

SELECTMEN’S MEETING AGENDA*

*Donn B. Griffin Room, Town Hall
732 Main Street, Harwich, MA
Executive Session 6:15 P.M.
Regular Meeting 6:30 P.M.
Monday, March 19, 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 – 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 – changes to Executive Assistants’ job description

III. PLEDGE OF ALLEGIANCE

IV. WEEKLY BRIEFING

V. PUBLIC COMMENTS/ANNOUNCEMENTS

VI. CONSENT AGENDA

- A. Approve applications by Lanyard Bar & Grill for the following annual licenses: Common Victualler, Weekday Entertainment, Sunday Entertainment, and Automatic Amusement – Juke Box
- B. Confirm appointment of Kenneth Murphy as Local Building Inspector as recommended
- C. Authorize Town Administrator to sign letter of participation for Age-Friendly Regional Assessment with Barnstable County Human Services Department and designate Judi Wilson, COA Director as point person

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

- A. Cape Cod Commission Update – *Kristy Senatori*

VIII. NEW BUSINESS

- A. Job Description and Advertisement for Assistant Town Administrator position – *Bob Lawton*
- B. Update of the Personnel By-Law Compensation and Classification plan; proposed salary adjustments for DPW Director and Town Clerk; Support Staff Supervisor and Executive Assistants’ job descriptions - *Bob Lawton*

IX. OLD BUSINESS

- A. Back taxes collection status – *Tax Collector/Treasurer Amy Bullock*
- B. Annual Town Meeting Warrant Articles – vote to support – *all articles to be discussed/voted*

X. TOWN ADMINISTRATOR’S REPORT

- A. DHY Clean Waters Meeting – March 22, 2018 at 6:00 p.m. Dennis COA
- B. Saquatucket Bulkhead
- C. 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 15, 2018

Lanyard Bar and Grill
429 Route 28, Harwich Port
Automatic Amusement – Juke Box

Common Victualler

Weekday Entertainment –

Recorded or live music with amplification,
Dancing by patrons,

5:00 p.m. – 12:00 a.m. inside *

5:00 p.m. – 10:00 p.m. outside **

Sunday Entertainment –

Recorded or live music with amplification,
Juke Box,

1:00 p.m. – 10:00 p.m. inside *

1:00 p.m. – 10:00 p.m. outside **

*** Inside Entertainment - Noise from entertainment may not create a nuisance or be heard outside the boundaries of the premises.**

**** Outside Entertainment – Noise from entertainment must be at reasonable sound levels which are not plainly audible at a distance of 150 feet from boundary line or source of sound amplification system whichever is further.**



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



APPLICATION FOR COMMON VICTUALLERS LICENSE

Fee: \$50 New application Annual # of seats 95
Renewal Seasonal Opening date _____

In accordance with the provisions of the Statutes relating thereto, application for a Common Victuallers license is hereby made by:

Business Name Lanyard Bar and Grill Phone (508) 430-0404

Doing Business As (d/b/a) _____

Business Address 429 Route 28, Harwich Port, MA, 02645

Mailing Address "

Email Address bporter7a@hotmail.com

Name of Owner Benjamin Porter

(If corporation or partnership, list name, title and address of officers)

Benjamin Porter, President, 510 Queen Anne Road, Harwich, MA, 02645

Louis Matzone, VP, 53 Whistler Lane, Harwich Port, MA, 02645, Matthew P. Kelley,

Benjamin Porter President 82-4061235 Federal I.D. # Sec. 1561 Veterans Road, Harwich, MA

Pursuant to MGL Ch. 62c, Sec. 49A, I certify under the penalties of perjury that to the best of my knowledge and belief I have filed all state tax returns and paid all state taxes required under law.

[Signature]
Signature of individual or corporate name

By _____
Corporate officer (if applicable)

REGULATORY COMPLIANCE FORM

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

[Signature]
Building Commissioner

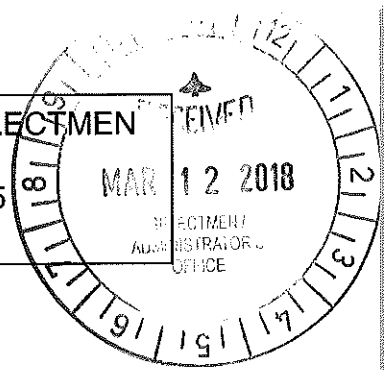
[Signature]
Board of Health

[Signature]
Fire Department

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



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



APPLICATION FOR ENTERTAINMENT LICENSE

- Weekday Entertainment (\$75) _____ 1 day (\$25)
 - Batters Box (\$50)
 - Go Carts (\$50)
 - Miniature Golf (\$50)
 - Trampolines (\$25)
 - Theater (\$150 per cinema)
 - Automatic Amusement:
 - Juke Box (\$100 each)
 - Video Games (\$100 each)
 - Other _____
- New application
 Renewal _____
 Annual
 Seasonal _____
 Opening Date 3/10/18

Business Name Lanyard Bar and Grill Phone (508) 430-0404

Business Address 429 Route 28, Harwich Port, MA, 02646

Mailing Address _____

Owners Name & Address Benjamin Porter, 510 Queen Anne Road, Harwich, MA
02645

Email Address bporter7a@hotmail.com

Managers Name & Address Benjamin Porter, 510 Queen Anne Road, Harwich, MA
02645

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):

Inside - Mon-Sat (5PM-12PM) Patio (Seasonal) 5-10 P.M.

ENTERTAINMENT TYPE: (Check all appropriate boxes)

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

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

___ Yes No

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

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

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

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

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

Days/Hours of Business Operation 11:30 AM - 1 AM 7 Days a Week

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.

[Signature], President
Signature of applicant & title

82-4061235
Federal I.D. #

Signature of individual or corporate name

Federal I.D. #

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

[Signature]
Board of Health

[Signature]
Fire Department

[Signature]
Police Department

comments:

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

THE COMMONWEALTH OF MASSACHUSETTS

State Fee, \$50 1pm-12am or \$100 prior to 1pm TOWN OF HARWICH
 Municipal Fee, \$85 1pm-12am or \$175 prior to 1pm



LICENSE

For

PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is Lanyard Bar and Grill in or on the property at No. 42a, Route 28, Harwich Port, MA, 02646 (address)

The Licensee or Authorized representative, Benjamin A. Parker print name and sign here [Signature] in

accordance with chapter 136 of the General Laws, as amended, hereby request a license for the following program or entertainment:

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
Sundays seasonally	1-10 P.M.	Live or recorded music with use of amplification + juke box

~~May~~ May Chairman of Board of Selectman, Harwich (City or Town) signature

Fees per occurrence (Individual Sunday(s)): Regular Hours (Sunday 1:00pm - Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00. Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm - Midnight): \$50.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00 Municipal fee per occurrence: Regular hours \$10 per Sunday, special hours \$20 per Sunday. Seasonal only.

This license is granted and accepted, and the entertainment approved, upon the understanding that such entertainment that the licensee shall comply with the laws of the Commonwealth applicable to licensed entertainments, and also to the following terms and conditions: The licensee shall at all times allow any person designated in writing by the Mayor, Board of Selectmen, or Commissioner of Public Safety, to enter and inspect his place of amusement and view the exhibitions and performances therein; shall permit regular police officers, detailed by the Commissioner of Public Safety or Chief of the local Police Department to enter and be about this place of amusement during performances therein; may employ to preserve order in his place of amusement only regular or special police officers designated therefore by the Chief of Police, and shall pay to said Chief of Police for the services of the regular police officers such amount as shall be fixed by him; shall permit at all times to enter and be about his place of amusement such members of the Fire Department as shall be detailed by the Chief of the Fire Department to guard against fire; shall keep in good condition, go as to be easily accessible, such standpipes, hose, axes, chemical extinguishers and other apparatus as the fire department may require; shall allow such members of the fire department in case of any fire in such place, to exercise exclusive control and direction of his employees and of the means and apparatus provided for extinguishing fire therein; shall permit no obstruction of any nature in any aisle, passageway or stairway of the licensed premises, nor allow any person therein to remain in any aisle passageway or stairway during an entertainment; and shall conform to any other rules and regulations at any time made by the Mayor or Board of Selectmen. This license shall be kept on the premise where the entertainment is to be held, and shall be surrendered to any regular police officer or authorized representative of the Department of Public Safety. This license is issued under the provisions of Chapter 136 of the General Laws, as amended, and is subject to revocation at any time by the Mayor, Board of Selectmen, or Commissioner of Public Safety.

Do not write in this box

This application and program must be signed by the licensee or authorized representative of entertainment to be held. No Change to be made in the program without permission of the authorities granting and approving the license.

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039

Christopher Clark, *Town Administrator*

Robert C. Lawton Jr., *Interim Assistant Town Administrator*

732 MAIN STREET, HARWICH, MA 02645



March 5, 2018

To: Christopher Clark, Town Administrator
Cc: Board of Selectmen
From: Robert C. Lawton Jr., Interim Assistant Town Administrator
Re: Local Building Inspector Hiring Process and Recommendation

The position became vacant when Jay Briggs left the position to go for employment with the Town of Chatham. The internal posting for the Local Building Inspector position was posted on December 14, 2017 and closed December 22, 2017. There were no internal applicants for the position.

The external advertisement appeared in the *Cape Cod Times* on December 28, 2017 and it was available on the Town Website. The initial applications closed on January 19, 2018 and then extended until February 9, 2018.

An interview team was established consisting of the following:

Christopher Clark	Town Administrator
Ray Chesley	Building Commissioner
David LeBlanc	Deputy Fire Chief
Robert Lawton	Interim Assistant Town Administrator/Human Resources

Six (6) complete applications/resumes were received as of February 6, 2018.

On February 9, 2018 a copy of the application/resume which met the job criteria was sent to the interview team. Interviews were then scheduled for February 14, 2018. Twelve (12) pre-determined interview questions, selected from those submitted by the team, and an evaluation form were used by team members.

Following the interview the scores for the applicant interviewed were tallied. Mr. Clark discussed the candidates further with members of the team. Utilizing the evaluation scores and after careful and courteous consideration, Kenneth Murphy was chosen as the top candidate.

Mr. Murphy brings to Harwich 3 years of experience as a building inspector in the Towns of Dennis and Barnstable. He has a high level of experience in word processing, spreadsheets and computerized design. He holds a B.S. from Wentworth Institute of Technology and is a certified Building Inspector in the State of Massachusetts. His references were positive and the CORI check came back clear.

I would recommend the appointment of Mr. Murphy as a Harwich Local Building Inspector, with the standard six month probation period at a pay rate of Grade 10 step 6, \$34.00 per hour, with the standard package of benefits.

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039

Christopher Clark, Town Administrator

732 MAIN STREET, HARWICH, MA 02645



March 6, 2018

Mr. Kenneth Murphy
[REDACTED]
[REDACTED]

Dear Mr. Murphy:

Congratulations on your appointment as Local Building Inspector for the Town of Harwich. I look forward to your positive contributions to our town's Community Development Department.

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

- Pursuant to the Town Charter the Town Administrator makes the appointment for this position subject to confirmation by the Board of Selectmen. Your name has been put forth for confirmation at the Board's March 12, 2018 meeting. Successful confirmation will be needed to finalize appointment.
- The Town will arrange for a Pre-Employment Physical that must be successfully completed.
- You are requested to provide C.O.R.I. information for the Town to review due to your interaction with the public (Completed)

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

Your position title will be Local Building Inspector and your starting date is April 2, 2018. This position is included in the Harwich Employees Association (HEA) and your employment is subject to the rights and obligations included in the contract which is enclosed. Your starting salary will be \$34.00 per hour (Grade 10, Step 6). Please note that under Article XVII of the HEA contract, the Town contributes 75% of the cost of premiums for health insurance.

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

Sincerely,

Christopher Clark
Town Administrator

Kenneth Murphy

Att.

Date: _____

cc: Board of Selectmen
Building Commissioner
Town Accountant

Town Treasurer
IT Director

Ann Steidel

From: Judi Wilson
Sent: Thursday, March 15, 2018 10:52 AM
To: Christopher Clark
Cc: Robert Lawton; Ann Steidel; Sandy Robinson
Subject: FW: Invitation to Participate in Age-Friendly Regional Assessment, funded by the Tufts Healthcare Foundation
Attachments: LOP for Towns, Tufts Age-Friendly Grant, March 2018, v.3.docx
Importance: High

Chris,

On February 27th, I hosted a meeting for Cape Council on Aging Directors with Beth Albert from Barnstable County Health and Human Services, David Stevens from MCOA, and James Fuccione from the Massachusetts Healthy Aging Collaborative to discuss the Age-Friendly movement on Cape Cod. Barnstable County has submitted a letter of intent to the Tufts Healthcare Foundation for a regional Age-Friendly assessment. The Age and Dementia Friendly movement is being heavily supported by Elder Affairs and MCOA, and was listed as a MMA Best Practice in the January 2018 MMA Best Practice Series which says, "Engage in the continuous improvement process of the Age and Dementia Friendly Community Movement".

As COA Directors, we wanted to learn more about the advantages of a regional approach and what would be expected of individual communities. Based on information from this meeting, I feel as though an individual approach to this commitment would be extremely labor intensive and burden our limited local COA resources. I am however, excited about participating in a regional approach. The objective of the work is to make Barnstable County an officially designated Age-Friendly Region. As the region of Massachusetts with the highest percentage of older adults, it makes sense that the Cape would want to engage in this process, and there is wisdom in engaging in a regional approach to take advantage of grant opportunities and share the responsibilities associated with the project.

Attached is a LOP (Letter of Participation) being requested by the County. **Please note, participation in the process will NOT require the town to commit funds.** They are asking that the town designate a point person, and the estimated time commitment over the two-year period is 50 hours. **I am volunteering to be the point person.** The first 2 pages of the attached document are a memo which summarize the project. The last page is the LOP which requires your signature. The County would like to have a signed LOP by March 21st.

Please do not hesitate to contact me if you would like to meet to discuss this further.

Thank you,

Judi

Judi Wilson, Director
Harwich Council on Aging
100 Oak Street
Harwich, MA 02645
Tel: 508-430-7550 - Ext. 10
jjwilson@town.harwich.ma.us

MEMORANDUM

To: Town Administrator
Cc: Town Council on Aging Director
From: Beth Albert, Director ^{BA}
Barnstable County Department of Human Services

Date: 3/9/18

Re: Invitation to Participate in Age-Friendly Regional Assessment, funded by the Tufts Healthcare Foundation

Dear Colleagues,

The Barnstable County of Department Human Services (BCDHS), with the assistance of the Cape Cod Foundation, is applying for a 2-year assessment and planning grant from the Tufts Healthcare Foundation to continue the regional work to make Cape Cod a place where seniors can age in their communities in health and safety.

We are inviting all 15 towns to participate in this regional assessment and planning process. You may indicate your willingness to do so by signing and returning the last page of this document (the "Letter of Participation") to me by March 21st.

Note that participation in this process will not require the town to commit funds. We do ask that the town designate a point person, and the estimated time commitment over the two-year period is 50 hours (approximately one week).

The objective of the work is to make Barnstable County an Age-Friendly Region. The attached document provides background for your reference. Here is a summary of the main points:

- **Regional planning is needed to address the growing population of seniors on Cape Cod.** In January 2017 the BCDHS convened the Healthy Aging-Cape Cod (HA-CC) Steering Committee. Cape Cod's **town Councils on Aging** are represented on the Steering Committee by two Council on Aging directors (Lynne Waterman [Mashpee] and Chris Hottle [Provincetown]), the co-chairs of COAST)..
- The model selected to plan for an aging population on Cape Cod is the **Age-Friendly Model**.
- An age-friendly region or town can **access training and technical assistance from the AARP and the regional coordinator (Barnstable County)**. Proactive planning and organization can position the region or town to apply for and make best use of funding to realize their locally-identified goals.
- In conjunction with the regional application that we are planning, **the town may also decide (at its sole discretion) to become an Age-Friendly community** as a part of this process. The Age-Friendly Assessment that the County will deliver to each participating town (see below)

could form the basis of the town's application. The Town of Yarmouth has already become an Age-Friendly Community. Other towns on Cape Cod will likely follow, however there is no requirement to do so.

- **Details of Healthy Aging-Cape Cod's grant Application to the Tufts Foundation.**

The funding amount being requested (total for the 2 years) is \$137,000.

Year 1 Activities: a. Conduct a County-wide and town-specific Age Friendly Assessment.

b. Deliver a town-specific assessment to each participating town.

Year 2 Activities: a. Develop a Regional Action Plan that addresses the needs identified in the Assessment.

- **Participation by the Town will require the following:**

1. Sign a Letter of Participation with the Barnstable County Department of Human Services (see the last page of this document).
2. Appoint a lead person to facilitate the assessment work within the town (a "town contact"). The estimated time commitment for the town contact [and/or designee(s)] at the minimum level of participation (Level 2) is 50 hours over the 2-year period. The town contact will be responsible for responding to data, information, and meeting requests from the County.

Some towns have already indicated that their point person will be their Council on Aging Director. However, the way in which the town decides to staff and participate in the regional assessment and planning process will be at its sole discretion.

- **County Deliverables to the Town:** For each participating town the Barnstable County Department of Human Services commits to provide:

1. A town-specific AARP Age-Friendly Assessment Report at end of Year 1 of the grant (July 2019).
2. Technical assistance to support the town's assessment and planning activities during the two-year grant period. This will include assistance with aging-related grant or funding applications the town may decide to make (at its sole discretion).

I look forward to your favorable response to this invitation and to your town's participation in this important work.

Please do not hesitate to contact me directly with any questions that you may have; balbert@barnstablecounty.org, 508-375-6626.

BACKGROUND FOR LETTER OF PARTICIPATION REQUEST

Regional Planning is Needed to Address the Growing Population of Seniors on Cape Cod

In August 2016 the leading providers of Cape Cod's healthcare, human services, and transportation on Cape Cod requested that the Barnstable County Department of Human Services (BCDHS) convene a regional planning effort to address the needs and impact of the growing population of people over 60.

In January 2017 the BCDHS convened the **Healthy Aging-Cape Cod (HA-CC)** Steering Committee. The Committee has met regularly since that time and its membership is drawn from the following agencies: Town Council on Aging Directors (represented by COAST), Elder Services of the Cape & Islands, Outer Cape Community Health Center, Cape Cod Healthcare, Spaulding Rehabilitation, Alzheimer's Family Support Center, the Cape Cod Regional Transit Authority, the Cape Cod Commission, the United Way, and State Senator Julian Cyr.

In December 2017 the Steering Committee voted to apply for funding from the Tufts Healthcare Foundation to support a 2-year regional assessment and planning process with **the objective of making Barnstable County an Age-Friendly Region**. The BCDHS will lead the work and the Cape Cod Foundation will serve as the grant's fiscal agent.

It is imperative to have the participation of the 15 towns on Cape Cod in this process.

The Model Selected to Plan for an Aging Population on Cape Cod— "Age-Friendly"

In January 2018 regional planning to support age-friendly and dementia-friendly communities was identified as a best practice by both the Massachusetts Municipal Association and by Governor Charlie Baker. In his annual State of the Commonwealth Address (Jan. 2018) Governor Charlie Baker announced that Massachusetts has joined the network of AARP Age-Friendly States.

Age-friendly communities, regions, and states strive to better meet the needs of their older residents by considering the environmental, economic, and social factors that influence the health and well-being of older adults. These programs seek to offer older adults a wider range of choices that make it possible for them to "age in their community". AARP's Age-Friendly Network asks for commitment from state and local officials to work actively toward making their towns, their regions, and the state a great place to live for people of all ages.

The WHO established a Global Network of Age-Friendly Cities and Communities to support communities who are taking active steps toward becoming more age-friendly. The AARP Network of Age-Friendly Communities is the U.S. affiliate of the WHO network.

Communities may consider several pathways to become more age-friendly, such as joining an age-friendly network or adopting other evidence-informed models that support healthy aging across the lifespan. Each city or town may explore the approach that works best for its community.

AARP's Age-Friendly Network includes levels at which entire states, regions, and individual towns can participate. On Cape Cod, the Town of Yarmouth joined the WHO Age-Friendly Network (the precursor to the AARP Network) in 2014 and has supported regional age-friendly planning for Cape Cod since that time.

Why Become an Age-Friendly Region or Town?

The infrastructures and services of towns and communities are still predominantly oriented to the needs and schedules of the able-bodied working population. Yet over 40% of Cape Cod's population will be over the age of 60 by the year 2025. This will have important economic and quality of life implications for Cape Cod's towns and will increase demand for services and infrastructure needed by seniors. Engaging in planning at the local level to administer and respond to this demographic shift is necessary.

An age-friendly region or town can access training and technical assistance from the AARP and the regional coordinator (Barnstable County). And proactive planning and organization can position the region or town to apply for and make best use of funding to realize their locally-identified goals. For example:

- Linking health and social services in innovative ways to serve older adults better;
- Revitalizing aging network services that no longer meet the needs of today's older adults, or that have been affected by federal and state budget cuts;
- Improving one aspect of a community, such as transportation, recreation, arts, or healthcare;
- Taking a place-based approach by focusing efforts within a local population or neighborhood;
- Meeting the needs of a particular sub-population of seniors (e.g. defined by racial, ethnic, LGBT, or socio-economic features).

Details of Healthy Aging-Cape Cod's Grant Application to the Tufts Foundation

Our plan to achieve membership in the AARP Age-Friendly Network is informed by the AARP's published *Network of Age-Friendly Communities: Program Cycle*.

Funding amount to be requested (total for the 2 years): \$137,000.

Year 1 (7/1/18 – 6/30/19):

Element 1.a.: Involve residents (seniors and others) and local authorities in assessment and planning via engagement with the 15 towns on Cape Cod, to include outreach to minority groups and town officials;

Element 1.b.: Involve residents (seniors and others), local authorities, and Healthy Aging-Cape Cod participants to identify short and long-term outcome measures.

Element 2.a.: Complete a baseline assessment of Barnstable County's age-friendliness, organized by the 8 age-friendly domains and described in terms of the 4 main service sectors HA-CC has identified: transportation, housing, workforce development, and health/human services.

Element 2.b.: Complete town-specific AARP Age-Friendly Assessment Reports for participating towns.

Year 2 (7/1/19 – 6/30/18):

Element 3: Develop a Regional Action Plan that addresses the needs identified in the baseline assessment. The Action Plan will be framed according to short term (3 year) and long term (10 year) goals, with strategies, activities, and outcome indicators identified for both time frames.

Town Letter of Participation (LOP) Needed to Participate in the Barnstable County Age-Friendly Regional Assessment and Planning Process

As noted, it will be invaluable to have the participation of each of Cape Cod's towns in this regional approach. While there are several regional systems and organizations in place which already serve seniors (healthcare, transportation, workforce development) it is very important to have town participation in order to best understand and reflect local needs and concerns. To be most effective and sustainable regional planning must be localized.

Each Town Administrator (or local equivalent) is requested to sign a Letter of Participation with the Barnstable County Department of Human Services which will be made a part of the Department's application to the Tufts Healthcare Foundation for funding to conduct a 2-year regional age-friendly planning and assessment process.

The 2-year assessment and planning process will not require the town to commit funds.

This LOP identifies the following requirements of both the Town and the County:

Town's Level of Participation. The town can elect to participate in the 2-year regional planning process at one of two levels:

Level 1. The Town desires to participate in the regional assessment and planning effort and work towards town-specific age-friendly designation.

Level 2. The Town desires to participate in the regional assessment and planning effort without committing to town-specific age-friendly designation.

Participation by the Town at either level will require the following:

3. Sign a Letter of Participation with the Barnstable County Department of Human Services in which the town agrees to participate in a two-year age-friendly assessment and planning process.
4. Appoint a lead person to facilitate the assessment work within the town (a “town contact”). The estimated time commitment for the town contact [and/or designee(s)] at the minimum level of participation (Level 2) is 50 hours over the 2-year period. The town contact will be responsible for responding to data, information, and meeting requests from the County.

The way in which the town decides to staff and participate in the regional assessment and planning process will be at its sole discretion.

County Deliverables to the Town: For each participating town the Barnstable County Department of Human Services commits to provide:

3. A town-specific AARP Age-Friendly Assessment Report at end of Year 1 of the grant (July 2019).
4. Technical assistance to support the town’s assessment and planning activities during the two-year grant period. This will include assistance with aging-related grant or funding applications the town may decide to make (at its sole discretion).

Other Considerations

The Healthy Aging-Cape Cod regional initiative is moving forward regardless of the outcome of the application for funding from the Tufts Healthcare Foundation. HA-CC greatly respects and looks forward to incorporating the needs and perspectives of the towns in its work.

It is the experience of the Steering Committee that public, non-profit, and private funding entities are most willing to support funding requests that will show regional and systems-level impact. In instances in which specific town- or local-level funding requests are needed those requests are more coherent to funders if they can be articulated as a component of a well-planned strategy.

The Healthy Aging-Cape Cod regional initiative will prioritize its local outreach, and any future funding opportunities, to the towns that wish to participate in this regional assessment and planning effort.

LETTER OF PARTICIPATION

The Barnstable County Age-Friendly Regional Assessment and Planning Process, 7/1/18 – 6/30/20

I, _____, Administrator (or _____) of the Town of _____ agree to participate in the Barnstable County Age-Friendly

Regional Assessment and Planning Process at the following level:

____ **Level 1.** The Town desires to participate in the regional assessment and planning effort and work towards town-specific age-friendly designation.

____ **Level 2.** The Town desires to participate in the regional assessment and planning effort without committing to town-specific age-friendly designation.

- a. Such participation will require the town to appoint a lead person to facilitate the assessment work within the town (a “town contact”).
- b. Such participation will not require the town to commit funds to this work.

Signature:

_____ (Date)

For each participating town **the Barnstable County Department of Human Services** commits to provide:

- a. A town-specific AARP Age-Friendly Assessment Report at end of Year 1 of the grant (July 2019).
- b. Technical assistance to support the town’s assessment and planning activities during the two-year grant period. This will include assistance with aging-related grant or funding applications the town may decide to make (at its sole discretion).

Signature:

_____ (Date)

Beth Albert, Director
Barnstable County Department of Human Services

**Assistant Town Administrator
Town of Harwich**

The Town of Harwich is accepting applications for the position of Assistant Town Administrator. Must have a minimum Bachelor's Degree in public administration or a related field, MPA or JD preferred, and 5 years of municipal experience or equivalent education and experience in Town, County, or State government. The position will be focused on project management, human resources coordination, procurement, working with town departments and citizen services. 35 hours/week. \$90,632 - \$97,600 per year and full benefits. Town employment application and job description are available on the town's website at www.harwich-ma.gov or from the Town Administrator's Office at (508) 430-7513. Town must receive the completed Town employment application and resume at Office of Harwich Town Administrator, 732 Main Street, Harwich, MA 02645. Applications accepted until position is filled. Review of applications will commence _____, 2018. EOE

Cape Cod Times
ICMA
Beacon

TOWN OF HARWICH, MASSACHUSETTS
ASSISTANT TOWN ADMINISTRATOR

DEFINITION

The Assistant Town Administrator assists the Town Administrator with professional administrative and daily operations of the town; responsibilities include general management, supervision, human resources, procurement, insurance coordination, and special projects; other related work, as required. Serves as a liaison and coordinates between town officials, employees and citizens. This is considered to be a developmental position in which the incumbent will be assigned various duties based upon professional competencies.

