

SELECTMEN'S MEETING AGENDA*

*Griffin Room, Town Hall
732 Main Street, Harwich, MA
Regular Meeting 6:30 P.M.
Monday, July 3, 2017*

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 COMMENT/ANNOUNCEMENTS**

V. **CONSENT AGENDA**

A. Minutes –

1. May 30, 2017 Regular Session

2. June 22, 2017 Regular Session

B. Accept the resignation of Barbara Josselyn as a member of the Architectural Advisory

C. Accept the resignation of Liz Groves as a member of the Architectural Advisory

D. Approve the re-appointment of David Callaghan as the Real Estate and Open Space Committee's representative to the Trails Committee

E. Approve the request for use of the Caleb Chase Fund in the amount of \$395.00

F. Rescind the vote to approve the sale of Surplus Beach Sand to all bidders and approve the sale of the sand to the highest bidder only

G. Accept donations/gifts to the Council on Aging

H. Confirm appointment of Marie Carlson to Executive Assistant position at Council on Aging effective July 11, 2017

I. Confirm appointment of Rain Ryder to Foreman position in Golf Dept. effective July 11, 2017

J. Approve expenditure of \$17,899.32 from the Cable Capital Appropriation Fund for invoices related to the TV Studio and aid in the delivery of live programming and feed at Monomoy Regional High School

K. Approve application for Annual Autumn Escape Bicycle Trek by American Lung Association for September 23, 2017

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

VII. **OLD BUSINESS**

VIII. **NEW BUSINESS**

A. Potential lease of North Harwich bogs

B. Discussion of fixing staggering terms and potential of too many members on Planning Board

C. Letter to elected delegates regarding wastewater funding

D. Amend original vote of Middle School use time period

E. FY 18 Selectmen's Goals and Objectives

F. Discussion on weekly communication memo to the Board from Administration

G. One Cape overview and discussion

H. Barnstable County survey

IX. **TOWN ADMINISTRATOR'S REPORT**

A. Disbanding the Architectural Advisory Committee

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 29, 2017

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

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

OTHERS PRESENT: Town Administrator Christopher Clark, Chief Clarke, Amy Usowski, Amy Bullock, Aly Sabatino, Jim Coppola, Robert Fratus, Peggy Gabour, Patrick Otton, Bob Thomas, Jim Cheverie, Larry Brophy, and others.

Chairman MacAskill called the meeting to order at 6:30 p.m. He reported that the Board had just come out of Executive Session where they talked about collective bargaining pertaining to the Golf Department and reorganization, they voted health insurance deductible changes, the Marini property Purchase & Sale Agreement and Conservation Management Plan as well as contract negotiations pertaining to the Town Administrator's contract where they have made no decision.

WEEKLY BRIEFING

No one appeared before the Board.

PUBLIC COMMENT/ANNOUNCEMENTS

No one appeared before the Board.

CONSENT AGENDA

- A. Approve Minutes:
 - 1. May 15, 2017 Executive Session
 - 2. May 15, 2017 Regular Session
- B. Approve Harwich Employee's Association Side Letter of Agreement
- C. Approve FY18 Human Services Grant awards as recommended
- D. Authorize the Chair to approve the proposal for the Town Wide Radio System voted at the May 2017 Annual Town Meeting
- E. Approve application for a Coastal Zone Management grant for Saquatucket Landside project in the amount of up to \$500,000 – "Reconstructing for Resiliency at Saquatucket Harbor"
- F. Approve and sign the Side Letter of Agreement between the Town and Unions to participate in the Benchmark Plans offered by the CCMHG

Mr. Howell requested to take Items A and C up separately. Chairman MacAskill said he would hold Item E as well. Ms. Kavanagh moved approval of the Consent Agenda Items B, D and F. Ms. Brown seconded the motion and the motion carried by a unanimous vote. Ms. Kavanagh moved to approve Item A of the Consent Agenda. Ms. Brown seconded the motion and the motion carried by a 3-0-2 vote with Mr. Howell and Mr. Ballantine abstaining from the vote. Ms. Kavanagh moved to approve Item C of the Consent Agenda. Mr. Howell recused himself from Item C as he is an officer of Harwich Ecumenical Council and Sight Loss Services. Ms. Brown seconded the motion and the motion carried by a 4-0-0 vote. With regard to Item E, Chairman MacAskill stressed the need for the

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

OLD BUSINESS

A. Process for the Tax Lien Auction – update

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

NEW BUSINESS

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

Mr. Clark stated that the Planning Board discussed it and they came up with the concept of a License Agreement which has been drafted by Ms. Sabatino and sent to Town Counsel for review. He noted that they are waiting to hear back. Chairman MacAskill noted that Mr. Nickerson of DPW is in agreement with this. Ms. Sabatino explained that the Planning Board held a public hearing and there were no concerns from the Town Engineer, Fire Department or Conservation. Mr. Fratus explained this is basically 1,000 feet and noted he doesn't have the power company 100% lined up and may have to come back to put utilities in. Mr. Howell said the improved section is about 26 feet wide and he gathers that was done without any agreement. Mr. Fratus responded that it is only where it stops that it could be 26 feet because that's where people turn around. Mr. Howell said he can't vote on it as some of the attachments are blank, we don't have the locus, and we don't have where it starts or where it ends. He said they would be agreeing to something that is open ended. Chairman MacAskill said it has been staked and bounded and they would be agreeing to give them a license agreement to do road improvements based on DPW specifications. Mr. Brophy of the Planning Board said he did find the bounds which weren't hard to find and the Planning Board has no difficulty with this. Ms. Gabour stated that this road and the area that it's in is part of the Six Ponds Special District, it is a scenic corridor, and it is a protected roadway. She said there are restrictions to the roadway and to how it is affected and the goal is to keep the area protected with natural habitat. She said there can be development off the road however it has to be curb cuts only and the road is basically to be maintained as a 9 foot roadway. She added that she spoke to Mr. Nickerson who said he didn't take any consideration of the Six Ponds District or its restrictions on roads, one of them being the Seth Whitefield / Hawksnest Road. Mr. Fratus said there are no restrictions and provided a history on the road. Mr. Ballantine moved that we approve the request for a License Agreement for Robert Fratus to create a safe and adequate access to his parcel by upgrading Hawksnest Road from a 9' dirt road to an 18' wide gravel road pending referral back to the Planning Board and authorize the Chair to sign and make sure legal comes back. Ms. Brown seconded the motion and the motion carried by a 4-1-0 vote with Mr. Howell in opposition.

B. Board of Selectmen re-organization for 2017-2018

Ms. Brown recommended that we assign Michael MacAskill as the Chair, Julie Kavanagh as the Vice Chair, Larry Ballantine as the Clerk, and Jannell Brown and Don Howell as the Interview Committee. All Board members were in agreement. Mr. Ballantine commented that he would like, in the future, to go back to rotating Chairmen, but at this time we have two new members so it makes sense to stay where we are. Ms. Brown moved to reorganize with Michael MacAskill as our Chair, Julie Kavanagh as our Vice Chair, Larry Ballantine as our Clerk, Donald Howell and Jannell Brown as the Interview Committee. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

C. Selectmen's Summer Meeting Schedule

Chairman MacAskill said he would like to meet on the 12th of June and if we don't have enough we can cancel and Mr. Ballantine agreed. There was consensus to adopt the schedule but meet on the 12th.

TOWN ADMINISTRATOR'S REPORT

A. Permitting Related to Beach Nourishment

Mr. Clark outlined his memo to the Board dated May 23, 2017 regarding Permitting Related to Beach Nourishment (see attached). No action was taken.

B. General Beach Nourishment Policy

Mr. Clark outlined his memo to the Board dated May 23, 2017 regarding General Beach Nourishment Policy and Public Beach 22 (see attached). No action was taken.

SELECTMEN'S REPORT

Mr. Howell requested that at some point having an agenda discussion about our current legal representation and what it cost over the last several years. Mr. Clark said it is an annual appointment so if the Board wants to make a change he could rough out a simplified process. Chairman MacAskill asked that he be emailed prior to Wednesday mornings to get something on the agenda.

ADJOURNMENT

Ms. Brown moved to adjourn at 8:24 p.m. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

MINUTES
BOARD OF SELECTMEN MEETING
Cape Cod Resort and Conference Center
35 Scudder Avenue, Hyannis, MA 02601
Thursday, June 22, 2017
4:00 PM

SELECTMEN PRESENT: Ballantine, Brown, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark, Carole Ridley.

MEETING CALLED TO ORDER at 4:00 p.m. by Chairman MacAskill.

Ms. Ridley, Pleasant Bay Alliance Coordinator, provided an overview of the proposed Joint Resolution of the towns sharing the watershed of Pleasant Bay. Mr. Ballantine moved to approve the resolution as presented (see attached). Ms. Brown seconded the motion and the motion carried by a 3-0-0 vote. Favorable votes were also taken by the Towns of Brewster, Chatham and Orleans.

Mr. Ballantine moved to adjourn at 4:45 p.m. Ms. Brown seconded the motion and the motion carried by a 3-0-0 vote.

Submitted by:

Christopher Clark
Town Administrator

Barbara Scott Josselyn
17 Harbor Road
Harwich Port, MA 02646
508.432.2056
babsjosselyn@gmail.com

June 13, 2017

Re: Town of Harwich Architectural Advisory Committee

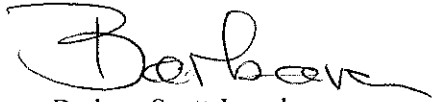
Harwich Board of Selectmen, Harwich Building Department, Harwich Town Clerk, Ann Steidel and Sandra Robinson,

It is with regret that I hereby resign from the Town of Harwich Architectural Advisory Committee [AAC].

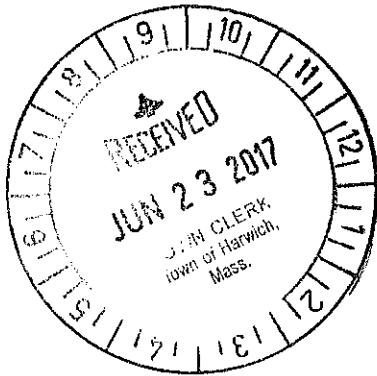
Over the course of many years, I have enjoyed working with the AAC volunteers and town officials who are dedicated to maintaining the architectural integrity of the commercially zoned areas of Harwich.

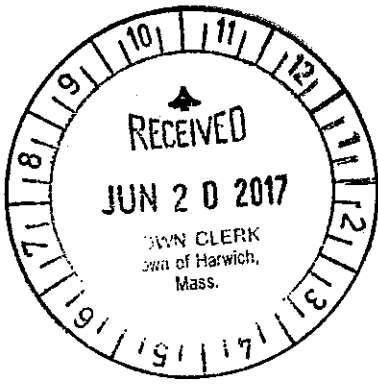
I feel confident that the AAC has, and will continue to, provide the commercial areas of the town with careful and considered oversight to protect the character of Harwich.

Sincerely,

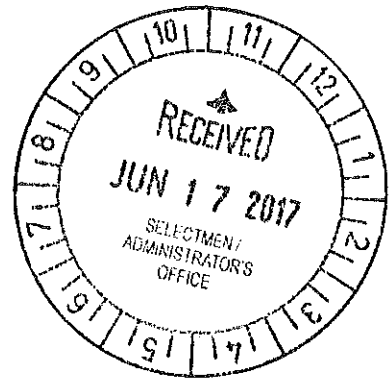


Barbara Scott Josselyn





Elizabeth Groves
PO Box 468
10 Pleasant Street
Harwich Port, MA 02646



June 20, 2017

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


Dear Mr. MacAskill,

It is with great regret that I must tender my resignation from
The Architectural Advisory Committee.

Due to an unexpected family illness I am no longer available to give the
attention and time that is required.

I would like to add a special thanks to Marie Carlson in the Building
Department, for her expertise and help when I needed advice.

Sincerely,


Elizabeth Groves

MEMO

TO: Board of Selectmen
FROM: Sandy Robinson, Administrative Secretary
RE: Recommendation for Re-appointment
DATE: July 10, 2017

On June 19, 2017, the Board of Selectmen voted to approve the list of Annual Re-appointments. One of them was the appointment of David Callaghan to the Real Estate and Open Space Committee. In addition to this re-appointed, Mr. Callaghan should have been re-appointed as the *Real Estate and Open Space Committee's Representative to the Trails Committee*. Unfortunately, his name was dropped off my list in error.

Mr. Callaghan would like to continue with his membership to the Trails Committee and I am requesting that he be re-appointed at this time.

Thank you.

Sandy Robinson

From: John Rendon
Sent: Thursday, June 22, 2017 2:37 PM
To: Sandy Robinson
Cc: Christopher Clark; Charleen Greenhalgh
Subject: Dredge Operations

Sandy,

Unfortunately, due to delays relating to equipment failure and weather delays, the Barnstable County dredge will be unable to complete the town dredge projects as scheduled. Majority of Allen Harbor channel has been completed, but the Saquatucket Harbor Channel will not be dredged this spring. I will attempt to get the SAQ channel dredged in the fall. So the following 3 private bid contracts for beach nourishment signed by the BOS this past Monday (19 Jun) will have to be rescinded:

- Wychmere Pines Association
- Charlie Dickson, 51 Saquatucket Bluffs Road
- Ayer Lane Association

The highest private bid was Wyndemere Bluffs Association and their contract was executed. Please let me know if you need additional information. Thank you.

best regards,

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



Harwich Council on Aging

100 Oak Street, Harwich, MA 02645

Council 508-430-7550
Outreach 508-430-7551

June 21, 2017

Board of Selectmen
Chairman
732 Main Street
Harwich, MA 02645



Dear Chairman;

Please accept as gifts to the Council on Aging Gift Account #14085004 donations totaling \$225.00 deposited with the Town Treasurer. All thank you notes have been sent.

Sincerely,

Barbara-Anne Foley
Harwich COA Director

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



Christopher Clark, *Town Administrator*

732 MAIN STREET, HARWICH, MA 02645

June 26, 2017

Marie Carlson

Dear Ms. Carlson:

We would like to offer you the position of Executive Assistant in the Council on Aging for the Town of Harwich. We look forward to your continued positive contributions to our community.

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 and the Board of Selectmen will be taking this up at their meeting on July 10, 2017. Successful confirmation will be needed to finalize appointment.

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

Your position title will be Executive Assistant and it will be temporary beginning Wednesday, June 28, 2017. For this date as well as Thursday, June 29, Friday, June 30 and Monday, July 3, 2017 you will work at the Council on Aging from 1:00 pm – 4:00 pm, thereby continuing your existing duties within the Community Development from 8:30 am – 12:30 pm. Beginning Wednesday, July 5, 2017 through Monday, July 10, 2017 your hours at the Council on Aging will be 8:30 am – 4:00 pm. Your permanent appointment will begin Tuesday, July 11, 2017. This position is included in the Harwich Employees Association and your employment is subject to the rights and obligations included in the contract, which you have already received. Your starting salary will be \$29.37 per hour (Grade 7, Step 6). For the purposes of future evaluations, your anniversary will be July 11, 2017. For all other accruals, your original anniversary date of March 27th will continue.

Again, we are delighted that you are continuing to serve 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

Marie Carlson
June 26, 2017
Date

CC: Board of Selectmen
Town Accountant/Finance Director
Town Treasurer/Collector

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039

Christopher Clark, *Town Administrator*

732 MAIN STREET, HARWICH, MA 02645



June 26, 2017

Rain Ryder

Dear Mr. Ryder:

We would like to offer you the position of Foreman in the Golf Department for the Town of Harwich. We look forward to your continued positive contributions to our community.

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 and the Board of Selectmen will be taking this up at their meeting on July 10, 2017. Successful confirmation will be needed to finalize appointment.

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

Your position title will be Foreman with your permanent appointment to begin Tuesday, July 11, 2017. This position is included in the Harwich Employees Association and your employment is subject to the rights and obligations included in the contract, which you have already received. Your starting salary will be \$26.66 per hour (Grade 5, Step 6). For the purposes of future evaluations, your anniversary date will be July 11, 2017. For all other accruals, except longevity, your original anniversary date of April 15th will continue. For longevity, as of July 11, 2018 you will be eligible for longevity at 1%.

Again, we are delighted that you are continuing to serve 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

Rain Ryder

Date

CC: Board of Selectmen
Town Accountant/Finance Director
Town Treasurer/Collector

Ann Steidel

From: Christopher Clark
Sent: Monday, June 26, 2017 9:22 PM
To: Ann Steidel; Sandy Robinson; Carol Coppola; Jamie Goodwin; Kathleen Isernio
Subject: Fwd: Comcast funds - Invoices Attached

For BOS July 10th. Capital

Sent from my iPhone

Begin forwarded message:

From: "Isernio, Kathleen" <kisernio@monomoy.edu>
Date: June 22, 2017 at 2:47:19 PM EDT
To: Christopher Clark <cclark@town.harwich.ma.us>
Cc: Scott Carpenter <scarpenter@monomoy.edu>
Subject: Re: Comcast funds - Invoices Attached

Hi Chris,
Just checking to be sure these invoices will be processed at the BOS meeting Monday evening?

Thank you,
Katie Isernio

Kathleen Isernio
Business Manager
Monomoy Regional School District
425 Crowell Road
Chatham, MA 02633
(508) 945-5148
(508) 945-5133 (fax)
kisernio@monomoy.edu

On Fri, May 19, 2017 at 2:28 PM, Isernio, Kathleen <kisernio@monomoy.edu> wrote:

Hello,

As we discussed today Comcast provides monies to your towns to be used for educational purposes.

Attached you will find invoices totaling \$17,899.32 related to the TV Studio and to aid in the delivery of live programming and live feeds.

We are respectfully requesting that Comcast funds, identified for educational purposes and held by the Towns of Chatham and Harwich, be used pay for these invoices..

Please let me know if you have any questions or require additional information.

Thank you,
Katie Isernio

Kathleen Isernio
Business Manager
Monomoy Regional School District
425 Crowell Road
Chatham, MA 02633
(508) 945-5148
(508) 945-5133 (fax)
kisernio@monomoy.edu

Monomoy Regional School District

Scott Carpenter
Superintendent

Dr. Carla W. Blanchard
Director of Curriculum

Melissa Maguire
Director of Student Services



Kathleen Iernio
Business Manager
Donald C. Mercure
Treasurer

May 19, 2017

TV Studio Production Invoices

\$ 15,000 Channel 22 Manger

\$ 2,899.32 Various Invoices (included)

TOTAL = \$17,899.32

Chatham 26.32% = \$ 4,711.10

Harwich 73.68% = \$13,188.21

Thank you
Kathleen

Monomoy Regional School District

Fiscal Year: 2016-2017

Cass

Name	Description	Amount	Department
Cass, Stephen J	Channel 22 Manager	\$15,000.00	Monomoy Regional HS

End of Report

Req. Date	Vendor Name	PO No.	PO Date	Amount	DAC	Requester
5/4/2017	B & H Foto & Electronics	172720	5/8/2017	\$129.00	Monomoy Regional High School	Stephen Cass
1/20/2017	B & H Foto & Electronics	172091	2/1/2017	\$1,279.37	Monomoy Regional High School	Stephen Cass
10/24/2016	Amazon.Com Credit	171366	10/26/2016	\$387.90	Monomoy Regional High School	Stephen Cass
10/7/2016	B & H Foto & Electronics	171275	10/19/2016	\$514.10	Monomoy Regional High School	Stephen Cass
7/6/2016	B & H Foto & Electronics	170208	7/14/2016	<u>\$588.95</u>	Monomoy Regional High School	Stephen Cass
				\$2,899.32		

Purchase Order

Monomoy Regional School District
Business Office
425 Crowell Road
Chatham MA 02633

No. 172720

MAIL INVOICES TO THE ADDRESS ABOVE

Tax Exempt # 451 833 513

P.O.# must be on ALL documents

DO NOT EXCEED PURCHASE ORDER TOTAL

PRICE CHANGES REQUIRE PRIOR APPROVAL
BY
THE BUSINESS OFFICE

MSDS sheets must accompany all products

P.O. Date: 05/08/2017

Questions ? Accounts Payable (508) 945-5148

Ext:

Account:

P.O. Issued To :

Ship To:

B & H Foto & Electronics
420 Ninth Ave.
New York NY 10116-3032

Monomoy Regional High School
Attn: Stephen Cass
75 Oak Street
Harwich MA 02645
(508) 430-7207

Contact: Shea Gold

Location: Monomoy Regional High School

Phone: (800) 221-5743

Fax: (800) 947-2215

Project: Undesignated

Req# 14979

Reference:

Date Required: 05/19/2017

Award Number:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1	EA	RES850AFV2	Revo Camera Track Slider V2 with Adjustable Feet (33")	1000.22.2451.830.927.001.3546	129.00	129.00	0.00	0.00

TV Studio / Productions

APPROVAL SIGNATURES: _____

Sub-Total:	129.00
Freight:	0.00
Tax:	0.00
Total Amount:	129.00

NOTES:

By accepting this purchase order you acknowledge that your financial entity and its principals are not included on the Excluded Parties Listing System as published by the General Services Administration(GSA).

Order Via:

Fax

FILE COPY

INVOICE

	420 Ninth AVENUE
	NEW YORK, NEW YORK 10001
	TEL: 212.239.7760
	FAX: 212.239.7759
	www.BandH.com
For billing inquiries please e-mail arbilling@bhphoto.com	
Phone Extension number 7475	

INVOICE DATE	INVOICE NUMBER
05/08/17	126806691
ORDER NO.	P.O. NO.
669510340	172720
CUSTOMER CODE	TERMS
15455052	30 DAY
SALESPERSON	SHIP VIA
ICG	STANDARD
PLEASE REMIT PAYMENT TO:	
B&H PHOTO-VIDEO REMITTANCE PROCESSING CENTER P.O. BOX 28072 NEW YORK, NY 10087-8072	
For EFT and Wire Transfer options, please contact arbilling@bhphoto.com	

Sold To: BUSINESS OFFICE
MONOMOY REGIONAL SCHOOL DIST
425 CROWELL ROAD

Ship To: STEPHEN CASS
MONOMOY REGIONAL HIGH SCHOOL
75 OAK STREET
HARWICH, MA 02645

CHATHAM, MA 02633

Bill Phone: (508)945-5148

Ship Phone: (508)430-7204

Qty Ord	Qty Ship	Qty Bko	Item Description	SKU#/MFR#	Item Price	Amount	
1	1		REVO 33" CAMERA TRACK SLIDER W/ADJUST FEET <i>PLEASE NOTE: ----- In a RUSH? Buy online...pickup in store in 45 minutes!</i>	RES850AFV2 (RS-850AF-V2)	129.00	129.00	
Payment Type					Card/Check Number	Amount	Sub-Total: \$129.00
							Total Order: \$129.00

B&H PHOTO-VIDEO-PRO AUDIO

Purchase Order

Monomoy Regional School District
Business Office
425 Crowell Road
Chatham MA 02633

No. 172091

MAIL INVOICES TO THE ADDRESS ABOVE Tax Exempt # 451 833 513 P.O.# must be on ALL documents
DO NOT EXCEED PURCHASE ORDER TOTAL PRICE CHANGES REQUIRE PRIOR APPROVAL BY MSDS sheets must accompany all products
THE BUSINESS OFFICE

P.O. Date: 02/01/2017 Questions ? Accounts Payable (508) 945-5148

Ext: Account:

P.O. Issued To :

Ship To:

B & H Foto & Electronics
420 Ninth Ave.
New York NY 10116-3032

Monomoy Regional High School
Attn: Stephen Cass
75 Oak Street
Harwich MA 02645
(508) 430-7207

Contact: Shea Gold

Location: Monomoy Regional High School

Phone: (800) 221-5743

Fax: (800) 947-2215

Project: Undesignated

Req# 14241

Reference:

Date Required: 02/04/2017

Award Number:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	3	EA	KAEXTHDSIDX	KanexPro HDMI to 3G/HD/SD-SDI Converter	1000.22.2430.500.570.001.3535	72.95	218.85	0.00	0.00
2	2	EA	PESBBSDI50	Pearstone 50' SDI Video Cable - BNC to BNC	1000.22.2430.500.570.001.3535	24.95	49.90	0.00	0.00
3	2	EA	COCBB100	Comprehensive BNC Male to BNC Male Cable - 100'	1000.22.2430.500.570.001.3535	35.99	71.98	0.00	0.00
4	6	EA	COCBB3	Comprehensive BNC Male to BNC Male Cable - 3'	1000.22.2430.500.570.001.3535	6.49	38.94	0.00	0.00
5	2	EA	HOHPX005	Hosa Technology HPX-005 Unbalanced 1/4" TS Male to 3-Pin XLR Male Audio Cable (5')	1000.22.2430.500.570.001.3535	7.95	15.90	0.00	0.00
6	3	EA	HOYCSPM2spf	Hosa Technology Stereo 1/4" Male to Two Stereo 1/4" Female Y-Cable - 6"	1000.22.2430.500.570.001.3535	4.95	14.85	0.00	0.00
7	1	EA	KAEXTIPSKITX	KanexPro IP STREAMER HDMI Over IP Extender Kit with PoE Support	1000.22.2430.500.570.001.3535	219.00	219.00	0.00	0.00
8	1	EA	1428549	YUNEEC Q500+ Typhoon Quadcopter with CGO2-GB Camera and Aluminum Case (RTF)	1000.22.2430.500.570.001.3535	649.95	649.95	0.00	0.00

TV Studio/Productions

APPROVAL SIGNATURES:

Sub-Total: 1,279.37

Freight: 0.00

Tax: 0.00

Total Amount: 1,279.37

NOTES:

By accepting this purchase order you acknowledge that your financial entity and its principals are not included on the Excluded Parties Listing System as published by the General Services Administration(GSA).

Order Via:

Fax

FILE COPY

INVOICE

	420 Ninth AVENUE
	NEW YORK, NEW YORK 10001
	TEL: 212.239.7760
	FAX: 212.239.7759
www.BandH.com	
For billing inquiries please e-mail arsupport@bhphoto.com	
Corp Sales Ext. 1234 - GovEd Ext. 5678	

INVOICE DATE	INVOICE NUMBER
02/01/17	121931889
ORDER NO.	P.O. NO.
653113070	172091
CUSTOMER CODE	TERMS
15455052	30 DAY
SALESPERSON	SHIP VIA
44Q	STANDARD
PLEASE REMIT PAYMENT TO:	
B&H PHOTO-VIDEO REMITTANCE PROCESSING CENTER P.O. BOX 28072 NEW YORK, NY 10087-8072	
For EFT and Wire Transfer options, please contact arsupport@bhphoto.com	

Sold To: **BUSINESS OFFCIE**
MONOMOY REGIONAL SCHOOL DIST
425 CROWELL ROAD

Ship To: **STEPHEN CASS**
MONOMOY REGIONAL HIGH SCHOOL
75 OAK STREET
HARWICH, MA 02645

CHATHAM, MA 02633

Bill Phone: (508)430-7204

Ship Phone: (508)430-7204

Qty Ord	Qty Ship	Qty Bko	Item Description	SKU#/MFR#	Item Price	Amount
3	3		KANEXPRO HDMI TO 3G/HD-SDI/ SDI CONVERTER	KAEXTHDSDIX (EXT-HDSDIX)	72.95	218.85
2	2		PEARSTONE STND SERS CABLE/BNC TO BNC (SDI)	PESBBSDI50 (SDI-1050)	24.95	49.90
2	2		COMPREHENSIVE-CABLES BNC TO BNC CABLE - 100	COCBB100 (BB-C-100HR)	35.99	71.98
6	6		COMPREHENSIVE-CABLES BNC TO BNC CABLE - 3'	COCBB3 (BB-C-3HR)	6.49	38.94
2	2		HOSA REAN PHONE/M (1/4"TS) TO XLR/M CBL- 5'	HOHPX005 (HPX-005)	7.95	15.90
3	3		HOSA Y-CABLE/ STR PHN/M TO 2/STR PHN/F - 6"	HOYCSPM2SPF (YPP-118)	4.95	14.85
1	1		KANEXPRO IP STREAMER KIT SERIAL #: EXT-IPSTREAMKITX1100816B0528	KAEXTIPSKITX (EXT-IPSTREAMKITX1)	219.00	219.00

Continued on Next Page ...

