

**SELECTMEN'S MEETING AGENDA\***

***Griffin Room, Town Hall***

***Regular Meeting 6:30 P.M.***

***Monday, January 11, 2016***

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **WEEKLY BRIEFING** – Chief Clark announcement of retirement of Lt. Michael Mason and promotion of Justyne Walorz to rank of Fire Lieutenant

IV. **PUBLIC COMMENT/ANNOUNCEMENTS**

V. **CONSENT AGENDA**

A. Minutes -

1. December 14, 2015 – Regular Session

2. December 21, 2015 – Regular Session

B. Accept the resignation of Barry Worth from the Utility and Energy Conservation Commission

C. Approve the recommendation of the Interview/Nominations sub-committee to appoint Darren Glidden to the Utility and Energy Conservation Commission subject to submitting a Disclosure with the Town Clerk

D. Approve the recommendation of the Interview/Nominations sub-committee and the Conservation Commission to appoint member Robert Sarantis as representative on the Trails Committee

E. Amend the Personnel By-Law Classification Plan to include the Animal Control Officer at Grade M-2 and approve revised Job Description for same

F. Approve 2016 Common Victualler application for Dunkin Donuts at 175 Route 137 in East Harwich and 481 Route 28 in Harwich Port

G. Approve annual renewal application by Reflections Auto Restoration for Auto Class IV Auto Repairman License

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

VII. **OLD BUSINESS**

VIII. **NEW BUSINESS**

A. Confirmation of the appointment of Donna Molino as Assessing Director with an annual salary of \$73,681 (Grade M-5, Step 3), effective January 12, 2016 – *discussion and possible vote*

IX. **TOWN ADMINISTRATOR'S REPORT**

A. Town Administrator's Annual Report

B. Budget/Warrant Timeline

C. Muddy Creek update

D. Pitch Pine removal at Little League Field

X. **SELECTMEN'S REPORT**

XI. **ADJOURNMENT**

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

Authorized Posting Officer:

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

\_\_\_\_\_  
Sandra Robinson, Admin. Secretary

Date: January 7, 2015

## Ann Steidel

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**From:** Norman Clarke  
**Sent:** Tuesday, December 22, 2015 1:58 PM  
**To:** Christopher Clark  
**Cc:** Charleen Greenhalgh; Ann Steidel; David LeBlanc  
**Subject:** HFD Retirement/Promotion

Chris;

I have received formal notice that Lt. Mike Mason will be retiring from the Harwich Fire Department after 29 years of dedicated service as of January 6<sup>th</sup> 2016. From the existing Lt.'s list, I will be promoting Justyne Walorz to the position of Fire Lieutenant, assigned to group 1, January 8<sup>th</sup> 2016. I hope to have a ceremony here at the station that day for her. If the agenda allows, an introduction to the Board of Selectmen will be done January 11<sup>th</sup>. On Wednesday the 6<sup>th</sup>, Lt. Mason's last day in the station, we will have a reception for him that morning, please stop in to wish him well. A retirement party for Mike is scheduled for Saturday, January 23<sup>rd</sup>. Merry Christmas to you and your family.

Norm

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, DECEMBER 21, 2015  
6:30 P.M.**

**SELECTMEN PRESENT:** Brown, Cebula, Hughes, LaMantia, MacAskill

**OTHERS PRESENT:** Assistant Town Administrator Charleen Greenhalgh, Roman Greer, Clem Smith, Liz Argo, Barry Worth, Larry Cole, and others.

**MEETING CALLED TO ORDER** at 6:30 p.m. by Chairman Hughes.

**CONSENT AGENDA**

- A. Approve Minutes –
  - 1. December 7, 2015 Regular Meeting
  - 2. December 7, 2015 Executive Session
- B. Approve recommendation of the Interview/Nominations Subcommittee to appoint the following:

Ernest Crabtree	Conservation Commission	June 30, 2016
Cynthia Bayerl	Board of Health	June 30, 2016
Brooke Canada	Youth Services	June 30, 2018
Julia Eldredge	Housing Committee	June 30, 2018
	Youth Services	June 30, 2018
- C. Approve the License Agreement between the Town and Bob Miller/Miller Golf for Golf Instruction Program
- D. Approve the application for Road Race by Cape Cod Athletic Club for January 17, 2016
- E. Approve new application for Class IV Auto Repairman License by Peter S. Stagg

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

**OLD BUSINESS**

- A. Cape & Vineyard Electric Cooperative's Current Services and Value and request to amend the Power Purchase Agreement by adding an additional Adder of \$0.01 – *discussion and possible vote*

Ms. Argo of the Cape & Vineyard Electric Cooperative reminded the Board that the energy status quo is changing very quickly and they hope the Town will continue to fund them through the adder so they can be our connection to the changes. She noted that they are still waiting on Harwich, Barnstable and Edgartown. Ms. Cebula thanked her for the clear and concise information she provided and asked if they would be as judicious as possible to stay on budget with legal fees. Ms. Argo responded that that is her main focus and she reminded the Board that Mr. Worth will be coming back to the Board with interim reports. She took questions from the Board. Chairman Hughes said we need to be able to look at our own budget and see where we stand because he has

no idea where this money would come from. He asked her to come back with a revised budget if there is one, to give the Board a chance to get through January to look at our own budget and also to see what Barnstable does. Mr. MacAskill also recommended to have them come back after they talk to Barnstable. Ms. Cebula questioned if everyone doesn't vote for this, then would it go forward and Ms. Argo responded that they haven't made that vote yet but it has been discussed. She said the sense is that the other towns aren't going to sign if Harwich doesn't. Mr. Cole said that he doesn't see that the adder will be established for some towns and not for others. No action was taken on this matter.

**B. Finalize Golf Fees for 2016 season and discuss the Golf Improvement Fund and the Golf Revolving Fund**

Mr. Greer stated that they are still in talks with the Town Administrator and Assistant Town Administrator with regard to collecting surcharges for infrastructure projects either by using one of our existing funds or by creating a new fund. Ms. Cebula questioned the need for a separate fund for this since we had already passed a Capital Improvements Receipts Reserve Fund. She recommended that we get Town Counsel's opinion. Ms. Greenhalgh noted that the Golf Committee chair has already spoken to Mr. Gould who indicated he would rather have it as a separate account. Ms. Cebula encouraged everyone to read the 2012 article for establishing the fund. She commented that she would rather have an article to expand the existing fund. Mr. Greer outlined the 2016 Golf Fee recommendations. Mr. MacAskill moved to approve the 2016 golf fees as presented. Ms. Cebula seconded the motion and the motion carried by a unanimous vote.

**TOWN ADMINISTRATOR'S REPORT**

**A. Holiday Meeting Schedule**

Ms. Greenhalgh reported that there is no Board of Selectmen meeting next week and that Town Hall will be open from 8:30 a.m. to 4:00 p.m. on Monday, Tuesday and Wednesday of next week.

**B. Joint Public Hearing with Finance Committee – Submission of the Capital Plan on January 4, 2016**

Ms. Greenhalgh announced that there will be a joint Public Hearing with the Finance Committee on the submission of the Capital Plan on January 4, 2016.

She reported that the Hall property did not received the State LAND grant. Ms. Greenhalgh further reported that we are planning a training session by Town Counsel for regulatory boards and committees on January 14, 2016 at 6:00 p.m. on how to conduct meetings, public hearings etc. Ms. Cebula asked Ms. Greenhalgh to provide any documents that come out of that meeting as they are updating the committee handbook.

**ADJOURNMENT**

Respectfully submitted,

Ann Steidel  
Recording Secretary

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, DECEMBER 14, 2015  
6:30 P.M.**

**SELECTMEN PRESENT:** Brown, Cebula, Hughes, LaMantia, MacAskill

**OTHERS PRESENT:** Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, David Spitz, Andrew Gould, Foster Banford, Amy Usowski, Diane DiGennaro, Sally Smith, Ed McManus, Larry Ballantine, Gary Carreiro, Lou Urbano, Sally Urbano, Anne Stewart, Rich Larios, Joe McParland, Chris Harlowe, Ron Kessler, and others.

