

**SELECTMEN'S MEETING AGENDA\***

*Donn B. Griffin Room, Town Hall*

*732 Main Street, Harwich, MA*

*Regular Meeting 6:30 P.M.*

*Tuesday, May 29, 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 –
  - 1. April 23, 2018 Regular Meeting
  - 2. April 30, 2018 Regular Meeting
- B. Approve request by school to waive Town's vendor's license requirement to sell popcorn at 517 Route 28 during 2018 "Music in the Port" events
- C. Approve new Common Victualler application for Capeside Kitchen Inc.
- D. Appoint James Donovan as Conservation Commission's representative to Real Estate & Open Space Committee
- E. Accept resignation of Cynthia Nunes from Treasure Chest Committee

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

**VII. NEW BUSINESS**

- A. Confirm appointment of new Assistant Town Administrator Evan Melillo as recommended
- B. Request by Cape Cod Commercial Fisherman's Alliance to send proposed comment letter to New England Fishery Management Council regarding Amendment 8 of the Atlantic Herring Fishery Management Plan - Establishing a Herring Buffer Zone
- C. Request to close a section of Joe Lincoln Road for family event on June 23, 2018 from 12:30 p.m. to 6:00 p.m.
- D. Request for One Day Beer & Wine license from Paul Vardakis for event at Pilgrim Congregational Church on June 9, 2018 from 6:00 p.m. to 9:00 p.m.
- E. Request from Chief Guillemette to approve Lt. Considine's proposal for No Parking Zone at Cross Street & Route 28 including related signage and creation of parking spaces on Cross Street

**VIII. OLD BUSINESS**

**IX. TOWN ADMINISTRATOR'S REPORT**

- A. Departmental Reports

**X. SELECTMEN'S REPORT**

- A. Board of Selectmen re-organization for 2018-2019

**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:** \_\_\_\_\_  
May 24, 2018

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, APRIL 23, 2018  
6:30 P.M.**

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

**OTHERS PRESENT:** Town Administrator Christopher Clark, Amy Usowski, Robbin Kelley, Cyndi Williams, Christine Joyce, Tim Millar, Jack Brown, Ed McManus, Richard Waystack, Art Bodin, and others.

**WEEKLY BRIEFING**

No one appeared before the Board.

**PUBLIC COMMENTS/ANNOUNCEMENTS**

Ms. Williams of the Chamber of Commerce discussed upcoming events sponsored by the Chamber. Ms. Joyce of the Voter Information Committee discussed the upcoming candidates' forum. Ms. Usowski, Conservation Agent, announced the Arbor Day seedling giveaway on April 27<sup>th</sup> and Tour de Trash clean up event on April 28<sup>th</sup>. Ms. Kelley, Cemetery Administrator, announced the Historic Gravestone Clean Up Workshop tomorrow at the South Harwich Meeting House. Mr. Ballantine thanked Jamie Goodwin and Caleb Ladue for all the work they have done to support the Wastewater Support Committee.

**CONSENT AGENDA**

- A. Approve Minutes – April 2, 2018 Regular Session
- B. Approve 2018 renewals of Junk Dealer Licenses for Syd's A&J and Woody's Furniture Repair
- C. Approve request for assistance from the Caleb Chase Fund
- D. Authorize the Chairman to sign the FEMA Community Rating System Annual Recertification
- E. Approve the recommendation of the Housing Committee to select Arthur Bodin as Harwich's representative to the Barnstable County HOME Consortium

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

**NEW BUSINESS**

- A. Request/Petition for discussion regarding the Pet Crematory

Chairman MacAskill reported that this item is on the agenda as one person asked for it to be on. He said questions which were provided on a petition is in the Board's packet. He explained that this has been voted by the Board of Selectmen and Finance Committee and is on the warrant. He said it has been talked about for some time, Ms. Kelley has provided a presentation on it at a Board of Selectmen meeting, and debate should be on Town Meeting floor. The Board took questions and comments from

the following people who spoke in opposition to the proposed pet crematory: Robert Piantedosi, Barbara Piantedosi, Matt Sutphin, Chris Hemeon, Hugh Drummond, Tom Birch, Jim Coyle.

Mr. Howell said he had a number of questions last time this came up about the business plan and the idea of the Town making money off of a commercial enterprise. He commented that he wouldn't want anyone to confuse his participation in the vote as his being supportive of the article and he stressed that it is up to Town Meeting. He pointed out that it was clear that this was going to be brought forward as a second component from the article at the last Town Meeting.

Mr. Ballantine and Ms. Kavanagh agreed with Mr. Howell and both stressed that this needs to be decided at Town Meeting where everyone will have a chance to speak. Chairman MacAskill also agreed. He urged questions to be forwarded to Ms. Kelley or Mr. Clark. He said Town Meeting approved the pet cemetery at which time there was lengthy discussion. He noted that only 379 people went to Town Meeting and stressed the need for people to get involved. He urged everyone to come to Town Meeting and voice their opinions as it is not up to the Board.

#### B. Municipal Housing Trust training session/responsibilities

Chairman MacAskill said he put this item on the agenda because there was a meeting on April 5<sup>th</sup> and there was no representation from the Town and he asked if anyone is responsible for attending these meetings and if not, can we make someone responsible. Mr. Clark responded that there was a meeting he went to last Wednesday with the Housing Committee Chair and the Town Planner. He said when these opportunities come up we will figure out who is going to cover but he didn't know if we needed to be at the event of April 5<sup>th</sup>. He said the Wednesday meeting was represented by four towns and was more of a discussion for people to keep themselves up to date. He added that they wanted to see how the Housing Trust worked out at Town Meeting and if adopted, appointments will be made to it and then we can assign someone to attend meetings. Mr. Ballantine asked the Town Administrator to provide guidance on which meetings to go to as some of them are duplicates. Ms. Kavanagh agreed and said some of them are overlapping. Mr. Bodin said he hasn't seen any public education with regard to the Trust. Ms. Kavanagh said she has communicated with Ms. Eldredge of the Housing Committee regarding getting the word out including getting it on the Town website and on Channel 18. Mr. Clark said a considerable effort went into the presentations to CPC and a lot of the meetings are now televised and it is a topic for tomorrow's Voter Information session. Mr. Clark and Mr. Howell explained the article.

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

Mr. Clark reported that we have documents available for the Saquatucket Snack Shack and the Bank Street property and he outlined those documents. Mr. Ballantine and Ms. Kavanagh thanked Mr. Clark for his efforts. Ms. Brown said she was surprised at the detail of the snack shack RFP as it seems it is outlining a business plan. She added that she is concerned about that and said her support is for a 100% private/public venture and she wouldn't support this RFP based on the detail. Mr. Howell stressed the need to come to Town Meeting and vote as the Board is only the legislative body. He noted that it was approved last year but we ran out of money and the voters need to decide what they want the project to be.

Mr. Howell moved to support the concept with the explicit ability to come back and actually vote a final document. Ms. Kavanagh seconded the motion and the motion carried by a 4-1-0 vote with Ms. Brown in opposition.

Mr. Clark noted that once the landside improvements are done at Saquatucket Harbor and the maintenance is moved over there, the building at 203 Bank Street will become vacant and Town Meeting authorized the sale of 203 Bank Street with the proceeds going to the debt on the harbor project. He said at Town Meeting it was clear that they want the property sold off and targeted for open space purposes so we have crafted an RFP to sell off the property for conservation purposes. He noted that it does about 2 conservation parcels already, one of which is held by the Harwich Conservation Trust. He said we have engaged an appraiser to get an appraised value and if no one bids on it, or the bids are too low, the Board doesn't have to approve it, it could be used for highest and best uses which would probably mean housing of some kind or reutilization of the building. Mr. Howell said he had some understanding that this was a piece of the whole cloth where we are talking about the bog to the south and the current conservation land and we weren't really interested in putting more in there because the Harwich Conservation Trust was looking at some innovative ways at doing nitrogen removal. Chairman MacAskill said Town Meeting authorized \$2,000,000 for attenuation for Cold Brook. He added that there were definitely comments made by several people that weren't interested in adding any nitrogen to the area. Mr. Clark said that Harwich Conservation Trust would like to take the cranberry bogs, which are not good for the environment or creating a diverse habitat or removing nitrogen, and have that returned to a natural state. He said they have had discussions about returning to a natural state and accomplishing nitrogen removal at the same time and it boils down to ponds and salt marshes being very good at removing nitrogen and marshland is not as efficient as the other two means. Mr. Howell commented that whether or not you attenuate the nitrogen, if you add bathrooms to that property it is most certainly going to add more nitrogen to the surrounding property. Ms. Kavanagh said it does make the most sense to not create more nitrogen so if we go into partnership with Harwich Conservation Trust that would be better for the Town than using the money to defray costs. Mr. Ballantine said he was hoping to find in the RFP some tie in with assessed value and the minimum we could sell it for. Chairman MacAskill recommended making the RFP broader, getting some responses, giving people a chance to comment, and then having conversation and a Board vote on it. Mr. Waystack said he doesn't like the fact that it's strictly non-profit and he suggested that the best use of it is one parcel with one building on it. He added that the RFP needs a lot more work and recommended they re-draft it. Mr. Clark and the Board agreed it needs more work.

#### D. Harwich Cultural Center

##### 1. Financial Plan / update on expenses

Ms. Carey and Ms Strezpek played a video showcasing the activities going on at the Cultural Center and she provided the attached slide presentation and took questions from the Board. Chairman MacAskill commented that Ms. Carey continues to come up with ideas and book the larger spaces and he thanked her for all her efforts. Mr. Ballantine said he was skeptical coming into this, and he was originally looking at housing for this building but Ms. Carey has done a great job in moving him in a positive direction. Mr. Clark and Ms. Carey took questions from the Board. Ms. Kavanagh thanked Ms. Carey for all her hard work and added that the Cultural Center adds a lot of value to the Town in a way that we can't really measure. Mr. Howell thanked Ms. Carey and added that there is a value in any community to making room for history, art, culture, and recreation and this building is doing that. He added that we are not set up to allocate costs so that we cross bill, and to the extent that this covers its own expenses he is satisfied that we don't need to add on overhead costs from other departments.

##### 2. Extension of the 2-year trial

Ms. Brown moved to extend the 2 year trial period another 5 years, so 6 years from now end it. Ms. Kavanagh seconded the motion. The Board took comments from Mr. McManus representing the Cranberry Festival who commented that he applauded the Board for considering this extension. The motion carried by a unanimous vote. Ms. Carey discussed the upcoming Art Week activities at the Cultural Center.

### 3. Creation of the labyrinth

Ms. Carey introduced Ms. Larinda Raquel who is an artist in the Cultural Center building and trained labyrinth facilitator who explained that labyrinths are community resources used for mindfulness, self-reflection, and to reduce stress. She commented that they are a non-denominational cross-cultural blueprint for well being. She explained that they are a single winding path that provides a meditative walk to the center and out again. Ms. Brown said she is concerned about separation of church and state. She added that she thinks it would be better placed in the back next to fields and she expressed concerns about parking needs. Mr. Clark said he would look into who owns the fields. Mr. Howell responded that many religions deal with inner peace and harmony so you aren't really invoking any religion. He added that he would encourage anything that promotes harmony. Ms. Kavanagh agreed and said it's a great idea and a wonderful contribution. Chairman MacAskill said he would like to explore where to put it. Mr. Ballantine asked if they are going to take donations to cover maintenance and Ms. Carey responded that they would. Mr. Clark recommended raising the funds, determining the location, and having the Town accept it as a gift. Mr. Howell moved to support the concept and that it would come back after the funding with a recommendation for where the siting might be. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

#### E. Dogs on Town beaches discussion

Chairman MacAskill said someone sent in an email in through the website requesting that the time that dogs are allowed on the beaches be extended. The consensus of the Board was not to change this and that no discussion was needed. No action was taken.

#### F. Grant Writing Training in Sagamore, MA

Chairman MacAskill questioned if we have anyone going to the grant writing training in Bourne. Mr. Clark said he would bring it up at tomorrow's department head meeting. He noted that there are a lot of private sector outfits that offer these services and they are not all valuable. Mr. Howell said he would be far more interested in seeing if the County can take over some of the mundane grant writing and Ms. Kavanagh agreed. Mr. Ballantine said he would like to bring this back as a long term priority. Mr. McManus, representing the Assembly of Delegates, said that the County has an Office of Resource Development that is tasked with monitoring and applying for grants and they would be willing to sit down with our staff interested in looking for grants in specific areas. Chairman MacAskill recommended that Mr. Ballantine write a long term strategy and Ms. Kavanagh and Mr. Howell look into what the County has to offer and bring that information back.

