

**SELECTMEN'S MEETING AGENDA\***

*Griffin Room, Town Hall  
732 Main Street, Harwich, MA  
Regular Meeting 6:30 P.M.  
Monday, September 25, 2017*

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

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. WEEKLY BRIEFING**

**IV. PUBLIC COMMENT/ANNOUNCEMENTS**

**V. CONSENT AGENDA**

- A. Approve Minutes
  - 1. September 11, 2017 Executive Session
  - 2. September 11, 2017 Regular Session
- B. Approve the recommendation of the Town Administrator to install a new pole and relocate an old pole at 60 Kelley Ave. per the request of Verizon and Eversource Energy
- C. Approve request for assistance from the Caleb Chase Fund
- D. Confirm appointment of Jeffrey Pina as Heavy Equipment Operator for DPW as recommended
- E. Confirm appointment of Daniel Mereste as Heavy Equipment Operator for DPW as recommended

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

- A. Annual Meetings with the Selectmen:
  - 1. Conservation Commission
  - 2. Real Estate and Open Space Committee
- B. Town Administrator/Finance Director to present the Five-Year Financial Plan / update on FY16 & FY 17 Audit

**VII. OLD BUSINESS**

- A. Ginger Plum Lane Betterment:
  - 1. Vote an Administrative Fee of \$9,376.43 and a 5% interest rate
  - 2. Vote a total Road Betterment of \$176,813 and a prorated share of \$6,907
  - 3. Vote to certify the list of Betterment Assessments to the Board of Assessors
- B. Saquatucket Landside Project Update
- C. Discussion of management of Bells Neck Bogs
- D. Electronic Communications Policy for Elected Officials and Members of Boards and Commissions

**VIII. NEW BUSINESS**

- A. Accessory Apartment By-Law
- B. Discussion on Board of Selectmen's Budget Message
- C. Discussion of In-House Legal Counsel
- D. Goals and Objectives Assignments
- E. Treasure Chest Discussion

**IX. TOWN ADMINISTRATOR'S REPORT**

- A. Update on vote on Cape Cod Tech School
- B. Departmental Weekly Reports

**X. SELECTMEN'S REPORT**

- A. Discussion of format for Budget Sessions tentatively scheduled for Saturday, February 10, 2018
- B. Budget/Warrant Timeline
- C. Committee Vacancy List

**XI. ADJOURNMENT**

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

**Authorized Posting Officer:**

Ann Steidel, Admin. Secretary

**Posted by:** \_\_\_\_\_

Town Clerk

**Date:** \_\_\_\_\_

September 21, 2017

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, SEPTEMBER 11, 2017  
6:30 P.M.**

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

**OTHERS PRESENT:** Town Administrator Christopher Clark, Chief Clarke, Chief Guillemette, Sgt. Brackett, Carolyn Carey, John Rendon, Mary Maslowski, Larry Cole, Ed McManus, Cyndi Williams, Sharon Pflieger, and others.

Chairman MacAskill reported that the Board just came out of Executive Session where they discussed negotiations on the Judah Eldredge property and the Board voted to continue discussion on pursuing that. He added that they also discussed 4 Central Avenue and the Board voted to enter into negotiations on that as well.

Chairman MacAskill called for a moment of silence for all who lost their lives and all who were affected by the events of September 11, 2001.

**WEEKLY BRIEFING**

Ms. Carey provided information on upcoming programs at the Community Center. Ms. Goodwin provided information on how to view broadcasts of several recent Town events.

**PUBLIC COMMENT/ANNOUNCEMENTS**

Mr. McManus announced the upcoming Harwich Cranberry Festival this weekend and related events.

**CONSENT AGENDA**

- A. Approve Minutes –
  - 1. August 21, 2017 Regular Session
  - 2. April 3, 2017 Executive Session
  - 3. July 24, 2017 Executive Session
  - 3. September 5, 2017 Executive Session
- B. Approve Chapter 90 Project request for paving of various roads
- C. Approve Ginger Plum Lane betterment assessment be levied in accordance with order

Mr. Ballantine moved approval of the Consent Agenda. Ms. Brown seconded the motion and the motion carried by a 4-0-1 vote with Mr. Howell abstaining from the vote.

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

- A. Public Hearing – Proposed Fee Amendments to Harbor Management Plan Appendix B - Marine Fee Schedule

Mr. Ballantine read the hearing notice into record and Chairman MacAskill opened the hearing. Mr. Rendon outlined the proposed changes to fees in Appendix B – Marine Fee Schedule of the Harbor

Management Plan (see attached). He noted that the last across the board fee increase was in 2009. He pointed out that the two major areas where fees are affected are slip permits and mooring permits. He noted that they did a survey of other towns and he provided a comparison indicating that we are slightly below average (see attached). He noted that it was decided to not offer winter boat storage so that has been lined out and the definition of such was removed accordingly. He added that he is recommending a new fee for Replacement Permit Sticker/Pass of \$5 as we are spending quite a bit of money on permits and more and more people are losing them. Mr. Rendon took questions from the Board. Mr. Ballantine moved to close the public hearing. Ms. Brown seconded the motion and the motion carried by a unanimous vote. Ms. Brown moved to accept the proposed harbor fee increases including the new fee for a replacement sticker permit pass. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

## **OLD BUSINESS**

### **A. General discussion on marijuana sales in Town of Harwich / By-Law**

Chairman MacAskill explained that last week the Town Attorney came before the Board and provided a solid overview of what we'll have to do whether we approve or don't approve this. He stated that because either way it will have to go to the Planning Board, he thought he would bring it back this week instead of waiting and we have invited the Police Chief and Fire Chief to speak on this as well. He noted that first the Board has to decide whether they support or don't support the sale of marijuana in the Town. Mr. Clark outlined the 3 options as discussed in the memo from Ms. Greenhalgh of September 6, 2017 as revised by Town Counsel (attached). Chief Guillemette spoke against marijuana sales in the Town and stressed that it would have a negative impact on the youth of our community, on the community itself and public safety. He noted that the marijuana industry targets youth with products such as edibles which can be 95% THC and the medical community has no idea what long term exposures to these products does. He provided information from studies including effects on adolescents. He questioned if we want to risk even a single death of our youth for a potential revenue stream. He stressed that the community voted against legalizing marijuana and if this is approved there is the possibility that we would become the distribution hub for this part of the Cape. He explained that because it is still a federally prohibited drug, they can't do any banking business, it's all cash and that creates a security problem for us and could potentially lead to violent crime. He noted that many times dealers are dealing drugs other than marijuana so we could be potentially providing a haven for drug traffickers. He noted that he expects to see an influx of drug related and disturbance calls if marijuana comes in as well as vehicle crashes and an increase in fire calls. He stressed that we are in the throes of an opioid crisis now and it is completely counterintuitive to try to make another mind altering substance more available. He urged the Board to support prohibiting retail sales. Chief Clarke concurred with Chief Guillemette's remarks. He stated that this is not an "I" or a "me" issue, but rather it is a "we" issue. He stated that we have had at least two recent fires as a direct result of grow operations. He commented that this is a really bad idea and hopes the Board will stand up and say no and he stressed that our youth is going to suffer. Detective Sgt. Brackett discussed increased rates of property crimes, traffic accidents, and homelessness in areas where retail establishments are allowed in other states. He commented that this is not going to be the financial boon that everyone thinks it will be. He said the back-up plan of extending the moratorium is a good idea.

Mr. Ballantine said there is no test for marijuana now for enforcement purposes as there is for alcohol and he is concerned for public safety for drivers. He said there is a relationship between marijuana and

opioid addiction. He stated that it is unlikely that the 3% tax will be a net gain for the Town considering the public safety issues and the ban and extended moratorium make sense.

Ms. Kavanagh said the more drugs that are out there, the more problems we will have as a community. She said we won't get a lot out of it and exposing ourselves to edibles is a huge concern and if other towns rule it out and we rule it in that will lead to a problem for us.

Ms. Brown agreed and said Option #1 is what she is going to vote for.

Mr. Howell stated that it should be in a more highly regulated environment and it is not being proposed that way by the State and it seems like a free for all. He commented that it is rigged because of the way the Attorney General has put it out. He said we could have both of these by-laws ready, one to ban and one to sell in certain conditions, but his problem is that the same Town Meeting could not achieve a 2/3 consensus on either one of them so where would we go with it as the State has no provisions for this. He said he would go along with whatever the Board decides but questioned how we are going to deliver this at a Town Meeting. He said whatever we do should wind up resulting in something that is orderly and he doesn't see that happening.

Chairman MacAskill said the book has been written on this in other states, you don't find any positive information as far as statistics go for car accidents, fires, etc. He said he has done extensive research on this and he cannot support it.

Mr. Ballantine moved we accept the Option 1 which prohibits the sales of marijuana in Harwich. Ms. Kavanagh seconded the motion. Mr. Howell said he is voting for this mainly because of what a horrible mess this has become on the State level, there is no clarity about us being able to exert any kind of Home Rule on this. The motion carried by a unanimous vote.

Mr. Clark said if the Board is going with Option 1, then a logical follow-up would be an extension of the moratorium until December. He recommended that the Board vote an extension. Ms. Maslowski of the Planning Board pointed out that the moratorium is really to get you through the administrative process at the Town Clerk's office and Attorney General's office which can take up to 120 days so that you don't have a lapse. She said the moratorium would be necessary either way. Mr. Ballantine moved to extend the moratorium through December 31, 2018. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

#### B. Harwich Energy Committee Charge and renaming of committee

Ms. Kavanagh moved to approve the Utility & Energy Conservation Committee charge as is and the renaming. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

#### C. Municipal Revenue and Economic Development Committee Charge

Ms. Brown read the charge and said she would forward it to the Town Administrator. Ms. Brown moved to accept the charge of the Municipal Revenue and Economic Development Committee as amended. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

#### D. Request to authorize the Chair to sign the representation letter regarding the audit of financial statements of the Town



Chairman MacAskill said he met with the Finance Director and this is something standard that we do with the auditors. Mr. Howell moved that we accept the agreement and have the Chair sign. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

E. Recommendation on award of bid for 4 Central Avenue property

Chairman MacAskill reiterated that the Board discussed this in Executive Session tonight and the Town Administrator will pursue negotiations on said property.

F. Septic Loan Program

Mr. Clark provided an overview of the Septic Loan Program which is available through the County and the details and application are on the Town website. Mr. McManus commented that it is a well proven and effective program. Mr. Clark and the Board took questions and comments from Ms. Pflieger.

G. General discussion of Middle School / Cultural Center operations

Ms. Carey reported that there are 21 people on our waiting list for room rentals. She noted that she has met with Mr. Libby and they are getting the portable classrooms back in line for rental. She said they do have a draft of the wait list application to present to the Board as they would like to formalize the process. She noted that she is meeting with the Junior Theater Board and will be showing them some space as well and are reaching out to some dance studios for use of the auditorium. Ms. Carey took questions from the Board. Mr. Clark noted that they are looking at options for internet service in the building. Mr. Ballantine said he would like to have a quarterly review of revenue and expenses as transparency is important and he would like it to be as profitable and beneficial to the Town as possible. Chairman MacAskill thanked Ms. Carey for all her efforts. Chairman MacAskill requested to find out what revenue Recreation & Youth is generating by operating in the building.

Chairman MacAskill noted that the Yarmouth Cultural Center has requested that we change the name from Cultural Center to something else as they want to eliminate any confusion. Ms. Brown proposed the Harwich Cultural and Civic Center. Ms. Kavanagh said it is a Cultural Center and that she didn't know how we could better define it. She said she would lean toward calling it the Harwich Cultural Center as it says something about the Town. Mr. Howell said it is a cultural building and he doesn't think anyone would confuse the two for being the same thing. He said he does not want to drop the name cultural completely. Mr. Clark said he thinks that they were misinformed that we were private and non-profit and in direct competition with them. He added that we need to establish the identity of Harwich. He said typically civic centers are much bigger venues than what we have. Chairman MacAskill asked if anyone had a problem with Ms. Carey getting suggestions for names from the renters and Ms. Brown said she did as it's still a Town building and it shouldn't be up to the artists to approve the name. Mr. Ballantine said we should leave it as the Harwich Cultural Center and ask Yarmouth to monitor it and we could always change it later. Mr. McManus suggested calling it the Harwich Cultural Arts Center. The Board took no action on changing the name.

Chairman MacAskill stated that there is an email that went around from a neighborhood association meeting that led to some concern and it was forwarded to a lot of people. He said that a Selectman was named who had a lot of conversation about transparency and about the actual cost of running the building. He noted that the number which was used was \$300,000 to \$400,000. He stated that from the beginning the critics of this project have made up numbers and it was referred to that \$125,000 is

what the Town is saying it costs to run. He said this is the line item that has been in the budget and that number has come under more scrutiny than any other number in the budget. He stressed that projections and guesses shouldn't be being said by Selectmen but rather we should be deferring to Town Administration and we should be getting actual numbers. He stated that selective allocation of indirect costs, unless this Board is going to vote on a policy, really should stop and we should not be having conversations in public and embarrassing the Department Head that works tirelessly at building this center for us as well as embarrassing Administration. He stated that conversation of allocation of indirect cost should take place across the board. He also pointed out that we set up a revolving fund for the building. He stated that we approved this project as a Board, minority opinion doesn't matter, and we shouldn't be giving the public false numbers. Ms. Brown and Ms. Kavanagh concurred with Chairman MacAskill's remarks. Mr. Howell pointed out that we don't get a bill from the DPW to plow the parking lot at Town Hall or the Library and we seem to be picking and choosing people we think are cash rich and vulnerable to start assessing overhead fees. He commented that to start creating profit centers so other departments can profit is insane. Mr. Ballantine stated that it should be across the board but for decision making and management of the Town, we should know what the costs are in case we do get to the point where we are trying to prioritize activities and to not know leaves a gap in our operations and how we manage where we are going. Chairman MacAskill said he would take it up as a line item if Mr. Ballantine wanted to propose it across the board but we are not going to not clean our beaches because Recreation doesn't use them, and we are not going to not mow Brooks Park, and there are certain things that generate revenue and certain things that don't and our DPW is going to exist regardless. He said that until we take up this item we should have a practice of not projecting without fact and embarrassing Administration or a Department Head.

Chairman MacAskill stated that if we have several people renting a room we should have a fee schedule to increase the rent. He asked that Ms. Carey provide a proposal on that. Mr. Clark responded that we should look at the fee schedule regardless but could certainly look at that feature. Chairman MacAskill clarified that we want to keep it affordable for artists. Ms. Brown suggested having a conversation about term limits for renters.

## **NEW BUSINESS**

### **A. Approve additional ballot question for Cape Cod Tech School**

Mr. Clark noted that we have the warrant prepared with the language provided by the financial advisor which Ms. Doucette provided to the Board. Mr. Clark and Ms. Doucette took questions from the Board. After discussion, Ms. Kavanagh moved to approve the ballot for the debt exclusion for the Cape Cod Tech assessment as worded in this document. The motion wasn't seconded. Mr. Howell recommended approving "the warrant and a Special Town ballot on October 24<sup>th</sup>." Ms. Kavanagh withdrew her motion. Mr. Howell moved to approve the Town of Harwich Special Election Ballot for the purposes of funding the Cape Regional Tech School with the ballot language as provided by Town Counsel. Mr. Ballantine seconded the motion and the motion carried by a 4-1-0 vote with Mr. Brown in opposition.

### **B. Refer alleged violation of Liquor/Entertainment License to Administrative Officer to conduct hearing (Perks)**

Chairman MacAskill stated that if the Board would like, they can refer this to the Town Administrator to conduct a hearing and report back with a recommendation. Mr. Howell moved to empower the

Town Administrator hold such a hearing and then come back with a recommendation. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

#### C. Dissolve Wastewater Implementation Committee

Chairman MacAskill reported that the current Wastewater Implementation Committee has fulfilled their charge, we are in the engineering and design phase, we have discussed a new charge for a new Wastewater Implementation Committee which should be quite different and Mr. Ballantine has been working on that and we will probably bring that back next week to start a new committee but we need to dissolve the current committee. Mr. Ballantine moved to disband the Harwich Wastewater Implementation Committee. Ms. Brown seconded the motion and the motion carried by a unanimous vote. Chairman MacAskill asked that letters of thanks be sent to the members with a special thanks to Mr. DeBakker who put a lot of time into this.

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

#### A. Departmental Weekly Reports

Mr. Clark reported on the number of building permits. No action was taken on this item.

### **ADJOURNMENT**

Mr. Ballantine moved to adjourn at 8:49 p.m. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel  
Recording Secretary

**OFFICE OF THE TOWN ADMINISTRATOR**

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

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA



**MEMO**

TO: Board of Selectmen

FROM: Christopher Clark, Town Administrator 

RE: Utility Hearing – 60 Kelley Avenue

DATE: September 21, 2017

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On September 18, 2017, a Utility Hearing was held per the request of Verizon New England, Inc. and Eversource Energy. The request was to relocate one Pole 103/3 from the middle front of the lot to the west front corner of the property at 60 Kelley Avenue and to install one new Pole 103/2.5 to the opposite front corner. This work was per the request of the property owners at 60 Kelley Avenue. However, the plan submitted was incorrect as to the placement of the relocated Pole 103/3 and it was subsequently decided to place the new pole 46 feet west of the previous placement rather than 36 feet. It was also agreed upon that the utility companies would relocate their services at 65 Kelley Avenue to follow the electric service to the same Pole 103/2. It is my recommendation that the Board of Selectmen vote to approve this request so that the work can begin as soon as possible.

**MINUTES  
UTILITY HEARING  
60 Kelley Road  
Install New Pole and relocate an Existing Pole  
Monday, September 18, 2017  
10:00 a.m.**

Those present included: Tom Stanton, Verizon Contractor; Morgan and Janet Rees, abutters; Vic Alten, abutter; Christopher Clark, Town Administrator; Sandy Robinson, Administrative Secretary

Christopher Clark opened this hearing at 10:00 a.m. and read the Hearing notice. He also explained the hearing procedures to the attending abutters.

Mr. Stanton went over the specifics of the work to be done at 60 Kelley Avenue. Mr. & Mrs. Rees, who were present, requested that Pole 103/3 that was located in the front of their home be relocated to the corner of their property in the front to the west to clear their view. Because the distance between poles would be too great to provide proper service, Verizon is requesting to install a new pole on the other side in the front next to that property line. The plan improves the property aesthetically, and they will have to worry less about the transformer on the pole and any perceived dangers.

The plan submitted by Verizon had some inconsistencies. Town Surveyor, Paul Sweetser went out to view the site and found that the measurements taken by Verizon were incorrect. After some discussion with Mr. Stanton regarding the request of the homeowners, it was decided that Pole 103/3 would be relocated to a distance of 46 feet rather than 36 feet from the original site.

Mr. Vic Alten, an abutter across the street at 65 Kelley Avenue, was also in attendance. He had no issue with the proposed work. However, he wanted to ask that the lines from his home be relocated to one pole – not to two separate poles across the street. Mr. Stanton agreed and advised that they always relocate the utility lines to follow the electric feed which would put all his utilities on the same pole.

Contact information was exchanged and the Hearing was adjourned at 10:22 a.m.

Submitted by:  
Sandra Robinson, Administrative Secretary

**OFFICE OF THE TOWN ADMINISTRATOR**

Phone (508) 430-7513

Fax (508) 432-5039



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

732 MAIN STREET, HARWICH, MA 02645

September 11, 2017

Jeffery Pina

Dear Mr. Pina:

I would like to offer you the position of Heavy Equipment Operator for the Town of Harwich. I look forward to your positive contributions to the DPW.

