

**SELECTMEN'S MEETING AGENDA\***

*Griffin Room, Town Hall  
732 Main Street, Harwich, MA  
Regular Meeting 6:30 P.M.  
Monday, June 5, 2017*

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **WEEKLY BRIEFING**

IV. **PUBLIC COMMENT/ANNOUNCEMENTS**

V. **CONSENT AGENDA**

- A. Approve Minutes – May 22, 2017 Regular Meeting
- B. Approve Road Race Application from The Open Doorway of Cape Cod Inc. for 3rd Annual Run for Recovery Flag Relay for September 23 & 24, 2017 including placement of flag on Public Safety Building lawn
- C. Authorize Chair to sign Cooperative Agreement with Barnstable County for dredging program

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

VII. **OLD BUSINESS**

- A. Action Item Register

VIII. **NEW BUSINESS**

- A. Letter from Harwich Housing Authority regarding Right of First Refusal for 13 Haromar Heath Road
- B. Request by Housing Committee to hire Part-Time Housing Coordinator
- C. Board of Selectmen Liaison Assignments and Policy Review
- D. Board of Selectmen Goals and Objectives
- E. Referral of Complaint regarding Matt Hart to Interview Committee
- F. Update Charge for Fire Station 2 Rehab and Restoration Committee to extent to “design”
- G. Designation of Board of Selectmen Wastewater Subcommittee

IX. **TOWN ADMINISTRATOR'S REPORT**

- A. Completion of Suffolk University's Public Management Program by Chief Guillemette
- B. Letter requesting non-reappointment to Capital Outlay Committee by Robert George
- C. Housing Authority affirmation of continuance of Robert MacCready as a member per the State
- D. Fire Chief FY17 Performance Evaluation
- E. Delay of Tax Lien Auction
- F. State LAND Grant funding

X. **SELECTMEN'S REPORT**

XI. **ADJOURNMENT**

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

Authorized Posting Officer:

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

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

Date: \_\_\_\_\_  
June 1, 2017

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, MAY 22, 2017  
6:30 P.M.**

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

**OTHERS PRESENT:** Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, Amy Bullock, Carole Ridley, Sandy Hall, Brian Dudley, Erin Perry, and others.

Chairman MacAskill called the meeting to order at 6:30 p.m.

**SWEARING IN OF ELECTED OFFICIALS**

Town Clerk Anita Doucette swore into office the following elected officials:

Allin Thompson - Water Commissioner  
Donald Howell – Selectman  
Larry Ballantine - Selectman

**WEEKLY BRIEFING**

Ms. Bullock updated the Board on the tax lien sale process stating that right now we have 158 parcels left on the list, there are 35 parcels that have buildings, 11 are condominiums, and 112 are land only. She reported that she has 28 new payment plans on file for a monthly payment totaling \$15,533.33, 22 people have paid in full totaling \$74,430.27, 22 have made partial payments for \$65,621.88, and there are 6 registered bidders. Chairman MacAskill said he would put the process on the agenda for next week.

Chief Clarke reported on the recent series of public safety incidents including motor vehicle accidents, a tragedy at Saquatucket Harbor and injuries to police officers.

**CONSENT AGENDA**

- A. Approve Minutes – May 8, 2017 Regular Session
- B. Accept resignation of Anne Leete as a member of the Harwich Cultural Council
- C. Accept the resignation of Donald Howell as a member of the By Law and Charter Review Committee effective May 22, 2017
- D. Approve 2017 Junk Dealer License renewal for Monahan & Co.
- E. Vote to sign letter of support to U.S. Army Corps of Engineers for Saquatucket project
- F. Approve Weekday and Sunday Entertainment Licenses for Perks and authorize Chair to sign
- G. Vote to approve and authorize the Chairman to sign for the new pumper for the Fire Department. The bid list price is \$420,000

Chairman MacAskill noted that they would be holding Item C and will take it up at the end of the Consent Agenda. Ms. Kavanagh moved approval of the Consent Agenda Items A, B, D, E, F and G. Mr. Howell seconded the motion and the motion carried by a unanimous vote with Mr. Howell and Mr. Ballantine abstaining from Item A. Ms. Kavanagh moved approval of Item C. Ms. Brown seconded the motion and the motion carried by a 4-0-1 vote with Mr. Howell abstaining from the vote.

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

A. Presentation – Pleasant Bay Composite Nitrogen Management Analysis – Carole Ridley

Carole Ridley of the Pleasant Bay Alliance explained that the Pleasant Bay Composite Nitrogen Management Analysis was developed under the auspices Pleasant Bay Alliance Watershed Work Group who worked closely with the Cape Cod Commission and Mass DEP. She stated that this should be viewed as an opportunity to assist the towns in meeting their compliance requirements in the 208 Plan process and to explore opportunities that are available through a new watershed permit that DEP is developing. She referred to the proposed resolution which was provided to the Board and noted that it has been presented to the other four communities. She noted that she was not asking for action tonight but invited the Board to participate in the joint meeting with the other Boards on June 22 at 4:00 p.m. prior to the One Cape Summit meeting. Mr. Dudley of Mass DEP discussed the procedure for establishing a watershed permit and took questions from the Board. Mr. Clark indicated that #2 indicates that we want to go through the Alliance and the better approach is to recognize that we have the CWMP and the WMA and that is the primary obligation of the Town. He said the tone needs to be that the people that are responsible at the Town level are working in coordination with Pleasant Bay Alliance. He added that it would be valuable to see what other towns on the Cape are doing and how effective those projects are. Ms. Perry reported that the Commission is working on data sharing including a technology matrix which they will continue to update and they are working on a regional water quality management database. Chairman MacAskill asked for cost projections for Harwich outside of what we are already doing with the Pleasant Bay Alliance. Ms. Ridley responded that they are establishing a framework as to how best to proceed and if a decision is made to continue with development of a targeted watershed management plan that will require some component of technical assistance or additional staff time, there is potential for additional costs but they don't know yet exactly what that would entail. She said there may be additional resources needed which they don't know if they can handle within the budget and at this stage they aren't anticipating any significant expenses but she doesn't feel comfortable saying there wouldn't be any cost. Chairman MacAskill commented that Item D seems vague and broad and Ms. Ridley responded that it signals a willingness to continue down the road but they are open to modifying the language. No action was taken.

**NEW BUSINESS**

- A. Role of the Liaison/Policy
- B. Liaison Assignments

Chairman MacAskill asked the Board to start thinking about what committees they want to be liaison to. Mr. Howell indicated that there are discrepancies between the Committee Vacancy List, the website and the Charter.

#### C. Action Item Register

Chairman MacAskill explained to Mr. Howell and Mr. Ballantine the purpose and process for the Action Item Register.

#### D. Goals and Objectives

Chairman MacAskill explained that last year there were six goals and sixteen objectives and the format agreed on by majority was to have trackable actions and deliverables to be graded on. He indicated that the Board will discuss the goals and objectives next week.

#### E. Committee Vacancy List

Chairman MacAskill indicated the Committee Vacancy List is on the agenda for informational purposes.

#### F. Use of Town email address by Boards, Commissions and Committees

Chairman MacAskill noted that last week we had a citizen submit a Public Records Request for emails from someone's private email address. He encouraged discussion on Board and Committee members having Town email addresses and perhaps have a policy on this. Mr. Cakounes said it is a very concerning matter and he is the one who submitted the request. He said he received a packet this morning and thanked the staff for their prompt response. He stressed the need to indicate to all Board and Committee members that if they use their private email addresses to receive agendas, minutes, etc. and hit the "Reply All" button or send an email to the rest of the committee with their feelings on a particular subject, it does not preclude them to submitting to Public Records Requests. He said the Town should give a committee or board member an option to use a Town email address. He further indicated that he will likely be following up on his Public Records Request. Mr. Clark said it is fairly simple for our IT Director to set up an email for a committee member and he added that the system is backed up regularly and he suggested that the Board create a formal policy on this. He said it is a better approach to have one email for each committee. Mr. Howell agreed with Mr. Clark and recommended setting up a policy. Ms. Brown said she keeps a separate email which she accesses on her phone as she had difficulty accessing the Town email address she was given but for now she believes keeping the email separate is fine. Ms. Kavanagh agreed with Ms. Brown and said she prefers a separate email address. Mr. Ballantine encouraged training as using another email address didn't come naturally. Chairman MacAskill stated that he has a Town email address which the IT Director set up on his phone for him. He encouraged the Board to do the same as it is a simple process and Mr. Howell agreed. No action was taken.

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

#### A. MassDOT Sidewalks to Saquatucket Harbor

Mr. Clark reported that it was discussed at a prior meeting that we had a commitment from MassDOT for construction of sidewalks at Saquatucket Harbor and he wanted to clarify that the utility was down there recently doing roadwork and not the MassDOT. He stated that the letter from MassDOT commits to putting in approximately 3,300 feet of sidewalk when they do reconstruction at that section of road. He said next time they do work we will remind them of that commitment.

#### B. Marini Property Purchase and Sales

Mr. Clark reported that there was a Town Meeting vote for the Town to acquire the Conservation Restriction over the Marini property and we have a grant coming up for which material is due no later than June 30, 2017. He noted that the Board has been provided with the draft Purchase and Sale Agreement and asked for an Executive Session next week to go over the terms and conditions of that agreement in an effort to get the Conservation Restriction so we can fulfill our grant requirements.

#### C. Town Administrator reimbursement and buy-back

Mr. Clark stated that his contract allows for reimbursement of legal costs that he incurs and he is seeking a reimbursement in that regard which is in for the Board's signature. Chairman MacAskill clarified that Town Counsel has opined that this is not to be considered an old bill as the reimbursement is a new bill. Chairman MacAskill asked Mr. Clark to provide documentation that it has been paid. He added that the vacation buy back is in other contracts and is current practice.

#### D. Town Administrator proposed Contract Agreement

Mr. Clark stated that he has one year left on his contract and said he is seeking a two year extension on top of that. Chairman MacAskill noted that Mr. Clark's performance evaluation is available to the Board and this is a reasonable request. He said they will take this up sooner rather than later.

### **SELECTMEN'S REPORT**

Mr. Howell asked to agenda at a future meeting taking a look at representation by legal counsel and what the possible alternatives would be. Chairman MacAskill said that is for whoever the Chairman is but his policy is that requests for agenda items be mailed to him.