INVOICE

	420 Ninth AVENUE
	NEW YORK, NEW YORK 10001
	TEL: 212.239.7760
	FAX: 212.239.7759
www.BandH.com	
For billing inquiries please e-mail arsupport@bhphoto.com	
Corp Sales Ext. 1234 - GovEd Ext. 5678	

INVOICE DATE	INVOICE NUMBER
02/01/17	121931889
ORDER NO.	P.O. NO.
653113070	172091
CUSTOMER CODE	TERMS
15455052	30 DAY
SALESPERSON	SHIP VIA
44Q	STANDARD
PLEASE REMIT PAYMENT TO:	
B&H PHOTO-VIDEO REMITTANCE PROCESSING CENTER P.O. BOX 28072 NEW YORK, NY 10087-8072	
For EFT and Wire Transfer options, please contact arsupport@bhphoto.com	

Sold To: **BUSINESS OFFICE**
MONOMOY REGIONAL SCHOOL DIST
425 CROWELL ROAD

Ship To: **STEPHEN CASS**
MONOMOY REGIONAL HIGH SCHOOL
75 OAK STREET
HARWICH, MA 02645

CHATHAM, MA 02633

Bill Phone: (508)430-7204

Ship Phone: (508)430-7204

Qty Ord	Qty Ship	Qty Bko	Item Description	SKU#/MFR#	Item Price	Amount
1	1		YUNEEC Q500+ TYPHOON QUADCOPTER WITH C	USED: 1428549	649.95	649.95

Payment Type	Card/Check Number	Amount	Sub-Total:	\$1,279.37
			Total Order:	\$1,279.37

BNE_Invoice-0A-POST

Purchase Order

Monomoy Regional School District
Business Office
425 Crowell Road
Chatham MA 02633

No. 171366

MAIL INVOICES TO THE ADDRESS ABOVE
DO NOT EXCEED PURCHASE ORDER TOTAL

Tax Exempt # 451 833 513
PRICE CHANGES REQUIRE PRIOR APPROVAL
BY
THE BUSINESS OFFICE

P.O.# must be on ALL documents
MSDS sheets must accompany all products

P.O. Date: 10/26/2016
P.O. Issued To :
Amazon.Com Credit
Dept 30 2200058887
P O Box 689020
Des Moines IA 50368-9020

Questions ? Accounts Payable (508) 945-5148

Ext: Account: 60457-8781-0300679
Ship To:

Monomoy Regional High School
Attn: Stephen Cass
75 Oak Street
Harwich MA 02645
(508) 430-7207

Contact: Location: Monomoy Regional High School
Phone: (866) 634-8381 Fax: Project: Undesignated

Req# 13489

Reference: Date Required: 11/08/2016 Award Number:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	10	EA	B006YG8X9Y	Crucial 8GB Single DDR3L 1600 MT/s (PC3L-12800) SODIMM 204-Pin Memory - CT102464BF160B	1000.22.2430.500.570.001.3535	38.79	387.90	0.00	0.00

TV Studio / Productions

APPROVAL SIGNATURES: _____

Sub-Total:	387.90
Freight:	0.00
Tax:	0.00
Total Amount:	387.90

NOTES: By accepting this purchase order you acknowledge that your financial entity and its principals are not included on the Excluded Parties Listing System as published by the General Services Administration(GSA).

Order Via: _____ Fax
FILE COPY

Single DDR3L 1600 MT/s (PC3L-12800) SODIMM 204-Pin Memory - CT102464BF160B

Price
\$38.79

High School
AK ST
-2701

Item(s) Subtotal: \$387.90
Shipping & Handling: \$10.27
Free Shipping: -\$10.27

Total before tax: \$387.90
Sales Tax: \$0.00

Total for This Shipment: \$387.90

Payment information

Credit Line

Item(s) Subtotal: \$387.90
Shipping & Handling: \$10.27
Free Shipping: -\$10.27

Total before tax: \$387.90
Estimated tax to be collected: \$0.00

Grand Total: \$387.90

School District

Transactions

Amazon Corporate Credit Line ending in 0679: October 27, 2016: \$387.90

To view the status of your order, return to [Order Summary](#).

print.html/ref=oh_aui_pi_o00_?ie=UTF8&orderID=110-4000958-4519446

1/2

Billing address

Monomoy Regional School District
Business Office
425 Crowell Road
Chatham, MA 02633
United States

Total before tax
Estimated tax to be collected

Grand Total

Credit Card transactions

Amazon Corporate Credit Line ending in 0679: October 27, 2016: \$387.90

To view the status of your order, return to [Order Summary](#).

https://www.amazon.com/gp/css/summary/print.html/ref=oh_aui_pi_o00_?ie=UTF8&orderID=110-4000958-4519446

Crucial

Crucial 8GB Single DDR3L 1600 MT/s (PC3L-12800) SODIMM 204-Pin Laptop Memory (CT102464BF160B)

★★★★★ 5,974 customer reviews | 1000+ answered questions

#1 Best Seller in Computer Memory

Price: \$50.99 & FREE Shipping. Details

Prime | Try Fast, Free Shipping

In Stock.

Want it tomorrow, May 20? Order within 22 hrs 18 mins and choose One-Day Shipping at checkout. Details
Ships from and sold by Amazon.com. Gift-wrap available.

Capacity: 8GB

1GB

2GB

4 Gb

4GB

4GB KIT (2GBx2)

8 Gb

8GB

8GB KIT (4GBx2)

16GB kit (8GBx2)

16GB 1600 MT/s

32GB Kit (16GBx2)

Service: Get professional installation Details

Without expert installation

Include installation
+ \$93.59

See more

- Increases system performance; Form Factor: SODIMM
- Easy to install; Total Capacity: 8GB
- Warranty: Limited Lifetime; Specs: DDR3 PC3-12800, CL=11, Unbuffered, NON-ECC, DDR3-1600, 1.35V, 1024Meg x 64
- This is a dual voltage piece and can operate at 1.35V or 1.5V
- ECC: NON-ECC,

ended view



- Easy to install; Total Capacity: 8GB
- Warranty: Limited Lifetime; Specs: DDR3 PC3-12309, CL-11, Unbuffered, NON-ECC, DDR3-1600, 1333
- This is a dual voltage piece and can operate at 1.35V or 1.5V
- ECC: NON-ECC,

Purchase Order

Monomoy Regional School District
Business Office
425 Crowell Road
Chatham MA 02633

No. 171275

MAIL INVOICES TO THE ADDRESS ABOVE
DO NOT EXCEED PURCHASE ORDER TOTAL

Tax Exempt # 451 833 513
PRICE CHANGES REQUIRE PRIOR APPROVAL
BY
THE BUSINESS OFFICE

P.O.# must be on ALL documents
MSDS sheets must accompany all products

P.O. Date: 10/19/2016 Questions ? Accounts Payable (508) 945-5148
P.O. Issued To :
B & H Foto & Electronics
420 Ninth Ave.
New York NY 10116-3032

Ext: Account:
Ship To:
Monomoy Regional High School
Attn: Stephen Cass
75 Oak Street
Harwich MA 02645
(508) 430-7207

Contact: Shea Gold Location: Monomoy Regional High School
Phone: (800) 221-5743 Fax: (800) 947-2215 Project: Undesignated Req# 13359

Reference: Date Required: 10/22/2016 Award Number:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	30	EA	TRSD300X16GB	Transcend 16GB SDHC Memory Card Premium Class 10 UHS-I	1000.22.2410.510.570.001.3505	6.95	208.50	0.00	0.00
2	1	EA	RO5711G	Rosco Chroma Key Paint (Green, 1 Gallon)	1000.22.2430.500.570.001.3535	79.95	79.95	0.00	0.00
3	1	EA	SOSRSX55BLK	Sony SRS-X55 Portable Bluetooth Speaker (Black)	1000.22.2430.500.570.001.3535	178.00	178.00	0.00	0.00
4	6	EA	MAPV3310	Magnus PV-3310 Photo Tripod With 3-Way Pan and Tilt Head	1000.22.2430.500.570.001.3535	15.95	95.70	0.00	0.00

TV Studio/Productions

4514.00

APPROVAL SIGNATURES: _____

Sub-Total:	862.15
Freight:	0.00
Tax:	0.00
Total Amount:	562.15

NOTES: By accepting this purchase order you acknowledge that your financial entity and its principals are not included on the Excluded Parties Listing System as published by the General Services Administration(GSA).

Order Via: Fax
FILE COPY

INVOICE

	420 NINTH AVENUE
	NEW YORK, NEW YORK 10001
	TEL 212.239.7760
	FAX 212.239.7759
	www.BandH.com

For billing inquiries please e-mail arsupport@bhphoto.com

INVOICE DATE	INVOICE NUMBER
10/28/2016	116876344
ORDER NO.	P.O. NUMBER
632179360	171275
CUSTOMER CODE	TERMS
15455052	30 DAY
SALESPERSON	SHIP VIA
1CG	STANDARD
PLEASE REMIT PAYMENT TO:	
B&H PHOTO-VIDEO REMITTANCE PROCESSING CENTER P.O. BOX 28072 NEW YORK, NY 10087-8072	

SOLD TO:

SHIP TO:

MONOMOY REGIONAL SCHOOL DIST
 BUSINESS OFFICE
 425 CROWELL ROAD
 CHATHAM, MA 02633

STEPHEN CASS
 MONOMOY REGIONAL HIGH SCHOOL
 75 OAK STREET
 HARWICH, MA 02645

Bill Phone: (508)430-7204

Ship Phone: (508)430-7204

QTY ORD	QTY SHIP	QTY BO	ITEM DESCRIPTION	SKU #/MFR #	ITEM PRICE	AMOUNT
30	30		TRANSCEND 16GB SDHC-UHS-1 MEMORY CARD (300X	TRSD300X16GB (TS16GSDU1)	6.95	208.50
1	1		ROSCO CHROMA KEY GREEN VIDEO PAINT (GAL)	RO5711G (150057110128)	79.95	79.95
1	1		SONY POWERFUL WRLS BT PRTBL SPEAKER-30W-BLK SERIAL #: S018145270D	SOSRSX55BLK (SRSX55/BLK)	129.95	129.95
6	6		MAGNUS 3 SEC. PHOTO/VIDEO TRIPOD W/PAN HEAD	MAPV3310 (PV-3310)	15.95	95.70

SUB-TOTAL: \$514.10

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Please be sure to add bhphotoinvoice@billtrust.com to your safe list so that your invoices go to your inbox

Please contact arsupport@bhphoto.com for a copy of your invoice/statement or to receive duplicate copies of your invoice/statement in the future. Do not forget to include your account number. Thank you.

Federal ID#: 13-2768071

TOTAL ORDER: \$514.10

Purchase Order

Monomoy Regional School District
Business Office
425 Crowell Road
Chatham MA 02633

No. 170208

MAIL INVOICES TO THE ADDRESS ABOVE Tax Exempt # 451 833 513 P.O.# must be on ALL documents
DO NOT EXCEED PURCHASE ORDER TOTAL PRICE CHANGES REQUIRE PRIOR APPROVAL BY THE BUSINESS OFFICE MSDS sheets must accompany all products

P.O. Date: 07/14/2016 Questions ? Accounts Payable (508) 945-5148
P.O. Issued To :
B & H Foto & Electronics
420 Ninth Ave.
New York NY 10116-3032

Ext: Account:
Ship To:
Monomoy Regional High School
Attn: Stephen Cass
75 Oak Street
Harwich MA 02645
(508) 430-7207

Contact: Shea Gold Location: Monomoy Regional High School
Phone: (800) 221-5743 Fax: (800) 947-2215 Project: Undesignated Req# 12366

Reference: Date Required: 07/21/2016 Award Number:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1	EA	DEI325030BLK	Dell Inspiron 3250 Small Form Factor Desktop Computer (Black)	1000.22.2430.500.570.001.3535	384.59	384.59	0.00	0.00
2	1	EA	MAQMAXHD104A	MagiCue MAQ-MAX-HD104A Maxim 1 x 4 HDMI Splitter	1000.22.2430.500.570.001.3535	66.99	66.99	0.00	0.00
3	3	EA	KAHDMI25FTCL	KanexPro High Resolution HDMI Cable (25')	1000.22.2430.500.570.001.3535	34.99	104.97	0.00	0.00
4	1	EA	SPHDCL50	Speco Technologies HDMI Male CL2 Cable (Blue, 50')	1000.22.2430.500.570.001.3535	32.40	32.40	0.00	0.00

TV Studio / Productions

APPROVAL SIGNATURES: _____

Sub-Total:	588.95
Freight:	0.00
Tax:	0.00
Total Amount:	588.95

NOTES: By accepting this purchase order you acknowledge that your financial entity and its principals are not included on the Excluded Parties Listing System as published by the General Services Administration(GSA).

Order Via: _____ Fax
FILE COPY

INVOICE

	420 NINTH AVENUE
	NEW YORK, NEW YORK 10001
	TEL 212.239.7760
	FAX 212.239.7759
	www.BandH.com

For billing inquiries please e-mail arsupport@bhphoto.com

INVOICE DATE	INVOICE NUMBER
07/14/2016	113092403
ORDER NO.	P.O. NUMBER
615766850	170208
CUSTOMER CODE	TERMS
15465052	30 DAY
SALESPERSON	SHIP VIA
1CG	MULTIPLE
PLEASE REMIT PAYMENT TO:	
B&H PHOTO-VIDEO REMITTANCE PROCESSING CENTER P.O. BOX 28072 NEW YORK, NY 10087-8072	

SOLD TO:

SHIP TO:

MONOMOY REGIONAL SCHOOL DIST
BUSINESS OFFICE
425 CROWELL ROAD
CHATHAM, MA 02633

STEPHEN CASS
MONOMOY REGIONAL HIGH SCHOOL
75 OAK STREET
HARWICH, MA 02645

Bill Phone: (508)430-7204

Ship Phone: (508)430-7204

QTY ORD	QTY SHIP	QTY BO	ITEM DESCRIPTION	SKU #/MFR #	ITEM PRICE	AMOUNT
1	1		DELL I3-6100/4GB/1TB/W10	DEI325030BLK (I3250-30BLK)	379.00	379.00
3	3		KANEXPRO 25'HIGH RES HDMI CBL/BULT IN SGNL	KAHDMI25FTCL (HD25FTCL314)	34.99	104.97

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To sign up contact arsupport@bhphoto.com to receive invoices and statements by E-mail.

Please be sure to add bhphotoinvoice@billtrust.com to your safe list so that your invoices go to your inbox

SUB-TOTAL:

\$483.97

Please contact arsupport@bhphoto.com for a copy of your invoice/statement or to receive duplicate copies of your invoice/statement in the future. Do not forget to include your account number. Thank you.

TOTAL ORDER:

\$483.97

Federal ID#: 13-2768071



420 NINTH AVENUE
 NEW YORK, NEW YORK 10001
 TEL 212.239.7760
 FAX 212.239.7759
 www.BandH.com

For billing inquiries please e-mail arsupport@bhphoto.com

INVOICE

INVOICE DATE	INVOICE NUMBER
07/15/2016	113125301
ORDER NO.	P.O. NUMBER
615768850	170208
CUSTOMER CODE	TERMS
15455052	30 DAY
SALESPERSON	SHIP VIA
1CG	MULTIPLE
PLEASE REMIT PAYMENT TO:	
B&H PHOTO-VIDEO REMITTANCE PROCESSING CENTER P.O. BOX 28072 NEW YORK, NY 10087-8072	

SOLD TO:

SHIP TO:

MONOMOY REGIONAL SCHOOL DIST
 BUSINESS OFFICE
 425 CROWELL ROAD
 CHATHAM, MA 02633

STEPHEN CASS
 MONOMOY REGIONAL HIGH SCHOOL
 75 OAK STREET
 HARWICH, MA 02645

Bill Phone: (508)430-7204

Ship Phone: (508)430-7204

QTY ORD	QTY SHIP	QTY BO	ITEM DESCRIPTION	SKU #/MFR #	ITEM PRICE	AMOUNT
1	1		SPECO 50' CL2 HDMI CABLE - MALE TO MALE	SPHDCL50 (HDCL50)	32.40	32.40

SUB-TOTAL: \$32.40

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Please be sure to add bhphotoinvoice@billtrust.com to your safe list so that your invoices go to your inbox

Please contact arsupport@bhphoto.com for a copy of your invoice/statement or to receive duplicate copies of your invoice/statement in the future. Do not forget to include your account number. Thank you.

TOTAL ORDER: \$32.40

Federal ID#: 13-2768071

INVOICE

	420 NINTH AVENUE
	NEW YORK, NEW YORK 10001
	TEL 212.239.7760
	FAX 212.239.7759
	www.BandH.com

For billing inquiries please e-mail arsupport@bhphoto.com

INVOICE DATE	INVOICE NUMBER
09/21/2016	115800535
ORDER NO.	P.O. NUMBER
615766850	170208
CUSTOMER CODE	TERMS
15455052	30 DAY
SALESPERSON	SHIP VIA
1CG	MULTIPLE
PLEASE REMIT PAYMENT TO:	
B&H PHOTO-VIDEO	
REMITTANCE PROCESSING CENTER	
P.O. BOX 28072	
NEW YORK, NY 10087-8072	

SOLD TO:

SHIP TO:

MONOMOY REGIONAL SCHOOL DIST
 BUSINESS OFFICE
 425 CROWELL ROAD
 CHATHAM, MA 02633

STEPHEN CASS
 MONOMOY REGIONAL HIGH SCHOOL
 75 OAK STREET
 HARWICH, MA 02645

Bill Phone: (508)430-7204

Ship Phone: (508)430-7204

QTY ORD	QTY SHIP	QTY EO	ITEM DESCRIPTION	SKU #/MFR #	ITEM PRICE	AMOUNT
1	1		MAGICUE MAXIM 1*4 HDMI SPLITTER	MAQMAXHD104A (MAQ-MAX-HD104A)	66.99	66.99
<p>PLEASE NOTE: -----</p> <p>*****UPCOMING SCHEDULE CHANGE *****</p> <p>We will be closing on Sunday October 2nd, at 1:00 PM and will remain closed thru Tuesday October 4th We will reopen Wednesday October 5th at 9am *****</p> <p>We will be closed on Tue Oct 11th and Wed Oct 12th We will reopen Thursday October 13, at 9:00 AM *****</p> <p>We will be closing on Sunday October 16th, at 1:00 PM and will remain Closed thru Tuesday October 25th We will reopen on Wednesday October 26th, at 9:00 AM</p>						

SIGN UP FOR E-BILLING! It's free and easy!

To sign up contact arsupport@bhphoto.com to receive invoices and statements by E-mail.

Please be sure to add bhphotoinvoice@billtrust.com to your safe list so that your invoices go to your inbox

SUB-TOTAL:	\$66.99
TOTAL ORDER:	\$66.99

Please contact arsupport@bhphoto.com for a copy of your invoice/statement or to receive duplicate copies of your invoice/statement in the future. Do not forget to include your account number. Thank you.

Federal ID#: 13-2768071



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



APPLICATION FOR LICENSE/PERMIT

PLEASE CHECK

ROAD RACE

CRAFT FAIR

OTHER

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

NAME OF BUSINESS American Lung Association

PHONE 781 314 9004

BUSINESS ADDRESS 280 West Exchange St., Ste 102-B

MAILING ADDRESS Providence RI 02903

PLEASE STATE THE PURPOSE FOR WHICH LICENSE/PERMIT IS REQUESTED

32nd Annual Autumn Escape Bicycle Trek 33 Annual

3 Day bicycle event to raise money to fight lung cancer and other lung diseases

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

DATE Saturday Sept. 24 2016 Saturday Sept. 23 2017

TIME 10 am - 2 pm

ROUTE/LOCATION route notes included

(please use reverse side if necessary)

Signature of Applicant

Route Manager

Title

060 648 594

Social Security Number of Federal Identification Number

Tax Exempt ID (for non-profit organizations)

Signature of Individual or Corporate Name

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 Considine 6/20/17
Police Department Date

Building Commissioner Date

Recreation & Youth Commission Date

Board of Health Date

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 _____

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


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

Police Department Date

Building Commissioner Date

Recreation & Youth Commission Date

Board of Health Date



Fire Department Date 6/19/17

***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 _____

Saturday, Sept. 23, 2017

Autumn Escape Bike Trek

Day 2

Go (Mile)	To (Mile)	Signs	Direction	Location (roads of travel in Bold)	Landmarks	Fastest	Slowest
Harwich							
0.6	29.9	ss	straight	on Cape Cod Rail Trail	small dirt road	9:54	11:24
0.1	30	ss	straight	on Cape Cod Rail Trail	Western Rd (busy)		
0.5	30.5	ss	straight	on Cape Cod Rail Trail	Depot St./Bike Depot Shop		
0.6	31.1	ss	straight	on Cape Cod Rail Trail	dirt road		
0.4	31.5	ss	straight	on Cape Cod Rail Trail	Bells Neck Rd		
0.4	31.9	ss	straight	on Cape Cod Rail Trail	Lorthrop Ave		
0.5	32.4		straight	on Cape Cod Rail Trail	under tunnel/Main St.		
0.1	32.5	sign	bear right	onto Chatham Bike Path 1st right off rotary	Bike Path Rotary		
0.6	33.1	4ss	straight	on Chatham Bike Path	small road		
0.1	33.2	ss	straight	on Chatham Bike Path	Cross Route 124 (busy)		
0.1	33.3	4ss	straight	on Chatham Bike Path (along Old Colony Rd.)	Meadow Lane/Town Hall		
0.1	33.4	ss	straight	on Chatham Bike Path	Oak St (Brooks Park)		
0.5	33.9		straight	on Chatham Bike Path (path divides)	Cross Route 39 (busy)		
1.4	35.3	ss	straight	on Chatham Bike Path	Depot Road		
0.5	35.8		straight	on Chatham Bike Path	town line	10:12	12:00
Chatham							
0.3	36.1	ss	straight	on Chatham Bike Path	Morton Road	10:15	12:06
0.3	36.4	ss	straight	on Chatham Bike Path (xing Meetinghouse Rd/Rt 137)	trail head parking on right (15)		
0.4	36.8		straight	on Chatham Bike Path (path on left of Access Road)	CWF		
0.3	37.1	ss	straight	on Chatham Bike Path	Sam Ryder Road		
0.4	37.5	ss	right	onto George Ryder Road	at Airport on left		
0.1	37.6		left	onto Bike Path			
0.2	37.8	ss	straight	onto Wilfred Road	share the road sign		
0.2	38		straight	on Wilfred Road	Public Beach on right		
1.4	39.4	ss	straight	onto Stepping Stones Road (crossing Queen Ann Rd.)	or on new bike path		
0.2	39.6		right	onto Bike Path	trail head parking on left (10)		
0.4	40		right	onto Crowell Road	trail ends		
0.6	40.6	lights	straight	onto Queen Ann Road	Cross Route 28		
0.2	40.8		bear right	onto Pond Road			
0.1	40.9		right	into Rest Stop #3, Oyster Pond Beach		10:30	12:30
70 Stage Harbor Rd., Chatham, MA 02633							

Go (Mile)	To (Mile)	Signs	Direction	Location (roads of travel in Bold)	Landmarks	Fastest	Slowest
			right	onto Stage Harbor Road			
0.8	41.7		left	onto Bridge Street		10:33	12:36
0.8	42.5		bear left	onto Shore Road (becomes Main Street)	Chatham Light House on L		
1.7	44.2	lights	straight	onto Route 28	town line		
0.4	44.6	sign	left	onto Stoney Hill Rd (Citgo Station)	gas station on corner		
0.4	45	ss	straight	on Stoney Hill Rd	cross Crowell Rd		
0.4	45.4	ss	straight	onto Wilfred Road	riders coming head-on		
0.6	46		straight	onto Bike Path (follow path back to Dennis Rotary)	at Sky Way on left		
0.7	46.7		right	onto George Ryder Road	at Airport on right		
0.2	46.9		left	onto Bike Path			
0.4	47.3	ss	straight	on Chatham Bike Path	Sam Ryder Road		
0.3	47.6		straight	on Chatham Bike Path (path on left of Access Road)	CWF		
0.4	48	ss	straight	on Chatham Bike Path (xing Meetinghouse Rd/Rt 137)	trail head parking on left (15)		
0.3	48.3	ss	straight	on Chatham Bike Path	Morton Road		
0.3	48.6		straight	on Chatham Bike Path	town line		
Harwich							
0.5	49.1	ss	straight	on Chatham Bike Path	Depot Road	10:48	1:06
1.4	50.5		straight	on Chatham Bike Path (path divides)	Cross Route 39 (busy)		
0.5	51	ss	straight	on Chatham Bike Path	Oak St (Brooks Park)		
0.1	51.1	4ss	straight	on Chatham Bike Path (along Old Colony Rd.)	Meadow Lane/Town Hall		
0.1	51.2	ss	straight	on Chatham Bike Path	Cross Route 124 (busy)		
0.1	51.3	4ss	straight	on Chatham Bike Path	small road		
0.6	51.9	sign	bear right	onto Cape Cod Rail Trail (new) 1st right off rotary	Bike Path Rotary		
0.9	52.8	ss	straight	on Cape Cod Rail Trail	Queen Anne Rd.		
0.2	53		straight	on Cape Cod Rail Trail	over Route 6		
0.8	53.8	ss	straight	on Cape Cod Rail Trail	Route 124/Pleasant Lake Ave		
1	54.8		straight	on Cape Cod Rail Trail	town line		
Brewster							
0.1	54.9	ss	straight	on Cape Cod Rail Trail	Route 124/Harwich Rd.	11:36	1:48
1.9	56.8	ss	straight	on Cape Cod Rail Trail	Route 137/Long Pond Rd.		
0.5	57.3	ss	straight	on Cape Cod Rail Trail	Underpass Rd.		
1.5	58.8	sign	left	onto Millstone Road	turn off bike path		
0.1	58.9	ss	left	onto Route 6A			
0.1	59		right	into Cape Cod Sea Camp	Finish Day 2	11:48	2:12
3057 Main St., Route 6A, Brewster, MA 02631							



June 19,2017

Dear Mr. MacAskill,

I would ask you as chairman of the Board Of Selectman to kindly review the matter I am about to present you. This past December I contacted the Conservation Commission via conservation agent Amy Usowski. I inquired about the cranberry bogs owned by the town at the West Reservoir Bells Neck in North Harwich. I have been aware that the prior individual that had leased the bogs surrendered them back to the town. My question to her was will conservation be moving forward with new proposal for the bogs. She kindly and timely replied that it was in the works and the board was taking under advisement issues of land management for the area. She also explained that a firm was engaged to advise the best use of the property, and went on to say they were waiting for information regarding the future use of the bogs vs naturalizing them. I understand that their charge is to protect and seek best interest of the habitat and resources. I also believe they have an obligation to look out for the best interest of the town. Prior to my communication the bogs were fallow for over two years since the termination of the lease. As I see it, to date there has been at least two and half years possibly as much as three years that has lapsed. In that time the condition of the bogs have deteriorated. This property is an asset of the town and by not acting timely the value to the town and the cranberry industry greatly suffers. To date it appears to me about 40 % of the vine growth has been lost to neglect. Before it becomes completely unmanageable I would urge that the opportunity is chosen to preserve and maintain these bogs. Whereas this property is not on the tax roll the revenue from management of the bogs would only benefit the town. Moreover the heritage of this town is deeply rooted in the cranberry industry and should be preserved. In past years much of the bog land has been lost and I feel this is important.

