

SELECTMEN'S MEETING AGENDA*

Griffin Room, Town Hall

Regular Meeting 6:30 P.M.

Monday, April 25, 2016

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **WEEKLY BRIEFING**

IV. **PUBLIC COMMENT/ANNOUNCEMENTS**

V. **CONSENT AGENDA**

A. Approve Minutes –

1. February 27, 2016 Regular Meeting
2. March 28, 2016 Regular Meeting
3. March 28, 2016 Executive Session
4. April 4, 2016 Executive Session
5. April 7, 2016 Regular Meeting (Joint Workshop)
6. April 11, 2016 Executive Session

B. Accept the resignation of Wendy-Woods Hartwell from the Real Estate & Open Space Committee and the Historic District/Historical Commission effective immediately

C. Approve request for One-Day Special Liquor License for Wine & Malt for Family Pantry of Cape Cod for fundraising event on May 31, 2016 from 5:30 to 8:00 p.m.

D. Approve renewal of Junk Dealers License for Windsong Antiques

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

VII. **OLD BUSINESS**

A. Review of Town Meeting Articles – *discussion & possible vote*

1. ATM Article 26 – Reserve for Future Appropriation Amounts from FY2017 Community Preservation Fund Estimated Annual Revenues
2. ATM Article 38 – Purchase Land for Open Space Purposes – Acquire Marini Property at Muddy Creek Headwaters
3. ATM Article 55 – Amend the Harwich Home Rule Charter – Establish a Charter Enforcement Commission – *for reconsideration*
4. ATM Article 60 – Stabilization Fund
5. STM Article 1 – Fund the Snow and Ice Budget
6. STM Article 4 – Fund Budget Shortfalls

B. One Liners / Article Assignments – *discussion & possible vote*

VIII. **NEW BUSINESS**

A. Approve recommendation of Harbormaster regarding financing of Saquatucket Marina Reconstruction – *discussion & possible vote*

B. Approve Sticker Seller job description and wage – *discussion & possible vote*

C. Town Administrator Performance Review – *discussion & possible vote*

IX. **TOWN ADMINISTRATOR'S REPORT**

X. **SELECTMEN'S REPORT**

XI. **ADJOURNMENT**

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

Authorized Posting Officer:

Posted by: _____
Town Clerk

Ann Steidel, Admin. Secretary

Date: April 21, 2016

MINUTES
BOARD OF SELECTMEN & FINANCE COMMITTEE
Joint Budget Hearing
Town Hall - Donn B. Griffin Room
Saturday, February 27, 2016
8:00 A.M.

MEMBERS PRESENT: Mr. Hughes, Mr. LaMantia, Ms. Cebula, Mr. MacAskill, Ms. Donahue, Mr. Larios, Ms. Groswald, Mr. McManus, Mr. Ballantine, Mr. DeCosta, Mr. Brown

The Board of Selectmen and Finance Committee heard budget presentations provided as follows:

8:05 am	Police Department
8:35 am	Fire and Rescue
9:05 am	DPW
9:35 am	Harbors/Waterways
10:15 am	Golf
10:45 am	Water Department
11:15 am	Wastewater
11:45 am	Assessors
1:00 pm	Treasurer/Collector
1:30 pm	IT
2:00 pm	COA
2:30 pm	Youth & Recreation
3:15 pm	Community Center
3:45 pm	Brooks Library
4:15 pm	Administration, Town Hall Ops & All Others

Ms. Donahue moved to reconsider Article #5 - Monomoy Regional School Budget. Mr. Larios seconded the motion and the motion carried by a unanimous vote (7-0).

Ms. Donahue moved to accept and adopt a total of \$24,058,302.00, with \$23,833,578.00 being raised and appropriated and \$224,724.00 being taken from available funds to pay for the capital needs of the school budget. Mr. Larios seconded the motion and the motion carried by a unanimous vote (7-0).

No other motions were made, no other votes were taken.

Respectfully submitted,

Ann Steidel
Recording Secretary

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, MARCH 28, 2016
6:30 P.M.**

SELECTMEN PRESENT: Brown, Cebula, Hughes, LaMantia (via remote participation), MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, Chief Norm Clarke, John Rendon, Amy Usowski, Sally Urbano, Anne Howe, Gary Carreiro, Deb DeCosta, Matt Hart, and others.

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

PUBLIC COMMENT/ANNOUNCEMENTS

Chairman Hughes reported that the Board had just come out of Executive Session where they discussed union and non-union strategies and no votes were taken in that session.

WEEKLY BRIEFING

Chairman Hughes reported that all votes would be taken by roll call tonight.

PUBLIC COMMENT/ANNOUNCEMENTS

Ms. Usowski reported that the reef was installed last Wednesday off of Saquatucket Harbor and she discussed fundraising efforts for educational opportunities and the next deployment of materials.

Ms. Urbano said they have received official notification from the Massachusetts Historical Commission that states that the Captains Row area meets the criteria for listing in the National Register of Historic Places.

CONSENT AGENDA

- A. Minutes – March 7, 2016 Regular Meeting
- B. Award and sign the contract for Wychmere Town Landing Precast Concrete Restroom to Shea Concrete Products in the amount of \$44,900
- C. Award and authorize Chair to sign the contract for FY 17 Gas and Diesel to Noonan Brothers
- D. Approve 2016 Seasonal Liquor License Renewals as recommended
- E. Approve 2016 Annual Liquor License Renewals as recommended
- F. Accept gift of used stereo equipment for Harwich Youth Services
- G. Sign letter supporting Nantucket's petition to extend near coastal protection zone
- H. Approve recommendation of the Interview/Nominations Subcommittee to appoint the following:

- | | | |
|-------------------|---------------------------------|---------------|
| 1. Arthur Bodin | Housing Committee | June 30, 2018 |
| 2. Sharon Plfeger | Wastewater Implementation Comm. | June 30, 2018 |

Ms. Cebula moved approval of the March 7, 2016 Regular Meeting minutes. Mr. MacAskill seconded the motion. The motion carried on a roll call vote of 4-0-1 vote with Ms. Brown abstaining from the vote. Ms. Brown moved approval of the Items B through H. Mr. MacAskill seconded the motion and the motion carried unanimously on a roll call vote.

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

A. Presentation on Plastic Bag Ban – *Bob and Wendy Woods-Hartwell*

Ms. Woods-Hartwell outlined the attached presentation on the plastic bag ban. Ms. Brown moved that the proposed date of June 15, 2016 to phase out single use plastic bags remain in effect. Mr. MacAskill seconded the motion. Ms. Cebula asked Ms. Brown to amend her motion so that small businesses won't take a loss on the bags they currently have and we will let them continue to use them until their stock runs out. Ms. Brown suggested that it apply only if a business has more than 500 bags on hand. Chairman Hughes said we can encourage people who want relief on this to come before us. Mr. Clark said we should leave some of this to the judgement of the Police Officers and the Board of Health to use some common sense. Chairman Hughes suggested we just set the date at this time and revisit if we start to have issues. The motion carried unanimously on a roll call vote.

OLD BUSINESS

A. Approve the Contract Agreement between the Town and the Cape Cod Chronicle for Legal Advertising – *discussion & possible vote*

Mr. MacAskill noted that his opposition was that this was a 43% increase and we should consider asking for one year next time. Ms. DeCosta noted that the costs of doing business has gone way up since the last bid they put in three years ago and it is still more than a 70% of a discount for the Town. Ms. Brown moved that we accept the bid from the Cape Cod Chronicle for the three year rates for legal advertising as proposed. Mr. LaMantia seconded the motion and the motion carried unanimously on a roll call vote.

B. Revise Station Two Rehabilitation Committee membership to appoint Chief Clarke as ad hoc member and Richard Waystack as full member as recommended by Chief Clarke – *discussion & possible vote*

Chief Clark stated that a citizen raised a concern that there may be too many firefighters on the committee and there could be a perception that the deck is stacked. He commented that he doesn't see it that way. Chief Clarke noted that he spoke with the individual and said it would be good idea for him (Chief Clarke) to become an ad hoc member and Mr. Waystack become a full member to address the concerns of this citizen. Chairman Hughes asked Mr. MacAskill and Mr. LaMantia if they feel there is a need to interview Mr. Waystack for this. They both responded that they were comfortable with the Chief's recommendation. Ms. Howe stated that she thinks there is some imbalance with the civilians that are on the committee. Chief Clarke responded that he is

available for anyone who wants to come see him or email him with concerns. Ms. Brown stated that all of our committee members are interviewed so if this is going to be a regular committee, it's not going by the same process. Chief Clarke pointed out that because of the scope of the project this was developed as a working group and his recommendation was to move on from working group to committee. Ms. Brown questioned if we should at least go through the process of interviewing them. Chairman Hughes responded that they were all appointed last week except for Mr. Waystack. Ms. Cebula questioned if the meetings will be posted so citizens can attend and Mr. Clark responded that they would. Ms. Cebula moved that we appoint Chief Clarke as an ad hoc member and Richard Waystack as a full member to the Station 2 Rehabilitation Committee. Mr. MacAskill seconded the motion and asked what the mechanism is for Ms. Howe to express her concerns and Chairman Hughes recommended starting with the Interview Committee. The motion carried unanimously on a roll call vote.

C. Route 6 Exit Sign Replacement Letter to MassDOT – *discussion & possible vote*

Mr. MacAskill moved that we approve and sign and send the letter expressing our concern on the Route 6 Exit Sign Replacement Letter to MassDOT. Ms. Brown seconded the motion and the motion carried by unanimously on a roll call vote.

NEW BUSINESS

A. Saquatucket Financing for Waterside Construction Project – *discussion & possible vote*

Mr. Hart discussed Article 16, Reconstruction of Saquatucket Harbor Marina, as well as the Harbor's contribution to free cash and beach nourishment. He further discussed the two ways to finance this and noted that with the self-funding option everybody wins and it doesn't cost the taxpayers anything. He requested that we look at a way to make this proposal self-funded and added that this option was voted unanimously by the Waterways Committee. Mr. Clark stated that by accepting the proposal as presented, we would have to find \$200,000 somewhere else in the budget that is currently used for other items. He explained that he put together a proposal based on the Saquatucket and Wychmere models. He noted that we were able to fund Wychmere in total out of the Waterways Improvement and Maintenance Fund and we were able to fund one third of the Saquatucket design from mooring fees. He noted that he and Mr. Rendon discussed where we would get the additional funds that we could put toward this additional debt that the Town would incur and under the plan that was submitted, the Board can go to the taxpayers and say that 75% of the project will be funded from the Waterways Fund. He stated that the Board needs to vote to put the debt exclusion on the ballot tonight and if we take as much as we can out of mooring and waterways fees to offset this and by doing a general obligation bond, that gives us the flexibility to accomplish this. He noted that the proposal includes the concept of level debt payments and if you do the traditional declining debt then the total overall repayment plus interest is \$300,000 less over the 20 year cycle. He explained that this means that the first year it would be a 43% offset year and by year 8 it would be 76% and eventually goes even higher. He noted that there are positives to doing the declining debt and also he can see the logic in doing the level debt service. He stated that he thinks a debt exclusion is necessary to give us the flexibility to be able to cover this if the revenues don't materialize the way we would like. He said the Board needs to decide between declining debt or level debt and commented that he could live with either choice. Mr. Hart said that the committee has some issues with some of the numbers and they want to meet

with Mr. Clark and Mr. Gould. Mr. LaMantia stated that if we go with the declining debt method the taxpayers spend \$450,000 more in the first 8 years then the level funding and the Harbor can't really cover that. He said we should spread it out and have the Harbor cover as much as they can. He added that there are some policy issues that we need to get on the agenda. It was discussed that there be a one page explanation for the taxpayers from both the Waterways Committee and the Board of Selectmen.

B. Annual Election Ballot – *discussion & vote to approve and sign*

The Board agreed to focus on the version of the ballot without the Chatham IMA. Ms. Cebula moved to adopt the Annual Election Ballot that excludes the IMA, has 2 ballot questions and the non-binding question. Mr. MacAskill seconded the motion and the motion carried unanimously on a roll call vote.

C. Special Town Meeting Warrant – *discussion & vote to approve and sign*

Ms. Cebula moved that we include in the Special Town Meeting and we sign this warrant for Articles 1, 2, 3 and 4 as listed. Mr. MacAskill seconded the motion and the motion carried unanimously on a roll call vote.