#### A. Selectmen's Summer Schedule

Mr. Ballantine indicated that he would not be able to attend the Selectmen's meeting on June 12. Mr. Howell moved to accept the schedule. Ms. Kavanagh also noted that she would not be able to attend the June 12 meeting. The Board discussed skipping that meeting and ultimately decided to look at the schedule and bring it back.

### **ADJOURNMENT**

Ms. Brown moved to adjourn at 8:03 p.m. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel  
Recording Secretary



OFFICE OF THE SELECTMEN  
 732 MAIN STREET  
 HARWICH, MA 02645  
 Telephone: (508) 430-7513



APPLICATION FOR LICENSE/PERMIT

PLEASE CHECK

ROAD RACE RELAY

CRAFT FAIR

IN ACCORDANCE WITH THE PROVISIONS OF THE STATUTES RELATING THERETO, APPLICATION AS STATED ABOVE IS HEREBY MADE BY:

NAME OF BUSINESS THE OPEN DOORWAY OF CAPE COD, INC PHONE \_\_\_\_\_

BUSINESS ADDRESS PO BOX 520 NO. EASTHAM, MA 02651-0520

MAILING ADDRESS \_\_\_\_\_

PLEASE STATE THE PURPOSE FOR WHICH LICENSE/PERMIT IS REQUESTED 3<sup>RD</sup> ANNUAL PURPLE FLAG RELAY "RUN FOR RECOVERY" FROM BOURNE TO PROVINCE TOWN TO RAISE AWARENESS FOR NATIONAL ADDICTION RECOVERY MONTH.

DESCRIPTION OF ROAD RACE/CRAFT FAIR/OTHER EVENT TO BE LICENSED, PLEASE LIST DATE, TIME, LOCATION/ROUTE, ETC.

DATE SATURDAY, SEPTEMBER 23-24, 2017  
 TIME APPROX. ARRIVAL SATURDAY 5:54 PM; APPROX. DEPART TIME SUNDAY 9:00 AM  
 ROUTE/LOCATION (ATTACHED) (DAY 1) (DAY 2)

(please use reverse side if necessary)

Joana Peters Helman, BOARD OF DIRECTORS, EVENT PLANNER  
 Signature of Applicant Title  
47-3755121 47-3755121

Social Security Number of Federal Identification Number

Tax Exempt ID (for non-profit organizations)

THE OPEN DOORWAY OF CAPE COD, INC  
 Signature of Individual or Corporate Name

Joana Peters Helman  
 By Corporate Officer (if applicable)

\*\*\*REGULATORY COMPLIANCE FORM\*\*\*

THE EVENT(S) TO BE LICENSED AS DESCRIBED HEREIN HAVE BEEN REVIEWED AND APPROVED BY:

H. Kevin Cardin 5/18/17  
Police Department Date

\_\_\_\_\_  
Building Commissioner Date

\_\_\_\_\_  
Recreation & Youth Commission Date

\_\_\_\_\_  
Board of Health Date

[Signature] 5/18/17  
Fire Department Date

\*\*\*Required signatures are to be obtained by the Applicant prior to submission of application with the Selectmen's Office.

\_\_\_\_\_  
\_\_\_\_\_  
For Office Use Only

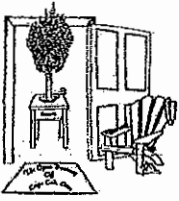
FEE \_\_\_\_\_ CASH \_\_\_\_\_ CHECK \_\_\_\_\_

FOR \_\_\_\_\_

REVIEWED BY \_\_\_\_\_

DATE LICENSE ISSUED \_\_\_\_\_





## The Open Doorway of Cape Cod, Inc.

PO Box 520, North Eastham, MA 02651 • Phone: (844) THE-ODCC  
E-Mail: [theopendoorcapecod@gmail.com](mailto:theopendoorcapecod@gmail.com) Online: [www.theopendoorofcapecod.org](http://www.theopendoorofcapecod.org)

MAY 1, 2017

I am writing to your Town Administration and Police Department as a representative of the Board of Directors of **THE OPEN DOORWAY of CAPE COD (ODCC)**. We are an Eastham, MA based, non-profit organization that provides our citizens with a comprehensive range of addiction and recovery resources, including : arranging access to services, providing community education programs, and advocating for policy and legislation changes at the state and federal level.

We are in the planning stages for the **3rd Annual Purple Flag Relay on September 23 and 24<sup>th</sup>, 2017.** This event is held in September, to honor **National Recovery Month**, and the goal continues to be raising awareness about the Public Health epidemic of addiction that plagues our Cape communities. Small relay teams from each Cape town, consisting of 2-6 persons, carry symbolic 12"x18" flags from Bourne to Provincetown over those two days, planting one flag on the Town Hall or Police Department lawn for each town. Local and Boston media outlets promoted our campaign. The Purple Flag is representative of recovery from addiction, originated by former NBA point guard, Christopher Herren, from New Bedford, who has spent his post NBA career in recovery doing public education and raising awareness in schools and professional sports with his foundation, **The Herren Project**.

For 2017, on Saturday, September 23, the Bourne team will start the first leg from the Bourne Public Library and the last leg of the day will end in Harwich. On Sunday, September 24<sup>th</sup>, the flag team will leave from Harwich and the final team will arrive that afternoon at the Provincetown Town Hall. Each day the relay team will be finished before dark. Last year we did not require any police or town staff use. Once again, the **ODCC** would like to invite any town employees to volunteer to participate as runners on their town teams. Mashpee Police had an outstanding team last year! The **ODCC** requests, from each town, permission for the relay team to pass through and to plant one Purple Flag on Police Department lawns specifically, in the hope of creating an active partnership with our Cape public safety offices. The relay will end on Sunday at the Provincetown Town Hall. Once again, we will offer resource tables for the public. The last relay team would plant their flag at Provincetown Police Department. We are going to file an application for a Finish Line Banner for the event from Provincetown.

I am submitting this letter to you to explain our intent and will undertake to complete any application filing that is required. I have already have my contact list for Town Administration staff from last year. I hope that you will contact me if you have any further concerns or questions and I will be happy to meet with any town board that requires a representative from **ODCC** to make a formal presentation of this request.

Regards,

JOAN A. PETERS-GILMARTIN, BOARD OF DIRECTORS; EVENT PLANNER

*The Open Doorway of Cape Cod, Inc. is a 501(c)(3) nonprofit organization. Your contribution is tax deductible to the extent allowed by the law. No goods or services were provided in exchange for your generous donation.*

## Ann Steidel

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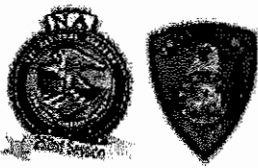
**From:** Chief David J. Guillemette  
**Sent:** Wednesday, May 31, 2017 11:32 AM  
**To:** Ann Steidel; Norman Clarke  
**Subject:** RE: Letter from Open Doorway of Cape Cod

Hi Ann,

No problem. I will forward to Lt. Considine for a heads up on the event.

Thanks,

David J. Guillemette  
Chief of Police



Harwich Police Department  
183 Sisson Road  
Harwich, MA 02645

Office: 508-430-7541

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**From:** Ann Steidel  
**Sent:** Tuesday, May 30, 2017 4:54 PM  
**To:** Chief David J. Guillemette <dguillemette@harwichpolice.com>; Norman Clarke <n.clarke@harwichfire.com>  
**Subject:** Letter from Open Doorway of Cape Cod

Hi Dave and Norm,

Attached is a letter from Open Doorway of Cape Cod requesting to plant symbolic flags at the Public Safety Building as part of their annual Road Relay event to raise awareness about the epidemic of addiction. Please let me know if you are in support of this as it is going before the Board of Selectmen on Monday.

*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*

## **Ann Steidel**

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**From:** Norman Clarke  
**Sent:** Wednesday, May 31, 2017 11:21 AM  
**To:** Ann Steidel; Chief David J. Guillemette  
**Subject:** RE: Letter from Open Doorway of Cape Cod

Good idea, OK with me

Norm

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**From:** Ann Steidel  
**Sent:** Tuesday, May 30, 2017 4:54 PM  
**To:** Chief David J. Guillemette <dguillemette@harwichpolice.com>; Norman Clarke <n.clarke@harwichfire.com>  
**Subject:** Letter from Open Doorway of Cape Cod

Hi Dave and Norm,

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Please let me know if you are in support of this as it is going before the Board of Selectmen on Monday.

*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*

COOPERATIVE AGREEMENT  
BETWEEN  
BARNSTABLE COUNTY  
AND  
TOWN OF HARWICH

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017 by and between the County of Barnstable, hereinafter called the "County," and the Town of Harwich, hereinafter called the "Town."

WHEREAS, Barnstable County received financial assistance in the form of a capital equipment grant from the Commonwealth, through DEM and Waterways to implement a regional maintenance and improvement dredging program, including the purchase and acquisition of a dredge and associated capital equipment; and

WHEREAS, the expenditure of local funds for dredging for maintenance or improvement of the waterways of the Commonwealth is authorized under Chapter 33 of the Acts of 1991; and

WHEREAS, it has been determined that the implementation of a regional dredging program, as a pilot project to ascertain the cost effectiveness of a publicly operated dredging program, is in the best interest of the towns in Barnstable County and the Commonwealth; and

WHEREAS, the Town has participated in the development and establishment of the regional dredge program through the Dredge Advisory Committee, and has identified its dredging needs through the Barnstable County Dredge Management Plan; and

WHEREAS, the Town wishes to have the County undertake the dredging projects covered by this agreement.

ARTICLE I.                    STATEMENT OF WORK

NOW THEREFORE, in consideration of the above premises and in the interest of the mutual advantage in attainment of common objectives, the parties hereto agree as follows:

BARNSTABLE COUNTY AGREES:

1. To do and perform all dredge related work for Allen Harbor Channel and Saquatucket Channel in accordance with the specifications, drawings and plans (Attachment I) up to a maximum contract amount of \$144,000.00. This is based on removing approximately 16,000 cubic yards of material at \$9.00 per cubic yard

and no charge for mobilization/demobilization costs. Final and complete specifications, plans and drawings shall be provided to the County by the Town in a timely manner.