**MEETING CALLED TO ORDER** at 6:30 p.m. by Chairman Hughes.

**PUBLIC COMMENT/ANNOUNCEMENTS**

A. New initiatives by Garden Club of Harwich – *Diane DiGennaro, President*

Ms. DiGennaro outlined her letter to the Board dated November 13, 2015 regarding current projects and new projects they will be undertaking.

Mr. Ballantine and Mr. McManus reported on the progress of the new Outer Cape Health Center.

**CONSENT AGENDA**

- A. Approve Minutes –
  - 1. November 30, 2015 Regular Session
  - 2. December 1, 2015 Executive Session
- B. Approve the 2016 Annual Liquor License Renewals
- C. Approve the 2016 Annual General License Renewals
- D. Accept gift of \$50.00 to the Town Nurse Gift Account
- E. Approve private road betterment for Ginger Plum Lane in the amount of \$223,650 and vote to submit ATM Article for borrowing of said amount
- F. Approve and sign License Agreement with Fenway Community Health Center, Inc. for use of room at Albro House

Ms. Brown moved approval of Items A through E. Ms. Cebula seconded the motion and the motion carried by a unanimous vote. Mr. Clark and Mr. Spitz answered questions from Ms. Brown and Ms. Cebula with regard to Item F after which Mr. MacAskill moved to approve and sign License Agreement with Fenway Community Health Center, Inc. for use of room #3 at the Albro House. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

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

A. Public Hearing – Community Development Strategy – *David Spitz, Town Planner*

Ms. Brown noted that the hearing notice is incorrect as it indicates Thursday, December 14 rather than Monday. She read the hearing notice into record. Mr. Spitz outlined the Community Development Strategy. He and Mr. Clark took questions and comments from the Board as well Ms. Urbano. Mr. Hughes closed the public hearing. No action was taken by the Board.

B. Update on West Harwich School RFI – *David Spitz, Town Planner*

Mr. Spitz reported that there was one submission which he believes is responsive to our RFI. He noted that the applicants have been working with CPC to get money and we have put in an application to the state for a cultural grant. Chairman Hughes said that at some point it has to come to the Board in the form of a license agreement. He stressed the need for a timeline. Mr. Clark said we will target the middle of January for the license agreement. Ms. Cebula said the license agreement should indicate and be clear about who is paying for what expenses.

C. Presentation by Visual Government – *Annie Lacourt, Visual Government*

Ms. Lacourt of Visual Government provided a presentation of their service which she described as a tool for the citizens which visualizes the Town's budgets and any projections going forward. The presentation included FY13-15 actual figures and projections for FY16. She commented that it shows where we have been and where we are headed in terms of financial transparency. She noted that the data comes from Munis but the information must first be manipulated into a CSV. In response to comments from Mr. LaMantia over concerns that the data would not be correct, Mr. Clark said that this is a visual tool that is just illustrative and not a precise instrument. Mr. LaMantia was concerned about using it at Town Meeting. Ms. Cebula asked if there is a way to keep track of the number of hits this would get from the public and Ms. Lacourt indicated that there is using Google analytics. Ms. Brown inquired as to the costs and Ms. Lacourt stated that the Town would pay a one-time fee to launch the site and for 2 years of support and by then they are hoping to launch a software as a service that will have a monthly fee in the range of \$50-\$100 with the initial cost being \$3,000.

D. Update on Artificial Reef Project – *Amy Usowski, Conservation Agent*

Ms. Usowski reported that all permits were done via grants and are in hand and that 1,000 cubic yards of clean concrete is currently at the Transfer Station from the former Harwich High School. She noted that the reef will be about 2 miles off of Saquatucket on an approximate ten acre site. Mr. Ross Kessler, Public Access Coordinator for the Division of Marine Fisheries, spoke regarding the funding and time of year restrictions. He stated that they have up to \$250,000 to spend by the end of this fiscal year and they would like to get done by April to fulfill the time-of-year restrictions. He noted that the RFR is now being prepared and should be ready to go in about a week and the money would probably be sent directly to the Town and not the contractor. Ms. Usowski reported that the Highway Department has agreed to bring material down to Saquatucket to cut down on transportation costs and the material can temporarily be stored on the Downey property if need be. The Board thanked Mr. Kessler and Ms. Usowski and said they look forward to the project.

E. Presentation on proposed legislation to deal with Eversource spraying issues on Cape Cod – *Laura Kelley, Director of Protect our Cape Cod Aquifer*

Ms. Kelley, Director of Protect our Cape Cod Aquifer, outlined their requests as noted in their email as follows:

- 1.) That the Board of Selectmen write a letter in support of Senator Dan Wolf's bill # S.478, an act that if passed would give each town the right to negotiate a no pesticide spraying agreement with Eversource Energy, by writing to Senator Anne Gobi, Senate Chair ENRA - at [anne.gobi@masenate.gov](mailto:anne.gobi@masenate.gov) - and Representative Paul Schmid, House Chair ENRA at [Paul.Schmid@mahouse.gov](mailto:Paul.Schmid@mahouse.gov).
- 2.) That the Board of Selectmen prepare to write MDAR and prepare to testify in strong opposition to Eversource's YOP when the time for such comments arises after January 1, 2016. (You can use last year's document with the date changed for YOP 2016.)
- 3.) That POCCA and POCCA's Attorney, Bruce Taub, be invited to discuss with your Town Counsel, as we have done favorably with Town Counsel in Brewster and Orleans, the possibility of your Town joining in efforts to take Eversource to court, conditioned on Attorney Taub's offer of his time in such an endeavor on a pro bono basis, in an effort to stop all herbicide spraying along Town owned and privately owned ROW's.

With regard to item #3, Chairman Hughes said we should at least ask our Town Counsel if that's something they want to be involved with. The Board agreed and it was the consensus of the Board to do so. Mr. Clark said he would ask Attorney John Giorgio to reach out and explore this.

With regard to item 2, Chairman Hughes said that this is something we have done historically and commented that he is not sure how strongly we are going to testify but that is for a future agenda.

With regard to item 1, Ms. Cebula moved to write a letter of support for Dan Wolf's Senate bill S478. Ms. Brown seconded the motion. Mr. LaMantia asked to modify the motion to suggest to the Senator to include that Nstar notify us when they are coming. Chairman Hughes recommended doing this as a separate motion. The motion failed on a 2-3-0 vote with Mr. MacAskill, Mr. LaMantia and Chairman Hughes in opposition. Mr. LaMantia moved to request that Dan Wolf attempt to get passed some legislation that requires Nstar to give us 30 days notification when they will be spraying and take all the other steps to inform the people involved 4 or 5 days before. Mr. Clark pointed out that the Board did write a formal letter that was copied to Senator Wolf, there was notice in advance, and some kind of telephone calling to the affected neighborhood within 72 hours. He suggested updating the letter and sending it to him. Mr. MacAskill seconded the motion. Chairman Hughes restated the motion as follows: to research and bring back the letter that was sent previously, update it and suggest to Senator Wolf that he file legislation to address those topics. The motion carried by a unanimous vote. The Board took comments from Mr. Ballantine.

Ms. Cebula moved that when the Yearly Operational Plan is presented that we write comments to MDAR and oppose the Yearly Operational Plan in terms of the spraying if it is not in compliance with what we would like to have happen. Mr. LaMantia seconded the motion. Mr. MacAskill questioned what aspects of the spraying we would object to. Ms. Cebula responded that issues included the lack of notice and also spaying too close to property. Chairman Hughes

recommended that when the plan is available that they bring this item back. Ms. Cebula withdrew her motion.

F. Town Administrator submits 7-Year Capital Plan to joint meeting of Board of Selectmen and Finance Committee

Mr. Larios, Capital Outlay Committee chair introduced the committee and noted that they are in agreement with the Town Administrator on the recommendations. He discussed the rationale behind their decisions. Mr. Clark outlined the plan and Chairman Hughes said they would revisit it in January.

## **NEW BUSINESS**

A. Review and discussion of potential Town Meeting Warrant Articles – *discussion*

The Board reviewed the articles and stressed that any additions to staff or hours needs to be in the operating budget.