D. Chatham/Harwich Wastewater Inter-Municipal Agreement – *discussion & possible vote*

Chairman Hughes noted that there is no update on the agreement and it needs a lot of work. He suggested the subcommittee go back to Chatham and tell them we are still interested in doing this, we need more detail and look forward to further discussions. The Board was in agreement with Chairman Hughes.

E. Town Administrator Performance Review Process – *discussion & possible vote*

Chairman Hughes stated that the Town Administrator's evaluation is due in April and suggested the Board use the same form as last year. He asked the Town Administrator to provide an update on where he is with his goals. He asked the Board to submit their input by April 15 and noted that Mr. LaMantia would be collecting and consolidating the information. He said he would have it in the Board's packet for the last Monday in April.

TOWN ADMINISTRATOR'S REPORT

A. Update on Warrant One-Liners

Mr. Clark outlined votes from Finance Committee. No action was taken by the Board.

SELECTMEN'S REPORT

A. April 7, 2016 Wastewater Summit

Chairman Hughes announced that there will be a Wastewater Summit at the Community Center on April 7, 2016.

ADJOURNMENT

Chairman Hughes adjourned the meeting at 8:16 p.m.

Respectfully submitted,

Ann Steidel
Recording Secretary

**MINUTES
JOINT WORKSHOP
BOARD OF SELECTMEN
HARWICH COMMUNITY CENTER
100 OAK ST., HARWICH, MA
MULTI-PURPOSE ROOM
Thursday, April 7, 2016
6:00 p.m.**

SELECTMEN PRESENT: Cebula, Hughes, LaMantia, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark and others as noted on attached list.

A joint workshop was held on wastewater issues with the Board of Selectmen, Wastewater Implementation Committee, Finance Committee, Capital Outlay Committee, Board of Health, Planning Board, Conservation Commission, Water Commissioners, Chamber of Commerce and Monomoy School Committee with speakers and topics as follows:

INTRODUCTION – PETER HUGHES, Chairman of the Harwich Board of Selectmen

WELCOME - MODERATOR BRIAN DUDLEY, Massachusetts Department of Environmental Protection

SPEAKERS -

1. BRIAN DUDLEY, MASS DEP: Enforcement, Alternatives, Regulatory Treatment
2. PATTI DALEY, Cape Cod Commission: 208, Local Responsibility, TMDL, Submittal Requirement
3. DAVID YOUNG, CDM Smith, Harwich Wastewater Consultant: CWMP Status and Upcoming Events
4. CHRISTOPHER CLARK, Harwich Town Administrator: Harwich Finance, Debt Exclusion, Debt Service

Break out sessions followed (see attached questions). There was no action by the Board of Selectmen and no votes were taken.

The meeting adjourned at 8:05 p.m.

Respectfully submitted,

Ann Steidel
Recording Secretary

Name	Representing
Ameres, Mark	Finance Committee
Atkinson, James	Planning Board (PB)
Ballantine, Larry	Finance Committee
Bayerl, Cynthia	Board of Health
Carpenter, Scott	Monomoy Regional School District
Cebula, Linda	Board of Selectmen
Crabtree, Ernest	Conservation Commission
de Bakker, Peter	Water Implementation Committee (WIC), PB
DeCosta, Dana	Finance Committee, COC
Donahue, Noreen	Water Implementation Committee, Finance Committee
Gingras, Jeremy	Water Implementation Committee, Chamber of Commerce
Harlow, Christopher	Water Implementation Committee, COC
Hooper, Linclon	Highway and Maintenance Director
Hughes, Peter	Board of Selectmen
LaMantia, Angelo	Board of Selectmen
Larios, Richard	Finance Committee, COC
MacAskill, Michael	Board of Selectmen, WIC
McManus, Ed	Finance Committee
McParland, Joe	COC
O'Leary, Carolyn	Conservation Commission
Pfeger, Sharon	Water Implementation Committee
Rep. Sarah Peake	State Representative
Russell, Terry	Monomoy Regional School District
Sarantis, Robert	Conservation Commission
Stello, Tom	Planning Board (PB)
Thompson, Allin	Water Implementation Committee, Water Commission
Wall, Peter	COC
STAFF	
Charleen Greenhalgh	Assistant Town Administrator
David Spitz	Town Planner
Chris Clark	Town Administrator
Robert Caffarelli	Town Engineer
Usowski, Amy	Conservation Agent
Tierney, Meggan	Health Agent
Dave Young	Consulting Engineer

Anita Doucette

From: Wendy Woods-Hartwell <wrwrites51@gmail.com>
Sent: Sunday, April 17, 2016 12:01 PM
To: Anita Doucette
Subject: [Harwich MA] Resignation

adoucette,

Someone has sent you a message using your contact form on the Harwich MA site.

If you don't want to receive such e-mails, you can change your settings at <http://www.harwich-ma.gov/users/adoucette>.

Message:

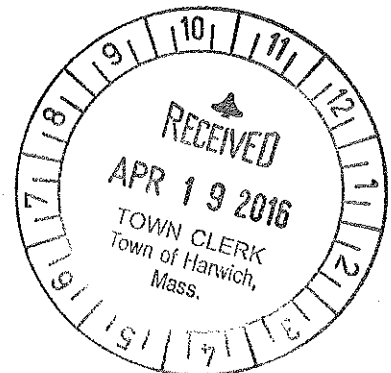
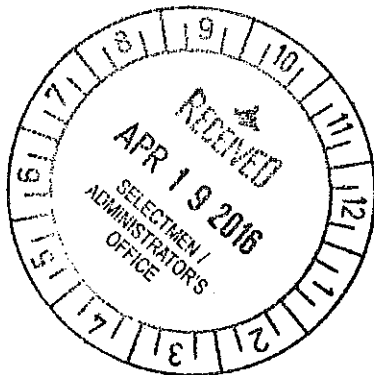
Hello Anita,

As you have probably heard by now I am moving to Orleans, MA. As a result of this imminent move I will need to resign from the Real Estate and Open Space Committee as well as the Historic District Historical Commission Effective immediately. I have informed both Chairs of this but wanted to officially inform you as Town Clerk for the Town of Harwich. Unfortunately the timing is such that I/we cannot work Town Meeting this year or the upcoming November election.

I will miss the good work being done in Harwich through these two committees and I will miss the multiple layers of involvement I have had with the Town since moving here nearly two years ago. Good luck in all that you do! I have truly enjoyed our working relationship.

All the best,
Wendy Woods-Hartwell
802-345-5155

=====
Message sent by: Wendy Woods-Hartwell (wrwrites51@gmail.com)
=====



The Family Pantry of Cape Cod

Gabriel's Place: Serving All of Cape Cod

133 Queen Anne Road
Harwich, MA 02645
www.thefamilypantry.com
508-432-6519

Christine H. Menard
Executive Director
cmenard@thefamilypantry.com

Trustees

Rosemary O'Neill, *Chairperson*
Judd Brackett
Paul Covell
James M. Cummings
Elizabeth J. Dolan
Shirley A. Gomes
Mary Rose Griffin
Richard A. Hamlin
Lawrence H. Hyde
Mary E. Larkin
Joseph McParland
David Metzler
Marilyn J. Mooradian
Charles T. Newberry
John O'Brien
James Peterson
Thomas H. Peterson, Jr.
Margaret Weigand

April 14, 2016

Peter S. Hughes, Chair
Board of Selectman
Town of Harwich
732 Main Street
Harwich, MA 02645

Dear Mr. Hughes and Board of Selectman:

The Family Pantry of Cape Cod would like to request a charity fundraising special liquor license for serving beer and wine at our facility on 133 Queen Anne Road Harwich, MA.

Our fundraising event will take place on Tuesday, May 31st, 2016 between the hours of 5:30 pm and 8:00 pm. The beer and wine will be distributed, by our staff, in the rear warehouse of our facility to those who hold a ticket.

Thank you for your consideration of this request.

Sincerely,



Christine Menard
Executive Director

Directors

Amy Camenga, *President*
Erik Porter, *Vice President*
Larry Lyford, *Secretary*
Susan Adsit
Terri Barron
Allan Campbell
Lorraine Cowhey
Debra DeCosta
Leo Dunphy
Kent Farrenkopf
Matthew Kelley
Tom Langway
Priscilla Perkins
Abigail Pollock
Ralph Smith



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL
ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

MAURA HEALEY
ATTORNEY GENERAL

(617) 727-2200
(617) 727-4765 TTY
www.mass.gov/ago

FAMILY PANTRY CORPORATION
133 Queene Anne Road
Harwich, MA 02645

Certificate for Solicitation

This certificate has been issued to the organization listed below because it is current in its filings with the Attorney General's Division of Non-Profit Organizations/Public Charities. This registration in no manner constitutes endorsement or approval by the Commonwealth of Massachusetts of the named organization.

Name of organization: FAMILY PANTRY CORPORATION
Certificate End Date: 05/15/2016
Attorney General's Account Number: 027825

Issued By
The Division of Non-Profit Organizations/Public Charities

NUMBER

16-14

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF HARWICH

JUNK DEALER'S LICENSE

FEE

\$35.00

This is to certify that a license is hereby granted to Windsong Antiques, Inc.

346 Route 28, Harwich Port

TO BE A DEALER IN OR KEEPER OF A SHOP FOR THE PURCHASE, SALE OR BARTER IN

JUNK, OLD METALS AND SECOND HAND ARTICLES

in said **South Harwich** in accordance with the laws of the Commonwealth of Massachusetts relating thereto, the ordinances and by-laws of **Harwich** and such rules and regulations provided for the supervision thereof.

This license shall continue in force until **May 1, 2017**, unless sooner revoked and is subject to sections two hundred and two to two hundred and five, inclusive, of the General Laws, Chapter 140, as amended.

By order of the licensing authorities this **First day of May, 2016**.

TOWN CLERK

EXTRACTS FROM GENERAL LAWS, CHAPTER 140, AS AMENDED

Section 55. Whoever acts as a collector of, dealer in or keeper of a shop for the purchase, sale or barter of junk, old metals or second hand articles without a license, or in any other place or manner than that designated in his license or after notice to him that his license has been revoked, or violates any such rule, regulation or restriction, shall forfeit twenty dollars. The purchase, sale or barter of books, prints, coins or postage stamps shall not be deemed to be the purchase, sale or barter of second hand articles within the meaning of this and the preceding section.

Section 56. A junk collector shall be deemed to be any person who by going from place to place collects by purchase or otherwise junk, old metals or second hand articles, whether or not by previous contract or arrangement.

Section 202. Licenses granted to keepers of intelligence offices, dealers in junk, old metals and second hand articles, junk collectors, pawn brokers and keepers of billiard saloons, pool or sippio rooms or tables, bowling alleys, skating rinks and picnic grounds shall, except as hereinafter provided, be signed by the clerk of the town where they are granted. Every such license shall, before being delivered to the licensee, be recorded by the town clerk, in a book kept for that purpose. Such license shall set forth the name of the licensee, the nature of the business, and the building or place in such town in which it is to be carried on, and shall continue in force until May first following unless sooner revoked. The board or officer issuing such a license shall, except as provided in section seventy-seven, receive for the use of the town such amount, not less than dollars for each license, as the board or officer considers reasonable.****

Section 203. Such licenses may be granted in April, to take effect on May first following.

Section 204. A license issued as aforesaid shall not protect the holder thereof in a building or place other than that designated in the license unless consent to removal is granted by the licensing board or officer.

Section 205. Upon the revocation of such a license, such clerk shall note the revocation upon the face of the record thereof, and shall give written notice to the licensee by delivering it to him in person or by leaving it at the place of business designated in the license.

**RESERVE FOR FUTURE APPROPRIATION AMOUNTS FROM FY 2017
COMMUNITY PRESERVATION FUND ESTIMATED ANNUAL REVENUES**

ARTICLE 26: To see if the Town will vote to reserve for future appropriations amounts from the FY 2017 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 2017 Budgeted Reserve; and to act fully thereon.

By request of the Community Preservation Committee.