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.
- You will need to pass a Pre-Employment / DOT Physical and Drug Screen prior to your start date. You will be contacted by staff to schedule this appointment for you.
- You will need to pass a C.O.R.I. and RMV check due to your interaction with the public.

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 Heavy Equipment Operator and your starting date is October 10, 2017. This position is included in the Highways & Maintenance Employees Association (HMEA) contract and your employment is subject to the rights and obligations included in it. Your starting salary will be \$22.98 per hour (H5, Step 4).

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

Sincerely,

Christopher Clark  
Town Administrator

  
(Employee Signature)

9-14-17  
Date

cc: Board of Selectmen  
Town Treasurer  
Town Accountant  
Personnel File  
DPW Director

**OFFICE OF THE TOWN ADMINISTRATOR**

Phone (508) 430-7513

Fax (508) 432-5039



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

732 MAIN STREET, HARWICH, MA 02645

September 11, 2017

Daniel Mereste

Dear Mr. Mereste:

I would like to offer you the position of Heavy Equipment Operator for the Town of Harwich. I look forward to your positive contributions to the DPW.

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.
- You will need to pass a Pre-Employment / DOT Physical and Drug Screen prior to your start date. You will be contacted by staff to schedule this appointment for you.
- You will need to pass a C.O.R.I. and RMV check due to your interaction with the public.

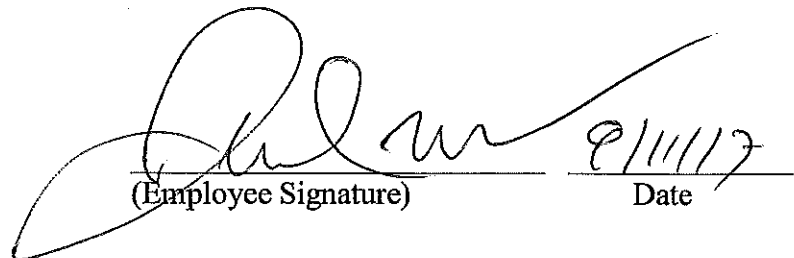
Please read the letter and confirm your understanding of the terms of your employment by signing the bottom of the letter and returning a copy to us for your personnel file.

Your position title will be Heavy Equipment Operator and your starting date is September 25, 2017. This position is included in the Highways & Maintenance Employees Association (HMEA) contract and your employment is subject to the rights and obligations included in it. Your starting salary will be \$22.98 per hour (H5, Step 4).

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

Sincerely,

Christopher Clark  
Town Administrator

  
 \_\_\_\_\_  
 (Employee Signature)                      9/11/17  
 \_\_\_\_\_  
 Date

cc: Board of Selectmen  
Town Treasurer  
Town Accountant  
Personnel File  
DPW Director



TOWN OF

HARWICH

*732 Main Street  
Harwich, MA 02645*

CONSERVATION COMMISSION

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

September 21, 2017

To: The Board of Selectmen  
From: The Conservation Commission

**Annual Report to Board of Selectmen**

1. Review of Application Trends for the past year
  - a. Increase thus far in numbers of Administrative Review Applications. More people seem to understand that getting a minor permit to do work such as removing a few trees in the buffer zone is better than risk getting caught violating. Other application numbers remain.
  - b. Applicants can now apply for a Administrative Review Permit online, and are beginning to do so.
2. Update on Town Conservation Parcels
  - a. Received LAND grant to help offset cost of holding a Conservation Restriction on the Marini Property on Church Street.
  - b. Looking to potentially acquire the 24.6 acre Judah Eldredge Property off Hawksnest Road, and hold a Conservation Restriction on the Cornelius Pond Woodlands that HCT is attempting to purchase. Both of these items will go for CPA funding this year.
  - c. Continued to thin out the north side of Thompson's Field with the assistance of the Highway Dept, AmeriCorps, and town volunteers. This is to reduce fire danger in the conservation area as well as to promote coastal sandplain habitat, a globally rare habitat that we do have at Thompson's Field.
  - d. Held public discussions on how to manage the Bells Neck Cranberry Bogs in the future that the Conservation Commission has jurisdiction over.
  - e. Native, drought-tolerant native plant garden at the Chatham Road entrance to Thompson's Field doing very well thanks to the Garden Club. Lots of pollinators being attracted to it.
3. Town Gardens
  - a. Less plots vacant this year than last year. There is interest from the gardeners to make more plots 'perennial,' meaning we don't till them and they get to keep up their fencing and grow perennial crops. We are working with the gardeners to see if we can accomplish this. We have 2 beehives and 2 pollinator gardens now at the Town Gardens.
4. Retiring Commissioners/New Commissioners/Staff



- a. Would like to thank Walter Diggs and John Rossetti for their service to the Commission and Town as members. Would like to thank Carol Genatossio for her many years of service as Administrative Assistant, and welcome Patty Zingarelli to the position. Welcome Paula McGuire as a new Commissioner.
  - b. 2 full member positions still available on the Commission.
5. Upcoming Projects
- a. Make decision on management of Bells Neck Cranberry Bogs.
  - b. Re-write regulations on irrigation/fertilization in the 100' wetland buffer and hold public meeting.
  - c. Sept. 30<sup>th</sup> annual Coast Sweep Cleanup
  - d. Continue to maintain trails and access to all of our Conservation Areas, lead more educational walks for the public.

TOWN OF HARWICH  
REAL ESTATE & OPEN SPACE COMMITTEE  
SEPTEMBER 21, 2017

TO: Board of Selectmen  
From: REOS Committee  
Current Membership: Dave Callaghan, Elaine Shovlin, John Preston, Marcia Thorngate-Smith, Carol Porter, Robert Thomas (Vice Chair), Kathy Green (Chair)

Annual Report:

Since last September the REOS committee has conducted 5 on-site visits, and reviewed 10 properties that were brought to us for possible donation or acquisition. These reviews often included a meeting with the interested landowner, a consult with the Conservation Commission, and a priorities evaluation.

We met several times this year with the head of the Harwich Housing Committee, Art Bodin, to hear their needs and discuss what we could do to be more proactive with housing concerns.

We had Amy Bullock, from the tax office, to our meeting to discuss the publicized tax lien auction list - to understand the process and how we might be involved. One of our members met with the Conservation Administrator to review the list to see what should be removed at this time - (awaiting further review) - properties recommended for removal were those that had contiguous borders with town owned conservation land, HCT preserved land, or water dept. land; or properties that should be protected from potential development in water sensitive areas (those near ponds, in well recharge areas or in the Pleasant Bay watershed).

While continuing the review of Owners Unknown properties and town-owned properties, we contacted both the Town Administrator and the BOS and asked for them to pursue the operating sand pit off of Jay/Z Drive for clarification on the mining and ownership questions that exist - this is an on-going discussion now between the business operation owners and the town.

We continue to review Owners Unknown and town-owned properties and will make recommendations to the BOS.

Continued appreciation goes to Amy Usowski, Conservation Administrator and Michael Lach, Director of Harwich Conservation Trust for all their support.

# **Town of Harwich Five Year Financial Plan FY 2019-2023**

Presentation to:

**Board of Selectmen**

By

Christopher Clark, Town Administrator

Carol Coppola, Finance Director

September 25, 2017

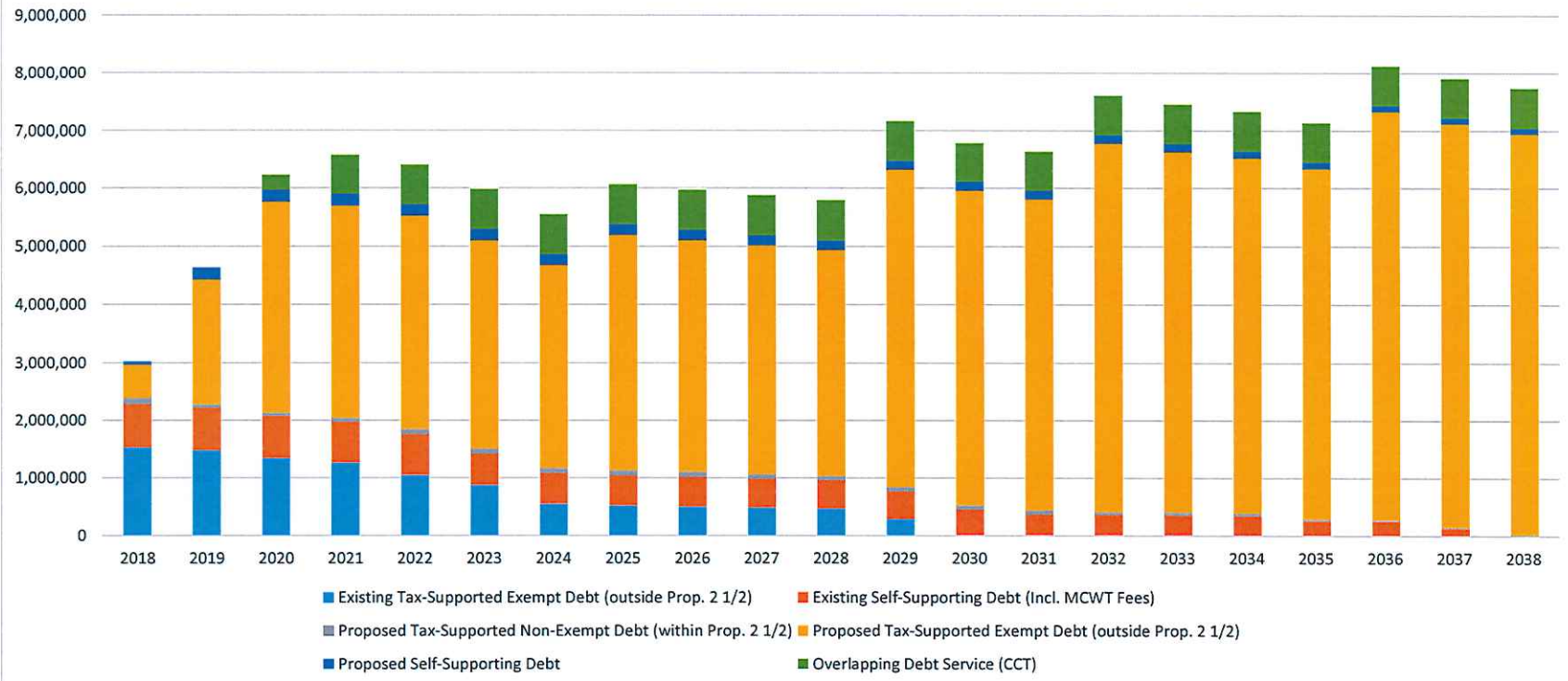






Town of Harwich Five Year Plan 2019-2023		Budget	Five Year Plan	Five Year Plan	Five Year Plan	Five Year Plan	Five Year Plan
Line #	SOURCES OF FUNDS	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Levy Limit	\$ 46,806,835	\$ 50,384,938	\$ 52,954,914	\$ 54,517,805	\$ 55,957,106	\$ 57,040,708
2	Local Receipts	11,416,057	11,132,098	11,227,528	11,351,317	11,476,956	11,604,486
3	<b>Other Revenues</b>						
4							
5	State Aid						
6	Cherry Sheet	705,431	711,886	718,437	725,087	731,836	738,687
7	School Building Assistance	-	-	-	-	-	-
8	Overlay Surplus	100,000	100,000	100,000	100,000	100,000	100,000
9	<b>OFS (Transfers in)</b>						
10	Waterways Mgmt.	110,931	263,970	252,624	246,798	240,972	235,346
11	Free Cash	284,744	-	-	-	-	-
12	Cable (Comcast)	143,417	130,000	130,000	130,000	130,000	130,000
13	Septic Loan	17,358	17,358	16,950	17,171	6,121	6,121
14	Water Indirect	650,178	666,432	683,093	700,171	717,675	735,617
15	Harwich Emg. Mgt.	13,508	8,929	9,102	9,277	9,457	9,640
15-a	Road/ Harbor Betterments	234,744	265,136	249,710	236,805	230,815	204,050
16	CPC Funds - Land Bank Debt Svc	608,950	588,750	553,700	341,750	233,050	226,525
	<b>TOTAL SOURCES</b>	<b>\$ 61,092,153</b>	<b>\$ 64,269,498</b>	<b>\$ 66,896,059</b>	<b>\$ 68,376,182</b>	<b>\$ 69,833,988</b>	<b>\$ 71,031,179</b>
18							
20	<b>USES OF FUNDS</b>						
21	<b>Charges:</b>						
23	State-Cherry Sheet Charges	663,358	679,942	696,940	714,364	732,223	750,529
24	Overlay (Abatements- Taxes)	460,000	470,000	480,000	480,000	480,000	480,000
25	<b>TOTAL CHARGES</b>	<b>1,123,358</b>	<b>1,149,942</b>	<b>1,176,940</b>	<b>1,194,364</b>	<b>1,212,223</b>	<b>1,230,529</b>
26							
27	<b>NET AVAILABLE Sources</b>	<b>\$ 59,968,795</b>	<b>\$ 63,119,556</b>	<b>\$ 65,719,118</b>	<b>\$ 67,181,818</b>	<b>\$ 68,621,765</b>	<b>\$ 69,800,651</b>
31	<b>Operating Plan Town</b>	<b>\$ 22,975,831</b>	<b>\$ 22,453,610</b>	<b>\$ 22,993,362</b>	<b>\$ 23,458,915</b>	<b>\$ 23,938,680</b>	<b>\$ 24,424,446</b>
32	<b>Fixed Cost</b>						
33	Barnstable County Retirement	2,681,194	2,822,761	2,971,803	3,128,714	3,293,910	3,467,829
33-a	Debt Service	2,608,420	4,477,097	4,152,716	3,805,099	3,441,551	3,126,813
34	Health Insurance	4,620,227	5,313,261	6,110,250	7,026,788	8,080,806	9,292,927
35	Property & Liab. Insurance	613,451	641,705	660,506	679,871	699,817	720,361
	Capital Exclusion	-	-	-	-	-	-
	OPEB	100,000	200,000	300,000	300,000	300,000	300,000
37	Unemployment Insurance	20,000	20,000	20,000	20,000	20,000	20,000
38	<b>Total Fixed Cost</b>	<b>10,643,292</b>	<b>13,474,824</b>	<b>14,215,274</b>	<b>14,960,472</b>	<b>15,836,084</b>	<b>16,927,930</b>
39	<b>Education</b>						
40	Cape Cod Tech	1,487,362	1,535,701	1,585,612	1,637,144	1,690,351	1,745,288
	Cape Cod Tech - Debt Service			265,865	684,617	684,163	684,379
41-a	Monomoy Regional School District	24,759,749	25,604,441	26,476,585	27,337,074	28,225,529	29,192,859
42	<b>TOTAL USES</b>	<b>\$ 60,989,592</b>	<b>\$ 64,218,518</b>	<b>\$ 66,713,639</b>	<b>\$ 69,272,586</b>	<b>\$ 71,587,030</b>	<b>\$ 74,205,431</b>
45	<b>NET SOURCES &amp; USES</b>	<b>\$ 102,561</b>	<b>\$ 50,980</b>	<b>\$ 182,420</b>	<b>\$ (896,404)</b>	<b>\$ (1,753,042)</b>	<b>\$ (3,174,251)</b>

Debt by Category



**MOTION**  
**(Ginger Plum Lane Road Betterment)**

*I move that we*

- Vote an Administrative Fee of \$9,376.43 and a 5% interest rate.
- Vote a total Road Betterment of \$176,813 and a prorated share of \$6,907.00.
- Vote to certify the list of Betterment Assessments to the Board of Assessors.



THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF HARWICH  
OFFICE OF THE BOARD OF SELECTMEN  
GINGER PLUM LANE BETTERMENT

September 28, 2015

Order for Improvement under <u>3-104</u> CHAPTER OF GENERAL LAWS OR SPECIAL ACT
Adopted May 2, 2016 (ATM/Art. 51)
Order or Statement Recorded September 12, 2017
Order of Assessment Adopted September 28, 2017

SIDEWALK ORDER No. \_\_\_\_\_ SEWER ORDER No. \_\_\_\_\_ OR STREET LAYOUT No. X

TO THE BOARD OF ASSESSORS OF HARWICH:

The Board of Selectmen hereby certifies to you for commitment the list of assessments made by it upon  
NAME OF BOARD OR COMMISSION MAKING THE ASSESSMENT  
 the hereinafter described parcels of land situated within the area receiving benefit or advantage beyond the general advantage to the community by reason of  
 (Here insert the nature of the improvement, stating the location and whether it consists in the laying out and construction of a street as a public highway, or of a sewer, drain, or sidewalk in an existing public way, or in the use of a sewer, the sprinkling of streets, or in some other benefit for which a betterment or special assessment may be levied.)  
 Reconstruction of roadway, installation of drainage and paving under the Town's Private Road Betterment By-law.

Each parcel of land described below is shown on a plan on file in the office of Planning Board and marked "PROPOSED SITE PLAN, GINGER PLUM LANE, HARWICH PORT, MA, DATED 9/7/16 BY J.M. O'REILLY & ASSOCIATES, INC." and the lot number specified below refers to the lot designated by the same number on said plan.

