

**SELECTMEN'S MEETING AGENDA\***

*Donn B. Griffin Room, Town Hall*

*732 Main Street, Harwich, MA*

*Regular Meeting 6:30 P.M.*

*Monday, April 30, 2018*

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

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. WEEKLY BRIEFING**

**IV. PUBLIC COMMENTS/ANNOUNCEMENTS**

**V. CONSENT AGENDA**

- A. Approve Minutes – April 9, 2018 Regular Session
- B. Accept gift of anchor from Skipper Lee to the Harbormaster's Department
- C. Approve Award of Contract for the Fire Station #1 Roof Replacement to Cape Cod Builders in the amount of \$58,900
- D. Accept gift of ornamental tree and plaque for Community Center in honor of Cape Community Orchestra Conductor John Hagon
- E. Approve extension of Employment Agreement with Interim Assistant Town Administrator

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

- A. Presentation by Architect on Fire Station 2 – *Todd Costa, Kaestle Boos*

**VII. NEW BUSINESS**

- A. Discussion on bathroom and storage facility at High School field
- B. Request to waive use fee for courtyard space at Cultural Center for concert series
- C. Town Administrator performance evaluation process / self-evaluation

**VIII. OLD BUSINESS**

- A. Additional information to approve title change in Personnel By-Law Compensation/Classification plan; proposed salary adjustments and job descriptions for Assistant Town Clerk, Assistant to the Finance Director, and Executive Assistants positions in Town Clerk and Finance Departments
- B. Current septic system plan for Saquatucket Harbor
- C. Pet burial ground funding
- D. Town Meeting articles – open discussion
- E. Discussion on articles pertaining to Phase 2 Wastewater

**IX. TOWN ADMINISTRATOR'S REPORT**

- A. Rules of Operation on Board of Selectmen Re-Organization
- B. Term of interim use of former Middle School Building
- C. Update on Barnstable County IT services
- D. Update on MRSD Regional Agreement
- E. Departmental Reports

**X. SELECTMEN'S REPORT**

**XI. ADJOURNMENT**

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

**Authorized Posting Officer:**

**Posted by:** \_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Ann Steidel, Admin. Secretary

**Date:** \_\_\_\_\_ April 26, 2018

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, APRIL 9, 2018  
6:30 P.M.**

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

**OTHERS PRESENT:** Town Administrator Christopher Clark, Chief Clarke, Chief Guillemette, Carol Coppola, Charleen Greenhalgh, Amy Usowski, John Rendon, Robbin Kelley, Ed McManus, Tom Sherry, and others.

Chairman MacAskill reported that the Board had just come out of Executive Session where they voted the HEA contract pending the Union's signature.

**WEEKLY BRIEFING**

Ms. Kelley reported that there will be a Gravestone Preservation Workshop on April 24 at the South Harwich Meeting House from 8:30 am to 3:00 pm.

**PUBLIC COMMENTS/ANNOUNCEMENTS**

Ms. Williams reported on upcoming Chamber of Commerce events. Chairman MacAskill reported that the Board would not be meeting next week during school vacation week.

**CONSENT AGENDA**

- A. Approve Minutes – March 26, 2018 Regular Session
- B. Approve the waiver of the Building Permit Fee for the new Golf Cart Storage Building at Cranberry Valley Golf Course per the recommendation of the Building Commissioner
- C. Authorize the Chairman to sign the Certificate of Recognition to be presented to Post 911 Afghanistan and Iraq Veterans
- D. Approve application for a One Day Entertainment License with "Special Permit" for relief from the Town Noise By-Law (Section G) for an event to be held on June 30, 2018 by the Cakounes Family
- E. Approve 2018 renewal of Junk Dealer License for Windsong Antiques Inc.
- F. Approve application for Junk Dealer License for Wayne L. Marceline d/b/a Marceline Salvage
- G. Approve the recommendation of the DPW Director to award the FY19 contract for Gas/Diesel 19 to J.P. Noonan (Barnstable County Purchasing Bid)
- H. Approve and authorize the Chair to sign Sales Agreements for Surplus Beach Sand
- I. Approve Committee appointments recommended by the Interview/Nomination Subcommittee
  - 1. Mark Coleman – Conservation Commission as a full member
  - 2. James Donovan – Conservation Commission pending verification of full member vacancy

Chairman MacAskill said they would be taking up Item I separately. Mr. Ballantine moved approval of Items A through H on the Consent Agenda. Ms. Brown seconded the motion and the motion carried

by a unanimous vote. Mr. Howell moved to accept the resignation of John Rosetti effective immediately from the Conservation Commission. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote. Mr. Howell moved to accept the appointment of Mark Coleman to the Conservation Commission with an expiration date of 6/30/19 and James Donovan as a full member of the Conservation Commission with a term to end 6/30/18. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

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

### **A. Discussion on Articles 34-37 relative to marijuana establishments/temporary moratorium/special permit use**

Ms. Greenhalgh, Town Planner, provided the attached slide presentation clarifying the four articles being presented at Town Meeting. She took questions from the Board about the host agreement and took comments from Chief Clarke on research regarding effects of marijuana on adolescent brains. Chief Guillemette encouraged people to look at the reports coming out of Colorado and Washington and said it's very clear what the negative impacts are. He discussed the negative impacts on the youth of Harwich and on the community as a whole. Mr. Clark thanked the Board for supporting the department heads on this. The Board took comments from Mr. Sherry.

## **NEW BUSINESS**

### **A. Financial Plan for the pet crematory – Carol Coppola/Robbin Kelley**

Ms. Kelley described the proposed project plan and Ms. Coppola outlined the estimated costs and shared the cost modules. Ms. Coppola indicated that they are leaning toward a 20 year bond. She outlined the costs and debt payment and said we will be able to cover its costs in 2024. Ms. Kelley discussed estimated pricing. Ms. Kelley said she would be performing the work but if it gets busier they would need to hire another employee. They took questions from the Board on the maintenance component for equipment, costs, and end users including veterinarians and residents. Mr. Clark noted that Ms. Kelley's office would be relocated down there. He outlined the article and related ballot question noting that it is a debt exclusion. He recommended the 20 year bond based on the life cycle of the building and commented that the numbers being provided are very conservative. Chairman MacAskill asked what the proposal is for labor. Mr. Clark said it would not be his recommendation to hire someone else but rather to use the DPW employees who currently assist in burials and utilize some of the revenue to offset some of these labor costs. Ms. Kelley said when the equipment is delivered they will train up to 5 employees on the equipment and several DPW employees have expressed interest in being trained in this. The Board took comments from Mr. Gunderson who spoke against the project. He said the Town shouldn't be using taxpayer dollars to build and operate a business that competes with private enterprise as it is not an appropriate use of public funds.

## **OLD BUSINESS**

### **A. Participation in pursuing opioid litigation**

Chairman MacAskill said that Mr. Giorgio had provided an overview of this at a recent meeting at which time Ms. Brown and Mr. Ballantine were not present so the item was brought back to the Board. Mr. Ballantine said he reviewed the presentation and said it is not clear to him how this changes the outcome and he added that the responsibility lies with the distributors, doctors, hospitals, caregivers

and users. He had concerns about reimbursements in the case of a non-monetary settlement. He said going forward with this would contribute to health care costs. Ms. Brown said she watched the presentation as well and she commented that it was a good idea because we have nothing to lose and right now we're getting nothing. Mr. Howell said he shares Mr. Ballantine concerns and said it does make a comment about appropriation at Town Meeting after they promise that there would be no expense to us. He commented that it will make the lawyers rich but doubts it will give us much of anything. Ms. Kavanagh said that she sees this as an opportunity to send a message to the pharmaceutical companies and agreed with Ms. Brown that it is better than nothing. Chairman MacAskill said we have no idea what our damages are. He said he asked Mr. Giorgio why we are suing the companies rather than the doctors and Mr. Giorgio responded that the companies have the deepest pockets and part of our problem with society is suing people with the deepest pockets and hoping for a settlement. He questioned how we are going to find out what our costs are and the burden of proof is so high here and the lawyers are going to get the bulk of the money. Mr. Howell pointed out that you can't legally get opioids without a prescription so somebody else was in that process and we aren't suing them. He commented that it is hard to believe that we would come out of this with any sort of moral or monetary victory. Mr. Howell moved that we not enter into the lawsuit agreement. Mr. Ballantine seconded the motion but questioned if we need a positive motion and Chairman MacAskill agreed. Mr. Howell withdrew his motion and Mr. Ballantine withdrew his second. Mr. Clark encouraged the Board to take a vote for the record. Mr. Howell moved that we not participate in the lawsuit. Mr. Ballantine seconded the motion and the motion carried by a 3-2-0 vote with Ms. Brown and Ms. Kavanagh in opposition.

#### B. ATM Warrant – Assignment of Articles

Chairman MacAskill asked that the Board email him if they have particular articles of interest but beyond that he would be assigning articles.

### **TOWN ADMINISTRATOR'S REPORT**

#### A. CDM Smith Wastewater Brochure

Mr. Clark reported that he and Mr. Ballantine attended a wastewater meeting on Saturday and brought back the materials that are in the Board's packets including the 4 page brochure. Mr. Ballantine moved that we approve the brochures so we can get those out and go from there. The motion wasn't seconded. Mr. Howell said it still does not address the questions of the homeowners. Mr. Ballantine said we will need to answer those questions before we get to Town Meeting. Chairman MacAskill said adding these diagrams certainly answers some of the questions that came to the Wastewater Support Committee. He recommended getting as much information as we can out there now. He said we aren't going to get to these questions right away. He asked Mr. Clark to find out what CDM Smith is charging us for this brochure by next meeting. He said a lot of the questions will be answered at the April 19<sup>th</sup> meeting. Mr. Ballantine moved to support the brochure and publish it. Ms. Brown seconded the motion and the motion carried by a 4-0-1 vote with Mr. Howell abstaining from the vote.

#### B. Wastewater Articles

Mr. Clark outlined the wastewater articles.

#### C. RFPs for Saquatucket Snack Shack and Bank Street Property



Mr. Clark stated that we have prepared the draft RFP on the Saquatucket snack shack. He added that when the new garage is finished he is hoping we can sell off the Harbormaster Building on Bank Street.

#### D. Departmental Reports

No action was taken on this item.

### **SELECTMEN'S REPORT**

#### A. Letter from Senator Cyr honoring Mr. James Marceline

Ms. Brown read the March 12, 2018 Adjournment of the Massachusetts Senate in memory of Mr. James Marceline as follows:

#### Adjourn In Memory of James "Jimmy" Marceline

The Senator from Cape and Islands, Mr. Cyr, moves that when the Senate adjourns today, it adjourn in memory of James "Jimmy" Marceline of Harwich. James "Jimmy" Marceline of Harwich passed away on January 28, 2018 at the age of 92.

Born and raised in Harwich, Mr. Marceline was a decorated veteran of World War II who was held as a prisoner of war during his service in the U.S. Army. Like many of his generation, upon returning home, he got to work, married, and raised a family.

Mr. Marceline became one of Harwich's largest landowners, and he founded his own company, Marceline Salvage and Trucking. In 2005, Mr. Marceline was one of the first to be inducted into the Harwich High School Hall of Fame for his record as a strong supporter of the Harwich school system, role in opening the Cranberry Valley Golf Course, and his work creating the Cape Cod Regional Technical High School. The Technical High School was built on land owned by Mr. Marceline, which he sold to the new school district at a severely discounted rate. "There wouldn't be a Cape Cod Tech and we wouldn't be talking about a new Cape Cod Tech in 2020 without James Marceline," said Superintendent Robert Sanborn. Mr. Marceline was a relentless advocate for the less fortunate, and for the creation of affordable housing for families. At Harwich annual town meeting, and as a member of countless town boards, he always respectfully made his voice heard. And he practiced what he preached personally, building a number of homes on his property which he rented to locals at affordable rates. When Mr. Marceline found that Harwich students needed computers to thrive in the modern world he led the effort to call a special town meeting to purchase them for the schools.

He was the loving husband of the late Elizabeth M. "Lillian" Marceline, a father of five children, grandfather of nine, and great-grandfather of four.

Mr. Marceline is remembered for his passion for local government, community involvement, and making a true difference for his town and country. He has been described as Harwich's most revered citizen, and will be missed by many. May he rest in peace, having lived a full life and leaving a remarkable legacy.

Accordingly, as a mark of respect in memory of James "Jimmy" Marceline, at four minutes before twelve o'clock P.M., on motion of Mr. Tarr, the Senate adjourned to meet again on Thursday next at eleven o'clock A.M.

Monday, March 12, 2018

**ADJOURNMENT**

Ms. Brown moved to adjourn at 8:20 p.m. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel  
Recording Secretary

## Sandy Robinson

---

**From:** John Rendon  
**Sent:** Thursday, April 19, 2018 11:32 AM  
**To:** Sandy Robinson; Ann Steidel  
**Cc:** rpl  
**Subject:** FW: anchor  
**Attachments:** anchor2.jpg; anchor1.jpg

Sandy, Ann,

As indicated below, Skipper Lee has an old anchor that was recovered from Allen Harbor by his dad back in 1968-69 that he would like to donate to the Department/Town for display at the harbor... does this need to be approved by the BOS, and if so what is the process. Thanks. regards,

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

---

**From:** rpl [mailto:rpl.cros@comcast.net]  
**Sent:** Monday, April 16, 2018 1:21 PM  
**To:** John Rendon  
**Cc:** rpl@cros.us  
**Subject:** anchor

John,

Attached are photos of the anchor per our conversation. The stock has some heavy pitting where it goes thru the shank and on the ball ends. I imagine these could be welded and faired and may ask Boo Bariby if he is interested in doing that. Overall the anchor is in good condition and if you would like it for a decoration I am happy to donate it. My father found it off Allen's harbour when he was harbourmaster in 1968 or 1969.