## **TOWN ADMINISTRATOR'S REPORT**

A. Rental Registration

Mr. Clark noted that the Town approved a rental registration by-law in the 1970's which required those who rent out property in the summer to have an inspection done through the Building Department and it would be a life and safety check. He noted that it is done in Barnstable and Dennis at the beginning of the season. He stated that to reactivate this he would have to research what the staff requirements are and put together an action plan. He said there are estimated to be 700 to 1,000 seasonal rental properties in Town. Mr. Clark reported that there are several towns that have special legislation, including Truro, Eastham, Brewster and Nantucket, to impose a room occupancy tax on rental units other than hotels and motels. He noted that taxation can only be done by the legislature in Boston and there is a lack of action. He said to do this would be a symbolic vote as the legislature would just sit on it and he recommended they don't pursue it. Chairman Hughes said we should wait until somebody else forges that trail and gets some legislation passed. He also expressed concern as to how we would enforce this.

Mr. LaMantia said the towns are being forced to look at wastewater solutions regionally. He said the state should look at this more kindly as a possible source of revenue to address the wastewater costs.

Ms. Cebula stated that the Town can research the rentals on Google and send letters informing people that they need to register with the Town or face a \$300 a day fine as Eastham states in its by-law. She said we need to determine how much work is involved.

Chairman Hughes said we should start again with public hearings and then take it to Town Meeting and Mr. MacAskill agreed.

Ms. Cebula said if we aren't going to enforce the ordinance then we should get rid of it. She commented that renters have an expectation of a level of safety and security.



Ms. Brown pointed out that businesses have to comply with fire and safety requirements and renting a home is essentially a business. She stressed that we have it in place and should enact it.

Mr. Clark recommended that they put the topic on the Board's agenda for a thorough discussion in the near future. He said he will do a cursory look and bring back for discussion.

#### B. Land Use Breakdown

Mr. Clark indicated that the information provided is in response to a question that came up at a recent hearing as to the break out of the number of parcels for each type of land use.

Mr. Clark reported that it has come to his attention that when we submitted the tax rate it was submitted at a higher level. He noted that the Department of Revenue official reviewed the information and had requested some additional information. He stated that we had said that the tax rate would be \$9.21 and it was adjusted to \$9.07, so they made a \$560,000 adjustment. Mr. Gould stated that the form you use for tax rate is very complicated and what happened is they required some changes, an error was made, and it impacted the tax rate. He stated that he called the Department of Revenue and asked them if we could make a correction they said no as it is Massachusetts General Law that once the tax rate is set it doesn't change. He said that part of the problem was related to CPC, errors were made, we learned some lessons, and he had a discussion with the Assessor about making some changes to make sure that doesn't happen again. He said that he takes full responsibility for this. Ms. Cebula questioned what the impact is to the Town. Mr. Gould said he would get that information. Mr. Clark stated that the Department of Revenue said we overstated the property tax by \$560,000 and we had to have that be identified by an alternative funding source. He said we adjusted local receipts up to make up for that property tax but we will have some ramifications as we move forward. He stated that they will put together some kind of plan and when we do the budget for FY17 we will take that into account.

Mr. Clark reported that his employment contract is coming due June 30, 2016 and it is his intent to say that he would like to stay and he will be sending the Board written notification in January. He said he would like to pursue a 3 to 5 year contract.

#### **SELECTMEN'S REPORT**

Mr. MacAskill reported that he had received an email from Nina Schuessler of the Harwich Junior Theater and they would like a traffic light at their location at Division and Willow Streets in front of the theater. He said she indicated that she has witnessed many accidents and is concerned that someone will be seriously injured or killed. Mr. Clark stated that VHB is doing work for the Town to look at that area and they are the contractor doing Division Street and they are looking at that intersection so we were thinking about doing a joint application on that very topic of what kind of street lighting was necessary. He asked Mr. MacAskill to send him Ms. Schuessler's email and he would forward it to VHB.

Ms. Cebula noted that she is still waiting for the allocation of indirect cost assessment. She inquired as to when the free cash application will be filed. Mr. Clark said he would ask Mr. Gould and respond to Ms. Cebula by email.

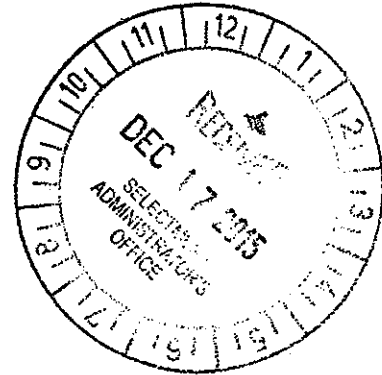
**ADJOURNMENT**

Chairman Hughes adjourned the meeting at 9:25 p.m.

Respectfully submitted,

Ann Steidel  
Recording Secretary

December 15, 2015  
22 Captain Bearse Road  
Harwich, MA 02645



Mr Peter Hughes, Chairman  
Town of Harwich Board of Selectmen

Dear Mr. Hughes:

Re: Resignation

This letter will serve to notify you of my decision to resign as Chairman and as a member of the Utility and Energy Conservation Commission and also as the Harwich Representative to the Cape Light Compact, effective January 31, 2016

It has been a very satisfying experience to serve the town and I believe we have accomplished at great deal for the town over the years from when Energy Conservation was a new term to everyone's ears to the present time when it is most often spoken of.

My thanks to all the town elected and appointed officials as well as the members of staff and committee members who have always been most helpful and cooperative.

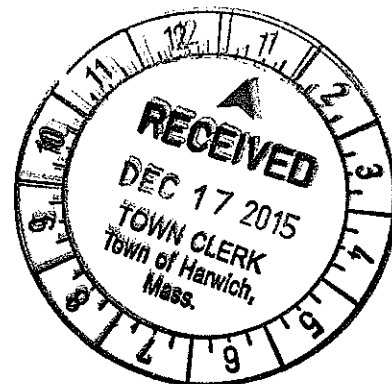
Thank you again for the opportunity to serve

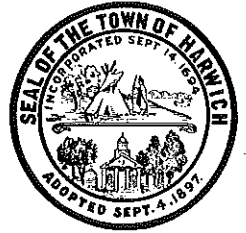
A handwritten signature in cursive script, appearing to read "Barry R Worth".

Barry R Worth

Copy to:

Chris Clark  
Larry Cole  
Valerie Bell  
Terry Hayden





# MEMO

**TO:** Board of Selectmen

**FROM:** Angelo La Mantia, Michael MacAskill  
Selectmen's Interview/Nomination Committee

**RE:** Appointment Recommendation

**DATE:** January 11, 2016

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Following posted interviews, we would like to recommend to the Board the following appointments:

Darren Glidden	<u>Utility and Energy Conservation Commission</u> June 30, 2018
Robert Sarantis	<u>Trails Committee</u> – Conservation Commission representative – June 30, 2018

Memorandum from  
Charleen Greenhalgh  
Assistant Town Administrator  
Town of Harwich

January 7, 2016

To: Christopher Clark, Town Administrator  
Cc: Board of Selectmen  
Re: Animal Control Officer – Reclassification and Compensation

As the Animal Control Officer position is currently a “uniformed” position, it should be in the Personnel Bylaw. In researching the Animal Control Officer (ACO) position I found that a revised job description was included in the HEA rewrites as a “non-uniformed” position. Attached please find a revised job description, which includes language for the “uniformed” ACO. It is interesting to note that this additional language was in the previous job description, but was removed under the HEA version.

After examining the Compensation Schedule within the Personnel By-law it is my recommendation that the ACO position would be better suited to the Full Time Management plan rather than the Full Time Administrative plan. I also believe that this should be an hourly rate rather than a salary position based on the lack of oversight of other employees. I believe this would be a non-exempt position eligible for over-time, etc. Attached please find a draft Compensation Schedule that places the ACO position as an M-2.

Both the adoption of the revised job description and the placement of this position within Personnel Bylaw require Board of Selectmen approval.

