

SELECTMEN'S MEETING AGENDA*

*Griffin Room, Town Hall
732 Main Street, Harwich, MA
Executive Session 6:15 P.M.
Regular Meeting 6:30 P.M.
Monday, August 7, 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. EXECUTIVE SESSION – Pursuant to MGL c.30A, §21(2) to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel – Town Administrator's Contract

III. PLEDGE OF ALLEGIANCE

IV. WEEKLY BRIEFING

V. PUBLIC COMMENTS AND ANNOUNCEMENTS

VI. NON-RESIDENTS TAXPAYERS MEETING

- A. Fire Station 2
- B. Report from the Police Chief
- C. Report from the Harbormaster
- D. Report from the Recreation Director
- E. Report of the Water Superintendent
- F. Report from the DPW Director
- G. Update on Wastewater Issues – Pleasant Bay/Cold Brook
- H. Public Beach 22
- I. Overall Financial Position of the Town
- J. Questions and Comments

VII. CONSENT AGENDA

- A. Approve and sign proclamation request from the Cape & Islands Suicide Prevention Coalition
- B. Approve application for Common Victualler license by 30 Earle Rd LLC d/b/a The Commodore Inn
- C. Confirm appointment of Shelagh Delaney as Executive Assistant in Community Development
- D. Confirm appointment of Council on Aging Director (information pending)
- E. Approve Election workers for Democratic and Republican Town Committees

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

- A. **Presentation** – VHB - Route 28, West Harwich TIP project – possible vote to authorize Chair to sign design contract

IX. OLD BUSINESS

- A. Town Administrator's Contract
- B. ICMA TV – Promotional Video for Harwich in the amount of \$17,500

X. NEW BUSINESS

- A. Administrative update on Old Rec Building
- B. Middle School Cultural Center Open House discussion
- C. Revenue & Expense Report for Middle School Building – Carol Coppola - Finance Director
- D. Authorize Chair and Town Administrator to sign addendum to Engagement Letter for FY16 audit for federal funds
- E. Formation of Economic Development Committee
- F. Housing Authority Charge and discussion of meeting held on July 10th in regard to Middle School housing and CPC conversation
- G. Committee vacancy list and discussion

XI. TOWN ADMINISTRATOR'S REPORT

- A. Retirement of Paula Champagne, Health Director
- B. Department Head weekly reports

XII. SELECTMEN'S REPORT

XIII. 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: _____
August 3, 2017

**TOWN OF HARWICH
PUBLIC MEETING NOTICE**

**NON-RESIDENT TAXPAYERS MEETING
August 7, 2017**

The Harwich Board of Selectmen will hold the **Annual Non-Resident Taxpayers Meeting on Monday, August 7, 2017**, no earlier than 6:30 P.M., during their regular meeting in the Donn B. Griffin Meeting Room, located at 732 Main Street in Harwich. All Harwich non-resident taxpayers are encouraged to attend this informational meeting, which will provide an overview of town government and provide non-resident taxpayers an opportunity to raise and discuss issues and concerns.

Topics include:

1. Fire Station 2
2. Wastewater Issues
3. Report from the Police Chief
4. Report from the Harbormaster
5. Report from the Recreation Director
6. Report from Water Superintendent
7. Report from the DPW Director
8. Wastewater Issues
9. Public Beach 22
10. Overall Financial Position of the Town
11. Questions and Comments

Harwich Board of Selectmen

Cape Cod Chronicle
July 27, 2017
August 3, 2017

**TOWN OF HARWICH
PUBLIC MEETING NOTICE**

**NON-RESIDENT TAXPAYERS MEETING
AUGUST 7, 2017**

The Harwich Board of Selectmen will hold the **Annual Non-Resident Taxpayers Meeting on Monday, August 7, 2017**, no earlier than 6:30 P.M., during their regular meeting in the Donn B. Griffin Meeting Room, located at 732 Main Street in Harwich. All Harwich non-resident taxpayers are encouraged to attend this informational meeting, which will provide an overview of town government and provide non-resident taxpayers an opportunity to raise and discuss issues and concerns.

Topics include:

Fire Station 2
Wastewater Issues
Report from the Police Chief
Report from the Harbormaster
Report from the Recreation Director
Report from Water Superintendent
Report from the DPW Director
Wastewater Issues
Public Beach 22
Overall Financial Position of the Town
Questions and Comments

Harwich Board of Selectmen

The Cape Cod Chronicle
July 27 and Aug. 3, 2017

HARBORMASTER DEPARTMENT
Non-Resident Tax Payers Meeting
August 7, 2017

- 1. Operational Readiness** – So far this season 22 maritime assistance cases (tows, groundings, dewatering, medical, etc) have been successfully executed by the department's patrol boat operators. Two notable cases were the multi-agency search and recovery of a person clinging to his overturned boat for over 12 hours south of Bass River, and the recovery and transport of passengers and crew from the grounded ferry IYANOUGH off Hyannis Harbor.
- 2. Geographic Response Plan Oil Spill Exercise** – Harbormaster Department participated in a full-scale multi-agency oil spill recovery training exercise on the Herring River sponsored and evaluated by MassDEP.
- 3. Saquatucket Marina Reconstruction Project** – The project includes dredging approximately 17,000 cubic yards of material from the harbor, and the replacement and reconfiguration of the entire marina dock system and services to bring it into compliance with the American with Disability Act and the Massachusetts Architectural Access Board requirements. This major capital project is being funded by the town (approx 70% from harbor revenues), and with the support of a \$1 million MA Seaport Economic Council grant. The project is currently out for bid, with a scheduled bid opening date of August 10. Construction will start October 15, and must be substantially completed prior to Memorial Day 2018.
- 4. Saquatucket Landside Renovation Project** – The project includes a new Harbormaster Department building that contains offices for Harbor and Natural Resources staff, public restrooms and slip permit holder restrooms and showers. Also included are a leased waterfront Snack Shack, a widened central green space for pedestrian circulation and leased artisan shacks, and a boardwalk that provides views of the marina. On the former Downey Property a Harbormaster Department maintenance garage will be built on the east end and a designated area for passenger boat ticketing will be included on the west end. The new parcel will be paved and approximately 90 new vehicle parking spaces will be added. The addition of pedestrian walkways, ramps and boardwalks makes the entire complex compliant with ADA and MAAB accessibility laws and requirements. A new larger septic system to serve all new buildings will be installed and creative landscaping to enhance the appearance of the area is also included in the project. This exciting project will modernize and expand the Saquatucket Harbor waterfront area to make it a more vibrant and safe destination for a broader spectrum of the community. The project is currently out for bid, with a scheduled bid opening date of August 16. Construction will start ooa September 15, and must be substantially completed prior to Memorial Day 2018.

5. Dredge Projects:

Allen Harbor Channel - Barnstable County dredge removed 11,540 cubic yards of material; sand was placed on Grey Neck, Earle Road and Wah Wah Taysee public beaches, and Wyndemere Bluffs Assoc private beach. Saquatucket Harbor channel was surveyed and scheduled be dredged, but the County Dredge had a mechanical failure and was unable to complete; we are hoping to get Saquatucket channel dredged this fall.

6. Upcoming Projects:

Round Cove Boat Ramp – Town Meeting approved the replacement of the public boat ramp at Round Cove. A new MassDEP Chapter 91 Waterways License is required, so construction will likely commence in Spring 2018.

Submitted by:

John Rendon, Harbormaster

Non-Resident Taxpayer Meeting 8-7-17

Beaches

- Beaches are really starting to pick up now that we have seen a longer stretch of nice weather. All beaches have been very full, especially on weekends. Because of the great summer weather we have been having, we have only had 2 rain days thus far where we called lifeguards and beach personnel off the beaches.
- As of August 1, we have sold 2,187 daily beach passes which puts us on pace with last year's total (highest ever).
- As of August 1, we have written 257 beach parking violations which is slightly down from last summer. This should be reflected in sticker sales once tallied up at the end of the season.
- We have a full lifeguard staff this year due to the fact that we are doing in house certifications to ensure our lifeguard staffing numbers stay up. The lifeguards have done a great job this summer of preventing emergency situations and looking for dangerous situations before they happen. They have had to deal with several emergency situations and they all have used their training well and stayed cool under pressure.
- This Summer we increased our kayak and stand up paddle board rental days to seven days a week at Cahoons Pond. We have seen rental numbers go up and up as the season goes on and are close to 100 rentals thus far. Patrons seem to really enjoy the option of a kayak ride and we are looking towards adding a few more stand up paddle boards as they are also very popular.
- We are very thankful to the Harwich Highway Department for their continued daily maintenance of the town beaches and their facilities. We receive numerous compliments on the pristine condition of our beaches
- New this year at Harwich Beaches:
 - We have increased our kayak and stand up paddle board rentals to seven days per week at Cahoons Pond.
 - We will soon begin selling "Harwich Beaches" t-shirts at beaches other than Red River, including Bank Street, Earle Road, and Pleasant Road.
 - We installed a donated "lending library" at Bank Street Beach for beach patrons.

Summer Programming

- We are currently in the middle of Session 3 of our Summer Programming Season and we are seeing very good registration numbers. We anticipate to finish with well over 1100 registrants in youth programming for this summer. This would be about a 10% increase on last year's registration numbers. We have offered the following programs for youth: tennis lessons, lacrosse, half day camp, full day camp, babysitting class, soccer clinics, pick up basketball, pick up soccer, baseball, swimming lessons, youth golf clinic, youth yoga, shooting stars basketball clinic, youth archery, field trip program, middle school teen camp program, and open gym and game room times.
- We are also offering a full slate of adult programming including: volleyball, pickle ball, tennis, field hockey, men's pickup baseball, and ping pong.
- We have an exemplary summer camp and program staff this summer made up of many local Harwich students. We have received numerous calls commending

their work in the camp program. 90 percent of our camp staff were returnees from last season.

Future Recreation Department Projects

- The Recreation and Youth Commission is currently deciding on their submittals for CPC funded projects for this year which could include a new lighting system for Brooks Park, a new scoreboard at Whitehouse Field etc.

Recent/On-going Recreation Department Projects

- We are almost finished with Phase 3 of Brooks Park Expansion Project. This fall we will complete the project with the installation of the picnic pavilion and the installation of the tennis practice wall.
- We completed the Whitehouse Field fencing project which installed new fencing for the entire field.
- We will begin work on Brooks Improvement Phase 4 in the Fall which includes a restroom facility, an expansion of the playground, as well as, water bubblers and garbage receptacles.
- This Fall we will also begin work on a new irrigation system for Whitehouse Field through CPC approved funding.
- We will also be installing fit stations around the Veterans Memorial Field Complex track (behind the community center) through CPC approved funding.

Respectfully Submitted,

Eric Beebe
8-2-17

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039

Christopher Clark, Town Administrator

732 MAIN STREET, HARWICH, MA 02645



MEMO

To: Board of Selectmen

From: Christopher Clark
Town Administrator

Re: General Beach Nourishment Policy and Public Beach 22

Date: May 23, 2017

Administration has been requested to look at the issue of beach nourishment throughout the Town. This issue specifically came up in regards to a neighborhood dispute centering on Public Beach 22 by Beach Road in West Harwich. I have had meetings with the Harbormaster and the Conservation Administrator regarding this issue. Amy was able to provide information from Coastal Zone Management, a state agency whose jurisdiction includes looking at shorelines over a period of time. She was able to provide maps that show the shoreline along Nantucket Sound that have data showing the shoreline in some cases going as far back as 1909 up to the most recent data 2009. When one looks at the images shown of the shoreline over time, there are a few general rules that appear to apply. First when there is a large jetty as in the case of Herring River, Pleasant Road Beach, Allen Harbor, Wychmere Harbor and Red River, beach accretion tends to be the more dominant feature. In almost all other areas, the situation varies significantly over time. The second image in the series of images shows the Pleasant Road Beach to the Brooks Road area has fairly widely varying high water shorelines which is the highest point of the erosion that was identified in the 1909 to 1930 range and the highest point of accretion is from the 1970s and 1982 range. Based upon these images and the high level of unpredictability, I would recommend that the Board of Selectmen have a policy as follows:

Whereas it is in the public interest to have public beaches for our tourist industry and our longtime summer residents that a focal point of policy should be to monitor public beaches that have sustained long periods of accretion such as the Pleasant Road Beach, Brooks Road area beach, Bank Street and Merkel Beach area and the Red River beach area. A priority for beach nourishment should be publicly owned lands and beaches where there is established infrastructure and the history of needed beach re-nourishment such as Grey Neck, Ocean Ave., and Atlantic Ave. beaches and sections of the Red River beach. The Public Beach 22 area in particular where it has no dedicated public parking and is more of a neighborhood beach would be given a lower priority for beach re-nourishment based upon the volatility of the accretion and the erosion question to focus public dollars on an area that could be washed out to Nantucket Sound. I do believe that with limited financial resources and limited capacity to re-nourish all of our beaches that some prioritization needs to be given. I do believe further that as public servants we all do have an obligation to preserve and protect publicly owned lands. The Town has had a long practice of providing some dredge spoils to private beach owners along Nantucket Sound in fairly close proximity to dredge operations. I believe that this public service should be retained and that as requests come in and the opportunity for income generation is offered, this activity should be continued through our existing bidding process.

CC: John Rendon, Harbormaster
Amy Usowski, Conservation Agent

Sandy Robinson

From: Martin, Deborah (DAA) <deborah.martin2@state.ma.us>
Sent: Monday, July 17, 2017 12:17 PM
To: Sandy Robinson
Subject: Suicide Week Proclamation
Attachments: Proclamation 2017.docx

Hi Sandy,

Thank you for your time earlier today, if you could please print out on Town of Harwich letter head and add Selectman's names and signatures on bottom, feel free to change format (font size) in order to fit all information on one page. I can pick up (I live in Harwich) anytime or you can mail it to Cape & Islands Suicide Prevention Coalition, PO Box 119, Barnstable, MA 02630. I believe you said it would make it to the August 7th agenda? Please confirm.

Thank you,

Deb Martin
Co-Chair of the Cape & Island Suicide Prevention Coalition

Deborah K. Martin
Community Outreach Coordinator

Office of the District Attorney
Cape & Islands District
3231 Main Street
P.O. Box 455
Barnstable, MA 02630
(508) 362-8113
dmartin@massmail.state.ma.us

The information transmitted (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521, is intended only for the person(s) or entity/entities to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient(s) is prohibited. If you received this in error, please contact the sender and delete the material from any computer.