#### G. Additions to ATM Warrant after Selectmen approved and signed

Chairman MacAskill said there were two items added to the warrant by Administration after the Board voted to sign it including a letter from the Superintendent of Schools, and he asked Mr. Howell to discuss the other item. Mr. Howell explained that he participated in a meeting with the Town Clerk, Town Administrator, Attorney Giorgio, and Ms. Hall of the By-Law Charter Review Committee,

which centered around the fact that Attorney Giorgio said we needed to send a letter out notifying people if we were going to go to the ballot with Charter changes as a result of the previous Town Meeting. Mr. Howell said that this had never been brought up before in the 20 years we have contracted with the firm and he added that nobody takes direction of legal counsel, but rather just seek advice from them. He stressed that we hadn't sought their advice on this. He explained that the resulting letter that was inserted in the warrant points out that there were actions in the prior Town Meeting that resulted in amendments to the Charter. Chairman MacAskill and Mr. Howell said they had a problem with this being in the warrant. Mr. Clark apologized and said he takes full responsibility for putting these items in and said he should have circulated the materials to the Board. The Board agreed that they would have liked to have seen the items in advance. Chairman MacAskill gave an overview of the school letter noting that it was regarding the school budget article and this article was changed to reference the letter as Appendix D. He said there was a complaint about it and so he sought an opinion from Mr. Giorgio who opined that that it is not campaigning as it doesn't reference the ballot question. He said he took great exception to this and believes that Attorney Giorgio is wrong. He stated that Mr. Clark has apologized and he accepts that. Mr. Howell said the letters could have been handouts. The Board discussed that Administration or the Board should draft a letter explaining how these items ended up in the warrant or explaining it on Town Meeting floor and it was ultimately decided that this would confuse the issue. Mr. Clark said he would put in the timeline that last revisions to the warrant need to be the week before it gets signed.

## **OLD BUSINESS**

### **A. One-liners – Article Assignments**

There was no discussion on this item.

### **B. Ownership of the fields behind the Middle School – *discussion***

Chairman MacAskill said he has read the document and he doesn't see how anyone other than the Town can lay claim to the fields and Mr. Howell agreed. Mr. Clark said he walked the site with the Town Surveyor and they intend to do a map and send it to the school to show them that we own those fields. Ms. Kavanagh said we need to earmark them per engineering and have them document it.

## **TOWN ADMINISTRATOR'S REPORT**

Mr. Clark said the wastewater information meeting of April 19 was very well received.

### **A. Departmental Reports**

No action was taken on this item.

## **ADJOURNMENT**

Ms. Brown moved to adjourn at 9:29 p.m. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel  
Recording Secretary  
Board of Selectmen minutes  
April 23, 2018

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

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

**OTHERS PRESENT:** Town Administrator Christopher Clark, Interim Assistant Town Administrator Bob Lawton, Chief Clarke, Deputy Chief David LeBlanc, Supt. Scott Carpenter, Angelo LaMantia, Jack Brown, Ed McManus, Richard Waystack, Cyndi Williams, Steven Scannell, and others.

**WEEKLY BRIEFING**

No one appeared before the Board.

**PUBLIC COMMENTS AND ANNOUNCEMENTS**

Ms. Williams discussed upcoming Chamber of Commerce events. Mr. Cakounes said he would be at the Community Center tomorrow between 6:30 and 8:00 p.m. to help people work through Town Meeting protocol. Mr. McManus said he would be asking the Finance Committee to change its position on the pet crematory article to support indefinite postponement.

**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

Mr. Ballantine moved approval of the Consent Agenda. Ms. Brown seconded the motion. Mr. Howell commented that we are doing way too much business of substance in the Consent Agenda and in general he would like the opportunity to delve into some items such as contracts. The motion carried by a 4-1-0 vote with Mr. Howell in opposition.

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

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

Chief Clarke introduced Architect Todd Costa of Kaestle Boos and provided an overview of the history of the project from the time it originally got on the Capital Plan, including the work of the committee. Mr. Costa provided a rundown of the bid process. He reported that we received 4 bids and the low bidder is Mill City Construction, all of their paperwork is in order and right now they are reviewing it and checking references. He noted that the bids were very competitive with each other. He said there is some volatility relative to the discussion of tariffs and they have seen an 8.6% increase

over the last estimate they presented last year. He recommended that the Board not consider alternate #3, heating system for the apparatus bay. He provided the attached presentation to the Board of bid results including base bid and alternates. He recommended that the Board proceed with the base bid figure which is \$6.75 million. Mr. Howell said he would support the full number. Ms. Brown asked questions about the sidewalk. Ms. Kavanagh said it was really a great design and asked questions about fiber optic lines. Mr. Ballantine said the fiber optic is there, we would have to tie into it and pay for it. Mr. Costa said there are spare conduits that run into the building. Chairman MacAskill said we should explore doing that when we are doing the wastewater project. He said he is all for the base bid and thanked the committee, Fire Chief and his staff.

Mr. Howell moved to support going into Town Meeting, bid results for the base bid at \$6,750,000. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

## **NEW BUSINESS**

### **A. Discussion on bathroom and storage facility at High School field**

Chairman MacAskill said they received a request from resident John Malone on this. Mr. Malone provided history on the proposed High School facility noting that the bathroom facility was “dubbed the third of a million dollar hot dog stand” because the concession was attached to it, and that was an error and it is a completely separate entity. He said this bathroom facility is mandated by the State building requirements due to the seating capacity of our bleachers and proximity to the playing surface. He asked the public to come out and vote for this, noting that the concession stand was already built through donations of labor, materials and money. He said there has been suggestion that Booster Club could pay for it and he described what that money is used for including scholarships. He asked the voters to help this project be funded.

### **B. Request to waive use fee for courtyard space at Cultural Center for concert series**

Ms. Carey outlined the request and said the Cranberry Festival has proposed doing a concert series on seven Thursday nights during the summer. She said they are trying to get the Cultural Center more visible and this is one night they didn't have anything. She said they considered the enormous costs for this which would include Fire detail and custodial costs and thought we could waive the fee to see if this is viable and if the public wants it. She noted that the Cranberry Festival also has to pay for the performers as well and they have been a champion for the building in trying to get more people there. She took questions from the Board about seating, use of auditorium during rain events, food, and offsetting costs for fee waiver. Mr. Weiser said they will probably be back with a proposal to sell beverages. Mr. Cakounes cautioned the Board that the agenda just says to waive the fees and said it will be a surprise to the neighbors that the Town will be holding concerts which may include beer and bands and they should be ready for a firestorm from the public. He said they should look at parking and the hours of entertainment and it needs more discussion. Mr. Weiser responded that the concerts will be 8:30 p.m. in the courtyard and they ran a test of the sound equipment and you can't hear a thing outside in the neighborhood. Chairman MacAskill said the request is for 6:30 p.m. to 8:30 p.m. and there is no request for food or beer. He said if they are going to get an entertainment license they will be back and that will prompt a public hearing. Mr. Howell said the request is solely to reduce the fee for use of the property. He said it does a lot of good for the Town and if we need to see money back that we're missing the point of the money they are contributing in. Mr. Howell moved to waive the fee. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.



### C. Town Administrator performance evaluation process / self-evaluation

Chairman MacAskill said he would like the Board to complete the performance evaluation forms and submit by next week. He said he would prefer to do this the week after Town Meeting. Mr. Howell asked if the public is going to be able to see not only the composite but also the individual ratings of the Board and Chairman MacAskill responded yes. Mr. Clark reviewed his self-evaluation for FY18.

### 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

Mr. Lawton noted that he had completed the desk audits as requested, reviewed the proposed changes with HEA, and provided the requested organization chart. He reviewed the costs for the proposal and reviewed the recommendation (see attached) and also noted that the Board had requested a title change for the Administrative Secretary in the Administration Office and that change has been created. Mr. Ballantine said he would like to see a packet of the organizational chart and the position descriptions that fulfill that chart so we have an understanding how it all fits together. He asked that this information be placed in the Board's dropbox. Mr. Howell moved that the Board of Selectmen vote to approve the proposed classification changes as shown on the table labeled "Proposed Staff Changes April 25, 2018." Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

- B. Current septic system plan for Saquatucket Harbor

Mr. Clark outlined the change order (see attached). He said it gives us a system that either way, whether the snack shack is approved or not, we can build off of. Mr. Howell said we will know whether or not Town Meeting wants to build the whole project by next week and he doesn't want to delete a bathroom now if we don't have to. Ms. Kavanagh agreed and said this achieves being fiscally responsible. Mr. Clark said if Town Meeting approves this, there will be 3 change orders before the Board, one for the snack shack, one for the expansion of the septic system, and the third would be for DPW to install the parking lot at the old Downey property. Mr. Cafarelli said we have two basic plans for the septic, one with the snack shack and one without, and the FAST 4.5 system is adequate for either with or without the snack shack. He said the grease trap isn't part of this quote and will go behind the snack shack and there are 2 separate tanks sized for the snack shack. He said if they don't vote for the snack shack the larger tanks are still good and make for a better septic system. He added that there is a benefit for the larger tanks even if they don't vote the snack shack. Chairman MacAskill asked Ms. Eldredge if we could get a Certificate of Occupancy without a bathroom and septic system and Ms. Eldredge responded that the Health Department doesn't issue Certificates of Occupancy and they don't require a bathroom. Chairman MacAskill then asked Mr. Clark the same question and questioned if we would build a maintenance building without a bathroom when we have an employee in there. Mr. Clark said it is possible but it is our intent to continue to build that and to have that provision so we can build it. He said they believe we can have DPW build it to be more cost effective and we are working with the designer to see what our options are. Chairman MacAskill said he doesn't see why we are buying additional tanks and thinking it's going to pass and where are we going to find the money to come back. Mr. Clark said the additional \$70,000 is to build the septic field large enough to accommodate both areas if Town Meeting votes it. He said we will have to see if there is

money available to get the septic system into the garage area and we are still in discussions with DPW. Mr. Cafarelli said another option is a 4 foot manhole with a grinder pump so you don't need the pump chamber and septic tank. He discussed other options which would likely come under the \$16,000 we still have available. He said legally we don't need a restroom. He stated that we can come up with another way or have DPW help out to decrease the cost. Mr. Ballantine asked what the sources of funds would be if we go above and Mr. Clark said it would most likely be a reserve fund transfer.

### C. Pet burial ground funding

Mr. Clark said that questions have been raised about the construction of the pet burial ground. He explained that a Town Meeting action last year called for the development of a pet cemetery on Queen Anne Road, specifically to reallocate the property from the Board of Selectmen to the Cemetery Commission and it was clear that the intent of the Cemetery Commission was to build a pet burial ground primarily and secondarily they would be back to build a crematorium. He reported that the Cemetery Director commenced that work mostly with assistance from DPW and there was use of Cemetery revolving funds. He explained that when the primary contract for the cement walkway was awarded and came in at \$60,000, we broke it up into different pieces and a bid of over \$40,000 was awarded and it came within the \$70,000 which was part of the revolving account. He said that Town Counsel has determined that when you have a Cemetery revolving account, that revenue should be for people and not for pets and he raised concern that we spent money from the human account for pets and that was inappropriate. He said now that we have been advised of that we will put together a plan to address the shortfall as part of the overall budget review at the end of the fiscal year. Mr. Ballantine questioned the plan moving forward and Mr. Clark responded that we could start to sell lots and build up the account. He said Town Counsel has recommended creating a revolving fund for pet related activity and we could do that at next year's Town Meeting. Ms. Brown read Article 51 of the 2010 Town Meeting which created the revolving fund noting that it indicates it is for maintenance, care and support of Town cemetery properties. Mr. Clark said we can provide that to Town Counsel. Ms. Kavanagh pointed to the opinion noting that it states that MGL defines cemeteries as being for deceased persons and our by-laws can't supersede MGL.

Mr. Howell stressed that this is a capital project and was never on the capital plan. He said we transferred land over for the purpose of using it in the future for a pet cemetery and there was no mechanism for appropriation for that. He said the revolving fund requests from 2016 have gone from \$50,000 to \$75,000 to \$100,000, apparently to fuel this. He said there is a Freedom of Information Act request and we haven't been forthcoming. He reported that private companies have been contracted to do certain things out there and that the sidewalk is a split procurement. He pointed out that the Town Meeting article was for repair and maintenance and never said to build anything, and the funds were being used without them knowing. He questioned where the business plan is and noted that the Board has never discussed the operation of this. He pointed out that the Board was continually reminded it was a burial ground not a cemetery and there was an awareness that this didn't qualify as a cemetery. He stressed that he wouldn't support a transfer for even a penny until we do an examination of this. Mr. Howell moved that we not spend a penny more on that cemetery until we do that examination about what's going on. Mr. Ballantine seconded the motion. Mr. Clark said he has been advised by Town Counsel that we did enter into a contract to do the cement work. Mr. Howell asked with what funding source. Mr. Ballantine offered an amendment to complete our contract with no additional work. Chairman MacAskill seconded the amendment. Mr. Howell emphasized that the contract was entered into with funds which don't exist and if he had known that this was the source of funding, he wouldn't have voted for it. He said he was led to believe there was money available as was the Finance Director but there is no money behind that contract. The amendment to the motion carried by

a 4-1-0 voted with Mr. Howell in opposition. The main motion, as amended, carried by a unanimous vote. Chairman MacAskill said Ms. Kelley has done a lot of work and people at Town Meeting voted for a pet burial ground. He said the funding source was a mistake and it's being addressed by the Town Administrator. He commented that Ms. Kelley didn't set out to make a bad decision or hide anything and neither did Mr. Clark and we are dealing with it.

#### D. Town Meeting articles — open discussion

Ms. Kavanagh said she hopes people understand the importance of creating the Housing Trust to move forward with affordable and workplace housing. Ms. Brown questioned how we can bring forward the pet crematory if we are ceasing spending on the pet cemetery. Mr. Clark responded that Town Counsel has advised that the funding would be segmented off in the General Fund as a fee which would be used to fund that debt service. Mr. Howell encouraged support of Fire Station 2. The Board took questions from Steve Scannell regarding the proposed snack shack at Saquatucket and Nancy Scott of the School Committee regarding the regional agreement amendment which she noted did not get on warrant in Chatham. Mr. Clark said he was aware of it and suggested that the Board change their vote to indefinitely postpone the article in pre-Town Meeting.

