source N Har. Explore and Dev (D&C)		\$ -	\$ -	\$ -			\$ 150,000	\$ 3,000,000	
Water	2018 Ford F-350 with Box (2 units in 2018)	Water Rev.	\$ 110,800	\$ 110,800					\$ 175,000	
Water	Wells and Pump Access Asphalt Imp. Plan	Water Rev.	\$ 175,800	\$ 175,800						
Water	Pleasant Lake Avenue Tank Rehabilitation						\$ 1,500,000	\$ -		\$ 1,750,000
Water	Engineering for Asbestos Pipe Project						\$ 350,000	\$ 1,000,000	\$ -	
Water	Replace Asbestos Pipe Project								TBD	
Water	Vehicles (Excavator '18 and Equip. '23)		\$ -	\$ -		\$ -	\$ 75,000			
WATER SUB-TOTAL			\$ 1,303,700	\$ 1,303,700	\$ -	\$ -	\$ 1,925,000	\$ 1,250,000	\$ 3,175,000	\$ 1,750,000
GRAND TOTALS			\$ 37,891,868	\$ 37,595,888	\$ 8,906,410	\$ 4,489,025	\$ 12,696,572	\$ 5,930,375	\$ 18,556,000	\$ 2,899,145

ADMINISTRATION

CAPITAL ITEMS FUNDED FROM FREE CASH – ITEMS UNDER \$50,000

ARTICLE 9: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sufficient sum of money to fund the items in the table below, and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$263,103

1	Albro House/Brooks Academy boilers	40,000
2	Deputy Fire Chief – vehicle replacement	48,000
3	Nozel and Valve replacement program (town funded)	3,750
	Nozel and Valve replacement program (grant funded)	71,250
4	Ford F-150 for Natural Resources	29,103
5	Taser replacement (5 year program – 3 to pay)and further to authorize a lease/purchase for a term of up to five years	36,000
6	2018 Ford Transport Passenger Wagon	35,000
	TOTAL	\$263,103

FACILITY MAINTENANCE AND REPAIR FUND

ARTICLE 10: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money as may be required to defray costs related to Facility Maintenance and Repair for FY 19, and to act fully thereon. By request of the Board of Selectmen. Estimated cost \$700,000

1	Walkway reconstruction, Rte. 28 SAQ to Harwich Port	250,000
2	Update/Replace Town’s energy mgmt. system – HVAC Town Hall, Community Center, Fire Station One, Police Department	140,000
3	Community Center/Town Hall carpet replacement	130,000
4	Phase 2 Town Wide Radio System	100,000
5	Bank Street parking lot paving	80,000
	TOTAL	\$700,000

FUND SNOW AND ICE DEFICIT FOR FY18

ARTICLE 11: To see if the Town will vote to transfer from available funds a sufficient sum of money to fund the Fiscal Year 2018 Snow and Ice Deficit Account, and to act fully thereon. By request of the Board of Selectmen. Estimated cost \$ 250,000.

Explanation: The winter has been fairly mild but we did have a long cold stretch that required spending on materials. We anticipate an overage of \$250,000 to cover the balance of the season.

FUND BUDGET SHORTFALLS IN BUDGET TRANSFERS FOR FY18

ARTICLE 12: To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to fund shortfalls in various FY 18 budget and fund transfers, and to act fully thereon. By request of the Town Administrator and Town Accountant. Estimated cost: \$ 100,000.

Explanation: The Town has two known areas at this time. First, the Police Detail Account has become underfunded over several years and requires a transfer of \$75,000 to bring it into balance. The second is continuing to fund the Senior Exemption increase pending adoption of Special Legislation in an amount of \$25,000.

RESCIND AMOUNTS IN LONG TERM DEBT AUTHORIZED BY VOTE OF THE TOWN FOR VARIOUS PURPOSES THAT IS NO LONGER NEEDED

ARTICLE 13: To see if the Town will vote to rescind \$6,145,166.57 in long term debt previously authorized by vote of the Town for various purposes, articles and Annual Town Meetings set forth in the detail below. These amounts are no longer needed to pay costs of completing the projects for which they were approved, or take any other action thereon.

To rescind the following:

- \$100,000 balance of the \$3,500,000 to construct Greensand Water Treatment Facility, ATM 2010 Article # 15,
- \$2,802.50 balance of the \$172,000 to reconstruct Skinequit Road through private road betterment, ATM 2013 Article #36,
- \$4,500,000 balance of the \$4,500,000 to construct the Muddy Creek Culvert, ATM 2014 Article #27,
- \$1,369,613.37 balance of the \$1,704,000 to replace the Wychmere Harbor Town Pier and Bulkheads, ATM 2014 Article #32,
- \$116,311.95 balance of the \$500,000 to supplement construction of Muddy Creek Bridge, ATM 2015 Article #26,
- \$56,438.75 balance of the \$223,650 to reconstruct Ginger Plum Lane through private road betterment, ATM 2016 Article #51.

And to act fully thereon. By request of the Finance Director

Explanation:

The 2010 Annual Town Meeting approved \$3,500,000 borrowing for the Greensand Water Treatment Facility project. The project is completed and the actual cost was less than originally approved.

The 2013 Annual Town Meeting approved \$172,000 borrowing for the Skinequit Road Betterment project. The project is completed and the actual cost was \$169,197.50.

The 2014 annual town meeting approved \$4,500,000 borrowing for the Muddy Creek Culvert project. The town received state and federal grants to cover the cost of the project.

The 2014 Annual Town Meeting approved \$1,704,000 borrowing for the replacement of the Wychmere Harbor Town Pier and Bulkheads. The town received state grants to cover most of the project cost.

The 2015 Annual Town Meeting approved \$500,000 borrowing to supplement construction of the Muddy Creek Bridge. The project is completed and the actual cost was \$383,688.05.

The 2016 Annual Town Meeting approved \$223,650 borrowing for the Ginger Plum Betterment project. The project is completed and the actual cost was \$167,211.25.

This article will rescind the remaining \$6,145,166.57 borrowing authority which is no longer needed for the projects listed above.

WASTEWATER

CONSTRUCTION OF INTERCONNECTION WITH CHATHAM AND SEWERS IN THE SOUTHERN SECTION OF PLEASANT BAY WATERSHED

ARTICLE 14: To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to implement a portion of Phase 2 of the Town of Harwich Comprehensive Wastewater Management Plan, approved by the Massachusetts Secretary of Energy and Environmental Affairs in a Massachusetts Environmental Policy Act Certificate dated May 13, 2016, consisting of construction of sewers in the Southern section of Pleasant Bay Watershed and construction of the Chatham interconnector system, as more fully described in said Comprehensive Wastewater Management Plan, including any land acquisition costs and all other costs incidental and related thereto; provided that any borrowing authorized hereunder shall be contingent on the passage of a Proposition 2 and ½ debt exclusion vote. And further, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied, and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$22,450,000.

Explanation: Phase 2 of our Comprehensive Wastewater Management Plan requires design and construction of a Watershed Collection System. In FY18, the design dollars and funding our Intermunicipal Agreement with Chatham was funded. The FY19 request includes the actual construction costs of the collection system also including the tie-in costs with Chatham in their pump station and piping to their treatment facility. This will fully implement Phase 2 of our regulatory required plan.

DENNIS HARWICH YARMOUTH (DHY) CLEAN WATERS COMMUNITY
PARTNERSHIP

ARTICLE 15: To see if the Town will vote to authorize and direct the Board of Selectmen, in cooperation with the Towns of Dennis and Yarmouth, to draft special legislation to create the DHY Clean Waters Community Partnership, with substantially the powers, membership, governance, and purposes set forth in Massachusetts General Laws, Chapter 21, Sections 28 through 30, and Massachusetts General Laws Chapter 40N, supplemented and amended as the Board of Selectmen shall determine to be in the best interests of the Town; to direct the Board of Selectmen to request that the state representative and senator representing the Town file and support such special legislation; and to authorize the Board of Selectmen to take all action necessary to effect the foregoing; provided, however, that such special legislation shall contain a condition that requires approval by town meeting in each of the towns participating in the final agreement before any agreement entered into pursuant to said special legislation takes effect; and to act fully thereon. By request of the Board of Selectmen

Explanation: Dennis, Harwich and Yarmouth are working together on a Clean Waters Community Partnership. This article allows for discussions in areas to hopefully lead to a more formal Partnership Agreement to be brought back to the Town.

SEWER ENTERPRISE FUND

ARTICLE 16: To see if the Town will vote to establish a Sewer Enterprise Fund, pursuant to M.G.L. Ch. 44, §53F ½, to cover the cost of operation debt, capital and other operation and maintenance costs of a sewer utility. The fund to begin operation for Fiscal Year 2019, which begins on July 1, 2018, and further to raise and appropriate or transfer from free cash a sum of money for an initial deposit into the Enterprise Fund, and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$90,000.

Explanation: The Town is developing a Wastewater Collection System in the Southern sector of Pleasant Bay. The Phase 2 project will not have enough users to support fees. This will create a sewer Enterprise Account to allow for a combination of a collection of fees along with a taxpayer subsidy until sufficient users are connected which will be several years.

WATER DEPARTMENT

LOWER COUNTY ROAD PROJECT FOR FY18

ARTICLE 17: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow, a sufficient sum of money to conduct distribution system upgrades outlined in our master plan and in conjunction with the DPW's plan to repave Lower County Road, including all costs incidental and related thereto. This project includes abandoning an 8" asbestos (AC) water main, moving water services from the AC main to the existing 16" ductile iron water main, installing in-line gate valves, installing tee's &

hydrants, and increasing the pipe diameter underneath the Allen harbor bridge to address pipe discontinuity. Estimated cost: \$1,300,000

Explanation: All of the aforementioned upgrades will increase water quality, water pressure, as well as, provide additional firefighting capacity in one of the most densely populated areas in the community. In addition, this work will lay the foundation to replace the old 2" cast iron water main located on the abutting streets, further improving water quality and firefighting capacity. Engineering for this project is currently underway intend to bid the project prior to TM to ensure adequate funding request.

REPAVE ACCESS ROADS TO WELL SITES

ARTICLE 18: To see if the Town will vote to raise and appropriate, or transfer from available funds, a sufficient sum of money for repaving of access roads to well sites, and to act fully thereon. By request of the Board of Water Commissioners and Superintendent. Estimated cost: \$175,000.00

Explanation: Continued deterioration of the access roads makes travel to and from the remote well sites difficult and promotes excessive wear and tear on the department vehicles, especially during snow removal efforts. It should be noted that all remote well sites are required by MassDEP to be monitored & visually inspected 365 days a year and maintaining access during all severe weather is mandatory.

PURCHASE UTILITY TRUCKS FOR THE WATER DEPARTMENT

ARTICLE 19: To see if the Town will vote to raise and appropriate, or transfer from available funds, a sufficient sum of money for the purchase of two (2) 2018 Ford F350's. These vehicles are to replace a 2004 F150 4WD Pickup and a 2005 F350 4WD Pickup, and to act fully thereon. By request of the Board of Water Commissioners and Superintendent. Estimated cost: \$110,000, less trades \$8,175.00. (Total Dollars \$101,825)

Explanation: The two trucks being replaced are very undersized for the work they perform on a daily basis resulting in many expensive repairs. The new trucks have been sized appropriately and will also be able to provide support with snow removal efforts.

RE-APPROPRIATION OF BOND PROCEEDS

ARTICLE 20: To see if the Town will vote to transfer the excess bond proceeds of \$59,767.89 from the \$3,500,000 borrowing authorized under Article #15, May 3, 2010 to Construct Greensand Water Treatment Facility to reduce the amount paid for water main replacement and to act fully thereon. By request of the Board of Water Commissioners and the Superintendent. Estimated cost: 59,767.89

Explanation: Article #15 of the May 3, 2010 Town Meeting appropriated \$3,500,000 for the construction of the Bruce Cahoon Greensand Water Treatment Facility. The project has since been completed and a balance of \$59,767.89 remains unspent. It is the intent of

the Water Department, upon approval, to re-allocate these funds to Fiscal Year 2019 budget, line item 13204502-553350 – Water Main Replacement” to assist with the funding for the replacement of 2” water mains.

DEPARTMENT OF PUBLIC WORKS

PURCHASE AND EQUIP VEHICLES FOR THE DPW

ARTICLE 21: To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow in accordance with M.G.L. Ch. 44 a sufficient sum of money to purchase and equip the following vehicles:

(1) One Ton Dump Truck (Parks)	\$80,000
(1) One Ton Dump Truck (Cemetery)	\$80,000
(1) One Ton Dump Truck (Highway)	\$55,000
TOTAL	\$215,000

And further to authorize the trade-in or sale of the following old vehicles toward the purchase price, where the Board of Selectmen find that the vehicles cannot be utilized elsewhere in the Town:

1999 Ford F-350 Dump Truck
2006 Ford F-350 Dump Truck
2000 Ford F-250 Pickup Truck

And to act fully thereon. By request of the DPW Director. Estimated cost: \$215,000

Explanation: This request is for three (3) one-ton dump trucks to replace a 1999 dump truck, a 2006 dump truck and a 2000 pick-up truck used by the Parks, Cemetery, and the Highway Departments. The current trucks, which are front-line vehicles in their departments, are in poor condition with high mileage (145,785, 101, 026, 147,995 miles respectively) and are rapidly deteriorating. The primary functions of these vehicles include transport of staff, tools and materials to and from job sites, snow plowing, sanding, pothole and road repairs, and towing equipment trailers.

ROAD MAINTENANCE PROGRAM

ARTICLE 22: To see if the Town will vote to raise and appropriate and/or transfer from available funds, or borrow the sum of \$700,000 to fund the Road Maintenance Program as requested in the Capital Plan for FY19, including all costs incidental and related thereto. 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. c.59 § 21c (Proposition 2 ½) the amounts required to pay the principal of and the interest on any borrowing authorized under this article. And further, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bonds or

notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied, and to act fully thereon. By request of the DPW Director. Estimated cost: \$700,000.

FIRE DEPARTMENT

PURCHASE NEW REPLACEMENT AMBULANCE

ARTICLE 23: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to purchase or lease on ambulance for the Fire Department, and further to authorize a lease/purchase agreement of up to five years; and to act fully thereon. By request of the Fire Chief. Estimated cost: \$340,000

CONSTRUCTION FOR STATION 2

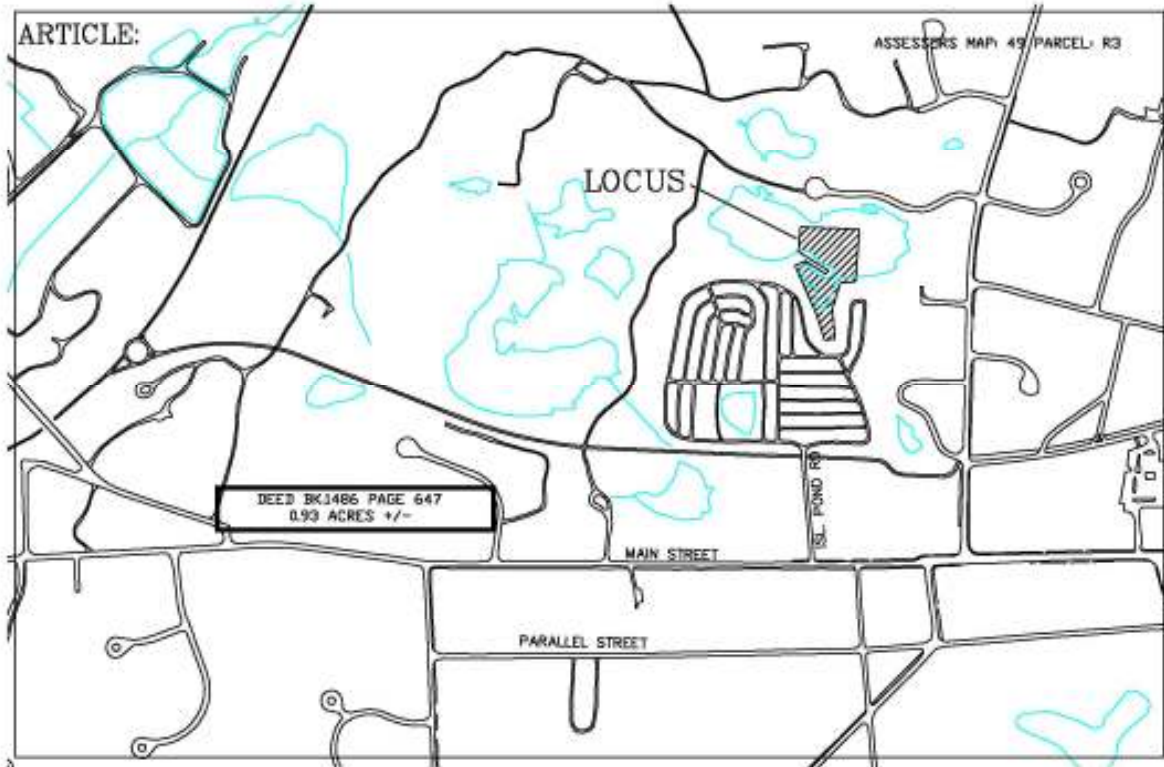
ARTICLE 24: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money for the design and construction, and construction administration, of Fire Station 2 at 149 Route 137; including equipment and furnishing, and any other costs incidental and related thereto. 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. c.59 § 21 (Proposition 2 ½) the amounts required to pay the principal of and the interest on any borrowing authorized under this article. And further, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied, and to act fully thereon. By request of the Fire Chief. Estimated cost: \$6,050,000.

CEMETERY

TRANSFER OF LAND FROM BOARD OF SELECTMEN PROPERTY TO ISLAND POND CEMETERY

ARTICLE 25: To see if the Town will vote to transfer from the Board of Selectmen, currently being held for General Municipal Use to the Cemetery Commission to be held for cemetery purposes, a parcel of land consisting of approximately 1 Arce identified as shown on the sketch of plan included in the Warrant for this Town Meeting. Assessors Map: 49 Parcel: R3 (Deed References: Bk.12500 Pg.140, Bk.3161 Pg.056, and Bk.1486 Pg.647), and to act fully thereon. By request of the Cemetery Administrator and the Cemetery Commission.

Explanation: To add an approximately an additional 120 burial spaces and to be used for grant opportunities for the Island Pond Arboretum.



CONSTRUCTION OF BUILDING AND PURCHASE OF EQUIPMENT FOR PET CREMATORY

ARTICLE 26: 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 design and construction and equipment, including a cremation device for a pet crematory located at 276 Queen Anne Road commonly known as the Pet Cemetery including the purchase and installation of an Animal Cremation Retort (cremation unit) and all costs incidentals and related thereto. 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 and interest on any borrowing authorized under this article. And further, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied, and to act fully thereon. By request of the Cemetery Administrator and the Cemetery Commission. Estimated cost \$577,950.

AMEND THE HARWICH CEMETERY COMMISSION RULES AND REGULATIONS
OF HARWICH CEMETERIES

ARTICLE 27: To see if the Town will vote to amend the Rules and Regulations of the Harwich Cemeteries as follows, and to act fully thereon. By request of the Cemetery Commission.

Harwich Cemetery Commission Rules and Regulations of Harwich Cemeteries
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III. Cemetery Lots

7. Maintenance of all plantings and maintenance and removal of all plantings and holiday arrangement placed by a lot owner, or designee, is the responsibility of the lot owner, and the Cemetery Commission reserves the right to remove any planting that becomes unsightly. The Town of Harwich is not liable for items left at a grave, or damage to flowers, flags, containers, or monuments due to weather, vandalism, theft, or maintenance procedures. **All Christmas decorations must be removed by January 31st anything left on the grave will be removed by the cemetery personnel.**

12. Items left at or on the lots after burial will be removed after one week.

13. The Above Rules will be strictly enforced.

VI. Active Cemeteries (Burial space available)

~~Harwich Center Cemetery, 686 Main Street, AKA Congregational Church Yard Cemetery~~

Cemetery Office located @ 273 Queen Anne Road 100 Oak Street ; mail received at Town Hall, 732 Main Street
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Office phone: 508-430-7549

GOLF DEPARTMENT

LANDSCAPE RECLAMATION AND MAJOR TREE REMOVAL

ARTICLE 28: To see if the Town will vote to raise and appropriate and/or transfer a sufficient sum of money from the Golf Improvement Fund to continue landscape reclamation and tree removal specific to holes 1-9, but not restricted to any other areas that the Golf Director and the Committee deem necessary, and to act fully thereon. By request of the Director of Golf and the Golf Committee. Estimated cost: \$40,000

Explanation: The golf course continues to improve turf conditions through-out the existing 18 fairways. Significant work on holes 10 through 18 has been done over the last 4 years. Attention to holes 1-9 is now in its second year of work to be completed. Removal of growth that restricts both air and light enhances the playability of these fairways as recognized by consultation with the USGA, and with the endorsement of the Golf Committee, the Director, and the Supt. of the Green.

PHASE TWO COMPLETION OF LANDSCAPING

ARTICLE 29: To see if the Town will vote to transfer a sufficient sum of money from the Golf Improvement Fund to complete the landscape and streetscape improvements as part of the infrastructure improvements voted in Article 18 of the 2017 Annual Town Meeting, and to act fully thereon. By request of the Director of Golf and the Golf Committee.
Estimated cost: \$50,000

Explanation: this is the necessary completion phase to the capital project which will enhance traffic flow, pedestrian access to the Club House and the "Hot Stove", as well as emergency vehicle access. This methodical step by step approach will be completely funded by the Golf Improvement

HARBORMASTER DEPARTMENT

ACCEPT MASSACHUSETTS SEAPORT ECONOMIC COUNCIL GRANT FOR THE SAQUATUCKET HARBOR LANDSIDE PROJECT

ARTICLE 30: To see if the Town will vote to authorize the Board of Selectmen to accept a grant from the Massachusetts Seaport Economic Council in the amount of \$1,000,000 for the construction of landside improvements at Saquatucket Harbor, and to authorize the Board of Selectmen to expend such grant funds, in addition to the appropriation under Article 20 of the May 1, 2017 Annual Town Meeting, for the purposes set forth in the site plan included in the prior vote of Town Meeting; including any other costs incidental and related thereto; and to act fully thereon. By request of the Board of Selectmen.

Explanation: The Town approved in FY18 \$3,000,000 for the Landside renovations to Saquatucket Harbor with a provision to seek grants. The Harbormaster has been successful in obtaining a Seaport Grant for \$1,000,000. Due to escalating costs, the project had come in over \$3,000,000. This article seeks to allow the Board of Selectmen to accept the Grant and allow for full use of the \$3,000,000 for the project. The grand total available would be \$4,000,000. Administration will only use the amount necessary to complete the site plan presented at Town Meeting and voted and approved on the Ballot.