2. To observe, comply with, and be subject to all terms, conditions, requirements, and limitations of the specifications, plans, and drawings identified in Attachment I as applicable to dredging and rough placement of materials.
3. To provide a hydraulic dredge and all related equipment to conduct maintenance dredging for the Town, according to and guided by the specifications, plans, drawings as provided.
4. To pump dredge materials and provide rough beach placement of said materials at a rate of \$9.00 per cubic yard for standard dredge material. This price includes before and after dredge surveys to be performed by the County.
5. To comply with all applicable laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the safety of persons or property or their protection from damage injury or loss or on dredging or handling of dredge materials.
6. To the extent permitted by law, to indemnify and hold harmless any party sustaining damage or loss resulting from the negligence of the County and its employees with respect to the County's performance of its obligations under this Agreement. Nothing in the previous sentence shall be construed as a waiver of the limitations on the Town's liability under the Massachusetts Tort Claims Act or under other provisions of this agreement.
7. Immediately notify the Town and cease operations whenever the dredging operations exceed the specifications, drawings and plans or whenever situations or conditions are encountered outside the scope of the specifications, drawings, and plans.
8. Without the prior approval of the Town, the dredge will operate between the hours of 7:00 A.M. and 7:00 P.M.

THE TOWN OF HARWICH AGREES:

1. To obtain all required federal, state, and local permits and approvals to conduct the dredge project.
2. To furnish all specifications, drawings, and plans required to perform the dredge project at the execution of this document. Said documents will be incorporated by reference as Attachment I.

3. To conduct required inspections and testing consistent with federal, state and local permits and approvals.
4. To inspect the County's on-site dredging work in a timely manner.
5. To obligate funds to conduct the dredging work specified in Attachment I.
6. To indemnify and hold harmless any party sustaining damage or loss resulting from the negligence of the Town with respect to the Town's performance of its obligations under this Agreement. Nothing in the previous sentence shall be construed as a waiver of the limitations on the Town's liability under the Massachusetts Tort Claims Act or under other provisions of this agreement.

**BOTH BARNSTABLE COUNTY AND THE TOWN OF HARWICH AGREE:**

That nothing herein shall be construed as obligating either Barnstable County or the Town of Harwich to expend funds or to be obligated to spend funds beyond the scope of this contract.

This AGREEMENT may only be modified in the form of amendments in writing by mutual agreement by both parties. Request for modification will be forwarded to one party by the other party by written notice.

ARTICLE II                      TERM OF AGREEMENT

This AGREEMENT shall be effective when signed by all parties and shall remain in effect until the dredging identified in Attachment I is completed to the mutual satisfaction of all parties.

ARTICLE III                      PAYMENT TO COUNTY:

The cost of the project shall be based on a per cubic yard basis, and calculated on the total cubic yards of material moved, using standard engineering practices, except as specified in Article VIII, and the mobilization and demobilization costs. The cost per cubic yard is \$9.00 for standard dredge material. The Town shall be billed, and the County shall be paid for the following services:

- Mobilization costs for project;
- 50% movement/placement of dredge materials;
- 100% movement/placement of dredge materials;
- Demobilization costs for the project.

The Town shall submit payment within 30 days of date of invoice to the County. Failure to pay said invoice within 30 days will result in the assessment of a late fee in the amount of 1% per month (12% annually) on the unpaid balance remaining after the 30th day. Said late fee will be assessed daily 0.033%. Failure to pay invoice within 90 days may result in legal action. The Town shall be responsible for all legal costs incurred by the County in collection of unpaid debts.

#### ARTICLE IV.            WEATHER CONDITIONS

In the event of temporary suspension of work due to inclement weather conditions, the County shall cease work with no adverse consequences to the County. The decision to cease work shall be made by the County in consultation with the Town.

#### ARTICLE V.            CHANGES IN WORK

No changes in the work covered by this Agreement shall be made without having prior written approval of both the Town and County. Costs for additional cubic yardage shall be determined utilizing the costs identified in Article III.

#### ARTICLE VI.           COUNTY INSURANCE

The County shall maintain the following insurance coverage while conducting the dredge project:

1.     Compensation insurance. The County shall maintain during the life of this Agreement Workmen's Compensation Insurance as required by applicable state law.
2.     Protection and Indemnity insurance.
3.     General liability and excess liability insurance.
4.     Pollution insurance.
5.     Contingent watercraft liability insurance.

#### ARTICLE VII.         INDEMNIFICATION

To the extent permitted by law, Barnstable County agrees to defend, indemnify, defend and hold harmless the Town of Harwich from any claims, demands, suits or judgments by third parties which may arise out of the negligent activities of Barnstable County or its employees while performing its obligations under this Agreement. Nothing in the previous sentence shall be construed as a waiver of the limitations on the County's

liability under the Massachusetts Tort Claims Act or under other provisions of this Agreement.

To the extent permitted by law, the Town of Harwich agrees to defend, indemnify, defend and hold harmless Barnstable County from any claims, demands, suits or judgments by third parties which may arise out of the negligent activities of the Town of Harwich or its employees while performing its obligations under this Agreement. Nothing in the previous sentence shall be construed as a waiver of the limitations on the Town's liability under the Massachusetts Tort Claims Act or under other provisions of this Agreement.

ARTICLE VIII            TERMINATION

Either party may terminate this Agreement by providing ten (10) days written notice to the other. The Town shall pay the County all costs incurred by the County to the date of termination, including staff time, review of documents and any other costs associated with the project up to said termination.

IN WITNESS WHEREOF, the TOWN and the COUNTY execute this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

BARNSTABLE COUNTY  
COMMISSIONERS:

TOWN OF HARWICH:

\_\_\_\_\_  
Leo G. Cakounes

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Pat Flynn

\_\_\_\_\_  
Ronald Beaty

\_\_\_\_\_  
Date



**HARWICH BOS/TA ACTION ITEMS REPORT 05/10/17 New Updates highlighted in YELLOW**

Item Number	Action Item	Criticality ( 1, 2 or 3 )	Lead Responsibility	Date Assigned	Due Date	Status	Comments
16-001	Disability Access to Brook Park Bandstand			7/11/2016		Referred to Recreation for inclusion in the next phase of Brooks Park Improvements.	No funding available at this time to cover cost of ramp.
16-002	Lighting at Brook Park Bandstand/Parking		TA, ATA, Town Eng., Rec. Dir.	7/11/2016		Spoke with Town Engineer. Came up with concept for 2 lights in keeping with the Historic Dist. Cost \$2500/ea. <b>Status Complete</b>	No funding available at this time to cover costs of lights. Path behind ballfield fence is not formal to make more accessible & add lighting would require a fence along the bank, t-base walkway 5' wide, electricity, etc.
16-003	West Harwich Plume		TA, ATA, Health Dir.	7/11/2016		Paula completed review week of August 15; meeting with Chair, TA and Asst. TA on 8/24/16. Paula made presentation to the BoS on 9/26/16 - <b>Status Complete</b>	Paula Champagne asked to research all applicable reports and to report back her findings/recommendations/plan.
16-004	Committees: Vacancies; Charge Updates: Members being Sworn-in.		Selectmen	7/25/2016		On-going	
16-005	Track Additional Costs at Middle School		Selectman LaMantia, TA	7/25/2016		On-going	Set-up special tracking accountant.
16-006	Embers: Outside Bar Status		ATA	8/8/2016		Completed 8/10/16- <b>Status Complete</b>	Consulted Licensing Secretary; Building Comm; Health Agent. Mr. Nickerson contacted.
16-007	Dedicated Turn Signal North on Rte 124 at Queen Anne Road		DPW Director	8/8/2016		Completed 8/10/16- <b>Status Complete</b>	DPW Director contacted consulting Engineer. The trip counts do not warrant a dedicated signal. Mr. Nickerson Contacted.
16-008	Perk - Public Hearing for Entertainment License potential violation(s)		TA; Licensing Secretary	8/22/2016		Hearing to be scheduled for 9/19/16 - <b>Status Complete</b>	
16-009	Waterways - Slip Regulations		TA; Harbormaster; Waterways Committee	10/17/2016		<b>Status Complete</b>	TA discussed with Harbormaster, no changes recommended.
16-010	Entertainment Licenses (Rte 28 HP) - Public Hearing for uniform hours		TA	10/17/2016		Public Hearing Schedule for November 14, 2016 - <b>Status Complete</b> -- Licensees (Rte 28 HP) to be notified	Advertising and posting on Website completed. Licensees to be notified.
<b>Goal 1. Financial Leadership and Stability - Provide financial leadership and stability to all Town departments and Town sanctioned boards and committees. (Primary responsibility is with TA although the Finance Team, Capital Outlay Committee and the Finance Committee provide significant input)</b>							
<b>Objective A: Develop FY2018 budget within the limits of Proposition 2 1/2 that minimizes the use of capital exclusions.</b>							
16-011	G1-A(1) Provide Seven Year Capital Plan, 2018-2024		TA	7/25/2016		<b>Status Complete</b>	
16-012	G1-A(2) Report: Estimated Free Cash		Town Accountant	7/25/2016		<b>Status Complete</b>	
16-013	G1-A(3) Report: FY2018 TA Budget Message		TA	7/25/2016		<b>Status Complete</b>	
16-014	G1-A(4) Provide Initial Budget & additional updates as needed		TA	7/25/2016		<b>Status Complete</b>	Initial Budget presented 2/13/17. Budget hearing held Sat. March 4th. Updates will be made as needed.
<b>Objective B: Provide transparency in town finances.</b>							
16-015	G1-B(1) Provide quarterly expense & revenue reports for each Town department.		Town Accountant & TA	7/25/2016		<b>Status Complete</b> - Provided Monthly	
16-016	G1-B(2) Provide revenue sources & expenses for each department.		Town Accountant & TA	7/25/2016		<b>Status Complete</b> - Provided Monthly	
16-017	G1-B(3) Further implement the visual software package to better inform the taxpayers where their tax dollar is being spent.		Town Accountant & TA & Selectmen	7/25/2016		To be launched shortly.	Waiting for update of software
16-018	Examine 1-3 years of auditors' reports & document how Finance Dept. has resolved auditor's suggestions/recommendations.		Town Accountant & TA	7/25/2016		Pending	