#### E. Discussion on articles pertaining to Phase 2 Wastewater

After comments from a citizen regarding suggestion of abatement related to justice and fairness in paying for the sewers, the Board discussed that everyone contributes to the nitrogen in our harbors so everyone should pay for that. Mr. Waystack pointed out that abatements are based on property values and they can only look at this if it impacts value.

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

#### A. Rules of Operation on Board of Selectmen Re-Organization

Mr. Clark reminded the Board that their Rules of Operation call for them to reorganize two meetings after the election.

#### B. Term of interim use of former Middle School Building

Mr. Clark noted that the Board voted to extend the Cultural Center trial period at their last meeting by another 5 years, which would take it to seven years from June 30, 2016.

#### C. Update on Barnstable County IT services

Mr. Clark reported that he met with IT people from Barnstable County who indicated that our IT needs study would cost \$7,500 and we would engage that after July 1 if Town Meeting votes it.

#### D. Update on MRSD Regional Agreement

This item was addressed under Old Business, Item D.

#### E. Departmental Reports

This item was not addressed.

## **SELECTMEN'S REPORT**

Mr. Howell discussed the contract termination language for the pet burial ground walkway. He noted that he was not part of the vote so he can't motion to reconsider it. Mr. Ballantine said he would rather not leave the place torn up in the meantime. Mr. Clark said we could legally terminate the contract but if a Town starts doing that, it creates a chill effect for other people wanting to do business with the Town. Mr. Ballantine moved to reconsider the Board's vote on finishing the work that's been started, that we are contractually obligated to perform at the pet burial ground. Mr. Clark said he would have a discussion with the contractor to see if we can part on amicable terms and have him minimally do elements of the contract and the Board was in agreement with that. The motion carried by a unanimous vote.

## **ADJOURNMENT**

Ms. Brown moved to adjourn at 9:04 p.m. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

Submitted by,

Ann Steidel  
Recording Secretary

## Ann Steidel

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**From:** Michael D. MacAskill  
**Sent:** Tuesday, May 15, 2018 7:21 PM  
**To:** Sandy Robinson; Ann Steidel  
**Subject:** Fw: Request for Assistance

Agenda please!

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**From:** Armstrong, Cherian <carmstrong@monomoy.edu>  
**Sent:** Monday, May 14, 2018 6:39 PM  
**To:** Michael D. MacAskill; Julie Kavanagh; Larry Ballantine; Jannell Brown; Don Howell  
**Subject:** Request for Assistance

Monomoy Regional Middle School  
425 Crowell Road  
Chatham, MA 02633

Board of Selectmen  
Town Administrator  
732 Main Street  
Harwich, MA 02645  
May 8, 2018

Dear Members of the Board of Selectmen:

I am writing on behalf of our regional middle school to request your support in a fundraising endeavor for our school community. At one time, Chatham Public Schools had a popcorn maker, and weekly, during the summer months, popcorn was sold at the Chatham band concerts. The popcorn maker was also used at numerous events in the community. This revenue was used to support many extracurricular activities and field trip expenses. Unfortunately, the popcorn machine broke after many years of service, and we were unable to have it repaired or replaced.

Recently, the *Art of Charity* awarded us a grant to purchase a new popcorn maker. We would like your assistance in enabling us to expand our selling of popcorn within the Town of Harwich. We have secured an outdoor location at 517 Main Street, Harwich Port (*Sativa*). We would like to request consideration of waiving the necessity of a vendor's license in order that we may sell popcorn there weekly during "Music in the Port".

We would be happy to appear before you at the earliest possible date to provide additional information and to address any concerns you may have. We appreciate your consideration of this matter.

Sincerely,

Kathryn Andrews  
Cheri Armstrong

cc. Mark Wilson, Principal, MRMS

TOWN OF HARWICH  
REGULATIONS RELATIVE TO HAWKERS AND PEDDLERS

1. For the purpose of this regulation the definition of hawkers and peddlers shall be the same definitions as those contained in Chapter 101 of the Massachusetts General Laws.
2. No person shall hawk, peddle, or barter any goods or merchandise within the limits of the Town of Harwich, except as authorized by law, without first obtaining a license to do so from the Board of Selectmen (Local Licensing Authority), upon payment of a fee of \$60.00 in conformity with Chapter 101 of the Massachusetts General Laws. This requirement shall not apply to any hawking or peddling of newspapers, religious publications, ice, flowering plants and such flowers, fruits, nuts and berries as may be wild or uncultivated.
3. Any person intending to act as a hawker or peddler on behalf of a Town charitable or non-profit organization shall be required to obtain a license. This requirement shall not apply to organizations seeking temporary licenses in accordance with G.L. c.101, §33. The fee for such license shall be established in a town meeting action.
4. The sale by hawkers and peddlers of jewelry, furs, wines or spirituous liquors, small artificial flowers or miniature flags is prohibited.
5. Any person licensed under this regulation shall keep said license in his/her possession, which shall be readily available for display. The Licensee shall display such license when requested to do so by any officer of the Police Department or Health Agent.
6. No person licensed under this Regulation shall conduct business in such a manner as would impede foot or vehicular traffic along or to a public way or public street or public sidewalk or access road or driveway. No hawker or peddler shall be allowed to stop or stand in any public or private ways or land adjacent thereto within the Town of Harwich for the purpose of selling his wares for a period longer than twenty (20) minutes.
7. Upon direction of a police officer, hawkers or peddlers shall move to a location designated by said officer, if, in the opinion of the officer, traffic or other public safety considerations so require.
8. Vehicles utilized for the selling of frozen deserts or confections must have installed on said vehicle an amber flashing light visible from the front and rear of the vehicle and such light must be flashing when the vehicle is stopped for the purpose of transacting business.
9. Failure to comply with this regulation may result in suspension of licenses and/or permits granted hereunder by the Town of Harwich. In addition, a penalty of twenty (\$20.00) dollars for each offense may be assessed.

The above regulations adopted at a Public Meeting of the Board of Selectmen held on Monday, December 13, 1999, effective December 14, 1999. All previous regulations and amendments thereto are null and void.

## Ann Steidel

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**From:** Meggan Eldredge  
**Sent:** Tuesday, May 22, 2018 10:55 AM  
**To:** carmstrong@monomoy.edu  
**Cc:** Ann Steidel; Michael D. MacAskill  
**Subject:** Popcorn sales  
**Attachments:** Temporary Events Food Vendor Application.pdf; Temporary Food service handouts.pdf

Hi Cheri,

Ann forwarded your information to me regarding the request to waive the vendor license fees to sell popcorn at the Harwich Strolls this summer.

I am happy to recommend approval of the waiving of fees to the Selectmen, however you will still need to apply for a temporary food service permit from the Health Department. I have attached the application for you to fill out and return to the Health Department. The fee for the Health Department Temporary Food Permit will be waived due to your association with MRHS.

The application requires that you identify a "base of operations" that will serve as a place you will store and clean the popcorn machine and any other products associated with the operation of the food service. This can be the school if you have permission.

Popcorn is very low on the food borne illness food chain, so we allow vending without the need for a certified food manager, however someone trained in allergen awareness is needed. This training is done via an online certification-link available through the Health Department website. We do required that gloves are worn when dispensing and that the machine is enclosed (not an open container of popcorn, but the usual glass enclosure with a door for dispensing).

Please let me know if you have any questions or concerns.

Meggan Eldredge, RS, CHO  
Health Director  
Town of Harwich  
732 Main Street  
Harwich, MA 02645  
508-430-7509



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

**APPLICATION FOR COMMON VICTUALLERS LICENSE**

Fee: \$50    New application     Annual     # of seats 96  
 Renewal     Seasonal     Opening date 5/24/18

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

Business Name Capeside Kitchen Inc    Phone 508430 5150

Doing Business As (d/b/a) Capeside Kitchen

Business Address 537 Rt 28 Harwichport Ma 02646 Suite 1

Mailing Address Same

Email Address Capesideharwichport@gmail.com

Name of Owner Matthew Rosadini / Colen Jamieson

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

Matthew Rosadini, President, 5 Collins Rd Berlin Ma 01503

Colen Jamieson, Treasurer, 874 Queen Anne Rd Harwich Ma 02645

Matthew Rosadini President    82-5315503  
 Signature of applicant & title    Federal I.D. #

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

Matthew Rosadini    By Matthew Rosadini  
 Signature of individual or corporate name    Corporate officer (if applicable)

**REGULATORY COMPLIANCE FORM**

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

[Signature]  
 Building Commissioner

[Signature]  
 Board of Health

[Signature]  
 Fire Department  
 CAPT/INSP

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





The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 Office of Investigations  
 600 Washington Street  
 Boston, MA 02111  
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses

**Applicant Information**

Please Print Legibly

Business/Organization Name: Capeside Kitchen Inc

Address: 537 Rt 28

City/State/Zip: Harwichport Ma 02646 Phone #: 508-430-8150

<p>Are you an employer? Check the appropriate box:</p> <p>1. <input checked="" type="checkbox"/> I am an employer with <u>12+</u> employees (full and/ or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]</p> <p>3. <input type="checkbox"/> We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**</p> <p>4. <input type="checkbox"/> We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]</p>	<p>Business Type (required):</p> <p>5. <input type="checkbox"/> Retail</p> <p>6. <input checked="" type="checkbox"/> Restaurant/Bar/Eating Establishment</p> <p>7. <input type="checkbox"/> Office and/or Sales (incl. real estate, auto, etc.)</p> <p>8. <input type="checkbox"/> Non-profit</p> <p>9. <input type="checkbox"/> Entertainment</p> <p>10. <input type="checkbox"/> Manufacturing</p> <p>11. <input type="checkbox"/> Health Care</p> <p>12. <input type="checkbox"/> Other _____</p>
---	--

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

\*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: Kerry Insurance Company

Insurer's Address: PO Box 1945

City/State/Zip: N. Eastham Ma 02651

Policy # or Self-ins. Lic. # WCC 50050188412018A Expiration Date: 5/11/19

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: [Signature] Date: 5/21/18

Phone #: 508 430 8150

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office

6. Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_



CAPES-1

OP ID: MD

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/11/2018

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).


PRODUCER <b>Kerry Insurance Agency Inc.</b> P. O. Box 1945 N. Eastham, MA 02651 W. Scott Kerry	508-255-8000	CONTACT NAME: <b>W. Scott Kerry</b> PHONE (A/C, No, Ext): <b>508-255-8000</b> E-MAIL ADDRESS: <b>kerry@c4.net</b>	FAX (A/C, No): <b>508-240-1860</b>
	INSURED <b>Capeside Kitchen Inc</b> <b>537 Main St</b> <b>Harwichport, MA 02646</b>		INSURER(S) AFFORDING COVERAGE <b>INSURER A: Associated Employers Insurance</b> INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

**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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	<b>WCC50050188412018A</b>	<b>05/11/2018</b>	<b>05/11/2019</b>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>100,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>100,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>

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

<b>CERTIFICATE HOLDER</b>  <b>TOWN-08</b>  <b>Town Of Harwich</b> <b>732 Main Street</b> <b>Harwich, MA 02645</b>	<b>CANCELLATION</b>  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 
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## Sandy Robinson

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**From:** Amy Usowski  
**Sent:** Thursday, May 17, 2018 2:50 PM  
**To:** Sandy Robinson; Anita Doucette  
**Subject:** new liaison

Hi Anita and Sandy,

The Conservation Commission voted last night under Discussion to make member Jim Donovan the new representative to the Real Estate and Open Space Committee. Do you need anything more than this from me or Jim?

Amy Usowski  
Conservation Administrator  
Town of Harwich  
(508)430-7538

Cynthia Nunes  
91 Barry Ave.  
West Yarmouth, MA 02673

May 7, 2018

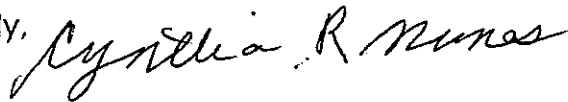
Dear Mr. Howell,

It has been my pleasure to serve on the Treasure Chest Committee, however, due to personal reasons, I must resign my position.

I look forward to continuing to serve as a volunteer at the Treasure Chest as I have done for many years.

Thank you.

Sincerely,



Cynthia (Rose) Nunes



**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

Date: May 23, 2018

Re: Assistant Town Administrator Hiring Process and Recommendation

The position of Assistant Town Administrator was advertised in the *Cape Cod Times* on Sunday, March 25, 2018, both in print and for 7 days online. It was also advertised in the MMA Beacon newsletter. We received 52 applications in total. Applications were reviewed by the members of the interview team during the week of April 23, 2017. Each team member submitted the names of their top 3 candidate choices as well as between 1 and 3 names as their second tier choices. This resulted in a list of 11 candidate choices submitted by 5 team members. The list was evaluated and those with the most votes were selected for interviews. Seven applicants were scheduled for interviews, 1 candidate withdrew, leaving a total of 6. The interviews were held in the Town Hall Library on May 14, 2018 with an interview team consisting of the following:

Christopher Clark	Town Administrator
Robert Lawton	Interim Assistant Town Administrator
Lincoln Hooper	DPW Director
Ann Steidel	Administrative Secretary
Julie Kavanagh	Selectman

A set of interview questions was prepared and the Town's standard evaluation form was used. After interviews concluded, the team discussed the candidates and 3 were removed from consideration, leaving 3 finalists. A short writing test was given to the 3 finalists and all performed satisfactorily. Scores of the 6 candidates ranged from 18.4 to 42, out of 50, with Mr. Evan Melillo receiving the highest score. Mr. Melillo was also the only candidate selected to be interviewed by all 5 interview team members. After careful consideration, I determined Mr. Melillo to be the best candidate for the needs of the Administrative Office. Mr. Melillo has been the Assistant to the Town Manager in the Town of Middleborough since 2015 and has a Graduate Certificate in Environmental Policy, a Masters in Public Management, and is certified in procurement.