Personally, I am a life long resident and tax payer of this town, a contractor since 1976 (41years) and produce grower in town for 7 years and a small plot farm owner located in North Harwich less a mile and half from these bogs. As well as the manager of the Harwich Farmers Market and former member of the town ag.com.(recently offered my service for for the ag. comm. again) and an a director of the Cape and Island Farm Bureau.

I would greatly appreciate to opportunity to propose a management/ lease agreement to the town for this land. I am a staunch believer that agricultural and resource habitat can coexist and

thrive.

I am certain the conservation commission is extremely loaded down with a heavy agenda and I respect the fact that the time is volunteered. I have inclosed copies of the communication to conservation commition for your referance. Perhaps you could aid in fasilitating the foward motion of the salvage of the land before it has reached the point of no return. As i mentioned it is changing quickly. Time and tide wait for no one.

Sincerly,

Mark J Coleman

2 Barkley Way

Harwich, Ma. 02645

508-430-1400

508-237-3515 cell/ text

mjcolemansr@comcast.net

From: **mjcolemansr** mjcolemansr@comcast.net
Subject: **request**
Date: **Dec 5, 2016, 11:31:41 AM**
To: **ausowski@town.harwich.ma.us**

Hello Amy,

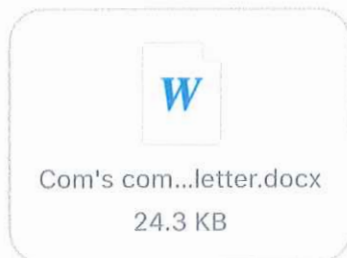
Please see the letter attached. I hope you would kindly pass it along to the commissioners.

I simply want to express my interest in the bogs as we discussed. I look forward to positive out come

and a great working relationship with you.

Sincerely,

Mark J Coleman Sr.



Mark J Coleman
2 Barkley Way
Harwich, Ma.
02645

December 3, 2016

Amy Usowski

Harwich Conservation Commission

Harwich, Ma.

To the Board of Conservation,

The purpose of this letter is to bring it to your attention that I have interest in the operation of the cranberry bogs off Depot Street North Harwich adjacent to the west side of the Bells Neck reservoir. It is my understanding that the former lessee has terminated his agreement. I also understand that this board is in process of considering the best use of the property going forward. I would ask the board to consider a proposal from me to cultivate and manage the bogs. Given the natural surroundings and sensitivity of the area it is clear to me that the suitably to maintain these bogs using "organic" growing practice would be an excellent opportunity to not only continue the heritage of agriculture and the cranberry industry in particular in Harwich but to exemplify the ability for good stewardship of resources, both of which have great importance. Given my background as a lifelong Harwich resident, a business owner operator of forty years and active supporter of agriculture in Barnstable County and a grower, I feel that I bring sustainably and value to a potential arrangement. In addition rather than the town falling short financially I am prepared to offer a firm predetermined financial settlement annually. This would differ from other agricultural agreements that customarily pay a percentage on yield of the given crop. As this property is not on the tax roll this would insure regular compensation due the town. I look forward to a reply and welcome to opportunity for further discussion.

Sincerely yours,

Mark J Coleman Sr.

Tuck-A-Way Farm of Harwich

2 Barkley Way

Harwich, Ma.02645

508-430-1400 or 508-237-3515

Mark J Coleman Sr. <mjcolemansr@comcast.net>

3/21/2017 4:09 PM

Bells neck

To Amy Usowski <ausowski@town.harwich.ma.us>

Hello Amy

Just following up on the conversation we had regarding the Bells Neck bogs.

I had hoped I may hear back from the commission with regards the letter I forwarded to you.

The growing season is fast approaching and much valuable time has gone by. I truly hope the Commission will take to heart my request. It would be a shame to allow this property to continue to fade away from it's long standing purpose. I would happy to meet the group to discuss the possibilities.

Regards

Mark J Coleman

Sent from my iPad

From: Amy Usowski ausowski@town.harwich.ma.us
Subject: RE: Water
Date: Apr 24, 2017, 2:04:59 PM
To: Mark Coleman Sr mjcolemansr@comcast.net

Hi Mark,

We just got the specs and put the order in for the net. We will flood in June as per Leo's recommendation if we couldn't flood in April. I will keep you posted. I think my Commission wants to hold a separate 'work session' soon to specifically talk about the management of these bogs. I put discussion about it on the end of most of our agendas, but by the time we get to it most nights they are completely burnt out. I will keep you posted.

Amy Usowski
Conservation Administrator
Town of Harwich
[\(508\)430-7538](tel:(508)430-7538)

-----Original Message-----

From: Mark Coleman Sr [mailto:mjcolemansr@comcast.net]
Sent: Monday, April 24, 2017 1:20 PM
To: Amy Usowski <ausowski@town.harwich.ma.us>
Subject: Re: Water

Let me know the mesh size of the net. Perhaps I have something

Sent from my iPhone

On Apr 19, 2017, at 1:56 PM, Amy Usowski <ausowski@town.harwich.ma.us> wrote:

Thanks Mark,

We cannot flood until we get a screen put in where we pump water in from as

per division of marine fisheries because the herring are actively running. We had a net last year and another department was in charge of it, and it got ruined and no one bothered to tell me or replace it, so now we have to order a new one. I spoke with Leo Cakounas and he said if we can't flood now then we can in June, which is what we are aiming for at this point.

Thanks!

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

-----Original Message-----

From: Mark J Coleman Sr. [mailto:mjcolemansr@comcast.net]

Sent: Wednesday, April 19, 2017 1:09 PM

To: Amy Usowski <ausowski@town.harwich.ma.us>

Subject: Water

Hello Amy,

Hope all is well.

I noticed no late water on the bells neck bogs. I will assist you if you would like.

Feel free to contact me for help.

Thanks

Mark J Coleman

Sent from my iPad

D o n a l d F H o w e l l

14 Haskell Lane
Harwich, MA 02645

6.29.17

In conjunction with the Town Clerk, I have begun a thorough review of all committees to determine whether they are operating in accordance with the Town Charter and the By-Laws as contained in the Code of the Town of Harwich. As part of that review, it has come to my attention that the Planning Board has problems in two areas. First, its terms are not staggered as required by the Charter. Specifically, there are five (out of the seven allowed full members) whose terms expire in 2019. It appears a prior Board exceeded its authority to appoint in accordance with the Charter. If the terms had been properly allocated, three individuals would have their terms expire in one year, two in a subsequent year and another two the year thereafter.

It also appears that a previous reappointment of an alternate member inadvertently made him a full member. That is what the appointment letter and other documentation reflects. So, when the last Planning Board appointment was later made in 2016, that gave the board eight full members. The By-Laws allow for seven full members.

I would like the opportunity to make some suggestions as to how we might remedy this situation as there are other boards that have similar (or even different) problems that will need to be taken up in the near future.



Don Howell

OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, *Town Administrator*

Phone (508) 430-7513


Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



MEMO

To: Board of Selectmen

From: Christopher Clark 
Town Administrator

Re: Middle School – Extension of Use Time Period

Date: June 28, 2017

At a meeting of the Board of Selectmen held on June 13, 2016, the Board charged Administration with the task of developing a 2 year interim use plan of operation of the former Harwich Middle School. The minutes of that meeting are attached. I recommend that the Board consider extending that trial period from the date that the building is fully occupied. I expect that full occupancy of the building is imminent as there are only three rooms remaining and there is growing interest in those rooms.

you need to reuse existing materials to the greatest extent possible and only replace when it is beyond repair which is not the case, and if you do replace it, it should be replaced with materials in kind. He further noted that it is a Community Preservation Act requirement to follow the Secretary of Interior's guidelines. Chief Clarke commented that in certain areas you have to look at common sense and use current technology and he added that there is a time to listen to professionals and Mr. Cafarelli is a professional. Ms. Brown said she is not comfortable with this as she hasn't received any correspondence on attendance and it is not right to single out one committee. The motion failed on a 2-3-0 vote with Ms. Brown, Mr. LaMantia and Ms. Kavanagh in opposition. Mr. LaMantia moved to approve the committee appointments as presented. Ms. Brown seconded the motion and the motion carried by a 3-2-0 vote with Mr. Hughes and Mr. MacAskill in opposition. Ms. Kavanagh moved approval of Item G, approve the application for Weekday Entertainment License for the Mad Minnow Bar & Kitchen at 554 Main St. (Rt. 28) in Harwich Port. Ms. Brown seconded the motion. Mr. Hughes stated that the application is incomplete as they did not tell us when they want to have entertainment or if it is inside or outside. Ms. Greenhalgh said the hours on the license are consistent with other establishments. Mr. McManus noted that the previous establishment was limited to indoor because of the residential use next to their patio. Mr. Hughes moved to approve the application by Mad Minnow for Weekday Entertainment License for indoor application at this time with hours of entertainment consistent with other establishments in the area. Ms. Brown seconded the motion. Ms. Kavanagh withdrew the original motion and Ms. Brown withdrew her second. Mr. Hughes' motion carried by a unanimous vote.

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

- A. Saquatucket Development Committee request for Selectmen's public review and approval of the Saquatucket Landside Concept plans – Matt Hart

Matt Hart of the Saquatucket Development Committee, thanked all departments and staff involved in this cooperative effort. Harbormaster John Rendon provided the details of the plan (see attached Power Point presentation). Mr. Cafarelli stated that he is comfortable with site plan but would have to go out to bid for architectural services for the buildings and the architect would be doing the construction supervision. He added that he might go out to bid for the hydro-geologic services as there some things he doesn't feel comfortable with. Mr. Rendon said he expects the project to be in the \$2.5 to \$3 million dollar range. Mr. Hughes asked if they would seek a liquor license for the café and Mr. Rendon responded that they would. Mr. Hughes stated that the lease payments over time should cover building and septic costs. He added that they should be prepared with an alternative use should the café not work out. Mr. Rendon said they can put bid a package together within a couple of months after approval of what they are proposing. The Board and Mr. Rendon took questions and comments from Mr. Helliwell and Mr. Gunderson. Mr. LaMantia moved to accept the preliminary site plan for the land side portion of Saquatucket Harbor as presented and support moving forward towards the construction phase. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

OLD BUSINESS

- A. Middle School Interim Use – *discussion and possible vote*

Mr. Clark outlined the following memo to the Board regarding continued use of the Middle School dated June 9, 2016:

During my time as Town Administrator, I have been attempting to minimize costs to the Middle School as the Town deliberates its re-use. Once the building was officially turned over to the Town from the Monomoy Regional School District, I set up a process in which Sean Libby, Facility Maintenance Director was responsible for maintenance of the building and grounds; Carolyn Carey, Community Center Director was given the task of seeking various parties to utilize overflow space from the Community Center; and Eric Beebe, Recreation Director, was encouraged to also make use of the building for recreation programs. The primary intent of these actions was to retain some level of use in the building to be able to minimize insurance costs, and having a presence in the building would allow for better observation of its status. I believe this initial Administration effort has been successful but is not permanently sustainable.

The Board was initially inclined to utilize the building for housing purposes and then last year requested a non-binding ballot question be put forth for the voters to consider the re-use at the May 2016 Annual Town Election. The ballot question results came in as follows:

- | | | |
|-----------------|---|-----------|
| 1. Option three | sale of building for affordable or senior housing | Votes 653 |
| 2. Option four | retention as private self-sustaining cultural center | Votes 393 |
| 3. Option one | retention as a relocated Town hall and community activities | Votes 295 |
| 4. Option two | demolition and retention of land for future general use | Votes 156 |

I believe that a key policy decision needs to be made by the Board of Selectmen in regards to which direction should the re-use of the Middle School be made.

In my previous experiences, I have seen such questions emerge for elected officials. One consideration to be made is that without a clear definitive direction being achieved by the elected officials, then perhaps Administration should put together a more formal Interim Use Plan for the Middle School.

The Interim Use Plan that I would propose would be to pursue modest maintenance only with a more intensive use of the building. Options 4 and 1 call for use of the building as a cultural center or for other community activities. During this last two year, Administration, working with the above department heads, has only allowed for very short term use of the building. I would suggest that an Interim Use Plan would be for a period of five years with the intention of doing license agreements or rentals throughout the building and also establish a revolving account for the deposit of revenues to offset the increased costs to operate. This interim period of time could provide the Board with valuable information regarding the actual viability of operating the Middle School as a cultural center. The Town already has a very heavily utilized Community Center and Administration does not believe that a duplication of services is warranted. I have had initial discussions with Sean, Carolyn and Eric regarding giving them the opportunity to see if the concept of a cultural and recreation center has viability at that site. We have attached some materials regarding its current utilization and costs for the Board to consider.

The FY 16 budget included the line item of \$125,000 for the operation of the Middle School. It appears based upon current spending, that approximately \$50,000 will remain from this allocation and if not utilized will fall to so-called free cash at the close out of the budget. I have had preliminary conversation with Sean Libby about what recommendations he would have regarding minimal maintenance requirements for the school that could be done. First, he recommended that the portable classrooms at the rear of the building should be detached and sold or demolished. Second, if there is a desire for greater utilization of the building then the domestic hot water system will need to be repaired. These are two preliminary recommendations that will have to be followed up prior to June 30, 2016

If the majority of the Board of Selectmen vote consistent with option 3 to sell the building for affordable or senior housing, Administration will update the previous RFP making the necessary adjustments to limit any housing proposals to the strict footprint of the existing building. Any RFP process will need to include a formal town warrant article and Town Meeting action for the disposition of the property to a private party. The current status could be retained until such time as Town Meeting deliberations are concluded.

Mr. LaMantia and Mr. Hughes asked that operating costs be provided and Mr. Hughes said the building should be self-sustaining. The Board took questions and comments from Mr. Gunderson and Ms. Pfleger.

Mr. Hughes moved that with funds that are currently available through the end of this year, that we approve restoring minimal hot water service to the school in those areas that are being used at the moment primarily the bathrooms around the gym. Ms. Brown seconded the motion and the motion carried by a 4-1-0 vote with Mr. LaMantia in opposition.

Mr. Hughes moved that assuming the funds are available, first and foremost we see if we can't sell, we get somebody interested in paying to take away those two portable classrooms and short of that, if that doesn't work out, that we get them demolished or removed somehow someday once we know the cost though. Mr. LaMantia seconded the motion. Mr. Clark said he would like authorization to do the demolition if we don't get anyone to take them. Mr. Hughes amended his motion to including encumbering the funds to knock them down and dispose of them. Ms. Brown expressed concerns about getting rid of space that could be utilized especially as we don't know what we are doing with the building yet. Mr. Clark stated that Mr. Libby has indicated that the structures are ancillary to it and expensive to operate. He said they are well past their useful life. Ms. Kavanagh suggested offering it to Town departments and Mr. Clark said we could offer to other governmental agencies such as the Tech School. The motion carried by a 4-1-0 vote with Ms. Brown in opposition.

Ms. Brown moved to charge Administration with the task of developing a 2 year interim use plan of operation of the former Harwich Middle School including Town use and possible lease agreements with interested non-profit organizations. Ms. Kavanagh seconded the motion. Mr. Hughes said he would rather wait to see what the potential uses are. Mr. Clark should we should at least see what the marketplace has. After a lengthy discussion, Ms. Brown moved to amend her motion to say "possible license agreements" instead of "lease agreements." Ms. Kavanagh felt that it might discourage those who are interested in a longer term. Mr. Clark noted that right now it is only zoned for single family and any change would have to go to Town Meeting. He added

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

B. Selectmen Liaison assignments for the 2016-2017 year

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

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

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

TOWN ADMINISTRATOR'S REPORT

A. Letter of Appreciation/Recognition to Community Development Departments

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

SELECTMEN'S REPORT

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

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

2018 Goals and Objectives - Outline

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 assistance)

Objective A: Develop FY2019 budget within the limits of Proposition 2 &1/2 that minimizes the use of capital exclusions, debt exclusions or general overrides.

Objective B: Provide transparency in town finances. Accurate, complete and timely financial information is essential to effective cost management and decision-making. Progress was made in FY 16 on this Objective. Additional work is needed to help quantify "real", total expenses by department in order to improve budgeting and long-term planning. This information also needs to be readily available to taxpayers.

Objective C: Develop specific financial strategies to increase S&P Bond (Debt) rating. Bond rating agencies cite "sound financial management policies" as rationale for high ratings (AAA) for general obligation bonds.

Goal 2: Governance. Communicate and conduct Town government business in an efficient, effective, transparent and responsive manner. Establish working relationships with agencies/offices of Federal, State, county and town governments. Conduct human resource and labor management.

Objective A: Conduct Town government business in an efficient and effective manner

Objective B: Conduct Town government business in a transparent manner.

Objective C: Conduct Town government business in a responsive manner

Goal 3: Infrastructure. Work with and support the design, construction and renovation activities of the Harbormaster, Fire Department, Golf Department, Department of Public Works, Library and other departments conducting major projects in the Town. These projects will require coordination support from Administration and staff support from various other Town Departments such as Engineering/Surveying, Health, Building and DPW. **The financial investment, complexity and scheduling requires that the followings actions be a high priority of the Town Administrator.**

Objective A: Support and report periodically on the water side rebuilding project at Saq. Hbr.

Objective B: Support and report on the land side construction project

Objective C: Support and monitor progress on bid documents for the renovation and expansion of Fire Station #2

Objective D: Support and monitor progress on the Cranberry Valley Golf Course multifaceted project

Objective E: Investigate renovation project proposed for Lower County Road.

Objective F: Support on participation on Cape Cod Technical High School Building Committee.

Objective G: Support and report on Brooks Library re-bid and compliance with Town vote

Objective H: Route 28 reconstruction.

Goal 4: Natural Resources. Continue to implement the Comprehensive Wastewater Management Plan

Objective A: Wastewater planning design and implementation. (The following actions and deliverables should be a high priority of the Town Administrator

Objective B: Wastewater Education and Outreach

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 A: Investigate improved utilization, sale or lease of several properties in Town.

Objective B: Create and maintain a strong business and job growth environment

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 action and accomplishments. TA has coordination, support and reporting responsibility)

Objective A: Provide high quality, cost-effective public safety services to residents and visitors.

###

2018 Goals, Objectives, and List of Actions

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 assistance)

Objective A: Develop FY2019 budget within the limits of Proposition 2 & 1/2 that minimizes the use of capital exclusions, debt exclusions or general overrides.

Actions/Deliverables:

1. Capital Plan: Provide Seven Year Capital Plan, 2019-2025. Include all planned capital expenditures that impact the Harwich budget, including those for the MRSD and Cape Cod Technical High School January, 2018
2. Report: Estimated Free Cash TBD
3. Report: FY2018 Budget TA Budget Message TBD
4. Provide Initial Budget and additional updates as needed TBD

Objective B: Provide transparency in town finances. Accurate, complete and timely financial information is essential to effective cost management and decision-making. Progress was made in FY 16 on this Objective. Additional work is needed to help quantify "real", total expenses by department in order to improve budgeting and long-term planning. This information also needs to be readily available to taxpayers.

Actions/Deliverables:

1. Expense (comprehensive, direct & Indirect) and revenue reports
2. Detailed sources Report and explanation
3. Complete visual software implementation
4. Annual auditor Reports.
5. Take advantage of training and risk reduction programs
6. Fund Balance Report

Objective C: Develop specific financial strategies to increase S&P Bond (Debt) rating. Bond rating agencies cite "sound financial management policies" as rationale for high ratings (AAA) for general obligation bonds.

Actions/Deliverables

1. Savings from better debt ratings.
1. Sustainable OPEB funding. Report annually on the unfunded liability of the Harwich OPEB, currently estimated at approximately \$40M.
1. Tax collection policy/procedure.

Goal 2: Governance. Communicate and conduct Town government business in an efficient, effective, transparent and responsive manner. Establish working relationships with agencies/offices of Federal, State, county and town governments. Conduct human resource and labor management.

Objective A: Conduct Town government business in an efficient and effective manner

Actions/Deliverables

1. Automation Implementation Plan.
2. Implement the next version of online Town services
2. Implement changes to the Home Rule Charter
3. Near-Term Improvements to Town Committees.
4. Assess Town Hall document storage needs.
5. Plan for and regulation of Recreational Marijuana Establishments.
6. Disposition of 203 Bank St. and 4 Central Ave.
7. Finance Department Procedures

Objective B: Conduct Town government business in a transparent manner.

Actions/Deliverables

1. Develop and implement informational meetings
2. Improve Public Awareness and Outreach.
3. Report CVEC energy savings.
4. Develop Records Management. Plan,

Objective C: Conduct Town government business in a responsive manner

Actions/Deliverables

1. Email addresses for Town Departments, and Town-sanctioned groups.
2. Town Hall hours of operation.
3. Improved broadcast technology.
4. Use of MRSD facilities.
5. Information technology (IT) resource sharing.
6. Support from the Friends of the Council on Aging (COA).

Goal 3: Infrastructure. Work with and support the design, construction and renovation activities of the Harbormaster, Fire Department, Golf Department, Department of Public Works, Library and other departments conducting major projects in the Town. These projects will require coordination support from Administration and staff support from various other Town Departments such as Engineering/Surveying, Health, Building and DPW. **The financial investment, complexity and scheduling requires that the followings actions be a high priority of the Town Administrator.**

Objective A: Support and report periodically on the water side rebuilding project at Saquatucket Harbor.

Objective B: Support and report on the land side construction project

Objective C: Support and monitor progress on development of construction plans and bid documents for the renovation and expansion of Fire Station #2 on Route 137 in East Harwich.

Objective D: Support and monitor progress on the Cranberry Valley Golf Course multifaceted project to construct a new cart barn, re-skin and re-roof the existing, metal maintenance facility, and reconfigure the existing parking lot and associated landscaping.

Objective E: Investigate renovation project proposed for Lower County Road. Director of DPW in Nov 19, 2015 memorandum recommended this project for FY2018. Develop a plan including public hearings, financing options, milestones and schedules.

Objective F: Support and report on participation on Cape Cod Technical High School Building Committee.

Objective G: Support and report on Brooks Library re-bid and compliance with Town vote

Objective H: Route 28 reconstruction.

Goal 4: Natural Resources. Continue to implement the Comprehensive Wastewater Management Plan

Objective A: Wastewater planning design and implementation. (The following actions and deliverables should be a high priority of the Town Administrator)

Actions/Deliverables

1. Finalize payment to the Town of Chatham of the capacity purchase fee
2. Support and report on the design of the Pleasant Bay (south) sewer system
3. Support and report on the design of the Chatham Interconnector system
4. Convene periodic wastewater management discussions with representatives of neighboring Towns
5. Revisit Hinckley Pond needs with CPC
6. Actively participate in the Pleasant Bay Alliance Project
7. Monitor and provide report on results of mitigation projects at Muddy Creek as available
8. Support and report on Cold Brook design, construction, implementation project
9. Identify Phase II Parcels
10. Prepare options and supporting analysis for hook-up assistance
11. Estimate 5 yr. O&M Waste treatment costs

Objective B: Wastewater Education and Outreach

Actions/Deliverables

1. Develop guidelines for environmentally-appropriate fertilization of lawns and gardens.
2. Plan and implement a continuation of the wastewater education program

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 A: Investigate improved utilization, sale or lease of several properties in Town.

Actions/Deliverables

1. Disposition of underutilized Town-owned parcels.
2. Harwich Middle School re-purpose.
3. Support community involvement in the HECH/Chase House historic preservation

Objective B: Create and maintain a strong business and job growth environment

Actions/Deliverables

1. Create an economic development committee
2. Create and Maintain Positive Town and Business Relationship.
3. Assist Town departments and Town-sanctioned groups with grant applications
4. Develop educational program agreements

5. Investigate novel ideas to promote Harwich and attract tourists,
6. Explore affordable and senior housing options where the Town may retain the property.

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 action and accomplishments. TA has coordination, support and reporting responsibility)

Objective A: Provide high quality, cost-effective public safety services to residents and visitors.

Actions/Deliverables

1. Public safety initiative.

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2018 Goals, Objectives, Detailed Actions & Deliverables

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 assistance)

Objective A: Develop FY2019 budget within the limits of Proposition 2 &1/2 that minimizes the use of capital exclusions, debt exclusions or general overrides.

Actions/Deliverables:

1. Capital Plan: Provide Seven Year Capital Plan, 2019-2025. Include all planned capital expenditures that impact the Harwich budget, including those for the MRSD and Cape Cod Technical High School
January, 2018
2. Report: Estimated Free Cash
TBD
3. Report: FY2018 Budget TA Budget Message
TBD
4. Provide Initial Budget and additional updates as needed
TBD

Objective B: Provide transparency in town finances. Accurate, complete and timely financial information is essential to effective cost management and decision-making. Progress was made in FY 16 on this Objective. Additional work is needed to help quantify "real", total expenses by department in order to improve budgeting and long-term planning. This information also needs to be readily available to taxpayers.

Actions/Deliverables:

1. Expense (comprehensive, direct & Indirect) and revenue reports. Provide monthly (or quarterly) expense and revenue reports, including staffing levels for each Town department. Include building, vehicle and equipment insurance premiums by department, as well as an estimated amount of liability insurance premium in monthly department expense reports. Where health insurance (and possibly life, dental, disability insurance) cannot be specified because it is considered personal information, assume an average and provide explanation. These expense reports should also include indirect costs with explanations and assumptions. All clarifications are to be acknowledged by the affected Department Heads. (Further explanations are requested in the following Action/Deliverable.) Make these reports available to the public either in the BOS Meeting Packets or on the BOS Web Site. Deliverables: complete and accurate periodic expense and revenue reports for all (or select) Town Departments. Schedule TBD
2. Detailed Sources Report: Explain each department's operating cost breakdown and how these costs are covered by fees, grants, improvement funds, stabilization funds, facility maintenance and repair funds, revolving funds and the general fund. Provide examples of combinations of sources that were used to fund projects. As an example provide a financial report on the Harbormaster Department using FY2016 data (last complete year of data) that shows all sources and amounts of revenue

and all direct, indirect and related expenses associated with that department. Include projections for cost increases or decreases related to large capital expenses or staffing changes. Schedule public briefings and provide written final report available for distribution. The BOS will select up to three additional departments for a similar financial analysis and explanation. Deliverables: Detailed, written descriptions on clear revenue sources for selected departments. Schedule TBD.

3. Complete visual software implementation. Further implement the visual software to better inform the taxpayers where their tax dollar is being spent. Investigate and document options to provide greater financial transparency to the public with easy access to the Town's expenditure information for the current fiscal year or past years. One such option is the "Open Checkbook" feature that is offered in Arlington, MA. Information on every level of government expenditures, from total spending to payroll information to individual vendor payments is available. Memorandum #1: Assess what level of information is required? What visual software is available to do what is needed? What is recommended and why was this program chosen over other financial systems? Implement visual software. Demonstrate to BOS, Fin-Comm, staff and interested residents. Assess, evaluate and report on user feedback. Accept written comments to IT or Finance Director from users and report on "Open Checkbook" concept for Harwich. Deliverable: a) presentation of fully functional visual expenditure software. b) evaluation report. Schedule: TBD
4. Annual Auditor Reports. Provide and post last three years Harwich Auditor's Reports. Document how the Finance Dept. has resolved auditor's suggestions/recommendations. Provide by memorandum a list of last three years auditors' comments/recommendations along with identification of what actions have been implemented to address audit discrepancies or recommendations. Deliverable: Memorandum. Schedule: TBD
5. Implement training and risk reduction programs. Identify and document activities and potential savings that could be achieved through the Massachusetts Inter-local Insurance Association (MIIA) rewards programs that are intended to reduce risks of financial losses. Document directions/procedures to manage property insurance and program savings opportunities throughout Town departments. Implement periodic review of Statement of Values to ensure completeness and appropriate replacement values are being used. Deliverables: Memorandum. Schedule: TBD
6. Fund Balance Report. Report balances of all funds, including grants and gift funds and post on the Accounting Department web page. Schedule: Semi-annually.

