

**SELECTMEN'S MEETING AGENDA**

*Griffin Room, Town Hall*

*Regular Meeting 6:30 P.M.*

*Tuesday, October 13, 2015*

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **WEEKLY BRIEFING**

IV. **PUBLIC COMMENT/ANNOUNCEMENTS**

V. **CONSENT AGENDA**

- A. Approve Minutes – September 28, 2015 Regular Session
- B. Approve and sign Covenant with Phyllis A. DiCapua regarding Muddy Creek Bridge Project
- C. Accept resignations of Joan Jones, Robert Jones, Nancy DeDominici, Deborah Delaney and Frank Salewski from the Treasure Chest Committee effectively immediately
- D. Approve recommendation of the Interview & Nominations Subcommittee to appoint Treasure Chest Committee members
- E. Approve HEA Job Description for Office Assistant – Golf
- F. Approve request for assistance from the Caleb Chase Fund
- G. Accept gifts to Harbor Demolition/Beautification Fund

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

- A. Annual Meetings:
  - 1. Voter Information Committee – Christina Joyce, Chair
  - 2. Youth Services Committee – Melissa Clayton, Chair
  - 3. Cemetery Commission – Cynthia Eldredge, Chair
- B. Artificial Reef Project between Saquatucket Harbor and Red River Beach:
  - 1. Status of project plan – *discussion*
  - 2. Establish gift account – *discussion & possible vote*

VII. **OLD BUSINESS**

VIII. **NEW BUSINESS**

- A. Work plan for the relocation of the Bay View Road public access path – *discussion and possible vote*
- B. West Harwich School RFI – *discussion and possible vote*
- C. Wastewater Educational Moment – Wastewater Subcommittee Agenda / Draft Inter-Municipal Agreement for Wastewater Treatment and Disposal with Town of Chatham – *discussion and possible vote*

IX. **TOWN ADMINISTRATOR'S REPORT**

- A. Town Administrator Goals & Objectives quarterly report
- B. Summary of Capital Outlay budget requests
- C. Brooks Library columns – update
- D. Legal costs summary – Collins, Loughran & Peloquin FY 14, 15 & 16

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

**Date:** October 8, 2015

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

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, SEPTEMBER 28, 2015  
6:30 P.M.**

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

**OTHERS PRESENT:** Town Administrator Christopher Clark, Chief Clarke, Amy Usowski, Andrew Gould, Anita Doucette, Supt. Carpenter, Katie Isernio, Bob Thomas, Walter Diggs, Matt Hart, Sally Urbano, Sandy Hall, Larry Ballantine, Sharon Stout, Don Howell, Bob Hartwell, Katie O'Sullivan, Judy Ford, and others.

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

Chairman Hughes reported that the Board had just come out of Executive Session where they discussed some land acquisition, beach and zoning issues.

**WEEKLY BRIEFING**

Chairman Hughes thanked the Fire Department and all others involved in dealing with the two recent significant structure fires in Town. Chief Clarke thanked his Department as well and for the support from the Water Superintendent and Town Administrator. He further noted that Station 2 employees recently dealt with a young man in cardiac arrest from opiate use and this is a serious and growing problem on the Cape. Mr. Clark stated that they will seek a Reserve Fund Transfer from the Finance Committee for demolition and removal at the site of Friday's fire on Route 124.

**CONSENT AGENDA**

- A. Approve Minutes – September 14, 2015 Regular Meeting
- B. Appoint Dan Hall as full member of Waterways Committee from alternate member
- C. Appoint Cam Smith as alternate member of Waterways Committee from full member
- D. Approve application for Weekday Entertainment license by Red's Pizza
- E. Skinequit Road Betterment:
  - 1. Vote an Administrative Fee of \$2,852.50 and a 5% interest rate
  - 2. Vote a total Road Betterment of \$172,000 and a prorated share of \$17,200
  - 3. Vote to certify the list of Betterment Assessments to the Board of Assessors

Ms. Brown moved approval of Consent Agenda items B through E. She noted that Item A would be brought back next week. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

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

- A. Annual Meetings:
  - 1. Real Estate and Open Space Committee

Mr. Thomas delivered the annual report of the Real Estate and Open Space Committee to the Board.

## 2. Housing Committee

No one from the Housing Committee appeared before the Board.

## 3. Conservation Commission

Mr. Diggs delivered the annual report of the Conservation Commission to the Board. Mr. Chase of stated that they would like to seek funds for the artificial reef project through grants and would like the Board to help them establish a fund for donations as well. Mr. Hughes said they would agenda it next week and talk about the project as well.

### B. Presentation of 5-Year Financial Plan by Town Administrator – *discussion & possible vote*

Mr. Clark presented the 5-Year Financial Plan and took questions and comments from the Board. Ms. Cebula requested that the workbook section that develops all these numbers be emailed to the Board. Mr. Clark said he would provide the numbers once they start to make their assumptions off of them. He agreed that they should have them in a week or so.

### C. Joint Meeting with Monomoy Regional School District and Finance Committee regarding budget projections – *discussion & possible vote* (back-up requested, not provided at time of posting)

Superintendent Carpenter and Business Manager Katie Isernio outlined the attached presentation. Chairman Hughes asked Mr. Carpenter to come back to report on MCAS score data and Mr. Carpenter agreed to bring back as well as bring back data from all the other grades that took assessments.

### D. Joint Meeting/Workshop with By-Law Charter Review Committee regarding proposed Charter amendments – *discussion & possible vote*

Mr. Howell stated that he had met with Mr. Clark and Town Counsel John Giorgio regarding Charter changes and that the By-Law Charter Review Committee has already voted on some of the smaller housekeeping issues. He said that he had drafted language for the strong Fire Chief as well as for allowing the Town Clerk to appoint their own Assistant Town Clerk which he noted that Mr. Giorgio did not think was necessary but that Mr. Giorgio will provide a clarifying opinion on it. Mr. Howell noted that the Charter still has language in it referring to the School Committee although language referring to the School Department has been removed. Mr. Howell further noted that appointment terms are not always overlapping on a fair number of Boards. Mr. Clark stated that additional items discussed were including reference to the Harbormaster under appointment of the Board of Selectmen, changing Highways and Maintenance to Department of Public Works, as well as clarifying contract award ambiguity with language that the Town Administrator is authorized to execute contracts for goods and services subject to the approval of the Selectmen and the Selectmen would be able to delegate to the Town Administrator certain classes of contracts or certain amounts. Mr. Clark stated that the changes would go to the next Town Meeting and be voted at the ballot at the

Town election following Town Meeting. Chairman Hughes suggested that the Committee return in mid-November to discuss what they have accomplished and at that point the Board may have a decision on the water/wastewater organization.

## **OLD BUSINESS**

- A. South Harwich Meeting House update – *discussion & possible vote* (back-up requested, not provided at time of posting)

Ms. Ford distributed the attached list of contractor estimates for remaining work at the South Harwich Meeting House. She noted that they are totally funded and ready to go with the elevator, heating, air conditioning, plumbing, dehumidifier, and sprinkler system. She said that they have been told that the roof only has a year or two to go on it. She said their options are to do more fundraising or file for CPC funding. Chairman Hughes stressed that the number one priority is to make the building rain tight and the roof should be replaced before additional work such as installing new floors is done. He encouraged her to apply for CPC funds and this was the consensus of the Board.

## **NEW BUSINESS**

- A. License Agreement with Gosnold for use of room at Albro House – *discussion and possible vote*

Mr. Spitz noted that this is a very compatible tenant and all the phone and internet issues have been worked out. Mr. Spitz took questions from Ms. Brown regarding rent and insurance. Mr. MacAskill moved to approve the License Agreement with Gosnold for use of one room at the Albro House. Ms. Brown seconded the motion and the motion carried by a unanimous vote. Ms. Cebula pointed out that the fees are going to the maintenance and repair fund and not the general fund.

- B. Wastewater Educational Moment – *discussion*
  - 1. Recharge Candidate Sites - Potential

Mr. MacAskill reported that the Wastewater Implementation Committee put together a subgroup to reevaluate potential effluent recharge sites in the Pleasant Bay Watershed. He stated that they evaluated 28 Town-owned, Water Department and private sites and have come up with 2 that they are going to further explore and he provided slides showing maps of the areas. He noted that the first one is 2 parcels both under the control of the Board of Selectmen off of Depot Road in South Harwich and the closest road would be Hidden Pond Circle. He stated that this site is closest to the Chatham plant and access is along the rail trail. Mr. Thompson stated that according to CDM Smith, if we discharge there it would go into Nantucket Sound but he would like to verify that more as he wants to make sure it doesn't affect the well fields south of it. Mr. Clark noted that CDM Smith will evaluate to see if the sites are viable. Mr. MacAskill stated that Mr. Young from CDM Smith is working with the state to see if there are endangered species and will see if additional soil testing may be needed.

Mr. MacAskill stated that the second site is 38 acres owned by the Water Department off of Pleasant Bay Road and was acquired many years ago for a future well site. He reported that it has a vernal pool identified in the middle of it. He stated that the Water Commissioners have not voted yet whether or not they will let us use it and it is on their agenda to discuss on Thursday. Mr. Thompson



indicated that the Commissioners might be interested in a land swap with land under the purview of the Board of Selectmen located north of Route 6.

Mr. Robinson, who identified himself as the only homeowner on Hidden Pond Circle, noted that this site is quite away from the rail trail. He added that Lynn Lane does not exist except on the map and Mr. Clark responded that we would be going over Town property to access it.

2. Approval of Cape Cod Water Quality Management Plan and Acceptance of Waste Management Agencies

Mr. Clark outlined a letter from the U.S. Environmental Protection Agency dated September 15, 2105 regarding the approval of the Cape Cod Water Quality Management Plan update and acceptance of waste management agencies which is on file in the Selectmen's Office.

**TOWN ADMINISTRATOR'S REPORT**

A. West Harwich School RFI

Mr. Clark said he has spoken to Mr. Spitz who indicated that he is very comfortable that we should be able to do a Request for Information on the West Harwich School but he has asked for a little bit of time as he is working on the October 1 deadlines for submissions to CPC. He said he is targeting to bring this back on October 13 for the Board's consideration.

Mr. Clark reported that the contractor for the Muddy Creek project has asked for a construction trailer type location that they use as base of operations and suggested use of Town Hall. He noted that Mr. Cafarelli suggested perhaps they could go into the first floor of the Albro House. He stated that it would be short term use from October/November to June and we could use the revenue to continue to make improvements to the Albro House.

Mr. Clark stated that he will target October 13<sup>th</sup> for a quarterly report on his goals and objectives.

**ADJOURNMENT**

Chairman Hughes adjourned the meeting at 8:54 p.m.

Respectfully submitted,

Ann Steidel  
Recording Secretary

*Premises:*  
29 Sugar Hill Drive  
Harwich, MA 02645

## COVENANT

This Covenant is entered into on this 5<sup>th</sup> day of October, 2015, by and between the **Town of Harwich** (the "*Town*"), a Massachusetts municipal corporation, having an address of 732 Main Street, Harwich, MA 02645, and **Phyllis A. DiCapua** (the "*Owner*"), having an address of 29 Sugar Hill Drive, Harwich, MA 02645.

### Recitals

Whereas, the Towns of Harwich and Chatham are undertaking a flood mitigation project, known as the "Muddy Creek Restoration Bridge Project" (the "*Project*"), the goals of which are to reverse degradation of water quality, salt marsh, and habitat; return tidal exchange to the entire Muddy Creek system; restore the natural movement of sediment from Pleasant Bay to the marsh; and vastly improve the impaired habitat of the system;

Whereas, the Project involves replacing existing culverts located under Route 28 with a single span bridge and open channel, which channel will restore tidal flow to Muddy Creek and significantly improve water quality and wetlands health along the 1.5-mile river;

Whereas, as part of the Project, the Towns of Harwich and Chatham have assessed the extent to which changes in tidal flow could affect private properties along Muddy Creek, including modeling changes in tidal flow and storm-related flooding;

Whereas, the Owners are the owners of a parcel of land with a single-family residence and other improvements thereon located at 29 Sugar Hill Drive, Harwich, MA, which is described more particularly in a deed recorded with the Barnstable County Registry of Deeds in Book 2792, Page 336 (collectively, the "*Property*");

Whereas, a portion of the Muddy Creek system is located on the Property;

Whereas, the Town engaged the services of an engineering firm of Louis Berger (the "*Engineer*") to examine flood elevations on the Property under conditions existing as of the date of this Agreement (the "*Existing Condition Date*") and flood elevations on the Property as they would be upon the completion of the Project (the "*Restoration Date*"), based on the Federal Emergency Management Agency ("*FEMA*") Flood Insurance Rate Map, Barnstable County, Massachusetts, Map Number 25001C0609J, Effective Date, July 16, 2014) (the "*FEMA Flood Elevation Rate*");

Whereas, as of the Existing Condition Date and based on the FEMA Flood Elevation Rate, the Property is located within the FEMA AE Flood Zone with a 1 percent FEMA flood water elevation of 14 feet, and is susceptible to flooding;

Whereas, according to the Engineer, the Project will have no adverse impact on the Property in the event of an "Extreme Storm Event," which is defined herein as a storm event that, based on FEMA Flood Elevation Rate, would qualify as a 22-year to a 500-year storm, and may have some impact in the event of a storm event that would qualify as a 10-year to 21-year storm using the FEMA Flood Elevation Rate (referred to herein as the "*Relevant Storm Event*");

Whereas, the Engineer recommends that certain actions be taken that may alleviate the incremental adverse impact that the Project may have on the Property, if at all;

Whereas, the Town, as a matter of good will, wishes to take the undertake the measures recommended by the Engineer, and has requested the Owners to grant the Town entry onto the Property for the purpose of undertaking the Remedial Work (defined below);

Whereas, the Owners are amenable to the Town undertaking the Remedial Work, all at the Town's sole cost and expense;

Whereas, before the Town commences the Remedial Work, it seeks the assurance of the Owners that the Remedial Work shall not be construed against the Town and the Town will not be held liable for damage to the Property caused by or related to any weather or weather-related condition, storm and/or other acts of nature, including, but not related to, Relevant Storm Events or Extreme Storm Events (singly and collectively, a "*Storm Event*" or "*Storm Events*"); and

Whereas, the Owners acknowledge and agree that the Town is not responsible for such Storm Events, and are amenable to entering into this Covenant to memorialize this agreement.

Now, therefore, in consideration of the Remedial Work to be undertaken by the Town, and other good and valuation consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

#### Agreement

1. Recitals. The recitals to this Covenant are incorporated into and are part of this Agreement.

2. Right of Entry. The Town and its agents, employees, contractors, representatives, consultants and/or invitees shall have the right to enter the Property for the purpose of taking such measures as the Engineer and the Town determine are reasonable to alleviate the impact of the Project on the Property a (the "*Remedial Work*"). The Town and the Owners have entered / will enter into an agreement (a "*Right of Entry*") setting forth the scope of the Remedial Work and the conditions under which such Remedial Work will be done. The Town agrees to perform the Remedial Work at its own cost and expense, all as to be set forth in the Right of Entry.

3. Release. The Owners acknowledge and agree, for themselves and their executors, administrators, devisees, heirs, successors, assigns and any other party having any interest in the Property (with the Owners, the “*Releasing Parties*”) that:

- (a) The Town is not responsible to the Releasing Parties for Storm Events, which are acts of nature and beyond the control of the Town and others;
- (b) The Releasing Parties hereby waive, release, hold harmless and forever discharge the Town and its agents, employees, contractors, representatives, officials (appointed and elected), boards, committees, insurers, attorneys and consultants and invitees (collectively, with the Town, the “*Town Parties*”), from and against any and all claims, demands, complaints, liabilities, judgments, causes of action, obligations, promises, agreements, controversies, suits, expenses, damages, interest, costs and liabilities of every kind, name and nature ( including attorneys’ fees) (collectively, “*Claims*”), that the Owners now have or may have in the future, whether known or unknown, for any loss, cost, damage, or injury, including death, that may be sustained by any of the Releasing Parties in connection with or related directly or indirectly to the Project, the impact thereof on the Property, the Remedial Work and/or any Storm Event, regardless of whether such Claim or Claims arise in tort, contract, strict liability, or otherwise;
- (c) The Town, without having any obligation, has elected to perform the Remedial Work at its expense, and neither this Agreement nor the performance of Remedial Work shall be construed against the Town or be taken as an admission that the Project and/or the Remedial Work is or will be the cause of any Claims related in any way to a Storm Event or that the Town has any other liability, obligation, or responsibility therefor;
- (d) The Releasing Parties shall not, nor permit others to, sue the Town or any of the other Town Parties for any of the foregoing Claims, but this release and covenant not to sue provision shall have no application to any Claims that the Owners and their successors and assigns may now or hereafter have against the Town Parties that do not relate to a Storm Event, the Project, or the Remedial Work.

4. Binding. The provisions of this Covenant shall be binding upon the Owners and the other Releasing Parties and shall also constitute a covenant running with the Property in perpetuity, and any party acquiring any interest in or to the party shall be bound by the terms hereof.

5. Miscellaneous.

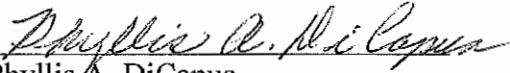
- (a) *Entire Agreement.* This Agreement contains the entire agreement between the Town and the Owners with regard to the matters set forth herein. The Agreement may not be amended except in a writing signed by the parties.