**OFFICE OF THE TOWN ADMINISTRATOR**

Phone (508) 430-7513

Fax (508) 432-5039



**Christopher Clark, Town Administrator**

732 MAIN STREET, HARWICH, MA 02645

May 17, 2018

Mr. Evan Melillo

Dear Mr. Melillo:

Congratulations on your appointment to the position of Assistant Town Administrator for the Town of Harwich. I look forward to your positive contributions to the Office of the Town Administrator/Board of Selectmen.

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

- Pursuant to the Town Charter, the Town Administrator makes the appointment for this position subject to confirmation by the Board of Selectmen. Your name has been put forth for confirmation at the Board's May 29, 2018 meeting. Successful confirmation will be needed to finalize appointment.
- The Town will arrange for a pre-employment physical and drug test that must be successfully completed.
- Your employment is contingent upon a successful C.O.R.I. and background check.

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

Your position title will be Assistant Town Administrator and your starting date is June 4, 2018. This position is included in the Harwich Personnel By-Law and your employment is subject to the rights and obligations included in the by-law which is enclosed. Your starting salary will be \$90,632 annually (Grade M7, Step 2). You will be granted 3 weeks' vacation beginning July 1, 2018.

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

Sincerely,

Christopher Clark  
Town Administrator

Evan Melillo

Att.

Date: 5/17/18

cc: Board of Selectmen  
IT Director

Town Treasurer  
Town Accountant

**Assistant Town Administrator  
Town of Harwich**

The Town of Harwich is accepting applications for the position of Assistant Town Administrator. Must have a minimum Bachelor's Degree in public administration or a related field, MPA or JD preferred, and 5 years of municipal experience or equivalent education and experience in Town, County, or State government. The position will be focused on project management, human resources coordination, procurement, working with town departments and citizen services. 35 hours/week. \$90,632 - \$97,600 per year and full benefits. Town employment application and job description are available on the town's website at [www.harwich-ma.gov](http://www.harwich-ma.gov) or from the Town Administrator's Office at (508) 430-7513. Town must receive the completed Town employment application and resume at Office of Harwich Town Administrator, 732 Main Street, Harwich, MA 02645. Applications accepted until position is filled. Review of applications will commence April 23, 2018. EOE

Cape Cod Times  
Beacon

February 28, 2018

## Ann Steidel

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**From:** Amanda Cousart <amanda@capecodfishermen.org>  
**Sent:** Thursday, May 17, 2018 1:56 PM  
**To:** Ann Steidel  
**Subject:** Herring  
**Attachments:** Herring\_5.16.18\_draft Harwich BOS.DOCX; A-8-Public-Hearing-Notice.pdf; HERRING BUFFER ZONE FLYER 6.pdf

Afternoon, Ann-

Attached is a draft/sample letter for the board of selectmen. I've also reattached our updated flier so it's all in one place. I'm happy to answer any questions that you have. As before, we are extremely grateful for the board's support, and we're looking forward to this issue being resolved once and for all! Letters of support can be submitted to: [comments@nefmc.org](mailto:comments@nefmc.org) from now until June 25<sup>th</sup> @5 PM. The in-person hearing will be in Chatham on June 19<sup>th</sup> from 6-8 pm, feel free to share that (or my information) as you'd like.

Thanks again!

Best,  
Amanda

Amanda Cousart  
*Policy Analyst and Community Organizer*

Cape Cod Commercial Fishermen's Alliance  
1566 Main Street, Chatham, MA 02633  
Small Boats. Big Ideas.  
[amanda@capecodfishermen.org](mailto:amanda@capecodfishermen.org) | (508) 945-2432 x105 | [capecodfishermen.org](http://capecodfishermen.org)



Thomas A. Nies, Executive Director  
New England Fishery Management Council  
50 Water Street, Mill 2  
Newburyport, MA 01950  
Fax (978) 465-3116

DATE

Subject: Amendment 8 to the Atlantic Herring FMP

Dear Mr. Nies,

Thank you for the opportunity to comment of the draft environmental impact statement for amendment 8 to the Atlantic herring fishery. The Harwich Board of Selectmen wishes to provide comment on alternatives to the amendment that would provide positive impact to our community.

The ecosystem in nearby federal waters and the impacts of highly efficient midwater sea herring trawlers deliver a negative impact on the health of our anadromous runs, and undermines years of effort from the people of our town to restore them. Like many communities on Cape Cod, we rely on a healthy nearshore fishery to support both commercial and recreational fishing interests as well as provide food sources to predators, such as sea birds, that reside in our beaches, parks, and land reserves.

Because of this, we strongly support alternatives that would mitigate the impacts of these vessels on the forage base year-round. We believe that a 12 mile (absolute minimum) buffer from shore would accomplish this, as would a combination of this alternative with 20 minute blocks. Our resources need protected, and our oceans must remain viable: it is time to act.

Thank you for your consideration, and we look forward to continuing to support the Council in this important process.

Kind Regards,  
Harwich Board of Selectmen



May 30, 2018



Thomas A. Nies, Executive Director  
New England Fishery Management Council  
50 Water Street, Mill 2  
Newburyport, MA 01950  
Fax (978) 465-3116

Subject: Amendment 8 to the Atlantic Herring FMP

Dear Mr. Nies,

Thank you for the opportunity to comment of the draft environmental impact statement for Amendment 8 to the Atlantic Herring Fishery Management Plan. The Harwich Board of Selectmen wishes to provide comment on alternatives to the amendment that would provide positive impact to our community.

The ecosystem in nearby federal waters and the impacts of highly efficient midwater sea herring trawlers deliver a negative impact on the health of our anadromous runs, and undermines years of effort from the people of our town to restore them. Like many communities on Cape Cod, we rely on a healthy nearshore fishery to support both commercial and recreational fishing interests as well as provide food sources to predators, such as sea birds, that reside in our beaches, parks, and land reserves.

Because of this, we strongly support alternatives that would mitigate the impacts of these vessels on the forage base year-round. We believe that a 12 mile (absolute minimum) buffer from shore would accomplish this, as would a combination of this alternative with 20 minute blocks. Our resources need protected, and our oceans must remain viable: it is time to act.

Thank you for your consideration, and we look forward to continuing to support the Council in this important process.

Sincerely,

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

Harwich Board of Selectmen

cc: John Rendon, Harbormaster  
Heinz Proft, Natural Resources Director



New England Fishery Management Council

50 WATER STREET | NEWBURYPORT, MASSACHUSETTS 01950 | PHONE 978 465 0492 | FAX 978 465 3116  
John F. Quinn, J.D., Ph.D., *Chairman* | Thomas A. Nies, *Executive Director*

**NOTICE OF PUBLIC HEARINGS  
HERRING AMENDMENT 8**

The New England Fishery Management Council is conducting seven public hearings to solicit comments on the alternatives under consideration in Draft Amendment 8 to the Atlantic Herring Fishery Management Plan. More specifically, the Council is seeking feedback from the public on which alternatives should be selected and why. These hearings are being held by the Council in accordance with the National Environmental Policy Act. The Council plans to take final action on the amendment during its September 2018 meeting in Plymouth, MA.

<b>Tuesday, May 22, 2018 from 6-8 p.m.</b>	<b>Narragansett, RI</b> URI, Narragansett, RI Graduate School of Oceanography Coastal Institute Bldg. Hazard Room 215 S. Ferry Road Narragansett, RI 02882
<b>Thursday, May 24, 2018 from 6-8 p.m.</b>	<b>Rockport, ME</b> Samoset 220 Warrenton Street Rockport, ME 04856
<b>Wednesday, May 30, 2018 from 6- 8 p.m.</b>	<b>Gloucester, MA</b> Beauport Hotel 55 Commercial Street Gloucester MA 01930
<b>June 5, 2018 from 4-5 p.m. (immediately following the MAFMC Council Meeting)</b>	<b>Philadelphia, PA</b> DoubleTree by Hilton 237 South Broad Street Philadelphia, PA 19107
<b>Tuesday, June 12, 2018 from 4-6 p.m. (immediately following the NEFMC Council meeting)</b>	<b>Portland, ME</b> Holiday Inn by the Bay 88 Spring Street Portland, ME 04101
<b>Tuesday, June 19, 2018 from 6-8 p.m.</b>	<b>Chatham, MA</b> Chatham Community Center 702 Main Street Chatham, MA 02633
<b>Wednesday, June 20, 2018 from 2-4 p.m.</b>	<b>Webinar Hearing</b> Register to participate - <a href="https://attendee.gotowebinar.com/register/6985865165132506115">https://attendee.gotowebinar.com/register/6985865165132506115</a> Call in information: +1 (415) 930-5321 Access Code: 346-818-026

During each hearing, Council staff will brief the public on the draft amendment before receiving comments. The hearings will begin promptly at the time indicated above. If all attendees who wish to do so have provided their comments prior to the end time indicated, the hearing may conclude early. To the extent possible, the Council may extend hearings beyond the end time indicated above to accommodate all attendees who wish to speak.

*More info on back*

Documents will be posted on the Council's website <https://www.nefmc.org/library/amendment-8-2>. For questions, contact the office at (978) 465-0492.

Members of the public may submit oral and/or written comments at any of the public hearings or submit written comments directly to the Council. Written comments must be received on or before close of business, Monday, June 25, 2018. Please note on your correspondence "DEIS for Amendment 8 to the Atlantic Herring FMP". Written comments received on or before Monday, June 25, 2018 at close of business, as well as comments provided at the hearings, will be reviewed by the Council's Herring Committee and full Council at subsequent meetings.

Written comments should be sent to:

Thomas A. Nies, Executive Director  
New England Fishery Management Council  
50 Water Street, Mill 2  
Newburyport, MA 01950  
Fax (978) 465-3116  
Email: [comments@nefmc.org](mailto:comments@nefmc.org)

#### *Webinar registration*

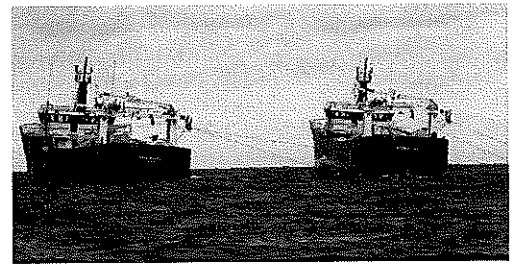
To register for the webinar hearing on June 20, please go to the following link: <https://attendee.gotowebinar.com/register/6985865165132506115>. Advance registration is encouraged but not required. To provide a high-quality experience for all attendees, if you plan to call in to the webinar via telephone and wish to ask questions or provide testimony, you must use an audio pin. To get an audio pin, which will be unique to you, register via the link above, and log in to the webinar through the GoToWebinar application on a computer or mobile device. Once you are logged in, the audio pin will be shown on the display. The audio pin will allow you to raise your hand to ask a question or provide testimony. The audio pin allows staff to call on attendees individually and unmute participants one at a time to ask a question or provide a comment. If you call in without an audio pin, you will be in listen-only mode for the duration of the webinar. Alternatively, you may use a microphone and speakers on your computer or mobile device to participate. The phone number for the webinar is (415) 930-5321 and the access code is 346-818-026.

*These meetings will be recorded. Consistent with 16 USC 1852, a copy of the recording is available upon request. These meetings are physically accessible to people with disabilities.*

**Directions:** Please contact the Council office for directions to the above meetings.

cc: Council Members; Herring Committee, Advisory Panel, Plan Development Team, and Interested Parties  
Notice date: May 1, 2018

# Moving Midwater Trawlers Offshore



## GIANT GEAR, GIANT CONSEQUENCES

Sea herring are an important source of food for whales, birds, and larger fish. The industrial midwater trawl fleet that targets herring often fishes close to shore. These ships are easily recognized because they usually fish in pairs, towing a small-mesh net the size of a football field between them that catches everything in its path.