HARWICH BOS/TA ACTION ITEMS REPORT 05/10/17 New Updates highlighted in YELLOW

Item Number	Action Item	Criticality (1, 2 or 3)	Lead Responsibility	Date Assigned	Due Date	Status	Comments
16-019	G1-B(5) Evaluate the need to form an insurance advisory committee to work with the TA to identify, develop options & implement town insurance matters		LaMantia, Finance, TA	7/25/2016		Health Insurance High-deductible plan presented to the BoS. Sent to Unions for acceptance	
<b>Objective C: Develop specific financial strategies to increase S&amp;P Bond rating</b>							
16-020	G1-C(1) Provide memo identifying potential savings that could result over the next 5-10 years of planned borrowing if Harwich rating was increased.		MacAskill, TA, Finance	7/25/2016		AAA Rated - See TA Budget Message.	
16-021	G1-C(2) Identify specific, sustainable revenue sources to fund annual contributions to Other Post Employment Benefits (OPEB).		MacAskill, TA, Finance	7/25/2016		On-going	Active plan exists.
<b>Goal 2. Governance - Communicate and conduct Town government business in an efficient, effective, transparent and responsive manner.</b>							
<b>Objective A: Conduct Town government business in an efficient and effective manner</b>							
16-022	G2-A(1) Implement Accela		TA	7/25/2016		Status Complete	
16-023	G2-A(2) Request Charter Review Committee to assess Charter to identify needed changes/improvement.		LaMantia & MacAskill	7/25/2016		Status Complete	
16-024	G2-A(3) Direct Town boards & committees to review Charges for appropriateness or modifications.		LaMantia & MacAskill	7/25/2016		On-going. Committee charge review is underway.	
16-025	G2-A(4) Ensure Town boards & committees conduct meetings/public hearings in accordance with Charter, Regulations & MGL.		LaMantia & MacAskill	7/25/2016			
16-026	G2-A(5) Assess document storage needs.		TA	7/25/2016		Funding Deny by CPC	Staff is seeking other options for funding.
16-027	G2-A(6) Review & reevaluate BOS policies.		LaMantia & MacAskill	7/25/2016			
<b>Objective B: Conduct Town government business in a transparent manner</b>							
16-028	G2-B(1) Develop & implement informational meetings ("pre-annual town meetings) to improve understanding & assess potential impacts of the Harwich budget & selected warrant articles.		BoS	7/25/2016		Voter Information Committee held work shops: 4/11: Finance, 4/25: Warrants Articles, 5/9: Candidates	
16-029	G2-B(2) Public Awareness & Outreach: improve awareness & understanding of the BOS, other Town-sanctioned groups, & Town departments.		TA w/Voter Info Comm., BoS	7/25/2016		Voter Information Committee held Town Committee Volunteer Recruitment Fair 1/28/17. WIC meetings now taped and televised on Ch.18. Various Brochures completed; website updates; tax calculator for Wastewater completed.	Fair held 1/28/17
16-030	G2-B(2)(a) Two memos, co-authored by Administration & Dept. Head selected to participate in outreach activity describing activities planned, resources & schedules required to achieve this objective.		LaMantia, MacAskill, TA, Finance	7/25/2016			
16-031	G2-B(2)(b) Periodic status reports on media projects, site visits, & initial feedback from residents/visitors.		LaMantia, MacAskill, TA, Finance	7/25/2016			
16-032	G2-B(3)(c) End-of-year report on lessons learned.		LaMantia, MacAskill, TA, Finance	7/25/2016			
<b>Objective C: Conduct Town government business in a responsive manner</b>							
16-033	G2-C(1) Establish Harwich-specific email addresses (4 memos).		Brown, IT, TA	7/25/2016		Status Complete	IT provides Harwich specific email addresses to those who request one.
16-034	G2-C(2) Reevaluate Town Hall hours: 8 PM on Monday & noon on Friday.		Brown, BoS, TA	7/25/2016			

HARWICH BOS/TA ACTION ITEMS REPORT 05/10/17 New Updates highlighted in YELLOW

Item Number	Action Item	Criticality ( 1, 2 or 3 )	Lead Responsibility	Date Assigned	Due Date	Status	Comments
16-035	G2-C(3) Evaluate improvements to Griffin Room audio reception, recording & broadcasting.		Brown, IT, TA, Cable	7/25/2016		On-going; Ms. Goodwin has made many updates to the system; improvements continue.	Studio changes underway. Griffin Room video/audio pending.
16-036	G2-C(4) Develop agreement for classroom use at MRHS & Harwich Elementary (fee/no fee) for Town-sanctioned groups meetings.		Brown, BoS	7/25/2016		On-going	
<b>Goal 3: Infrastructure - Work with and support the design, construction and renovation activities of the Harbormaster, Department of Public Works, Board of Water Commissioners, Library and other departments conducting major projects</b>							
16-037	G3 Objective A: Support and report periodically on the water side rebuilding project at Saquatucket Harbor.		MacAskill, TA, Harbor	7/25/2016		Status Complete	Mr. Rendon has provided updates. Awaiting ACOE Review/Sign-off.
16-038	G3 Objective B: Support and report on the land side design project		Harbor & Conservation	7/25/2016		Status Complete	Mr. Rendon has provided updates.
16-039	G3 Objective C: Investigate renovation project proposed for Lower County Road.		Hughes, TA, DPW, Highway & Engineering	7/25/2016		Pending	Staff will be asked to provide update.
16-040	G3 Objective D: Determine appropriate distribution of CVEC energy savings		MacAskill, TA, BoS	7/25/2016		Status Complete	Agreement reached.
<b>Goal 4: Natural Resources - Continue to implement the Comprehensive Wastewater Management Plan</b>							
<b>Objective A: Wastewater planning and implementation</b>							
16-041	G4-A(1) Attempt to finalize IMA negotiations with Chatham BOS		Hughes, LaMantia, TA	7/25/2016		Staff has completed in responsibilities.	
16-042	G4-A(2) Convene preliminary discussions with Dennis & Yarmouth		Hughes, LaMantia, TA	7/25/2016		Status Complete	Initial Meeting held, discussions continuing; meeting scheduled for March 8th.
16-043	G4-A(3) Document results of Muddy Creek projects & support Cold Brook mitigation planning & implementation		Hughes, LaMantia, TA	7/25/2016		On-going	Muddy Creek; results pending.
16-044	G4-A(4) Continue ongoing pollution mitigation efforts & implementation of new technologies.		Hughes, LaMantia, TA	7/25/2016		On-going	Cold Brook and Muddy Creek.
<b>Objective B: Wastewater Education and Outreach</b>							
16-045	G4-B(1) Using available information develop guidelines for environmentally-appropriate fertilization of lawns & gardens		BoS, TA, WIC, IT, Nat'l Resources, Health/Conservation	7/25/2016		On-going	Assigned to Health & Conservation. State regulations may take precedents.
16-046	G4-B(2) Plan & implement wastewater education program for residents & nonresidents to explain the need for the project, the process & next activities planned		BoS, TA, WIC, IT, Nat'l Resources, CDM Smith	7/25/2016		Status Complete	12-page brochure completed.
<b>Goal 5: Planning and Economic Development - Actively participate in development of housing, business, transportation and historic and cultural enhancements. Establish working relationships with officials of nearby towns, Barnstable County, State and Federal agencies, as appropriate.</b>							
<b>Objective A: Investigate improved utilization, sale or lease of several properties in Town.</b>							
16-047	G5-A(1) Develop plans on how to use, sell or lease: <ul style="list-style-type: none"> <li>• Albro House</li> <li>• Bank Street Fire Station</li> <li>• Old Recreation Building</li> <li>• West Harwich Schoolhouse</li> <li>• Harwich Middle School.</li> </ul>		TA	7/25/2016		<ul style="list-style-type: none"> <li>• Albro House - Funding denied by CPC for Bldg Assessment; Looking at other options</li> <li>• Bank Street Fire Station - Appraisal, Pre-21E and Risk Assessment Completed. Draft RFP to BoS upon approval at Ballot (conservation preference).</li> <li>• Old Recreation Building - Lease with Theater Co; Building Maintenance Manager is review building status.</li> <li>• West Harwich Schoolhouse - RFP Completed - No viable response received; staff to meet to discuss/review other options.</li> <li>• Harwich Middle School - 2 year plan implemented</li> </ul>	

HARWICH BOS/TA ACTION ITEMS REPORT 05/10/17 New Updates highlighted in YELLOW

Item Number	Action Item	Criticality ( 1, 2 or 3 )	Lead Responsibility	Date Assigned	Due Date	Status	Comments
16-048	<i>G5-A(2) Support community involvement, State compliance, planning, &amp; public information activities in the Rt. 28 reconstruction project from Herring River to the Dennis line</i>		TA	7/25/2016		Status Complete	Project Information Form submitted by consultant for inclusion on the TIP.
16-049	<i>G5-A(3) Support community involvement in the HECH/Chase House historic preservation &amp; Chapter 40B development at 93 &amp; 97 Rt. 28</i>		TA	7/25/2016		On-going	