- (b) *Representations and/or Warranties.* Neither the Town nor any of the Town Parties make any representations or warranties in in connection with the subject matter hereof, including, without limitation, that the Remedial Work is designed to or will prevent or alleviate the impact of any Storm Event or Events.
- (c) *Voluntary Act.* The parties represent that they have carefully read this Agreement and know the contents thereof, that they have consulted with legal counsel of their choice, and they have reviewed the terms of this Agreement with such counsel, and that they fully understand each and every term of this Agreement and that they sign this Agreement as their own free act and deed.
- (d) *Rules of Construction.* The parties acknowledge that they have reviewed this Agreement, and that the language of all parts of this Agreement shall in all cases be construed as a whole according to its meaning and not strictly for or against any party.
- (e) *Severability.* If any provisions or portion of this Agreement shall be found to be invalid under any statute or rule of law, this Agreement shall be interpreted so as to make such provisions or portion ineffective only to the extent of such invalid provision without invalidating the entire Agreement.
- (f) *Governing Law.* This Agreement shall governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts, and any proceeding initiated hereunder shall be brought in the courts of the Commonwealth of Massachusetts.
- (g) *Captions.* The captions of this Agreement are for convenience and reference only and in no way define, limit or describe the scope or intent of this Agreement nor in any way affect this Agreement.

[signature page follows]

This Agreement is intended to take effect as a sealed instrument as of the date first written above.

OWNER

  
Phyllis/A. DiCapua

TOWN OF HARWICH,  
By its Board of Selectmen

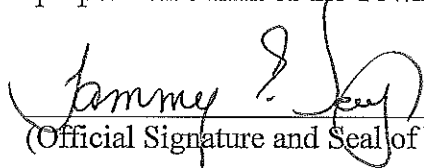
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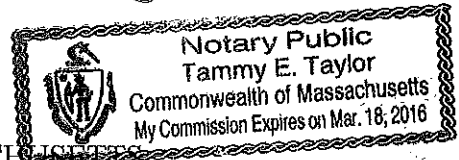
[acknowledgement page follows]

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this 5<sup>th</sup> day of October, 2015, before me, the undersigned Notary Public, personally appeared Phyllis A. DiCapua, member of the Harwich Board of Selectmen, as aforesaid, and proved to me through satisfactory evidence of identification, which was Drivers Lic, to be the person whose name is signed on the preceding document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose on behalf of the Town of Harwich.

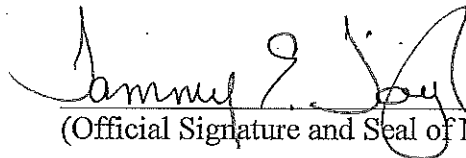
  
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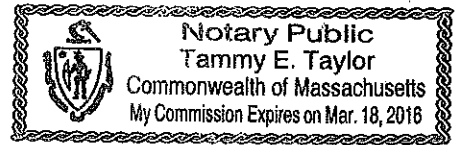


COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this 5<sup>th</sup> day of October, 2015, before me, the undersigned Notary Public, personally appeared Phyllis A. DiCapua and proved to me through satisfactory evidence of identification, which was Drivers Lic, to be the person whose name is signed on the preceding document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

  
(Official Signature and Seal of Notary)



528417/HARW/0001



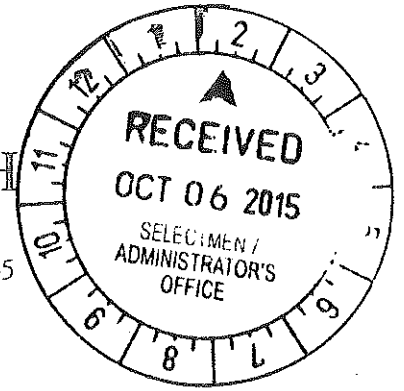
# TOWN OF HARWICH

## DEPARTMENT OF PUBLIC WORKS

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

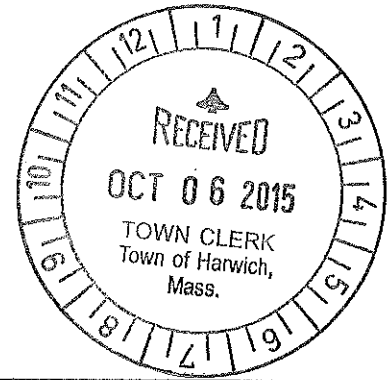
Telephone (508) 430-7555

Fax (508) 430-7598.



### MEMORANDUM

**TO:** Anita Doucette, Town Clerk  
**FROM:** Lincoln S. Hooper, Director *L.S.H.*  
**DATE:** September 9, 2015  
**RE:** Treasure Chest Committee Resignations



We the following members of the Treasure Chest Committee do hereby resign our position on the committee effective immediately.

Name	Address	Signature
Joan Jones		<i>Joan Jones</i>
Robert Jones		<i>Robert T. Jones</i>
Nancy DeDominici		<i>Nancy DeDominici</i>
Deborah Delaney		<i>Deborah Delaney</i>
Frank Salewski		<i>Frank Salewski</i>



**Selectmen's Office, Town Hall**

**732 Main Street, Harwich**

**Interview / Nominations Sub-committee**

**Friday, October 2, 2015**

**Recommendation:**

**It is the recommendation of the Interview/Nomination Subcommittee to appoint the following people to the Treasure Chest Committee:**

<b>Eric Fahle</b>	<b>2018</b>
<b>Mark Koopman</b>	<b>2018</b>
<b>Berry Jones</b>	<b>2018</b>
<b>Paul Thibeau</b>	<b>2017</b>
<b>Rosemary Thibeau</b>	<b>2017</b>
<b>Cynthia Nunes</b>	<b>2017</b>
<b>Liz Watkins</b>	<b>2016</b>
<b>Mella Navickas, Alternate</b>	<b>2016</b>

**Respectfully Submitted,**

**Michael MacAskill**

**Selectmen's Office, Town Hall**

**732 Main Street, Harwich**

**Interview / Nominations Sub-committee**

**Friday, October 2, 2015**

**MEETING MINUTES**

***In Attendance: Michael MacAskill and Linda Cebula***

***Open Meeting At 5:30 PM***

***Voted to Approve the Minutes of our Tuesday, September 1<sup>st</sup> 2015 Meeting. (1 yes and 1 abstained)***

***Conducted interviews for the Treasure Chest Committee. Reviewed citizens Activity record forms and interviewed 8 people. Discussed the Treasure Chest Committee charge and the process to follow if appointed. This included getting sworn in, the state ethics test, and code of conduct, along with pointing out whom to file conduct complaints with.***

***Interviewed Mark Koopman, Eric Fahle, Berry Jones, Cynthia Nunes, Paul Thibeau, Rosemary Thibeau, Liz Watkins, and Mella Navickas.***

***Meeting adjourned at 6:30 PM.***

***Respectfully Submitted,***

***Michael MacAskill***

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## Town of Harwich, Massachusetts

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**Position Title:** Office Assistant - Golf

**Department:** Various

### Statement of Duties

Position provides clerical and bookkeeping services to a town department, receives telephone calls and visitors, maintains filing systems, prepares reports, prepares a variety of correspondence, sets up meetings, schedules and coordinates appointments, and gathers, duplicates and distributes information as necessary.

### Essential Functions

1. Prepare and process records, letters, forms, memoranda, meeting minutes, mail and correspondence.
2. Process golf course memberships, book tee times and work with hotels to secure tee times and process payments.
3. Perform routine clerical work e.g. answer phone, correspondence, questions etc.
4. Receive and process inquiries and complaints received, resolving as necessary, or routing to appropriate personnel for resolution, and answer telephones and greet customers.
5. May serve as Board secretary to town board, commission, or committee; agenda, post meetings, attends board meetings, takes and transcribes minutes of meetings, records minutes.
6. Maintain paper and electronic filing systems.
7. Assist other department head and other departmental staff in the performance of their duties, as necessary.
8. Receive inventory for golf pro shop, process, price, display and sell inventory in a retail setting.

### Supervision

Employee works under the general supervision of the department head. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments, including suggested work methods and sets priorities. The employee refers unusual situations to the supervisor for advice and further instructions. The nature of some of the work is self-checking, for example, requiring accounts to balance before proceeding. It is common for some work to be performed during evening meetings.

The employee has no supervisory responsibilities.

### Job Environment

The work consists of a variety of duties that generally follow standardized practices, procedures, regulations, or guidelines. The employee uses judgment to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a

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## Town of Harwich, Massachusetts

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particular situation. The employees must be familiar with, and observe, applicable State and Federal Laws, Town By-laws, rules and regulations.

### Recommended Minimum Qualifications

#### Education and Experience

A candidate for this position should have a High School Diploma or equivalent and one (1) to three (3) years of experience in an office setting dealing with the public, or an equivalent and relevant combination of education and experience.

#### Knowledge Skills and Abilities

A candidate for this position should have:

- Knowledge of the operations of town government,
- Knowledge of the basic principles of office management,
- The ability and skill to deal with the public tactfully and effectively,
- Ability to be flexible and to work well under pressure,
- Skills in basic math, bookkeeping, and accounting skills, and
- Skill in the use of personal computers, computer equipment, and office software programs.

#### Tools and Equipment Used

Equipment operated Includes office machines and computers.

#### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a quiet to moderately noisy office setting. The employee is required to stand, walk, or reach with hands and arms up to 1/3rd of the time; and to sit, talk or listen/hear and use hand more than 2/3rd of the time. The employee may occasionally lift up to 30 lbs. The employee has normal vision requirements that would allow the employee to operate a personal computer.

#### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

The employee may have seldom to constant contact with the public in order to respond to resident inquiries or complaints or to schedule appointments. Other contacts Include other town departments,

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## Town of Harwich, Massachusetts

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and state or municipal agencies concerning complaints, scheduling meetings, or work responsibilities. Contacts are generally made in person, in writing, by radio, by facsimile, or by telephone.

Errors may result in delay or loss of service, monetary loss, or legal repercussions if errors are made or the incorrect information is distributed.

**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.**

Accept Donations to The Saquatucket Demolition/Beautification Account:

Richard Wickham	\$500
Linda Pettengill	\$500
James & Diane Knight	<u>\$500</u>
<b>Total</b>	<b>\$1,500</b>

October 6, 2015

To: Town of Harwich Board of Selectmen

From: Voter Information Committee

Christina Joyce, Chair

Tina Evans Games

Peg Rose, Clerk

Emily Milan

Joanne Rys

*RE: Harwich Home Rule Charter Chapter 7, Sections 2-3 to meet annually with the Board of Selectmen for the purpose of discussing accomplishments and future plans.*

**The Voter Information Committee's purpose** is to "inform and prepare Harwich voters on issues to be addressed at the Annual and Special Town Meetings and the local annual election and to encourage voter registration and participation."

**Participation:** The Committee's requests for participation in our televised programs has been excellent with the exception of the "Meet the Candidates" program where some candidates did not accept the invitation to participate. In addition to the foregoing program, VIC moderated the following:

- Financial State of Harwich,
- Pre-Town Meeting review with warrant article stakeholders

The public did not attend any of VIC's meetings.

**Agenda and Minutes:** All of the committee's agenda were posted in accordance with requirements and all approved 2015 minutes are posted on the town web and VIC's web page.

**Membership:** VIC was the beneficiary of two new members and one continuing member appointed by the Board of Selectmen: Tina Evans Games, Emily Milan and Margaret Rose, respectively.

**Conflict of Interest:** Each member has completed the required on-line training.

**Website Training:** The committee participated in training on the Town's new web site and subsequently updated its web page.

**Resident Participation in Town Government:** VIC continued to encourage publication of a revised **Committee Handbook** in an effort to better communicate each committee's purpose and to recruit increased participation in Harwich's government.

**Conclusion:** The committee is developing its programming plans for the remainder of 2015 and the first half of 2016. Additionally, VIC thanks the Board and the Town Administrator for the services received especially the services from Channel 18's staff.



## **Town of Harwich**

# **Harwich Youth Services Committee** *Annual Report to Board of Selectmen*

**Tuesday, October 13, 2015**

*Presented by Sharon Stover Gleason, Chair*



## **Harwich Youth Services Committee Charge**

The Harwich Youth Services Committee is a board comprised of individuals from the community. Some of the organizations and institutions that the committee represents are Harwich Public Schools, Harwich Churches and Parents of Harwich. For a complete listing of committee members, see the attached sheet.

The objective of the committee is to support the mission statement of the Harwich Youth Counselor, as well as assisting the Youth Counselor in the following program components:

- Develop programs and events that enrich the lives of youth. Such programs should promote prevention of dangerous or unhealthy behaviors or actions that interfere with one's quality of life
- Collaborate with area youth enrichment programs to promote the welfare of young people in Harwich
- Provide the public relations and information necessary to maintain the community's support of the Office of the Youth Counselor and activities for Harwich Youth

### **Mission Statement for the Harwich Youth Counselor**

*To support and maintain a Harwich Youth Counseling and Referral Service that is universally accessible, visible, confidential, and linked to other support networks.*

The Harwich Youth Services Committee met 5 times during the past 12 months. During that time, there were scheduling issues that resulted in the committee not being able to meet monthly. Currently, there are four members on the committee, with another member coming on board. We are also seeking additional members, as the minimum is five members, allowing for up to seven. Three Monomoy High School students have been attending meetings since last April and two additional students have expressed interest in attending meetings.

In September 2014, the new Monomoy Regional High School opened its doors, and students from Harwich and Chatham began attending the middle school on the Chatham campus. Harwich Youth Services Committee, which has traditionally collaborated with Harwich Schools and both Chatham and Harwich Recreation, was challenged by securing dates to hold events. This was simply because the schools had many, many events in place, and it was not possible to schedule more events given how tight the time parameters were. Our kids were very busy this year, getting acclimated to their new schools and attending a myriad of after-school clubs and events.

During the past 12 months we supported the efforts of the HJT Open Mic Series at the HJT Arts Center, which takes place the first Friday evening of each month. We hosted the local music summer concert series in Brooks Park this past summer during the month of July. We also assisted the 8<sup>th</sup> grade class and their faculty advisor in promoting an 8<sup>th</sup>/9<sup>th</sup> grade dance fundraiser. There were several initiatives that did not come to fruition because of scheduling conflicts with multiple school events. Harwich Youth Services and the Youth Counselor will be working more closely with key players at the school this year, and with increased student involvement, we are in the process of choosing 3 initiatives for the coming school year.

Harwich Youth Services Committee is supporting the efforts of the Youth Counselor, who was appointed to the Barnstable County Regional Substance Abuse Commission, focusing on future prevention measures. She recently joined The Prevention Working Group, which will be developing a concept for school prevention initiatives with school input based on needs. She has also been working with Chatham Human Services and Gosnold-Thorne Counseling, to bring a clinician to Harwich who can see Chatham youth.

Respectfully submitted,  
Sharon Stover Gleason, Chair  
Robin Titus, Co Chair  
James Hartley, Secretary  
Barbara Segal  
Sheila House, Department Head Liaison

## Ann Steidel

---

**From:** Amy Usowski  
**Sent:** Thursday, October 08, 2015 10:06 AM  
**To:** Ann Steidel  
**Subject:** gift account and reef map  
**Attachments:** DOC013014-01302014131125.pdf

### Bullet points for reef account:

- All local, state, and federal permits have been acquired. We had a grant that paid for all the permitting.
- Able to use clean concrete from the basement of the old school – stockpiled at the transfer station now
- Total cost estimate for deploying 1 acre's worth of clean concrete from the old school to reef site: approx. \$275,000
- Have applied for \$70K CPC funding
- Expect some funding from the Division of Marine Fisheries
- Have had interest from some local fishermen to contribute to a gift account
- Brad Chase, Commission member, will be speaking with Brax to have a fundraising dinner there
- Would like this gift account to be a revolving fund
- Cheaper to do a 1x deployment of all material than to do multiple deployments over years as the reason the cost is to high is because it costs a lot to deploy the barge.

Amy Usowski  
Conservation Administrator  
Town of Harwich

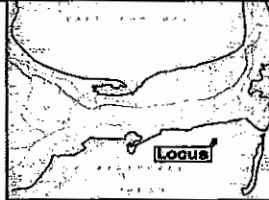
GENERAL LAW 36 SECTION 13A

I CERTIFY THAT THIS PLAN CONFORMS WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS.

*Christopher M. White* 6/21/2013  
REGISTERED PROFESSIONAL ENGINEER



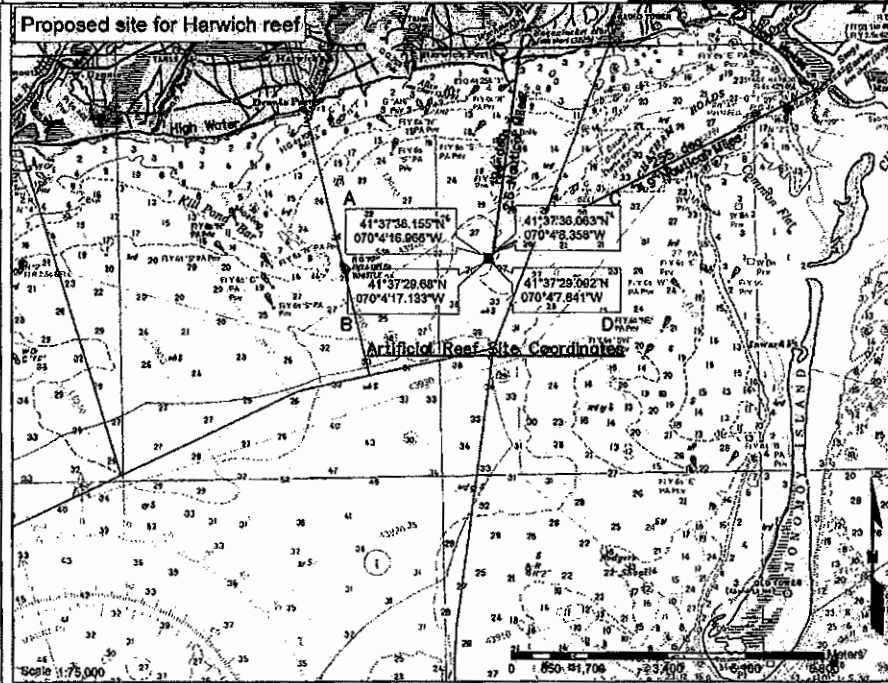
SHEET 1 OF 4



LOCUS MAP  
HARWICH REEF  
(NOT TO SCALE)

HARWICH REEF LOCATION

APPROXIMATELY 2.3 NAUTICAL MILES FROM THE ENTRANCE TO SAQUATUCKET HARBOR AT BEARING 194 DEG. AND 4.3 NAUTICAL MILES FROM THE ENTRANCE TO STAGE HARBOR AT BEARING OF 255 DEGREES.