Objective C: Develop specific financial strategies to increase S&P Bond (Debt) rating. Bond rating agencies cite "sound financial management policies" as rationale for high ratings (AAA) for general obligation bonds.

Actions/Deliverables

1. Savings from better debt ratings. Provide memorandum discussing potential savings that could result over the next 5-10 years of planned borrowing if the debt rating of Harwich was increased. Determine specific actions and accomplishments to better position Harwich for AAA debt rating. Deliverable: Memo/Plan of action with schedule on steps to achieve better debt ratings. Schedule: TBD

1. Sustainable OPEB funding. Identify and document specific, sustainable revenue sources to fund annual contributions to Other Post Employment Benefits (OPEB). Report annually on the unfunded liability of the Harwich OPEB, currently estimated at approximately \$40M. However, since we are part of the MRSD and CCRTS, Harwich is responsible for 75% and 12% of the Monomoy and Cape Cod Technical unfunded OPEB liability, respectively, which together could exceed another \$40M.
2. Tax collection policy/procedure. Harwich attempted to conduct an auction in June, 2017, to sell tax titles held by the Town on a block of properties that were significantly delinquent on payment. The overall results of this process should be evident early in FY18 and should be documented. Also, going forward, the Harwich Treasurer should develop (and publish) a policy and procedure document that addresses how the Town will collect unpaid taxes in the future. For example, based on this experience with auctioning tax titles to collect unpaid real estate taxes, does the bulk auction process offer the best financial benefit? What percentage of delinquencies were corrected before the auction? Would dealing with smaller quantities of parcels every 2-3 years be more effective? Discuss lessons learned.

Deliverables: 1) Assessment of the Harwich tax title auction process. 2) Policy and procedures to better manage delinquent tax payments. Schedule: TBD

3. Develop Harwich Financial Policy. Develop an appropriate set of financial policies for the Town of Harwich. Other towns have recently used this assistance and have been successful in upgrading their bond rating. Investigate Best Practices published by the Bureau of Accounts, Division of Local Services, MA DOR. Also solicit assistance from the Massachusetts Community Compact Initiative. Provide memorandum of what is planned to be done, the resources required and what beneficial outcome is anticipated. Explore and schedule other best practices for future implementation.

Deliverables: 1) Plan Memorandum outlining approach and resources required to develop the Harwich Financial Policy. 2) Harwich Financial Policy

Goal 2: Governance. Communicate and conduct Town government business in an efficient, effective, transparent and responsive manner. Establish working relationships with agencies/offices of Federal, State, county and town governments. Conduct human resource and labor management.

Objective A: Conduct Town government business in an efficient and effective manner

Actions/Deliverables

1. Develop Automation Implementation Plan. With a goal of improving permitting/payment service to residents and visitors, a software implementation plan should be developed that outlines and schedules the departments and services to be automated. This plan should include estimated benefits, costs and schedule for automating each Town permitting/payment process. Based on the approved plan, identify and document requirements for the next phase or version. The next version or phase of implementation will either expand on-line services to other departments, including Golf, Waterways, Recreation, Community Center and Harbors, or it will incorporate new requirements or features in the software version currently in use.

Deliverable: Implementation Plan for online permitting/payments

2. Implement the next version of online Town services and/or expand its use to other Town Departments. Each implementation should include documentation of: work

flow and data requirements for each department; test planning for focus groups, back-up/security, and features/functionality. Conduct and document the actual testing (and re-testing, as required) and provide a final test report. Offer training or on-line help. Primary responsibility remains with departments where permits and payments are being automated. At some point each department should assess and document the benefits of online automation.

Deliverables: Numerous - as listed above. (Milestones are useful to oversee software implementation progress.) Schedule: TBD/Negotiable

2. Implement changes to the Home Rule Charter approved at the May, 2017 Annual Town Meeting. Revise Harwich Committee Handbook as needed. Obtain acknowledgement and compliance statements from all committee chairs affected by these Home Rule Charter changes. Request that the Charter Review Committee continue to assess Charter to identify what needs to be changed/improved and provide recommended Charter changes for ATM consideration. Obtain, review and support, as appropriate, any further recommended changes from the Charter Review Committee.

Deliverables: Signed acknowledgement statements. Schedule: 1st qtr.

3. Propose and Implement Near-Term Improvements to Town Committees. Town sanctioned organizations, boards and committees are comprised of residents possessing a wide cross section of interests and experience. These groups provide valuable investigative and advisory support to the Town. From time to time it may be necessary to make some adjustments to the existing boards/committees where it has become evident that changes would be beneficial. This action is to identify those changes that should be made soon and provide an implementation plan that achieves these near-term changes. As a minimum the following areas need review: 1) Is the charge or mission statement still accurate, current, meaningful and have defined deliverables or goals? 2) Should the committee be discharged, combined or redirected? Why? 3) Is there an "oversight" process established to ensure effective use of citizen participation? (such as periodic attendance or communications with BOS Liaison or Administration Staff).

Deliverable: Memorandum of recommended changes with rationale and plans for implementation.

4. Assess Town Hall document storage needs. Administration is to estimate document storage needs currently and for the next 10 years. Department Heads should be familiar with the Massachusetts Municipal Records Retention Manual (www.sec.state.ma.us/arc/arcrmu/rmuidx.htm) to ensure that municipal records are properly stored and preserved, as required by MGL ch.66 sec. 1. Technical assistance and workshops are provided by the Records Management Unit, a division of the MA State Archives. Based on these estimated needs, investigate storage sites at a remote location, such as basement of Community Center or police station. Consider the impact of the new MA Public Records Law which requires local officials to make all records created or received by a government entity available to anyone who asks for them. on access requirements As identify documents currently stored with the Town Clerk that are considered "historic". Provide preliminary Engineering designs of a "modular"(expandable) storage facility for optional storage sites.

Deliverables: 1) Requirements Analysis - what documents/data need to be stored? How much and what type of space is required over the next 10 years. 2)

Alternatives study - what options does the Town have to accommodate these requirements and at what estimated costs? What sources of funding are available for part or all of this activity (grants, CPC). Schedule: TBD

5. Plan for regulation of Recreational Marijuana Establishments. A temporary moratorium was approved at the ATM in May, 2017, which allows Harwich until June 30, 2018, to plan on how to address the potential impacts of using land or structures in Harwich to cultivate, manufacturer, test, process, package or offer for retail sale marijuana in the Town. This allows the Town to analyze the Cannabis Control Commission's regulations regarding Recreational Marijuana Establishments and related uses, determine whether the Town shall, by ballot measure restrict any, or all Recreational Marijuana Establishments and assess adopting new provisions of the zoning bylaw to address the impacts and operations of Recreational Marijuana Establishments and related uses. The time for this action is actually shorter, since this action most likely result in an Article for the next Town Meeting.
Deliverables: 1) A task breakdown structure with schedule - what are the major tasks, accomplishments, milestones, and deliverables that are needed and by when in order to be ready to submit an article for the 2018 ATM.
2) Resource Estimate/Commitment - How much time from Town staff, legal counsel, possible Town Committee .
3) Assessment of available funding, grants, State assistance, collaboration/cooperation with other towns.
4) Contingency plan (what if ...?)
Schedules: TBD

6. Disposition of 203 Bank St. and 4 Central Ave. Develop and provide a written plan to sell or transfer title of the two properties as directed by May Town Meeting. The plan should detail the steps or process to be followed along with a schedule to value and prepare parcels, mark parcel boundaries as necessary, set minimum bids as appropriate, publish notices, conduct the sale and report on the net proceeds deposited to the land sale account as stated by Town Counsel at the Town Meeting. In the case of the Bank St. parcel it may be appropriate to solicit public comments from organizations, such as the Harwich Conservation Trust, that may have an interest in using some or all of the parcel for preservation and open space uses. If there are no comments or interest, a plan to sell the Bank St. parcel should be prepared as directed above. Deliverables: a) Plan for sale of 4 Central Ave. parcel. b) Plan for public input recommendations. c) Plan for sale of 203 Bank St. parcel d) execute plans. Schedule: TBD

7. Finance Department Procedures. Assess the status of written procedures for Accounting, Assessing, and Treasurer. Develop or update these procedures as necessary in order to maintain stability during staffing turnovers. Deliverables: a) Procedures Status Memorandum, b) Plan memorandum detailing what can be done in FY18, c) Procedures update. Schedule: TBD

Objective B: Conduct Town government business in a transparent manner.

Actions/Deliverables

1. Develop and implement informational meetings ("pre-annual town meetings) to improve understanding and assess potential impacts of the Harwich budget and selected warrant articles. Deliverable: Develop and implement a plan that addresses how to select budget items and warrant articles that need this attention, what outreach method will be implemented, what resources are needed and how Administration will evaluate the results. Plan date: TBD.

2. Improve Public Awareness and Outreach. In addition to wastewater management projects that were the focus of last year, improve awareness and understanding of the BOS, other Town-sanctioned groups, and Town departments. By Q2 of this FY the Town Administrator will develop new ways to communicate to the public the actions of the Selectmen, and Town boards, committees and departments. Provide residents and visitors with information about selected parts of Town government through the use of newsletters, periodic programs, site visits, and other communications media. Initially the focus of this objective/task will be the Water Department operations and one other department (Wastewater Project will be treated separately.).
 Deliverables: Two memoranda each co-authored by Administration and head of the departments selected to participate in this outreach activity describing activities planned, resources and schedules required to achieve this objective.
 Periodic status reports on media projects, site visits, and initial feedback from residents/visitors.
 End-of-year report on lessons learned.

3. Report CVEC energy savings. Report the revenue benefits and associated off-taker sharing with the Water Enterprise Fund on the Town web site. (Consider posting actual savings on the sign at the Town Disposal Area.)

4. Develop Records Management. Plan, Plan, create and implement a phased, formal, written records management program that complies with open meeting and public records statutes that includes specific standards for both paper and electronic records. Every record that is made or received by a government entity or employee is presumed to be a public record unless a specific statutory exemption permits or requires it to be withheld in whole or in part. Electronic records, such as computer files, email, and audio- and videotapes are subject to the public records law. Information on The Municipal Records Retention Manual can be found at http://www.shutesbury.org/sites/default/files/PublicRecord_retention.pdf. The Massachusetts Public Records Law is found at Massachusetts General Law, Chapter 66, (Section 10 in particular is of importance to records requesters), with its supporting regulation being found at 950 Code of Massachusetts Regulations 32.00. The exemptions to the Public Records Law are found at Massachusetts General Law, Chapter 4, Section 7(26). This activity has been an objective of the Board of Selectmen since 2014.
 Deliverables: Plan with resources and schedules. Execution

Objective C: Conduct Town government business in a responsive manner

Actions/Deliverables

1. Email addresses for Town Departments, and Town-sanctioned groups. Establish Harwich-specific email addresses in order to enhance communication between residents and town departments, committees, boards or other Town-sanctioned groups provide all such groups with a Town email address. Identify these email addresses

on the Town website. Provide appropriate backup of email transmissions that use Town servers. Create a policy that requires all official communications between public and these Town groups be made through the Harwich email system. Provide technical support to fully implement. Deliverables: Memorandum #1: provide a level of effort (labor) and cost estimate for Town staff to accomplish this objective. Memorandum #2: provide draft policy and procedures to implement. Memorandum #3: provide on-line training materials. Memorandum #4: provide evaluation report. Schedules: TBD

2. Town Hall hours of operation. Reevaluate the pros and cons of Harwich Town Hall being open later on Mondays and closed early on Fridays. Deliverable: Memorandum that reviews the original purpose of staying open longer on Mondays all year, assesses impacts of on-line access to Town Hall services, quantifies benefits (if any) to residents, reviews merits department-by-department, provides comparisons with other Massachusetts Town Hall operations, and addresses other relevant issues, such as having some departments work longer one day while other Town operations work a standard work week. Deliverables: Assessment report with recommendations. Schedule: TBD.
3. Improved broadcast technology. Evaluate potential improvements to audio reception, recording and broadcasting in Griffin Room. Propose technological options to record other meetings in this room without IT staffing. Deliverables: Report on technology options and costs for improved audio broadcast of meetings in Town Hall and Harwich Community Center. Schedule TBD
4. Use of MRSD facilities. Develop a reasonable agreement for room usage at Monomoy Regional High School and Harwich Elementary School (with and without fees) for meetings or use by Town-sanctioned groups. Investigate and document usage of High School Auditorium for Annual Town Meeting. Discuss possibilities with Chatham, MRSD School Committee and Superintendent and report results. (Harwich is already paying 75% of the debt service and operating costs for those buildings.) Deliverables: Memorandum on results of discussions. Schedule TBD
5. Information technology (IT) resource sharing. a) Assess the scope of technical support required for IT, defined in this activity as computing, including hardware, software, telecommunications, and generally anything involved in the secure transmittal and storage of information or the systems that facilitate communication within and between all departments and supporting groups in Harwich. b) What are the available capabilities within the Town staff to conduct IT support? c) What alternatives are available to augment Town staff, including IT staff sharing with MRSD, CCTHS, Water Department Enterprise or other neighboring towns or applying for a MA Community Compact Initiative grant or other Mass IT grants. Deliverables: Report on a) through c).
6. Support from the Friends of the Council on Aging (COA). Reportedly, the "Friends", among other things, will support meal programs, provide transportation assistance by financing and operating a minibus, support socialization programs, pay for renovation or enhancement to currently used space, and to consider supporting future needs of the COA.

Goal 3: Infrastructure. Work with and support the design, construction and renovation activities of the Harbormaster, Fire Department, Golf Department, Department of Public Works, Library and other departments conducting major projects in the Town. These projects will require coordination support from Administration and staff support from various other Town Departments such as Engineering/Surveying, Health, Building and DPW. **(The financial investment, complexity and scheduling requires that the following Infrastructure actions be a high priority of the Town Administrator.)**

Objective A: Support and report periodically on the water side rebuilding project at Saquatucket Harbor.

Objective B: Support and report on the land side construction project

Objective C: Support and monitor progress on development of construction plans and bid documents for the renovation and expansion of Fire Station #2 on Route 137 in East Harwich.

Objective D: Support and monitor progress on the Cranberry Valley Golf Course multifaceted project to construct a new cart barn, re-skin and re-roof the existing, metal maintenance facility, and reconfigure the existing parking lot and associated landscaping.

Objective E: Investigate renovation project proposed for Lower County Road. Director of DPW in Nov 19, 2015 memorandum recommended this project for FY2018. Develop a plan including public hearings, financing options, milestones and schedules.

Objective F: Support and report on participation on Cape Cod Technical High School Building Committee.

Objective G: Support and report on Brooks Library re-bid and compliance with Town vote

Objective H: Support and report Route 28 reconstruction. Support and report on community involvement, State compliance, planning, and public information activities in the Rt. 28 reconstruction project from Herring River to the Dennis line.

Goal 4: Natural Resources. Continue to implement the Comprehensive Wastewater Management Plan

Objective A: Wastewater planning design and implementation. **(The financial investment, complexity and scheduling requires that the following Infrastructure actions and deliverables be a high priority of the Town Administrator.)**

Actions/Deliverables

1. Finalize payment to the Town of Chatham of the capacity purchase fee in accordance with the the inter-municipal agreement between Harwich and Chatham which permits Harwich to deliver wastewater to Chatham for treatment of up to 350,000 gallons of sewage a day.
2. Support and report on the design of the Pleasant Bay (south) sewer system.
3. Support and report on the design of the Chatham Interconnector system.

4. Convene periodic wastewater management discussions with representatives of neighboring Towns (Dennis, Brewster, Orleans, Yarmouth) to continue discussions on common/joint interests in combining or coordinating wastewater activities. TA to initiate; Selectmen to participate. Deliverables: periodic reports.
5. Revisit Hinckley Pond needs with CPC. Initiate discussions with the Community Preservation Committee for the purpose of revisiting a request for funds for restoration of Hinckley Pond. Establish conditions and requirements for this project to be viewed favorably by the Committee. Identify and, with BOS approval, implement actions in furtherance meeting such minimum requirements on a schedule that would allow reconsideration of this project request in the fall of 2017. Deliverables: re-submit application for CPC funding. Schedule: TBD
6. Actively participate in the Pleasant Bay Alliance Project to implement the recommended steps to optimize nitrogen removal efforts underway by the four participating towns (Harwich, Orleans, Chatham, and Brewster) with the goal of a targeted watershed nutrient management plan and watershed permit. Stay informed and attend monthly working group meetings of the Alliance Steering Committee and Watershed Work Group. Support and implement, as appropriate and approved by the BOS, the specific 10 activities identified as "Next Steps" in the Pleasant Bay Composite Nitrogen Management Analysis presented to the BOS at the end of March, 2017. Deliverables: Report progress periodically. Schedule: TBD
7. Monitor and provide report on results of mitigation projects at Muddy Creek as available.
8. Support and report on Cold Brook design, construction, implementation project as part of Phase 2 of the Harwich Comprehensive Wastewater Management Plan now that funding has been approved.
9. Identify Phase II Parcels. Prepare (Assessing Dept.) a list of all properties potentially involved in Phase II construction and implementation.
10. Prepare options and supporting analysis for aid/relief for hook-up costs. Many residents may have unusual problems (timing, financial, etc.) associated with connection to the wastewater system. A sub-committee or task force should be charged with investigating such situations and developing options to help with costs of connection. Deliverables: a) Action Plan and Charge, b) presentation of analysis and recommendations to BOS, c) communication products for May, 2018 Town Meeting. Schedule: TBD
11. Estimate five year operating and maintenance costs related to Harwich use of Chatham treatment plan. With assistance from CDM Smith develop cost projections that are needed for Town budget planning and for community outreach and education (next objective) leading up to May, 2018 Town Meeting.

Objective B: Wastewater Education and Outreach

Actions/Deliverables

1. Use readily available information to develop guidelines for environmentally-appropriate fertilization of lawns and gardens. Provide guideline information on safe use of nitrogen and phosphorus fertilizers using various communication methods. Work with the Wastewater Implementation Committee and Natural Resources Department to identify what other towns have done. Plan and implement one method/activity to educate Harwich residents of the effects of improper lawn and garden fertilization.
2. Plan and implement a continuation of the wastewater education program for resident and nonresident taxpayers to explain where we are in the Wastewater Management process and what are the next activities planned. Conduct at least 2 educational meetings, including recording and rebroadcast. Recommend options for supporting and participating in public outreach either through contract or through involvement by regional school staff and students. Assess media options, such as social media, podcasts, news letters, or YouTube videos to maintain engagement of residents.

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 A: Investigate improved utilization, sale or lease of several properties in Town.

Actions/Deliverables

1. Disposition of underutilized Town-owned parcels. Develop a plan(or plans) on how to better use, sell or lease several buildings and land in Town, including the Albro House, "Old Recreation" Building, and the West Harwich Schoolhouse. In the case of the Albro House the plan should include subdividing the parcel to allow space for reasonable parking for the Albro House while the remaining northerly portion would be separate and could remain as Town property. Provide estimates of resources required to accomplish each alternative. Deliverables: a) Albro sub-division plan and execution; b) Plan to sell or transfer ownership of "Old Recreation Building"; c) Plan to sell or transfer ownership of the W. Harwich Schoolhouse. Schedule: TBD
2. Harwich Middle School re-purpose. Assess and report on the progress to transform the Harwich Middle School (HMS) to a Cultural Center. During FY17 the BOS agreed to investigate the potential of re-purposing the HMS for community use with a focus on cultural activities. FY 18 will be the second full year of this trial period. Assess and provide a written report on the specific progress to date (June 30), including, but not limited to, occupancy data, how the premises are being used, lease durations and terms, problems encountered, year-end revenues and costs and recommendations for changes (needed and nice to have) in year #2. Update this assessment report on a quarterly basis. Include a list of detailed evaluation criteria for consideration by the BOS to help in their determination of future use of this property. Also by Dec. 30, if leasing space does not show potential of generating the expected benefit and revenue (as measured by the evaluation criteria), a plan is to be provided to reconsider other potential uses: a) Year one - progress assessment as a cultural center. Quarterly updates. Memo on evaluation criteria to be considered for eventual decision on disposition. b) Written plan (as needed) on how to proceed. Schedule: TBD

3. Support community involvement in the HECH/Chase House historic preservation and Chapter 40B development at 93 and 97 Rt. 28. Primary responsibility remains with HECH, Habitat for Housing and their respective contractors and consultants and not Town employees/departments. Town departments can participate in some planning, coordination, inspection and facilitation support to ensure public participation and consensus on project direction and implementation. Deliverables: Roles and Responsibilities Statement to define specific municipal duties relating to these projects. Periodic memorandum updates and briefings on HECH plans and accomplishments and Habitat plans and accomplishments.

Objective **B**: Create and maintain a strong business and job growth environment

Actions/Deliverables

1. Assess and recommend what actions the Town can take to promote business development. Create an economic development committee to be charged with working with the various levels of Chambers of Commerce to increase private business development in Harwich and to generate new ideas for increasing town revenue without raising taxes. Deliverables: Document
2. Create and Maintain Positive Town and Business Relationship. Establish policies, procedures, relationships that supports a vibrant and sustainable Harwich business community. Continue to provide a streamlined regulatory process and business-friendly staff of volunteers, Town employees and elected officials. Encourage and support new small businesses in Harwich. Work with the Harwich Chamber of Commerce to maximize the effectiveness of HCC branding activity which seeks to promote Harwich as a destination, as well as a great place to reside or own/operate a business. Define issues of importance to Harwich businesses and evaluate costs of doing business in comparison to neighboring towns. Make recommendations for improvements as necessary. Deliverables: Document
3. Assist Town departments and Town sanctioned groups with grant applications and pursue funding opportunities in support of town priorities and policy goals. Stay abreast of and perform research involving governmental legislation, policies and regulations that may impact the Town. Participate in regional school activities, such as school rebuilding or renovation projects. Participate in Mass Municipal Association activities that are relevant to Harwich. Encourage other department heads to do the same. Deliverables: Grant applications approved and filed along with results.
4. Develop educational program agreements with Monomoy Regional School District and Cape Cod Technical whereby special projects can be conducted coincident with major capital projects in Town. For example, the waterside renovation project at Saquatucket could be the subject matter or course material for a local high school course. Deliverables: Document attempts and results
5. Investigate novel ideas to promote Harwich and grow tourism, such as annual road races, auto shows, expanded farmers market, etc. Deliverables: Document

6. Explore affordable and senior housing options where the Town may retain the property. Memorandum #1: TA shall outline a plan to identify proven and novel approaches to develop Affordable housing in Harwich. Deliverables: Document

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 action and accomplishments. TA has coordination, support and reporting responsibility)

Objective A: Provide high quality, cost-effective public safety services to residents and visitors.

Actions/Deliverables

1. Public safety initiative. Administration should initiate and participate in investigation of options, including increased police surveillance, low cost, automatic speed detection systems, raised crosswalks or speed bumps to lower vehicle speed on town streets. Other nearby towns have implemented more visible crosswalk signs, painted crosswalks, and speed limit posting in conjunction with actual vehicle speed display. A recent accident in Sandwich where two pedestrians were killed at a crosswalk is an unfortunate alert to public safety needs in Harwich. If Harwich is to continue to grow as a destination point on the Cape, the Town needs to develop and implement a public safety plan that encompasses greater pedestrian and bicycle safety and encourages slower traffic speeds. A plan is needed to establish Harwich as the safest community on the Cape. Accurate information on construction-related backups, delays and road closures needs to be communicated better. Bike path and roadway intersections have received much needed attention of late. Pedestrian and traffic information signs need similar improvements. Some signs are faded or not visible due to growth of trees and bushes both on town land and private property. Special attention is needed along Rt. 28 through Harwichport to Saquatucket Harbor. At Saquatucket Harbor it has been reported that pedestrians cross from the north side of Rt. 28 where the ticket offices are currently located to the harbor entrance. There is also bicycle traffic crossing from Gorham Road to the harbor. Crosswalks have not been repainted or never existed. This problem has been publicized in recent reports and statements by the Harbormaster in support of the Land Side Project where he said "it was an accident waiting to happen".

Deliverable: 1. Public Safety Plan - Identify actions and resources needed to develop a comprehensive safety improvement plan for Harwich. As an early deliverable, but part of that plan, define near-term options for Saquatucket Harbor and other high risk areas that could be implemented in 30 days or less (e.g. repaint selected crosswalks, use brightly painted cones/barrels, install signs saying "Speeds strictly enforced", increase visibility of police vehicles, etc.).

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Town of Brewster

2198 Main Street
Brewster, MA 02631-1898
Phone: (508) 896-3701
Fax: (508) 896-8089

Office of:
Board of Selectmen
Town Administrator

April 21, 2017

To: Board of Selectmen

From: Michael E. Embury *ME*
Town Administrator

Re: Weekly Report
April 17 – 21

This report will look a bit different give the events of the week.

- Town Administrator spent most of the past week preparing for and conducting negotiations with Cindy Bingham and Dave Whitney.
- Attached are reports from department heads regarding their weeks' activity.

Michael Embury

From: Victor Staley
Sent: Thursday, April 20, 2017 4:00 PM
To: Michael Embury
Cc: Victor Staley
Subject: weekly report of the Building Department

Hello Mike,

This week has seen a slight uptick in Building Permit applications and a larger increase in requested inspections. This is typical of the season as some projects get prepared for summer construction and the increase of inspections with expectations of completing projects by holiday timelines.

The meeting with MIIA was very informative on how the Building Department could submit information on training past and future for possible credit towards reducing insurance costs for the Town of Brewster.

Victor

Victor Staley
Building Commissioner
2198 Main Street
Brewster, MA, 02631
508-896-3701 ext. 1125

Michael Embury

From: Nancy Ice
Sent: Thursday, April 20, 2017 3:32 PM
To: Michael Embury
Cc: Sherrie McCullough; Tammi Mason
Subject: Dept. News

The BOH met last night and adopted fees for the Farmers' Market Registration, Farmers' Market Limited Food Service Permit and Farmers Market Retail Food Permit.

Sherrie has spent many hours developing the draft Farmers' Market Policy, Conditions for Farmers' Market Food Vendors, Market Registration Form and the Whole Farm Product Registration Form. The Retail Food Permit Application and the Limited Food Service Application still to be developed. The draft Policy will be discussed at the next BOH meeting.

Tammi is processing the seasonal renewal applications as they are received. Sherrie has begun pre-opening inspections of the seasonal establishments/pools/camps.

"Send a Tick to College": anyone who lives in Barnstable County can submit ANY kind of tick and have it tested for \$15. Ticks are tested for Lyme, Babesiosis, Anaplasmosis, Powassan, and Relapsing Fever. Go to www.TickReport.com.

The hoarding situation on Swamp Road has greatly improved.

I will be attending the Water Quality Review Committee meeting tomorrow.

I will be meeting to plan a health related emergency preparedness tabletop exercise for Brewster working with Chief Moran.

Check out Love Your Local Water. It's A Cape Cod Thing at www.loveyourlocalwater.org.

