

**SELECTMEN'S MEETING AGENDA\***

*Griffin Room, Town Hall  
Executive Session 5:15 P.M.  
Regular Meeting 6:30 P.M.  
Monday, October 24, 2016*

**I. CALL TO ORDER**

**II. EXECUTIVE SESSION** – Pursuant to M.G.L. c. 30A, §21(a)(3), to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares – HEA and Personnel By-Law; and Pursuant to M.G.L. c. 30A, §21(a)(3), review current status and strategy recommendations with Town Counsel with respect to pending litigation matters, for which a discussion in open session would have a detrimental effect on the litigation position of the Town. These matters include:

1. Bardsley, Trustee of the Herring Realty Trust v. Town of Harwich Conservation Commission, et al
2. Cuddy, Trustee v. Harwich Planning Board
3. Daks et al. v. Town of Harwich Conservation Commission and Walter Diggs, et al.
4. John C. DeSimone and Catherine A. DeSimone, Trustees of the DeSimone Family Living Trust v. Town of Harwich and through the Harwich Board of Selectmen
5. Dewey, et al. v. Harwich Planning Board
6. Eveland v. Town of Harwich, Lt. John F. Sullivan, David Guillemette, Chief of Police and the Orleans District Court
7. First Congregational Church of Harwich v. Eldredge, et al.
8. Gavin v. Harwich Board of Appeals
9. Hershey v. Carriero, et al.
10. Thomas P. Jalkut, Trustee, et al. v. Town of Harwich, et al.
11. Maker v. Town of Harwich and Harwich Chief of Police
12. Walsh Brothers Building Company, Inc. and the Estate of Lois A. Jones v. Harwich Board of Health and the Town of Harwich
13. Walsh Brothers Building Company, Inc., et al. v. Harwich Conservation Commission and Town of Harwich
14. American Capital Energy v. Town of Harwich, et al.
15. Chief of Police v. Springsteen
16. Friends of Harwich Beaches, Inc. and Jan H. Kalicki v. Harwich Conservation Commission and Town of Harwich
17. Harwich Harbormaster v. Sykes
18. In the Matter of Elizabeth Maher (Harwich)
19. Patrick M. Judge, Trustee of Victory Village Realty Trust v. Carriero, et al.
20. Kanin, et al. v. Harwich Conservation Commission, et al.
21. Klink v. Chief of Police David Guillemette
22. Malitas v. Town of Harwich Chief of Police
23. McCaffery v. Harwich Police Department
24. Morrison v. Harwich Conservation Commission
25. Susan A. Sedor, Pro Se v. Harwich Zoning Board of Appeals, et al.
26. Walsh Brothers v. Harwich Conservation Commission

**III. PLEDGE OF ALLEGIANCE**

**IV. WEEKLY BRIEFING**

**V. PUBLIC COMMENT/ANNOUNCEMENTS**

- A. Accept proceeds from the Irish Pub Road Race for the Harwich Fire Department

VI. **CONSENT AGENDA**

- A. Approve Minutes –
  - 1. September 26, 2016 Regular Meeting
  - 2. October 3, 2016 Regular Meeting
- B. Accept resignation of Gary Carreiro from Zoning Board of Appeals effective immediately
- C. Accept resignation of Paul Doane from alternate position on Zoning Board of Appeals effective immediately
- D. Approve License Agreement with Allen Harbor Marine Service for Winter Boat Storage at Saquatucket Harbor

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

- A. Annual Meetings with the Board of Selectmen:
  - 1. Golf Committee
  - 2. Recreation and Youth
  - 3. Cemetery Commission

VIII. **OLD BUSINESS**

- A. Ballot Question 2 regarding charter schools – *discussion only*
- B. Town Administrator's FY 17 Goals and Objectives

IX. **NEW BUSINESS**

- A. Discussion of potential Charter changes with By-Law Charter Review Committee

X. **TOWN ADMINISTRATOR'S REPORT**

- A. Action Item Register update

XI. **SELECTMEN'S REPORT**

- A. Upcoming Town Administrator Review Process

XII. **ADJOURNMENT**

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

Authorized Posting Officer:

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

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

Date: \_\_\_\_\_  
October 20, 2016

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, SEPTEMBER 26, 2016  
6:30 P.M.**

**SELECTMEN PRESENT:** Brown, Kavanagh, LaMantia, MacAskill

**OTHERS PRESENT:** Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, Amy Usowski, Dan Pelletier, Bob Thomas, Allin Thompson, Larry Cole, Maggie Downey, Walter Diggs, Sally Urbano, Lou Urbano, Nancy Pollard, and others.

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

**WEEKLY BRIEFING**

Mr. Pelletier reported that in April 2015 an EPA sample showed an elevated level of Chromium 6 at Well 10, specifically 200 ppb with the EPA standard being 100 ppb. He noted that upon receiving the results, the Water Department worked with DEP in retesting in five locations for Chromium 6 and all tests came back with none detected. He stated that DEP thinks the reason for this initial detection was the new stainless steel equipment that was put in at the filter treatment plant. Mr. Pelletier further reported that the Water Department is going to be initiating the flushing program next week and more information is on their website.

**PUBLIC COMMENT/ANNOUNCEMENTS**

Mr. Cole described the routes for the road race this weekend. He also discussed the upcoming Utility & Energy Committee's Energy & Sustainability Fair on October 29th at the Community Center.

Ms. Urbano expressed concern over a recent newspaper article indicating that the Board had already given their support to the HECH/Habitat project in West Harwich and Chairman MacAskill responded that the Board has not voted on this yet. Mr. Clark noted that this will be on the next agenda.

**CONSENT AGENDA**

- A. Approve Minutes
  - 1. September 12, 2016 – Regular Session
- B. Confirm the appointment of Alyxandra Sabatino as the new Town Planner
- C. Confirm the appointment of Andrew Sousa as a Heavy Equipment Operator as recommended by the DPW Director
- D. Approve the recommendation of the Selectmen's Interview/Nominations Subcommittee to appoint the following:
  - 1. Amy Harris to the Housing Committee – term to expire on June 30, 2017
  - 2. Rosann Donahue to the Cultural Council – term to expire on June 30, 2017
  - 3. Virginia Doyle to the Architectural Advisory – term to expire on June 30, 2019

4. Liz Dubuque to the Trails Committee – term to expire on June 30, 2019
- E. Confirm the re-appoint Ralph Smith to a new term as a member of the Community Center Facilities Committee as the Council on Aging representative
- F. Approve the recommendation of the Town Administrator and Animal Control Officer to issue a Dog Order for a dog owned by Melissa Bessette following a Hearing held on September 22, 2016
- G. Approve request by The Garden Club of Harwich for a One-Day Special License for Wine and Malt on October 1, 2016 for fundraiser at The Moorings in Harwich Port

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

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

A. Annual Meetings with the Board of Selectmen:

1. Conservation Commission

Mr. Diggs, Chair, and Ms. Usowski delivered the annual report of the Conservation Commission and took questions and comments from the Board.