Source: NOAA CHART 13237  
Water Depths are in Feet

SITE OF THE HARWICH  
ARTIFICIAL REEF

PLAN TO ACCOMPANY PETITION OF  
THE TOWN OF HARWICH AND  
THE COMMONWEALTH OF MASSACHUSETTS  
DIVISION OF MARINE FISHERIES  
TO LICENSE AND MAINTAIN AN  
ARTIFICIAL REEF  
LOCATED IN NANTUCKET SOUND  
AT HARWICH, MASSACHUSETTS

JN 12127.230

JUNE 17, 2013

PREPARED BY: TIBBETTS ENGINEERING CORP. TAUNTON, MA.

LICENSE PLAN NO. 13596

Approved by Department of Environmental Protection  
of Massachusetts

JAN 21 2014

*Elizabeth A. Karkheran*  
*Ullman*

013-3877

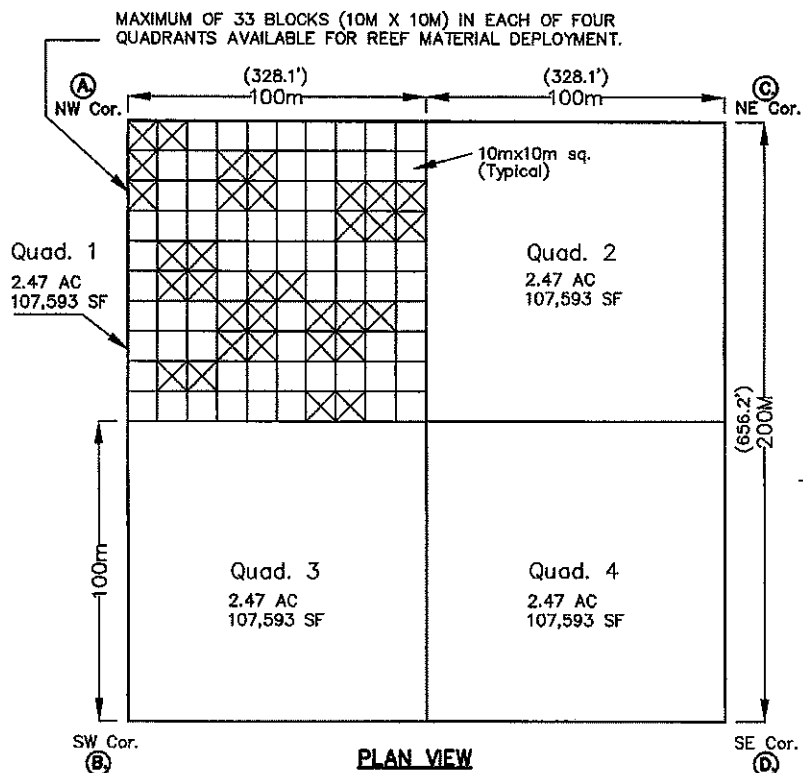
GENERAL LAW 36 SECTION 13A

I CERTIFY THAT THIS PLAN CONFORMS WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS.

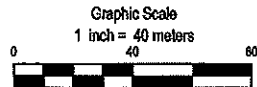
*Christopher M. White* 6/21/2013  
REGISTERED PROFESSIONAL ENGINEER



SHEET 2 OF 4



MAXIMUM AREA OF OCCUPATION - 11% (47,341 SF) OF THE FOUR QUADRANT REEF THAT CONTAINS A TOTAL SURFACE AREA OF 9.88 ACRES.



GENERAL REEF CONFIGURATION

PLAN TO ACCOMPANY PETITION OF  
THE TOWN OF HARWICH AND  
THE COMMONWEALTH OF MASSACHUSETTS  
DIVISION OF MARINE FISHERIES  
TO LICENSE AND MAINTAIN AN  
ARTIFICIAL REEF  
LOCATED IN NANTUCKET SOUND  
AT HARWICH, MASSACHUSETTS

PREPARED BY: TIBBETTS ENGINEERING CORP. TAUNTON, MA.

LICENSE PLAN NO. 13596  
Approved by Department of Environmental Protection  
Date: JAN 21 2014

JN 12127.230

JUNE 17, 2013

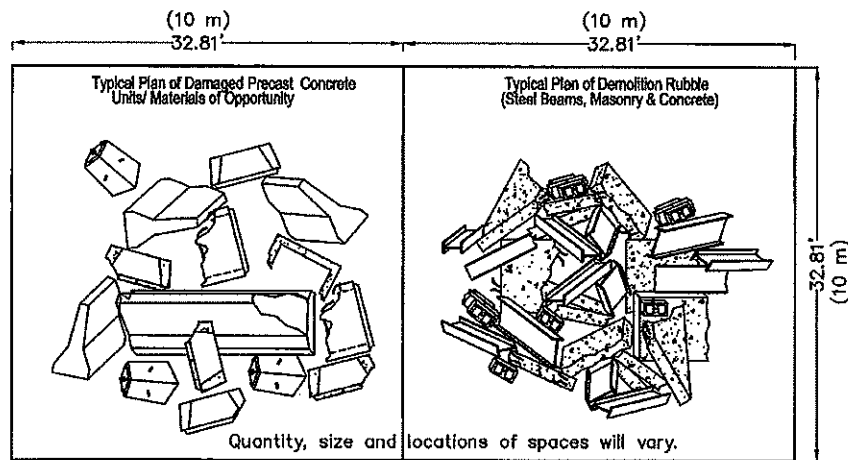
GENERAL LAW 36 SECTION 13A

I CERTIFY THAT THIS PLAN CONFORMS WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS.

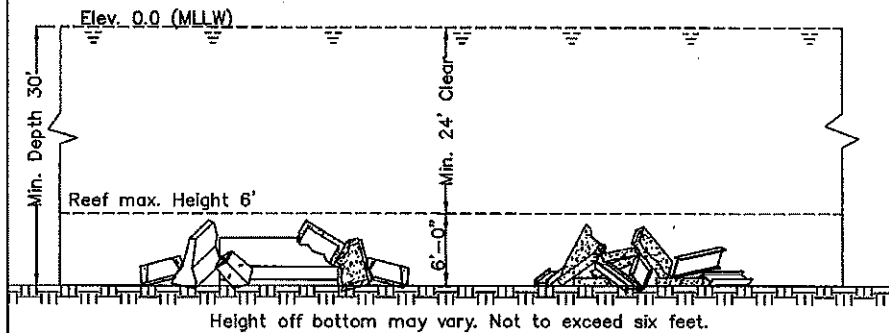
*Christopher M. White* 6/21/2013  
REGISTERED PROFESSIONAL ENGINEER



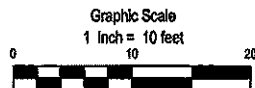
SHEET 3 OF 4



PLAN VIEW



ELEVATION VIEW



**TYPICAL REEF USING DEMOLITION CONCRETE, STEEL, MASONRY OR DAMAGED PRECAST CONCRETE UNITS**

PREPARED BY: TIBBETTS ENGINEERING CORP. TAUNTON, MA.

PLAN TO ACCOMPANY PETITION OF THE TOWN OF HARWICH AND THE COMMONWEALTH OF MASSACHUSETTS DIVISION OF MARINE FISHERIES TO LICENSE AND MAINTAIN AN ARTIFICIAL REEF LOCATED IN NANTUCKET SOUND AT HARWICH, MASSACHUSETTS

LICENSE PLAN NO. 13596  
Approved by Department of Environmental Protection  
Date: JAN 21 2014

JN 12127.230

JUNE 17, 2013

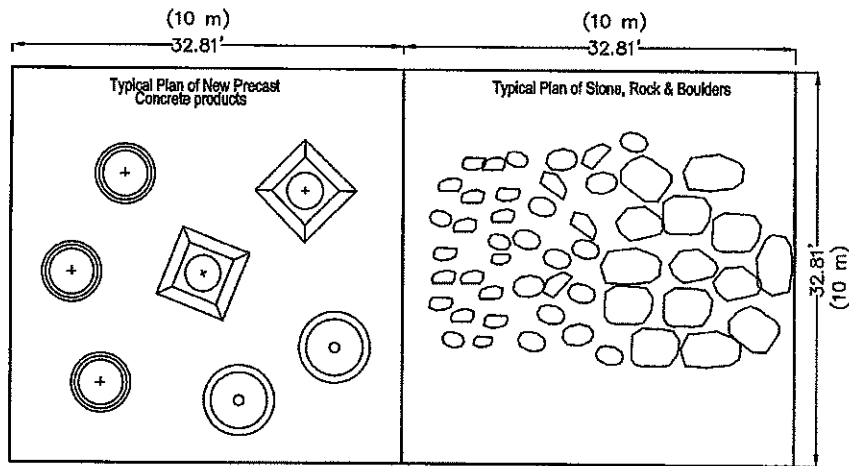
GENERAL LAW 36 SECTION 13A

I CERTIFY THAT THIS PLAN CONFORMS WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS.

*Christopher M. White* 6/21/2013  
REGISTERED PROFESSIONAL ENGINEER

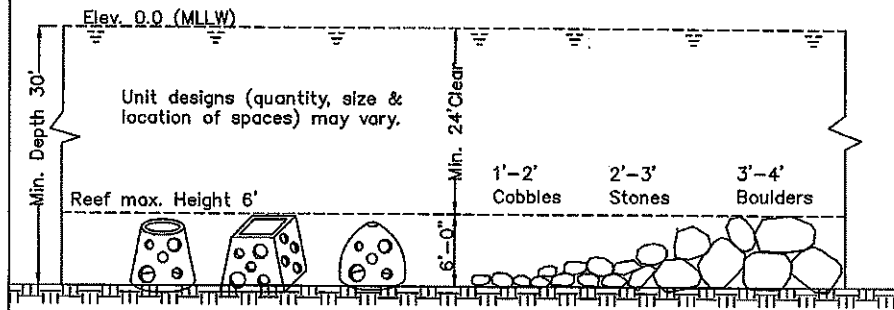


SHEET 4 OF 4

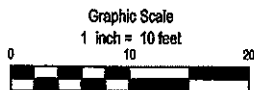


Actual footprints, dimensions & configurations may vary. Not to exceed six feet off bottom.

PLAN VIEW



ELEVATION VIEW



TYPICAL REEF USING STONE OR NEW PRECAST CONCRETE STRUCTURES

PLAN TO ACCOMPANY PETITION OF THE TOWN OF HARWICH AND THE COMMONWEALTH OF MASSACHUSETTS DIVISION OF MARINE FISHERIES TO LICENSE AND MAINTAIN AN ARTIFICIAL REEF LOCATED IN NANTUCKET SOUND AT HARWICH, MASSACHUSETTS  
JN 12127.230 JUNE 17, 2013

PREPARED BY: TIBBETTS ENGINEERING CORP. TAUNTON, MA.

LICENSE PLAN NO. 13596  
Approved by Department of Environmental Protection  
Date: JAN 21 2014



TOWN OF

HARWICH

*732 Main Street  
Harwich, MA 02645*

CONSERVATION COMMISSION

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

October 6, 2015

To: Board of Selectmen  
From: Amy Usowski, Conservation Administrator

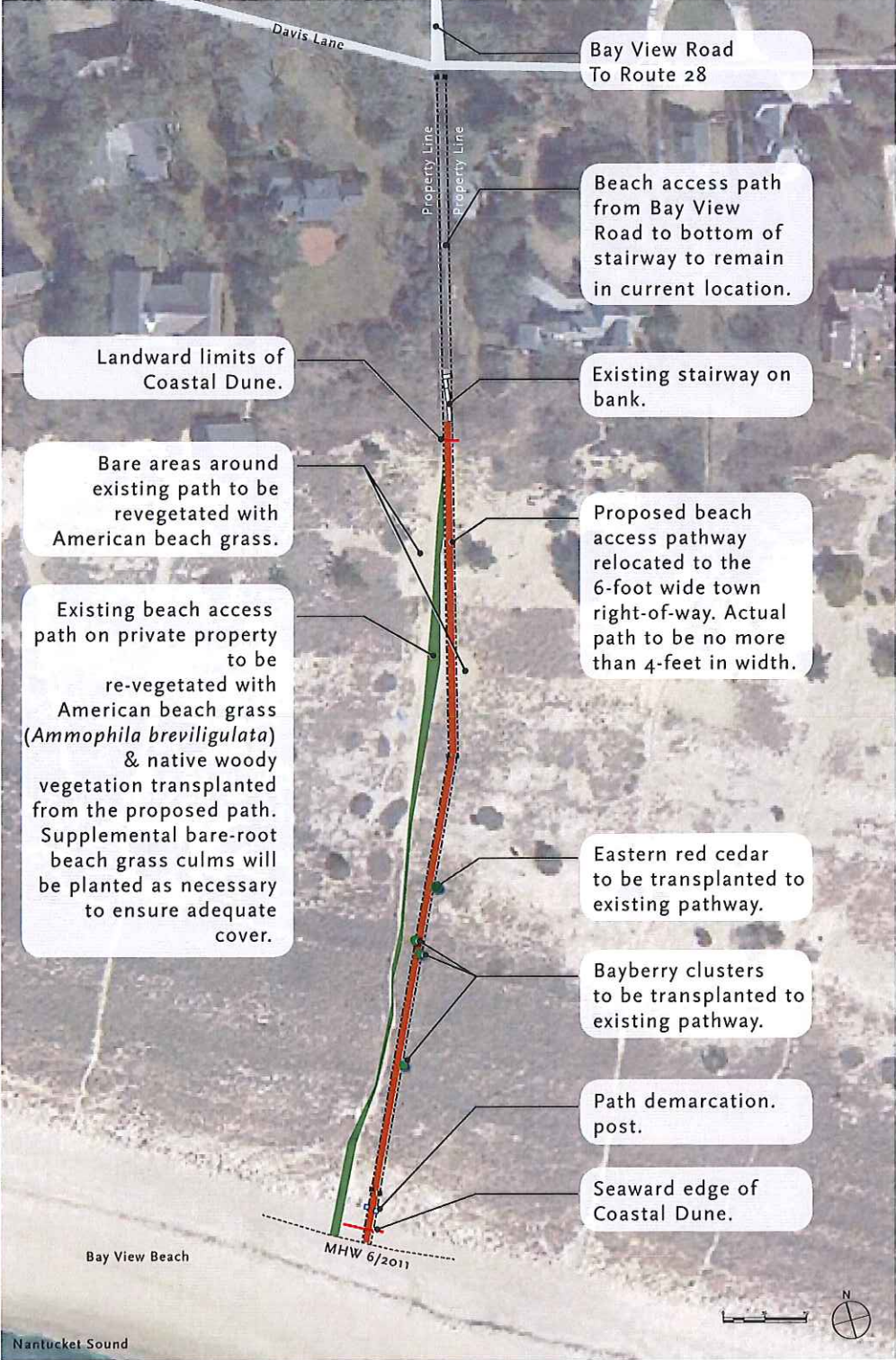
RE: Bay View Access Path

As you are aware, the Department of Environmental Protection has issued a Superseding Order of Conditions, affirming the Conservation Commission's decision, to move the Bay View Access Path back to within the legal 6' Right of Way to the water. The appeal period for the SOC ends October 8, 2015. Here are some steps on how we could move forward if this is not appealed:

This project would need to be done by hand with no machinery. Beach grass would be transplanted from where the path needs to go to where it is now, outside of the ROW. The ideal time to transplant beach grass is in the winter when it is dormant. First the Town would need to ask our surveyor to very clearly mark the center line of the path, so that whomever is doing the transplanting knows where to remove the grass. The path would only be an in-the-sand footpath no more than 3' wide. I would be happy to apply with AmeriCorps Cape Cod to do the field labor this winter of transplanting the grass. We could get 14 members for a full day of work, which should be enough to finish the project. Environmental restoration fits into AmeriCorps Cape Cod's mission, as we would have a net increase in vegetated dune after this project is complete. They are paid by the county, at no charge to us. Maybe we could also ask town volunteers or ask Linc Hooper for a couple of employees to assist as well on that day. Alternatively, we do have a quote from Wilkinson Ecological Design to do the work.

If this is not appealed, I see no reason that this project could not be completed by spring 2016. I am happy to assist any way I can.





LEGEND:

- EXISTING PATH
- PROPOSED PATH
- COASTAL DUNE LIMITS
- PROPERTY LINE
- CONCRETE BOUNDS
- PATH DEMARCATION POST

NOTES:

Proposed path relocation results in a net reduction of 64 square feet of path surface as compared to the existing path.

The proposed path will be demarcated by either a Mobi-Mat system, a roll out wooden board walk, or a post-and-rope railing.





Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

RECEIVED  
SEP 28 2015

BY: \_\_\_\_\_  
Department of Environmental Protection

Southeast Regional Office • 20 Riverside Drive, Lakeville MA 02347 • 508-946-2700

Charles D. Baker  
Governor

Matthew A. Beaton  
Secretary

Karyn E. Polito  
Lieutenant Governor

Martin Suuberg  
Commissioner

SEP 24 2015

Friends of Harwich Beaches  
Bancroft Wheeler, President  
c/o Arlene Wilson  
AM Wilson Associates, Inc.  
20 Rascally Rabbit Road, Unit 3  
Marston Mills, MA 02648

RE: HARWICH - Wetlands  
File No. SE 32 - 2199  
Superseding Order of  
Conditions - Affirmation

Dear Ms. Wilson:

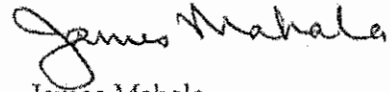
Following an in-depth review of the above-referenced file, and in accordance with Massachusetts General Laws, Chapter 131, § 40, the Department of Environmental Protection has issued the enclosed Superseding Order of Conditions. Pursuant to 310 CMR 10.05(7)(i) of the Wetlands Protection Act Regulations, the enclosed Order affirms the Harwich Conservation Commission's Order of Conditions approving the proposed relocation of a public access path.

Per 310 CMR 10.28(5), projects including "pedestrian walkways, designed to minimize the disturbance to the vegetative cover" may be permitted. The Department has determined that the project as proposed, including the restoration of the former path to natural dune conditions and the overall net reduction of the path's footprint, meets this standard as minimizing disturbance to the Dune vegetation.

In the Department's opinion, the project as proposed and conditioned herein adequately protects the interests of the Wetlands Protection Act. Please be advised that the Department reserves the right, should there be further proceedings in the matter, to raise additional issues and present further evidence as may be appropriate.

If you have any questions concerning this matter, please do not hesitate to contact Greg DeCesare at (508) 946-2762.

Very truly yours,



James Mahala  
Bureau of Water Resources

JM/gjd

Enclosure

cc: Harwich Conservation Commission

Christopher Clark  
Town of Harwich  
732 Main Street  
Harwich, MA 02645  
Certified Mail #7014 2120 0003 6904 6748

 **DRAFT**

LEGAL NOTICE  
TOWN OF HARWICH  
REQUEST FOR INFORMATION  
USE OF WEST HARWICH SCHOOL BUILDING AND PROPERTY

The Town of Harwich (the "Town") is seeking responses from parties interested in using the Town-owned Old West Harwich School building and property, located at 5 Bell's Neck Road in West Harwich, with the purpose of providing a public benefit to the West Harwich area. Submissions shall be received no later than 2:00 p.m. on Thursday, \*\* \*\*, 2015 in the Selectmen's Office, Harwich Town Hall, 732 Main Street, Harwich, Massachusetts 02645.

Responses should be marked "West Harwich School RFI" and are due at the Office of the Town Administrator, 732 Main Street, Harwich, MA 02645 NO LATER THAN 2:00 PM ON THURSDAY, \*\* \*\*, 2015. Five copies are requested for those respondents who choose to submit hard copies. Responses also may be submitted electronically to [srobinson@town.harwich.ma.us](mailto:srobinson@town.harwich.ma.us).

Further details are available at the Office of the Town Administrator at the above address or by calling to request them at (508) 430-7513 Monday from 8:30 A.M. to 8:00P.M., Tuesday through Thursday from 8:30 A.M to 4:00 P.M. and Friday from 8:30 A.M. to 12:00 Noon. Questions regarding this project shall be submitted to David Spitz, Town Planner, at (508) 430-7511.

Christopher Clark,  
Town Administrator

Central Register  
\*\* \*\*, 2015

Cape Cod Chronicle:  
\*\* \*\*, 2015

**Request for Information**

USE OF WEST HARWICH SCHOOL BUILDING AND PROPERTY

## **SECTION I INTRODUCTION**

The Town of Harwich (the "Town") is seeking responses from parties interested in using the Town-owned Old West Harwich School building and property, located at 5 Bell's Neck Road in West Harwich, with the purpose of providing a public benefit to the West Harwich area. Submissions shall be received no later than 2:00 p.m. on Thursday, \*\* \*\*, 2015 in the Selectmen's Office, Harwich Town Hall, 732 Main Street, Harwich, Massachusetts 02645.

All potential submitters are encouraged to inspect the premises by contacting David Spitz, Town Planner, at (508) 430-7511.

## **SECTION II BACKGROUND**

The Old West Harwich School was built in 1871. It is a two story building with one large room and office, and a men's and ladies' room on the first floor and one large room, and a kitchen on the second floor. The building has not been used for some time and the windows are boarded up. The Town is committed to maintaining the historic façade of this building by seeing that it is restored to the Secretary of the Interior's Standards.

## **SECTION III POTENTIAL USES**

It is the intention of the Town to seek uses that will benefit the public and complement the surrounding West Harwich area. Potential uses may include but are not limited to:

- Artistic, cultural or educational activities operated by a non-profit organization or group
- A 40B affordable housing development

## **SECTION IV BUILDING CONDITION**

A structural evaluation of the former West Harwich School was performed by Coastal Engineering Company in 2007. A copy of that evaluation is included in the appendices.

## **SECTION V SITE REQUIREMENTS**

- The submission must include sufficient parking spaces on the site to serve uses in the building and elsewhere on the property.
- The site will require maintenance of an on-site septic system to serve all proposed uses on the property.
- The building or buildings and site must be compliant with the American with Disabilities Act (ADA) and local disability access laws.

Bennett Environmental Associates performed an environmental site assessment in 2010 of a possible groundwater contamination at this site migrating from a release that occurred at the Dennisport automatic coin laundry, located approximately 2,000 feet southwest of the site. The report is available from David Spitz, Town Planner, upon request. An e-mail message from Massachusetts DEP regarding the current status of the site, is included in the appendices.

## SECTION VI INFORMATION TO BE SUBMITTED

The Town seeks the following information from interested parties. Your responses are for informational purposes only and will not result in any contractual obligation on your part. Please note that your response will become a public record.

1. Description of use. Please describe in as much detail as practical how you propose to use the property. Describe what portions of the building and/or property you intend to use. If you propose more than one use, please describe each separate use.
2. Financial benefit/cost to the Town
  - a. Do you intend to pay for purchase the property?
  - b. Will your use generate annual property tax payments?
  - c. Will you provide annual lease payments to the Town?
  - d. Will you pay for all operating costs associated with your use?
  - e. What type of Town services will your use require?

Please note – while final cost information is not required with this RFI, any estimates that you provide for purchase price, tax payments, lease details, operating costs, and cost of Town services will assist the Town in deciding whether to support your proposed use.

3. Other benefits to the Town
  - a. Does your proposed use support goals of the Harwich Local Comprehensive Plan or other approved Town plans? Please specify.
  - b. What is the need in the community for your proposed use? Please specify.
4. Impact on the neighborhood
  - a. Will your proposed use complement the West Harwich area? Will it be incompatible in any way, and how will you mitigate any potential adverse impacts?
  - b. What adverse impacts may be created for residents in the vicinity, and how will you mitigate such impacts? Please consider type of use, traffic, noise, lighting, appearance, and any other relevant impacts.
5. Ability to perform
  - a. Please describe your experience with the development and operation of your proposed use.
  - b. Please describe your financial capacity to develop and operate the proposed use.

We welcome any additional suggestions or feedback you might have as we evaluate possible future uses.

## SECTION VII SUBMISSION

Responses should be marked "West Harwich School RFI" and are due at the Office of the Town Administrator, 732 Main Street, Harwich, MA 02645 NO LATER THAN 2:00 PM ON THURSDAY, \*\* \*\*, 2015. Five copies are requested for those respondents who choose to submit hard copies. Responses also may be submitted electronically to [srobinson@town.harwich.ma.us](mailto:srobinson@town.harwich.ma.us).



## **APPENDICES**

1. Structural Evaluation, Former West Harwich School, prepared by Coastal Engineering Company, Inc., September 20, 2007
2. E-mail message from Jan Niemiec, Hydrogeologist, MassDEP



COASTAL ENGINEERING COMPANY, INC.  
260 Cranberry Highway (Rte. 6A), Orleans, MA 02653  
www.CoastalEngineeringCompany.com  
Orleans 508-255-6511  
Provincetown 508-487-9600  
Hyannis 508-778-9600 Fax 508.255-6700

September 20, 2007

Project No. C16896.00

Menders, Torrey & Spencer Inc.  
Attn: Brian Mulligan  
123 North Washington St.  
Boston, MA 02114

RE: Structural Evaluation  
Former West Harwich School, Harwich, MA

Dear Mr. Mulligan:

Pursuant to your request and subsequent authorization, personnel from our office conducted a field investigation of the referenced property on 5/25/07 and again on 6/07/07. The purpose of this investigation was to assess the general condition of the existing schoolhouse and determine the nature and condition of the first floor, second floor, roof, and foundation systems. The following report summarizes observations noted during our investigation and presents comments and recommendations for the proposed retrofit design foundation.

## **LIMITS TO INVESTIGATION**

Due to the restricted access of the crawl space beneath the first floor framing and to existing finishes on the second floor framing, it is impossible to assess all of the existing conditions pertaining to the integrity of the floor framing and supports. While every effort has been made to employ our knowledge of standard construction techniques and established engineering principles to determine member loads, stresses, etc., it is beyond the scope of this investigation to thoroughly assess every element of the existing floor framing. Our report and as-built framing plans are therefore limited to typical conditions found in the areas observed.

## **OBSERVATIONS**

### General

The project consists of a two and one-half story federal style building. The windows and doors in the building are boarded up and the building has been vacant for some time. The siding appeared to be vinyl with an asphalt shingle roof. Based on pictures from Coastal Engineering Company, Inc. previous report dated February 9, 2001 some siding work has been done on the west side of the building. There is a limited crawl space under the building and there is a walk-up attic. The building does not appear to have any additions; however, it is evident that the building has undergone some degree of renovations over time. For the purpose of this report, the south side of the building will refer to the side that faces Route 28.

### Foundation

It appears that the foundation of the schoolhouse has had foundation repairs done at the southeast corner. There are now CMU blocks where it appears brick masonry once existed. Also by this area, under the south stairs, a lower row of bricks appears to be missing. It is likely that animals use this area to gain access into the crawl space of the building. The northwest corner of the building has had similar foundation repairs to that found on the southeast corner of the building. At the southwest corner of the building, the foundation shows signs of minor cracking and separation. On the east side of the building there is a small access way to the crawl space below the first floor.

In the crawl space at the approximate center of the building there are 5 masonry piers running the long length of the building. The piers are of approximately 15"x11" in size with a beam supporting the first floor resting atop. The spacing of the piers varies with a maximum span of approximately 8 feet 6 inches. The piers appear to be in good condition with little deterioration of the bricks. The mortar shows more deterioration than the bricks do, but appear to have good adhesion to the bricks. Also located in the crawl space is a stub wall approximately 4 feet 4 inches from the north wall, and extends from the east side of the building to approximately 18 feet out from the exterior wall. The wall consists of a 7"x7" bottom beam resting on the soil below. The beam appeared to have approximately 2 inches of deterioration on the portion of the beam in contact with the soil. The studs consist of 4"x 3" posts that align directly below and support the 1st floor joists. The studs appeared to be in good condition with little to no deterioration. There is also an approximately 3 foot by 4 foot by 3 foot deep pit in the crawl space. The pit is located directly under the interior access way to the crawl space, and is supporting the surrounding crawl space soil with 3 foot high, 8" CMU retaining walls.

### Sill

The sill appeared to be 7" x 8" lumber resting atop the masonry foundation. The sill appeared to be in good condition with little deterioration observed. The first floor joists appear to rest on top of the sill, at the north and south sides of the building. There was no visible connection between the sill and the foundation wall, at the locations viewed.

### 1<sup>st</sup> Floor

The first floor framing appeared to be 3"x 8" joists spaced approximately 19 inches on center. The joists appeared to be in good condition with little deterioration observed. The joists spanned from north to south of the building with two simple spans resting on the 7" x 8" beam that is in turn bear on the uniformly spaced masonry piers in the crawl space. There did not appear to be any bracing between the joists at any of the observed locations. There is a 30"x 24" opening in the first floor framing to allow access to the crawl space below. This opening is relatively new and is framed with newer dimensional lumber.

### 2<sup>nd</sup> Floor

The second floor framing was observed at two locations where the first floor ceiling finishes had been removed. It joists appeared to be 3"x 12" joists at 18" on center at the locations observed. The joists appeared to be in good condition with no deterioration visible on the joists that were observed. At both locations viewed there did not appear to be any bracing present between the

joists. It was also observed that some joists in the northeast corner of the building appeared to be resting on a 2x4 ledger board attached to the exterior stud-bearing wall. Most of the second floor joists are clear spans from north to south of the building. There are some joists in Multipurpose Room 1 being supported at mid span by a beam resting on 6" circular steel columns running east to west. The beam supporting the second floor in the Multipurpose Room 1 is 7"x7"x17' long and is centered in the room, this beam does not extend the entire length of the building. The posts that support the beam appear to be supported by the center beam supporting the first floor. However, it does not appear that the beam in the first floor is supported directly under the posts. There appeared to be water damage and mold present on the ceiling in Multipurpose Room 1, possibly from a ruptured water pipe.

### Attic Framing

The attic framing consists of 3"x 9" joists at 18" on center to span the length of the attic the joists were spliced at the center of the building. Along with being connected with nails the floor at this location was also supported by a board typically a 1x of various widths to the roof peak. The attic has no flooring material present and has insulation filled between the joists. There was a framed opening in the attic in which two chimneys pass through. It appeared that both brick chimneys changed to metal ductwork in the attic and exhausted out through the roof. The connection of the roof rafters to the top of the wall was not observed due to restricted access though it is believed that the connection is inadequate based on current code, this is based on knowledge of common construction practices of the time.

### Roof Framing

The roof framing consists of 3"x 8" rafters spaced approximately 30" on center. Rafters are clear span from eave to peak, with no ridge board or beam present at the peak. There was no blocking or bridging that was present in the roof rafters at the observed locations. Some insect damage was noticed and appeared to extend about 1/2" in depth into the rafters. There also appeared to be the water staining to some of the roof sheathing and roof rafters due to compromised roofing (refer to Coastal report dated February 9, 2001). The extent of the water staining and insect damage was not fully determined. Some of the roof rafters on the north east corner have been cut to allow for roof penetrations, this change from the original roof design does not appear to be adequate based on visual inspection and engineering mechanics.

## **GENERAL RECOMMENDATIONS**

Based on our preliminary observations, it appears that the structure is in need of structural repair and overall general upkeep repairs along with reinforcing required to conform with current code. The following repairs and evaluations are suggested.

- Foundation and interior masonry piers should be repainted, and repaired as needed.
- Based on Coastal Engineering Company, Inc. previous report dated February 9, 2001 foundation does not have adequate ground penetration or bearing capacity.
- First floor live loading should be limited to 44psf, which is equivalent to typical residential home loading. This loading can be increased by properly reinforcing the first floor beam and joists. This loading is also assuming that the second floor beam is replaced with one coming down at proper support locations.
- All second floor joists should be reinforced/supported as close to mid span as possible. It is suggested to place a beam at the location of the current beam in Multipurpose Room 1, but the new beam should span from the west exterior wall to the inner wall by the chimney. The beam should then continue to the east exterior wall. There appeared to be a masonry pier next to the chimney that may support a column for the new beam.

- The second floor joist resting on the 2x4-ledger board should be better secured to the exterior wall. It is recommend replacing the existing ledger board with a larger one and attaching the joists flush with the new ledger board with joist hangers.
- Second floor loading should be limited to 38psf, which is equivalent to typical loading of a bedroom. This can be increased to 60psf if a properly sized new beam is installed to support all of the 2nd floor joists at mid span. This is equivalent loading to offices or library reading rooms. Reinforcing the floor joists can further increase load capacity of the 2nd floor.
- Attic loading is limited to approximately 10psf live load to limit deflection. Current code requires an attic space of this type found in the west school to have a minimum live load capacity of 20psf. In order to achieve this minimum capacity, reinforcing of the joist would be required.
- Roof rafters appear to be adequate for current snow loading prescribed by code. But should be reinforced with collar ties, and hurricane straps.
- Vertical ties in roof system need to be reinforced to limit attic deflection.
- New roof shingles should be installed to minimize water damage to the roof system.
- At time of roofing, connection should be verified and condition of connection determined of roof sheathing to roof rafters.
- Siding should be removed from a section of the building to expose any previous siding, and exterior sheathing to determine the condition of the underlayment.

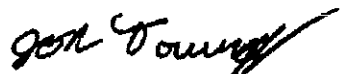
## CONCLUSION

The Harwich West School, although needing structural augmentation, is in good condition. Since the building is not in use at present, the framing does not need to be reinforced at this time. If the building is opened for use, then it is recommended that screw jack lallies with new footings be used between the current supports of the main wood beam supporting the first floor. We also recommend that the second floor use be limited to small groups of 50 or less at a time until the joists are reinforced/mid span support is added for the length of the building. The roof should be reshingled to prevent any further water damage to the building. Minor foundation repairs are needed, mainly consisting of repointing of interior brick piers and brick replacement under the front entrance. Of course, since this building has been abandoned for some time, several other architectural and building technologies improvements will be needed before opening.

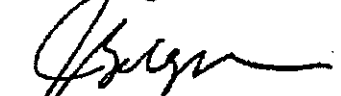
Please contact us if you have any questions concerning the above report.