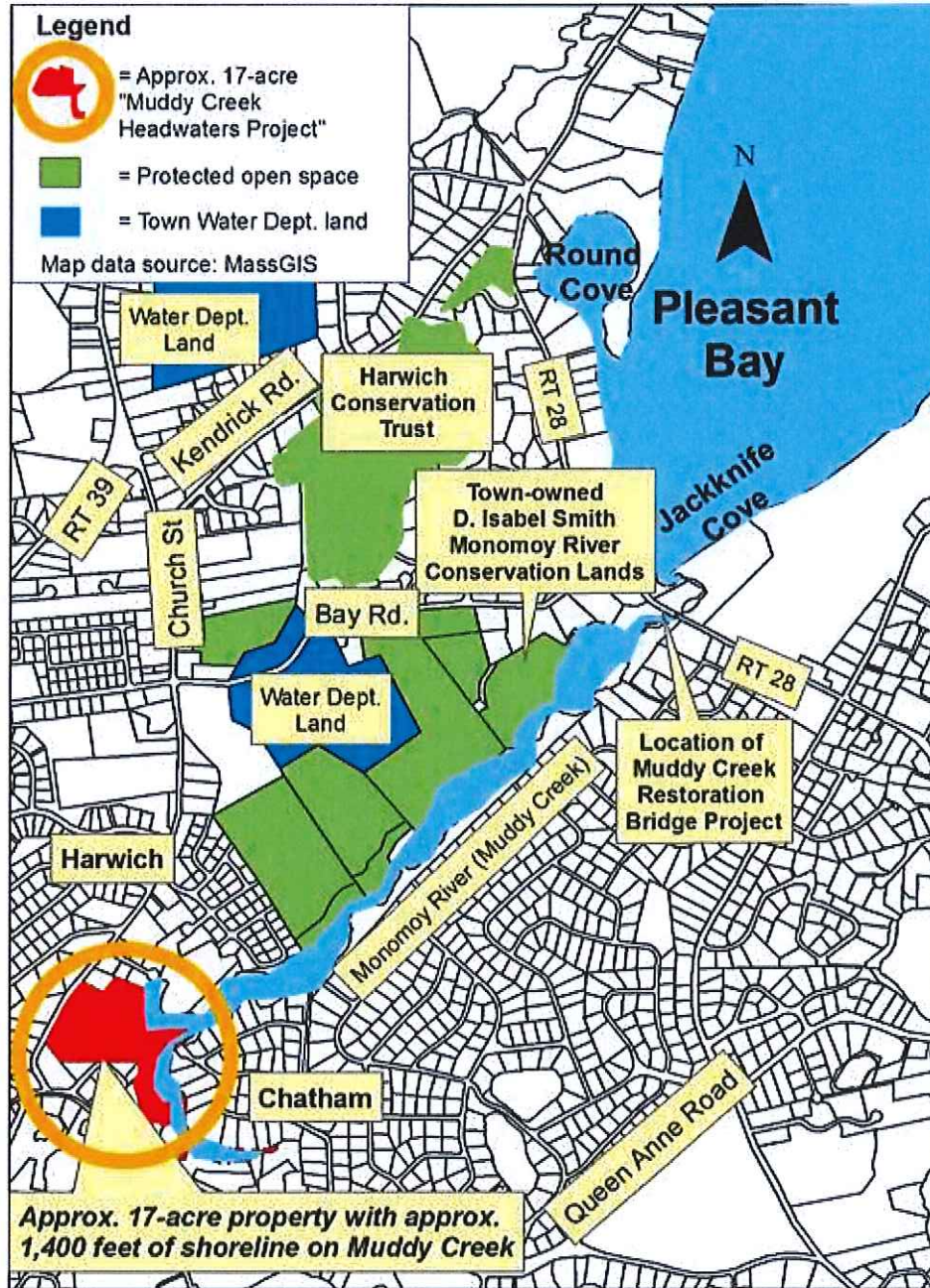
FINANCE COMMITTEE RECOMMENDS NO RECOMMENDATION PENDING FURTHER INFORMATION (NRPFI). FINCOM VOTES NRPFI WHEN, AT THE TIME THE WARRANT IS PRINTED, IT HAD INSUFFICIENT OR INCOMPLETE INFORMATION TO MAKE AN INFORMED RECOMMENDATION. IT DOES NOT IMPLY A NEGATIVE FINCOM VIEW, ONLY AN INCOMPLETE UNDERSTANDING OF THE ARTICLE SO VOTED. FINCOM WILL MAKE ITS FINAL RECOMMENDATION AT TOWN MEETING AFTER HAVING RECEIVED FURTHER INFORMATION. VOTE: YES-6, NO-0.

PURCHASE OF LAND FOR OPEN SPACE PURPOSES – ACQUIRE MARINI
PROPERTY AT MUDDY CREEK HEADWATERS

ARTICLE 38: 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 Church Street in East Harwich and Chatham, containing 17 acres, more or less, in the aggregate, which parcels are shown as Lot 1, Lot 2, Lot 3, and Parcel 4 on a plan recorded with the Barnstable County Registry of Deeds in Plan Book 614, Page 7, and further described in a deed recorded with said Deeds in Book 19792, Page 85, with the care, custody, control and management of such conservation restriction to be vested with the Conservation Commission; to appropriate from the Community Preservation Act Funds-Open Space Reserve, the Community Preservation Act Funds-Undesignated Reserve, and/or estimated annual revenues under G.L. c.44B, the so-called Community Preservation Act, the sum of \$800,000 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 to accept a gift of funds from the Harwich Conservation Trust and/or any other source, provided that any such grant and/or reimbursement funds shall be returned upon receipt to the Community Preservation Act fund from which said sum was appropriated, after first reimbursing the Harwich Conservation Trust for its contribution towards the Town's local match; 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, however, that no funds appropriated hereunder shall be expended until the Town shall have received gift funds in the amount of \$300,000 from the Harwich Conservation Trust and/or others for the Town's local match,, and to act fully thereon. By request of the Community Preservation Committee and the Real Estate and Open Space Committee. Estimated cost: \$800,000

FINANCE COMMITTEE RECOMMENDS NO RECOMMENDATION PENDING FURTHER INFORMATION (NRPFI). FINCOM VOTES NRPFI WHEN, AT THE TIME THE WARRANT IS PRINTED, IT HAD INSUFFICIENT OR INCOMPLETE INFORMATION TO MAKE AN INFORMED RECOMMENDATION. IT DOES NOT IMPLY A NEGATIVE FINCOM VIEW, ONLY AN INCOMPLETE UNDERSTANDING OF THE ARTICLE SO VOTED. FINCOM WILL MAKE ITS FINAL RECOMMENDATION AT TOWN MEETING AFTER HAVING RECEIVED FURTHER INFORMATION. VOTE: YES-6, NO-0.

17-acre Muddy Creek Headwaters Project



**AMEND THE HARWICH HOME RULE CHARTER – ESTABLISH A CHARTER
ENFORCEMENT COMMISSION**

ARTICLE 55: To see if the Town will vote to propose the following amendment to the Harwich Home Rule Charter, to be approved by the voters at the next annual Town election, and to act fully thereon. By Petition.

Chapter 6, Section 9: The Charter Enforcement Commission

6-9-1 There shall be a charter enforcement commission consisting of five members and elected for three-year overlapping terms so arranged that the term of at least one member shall expire each year.

6-9-2 A vacancy on the commission may be filled by the remaining members of the commission, but only until the next annual election when a new member can be elected to fill the unexpired term.

6-9-3 The commission shall take action only after receiving a written petition filed by a voter or voters alleging a violation of this charter by reason of an act or failure to act of any individual(s) or board serving in an elected or appointed capacity, including any employee of the Town of Harwich.

6-9-4 The petition shall state the specific section of this charter which is subject of the violation, the individual(s) or board responsible for the violation, and the act or failure to act resulting in the violation.

6-9-5 The petition shall be filed by delivery to the town clerk, who shall note the date of its receipt on the petition and mail a copy to each member of the commission within one week of its receipt.

6-9-6 Within three weeks of the receipt of a petition by the town clerk, the chairman shall set a time and date for the hearing, and shall mail notice of the hearing to the town clerk who shall post and publish the notice, and to the petitioner and the individual(s) or board named in the petition. The hearing date shall be not less than three weeks nor more than eight weeks from the date of the receipt of the petition by the town clerk.

6-9-7 At the hearing the commission shall allow any person to address the commission as to the merits of the petition.

6-9-8 Within three weeks of the hearing, the commission shall vote whether there has been a violation of this charter as alleged in the petition, and shall mail a notice of its vote to the town clerk, who shall post a copy of the vote for a period of four weeks, and to the petitioner and the officer or board named in the petition.

6-9-9 If the commission shall vote that there has been a violation of this charter as alleged by the petition, and if following its vote there continues to be a violation, the commission may file a petition with the Superior Court.

6-9-12 The town shall establish a fund to enable the commission to pay the costs and expenses, including fees for independent attorney(s), fees related to the filing of a complaint with the Superior Court and other reasonable expenses as may from time to time be required in order to fulfill the responsibilities of the Commission.

6-9-13 Sections 6-9-3 through 6-9-11 shall not limit the right to seek enforcement of this charter as otherwise provided by law.

6-9-14 This amendment will be in effect on the first day of July following adoption by voters; and the selectmen, town clerk, board of registrars and other elections officers will include the election of the five Charter Enforcement Commissioners in the next following annual town election, at which time two members will be elected for three year terms; two for two year terms, and one for a one year term. Annually thereafter, at the annual town election, there shall be elected commissioners to fill the positions whose terms are about to expire, each to be elected to terms of three years.

6-9-15 Upon certification of the initial election of the five Charter Enforcement Commissioners, the Town Clerk shall within 30 days call the first meeting of the Commission for purposes of organization. The Commission will choose from its membership a Chairman, Vice Chairman and Clerk.

6-9-16 Within 90 days of the initial organizational meeting, the Commission will adopt, by vote of at least three of the five members, Rules of Procedure which may thereafter from time to time, be amended by majority vote.

THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE INDEFINELY POSTPONED. THE FINANCE COMMITTEE BELIEVES THE SYSTEMS IN PLACE AT THE PRESENT TIME ARE SUFFICIENT WITHOUT STARTING A NEW PARALLEL SYSTEM AT ADDITIONAL EXPENSE. WE BELIEVE THE CREATION OF A CHARTER ENFORCEMENT COMMISSION WILL ULTIMATELY HAVE A CHILLING EFFECT ON THE NUMBER OF APPLICANTS FOR TOWN POSITIONS, BOARDS, COMMITTEES, AND COMMISSIONS, AS WELL AS ELECTED POSITIONS. VOTE: YES-6, NO-0.

STABILIZATION FUND

ARTICLE 60: To see if the Town will vote to raise and appropriate or transfer from surplus revenue or 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: \$1,328,500.

FINANCE COMMITTEE RECOMMENDS NO RECOMMENDATION PENDING FURTHER INFORMATION (NRPFI). FINCOM VOTES NRPFIF WHEN, AT THE TIME THE WARRANT IS PRINTED, IT HAD INSUFFICIENT OR INCOMPLETE INFORMATION TO MAKE AN INFORMED RECOMMENDATION. IT DOES NOT IMPLY A NEGATIVE FINCOM VIEW, ONLY AN INCOMPLETE UNDERSTANDING OF THE ARTICLE SO VOTED. FINCOM WILL MAKE ITS FINAL RECOMMENDATION AT TOWN MEETING AFTER HAVING RECEIVED FURTHER INFORMATION. VOTE: YES-6, NO-0.

FUND THE SNOW AND ICE DEFICIT

ARTICLE 1: To see if the Town will vote to transfer from available funds a sufficient sum of money to fund the Fiscal Year 2016 Snow and Ice Deficit Account, and to act fully thereon. By request of the Board of Selectmen. Estimated cost \$ 250,000.

FINANCE COMMITTEE RECOMMENDS NO RECOMMENDATION PENDING FURTHER INFORMATION (NRPFI). FINCOM VOTES NRPFIF WHEN, AT THE TIME THE WARRANT IS PRINTED, IT HAD INSUFFICIENT OR INCOMPLETE INFORMATION TO MAKE AN INFORMED RECOMMENDATION. IT DOES NOT IMPLY A NEGATIVE FINCOM VIEW, ONLY AN INCOMPLETE UNDERSTANDING OF THE ARTICLE SO VOTED. FINCOM WILL MAKE ITS FINAL RECOMMENDATION AT TOWN MEETING AFTER HAVING RECEIVED FURTHER INFORMATION. VOTE: YES-6, NO-0.