Skipper Lee  
[rpl@cros.us](mailto:rpl@cros.us)  
~~~ /) ~~~  
Cross Rip Ocean Services LLC  
2 Birch Drive  
Harwich, MA 02645  
USA  
508-878-6658  
[www.crossripoceanservices.com](http://www.crossripoceanservices.com)

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the individual or entity to which it is addressed, and may contain information that is privileged,











## AGREEMENT

THIS AGREEMENT, made this 17th day of April, 2018, by and between the party of the first part, the City/Town of Harwich, hereinafter called "OWNER," acting herein through its Selectmen, and the party of the second part, Cape Cod Builders, Inc., doing business as a corporation located in the Town of Bourne, County of Barnstable, and State of Massachusetts, hereinafter called "CONTRACTOR."

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR hereby agrees with the OWNER to commence and complete the project described as follows: Fire Station #1 Roof Replacement, hereinafter called the Project, for the sum of Fifty Eight Thousand Nine Hundred Dollars (\$58,900) and all extra work in connection therewith, under the terms as stated in the Contract Documents; and at his own proper cost and expense to furnish all the materials, supplies, machinery equipment, tools, superintendence, labor, insurance, and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in Section 00300 FORM OF GENERAL BID, Section 00700 GENERAL CONDITIONS, and Section 00800 SUPPLEMENTAL GENERAL CONDITIONS, the plans, which include all maps, plates, blue prints, and the specifications and Contract Documents as prepared by the Owner.

The CONTRACTOR hereby agrees to commence work under this Contract on or before a date to be specified in written "Notice to Proceed" of the OWNER.

The CONTRACTOR further agrees to substantially complete the project by June 30, 2018.

The CONTRACTOR agrees not to discriminate against or exclude any person from participation herein on grounds of race, religion, color, sex, age or national origin; and that it shall take affirmative actions to ensure that applicants are employed, and that employees are treated during their employment, without regard to race, religion, color, sex, age, handicapped status, or national origin.

The CONTRACTOR agrees not to participate in or cooperate with an international boycott, as defined in Section 999 (b)(3) and (4) of the Internal Revenue Code of 1986, as amended, or engage in conduct declared to be unlawful by Section 2 of Chapter 151E of the Massachusetts General Laws.

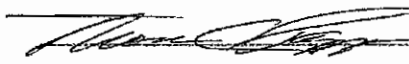
The OWNER agrees to pay the CONTRACTOR in current funds for the performance of the contract, subject to additions and deductions, as provided in Section 00700 GENERAL CONDITIONS, and to make payments on account thereof as provided in Article 9 of Section 00700 GENERAL CONDITIONS.

IN WITNESS WHEREOF, the parties to these presents have executed this contract in two (2) counterparts, each of which shall be deemed an original, in the year and day first above mentioned.

**TOWN OF HARWICH BOARD OF SELECTMEN:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTRACTOR:** CAPE COD BUILDERS INC

By: 

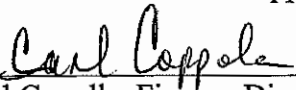
THOMAS PAPPAS  
\_\_\_\_\_  
(Name)

CEO  
\_\_\_\_\_  
(Title)


Approved as to Form:

By \_\_\_\_\_  
(Owner's Counsel)

In accordance with M.G.L. C.44, Section 31C, this is to certify that an appropriation in the amount of this contract is available therefor and that the Selectmen have been authorized to execute the contract and approve all requisitions and change orders.

By   
Carol Coppola, Finance Director  
*Coppola*

01220A2 - 615015  
Funding Source

  
Christopher Clark  
Town Administrator

4/23/18

**REQUIRED BID SUBMITTAL FORM**

**Harwich Fire Station #1 Roofing Project  
FORM FOR GENERAL BID**

To: Town of Harwich, Awarding Authority

From: CAPE COD BUILDERS INC Contractor

A. Base Bid: The undersigned proposes to furnish all labor and materials required for the, **Harwich Fire Station 1 Roofing Project**, Town of Harwich, Massachusetts, in accordance with accompanying plans and specifications as specified herein for the lump sum price of:

FIFTY EIGHT THOUSAND, NINE HUNDRED DOLLARS dollars (\$ 58,900.00 ).

B. This bid includes addenda numbered ONE.

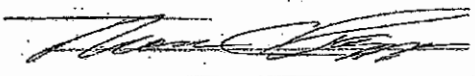
C. The undersigned agrees that, if he is selected as general contractor, he will within five (5) days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this bid and furnish a labor and materials payment bond, each of a surety company qualified to do business under the laws of the Commonwealth and satisfactory to the awarding authority and each in the sum of the contract price, the premiums for which are to be paid by the general contractor and are included in the contract price.

D. The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that he will comply fully with all laws and regulations applicable to awards made subject to section forty-four A of Chapter 149 of the Massachusetts General Laws.

E. The undersigned further certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

Date: 3/29/2018

Name of Bidding Concern: CAPE COD BUILDERS INC

By:   
(Signature)

THOMAS PAPPAS  
(Print Name & Title of Person Signing Bid)

14 BOSUNS LANE  
(Business Address)

BOURNE, MA 02532  
(City and State)

Telephone 508-400-5578

Fax \_\_\_\_\_

E-mail address: Capecodbuilders@hotmail.com



REQUIRED BID SUBMITTAL FORM

TOWN OF HARWICH
CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

FIRM CAPE COD BUILDERS INC

SIGNATURE [Handwritten Signature]

ADDRESS 14 BOSUNS LANE

NAME (print) THOMAS PAPPAS

BOURNE, MA 02532

TITLE CEO

TELEPHONE 508-400-5578

DATE 3/29/2018

\*\*\*\*\*

STATE TAX CERTIFICATION CLAUSE

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all State Tax returns and paid all State Taxes under law.

CAPE COD BUILDERS INC

By: [Handwritten Signature]

\* Signature of Individual or Corporate Name (Mandatory)

Corporate Officer (Mandatory, if applicable)

26-2816797

\*\*Social Security No. (Voluntary) or Federal Identification No.

\* Approval of a contract or other agreement will not be granted unless this certification clause, is signed.

\*\*Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or agreement issued, reviewed, or extended. This request is made under the authority of Mass. G.L. 62C, S.49A.

**REQUIRED BID SUBMITTAL FORM**

**Town of Harwich Procedures**  
**OSHA Training Certification of contractors**

As of July 1, 2006, the Town of Harwich will comply with the amended MGL chapter 30 section 39s "Contracts for Construction: Requirements" as follows.

The Town of Harwich in all bids and contracts that fall under the application of this law, as amended, will require bidders and/or contractors to comply with the requirements of certifying that they and their employees have complied with MGL chapter 30 section 39s. This law requires successful completion of a 10 hour OSHA safety training course prior to working on the Town's worksite or in the work subject to the bid or contract.

The Town will reject any bids that do not include proper certification submitted with the bids at the posted time for bid opening, however, the town may, at its sole discretion, allow up to two (2) working days for the contractor to submit the required certification. In those cases where contracts are offered without using the sealed bid process, the same certification will be due upon contract signing.

It is expected that the contractor, by signing the certification form provided with the bid is fully meeting the language of the law, as amended, and that they are accepting the responsibilities to comply with the law for the full term of the work.

The Town of Harwich will pay certified payrolls that are deemed complete. The statute indicates that with the first certified payroll submitted to the Town, documentation must be provided that each employee on the payroll documents submitted to the Town has successfully completed the OSHA training.

Any employee whose name does not appear on the first certified payroll must submit certification with the first payroll they do appear on. Failure to provide full documentation may result in a delay in payment to the vendor as the packet submitted for payment would be determined to be incomplete.

Any employee found on a worksite subject to this section without documentation of successful completion of a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration shall be subject to immediate removal.

This certification requirement will go into effect for any bids received or contracts awarded after July 1, 2006 in accordance with MGL 30 39s as amended by Chapter 306 of the Acts of 2004.

**REQUIRED BID SUBMITTAL FORM**


**CERTIFICATION  
OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) TRAINING**

In accordance with Massachusetts General Law 30: Section 39S, as amended by Chapter 306 of the Acts of 2004, effective 7/1/06, for all contracts for the construction, reconstruction, alteration, remodeling or repair of any public work or the construction, reconstruction, installation, demolition, maintenance or repair of any public building estimated to cost more than \$10,000. The Contractor hereby certifies to the following:

- A. (1) that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work; (2) that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and (3) that all employees to be employed in the work subject to this bid have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration.
- B. Any employee found on a worksite subject to this section without documentation of successful completion of a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration shall be subject to immediate removal.
- C. The attorney general, or his designee, shall have the power to enforce this section including the power to institute and prosecute proceedings in the superior court to restrain the award of contracts and the performance of contracts in all cases where, after investigation of the facts, he has made a finding that the award or performance has resulted in violation, directly or indirectly, of subsection (b), and he shall not be required to pay to the clerk of the court an entry fee in connection with the institution of the proceeding.

The undersigned hereby certifies under the penalties of perjury to the above:

Company: CAPE COD BUILDERS INC

Authorized Signature: 

Print Name: THOMAS PAPPAS

Title: CEO

Date: 3/29/2018

Telephone: 508-400-5578 Fax: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/02/18

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                                               |                                                                   |  |                                           |  |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--|-------------------------------------------|--|
| <b>PRODUCER</b><br><br><b>Lynch &amp; Conboy Insurance Agcy, Inc.</b><br>173 West Center Street<br>West Bridgewater, MA 02379 | <b>CONTACT NAME:</b><br>PHONE (A/C, No, Ext): <b>508-588-5996</b> |  | <b>FAX (A/C, No):</b> <b>508-588-5836</b> |  |
|                                                                                                                               | <b>E-MAIL ADDRESS:</b>                                            |  |                                           |  |
| <b>INSURED</b><br><br><b>CAPE COD BUILDERS INC.</b><br>14 BOSUNS LN.<br>BOURNE, MA 02532                                      | <b>INSURER(S) AFFORDING COVERAGE</b>                              |  | <b>NAIC #</b>                             |  |
|                                                                                                                               | <b>INSURER A:</b> <b>A.I.I. Insurance Brokerage</b>               |  |                                           |  |
|                                                                                                                               | <b>INSURER B:</b> <b>Progressive</b>                              |  |                                           |  |
|                                                                                                                               | <b>INSURER C:</b> <b>AIM Mutual Ins WC/R</b>                      |  |                                           |  |
|                                                                                                                               | <b>INSURER D:</b>                                                 |  |                                           |  |
|                                                                                                                               | <b>INSURER E:</b>                                                 |  |                                           |  |

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                              | ADDL SUBR INSD WVD                                                     | POLICY NUMBER   | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                               |              |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------|-------------------------|-------------------------|----------------------------------------------------------------------|--------------|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR                                                 |                                                                        | NN824964        | 06/09/17                | 06/09/18                | EACH OCCURRENCE                                                      | \$ 1,000,000 |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER:                                                 |                                                                        |                 |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence)                            | \$ 100,000   |
|          |                                                                                                                                                                                                |                                                                        |                 |                         |                         | MED EXP (Any one person)                                             | \$ 5,000     |
|          |                                                                                                                                                                                                |                                                                        |                 |                         |                         | PERSONAL & ADV INJURY                                                | \$ 1,000,000 |
|          |                                                                                                                                                                                                |                                                                        |                 |                         |                         | GENERAL AGGREGATE                                                    | \$ 2,000,000 |
|          |                                                                                                                                                                                                |                                                                        |                 |                         |                         | PRODUCTS - COMP/OP AGG                                               | \$ 2,000,000 |
|          |                                                                                                                                                                                                |                                                                        |                 |                         |                         |                                                                      | \$           |
| B        | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY<br><input type="checkbox"/> HIRE AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY |                                                                        | 06523616        | 02/10/18                | 08/10/18                | COMBINED SINGLE LIMIT (Ea accident)                                  | \$ 1,000,000 |
|          |                                                                                                                                                                                                |                                                                        |                 |                         |                         | BODILY INJURY (Per person)                                           | \$           |
|          |                                                                                                                                                                                                |                                                                        |                 |                         |                         | BODILY INJURY (Per accident)                                         | \$           |
|          |                                                                                                                                                                                                |                                                                        |                 |                         |                         | PROPERTY DAMAGE (Per accident)                                       | \$           |
|          |                                                                                                                                                                                                |                                                                        |                 |                         |                         |                                                                      | \$           |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB                                                                                                                                      | <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE    |                 |                         |                         | EACH OCCURRENCE                                                      | \$           |
|          | DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>                                                                                                                             |                                                                        |                 |                         |                         | AGGREGATE                                                            | \$           |
|          |                                                                                                                                                                                                |                                                                        |                 |                         |                         |                                                                      | \$           |
| C        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A | VWC-100-6019150 | 07/14/17                | 07/14/18                | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER |              |
|          |                                                                                                                                                                                                |                                                                        |                 |                         |                         | E.L. EACH ACCIDENT                                                   | \$ 500,000   |
|          |                                                                                                                                                                                                |                                                                        |                 |                         |                         | E.L. DISEASE - EA EMPLOYEE                                           | \$ 500,000   |
|          |                                                                                                                                                                                                |                                                                        |                 |                         |                         | E.L. DISEASE - POLICY LIMIT                                          | \$ 500,000   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

|  |                                                                                                                                                                |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|  | AUTHORIZED REPRESENTATIVE                                                                                                                                      |

© 1988-2015 ACORD CORPORATION. All rights reserved.

**Bid Opening Minutes**  
**Thursday, March 29, 2018**  
**Fire Station 1 Roof**

At 2:00 P.M., March 29, in the presence of Paul Sweetser, Bob Cafarelli received and opened sealed bids for the roofing of Fire Station 1. Representatives from two of the bidders were also present.

Six bids were received:

| <b>Company Name</b>            | <b>Bid Price</b> |
|--------------------------------|------------------|
| Cape Cod Builders              | \$58,900         |
| Plan B Construction Co.        | \$65,000         |
| Emmanuel Construction, LLC     | \$65,000         |
| La Rochelle Construction, Inc. | \$66,500         |
| Rowland Roofing                | \$94,000         |
| Capeway Roofing Systems, Inc   | \$122,500        |

The bids were taken under advisement for review and recommendation to the Board of Selectmen for award of contract at a later date.

Notes by: Bob Cafarelli, Town Engineer

**BIDDERS PICKING UP PLANS & SPECS**

**Project: Fire Station 1 Roof**

**Bid Opening Date:** 3/29/18

| Date Mailed or Picked Up | Company Name & Address                                                                                                                            | Phone #<br>Fax #                                                            | Contact Person                                                                                        | Dated Sealed Bid Received | Comments               |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|---------------------------|------------------------|
| 3/16/18<br>Email         | Silktown Roofing<br>134 Ferry Street<br>South Grafton, MA 01560                                                                                   | (T) 508-887-8908<br>(F) 508-887-8918                                        | Eric Roth<br><a href="mailto:ericroth@silktownroofing.com">ericroth@silktownroofing.com</a>           | 33/20/18<br>email         |                        |
| 3/16/18<br>Email         | Capeway Roofing Systems, Inc.<br>664 Stanford Road<br>Westport, MA 02790                                                                          | 508-674-0800<br>508-674-2670                                                | Kathie Rybicki<br><a href="mailto:krybicki@capewayroofing.com">krybicki@capewayroofing.com</a>        | 33/20/18<br>email         |                        |
| 3/16/18<br>Email         | DDC Construction, Inc.<br>20 Query Street<br>New Bedford, MA 02745                                                                                | 508-992-7112<br>508-992-7429                                                | Tiffani DaCosta<br><a href="mailto:tiffani@ddcconstructioninc.com">tiffani@ddcconstructioninc.com</a> | 33/20/18<br>email         |                        |
| 3/16/18<br>Email         | Rockwell Roofing, Inc.<br>44 Pond Street<br>Leominster, MA 01453                                                                                  | 978-537-7825 x 308<br>978-537-3867                                          | Jennifer Wrightson<br><a href="mailto:jennifer@rockwellroofing.com">jennifer@rockwellroofing.com</a>  | 33/20/18<br>email         |                        |
| 3/16/18<br>Email         | John F. Shea Company, Inc<br>PO Box 365<br>Mattapan, MA 02126                                                                                     | Phone: (617) 298-0356<br>X39<br>Fax: (617) 296-8859<br>Cell: (401) 533-1964 | Chad Sankey<br><a href="mailto:csankey@johnfshea.com">csankey@johnfshea.com</a>                       | 33/20/18<br>email         |                        |
| ✓ 3/19/18<br>Email       | LaRochelle Construction, Inc.<br>Main Office:<br>Lenox Office:<br>23 College St.<br>509 Walker St.<br>South Hadley, MA 01075:<br>Lenox, MA 01242: | tel. 413-781-5651<br>tel. 413-637-1410                                      | Jerry Kelly<br><a href="mailto:jerry@larochelleconstruction.com">jerry@larochelleconstruction.com</a> | 33/20/18<br>email         | \$66,500 <sup>00</sup> |
| 3/19/18<br>Email         | Project Dog                                                                                                                                       |                                                                             | <a href="mailto:Addenda@projectdog.com">Addenda@projectdog.com</a>                                    | 33/20/18<br>email         |                        |
| 3/19/18<br>Email         | Construct Connect                                                                                                                                 |                                                                             | <a href="mailto:Jam.decipolo@constructconnect.com">Jam.decipolo@constructconnect.com</a>              | 33/20/18<br>email         |                        |
| 3/19/18<br>Email         | <b>Greenwood Industries</b><br>640 Lincoln Street, Worcester, MA<br>01605                                                                         | 508-726-1385                                                                | Scot Robert<br><a href="mailto:srobert@greenwood-industries.com">srobert@greenwood-industries.com</a> | 33/20/18<br>email         |                        |

|                             |                                                                                                                         |                                  |                                                                                                                      |                       |                 |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------|
| 3/19/18<br>Email<br>3/19/18 | P.O. Roofing, LLC<br>3 Dolge Ct<br>Oxford, Ma 01540<br><a href="mailto:poroofing@charter.net">poroofing@charter.net</a> | 508 987-1820<br>508 987-6868 fax | <a href="mailto:Porooofing@charter.net">Porooofing@charter.net</a>                                                   | 33/20/18<br>email     |                 |
| ✓ 3/20/18<br>Email          | Emmanuel Construction, LLC<br>149 Jarves Circle<br>Needham, MA                                                          | 508-367-1679                     | Hector Sanchez<br><a href="mailto:emmanuelconstructiondivision@gmail.com">emmanuelconstructiondivision@gmail.com</a> | 33/20/18<br>email     | \$65,000 50/100 |
| ✓ 3/20/18<br>Email          | Rowland Roofing                                                                                                         |                                  | Peter Mooreland<br><a href="mailto:peterm@rowland-roofing.com">peterm@rowland-roofing.com</a>                        | 33/20/18<br>email     | \$94,000 50/100 |
| 3/26/18<br>Email            | Construction Journal                                                                                                    |                                  | Mary Beth McAvoy<br><a href="mailto:m.mcavoy@constructionjournal.com">m.mcavoy@constructionjournal.com</a>           | Sent with<br>bid docs |                 |
| ✓ 3/26/18<br>Email          | Plan B Construction Co.<br>86 Blanding Ave.<br>Barrington, RI 02806                                                     | 508-212-1557                     | Brian Patch<br><a href="mailto:bdpatch@cox.net">bdpatch@cox.net</a>                                                  | Sent with<br>bid docs | \$65,000 50/100 |

CAPE GO PWDRS

\$58,900 50/100

**TOWN OF HARWICH**  
**Harwich Fire Department**  
**Fire Station #1 Roofing Project**

**Invitation to Bid**

The Town of Harwich on behalf of the Fire Department is requesting bids for the following:

Project Title: Harwich **Fire Station #1 Roofing Project.**

Sealed bids will be received at the Town of Harwich, Town Hall, 732 Main St., Town Administrator's Office, 2<sup>nd</sup> floor, Harwich, MA 02645 until 2PM on March 29, 2018.

The work to be performed under this contract includes, removal of existing roofing material, and installation of new asphalt roof per specifications.

Bid specifications may be obtained from the Town of Harwich, Office of the Town Administrator from 8:30A.M. to 8:00 P.M. on Monday, 8:30A.M. to 4:00 P.M. Tuesday through Thursday, and 8:30A.M. to 12:00 Noon Friday. To request mailing, call (508) 430-7513. Any questions should be directed to Sean Libby at: [SLIBBY@town.harwich.ma.us](mailto:SLIBBY@town.harwich.ma.us)

Bids shall be in a sealed envelope bearing the words "Harwich Fire Station Roofing Project". The public bid opening will be held at the Town of Harwich Town Hall, Griffin Room on Thursday March 29, 2018 at 2:00 PM. To receive consideration, proposals shall be submitted no later than 2PM on Thursday, March 29, 2018. Emailed or faxed bids will not be accepted.

Contractors shall be required to comply with all applicable Massachusetts General Law Chapter 149, and all other applicable Massachusetts General laws. All bids for this project are subject to applicable public bidding laws of Massachusetts, including, but not limited to G.L. c.149, §§44A-44H, as amended.

The successful bidder will be required to furnish a Labor and Materials Payment bond in the amount of fifty (50%) of the contract amount.

To receive consideration, bids shall be submitted on the appropriate forms no later than the above date and time scheduled. Proposals must be accompanied by a bid security in the amount of five percent (5%) of the bid price in the form of a bid bond or certified treasurer's or cashier's check issued by a responsible bank or Trust Company. If upon acceptance of the bid, a bidder fails to enter into a contract with the Town of Harwich, the bid security shall be forfeited to and become the property of the Town.

Full compliance with Federal, State and Municipal wage laws is required of all work done for the Town of Harwich. Minimum wage rates as determine by the Commissioner of Department of Labor and Industries under the provision of the Massachusetts General Laws, Chapter 149, Section 26 to 27D as amended, apply to the project. It is the responsibility of the contactor, before bid opening, to request if necessary, any additional information on Minimum Wage Rates for those trades people who may be employed for the proposed work under this contract. Wage



Rates dated March 2018 shall be provided in the bid specifications and are applicable to this project. CORI checks will be required to be performed by the Town for all contractor employees to perform work on Town property.

All bidders shall be required to provide Certification of Occupational Safety and Health Administration (OSHA) Training in accordance with Massachusetts General Law 30: Section 39S, as amended by Chapter 306 of the Acts of 2004, effective 7/1/06. Bidders are not to include in their Bid Proposal sales and compensating use taxes on material and supplies purchased for this project. All material used are tax exempt.

Selection of the contractor will be based upon bidder qualifications, including evidence of past performance in similar projects, and bid price. The contract will be awarded to the bidder deemed by the awarding authority to be the lowest responsible and eligible bidder.