Very truly yours,

**COASTAL ENGINEERING CO., INC.**

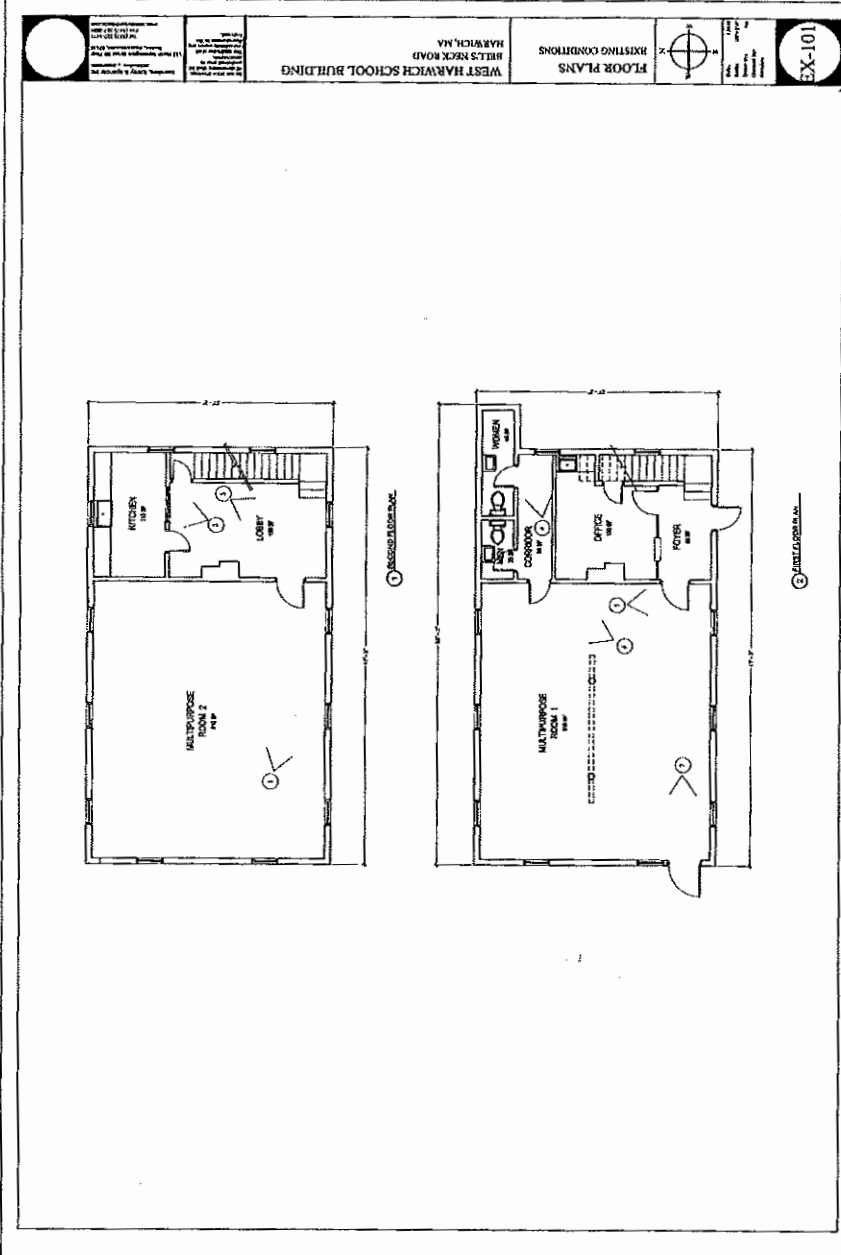


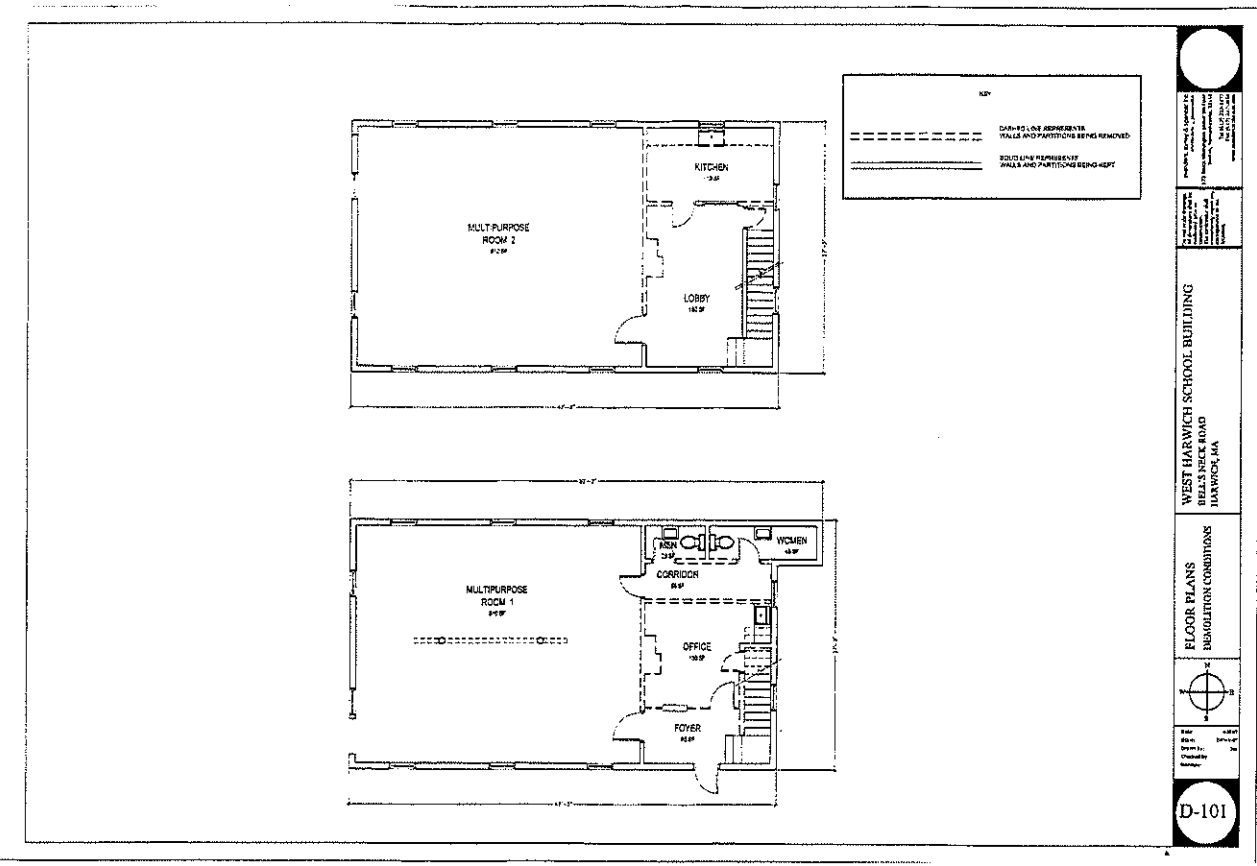
Jon Downing E.I.T.



John A. Bologna P.E.

JMD/dlb





<http://public.dep.state.ma.us/fileviewer/Rtn.aspx?rtn=4-0013326>

The link, above, is to the webpage in the MassDEP sites database that pertains to the Bell's Neck property investigations.

As you will see, there is only one file under the "Electronically Submitted Files" tab. This is because the work was performed prior to the full implementation of MassDEP's electronic record keeping system. It was not until 2009 that LSPs were required to only submit their work electronically. MassDEP prior to that had kept paper files, and once the electronic system was up and running, began the long process of scanning and uploading older files. So – to view the older files, click on the Scanned Files tab, then, click on the "Submit Date" column of the table of records and all records will be presented in the order in which they were submitted. The Release Tracking Number (RTN) for this site is RTN 4-0013326.

As you are aware, this site came to MassDEP's attention after routine water supply testing of a deep well that served the residences on the property tested positive for chlorinated volatile organic compounds (cVOCs) including some that are typically used in dry cleaning operations. Investigations were required to determine whether the contamination originated on site, or came from an upgradient source. Shallow groundwater was the issue: if it also were contaminated at the Bell's Neck property, this would suggest an on-site source. If it were only found at depth, however, that would provide evidence of an upgradient (in terms of groundwater flow) source.

Wells were installed at different depths on the subject property and tested for contamination. Briefly, results indicated that the contamination was found at depth only. This work was performed under an IRA Plan, a Supplemental IRA Plan, and results reported in an IRA Completion Report. Because the evidence pointed to an upgradient, rather than on-site source at the Bell's Neck property, a Downgradient Property Status Opinion was filed pointing to potential upgradient sources.

Meanwhile, a greater area of the aquifer underlying Harwich and Dennisport was under similar investigations by MassDEP, and the data found in this much larger area dovetailed with the data and conclusions reached for the Bell's Neck Property. This is all described and contained in the 3/31/2003 submittal of the Harwich PCE/TCE Study Area Site Investigation Report. Figure 3 of this report presents a cross sectional view of the aquifer, which indicates the presence of cVOCs as not being present at the Bell's Neck Road area in shallow groundwater. Figure 4 presents the groundwater contours, flowing approximately to the northeast from the apparent source area in Dennisport. The plume of cVOCs flowing through the aquifer at that time appeared to be, appropriately, shallower at its point of origin, deeper as it proceeded toward the Bass River, where it appears to rise to the discharge to the river. Also, as you are aware, the contaminated deeper well at the Bell's Neck property has been abandoned, and water is now supplied from the Town's municipal system.

I hope the preceding is sufficiently clear – any questions, please give me a call.

Jan Niemiec, Hydrogeologist  
MassDEP 20 Riverside Drive, Lakeville, MA 02347  
(508) 946-2841 PHONE / (508) 947-6557 FAX

**AGENDA\***  
**BOARD OF SELECTMEN WASTEWATER SUBCOMMITTEE**  
**Griffin Room, Town Hall**  
**732 Main St., Harwich**  
*Regular Meeting 7:00 P.M.*  
*Wednesday, October 14, 2015*

I. CALL TO ORDER

II. JOINT MEETING WITH CHATHAM SELECTMEN WASTEWATER SUBCOMMITTEE

Meeting to discuss options for Harwich Utilization of Chatham Sewage Treatment Facility

1. Review of East Harwich flow capacities and timing.
2. Status of Chatham Sewage Treatment Facility; capacity, timing, etc.
3. Need for recharge site in East Harwich
4. Financial parameters
5. Essential elements of an agreement
6. Other
7. Next steps

III. 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. If you are deaf or hard of hearing or a person with a disability who requires an accommodation contact the Selectmen's Office at 508-430-7513.*

Authorized Posting Officer:

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

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

Date: October 5, 2015



**DRAFT**

**Memorandum of Understanding  
Between  
The Town of Chatham  
And  
The Town of Harwich  
Intermunicipal Agreement for  
Wastewater Treatment and Disposal**

This Memorandum of Understanding (“MOU”) is entered into this \_\_\_\_ day of \_\_\_\_\_, 2015, by and between the Boards of Selectmen of the Towns of Chatham and Harwich.

WHEREAS, the Town of Chatham owns and operates a water pollution control facility (“WPCF”) which has recently undergone a plant upgrade for the purpose of serving the wastewater treatment and disposal needs of Chatham;

WHEREAS, the WPCF currently has excess capacity for wastewater treatment and disposal;

WHEREAS, the Town of Harwich has completed a draft Comprehensive Wastewater Management Study (“CWMP”) which has identified wastewater treatment and disposal needs for various critical needs areas within Harwich;

WHEREAS, the CWMP has specifically identified the Pleasant Bay watershed area as a high priority for sewerage;

WHEREAS, Harwich and Chatham have determined that it is in their mutual best interests to adopt a regional wastewater approach by negotiating an intermunicipal agreement pursuant to G. L. c. 40, §4A wherein Chatham would accept for treatment and disposal at the WPCF wastewater flow from Harwich’s Pleasant Bay area;

WHEREAS, Chatham has determined that it is in the best interests of the Town to accommodate flow from Harwich in order to increase the efficiency of the WPCF and provide an opportunity to study the impact of effluent recharge to groundwater in the affected areas of Chatham;

WHEREAS, Harwich has determined that it is in the best interests of the Town to provide a timely wastewater treatment and disposal option for the Pleasant Bay watershed;

NOW THEREFORE, the Towns agree that the following framework and process will govern the cooperative effort to accomplish the goals set forth in this MOU.

## Background

The Harwich CWMP describes a recommended program to meet watershed nitrogen removal goals. This plan includes a multi-phased sewerage program for the Pleasant Bay watershed area with wastewater conveyed to the Chatham WPCF for treatment. The two main initial phases result in a need for approximately 300,000 gpd of average day wastewater capacity. Effluent would at least initially be recharged in Chatham with the potential for long-term recharge to be determined in the future with a back-up plan being to recharge back in the Pleasant Bay watershed within the Town of Harwich.

### Framework for the Negotiation of an Intermunicipal Agreement

The Towns have determined that the following points represent in principle the conceptual basis for the Towns to negotiate an intermunicipal agreement (IMA), recognizing, however, that by entering into this MOU, neither Town shall be legally bound by any of the terms contained herein, and that any decision by either Board of Selectmen to execute an intermunicipal agreement will be dependent on the specific terms that are negotiated between the Towns, adoption of an acceptable financing plan by each Board of Selectmen, and obtaining all necessary and/or prudent votes of their respective town meetings. Furthermore, it is expressly understood that any financial obligations agreed to as part of a negotiated IMA will be subject to appropriation by Town Meeting.

It is the goal of both Towns to negotiate the specific terms of, and execute an IMA by December 31, 2014.

1. **Purchase Capacity:** Chatham recently completed a substantial upgrade to its WPCF at a reported total cost of \$40.3 Million. Both parties acknowledge this is a gross number and agree to discuss the actual direct costs to excluding grants and interest charges for the Harwich purchase of capacity. See memorandum from GHD dated February 13, 2013, attached hereto as Exhibit A. Harwich will be given an opportunity to review the backup documentation to verify the construction costs. The upgraded WPCF has a capacity to treat 1.3 mgd with a current permit limit of 1.0 mgd. Harwich has offered to purchase 300,000 mgd (average daily flow) of the current capacity of the WPCF, which represents 23.07% of total capacity, or \$9,297,210. Subject to final verification of costs, Harwich will make an initial payment of 25% of the above referenced costs upon once Harwich wastewater flow is actually received at the Chatham WPCF, the additional 25% payment will be made upon an average daily flow of over 50,000 gallons per day-, an additional 25% payment will be made upon an average daily flow of 150,000 gallons per day in the final payment of 25% will be paid upon an average daily flow of 250,000 gallons per day. These payments represent the

capital costs including debt payments payment towards the existing current capacity of the Chatham WPCF.

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In order to complete sewerage of the entire Town of Chatham, it is anticipated that Chatham will be required to expand the capacity of the WPCF to 2.2 mgd. It is understood that the entire cost of any plant expansion will be the responsibility of Chatham unless the Towns agree in the future for an additional purchase of capacity by Harwich above 300,000 mgd. Notwithstanding the foregoing, Harwich will be responsible for its proportionate share of any future WPCF capital costs required to meet new treatment regulations or requirements of the Massachusetts Department of Environmental Protection, or other permitting agencies.

2. **O&M Cost Payments:** Terms for paying these costs would be defined into two categories; fixed and flow variable. Harwich would pay Fixed O&M costs (including operations contract costs and excluding indirect costs and debt service of existing plant as is covered in item 1) based on its share of total purchased capacity (23.07%) Flow variable O&M costs (such as chemicals, electricity and sludge disposal) would be paid based on actual percentage of wastewater flow received as determined by the meter at the pump station on the border. Harwich O&M cost payments would begin once the WPCF begins to receive Harwich wastewater. In the determination of costs paid by town of Harwich shall be equitable and if comparable to the charges paid by the residents of Chatham with the exception of debt service that Harwich agrees to pay in accordance with item 1 above.
3. **Effluent Recharge:** Chatham will agree to recharge effluent originating in Harwich at the Chatham WPCF site during the initial years. This would enable Harwich to avoid having to construct a pumping station, forcemain and infiltration basins at a site in Pleasant Bay to recharge effluent. Chatham will benefit as well in that it will be able to track the effluent flow and evaluate long-term down-gradient impacts to hopefully allow more effluent to be recharged at the WPCF site in the future (currently limited to 1.0 mgd). It also keeps the effluent recharge out of Zone II recharge areas. The duration of the initial recharge of Harwich effluent at the Chatham WPCF would be at least until the Chatham facility reaches 80% of its permitted capacity. At that time a decision would be made as to whether Harwich can continue recharging at the Chatham facility or if Harwich needs to construct infrastructure required to redirect the recharge back to the Pleasant Bay areosite. In that event, Chatham will provide an easement at the WPCF site for locating the effluent pumping station and related facilities, including an effluent forcemain easement.

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Harwich agrees to prepare a plan for acceptance of recharge effluent and costs associated if needed in accordance with above.