*PROCLAMATION
SUICIDE PREVENTION WEEK*

WHEREAS, in the United States, one person dies by suicide every 12 minutes and 121 people die by suicide each day; and

WHEREAS, 20 veterans die by suicide each day; and

WHEREAS, suicide is the second leading cause of death for Massachusetts residents ages 15-44 and the suicide rate on the Cape and Islands is 1.4 times higher than the State average; and

WHEREAS, suicide is a tragic and disruptive event for families and communities ~ it is estimated that annually, there are 6.3 million suicide loss survivors who have lost a loved one to suicide; and

WHEREAS, suicide is a public health issue and a community concern, and through increased education and awareness of the issue a great number of suicides can be prevented;

THEREFORE, we do hereby officially designate the week of September 10 - 16, 2017 as "*SUICIDE PREVENTION WEEK*" in the Town of Harwich MA, Barnstable County.



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

APPLICATION FOR COMMON VICTUALLERS LICENSE

Fee: \$50 New application Annual # of seats
 Renewal Seasonal Opening date

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

Business Name 30 EARLE RD LLC Phone 508-432-1180

Doing Business As (d/b/a) The Commodore Inn

Business Address 30 EARLE RD W. HARWICH 02671

Mailing Address 30 EARLE RD W. HARWICH 02671

Email Address info@CommodoreInn

Name of Owner DAN McNAMARA

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

[Signature] 82-1825729
 Signature of applicant & title Federal I.D. #

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

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

REGULATORY COMPLIANCE FORM

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

[Signature] [Signature] [Signature]
 Building Commissioner Board of Health Fire Department

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

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



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

732 MAIN STREET, HARWICH, MA 02645

August 2, 2017

Shelagh Delaney
[Redacted]
[Redacted]

Dear Ms. Delaney:

Congratulations on your appointment as Executive Assistant – Community Development for the Town of Harwich. I look forward to your continued positive contributions to our town’s Community Development Department.

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. Successful confirmation will be needed to finalize appointment.
- Pursuant to the HEA Contract Article VIII – Section 3: Each person promoted to a permanent position shall be required to successfully complete a probationary period of sixty (60) days to enable the Department Head and/or the Town Administrator to observe the employee’s ability to perform the various duties of the position.

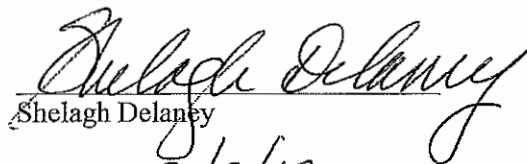
Please read the letter and confirm your understanding of the terms of your employment by signing the bottom of the letter and returning a copy to us for your personnel file.

Your position title will be Executive Assistant – Community Development and your starting date is August 8, 2017. This position is included in the Harwich Employee’s Association and your employment is subject to the rights and obligations included in the contract which is enclosed. Your starting salary will be \$26.90 per hour (Grade 7, Step 4).

Again, we are delighted to have you continue on with 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


Shelagh Delaney
Date: 8/2/17

CC: Board of Selectmen Town Treasurer
Building Commissioner IT Director
Town Accountant

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039

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

732 MAIN STREET, HARWICH, MA 02645



August 3, 2017

Judith Wilson

Dear Ms. Wilson:

We would like to offer you the position of Council on Aging Director for the Town of Harwich. I look forward to your positive contributions to our community.

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

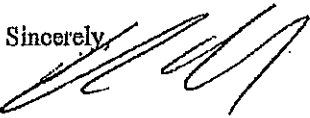
- Pursuant to the Town Charter the Town Administrator makes the appointment for this position subject to confirmation by the Board of Selectmen. Your name has been put forth for confirmation and the Board of Selectmen will be taking this up at their meeting on August 7, 2017. Successful confirmation will be needed to finalize appointment.
- The Town will arrange for a Pre-Employment Physical and Drug Test that must be successfully completed.

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 Council on Aging Director and your starting date is September 5, 2017. You will be provided with three (3) weeks of vacation your first year. This position is included in the SEIU Local 888 and your employment is subject to the rights and obligations included in the contract, which you have already received. Your starting salary will be \$71,768 (Grade M-2, Step 10).

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

Sincerely,


Christopher Clark
Town Administrator


Judith Wilson

8.3.17
Date

Enclosure

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

Raymond Gottwald, Chairman
Democratic Town Committee
38 Huckleberry Path
Harwich, MA 02645



August 1, 2017

The Honorable Board of Selectmen
Harwich Town Offices
732 Main Street
Harwich, MA 02645

To The Honorable Board of Selectmen:

As requested, and in accordance with Massachusetts General Laws, Chapter 54, Section 12, the Harwich Democratic Town Committee submits the following names of enrolled Democrats who desire to be Election Officers for a one-year period beginning September 1, 2016.

It is our understanding that the Board of Selectmen shall, not earlier than July 14, 2016, not later than August 11, 2016, appoint Election Officers for each precinct from this filed list, which has also been submitted to the Town Clerk and Board of Registrars.

Johanne M. Arnemann	89 Pleasant Bay Rd	Harwich	432-3655
Joyce E. Bearse	19 Sequattom Road	Harwich	432-1892
Sheila Bowen	64 West Tupelo	Harwich	432-7956
Charles Callahan	4 Woodbine Road,	Harwich Port	432-3740
Joan Callahan	4 Woodbine Road,	Harwich Port	432-3740
Ursula Corbett	2 Baddeck Street P.O. Box 1642	Harwich	432-3272
Mary Eagan	EchoWoods Road, Box 191	South Harwich	432-8452
Donna W. Eaton	159 Long Pond Dr	Harwich	430-4372
Carolyn Flahive	3 Johns Way,	Harwich	432-9207
Leslie Flynn	54 Oak Street	Harwich	432-2576
William Flynn, Jr	54 Oak Street	Harwich	432-2576
Dorothy M. Harrington	19 Village Green	Harwich Port	432-9150
Laurel Johnson	Wilmas Way,	Harwich	
Larry D. Knight	34 Uncle Venies Road	Harwich	432-0341
Shirley Knowles	62 Oak Street	Harwich	432-1048
Valerie M. Knight	34 Uncle Venies Road	Harwich	432-0341

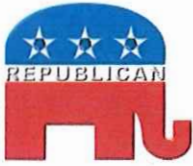
Mary Larkin	312 Bank Street	Harwich Port	432-7541
Kathleen M. Teahan	3 Pleasant Avenue	Harwich Port	430-1369
Wilfrid Remillard	642 Queen Anne Road	Harwich	432-6249
Catherine A. Sacramone	43 Division Street	West Harwich	432-4718
Janet Silverio	7 Harvest Hollow Dr	Harwich	430-1712
Sandra Shelton	42 John Nelson Way,	Harwich	430-5389
Jacqueline Stiles	65 John Nelson Way,	Harwich	432-0968
Susan Weinstein	21 Lake Street	Harwich	432-1165
Joyce Phillips	18 John Nelson Way	Harwich	430-1888
Pessolano, Alyssia	89 Pleasant Bay Road	Harwich	
Maddyline Hastings	30 Kendrick Road	Harwich	
Tina Games Evans	1 Panorama Point Dr	Harwich	
Simon Evans	1 Panorama Point Dr	Harwich	
Marilyn Schlansky	28 Glenwood Drive	Harwich	774-237-0698
Paul Schlansky	28 Glenwood Drive	Harwich	
Kathleen Muller	20 Hunts Lane,	Harwich	9/12/16 - 432-1062
Mary Maslowski	10 Louis Way,	West Harwich	

I will contact you if there are any additional names to be added to this list.
Thank you for your consideration in this matter.

Respectfully,

Raymond C. Gottwald

Raymond Gottwald, Chairman
Harwich Democratic Town Committee



Harwich Republican Town Committee
P O Box 1374
Harwich, MA 02645

May 18, 2017

**Board of Registrars
Town of Harwich
732 Main Street
Harwich, MA 02645**



Subject: List of Election Workers

Attached please find the List of Harwich Republican Town Committee Workers for 2017.

Best regards,

A handwritten signature in black ink, appearing to read "Peter Hughes".

**Peter Hughes, Chairman
Harwich Republican Town Committee**

Attachment

2017 ELECTION WORKERS

Ruth Barnett	18 Rainbow Way	432-3648
David Bassett	8 Moody Road	430-4097
Emily C. Brutti	28 Hill Crest	508-397-6233
Dorothy Hemmings	8 Moody Road	430-4097
Janet Bowers	142 Kendrick Rd	432-8895
Richard Bowers	P O Box 244	432-8895
Eric Carroll	434 Lower County Road	432-9316
Gayle Carroll	434 Lower County Road	432-9316
Judy Davis	170 Gorham Rd	432-9312
John Eldredge	9 Forsythia Drive	
Marjorie Frith	231 Route 28 23	430-1104
Richard Gomes	15 Ridgevale Rd	432-1431
Jeffrey Hadley	29 Scotlin Way	432-3124
Sandra Hall	24 Intervale Ln, Box 426	432-1963
Linda Hughes	41 Martha Ln, Box 54	432-7512
Janet Kaiser	4 Spring Tide Lane	432-3277
Ann Kaplan	154 Clearwater Dr	432-9886
Barbara Madson	247 Church St	432-2945
Beverly Millar	11 Carriage Lane	432-3142
Mary Ann Pina	3 Frances Road	774-408-7471
Deborah Sementa	1 Captain Bears Road	432-6147
Judith Sullivan	4 Paddock Road	432-5526
Pat Switchenko	3 Riley Road	432-2458
Lou Urbano	152 Riverside Drive	858-922-4212
Sally Urbano	152 Riverside Drive	425-583-8494
Virginia Stark	105 Uncle Venies Rod Box	869 430-2632
Sheila O'Toole	2 Princes St	432-3459



TOWN OF HARWICH

DEPARTMENT OF PUBLIC WORKS

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

Telephone (508) 430-7555

Fax (508) 430-7598

MEMORANDUM

TO: Board of Selectmen

FROM: Lincoln S. Hooper, Director *L.S.H.*

DATE: July 12, 2017

RE: Recommendation of Award for Engineering Contract for Route 28 TIP Project

On March 18, 2015, the Town of Harwich signed a \$7k contract with VHB to assist us in pursuing a Transportation Improvement Project (TIP) for Route 28 in West Harwich from the Dennis Town Line to the Herring River Bridge. The primary impetus of this pursuit is that the Town of Dennis has an approved mile long TIP project from Dennis Commons to the Upper County Road intersection, excluding the traffic lights. This project will give that section of Dennis Port a new roadway with multimodal accommodations that would certainly make Route 28 in Harwich appear antiquated. The goal of the Harwich TIP project is to create pedestrian connectivity, develop a consistent roadway cross-section, and provide ADA accessibility and bicycle accommodations.

In an effort to be as proactive and transparent as possible, we (Town of Harwich and Dennis officials & VHB) conducted an advertised public site walk on 9/23/15, an advertised brainstorming session on 10/27/15, a project status meeting with staff on 3/24/16, a presentation to the Board on 5/16/16 requesting a vote to submit the Project Needs Form (PNF), and a second project site walk with Town officials, Cape Cod Commission staff, MassDOT staff and VHB. On February 10, 2017, the Towns of Dennis and Harwich submitted a joint Project Initiation Form (PIF) to MassDOT for their consideration of this project. On April 3, 2017, the Town received a letter from MassDOT informing us that their Project Review Committee had determined that this project is eligible for Federal Aid highway funding. Finally, on April 22, 2017, the Cape Cod Metropolitan Planning Organization (MPO) voted to include the West Harwich project in their Transportation Improvement Program (TIP) for 2022 with a project value of \$5,601,000.

The TIP is a State and Federally funded program administered by MassDOT designed to assist communities with roadway improvements that have a regional impact. The Town of Harwich has successfully completed two TIP projects including the Route 124 / Queen Anne Road intersection and the Route 137 corridor project. Under this program the Town is obligated to fund the design to MassDOT standards, with the actual construction and

oversight costs paid for by others. This program is an excellent method to leverage limited Town funds, which has saved approximately \$6 million with the two projects listed above.

Given that this project has been received extremely well by nearly everyone, I would like to recommend that the Board of Selectmen execute the attached contract with VHB for survey and design services associated with the development of the West Harwich TIP project in the amount of \$332,958. Although designer services for public works contracts are exempt from the designer selection law¹, I have always followed the IG's recommendation by forming a Designer Selection Committee, developed a qualifications based RFP and recommended an award of contract solely on qualification based criteria, not price. In this instance, I feel it is in the best interest of the Town to forgo the voluntarily designer selection process and award the designer services to VHB. I make this recommendation based on the fact that the Town of Dennis has VHB on an existing contract, is in the process of awarding their portion of the joint project to VHB and on my past experience with them on them on the Route 124 / Queen Anne Road signalization project and the Route 137 corridor project.

I would also like to propose that the Board consider funding the majority of the project with Harwich Mitigation Funds that the Cape Cod Commission has available for various purposes. Although there is currently \$348,325 available that I initially thought could fund the entire design contract, only \$175,667 is eligible for transportation improvement and trip reduction projects. That leaves an unfunded contract amount of \$157,291, which I would like to propose using either Chapter 90 funds or part of our road maintenance article to cover.

Thank you for your consideration in this matter.

Cc: Chris Clark, Town Administrator

Attachments: VHB Agreement for Route 28 Corridor Design
Letter from MassDOT dated July 12, 2017
Email from Gail Coyne (Cape Cod Commission) dated January 18, 2017

¹ Designing and Constructing Public Facilities, November 2016, Office of Inspector General, page 30.



July 12, 2017

Ref: 83661.15

Mr. Lincoln Hooper
Harwich Department of Public Works
P.O. Box 1543
273 Queen Anne Road
Harwich, MA 02645

Re: Proposal for Roadway Improvements of Main Street

Dear Mr. Hooper,

On behalf of VHB, Inc. I am pleased to submit to you three copies of the proposal for final design of roadway improvements on Main Street in Dennis and Harwich. As you know, the project includes the reconstruction of the roadway corridor from Upper County Road in Dennis to the Herring River, for approximately 3,600 feet. Work will include reconstruction of the traffic signals at Division Street, roadway reconstruction, drainage improvements, sidewalks, landscaping, and period lighting.

VHB has been working with the Town of Dennis for the design of roadway improvements on Main Street. The design of that project is currently being completed, with construction starting in spring of 2018. MassDOT recently reviewed the Project Information Form and declared the project eligible for federal funding. At a Cape Cod Metropolitan Planning Organization (MPO) meeting on May 22, 2017 the MPO voted to add the project to the 2022 TIP plan for construction funding. Based on our meeting on 4/25/17 we have updated this proposal to include 3 phases of design funding.