MAKE SEPARATE LIST OF EACH KIND OF BETTERMENT OR SPECIAL ASSESSMENT

Lot No.	DESCRIPTION OF REAL ESTATE STREET OR WAY (In case of Registered Land, Certificate of Title Number, Registry Volume and Page must be given)	NAME AND ADDRESS OF OWNER (The person liable to assessment for the parcel on January 1 preceding the order of assessment of this betterment)	ASSESSMENT
	See attached list of abutters 29 abutters (Assessment per abutter)		\$6,907.00

TOTAL NUMBER OF SHEETS ATTACHED 2

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

MEMBERS OF  
BOARD OF SELECTMEN

GINGER PLUM LANE BETTERMENT - HARWICH  
EXHIBIT "A"

Key	Parcel ID	Owner	Location	Plans & Lots	Book/Page (Cert)	Deed Date
8046	5/G1-1	SWEENEY NANCY SYMMES LIFE ESTATE SWEENEY CHRISTOPHER J SR LIFE ESTATE	263 LOWER COUNTY RD	574/42	29065/305	8/10/2015
637	5/G1-2	WATSON ARTHUR F TR THE WATSON NOMINEE TRUST	267 LOWER COUNTY RD	39/119 Lot 2 & 3	28202/140	6/13/2014
638	5/G1-4	DAVIS MATHEW A & DAVIS JENIFER L	67 GINGER PLUM LN	39/119 Lot 4	23167/93	9/22/2008
640	5/G1-7	WILLIAMSON PAMELA M TR PAMELA M WILLIAMSON REVOCABLE TRUST 2008	65 GINGER PLUM LN	39/119 Lot 7	26954/185	12/17/2012
8047	5/G1-8	BLOCK GAYLE A	63 GINGER PLUM LN	39/119 Lot 8	24618/72	6/15/2010
641	5/G1-9	GATES DOUGLAS S & BRYANT-GATES REBECCA	64 GINGER PLUM LN	39/119 Lot 9	10158/160	4/19/1996
644	5/G1-11	TIVNAN BRENDON FRANCIS TRS TIVNAN MARY LOUISE TRS THE BRENDON FRANCIS TIVNAN TRUST	61 GINGER PLUM LN	39/119 Lot 11	27786/25	10/28/2013
8048	5/G1-13	BARRY TERRENCE J & BARRY FRANCES A	60 GINGER PLUM LN	39/119 Lot 13	5800/252	6/26/1987
646	5/G1-14	SIDOLI CHRISTOPHER J TRS SIDOLI EUGENIA A SIDOLI FAMILY NOMINEE TRUST	58 GINGER PLUM LN	39/119 Lot 14	22985/44	6/17/2008
647	5/G1-15	CONNAUGHTON RICHARD P TRS CONNAUGHTON RUTH M TRS THE CONNAUGHTON NOMINEE REALTY TRUST	59 GINGER PLUM LN	39/119 Lot 15 & 16	30245/231	1/19/2017
651	5/G1-17	DALEY JOSEPH O'BRIEN JR	57 GINGER PLUM LN	217/95 Lot 17 & 20A	7091/9	5/10/1994
8050	5/G1-18	TAYLOR CHERYL D TRUSTEE BUSCHY REALTY TRUST	56 GINGER PLUM LN	39/119 Lot 18	19212/160	11/4/2004
653	5/G1-19	SPINAZOLA JOSEPH A JR LIFE ESTATE SPINAZOLA CAROL J LIFE ESTATE	54 GINGER PLUM LN	39/119 Lot 19	29247/249	11/3/2015

GINGER PLUM LANE BETTERMENT - HARWICH  
EXHIBIT "A"

Key	Parcel ID	Owner	Location	Plans & Lots	Book/Page (Cert)	Deed Date
657	5/G1-20	LENTZ PETER & TIVNAN MAUREEN	55 GINGER PLUM LN	217/95 Lot 21 & 20B	30248/23	1/20/2017
659	5/G1-22	GEBHARD LEONARD J	52 GINGER PLUM LN	39/119 Lot 22	18182/325	2/3/2004
8052	5/G1-23	42 GINGER PLUM LANE LLC	42 GINGER PLUM LN	39/119 Lot 23	30566/216	6/6/2017
660	5/G1-25	BRESLER GABRIEL E & BRESLER ADRIAN S	36 GINGER PLUM LN	453/77 Lot A	25102/172	12/17/2010
666	5/G1-29	BURKE BERNICE M	20 GINGER PLUM LN	252/65	1532/341	9/24/1971
668	5/G1-30	BURKE BERNICE M	16 GINGER PLUM LN	39/119 Lot 30	1275/489	10/14/1964
670	5/G1-32	MCQUADE JOHN B & MCQUADE DEBORAH K	8 GINGER PLUM LN	638/50	30507/56	5/24/2017
16030	5/G1-35	SAVAGE BETH A TRUSTEE HIGHLAND TRUST	28 GINGER PLUM LN	453/77 Lot B	28389/95	9/17/2014
693	5/G4-43	PUCCIO RICHARD & PUCCIO CARYN	19 GINGER PLUM LN	169/119 Lot 43	26965/96	12/19/2012
695	5/G4-44	LAING ROBERT H ET ALS LAING JAMES M LAING ANDREW G	15 GINGER PLUM LN	169/119 Lot 44	30733/294	8/30/2017
8055	5/G4-48	FAHLSTROM DAVID J	49 GINGER PLUM LN	169/119 Lot 48	2531/58	6/20/1977
697	5/G4-49	DEBAISE MARCUS J TRUSTEE DEBAISE FAMILY TRUST	35 GINGER PLUM LN	169/119 Lot 49	27794/275	10/31/2013
699	5/G4-50	SCHWABE STEVEN W TRUSTEE SCHWABE CHILDREN TRUST AGREEMENT	29 GINGER PLUM LN	169/119 Lot 50	27580/203	7/30/2013
701	5/G4-51	SCHWABE STEVEN W TRUSTEE SCHWABE CHILDREN TRUST AGREEMENT	23 GINGER PLUM LN	169/119 Lot 51	27580/203	7/30/2013
702	5/G4-52	F D G CORPORATION	11 GINGER PLUM LN	169/119 Lot 52	19229/5	11/9/2004
704	5/G4-53	RADLO IRENE R	7 GINGER PLUM LN	169/119 Lot 53	1396/725	4/8/1968

## OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, *Town Administrator*

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



To: Board of Selectmen  
From: Christopher Clark, Town Administrator  
Cc: John Rendon, Harbormaster  
Robert Cafarelli, Town Engineer  
Re: Re Bid Recommendation for SAQ Landside Project  
Date: September 22, 2017

Administration and the Harbormaster have been focused on maintaining our commitment to Town Meeting involving renovations to Saquatucket Harbor projects. We believe that it is in the Town's best interest to complete the Waterside (already underway) and the Landside (pending rebid) this winter and spring. We recommend that to accomplish this the following should happen. Bid the Landside Project that has six components – Office, Boardwalk, Septic, Downey Parking, Garage and Snack Shack. I have prepared a spreadsheet showing that we should be able to complete the following by June 2018. Rebid a base project of the Office and Boardwalk to a general contractor and keep the Snack Shack as an Add Alternate. Separately but at the same time Re-bid the Septic System for the base system and include an Add Alternate of an enhanced system needed for the snack shack. We will have new bid numbers for these four out of six components of the project. I have met with Link Hooper about having our own DPW oversee the construction of a gravel or t-base parking lot on the former Downey Property similar to what they just constructed as part of the Brooks Park project. We will now have five of six budget items known in early November. The last piece will be to take out the Garage and have it as Phase 2 that may require a supplemental appropriation at Town Meeting to complete. The reason for this is two-fold. First this can be built away from the main site and stand alone. Second, the cost would allow for the main project to go forward. If the snack shack is not included the funds will be close to completing the project with minimal supplemental funds. If the snack shack is included in base bid, we will only have a fraction of what we need.

Why go out again now? Simply put this project has changed. John and I working with various parties to find significant value engineering items. One of the most significant is changing out driving 170 pilings with Helix Coils that are equally effective but at least \$1,000 cheaper per piling a savings in excess of \$150,000. I have attached a separate detailed memo from Brown, Lindquist, Fenuccio and Raber Architects that lays out the value engineering components that will now be incorporated into the bid and a new bid timeline. The second significant is that taking the Garage portion and moving it to its own later bid is the project scope has changed so significantly that we must rebid the project. The Goal is to complete the direct Landside Harbor work by late next spring and have one off season of disruption.

The landside project has been made difficult by the estimates needing to be revised due to bid results and the unknown of the grant awards. We have a pending decision on a Seaport Grant of \$1 million dollars in January and two additional grants will be submitted one for an ADA 2018 for \$250,000 and a CPC Grant for \$250,000. The timing of these Grants if awarded are difficult but could potentially be used toward Phase 1 but more likely applied toward Phase 2. We have been turned down for two already an ADA 2017 and a Coastal Zone Management. If these grants particularly the Seaport Grant the project could be completed in its entirety. I have included the Town Meeting Article language that indicates the Sale of 203 Bank (Current Harbormaster Garage proceeds will be used to reduce Debt Burden but requires Sale and additional Town Meeting vote to use the proceeds from Sale of Land toward Debt Service. A supplemental appropriation article will be prepared for the 2018 Annual Town Meeting

SAQ Landside                      **Budget**                      SAQ Landside                      **Potential with Sale & Grant**

<b>Design</b>		<b>Design</b>	
<i>Appropriations</i>		<i>Appropriations</i>	
ATM 16 Article 17	\$ 250,000	ATM 16 Article 17	\$ 250,000
CZM Grant	\$ 187,500	CZM Grant	\$ 187,500
	Total \$ 437,500		Total \$ 437,500
<i>Expenditures</i>		<i>Expenditures</i>	
B,LF & R (Contract)	\$ 298,226	B,LF & R (Contract)	\$ 298,226
Other	\$ 18,550	Other	\$ 18,550
	Total \$ 316,776		Total \$ 316,776
<b>Available</b>	<b>\$ 120,724</b>	<b>Available</b>	<b>\$ 120,724</b>

<b>Construction</b>	Base	Add	<b>Construction</b>	Base	Add
<i>Appropriations</i>					
ATM 17 Article	\$ 3,000,000		ATM 17 Article	\$ 3,000,000	
<b>Sale of 203 Bank Street Grant</b>			<b>Sale of 203 Bank Street Grant</b>	<b>\$ 200,000</b>	
				<b>\$ 1,000,000</b>	
	TOTAL \$ 3,000,000			TOTAL \$ 4,200,000	

*Budget/Expenditures*

*Budget/Expenditures*

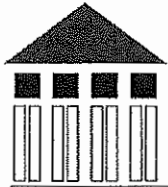
<b>Phase 1</b>		<b>Phase 1</b>	
Office and Boardwalk	\$ 1,750,000	Office and Boardwalk	\$ 1,750,000
Former Downey Parking	\$ 100,000	Former Downey Parking	\$ 100,000
Base Septic System	\$ 250,000	Base Septic System	\$ 250,000
Enhanced Septic System		Enhanced Septic System	\$ 50,000
Snack Shack		Snack Shack	\$ 400,000
Eversource	\$ 50,000	Eversource	\$ 50,000
Contingency 10%	\$ 215,000	Contingency 10%	\$ 215,000

<b>Phase 2</b>		<b>Phase 2</b>	
Garage	\$ 800,000	Garage	\$ 800,000
Septic System	\$ 30,000	Septic System	\$ 30,000
Contingency 10%	\$ 83,000	Contingency 10%	\$ 83,000

TOTAL \$ 3,195,000 \$ 495,000                      TOTAL \$ 3,195,000 \$ 495,000

**Available After Phase 1** \$ 635,000                      \$ 1,835,000

**Available after Phase 2** \$ (195,000) \$ (690,000) **Available** \$ 1,005,000 \$ 510,000



### Project Rebid Scope Assumptions Memorandum

**PROJECT:** Saquatucket Harbor improvements  
Town of Harwich, MA

**DATE:** 9.20.2017

**Distribution:** John Rendon (Harbormaster), Christopher Clark (Town Admin.)  
Bob Cafarelli (Town Engineer), Rick Fenuccio (BLFR Architects)  
Tim Sawyer (BLFR Architects)

#### Rebid Scope Assumptions

The purpose of this memorandum is to summarize and confirm the scope and schedule for rebidding the Saquatucket Harbor Landside improvements project. The filed sub bids received on 8/3, general contractor bids received on 8/16, and septic bids received on 9/14, as well as other factors all contributed to the total project cost being in excess of the funds allocated by the Town. Potential cost saving, "value engineering" options were reviewed with the low bid general contractor with significant potential savings being available. Ultimately given multiple financial pressures on the project the Town has chosen to repackage the project to be re-bid as soon as possible while still assuming an end of year 2017 construction start and hopeful completion by Memorial Day 2018. The follow outlines changes in scope which will need to be incorporated into the new bid documents.

- Base Bid Work shall generally include the Harbormaster Building, all of the east/ west boardwalk access down to the east end docks and the elevated deck area extending only to the western edge of the proposed north south/ramps and edge of the "Add Alternate" snack shack. Site improvements to be included are saw cut and pavement removal to establish the wider central green space, gravel path for artisan sheds and all site lighting and site electrical extending to the termination of the pathway connector between the Downey and marina lots. The garage and all other Downey property work will be eliminated from the bid package.
- Scope/ design/ specification change items relating to base bid work:
  - All driven **timber piles** (decks and buildings) shall be reengineered as helical piers ideally maintaining the current deck framing design to the greatest extent possible. Particular attention should be paid to cost effective design solutions.
  - Exterior fall protection railings currently detailed as **horizontal stainless steel cable rails** will be redesigned to utilize PVC coated welded wire mesh panels in a P.T. wood frame.
  - Eliminate  $\pm 750$ sf of **elevated deck area west of the proposed north/ south ramps**. This deck area will now be part of the "Add Alternate" snack shack.
  - Eliminate **Standing Seam Metal roofing** from all areas of the project. These areas will now receive full cover ice and water shield and the typical laminated asphalt roof shingles used throughout the project.

- Change 6" **half round aluminum gutters** to 6" K-style aluminum gutters.
  - Change "Freedom gray" **zinc coated copper flashing** to standard aluminum drip edge and valley flashing.
  - Eliminate the **solar shade fins** in their entirety from the harbormaster building located on the south and east facades.
  - Change **PVC standing and running trim** in all locations to "Body Guard" finger jointed & pre-primed wood trim. All labor is anticipated to be the same, only a material change.
  - The **Garage Building** and all associated scope (*other than conduit runs for future use*) are to be eliminated from the scope of work.
  - The "**North Boardwalk**" connecting the marina and Downey lots is to be eliminated as a framed element. This walk will now be constructed as a grade level paved walk which will meander to avoid encroachment into the 50' conservation buffer.
- **Add Alternates:**
    - The snack shack and all associated scope will remain as add alternate #1.
    - The ±750sf of elevated exterior deck located directly to the south of the snack shack will now be included as part of add alternate #1.
    - Extent of pavement saw cutting and removal will be dependent on acceptance of add alternate #1.

*(Note: No modification of the garage construction documents will be undertaken at this time. Given that this building will not be constructed immediately the architect has advised the Harbormaster to hold on drawing modifications until the project has real potential to be built. This will minimize added cost in the short term. It is also important to note that a new building code will go into effect Jan. 2018 which may require additional minor adjustments to comply. This only effects project submitted for permit after Jan. 2018.)*

The above items constitute our understanding of the revised bid scope and will be the basis of the architect's and their consultant's add services proposal and schedule.

The schedule below is a proposed best case scenario for bidding and construction:

- **Sept. 28<sup>th</sup>**: Submit ad to Central register and local newspaper  
*\*This allows 1.5 weeks to make all drawing & spec modifications, repackage the bid documents and advertise the project.*
- **Oct. 5<sup>th</sup>**: Project advertises in Central Register – Bid docs released
- **Oct. 19<sup>th</sup>**: Filed Sub-bid opening
- **Oct. 26<sup>th</sup>**: General bid opening
- **Oct. 27<sup>th</sup> – Nov 16<sup>th</sup>**: Review bids, select contractor, Submit for building permit, finalize Owner/ GC construction contract
- **Nov. 6<sup>th</sup>**: Award recommendation brought to Selectmen for Approval
- **Mid to late Nov. (ASAP)**: GC to mobilize site and begin construction
- **June 25<sup>th</sup> 2018**: Substantial completion (*±6 months*)

**The above constitutes our understanding of the primary issues discussed at the subject meeting. If there are any errors or omissions, please contact our office as soon as possible.**

Respectfully submitted,

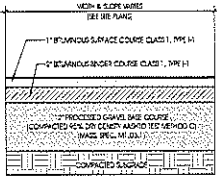
Tim Sawyer  
Project Architect

203 WILLOW STREET SUITE A  
YARMOUTHPORT MA 02675

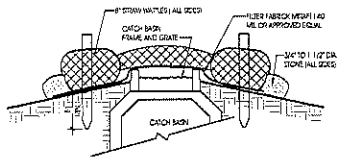
PH 508-362-8382  
FAX 508-362-2828







**RETAINING CONCRETE PAVEMENT**  
NOT TO SCALE

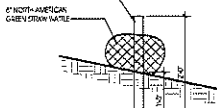


**CATCH BASIN INLET PROTECTION NOTES:**

1. ENCLOSE STRUCTURE WITH STRAW BALES OR RICE STRAW BURLS. BURLS TO BE SET ON CONSTRUCTION MATERIALS WITH 1/2" SPACING. BURLS TO BE PLACED ON A PERMANENT BAND OF GRAVEL. NO BURLS TO BE PLACED ON TOP OF CURB.
2. IF CURB IS PLACED OVER BURLS, CURB SHALL BE SET ON TOP OF BURLS.
3. BURLS SHALL BE SPACED PERIODICALLY AND AFTER ALL DRAIN EVENTS AND REPAIRS OR REPLACEMENT SHALL BE PROVIDED IF NEEDED.

**CATCH BASIN INLET PROTECTION DETAIL**

**2"X4" WOODEN STAKE OR STEEL NAIL TO O.C. (MAX)**



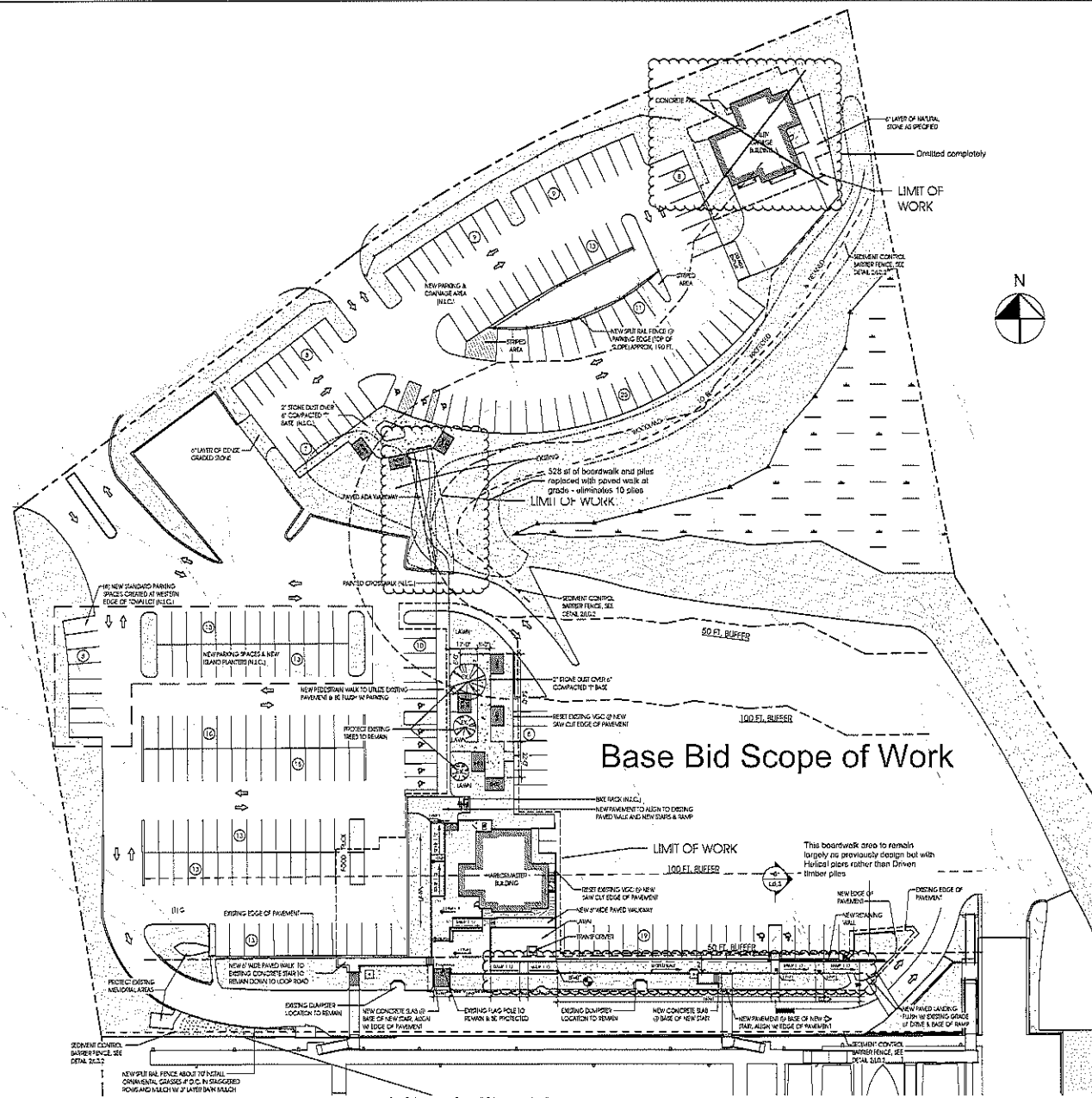
**SEDIMENT CONTROL BARRIER DETAIL**

**EROSION & SEDIMENTATION CONTROL NOTES:**

1. PROVIDE CONSTRUCTION SCHEDULING BARRIERS IN LOCATIONS SHOWN ON PLANS AND RETURN TO OPEN CUT EXCAVATION AND THE WORK.
2. EROSION CONTROL MEASURES TO BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH MAINTENANCE, PREVENTION AND GOOD ENGINEERING PRACTICES.
3. DURING CONSTRUCTION, THE CONTRACTOR SHALL RESPONSIBLY FOR EROSION CONTROL AND PROTECTION OF OFF SITE AREAS AND THE ENVIRONMENT. COMPLETION OF WORK AND ESTABLISHMENT OF STABLE VEGETATION SHALL BE THE GOAL TO DAY OPERATION AT THE SITE. THE SITE SHOULD BE POLICED DAILY TO REMOVE ANY LITTER OR DEBRIS.
4. IN THE CONSTRUCTION OF THIS PROJECT, GOOD HOUSEKEEPING MEASURES SHOULD BE TAKEN TO DAY OPERATION AT THE SITE. THE SITE SHOULD BE POLICED DAILY TO REMOVE ANY LITTER OR DEBRIS.
5. IN THE CONSTRUCTION OF THIS PROJECT, GOOD HOUSEKEEPING MEASURES SHOULD BE TAKEN TO DAY OPERATION AT THE SITE. THE SITE SHOULD BE POLICED DAILY TO REMOVE ANY LITTER OR DEBRIS.
6. IF EROSION CONTROL MEASURES ARE NOT MAINTAINED, EROSION CONTROL BARRIERS, AND OTHER MEASURES THAT ARE NECESSARY TO PREVENT THE DISCHARGE OF SEDIMENT FROM THE PROJECT SITE.
7. IF EROSION CONTROL MEASURES ARE NOT MAINTAINED, EROSION CONTROL BARRIERS, AND OTHER MEASURES THAT ARE NECESSARY TO PREVENT THE DISCHARGE OF SEDIMENT FROM THE PROJECT SITE.