Exercises considerable judgment in providing professional advice to the variety of official boards and committees, concerning the development, implementation, and administration of policies, goals, regulations and statutory requirements related to the administration and operation of the Town.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Coordinates the daily operations of the town, oversees and evaluates performance for the Community Development and Community Services department heads, which currently are inclusive of the following departments: Community Development: Health, Building, Conservation, Planning and Engineering, Community Services: Council on Aging, Community Center, Channel 18, Recreation, and Golf may administer some or all of these departments based upon needs of the Town Administrator based upon effective span of control; Oversees activities of all Town employees under direction of or in absence of Town Administrator; Liaisons with Brooks Library and provides information and assistance to town committees.

Assists in procurement and contracting, including supplies, services, design and construction; prepares RFP documents and advises department heads and staff on procurement procedures and requirements; assists departments with the preparation of required contracts.

Acts as primary Human Resources Manager to coordinate training and development of employees. Researches and investigates personnel issues and grievances; Actively assists in collective bargaining negotiations when directed; Advises department heads on the methods to be used when administering personnel procedures including but not limited to: recruiting, hiring, evaluating, disciplining, and terminating; Keeps abreast of federal and state laws and regulations pertaining to personnel practices and labor law; Develops, Administers, and monitors personnel policies and practices to ensure contractual and statutory compliance.

Assists in preparation of annual operating and capital budgets. Assists in the preparation of Town Meeting Warrant articles by preparing backup information on various projects.

Acts as liaison and coordinates activities with municipal, county, state and federal agencies and officials; Attends local, state, federal or other meetings to gather or present information, ask or answer questions and respond to input.

Assists in the preparation for the Board of Selectmen meetings, researching issues, providing background and recommendations for action when requested.

Responds to citizen inquiries, complaints, and suggestions; provides research assistance and addresses requests of other Town departments, general public, citizen groups, and media.

Completes special projects, such as drafting regulations and policies for the Board of Selectmen, conducting research, and project development and management.

Acts as the Town Administrator in his or her absence.

Performs similar or related work as assigned by the Town Administrator

SUPERVISION

Works under the administrative direction of the Town Administrator, in accordance with the bylaws, rules, regulations, policies and procedures of the town; duties require the ability to plan and perform operations; a variety of responsible and complex duties require a thorough knowledge of municipal operations and the exercise of considerable judgment and initiative; situations not clearly defined by precedent or established procedures are referred to the Town Administrator.

SUPERVISORY RESPONSIBILITIES

Supervises a span of control over departments as directed by the Town Administrator as currently or maybe assigned Community Development and Community Services Department Heads and manages the work of these departments and committees under the jurisdiction of the Town Administrator. Acts as an Acting Department Head in the absence or dismissal of a Department Head.

WORK ENVIRONMENT

Work is performed in office conditions; the nature and volume of work is subject to various fluctuations, due to budget, Town Meeting and seasonal cycles; the employee is required to attend evening meetings.

The employee operates standard office equipment.

The employee has ongoing contact with town departments, outside agencies and the public; contacts require excellent public relations skills, persuasiveness and resourcefulness.

The use of discretion is required in relation to town-wide confidential information, including personnel files, collective bargaining negotiations, bid documents, legal proceedings, and criminal investigations.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's Degree in public administration or a related field; Master's Degree preferred; three to five years of administrative experience, including municipal management experience; human resources experience is preferred or an equivalent combination of education and experience.

KNOWLEDGE, ABILITY AND SKILL

Knowledge of municipal government, Massachusetts General Laws, including procurement laws and relevant federal laws and regulations, personnel management and labor relations, public finance and budgeting and public ethics.

Ability to communicate effectively, orally and in writing with town employees, outside organizations and the general public; ability to independently prioritize, plan and organize a variety of responsible and complex tasks ; ability to manage multiple projects and departments simultaneously.

Written and verbal communication skills; computer skills; supervisory skills; planning and organization skills; public relations skills.

Proficiency in an electronic documentation, spreadsheets and presentation applications and effective knowledge of availability of information.

Proven supervisory skills

PHYSICAL REQUIREMENTS

Minimal physical effort is required to perform most duties. The employee is frequently required to sit, speak and hear and use hands to operate equipment. Vision requirements include the ability to read and analyze documents and use a computer.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039

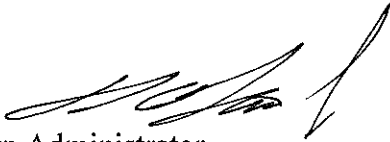


732 MAIN STREET, HARWICH
02645

Robert C. Lawton, Jr.
Interim Assistant Town Administrator

MEMO

TO: Board of Selectmen

FROM: Robert C. Lawton, Jr. 
Interim Assistant Town Administrator

CC: Chris Clark
Town Administrator

RE: Update to Classification and Compensation Plans

DATE: March 7, 2018

In Part 4 of the Harwich Personnel By-Law, titled Classification/Compensation, it states in part that the Personnel Administrator, with the approval of the Board of Selectmen may from time to time amend the Classification Plan and may amend the Compensation Plan, subject to appropriation by the Town Meeting.

I have attached a summary of proposed changes to both plans and the back-up material on the specific positions which are proposed for re-classification. At your convenience, I will be available to answer questions from the Board.

RCL

PERSONNEL BY-LAW
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Part 4

CLASSIFICATION AND COMPENSATION PLANS

The Classification Plan is a plan classifying positions covered under this By-law into groups and classes of positions, in which incumbents perform substantially similar work or have substantially equal responsibility.

The Compensation Plan is a listing of salaries and wages allocated to pay grades by classes or positions. The Personnel Administrator, with the approval of the Board of Selectmen, may from time to time amend the Classification Plan. The Board of Selectmen with a recommendation from the Personnel Administrator may annually amend the Compensation Plan, subject to sufficient appropriation by the Town Meeting.

First Increment for New Employees:

Employees entering the service of the Town shall be employed at the first step in the appropriate salary grade. If the Town Administrator and his/her designee consider that the applicant's education, training, and/or experience justifies a higher entry level, the new employee may be assigned to a higher step.

PROPOSED STAFF CHANGES

Position	Current Grade	Salary Range	Proposed Grade	Salary Range
DPW Director	M-7	88,422 – 110,425	M-9	105,054 – 131,198
Town Clerk	none		M-5	74,422 – 92,944
	Salary set by ATM			
Support Staff Supervisor Currently Admin Sec’y Licensing	OA-4	27.45 – 34.27 hr.	OA-5	34.86 – 43.54
Administrative Secretary No change in step or grade			Executive Assistant to the Town Administrator	
Executive Assistant Treasurer/Collector	5	21.39 – 26.66	7	23.57 – 29.37
Executive Assistant to Finance Director	5	21.39 – 26.66	8	24.79 – 30.89
Executive Assistant Town Clerk	4	20.37 – 25.39	7	23.57 – 29.37
Assistant Town Clerk	6	22.44 – 27.99	9	25.99 – 32.39

Previously Approved by Board of Selectmen

Previous - Admin Assistant	5	21.39 – 26.66		
New – Executive Assistant			7	23.57 – 29.37
Health & Building (2)				
Previous – Administrative Assistant	5	21.39 – 26.66		
New – Executive Assistant			7	23.57 – 29.37

NON-UNION COMPENSATION PLAN
BY-LAW POSITIONS: FULL TIME MANAGEMENT
 July 1, 2018

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Contract	Police Chief Finance Director/Accountant Fire Chief										
M-9	DPW Director	107,155	109,833	112,579	115,340	118,278	121,236	124,267	127,364	130,558	133,822
M-8		98,308	100,766	103,285	105,868	108,515	111,228	114,008	116,858	119,780	122,774
M-7	Assistant Town Administrator Deputy Police Chief	90,190	92,445	94,755	97,124	99,552	102,041	104,594	107,207	109,888	112,633
M-6	Water/Wastewater Superintendent	82,743	84,810	86,931	89,104	91,333	93,617	95,955	98,357	100,814	103,332
M-5	Town Clerk	75,910	77,809	79,755	81,749	83,792	85,887	88,033	90,233	92,490	94,803
M-4	Library Director; Personnel Director	68,279	69,984	71,733	73,528	75,366	77,249	79,181	81,161	83,189	85,270
M-3	Channel 18 Station Mgr.	63,893	65,490	67,128	68,805	70,526	72,288	74,096	75,948	77,847	79,793
M-2	Council on Aging Director	57,468	58,903	60,377	61,888	63,434	65,019	66,645	68,311	70,019	71,768
M-1	Cemetery Administrator	47,688	48,793	50,924	52,108	53,322	54,565	55,841	57,148	58,488	59,860

OFFICE OF THE TOWN ADMINISTRATOR

Robert C. Lawton, Jr.
Interim Assistant Town Administrator

Phone (508) 430-7513

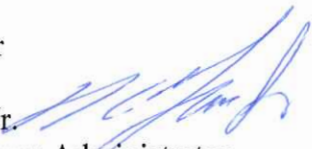
Fax (508) 432-5039

732 MAIN STREET, HARWICH
02645



MEMO

TO: Chris Clark
Town Administrator

FROM: Robert C. Lawton, Jr. 
Interim Assistant Town Administrator

RE: Lincoln Hooper Salary Adjustment

DATE: February 14, 2018

On Monday February 5, 2018 I met with Lincoln Hooper to discuss his request for reclassification. Mr. Hooper had submitted a memo to you, dated January 18, 2108, outlining his request and providing salary survey materials on similar positions.

In summary, Mr. Hooper wishes to be classified in a similar step and grade as his peers in other Cape Cod communities who have responsibilities, education and experience that mirror his. Mr. Hooper's salary for FY19 would be \$116,014, which includes the 2% general increase and the 3% longevity he receives at step 10 of his current classification. I updated the non-union compensation plan to add grades M-8 and M-9, see attached chart. If Mr. Hooper was placed in either of the new grades he would not be at the top step and he would lose the longevity payment until he reached step 10. Given his salary for FY19, I would place him in M-9 step 5 (\$118,278) to be in the \$116,014 range, which is his FY19 salary. His goal is to have a salary in the range of \$127,000 in several years, using the FY18 scale.

As part of the review, I also looked at the current agreements with the Police and Fire Chief's and the Finance Director. Even if Mr. Hooper was given the new M-9 step 6 adjustment the spread between Mr. Hooper and the Chiefs' would seem to be appropriate. After you have reviewed this memo I would be happy to discuss this recommendation.



TOWN OF HARWICH

COPY

DEPARTMENT OF PUBLIC WORKS

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

Telephone (508) 430-7555

Fax (508) 430-7598

MEMORANDUM

TO: Chris Clark, Town Administrator
FROM: Lincoln S. Hooper, Director
DATE: January 18, 2018
RE: DPW Director Compensation



I am writing you with mixed feelings about requesting an adjustment to my compensation. Recently while researching other Towns' Annual Reports on an unrelated matter, I reviewed what my counterparts were making. For 2016 the average of the DPW Directors from Dennis, Yarmouth, Sandwich and Mashpee was \$126,034, or \$21,924 more than my 2016 compensation of \$104,924. Although I personally feel that I am compensated well, it is evident that the four years of zero percent raises that Harwich employees endured has placed me significantly behind market conditions for the DPW Director position.

I used those four towns as a comparison as they are similar in size to Harwich, even though by nearly any metric Harwich's DPW has a greater span of control and budget. The Towns of Brewster and Orleans, with less than half the budget or personnel, compensate their Directors considerably more than me at \$116,732 & \$119,587 respectively.

As you know, I hold a Master in Public Administration degree from Suffolk University, a credential that only one other DPW Director on the Cape has to my knowledge. Having worked my way up in the organization from a Tractor Trailer Driver / Heavy Equipment Operator to DPW Director has provided me perspective that is unique among my fellow Directors. That is I truly understand the challenges of the work DPW staff does as I have done most of it myself.

In 2010 I conducted a DPW Director survey (attached) that indicated that my compensation at that time was close enough to market conditions that it did not warrant consideration of an adjustment. That survey was conducted before Harwich centralized facility and vehicle maintenance and the custodial function within the DPW. Those additional functions have added 10 full time staff members (see attached DPW Organization Chart) and a budget that is nearly double the FY 09 budget at approximately \$5.5M (FY 19 request).

I started this memo by citing my mixed feelings: On one side I am satisfied with my compensation, love my job and truly enjoy leading the men and women of the Harwich DPW. Given my 27 years of service with the Town, I have been fortunate enough to have either hired or promoted nearly everyone at the DPW, excluding custodians. That is, I have surrounded myself with smart, talented, dedicated staff that truly enjoys their work and making a difference in Harwich residents' lives. On the other hand, I know my skills and credentials are better than that of my counterparts, yet they are paid an average of \$22k more than me. This fact is difficult to reconcile since I truly believe that the Harwich DPW is the best on the Cape and offers its residents service levels not found in other communities. Examples of this are the condition of Harwich roads, the road conditions after inclement weather, the conditions of our beaches, parks, cemeteries and roadsides and our extremely busy Disposal Area that continues to generate strong revenue.

Given that I view requesting a \$22k raise at once is unreasonable, I would like your consideration in adjusting the FY 17 M-7 compensation schedule to \$126k at step 10 (assuming 2.5% step increments) and placing me at a step that would provide a modest increase now. This strategy would give me growth potential, set the DPW Director compensation at market conditions and have a marginal impact on the budget. I would like to reiterate that all of the compensation data was obtained from 2016 annual reports and is attached for your review.

Thank you for your consideration in this matter.

Attachments: 2016 DPW Director Compensation spreadsheet
Copies of Annual Town Reports compensation data
By-Law Employee Compensation Plan FY 2017
FY 09 DPW Director Survey
Harwich DPW Organization Chart

2016 DPW Director Compensation from Annual Town Reports

Dennis	\$126,541	
Yarmouth	\$129,674	
Sandwich	\$122,309	
Mashpee	\$125,613	
Average		\$126,034
Harwich	\$104,110	
Difference		\$21,924
Brewster	\$116,732	
Orleans	\$119,587	

Dennis

DEPARTMENT	Regular Wages	Overtime	773 Wages	Snow & Ice	Longevity	Total Gross
DPW						
Bandekow, David	22,887.42	4,401.01	-	49.44	-	27,337.87
Brouthers, Robert	56,934.73	8,743.27	-	4,212.16	725.00	70,615.16
Calisti, Jack	47,661.24	8,325.16	-	3,675.59	-	59,661.99
Call, Christopher	29,437.78	1,065.30	-	4,763.64	725.00	35,991.72
Chiurri, Anthony	73,791.87	4,026.12	-	6,026.80	775.00	84,619.79
Clancy, Patrick	46,629.94	7,047.12	-	3,414.61	-	57,091.67
Crowell, Robert	77,040.90	6,198.65	-	6,343.32	750.00	90,332.87
DeJoie, Timothy	52,903.04	7,899.14	-	3,736.07	725.00	65,263.25
Galvin, Henry	53,504.38	10,600.25	-	4,329.01	-	68,433.64
Greer, William	57,766.29	6,315.85	-	4,358.15	725.00	69,165.29
Hall, Arthur	58,700.88	8,889.68	-	4,709.72	775.00	73,075.28
Hossfeld, Devin	57,705.45	9,421.85	-	4,552.97	-	71,680.27
Ice, Joseph	9,690.41	177.94	-	-	-	9,868.35
Johansen, David	125,891.50	-	-	-	650.00	126,541.50
Joy, Adam	60,400.78	14,451.17	-	4,870.77	-	79,722.72
Keener, Mary	20,670.12	828.87	-	295.65	825.00	22,619.64
Kennedy, Devon	6,292.00	1,213.89	-	-	-	7,505.89
Kennedy, Thomas	13,214.00	21.38	-	-	-	13,235.38
Kennedy, Timothy	8,629.00	476.08	-	-	-	9,105.08
Leonelli, Jared	7,990.76	555.94	-	-	-	8,546.70
Martin, Jeffrey	51,407.97	12,532.96	-	4,168.61	-	68,109.54
Mello, Gregory	42.00	-	-	-	-	42.00
Montana, Joseph	5,624.50	214.70	-	-	-	5,839.20
Morin, Jadroc	18,045.00	2,899.32	-	-	-	20,944.32
O'Connor, Shea	4,955.25	421.51	-	-	-	5,376.76
Osborn, Gabrielle	38,672.87	1,558.86	-	-	-	40,231.73
Reid, Kevin	4,137.75	168.76	-	-	-	4,306.51
Ricker, Michael	7,064.00	183.94	-	-	-	7,247.94
Robichaud, Kevin	59,034.11	13,431.31	-	4,806.78	625.00	77,897.20
Rounseville, Gregory	104,602.69	510.81	-	2,754.64	700.00	108,568.14
Sands, Michelle	53,880.87	214.94	-	-	975.00	55,070.81
Shores, Travis	11,595.76	-	-	-	-	11,595.76
Smith, Rebecca	62,221.63	4,343.05	-	-	650.00	67,214.68
Tiemey, Brian	17,144.51	423.75	-	-	-	17,568.26
Van Hoose, Bryan	60,925.02	9,406.57	-	4,978.24	725.00	76,034.83
Walker, Richard	73,413.12	20,101.93	-	6,120.76	825.00	100,460.81
TOTAL DPW	1,460,509.54	167,071.08	-	78,166.93	11,175.00	1,716,922.55
WASTE COLLECTION/DISPOSAL						
Contonio, Chad	73,895.67	9,976.73	-	2,596.35	-	86,468.75
daSilva, Andrew	12,179.50	317.26	-	-	-	12,496.76
Giannelli, Lance	44,939.12	1,678.74	-	1,368.08	-	47,985.94
Huckins, Amy	51,109.18	2,691.04	-	1,604.50	675.00	56,079.72
Mucci, John	45,840.80	76.09	-	1,362.04	625.00	47,903.93
Nigro, Ivan	65,879.95	4,692.17	-	750.77	-	71,322.89
Norgeot, Richard	59,529.87	3,766.59	-	1,782.07	775.00	65,853.53
Quigley, William	56,078.51	3,133.98	-	1,794.16	-	61,006.65
Rocco, Michael	58,771.60	4,734.16	-	1,754.96	-	65,260.72
Winder, Brian	9,895.00	309.38	-	-	-	10,204.38
TOTAL WASTE COL/DISP	478,119.20	31,376.14	-	13,012.93	2,075.00	524,583.27
HEALTH INSPECTION						
Duda, Peter	11,579.51	165.42	-	-	-	11,744.93
Dulson, Noreen	57,379.28	-	-	-	1,075.00	58,454.28
Graczevski, Annette	30,892.30	11.88	-	-	-	30,904.18
Hayes, Terence	87,318.94	-	-	-	650.00	87,968.94
Keller, Kristen	55,419.10	255.78	-	-	650.00	56,324.88
Paine, Elizabeth	18,501.53	-	-	-	-	18,501.53
Schoener, Carrie	43,441.41	191.06	-	-	-	43,632.47
Zarcaro, Elise	33,109.93	110.28	-	-	-	33,220.21
TOTAL HEALTH INSPECTION	337,642.00	734.42	-	-	2,375.00	340,751.42

Yavmair

Town Employees Salary / Wages 2016 Full Time

Employee	Hire Date	Position	Last Day	Regular	OT/Buy Back	Details	Total*
<u>DEPARTMENT OF MUNICIPAL INSPECTIONS</u>							
BOARD OF HEALTH							
LAWSON, CARL	04/15/2004	HAZARDOUS WASTE INSPECTOR		58,539.68	0.00	0.00	58,539.68
MURPHY, BRUCE	05/21/1980	HEALTH DIRECTOR		95,458.66	0.00	0.00	95,458.66
RENAUD, PHILIP	06/20/2005	HEALTH INSPECTOR		57,066.14	0.00	0.00	57,066.14
ROSE, MARGARET	11/30/1998	DIVISION ASSISTANT		45,355.91	0.00	0.00	45,355.91
VONHONE, AMY	02/05/1990	ASSISTANT HEALTH DIRECTOR		68,476.75	0.00	0.00	68,476.75
<u>DEPARTMENT OF PUBLIC WORKS</u>							
RECYCLING COMMISSION							
CONKLIN, DONALD	07/08/1991	HEAVY EQUIP OPER - WASTE MGMT		56,123.77	8,046.23	0.00	64,170.00
WHITE, ALFRED	12/15/2003	RECYCLER/SCALE OPERATOR	12/15/2016	42,793.89	6,399.28	0.00	49,193.17
DPW / ENGINEERING DIVISION							
AGUIAR, NICHOLAS	07/05/2016	CIVIL ENGINEER		28,078.56	0.00	0.00	28,078.56
BENOIT, BARBARA	06/01/1981	ADMINISTRATIVE ASSISTANT		54,977.60	1,719.77	0.00	56,697.37
COLBY, JEFFREY	09/28/2015	DIRECTOR OF PUBLIC WORKS		129,674.18	0.00	0.00	129,674.18
HAYDEN, LAURA	11/07/2016	PRINCIPAL OFFICE ASSISTANT		5,425.91	0.00	0.00	5,425.91
WROCK, DOUGLAS	04/14/2008	TOWN SURVEYOR		85,693.08	0.00	0.00	85,693.08
HIGHWAY DIVISION							
BURCH, PETER	07/03/2000	HEAVY EQUIP OPERATOR/HIGHWAY		53,504.84	8,522.83	0.00	62,027.67
BURKE, EDMUND	08/16/2010	HEAVY EQUIP OPERATOR/HIGHWAY		47,940.24	3,253.25	0.00	51,193.49
FERNALD, JAMES	07/23/2007	MECH/HVY EQUIP OPER-HWY GR9/10		49,435.23	2,542.29	0.00	51,977.52
GERMAIN, CHRISTOPHER	05/03/2010	HEAVY TRUCK DRIVER II-HIGHWAY		42,473.36	6,707.10	0.00	49,180.46
GRISWOLD, DAVID	01/28/2002	HEAVY EQUIP OPERATOR/HIGHWAY		20,206.58	3,888.10	0.00	24,094.68
HANSON, DANIEL	06/21/2016	HEAVY TRUCK DRIVER I		20,569.83	530.28	0.00	21,100.11
KELLEY, IRICHARD	11/01/1993	HIGHWAY SUPERINTENDANT		84,292.52	0.00	0.00	84,292.52
LANOUE, PAUL	08/10/2011	HEAVY TRUCK DRIVER IV - HWY		42,713.32	6,921.24	0.00	49,634.56
MALONE, BERNARD	02/16/1993	SIGN MAKER/HEAVY TRUCK DRIVER		49,813.59	7,568.23	0.00	57,381.82
MANNING, AIDAN	03/20/2016	HEAVY TRUCK DRIVER I		30,608.00	466.30	0.00	31,074.30
MORIN, DAVID	11/06/1995	MECH/HVY EQUIP OPER-HWY GR9/10		58,940.22	14,325.63	0.00	73,265.85
PACKETT, MICHAEL	02/12/2001	HEAVY EQUIP OPERATOR/HIGHWAY		55,866.59	6,346.99	0.00	62,213.58
RAMIREZ, RONALD	05/01/1983	OPERATIONS SUPERVISOR		56,884.31	7,854.68	0.00	64,738.99
SULLIVAN, DEREK	09/08/2014	HEAVY TRUCK DRIVER II-HIGHWAY		39,725.36	3,587.81	0.00	43,313.17
SANITATION DIVISION							
CAPELLO, JACK	04/13/2014	RECYCLER/SCALE OPERATOR		31,846.08	7,603.29	0.00	39,449.37
GENT, THOMAS	01/19/1998	HEAVY EQUIP OPER - WASTE MGMT		56,071.12	16,204.26	0.00	72,275.38
HAYWARD, DOUGLAS	08/10/1987	FOREMAN SANITATION		63,708.54	8,939.47	0.00	72,648.01
LUEBKE, DANIEL	05/18/1984	HEAVY EQUIP OPER - WASTE MGMT		56,121.06	1,500.00	0.00	57,621.06
LUEBKE, MICHELLE	02/10/1986	ADMINISTRATIVE ASSISTANT	08/31/2016	37,867.24	8,580.56	0.00	46,447.80
MONAHAN, JOSEPH	07/31/2000	RECYCLER/SCALE OPERATOR		46,473.01	17,524.14	0.00	63,997.15
MORRISON, JOAN	07/08/1991	RECYCLER/SCALE OPERATOR		46,119.49	15,283.09	0.00	61,402.58
WHITEHOUSE, ROBY	08/10/1998	ADMINISTRATIVE SUPERVISOR		54,214.75	8,602.75	0.00	62,817.50
FACILITIES							
CARLSON, ROBERT	10/28/2002	BUILDING MAINT SPECIALIST		60,422.67	1,471.79	0.00	61,894.46
COURT, RICHARD	01/30/2006	FACILITIES MANAGER		70,625.74	0.00	0.00	70,625.74
NELSON, ROBERT	01/20/2015	BUILDING MAINT SPECIALIST		52,593.87	1,925.55	0.00	54,519.42
WATER DIVISION							