HARWICH BOS/TA ACTION ITEMS REPORT 05/10/17 New Updates highlighted in YELLOW

Item Number	Action Item	Criticality ( 1, 2 or 3 )	Lead Responsibility	Date Assigned	Due Date	Status	Comments
<b>Objective B: Create and maintain a strong business and job growth environment</b>							
16-050	G5-B(1) Explore creation of an economic development committee		Brown, MacAskill, BoS	7/25/2016		Initial discussions with chamber have happened. Will further this discussion.	
16-051	G5-B(2) Create & maintain positive Town & business relationships		Brown, MacAskill, BoS	7/25/2016			TA meets monthly with Chamber Director.
16-052	G5-B(3) Assist Town departments & Town sanctioned groups with grants & pursue funding opportunities in support of town priorities & policy goals		Brown, MacAskill, BoS	7/25/2016			
16-053	G5-B(4) Develop educational program agreements with MRSD & CCTech whereby special projects can be conducted coincident with major capital projects in Town		Brown, MacAskill, BoS	7/25/2016		Ongoing. Started with Wastewater with Monomoy	
16-054	G5-B(5) Investigate novel ideas to promote Harwich & attract tourists, such as painting/decorating fire hydrants		Brown, MacAskill, BoS, TA, Chamber	7/25/2016			
16-055	G5-B(6) Explore affordable & senior housing options where the Town may retain the property		Brown, MacAskill, BoS	7/25/2016			
16-056	G5-B(6)(a) Memorandum #1: TA shall outline a plan to identify proven & novel approaches to develop Affordable housing in Harwich.		Brown, MacAskill, BoS	7/25/2016		<b>Status Complete-</b> The Housing production plan as noted is a document to help the town but we need to think beyond this and be creative with land.	Although no memo, the Housing Production Plan is completed, which includes various options/recommendations for creating affordable housing.
<b>Goal 6: Quality of Life and Public Safety - Develop and support programs that improve quality of life for Harwich residents and visitors. (Public Safety Departments have the primary responsibility for progress and accomplishments. TA has coordination, support and reporting responsibility)</b>							
<b>Objective A: Provide high quality, cost-effective public safety services to residents and visitors.</b>							
16-057	G6-A(1) Assess public safety signage throughout the Town for adequacy & consistency		Kavanagh, TA, Highway	7/25/2016		On-going	See #16-060
16-058	G6-A(2) Investigate options, including increased police surveillance, low cost, automatic speed detection systems, raised crosswalks or speed bumps to lower vehicle speed on town streets.		Kavanagh, TA, Highway, CCC	7/25/2016		On-going	See #16-060
16-059	G6-A(2)(a) Memorandum #1: Define near-term options that could be implemented in 30 days or less		Kavanagh, TA, Highway, CCC	7/25/2016		On-going	See #16-060
16-060	G6-A(2)(b) Memorandum #2: Identify steps & resources needed to develop a comprehensive safety improvement plan for Harwich		Kavanagh, TA	7/25/2016			
<b>Objective B: Support the Fire Station #2 Renovation Project.</b>							
16-061	G6-B(1) Apply Town resources (Planning, Engineering, etc.) to support conduct & documentation of needs assessment, preliminary design & alternatives development, cost estimation & preparation of periodic presentations & open meetings & final recommendations to the Selectmen & Town voters		Brown, TA, Station 2 Comm.	7/25/2016		<b>Status Complete: Station 2 Committee made presentation to BoS on 1/17/17.</b>	





# Harwich Housing Authority

Telephone 508-430-2390

Fax 508-945-5666

P.O. Box 714 Harwichport, MA 02646

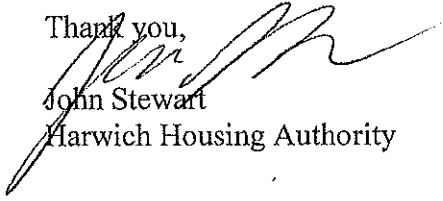
Board of Selectmen  
732 Main Street  
Harwich Ma. 02645

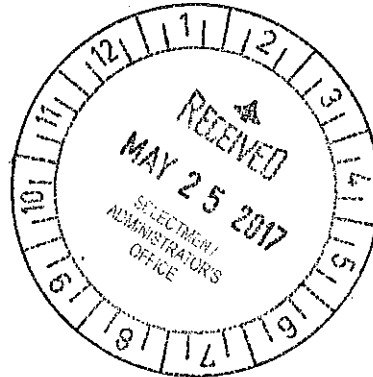
5/25/2017

To the Board of Selectmen,

I have been informed that the deed Restricted property located at 13 Haromar Heath Road is being sold. The town has the right of first refusal, so the seller needs to know if the town is interested in purchasing the property. The resale will include the Deed Rider to keep it affordable, so I see no advantage in the town purchasing the property at this time.

Thank you,

  
John Stewart  
Harwich Housing Authority



May 1, 2017



Mr. Michael D. MacAskill, Chairman  
Harwich Board of Selectmen  
Harwich Town Hall  
732 Main Street  
Harwich, MA 02645

RE: Harwich Housing Production Plan

Dear Mr. MacAskill:

The Harwich Housing Committee has reviewed and fully accepts the Housing Production Plan (HPP) dated December 2016 with an effective date of March 23, 2017. We are looking forward to working with you and the Selectmen, along with other boards and committees within our community to help the Town fulfill its affordable housing goals assigned by the HPP.

To assist the Town in reaching its affordable housing goals, and as outlined in the HPP, the Harwich Housing Committee would like to request the Board of Selectmen approve the hiring of a part-time Housing Coordinator. This new position could be shared with a neighboring town (Brewster, Dennis or Chatham) to name a few.

Respectfully submitted,

  
Arthur Bodin, Chair

  
Cindi Maule

  
Julia W. Eldredge, Secretary



### Selectmen's Policy: The Role of the Liaison

On an annual basis, individual members of the Board of Selectmen will be assigned as liaisons to the various Boards and Committees appointed by the Board of Selectmen. The primary function of the liaison is to improve communications and understanding between the Board of Selectmen and the relevant committee. The liaison is not a member of the committee and should not participate in the work of the committee.

The Selectmen's liaison to any committee should become familiar with: matters with which the appointed committees are dealing; the public input, if any, at committee meetings; the need for interaction with other committees; the need for support from town departments; the manner in which meetings are conducted; committee members' attendance issues. The liaison can and will convey pertinent information about committee activities to the Board of Selectmen and/or Town administrator as appropriate.

The liaison should establish a working relationship with the Chairperson of the committee such that the Chairperson feels free to communicate specific requests for support and/or information from the Board of Selectmen

Further, the liaison can convey information about Board of Selectmen discussions or actions taken that pertain to topics under consideration by committees that have to do with procedures or Town policies. However, the liaison should not become involved in committee deliberations or try to channel a committee's work product toward or away from a particular conclusion unless, for example, the liaison is aware of a pertinent Town Counsel opinion.

Moreover, it needs to be understood that the liaison as well as the entire Board of Selectmen must refrain from taking positions on matters pending before some appointed committees when they are performing their regulatory function and operating primarily under State law: Board of Health, Conservation Commission, Planning Board, and Zoning Board of Appeals. In that specific capacity, such committees are autonomous after having been appointed by the Board of Selectmen.

First Reading June 11, 2013

Second Reading — June 24, 2013

Third Reading — July 1, 2013

APPROVED by the Board of Selectmen  
July 1, 2013

**Harwich Board of Selectmen  
FY17 Goals and Objectives  
Adopted by the BOS on July 25, 2016**

(For complete description of Action Items/Deliverable please refer to the detailed list)

<b>GOAL 1. FINANCIAL LEADERSHIP AND STABILITY</b>			
Provide financial leadership and stability to all Town departments and Town sanctioned boards and committees. (Primary responsibility is with TA although the Finance Team, Capital Outlay Committee and the Finance Committee provide significant input)			
<b>Objective</b>	<b>Action Items/Deliverables</b>	<b>Time Frame</b>	<b>Responsible BOS Member</b>
Objective A: Develop FY2018 budget within the limits of Proposition 2 1/2 that minimizes the use of capital exclusions.	<ul style="list-style-type: none"> <li>• Provide Seven Year Capital Plan, 2018-2024</li> <li>• Report: Estimated Free Cash</li> <li>• Report: FY2018 TA Budget Message</li> <li>• Provide Initial Budget &amp; additional updates as needed</li> </ul>	<ul style="list-style-type: none"> <li>• January 2017</li> <li>• Nov. 2016</li> <li>• TBD</li> <li>• TBD</li> </ul>	TA/Finance with BoS Support
Objective B: Provide transparency in town finances.	<ul style="list-style-type: none"> <li>• Provide quarterly expense &amp; revenue reports for each Town department.</li> <li>• Provide revenue sources &amp; expenses for each department.</li> <li>• Further implement the visual software package to better inform the taxpayers where their tax dollar is being spent.</li> <li>• Examine 1-3 years of auditors' reports &amp; document how Finance Dept. has resolved auditor's suggestions/recommendations.</li> <li>• Evaluate the need to form an insurance advisory committee to work with the TA to identify, develop options &amp; implement town insurance matters</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> <li>• TBD</li> <li>• TBD</li> <li>• TBD</li> </ul>	LaMantia Finance TA
Objective C: Develop specific financial strategies to increase S&P Bond rating.	<ul style="list-style-type: none"> <li>• Provide memo identifying potential savings that could result over the next 5-10 years of planned borrowing if Harwich rating was increased.</li> <li>• Identify specific, sustainable revenue sources to fund annual contributions to Other Post Employment Benefits (OPEB).</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> <li>• TBD</li> </ul>	MacAskill TA Finance

<b>GOAL 2. GOVERNANCE</b>			
Communicate and conduct Town government business in an efficient, effective, transparent and responsive manner.			
<b>Objective</b>	<b>Action Items/Deliverables</b>	<b>Time Frame</b>	<b>Responsible BOS Member</b>
Objective A: Conduct Town government business in an efficient and effective manner	<ul style="list-style-type: none"> <li>• Implement Accela.</li> <li>• Request Charter Review Committee to assess Charter to identify needed changes/improvement.</li> <li>• Direct Town boards &amp; committees to review Charges for appropriateness or modifications.</li> <li>• Ensure Town boards &amp; committees conduct meetings/public hearings in accordance with Charter, Regulations &amp; MGL.</li> <li>• Assess document storage needs.</li> <li>• Review &amp; reevaluate BOS policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Negotiable</li> <li>• TBD</li> <li>• TBD</li> <li>• TBD</li> <li>• TBD</li> <li>•</li> </ul>	LaMantia MacAskill
Objective B: Conduct Town government business in a transparent manner	<ul style="list-style-type: none"> <li>• Develop &amp; implement informational meetings (“pre-annual town meetings) to improve understanding &amp; assess potential impacts of the Harwich budget &amp; selected warrant articles.</li> <li>• Public Awareness &amp; Outreach: improve awareness &amp; understanding of the BOS, other Town-sanctioned groups, &amp; Town departments. <ul style="list-style-type: none"> <li>○ Two memos, co-authored by Administration &amp; Dept. Head selected to participate in outreach activity describing activities planned, resources &amp; schedules required to achieve this objective.</li> <li>○ Periodic status reports on media projects, site visits, &amp; initial feedback from residents/visitors.</li> <li>○ End-of-year report on lessons learned.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> <li>• TBD</li> </ul>	LaMantia MacAskill TA Finance
Objective C: Conduct Town government business in a responsive manner	<ul style="list-style-type: none"> <li>• Establish Harwich-specific email addresses (4 memos).</li> <li>• Reevaluate Town Hall hours: 8 PM on Monday &amp; noon on Friday.</li> <li>• Evaluate improvements to Griffin Room audio reception, recording &amp; broadcasting.</li> <li>• Develop agreement for classroom use at MRHS &amp; Harwich Elementary (fee/no fee) for Town-sanctioned groups meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> <li>• TBD</li> <li>• TBD</li> <li>• TBD</li> </ul>	Brown IT TA