Nancy Ellis Ice, MPH, CHO, RS
Health Director
Health Department
2198 Main Street
Brewster, MA 02631
nice@brewster-ma.gov
508-896-3701 ext. 1120
FAX 508-896-4538

AGENDA

Cape & Islands Health Agents Coalition Meeting

Friday, April 28, 2017

9:30 AM – 12:30 PM

Barnstable County Courthouse Complex

Old Jail Building - Harborview Conference Room

3195 Main Street, Barnstable, MA 02630

Welcome!

- *Thank you for joining us. Please sign in today!*
- *Introductions.*

Coalition Updates:

- BCDHE Contracted Nurses
- C&I HAC Grant and Fiscal
- BCDHE Public Health Nurse
- CC Medical Reserve Corps (CCMRC)
- MDPH/HMCC

Credentialed Education Sessions: (2.0 RS/CHO CEUs offered today!)

Barnstable County Announced Inspection Pilot Project (1.0 CEU)

Erika Woods, Senior Environmental Health Specialist – Barnstable County Department of Health and Environment

Alexandra Gerry, Public Health Associate - Barnstable County Department of Health and Environment

- Discuss the benefits of announced inspections on sanitation conditions, foodborne-illness risk factors, and inspector/restaurant manager relationships
- Review results of three announced inspection programs implemented in Salt Lake Valley, Essex County, New Jersey, and Minneapolis, Minnesota
- Outline plan for *Barnstable County Announced Inspection* pilot project
- Questions/answer and discussion.

Toxic Legacy: The Story of PCE-Contaminated Drinking Water on Cape Cod (1.0 CEU)

Dr. Ann Aschengrau, ScD., Professor of Epidemiology, Boston University School of Public Health

- Overview of extensive epidemiological research on the neurotoxic effects of prenatal and childhood exposure to PCE-contaminated drinking water among Cape Cod residents.
- Findings range from 1968-1980 and consist of widespread contamination of public drinking water supplies via vinyl liners that were applied to the inner surface of water distribution pipes.
- Reference article: <http://www.bu.edu/research/articles/cape-cod-water-poisoning/>

News –Announcements- Adjourn

The C&I HAC was established in 2005.

This coalition of Public Health Directors/Agents/Nurses/Liaisons serves the towns of Cape Cod, Martha's Vineyard, and Nantucket by providing the latest information, training, and coordinated planning on topics related to public health, environmental protection, and emergency planning. For questions or more information about this group/meeting schedule, please contact: Amy L. Alati, C&I HAC Coordinator at BCDHE: Email aalati@barnstablecounty.org Phone 508-375-6908



Co-chair Karl W. von Hone, Director
Division of Natural Resource, Town of Yarmouth
597 Forest Rd., West Yarmouth, MA 02673
Phone: (508) 760-4800 FAX: (508) 760-4805
Email: kvonhone@yarmouth.ma.us

Co-chair Erika A. Woods, RS,
Environmental Specialist
Dept. of Health & Environment, Barnstable County
Old County Jail, PO Box 427, Barnstable, MA 02630
Phone: (508) 375-6620 FAX: (508) 375-6880
Email: erika.woods@barnstablecounty.org

To: News Media Outlets Release Dates: Immediate Release
From: Karl von Hone and Erika A. Woods, Co-Chairs, Cape Cod Rabies Task Force
Date: April 18, 2017
Contact: Brian Bjorklund-USDA/APHIS-WS at 508-476-2715 (office) or 413-537-9394 (cell) with questions or for additional information

Cape Cod Rabies Task Force Facebook page:
<https://www.facebook.com/CapeCodRabiesTaskForce/>
Cape Cod Rabies Task Force website:
<http://www.barnstablecountyhealth.org/cape-cod-rabies-task-force>

Please put the following news release in the News Around Town section of your newspaper.
Thank you.

Cape Cod Oral Rabies Vaccine Baiting Program:

Cape Cod Rabies Task Force Collaborates with United States Department Of Agriculture-Wildlife Services, Public Agencies and Volunteers to Reduce Raccoon Rabies on Cape Cod

Cape Cod, MA, April 18, 2017—In cooperation with the Cape Cod Rabies Task Force (CCRTF), the United States Department of Agriculture-Wildlife Services (USDA) is continuing to support the Cape Cod Oral Rabies Vaccine (CCORV) Program to help reduce and eliminate raccoon rabies on Cape Cod. The Cape Cod ORV Program, which began in 1994, is praised as one of the longest running, increasingly successful projects to control rabies in the country. Unfortunately, the CCORV Program was one of the many public health initiatives which lost its state funding in 2009. The USDA, as a direct result of commitments by the CCRTF, local communities and the Commonwealth of Massachusetts, has continued to fund the ORV baiting. The fall round of ORV baiting is set to begin the week of April 24.

The USDA has continued to shift the bait zone west as a result of favorable rabies surveillance on Cape Cod, and high vaccination rates in wildlife. In 2016, baiting was

shifted west up against the Canal, in addition to a large portion of Plymouth County for the first time since 2003. The purpose of the shift was to create a larger buffer zone for Cape Cod, and to begin to provide vaccination for a larger area of Massachusetts. This spring, bait distribution will occur again in the towns of Plymouth, Kingston, Carver, Middleboro, Wareham, Rochester, Marion, Bourne, Sandwich, Falmouth, Mashpee, Barnstable, and Yarmouth.

The distribution will occur as follows:

- Plymouth, Kingston, Carver, Middleboro, Wareham, Rochester, Marion, Mainland Bourne:
 - 48 bait stations will be filled April 24-25
 - Hand-baiting by town, county, & federal officials and volunteers will occur– April 24-28
 - Bait stations will be checked – May 1-5 OR May 8-12
 - Any remaining baits will be removed from bait stations – May 15-16
 - Hand-distribution of remaining bait station baits – May 18

- Peninsular Bourne, Sandwich, Falmouth, Mashpee, Barnstable, Yarmouth:
 - 291 bait stations will be filled May 1-5
 - Hand-baiting by town, county, & federal officials and volunteers will occur May 8-11
 - Bait stations will be checked – May 8-12 & 15-19
 - Any remaining baits will be removed from bait stations – May 22-26
 - Hand-distribution of remaining bait station baits in Yarmouth – May 30-31

When rabies first appeared in the state of Massachusetts in 1992, a group of concerned local, state, county and federal representatives started the Cape Cod Rabies Task Force to discuss and implement a protocol to keep rabies off of Cape Cod. In 1994 when the CCORV Program began, the CCRTF distributed Rabies Vaccine baits throughout towns surrounding the Cape Cod Canal. For over a decade, this program was successful in keeping rabies off the Cape, using the canal as a natural barrier. Unfortunately, in March of 2004 the first terrestrial raccoon strain of rabies was discovered in Bourne. By 2006, rabies was found in every town across the Cape. For the next two years, portions of the Cape had been baited bi-annually in hopes of vaccinating as many animals as possible, in turn, protecting the wildlife and reducing the numbers of pet and human exposures to this potentially fatal disease.

The oral rabies vaccine is licensed for use by the USDA. The rabies vaccine is contained in baits that have a strong fish smell that is especially attractive to raccoons and unpleasant to humans. Raccoons that consume a vaccine-bait unit will be vaccinated against this fatal disease. Vaccine containing baits are distributed from cars along the roadside in wooded, brush covered, and wetland areas where raccoons are likely to find and eat them. Driveways, lawns, buildings, schools and agricultural fields are avoided. Studies have shown that most baits are eaten within four days and almost all baits are gone in one week. If baits are not found, the bait will dissolve, exposing the vaccine packet. Sunlight inactivates the vaccine quickly, as does exposure to air. Although, the vaccine will not harm domestic animals, people are urged to keep their

dogs leashed to prevent them from scavenging the baits and vaccine packets. Humans who come into contact with the bait should dispose of them in brushy areas where children and dogs are not likely to find them and wash their hands thoroughly.

The Commonwealth of Massachusetts requires people to vaccinate their dogs and cats for rabies to protect both animals and humans. People can also protect themselves from contracting rabies by following these simple guidelines: avoid contact with wildlife or offering them food; dispose of food and trash properly; secure garbage cans tightly and report any wildlife behaving oddly to Natural Resources, Animal Control or local health officials. Members of the public are advised to contact their local boards of health with any questions or concerns about vaccinating pets and the Cape Cod Oral Rabies Vaccine Program.

RABIES VACCINE DISTRIBUTION

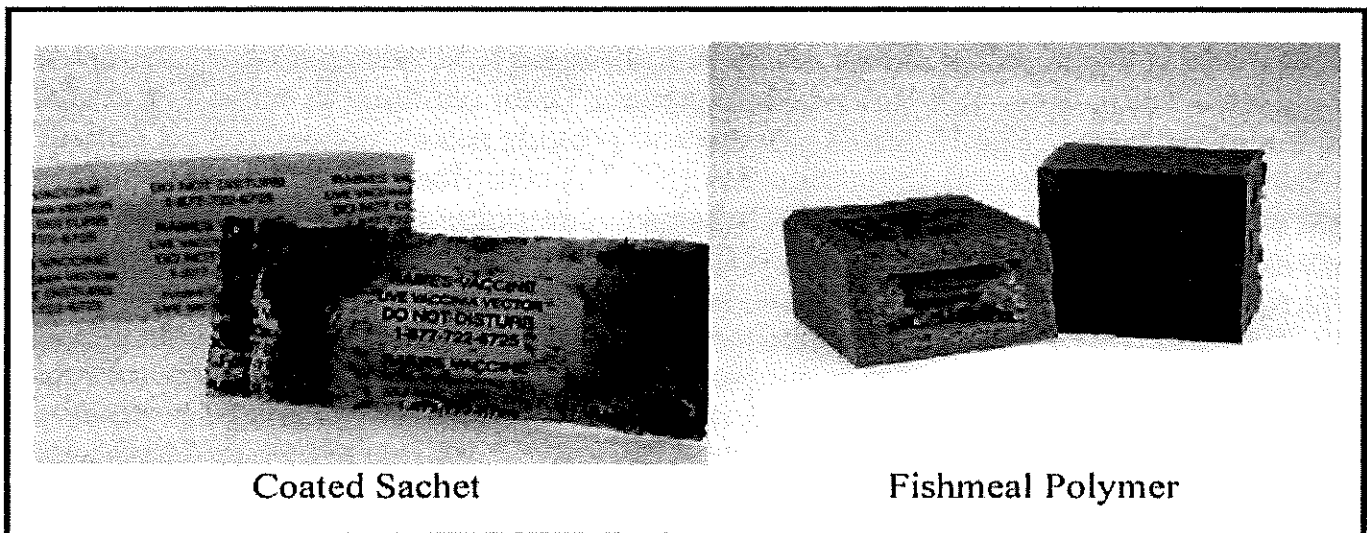
VACCINE TO REDUCE RABIES IN WILDLIFE WILL BE DISTRIBUTED IN
PLYMOUTH, WAREHAM, KINGSTON, CARVER, MIDDLEBORO, ROCHESTER, MARION, BOURNE,
SANDWICH, FALMOUTH, MASHPEE, BARNSTABLE, & YARMOUTH

FOR BAIT DISTRIBUTION DATES, PLEASE VISIT THE WEBSITES BELOW,
SCAN THE QR CODE, OR CALL (508) 476-2956

If you find a vaccine/bait packet:

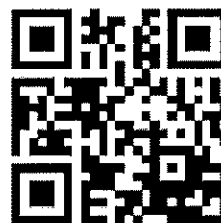
- USE A GLOVE OR A TOWEL TO PICK IT UP. Throw it into the woods where children and pets will not find it. If no suitable place is available, dispose of the bait in the trash.
- Wash your hands thoroughly after handling the vaccine/bait package.
- If your pet has eaten or had contact with a bait, it is not harmful to them, but please report the contact to: Cape Cod Rabies Program Coordinator Brian Bjorklund at (508) 476-2956.

If you or another person has had contact with the liquid vaccine, wash the area thoroughly and call the MA Department of Public Health at (617) 983-6800.



Two types of oral rabies vaccination baits will be distributed: A sachet and a block.

For more information on the Cape Cod Oral Rabies Vaccination Program call
(508) 476-2956, stop by your Town Board of Health or visit
www.mass.gov/dph/rabies or
www.barnstablecountyhealth.org/cape-cod-rabies-task-force



For more
information, scan
this QR code



RABIES VACCINE DISTRIBUTION

VACCINE TO REDUCE RABIES IN WILDLIFE WILL BE DISTRIBUTED
FROM APRIL 24-MAY 30 IN:

PLYMOUTH, WAREHAM, KINGSTON, CARVER, MIDDLEBORO, ROCHESTER, MARION, BOURNE,
SANDWICH, FALMOUTH, MASHPEE, BARNSTABLE, & YARMOUTH

If you find a vaccine/bait package:

- USE A GLOVE OR A TOWEL TO PICK IT UP. Throw it into the woods where children and pets will not find it. If no suitable place is available, dispose of the bait in the trash.
- Wash your hands thoroughly after handling the vaccine/bait package.
- If your pet has eaten or had contact with a bait, please report the contact to: USDA Wildlife Services' MA/CT/RI Rabies Program Coordinator Brian Bjorklund at (508) 476-2956. The bait is not harmful to pets. We use this information to educate those distributing the baits that their baits may not have made it to their target destination.
- If you or another person has had contact with the liquid vaccine, wash the area thoroughly and call the Department of Public Health at (617) 983-6800.

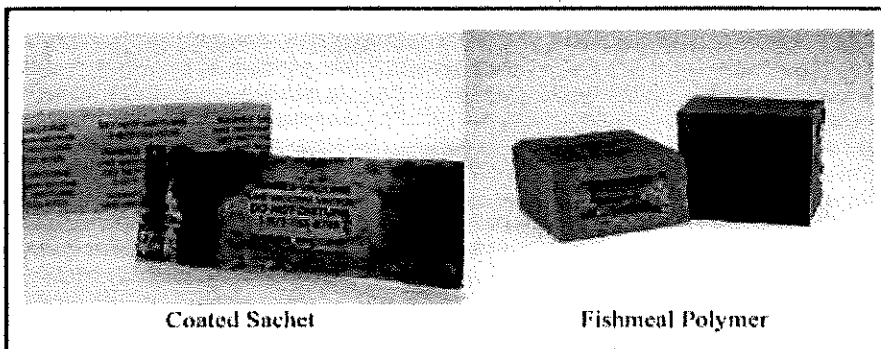
Rabies is present in wildlife in all areas of Southeastern Massachusetts. Do not handle wildlife. If you should come into contact with wildlife, report it to your local animal control.

Make sure your cats, dogs and other pets have received their rabies vaccinations.

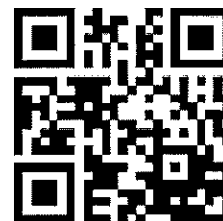
For more information on the Cape Cod Oral Rabies Vaccination Program call (508) 476-2956, stop by your Town Board of Health or visit www.mass.gov/dph/rabies or www.barnstablecountyhealth.org/cape-cod-rabies-task-force



Two types of oral rabies vaccination baits will be distributed: A sachet and a bait block. Both contain the same amount of vaccine.



339 ORV Bait Stations (similar to that pictured to the left) will be deployed throughout much of Southeastern MA. Each station will originally contain 60 ORV block baits and will be periodically checked over a three-week period.



For more information, scan this QR code

Michael Embury

From: Ryan Bennett
Sent: Thursday, April 20, 2017 4:05 PM
To: Michael Embury
Subject: Updated from the Planning Dept.

Hi Mike,

A few highlights from the past week;

- Prepared the Planning Board packets for the 4/26 Meeting, including a draft Site Plan Review approval decision for a row commercial and mixed use development on Underpass Road.
- Lynn St. Cyr attended the 4th Brewster Vision Advisory Group meeting. The group is preparing to host their first workshop in June.
- Continued coordinating closing paperwork for the CPC Affordable Housing Buy Down grant recipient.

Thanks,
Ryan

Michael Embury

From: Robert Moran
Sent: Friday, April 21, 2017 10:32 AM
To: Michael Embury
Subject: FD Weekly Report

Good morning, as requested here is a synopsis of FD items this week:

1. Hold multiple daily meetings with fire station OPM and Contractors
2. Research and develop memo re: Cumberland Farms
3. Review staff review documents for Pleasant bay parking lot increase
4. Initiate development of lease documents for new rescue/pumper
5. Research and sign contract for lawn care at fire station
6. Attend fire station committee meeting (Thurs evening)
7. Attend Group 1/2 monthly fire training (Wed night)
8. Attend FD negotiation meeting/research and develop info for same
9. Meet with Barnstable County Emergency Planning group public information officer
10. Attend MIIA insurance meeting
11. Attend Cape & Islands EMS Executive Board meeting
12. Contact Horsley-Witten to initiate development of 2017 Emergency Management table top exercise
13. Ladder 237 remains OOS awaiting parts
14. Fire Prevention:
 - 5 plan reviews
 - 11 26F resale inspections
 - 3 lock box installs
 - 2 alarm system installation approval inspections

Chief Robert Moran
Brewster Fire Department
1657 Main Street
Brewster, MA 02631
(W) 508-896-7018
(F) 508-896-4245

Michael Embury

From: Colette Williams
Sent: Friday, April 21, 2017 10:08 AM
To: Michael Embury
Subject: Weekly Report

Good Morning,

We had our basic workload this week, highlights below.

Preparing for Town Meeting, workers, voting lists, vote charts etc.

Ballots for the Annual Town Election are in and we are ready for absentee voters.

We have had an intern in the office who is working hard and eager to speak with other departments on what their offices handle. She would like to spend about 10 minutes on either a Monday or Tuesday speaking with each office, if you could tell us any availability it would be greatly appreciated.

Our Senior Work off has been diligently scanning old records for the Laserfische system and will be finishing his time with us next week, feel free to drop in and meet him.

This is the last week to license dogs before late fees are assessed, we currently have 700 licensed.

Thanks and have a great weekend.

Colette

Colette M. Williams
CMC/CMMC
Town Clerk
Brewster, MA

“The Secretary of the Commonwealth has determined that email is considered a public record.”

Michael Embury

From: Michael Embury
Sent: Friday, April 21, 2017 8:22 AM
To: conradt@nausetschools.org
Cc: 'Ann Tefft'; Richard Koch; George Bausch
Subject: FW: Paving

Tracking:	Recipient	Delivery	Read
	conradt@nausetschools.org		
	'Ann Tefft'		
	Richard Koch	Delivered: 4/21/2017 8:22 AM	Read: 4/21/2017 8:27 AM
	George Bausch	Delivered: 4/21/2017 8:22 AM	

Tom:

FYI. It might be a good idea for someone at Eddy or the main office to send a blast email or have info to parents that they should consider having their children take the bus on the days paving is undertaken near/in front of the school. Busses will be delayed and having a steady stream of parents dropping and picking kids up will be a real mess.

We can let you know the days they are expected to get to the school.

From: Richard Koch
Sent: Friday, April 21, 2017 7:27 AM
To: John Dickson <jdickson@brewster-ma.gov>; James Foley <jfoley@brewster-ma.gov>; Peter Norton <pnorton@brewster-ma.gov>; Cynthia Bingham <cbingham@brewster-ma.gov>; David Whitney <dwhitney@brewster-ma.gov>; Michael Embury <membury@brewster-ma.gov>
Cc: Heath Eldredge <heldredge@brewster-ma.gov>; George Bausch <gbausch@brewster-ma.gov>; Robert Moran <rmoran@brewster-ma.gov>; Patrick Ellis <pellis@brewster-ma.gov>; Paul Anderson <panderson@brewster-ma.gov>; Donna Kalinick <dkalinick@brewster-ma.gov>; Susan Broderick <sbroderick@brewster-ma.gov>
Subject: Paving

With two full days of paving completed and a cancellation of paving today due to rain, the job will begin on Monday morning at Millstone Road and head west. Our first detour will be in place for all eastbound traffic at Underpass Road, Snow Road, 137 and Millstone, looping back to 6A.

If all goes well, they will finish paving the travel lanes at the end of the day on Thursday, 4/27. It is more likely it will finish on Friday, given that it is a rare event that all goes well.

Dick

Michael Embury

From: Tom Thatcher
Sent: Thursday, April 20, 2017 3:19 PM
To: Michael Embury
Subject: Weekly report

Hi Mike,
Just a brief update on the Maintenance Department weekly report:

It was a short week for me as I had a few days off. I utilized my time to cover some preventative maintenance on some of our HVAC Equipment. Inspect filters, rotate heat pumps, check air handler belts etc.

As the seasons is changing, we are putting snow and ice equipment away and slowly preparing for the landscaping season.

In addition to regular maintenance, the scope of work this week is based on small requests from individual departments.

Respectfully,

*Thomas Thatcher
Building Maintenance Supervisor
2198 Main Street
Brewster, MA 02631*

P: 508-896-3701 - Ext. 1118
F: 508-896-8089

Michael Embury

From: Robert Moran
Sent: Friday, April 21, 2017 8:38 AM
To: Donna Kalinick; Dept Heads
Cc: Michael Embury
Subject: RE: MIIA Upcoming trainings in your area
Attachments: MIIA_Training_Verification_Form-BOMB.doc

Good morning all, based on the MIIA meeting the other day I developed and submitted a rewards form for all FD members who attended the recent Bomb Training. For those of you who had members who attended please feel free to use the form. Just edit the department head information, write in the name of your members in the appropriate space, and submit to Irene. The other information can remain.

Regards, Chief

Chief Robert Moran
Brewster Fire Department
1657 Main Street
Brewster, MA 02631
(W) 508-896-7018
(F) 508-896-4245

From: Donna Kalinick
Sent: Friday, April 21, 2017 7:54 AM
To: Dept Heads
Subject: FW: MIIA Upcoming trainings in your area

Good Morning, see below links to some upcoming training sessions. Donna

From: Jilayne Mitchell [mailto:Jilayne.Mitchell@cabotrisk.com]
Sent: Thursday, April 20, 2017 10:19 AM
To: Donna Kalinick <dkalinick@brewster-ma.gov>
Cc: Adriene Magnolia <Adriene.Magnolia@cabotrisk.com>
Subject: MIIA Upcoming trainings in your area

Hello Donna,

Great seeing you yesterday and meeting with the group, I believe we are off to a good start.

Kindly, send this Training Schedule with registration links out to your Dept. Heads.

Thanks and I'll follow-up with an email regarding a summary of what we discussed at yesterday's Safety/Risk Management Committee.

Best regards,
Jilayne Mitchell, CRIS
Sr. Risk Management Representative
MIIA Member Services

Michael Embury

From: crosby1888@aol.com
Sent: Thursday, April 20, 2017 9:11 PM
To: Michael Embury
Subject: Weekly Report from Crosby Mansion Properties

Hi Mike,

Weekly Update from Crosby Mansion Properties:

* Water meters were re-installed and main lines turned back on at Crosby Mansion and Waterfront Bungalow(#222) After the long winter both should be fully operational by end of day tomorrow (Friday) Hot Water, what joy !!!

* Cape Associates, Inc. arrived on Wednesday to set up scaffold and start work on front upper balcony and third floor window detail at Mansion that had rotted out
MA Building inspector (Marc LaPoint) authorized and issued necessary building permit.

* I removed all the protective boards off Bungalow windows,
They seem to get heavier each year I put them on and take them off ,must be an age thing!

* Purchased a new Fridge for Bungalow and some other needed items for both cottages that were on my "to do" list!

* Picked out and ordered new flooring for Bungalow kitchen and main bathroom.
Plan is to install May 6th, once weather remains a constant above 50, so adhesive will set properly

Always have to keep things fresh and updated for both new and returning cottage renters to make sure they re-book !!

* Had a nice conference call with event planner for a possible "high end" reception this September to celebrate the new opening of the McGraw Center in Nickerson State park. This program gives "access to adaptive sports and programming "for park guests and Brewster residence. as well. It is part of Spaulding Rehabilitation!.
Could generate some much needed revenue and publicity for Mansion.
Still more talks then hopefully a site tour. Fingers crossed !!

* Created new 2017 Cottage Cleaning and Cottage Trash pickup schedules

* Approved, stamped, tracked, logged and delivered to Town hall all current bills and deposit checks received

Best,
Brian

Brian Locke
Crosby Mansion Properties Manager
163 Crosby Lane
222 Weathervane Way
235 Weathervane Way
207 Weathervane Way
Brewster, MA 02631

(W) 508-896-1744

Michael Embury

From: Kathy Cockcroft <kcockcroft@brewsterladieslibrary.org>
Sent: Thursday, April 20, 2017 6:36 PM
To: Michael Embury
Subject: Library updates

The Brewster Ladies Library will host a Volunteer Luncheon on Monday April 24, 2017 to recognize and thank the service of our 172 volunteers.

In the last fiscal year, these volunteers donated 5,124 hours of service providing the library with the work of almost 3 FT staff.

The volunteers serve in twenty-two different capacities.

The Library Board of Directors and the Staff are very fortunate to have such contributions from our community members.

Kathy

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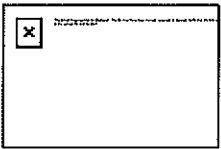
Kathy Cockcroft
Director
Brewster Ladies' Library
1822 Main Street
Brewster, MA 02631
508.896.3913

Michael Embury

From: Ellen Bearse
Sent: Wednesday, April 19, 2017 3:20 PM
To: Michael Embury
Subject: Weekly Report - Recreation Dept

- Ryan Conway announced he will be resigning from his position as Assistant Recreation Director. His last day will be Friday, May 12. Working with Sue Broderick on posting the available position.
- Attended a meeting with agencies within the Pleasant Bay Community to collaborate on ideas for community program publicity and scholarship ideas. In attendance/Invited were PBCB, Chatham Marconi Center, Brewster Rec, Harwich Rec, Chatham Rec, Orleans Rec, Monomoy afterschool, local church groups
- Coordinating the removal of the shed at Long Pond Beach with DPW. The floor and door frame are completely rotted and it is not safe or secure.

Ellen Ojala Bearse
Recreation Director
Town of Brewster
(508) 896-9430
www.brewsterrecreation.com



Massachusetts Recreation and Park Association

www.massrpa.org

Michael Embury

From: Peter Ervin
Sent: Thursday, April 20, 2017 6:54 AM
To: Mark O'Brien; Michael Embury
Subject: RE: Weekly report

On the Golf Course.

All 36 Holes aerated. Final clean ups ongoing.

Continued aeration of the roughs on all holes with new aerator/seeder.

Taking estimates for hydroseeding of Fescue areas.

Expanding about 9 greens worth of edges that have grown in over the years. Topdressing, aerating, rolling and grooming.

Warm it up and Make it RAIN!!

Thanks,

Pete.

-----Original Message-----

From: Mark O'Brien
Sent: Thursday, April 20, 2017 6:31 AM
To: Michael Embury <membury@brewster-ma.gov>
Cc: Peter Ervin <pervin@brewster-ma.gov>
Subject: Weekly report

From the Golf Dept.

Our golf course memberships continue to be strong with our numbers up by about 9 percent through April 14 as compared To the same time period last year.

We are looking forward to our Annual Open House on Sat., April 29. The event will include free range balls from 12:00 to 3:00, free putting and chipping clinics, pro shop sales, and a membership informational meeting.

The Golf Commission has formed a sub-committee to prepare an RFP for the restaurant lease which expires on December 31, 2017. The Committee is also reviewing possible renovations to the restaurant space. The RFP should be advertised by mid-June with bids due in by the end of August.