2. Real Estate and Open Space

Mr. Thomas, Vice-Chair, delivered the annual report of the Real Estate and Open Space Committee and took questions and comments from the Board.

B. Cape Light Compact update on Eversource's Grid Modernization Plan for the Vineyard & Cape Cod

Maggie Downey, Administrator of Cape Light Compact and Austin Brandt, Power Supply Planner, provided a Power Point presentation entitled "Eversource's Grid Modernization Plan: Does It Lay The Foundation We Need For Our Communities' Energy Future?" They took questions and comments from the Board.

C. Town Administrator/Finance Director to present the Five-Year Financial Plan

Mr. Clark presented the Five Year Plan and took questions and comments from the Board.

**NEW BUSINESS**

A. West Harwich Plume Site Assessment/Proposal by Bennett Environmental – Paula Champagne

Ms. Champagne provided the a Power Point presentation resulting from her review of over 1,000 pages of documents.

Mr. Clark noted that we received an email response back from DEP which mirrored Ms. Champagne's remarks.

In response to a question from Mr. LaMantia, Ms. Champagne explained that the literature demonstrated that the groundwater in that area moved a half a foot a day and so theoretically from the laundromat to the Herring River a drop would take 20 years to reach the Herring River, so we should be nearing the end of the travel as it is close to 20 years. Ms. Pflieger asked about what happens in states of drought and Ms. Champagne responded that the entire groundwater lens will drop so it will be even further down. Mr. Urbano asked at what depth does it flow into the river and Ms. Champagne responded that the freshwater flows under the saltwater and the groundwater rises at the bottom of the river. He stated that we should do a study on the North Road properties to see if the chemicals are coming up closer to those homes. Ms. Champagne responded that those homes have had indoor air testing with the three houses on Smith Street having been studied the most. She provided the data on that noting that samples were taken right near that location of the Herring River and there was nothing detected. She stated that the flow of the Herring River is so great that the scientists believe that anything entering there is going to be subject to aeration and volatilized. Ms. Urbano stated that she understands that this is just a temporary fix using natural attenuation and a permanent fix is not going to happen based on either it costs too much money, they couldn't get it done quickly enough, or they don't have the means by which to fix it. She noted that there were other dry cleaners, an auto parts store and heating oil spill in the area and she still has concerns. She asked why we can't look at this again and have it evaluated. Ms. Champagne stated that when we they started this study with the Pinewood Village there was anecdotal information brought to the office through other municipal agencies of other possible sources in the area. She noted that some of them were substantiated and some of them weren't. She stated that some of them were ruled out as they were just laundromats and not using the same kind of chemicals. She stated that one of the reasons the Dennisport laundromat isn't being listed as solely responsible is because of this question that there may be some other minor contributors. She noted that there is also one set of test wells in the West Harwich area that indicated that there could have been another minor contributing factor and there alludes to some other sites in the documents. She noted that attenuation is too expensive and too broad and we have taken care of the risk exposures which seems to be accepted as the remediation. Ms. Champagne stressed that all of this is being driven by the DEP regulations. She stated that if there are private wells out there that we don't know about we certainly want to counsel those residents. Ms. Pollard stated that she lives in one of those houses on the Herring River and questioned if they need to be concerned if they have town water or is this only for people who have a well. Ms. Champagne responded that you do not need to be concerned if you have town water and it is highly regulated, monitored and tested. Ms. Pollard further stated that she spent many summers in Pinewood Village as a child before it became condominiums and questioned if back then they had town water. Ms. Champagne responded that it is her understanding that it had been on town water and when it was made into condos in 1978 is when they drilled the well. Ms. Pollard further noted that her children had grown up there as well. Chairman MacAskill said we can provide her with dates on that.

Mr. Clark outlined the proposal from Bennett Environmental. Ms. Champagne took questions from the Board. The Board took no action on the proposal.

Danny Horn of 34 Smith St. questioned if the risk is in the air quality and how do you go about getting that tested. Ms. Champagne responded that she would be happy to share the testing information to see if his home is one of the ones that had been tested. She took further questions from Mr. Horn.

- B. Request by George Olmsted for support for a Petition Article (Chatham) to change the name of Muddy Creek to Monomoy River

With Mr. Olmsted not present, the consensus of the Board was to take no action on this item.

- C. Report of 2015 closing of the books and auditing process – Finance Director

Mr. Gould reported that 2015 books have been closed since around Thanksgiving. He noted that the audit has been done and free cash couldn't have been certified if the books weren't closed. He said he is planning to get the books closed and free cash certified for 2016 by the end of October. He said this is the last year of the auditing firm's contract and he hasn't been really impressed with them. He asked the Board if they would be open to changing auditors and he noted that it is common practice to do that periodically. Mr. Clark said we can finish out the contract with the auditors and obtain quotes from other firms for next year.

- D. Action Item Register additional items to be added

No additional items were added to the Action Item Register.

## **TOWN ADMINISTRATOR'S REPORT**

- A. Middle School Room Fees

Mr. Clark noted that the requested adjustments have been made to the fees.

- B. Beach Road Nourishment

Mr. Clark noted that he will be having a meeting shortly with staff to discuss this. He stated we have some data from a CZM analysis which we will look at to see what potentially we could do in that area. He added that he will request that a survey be done right on the easement to point out the property boundary.

- C. CWMP Amendment #1 – CDM Smith

Mr. Clark reported that this is in regard to doing the public outreach work on wastewater. He noted that it is only \$15,000 and under the threshold that the Board has authorized him to sign. The Board had no issues with the proposal.

- D. Action Item Register update

Mr. Clark reported that there were no further updates from last time.

## **SELECTMEN'S REPORT**

### **A. No Place for Hate Program**

Chairman MacAskill pointed out that this was a volunteer initiative led by former Selectman McManus and nothing has been done on it since 2006. The Board did not have interest in taking this on and Chairman MacAskill encouraged the public to get involved.

### **B. Goals and Objectives**

Chairman MacAskill noted that this is an abbreviated version of the Board's goals and objectives and he asked the Board to provide input. He stated that Mr. Clark is coming back next week with his goals and objectives.

### **C. Draft FY 18 Budget Message**

Ms. Brown read the budget message and Chairman MacAskill asked the Board to review and submit comments to him.

### **D. Committee Vacancy List**

Ms. Brown read the Committee vacancy list.

## **ADJOURNMENT**

Ms. Kavanagh moved to adjourn at 9:28 p.m. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel  
Recording Secretary

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, OCTOBER 3, 2016  
6:30 P.M.**

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

**OTHERS PRESENT:** Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, Chief Guillemette, Andy Gould, Supt. Scott Carpenter, Jeremy Gingras, Rob Mador, Larry Ballantine, Larry Brophy, Leedara Zola, Susan Johnson, Robin Wilkins, Don Howell, Paul Niedzwiecki, Jack Yunits and others.