Please let me know if you have any questions or comments. Thank you for the opportunity to submit this proposal for your consideration. I look forward to supporting the Towns of Harwich and Dennis on a successful project.

Sincerely,

Vanasse Hangen Brustlin, Inc.

A handwritten signature in black ink that reads "Stephen Rhoads".

Stephen Rhoads, PE

Senior Project Engineer
srhoads@vhb.com

Engineers | Scientists | Planners | Designers

101 Walnut Street
PO Box 9151
Watertown, Massachusetts 02471
P 617.924.1770
F 617.924.2286

From: Gail Coyne
Sent: Wednesday, January 18, 2017 4:59 PM
To: Link Hooper
Subject: RE: Town of Harwich

Hi Link

Yes, both funding sources are available for this proposed project. Let me know when you're ready to proceed with an agreement.

Best,
Gail

Gail Coyne
Chief Fiscal Officer
Cape Cod Commission
3225 Main Street
Barnstable, MA 02630
508-362-3828
508-744-1202 direct

From: Link Hooper [mailto:lhooper@harwichdpw.com]
Sent: Wednesday, January 18, 2017 3:42 PM
To: Gail Coyne <gcoyne@capecodcommission.org>
Subject: Town of Harwich

Hi Gail,

Thank you for the call earlier today. The Town of Harwich is pursuing a TIP project for Route 28 in West Harwich in conjunction with the Town of Dennis. Steve Tupper has actually participated in a site walk with the Town and MassDOT and has been extremely helpful on a number of levels. My question to you is regarding the utilization of mitigation funds the Commission has to pay for engineering and survey services associated with the design of this project. Is the \$162,254 and \$13,413, listed as alternate modes of transportation and transportation improvements respectively, available to the Town to pay for engineering and survey services? The project includes complete street requirements and improvements to the signals at the town line.

Thank you for your consideration in this matter.

Respectfully,

Lincoln Hooper, Director
Town of Harwich DPW
P.O. Box 1543
273 Queen Anne Road
Harwich, MA 02645
508-430-7555

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN
VHB
AND
TOWNS OF HARWICH & DENNIS**

**MAIN STREET (ROUTE 28)
CORRIDOR IMPROVEMENTS
Harwich & Dennis, MA**

**VHB PROPOSAL NO. 83611.15
May 8, 2017**

This Agreement is composed of Parts I and II. Part I includes compensation, details of the services to be performed and timing of the services. Part II (attached) contains the General Terms and Conditions of Agreement, which are the general terms of the engagement between the Town of Harwich and Town of Dennis, hereinafter called the "CLIENTS," and VHB, hereinafter called the "ENGINEER."

PART I

COMPENSATION – Fixed Labor Fee Plus Expense

1. The total estimated compensation for performing the Scope of Services described in detail in this Agreement, is estimated below:

	Harwich	Dennis
Phase 1 Fixed Labor Fee*	\$130,458.00	\$35,332.00
Phase 1 Survey (J.M. O'Reilly)	\$21,700.00	\$2,700.00
Phase 1 Pavement Testing (LGCI)	\$11,600.00	\$1,500.00
Phase 1 Soil Borings (LGCI)	\$3,000.00	\$9,000.00
Estimated Direct Costs Phase 1	\$8,900.00	\$2,900.00
Total Cost Phase 1	\$175,658.00	\$51,432.00
Phase 2 Fixed Labor Fee*	\$103,100.00	\$13,650.00
Phase 2 Lighting (BR&A)	\$10,300.00	\$1,300.00
Estimated Direct Costs Phase 2	\$9,800.00	\$700.00
Total Cost Phase 2	\$123,200.00	\$15,650.00

Phase 3 Fixed Labor Fee*	\$31,600.00	\$3,900.00
Estimated Direct Costs Phase 3	\$2,500.00	\$300.00
Total Cost Phase 3	\$34,100.00	\$4,200.00
TOTAL ESTIMATED COST	\$332,958.00	\$71,282.00

* Fixed Labor fee is defined as the fee for direct labor, overhead, and profit exclusive of direct costs.

2. The breakdown of the Fixed Labor Fee is as follows:

Tasks	Estimated Labor Fees	
	Harwich	Dennis
150 Environmental	\$14,250.00	\$1,800.00
200 Functional Design Report	\$5,200.00	\$15,400.00
220 Design Exception Report	\$10,164.00	\$1,256.00
300 25% Highway Design*	\$68,868.00	\$8,512.00
320 25% Signal Design	\$1,600.00	\$4,600.00
350 Design Public Hearing	\$5,376.00	\$664.00
353 Abutter Meetings	\$9,500.00	\$2,000.00
400 75% Highway Design	\$63,000.00	\$7,800.00
450 100% Highway Design	\$16,600.00	\$2,100.00
500 Right of Way	\$25,000.00	\$3,100.00
600 Geotechnical Design	Costs included in sub-consultant (LGCI) fee	Costs included in sub-consultant (LGCI) fee
800 PS&E Submission	\$14,000.00	\$1,750.00
900 Construction Engineering	\$31,600.00	\$3,900.00
TOTAL ESTIMATED LABOR FEE	\$265,158.00	\$ 52,882.00

*Note: Traffic signal design included separately under Task 320.

3. Phase 1 includes Tasks 150 through 350 and Task 500. Phase 2 includes Tasks 353, 400, 450, 600 and 800. Phase 3 includes Task 900.
4. The total Fixed Labor Fee for services rendered in Tasks 100 through 900 will be invoiced monthly as a percentage of completion.
5. The ENGINEER will not exceed the total estimated Fixed Labor Fee or estimated direct costs as stated herein without the written approval of the CLIENTS. It should be noted that each community will be responsible for the following percent of the total estimated cost: Harwich: 89%; Dennis: 11%. For design related to the traffic signal each community will be responsible for the following percent of the total estimated cost: Harwich: 25%; Dennis: 75%.
6. All direct costs (reimbursable expenses) for items such as printing, reproduction, supplies, photography, transportation, equipment rental, mail, deliveries, tolls will be invoiced to the CLIENTS at cost. An initial upset limit for direct costs of \$21,200.00 for the Town of Harwich and \$3,900.00 for the Town of Dennis has been established.
7. The CLIENTS agree to provide police services as required for all field activities such as survey and soil testing. The ENGINEER will coordinate its schedule with the local police services.
8. The ENGINEER will engage the services of sub-consultants for survey (J.M. O'Reilly & Associates), pavement testing (Lahlaf Geotechnical Consulting, Inc.), soil borings (Lahlaf Geotechnical Consulting, Inc.) and street lighting (BR&A).
9. All schedules set forth in Part I of this Agreement begin upon receipt of a signed Agreement.

PERIODS OF SERVICE

1. The ENGINEER agrees to render services for Tasks 100 through 800 within 60 months of the date of execution of this Agreement. The schedule for services rendered under Task 900 will be negotiated at the time of Construction.
2. The specific period of performance, schedule, and compensation are subject to PART II - GENERAL TERMS AND CONDITIONS schedule.

AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN
VHB
AND
TOWN'S OF HARWICH & DENNIS

MAIN STREET (ROUTE 28)
CORRIDOR IMPROVEMENTS
Harwich & Dennis, MA

May 8, 2017

APPROVED FOR
VHB
(ENGINEER)

APPROVED FOR
TOWN OF HARWICH
(CLIENT)

By: *Mark Owen*

By: _____

Title: Managing Director Traffic
and Highway Design

Title: Chair, Board of Selectmen

Date: 5/11/17

Date: 8-7-17

AGREEMENT REVIEW

Project Manager Initials: SJR

Reviewer Initials: MEJ

APPROVED AS TO
AVAILABILITY OF FUNDS

By: *Carl Coppola*
Town Accountant



Main Street (Route 28), West Harwich & Dennis Project Status Update

Presented by
Trish Domigan and
Steve Rhoads, VHB

August 7, 2017

Presentation Outline

- Project History & Limits
- Project Need
- Existing Conditions
- Project Support & Recent History
- Proposed Improvements
- Construction Costs & Schedule

Project History

- March 2015: Town of Harwich considers a MassDOT TIP project
- September 2015: Town of Dennis attended project site walk
 - supported connecting the project to the easterly edge of the Dennisport TIP project currently under final design

Project Limits – Main Street (Rte 28)

Harwich – Division Street to Herring River, 3,500 feet

Dennis – Upper County Road to Division Street, 300 feet



MassDOT Healthy Transportation Policy

- Increase and encourage pedestrian, bicycle and transit trips
- Substandard elements in the existing corridor:
 - varying shoulder widths
 - no clear bike accommodations
 - deteriorating and fragmented sidewalk sections
 - ADA accessibility
 - traffic signal equipment

Project Need

- Regional connectivity
- Clear retail & residential area boundary
- Develop streetscape elements along the corridor
- Promote healthy transportation by improving bicycle & ped facilities
- Rehabilitate roadway surface
- Upgrade traffic signals at Upper County Road & Division Street
- Provide ADA compliance throughout the corridor

Roadway Deficiencies

- Drainage
- Varying roadway width
 - Narrow section (20'-24') and wider section (50')
 - Not enough usable space for all transportation modes
 - Under utilization of space



Existing Conditions



Existing Conditions



Existing Conditions



Project Support

- Public input
 - Site walk in September 2015
 - Project brainstorming session in October 2015
- The Harwich Board of Selectman approved the submission of the Project Need Form on May 16, 2016

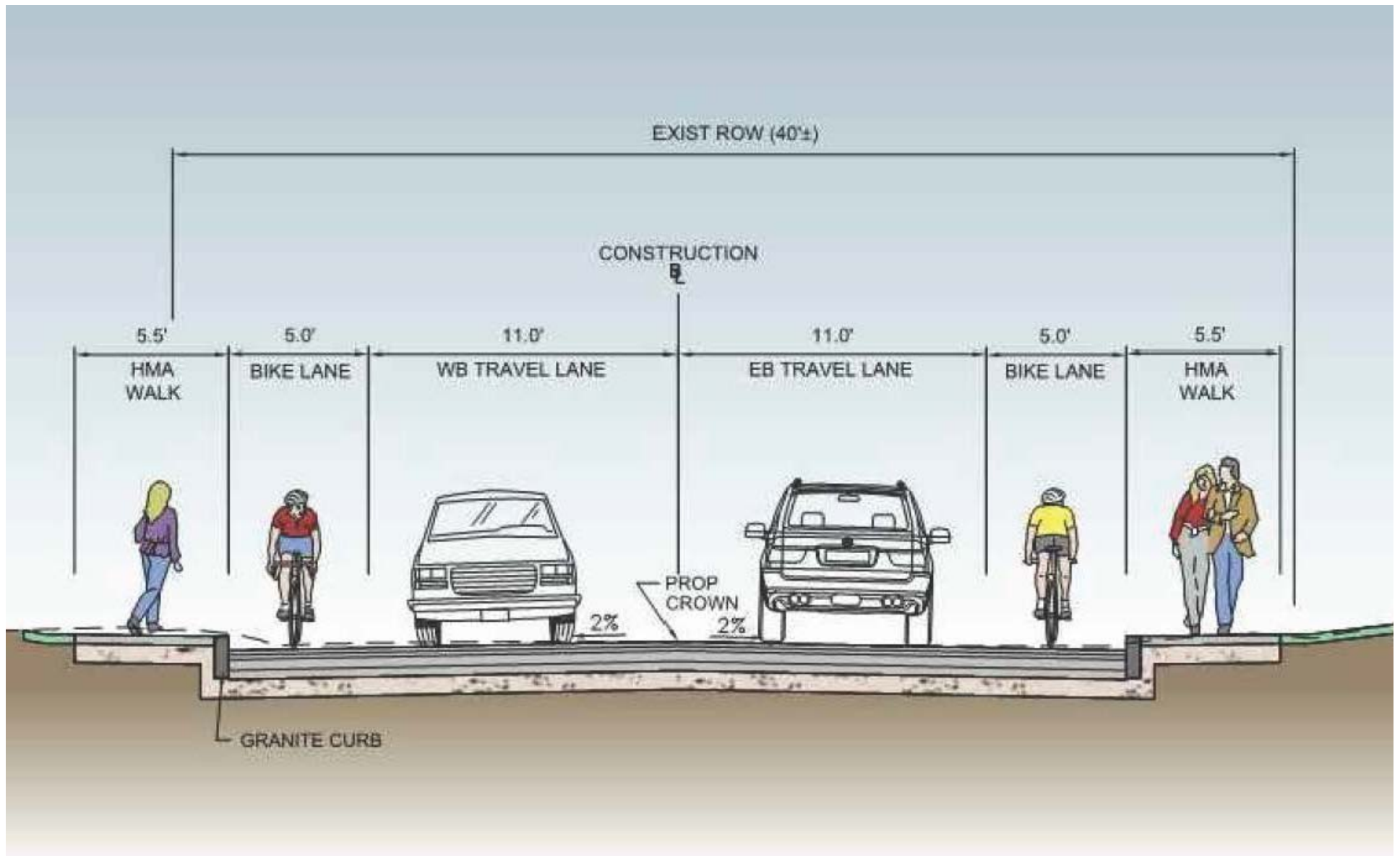
Recent Project History

- May, 24 2016: PNF submitted to MassDOT
- February 17, 2017: PIF submitted to MassDOT
- On April 3, 2017 MassDOT approved the project
 - Project is eligible for Federal Aid
 - Project Number 608742 assigned
- May 12, 2017: Project presented to Cape Cod Joint Transportation Committee
 - Committee voted to add project to the 2022 TIP pending approval of the Cape Cod MPO
- May 22, 2017: Cape Cod MPO voted to add project to 2022 TIP