* Total includes Regular Pay, Overtime, Buybacks and Details

Sandwich

CANNON	LORI	\$	3,990.01	\$	-	\$	-	\$	3,990.01	DPT. OF NATURAL RESOURCES
COLBERT	JANICE	\$	2,645.00	\$	-	\$	-	\$	2,645.00	DPT. OF NATURAL RESOURCES
COLBERT	STEPHEN	\$	4,080.00	\$	-	\$	-	\$	4,080.00	DPT. OF NATURAL RESOURCES
DECONTO	DAVID	\$	72,040.09	\$	-	\$	-	404.27	72,444.36	DPT. OF NATURAL RESOURCES
DIAUTO	JOHN	\$	539.00	\$	-	\$	-	\$	539.00	DPT. OF NATURAL RESOURCES
GALKOWSKI	MARK	\$	85,784.63	\$	-	\$	-	631.54	86,416.17	DPT. OF NATURAL RESOURCES
HANLON	PETER	\$	576.00	\$	-	\$	-	\$	576.00	DPT. OF NATURAL RESOURCES
HAWKINS	HEIDI	\$	39,990.31	\$	-	\$	-	183.75	40,174.06	DPT. OF NATURAL RESOURCES
HOLCOMB	CAROL	\$	3,045.00	\$	-	\$	-	\$	3,045.00	DPT. OF NATURAL RESOURCES
HOLCOMB	MICHAEL	\$	6,132.00	\$	-	\$	-	\$	6,132.00	DPT. OF NATURAL RESOURCES
KENNEDY	SALLY	\$	9,397.50	\$	-	\$	-	\$	9,397.50	DPT. OF NATURAL RESOURCES
MORRISON	ALLAN	\$	5,530.00	\$	-	\$	-	\$	5,530.00	DPT. OF NATURAL RESOURCES
MORRISON	MARGARET	\$	2,930.00	\$	-	\$	-	\$	2,930.00	DPT. OF NATURAL RESOURCES
PIMENTAL	JOHN	\$	49,022.66	\$	5,256.89	\$	-	615.68	54,895.23	DPT. OF NATURAL RESOURCES
WRIGLEY	JOSHUA	\$	380.00	\$	-	\$	-	\$	380.00	DPT. OF NATURAL RESOURCES
ALLEN	MICHAEL	\$	4,004.00	\$	-	\$	-	\$	4,004.00	DPT. OF PUBLIC WORKS
ARNAD	JOHN	\$	5,486.00	\$	58.50	\$	-	\$	5,544.50	DPT. OF PUBLIC WORKS
ATKINSON	CRAIG	\$	2,190.00	\$	-	\$	-	\$	2,190.00	DPT. OF PUBLIC WORKS
BAKER	FORREST	\$	12,582.31	\$	-	\$	-	\$	12,582.31	DPT. OF PUBLIC WORKS
BERISHA	VLBER	\$	55,453.86	\$	5,905.98	\$	400.00	869.19	62,629.03	DPT. OF PUBLIC WORKS
BRICKLEY	MIRIAM	\$	2,299.50	\$	-	\$	-	\$	2,299.50	DPT. OF PUBLIC WORKS
BUNKER	RICHARD	\$	140.00	\$	710.00	\$	-	\$	850.00	DPT. OF PUBLIC WORKS
CLARK	STEVEN	\$	13,001.49	\$	-	\$	-	475.00	13,476.49	DPT. OF PUBLIC WORKS
CONWAY	RUSSELL	\$	9,103.52	\$	-	\$	-	\$	9,103.52	DPT. OF PUBLIC WORKS
COOK	STEPHEN	\$	5,531.50	\$	58.50	\$	-	\$	5,590.00	DPT. OF PUBLIC WORKS
COSGROVE	JOSEPH	\$	53,686.40	\$	6,899.97	\$	400.00	884.92	61,871.29	DPT. OF PUBLIC WORKS
COVENEY	EDWARD	\$	12,193.82	\$	-	\$	-	400.00	12,593.82	DPT. OF PUBLIC WORKS
DECOSTE	JOHN	\$	5,044.00	\$	-	\$	-	\$	5,044.00	DPT. OF PUBLIC WORKS
DEPASQUA	DAVID	\$	9,903.14	\$	377.40	\$	-	\$	10,280.54	DPT. OF PUBLIC WORKS
DRISCOLL	JAMES	\$	9,951.25	\$	-	\$	-	400.00	10,351.25	DPT. OF PUBLIC WORKS
DaCOSTA	MARK	\$	29,299.44	\$	267.00	\$	400.00	206.04	30,172.48	DPT. OF PUBLIC WORKS
FRASER	BRIAN	\$	53,315.29	\$	2,619.94	\$	400.00	808.56	57,143.70	DPT. OF PUBLIC WORKS
FULTON	MICHAEL	\$	5,577.00	\$	-	\$	-	\$	5,577.00	DPT. OF PUBLIC WORKS
GAGNEUX	KAREN	\$	13,016.50	\$	-	\$	-	\$	13,016.50	DPT. OF PUBLIC WORKS
GEILER	MICHAEL	\$	8,810.54	\$	-	\$	-	\$	8,810.54	DPT. OF PUBLIC WORKS
GRADY	KENNETH	\$	6,146.00	\$	15.75	\$	-	\$	6,161.75	DPT. OF PUBLIC WORKS
GRAY	GARY	\$	65,312.26	\$	3,622.47	\$	400.00	479.98	69,814.71	DPT. OF PUBLIC WORKS
HAWKINS	DANIEL	\$	7,388.38	\$	539.33	\$	-	\$	7,927.71	DPT. OF PUBLIC WORKS
HAWKINS	WILLIAM	\$	53,488.54	\$	724.65	\$	400.00	1,609.86	56,223.05	DPT. OF PUBLIC WORKS
LABRECK	STEVEN	\$	46,697.60	\$	5,059.62	\$	400.00	919.67	53,076.89	DPT. OF PUBLIC WORKS
LFRIEN JR	JOHN	\$	17,859.14	\$	-	\$	400.00	21,430.40	39,689.54	DPT. OF PUBLIC WORKS
MACDONALD	JEFFREY	\$	56,452.00	\$	3,005.05	\$	400.00	749.22	60,606.27	DPT. OF PUBLIC WORKS
MALATESTA	RICHARD	\$	56,452.00	\$	4,618.39	\$	400.00	684.75	62,155.14	DPT. OF PUBLIC WORKS
MANNING	NICHOLAS	\$	6,706.00	\$	15.75	\$	-	\$	6,721.75	DPT. OF PUBLIC WORKS
MASSE	STEFAN	\$	77,963.06	\$	5,221.50	\$	-	630.94	83,815.50	DPT. OF PUBLIC WORKS
MATTHEWS	JOHN	\$	12,571.16	\$	-	\$	400.00	400.00	12,971.16	DPT. OF PUBLIC WORKS
MCPHERSON	JOHN	\$	-	\$	1,010.00	\$	-	\$	1,010.00	DPT. OF PUBLIC WORKS
MERRIAM	C	\$	11,264.25	\$	-	\$	-	550.00	11,814.25	DPT. OF PUBLIC WORKS
NEVILLE	WILLIAM	\$	43,130.13	\$	4,676.02	\$	400.00	10,583.60	58,789.75	DPT. OF PUBLIC WORKS
O'CONNOR	JUSTIN	\$	61,231.12	\$	3,330.44	\$	400.00	11.51	64,973.07	DPT. OF PUBLIC WORKS
PRESTON	JAMES	\$	7,763.00	\$	-	\$	-	\$	7,763.00	DPT. OF PUBLIC WORKS
SALINE	RICHARD	\$	58,548.80	\$	2,651.24	\$	400.00	907.80	62,507.84	DPT. OF PUBLIC WORKS
SCARPELLINI	MARYANN	\$	53,200.00	\$	93.20	\$	-	795.24	54,088.44	DPT. OF PUBLIC WORKS
SULLIVAN	CLARK	\$	5,999.50	\$	9.75	\$	-	\$	6,009.25	DPT. OF PUBLIC WORKS
TILTON	PAUL	\$	121,750.62	\$	-	\$	-	559.28	122,309.90	DPT. OF PUBLIC WORKS
TOKARZ	ROBERT JR	\$	61,691.20	\$	6,058.60	\$	400.00	308.21	68,458.01	DPT. OF PUBLIC WORKS
VIEIRA	MARCO	\$	62,194.14	\$	4,738.66	\$	400.00	216.21	67,549.01	DPT. OF PUBLIC WORKS
YOUNG	ERIC	\$	46,948.28	\$	2,547.10	\$	400.00	446.97	50,342.35	DPT. OF PUBLIC WORKS
AIELLO	KIM	\$	22,407.70	\$	-	\$	-	575.00	22,982.70	EDUCATIONAL SUPPORT PERSONNEL
BALCOM	ANNE	\$	23,131.63	\$	-	\$	-	705.00	23,836.63	EDUCATIONAL SUPPORT PERSONNEL
BARRETT	LYNN	\$	5,393.15	\$	-	\$	-	\$	5,393.15	EDUCATIONAL SUPPORT PERSONNEL
BEANE	PAMELA	\$	21,812.70	\$	-	\$	-	475.00	22,287.70	EDUCATIONAL SUPPORT PERSONNEL
BEIKES	LINDA	\$	21,812.70	\$	-	\$	-	475.00	22,287.70	EDUCATIONAL SUPPORT PERSONNEL
BLOM	KATIE	\$	8,602.88	\$	-	\$	-	\$	8,602.88	EDUCATIONAL SUPPORT PERSONNEL
BOVAT	SANDRA	\$	21,812.70	\$	-	\$	-	510.00	22,322.70	EDUCATIONAL SUPPORT PERSONNEL
BRAULT	DANIELE	\$	23,193.33	\$	-	\$	-	\$	23,193.33	EDUCATIONAL SUPPORT PERSONNEL
BRONNER	ALEXIS	\$	21,135.38	\$	-	\$	-	\$	21,135.38	EDUCATIONAL SUPPORT PERSONNEL
BURKE	JAIME	\$	6,869.33	\$	-	\$	-	\$	6,869.33	EDUCATIONAL SUPPORT PERSONNEL
BUTZKE	LINDA	\$	877.51	\$	-	\$	-	\$	877.51	EDUCATIONAL SUPPORT PERSONNEL
CALESHU	SUZANNE	\$	1,801.80	\$	-	\$	-	\$	1,801.80	EDUCATIONAL SUPPORT PERSONNEL
CANNING	MARTINE	\$	7,793.78	\$	-	\$	-	\$	7,793.78	EDUCATIONAL SUPPORT PERSONNEL
CARDINAL	BETHANY	\$	12,700.02	\$	-	\$	-	2,389.88	15,089.90	EDUCATIONAL SUPPORT PERSONNEL
CARLYLE	COREY	\$	20,989.81	\$	-	\$	-	\$	20,989.81	EDUCATIONAL SUPPORT PERSONNEL
COLLINS	ELLEN	\$	24,493.24	\$	-	\$	-	475.00	24,968.24	EDUCATIONAL SUPPORT PERSONNEL
CONDON	JENNIFER	\$	26,719.84	\$	-	\$	-	\$	26,719.84	EDUCATIONAL SUPPORT PERSONNEL
CONERO	CAROLYN	\$	23,824.68	\$	-	\$	-	475.00	24,299.68	EDUCATIONAL SUPPORT PERSONNEL
DAVIS	FRANCES	\$	22,027.18	\$	-	\$	-	475.00	22,502.18	EDUCATIONAL SUPPORT PERSONNEL
DEMANCHE	LYNN	\$	21,887.18	\$	-	\$	-	\$	21,887.18	EDUCATIONAL SUPPORT PERSONNEL
DIEMER	JENNIFER	\$	23,142.70	\$	-	\$	-	525.00	23,667.70	EDUCATIONAL SUPPORT PERSONNEL
DIGIACOMO	AMANDA	\$	21,785.53	\$	-	\$	-	\$	21,785.53	EDUCATIONAL SUPPORT PERSONNEL
DONNELLY	ROSEMARIE	\$	10,696.82	\$	-	\$	-	\$	10,696.82	EDUCATIONAL SUPPORT PERSONNEL
DOVELL	LESA	\$	21,847.70	\$	-	\$	-	525.00	22,372.70	EDUCATIONAL SUPPORT PERSONNEL
DULMAINE	NUTTAPAT	\$	7,320.70	\$	-	\$	-	\$	7,320.70	EDUCATIONAL SUPPORT PERSONNEL
DUMAS	SHARON	\$	20,156.93	\$	-	\$	-	10,748.00	30,904.93	EDUCATIONAL SUPPORT PERSONNEL
DUNN	DANIEL	\$	7,476.82	\$	-	\$	-	180.00	7,656.82	EDUCATIONAL SUPPORT PERSONNEL
DUWALL	KERRI	\$	9,644.43	\$	-	\$	-	\$	9,644.43	EDUCATIONAL SUPPORT PERSONNEL
ELIUS	MELINDA	\$	7,476.82	\$	-	\$	-	\$	7,476.82	EDUCATIONAL SUPPORT PERSONNEL
EUSTIS	NICHOLE	\$	14,338.24	\$	-	\$	-	\$	14,338.24	EDUCATIONAL SUPPORT PERSONNEL
FIORE-KELLEY	MARISA	\$	23,114.20	\$	-	\$	-	475.00	23,589.20	EDUCATIONAL SUPPORT PERSONNEL
FRANCO	JACQUELINE	\$	21,670.50	\$	-	\$	-	\$	21,670.50	EDUCATIONAL SUPPORT PERSONNEL
GALLAGHER	CATHERINE	\$	21,812.70	\$	-	\$	-	525.00	22,337.70	EDUCATIONAL SUPPORT PERSONNEL
GENDREAU	KERRY	\$	22,676.35	\$	-	\$	-	\$	22,676.35	EDUCATIONAL SUPPORT PERSONNEL
GREENE	LISA	\$	3,734.77	\$	-	\$	-	\$	3,734.77	EDUCATIONAL SUPPORT PERSONNEL
HAGOPIAN	AMY	\$	22,928.10	\$	-	\$	-	\$	22,928.10	EDUCATIONAL SUPPORT PERSONNEL
HALL	THOMAS	\$	7,930.00	\$	-	\$	-	\$	7,930.00	EDUCATIONAL SUPPORT PERSONNEL
HAMMOND	BRITNI	\$	19,280.71	\$	-	\$	-	\$	19,280.71	EDUCATIONAL SUPPORT PERSONNEL

Town of Mashpee Town/School Employee Salaries

<i>Last Name, First Name</i>	<i>Salary</i>	<i>Department</i>	<i>Last Name, First Name</i>	<i>Salary</i>	<i>Department</i>
HYDE, BRIAN	239,600.00	Superintendent's Office	GOULART, DEBRA	96,676.87	Kenneth C Coombs School
DIMITRES, JOHN	167,839.95	Police Department	SHUTE, CHRISTOPHER	96,471.18	Fire Department
ROSE, THOMAS	151,557.93	Police Department	MORANO, PATRICIA	96,290.79	Superintendent's Office
DEBOER, PATRICIA	147,776.77	Superintendent's Office	MAYEN, CRAIG	95,865.62	Treasurer/Tax Collector Dept.
COLLINS, RODNEY	142,902.70	Town Manager's Office	DEADY, SEAN	95,537.95	Police Department
STANLEY, NICOLE	138,700.96	Fire Department	CASCIO, MATTHEW	95,521.39	Police Department
FELLOWS, JOSEPH	133,994.34	Fire Department	GANNON, JOHN	95,414.28	Fire Department
GREEN, ERIK	133,348.53	Police Department	LOPEZ, MARK	95,334.89	Fire Department
CARLINE, SCOTT	128,689.32	Police Department	FARRELL, PATRICIA	95,304.70	Mashpee High School
NAAS, OLIVIER	127,462.06	Police Department	GEGGATT, ROBIN	95,228.29	Quashnet School
LAURENT, CATHERINE	125,613.73	Department of Public Works	GRANT, GRETA	94,622.47	Quashnet School
COSTELLO, STEPHEN	124,709.01	Fire Department	DELORME, CARL	94,438.14	Police Department
SANTANGELO, JOHN	124,225.33	Police Department	MITCHELL, MARGARET	93,862.65	Kenneth C Coombs School
EVAVL, MICHAEL	123,945.58	Fire Department	TERRILL, COLLEEN	93,800.02	Mashpee High School
LONG, KEVIN	122,054.70	Fire Department	CROOK, DOUGLAS	93,626.79	Mashpee High School
ASSAD JR, MICHAEL	120,600.50	Police Department	FENA, KELLY	93,200.79	Mashpee High School
ENSKO, DAVID	119,781.31	Police Department	PALMER, KIMBERLY	92,956.48	Kenneth C Coombs School
PESTILLI, ERIC	119,034.00	Police Department	HALL, JAMES	92,922.09	Fire Department
DEEG, THOMAS	117,199.35	Fire Department	PETTENGILL, SUZANNE	92,821.73	Mashpee Middle School
NARDONE, RYAN	116,418.07	Police Department	COGSWELL, SUZANNE	92,525.82	Kenneth C Coombs School
BRADY, MICHELE	115,821.91	Special Education Department	MURRAY, MARILYN	92,342.53	Quashnet School
THAYER, RICHARD	115,488.23	Fire Department	CORRIGAN, BRIAN	92,282.49	Mashpee High School
BALESTRACCI, MARK	115,312.47	Mashpee High School	CRIMMINS, MARY	92,184.92	Kenneth C Coombs School
PELTIER, JOSEPH	114,488.69	Fire Department	HEALY JR, JAMES	92,119.26	Fire Department
MELBY, REWA	113,180.03	Mashpee Middle School	FUDALA, F THOMAS	92,072.23	Planning Department
THAYER, DAWN	110,558.65	Accounting Department	RUSSELL, MARY	91,772.55	Kenneth C Coombs School
CATANESE, JOSEPH	109,812.79	Police Department	PHELAN, JOHN	91,720.83	Fire Department
PALERMO, ROBERT	109,495.57	Police Department	ROBBINS, ALISON	91,658.79	Kenneth C Coombs School
O'BRIEN, MARYKATE	109,149.92	Quashnet School	CAPUTE, JACQUELINE	91,417.39	Mashpee Middle School
KETT, LINDSAY	108,450.58	Mashpee High School	CHICOINE, SHAWN	91,393.47	Mashpee High School
FARREN, DAVID	107,677.36	Fire Department	MACNALLY, JANET	91,346.56	Kenneth C Coombs School
TURNER, KEVIN	107,565.58	Mashpee High School	BRODIE, KERRI	91,216.36	Mashpee High School
PATENAUDE, DANNY	106,915.39	Mashpee High School	MCBRIEN, KATHERINE	91,109.73	Quashnet School
KENNY, PATRICIA	106,093.96	Kenneth C Coombs School	YORK, JANE	91,082.57	Kenneth C Coombs School
DORMAN, JAMES	106,090.80	Police Department	BROOKS, SUZY	90,900.03	Mashpee High School
AVTGES, SUZANNE	104,984.02	Quashnet School	ZINSER, SCOTT	90,381.39	Mashpee High School
SULLIVAN, SEAN	104,546.81	Police Department			
RULLO, THOMAS	102,671.12	Fire Department	STICKLEY, MARY	90,300.10	Quashnet School
BURKE, BRYAN	101,881.53	Police Department	FRYE, KEVIN	90,236.01	Police Department
DELVECCHIO, DAVID	101,591.49	Information Technology	MAIER, KRISTY	90,090.45	Quashnet School
LACAVA, JOHN	101,452.54	Fire Department	ALBERICO, SANDRA	90,066.48	Kenneth C Coombs School
LOONEY, MICHAEL	100,524.75	Mashpee High School	SCHREINER, SUSAN	89,736.67	Quashnet School
FAULKNER, ERIC	100,364.19	Fire Department	QUAYAT, DIANE	89,703.98	Mashpee Middle School
TRIVERI, MATTHEW	100,234.73	Mashpee High School	GIUCA, CHRISTOPHER	89,638.99	Police Department
TRIPP, BRADFORD	100,213.80	Department of Public Works	HOPPENSTEADT, THOMAS	89,582.48	Mashpee High School
REYNOLDS, CELESTE	99,849.69	Mashpee High School	COON, BETH	89,441.73	Kenneth C Coombs School
CLIFFORD, JOEL	99,369.40	Fire Department	BOURKE-MCKAY, LUCINDA	89,441.73	Quashnet School
CAMPBELL, NANCY	99,325.45	Mashpee Middle School	JOHNSON, LOUISE	89,441.73	Quashnet School
LITHWIN, WENDY	99,187.01	Kenneth C Coombs School	BELLONE, JO-ANN	89,368.12	Kenneth C Coombs School
SAMBITO-NELSON, VINCENZA	99,037.53	Quashnet School	STREBEL, JASON	89,343.32	Assessing Department
RUMBERGER, TIMOTHY	98,783.43	Quashnet School	MANNING, MARLA	89,283.79	Mashpee Middle School
RIZZITANO, MELISSA	97,640.05	Mashpee High School	MONTEITH, KRISTIN	89,214.80	Mashpee Middle School
MACKIEWICZ, DAVID	97,027.95	Police Department	SMITH-SHADAN, ALICE	89,025.62	Kenneth C Coombs School
RILEY, PATRICIA	97,001.23	Mashpee High School	RASTALLIS, JACQUELINE	89,015.44	Quashnet School

Orleans

<u>SNOW LIBRARY</u>	Regular Pay	OT	Other	Total
TAVI M. PRUGNO, Director	78,905.52		1,400.00	80,305.52
JANE AMES, Library Asst	15,794.14			15,794.14
CHERYL BERGERON, Staff Librarian	51,679.57		1,216.00	52,895.57
ANN FOSTER, Staff Librarian	36,459.53			36,459.53
JAMIE FORSTER, Library Page	10,401.01			10,401.01
GENEVIEVE FULCHER, Library Asst	43,905.45		750.00	44,655.45
KERRY GONNELLA, Library Asst	14,792.44			14,792.44
LINDA W. GORDON, Library Asst	11,631.27			11,631.27
MELODY GULOW, Library Asst Sub	5,870.48			5,870.48
THOMAS HARPER, Library Asst	1,310.99			1,310.99
MARIE HICKEY, Board Secretary	1,856.26			1,856.26
LINDA HUNTINGTON, Staff Librarian	18,162.63			18,162.63
ROBERT LEITE, Custodian	20,420.78			20,420.78
ROSEMARY LENIHAN, Library Page	10,028.17			10,028.17
KAIMI R LUM, Asst Director	7,156.66			7,156.66
THERESA M. PITTA, Libr Prin. Clerk	24,411.53			24,411.53
E. STEELE-JEFFERS, Staff Librarian	5,880.78			5,880.78
PENELOPE STRUZINSKI, Sub Library Page	15,146.48			15,146.48
				377,179.69

<u>RECREATION</u>	Regular Pay	OT	Other	Total
BRENDAN GUTTMAN, Director	52,148.49		2,544.00	54,692.49
HAYDEN BERGER, Playground Instr	564.41			564.41
EMILY BOYLE, Playground Instr	1,551.40			1,551.40
BEVIN BURNS, Playground Instr	2,362.52			2,362.52
EMILY FOWLER, Playground Instr	907.18			907.18
CHRISTIAN GARNER, Playground Instr	774.21			774.21
CORALEA GERANIOTIS, Playground Instr	1,524.80			1,524.80
EILIDH C GALLIEN, Playground Instr	992.88			992.88
MATTHEW D GARNER, Playground Instr	2,153.73			2,153.73
CARTER GEORGE, Playground Instr	1,882.13			1,882.13
JOSHUA HART, Playground Instr	1,258.83			1,258.83
EZRA HENDRICKX, Playground Director	4,190.62			4,190.62
JOSHUA H LANE, Playground Instr	1,589.79			1,589.79
LIAM P LAWLESS, Playground Instr	1,978.33			1,978.33
COLTON LEACH, Playground Instr	2,225.12			2,225.12
IAN MADDEN, Playground Instr	1,147.65			1,147.65
JAMES MUCCULLY, Playground Instr	929.04			929.04
TRUMAN J MITCHELL, Playground Instr	1,456.84			1,456.84
LAIRD PARKER, Playground Instr	2,000.19			2,000.19
CORMIC A PARKER, Playground Instr	557.42			557.42
SARAH PIKE, Playground Instr	1,140.63			1,140.63
KEENYN POMBO, Playground Instr	2,186.70			2,186.70
REBECCA QUILLARD, Playground Instr	3,350.88			3,350.88
BREMNER D SMITH, Playground Instr	3,195.15			3,195.15
OSCAR SPIEGEL, Playground Instr	1,211.55			1,211.55
				95,824.49

<u>PARKS & BEACHES</u>	Regular Pay	OT	Other	Total
THOMAS E DALEY, DPW & Natural Resources Director	119,587.46			119,587.46
DAVID BURT, Maintenance	52,452.73	2,823.29	825.00	56,101.02
RONALD COLLINS, Bldg & Facility Mgr	83,256.89			83,256.89
CHERYL J. ESTY, Foreman	66,185.94	8,314.09	2,700.00	77,200.03
JEREMY LOPARTO, Maintenance	52,452.72	1,593.29	700.00	54,746.01
JACOB MARSHALL, Maint/Equipment Operator	54,863.12		650.00	55,513.12
PATRICIA L MCDOWELL, Office Manager	51,288.49	7,776.14		59,064.63
SETH PEARSON, Senior Maintenance Worker	52,970.70	932.76		53,903.46
				559,372.62

<u>PARKS & BEACHES - SEAS.</u>	Regular Pay	OT	Other	Total
WILLIAM AMENABAR, Parking Attendant	5,626.45		239.04	5,865.49
MARGARET AUSTIN, Parking Attendant	5,395.63			5,395.63
SYDNEY E AUSTIN, Parking Attendant	2,375.84			2,375.84
ROBERT BATES, Skilled Laborer	30,422.83	5,720.32	376.64	36,519.79
PAIGE L BATES, Gate Officer	3,756.43		239.04	3,995.47
CHRISTOPHER BONELLI, Shorebird Monitor	11,126.77		264.64	11,391.41
RACHEL BUDNICK, Shorebird Monitor	3,791.82		264.64	4,056.46
TERRY D BULL, Gate Officer	3,559.49		239.04	3,798.53
CHRISTOPHER BROWN, Life Guard	7,677.20		239.04	7,916.24
SUSAN CAHILL, Shorebird Monitor	6,851.64		264.64	7,116.28

Calendar Year 2016 Payroll Report
(Includes Overtime, Longevity, Police Special Detail)

Brewster

Department	Employee	Gross Pay	Jan - Dec 2016
Accounting	Christen, Ann	\$	58,287.10
	Larivee, Irene D	\$	21,149.52
	Souve, Lisa A	\$	111,996.23
Alewives	Condit, Dana	\$	840.00
	Lemaitre, William D	\$	830.00
Assessor's Office	Halloran, Karen Ann	\$	57,488.20
	Joseph, Sandra E	\$	51,522.46
	Tately, David H	\$	78,854.63
Building	Bassett Jr, Roland W	\$	55,402.00
	Deegan, Peter J	\$	2,304.00
	Leibowitz, Richard G	\$	58,874.65
	Levesque, Andrew M	\$	324.00
	Provos, Sara E	\$	37,835.14
	Staley, Victor E	\$	101,584.84
	Tero, Michelle M	\$	49,657.60
	Vanryswood, Scott F	\$	48,132.00
	Harris, Shawn D	\$	35,469.36
	Thatcher, Thomas J	\$	65,834.33
Building Maintenance	Bramer, Noelle M	\$	53,868.02
	Burch, Ryan D	\$	47,520.75
	McGee III, Samuel J	\$	1,129.06
	Miller, Christopher J	\$	84,811.22
	Spade, Carol	\$	57,380.20
Conservation/Natural Resources	Sullivan Sr, John R	\$	920.18
	Dearborn, Marilyn A	\$	17,818.00
	Egan, Regina P	\$	25,105.78
	Johnson, Debra Ann	\$	21,642.57
	Locke, Brenda J	\$	19,520.30
	Pettengill, Peter A	\$	40,331.04
	Rego, Denise M	\$	61,935.91
	Williams, Robert C	\$	12,988.00
	Zeller, Lauren D	\$	42,948.70
	Davis, Scott A	\$	57,912.35
Council on Aging	Day, Jeffrey F	\$	71,760.41
	Dewitt, James W	\$	61,998.76
	Ellis, R. Patrick	\$	116,732.38
	Fay, David L	\$	50,625.02
	Fowler, Lauren J	\$	22,397.76
	Johnson, Kinsley R	\$	57,855.95
	Jones, James M	\$	70,680.62
	Lombard IV, Charles J	\$	59,524.49
	Meyer, Fred Timothy	\$	55,335.80
	Pelletier, Joshua D	\$	48,524.06
Dept of Public Works			