FUND BUDGET SHORTFALLS

ARTICLE 4: 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 budget transfers; and to act fully thereon. By request of the Town Administrator and Town Accountant. Estimated Cost:


FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED. THIS MONEY WILL BE TRANSFERRED FROM AN ACCOUNT WITH A SURPLUS WHICH IS ALLOWED BUT NEEDS TOWN MEETING APPROVAL. THE ADDITIONAL COSTS ALSO HAS CORRESPONDING ADDITIONAL REVENUE WHICH WILL BE AVAILABLE AT THE NEXT TOWN MEETING. VOTE: YES-6, NO-0.

BOS VOTE	FINCOM VOTE	ART#	Selectman Discussion by:	Oneliners ATM May 2, 2016				Debt Exclusion Local Receipts Other								ART#	
				Petitioner	Request	TA Recom.	BOS Recom.	FinCom Recom	Tax levy \$ 45,171,567	Free Cash \$ 4,023,702	CPC \$ -	Water Ent. \$ -	Debt Exclusion \$ -	Local Receipts \$ 10,899,086	Other \$ -		
4-0-0	7-0-0	1		Town Officers & Committees	Customary												1
4-0-0	7-0-0	2		Reports of Town Officers & Comms.	Customary												2
4-0-0	7-0-0	3		Elected Officials Salaries	Customary	\$ 84,697	\$ 84,697	\$ 84,697	\$ 84,697	\$ 84,697							3
4-0-0	5-0-0	4	Peter & Linda	Town Operating Budget	BOS	\$32,464,380	\$ 32,464,380	\$32,464,380	\$ 32,464,380	\$ 18,704,941		\$ 587,382		\$10,899,086	\$ 2,272,972		4
4-0-0	7-0-0	5	Michael	MRSD Budget	MRSC/Supt	\$ 24,058,302	\$ 24,058,302	\$24,058,302	\$ 23,833,578	\$ 23,833,578	\$ 224,724						5
4-0-0	7-0-0	6	Peter	CC Tech School Budget	Supt.	\$ 1,437,053	\$ 1,437,053	\$ 1,437,053	\$ 1,437,053	\$ 1,437,053							6
4-0-0	7-0-0	7	Michael	Water Department Budget	Water Com.	\$ 3,939,879	\$ 3,939,879	\$ 3,939,879	\$ 3,939,879				\$ 3,939,879				7
4-0-0	7-0-0	8	Peter	Adopt Capital Plan	BOS												8
4-0-0	6-0-0	9	Jannell	Amend Personnel Bylaw	Town Adm												9
4-0-0	7-0-0	10	Angelo	Cap Items under \$50K from Free Cash	BOS	\$ 89,900	\$ 89,900	\$ 89,900	\$ 89,900		\$ 89,900						10
4-0-0	6-0-0	11	Linda	Facility Maint & Repair Fund	BOS	\$ 561,000	\$ 561,000	\$ 561,000	\$ 561,000		\$ 561,000						11
4-0-0	6-0-0	12	Angelo	Fire Dept Ambulance	Fire Chief	\$ 290,000	\$ 290,000	\$ 290,000	\$ 290,000		\$ 290,000						12
4-0-0	7-0-0	13	Angelo	Golf - Landscape Reclamation	Golf Comm	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000							\$ 35,000	13
4-0-0	7-0-0	14	Angelo	Golf - Construct new Tees	Golf Comm	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000							\$ 30,000	14
4-0-0	6-0-1	15	Angelo	Golf - Est. New Capital Infrasture Fund	Golf Comm												15
4-0-0	6-0-0	16	Peter & Angelo	Reconst Saquatucket Marina	Harbor	\$ 7,000,000	\$ 7,000,000	\$ 7,000,000	\$ 7,000,000				\$ 6,000,000		\$ 1,000,000		16
4-0-0	5-1-0	17	Angelo	Landside Saquatucket	Harbor	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000		\$ 250,000						17
4-0-0	7-0-0	18	Jannell	Road Maint. Program	DPW Dir.	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000				\$ 700,000				18
4-0-0	7-0-0	19	Michael	DPW - Vehicles	DPW Dir.	\$ 316,500	\$ 316,500	\$ 316,500	\$ 316,500		\$ 316,500						19
4-0-0	7-0-0	20	Linda	DPW -Equipment	DPW Dir.	\$ 188,209	\$ 188,209	\$ 188,209	\$ 188,209		\$ 188,209						20
4-0-0	7-0-0	21	Michael	Water - Excavator	Water Com.	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000				\$ 125,000				21
4-0-0	7-0-0	22	Michael	Water - Replace Lothrop Ave Tank	Water Com.	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000				\$ 1,600,000				22
4-0-0	7-0-0	23	Michael	Water - SCADA System	Water Com.	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000				\$ 300,000				23
4-0-0	5-0-0	24	Michael & Angelo	IMA with Chatham	BOS	\$ 9,000,000											24
4-0-0	5-0-0	25	Michael & Angelo	Enact Sewer Bylaw	BOS												25
	5-0-0	26	Jannell	CPC - Reserve	CPC	\$ 496,086	\$ 496,086	\$ 496,086	\$ 496,086			\$ 496,086					26
3-0-1	7-0-0	27	Jannell	CPC - Fund Land Bank Debt Service	CPC	\$ 633,400	\$ 633,400	\$ 633,400	\$ 633,400			\$ 633,400					27
3-0-1	6-0-0	28	Jannell	CPC - Chase Library Fireplace	CPC	\$ 3,100	\$ 3,100	\$ 3,100	\$ 3,100			\$ 3,100					28
3-0-1	6-0-0	29	Michael	CPC -Hist Soc. Artifacts	CPC	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000			\$ 11,000					29
2-1-1	5-1-0	30	Peter	CPC - Albro House & Accessibility Mods	CPC	\$ 18,700	\$ 18,700	\$ 18,700	\$ 18,700			\$ 18,700					30
3-0-1	5-1-0	31	Michael	CPC - Historical Property Inventory	CPC	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000			\$ 20,000					31
3-1-0	5-0-0	32	Angelo	CPC - W. Harwich School Preserv & Rehab	CPC	\$ 203,500	\$ 203,500	\$ 203,500	-			\$ 203,500					32
3-0-1	6-0-0	33	Peter	CPC - Historical Preserv Burial Crypts	CPC	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000			\$ 25,000					33
4-0-0	6-0-0	34	Jannell	CPC - S.Harwich Meetinghouse	CPC	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000			\$ 100,000					34

BOS VOTE	FINCOM VOTE	ART#	Selectman Discussion by:	Oneliners ATM May 2, 2016	Petitioner	Request	TA Recom.	BOS Recom.	FinCom Recom	Tax levy \$ 45,171,567	Free Cash \$ 4,023,702	CPC \$ -	Water Ent.	Debt Exclusion \$ -	Local Receipts \$ 10,899,086	Other \$ -	ART#
4-0-0 IPP***	6-0-0 IPP***	56	Angelo	Demolition of Residential Buildings	Petitioned												56
4-0-0	6-0-0	57	Linda	Transfer Property to Cemetery Dept.	Cemetery Comm.												57
4-0-0	7-0-0	58	Peter	Dept Revolving Funds Authorization	BOS												58
4-0-0	5-0-0	59	Linda	Est. Wetland Revolving Fund	Cons Comm												59
	5-0-0	60	Peter	Stabilization Fund	BOS	\$ 1,428,500	\$ 1,428,500	\$ 1,428,500	\$ 1,428,500		\$ 1,428,500						60
4-0-0	6-0-0	61	Jannell	OPEB Fund	BOS	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000		\$ 300,000						61
4-0-0	6-0-0	62	Jannell	Fund Prior Yrs Bills	FinCom	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000		\$ 25,000						62
4-0-0	7-0-0	63		Compensating Bal Agree	Customary												63
4-0-0	7-0-0	64		Liability Tidal/Non-Tidal Rivers	Customary												64
4-0-0	7-0-0	65		Herring Fisheries	Customary												65
				Total ATM May 2016													
				Balances		\$ 87,327,924	\$ 78,327,924	77,827,924	\$ 77,624,424	\$ 44,060,269	\$ 3,761,833	\$ 3,125,614	\$ 6,552,261	\$ 6,700,000	\$ 10,899,086	\$ 3,894,382	
NOTE:	Articles 40 - Return of CPC Funds																
NOTE:	Articles 13 and 14 - From Golf Fund																
NOTE:	Article 16 - \$1,000,000 in Grants																
NOTE:	Article 51 Betterment																
**	No Recommendation Pending Further Information ((NRPI))																
***	Indefinitely Post-Pone (IPP)																
Special Town Meeting																	
Articles																	
5/2/2016																	
	5-0-0	1	Peter	Snow & Ice Deficit		\$ 250,000			\$ 250,000		\$ 250,000						1
4-0-0	6-0-0	2	Michael	Rescind Article 9 of 2011 ATM		\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)							\$ (50,000)	2
3-0-1	6-0-0	3	Michael	CPC - Admin Cost - Acq of Tax Title	CPC	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000							\$ 50,000	3
	6-0-0	4	Peter	Budget Shortfalls (DPW)		\$ 165,000			\$ 165,000								4
						\$ -	-	-	-	-	\$ -	\$ -	\$ -	\$ -	-	-	
				Sub Total		\$ 415,000	-	-	415,000	-	\$ 250,000	\$ -	\$ -	\$ -	-	-	
				2016		\$ 415,000	0	-	415,000	-	\$ 250,000	\$ -	\$ -	\$ -	-	-	
				Totals Used	Total Appropriated	250,000	-	415,000	-	\$ 250,000	\$ -	\$ -	\$ -	\$ -	-	-	
				Tax Levy Balance & other balance								\$ -	\$ -	\$ -	-	-	
				Tax Rate Recap													
				Court Orders													
				Debt & Interest													
				Snow & Ice	Prior Year												
				Cherry Sheet Assessments						650,353							
				OverlayFY2016						460,000							
				Cherry Sheet Offsets							\$ -	\$ -	\$ -	\$ -	-	-	
				Total Recap						1,110,353	\$ -	\$ -	\$ -	\$ -	-	-	
				Balance		\$ 945	\$ 11,869	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Town of Harwich
Harbormaster's Office
715 Main Street – PO Box 207
Harwich, MA 02646
Phone (508) 430-7532
Fax (508) 430-7535

Memo

To: Christopher Clark, Town Administrator
From: John C. Rendon, Harbormaster 
Date: April 9, 2016
Subject: Saquatucket Municipal Marina Reconstruction – Project Funds

Ref: (1) Your memo dtd March 24, 2016 SAQ Waterside Capital Project Funding

Upon May 2016 Town Meeting approval, the Saquatucket Municipal Marina reconstruction project estimated at \$7 million will commence at the start of fiscal year FY17. With a \$1 million grant awarded by the MA Seaport Economic Council, the project balance of \$6 million will be funded through debt exclusion. As outlined in reference (a), approximately 75% of the 20-year repayment debt will come from harbor receipts. Both existing and new harbor revenue generated as a result of the marina upgrade will be utilized to pay the annual debt service. The following sources of harbor revenue will be dedicated to funding the project:

Source	Type	Annual Amount	Fund
Mooring Fees	Existing	\$80,000	# 1621 receipts reserve fund
Mooring Rate Increase (10%)	New	\$7,500	# 1621 receipts reserve fund
Waterway User Fee	Existing	\$75,000	# 1626 receipts reserve fund
Dockage Rate Increase (10%)	New	\$65,000	Transfer from general fund to 1626
11 Additional Slips	New	\$80,000	Transfer from general fund to 1626

To ensure that the new revenue generated from the dockage rate increase and the 11 additional slips is dedicated to paying the project debt service, I request that the annual revenue for each source gets transferred from the general fund to the receipts reserve fund 1626 for the duration of the 20 year bond period.

Thank you for your consideration.

Copy: Finance Director

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



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

732 MAIN STREET, HARWICH, MA 02645

March 28, 2016
Amended April 20, 2016

To: Chris Clark, Town Administrator
Cc: Amy Bullock, Town Treasurer/Collector
Board of Selectmen
From: Charleen Greenhalgh, Assistant Town Administrator
Re: Personnel Bylaw Change for Sticker Seller

During the Treasurer/Collector budget review with Amy Bullock and Nancy Knepper we discussed the position of Sticker Seller and the responsibilities that this position holds. The Sticker Seller on any given day can handle thousands of dollars in fee payments. The current title and pay rate are not commensurate with the needs and responsibilities of this position. In addition, there is no job description. Further discussions with Ms. Bullock and Ms. Knepper highlighted the fact that the duration of time that these positions hold can and should be reduced based on prior years' experience and peak-times for sticker sales.