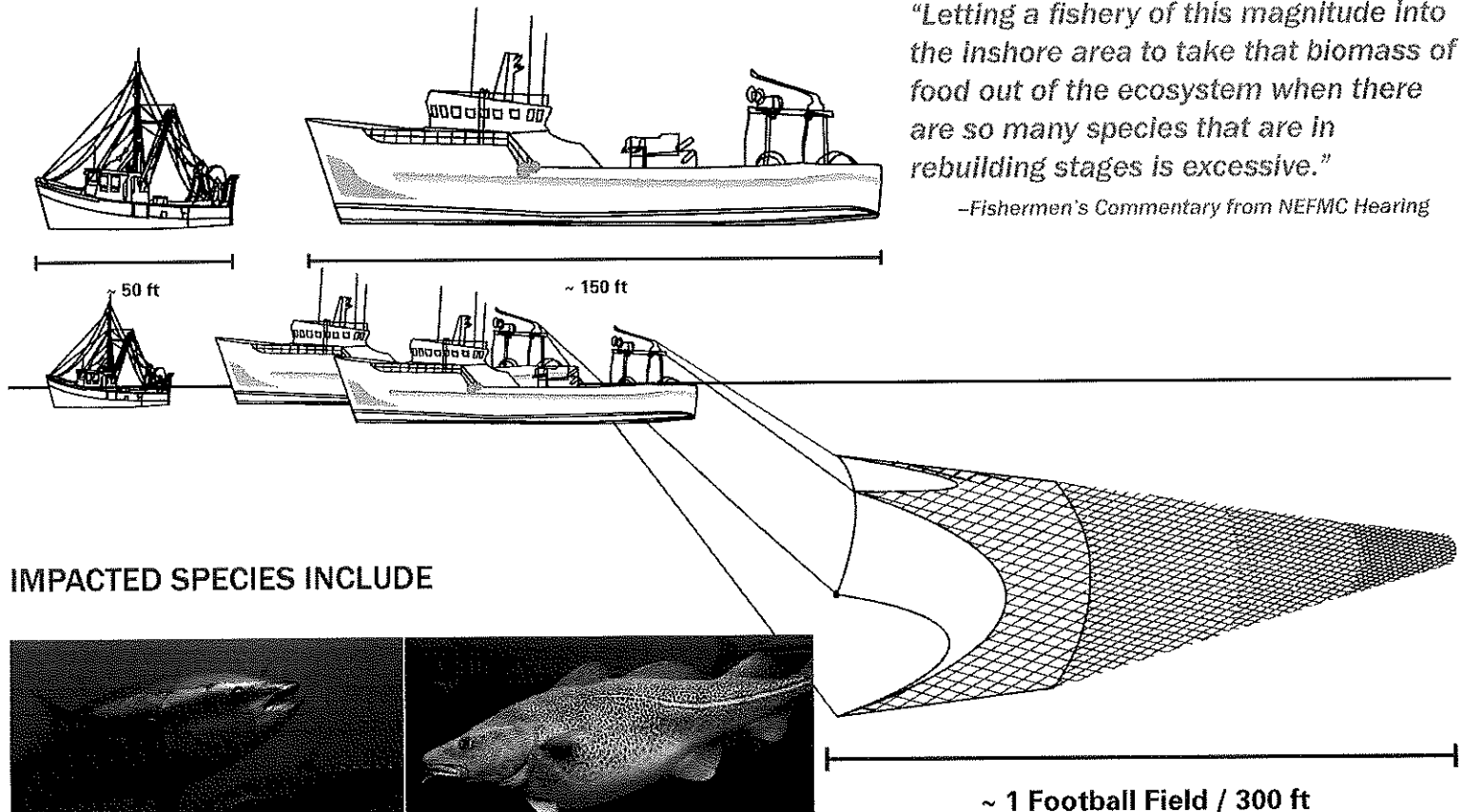
### PROBLEM 1: BYCATCH

While these vessels fish for sea herring, they indiscriminately catch other fish, including striped bass, juvenile haddock, river herring and even marine mammals. This is called bycatch and it either gets dumped overboard dead, or mixed in with herring sold as bait.

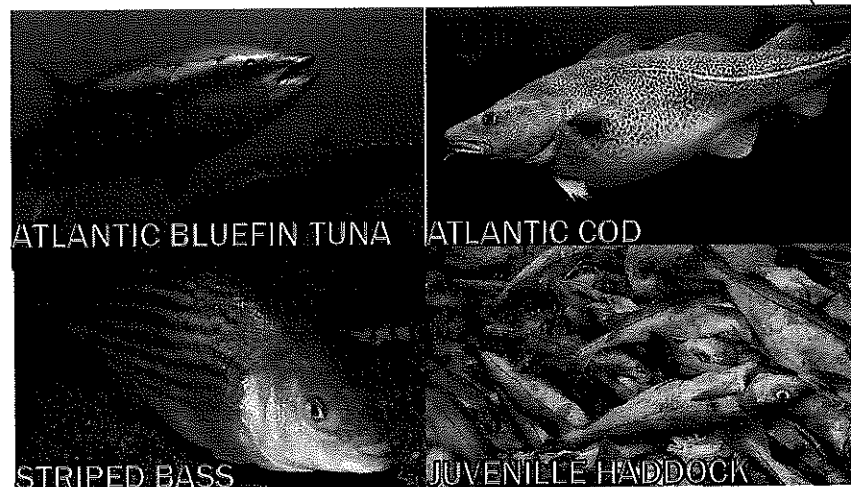
### PROBLEM 2: FISHERY IMPACTS

When midwater trawlers remove entire schools of herring from nearshore areas; cod, tuna, and other fish have to move offshore in search of food. Not only does this disrupt the entire marine food chain, but it leaves small-boat fishermen with nothing to bring to shore for our dinner plates.

## LOCAL TRAWLER VS. MIDWATER TRAWLER



## IMPACTED SPECIES INCLUDE

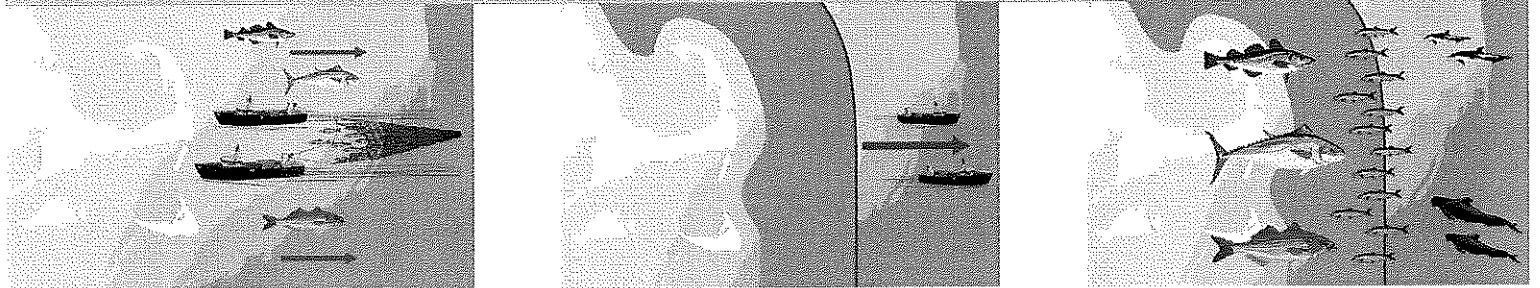


**WE NEED TO STOP THIS**

# The Solution

## ESTABLISH A HERRING BUFFER ZONE AS PART OF AMENDMENT 8

Create a zone that large scale industrial herring trawlers are prohibited from entering near Cape Cod. We want these boats to move farther offshore so that the region's fish, bird, and marine animal populations are protected. Removing industrial herring trawlers from the region, combined with other restoration activities, will help return abundant herring for other fish and birds to eat as our small-boat, coastal fishery thrives.



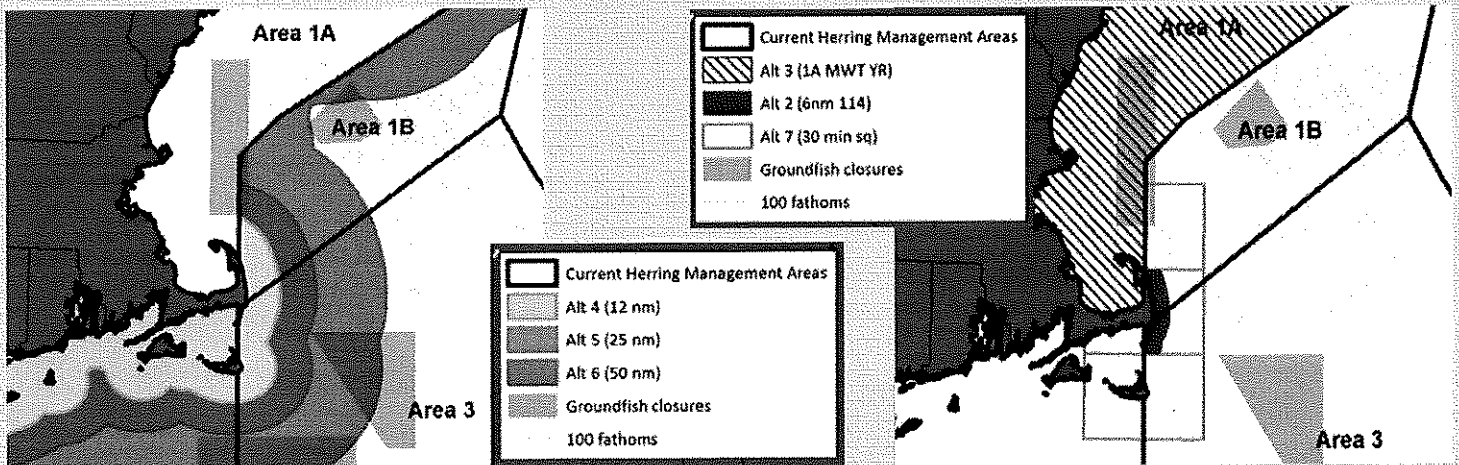
## GET INVOLVED TODAY!

There will be a public hearing is June 19, 2018 from 6-8 pm at the Chatham Community Center. If you cannot attend, you can submit written comments (Subject line: DEIS for Amendment 8 to the Atlantic Herring FMP) electronically to [comments@nefmc.org](mailto:comments@nefmc.org) or by mail to:

Thomas A. Nies, Executive Director  
 New England Fishery Management Council  
 50 Water Street, Mill 2  
 Newburyport, MA 01950

### WHAT SOLUTION DO WE SUPPORT?

A year-round prohibition of mid-water trawlers at least 12 nautical mile (nm) from the shore. We believe the NEFMC suggested Alternatives 4 and 7 accomplish the goal.



### ALTERNATIVE 4

A buffer zone proposal prohibiting midwater trawl gear inside the 12 nautical miles from the backside of Cape Cod to Long Island, NY.

### ALTERNATIVE 7

A buffer zone proposal prohibiting midwater trawl gear within a 30 minute square area, in Areas 1B, 2, and 3. This Alternative could be combined with Alternative 4 to create protection in inshore areas throughout the Northeast.

Brian F. Walsh  
114 Nichols Street  
Wilmington, MA 01887

*June 23, 2018  
event  
12:30-6:00 p.m.*

May 10, 2018

To Whom This May Concern:

I am looking to get a permit to have a small section of Joe Lincoln Road closed to traffic. My father lives at 7 Joe Lincoln Road in West Harwich and my family and I are throwing him a surprise 70th birthday party. The sections of Joe Lincoln Road that would be effected would be the corner of Belmont Road and Joe Lincoln and the corner of Joe Lincoln and Harniss Road.

If the permit is granted I would like to keep this a secret since it is a surprise party, so if there are any questions please feel free to contact me at 781-589-8629 or email me at [walshb1106@gmail.com](mailto:walshb1106@gmail.com)

Thank you



Brian Walsh



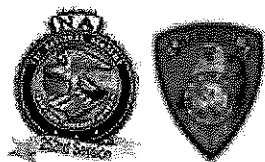
## Ann Steidel

---

**From:** Chief David J. Guillemette  
**Sent:** Monday, May 21, 2018 9:34 AM  
**To:** Ann Steidel  
**Subject:** RE: Request to close Joe Lincoln Road

Ann, I have no issues as long as the neighbors are aware. There is no time frame on the request either. Some reasonable length of time would not be a problem.

David J. Guillemette  
Chief of Police



Harwich Police Department  
183 Sisson Road  
Harwich, MA 02645

Office: 508-430-7541

---

**From:** Ann Steidel  
**Sent:** Thursday, May 17, 2018 3:22 PM  
**To:** Chief David J. Guillemette <dguillemette@harwichpolice.com>; Norman Clarke <n.clarke@harwichfire.com>; Deputy Chief Tom Gagnon <tgagnon@harwichpolice.com>; David LeBlanc <d.leblanc@harwichfire.com>  
**Subject:** FW: Request to close Joe Lincoln Road

Please see attached letter and let me know your recommendation regarding this gentlemen's request to close Joe Lincoln Road.

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

---

**From:** Walsh [<mailto:walshb1106@gmail.com>]  
**Sent:** Thursday, May 17, 2018 1:23 PM  
**To:** Ann Steidel <[asteidel@town.harwich.ma.us](mailto:asteidel@town.harwich.ma.us)>  
**Subject:** Re: Request to close Joe Lincoln Road

*Miss Steidel,*

*Sorry about that, the date is June 23 and the family event starts at 1pm. Thank you.*



## Ann Steidel

---

**From:** David LeBlanc  
**Sent:** Thursday, May 17, 2018 4:15 PM  
**To:** Ann Steidel; Chief David J. Guillemette; Norman Clarke; Deputy Chief Tom Gagnon  
**Subject:** RE: Request to close Joe Lincoln Road

I see no issue with the closure. We can still access everything from the surrounding streets.