The bidder agrees that its bid shall be good and may not be withdrawn for a period of 30 days, Saturdays, Sundays, and legal holidays excluded, after opening of the bids.

The Town reserves the right to waive any informalities, to accept or reject, in whole or in part any or all bids, or take whatever other action may be deemed to be in the best interest of the Town.

Christopher Clark  
Town Administrator

Posted: March 14, 2018  
Central Register: March 14, 2018  
Cape Cod Chronicle: March 15, 2018  
Commbuys: March 14, 2018

**TOWN OF HARWICH**  
***Fire Station Roofing***

**ADDENDUM NO. 1**  
**March 20, 2018**

The attention of bidders submitting proposals for the subject project

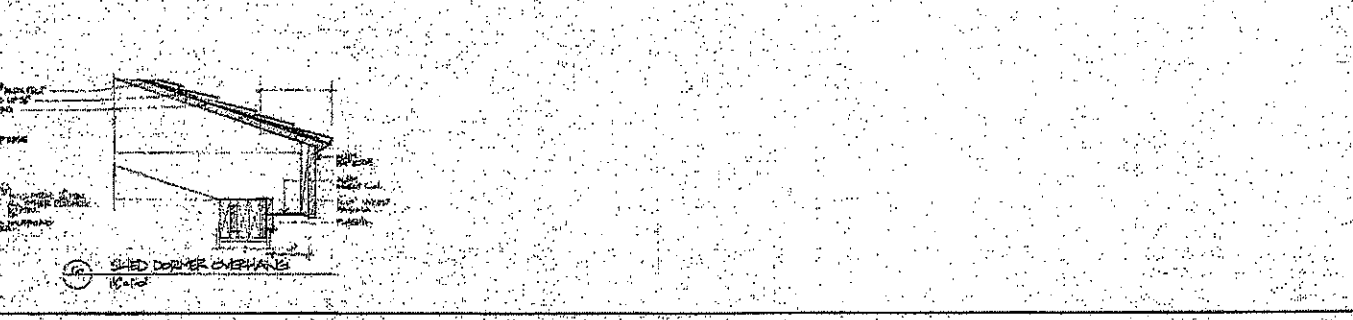
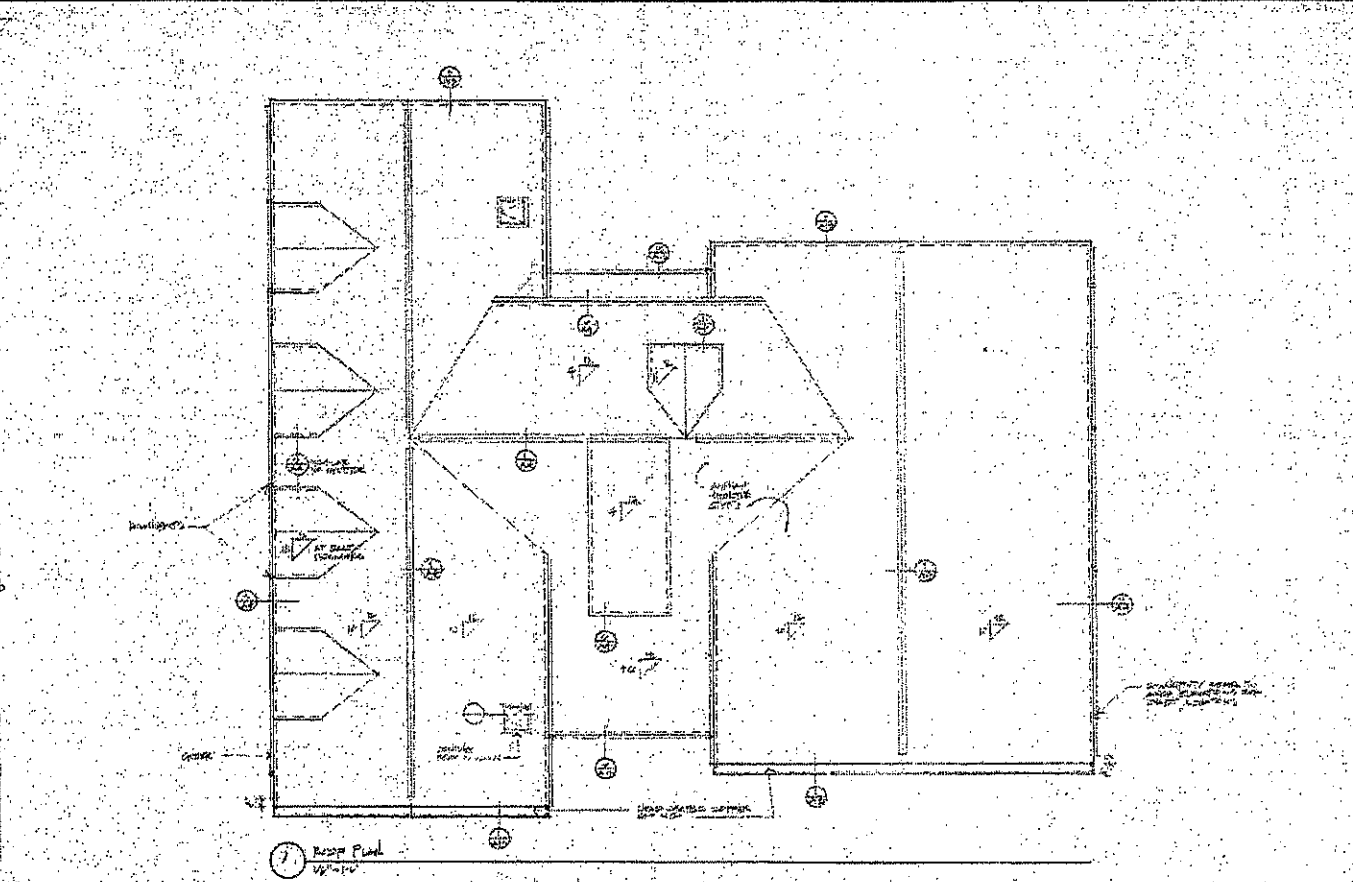
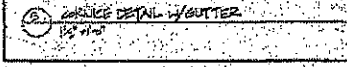
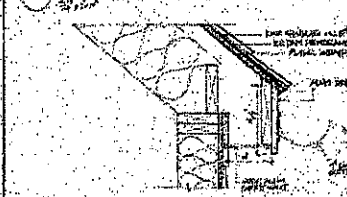
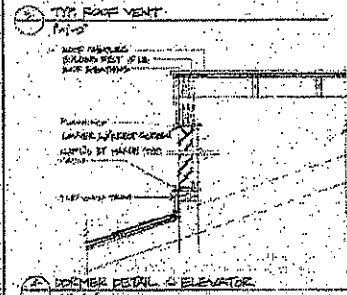
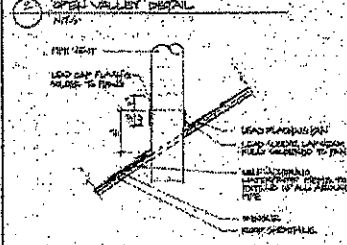
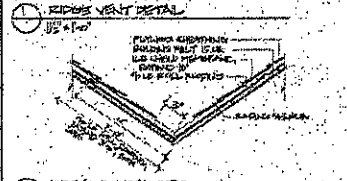
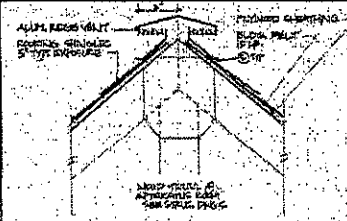
**FIRE STATION ROOFING**

are called to the following addendum. The items set forth herein, whether of omission, addition, substitution or clarification are all to be included in and form a part of the proposal submitted.

**Bidders shall confirm receipt of Addendum 1 in their submittal.**

**Attached are plans showing the Fire Station Roof**

**\*\*\* END OF ADDENDUM #1 \*\*\***



*[Signature]*

**ROOF PLAN & ROOF DETAILS**

**HARWICH FIRE HEADQUARTERS**

**HARWICH, MASSACHUSETTS**

---

Scale: 1/8" = 1'-0"

DATE: 01/11/01

DRAWN BY: [Name]

CHECKED BY: [Name]

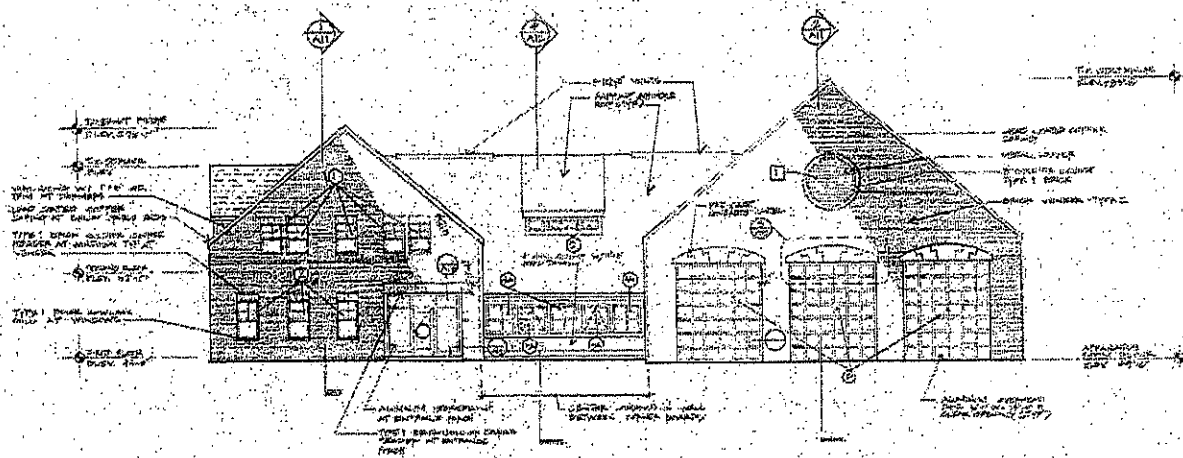
APP. BY: [Name]

---

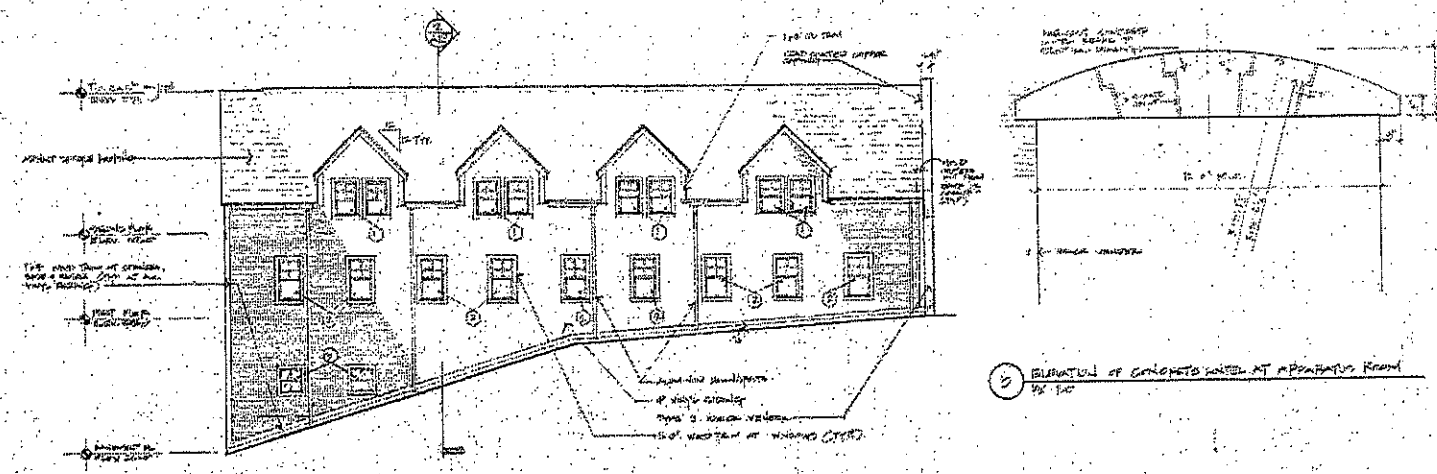
A-4

---

Burdick & Sweeney, Inc.  
**ARCHITECTS**  
 68 Harrison Avenue Boston MA 02111  
 617 423 1400 Fax 617 423 2939



1 NORTH ELEVATION



2 EAST ELEVATION

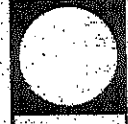
3 ELEVATION OF CONCRETE WALL AT APARTMENT ROOM  
1/4\"/>



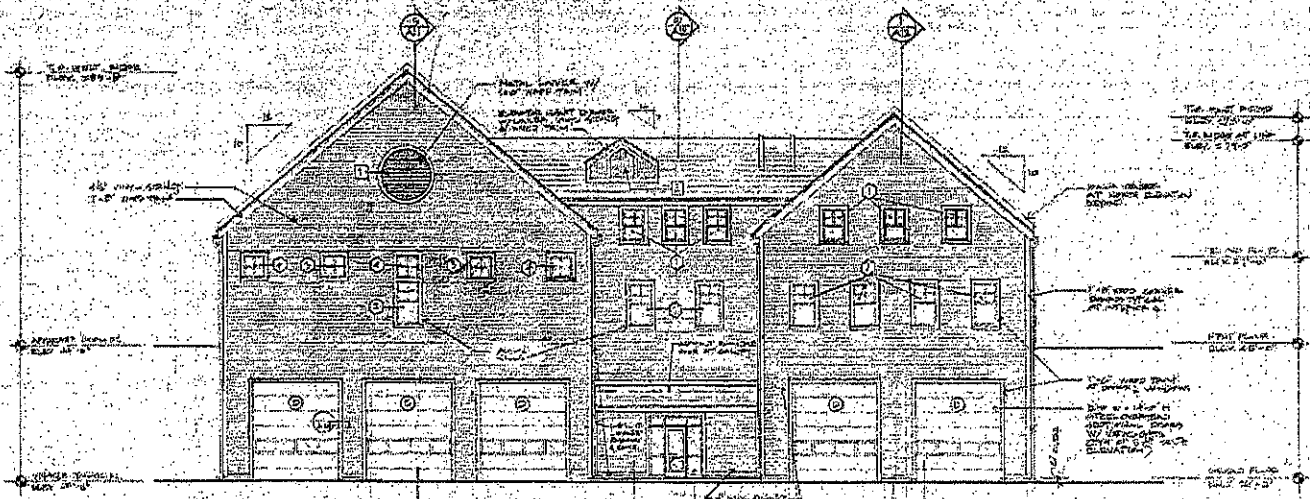
Donham & Segecy Inc.  
 ARCHITECTS  
 68 Harristown Avenue, Boston MA 02111  
 617 423 3400 Fax 617 423 2909

ELEVATIONS  
 HARWICH FIRE HEADQUARTERS  
 Harwich, Massachusetts

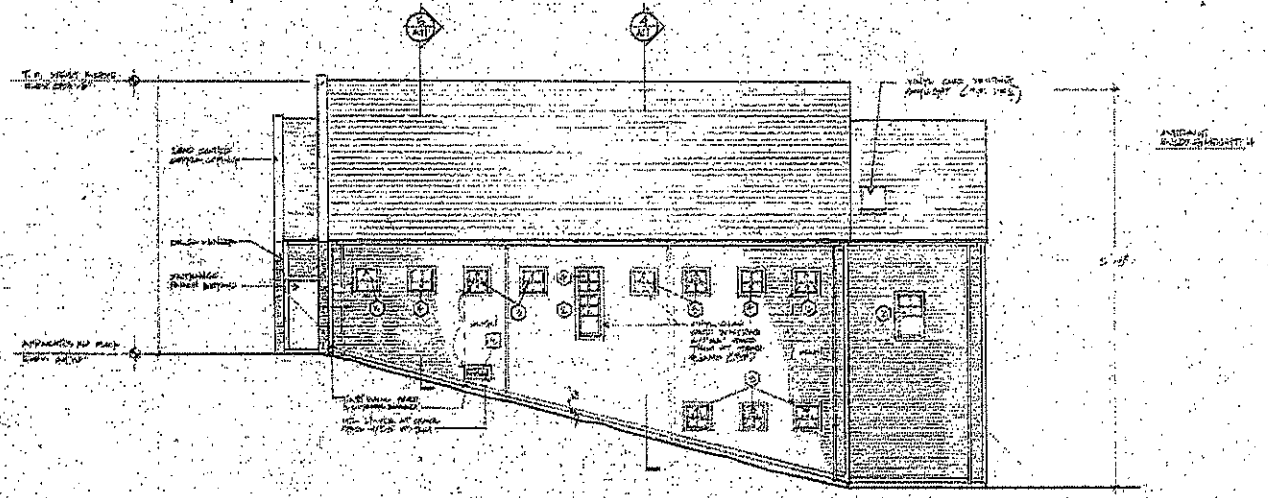
SCALE: 1/4\"/>



A-8



**SOUTH ELEVATION**



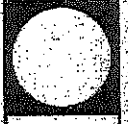
**WEST ELEVATION**



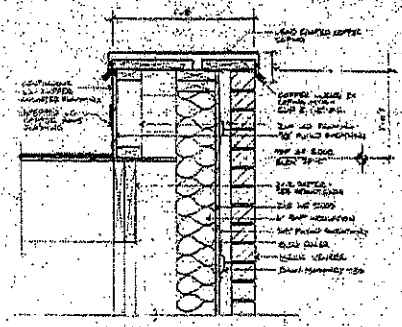
Dominion & Syzygy, Inc.  
 ARCHITECTS  
 98 Harrison Avenue Boston, MA 02111  
 617 423 1400 Fax 617 423 2939

ELEVATIONS  
**HARWICH FIRE HEADQUARTERS**  
 Harwich, Massachusetts

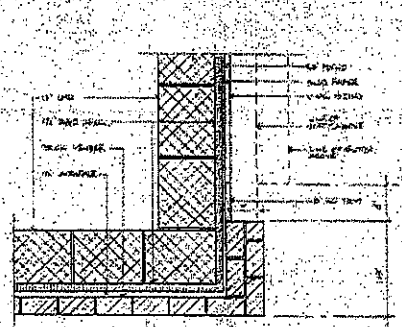
MADE BY DDP  
 CONSULTING ARCHITECTS  
 ONE STAFF 115  
 TRUSS



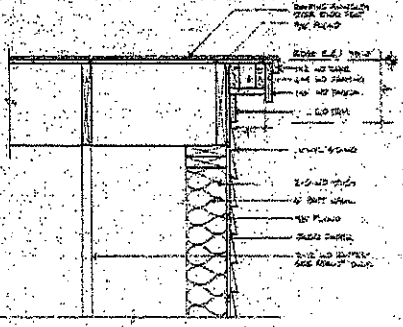
A-9



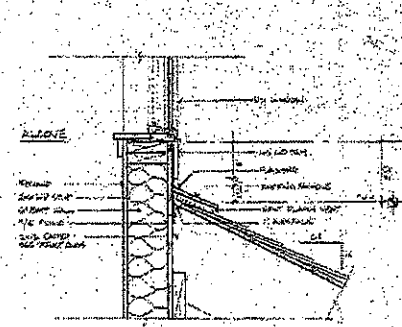
1 BRICK PARAPET  
SCALE: 1/4" = 1'-0"



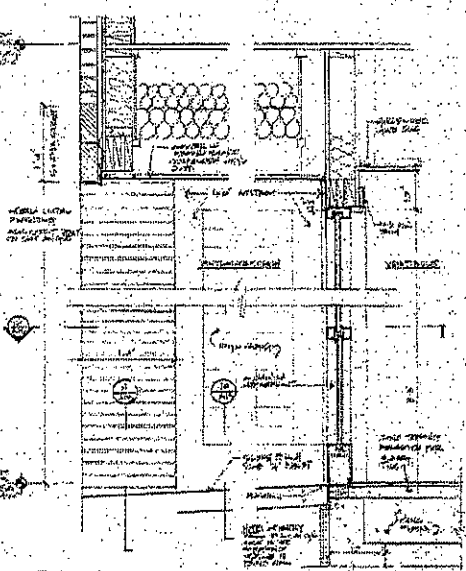
2 PLAN DETAIL BRICK CORNER & CHIMNEY  
SCALE: 1/4" = 1'-0"



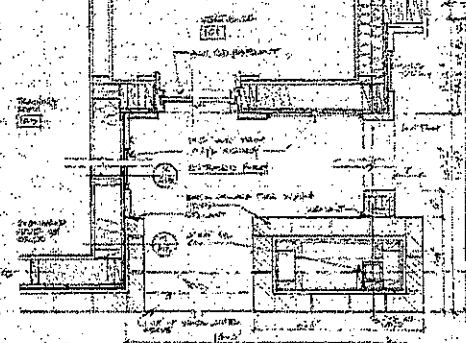
3 GABLE END & WINDOW BACK-UP  
SCALE: 1/4" = 1'-0"



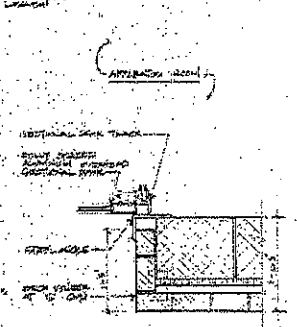
4 HIP ROOF & DORMER  
SCALE: 1/4" = 1'-0"



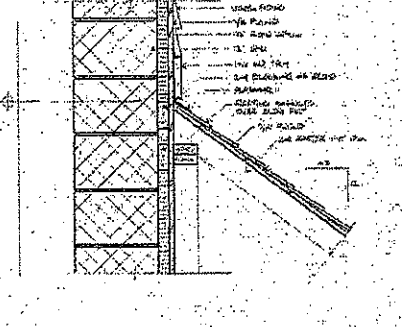
5 SECTION AT ENTRANCE PORCH & STOREFRONT  
SCALE: 1/4" = 1'-0"



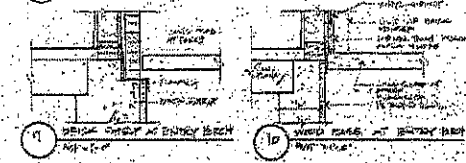
6 PLAN DETAIL ENTRANCE PORCH & STOREFRONT  
SCALE: 1/4" = 1'-0"



7 PLAN DETAIL WINDOW AT RIGHT ANGLE  
SCALE: 1/4" = 1'-0"



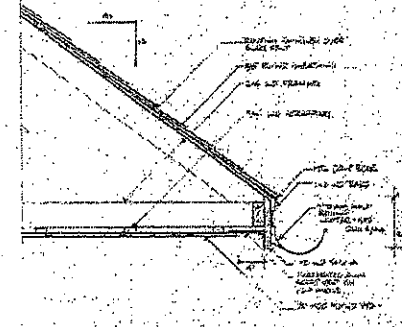
8 HIP & REAR CANOPY  
SCALE: 1/4" = 1'-0"



9 BRICK CANOPY AT ENTRY PORCH  
SCALE: 1/4" = 1'-0"



10 WOOD FRAME AT ENTRY PORCH  
SCALE: 1/4" = 1'-0"



11 CORNICE & REAR CANOPY  
SCALE: 1/4" = 1'-0"



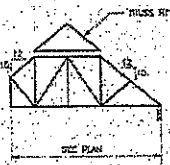
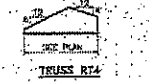
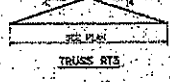
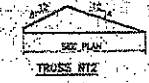
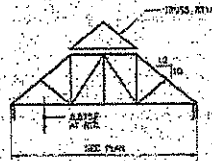
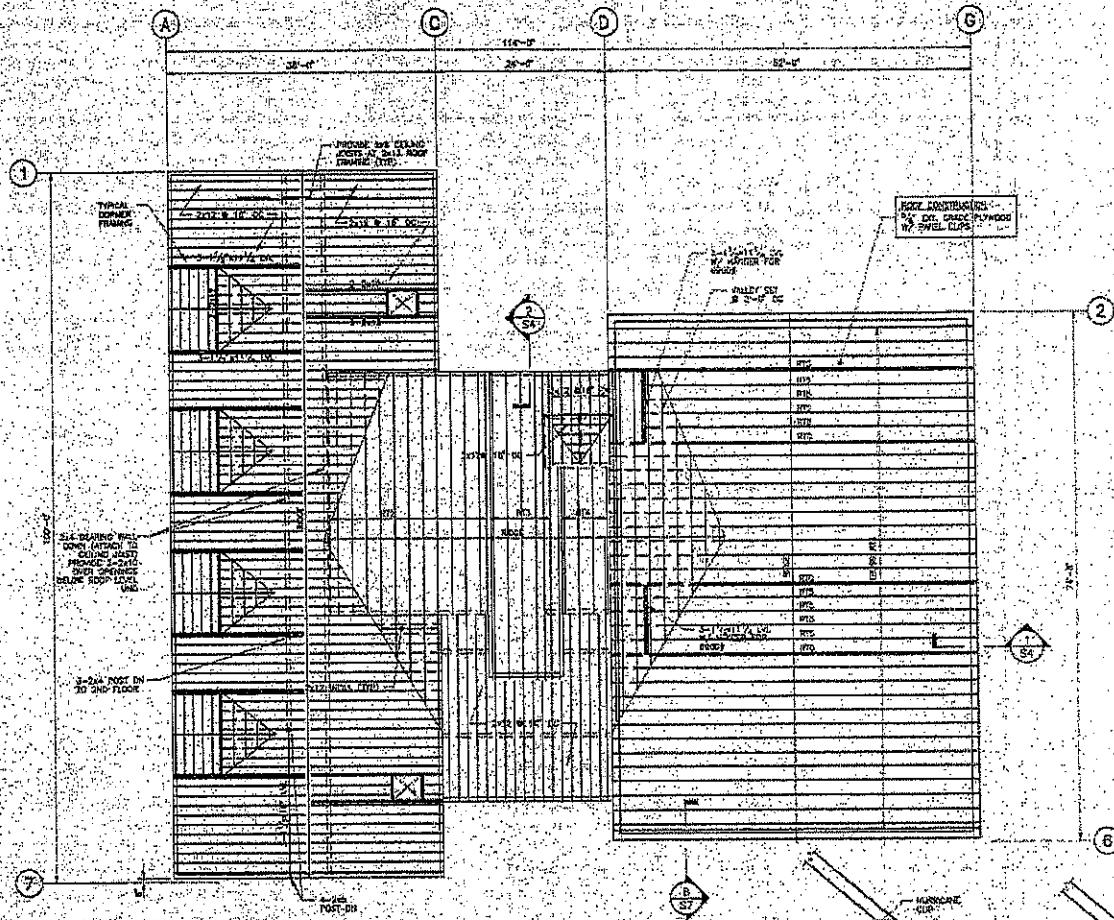
Dunham & Sweeney, Inc.  
ARCHITECTS  
68 Harrison Avenue Boston MA 02111  
617 453 1400 Fax: 453 2939

EXTERIOR DETAILS  
HARVICH FIRE HEADQUARTERS  
HARVICH MASSACHUSETTS

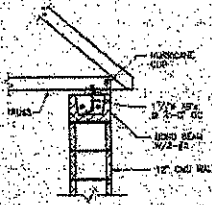
DATE: 08/27/88  
DRAWN BY: J.S.  
CHECKED BY: J.S.  
SCALE: AS SHOWN



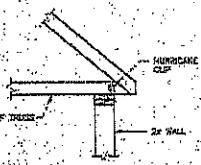
A-13



**ROOF FRAMING PLAN**



**SECTION 1**  
SCALE: 3/8"=1'-0"

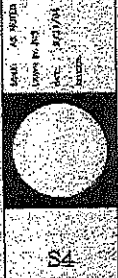


**SECTION 2**  
SCALE: 3/8"=1'-0"

- NOTE:
1. THE TYPICAL DETAILS AND GENERAL NOTES ARE SHOWN ON SHEET 100.
  2. THE WOOD TRUSSES SHALL BE DESIGNED FOR A SNOW LOAD OF 30 PSF. THE TOP CHORDS SHALL BE UP TO 18 PSF, AND A BOTTOM CHORD DEAD LOAD OF 18 PSF.
  3. ALL EXTERIOR WOOD WALLS SHALL BE 2x6 AT 16" OC. ALL INTERIOR WOOD BEARING WALLS SHALL BE 2x4 AT 16" OC.
  4. FOR EXTERIOR TRUSS END DETAILS AND LOCATIONS OF OPENINGS REFER TO ARCHITECTURAL DRAWINGS.
  5. AT EXTERIOR WALLS PROVIDE 2x4 END BRACES OVER DOOR AND WINDOW OPENINGS AND AT EXTERIOR WALLS PROVIDE 2x4 END LINE BRACES OVER ALL OPENINGS.
  6. TRUSSES ARE NAIL TO TOP OF ALL 2x6 BEARING WALLS ATTACHED WITH 1 1/2" x 4" ANCHOR BOLTS AT 4'-0" OC.

Donnan & Sweeney Inc.  
 ARCHITECTS  
 88 Huntington Avenue Boston, MA 02111  
 517-423-1400 FAX: 423-2833

**ROOF FRAMING PLAN**  
 HARWICH FIRE HEADQUARTERS  
 HARWICH, MASSACHUSETTS



**REQUIRED BID SUBMITTAL FORM**

**REFERENCES**

**BIDDER NAME:** CAPE COD BUILDERS INC

Bidders must provide a list of at least 5 references to which similar projects have been completed, along with a name of a contact person and phone numbers. (Municipalities desired, if applicable)

1. Town: \_\_\_\_\_ Project Date: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Project Value and Description: \_\_\_\_\_

**PLEASE SEE ATTACHED REFERENCES**

2. Town: \_\_\_\_\_ Project Date: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Project Value and Description: \_\_\_\_\_

3. Town: \_\_\_\_\_ Project Date: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Project Value and Description: \_\_\_\_\_

4. Town: \_\_\_\_\_ Project Date: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Project Value and Description: \_\_\_\_\_

5. Town: \_\_\_\_\_ Project Date: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Project Value and Description: \_\_\_\_\_



**CAPE COD BUILDERS INC**

**14 BOSUNS LANE**

**BOURNE,MA 02532**

**508-400-5578**

**CAPECODBUILDERS@HOTMAIL.COM**

**CREDENTIALS**



**Massachusetts Department of Public Safety  
Board of Building Regulations and Standards**

**License: CS-045040  
Construction Supervisor**

**THOMAS C PAPPAS  
14 BOSUNS LANE  
BOURNE MA 02532**



*Matthew Moran*  
**Commissioner**

**Expiration:  
08/23/2018**

**Construction Supervisor**

**Restricted to:**

**Unrestricted - Buildings of any use group which contain less than 35,000 cubic feet (991 cubic meters) of enclosed space.**

**Failure to possess a current edition of the Massachusetts State Building Code is cause for revocation of this license.  
DPS Licensing information visit: [WWW.MASS.GOV/DPS](http://WWW.MASS.GOV/DPS)**

Massachusetts Department of Public Safety  
Board of Building Regulations and Standards

License: CS-045040  
Construction Supervisor

THOMAS C PAPPAS  
14 BOSUNS LANE  
BOURNE MA 02532



Expiration:  
08/23/2018

*Thomas C. Pappas*  
Commissioner

Marc Bianco  
06/24/12  
(Trainer name - print or type)  
(Course end date)

Thomas C. Pappas

This card acknowledges that the recipient has successfully completed a  
10-hour Occupational Safety and Health Training Course in  
Construction Safety and Health

OSHA  
Occupational Safety and Health  
Administration

# **PRIOR**

**ENVIRONMENTAL SERVICES**

95 River Rd, Mashpee, MA 02649 - 508-296-LEAD(5323) [LeadSafeCertification.com](http://LeadSafeCertification.com)

## *Certificate of Attendance and Successful Completion*

**Lead-Safe Renovator-Supervisor Refresher**

PER 40 CFR PART 745-225

**Thomas Pappas  
14 Bosuns Lane  
Bourne, MA 02532**

**Test Score: 100%**

**Examination Date: 12/7/2016**

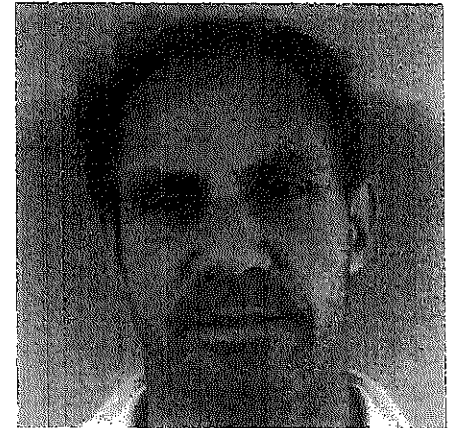
**Certificate Number: R-R-45285-16-981**

**Expiration Date: 12/6/2021**



---

**Paula Prior/Training Manager  
Prior Environmental Services**



**CAPE COD BUILDERS INC**

**14 BOSUNS LANE**

**BOURNE,MA 02532**

**508-400-5578**

**CAPECODBUILDERS@HOTMAIL.COM**

**REFERENCES**

**CAPE COD BUILDERS INC**  
 14 BOSUNS LANE  
 BOURNE MA 02532  
 508-400-5578  
 CAPECODBUILDERSINC@HOTMAIL.COM

**Contractor Performance Evaluation Form**

We at Cape Cod Builders Inc. would like to thank you for the opportunity to work with you on the (Project Name) WEST YARMOUTH LIBRARY. We sincerely look forward to future opportunities to do business.

Our clients are important to us, and we strive to provide excellence in every area of our work performance. Cape Cod Builders Inc would appreciate your opinion of our team efforts with regard to the above referenced project that was completed. We at Cape Cod Builders pride ourselves on the fact that we are always looking for ways to improve our customer relations, so your feedback is especially important.

If you would take a moment, please complete our Evaluation and Reference Sheet below:

|                                                                                                                                                                                                                                                    |           |                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------|
| <b>QUALITY</b> <ul style="list-style-type: none"> <li>Were the appropriate materials used as indicated on plans &amp; specs</li> <li>Was job site left in good condition</li> <li>Was the project scope of work executed Satisfactorily</li> </ul> | Excellent | Comments: job was done as specified |
| <b>PROBLEM RESOLUTION</b> <ul style="list-style-type: none"> <li>Was a solution to any minor issues executed in a speedy manner</li> <li>Did the solution effectively solve the problem</li> </ul>                                                 | Excellent | issues were taken care of quickly   |
| <b>TIMELINESS</b> <ul style="list-style-type: none"> <li>Was the project completed by the execution date as revised and approved by Change orders</li> </ul>                                                                                       | Excellent | finished on time no change orders   |
| <b>BUSINESS RELATIONS</b> <ul style="list-style-type: none"> <li>How well did our Team follow your direction and yield to your authority in Completing our Scope of Work</li> </ul>                                                                | Excellent | yes                                 |
| <b>CUSTOMER SERVICE</b> <ul style="list-style-type: none"> <li>Did we display a respectful, professional and Courteous Manner in all of our dealings with you</li> <li>Did you feel you could reach us whenever there was a problem?</li> </ul>    | Excellent | yes                                 |

**Evaluated by:** richard court

**Agency/Organization:** town of yarmouth

**Name and Title Signature:** *richard court*

**Project Start Date & End Date (Month/Year):** oct. 1 to nov. 1 2017

Enter "X" if applicable

|   | Nat. Reg. of Historic Places | Window Restoration | Public | Name, Location of Project                                                                       | Owner Name                                  |
|---|------------------------------|--------------------|--------|-------------------------------------------------------------------------------------------------|---------------------------------------------|
| 1 | X                            | X                  | X      | Historic Archives Bldg Window Restora<br>Keene St. Bourne MA                                    | Town of Bourne<br>George Sofia S            |
| 2 | X                            |                    | X      | 100 E. Bourne Public Library<br>10 Sandwich Street Bourne Ma<br>Restoration of Lib. Cupola      | Town of Bourne<br>George Sofia S            |
| 3 | X                            | X                  | X      | Town of Tisbury Window Restoration<br>51 Spring St Vineyard Haven 02568                         | Town of Tisbury<br>John Grande              |
| 4 |                              |                    | X      | Hasting Pk. Gazette Renovation<br>Hasting Pk. Lexington MA                                      | Town of Lexing<br>David Pincus              |
| 5 | X                            |                    |        | Cohasset Historical Society<br>Capt John White House<br>Structural Repairs Interior Restoration | Cohasset Hist<br>Thomas Grub<br>781-883-149 |

\* Only check this box if the building is listed on the National Register of Historic Places or located within a Local Historic District.

SPRINT

AIA 101-2144955

MOOG:11 Signit, Ey

Iron;1

10111411111

iitr;rtir

111 11

// kVW MC

tillistic Piacc-, no ifa is only lived

/0:genii. 1,,:4\*snvi= 1

Van v,nork eN.r.Rurto llk

Tip

**CAPE COD BUILDERS INC**  
 14 BOSUNS LANE  
 BOURNE MA 02532  
 508-400-5578  
 CAPECODBUILDERSINC@HOTMAIL.COM

**Contractor Performance Evaluation Form**

We at Cape Cod Builders Inc. would like to thank you for the opportunity to work with you on the (Project Name). We sincerely look forward to future opportunities to do business.

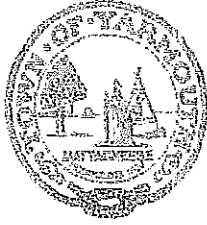
Our clients are important to us, and we strive to provide excellence in every area of our work performance. Cape Cod Builders Inc would appreciate your opinion of our team efforts with regard to the above referenced project that was completed. We at Cape Cod Builders pride ourselves on the fact that we are always looking for ways to improve our customer relations; so your feedback is especially important.

If you would take a moment, please complete our Evaluation and Reference Sheet below:

|                                                                                                                                                                                                                                                    |                                                                                  |           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------|
| <b>QUALITY</b> <ul style="list-style-type: none"> <li>Were the appropriate materials used as indicated on plans &amp; specs</li> <li>Was job site left in good condition</li> <li>Was the project scope of work executed Satisfactorily</li> </ul> | Fair<br><input checked="" type="radio"/> Good<br><input type="radio"/> Excellent | Comments: |
| <b>PROBLEM RESOLUTION</b> <ul style="list-style-type: none"> <li>Was a solution to any minor issues executed in a speedy manner</li> <li>Did the solution effectively solve the problem</li> </ul>                                                 | Fair<br><input type="radio"/> Good<br><input checked="" type="radio"/> Excellent |           |
| <b>TIMELINESS</b> <ul style="list-style-type: none"> <li>Was the project completed by the execution date as revised and approved by Change orders</li> </ul>                                                                                       | Fair<br><input checked="" type="radio"/> Good<br><input type="radio"/> Excellent |           |
| <b>BUSINESS RELATIONS</b> <ul style="list-style-type: none"> <li>How well did our Team follow your direction and yield to your authority in Completing our Scope of Work</li> </ul>                                                                | Fair<br><input type="radio"/> Good<br><input checked="" type="radio"/> Excellent |           |
| <b>CUSTOMER SERVICE</b> <ul style="list-style-type: none"> <li>Did we display a respectful, professional and Courteous Manner in all of our dealings with you</li> <li>Did you feel you could reach us whenever there was a problem?</li> </ul>    | Fair<br><input type="radio"/> Good<br><input checked="" type="radio"/> Excellent |           |

**Evaluated by:** TED HAMILTON  
**Agency/Organization:** TOWN OF SANDWICH  
**Name and Title Signature:** Ted Yawetz DIRECTOR OF FACILITIES  
**Project Start Date & End Date (Month/Year):** NOV 17 - JAN 18





# TOWN OF YARMOUTH

1146 ROUTE 28, SOUTH YARMOUTH, MASSACHUSETTS 02664-4451  
Telephone (508) 398-2231 Ext. 1275, Fax (508) 398-2363

DEPARTMENT  
OF  
COMMUNITY  
DEVELOPMENT

March 24, 2015

*A letter of recommendation for:*  
Cape Cod Builders, Inc.  
14 Bosuns Lane  
Bourne, MA 02532

Re: Mill Creek Project, 281 Route 28, West Yarmouth, MA

To Whom It May Concern:

I am writing this letter to recognize Cape Cod Builders, Inc. for their completion of the Mill Creek Platform project for the Town of Yarmouth. Within the course of the project, Cape Cod Builders, Inc. showed diligence and dedication to finishing the project on time with expertise and professionalism.

The project involved working within a sensitive coastal wetland environment located on Mill Creek and within a town-owned park known as Mill Creek Park, 281 Route 28, West Yarmouth. The contract was \$54,511 with a contract period from July 10, 2014 through November 10, 2014. The work consisted of removing an existing pier and constructing a viewing platform with an angled ramp. Due to the complexity of the park, Cape Cod Builders, Inc. was required to comply with several environmental documents and they met this requirement seamlessly. Furthermore, the on-site project manager was proactive and readily available.

I am pleased with the quality of workmanship from Cape Cod Builder, Inc. and I would not hesitate to refer them to other organizations in need of quality construction services.

Respectfully yours,

  
Jennifer Copeland  
Program Coordinator

cc: Karen M. Greene, Director of Community Development

OK Carolyn Carey

*Cape Community Orchestra*



*Box 253  
Harwich, MA 02645*

April 23, 2018

Facilities Committee  
Harwich Community Center  
100 Oak Street  
Harwich MA 02645

ATTN: Carolyn Carey

Dear Ms. Carey,

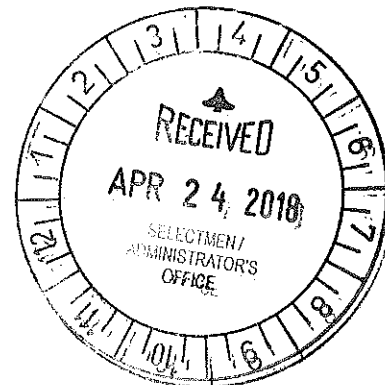
As we have discussed, the Cape Community Orchestra would like to donate an ornamental tree to be planted on the property of the Community Center in honor of our conductor John Hagon, who is celebrating his 60<sup>th</sup> year of conducting. We would have the tree professionally planted by a nursery, with HCC assuming responsibility for watering and any future care. We would also like to place a small plaque by the tree commemorating John's career as a Harwich resident and conductor of our Harwich-based orchestra.

We are hoping to announce this donation at our May 13<sup>th</sup> concert, and so would appreciate your acceptance of the donation as soon as possible. We understand you lost a tree in the winter storms, so we will be happy to work with you to choose one which would be appropriate to take its place.

Thank you for your consideration of this request. I will look forward to hearing from you.

Sincerely,

Paula Miller  
President  
email:capecommunityorchestra@gmail.com



**EMPLOYMENT AGREEMENT  
BETWEEN  
TOWN OF HARWICH  
AND  
INTERIM ASSISTANT TOWN ADMINISTRATOR**

THIS AGREEMENT, pursuant to Chapter 41, Section 108N of the Massachusetts General Laws, and in accordance with Chapter 18 of the Acts of 2006, an Act Establishing a Board of Selectmen-Town Administrator Form of Government in the Town of Harwich (Special Act), made and entered into this 17<sup>th</sup> day of January, 2018, by and between the Town of Harwich, Commonwealth of Massachusetts, a municipal corporation, hereinafter called the "Town", acting by and through its Town Administrator, herinafter called "Town Administrator" and Robert C. Lawton Jr., hereinafter called "Interim Assistant Town Administrator".

**Section I – Function and Duties of the Position**

The Town hereby offers to employ said Robert C. Lawton Jr. as Interim Assistant Town Administrator of said Town, and the Interim Assistant Town Administrator accepts said offer. The Interim Assistant Town Administrator shall perform the duties specified in the job description entitled Assistant Town Administrator and in the Special Act, and other such duties as shall be from time to time legally assigned to him.

**Section II – Term**

This Agreement shall become effective January 29, 2018 and shall be in force and effect for a maximum of thirty (30) working days, and may be terminated before that date by either party upon fifteen (15) days written notice. The Agreement shall be for a term ending on June 30, 2018, subject to the provisions noted herein.

**Section III – Salary**

The Town agrees to pay the Interim Assistant Town Administrator for services rendered under this Agreement \$500 per day. The Interim Assistant Town Administrator will devote time as determined by the Town Administrator (days can be changed by agreement of the Interim Assistant Town Administrator and Town Administrator) to the position. The Interim Assistant Town Administrator will attend meetings as required by the Town Administrator. Salary shall be payable in regular installments as other employees of the Town of Harwich are paid.

**Section IV – Benefits**

During the term of this employment, Robert C. Lawton Jr. shall not be entitled to vacation, sick leave, health insurance, or any other benefits from the Town of Harwich, and shall not make any claim for unemployment compensation upon expiration or termination of this Agreement.

**Section V – Professional Development**

A. The Town shall pay the Interim Assistant Town Administrator's registration, travel and subsistence expenses for educational courses, institutes and seminars that are necessary for the good of the Town, and approved by the Town Administrator in advance, subject to budget limitations.

Section VI - Indemnification

- A. To the extent allowed under G.L. c. 258, the Town shall defend, save harmless and indemnify the Interim Assistant Town Administrator against any tort, professional liability, claim or demand, or other civil legal action, whether groundless or otherwise arising out of an alleged act or omission occurring in the performance of his duties as Interim Assistant Town Administrator, provided that the Interim Assistant Town Administrator has acted in good faith, without gross negligence or misconduct and within the authority of his position, even if said claim has been made following the expiration or termination of this Agreement. The Interim Assistant Town Administrator shall be indemnified in accordance with the provisions of Section 13 of Chapter 258 of the General Laws. The Interim Assistant Town Administrator agrees to promptly notify the Town of any such claim and to cooperate fully with Counsel designated by the Town to handle such claim. The Town may obtain such insurance to cover its obligations hereunder as it deems appropriate.
- B. This section shall survive the termination of this Agreement.

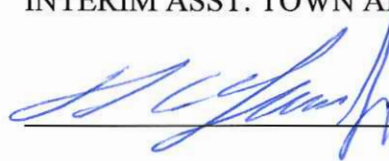
IN WITNESS WHEREOF, the Town of Harwich, Massachusetts, has caused this Agreement to be signed and executed on its behalf by its Board of Selectmen and duly attested by its Town Clerk, and the Interim Assistant Town Administrator has signed and executed this Agreement, both in duplicate, the day and first above written.

Approved this 30<sup>th</sup> day of April, 2018 by:

CHRISTOPHER CLARK  
TOWN ADMINISTRATOR

ROBERT C. LAWTON  
INTERIM ASST. TOWN ADMINISTRATOR

---



---

APRIL 23 2018

TO MIKE M.

I WOULD LIKE TO BE PUT ON THE  
NEXT SELECTMENS MEETING AGENDA.  
I HAVE BEEN DESIGNATED AS THE SPOKESMAN  
FOR FURTHER CONSTRUCTION OF THE  
BATHROOM FACILITY ADJACENT TO TURF  
FIELD @ HIGH SCHOOL.

THANK YOU! FOR YOUR CONSIDERATION

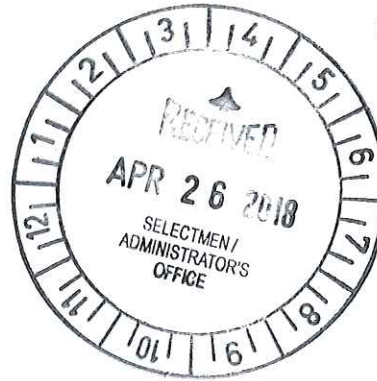
JOHN L. MALONE

508 326 3261

MALONONELANDSCAPE@CLOUD.COM  
(ALL LOWER CASE)







April 25, 2018

Dear Christopher Clark:

I am respectfully writing this letter asking you and the Selectmen to consider waiving the "fee's for use" of the courtyard space at the Cultural Center. The request is for the Harwich Cranberry Festival Committee partnering with the Cultural Center to run a weekly outdoor music series on Thursday evenings.

We are looking at a schedule of seven Thursday evenings beginning on July 12 and running through August 23, 2018. The Events will take place from 6:30 pm until 8pm. Prior to the music event the Cultural Center will have the library set up as gallery space for public viewing. I hope these events will generate more interest in the building in general.

Although the Cranberry Festival has used and paid for the Cultural Center in the past this new series is untested. Our goal is to run an affordable concert series for everyone at \$15 per ticket. The money they raise as a 501C3 as you know, goes to scholarships and helping with other community events and activities. The Harwich Cranberry Festival Committee has agreed to cover the cost of custodial duties, Fire detail and the performing artists.

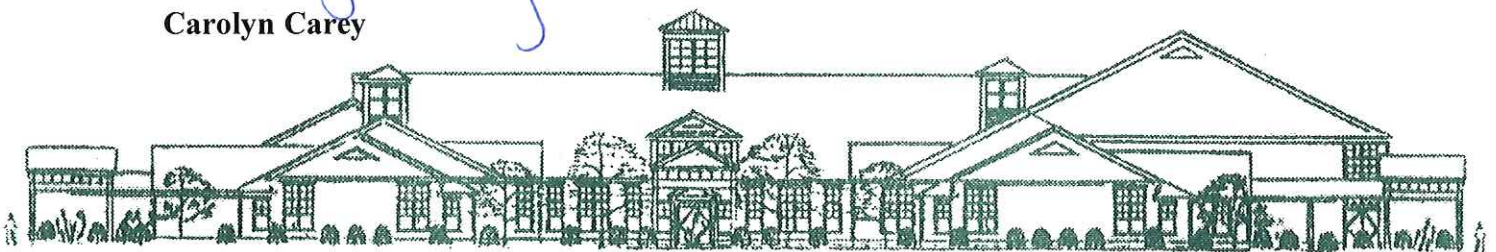
This would be a one year only request to assess the logistics and popularity of the concert series. The Festival Committee has made every effort to help support the Cultural Center from its inspection and we would like to provide this in kind service that would be mutually beneficial.

Please let me know if you have any questions or concerns I or the Cranberry Festival Committee might be able to answer.

Thank you in advance for your time and attention to this matter.

Regards,

*Carolyn Carey*  
Carolyn Carey



**OFFICE OF THE TOWN ADMINISTRATOR**

**Christopher Clark**, *Town Administrator*

Phone (508) 430-7513


Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



## MEMO

To: Board of Selectmen

From: Christopher Clark  
Town Administrator 

Re: FY 18 Self-Evaluation for Performance and requested FY 19 pay of 2%  
and one week vacation buyback

Date: April 26, 2018

Pursuant to my employment agreement, a performance evaluation should be conducted during the months of April or May prior to the Annual Town Election. The process that I use for the Department heads is that they complete a self-assessment first and then I adjust accordingly. I have taken the time to perform a self-evaluation for my performance over FY 18. I believe overall FY 18 was a very good year in terms of a lot of items having been progressed or accomplished including, to name only a few, a balanced FY 19 budget, free cash came in at a very high level of \$3.5 million which will allow the continuing building of reserves, Standard & Poor's provided a favorable stable rating with an acknowledgment of strong financials, our new auditors reviewed our operations and found us to be fundamentally sound, wastewater areas involving to design the new sewer system has progressed, a clean water community partnership known as DHY is developing including a successful grant application, the Cold Brook project continues to progress, all Selectmen supported projects to CPC were voted on favorably, and challenges such as marijuana zoning issues have been proposed for Town Meeting consideration.

The evaluation form is similar to the one that was used last year with a strong emphasis on last year's goals, overall job success factors and recommendations for upcoming goals. A minimal satisfactory score is 60 points. My self-evaluation generated a score of 76. Generally Department heads receive scores in the 80s and low 90s typically. I have attempted to be critical of my own performance. I would like to recommend that the Board of Selectmen review this and adjust accordingly. If my score stays in the general range of my self-evaluation than I would be eligible for a 2% cost-of-living adjustment consistent with other managers for FY 19.

I do have a supplemental request to be allowed to be paid for one week of vacation for FY 18. Last week during school vacation week I had originally intended trying to take four days off but was only able to manage one. The vacancy in the Assistant Town Administrator's position has led me to put in even more hours than normal. Many of these hours are done outside of traditional workday. I still have over two weeks of vacation time to use but do not see how I can accomplish this as we continue the process for recruitment of the Assistant Town Administrator. Thank you for your consideration.

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: | 4/26/2018 |

**\*\*Town Administrator Self-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  |         |                                  |
| Financial: FYT 2019 Budget Message very detailed, S&P gave good rating highlighting financial plan, new Auditor presented good report and Visual Software on Line. Favorable Free Cash building reserves and OPEB. | UN      | IN | ME | EE | EX | 4       | Favorable votes BOS,CPC, COC,FC  |
| Government direct planning dept on the ban of Marijuana Zoning Regs.                                                                                                                                               | UN      | IN | ME | EE | EX | 3       | Favorable votes BOS,Plan. B.,FC  |
| RFP 203 Bank St. (Pending),4 Central Ave (Bids in) and 70 Willow Warrant                                                                                                                                           | UN      | IN | ME | EE | EX | 4       | On Warrant favorable BOS & FC    |
| Propose Housing Trust to address housing issues                                                                                                                                                                    | UN      | IN | ME | EE | EX | 4       | Favorable votes BOS,CPC, COC,FC  |
| Lead effort on numerous CPC applications -Records Storage, Hinckly's etc                                                                                                                                           | UN      | IN | ME | EE | EX | 4       | Favorable votes BOS, CPC, COC,FC |
| Wastewater Efforts involving Pleasant Bay Sewer Construction including outreach to community                                                                                                                       | UN      | IN | ME | EE | EX | 3       | Favorable votes BOS, CPC, COC,FC |
| Wastewater efforts involving DHY Clean Water Community Partnership including community meeting and grant. Cold Brook efforts to partner HCT                                                                        | UN      | IN | ME | EE | EX | 4       | Favorable votes BOS, CPC, COC,FC |



|                                                                                                                                                |    |    |    |    |    |   |  |
|------------------------------------------------------------------------------------------------------------------------------------------------|----|----|----|----|----|---|--|
| Department organization efforts - coming to conclusion on Managers salary review, IT reorganization (ongoing), HSA implementation, Recruit ATA | 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:<br>Cape Tech Ballot was preventative item, 35 Chatham Road, |
| 1       | 2  | 3  | 4  | 5  |         |                                                                       |
| UN      | IN | ME | EE | EX | 4       |                                                                       |

**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:<br>Leadership on Health Insurance, Wastewater |
| 1       | 2  | 3  | 4  | 5  |         |                                                         |
| UN      | IN | ME | EE | EX | 4       |                                                         |

**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:<br>Dept Head meetings are very informative & public presentations<br>Emails need to be better |
| 1       | 2  | 3  | 4  | 5  |         |                                                                                                         |
| UN      | IN | ME | EE | EX | 3       |                                                                                                         |

**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:<br>Provide strong leadership and direction.<br>Takes responsibility when mistakes occur. |
| 1       | 2  | 3  | 4  | 5  |         |                                                                                                    |
| UN      | IN | ME | EE | EX | 4       |                                                                                                    |

**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:<br>Works in work teams to solve problems. Work well with COC and Fin Com. |
| 1       | 2  | 3  | 4  | 5  |         |                                                                                     |