The following is recommended:

1. Change the job title from "Sticker Seller" to "Customer Service Representative for Sticker Sales".
2. Change the classification from Seasonal Hourly Wage Schedule Grade 3 to the Part-Time Schedule Grad PT-4. This is an increase from \$10.25/hour to \$14.66/hour for FY16 and on July 1st it would increase by 2% to \$14.95/hour.
3. Create a new job description.

Attached for your review and consideration is a new job description based on the needs outlined by the Treasurer/Collector's Office.

The Town of Chatham has similar positions. In speaking with the Human Resources Director, they have a Lead Office Assistant whose range is \$13.00 - \$14.50 with \$.50 annual increments. By having the high pay rate they have been able to attract more qualified people.

Position Description

Customer Service Representative for Sticker Sales (Seasonal)

Job Description

This position is responsible for providing public service in the sale of Transfer Station and beach stickers; processing in-person, mail and on-line requests; collections of all payments and reporting as required. Any other related work as necessary.

Requirements

- High school degree
- Effective written and oral communication skills, including the ability to read.
- Ability to work effectively independently as well as in a team environment.
- Good computer skills with ability to learn new programs.
- Experience in an office setting.
- Experience in working with the public.
- Accurate cash handling experience is required, prior cashier or accounting experience preferred.

Software Knowledge

- Microsoft Windows

Salary

This position pays \$14.66 hourly.

Hours

This is an approximately 35 hour/week seasonal position with hours of 8:00 am – 2:00 p.m. from June 10st to July 30th. Availability to work weekends is required. Hours and dates are approximate.



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

CUSTOMER SERVICE REPRESENTATIVES COLLECTOR / TREASURER'S OFFICE

The Town of Harwich seeks qualified applicants for the position of **Customer Service Representative** for the Collector / Treasurer's office.

Responsibilities include: Sale of transfer and beach stickers at the Town Hall and Community Center; processing mail and online requests; collections of all payments and reporting as required. Any other related work as necessary.

Recommended Minimum Qualifications: High school degree with education and experience in Microsoft Word and Excel, experience in an office setting and dealing with the public. Or any combination of education and experience. Prior cashier or accounting experience is preferred.

Starting salary from \$14.66/hour. Seasonal from June 10, 2016 to July 30, 2016.

Approximately 35 hours/week, 8 am to 2 pm. Applications are available at www.harwich-ma.gov under Opportunities or at the Treasurer/Collector's office at 732 Main Street, Harwich, MA 02645.

Positions opened until filled. AA/EOE

DRAFT

To: Chris Clark

From: Angelo La Mantia

Date: April 17, 2016

CC: Peter Hughes
Linda Cebula
Jannell Brown
Michael MacAskill

Subject: April 2016 Town Administrator Performance Review

Included with this memo are the summary and average rating for each performance objective.

The year of 2016 continues to have personnel issues similar to 2015. In addition, several new situations had to be dealt with. It is important to note that the Selectmen, individually and as a group, recognized the heavy work load that was required to handle these issues. For example, working with Chatham to move the Muddy Creek bridge project towards completion and working with the Town Attorney and Waste Water Engineer to develop waste water governance and regulation possibilities.

Unfortunately, the evaluation of many of this year's objectives was negatively influenced by the continued communication issues coupled with a lack of transparency. These problems were raised last year and there was an anticipation that there would be significant progress in communication with both the Board of Selectmen and Town employees. For several weeks recently a positive change has been seen. However, for the bulk of the year this was not the case. We can only express the need for continued improvement in communications and transparency to obtain the necessary improvements to move back into the "meets expectations" level or above. In addition, the BOS must review next year's goals and evaluation process to insure they are understandable and in line with the Board's objectives.

The next two paragraphs were written for the memo conveying your 2015 evaluation. It states what continues to be necessary next year to show significant evaluation improvement:

"While acknowledging the issues stated above, my reading of the individual reports suggests additional attention and improvement is needed in communicating with town employees to insure their input is taken into account and to help employees to understand reasons for your decisions. I further suggest you reach out more to employees so they are comfortable in bringing problems and issues of concern to you.

It is also important that you continue in your efforts to fully communicate with the Board of Selectmen to allow the Board to concentrate its efforts on policy issues with the comfort that the town department's objectives are aligned with BOS policy determinations and clear measures are in place to track objectives."

Tele: 508-430-7513
 Fax: 508-432-5089

Office of the Town Administrator
 732 Main Street

Town Of Harwich
 Harwich, MASSACHUSETTS 02645

Name:	Christopher Clark		
Job Title:	Town Administrator	Classification:	Contract
Administrator:	Christopher Clark		
Department:	Town Administrator		
Anniversary Date:	12/27/2013	Evaluation date:	April/May 2016

****Town Manager Evaluation****

Key for Performance evaluations:

EX: Exceptional

Performance far exceeds expectations due to exceptionally high quality of work performed in all essential areas of responsibility.

EE: Exceeds Expectations

Performance consistently exceeded expectations in all essential areas of responsibility and the quality of work overall was excellent, resulting in an overall quality of work that was superior.

ME: Meets Expectations

Performance consistently met expectations in all essential areas of responsibility at times possibly exceeding expectations and the quality of work overall was very good.

IN: Improvement Needed

Performance did not consistently meet expectations or performance failed to meet expectations in one or more essential areas of responsibility.

UN: Unsatisfactory

Performance was consistently below expectations in the most essential areas of responsibility and/or reasonable progress towards critical goals was not made. Significant improvement is needed in one or more important areas.

A. Last Evaluation's Goals: (if applicable) 40 points total

Goal:	Rating:					Points:	Comments:	points							
	1	2	3	4	5			available	average	totals	JB	LC	PH	AL	MM
1. Continue implementation of Accela & online system for public/installation of fiber optic cable between Town Hall & Community Ctr.	UN	IN	ME	EE	EX			5	2.6	13	3	2	3	2	3
2. Prepare ballot question for Middle School repurpose	UN	IN	ME	EE	EX			5	2.8	14	2	3	3	3	3
3. Preparation of Wastewater IMA & development of governance model	UN	IN	ME	EE	EX			5	3	15	3	3	4	2	3
4. Prepare draft agreement w/MRSD & Chatham re funding formula	UN	IN	ME	EE	EX			5	2.8	14	3	3	3	2	3
5. Prepare concepts for upgrade/reuse of Albro, WH School & Bank St. Bldg.	UN	IN	ME	EE	EX			5	2.6	13	2	2	4	3	2
6. Develop FY17 budget, review various elements for efficiencies, include 2 depts for review, complete public outreach financial software/visual info	UN	IN	ME	EE	EX			5	2.7	13.5	2	2	4	3	2.5
7. Negotiate 6 collective bargaining agreements & recruit/reimplement ATA position	UN	IN	ME	EE	EX			5	3.2	16	3	3	4	3	3
8. Review/consider plan for expanding rental property tax, provide report to BOS & draft Special Legislation	UN	IN	ME	EE	EX			5	2.6	13	2	3	3	2	3

**B. Job Success Factors:
(45 points total)**

1. Problem Solving/Decision Making: (5 points)

Anticipates, identifies, & prevents problems, involves others in seeking solutions. Makes clear and consistent decisions, acts with integrity in all decision making and makes timely decisions.

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

2. Strategic planning and organizing: (5 points)

Aligns priorities with broader goals, measures outcomes, uses feedback to change as needed, evaluates alternatives, solutions oriented, develops realistic plans, meets deadlines & follows through

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

3. Communication: (5 points)

Connects with peers, subordinates and public, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills. Seeks to clarify and confirm the accuracy of understanding of vague terms and instructions

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

4. Leadership: (5 points)

Accepts responsibility for own work, develops trust and credibility, demonstrates honest and ethical behavior, engages the talents, experiences, and capabilities of others. Results-oriented and desire to excel in job

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

5. Teamwork: (5 points)

Successfully works with others to achieve desired results, contributes to team projects, exchange ideas and opinions, helps prevent, resolve conflicts, develops positive working relationships and is flexible, open-minded promoting mutual respect for all

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

6. Customer Orientation: (5 points)

Listens, identifies, and responds quickly and effectively to internal and external customers' needs and sets work activities accordingly; goes beyond what is expected and follows up to ensure customer satisfaction

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

points available	average	totals	JB	LC	PH	AL	MM
5	2.6	13	3	2	4	2	2

5	2.8	14	3	3	4	2	2
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5	2	10	2	2	2	2	2
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5	2.2	11	2	2	3	2	2
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5	2.6	13	3	2	4	2	2
---	-----	----	---	---	---	---	---

5	2.6	13	2	2	4	3	2
---	-----	----	---	---	---	---	---

7. Productivity: (5 Points)

Maintains fair workload; takes on additional responsibilities as needed; manages priorities; develops and follows work procedures; completes assignments on time and to specifications

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

8. Quality: (5 Points)

Demonstrates accuracy, thoroughness, and reliability; manages time and priorities; develops and follows work procedures

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

9. Department specific competency: (5 Points)

Rating:					Points:	Comments:
UN	IN	ME	EE	EX		
1	2	3	4	5		

points available	average	totals	JB	LC	PH	AL	MM			
5	3	15	3	3	3	3	3			
5	2.6	13	2	2	4	3	2			
					4	3	3			
total overall averages			80	42.7	213.5	40	39	60	42	42.5

Complaint Letters:

	# of inc	Points	Dept Avg: (1 point)	Points	Average
0 letters: (1 point)					
1 letter: (-1 point)	#		(0 point)		
2 letters: (-2 points)	#		(-1 point)		
More than 2 letters: (-3 points)	#				
Points: []					

Future Goals and Objectives: (9 points)

<p>Please list 9 goals & objectives for the following year, 6 attainable goals, 2 possible goals & 1 "if time permits" goal</p> <ol style="list-style-type: none"> Continued implementation of Accela System Prepare plan based on results of the election for Middle School repurpose Continue to work on regional entity or IMA as it relates to wastewater with Dennis and Chatham Continue to explore w/MRSD shared services including landscaping, informational technology & facility maint. Work with Harbormaster on waterside and landside improvements to Saquatucket Harbor Develop the FY18 budget within Prop 2 1/2 and give consideration to an upgrade in Town's bond rating Review the SEIU contract materials on job description reviews Department heads for FY17 Work on collaboration with Chamber of Commerce on additional marketing efforts for Town 	Points: []
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C: Miscellaneous:
(4 points total)

Has the Town Administrator come up with any cost saving ideas/solutions? (1 point)	Points:	<input type="checkbox"/>
Has the Town Administrator obtained any grants/Gifts? (1 point)	Points:	<input type="checkbox"/>
Has the Town Administrator been able to "turn back" any funds? (1 point)	Points:	<input type="checkbox"/>
Has the Town Administrator obtained letters of commendation? (1 point)	Points:	<input type="checkbox"/>

Overall rating:
(100 total possible points)

UN	IN	ME	EE	EX	Total points:	0
----	----	----	----	----	---------------	---

Professional Development Plan/Comments:

Signatures:

Town Administrator Name: Christopher Clark
Town Administrator Signature : _____ Date: _____

<input type="checkbox"/>	My signature also indicates that I have received a copy of this evaluation
<input type="checkbox"/>	I would like to include comments regarding my evaluation.

Select person: _____ Date: _____

Chair: _____ Date: _____

Tele: 508-430-7513
 Fax: 508-432-5039

Peter Hughes
 TA Evaluation 4/3/16
 Office of the Town Administrator
 732 Main Street

Town Of Harwich
 Harwich, MASSACHUSETTS 02645

Name:	Christopher Clark		
Job Title:	Town Administrator	Classification:	Contract
Administrator:	Christopher Clark		
Department:	Town Administrator		
Anniversary Date:	12/27/13	Evaluation date:	April/May 2016

****Town Manager Evaluation****

Key for Performance evaluations:

- EX: Exceptional**
Performance far exceeds expectations due to exceptionally high quality of work performed in all essential areas of responsibility.
- EE: Exceeds Expectations**
Performance consistently exceeded expectations in all essential areas of responsibility and the quality of work overall was excellent, resulting in an overall quality of work that was superior.
- ME: Meets Expectations**
Performance consistently met expectations in all essential areas of responsibility at times possibly exceeding expectations and the quality of work overall was very good.
- IN: Improvement Needed**
Performance did not consistently meet expectations or performance failed to meet expectations in one or more essential areas of responsibility.
- UN: Unsatisfactory**
Performance was consistently below expectations in the most essential areas of responsibility and/or reasonable progress towards critical goals was not made. Significant improvement is needed in one or more important areas.