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

**PUBLIC COMMENT/ANNOUNCEMENTS**

A. Awarding of plaques for Harwich Chamber of Commerce Hometown Parade winners

Jeremy Gingras presented plaques to the winners of the Chamber's Hometown Parade as follows:

Overall Best Award – Good Times Ice Cream  
Most Town Spirit – Harwich Town Band  
Funniest Entry – Mad Minnow Bar & Restaurant  
Best Youth Participation – Harwich Cranberry Festival

**CONSENT AGENDA**

- A. Approve Minutes - September 19, 2016 — Regular Session
- B. Approve contract with Brown, Lindquist, Fenuccio & Raber Architects for Saquatucket Landside Project
- C. Approve contract with Lynch, Malloy, Marini LLP for auditing services for FY16
- D. Approve contract with East Coast Sealcoating for tennis court resurfacing at Brooks Park
- E. Confirm appointment of Jay Briggs as Building Commissioner as recommended
- F. Approve job description for Records Specialist at Police Department
- G. Approve Town Administrator's recommendation on Perks Entertainment License

Chairman MacAskill noted that he would be tabling Item E. Ms. Kavanagh moved approval of the balance of the Consent Agenda. Mr. LaMantia seconded the motion. Chairman MacAskill asked to add that a presentation should be provided to the contract for Item B. The motion carried by a unanimous vote.

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

A. Annual Meetings with the Board of Selectmen:

- 1. Planning Board



Mr. Brophy, Chair, provided the annual report of the Planning Board and took questions and comments from the Board.

## 2. Zoning Board of Appeals

No one appeared before the Board.

### B. Update on Cape Cod Commission — *Paul Niedzwiecki and Jack Yunits*

Cape Cod Commission Executive Director Paul Niedzwiecki and County Administrator Jack Yunits provided an update of what they have been working on over the past year. Mr. Niedzwiecki reported that they just finished the first year of the implementation of the 208 Plan, began review of the Regional Policy Plan last January including emerging issues of coordinating capital planning and housing, and transfer of HOME program to Human Services which he said has worked very well. Mr. Yunits reported that the County has a very strong financial situation but they need to start planning fiscally and be a little bit more prudent in how they run the County. He stated that they are managing very conservatively and making sure they have cost recovery systems in place. He noted that they are hearing a lot about dredge and are discussing how they can improve dredge services across the County. He commented that we should not hesitate to call them for help and if there is a way to partner, they will find it. Mr. Niedzwiecki and Mr. Yunits took questions and comments from the Board.

### C. Joint Meeting with Monomoy Regional School District and Finance Committee to discuss enrollment by class and demographics, including a five year projection of same

Superintendent Carpenter and School Committee Chair Brian Widegren discussed enrollment by class, demographics and the five year projection (see attached). They took questions from Mr. Cakounes.

## **OLD BUSINESS**

### A. CVEC — Solar Distribution

Chairman MacAskill noted that in the Board's packet there are 2 different models with one showing the original proposed split of 57% Town/43% Water Enterprise Fund, and the other option is making the Water Enterprise an additional off-taker where the Town would be paid about 50% percent more of the revenue. He reported that he met with the Water Commission and told them his recommendation which is to make them an off-taker which would get the Town to the \$300,000 mark that we originally anticipated. He said they have already budgeted for FY17 we wouldn't start the new program until FY18. The consensus of the Board was that the Water Department should be treated as an off-taker and also to have the Town Administrator draft a Memorandum of Agreement.

Mr. Hughes moved that as far as the solar system revenue goes that we treat the Water Department as an off-taker at this point in time starting in FY18 and draft the Memorandum of Agreement to that effect and negotiate with the Water Commission. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

Chairman MacAskill stated that they didn't have a budget for FY17 showing they would pay half of the expenses and he asked that Mr. Clark discuss with Ms. Cummings.

## **NEW BUSINESS**

A. Request by Richard Houston that the Board pass a resolution opposing Ballot Question 2 regarding charter schools

Mr. Clark pointed out that many of the groups identified as having adopted this resolution are unions and Schools Committees, and there was only one Board of Selectmen that supported it. Mr. Houston noted that the School Committee has already adopted this and he is seeking adoption of the resolution from both Harwich and Chatham so they are acting in alliance with School district. He commented that Question 2 would lead to a significant expansion of the number of charter schools. Mr. Cakounes stated that it would be inappropriate for the Board to take a position for the Town on any ballot question and he is disappointed that the School Committee did so. He commented that we are fortunate that we have excellent schools but there are communities that are not as fortunate. He stressed that the Board does not speak for him on Question 2 or any other question. Ms. Kavanagh suggested they revisit this and determine what is appropriate for them to take a stand on as it does affect our bottom line. Mr. Hughes noted that historically we haven't done this and we haven't heard from the opposition. He stressed that other students deserve the same opportunities as our kids have. Chairman MacAskill recommended bringing this item back. Mr. Hughes moved to deny the request. There was no second to the motion.

B. Request from Habitat for Humanity for \$300,000 from the Affordable Housing Trust Fund for project at 93 and 97 Route 28, West Harwich

Ms. Brown recused herself on this item as she indicated that she has a family member on Habitat's payroll. Leedara Zola of Habitat for Humanity and Susan Johnson of HECH presented the request for \$240,000 for acquisition and noted they are seeking support of the LIP application which is the first step in the 40B process. She noted that the Board had already given Habitat \$35,000 for the feasibility study and she stated that they will not purchase the property until they are fully permitted. Ms. Zola and Ms. Johnson took questions from the Board. Ms. Zola stated that two homes would be market rate homes, owned by HECH, and they would issue an RFP for historic preservation of the Chase home. Ms. Johnson confirmed this and noted that they worked with the neighbors on this. Mr. Hughes asked what HECH is using the \$25,000 for that the Board voted to grant them and Ms. Johnson said they will use it for the consultant to help with the historic RFP. Ms. Zola said the idea was that by the time they were permitted there would be sufficient funds accrued in the fund to cover the purchase but Habitat wanted the funds awarded so they would have assurance that this is a supported project. She confirmed that they aren't going to execute the sale until the funds are available. Mr. LaMantia expressed concern that putting out the RFP doesn't guarantee anything and questioned what they would do if there is no interest. Ms. Johnson said they would put it out a second time if need be but stressed that HECH isn't in the business of historic preservation. She said they will do the best they can to market it to bring somebody in with that intent. The Board took comments from Don Howell and Ms. Zola and Ms. Johnson took questions and comments from Brooke Williams, Ralph Diamond, Duncan Berry, Gayle MacAleer, Joan McCarty, Richard Waystack, Sally Urbano, Leo Cakounes, and Vickie Goldsmith

Mr. Hughes moved that we authorize the expenditure of up to \$240,000 from the Affordable Housing Trust Fund as those funds are actually available to support the purchase of property at 93 and 97 Main Street in West Harwich. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote. At Mr. Cakounes' request, Mr. Hughes amended his motion to include the words "for Habitat" as the motion did not include who the funds were for. The motion carried by a 4-0-0 vote.