<b>GOAL 3: INFRASTRUCTURE</b>			
Work with and support the design, construction and renovation activities of the Harbormaster, Department of Public Works, Board of Water Commissioners, Library and other departments conducting major projects.			
<b>Objective</b>	<b>Action Items/Deliverables</b>	<b>Time Frame</b>	<b>Responsible BOS Member</b>
Objective A: Support and report periodically on the water side rebuilding project at Saquatucket Harbor.	•	•	MacAskill TA
Objective B: Support and report on the land side design project	•	•	
Objective C: Investigate renovation project proposed for Lower County Road.	•	•	Hughes TA DPW
Objective D: Determine appropriate distribution of CVEC energy savings.	•	•	MacAskill TA

<b>GOAL 4: NATURAL RESOURCES</b>			
Continue to implement the Comprehensive Wastewater Management Plan			
<b>Objective</b>	<b>Action Items/Deliverables</b>	<b>Time Frame</b>	<b>Responsible BOS Member</b>
Objective A: Wastewater planning and implementation	<ul style="list-style-type: none"> <li>• Attempt to finalize IMA negotiations with Chatham BOS.</li> <li>• Convene preliminary discussions with Dennis &amp; Yarmouth.</li> <li>• Document results of Muddy Creek projects &amp; support Cold Brook mitigation planning &amp; implementation.</li> <li>• Continue ongoing pollution mitigation efforts &amp; implementation of new technologies.</li> </ul>	<ul style="list-style-type: none"> <li>• For 2017 ATM</li> <li>•</li> <li>•</li> <li>•</li> </ul>	Hughes LaMantia TA
Objective B: Wastewater Education and Outreach	<ul style="list-style-type: none"> <li>• Using available information develop guidelines for environmentally-appropriate fertilization of lawns &amp; gardens.</li> <li>• Plan &amp; implement wastewater education program for residents &amp; nonresidents to explain the need for the project, the process &amp; next activities planned.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	BoS TA WIC IT Nat'l Resources

**GOAL 5: PLANNING AND ECONOMIC DEVELOPMENT**

Actively participate in development of housing, business, transportation and historic and cultural enhancements. Establish working relationships with officials of nearby towns, Barnstable County, State and Federal agencies, as appropriate.

Objective	Action Items/Deliverables	Time Frame	Responsible BOS Member
<p>Objective A: Investigate improved utilization, sale or lease of several properties in Town.</p>	<ul style="list-style-type: none"> <li>• Develop plans on how to use, sell or lease the Albro House, Bank Street Fire Station, Old Recreation Building, West Harwich Schoolhouse &amp; Harwich Middle School.</li> <li>• Support community involvement, State compliance, planning, &amp; public information activities in the Rt. 28 reconstruction project from Herring River to the Dennis line.</li> <li>• Support community involvement in the HECH/Chase House historic preservation &amp; Chapter 40B development at 93 &amp; 97 Rt. 28.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<p>TA</p>
<p>Objective B: Create and maintain a strong business and job growth environment</p>	<ul style="list-style-type: none"> <li>• Explore creation of an economic development committee.</li> <li>• Create &amp; maintain positive Town &amp; business relationships.</li> <li>• Assist Town departments &amp; Town sanctioned groups with grants &amp; pursue funding opportunities in support of town priorities &amp; policy goals.</li> <li>• Develop educational program agreements with MRSD &amp; CCTech whereby special projects can be conducted coincident with major capital projects in Town.</li> <li>• Investigate novel ideas to promote Harwich &amp; attract tourists, such as painting/decorating fire hydrants.</li> <li>• Explore affordable &amp; senior housing options where the Town may retain the property.                             <ul style="list-style-type: none"> <li>○ Memorandum #1: TA shall outline a plan to identify proven &amp; novel approaches to develop Affordable housing in Harwich.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<p>Brown MacAskill</p>

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

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

Objective	Action Items/Deliverables	Time Frame	Responsible BOS Member
<p><b>Objective A:</b> Provide high quality, cost-effective public safety services to residents and visitors.</p>	<ul style="list-style-type: none"> <li>• Assess public safety signage throughout the Town for adequacy &amp; consistency.</li> <li>• Investigate options, including increased police surveillance, low cost, automatic speed detection systems, raised crosswalks or speed bumps to lower vehicle speed on town streets.                             <ul style="list-style-type: none"> <li>○ Memorandum #1: Define near-term options that could be implemented in 30 days or less.</li> <li>○ Memorandum #2: Identify steps &amp; resources needed to develop a comprehensive safety improvement plan for Harwich</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	<p style="text-align: center;">Kavanagh TA</p>
<p><b>Objective B:</b> Support the Fire Station #2 Renovation Project.</p>	<ul style="list-style-type: none"> <li>• Apply Town resources (Planning, Engineering, etc.) to support conduct &amp; documentation of needs assessment, preliminary design &amp; alternatives development, cost estimation &amp; preparation of periodic presentations &amp; open meetings &amp; final recommendations to the Selectmen &amp; Town voters. Deliverables:                             <ul style="list-style-type: none"> <li>○ Station Needs Assessment - provide operational requirements that drive the need and design of enhancements and expansions;</li> <li>○ Alternatives analysis and preliminary design;</li> <li>○ Cost estimates;</li> <li>○ Final recommendations.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<p style="text-align: center;">Brown TA</p>

**From:** Matthew Hart [<mailto:mhart2@comcast.net>]

**Sent:** Friday, April 28, 2017 10:04 AM

**To:** Christopher Clark <[cclark@town.harwich.ma.us](mailto:cclark@town.harwich.ma.us)>; 'Michael MacAskill' <[michael.d.macaskill@gmail.com](mailto:michael.d.macaskill@gmail.com)>

**Cc:** [cranberrypig@comcast.net](mailto:cranberrypig@comcast.net); John Rendon <[jrendon@town.harwich.ma.us](mailto:jrendon@town.harwich.ma.us)>

**Subject:** RE: We need your Voice and Vote 2

Good morning Chris and Michael:

I spoke to Michael about ten minutes ago.

As far as toning down my letter I'd be glad to. But in truth. I think it is basically an accurate opinion of his policy and was within the range of free speech. It was not personnel but against this particular policy of his.

His opinions are always an outspoken attack and are never toned down. This "Phasing Amendment" will cost the Town more money and probably kill portions of the project.

I should have indicated that this was my opinion and not necessarily that of the committee and that my opinion was based on what Leo stated at the Chamber of Commerce meeting on Tuesday.

At least I did not call him a 'Pompous Ass' like he called me on this morning's 95.1 radio program ... Yes he is a real professional. I think he owes me an apology.

Matt

**W. Matthew Hart**

*"Rough Seas make better Sailors."*

**2 Samoset Road**

**Harwich, MA 02645**

**508-432-8063**

**[Matthart.org](http://Matthart.org)**

**From:** Christopher Clark [<mailto:cclark@town.harwich.ma.us>]  
**Sent:** Friday, April 28, 2017 9:23 AM  
**To:** Michael MacAskill <[michael.d.macaskill@gmail.com](mailto:michael.d.macaskill@gmail.com)>  
**Cc:** [cranberrypig@comcast.net](mailto:cranberrypig@comcast.net); John Rendon <[jrendon@town.harwich.ma.us](mailto:jrendon@town.harwich.ma.us)>; [mhart2@comcast.net](mailto:mhart2@comcast.net)  
**Subject:** Re: We need your Voice and Vote 2

Micheal,

I talked with Leo yesterday about his amendment and called John Rendon to have him supply a number. Leo wants to do Downey and Maintenance building only. John is working on obtaining the number for Monday. Wow, Matt is overboard. Town Meeting is the forum for debate. Micheal you may want to call Matt about tone of this.

Chris

Sent from my iPhone

On Apr 28, 2017, at 8:20 AM, Michael MacAskill <[michael.d.macaskill@gmail.com](mailto:michael.d.macaskill@gmail.com)> wrote:

----- Forwarded message -----

**From:** Comcast <[cranberrypig@comcast.net](mailto:cranberrypig@comcast.net)>  
**Date:** Fri, Apr 28, 2017 at 7:59 AM  
**Subject:** Fwd: We need your Voice and Vote 2  
**To:** [Michael.D.MacAskill@gmail.com](mailto:Michael.D.MacAskill@gmail.com)

Chair of Board of Selectmen,

HOW DARE YOUR CHAIRMAN send this intimidating E-mail out.

Anyone else would feel threaten to attend and speak at Town Meeting.

He crossed the line signing it as the Chair of a Town Committee.

I want this forwarded to Town Administrator ASAP, and I am sending to press.

You and your officials will not take my rights away at Town Town Meeting or my rights protected by our constitution.

Leo Cakounes



# **WE NEED YOUR VOICE & VOTE AT TOWN MEETING!**

**Without regard for Public Safety, Legitimate Economics or Extensive Planning one unqualified individual (just four days before the Town Meeting) has decided to submit an Amendment that will divide, delay and destroy the 2017 completion of the Saquatucket Landside Project.**

**He is doing this after over three years of public planning that has the unanimous approval of the Board of Selectmen, Town Administrator, Finance Committee, Capital Outlay Committee, Waterways Committee, Harbormaster, Conservation Commission, Saquatucket Development Committee and hundreds of taxpayers at those public meetings during the last three years; that he did not attend.**

**We need to slap down this foolish amendment and move forward with a positive vote for Warrant**

**Item 20. Please come to the Town Meeting so that your voice and vote can be heard in support of this important community effort.**

**Thank you.**

**W. Matthew Hart, Chairman**

**Harwich Saquatucket Development & Waterways Committees**

**W. Matthew Hart**

*“Rough Seas make better Sailors.”*

**2 Samoset Road**

**Harwich, MA 02645**

**[508-432-8063](tel:508-432-8063)**

**[Matthart.org](http://Matthart.org)**

## Harwich Fire Station 2 Renovation/Rehabilitation Committee Charge

### Background

The Town of Harwich at the 2017 Annual Town Meeting and the Annual Ballot voted to fund (\$310,000) the architectural/engineering design and associated permitting for expansion of Fire Station 2 in East Harwich, per the proposed conceptual plan proposed by the Harwich Fire Station #2 Renovation/Rehabilitation Committee.