Thanks, Mark

Michael Embury

From: Lisa Vitale
Sent: Wednesday, April 19, 2017 11:47 AM
To: Michael Embury
Subject: FW: Bid Results
Attachments: Bid Results.pdf

FYI

From: Lynne Foster [mailto:lynne.foster@unibank.com]
Sent: Wednesday, April 19, 2017 11:38 AM
To: Lisa Vitale <lvitale@brewster-ma.gov>
Cc: Irene Larivee <ilarivee@brewster-ma.gov>; Kimberly Mooers <kimberly.mooers@unibank.com>
Subject: Bid Results

Lisa-
Attached are the bid results for the bonds. Piper Jaffray was the low bidder with a TIC of 2.317% and premium of \$588,656.11. Total Par plus Premium is \$9,937,656.11.
I will pro-rate the net premium over the purposes and will sent to you shortly.
Great bids!
Lynne

Lynne A. Foster
UniBank Fiscal Advisory Services, Inc.
49 Church Street
Whitinsville, MA 01588
508-849-4223-Direct Line
508-494-2980-Cell
508-234-1938-Fax
lynne.foster@unibank.com



UniBank Fiscal Advisory Services, Inc.

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11:00:05 a.m. EDST	Upcoming Calendar	Overview	Compare	Summary
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Bid Results

**Brewster (Town)
\$9,349,000 General Obligation Municipal Purpose Loan
of 2017 Bonds**

The following bids were submitted using **PARITY**[®] and displayed ranked by lowest TIC.
Click on the name of each bidder to see the respective bids.

Bid Award*	Bidder Name	TIC
<input type="checkbox"/>	Piper Jaffray	2.317886
<input type="checkbox"/>	FTN Financial Capital Markets	2.359885
<input type="checkbox"/>	SunTrust Robinson Humphrey	2.461965
<input type="checkbox"/>	Fifth Third Securities, Inc.	2.474235
<input type="checkbox"/>	Robert W. Baird & Co., Inc.	2.474294
<input type="checkbox"/>	Janney Montgomery Scott LLC	2.518651
<input type="checkbox"/>	Roosevelt & Cross, Inc.	2.547208
<input type="checkbox"/>	Raymond James & Associates, Inc.	2.558356

*Awarding the Bonds to a specific bidder will provide you with the Reoffering Prices and Yields.

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Upcoming Calendar	Overview	Result	Excel
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Piper Jaffray - Kansas City , MO's Bid



**Brewster (Town)
\$9,349,000 General Obligation Municipal Purpose Loan
of 2017 Bonds**

For the aggregate principal amount of \$9,349,000.00, we will pay you \$9,937,656.11, plus accrued interest from the date of issue to the date of delivery. The Bonds are to bear interest at the following rate(s):

Maturity Date	Amount \$	Coupon %
05/01/2018	544M	3.0000
05/01/2019	535M	3.0000
05/01/2020	535M	4.0000
05/01/2021	525M	5.0000
05/01/2022	525M	5.0000
05/01/2023	525M	5.0000
05/01/2024	520M	5.0000
05/01/2025	520M	5.0000
05/01/2026	520M	2.5000
05/01/2027	520M	2.5000
05/01/2028		
05/01/2029	1,040M	2.2500
05/01/2030	520M	2.3500
05/01/2031	520M	2.4500
05/01/2032	375M	2.5500
05/01/2033	325M	2.6500
05/01/2034	325M	2.7000
05/01/2035	325M	3.0000
05/01/2036	325M	3.0000
05/01/2037	325M	3.0000

Total Interest Cost: \$2,734,102.06
 Premium: \$588,656.11
 Net Interest Cost: \$2,145,445.95
 TIC: 2.317886
 Time Last Bid Received On:04/19/2017 10:59:47 EDST

This proposal is made subject to all of the terms and conditions of the Official Bid Form, the Official Notice of Sale, and the Preliminary Official Statement, all of which are made a part hereof.

Bidder: Piper Jaffray, Kansas City , MO
 Contact: Joyce Chaney
 Title: Managing Director
 Telephone:913-345-3360
 Fax:

Issuer Name: Town of Brewster

Company Name: _____

Upcoming Calendar	Overview	Result	Excel
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FTN Financial Capital Markets - Memphis , TN's Bid



Brewster (Town)

**\$9,349,000 General Obligation Municipal Purpose Loan
of 2017 Bonds**

For the aggregate principal amount of \$9,349,000.00, we will pay you \$9,984,085.15, plus accrued interest from the date of issue to the date of delivery. The Bonds are to bear interest at the following rate(s):

Maturity Date	Amount \$	Coupon %
05/01/2018	544M	4.0000
05/01/2019	535M	4.0000
05/01/2020	535M	4.0000
05/01/2021	525M	5.0000
05/01/2022	525M	5.0000
05/01/2023	525M	5.0000
05/01/2024	520M	5.0000
05/01/2025	520M	5.0000
05/01/2026	520M	2.5000
05/01/2027	520M	2.5000
05/01/2028	520M	2.5000
05/01/2029	520M	2.2500
05/01/2030	520M	2.3500
05/01/2031	520M	2.4500
05/01/2032	375M	2.5500
05/01/2033	325M	2.6500
05/01/2034	325M	3.0000
05/01/2035	325M	3.0000
05/01/2036	325M	3.2500
05/01/2037	325M	3.5000

Total Interest Cost: \$2,828,968.43
 Premium: \$635,085.15
 Net Interest Cost: \$2,193,883.28
 TIC: 2.359885
 Time Last Bid Received On:04/19/2017 10:59:11 EDST

This proposal is made subject to all of the terms and conditions of the Official Bid Form, the Official Notice of Sale, and the Preliminary Official Statement, all of which are made a part hereof.

Bidder: FTN Financial Capital Markets, Memphis , TN
 Contact: Hank Tansey
 Title:
 Telephone:901-435-8006
 Fax:

Issuer Name: Town of Brewster

Company Name: _____

Upcoming Calendar	Overview	Result	Excel
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SunTrust Robinson Humphrey - Nashville , TN's Bid



Brewster (Town)

**\$9,349,000 General Obligation Municipal Purpose Loan
of 2017 Bonds**

For the aggregate principal amount of \$9,349,000.00, we will pay you \$9,984,491.81, plus accrued interest from the date of issue to the date of delivery. The Bonds are to bear interest at the following rate(s):

Maturity Date	Amount \$	Coupon %
05/01/2018	544M	3.0000
05/01/2019	535M	3.0000
05/01/2020	535M	3.0000
05/01/2021	525M	5.0000
05/01/2022	525M	5.0000
05/01/2023	525M	5.0000
05/01/2024	520M	5.0000
05/01/2025	520M	5.0000
05/01/2026	520M	3.0000
05/01/2027	520M	3.0000
05/01/2028	520M	3.0000
05/01/2029	520M	2.7500
05/01/2030	520M	2.7500
05/01/2031	520M	2.7500
05/01/2032	375M	2.7500
05/01/2033	325M	2.7500
05/01/2034	325M	3.0000
05/01/2035	325M	3.0000
05/01/2036	325M	3.0000
05/01/2037	325M	3.0000

Total Interest Cost: \$2,923,390.17
 Premium: \$635,491.81
 Net Interest Cost: \$2,287,898.36
 TIC: 2.461965
 Time Last Bid Received On: 04/19/2017 10:59:38 EDST

This proposal is made subject to all of the terms and conditions of the Official Bid Form, the Official Notice of Sale, and the Preliminary Official Statement, all of which are made a part hereof.

Bidder: SunTrust Robinson Humphrey, Nashville , TN
 Contact: Wayne Mayo
 Title: Director
 Telephone: 615-748-4436
 Fax: 615-748-5952

Issuer Name: Town of Brewster

Company Name: _____

Upcoming Calendar	Overview	Result	Excel
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Fifth Third Securities, Inc. - Cincinnati , OH's Bid



**Brewster (Town)
\$9,349,000 General Obligation Municipal Purpose Loan
of 2017 Bonds**

For the aggregate principal amount of \$9,349,000.00, we will pay you \$9,927,011.63, plus accrued interest from the date of issue to the date of delivery. The Bonds are to bear interest at the following rate(s):

Maturity Date	Amount \$	Coupon %
05/01/2018	544M	4.0000
05/01/2019	535M	4.0000
05/01/2020	535M	4.0000
05/01/2021	525M	4.0000
05/01/2022	525M	4.0000
05/01/2023	525M	4.0000
05/01/2024	520M	4.0000
05/01/2025	520M	4.0000
05/01/2026	520M	3.0000
05/01/2027	520M	3.0000
05/01/2028	520M	3.0000
05/01/2029	520M	3.0000
05/01/2030	520M	3.0000
05/01/2031	520M	3.0000
05/01/2032	375M	3.0000
05/01/2033	325M	3.0000
05/01/2034	325M	3.0000
05/01/2035	325M	3.0000
05/01/2036	325M	3.0000
05/01/2037	325M	3.0000

Total Interest Cost: \$2,876,616.89
 Premium: \$578,011.63
 Net Interest Cost: \$2,298,605.26
 TIC: 2.474235
 Time Last Bid Received On:04/19/2017 10:59:20 EDST

This proposal is made subject to all of the terms and conditions of the Official Bid Form, the Official Notice of Sale, and the Preliminary Official Statement, all of which are made a part hereof.

Bidder: Fifth Third Securities, Inc., Cincinnati , OH
 Contact: Geoff Kobayashi
 Title:
 Telephone:513-534-5535
 Fax:

Issuer Name: Town of Brewster

Company Name: _____

Upcoming Calendar	Overview	Result	Excel
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Robert W. Baird & Co., Inc. - Milwaukee , WI's Bid



**Brewster (Town)
\$9,349,000 General Obligation Municipal Purpose Loan
of 2017 Bonds**

For the aggregate principal amount of \$9,349,000.00, we will pay you \$10,018,123.89, plus accrued interest from the date of issue to the date of delivery. The Bonds are to bear interest at the following rate(s):

Maturity Date	Amount \$	Coupon %
05/01/2018	544M	2.0000
05/01/2019	535M	3.0000
05/01/2020	535M	3.0000
05/01/2021	525M	5.0000
05/01/2022	525M	5.0000
05/01/2023	525M	5.0000
05/01/2024	520M	5.0000
05/01/2025	520M	5.0000
05/01/2026	520M	2.0000
05/01/2027	520M	3.0000
05/01/2028	520M	3.0000
05/01/2029	520M	3.0000
05/01/2030	520M	3.0000
05/01/2031	520M	3.0000
05/01/2032	375M	3.0000
05/01/2033	325M	3.0000
05/01/2034	325M	3.0000
05/01/2035	325M	3.0000
05/01/2036		
05/01/2037	650M	3.2500

Total Interest Cost: \$2,980,618.86
 Premium: \$669,123.89
 Net Interest Cost: \$2,311,494.97
 TIC: 2.474294
 Time Last Bid Received On:04/19/2017 10:54:22 EDST

This proposal is made subject to all of the terms and conditions of the Official Bid Form, the Official Notice of Sale, and the Preliminary Official Statement, all of which are made a part hereof.

Bidder: Robert W. Baird & Co., Inc., Milwaukee , WI
 Contact: Geoff Kuczmarski
 Title:
 Telephone:414-765-7331
 Fax:

Issuer Name: Town of Brewster

Company Name: _____

Upcoming Calendar	Overview	Result	Excel
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**Janney Montgomery Scott LLC - Philadelphia , PA's Bid
 Brewster (Town)
 \$9,349,000 General Obligation Municipal Purpose Loan
 of 2017 Bonds**



For the aggregate principal amount of \$9,349,000.00, we will pay you \$10,099,158.04, plus accrued interest from the date of issue to the date of delivery. The Bonds are to bear interest at the following rate(s):

Maturity Date	Amount \$	Coupon %
05/01/2018	544M	2.0000
05/01/2019	535M	3.0000
05/01/2020	535M	4.0000
05/01/2021	525M	5.0000
05/01/2022	525M	5.0000
05/01/2023	525M	5.0000
05/01/2024	520M	5.0000
05/01/2025	520M	5.0000
05/01/2026	520M	3.0000
05/01/2027	520M	3.0000
05/01/2028	520M	3.0000
05/01/2029	520M	3.0000
05/01/2030	520M	3.0000
05/01/2031	520M	3.0000
05/01/2032	375M	3.0000
05/01/2033	325M	3.0000
05/01/2034	325M	3.2500
05/01/2035	325M	3.5000
05/01/2036	325M	3.5000
05/01/2037	325M	3.5000

Total Interest Cost: \$3,118,137.68
 Premium: \$750,158.04
 Net Interest Cost: \$2,367,979.64
 TIC: 2.518651
 Time Last Bid Received On:04/19/2017 10:48:50 EDST

This proposal is made subject to all of the terms and conditions of the Official Bid Form, the Official Notice of Sale, and the Preliminary Official Statement, all of which are made a part hereof.

Bidder: Janney Montgomery Scott LLC, Philadelphia , PA
 Contact: Lauren Carter
 Title:
 Telephone:215-665-6521
 Fax: 215-557-8648

Issuer Name: Town of Brewster

Company Name: _____

Upcoming Calendar	Overview	Result	Excel
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Roosevelt & Cross, Inc. - New York , NY's Bid



**Brewster (Town)
\$9,349,000 General Obligation Municipal Purpose Loan
of 2017 Bonds**

For the aggregate principal amount of \$9,349,000.00, we will pay you \$10,023,287.21, plus accrued interest from the date of issue to the date of delivery. The Bonds are to bear interest at the following rate(s):

Maturity Date	Amount \$	Coupon %
05/01/2018	544M	5.0000
05/01/2019	535M	5.0000
05/01/2020	535M	5.0000
05/01/2021	525M	5.0000
05/01/2022	525M	5.0000
05/01/2023	525M	5.0000
05/01/2024	520M	5.0000
05/01/2025	520M	5.0000
05/01/2026	520M	2.5000
05/01/2027	520M	2.5000
05/01/2028	520M	2.5000
05/01/2029	520M	3.0000
05/01/2030	520M	3.0000
05/01/2031	520M	3.0000
05/01/2032	375M	3.0000
05/01/2033	325M	3.0000
05/01/2034		
05/01/2035	650M	3.2500
05/01/2036		
05/01/2037	650M	3.2500

Total Interest Cost: \$3,047,472.22
 Premium: \$674,287.21
 Net Interest Cost: \$2,373,185.01
 TIC: 2.547208
 Time Last Bid Received On:04/19/2017 10:59:24 EDST

This proposal is made subject to all of the terms and conditions of the Official Bid Form, the Official Notice of Sale, and the Preliminary Official Statement, all of which are made a part hereof.

Bidder: Roosevelt & Cross, Inc., New York , NY
 Contact: Maria Barrlero
 Title: VP
 Telephone:212-742-2295
 Fax: 212-509-7908

Issuer Name: Town of Brewster

Company Name: _____

Upcoming Calendar	Overview	Result	Excel
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Raymond James & Associates, Inc. - St. Petersburg , FL's Bid



**Brewster (Town)
\$9,349,000 General Obligation Municipal Purpose Loan
of 2017 Bonds**

For the aggregate principal amount of \$9,349,000.00, we will pay you \$9,685,663.05, plus accrued interest from the date of issue to the date of delivery. The Bonds are to bear interest at the following rate(s):

Maturity Date	Amount \$	Coupon %
05/01/2018	544M	3.0000
05/01/2019	535M	3.0000
05/01/2020	535M	3.0000
05/01/2021	525M	3.0000
05/01/2022	525M	3.0000
05/01/2023	525M	3.0000
05/01/2024	520M	3.0000
05/01/2025	520M	3.0000
05/01/2026	520M	3.0000
05/01/2027	520M	3.0000
05/01/2028	520M	3.0000
05/01/2029	520M	3.0000
05/01/2030	520M	3.0000
05/01/2031	520M	3.0000
05/01/2032	375M	3.0000
05/01/2033	325M	3.0000
05/01/2034	325M	3.0000
05/01/2035	325M	3.0000
05/01/2036	325M	3.0000
05/01/2037	325M	3.0000

Total Interest Cost: \$2,687,911.83
 Premium: \$336,663.05
 Net Interest Cost: \$2,351,248.78
 TIC: 2.558356
 Time Last Bid Received On:04/19/2017 10:59:58 EDST

This proposal is made subject to all of the terms and conditions of the Official Bid Form, the Official Notice of Sale, and the Preliminary Official Statement, all of which are made a part hereof.

Bidder: Raymond James & Associates, Inc., St. Petersburg , FL
 Contact: Christopher Warburton
 Title:
 Telephone:727-567-1293
 Fax:

Issuer Name: Town of Brewster

Company Name: _____

Michael Embury

From: Dave Tately
Sent: Thursday, April 20, 2017 10:18 AM
To: Michael Embury
Cc: Irene Larivee
Subject: Assessors Weekly Update

Hi Mike,

Not much new to report for the Assessors this week, as we are continuing on with the items detailed in last week's report. I am continuing with the sales review, and Karen and I are both trying to pick away at the boxes left over from the moving. Counter traffic remains significant, and will continue so during the time second half tax bills are due. The steady flow of abutters list requests coincides with the busy building permit activity in the Building Department.

Dave

David H. Tately, MAA
Deputy Assessor
Town of Brewster
2198 Main Street
Brewster, MA 02631
508-896-3701 ext 1123
508-896-8089 (fax)
dtately@brewster-ma.gov

Michael Embury

From: Paul Anderson
Sent: Thursday, April 20, 2017 10:52 AM
To: Michael Embury
Subject: weekly report

Hi Mike,

Just a quick update. Not too much new this week. I can attend the BOS meeting if you would like to discuss the voluntary water restrictions described below.

Flushing continues and we have had no issues to date.

The SCADA bid opening was yesterday and low bid was 366k. This was less than estimated so I'm pleased.

I met with Dennis, Harwich, Orleans and Chatham Superintendents to discuss the USGS Well that monitors the Monomoy Lens and it does appear to be lower than we would expect for this time of the year. Brewster implements Voluntary Water Restrictions annually from June 15th through Labor Day. It is posted in our Water Quality Report (see below). We do this to encourage conservation but have not been in a position that warranted stressing its importance. I believe it would be helpful if the BOS could mention that these recommended voluntary measures are more critical this year due to the current well level and lack of precipitation during crucial recharge time periods. The Superintendents will be meeting with a reporter from the Cape Cod Times later today to discuss why this year is different from last year and why some conservation may be necessary. The BOS have the authority to implement mandatory restrictions but I do not believe that is necessary at this time.

2015 Summer Annual Voluntary Irrigation Restriction Schedule

June 15th through Labor Day:

Residential: Even numbered houses water on even numbered days. Odd numbered houses water on odd numbered days. **Commercial, Condominium and Municipal:** Assigned odd or even in writing by the Water Dept.

This is not a directive to water every other day. When irrigation is needed, please follow the voluntary schedule above.

Lawn irrigation is a significant part of our water demand during the summer months. Proper irrigation techniques conserve water and save you money. There are a number of easy steps to take that will help control water use. If you have an automatic lawn sprinkler system make sure it has a moisture sensor that is working to avoid unnecessary watering. Use a rain gauge or cat food can to monitor the amount of water you are applying to the lawn. A good soaking once or twice a week totaling about an inch of water should be sufficient. Adjust your watering if necessary to achieve this goal. Cut the lawn higher to promote deeper roots and to help prevent weeds. Keeping mower blades sharp limits grass blade damage which leads to disease and stress. A healthy grass needs less water!!

Paul Anderson

**Superintendent
Brewster Water Department
165 Commerce Park
Brewster, MA 02631
508-896-5454**

Michael Embury

From: Denise Rego
Sent: Thursday, April 20, 2017 12:27 PM
To: Michael Embury
Subject: Weekly Report

Short week...

4/18: Pies for Parkinson, which was an awareness event for the Parkinson's Support Network of Cape Cod.

4/19: MIIA Meeting which was very helpful to learn some proper procedures that we need to implement.

4/20: My 2 outreach workers and I met with Bri Smith and Leo Blandford from Outer Cape Health regarding the new "Navigator Program". We discussed the similarities of what we do and made a plan of how they can work together to help those that have fallen thru the cracks.

4/20: COA Board Meeting

A BIG thank you to all involved at the Town Hall regarding our AARP Income Tax Preparation appointments. We were able to help 104 people get their taxes done this year.

Denise Rego
Brewster Council on Aging Director



Town of Brewster

2198 Main Street
Brewster, MA 02631-1898
Phone: (508) 896-3701
Fax: (508) 896-8089

Office of:
Board of Selectmen
Town Administrator

April 21, 2017

To: Board of Selectmen

From: Michael E. Embury *me*
Town Administrator

Re: Weekly Report
April 24– 28

I changed the format of the report so that rather than having me distill the department reports, the Board and public can see the highlights from each of our departments. If there are other ideas on how you might like this information formatted, let me know.

Town Administrator:

Much of this week was spent finalizing and reviewing town meeting articles.

Met with the Finance Committee and finalized the joint report to TM for Monday.

Began assembling information requested by the Board for the Cumberland Farms application.

Dealt with union negotiations; finalizing agreements.

The Fire Station project has run into a bit of a snag due to issues with Eversource. They will not move forward with their work at the site until they have an easement in hand. This issue was brought to us by them just recently and did not allow us time to amend the Special Town meeting warrant. I have exchanged a number of emails and have not received a final determination. I the Town Attorney to call Eversource's legal counsel to find a common sense solution. Verizon has a requirement for an easement and a license; the Board approved the license; and Verizon said they could wait for the easement to be approved in November.

The following are department reports in (hopefully) alphabetical order.

Michael Embury

From: Susan Broderick
Sent: Thursday, April 27, 2017 10:32 AM
To: Michael Embury
Subject: FW: Thank you for the warrant video

*Susan Broderick
Assistant Town Administrator
Town of Brewster
508-896-3701 x 1134*

From: Abigail Franklin [mailto:abigail.franklin211@gmail.com]
Sent: Thursday, April 27, 2017 10:23 AM
To: Susan Broderick <sbroderick@brewster-ma.gov>
Subject: Thank you for the warrant video

Hello Mr. Embury,

Thank you for recording and posting the video about the new town meeting warrant format. It was very helpful.

Abigail Archer

Michael Embury

From: Irene Larivee
Sent: Friday, April 28, 2017 9:46 AM
To: Dept Heads
Cc: Michael Embury
Subject: Accounting System Roll Out Updates!

Good Morning,

We have started two new initiatives in the Accounting System roll-out to departments.

1. Purchase Orders: Ann & I are now entering purchase orders for contracts going from this day forward. This will show as an encumbrance when you run your budget reports. Specifically, in the report, Detail with PO's, it will indicate "contract" in the comments section and provide the PO number. Purchase Orders have an assigned number directly from the system. As this is new, we are doing our best to have the department number included in the PO number. Ex. PO# 122-5. The department number is 122 which indicates it's a town administration purchase / contract.
2. Remote Accounts Payable Entry: We are rolling out the 1st Phase of Accounts Payable Entry to five departments by the end of May. The departments have already been selected and notified of the training information. We will follow up with Phase II departments in late May for training in mid-June. Ann is our expert regarding the Accounting System and I'm very pleased she will provide the training to our departments.

If you need any additional information on these new initiatives, please don't hesitate to let us know!

Best Regards,

Irene Larivee
Town of Brewster
Finance Director / Town Accountant
2198 Main Street
Brewster, MA 02631-1898
508.896.3701
ilarivee@brewster-ma.gov

Michael Embury

From: Irene Larivee
Sent: Thursday, April 27, 2017 10:02 AM
To: Michael Embury
Cc: Lisa Vitale; Dave Tately; Kathy Lambert
Subject: Accounting This Week

Good Morning Mike,

In accounting this week, we continue to focus on major projects including:

1. Preparing calculations / updating motions for Labor Negotiation and Unpaid Bills articles for Town Meeting.
2. Revising the Chart of Accounts to be in accordance with UMAS Accounting Standards
 - a. The Board of Selectmen and Town Administration budgets have been merged in the accounting system with a department number of 122.
3. Working with OpenGov to update our financial and statistical information. The goal is to go "live" in late May / early June
4. Completed last Phase of "read only" access to the town's accounting system, Vadar. Every department, with the exception of the Elementary School has access to the system. The only reason the Elementary School hasn't been included at this time, is they are operating on a different platform, Softright / Accela.
5. Ann completed setting up the new funds and accounts for the Ambulance Reserve Fund and Golf Special Revenue Fund that will begin use on July 1, 2017.
6. Ann & I received training from Vadar on Wednesday regarding purchase order entry into the accounting system. We have begun assigning purchase order numbers to contracts going forward. The purpose of performing this task is to encumber the funds in the account. Therefore, the department head will be able to run reports that show the available ending budget balance in an account as well as know the commitments that are currently made with respect to the account.
7. New accounts will be set up for town meeting articles by the end of this week.

If you need any additional information, please don't hesitate to let us know.

Best Regards,

Irene Larivee
Town of Brewster
Finance Director / Town Accountant
2198 Main Street
Brewster, MA 02631-1898
508.896.3701
ilarivee@brewster-ma.gov

Michael Embury

ADMIN.

From: Donna Kalinick
Sent: Thursday, April 27, 2017 3:39 PM
To: Susan Broderick
Cc: Michael Embury
Subject: Weekly Report

Sue, add on if you want:

To: Mike Embury, Town Administrator
From: Donna Kalinick, Sue Broderick
Re: Assistant Town Administrators' Weekly Report

- 1- Our new administrative assistant, Robin Young, started this week. We are happy to have her and the help in the office. She will start doing minutes for the Select Board on May 15th.
- 2- Mail in season is in Full Swing- we have (3) Senior Volunteers assisting us. Our office typically processes about 2,000 mail-ins from April 1 through June 1 when the Permit Sales Office opens for the season.
- 3- All of the information related to Health Care Plan Design Changes was remitted to the State last Friday the 21st and the process is now complete.
- 4- The 2016 Town Report arrived this week and will be available to the public at all offices and at Town Meeting.
- 5- Donna continues to work on Housing, Insurance and Procurement; Sue has been primarily focused on personnel/HR and getting ready for Town Meeting

As always, our office is bustling. Donna & Sue

Donna J. Kalinick
Assistant Town Administrator
Procurement Officer, MCPPO
Town of Brewster
508-896-3701 X1130

Michael Embury

From: Dave Tately
Sent: Thursday, April 27, 2017 1:10 PM
To: Michael Embury
Cc: Irene Larivee; Lisa Vitale; Kathy Lambert
Subject: Assessors Weekly Update

Hi Mike,

Short report this week. Basically working on the same projects as last week, namely the sales review and continuing with putting the office back together.

One item of note is that we have received the settlement agreement for the two outstanding Verizon Wireless ATB cases. The total settlement is a little under \$7,000, and an important part of the agreement is that we are not obligated to pay interest. I will ask the Board of Assessors to approve the settlement at our next meeting. When these two cases are settled, we will have no outstanding cases at the Appellate Tax Board.

That is it from the Assessors this week.

Dave

David H. Tately, MAA
Deputy Assessor
Town of Brewster
2198 Main Street
Brewster, MA 02631
508-896-3701 ext 1123
508-896-8089 (fax)
dtately@brewster-ma.gov

Michael Embury

From: Victor Staley
Sent: Thursday, April 27, 2017 5:09 PM
To: Michael Embury
Subject: Building Department weekly report

Hello Mike,

Nothing much out of the ordinary happened with the Building Department other than finalizing on a fairly large renovation project at the Cape Cod National Golf Course clubhouse.

The carpet in the Building Department is scheduled to be replaced within a week or two which gives us the incentive to clean out what is not necessary and rearrange the office where necessary.

Thank you.