- C. Request from Habitat for Humanity to sign letter of support for LIP Application for project at 93 and 97 Route 28, West Harwich

Mr. Hughes moved to sign a letter of support for the LIP Application for the project at 93 and 97 Route 28, West Harwich. Mr. LaMantia seconded the motion and the motion carried by a 4-0-0 vote.

- D. Board of Selectmen FY17 Goals and Objectives

Chairman MacAskill asked the Board to review the document and to set priorities. Mr. Clark noted that he has made his recommendations as to department assignments. Mr. MacAskill said they would bring this item back next week for discussion due to the late hour.

- E. Board of Selectmen FY18 Budget Message

Mr. LaMantia suggested that the budget number set for the Middle School should be included in the budget message and added that arrangements have to be made for the Finance Director to provide a Sources and Use document for the Middle School quarterly and to see individual department costs. Mr. Hughes provided comments including planning for health care costs, not transitioning part-time positions to full-time benefited positions, and a plan for ongoing reserve funds. Ms. Kavanagh commented that she does not see these as substantial changes. Mr. Clark expressed concern that the only way we could create a new position is if it is offset by revenue and only three departments can meet that goal – Water, Golf and Harbor. He recommended that the Board think about that element and stressed that it is important to know the needs of the organization. He said he will present what he believes to be in the best interest of the Town but agreed that that we need to slow down on the number of new hires. Chairman MacAskill said he doesn't read this any differently with Mr. Hughes' edits. Mr. Clark took questions from the Board regarding budgeting health insurance increases. Chairman MacAskill disagreed with Mr. LaMantia's suggestion to single out the Middle School building. Mr. Clark cautioned that the \$125,000 previously discussed was for utility related costs only. Ms. Brown pointed out that the Middle School is not on the agenda tonight. Chairman MacAskill agreed and recommended taking out the section that refers to the Middle School. Mr. Hughes moved to adopt the FY2018 Budget Messages with the exception of we are going to delete the full item called "Departments should plan for inevitable increased benefit cost," and the very last bullet (The budget set for the Middle School should be at the lowest level possible with the goal of providing time to determine the best course of action. Fees will be charged for recreational activities to help keep costs minimal.) and that the Chairman be authorized to add any additional edits between now and tomorrow to the document without dramatically changing it and we move forward. Ms. Kavanagh seconded the motion and the motion carried by a 4-1-0 vote with Mr. LaMantia in opposition.

- F. Action Item Register additional items to be added

Mr. Hughes asked when something is completed when do we take it off the Action Item Register and Mr. Clark responded that we will keep it on the list but mark it as "status completed." Mr. Hughes asked that the completed items be color coded. Ms. Greenhalgh noted that there are no new additional action items. Chairman MacAskill noted that the upcoming FY16 audit presentation should be added.

## **TOWN ADMINISTRATOR'S REPORT**

- A. Action Item Register update

Mr. Clark reviewed the Action Item Register noting that Perks is now “status complete.”

B. Town Administrator's FY17 Goals and Objectives

Mr. Clark stated that he put in the goals what he thinks he is able to do but stressed that it should be in conjunction with what he recommends other departments are able to do.

C. Pinewood Village Condominiums public water installation

Mr. Clark reported that the public water supply was installed at Pinewood Village Condominiums in June 1998.

Mr. Clark reported that the Community Rating System was signed and completed on Friday and we received word today that it has been approved.

**SELECTMEN'S REPORT**

A. Committee Vacancy List

No action was taken on this item.

B. Citizens Committee Vacancy Form

Chairman MacAskill reported that a citizen requested that the Citizens Activity Record Form be changed to Citizens Committee Vacancy Form. Mr. Hughes stated that historically we have asked people to check off what committees they are interested in and it doesn't necessarily mean there's a vacancy there. Chairman MacAskill said he would bring back for discussion next week.

C. Next Selectmen's Meeting — Tuesday, October 11, 2016

Chairman MacAskill announced that the next meeting of the Board is Tuesday, October 11, 2016.

**ADJOURNMENT**

Chairman MacAskill moved to adjourn at 10:00 p.m.

Respectfully submitted,

Ann Steidel  
Recording Secretary

**Anita Doucette**

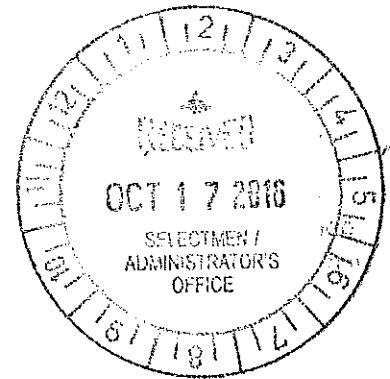
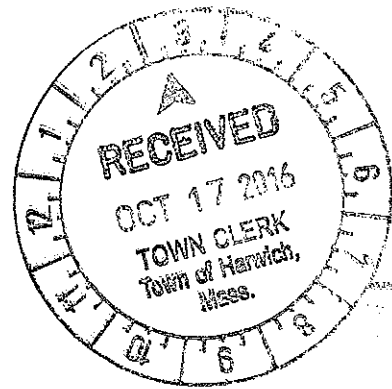
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**From:** garywater196@gmail.com  
**Sent:** Monday, October 17, 2016 2:02 PM  
**To:** Anita Doucette  
**Cc:** David Ryer; John Burke  
**Subject:** Resignation from Z.B.A.

I would like to take this opportunity to express my gratitude to the Harwich Board of Selectman in appointing me to the Harwich Z.B.A. Unfortunately at this time I need to resign my position as a full time member of the board effective immediately. It has been a honor and pleasure representing the Town of Harwich in this capacity, and I hope I fulfilled my duties appropriately. I have thoroughly enjoyed working with all the members of the Z.B.A. and I have learned a great deal from each and everyone of them. The Board of Selectman should feel at ease knowing they have such an outstanding group of residents representing the Town of Harwich.

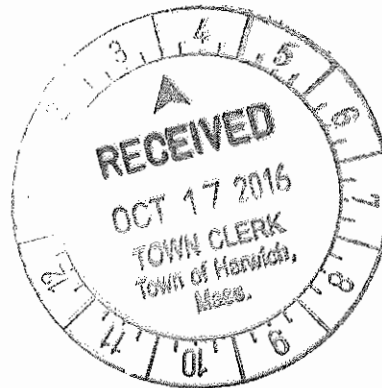
Sincerely,  
Gary Carreiro

Sent from my iPad



October 16 2016

Board of Selectmen  
Harwich Town Hall  
Main Street  
Center Harwich, Massachusetts  
02645



Dear Board of Selectmen:

I am writing regrettably to resign my position as an Alternate member of the Harwich Zoning Board of Appeals. My term is due to expire the end of June 2017. I am submitting this request at this time so that you may appoint another Alternate to complete my term since I will be absent from the Town for the next five-six months. I do not expect to be returning to the Town until next May. There have been meetings where a Board quorum was an issue and I didn't want my absence to unduly impact the Board conducting business.