| UN      | IN | ME | EE | EX | 4       |                                                                                     |

**6. Customer Orientation: (5 points)**

Listens, identifies, and responds quickly and effectively

|         |    |    |    |    |         |                                       |
|---------|----|----|----|----|---------|---------------------------------------|
| Rating: |    |    |    |    | Points: | Comments:<br>This varies in that do a |
| 1       | 2  | 3  | 4  | 5  |         |                                       |
| UN      | IN | ME | EE | EX |         |                                       |

to internal and external customers' needs and sets work activities accordingly; goes beyond what is expected and follows up to ensure customer satisfaction

|    |    |    |    |    |   |                                                                    |
|----|----|----|----|----|---|--------------------------------------------------------------------|
| UN | IN | ME | EE | EX | 3 | good job on wastewater and citizen issues. Due to workload issues. |
|    |    |    |    |    |   |                                                                    |

**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:<br>Work a lot on various projects. Very productive working a lot of hours outside office. |
| 1       | 2  | 3  | 4  | 5  |         |                                                                                                     |
| UN      | IN | ME | EE | EX | 4       |                                                                                                     |
|         |    |    |    |    |         |                                                                                                     |

**8. Quality: (5 Points)**

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

|         |    |    |    |    |         |                                                                                           |
|---------|----|----|----|----|---------|-------------------------------------------------------------------------------------------|
| Rating: |    |    |    |    | Points: | Comments:<br>A tremendous amount of work was completed Budget, CPC, Land, Wastewater etc. |
| 1       | 2  | 3  | 4  | 5  |         |                                                                                           |
| UN      | IN | ME | EE | EX | 3       |                                                                                           |
|         |    |    |    |    |         |                                                                                           |

**9. Department specific competency: (5 Points)**

Administration is responsible for the coordination and leadership of 22 various depts I also take on an active role in administration of projects during FY 18 SAQ Waterside, SAQ Landside (John& Bob), Golf. This year with Charleen moving to Planner ATA recruit.

|         |    |    |    |    |         |                                                     |
|---------|----|----|----|----|---------|-----------------------------------------------------|
| Rating: |    |    |    |    | Points: | Comments:<br>ATA disruption but still kept workload |
| UN      | IN | ME | EE | EX | 4       |                                                     |
| 1       | 2  | 3  | 4  | 5  |         |                                                     |
|         |    |    |    |    |         |                                                     |

**Complaint Letters:**

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

**Future Goals and Objectives: (9 points)**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <p>Please list 9 goals &amp; objectives for the following year, 6 attainable goals, 2 possible goals &amp; 1 "if time permits" goal</p> <p>Develop the Capital and Operating Fy 20 Budget within Prop. 2 1/2</p> <p>Wastewater work with CDM to Implement Phase Two Construction</p> <p>Wastewater work with HCT on design and permitting of Cold Brook Project</p> <p>Wastewater work with DHY Clean Water Community Partnership to implement Special Legislation and Agreement</p> <p>Formally establish Housing Trust and begin working on identifying partnerships for housing</p> <p>Continue to work with Departments on submitting proposals that comply with the CPC requirements</p> <p>Finalize recruitment and implementation of a new ATA into the Administrative Leadership</p> <p>Collective Bargaining has three unions in active or pending with other contracts coming up</p> <p>Implement IT plan for Organization by finalizing County Review and Services Agreement and implementing</p> | Points: 9 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|

**C: Miscellaneous: (4 points total)**

|                                                                                                                                                      |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <p>Has the Town Administrator come up with any cost saving ideas/solutions? (1 point)</p> <p>Helped to introduce HAS product to CCMHG and Unions</p> | Points: 1 |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|

|                                                                                                                                                                                                             |         |                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------------------------------|
| 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)<br>Several budgets had turnbacks that the TA administers with Legal having shortfall.                                              | Points: | <input type="text" value="1"/> |
| Has the Town Administrator obtained letters of commendation? (1 point)<br>Danette Gonsalves pointed out my efforts in her letter to Town of Harwich upon her departure from Water Commission (See attached) | Points: | <input type="text" value="1"/> |

Passing Score: 60


Overall rating:  
(100 total possible points)

|    |    |    |    |    |               |    |
|----|----|----|----|----|---------------|----|
| UN | IN | ME | EE | EX | Total points: | 76 |
|----|----|----|----|----|---------------|----|

Professional Development Plan/Comments:

I have been the Town Administrator for now over four years and am very proud of the financial and administrative leadership provided. Financially we are strong with another great year for Free Cash, able to build reserves and strong comments from S&P and new Auditors. Many efforts have been undertaken this year and will need to be sustained (Housing Trust, Green Communities, Wastewater - Pleasant Bay etc)

Signatures:

Town Administrator Name: Christopher Clark  
 Town Administrator Signature:  Date: 4/26/18

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: \_\_\_\_\_

**Danette Gonsalves**  
**242 Route 137**  
**Harwich, MA 02645**  
**10-19-2017**



**Citizens of Harwich, and my fellow Colleagues:**

After serving an uninterrupted tenure of 22 years, I write this letter to announce my formal retirement as Water Commissioner for the Town of Harwich effective December 1, 2017. I am leaving at a time when I am fully confident in the direction and leadership of Water/Wastewater Superintendent Dan Pelletier, the experienced and professional staff and Water Commission.

I would like to thank the citizens of the Town of Harwich, the wonderful staff at the water department, my fellow commissioners Gary Carreiro and Allin Thompson, Superintendent Dan Pelletier, liaison Michael McCaskill and Town Administrator Chris Clark. Thank you for all the great opportunities you have given me as an employee. I have enjoyed working with and learning from my colleagues for the past twenty two years, and am ready to move on to the next phase in my life.

The Harwich Water Department has been an award winning Public Water System from the Massachusetts governor and the Department of Environmental Protection year after year for dedicated service and commitment to water protection, and outstanding performance and achievement and I am happy to have been a part of this. Another point of significant progress I have witnessed in the past few years has been the renewed relationship between the Water Department and Board of Selectman. I would especially like to thank Chris Clark for his devotion to the water department during a very difficult time of adjustment. He became acting Water Superintendent along with his full time duties as Town Administrator. He gave his full attention to helping us through and I am very grateful to him for this.

While I look forward to enjoying my retirement, I will miss being part of our team. I trust that the friendships I have developed here will last well into the future. Please let me know if I can be of any assistance during this transition.

Respectfully yours,

Danette Gonsalves

**Harwich Board of Selectmen  
FY18 Goals and Objectives  
Adopted by the BOS on July 3, 2017**

| <b>GOAL 1. FINANCIAL LEADERSHIP AND STABILITY</b>                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                   |                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Provide financial leadership and stability to all Town departments and Town sanctioned boards and committees. (Primary responsibility is with TA although the Finance Team, Capital Outlay Committee and the Finance Committee provide significant assistance)                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                   |                                                         |
| <b>Objective</b>                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Action Items/Deliverables</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Time Frame</b>                                                                                                                                                                                                                                                                 | <b>Responsible BOS Member</b>                           |
| Objective A: Develop FY2019 budget within the limits of Proposition 2½ that minimizes the use of capital exclusions, debt exclusions or general overrides.                                                                                                                                                                                                                                                                   | <p><b>1.Capital Plan:</b> Provide Seven Year Capital Plan, 2019-2025. Include <u>all</u> planned capital expenditures that impact the Harwich budget, including those for the MRSD and Cape Cod Technical High School</p> <p><b>2.Report:</b> Estimated Free Cash</p> <p><b>3.Report:</b> FY2019 TA Budget Message</p> <p><b>4.Provide Initial Budget &amp; additional updates as needed</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>1.January 2018</p> <p>2.TBD</p> <p>3.TBD</p> <p>4.TBD</p>                                                                                                                                                                                                                      | TA/Finance with Whole BoS Support                       |
| Objective B: Provide transparency in town finances. Accurate, complete and timely financial information is essential to effective cost management and decision-making. Progress was made in FY 16 on this Objective. Additional work is needed to help quantify "real," total expenses by department in order to improve budgeting and long-term planning. This information also needs to be readily available to taxpayers. | <p><b>1.Expense (comprehensive, direct &amp; indirect) and revenue reports.</b></p> <ul style="list-style-type: none"> <li>• Provide monthly (or quarterly) expense and revenue reports, including staffing levels for each Town department. Include building, vehicle and equipment insurance premiums by department, as well as an estimated amount of liability insurance premium in monthly department expense reports. Where health insurance (and possibly life, dental, disability insurance) cannot be specified because it is considered personal information, assume an average and provide explanation. These expense reports should also include indirect costs with explanations and assumptions. All clarifications are to be acknowledged by the affected Department Heads. (Further explanations are requested in the following Action/Deliverable.) Make these reports available to the public either in the BOS Meeting Packets or on the BOS Web Site.</li> <li>• Deliverables: complete and accurate periodic expense and revenue reports for all (or select) Town Departments.</li> </ul> <p><b>2.Detailed Sources Report</b></p> <ul style="list-style-type: none"> <li>• Explain each department's operating cost breakdown and how these costs are covered by fees, grants, improvement funds, stabilization funds, facility maintenance and repair funds, revolving funds and the general fund. Provide examples of combinations of sources that were used to fund projects. As an example provide a financial report on the Harbormaster Department using FY2016 data (last complete year of data) that shows all sources and amounts of revenue and all direct, indirect and related expenses associated with that department. Include projections for cost increases or decreases related to large capital expenses or staffing changes. Schedule public briefings and provide written final report available for distribution. The BOS will select up to three additional departments for a similar financial analysis and explanation.</li> <li>• Deliverables: Detailed, written descriptions on clear revenue sources for selected departments</li> </ul> <p><b>3.Complete visual software implementation</b></p> <ul style="list-style-type: none"> <li>• Further implement the visual software to better inform the taxpayers where their tax dollar is being spent. Investigate and document options to provide greater financial transparency to the public with easy access to the Town's expenditure information for the current fiscal year or past years. One such option is the "Open Checkbook," feature that is offered in Arlington, MA. Information on every level of government expenditures, from total spending to payroll information to individual vendor payments is available. Memorandum #1: Assess what level of information is required? What visual software is available to do what is needed? What is recommended and why was this program chosen over other financial systems? Implement visual software. Demonstrate to BOS, FinComm, staff and interested residents. Assess, evaluate and report on user feedback. Accept written comments to IT or Finance Director from users and report on "Open Checkbook," concept for Harwich.</li> <li>• Deliverable: <ul style="list-style-type: none"> <li>a) Presentation of fully functional visual expenditure software.</li> <li>b) Evaluation report. Evaluate the need to form an insurance advisory committee to work with the TA to identify, develop options &amp; implement town insurance matters.</li> </ul> </li> </ul> <p><b>4. Annual Auditor Reports</b></p> | <p>1.TBD</p> <ul style="list-style-type: none"> <li>• TBD</li> </ul> <p>• TBD</p> <p>2.TBD</p> <ul style="list-style-type: none"> <li>• TBD</li> </ul> <p>• TBD</p> <p>3.TBD</p> <ul style="list-style-type: none"> <li>• TBD</li> </ul> <p>a) TBD</p> <p>b) TBD</p> <p>4.TBD</p> | <p>1. FD</p> <p>2. TA, FD</p> <p>3. FD</p> <p>4. FD</p> |

|                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                     |                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <p>Goal 1, Objective B: Continued</p>                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Provide and post last three years Harwich Auditor's Reports. Document how the Finance Dept. has resolved auditor's suggestions/recommendations. Provide by memorandum a list of last three years auditors' comments/recommendations along with identification of what actions have been implemented to address audit discrepancies or recommendations.</li> <li>• Deliverable: Memorandum.</li> </ul> <p><b>5. Implement training and risk reduction programs.</b></p> <ul style="list-style-type: none"> <li>• Identify and document activities and potential savings that could be achieved through the Massachusetts Inter-local Insurance Association (MIA) rewards programs that are intended to reduce risks of financial losses. Document directions/procedures to manage property insurance and program savings opportunities throughout Town departments. Implement periodic review of Statement of Values to ensure completeness and appropriate replacement values are being used.</li> <li>• Deliverables: Memorandum.</li> </ul> <p><b>6. Fund Balance Report.</b><br/>Report balances of all funds, including grants and gift funds and post on the Accounting Department web page.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>5. TBD</p> <p>6. Semi-Annual</p>                                                                                                                                                                                                                 | <p>5. ATA</p> <p>6. FD</p>                                        |
| <p>Objective C: Develop specific financial strategies to increase S&amp;P Bond (Debt) rating. Bond rating agencies cite "sound financial management policies, as rationale for high ratings (AAA) for general obligation bonds.</p> | <p><b>1. Savings from better debt ratings.</b></p> <ul style="list-style-type: none"> <li>• Provide memorandum discussing potential savings that could result over the next 5-10 years of planned borrowing if the debt rating of Harwich was increased. Determine specific actions and accomplishments to better position Harwich for AAA debt rating.</li> <li>• Deliverable: Memo/Plan of action with schedule on steps to achieve better debt ratings.</li> </ul> <p><b>2. Sustainable OPEB funding.</b></p> <ul style="list-style-type: none"> <li>• Identify and document specific, sustainable revenue sources to fund annual contributions to Other Post Employment Benefits (OPEB).</li> <li>• Report annually on the unfunded liability of the Harwich OPEB, currently estimated at approximately \$40M. However, since we are part of the MRSD and CCRTHS, Harwich is responsible for 75% and 12% of the Monomoy and Cape Cod Technical unfunded OPEB liability, respectively, which together could exceed another \$40M.</li> </ul> <p><b>3. Tax collection policy/procedure.</b></p> <ul style="list-style-type: none"> <li>• Harwich attempted to conduct an auction in June, 2017, to sell tax titles held by the Town on a block of properties that were significantly delinquent on payment. The overall results of this process should be evident early in FY18 and should be documented.</li> <li>• Also, going forward, the Harwich Treasurer should develop (and publish) a policy and procedure document that addresses how the Town will collect unpaid taxes in the future. For example, based on this experience with auctioning tax titles to collect unpaid real estate taxes, does the bulk auction process offer the best financial benefit? What percentage of delinquencies were corrected before the auction? Would dealing with smaller quantities of parcels every 2-3 years be more effective? Discuss lessons learned.</li> <li>• Deliverables: <ul style="list-style-type: none"> <li>a) Assessment of the Harwich tax title auction process.</li> <li>b) Policy and procedures to better manage delinquent tax payments.</li> </ul> </li> </ul> <p><b>4. Develop Harwich Financial Policy.</b></p> <ul style="list-style-type: none"> <li>• Develop an appropriate set of financial policies for the Town of Harwich. Other towns have recently used this assistance and have been successful in upgrading their bond rating.</li> <li>• Investigate Best Practices published by the Bureau of Accounts, Division of Local Services, MA DOR.</li> <li>• Also solicit assistance from the Massachusetts Community Compact Initiative.</li> <li>• Provide memorandum of what is planned to be done, the resources required and what beneficial outcome is anticipated.</li> <li>• Explore and schedule other best practices for future implementation.</li> <li>• Deliverables: <ul style="list-style-type: none"> <li>a) Plan Memorandum outlining approach and resources required to develop the Harwich Financial Policy.</li> <li>b) Harwich Financial Policy</li> </ul> </li> </ul> | <p>1. TBD</p> <ul style="list-style-type: none"> <li>• TBD</li> </ul> <p>2. TBD</p> <ul style="list-style-type: none"> <li>• TBD</li> <li>• Annually</li> </ul> <p>3. TBD</p> <p>a) TBD</p> <p>b) TBD</p> <p>4. TBD</p> <p>a) TBD</p> <p>b) TBD</p> | <p>1. TA, FD, T/C</p> <p>2. TA</p> <p>3. T/C</p> <p>4. TA, FD</p> |

**GOAL 2. GOVERNANCE**

Communicate and conduct Town government business in an efficient, effective, transparent and responsive manner. Establish working relationships with agencies/offices of Federal, State, county and town governments. Conduct human resource and labor management.

| Objective                                                                                 | Action Items/Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Time Frame            | Responsible BOS Member                                                                                                                                                             |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Objective A: Conduct Town government business in an efficient and effective manner</p> | <p><b>1. Develop Automation Implementation Plan.</b></p> <ul style="list-style-type: none"> <li>With a goal of improving permitting/payment service to residents and visitors, a software implementation plan should be developed that outlines and schedules the departments and services to be automated. This plan should include estimated benefits, costs and schedule for automating each Town permitting/payment process.</li> <li>Based on the approved plan, identify and document requirements for the next phase or version.</li> <li>The next version or phase of implementation will either expand on-line services to other departments, including Golf, Waterways, Recreation, Community Center and Harbors, or it will incorporate new requirements or features in the software version currently in use.</li> <li><b>Deliverable:</b> Implementation Plan for online permitting/payments</li> </ul>                                                                                                                                                                                                                                                                                                                  | 1. TBD                | 1. TA, FD                                                                                                                                                                          |
|                                                                                           | <p><b>2. Implement the next version of online Town services and/or expand its use to other Town Departments.</b></p> <ul style="list-style-type: none"> <li>Each implementation should include <u>documentation</u> of:                             <ul style="list-style-type: none"> <li>work flow and data requirements for each department;</li> <li>test planning for focus groups, back-up/security, and features/functionality.</li> </ul> </li> <li>Conduct and document the actual testing (and re-testing, as required) and provide a final test report.</li> <li>Offer training or on-line help. Primary responsibility remains with departments where permits and payments are being automated. At some point each department should assess and document the benefits of online automation.</li> <li><b>Deliverables:</b> Numerous - as listed above. (Milestones are useful to oversee software implementation progress.)</li> </ul>                                                                                                                                                                                                                                                                                     | 2. TBD/<br>Negotiable | 2. Primary responsibility, departments where permits and payments are being automated. At some point each department should assess and document the benefits of online automation. |
|                                                                                           | <p><b>3. Implement changes to the Home Rule Charter approved at the May, 2017 Annual Town Meeting.</b></p> <ul style="list-style-type: none"> <li>Revise Harwich Committee Handbook as needed.</li> <li>Obtain acknowledgement and compliance statements from all committee chairs affected by these Home Rule Charter changes.</li> <li>Request that the Charter Review Committee continue to assess Charter to identify what needs to be changed/improved and provide recommended Charter changes for ATM consideration.</li> <li>Obtain, review and support, as appropriate, any further recommended changes from the Charter Review Committee.</li> <li><b>Deliverables:</b> Signed acknowledgement statements.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 3. 1st qtr            | 3. Don Howell, BCRC                                                                                                                                                                |
|                                                                                           | <p><b>4. Propose and Implement Near-Term Improvements to Town Committees.</b></p> <p>Town sanctioned organizations, boards and committees are comprised of residents possessing a wide cross section of interests and experience. These groups provide valuable investigative and advisory support to the Town. From time to time it may be necessary to make some adjustments to the existing boards/committees where it has become evident that changes would be beneficial. This action is to identify those changes that should be made soon and provide an implementation plan that achieves these near-term changes. As a minimum the following areas need review:</p> <ul style="list-style-type: none"> <li>Is the charge or mission statement still accurate, current, meaningful and have defined deliverables or goals?</li> <li>Should the committee be discharged, combined or redirected? Why?</li> <li>Is there an "oversight", process established to ensure effective use of citizen participation? (such as periodic attendance or communications with BOS Liaison or Administration Staff).</li> <li><b>Deliverable:</b> Memorandum of recommended changes with rationale and plans for implementation.</li> </ul> | 4. TBD                | 4. Whole Board. D. Howell lead                                                                                                                                                     |
|                                                                                           | <p><b>5. Assess Town Hall document storage needs.</b></p> <ul style="list-style-type: none"> <li>Administration is to estimate document storage needs currently and for the next 10 years.</li> <li>Department Heads should be familiar with the Massachusetts Municipal Records Retention Manual (<a href="http://www.sec.state.ma.us/arc/rmmu/rmmuix.htm">www.sec.state.ma.us/arc/rmmu/rmmuix.htm</a>) to ensure that municipal records are properly stored and preserved, as required by MGL ch.66 sec. 1. Technical assistance and workshops are provided by the Records Management Unit, a division of the MA State Archives.</li> <li>Based on these estimated needs, investigate storage sites at a remote location, such as basement of Community Center or police station.</li> <li>Consider the impact of the new MA Public Records Law which requires local officials to make all records created or received by a government entity available to anyone who asks for them.</li> </ul>                                                                                                                                                                                                                                     | TBD<br>5. TBD         | 5. TC, CCD                                                                                                                                                                         |

|                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                              |                                                    |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------|
| <p><b>Goal 2, Objective A Con't</b></p>                                             | <ul style="list-style-type: none"> <li>• On access requirements As identify documents currently stored with the Town Clerk that are considered "historic," Provide preliminary Engineering designs of a "modular, (expandable) storage facility for optional storage sites.</li> <li>• <u>Deliverables:</u> <ol style="list-style-type: none"> <li>1) Requirements Analysis - what documents/data need to be stored? How much and what type of space is required over the next 10 years</li> <li>2) Alternatives study - what options does the Town have to accommodate these requirements and at what estimated costs? What sources of funding are available for part or all of this activity (grants, CPC)?</li> </ol> </li> </ul> <p><b>6. Plan for regulation of Recreational Marijuana Establishments.</b><br/> A temporary moratorium was approved at the ATM in May, 2017, which allows Harwich until June 30, 2018, to plan on how to address the potential impacts of using land or structures in Harwich to cultivate, manufacturer, test, process, package or offer for retail sale marijuana in the Town. This allows the Town to analyze the Cannabis Control Commission's regulations regarding Recreational Marijuana Establishments and related uses, determine whether the Town shall, by ballot measure restrict any, or all Recreational Marijuana Establishments and assess adopting new provisions of the zoning bylaw to address the impacts and operations of Recreational Marijuana Establishments and related uses. The time for this action is actually shorter, since this action most likely result in an Article for the next Town Meeting.</p> <ul style="list-style-type: none"> <li>• <u>Deliverables:</u> <ol style="list-style-type: none"> <li>1) A task breakdown structure with schedule - what are the major tasks, accomplishments, milestones, and deliverables that are needed and by when in order to be ready to submit an article for the 2018 ATM.</li> <li>2) Resource Estimate/Commitment - How much time from Town staff, legal counsel, possible Town Committee.</li> <li>3) Assessment of available funding, grants, State assistance, collaboration/cooperation with other towns.</li> <li>4) Contingency plan (what if ...?)</li> </ol> </li> </ul> <p><b>7. Disposition of 203 Bank St. and 4 Central Ave.</b></p> <ul style="list-style-type: none"> <li>• Develop and provide a written plan to sell or transfer title of the two properties as directed by May Town Meeting. The plan should detail the steps or process to be followed along with a schedule to value and prepare parcels, mark parcel boundaries as necessary, set minimum bids as appropriate, publish notices, conduct the sale and report on the net proceeds deposited to the land sale account as stated by Town Counsel at the Town Meeting. In the case of the Bank St. parcel it may be appropriate to solicit public comments from organizations, such as the Harwich Conservation Trust, that may have an interest in using some or all of the parcel for preservation and open space uses. If there are no comments or interest, a plan to sell the Bank St. parcel should be prepared as directed above.</li> <li>• <u>Deliverables:</u> <ol style="list-style-type: none"> <li>1) Plan for sale of 4 Central Ave. parcel.</li> <li>2) Plan for public input recommendations.</li> <li>3) Plan for sale of 203 Bank St. parcel</li> <li>4) Execute plans.</li> </ol> </li> </ul> <p><b>8. Finance Department Procedures.</b></p> <ul style="list-style-type: none"> <li>• Assess the status of written procedures for Accounting, Assessing, and Treasurer.</li> <li>• Develop or update these procedures as necessary in order to maintain stability during staffing turnovers.</li> <li>• <u>Deliverables:</u> <ol style="list-style-type: none"> <li>1) Procedures Status Memorandum,</li> <li>2) Plan memorandum detailing what can be done in FY18,</li> <li>3) Procedures update.</li> </ol> </li> </ul> | <p>TBD<br/>TBD</p> <p>6. TBD</p> <p>7. TBD</p> <p>8. TBD</p> | <p>6. PB, TP, TA</p> <p>7. TA, TE</p> <p>8. FD</p> |