Harwick

HERSEY, STEVEN P	49,646.00	-	7,693.96	-	108.45
HOLMES, COLLIN F	54,181.92	-	3,064.19	-	123.39
HOOPER, LINCOLN S	104,110.70	-	-	-	-
HOPKINS, JARED J	49,609.85	-	4,494.67	-	108.45
HOSKING, RICHARD L	50,557.04	-	7,081.98	-	441.39
HOWARD, AUSTIN E	-	2,953.13	50.63	-	-
HUNT, VALERIE J	20,935.43	-	1,410.07	-	-
JESUDOWICH, ALEX	15,829.03	-	-	-	-
KELLEY, ROBBIN M	54,193.06	-	-	-	1,980.58
KIERNAN, MICHAEL F	64,471.68	-	7,819.18	-	183.89
KING, GREGORY A	-	1,764.00	-	-	-
LANGWAY, WESLEY J	49,353.64	-	7,670.45	-	108.45
LEAHY, DANIEL J	-	9,267.13	211.32	-	-
LEWIS, DANIEL N	44,097.51	-	3,755.40	-	575.00
LIBBY, SEAN B	65,798.85	-	11,257.04	-	443.91
MALONE, JACOB C	-	1,127.04	-	-	-
MCNEELY, DANIEL J	48,454.40	-	9,366.60	-	46.90
MEDEIROS, MICHAEL A	41,352.60	-	2,734.98	-	103.86
MELLO, GREGORY J	-	1,980.76	-	-	-
MILLIGAN, EVAN M	-	4,538.13	99.38	-	-
NICKERSON, DONALD C	65,830.83	-	8,898.48	-	143.91
PASQUAROSA, PETER M	-	3,781.00	-	-	-
POWERS, GRIFFIN C	-	4,271.14	-	-	-
QUIGLEY, RYAN R	-	1,539.00	-	-	-
REUSS, WILLIAM L	43,063.48	-	659.30	-	325.00

BY-LAW EMPLOYEES COMPENSATION PLAN

FY-2017

EFFECTIVE 7/1/16

102%

2.00%

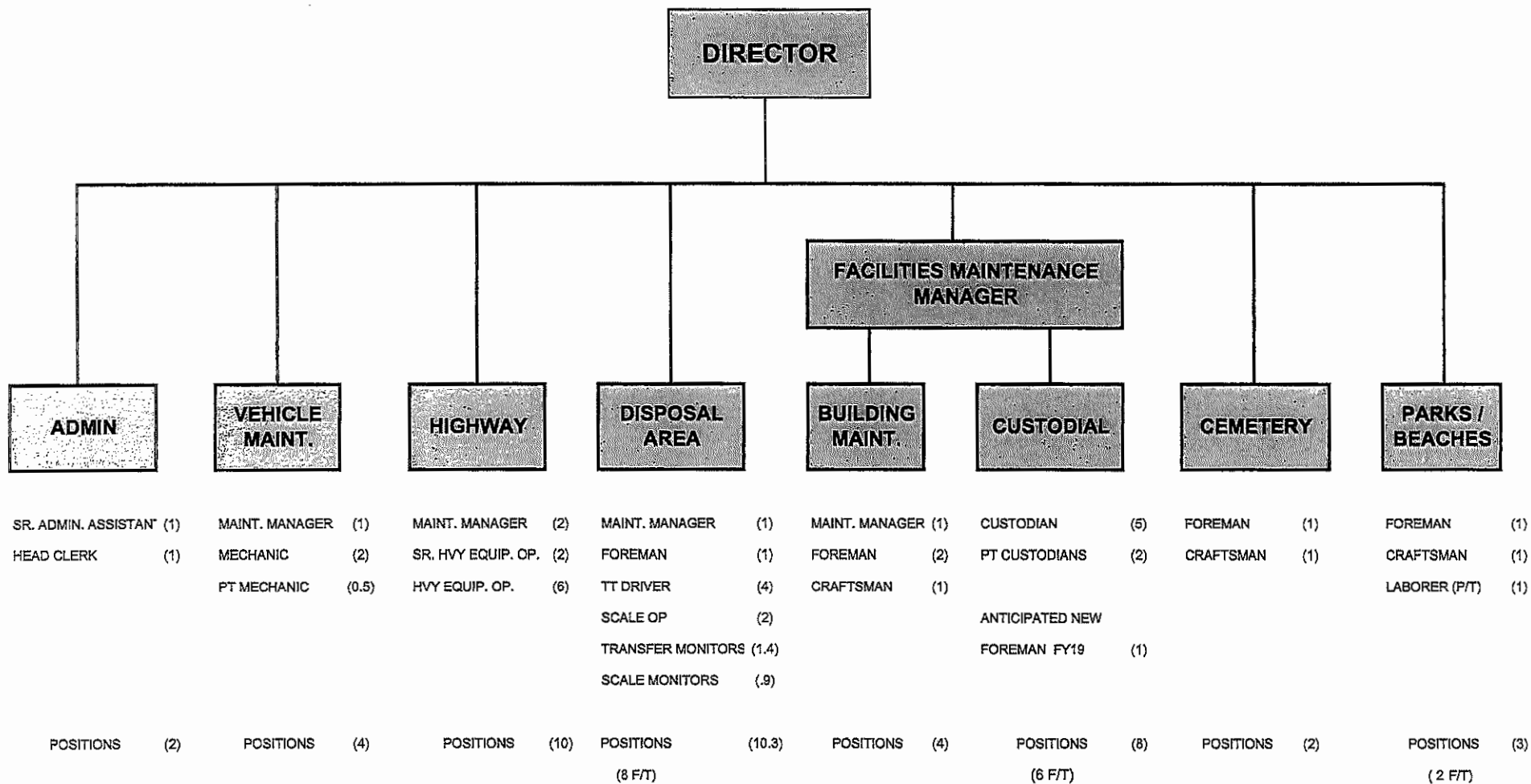
Level	Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
M-7	Director of Highways & Maintenance	86,688	88,855	91,076	93,353	95,687	98,079	100,531	103,045	105,621	108,261
M-6	Water Superintendent	79,530	81,518	83,555	85,645	87,786	89,981	92,230	94,537	96,899	99,321

PT5	MECHANIC	18.69	19.16	19.64							
PT4	SCALEHOUSE MONITOR RECYCLING LABORER	14.95	15.33	15.72	16.10	16.50	16.93	17.34	17.78	18.21	18.68
PT3	SUBSTITUTE CUSTODIAN TRANSFER STATION ATTENDANT	13.72	14.07	14.41	14.77	15.15	15.51	15.92	16.31	16.72	17.14

FY 09 DPW Director Survey

	Bourne	Brewster	Chatham	Dennis	Eastham	Harwich	Mashpee	Orleans	Sandwich	Truro	Wellfleet	Yarmouth	Average
Years in Current Position	7	3	6	5	0	5	1	2	3	14	8	16	6
Years in DPW Field	35	15	27	20	17	17	6	5	7	30	28	36	20
Education Attainment	12	16	16	18	16	18	16	14	16	12	12	16	15
# of FT Employees	30	17	29	27	9	28	18	13	15	13	16	73	24
# You Supervise	30	3	8	5	2	8	18	5	3	13	4	6	9
# of Departments in DPW	7	6	5	6	3	7	6	3	4	3	5	9	5
FY 09 Salaries Budget	\$1,273,417	\$770,104	\$1,928,000	\$1,610,760	\$510,000	\$1,743,719	\$896,987	\$768,176	\$1,003,333	\$764,011	\$768,500	\$3,750,015	\$1,315,585
FY 09 Expense Budget	\$476,228	\$201,500	\$1,238,000	\$1,637,515	\$630,000	\$1,525,959	\$2,678,426	\$1,042,119	\$1,453,751	\$1,289,509	\$1,000,000	\$5,319,079	\$1,541,007
FY 09 Base Salary	\$95,823	\$90,389	\$104,080	\$94,975	\$80,000	\$88,869	\$82,882	\$77,806	\$92,000	\$77,515	\$74,000	\$109,579	\$88,993
Additional Compensation	\$600	\$0	\$3,900	\$475	\$0	\$1,777	\$0	\$500	\$300	\$2,150	\$500	\$525	\$894
Total Compensation	\$96,423	\$90,389	\$107,980	\$95,450	\$80,000	\$90,646	\$82,882	\$78,306	\$92,300	\$79,665	\$74,500	\$110,104	\$89,887
Personal Contract	no	no	no	no	no	no	yes	no	no	no	no	no	
Bargaining Unit	yes	no	no	yes	yes	no	no	yes	no	no	yes	no	
Town Vehicle / Personal	yes / no	yes / no	no	yes / no	no	no	no	yes / no	yes / no	yes / no	no	yes / no	
Vehicle Maint. All Town	yes	yes	no	no	no	yes	no	no	no	yes	yes	yes	
Manage Bulk Fuel	no	yes	yes	no	yes	yes	no	no	yes	yes	yes	yes	
Attend BOS Meetings / #	not many	24	24	as needed	some	20	12	4	4	as needed	30	5	

HARWICH DPW ORGANIZATIONAL CHART



OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039




Robert C. Lawton, Jr.
Interim Assistant Town Administrator

732 MAIN STREET, HARWICH
02645

MEMO

TO: Chris Clark
Town Administrator

FROM: Robert C. Lawton, Jr. 
Interim Assistant Town Administrator

RE: Anita Doucette Salary Adjustment

DATE: February 14, 2018

On Monday February 5, 2018 I met with Anita Doucette, Town Clerk, to discuss her memo to you, dated January 18, 2108, outlining her request and providing salary survey materials on similar positions.

In summary, Ms. Coppola, Finance Director, had reviewed the Town Clerk salary and recommended that the position be placed on the Harwich Non-Union Compensation Schedule at M-5. I agree with the classification within the M-5 grade. This grade is similar to most other Town Clerk salary ranges on the Cape.

Regarding the appropriate step for the incumbent, I believe that Ms. Doucette's years of service to the Town should be recognized when determining where on the step chart she is placed. To give consideration for the 26 years of service to the Town, I would recommend step 9 on the M-5 schedule for FY19, \$92,490. The increase over the base amount previously programmed would be funded from the Town Clerk State Aid account for FY19. I believe that this grade and step recognizes Ms. Doucette's length of service, as compared to other Cape Town Clerks, and is within the limits of available resources.

After you have reviewed this memo I would be happy to discuss my recommendation with you.

COPY

Town of

Anita N. Doucette, MMC/CMMC
Town Clerk



Harwich

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

MEMO

TO: Chris Clark
Town Administrator

FROM: Anita N. Doucette
Town Clerk

DATE: January 18, 2018

RE: Town Clerk Salary FY 2019



The Finance Director, Carol Coppola and I have met and discussed the appropriate step for the Town Clerk's salary in the SEIU Management Employee Compensation Plan.

Based on our discussions, my research, and Carol's own research, we recommend the salary be placed in the M-5 tier at step 7 with a 2% cost of living adjustment for FY'19.

The salary request for the Town Clerk's for FY'19	\$ 86,307.00
Plus 2 % cola	1,726.00
	\$ 88,033.00

M5-

Cape Cod Town Clerk Salaries-F/Y 2017-F/Y 2018

	elected	Name	Years as	Salary	Population	CMMC	Salary	MMC	Union	Non-Union	Salary Range
	appointed		Town Clerk	F/Y 2018			F/Y 2019	CMC			
Barnstable	elected	Ann Quirk	4.50 yrs	\$ 83,640.00	46,000	CMMC	\$ 87,431.00	almost!		X	\$ 94,000.00
Brewster	appointed	Colette Williams	7 Years	\$75,754.16	9,880	CMMC	\$77,837.40	CMC		X	\$64,057-\$102,491
Chatham	appointed	Julie Smith	14 Years	\$ 75,509.00	6,200	CMMC	\$ 80,599.00	MMC	X		
Eastham	elected	Sue Fisher	3 Years	\$ 70,037.00	5,215	NO	unknown	CMC		X	%
Falmouth	elected	Michael Palmer	15 Years	\$ 90,429.00	32,660	CMMC	\$ 92,582.00	CMC			2%
Dennis	elected	Terri Bunce	8 Years	\$74,460.00	14,207	CMMC	unknown	CMC		X	% 3%
Mashpee	elected	Deb Dami	18 Years	\$ 76,500.00	14,233	CMMC	\$ 81,070.00	MMC		X	Grade 14, Step 8
Orleans	appointed	Cynthia May	12 Years	\$ 75,262.00	6276	CMMC	unknown	NO	X		2%
Provincetown	appointed	Darleen Van Alstyne	1 Month	\$ 65,919.00	3,003	NEW	\$ 65,919.00	NO		X	\$65,919 - \$81,992.
Sandwich	elected	Taylor White	8 Years	\$ 80,573.99	21,088	NO	unknown	NO		X	%
Wellfleet	appointed	Joe Powers	10 Years	\$ 64,821.00	3,200	CMMC	\$ 66,765.00	MMC		X	contract
Yarmouth	appointed	Phil Gaudet	3 Years	\$82,000.00	21,323	NO	\$ 86,179.60	NO	X		70,000.00 - 92,000.00

Harwich	elected	Anita Doucette	26 Years	\$76,905.00	12,818	CMMC		MMC		X	
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SALARY RANGES

Barnstable	\$94,000	International	MMC	Master Municipal Clerk
Brewster		International	CMC	Certified Municipal Clerk
Chatham		State of MA	CMMC	Certified Massachusetts Municipal Clerk
Eastham	going forward to make this position appointed - receives the same % as the bargaining unions			
Falmouth	given a COLA like all employees			
Dennis	Based on the same % as all other employees - this year asking 3%			
Mashpee	Based on the same % as all other employees - this year - 1.5%	Grade 14	step 1 - 57,928	Step 10 - 88,046
Orleans	Based on the same % as all other employees with an addition \$1800 for longevity			
Provincetown	Based on an employee contract			
Sandwich	Based on the same % as all other employees			
Wellfleet	Contract Employee - Senior Manager			
Yarmouth	SEIU Based on the same % as all other employees			

TOWN OF HARWICH POSITION EVALUATION WORKSHEET

Position Title Support Staff Supervisor

Department Town Administrator

	Degree	Value
Knowledg/Education	1-3	100
Experience	2-8	500
Complexities	3-4	300
Accountability - Impact of Errors	4-4	350
Internal Relationships	5-4	350
External Relationships	6-4	350
Supervision	7-2	50
Physical Demands	8-1	10
Work Environment	9-1	10
TOTAL VALUE		2020

Grade Assigned 12 or OA-5

Date 22-Feb-18

SUPPORT STAFF SUPERVISOR

DEFINITION

The position of Support Staff Supervisor oversees the general management of Administrative/Executive Assistant staff at Town Hall and provides administrative support to the Town Administrator. The position is included in the Personnel By-Law and reports directly to the Town Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Coordinates/schedules vacation and other time off for Administrative/Executive Assistant staff and reviews staffing needs before granting any vacation requests.
2. May approve and sign Payroll, Absence Request Forms and Personnel Action Forms.
3. Assists in preparation of performance evaluations and participates in evaluations.
4. May assist in recruitment of support staff including:

- Preparation of job postings in accordance with union contracts
- Employment advertising
- Coordination and participation in interview process
- Coordination of pre-employment screening
- Preparation of offer letters

5. Provides support and guidance for the Administrative/Executive Assistant staff and maintains their personnel files.
6. Oversees the daily operation of the Town Administrator's office; provides training and assistance to office staff; assists with development and implementation of office procedures; composes and types correspondence. Performs additional duties in the absence of office staff including:

- Posting of Board of Selectmen agendas, preparation of meeting packets and follow-up activities
- Processing Workers Compensation claims
- Bill schedules and money turnovers
- Distribution and advertising of Request for Proposals
- Preparation of Town Meeting warrants
- Preparation of Annual Town Reports
- Updates the Town bylaw book in accordance with Town Meeting actions & Attorney General approval
- Responds to inquiries and requests from the public
- Processes license applications for approval of the Board of Selectmen; prepares related reports.

SUPERVISION

Works under the general direction of the Town Administrator in accordance with town bylaws, rules, regulations, policies and procedures; duties require the ability to independently plan and perform operations,

knowledge of municipal operations, judgment and initiative; policy issues are referred to the Town Administrator, Assistant Town Administrator, or Board of Selectmen.

WORK ENVIRONMENT

Work is performed in office conditions, with considerable public interaction; the workload is subject to various fluctuations, including license renewals, Town Meetings and budget cycles.

The employee operates standard office equipment.

The employee has regular contact, requiring patience, tact and discretion with the public, town employees, vendors, and outside organizations.

The employee has access to a wide variety of confidential information, including bid documents, legal proceedings, personnel files and medical information.

Errors could result in delay or loss of services, monetary loss to the town, or legal repercussions.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

High School diploma; Associate's Degree preferred; five years of administrative and/or personnel experience; municipal experience preferred; or an equivalent combination of education and experience.

KNOWLEDGE, ABILITY AND SKILL

Knowledge of town government; knowledge of office practices and procedures; knowledge of municipal procurement and licensing procedures, open meeting law and public records laws.

Ability to work independently and prioritize tasks; ability to maintain confidential information; ability to interact appropriately with town employees, town officials and the general public; ability to work with accuracy and attention to detail.

Bookkeeping and record keeping skills; organizational and planning skills; office skills; interpersonal skills; written and oral communication skills.

PHYSICAL REQUIREMENTS

Minimal physical effort is required to perform duties. The employee is required to stand, walk, sit, speak and hear, and use hands to operate equipment. Vision requirements include the ability to read documents and analyze documents and use a computer.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Harbormaster to come before the Board on this as the proposal jumped from \$3,000,000 to \$3,600,000 and it appears to have changed from what was presented at Town Meeting. Ms. Usowski explained the grant opportunity but said she could not comment on the budgeting of the project. She asked permission to apply for the grant. Ms. Kavanagh moved to approve Item E. Mr. Ballantine seconded the motion. Mr. Howell stated that it should be implied in the motion that this is the cap and it does not include a full service restaurant. Ms. Usowski noted that there was discussion about the septic system at a recent Community Development meeting and it was decided to put in a new system but one that would not accommodate a full restaurant as originally proposed as it was too much money and people favored the snack shack. Mr. Clark said we can't go beyond the scope of what was authorized at Town Meeting. The motion carried by a unanimous vote.

OLD BUSINESS

(A.) Process for the Tax Lien Auction – update

Ms. Bullock said the tax lien auction list stands at 122 parcels at a value of \$2,800,000 and we have collected \$178,000 since the letters went out. She described the notification process which included 4 quarterly tax bills, a demand notice, a letter from her office, a letter from the tax taking attorney and a notice in the newspaper that is also posted in two public places. Ms. Bullock and Mr. Coppola took questions and comments from the Board regarding withdrawing properties from the list, notification process, foreclosure and resale, and the auction process. The Board took comments from Mr. Cheverie who expressed concern that the Real Estate and Open Space Committee has not had a chance to look at the list and the auction is imminent. Mr. Fratus commented that a lot of the properties aren't assessed properly and said more research from the Assessor would probably cut down greatly on the list. Ms. Gabour researched third party investor sales in the various communities and the law is written that there are no exemptions for anyone. She discussed problems this program caused in other communities. Ms. Cebula said this is a good idea and wouldn't agree with exemptions for over age 65. She suggested putting a time limit on this if we are going to delay. Mr. Marceline encouraged the Tax Collector not to put the properties up for auction and just keep the liens on. Chief Clarke commented that Ms. Bullock has already addressed the people who can't pay and it is unacceptable not to pay taxes for those who just won't pay. He said there have been many discussions about why aren't we going after these people and Ms. Bullock is simply doing her job. Mr. Thomas of the Real Estate and Open Space Committee said they were surprised at the short notice and decision to go to auction, since they have spent years talking about various parcels some of which are on the list. Mr. Howell moved to request the Town Treasurer to postpone the tax lien auction until June 30, 2018 in order to collaborate with the Real Estate and Open Space Committee, the Assessor's Office and engage more proactively with contact to those who are in arrears. Ms. Brown seconded the motion. Chairman MacAskill said he doesn't believe that by motion this Board should be sending a message to a department head and Mr. Ballantine agreed. Ms. Kavanagh said she would appreciate looking at it further and collaborating with the Real Estate and Open Space Committee and the Assessor's Office. Ms. Brown amended the motion to request that the Town Administrator ask the department head to postpone the auction. Mr. Howell accepted the amendment. The motion as amended carried by a 4-1-0 vote with Mr. Ballantine in opposition.

NEW BUSINESS

- A. Request for License Agreement for Robert Fratus to create safe and adequate access to his parcel by upgrading Hawksnest Road from a 9' dirt road to 18' wide gravel road

come back with a more formal proposal. Chairman MacAskill said he would speak to Mr. Clark tomorrow about getting this on the agenda in the form of a Public Hearing.

D. New Open Meeting Law Update

Chairman MacAskill asked who is responsible for the information flow and the training on this. Mr. Clark responded that when we have a change like this, he will bring it to a Department Head meeting and ask them to distribute it. Ms. Brown recommended they share this with the committees they are liaison to. Mr. Clark said we could do an Open Meeting Law presentation and said he would schedule it. Mr. Ballantine said he would like to see a cover letter with some key points and he would work with Mr. Clark to put it together.

E. Tax Collection Policy & Procedure

Mr. Clark reported that we haven't made as much progress on this as we would have liked. He noted that they have had a couple of meetings and one of the things they found out from that list that was provided was that there are a fair amount of errors and we are trying to work through the list to get a better quality list to work from. He stated that they don't want to sell liens on properties they are not sure of. He noted that some of these errors go back 10-15 years and are not obvious and he stated that we have engaged a title search firm to look at some of the problems. Chairman MacAskill asked about properties that we know aren't mistakes and exploring with a firm to collect on these ourselves. Mr. Clark said he'd like to vet them 10 to 15 at a time and is concerned about compounding a mistake. He said we would want to find those that are clearly obvious and he would meet with the Tax Collector to determine the approach to take. Chairman MacAskill suggested having a firm start to work on 5 properties.

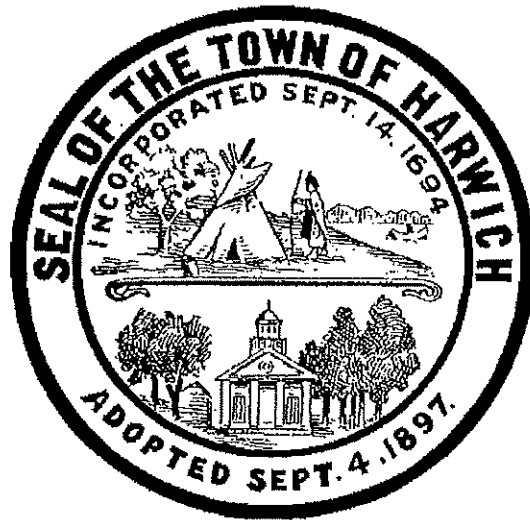
F. Discussion on State Bid Process and Procurement

Mr. Clark outlined his letter to the Board dated October 12, 2017 regarding "Current Procurement Practices" as follows:

Pursuant to the Town Charter, the Town Administrator acts as the Town Chief Procurement Officer. Operationally, the current practice is for procurement that requires bid documentation be coordinated through the Town Engineer. Town Engineer, although not having the necessary designations, has been very skilled in putting together procurement materials. The individual departments worked through either myself for all procurement advice and specifically the Town Engineer for preparation of the bid documentation. Sandy in our office coordinates placing ads in the paper and the distribution of materials to potential bidders. The bid openings and the recommendations are coordinated by the Town Engineer. I will do a final review before sending the material to the Board of Selectmen for award for contracts above the \$50,000 limit set by the Board of Selectmen.

I believe there is considerable opportunity for improvement in this process. First, to establish a purchasing system so when contracts are awarded and matched up financially, the purchase order is contained within our accounting system. Second, we establish town boilerplate contracts that represent the interests of the Town for the

**ANNUAL TOWN MEETING
WARRANT
With
RECOMMENDATIONS**



MAY 7, 2018

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35. Amend the Code of Harwich General Bylaws – Marijuana Establishments Ban.....

36. Amend the Code of Harwich Zoning Bylaws – Marijuana Temporary Moratorium

37. Amend the Code of Harwich Zoning Bylaws – Marijuana Establishment – Recreational
Special Permit Use.....

CHARTER/BYLAW AMENDMENTS

- 38. Amend the Code of Harwich – Charter – To Change from “Water Commission” to “Water/Wastewater Commission”
- 39. Amend the Code of Harwich General Bylaws § 7-10 – Composition of Town Agencies
- 40. Amend the Code of Harwich Zoning Bylaws to Add a New Harwich Affordable Housing Trust
- 41. Special Legislation – Additional Annual Liquor Licenses
- 42. Amend M.G.L. Chapter 59, §5, Clause 5k – Senior Work Off Program – Angel Provision
- 43. Adopt M.G.L., Chapter 59, §5, Clause 56 – Personal Property Tax Abatement for National Guard and Reservists
- 44. De-Commission the Architectural Advisory Committee.....

LAND ISSUES

- 45. Town Owned Property at 4 Central Avenue.....
- 46. Deeds Accepted in Lieu of Foreclosure – 31/33 Lakeview Drive.....
- 47. 70 Willow Street Town Property Clear Title and Revise Boundary Lines.....

COMMUNITY PRESERVATION

- 48. Reserve for Future Appropriation Amounts from FY 2018 Community Preservation Fund Estimated Annual Revenues
- 49. Fund Land Bank Debt Service.....
- 50. Community Preservation Articles under \$50,000.....
- 51. Brooks Free Library Restoration
- 52. Construction of Municipal Public Records Storage Facility at Community Center.....
- 53. Habitat for Humanity Community Housing
- 54. Brooks Park Expansion/Improvements Phase 5
- 55. Judah Elddredge Property Acquisition
- 56. Purchase of Cornelius Pond Property
- 57. Hinckley Pond Remediation and Public Access Improvements near Rt. 124
- 58. Fund the Harwich Affordable Housing Trust

PRIVATE PETITIONS

- 59. Defray Costs for the Chase and Harwich Port Libraries.....
- 60. Promote the Town of Harwich.....
- 61. Supplement Annual Allocation of Mass Cultural Council For Local Cultural Council Grants ..
- 62. Pleasant Bay Alliance – IMA
- 63. Pleasant Bay Management Resource Plan Update - MOU.....