If you are unable to find a replacement, I am more than willing to remain on the Board until the expiration of my term. I will be available to attend the May and June meeting in 2017. I am sorry that my personal schedule resulted in my being absent during much of the year (November thru April meetings).

I greatly enjoyed my tenure as an Alternate member of the ZBA. If, in the future, my schedule will allow me more time in Harwich, I would very much like to be considered to serve again should a vacancy on the ZBA arise.

Thank you for the privilege of serving the Town in this capacity.

Respectfully,

A handwritten signature in black ink, appearing to read "Paul Doane".

Paul Doane

## Ann Steidel

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**From:** John Rendon  
**Sent:** Thursday, October 20, 2016 9:45 AM  
**To:** Ann Steidel  
**Cc:** Robert Cafarelli  
**Subject:** Winter Boat Storage License  
**Attachments:** License Agreement Winter Boat Storage 2016.doc

Ann,  
Enclosed is a License Agreement for BOS signature between the Town and Allen Harbor Marine for Winter Boat Storage at Saquatucket Harbor. Availability of winter boat storage was advertised in the Chronicle, and a closed competitive bid process was completed. Allen Harbor Marine was the only bid, and I recommend that the 1 year license be signed. The cost amount outlined in the license agreement is in alignment with past practice, based on square footage of storage area. Please attach to the license agreement the map of the parcel areas that Bob C. gave you. Thank you. regards,

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

LICENSE AGREEMENT  
FOR USE OF TOWN PROPERTY AT SAQUATUCKET HARBOR  
FOR WINTER BOAT STORAGE

This License Agreement is made and entered into on October 24, 2016 by and between the Town of Harwich, a municipal corporation having its principal office at 732 Main Street, Harwich, 02645 ("Licensor") and Allen Harbor Marine Services, Inc. a corporation with an address 335 Lower County Road, Harwich Port, MA ("Licensee").

The Licensor hereby licenses to the Licensee a portion of the town-owned parking lot at Saquatucket Harbor in Harwich Port designated as area (A) as shown on the attached plan for the purpose of storing boats from November 1, 2016 to May 20, 2017.

The Licensee shall pay to the Licensor as rent the following:

1. For the period November 1, 2016 to May 20, 2017 the amount of \$10,900.00

The rent above shall be payable in one annual installment due on the first day of the license of each year.

The Licensee agrees to maintain the licensed premises in a neat and clean condition and to that end will inspect the area daily and remove therefrom any rubbish, debris, etc. which may accumulate, and promptly repair any damage thereto; will store the boats on the licensed premises in an orderly fashion and see to it that all equipment, including boat covers, which may be used in connection with storage of the boats, are properly kept and maintained.

Licensee agrees to maintain liability insurance against loss as a result of bodily injury or property damage occasioned by the use of the premises by the Licensee. Said insurance shall be in such form and with such companies as the Licensor approves and for the following amounts:

- General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit. The Town should be named as an "Additional Insured".
- Pollution Liability (applicable if there is a pollution exposure) of at least \$1,000,000 Occurrence and \$3,000,000 General Aggregate. The Town should be named as an "Additional Insured".
- Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The Town should be named as an Additional Insured.
- Marina liability for boat storage/repairs.

Licensee shall furnish a certificate of insurance naming the Town of Harwich (the Licensor) as an Additional Insured. Further, the Licensee agrees, notwithstanding said insurance, to indemnify and hold harmless the Licensor from any loss occasioned by the Licensee's use of the premises, including but not limited to, any loss occasioned by the presence upon or escape of hazardous waste or other substances from the premises. Throughout the term of this License, the Licensee shall furnish to the Licensor current certificates of insurance prior to the first day of the license each year.

Licensee shall not use the property for any unlawful or hazardous purpose or conduct its operations in a manner constituting a nuisance. No major boat or engine maintenance is allowed on premises.



Licensee shall not power wash boat hulls or sand/scrap the bottom paint of boats on the premises.

Licensor reserves the right to use the leased area of the parking lot from May 20<sup>th</sup> of each year until the first day of the license period specified above for the purposes for which the parking lot has been used in the past by the Town, and Licensee agrees to have all boats and appurtenant equipment and materials removed from the licensed area by May 20<sup>th</sup> and likewise agrees to refrain from moving any boats, materials or equipment onto the licensed area until after the first day of the license.

This License Agreement constitutes the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this License Agreement shall not be binding upon either party, except to the extent incorporated herein.

The License shall not be sold, assigned or transferred without written consent of the Board of Selectmen.

Executed as a sealed instrument the day and year first above written.

FOR: Allen Harbor Marine Services, Inc.  
(Licensee)

FOR: Town of Harwich  
(Licensor)