Victor

Victor Staley
Building Commissioner
2198 Main Street
Brewster, MA, 02631
508-896-3701 ext. 1125

Michael Embury

From: Denise Rego
Sent: Friday, April 28, 2017 8:10 AM
To: Michael Embury
Subject: Weekly Report

Brewster COA

Vadar training to help us understand this new budget software so we can see where we are at on a daily basis with our department's budget.

Demystifying Dementia I seminar was presented on Wednesday, April 26th. This is a 2 part session in collaboration with Alzheimer's Family Support Center of Cape Cod. Session I provided a summary of dementia-related diseases, stages and symptoms, as well as some basic communication strategies. 15 people attended.

This is "Volunteer Week" and we are so thankful for our 109 volunteers who give their time helping with administrative work, being on the COA & FOBE Boards, instructors, food delivery, helping with events, medical driver, Meals on Wheels drivers, assembling the monthly newsletters and working on special events. Last year, they gave 6,533 hours of their time. Yesterday, April 27th, we have a Volunteer Appreciation Breakfast for them. We will be having a luncheon at our Captains Golf Course on June 6th.

Denise Rego
Brewster Council on Aging Director

Michael Embury

CROSBY

From: crosby1888@aol.com
Sent: Friday, April 28, 2017 8:18 AM
To: Michael Embury
Subject: Weekly Report from Crosby Mansion Properties

Hi Mike,

Weekly Update from Crosby Properties:

Could not start any planned outside tasks as weather this entire week was well lets say "just plain lousy"

Focused on interior work on both cottages and did more shopping for needed items
(Toaster oven, dish towels, bath towels, paint, putty, cleaning supplies, etc, etc, won't bore you with entire list)

- * Water lines are a "flowing" again at all properties
- * New fridge was delivered to Waterfront Bungalow on Thursday
- * Cape Associates continues to work on front of Mansion, when they could between downpours

Hopefully weather will be better next week so I can start exterior projects at cottages.
First renters arrive June 1 and Sunday is MAY 1, oh boy

Best,
Brian

Brian Locke
Crosby Mansion Properties Manager

163 Crosby Lane
207, 222, 235 Weathervanes Way

(W) 508-896-1744

Michael Embury

HEALTH

From: Nancy Ice
Sent: Thursday, April 27, 2017 1:32 PM
To: Michael Embury
Subject: More Dept. News

The clear water test was done on a portion of the new fire station septic system this morning.

Tammi has begun packing up the office for the new carpet installation.

Sherrie has completed a complicated review of the Food Service Permit Application for Spinnaker, formerly Bramble Inn and Restaurant.


Nancy Ellis Ice, MPH, CHO, RS
Health Director
Health Department
2198 Main Street
Brewster, MA 02631
nice@brewster-ma.gov
508-896-3701 ext. 1120
FAX 508-896-4538

Michael Embury

From: Nancy Ice
Sent: Thursday, April 27, 2017 9:48 AM
To: 'Annette Graczewski'; Carmen Scherzo (JHSCSS@aol.com); James Gallagher (jgallagher.brewster@gmail.com); Joe Ford (jrf0913@gmail.com); Mary Chaffee (mwchaffee@aol.com)
Cc: Sherrie McCullough; Tammi Mason; James Foley; Michael Embury
Subject: FW: Department Review, PB#2017-07 (Eversource Energy Proposed Tree Pruning)

From: Lynn St. Cyr
Sent: Tuesday, April 25, 2017 9:16 AM
To: Nancy Ice <Nice@brewster-ma.gov>
Subject: RE: Department Review, PB#2017-07 (Eversource Energy Proposed Tree Pruning)

Hi Nancy,

 I spoke with Kyle Barry at Eversource this morning and he confirmed that no herbicides would be used during the proposed tree pruning project. Herbicides are used in Connecticut only. Thank you.

Regards,
Lynn

From: Nancy Ice
Sent: Friday, April 21, 2017 10:06 AM
To: Lynn St. Cyr <lstcyr@brewster-ma.gov>
Subject: RE: Department Review, PB#2017-07 (Eversource Energy Proposed Tree Pruning)

The BOH comments are:

No use of herbicides should be used with the proposed tree trimming.
The BOH would like clarification of the "2. Scope of Work" on page 2 where it states herbicides will be used.

Thanks, Nancy

From: Lynn St. Cyr
Sent: Tuesday, April 11, 2017 3:21 PM
To: Chris Miller <cmiller@brewster-ma.gov>; George Bausch <gbausch@brewster-ma.gov>; Kevin Varley <kvarley@brewster-ma.gov>; Michael Embury <membury@brewster-ma.gov>; Michelle Tero <mtero@brewster-ma.gov>; Nancy Ice <Nice@brewster-ma.gov>; Noelle Bramer <nbramer@brewster-ma.gov>; Patrick Ellis <pellis@brewster-ma.gov>; Paul Anderson <panderson@brewster-ma.gov>; Robert Moran <rmoran@brewster-ma.gov>; Ryan Bennett <rbennett@brewster-ma.gov>; Victor Staley <vstaley@brewster-ma.gov>
Subject: Department Review, PB#2017-07 (Eversource Energy Proposed Tree Pruning)

Good Afternoon,

The Planning Board will be holding a joint public hearing with the Tree Warden on Wednesday, May 10th to review the 2017 Eversource Energy Vegetation Management Plan and proposed selective tree pruning. Attached are materials Eversource has submitted regarding this proposed work along with a department comment form. Copies of the submitted materials are available for review in the Planning Department.

Please provide your comments by Friday, April 21, 2017. Thank you.

Regards,
Lynn

Lynn M. St. Cyr
Senior Department Assistant
Planning Department
Brewster Town Offices
2198 Main Street
Brewster, MA 02631

T: 508-896-3701 x1233

F: 508-896-8089



VISITING NURSE ASSOCIATION
OF CAPE COD
Cape Cod Healthcare

VNA CLINICS AND SUPPORT GROUPS May 2017 - listed by town

Shingles: The VNA of Cape Cod is currently accepting appointments to receive the **Shingles Vaccine**. The clinics are being held for all participants, who must be 50 years of age and older, at the Dennis Office on RT 134. APPOINTMENTS ARE NECESSARY.

Contact: Public Health & Wellness, 508-957-7423 for information and **to make an appointment.**

BOURNE

(In conjunction with Bourne, Falmouth, and Mashpee, Boards of Health)

Bourne Child and Adolescent Immunization and Lead Screening Clinics

- Available to town of Bourne residents, only • appointments are necessary
- no walk-ins please • families are requested to bring immunization records

Tuesday, May 16 10 am – noon @ Falmouth VNA Office, 67 Ter Heun Drive.

Contact: Public Health and Wellness @ 508-957-7423 **to make an appointment.**

Bourne Blood Pressure Screenings

Wednesdays, May 3, 10, 17, 24, 31 9:30–11 am @ Bourne Senior Center, 239 Main St.

Contact: Bourne Council on Aging @ 508-759-0653.

Bourne Parkinson's Support Group

Tuesday, May 2 1 pm @ Bourne Senior Center, 239 Main St.

Contact: Bourne Council on Aging @ 508-759-0653.

BREWSTER

(In conjunction with the Brewster Board of Health)

Brewster Child & Adolescent Immunization & Lead Screening Clinic

- Available to town of Brewster residents, only • appointments are necessary
- no walk-ins, please • Families are requested to bring Immunization Records

Monday, May 15 9:30 – 11:00 am @ VNA Office, Bldg G., 434 Route 134, S. Dennis

Contact: Public Health and Wellness @ 508-957-7423 **to make an appointment.**

Brewster Blood Pressure, Glucose & Cholesterol Screenings

Tuesday, May 23 10 am – 2 pm @ Brewster Ladies Library, 1822 Main Street

Contact: Public Health and Wellness @ 508-957-7423.

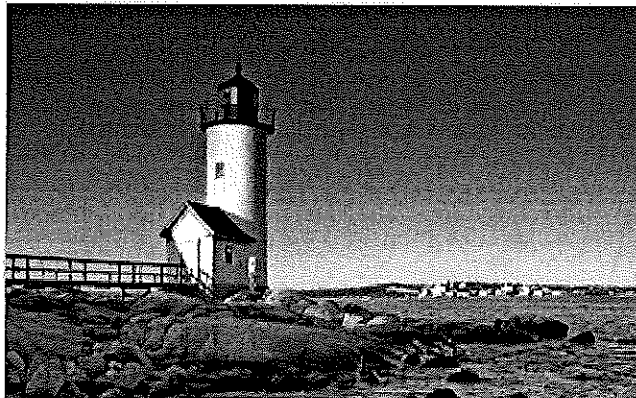
Michael Embury

From: Nancy Ice
Sent: Thursday, April 27, 2017 10:33 AM
To: 'Annette Graczewski'; Carmen Scherzo (JHSCSS@aol.com); James Gallagher (jgallagher.brewster@gmail.com); Joe Ford (jrf0913@gmail.com); Mary Chaffee (mwchaffee@aol.com)
Cc: Sherrie McCullough; Tammi Mason; James Foley; Michael Embury
Subject: FW: June 19th 2017: MDPH/UMass Tick Borne Illness Symposium

Again:

From: Massachusetts Health Officers Association [mailto:kkokko=mhoa.com@mail218.atl171.mcdlv.net] **On Behalf Of** Massachusetts Health Officers Association
Sent: Tuesday, April 25, 2017 8:48 PM
To: Nancy Ice <Nice@brewster-ma.gov>
Subject: June 19th 2017: MDPH/UMass Tick Borne Illness Symposium

News from Massachusetts Health Officers Association



Save the Date -

**June 19, 2017 – MDPH/UMass Tick Borne Illness
Symposium**

The Barnstable County Lyme and Tick borne Disease Task Force is working with State Veterinarian Catherine Brown and UMass Amherst to coordinate a symposium to address the findings and recommendations of the state's 2011 Special Commission to Conduct an Investigation and Study the Incidence and Impact of Lyme Disease. The commission's report included five categories of

interest (surveillance & reporting, education & awareness, insurance and liability, prevention and funding). Many MEHA members participate in local task forces on this topic and acknowledge and concur that the Tick Borne Illness (TBI) issue is multifaceted and all areas of interest need to be acknowledged and addressed to mitigate the TBIs that are now endemic in our state.

The purpose of the symposium will be to gather representatives of specific agencies (shareholders) across the Commonwealth in order to collaboratively find solutions to alleviate the ongoing epidemic. The goal will be to broaden the discussion about where we are today versus when the report was produced (6 years ago) and develop creative thinking and action plans about the next steps.

The symposium, tentatively titled "A Massachusetts Conversation" is scheduled for **June 19 2017, at the UMass Amherst campus**. Details on time and specific location are forthcoming and will be distributed accordingly.

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[forward to a friend](#)

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You are getting this email because you signed up to this service on our website.

Our mailing address is:

Massachusetts Health Officers Association

PO Box 8075

Ward Hill, MA 01835

[Add us to your address book](#)

Michael Embury

From: Kathy Cockcroft <kcockcroft@brewsterladieslibrary.org>
Sent: Thursday, April 27, 2017 6:12 PM
To: Michael Embury
Subject: Library Updates

The landscape areas in the new parking lot will be renewed in the next few weeks. Thanks to a grant from the Eddy Foundation, there will be new beds, memorial plants, lawn and mulch. Our benches will return and by the end of May, patrons will be enjoying the Wi-Fi outside.

On May 1, the old chiller will be removed and the new one installed. It will take another week for piping and wiring work to be completed.

--
Kathy Cockcroft
Director
Brewster Ladies' Library
1822 Main Street
Brewster, MA 02631
508.896.3913

Michael Embury

From: Tom Thatcher
Sent: Thursday, April 27, 2017 3:55 PM
To: Michael Embury
Subject: Weekly Report

Hi Mike,

Just an update on the Maintenance Department weekly report:

It's been a week of routine Maintenance here at the Town Hall facility. Replacing broken screens, window washing and some touch up painting. A little reorganization of closet and office space in the Assessor's office as their carpet was replaced. We got a little jump on the landscaping one day this week and look forward to continue as the weather improves.

Respectfully,

Thomas Thatcher
Building Maintenance Supervisor
2198 Main Street
Brewster, MA 02631

P: 508-896-3701 - Ext. 1118

F: 508-896-8089

Michael Embury

PLANNING

From: Ryan Bennett
Sent: Thursday, April 27, 2017 1:51 PM
To: Jonathan Silverstein (jsilverstein@k-plaw.com)
Cc: Michael Embury
Subject: Town Counsel Request

Jonathan,

At last night's Planning Board meeting, the Board made the following request for Town Counsel services:

The Planning Board requests a Town Counsel opinion as to whether the release {spill} that occurred at the Cumberland Farms site had been presented and discussed during the Planning Board's review of the project, would the Board have had any authority under the Site Plan Review zoning bylaw to consider the release as part of their review and approval?

Could we arrange a time to discuss further next week? Next Tuesday 2 – 4PM, or Wednesday AM are both good for me.

Thank you,
Ryan

Ryan Bennett | Town Planner
Planning Department
Brewster Town Offices
2198 Main St
Brewster, MA 02631

T: 508.896.3701
F: 508.896.8089

Michael Embury

POLICE

From: Richard Koch
Sent: Friday, April 28, 2017 9:26 AM
To: Michael Embury
Cc: Donna Kalinick; Heath Eldredge
Subject: updates

Paving is closing in on the finish line. They expect to finish the road bed by noon. They will then work from 137 east on aprons. They will work all next week on aprons and shoulder work. They have been asked to do the parade route first.

Due to weather, condensing unit electrical work and refrigerant charge have been postponed until next week. We need dry conditions for electrical and warm temperatures for the refrigerant.

Cazeault finished up yesterday and flat roof. Still waiting for Steve to inspect.

Global pumped the tight tank today.

Gas pipeline job to begin on Slough Road in the middle of June...stay tuned for detailed information later.

dk

Michael Embury

RECREATION

From: Ellen Bears
Sent: Wednesday, April 26, 2017 3:13 PM
To: Michael Embury
Subject: Weekly Report - Recreation Dept

- Water Bubbler at Tennis Courts has been repaired
- Summer program registration opens on Monday, May 1

Ellen Ojala Bears
Recreation Director
Town of Brewster
(508) 896-9430
www.brewsterrecreation.com



Massachusetts Recreation and Park Association

www.massrpa.org

From: Colette Williams
Sent: Thursday, April 27, 2017 3:12 PM
To: Michael Embury
Subject: Weekly Report

The Election Warrant has been posted.

Election worker schedule is currently in the works.

Late night voter registration day was 4/26/2017 for the Annual Town Election.

Poll Pad training was held on Monday, we will be using them at the Annual Town Meeting for the first time.

Ballot testing is scheduled for next Thursday here in the Town Clerk's Office.

David Quinn has finished up his senior work off by scanning 10 years worth of files into Laserfische.

Matteah, our intern, met with the Conservation Department this week and is scheduled to meet with Building next week.

If anyone else can meet with her we would appreciate it greatly.

We are currently packing the suitcases with materials needed for the function of Town Meeting.

Thank you,
Colette

Colette M. Williams
CMC/CMMC
Town Clerk
Brewster, MA

"The Secretary of the Commonwealth has determined that email is considered a public record."

Michael Embury

TREASURER/COLLECTOR

From: Lisa Vitale
Sent: Thursday, April 27, 2017 5:40 PM
To: Michael Embury
Subject: Weekly Report

Hi Mike,

We are coming to a fast finish with our real estate and personal property tax collections. Monday, May 1st, is the due date and we have been extremely busy with walk in taxpayers, online payments and of course US mail.

The finalized health insurance mitigation plan was emailed to the State Secretary of the Office of Finance and Administration by Donna and the required notification letter went out to our 216 health insurance subscribers on Monday.

Open enrollment has started and we have had some interest in the new High Deductible Plans with the Health Savings Account. At this time we have one, soon to be retiree enrolled, and I have fielded some calls from school employees.

Speaking of retirees, Annette Preston, our Payroll and Benefits Department Assistant, has announced her plan to retire on June 30, 2017 after 18 years of service in Brewster. We certainly wish her a well-deserved thanks and a happy upcoming retirement.

Lisa L. Vitale
Treasurer/Collector
Town of Brewster
2198 Main Street
Brewster, MA 02631
508-896-3701 x1117
508-896-8089 FAX

Michael Embury

WATER

From: Paul Anderson
Sent: Thursday, April 27, 2017 12:17 PM
To: Michael Embury
Subject: Weekly report

Hi Mike,

Not too much to report this week. Well 2 is currently being redeveloped. Hydrant flushing continues although we had to take a couple days off due to 6a paving. That's really all that's new since my last report.

Best-p

Paul Anderson

**Superintendent
Brewster Water Department
165 Commerce Park
Brewster, MA 02631
508-896-5454**

Michael Embury

From: Paul Anderson
Sent: Monday, April 24, 2017 7:55 AM
To: Michael Embury
Cc: Bill Porter (willport18@gmail.com); dougw_96@comcast.net; Sherry Theuret; Sue Brown (sbrown@town.orleans.ma.us)
Subject: FW:
Attachments: [Untitled].pdf

Good Morning Mike,

My friends brother passed away suddenly and the wake it tonight so it will be difficult for me to make the BOS meeting which I had wanted to do. Attached is an article that was in Fridays paper and it does a good job of outlining our concerns. I also attached a picture of the cape and the different lenses as well as the USGS monitoring well. You can see that in the beginning of April we were behind but the trend is looking more favorable now, although still below the average. I believe the voluntary restrictions I suggested Thursday are still a good idea.

Best-p

From: Brewster Water Department [mailto:waterdept@town.brewster.ma.us]
Sent: Monday, April 24, 2017 7:54 AM
To: Paul Anderson <panderson@brewster-ma.gov>
Subject:

Water conservation urged in 5 Cape towns

Friday

Posted Apr 21, 2017 at 8:59 PM

Updated Apr 21, 2017 at 9:00 PM

With Monomoy lens at lower level, superintendents take precautions.

By Madeleine List

DENNIS — Last year, groundwater levels in the Monomoy lens, the second-largest on Cape Cod, remained high while much of the state suffered through a severe drought.

This year, local water district superintendents say the tables may be turning.

Although the Cape is nowhere near to being in drought conditions, the water level in a U.S. Geological Survey well in Brewster that officials use to measure the water supply for Dennis, Brewster, Harwich, Orleans and Chatham — the towns served by the lens— is lower than it was at this point last year.

“We’re starting here a little behind the eight ball,” said David Larkowski, superintendent of the Dennis Water District.

The Cape’s water supply comes almost entirely from groundwater that is recharged each season with rain and snow that falls mainly from October through May, Larkowski said. The region does not get much rain in the summer, and the precipitation that does fall gets soaked up quickly by plants, he said.

This winter, the Cape experienced below-average rainfall, which means the groundwater supply was not fully replenished, he said.

The water level in the Brewster well is currently about 30.5 feet below the land surface, according to statistics from the U.S. Geological Survey. At the beginning of May last year the water was 29 feet below the surface.

With summer coming and the groundwater recharging season coming to an end, superintendents want residents of the five towns that make up the Monomoy lens to do some precautionary conservation to preserve water levels and avoid mandatory water restrictions by the state.

Superintendents are asking residents of Dennis, Brewster, Harwich, Orleans and Chatham to voluntarily follow an odd-even watering schedule, meaning that people who live in odd-numbered houses would water their lawns on odd-numbered days and vice versa.

Some of the towns, such as Harwich, already ask residents to do this every year, said Harwich Water Department Superintendent Daniel Pelletier, but this year officials are strongly encouraging compliance.

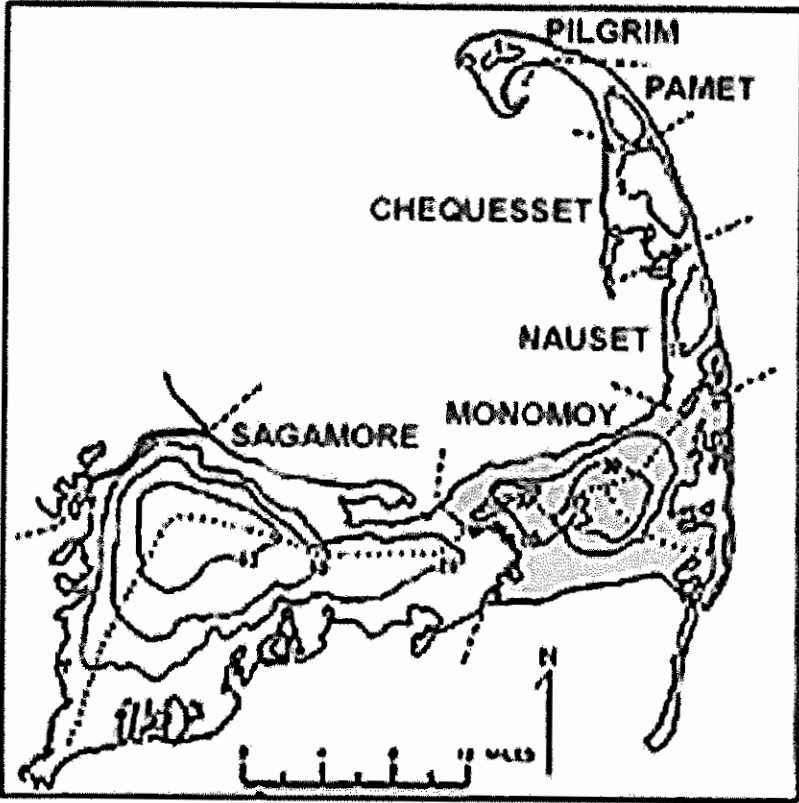
Despite the slightly lower levels in the well, the Cape still has plenty of water, Larkowski said. Cape aquifers hold four times the amount of water in the Quabbin Reservoir, a man-made public water supply in Western Massachusetts that holds 412 billion gallons when full, according to the state Department of Energy and Environmental Affairs.

“There is a mountain of water here,” said Todd Bunzick, water superintendent in Orleans.

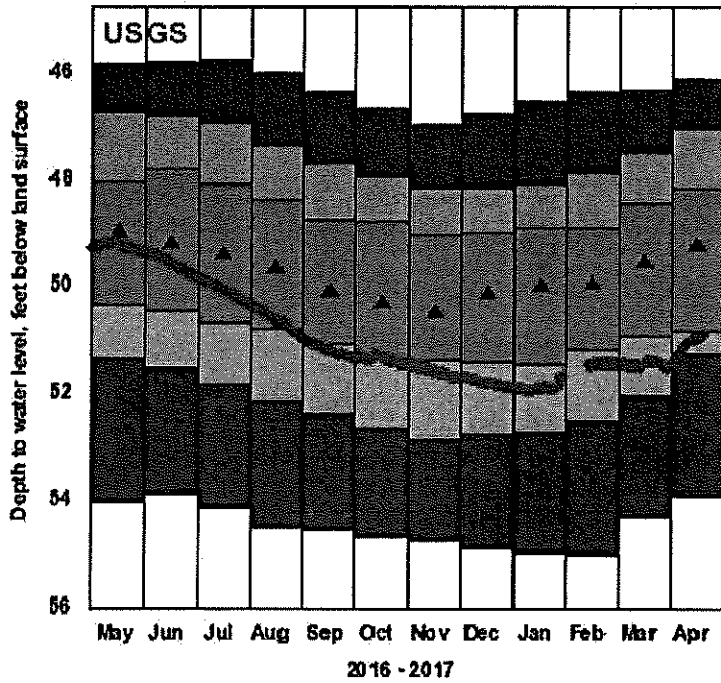
Even with an abundance of water in the aquifers, it is not an infinite resource, said Paul Anderson, water superintendent in Brewster.

“We still have to be careful, and we should be conscious of the aquifer level and adjust accordingly,” he said.

— Follow Madeleine List on Twitter: [@madeleine_list](https://twitter.com/madeleine_list).

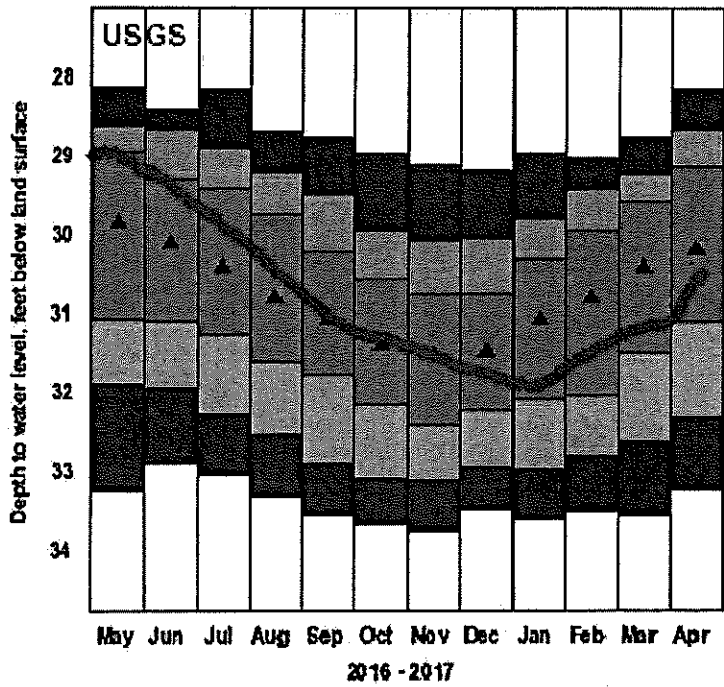


414124070265901 - MA-SDW 253 SANDWICH, MA



SAGAMORE
LENS

414630070014901 - MA-BMW 22 BREWSTER, MA



MALDEN
LENS

Of the \$60,000 provided by the towns it is reported that \$45,000 remains although the expert was not allowed to testify since the magistrate declared the towns had no standing.

The resolutions you all passed with GreenCAPE early on; the volumes of materials and letters you have all provided have been exhaustive proof of your support. There may be other ways the towns can flex collective muscle but expending money for one expert that MDAR will not allow is clearly not the way to do so.

I heartily appreciate towns' support of the efforts of all of us who have been at this campaign since 2009 to halt NStar/Eversource from continuing to use toxins to manage vegetation on our fragile environs and above our precious aquifer. However I have to note that what our group did spending only small court fees had the exact same outcome as this more extensive financial commitment. As someone who has been at this for many years and has watched how MDAR operates I do not think it is prudent for towns to earmark any further money for an appeal.

Sincerely,

Brianna Larsen



WATER QUALITY • HOUSING • INFRASTRUCTURE JUNE 22-23

One Cape: Water Quality, Housing and Infrastructure

June 22-23, 2017 | Resort and Conference Center at Hyannis
35 Scudder Avenue, Hyannis, MA 02601

Day 1 Program | Thursday, June 22, 2017

Day one of the OneCape Summit is sponsored by The Nature Conservancy through a U.S. Environmental Protection Agency Southeast New England Watershed Restoration Program grant. With a focus on water quality, Day one will chart progress on implementation of the Cape Cod Water Quality Management Plan, also known as the 208 Plan Update. Updates to the technologies matrix, local advancement of nutrient management plans and expected next steps for the coming year are part of the Day One agenda. Don't miss the technology innovation showcase presented by the Blue Economy Project of the Cape Cod Chamber of Commerce, the NorthEast Water Innovation Network and the Blue Institute of Cape Cod, Inc.