GREEN COMMUNITIES

AMEND THE CODE OF HARWICH GENERAL BYLAWS– CHAPTER 115 STRETCH ENERGY CODE

ARTICLE 31: 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 for the purpose of regulating the design and construction of buildings for the effective use of energy, pursuant to Appendix 115.AA of the Massachusetts Building Code, 780 CMR, the Stretch Energy Code, including future editions, amendments or modifications thereto, with an effective date of January 1, 2019 a copy of which is on file with the Town Clerk, 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 new buildings.

§115-2 Definitions

International Energy Conservation Code (IECC) - The International Energy Conservation Code (IECC) is a building energy code created by the International Code Council. It is a model code adopted 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 a three-year cycle. The baseline energy conservation requirements of the MA State Building Code are the IECC 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 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. Buildings not included in this scope shall comply with 780 CMR 115.AA, as indicated.

§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 Board of 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 under the General Bylaws, Chapter 115. The Stretch Code is enforceable by the inspector of buildings or building commissioner and effective as of January 1, 2019.

*Explanation: The Town is seeking to qualify as a state designated Green Community. One of the necessary criteria to become a Green Community is to adopt the Stretch Energy Code. On January 1, 2017, both the Base Energy Code and the Stretch Energy Code were updated. The differences between the two are now much smaller than in the past. Basically, to comply with the Stretch Code, new residential construction in a Stretch Code town needs to follow the Performance Path of the Base Code rather than the Prescriptive Path. The updated Stretch Code also applies to all new commercial buildings over 100,000 square feet and new commercial buildings over 40,000 square feet if they are specific high energy users such as Supermarkets, Laboratory buildings, Refrigerated warehouses. **All additions, renovations, and repairs to residential buildings are explicitly exempted from the Stretch Code.** Also smaller new commercial buildings as well as additions, renovations and repairs of commercial buildings are exempt.*

A key feature of the Stretch Energy Code is that it is performance based. It requires new homes to meet a HERS (Home Energy Rating System) index rating target of 55, rather than requiring the installation of specific levels of energy efficiency for each building element (e.g. Windows, Wall insulation, roof insulation, furnace etc.). The HERS rating is a measure based on a home's total expected energy use and overall efficiency. It is calculated by a certified HERS rater using accredited software, which uses information on the design of the energy systems in a home to calculate the annual energy needs of the home and give it a rating score.

Currently 215 out of 351 communities, representing more than 71% of the state's population, have adopted the Stretch Energy Code. Many builders are familiar with the stretch energy code. Many say that the energy efficiency trade-off features of the Stretch Code 55 HERS rating makes it easier to construct a Stretch Code home than a Base Energy Code home.

ZONING BYLAW ARTICLE LARGE-SCALE GROUND-MOUNTED PHOTOVOLTAIC ARRAYS

ARTICLE 32: To see if the Town will vote to amend the Town's Zoning Bylaw, by establishing a new Article XXIII, Large-Scale Ground-Mounted Photovoltaic Arrays (>250kW), to include the following subsections:

- §325-138 Purpose and Intent.
- §325-139 Definitions
- §325-140 Large Scale Solar Review.
- §325-141 Operation & Maintenance Plan
- §325-142 Utility Notification
- §325-143 Dimension and Density Requirements.

- §325-144 Design Standards.
- §325-145 Safety and Environmental Standards.
- §325-146 Monitoring and Maintenance
- §325-146 Monitoring and Maintenance.
- §325-147 Abandonment and Decommissioning.
- §325-148 Financial Surety

Further to amend Article III, Establishment of Zoning Districts by adding under:

- §325-3 Division of Town into districts, a new “Solar Farm Overlay District”; and,
- §325-4 Maps, add “E. Solar Farm Overlay District” and a corresponding map.

Further to amend Article V, Use Regulations:

- §325-13, Table of Uses, D. Paragraph IV, Commercial Uses and Attachment 1 – Table 1, by adding: 47 - Large-Scale Ground-Mounted Photovoltaic Array (§325-14S, Article XXII) as “P” in the IL zoning district.; and,

- §325-14 Supplemental regulations, a new subsection “S. Large-Scale Ground-Mounted Photovoltaic Array shall be permitted by right within the Solar Farm Overlay District pursuant to the provisions of Article XXIII (§325-138 - §325-148).

And to act fully thereon. By request of the Planning Board.

Below is the complete text for the proposed changes related to the Large-Scale Ground-Mounted Photovoltaic Arrays Bylaws – this is ALL new text.

XXIII. Large-Scale Ground-Mounted Photovoltaic Arrays

§325-138 Purpose and Intent. The purpose of this bylaw is to promote the creation of new Large-Scale Ground Mounted Solar Photovoltaic Installations (250kW or larger and covering at least one acres in size) by providing standards for the placement, design, construction, operation, monitoring, modification and removal of such installations to address public safety, minimize impacts on scenic, natural and historic resources, and provide adequate financial assurance for the eventual decommissioning of such installations.

The provisions set forth in this section shall apply to the construction, operation, and/or repair of Large-Scale Ground-Mounted Solar Photovoltaic Installations. This section shall apply to Large-Scale Ground-Mounted Solar Photovoltaic Installations proposed for construction after the effective date of this section. This section shall also pertain to physical modifications that materially alter the type, configuration, or size of these installations or related equipment.

§325-139 Definitions

As-of-Right Siting. As-of-Right Siting shall mean that development may proceed without the need for a special permit, variance, amendment, waiver, or other discretionary approval. As-of-Right development may be subject to Large Scale Solar Review to

determine conformance with local zoning ordinances or bylaws. Projects subject to Large Scale Solar Review cannot be prohibited, but can be reasonably regulated by the building commissioner or local inspector.

Designated Location. The location designated by the Zoning Bylaw, in accordance with Massachusetts General Laws Chapter 40A, section 5, where Large-Scale Ground-Mounted Solar Photovoltaic Installations may be sited As-of-Right. Said location(s) are shown on the Zoning Map of Harwich pursuant to Massachusetts General Laws Chapter 40A Section 4. This map is hereby made a part of this section and is on file in the Office of the Town Clerk.

Large-Scale Ground-Mounted Solar Photovoltaic Installation. A solar photovoltaic system that is structurally mounted on the ground and is not roof-mounted, and has a minimum nameplate capacity of 250 kW DC. All Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be owned and operated by either the Town of Harwich or under agreements with the Town of Harwich.

Large Scale Solar Review. A review by the Planning Board to determine conformance with local zoning ordinances or bylaws.

On-Site Solar Photovoltaic Installation. A solar photovoltaic installation that is constructed at a location where other uses of the underlying property occur.

Rated Nameplate Capacity. The maximum rated output of the electric power production of the photovoltaic system in Direct Current (DC).

Solar Photovoltaic Array. an arrangement of solar photovoltaic panels.

§325-140 Large Scale Solar Review. Prior to construction, installation or modification, Large-Scale Ground Mounted Solar Photovoltaic Installations with 250 kW or larger nameplate capacity shall undergo Large Scale Solar Review by the Planning Board as provided below. In accordance with Section 22(c) of the Massachusetts Green Communities Act, Large Scale Solar Review shall be expedited and no decision shall be rendered more than one (1) year after the date of the application.

A. Compliance with Laws, Ordinances and Regulations.

The construction and operation of all Large-Scale Ground-Mounted Solar Photovoltaic Installations shall be consistent with all applicable local, state and federal requirements, including but not limited to all applicable safety, construction, electrical, and communications requirements. All buildings and fixtures forming part of the installation shall be constructed in accordance with the State Building Code.

No Large-Scale Ground Mounted Solar Photovoltaic Installation shall be constructed, installed or modified without first obtaining a building permit.

B. Large Scale Solar Review Application and Plan Requirements.

All applications and plans shall be filed with the Planning Board.

1. Two (2) copies of a properly executed application for Large Scale Solar Review, along with a filing fee of \$525.00.
2. Twelve (12) copies of site plan(s), prepared by a Registered Land Surveyor licensed in the Commonwealth of Massachusetts, at a scale of one inch equals forty feet (1" = 40'), including:
 - a. North arrow and locus map;
 - b. Property boundaries;
 - c. Name/Description of project;
 - d. Topography, both existing and proposed, including proposed drainage;
 - e. Zoning designation;
 - f. Location of proposed structures, drives, etc., including setbacks;
 - g. Sign(s) location(s);
 - h. Landscaping, both existing and proposed;
 - i. Lighting, including locations, type and wattage.
3. Twelve (12) copies each of the following:
 - a. Plans or drawings of the Large-Scale Ground-Mounted Solar Photovoltaic Installation prepared by a Registered Professional Engineer licensed in the Commonwealth of Massachusetts, showing the proposed layout of the system and any potential shading from nearby structures;
 - b. One or three line electrical diagram detailing the Large-Scale Ground Mounted Solar Photovoltaic Installation, associated components, and electrical interconnection methods, with all National Electrical Code compliant disconnects and overcurrent devices;
 - c. Documentation of the major system components to be used, including the PV panels, mounting system, and inverter(s);
 - d. Documentation of actual or prospective access and control of the project site sufficient to allow for construction and operation of the proposed solar photovoltaic installation;
 - e. An operation and maintenance plan (see also §325-141);
 - f. Proof of liability insurance;
 - g. Description of financial surety that satisfies §325-148;
 - h. A public outreach plan, including project development timeline, which indicates how the project proponent will meet the required site plan review notification procedures and other wise inform abutters and the community.

C. Waiver of Requirements: Upon written request submitted as part of the application, the Planning Board may waive any requirements.

§325-141 Operation & Maintenance Plan. The project proponent shall submit a plan for the operation and maintenance of the Large-Scale Ground-Mounted Solar Photovoltaic Installation, which shall include measures for maintaining safe access to the installation, storm water controls, as well as general procedures for operational maintenance of the installation.

§325-142 Utility Notification No Large-Scale Ground –Mounted Solar Photovoltaic Installation shall be constructed until evidence has been given to the Planning Board that the utility company that operates the electrical grid where the installation is to be located has been informed of the installation owner or operator’s intent to install an interconnected customer-owned generator. Off-grid systems shall be exempt from this requirement.

§325-143. Dimension and Density Requirements.

- A. Setbacks. Setbacks from all boundary lines shall be a minimum of fifty feet (50').
- B. Appurtenant Structures. All appurtenant structures to Large-Scale Ground-Mounted Solar Photovoltaic Installations shall be subject to reasonable regulations concerning the bulk and height of structures, lot area, setbacks, open space, parking and building coverage requirements. All such appurtenant structures, including but not limited to, equipment shelters, storage facilities, transformers, and substations, shall be architecturally compatible with each other. Whenever reasonable, structures should be shaded from view by vegetation and/or joined or clustered to avoid adverse visual impacts.

§325-144. Design Standards.

- A. Lighting. Lighting of Large-Scale Ground-Mounted Solar Photovoltaic Installations shall be consistent with local, state and federal law. Lighting of other parts of the installation, such as appurtenant structures, shall be limited to that required for safety and operational purposes, and shall be reasonably shielded from abutting properties. Where feasible, lighting of the Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be directed downward and shall incorporate full cut-off fixtures to reduce light pollution.
- B. Signage. Signs on Large-Scale Ground-Mounted Solar Photovoltaic Installations shall comply with a Harwich Sign Code. A sign that identifies the owner and provides a 24-hour emergency contact phone number shall be required.

Large-Scale Ground-Mounted Solar Photovoltaic Installations shall not be used for displaying any advertising except for reasonable identification of the manufacturer or operator of the installation.

- C. Utility Connections.
Reasonable efforts, as determined by the Planning Board, shall be made to place all utility connections for the Large-Scale Ground-Mounted Solar Photovoltaic Installation underground, depending on appropriate soil conditions, shape, and topography of the site and any requirements of the utility provider. Electrical transformers for utility interconnections may be above ground if required by the utility provider.

§325-145 Safety and Environmental Standards.

- A. Emergency Services. The Large-Scale Ground-Mounted Solar Photovoltaic Installation owner or operator shall provide a copy of the project summary, electrical schematic, and site plan to the Harwich Fire Chief. Upon request, the owner or operator shall cooperate with local emergency services in developing an emergency response plan. All means of shutting down the installation shall be clearly marked. The owner or operator shall identify a responsible person for public inquiries throughout the life of the installation.
- B. Land Clearing, Soil Erosion and Habitat Impacts. Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of the Large-Scale Ground-Mounted Solar Photovoltaic Installation or otherwise prescribed by applicable laws, regulations, and bylaws.

§325-146 Monitoring and Maintenance.

- A. Large-Scale Ground-Mounted Solar Photovoltaic Installation Conditions. The Large-Scale Ground Mounted Solar Photovoltaic Installation owner or operator shall maintain the facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, and integrity of security measures. Site access shall be maintained to a level acceptable to the Harwich Fire Chief and Emergency Medical Services. The owner or operator shall be responsible for the cost of maintaining the installation and any access road(s), unless accepted as a public way.
- B. Modifications. All material modifications to a Large-Scale Ground-Mounted Solar Photovoltaic Installation made after issuance of the required building permit shall require approval by the Planning Board.

§325-147 Abandonment and Decommissioning.

- A. Removal Requirements. Any Large-Scale Ground-Mounted Solar Photovoltaic Installation which has reached the end of its useful life or has been abandoned consistent with §325-147.B shall be removed. The owner or operator shall physically remove the installation no more than 150 days after the date of discontinued operations. The owner or operator shall notify the Large Scale Solar Review Authority by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning shall consist of:
 - 1. Physical removal of all Large-Scale Ground-Mounted Solar Photovoltaic Installations, structures, equipment, security barriers and transmission lines from the site.
 - 2. Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations.
 - 3. Stabilization or re-vegetation of the site as necessary to minimize erosion. The Large Scale Solar Review Authority may allow the owner or operator to leave

landscaping or designated below-grade foundations in order to minimize erosion and disruption to vegetation.

B. Abandonment. Absent notice of a proposed date of decommissioning or written notice of extenuating circumstances, the Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be considered abandoned when it fails to operate for more than one (1) year without the written consent of the Planning Board. If the owner or operator of the large-Scale Ground-Mounted Solar Photovoltaic Installation fails to remove the installation in accordance with the requirements of this section within 150 days of abandonment or the proposed date of decommissioning, the town may enter the property and physically remove the installation.

§325-148 Financial Surety. Proponents of Large-Scale Ground-Mounted Solar Photovoltaic projects shall provide a form of surety, either through escrow account, bond or otherwise, to cover the cost of removal in the event the town must remove the installation and remediate the landscape, in an amount and form determined to be reasonable by Planning Board, but in no event to exceed more than 125 percent of the cost of removal and compliance with the additional requirements set forth herein, as determined by the project proponent. Such surety will not be required for municipally- or state-owned facilities. The project proponent shall submit a fully inclusive estimate of the costs associated with removal, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation.

Article III. Establishment of Zoning Districts

§325-3. Division of Town into districts

Solar Farm Overlay District

§325-4. Maps.

E. The Solar Farm Overlay District established hereunder is shown on a map labeled “Town of Harwich, Solar Farm Overlay District” dated February ____, 2018, a copy of which is on file in the office of the Town Clerk.

Article V. Use Regulations

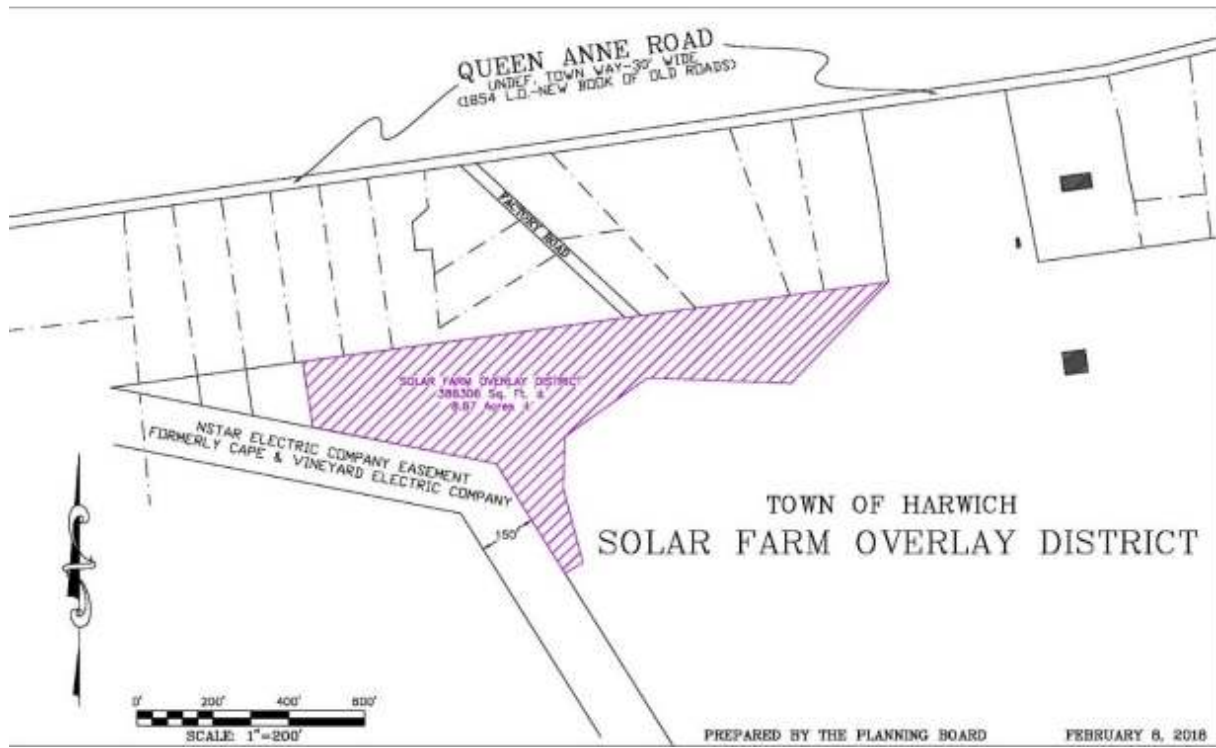
§325-13, Table of Uses, D. Paragraph IV, Commercial Uses and Attachment 1 – Table 1

Use	RR	RL	RM	RH-1	RH-2	RH-3	CV	CH-1	CH-2	IL	MRL	MRL-1	WR
Paragraph IV – Commercial Uses													
47	Large-Scale Ground-Mounted Photovoltaic Array (§325-14S, Article XXII)	-	-	-	-	-	-	-	-	P	-	-	-

§325-14 Supplemental regulations.

S. Large-Scale Ground-Mounted Photovoltaic Array shall be permitted by right within the Solar Farm Overlay District pursuant to the provisions of Article XXIII (§325-138 - §325-148).

Explanation: The Town is seeking to qualify as a state designated Green Community. One of the necessary criteria to become a Green Community is to adopt an as-of-right site for renewable or Alternative Energy. This bylaw provides three components 1) A provision for Large Scale Solar Review by the Planning Board for Large-Scale Ground-Mounted Photovoltaic (“PV”) Arrays (similar to Site Plan Review; however it is not a special permit, it is by right) with specific criteria; 2) creates an overlay district “Solar Farm Overlay District” and map (an 8+ acre area of town-owned land just west of the existing PV array on the capped landfill; and 3) add the Large-Scale Ground-Mounted Photovoltaic Arrays to the use table.



MARIJUANA ESTABLISHMENTS

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

ARTICLE 33: 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 the Board of Selectmen.

Explanation: This zoning bylaw would prohibit marijuana establishments (including cultivators, testing labs, product manufacturers or any other types of licensed marijuana related businesses) within the Town of Harwich.

It does not prohibit the use of recreational marijuana, or an individual's right to have marijuana plants, consistent with state law.

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

ARTICLE 34: 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.

Explanation: This general bylaw would prohibit marijuana establishments (including cultivators, testing labs, product manufacturers or any other types of licensed marijuana related businesses) within the Town of Harwich.

It does not prohibit the use of recreational marijuana, or an individual's right to have marijuana plants, consistent with state law.

AMEND THE CODE OF HARWICH ZONING BYLAW - TEMPORARY
MORATORIUM ON SALE AND DISTRIBUTION OF RECREATIONAL
MARIJUANA

ARTICLE 35: 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 the Board of Selectmen

Explanation: This zoning bylaw would extend the moratorium approved at last year's Annual Town Meeting from June 30, 2018 to December 31, 2018. In the event that the previous two (2) articles banning marijuana establishments are approved, the extension of the moratorium is necessary to allow for the opportunity to review and approval the zoning and general bylaw amendments. In the event that the previous two (2) articles banning marijuana establishment are not approved, the extension would provide an

additional 6 months to study the issue of marijuana establishments. It does not prohibit the use of recreational marijuana, or an individual's right to have marijuana plants, consistent with state law.

ZONING BYLAW ARTICLE MARIJUANA ESTABLISHMENT – RECREATIONAL SPECIAL PERMIT USE

ARTICLE 36: To see if the Town will vote to amend the Town’s Zoning Bylaw, Article V, Use Regulations, §325-14 Supplemental Regulations, to include a new paragraph “R” that would provide as follows; further to amend Article II §325-2 Word usage and definitions to include, “Marijuana Establishment – Recreational”, as follows; and further to amend Article V, Use Regulations, §325-13, Table of Uses, D. Paragraph IV, Commercial Uses and Attachment 1 – Table 1 by inserting said use into the Use Table, as follows:

§325-14 Supplemental Regulations

R. Marijuana Establishment – Recreational are subject to special permit review pursuant to §325-51 and site plan review pursuant to §325-55. Recreational marijuana establishments shall be prohibited as an accessory use in all zoning districts. Recreational marijuana establishments are subject to the following standards:

1. Recreational marijuana establishments shall be located in stand-alone facilities and shall not be allowed within a building or structure containing other retail, commercial, residential, industrial, or other uses.
2. A minimum separation of 1000 feet, measured between lot lines, is required between recreational marijuana establishments and state-certified public or private schools, state-licensed day care centers, public park, recreation facilities and/or religious facilities or any facility in which children congregate.
3. No building permit for a recreational marijuana establishment shall issue until the applicant has executed a Host Community Agreement with the Town pursuant to G.L. c.94G, §3(d).

Recreational marijuana establishments shall be subject to the zoning moratorium adopted as §139-37 of this Bylaw. Applicants may not apply for a special permit for recreational marijuana establishments prior to January 1, 2019.

§325-2 Word usage and definitions

MARIJUANA ESTABLISHMENT - RECREATIONAL

A marijuana cultivator, independent testing laboratory, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business as defined in G.L. c.94G, §1.