REVOLVING/STABILIZATION/OPEB FUNDS

- 64. Annual Revolving Fund Authorization.....

- 65. Establish Annual Tax Title Collection Revolving Account
- 66. Stabilization Fund
- 67. OPEB Trust Fund.....
- 68. Fund Prior Year's Unpaid Bills

CUSTOMARY ARTICLES

- 69. Herring Fisheries.....

APPENDIX A – Sample Ballot

APPENDIX B – Capital Plan

APPENDIX C – Budget

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	3/4 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: \$_____.

	<u>Current System</u>	<u>Finance Committee Proposal</u>
Selectmen (5)	\$1,500 each	\$2,400 each
Moderator	\$300	\$1,000
Water Commissioners (3)	\$500 each	\$1,000 each
Library Trustees (7)	N/A	\$1,000 each
Town Clerk	<u>\$92,490 recommended</u>	<u>M5 \$75,910 - \$94,803 (range)</u>
TOTAL	\$9,300 (Elected) <u>\$94,803 (Town Clerk)</u> \$104,103	\$23,000 (Elected) <u>\$94,803 (Town Clerk)</u> \$117,803

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. By request of the Board of Selectmen. (BUDGET – SEE APPENDIX B). Estimated cost: \$36,986,378.

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, the capital portion of the appropriation authorized by this vote shall not take effect until the Town votes to exempt from the limitation of total taxes imposed by M.G.L. c.59, §21C (Proposition 2 ½) the amount required to pay for the capital exclusion authorized by this vote, 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: \$ \$4,238,297.

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 B)

CPC, TA and COC (OVER \$50,000 ONLY) See Appendix for Full

TOWN OF HARWICH CAPITAL BUDGET REQUEST SUMMARY (FY 19 TO 25)

Revision: 3/8/2018

Department	Project	Funding Source	TA/COC/CPC	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 SAQ 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			\$ 252,500	\$ 282,500	\$ 281,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -
CEMETERY										
Cemetery	Pet Crematory	Cemetery Re	\$ 486,000	\$ 486,000						
Cemetery	BLP 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	\$ 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/Rec	\$ 210,000							
Conservation/REOS	Cornelius Property - Cons. Res. over 15 Acres	CPC - OS	\$ 200,000	\$ 200,000						
	Cornelius Property - Cons. Res. 15 Acres	CPC-UN/Rec	\$ -							
Conservation	Shore Stabilization/Jetty Extension Red River Beach				\$ 100,000	\$ -				
CONSERVATION SUB-TOTAL			\$ 569,000	\$ 569,000	\$ 100,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -
FACILITY MAINTENANCE										
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						\$ 52,000			
Facility Main.-DPW	Community Center Condensing Units							\$ 275,000		
Facility Main.-DPW	Community Center Roof								\$ 240,000	
Facility Main.-DPW	Library Boiler Replacement									\$ 120,000
Facility Main.-DPW	Community Center Boiler									\$ 120,000
FACILITY MAINTENANCE SUB-TOTAL			\$ 610,000	\$ 610,000	\$ 480,500	\$ 135,000	\$ 151,000	\$ 275,000	\$ 240,000	\$ 240,000

Department	Project	\$ Source	TA 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 Portion)	Grants	\$ 71,250	\$ 71,250						
Fire	Air Pack Rep. Program - (Town Funded Portion)	FC	\$ -	\$ -	\$ 15,000					
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		\$ 394,145
Fire	Pumper Truck Replacement Scheduled				\$ 600,000	\$ -				
Fire	Ladder Truck Replacement						\$ -	\$ -	\$ 1,350,000	
Fire	Station 2 Building Upgrade (Construction)	DE	\$ 6,050,000	\$ 5,800,000			\$ -	\$ -		
FIRE SUB-TOTAL			\$ 6,613,000	\$ 6,363,000	\$ 1,250,000	\$ 607,500	\$ 250,000	\$ 625,375	\$ 1,350,000	\$ 394,145
GOLF										
Golf	Landscape Operational/Safety - Traffic Config.	Golf Fees	\$ 50,000	\$ 50,000						
Golf	Irrigation Update and System Rebuild	Golf Fees	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
GOLF SUB-TOTAL			\$ 109,000	\$ 109,000	\$ 183,000	\$ 88,000	\$ 80,000	\$ 50,000	\$ 50,000	\$ -
HARBORMASTER										
Harbormaster	Supplement SAQ Landside Ren. and Imp.	RPA	\$ -	\$ -	\$ -	\$ -	\$ -			
Harbormaster	Seaport Grant for Landside (\$1.0 m)	Grants	\$ 1,000,000	\$ 1,000,000						
Harbormaster	Wixon Dock Landside Improvements		\$ -	\$ -	\$ 50,000		\$ -			
Harbormaster	Herring River Ramp Replacement					\$ 200,000	\$ -			
Harbormaster	Allen Harbor Jetty Study and Construction			\$ 56,000			\$ 2,000,000			
Harbormaster	SAQ Harbor N & E Bulkhead (Offloading Area)							\$ 1,000,000		
Harbormaster	Wychmere Outer Harbor Dredging						\$ -	\$ -	\$ 500,000	
Harbormaster	Study - Wychmere Outer Harbor Jetty						\$ -			\$ 75,000
HARBORMASTER SUB-TOTAL			\$ 1,000,000	\$ 1,056,000	\$ 50,000	\$ 200,000	\$ 2,000,000	\$ 1,000,000	\$ 500,000	\$ 75,000
LIBRARY										
Library	Library Interior Modifications/Renovations		\$ -	\$ -	\$ -	\$ 100,000				
Library	Sup. Exterior Preservation(See Fac. Main.)	CPC - Historic	\$ -	\$ -	\$ -	\$ -				
LIBRARY SUB-TOTAL			\$ 10,340	\$ 10,340	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -
NATURAL RESOURCES										
Natural Resources	Hinckley's Pond Restoration	CPC-OS/Un.	\$ 575,000	\$ 600,000						
Natural Resources	Hinckley's Pond Public Access Area	CPC-UN/Rec	\$ 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-Housing	\$ 490,000	\$ 500,000	TBD	TBD	TBD	TBD	TBD	TBD
Planning	Housing Trust/PT Housing Coordinator	CPC-Undes.	\$ 10,000	\$ 500,000	TBD	TBD	TBD	TBD	TBD	TBD
Planning	Local Comprehensive Plan Update				\$ 200,000					
PLANNING SUB-TOTAL			\$ 500,000	\$ 1,000,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -
POLICE										
Police	Electronic Sign Board			\$ -					\$ 24,000	
POLICE SUB-TOTAL			\$ 36,000	\$ 36,000	\$ 13,700	\$ 14,400	\$ 30,000	\$ 40,000	\$ 61,000	\$ 35,000

Department	Project	\$ Source	TA Rec	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	\$ 1,494,125	\$ 1,396,072	\$ 1,400,000	TBD	TBD
		Ch. 90	\$ 700,000							
Public Works	W Harwich Rte 28 Design(\$100K in FY 19)	Incl. in 5-Yr P	\$ -	See Note			\$ 50,000			
	W. Harwich Rte 28 (Construction - Fed Funds)	TIP Fed Grant	\$ -				\$ 5,600,000			
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-250 Pick Up - Highway #23	FC	\$ 55,000	\$ 55,000						
Public Works	Ford F-350 Dump Truck - Park #15	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	\$ 320,000	\$ 405,000
PUBLIC WORKS SUB-TOTAL			\$ 1,615,000	\$ 1,740,000	\$ 6,270,210	\$ 2,419,125	\$ 7,366,072	\$ 1,725,000	\$ 320,000	\$ 405,000
REC & YOUTH										
Rec & Youth	Bank Street Beach Parking Lot Paving	FC	\$ 80,000	\$ 98,000	\$ -	\$ -				
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-UN/Rec	\$ -	\$ -	\$ 80,000					
Rec & Youth	Brooks Park Phase V - Compre. 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 SUB-TOTAL			\$ 80,000	\$ 80,000	\$ -	\$ -	\$ 32,500	\$ -	\$ -	\$ -
WASTEWATER										
Wastewater	Tie-In Costs to Pipes and Pump St. -Chatham	DE*	\$ 2,150,000	CWMP P. 2	\$ 2,150,000	\$ -	\$ -		CWMP PHASE 3	
Wastewater	Pleasant Bay(South)Collection System Cons.	DE*	\$ 20,280,000	\$ 20,280,000	\$ -	\$ -	\$ -	\$ 800,000	\$ 12,600,000	\$ -
Wastewater	Restoration Hinckley's Pond (See Nat. Res.)		\$ -	\$ -	\$ -	\$ -				
Wastewater	Evaluate Phosphorus Seymour Pond		\$ -					\$ 40,000	\$ 260,000	\$ -
WASTEWATER SUB-TOTAL			\$ 22,450,000	\$ 22,450,000	\$ -	\$ -	\$ -	\$ 840,000	\$ 12,860,000	\$ -
WATER										
Water	Lower County Road Project (Waterlines)	Water- R.E.	\$ 1,018,700	\$ 1,018,700						
Water	Water Source N Har. Explore and Dev (D&C)		\$ -	\$ -	\$ -			\$ 250,000	\$ 3,000,000	
Water	2018 Ford F-350 with Box (2 units in 2019)	Water Rev.	\$ 110,000	\$ 110,000						
Water	Wells and Pump Access Asphalt Mgt Plan	Water Rev.	\$ 175,000	\$ 175,000					\$ 175,000	
Water	Pleasant Lake Avenue Tank Rehabilitation		\$ -				\$ 1,500,000	\$ -		\$ 1,750,000
Water	Engineering for Asbestos Pipe Project		\$ -				\$ 250,000	\$ 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	\$ -	\$ -	\$ 1,825,000	\$ 1,250,000	\$ 3,175,000	\$ 1,750,000
GRAND TOTALS			\$ 37,091,868	\$ 37,595,868	\$ 8,908,410	\$ 4,489,025	\$ 12,096,572	\$ 5,930,375	\$ 18,556,000	\$ 2,899,145

Non-Town/Private		CPC Applications									
CDP	Community Dev. Part. - Cape Housing Institute	CPC - Housing	\$ 10,000	\$ 10,000							
Habitat of Cape Cod	93 & 97 Main Street Route 28 (6 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Department</i>	<i>Program</i>	<i>Source</i>	<i>TA Rec</i>	<i>FY 19</i>	<i>FY 20</i>	<i>FY 21</i>	<i>FY 22</i>	<i>FY 23</i>	<i>FY 24</i>	<i>FY 25</i>	
<i>Funding Summary</i>	<i>Funding Summary</i>			<i>FY 19</i>	<i>FY 20</i>	<i>FY 21</i>	<i>FY 22</i>	<i>FY 23</i>	<i>FY 24</i>	<i>FY 25</i>	
	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	\$ 240,000	\$ 240,000	
	Community Preservation Funds		\$ 2,912,515	\$ 6,363,000	\$ 1,250,000	\$ 607,500	\$ 250,000	\$ 625,375	\$ 1,350,000	\$ 394,145	
	Cemetery Revenue (General Fund and Debt Exclusion)		\$ 577,950	\$ 109,000	\$ 183,000	\$ 88,000	\$ 80,000	\$ 50,000	\$ 50,000	\$ -	
	Debt Exclusion		\$ 29,180,000	\$ 1,056,000	\$ 50,000	\$ 200,000	\$ 2,000,000	\$ 1,000,000	\$ 500,000	\$ 75,000	
	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	\$ 61,000	\$ 35,000	
	Water Enterprise Account - Revenues		\$ 285,000	\$ 1,740,000	\$ 6,270,210	\$ 2,419,125	\$ 7,366,072	\$ 1,725,000	\$ 320,000	\$ 405,000	
	OB - Operating Budget		\$ 60,600	\$ 546,500	\$ 80,000	\$ 125,000	\$ 144,500	\$ 125,000	\$ -	\$ -	
	Other: Operating Bdgct Encumbrances		\$ 40,000	\$ 22,450,000	\$ -	\$ -	\$ -	\$ 840,000	\$ 12,860,000	\$ -	
	Confirmation Total		\$ 37,401,868	\$ 1,303,700	\$ -	\$ -	\$ 1,825,000	\$ 1,250,000	\$ 3,175,000	\$ 1,750,000	
			\$ -	\$ 37,595,868	\$ 8,908,410	\$ 4,489,025	\$ 12,096,572	\$ 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 included in the FY 19 Capital Plan, 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 included in the FY 19 Capital Plan, and to act fully thereon. By request of the Board of Selectmen. Estimated cost \$825,000

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
6	Cultural Center Subsidy	125,000
	TOTAL	825,000

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 Finance Director. 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 or transfer from available funds 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 or transfer from available funds 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.

Explanation: Fire Station #2 on Route 137 has become a more full service station due to the increased calls for service. A committee has been formed to review its use. The 2017 ATM approved design funds to improve the facility. The Board of Selectmen, the committee and design firm have agreed to construct a new facility on the same site to provide services to this section of our community. This appropriation will all ow for the construction of a new facility.

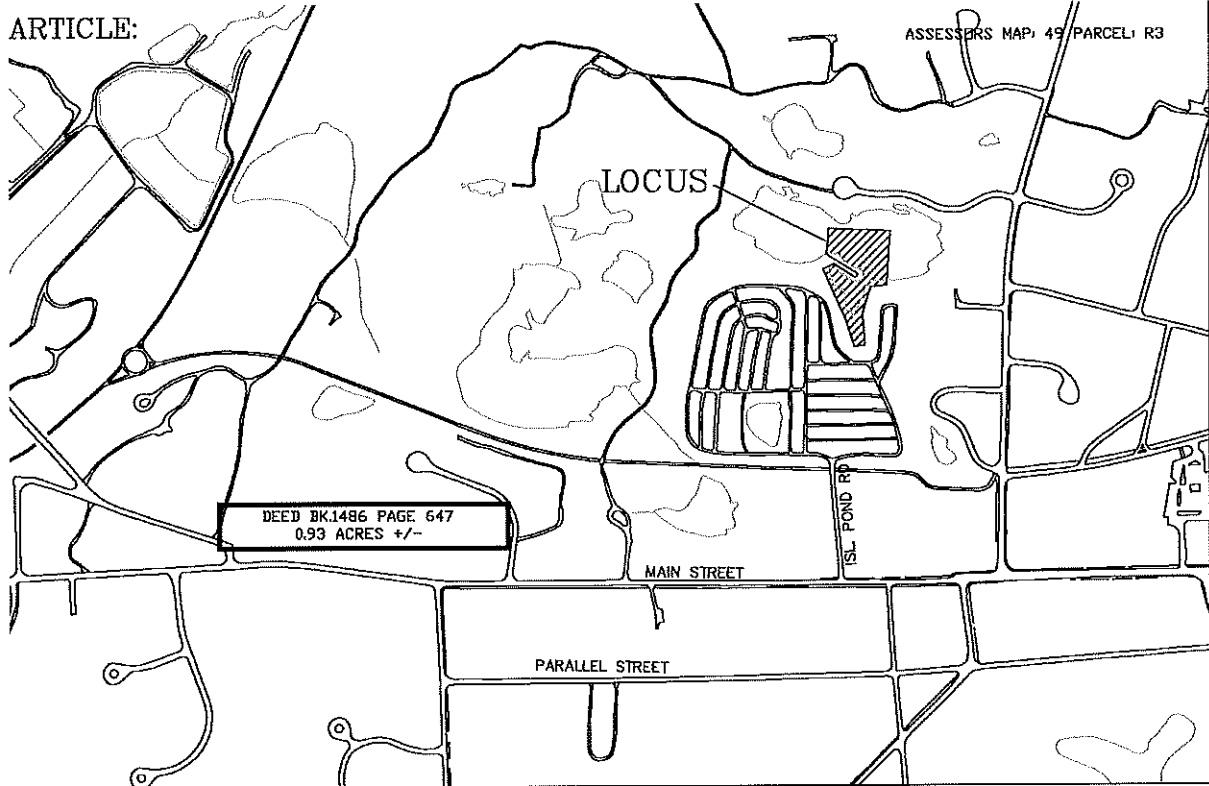
CEMETERY

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 acre 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 Director 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.

Explanation: The Cemetery Director and Commission have determined that a significant need exists for persons to dispose of their pets. This article calls for the construction of a building and a device to be able to cremate small pets. The facility will be located adjacent to the pet burial ground on 276 Queen Anne Road, approved at a previous Annual Town Meeting.

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

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

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

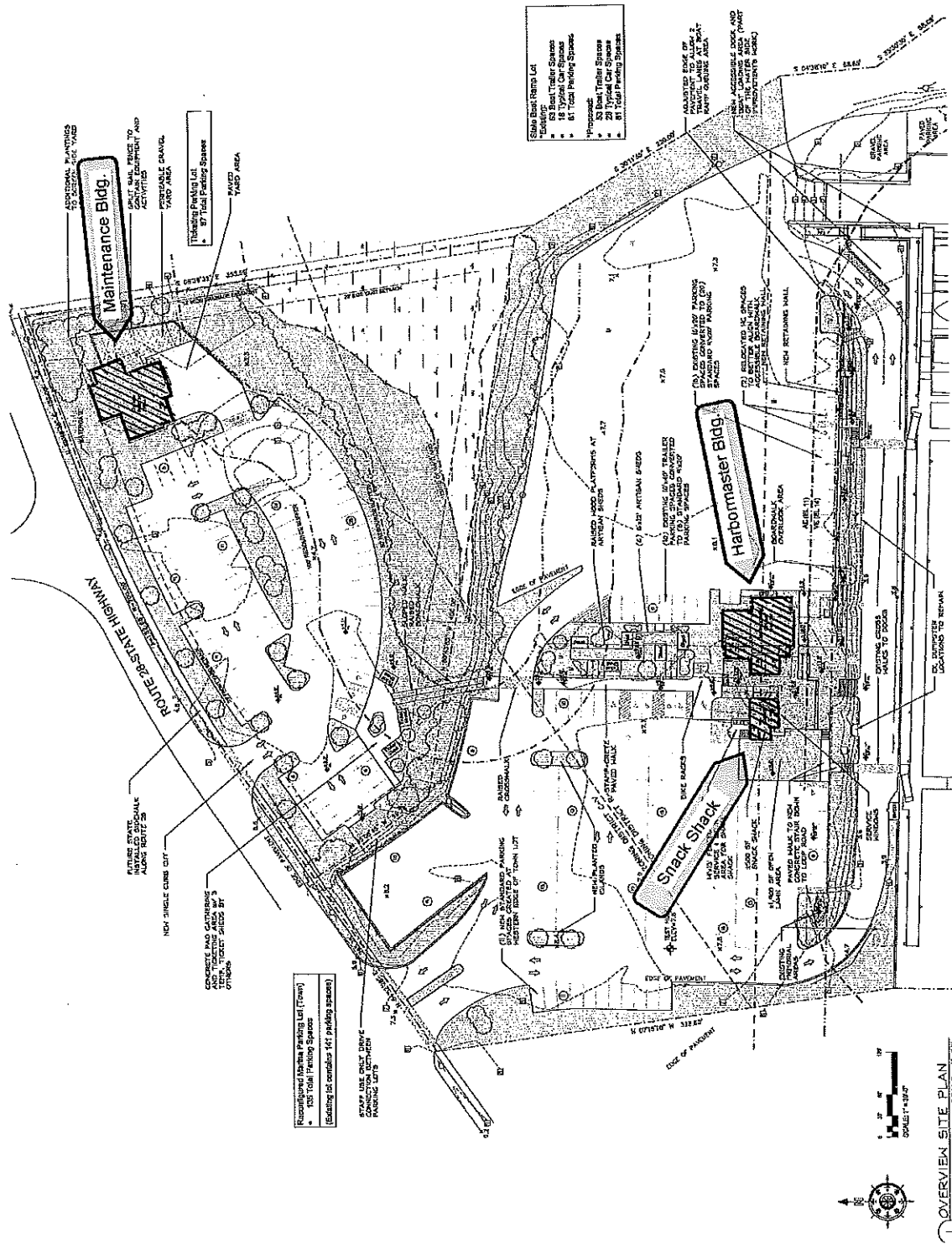
HARBORMASTER DEPARTMENT

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.



AMENDMENT TO THE “AGREEMENT BETWEEN THE TOWNS OF CHATHAM
AND HARWICH WITH RESPECT TO THE FORMATION OF A REGIONAL
SCHOOL DISTRICT”

ARTICLE 31: To see if the Town will vote to authorize the Board of Selectmen to execute an amendment to the “Agreement between the Towns of Chatham and Harwich with Respect to the Formation of a Regional School District” and to act fully thereon. By Request of the Board of Selectmen and Monomoy Regional School District.

Explanation: The Monomoy Regional School District Agreement calls for a review of the document after five years. This review has been completed and amendments are recommended. Most of the revisions include elimination of the transition elements contained in the original agreement and an updating of language to include the Monomoy name. Based on feedback from the community and Select Boards, the Assignment of Schools language makes no change to the current regional agreement wording about assignment to elementary schools. Both towns retain their elementary schools with their town's children attending elementary school in the town of their residence. The Capital Expenditure and Borrowing costs shares have been updated to reflect the cost sharing of the operating budget. The amendment must be approved by both Harwich and Chatham respective Board of Selectmen and Town Meeting before becoming effective.

GREEN COMMUNITIES

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

ARTICLE 32: 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 33: 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

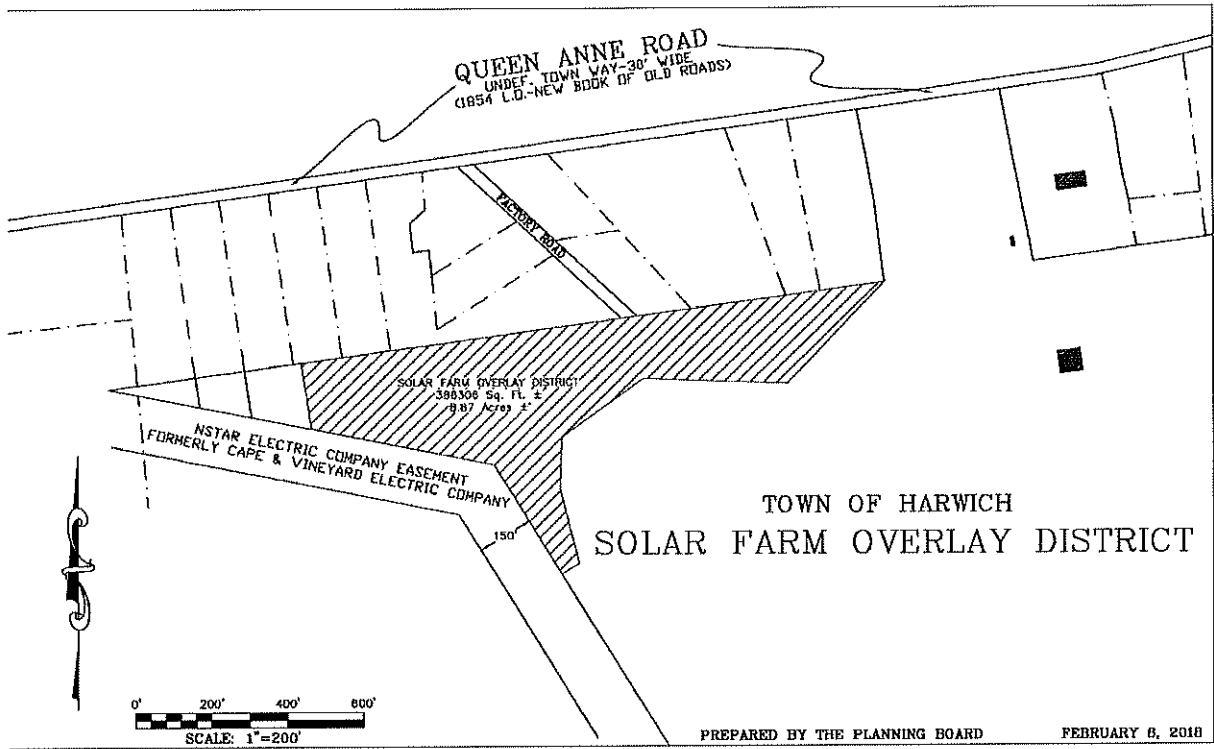
§325-13, Table of Uses, D. Paragraph IV, Commercial Uses and Attachment 1 – Table 1

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 34: 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 35: 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 36: 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 37: 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.

- 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-I	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 38: To see if the Town will vote pursuant to M.G.L. c.43B, §10 to amend Chapters 6 and 10 of the Town Charter, which amendment will be subject to approval by the voters at the 2019 Annual Town Election, as set forth below, with strikethrough text to be deleted and bold text to be inserted:

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

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

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

Section 6. Water and Wastewater Commission

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

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

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

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

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

Section 4. Water and Wastewater Commission Transition

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

10-4-2 **As of the effective date of the amendment, the water commission shall have the additional powers, duties and responsibilities of a sewer commission under the general laws, except as otherwise specified in the amendment. No contracts or liabilities in force on the effective date of the amendment shall be affected by the expansion of the powers and duties of the water commission, and the newly established water and wastewater commission shall in all respects be the lawful successor of the water commission. All records, property and equipment whatsoever of the water commission shall be assigned to the water and wastewater commission, and any appropriation for the operations of such water commission and water system, and for the sewer system, shall, following initial approval by the town administrator, be available for expenditure by the water and wastewater commission consistent with the purposes for which such funds were appropriated.**

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

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

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

ARTICLE 39: 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 full members	§7-4-1
2 Planning Board	Seven members, two alternates	§7-5-1
3 Board of Assessors	Three full members	§7-6-1
4 Conservation Commission	Seven full members	§7-7-1
5 Council on Aging	Nine full members	§7-8-1
6 Historic District/Historical Commission	Seven full members - one alternate	§7-9-1
7 Recreation and Youth	Seven full members	§7-10-1
8 Cultural Council	Nine full members	§7-11-1
9 Zoning Board of Appeals	Five full members – five associate	§7-12-1
10 Golf Committee	Seven full members	§7-13-1
11 Waterways Committee	Seven full members – two alternate	§7-14-1
12 Cemetery Commission	Three full members	§7-15-1
13 By-Law/Charter Review Committee	Five full 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 staggered 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 40: 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 41: 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 42: 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 43: To see if the Town will vote to accept M.G.L. 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 44: 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.