Attachments (2)

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## Town of Harwich, Massachusetts

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**Position Title:** Animal Control Officer

**Department:** Police Department

### Statement of Duties

Animal control officers are assigned to the Police Department and appointed by the Board of Selectmen under recommendation of the Police Chief. Responsible for enforcement of specific sections of the Massachusetts General Laws and Harwich Town Bylaws related to domesticated animals, livestock, and wildlife. Shifts and work schedules may vary. Work is performed under the Operations Division lieutenant through supervision by the duty sergeant or office in charge.

### Essential Functions

1. Performs tasks related to enforcement of Town bylaws regarding animal management, applicable sections of Massachusetts General Laws, and investigates citizen complaints of violations.
2. Responds to dispatched calls for service and self-initiates investigations in the field.
3. Completes necessary investigative reports, documenting inspections, investigations, citizen contact, and actions taken.
4. Issues verbal and written warnings, criminal and non-criminal complaints for violators.
5. Prepares cases, reports, and criminal complaints for court presentation, providing court testimony as necessary, and executes orders of the Board.
6. Prepares cases, reports and documentation for hearings before the Board of Selectmen, providing testimony as necessary, and executes orders of the Board.
7. Secures compliance with applicable Town Bylaws and sections of the Massachusetts General Laws, when possible, through education of and cooperation with the responsible person(s). It is imperative that the Animal Control Office be able to use good judgment based on sound reasoning and established procedures.
8. Prepares animal bite reports and quarantine biting animals for observation; prepares reports and sends specimens to the State laboratory.
9. Handles, controls, and determines disposition of a variety of animals for observation; prepares reports and sends specimens to the State laboratory.
10. Investigates reports involving animal abuse and neglect.
11. Completes data entry of reports into computer system.
12. Must have a working knowledge of applicable Town Bylaws and Massachusetts General Laws.
13. Must work under and comply with the Operational Procedures of the Harwich Police Department.

**DISTINGUISHING CHARACTERISTICS:** Animal Control Officer is the entry-level class in which incumbents receive orientation and training to perform the full range of animal control duties. Incumbents are expected to progress to the journey level, Animal Control Officer II, within a reasonable length of time,

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## Town of Harwich, Massachusetts

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and to function at a higher level of independence, self-direction, judgment, and interaction with the public.

### Other Duties and Responsibilities

- Promotes public education regarding animal care, wildlife management, and regulations by participating in community-oriented programs.
- Assist other police department employees and officers in the performance of their duties as assigned and necessary within the limits of lawful authority and ability.
- Performs other related work as required.

### Knowledge, Skills and Abilities

- Knowledge of law enforcement procedures including concepts of investigation, sources of information, and courtroom testimony.
- Working knowledge and proper interpretation of applicable Massachusetts General Laws, Town Bylaws, rules and regulations pertaining to animals, livestock, wildlife, and animal shelters.
- Must qualify for appointment as a State Animal Inspector.
- Working knowledge of animal husbandry.
- Ability to maintain a high level of self-motivation and initiative while working with little or no direct supervision. Strong organizational skills are required and a willingness to be proactive and accept new challenges.
- Ability to deal tactfully with citizens in the resolution of difficult problems. Ability to work with violators through education, cooperation and reasonable agreement to gain voluntary compliance.
- Must be able to deal with individuals who are angry, demanding and uncooperative.
- Ability to communicate and present ideas effectively orally and in writing.
- Ability to establish effective working relationships with peers and supervisors.
- Ability to analyze situations quickly, remaining calm during stressful incidents.
- Ability to make independent decisions based on sound reasoning, good judgment and established procedures.
- Ability to develop effective problem solving skills.
- Ability to successfully complete job related training assignments.

### Recommended Minimum Qualifications

#### Education and Experience

The equivalence of an Associate's degree in a related field such as criminal justice, animal biology, communications, etc. is highly preferred. Four years of related experience and/or education in working with animals, a background or experience working with the public, or any equivalent combination of education, training, and experience. Other requirements include:

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## Town of Harwich, Massachusetts

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1. Successfully attend and graduate from the *Massachusetts Criminal Justice Training Council Intermittent Police Academy* or other such training that allows certification in Massachusetts as a special police officer with the power of arrest;
2. Successfully attend and graduate from the Massachusetts Animal Control Certification Academy;
3. Strong working knowledge of Massachusetts General Laws regarding animals with emphasis on cruelty to animals;
4. Certification as an emergency first responder, first aid, CPR, AED, and other such certifications required of regular police officers;
5. Completion of the mandatory 40 hour annual in-service training for regular police officers;
6. Attend and pass all mandatory firearms training programs as established by the Harwich Police Department;
7. Attend and pass any other training program specified by the Harwich Police Department for maintaining status as a police officer..

### Supervision

The Police Department is a paramilitary organization with specified Operational Procedures and chain of command. Animal Control offer will supervise part-time and/or seasonal animal control officers including review and approval of reports, criminal complaints, and other documents; field train new animal control hires.

### Other Necessary Requirements

Applicants must possess or be able to obtain a valid Massachusetts Driver's license, provide proof of a safe driving record, and maintain a safe driving record for continued employment. In addition, applicants must be eligible for and maintain a valid Massachusetts License to Carry a Firearm. Failing to maintain a valid driver's license, safe driving record and/or license to carry is grounds for termination from employment.

Applicants must be United States citizens fluent in the written and spoken English language. Successful candidates will be required to complete a comprehensive testing process including a thorough background investigation, pre-placement physical, psychological evaluation, and a substance screen prior to employment. All animal control officers will complete a one-year probationary period that shall begin upon successful completion of mandatory training academies or appointment with the Harwich Police Department. The probationary period is a continuation of the selection process during which time disciplinary action or discharge shall not be subject to grievance or arbitration.

**Animal control officers must be non-tobacco (of any type) users and remain non-tobacco users while employed by the Harwich Police Department. Falling to adhere to this requirement will result in disqualification from employment consideration or termination.**



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## Town of Harwich, Massachusetts

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The law enforcement profession demands a 24 hour per day/365 days per year operation; therefore, **personnel must understand and accept as a condition of employment that they may be required to routinely work and subject to call-in for staffing needs on all shifts, all days of the week, including local, national and religious holidays.** Animal control officers must reside within fifteen (15) miles of the limits of the Town of Harwich in compliance with Massachusetts General Law Chapter 41: Section 99A. Additional testing may be required.

### **Tools and Equipment Used**

Operates a Town vehicle as well as mobile and portable radio systems and computer system to communication with dispatch and other officers. Requires use of animal handling equipment such as a leash, ketch pole, humane trap, snare, etc. Must be able to operate standard office equipment including a multi-line telephone system, copiers, printers, fax machines, etc. Must be able to euthanize animals, in emergency situations with the use of firearms.

### **Working Environment and Physical Demand**

This is primarily an outdoor work environment. Animal control officers may be exposed to extreme weather conditions as well as exposure to periods of high activity, emergency situations and high stress under demanding conditions. Animal Control officers must demonstrate the ability to meet the physical demands of the job including the ability to lift heavy animals into vehicles and have basic agility skills to walk, sit, stand, climb, and balance as fieldwork often requires traversing uneven terrain, mud, snow/ice, negotiation stairs, climbing on or over fences, and moving debris. Individuals in this position must be able to handle all types of animals and situations including impoundment, quarantine, carcass removal and euthanasia.

**Police reports may contain violent, offensive, and/or sexually graphic material related to serious and traumatic criminal events.** Animal control officers may be subjected to reading these reports, overhearing discussions related to their content, and may view photographs or other evidence in the context of official and necessary Departmental operations.

Police records and files contain privileged, restricted, and/or confidential information where improper distribution may result in civil litigation, criminal prosecution, adverse impact on continuing investigations, and/or endangering police officers. Due to the serious consequences of inappropriate distribution of information gained during the course of functioning as a Police Department employee, **failing to maintain appropriate confidentiality is grounds for termination from the Department.**

The Police Department is a paramilitary organization with specified Operational Procedures and chain of command.