\_\_\_\_\_  
Authorized signature

Craig LeBlanc  
Printed Name

\_\_\_\_\_  
Date

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

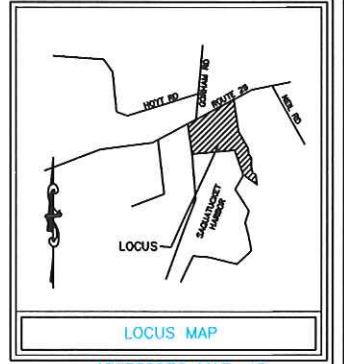
BOARD OF SELECTMEN

\_\_\_\_\_  
Date

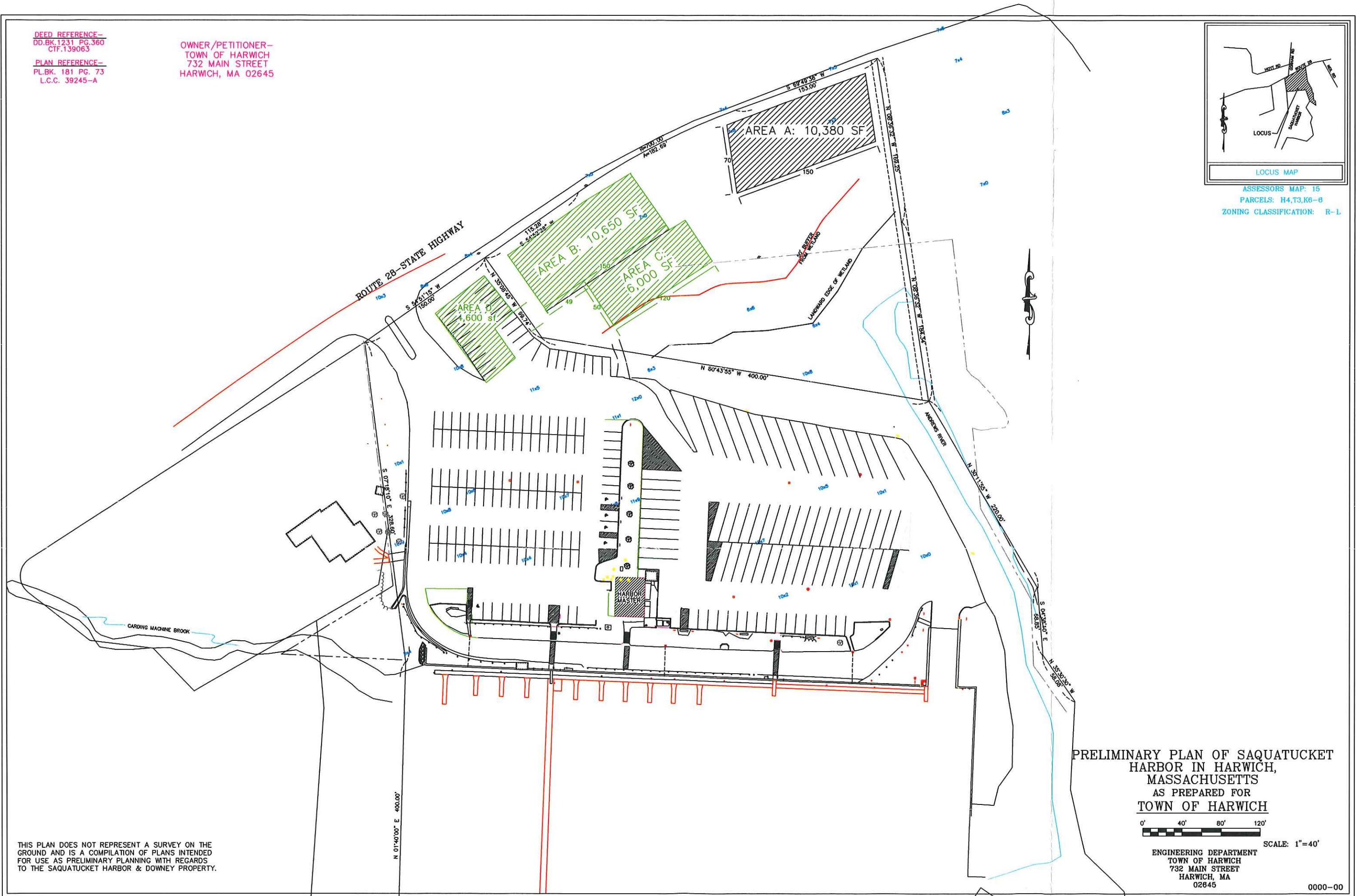
DEED REFERENCE—  
DD.BK.1231 PG.360  
CF.139063

PLAN REFERENCE—  
PLBK. 181 PG. 73  
L.C.C. 39245-A

OWNER/PETITIONER—  
TOWN OF HARWICH  
732 MAIN STREET  
HARWICH, MA 02645



ASSESSORS MAP: 15  
PARCELS: H4,T3,K6-8  
ZONING CLASSIFICATION: R-L



PRELIMINARY PLAN OF SAQUATUCKET  
HARBOR IN HARWICH,  
MASSACHUSETTS  
AS PREPARED FOR  
TOWN OF HARWICH



SCALE: 1"=40'

ENGINEERING DEPARTMENT  
TOWN OF HARWICH  
732 MAIN STREET  
HARWICH, MA  
02645

THIS PLAN DOES NOT REPRESENT A SURVEY ON THE  
GROUND AND IS A COMPILATION OF PLANS INTENDED  
FOR USE AS PRELIMINARY PLANNING WITH REGARDS  
TO THE SAQUATUCKET HARBOR & DOWNEY PROPERTY.



# MEMO

TO: Golf Committee  
Recreation and Youth  
Cemetery Commission

FROM: Board of Selectmen

DATE: October 6, 2016

RE: 2016 Annual Meeting with the Board of Selectmen – **October 24, 2016**

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Dear Committee Chairs and Members:

In accordance with Harwich Home Rule Charter, Chapter 7, Section 2-3, each board, commission and committee shall meet annually with the Board of Selectmen for the purpose of discussing accomplishments and future plans.

Please review the attached schedule of Committee's Annual Meetings with the Selectmen and please be sure to mark the date on your calendars. Reminders will be sent to you ahead of your appointed time.

Because time is limited (5 minutes for each committee), please concentrate on plans for the committee's future endeavors. If you wish to report on last year's activities, please provide that material *in writing prior to the meeting*.

The Chairman of your committee is requested to be in attendance on the above date. The Vice Chair may attend in the absence of the Chairman. Although not required to attend, all committee members are also invited. Thank you.

Attachment

GOLF COMMISSION

Article 11, 1984 ATM - Restructure Terms

Golf Commission originally established under Article 88, 1973 Annual Town Meeting)

Presnet Commissioners, both Regular and Alternates, terms to expire June 30, 1984.

Thereupon, Selectmen shall appoint members as follows:

2 Regulars - 1 Alternate - 1 year term

2 Regulars - 1 Alternate - 2 year terms.

1 Regular - 3 year term

Thereafter - all appointments to be for three (3) year terms.

**Article 11. Change Golf Commission term to 3 yrs.**

Article 11. To see if the town will vote to restructure the terms of office of Golf Commission members as originally established by vote of the Town under Article 88 of the Annual Town Meeting Warrant for 1973 as follows: The term of office of all present Commission Members, both regular and alternate, will expire June 30, 1984. The Selectmen shall thereupon appoint to said Commission members as follows: two (2) regular and one (1) alternate members for terms of one (1) year; two (2) regular and one (1) alternate members for terms of two (2) years; and one (1) member for a term of three (3) years. Thereafter, the Selectmen shall appoint members to three (3) year terms and to act fully thereon. By request of the Board of Selectmen.

Motion: (Mr. Thayer) I move that this article be accepted and adopted. (Duly seconded)

Action: A Standing Vote was taken by the following tellers who were duly appointed and sworn in by the Moderator, Michael Ford: Norman Ostby, Norman Fennell, Karen Jaworski, and G. Rockwood Clark. YES 359 NO 205

**2016 RECREATION AND YOUTH COMMISSION ANNUAL REPORT TO THE  
BOARD OF SELECTMEN**

**ACCOMPLISHMENTS**

- **WE HAD ANOTHER VERY SUCCESSFUL SUMMER SEASON WITH A FULL COMPLIMENT OF SUMMER STAFF**
- **VERY FEW MAJOR EMERGENCIES ON THE BEACH DUE TO DILIGENCE AND STAFF PREVENTING DANGEROUS SITUATIONS BEFORE THEY OCCUR**
- **MOST DAILY PASS REVENUE EVER THIS YEAR (7 YEARS RUNNING)**
  - **2010- 2290 TICKETS FOR \$34,355**
  - **2011- 2523 TICKETS FOR \$37,845**
  - **2012- 3156 TICKETS FOR \$47,340**
  - **2013- 2909 TICKETS FOR \$49,855**
  - **2014- 3585 TICKETS FOR \$59,325**
  - **2015- 4262 TICKETS FOR \$85,240**
  - **2016- 4286 TICKETS FOR \$85,720**
  