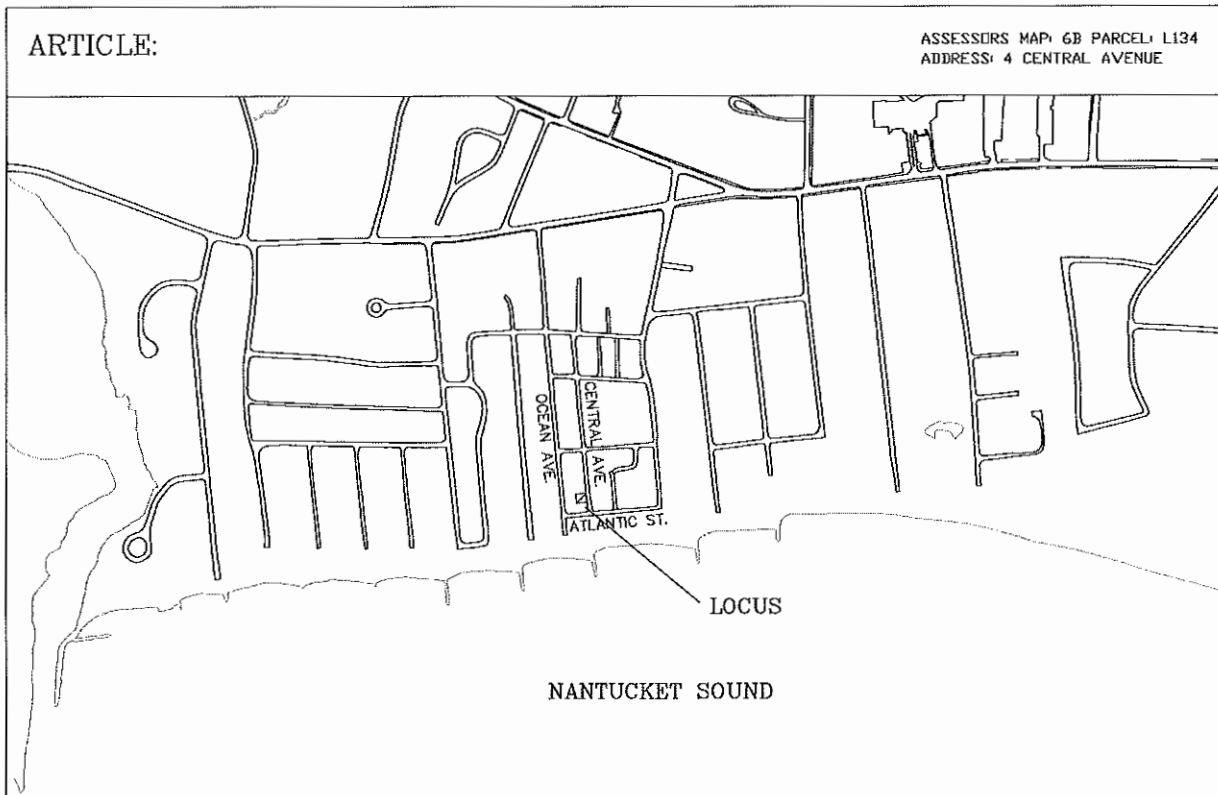
Explanation: Throughout the years the responsibilities of the Architectural Advisory Committee (AAC) have been eliminated to the point of advisory only. The AAC was created at Special Town Meeting in October 1984 giving them review over commercial buildings and signs; at this time the Planning Board 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 45: 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.

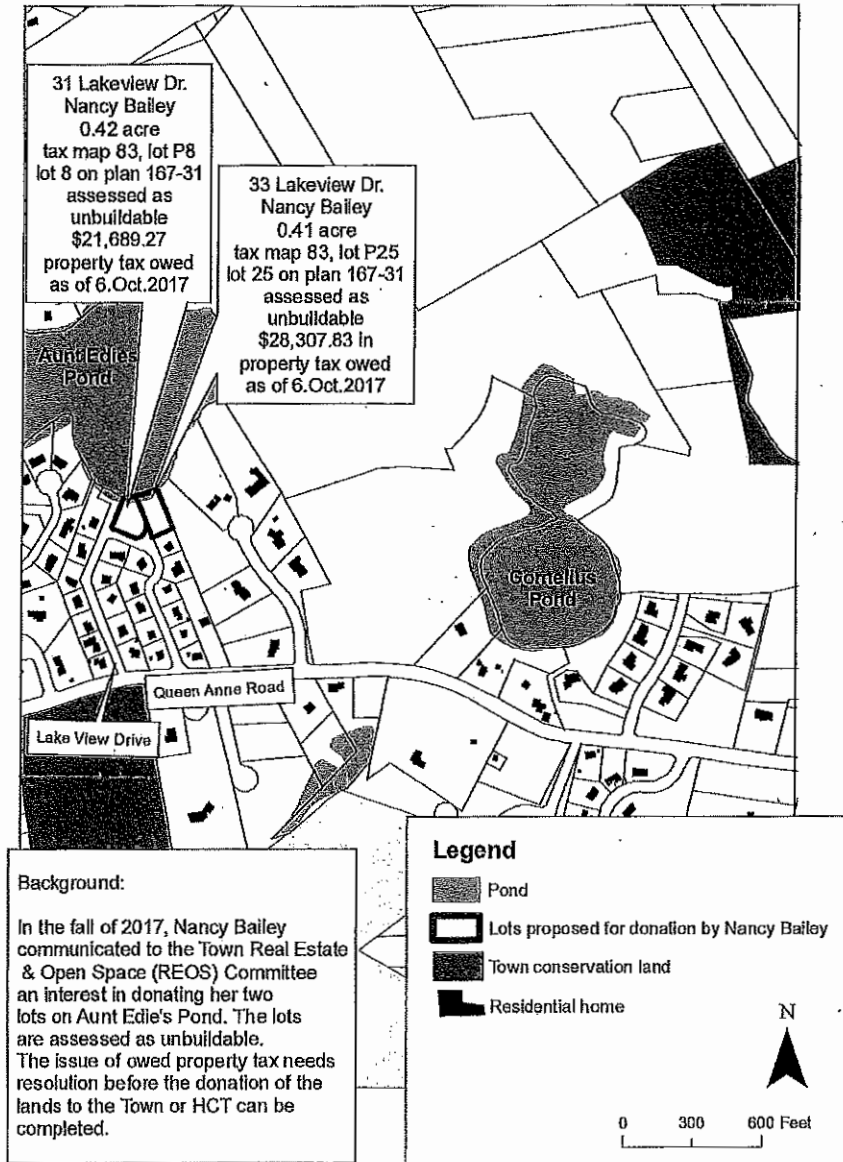


DEED ACCEPTED IN LIEU OF FORECLOSURE – 31/33 LAKEVIEW DRIVE

ARTICLE 46: 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 Board of Selectmen.

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

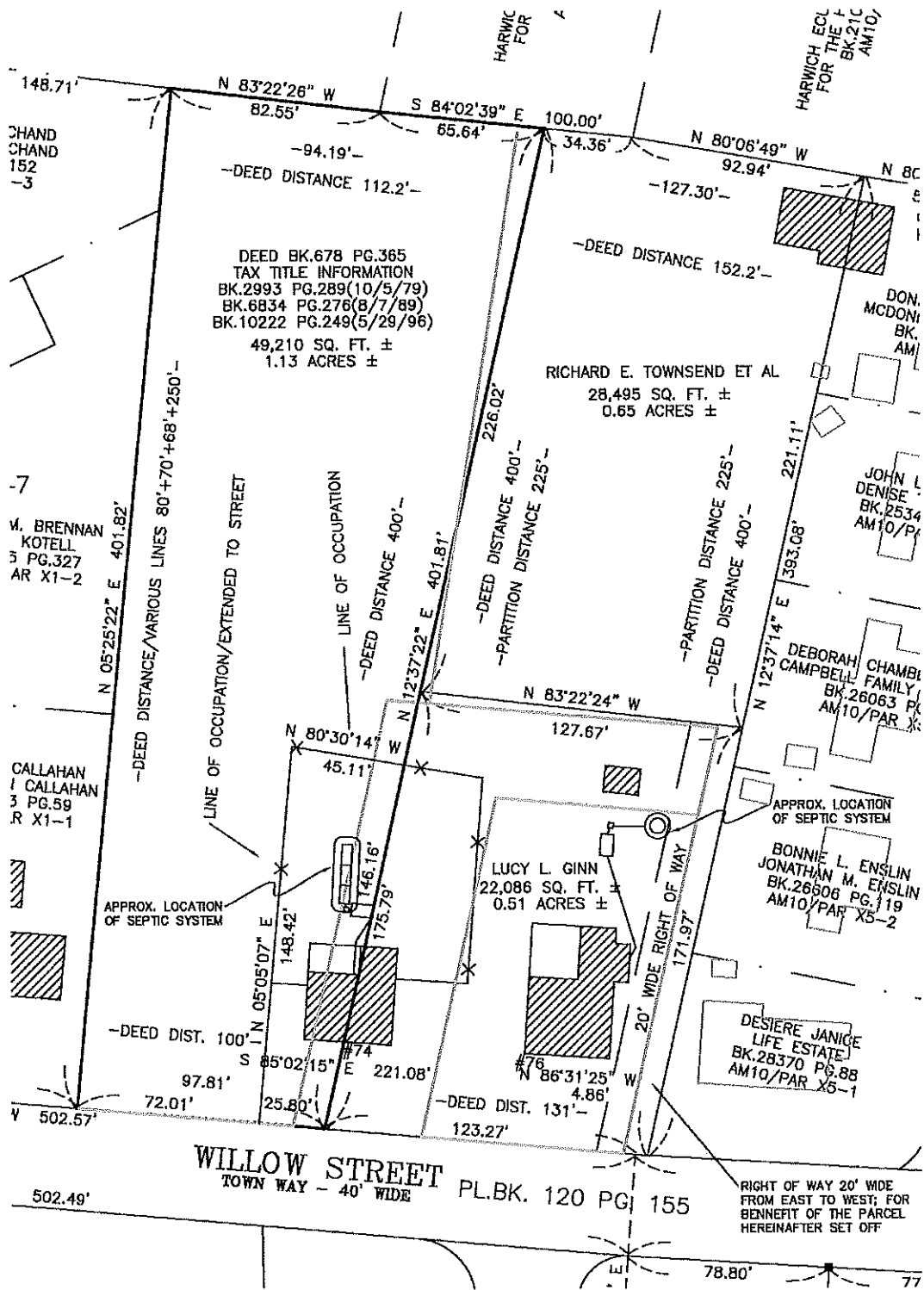


70 WILLOW STREET TOWN PROPERTY CLEAR TITLE AND REVISE BOUNDARY LINES

ARTICLE 47: To see if the Town will vote to transfer the care, custody and control of the parcel of land located on Willow Street and identified by the Assessors as Parcel 10-X3 from the tax custodian for tax title purposes to the Board of Selectmen for general municipal purposes and for the purpose of conveyance; to authorize the Board of Selectmen to enter into agreements with abutters, and to convey a portion or portions of Parcel 10-X3 to abutters, and, in connection therewith, to accept deeds from abutters to

portions of the abutting parcels, for the purpose of establishing the boundary lines of all said parcels, for general municipal purposes and/or for the purpose of conveyance; to authorize the Board of Selectmen to take Parcel 10-X3 and/or the foregoing portions of the abutting parcels by eminent domain, if appropriate, for the purpose of clearing the Town's title thereto and/or for affordable housing purposes; and, further, to authorize the Board of Selectmen to convey all or portions of Parcel 10-X3 and other land acquired by the Town hereunder for affordable housing purposes for such consideration, which may be nominal consideration, and on such other terms and conditions as the Board may deem appropriate; and act fully thereon.

Explanation: 70 Willow Street is a Town Owned piece of property that when acquired had some defects in Title and Property Boundaries. This Article will allow the Board of Selectmen to clear title by Eminent Domain and allow for revisions to the Property Boundary lines to reflect the actual situation. Two neighbors have portions of their property on "town owned land". The Board of Selectmen will be authorized under this article to clear up long standing issues.



DEED BK.678 PG.365
 TAX TITLE INFORMATION
 BK.2993 PG.289(10/5/79)
 BK.6834 PG.276(8/7/89)
 BK.10222 PG.249(5/29/96)
 49,210 SQ. FT. ±
 1.13 ACRES ±

RICHARD E. TOWNSEND ET AL
 28,495 SQ. FT. ±
 0.65 ACRES ±

LUCY L. GINN
 22,086 SQ. FT. ±
 0.51 ACRES ±

BONNIE L. ENSLIN
 JONATHAN M. ENSLIN
 BK.26606 PG.119
 AM10/PAR X5-2

DESIERE JANICE
 LIFE ESTATE
 BK.28370 PG.88
 AM10/PAR X5-1

WILLOW STREET
 TOWN WAY - 40' WIDE PL.BK. 120 PG. 155

RIGHT OF WAY 20' WIDE
 FROM EAST TO WEST; FOR
 BENEFIT OF THE PARCEL
 HEREINAFTER SET OFF

COMMUNITY PRESERVATION

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

ARTICLE 48: 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 49: 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 50: 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 consistent with their respective applications. Any funds left unspent from this Article are 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 51: 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 52: 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

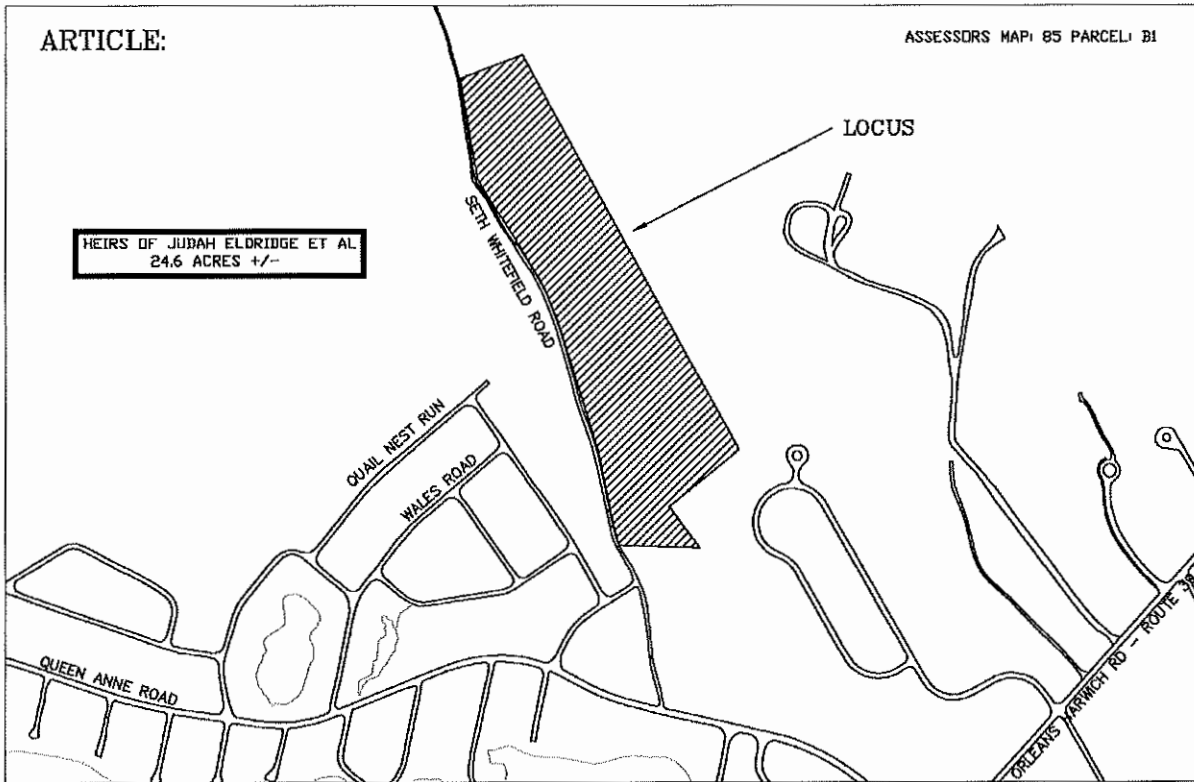
ARTICLE 53: To see if the Town will vote to appropriate from Community Preservation Act Funds - Community Housing Reserve, \$300,000 to support Habitat for Humanity of Cape Cod, Inc. in building six new affordable homes located at 93-97 Main Street in West Harwich and to enter into a grant agreement 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 54: 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

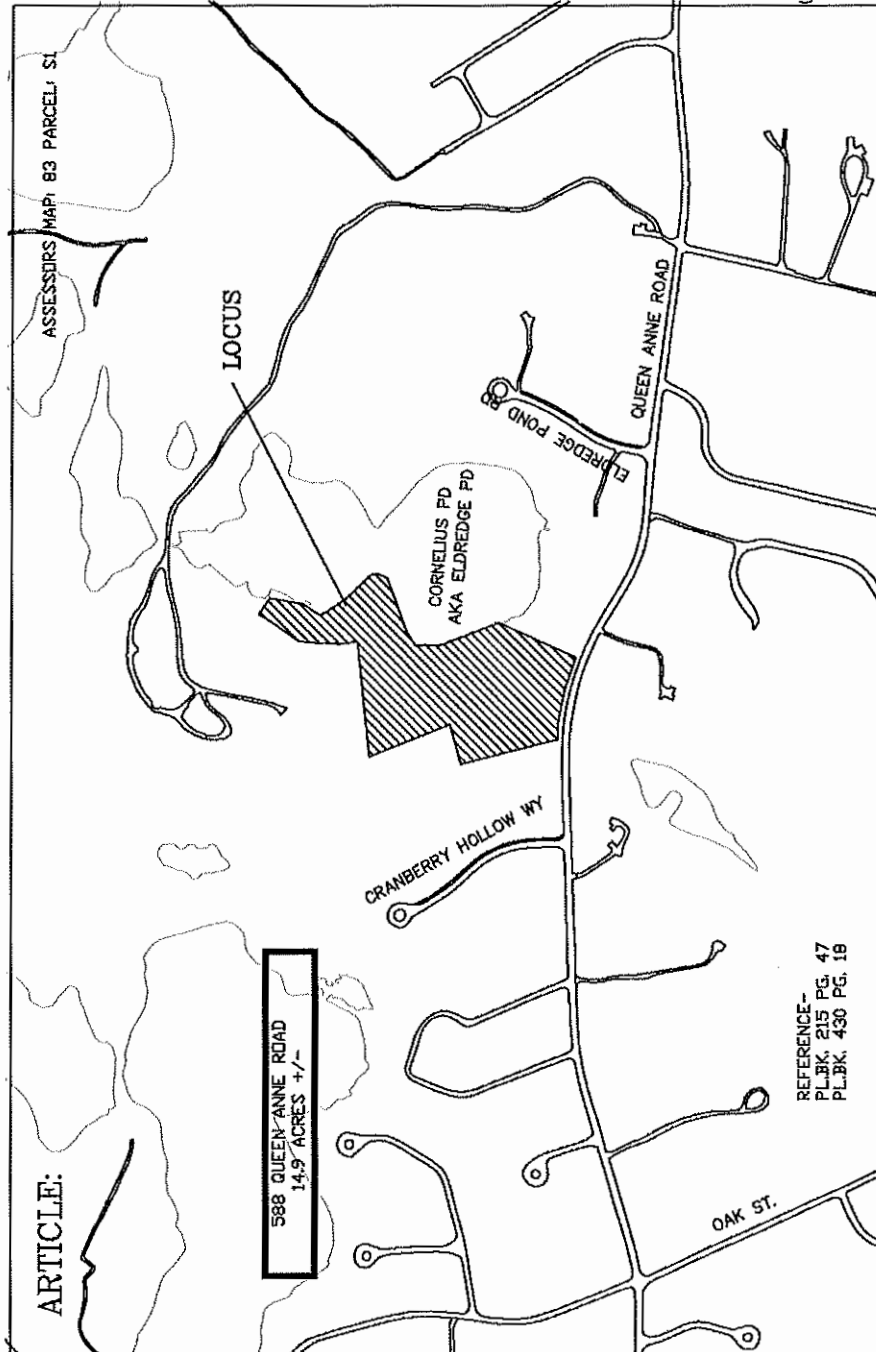
ARTICLE 55: To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, and/or eminent domain, for conservation and open space purposes, a parcel of land located on Seth Whitefield Road, identified by the Assessors as Parcel 85/B1-R, containing 24.6 acres, more or less, 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 56: 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 57: 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 58: 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 59: 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 60: 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 61: 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 62: 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 63: 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 64: 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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ESTABLISH ANNUAL TAX TITLE COLLECTION REVOLVING FUND

ARTICLE 65: To see if the Town will accept General Laws Chapter 60, Section 15B, which allows the Town to establish by vote a Tax Title Collection Revolving Fund, effective FY 19, to offset expenses incurred in connection with a tax taking or tax title foreclosure, including, but not limited to, searching and examining titles, mailing, publishing or advertising notices or documents, petitioning the land court, serving court filings and documents and paying legal fees, and to act fully thereon. By request of the Finance Director and Treasurer Collector.

Explanation: Establish revolving fund to be utilized by the treasurer-collector for costs, charges, and fees associated with tax title management and to pay out-of-pocket expenses related to tax takings, redemptions and foreclosures of tax titles.

STABILIZATION FUND

ARTICLE 66: 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: \$700,000.

OPEB TRUST FUND

ARTICLE 67: 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: \$700,000.

FUND PRIOR YEAR'S UNPAID BILLS

ARTICLE 68: 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. Estimated cost: \$10,500.

Explanation:

<i>Matthews & Mathews, LLC – Legal Expense</i>	\$7,825.00
<i>Coppola & Coppola – Legal Expense</i>	\$ 2,431.25

CUSTOMARY

HERRING FISHERIES

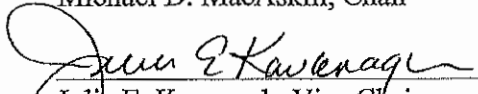
ARTICLE 69: To see what action the Town will take in regard to the Herring Fisheries and to act fully thereon. Customary Article.

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

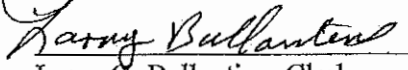
Given under our hands this 12th day of March, 2018



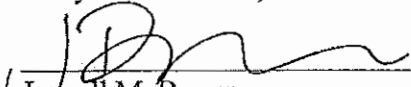
Michael D. MacAskill, Chair



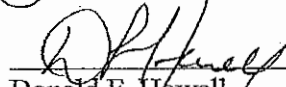
Julie E. Kavanagh, Vice Chair



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

BALLOT QUESTIONS

1. "Shall the Town of Harwich be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order 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?"

YES _____ NO _____

2. "Shall the Town of Harwich be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to fund the Road Maintenance Program as requested in the Capital Plan for FY19, including all costs incidental and related thereto?"

YES _____ NO _____

3. “Shall the Town of Harwich be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to fund 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?”

YES _____ NO _____

4. “Shall the Town of Harwich be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order 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?”

YES _____ NO _____

5. “Shall the Town of Harwich be allowed to assess an additional \$76,078 in Real and Personal Property Taxes for the purpose of partially funding the Monomoy Regional School – Harwich Assessment – for installation of bathroom facilities at Stadium Field included in the Capital Program for the Fiscal Year beginning July 1, 2018?”

YES _____ NO _____

6. “Shall the Town of Harwich be allowed to assess an additional \$36,625 in Real and Personal Property Taxes for the purpose of partially funding the Monomoy Regional School – Harwich Assessment – for funding a Stabilization Account included in the Capital Program for the Fiscal Year beginning July 1, 2018?”

YES _____ NO _____

7. “Shall the Town of Harwich Shall this Town approve the charter amendments proposed by Town Meeting summarized below?”

The proposed charter amendments were approved under Article 38 of the May 1, 2017 Annual Town Meeting warrant. The following amendments were approved: providing that members of the Board of Selectmen serve as liaisons to appointed and elected town agencies, instead of as ex officio members; inserting the office of “finance director” as an office appointed by the Board of Selectmen and removing “town accountant” from the list; revising the manner in which vacancies and other appointments are advertised so that notice of positions will be posted for a minimum of two weeks in the same manner as required for meeting notices under the Open Meeting Law, including on the Town’s website, and will render newspaper publication optional; clarifying that town agencies

shall organize at the first meeting after the beginning of the town's fiscal year and elect a chair, vice-chair and clerk; revising the number of members on the following boards and committees to allow the Town to establish the size by bylaw: Board of Health (up to 5), Planning Board (not less than 5 nor more than 9 and 2 alternates), Board of Assessors (at 1,3,5,7, or 9), Conservation Commission (not less than 3 nor more than 7 and 2 alternates), Historic District and Historical Commission (not less than 3 nor more than 7 and 5 alternates), Cultural Council (not less than 5 nor more than 22), Zoning Board of Appeals (not less than 3 nor more than 5 and 5 associate members), Council on Aging, Recreation and Youth Commission, Golf Committee, Waterways Committee, Cemetery Commission, and Bylaw/Charter Review Committee (eliminates any reference to the number of members); clarifying the responsibilities of the Golf Committee in making recommendations to the Board of Selectmen as to policies relating to the maintenance and operation of the municipal golf course; and resolving certain grammatical errors and capitalization.