§325-13, Table of Uses, D. Paragraph IV, Commercial Uses and Attachment 1

Use	RR	RL	RM	RH-1	RH-2	RH-3	CV	CH-1	CH-2	IL	MRL	MRL-1	WR
Paragraph IV – Commercial Uses													
46	Marijuana Establishment - Recreational	-	-	-	-	-	S	S	S	-	-	-	P

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

Explanation: This zoning bylaw would create a time/place/manner bylaw for the sale of marijuana establishment – recreational by special permit from the Planning Board in commercial zoning districts. In the event that the previous marijuana articles do not pass, this zoning bylaw would provide for some oversight of when establishments could be created (time); where they could be located (place); and the methods by which they would be allowed, by special permit, meeting specific criteria (manner). If all of the proposed marijuana related bylaws fail, then marijuana establishments would be allowable anywhere in Harwich where retail sales are permitted by right, or by use special permit, with no review or criteria.

It does not prohibit the use of recreational marijuana, or an individual's right to have marijuana plants, consistent with state law.

M.G.L./CHARTER/BY-LAW AMENDMENTS

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

ARTICLE 37: 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 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 Board of Selectmen and Water Commissioners.

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

ARTICLE 38: 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:

<u>Board</u>	<u>Membership</u>	<u>Charter Reference</u>
1 Board of Health	Five members	§7-4-1
2 Planning Board	Seven members, two alternates	§7-5-1
3 Board of Assessors	Three members	§7-6-1
4 Conservation Commission	Seven members	§7-7-1
5 Council on Aging	Seven members	§7-8-1
6 Historic District/Historical Commission	Seven members - one alternate	§7-9-1
7 Recreation and Youth	Seven members	§7-10-1
8 Cultural Council	Nine members	§7-11-1
9 Zoning Board of Appeals	Five members – three associate	§7-12-1
10 Golf Committee	Seven members	§7-13-1
11 Waterways Committee	Seven members – two alternate	§7-14-1
12 Cemetery Commission	Three members	§7-15-1
13 By-Law/Charter Review Committee	Five members	§7-16-1

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 Board of Selectmen and Bylaw/Charter Review Committee.

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

ARTICLE 39: To see if the Town will vote to accept the provisions of M.G.L. ch.44, §55C to establish an Affordable Housing Trust Fund; and further to amend the Code of the Town of Harwich to add a new Chapter 140 “Harwich Affordable Housing Trust” to read as follows:

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 the Town Administrator or designee, and one of whom shall be a member of the Board of Selectmen; the remaining three (3) Trustees shall be appointed by the Board of Selectmen for two-year staggered terms.

Section 140-2 – Duties and Responsibilities

- A. The Trust shall possess all of the powers and authority set forth 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 work with the 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 for cause after a public meeting or by failure to reappoint.

And to act fully thereon. By request of Town Administrator and Board of Selectmen.

Explanation: The Affordable Housing Trust, allowed under MGL Chapter 44, Section 55 C, would expedite the Town’s ability to partner with private developers and convert existing housing to affordable housing. The purpose of the Trust is to provide a public benefit and a suitable living environment by increasing the access to and availability of safe and decent affordable housing to Harwich residents, while maintaining quality of life for all. Additionally, the Trust will provide for the creation and preservation of affordable housing in municipalities for the benefit of low and moderate-income households. Yarmouth, Norwell, Lincoln, Dartmouth, Cambridge, Upton, Sudbury, Georgetown and Scituate are some examples of successful Affordable Housing Trusts.

A key part in establishing the Trust and one of the most effective ways our community can jump-start a housing effort is to fund the hiring of a part time Housing Coordinator. Funding for this has been requested through a CPA request. The Housing Coordinator would work closely with the Trust to provide support services for housing-related programs, projects, and affordable housing initiatives.

SPECIAL LEGISLATION TO INCREASE ANNUAL LIQUOR LICENSES

ARTICLE 40: To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for three (3) additional all alcohol on premises liquor licenses, bringing the number of said licenses from fifteen (15) to eighteen (18), as set forth below, said licenses not to be transferred to any other locations; 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, and to act fully thereon. By request of the Board of Selectmen.

The petition for special legislation shall take the following form:

AN ACT AUTHORIZING THE TOWN OF HARWICH TO ISSUE THREE 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. (a) Notwithstanding section 17 of chapter 138 of the General Laws or any other general or special, rule or regulation to the contrary, the licensing authority of the town of Harwich may grant three (3) additional licenses for the sale of all alcoholic beverages to be consumed on premises under section 12 of said chapter 138 as follows: one license to Blue Stripe LLC d/b/a Cape Sea Grille, to be exercised at 31 Sea St., in the Town of Harwich Port; one license to Ember Pizza, Inc. d/b/a Ember, to be exercised at 600 Route 28, in the Town of Harwich Port; and one license to Pleasant Bay Group Inc. d/b/a Wequassett Inn, to be exercised at 2173 Route 28, in the Town of Harwich. Licenses granted under this section shall be subject to all of said chapter 138 except said section 17.

(b) Once issued, the licensing authority shall not approve the transfer of a license issued under this act to any other location, but it may grant a license to a new applicant at the same location if the applicant files with the authority a letter from the department of revenue indicating that the license is in good standing with the department and that all applicable taxes have been paid.

(c) If any of the licenses granted under this section is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority, which may then grant the license to a new applicant at the same location under the same conditions as specified in this act.

SECTION 2. This act shall take effect upon 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-
ANGEL PROVISION

ARTICLE 41: To see if the Town will vote to adjust the senior work-off exemption in General Laws Chapter 59, s. 5K by: (1) allowing an approved representative, for persons physically unable, to provide such services to the city or town; and (2) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given tax year, rather than \$1,500; and to act fully thereon. By request of the Board of Assessors.

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

ARTICLE 42: To see if the Town will vote to accept 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 43: 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.

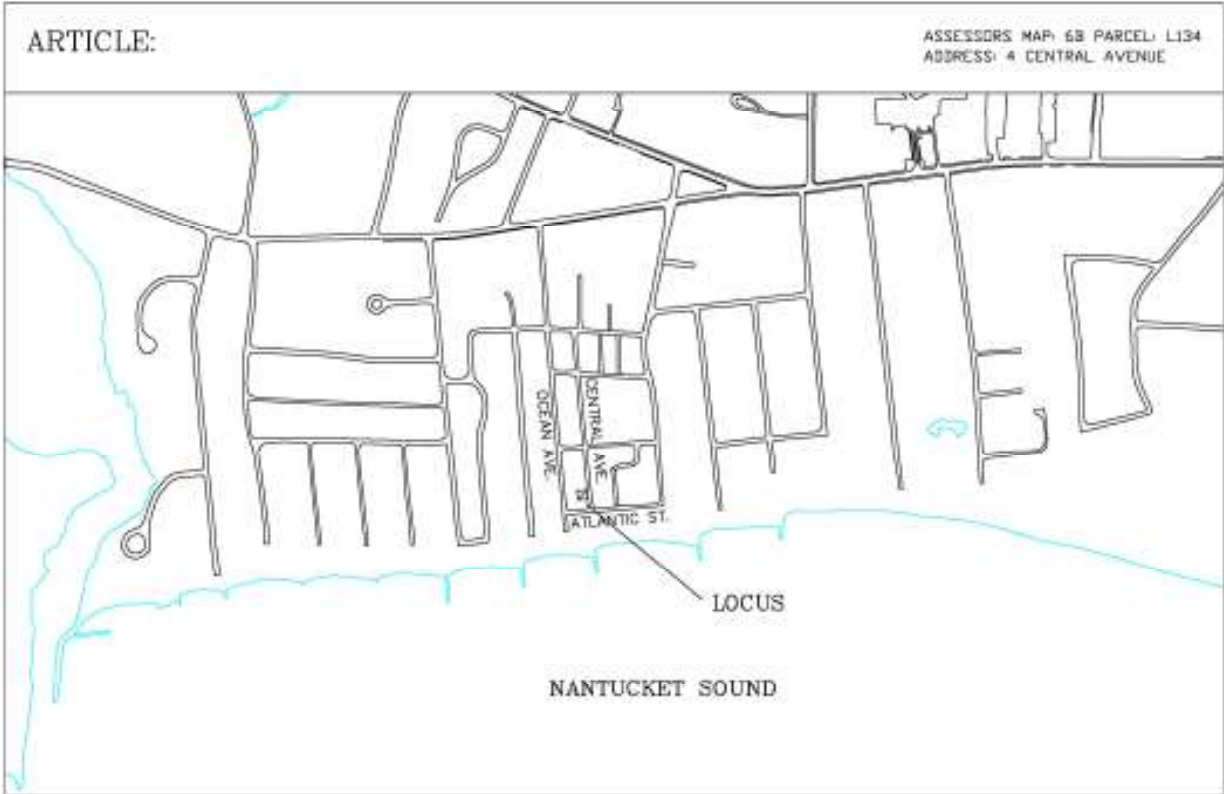
Explanation: Throughout the years the responsibilities of the Architectural Advisory Committee (AAC) have been eliminated to the point of advisory only. The AAC was created at Special Town Meeting in October 1984 giving them review over commercial buildings and signs; at this time the Planning Board 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.

LAND MATTERS

TOWN-OWNED LAND – 4 CENTRAL AVENUE – CLEAR THE TITLE

ARTICLE 44: To see if the Town will vote to authorize the Board of Selectmen to take by Eminent Domain, for the purpose of clearing the Title, 4 Central Avenue used for general municipal use as surplus property. The parcel is identified on Assessor's Map 6B, Parcel L134 and is approximately 0.04 of an acre, and to act fully thereon. By request of the Board of Selectmen.

Explanation: The 2017 Annual Town Meeting authorized the sale of this parcel. The Board of Selectmen has an accepted bid for the parcel. It was learned that the title has some potential defects. This action will clear the title and allow the transfer to be completed.

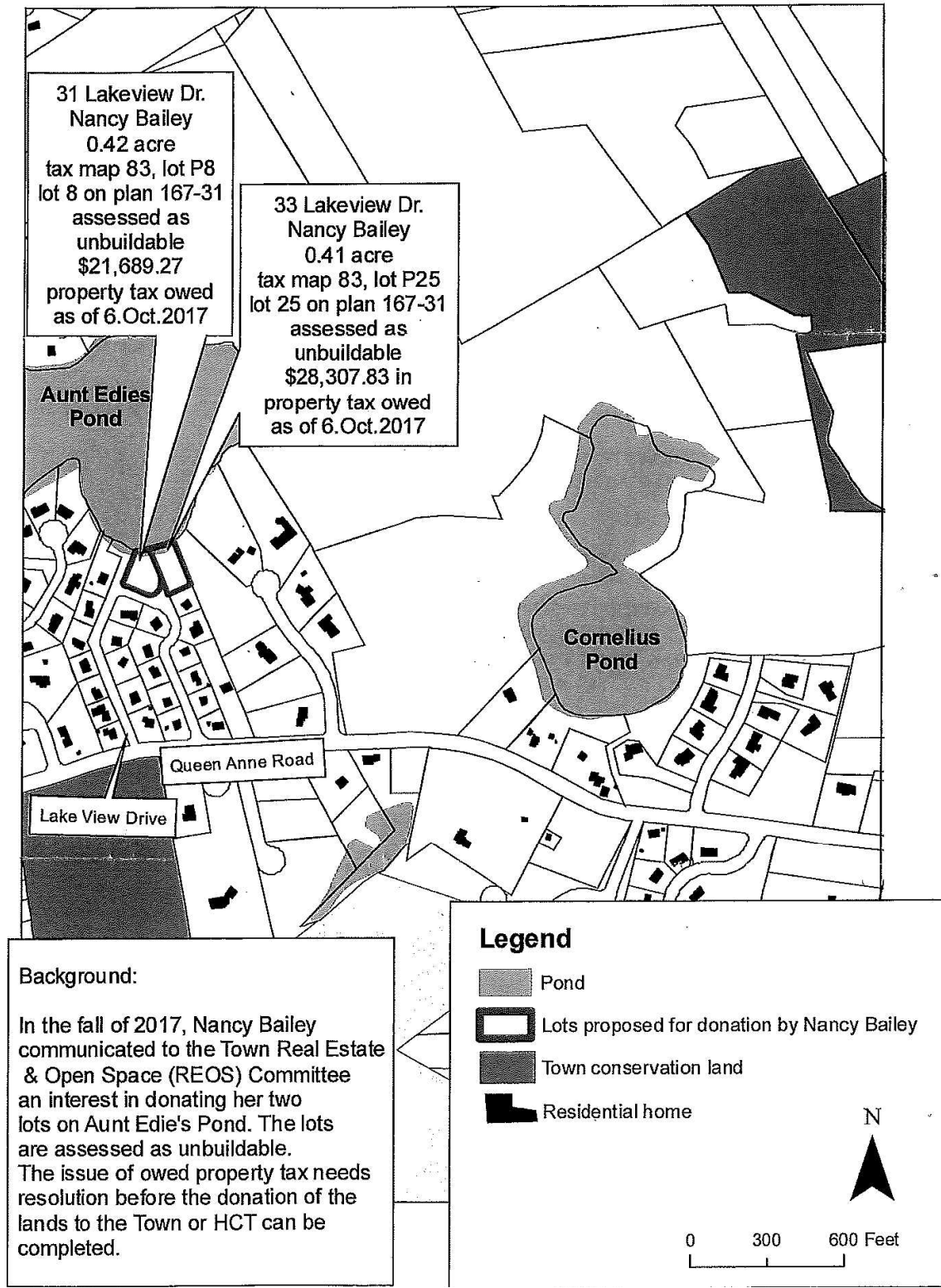


DEED ACCEPTED IN LIEU OF FORECLOSURE – 31/33 LAKEVIEW DRIVE

ARTICLE 45: To see if the Town will vote to authorize the Board of Selectmen to accept a deed in lieu of foreclosure pursuant to M.G.L. c.60 § 77C for 0.42 acres at 31 Lakeview Drive and 0.41 acres at 33 Lakeview Drive owned by Nancy Bailey. The parcels are identified on Assessor's Map 83, Lot P8 and Assessor's Map 83, Lot P25, and to act fully thereon. By request of the _____.

Explanation: An elderly resident owns two parcels and has not been able to pay taxes. Both are in foreclosure. The resident has offered the deeds in lieu of foreclosure. The statute allows Town Meeting to accept in lieu of taxes owed.

Map of 2 Lots Proposed for Donation by Nancy Bailey



COMMUNITY PRESERVATION

**RESERVE FOR FUTURE APPROPRIATION AMOUNTS FROM FY 2018
COMMUNITY PRESERVATION FUND ESTIMATED ANNUAL REVENUES**

ARTICLE 46: To see if the Town will vote to reserve for future appropriations amounts from the FY 2018 Community Preservation Act Fund estimated annual revenues as recommended by the Community Preservation Committee as follows:

- A sum of money for the acquisition, creation and preservation of open space;
- A sum of money for the acquisition, preservation, restoration and rehabilitation of historic resources;
- A sum of money for the acquisition, creation, preservation and support of community housing; and
- A sum of money for the Community Preservation Act Fund FY 2018 Undesignated Fund Balance

And to act fully thereon. By request of the Community Preservation Committee.

FUND LAND BANK DEBT SERVICE

ARTICLE 47: To see if the Town will vote to appropriate from the Community Preservation Act Funds - Undesignated Fund Balance, \$ 588,750- to fund the Debt Service on the outstanding Land Bank Debt. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds- Undesignated Reserve, and to act fully thereon. By request of the Community Preservation Committee and the Town Administrator. Estimated Cost: \$ 588,750.

COMMUNITY PRESERVATION ARTICLES UNDER \$50,000

ARTICLE 48: To see if the Town will vote to raise and appropriate and/or transfer from the Community Preservation Act, a sufficient sum of money to fund the items in the table below with any funds left unspent from this Article to be returned to the Community Preservation Act Fund from which the appropriation is made as specified in the chart below, and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$139,740

	<u>Project</u>	<u>Purpose</u>	<u>Amount</u>	<u>Appropriation Source</u>
1	Albro House Status Assessment	Assessment of the structure of the house for future use.	2,500	Historic Reserve
2	Mt. Pleasant Cemetery Gravestone Preservation	Preservation of the gravestones.	49,900	Historic Reserve
3	Pleasant Lake Ave Crossing Lights	Installation of pedestrian warning lights on the bike trail.	27,000	Undesignated Reserve

4	Library Preservation & Digitization of the Harwich Oracle maintained at Brooks Free Library	Digitization of paper copies.	10,340	Historic Reserve
5	Contracting for Records Retention	Records retention specialist firm to cull through historic documents.	40,000	Historic Reserve
6	Community Development Partnership	Fund educational training activities related to Affordable Housing and enter into a grant agreement with the Community Development Partnership	10,000	Community Housing Reserve
	TOTAL		139,740	

HISTORIC BROOKS FREE LIBRARY RESTORATION – SUPPLEMENTAL FUNDS

ARTICLE 49: To see if the Town will vote to appropriate from Community Preservation Act Funds - Historic Reserve, \$300,000 of additional funding to accomplish historic preservation work on the exterior of the Brooks Free Library appropriated at the 2016 Annual Town Meeting. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds-Historic Reserve, and to act fully thereon. By request of the Community Preservation Committee and the Brooks Free Library Board of Trustees. Estimated Cost: \$300,000

CONSTRUCTION OF AN APPROPRIATE MUNICIPAL PUBLIC RECORDS STORAGE FACILITY IN THE HARWICH COMMUNITY CENTER BASEMENT

ARTICLE 50: To see if the Town will vote to appropriate from Community Preservation Act Funds - Historic Reserve, \$120,275 to construct an appropriate municipal public records storage facility in the Harwich Community Center for the preservation and archiving of public records. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds-Historic Reserve, and to act fully thereon. By request of the Community Preservation Committee and the Town Administrator. Estimated Cost: \$120,275

HABITAT FOR HUMANITY COMMUNITY HOUSING

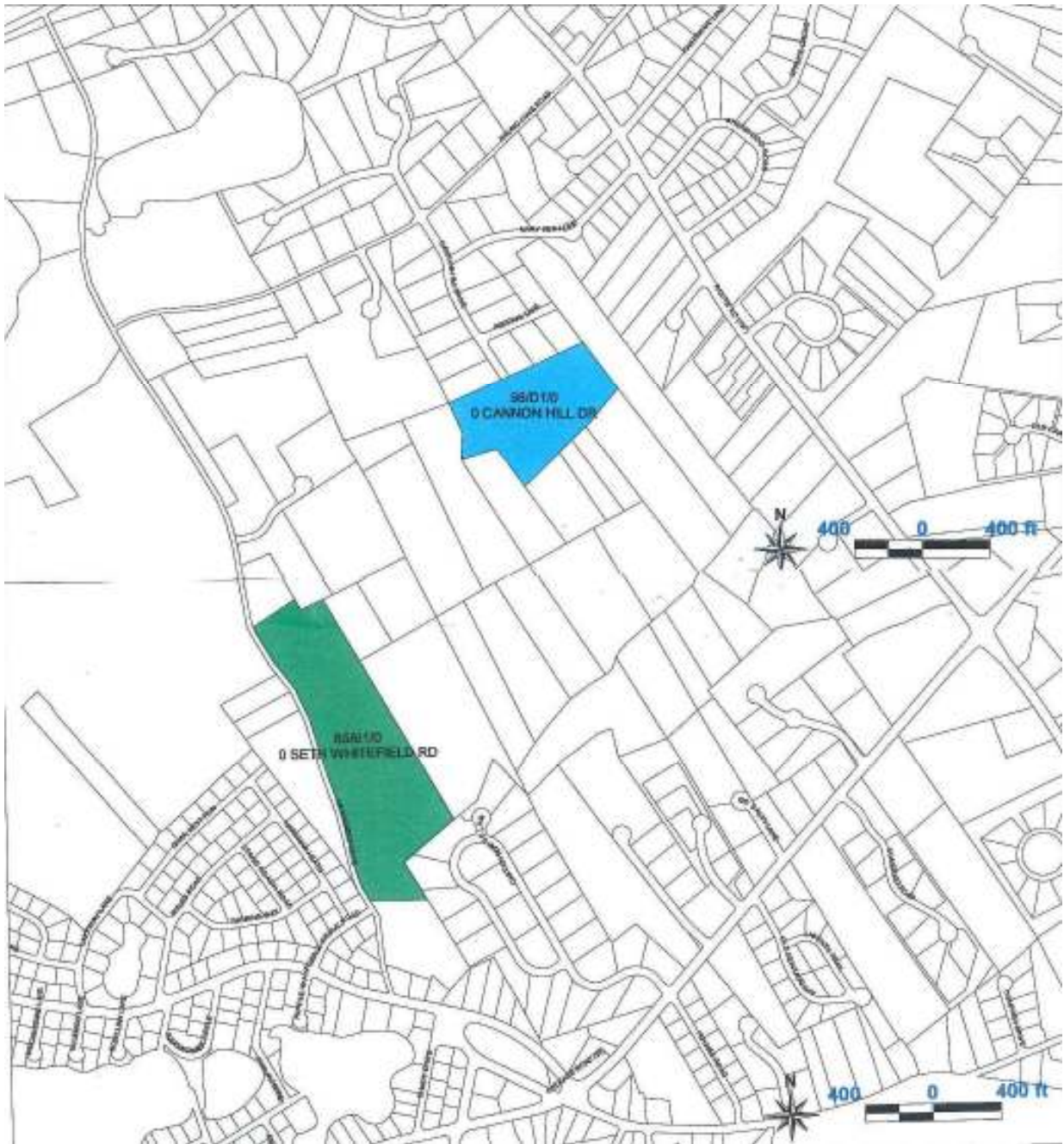
ARTICLE 51: To see if the Town will vote to appropriate from Community Preservation Act Funds - Community Housing Reserve, \$300,000 to support Habitat for Humanity of Cape Cod, Inc. in building six new affordable homes located at 93-97 Main Street in West Harwich and to enter into a grant agreement with Habitat for Humanity of Cape Cod, Inc., and further authorize the Board of Selectmen to accept an affordable housing restriction on said property. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds - Community Housing Reserve, and to act fully thereon. By request of the Community Preservation Committee and Habitat for Humanity of Cape Cod, Inc. Estimated Cost: \$300,000

BROOKS PARK EXPANSION/IMPROVEMENT PHASE 5

ARTICLE 52: To see if the Town will vote to appropriate from Community Preservation Act Funds - Undesignated Reserve, \$333,500 to replace the current Brooks Park lighting system with a new comprehensive lighting system. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds - Undesignated Reserve, and to act fully thereon. By request of the Community Preservation Committee and the Harwich Recreation and Youth Commission. Estimated Cost: \$333,500