Dave



**Deputy Fire Chief David LeBlanc**  
*Harwich Fire Department*  
*175 Sisson Road*  
*Harwich, MA 02645*

[d.leblanc@harwichfire.com](mailto:d.leblanc@harwichfire.com)

Office - 508.430.7546 Ext 4800 Cell -508.364.4432

**From:** Ann Steidel  
**Sent:** Thursday, May 17, 2018 3:22 PM  
**To:** Chief David J. Guillemette <dguillemette@harwichpolice.com>; Norman Clarke <n.clarke@harwichfire.com>; Deputy Chief Tom Gagnon <tgagnon@harwichpolice.com>; David LeBlanc <d.leblanc@harwichfire.com>  
**Subject:** FW: Request to close Joe Lincoln Road

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*Ann Steidel*  
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*Harwich, MA 02645*  
*Phone 508-430-7513 x2*  
*Fax 508-432-5039*

---

**From:** Walsh [<mailto:walshb1106@gmail.com>]  
**Sent:** Thursday, May 17, 2018 1:23 PM  
**To:** Ann Steidel <[asteidel@town.harwich.ma.us](mailto:asteidel@town.harwich.ma.us)>  
**Subject:** Re: Request to close Joe Lincoln Road

Miss *Steidel*,

## Ann Steidel

---

**From:** Paul Vardakis <dakis001@gmail.com>  
**Sent:** Thursday, May 17, 2018 1:03 PM  
**To:** Ann Steidel; Julia Chapin  
**Subject:** Alcohol permit request  
**Attachments:** Vardakis request.pdf

Hello Ms. Steidel,

I'm attaching our formal request for Town Permit for alcohol use.

Julia Chapin made the initial contact today, and I am attaching the pertinent Pilgrim Church approval and policy.

Please acknowledge receipt of this request. Hopefully we can obtain permit in time for the June 9 date.

If you have any questions, please call me at 413-374-6488.

*6:00 pm - 9:00 pm*

Respectfully,  
Paul Vardakis

## Ann Steidel

---

**From:** Paul Vardakis <dakis001@gmail.com>  
**Sent:** Tuesday, May 22, 2018 10:16 AM  
**To:** Ann Steidel; Julia Chapin  
**Subject:** Re: Event on June 9th

Hello Ann,  
We plan on 6-9 pm.  
Thank you!  
Paul Vardakis

On Tue, May 22, 2018 at 10:13 AM, Ann Steidel <[asteidel@town.harwich.ma.us](mailto:asteidel@town.harwich.ma.us)> wrote:

Mr. Vardakis,

I will need to know what hours you are requesting for the Beer and Wine license for June 9<sup>th</sup> at Pilgrim Congregational Church. Please let me know ASAP.

*Ann Steidel*

*Administrative Secretary*

*Board of Selectmen/Town Administrator's Office*

*Town of Harwich*

*732 Main Street*

*Harwich, MA 02645*

*Phone 508-430-7513 x2*

*Fax 508-432-5039*

May 17, 2018

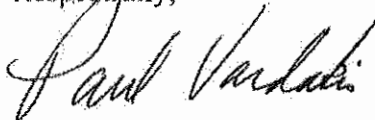
Town of Harwich, MA  
To: Board of Selectmen

I formally request the Town of Harwich to issue a one-day permit to consume alcohol (beer and wine only) for Saturday, June 9, 2018 at the Pilgrim Congregational Church, Harwichport, MA.

The Church function room is being rented for a wedding rehearsal party for approximately 50-60 people. We have obtained approval by the Church Trustees (attached) and will also obtain the insurance policy requested by the Pilgrim Church Board of Trustees. I will be purchasing and providing beer and wine for our guest's consumption only. Pilgrim Church is not selling the alcohol, nor deriving any benefit other than the facilities rental fee.

I kindly ask that you please respond as soon as possible so that we can know how to plan the event for my son, Christopher Vardakis of Harwich. Christopher is a Chatham police officer, and can be reached at 508 776-2401 for any additional information that you might need. Also, please indicate if there is a fee involved.

Respectfully,



Paul Vardakis  
1165 Riceville Rd.  
Athol, MA 01331

414 374-6488

APPLICATION FOR USE OF MONBLEAU HALL

Pilgrim Congregational Church  
533 Main Street P.O. Box 247  
Harwich Port, MA 02646  
(508) 432-1668

Date: 4.21.18

Name of organization or individual Julia L. Chapin

Name of individual making application "

Address 3 Cadwell Ln. Town Belcherston, MA Tel.# 413 219-7515

Date of engagement 6.9.18 Hours AM PM

Approximate number of persons expected to attend ~ 75

Name of responsible staff person or church representative \_\_\_\_\_

Purpose for which Monbleau Hall/Sanctuary (circle one) is to be engaged. (please check)

- Lunch
- Dinner
- Afternoon Tea
- Coffee Hour
- Lecture
- Business Meeting
- Card Party
- Recital
- Concert
- Food Sale
- Reception
- Bazaar
- Other Pre-wedding/Rehearsal

Private or public function? Private  
Will admission be charged? No if not, is this a profit making project? No

Facilities required (please check)

- Stage
- Picture Screen
- TV/VCR/DVD ?
- Tables - how many \_\_\_\_\_
- Chairs - how many \_\_\_\_\_
- Kitchen
- Dishes
- Stove
- Refrigerator
- Dishwasher
- Sound System ?

If this is a catered affair, please list the caterer's name and address and phone number:

Please Note: It is understood by both parties that facilities will be left in the same condition in which they are found, and that any injury or damage will be reported to the church office (508-432-1668) within 24 hours, and proper reparation made.

Signed: Julia L. Chapin - member in good standing Belcherston United Church of Christ (BUCC)

Approved by (subject to the conditions listed on the reverse)

Fee: \$ \_\_\_\_\_ Security Deposit \$ 100.00 Other Terms: we have a liability policy of \$300,000.

Approved by vote of Trustees 5/8/18  
see contingencies attached.

**Re: Chapin request for Monbleau Hall and Kitchen, June 9, 2018**

Trustees Approval, contingent upon the following:

- Time commitment-how long will they use the hall. Fees will be based on use as listed in the fee schedule.
- Town of Harwich Alcohol permit must be on file at least 1 week prior to the event.
- • Administrator to provide PCC's current alcohol policy to the Chapin party (**PLEASE NOTE: PCC only allows the service of beer and wine, and it may not be sold to guests**).
- Insurance coverage-PCC requires a declaration page with adequate liability coverage, listing Pilgrim Congregational Church, Harwich Port as the Additional Insured (must have this document one week prior to the event)
- Clean up-please leave the premises as they were found (ie: dishes, flatware, cookware, countertops, etc. cleaned and stored)
- Food preparation-our health permit requires us to have a ServSafe certified person present
  - If Chapin party has a ServSafe certification, PCC will need a copy of that certificate on file one week prior to the event.
  - **If no ServSafe certification, a church ServSafe representative will be provided for an additional fee of \$125.**

**PCC Alcohol Policy for outside rental:**

**If a group from outside of Pilgrim Church rents a facility within the church for a function at which attendees will be invited to bring their own beer and/or wine, the following stipulations apply:**

- The group must designate an individual as the party responsible for all legal and financial paperwork.
- At the time of the application to the Pilgrim Church Board of Trustees for the use of the facility, the group's responsible designee must specify how alcoholic beverages will be managed and sign a covenant with the church that all church and town requirements will be followed.
- In the covenant, the responsible party also affirms that all attendees will be made to understand they are to consume only the beer or wine which they themselves brought, and that they will take away any they have not consumed.
- The responsible party will be responsible for contacting the Harwich Selectman's office in writing to detail the terms under which alcohol will be acquired and consumed, to discover whether a license will be required, and making it clear that Pilgrim Church is not "selling" beer or wine, and is deriving no benefit other than the facilities rental fee. This request must be filed in time for the Selectmen to consider the request and reply before the event date. (A suggested time is to file at least eight weeks before the date of the event. If a license is required by the town, any fees are the responsibility of the leasing party.)
- The responsible party must provide a certificate of insurance naming Pilgrim Congregational Church Harwich Port as an additional insured, which shows coverage for liquor liability.
- Consent from the Pilgrim Church Board of Trustees to rent the facility will not be final until the board receives both the favorable response from the Harwich Board of Selectmen and a copy of the certificate of insurance.

## Ann Steidel

---

**From:** David LeBlanc  
**Sent:** Thursday, May 17, 2018 4:16 PM  
**To:** Ann Steidel; Chief David J. Guillemette; Norman Clarke  
**Cc:** Deputy Chief Tom Gagnon; 'dakis001@gmail.com'  
**Subject:** RE: Alcohol permit request

I see no issue with this for the Fire Department.

Dave



**Deputy Fire Chief David LeBlanc**

*Harwich Fire Department  
175 Sisson Road  
Harwich, MA 02645*

[d.leblanc@harwichfire.com](mailto:d.leblanc@harwichfire.com)

Office - 508.430.7546 Ext 4800 Cell -508.364.4432

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**From:** Ann Steidel  
**Sent:** Thursday, May 17, 2018 3:30 PM  
**To:** Chief David J. Guillemette <dguillemette@harwichpolice.com>; Norman Clarke <n.clarke@harwichfire.com>  
**Cc:** David LeBlanc <d.leblanc@harwichfire.com>; Deputy Chief Tom Gagnon <tgagnon@harwichpolice.com>; 'dakis001@gmail.com' <dakis001@gmail.com>  
**Subject:** FW: Alcohol permit request

Please let me know your recommendation for this request for a one day beer and wine license.

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

**From:** Paul Vardakis [mailto:[dakis001@gmail.com](mailto:dakis001@gmail.com)]  
**Sent:** Thursday, May 17, 2018 1:03 PM  
**To:** Ann Steidel <[asteidel@town.harwich.ma.us](mailto:asteidel@town.harwich.ma.us)>; Julia Chapin <[julie.chapin@gmail.com](mailto:julie.chapin@gmail.com)>  
**Subject:** Alcohol permit request



## Ann Steidel

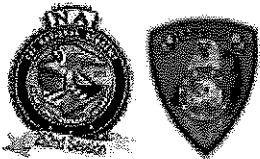
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**From:** Chief David J. Guillemette  
**Sent:** Monday, May 21, 2018 9:15 AM  
**To:** Ann Steidel; Norman Clarke  
**Cc:** David LeBlanc; Deputy Chief Tom Gagnon; 'dakis001@gmail.com'  
**Subject:** RE: Alcohol permit request

Hi Ann,

No issues with the permit.

David J. Guillemette  
Chief of Police



Harwich Police Department  
183 Sisson Road  
Harwich, MA 02645

Office: 508-430-7541

---

**From:** Ann Steidel  
**Sent:** Thursday, May 17, 2018 3:30 PM  
**To:** Chief David J. Guillemette <dguillemette@harwichpolice.com>; Norman Clarke <n.clarke@harwichfire.com>  
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**Subject:** FW: Alcohol permit request

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

**From:** Paul Vardakis [mailto:dakis001@gmail.com]  
**Sent:** Thursday, May 17, 2018 1:03 PM  
**To:** Ann Steidel <asteidel@town.harwich.ma.us>; Julia Chapin <julie.chapin@gmail.com>  
**Subject:** Alcohol permit request

Hello Ms. Steidel,



# HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

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



DAVID J. GUILLEMETTE  
Chief of Police

THOMAS A. GAGNON  
Deputy Chief

## Memorandum

TO: Board of Selectmen

Christopher Clark  
Town Administrator

FROM: David J. Guillemette  
Chief of Police

DATE: May 21, 2018

SUBJECT: No Parking Zone Request.



I have reviewed the attached request from Operations Lieutenant Kevin Considine and I am in full support of the request.

If you have any questions or need further clarification, please feel free to contact me at your earliest convenience.



# HARWICH POLICE DEPARTMENT


183 SISSON ROAD HARWICH MA 02645 508-430-7541

www.harwichpolice.com



## Memorandum

**TO:** Board of Selectmen

**FROM:** Kevin M. Considine   
Operations Division Lieutenant

**DATE:** May 17, 2018

**SUBJECT:** No Parking Zone Requests

Below is information regarding the request for no parking signs on Cross Street @ Rt. 28, no parking signs on the driveway exiting School House parking lot (rear of lot) as well a request for 2 hour parking signs in front of the business on Cross Street (2-4 Cross Street).

### BACKGROUND

- Over the past number of years, the Harwich Police Department has had on-going issues regarding the parking situation on Cross Street at Rt. 28. The issue on Cross Street is both sides of the road are currently used for parking. Vehicles start parking on Cross Street at the intersection of Rt. 28. This causes vehicles turning onto Cross Street from Rt. 28 to wait for vehicles exiting Cross Street at the same time, causing a traffic safety issue at this location. The Harwich Police are authorized to issue parking tickets (\$25 fine) to any vehicles parked within this area that are parked within 20 feet of Rt. 28 on Cross Street and we are asking for no parking signs to warn motorists of this prohibited parking zone. Current parking regulations prohibit parking within 20 feet of any intersection way. When vehicles park within 20 feet of Rt. 28 on Cross Street, they not only hinder turning traffic but more importantly they block the sidewalk on Rt. 28 forcing pedestrians onto Rt. 28.
- I have spoken to both business owners on both sides of Cross Street (George's Pizza and Mike Ulrich at the real estate office). Both stated they did not have any objections to this no parking zone recommendation and they both realize the difficulty at this location.