- **\*BEACH STICKER REVENUE \$268,190**
- **WE ADDED 12 NEW PROGRAMS THIS YEAR INCLUDING: FALL GOLF LESSONS, WEIRD SCIENCE CLASS, KAYAK RENTALS, TEEN DAY PROGRAM, YOUTH YOGA, SUMMER YOUTH GOLF, GRADE 1/2 FUN FRIDAY, SPRING FLAG FOOTBALL, FISHING CLINICS, STREET HOCKEY, LATE SPRING BBALL CLINIC, AND BOWLING.**
- **WE AGAIN RECEIVED A \$2000 GRANT FROM THE CHAMBER OF COMMERCE THROUGH THE HARWICH 5K ROAD RACE FOR WINTER SATURDAY NIGHT OPEN GYMS AND OTHER YOUTH PROGRAM EQUIPMENT.**
- **WE RECEIVED A GRANT FROM THE US TENNIS ASSOCIATION FOR \$1000 WORTH OF YOUTH TENNIS EQUIPMENT.**
- **WE RECEIVED A GRANT FOR 8 BIKE RACKS FROM THE CAPE COD COMMISSION WITH A TOTAL VALUE OF \$10,804.**
- **WE ARE CURRENTLY IN THE MIDDLE OF PHASE 3 OF THE BROOKS PARK EXPANSION PROJECT. WE WILL BE ADDING A T-BASE PARKING LOT, A PICNIC PAVILION, A NEW TENNIS PRACTICE AREA, NEW HALF BASKETBALL COURT, NEWLY RE-SURFACED TENNIS COURTS, AND AN ACCESS ROAD TO THE NEW PARKING LOT. THIS WORK WILL BE COMPLETED DURING THE FALL OF 2016 AND THE SPRING OF 2017.**
- **WE WILL ALSO BE REPLACING ALL OF THE FENCING AT WHITEHOUSE FIELD IN EARLY NOVEMBER.**

- **AGAIN HOSTED THE PICKLE BALL FUN FEST AT BROOKS PARK THIS PAST SEPTEMBER WITH WELL OVER 100 REGISTERED PARTICIPANTS.**
- **STARTED SUMMER KAYAK RENTALS AT CAHOONS BEACH.**
- **HAD A NEW FOOD VENDOR AT RED RIVER BEACH-DEPOT DOGS.**
- **SIGNED A NEW 2 YEAR CONTRACT WITH A BEACH ICE CREAM VENDOR.**
- **OBTAINED APPROVAL FOR THE HARWICH MARINERS TO FUND AND BUILD A RESTROOM FACILITY AT WHITEHOUSE FIELD AND THEN GIFT IT TO THE TOWN.**

### **GOALS**

- **SEEK FUNDING FOR PHASE 4 OF THE BROOKS PARK EXPANSION PROJECT WHICH WILL INCLUDE: NEW RESTROOM FACILITY, UPGRADES AND ADDITIONS TO THE PLAYGROUND, AND EXTRA AMENITIES FOR THE PARK LIKE BUBBLERS, GARBAGE CANS, PICNIC TABLES ETC.**
- **SEEK FUNDING FOR THE REPLACEMENT OF THE IRRIGATION SYSTEM AT WHITEHOUSE FIELD.**
- **SEEK FUNDING FOR THE ADDITION OF 20 FIT STATIONS AROUND THE TRACK AT VETERANS FIELD BEHIND THE COMMUNITY CENTER.**
- **CONTINUE TO EXPAND PROGRAMMING FOR ALL AGES AND INTERESTS.**
- **CONTINUE TO EXPLORE NEW REVENUE SOURCES SUCH AS: POSSIBLE FOOD VENDOR CONTRACT FOR BANK STREET BEACH, POSSIBLE FOOD VENDOR CONTRACT FOR PLEASANT ROAD BEACH, EXPAND KAYAK AND STAND UP PADDLE BOARD RENTALS, AND CONTINUE TO SELL BEACH PRODUCTS TO PRODUCE REVENUE SUCH AS SHIRTS, HATS, ETC.**
- **TO CONTINUE TO FIND ADDITIONAL WAYS TO USE THE MIDDLE SCHOOL TO FURTHER ENHANCE RECREATIONAL PROGRAMMING OPPORTUNITIES.**

### **YOUTH PROGRAM REGISTRATION NUMBERS**

- **FALL '15- 274 YOUTH PARTICIPANTS (EVEN WITH LAST YEAR)**
- **WINTER '15/'16- 426 YOUTH PARTICIPANTS (38% INCREASE)**
- **SPRING '16- 230 YOUTH PARTICIPANTS (36% INCREASE)**
- **SUMMER '16- 1028 YOUTH PARTICIPANTS (4% INCREASE)**

**TOTAL YOUTH PARTICIPANTS- 1958 (6% INCREASE FROM LAST YEAR)**

**\*\*WE ALSO HAD APPROXIMATELY 8,000 PEOPLE PARTICIPATE IN OUR YEAR ROUND OPEN GYM AND GAME ROOM PROGRAM**

**ADULT PROGRAM REGISTRATION NUMBERS**

- **WE OFFERED A FULL SLATE OF ADULT PROGRAMS THIS YEAR INCLUDING: OPEN TENNIS, TURBO TENNIS, TENNIS LESSONS, COMMUNITY CENTER PICKLE BALL, BROOKS PARK PICKLE BALL, MIDDLE SCHOOL PICKLE BALL, ADULT VOLLEYBALL, ADULT FIELD HOCKEY, MENS OVER 55 PICK UP BASKETBALL, MENS PICK UP BASEBALL, AND PING PONG.**
- **WE HAD 415 ADULT PROGRAM PARTICIPANTS THIS YEAR WHICH IS A 27% INCREASE FROM LAST YEAR.**

**\*\*The Harwich Recreation and Youth Commission and Department would like to thank the Board of Selectmen, Highway Department, Police Department, Fire Department, Engineering Department, Health Department, Harbormaster, Treasury Department, Accounting Department, Council on Aging, Community Center Department, and everyone else that helps us to continue to offer quality and quantity of programming for the citizens of Harwich.**

# 2

## QUESTION 2: Law Proposed by Initiative Petition

# Charter School Expansion

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

### SUMMARY

As required by law, summaries are written by the State Attorney General.

This proposed law would allow the state Board of Elementary and Secondary Education to approve up to 12 new charter schools or enrollment expansions in existing charter schools each year. Approvals under this law could expand statewide charter school enrollment by up to 1% of the total statewide public school enrollment each year. New charters and enrollment expansions approved under this law would be exempt from existing limits on the number of charter schools, the number of students enrolled in them, and the amount of local school districts' spending allocated to them.