4. **Connection to Chatham:** Harwich will pay its proportional share of the pumping station (PS6) and forcemain project costs to convey the collected wastewater at or near the Chatham town line from sewers in Pleasant Bay to the Chatham WPCF. These costs are estimated to be about \$2.4 Million. See Exhibit A. Harwich would make its payment -to the accordance with its share of the financing documentation to construction of the pumping station. A joint State Revolving Fund (SRF) loan (or any other funding mechanisms) would be sought to assist in financing this project.
5. **Metered Flow:** Harwich wastewater flow would be metered prior to connecting to the Chatham system at or near Chatham pumping station PS6 so that flows and associated costs are based on "actual" flows. Any Harwich flows after that connection that enter the Chatham sewer system directly (unmetered wastewater) would be based on metering of actual water use and those flows would be added to the "Harwich metered wastewater flow".
6. **Wastewater Flow:** Flow capacities and proportioning will be based on average daily flow in gallons per day (gpd).
7. **Billings:** Harwich will receive one bill quarterly from Chatham for wastewater system O&M costs. Harwich will issue sewer bills to Pleasant Bay sewer system users directly.
8. **Sewer System Maintenance:** Chatham currently contracts out operation of its sewer system. When and if that contract is extended, or sooner if the current vendor is amenable, Chatham will expand the scope of services to cover operation of the sewer system in Pleasant Bay area and Harwich will be responsible for that portion of the increased costs.
9. Harwich agrees to adopt wastewater regulations that are equal to or greater than Chatham wastewater regulations upon approval and implementation of this IMA.
10. **Advisory Board:** The Sewer Commissions from Chatham and Harwich will meet together quarterly to review finances of the Chatham WPCF and other appropriate operational issues.
11. **Timeframe for Implementing IMA:** Harwich is intending to bring this IMA to the 2016 annual town meeting for ratification and vote. It is not anticipated that Harwich will seek an appropriation for the purchase of treatment capacity at the Chatham WPCF until the 2018 Annual Town Meeting. Furthermore, Harwich anticipates that it will take at least three years to design and construct the initial sewerage of the Pleasant Bay Watershed in accordance with the CWMP. In this same timeframe, Chatham will be required to construct the connection pumping station and forcemain to the WPCF. The Towns agree to coordinate their respective construction projects to maximize SRF and other funding potential.

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**Town of Chatham**

By its Board of Selectmen

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**Town of Harwich**

By its Board of Selectmen

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50664-v.1/Harw0215



## OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



Christopher Clark, *Town Administrator*

732 MAIN STREET, HARWICH, MA 02645

To: Board of Selectmen

From: Christopher Clark, Town Administrator

Re: FY 16 Goals and Objectives - status report

Date: July 10, 2015 (original date) status report date October 7, 2015

Information technology: continue the implementation of the Accela electronic permitting application. Specific deliverables include implementing an internal online permitting system with user focus group. Completion by January 1, 2016. An online system for the general public to be implemented by June 30, 2016. Installation of fiber-optic cable between Town Hall and the Community Center for live broadcast by June 30, 2016.

Update: pending - Accela electronic permitting has been implemented with staff but continues to have some bugs. Staff has been using since May 2015. It is our hope to keep to the January 1, 2016 for having an internal online permitting system operational.

Pending: Foster, Jamie, Caleb and I did tour the Chatham facility for live broadcasts and taped broadcasts for ideas. Jamie has made arrangements for an expert in this area to work with us to implement live broadcast from Town Hall. Foster has identified the conduit to run fiber between Town Hall and the Community Center. This should be going out to bid shortly.

Middle School Repurpose: to work with staff to prepare various concepts for reuse and prepare question for ballot of which options the community desires. Preparation for Board of Selectmen prior to finalization of the election ballot.

Update: mostly completed. Attorney Giorgio has provided the ballot questions to the Town and Town staff is working on plugging numbers into the ballot questions as they relate to various options. This is the remaining final step for the Board to consider placing on the ballot. Administratively mostly completed.

Wastewater: assist in the negotiation of the use of the Chatham facility. Preparation of an IMA for Board of Selectmen's consideration prior to closing of the warrant for the 2016 Annual Town Meeting. Work with the Board in the development of a governance model the integration of the Water Commission and the Board of Selectmen and the governance of wastewater. Prior to finalization of the warrant.

Update: partially completed: I have worked with the Wastewater Implementation Committee to work to help to identify a recharge site that will facilitate IMA negotiations with Chatham. I have also assisted in the most recent draft of the IMA to present to Chatham.

Coordinated a meeting between the Water Commission and the Board of Selectmen to discuss governance model.

Monomoy Regional School District: preparation of an submission to Board of Selectmen of a draft agreement between Monomoy Regional School District, Town of Chatham and the Town of Harwich on a funding formula moving forward for the next five years among the three parties. Draft completed by July 2015.



Update: completed: prepared a draft agreement between Monomoy Regional School District, Town of Chatham and Town of Harwich regarding the funding formula for the next five years. Advocated for its approval to representatives of each.

Town assets: focus on three properties for upgrade or reuse the Albro House, Bank Street Fire Station and West Harwich School. Prepare concepts for Board consideration prior to January 1, 2016.

Update: partially completed: Albro House: partially completed: volunteers coordinated the painting of the Albro House and staff continues to present various uses. Successfully presented a social service use that was voted by the Board of Selectmen and has also presented the relocation of Engineering Department to first floor but was not voted by the Board. Bank Street Fire Station – completed. Presented potential reuse plan to the Board of Selectmen. The Board voted to retain and utilize as Harbormaster facility until Saquatucket redevelopment is complete. West Harwich School: partially completed: a neighborhood group and the Harwich Historical Commission has proposed a reuse plan for the Board of Selectmen to consider. The Board has opted for a RFI to be used which has been drafted.

Financial: development of the 2017 budget within proposition 2 1/2 guidelines. Timing in accordance with Charter. In the evaluation of the budget to review various elements for efficiencies. Include two departments for specific review. Completion of public outreach financial software and visual information. To be completed by the end of September 2015.

Update: the FY 17 budget is still in the developmental phases in which we are currently undertaking the capital budget and the operating budget will commence in November. The primary focus of the next six months will be dedicated to the budget and Town Meeting.

Update: two departments for specific review: completed: review of the Council on Aging operation, specifically nurse services and chef services, have been completed along with the review of engineering services. Board voted to retain both at existing levels.

Update: partially completed - VisiGov has been provided with the data (revenue and expense) they requested to complete this service. Waiting on the contractor to provide draft and final products.

Personnel: FY 16 has two completed collective bargaining agreements. Administration will negotiate six collective bargaining agreements during FY 16 with the goal of completing the vast majority of those prior to the end of the fiscal year. Also, the recruitment and reimplementation of the Assistant Town Administrator position to be completed by October 1, 2015.

Update: partially completed: Fire union negotiations have been completed. Actively engaged in negotiations with five of the six collective bargaining units. Two units we have reached tentative agreement, two units we are in active negotiations and one unit we have not yet commenced negotiations. Assistant Town Administrator position has been filled and her start date is October 19.

Economic development to review and consider the plan are expanding the rental property taxation. Some towns on Cape Cod seek to tax summer homes that use rentals. To research this is a possibility and provide the Board of Selectmen with a report and to draft special legislation to accomplish the same. Completed prior to the finalization of the warrant.

Update: partially completed: conducted a meeting with representatives of the Chamber, Town of Brewster and Town of Eastham to obtain a sense of the possibilities. Planning on attending a Cape Cod Selectmen's Association meeting that will have this as the primary focus on October 9, 2015. Will prepare report and draft special legislation in accordance with goals.

TOWN OF HARWICH CAPITAL BUDGET REQUEST SUMMARY (FY 17 TO 23)

Original 10/6/2015 Revision #:

<u>Department</u>	<u>Project</u>	<u>P</u>	<u>Funding Source</u>	<u>BOS/CPC Approved</u>	<u>TA Rec</u>	<u>COC Rec</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>Notes</u>
<b>ADMINISTRATION</b>														
Admin	Harwich Center Initiative - StreetScape Only	1						\$ 50,000	\$ 500,000					
Admin	Reuse or Demolition Harbormasters Building on Bank Street	1			\$ -	\$ -			TBD					TIP
Admin	Renovation of Former West Harwich School on Bells Neck	1	CPC		\$ -	\$ -								BOS voted to retain 2019
Admin	Reuse or Demolition of Middle School Building on Sisson	1						TBD						Admin/Citizen Application
														Ballot Questions Anticipated
<b>ADMIN SUB-TOTAL</b>					\$ -	\$ -	\$ -	\$ 50,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	
<b>COMMUNITY CENTER</b>														
Community Center	Roof Replacement	1B								\$ 240,000	\$ -			
Community Center	Carpet Replacement	1B							\$ 72,500	\$ -	\$ -			
Community Center	Gym Floor Resurface	1C					\$ 56,223							
Community Center	HVAC Repair and Updates	1A					\$ 105,000	\$ -						
Community Center	Generator Installation	1A									\$ 105,000	\$ -		
Community Center	Basement Constructions of Public Records Storage	1B						\$ 62,028						
<b>COMMUNITY CENTER SUB-TOTAL</b>					\$ -	\$ -	\$ -	\$ 161,223	\$ 134,528	\$ 240,000	\$ -	\$ 105,000	\$ -	
<b>CONSERVATION</b>														
Conservation	Harwich Artificial Reef (CPC Portion)		CPC				\$ 70,000	\$ -						
	Harwich Artificial Reef (Town Portion)						\$ 30,000							
	Harwich Artificial Reef (Grant/Donations Portion)		Grants				\$ 175,000							
Conservation	Dog Fencing Area at Thompson's Field		CPC				\$ -35,000							
<b>CONSERVATION SUB-TOTAL</b>							\$ 310,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>FIRE</b>														
Fire/Police/DPW	Public Safety Radios for Police and Fire	1					\$ 991,968							
Fire	Public Safety Radios for Fire (Via Grant Town \$437,000)	1					\$ 393,300							
Fire	Public Safety Radios for Fire (Via Grant Town match \$43,700)	1					\$ 43,700							
Fire	Ambulance (Scheduled Replacement)	1					\$ 290,000							
Fire	New Chief's Vehicle	1					\$ 42,000							
Fire	Automated Chest Compression System for CPR	1					\$ 59,000							
Fire	Pumper Truck Replacement	1					\$ 590,000	\$ -						
Fire	Ambulance Replacement	1						\$ 320,000						
Fire	Pumper Truck Replacement	1							\$ 650,000					
Fire	Ambulance Replacement	1								\$ 353,000				
Fire	Ladder Truck Replacement	1									\$ 1,080,000			
Fire	Ambulance Replacement	1											\$ 390,000	
Fire	Forestry Truck Replacement	1					\$ -						\$ 295,000	
Fire	Station 1 Upgrade of Carpet, Tile and Floor covering	1B					\$ 50,000							
Fire	Station 2 Air Conditioning Replacement	1B					\$ 26,000							
Fire	Station One Boiler/Mechanical Room Equipment/HVAC	1B			\$ -		\$ 130,000							
Fire	Station Two Air Conditioning Replacement	2B			\$ -		\$ -							
Fire	Station One Carpet Replacement	1B					\$ -	\$ 23,300						
Fire	Station One Air Compressor	2B					\$ 12,000	\$ -						
Fire	Replace PlymoVent Exhaust System Stations 1 & 2	1B					\$ -	\$ 103,000	\$ -					
Fire	Replace Overhead Door Apparatus Stations 1 & 2	1B						\$ 83,000	\$ -					
Fire	Station 2 Building Upgrade (Planning and Design)	1B					\$ 50,000	\$ -						
Fire	Station 2 Building Upgrade (Construction)	1B							\$ 4,000,000					
<b>FIRE SUB-TOTAL</b>					\$ -	\$ -	\$ 2,037,968	\$ 766,300	\$ 403,000	\$ 4,650,000	\$ 353,000	\$ 1,080,000	\$ 685,000	
<b>GOLF</b>														
Golf	New Golf Cart Building and Parking Lot Improvments	1B					\$ -	\$ 1,200,000	\$ -					
<b>GOLF SUB-TOTAL</b>					\$ -	\$ -	\$ -	\$ 1,200,000	\$ -	\$ -	\$ -	\$ -	\$ -	



Department	Project	Funding P	BOS/CPC Source	Approved	TA Rec	COC Rec	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	Notes
<b>HARBORMASTER</b>														
Harbormaster	Saquatucket Harbor Waterside Construction	1			\$ -	\$ -	\$ 7,000,000	\$ -	\$ -					
Harbormaster	Saquatucket Harbor Landside Design and Construction	2B				\$ -	\$ 250,000	\$ 2,500,000	\$ -	\$ -				
Harbormaster	Project Round Cove Ramp Replacement and Bulkhead	1A							\$ 187,000					
Harbormaster	Study Allen Harbor Jetty Reconstruction	2B							\$ 50,000					
Harbormaster	Wychmere Public Bathrooms	3B			\$ -	\$ -	\$ -			\$ 75,000				
Harbormaster	Herring River Ramp Replacement	2A							\$ 65,000					
Harbormaster	Wychmere Outer Harbor Dredging	1B								\$ 500,000				
Harbormaster	Allen Harbor Jetty Reconstruction Study and Construction	1A							\$ 180,000	\$ 1,820,000				
Harbormaster	Wychmere Outer Harbor Jetty Study and Construction	1C								\$ -	\$ 75,000			
Harbormaster	SAQ Harbor East Bulkhead (Offloading Area)	1A							\$ -			\$ 300,000		
<b>HARBORMASTER SUB-TOTAL</b>					\$ -	\$ -	\$ 7,250,000	\$ 2,500,000	\$ 237,000	\$ 140,000	\$ 680,000	\$ 1,820,000	\$ 375,000	
<b>LIBRARY</b>														
Library	Preservation/Restoration of Historic Portions of Brooks Lib	A					\$ 800,000		\$ -					
Library	Replacement of Smoke, Heat and Duct Detectors	A					\$ 29,000			\$ -				
Library	Library Interior Modifications/Renovations	A			\$ -	\$ -	\$ -	\$ 100,000						
Library	Brooks Library Generator and Installation	A							\$ 110,000					
Library	Library Roof Replacement	A						\$ -		\$ 135,000				
<b>LIBRARY SUB-TOTAL</b>					\$ -	\$ -	\$ 829,000	\$ 100,000	\$ 110,000	\$ 135,000	\$ -	\$ -	\$ -	
<b>NATURAL RESOURCES</b>														
Natural Resources	Shellfish Lab at Wychemere Harbor	1A			\$ -	\$ -	\$ 25,000							
<b>NATURAL RESOURCES SUB-TOTAL</b>					\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>PLANNING</b>														
Planning	Exterior Historic Renovations - Albro House	1	CPC		\$ -	\$ -	\$ 30,000							
Planning	Interior Renovations - Albro House	1	FC		\$ -	\$ -	\$ 85,000							
Planning	Walkway Reconstruction Bank Street Center to Rte 28	2					\$ 231,000							
Planning	Walkway Reconstruction Rte 28 SAQ to Harwichport	3					\$ -	\$ 292,200						
<b>PLANNING SUB-TOTAL</b>					\$ -	\$ -	\$ 346,000	\$ 292,200	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>POLICE</b>														
Police	Carpets for Building				\$ -	Below \$50K	\$ 29,000	\$ -						Below Capital Threshold
Police	Painting various areas of Building						TBD							
<b>POLICE SUB-TOTAL</b>					\$ -	\$ -	\$ 29,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>PUBLIC WORKS</b>														
Public Works	5 Year Road Maintenance Plan	1B	DE		\$ 800,000	\$ -	\$ 1,495,167	\$ 1,432,957	\$ 1,359,396	\$ 1,471,881	\$ 1,500,000	TBD	TBD	
			Ch. 90		\$ 700,000	\$ -								
Public Works	Lower County Road						\$ 200,000	\$ 3,500,000						
Public Works	Transfer Station Roof, Siding and Gutters	E1	FC		\$ -	\$ -	\$ 122,000							
Public Works	Certifies Used Articulating Lift	1	FC		\$ -	\$ -	\$ 80,000							
Public Works	High Track Skid Steer Loader	1					\$ 65,000							
Public Works	MSW (Trash) Trailer	E1	FC		\$ -	\$ -	\$ 70,000							
Public Works	Mack Tractor						\$ 150,000							
Public Works	Barber Surf Rake						\$ 45,000							
Public Works	One Ton Dump Truck						\$ 65,000							
Public Works	Vehicle Listing (FY 18 to 21) Summary	E1					\$ -	\$ 365,000	\$ 250,000	\$ 340,000	\$ 260,000	TBD	TBD	
Public Works	Replacement of 1999 Gator						\$ 20,234							
Public Works	Replacement of 2007 48 inch Walker Mower plus two mowers						\$ 22,974							
<b>PUBLIC WORKS SUB-TOTAL</b>					\$ 1,500,000	\$ -	\$ 2,312,401	\$ 5,297,957	\$ 1,609,396	\$ 1,811,881	\$ 1,760,000	\$ -	\$ -	