JUDAH ELDDREDGE PROPERTY ACQUISITION

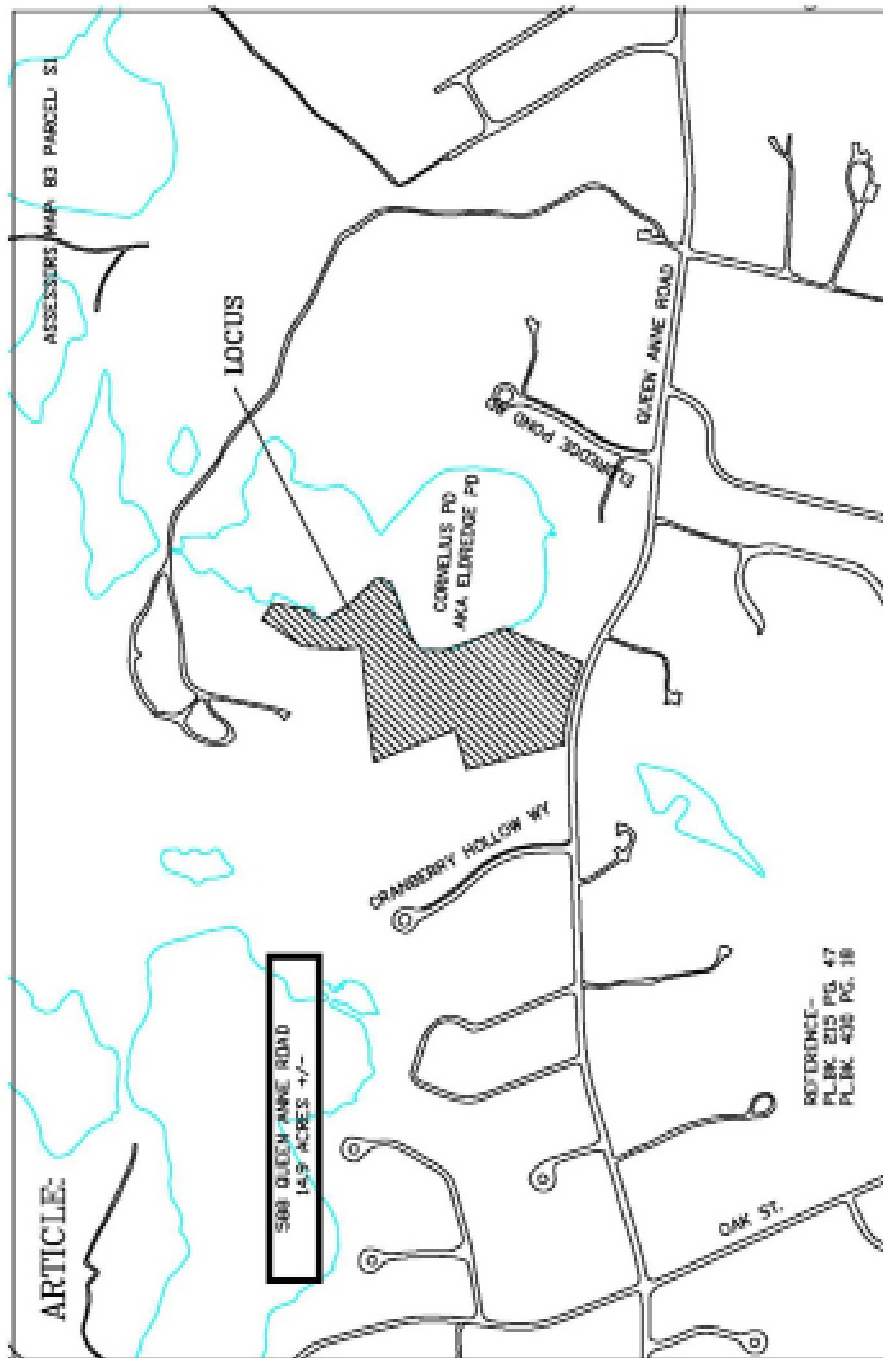
ARTICLE 53: To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, and/or eminent domain, for conservation and open space purposes, a parcel of land located on Seth Whitefield Road, identified by the Assessors as Parcel 85/B1-R, containing 24.6 acres, more or less, and described in a deed recorded with the Barnstable Registry of Deeds in Book 1, Page 512, with the care, custody, control and management thereof to be vested with the Conservation Commission; to raise and appropriate, transfer from available funds, including without limitation, from the Community Preservation Fund/Open Space Reserves \$209,695.30, and Undesignated Reserve \$159,304.70m for a total of \$369,000 and further, to authorize the Board of Selectmen and/or the Conservation Commission to apply for, accept and expend any funds that may be provided by the Commonwealth or other public or private sources to defray all or a portion of the costs of said acquisition, including, but not limited to, grants and/or reimbursement from the Commonwealth under the Self-Help Act, G.L. c. 132A, Section 11 (now, so-called LAND grants), which grants and/or funds so received shall be used to repay all or a portion of the sum provided by the Community Preservation Fund hereunder; and to authorize the Board of Selectmen and/or the Conservation Commission to grant to a qualified organization a perpetual conservation restriction pursuant to the provisions of G.L. c. 184, Sections 31-33, in compliance with G.L. c. 44B, Section 12(a), protecting the property for the purposes for which it is acquired, and to enter into all agreements and execute any and all instruments as may be necessary or convenient to effectuate the foregoing purposes, provided that any funds left unspent from this “”Article are to be returned to the Community Preservation Act Funds – Open Space Fund Balance, and to act fully thereon. By request of the Board of Selectmen. Estimated Cost: \$369,000



PURCHASE OF CONSERVATION RESTRICTION FOR 15 ACRES AT CORNELIUS POND (AKA ELDRIDGE POND)

ARTICLE 54: To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, and/or eminent domain, a perpetual conservation restriction pursuant to the provisions of G.L. c.184, §§31-33, for open space and watershed protection purposes under the provisions of G.L. c. 40, §8C, on certain parcels of land situated on Cornelius Pond off of 588 Queen Anne Road in Harwich, containing 15 acres, more or

less, in the aggregate, which parcels are shown as the land in Plan Book 215, Page 47, except Lot S-1 on Plan Book 430, Page 18, and further described in a deed recorded with said Deeds in Book 30652, Page 193, with the care, custody, control and management of such conservation restriction to be vested with the Conservation Commission; and/or estimated annual revenues under G.L. c.44B, the so-called Community Preservation Act, the sum of \$200,000 for the foregoing acquisition and costs incidental or related thereto, including, without limitation, costs of appraisals and closing costs; to authorize the Board of Selectmen and the Conservation Commission to apply for, accept, and expend any grants and/or reimbursement of funds which may be provided by the Commonwealth of Massachusetts to defray all or a portion of the foregoing costs, including, but not limited to, funding under the Self-Help Act (G.L. c.132A, §11), the Federal Land & Water Conservation Fund (P.L. 88-568, 78 Stat 897), and/or other federal and state programs in any way related to the scope of this article, and, further, to authorize the Board of Selectmen and/or Conservation Commission to enter into all agreements and execute any and all instruments as may be necessary or convenient to effectuate the foregoing purposes; provided that any funds left unspent from this Article are to be returned to the Community Preservation Act Funds –Open Space, and to act fully thereon. By request of the Community Preservation Committee, Harwich Conservation Trust and the Real Estate and Open Space Committee. Estimated cost: \$200,000.



HINCKLEY POND REMEDIATION/IMPROVEMENTS

ARTICLE 55: To see if the Town will vote to raise and appropriate , transfer from available funds, including \$575,000 from the Community Preservation Act Funds – Undesignated Reserve, to implement a portion of Phase 2 of the Town of Harwich Comprehensive Wastewater Management Plan, approved by the Massachusetts Secretary of Energy and Environmental Affairs in a Massachusetts Environmental Policy Act

Certificate dated May 13, 2016, consisting of the design, construction, and remediation of Hinckley Pond, as more fully described in said Comprehensive Wastewater Management Plan, and all other costs incidental and related thereto; and to appropriate from Community Preservation Act Funds – Undesignated Fund Balance, \$75,000 to work with the Recreation and youth Commission to improve and enhance the public access area closest to the bike trail/Rte. 124 intersection with the addition of a walkway and viewing platform, bike kiosk, picnic tables and an ADA compatible path for a total request of \$650,000, provided that any funds left unspent from this Article are to be returned to the Community Preservation Act Funds – Undesignated; and to act fully thereon. By request of the Community Preservation Committee and Town Administration. Estimated Costs: \$650,000

FUND THE AFFORDABLE HOUSING TRUST

ARTICLE 56: To see if the Town will vote to appropriate from Community Preservation Act Funds – Community Housing Reserve, \$490,000 and \$10,000 from Undesignated Reserve, for a total of \$500,000 to fund the Harwich Affordable Housing Trust to create and preserve affordable housing in the Town of Harwich, and to fund the hiring of a part-time Housing Coordinator. Said appropriation is subject to approval of the Housing Trust acceptance statute and related bylaw that is contained within this Annual Town Meeting. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds – Community Housing Reserve, and to act fully thereon. By request of the Community Preservation Committee and the Board of Selectmen. Estimated cost: \$500,000.

PRIVATE PETITIONS

DEFRAY THE EXPENSES OF THE CHASE LIBRARY AND HARWICH PORT LIBRARY

ARTICLE 57: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$20,000 to help defray the expenses of the Chase Library and the Harwich Port Library; said funds to be expended under the direction of the Chase Library and Harwich Port Library Trustees, and to act fully thereon. By Petition. Estimated cost: \$20,000.

Explanation: Chase Library and Harwich Port Library are free, publicly supported libraries. Town funds have been appropriated either through the general budget or by articles since 1911 (Chase) and 1926 (Harwich Port). These funds are essential for continued operation and for the customary State reimbursements.

PROMOTE THE TOWN OF HARWICH

ARTICLE 58: To see if the Town will vote to: raise and appropriate and/or transfer from available funds a sufficient sum of money for the Harwich Chamber of Commerce to promote the Town and its businesses and to advance economic development initiatives for

and with the Town of Harwich. Said monies to be used to manage and fulfill year-round visitor/resident/business information services, to promote and market the Town, to generate and initiate materials and activities that encourage the establishment, growth and sustainability of businesses in Harwich, and to implement economic development objectives and activities in partnership with the Town, and to act fully thereon. By petition. Estimated cost: \$30,000

Explanation: For more than 59 years, Harwich Chamber of Commerce (HCC) has worked in the best interest of Harwich and for the people living in, working in and visiting the Town of Harwich. Since 1995, the citizens of Harwich, through the annual Town Meeting, have voted to fund warrant articles submitted by the Harwich Chamber of Commerce in support of its work promoting the community, providing needed informational services, and developing and advancing economic sustainability and development strategies. We are again requesting the Town's support for the Chamber's efforts in:

- (a) providing year-round informational services to visitors, residents, second homeowners, and businesses (over 76,000 visits to our Information Center in 2017)*
- (b) promoting the Town of Harwich and its new brand: The Warm Side of the Cape, thereby bringing much needed income into the community.*
- (c) Support of the Chamber's efforts, in partnership with the Town of Harwich, to develop and implement economic development initiatives to benefit the Town as defined by objectives in the Town's Local Comprehensive Plan, and marketing Harwich's Cultural Districts; Harwich Port and Harwich Center.*

*(a) **Year-Round Information Services:** Harwich's Information Center is open 52 weeks a year. Combining this valuable resource with the Chamber's internet/website portals, New explore boards located at Logan Airport, North and South Stations as well in many locations throughout Massachusetts, New England and Nationally and continued telephone and mail inquiries, Harwich Chamber annually provides more than 320,000 instances of contact with visitors, seasonal and year-round homeowners and residents, organizations and businesses. These connections offer the opportunity to market and promote the Town utilizing our new brand "The Warm Side of the Cape." By being available to meet the needs of our "customers" we are able to encourage patronage of our local amenities and businesses and to connect individuals and businesses with the appropriate Town offices and officials 12 months a year in a friendly, warm and upbeat fashion.*

*(b) **Promoting the Town of Harwich:** The Harwich Chamber continues to be the lead force in promoting the Town of Harwich. By utilizing a multi-faceted approach, HCC strives to position Harwich as a premier destination for local, regional, national and international individuals and families. The marketing strategies are aimed at encouraging residents, second homeowners (current and potential), and visitors to avail themselves of Harwich's recreational amenities, as well as for shopping, dining, vacations, day trips, events and festivals. The plan, which positions Harwich as a desired vacation destination and an outstanding place in which to live and work, includes:*

1. *The 2018 Harwich Magazine will focus on Arts and Culture , the Town’s primary comprehensive printed and online resource for attracting tourists and visitors to Harwich, and for our residents, second home-owners and businesses.*
2. *The HCC website’s robust content complements the Magazine and links to a wide range of Town resources.*
3. *Ancillary printed and on-line pieces, including specialized maps (cranberry bogs, lodging locator, dining locator, beaches, bike trail) that target market segments and interests.*
4. *Media placements in local, regional and national publications.*
5. *Online targeted ads geared towards establishing new residents, building our workforce and bringing in tax revenues for the town.*

Special events and festivals are about more than attracting people to town to enjoyable experiences. They are about defining key elements of Harwich’s brand and about parlaying those assets into support for our businesses, non-profit organizations, and the community. In 2017 the Harwich Chamber of Commerce in partnership with sponsorships from Harwich Chamber of Commerce members we brought back after a 10 year absence the much loved Fireworks as part of the Harwich Cranberry Festival. In addition, Fall for Harwich provided the umbrella under which thousands of people were invited to participate in a wide array of more than 30 events, including the half-marathon road race, music festival, bog walks, concerts, teas, arts & crafts, our second sidewalk sale and more. Fall for Harwich and Christmas in Harwich also provide opportunities for our local non-profits to raise much needed funds and increase their visibility. In addition, the Chamber continues to actively engage in creating and implementing new events as well as expanding existing events. In 2017, the Chamber coordinated eight Port Summer Night Musical Strolls in Harwich Port, several musical concerts that combined opportunities with restaurants and other businesses to increase meals, shopping and a night out with a show. We look forward to continuing to expand these offerings in 2018.

Economic Development: *HCC will continue to collaborate with the Town on economic development strategies and initiatives. Over this past year, HCC has worked tirelessly on behalf of the Town and its businesses and continues to do so. HCC has advocated for a strengthened technology infrastructure and better health insurance rates for small businesses. The Chamber has also provided training, counsel and support to dozens of small businesses struggling to survive in the current economic climate, and has met with several individuals considering locating their business in Harwich.*

HCC continues to strengthen its collaboration with other local chambers of commerce through the Local Cape Chambers Collaborative (LC3) and the Lower Cape Chambers group. Among the many activities currently underway are:

- *With LC3 meeting with the Economic Development Council on regional economic development priorities, identified by local chambers in consultation with town officials*
- *With LC3 continued advocacy on transportation issues, including real time information, bridge issues, issues relating to drug use, attracting more traffic to the Regional Airport and more.*

- *With Lower Cape Chambers hosting the Annual Lower Cape Home & Garden Show this year again to be held at the Cape Cod Tech, trainings, inter-chamber networking (giving greater business-to-business opportunities)*
- *Parking and Connectivity continue to explore opportunities for remote parking lots and transit service for harbors, beaches and other sites with high seasonal demand.*

The Chamber is honored to partner with the Town on building a better community, but the Chamber relies on the Town's support to help achieve its goals. Without this support, the Chamber's marketing activities will be significantly reduced. We appreciate the past support of the Town of Harwich and request funding for these important, revenue-generating initiatives. Thank you for your consideration

SUPPLEMENT ANNUAL ALLOCATION OF MASS CULTURAL COUNCIL FOR LOCAL CULTURAL COUNCIL GRANTS

ARTICLE 59: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sufficient sum of money to supplement the Massachusetts Cultural Council annual allocation for grant awards to artists, performers and interpretive scientists who bring events to local venues which enhance the cultural experience of Harwich citizens of all ages, and to act fully thereon. By request of the Harwich Cultural Council. Estimated Cost: \$3,600.

INTERMUNICIPAL AGREEMENT TO FACILITATE REMOVAL OF EXCESS NITROGEN LOADS TO PLEASANT BAY

ARTICLE 60: To see if the Town will vote to direct the Board of Selectmen to approve and execute an Intermunicipal Agreement (IMA) with the Towns of Chatham, Brewster, and Orleans relative to a Pleasant Bay Watershed Permit to be requested from the Massachusetts Department of Environmental Protection to facilitate removal of excess nitrogen loads to Pleasant Bay; execution of the IMA shall be contingent upon and subject to the satisfactory completion and acceptance by the Board of Selectmen of the Pleasant Bay Targeted Watershed Management Plan, Watershed Permit terms and conditions, and final proposed Intermunicipal Agreement; and to act fully thereon. By request of the Board of Selectmen and the Pleasant Bay Alliance.

Explanation: MassDEP has initiated a new program of Watershed Permitting to facilitate removal of excess nitrogen loads impacting coastal embayments. Pleasant Bay has been selected to participate in a pilot project to obtain such a permit, pending town approvals.

The core aspect of the permit will be a Targeted Watershed Management Plan (TWMP). The TWMP is based on the nutrient management plans (ie, CWMPs) already prepared by the towns in the watershed and will demonstrate how the combined effect of the four towns' plans will achieve the necessary nutrient removal within the Pleasant Bay watershed., and will not be a new plan. The TWMP will be an elaboration of the Pleasant Bay Composite Nitrogen Management Analysis (March 2017).

In order to obtain a Watershed Permit, a four-town intermunicipal agreement (IMA) will need to be executed that confirms each town's share of nitrogen removal responsibility and its intended implementation schedule, giving all towns the assurance that the towns are working together and that improved water quality will be not delayed by one town's inactions.

The proposed IMA builds on the Resolution of the Towns Sharing the Watershed of Pleasant Bay signed by the Board of Selectmen in June 2017. The resolution endorsed the Pleasant Bay Composite Nitrogen Management Analysis as an accurate representation of the Town's share of current attenuated nitrogen load and its responsibility to remove nitrogen in Pleasant Bay.

The Watershed Permit will give the towns MassDEP permission to conduct nitrogen removal projects for which there is no current permitting program, such as so-called non-traditional technologies, with an agreed-upon process for documenting the nitrogen removal that actually occurs.

By accepting the permit, the town obtains the following advantages:

- *Eligibility for SRF financing for non-traditional technologies*
- *Higher priority for SRF financing for both traditional and non-traditional technologies*
- *Special consideration for other grant programs;*
- *An assured procedure for documenting nitrogen removal credits toward TMDL compliance;*
- *Protection from DEP enforcement actions related to current excessive nitrogen loads, provided that implementation schedules are met.*

PLEASANT BAY RESOURCE MANAGEMENT PLAN UPDATE

ARTICLE 61: To see if the Town will vote to adopt the 2018 Pleasant Bay Resource Management Plan Update developed in accordance with the Pleasant Bay Resource Management Plan adopted by the Town in 1998 and updated in 2003, 2008 and 2013, and the Memorandum of Agreement with the Towns of Orleans, Chatham and Brewster, originally authorized by the Town in 1998 and re-authorized in 2003, 2008 and 2013; and to authorize the Board of Selectmen to enter into a successor Memorandum of Agreement, as amended by the Board of Selectmen, with one or more of the aforementioned towns for the purpose of continuing the Pleasant Bay Resource Management Alliance to implement the plan and plan updates and to act fully thereon. By request of the Board of Selectmen and Pleasant Bay Alliance.

Explanation: *The Pleasant Bay Resource Management Plan 2018 Update describes management issues and provides recommendations for coordinated management activity within the Pleasant Bay Area of Critical Environmental Concern (ACEC) and watershed. The purpose of the management plan is to promote the natural resource health and public enjoyment of Pleasant Bay. The management plan is updated as needed by the Pleasant Bay Alliance, an organization formed by an inter-municipal agreement between Brewster,*

Orleans, Chatham and Harwich. Town Meeting in each town is being asked to adopt the 2018 Update and renew the Memorandum of Agreement forming the Alliance. The 2018 Update contains recommendations in the areas of Biodiversity and Habitat Protection, Wetlands Protection, Fisheries Management, Watershed Planning, Coastal Processes and Coastal Structures, Navigation Safety, Public Access and Historic Resources. The Update was developed over the past year by the Alliance with input from local and regional resource managers and interested citizens. A public hearing was held in xxx.

The 2018 Update is available on the home page of the Pleasant Bay Alliance website, www.pleasantbay.org. Resource Management priorities include:

*1. Continuing to Facilitate Watershed-based Collaboration to Address Nitrogen Loading
Encourage the four watershed towns to make progress in developing and implementing nutrient management plans and promote watershed-based collaboration to achieve total nitrogen Total Maximum Daily Loads (TMDLs). Stormwater management, smart growth, and fertilizer controls will be areas of focus.*

*2. Promoting Coastal Resiliency by Protecting Healthy Coastal Processes
Continue to work with Conservation Commissions to to implement the Guidelines for Erosion Management in Pleasant Bay, Evaluate Management and Resiliency Strategies for Dealing with the Effects of Sea Level Rise in Pleasant Bay and Chatham Harbor.*

*3. Promoting Strengthening of Wetland Protections
Continue to work to strengthen local wetlands protection regulations and review procedures by recommending modifications to local conservation regulations and bylaws.*

*4. Developing Best Management Practices to Protect Biodiversity
Develop best management practices designed to manage invasive species and promote habitat and resource protection. Investigate, monitor and improve opportunities for diadromous fish passage.*

*5. Continuing Resource Monitoring Programs and Research
Continue to monitor water quality, tide data, salt marsh and eelgrass health, and aerial photography for management support and regulatory compliance. Rely on rigorous technical analyses to discern significant trends.*

*6. Continuing to Build Stewardship through Public Education
Continue to develop stewardship by sharing research, data and information regarding resource conditions and trends.*

REVOLVING/STABILIZATION/OPEB FUNDS

DEPARTMENTAL REVOLVING FUNDS AUTHORIZATION

ARTICLE 62: To see if the Town will vote to set the spending limits for various revolving funds that have been authorized pursuant to Section 8.1 of the Town Code; and to act fully thereon. By request of the Board of Selectmen

<u>Revolving Fund</u>	<u>Authorize to Spend Fund</u>	<u>Revenue Source</u>	<u>Use of Fund</u>	<u>FY 19 Spending Limit</u>	<u>Disposition of FY18 Fund balance</u>
Golf	Director, Golf Committee & ATA	Golf Lessons and Pro Shop Sales	Pro Shop expenses, clubhouse and kitchen maintenance, modernization, and lessons instructor	\$250,000	Available for expenditure
Golf Infrastructure fund	Director, Golf Committee	New surcharge on all green fees and cart fees	CVGC Infrastructure including Club House facilities, maintenance facilities	\$100,000	
Council on Aging	Director & Council on Aging	Fees from health, recreation, nutrition and education programs	Health, recreation, nutrition and education programs	\$125,000	Available for expenditure
Cemetery	Administrator & Cemetery Commission	90% of Lot Sales, 100 % of all Cemetery Services and Fees	Maintenance of town cemeteries	\$100,000	Available for expenditure
Community Center	Director & Facilities Committee	Fees from use of the weight room	Weight Room Equipment (and repair)	\$100,000	Available for expenditure
Recreation	Director & Rec & Youth Commission	Fees from recreation and youth programs	Recreation and youth programs	\$120,000	Available for expenditure
Albro House	Town Planner & Historic District/Hist. Commission	Fees from receipts of lease or fees for short term rooms use and rental	Restorations, maintenance, care and support of town-owned property	\$10,000	Available for expenditure
ADA	Town Administrator	Receipts of parking penalty fees	Interpreter services or accommodations required under ADA	\$2,500	Available for expenditure
Wetlands	Conservation Commission	Notice of Intent filing fees	Consultants and wetland and buffer zone management and restoration projects	\$6,000	Available for expenditure
Middle School	Community Center Director and Facilities Manager	funds generated from receipt of lease or fees collected for short term, year-round, temporary or otherwise, room(s) use and rental	funding restorations, maintenance, care, and support	\$100,000	Available for expenditure

Sidewalks	Town Planner and Planning Board	sidewalk improvements including consulting services and construction	monies generated from receipts paid to the Town in lieu of sidewalks required to be installed in new subdivisions	\$50,000	Available for expenditure
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STABILIZATION FUND

ARTICLE 63: To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to be added to the Stabilization Fund, and act fully thereon. By the request of the Board of Selectmen. Estimated cost: \$_____.