<p><b>External and Internal applicants, as well as position incumbents who become disabled as defined under the American With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</b></p>
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**NON-UNION COMPENSATION PLAN**

**BY-LAW POSITIONS: FULL TIME MANAGEMENT**

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Contract	Police Chief Finance Director/Accountant Fire Chief										
M-7	Assistant Town Administrator Director Highways Deputy Police Chief	84,988	87,113	89,290	91,523	93,810	96,155	98,561	101,024	103,550	106,138
M-6	Water / Wastewater Superintendent	77,971	79,919	81,916	83,965	86,065	88,216	90,421	92,683	94,999	97,373
M-5		71,532	73,321	75,155	77,033	78,959	80,933	82,956	85,028	87,155	89,335
M-4	Library Director; Personnel Director	65,627	67,267	68,947	70,673	72,439	74,249	76,106	78,010	79,959	81,959
M-3		60,208	61,712	63,255	64,836	66,459	68,119	69,822	71,568	73,357	75,190
M-2	Animal Control Officer	55,236 26.45*	56,616 27.11*	58,034 27.79*	59,483 28.49*	60,971 29.20*	62,494 29.93*	64,056 30.68*	65,657 31.44*	67,300 32.23*	68,982 33.04*
M-1		44,188	45,294	46,425	47,586	48,776	49,995	51,246	52,527	53,841	55,186

\*Salary/52.2 weeks/40 hours

## Part 4

### CLASSIFICATION AND COMPENSATION PLANS

**The Classification Plan** is a plan classifying positions covered under this By-law into groups and classes of positions, in which incumbents perform substantially similar work or have substantially equal responsibility.

**The Compensation Plan** is a listing of salaries and wages allocated to pay grades by classes or positions. The Personnel Administrator, with the approval of the Board of Selectmen, may from time to time amend the Classification Plan. The Board of Selectmen with a recommendation from the Personnel Administrator may annually amend the Compensation Plan, subject to sufficient appropriation by the Town Meeting.

NUMBER  
16-11

FEE  
\$50.00

THE COMMONWEALTH OF MASSACHUSETTS  
**TOWN OF HARWICH**

This is to Certify that Dent Donuts LLC d/b/a Dunkin Donuts  
481 Route 28, Harwich Port

**IS HEREBY GRANTED A  
COMMON VICTUALLER'S LICENSE**

in said **Harwich Port** and at that place only and **expires December 31, 2016** unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

LICENSING AUTHORITIES:

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

DATE: \_\_\_\_\_

**EXTRACTS FROM GENERAL LAWS, CHAPTER 140**

*Section 8.* A common victualler who, upon request, on any day but Sunday, refuses to supply food to a stranger or traveler shall be punished by a fine of not more than fifty dollars.

*Section 9.* If, in the opinion of the licensing authorities, a licensee as an innholder or a common victualler ceases to be engaged in the business he is licensed to pursue, or fails to maintain upon his premises the implements or facilities required by this chapter, they shall immediately revoke his license. If a licensee at any time conducts his licensed business in an improper manner, the licensing authorities, after notice to the licensee and reasonable opportunity for a hearing, may upon satisfactory proof thereof suspend or revoke his license. A common victualler who violates section eight shall forfeit his license. \* \* \* A licensee who is convicted a second time of the violation of any of the provisions of sections six to eighteen, inclusive, shall forfeit his license.

*Section 18.* Every innholder and common victualler shall at all times have a board or sign affixed to his house, shop, cellar or store, or in a conspicuous place near the same, with his name legibly inscribed thereon, in large letters and the business for which he is licensed inscribed thereon, and upon neglect thereof shall forfeit twenty dollars.

*Section 20.* Whoever assumes to be an innholder or common victualler without being licensed as such under this chapter shall forfeit one hundred dollars.

*Section 21.* Whoever is convicted a third time of a violation of any provision of the preceding sections, except those contained in sections seven and eight, shall, in addition to the penalties before provided, be punished by imprisonment for not more than three months.

NUMBER  
16-31

FEE  
\$50.00

THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF HARWICH

This is to Certify that Dent Donuts LLC d/b/a Dunkin Donuts  
175 Route 137, East Harwich

**IS HEREBY GRANTED A  
COMMON VICTUALLER'S LICENSE**

in said **East Harwich** and at that place only and expires **December 31, 2016** unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

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

DATE: \_\_\_\_\_

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OFFICE OF THE SELECTMEN  
 732 MAIN ST., HARWICH, MA 02645  
 www.harwich-ma.gov  
 (508) 430-7513



LICENSE FOR: \_\_\_\_\_ CLASS I - AGENTS OR SELLERS  
 \_\_\_\_\_ CLASS II - USED CAR DEALERS  
 \_\_\_\_\_ CLASS III - JUNK CAR DEALERS  
 X  CLASS IV - AUTO REPAIRMAN

\_\_\_\_\_ NEW APPLICATION       X  RENEWAL      FEE: \$100 each

BUSINESS NAME Reflections Auto Restoration

D/B/A \_\_\_\_\_ PHONE 508-432-8300

BUSINESS ADDRESS 4 Evergreen Way, Unit 1, Harwich, MA 02645

MAILING ADDRESS 4 Evergreen Way, Unit 1, Harwich, MA 02645

NAME OF OWNER Clarence Eckerson - Howard Kelley

EMAIL ADDRESS reflectionsautore restoration.com

IF CORPORATION OR PARTNERSHIP, LIST OFFICER INFORMATION BELOW.

Name	Title	Address
<u>Clarence R. Eckerson</u>	<u>President</u>	<u>23 Nottingham Dr., Yarmouthport</u>
<u>Howard Kelley</u>	<u>Treasurer - Sec.</u>	<u>392 N. Main St., S. Yarmouth</u>

[Signature] President-owner  
 Signature of applicant & title      Social Security # or Federal I.D. #

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

Reflections Auto Restoration + Pollution By [Signature] President-owner  
 Signature of individual or corporate name      Corporate officer (if applicable)

**REGULATORY COMPLIANCE FORM**

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

all OK  
 \_\_\_\_\_  
 Building Commissioner      Board of Health      Fire Department

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

**OFFICE OF THE TOWN ADMINISTRATOR**

Phone (508) 430-7513

Fax (508) 432-5039



Christopher Clark, *Town Administrator*

Charleen Greenhalgh, *Assistant Town Administrator*

732 MAIN STREET, HARWICH, MA

To: Board of Selectmen

From: Christopher Clark, Town Administrator

Cc: Donna Molino  
Board of Assessors

RE: Selection of Donna Molino as Assessing Director

Date: January 7, 2016

Pursuant to our collective bargaining agreement with the managers in the community, the Town Administration has the requirement that we post any vacant positions internally first, not just Management Union although they are given preference but any active town employee. This was completed. Administration received one applicant Donna Molino for the position of Assessing Director. My process on recruitment includes the formation of an interview team which was the case in this circumstance that included Richard Waystack, Chair of the Board of Assessors, Andrew Gould, Finance Director, Amy Bullock, Town Treasurer, Charleen Greenhalgh, Assistant Town Administrator and myself. We carefully went over the job description and conducted an interview with numerous questions related to the operational needs of the Department and future leadership of the Department. The team unanimously agreed that Donna Molino was the best candidate to assume the responsibilities of the Assessing Director.

The team in its deliberations looked at the recommended minimum qualifications which called for the Massachusetts Accredited Assessor as well as under education and experience a Bachelor's Degree with three years of experience in real estate appraisal and valuation of property for tax purposes with municipal experience preferred or an equivalent combination of education and experience. The team learned during the interview process that Donna Molino has over 9 years of experience as the primary assistant to the previous Assessing Director. It was clearly obvious during the Interview that Donna was actively mentored by David Scannell, the previous Assessing Director to one day assume his responsibilities. He worked with her over the last several years to assume the responsibilities of the higher position. Donna, to her credit, not only encouraged this but actively worked with David to put herself in the strongest position to be able to step up into his position anticipating his potential retirement. This several years of mentoring in developing is the best on-the-job training one can expect to receive. The job description allows for a determination to be made that an equivalent combination of experience and training can be used in lieu of the Bachelor's Degree in three years of experience in real estate and valuation of property tax purposes with municipal experience preferred. Donna has indicated that she attended college for approximately year and a half several years earlier but did not obtain her Associates.