| <p><b>Objective B: Conduct Town government business in a transparent manner</b></p> | <p><b>1. Develop &amp; implement informational meetings.</b><br/> ("Pre-annual town meetings) to improve understanding and assess potential impacts of the Harwich budget and selected warrant articles.</p> <ul style="list-style-type: none"> <li>• <u>Deliverable:</u> Develop and implement a plan that addresses how to select budget items and warrant articles that need this attention, what outreach method will be implemented, what resources are needed and how Administration will evaluate the results.</li> </ul> <p><b>2. Improve Public Awareness and Outreach.</b></p> <ul style="list-style-type: none"> <li>• In addition to wastewater management projects that were the focus of last year, improve awareness and understanding of the BOS, other Town-sanctioned groups, and Town departments.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>1. TBD</p> <p>2. TBD</p>                                  | <p>1. MacAskill, TA, FD</p> <p>2. TA</p>           |



|                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                       |                                                              |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--------------------------------------------------------------|
| <p><b>Goal 2, Objective B: Con't</b></p>                                           | <ul style="list-style-type: none"> <li>By Q2 of this FY the Town Administrator will develop new ways to communicate to the public the actions of the Selectmen, and Town boards, committees and departments. Provide residents and visitors with information about selected parts of Town government through the use of newsletters, periodic programs, site visits, and other communications media. Initially the focus of this objective/task will be the Water Department operations and one other department (Wastewater Project will be treated separately).</li> <li><u>Deliverables:</u> <ol style="list-style-type: none"> <li>Two memoranda each co-authored by Administration and head of the departments selected to participate in this outreach activity describing activities planned, resources and schedules required to achieve this objective.</li> <li>Periodic status reports on media projects, site visits, and initial feedback from residents/visitors.</li> <li>End-of-year report on lessons learned.</li> </ol> </li> </ul> <p><b>3. Report CVEC Energy Savings.</b><br/>Report revenue benefits and associated off-taker sharing with the Water Enterprise Fund on the Town website (Consider posting actual savings on the sign at the Town Disposal Area.</p> <p><b>4. Develop Records Management Plan.</b></p> <ul style="list-style-type: none"> <li>Plan, create and implement a phased, formal, written records management program that complies with open meeting and public records statutes that includes specific standards for both paper and electronic records.</li> <li>Every record that is made or received by a government entity or employee is presumed to be a public record unless a specific statutory exemption permits or requires it to be withheld in whole or in part.</li> <li>Electronic records, such as computer files, email, and audio- and videotapes are subject to the public records law.</li> <li>Information on The Municipal Records Retention Manual can be found at <a href="http://www.shutesbury.org/sites/default/files/PublicRecord_retention.pdf">http://www.shutesbury.org/sites/default/files/PublicRecord_retention.pdf</a>.</li> <li>The Massachusetts Public Records Law is found at <u>Massachusetts General Law, Chapter 66, (Section 10 in particular is of importance to records requesters)</u>, with its supporting regulation being found at <u>930 Code of Massachusetts Regulations 32.00</u>.</li> <li>The exemptions to the Public Records Law are found at <u>Massachusetts General Law, Chapter 4, Section 7(26)</u>.</li> <li>This activity has been an objective of the Board of Selectmen since 2014.</li> <li><u>Deliverables:</u> Plan with resources and schedules. Execution</li> </ul> | <p>Q2</p> <p>3. TBD</p> <p>4. TBD</p> | <p>3. ATA, FD</p> <p>4. TC</p>                               |
| <p><b>Objective C: Conduct Town government business in a responsive manner</b></p> | <p><b>1. Email addresses for Town Departments, and Town-sanctioned groups.</b></p> <ul style="list-style-type: none"> <li>Establish Harwich-specific email addresses in order to enhance communication between residents and town departments, committees, boards or other Town-sanctioned groups provide all such groups with a Town email address.</li> <li>Identify these email addresses on the Town website.</li> <li>Provide appropriate backup of email transmissions that use Town servers.</li> <li>Create a policy that requires all official communications between public and these Town groups be made through the Harwich email system.</li> <li>Provide technical support to fully implement.</li> <li><u>Deliverables:</u> <ol style="list-style-type: none"> <li>Memorandum #1: provide a level of effort (labor) and cost estimate for Town staff to accomplish this objective.</li> <li>Memorandum #2: provide draft policy and procedures to implement.</li> <li>Memorandum #3: provide on-line training materials.</li> <li>Memorandum #4: provide evaluation report.</li> </ol> </li> </ul> <p><b>2. Town Hall hours of operation.</b><br/>Reevaluate the pros and cons of Harwich Town Hall being open later on Mondays and closed early on Fridays.</p> <ul style="list-style-type: none"> <li><u>Deliverable:</u> <ol style="list-style-type: none"> <li>Memorandum that reviews the original purpose of staying open longer on Mondays all year, assesses impacts of on-line access to Town Hall services, quantifies benefits (if any) to residents, reviews merits department-by-department, provides comparisons with other Massachusetts Town Hall operations, and addresses other relevant issues, such as having some departments work longer one day while other Town operations work a standard work week.</li> <li>Assessment report with recommendations.</li> </ol> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>1. TBD</p> <p>2. TBD</p>           | <p>1. IT</p> <p>2. TA (Subject to Collective Bargaining)</p> |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |                                     |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------------------|
| Goal 2, Objective C: Con't | <p><b>3. Improved broadcast technology.</b></p> <ul style="list-style-type: none"> <li>Evaluate potential improvements to audio reception, recording and broadcasting in Griffin Room.</li> <li>Propose technological options to record other meetings in this room without IT staffing.</li> <li><b>Deliverables:</b> Report on technology options and costs for improved audio broadcast of meetings in Town Hall and Harwich Community Center.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                              | 3. TBD | 3. Ch.18                            |
|                            | <p><b>4. Use of MRSD facilities.</b></p> <ul style="list-style-type: none"> <li>Develop a reasonable agreement for room usage at Monomoy Regional High School and Harwich Elementary School (with and without fees) for meetings or use by Town-sanctioned groups.</li> <li>Investigate and document usage of High School Auditorium for Annual Town Meeting.</li> <li>Discuss possibilities with Chatham, MRSD School Committee and Superintendent and report results. (Harwich is already paying 75% of the debt service and operating costs for those buildings.)</li> <li><b>Deliverables:</b> Memorandum on results of discussions.</li> </ul>                                                                                                                                                                                                                       | 4. TBD | 4. Jannel Brown & Michael MacAskill |
|                            | <p><b>5. Information technology (IT) resource sharing.</b></p> <ul style="list-style-type: none"> <li>Assess the scope of technical support required for IT, defined in this activity as computing, including hardware, software, telecommunications, and generally anything involved in the secure transmittal and storage of information or the systems that facilitate communication within and between all departments and supporting groups in Harwich.</li> <li>What are the available capabilities within the Town staff to conduct IT support?</li> <li>What alternatives are available to augment Town staff, including IT staff sharing with MRSD, CCTHS, Water Department Enterprise or other neighboring towns or applying for a MA Community Compact Initiative grant or other Mass IT grants.</li> <li><b>Deliverables:</b> Report on each item.</li> </ul> | 5. TBD | 5. TA, IT                           |
|                            | <p><b>6. Support from the Friends of the Council on Aging (COA).</b></p> <p>Reportedly, the "Friends,, among other things, will support meal programs, provide transportation assistance by financing and operating a minibus, support socialization programs, pay for renovation or enhancement to currently used space, and to consider supporting future needs of the COA.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 6. TBD | 6. COA                              |

**GOAL 3: INFRASTRUCTURE**

Work with and support the design, construction and renovation activities of the Harbormaster, Fire Department, Golf Department, Department of Public Works, Library and other departments conducting major projects in the Town. These projects will require coordination support from Administration and staff support from various other Town Departments such as Engineering/Surveying, Health, Building and DPW. (The financial investment, complexity and scheduling requires that the following Infrastructure actions be a high priority of the Town Administrator.)

| Objective                                                                                                                                                                                                                                | Action Items/Deliverables | Time Frame | Responsible BOS Member |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------|------------------------|
| Objective A: Support and report periodically on the water side rebuilding project at Saquatucket Harbor.                                                                                                                                 |                           | TBD        | HM, TA                 |
| Objective B: Support and report on the land side design project                                                                                                                                                                          |                           | TBD        | HM, TA                 |
| Objective C: Support and monitor progress on development of construction plans and bid documents for the renovation and expansion of Fire Station #2 on Route 137 in East Harwich.                                                       |                           | TBD        | TE, FC                 |
| Objective D: Support & monitor progress on the CV Golf Course multifaceted project to construct new cart barn, reskin & re-roof the existing, metal maintenance facility, & reconfigure existing parking lot and associated landscaping. |                           | TBD        | GD, TA, TE, FM         |

|                                                                                                                                                                                                                                                 |                                                                                        |     |         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----|---------|
| Goal 3, Continued.<br>Objective E: Investigate renovation project proposed for Lower County Road. Director of DPW in Nov 19, 2015 memorandum recommended this project for FY2018.                                                               | Develop a plan including public hearings, financing options, milestones and schedules. | TBD | DPW, TA |
| Objective F: Support and report on participation on Cape Cod Technical High School Building Committee.                                                                                                                                          |                                                                                        | TBD | TA      |
| Objective G: Support and report on Brooks Library re-bid and compliance with Town vote                                                                                                                                                          |                                                                                        | TBD | FM      |
| Objective H: Support and report Route 28 reconstruction. Support and report on community involvement, State compliance, planning, and public information activities in the Rt. 28 reconstruction project from Herring River to the Dennis line. |                                                                                        |     | DPW, TA |

**GOAL 4: NATURAL RESOURCES**

**Continue to implement the Comprehensive Wastewater Management Plan**

| Objective                                                                                                                                                                                                                                  | Action Items/Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Time Frame                                                                                                             | Responsible BOS Member                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Objective A: Wastewater planning design and implementation.<br><br>(The financial investment, complexity and scheduling requires that the following Infrastructure actions and deliverables be a high priority of the Town Administrator.) | <ol style="list-style-type: none"> <li>Finalize payment to the Town of Chatham of the capacity purchase fee in accordance with the inter-municipal agreement between Harwich and Chatham which permits Harwich to deliver wastewater to Chatham for treatment of up to 350,000 gallons of sewage a day.</li> <li>Support and report on the design of the Pleasant Bay (south) sewer system.</li> <li>Support and report on the design of the Chatham Interconnector system.</li> <li>Convene periodic wastewater management discussions with representatives of neighboring Towns (Dennis, Brewster, Orleans, Yarmouth) to continue discussions on common/joint interests in combining or coordinating wastewater activities. TA to initiate; Selectmen to participate. <ul style="list-style-type: none"> <li>Deliverables: periodic reports.</li> </ul> </li> <li>Revisit Hinckley Pond needs with CPC. <ul style="list-style-type: none"> <li>Initiate discussions with the Community Preservation Committee for the purpose of revisiting a request for funds for restoration of Hinckley Pond.</li> <li>Establish conditions and requirements for this project to be viewed favorably by the Committee.</li> <li>Identify and, with BOS approval, implement actions in furtherance meeting such minimum requirements on a schedule that would allow reconsideration of this project request in the fall of 2017. <ul style="list-style-type: none"> <li>Deliverables: re-submit application for CPC funding.</li> </ul> </li> </ul> </li> <li>Actively participate in the Pleasant Bay Alliance Project to implement the recommended steps to optimize nitrogen removal efforts underway by the four participating towns (Harwich, Orleans, Chatham, and Brewster) with the goal of a targeted watershed nutrient management plan and watershed permit. <ul style="list-style-type: none"> <li>Stay informed and attend monthly working group meetings of the Alliance Steering Committee and Watershed Work Group.</li> <li>Support and implement, as appropriate and approved by the BOS, the specific 10 activities identified as "Next Steps," in the Pleasant Bay Composite Nitrogen Management Analysis presented to the BOS at the end of March, 2017. <ul style="list-style-type: none"> <li>Deliverables: Report progress periodically.</li> </ul> </li> </ul> </li> </ol> | <ol style="list-style-type: none"> <li>TBD</li> <li>TBD</li> <li>TBD</li> <li>TBD</li> <li>TBD</li> <li>TBD</li> </ol> | <ol style="list-style-type: none"> <li>TA, FD (Completed)</li> <li>CDM, TA</li> <li>CDM, TA</li> <li>Larry Ballantine &amp; M. MacAskill, TA</li> <li>NRD</li> <li>L. Ballantine</li> </ol> |

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |                       |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------------|
| Goal A, Objective A: Con't                     | 7. Monitor and provide report on results of mitigation projects at Muddy Creek as available.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 7. TBD  | 7. TA, NRD            |
|                                                | 8. Support and report on Cold Brook design, construction, implementation project as part of Phase 2 of the Harwich Comprehensive Wastewater Management Plan now that funding has been approved.                                                                                                                                                                                                                                                                                                                                                                                                            | 8. TBD  | 8. TA, CDM, NRD       |
|                                                | 9. Identify Phase II Parcels.<br>Prepare (Assessing Dept.) a list of all properties potentially involved in Phase II construction and implementation.                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 9. TBD  | 9. CDM, AD            |
|                                                | 10. Prepare options and supporting analysis for aid/relief for hook-up costs.<br>Many residents may have unusual problems (timing, financial, etc.) associated with connection to the wastewater system. A sub-committee or task force should be charged with investigating such situations and developing options to help with costs of connection.<br>• Deliverables:<br>1) Action Plan and Charge,<br>2) presentation of analysis and recommendations to BOS,<br>3) Communication products for May, 2018 Town Meeting.                                                                                  | 10. TBD | 10. TA, County Health |
|                                                | 11. Estimate five year operating and maintenance costs related to Harwich use of Chatham treatment plan. With assistance from CDM Smith develop cost projections that are needed for Town budget planning and for community outreach and education (next objective) leading up to May, 2018 Town Meeting.                                                                                                                                                                                                                                                                                                  | 11. TBD | 11. TA, WWS, CDM      |
| Objective B: Wastewater Education and Outreach | 7. Use readily available information to develop guidelines for environmentally-appropriate fertilization of lawns and gardens.<br>• Provide guideline information on safe use of nitrogen and phosphorus fertilizers using various communication methods.<br>• Work with the Wastewater Implementation Committee and Natural Resources Department to identify what other towns have done.<br>• Plan and implement one method/activity to educate Harwich residents of the effects of improper lawn and garden fertilization.<br>1.                                                                         | 1. TBD  | 1. HD, BoH, CA        |
|                                                | 2. Plan and implement a continuation of the wastewater education program for resident and non-resident taxpayers to explain where we are in the Wastewater Management process and what are the next activities planned.<br>• Conduct at least 2 educational meetings, including recording and rebroadcast.<br>• Recommend options for supporting and participating in public outreach either through contract or through involvement by regional school staff and students.<br>• Assess media options, such as social media, podcasts, newsletters, or YouTube videos to maintain engagement of residents. | 2. TBD  | 2. TA, WWS, CDM       |

**GOAL 5: PLANNING AND ECONOMIC DEVELOPMENT**

| Actively participate in development of housing, business, transportation and historic and cultural enhancements. Establish working relationships with officials of nearby towns, Barnstable County, State and Federal agencies, as appropriate. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------------------------------------|
| Objective                                                                                                                                                                                                                                       | Action Items/Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Time Frame | Responsible BOS Member                                            |
| Objective A: Investigate improved utilization, sale or lease of several properties in Town.                                                                                                                                                     | <p><b>I. Disposition of underutilized Town-owned parcels.</b><br/>Develop a plan(s) on how to better use, sell or lease several buildings and land in Town, including the:</p> <p>a) Albro House. In the case of the Albro House the plan should include subdividing the parcel to allow space for reasonable parking for the Albro House while the remaining northerly portion would be separate and could remain as Town property. Provide estimates of resources required to accomplish each alternative.</p> <p>b) "Old Recreation," Building</p> <p>c) West Harwich Schoolhouse.</p> <ul style="list-style-type: none"> <li>• Deliverables: <ul style="list-style-type: none"> <li>i) Albro sub-division plan and execution;</li> <li>ii) Plan to sell or transfer ownership of "Old Recreation Building,;</li> <li>iii) Plan to sell or transfer ownership of the W. Harwich School-house.</li> </ul> </li> </ul> | 1. TBD     | <p>1a. TA, ATA</p> <p>1b. TA, FD, FM, MacAskill</p> <p>1c. TA</p> |



|                            |                                                                                                                                                                                                                                                                                                                                                                                                   |        |                                      |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------|
| Goal 5, Objective B: Con't | 4. Develop educational program agreements with Monomoy Regional School District and Cape Cod Technical whereby special projects can be conducted coincident with major capital projects in Town.<br>For example, the waterfront renovation project at Saquatucket could be the subject matter or course material for a local high school course.<br>• Deliverables: Document attempts and results | 4. TBD | 4. TA                                |
|                            | 5. Investigate novel ideas to promote Harwich and grow tourism, such as annual road races, auto shows, expanded farmers market, etc.<br>• Deliverables: Document                                                                                                                                                                                                                                  | 5. TBD | 5. Brown, CCD                        |
|                            | 6. Explore affordable and senior housing options where the Town may retain the property.<br>Memorandum #1: TA shall outline a plan to identify proven and novel approaches to develop Affordable housing in Harwich.<br>• Deliverables: Document                                                                                                                                                  | 6. TBD | 6. TA, Housing Trust (TBD), Kavanagh |

**GOAL 6: QUALITY OF LIFE AND PUBLIC SAFETY**

Develop and support programs that improve quality of life for Harwich residents and visitors. (Public Safety Departments have the primary responsibility for progress and accomplishments. TA has coordination, support and reporting responsibility)

| Objective                                                                                           | Action Items/Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Time Frame | Responsible BOS Member                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Objective A: Provide high quality, cost-effective public safety services to residents and visitors. | <p>1. Public safety initiative.</p> <ul style="list-style-type: none"> <li>Administration should initiate and participate in investigation of options, including increased police surveillance, low cost, automatic speed detection systems, raised crosswalks or speed bumps to lower vehicle speed on town streets. Other nearby towns have implemented more visible crosswalk signs, painted crosswalks, and speed limit posting in conjunction with actual vehicle speed display. A recent accident in Sandwich where two pedestrians were killed at a crosswalk is an unfortunate alert to public safety needs in Harwich.</li> <li>If Harwich is to continue to grow as a destination point on the Cape, the Town needs to develop and implement a public safety plan that encompasses greater pedestrian and bicycle safety and encourages slower traffic speeds.</li> <li>A plan is needed to establish Harwich as the safest community on the Cape.</li> <li>Accurate information on construction-related backups, delays and road closures needs to be communicated better. Bike path and roadway intersections have received much needed attention of late.</li> <li>Pedestrian and traffic information signs need similar improvements. Some signs are faded or not visible due to growth of trees and bushes both on town land and private property.</li> <li>Special attention is needed along Rt. 28 through Harwichport to Saquatucket Harbor. At Saquatucket Harbor it has been reported that pedestrians cross from the north side of Rt. 28 where the ticket offices are currently located to the harbor entrance. There is also bicycle traffic crossing from Gorham Road to the harbor. Crosswalks have not been repainted or never existed. This problem has been publicized in recent reports and statements by the Harbormaster in support of the Land Side Project where he said "it was an accident waiting to happen,,"</li> <li>Deliverable: <ul style="list-style-type: none"> <li>1. Public Safety Plan - Identify actions and resources needed to develop a comprehensive safety improvement plan for Harwich. As an early deliverable, but part of that plan, define near-term options for Saquatucket Harbor and other high risk areas that could be implemented in 30 days or less (e.g. repaint selected crosswalks, use brightly painted cones/barrels, install signs saying "Speeds strictly enforced,," increase visibility of police vehicles, etc.).</li> </ul> </li> </ul> | 1. TBD     | <ul style="list-style-type: none"> <li>• PC</li> <li>• PC, DPW</li> <li>• MacAskill &amp; Ballantine</li> <li>• PC, MassDOT, Utility Companies</li> <li>• DPW, MassDOT</li> <li>• TA, DPW, MassDOT</li> </ul> |

**Abbreviation Key**

|      |                                |     |                                   |
|------|--------------------------------|-----|-----------------------------------|
| AD   | Assessing Director             | GD  | Golf Director                     |
| ATA  | Asst. Town Administrator       | HD  | Health Director                   |
| BCRC | Bylaw/Charter Review Committee | HM  | Harbormaster                      |
| BoH  | Board of Health                | IT  | Computer Coordinator              |
| BoS  | Board of Selectmen             | NRD | Natural Resources Director        |
| CA   | Conservation Administrator     | PB  | Planting Board                    |
| CCD  | Community Center Director      | PC  | Police Chief                      |
| CDM  | CDM Smith - Consulting Eng.    | T/C | Treasurer/Collector               |
| Ch18 | Ch. 18 Station Manager         | TA  | Town Administrator                |
| COA  | Council on Aging Director      | TC  | Town Clerk                        |
| DPW  | DPW Director                   | TE  | Town Engineer                     |
| FC   | Fire Chief                     | TP  | Town Planner                      |
| FD   | Finance Director               | WWS | Water & Wastewater Superintendent |
| FM   | Facilities Maintenance Manager | ZBA | Zoning Board of Appeals           |

**OFFICE OF THE TOWN ADMINISTRATOR**

---

Phone (508) 430-7513

Fax (508) 432-5039




732 MAIN STREET, HARWICH  
02645

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

## MEMO

TO: Board of Selectmen

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

RE: Additional Information – Reclassification Finance-Clerk

CC: Chris Clark  
Town Administrator

DATE: April 25, 2018

---

As requested by the Board of Selectmen, I am providing the following additional information to you regarding the two positions in the Town Clerk's office and one position in the Treasurer/Collector department and one position in the Finance Department:

1. A desk audit was accomplished on one position in the Treasurer/Collector Department and one position in the Town Clerk's office. The desk audit confirmed that the new job descriptions included the new duties and responsibilities of the positions.
2. I met with the HEA bargaining unit on Wednesday March 28, 2018 and they have confirmed the new proposed classifications for the four positions.
3. I have attached organization charts for the reclassified positions.

RCL

PROPOSED STAFF CHANGES April 25, 2018

| Position                                | Current Grade   | Salary Range  | Proposed Grade                                | Salary Range  |
|-----------------------------------------|-----------------|---------------|-----------------------------------------------|---------------|
| Administrative Secretary                | Title Change to |               | Executive Assistant to the Town Administrator |               |
| No change in step or grade              |                 |               |                                               |               |
| Executive Assistant Treasurer/Collector | 5               | 21.39 – 26.66 | 7                                             | 23.57 – 29.37 |
| Assistant to Finance Director           | 5               | 21.39 – 26.66 | 8                                             | 24.79 – 30.89 |
| Executive Assistant Town Clerk          | 5               | 20.37 – 25.39 | 7                                             | 23.57 – 29.37 |
| Assistant Town Clerk                    | 8               | 22.44 – 27.99 | 9                                             | 25.99 – 32.39 |

**Previously Approved by Board of Selectmen**

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



|                                     |   |               |               |
|-------------------------------------|---|---------------|---------------|
| Previous – Administrative Assistant | 5 | 21.39 – 26.66 |               |
| New – Executive Assistant           |   |               | 7             |
|                                     |   |               | 23.57 – 29.37 |

I MOVE THE BOARD OF SELECTMEN VOTE TO APPROVE THE PROPOSED  
CLASSIFICATION CHANGES AS SHOWN ON THE TABLE LABELED "PROPOSED STAFF  
CHANGES April 25, 2018"

## Robert Lawton

---

**From:** HEA <emailhea@gmail.com>  
**Sent:** Thursday, April 12, 2018 10:23 AM  
**To:** Robert Lawton  
**Cc:** chloespal@hotmail.com; nankai@comcast.net; Elaine Banta; paulsweetser@comcast.net  
**Subject:** Re: Confirmation of our March 28, 2018 meeting

Good morning, Bob,  