OPEB TRUST FUND

ARTICLE 64: To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to be added to the OPEB Trust Fund, and act fully thereon. By the request of the Board of Selectmen. Estimated cost: \$_____.

FUND PRIOR YEAR’S UNPAID BILLS

ARTICLE 65: To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to pay unpaid bills of prior years as provided for in M.G.L. Ch. 44, Section 64, and to act fully thereon. By request of the Finance Director/Accountant. Estimated cost: \$10,500.

Explanation:

Matthews & Mathews, LLC – Legal Expense	\$7,825.00
Coppola & Coppola – Legal Expense	\$ 2,431.25

CUSTOMARY

HERRING FISHERIES

ARTICLE 66: To see what action the Town will take in regard to the Herring Fisheries and to act fully thereon. Customary Article.

Hereof fail not to make return of the Warrant with your doings thereon at the time and place of said meeting.

Given under our hands this 12th day of March, 2018

Michael D. MacAskill, Chair

Julie E. Kavanagh, Vice Chair

Larry G. Ballantine, Clerk

Jannell M. Brown

Donald F. Howell

BOARD OF SELECTMEN

A true copy Attest:

Constable

**SAMPLE
COMMONWEALTH OF MASSACHUSETTS
TOWN OF HARWICH
ANNUAL ELECTION BALLOT
MAY 15, 2018**

BARNSTABLE, ss:

To either of the Constables of the Town of Harwich in said County,

Greetings:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in elections and Town affairs to meet in the Community Center Gymnasium, 100 Oak Street, in said Town on Tuesday, May 15, 2018, then and there to act on the following ballot:

POLLS WILL BE OPEN AT 7:00 A.M. and CLOSE AT 8:00 P.M.

To choose on one (1) ballot the following Town Officers and Committees: one (1) Selectmen for three (3) years; one (1) Moderator for three (3) years; one (1) Monomoy Regional School Committee Member for three (3) years; three (3) Library Trustees for three (3) years; one (1) Water Commissioner for three (3) years; one Water Commissioner for one (1) year unexpired term; **one (1) member to the Harwich Housing Authority for a four (4) year unexpired term.**

BALLOT QUESTIONS

1. Shall the Town of Harwich

YES _____ NO _____

INSERT BUDGET

Department	Project	ATM #	Funding Source	DA/CDC/CPC	FY 19	FY 20	FY 21	FY 22	FY 23	
ADMINISTRATION										
Admin	Harwich Center Initiative - Streetscape Only					\$ 50,000	\$ 500,000			
Admin	AJbro House - Status Assessment		CPC - H	\$ 2,500	\$ 2,500					
Admin	Walkway Reconstruction Rte 28 SAQ to Harwichport		FC	\$ 250,000	\$ 250,000					
Admin	Walkway Reconstruction Bank Street Center to Rte 28					\$ 231,000				
Admin	Demolition of Former West Harwich School on Bells Neck		FC	\$ -	\$ 30,000	\$ -	\$ -			
Admin	Two Year Plan in Place for Cultural Ctr on Sisson						\$ 50,000			
ADMIN SUB-TOTAL					\$ 252,500	\$ 281,500	\$ 281,000	\$ 550,000	\$ -	\$ -
CEMETERY										
Cemetery	Mount Pleasant Cemetery Gravesstone Conservation		CPC - H	\$ 49,900	\$ 49,900					
Cemetery	Pet Crematory		Cemetery Rev.	\$ 486,000	\$ 486,000					
Cemetery	BLP 500 M2 Animal Cremation Retort (Cremation Device)		Cemetery Rev.	\$ 91,950	\$ 91,950					
Cemetery SUB-TOTAL					\$ 627,850	\$ 627,850	\$ -	\$ -	\$ -	\$ -
COMMUNITY CENTER										
Community Center	Computer Replacement Entire Building		OB	\$ 15,600	\$ 15,600					
Community Center	Roof Replacement- (See Facility Maintenance)							\$ -	\$ -	
Community Center	Generator Replacement (See Facility Maintenance)							\$ -	\$ -	
Community Center	Basement Construction of Public Records Storage		CPC-H	\$ 120,275	\$ 120,275					
COMMUNITY CENTER SUB-TOTAL					\$ 135,875	\$ 135,875	\$ -	\$ -	\$ -	\$ -
CONSERVATION										
Conservation	Harwich Artificial Reef (Additional Project)				\$ -			\$ 250,000	\$ -	
Conservation	Preservation of the Judah Eldredge Property		CPC - OS	\$ 159,000	\$ 369,000					
	Preservation of the Judah Eldredge Property		CPC-UN	\$ 210,000						
Conservation/REDS	Eldridge/Cornelius Pond Property - Cons. Res. over 15 Acres		CPC - OS	\$ 200,000	\$ 200,000					
	Eldridge/Cornelius Pond Property - Cons. Res. over 15 Acres		CPC-UN	\$ -						
Conservation	Shore Stabilization/Jetty Extension Red River Beach					\$ 100,000	\$ -			
CONSERVATION SUB-TOTAL					\$ 569,000	\$ 569,000	\$ 100,000	\$ -	\$ 250,000	\$ -
ENGINEERING										
Engineering	MS4 Municipal Surface Drainage Plan and Improvements		OB	\$ 25,000	\$ 25,000		\$ 250,000			
Engineering	Pleasant Lake Avenue Crossing Lights		CPC-UN	\$ 27,000	\$ 27,000					
ENGINEERING SUB-TOTAL					\$ 52,000	\$ 52,000	\$ -	\$ 250,000	\$ -	\$ -
FACILITY MAIN-CPW										
Facility Main-CPW	Community Center HVAC Controls (included below)					\$ -				
Facility Main-CPW	Replace the Town's Energy Management System for HVAC (All)		FC	\$ 140,000	\$ 140,000					
Facility Main-CPW	Library Preservation (Supplemental for Exterior of Building)		CPC - H	\$ 300,000	\$ 300,000					
Facility Main-CPW	Carpet - (Community Center and Town Hall)		FC	\$ 130,000	\$ 130,000					
Facility Main-CPW	Highway Barn Metal Roof- Insulation					\$ 290,500				
Facility Main-CPW	Facility Maintenance Workshop Facility					\$ 250,000				
Facility Main-CPW	Brooks Library Roof						\$ 135,000			
Facility Main-CPW	Record Storage in Community Center (See Community Center)									
Facility Main-CPW	Community Center Generator							\$ 99,000		
Facility Main-CPW	Community Center Fence							\$ 52,000		

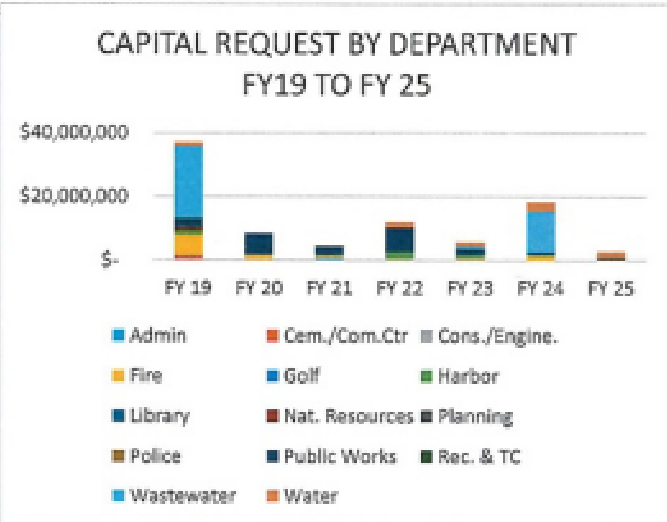
Department	Project	S.Sevent	FA Rec	FY 19	FY 20	FY 21	FY 22	FY 23
Facility Main.-CPW	Community Center Condensing Units							\$ 275,000
Facility Main.-CPW	Community Center Roof							
Facility Main.-CPW	Library Boiler Replacement							
Facility Main.-CPW	Community Center Boiler							
Facility Main.-CPW	Albro/Brooks Academy Boilers	FC	\$ 40,000	\$ 40,000				
FACILITY MAINTENANCE SUB-TOTAL			\$ 610,000	\$ 610,000	\$ 480,500	\$ 135,000	\$ 151,000	\$ 275,000
FIRE								
Fire	Police and Fire Radio System (Phase Implementation of Units)		\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Fire	Phase Two - Townwide Radio System	FC	\$ 100,000	\$ 100,000	\$ 100,000			
Fire	Deputy Chief Vehicle Replacement	FC	\$ 48,000	\$ 48,000				
Fire (New)	Nozel and Valve Replacement Program - (Town Funded Portion)	FC	\$ 3,750	\$ 3,750				
Fire (New)	Nozel and Valve Replacement Program - (Grant Funded Portion)	Grants	\$ 71,250	\$ 71,250				
Fire	Air Pack Replacement Program - (Town Funded Portion)	FC	\$ -	\$ -	\$ 15,000			
Fire	Air Pack Replacement Program - (Federal/State Portion)	Grants	\$ -	\$ -	\$ 285,000			
Fire	Ambulance Replacement Program	FC	\$ 340,000	\$ 340,000		\$ 357,500		\$ 375,375
Fire	Pumper Truck Replacement Scheduled				\$ 600,000	\$ -		
Fire	Ladder Truck Replacement						\$ -	\$ -
Fire	Station 3 Building Upgrade (Construction)	DE	\$ 4,850,000	\$ 5,800,000			\$ -	\$ -
FIRE SUB-TOTAL			\$ 6,613,000	\$ 6,363,000	\$ 1,250,000	\$ 607,500	\$ 250,000	\$ 625,375
GOLF								
Golf	Landscape Reclamation and Major Tree Removal	Fees	\$ 35,000	\$ 35,000	\$ 35,000	\$ -		
Golf	Landscape & Operational/Safety Projects in Traffic Config.	Fees	\$ 50,000	\$ 50,000				
Golf	Cart Path (Hole #12, FY 19)to (FY20, #6 FY 20 (\$24K) #1 FY 21)	Fees	\$ 24,000	\$ 24,000	\$ 74,000	\$ 10,000		
Golf	Improvements to Net at Driving Range	Fees				\$ 28,000	\$ 30,000	
Golf	New Tee Box Improvements (#11 in FY20)	Fees			\$ 34,000			
Golf	Self Course Irrigation Update and System Rebuild	Fees	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
GOLF SUB-TOTAL			\$ 109,000	\$ 109,000	\$ 183,000	\$ 88,000	\$ 80,000	\$ 50,000
HARBORMASTER								
Harbormaster	Supplement SAQ Harbor Landside Improvements	RPA	\$ -	\$ -	\$ -	\$ -	\$ -	
	Seaport Grant for Landside (\$1.0 m)	Grants	\$ 1,000,000	\$ 1,000,000				
Harbormaster	Wilson Dock Landside Improvements		\$ -	\$ -	\$ 50,000		\$ -	
Harbormaster	Herring River Ramp Replacement					\$ 200,000	\$ -	
Harbormaster	Allen Harbor Jetty Reconstruction Study and Construction			\$ 56,000			\$ 2,000,000	
Harbormaster	SAQ Harbor N & E Bulkhead (Offloading Area) Reconstruction							\$ 1,000,000
Harbormaster	Wychmere Outer Harbor Dredging						\$ -	\$ -
Harbormaster	Study - Wychmere Outer Harbor Jetty						\$ -	\$ -
HARBORMASTER SUB-TOTAL			\$ 1,000,000	\$ 1,056,000	\$ 50,000	\$ 200,000	\$ 2,000,000	\$ 1,000,000
LIBRARY								
Library	Library Interior Modifications/Renovations		\$ -	\$ -	\$ -	\$ 100,000		
Library	Supplemental Library Exterior Preservation(See Facility Maintenance)	CPC - H	\$ -	\$ -		\$ -		
Library	Library Preservation and Digitization of Harwich Oracle Newspaper	CPC - H	\$ 10,340	\$ 10,340	\$ -	\$ -	\$ -	\$ -
LIBRARY SUB-TOTAL			\$ 10,340	\$ 10,340	\$ -	\$ 100,000	\$ -	\$ -
NATURAL RESOURCES								
Natural Resources	Hindley's Pond Restoration off of Route 124 (Pond)	CPC-OS/Un.	\$ 575,000	\$ 600,000				

Department	Project	F Source	Tot. Avc	FY 18	FY 20	FY 21	FY 22	FY 23
	Hindley's Pond Public Access Area off of Route 124 (Rec)	CPC-UN	\$ 75,000	\$ 75,000				
Natural Resources	Ford F-150 for Natural Resources Dept	FC	\$ 29,103	\$ 29,103				
NATURAL RESOURCES SUB-TOTAL			\$ 679,103	\$ 704,103	\$ -	\$ -	\$ -	\$ -
PLANNING								
Planning	Housing Trust/PT Housing Coordinator	CPC-H	\$ 400,000	\$ 500,000	TBD	TBD	TBD	TBD
Planning	Housing Trust/PT Housing Coordinator	CPC-UN	\$ 10,000	\$ 500,000	TBD	TBD	TBD	TBD
Planning	Local Comprehensive Plan Update				\$ 200,000			
PLANNING SUB-TOTAL			\$ 500,000	\$ 1,000,000	\$ 200,000	\$ -	\$ -	\$ -
POLICE								
Police	Taser Replacement (5 year Program - 3 years to Pay)	FC	\$ 36,000	\$ 36,000	\$ 13,700	\$ 14,400		\$ -
Police	Replace Bullet Resistant Vests (Town Portion (Project 60%))			\$ -				\$ 24,000
	Replace Bullet Resistant Vests (Federal 40% State?)							\$ 16,000
Police	Ballistic Helmets			\$ -				
Police	Digital Fingerprint Machine (Normal Replacement)			\$ -			\$ 30,000	
Police	Electronic Sign Board			\$ -				
POLICE SUB-TOTAL			\$ 36,000	\$ 36,000	\$ 13,700	\$ 14,400	\$ 30,000	\$ 40,000
PUBLIC WORKS								
Public Works	5 Year Road Maintenance Plan	DE	\$ 700,000	\$ 1,400,000	\$ 1,405,210	\$ 1,484,125	\$ 1,896,072	\$ 1,400,000
		Ch. 90	\$ 700,000					
Public Works	West Harwich Rte 28 Design(\$100K in FY 19)	Incl in 5-yr PL	\$ -	See Note			\$ 50,000	
	West Harwich Route 28 Design(Construction via Fed Funds)	TIP Fed Grant					\$ 5,600,000	
Public Works	Lower County Road (Maintenance /Not Federal TIP Funds)	DE	\$ -	\$ -	\$ 4,500,000			
Public Works	Route 18/Pleasant Bay Road Roundabout (If needed)			\$ -	\$ -	\$ 600,000		
Public Works	Highway Barn Roof- Insulation (See Facility Maintenance)							
Public Works	Ford F-350 Dump Truck - Cemetery #18	FC	\$ 80,000	\$ 80,000				
Public Works	Ford F-250 Pick Up - Highway #23	FC	\$ 55,000	\$ 55,000				
Public Works	Ford F-350 Dump Truck - Park #16	FC	\$ 80,000	\$ 80,000				
Public Works	Johnston Sweeper Body - Highway #30	FC	\$ -	\$ 125,000				
Public Works	Vehicle Listing (FY 18 to 24) Summary			\$ -	\$ 365,000	\$ 325,000	\$ 320,000	\$ 325,000
PUBLIC WORKS SUB-TOTAL			\$ 1,615,000	\$ 1,740,000	\$ 6,270,210	\$ 2,419,125	\$ 7,366,072	\$ 1,725,000
REC & YOUTH								
Rec & Youth	2018 Ford Transit Passenger Wagen	FC	\$ 35,000	\$ 35,000	\$ -			
Rec & Youth	Bank Street Beach parking Lot Paving /Overlay	FC	\$ 80,000	\$ 98,000	\$ -	\$ -		
Rec & Youth	Pleasant Road Beach Parking Lot Paving/Overlay					\$ -	\$ 112,000	
Rec & Youth	Sand Pond Restrooms and Playground Improvements			\$ -				
Rec & Youth	Whitehouse Field Scoreboard Replacement	CPC-UN/Rec	\$ -	\$ -	\$ 80,000			
Rec & Youth	Brooks Park Phase V - Comprehensive Light Plan	CPC-UN/Rec	\$ 333,500	\$ 333,500	\$ -			
Rec & Youth	Red River Beach Restroom Renovations					\$ 125,000	\$ -	
Rec & Youth	Cahoon Road Beach Restroom			\$ -				\$ 125,000
RECREATION AND YOUTH SUB-TOTAL			\$ 448,500	\$ 466,500	\$ 80,000	\$ 125,000	\$ 112,000	\$ 125,000
TOWN CLERK								
Town Clerk	Records - Contracting out Records Review and Reduction (Tr)	CPC - H	\$ 40,000	\$ 40,000				
Town Clerk	Records - Contracting out Records Review and Reduction (O)	Other	\$ 40,000	\$ 40,000				
Town Clerk	Voting Machines - Updates and Enhancements						\$ 32,500	