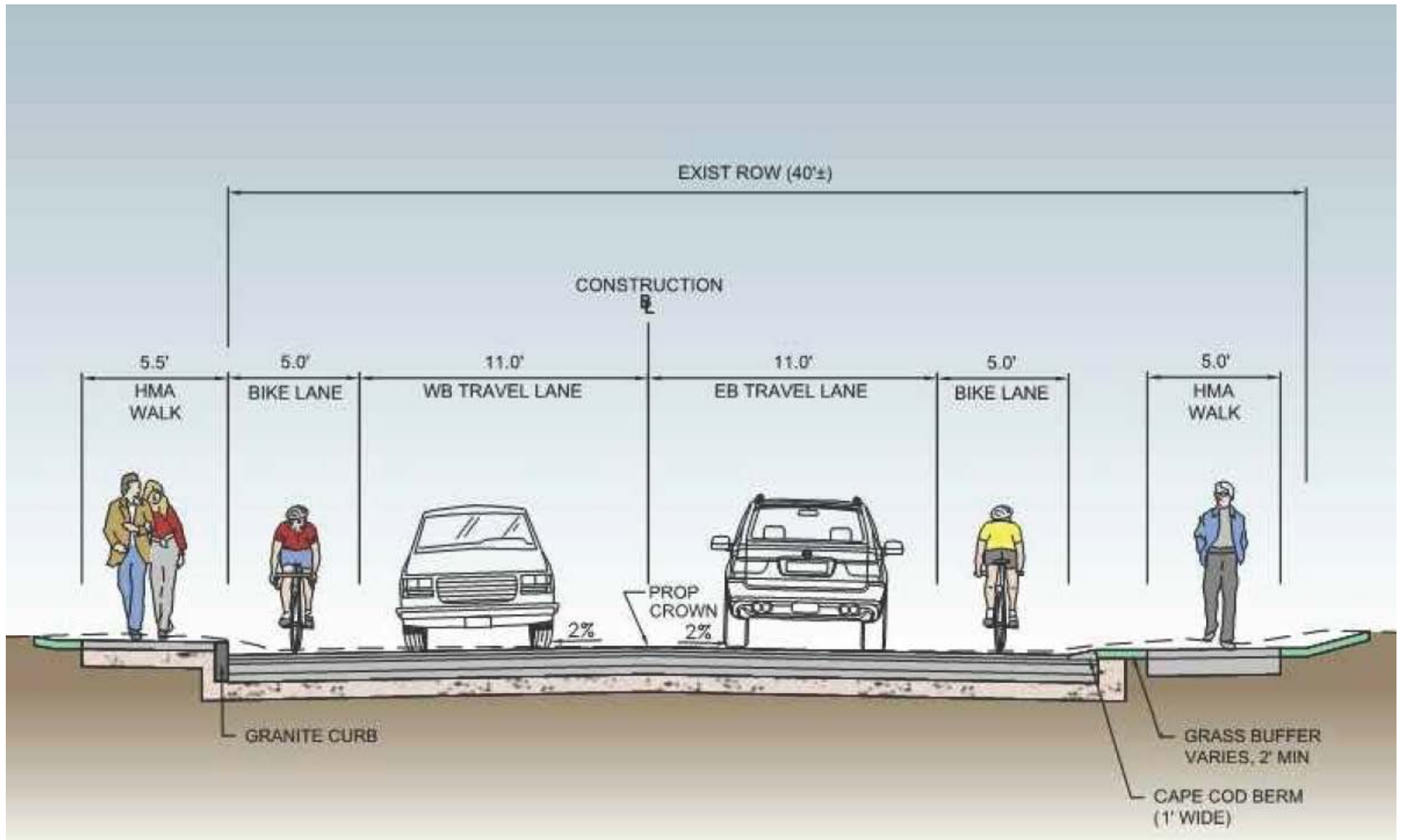
Proposed Improvements

- Provide complete streets elements
 - 5 foot sidewalks on both sides of Main Street
 - 5 foot roadway shoulders for bike accommodations
 - Curbing would be 'Cape Cod berm' in residential area with areas of grass strips; granite curbing in retail area

Proposed cross section - Retail Area



Proposed cross section - Residential Area



Main Street (Route 28) Harwich, Massachusetts

Conceptual Vision Plan Enlargement Plan



Construction Costs & Schedule

- Estimated construction cost is \$5,600,000
- Anticipated Schedule
 - Survey: Fall 2017
 - Preliminary design & public input: end of 2017 – Summer 2018
 - Design Public Hearing: Fall 2018
 - Final Design:
 - 75% Design Fall 2018 – Spring 2019
 - 100% Design Fall 2019 – Spring 2020
 - PS&E Design Fall 2020 – Spring 2021
 - ROW acquisitions: Fall 2020 – Spring 2021
 - Construction advertisement: Summer 2021 (FY'22)

Steve Rhoads | srhoads@vhb.com | 617.607.2723

Trish Domigan | pdomigan@vhb.com | 617.607.2794

www.vhb.com



Offices located throughout the east coast

Ann Steidel

From: Christopher Clark
Sent: Thursday, August 03, 2017 10:03 AM
To: Michael D. MacAskill; Jannell Brown; Julie Kavanagh; Larry Ballantine; dhowell@meganet.net
Cc: Ann Steidel; Richard Price
Subject: FW: ICMAtv 2017 – Massachusetts Small Communities Incentive
Attachments: Town of Harwich MA - ICMAtv 2017 Proposal.pdf

Importance: High

To All,

We do have another opportunity to participate in the ICMA-TV marketing commercial for the Town of Harwich. I did watch one of the videos listed below and thought it was well done and gave the Town the opportunity to promote itself to a wider audience.

Chris

From: Richard Price [mailto:richard@websedge.com]
Sent: Tuesday, August 01, 2017 8:00 AM
To: Christopher Clark <cclark@town.harwich.ma.us>
Subject: FW: ICMAtv 2017 – Massachusetts Small Communities Incentive
Importance: High

Hello Chris

I hope you are well. They say that “one man’s misfortune is another man’s opportunity”! I’m not sure about that, but we have had a situation arise that may be of benefit to the Town of Harwich.

Unfortunately, one of this years’ ICMAtv film sponsors has had to postpone their film until next year due to unforeseen circumstances. This kind of thing does happen occasionally (we had two last year!), and we will always try and accommodate it depending on the circumstances. However, it does mean that I now have an open place for this year again, and as I promised, I wanted to offer you the chance to take it up.

I know you said your Board wanted some additional information, so I have attached a summary proposal (and to refresh your memory of what we can offer the Town!) for you to discuss with them. I believe you said that the next meeting was on Monday, and so I am prepared to hold the place for the Town of Harwich until next Tuesday to give you and the board time to make a decision on this. Because we can film up until the end of September, and then do the editing and post-production after that, this timeframe will in no way affect the quality of the film we can produce for you.

I look forward to hearing back from you accordingly.

Best,
Richard

From: Richard Price
Sent: 25 July 2017 16:08
To: 'Christopher Clark' <cclark@town.harwich.ma.us>; Aerin Breetzke <aerin@websedge.com>
Cc: Michael D. MacAskill <mmacaskill@townofharwich.us>; Jannell Brown <iloveharwich@gmail.com>; Julie Kavanagh <jgkavanagh@comcast.net>; Larry Ballantine <larryballantine@yahoo.com>; dhowell@meganet.net; Ann Steidel



Proposal prepared for the Town of Harwich, MA

For the production, broadcast & distribution of a five-six minute film at the 103rd ICMA Annual Conference and afterwards online

Background

This proposal is to profile the Town of Harwich, MA in a pre-recorded film about your work in city management within the official broadcast at the 103rd ICMA Annual Conference 2017 in San Antonio, TX in October.

Last year, we launched the Small Communities Incentive, which proved to be THE outstanding feature of the ICMAtv programs in 2016.

Following the fantastic response to the program last year, and as a key part of the programming, ICMAtv will again be producing a special program focused on small communities and the unique benefits and contributions they make to the quality of life, and we want to profile a limited number of small communities from across the nation as great examples of innovation and progression. These programs would air as part of the official ICMAtv Annual Conference programming and could be used afterwards by participating communities for their own purposes.

You can view examples of the small communities we featured last year at:

- Indianola, IA: http://www.websedge.com/videos/government/a_smart_growth_approach
- Grain Valley, MO: http://www.websedge.com/videos/government/a_rich_history_amp_continued_legacy
- Chambersburg, PA: http://www.websedge.com/videos/government/a_model_for_municipal_utility_management
- Sevierville, TN: http://www.websedge.com/videos/government/a_small_city_with_big_city_demands

Format

The film will be shot in high definition 16:9 widescreen ratio. The finished edited film can be supplied to you in any file format (e.g. .mp4, .mov, .fov). WebsEdge will supply master copies of the final edited film as above, and all the raw material from the shoot on an electronic hard drive.

Editorial Control

You will have editorial oversight over the content of the film. WebsEdge will not broadcast any footage on the Town of Harwich, MA until you have signed off the final proof of the film.

Production & Filming Schedule

Stage 1: Preproduction consultation between the Town of Harwich, MA and WebsEdge Producer to discuss the details and messages of the film, potential interviewee's, visuals, case study material, filming locations and dates for the filming to take place

Stage 2: The producer will provide a filming schedule for you to approve

Stage 3: The filming will take place on the selected date for filming (latest being September 30th 2017)

Stage 4: WebsEdge will produce a 1st Edit of the Film.

Stage 5: You will then be able to view the film on a secure location online and dictate any changes required for the film.

Stage 6: WebsEdge will implement any changes and continue the process until you sign off the final proof of the film

Stage 7: The final edit of the film is taken to the 103rd ICMA Annual Conference 2017 on 22nd October 2017 for broadcast as detailed below

Distribution

The film will be included in the unique and exclusive ICMAtv broadcast at the 103rd ICMA Annual Conference 2017 as follows:

- Broadcast every day on large screens in the film show-reel at the ICMAtv Studio
- Broadcast in the news programs throughout the conference on large branded screens situated in high traffic locations
- On dedicated cable channels in official delegates' hotel rooms in the San Antonio, TX area
- In all social media conducted by ICMAtv at the event
- In the online coverage during the event on the ICMA Home Page, WebsEdge website and the WebsEdge Government YouTube channel

The film will also be broadcast on the media player on the ICMA Home Page, WebsEdge website and the WebsEdge Government YouTube channel for at least 12 months after the 103rd ICMA Annual Conference 2017. ICMAtv achieves an audience of over 250,000 viewers per year across these online channels.

Rights & Benefits

WebsEdge will grant the Town of Harwich, MA a royalty-free, indefinite license to use the final edited film and all material shot your behalf for any purpose you wish. All material will be delivered to the Town of Harwich, MA shortly after the 103rd ICMA Annual Conference 2017. Other cities, towns & villages have found this particularly valuable & beneficial in the following areas:

Civic engagement programs
Community roadshows
School outreach programs
Tourism Marketing
Economic development initiatives
Attracting businesses to relocate
Attracting inward investment
Building partnerships with other local governments

Building partnerships with Not-for-Profits
Building partnerships with private sector service providers
Securing grant funding for projects
Recruitment and retention of staff

Invoicing

Once the initial paperwork confirming the Town of Harwich, MA as a participant is completed and returned to us, WebsEdge will send an invoice for the full amount which is payable 30 days from receipt of that invoice.

Cost

For small communities, with populations of 20,000 or fewer, we are offering the cost at a fixed fee of \$17,500USD – which takes advantage of our Small Communities Incentive of \$5,000USD – which represents a 22% discount versus our normal cost of \$22,500USD.

This is a fully inclusive cost and it is the same for each small community that we feature, and covers all aspects of the pre-production, filming, editing, post-production, broadcasting and distribution, including travel, sustenance, equipment hire, insurance, etc.

Proposal prepared on August 1st 2017 by:

Richard T. Price, Esq. | **Director – ICMAtv - A WebsEdge Channel**

A: 2 London Bridge
London, SE1 9RA
T: +44(0)207 630 4900
F: +44(0)207 630 4929
W: www.websedge.com

DUNS Number: 235 211 278
Registered number: 3520183
Registered office: 20-22 Wenlock Road, London, N1 7GU.

Ann Steidel

From: Carol Coppola
Sent: Monday, July 24, 2017 3:18 PM
To: Christopher Clark
Cc: Ann Steidel
Subject: FW: Single Audit Engagement Letter
Attachments: Harwich 6-30-16 SA engagement letter.pdf

The auditors have just sent this engagement letter for the single audit for FY 16, this requires signature from the BOS Chair and the Town Administrator.

Thank you,

Carol

From: Michael Nocella [mailto:MichaelN@lmmcpas.com]
Sent: Monday, July 24, 2017 3:10 PM
To: Carol Coppola <ccoppola@town.harwich.ma.us>
Cc: Robert Lynch <RobertL@lmmcpas.com>
Subject: Single Audit Engagement Letter

Hi Carol,
Attached please find our engagement letter for the single audit.
Please have the Town Administrator and Chairman of the Board sign, when you have a chance.
Thank you

Michael Nocella
9 Baystate Court
Brewster, MA 02631
P:508.255.2240
F:508.255.2351
www.lmmcpas.com



Lynch, Malloy, Marini, LLP
Certified Public Accountants & Advisors

201 Longwood Circle, Suite 200, Harwich, MA 02646
Telephone (508) 235-2240 Fax (508) 235-2349

9 Baystate Court, Brewster, MA 02631
Telephone (508) 255-2240 Fax (508) 255-2351

44 West Street, Suite 2100, Boston, MA 02109
Telephone (617) 639-6000 Fax (617) 639-6010

This electronic message contains information from Lynch, Malloy, Marini, LLP. The contents may be privileged and confidential and are intended for the use of the intended addressee(s) only. If you are not an intended addressee, note that any disclosure, copying, distribution, or use of the contents of this message is prohibited. If you have received this e-mail in error, please contact me at MichaelN@LMMcpas.com.



Lynch, Malloy, Marini, LLP
Certified Public Accountants & Advisors
www.LMMepas.com

To the Board of Selectmen and Management:

Town of Harwich, Massachusetts
732 Main Street
Harwich, MA 02645

As previously discussed with management, the Town of Harwich, Massachusetts has exceeded the threshold (federal expenditures of \$750,000 or greater) requiring a Single Audit for the year ended June 30, 2016. Accordingly this letter serves as an addendum to our engagement letter, outlining additional responsibilities of all parties in accordance with the Single Audit.

We will report on the *Schedule of Expenditures of Federal Awards* (supplementary information other than RSI) that accompanies the Town of Harwich, Massachusetts' financial statements. We will subject the *Schedule of Expenditures of Federal Awards* to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements or in a report combined with our auditor's report on the financial statements.

Audit Objectives

The objective is to report on the fairness of the *Schedule of Expenditures of Federal Awards* when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Selectmen of the Town of Harwich, Massachusetts. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Audit Procedures—General

As indicated in our original engagement letter, an audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Single Audit Procedures—Internal Control

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Single Audit Procedures—Compliance

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Town of Harwich, Massachusetts' major programs. The purpose of these procedures will be to express an opinion on the Town of Harwich, Massachusetts' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the schedule of expenditures of federal awards and related notes of the Town of Harwich, Massachusetts in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, and maintaining effective internal controls, including internal controls over federal award, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants.

Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review upon commencement of our audit.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in a management representation letter our assistance with preparation of the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Fees, Engagement Administration, and Other

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the Town of Harwich, Massachusetts; however, management is responsible for distribution of the reports. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Lynch, Malloy, Marini, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any state or federal oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Lynch, Malloy, Marini, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by any state, federal, or pass-through entities. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Robert J. Lynch is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

To ensure that Lynch, Malloy, Marini, LLP's independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fee for these services will not exceed \$4,000. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our engagement ends on delivery of our Single Audit report.

We appreciate the opportunity to be of service to the Town of Harwich, Massachusetts and believe this letter accurately summarizes the significant terms related to the Single Audit engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us.

Very truly yours,




Lynch, Malloy, Marini, LLP (Robert J. Lynch, CPA, Partner)

Date: 07/24/17

RESPONSE:

This letter correctly sets forth the understanding of the Town of Harwich, Massachusetts.

Management signature:

✓ 

Town Administrator

✓ 8/2/17

Date:

Governance signature:

✓

on behalf Board of Selectmen, Chairman

✓

Date:

MUNICIPAL REVENUE AND ECONOMIC DEVELOPMENT COMMITTEE CHARGE

Background:

The Town of Harwich is facing many expenses in the next decade which promise to increase resident and business tax rates.

Purpose:

The Municipal Revenue and Economic Development Committee will generate ideas to offset municipal financial obligations by helping the Town to generate more revenue, while also working with the Harwich Chamber of Commerce to generate ideas for increasing the Town's year round business economy and capitalizing on the seasonal revenue stream. The Committee will present ideas to the Board of Selectmen in a regular open meeting at least quarterly. In addition, the Committee will provide a non-voting liaison to the Harwich Housing Committee, Real Estate and Open Spaces Committee, Harwich Finance Committee, and Harwich Planning Board.

Committee Make-up:

The Municipal Revenue and Economic Development Committee shall be comprised of 7 voting members plus a non-voting representative from the Harwich Chamber of Commerce.

Part I	ADMINISTRATION OF THE GOVERNMENT
Title XVII	PUBLIC WELFARE
Chapter 121B	HOUSING AND URBAN RENEWAL
Section 3	HOUSING AUTHORITIES; CREATION; DISSOLUTION

Section 3. There is hereby created, in each city and town in the commonwealth, a public body politic and corporate to be known as the "Housing authority" of such city or town; provided, that no such authority shall transact any business or exercise any powers until the need for a housing authority has been determined and until a certificate of organization has been issued to it by the state secretary, both as hereinafter provided.

Whenever the municipal officers of a city or an annual or special town meeting shall determine that a housing authority is needed therein for the purpose of the clearance of substandard, decadent or blighted open areas or the provision of housing for families or elderly persons of low income or engaging in a land assembly and redevelopment project, including the preservation, restoration or relocation of historical buildings, it may by vote provide for the organization of such an authority. In determining the need for a housing authority, the city council or the town shall take into consideration the need for relieving congestion of population, the existence of substandard, decadent or blighted open areas or unsanitary or unsafe inhabited dwellings, and the shortage of safe or sanitary dwellings available for families or elderly persons of low income at rentals which they can afford.

Whenever a housing authority determines that there is no further need for its existence, that it has no property to administer, and that all outstanding obligations of the authority have been satisfied, it may by a majority vote of the five members submit the question of its dissolution, in a town, to the voters at an annual town meeting or, in a city, to the municipal officers. If a city or town votes for such dissolution in accordance herewith and the department is satisfied of the existence of the facts required herein it shall so certify to the state secretary and said housing authority shall be dissolved forthwith subject to the applicable provisions of section fifty-one of chapter one hundred and fifty-five.



Harwich Housing Authority

Telephone 508-430-2390

Fax 508-945-5666

P.O. Box 714 • Harwichport, MA 02646

ANNUAL REPORT OF THE HARWICH HOUSING AUTHORITY

TO: The Honorable Board of Selectmen and the Citizens of the Town of Harwich

The office of the Harwich Housing Authority shares space with the Chatham Housing Authority and is located at 240 Crowell Road in Chatham. The office is open five days a week, 8am to 4pm, except for Fridays when we close at 3:30. Our Board consists of five members and is currently full, with the addition of Sally Urbano as our State Appointee. Shannon McManus decided not to run for re-election. Judith Underwood was elected to fill her seat.

The mission of the Harwich Housing Authority is to provide affordable, decent, safe and sanitary housing through the maintenance of our existing units and the development of new units; to create an environment which enables residents to live responsibly and with dignity; to support residents in their effort to achieve self-sufficiency; to honor public commitments in a fiscally and ethically responsible manner; to create and maintain public confidence in the Authority's operations and staff; to ensure that the facilities owned and managed by the HHA are marketable to the community and are appealing to residents; to enable the HHA staff to improve their performance through appropriate vision, training, and career development; to establish performance goals that meet or exceed industry standards and that optimize the use of available resources to achieve our performance objectives; and to assist the Town, State and National governments in identifying and addressing housing needs.

Eligibility for housing subsidized through the Harwich Housing Authority is governed by rules and regulations promulgated by the Commonwealth of Massachusetts Department of Housing and Community Development (DHCD) and the United States Department of Housing and Urban Development (HUD).

The Harwich Housing Authority operates a total of forty (40) units of state subsidized housing under three (3) different government subsidy programs. State programs include the Massachusetts Rental Voucher Program (MRVP) which currently has Twenty (20) scattered site family and elderly vouchers, 18 of which are leased-up. These voucher amounts are based on income and pay for any portion of rent that exceeds 30% to 40% of household income. Other programs include the Massachusetts 705 Family Housing Program which consists of twelve (12) family units, two (2) two-bedroom units and ten (10) three-bedroom units, one which is wheelchair assessable, the rent for these apartments is based on 27% of Household income after deductions. The third is the Massachusetts 167 Program through the Department of Mental Health which has a total of eight (8) special needs units in a single building which is currently leased to Fellowship Health Resources Inc.

Through our Capital Planning Program we have been able to replace windows in the Family housing over the past few years. We will continue with that this year.

Projects being funded with Community Preservation Act funds approved by Harwich Town Meetings:

The Rental Assistance Program is still going strong and we have received \$300,000 in additional funds from the CPC at the May 2015 Town meeting. Currently we are assisting 33 households. We have assisted over 70 households since the program started. Under this program we offer assistance to qualified families by paying a portion of their rent each month (not to exceed \$350 per month) for a maximum of three years. We recertify them once a year and adjust their voucher accordingly. This program is designed to help people as they work towards becoming self-sufficient.

Harwich "Buy-Down" Program has received \$75,000 in 2013. There was \$70,837 left from the previous funding and the HHA has decided to use money from our Admin fund to bring that up to \$75,000, we have been working with the Department of Housing and Community Development the past couple of years to get this program off the ground. We finally got the State's approval to advertise mid-summer and now have two new home owners. We are currently working to insure that the properties are listed on the "Subsidized House Inventory"

We have our Mortgage Assistance Program; currently there is just over \$1800 in that program. We work with the lenders and the families that are facing foreclosure to restructure their mortgage, we then provide the first payment to help them get back on track.

We continue to contract with the Chatham Housing Authority for management of the HHA. John Stewart handles the daily activities of the HHA. David Chausse is our Maintenance Mechanic and works a part-time schedule with the HHA. We thank them both for their service.

The Harwich Housing Authority wishes to express its gratitude and thanks to the Town and citizens of Harwich for a successful 2016 and looks forward to a productive 2017. We welcome and encourage your support and suggestions in our efforts to continue to provide quality housing for the residents of Harwich.

Respectfully submitted,

Board Members:

Robert MacCready, Chair

Randall Pond, Treasurer

Sandra Woodbridge

Judith Underwood

Sally Urbano, State Appointee

Staff:

John Stewart, Executive Director

David Chausse, Maintenance Mechanic



Harwich Housing Authority

Telephone 508-430-2390

Fax 508-945-5666

P.O. Box 714 • Harwichport, MA 02646

CALL TO ORDER

The July 25, 2017 Regular meeting of the Harwich Housing Authority was called to order at 6:30 p.m. Members present: Robert MacCready, Sally Urbano, Randall Pond, Judith Underwood and Sandra Woodbridge. Members absent, none. Also present: John Stewart Director of the H.H.A.,

APPROVAL OF MINUTES: On a motion presented by Sandra Woodbridge, and seconded by Judith Underwood, the minutes of the June 2017 meeting were approved.

APPROVAL OF WARRANT: On a motion presented by Bob MacCready, and seconded by Judith Underwood, the 2017-7 Warrant was unanimously approved.

EXECUTIVE DIRECTOR'S REPORT: On a motion presented by Sandra Woodbridge, and seconded by Judith Underwood the Executive Director's report for June 2017 was unanimously approved.

Financial Report: On a motion presented by Sandra Woodbridge, and seconded by Judith Underwood the June Quarterly report was approved.

NEW BUSINESS: John Stewart shared the email he had received from Selectmen Mike MacAskill asking for the Housing Authorities Mission statement. He told the board that he sent Mike a copy of the annual report which has our Mission Statement in it. Some of the newer members asked for clarification of our Mission. We discussed that and the roles of the Housing committee and how it differs from our board. We also discussed some of the pros and cons of using the Middle school for housing. Judith Underwood was on one of the committees and said she felt that it was not appropriate for housing. We also discussed the need to nominate someone as our Rep. on the CPC. Bob MacCready explained what is involved and what the function of CPC is. Judith Underwood expressed an interest in being our Rep to CPC. It was not an agenda item so no nominations were made. John will put it on the August agenda. We also discussed what the difference between the Affordable Housing Fund and the Affordable Housing Trust that the town is looking to possibly create.

CITIZENS PARTICIPATION- None

Our next regular meeting is August 29th

The meeting adjourned on a motion made by Sally Urbano, seconded by Judith Underwood and approved by all.

Respectfully Submitted
John Stewart
Executive Director

Email: harwichha@verizon.net

HARWICH HOUSING COMMITTEE MEETING AGENDA
Town Hall Library, 732 Main Street
Harwich, MA 02645
Monday, July 10, 2017 ~ 4:30pm

- 1) CALL TO ORDER
- 2) APPROVAL OF MINUTES - May 8, 2017 & June 5, 2017
- 3) RECOGNIZE GUEST(s)
- 4) ACTIVITIES TRACKING LIST
 - a) 70 WILLOW STREET PROPERTY – town owned, 1.81 acres, boundary issues, currently with town counsel for review.
 - b) 93/97 MAIN STREET W. HARWICH, HECH/HABITAT JOINT VENTURE - Habitat proposed building six (6) homes on back half of property, ZBA on 3/21/17 sited issues with application, continued to 6/28/17.
- 5) OLD BUSINESS
 - a) Invited Gregory Winston – Pine Oaks Village/MCCH Board Chair to discuss units staying affordable. (to attend HHC meeting).
- 6) NEW BUSINESS
 - a) Discuss “Summary of Housing Strategies/Responsibilities” (reference HHPP pg. 10)
 - b) Monitor (SHI)
 - i) Pine Oaks Village – open for discussion.
 - ii) Total of nine (9) units counted as “affordable”. They participated in Rehab. Program with Limited fifteen (15) year deed restrictions, all will be lifted by 2020.
 - c) Meeting on 4/24/17 with Chris Clark, Town Administrator & Mike MacAskill, BOS Chairman to discuss town owned property and Affordable Housing Project. Reference to Depot Road property, survey needs to determine suitable location for Housing.
 - d) Rewrite HHC Charge/Mission statement, new BOS liaison Julie Kavanaugh to help with writing the Charge.
 - e) Potential joint project with HCT and HHC, reference to Rte. 39 property labeled “owners unknown”.
 - f) BOS has taken the request to hire a part time Housing Coordinator.
 - g) BOS has taken up the subject of forming an ‘Affordable Housing Trust’.
- 7) GENERAL COMMENTS
- 8) NEXT MEETING (?)
- 9) ADJOURNMENT

Per the Attorney General's Office: The committee 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

Signature - Arthur F. Bodin, Chairman

Date: _____

**TOWN OF HARWICH
NOTICE OF VACANCIES ON VARIOUS TOWN BOARDS, COMMISSIONS
AND COMMITTEES**

The Board of Selectmen will give consideration to the appointment of members to the following Boards, Commissions and Committees:

Agricultural Commission.....	4
Architectural Advisory.....	2
Appeals Board (alternate).....	2
Brooks Academy Museum.....	2
Building Code Board of Appeals.....	5
Cemetery Commission.....	1
Community Center Facilities	2
Community Preservation Committee	1
Conservation Commission (2 full and 2 alternate)	4
Council on Aging	2
Disability Rights Committee.....	5
Finance Committee	2
Forest Committee.....	1
Historic District/Historical Commission (alternate).....	2
Housing Committee	2
Planning Board (1 alternate).....	1
Traffic Safety Committee	2
Trails Committee	2
Treasure Chest Committee (1 alternate and 1 full).....	1
Utility and Energy Conservation	1
Voter Information Committee.....	1
Wastewater Implementation Committee.....	1

Committee Vacancy Forms are available at the Selectmen’s Office,
732 Main Street, Harwich



TOWN OF HARWICH

BOARD OF HEALTH

732 Main Street • Harwich, MA 02645

508-430-7509 • Fax 508-430-7531

E-mail: health@town.harwich.ma.us

July 26, 2017

Christopher Clark
Town Administrator
732 Main St
Harwich, MA 02645



Dear Chris,

It is with joy and sadness that I inform you of my intention to file papers for retirement effective October 20, 2017. Joy in that I have reached a major milestone and look forward to new adventures, and sadness in leaving behind a long, rewarding, enriching career in Harwich.

August 3, 2017 marks my thirtieth anniversary with the Town and what a difference since my first day on the job! The 1987 Town Charter established a separate Board of Health and created the position of Health Agent. I was hired with the amazing opportunity and challenge to create a Health Department where none previously existed. Since those early years we have grown into a full service professional department for which I sincerely thank the residents for their votes in support of our programs and budget.

I have been fortunate to work for a progressive, visionary Board of Health whose ideals always strive for the best possible outcome for Environmental and Public Health for the residents of Harwich. They set the bar high and have continually maintained it. I am grateful for all the support and encouragement I received from each and every member throughout the years. It has indeed been an honor to serve the needs of such dedicated, conscientious board members.