A. Last Evaluation's Goals: (if applicable) 40 points total

Goal:	Rating:					Points:	Comments:
Available points per section:	1	2	3	4	5		
1. Continue implementation of Accela & online system for public/installation of fiber optic cable between Town Hall & Community Ctr.	UN	IN	ME	EE	EX	3	In Process. Expectations have expanded from original concept.
2. Prepare ballot question for Middle School repurpose	UN	IN	ME	EE	EX	3	Complete
3. Preparation of Wastewater IMA & development of governance model	UN	IN	ME	EE	EX	4	Christopher Clark strong write for BOS review
4. Prepare draft agreement w/MRSD & Chatham re funding formula	UN	IN	ME	EE	EX	3	BOS checked out to pursue this!
5. Prepare concepts for upgrade/reuse of Albro, WH School & Bank St. Bldg.	UN	IN	ME	EE	EX	4	CRK funds for WHSH, Albas Renovation. Budget process went very well. BOS hung up on visual presentation and.
6. Develop FY17 budget, review various elements for efficiencies, include 2 depts for review, complete public outreach financial software/visual info	UN	IN	ME	EE	EX	4	
7. Negotiate 6 collective bargaining agreements & recruit/reimplement ATA position	UN	IN	ME	EE	EX	4	Well done.
8. Review/consider plan for expanding rental property tax, provide report to BOS & draft Special Legislation	UN	IN	ME	EE	EX	3	Recommend not to proceed unless/until Legislature takes action. Not clear BOS supports the Rental Property Tax.

B. Job Success Factors: (45 points total)

Peter Hughes 4/3/16
TA Review

1. Problem Solving/Decision Making: (5 points)

Anticipates, Identifies, & prevents problems, involves others in seeking solutions. Makes clear and consistent decisions, acts with integrity in all decision making and makes timely decisions.

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	4	Needs clearer BOS direction as regards Board priorities

2. Strategic planning and organizing: (5 points)

Aligns priorities with broader goals, measures outcomes, uses feedback to change as needed, evaluates alternatives, solutions oriented, develops realistic plans, meets deadlines & follows through

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	4	with a TA position filled TA has more time to focus on this element,

3. Communication: (5 points)

Connects with peers, subordinates and public, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills. Seeks to clarify and confirm the accuracy of understanding of vague terms and instructions

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	2	Communication via email needs to be reviewed by TA prior to hitting the "send" button. Review paragraphs & types & leave an immediate impression

4. Leadership: (5 points)

Accepts responsibility for own work, develops trust and credibility, demonstrates honest and ethical behavior, engages the talents, experiences, and capabilities of others. Results-oriented and desire to excel in job

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	3	Needs to reach out to less than satisfactory, selecting interactions with individual members. Basis problems to BOS for board, not individual, direction.

5. Teamwork: (5 points)

Successfully works with others to achieve desired results, contributes to team projects, exchange ideas and opinions, helps prevent, resolve conflicts, develops positive working relationships and is flexible, open-minded promoting mutual respect for all

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	4	TA works best at the Dept Head & small group level.

6. Customer Orientation: (5 points)

Listens, identifies, and responds quickly and effectively to internal and external customers' needs and sets work activities accordingly; goes beyond what is expected and follows up to ensure customer satisfaction

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	4	TA takes out time to listen to those who seek his out.

7. Productivity: (5 Points)

Maintains fair workload; takes on additional

Rating:					Points:	Comments:
1	2	3	4	5		

responsibilities as needed; manages priorities; develops and follows work procedures; completes assignments on time and to specifications

Peter Hughes
TRAVEL 4/30/16

UN	IN	ME	EE	EX	3
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VAST improvement with
TA position filled -
Selected office work AS
a team

8. Quality: (5 Points)

Demonstrates accuracy, thoroughness, and reliability; manages time and priorities; develops and follows work procedures

Rating:					Points:	Comments: TA needs to improve accuracy/quality of communications
1	2	3	4	5		
UN	IN	ME	EE	EX	3	

9. Department specific competency: (5 Points)

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Rating:					Points:	Comments: FY17 Budget/updates process was very good.
UN	IN	ME	EE	EX		
1	2	3	4	5	4	

Complaint Letters:

would point to Mr. Gendusa
Letter Re. Insurance?
Lm 2 fill solar. However
I receive many positive
feedback comments
on TA performance

0 letters: (1 point)	# of inc	Points	Points	Average
1 letter: (-1 point)	#		Dept Avg: (1 point)	
2 letters: (-2 points)	#		(0 point)	
More than 2 letters: (-3 points)	#		(-1 point)	

Points: 1 on balance

Future Goals and Objectives: (9 points)

Please list 9 goals & objectives for the following year, 6 attainable goals, 2 possible goals & 1 "if time permits" goal	
1 Continued implementation of Accela System 2 Prepare plan based on results of the election for Middle School repurpose 3 Continue to work on regional entity or IMA as it relates to wastewater with Dennis and Chatham 4 Continue to explore w/MRSD shared services including landscaping, informational technology & facility maint. 5 Work with Harbormaster on waterside and landside improvements to Saquatucket Harbor 6 Develop the FY18 budget within Prop 2 1/2 and give consideration to an upgrade in Town's bond rating 7 Review the SEIU contract materials on job description reviews Department heads for FY17 8 Work on collaboration with Chamber of Commerce on additional marketing efforts for Town 9	
Points:	8

C: Miscellaneous:

(4 points total)

Has the Town Administrator come up with any cost saving ideas/solutions? (1 point)	Points:	1
*Use of Volunteers to support WASH Restoration Project *Change of Labor Counsel		
Has the Town Administrator obtained any grants/Gifts? (1 point)	Points:	1
Muddy Creek Bridge, Offshore Reef, Saquatucket Harbor		
Has the Town Administrator been able to "turn back" any funds? (1 point)	Points:	1
Yes		
Has the Town Administrator obtained letters of commendation? (1 point)	Points:	
Unlucky		

Overall rating:
(100 total possible points)

UN	IN	ME	EE	EX	Total points: 71
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Professional Development Plan/Comments:

• Improve relationships with BOB members.
 • Review written materials before issuing same.
 • Continue "presence" in the community.

Signatures:

Town Administrator Name: Christopher Clark

Town Administrator Signature: _____ Date: _____

My signature also indicates that I have received a copy of this evaluation
 I would like to include comments regarding my evaluation.

Select person: Peter Hughes Date: 4/3/16

Chair: Peter Hughes Date: 4/3/16

Linda Cebula

Tele: 508-430-7513
 Fax: 508-432-5039

Office of the Town Administrator
 732 Main Street

Town Of Harwich
 Harwich, MASSACHUSETTS 02645

Name:	Christopher Clark		
Job Title:	Town Administrator	Classification:	Contract
Administrator:	Christopher Clark		
Department:	Town Administrator		
Anniversary Date:	12/27/2013	Evaluation date:	April/May 2016

****Town Manager Evaluation****

Key for Performance evaluations:

EX: Exceptional

Performance far exceeds expectations due to exceptionally high quality of work performed in all essential areas of responsibility.

EE: Exceeds Expectations

Performance consistently exceeded expectations in all essential areas of responsibility and the quality of work overall was excellent. resulting in an overall quality of work that was superior.

ME: Meets Expectations

Performance consistently met expectations in all essential areas of responsibility at times possibly exceeding expectations and the quality of work overall was very good.

IN: Improvement Needed

Performance did not consistently meet expectations or performance failed to meet expectations in one or more essential areas of responsibility.

UN: Unsatisfactory

Performance was consistently below expectations in the most essential areas of responsibility and/or reasonable progress towards critical goals was not made. Significant improvement is needed in one or more important areas.

A. Last Evaluation's Goals: (if applicable) 40 points total

Goal:	Rating:					Points:	Comments:
Available points per section:	1	2	3	4	5		
1. Continue implementation of Accela & online system for public/installation of fiber optic cable between Town Hall & Community Ctr.	UN	IN	ME	EE	EX	2	Project still not done 2 years
2. Prepare ballot question for Middle School repurpose	UN	IN	ME	EE	EX	3	
3. Preparation of Wastewater IMA & development of governance model	UN	IN	ME	EE	EX	3	
4. Prepare draft agreement w/MRSD & Chatham re funding formula	UN	IN	ME	EE	EX	3	
5. Prepare concepts for upgrade/reuse of Albrow, WH School & Bank St. Bldg.	UN	IN	ME	EE	EX	2	not very substantive
6. Develop FY17 budget, review various elements for efficiencies, include 2 depts for review, complete public outreach financial software/visual info	UN	IN	ME	EE	EX	2	
7. Negotiate 6 collective bargaining agreements & recruit/reimplement ATA position	UN	IN	ME	EE	EX	3	
8. Review/consider plan for expanding rental property tax, provide report to BOS & draft Special Legislation	UN	IN	ME	EE	EX	3	

**B. Job Success Factors:
(45 points total)**

1. Problem Solving/Decision Making: (5 points)

Anticipates, identifies, & prevents problems, involves others in seeking solutions. Makes clear and consistent decisions, acts with integrity in all decision making and makes timely decisions.

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	2	not substantive review of issues/topics

2. Strategic planning and organizing: (5 points)

Aligns priorities with broader goals, measures outcomes, uses feedback to change as needed, evaluates alternatives, solutions oriented, develops realistic plans, meets deadlines & follows through

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	3	

3. Communication: (5 points)

Connects with peers, subordinates and public, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills. Seeks to clarify and confirm the accuracy of understanding of vague terms and instructions

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	2	inadequate communication to Board of Selectmen

4. Leadership: (5 points)

Accepts responsibility for own work, develops trust and credibility, demonstrates honest and ethical behavior, engages the talents, experiences, and capabilities of others. Results-oriented and desire to excel in job

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	2	

5. Teamwork: (5 points)

Successfully works with others to achieve desired results, contributes to team projects, exchange ideas and opinions, helps prevent, resolve conflicts, develops positive working relationships and is flexible, open-minded promoting mutual respect for all

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	2	

6. Customer Orientation: (5 points)

Listens, identifies, and responds quickly and effectively to internal and external customers' needs and sets work activities accordingly; goes beyond what is expected and

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	2	communication issues up the chain to BOS

follows up to ensure customer satisfaction

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7. Productivity: (5 Points)

Maintains fair workload; takes on additional responsibilities as needed; manages priorities; develops and follows work procedures; completes assignments on time and to specifications

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	3	

8. Quality: (5 Points)

Demonstrates accuracy, thoroughness, and reliability; manages time and priorities; develops and follows work procedures

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	2	
						analysis issues

9. Department specific competency: (5 Points)

I am interpreting the way that the dept runs as a whole

	Rating:					Points:	Comments:
	UN	IN	ME	EE	EX	4	
	1	2	3	4	5		

Complaint Letters:

	# of inc	Points		Points	Average	
0 letters: (1 point)						
1 letter: (-1 point)	#		Dept Avg: (1 point)			
2 letters: (-2 points)	#		(0 point)			Points: <input type="text"/>
More than 2 letters: (-3 points)	#		(-1 point)			

Future Goals and Objectives: (9 points)

	Please list 9 goals & objectives for the following year, 6 attainable goals, 2 possible goals & 1 "if time permits" goal
ok	1 Continued implementation of Accela System
	2 Prepare plan based on results of the election for Middle School repurpose
	3 Continue to work on regional entity or IMA as it relates to wastewater with Dennis and Chatham
no	4 Continue to explore w/MRSD shared services including landscaping, informational technology & facility maint.
ok	5 Work with Harbormaster on waterside and landside improvements to Saquatucket Harbor
no	6 Develop the FY18 budget within Prop 2 1/2 and give consideration to an upgrade in Town's bond rating
	7 Review the SEIU contract materials on job description reviews Department heads for FY17
no	8 Work on collaboration with Chamber of Commerce on additional marketing efforts for Town
	9
	Points: <input type="text"/>

C: Miscellaneous:

Has the Town Administrator come up with any cost saving ideas/solutions? (1 point)	Points: <input type="text"/>
--	------------------------------

(4 points total)

Has the Town Administrator obtained any grants/Gifts? (1 point)	Points:	<input type="text"/>
Has the Town Administrator been able to "turn back" any funds? (1 point)	Points:	<input type="text"/>
Has the Town Administrator obtained letters of commendation? (1 point)	Points:	<input type="text"/>

Overall rating:
(100 total possible points)

UN	IN	ME	EE	EX	Total points:	39
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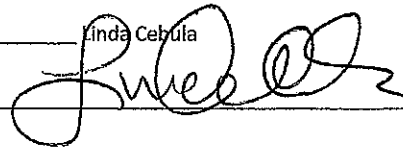
Professional Development Plan/Comments:

Signatures:

Town Administrator Name: Christopher Clark
 Town Administrator Signature: _____ Date: _____

<input type="checkbox"/>	My signature also indicates that I have received a copy of this evaluation
<input type="checkbox"/>	I would like to include comments regarding my evaluation.