**SEDIMENT CONTROL BARRIER DETAIL**

1" = 1'-0"



**Base Bid Scope of Work**

**PROPOSED ARCHITECTURAL SITE PLAN**

1" = 30'-0"

<p>STAMP:</p> <p><b>BROWN INQUIST FERRECCIO &amp; RABER ARCHITECTS, INC.</b></p> <p>200 WILSON STREET, SUITE 100 WALTON, MA 01973</p> <p>PHONE: 508-542-8332 FAX: 508-542-8333</p>
<p><b>SAGUATUCKET HARBOR LANDSIDE REDEVELOPMENT</b></p> <p>TOWN OF HARWICH</p> <p>715 MAIN STREET</p> <p>HARWICH PORT, MA 02646</p>
<p>TITLE:</p> <p><b>PROPOSED ARCHITECTURAL SITE PLAN</b></p>
<p>DATE ISSUED:</p> <p>06.30.2017</p>
<p>Revisions</p>
<p>DRAWN BY:</p> <p>Author</p>
<p>PROJECT #:</p>
<p>DRAWING NO.:</p> <p><b>LO.2</b></p>

# Town of

Anita N. Doucette, MMC/CMMC  
Town Clerk



# Harwich

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

## TOWN OF HARWICH ANNUAL TOWN MEETING MAY 2, 2016

### Ballot Question #1

### RECONSTRUCTION OF SAQUATUCKET MUNICIPAL MARINA

ARTICLE 16: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to fund the reconstruction of the Saquatucket Municipal Marina docks, piles and services, to include a handicap accessible ramp system that brings the marina in compliance with the American with Disability Act (ADA) and dredging of approximately 12,500 cubic yards of material to bring the marina within permitted depth, and to act fully thereon. The appropriation authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by M.G.L. Chapter 59, Section 21C (Proposition 2 ½ ) the amounts required to pay the principal of any interest on any borrowing authorized under this article, and further authorize the Board of Selectmen to accept any State, Federal or private grant monies available for this purpose. By request of the Harbormaster. Estimated cost: \$7,000,000.

*Explanation: The current docks at Saquatucket Harbor are over 30 years old and are well beyond their useful life. The wood decking and framing is worn & splintered, the connecting hardware is rusted, bent and failing, and the foam flotation is saturated and deteriorated. The current docks are extremely unstable and pose a safety concern for the hundreds of patrons that transit the docks on a daily basis; of particular concern are the large groups of people that walk the docks to go to and from the large passenger boats that operate out of Saquatucket Harbor. In addition, the existing fire suppression piping system is not functional, the antiquated bubbler system is ineffective, the aging plumbing system requires constant repair, and the main electrical lines that bring power to the slip pedestals are brittle and worn, posing a fire hazard.*

**FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED WITH THE AMOUNT OF \$7,000,000 FROM DEBT EXCLUSION. THIS APPROPRIATION WILL PROVIDE FOR THE COMPLETE REBUILD OF THE WATERSIDE DOCKS, PILES, AND SERVICES. THE EXISTING DOCKS AND WATERSIDE WALKWAYS HAVE REACHED THE END OF THEIR USEFUL LIFE AND ARE NOT ADA COMPLIANT. THE APPROPRIATION AUTHORIZED BY THIS VOTE SHALL NOT TAKE EFFECT UNTIL THE TOWN VOTES TO EXEMPT FROM THE LIMITATION ON TOTAL TAXES IMPOSED BY G.L. C.59, §21C PROPOSITION 2 ½). VOTE: YES 6, NO-0.**

ARTICLE 16.

**MOTION:** (Dana A. DeCosta, Chairman-Finance Committee) I move that the Town appropriate the sum of \$7,000,000 to fund the reconstruction of the Saquatucket Municipal Marina docks, piles and services, to include a handicap accessible ramp system that brings the marina in compliance with the American with Disability Act (ADA) and dredging of approximately 12,500 cubic yards of material to bring the marina within permitted depth; that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$7,000,000 and to issue bonds and notes therefor pursuant to General Laws chapter 44, sections 7 or 8, or any other enabling authority; and that the Board of Selectmen is authorized to expend all funds available for the project and to take any other action necessary or convenient to carry out the project; provided, however, that the appropriation and borrowing authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by G.L. c.59, §21C (Proposition 2 ½ ) amounts required to pay the principal of and interest on the borrowing authorized by this vote, provided further that while the entire borrowing authorized by this vote will be a general obligation of the Town, it is the intent of the Town that approximately three-fourths of the annual payment of principal and interest on the bonds will be paid from harbor receipts; and provided further that **the amount authorized to be borrowed by this vote shall be reduced to the extent of all grant funds received by the Town on account of this project, including a Seaport grant of \$1,000,000, which has already been approved for this project.** Duly seconded

**ACTION:** The motion required a 2/3 majority vote to pass, it was ruled to have received the necessary 2/3 vote, the motion carried.

A true copy:

JUN 23 2016

Attest:

*Anita N. Doucette*

Anita N. Doucette, MMC/CMMC  
Town Clerk



# Town of

Anita N. Doucette, MMC/CMMC  
Town Clerk



# Harwich

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

## TOWN OF HARWICH ANNUAL TOWN MEETING MAY 1, 2017

### FUND THE CONSTRUCTION OF THE SAQUATUCKET HARBOR LANDSIDE RENOVATIONS

**ARTICLE 20:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to fund the construction of Saquatucket Harbor landside renovations, to include a new Harbormaster Office building, a leased snack shack, six rented seasonal vendor shacks, a boardwalk with viewing areas that overlook the marina, and a passenger boat ticket office area for booths and a Harbormaster Department maintenance facility building on the former Downey Property. The appropriation authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by M.G.L. Chapter 59, Section 21C (Proposition 2 ½) the amounts required to pay the principal of any interest on any borrowing authorized under this article, and further authorize the Board of Selectmen to accept any State, Federal or private grant monies available for this purpose, and to act fully thereon. By request of the Harbormaster. Estimated cost: \$3,000,000

*Explanation: In October 2014, the Board of Selectmen established the Saquatucket Development Committee with a charge to develop a conceptual site plan that integrated the newly purchased 2.2 acre Downey property with the 5.2 acre Saquatucket Harbor property for the purpose of supporting the expansion of the municipal marina, encouraging the restoration of degraded wetland and river frontage and providing options for increased economic development. Seeking input from all interested citizens and groups at numerous public meetings, the resulting proposed plan improves the safety of public access, improves the efficiency of harbor operations, and enhances the character, beauty, and attractiveness of the harbor for boaters and non-boaters alike. Also included in the plan are a new facility septic system, creative landscaping, and the addition of much needed vehicle parking spaces (approx. 80).*

**FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED WITH \$3,000,000 BEING RAISED FOR THIS PURPOSE. THE APPROPRIATION AUTHORIZED BY THIS VOTE SHALL NOT TAKE EFFECT UNTIL THE TOWN VOTES TO EXEMPT FROM THE LIMITATION ON TOTAL TAXES IMPOSED BY G.L. C.59, §21C PROPOSITION 2 ½). THIS VOTE WILL BE SUBJECT TO A TWO THIRDS TOWN MEETING VOTE TO PASS. LAST YEAR TOWN MEETING APPROVED THE WATER SIDE RENOVATION OF THE HARBOR AND WITH THE PURCHASE OF ADDITIONAL LAND FROM THE DOWNEY PROPERTY IS READY TO**





ATM Warrant Article #20

**MOTION:** (Dana DeCosta-Finance Committee ) I move that the Town appropriate the sum of \$3,000,000 to fund the construction of Saquatucket Harbor landside renovations, to include a new Harbormaster Office building, a leased snack shack, six rented seasonal vendor shacks, a boardwalk with viewing areas that overlook the marina, and a passenger boat ticket office area for booths and a Harbormaster Department maintenance facility building on the former Downey Property; that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$3,000,000 and to issue bonds and notes therefor pursuant to General Laws chapter 44, sections 7 or 8, or any other enabling authority; and that the Board of Selectmen is authorized to expend all funds available for the project and to take any other action necessary or convenient to carry out the project; provided, however, that the appropriation and borrowing authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by G.L. c.59, §21C (Proposition 2 ½ ) amounts required to pay the principal of and interest on the borrowing authorized by this vote, provided further that while the entire borrowing authorized by this vote will be a general obligation of the Town, it is the intent of the Town that Harbor revenues from rentals receipts and proceeds of the sale of 203 Bank Street and Town owned adjacent properties be used to fund or reduce principal or the annual payment of principal and interest on the bonds. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. Duly seconded

Not to be  
ASSET COURT  
↓

*Notation: Town Ballot Question #7 is linked to this Article*

**AMENDMENT TO MAIN MOTION:** (Leo Cakounes) I move that the Town appropriate the sum of \$1,000,000 to fund the construction of Saquatucket Harbor landside renovations, to include a Harbormaster Department maintenance facility building on the former Downey Property; that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$1,000,000 and to issue bonds and notes therefor pursuant to General Laws chapter 44, sections 7 or 8, or any other enabling authority; and that the Board of Selectmen is authorized to expend all funds available for the project and to take any other action necessary or convenient to carry out the project; provided, however, that the appropriation and borrowing authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by G.L. c.59, §21C (Proposition 2 ½ ) amounts required to pay the principal of and interest on the borrowing authorized by this vote, provided further that while the entire borrowing authorized by this vote will be a general obligation of the Town, it is the intent of the Town that Harbor revenues from rentals receipts and proceeds of the sale of 203 Bank Street and Town owned adjacent properties be used to fund or reduce principal or the annual payment of principal and interest on the bonds. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Duly seconded

*Notation: Town Ballot Question #7 is linked to this Article*

***Borrowing***

A motion was made and seconded to terminate debate, this required a ¾'s majority vote to pass, it was a unanimous vote, so declared.

**ACTION ON AMENDMENT:** The amendment did not carry.

AMENDMENT TO THE MAIN MOTION: (Richard Gundersen) The amendment did not meet the scope of the article, the motion was withdrawn.

**ACTION ON THE MAIN MOTION:** This vote required a 2/3's majority vote to pass, it was ruled to have received the necessary 2/3's vote, the motion passed.

A true copy



ATTEST: \_\_\_\_\_

Anita N. Doucette, MMC/CMMC  
Town Clerk

June 19, 2017



Dear Mr. MacAskill,

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

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

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



thrive.

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

Sincerly,

Mark J Coleman  
2 Barkley Way  
Harwich, Ma. 02645  
508-430-1400  
508-237-3515 cell/ text  
mjcolemansr@comcast.net

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

Hello Amy,

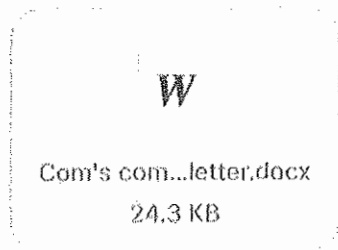
Please see the letter attached. I hope you would kindly pass it along to the commissioners.

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

and a great working relationship with you.

Sincerely,

Mark J Coleman Sr.



Mark J Coleman  
2 Barkley Way  
Harwich, Ma.  
02645

December 3, 2016

Amy Usowski

Harwich Conservation Commission

Harwich, Ma.

To the Board of Conservation,

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

Sincerely yours,

Mark J Coleman Sr.

Tuck-A-Way Farm of Harwich

2 Barkley Way

Harwich, Ma.02645

508-430-1400 or 508-237-3515

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

3/21/2017 4:09 PM

## Bells neck

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

Hello Amy

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

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

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

Regards

Mark J Coleman

Sent from my iPad

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

Hi Mark,

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

---

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

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

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

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

Sent from my iPhone

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

Thanks Mark,

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

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

Thanks!

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

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

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

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

To: Amy Usowski <[ausowski@town.harwich.ma.us](mailto:ausowski@town.harwich.ma.us)>

Subject: Water

Hello Amy,

Hope all is well.

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

Feel free to contact me for help.

Thanks

Mark J Coleman

Sent from my iPad

minutes of May 30 indicating that there was no Attachment A or Attachment B, they were blank pages for the locus. He moved to accept the minutes of May 30 with that change. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote. Chairman MacAskill stated that Item J is off the Consent Agenda.

## NEW BUSINESS

### (A) Potential lease of North Harwich bogs

Chairman MacAskill noted that Mr. Mark Coleman is requesting to lease the bogs in North Harwich. Ms. Usowski made the following remarks:

Mark is one of a couple of people who have expressed interest in potentially leasing the bogs which are under the care and custody of the Conservation Commission in the Bells Neck Conservation Area right near where the fish ladder kind of comes in the Depot Street entrance to the bogs. The Conservation Commission has leased out these bogs for a while now. This year is the end of a 10 year lease from Craig Williams and as of a year or two ago, Craig had informed us that he did not want to renew his lease. This bog, as opposed to other bogs in Town, has more management issues. It is part of our herring run that goes through the reservoirs all the way up to Long Pond. Letting in and letting out water requires a little finesse and also monitoring and making sure nets are in and what not; it's been something the Commission has been striving to be better at and towards the end of Craig's tenure with us, we were working with him to improve that situation so fish would not get stuck in the bogs. What this prompted when Craig gave up his lease is for the Conservation Commission to try to figure out do we want to continue leasing these bogs or do we want to somehow try to naturalize them because some of the bogs are separate. Do we want to do a little of each, what would make the most sense. So the Commission directed myself to start looking at options and getting ideas. So we did have Mass Department of Ecological Restoration out this past spring. We also had APCC out who is starting to work on bog restorations actions. Let me preface this by saying that the Commission is not sold on either one option or the other. They see the historic value of cranberry operation but they also see the ecological side of things so they are really kind of unbiased. They just want some facts. We are at the point now of kind of needing to spend some money. I've dug some holes there, sent some soil samples off with historic bog use. There is some concern about chemicals especially if you are looking at restoration. So we are at the point now of starting to need to spend some money and my Commission has a little bit in the wetlands account for such stuff as this but would be looking to speak with Bob Cafarelli to maybe put out a request to some firms to help you out. The Commission just wants options and I think that they would be amenable to keeping it an active bog if we could have a cooperative partnership and in the meantime while we're trying to figure out what to do, Leo has been advising us when to flood and when to not flood to keep the bog viable in the event the Commission does want to lease the bogs out again. The process hasn't been as expeditious as we would have liked it to be but we are continuing to work on it.

Mr. Cakounes stated that his concern is trying to keep the weeds from taking over the bog and killing the vine and also dealing with a fungus that could hurt the vines themselves, so now it is underwater which was done for the purpose of killing the buds. He stated that we did not want to grow a crop or we would be faced with harvesting it in September and if you don't harvest the crop you would be faced with rotting fruit which again feeds fungus. He said we need to keep an eye through the summer that we fill the ditches so the vines get water and he doesn't think waiting this growing season would be detrimental to the bogs. He noted that we can go on for awhile but suggested that if they want a

grower to go in there they would want something done by end of summer or early fall to give them the winter season to make the investment on the sprinkler system so it is up and running in the spring.

Ms. Usowski said they would be discussing this at the next meeting of the Conservation Commission and she would be seeking a consensus of the Commission as to what they want. Ms. Usowski took questions from the Board.

Mr. Cakounes said he has no intention on bidding on this and that is why he is very comfortable helping on this issue and asked to go on record as such.

Chairman MacAskill commented to Ms. Usowski that farming is clearly an important part of the Town of Harwich, people pay to go on bog tours, it brings people to the community and he hopes the Commission takes that seriously. He asked Ms. Usowski to get a letter or phone call out to Mr. Coleman explaining where we are at in the process.

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

Mr. Howell distributed the current membership status of the Planning Board after which he made the following statement:

Let me start with the fact that this isn't something that I just came up with in the past week or so. There's 3 people in the room who know 3 years ago I spoke as part of the Charter Committee that this is something that needed to be fixed. In a meeting with Mr. Clark and John Giorgio, when I pointed out that this was the case, there was a fair amount of consternation on his part because it is not properly organized under the Charter and that alone could cause somebody to appeal something and have it overturned just by it not being in accordance. We can't exceed our authority as a Board to appoint which was the major thought. Before everybody gets really scared, the 60 day period is up on any of these actions so for the past several years, so it isn't a hot button item at this second but it's going to be one at some point. Now, going back to 2013, the then Board of Selectmen appointed David Harris as an alternate with a term that was a balance for one year. The records indicate that in 2014 the then Board of Selectmen appointed him without reference to alternate. In his appointment letter likewise had no reference to an alternate so I've got both of the letters from the Town Administrator's office, both in 2013 and 2014. May 21, 2013 they welcomed him to a term unexpired to 2014 as an alternate member. By 2014 that was dropped. This past year we reappointed him again with no reference to it being an alternate position as a reappointment. The Town Clerk's office, based on what she swore him in as, has the records that I just gave you. That's the accurate accounting because you can't change this based on practice and what you were calling that individual. That individual actually converted out to a full member after the first year 2013. With that action there are currently 8 full members of a Planning Board that the Town's by-laws afford 7 for, so you're oversubscribed.

Mr. Brophy, Chairman of the Planning Board, stated that that was incorrect as Mr. Stello was reappointed but not sworn in so as of now there are 7 members of the Board. He said he spoke to Mr. Stello who agreed to be an alternate member. Mr. Howell stated that Mr. Brophy does not have that authority.

Chairman MacAskill stated that Mr. Stello would have to do a formal resignation and the fact is we have 8 members sworn in to a 7 member Board.



## **Electronic Communications Policy for Elected Officials and Members of Boards and Commissions**

The Town of Harwich has adopted a Town of Harwich Information Technology Policy for town employees.