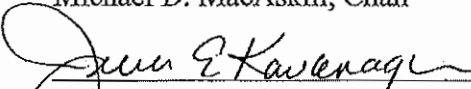
YES _____ NO _____

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

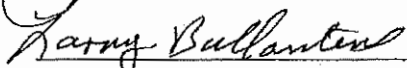
Given under our hands this 12th day of March, 2018



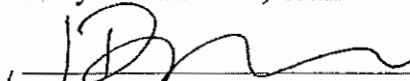
Michael D. MacAskill, Chair



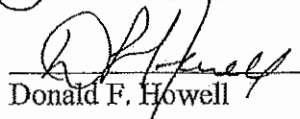
Julie E. Kavanagh, Vice Chair



Larry G. Ballantine, Clerk



Jannell M. Brown



Donald F. Howell

BOARD OF SELECTMEN

A true copy Attest:

Constable

CPC, TA and Capital Outlay Committee Recommendations Full Version		TOWN OF HARWICH CAPITAL BUDGET REQUEST SUMMARY (FY 19 TO 25)						March 8 2018	
Department	Project	ATM #	Funding Source	TA/COG/CPC	FY 19	FY 20	FY 21	FY 22	FY 23
ADMINISTRATION									
Admin	Harwich Center Initiative - Streetscape Only					\$ 50,000	\$ 500,000		
Admin	Albro House - Status Assessment	50	CPC - H	\$ 2,500	\$ 2,500				
Admin	Walkway Reconstruction Rte 28 SAQ to Harwichport	10	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				\$ 30,000	\$ -	\$ -		
Admin	Two Year Plan in Place for Cultural Ctr on Sisson						\$ 50,000		
ADMIN SUB-TOTAL				\$ 252,500	\$ 282,500	\$ 281,000	\$ 550,000	\$ -	\$ -
CEMETERY									
Cemetery	Mount Pleasant Cemetery Gravestone Conservation	50	CPC - H	\$ 49,900	\$ 49,900				
Cemetery	Pet Crematory	26	Cemetery Rev.	\$ 486,000	\$ 486,000				
Cemetery	BLP 500 M2 Animal Cremation Retort (Cremation Device)	26	Cemetery Rev.	\$ 91,950	\$ 91,950				
Cemetery SUB-TOTAL				\$ 627,850	\$ 627,850	\$ -	\$ -	\$ -	\$ -
COMMUNITY CENTER									
Community Center	Computer Replacement Entire Building	4	OB	\$ 15,600	\$ 15,600				
Community Center	Roof Replacement- (See Facility Maintenance)							\$ -	\$ -
Community Center	Generator Replacement (See Facility Maintenance)							\$ -	\$ -
Community Center	Basement Constructions of Public Records Storage	50	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	55	CPC - OS	\$ 159,000	\$ 369,000				
	Preservation of the Judah Eldredge Property	55	CPC-UN	\$ 210,000					
Conservation/REOS	Eldridge/Cornelius Pond Property - Cons. Res. over 15 Acres	56	CPC - OS	\$ 200,000	\$ 200,000				
	Eldridge/Cornelius Pond Property - Cons. Res. over 15 Acres								
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	4	OB	\$ 25,000	\$ 25,000		\$ 250,000		
Engineering	Pleasant Lake Avenue Crossing Lights	50	CPC-UN	\$ 27,000	\$ 27,000				
ENGINEERING SUB-TOTAL				\$ 52,000	\$ 52,000	\$ -	\$ 250,000	\$ -	\$ -
FACILITY MAINTENANCE (DPW)									
Facility Main.-DPW	Community Center HVAC Controls (Included below)					\$ -			
Facility Main.-DPW	Replace the Town's Energy Management System for HVAC (All)	10	FC	\$ 140,000	\$ 140,000				
Facility Main.-DPW	Library Preservation (Supplemental for Exterior of Building)	51	CPC - H	\$ 300,000	\$ 300,000				
Facility Main.-DPW	Carpet - (Community Center and Town Hall)	10	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 in Community Center (See Community Center)							\$ 99,000	
Facility Main.-DPW	Community Center Generator							\$ 52,000	
Facility Main.-DPW	Community Center Fence							\$ 52,000	

Department	Project	ATM #	Funding Source	TA/GOG/GPC	FY 19	FY 20	FY 21	FY 22	FY 23	
Facility Main.-DPW	Community Center Condensing Units								\$ 275,000	
Facility Main.-DPW	Community Center Roof									
Facility Main.-DPW	Library Boiler Replacement									
Facility Main.-DPW	Community Center Boiler									
Facility Main.-DPW	Albro/Brooks Academy Boilers	10	FC	\$ 40,000	\$ 40,000					
FACILITY MAINTENANCE SUB-TOTAL					\$ 610,000	\$ 480,500	\$ 135,000	\$ 151,000	\$ 275,000	
Fire	Police and Fire Radio System (Phase Implementation)			\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	
Fire	Phase Two - Townwide Radio System	10	FC	\$ 100,000	\$ 100,000	\$ 100,000				
Fire	Deputy Chief Vehicle Replacement	9	FC	\$ 48,000	\$ 48,000					
Fire (New)	Nozel and Valve Replacement Program - (Town Funded)	9	FC	\$ 3,750	\$ 3,750					
Fire (New)	Nozel and Valve Replacement Program - (Grant Funded)	9	Grants	\$ 71,250	\$ 71,250					
Fire	Air Pack Replacement Program - (Town Funded Portion)			\$ -	\$ -	\$ 15,000				
Fire	Air Pack Replacement Program - (Federal/State Portion)			\$ -	\$ -	\$ 285,000				
Fire	Ambulance Replacement Program	23	FC	\$ 340,000	\$ 340,000		\$ 357,500		\$ 375,375	
Fire	Pumper Truck Replacement Scheduled					\$ 600,000	\$ -			
Fire	Ladder Truck Replacement							\$ -	\$ -	
Fire	Station 2 Building Upgrade (Construction)	24	DE	\$ 6,050,000	\$ 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	28	Fees	\$ 35,000	\$ 35,000	\$ 35,000	\$ -			
Golf	Landscape & Operational/Safety Projects in Traffic Config.	29	Fees	\$ 50,000	\$ 50,000					
Golf	Cart Path (Hole #12, FY 19; #10 FY 20, #6 FY 20 (\$24K) #1 FY 21)	4	Fees	\$ 24,000	\$ 24,000	\$ 74,000	\$ 10,000			
Golf	Improvements to Net at Driving Range						\$ 28,000	\$ 30,000		
Golf	New Tee Box Improvements (#11 in FY 20),					\$ 24,000				
Golf	Golf Course Irrigation Update and System Rebuild					\$ 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			\$ -	\$ -	\$ -	\$ -	\$ -		
Harbormaster	Seaport Grant for Landside (\$1.0 m)	30	Grants	\$ 1,000,000	\$ 1,000,000					
Harbormaster	Wixon 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(Sae Facility Maintenance)		CPC - H	\$ -	\$ -	\$ -	\$ -			
Library	Library Digitization of Harwich Oracle Newspaper	50	CPC - H	\$ 10,340	\$ 10,340	\$ -	\$ -	\$ -		
LIBRARY SUB-TOTAL					\$ 10,340	\$ 10,340	\$ -	\$ 100,000	\$ -	\$ -
NATURAL RESOURCES										
Natural Resources	Hinckley's Pond Restoration off of Route 124 (Pond)	57	CPC-OS/Un.	\$ 575,000	\$ 600,000					

Department	Project	ATM #	Funding Source	FY19	FY20	FY21	FY22	FY23
	Hinckley's Pond Public Access Area off of Route 124 (Rec)	57	CPC-UN	\$ 75,000	\$ 75,000			
Natural Resources	Ford F-150 for Natural Resources Dept	9	FC	\$ 29,103	\$ 29,103			
NATURAL RESOURCES SUB-TOTAL				\$ 679,103	\$ 704,103	\$ -	\$ -	\$ -
PLANNING								
Planning	Housing Trust/PT Housing Coordinator	58	CPC-H	\$ 490,000	\$ 500,000	TBD	TBD	TBD
Planning	Housing Trust/PT Housing Coordinator	58	CPC-UN	\$ 10,000	\$ 500,000	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)	9	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
Public Works	5 Year Road Maintenance Plan	22	DE	\$ 700,000	\$ 1,400,000	\$ 1,405,210	\$ 1,494,125	\$ 1,396,072
			Ch. 90	\$ 700,000				
Public Works	Wharwich Rte 28 Design(\$100K in FY 19)	22	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 39/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	21	FC	\$ 80,000	\$ 80,000			
Public Works	Ford F-250 Pick Up - Highway #23	21	FC	\$ 55,000	\$ 55,000			
Public Works	Ford F-350 Dump Truck - Park #16	21	FC	\$ 80,000	\$ 80,000			
Public Works	Johnston Sweeper Body - Highway #30				\$ 125,000			
Public Works	Vehicle Listing (FY 18 to 24) Summary					\$ 365,000	\$ 325,000	\$ 320,000
PUBLIC WORKS SUB-TOTAL				\$ 1,615,000	\$ 1,740,000	\$ 6,270,210	\$ 2,419,125	\$ 7,366,072
REC & YOUTH								
Rec & Youth	2018 Ford Transit Passenger Wagon	9	FC	\$ 35,000	\$ 35,000	\$ -		
Rec & Youth	Bank Street Beach parking Lot Paving /Overlay	10	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					\$ 80,000		
Rec & Youth	Brooks Park Phase V - Comprehensive Light Plan	54	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
TOWN CLERK								
Town Clerk	Records - Contracting out Records Review and Reduction (TH)	50	CPC - H	\$ 40,000	\$ 40,000			
	Records - Contracting out Records Review and Reduction (D)	NA	Other	\$ 40,000	\$ 40,000			
Town Clerk	Voting Machines - Updates and Enhancements						\$ 32,500	

Department	Project	ATM #	Funding Source	TA/COC/CPC	FY 19	FY 20	FY 21	FY 22	FY 23	
TOWN CLERK SUB-TOTAL					\$ 80,000	\$ 80,000	\$ -	\$ -	\$ 32,500	\$ -
WASTEWATER					CWMP P. 2					CWMP PHASE 3
Wastewater	Tie-In Costs to Pipes and Pump Station to Chatham	14	DE*	\$ 2,150,000	\$ 2,150,000	\$ -	\$ -			
Wastewater	CWMP Implementation Services	4	OB	\$ 20,000	\$ 20,000					
Wastewater	Pleasant Bay(South)Watershed Collection System Construt.	14	DE*	\$ 20,280,000	\$ 20,280,000	\$ -	\$ -	\$ -	\$ 800,000	
Wastewater	Restoration of Hinckley's Pond (See 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)	17	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)	19	Water Rev.	\$ 110,000	\$ 110,000					
Water	Wells and Pump Access Asphalt Management Plan	18	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					\$ 1,303,700	\$ 1,303,700	\$ -	\$ -	\$ 1,825,000	\$ 1,250,000
GRAND TOTALS					\$ 37,091,868	\$ 37,595,868	\$ 8,908,410	\$ 4,489,025	\$ 12,096,572	\$ 5,930,375
Non-Town/Private	CPC Applications									
CDP	Community Development Partnership - Housing Institute	50	CPC - Housing	\$ 10,000	\$ 10,000					
Habitat of Cape Cod	93 & 97 Main St. Route 28 (6 homes subsidy X \$50K each)	53	CPC - Housing	\$ 300,000	\$ 300,000					
Harwich Housing A.	Buy Down Purchase Program				\$ 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	\$ 6,363,000	\$ 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	\$ 200,000	\$ 2,000,000	\$ 1,000,000	
	Grants			#REF!	\$ 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	\$ 7,386,072	\$ 1,725,000	
	OB - Operating Budget			\$ 60,600	\$ 546,500	\$ 80,000	\$ 125,000	\$ 144,500	\$ 125,000	
	Other: Operating Bdget Encumbrances			\$ 40,000	\$ 22,450,000	\$ -	\$ -	\$ -	\$ 840,000	
Confirmation Total				#REF!	\$ 1,303,700	\$ -	\$ -	\$ 1,825,000	\$ 1,250,000	
				#REF!	\$ 37,595,868	\$ 8,908,410	\$ 4,489,025	\$ 12,096,572	\$ 5,930,375	

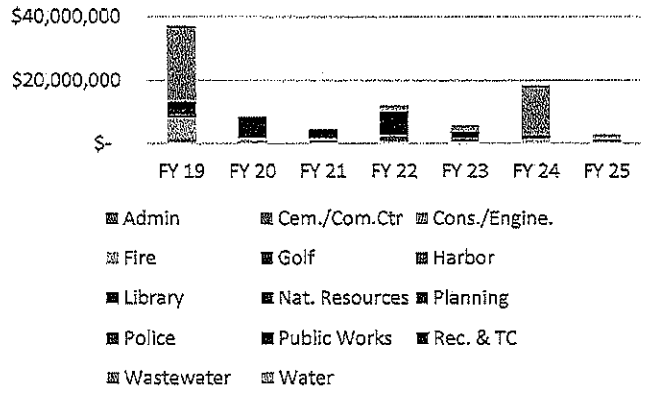
* NOTE: THE WASTEWATER DEBT EXCLUSION IS A FULL AUTHORIZATION OF \$22.43 MILLION VOTE

THE IMA WITH CHATHAM, COLD BROOK PROJECT AND DESIGN OF THE SYSTEM WERE INCL. **Total of Debt Exclusion Wastewater \$ 22,430,000**

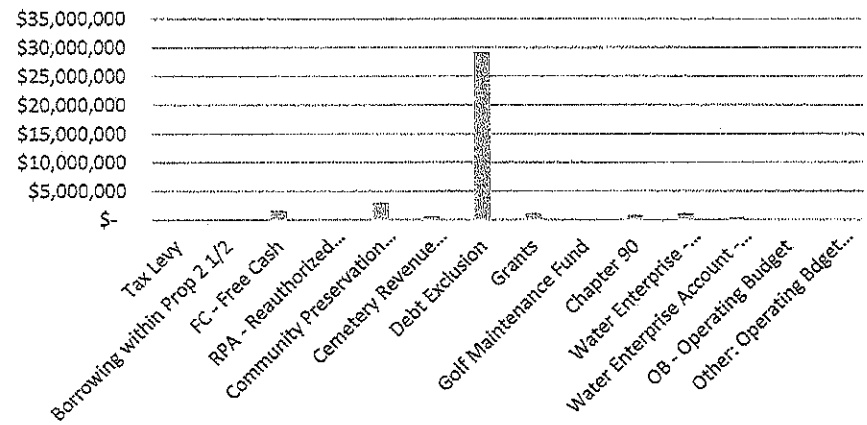
THE FY 19 APPRRIATION IS TO CONSTRUCT THE PHASE TWO SYSTEM IN THE SOUTHERN AREA OF PLEASANT BA

FREE CASH	Available Free Cash	\$ 3,576,156	
	Capital Budget Items	V \$ 1,446,853	(12/13/17*)
	Monomoy Capital Assessment	5 \$ 225,000	\$ 1,399,446
	Snow and Ice	11 \$ 250,000	\$ 391,472
	OPEB	67 \$ 650,000	\$ 606,299
	Cultural Center Operations Subsidy	10 \$ 125,000	\$ 786,437
	Stabilization	66 \$ 625,000	\$ 3,183,655
	Chamber of Commerce	60 \$ 30,000	TOTALS
	Libraries	59 \$ 20,000	\$ 435,500
	Cultural Council	61 \$ 3,600	\$ 1,169,000
	FY 18 Details \$75K/Seniors\$25 #12 Small Capital#4	\$ 180,000	\$ 523,015
	Prior Years Unpaid Bills	68 \$ 20,000	\$ 1,210,000
	Available Balance	\$ 703	\$ 3,337,515
	TOTAL ALLOCATED	\$ 3,575,453	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

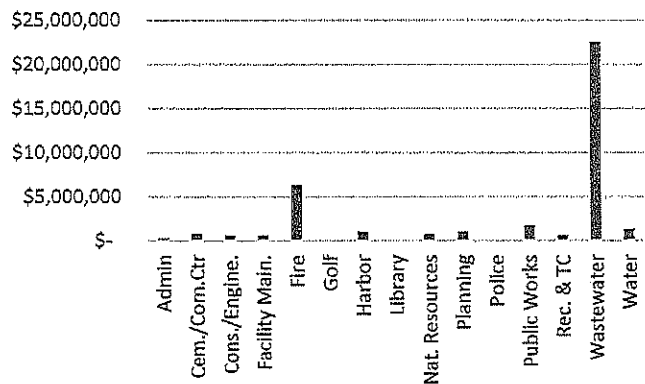
CAPITAL REQUEST BY DEPARTMENT
FY19 TO FY 25



CAPITAL FUNDING BY SOURCE FOR FY19



FY 19 CAPITAL BUDGET REQUEST BY DEPARTMENT



BUDGET FY 2019 REVENUES		Actual FY2016	Actual FY2017	Voted Budget FY2018	Town Meeting Budget FY2019	% Change
Real Estate & Personal Property Taxes		\$43,574,380	\$44,226,259	\$46,774,148	\$49,437,132	5.7%
Local Receipts:						
Excise Tax		2,057,620	2,324,772	1,975,000	2,325,000	17.7%
Hotel/Motel & Meals		1,028,809	1,084,691	962,000	1,080,000	12.3%
Ambulance		1,475,372	1,478,899	1,450,000	1,460,000	0.7%
Waste Disposal		2,455,996	2,748,461	2,380,000	2,889,000	21.4%
Beach, Recreation & Youth		383,370	371,252	339,750	411,000	21.0%
Harbors & Landings		820,726	918,546	791,049	871,500	10.2%
Golf Operations		1,841,659	1,775,101	1,830,000	1,779,000	-2.8%
Other Local Receipts		2,032,182	3,869,975	1,657,720	1,990,645	20.1%
Total Local Receipts		12,095,734	14,571,696	11,385,519	12,806,145	12.5%
State Aid:						
Cherry Sheet		666,809	683,884	705,430	678,426	-3.8%
School Building Assistance		993,195	993,193	-	-	0.0%
Other:						
Free Cash				-	303,000	0.0%
Overlay Surplus		100,000	125,000	100,000	100,000	0.0%
Harbor Capital Improvement - Wychmere		65,839	107,163	110,930	62,808	-43.4%
Cable Fund (Comcast)		239,107	129,237	143,417	156,450	9.1%
Septic Loan		17,358	17,358	17,358	17,358	0.0%
Water Enterprise Indirect Costs		625,931	587,382	650,178	732,843	12.7%
FEMA		13,991	13,736	13,508	13,608	0.7%
Road Betterments		29,525	52,750	49,194	58,277	18.5%
Allan Harbor Betterments		100,000	151,000	185,550	182,250	-1.8%
Golf Improvement Fund		110,000			75,600	0.0%
SAQ Mooring					103,125	0.0%
SAQ Waterways					70,125	0.0%
CPA Funds (Land Bank)		662,275	633,400	608,950	588,750	-3.3%
Town Clerk State Aid					15,585	0.0%
Total Revenue		\$59,294,144	\$62,292,058	\$60,744,181	\$65,401,482	7.7%

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TOWN OPERATION BUDGET 2019		Actual FY2015	Actual FY2016	Actual FY2017	Voted Budget FY2018	Town Meeting Budget FY2019	PCT CHANGE
1	MODERATOR S&W	275	300	-	300	1,000	233.3%
2	SELECTMEN S&W	7,500	7,500	7,500	7,500	12,000	60.0%
3	SELECTMEN - EXP	<u>6,932</u>	<u>8,018</u>	<u>6,303</u>	<u>7,750</u>	<u>8,575</u>	<u>10.6%</u>
4	Sub-Total	14,432	15,518	13,803	15,250	20,575	34.9%
5	FINANCE COMMITTEE S&W	3,019	3,300	2,239	3,500	4,000	14.3%
6	FINANCE COMMITTEE - EXP	<u>204</u>	<u>663</u>	<u>221</u>	<u>450</u>	<u>500</u>	<u>11.1%</u>
7	Sub-Total	3,223	3,963	2,460	3,950	4,500	13.9%
8	FINANCE COMMITTEE RESERVE FUND	-	40,184	-	125,000	125,000	0.0%
9	TOWN ACCOUNTANT - SAL	257,452	241,367	216,511	237,985	250,711	5.3%
10	TOWN ACCOUNTANT - EXP	1,790	3,265	2,919	3,600	3,600	0.0%
11	AUDIT - EXP	<u>18,000</u>	<u>39,500</u>	<u>41,000</u>	<u>36,000</u>	<u>44,500</u>	<u>23.6%</u>
12	Sub-Total	277,242	284,132	260,430	277,585	298,811	7.6%
13	ASSESSORS - S&W	210,827	220,378	172,706	187,465	196,212	4.7%
14	ASSESSORS - EXP	<u>72,703</u>	<u>101,012</u>	<u>71,150</u>	<u>105,860</u>	<u>107,390</u>	<u>1.4%</u>
15	Sub-Total	283,530	321,390	243,856	293,325	303,602	3.5%
16	TOWN COLLECTIONS - S&W	-	16,150	12,140	16,000	15,500	-3.1%
17	TOWN COLLECTIONS - EXP	-	<u>4,760</u>	<u>4,700</u>	<u>3,760</u>	<u>3,760</u>	<u>0.0%</u>
18	Sub-Total	-	20,910	16,840	19,760	19,260	-2.5%
19	POSTAGE	<u>46,533</u>	<u>41,160</u>	<u>52,104</u>	<u>56,160</u>	<u>55,000</u>	<u>-2.1%</u>
20	Sub-Total	46,533	41,160	52,104	56,160	55,000	-2.1%
21	TREASURER - S&W	222,630	231,826	227,049	230,612	256,196	11.1%
22	TREASURER - EXP	<u>93,954</u>	<u>121,620</u>	<u>81,993</u>	<u>112,650</u>	<u>103,250</u>	<u>-8.3%</u>
23	Sub-Total	316,584	353,446	309,042	343,262	359,446	4.7%
24	VACATION & SICK LEAVE BUY BACK	PREVIOUSLY IN DEPARTMENT BUDGETS				47,590	1000.0%
25	MEDICARE	172,089	192,646	202,561	200,700	217,004	8.1%
26	ADMINISTRATION - S&W	370,087	389,443	409,417	433,889	449,807	3.7%
27	ADMINISTRATION - EXP	<u>73,801</u>	<u>72,572</u>	<u>113,789</u>	<u>80,950</u>	<u>69,312</u>	<u>-14.4%</u>
28	ADMINISTRATION - CAP OUTLAY	2,222	5,000	3,416	5,000	5,500	10.0%
29	UNION CONTRACTS	-	-	<u>5,000</u>	-	-	-
30	Sub-Total	446,110	467,015	531,623	519,839	524,619	0.9%
31	LEGAL SERVICES - EXP	215,626	204,858	204,738	170,000	170,000	0.0%
32	CLAIMS & SUITS	-	<u>187</u>	-	<u>400</u>	<u>500</u>	<u>25.0%</u>
33	Sub-Total	215,626	205,045	204,738	170,400	170,500	0.1%
34	INFORMATION TECHNOLOGY - S&W	92,848	95,913	97,501	99,801	164,056	64.4%
35	INFORMATION TECHNOLOGY - EXP	<u>120,122</u>	<u>223,603</u>	<u>176,207</u>	<u>212,131</u>	<u>236,362</u>	<u>11.4%</u>
36	Sub-Total	212,970	319,516	273,709	311,932	400,418	28.4%
38	IT CHANNEL 18 - S&W	87,037	93,393	98,307	112,417	125,450	11.6%
39	IT CHANNEL 18 - EXP	<u>4,974</u>	<u>31,000</u>	<u>18,673</u>	<u>31,000</u>	<u>31,000</u>	<u>0.0%</u>
40	Sub-Total	92,011	124,393	116,979	143,417	156,450	9.1%
41	CONSTABLE S & W	250	694	250	694	708	2.0%
42	TOWN CLERK - S&W	193,765	196,652	213,478	202,485	230,930	14.0%
43	TOWN CLERK - EXP	<u>31,385</u>	<u>34,848</u>	<u>48,008</u>	<u>29,190</u>	<u>41,322</u>	<u>41.6%</u>
44	Sub-Total	225,150	231,500	261,486	231,675	272,252	17.5%

APPENDIX C

TOWN OPERATION BUDGET 2019		Actual FY2015	Actual FY2016	Actual FY2017	Voted Budget FY2018	Town Meeting Budget FY2019	PCT CHANGE
46	CONSERVATION - S&W	67,504	71,849	81,732	105,633	136,070	28.8%
47	CONSERVATION - EXP	5,291	6,746	5,957	9,746	9,941	2.0%
48	Sub-Total	72,795	78,595	87,689	115,379	146,011	26.5%
49	TOWN PLANNER - S&W	131,546	85,008	57,331	75,104	87,324	16.3%
50	TOWN PLANNER - EXP	3,242	1,740	2,279	4,406	4,531	2.8%
51	Sub-Total	134,788	86,748	59,610	79,510	91,855	15.5%
52	BOARD OF APPEALS - S&W	4,136	-	-	-	-	0.0%
53	BOARD OF APPEALS - EXP	126	560	439	710	735	3.5%
54	Sub-Total	4,262	560	439	710	735	3.5%
55	ALBRO HOUSE - EXP	4,658	4,532	2,890	5,430	5,835	7.5%
56	OLD RECR BUILDING - EXP	5,301	5,086	4,710	6,520	6,989	7.2%
57	W HARWICH SCHOOL - EXP	873	1,003	577	1,400	1,425	1.8%
58	Sub-Total	10,832	10,621	8,177	13,350	14,249	6.7%
59	COMMUNITY DEVELOPMENT - S&W	-	266,834	230,386	273,909	221,032	-19.3%
60	COMMUNITY DEVELOPMENT - EXP	-	8,996	10,379	10,950	11,630	6.2%
61	Sub-Total	-	275,830	240,765	284,859	232,662	-18.3%
62	PUBLIC BUILDINGS REPAIRS	1,424	28,891	1,100	2,133	2,133	0.0%
63	TOWN.FIN COM REPORTS	7,421	13,000	7,869	10,000	10,000	0.0%
64	ADVERTISING	4,438	9,404	13,514	4,500	7,500	66.7%
65	TELEPHONE	38,198	-	-	-	-	0.0%
66	POLICE - S&W	2,923,556	3,134,153	3,058,309	3,746,911	3,825,308	2.1%
67	POLICE - EXP	389,074	432,100	313,061	618,979	570,476	-7.8%
68	POLICE - CAP OUTLAY	107,389	152,933	165,151	126,000	126,000	0.0%
69	Sub-Total	3,420,019	3,719,186	3,536,521	4,491,889	4,521,784	0.7%
70	FIRE - S&W	3,192,855	3,430,185	3,297,282	3,785,130	3,870,083	2.2%
71	FIRE - EXP	262,116	406,891	365,663	465,182	416,211	-10.5%
72	FIRE - CAP OUTLAY	10,935	-	-	-	-	0.0%
73	Sub-Total	3,465,906	3,837,076	3,662,945	4,250,312	4,286,294	0.8%
74	AMBULANCE - S&W	104,598	219,335	143,001	181,634	169,389	-6.7%
75	EMS - EXP	97,459	102,067	129,183	139,882	119,536	-14.5%
76	Sub-Total	202,057	321,402	272,184	321,516	288,925	-10.1%
77	EMERG TELECOM - S&W	349,046	423,815	391,025	-	-	0.0%
78	EMERG TELECOM - EXP	197,916	151,965	133,120	-	-	0.0%
79	Sub-Total	546,962	575,780	524,146	-	-	0.0%
80	BUILDING - S&W	297,558	224,770	227,995	265,413	311,233	17.3%
81	BUILDING - EXP	13,317	12,468	14,955	14,468	20,906	44.5%
82	Sub-Total	310,875	237,238	242,950	279,881	332,139	18.7%
83	EMERG MGMT - S&W	5,464	4,910	4,458	5,008	5,108	2.0%
84	EMERG MGMT - EXP	6,745	8,500	3,126	8,500	8,500	0.0%
85	Sub-Total	12,209	13,410	7,584	13,508	13,608	0.7%
86	NATURAL RESOURCES - S&W	86,862	90,472	93,375	96,346	102,233	6.1%
87	NATURAL RESOURCES - EXP	28,446	27,600	26,798	27,600	27,900	1.1%
88	Sub-Total	115,308	118,072	120,173	123,946	130,133	5.0%