Select person: Linda Cebula Date April 14, 2016

Chair:  Date: _____

Jannell Brown

Tele: 508-430-7518
Fax: 508-432-5039

Office of the Town Administrator
732 Main Street

Town Of Harwich
Harwich, MASSACHUSETTS 02645

Name:	Christopher Clark		
Job Title:	Town Administrator	Classification:	Contract
Administrator:	Christopher Clark		
Department:	Town Administrator		
Anniversary Date:	12/27/2013	Evaluation date:	April/May 2016

****Town Manager Evaluation****

Key for Performance evaluations:

- EX: Exceptional**
Performance far exceeds expectations due to exceptionally high quality of work performed in all essential areas of responsibility.
- EE: Exceeds Expectations**
Performance consistently exceeded expectations in all essential areas of responsibility and the quality of work overall was excellent, resulting in an overall quality of work that was superior.
- ME: Meets Expectations**
Performance consistently met expectations in all essential areas of responsibility at times possibly exceeding expectations and the quality of work overall was very good.
- IN: Improvement Needed**
Performance did not consistently meet expectations or performance failed to meet expectations in one or more essential areas of responsibility.
- UN: Unsatisfactory**
Performance was consistently below expectations in the most essential areas of responsibility and/or reasonable progress towards critical goals was not made. Significant improvement is needed in one or more important areas.

A. Last Evaluation's Goals: (if applicable) 40 points total

Goal:	Rating:					Points:	Comments:
	1	2	3	4	5		
Available points per section:							
1. Continue implementation of Accela & online system for public/installation of fiber optic cable between Town Hall & Community Ctr.	UN	IN	ME	EE	EX	3	
2. Prepare ballot question for Middle School repurpose	UN	IN	ME	EE	EX	2	Did Charleen lead this?
3. Preparation of Wastewater IMA & development of governance model	UN	IN	ME	EE	EX	3	
4. Prepare draft agreement w/MRSD & Chatham re funding formula	UN	IN	ME	EE	EX	3	
5. Prepare concepts for upgrade/reuse of Albro, WH School & Bank St. Bldg.	UN	IN	ME	EE	EX	2	
6. Develop FY17 budget, review various elements for efficiencies, include 2 depts for review, complete public outreach financial software/visual info	UN	IN	ME	EE	EX	2	
7. Negotiate 6 collective bargaining agreements & recruit/reimplement ATA position	UN	IN	ME	EE	EX	3	
8. Review/consider plan for expanding rental property tax, provide report to BOS & draft Special Legislation	UN	IN	ME	EE	EX	2	

B. Job Success Factors: (45 points total)

1. Problem Solving/Decision Making: (5 points)

Anticipates, identifies, & prevents problems, involves others in seeking solutions. Makes clear and consistent decisions, acts with integrity in all decision making and makes timely decisions.

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	3	

2. Strategic planning and organizing: (5 points)

Aligns priorities with broader goals, measures outcomes, uses feedback to change as needed, evaluates alternatives, solutions oriented, develops realistic plans, meets deadlines & follows through

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	3	

3. Communication: (5 points)

Connects with peers, subordinates and public, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills. Seeks to clarify and confirm the accuracy of understanding of vague terms and instructions

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	2	Friday wrap up emails lasted 2 weeks

4. Leadership: (5 points)

Accepts responsibility for own work, develops trust and credibility, demonstrates honest and ethical behavior, engages the talents, experiences, and capabilities of others. Results-oriented and desire to excel in job

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	2	Applying for other jobs does not show a desire to excel in this one

--	--	--	--	--	--	--	--

Teamwork (5 pts)

Successfully works with others to achieve desired results, contributes to team projects, exchange ideas and opinions, helps prevent, resolve conflicts, develops positive working relationships and is flexible, open-minded promoting mutual respect for all

1	2	3	4	5	
UN	IN	ME	EE	EX	3

6. Customer Orientation: (5 points)

Listens, identifies, and responds quickly and effectively to internal and external customers' needs and sets work activities accordingly; goes beyond what is expected and follows up to ensure customer satisfaction

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	2	

7. Productivity: (5 Points)

Maintains fair workload; takes on additional responsibilities as needed; manages priorities; develops and follows work procedures; completes assignments on time and to specifications

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	3	

8. Quality: (5 Points)

Demonstrates accuracy, thoroughness, and reliability; manages time and priorities; develops and follows work procedures

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	2	

9. Department specific competency: (5 Points)

What am I supposed to do here?	Rating:					Points:	Comments:
	UN	IN	ME	EE	EX		
	1	2	3	4	5		

Complaint Letters:

0 letters: (1 point)	# of inc	Points	Points	Average
1 letter: (-1 point)	#		(Dept Avg: (1 point	
2 letters: (-2 points)	#		(0 point)	
More than 2 letters: (-3 points)	#		(-1 point)	

Future Goals and Objectives: (9 points)

Please list 9 goals & objectives for the following year, 6 attainable goals, 2 possible goals & 1 "if time permits" goal	Points:	8
1 Continued implementation of Accela System		
2 Prepare plan based on results of the election for Middle School repurpose		
3 Continue to work on regional entity or IMA as it relates to wastewater with Dennis and Chatham		
4 Continue to explore w/MRSD shared services including landscaping, informational technology & facility maint.		
5 Work with Harbormaster on waterside and landside improvements to Saquatucket Harbor		
6 Develop the FY18 budget within Prop 2 1/2 and give consideration to an upgrade in Town's bond rating		
7 Review the SEIU contract materials on job description reviews Department heads for FY17		
8 Work on collaboration with Chamber of Commerce on additional marketing efforts for Town		
9		

C: Miscellaneous: (4 points total)

Has the Town Administrator come up with any cost saving ideas/solutions? (1 point)	Points:	1
Has the Town Administrator obtained any grants/Gifts? (1 point)	Points:	1
Has the Town Administrator been able to "turn back" any funds? (1 point)	Points:	
Has the Town Administrator obtained letters of commendation? (1 point)	Points:	

Overall rating: (100 total possible points)

UN	IN	ME	EE	EX	Total points:	0 30 41
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Professional Development Plan/Comments:

This evaluation form is unclear, biased in its questions, and does not allow for reflection of performance. I hope we as the BOS can create a better evaluation process in the future.

Signatures:

Town Administrator Name: Christopher Clark
 Town Administrator Signature: _____ Date: _____
 My signature also indicates that I have received a copy of this evaluation

I would like to include comments regarding my evaluation

Select person:

John Bell

Date:

4/14/10

Chair:

Date:

Tele: 508-430-7513
 Fax: 508-432-5039

Office of the Town Administrator
 732 Main Street

A. La Manti

Town Of Harwich

Harwich, MASSACHUSETTS 02645

Name:	Christopher Clark		
Job Title:	Town Administrator	Classification:	Contract
Administrator:	Christopher Clark		
Department:	Town Administrator		
Anniversary Date:	12/27/2013	Evaluation date:	April/May 2016

****Town Manager Evaluation****

Key for Performance evaluations:

EX: Exceptional

Performance far exceeds expectations due to exceptionally high quality of work performed in all essential areas of responsibility.

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Performance consistently exceeded expectations in all essential areas of responsibility and the quality of work overall was excellent. resulting in an overall quality of work that was superior.

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Performance consistently met expectations in all essential areas of responsibility at times possibly exceeding expectations and the quality of work overall was very good.

IN: Improvement Needed

Performance did not consistently meet expectations or performance failed to meet expectations in one or more essential areas of responsibility.

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Performance was consistently below expectations in the most essential areas of responsibility and/or reasonable progress towards critical goals was not made. Significant improvement is needed in one or more important areas.

A. Last Evaluation's Goals: (if applicable) 40 points total

Goal:	Rating:					Points:	Comments:
	1	2	3	4	5		
Available points per section:							
1. Continue implementation of Accela & online system for public/installation of fiber optic cable between Town Hall & Community Ctr.	UN	IN	ME	EE	EX	2	project not completed; project modified.
2. Prepare ballot question for Middle School repurpose	UN	IN	ME	EE	EX	3	Completed
3. Preparation of Wastewater IMA & development of governance model	UN	IN	ME	EE	EX	2	prepared not viable
4. Prepare draft agreement w/MRSD & Chatham re funding formula	UN	IN	ME	EE	EX	2	prepared not viable
5. Prepare concepts for upgrade/reuse of Albrow, WH School & Bank St. Bldg.	UN	IN	ME	EE	EX	3	prepared not viable.
6. Develop FY17 budget, review various elements for efficiencies, include 2 depts for review, complete public outreach financial software/visual info	UN	IN	ME	EE	EX	3	key budgets in place
7. Negotiate 6 collective bargaining agreements & recruit/reimplement ATA position	UN	IN	ME	EE	EX	3	Completed
8. Review/consider plan for expanding rental property tax, provide report to BOS & draft Special Legislation	UN	IN	ME	EE	EX	2	on hold.

public software not viable.

B. Job Success Factors:
(45 points total)

1. Problem Solving/Decision Making: (5 points)

Anticipates, identifies, & prevents problems, involves others in seeking solutions. Makes clear and consistent decisions, acts with integrity in all decision making and makes timely decisions.

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		better communication; transparency needed.

2. Strategic planning and organizing: (5 points)

Aligns priorities with broader goals, measures outcomes, uses feedback to change as needed, evaluates alternatives, solutions oriented, develops realistic plans, meets deadlines & follows through

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		Planning tends to be tactical rather than strategic.

3. Communication: (5 points)

Connects with peers, subordinates and public, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills. Seeks to clarify and confirm the accuracy of understanding of vague terms and instructions

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		Communication with BOS and department heads not at level needed.

4. Leadership: (5 points)

Accepts responsibility for own work, develops trust and credibility, demonstrates honest and ethical behavior, engages the talents, experiences, and capabilities of others. Results-oriented and desire to excel in job

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		is results oriented. but problem with engaging talents, experience of others.

5. Teamwork: (5 points)

Successfully works with others to achieve desired results, contributes to team projects, exchange ideas and opinions, helps prevent, resolve conflicts, develops positive working relationships and is flexible, open-minded promoting mutual respect for all

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		attempts to work with others but often falls back on the way it has been done in the past.