However, she has more than made up for this lack of formal education with the ability to be mentored by someone who was considered an exceptional talent in this unique field. In total, Donna has worked for the Town for over 15 years having joined the organization in December 2002. With the nine years as the primary assistant, the team felt it is more than compliant with the equivalent combination.

Donna will be working closely with the Board of Assessors who have given her a tremendous vote of confidence with a unanimous vote recommending her selection to myself as the appointing authority.

Donna had started the process of obtaining the accredited assessor certifications and as a condition of her employment will be required to complete the remaining classes and tests within 18 months.

Donna's experience working specifically with residents of Harwich, her direct knowledge of the housing market of Harwich, being a long-term resident of Harwich and her participation in the Cape Cod Assessing communities regional group make her an outstanding applicant for this position. It is therefore based on the above that I without reservation make the appointment of Donna Molino as Assessing Director and ask for the Board of Selectmen's affirmative confirmation vote.



**OFFICE OF THE TOWN ADMINISTRATOR**

**Christopher Clark, Town Administrator**

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



January 5, 2016

Ms. Donna Molino  
Assessor's Office  
Town Hall  
732 Main St.  
Harwich, MA 02645

Dear Donna:

We are pleased to offer you the position as Assessing Director for the Town of Harwich. I look forward to your continued positive contributions to the office of the Assessing Director.

This conditional offer letter confirms our understanding of your 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.
- Your continued employment is subject to your obtaining Massachusetts Accredited Assessor (M.A.A) certificate within eighteen months of date of employment.

Your position title will be Assessing Director and your starting date is January 12, 2016. This position is included in the SEIU Local 888 Union and your employment is subject to the rights and obligations included in the contract which is attached. Your starting salary will be \$73,681 annually (Grade M-5, Step 3). You will be eligible for a step increase one year from your appointment date, after a positive evaluation.

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

Please feel free to contact me if you have any questions.

Sincerely,

Christopher Clark  
Town Administrator

Attachment

\_\_\_\_\_  
Donna Molino

\_\_\_\_\_  
Date

cc: Board of Selectmen  
Assistant Town Administrator  
Finance Director/Town Accountant

## **ASSESSING DIRECTOR**

### **DEFINITION**

The Assessing Director assists the Board of Assessors in preparing the annual real estate, personal property and excise tax rolls; responsible for record keeping and reporting and coordination with the revaluation contractor; other related work, as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Coordinates the daily operation of the assessing office; provides training and assistance to department staff and the Board of Assessors.

Responds to inquiries from staff, the Board and the public; provides town financial information to the Board of Assessors and the Town Administrator; provides information to the Board of Selectmen and the public, through notices, the media and public speaking engagements.

Appraises commercial and residential property to determine market value.

Coordinates activities with the Tax Collector, Town Accountant, Building Inspector, Open Space Committee and the Finance Committee.

Testifies before the Appellate Tax Board to defend the town's assessments.

Coordinates activities with the revaluation firm and the Department of Revenue to certify assessments; reviews deeds, surveys and new construction for quality control and final evaluation decisions.

Performs other similar or related duties, as required or as situation dictates.

### **SUPERVISION**

Works under the policy direction of the Board of Assessors and the administrative direction of the Town Administrator, in accordance with state statutes and the directives of the Department of Revenue; performs complex and technical duties requiring considerable judgment and initiative in overseeing valuations on real and personal property; work is reviewed by the Town Administrator and the Board.

### **SUPERVISORY RESPONSIBILITIES**

Supervises four full-time employees.

### **WORK ENVIRONMENT**

Most work is performed in office conditions; some field work is performed with some exposure to weather and the hazards associated with construction sites.

The employee operates standard office equipment and an automobile.

The employee has regular contact with other town departments, vendors and taxpayers.

*Harwich, Massachusetts  
Assessing Director  
12/15clg*

The employee has access to department-related confidential information, including applications for abatements and exemptions and income and expense information.

Errors could result in loss of revenue to the town, monetary loss to taxpayers, or legal repercussions.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

Bachelor's Degree; three years of experience in real estate appraisal and valuation of property for tax purposes; municipal experience preferred; or an equivalent combination of education and experience.

### **ADDITIONAL REQUIREMENTS**

Massachusetts Accredited Assessor (M.A.A.)

### **KNOWLEDGE, ABILITY AND SKILL**

Knowledge of modern assessment practices and procedures and Massachusetts General Laws, policies and regulations relating to the assessment of property and the levying of taxes; working knowledge of computer applications for assessing functions.

Ability to establish and maintain cooperative working relationships with taxpayers; ability to work in stressful situations; ability to interpret laws and regulations and apply them to individual situations; ability to communicate effectively, both orally and in writing.

Communication, negotiation, and organizational skills; aptitude for working with laws, regulations and numbers and details.

### **PHYSICAL REQUIREMENTS**

Minimal physical effort is required to perform most duties; the employee is frequently required to stand, walk, sit, speak and hear, use hands to operate equipment, and use hands to operate equipment. Vision requirements include the ability to read and analyze documents, use a computer and operate an automobile.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

*Report of the*  
**Town Administrator**

I wish first and foremost to thank the Board of Selectmen and the residents of Harwich for gracing me with the opportunity to serve as your Town administrator. I started my term in the last days of December 2013 and have just completed my second year anniversary with the town. It has been a very busy, unsettled but productive 2015. The calendar year started with an exceptionally snowy January and February that did see one large name storm town that caused the Town to apply for FEMA reimbursement and several days of closure for Town Hall. The year included extensive changes to the management personnel in the town, significant progress on important projects such as Muddy Creek, interesting projects such as creation of an artificial reef off of our coastline, a successfully concluded 2015 annual town meeting, a long-running dispute with a local religious institution over Cemetery operations in Harwich Center, acquisition and improvements to the formerly known Downey property and Wychmere Harbor Pier work. Administration has worked collaboratively with residents on the West Harwich school renovation plans and consideration of improvements coordinated with the state on Route 28 in West Harwich. Improvements in the operations of the transfer station facility. Through this very challenging calendar year I appreciate tremendously the efforts of Ann Steidel and Sandy Robinson.

Calendar 2015 has had its share of personnel administration issues with 12 leadership positions changing during the year. Early in the year a change in Town Treasurer with the departure of Mary McIsaac and the promotion of the assistant Amy Bulloch to Treasurer position. The assistant position is filled from within by Nancy Knepper with the recruitment of that vacancy also occurring (Susan Kerr). In February, we saw the departure of David Ryan, long time Finance Director being replaced from the outside with Andrew Gould. Diane Shaughnessy who had provided continuity also departed to take a position in Eastham. Diane's position needed to be filled and was internally by Wendy Tulloch. Wendy's position was filled by Patricia Sampson who transferred from Community Development – Health. The Golf Department had seen the departure of the director and the assistant director at the end of 2014 now saw the new golf director Roman Greer who started in March 2015. The Pro shop and management structure were adjusted to better meet the needs of the operation. The assistant town administrator Julie Quintero Schulz was placed on administrative leave in February 2015 and departed the organization at the end of July. She was replaced by a former town employee Charleen Greenhalgh who started in October 2015. This did place significant pressure on administration throughout this period of time. The interim duties of myself as acting water superintendent are finally brought to conclusion in June 2015 with the hiring of Dan Pelletier as the new water/wastewater superintendent. The Police Department at the end of June saw the retirement of Bill Mason after several years of dedicated service. The Police Department was restructured the introduction of the Deputy Police Chief position being created in filled by Tom Gagnon a longtime lieutenant. Two Lieut. Positions were filled with Kevin Constantine and John Sullivan taking on those roles. Finally, administration led the recruitment effort with new chief who comes to us after long term service with the town of Sandwich- Chief David Guillemette. The end of the year was still unsettled with the departure to Eastham of Kent Fahrenkopf who Chief Norman Clarke replaced with David LeBlanc. The year did end on a very sad note with the sudden passing of our chief of assessing David Scannell. Who will be fondly remembered! The

recruitment process for his replacement is currently underway. Due to the numerous staff changes throughout the organization in 2015 the larger scale reorganization of assigning the Assistant Town Administrator has been held in abeyance until such time as the implementation of the plan can be considered again.