This Policy "Electronic Communications Policy" supplements the Information Technology Policy, and provides guidelines relative to use of e-mail by elected officials and members of town board and commissions.

Questions about this policy may be directed to the Board of Selectmen.

### **Policy:**

It is the policy of the Town that all elected/appointed officials and/or Boards, Committees, Commissions who have been assigned a Town of Harwich e-mail address for official use, **must** in fact use that e-mail address for all Town business-related e-mail communications. The Chair, or designee, of a Boards, Committees or Commissions who have been assigned an e-mail address shall be responsible for said e-mail address. For those elected/appointed officials and/or Boards, Committees, Commissions who have not been assigned a "town.harwich.ma.us or townofharwich.us" e-mail address, all Town business-related e-mail **must** be copied to a staff person assigned to assist the official/board/committee/commission, or other board/committee/commission liaison, so that all e-mail sent or received by an elected/appointed official and/or Boards, Committees, Commissions is able to be captured and archived through the Town of Harwich's computer systems by the Computer Coordinator. Furthermore, antivirus software must be used when communicating through personal e-mail accounts for Town business-related e-mail communications.

This vote of the Board of Selectmen constitutes policy that takes effect with the date of the vote,  
\_\_\_\_\_, \_\_\_\_\_, 2017

diligent and doesn't lose very often. He said we have a good team representing us and the best way to control costs is to monitor and keep on top of it. Chairman MacAskill agreed with Mr. Howell. He noted that we haven't touched on owners unknown and we need to work on our own tax liens. He further questioned if we need KP-Law for license-to-carry cases. He said there is a lot we could help our regulatory boards with by having someone in house. He asked for a study on what other towns are doing and noted that we would still need specialty counsel for some things. He said we should explore this and suggested regionalizing. Ms. Kavanagh said we have to be careful about getting someone in-house who may not have the expertise we need. She said she didn't know how much we would be saving as she thinks a base salary would be \$125,000-\$130,000 plus benefits as well as the cost of a paralegal which could be \$50,000 plus \$20,000 in benefits. Mr. Clark said there are opportunities for savings noting that we don't have to have an attorney to do title search. He said we can pay a title examiner significantly less than we pay an attorney. He indicated there should be a pragmatism in looking at some of these cases as to when we should cut our losses and settle. He said he would come back with some concepts to reduce costs.

## **TOWN ADMINISTRATOR'S REPORT**

### **A. CVEC Review of Value Reductions from Proposed Revised Eversource Rate Changes**

Mr. Clark reported that Eversource is going to do a Public Hearing on the rate schedule on July 26<sup>th</sup> at South Station.

### **B. Cape Light Compact Meeting**

Mr. Clark reported that the Cape Light Compact meeting of July 12<sup>th</sup> has been cancelled due to lack of quorum.

### **C. Electronic Communications Policy for Elected Officials and Members of Boards and Commissions**

Mr. Clark reported that Ms. Greenhalgh met with Mr. Banford to go over an electronic communications policy. He noted that it would compel committee members and Town officials to have Town emails. He asked the Board to let him know if they would like this on an agenda. Mr. Howell said it just doesn't address the main concern he brought up that if you use a bucket approach, that there is an email address for each committee, then you have to have something in there for inferential deliberations.

### **D. Letter from Pleasant Bay Alliance**

Mr. Clark reported that we received a thank you letter from the Pleasant Bay Alliance regarding the Board's actions at the One Cape Summit.

### **E. IMA Advisory Board**

Mr. Clark reported that he received an email from the Chatham Town Manager indicating that there is an Advisory Board for the IMA for the purpose of maintaining and monitoring the agreement. He noted that the Board consists of 3 members from Chatham and 2 from Harwich and we should probably do something in kind. No action was taken.



September 20, 2017

Board of Selectmen Members,

I have been ask to supply information to the Board regarding the Town's accessory apartment by-law found in section 325- 51 (H) of the Harwich Town Code (attached to this memo). Additionally, I have included the following information to aid in the Board's review:

1. The required fee for a Special Permit (including a \$50.00 fee for an abutter list) is \$575.00.
2. Approval of a Special Permit from the Planning Board (best case scenario) is approximately 70-75 days. This timeframe includes the decision and appeals period.
3. After approval of the Special Permit from the Planning Board, the applicant must apply to the Building Department for a permit. The fee is \$365.00 (best case scenario) and can take approximately a month to review and approve.

Please note that this item was on the Planning Board's priorities list however, after careful thought and consideration the Planning Board at their September 12, 2017 meeting agreed that the existing by-law meets the Town's goals and objectives.

Sincerely,

Aly Sabatino  
Town Planner

Harwich By-Law  
325-51 (H)

natural state, not to be built upon or developed for accessory uses such as parking or roadways.

G. In a cluster development, the total number of dwelling units shall not exceed the number of units which could be developed under a conventional grid-type subdivision.

(1) The maximum number of dwellings per development shall equal the applicable land area divided by the minimum lot area requirements for a conventional grid-type subdivision in that district or districts.

(2) Applicable land area shall be determined by a registered land surveyor and equal the total area encompassed by the development plan minus all marsh or wetland and minus land for road construction or land otherwise prohibited from development by local bylaw or other regulations.

(3) When the cluster development includes more than one ownership and/or lies in more than one district, the number of units allowed shall be calculated as above for each zoning district and summed to give an overall total, which may be located on the plan without respect to allowable subtotals by district or ownership.

H. Single-family dwelling with accessory apartment. **[Amended 5-7-2013 STM by Art. 12]**

(1) Purpose. The intent of permitting accessory apartments is to:

(a) Increase the number of small dwelling units available for rent in Town;

(b) Increase the range of choice of housing accommodations;

(c) Encourage greater diversity of population with particular attention to young adults and senior citizens; and

(d) Encourage a more economic and energy-efficient use of the Town's housing supply while maintaining the appearance and character of the Town's single-family neighborhoods.

(2) Definitions.

OWNER — One or more individuals holding title to the property.

(3) Criteria for special permit approval. Special permits for single-family dwellings with an accessory apartment, either

attached or detached, may be granted upon determination by the Planning Board that the following criteria have been met:

- (a) Only one accessory apartment is permitted for each principal dwelling unit.
- (b) The accessory apartment may not be held in separate ownership from the principal use.
- (c) Only one of the principal dwelling or accessory apartment may be rented at any given time.
- (d) The accessory apartment shall have a net floor area not exceeding 1/2 of the net floor area of the principal dwelling unit and not more than 900 square feet.
- (e) The accessory apartment shall have not more than two bedrooms.
- (f) At least one off-street parking space shall be provided for the accessory dwelling unit.
- (g) The minimum lot area required for a parcel to be eligible for a special permit to allow an accessory apartment shall not be less than 15,000 square feet if the parcel is situated in a RH-1, CV, CH-1, MRL or MRL-1 District; 20,000 square feet if situated in a RL, RM or RR District; and 40,000 square feet if situated in a Water Resource (WR) Overlay District.
- (h) The accessory apartment shall be designed so that, to the degree reasonably feasible, the appearance of the property remains that of a single-family property with matching materials, colors, window styles and roof design for one structure, if the apartment is attached, or for both structures, if the apartment is detached.
- (i) The principal dwelling unit and accessory apartment shall meet all wastewater treatment requirements for the combined number of bedrooms.
- (j) The proposed use shall not create traffic hazards or volume greater than the capacity of the streets affected.
- (k) The proposed use shall not exceed the building or site coverage for the zoning district.
- (l) If an addition is to be built for the proposed use, the addition shall be set back from front, side and rear lot

lines the distance required in the zoning district for new construction.

- (4) The applicant shall record with the Registry of Deeds for Barnstable County a certified copy of the special permit decision and the special permit shall lapse if it is not so recorded and if it is not duly exercised within two years as provided for under MGL c. 40A, § 9.
- (5) Transfer of ownership. The provisions of the special permit may be transferred with ownership of the property provided the provisions of this section and all other provisions of the Zoning Code of the Town of Harwich and the State Building Code are met and the Planning Department has approved a transfer for the special permit. The new owner also may request a Planning Board certification for the accessory apartment. To obtain such certification, the owner shall submit a written request with a statement that the conditions at the time of the original special permit approval remain unchanged and with a certification of ownership. The Planning Board certification shall be recorded at the Registry of Deeds.
- (6) A final determination that the owner failed to comply with these provisions or the termination of occupancy by the owner of the subject property shall be evidence that the rights and benefits conferred under the special permit were abandoned or otherwise surrendered and discontinued by the owner and all such rights and benefits shall lapse and the elements that make the accessory apartment a separate dwelling unit shall be removed from the property within 90 days of said final determination, with the owner to comply with all requirements of the State Building Code and Town Zoning in removing elements determined to be unpermitted.

I. (Reserved)<sup>2</sup>

- I.1. Granting of a special permit for a dwelling with an accessory apartment shall be conditioned upon the owner maintaining occupancy of one of the units. Prior to the issuance of the special permit, a certificate in the form of a notarized affidavit to verify that the owner is or shall be in residence in one of the units shall be submitted to the special permit granting authority and, thereafter, every two years such notarized affidavit shall be

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2. Editor's Note: Former Subsection I, regarding the intent of permitting accessory apartments, was repealed 5-7-2013 STM by Art. 12. See now Subsection H(1).

submitted to the Building Inspector by January 31. Failure to comply with these provisions or termination of occupancy by the owner shall result in the special permit becoming null and void and within 12 months thereafter one kitchen unit shall be removed and the property returned to a single-family dwelling.

- J. Granting of a special permit for a personal wireless service facility shall be pursuant to the requirements of Article XI, Personal Wireless Service Facilities, in addition to all other special permit requirements hereunder.
- K. Granting of a special permit for an adult entertainment use shall be pursuant to the requirements of Article XIII, Adult Entertainment, in addition to all other special permit requirements hereunder.
- L. Village Commercial Overlay District.
  - (1) Purpose. The Village Commercial Overlay District enables the development and redevelopment of Harwich Port's village center to be in keeping with its historic development patterns, including the size and spacing of structures and additional open space. The redevelopment of existing structures will allow them to come into compliance with current plumbing, electric and building codes, as well as the latest fire and handicapped access regulations.
  - (2) Scope.
    - (a) Within the Village Commercial District only property that has frontage on Route 28 (Main Street), Harwich Port, is permitted to utilize this section. Property located on the south side of Lower County Road between Ayer Lane and the intersection of Route 28 and Lower County Road is also permitted to utilize this section. A contiguous section of property is permitted for commercial uses and mixed-use development. All property owners, including the Town of Harwich, are required to locate the majority of these structures on the portion of this property facing Route 28 and to locate parking, septic and open space to the rear of this property. All single uses remain under the present Town of Harwich Zoning Bylaw. All other property that does not have frontage on Route 28 in this overlay district is not affected by this section.

Local Community Representation – From Massachusetts Municipal Law (Formerly City Solicitors and Town Counsel Association)

Aquinnah- Ronald Rappaport, Esq.

Barnstable – Has in-house counsel; Ruth Weil

Brewster – KP Law

Dennis – Has in-house counsel; Still lists KP Law

Eastham – KP Law

Edgartown – Ronald Rappaport

Falmouth – Has in-house counsel; Frank Duffy, Jr., Patricia Harris

Mashpee- Louison, Costello, Condon & Pfaff, LLP

Nantucket – KP Law

Oak Bluffs – Ronald H. Rappaport, Esq.

Orleans- Michael Ford, Esq.

Provincetown – KP Law

Sandwich – KP Law

Truro – KP Law

Wellfleet – KP Law

Yarmouth – Mead, Talerman & Costa, LLP



## **Town Counsel - FALMOUTH**

The Office of Town Counsel provides general legal services to the Town and its boards, committees and departments.

The following activities are representative of its duties and responsibilities:

- Trial preparations, including legal research, preparation of pleadings, briefs, motions, interviewing witnesses, discovery and review of evidence.
  - Appearance in courts and other tribunals for trials and hearings
  - Appellate court practice.
  - Land and real estate matters including land acquisition, easements, licenses, leases, tax takings and other similar matters.
  - Review of warrant and preparation for and attendance at Town Meetings.
  - Prepare periodic litigation status report of cases pertaining to all town departments.
  - Meet with and render legal advice and opinions to Town Administrator, Selectmen, Clerk, Treasurer, Tax Collector, Town Planner and other elected and appointed officials and heads of town boards and committees.
  - Prepare opinion letters to auditors concerning potential or contingent liabilities.
  - Advise appropriate town officials of recent developments in laws which affect their areas of concern.
  - Prepare and issue opinions on conflict of interest law, open meeting law and public records law, as requested.
  - Mediate disputes between boards and agencies to avoid intramural litigations.
  - Periodic attendance at continuing legal education seminars in areas related to municipal law.
  - Maintain liaison with the town's insurance carriers and special counsel engaged by the town for specialized areas or particular matters.
  - Attend public meetings of boards and agencies when requested by the chairperson.
  - Review and approve contracts for purchases of supplies or building construction as well as assist with bid protests.
  - Draft and edit revisions to town by-laws, rules and regulations.
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## Town Counsel

Town Counsel provides general legal counsel to Board of Selectmen, Town Administration, Professional Staff and Boards and Commissions on day-to-day operations, government regulation, and business matters.

Town Counsel, in consultation with professional staff and Town Administration, negotiates and drafts the business contracts of the Town to ensure agreements are in proper legal form.

Town Counsel provides legal opinions to Board of Selectmen, Town Administration, professional staff, and Boards and Commissions, as needed.

Town Counsel, in consultation with professional staff, drafts legislation including bylaws, rules, regulations, and special act legislation.

Town Counsel provides advice and counsel to professional staff regarding employment and labor matters, and works with labor counsel on negotiations and disciplinary matters.

Town Counsel acts as a liaison with outside counsel and consults with outside counsel, as needed, on matters requiring special expertise.

Town Counsel represents the Town in legal matters before state agencies and courts on an as needed basis. Please note, some representation will be provided by outside counsel pursuant to the Town's insurance coverages. Additionally, some litigation matters will require the expertise of outside counsel.

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

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

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

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

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

<p><b>Goal 2, Objective B: Con't</b></p>	<ul style="list-style-type: none"> <li>By Q2 of this FY the Town Administrator will develop new ways to communicate to the public the actions of the Selectmen, and Town boards, committees and departments. Provide residents and visitors with information about selected parts of Town government through the use of newsletters, periodic programs, site visits, and other communications media. Initially the focus of this objective/task will be the Water Department operations and one other department (Wastewater Project will be treated separately.).</li> <li><b>Deliverables:</b> <ol style="list-style-type: none"> <li>Two memoranda each co-authored by Administration and head of the departments selected to participate in this outreach activity describing activities planned, resources and schedules required to achieve this objective.</li> <li>Periodic status reports on media projects, site visits, and initial feedback from residents/visitors.</li> <li>End-of-year report on lessons learned.</li> </ol> </li> </ul> <p><b>3. Report CVEC Energy Savings.</b> Report revenue benefits and associated off-taker sharing with the Water Enterprise Fund on the Town website (Consider posting actual savings on the sign at the Town Disposal Area.</p> <p><b>4. Develop Records Management Plan.</b></p> <ul style="list-style-type: none"> <li>Plan, create and implement a phased, formal, written records management program that complies with open meeting and public records statutes that includes specific standards for both paper and electronic records.</li> <li>Every record that is made or received by a government entity or employee is presumed to be a public record unless a specific statutory exemption permits or requires it to be withheld in whole or in part.</li> <li>Electronic records, such as computer files, email, and audio- and videotapes are subject to the public records law.</li> <li>Information on The Municipal Records Retention Manual can be found at <a href="http://www.shutesbury.org/sites/default/files/PublicRecord_retention.pdf">http://www.shutesbury.org/sites/default/files/PublicRecord_retention.pdf</a>.</li> <li>The Massachusetts Public Records Law is found at <a href="#">Massachusetts General Law, Chapter 66</a>, (Section 10 in particular is of importance to records requesters), with its supporting regulation being found at <a href="#">950 Code of Massachusetts Regulations 32.00</a>.</li> <li>The exemptions to the Public Records Law are found at <a href="#">Massachusetts General Law, Chapter 4, Section 7(26)</a>.</li> <li>This activity has been an objective of the Board of Selectmen since 2014.</li> <li><b>Deliverables:</b> Plan with resources and schedules. Execution</li> </ul>	<p>Q2</p> <p>3. TBD</p> <p>4. TBD</p>	<p>3. ATA, FD</p> <p>4. TC</p>
<p>Objective C: Conduct Town government business in a responsive manner</p>	<p><b>1. Email addresses for Town Departments, and Town-sanctioned groups.</b></p> <ul style="list-style-type: none"> <li>Establish Harwich-specific email addresses in order to enhance communication between residents and town departments, committees, boards or other Town-sanctioned groups provide all such groups with a Town email address.</li> <li>Identify these email addresses on the Town website.</li> <li>Provide appropriate backup of email transmissions that use Town servers.</li> <li>Create a policy that requires all official communications between public and these Town groups be made through the Harwich email system.</li> <li>Provide technical support to fully implement.</li> <li><b>Deliverables:</b> <ol style="list-style-type: none"> <li>Memorandum #1: provide a level of effort (labor) and cost estimate for Town staff to accomplish this objective.</li> <li>Memorandum #2: provide draft policy and procedures to implement.</li> <li>Memorandum #3: provide on-line training materials.</li> <li>Memorandum #4: provide evaluation report.</li> </ol> </li> </ul> <p><b>2. Town Hall hours of operation.</b> Reevaluate the pros and cons of Harwich Town Hall being open later on Mondays and closed early on Fridays.</p> <ul style="list-style-type: none"> <li><b>Deliverable:</b> <ol style="list-style-type: none"> <li>Memorandum that reviews the original purpose of staying open longer on Mondays all year, assesses impacts of on-line access to Town Hall services, quantifies benefits (if any) to residents, reviews merits department-by-department, provides comparisons with other Massachusetts Town Hall operations, and addresses other relevant issues, such as having some departments work longer one day while other Town operations work a standard work week.</li> <li>Assessment report with recommendations.</li> </ol> </li> </ul>	<p>1. TBD</p> <p>2. TBD</p>	<p>1. IT</p> <p>2. TA (Subject to Collective Bargaining)</p>