6. Customer Orientation: (5 points)

Listens, identifies, and responds quickly and effectively to internal and external customers' needs and sets work activities accordingly; goes beyond what is expected and

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		works well with those who work to work with him. Does not depend normally on "consumer" input that has not been requested

follows up to ensure customer satisfaction

7. Productivity: (5 Points)

Maintains fair workload; takes on additional responsibilities as needed; manages priorities; develops and follows work procedures; completes assignments on time and to specifications

Rating:					Points:	Comments: only negative is completing projects on time
1	2	3	4	5		
UN	IN	ME	EE	EX		

8. Quality: (5 Points)

Demonstrates accuracy, thoroughness, and reliability; manages time and priorities; develops and follows work procedures

Rating:					Points:	Comments: prior to availability of AT A - work was extremely difficult.
1	2	3	4	5		
UN	IN	ME	EE	EX		

9. Department specific competency: (5 Points)

<i>WJA</i>	Rating:					Points:	Comments:
	UN	IN	ME	EE	EX		
	1	2	3	4	5		

Complaint Letters:

0 letters: (1 point)	# of Inc	Points	Dept Avg: (1 point)	Points	Average	Points: <input type="checkbox"/>
1 letter: (-1 point)	#		(0 point)			
2 letters: (-2 points)	#		(-1 point)			
More than 2 letters: (-3 points)	#					

Future Goals and Objectives: (9 points)

Please list 9 goals & objectives for the following year, 6 attainable goals, 2 possible goals & 1 "if time permits" goal	
1 Continued implementation of Accela System <i>need to add completion date</i>	
2 Prepare plan based on results of the election for Middle School repurpose - <i>action to be born from meeting</i>	
3 Continue to work on regional entity or IMA as it relates to wastewater with Dennis and Chatham	
4 Continue to explore w/MRSD shared services including landscaping, informational technology & facility maint.	
5 Work with Harbormaster on waterside and landside improvements to Saquatucket Harbor	
6 Develop the FY18 budget within Prop 2 1/2 and give consideration to an upgrade in Town's bond rating	
7 Review the SEIU contract materials on job description reviews Department heads for FY17	
8 Work on collaboration with Chamber of Commerce on additional marketing efforts for Town	
9	
Points: <input type="checkbox"/> 9	

sign agreement with at least 2 towns
shared activity to be in place by April 2017
with the bulk of the expense covered by waterways fees by reducing amount of fees that are put into freedom with limited use of department generate fees

C. Miscellaneous: (4 points total)

Has the Town Administrator come up with any cost saving ideas/solutions? (1 point)	Points: <input type="checkbox"/> 2
Has the Town Administrator obtained any grants/Gifts? (1 point)	Points: <input type="checkbox"/> 1

grant achieved by those reporting to TA - he an encourager working to obtain grants

Has the Town Administrator been able to "turn back" any funds? (1 point)	Points: <input type="text" value="0"/>
<i>difficult year with ^{major} changes to financial personnel</i>	
Has the Town Administrator obtained letters of commendation? (1 point)	Points: <input type="text"/>
<i>don't know</i>	

Overall rating:
(100 total possible points)

UN	IN	ME	EE	EX	Total points: <input type="text" value="0"/>
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Professional Development Plan/Comments:

Signatures:

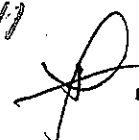
Town Administrator Name: Christopher Clark
 Town Administrator Signature : _____ Date: _____

My signature also indicates that I have received a copy of this evaluation
 I would like to include comments regarding my evaluation.

Select person: _____ Date: _____

Chair: _____ Date: _____

M. MacAskill

 4-12-2016

Comments related to the scores on my performance evaluation for Christopher Clark : Harwich
Town Administrator

Poor communication and unprofessionalism:

- Poor communication and information flow to the Board of Selectman from the beginning
- Takes months to get answers and generally are incomplete answers
- Found myself reading things in the newspaper before they were brought before the board, and any complaints made about the board were made to the newspaper and not to the board directly.
- Incomplete presentations with poor follow-up, this seems to occur every week, consistently waiting until the following week(s) to get simple answers
- Unresponsive to Board of Selectman and citizen requests
- Takes no accountability for his mistakes


Examples of some of my issues:

- Insurance issues: Started June 8th with a question asked by a citizen. Took almost 9 months to resolve and only after a meeting was asked by myself through Chairman Hughes to set up a conference call with the insurance company, and in the end took no responsibility for the mistake. (Detailed report and timeline along with cost to town available upon request)
- Appraisal of Middle School ordered by administration completed but never given to Middle School Repurpose Committee during their quest to find options and values of said Middle School. Appraisal was delivered to Mr. Clark in April, 2014. Fit was released in an email to Atty Lydon on June 29, 2015.
- CVEC- 5 months of questions and only now getting some clarity after board ordered a detailed report
- Poorly written job descriptions, often applicants being brought to board that do not meet minimum advertised job requirements. For instance police chief, two applicants in final four didn't meet minimum experience
 - Water Superintendent- one applicant was denied for reasons of lacking minimum license requirements despite the individual eventually hired - in their offer letter was given one year to obtain the requirements stated for previous denial (documents available upon request)
 - Assistant Town Administrator job description required amendment by Board of Selectmen due to inaccuracies and lack of detail
 - Negotiating Union position changes without following proper steps. Board of Selectmen left uninformed (ie. ACO and Water Waste Specialist)
- Recommending department use of Albro House with no justification or analysis and still waiting for overall plan and cost of rehabilitation and use expenses
- West Harwich School- citizen requests for CPA Funds and Mr. Clark without Board vote took it upon himself to make allocate several town resources including town engineer as project manager, also including: administration time, planning department time, and DPW time, and facility and maintenance manager with no cost estimate to the board or citizens. In said proposal or a separate memo, when asked why so many town resources were being pulled into this project, the response was that he sensed the frustration from the Board for the South Harwich Meetinghouse Project and took it upon himself to curb this from happening again without direction from the Board
- Poor decision for Mr. Clark to use the Community Center party services for his daughter's graduation party. Dealing directly with 2 Dept. heads that he supervises for a personal/family benefit has the perception of a conflict of interest. As the TA and the highest paid employee of the Town, Mr. Clark should be held to a high level of ethics. Mr. Clark did not openly state his

intention to use this Town service before the even, only after. Often disclosing such an intent is allowed to eliminate the appearance of a conflict of interest. He did not pay any State meals tax initially and only did pay it when the issue was raised by a private citizen. He also said the Town would subsequently create a policy on rental of Community Center rooms and use of the Chef. No such policy has ever been discussed again.

In conclusion, this is a list of some of the issues that I've experienced this year with Christopher Clark and are part of the a basis of my performance evaluation of Christopher Clark.

It is fair to note that since the Board of Selectman's majority vote to enter into a 2 year contract extension with Christopher Clark, I have noticed an increased effort and level of communication and information flow to the Board of Selectman. I hope that we are on the path to having a more professional experience with our Town Administrator.

 4-12-2016

Michael MacAskill
Town of Harwich Board of Selectman

M. MacAskill

Tele: 508-430-7513
 Fax: 508-432-5039

Office of the Town Administrator
 732 Main Street

Town Of Harwich

Harwich, MASSACHUSETTS 02645

Name:	Christopher Clark		
Job Title:	Town Administrator	Classification:	Contract
Administrator:	Christopher Clark		
Department:	Town Administrator		
Anniversary Date:	12/27/2013	Evaluation date:	April/May 2016

****Town Manager Evaluation****

Key for Performance evaluations:

EX: Exceptional

Performance far exceeds expectations due to exceptionally high quality of work performed in all essential areas of responsibility.

EE: Exceeds Expectations

Performance consistently exceeded expectations in all essential areas of responsibility and the quality of work overall was excellent, resulting in an overall quality of work that was superior.

ME: Meets Expectations

Performance consistently met expectations in all essential areas of responsibility at times possibly exceeding expectations and the quality of work overall was very good.

IN: Improvement Needed

Performance did not consistently meet expectations or performance failed to meet expectations in one or more essential areas of responsibility.

UN: Unsatisfactory

Performance was consistently below expectations in the most essential areas of responsibility and/or reasonable progress towards critical goals was not made. Significant improvement is needed in one or more important areas.

A. Last Evaluation's Goals: (if applicable) 40 points total

Goal:	Rating:					Points:	Comments:
	1	2	3	4	5		
Available points per section:							
1. Continue implementation of Accela & online system for public/installation of fiber optic cable between Town Hall & Community Ctr.	UN	IN	ME	EE	EX	3	Asked more than once to get public involved and still hasn't been done.
2. Prepare ballot question for Middle School repurpose	UN	IN	ME	EE	EX	3	
3. Preparation of Wastewater IMA & development of governance model	UN	IN	ME	EE	EX	3	
4. Prepare draft agreement w/MRSD & Chatham re funding formula	UN	IN	ME	EE	EX	3	
5. Prepare concepts for upgrade/reuse of Albro, WH School & Bank St. Bldg.	UN	IN	ME	EE	EX	2	All incomplete
6. Develop FY17 budget, review various elements for efficiencies, include 2 depts for review, complete public outreach financial software/visual info	UN	IN	ME	EE	EX	2.5	Grade The elements separate and Averaged. Department Review was not quality work.
7. Negotiate 6 collective bargaining agreements & recruit/reimplement ATA position	UN	IN	ME	EE	EX	3	Better communication needed with at least one Union. Board should also be given updates and cc'd on Documents.
8. Review/consider plan for expanding rental property tax, provide report to BOS & draft Special Legislation	UN	IN	ME	EE	EX	3	

B. Job Success Factors:
(45 points total)

1. Problem Solving/Decision Making: (5 points)

Anticipates, Identifies, & prevents problems, involves others in seeking solutions. Makes clear and consistent decisions, acts with integrity in all decision making and makes timely decisions.

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	2	Needs Improvement

2. Strategic planning and organizing: (5 points)

Aligns priorities with broader goals, measures outcomes, uses feedback to change as needed, evaluates alternatives, solutions oriented, develops realistic plans, meets deadlines & follows through

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	2	Seem to be some staff issues as last year.

3. Communication: (5 points)

Connects with peers, subordinates and public, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills. Seeks to clarify and confirm the accuracy of understanding of vague terms and instructions

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	2	Poor communication.

4. Leadership: (5 points)

Accepts responsibility for own work, develops trust and credibility, demonstrates honest and ethical behavior, engages the talents, experiences, and capabilities of others. Results-oriented and desire to excel in job

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	2	/

5. Teamwork: (5 points)

Successfully works with others to achieve desired results, contributes to team projects, exchange ideas and opinions, helps prevent, resolve conflicts, develops positive working relationships and is flexible, open-minded promoting mutual respect for all

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	2	Does show some workable approaches in problem solving. Needs improvement in being open minded.

6. Customer Orientation: (5 points)

Listens, identifies, and responds quickly and effectively to internal and external customers' needs and sets work activities accordingly; goes beyond what is expected and

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	2	

follows up to ensure customer satisfaction

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7. Productivity: (5 Points)

Maintains fair workload; takes on additional responsibilities as needed; manages priorities; develops and follows work procedures; completes assignments on time and to specifications

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	3	
						Maintains workload and takes on additional responsibilities is fair. Needs improvement on on time and to specs.

8. Quality: (5 Points)

Demonstrates accuracy, thoroughness, and reliability; manages time and priorities; develops and follows work procedures

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	2	
						/

9. Department specific competency: (5 Points)

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Rating:					Points:	Comments:
UN	IN	ME	EE	EX	3	
1	2	3	4	5		
						Hard for me to judge..

Complaint Letters:

	# of inc	Points	Dept Avg: (1 point)	Points	Average
0 letters: (1 point)					
1 letter: (-1 point)	#		(0 point)		
2 letters: (-2 points)	#		(-1 point)		
More than 2 letters: (-3 points)	#				

Points:

Future Goals and Objectives: (9 points)

Please list 9 goals & objectives for the following year, 6 attainable goals, 2 possible goals & 1 "if time permits" goal

- Continued implementation of Accela System
- Prepare plan based on results of the election for Middle School repurpose
- Continue to work on regional entity or IMA as it relates to wastewater with Dennis and Chatham
- Continue to explore w/MRSD shared services including landscaping, informational technology & facility maint.
- Work with Harbormaster on waterside and landside improvements to Saquatucket Harbor
- Develop the FY18 budget within Prop 2 1/2 and give consideration to an upgrade in Town's bond rating
- Review the SEIU contract materials on job description reviews Department heads for FY17
- Work on collaboration with Chamber of Commerce on additional marketing efforts for Town
- Become alot more involved in Harwich - Consider living here.

Points:

C: Miscellaneous: (4 points total)

Has the Town Administrator come up with any cost saving ideas/solutions? (1 point)	Points:	<input type="text"/>
Has the Town Administrator obtained any grants/Gifts? (1 point)	Points:	<input type="text"/>

Several complaints from citizens throughout the year. #1 complaint was no return email or phone calls and other complaints about attitude and how Town Administrator spoke to them.

How do we give a grade on future goals & objectives for a now performance evaluation. It would be my desire to have a detailed discussion on new goals.

Has the Town Administrator been able to "turn back" any funds? (1 point) ?	Points:	<input type="text"/>
Has the Town Administrator obtained letters of commendation? (1 point) ?	Points:	<input type="text"/>

Overall rating:
(100 total possible points)

UN	IN	ME	EE	EX	Total points:	0	42.5
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Professional Development Plan/Comments:


Signatures:

Town Administrator Name: Christopher Clark

Town Administrator Signature : _____ Date: _____

My signature also indicates that I have received a copy of this evaluation

I would like to include comments regarding my evaluation.

Select person:  Michael MacAskill Date: 4-12-2016

Chair: _____ Date: _____