The outline looks good - thank you!  
Best,  
Wellesley

On Apr 11, 2018, at 5:28 PM, Wellesley Marsh <[wellesleymarsh@gmail.com](mailto:wellesleymarsh@gmail.com)> wrote:

Begin forwarded message:

**From:** Robert Lawton <[rlawton@townofharwich.us](mailto:rlawton@townofharwich.us)>  
**Date:** April 11, 2018 at 4:07:35 PM EDT  
**To:** 'WELLESLEY MARSH' <[wellesleymarsh@gmail.com](mailto:wellesleymarsh@gmail.com)>  
**Subject:** Confirmation of our March 28, 2018 meeting

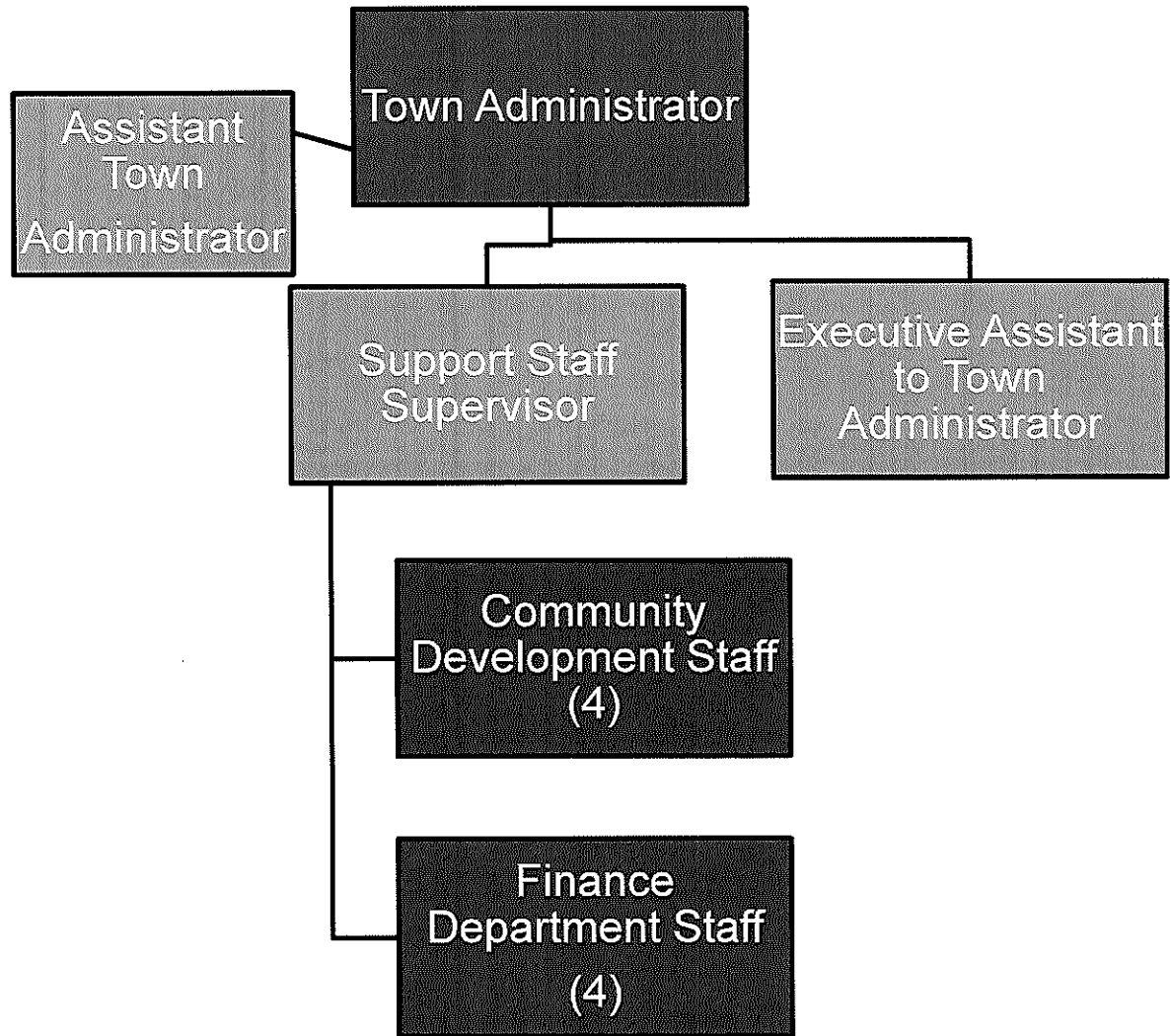
Wellesley: I have attached a memo which outlines my understanding of our agreement to proceed with the reclassification of four positions in Town Hall.

Please let me know if there are any necessary changes.

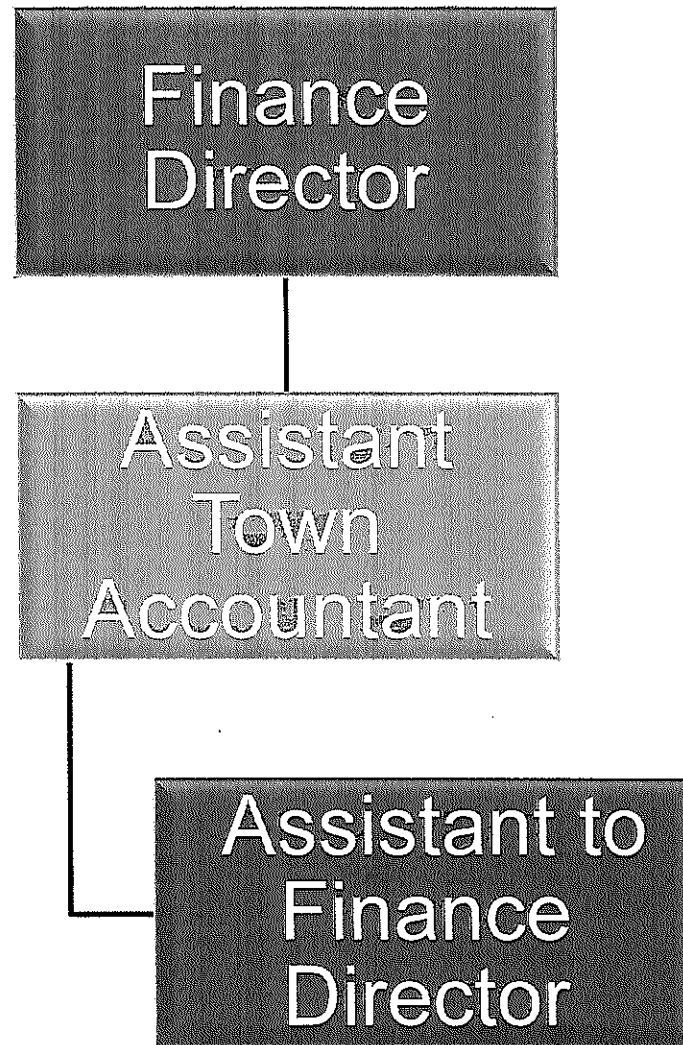
Thanks, Bob

<Confirmation meeting March 28.pdf>

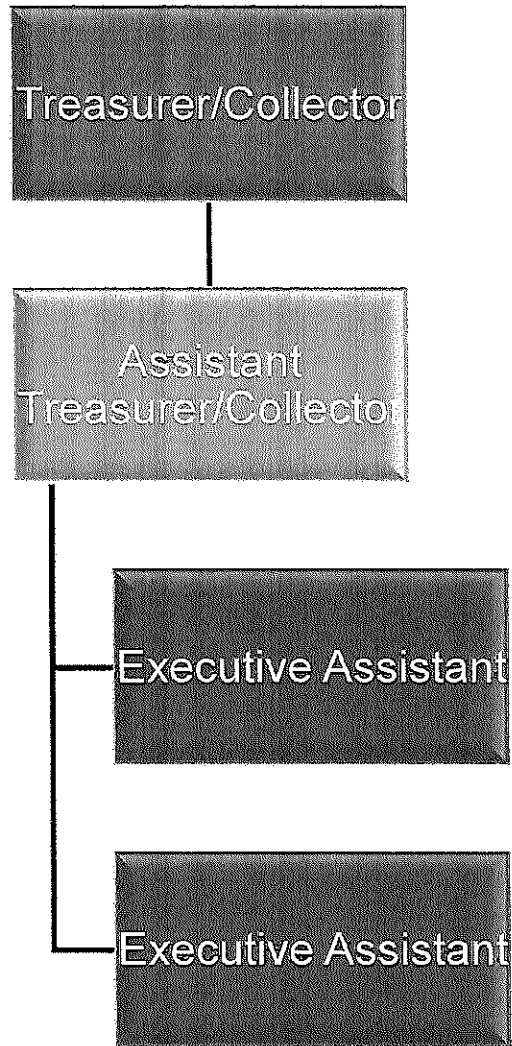
# [Support Staff Supervisor]



# [Finance Department]



# [Treasurer/Collector Department]



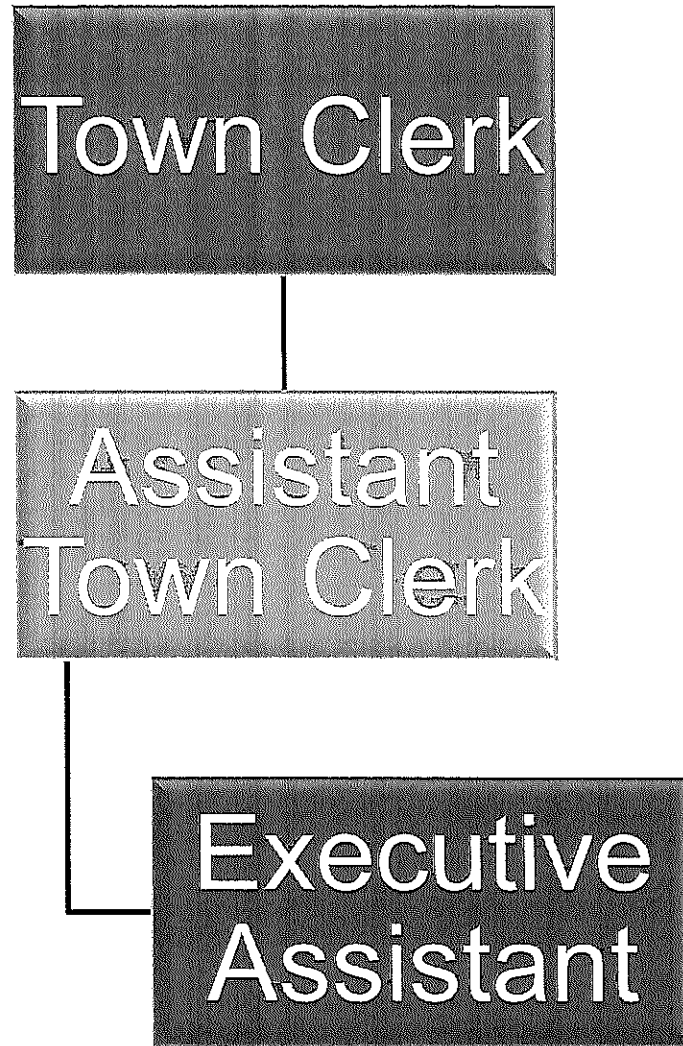


# [Town Clerk Department]

Town Clerk

Assistant  
Town Clerk

Executive  
Assistant



B. Update of the Personnel By-Law Compensation and Classification plan; proposed salary adjustments for DPW Director and Town Clerk; Support Staff Supervisor and Executive Assistants' job descriptions - *Bob Lawton*

Mr. Lawton stated that four of the positions (Executive Assistants) we won't be talking about tonight because we still are bargaining and have received direction from the Board in tonight's Executive Session. He said they are being asked to, under the Personnel By-Law, to approve the revised managerial and administrative scales and to approve salary adjustments for the Town Clerk and DPW Director who did the research on the market pay for these positions. He explained that the Support Staff Supervisor was brought to the Board in January where there was general approval. He said they reviewed it and added it to the OA scale. Mr. Clark noted that the stipend would become part of the overall salary. He said he has been wanting to do this and it is a private sector model. He explained that the clerical people in the building would have someone to go to for issues at their job such as sick time, vacation etc. He noted that the current position handles upstairs but this is being extended downstairs to the Finance Departments. He said this would allow management to focus on management tasks. Chairman MacAskill reminded Mr. Clark that Mr. Ballantine had asked for a simple organization chart and Mr. Clark agreed to provide. Mr. Clark and Mr. Lawton took questions from the Board.

Mr. Clark said Mr. Hooper is a credit to the organization and his salary is significantly below his counterparts and he did the leg work to show that. He said Mr. Hooper is willing to gradually move up over time to come into the range. Mr. Lawton said he would be slotted in the M-9 spot which makes him competitive with the other communities. Ms. Kavanagh stressed that we need to be able to maintain our staff and not lose them. Mr. Ballantine pointed out that Mr. Hooper has added responsibilities now including vehicle maintenance. Mr. Howell stated that we have also added building maintenance. He noted that if we center the discussion on what other towns make, we don't look all that good relative to positions in the town. He said we have to articulate who has what responsibilities and are they competitive with other people in other jobs who have either more or less authority and he is satisfied that this does that.

Mr. Clark stated that the Town Clerk asked that her position be looked at and Mr. Lawton has done that. He said we try to be mid-range but we found that the position was low and should be higher. He noted that this is the only full time salaried professional position that is elected. He said the question was how do we take that into account if there is an opening and a new Town Clerk has less experience. He said right now it is just one number which would apply to all experience levels and by slotting it in the M scale, the decision of where that person starts would fall to the Administrator. He noted that it has to go to Town Meeting. Mr. Howell expressed concern that we are trying to catch up on that position and we would never have allowed this disparity to exist for an appointed person. He pointed out that the Charter does not discuss pay so nothing needs to be done there. Ms. Kavanagh and Mr. Ballantine agreed with Mr. Howell. Mr. Ballantine said the article deserves an explanation. Ms. Doucette said her position is unique as she is an elected official that runs a department and that is why she asked that the position to be looked at as part of management scale.

Mr. Howell moved that we accept the proposed re-designations of the DPW Director, the Town Clerk and the Support Staff Supervisor at OA-5 as proposed. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

Chairman MacAskill recommended extending the brush fee waiver. Mr. Howell moved to declare that the last storm was an emergency and that we will invoke the policy once again for waiving the fees for

**TOWN OF HARWICH CHANGE ORDER**

CHANGE ORDER NO. 1 DATE: 04/10/2018

**CONTRACT TITLE: Saquatucket Harbor Septic System**

CONTRACTOR'S NAME: CC Construction, Inc.

CONTRACTOR'S ADDRESS: 15 Diamonds Path, South Dennis, MA

**INCREASE**

|                           | 7000 GAL TANK TO<br>9000 GAL TANK | 5000 GAL TANK<br>TO 6000 GAL | 5000 PC TO<br>6000 PC |
|---------------------------|-----------------------------------|------------------------------|-----------------------|
| PREVIOUS CONTRACT AMOUNT  | <u>\$ 19,750</u>                  | <u>\$ 16,700</u>             | <u>\$ 11,500</u>      |
| AMOUNT OF THIS ORDER      | <u>\$ 25,250</u>                  | <u>\$ 22,200</u>             | <u>\$ 20,000</u>      |
| INCREASED CONTRACT AMOUNT | <u>\$ 5,500</u>                   | <u>\$ 5,500</u>              | <u>\$ 8,500</u>       |

**TOTAL CONTRACT INCREASE FOR CHANGE ORDER 1: \$19,500**

**DECREASE**

Maintenance Garage septic tank, pump chamber, pump and force main are eliminated from this Contract. Bid price for this item: \$36,200

**TOTAL CONTRACT DECREASE FOR CHANGE ORDER 1: \$36,200**

---

**ORIGINAL CONTRACT PRICE: \$239,000**

**REVISED CONTRACT PRICE AFTER CHANGE ORDER 1: \$222,300**

---

Change Approved:

By: David A. Tel Date: APRIL 10TH, 2018  
DAVID A. TELMAN Contractor

Title: PROJECT MANAGER

TOWN OF HARWICH – TOWN ADMINISTRATOR

By: [Signature] Date: 4/10/18  
Christopher Clark

## Ann Steidel

---

**From:** Robbin Kelley  
**Sent:** Thursday, April 26, 2018 10:24 AM  
**To:** Ann Steidel  
**Subject:** Water at Pet Burial Ground

Ann

Just talked to Boo, Richard Berube about the water at the Pet Burial Ground they had the four invoices for material which totaled 1205.25, the DPW put in the water service no charge to cemetery department which connects to spigots.

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

Judah Chase House and or barn located at 97 Route 28 in West Harwich unless the Board of Selectmen first enters into a grant agreement which prohibits the grant recipient from demolishing any building or subdividing the property. Furthermore, no such funds shall be made available to a private or public affordable housing entity for a project that will in any way jeopardize, compromise, or destroy the historic fabric of any building or structure on the site, nor compromise, divide, or partition the land on which they stand, or to act in any manner thereon. By Petition.

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE INDEFINITELY POSTPONED AS IT TARGETS A SINGLE PRIVATE HOME WITH FINANCIAL RESTRICTIONS WITHOUT CAUSE. VOTE: YES-6, NO-0.**

**MOTION:** (Dana A. DeCosta, Chairman-Finance Committee) I move that the article be indefinitely postponed. Duly seconded

**ACTION:** The article was indefinitely postponed.

**APPROVE THE TRANSFER OF TOWN PARCEL  
TO CEMETERY DEPARTMENT TO  
DEVELOP A PET CEMETERY AND PET CREMATORY**

→ **ARTICLE 57:** To see if the Town will vote to dedicate and designate a parcel of land containing 2.25 acres, more or less, located at 276 Queen Anne Road, containing 2.25 acres, shown on Assessors Map 69 as Parcel M1, and being a portion of the premise acquired by the Town pursuant to order of taking recorded with the Barnstable Registry of Deeds in Book 11666, Pages 103-105, for cemetery purposes, including, without limitation, for the development of a pet crematory and pet cemetery, with the Cemetery Commissioners having the care, custody, management and control of said property, and to act fully thereon. By request of the Cemetery Commission.

**FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED. VOTE: YES-6, NO-0.**

**MOTION:** (Dana A. DeCosta, Chairman-Finance Committee) I move that this article be accepted and adopted as printed in the warrant. Duly seconded

**AMENDMENT TO THE MAIN MOTION:** (Suzanne Martell) I move that the motion be amended to read as follows: That the Article be accepted and adopted as printed in the warrant except that the development of a pet cemetery be deleted. Duly seconded

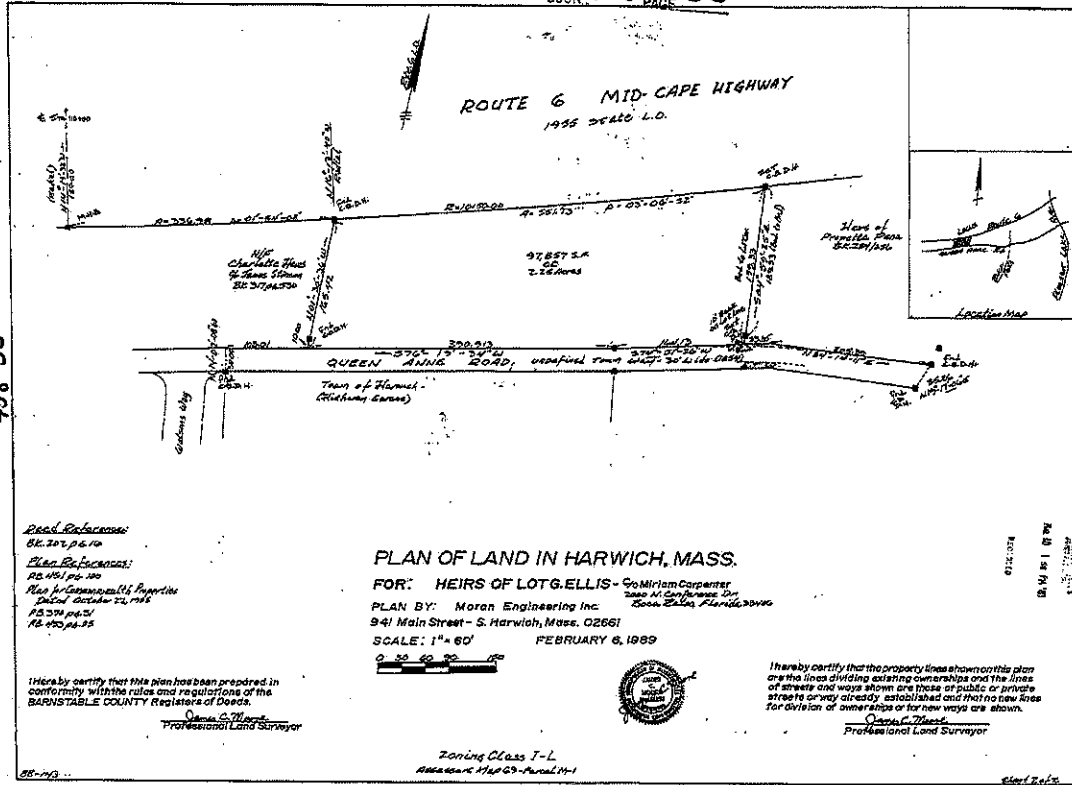
**ACTION ON THE AMENDMENT:** The Amendment did not carry.

A motion was made and seconded to terminate debate, this required a 2/3's majority vote to pass, it was a unanimous vote, so declared.

**ACTION ON THE MAIN MOTION:** This required a 2/3's majority vote to pass, a standing count was taken YES 104, NO-38, the motion carried.



458-33



Read References:  
 Bk. 307, p. 6, 10  
 Plan References:  
 Bk. 451, p. 100  
 Plan for Intentionally Supportive  
 Deed October 22, 1945  
 B.S. 2784/50  
 Bk. 452, p. 25

**PLAN OF LAND IN HARWICH, MASS.**

FOR: HEIRS OF LOT G. ELLIS - Go Miriam Carpenter  
 Case #1269888-02  
 Boca Raton, Florida 33433

PLAN BY: Moran Engineering Inc.  
 941 Main Street - S. Harwich, Mass. 02661

SCALE: 1" = 60' FEBRUARY 6, 1989



I hereby certify that this plan has been prepared in conformity with the rules and regulations of the BARNSTABLE COUNTY Registrars of Deeds.

James C. Thomas  
 Professional Land Surveyor

I hereby certify that the property lines shown on this plan are the lines dividing existing ownerships and the lines of streets and ways shown are those of public or private streets or ways already established and that no new lines for division of ownerships or for new ways are shown.

James C. Thomas  
 Professional Land Surveyor

Zoning Class T-L  
 Reference: 1967 Ord. - Part 14-1

458-33



DEPARTMENTAL REVOLVING FUNDS AUTHORIZATION

→ **ARTICLE 58:** To see if the Town will vote to authorize revolving funds for certain town departments under M.G.L. Ch. 44, § 53E ½ for the Fiscal Year beginning July 1, 2016; and to act fully thereon. By request of the Board of Selectmen

| <u>Revolving Fund</u> | <u>Authorize to Spend Fund</u>                    | <u>Revenue Source</u>                                                   | <u>Use of Fund</u>                                                                          | <u>FY 17 Spending Limit</u> | <u>Disposition of FY16 Fund balance</u> |
|-----------------------|---------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------|-----------------------------------------|
| Golf                  | Director, Golf Committee & ATA                    | Golf Lessons and Pro Shop Sales                                         | Pro Shop expenses, clubhouse and kitchen maintenance, modernization, and lessons instructor | \$200,000                   | Available for expenditure               |
| Council on Aging      | Director & Council on Aging                       | Fees from health, recreation, nutrition and education programs          | Health, recreation, nutrition and education programs                                        | \$125,000                   | Available for expenditure               |
| Cemetery              | Administrator & Cemetery Commission               | 90% of Lot Sales, 100 % of all Cemetery Services and Fees               | Maintenance of town cemeteries                                                              | \$50,000                    | Available for expenditure               |
| Community Center      | Director & Facilities Committee                   | Fees from use of the weight room                                        | Weight Room Equipment (and repair)                                                          | \$50,000                    | Available for expenditure               |
| Recreation            | Director & Rec & Youth Commission                 | Fees from recreation and youth programs                                 | Recreation and youth programs                                                               | \$120,000                   | Available for expenditure               |
| Albro House           | Town Planner & Historic District/Hist. Commission | Fees from receipts of lease or fees for short term rooms use and rental | Restorations, maintenance, care and support of town-owned property                          | \$10,000                    | Available for expenditure               |
| ADA                   | Town Administrator                                | Receipts of parking penalty fees                                        | Interpreter services or accommodations required under ADA                                   | \$2,500                     | Available for expenditure               |

**FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED. VOTE: YES-7, NO-0.**

**MOTION:** (Dana A. DeCosta, Chairman-Finance Committee) I move that this article be accepted and adopted as printed in the warrant. Duly seconded

**ACTION:** Motion carried.

ESTABLISH A WETLANDS REVOLVING FUND

**ARTICLE 59:** To see if the Town will vote to establish a revolving fund, effective FY 2017 under M.G.L. Chapter 44, Section 53E ½ for the purpose of upholding the interests of the Massachusetts Wetlands Protection Act and the Harwich Wetlands Protection

**Bid Opening Minutes**  
*Thursday, November 16, 2017*  
**Pet Cemetery Walkway**

At 2:00 P.M., November 16, in the presence of Paul Sweetser, and Robbin Kelley, Bob Cafarelli received and opened sealed bids for the construction of a walkway at the Pet Cemetery on Queen Anne Road. The project was broken down into three roughly equal phases.

One bid was received:

| <b>Company Name</b> | <b>Phase 1</b> | <b>Phase 2</b> | <b>Phase 3</b> |
|---------------------|----------------|----------------|----------------|
| Cape Cod Builders   | \$23,236       | \$22,800       | \$23,645       |

The bids were taken under advisement for review by the Cemetery Department for recommendation to the Board of Selectmen for award of contract at a later date.

Notes by: Bob Cafarelli, Town Engineer

TOWN OF HARWICH  
732 MAIN STREET  
HARWICH, MA 02645

**Project:** Pet Cemetery Walkway

**Date:** 04/23/18

**Requested By:** Cape Cod Builders, Inc.

**DESCRIPTION OF CHANGE**

**CHANGE ORDER 1**

Extends project completion date from March 31 to May 25, 2018

**REASON FOR CHANGE**

Delays in starting of project for reasons beyond the control of the Contractor.

**TIME AND COST**

Substantial completion of project by May 25, 2018. No change in cost.

**ACCEPTANCE OF CHANGE**

The signature of both parties shall evidence acceptance of this change order form request.

  
Town of Harwich Authorized Signature

4/23/18  
Date

Christopher Clark  
Printed Name

Town Administrator  
Title

Cape Cod Builders, Inc. Authorized Signature

Date

Printed Name

Title



SOUTH DENNIS MA  
128 GREAT WESTERN RD  
SOUTH DENNIS, MA 02660-3715  
PHONE # 508-394-2193

# INVOICE

REMIT TO:

SITEONE LANDSCAPE SUPPLY, LLC  
24110 NETWORK PLACE  
CHICAGO, IL 60673-1241

| OUR ORDER NO. | INVOICE DATE | INVOICE NO. | PAGE |
|---------------|--------------|-------------|------|
| T0755672      | 04/11/18     | 85106194    | 1    |

SHIPPED TO:

000054 Grp No: 000054 Page: 3 of 3 (Seq# 120)  
TOWN OF HARWICH DPW  
PO BOX 1543  
HARWICH MA 02645-6543

TOWN OF HARWICH DPW  
PO BOX 1543  
HARWICH, MA 02645-6543



| CUSTOMER CODE | SALES MAN | SHIPPED VIA      | DATE SHIPPED | TERMS         | CUSTOMER ORDER NO. |
|---------------|-----------|------------------|--------------|---------------|--------------------|
| 387092        | CTT       | CUSTOMER PICK UP | 04/11/18     | NET. 15TH PRX |                    |

| PRODUCT CODE | DESCRIPTION                               | INVOICE QUANTITY | B/O QUANTITY | UNIT | PRICE  | AMOUNT |
|--------------|-------------------------------------------|------------------|--------------|------|--------|--------|
| 1401-168     | 1 1/4 X 1 PVC REDUCING TEE INSERT X INSE  | 25               | 0            | EA   | 1.665  | 41.63  |
| SL135SS      | KWIKCUT 1-5/8" OD SPRING ACTION BLACK/STA | 1                | 0            | EA   | 21.005 | 21.01  |
| 81902        | 3/4"-1 1/4" WIRE MESH GRIP W/SWIVEL 18" L | 1                | 0            | EA   | 90.985 | 90.99  |

BY ACCEPTANCE OF THIS MERCHANDISE YOU AGREE TO PAY A 1.5% PER MONTH LATE CHARGE (18.0% PER ANNUM) OR THE HIGHEST RATE ALLOWED BY LAW. LATE CHARGES START ON THE DAY FOLLOWING THE DUE DATE.

THESE GOODS WERE PRODUCED IN COMPLIANCE WITH APPLICABLE REQUIREMENTS OF SECTIONS 6, 7, AND 12 OF THE FAIR LABOR STANDARDS ACT AS AMENDED.

RETURNS MUST HAVE OUR PRIOR CONSENT. ORIGINAL INVOICE NO. WITH DATE MUST BE FURNISHED. RESTOCKING, RECONDITIONING AND FREIGHT CHARGES ARE APPLICABLE ON RETURNS.

|                   |                      |                        |                       |                  |            |                      |
|-------------------|----------------------|------------------------|-----------------------|------------------|------------|----------------------|
| 153.63            | 0.00                 | 0.00                   | 0.00                  | 0.00             |            | <b>TOTAL INVOICE</b> |
| <b>LINE TOTAL</b> | <b>OTHER CHARGES</b> | <b>DELIVERY CHARGE</b> | <b>TAXABLE AMOUNT</b> | <b>SALES TAX</b> | <b>HST</b> | 153.63               |
|                   |                      |                        |                       |                  |            | DATE DUE             |
|                   |                      |                        |                       |                  |            | 05/15/18             |

*Del Cemetery*



SOUTH DENNIS MA  
128 GREAT WESTERN RD  
SOUTH DENNIS, MA 02660-3715  
PHONE # 508-394-2193

# INVOICE

REMIT TO:

SITEONE LANDSCAPE SUPPLY, LLC  
24110 NETWORK PLACE  
CHICAGO, IL 60673-1241

| OUR ORDER NO. | INVOICE DATE | INVOICE NO. | PAGE |
|---------------|--------------|-------------|------|
| T0744772      | 04/09/18     | 85061911    | 1    |

SHIPPED TO:

000054 Grp No: 000054 Page: 2 of 3 (Seq# 119)  
TOWN OF HARWICH DPW  
PO BOX 1543  
HARWICH MA 02645-6543

TOWN OF HARWICH DPW  
PO BOX 1543  
HARWICH, MA 02645-6543



| CUSTOMER CODE | SALES MAN | SHIPPED VIA      | DATE SHIPPED | TERMS | CUSTOMER ORDER NO. |
|---------------|-----------|------------------|--------------|-------|--------------------|
| 387092        | D2M       | CUSTOMER PICK UP | 04/09/18     |       | CEMETARY           |

| PRODUCT CODE      | DESCRIPTION                              | INVOICE QUANTITY | B/O QUANTITY | UNIT | PRICE | AMOUNT |
|-------------------|------------------------------------------|------------------|--------------|------|-------|--------|
| CR125300125PE4710 | 1 1/4 X 300 FT 125 LB 4710 NSF POLY      | 900              | 0            | FT   | 0.559 | 503.10 |
| CR150100100NN     | 1 1/2 X 100 FT 100 LB UTILITY NON-NSF PO | 200              | 0            | FT   | 0.662 | 132.40 |
| 1401-168          | 1 1/4 X 1 PVC REDUCING TEE INSERT X INSE | 24               | 0            | EA   | 1.664 | 39.94  |
| CR125100125PE4710 | 1-1/4 X 100 FT 125 LB 4710NSF POLY       | 200              | 0            | FT   | 0.518 | 103.60 |

BY ACCEPTANCE OF THIS MERCHANDISE YOU AGREE TO PAY A 1.5% PER MONTH LATE CHARGE (18.0% PER ANNUM) OR THE HIGHEST RATE ALLOWED BY LAW. LATE CHARGES START ON THE DAY FOLLOWING THE DUE DATE.

THESE GOODS WERE PRODUCED IN COMPLIANCE WITH APPLICABLE REQUIREMENTS OF SECTIONS 0, 7, AND 12 OF THE FAIR LABOR STANDARDS ACT AS AMENDED.

RETURNS MUST HAVE OUR PRIOR CONSENT. ORIGINAL INVOICE NO. WITH DATE MUST BE FURNISHED. RESTOCKING, RECONDITIONING AND FREIGHT CHARGES ARE APPLICABLE ON RETURNS.

|                   |                      |                        |                       |                  |            |                      |
|-------------------|----------------------|------------------------|-----------------------|------------------|------------|----------------------|
| 779.04            | 0.00                 | 0.00                   | 0.00                  | 0.00             |            | <b>TOTAL INVOICE</b> |
| <b>LINE TOTAL</b> | <b>OTHER CHARGES</b> | <b>DELIVERY CHARGE</b> | <b>TAXABLE AMOUNT</b> | <b>SALES TAX</b> | <b>HST</b> | <b>779.04</b>        |

DATE DUE  
05/15/18

*Del Cemetery*



SOUTH DENNIS MA  
 128 GREAT WESTERN RD  
 SOUTH DENNIS, MA 02660-3715  
 PHONE # 508-394-2193

# INVOICE

REMIT TO:

SITEONE LANDSCAPE SUPPLY, LLC  
 24110 NETWORK PLACE  
 CHICAGO, IL 60673-1241

| OUR ORDER NO. | INVOICE DATE | INVOICE NO. | PAGE |
|---------------|--------------|-------------|------|
| T0849164      | 04/13/18     | 85142431    | 1    |

SHIPPED TO:

000045 Grp No: 000045 Page: 3 of 3 (Seq# 103)  
 TOWN OF HARWICH DPW  
 PO BOX 1543  
 HARWICH MA 02645-6543

TOWN OF HARWICH DPW  
 PO BOX 1543  
 HARWICH, MA 02645-6543



| CUSTOMER CODE | SALES MAN | SHIPPED VIA      | DATE SHIPPED | TERMS | CUSTOMER ORDER NO. |
|---------------|-----------|------------------|--------------|-------|--------------------|
| 387092        | SEY       | CUSTOMER PICK UP | 04/13/18     |       | CEMETARY           |

| PRODUCT CODE | DESCRIPTION                              | INVOICE QUANTITY | B/O QUANTITY | UNIT | PRICE | AMOUNT |
|--------------|------------------------------------------|------------------|--------------|------|-------|--------|
| 93172314     | CLAMP-PVC-3/4 CONDUIT CLAMP PVCPA GENERI | 31               | 0            | EA   | 0.537 | 16.65  |
| 7536PVCN     | 3/4 X 36 PVC NIPPLE TBE SCH 80           | 6                | 0            | EA   | 6.088 | 36.53  |
| CR1100100NN  | 1 X 100 FT 100 LB UTILITY NON-NSF POLY   | 100              | 0            | FT   | 0.199 | 19.90  |

BY ACCEPTANCE OF THIS MERCHANDISE YOU AGREE TO PAY A 1.5% PER MONTH LATE CHARGE (18.0% PER ANNUM) ON THE HIGHEST RATE ALLOWED BY LAW. LATE CHARGES START ON THE DAY FOLLOWING THE DUE DATE.

THESE GOODS WERE PRODUCED IN COMPLIANCE WITH APPLICABLE REQUIREMENTS OF SECTIONS 8, 7, AND 12 OF THE FAIR LABOR STANDARDS ACT AS AMENDED.

RETURNS MUST HAVE OUR PRIOR CONSENT. ORIGINAL INVOICE NO. WITH DATE MUST BE FURNISHED. RESTOCKING, RECONDITIONING AND FREIGHT CHARGES ARE APPLICABLE ON RETURNS.

|                   |                      |                        |                       |                  |            |                      |
|-------------------|----------------------|------------------------|-----------------------|------------------|------------|----------------------|
| 73.08             | 0.00                 | 0.00                   | 0.00                  | 0.00             |            | <b>TOTAL INVOICE</b> |
| <b>LINE TOTAL</b> | <b>OTHER CHARGES</b> | <b>DELIVERY CHARGE</b> | <b>TAXABLE AMOUNT</b> | <b>SALES TAX</b> | <b>HST</b> | 73.08                |

DATE DUE  
 05/15/18





SOUTH DENNIS MA  
128 GREAT WESTERN RD  
SOUTH DENNIS, MA 02660-3715  
PHONE # 508-394-2193

# INVOICE

REMIT TO:

SITEONE LANDSCAPE SUPPLY, LLC  
24110 NETWORK PLACE  
CHICAGO, IL 60673-1241

| OUR ORDER NO. | INVOICE DATE | INVOICE NO. | PAGE |
|---------------|--------------|-------------|------|
| T0818313      | 04/12/18     | 85117792    | 1    |

SHIPPED TO:

TOWN OF HARWICH DPW  
PO BOX 1543  
HARWICH, MA 02645-6543

000045 Grp No: 000045 Page: 1 of 3 (Seq# 101)  
TOWN OF HARWICH DPW  
PO BOX 1543  
HARWICH MA 02645-6543



| CUSTOMER CODE | SALES MAN | SHIPPED VIA      | DATE SHIPPED | TERMS | CUSTOMER ORDER NO. |
|---------------|-----------|------------------|--------------|-------|--------------------|
| 387092        | SEY       | CUSTOMER PICK UP | 04/12/18     |       | CEMETARY           |

| PRODUCT CODE              | DESCRIPTION                                                 | INVOICE QUANTITY | B/O QUANTITY | UNIT     | PRICE          | AMOUNT       |
|---------------------------|-------------------------------------------------------------|------------------|--------------|----------|----------------|--------------|
| 121-DURA                  | 12 X 17 X 12 GREEN VALVE BOX DURA                           | 3                | 0            | EA       | 20.488         | 61.46        |
| 7548PVCN                  | 3/4 X 48 PVC NIPPLE TBE SCH 80                              | 6                | 0            | EA       | 5.082          | 30.49        |
| 770T07N                   | 1 1/2 PVC BALL VALVE NSF THREADED                           | 3                | 0            | EA       | 3.640          | 10.92        |
| 1407-167                  | 1 1/4 X 3/4 PVC INSERT REDUCING 90 ELL I                    | 3                | 0            | EA       | 1.696          | 5.09         |
| 1406-015                  | 1 1/2 90 ELL INS X INS POLY FITTING                         | 2                | 0            | EA       | 1.438          | 2.88         |
| 1436-212                  | 1 1/2 X 1 1/4 PVC REDUCING MALE ADAPTER                     | 4                | 0            | EA       | 1.841          | 7.36         |
| 1436-015                  | 1 1/2 INSERT MALE ADAPTER POLY FITTING                      | 5                | 0            | EA       | 0.905          | 4.53         |
| 1402-015                  | 1 1/2 X 1 1/2 X 1 1/2 COMB RED TEE POLY                     | 2                | 0            | EA       | 4.327          | 8.65         |
| 1407-010                  | 1 90 ELL INS X FIPT POLY FITTING                            | 2                | 0            | EA       | 1.264          | 2.53         |
| 439-131                   | 1 X 3/4 RED BUSHING MIPT X FIPT PVC FITT                    | 3                | 0            | EA       | 1.148          | 3.44         |
| 646BV04                   | 3/4" HOSE BIBB BALL VALVE                                   | 6                | 0            | EA       | 8.540          | 51.24        |
| PLAINBLUEGLOFLAG<br>86020 | PLAIN BLUE GLO MARKING FLAG 4X5X21<br>1/2 X 520 TEFLON TAPE | 100<br>2         | 0<br>0       | EA<br>EA | 0.099<br>0.503 | 9.90<br>1.01 |

BY ACCEPTANCE OF THIS MERCHANDISE YOU AGREE TO PAY A 1.5% PER MONTH LATE CHARGE (18.0% PER ANNUM) OR THE HIGHEST RATE ALLOWED BY LAW. LATE CHARGES START ON THE DAY FOLLOWING THE DUE DATE.

THESE GOODS WERE PRODUCED IN COMPLIANCE WITH APPLICABLE REQUIREMENTS OF SECTIONS 6, 7, AND 12 OF THE FAIR LABOR STANDARDS ACT AS AMENDED.

RETURNS MUST HAVE OUR PRIOR CONSENT. ORIGINAL INVOICE NO. WITH DATE MUST BE FURNISHED. RESTOCKING, RECONDITIONING AND FREIGHT CHARGES ARE APPLICABLE ON RETURNS.

|                   |                      |                        |                       |                  |            |                      |
|-------------------|----------------------|------------------------|-----------------------|------------------|------------|----------------------|
| 199.50            | 0.00                 | 0.00                   | 0.00                  | 0.00             |            | <b>TOTAL INVOICE</b> |
| <b>LINE TOTAL</b> | <b>OTHER CHARGES</b> | <b>DELIVERY CHARGE</b> | <b>TAXABLE AMOUNT</b> | <b>SALES TAX</b> | <b>HST</b> | <b>199.50</b>        |

DATE DUE  
05/15/18

## AGREEMENT FOR TOWN OF HARWICH

The following provisions shall constitute an Agreement between the Town of Harwich, acting by and through its Town Administrator, hereinafter referred to as "Town," and Cape Cod Builders, Inc., with an address of 14 Bosuns Lane, Bourne, MA, hereinafter referred to as "Contractor", effective as of the 11<sup>th</sup> day of December, 2017. In consideration of the mutual covenants contained herein, the parties agree as follows:

### ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all the work required for the installation of Phase One and Phase Two of five foot wide stamped reinforced concrete walkway at the proposed Pet Cemetery, 276 Queen Anne Road in Harwich in accordance with the Invitation for Bids, Instructions to Bidders, Bid Specifications and any other related documents, prepared by the Town of Harwich.

### ARTICLE 2: TIME OF PERFORMANCE:

The Contractor shall complete all work and services required hereunder commencing December, 2017 through March, 2018.

### ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work, subject to additions and deductions by Change Order, an amount not to exceed \$46,036 (\$23,236 Phase One, \$22,800 Phase Two). The Contractor shall submit monthly invoices to the Town for services rendered, which will be due 30 days following receipt by the Town.

### ARTICLE 4: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein:

Invitation for Bids, Bidding Documents, Instructions to Bidders, Scope of Work, amendments, change orders, or other changes mutually agreed upon in writing; all applicable State laws, including but not limited to MGL Chapter 30, § 39M as amended,

and MGL Chapter 149, §§ 26 and 27 (prevailing wages), municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the construction of the project; and the Contractor's Form of General Bid as accepted by the Town (including requirements of M.G.L. Chapter 149, sections 26-27 -- Prevailing Wage Rates). In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

#### **ARTICLE 5: CONTRACT TERMINATION:**

The Town may suspend or terminate this Agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.

The Town party may terminate this Agreement at any time for its convenience by providing the Contractor written notice specifying therein the termination date which shall be no sooner than thirty (30) days from the issuance of said notice. Upon receipt of a notice of termination from the Town, the Contractor shall cease to incur additional expenses in connection with the Agreement. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date as determined by the Town. Such payment shall not exceed the fair value of the services provided hereunder.

#### **ARTICLE 6: INDEMNIFICATION:**

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising directly or indirectly from the contract. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor

shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.

**ARTICLE 7: AVAILABILITY OF FUNDS:**

The compensation provided by this Agreement is subject to the availability and appropriation of funds.

**ARTICLE 8: APPLICABLE LAW:**

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

**ARTICLE 9: ASSIGNMENT:**

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

**ARTICLE 10: AMENDMENTS:**

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

**ARTICLE 11: INDEPENDENT CONTRACTOR:**

The Contractor acknowledges and agrees that it is acting as an independent contractor for all work and services rendered pursuant to this Agreement and shall not be considered an employee or agent of the Town for any purpose.

**ARTICLE 12: INSURANCE:**

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers' compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

|                                           |                                                    |
|-------------------------------------------|----------------------------------------------------|
| WORKMEN'S COMPENSATION                    | Per Statute                                        |
| EMPLOYER'S LIABILITY INSURANCE            | \$1,000,000                                        |
| COMPREHENSIVE GENERAL LIABILITY           |                                                    |
| Personal Injury                           | \$500,000 each occurrence                          |
| Bodily Injury                             | \$1,000,000 in the aggregate                       |
| Property Damage                           | \$1,000,000 in the aggregate                       |
| COMPREHENSIVE AUTOMOBILE LIABILITY        |                                                    |