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

**GOAL 3: INFRASTRUCTURE**

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

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



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

<b>GOAL 4: NATURAL RESOURCES</b>			
Continue to implement the Comprehensive Wastewater Management Plan			
<b>Objective</b>	<b>Action Items/Deliverables</b>	<b>Time Frame</b>	<b>Responsible BOS Member</b>
Objective A: Wastewater planning design and implementation.  (The financial investment, complexity and scheduling requires that the following Infrastructure actions and deliverables be a high priority of the Town Administrator.)	<ol style="list-style-type: none"> <li>1. <b>Finalize payment to the Town of Chatham of the capacity purchase fee in accordance with the inter-municipal agreement between Harwich and Chatham which permits Harwich to deliver wastewater to Chatham for treatment of up to 350,000 gallons of sewage a day.</b></li> <li>2. <b>Support and report on the design of the Pleasant Bay (south) sewer system.</b></li> <li>3. <b>Support and report on the design of the Chatham Interconnector system.</b></li> <li>4. <b>Convene periodic wastewater management discussions with representatives of neighboring Towns (Dennis, Brewster, Orleans, Yarmouth) to continue discussions on common/joint interests in combining or coordinating wastewater activities. TA to initiate; Selectmen to participate.</b> <ul style="list-style-type: none"> <li>• Deliverables: periodic reports.</li> </ul> </li> <li>5. <b>Revisit Hinckley Pond needs with CPC.</b> <ul style="list-style-type: none"> <li>• Initiate discussions with the Community Preservation Committee for the purpose of revisiting a request for funds for restoration of Hinckley Pond.</li> <li>• Establish conditions and requirements for this project to be viewed favorably by the Committee.</li> <li>• Identify and, with BOS approval, implement actions in furtherance meeting such minimum requirements on a schedule that would allow reconsideration of this project request in the fall of 2017.</li> <li>• Deliverables: re-submit application for CPC funding.</li> </ul> </li> <li>6. <b>Actively participate in the Pleasant Bay Alliance Project</b> to implement the recommended steps to optimize nitrogen removal efforts underway by the four participating towns (Harwich, Orleans, Chatham, and Brewster) with the goal of a targeted watershed nutrient management plan and watershed permit. <ul style="list-style-type: none"> <li>• Stay informed and attend monthly working group meetings of the Alliance Steering Committee and Watershed Work Group.</li> <li>• Support and implement, as appropriate and approved by the BOS, the specific 10 activities identified as "Next Steps,, in the Pleasant Bay Composite Nitrogen Management Analysis presented to the BOS at the end of March, 2017.</li> <li>• Deliverables: Report progress periodically.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. TBD</li> <li>2. TBD</li> <li>3. TBD</li> <li>4. TBD</li> <li>5. TBD</li> <li>6. TBD</li> </ol> <ul style="list-style-type: none"> <li>• October 1st</li> </ul>	<ol style="list-style-type: none"> <li>1. TA, FD (Completed)</li> <li>2. CDM, TA</li> <li>3. CDM, TA</li> <li>4. Larry Ballantine &amp; M. MacAskill, TA</li> <li>5. NRD</li> <li>6. L. Ballantine</li> </ol>

<p><b>Goal A, Objective A: Con't</b></p>	<p><b>7. Monitor and provide report on results of mitigation projects at Muddy Creek as available.</b></p> <p><b>8. Support and report on Cold Brook design, construction, implementation project</b> as part of Phase 2 of the Harwich Comprehensive Wastewater Management Plan now that funding has been approved.</p> <p><b>9. Identify Phase II Parcels.</b> Prepare (Assessing Dept.) a list of all properties potentially involved in Phase II construction and implementation.</p> <p><b>10. Prepare options and supporting analysis for aid/relief for hook-up costs.</b> Many residents may have unusual problems (timing, financial, etc.) associated with connection to the wastewater system. A sub-committee or task force should be charged with investigating such situations and developing options to help with costs of connection.</p> <ul style="list-style-type: none"> <li>• Deliverables: <ul style="list-style-type: none"> <li>1) Action Plan and Charge,</li> <li>2) presentation of analysis and recommendations to BOS,</li> <li>3) Communication products for May, 2018 Town Meeting.</li> </ul> </li> </ul> <p><b>11. Estimate five year operating and maintenance costs related to Harwich use of Chatham treatment plan.</b> With assistance from CDM Smith develop cost projections that are needed for Town budget planning and for community outreach and education (next objective) leading up to May, 2018 Town Meeting.</p>	<p>7. TBD</p> <p>8. TBD</p> <p>9. TBD</p> <p>10. TBD</p> <p>11. TBD</p>	<p>7. TA, NRD</p> <p>8. TA, CDM, NRD</p> <p>9. CDM, AD</p> <p>10. TA, County Health</p> <p>11. TA, WWS, CDM</p>
<p><b>Objective B: Wastewater Education and Outreach</b></p>	<p><b>7. Use readily available information to develop guidelines for environmentally-appropriate fertilization of lawns and gardens.</b></p> <ul style="list-style-type: none"> <li>• Provide guideline information on safe use of nitrogen and phosphorus fertilizers using various communication methods.</li> <li>• Work with the Wastewater Implementation Committee and Natural Resources Department to identify what other towns have done.</li> <li>• Plan and implement one method/activity to educate Harwich residents of the effects of improper lawn and garden fertilization.</li> </ul> <p>1.</p> <p><b>2. Plan and implement a continuation of the wastewater education program for resident and nonresident taxpayers to explain where we are in the Wastewater Management process and what are the next activities planned.</b></p> <ul style="list-style-type: none"> <li>• Conduct at least 2 educational meetings, including recording and rebroadcast.</li> <li>• Recommend options for supporting and participating in public outreach either through contract or through involvement by regional school staff and students.</li> <li>• Assess media options, such as social media, podcasts, newsletters, or YouTube videos to maintain engagement of residents.</li> </ul>	<p>1. TBD</p> <p>2. TBD</p>	<p>1. HD, BoH, CA</p> <p>2. TA, WWS, CDM</p>

<b>GOAL 5: PLANNING AND ECONOMIC DEVELOPMENT</b>			
Actively participate in development of housing, business, transportation and historic and cultural enhancements. Establish working relationships with officials of nearby towns, Barnstable County, State and Federal agencies, as appropriate.			
Objective	Action Items/Deliverables	Time Frame	Responsible BOS Member
<p><b>Objective A:</b> Investigate improved utilization, sale or lease of several properties in Town.</p>	<p><b>1. Disposition of underutilized Town-owned parcels.</b> Develop a plan(s) on how to better use, sell or lease several buildings and land in Town, including the:</p> <p>a) Albro House. In the case of the Albro House the plan should include subdividing the parcel to allow space for reasonable parking for the Albro House while the remaining northerly portion would be separate and could remain as Town property. Provide estimates of resources required to accomplish each alternative.</p> <p>b) "Old Recreation,, Building</p> <p>c) West Harwich Schoolhouse.</p> <ul style="list-style-type: none"> <li>• Deliverables: <ul style="list-style-type: none"> <li>i) Albro sub-division plan and execution;</li> <li>ii) Plan to sell or transfer ownership of "Old Recreation Building,,;</li> <li>iii) Plan to sell or transfer ownership of the W. Harwich School-house.</li> </ul> </li> </ul>	<p>1. TBD</p>	<p>1a. TA, ATA</p> <p>1b. TA, FD, FM, MacAskill</p> <p>1c. TA</p>

<p><b>Goal 5, Objective A: Con't</b></p>	<p><b>2. Harwich Middle School re-purpose.</b></p> <ul style="list-style-type: none"> <li>Assess and report on the progress to transform the Harwich Middle School (HMS) to a Cultural Center.</li> <li>During FY17 the BOS agreed to investigate the potential of re-purposing the HMS for community use with a focus on cultural activities. FY 18 will be the second full year of this trial period.</li> <li>Assess and provide a written re-port on the specific progress to date (June 30), including, but not limited to, occupancy data, how the premises are being used, lease durations and terms, problems encountered, year-end revenues and costs and recommendations for changes (needed and nice to have) in year #2.</li> <li>Update this assessment report on a quarterly basis. Include a list of detailed evaluation criteria for consideration by the BOS to help in their determination of future use of this property.</li> <li>Also by Dec. 30, if leasing space does not show potential of generating the expected benefit and revenue (as measured by the evaluation criteria), a plan is to be provided to reconsider other potential uses: <ul style="list-style-type: none"> <li>Deliverables: <ul style="list-style-type: none"> <li>a) Year one - progress assessment as a cultural center. Quarterly updates. Memo on evaluation criteria to be considered for eventual decision on disposition.</li> <li>b) Written plan (as needed) on how to proceed.</li> </ul> </li> </ul> </li> </ul> <p><b>3. Support community involvement in the HECH/Chase House historic preservation and Chapter 40B development at 93 and 97 Rt. 28.</b></p> <ul style="list-style-type: none"> <li>Primary responsibility remains with HECH, Habitat for Housing and their respective contractors and consultants and not Town employees/departments.</li> <li>Town departments can participate in some planning, coordination, inspection and facilitation support to ensure public participation and consensus on project direction and implementation. <ul style="list-style-type: none"> <li>Deliverables: <ul style="list-style-type: none"> <li>a) Roles and Responsibilities Statement to define specific municipal duties relating to these projects.</li> <li>b) Periodic memorandum updates and briefings on HECH plans and accomplishments and Habitat plans and accomplishments.</li> </ul> </li> </ul> </li> </ul>	<p>2. TBD</p> <p>3. TBD</p>	<p>2. TA, CCD, FD, MacAskill</p> <p>3. ZBA, TP, ATA, TA (completed)</p>
<p><b>Objective B: Create and maintain a strong business and job growth environment</b></p>	<p><b>1. Assess and recommend what actions the Town can take to promote business development.</b> Create an economic development committee to be charged with working with the various levels of Chambers of Commerce to increase private business development in Harwich and to generate new ideas for increasing town revenue without raising taxes.</p> <ul style="list-style-type: none"> <li>Deliverables: Document</li> </ul> <p><b>2. Create and Maintain Positive Town and Business Relationship.</b></p> <ul style="list-style-type: none"> <li>Establish policies, procedures, relationships that supports a vibrant and sustainable Harwich business community.</li> <li>Continue to provide a streamlined regulatory process and business-friendly staff of volunteers, Town employees and elected officials.</li> <li>Encourage and support new small businesses in Harwich.</li> <li>Work with the Harwich Chamber of Commerce to maximize the effectiveness of HCC branding activity which seeks to promote Harwich as a destination, as well as a great place to reside or own/operate a business.</li> <li>Define issues of importance to Harwich businesses and evaluate costs of doing business in comparison to neighboring towns.</li> <li>Make recommendations for improvements as necessary. <ul style="list-style-type: none"> <li>Deliverables: Document</li> </ul> </li> </ul> <p><b>3. Assist Town departments and Town sanctioned groups with grant applications and pursue funding opportunities in support of town priorities and policy goals.</b></p> <ul style="list-style-type: none"> <li>Stay abreast of and perform research involving governmental legislation, policies and regulations that may impact the Town.</li> <li>Participate in regional school activities, such as school rebuilding or renovation projects.</li> <li>Participate in Mass Municipal Association activities that are relevant to Harwich.</li> <li>Encourage other department heads to do the same. <ul style="list-style-type: none"> <li>Deliverables: Grant applications approved and filed along with results.</li> </ul> </li> </ul>	<p>1. TBD</p> <p>2. TBD</p> <p>3. TBD</p>	<p>1. Brown &amp; MacAskill</p> <p>2. Whole Board, Brown lead</p> <p>3. TA, Whole Board, Julie Kavanagh lead</p>

Goal 5, Objective B: Con't	4. <b>Develop educational program agreements with Monomoy Regional School District and Cape Cod Technical whereby special projects can be conducted coincident with major capital projects in Town.</b> For example, the waterside renovation project at Saquatucket could be the subject matter or course material for a local high school course. <ul style="list-style-type: none"> <li>Deliverables: Document attempts and results</li> </ul>	4. TBD	4. TA
	5. <b>Investigate novel ideas to promote Harwich and grow tourism, such as annual road races, auto shows, expanded farmers market, etc.</b> <ul style="list-style-type: none"> <li>Deliverables: Document</li> </ul>	5. TBD	5. Brown, CCD
	6. <b>Explore affordable and senior housing options where the Town may retain the property.</b> Memorandum #1: TA shall outline a plan to identify proven and novel approaches to develop Affordable housing in Harwich. <ul style="list-style-type: none"> <li>Deliverables: Document</li> </ul>	6. TBD	6. TA, Housing Trust (TBD), Kavanagh

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

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

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

**Abbreviation Key**

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

## OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, *Town Administrator*

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



# MEMO

To: Board of Selectmen 

From: Christopher Clark, Town Administrator

cc: Pastor Leinbach, First Congregational Church of Harwich  
Cemetery Commission  
Lincoln Hooper, DPW director  
Paul Sweetser, Town Land Surveyor

Re: Meeting with Pastor Lienbach on Land Court Judicial decision

Date: September 21, 2017

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I met this morning with Pastor Leinbach of the First Congregation Church of Harwich in regards to the Land Court decision. I would characterize our meeting as very cordial. I clearly acknowledged that the property in question was without dispute the Church's property. We had some general discussion pertaining to the litigation process. We both acknowledged a strong desire to put this disagreement in the past and to move forward amicably.

Pastor Leinbach brought up the concern of being respectful of the unmarked graves and the desire to respect the deceased. He indicated that the Church was going to secure the services of a surveyor to identify the locations of those graves on the surface that were identified by the ground penetrating radar. I had suggested perhaps using the existing First Congregational Church memorials for their parishioners' remains as reference points for areas to avoid. He indicated that this work would be done hopefully within the next month or two. He requested and I agreed that once the survey was completed he would share the results with the Town. The purpose of this would be that both sides acknowledge the location of graves under the Memorial Garden to avoid additional remains being placed on top. He requested and I agreed that a simple letter of acknowledgment of agreement of the locations would suffice to memorialize locations. He did reiterate, as he had done in the newspaper, that the Church would create a memorial for those buried remains under the Memorial Garden.

I did bring up with Pastor Leinbach that because the judge ruled that this was private property and the Church was functioning, that the Town would transition away from mowing the First Congregational Church of Harwich Cemetery. In order for him to make arrangements to have the Cemetery mowed, I had indicated that our Department of Public Works would continue to mow until October 31, 2017. He had indicated that the Town, according to his records, continues to mow the Methodists & Baptist Church cemeteries. I indicated that pursuant to the decision, the Town would mow derelict private cemeteries. If these two Churches are currently in operation and have cemeteries we would send notice to them that I would have to check into our practice. The intent is to be consistent the judge's decision.

Pastor Leinbach had indicated that he would be retiring Christmas Day and that he had been requested by members of his congregation to oversee the placement of remains prior to his retirement. He indicated that he would place them in specific areas where we know no burial remains are present. I indicated that that would be fine. During the litigation the Church put on hold the placement of remains, so a backlog of requests exist.

We shared some pleasantries and the meeting concluded.

## Ann Steidel

---

**From:** Link Hooper <lhooper@harwichdpw.com>  
**Sent:** Thursday, September 21, 2017 12:10 PM  
**To:** Christopher Clark  
**Cc:** Ann Steidel; Sandy Robinson; Boo Berube; Brian Albee  
**Subject:** Thank You Letter  
**Attachments:** Thank You Letter.pdf

Chris,

Attached please find a thank you letter from Wayne Draeger, Tournament Director, for the recent softball tournament that was held on two of the Town's fields. Brian Albee, Parks Foreman, and Jared Hopkins, Parks Craftsman, did an outstanding job at preparing these fields and keeping them in tip top condition over the 6 day tournament. Given that the weekly reports appear somewhat monotonous, with a single bullet saying prepped fields, I thought it important to show the magnitude of these guy's efforts and dedication that was recognized by the Cape Cod Senior Softball League. Thanks,

Link

September 19, 2017

Mr. Lincoln Hooper  
Director – Director of Public Works  
273 Queen Anne Road  
PO Box 1543  
Harwich, MA 02645

Dear Mr. Hooper,

On behalf of the Cape Cod Senior Softball League and the teams that played in our Classic Tournament, I want to thank you and your team for the work you did to prepare the Harwich complex and Potter/Memorial fields for these softball games.

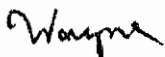
The teams that play in our tournament are thrilled with the fields that they have the privilege to use for these games. Many of them wish they had fields like ours in their own leagues.

Both Potter and Memorial were in perfect shape for the games. Over the 6-day tournament, 28 teams played 75 softball games on the fields. Roughly 400 players, in addition to spouses and families, participated in the games.

Please convey my thanks to your team for the work they did in maintaining the fields and preparing the parking and spectator space at the park so that our visiting fans and players could so thoroughly enjoy themselves.

We greatly appreciate your work in making this possible.

Sincerely,



Wayne Draeger  
Tournament Director



## OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, *Town Administrator*

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



To: Board of Selectmen  
From: Christopher Clark, Town Administrator  
Re: Weekly Report September 11 - 15, 2017  
Date: September 21, 2017

On Monday, the morning consisted of wide variety of meetings including a meeting with the Chamber of Commerce, a resident in regards to Public Beach 22, the Town Clerk regarding the ballot, and Selectman Ballantine regarding wastewater governance. In the afternoon I had two meetings, Lincoln Hooper and a site visit to 35 Chatham Rd. I then attended the Board of Selectmen's meeting.

Tuesday consisted of the usual follow-up meeting. I did have a meeting with Judi Wilson on Council on Aging transition issues. The balance of morning was dedicated to paperwork. The afternoon consisted of meeting with Mr. King regarding a conservation issue. I attended a welcoming party for Judi Wilson. I returned in the evening to attend a Board of Health public hearing on 35 Chatham Rd.

Wednesday highlights included a standing meeting with the Chair to go over the agenda, and a pre-construction meeting on the waterside Saquatucket project with BTT. The afternoon included preparations for and attendance at HEA negotiations. At 4:00 I attended the Cape Cod Regional Technical High School - School Building Committee meeting.

Thursday, I actively participated in the Cape Cod Municipal Health Group meeting on Martha's Vineyard. The majority of the day was dedicated to travel to and from and attendance at the meeting. I returned to Town Hall in the early evening in order to present Town Hall projects to the Community Preservation Committee. I departed that meeting to attend a Finance Committee meeting in the Community Center. The focal point of that meeting revolved around the issue of the Cape Cod Regional Technical High School project and the Saquatucket waterside and landside project status.

Friday morning consisted of a community partnership meeting regarding importing wastewater among the towns of Dennis, Harwich and Yarmouth. I returned to Town Hall to complete my weekly report and then departed to an Open Cape meeting at noon time. I returned to Town Hall at 2:00 to meet with the Eastward company officials to discuss the Saquatucket landside project.

Memorandum from Charleen Greenhalgh  
Assistant Town Administrator  
Town of Harwich

September 20, 2017

To: Christopher Clark, Town Administrator  
From: Charleen Greenhalgh, Assistant Town Administrator  
Re: Weekly Report – Week of September 4, 2017

This report is for the week of September 4<sup>th</sup> as I was out of the office the week of September 11<sup>th</sup>. The week of September 4<sup>th</sup> was a short week, due to the Labor Day holiday, but it was busy. It included, but was not limited to:

- Personnel matters once again taking time to work through.
- Reviewed three (3) draft results of the SEUI Salary and Compensation Study with the three (3) employees and representatives from SEIU. Also met with the Town Administrator to review two (2) other drafts before meeting with the employees and SEIU.
- Met with Town Administrator and Labor Counsel to review proposal from HEA regarding Collective Bargaining negotiations. Prepared the follow up materials and shared them with HEA. A meeting was held September 13<sup>th</sup> with HEA.
- Attended Selectmen Agenda meeting.
- Prepared a draft memo regarding the sale of Marijuana and requirements, which Town Counsel then refined.
- Attended the HOME Consortium Meeting in Barnstable.
- Attended the weekly Community Development Meeting with senior staff.
- Met with a Department Head to review their annual self-evaluation, along with the Town Administrator.
- Attended meeting with representatives from Brewster, Orleans, Chatham and Harwich to discuss possibility and interest in the concept of a shared housing coordinator. It was very well received.
- Prepped information (cover letters, resumes, applications) for the applicants for the Administrative Assistant's position in Community Development. 23 complete applications were received. Also prepared draft interview questions. This information was sent to the interview team which will consist of: Chris Clark, Ann Steidel, Ray Chesley, Shelagh Delaney and myself. Interviews will take place early next week.
- Status update on employment vacancies:

<u>Position</u>	<u>Status</u>	<u>Replacement or New</u>
Administrative Assistant – Community Dev.	Interviews Scheduled	Replacement
Sr. Health Agent	Advertised – Review will begin 9/25.	Replacement
Greenskeeper I	Advertised – Closes 9/29.	Replacement

# WEEKLY REPORT TO THE SELECTMEN

## BUILDING DEPARTMENT


### PERIOD ENDING 9/20/2017

	2014	2015	2016	As of 9/20/17
Cumulative Building Permits	1395	1433	1331	1040
Cumulative Plumbing & Gas Permits	1226	780	1123	921
Cumulative Electric Permits	936	1051	1095	632
Signs	27	32	41	21
Regulatory Boards (ZBA, Historic)	64	59	57	62

Although the Building Department continues to operate short staffed (since the end of June 2017), applications are currently being reviewed for filling the position of Administrative Assistant. Our temporary help is no longer available.