### Purpose

The Harwich Fire Station #2 Renovation/Rehabilitation Committee shall continue to work with staff to coordinate the preparation of the RFP and the design of Fire Station 2. It is understood that the oversight and management of the construction, should funding be approved, shall be at the staff level.

### Committee Make-up

The existing make-up of the Harwich Fire Station #2 Renovation/Rehabilitation Committee shall continue.

#### Appointed Members

Craig Chadwick  
Captain John Clarke  
Sean Libby  
Joseph McParland  
Firefighter Joseph Rego  
Lieutenant Scott Tyldesley  
Richard Waystack

#### Ad-Hoc Members

Chief Norman Clarke  
Charleen Greenhalgh, Assistant Town Administrator  
David LeBlanc, Deputy Fire Chief  
Robert Cafarelli, Town Engineer  
Paul Sweetser, Town Surveyor



SUFFOLK  
UNIVERSITY  
BOSTON

SAWYER BUSINESS  
SCHOOL

May 19, 2017

Dear David Guillemette,

Let me begin by congratulating you on successfully completing the Suffolk University Sawyer Business School/Moakley Center for Public Management/Town of Wareham Certificate in Local Leadership for Public Safety and Community Challenges.

Suffolk's esteemed faculty designed this rigorous curriculum, to provide you maximum exposure to the most current public service managerial concepts and practices available. Your successful participation enables you to bring strong academic learning and enhanced credentials to bear on the daily challenges of your work environment. With the knowledge and confidence gained through this program, we at Suffolk University believe that you will be adding significant value to the delivery of important services to citizens of the Commonwealth.

Moreover, with your accomplishment comes membership into the Suffolk University Alumni Association.

The Sawyer Business School's Alumni Relations Office offers alumni opportunities to connect with Sawyer Business and other University alumni through relevant and engaging educational and social programming.

The Sawyer Business School is a thriving and vibrant hub of activity. Networking Receptions provide countless opportunities to network and meet fellow alumni, share information, and enhance ones professional and personal growth in the workplace.

I encourage you to keep in touch and keep us informed when you move, change jobs, and reach new milestones in your life and career.

With my congratulations and respect,

William J. O'Neill, Jr.

Dean



SUFFOLK  
UNIVERSITY  
BOSTON

SAWYER BUSINESS  
SCHOOL



# MOAKLEY CENTER FOR PUBLIC MANAGEMENT AND TOWN OF WAREHAM

*Certificate in Local Leadership for Public Safety & Community Challenges*

Is hereby granted to

***David Guillemette***

*On May 19, 2017*

Handwritten signature of Marie (Sandy) Matava in cursive.

Marie (Sandy) Matava, Director  
Moakley Center for Public Management

Handwritten signature of Derek Sullivan in cursive.

Derek Sullivan, Town Administrator  
Town of Wareham

To: Christopher Clark,  
Harwich Town Administrator

May 30, 2017

Dear Chris,

Please be advised that I will not be requesting reappointment to the Capital Outlay Committee at the end of my 3<sup>rd</sup> term June 30, 2017. It has been a pleasure serving the town and working with you as a member.

Sincerely,



Robert George



# Town of

*Anita N. Doucette, MMC/CMMC  
Town Clerk*



# Harwich

*732 Main Street  
Harwich, Massachusetts 02645  
Tel. 508-430-7516  
Fax 508-430-7517*

**TO:** Michael D MacAskill, Board of Selectmen

**FROM:** Anita Doucette, Town Clerk

**DATE:** May 30, 2017

**RE:** Housing Authority Affirmative Statement and Appointment

Motion: "I affirm that, Robert MacCready, the currently elected member of the Harwich Housing Authority, serve until a successor is elected and qualified. Until such time as the tenant member election process is sorted out, Robert MacCready will remain on the board.

# Town of

Anita N. Doucette, MMC/CMMC  
Town Clerk



# Harwich

732 Main Street  
Harwich, Massachusetts 02645  
Tel. 508-430-7516  
Fax 508-430-7517

## **Notes on: Housing Authority Affirmative Statement**

On February 15, 2017, the Town Clerk's Offices were informed by the Secretary of State's Office that if their election was more than 64 days away from the date of their memo, we were **not** to include the position of the local housing authority board member on the ballot if there were a seat set to expire.

Because the 64 days fell on April 20<sup>th</sup> and our Election was May 16<sup>th</sup>, the Town of Harwich was consistent with the provisions of the new law.

The issue of the tenant elect to the housing authority boards remains unresolved for now. The regulations mandated by MGL ch 121B, sec 5A, have been pulled back and should be resolved by 2018.

Under MGL ch 121B, section 5, the elected member can continue to serve, even though their term expired, until such time as their successors are qualified, either by appointment or election.

Hence, vacancies for the Dennis Housing Authority, including expired terms, are filled in accordance with MGL ch 41, sec 11.

### **Quick outline:**

**MGL ch 121B, sec 5A:** Election procedures for Tenants to Elect Tenant as Housing Authority member; appointment by Board of Selectmen.

**MGL ch 121B, sec 5:** Membership; Appointment; Election; Term of Office

**MGL ch 41, sec 11:** Appointment to fill vacancy in Town Office.



# NAHRO NEWS

Massachusetts Chapter

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## Public Housing Legislative Day April 13

The Legislative Information Day for state-aided local public housing is Thursday, April 13, at the State House. Speakers will include the cochairs of the Joint Committee on Housing, Senate Chair Joseph Boncore of Winthrop, and House Chair Kevin Honan of Boston. Also addressing the gathering will be Senate Majority Leader Harriette Chandler of Worcester, Senate President Pro Tempore Marc Pacheco of Taunton, House Speaker Pro Tempore Patricia Haddad of Somerset, and House Minority Leader Bradley Jones of North Reading.

Implementation of Chapter 235 continues to have major impact on local housing authorities. Come share your views and concerns with your legislators about the program changes, enhancements, and added work requirements mandated by the new public housing law. Legislative Day is an opportunity to explain the fiscal challenge that chronic underfunding poses in

*continued on page 5*

## DHCD Pulls Tenant Election Regulations

The issue of tenant election to housing authority boards remains unresolved for now. The regulations mandated by section 5A of MGL Chapter 121B, have been pulled back by DHCD through the issuance of PHN 2017-08. DHCD is also advising LHAs to reach out to their Town Counsels.

MassNAHRO has been informed by an expert in election law that, under section 5 of MGL Ch. 121B, elected members can continue to serve, even though their terms expire, until such time as their successors are qualified, either by appointment or election. Vacancies on town housing authority boards, including expired terms, are filled in accordance with section 11 of MGL Chapter 41 which requires the remaining members of the LHA and the selectmen to caucus and come up with an appointment until the next town election.

All this comes after the town elections were held in 2015 and 2016 without the DHCD regulations, and four members were elected, contrary to the limit of 3 as stated in section 5 of MGL Ch. 121B. MassNAHRO regrets that this well intended measure has become so confused.

A good faith effort was made in Ch. 235 to make one seat available to a tenant on town housing authority boards. If the regulations needed to implement the tenant elections do not exist, then it would seem the provisions of section 5, limiting town-elected members to only three, cannot be implemented. MassNAHRO agrees with PHN 2015-08 issued by DHCD in March 2015. The sooner the regulations are issued, the faster the issue is resolved. It would seem we are back to the 2018 elections as indicated originally by DHCD last fall.

## House 675 Includes \$600M for LHA Capital Projects

The Housing Bond Authorization Bill of 2017 includes \$600 million in bond authorizations for capital improvements at state-aided local public housing developments. The bill, House 675 "An Act financing the production and preservation of housing for low and moderate income residents," was filed by lead sponsors Representative Kevin Honan and Senator Linda Dorcena Forry, both of Boston. The bill is co-sponsored by 60 Senate and House legislators. Historically, bond authorizations are spread over five fiscal years by the Administration in its annual capital budget. There is no requirement that the bonds ever be issued, however. An increase in the DHCD portion of state bond cap would be necessary if \$120 million in bonding was to be issued in each of the five fiscal years. The current allocation is \$90 million a year. The bill expressly authorizes DHCD "to continue to fund a program to provide predictable funds to be used flexibly by housing authorities for capital improvements to extend the useful

*continued on page 3*

## Mass. Housing Resident Honored at NAHRO Washington Conference

At its 2017 Washington Conference March 26-28, NAHRO celebrated the 10<sup>th</sup> anniversary of its Housing America campaign. The campaign, which aims to raise national awareness of the

need for and importance of safe, quality, affordable housing through education, advocacy, and empowerment, features the annual "What Home Means to Me" poster contest and calendar. This year a resident of MassNAHRO member, the Dedham Housing Authority, took the stage as the 2017 Grand Prize winner. Dedham's 12-year old Felicia Fox has entered the poster contest every year since she was 6, and her entries were featured on the calendars from 2014-2016. Her persistence finally culminated with the front cover and the coveted trip to Washington, DC to be honored at the national conference. Felicia's winning poster included a Little Free Library. During her remarks at the plenary session, she challenged the 900-person audience to install libraries in their communities. Later, Ms. Fox had the pleasure of meeting newly-appointed HUD Secretary Ben Carson who also addressed the conference

*continued on page 6*



Poster Contest winner Felicia Fox of Dedham pictured with U.S. Rep. Stephen Lynch (D-MA)

## Ann Steidel

---

**From:** Anita Doucette  
**Sent:** Thursday, June 01, 2017 11:29 AM  
**To:** Ann Steidel  
**Subject:** FW: Housing Authority

Anita N. Doucette, MMC/CMMC  
Town Clerk  
508-430-7516 x5

The Commonwealth of Massachusetts Secretary of State has determined that e-mail is a public record

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**From:** John Giorgio [mailto:JGiorgio@k-plaw.com]  
**Sent:** Wednesday, April 26, 2017 3:35 PM  
**To:** Anita Doucette <adoucette@town.harwich.ma.us>  
**Cc:** Christopher Clark <cclark@town.harwich.ma.us>; Charleen Greenhalgh <cgreenhalgh@town.harwich.ma.us>  
**Subject:** RE: Housing Authority

Hi Anita:

It was nice to see you this morning. The appointment to fill the vacancy (joint meeting of the Board of Selectmen and the remaining members of the Housing Authority) would be until the next election (May 2018) at which time the position would be filled by election for the unexpired term.