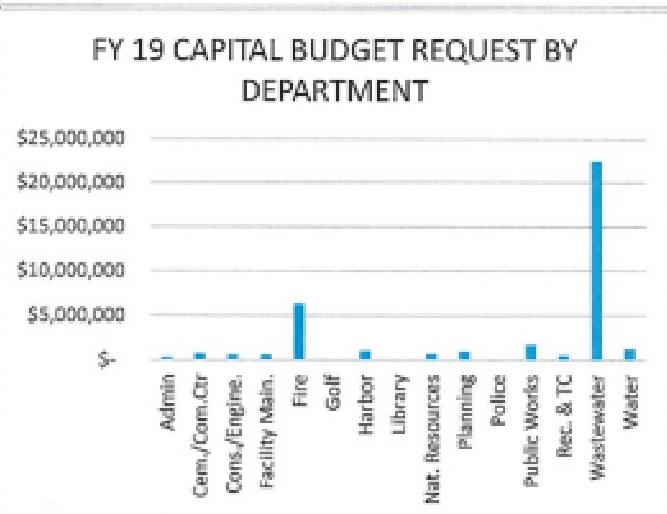
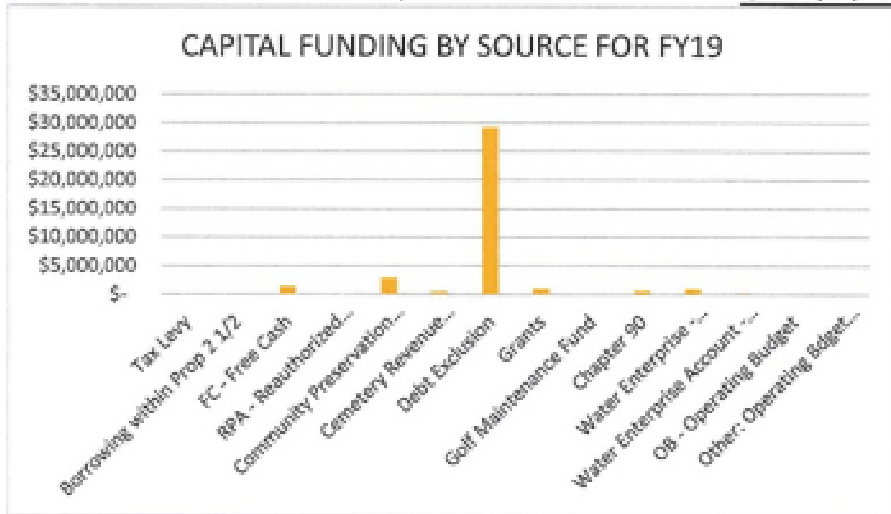
Department	Project	\$ Source	FY 19	FY 20	FY 21	FY 22	FY 23	
TOWN CLERK SUB-TOTAL			\$ 80,000	\$ 80,000	\$ -	\$ -	\$ 81,500	\$ -
WASTEWATER				CWMP P. 2				CWMP PHASE 3
Wastewater	Tie-In Costs to Pipes and Pump Station to Chatham	DE*	\$ 2,150,000	\$ 2,150,000	\$ -	\$ -		
Wastewater	CWMP Implementation Services	DB	\$ 20,000	\$ 20,000				
Wastewater	Pleasant Bay(South)Watershed Collection System Construction	DE*	\$ 20,280,000	\$ 20,280,000	\$ -	\$ -	\$ -	\$ 800,000
Wastewater	Restoration of Hindkley's Pond (See under Natural Resources)		\$ -		\$ -	\$ -		
Wastewater	Evaluate Phosphorus Issues in Seymour Pond & Action							\$ 40,000
WASTEWATER SUB-TOTAL			\$ 22,450,000	\$ 22,450,000	\$ -	\$ -	\$ -	\$ 840,000
WATER								
Water	Lower County Road Project (Waterline Replacement Work)	Water- R.E.	\$ 1,018,700	\$ 1,018,700				
Water	Water Source N.Harwich Exploration and Development (D&C)		\$ -	\$ -	\$ -			\$ 250,000
Water	2018 Ford Super Duty F-350 with Box (2 units in 2019)	Water Rev.	\$ 110,000	\$ 110,000				
Water	Wells and Pump Access Asphalt Management Plan	Water Rev.	\$ 175,000	\$ 175,000				
Water	Pleasant Lake Avenue Tank Rehabilitation						\$ 1,500,000	\$ -
Water	Engineering for Asbestos Pipe Project						\$ 250,000	\$ 1,000,000
Water	Construction/Renovation Asbestos Pipe Project							
Water	Vehicle Replacements (Excavator FY18 and Equipment in FY 23)		\$ -	\$ -		\$ -	\$ 75,000	
WATER SUB-TOTAL			\$ 1,808,700	\$ 1,808,700	\$ -	\$ -	\$ 1,825,000	\$ 1,250,000
GRAND TOTALS			\$ 37,091,868	\$ 37,595,868	\$ 8,908,410	\$ 4,489,025	\$ 12,096,572	\$ 5,990,375
Non-Town/Private	CPC Applications							
CDP	Community Development partnership - Cape Housing Institute	CPC - Housing	\$ 10,000	\$ 10,000				
Habitat of Cape Cod	93 & 97 Main Street Route 28 (6 homes subsidy X \$50K each)	CPC - Housing	\$ 300,000	\$ 300,000				
Harwich Housing A.	Buy Down Purchase Program	CPC - Housing	\$ -	\$ 400,000				
GRAND TOTAL INCLUDING Non-Town			\$ 37,401,868					
Non-Town/Private	TOTAL CPC Requests			\$ 710,000	\$ -	\$ -	\$ -	\$ -
Funding Summary				FY 19	FY 20	FY 21	FY 22	FY 23
	Tax Levy		\$ -	\$ 282,500	\$ 281,000	\$ 550,000	\$ -	\$ -
	Borrowing within Prop 2 1/2		\$ -	\$ 763,725	\$ -	\$ -	\$ -	\$ -
	FC - Free Cash		\$ 1,446,853	\$ 621,000	\$ 100,000	\$ 250,000	\$ 250,000	\$ -
	RPA - Reauthorized Previous Appropriation		\$ -	\$ 610,000	\$ 480,500	\$ 135,000	\$ 151,000	\$ 275,000
	Community Preservation Funds		\$ 2,912,515	\$ 4,383,000	\$ 1,250,000	\$ 607,500	\$ 250,000	\$ 625,375
	Cemetery Revenue (General Fund and Debt Exclusion)		\$ 577,950	\$ 109,000	\$ 183,000	\$ 88,000	\$ 80,000	\$ 50,000
	Debt Exclusion		\$ 29,180,000	\$ 1,056,000	\$ 50,000	\$ 300,000	\$ 2,000,000	\$ 1,000,000
	Grants		\$ 1,071,250	\$ 10,340	\$ -	\$ 100,000	\$ -	\$ -
	Golf Maintenance Fund		\$ 109,000	\$ 704,103	\$ -	\$ -	\$ -	\$ -
	Chapter 90		\$ 700,000	\$ 1,000,000	\$ 200,000	\$ -	\$ -	\$ -
	Water Enterprise - Retained Earnings		\$ 1,018,700	\$ 36,000	\$ 13,700	\$ 14,400	\$ 30,000	\$ 40,000
	Water Enterprise Account - Revenues		\$ 285,000	\$ 1,740,000	\$ 6,270,210	\$ 2,419,125	\$ 7,366,072	\$ 1,725,000
	DB - Operating Budget		\$ 60,600	\$ 346,500	\$ 80,000	\$ 125,000	\$ 144,500	\$ 125,000
	Other: Operating Bdgct Encumbrances		\$ 40,000	\$ 22,450,000	\$ -	\$ -	\$ -	\$ 840,000
	Confirmation Total		\$ 37,401,868	\$ 1,303,700	\$ -	\$ -	\$ 1,825,000	\$ 1,250,000
			\$ -	\$ 37,595,868	\$ 8,908,410	\$ 4,489,025	\$ 12,096,572	\$ 5,990,375
* NOTE: THE WASTEWATER DEBT EXCLUSION IS A FULL AUTHORIZATION OF \$22.43 MILLION NOTE				\$ -				
THE IMA WITH CHATHAM, COUD BROOK PROJECT AND DESIGN OF THE SYSTEM WERE INCL			Total of Debt Exclusion Wastewater	\$ 22,450,000				

THE FY 19 APPROPRIATION IS TO CONSTRUCT THE PHASE TWO SYSTEM IN THE SOUTHERN AREA OF PLEASANT BA

FREE CASH	Available Free Cash	\$	3,576,156
	Capital Budget Items	\$	1,446,853 (12/18/17*)
	Monomoy Capital Assessment	\$	225,000 1,399,446
	Snow and Ice	\$	500,000 391,472
	OPEB	\$	625,000 606,299
	Cultural Center Operations Subsidy	\$	125,000 786,437
	Stabilization	\$	500,000 3,183,655
	Chamber of Commerce	\$	30,000
	Libraries	\$	20,000 435,500
	Cultural Council	\$	3,000 1,169,000
	Operating Budget Small Capital Items	\$	80,000 523,015
	Prior Years Unpaid Bills	\$	20,000 1,210,000
	Available Balance	\$	1,303 3,887,515
	TOTAL ALLOCATED	\$	3,574,853
	CPC Voted	\$	1,230,500
		\$	359,000
	CPC Variant from Requests to Available Funding	\$	(153,860) 523,015
	CPC Variant from Town Administrator Suggested Allocation	\$	271,140 800,000
	*Available Revenue includes FY 2018 and Partial FY 18 Collection and Turnbacks	\$	2,912,515



67



East Harwich Sewer System Project

Dear Homeowner,

Date:

You are receiving this letter because you live in East Harwich and ***May Be Affected*** by the Sewering Project. Although the list of homes that will be sewered is not finalized, we would like to keep you informed about the Project. ***The final list should be available by the end of March or early April.***

The Town's website <http://www.harwich-ma.gov> has a link to a Wastewater site that contains information about this Project. This is currently being reorganized and updated, and new information will be added as it becomes available.

There is also a WasteWater Support Committee (WSC) that meets the 1st and 3rd Tuesday at 8:30 AM in the Griffin Room at Town Hall and the 3rd Thursday evening at 6:00 PM, also in the Griffin Room at Town Hall. The role of the WSC is to ***support*** the flow of information and concerns ***from*** the residents ***to*** the Town, and provide information ***from*** the Town Administration ***to*** the residents.

The committee is on putting together a Step-By-Step Guide of information for homeowners who are to be sewered to help them work through this process.

There is also information available at the Harwich Community Center, Harwich Library and Town Hall. A poster with the Schedule for the project is located in the Community Center and will soon be available in the Library

Regards

Wastewater Support Committee

WasteWater@townofharwich.us

Sharon Pflieger, Chair
Chris Harlow, Vice Chair
Noreen Donahue, Clerk
Ann Howe
Peter Hughes



Harwich Housing Authority

Telephone 508-430-2390

Fax 508-945-5666

P.O. Box 714 • Harwichport, MA 02646

Minutes of the December 11, 2017 Regular Meeting

CALL TO ORDER The December 11, 2017 Regular meeting of the Harwich Housing Authority was called to order at 6:30 p.m. Members present: Sally Urbano, Robert MacCready, Sandra Woodbridge, Randall Pond and Judith Underwood. Members absent, none. Also present: John Stewart Director of the H.H.A.

APPROVAL OF MINUTES: On a motion presented by Bob MacCready, and seconded by Sandra Woodbridge the November 30, 2017 regular meeting minutes were approved with a vote of 5 to 0.

APPROVAL OF WARRANT: On a motion presented by Sandra Woodbridge, and seconded by Judith Underwood, the 2017-12 Warrant was unanimously approved.

EXECUTIVE DIRECTOR'S REPORT: On a motion presented by Sandra Woodbridge and seconded by Judith Underwood, the Executive Director's report for December 2017 was unanimously approved.

Financial Report: None

OLD BUSINESS: Sandra Woodbridge gave a quick up-date on the Group Home project she has been involved with. She said that they have a lot of people interested. They met with Jay Colburn of CDP. He was very helpful talking with them on how they should proceed. We continued our discussion as to steps we should take as far as our representative to the CPC. Sally had talked to several State agencies and did not get a clear answer to her questions. Sandra will follow-up with an attorney in an effort to get clarification as to the wording of the CPA charter. Judith Underwood said she did not have issue with the BOS's decision not to confirm Bob and suggested we contact some of the Law Schools for clarification. Bob MacCready suggested that in the mean time we should have a representative on the CPC. 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 made other commitments because the Board decided to seek legal counsel and take this up again in January. 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.

NEW BUSINESS: Sally handed out copies of the towns Committee Handbook.

Our next regular meeting is Tuesday 1/30/2018 at 6:30 pm.

The meeting adjourned on a motion made by Sandra Woodbridge, seconded by Sally Urbano and approved by all.

Respectfully Submitted


John Stewart

Executive Director

Email: harwichha@verizon.net

slide presentation on this topic. She took questions and comments from the Board. The consensus of the Board was to move forward with this.

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

Mr. Rendon provided the attached presentation of the Saquatucket Landside project plan which included a snack shack. He asked for the Board's assurance that they still support the project as originally applied for with the snack shack prior to his attending next Tuesday's Seaport Council meeting to accept the grant in amount of \$1 million. Chairman MacAskill stressed that Town Meeting voted \$3 million for the project with the understanding that any grants received would offset that amount and that Town Meeting should decide whether to move ahead with the snack shack or use the \$1 million grant to reduce the Town's borrowing authorization for the project. There was extensive discussion that followed as to the merits of whether a snack shack or restaurant should be included in the plan, if voters should be given the chance to opt out of either choice at Town Meeting, or if we should revisit it in a year. Mr. Ballantine moved to accept the \$1 million grant consistent with the diagram shown at Town Meeting and the grant would be subject to appropriation at the Annual Town Meeting. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

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

Chairman MacAskill said they didn't receive the minutes on this item that they had asked for. Mr. Howell said he wants the public to understand that we have been consistent in that we get approved minutes so he doesn't see how we can act on this and he stressed that this is not a personal animus. The Board took no action on this item.

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

Chairman MacAskill said they would bring this item back. He reported that there is a piece missing to this and he has spoken to the Cemetery Administrator about it.

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

Ms. Kelley described the project to turn part of Island Pond Cemetery into an arboretum which she noted requires a certain amount of acres. She further pointed out that this land will give us 60 more burial spaces and a parking area. Mr. Howell moved to support the transfer of land from the Board of Selectmen at the request of the Cemetery Commission to the Cemetery Commission for Island Pond Cemetery. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

D. Wastewater Support Committee information

Chairman MacAskill stated that he requested some information from Dave Young for the Wastewater Support Committee and Mr. Young had asked what the information flow would be. Chairman MacAskill explained that tonight's discussion is to establish a chain of command. Mr. Clark stated that the new Committee can't have Mr. Young at their beck and call and he recommended having Mr.

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.

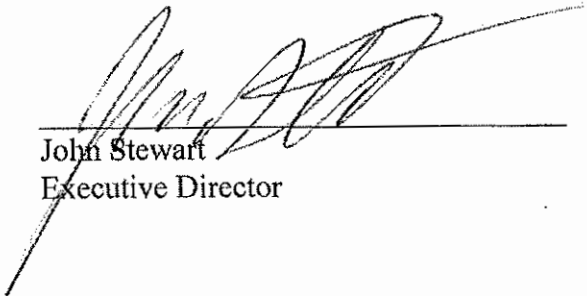
ABSENT: None

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



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

Carol Coppola
Finance Director/Town Accountant

Wendy Tulloch
Assistant Town Accountant

To: Christopher Clark, Town Administrator
From: Carol Coppola
Date: February 28, 2018
RE: BOS Questions

Outstanding Accounts Receivable as of June 30, 2017 & January 31, 2018

Description	6/30/2017	1/31/2018	Over 90 Days
Ambulance	\$2,167,838	\$1,359,033	\$596,310
Disposal	\$149,683	\$206,461	\$54,668
Bulk Fuel	\$1,659	\$18,843	\$0

Note: A review of ambulance receivables is scheduled for May 2018 to address potential uncollectible accounts.

Risk Assessment Process - Rollout

1. Develop departmental risk questionnaire and distribute to all departments. – FY 18
2. Develop matrix to determine whether controls in place: sufficiently mitigates risk, low risk exists, moderate risk exists, or high risk exists. Record departmental responses in matrix and assign risk levels. FY 18
3. Initial year, follow up with departments assessed as high risk by interviewing departmental employees, surprise internal audit, assisting departments with establishing appropriate policies and procedures and educating departments on the importance of internal controls. FY 18 & FY 19

DHY Clean Waters Community Partnership Meeting

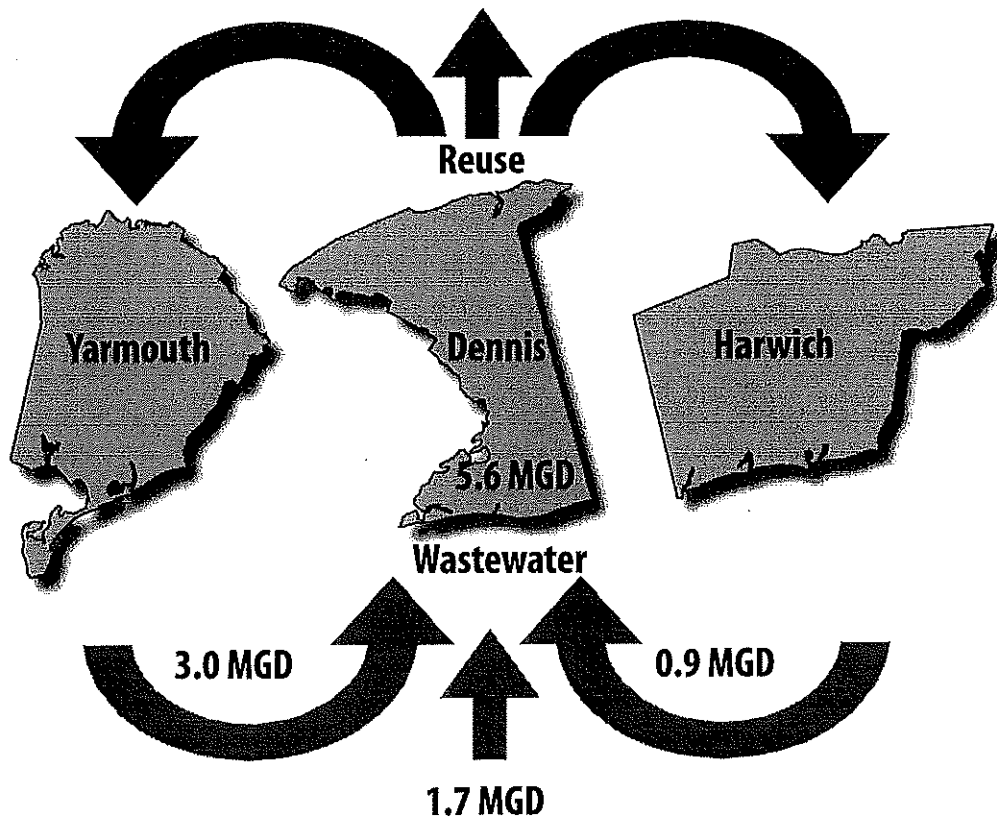


Between
Board of Selectmen

From
Dennis, Harwich and Yarmouth
to Discuss DHY Clean Waters
Community Partnership

March 22, 2018 - 6:00 pm

Dennis Council on Aging & Senior Center
1045 Route 134, South Dennis, MA 02660



MGD – million gallons per day

Agenda



Agenda

Meeting of Board of Selectmen from Dennis, Harwich and Yarmouth to Discuss DHY Clean Waters Community Partnership

March 22, 2018 - 6:00 pm

- 1. Welcome Comments**
- 2. Overview of Efficiency and Regionalization Grant Awarded to DHY Clean Waters Community Partnership from the Community Compact Program**
- 3. Review MassDEP Input to Date**
- 4. CWMP and Program Status Update from Dennis, Harwich, and Yarmouth**
- 5. Overview of DHY Discussions and Preliminary Cost Savings**
- 6. Proposed Project Schedule**
- 7. Proposed Town Meeting Article(s) for Special Legislation**
- 8. Board of Selectmen Discussion and Potential Vote for Town Meeting Article**
- 9. Closing Remarks**
- 10. Discussion of topics not reasonably anticipated by the Board Chairs 48 hours before the meeting.**

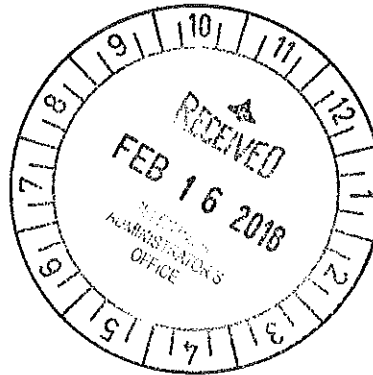


247 Station Drive, SE-370
Westwood, MA 02090

William Hayes
Senior Arborist
Electric Transmission
Vegetation Management

02/12/18

Town Administrator Christopher Clark
732 Main St.
Harwich, MA 02645



Dear Town Administrator Clark:

In accordance with the Commonwealth of Massachusetts regulations (220 CMR 22.00), Eversource is hereby providing notice of planned and scheduled vegetation maintenance work on the transmission right-of-way (ROW) that is located within your town or city limits this year.

The planned maintenance will involve floor cutting, side pruning and the selective removal of hazard trees that are located along or just beyond the right-of-way edge.

Floor cutting is clearing all incompatible woody vegetation that will be greater than 12 feet tall this growing season to maintained floor/easement ROW width. Woody vegetation is removed around all pole/tower structures, guide wires, gates/barriers and all "off road" access roads. Incompatible woody vegetation is removed 30 feet back from primary road crossings and/or ROW wooden barrier. All woody vegetation shall be mowed or chipped and removed from ROW.

Side pruning and hazard tree removal is required to comply with our vegetation management clearance program requirements to ensure that vegetation does not contact the energized transmission system.

Property owners on the transmission right-of-way where this work is planned will be receiving letters and door hanger notices informing them of the scheduled vegetation maintenance in accordance with the current regulations. All planned work is reviewed in advance and all tree removals beyond the limits of the right-of-way easement area are approved by property owners prior to the performance of the work. Vegetation work that involves the removal of tree(s) will be marked with an orange "X" or "/" within or alongside the ROW. This work is being scheduled for the 2018 calendar year.

As required by the regulations, you are being informed of this proposed work through this letter. We are also required to submit this notice to you through electronic means.

Enclosed is a map that denotes the location of the right-of-way where work will be performed.

If you have any questions on the proposed work, please contact me at 781-441-3932.

Sincerely,

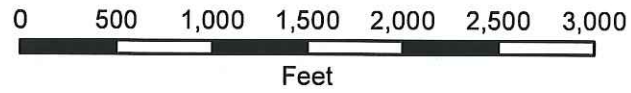
William N. Hayes Jr.

Enclosure: ROW Map

**Eversource Energy
Transmission
Vegetation
Management
HARWICH
Right of Way 347**



1:12,000



- * NHESP Certified Vernal Pools
- ▶ Emergency Surface Water Well
- Ground Water Well
- Non-Transeint, Non-Community Well
- ◆ Proposed Well
- ▲ Surface Water Well
- # Transient, Non-Community Well
- Eversource Right-of-Way
- Perennial Rivers and Streams
- - - Intermittent Rivers and Streams
- ▨ Mass Zone A
- ▭ Mass Town Lines



Source: "Office of Geographic and Environmental Information (Mass GIS), Commonwealth of Massachusetts, Executive Office of Energy and Environmental Affairs".
Public Water Supply data provided by MADEP Drinking Water Program, October 2017, DEP Public Water Supplies



City and Town Notification for Roadway Work

MassDOT will be conducting work in your community in the near future. The following project information is being forwarded to you for distribution to affect City/Town Departments.

Project Location (City/Town): SANDWICH to EASTHAM Route 6 (Mid-Cape Highway)

Estimated Start Date of Work: February 22 2018

Project Type: Fabrication and Installation of Ground Mounted Guide and Traffic Signs along a Section of Route 6 (Mid-Cape Highway).

Resident Engineer and Contact Information: Richard McKenzie 774-292-2017 cell

Description of Work Fabrication and Installation of regulatory signs along a Section of Route 6 (Mid-Cape Highway).secondary roadways. Exit 9 Dennis to Orleans Rotary

Contractor and Contact Information: Liddell Brothers, Inc. (781) 293-2100 office
Superintendent Josh Liddell 781-884-7404

Hours of Operation (Day/Night): Monday thru Friday 7:00 am to 3:30 pm

Work on Rt 6 secondary roadways/ ramps

Starting March 5th nights with approved detours 9pm to 5 am Rt 6 exit 9
Dennis to Orleans rotary. Replacing signage on RT 6, ramps and secondary
roadways.

Description of Traffic Management: Day work; No lanes closures, work on shoulders, ramps and secondary roadways accompanied by police officer.

Night shift Exit 9 Dennis to Orleans Rotary with Detour.

Estimated Duration of Work: February 22, 2018 to May 24, 2018

Additional Information: Approved detour plans attached to email notification



1340

INTEROFFICE MEMORANDUM

TO: Barbara Lachance, Acting District Traffic Operations Engineer
THROUGH: Matthew Broderick, District Maintenance Engineer
FROM: Gerald Bernard P.E., District Construction Engineer
DATE: February 15, 2018
SUBJECT: CONSTRUCTION – EASTHAM, SANDWICH -- Fabrication and Installation of Ground Mounted Guide and Traffic Signs along a Section of Route 6 (Mid-Cape Highway).
Contract #97836 FAP No. HIS-002S(974)X DF# 1340
RE: Proposed Detour – TMP Rev-01

MAILED
FEB 16 2018
DISTRICT 5

Enclosed for your review and approval are proposed detour plans Rev-01 submitted February 15, 2018 from Liddell Brothers Inc., Prime Contractor on the above referenced contract. The contractor has provided responses to the previous review comments.

If any additional information is needed please contact the District 5 Construction Office

MJM
MJM/mjm
Cc: DHD
McKenzie, R.
File ✓

Encls.