Requests for property, zoning and permit information continues to require significant time and research from the department. As the busiest portion of the tourist season comes to a close, there has been an increase in building permits submitted for shoulder season projects.

Respectfully Submitted,



Ray Chesley 9.20.17

Building Commissioner

## Cemetery Administrator's Weekly Report

Week ending September 16, 2017

- Continued work on CPC Article on Mount Pleasant Cemetery Stone Restoration and Preservation. Indexing Cedar Avenue south side of street 28 Lots; 92 memorials, 7 foundation repairs and 7 memorials to have repairs and reset. All memorials indexed with their location, description of repairs and photographed.
- Indexed Cedar Avenue north side of street 29 Lots; 104 memorials 4 foundation repairs 7 memorials to have repairs and reset. All memorials indexed with their location, description of repairs and photographed.
- Four burials in Island Pond Cemetery, 2 cremation burials and 2 Traditional/ Casket burials. Surveyed each of the burial lots created layouts for the families and funeral directors to review for the placement of the burials.
- Pet Cemetery Walkway bid opening was at 2:00 P.M., September 14, 2017, in the presence of John Rendon and Robbin Kelley, Paul Sweetser received and opened sealed bids for the Pet Cemetery Walkway Project. Three bids were received. Results of the bid opening are as follows (from low to high): Carile Co. Inc. \$66,000.00, Cape Cod Builders \$66,323.00 and \$78,000.00. Representatives were allowed to review bids. The bids were taken under advisement for review and later recommendation of award by Board of Selectmen. The bid opening was adjourned at 2:30 pm.
- Met with grieving family at Island Pond Cemetery for purchase of burial space. We have very limited amount of traditional burial space for caskets. We are down to 12 individual space for sale within Island Pond Cemetery.
- Pine Grove Cemetery road layout with Jackson Hibbert. Met with Mr. Hibbert, previous Commissioner of the Pine Grove Cemetery Association to go over placement of buried pipes for the original roadway and lot boundary lines.
- Submission of application for the Kenneth E. Pickard Municipal Innovation Award to MMA for municipalities that have developed unique and creative projects or programs to increase the effectiveness of local government. See attached report on Pet Burial Ground and Walking Park.
- On September 15 I started my Certificate program in Local Government Leadership & Management with Suffolk University classes are held every Friday and are being held at the Barnstable Town Hall. Classes have been divided into 5 separate session. September 15 until October 13 the class is Strategic Leadership. November 3 until December 15 Budgeting and Financial Management. January 12 until February 18 Administrative Strategies of Local Government with Seminar in Public Policy including Grant Writing for Local Government. March 9 until April 6 Administrative Strategies of Local Government with Seminar in Public Policy including Citizen Engagement. April 20 until May 18 will end with Human Resources Management.

Respectfully Submitted

Robbin Kelley  
Cemetery Administrator

## Pet Burial Ground and Walking Park



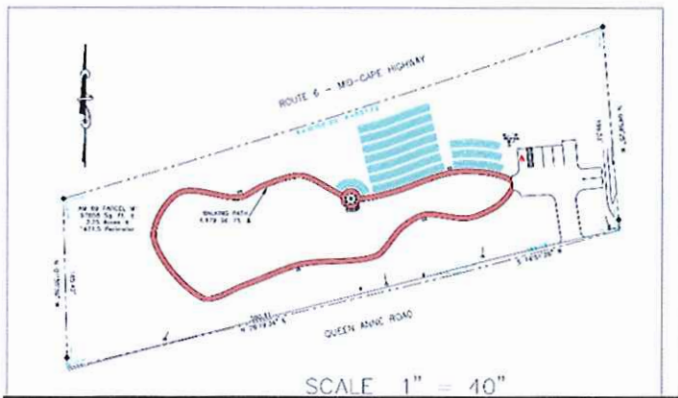
Photo: courtesy of Curlew Hills Memory Gardens, Inc. Palm Harbor, FL

As the Cemetery Administrator for the Town of Harwich, I have often been asked by cemetery lot owners about having the remains of their pets interred within their family plots. The recent passage of New York State's Pet Burial Law (September, 2016) to allow pet owners to inter the cremated remains of their domestic pets with them in a cemetery. Prior to the enactment of the new legislation, New York's cemetery regulations had prohibited the interment of pets in human cemeteries. Currently in Massachusetts, legislation for interment of pets within human cemeteries are being proposed. The rules and regulations for the Town of Harwich state that cemetery lots are for human remains only. With the growing interest from plot owners, pet owners and a recent bill that has been put forward, I felt it was necessary to find a solution for this impending issue.

The first step was finding a large enough site for the burial ground and a potential pet crematory. I worked with the Town Assessor to locate a site that would be appropriate. Taking into consideration size needed, wetland issues and any concerns from the Board of Health. The property that was chosen for this project was a parcel that was acquired by Harwich at our Annual Town Meeting (1997) for open space or municipal purposes. The 2.25 acre property is located on Queen Anne Road across from our DPW building. The Cemetery Commission drafted an Article for Town Meeting, to see if the Town would vote to transfer the care, custody, management and control of the parcel of land described from the Board of Selectmen



to the Cemetery Department for development of a Pet Burial Grounds and Pet Crematory. After a long debate on Town Meeting floor we had to amend the original article to only include the Pet Burial Grounds. The Article passed at Town Meeting May 2017. I met with a several town voters who had concerns about the burial grounds and wanted the town to instead sell off the property. They wanted to know why we needed such a service for our town. We currently have Thompsons Field Conservation, in town for the walking of pets and some have thought that burial grounds should be located within that area. Many of our seniors in the town don't like to take their pets to Thompsons Field Conservation area as dogs are often not on leashes. At the Pet Burial Ground and Walking Park, pets can be walked in the park but must stay on a leash at all times.



The design of our burial grounds is modeled after the successful Curlew Hills Memory Gardens, a pet burial ground in Florida. Town Surveyor, Paul Sweetser, has been working with Cemetery Administrator, Robbin Kelley on layout of burial lots and walking paths. The walking

path will begin at the parking lot and loop around the gazebo and then circle back to the parking lot. This walkway will be made of stamped concrete and be handicap accessible. Our design has 12,000 potential burial spaces. We are proposing that each space will be \$100 for Harwich residents and \$150 for non-residents giving us a total expected income of \$1,200,000.00. Benches will be placed as well as pet waste disposal bags and trash receptacles along the pathway. We have several inquiries from veterinary offices willing to donate benches as well as local landscape companies. The support has been overwhelming

from the pet community. Patti Smith, president of the Sampson Fund, a non-profit who provides financial assistance for the rehabilitative veterinary treatment called me this week and wanted to do an article in their upcoming newsletter. We have been in discussion with the Cape Cod K-9 unit for a memorial section dedicated to Police canines and horses. A service animals section is also reserved for Seeing Eye and therapy dogs, who have dedicated their lives to public service.

The Cemetery Department currently has a wait list of people looking to intern their cremated pets at the burial ground. We had a woman call about internment of her recently cremated horse wanting to know if it was for dogs only. The



Cemetery Commission is drafting the Rules and Regulation for the Pet Burial Grounds which will include lot sizes, memorial size and the mandated use of flat flush markers to facilitate easy mowing and maintenance. We are still trying to come up with a name for the pet burial grounds and hope to have one soon.

We are pleased to be able to take the important step of permitting pet burials, which will allow us to better meet the emotional needs of the many families and individuals who have a strong bond with their pets. The Pet Burial Grounds is a tranquil sanctuary designed especially for the memorialization of animals and is a source of pride and final resting place for animal companions. The area will be well maintained and have suitable vegetative perimeter screen for privacy.

Channel 18 Weekly Report w/e September 16, 2017



- Filmed Board of Selectmen
- Filmed September 11<sup>th</sup> Ceremony at Fire Station
- Transferred all weekend footage to playback server
- Drafted Cable Use Policy
- Made changes to Town Website per citizens suggestions
- Filmed Community Preservation Cmt.
- Ordered new live streaming computer to be shipped 9/27
- Continue research for Ch.18 assigned Selectmen's goals
- Filmed Friends of the COA event announcement
- Laptop set up for presentation cart (HCC,COA)
- Equipment troubleshoot (resolved)
- Filmed Cranberry Festival (Caleb)
- Filmed Community Journal (5 volunteers reported for duty)
- Agendas and Minutes posted
- All clips and meetings transferred and posted to YouTube
- Video file maintenance

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

[www.youtube.com/harwichchannel18](http://www.youtube.com/harwichchannel18)

And Facebook for additional info

[www.facebook.com/harwichchannel18](http://www.facebook.com/harwichchannel18)

Respectfully Submitted,

Jamie Lee Goodwin



Weekly Update for the Community and Cultural Centers  
September 11, 2017 – September 16, 2017

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 9/11 to 9/16.

- Attended Fire Department memorial for 911. We had the flag at the Community Center lowered to half/staff by a veteran with several members of the community joining – This is something we would like to continue on this date.
- I attended the Selectmen meeting to give information on the Cultural Center.
- I spent Wednesday from 9-1 at a training for procurement. Chapter 30B, Bidding Basics and More put on by Barnstable County, CAPPO and The Office of the inspector General.
- Held a meeting with the Facilities Director and The Chair of Cranberry Festival on the upcoming event for this weekend. The meeting included safety, security and building time closures during the event. In addition we discussed volunteers for inside the building.
- This year is the first Chamber Business Expo at the Cranberry Festival. The Event will be help in the Multi –purpose room on Saturday. I have been working with the Chamber of Commerce to insure a successful event.
- With the COA Director in her first week, I continue to meet with her to assist and facilitate the transition. We also had a Welcome get together to introduce Judi to the Community.
- Fire Sprinkler inspection was conducted for the building.
- I attended a meeting with the Board of Health and Emergency Management Team to discuss upcoming events and space needs.
- Continue to give tours of the Cultural Center and market any opportunities we have inside the center to help generate revenue and utilize the building to its capacity.
- I submitted a draft of the minutes for the Facilities Committee meeting for review of the chairperson prior to the next meeting.
- I attended the CPC meeting to get information on submitting the proposal for the file storage in the basement of the Community Center.
- Followed up with several renters after our meeting at the Cultural Center to address work orders and other areas related to the building.

Carolyn Carey, Community Center Director



Town of Harwich  
**HARWICH COUNCIL ON AGING**  
150 Rock Harbor Road ♦ Orleans, MA 02653  
Tel: 508-255-6333 Fax: 508-240-6936

## WEEKLY REPORT

**TO:** Chris Clark, Town Administrator  
**FROM:** Judi Wilson, Director, Council on Aging  
**RE:** WEEKLY REPORT - week ending September 16, 2017

---

Below is a summary of my work this week:

### Programs:

- Arranged Medicare Open Enrollment presentation with Regional Coordinator of the SHINE program for October
- Continued attending COA programs to introduce myself to participants
- Cleaned and organized durable medical equipment room with COA staff and made arrangements for damaged and surplus equipment to be donated to non-profits for use with underserved populations

### Administration:

- Submitted annual MOU with regional SHINE program to safeguard participation in health insurance counseling services
- Finished individual meetings with COA staff members to review roles and get acquainted
- Met with COA Board of Directors and Friends of HCOA
- Met with Wendy from Accounting for assistance with MUNIS
- Met with foot care nurse to discuss program
- Discussed status of Formula Grant with COA Program Manager at Elder Affairs
- Continued reviewing office files

Respectfully submitted,  
Judi Wilson



# TOWN OF HARWICH

## DEPARTMENT OF PUBLIC WORKS

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

Telephone (508) 430-7555

Fax (508) 430-7598

### **DPW Activity for the period of September 10, 2017 - September 16, 2017**

#### **Highway Maintenance**

- Beach Rubbish once daily
- Setup for Cranberry Festival
- Beach Cleaning Monday - Friday
- Sweeping sector 3
- Catch basin truck deployed 3 days
- Received 18 new work orders and completed 13 from backlog
- OCRT brushing
- Continued Riverside Drive drainage
- Read all Dig Safe mark outs and sited systems for Misc. Locations

#### **Vehicle Maintenance**

- Performed three routine maintenances.
- Performed tarp repairs on both C+D trailers at the landfill.
- Performed 22 repairs on vehicles, heavy and small equipment.

#### **Cemetery Maintenance**

- Mowed Island Pond and Evergreen Cemeteries
- Mowed Roundabout, Brooks Academy, Millenium Park, Community Center, Town Gardens, Town Hall, Albro House, Exchange Park and Highway Dept.
- Repaired collapsed grave in Island Pond Cemetery

#### **Parks Maintenance**

- Mowed and prepped 7 ball fields twice
- Weedwacking around Town fields and parks

#### **Facility Maintenance**

- Received 30 new work orders and completed 26 work orders from back log
- Installed one new water fountain downstairs in the Town Hall

- Attempted to remove graffiti from the bicycle bridge abutment on Route 6, however it required to be painted entirely

### **Disposal Area**

- C&D: 14 loads, 234.72tons
- MSW: 8 loads, 202.84 tons
- Recycling: 8 loads, 33.50tons
- Vehicles Recorded: 6,368
- Revenue: \$41,222.30

### **Reception**

- 7 walk in customers
- 68 phone calls
- 60 work orders processed and distributed to proper Division



## TOWN OF HARWICH

732 Main Street  
Harwich, MA  
02645

ENGINEERING DEPARTMENT

(508)430-7508

### WEEKLY REPORT WEEK OF SEPTEMBER 11, 2017

- Check Little Field Road/need to report problem with paving to engineer of record
- Flag out limit of golf cart building clearing with Shawn Fernandes
- Schedule survey for site plan at Station 2
- Road Inspections (field)-
  1. Raptor Road final inspection
  2. Littlefield Pond Road needs grading before paving
  3. Denwich Road preparing for pavement/paved
  4. Chloe's Path on hold
  5. Seth Whitefield Road (a.k.a. Hawksnest Road) preparing for clearing
  6. Shelley's Path on hold
  7. Arthur's Way started clearing
- Bid openings for Saquatucket septic and Pet Cemetery walkway
- Prepare bid reports and research CC Construction's past performance
- Piece together plans off of Queen Ann Rd for placement on Assessors Maps
- Zoning Board of Appeals-review and report on all cases
- Building Permits-review and report on all cases
- Planning Board-review and report on all cases
  - a. Site plans (existing conditions, proposed conditions, drainage)
  - b. Approval Not Required Plans (ANR) (Safe and Adequate Access, Panhandles etc.)
  - c. Definitive Plans (drainage, frontage, site distances, area and shape number requirements)
- Assist Building Department, Assessors, Conservation Commission Agent, and Planner with research of various properties and submittals.
- Provide 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.
- Prepare Weekly Report

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 9/15/17**

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

- Continued work with external auditors for FY 17 audit (offsite),
- Attended Finance Committee meeting
- Complete FY 16 correction to capital assets, calculate FY 17 additions & disposals,
- Participate in Open Gov demonstration,
- Initial work on 5 year financial forecast,
- Contact financial advisor for debt forecast and current capital projects,
- Meetings and discussions with various departments for capital projects,
- Attend procurement training,
- HEA negotiation session,
- Research ambulance billing, calculate FY 17 uncollectible amounts,
- Record FY 18 transfers to/fr general fund,
- Research tax foreclosures dating back to 1999, research vendor payment back to 2012,
- Audit, process and approve payroll transactions,
- Audit, process and approve vendor transactions,
- Review and record cash receipts.

Sincerely,

Carol Coppola  
Finance Director/Town Accountant



# Harwich Fire Department



*Fire Suppression*

*Prevention*

*Emergency Services*

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

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

Weekly Report – September 10, 2017 through September 16, 2017

## Incidents:

Fire/Explosion	00
Overpressure/Rupture	00
Rescue Call/ EMS	75
Hazardous Condition	06
Service Call	07
Good Intent	03
False Call	08
Severe Weather/Disaster	00
Special Type/Complaint	00
<b>Total</b>	<b>99</b>

## Fire Prevention:

Inspections	
Resale	14
Annual	01
Joint	00
Final	01
Lockbox	00
Liquid Propane Storage	02
Pre-Inspection	02
Oil Tank	01
Oil burner	00
Town Hall Hours	03
Underground Storage Tank	00
Truck Tank Inspections	00
Misc	05

## Items of note:

Details for Cranberry Harvest Fireworks and Tents.

Fire Prevention has completed Fire Exit Drills with Schools

Boat returned from FEMA.

## Weekly Report for Selectman

9/12-9/18

### **Golf Operations**

- The golf course was open in full all 7 days.
- Presented results of guest exit interviews to golf committee 9/19

### **Golf Course Maintenance**

- Golf Course remains in good shape
- Continuing bunker maintenance
- Preparing bids for Tree work
- Pump house controller install
- Pumps to be pull, rebuilt and reinstall starting around Mid-November

### **Golf Course Infrastructure Project**

- Finalizing specs building on cart building and maintenance re-skin specs with Town Engineer
- Coastal Engineering completing structural engineering plan for bid package
- New timetable for project:
  - 9/29 Bid Package Complete
  - 10/3 Bid Posted in Central Register
  - 10/12 Advertise Bid Package in newspaper
  - 10/26 Bid Opening
  - 11/6 Bid Award by Selectman



## Ann Steidel

---

**From:** John Rendon  
**Sent:** Tuesday, September 19, 2017 11:34 AM  
**To:** Sandy Robinson; Ann Steidel  
**Cc:** Michelle Morris; William Neiser; Heinz Proft  
**Subject:** Harbormaster Dept Weekly Report 11.-17 Sep

### Operations:

- Responded to Round Cove for a report of a boat that appeared to be sitting low in the water. On scene, found boat full of water. Reconfigured the pump-out system on 77B to dewater the boat. After dewatering, the boat still appeared to be slowly taking water through the scuppers; Plugged scuppers; owner notified.
- 77B provided an assistance tow to a disabled boat from its slip at Saquatucket Harbor (SAQ) to the boat ramp.
- Assisted Natural Resources with water sampling in Pleasant Bay.
- 77A conducted 1 pump-out for a total of 60 gallons of waste.

### Admin:

- Drafted memo to update BOS on status of SAQ Landside project contract award.
- Provided Boat List for Excise Tax to Assessor's Office.
- Updated HMP with Appendix B Marina Fee Schedule changes and had front office post to website.
- Updated Waitlist with 50' category on Forms, Website & Invoice Cloud.
- Provided Nautical Software Solutions with new layout of marine indicating slip sizes and new numbering system to update Graphics.
- Updated Reservation Forms on website and updated new visitor rates in Marina Program.
- Started updating new seasonal rates/offload permits/user fees in Marina Program.
- Recorded Chapter 91 permit for the SAQ Marina Reconstruction project at the Registry of Deeds.
- Updated and added new PLU Codes on Cash Register.
- Went to waitlist with open Round Cove mooring permit.
- Processed 6 transient slip reservations.

### Maintenance:

- Installed non-slip stair treads to the ladder on the north end of the pump-out dock.
- Two blown 30 amp electrical outlets replaced on the ferry dock pedestal.
- Conducted routine maintenance on shoreside pump-out motor.