| Bodily Injury                             | \$500,000 each person<br>\$1,000,000 each accident |
| PROPERTY DAMAGE                           | \$200,000 per accident                             |
| PLUS COMPREHENSIVE LIABILITY              | \$500,000 in the aggregate                         |
| UMBRELLA COVERAGE                         |                                                    |
| PROFESSIONAL LIABILITY (where applicable) | \$1,000,000                                        |

Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a thirty day notice of cancellation to the Town.

**ARTICLE 13: SEVERABILITY:**

If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

**ARTICLE 14: ENTIRE AGREEMENT:**

This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

**ARTICLE 15: COUNTERPARTS:**

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be a counterpart original.

A. **ARTICLE 16: WAGE RATES: (If Applicable)**

Minimum wage rates, as determined by the Department of Labor and Workforce Development, under the provision of the Massachusetts General Laws, Chapter 149, Sections 26 to 27H, as amended, apply to this project [Attach and incorporate by reference the applicable State Department of Labor Standards wage schedule]. It is the responsibility of the Contractor, before Bid Opening, to request, if necessary, any additional information on Massachusetts Wage Rates for those tradespeople who are not covered by the



applicable Massachusetts Wage Decision, but who may be employed for the proposed work under this Contract.

- B. In accordance with Chapter 149, Section 27B, it is the responsibility of the Contractor and any Subcontractors to submit payroll records to the Official on a weekly basis.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

CONTRACTOR

TOWN OF HARWICH

By

by its Board of Selectmen

Signature

Printed Name and Title

Christopher Clark  
Town Administrator

Approved as to Availability of Funds:

Finance Director

Contract Sum

Account Number

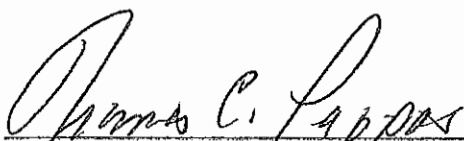
*Carl Coriole*

*\$46,036*

*1611002-538000*

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.



\_\_\_\_\_  
(Signature of individual signing bid or proposal)

CAPE COD BUILDERS INC

\_\_\_\_\_  
(Name of Company)

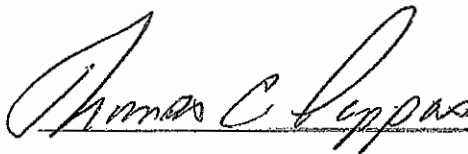
**STATEMENT OF TAX COMPLIANCE**

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to my knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Social Security or Federal  
Identification Number

26-2816797

Signature of individual  
signing bid or proposal



| BOS VOTE | FINCOM VOTE | ART# | Selectman Discussion by:                                              | Onliners ATM May 7, 2018  |               |               |               | BOS Recom.   | FinCom Recom  | Tax levy \$ 49,549,834 | Free Cash \$ 3,576,156 | CPC \$ -     | Water Ent. \$ - | Debt/Capital Exclusion \$ - | Local Receipts \$ 12,690,945 | Other \$ - |
|----------|-------------|------|-----------------------------------------------------------------------|---------------------------|---------------|---------------|---------------|--------------|---------------|------------------------|------------------------|--------------|-----------------|-----------------------------|------------------------------|------------|
|          |             |      |                                                                       | Petitioner                | Request       | TA Recom.     |               |              |               |                        |                        |              |                 |                             |                              |            |
| 5-0-0    | 5-0-0       | 1    | Town Officers & Comms                                                 | Customary                 |               |               |               |              |               |                        |                        |              |                 |                             |                              |            |
| 5-0-0    | 5-0-0       | 2    | Reports of Town Officers & Committees                                 | Customary                 |               |               |               |              |               |                        |                        |              |                 |                             |                              |            |
| 3-2-0    | 3-0-2       | 3    | Elected Officials Salaries                                            | Customary                 |               |               |               |              |               |                        |                        |              |                 |                             |                              |            |
| 5-0-0    | 4-1-0       | 4    | Town Operating Budget                                                 | BOS                       | \$ 37,776,563 | \$ 37,070,741 | \$ 37,043,203 | \$37,070,741 | \$ 22,359,207 | \$ 118,000             | \$ 588,750             | \$ 732,843   |                 | \$12,690,945                | \$ 755,186                   |            |
| 3-2-0    | 4-1-0       | 5    | MRSD Budget                                                           | MRSD/Supt                 | \$ 25,604,441 | \$ 25,609,390 | \$ 25,609,390 | \$25,609,390 | \$ 25,349,352 | \$ 147,336             |                        |              | \$ 112,702      |                             |                              |            |
| 5-0-0    | 5-0-0       | 6    | CCRTS Budget                                                          | Supt                      | \$ 1,635,702  | \$ 1,581,237  | \$ 1,581,237  | \$ 1,581,237 | \$ 1,581,237  |                        |                        |              |                 |                             |                              |            |
| 5-0-0    | 5-0-0       | 7    | Water Dept Budget                                                     | Water Com                 | \$ 4,238,297  | \$ 4,238,297  | \$ 4,238,297  | \$ 4,238,297 |               |                        |                        | \$ 4,238,297 |                 |                             |                              |            |
| 5-0-0    | 5-0-0       | 8    | Adopt the Capital Plan                                                | BOS                       |               |               |               |              |               |                        |                        |              |                 |                             |                              |            |
| Hold     | 5-0-0       | 9    | Capital Items from Free Cash                                          | BOS                       | \$ 263,103    | \$ 263,103    | \$ 234,000    | \$ 234,000   |               | \$ 234,000             |                        |              |                 |                             |                              |            |
| 3-0-0    | 5-0-0       | 10   | Facility Maintenance & Repair Fund                                    | BOS                       | \$ 825,000    | \$ 825,000    | \$ 825,000    | \$ 825,000   |               | \$ 825,000             |                        |              |                 |                             |                              |            |
| 5-0-0    | NRPFI 5-0-0 | 11   | Fund the Snow & Ice Deficit for FY18                                  | BOS                       | \$ 250,000    | \$ 250,000    |               |              |               | \$ 250,000             |                        |              |                 |                             |                              |            |
| 5-0-0    | NRPFI 5-0-0 | 12   | Fund Shortfalls in Budget Transfers for FY18                          | TA & FD                   | \$ 100,000    | \$ 100,000    |               |              |               | \$ -                   |                        |              |                 |                             | \$ -                         |            |
| 5-0-0    | 5-0-0       | 13   | Rescind Amounts in Long Term Debt                                     | FD                        | \$ 6,145,167  | \$ 6,145,167  | \$ 6,145,167  | \$ 6,145,167 |               |                        |                        |              |                 |                             | \$ 6,145,167                 |            |
| 5-0-0    | NRPFI 5-0-0 | 14   | Fund Construction of Phase II of the CWMP                             | BOS                       | \$ 22,450,000 | \$ 22,450,000 |               |              |               |                        |                        |              | \$ 22,450,000   |                             |                              |            |
| 5-0-0    | 5-0-0       | 15   | DHY Clean Waters Community Partnership                                | BOS                       |               |               |               |              |               |                        |                        |              |                 |                             |                              |            |
| 5-0-0    | 5-0-0       | 16   | Sewer Enterprise Fund                                                 | BOS                       | \$ 175,000    | \$ 90,000     | \$ 70,000     | \$ 90,000    | \$ 70,000     |                        |                        |              |                 |                             |                              |            |
| 5-0-0    | 5-0-0       | 17   | Lower County Road Project                                             | Water Com                 | \$ 1,300,000  | \$ 1,300,000  | \$ 1,300,000  | \$ 1,300,000 |               |                        |                        | \$ 1,300,000 |                 |                             |                              |            |
| 5-0-0    | 5-0-0       | 18   | Repave Access Roads to Well Sites                                     | Water Com                 | \$ 175,000    | \$ 175,000    | \$ 175,000    | \$ 175,000   |               |                        |                        | \$ 175,000   |                 |                             |                              |            |
| 5-0-0    | 4-1-0       | 19   | Purchase Utility Trucks for Water Dept.                               | Water Com                 | \$ 101,825    | \$ 101,825    | \$ 101,825    | \$ 101,825   |               |                        |                        | \$ 101,825   |                 |                             |                              |            |
| 5-0-0    | 5-0-0       | 20   | Reappropriation of Bond Proceeds                                      | Water Com                 | \$ 59,768     | \$ 59,768     | \$ 59,768     | \$ 59,768    |               |                        |                        |              |                 |                             | \$ 59,768                    |            |
| 4-1-0    | 5-0-0       | 21   | Purchase & Equip Vehicles for DPW                                     | DPW                       | \$ 215,000    | \$ 215,000    | \$ 135,000    | \$ 215,000   |               | \$ 215,000             |                        |              |                 |                             |                              |            |
| 5-0-0    | 5-0-0       | 22   | Road Maintenance Program                                              | DPW                       | \$ 700,000    | \$ 700,000    | \$ 700,000    | \$ 700,000   |               |                        |                        |              | \$ 700,000      |                             |                              |            |
| 5-0-0    | 5-0-0       | 23   | Purchase New Replacement Ambulance                                    | FIRE                      | \$ 340,000    | \$ 340,000    | \$ 340,000    | \$ 340,000   |               | \$ 340,000             |                        |              |                 |                             |                              |            |
| 5-0-0    | 4-1-0       | 24   | Construction of Station 2                                             | FIRE                      | \$ 6,050,000  | \$ 6,050,000  | \$ 6,050,000  | \$ 6,050,000 |               |                        |                        |              | \$ 6,050,000    |                             |                              |            |
| 5-0-0    | 5-0-0       | 25   | Transfer of Land for Island Pond Cemetery                             | Cemetery Com.             |               |               |               |              |               |                        |                        |              |                 |                             |                              |            |
| 3-0-0    | 5-0-0       | 26   | Construction of Pet Cemetery/Fund Equipment for Pet Crematory         | Cemetery Com. & Cem Admin | \$ 577,950    | \$ 577,950    | \$ 577,950    | \$ 577,950   |               |                        |                        |              | \$ 577,950      |                             |                              |            |
| IP 5-0-0 | IP 4-1-0    | 27   | Cemetery Commission Rules & Regs Amendments                           | Cemetery Com.             |               |               |               |              |               |                        |                        |              |                 |                             |                              |            |
| 5-0-0    | 5-0-0       | 28   | Landscape Reclamation and Major Tree Removal                          | GOLF                      | \$ 40,000     | \$ 40,000     | \$ 40,000     | \$ 40,000    |               |                        |                        |              |                 |                             | \$ 40,000                    |            |
| 5-0-0    | 5-0-0       | 29   | Phase 2 Completion of Landscaping                                     | GOLF                      | \$ 50,000     | \$ 50,000     | \$ 50,000     | \$ 50,000    |               |                        |                        |              |                 |                             | \$ 50,000                    |            |
| 3-0-0    | 5-0-0       | 30   | Accept Grant for Saquatucket Landside                                 | BOS                       | \$ 1,000,000  | \$ 1,000,000  | \$ 1,000,000  | \$ 1,000,000 |               |                        |                        |              |                 |                             | \$ 1,000,000                 |            |
| 5-0-0    | 5-0-0       | 31   | Monomoy Regional Agreement Amendments                                 | MRSD/Supt                 |               |               |               |              |               |                        |                        |              |                 |                             |                              |            |
| 5-0-0    | 5-0-0       | 32   | Amend Code of Harwich General By-Laws - Adopt the Stretch Energy Code | BOS                       |               |               |               |              |               |                        |                        |              |                 |                             |                              |            |





| BOS VOTE   | FINCOM VOTE | ART# | Selectman Discussion by: | Oneliners ATM May 7, 2018                                                     | Petitioner                             | Request    | TA Recom.  | BOS Recom. | FinCom Recom | Tax Levy      | Free Cash    | CPC        | Water Ent. | Debt/Capital Exclusion | Local Receipts | Other |
|------------|-------------|------|--------------------------|-------------------------------------------------------------------------------|----------------------------------------|------------|------------|------------|--------------|---------------|--------------|------------|------------|------------------------|----------------|-------|
|            |             |      |                          |                                                                               |                                        |            |            |            |              | \$ 49,549,834 | \$ 3,576,156 | \$ -       | \$ -       | \$ 12,690,945          | \$ -           |       |
| 5-0-0      | 5-0-0       | 50   |                          | Community Preservation Articles under \$50,000                                | CPC                                    | \$ 139,740 | \$ 139,740 | \$ 139,740 | \$ 139,740   |               |              | \$ 139,740 |            |                        |                |       |
| 5-0-0      | 5-0-0       | 51   |                          | Brooks Free Library Restoration                                               | CPC & Library                          | \$ 300,000 | \$ 300,000 | \$ 300,000 | \$ 300,000   |               |              | \$ 300,000 |            |                        |                |       |
| 5-0-0      | 5-0-0       | 52   |                          | Construction of Municipal Public Records Storage Facility at Community Center | CPC & TA                               | \$ 120,275 | \$ 120,275 | \$ 120,275 | \$ 120,275   |               |              | \$ 120,275 |            |                        |                |       |
| 5-0-0      | 5-0-0       | 53   |                          | Habitat for Humanity Community Housing                                        | CPC & Habitat                          | \$ 300,000 | \$ 300,000 | \$ 300,000 | \$ 300,000   |               |              | \$ 300,000 |            |                        |                |       |
| 5-0-0      | 5-0-0       | 54   |                          | Brooks Park Expansion/Improvements Phase 5                                    | CPC & Rec Com.                         | \$ 333,500 | \$ 333,500 | \$ 333,500 | \$ 333,500   |               |              | \$ 333,500 |            |                        |                |       |
| 5-0-0      | 5-0-0       | 55   |                          | Judah Eldredge Property Acquisition                                           | BOS                                    | \$ 369,000 | \$ 369,000 | \$ 369,000 | \$ 369,000   |               |              | \$ 369,000 |            |                        |                |       |
| 5-0-0      | 5-0-0       | 56   |                          | Purchase of Cornelius Pond Property                                           | CPC, Conservation Trust, RE/Open Space | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000   |               |              | \$ 200,000 |            |                        |                |       |
| 5-0-0      | 5-0-0       | 57   |                          | Hinckley Pond Remediation and Public Access Improvements near Rte 124         | CPC & TA                               | \$ 650,000 | \$ 650,000 | \$ 650,000 | \$ 650,000   |               |              | \$ 650,000 |            |                        |                |       |
| 5-0-0      | 4-1-0       | 58   |                          | Fund the Harwich Affordable Housing Trust                                     | CPC & BOS                              | \$ 500,000 | \$ 500,000 | \$ 500,000 | \$ 500,000   |               |              | \$ 500,000 |            |                        |                |       |
| 5-0-0      | 5-0-0       | 59   |                          | Defray Costs for the Chase and Harwich Libraries                              | Petitioner                             | \$ 20,000  | \$ 20,000  | \$ 20,000  | \$ 20,000    |               | \$ 20,000    |            |            |                        |                |       |
| 5-0-0      | 5-0-0       | 60   |                          | Promote the Town of Harwich                                                   | Petitioner                             | \$ 30,000  | \$ 30,000  | \$ 30,000  | \$ 30,000    |               | \$ 30,000    |            |            |                        |                |       |
| 5-0-0      | 5-0-0       | 61   |                          | Supplement Annual Allocation of Mass Cultural Council for Local Cultural      | Harwich Cultural Counsel               | \$ 3,600   | \$ 3,600   | \$ 3,600   | \$ 3,600     |               | \$ 3,600     |            |            |                        |                |       |
| 5-0-0      | 5-0-0       | 62   |                          | Pleasant Bay Alliance - IMA                                                   | BOS & Pleasant Bay Alliance            |            |            |            |              |               |              |            |            |                        |                |       |
| 5-0-0      | 5-0-0       | 63   |                          | Pleasant Bay Management Resource Plan Update -                                | BOS & Pleasant                         |            |            |            |              |               |              |            |            |                        |                |       |
| 5-0-0      | 5-0-0       | 64   |                          | Annual Revolving Fund Authorization                                           | BOS                                    |            |            |            |              |               |              |            |            |                        |                |       |
| 3-0-0      | 5-0-0       | 65   |                          | Establish Annual Tax Title Collection Revolving Account                       | FD & Treas/Coll                        |            |            |            |              |               |              |            |            |                        |                |       |
| 5-0-0 NRPI | 5-0-0 NRPI  | 66   |                          | Stabilization Fund                                                            | BOS                                    | \$ 700,000 | \$ 700,000 |            |              |               | \$ 700,000   |            |            |                        |                |       |
| 5-0-0 NRPI | 5-0-0 NRPI  | 67   |                          | OPEB Trust Fund                                                               | BOS                                    | \$ 700,000 | \$ 700,000 |            |              |               | \$ 700,000   |            |            |                        |                |       |
| 5-0-0 NRPI | 5-0-0 NRPI  | 68   |                          | Fund Prior Year's Unpaid Bills                                                | FD                                     | \$ 10,500  | \$ 10,500  |            |              |               | \$ 10,500    |            |            |                        |                |       |
| 5-0-0      | 5-0-0       | 69   |                          | Herring Fisheries                                                             | Customary                              |            |            |            |              |               |              |            |            |                        |                |       |



| BOS VOTE | FINCOM VOTE | ART# | Selectman Discussion by: | Oneliners ATM May 7, 2018                                                           | Petitioner         | Request        | TA Recom.      | BOS Recom.    | FinCom Recom | Tax levy \$ 49,549,834 | Free Cash \$ 3,576,156 | CPC \$ -     | Water Ent.   | Debt/Capital Exclusion \$ - | Local Receipts \$ 12,690,945 | Other \$ -   |
|----------|-------------|------|--------------------------|-------------------------------------------------------------------------------------|--------------------|----------------|----------------|---------------|--------------|------------------------|------------------------|--------------|--------------|-----------------------------|------------------------------|--------------|
|          |             |      |                          | <u>Total ATM May 2018</u>                                                           | .                  |                |                |               |              |                        |                        |              |              |                             |                              |              |
|          |             |      |                          | <u>Balances</u>                                                                     | .                  | \$ 114,449,430 | \$ 113,609,092 | \$ 89,241,951 |              | \$ 49,359,796          | \$ 3,593,436           | \$ 3,501,265 | \$ 6,547,965 | \$ 29,890,652               | \$ 12,690,945                | \$ 8,050,120 |
|          |             |      |                          | No Recommendation Pending Further Information ((NRPFI) Indefinitely Post-Pone (IPP) |                    |                |                |               |              |                        |                        |              |              |                             |                              |              |
|          |             |      |                          | Special Town Meeting Articles                                                       |                    |                |                |               |              |                        |                        |              |              |                             |                              |              |
|          |             | 1    |                          |                                                                                     |                    |                |                |               |              |                        |                        |              |              |                             |                              |              |
|          |             | 2    |                          |                                                                                     |                    |                |                |               |              |                        |                        |              |              |                             |                              |              |
|          |             |      |                          |                                                                                     |                    | \$ -           | \$ -           | \$ -          | \$ -         | \$ -                   | \$ -                   | \$ -         | \$ -         | \$ -                        | \$ -                         | \$ -         |
|          |             |      |                          | <u>Sub Total</u>                                                                    |                    | \$ -           | \$ -           | \$ -          | \$ -         | \$ -                   | \$ -                   | \$ -         | \$ -         | \$ -                        | \$ -                         | \$ -         |
|          |             |      |                          |                                                                                     |                    | \$ -           | \$ -           | \$ -          | \$ -         | \$ -                   | \$ -                   | \$ -         | \$ -         | \$ -                        | \$ -                         | \$ -         |
|          |             |      |                          | <u>Totals Used</u>                                                                  | Total Appropriated | \$ -           | \$ -           | \$ -          | \$ -         | \$ -                   | \$ -                   | \$ -         | \$ -         | \$ -                        | \$ -                         | \$ -         |
|          |             |      |                          | <u>Tax Levy Balance &amp; other balance</u>                                         |                    |                |                |               |              |                        |                        | \$ -         | \$ -         | \$ -                        | \$ -                         | \$ -         |
|          |             |      |                          | <u>Tax Rate Recap</u>                                                               |                    |                |                |               |              |                        |                        |              |              |                             |                              |              |
|          |             |      |                          | <u>Court Orders</u>                                                                 |                    |                |                |               |              | \$ -                   |                        |              |              |                             |                              |              |
|          |             |      |                          | <u>Debt &amp; Interest</u>                                                          |                    |                |                |               |              | \$ -                   |                        |              |              |                             |                              |              |
|          |             |      |                          | <u>Snow &amp; Ice</u>                                                               | Prior Year         |                |                |               |              |                        |                        |              |              |                             |                              |              |
|          |             |      |                          | <u>Cherry Sheet Assessments</u>                                                     |                    |                |                |               |              | \$ -                   |                        |              |              |                             |                              |              |
|          |             |      |                          | <u>OverlayFY2019</u>                                                                |                    |                |                |               |              | \$ 460,000             |                        |              |              |                             |                              |              |
|          |             |      |                          | <u>Cherry Sheet Offsets</u>                                                         |                    |                |                |               |              | \$ -                   | \$ -                   | \$ -         | \$ -         | \$ -                        | \$ -                         | \$ -         |
|          |             |      |                          | <u>Total Recap</u>                                                                  |                    |                |                |               |              | \$ 460,000             | \$ -                   | \$ -         | \$ -         | \$ -                        | \$ -                         | \$ -         |

## **Harwich Board of Selectmen Rules of Operation**

Except as otherwise prescribed by the Home Rule Charter and state and Federal law, the Harwich Board of Selectmen shall conduct its business in the following manner:

### **SECTION 1 OFFICERS**

→ The second Board of Selectmen meeting subsequent to the May Town Election shall be an organizational meeting. The Board shall nominate a Chair, a Vice Chair, and a Clerk. The election of officers may take place at that meeting, but no later than the next regular meeting. Election of officers shall be by simple majority of the board.

### **SECTION 2 ROLE OF OFFICERS**

#### **A.) The Chair of the Board**

The Chair of the Board of Selectmen shall preside at the meetings of the Board. In the absence of the Chair, the Vice Chair shall preside; and in the absence of both, the Clerk shall preside. The Chair shall also assemble, with input from his/her fellow members, an agenda for each meeting. From time to time the Chair, at the request of the Board, may be called upon to act in behalf of the Board in person or in writing.