MJ
2-20-18



DF# 1340

600 INDUSTRIAL DRIVE
HALIFAX, MA 02338

TELEPHONE: 781-293-2100

NATIONWIDE: 866-982-2206

MAIN FAX: 781-293-4791

ESTIMATING FAX: 781-293-4792

February 15, 2018
Ms. Mary Joe Perry
Massachusetts Highway Department
1000 County Street
Taunton MA 02780

Attn: Ms. Mary Joe Perry

Re: REV 2 Detour Package for Exits 9-12
Contract 97836 Eastham to Sandwich Rt-6
Fabrication and Installation of Ground Mounted Guide Signs
Project File No. 607918-97836

Ms. Perry,

Liddell Brothers respectfully submits our Detour Package for the States approval for exits 9-12 on the job referenced above. This submission also addresses how the motorists will be advised that Rt-6 will be closed. Liddell Brothers does intent to close Rt-6 in both directions at the same time. These Detours will be a night time operation within the project limits.

Please do not hesitate to contact our office with any questions or concerns. Thank you for your attention in this matter.

Respectfully,
Liddell Brothers, Inc.

A handwritten signature in black ink, appearing to read 'Joshua Liddell', is written over a faint, larger version of the signature.

Joshua Liddell
Project Manager

CC: Richard McKenzie
Job File

MM
2-15-18



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, Secretary & CEO
Jonathan L. Gulliver, Highway Administrator



TO: Gerald Bernard, District Construction Engineer

THROUGH: Matthew Broderick, District Maintenance Engineer

FROM: Barbara A. Lachance, Acting District Traffic Operations Engineer

DATE: February 9, 2018

SUBJECT: CONSTRUCTION – Eastham-Sandwich – Fabrication & Installation of Ground Mounted Guide & Traffic Signs along a Section of Route 6 (Mid-Cape Highway)
Contract #79744 FAP No. HIS-002S(974)X DF# 1340
RE: Proposed Detour Plan – TMP

Personnel from the District Traffic Operations Unit have completed their review of the Proposed Detour Plan submission for Construction. Attached are written comments that must be addressed.

BLM/blm

Enclosure

Cc: MJP

MEB

RE – McKenzie, R.

Files

Eastham-Sandwich – Fab. & Install of Ground Mounted Guide & Traffic Signs on Route 6
Contract No. 97836 FAP No. HIS-002S(974)X DF# 1340
Proposed Detour Plan for Route 6 Closures

Comments

- **The detour routes shown are acceptable. However, the detour plans only address motorists traveling on Route 6 being directed to the off-ramps. The on-ramps need to be addressed and motorists need to be advised that Route 6 will be closed.**

- **Is the intent to have both directions of Route 6 closed at the same time?**

DETOUR SIGNS

ROUTE 6 EASTBOUND DETOURS	ROUTE 6 WESTBOUND DETOURS
<u>EXIT 9 TO 10</u>	<u>EXIT 10 TO 9</u>
DETOUR RIGHT	DETOUR LEFT
DETOUR LEFT	DETOUR RIGHT
DETOUR LEFT	DETOUR RIGHT
DETOUR LEFT	DETOUR LEFT
DETOUR RIGHT	DETOUR RIGHT
DETOUR LEFT	DETOUR RIGHT
DETOUR LEFT	DETOUR RIGHT
END DETOUR	END DETOUR
<u>EXIT 10 TO 11</u>	<u>EXIT 11 TO 10</u>
DETOUR LEFT	DETOUR RIGHT
DETOUR RIGHT	DETOUR LEFT
DETOUR RIGHT	DETOUR LEFT
END DETOUR	END DETOUR
<u>EXIT 11 TO 12</u>	<u>EXIT 12 TO 11</u>
DETOUR RIGHT	DETOUR RIGHT
DETOUR RIGHT	DETOUR LEFT
DETOUR RIGHT	DETOUR LEFT
END DETOUR	END DETOUR
<u>EXIT 12 TO ROTARY</u>	<u>ROTARY TO EXIT 12</u>
DETOUR RIGHT	DETOUR (SLIGHT RIGHT)
END DETOUR	END DETOUR

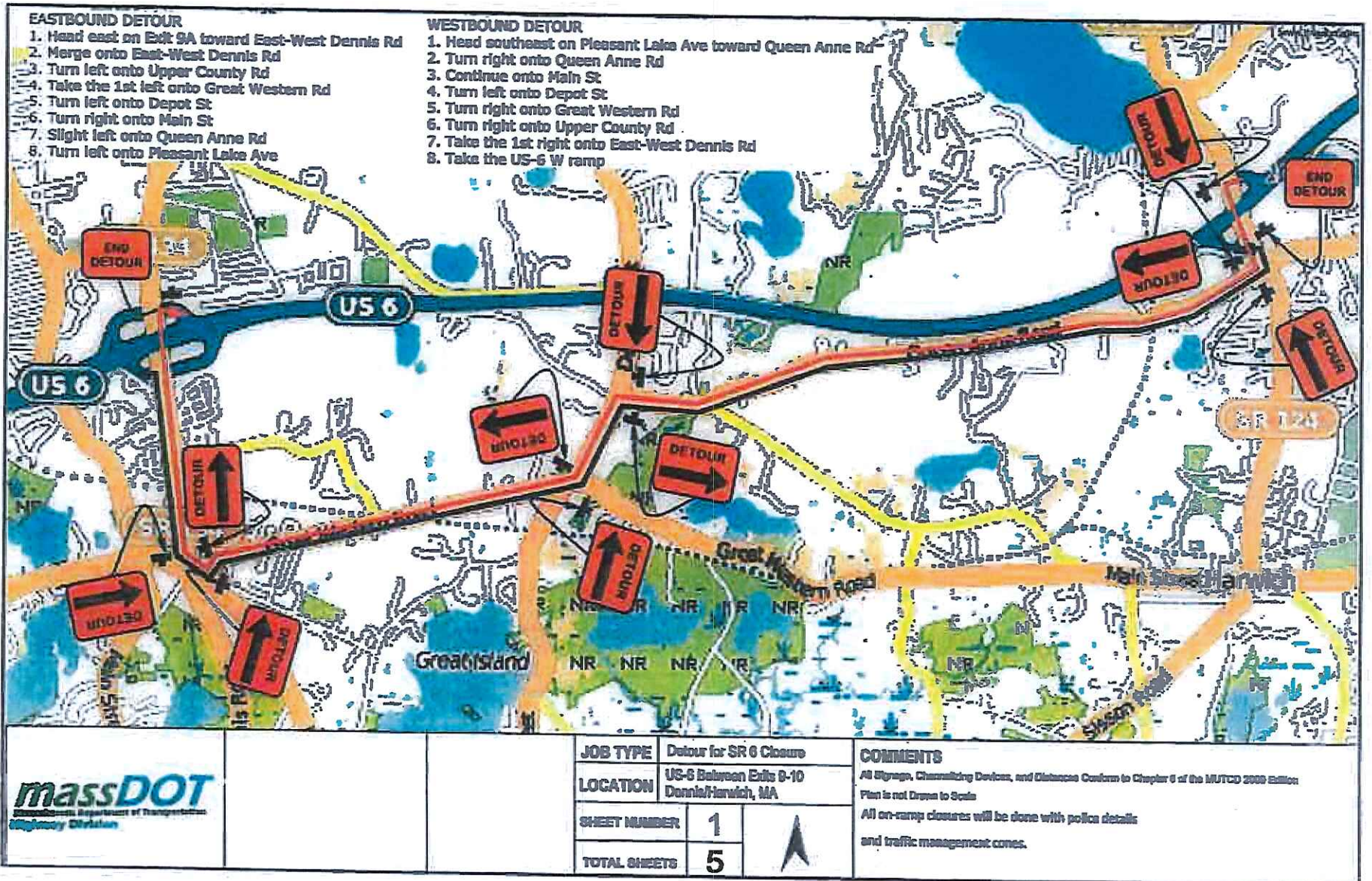
TOTALS:

- DETOUR RIGHT SIGNS = 15 EA
- DETOUR LEFT SIGNS = 12 EA
- END DETOUR = 8 EA
- DETOUR SLIGHT RIGHT = 1 EA

SAFETY SETUPS

TOTAL REQUIREMENTS FOR TYPICAL SAFETY SET-UP

- 2 MESSAGE BOARDS
- 2 ROAD CLOSED AHEAD SIGNS
- 2 POLICE OFFICER AHEAD SIGNS
- 2 DETOUR AHEAD SIGNS
- 2 SQUEEZE RIGHT SIGNS
- 2 ARROW BOARDS
- 2 ROAD CLOSED SIGNS W/ DETOUR RIGHT ARROW FOR ON ROUTE 6 NEAR EXIT RAMPS
- 8 TYPE III BARRICADES (4 ON ROUTE 6, 1 ON EACH RAMP ENTERANCE)
- 2 CRASH TRUCKS
- 6 POLICE DETAILS
- 2 LIGHT TOWERS FOR SAFETY SET-UP AT EXITS
- DRUMS FOR SAFETY SET-UP (10 FLASHING DRUMS MIN FOR BEGINNING OF TAPERS)
- 4 ROAD CLOSED SIGNS FOR ACCESS AT ALL RAMP ENTERANCES
- 4 DETOUR RIGHT OR LEFT SIGNS (DEPENDING ON SITUATION FOR ENTERANCE TO RAMPS)



- EASTBOUND DETOUR**
1. Head east on Exit 9A toward East-West Dennis Rd
 2. Merge onto East-West Dennis Rd
 3. Turn left onto Upper County Rd
 4. Take the 1st left onto Great Western Rd
 5. Turn left onto Depot St
 6. Turn right onto Main St
 7. Slight left onto Queen Anne Rd
 8. Turn left onto Pleasant Lake Ave

- WESTBOUND DETOUR**
1. Head southeast on Pleasant Lake Ave toward Queen Anne Rd
 2. Turn right onto Queen Anne Rd
 3. Continue onto Main St
 4. Turn left onto Depot St
 5. Turn right onto Great Western Rd
 6. Turn right onto Upper County Rd
 7. Take the 1st right onto East-West Dennis Rd
 8. Take the US-6 W ramp



JOB TYPE	Detour for SR 6 Closure	
LOCATION	US-6 Between Exits 9-10 Dennis/Harwich, MA	
SHEET NUMBER	1	▲
TOTAL SHEETS	5	

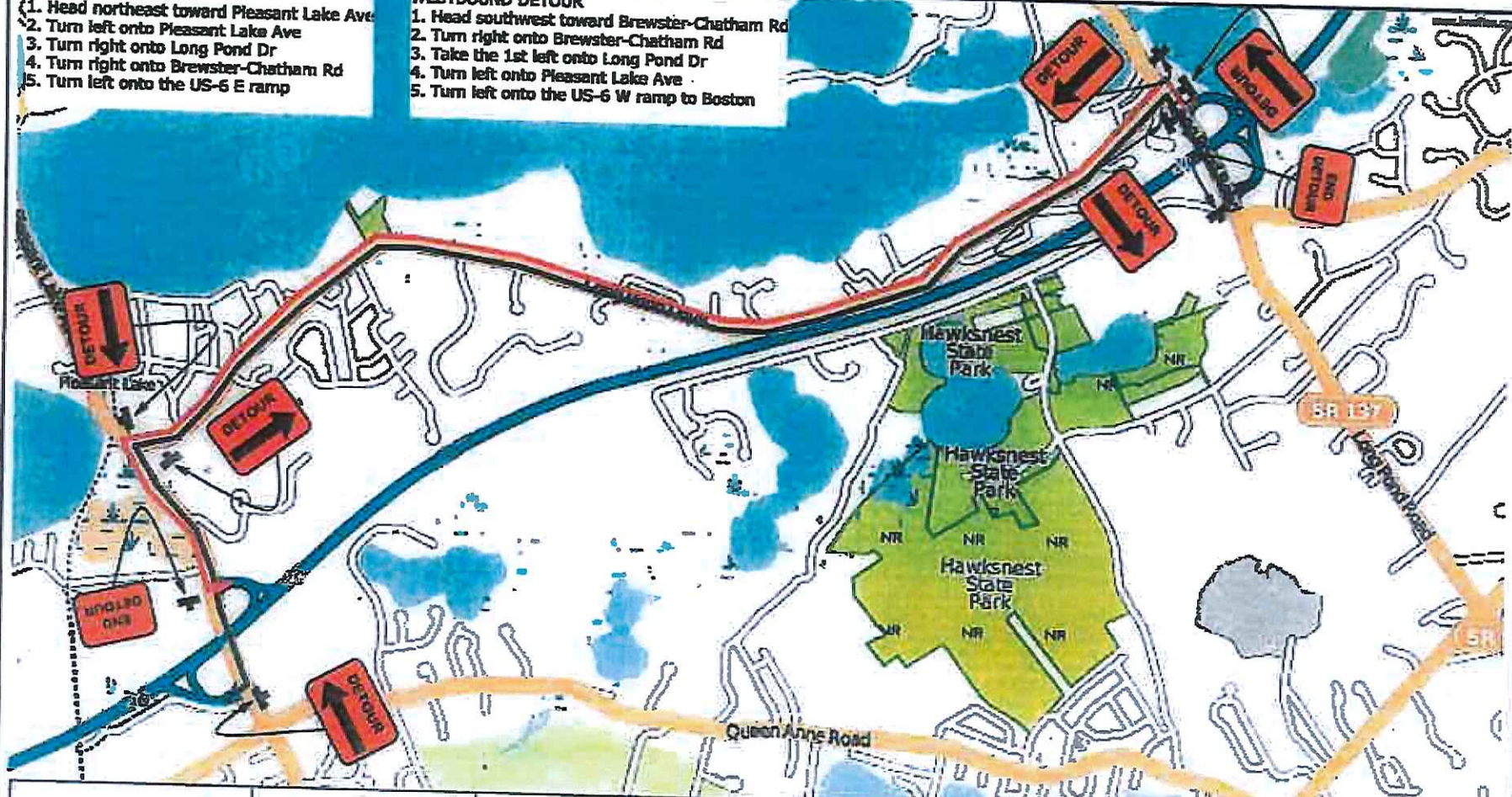
COMMENTS

All Signs, Channelizing Devices, and Distances Conform to Chapter 6 of the MUTCD 2000 Edition
 Plan is not Drawn to Scale
 All on-ramp closures will be done with police details
 and traffic management cones.

Project No. 605906

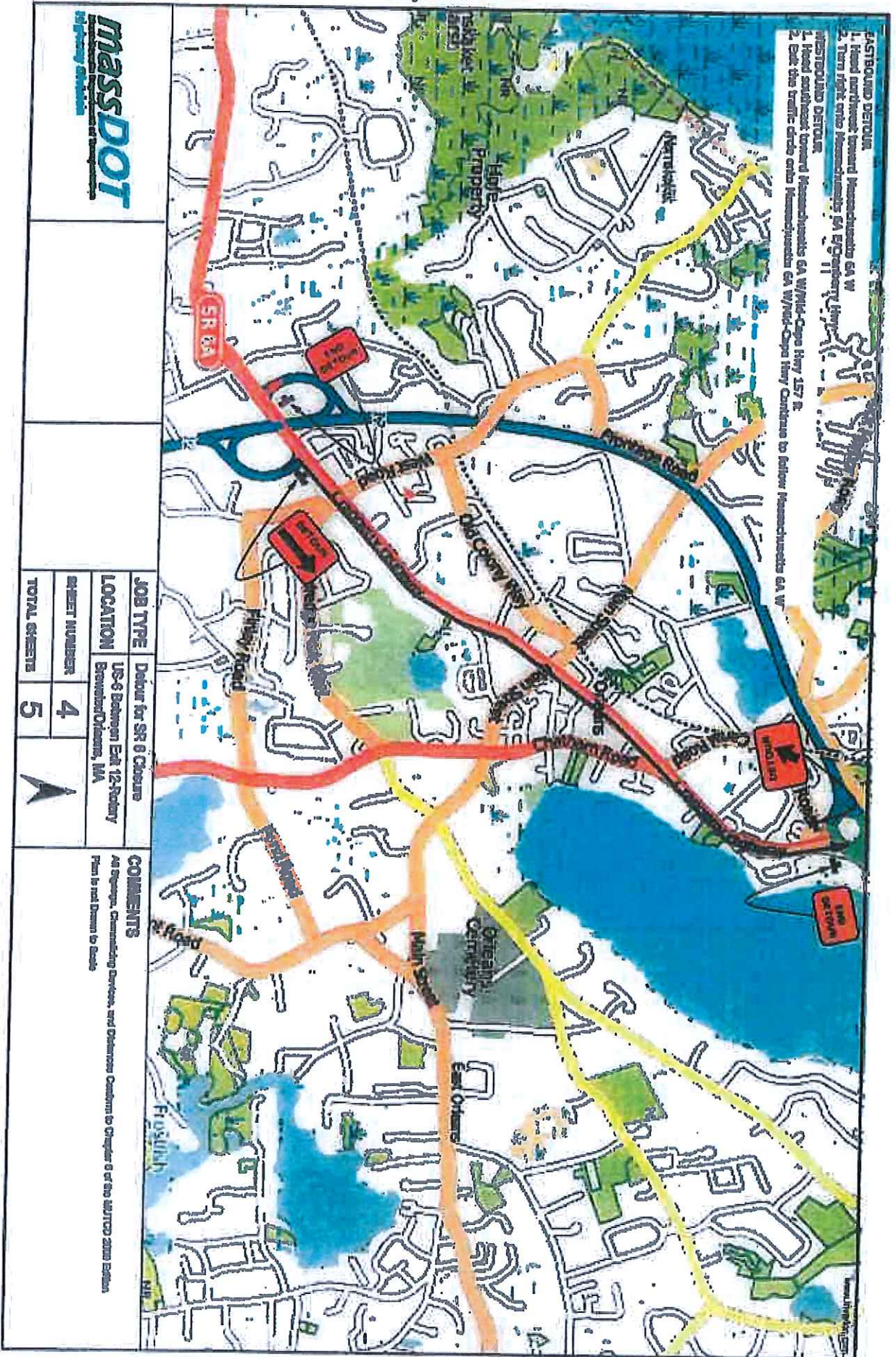
- EASTBOUND DETOUR**
1. Head northeast toward Pleasant Lake Ave
 2. Turn left onto Pleasant Lake Ave
 3. Turn right onto Long Pond Dr
 4. Turn right onto Brewster-Chatham Rd
 5. Turn left onto the US-6 E ramp

- WESTBOUND DETOUR**
1. Head southwest toward Brewster-Chatham Rd
 2. Turn right onto Brewster-Chatham Rd
 3. Take the 1st left onto Long Pond Dr
 4. Turn left onto Pleasant Lake Ave
 5. Turn left onto the US-6 W ramp to Boston



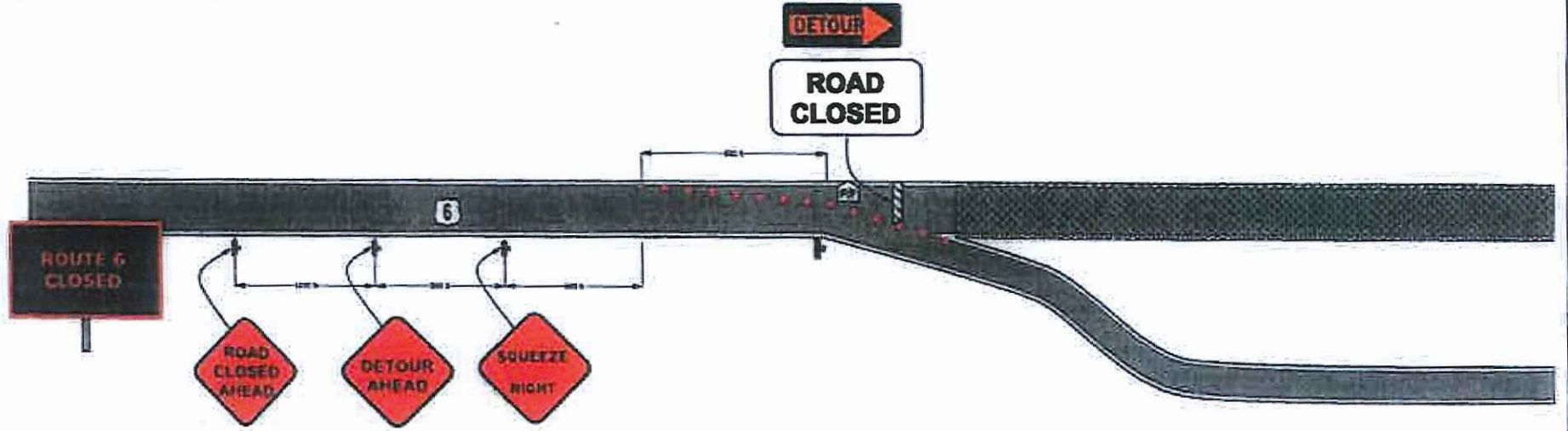
JOB TYPE	Detour for SR 6 Closure	
LOCATION	US-6 Between Exits 10-11 Harwich, MA	
SHEET NUMBER	2	▲
TOTAL SHEETS	5	

COMMENTS
 All Signs, Channelizing Devices, and Distances Conform to Chapter 6 of the MUTCD 2009 Edition
 Plan is not Drawn to Scale





Legend

	DIVERSION TRAFFIC
	WORK AREA
	POLICE OR FLASHER DETAIL
	DEVIATION
	VARIABLE MESSAGE BOARD



Project No. 605906

A00805 - 6

			JOB TYPE Typical Closure at Off Ramps LOCATION US-6 Off Ramps Between Exits 9 thru 12 SHEET NUMBER 5 TOTAL SHEETS 5		COMMENTS All Signs, Channelizing Devices, and Distances Conform to Chapter 8 of the MUTCD 2003 Edition Plan is not Drawn to Scale Variable Message Board placed one mile prior to closed section of Route 6

Christopher Clark

From: Link Hooper <lhooper@harwichdpw.com>
Sent: Monday, February 26, 2018 1:14 PM
To: Christopher Clark
Cc: Ann Steidel; Sandy Robinson
Subject: Town of Harwich Natural Gas

Hi Chris,

Per your request I looked into the Town's unusual high natural gas heating bills for December and January including reviewing the original Natural Gas Sales Agreement signed with Sprague on Dec 7, 2009, emails between yourself and Denise Luke, Atlantic Group Energy VP of Operations and Community Center invoices for natural gas. I also contacted Ben Walsh, Sprague Pricing Analyst, and Dennis McCaffery, National Grid Community Liaison, seeking their assistance in understanding exactly what happened and why. Please see emails below for a detailed explanation.