### Meetings:

- Presented proposed Marina Fee Schedule changes to the BOS; fee increases approved.
- Met with Finance Director to discuss capital project funding.
- Held Pre-Construction meeting for the SAQ Marina Reconstruction project; BTT Marine, Bourne Eng and town staff in attendance.
- Held bid opening for the SAQ Landside project septic system; CC Construction low bid at \$239,000
- Briefed FINCOM on the status of the SAQ Marina and SAQ Landside projects.
- Attended Barnstable County Dredge meeting sponsored by the County Commission to discuss the arrival schedule of the new dredge, and comprehensive & regional permitting.
- Met with TA to discuss potential contract award for the SAQ Landside Renovation project.

### Training:

- Deputy Harbormaster commenced Reserve Police Academy training course; a core requirement for Harbormaster/Assistant Harbormasters.

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

## Health Director Weekly Report Week ending September 16, 2017

- **Projects-**
  - Staff Vacancy- Sr. Health Inspector- This position will be advertised in the paper on Sunday the 10th.
  - September 12 BOH meeting- regular meeting of the BOH took place in the large hearing room. The Board of Health declared piggeries to be a noisome trade and will require each piggery to apply for a site assignment. Site assignments will be looked at for approval/denial/modification on a site by site basis. The Board approved the proposed new fee schedule to become effective for the 2018 permits and licenses.
  - Annual Employee Flu Clinic- planning meeting for the employee flu clinic
  - Community Development- attended a meeting of the department heads. Various management issues were discussed.
  - Cranberry Harvest Festival- on site inspections of the food trucks and annual event permit holders. Two retail food booths were unpermitted and issued orders to obtain permits. The food trucks were inspected with no violations found.
  - Annual business license and permit review-
    1. Pineapple Café-temporary food
    2. 38 North Westgate-Stable permit
    3. Beachouse Baking Company-temporary
  
- **Consultations:**
  - Met with Attorney William Henchy regarding the hearing on piggeries.
  - The Department of Public Health contacted me regarding two cases of Vibrio that are being investigated in Town. Follow up by DPH took place and reports filed with this office.
  - Met with new commercial horse stable owner
  
- **Permit review and issuance-**
  - **Certificate of Compliance issued-**
    1. 340 Queen Ann Road
    2. 216 Lower County
    3. 34 Miles Street
    4. 20 braddock lane
  - **Septic system plan review and issuance-**
    1. 33 Archibald Circle
    2. 83 Bank Street
    3. 85 Bank Street
  - **Building plan review and approval**
    1. 58 Ryder Road
    2. 10 Edith Grove
    3. 3 Bay Ridge Road
    4. 17 Long Pond Drive
    5. 31 Hoyt
    6. 10 Lakeview
    7. 1 belmont
    8. 17 Old Wharf Road
  
- **Inspections-**
  - **Food Inspections-**
    1. Noble House
    2. CVS-harwichport
    3. CVS-East Harwich
    4. Dunkin Donuts-Harwichport
    5. DunkinDonuts-East Harwich

6. Dunkin Donuts-East Harwich
7. Shell Station

○ ***Final Inspections- Septic systems-***

1. 2 Cindy's Road
2. 975 Route 28
3. 14 Lexington Drive

○ ***Site visits/walk thru for non-compliance/floor plan clarification***

1. 10 Edith Grove-return to compliance for an extra bedroom added without the benefit of a permit. Resolved.

○ ***Complaints-***

1. 76 Route 28-rat infestation. Order letter sent to owner.
2. 29 Wyndemere-abandoned boats-spoke to owner and will be resolved

Meggan Eldredge

9.18.17

IT Department summary – week ending 9/16/2017

- Researched requirements/needs for RSMeans estimating software renewal for DPW and Engineering departments
- Updated tech setup at COA Director's office
- Installed updates at DPW for Fuel Management System
- Attended Open Cape update for Town Administrators/ IT Directors at County Complex
- Attended Open Gov demo with Finance Director
- Backups, Server maintenance and Antivirus monitoring
- Ongoing maintenance and problem resolution on computer, phone, printer and software for Town employees.

## **Ann Steidel**

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**From:** Heinz Proft  
**Sent:** Wednesday, September 20, 2017 8:22 AM  
**To:** Ann Steidel; Sandy Robinson  
**Subject:** Heinz -Natural Resources Weekly report 9/20/2017

### Natural Resources Weekly report 9/20/2017

- \* 2017 Harwich estuary and pond sampling completed. 5 of 5
- \* 2017 Pleasant Bay Alliance water sampling program completed. 6 of 6
- \*Water Sampling (CEC's) for Center for Coastal Studies completed. 8 of 10 Completed.
- \* Shellfish patrols completed on open days (Wed & Saturdays).
- \* Attended (MSOA) Massachusetts Shellfish Officer Association quarterly meeting held in Yarmouth MA.
- \*Retrieved aluminum skiff from Sand Pond (water sampling) and stored for the off season.
- \* Harwich water sampling kits collected. Still need to be cleaned and then properly stored for the off season.
- \* Continued shellfish lab seed planting. Wychmere Outer Harbor completed. Field planting of seed will continue for next 4 weeks.
- \* Attended Department Heads meeting and worked on both Nat. Res. department operational budget as well as Capital Projects requests.

Heinz Proft  
Nat. Resources Director

**PLANNING BOARD • 732 Main Street, Harwich, MA 02645**



*ph: 508-430-7511 • fax: 508-430-4703*

**Planning Department Weekly Report:** for the week of September 13<sup>th</sup> through September 20<sup>th</sup>

- Completed staff reports for the Planning Board's September 26<sup>th</sup> meeting;
- Continued research on the Commercial Village Overlay District;
- Attended the CPC meeting, Department Head meeting and Community Development meeting;
- Began the Capital Budget for the Planning Department;
- Met with an applicant regarding subdivision;
- Answered general questions regarding zoning and permitted uses;
- Reviewed proposed lighting for compliance on an approved site plan;
- Reviewed +/- 5 building permits for zoning compliance and 2 sign permit applications;
- Filled in for the Building Department clerk vacancy-ordering supplies, historic applications;
- 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 9/10/17 THROUGH 9/16/17

### PATROL

- 315 Calls and patrol-initiated activity logged
  - 9 arrests
  - 1 protective custody
  
- 21 motor vehicle stops resulting in:
  - 18 Verbal warnings
  - 2 Written warnings
  - 1 Criminal Complaint
  
- 13 Motor vehicle accidents investigated
  
- 1 Heroin overdose non-fatal
  - Off. Petell followed up with family regarding treatment options

### ADMINISTRATION

- Chief attended Cranberry Harvest Festival events Sun 9/10 and Sat 9/16

### COMMUNITY POLICING

- SRO monitored students arriving re: JOL violations, distracted driving, seatbelts etc.
- Traffic Unit continued with bus route monitoring for violations
- Second class of Citizens Police Academy held
- Lt. Considine attended Special Olympics Advisory Board meeting





## TOWN OF HARWICH

### OFFICE OF THE TREASURER/COLLECTOR

732 MAIN STREET, HARWICH, MA 02645

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

Amy Bullock  
Treasurer / Collector

Nancy Knepper  
Assistant Treasurer/Collector

### Weekly Report to the Board of Selectmen

Week ending September 16, 2017

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

- Billing files were sent to the printer for the 2<sup>nd</sup> quarter mailing. The Community Development partnership has once again requested a buck slip insert for their Housing Rehabilitation Program to be mailed with the real estate bills, which they pay the cost of. I have included a copy of the insert with this report.

#### Weekly collections 9/10 to 9/16

Tax/Water Collections:	\$68,327.87
Departmental turnovers:	\$260,229.06
Total:	\$328,556.93

#### Weekly Disbursements 9/10 to 9/16

Accounts Payable	\$743,803.81
Payroll (week ending 9/9)	\$311,393.05
Total:	\$1,055,196.86

Respectfully submitted,  
Amy Bullock  
Treasurer/Collector



community development partnership

## Housing Rehabilitation Program

**ATTENTION HOMEOWNERS  
AND LANDLORDS**

**RECEIVE      \$40,000  
UP TO         per unit**

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If your home needs critical repairs, like:

**Roofing & Siding      Windows & Doors**

**Heating &              Minor Structural  
Plumbing                Repairs**

**Energy Efficiency      Lead Paint  
Upgrades                Abatement**

### **THIS PROGRAM IS FOR YOU!**

CDP staff works with the homeowners through every step of the process, from planning the work to completion. Funding is limited and available on a first come first serve basis. Don't wait!

***Apply Now***

***Phone: 508.240.7873 ext. 14***

***Email: [jean@capecdp.org](mailto:jean@capecdp.org)***

*This program is funded through a regional grant submitted by the Truro Board of Selectmen to the MA Department of Housing and Community Development.*

# Program Eligibility

## **Homeowners:**

- ◆ Must own their own home; be a year round resident; be in good standing with federal, state, & local taxes; and carry homeowners insurance.
- ◆ Must earn at or below 80% of the area median income (see chart below).
- ◆ One fifteenth (1/15) of the assistance you receive is forgiven each year that you continue to own and occupy your home.

## Income Eligibility

<b>Family Size*</b>	<b>Income</b>
1	\$47,600
2	\$54,400
3	\$61,200
4	\$68,000

\*Please inquire about income eligibility for families larger than four.



community development partnership

3 Main Street Mercantile, Unit 7 Eastham, MA 02642

P 508.240.7873 F 508.240.5085

E [contact@capecdp.org](mailto:contact@capecdp.org)

**[www.capecdp.org](http://www.capecdp.org)**





# Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

## For Week Ending: September 16, 2017

Please see the following highlights from the previous week:

- Renewed 4 services; 70 Strandway, 445 Lower County, 257 and 682 Route 28.
- Continue mark-outs & conduct existing conditions survey of Lower County Road
- Remove and replace soffit & fascia boards on Well 5
- Conduct large meter change-outs
- Solicit RFP for motor replacement for M1 & M2, and for the cleaning and redevelopment of M1, M2, and M3
- Solicit RFP for conversion of submersible motor to vertical turbine at Well 6
- Complete Water Conservation Questionnaire for Water Management act Permit Application
- SCADA project commencement conference call
- 9/13/17- Water Commission meeting

### Ongoing/Upcoming Items:

- Install new gate clusters & water main stubs on Riverside Drive in preparation for water main installation in FY19
- Meter Reading trouble shoots & old meter change outs
- Re-Insulate & Vault Ceilings at Wells 8 & 9
- Submit 7-year capitol requests to TA

### Quick Stats

+18	+6.6%	-18.4%
Water Samples Taken	Weekly Change in Pumping	YTD Change in Pumping

### Activities Last Week

Change Meter	13	Renew Water Service	4
Confirm Meter Read	3	Replace Valve	1
Demo/Remove All	2	Site Visit	1
Final Read/Transfer	11	Turn On/Off Service	2
Large Meter Change	1	Turn Off/No Access	6
Markouts	21	Turn Off at Street	1

### Activities Statistics

	<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	227	21
New Water Service Installations	36	32	0
Property Transfer Requests*	380	267	11
Renewal of Water Services	34	40	4
Seasonal Turn On/Off	1171	604	0
Water Main Repairs	3	4	0
Meter Changes	706	359	14
Meters Installed	36	32	0
Service Repairs/Misc. Services	104	59	16

\*STATS now include PTR's w/meter change



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

## WEEKLY REPORT-Board of Selectmen

September 20, 2017

Weeks of September 6-20, 2017

This is a report for 2 weeks.

- 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
- Vacation days amended to 1 day on Tuesday September 5<sup>th</sup>
- September 7<sup>th</sup> – Meeting with Harwich Children’s Fund to plan events and standouts for fall, including Cranberry Festival and Cape Tech Arts & Craft Show. Design informational brochure.
- September 8<sup>th</sup>-Yearly evaluation with TA and Assistant TA
- September 16<sup>th</sup> – Volunteer at Cran Jam to raise awareness for the newly forming Harwich Children’s Fund. Mission is as follows:

*The Harwich Children’s Fund/Friends of Harwich Youth is a non-profit community collaborative made up of school and community partners, who provide periodic assistance for youth. Our sister agency is the Chatham Angel Fund. Any Monomoy School District youth in need from towns other than Chatham can apply for assistance from HCF, through a parent or guardian.*

*Areas of help available include: clothing, food, medical/dental, vision/hearing, enrichment, school supplies, and holiday needs. Each situation is assessed and needs are determined. If a referral is needed, with regards to the request, HCF will give the family contact information for support and services.*

- September 18<sup>th</sup> -Conference call with Andy Short and Behavioral Health Innovations to discuss a proposal for holding a Middle School MY CHOICE MATTERS Youth Summit. This summit focuses on drug and alcohol awareness and prevention and promotes healthy lifestyle choices.

- Preparation for participation as a panelist at showing of SCREENAGERS : GROWING UP IN THE DIGITAL AGE , SHOWING AT Nauset Middle School on October 5<sup>th</sup>. I was asked by Nantucket Schools to participate on a panel the evening before, but was not able to work it with my schedule and found another qualified panelist. I will also be supporting a showing of the documentary at Pilgrim Church in Harwichport on October 19<sup>th</sup>.

Here are some healthy after-school recipes your kids and grandkids will LOVE !

[https://www.buzzfeed.com/hannahwilliams/after-school-snack-ideas-for-the-week?bfbtasty&ref=bfbtasty&utm\\_term=.phZvxanEOq#.bsNaZV4INq](https://www.buzzfeed.com/hannahwilliams/after-school-snack-ideas-for-the-week?bfbtasty&ref=bfbtasty&utm_term=.phZvxanEOq#.bsNaZV4INq)

And for those of you who have female athletes in your lives, here's a humorous but also sadly realistic video about gender bias in high school, college and professional sports. Enjoy! ☺

<https://www.facebook.com/attn/videos/1489881317713989/>

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

Best,

*Sheila*

**BUDGET/WARRANT TIME LINE 2017-2018**

Friday, August 25, 2017	Capital Budget Instructions submitted by T A to Departments	
Friday, September 22, 2017	Deadline for submission of Department Capital Budgets to the T A	
Monday, September 25, 2017	TA presents BOS with 5-Year Financial Plan	<b>Charter 9-2-1/on or before October 1<sup>st</sup></b>
Monday, September 25, 2017	MRSD meeting with BOS and Fincom to discuss enrollments by class and demographics, including a five year projection of same.	
Monday, October 2, 2017	Deadline for submission of Community Preservation requests	
Monday, October 2, 2017	BOS Budget Message to guide TA in developing budget Requests - Including Board agreed to goals	<b>Charter 9-2-2/on or before the first Tuesday in October</b>
Monday, October 30, 2017	Capital Outlay Committee submits 7-yr Capital Outlay plan to TA	
Wednesday, November 1, 2017	Operating Budget instructions submitted to departments by TA	
Monday, November 13, 2017	Preliminary meeting with BOS and Fincom to discuss budget guidelines for the FY 18 MRSD budget	
Wednesday, November 29, 2017	Deadline for submission of department operating budgets to TA	<b>Charter 9-2-3/on or before the 1<sup>st</sup> Friday of December</b>
Friday, December 1, 2017	Deadline for submission of departmental warrant articles to T A	
Monday, December 11, 2017	BOS Review and discussion of potential warrant articles	
TBD	Meeting with BOS and Fincom to discuss initial look at MRSD FY 18 budget	
Monday, December 11, 2017	TA submits 7-yr Capital Outlay Plan to joint meeting of BOS/ Finance Committee	<b>Charter 9-6-3/during the month of December</b>
December 25-January 1	MRSD School Vacation	
Monday, January 8, 2018	BOS/FINCOM/Capital Outlay Committee hold joint public hearing on submitted Capital Outlay Plan	<b>Charter 9-6-4/on or before the 2<sup>nd</sup> Friday in January</b>
Friday, January 26, 2018	All items to be bid must have specifications in TA's office by 12:00 P.M. to be assured of bid process for Town Meeting	
Monday, January 29, 2018	Meeting with B O S and Fincom to discuss first draft budget and five-year plan with MRSD and Cape Cod Tech	
February – March	Fincom review of budgets and articles	
Monday, February 5, 2018	Last BOS meeting before Annual Warrant closes	
Friday, February 9, 2018	Article deadline – Warrant closes Noon deadline	<b>Charter 2-2-1/Bylaw 1-101 2<sup>nd</sup> Friday in February by 12:00 Noon</b>



Saturday, February 10, 2018 (Tentative)	Selectmen and Finance Committee Budget Presentations	
Monday, February 12, 2018	TA presents budget and budget message to BOS and Fincom	<b>Charter 9-2-4/on or before the 2<sup>nd</sup> Tuesday of February</b>
February 19-23	MRSD School Vacation	
Tuesday, February 20, 2018	1 <sup>st</sup> draft Warrant to BOS (presented at meeting)	
Tuesday, February 20, 2018	Articles submitted to Finance Committee by BOS	<b>General By-Laws I, § 271- 1.B. Not later than 14 days after article deadline</b>
Monday, February 26, 2018	BOS required to submit final budget to Finance Committee	<b>Charter 9-3-2 / on or before the 4<sup>th</sup> Tuesday of February</b>
February 2018	MRSD to submit final line item budget to BOS and Fincom for inclusion in the ATM Warrant	
Monday, March 5, 2018	Joint budget/article hearing BOS/Finance Committee	
March, 2018	BOS reviews Warrant articles	
Monday, March 5, 2018	VOTE to sign final Annual Town Meeting Warrant	
Monday, March 5, 2018	Vote to open Special Town Meeting Warrant	<b>All Special Town Meeting Articles must be received 40 days prior to STM</b>
No later than Monday, March 19, 2018	Article funding review by B O S	
Monday, March 26, 2018	BOS votes Special Warrant BOS votes Ballot	
not later than Monday, March 26, 2018	FINCOM submits written recommendations on Budget/Warrant.  Joint budget /article hearing with B O S and Fincom reconciliation	<b>Charter 9-3-3/by March 31<sup>st</sup></b>
Not later than Monday, March 26, 2018	Fincom conducts one or more hearings on budget	<b>Charter 9-3-3 by March 31<sup>st</sup></b>
March 27, 2018	Ballot to Town Clerk	
Monday, April 9, 2018	Send Warrant to Printer Send Warrant to Chronicle <b>(April 19<sup>th</sup> publication)</b>	Printer needs 2 weeks. Chronicle needs 1 week before publish date
Friday, April 20, 2018	Warrants available for public distribution	<b>Charter 2-2-2/14 days prior to Town Meeting</b>
April 16-20	MRSD School Vacation	
Monday, May 7, 2018	First night of Annual Town Meeting and Special Town Meeting	<b>Charter 2-3-1/1<sup>st</sup> Monday in May</b>
Tuesday, May 15, 2018	Annual Town Elections	<b>Charter 8-1-1/3<sup>rd</sup> Tuesday in May</b>



**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
Appeals Board (3 alternate) .....	3
Building Code Board of Appeals.....	5
Cemetery Commission.....	1
Community Center Facilities .....	1
Community Preservation Committee .....	1
Conservation Commission (2 full and 2 alternate) .....	4
Council on Aging .....	2
Disability Rights Committee.....	1
Finance Committee .....	2
Forest Committee.....	1
Historic District/Historical Commission (alternate).....	2
Housing Committee .....	1
Municipal Revenue and Economic Development Committee.....	5
Planning Board (2 alternate).....	2
Traffic Safety Committee .....	1
Trails Committee .....	2
Treasure Chest Committee (1 alternate).....	1
Harwich Energy Committee .....	1
Voter Information Committee.....	1
Wastewater Support Committee (New) .....	5

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