APPENDIX C

<u>TOWN OPERATION BUDGET 2019</u>		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Voted Budget</u>	<u>Town Meeting</u>	<u>PCT</u>
		<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>Budget</u>	<u>CHANGE</u>
						<u>FY2019</u>	
89	PLEASANT BAY ALLIANCE	16,855	17,192	16,920	17,343	20,160	16.2%
90	MIDDLE SCHOOL BLDG	-	125,000	-	-	-	0.0%
91	TOWN ENGINEER - S&W	160,840	166,693	170,185	174,932	180,860	3.4%
92	TOWN ENGINEER - EXP	3,005	3,820	17,738	25,620	25,670	0.2%
93	Sub-Total	163,845	170,513	187,923	200,552	206,530	3.0%
94	HIGHWAY - S&W	2,173,446	2,279,626	2,402,760	2,511,112	2,589,991	3.1%
95	HIGHWAY - EXP	1,689,216	2,089,291	2,331,328	2,502,785	2,691,641	7.5%
96	Sub-Total	3,862,662	4,368,917	4,734,087	5,013,898	5,281,632	5.3%
97	SNOW.ICE - S&W	174,357	90,000	108,597	40,000	40,000	0.0%
98	SNOW.ICE - EXP	488,619	295,000	271,908	95,000	95,000	0.0%
99	Sub-Total	662,976	385,000	380,505	135,000	135,000	0.0%
100	STREET LIGHTS	46,911	80,000	38,130	35,000	37,500	7.1%
101	WASTEWATER					90,000	100.0%
102	CEMETERY ADMIN - S&W	46,783	57,228	58,830	63,178	64,847	2.6%
103	CEMETERY ADMIN - EXP	3,349	4,240	4,799	4,327	4,742	9.6%
104	Sub-Total	50,132	61,468	63,629	67,505	69,589	3.1%
105	BOARD OF HEALTH - S&W	253,993	184,412	181,111	197,895	177,593	-10.3%
106	BOARD OF HEALTH - EXP	14,453	13,538	12,252	15,638	17,038	9.0%
107	Sub-Total	268,446	197,950	193,364	213,533	194,632	-8.9%
108	COMMUNITY CENTER S&W	136,924	145,219	152,894	164,820	188,468	14.3%
109	COMMUNITY CENTER EXP	151,738	166,114	109,636	115,025	119,521	3.9%
110	Sub-Total	288,662	311,333	262,529	279,845	307,989	10.1%
111	COUNCIL ON AGING - S&W	296,210	339,079	359,322	368,070	370,480	0.7%
112	COUNCIL ON AGING - EXP	63,517	64,669	68,198	75,282	77,286	2.7%
113	Sub-Total	359,727	403,748	427,521	443,352	447,766	1.0%
114	YOUTH COUNSELOR - S&W	70,563	73,446	75,637	81,511	85,203	4.5%
115	YOUTH COUNSELOR - EXP	3,751	4,010	3,932	4,310	4,910	13.9%
116	Sub-Total	74,314	77,456	79,569	85,821	90,113	5.0%
117	VETERANS EXPENSE.BENEFITS	125,218	129,328	96,671	135,434	134,500	-0.7%
118	DISABILTY RIGHT - EXP	-	300	-	300	300	0.0%
119	HUMAN SERVICES	76,500	78,030	79,980	79,980	81,580	2.0%
120	LIBRARY - S&W	487,734	574,545	597,668	643,283	676,741	5.2%
121	LIBRARY - EXP	255,143	312,343	252,696	270,765	274,111	1.2%
122	Sub-Total	742,877	886,888	850,363	914,048	950,852	4.0%
123	RECREATION - SEASONAL - S&W	157,260	173,540	175,732	177,070	215,988	22.0%
124	RECREATION - S&W	196,262	208,531	212,853	228,604	250,115	9.4%
125	RECREATION - EXP	45,137	50,825	44,636	45,575	45,575	0.0%
126	RECREATION - CAP OUTLAY	-	12,000	7,319	12,000	12,000	0.0%
127	Sub-Total	398,659	444,896	440,540	463,249	523,678	13.0%
128	HARBORMASTER -S&W	234,229	270,275	280,246	293,351	311,576	6.2%
129	HARBORMASTER - EXP	105,264	102,685	108,556	173,050	173,300	0.1%
130	Sub-Total	339,493	372,960	388,803	466,401	484,876	4.0%

APPENDIX C

TOWN OPERATION BUDGET 2019		Actual	Actual	Actual	Voited Budget	Town Meeting	PCT
		FY2015	FY2016	FY2017	FY2018	Budget	CHANGE
						FY2019	
131	BROOKS ACAD MUSEUM COMMISSION	11,355	15,284	10,138	12,194	12,894	5.7%
132	HISTORICAL COMMISSION	1,224	-	80	540	-	-100 0%
133	HISTORICAL COMMISSION	237	350	-	350	350	0 0%
134	Sub-Total	1,461	350	80	890	350	-60.7%
135	CELEBRATIONS	701	1,600	-	1,600	1,600	0.0%
136	GOLF - S&W	740,443	797,672	762,933	882,530	870,333	-1 4%
137	GOLF - EXP	586,876	615,518	578,068	697,019	676,367	-3 0%
138	GOLF CAP OUTLAY	55,207	63,000	69,548	73,000	73,000	0 0%
139	Sub-Total	1,382,526	1,476,190	1,410,549	1,652,549	1,619,700	-2.0%
140	ELECTRICITY - CVEC		92,100	64,315	65,000	65,925	1.4%
141	Total Departmental Budgets	19,526,839	21,644,128	21,001,165	22,988,236	23,811,929	3.6%
142	<u>DEBT SERVICE 01700</u>						
143	TRACK.SOCCER FIELD (20	5,275	5,100	-	-	-	0 0%
144	LANDFILL CAPPING (1999	94,725	87,200	84,400	76,375	73,125	-4 3%
145	LAND ACQUISITION (1997 Church St	59,425	62,750	60,750	58,500	56,000	-4 3%
146	ELEMENTARY SCHOOL ADDN	1,072,500	1,033,300	989,400	-	-	0 0%
147	LAND ACQUISITION (2000) Bascom	198,750	193,150	181,850	165,125	157,875	-4 4%
148	GOLF CLUBHOUSE (2000)	76,300	74,675	72,725	65,850	59,125	-10 2%
149	LAND BANK ACQ SLOWATYCKI	26,650	25,950	25,150	29,125	27,875	-4 3%
150	LAND BANK ACQ KRUMIN	47,300	46,300	45,100	43,900	42,700	-2 7%
151	WATER ABATE SEPTIC LOA	17,358	17,358	17,358	17,358	17,358	0 0%
152	POLICE STA REPAIRS.PLA	6,250	6,125	5,975	5,825	5,675	-2 6%
153	COPELAS LAND (2002)	73,500	67,075	65,425	63,775	62,125	-2 6%
154	SHEA LAND (2002)	226,500	222,000	211,675	206,425	201,175	-2 5%
155	GOLF COURSE IRRIGATION	140,650	133,050	124,525	121,075	112,700	-6 9%
156	LAND ACQ ROSE.KEELER	111,175	107,800	104,200	100,600	97,000	-3 6%
157	BROOKS ACAD MUSEUM RENOVATION	13,000	12,600	12,200	11,800	11,400	-3 4%
158	MIDDLE SCHOOL ROOF	31,500	30,500	29,500	28,600	28,500	-0 3%
159	HIGH SCHOOL ROOF	38,200	37,000	35,800	34,600	22,800	-34 1%
160	GOLF COURSE BUNKERS	103,000	99,800	96,600	88,500	85,500	-3 4%
161	POLICE STATION	675,963	665,838	655,713	644,463	630,963	-2 1%
162	RD BETTERMENT - OLD POST RD	11,650	11,450	11,225	10,950	5,450	-50 2%
163	RD BETTERMENT - MCGUERTY RD	18,450	18,075	17,625	17,100	16,650	-2 6%
164	ALLEN HARBOR DREDGE DEB	423,000	384,300	377,700	371,100	364,500	-1 8%

APPENDIX C

TOWN OPERATION BUDGET 2019		Actual FY2015	Actual FY2016	Actual FY2017	Voted Budget FY2018	Town Meeting Budget FY2019	PCT CHANGE
165	SAQUATUCKET HARBOR - DOWNEY			60,153	54,435	69,400	27.5%
166	ROAD MAINTENANCE PROGRAM	-	102,000	104,574	104,574	55,000	-47.4%
167	ROAD BETTERMENT - SKINEQUIT	-	-	21,144	21,144	18,368	-13.1%
168	ROAD MAINT PROG-ATM14	103,750	106,250	102,859	103,431	105,000	1.5%
169	ROAD MAINT PROG-ATM15			103,431	52,859	55,000	4.1%
170	WYCHMERE PIER RECONSTR	-	65,838	107,821	110,931	62,808	-43.4%
171	SAQ HARBOR DOCK REPLACEMENT					39,600	100.0%
172	ROAD MAINTENANCE FY 17					55,000	100.0%
173	MUDDY CREEK BRIDGE & CULVERT					34,560	100.0%
174	FIRE STATION #2 PLANNING					92,400	100.0%
175	WASTEWATER PHASE 2A					225,000	100.0%
176	WASTEWATER PHASE 2B					354,399	100.0%
177	ROAD MAINTENANCE FY 18					55,000	100.0%
178	SAQ WATERSIDE TAX SUPP					365,800	100.0%
179	SAQ WATERSIDE SELF SUPP					179,200	100.0%
180	CVGC INFRASTRUCTURE					97,200	100.0%
181	CVGC INFRASTRUCTURE - TAX SUPP					10,800	100.0%
182	SAQ LANDSIDE					270,000	100.0%
183	SAQ HARBOR DOCK DESIGN - TAX SUPP					80,400	100.0%
184	GINGER PLUMB PRIVATE WAY					17,809	100.0%
185	INTEREST ON SHORT TERM NOTES	-	-	5,718	-	441,224	100.0%
186	Total Debt Service (Prin & Int)	3,574,871	3,615,484	3,730,596	2,608,420	4,762,464	82.6%
187	STATE ASSESSMENTS	256,873	239,729	245,490	254,386	269,897	6.1%
188	BARNS CTY RETIREMENT	2,105,875	2,283,370	2,364,925	2,681,194	2,763,836	3.1%
189	CAPE COD COMMISSION ASSESSMENT	199,357	198,560	207,455	211,604	229,452	8.4%
190	BARNSTABLE COUNTY ASSESSMENT	185,944	204,340	193,497	197,368	202,302	2.5%
191	UNEMPLOYMENT COMPENSATION	7,196	35,000	2,567	20,000	10,000	-50.0%
192	GROUP HEALTH INSURANCE	3,319,797	3,849,202	3,563,522	4,620,227	4,804,248	4.0%
193	OPEB	100,000	100,000	100,000	100,000	125,000	25.0%
194	GENERAL INSURANCE	470,695	533,561	450,389	608,451	681,000	11.9%
195	GENERAL INSURANCE DEDUCTIBLE	8,888	15,000	8,151	5,000	5,000	0.0%
196	TOTAL TOWN	29,756,334	32,718,374	31,867,758	34,294,886	37,665,128	9.8%
197	OVERLAY (Abatements/Exemptions)					460,000	
198	C C REGIONAL TECH HIGH	1,248,331	1,330,607	1,437,053	1,487,362	1,581,237	6.3%
199	MONOMOY REG. SCH. DISTRICT						
200	Operating	19,486,696	22,843,944	21,644,248	22,508,423	23,282,215	3.4%
201	Capital, other			224,723	175,692	260,038	48.0%
202	Transportation	350,715		412,558	367,275	430,896	17.3%

APPENDIX C

TOWN OPERATION BUDGET 2019		Actual	Actual	Actual	Voled Budget	Town Meeting	PCT
		FY2015	FY2016	FY2017	FY2018	Budget	CHANGE
						FY2019	
203	Debt Service- Middle School	142,843		1,776,772	1,708,359	24,328	-98.6%
204	Debt Service H S	426,174				1,611,913	0.0%
205	Minimum Contribution FY14- credit	(336,245)					0.0%
206	IMA Monomoy Landscapping.Grounds					84,363	1000.0%
207	TOTAL MRSD ASSEMENT	20,070,183	22,843,944	24,058,301	24,759,749	25,693,753	3.8%
208		51,074,848	56,892,925	57,363,112	60,541,997	65,400,118	8.0%

Draft 3/12/18

DHY Clean Waters Community Partnership Meeting

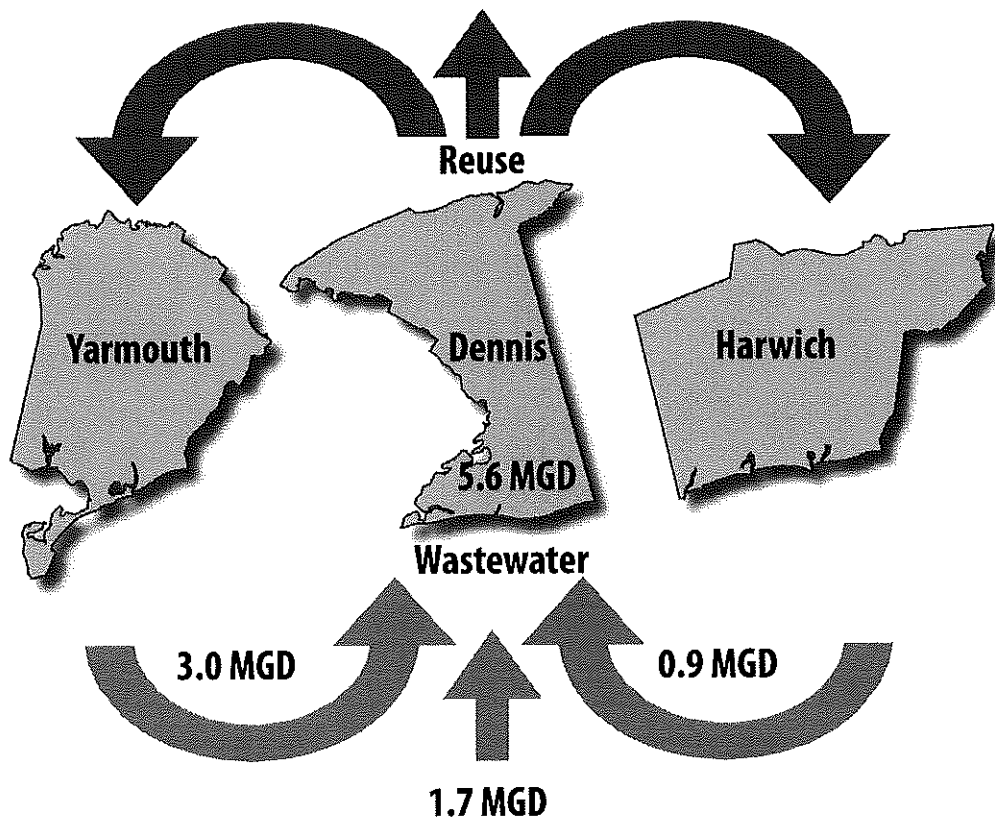


Between
Board of Selectmen

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.

Christopher Clark

From: John Rendon
Sent: Friday, March 02, 2018 3:40 PM
To: Christopher Clark
Cc: Titmuss, Russell (rtitmuss@geiconsultants.com)
Subject: SAQ Bulkhead

Chris,

I provide the following to address concerns relating to the SAQ bulkhead that have recently been communicated to you:

As part of the engineering assessment and design for the reconstruction of the Saquatucket Municipal Marina by GEI Consultants (aka Bourne Consulting Engineering), the condition of the existing bulkhead west of the boat ramp was thoroughly evaluated. While clearly there is some age related deterioration on the bulkhead, there are no signs of imminent or catastrophic failure that would risk future marina operations or have a detrimental impact on the ongoing dock replacement project. We are making some needed repairs to some of the corroded batter pile gussets that help to support the bulkhead, and these repairs will further extend the life of the bulkhead. If we didn't have to prioritize the replacement of the dock system due to unsafe conditions or, if there were no funding or time constraints relating to the marina reconstruction project, complete replacement of the bulkhead would have been desirable. However, that is simply not the case. The priority of the Town was to replace the aging and neglected dock system that posed a real public safety risk. With the existing docks removed from the harbor, it was a rare opportunity that the harbor be dredged to the proper depths to ensure the long-term functionality of the harbor. The dredging has no impact on the stability of the existing bulkhead but failure to dredge would severely impact use of the new marina. With GEI's professional engineering determination that the bulkhead still has many years of useful life (approx 7-10 years), it was decided that replacement of the bulkhead would be added to the department's capital plan for future planning and funding. Attempting to replace the dock system, dredge the harbor and replace the bulkhead within a single off-season was not feasible, and closing the marina during the summer boating season for construction would have resulted in the loss of close to \$800,000 in revenue generated from dockage. Furthermore, the design of the replacement dock system took into account the future need to replace the bulkhead; there will be sufficient room to drive bulkhead sheets in front of the existing bulkhead without having to disassemble the dock system.

GEI Consultants will be providing a more detailed engineering assessment of the bulkhead for your review.

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

Weekly Update for the Community and Cultural Centers
March 4, 2018 – March 10, 2018

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 3/4 to 3/10.

- I have two on going events during the month of March. We are hosting the Coloring Contest and the Guess the Jelly Bean Contest. In addition the publicity for the annual egg hunt has been sent out.. This year the Egg hunt will be rain or shine in the back of the Community Center on Friday March 30th at 3:30 pm.
- I attended the Facilities Committee meeting. We started to address the vendor compensation for the building with the other departments.
- I continued meetings with the Program Aide for the Cultural Center to move forward on plans for ART WEEK scheduled for April 27th through May 6th. I submitted a request to the Selectmen about having a Labyrinth on the front lawn at the Cultural Center.
- I participated in a Channel 18 update on the events scheduled at the Community Center.
- 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 signed up for the Chamber of Commerce job fair.
- I held a team meeting for the Community Center staff.
- Worked on the information requested by the Finance Committee and Selectmen for the day- long meeting scheduled for March 10th regarding the individual budgets.
- I attended negotiation meeting with the Town Administrator for SEIU managers union for our upcoming contract.
- I booked the Cape Light Charter School in the Auditorium of the Cultural Center for the school play.

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
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 – Weeks Ending 3/2/18 & 3/9/18

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

- Internal audit of selected payroll timesheets,
- Prepare budget amendment, reconcile Munis budget to excel files,
- Various meetings on tax title and takings,
- Reconcile various trust and cash accounts,
- Attend Board of Selectmen meetings,
- Schedule FY 18 external audit,
- Continue working on internal procedure manual,
- Various meetings with assessing staff members,
- Conduct annual review for Treasurer/Collector & Assessor,
- Prepare budget information for departments,
- Attend joint budget meeting,
- Review warrant and prepare appendix B (operating budget financial),
- 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 – March 04, 2018 through March 10, 2018

Incidents:

Fire Prevention:

Inspections

Resale	08
Annual	02
Joint	04
Final	00
Lockbox	01
Liquid Propane Storage	00
Pre-Inspection	01
Oil Tank	01
Oil burner	03
Town Hall Hours	04
Underground Storage Tank	00
Truck Tank	00
InspectionsMisc	01

Items of note:

Type of Situation Summary



Type Of Situation Summary
From 03/04/18 To 03/10/18
Report Printed On: 03/12/2018

Harwich Fire Department

Type Of Situation

- Alarm system activation, no fire - unintentional
- Arcing, shorted electrical equipment
- Carbon monoxide detector activation, no CO
- Carbon monoxide incident
- CO detector activation due to malfunction
- Dispatched and cancelled en route
- EMS call, excluding vehicle accident with injury
- False alarm or false call, other
- Good intent call, other
- Hazardous condition, other
- Lock-out
- Motor vehicle accident with injuries
- Power line down
- Public service
- Public service assistance, other
- Service Call, other
- Smoke detector activation due to malfunction
- Smoke detector activation, no fire - unintentional
- Smoke or odor removal
- Water problem, other

Total Incident Count:

Search Criteria

Dates	From 03/04/2018 To 03/10/2018 (mm/dd/yyyy)
Service	Harwich Fire Department
Staff	All
Apparatus	All
Station	All
Alarm Type	All
Zone/District	All



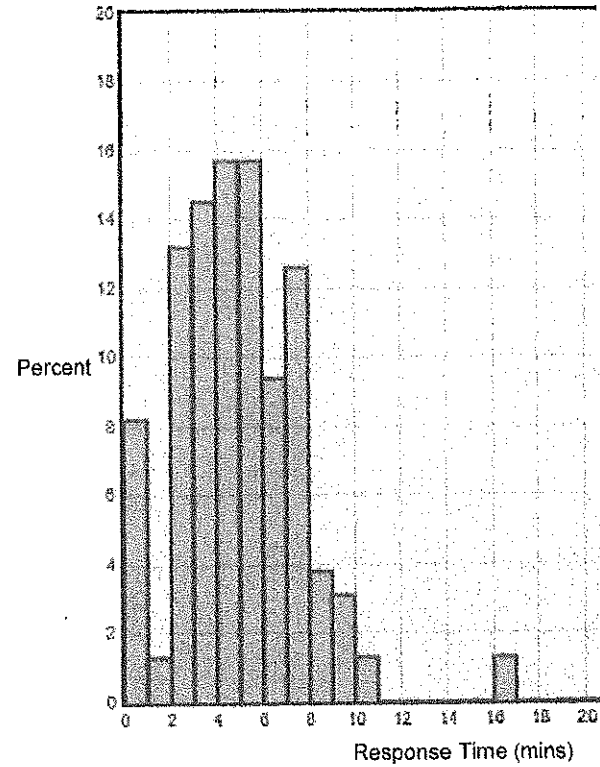
Report Description

https://ma.emsbridge.com/Harwich/resource/intranet/reports/Report_TypeOfSituation_Action.cfm

Incident Response Time Analysis

Date Range 03/04/2018 to 03/10/2018
 Total # of Runs Fitting Criteria 159 runs
 Average Response Time 4.5 mins
 Service(s) Harwich Fire Department
 Incident Type(s) All

Response Time	# of Incident Responses	% of Incident Responses
0 mins	13	8.2%
1 mins	2	1.3%
2 mins	21	13.2%
3 mins	23	14.5%
4 mins	25	15.7%
5 mins	25	15.7%
6 mins	15	9.4%
7 mins	20	12.6%
8 mins	6	3.8%
9 mins	5	3.1%
10 mins	2	1.3%
11 mins	0	-
12 mins	0	-
13 mins	0	-
14 mins	0	-
15 mins	0	-
16 mins	2	1.3%
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: John Rendon
Sent: Monday, March 12, 2018 4:13 PM
To: Sandy Robinson; Ann Steidel
Cc: Michelle Morris; William Neiser; Heinz Proft
Subject: Harbormaster Department Weekly Report 4-10 Mar

Operations:

- Got underway with Marine 77 to check the status of the Saquatucket Harbor entrance channel buoys after nor'easters on 3/2 – 3/3 and 3/6 – 3/7, all buoys on station. Found light missing from aid structure #6 at the end of the east jetty; notified CG Sector SE New England.
- Opened the tide gate at Uncle Venies Road; previously closed due to astronomically high tides and high winds.

Admin:

- Submitted Invite to Bid notification and contract for the purchase of beach nourishment by private homeowners; SAQ channel dredge project scheduled for end of Mar.
- Went to waitlist with open Allen Harbor, Pleasant Bay & Round Cove Mooring Permits.
- Notified both BTT Marine/Eastward Companies to start utilizing assigned PO #'s on future invoicing.
- Continued reviewing boat registrations for current expiration dates.
- Provided contracts, paid invoices and remaining balance of contracts to Accounting for both Bourne Engineering and Brown Lindquist Fenuccio & Raber to obtain PO #'s for engineering projects.
- Sent out both commercial/recreational Ramp Permit applications for renewal.

Meetings:

- Joint BOS/Fincom budget meeting.
- Met with rep from Shoreline Consulting to discuss design plans for private homeowner dock project applications.
- SEUI Union negotiations with TA & Assit TA

Maintenance:

- Installed tool and equipment storage shelves in the Saquatucket Harbor (SAQ) air shed.
- Completed fiberglass and bottom painting on the Round Cove dinghy.
- Continued cleaning out Bank Street garage in anticipation of move to new garage/workshop building.

SAQ Dock Project:

- East dock gangway platform under construction.
- North side concrete main floats delivered, 9 in total; docks loaded in the water, connected, and pile driving in progress. Bellingham Marine (float manufacturer) rep on site to assist with proper connections
- Second round of concrete floats arriving 3/20 & 3/21; timber finger docks expected to start arriving next week as well.

SAQ Landside Project:

- Construction of deck & boardwalk framing continues.
- First floor wall panels of HM office building installed.
- Concrete footings for HM garage/workshop schedule to commence mid-week.

John C. Rendon

Harbormaster
Town of Harwich
774 212-6193 (c)



HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7541 Fax 508-432-2530



DAVID J. GUILLEMETTE
Chief of Police

THOMAS A. GAGNON
Deputy Chief

WEEKLY ACTIVITY REPORT FOR WEEK OF 3/4/18 THROUGH 3/10/18

PATROL

- 301 Calls and patrol-initiated activity logged
 - 5 arrests
 - 1 Protective Custody
- 35 motor vehicle stops resulting in:
 - 26 Verbal warnings
 - 8 Written warnings
 - 1 Investigations
- 5 Motor vehicle accidents investigated

ADMINISTRATION

- Recruit candidate interviews conducted by screening committee Thursday and Friday

SRO

- Officers Mitchell and Clarke have had multiple meetings and conducted several presentations regarding school safety

Detectives

- Detectives and Gosnold counselor conducted a follow up with a Harwich resident who recently overdosed in Mashpee



TOWN OF HARWICH
OFFICE OF THE TREASURER/COLLECTOR
732 MAIN STREET, HARWICH, MA 02645
TEL: 508-430-7501 FAX: 508-430-7504

Amy Bullock
Treasurer / Collector

Nancy Knepper
Assistant Treasurer/Collector

Weekly Report to the Board of Selectmen

Week ending March 10, 2018

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

- Attended a meeting with the 457 Deferred Comp Committee
- Met with Attorney Dawn Bloom regarding tax lien services

Weekly collections 3/4-3/10

Tax/Water Collections:	\$504,322.41
Departmental turnovers:	\$335,887.53
Total:	\$840,209.94 S

Weekly Disbursements 3/4-3/10

Accounts Payable	\$802,736.55
Payroll (week ending 3/3/18)	\$332,411.28
Total:	\$1,135,147.83

Respectfully submitted,

Amy Bullock, Treasurer/Collector