- While reviewing the Harwich Traffic Rules and Orders, I located an existing order (see enclosed) dated June 5, 1972. This order established a no parking zone on the WEST side of Cross Street from Rt. 28 North to #2 Cross Street for a total distance of one hundred and nine (109) feet. This area is NOT posted and parking IS ALLOWED in this area. My assumption is that over the years, these signs have either been taken down and never replaced and at some point parking was allowed to continue here. It is clear, due to this parking order, that parking was an issue here even in 1972 and we continue to have similar issues today.
- Rear of School House Lot: During the summer both during the day with beach parking at School House Lot and at night during the Music in the Port nights vehicles park on both sides of the rear driveway exit of School House lot. This exit road onto Pleasant Street is narrow and when vehicles park on both sides, an ambulance, fire truck and even sometimes a car are not able to travel this road causing a public safety concern. Last summer Harwich Police posted this area with temporary no parking signs due to these exigent issues and we are asking for a more permanent solution to this issue with the installation of no parking signs.
- Recently, I was contacted by business owner at 2-4 Cross Street, Rebecca Ahrensfeld, who wanted advice on the parking issues on Cross Street. Rebecca stated during the summer, visitors park on Cross Street and more specifically in front on her shop. Rebecca has requested the spots in front of her shop be marked with pavement markings as well as posted 2 hour parking only. The pavement marking would delineate legal parking spots and would assist with the trouble she has with motorists parking on Cross Street and blocking her driveway.

### RECOMMENDATIONS

1. Create a 'No Parking' Zone on each side of Cross Street, 20 Feet from the intersection of Rt. 28. This is a current no parking zone however it is not posted such. We would recommend 'No Parking Here to Corner' signs posted as well as yellow roadway markings to better inform motorists of this no parking zone.
2. Create a 'No Parking' Zone on the road leaving School House lot, both sides. Recommend 'No Parking' signs be posted in this area on both sides.
3. Post at least 2 signs in front of the shops at 2 Cross Street stating 'Two Hour Parking Only'.
4. Create parking spots utilizing pavement markings from the end of the no parking zone next to George's Pizza past the business at 2-4 Cross street and ending after the business.

Current Town of Harwich Municipal Traffic Code Rule and Order: Section 5-1 Stopping, Standing, and Parking: General Prohibitions: I: No Person shall allow, permit or suffer any vehicle registered in his name to stand or park in any street, way, highway, road or parkway under the control of the Town of Harwich in violation of any of the Traffic Rules or Orders adopted by the Harwich Board of Selectmen and in particular in any of the following places except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer or traffic sign or signal. II: Upon any street or highway within twenty (20) feet of an intersecting way, except alleys.

I have enclosed the following documents for review regarding this matter:

1. Traffic Rule and Order of 1972 adopted by the Board of Selectmen
2. Google image of the area in question
3. Harwich Traffic Rules and Orders adopted 2010 and 2011 by the Board of Selectmen
4. On street parking regulations / guidelines adopted by the Board of Selectmen

Cross St

Reciprocity Artisans Market 

Cross Street Studio 


Driveway

Parking Spaces →

Cross St

George's Pizza House



Cape Cod Associates Real Estate 

The Traditional Barber Shop



• No Parking here to corner 20 feet both sides

Main St

B



England



Rebecca Young &



# TOWN OF HARWICH

Office of Selectmen • Assessors • Board of Health

Donn B. Griffin Barry A. Hemen Haden G. Greenhalgh

HARWICH, MASSACHUSETTS


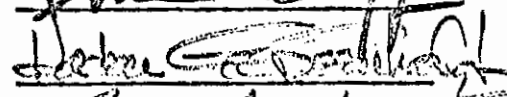

June 5, 1972

"Voted: That the Traffic Rules and Orders of the Town of Harwich adopted by the Board of Selectmen July 1, 1940 and subsequent amendments, be and are hereby amended as follows:

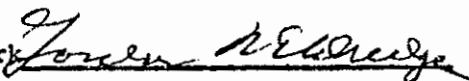
By adding at the end of Article V, Section 2, Prohibited on Certain Streets, the following new description:

West side of Cross Street, Harwich Port from Main Street (Route 28) north to Mid Cape Auto Parts located at #2 Cross Street a distance of one hundred nine (109) feet.

Date of Passage: June 5, 1972.

  
  
  
Board of Selectmen

Attest of Town Clerk



Cross St., H'Port

The Commonwealth of Massachusetts  
DEPARTMENT OF PUBLIC WORKS  
100 NASHUA STREET, BOSTON



~~XXXXXX~~ town... **HARWICH**  
Date June 7, 1972 Permit No. **7-497**

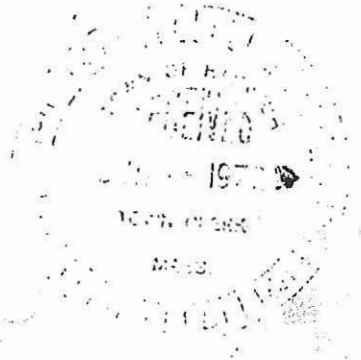
**PARKING  
TRAFFIC REGULATION PERMIT**

Under authority of Chapter 85 Section 2 of the General Laws, Tercentenary Edition, the Department of Public Works, hereby approves the **Rule and Order** made by the **Board of Selectmen** of **Harwich** on **June 5, 1972** with such stipulations and exceptions, if any, as are noted herein.

The validity of this permit is contingent upon the conformance of the signs, erected or used in connection with this **Rule and Order**, with the standards prescribed by the Department of Public Works.

FOR THE DEPARTMENT OF PUBLIC WORKS

By R. J. Kelleher  
R. J. Kelleher, P.E.  
District Highway Engineer





The Commonwealth of Massachusetts  
DEPARTMENT OF PUBLIC WORKS  
100 NASHUA STREET, BOSTON



~~XXXXXX~~ town HARWICH  
Date June 7, 1972 Permit No. 7-505

PARKING  
**TRAFFIC REGULATION PERMIT**

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FOR THE DEPARTMENT OF PUBLIC WORKS

By R. J. Kelleher  
R. J. Kelleher, P.E.  
District Highway Engineer



**OFFICE OF THE SELECTMEN**

PHONE (508) 430-7513

FAX (508) 432-5039

732 MAIN STREET, HARWICH, MA. 02645

**ON STREET PARKING REGULATION GUIDELINES**

The Harwich Board of Selectmen by virtue of power given to it by Section 22 of Chapter 40 of the General Laws of Massachusetts is authorized to make rules and orders for the regulation of carriages and vehicles used in the Town of Harwich. It is the preference of the Board of Selectmen to make note of one or more of these guidelines when considering rules and orders for on street parking restrictions on public ways.

On street parking restrictions may be considered when vehicles are parked on;

- Any high volume roadway where the parked vehicle would reduce any travel lane width to less than ten feet.
- A low volume, low speed (30 MPH or less) roadway when multiple parked vehicles would reduce the roadway to a single shared travel lane with a width of at least ten (10) feet for an unobstructed view in excess of two hundred (200) feet. Additional consideration may be given for roadways with a single shared travel lane of less than two hundred (200) feet when the view is obstructed due to the road grade, road curvature or other obstructions. In addition to the ten (10) foot travel lane, the roadside clearance of any obstacles to the passage of vehicles shall be no less than two (2) feet.
- Near any intersecting roadway with inadequate sight distance due to a preexisting condition (road grade or curvature, structures, vegetation, etc.) or the presence of a parked vehicle.
- Main and secondary town arteries used by bicyclists. Additional consideration may be given to local roadways in residential areas with higher traffic volumes or other factors detrimental to the safety of bicyclists.

The recommended width of an on-street parking space is;

- residential = 6 to 8 feet
- commercial = 7 to 8 feet

On street parking restrictions may be considered when the off street parking requirements are not satisfied. Limits may include;

- Time limits in commercial and retail zones.
- permit parking in residential zones

On street parking restrictions may be considered for specific types of uses;

- persons with disabilities    -bus stops    -public safety vehicles    -loading zones

The use of parking space markings or parking signs may be considered when they may increase compliance of general parking prohibitions as established in the Harwich Traffic Rules and Orders, Parking – General Prohibitions; i.e. Upon any street or highway within (2) feet of an intersecting way, except alleys.

*(Handwritten signature)*

\_\_\_\_\_  
Angelo S. La Mantia, Chairman

\_\_\_\_\_  
Larry G. Ballantine

\_\_\_\_\_  
Edward J. McManus

\_\_\_\_\_  
Linda A. Cebula

\_\_\_\_\_  
Robin D. Wilkins

Effective Date of passage August 09, 2010

**TOWN OF HARWICH  
MUNICIPAL TRAFFIC CODE  
TRAFFIC RULES AND ORDERS**

In accordance with the foregoing, the advisory signs listed in Schedule R3-5 of these rules and orders are hereby authorized and said Schedule R3-5 is hereby specifically incorporated in this Section.

**SECTION 3-6 Experimental Regulation**

For the purpose of trial the Harwich Board of Selectmen may make temporary rules regulating traffic or test under actual conditions traffic signs, markings, other devices. No such experimental rules relating to traffic shall remain in effect for a period longer than 30 days.

**ARTICLE IV**

Reserved

**ARTICLE V**

**STOPPING, STANDING, PARKING**

**SECTION 5-1 General Prohibitions**

No person shall allow, permit or suffer any vehicle registered in his name to stand or park in any street, way, highway, road or parkway under the control of the Town of Harwich in violation of any of the Traffic Rules or Orders adopted by the Harwich Board of Selectmen and in particular in any of the following places except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer or traffic sign or signal.

- A. Within an intersection "except within those intersections where the installation of parking meters has been specifically approved by the Massachusetts Highway Department."
- B. Upon any sidewalk.
- C. Upon any crosswalk.
- D. Upon the roadway in a rural or sparsely settled district.
- E. Upon a roadway where parking is permitted unless both wheels on the right side of the vehicle are within twelve (12) inches of the curb or edge of the roadway, except upon those streets which are designated as one-way streets. On such one-way streets vehicles shall be parked in the direction in which said vehicle is moving and with both wheels within twelve (12) inches of the curb. This shall not apply to streets or parts of streets where angle parking is required by these regulations.
- F. Upon any roadway where the parking of a vehicle will not leave a clear and unobstructed lane at least ten (10) feet wide for passing traffic.
- G. Upon any street or highway within ten (10) feet of fire hydrant.

**TOWN OF HARWICH  
MUNICIPAL TRAFFIC CODE  
TRAFFIC RULES AND ORDERS**

- H. In front of any private road or driveway.
- I. Upon any street or highway within twenty (20) feet of an intersecting way, except alleys.
- J. Within fifteen (15) feet of the wall of a fire station or directly across the street from such fire station provided signs are erected acquainting the driver of such restriction.
- K. Alongside or opposite any street excavation or obstruction when such stopping, standing or parking would obstruct traffic.
- L. On a bridge and the approach thereto.

SECTION 5-2 Reserved

SECTION 5-3 Reserved

SECTION 5-4 Parking Vehicle for Sale Prohibited

It shall be unlawful for any person to park upon a street, or highway or other town property any vehicle *for the purpose to display for sale.*

SECTION 5-5 Reserved

SECTION 5-6 Parking Location and Prohibitions

Parking is prohibited, restricted or limited as to time, space and streets in accordance with a schedule of streets designated Schedule R5-6, hereto appended to which reference is made and which Schedule R5-6 is specifically incorporated in this section. No operator shall park a vehicle in the designated prohibited locations or in the restricted locations for a period longer than is designated in Schedule R5-6, except as otherwise provided in this Schedule, or where there is a time limit as to parking.

SECTION 5-7.1 Parking Meter Locations and Regulations

Parking is restricted or limited as to time, fee, space, streets and municipal off-street parking' areas on the streets and municipal off-street parking areas designated in Schedule R5-7 hereto appended to which reference is made and which Schedule R5-7 is specifically incorporated in this Section.

SECTION 5-7.2

The Purchasing Agent is hereby empowered, with the approval of the Harwich Board of Selectmen to contract, in accordance with provisions of Chapter 40 of the General Laws for the acquisition and installation of parking meters provided for by this regulation and to maintain said meters in good workable condition.



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

## Memo

To: Sandy Robinson  
Ann Steidel

From: Donna Molino

Date: May 23, 2018

**RE: Assessor's Department Weekly Report (w/e 5/19/18)**

---

1. Processed and reviewed abutter's lists.
2. Processed and reviewed weekly deeds.
3. Processed address changes.
4. Trained staff on subdivisions.
5. Worked on assessor's maps for GIS.
6. Motor vehicle abatements.
7. Processed building permits and relative reports.
8. Produced abutters list for Phase 2 Wastwater.