Also on the personnel area the town has eight collective bargaining units that administration brought up to date in 2015 and has also as of December 2015 has five of the eight collective bargaining agreements settled for the outgoing fiscal years with three others in active negotiations for extensions beyond FY 16 .

The beginning of 2015 put me into the process of working with a scaled back finance team to put together the FY 16 municipal budget. At one point, just prior to town meeting the budgeting finance team consisted of myself and Diane Shaughnessy as we prepped for the 2015 annual town meeting. As has been my practice, I have developed a budgeting process that is based upon several years of municipal experience and one that focuses on quality government as determined by outside professional agencies such as Standard & Poor's, one of the country's leading rating services who has provided information on quality government's throughout the United States. The FY 16 budget was challenging as the revenues increased only modestly and we had a significant challenge of having a difficult winter that resulted in the portion of our free cash being used for snow removal efforts. Despite these challenges, the FY 16 budget was within Proposition 2 1/2 limits for core budget items. A balanced budget was presented to the Board but was not voted and a request was made to reduce the Monomoy Budget by just under \$200,000. This led to controversy as the Monomoy budget slightly reduced staff by changing to a 7 block system instead of the 8 block system. This period of controversy created an atmosphere where some families choose other school options thus impacting School Choice funds negatively. A resolution concept came out to fund a portion of the Monomoy Assessment (Capital Allocation) from a Capital Exclusion. This was subsequently voted. The Town budget used the funds to slightly expand services by having the Library open on Mondays, a new paramedic for increased ambulance calls in East Harwich, increased Nursing Services out of Council on Aging and increased hours for Assistant Harbormaster. This budget was voted by Town Meeting. The budget did include capital items that were beyond our ability to meet the needs within Proposition 2 1/2 and the Board approved placing several of those items, either capital exemption or debt exclusions, onto the ballot. Seven of the nine items passed with the two exceptions being a Fire Chief's response vehicle (which is included in Fy 17 budget under free cash and a controversial article on a recharge site in East Harwich.).

I do wish to acknowledge that administration has worked very closely with the Monomoy Regional School District and Town of Chatham administration and Finance Team to be able to work through regional issues effectively. We do meet on a regular basis throughout the year to enhance the communication loop.

I do also believe that the 2015 Annual Town Meeting ran smoothly from an operation standpoint. After the 2014 Annual Town Meeting, there was an after action session to discuss possible enhancements strictly to the operation of Town Meeting such as a consolidation of warrant items, grouping of like articles and enhanced projection of the motions to be presented before the meeting so that voters will not only hear the motion but will have an opportunity to see it on a

projection screen simultaneously. These are modest modifications were incorporated into the 2015 ATM and I believed were well received.

This year has also been filled with a wide variety of projects in which Town Administration has played a role. Administration by working to assist in the management of the Water Department participated extensively in the well 10 treatment plant construction project on behalf of the Water Commission. That project went very well being completed on time and on budget during 2015. An extensive amount of work has been done being an active participant in the management of the Muddy Creek project which has progressed extensively in the design phases despite numerous challenges due to regulatory changes and FEMA map change. This project has given a great opportunity for administration officials from Harwich to work closely with Chatham on this important project that is primarily funded through now through 3 federal grants. This project during 2015 moved from design phases to preliminary construction phases with utility relocation and a contractor being selected to complete the construction that will commence in January of 2016 with an estimated completion by May 2016. The harbors have seen and will continue to need to see continued improvement; however, during this year through the efforts of Harbormaster, the Wychmere Harbor pier construction completed slightly after the scheduled completion date but under budget that should allow for some extra improvements to be completed. 2015 also saw the purchase of the so-called "Downey" property adjacent to Saquatucket Harbor and the dilapidated buildings removed and a parking area created. Plans are underway for more extensive land side improvements to be made at the overall area. The Town through our Conservation Director has obtained a grant for the construction of an artificial reef off of our coastline to promote fish stocks. It is planned to have this grant and work administered early in 2015. Other projects of mention is building relationships with civic groups for improvements in West Harwich that include Route 28 improvements to sidewalks and renovations to the West Harwich School House. These efforts are still in the early stages.

During this year, I decided to volunteer to participate in the leadership of Cape Cod Municipal Health Group as well as joining the Cape Cod Technical High School building committee.

The Department of Public Works has also seen extensive renovations done to the transfer station in 2015 (piston for compacting trash and the scale component replacements) with more planned in 2016. I do wish to acknowledge the hard work and significant effort of all personnel who have brought this part of the project to successful conclusion at considerable cost savings.

This year has seen an extensive amount of effort put into trying to resolve litigation such as the issue with the First Congregational Church over the issue of the cemetery use.

The wastewater issue on Cape Cod has taken a primary place in administration's effort to be able to deal with cleaning the wastewater of exceptionally high levels of nitrogen and phosphorus. The town continues to progress in the development of the Comprehensive Wastewater Management Plan (CWMP) through the Muddy Creek project mentioned above calls for the widening of an opening from a culvert to a bridge to allow seawater to flush out the Creek on a tidal basis and diminish high levels of nitrogen and phosphorus. The Cold Brook Attenuation Study seeks to identify the positive potential of altering water flows in the environment to allow for the delayed retention of water which should promote plant life removal of nitrogen and

phosphorus. Administration has been working with Chatham on the Intermunicipal Agreement for use of capacity at the Chatham plant which is a key component of the CWMP.

Personally this year has been a challenging year with the extensive personnel changes and negotiating my way thorough. I have completed along with my family the transition to being permanent Cape residents. My year has been challenging as my wife went through a closure of her branch office and need to find another job, which she has done! We now have two children off to college and it is just my youngest, my wife and I at home.

Christopher Clark  
Town Administrator

Monday, January 4, 2016	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 29, 2016	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, February 8, 2015	Meeting with B O S and fincom to discuss first draft budget and five year plan with MRSD	
Monday, February 8, 2016	TA presents budget and budget message to B O S and Fincom	<b>Charter 9-2-4/on or before the 2<sup>nd</sup> Tuesday of February</b>
February – March	Fincom review of budgets and articles	
Monday, February 8, 2016	Last BOS meeting before Annual Warrant closes	
Friday, February 12, 2016	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>
Tuesday, February 16, 2016	1 <sup>st</sup> draft Warrant to BOS (presented at meeting)	
Monday, February 22, 2016	Articles submitted to Finance Committee by B O S	<b>General By-Laws I, § 271-1.B. Not later than 14 days after article deadline</b>
Monday, February 22, 2016	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>
Monday, February 22, 2016	MRSD to submit final line item budget to B O S and Fincom for inclusion in the ATM Warrant	
Tuesday, February 23, 2016	Joint budget/article hearing BOS/Finance Committee (if needed)	
February 16 – February 29, 2016	BOS reviews Warrant articles	
Monday, March 7, 2016	VOTE to sign final Annual Town Meeting Warrant	
Monday, March 14, 2016	Vote to open Special Town Meeting Warrant	<b>All Special Town Meeting Articles must be received 40 days prior to STM</b>



## Sandy Robinson

---

**From:** Carole Ridley <cr@ridleyandassociates.com>  
**Sent:** Wednesday, January 06, 2016 2:06 PM  
**To:** Sandy Robinson  
**Cc:** Christopher Clark; Peter S. Hughes  
**Subject:** Re: Muddy Creek  
**Attachments:** Sources and Uses\_120815.pdf; ATT00001.htm

Hi Sandy-

The most recent budget is attached. This includes the \$300,000 NOAA grant. I have a call in to our point of contact to clarify whether the grant award has been announced by the federal NOAA office.

The project has been recommended to the federal NOAA office for funding, and our contact at NOAA is seeking to set up a phone call to go over grant agreement conditions and reporting requirements, so I think the final award is a bit of a formality, but will let you know as soon as I hear more.