#### **B.) The Vice Chair of the Board**

In the event that the Chair of the Board can no longer serve, the Vice Chair shall assume the powers and duties of the Chair for the remainder of the term. If a vacancy occurs in the office of Vice Chair, the Board shall elect a new Vice Chair from its members before two regular meetings have passed.

#### **C.) The Clerk of the Board**

The Clerk of the Board shall read public hearing notices into the official record and act as the Chair in the absence of the Chair and the Vice Chair.

#### **D.) Interview and Appointment Committee of the Board**

The Board shall nominate and vote to appoint two members of the Board to serve as the Interview and Appointment Committee of the Board.

No office of the Board shall remain vacant for more than two regular meetings.

### **SECTION 3 DUTIES OF THE PRESIDING OFFICER**

At the hour at which the Board is to meet, the Chair shall call the members and all in attendance to order.

The Chair shall preserve order and decorum and may speak to points of order in preference to other members. The Chair's ruling on questions of order are subject to appeal to the Board. The vote of such appeal shall be a roll call and it shall be decided in the affirmative by a majority vote.

that the licensees would probably be looking at a license agreement of at least a year and they would have lead time should they need to get out. Ms. Kavanagh seconded the amended motion made by Ms. Brown. Mr. LaMantia amended the motion that they do not go over the budget that is already approved for this year and next year. Ms. Brown seconded the amendment made by Mr. LaMantia. Mr. Hughes asked for clarification on the amendment and it was agreed that they would not go over the FY17 budget. Mr. Hughes recommended they wait the three weeks when they have the financial numbers in front of them. At the request of the Chair Ms. Brown restated her amended motion as follows: to charge Administration with the task of developing a 2 year interim use plan of operation of the former Harwich Middle School including Town use and possible license agreements with interested non-profit organizations. Mr. LaMantia restated his amendment as follows: and that this be handled within the FY17 budget. Mr. LaMantia's amendment failed on a 2-3-0 vote with Ms. Kavanagh, Mr. Hughes and Chairman MacAskill in opposition. Ms. Brown's amended motion carried on a 3-2-0 vote with Mr. LaMantia and Mr. Hughes in opposition.

#### B. Selectmen Liaison assignments for the 2016-2017 year

Ms. Brown moved to accept and adopt the Selectmen Liaison assignments for FY2017. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

#### C. Selection of McGinley, Kalsow & Associates, Inc. for the Library Painting Restoration Project Funded through CPC

Mr. Hughes moved to authorize Sean Libby's recommendation on McGinley, Kalsow & Associates for library painting restoration design work provided that the cost does not exceed \$25,000, if it does exceed \$25,000 that we would go out to bid. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

### TOWN ADMINISTRATOR'S REPORT

#### A. Letter of Appreciation/Recognition to Community Development Departments

Mr. Clark noted that a letter was received from a builder recognizing the outstanding service provided by particular employees.

### SELECTMEN'S REPORT

Mr. LaMantia noted that there was an article in the Cape Cod Times about the Pleasant Bay Alliance joining an organization that is dealing with climate change. He said he would like to write a note to the Pleasant Bay Alliance asking them if they have support of the other towns and will they be using Town funds to pursue this activity. He commented that they only deal with a quarter of the Town so he would think they would have people from other areas of Town. Chairman MacAskill asked Mr. LaMantia to send any questions to him and he will request the Alliance to come in.

Chairman MacAskill asked Mr. Hughes if he would serve on the negotiating team with Mr. LaMantia for the Chatham IMA and Mr. Hughes agreed to serve in this role.

## Christopher Clark

---

**From:** Bill Traverse <btraverse@barnstablecounty.org>  
**Sent:** Wednesday, April 25, 2018 6:06 PM  
**To:** Christopher Clark  
**Subject:** Meeting follow up

Hi Christopher,

Thank you again for reaching out, and for taking the time to meet with me earlier this month.

I realized that although you had given me your card, I had neglected to follow up with my contact information, which can all be found in my email signature at the bottom of this email.

I just about have things worked out for you regarding the IT support and wanted to get your feedback on the rough figures as I begin drafting things up into an official proposal and agreement.

Based on our conversation, we'd be looking at the following (2) service items, initially at least:

- 1) IT Assessment and Strategic Plan: \$7,500
- 3) General IT support: Working within the \$20k budget per your request, we'd be able to provide approximately 4.25 hours of service per week if distributed evenly across the entirety of FY 2019. Naturally this could be consolidated or otherwise arranged to best meet the need here, and I could offer some suggestions on that as well.

We also spoke briefly about the idea of having a parallel track, that would be dedicated to resolving underlying issues, rather than general support. This is something that would come out of the assessment though.

Let me know if I'm on the right track here. I'm available to me anytime by phone, email, or I could head out your way again to meet in person. And on that note, should the need arise, I'd be more than happy to assist in presenting this to Boards or other officials as things progress.

I know you had mentioned not being able to start until July 1, but I'm assuming you'd onboard with laying the groundwork here sooner rather than later.

Looking forward to hearing your questions or thoughts.

Thanks again!

Bill Traverse  
Director, Barnstable County IT  
508-744-1244

**Section XV. INCURRING OF DEBT**

The District School Committee may vote to incur debt consistent with the terms and conditions of G.L. chapter 71, section 16. At the time of taking action to incur debt, and except for the incurring of temporary debt in anticipation of revenue, the District School Committee by majority vote will choose either the process that appears in subsection (d) of chapter 71, section 16, or the process that appears in subsection (n) of chapter 71, section 16.

**Section XVI. REVIEW OF AGREEMENT**

At least every five (5) years, the Committee will undertake a review of the terms of this Agreement. The first review of this Agreement shall occur no later than in the fifth fiscal year of the District's existence. Proposals for amendments to this Agreement will follow the procedure contained in Section XVII (Amendments).

 **Section XVII. AMENDMENTS**

A. Amendments to this Agreement may be initiated by a three-quarters (3/4) vote (i.e., no fewer than 4.5 votes) of the District Committee or by a petition signed by ten per cent (10%) of a member town(s) registered voters. Said signatures need to be certified by the Clerk of the respective town who must also certify the fact that the number of signatures represents at least 10% of the registered voters of the town. Such amendments to the agreement must receive a majority vote of approval by each member town at an annual town meeting, and all amendments are subject to the approval of the Commissioner.

B. No such amendment shall be made which shall substantially impair the rights of the holders of any of the District's bonds or notes of the District then outstanding, or the rights of the District to procure the means for payments thereof.

**Section XVIII. EFFECTIVE DATE AND JURISDICTION**

The full jurisdiction of the Regional District School Committee will commence on July 1, 2012 at the conclusion of the transition period established in Section XX.

**Section XIX. SEVERABILITY OF SECTIONS**

Consistent with G.L. Chapter 71, section 16I, if any provision of this Regional School District Agreement shall be held invalid in any circumstance, such invalidity shall not affect any other provisions or circumstances.

Weekly Update for the Community and Cultural Centers  
April 15, 2018 – April 21, 2018

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 4/15 to 4/21.

- I worked at the open art studio for kids as part of ARTWEEK at the Cultural Center. We built dioramas of a favorite place in Harwich. The projects will be on display during ARTWEEK and at the Open House event scheduled for April 28<sup>th</sup>.
- I worked with a group on renting the Cultural Center gym for 3 days for a marching band practice. We are looking at coordinating additional dates in the future.
- I am updating the activities and group booklet we have available for the public. This publication list information on groups and organizations currently using the building.
- I prepared the Facilities Committee minutes from the April 13<sup>th</sup> meeting for the committee to review prior to our next meeting scheduled for May 11<sup>th</sup>.
- The ART WEEK information booklet is being prepared and schedules are being established and we are working on getting information out about all the different events. ARTWEEK presented by Highland Street Foundation and produced by the Boch Center., ARTWEEK is a 10 day innovative festival featuring hundreds of unique and creative experiences that are hands-on, interactive or offer behind the scenes access to artists or the creative process. This festival serves communities all across Massachusetts.
- I put together information for the April 23<sup>rd</sup> Selectmen's meeting regarding agenda items including information on the Cultural Center.
- I have contacted three individuals regarding filling the early morning weight room position. I will try to set up interviews in the next week to fill the position.
- I am working on the relocation plan for the clubs and organizations that use the Community Center gym for the time frame the floor is being resurfaced. Our hope is to use the Cultural Center gym creatively to meet the needs of most of our current groups.
- We continue to book rooms and establish room set ups for the next fiscal year in order to have seem less transition for everyone utilizing the building.

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

Carolyn Carey, Community Center Director





# Town of Harwich

## COUNCIL ON AGING

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

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

## WEEKLY REPORT

**TO:** Chris Clark, Town Administrator  
**FROM:** Judi Wilson, Director, Council on Aging  
**RE:** COA WEEKLY REPORT - week ending April 20, 2018

---

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

### Programs/Service:

- Prepared and served 51 meals to seniors which included four Senior Dining Lunches
- Facilitated "Buried in Treasures" support group
- Conducted 17 nursing visits and appointments with clients to conduct assessments, provide care, and offer teaching to them and their caregivers and provided numerous follow-up communications with agencies, pharmacies, doctors, family members, and clients
- Served 13 clients at the Community Center Wellness Clinics
- Conducted 4 home safety assessments with the Harwich Fire Department
- Provided extensive crisis intervention services for family regarding dementia caregiving situation
- Assisted clients in their homes, over the telephone, and in the office providing counseling regarding caregiver support, long term care insurance, mental health services, homecare services, financial assistance, fuel assistance, and transportation resources

### Administration:

- Coverage of the COA lobby and telephones was challenging as the COA was short staffed with one staff member out on an emergency medical absence, another on vacation, and many vacancies in the volunteer schedule
- Held meetings to obtain space planning assistance and proposals for furnishing COA lobby area
- COA staff members completed computer training to improve their technology skills with the Center for Professional Development at Cape Cod Community College
- Completed planning details for May/June programming
- Continued work on the May/June newsletter
- Submitted Social Service Coord. Hiring Timeline to Town Administrator
- Reviewed Harwich Human Service Grant applications

Respectfully submitted,  
*Judi Wilson*



# TOWN OF HARWICH

## DEPARTMENT OF PUBLIC WORKS

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

Telephone (508) 430-7555

Fax (508) 430-7598

### **DPW Activity for period of April 15, 2018 through April 21, 2018**

#### **Highway Maintenance**

- 2 days of catch basin digging
- Trash picked up 3 days
- 2 days hauling fill for the harbor and golf projects
- Pet Cemetery – 2 days installing water spigots
- Received 15 work orders and completed 17 work orders
- Subdivision plan reviews and responses
- Earle Road beach parking lot drainage repairs
- Continued coordinating with RH White and National Grid

#### **Vehicle Maintenance**

- Performed routine maintenance on the L70C front end loader
- Performed ten repairs on vehicles, small and large equipment
- Removed snow blower from Unit 29 (Holder), steam cleaned entire machine including the snow blower and installed and serviced McConnell mower
- Towed REX from the C&D pad and repaired the transmission issue

#### **Cemetery Maintenance**

- Spring clean up of Island Pond Cemetery which included blowing sticks/leaves and trucking out the debris
- Removal of stumps and loaming disturbed areas
- Burial markouts/cleanup

#### **Parks Maintenance**

- Edged, mowed and routine maintenance on 6 ball fields
- Cleaned up bike trail
- Assisted the Cemetery Department in doing cleanups

### **Facility Maintenance**

- Received 31 new work orders and completed 13 work orders from back log
- Completed set up of lighting for Cultural Center Art Week
- Repaired wall and painted in Cultural Center Hallway for Art Week visitors
- Turned water on to all exterior public restrooms and developed punch list of repairs before summer
- Began repairs to the Saquatucket Harbor sheds, they will get new roofing, siding, Azek trim, windows and doors over the next few weeks
- Bid opening for Brooks Free Library exterior restoration project
- Provided oversight and management for Transfer Station roofing and siding project
- Provide oversight and management of the Golf Course Cart Barn construction project

### **Disposal Area**

- C&D: 11 loads, 182.94 tons
- MSW: 7 loads, 165.19 tons
- Recycling: 4 loads, 12.56 tons
- Vehicles Recorded: 6,705
- Revenue: \$40,037.40

### **Reception**

- Walk ins: 16
- Telephone calls: 65
- Work orders processed: 43



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

**Carol Coppola**  
**Finance Director/Town Accountant**

**Wendy Tulloch**  
**Assistant Town Accountant**

*Report of the*  
**Finance Director/Town Accountant – Week Ending 4/20/18**

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

- Research and reconcile Accounts Payable and Cash accounts with Treasurer,
- Research numerous risk assessment programs and questionnaires,
- Meetings with Cemetery and Community Center,
- Meetings with staff members,
- Attend Tyler's Citizen Transparency webinar,
- Research IGR's associated with CPA Funds,
- Research police federation union contract re: tuition policy,
- Approve contracts,
- Audit and process cash receipts,
- Audit, process and approve payroll transactions,
- Audit, process and approve vendor transactions,

Sincerely,

Carol Coppola  
Finance Director/Town Accountant



# Harwich Fire Department



*Fire Suppression*

*Prevention*

*Emergency Services*

Norman M. Clarke Jr., Chief of Department

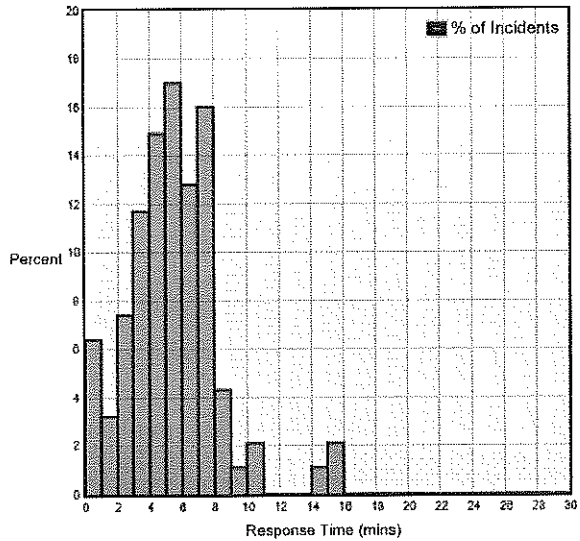
David J. LeBlanc, Deputy Fire Chief

## Fire Prevention – Inspections April 15 - 21, 2018

| Inspection Type             |   |
|-----------------------------|---|
| Resale                      | 8 |
| Annual                      | 4 |
| Final                       |   |
| Lockbox                     | 1 |
| Liquid Propane              |   |
| Oil Burner                  | 1 |
| Oil Tank                    |   |
| Pre-Inspection              |   |
| Re-Inspection               | 1 |
| Safety Inspection           |   |
| Town Hall – Plans (hours)   | 2 |
| Town Hall – Meeting (hours) | 1 |
| Tank Truck                  |   |
| Fire Drills                 | 1 |
| Meetings – Misc             | 2 |
| Joint Inspection            |   |

**Incident Response Time Analysis**  
 Date Range 04/15/2018 to 04/21/2018  
 Total # of Runs Filling Criteria 94 runs  
 Average Response Time 5 mins  
 Service(s) Harwich Fire Department  
 Incident Type(s) All

| Response Time | # of Incident Responses | % of Incident Responses |
|---------------|-------------------------|-------------------------|
| 0 mins        | 6                       | 6.4%                    |
| 1 mins        | 3                       | 3.2%                    |
| 2 mins        | 7                       | 7.4%                    |
| 3 mins        | 11                      | 11.7%                   |
| 4 mins        | 14                      | 14.9%                   |
| 5 mins        | 16                      | 17%                     |
| 6 mins        | 12                      | 12.8%                   |
| 7 mins        | 15                      | 16%                     |
| 8 mins        | 4                       | 4.3%                    |
| 9 mins        | 1                       | 1.1%                    |
| 10 mins       | 2                       | 2.1%                    |
| 11 mins       | 0                       | -                       |
| 12 mins       | 0                       | -                       |
| 13 mins       | 0                       | -                       |
| 14 mins       | 1                       | 1.1%                    |
| 15 mins       | 2                       | 2.1%                    |
| 16 mins       | 0                       | -                       |
| 17 mins       | 0                       | -                       |
| 18 mins       | 0                       | -                       |
| 19 mins       | 0                       | -                       |
| 20 mins       | 0                       | -                       |
| 21 mins       | 0                       | -                       |
| 22 mins       | 0                       | -                       |
| 23 mins       | 0                       | -                       |
| 24 mins       | 0                       | -                       |
| 25 mins       | 0                       | -                       |
| 26 mins       | 0                       | -                       |
| 27 mins       | 0                       | -                       |
| 28 mins       | 0                       | -                       |
| 29 mins       | 0                       | -                       |
| 30 mins       | 0                       | -                       |



Report Description

[Back To Filters](#)





Incident Type Report (Summary)  
 From 04/15/18 To 04/21/18  
 Report Printed On: 04/23/2018

| Incident Type                                            | Count     | % of Incidents | Est. Property Loss | Est. Content Loss       | Total Est. Loss | % of Losses |
|----------------------------------------------------------|-----------|----------------|--------------------|-------------------------|-----------------|-------------|
| <b>1 Fire</b>                                            |           |                |                    |                         |                 |             |
| Brush or brush-and-grass mixture fire (142)              | 3         | 4.29%          | \$0.00             | \$0.00                  | \$0.00          | 0.00%       |
|                                                          | 3         | 4.29%          | \$0.00             | \$0.00                  | \$0.00          | 0.00%       |
| <b>3 Rescue &amp; Emergency Medical Service Incident</b> |           |                |                    |                         |                 |             |
| EMS call, excluding vehicle accident with injury (321)   | 45        | 64.29%         | \$0.00             | \$0.00                  | \$0.00          | 0.00%       |
| Motor vehicle accident with injuries (322)               | 1         | 1.43%          | \$0.00             | \$0.00                  | \$0.00          | 0.00%       |
|                                                          | 46        | 65.72%         | \$0.00             | \$0.00                  | \$0.00          | 0.00%       |
| <b>4 Hazardous Condition (No Fire)</b>                   |           |                |                    |                         |                 |             |
| Power line down (444)                                    | 1         | 1.43%          | \$0.00             | \$0.00                  | \$0.00          | 0.00%       |
| Arcing, shorted electrical equipment (445)               | 2         | 2.86%          | \$0.00             | \$0.00                  | \$0.00          | 0.00%       |
|                                                          | 3         | 4.29%          | \$0.00             | \$0.00                  | \$0.00          | 0.00%       |
| <b>5 Service Call</b>                                    |           |                |                    |                         |                 |             |
| Service Call, other (500)                                | 1         | 1.43%          | \$0.00             | \$0.00                  | \$0.00          | 0.00%       |
| Lock-out (511)                                           | 1         | 1.43%          | \$0.00             | \$0.00                  | \$0.00          | 0.00%       |
| Cover assignment, standby, moveup (571)                  | 2         | 2.86%          | \$0.00             | \$0.00                  | \$0.00          | 0.00%       |
|                                                          | 4         | 5.72%          | \$0.00             | \$0.00                  | \$0.00          | 0.00%       |
| <b>6 Good Intent Call</b>                                |           |                |                    |                         |                 |             |
| Good intent call, other (600)                            | 1         | 1.43%          | \$0.00             | \$0.00                  | \$0.00          | 0.00%       |
| Dispatched and cancelled en route (611)                  | 1         | 1.43%          | \$0.00             | \$0.00                  | \$0.00          | 0.00%       |
| Authorized controlled burning (631)                      | 2         | 2.86%          | \$0.00             | \$0.00                  | \$0.00          | 0.00%       |
|                                                          | 4         | 5.72%          | \$0.00             | \$0.00                  | \$0.00          | 0.00%       |
| <b>7 False Alarm &amp; False Call</b>                    |           |                |                    |                         |                 |             |
| Smoke detector activation due to malfunction (733)       | 1         | 1.43%          | \$0.00             | \$0.00                  | \$0.00          | 0.00%       |
| Alarm system sounded due to malfunction (735)            | 2         | 2.86%          | \$0.00             | \$0.00                  | \$0.00          | 0.00%       |
| Alarm system activation, no fire - unintentional (745)   | 6         | 8.57%          | \$0.00             | \$0.00                  | \$0.00          | 0.00%       |
|                                                          | 9         | 12.86%         | \$0.00             | \$0.00                  | \$0.00          | 0.00%       |
| <b>9 Special Incident Type</b>                           |           |                |                    |                         |                 |             |
| Special type of incident, other (900)                    | 1         | 1.43%          | \$0.00             | \$0.00                  | \$0.00          | 0.00%       |
|                                                          | 1         | 1.43%          | \$0.00             | \$0.00                  | \$0.00          | 0.00%       |
| <b>Total Incident Count:</b>                             | <b>70</b> |                |                    | <b>Total Est. Loss:</b> | <b>\$0.00</b>   |             |

| Search Criteria |                                            |
|-----------------|--------------------------------------------|
| Dates           | From 04/15/2018 To 04/21/2018 (mm/dd/yyyy) |
| Service         | Harwich Fire Department                    |
| Staff           | All                                        |
| Apparatus       | All                                        |
| Station         | All                                        |
| Alarm Type      | All                                        |
| Zone/District   | All                                        |

Report Description

## Health Director Weekly Report Week ending April 21, 2018

Projects-

The Recreational Camp for Children Regulations have been amended and adopted by the State Department of Public Health. Some revisions of note include the definition of a camp, staff training documentation, prohibition of alcohol and recreational marijuana use, Christian's law, and several other clarifications. Last year we only had one camp registered with us. The changes in the definition of a camp may cause other programs to fall under our jurisdiction.

Drafted a statement to be included in an interdepartmental letter to the Selectmen regarding the Bylaw proposed to ban retail sale of marijuana. The BOH voted in April of 2017 to support the Bylaw.

Attended and presented at the Community Meeting regarding Phase II of the CWMP. Many residents came and asked questions.

Reviewed and approved letters and minutes from the April BOH meeting.

|                                                                                                                                                                                                                                                                               |                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>REAL ESTATE TRANSFER INSPECTION REPORTS</u><br>19 Wayside Drive<br>87 Julien Road<br>250 Pleasant Bay Road<br>17 Speak Way<br>20 Wayside Drive<br>708 Main Street<br>6 Julia Grace Lane<br>635 Depot Street<br>160 Great Western Road<br>2 Robert Road<br>22 Hiawatha Road | <u>FOOD INSPECTIONS</u><br>Hot Stove at Cranberry<br>Family Food Pantry<br>L'Allouette<br>Cape Sea Grille<br>Ten Yen                                                          |
| <u>SEPTIC SYSTEM PERMITS</u><br>27 Sea Street.<br>9 Herring Run Rd.<br>68 Lovers Ln.<br>9 Herring Run Rd.<br>58 Uncle Venies Rd.                                                                                                                                              | <u>BUILDING PERMIT REVIEWS</u><br>9 Quail Nest Run<br>107 Parallel St.<br>1 Auston Rd.<br>15 Bittersweet Ln.<br>484 Main St                                                   |
| <u>FINAL SEPTIC INSPECTIONS</u><br>69 Pleasant Bay Rd.<br>231 Bank St.<br>5 Kettle Pond Dr.                                                                                                                                                                                   | <u>CONSULTATIONS</u><br>Bill Marsh & Susan Ladue: Subdivision<br>Deed restriction for 5 Bosley Way.<br>Deed Restriction for 5 Arthur way<br>Three new food service operations |
| <u>COMPLAINT INSPECTIONS</u><br>11 Windjammer (Drive By)<br>12 Pleasant Valley Road (trash bags in boat)                                                                                                                                                                      | <u>other</u>                                                                                                                                                                  |

Meggan Eldredge

## Ann Steidel

---

**From:** Heinz Proft  
**Sent:** Tuesday, April 24, 2018 3:49 PM  
**To:** Ann Steidel  
**Cc:** Sandy Robinson  
**Subject:** Heinz -Natural Resources Weekly report of 4/25/18

### Natural Resources Weekly report 04/25/18

- \* Removed fallen tree trunk out of Hinckleys Pond near fish ladder.
- \* Attended Department Head meeting. Town warrant articles reviewed.
- \* Took part in World Fish Migration Day 4/21 held at the Johnson's flume Harwich Fish Ladder.
- \* Attended Real Estate and Open Space committee meeting.
- \* Eel ramp pump inspected – contacted DMF to replace/repair the pump.
- \* Shellfish patrols on open days. April OPEN days are WED, THR, SAT & SUN.
- \* Biannual (April + October) Red River Tide gate inspection and maintenance.
- \* Repaired torn barrier net in West Reservoir and then began flooding cranberry bog.
- \* Contacted UMASS School of Marine Science and Technology Coastal System Program to obtain the Harwich 2018 water sampling data.

Heinz Proft  
*Nat. Resources Director*



# HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7542

Fax 508-432-2530



## WEEKLY ACTIVITY REPORT FOR WEEK OF 4/15/18 THROUGH 4/21/18

### PATROL

- 223 Calls and patrol-initiated activity logged
  - 3 arrests
  
- 11 motor vehicle stops resulting in:
  - 9 Verbal warnings
  - 2 Investigations
  
- 5 Motor vehicle accidents investigated

### Assisting Yarmouth PD following the tragic loss of K-9 Officer Sean Gannon

- Members of the Harwich Police Department responded immediately to assist Yarmouth PD
  - Patrol officers and Dispatchers covered some Yarmouth shifts during Yarmouth's 24 hour stand down following the shooting
  - Command staff assisted with funeral and wake planning which began on Friday morning and proceeded through the weekend
  - Harwich PD was represented on the cape motorcycle unit that escorted Sean, Sean's family and YPD during the wake and funeral
  - Harwich PD provided command staff and approximately 12 officers to manage staging operations at DY high school for both the wake and funeral
  - Estimates are that approximately 5,000 law enforcement officers attended the funeral

Memorandum from Charleen Greenhalgh  
Town Planner  
Town of Harwich

April 25, 2018

To: Christopher Clark, Town Administrator  
From: Charleen Greenhalgh, Town Planner  
Re: Weekly Report – Week of April 16, 2018

The week included, but was not limited to:

- Monday Holiday
- Completed Cyber Risk Audit Questionnaire
- Continued work on the CRS recertification – Many, many hours are spent on this recertification; however it is well worth it for the Town and for property owners in Harwich who have to have Flood Insurance through the FEMA program. Harwich policy holders receive a 10% reduction.
- Attended Lower Cape Peer Group meeting in Orleans. This is a follow-up to the Fall 2017 Housing Workshops sponsored in part by the Lower Cape CDP. We will continue to meet every 2 months, or as needed. The next meeting is slated for Harwich.
- Met with others, including abutters, realtors, etc., at the window to answer questions, review pending applications, etc.
- Reviewed other applications and signed off in Accela



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

**WEEKLY REPORT-Board of Selectmen      Sheila House, LMHC**

April 25, 2018

April 18-25, 2018

- Current caseload of 20 individuals. Clients receive mental health counseling, case management, mentoring, and wellness referrals as needed.
- Administrative block time (closing files, curriculum planning, update email lists, generate and distribute information to school administrators)
- Met with Janis McGrory, from Lower Cape Prevention Partnership, re next steps for outreach education. Tentative plans for 2 workshops for parents, one on vaping, which has seen an increase from 2011-2018 of 900% and another on talking to your teenager about marijuana.
- Webinar on **April 24<sup>th</sup>-Leveraging Social Media for Your Organization.**
- **April 25<sup>th</sup>** – Meeting with Bill Burkhead, Melissa McGuire and Susan Whitcomb about the upcoming S.O.S. Signs of Suicide Prevention Training for 8<sup>th</sup> graders and a booster presentation for seniors.

**I will be on vacation Friday April 27<sup>th</sup>-Friday, May 4<sup>th</sup> and will not be submitting a weekly report on May 2<sup>nd</sup>.**

If you have any questions, please feel free to call me at (508) 430-7836.

Best,

*Sheila* ☺