Department	Project	Funding P	BOS/CPC Source	BOS/CPC Approved	TA Rec	COC Rec	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	Notes
REC & YOUTH	Whitehouse Field Fencing Project	1B	FC		\$ -	\$ -	\$ 57,128							
Rec & Youth	Red River Beach Parking Lot Paving/Overlay	1B			\$ -	\$ -	\$ -	\$ 224,374						
Rec & Youth	Bank Street Beach parking Lot Paving /Overlay	1B						\$ 97,099						
Rec & Youth	Pleasant Road Beach Parking Lot Paving/Overlay	1B							\$ 111,359					
Rec & Youth	Red River Beach Restroom Renovation	1B								\$ 100,000				
Rec & Youth	Brooks Park Expansion/Improvement Phase 3	1A	CPC				\$ 188,000							
<b>RECREATION AND YOUTH SUB-TOTAL</b>					\$ -	\$ -	\$ 57,128	\$ 224,374	\$ 97,099	\$ 111,359	\$ 100,000	\$ -	\$ -	
<b>WASTEWATER</b>														
Wastewater	Intermunicipal Agreement with Chatham Purchase Capacity	1A					\$ 3,000,000				\$ 3,000,000			SRF Loans
Wastewater	Purchase Property in E Harwich for Recharge	1			\$ -	\$ -	\$ 250,000							
Wastewater	Pleasant Bay Watershed Collection System Design and Construction	2B					\$ 2,500,000		\$ 19,800,000		\$ 810,000			
Wastewater	Cold Brook Natural Attenuation Design and Construction	3B						\$ 200,000	\$ 1,800,000					
Wastewater	Restoration of Hinckey's Pond	3C	CPC		\$ -	\$ -	\$ -	\$ 500,000						
Wastewater	Harwich share of Chatham Pumping Station and Force Mains	2B							\$ 3,000,000					
Wastewater	Evaluate Phosphorus issues in Seymour Pond & Action	1B									\$ 350,000			
Wastewater	Muddy Creek Supplemental Funding Regulatory Changes	1A			\$ -	\$ -	\$ -							
<b>WASTEWATER SUB-TOTAL</b>					\$ -	\$ -	\$ 5,750,000	\$ 700,000	\$ 24,600,000	\$ -	\$ 4,160,000	\$ -	\$ -	
<b>WATER</b>														
Water	Lothrop Ave Water Tank Replacement Construction	1					\$ 3,680,000							
			Pr. App.		\$ 1,400,000									
Water	SCADA Upgrade	1					\$ 300,000							
Water	Pleasant Lake Avenue Tank Rehabilitation	1							\$ 1,500,000	\$ -				
Water	Engineering for Asbestos Pipe Project	1								\$ 250,000	\$ -			
Water	Construction/Renovation Asbestos Pipe Project	1									TBD	TBD		
Water	Vehicle Replacements ( Excavator FY18 and Equipment in FY 23)	1	Capital		\$ -	\$ -			\$ 120,000				\$ 75,000	
<b>WATER SUB-TOTAL</b>					\$ 1,400,000	\$ -	\$ 3,980,000	\$ -	\$ 120,000	\$ 1,500,000	\$ 250,000	\$ -	\$ 75,000	
<b>GRAND TOTALS</b>					\$ 2,900,000	\$ -	\$ 22,926,497	\$ 11,292,054	\$ 27,811,023	\$ 8,588,240	\$ 7,303,000	\$ 3,005,000	\$ 1,135,000	\$ 82,060,814

NOTE:  
Funding Summary

Tax Levy	\$ -
Borrowing within Prop 2 1/2	\$ -
Free Cash	
Community Preservation Funds	\$ -
Capital Exclusion	
Debt Exclusion	
Grants	
Golf Maintenance Fund	
Chapter 90	\$ 700,000
Gifts	
Enterprise Account (Water)	\$ 1,400,000
Water/Wastewater Infrastructure Funds (Potential)	
Other: Shellfish Lab Lease	\$ -
<b>Confirmation Total</b>	

**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: Library Trustees  
Historic Commission 

From: Christopher Clark, Town Administrator

Date: October 7, 2015

cc: Board of Selectmen  
Virginia Hewitt, Library Director  
Bob Cafarelli, Town Engineer  
Sean Libby, Facility Maintenance Director

Re: Columns on the Front of Library

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During the overview of the renovations that are necessary to be completed at the Library, concerns were brought up in regards to the columns in the front of the Library. After the meeting, I had requested that Town staff investigate the columns to assess their current condition. The Town Engineer and I went over to specifically look at the columns and found that one could easily be knocked over with a fairly modest push of the hand. Staff installed a support beam and bracing to hold the column in place. The Chairman of the Board of Selectmen at a meeting had inquired for administration to look into the replacement of the columns.

Mr. Cafarelli, in coordination with Facility Maintenance Director Mr. Libby, have identified the costs for two types of column replacements, one would be a poly/classic round tapered fluted split column and a wood round tapered fluted split column with the cost of the poly being \$9,217.97 and the wood being \$8,409.11. Mr. Cafarelli also obtained a quote for a solid wood column at \$8,302.28. Mr. Eldredge, who works for our Department of Public Works, in conversation with Mr. Cafarelli believes that the Town would only have to pay for the materials and that he and other resources at Public Works would be able to complete the installation of these columns. I would recommend also in this circumstance based upon some of my past experiences renovating historic dwellings, that the consideration of the poly classic makes sense due to the weather conditions on Cape Cod in that the materials will stand up better over time.

Due to the fact of the fairly reasonable costs associated with the replacement of the four columns and their previously unknown status of disrepair, I believe that it is fully warranted to approach the Finance Committee with the Reserve Fund Transfer request to complete this work in a timely fashion. I believe that at the renovations meeting, several members of the Finance Committee agreed with this approach. I have attached the quotations and images of the structures for your review. I would ask for your affirmative approval for submission to the Finance Committee for a permanent repair to be effectuated on the columns as soon as practicable.

If you have any questions or concerns please do not hesitate to contact me.



South Dennis  
 Mid-Cape Home Centers  
 465 Route 134  
 South Dennis, MA 02660  
 (508) 398-6071  
 Fax:(508)-398-4559



**QUOTE**

1509-056471 R1 PAGE 1 OF 1

SOLD TO
TOWN OF HARWICH - HIGHWAYS DIVISION OF HIGHWAYS P.O. BOX 1543 HARWICH MA 02645

JOB ADDRESS
TOWN OF HARWICH - HIGHWAYS Brooks Free Library Main Street HARWICH MA 02645 508 430 7555

ACCOUNT	JOB
9308	0
CREATED ON	09/28/2015
EXPIRES ON	10/26/2015
BRANCH	4000
CUSTOMER PO#	
STATION	D006
CASHIER	JOYREI
SALESPERSON	SHECUL
ORDER ENTRY	JOYREI
MODIFIED BY	JOYREI

Item	Description	D	Quantity	U/M	Price	Per	Amount
SOMILLWORK	<b>POLY</b> 62945-Poly-Classic Round Tapered Fluted Split Columns 12" x 16'	0	4	EA	426.9538	EA	5707.82
SOMILLWORK	72665-Split Kit for Columns	0	4	EA	131.6308	EA	526.52
SOMILLWORK	73767-Attic Base for 12" Column	0	4	EA	192.6769	EA	770.71
SOMILLWORK	24398-Temple of the Winds Split Ornamental Capital for Columns	0	4	EA	553.2308	EA	2212.92
COMMENT	~ 4 week lead time	0					
							9,217.97
SOMILLWORK	<b>WOOD</b> F1416S-Wood Round Tapered Fluted Split Columns 12" x 16'	0	4	EA	1603.4154	EA	6413.66
SOMILLWORK	2538-Attic Base for 12" Column	0	4	EA	45.7846	EA	183.14
SOMILLWORK	TW12-Temple of the Winds Split Ornamental Capital for Columns	0	4	EA	453.0769	EA	1812.31
							8,409.11
COMMENT	~4 week lead time	0					
QUOTATION COVERS ONLY THE ARTICLES SPECIFIED. NO RESPONSIBILITY IS ASSUMED FOR ERRORS IN CALCULATION OF SIZES AND LENGTHS. CLERICAL ERRORS ARE SUBJECT TO CORRECTION. ALL AGREEMENTS ARE MADE CONTINGENT UPON STRIKES, FIRES, ACCIDNE					MA 6.25% EXE: 046001175	Subtotal Sales Tax Total	17,627.08 0.00 17,627.08

Buyer:

Signature



South Dennis  
 Mid-Cape Home Centers  
 465 Route 134  
 South Dennis, MA 02660  
 (508) 398-6071  
 Fax: (508)-398-4559



**QUOTE**

1509-056471 R3 PAGE 1 OF 1

TO
TOWN OF HARWICH - HIGHWAYS DIVISION OF HIGHWAYS P.O. BOX 1543 HARWICH MA 02645

JOB ADDRESS
TOWN OF HARWICH - HIGHWAYS Brooks Free Library Main Street HARWICH MA 02645 508 430 7555

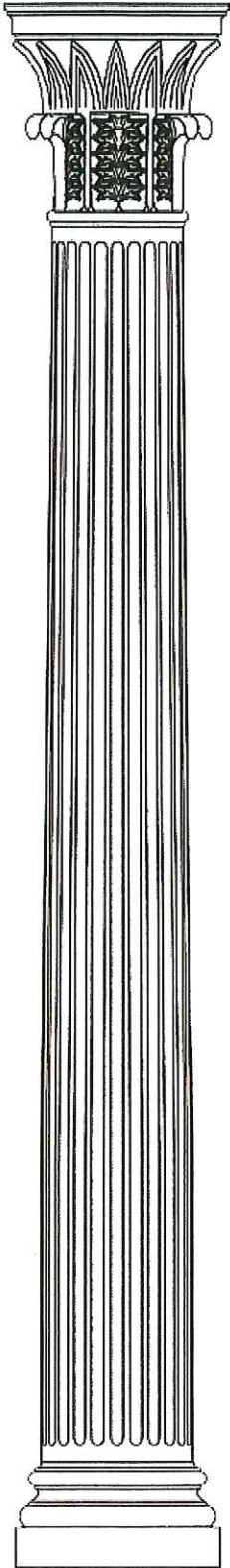
ACCOUNT	JOB
9308	0
CREATED ON	09/28/2015
EXPIRES ON	10/28/2015
BRANCH	4000
CUSTOMER PO#	
STATION	D006
CASHIER	JOYREI
SALESPERSON	SHECUL
ORDER ENTRY	JOYREI
MODIFIED BY	JOYREI

Item	Description	D	Quantity	U/M	Price	Per	Amount
SOMILLWORK	<b>SPLIT</b> 62945-Poly-Classic Round Tapered Fluted Split Columns 12" x 16'	0	4	EA	426.9538	EA	5707.82
SOMILLWORK	72665-Split Kit for Columns	0	1	EA	131.6308	EA	526.52
SOMILLWORK	73767-Attic Base for 12" Column	0	4	EA	192.6769	EA	770.71
SOMILLWORK	24398-Temple of the Winds Split Ornamental Capital for Columns	0	4	EA	553.2308	EA	2212.92
							9,247.97
COMMENT	~ 4 week lead time	0					
SOMILLWORK	<b>SOLID</b> 62760-Poly-Classic Round Tapered Fluted Columns 12" x 16'	0	4	EA	1329.6615	EA	5318.65
SOMILLWORK	73767-Attic Base for 12" Column	0	4	EA	192.6769	EA	770.71
SOMILLWORK	24398-Temple of the Winds Ornamental Capital for Columns	0	4	EA	553.2308	EA	2212.92
							8,302.28
COMMENT	~ 4 week lead time	0					
QUOTATION COVERS ONLY THE ARTICLES SPECIFIED. NO RESPONSIBILITY IS ASSUMED FOR ERRORS IN CALCULATION OF SIZES AND LENGTHS. CLERICAL ERRORS ARE SUBJECT TO CORRECTION. ALL AGREEMENTS ARE MADE CONTINGENT UPON STRIKES, FIRES, ACCIDNE					MA 6.25% EXE: 046001175	Subtotal Sales Tax Total	17,520.25 0.00 17,520.25

Buyer:

Signature





**COLUMN**

Type: **Poly-Classic FRP Columns**  
 Style: **Tapered Round**  
 Shaft Nominal Bottom Diameter: **12"**  
 Total Height: **14'**  
 Bottom Net O.D.: **11 5/8"**  
 Bottom Net I.D.: **10 3/4"**  
 Top Net O.D.: **10 1/16"**  
 Top Net I.D.: **9 1/4"**  
 Max Load Capacity: **18,000 lbs.**  
 Additional Notes:

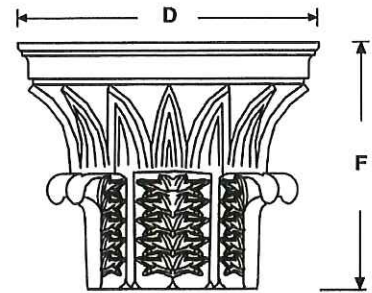
Flutes Number: **24**  
 Flutes Width: **1"**

**PLAN**



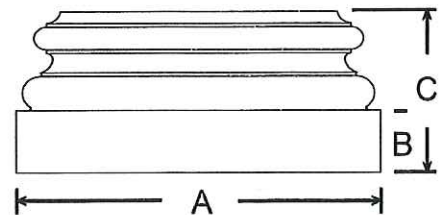
**CAP**

Style: **Temple of Winds**  
 Abacus Width (D): **17"**  
 Capital Height (F): **13 3/4"**  
 Height Variance: **+ 9"**



**BASE**

Style: **Attic**  
 Plinth Width (A): **16 1/8"**  
 Plinth Height (B): **2 3/4"**  
 Total Height (C): **7 1/4"**



The drawing pictured here is scaled to represent a 12in x 8ft column. It is only intended to be an illustration of your selected column style.

For more information, call 800 423 3311  
 © 2015 Turncraft



# POLY-CLASSIC® COLUMN SPECIFICATIONS

## MATERIALS:

Poly-Classic and DuraStone column shafts are manufactured of one-piece rotocast fiberglass reinforced polymer (FRP) with marble dust. Our proprietary method of manufacturing our column shafts is patented, with patents applied for on the DuraStone pre-colored, textured column process and materials. This one-piece construction, combined with the inherent strength of FRP (pound for pound, FRP is stronger than concrete, steel, or aluminum), provides an exceptionally high load-bearing capacity, and a column that is impervious to rot, decay and insect damage. Unlike wood columns, the non-porous, waterproof shafts can be used as channels for downspouts, wiring, and plumbing.

Turncraft's FRP and DuraStone columns include Flame Guard™, and were the first in the industry to pass the ASTM E, 84-01 Class 1 Flame-Spread Classification tests, achieving a Flame Spread index of 15, and Smoke Developed Index of 335, well below the allowable SDI index of 450.



Six-inch through twelve-inch diameter (up to twelve foot in height) standard FRP shafts are factory sanded. Larger shafts (and square shafts) may require field-sanding prior to installation. All shafts are shipped unfinished, and Turncraft recommends finishing with a high quality 100% acrylic latex primer and paint.

DuraStone pre-colored columns do not require finishing. The shaft material is colored throughout, utilizing UV inhibitors that will minimize color fading. The surfaces of DuraStone columns, caps and bases are textured to imitate rough-hewn stone. (Bases for 18" and larger DuraStone columns are split in half and will require reassembly at time of installation.)

## ROUND COLUMN SIZES:

Round tapered and non-tapered shafts are available fluted and unfluted in a wide range of sizes. Flutes in most 8", 10" and 12" diameter tapered shafts are molded right into the shaft, providing consistent Ionic fluting. All sizes can also be custom-fluted for specific opening heights, and adjusted for the cap and base chosen. When shafts are custom fluted, typically the flutes end 1" above the base. (See our DuraGlass specifications for information on 30" diameter columns.)

Tapered shafts have a modified architectural entasis, with a Tuscan style astragal for authentic styling. Since these are molded products, some sizes may vary from the 1/3 straight to 2/3 tapered ratio. Please see the tables on the following pages for exact information on the shaft tapers, and top and bottom net diameters, fluting, etc. Non-tapered shafts have no astragal, providing a more contemporary look.

Column Bottom Diameter*	Tapered Round Shafts											
	5'	6'	8'	9'	10'	12'	14'	16'	18'	20'	22'	24'
6"	√	√	√									
8"	√	√	√◦	√◦	√◦							
10"	√	√	√◦	√◦	√◦	√◦						
12"	√	√	√◦	√◦	√◦	√◦	√	√◦				
14"			√	√	√	√	√	√	√	√		
16"	√	√	√	√	√	√	√	√	√	√		
18"			√	√	√	√	√	√	√	√	√	√
20"		√	√		√	√	√	√	√	√		
24"			√		√	√	√	√	√	√	√	√

\*Actual shaft net diameter is 3/8" to 5/8" smaller than nominal size shown.  
 √ Available unfluted, ◦ Available with standard flutes.

Column Bottom Diameter*	Non-tapered Round Shafts					
	8'	10'	11'	12'	14'	15'
8"	√	√				
10"	√	√				
12"	√	√		√		
14"	√	√		√	√	
16"	√	√				
18"	√	√	√			
20"	√	√	√			
24"	√	√		√	√	√

Column Bottom Width*	Non-tapered Square Shafts					
	8'	9'	10'	12'	14'	16'
6"	√		√			
8"	√◦Δ■	√◦Δ■	√◦Δ■			
10"	√■	√■	√■	√		
12"	√		√	√	√	√
14"	√	√	√	√	√	√

\* Net shaft width is 1/8" less than nominal size shown.  
 √ Available unfluted ◦ Available with standard flutes  
 Δ Available paneled ■ Available with recessed panels.

## SQUARE FRP COLUMN SIZES:

Square non-tapered shafts are available unfluted, fluted, with a double raised panel, or recessed panels. In addition, custom fluting is available. The astragal is molded into the shaft for consistent spacing and simplified installation. (See our DuraGlass specifications for information on 8", 10" and 16" square DuraGlass columns.)