Thanks  
Carole

**Ridley & Associates, Inc.**

115 Kendrick Road  
Harwich, MA 02645  
(508) 430 2563 (office)  
(508) 221 8941 (cell)  
(508) 432 3788 (fax)  
[www.ridleyandassociates.com](http://www.ridleyandassociates.com)

## Muddy Creek Restoration Bridge Project Sources and Uses of Funds - Updated 12/08/15

### Sources of Funds:

Harwich 2012 Town Mtg - Design/Permitting	225,000
Chatham 2012 Approp. - Design/Permitting	225,000
Harwich 2013 Town Mtg - Grant Match	187,500
Chatham 2013 Approp - Grant Match	187,500
Harwich 2015 Town Meeting - Construction (includes \$75,000 NOAA match)	500,000
Chatham 2015 Appropriation - Construction (includes \$75,000 NOAA match)	500,000
<b>Total Town Contributions Committed</b>	<b>1,825,000</b>
<b>Grants Awarded</b>	
USDOJ/FWS Hurricane Sandy 2013	3,300,000
FWS National Coastal Wetlands Conservation	1,000,000
NOAA Coastal Ecosystem Resiliency Grant	300,000
<b>Total Grants</b>	<b>4,600,000</b>
<b>Total Sources</b>	<b>6,425,000</b>

### Uses of Funds

<b>Construction (Bid amount plus 6% contingency)</b>	<b>5,078,791</b>
<b>Design &amp; Permitting</b>	<b>678,104</b>
<b>Oversight/QA/QC</b>	<b>65,000</b>
<b>Temp &amp; Permanent Utility Relocation</b>	<b>248,332</b>
<b>Police Details</b>	<b>25,000</b>
<b>Highway Layout/Conveyance</b>	<b>13,720</b>
<b>Total Design, Permitting &amp; Construction</b>	<b>6,108,947</b>
<b>Additional Project Costs</b>	<b>302,406</b>
<b>Total Project Costs (Uses)</b>	<b>6,411,353</b>

## Sandy Robinson

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**From:** Eric Beebe  
**Sent:** Monday, January 04, 2016 11:18 AM  
**To:** Link Hooper  
**Cc:** Sandy Robinson; Christopher Clark  
**Subject:** Re: For your review

To my best knowledge it's not rec property but I also don't see a problem with taking them out

Sent from my iPhone

On Jan 4, 2016, at 10:59 AM, Lincoln Hooper <[highway@cape.com](mailto:highway@cape.com)> wrote:

Sandy,

The 6 Pitch Pines in question appear to be either on school or recreation property and are not in the Town's ROW. That said, we have no objections to their removal. Please contact me with any questions you may have. Thanks,

Link

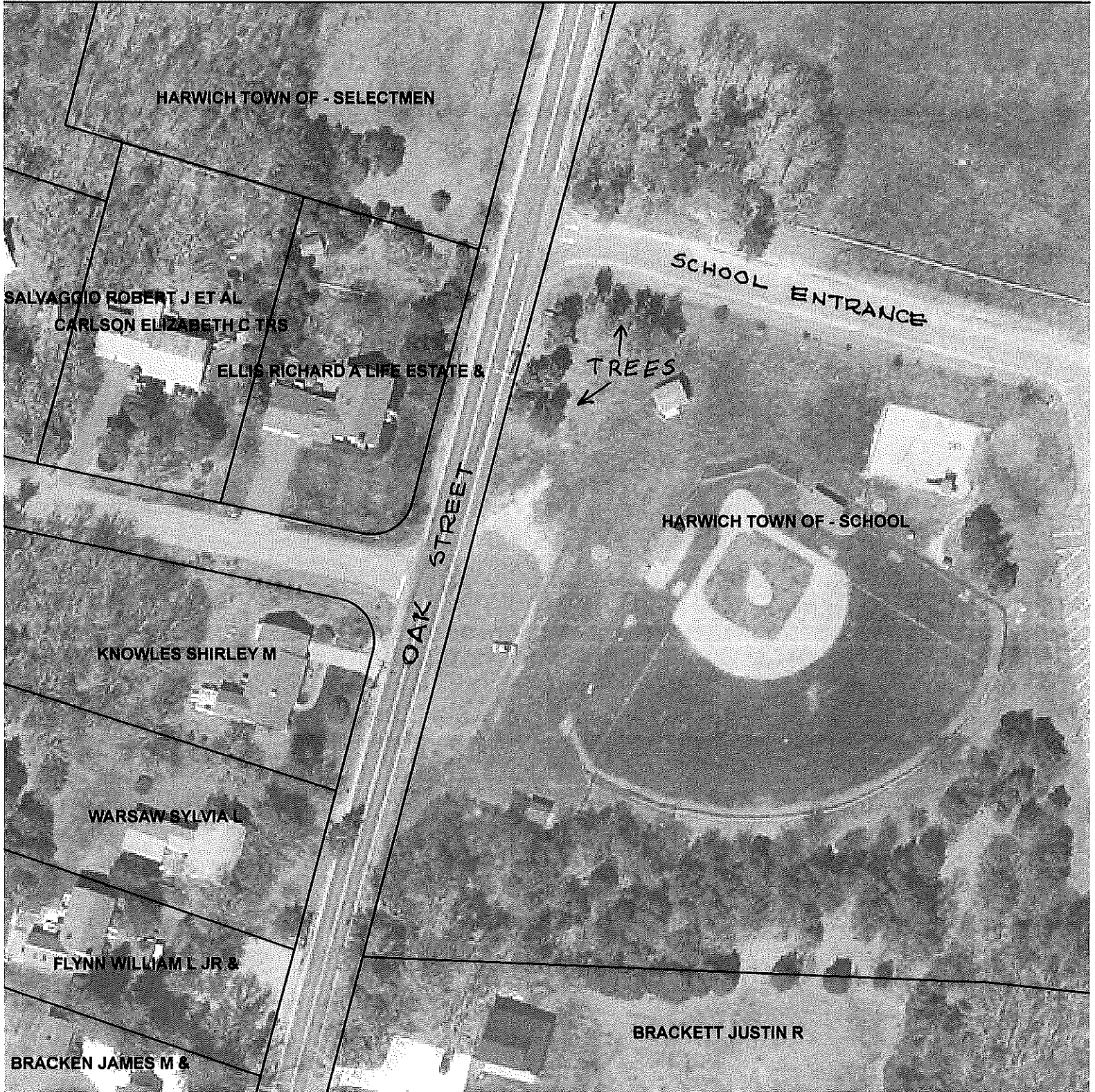
**From:** [Sandy Robinson](#)  
**Sent:** Tuesday, December 29, 2015 10:54 AM  
**To:** [Link Hooper](#)  
**Cc:** [Charleen Greenhalgh](#)  
**Subject:** For your review

Hi Lincoln: Please review the attached. Thank you.  
Sandy

*Sandra Robinson*  
*Administrative Secretary*  
*Selectmen/Administrator's Office*  
*(508) 430-7513 ext. 2*  
*[srobinson@town.harwich.ma.us](mailto:srobinson@town.harwich.ma.us)*

<20151229105403534.pdf>

# Little League Ballfield



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**Dawn Lombard-Routhier**

Harwich Chatham Little League  
PO Box 19  
Harwich, Ma 0645  
508.432.1765

11th December 2016

**Peter S. Hughes, Linda A. Cebula, Jannell M. Brown,  
Michael D. MacAskill, Angelo S. LaMantia**  
Harwich Selectman Board  
732 Main Street  
Harwich, Ma 02645

Dear Board Members,

I am writing this letter on the behalf of the Harwich Chatham Little League requesting permission to remove six pitch pine trees at the Centeio Baldwin Field. The trees are located along Oak Street and the corner of the entrance of the Monomoy Regional High School. I have enclosed a picture of the marked trees. The league has reached out to a local insured and certified arborist to complete the job if it is approved. The esthetics of the field have always been important to our league, even more so with the construction of the new regional high school. Please notify me with your decision at your earliest convenience.

Sincerely,



**Dawn Lombard-Routhier**