## Cemetery Administrator's Weekly Report

Week's ending May 12 & 19, 2018

- Town Meeting Articles for the Cemetery Department: Article # 25 Transfer of Land from Board of Selectmen Property to Island Pond Cemetery; Article on Island Pond Arboretum project. Created a brochure with information on the Arboretum project received permission from both Michael Ford and Monomoy Regional School District for handouts. It was unanimously passed. Article #26 Construction of Building and Purchase Equipment for Pet Crematory, the Cemetery Commissioners voted at their May 1<sup>st</sup> meeting to indefinitely Postponed. No Action on Town Meeting Floor was taken. Article #27 Amend the Harwich Cemetery Commissioners Rules and Regulations of Harwich Cemeteries, the Finance Committee asked that it be indefinitely postponed and was not discussed at the Town Meeting. Article #50 Community Preservation Mount Pleasant Cemetery Gravestone Preservation for \$49,900 to Preservation of the gravestone unanimously passed at Town Meeting. Article # 62 Cemetery Revolving Account was increased from \$70,000 to \$100,000 and passed at Town Meeting.
- Working on Human Resource Manual for my Final Project for my Suffolk Certification, requirement was for each of the students to do our Town. The course required us to organize a three ring binder which included; HR Manual, Organizational Chart, Job Descriptions for all the Department Heads, Town Manager, Assistant Town Manager, Police Chief, Fire Chief, Public Safety Staff, Clerks, Secretary, Custodians, Seasonal Employees and Volunteers. Evaluation Forms used by the Town, HR Policies and drafted policies not adapted by the Town. Hiring Packet for the Town with all documents. Personnel File documents. All Contracts. Salaries and Benefits and Employee Complaints and Discipline requirements. I would like to thank all the staff who helped me compile these documents especially Bob Lawton.
- Continued my work with Amy Usowski on the Butterfly/Pollinator Garden for Island Pond Cemetery, to be completed before Memorial Day.
- Compiled new list of Veterans for John and Cindy Eldredge of the Veterans who were buried in the Town over this past year. I would also like to thank both John and Cindy who every year go to all the Cemeteries in Town and make sure that each and every Veteran has a flag for Memorial Day.
- Met with Funeral Directors and Families for the weekly burials. Lot layouts for mark out for the new memorials to be placed in the cemeteries. Phone calls from visitors looking to locate their loved ones.
- Graduated from Suffolk with Certificate in Municipal Management with Honors, Courses included Strategic Leadership, Budgeting and Financial Management, Administrative Strategies of Local Government, Public Policy with Grant Writing for Local Government, Public Policy with Citizen Engagement and Human Resource Management.

Respectfully Submitted

Robbin Kelley  
Cemetery Administrator

## Weekly Update for the Community and Cultural Centers

May 13 –May 19

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 5/13 to 5/19.

- I worked the overnight event at the Community Center on for Ragner Relay Race.
- I wrote the draft minutes for the Facilities Committee meeting from Friday. The minutes will be reviewed and voted on at the next committee meeting.
- I provided information on the room use at the Cultural Center to the building commissioner and the Assistant Town Administrator. The information will help to ensure we are in compliance with the zoning in the area.
- I worked the dance performance for the Reaching Hearts Dance Studio. They will be holding several events at the Cultural Center auditorium. We are excited to partner with the dance group.
- I interviewed for the early morning weight room position at the Community Center.
- I did a Channel 18 update on the events coming up at the Community Center including the closing of the gym for the floor resurfacing project scheduled to take place May 21- June 7th.
- I attended a meeting at the South Meeting House to discuss working on projects together.
- I conducted a meeting with the Program Aide for the Cultural Center to go over reservations, new ideas and bookings for the year.
- I gathered information on what supplies would be needed for the Labyrinth project in order to see if donations would be possible to build the Labyrinth.
- I ordered new Passport equipment to replace the printer and camera that are not working correctly.
- I met with a team of people from the ADA project to walk through the Community Center as part of the grant to make sure we are in compliance.
- I worked the evening of the election because we were short staffed.
- I am working on the new equipment for the weight room.

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

Carolyn Carey, Community Center Director



# TOWN OF HARWICH

## DEPARTMENT OF PUBLIC WORKS

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

Telephone (508) 430-7555

Fax (508) 430-7598

### **DPW Activity for period of May 13, 2018 through May 19, 2018**

#### **Highway Maintenance**

- 1 day of catch basin digging
- 3 days of street sweeping with two sweepers
- 5 days of trash pick up
- 2 days of road repairs - grinding and patching with hotmix
- Spent 1 day with AECOM, Town's Storm Water firm, looking for outfall pipes
- Received 8 work orders and completed 5 work orders
- Continued coordinating with RH White and National Grid

#### **Vehicle Maintenance**

- Performed 20 repairs on vehicles, small and heavy equipment
- Power washed all sanders and half of the Highway Departments trucks
- Performed maintenance and repairs on sanders

#### **Cemetery Maintenance**

- Help set up voting booths at Community Center
- Remove mulch and weeds on both sides of main entrance to Police / Fire Headquarters and lay down stone in its place at request of Building Maintenance
- Mowed 6 cemeteries

#### **Parks Maintenance**

- Mowed and prepped 7 ball fields for games
- Prepared for tournament at Whitehouse Field

#### **Facility Maintenance**

- Received 29 new work orders and completed 13 work orders from back log



- Continued with repairs to the Saquatucket Harbor sheds including new roofing, siding, Azek trim, windows and doors over the next few weeks
- Transfer Station roofing and siding completed
- Set up and clean up for the Town elections
- Removed carpet and installed vinyl tile in a Community Center room to accommodate a class requiring smooth flooring
- Worked with Seaside Alarms to identify ground fault within the fire panel
- Replaced two failed backflow preventers to comply with State regulations

### **Disposal Area**

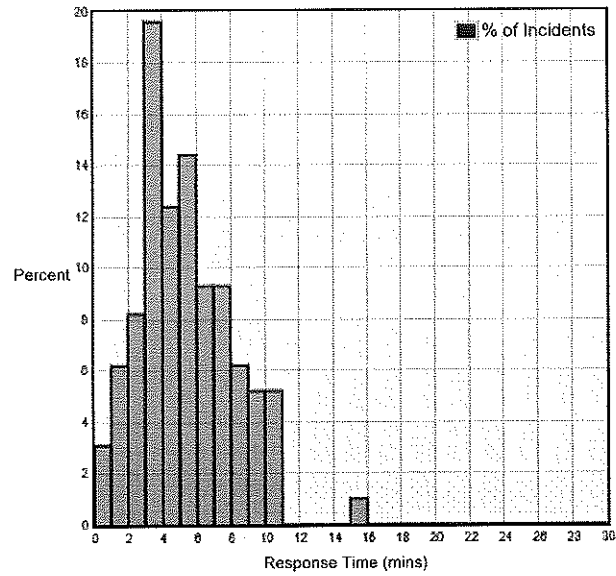
- C&D: 16 loads, 268.77 tons
- MSW: 7 loads, 166.98 tons
- Recycling: 8 loads, 33.52 tons
- Vehicles Recorded: 8,036
- Revenue: \$56,389.00

### **Reception**

- Head Clerk was on vacation, so statistics were not kept phone calls, walk ins or work orders

**Incident Response Time Analysis**  
 Date Range 05/13/2018 to 05/19/2018  
 Total # of Runs Fitting Criteria 97 runs  
 Average Response Time 4.9 mins  
 Service(s) Harwich Fire Department  
 Incident Type(s) All

Response Time	# of Incident Responses	% of Incident Responses
0 mins	3	3.1%
1 mins	6	6.2%
2 mins	8	8.2%
3 mins	19	19.6%
4 mins	12	12.4%
5 mins	14	14.4%
6 mins	9	9.3%
7 mins	9	9.3%
8 mins	6	6.2%
9 mins	5	5.2%
10 mins	5	5.2%
11 mins	0	-
12 mins	0	-
13 mins	0	-
14 mins	0	-
15 mins	1	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	-



[Report Description](#)

[Back To Filters](#)

25 mins	0	-
26 mins	0	-
27 mins	0	-
28 mins	0	-
29 mins	0	-
30 mins	0	-



Incident Type Report (Summary)  
 From 05/13/18 To 05/19/18  
 Report Printed On: 05/21/2018

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
<b>1 Fire</b>						
Fire, other (100)	1	1.10%	\$0.00	\$0.00	\$0.00	0.00%
	1	1.10%	\$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)	69	75.82%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	2	2.20%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with no injuries. (324)	1	1.10%	\$0.00	\$0.00	\$0.00	0.00%
Rescue or EMS standby (381)	1	1.10%	\$0.00	\$0.00	\$0.00	0.00%
	73	80.22%	\$0.00	\$0.00	\$0.00	0.00%
<b>4 Hazardous Condition (No Fire)</b>						
Power line down (444)	2	2.20%	\$0.00	\$0.00	\$0.00	0.00%
	2	2.20%	\$0.00	\$0.00	\$0.00	0.00%
<b>5 Service Call</b>						
Lock-out (511)	1	1.10%	\$0.00	\$0.00	\$0.00	0.00%
	1	1.10%	\$0.00	\$0.00	\$0.00	0.00%
<b>6 Good Intent Call</b>						
Dispatched and cancelled en route (611)	4	4.40%	\$0.00	\$0.00	\$0.00	0.00%
Smoke scare, odor of smoke (651)	1	1.10%	\$0.00	\$0.00	\$0.00	0.00%
	5	5.50%	\$0.00	\$0.00	\$0.00	0.00%
<b>7 False Alarm &amp; False Call</b>						
Smoke detector activation due to malfunction (733)	2	2.20%	\$0.00	\$0.00	\$0.00	0.00%
CO detector activation due to malfunction (736)	2	2.20%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation, no fire - unintentional (743)	1	1.10%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	3	3.30%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	1	1.10%	\$0.00	\$0.00	\$0.00	0.00%
	9	9.90%	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Incident Count:</b>	<b>91</b>			<b>Total Est. Loss:</b>	<b>\$0.00</b>	

Search Criteria	
Dates	From 05/13/2018 To 05/19/2018 (mm/dd/yyyy)
Service	Harwich Fire Department
Staff	All
Apparatus	All
Station	All
Alarm Type	All
Zone/District	All

Report Description



# Harwich Fire Department



*Fire Suppression*

*Prevention*

*Emergency Services*

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

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

## Fire Prevention – Inspections

Week of May 13 - 19

Inspection Type	
Resale	12
Annual	9
Final	1
Lockbox	1
Liquid Propane	3
Oil Burner	
Oil Tank	
Pre-Inspection	1
Re-Inspection	
Safety Inspection	
Town Hall – Plans (hours)	4
Town Hall – Meeting (hours)	2
Tank Truck	
Fire Drills	
Meetings – Misc	
Joint Inspection	

## Weekly Report for Selectman

5/15-5/21

### **Golf Operations**

- The golf course greens was open for play all 7 days.
- Membership sales and renewals are up 6% over this time last year.
- Successfully launched a new website for golf course – [www.cranberryvalley.golf](http://www.cranberryvalley.golf)
- Currently booking tee times, selling and renewing memberships for 2018 season
- Held Harwich Fire Association event on 5/18 with 112 participants

### **Golf Course Infrastructure Project**

- Currently working on Foundation
- Scheduled completion of building in August

## Ann Steidel

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**From:** Heinz Proft  
**Sent:** Wednesday, May 23, 2018 11:21 AM  
**To:** Ann Steidel; Sandy Robinson  
**Subject:** Natural Resources Weekly report of 05/23/18

### Natural Resources Weekly report 05/23/2018

- \* Shellfish patrols completed on Open Days – WED, SAT, SUN and over 200 Shellfish permits have been sold YTD.
- \* Herring count with electronic counter >600,000 fish have passed – that already exceeds both the 2016 and 2017 totals.
- \* Attended Waterways Committee meeting on May 16<sup>th</sup>.
- \* Attended Department Head meeting on May 22<sup>nd</sup>.
- \* Cranberry bog near Johnson's herring run ladder is now drained – empty.
- \* Shellfish lab internship posting and applications made available for summer 2018.
- \* Met with Town Administrator regarding Hinckleys Pond alum treatment. Current benthic samples  
Of Hinckleys pond will be obtained in mid June. The RFP will be written after that data is collected.
- \* Contacted UMASS Dartmouth – requested data and invoice for Summer 2017 Harwich Water Sampling Program.
- \* Able to schedule Shellfish Lab east side door and south side window painting for mid June.

Heinz Proft  
*Nat. Resources Director*

Memorandum from Charleen Greenhalgh  
Town Planner  
Town of Harwich

May 23, 2018

To: Christopher Clark, Town Administrator  
From: Charleen Greenhalgh, Town Planner  
Re: Weekly Report – Week of May 14, 2018

The week included, but was not limited to:

- Several discussion with the Chair of the Traffic Safety Committee
- The Town did receive its CRS Recertification!!
- Met with a prospective purchaser of a restaurant/inn.
- Prepared for May 22<sup>nd</sup> Planning Board Meeting - Prepared agenda, minutes from Town Meeting nights, staff report
- Began follow-up work on the various approved bylaws from Town Meeting for submittal to the Attorney General
- Reviewed the Chamber of Commerce letter regarding the expansion of parking in Harwich Port. Researched deeds, past approved site plan, etc. and generated a recommendation memo
- Prepared a memo regarding the filing fee for the CCTech Site Plan
- 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





## TOWN OF HARWICH

OFFICE OF THE TREASURER/COLLECTOR

732 MAIN STREET, HARWICH, MA 02645

TEL. 508-430-7501 FAX. 508-430-7504

Amy Bullock  
Treasurer / Collector

Nancy Knepper  
Assistant Treasurer/Collector

### Weekly Report to the Board of Selectmen

Week ending May 19, 2018

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

- Sat in on Standard & Poors bond rating call with the Town Administrator and Finance Director

#### Weekly collections 5/13-5/19

Tax/Water Collections:	\$133,375.31
Departmental turnovers:	\$657,945.42
Total:	\$791,320.73

#### Weekly Disbursements 5/13-5/19

Accounts Payable	\$509,857.58
Payroll (week ending 5/12/18)	\$325,447.71
Total:	\$835,305.29

Respectfully submitted,

Amy Bullock, Treasurer/Collector

## **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.