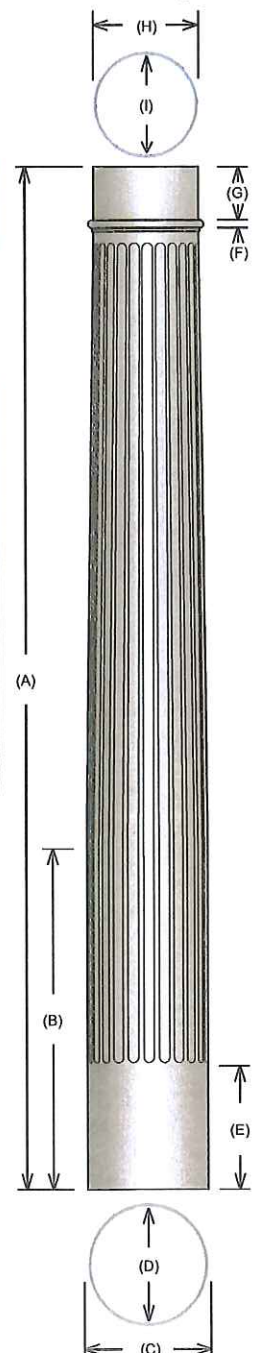
# POLY-CLASSIC ROUND SHAFT SPECIFICATIONS

## ROUND TAPERED SHAFTS:

Standard FRP column shafts are the same height as the listed size. Tuscan and Roman Doric caps and bases, and Attic bases go around the shaft, and do not affect the overall height. Ornamental capitals are set on top of the shaft (after the shaft is trimmed to the astragal), and do affect the overall height: see the *Ornamental Capitals for Round Columns* specifications for more information. On custom fluted shafts, the flutes start 1" from the astragal, and typically end 1" from the base. Fluting can be adjusted for the customer's requirements.

Since the Tuscan caps for DuraStone columns install on TOP of the shaft, rather than around it, the shaft itself is reduced in overall height by the height of the Tuscan cap. The height of the shaft plus the height of the cap will achieve the overall stated column height.

Column Nominal Diameter	Shaft Height	Shaft Bottom*		Shaft Top*		Space Available Inside Shaft:		Shaft Neck		Flute Width (24 ea.)	Straight Portion of Shaft (unfluted columns)	Straight Portion of Shaft (fluted columns)	Smooth shaft before flutes
		Outside Diameter	Inside Diameter	Outside Diameter	Inside Diameter	For Round Post	For Square Post	Neck Height †	Astragal Ring ‡				
	(A)	(C)	(D)	(H)	(I)			(G)	(F)		(B)	(B)	(E)
6"	5'										23 1/16"		
	6'	5 11/16"	4 3/4"	4 13/16"	3 3/4"	3 3/8"	2 1/2"	3"	1/2"	1/2"	35 1/16"	n/a	n/a
	8'										59 1/16"		
8"	5'										14 1/16"	n/a	n/a
	6'										26 1/16"	n/a	n/a
	8'	7 5/8"	6 3/4"	6 19/32"	5 1/2"	5 1/8"	3 1/2"	4 1/4"	1/2"	11/16"	50 1/16"	50"	10 1/2"
	9'										62 1/16"	54"	10 1/2"
10"	10'										72 1/16"	65"	10 1/2"
	4'										0"	n/a	n/a
	5'										0"	n/a	n/a
	6'										10 11/16"	n/a	n/a
	8'	9 11/16"	8 3/8"	8 9/16"	7 3/4"	7 3/8"	4 15/16"	5 1/8"	3/4"	7/8"	34 11/16"	39"	11"
	9'										46 11/16"	56"	11"
12"	10'										58 11/16"	65"	11 1/4"
	12'										82 11/16"	89"	11 1/4"
	5'										0"	n/a	n/a
	6'										8 3/4"	n/a	n/a
	8'	11 5/8"	10 3/4"	10 1/16"	9 1/4"	8 7/8"	6"	4 3/4"	3/4"	1"	32 3/4"	42 3/4"	12"
	9'										44 3/4"	49"	12"
14"	10'										56 3/4"	53"	12"
	12'										80 3/4"	60"	12 1/8"
	14'										62"	n/a	n/a
	16'										86"	87"	12 1/8"
	8'										33 1/4"		
	9'										45 1/4"		
16"	10'										57 1/4"		
	12'	13 1/2"	11 1/2"	11 9/16"	10 1/2"	10 1/8"	6 3/8"	6 3/4"	1"	1 1/4"	81 1/4"		
	14'										57 1/4"		
	16'										81 1/4"		
	18'										105 1/4"		
	20'										129 1/4"		
16"	5'										16 1/4"		
	6'										28 1/4"		
	8'										18 1/2"		
	9'										30 1/2"		
	10'	15 7/16"	13 1/2"	13 1/8"	12"	11 5/8"	7 7/16"	7 3/8"	1"	1 7/16"	42 1/2"		
	12'										66 1/2"		
	14'										27 1/4"		
	16'										51 1/4"		
	18'										75 1/4"		
	20'										99 1/4"		



\* Diameters may vary ± 1/8"

† Neck Height is the distance from the top of the shaft to the top of the astragal ring, ± 1/8".

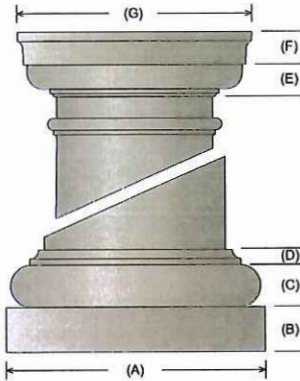
‡ Astragal ring is only the ring portion, and does not include the fillet and cove



# POLY-CLASSIC CAP AND BASE SPECIFICATIONS

All caps, bases and ornamental capitals are manufactured of low-maintenance materials. Materials for caps and bases will vary based on size and style. Standard Tuscan cap and base for our 8", 10" and 12" diameter round tapered columns are our new TimeSaver™ ABS (recycled ABS with fiberglass reinforcement). Since these are molded products, specifications shown are ±1/8", and subject to change without notice.

## TUSCAN CAP AND BASE FOR ROUND TAPERED COLUMNS:



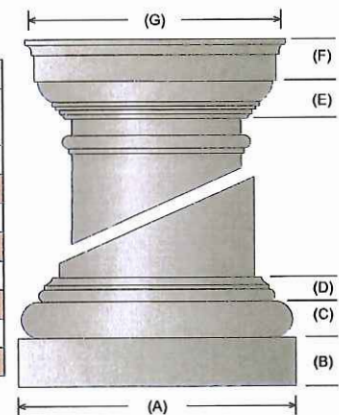
Column Diameter	Tuscan Base						Tuscan Cap				
	Plinth		Torus		Total Height	Materials Available†	Echinus	Abacus		Total Height	Materials Available†
	(A)	(B)	(C)	(D)	(B-D)			(E)	(F)	(G)	
6"	8"	1 1/2"	1 1/4"	1/2"	3 1/4"	F, D	1"	1 1/16"	7 1/2"	2 1/16"	P, D
8"	10 7/8"	1 7/8"	1 3/4"	5/8"	4 1/4"	A, F, D, P, FF	1 5/16"	1 3/8"	9 7/8"	2 11/16"	A, F, D, P, FF
10"	13 1/2"	2 3/8"	2 1/8"	3/4"	5 1/4"	A, F, D, P, FF	1 13/16"	1 3/4"	12 1/8"	3 9/16"	A, F, D, P, FF
12"	16 1/4"	2 3/4"	2 3/8"	7/8"	6"	A, F, D, P, FF	1 7/8"	2"	14 5/8"	3 7/8"	A, F, D, P, FF
14"	18 5/8"	3 5/16"	3"	1"	7 5/16"	F, D	2 1/2"	2 5/16"	17"	4 15/16"	P, D
16"	21 5/16"	3 7/8"	3 3/8"	1 1/8"	8 5/16"	F, D	2 3/4"	2 11/16"	19 1/8"	5 7/16"	P, D
18"	24"	4 3/16"	4"	1 3/8"	9 9/16"	F, D	3"	2 15/16"	21 5/16"	5 15/16"	P, D
20"	27"	4 3/4"	4 1/16"	1 3/4"	10 9/16"	F, D	3 1/8"	3 7/16"	24 1/4"	6 9/16"	P, D
24"	32 1/2"	5 3/4"	5 1/4"	2 1/4"	13 1/4"	F, D	3 3/16"	4 1/8"	28 3/4"	7 5/16"	P, D

† A—ABS, F—FRP, D—DuraStone, P—Polyurethane, FF—Foam-Filled Polystyrene; standard material is highlighted in boldface.

## ROMAN DORIC CAP AND BASE FOR ROUND TAPERED COLUMNS:

Column Diameter	Roman Doric Base†					Roman Doric Cap†				
	Plinth		Torus		Total Height	Echinus	Abacus		Total Height	
	(A)	(B)	(C)	(D)	(B-D)		(E)	(F)	(G)	(E-F)
6"	8"	1 1/2"	1"	3/4"	3 1/4"	1"	1 1/4"	7 1/2"	2 1/4"	
8"	10 7/8"	1 7/8"	1 7/16"	15/16"	4 1/4"	1 7/16"	1 1/2"	9 3/4"	2 15/16"	
10"	13 1/2"	2 3/8"	1 3/4"	1 1/4"	5 3/8"	1 7/8"	1 3/4"	12 1/2"	3 5/8"	
12"	16 1/4"	2 3/4"	2 1/16"	1 3/8"	6 3/16"	2 1/8"	2 3/8"	14 3/4"	4 1/2"	
14"	18 5/8"	3 3/8"	2 3/8"	1 5/8"	7 3/8"	2 11/16"	2 3/4"	14 1/2"	5 9/16"	
16"	21 5/16"	3 7/8"	2 7/8"	2"	8 3/4"	3 3/16"	3 1/8"	19 7/8"	6 5/16"	
18"	24"	4 1/4"	3 1/4"	2 3/8"	9 7/8"	3 7/16"	3 1/2"	22 1/4"	6 15/16"	

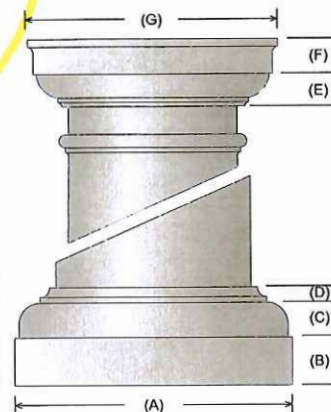
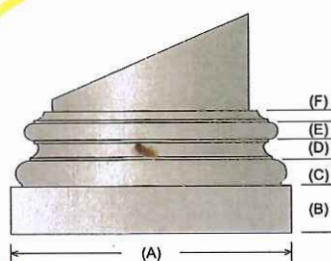
† Bases are FRP, caps are polyurethane. Only the bases are available in DuraStone—not the caps.



## ATTIC BASE FOR ROUND COLUMNS:

Column Diameter	Attic Base†						
	Plinth		Torus				Total Height
	(A)	(B)	(C)	(D)	(E)	(F)	(B-F)
6"	8"	1 1/2"	3/4"	3/4"	1/2"	1/2"	3 1/2"
8"	10 7/8"	1 7/8"	1 1/8"	7/8"	3/4"	1/2"	5 1/8"
10"	13 1/2"	2 3/8"	1 1/4"	1 1/8"	7/8"	5/8"	6 1/4"
12"	16 1/8"	2 3/4"	1 1/2"	1 3/8"	1"	5/8"	7 1/4"
14"	18 1/2"	3 5/16"	1 3/4"	1 5/8"	1 1/4"	11/16"	8 5/8"
16"	21 3/16"	3 3/4"	2 1/8"	1 7/8"	1 1/2"	13/16"	10 1/8"
18"	23 15/16"	4 1/4"	2 5/16"	2 1/8"	1 7/16"	1 1/8"	11 1/4"
20"	27 1/16"	4 3/4"	2 11/16"	2 3/8"	1 3/4"	1 7/16"	13"
24"	32 1/2"	5 3/4"	3 5/16"	2 13/16"	2 1/8"	1 3/4"	15 3/4"

† Attic bases are FRP. Also available in DuraStone.



## BUILDERS SERIES CAP AND BASE FOR ROUND TAPERED COLUMNS:

Column Diameter	Builders Series Base†					Builders Series Cap†				
	Plinth		Torus		Total Height	Echinus	Abacus		Total Height	
	(A)	(B)	(C)	(D)	(B-D)		(E)	(F)	(G)	(E-F)
8"	10 7/8"	1 7/8"	1 1/4"	5/8"	3 3/4"	1 1/4"	1 1/4"	9 7/16"	2 1/2"	
10"	13 1/2"	2 3/8"	1 5/8"	9/16"	4 9/16"	1 13/16"	1 3/4"	12 3/16"	3 9/16"	
12"	16 1/4"	2 3/4"	2"	7/8"	5 5/8"	1 7/8"	2"	14 5/8"	3 7/8"	

† Cap and base are polystyrene (with foam core) Not available in DuraStone.



**POLY-CLASSIC ORNAMENTAL CAPITALS (CONT'D)**



Column Size	Capital Height	Abacus Width	Scroll Width	Height Adjust
6"	7"	8"	N/A	+ 4"
8"	8 1/2"	10 3/4"	N/A	+ 4 1/4"
10"	12 1/4"	16 1/2"	N/A	+ 7 1/8"
12"	14 1/2"	19"	N/A	+ 9 3/4"
14"	17"	20"	N/A	+ 10 1/4"

Column Size	Capital Height	Abacus Width	Scroll Width	Height Adjust
16"	N/A			
18"	22 1/2"	25"	N/A	+ 14 5/8"
20"	22 1/2"	25"	N/A	+ 13 5/16"
24"	N/A			
30"	N/A			



**ROMAN CORINTHIAN (TRIM COLUMN SHAFT TO TOP OF NECK RING)**

Column Size	Capital Height	Abacus Width	Scroll Width	Height Adjust
6" *	7"	9 1/2"	N/A	4"
8" *	10 1/4"	13 3/4"	N/A	6"
10" *	13 7/8"	17 3/4"	N/A	8 3/4"
12" *	15 1/4"	18 1/2"	N/A	9 1/2"
14"	17"	22"	N/A	10 1/4"

Column Size	Capital Height	Abacus Width	Scroll Width	Height Adjust
16"	20"	27"	N/A	+ 12 5/8"
18"	23"	32 1/2"	N/A	+ 15 1/8"
20"	25 1/2"	39"	N/A	+ 16 5/16"
24"	28 1/2"	42"	N/A	+ 16 1/2"
30"	37 1/2"	16 1/2"	N/A	



**ROMAN DORIC ORNAMENTAL (TRIM COLUMN SHAFT TO TOP OF FILLET)**

Column Size	Capital Height	Abacus Width	Scroll Width	Height Adjust
6"	4"	8 3/4"	N/A	+ 1/2"
8"	6"	13 1/8"	N/A	+ 1 1/4"
10"	7"	16 1/4"	N/A	+ 1 1/8"
12"	7"	16 1/4"	N/A	+ 1 1/2"
14"	9"	21"	N/A	+ 1 1/4"

Column Size	Capital Height	Abacus Width	Scroll Width	Height Adjust
16"	10 1/2"	24"	N/A	+ 2 1/8"
18"	12 1/2"	28"	N/A	+ 3 5/8"
20"	12 1/2"	28"	N/A	+ 1 15/16"
24"	N/A			
30"	N/A			



**ROMAN IONIC (TRIM COLUMN SHAFT TO TOP OF FILLET)**

Column Size	Capital Height	Abacus Width	Scroll Width	Height Adjust
6" *	2 1/4"	6 1/8"	8 1/16"	- 1 1/4"
8"	3"	8 1/4"	10 1/2"	- 1 3/4"
10"	3 5/8"	11"	13 5/8"	- 2 1/4"
12"	4 1/2"	12 1/2"	16 1/2"	- 1"
14"	5 1/2"	17 1/2"	23"	- 2 1/4"

Column Size	Capital Height	Abacus Width	Scroll Width	Height Adjust
16"	6 1/8"	17 1/2"	22"	- 2 1/4"
18"	6 1/2"	20"	24 1/4"	- 2 3/8"
20"	8 3/4"	25"	31 3/4"	- 1 13/16"
24"	9"	25 1/4"	33"	- 4 5/8"
30"	12 1/2"	32"	40 1/2"	



**SCAMOZZI (TRIM COLUMN SHAFT TO TOP OF FILLET)**

Column Size	Capital Height	Abacus Width	Scroll Width	Height Adjust
6" *	2 5/8"	7 3/4"	6 1/4"	- 7/8"
8" *	3"	10 1/4"	9"	- 1 3/4"
10" *	3 7/8"	14 1/2"	12 1/2"	- 2"
12" *	4 7/8"	16 3/4"	14"	- 5/8"
14"	5 1/2"	19"	16 3/4"	- 2 1/4"

Column Size	Capital Height	Abacus Width	Scroll Width	Height Adjust
16"	6 1/4"	22 1/4"	18 1/2"	- 2 1/8"
18"	7"	23 1/2"	23"	- 1 7/8"
20"	8 3/4"	26"	21 1/2"	- 1 13/16"
24"	10 1/4"	34 1/4"	29 1/2"	- 3 3/8"
30"	12 3/4"	39"	33"	



**TEMPLE OF WINDS (TRIM COLUMN SHAFT TO TOP OF NECK RING)**

Column Size	Capital Height	Abacus Width	Scroll Width	Height Adjust
6"	7"	8"	N/A	4"
8"	8"	12"	N/A	3 3/4"
10"	11 1/8"	15 1/4"	N/A	6"
12"	13 3/4"	17"	N/A	9"
14"	14"	21 1/4"	N/A	7 1/4"

Column Size	Capital Height	Abacus Width	Scroll Width	Height Adjust
16"	16"	23"	N/A	8 5/8"
18"	18 1/8"	26 3/4"	N/A	10 1/4"
20"	21 1/4"	28"	N/A	12 1/16"
24"	23 1/4"	34 1/4"	N/A	11 1/4"
30"	30"	39"	N/A	

\*Special order—normally this size capital would be our Quick-Fit model. See following page.