Of course, I want to acknowledge all of my co-workers- in my department and throughout the Town. Harwich is fortunate to have such a talented, dedicated group of employees. I have a great, great team in my Department who continually achieve standards of excellence in everything they do. Meggan, Jen, Mark and myself created a formidable team- we worked well together, energized each other and made coming to work fun and pleasurable.

As for the details of my departure, I am eligible for a pension with the Barnstable County Retirement System. My papers will be filed with a separation date of October 20, 2017-date to be certified with the Harwich Treasurer. My last active day with the Town will be Wednesday, August 9, 2017 with the remainder until October to be utilized as accrued benefits.

Regards,

Paula J. Champagne, RS, CHO
Health Director

OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, *Town Administrator*

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



WEEKLY REPORT OF THE TOWN ADMINISTRATOR

July 24 – 28, 2017

A considerable amount of work during the week consisted of Council on Aging activities. We organized and conducted interviews for the Council on Aging Director. The interviews were conducted over a three-day period of time. Discussions are underway with the top two candidates. The hope is to have the Town Administrator's appointment shortly for presentation to the Board of Selectmen for a confirmation vote.

A considerable amount of time was spent in preparation and follow-up from the Board of Selectmen's meeting on July 24, 2017.

Michael and I met with Judy Ford in regards to the Use Agreement on the South Harwich meetinghouse. A review of the legal documents is necessary prior to recommendation to the Board of Selectmen. Later on Tuesday we had a visit from the Lt. Governor presenting the Town with a proclamation of the Community Compact Grant of \$5,000 in order for the Town to complete a comprehensive annual financial report.

The Chairman along with myself and the Town Attorney met regarding 35 Chatham Road with the property owner to discuss various issues.

Some of the Acting Council on Aging Director's duties included attending the first ever Death Cafe to promote a discussion around the issues of coming to grips with one's demise. The event was attended by approximately 40 people.

Met with staff of the Department to discuss the retirement of Paula Champagne. In the interim, plan is to promote Meggan Tierney into the acting position until the recruitment can be completed.

Met with the Building Inspector to discuss various topics. Conducted some general meetings around Community Development operation.

Had a generalized discussion on Cold Brook design and will execute contract with CDM to provide assistance to Town Administration.

Additional interviews were conducted with staff and applicants for the various the various open positions.

Due to the departure of the Council on Aging Director beginning July. I have adjusted my schedule to spend some time each day at the Council on Aging. I have retained my full Mondays and provide coverage at the Council on Aging on Friday afternoons while Town Hall is closed.

Christopher Clark, Town Administrator

Memorandum from Charleen Greenhalgh
Assistant Town Administrator
Town of Harwich

August 2, 2017

To: Christopher Clark, Town Administrator
From: Charleen Greenhalgh, Assistant Town Administrator
Re: Weekly Report – Week of July 24, 2017

The last several weeks have been extremely busy with 14 job vacancies. The week of July 24th included, but was not limited to:

- Police Officer – participated in two (2) interviews
- Administrative Assistant, Assessing Office – preparation of interview questions for second round of interviews; participated in three (3) interviews
- COA Director – tallied applicant pool; preparation of interview questions; coordinated the interview team with dates and times for interviews; contacted three applicants to schedule interviews; preparation of interview packets for six person team, including resume, questions and evaluation sheet; participated in three (3) interviews.
- Internal Job Postings for Health Director, Greenskeeper II and Clerical Aide (Community Center)
- Job Advertisement for part-time Van Driver
- Attended Lt. Governor Community Compact presentation
- Weekly Community Development Meeting, in addition to two other Community Development related meetings
- Attended and participated in Fire Station 2 meeting
- Finalized HMEA contract for final signatures
- Preparation of Offer Letter



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

Memo

To: Sandy Robinson
From: Donna Molino
Date: August 2, 2017
RE: Assessors Department Weekly Report

1. Processed and issued 654 bills for Motor Vehicle Commitment #4 to Treasurer for mailing.
2. Processed motor vehicle abatements.
3. Mailed monthly sales questionnaires.
4. Processed weekly sales/deeds.
5. Processed sub-divisions.
6. Assisted in the field work on new dwellings, additions, etc.

Information on Brooks Free Library

8.2.17

The Library Board of Trustees meets next on Wed., August 9th at 7 pm at the Library. The agenda is posted by the preceding Thurs. The full packet of minutes and reports is posted on the Trustee section of the Library website, www.brooksfreelibrary.org/trustees.asp Friday afternoon.

We're currently in the middle of an extremely busy summer. In addition to normal Library operations, the following information is provided.

Partnership with Mass. Association for the Blind and Visually Impaired (MABVI)

- Our VITAL (Vision Impaired Technology Assistance at the Library) program is an innovative program that utilizes volunteer tutors to teach people with sight loss to use assistive technology. Our Assistive Technology Coordinator, Carla Burke, is part-time, budgeted at 9 hours per week, which has been insufficient to meet the need for services.
- After several months of discussions, as of July 1st we have entered into a partnership with the Mass. Association for the Blind and Visually Impaired (MABVI) that will enable us to continue and to expand our VITAL program. Through this partnership MABVI is giving us \$7500 per year, which will enable us to fund 5 additional hours per week for our coordinator.
- This partnership is a result of Carla's efforts over the past several years to see programs modeled on VITAL established in other communities. This year MABVI received state grant funds to open assistive technology training centers at two senior centers in Mass. Once they began working to get those two centers up and running they approached us to form a partnership.
- Not only is our long standing goal of seeing our model replicated coming to fruition, we are receiving funds to support our program, and now there is a network of assistive technology training centers. MABVI plans to expand this network by establishing training centers at other senior centers and libraries.

Children and Youth

- Our Summer Reading Program is in full swing. This is the second year that the Summer Reading Program is collaboration with Harwich Elementary School.
- For every 2.5 hours of reading logged, the children earn a free book and a prize. The Parent Teachers Organization is providing the prizes again this summer. (Note: As of the midway point in the summer, the 4th grade is leading in most hours recorded, twice that of any other grade. This impressive performance is no doubt attributable to 4 young ladies – Tessa, Isabella, Natalie and Megan – who have each read over 35 hours.)
- The Friends of Brooks Free Library raise funds through book sales and other activities to sponsor all of the special performers and presentations for our Summer Reading Program. In addition to the year round program of story-times and creative movement for

preschoolers, in the summer Youth Services Librarian Ann Carpenter also holds a weekly maker program for children and another program for middle-schoolers. (The full calendar of activities is available on our website, www.brooksfreelibrary.org. The events are also publicized through our Facebook and Twitter accounts.)

- Attendance at programs has been high - 120+ attendees for story-time on July 7th and 135 for a story-teller last Saturday, for example - so we have had to adapt and plan ahead for when this may be a possibility. We have worked out a system for providing multiple programs if needed. Not all special performers are available to do a second show even when we pay them for the additional performance, but so far we have avoided having to turn youngsters away disappointed. We also want to be sure, even for our staff-led programs, that the number of participants is not so high that it isn't a quality experience. Major kudos to our Youth Services Librarian, Ann Carpenter and Senior Library Technician Carey Sims for being so flexible and able to handle unexpectedly large crowds while remaining cheerful and enthusiastic.
- We're working more closely with the Recreation and Youth summer camps this year to help support children of our working families. We're providing the camp with a deposit collection of books for a wide range of interests and reading levels. Ann also visits the camp to promote reading and help kids find books that match their interests. Rec and Youth also offers regular field trips to the Library for those who are interested and they've bought a large group of campers to some of our special performances.
- The Monomoy Community Learning Center camp is being held in Chatham this summer, which prevents on-site visits but we are making special efforts to supply them with recreational reading materials as well as copies of the books on the Monomoy Regional Middle School summer reading list.

Adult programs

- We are unable to offer special adult programs like musicians or author talks in the summer, but regular, recurring programs like Knit-Lit and our book groups (Morning, Evening, Book Klatch and Greatest Generation) and writing groups (Morning Writers Group and Memoir Writers Group) and are well attended.

"Pop-up Library" at the Farmers Market

- The Library has a "pop-up library" at the Farmers Market every Thursday in July and August. Farmers Market attendees can borrow from our selection of books on gardening, cooking and healthy living.
- Staff members at our outreach booth also answer reference questions, promote library resources and sign people up for library cards.

Collaboration with the Council on Aging

- Assistant Director Emily Milan and I met with Town Administrator/Acting COA Director Christopher Clark last week to discuss continuing and expanding our technology

assistance efforts at the Council on Aging. We are currently finalizing a fall schedule of biweekly Device Advice sessions at the Council on Aging this fall and will be offering a month technology workshop for the COA (dates and times now being finalized.)

- Emily met with Town Nurse Susan Jussell last week after the COA's Women's Breakfast. Sue indicated more assistance is needed to organize and run the monthly breakfast, so the Library will now partner with the COA on this. We expect two of our staff members will participate in this outreach activity each month. We have also been asked to speak at the September 15th breakfast where we will present a brief talk on the various programs and services available to library patrons.
- We are also initiating regular monthly meetings between the Library's reference and technology librarians and the outreach staff/nurse at the COA. Staff members of both departments are eager for this to happen. Each department has expertise to share and staff members may not be aware of what resources and services the other department offers, so everyone will benefit from more regular communication and collaboration.

Outreach at Pine Oaks

- Staff Librarian Emily Carta continues regular outreach visits to Pine Oaks senior housing developments, visiting most recently last week. Emily helps residents with their technology needs and provides information about library services and resources.

Cemetery Dept.

- The September "Resource of the Month" will focus on Ancestry and Heritage Quest, two library research resources that provide patrons with access to historical information that will aid them as they research family history and genealogy.
- Last week our Assistant Director and Reference Librarian Jennifer Pickett met with Cemetery Administrator Robbin Kelley to begin planning some genealogy training this fall. This is an area where Robbin has developed a lot of expertise and she's willing to share it, first in a workshop for our Reference staff in September, followed by a workshop for the public in October.

Historical Society

- Staff members will be meeting with Harwich Historical Society Director Janet Cassidy on August 4th to discuss possible collaboration on both programming and special projects relating to Harwich history.

Respectfully submitted,

Ginny Hewitt
Library Director

WEEKLY REPORT TO THE SELECTMEN

BUILDING DEPARTMENT

WEEK ENDING 7/29/2017

Cumulative Building Permits Issued through	7/29/17	690
Cumulative Plumbing & Gas Permits Issued through	7/29/17	672
Cumulative Electric Permits Issued through	7/29/17	529
Cumulative HVAC Permits Issued through	7/29/17	39
All others (Zoning Board of Appeals, Historic) through	7/29/17	39

The Building Department continues to process building permit applications within a 30 day time frame, working with the other Community Development Departments. Due to an in-town staffing change, the department is currently working under-staffed. Over the summer months, we have noticed an increase in the number of Complaints filled. We are processing and investigating all of those complaints.

The Building Department staff also processes a considerable number of requests for printed information and research on properties for realtors, buyers, developers, septic installers, homeowners and mortgage researchers.

Respectfully Submitted,



Ray Chesley 8.2.17

Building Commissioner

Cemetery Administrator's Weekly Report

Week ending July 28, 2017

- Over the past two weeks we have sold \$12,900.00 in cemetery lots. Met with 9 different families at Mount Pleasant, Island Pond and Pine Grove.
- Ongoing work with Paul Sweetser, Town Surveyor on the layout of the pet burial grounds. Completed the walking paths and starting layout the burial spaces see attached map.
- The Cemetery Commission has started reviewing rules and regulation for the pet burial grounds which will include pricing, flat memorials and benches.
- Met with Emily Milan, Assistant Director at Brooks Free Library to discuss time and dates when Robbin Kelley can do training on genealogy to library staff. The Library requested an additional workshop for the patron on genealogy/research basics and best practices focusing on free resources that are available.
- Finalized new sign for the Pine Grove Cemetery in West Harwich to be done by Young & Fancy, Inc.
- Surveyed lots in Island Pond and Mount Pleasant for preneed space requested by family members.
- Working the Carol Coppola, Finance Director and Paul Doane on cemetery account balances.
- Work order for 276 Queen Anne Road, pet burial grounds electric service has been moved into the design phase and should be completed by Eversource within 2 weeks.
-

Respectfully Submitted

Robbin Kelley
Cemetery Administrator



ROUTE 6 - MID-CAPE HIGHWAY

$R=10150.00'$ $A=551.72'$

AM 69 PARCEL M1
97858 Sq. Ft. ±
2.25 Acres ±
1471.5 Perimeter

WALKING PATH
4,179 Sq. Ft. ±

WELL FOR IRRIGATION ONLY

$N 01^{\circ}30'36'' W$
165.42'