John

John W. Giorgio, Esq.  
KP | LAW  
101 Arch Street, 12th Floor  
Boston, MA 02110  
O: (617) 556 0007  
D: (617) 654 1705  
F: (617) 654 1735  
C: (617) 785 0725  
[jgiorgio@k-plaw.com](mailto:jgiorgio@k-plaw.com)  
[www.k-plaw.com](http://www.k-plaw.com)

This message and the documents attached to it, if any, are intended only for the use of the addressee and may contain information that is PRIVILEGED and CONFIDENTIAL and/or may contain ATTORNEY WORK PRODUCT. If you are not the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please delete all electronic copies of this message and attachments thereto, if any, and destroy any hard copies you may have created and notify me immediately.

---

**From:** Anita Doucette [mailto:[adoucette@town.harwich.ma.us](mailto:adoucette@town.harwich.ma.us)]  
**Sent:** Wednesday, April 26, 2017 3:16 PM  
**To:** John Giorgio  
**Subject:** FW: Housing Authority

John

Sorry to belabor the point, however, this is an email I had sent out in March requesting the answer to the term of this appointment.

Thank you again for you help

Anita N. Doucette, MMC/CMMC  
Town Clerk  
508-430-7516 x5

The Commonwealth of Massachusetts Secretary of State has determined that e-mail is a public record

**From:** Michael MacAskill [<mailto:michael.d.macaskill@gmail.com>]  
**Sent:** Tuesday, April 04, 2017 7:13 PM  
**To:** Anita Doucette <[adoucette@town.harwich.ma.us](mailto:adoucette@town.harwich.ma.us)>  
**Cc:** Christopher Clark <[cclark@town.harwich.ma.us](mailto:cclark@town.harwich.ma.us)>; Sandy Robinson <[srobinson@town.harwich.ma.us](mailto:srobinson@town.harwich.ma.us)>  
**Subject:** Re: Housing Authority

Have we gotten anything from Council at this point?

On Wed, Mar 29, 2017 at 12:35 PM, Anita Doucette <[adoucette@town.harwich.ma.us](mailto:adoucette@town.harwich.ma.us)> wrote:

Chris & Michael

Here is a new Regulations that I just received, the position was taken off the ballot for this year, to my understanding this position now would be a failure to elect. This would mean that the BOS and the Members of the Housing Authority would jointly appoint a person to fill this position.

My question for Town Council – if this is correct would this appointment be for the one year term, until next year's election??

At which time this position would then be placed on the ballot for next year as a 4 year unexpired term?

Thank you

Anita

\*\*\*\*\*

Anita N. Doucette, MMC/CMMC

## Ann Steidel

---

**From:** Anita Doucette  
**Sent:** Thursday, June 01, 2017 11:27 AM  
**To:** Ann Steidel  
**Subject:** FW: Housing Authority Election Guidance

Anita N. Doucette, MMC/CMMC  
Town Clerk  
508-430-7516 x5

The Commonwealth of Massachusetts Secretary of State has determined that e-mail is a public record

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**From:** Anita Doucette  
**Sent:** Thursday, February 16, 2017 12:09 PM  
**To:** Christopher Clark <cclark@town.harwich.ma.us>; Charleen Greenhalgh <cgreenhalgh@town.harwich.ma.us>; 'Harwich Housing Authority' <harwichha@verizon.net>  
**Cc:** Sandy Robinson <srobinson@town.harwich.ma.us>  
**Subject:** FW: Housing Authority Election Guidance

Chris & Charleen

This is for your information, and according to the my understanding, this position should not be placed on the ballot for this year, that we are going to be required to have 3 elected members, 1 appointed by the State and 1 appointed (elected) by our local tenants, for a total of 5 members.

Please read the Secretary of State guidance on how to proceed stated in this memo.

If you have any questions please let me know

Thanks

Anita N. Doucette, MMC/CMMC  
Town Clerk  
508-430-7516 x5

The Commonwealth of Massachusetts Secretary of State has determined that e-mail is a public record

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**From:** [masstownclerks@googlegroups.com](mailto:masstownclerks@googlegroups.com) [<mailto:masstownclerks@googlegroups.com>] **On Behalf Of** Andy Dowd  
**Sent:** Wednesday, February 15, 2017 12:58 PM  
**To:** 'Massachusetts Town Clerks' Association' <[masstownclerks@googlegroups.com](mailto:masstownclerks@googlegroups.com)>  
**Subject:** FW: Housing Authority Election Guidance

**From:** Tassinari, Michelle (SEC) [<mailto:michelle.tassinari@state.ma.us>]  
**Sent:** Wednesday, February 15, 2017 12:54 PM  
**To:** All Clerks  
**Cc:** Andy Dowd; Lisa Thomas; SEC-DL-Elections Division  
**Subject:** Housing Authority Election Guidance

Good Afternoon,

This notice provides clarification regarding the election of housing authority board members in towns. In 2014, there was a change to Massachusetts law that reduced the number of board members elected by voters of the town from four members down to three. The fourth elected member must be a tenant who is elected by tenants; however, in order for these tenant-elections to be carried out, the Department of Housing and Community Development must promulgate regulations on the tenant-election process. The regulations are currently being reviewed for approval and are expected to be promulgated by the late spring of 2017. This misalignment between the law and the timing of the regulations has caused confusion regarding this spring's town elections.

Therefore, The Office of the Secretary of the Commonwealth issues the following guidance on how to proceed:

- If your town election is more than 64 days away from the date of this memo, do NOT include the position of local housing authority board member on the ballot if there is a seat set to expire this spring. This is consistent with the provisions of law relative to reducing the number of members of an elected board and provides notice to any incumbents or other potential candidates that the position will no longer be elected by the voters. This timing is consistent with the provisions of section 10 of chapter 41 of the General Laws and provides sufficient notice to incumbents and potential candidates to seek other elected positions. Specifically, this would ensure candidates have 15 days to collect signatures for other elected positions.
- If your town election is within 64 days of this memo, proceed in the normal course and include the expiring 2017 local housing authority board member position on the ballot.

We would also like to note that special legislation would be needed in order to provide more clarification of the process of only electing 3 members through the town elections. It should also be noted that the fact that the board may have a current member who is a tenant is not relevant to this election process. The tenant member who will be elected pursuant to the new regulations will be a tenant who is elected by the local housing authority tenants.

If you have any questions about your elections, please feel free to contact the Elections Division at 617-727-2828. If you have specific questions regarding future tenant member elections, you may contact DHCD at 617-573-1100.

Michelle K. Tassinari  
Director and Legal Counsel, Elections Division  
Office of the Secretary of the Commonwealth  
One Ashburton Place, Room 1705  
Boston, MA 02108  
617-727-2828

**OFFICE OF THE TOWN ADMINISTRATOR**

Phone (508) 430-7513

Fax (508) 432-5039

**Christopher Clark, Town Administrator**

732 MAIN STREET, HARWICH, MA 02645



## MEMO

To: Board of Selectmen

From: Christopher Clark  
Town Administrator

cc: Norm Clarke, Fire Chief

Re: Performance Evaluation for FY 17

Date: June 1, 2017

---

Pursuant to the Employment Agreement between Norman Clarke, Fire Chief and the Town of Harwich Section 15 entitled "Performance Evaluation," I completed said form and recommend the contractual increase effective for July 1, 2017 based upon a score of 83 whereas a minimum score of 65 is necessary to achieve a "Meets Expectation." The evaluation was completed on Tuesday, May 23, 2017. I would ask the Board of Selectmen to acknowledge receipt. I have included in the materials a copy of the Employment Agreement, along with the employee self-evaluation and the Town Administrator finalized evaluation.

The material attached also looks at goals and objectives accomplished in those set out for FY 18. I believe that Norm is an asset to the community and is doing very good work in the performance of his duties.

## Ann Steidel

---

**From:** Christopher Clark  
**Sent:** Thursday, June 01, 2017 10:32 AM  
**To:** Ann Steidel  
**Subject:** FW: Harwich lien auction

FYI

---

**From:** Amy Duffy  
**Sent:** Wednesday, May 31, 2017 11:36 AM  
**To:** billy@capecodchronicle.com  
**Cc:** Christopher Clark <cclark@town.harwich.ma.us>  
**Subject:** Harwich lien auction

Hi Bill,

I have decided to postpone the auction to a future date, to allow more time for Conservation and the Real Estate Open Space Committee to look into properties the Town may have an interest in.

Thanks for all your diligent reporting on the subject; it definitely helped get the word out.

Best,

Amy

Amy Bullock, CMMC – CMMT  
Treasurer/Town Collector  
[abullock@town.harwich.ma.us](mailto:abullock@town.harwich.ma.us)

Town of Harwich  
732 Main Street Harwich, MA 02645  
508-430-7501, fax 508-430-7504

## Ann Steidel

---

**From:** Christopher Clark  
**Sent:** Thursday, June 01, 2017 10:36 AM  
**To:** Ann Steidel  
**Subject:** FW: answer to your state funding question

Ann,

Please include this under TA Report for Monday.

Chris

---

**From:** Michael Lach - Harwich Conservation Trust [mailto:mike@harwichconservationtrust.org]  
**Sent:** Thursday, June 01, 2017 10:12 AM  
**To:** Michael D. MacAskill <mmacaskill@townofharwich.us>  
**Cc:** Christopher Clark <cclark@town.harwich.ma.us>  
**Subject:** answer to your state funding question

Hi Mike,

This email is a follow up to your question on May 30th about whether state Local Acquisitions for Natural Diversity (LAND) grant funding is derived from sale of hunting licenses.

I've looked into your question and it's my understanding that Mass. Fish and Game buys land for hunting access with some funds derived from hunting licenses as well as duck stamps that people buy at the post office that generates similar federal money for land acquisition by the federal government.

But state LAND grants are sourced from the state's Environmental Bond authorization, meaning the state sells bonds to generate capital to buy land (and build refuge headquarters, etc.).

In summary, the state LAND grant program is not funded from the sale of hunting licenses.

Best regards,  
Mike

Michael Lach  
Executive Director  
Harwich Conservation Trust  
ph: 508-432-3997  
[www.harwichconservationtrust.org](http://www.harwichconservationtrust.org)