- 9:00 a.m. Registration and Innovation Showcase
Technology innovation showcase presented by the Blue Economy Project of the Cape Cod Chamber of Commerce, the NorthEast Water Innovation Network and the Blue Institute of Cape Cod, Inc.
- 10:30 a.m. Opening Remarks
Kristy Senatori, Deputy Director, Cape Cod Commission
- 10:35 a.m. Keynote Speaker - Commonwealth of Massachusetts
Matthew Beaton, Massachusetts Secretary of Energy and Environment
- 10:50 a.m. Keynote Speaker - U.S. Environmental Protection Agency (EPA)
Deborah Szaro, Acting Regional Administrator for EPA Region 1
- 11:10 a.m. Review of 208 Plan Update Implementation
Paul Niedzwiecki, Executive Director, Cape Cod Commission
- 11:30 a.m. Break
- 11:45 a.m. Cape Cod Water Quality Monitoring Program
Paul Niedzwiecki, Executive Director, Cape Cod Commission
- 12:00 p.m. An Overview of the Water Quality Technologies Matrix Annual Update
Heather McElroy, Natural Resources Specialist, Cape Cod Commission
- 12:20 p.m. Lunch
Technologies Matrix Update – attendees are welcome to attend a discussion on the first update to the technologies matrix. The process and proposed updates will be addressed by the 2017 Technologies Matrix Review Committee. Space is limited.

Explore the Innovation Showcase and Cape Cod Commission Black Box – located in the Ballroom Foyer and Osterville room.
- 1:30 p.m. Transferring the Cape Cod 208 Planning Process to Southeastern Massachusetts
Presented by The Nature Conservancy

All sessions are free and open to the public, but registration is required.

REGISTER: www.capecodcommission.org/onecape

// Please note that this is a draft agenda, sessions and speakers are subject to change //

one cape

WATER QUALITY • HOUSING • INFRASTRUCTURE JUNE 22-23

One Cape: Water Quality, Housing and Infrastructure

June 22-23, 2017 | Resort and Conference Center at Hyannis
35 Scudder Avenue, Hyannis, MA 02601

- 1:50 p.m. Overview of Progress Toward Shared Watershed Planning
Case studies from Cape Cod communities
- 2:20 p.m. Breakout Session Introduction
- 2:25 p.m. Break
- 2:40 p.m. Breakout Sessions:
- A. Transferring the Cape Cod 208 Planning Process to Southeastern Massachusetts – panel discussion with The Nature Conservancy and Southeastern Massachusetts stakeholders
 - B. Shared Watershed Progress – panel discussion with Cape Cod Waste Management Agencies regarding shared watershed planning ⇒ *Osterville B*
 - C. Compounds of Emerging Concern – Tom Cambareri, Water Resources Technical Services Director, Cape Cod Commission
- 3:30 p.m. Next Steps for 208 Implementation
Paul Niedzwiecki, Executive Director, Cape Cod Commission

All Cape Selectmen and Councilors reception and dinner to follow. Open to the public.

//////////////////// DAY PROGRAM END //////////////////////

- 4:00 p.m. Pleasant Bay Alliance will host a Joint Meeting of the Brewster, Chatham, Harwich, and Orleans Boards of Selectmen to discuss the Pleasant Bay Composite Nitrogen Analysis from 4:00 to 5:00 p.m. This meeting is open to the public.
Location: Bass River Room

All sessions are free and open to the public, but registration is required.

REGISTER: www.capecodcommission.org/onecape

// Please note that this is a draft agenda, sessions and speakers are subject to change //

one cape

WATER QUALITY • HOUSING • INFRASTRUCTURE JUNE 22-23

One Cape: Water Quality, Housing and Infrastructure

June 22-23, 2017 | Resort and Conference Center at Hyannis
35 Scudder Avenue, Hyannis, MA 02601

Evening Program | Thursday, June 22, 2017

ALL CAPE SELECTMEN AND COUNCILORS' SESSION

The all Cape Selectmen & Councilors session and reception are open to the public. All are welcome to attend.

- 4:30 p.m. Selectmen and Councilors Meeting Reception in the Innovation Showcase
All Cape Selectmen and Councilors Meeting Registration Opens
Location: Ballroom Foyer and Osterville Room
- 5:30 p.m. Welcome & Opening Remarks from the Cape Cod Selectmen and Councilors Association
President: Susan Moran, Falmouth Board of Selectmen Chair
Incoming President: Tracy Post, Yarmouth Board of Selectmen Chair
- 5:40 p.m. Opening Remarks
Paul Niedzwiecki, Executive Director, Cape Cod Commission
- 5:50 p.m. Keynote Address
Vinny deMacedo, Massachusetts State Senator, Plymouth and Barnstable County District
With introduction by Will Crocker, Massachusetts State Representative, 2nd Barnstable District
- 6:10 p.m. Dinner
- 6:30 p.m. One Cape Awards
Awards will be presented on behalf of the Cape Cod Commission recognizing individuals and organizations for outstanding leadership and dedication to water quality on Cape Cod
- 6:50 p.m. Panel Discussion with State and Federal Regulators
Moderator: Paul Niedzwiecki, Executive Director, Cape Cod Commission
Speakers: Deborah Szaro, Acting Regional Administrator for EPA Region 1
Gary Moran, Deputy Commissioner, MA DEP
Bradley Campbell, President, Conservation Law Foundation
- 7:30 p.m. The Future of Barnstable County Government
Leo Cakounes, Chairman of the Board of Regional Commissioners
- 7:45 p.m. Closing Remarks
Paul Niedzwiecki, Executive Director, Cape Cod Commission

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one cape

WATER QUALITY • HOUSING • INFRASTRUCTURE JUNE 22-23

One Cape: Water Quality, Housing and Infrastructure

June 22-23, 2017 | Resort and Conference Center at Hyannis
35 Scudder Avenue, Hyannis, MA 02601

Day 2 Program | Friday, June 23, 2017

Day two of this year's OneCape summit will focus on housing, regional infrastructure planning and an overview of the Cape Cod economy. The Commission will issue the results of its Regional Housing Market Demand Study, developed through the spring by Crane Associates and Economic Policy Research (EPR). The day will also feature a panel discussion with local developers about Designing Our Communities and a closer look at regional capital infrastructure.

- 8:00 a.m. Registration
- 9:00 a.m. Opening Remarks and Regional Policy Plan Overview
Kristy Senatori, Deputy Director, Cape Cod Commission
- An Overview of the Cape Cod Economy
Paul Niedzwiecki, Executive Director, Cape Cod Commission
- 9:30 a.m. Keynote Address
Dan Wolf, CapeAir CEO and former Massachusetts State Senator, Cape & Islands District
Dorothy Savarese, President and CEO, Cape Cod Five Cents Savings Bank
- 10:05 a.m. Cape Cod Regional Housing Market Analysis
Presentation of final report by Michael Crane, AICP, President, Crane Associates and
Jeffrey B. Carr, Corporate President, Senior Economist, EPR
- Housing Choice for Cape Cod Life Stages, Lifestyles and Incomes
Panel discussion with Housing Market Analysis Review Team members facilitated by
Heather Harper, Community Design Affordable Housing Specialist, Cape Cod Commission
- 11:15 a.m. Community Development Partnership and Housing Assistance Corporation
Announcement *Cape Community Housing Partnership*
Alisa Galazzi, Housing Assistance Corporation
Jay Coburn, Community Development Partnership *www.capehousingnetwork.org*
- 11:25 a.m. Break
- 11:40 a.m. Designing Our Communities
A panel discussion with local developers moderated by Paul Niedzwiecki, Executive
Director, Cape Cod Commission
Panelists: Rob Brennan, Developer of Heritage Sands, Dennisport
Tom Feronti, Construction Manager, Mashpee Commons
Michael Barron Galasso, Affordable Housing Developer and Chairman of
Falmouth Economic Development Corp.
Andre Leroux, Executive Director, Massachusetts Smart Growth Alliance.
- 12:25 p.m. Lunch

All sessions are free and open to the public, but registration is required.

REGISTER: www.capecodcommission.org/onecape

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one cape

WATER QUALITY • HOUSING • INFRASTRUCTURE JUNE 22-23

One Cape: Water Quality, Housing and Infrastructure

June 22-23, 2017 | Resort and Conference Center at Hyannis
35 Scudder Avenue, Hyannis, MA 02601

- 1:35 p.m. Lightning Rounds
Preview of tools and initiatives for community development planning
- 2:00 p.m. Regional Infrastructure
- 3:00 p.m. Closing Keynote Address
Julian Cyr, Massachusetts State Senator, Cape and Islands District

DRAFT

All sessions are free and open to the public, but registration is required.

REGISTER: www.capecodcommission.org/onecape

// Please note that this is a draft agenda, sessions and speakers are subject to change //

Barnstable County Services Survey PART I

The County of Barnstable is conducting an informal survey to determine your town's familiarity and use of many of the County's services. This survey will also help us recognize interest in emerging or potential services offered by the County. There are three parts to this survey. Please complete all three parts.

Please check one:

- I am a Town Administrator
- I am a Selectman
- I am a member of Town Counsel
- I am other town elected/appointment official

SECTION I - ADMINISTRATIVE SERVICES

1. Would you be supportive of the creation of a regionalized human resources service at Barnstable County?

- Yes
- No

2. Would you be interested in Barnstable County providing accommodations for centralized beach sticker sales?

- Yes
- No

SECTION II - BARNSTABLE COUNTY PURCHASING DIVISION

Purchasing Division

1. Barnstable County Purchasing Division coordinates the solicitation of collaborative bids between the towns in the County to take advantage of the cost savings involved in the procurement of supplies and services in large volumes. Some examples are gasoline and diesel fuel, heating oil, roadway construction, water chemicals, among others.

- Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Purchasing Division

2. The Purchasing Department provides a website <http://purchasing.barnstablecounty.org> for towns to order office supplies that are bid through the County.

- Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Purchasing Division

3. The Cape Cod Association of Public Purchasing Officials (CAPPO) meets monthly to provide education and training, as well as a forum for local officials, to discuss regional procurement issues.

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Purchasing Division

4. Please let us know if your town is interested in participating with other towns in additional collaborative procurement opportunities. Check all that apply.

- Vehicles
- Heavy Equipment
- Printing Services
- Other

If you chose "Other" please describe.

Purchasing Division

5. Would you be interested in having Barnstable County act as a regional procurement office to handle procurements in your town.

- Yes
- No

SECTION III - DREDGE

Dredge

1. Were you aware that the County has purchased a second Dredge?

- Yes
- No

Dredge

2. Would you be interested in increasing your Dredge usage?

Yes

No

SECTION IV - EMERGING INFORMATION TECHNOLOGY SERVICES

Over the past several months, the IT Department at Barnstable County has been working diligently to broaden and enhance their portfolio of products, services and support to better serve constituencies throughout Barnstable County.

Please look at the following services that IT would like to offer and identify how interested you are in having your municipality receive this service.

1. Complete design solutions for voice, data and wireless information.

- Highly interested.
- Somewhat interested.
- Not interested.
- I require more information.

2. Enhanced network management tools to proactively monitor the network in its entirety.

- Highly interested.
- Somewhat interested.
- Not interested.
- I require more information.

3. Advanced threat protection for both internal devices and the network transport.

- Highly interested.
- Somewhat interested.
- Not interested.
- I require more information.

4. IT Strategic planning with guidance technology roadmap development.

- Highly interested.
- Somewhat interested.
- Not interested.
- I require more information.

5. Data center accessibility and security for hosting, backup and disaster recovery.

- Highly interested.
- Somewhat interested.
- Not interested.
- I require more information.

6. Business intelligence and analytics from multiple data sources.



- Highly interested.
- Somewhat interested.
- Not interested.
- I require more information.

7. Enhanced Microsoft product offerings including managed Office 365 suite with a la carte menu.

- Highly interested.
- Somewhat interested.
- Not interested.
- I require more information.

8. Enhanced voice and video/VoIP offerings providing full mobility and conferencing features with a la carte menu.

- Highly interested.
- Somewhat interested.
- Not interested.
- I require more information.

9. Large scale online meetings with traditional call-in capability.

- Highly interested.
- Somewhat interested.
- Not interested.
- I require more information.

10. Cloud storage and backup for business continuity.

- Highly interested.
- Somewhat interested.
- Not interested.
- I require more information.

11. Site ISP redundancy to assure real-time failover for business opportunity.

- Highly interested.
- Somewhat interested.
- Not interested.
- I require more information.

12. Server hardening and back-ups for high availability and fault tolerance.

- Highly interested.
- Somewhat interested.
- Not interested.
- I require more information.

13. Infrastructure as a service, including virtual servers and desktops.

- Highly interested.
- Somewhat interested.
- Not interested.
- I require more information.

14. Enhanced wireless infrastructure allowing rapid deployment of secure wireless access.

- Highly interested.
- Somewhat interested.
- Not interested.
- I require more information.

15. Detailed service level agreements tied to all product offering.

- Highly interested.
- Somewhat interested.
- Not interested.
- I require more information.

This ends Part I of this survey. For online respondents, please click the SUBMIT button and retrieve the URL to continue on to Part II.

Barnstable County Services Survey PART II

The County of Barnstable is conducting an informal survey to determine your town's familiarity and use of many of the County's services. This survey will also help us recognize interest in emerging or potential services offered by the County. This represents Part II of this survey. When completed, please continue on to Part III.

Please check one:

- I am a Town Administrator
- I am a Selectman
- I am a member of Town Counsel
- I am other town elected/appointment official

SECTION I - BARNSTABLE COUNTY SERVICES:

*Cape Cod Commission
Department of Human Services
Resource Development Office*

CAPE COD COMMISSION

Cape Cod Commission

1. RESET (Regional Economic Strategy Executive Team)

- Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Cape Cod Commission

2. Wastewater Planning

- Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Cape Cod Commission

3. Transportation Analysis/Planning

- Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Cape Cod Commission

4. Water Resources Analysis/Planning

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Cape Cod Commission

5. Maps and GIS support/analysis

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Cape Cod Commission

6. Technical Assistance on request.

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Cape Cod Commission

7. Development of Decision Support Tools

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

[Empty text box]

If this service is not being used in your town, why not?

[Empty text box]

Cape Cod Commission

8. Administration of Cost-Saving Regional Efforts (RWAN, ePermitting, performance management).

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

[Empty text box]

If this service is not being used in your town, why not?

[Empty text box]

DEPARTMENT OF HUMAN SERVICES

Department of Human Services

9. Free health insurance enrollment counseling for Medicare beneficiaries (SHINE). Shine collaborates with all 15 Senior Centers/COA's on Cape Cod.

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

[Empty text box]

If this service is not being used in your town, why not?

[Empty text box]

Department of Human Services

10. Leadership of Cape-wide data collection and planning for senior citizens on Cape Cod.

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

[Empty text box]

If this service is not being used in your town, why not?

[Empty text box]

Department of Human Services

11. Prevention and reduction of chronic diseases, such as diabetes, hypertension, and falls among seniors.

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Department of Human Services

12. Regional funding for supportive housing for chronically homeless households (McKinney Vento Continuum of Care).

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Department of Human Services

13. Funding for affordable housing development and down payment closing cost assistance program (HOME Program).

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Department of Human Services

14. Prevention of substance abuse, working in conjunction with towns, elected officials, schools, health care providers, and employers to develop regional strategies to secure funding resources (RSAC, MOAPC, SAPC).

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Department of Human Services

15. Direct consultation with non-profit organizations, health care & human service providers, and town staff on Cape-specific data to support grant-writing activities.

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

RESOURCE DEVELOPMENT OFFICE

Resource Development Office

16. Assistance with Grant program development.

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Resource Development Office

17. Grant writing services and/or technical assistance.

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Resource Development Office

18. Grant oversight and fiscal management.

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Resource Development Office

19. Grant Webinars/Workshops

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

This concludes Part II of the survey. For online respondents, please click on the SUBMIT button and retrieve the URL for PART III.

Barnstable County Services Survey - PART III

The County of Barnstable is conducting an informal survey to determine your town's familiarity and use of many of the County's services. This survey will also help us recognize interest in emerging or potential services offered by the County.

This represents Part III, the final portion, of this survey.

Please check one:

- I am a Town Administrator
- I am a Selectman
- I am a member of Town Counsel
- I am other town elected/appointment official

SECTION I - BARNSTABLE COUNTY SERVICES:

*Department of Health & Environment
 Barnstable County Regional Emergency Preparedness Division
 Cape Cod Cooperative Extension*

DEPARTMENT OF HEALTH AND ENVIRONMENT

Department of Health and Environment

1. Local Board of Health Services: Services to the communities in Barnstable County include: Health Agent coverage, restaurant inspections, swimming pool inspections, septic plan review (particularly advanced treatment systems), soil tests, housing inspections, sanitary code and compliance investigations. Some communities have opted for contractual opportunities for these services for extended periods of time during time of extended health agent leaves (maternity or illness).

Please check this box if you are not familiar with these services.

How well do these services meet the needs of your town?

If these services are not being used in your town, why not?

Department of Health and Environment

2. Community Septic Management Loan Program(CSMLP): CSMLP has worked on behalf of homeowners in the 15 communities on Cape Cod to upgrade failed residential septic systems by providing an affordable long-term loan program.

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Department of Health and Environment

3. *Massachusetts Alternative Septic System Test Center (MASSTC) and Title 5 Services: MASSTC has been operated to provide the communities in Barnstable County with state-of-the-art information on the onsite septic systems that are being considered to address the Cape's problems with nitrogen that impacts our drinking water and marine water. All administrative and performance tracking of the installed alternative systems in each community is accomplished by a nationally lauded and self-sustaining program at no cost to the towns.*

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Department of Health and Environment

4. *Public Health Nursing and Public Immunization Program: This program provides the fifteen communities with a vital public immunization program, sun safety education, tick borne disease education, blood borne pathogens testing, tuberculosis testing and bladder cancer screening (particularly for high risk individuals among the public safety), public health outreach at food pantry's, blood pressure clinics, preventative health screenings and support at municipal health fairs.*

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Department of Health and Environment

5. *Bathing Beach Water Quality Program: This program provides the communities with the collection and bacterial analysis of every town beach in Barnstable County. Additional Services include: Notification to town health agents when bacteria levels are exceeded and Immediate resampling and analysis of affected beaches to reduce closure periods. Over 350 beaches are monitored and reported on weekly.*

Please check this box if you are not familiar with these services.

How well do these services meet the needs of your town?

If these services are not being used in your town, why not?

Department of Health and Environment

6. *Barnstable County Water Quality Laboratory: The Laboratory assists water districts, municipalities and homeowners with high quality analysis of various contaminants in accordance with state and federal water quality standards. The laboratory also assists with monitoring of fresh and marine waters, required monitoring near closed landfill, shellfish harvesting areas and other areas of*

environmental concern. Special projects such as the lead-in-school water supplies are accomplished by maintaining state-of-the-art analytical capabilities.

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Department of Health and Environment

7. Environmental Health and Safety Program: The EHS Division serves the towns in the capacity of assessing, assisting, developing, administering, reviewing, and implementing necessary and current environmental, health, and safety compliance needs. Currently, the focus has been on lowering municipal employee risks and hazards by preventing job-related accidents, injuries, and illnesses and reducing the overall risk to towns, resulting in lowering liabilities for health and insurance costs.

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Department of Health and Environment

8. Cape Cod Regional Tobacco Control Program: This program, funded by the Massachusetts Department of Public Health supports the fifteen local Boards of Health with compliance with state and local tobacco regulations. The focus of the program is the limiting of youth access and implementation of a comprehensive tobacco education program.

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Department of Health and Environment

9. Membership Participation in Regional Forums: Often the interest of the towns is not represented in state and regional bodies that have influence at the state level. The Department serves on state panels to make the needs of the towns known. These include the State Emergency Response Commission, the Title 5 Review Stakeholder Group, The Massachusetts Public Health Nursing Association, New England Interstate Onsite Wastewater Group, State Onsite Regulator Association, The Barnstable County Lyme Disease Task Force, and the State Hoarding Task Force.

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

[Empty text box]

If this service is not being used in your town, why not?

[Empty text box]

BARNSTABLE COUNTY REGIONAL PREPAREDNESS DIVISION

Barnstable County Regional Emergency Preparedness Division

10. The Barnstable County Regional Emergency Planning Committee supports the emergency management and public safety agencies in the fifteen communities with comprehensive all hazard emergency planning and response. The REPC provides a monthly forum to address critical public safety issues in the county, and operates the Multi-Agency Coordination Center (MACC) during regional emergency events where power restoration, sheltering and recovery resources may be needed.

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

[Empty text box]

If this service is not being used in your town, why not?

[Empty text box]

Barnstable County Regional Emergency Preparedness Division

11. Tier II Hazardous Chemical Emergency Report Inventory Program: This program assists the communities with compliance to the Emergency Planning and Community Right to Know Act. Services to the towns include the assistance to municipal agencies with the submission Tier II hazardous materials inventory reports for over 450 facilities, the provision of hazardous materials inventories and facility emergency response plans to fire departments and a comprehensive hazardous materials education program.

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

[Empty text box]

If this service is not being used in your town, why not?

[Empty text box]

Barnstable County Regional Emergency Preparedness Division

12. Barnstable County Regional Sheltering Program: The regional sheltering program supports six regional emergency shelters and two satellite shelters that provide Cape communities safe locations to serve each community should residents or visitors need to be evacuated due to an emergency event, such as a tropical storm or severe winter weather event. The program coordinates volunteers, grant requests for equipment, public awareness efforts and develops of regional exercises to review capabilities.

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

[Empty text box]

If this service is not being used in your town, why not?

[Empty text box]

Barnstable County Regional Emergency Preparedness Division

13. Cape and Islands Health Agents Coalition/Public Health Emergency Planning: This program assists the local health departments with public health emergency planning for communicable diseases such as influenza, SARS, Anthrax and many other hazards. This is done through the development of communicable disease response plans, continuation of operation planning, coordination of local and regional exercises and the continued operation of a regional Medical Reserve Corps to support these and other emergency response efforts.

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Barnstable County Regional Emergency Preparedness Division

14. The Barnstable County Fire and Rescue Training Academy (BCFRTA): BCFRTA is a vital regional training facility for fire departments in Barnstable County. BCFRTA provides fire departments comprehensive training in fire response, Emergency Medical Services (EMS), technical rescue, and incident management. Additionally, the academy offers a Fit Testing Program to departments for their breathing apparatus, a shipboard firefighting program for the cadets at the Massachusetts Maritime Academy and Industrial Fire Brigade training.

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

CAPE COD COOPERATIVE EXTENSION

Cape Cod Cooperative Extension

15. Shellfish & Aquaculture Services

o Regional shellfish bid and financial assistance (currently \$30,000) for towns to acquire oyster and quahog seed at lowest price with reliable delivery.

o Shellfish Constable services – technical assistance during shellfish closures, shellfish habitat assessment, disease testing and analysis of municipal shellfish stock, host and facilitate Barnstable County Shellfish Advisory Committee, teach many of the Shellfish Constable Certification courses.

o Water quality monitoring to address nitrogen and nutrient issues and the role shellfish can play in remediation.

o Provide towns with safe shellfish harvest and handling training and literature.

o Extensive outreach and education to private aquaculturists including Fundamentals of Shellfish Farming eight-week course.

Please check this box if you are not familiar with these services.

How well do these services meet the needs of your town?

If these services are not being used in your town, why not?

Cape Cod Cooperative Extension

16. Coastal Erosion and Flood Management

o Community Rating System (CRS) Coordinator responsible for helping towns qualify and reach maximum savings for their residents who pay flood insurance on their homes.

o Shoreline mapping, technical reports to conservation commissions on erosion, beach nourishment, and impacts of proposed building sites.

o Provide detailed technical bulletins to municipal staff on coastal issues (storm damage, plantings, beach management).

o Barnstable County Municipal Conservation Agent working group – provide monthly meetings, trainings, and technical assistance to town conservation agents.

Please check this box if you are not familiar with these services.

How well do these services meet the needs of your town?

If these services are not being used in your town, why not?

Cape Cod Cooperative Extension

17. Entomology / Tick borne Disease Research, Education and Prevention

o Barnstable County Lyme Disease Task Force – community outreach, Physician and Nurses Forums, collaboration and communication with community and state resources.

o Tick borne disease prevention through community education.

o Tick testing, tick research, collaboration with EPA and UMASS.

o Insect / pest management services – gypsy moth, winter moth, assistance to local farmers.

Please check this box if you are not familiar with these services.

How well do these services meet the needs of your town?

If this services are not being used in your town, why not?

Cape Cod Cooperative Extension

18. · Horticulture / Master Gardeners / Buy Fresh Buy Local Cape Cod.

o Technical assistance to tree wardens, conservation agents, natural resource departments on land and wildfire management, forestry, and municipal plantings.

o Fertilizer Certification for applicators as require by town bylaw.

o Horticulture clinic, direct service to citizens on plants and gardens.

o Green industry support - landscapers, arborists, nurseries.

o Buy Fresh Buy Local Cape Cod – connecting community members with locally grown and harvested products; providing marketing and technical assistance to farmers.

o Technical assistance and economic development for local farmers.

o Barnstable County Municipal Shade Tree Nursery – grow and provide regionally appropriate trees and shrubs at low cost to municipalities.

Please check this box if you are not familiar with these services.

How well do these services meet the needs of your town?

If this services are not being used in your town, why not?

Cape Cod Cooperative Extension

19. Nutrition and Food Safety

o Collaborate with Health Agents on food safety classes for food establishments.

o Senior citizen nutrition programs, school nutrition, ServSafe, business assistance to keep in compliance with local, state, and Federal laws.

o Food Pantry and Cape Cod Hunger Network program facillitation and safety compliance education.

o Supplemental Nutrition Assistance Program Education – Preschool nutrition education, parent education, community services.

o Small business assistance guidance and education for mandatory food safety plans.

Please check this box if you are not familiar with these services.

How well do these services meet the needs of your town?

If these services are not being used in your town, why not?

Cape Cod Cooperative Extension

20. Youth Programs & Youth Development

o 4-H Youth Development Program for ages 5 -18. Part of national 4-H program reaching over 5,000 Cape Cod youth (and 200 adult volunteers) yearly through clubs, after school programs, special events, in school enrichment, and camps.

o 4-H Life Skills – Leadership, Communication, Community Service and Citizenship under the guidance of trained, screened volunteers.

o Military Family Programs: Week-long, grant-funded family-centered camps for military families on Cape Cod.

o After School and At Risk Youth Programs – cooperative work with school systems to provide programs for youth that otherwise could not access or afford services.

o Coastal Explorer – mobile classroom on wheels delivering locally based marine curriculum to schools in accordance with state and federal testing requirements.

o WET Festivals – one day education sessions focused on water quality education delivered to 4th-6th grade students covering Cape Cod water protection and conservation.

Please check this box if you are not familiar with these services.

How well do these services meet the needs of your town?

If these services are not being used in your town, why not?

Cape Cod Cooperative Extension

21. Municipal Solid Waste (Trash) and Recycling

o Municipal Assistance Coordinator (MAC) provides technical assistance and acts as conduit for communications with MassDEP for transfer station and landfill needs including trash management options and municipal recycling resources.

o Grant assistance for municipal trash, recycling and large scale composting.

o Information services to solid waste advisory committees, town finance committees, elected officials and staff.

Please check this box if you are not familiar with this service.

How well does this service meet the needs of your town?

If this service is not being used in your town, why not?

Cape Cod Cooperative Extension

22. Household Hazardous Waste programs (Groundwater Protection)

o Coordination of all municipal household hazardous waste collections.

o Direct services to towns and citizens in need of hazardous waste disposal options.

o Sharps (needle) collection program for each town.

o Road and marine flare collection program.

o Mercury containing device collection program.

o Unwanted medication collection program.

Please check this box if you are not familiar with these services.

How well do these services meet the needs of your town?

If this services are not being used in your town, why not?

Thank you for taking the time to help Barnstable County determine your familiarity and use of our services, and interest in emerging or potential services offered by the County.