The cliff note version is this: Sprague, our natural gas supplier since 2009, utilizes the Town's usage history along with their own weather models to reserve capacity at a fixed price for a heating season. Unfortunately, this past December and January we experienced some coldest weather on record and the Town exceeded the reserved quantity of natural gas on 31 days. Compounding matters further, due to the cold weather on those 31 days, National Grid declared them Operational Flow Order days in which the 10% tolerance (we can exceed the reservation amount by this much without paying market value) was suspended. That is, the Town paid market value at record high levels for going over the daily reserved amount without benefit of the 10% tolerance. Although I have not calculated the total financial impact of the Town's 14 natural gas accounts, I suspect the utility overage for the fiscal year to be in the \$20k - \$30k range.

Please contact me should you have questions regarding this matter or would like the plethora of supporting documentation I have assembled. Thanks,

Link

From: McCaffery, Dennis E.
Sent: Wednesday, February 21, 2018 12:56 PM
To: Link Hooper
Subject: RE: EXT || Fw: Town of Harwich Natural Gas

Link:

Below is the response I received

Good morning Dennis.

There are multiple accounts of the town of Harwich that are being supplied by Sprague.

Yes we declared OFO days throughout December and January. The gas daily index pricing for that same time period reached record highs.

We, nationalgrid, cannot get involved in the specific contract terms that the customer holds with their marketer.

Hope this makes sense and let me know if you have anything further.

Thanks.

Dawn

From: Link Hooper [mailto:lhoooper@harwichdpw.com]
Sent: Monday, February 05, 2018 10:29 AM
To: McCaffery, Dennis E.
Subject: EXT || Fw: Town of Harwich Natural Gas

Hi Dennis, Attached please find last month's Sprague invoice for the Community Center. My specific questions are below, which were not answered to my satisfaction by Ben (Sprague representative). It appears the 10% tolerance was revoked by N-Grid for most of the month. Any guidance you can provide is very much appreciated. Thank you, Link

From: [Walsh, Ben](#)
Sent: Thursday, February 01, 2018 4:49 PM
To: 'Link Hooper'
Subject: RE: Town of Harwich Natural Gas

Link,

Our weather model uses decades worth of weather data to produce a load profile. The imbalance rates were a result of the OFO days called by the utility, which causes any customers with swing tolerance to have it revoked to daily 0%. On these days, any buys or sells are at the market-based rate. Please see the attached detailed invoice, on any day that lists 0.0 in the Daily Tolerance MMBtu, is an OFO day.

Best Regards,

Ben Walsh
Pricing Analyst, Natural Gas Desk Sales
Sprague Operating Resources LLC.
P – (603) 766-3013
C – (603) 828-1061
F – (603) 766-9737
bwalsh@spragueenergy.com



From: Link Hooper [mailto:lhoooper@harwichdpw.com]
Sent: Thursday, February 01, 2018 11:32 AM
To: Walsh, Ben <bwalsh@spragueenergy.com>
Subject: Re: Town of Harwich Natural Gas

Hi Ben,

Thank you for the information. Can you please provide me the basis of how the contract quantity was derived. You told me on the phone that it was from historical usage data from the N-Grid that is run through your weather model. Does that model use the previous year or a 3 year average? Unless I am missing something, it appears that Sprague underestimated the Town of Harwich's usage by a fair amount, which has cost the Town 3 to 4 times our anticipated natural gas budget last month.

Please provide me the billing detail on the attached invoice. That is, since our accounts are billed as "non-daily", how does Sprague calculate the Imbalance Contract Usage of 239.84 MMBtu at a cost of \$8,602.14?

I would like to reiterate that I have been asked my Chris Clark, Town Administrator, to investigate where these unanticipated charges were derived from, determine the Town wide impact on budgets and to make a recommendation to him going forward on how we can avoid situations like this in the future. I realize the Town and Sprague have been doing

business since 2009 and that this is the first time we have experienced a situation like this, but municipal budgets don't take well to surprises.

Thank you,

Lincoln Hooper, Director
Town of Harwich DPW
P.O. Box 1543
273 Queen Anne Road
Harwich, MA 02645
508-430-7555

From: Walsh, Ben
Sent: Thursday, February 01, 2018 9:41 AM
To: 'Link Hooper'
Subject: RE: Town of Harwich Natural Gas

Good morning,

Please see the attached for the utility mandated cold weather OFO days. Below is the language in the transaction confirmation, under "Transaction Terms" paragraph 3. Please let me know if you have any questions, thanks!

In the event an Operational Flow Order Critical Day, or restriction is declared by Transporter(s) either up or down, Sprague may cash out all volumes nominated above or below the DCQ at a market based price. All penalties determined by Sprague to be the result of Buyer's failure to follow directions issued by the Transporter(s) may be passed through to Buyer.

Best Regards,

Ben Walsh
Pricing Analyst, Natural Gas Desk Sales
Sprague Operating Resources LLC.
P – (603) 766-3013
C – (603) 828-1061
F – (603) 766-9737
bwalsh@spragueenergy.com



From: Link Hooper [<mailto:lhooper@harwichdpw.com>]
Sent: Wednesday, January 31, 2018 5:41 PM
To: Walsh, Ben <bwalsh@spragueenergy.com>
Subject: Re: Town of Harwich Natural Gas

Ben,

Thank you for the information and your time today. Can you cite me the DPU language that suspends the 10% variance and the days in which it was suspended. Thanks again,

Link Hooper

On January 31, 2018 5:07:11 PM EST, "Walsh, Ben" <bwalsh@spragueenergy.com> wrote:

Good afternoon,

Per our phone conversation, we build a usage profile using historical data and putting it through a weather model that contains decades' worth of weather data. We take the volumes produced by the model, compare them to historical usage, and ensure they are long in the winter and short in the summer to provide protection to the customer. We also allow the customer to provide volumes for us to build a quote on. Once the volumes are booked, the utility then determines the allocation of these volumes to each account. During this billing period, we experienced record market prices for natural gas, which is why any buys outside of tolerance were at such a high cost. I have included the market rates below for each day.

Market rates:

Date	Rate
1/19/2018	\$9.318
1/18/2018	\$17.766
1/17/2018	\$16.95
1/16/2018	\$19.518
1/15/2018	\$19.518
1/14/2018	\$19.518
1/13/2018	\$19.518
1/12/2018	\$4.152
1/11/2018	\$6.096
1/10/2018	\$12.72
1/9/2018	\$19.962
1/8/2018	\$34.326
1/7/2018	\$34.326
1/6/2018	\$34.326
1/5/2018	\$111.174
1/4/2018	\$52.608
1/3/2018	\$28.59
1/2/2018	\$32.04
1/1/2018	\$32.04
12/31/2017	\$25.326
12/30/2017	\$25.326
12/29/2017	\$25.326
12/28/2017	\$29.742
12/27/2017	\$51.036
12/26/2017	\$19.806
12/25/2017	\$16.806
12/24/2017	\$15.75
12/23/2017	\$15.75
12/22/2017	\$8.772
12/21/2017	\$13.992
12/20/2017	\$13.308

Best Regards,

Ben Walsh
Pricing Analyst, Natural Gas Desk Sales
Sprague Operating Resources LLC.

Rod & Elaine Moore
102 North Rd
West Harwich, MA 02671
508-432-8518
02-23-2018

Town of Harwich Highway Department
P.O. Box 1543
273 Queen Anne Road
Harwich, MA
02645

Subject: North Rd W. Harwich (Drainage)

Dear Mr. Hooper,

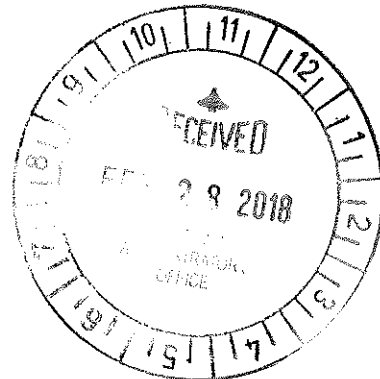
Sorry for the delay in acknowledging your prompt action regarding the drainage issue here on North Road – just had to attend to some family issues out of state.

Nevertheless, appreciate your departments swift action concerning the eroded road bed. Users of the roadway including pedestrians & bikers will appreciate the work.

Unfortunately, like you pointed out the road base will remain suspect over time as that section was filled in between what was probably two islands in the marsh many years ago. Your folks can take a look on how it is doing when they do their routine maintenance on North & Belles Neck roads.

Thank you.

Regards,
Rod Moore
Rodmoore2000@hotmail.com



Feb 15, 2018

guys are the best!

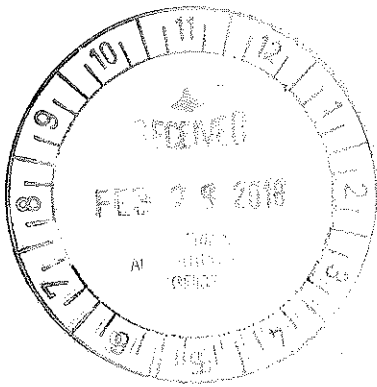
Yours truly,

Liz Dubuque
74 Hawksnest Rd
508-680-6723

Dear line and Rich,

Thank you so much for the work you and you crew did to improve the road (Round Core) down by Hawksnest Pond.

Those pot holes were literally eating cars and trucks. The boulders should protect the pond from further damage. People were driving right into the water! Even though it is State land we (Harwich) should help to maintain it. So glad you approved the request



ELIZABETH DUBUQUE AND ROBERT D. FRATUS, JR.
74 Hawks Nest Road, Harwich, MA 02645

PROVIDENCE RI 028

16. FEB 2018 PM 4 L



Town of Harwich DPW

PO Box 1543

Harwich MA 02645



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

Memo

To: Sandy Robinson
Ann Steidel

From: Donna Molino

Date: February 28, 2018

RE: Assessor's Department Weekly Report (w/e 2/24/18)

1. Training of employees.
2. Processed and reviewed abutter's lists.
3. Processed and reviewed weekly deeds.
4. Processed address changes.
5. Processed motor vehicle and boat abatements.
6. Process sales questionnaires.
7. Input building permits into PK.
8. Worked on procedures manual.
9. In the field on abatement applications.
10. Reviewed applications and made recommendations.

Channel 18 Weekly Report
w/e February 24, 2018

- Filmed Board of Selectmen
- Filmed Wastewater Support Committee
- Filmed Planning Board Marijuana Meeting
- Filmed Conservation Commission
- Filmed Sitting Down with Town Administrator
- Filmed Community Journal (Four Volunteers reported)
 - Voter Information Committee
 - Council on Aging update
- Agendas and Minutes posted
- Prepare and Schedule for budget hearings
- All clips and meetings transferred and posted to YouTube
- Video file maintenance

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

www.youtube.com/harwichchannel18

And Facebook for additional info

www.facebook.com/harwichchannel18

Respectfully Submitted,

Jamie Lee Goodwin

jgoodwin@town.harwich.ma.us 508-430-7569

Weekly Update for the Community and Cultural Centers
February 18, 2018 – February 24, 2018

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 2/18 to 2/24.

- I hosted a party with the recreation department as a finale to the Fairy door Scavenger Hunt. The party was well attended and enjoyed by all that participated. I would like to sincerely thank all the town departments that helped with the scavenger fairy door hunt.
- I assisted the Recreation department in securing the bid for the outdoor restrooms for the summer at the various beaches and outdoor areas. I worked with the county for the bid that included other towns to get the best price and service possible.
- I helped to post wastewater committee information throughout the building to help the public get the current information.
- I continued meetings with the Program Aide for the Cultural Center to move forward on plans for ART WEEK scheduled for April 27 through May 6th.
- I hosted the Indoor Farmers Market as part of the Community Center Birthday celebration. The event was free to the public and was held on Thursday from 3-6 pm.
- I asked the Town engineer to check and post the bid for the Gym floor. Our hope is that the bid will go out in March and be back in April and the work will be done late May into early June. This time frame will be the least disruptive to departments and our citizens.
- Continued to work on filling the weight room morning position.
- I have put together the request for room use with a survey that will be mailed out in March. We currently have over 100 groups using the building that number does not include Recreation or COA department events.
- I worked on the information requested by the finance committee and selectmen for the day long meeting scheduled for March 3rd regarding the individual budgets.
- I started publicity for the Egg Hunt, coloring contest and guess the jelly bean contest we do every year. This year the egg hunt will take place Rain or Shine outside behind the Community Center. The coloring and guessing contest both run from March 12 –March 26th and information can be found at the Community Center.

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

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 February 18, 2018 through February 24, 2018

Highway Maintenance

- Received 5 work orders and completed 4
- Trash runs and roadside litter Monday, Wednesday & Friday
- Continued brushing the bike path
- Assisted Cemetery Dept with brushing
- T-Based roadsides
- Assisted Facility Maintenance at the Cultural Center
- Continued dealing with RH White and National Grid

Vehicle Maintenance

- Performed twenty-one repairs on vehicles, small and heavy equipment
- Performed two services on Police Department vehicles and one service to a Fire Department vehicle
- Performed a major service to the Water Departments Peterbilt dump truck

Cemetery Maintenance

- Clean up sand washout in lower grass area of Brooks Academy
- Clean up sidewalk area near cemetery in Harwich Center of leaves and debris
- Clear two areas in Island Pond Cemetery of trees for future use
- Install drainage in problem area of Island Pond Cemetery

Parks Maintenance

- Fabricated a gate at Potter's Field
- Cut new road in the woods for pump house at Potter's Field
- Cleaned up brush at Whitehouse Field
- Trimmed trees at the Community Center

Facility Maintenance

- Received 15 new work orders and completed 20 work orders from back log

- Installed drainage for Fire Dept station one washer and dryer relocation to second floor
- Continued working on heating units at the Cultural Center, replacing fan motors and installing fan switches
- Repainted the library space at the Cultural Center and worked on lighting and display areas

Disposal Area

- C&D: 11 loads, 185.28 tons
- MSW: 6 loads, 138.05 tons
- Recycling: 4 loads, 15.8 3tons
- Vehicles Recorded: 5,018
- Revenue: \$33,370.35

Reception

- Walk ins: 16
- Telephone calls: 41
- Work orders processed: 14



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

Carol Coppola
Finance Director/Town Accountant

Wendy Tulloch
Assistant Town Accountant

Report of the
Finance Director/Town Accountant – Week Ending 2/23/18

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

- Review and comment on draft management letter for FY 17 audit,
- Review and finalize recommendation for revaluation services,
- Research union contracts and separate warrant articles,
- Draft process and procedures for physical inventories of Golf Department,
- Research revolving funds for special details,
- Meeting with CPC chair and vice chair re: articles, draft amended articles,
- Meeting with Treasurer re: cemetery/Caleb Chase/CPA bank accounts,
- Research treasurer cash module,
- Prepare budget documents for committees and departments,
- Numerous departmental requests for information,
- Conduct internal audit of timecards for library,
- Audit, process and approve payroll transactions,
- Audit, process and approve vendor transactions,
- Review and record cash receipts.

Sincerely,

Carol Coppola
Finance Director/Town Accountant



Harwich Fire Department



Fire Suppression

Prevention

Emergency Services

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

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

Weekly Report – February 18, 2018 through February 24, 2018

Incidents:

Fire Prevention:

Inspections

Resale	05
Annual	02
Joint	00
Final	03
Lockbox	01
Liquid Propane Storage	00
Pre-Inspection	00
Oil Tank	00
Oil burner	00
Town Hall Hours	00

Inspector off on vacation this week.



Incident Type Report (Summary)
 From 02/18/18 To 02/24/18
 Report Printed On: 02/25/2018

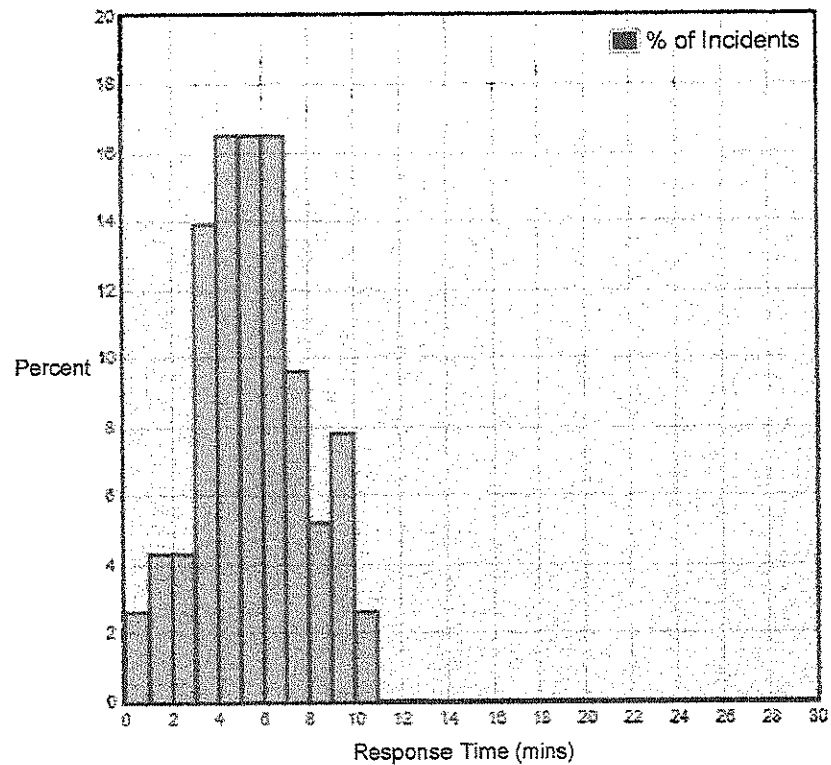
Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
3 Rescue & Emergency Medical Service Incident						
EMS call, excluding vehicle accident with injury (321)	55	77.46%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	1	1.41%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with no injuries. (324)	1	1.41%	\$0.00	\$0.00	\$0.00	0.00%
	57	80.28%	\$0.00	\$0.00	\$0.00	0.00%
4 Hazardous Condition (No Fire)						
Carbon monoxide incident (424)	1	1.41%	\$0.00	\$0.00	\$0.00	0.00%
Electrical wiring/equipment problem, other (440)	1	1.41%	\$0.00	\$0.00	\$0.00	0.00%
	2	2.82%	\$0.00	\$0.00	\$0.00	0.00%
5 Service Call						
Lock-out (511)	1	1.41%	\$0.00	\$0.00	\$0.00	0.00%
Water or steam leak (522)	1	1.41%	\$0.00	\$0.00	\$0.00	0.00%
Assist invalid (554)	1	1.41%	\$0.00	\$0.00	\$0.00	0.00%
	3	4.23%	\$0.00	\$0.00	\$0.00	0.00%
6 Good Intent Call						
Good intent call, other (600)	1	1.41%	\$0.00	\$0.00	\$0.00	0.00%
Dispatched and cancelled en route (611)	2	2.82%	\$0.00	\$0.00	\$0.00	0.00%
	3	4.23%	\$0.00	\$0.00	\$0.00	0.00%
7 False Alarm & False Call						
False alarm or false call, other (700)	1	1.41%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation due to malfunction (733)	1	1.41%	\$0.00	\$0.00	\$0.00	0.00%
CO detector activation due to malfunction (736)	3	4.23%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	1	1.41%	\$0.00	\$0.00	\$0.00	0.00%
	6	8.46%	\$0.00	\$0.00	\$0.00	0.00%
Total Incident Count:	71			Total Est. Loss:	\$0.00	

Search Criteria	
Dates	From 02/18/2018 To 02/24/2018 (mm/dd/yyyy)
Service	Harwich Fire Department
Staff	All
Apparatus	All
Station	All
Alarm Type	All
Zone/District	All

Report Description

Incident Response Time Analysis
 Date Range 02/18/2018 to 02/24/2018
 Total # of Runs Fitting Criteria 115 runs
 Average Response Time 5.1 mins
 Service(s) Harwich Fire Department
 Incident Type(s) All

Response Time	# of Incident Responses	% of Incident Responses
0 mins	3	2.6%
1 mins	5	4.3%
2 mins	5	4.3%
3 mins	16	13.9%
4 mins	19	16.5%
5 mins	19	16.5%
6 mins	19	16.5%
7 mins	11	9.6%
8 mins	6	5.2%
9 mins	9	7.8%
10 mins	3	2.6%
11 mins	0	-
12 mins	0	-
13 mins	0	-
14 mins	0	-
15 mins	0	-
16 mins	0	-
17 mins	0	-
18 mins	0	-
19 mins	0	-
20 mins	0	-
21 mins	0	-
22 mins	0	-
23 mins	0	-
24 mins	0	-



Report Description

Back To Filters

Ann Steidel

From: Heinz Proft
Sent: Wednesday, February 28, 2018 11:25 AM
To: Ann Steidel; Sandy Robinson
Subject: Heinz -Natural Resources Weekly report 02/28/18

Natural Resources Weekly report 02/21/18

- * Completed Shellfish Patrols on Open days. Everyday is an open shellfishing day provided it is > 30deg. 129 Shellfish permits sold YTD.
- * Responded to a report of "wet storage" of shellfish at Round Cove float.
- * Researched/located old technical memo written by SMAST regarding Pleasant Bay nitrogen limits for Horsley Witten Group.
- * Attended Waterways Committee meeting.
- * Attended Department Heads meeting.
- * Attended Board of Selectman meeting.
- * Attended culvert replacement municipal assistance grant application meeting at the Cape Cod Commission.
- * Responded/assisted Harbormaster in securing an ATON (Aid to Navigation) channel marker that had come off station.
- * Attended Pleasant Bay Alliance Watershed workgroup discussion for UMASS SMAST water quality and watershed planning.
- * Checked water levels at Hinckleys Pond, Seymour Pond, West Reservoir and removed board/lowered water level at Long Pond.

Heinz Proft
Nat. Resources Director

Memorandum from Charleen Greenhalgh
Town Planner
Town of Harwich

February 28, 2018

To: Christopher Clark, Town Administrator
From: Charleen Greenhalgh, Assistant Town Administrator
Re: Weekly Report – Week of February 19, 2018

This is my first weekly report as the Town Planner. The week included, but was not limited to:

- Monday was a Holiday
- Weekly meeting with Cyndi Williams of the Cultural Compact
- Scheduled appointments with three (3) property owners to discuss their property
- Met with others, including abutters, realtors, etc., at the window to answer questions, review pending applications, etc.
- Planning Board Work:
 - Reviewed 6 applications going before the Board on Feb. 27th
 - Prepared 5 detailed staff reports
 - Prepared 1 memo
 - Drafted the agenda
- Attended the Station 2 meeting
- Attended the Board of Selectmen meeting to present a power point presentation outlining the Green Communities program and where Harwich stands.
- Reviewed other applications and signed off in Accela
- Prepared weekly report
- Attended weekly Community Development Meeting