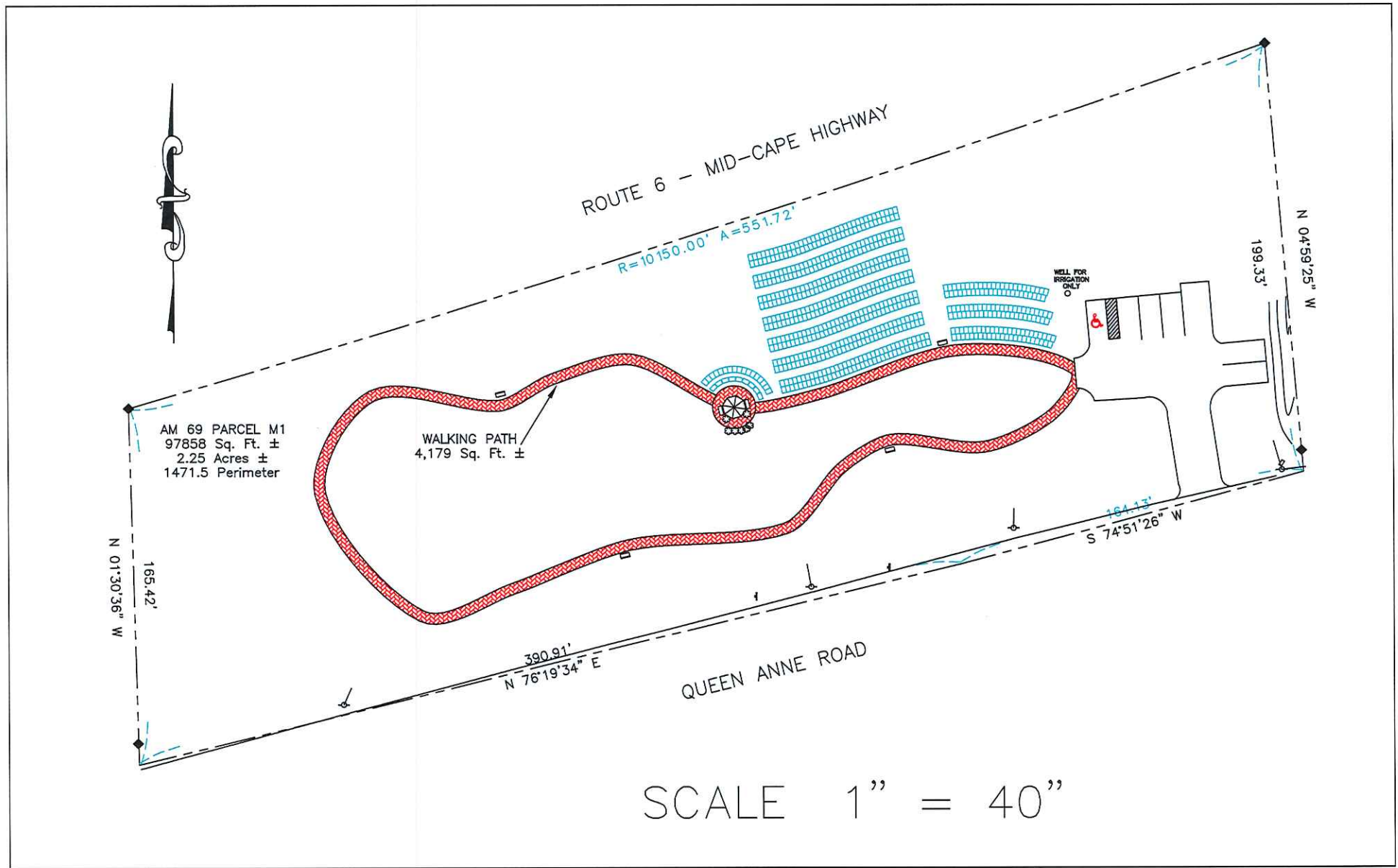
199.33'
 $N 04^{\circ}59'25'' W$

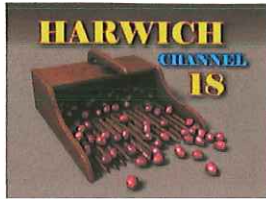
390.91'
 $N 76^{\circ}19'34'' E$

QUEEN ANNE ROAD

164.13'
 $S 74^{\circ}51'26'' W$

SCALE 1" = 40"





Channel 18 Weekly Report w/e July 28, 2017

- Hire and began training a new employee for Griffin Rm. Meetings
- Filmed Selectmen's and Planning board meetings
- Community Journal -6 Volunteers reported for duty
 - COA update clip
 - Conservation Trust clip
 - Brooks Library-Children's activities clip
- Water department yearly info video (Dan Pelleteir/Wellesley Marsh)
- Sound equipment research (griffin rm/multi rm)
- Town band recorded -2 volunteers reported for duty
- Instruction manual created for Griffin room equipment (training pkg)
- Agendas and Minutes posted
- Multiple website updates town wide (COA, Police)
- Filmed grant award and presentation (7/25)
- All clips and meetings transferred and posted to YouTube
- Video file maintenance
- Assist other Community Center departments with technology issues (Rec, COA)

Please Follow Channel 18 on YouTube for frequent video updates/meetings

www.youtube.com/harwichchannel18

and Facebook for additional info

www.facebook.com/harwichchannel18

Respectfully Submitted,

A handwritten signature in cursive script that reads "Jamie Goodwin".

Jamie Goodwin

July 28, 2017

Weekly Update for the Community and Cultural Centers
July 24-29, 2017

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 7/24 through 7/29.

- We are running our first ever Open House and Studio at the new Cultural Center. It is a three day event running from Thursday, July 27 through Saturday, July 29. The first night was a huge success as we welcomed over 150 members of the public to see the new use of this space.
- I rented the last available Activity Room at the Cultural Center. All 28 Activity Rooms are now rented for at least three months, and the majority are rented for a full year.
- I rented the Administrative Office area to the Harwich Cape Verdean Association and Museum. They are in the process of moving in and setting up for this exciting endeavor.
- I have updated the monthly and yearly revenue projections for the Cultural Center based on the current occupancy level and rental fee schedules.
- I have hired two new part-time staff members. I have hired a Weight Room attendant to work in the mornings at the Community Center. He is in the process of obtaining his certification as a personal trainer. He will be working on weekday mornings, both to sign up new and returning members and to provide assistance on Weight Room equipment when needed. I have also hired a part-time Program Aide to work at the Cultural Center to coordinate with current and new renters, organize special events, and solve any problems that may arise.
- I have conducted interviews for the third position I am currently working to fill – part-time Clerical Aide at the Community Center.
- I have participated as a member of the interview committee to fill the open Council on Aging Director vacancy.

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

Respectfully submitted,

Carolyn Carey



TOWN OF

HARWICH

732 Main Street
Harwich, MA 02645

CONSERVATION COMMISSION

(508)-430-7538 FAX (508)430-7531

August 2, 2017

To: the Board of Selectmen

From: Amy Usowski, Conservation Administrator

Monthly Report: July 2017

The Summer months are always interesting in the Conservation Department. Typically the number of filings decreases people who are here just want to enjoy the warm weather, but violations tend to increase. The number and complexity of cases that myself and the Conservation Commission had to review was above normal. Several of the hearings before us were on Town projects such as the Comprehensive Dredge/Nourishment project, the new cart barn at Cranberry Valley Golf Course, and the Saquatucket Landside Project. The Conservation Commission approved both the cart barn project and the Saquatucket Landside project, and is just waiting for the Natural Heritage and Endangered Species Program to weigh in before they vote as is required. During the two meetings in July, the Conservation Commission heard:

- 8 Notice of Intent hearings
- 5 Requests for Certificates of Compliance
- 1 Extension Permit Request
- Issued 7 Orders of Conditions

At these meeting the following were also discussed:

- Management of the cranberry bogs in the Bells Neck Conservation Area
- Ongoing enforcement action for 35 Chatham Rd
- Presentation of the Draft Erosion Control Management Guidelines by the Coastal Processes workgroup of the Pleasant Bay Alliance, of which myself and Nicole Smith, Assistant Conservation Agent, helped write.

There were also several violations that occurred in July that required enforcement action.

- Violation of Order of Conditions at 27 Walker Woods Drive – clearing of vegetation, installation of irrigation, fertilization in buffer zone to pond.
- Clearing within 50' buffer zone to wetland at 1 Cranberry Lane
- Clear-cutting of vegetation at 15 Cora Lane

We did find time to have some fun though, and I got to lead an educational walk for about 20 people in Thompson's Field detailing the natural history of the area and identifying some of our birds and butterflies. As we have time, Nicki and I are trying to help the Trails Committee maintain our walking trails in our Conservation Areas. We are also involved in the Real Estate and Open Space Committee as advisors to the committee for the value of parcels that may come up for purchase/donation.

If you have any questions, please contact me.

Amy Usowski
Conservation Administrator

DPW Activity for the period of July 23, 2017 through July 29, 2017

Disposal Area

- C&D: 13 loads, 215.43 tons
- MSW: 15 loads, 344.86 tons
- Recycling: 8 loads, 34.27 tons
- Facility users: 8,443 vehicles
- Revenue: \$49,723.70

Cemetery Maintenance

- Mowed and weedwacked Cultural Center in advance of the open house
- Mowed and weedwacked the following cemeteries: Evergreen, Island Pond & Pine Grove
- Route mowing and weedwacking at Town Hall, Library, PD – FD, DPW and Doane and Exchange Parks
- Repaired two collapsed graves

Parks Maintenance

- Mowed and prepped 7 ball fields twice
- Repaired irrigation at two ball fields
- Two days fabricating in metal shop
- Renewed Bocce court

Vehicle Maintenance

- Performed pre-inspections and obtain State Inspection Stickers for the Town Hall vehicles.
- Performed three routine maintenances.
- Performed 19 repairs to equipment, vehicles, and small equipment

Facility Maintenance

- Finishing the CPC project at the Albro house, removed the old wheelchair ramp and returned front porch to original design. Interior complete waiting on inspection.
- Numerous service calls preparing the Middle School for the Cultural Center open house.
- Met with Rise Electrical Engineer for Fire Station HQ lighting retro-fit
- Installed memorial bench at Red River
- Working with Rise Mechanical Engineer for the heating system upgrade
- Received and responded to 14 work orders

Highway Maintenance

- Swept sector 1
- Beach & parks trash pickup twice a day every day including weekends
- Beaches cleaned with Surfrake Monday - Friday
- Roadside mowing of 7 roads approximately 20 miles
- Roadside brushing on various roads and intersections
- Received and responded to 16 work orders
- 54 stop bars identified, painted by Parkinglines Inc
- Laid out first 22 drainage systems for Robert B. Our Co. Inc. in preparation for road resurfacing
- Working with Markings Inc. (8/2/17) to re-thermo arrows, legends, lane lines stop bars and crosswalks at 7 major intersections



TOWN OF HARWICH

732 Main Street

Harwich, MA

02645

ENGINEERING DEPARTMENT

(508)430-7508

WEEKLY REPORT WEEK OF JULY 24, 2017

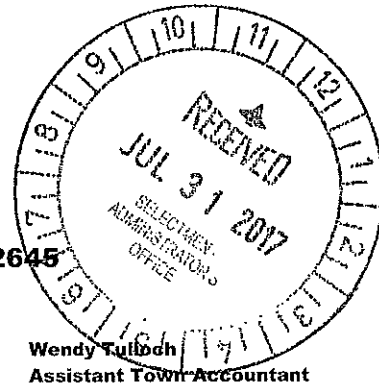
- Resolve Fire Station #2 bid protest with Attorney General's Office
- Attend Pre Proposal meeting at Fire Station #2
- Research and respond to questions on Fire Station 2 RFQ
- Prepare and distribute two Addendums for the Fire Station 2 RFQ
- Research and respond to questions from the Architect and bidders for the Saquatucket Landside RFB
- Research and respond to questions from the Architect and bidders for the Saquatucket Water Side RFB
- Prepare for Muddy Creek Bridge Audit
- Research building water connection requirements for the Saquatucket land side buildings with the Water Department and Plumbing Inspector.
- Research Chapter 91 license for Round Cove boat ramp.
- Continue design of Round Cove boat ramp renovation.
- Assigned street numbers for a new subdivision
- Prepared Daluze Pit overlay plan
- Assisted Building Department, Assessors, Conservation Commission Agent, and Planner with research of various properties and submittals.
- Set up control points to perform topographic surveys (Red River Beach, Bank Street Beach, Earle Road Beach and Pleasant Street Beach)
- Met with citizens requesting address changes and communicate with Fire Department in regards to the same
- Pet Cemetery-design pathway and potential Memorial Marker placement around existing gazebo
- Research in regards to the "Welcome to Harwich" sign on Route 124 (Pleasant Lake Avenue), meeting with TA and proponents of the project

- Continual road Inspections (field)-
 - Raptor Road
 - Littlefield Pond Road
 - Denwich Road
 - Chloe's Path
 - Seth Whitefield Road (a.k.a. Hawksnest Road)
 - Shelley's Path
 - Arthur's Way
- Continual providing of technical support, and scanning and copying of plans for all Departments, Boards and Committees.
- Continual E911 address verifications and changes. In communications with Verizon and Mass GIS for their E911 mapping purposes.

Respectively submitted:
Robert Cafarelli, PE



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



Carol Coppola
Finance Director/Town Accountant

Wendy Tulloch
Assistant Town Accountant

Report of the
Finance Director/Town Accountant – Week Ending 7/27/2017

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

- Correspondence with FY 16 external auditors, schedule onsite day (8/2) to complete single audit fieldwork.
- Correspondence with FY 17 external auditors, finalize onsite dates (8/7 – 8/10, 8/28 – 8/29 and 8/31). Upload financial documents to auditor portal.
- Record the following general ledger adjustments in accordance with Generally Accepted Accounting Principals (GAAP):
 - ✓ Accounts Payable Accruals (FY 17) and Reversals (FY 18),
 - ✓ Continuing Appropriations and Encumbrances,
 - ✓ Reconcile liability accounts to source documents,
 - ✓ Reconcile Betterment balances to accounting system,
 - ✓ Reconcile Collector ending balances to accounting system,
 - ✓ Research warrant article ending balances,
 - ✓ Record reserve for appropriations.
- Various conversations with Department Heads pertaining to warrant article balances and carryforward amounts.
- Various conversations with water and golf department pertaining to outstanding receivables, inventory and membership balances.
- Reconcile and report to CPC committee revenues, expenditures and balance sheet information for all CPC articles for FY 17.
- Discussions with Bond Counsel, Fiscal Advisor, Harbormaster and Golf Director pertaining to current and upcoming BANS and Bond sale.
- Conduct interviews with potential Administrative Assistant for the Assessing Department.
- Attend demonstration of Tyler Content Manager.
- Process, review and approve FY 18 financial transactions.

Sincerely,

Carol Coppola
Finance Director/Town Accountant
Town of Harwich



Harwich Fire Department



Fire Suppression

Prevention

Emergency Services

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

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

Weekly Report – July 23, 2017 through July 29, 2017

Incidents:

Fire/Explosion	00
Overpressure/Rupture	00
Rescue Call/ EMS	94
Hazardous Condition	00
Service Call	04
Good Intent	04
False Call	13
Severe Weather/Disaster	00
Special Type/Complaint	01
Total	116

Fire Prevention:

Inspections	
Resale	13
Annual	04
Joint	01
Commercial	04
Final	02

Town Hall Plan Review Hours, Community Development Meeting, Housing Meeting

Items of note:

Chief and Deputy travelled to Colorado for Pre-Construction Meeting for Engine approved at ATM.

Lieutenant Tim Jaques gave notice of his intent to retire as of August 1, 2017

Provisional Firefighter William Schneeweiss offered full time position created by Jaques retirement.

Firefighter Ryan Edwards promoted to Lieutenant due to Jaques retirement.

Two Lukas machines were purchased with funds in budget, arrived early this week and are in service.

Weekly Report for Selectman

7/24-7/31

Golf Operations

- The golf course was open in full 6 of 7 days (rain on 7/24)
- Junior League Regular Season closed on 7/27 with End of Year Party at Hot Stove for 50 kids and parents
- Annual Member Satisfaction Survey results are being collected/analyzed. Report and conclusions will be presented at August Golf Committee meeting.

Golf Course Maintenance

- Golf Course remains in good shape
- Tees were aerated this week
- Solid tine aeration on greens

Golf Course Infrastructure Project

- Meeting with TA, Town Engineer, Director of Golf and Course Superintendent
- Finalizing specs building on cart building and maintenance re-skin specs for bid
- Plan to go out to bid at end of August

Ann Steidel

From: John Rendon
Sent: Wednesday, August 02, 2017 2:04 PM
To: Ann Steidel; Sandy Robinson
Cc: William Neiser; Michelle Morris
Subject: Harbormaster Dept Weekly Report 7/24 - 7/28

Operations:

- Conducted enforcement boarding of vessel operating in an overloaded condition in Pleasant Bay; voyage terminated for safety concerns. Issued non-criminal violation warning.
- Issued \$50 non-criminal citation for violation of HMP; launching jet-ski at Long Pond public ramp.
- Conducted enforcement mooring and waterway user fee checks: Wychmere Inner, Wychmere Outer, HPBY, Round Cove, Allen Harbor, Oyster River, SAQ Harbor. Followed up with numerous emails and phone calls to address/correct compliance discrepancies.
- Responded aboard 77B to four pump-out boat requests.

Admin:

- Issued Addendum #2 to SAQ Landside Renovation project public bid package to answer questions submitted by interested contractors. Sub-Contractor bids are due Thu, 03 Aug and General Contractor bids are due Thu, 17 Aug.
- Issued Addendum #2 to the SAQ Marina Reconstruction project public bid package to answer questions submitted by interested contractors. Bid opening has been extended to Thu, 10 Aug; awaiting final permits. Received draft ACOE dredge and Section 408 navigation permit, however, awaiting final approval.
- Reached out to local commercial fishing fleet to coordinate alternative dockage plan for the off-season; marina will have to be vacated no later than 15 Oct for the commence of the harbor dredging and marina reconstruction project.
- Prepared Harbor Management Plan rate change proposal to be presented to WWC and BOS for approval.
- Processed 27 Transient slip reservations.

Maintenance:

- Made repairs and improvements to the Wychmere Harbor unloading davit.
- Many repairs were made to the SAQ docks (pile chains, connecting pipes, decking, water leaks, etc.).

Training:

- Boat handling and fire/de-watering pump training was conducted with seasonal staff.

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

Health Director Weekly Report Week ending July 28, 2017

- **Projects-**

- Staff Vacancy- Health Inspector- public posting resulted in 2 viable candidates. ATA Greenhalgh is coordinating appointments for interviews. Health Director- 30 years in the position to be celebrated August 3 coupled with the announcement of retirement!! Thank-you, thank-you, thank-you to all coworkers, board members and residents for the support of the department from infancy to maturity. The Harwich Health Dept is recognized as a leader throughout the region in program development, effectiveness, innovation, equity and being solutions oriented. Strong leadership and guidance from the Board of Health since the inception of the department in 1987 has been key to this success. TA Clark has announced his intentions to appoint Sr Hlth Inspector Meggan Eldredge (Tierney) as Interim Director for continuity while the position is posted.
- Tobacco Control- The final regulation has been signed and sent to Chronicle for legal ad. Implementation date of September 1, 2017. Staff researched and ordered signs to distribute to permit holders
- Accela Computer Training- BOH voted proposal submitted by Hlth Dir to require submission of all Real Estate Inspection Reports (RET's) electronically effective 9-1-17. This is the largest category of use within the Health Dept for requests, research, #'s submitted annually and will make a substantial increase in our electronic presence in the community. To meet this goal we are conducting additional training seminars- 1st was held July 24 @ 5 pm. Two additional companies are now trained to use the system. In response to requests from the public—M. Eldredge developed an additional user manual – an abbreviated version for accessing the public portal.
- BOH User Fee Review- Hlth Dir proposed a review of fees for BOH August mtg. M. Eldredge and J. Clark have conducted a fee review survey of 8 Cape towns. An update in some areas and capturing new user fees for heavily utilized tasks has been developed for presentation and discussion.
- BOH meeting wrap-up- correspondence issued for cases from 7-11-17 mtg.
- Annual business license and permit review- pool, motel and food service permit applications for the Commodore Inn. Issued a temporary food permit to Chocolate Café

- **Consultations:**

- 26 Kevin Rd- requests to reconsider options to increase use at a location with a tight tank seasonal restriction
- Dundee Circle- meet with owners to review options for expansion /remodel in a Zone II
- Pre variance meetings for 8-8-17 BOH mtg deadline

- **Permit review and issuance-**

- RET-
 1. 8 Bayberry Lane
 2. 171 South St
 3. 65 North Rd
 4. 46 Martha's Lane
 5. 18 Lower County Rd
 6. 43A Saquatucket Bluff
 7. 3 Sherwood Dr
 8. 3 Bayridge Rd
 9. 27 Tupelo Dr
 10. Beach Plum Condo Bldg #5
 11. Beach Plum Condo Bldg #12
 12. Beach Plum Condo Bldg #6
 13. 7 Teaberry

- ***Certificate of Compliance issued-***
 1. 7 Teaberry
 2. 16 Gordon
- ***Deed Restrictions created and issued-***
 1. 44 Old Heritage Way
- ***Septic system plan review and issuance-***
 1. 38 Courtney Road
 2. 176 Great Western Road
 3. 6 Deerfield
- ***Building plan review and approval***
 1. 44 Old Heritage Way
 2. 349 Great Western Road
 3. Plus approximately 6 registration review
- **Inspections-**
 - ***Food Inspections-***
 1. Buca's
 2. Handkerchief Management
 3. Harwich Paint
 4. L'Alouett
 5. Subway
 6. Szechuan Delight
 7. Upper Crust Pizza
 8. Noble House
 9. Buckie's Biscotti
 10. Mad Minnow
 - ***Final Inspections- Septic systems-***
 1. 349 Great Western
 - ***Site visits/walk thru for non-compliance/floor plan clarification***
 1. 231 Pleasant Bay Rd
 2. 26 Sunrise lane
 3. 17 Long Rd
 - ***Beach and Pond Sampling Program***
 1. 43 locations of public and semi-public beaches and freshwater ponds are sampled weekly from Memorial Day to Labor Day. All samples passed parameters week of 7-28

Paula J. Champagne

8/02/2017

Ann Steidel

From: Heinz Proft
Sent: Wednesday, August 02, 2017 11:16 AM
To: Ann Steidel
Cc: Sandy Robinson
Subject: Natural Resources Weekly report

Natural Resources Weekly report 8/2/2017

- * Completed 2nd water sampling date - Harwich Town Wide. 2 of 5
- * Completed Contaminants of Emerging concern water sampling 5 of 10
- * Completed Pleasant Bay Alliance water sampling 3 of 5
- * Shellfish lab internship program - running well at Shellfish Lab
- * Eel ramp pump repaired - DMF assistance
- * Downloaded and redeployed long term water temperature logger Saq. Harbor
- * Completed Shellfish patrols on open shellfishing days.

Heinz Proft
Nat. Resources Director

July 31, 2017

Planning Department Weekly Report- Highlights

- Began work on CPC application for Affordable Housing Trust,
- Spoke with potential renter for an upstairs room in the Albro House- helped review renter's insurance,
- Reviewed the Housing Mitigation Plan,
- Answered questions regarding Historic Commission,
- Reviewed applications for the upcoming Planning Board meeting,
- Followed up on two site plan violations,
- Reviewed and signed off on a Chapter 91 license,
- Reviewed +/- 10 building permits for zoning compliance,
- Filled in for the Building Department clerk vacancy-ordering supplies, historic applications,
- Helped train temporary help in the Building Department,
- Weekly payroll and financial duties.



HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

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



DAVID J. GUILLEMETTE
Chief of Police

THOMAS A. GAGNON
Deputy Chief

WEEKLY ACTIVITY REPORT FOR WEEK OF 7/23/17 THROUGH 7/29/17

PATROL

- 950 Calls logged
 - 7 arrests
 - 2 criminal summons
 - 3 individuals placed into protective custody
- 32 motor vehicle stops resulting in:
 - 21 verbal warnings
 - 2 criminal motor vehicle complaints
 - 7 citations
 - 1 arrest
- Officer Ryan Fazzino successfully completed one year probationary period and given full time badge

ADMINISTRATION

- Two in-house candidates interviewed for position of full time police officer

COMMUNITY POLICING

- Bike patrol of Rail Trail, Brooks Park, Harwich Port
- Motor Officer Keith Kannally assisted with Big Nick's Ride for the Fallen on Sunday July 23rd as a member of the regional motorcycle unit
- Lt. Kevin Considine appointed Barnstable County Representative to Special Olympics and Law Enforcement Torch Run
- Applications for Citizens Police Academy now available at dispatch. First class September 7.
- Chief Guillemette gave talk on scams and ID theft at community breakfast at Wingate

Recreation Department Weekly Report to the Board of Selectmen
7/30-8/5/17

- Entering the month of August, the town beaches have been very busy with the great weather we have been having. We are fully staffed at all beaches and are looking forward to another busy, successful weekend.
- 9 of our lifeguards will be competing in the Annual Lifesaving Competition on August 10 at Newcomb Hollow Beach in Wellfleet. Should be a great day to showcase some of our best lifeguards.
- Next week we will be entering the 4th and final sessions of summer camp here at the Rec. Each session is 2 weeks long and the last day of camp will be August 18th. We had a great staff this year and have had 90-100 campers in each session.
- The Rec Field Trip program will be traveling to Skull Island this Wednesday for some mini-golf and arcade games. Last week they went to Patriot Place at Gillette Stadium on Wednesday and to the Sandwich Heritage Ropes course on Friday. Both trips went great and the kids (and staff) had a blast.
- We officially installed our small lending library at Bank Street Beach last weekend to great early reviews. The small wooden structure was built and donated by local Bank Street residents and allows people to drop off books or pick one up to read on the beach.
- This Thursday we will be holding our annual “Land vs. Sea” Staff softball game at Crowell field behind the Community Center. A very popular annual event, it puts the sea staff (lifeguards, swim instructors) against the land staff (tennis instructors, camp counselors etc.) in a friendly softball game.



TOWN OF HARWICH

OFFICE OF THE TREASURER/COLLECTOR

732 MAIN STREET, HARWICH, MA 02645

TEL: 508-430-7501 FAX: 508-430-7504

Amy Bullock
Treasurer / Collector

Nancy Knepper
Assistant Treasurer/Collector

Weekly Report to the Board of Selectmen

August 2, 2017

The past week was very busy in the Treasurer/Collector's Office. Along with our usual daily duties and responsibilities, the following took place:

- we wrapped up beach sticker and transfer station access sales at the Community Center on Saturday, August 29th, which causes an increase in those sales here in the office
- as yesterday was the due date for the first quarter of fiscal year 2018 real estate and personal property tax bills, many more taxpayers than usual came in to pay
- Tuesday the 25th we printed and mailed out the 4th motor vehicle excise bill commitment of over 600 bills, also resulting in more foot traffic in the office
- fiscal year end reports are being prepared
- information for the upcoming audit is being gathered

Weekly collections 7/23 to 7/29

Beach sticker/Transfer station access:	\$22,183.00
Tax/Water Collections:	\$2,084,657.95
Departmental turnovers:	\$367,069.16
Total:	\$2,473,910.11

Respectfully submitted,

Amy Bullock
Treasurer/Collector



Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

For Week Ending: July 29, 2017

Please see the following highlights from the previous week:

- The Department had the opportunity to sit with Channel 18 and discuss the Service Tight Protection Plan, Seasonal Turn on/off services, Online Bill Pay, and Towns Reverse 911 system
- Completed restoration of Rt. 28 & Brooks Rd. from the water main break; placed flowable fill, T-base, & pavement
- Replaced 3 gate valve nuts, and installed one water service
- Seasonal staff performed grounds maintenance & hydrant painting
- Appellate Board call

Ongoing/Upcoming Items:

- WMA Permit out for public comment in the *Environmental Monitor*
- Install new service disconnect and replacing fiberglass RTU & VFD Cabinets with stainless steel at Well M3
- SCADA Equipment being assembled at contractors-delivery within next couple weeks
- 8/23/17 Water Commission will hold a rate hearing to adopt the FY18 Water Meter pricing

Quick Stats

+17	-12.6%	-17.1%
Water Samples Taken	Weekly Change in Pumping	YTD Change in Pumping

Activities Last Week

Investigate Leak	1	Notices Left at Door	2
Leak at Meter	2	Service Leak	1
Low Pressure	1	Service Repair	6
Meter Head Change	12	Site Visits	2
Meter Removal/Demo	1	Water Service Flush	2
Notices Left at Door	2	Site Visits	2

Activities By Month

	<u>2016</u>	<u>2017YTD</u>	<u>2017WTD</u>
Curb Stop Repair/Renewals	4	1	0
Frozen Water Meter/Services	23	2	0
Hydrant Maintenance/ Repairs	2	0	0
Hydrants Replaced/Installed	5	1	0
Markouts	358	174	7
New Water Service Installations	36	23	0
Property Transfer Requests	380	185	7
Renewal of Water Services	34	34	1
Seasonal Turn On/Off	1171	604	0
Water Main Repairs	3	4	0
Meter Changes	706	290	21
Meters Installed	36	16	0
Service Repairs	51	104	6



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

WEEKLY REPORT-Board of Selectmen

August 3, 2017

Week of July 26-August 3

- Current caseload of 16 individuals
- Clients receive mental health counseling, case management, mentoring, and wellness referrals as needed
- Administrative block time (closing files, curriculum planning, update email lists, generate and distribute information to school administrators on ideas for 2017-18
- **July 26**-Meeting with Behavioral Health Innovations, Inc. in Barnstable. Working group in planning stage of formation of an APG (Alternative Peer Group) on the Cape. The APG is a comprehensive adolescent recovery support model that integrates recovering peers and prosocial activities into an evidence-based clinical practice. Please contact me if you want more specifics about the proposed APG.
- **August 3**- Met with Melissa McGuire, Monomoy School District Director of Student Services. After being appointed to serve on the Monomoy Social & Emotional Learning Policy Steering Committee and Monomoy Wellness Policy Committee, this meeting was to discuss goals for the coming school year.

Excellent websites to check out:

<https://www.common sense media.org/research>

<http://www.pewinternet.org/>

Please call me at (508) 430-7836 if you have any questions. Thanks!

Regards,

Sheila

Sheila House, LMHC (508) 430-7836 (774) 212-3805
Licensed Clinical Mental Health Counselor
Harwich Youth & Family Counselor