If the Board received more than 12 applications in a single year from qualified applicants, then the proposed law would require it to give priority to proposed charter schools or enrollment

expansions in districts where student performance on statewide assessments is in the bottom 25% of all districts in the previous two years and where demonstrated parent demand for additional public school options is greatest.

New charter schools and enrollment expansions approved under this proposed law would be subject to the same approval standards as other charter schools, and to recruitment, retention, and multilingual outreach requirements that currently apply to some charter schools. Schools authorized under this law would be subject to annual performance reviews according to standards established by the Board.

The proposed law would take effect on January 1, 2017.

### WHAT YOUR VOTE WILL DO

As required by law, the statements describing the effect of a "yes" or "no" vote are written jointly by the State Attorney General and the Secretary of the Commonwealth.

**A YES VOTE** would allow for up to 12 approvals each year of either new charter schools or expanded enrollments in existing charter schools, but not to exceed 1% of the statewide public school enrollment.

**A NO VOTE** would make no change in current laws relative to charter schools.

### STATEMENT OF FISCAL CONSEQUENCES

As required by law, statements of fiscal consequences are written by the Executive Office of Administration and Finance.

This proposed measure would make no changes to the current funding formula, which mandates that state and local per-pupil funding follow students who enroll in public charter schools.

School districts that experience annual increases in payments to public charter schools receive transitional state education aid.

### ARGUMENTS

As provided by law, the 150-word arguments are written by proponents and opponents of each question, and reflect their opinions. The Commonwealth of Massachusetts does not endorse these arguments, and does not certify the truth or accuracy of any statement made in these arguments. The names of the individuals and organizations who wrote each argument, and any written comments by others about each argument, are on file in the Office of the Secretary of the Commonwealth.

**IN FAVOR:** A YES vote on Question 2 gives parents the right to choose the best public schools for their children.

Charter schools are PUBLIC schools open to all children. They offer longer school days and more individual attention, and have a proven record of closing the achievement gap for kids trapped in failing school districts.

Today, almost 33,000 children are stuck on waiting lists for public charter schools because of the legislature's arbitrary cap on enrollment. Voting YES would give more children the opportunity to attend these great public schools -- especially in the state's lowest-performing school districts.

**AGAINST:** Every time a new charter school opens or expands, it takes funding away from the public schools in that district. This year alone, charter schools will take more than \$400 million from already-underfunded Massachusetts public schools. And charter schools are not accountable to the local taxpayers who fund them.

Under this proposal, the number of charter schools in Massachusetts would nearly triple in just 10 years, costing local public school districts more than \$1 billion a year.

If some public schools are falling short, we should fix them, not take money away and give it to privately-run charters. We need to support schools that serve all children. That means



## QUESTION 2: Law Proposed by Initiative Petition

**ARGUMENTS** ► Voting YES does not harm local school districts.  
(continued)

Cities and towns with new public charter schools will receive MORE state education aid if Question 2 passes. Charter growth would happen gradually; new public charter schools must be approved by the State Board of Education and are subject to rigorous and frequent performance reviews.

**Authored by:**  
**AnnMarie O'Connor Little**  
**Great Schools Massachusetts**  
**67 Kemble St. Suite 2.1**  
**Roxbury, MA, 02119**  
**617-439-7775**  
**greatschoolsma.org**

investing in areas such as STEM (science, technology, engineering, and math), arts and music, and Pre-K, not diverting even more resources to charters, which educate just four percent of students. Save Our Public Schools. Vote NO on 2.

**Authored by:**  
**Juan Cofield, Chair**  
**Campaign to Save Our Public Schools**  
**P.O. BOX 15**  
**Boston, MA 02137**  
**617-460-7337**  
**saveourpublicschoolsma.com**

### FULL TEXT OF QUESTION

Be it enacted by the People, and by their authority, as follows:

#### SECTION 1.

Subsection (i) of section 89 of chapter 71 of the General Laws, as appearing in the 2014 Official Edition, is hereby amended by inserting after paragraph (4) the following new paragraph:—

(5) Notwithstanding the provisions of this subsection (i) relative to the number of charter schools allowed to operate in the commonwealth or in any district, the board may approve up to 12 additional commonwealth charters, commonwealth charter amendments to increase authorized enrollment, or a combination thereof per year; provided that the total enrollment authorized by all such approvals in a single fiscal year shall not exceed 1% of the total statewide public school enrollment for such year as determined by the board; provided further, that in the event that the number of qualified applicants in any year exceeds 12, the board shall give priority among such qualified applicants to those seeking to establish or expand enrollment in commonwealth charter schools in districts where overall student performance on the statewide assessment system approved by the board is in the bottom 25% of all districts in the two years preceding the charter application and where the demonstrated parent demand for additional public school options is greatest; provided

further that the board shall apply to all such applicants review and approval standards as rigorous as those applied to all other commonwealth charter applicants; provided further that the recruitment and retention and multilingual outreach provisions of paragraph (3) shall apply to any commonwealth charter school authorized under this paragraph; and provided further that any new commonwealth charter schools authorized by this paragraph shall be subject to annual performance reviews according to standards established by the board.

Nothing in this paragraph shall affect the issuance of commonwealth charters under paragraph (3). The percentages of net school spending set forth in paragraphs (2) and (3) shall not apply to or otherwise operate to limit the board's authority to approve commonwealth charters or commonwealth charter amendments under this paragraph; provided, however, that such percentages shall continue to apply to commonwealth charters issued otherwise than under this paragraph. Except as provided in this paragraph, all otherwise applicable provisions of this section shall apply to commonwealth charters or amendments approved under this paragraph.

#### SECTION 2.

This act shall become effective January 1, 2017, and shall apply to commonwealth charter and commonwealth charter amendment applications pending as of that date.



Michael MacAskill <michael.d.macaskill@gmail.com>

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**Question 2**

2 messages

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**Richard Houston** <richard.houston10@comcast.net>  
To: "michael.d.macaskill@gmail.com" <michael.d.macaskill@gmail.com>

Fri, Sep 23, 2016 at 4:49 PM

Hi Michael, I respectfully request that the Harwich Board of Selectmen consider passing a resolution opposing November ballot question 2 which would lift the cap on charter schools. I'd be happy to speak at an upcoming BOS meeting about the issue. Here's a list of organizations and communities that have adopted resolutions to Vote No: <https://saveourpublicschoolsma.com/wp-content/uploads/2016/09/Endorsements-9.20.pdf>

Thank you, Rich Houston

Sent from my iPhone

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**Michael MacAskill** <michael.d.macaskill@gmail.com>  
To: Richard Houston <richard.houston10@comcast.net>

Mon, Sep 26, 2016 at 11:54 AM

thank you! Any sample resolutions we could include?  
[Quoted text hidden]

## **Save Our Public Schools Endorsements as of September 20, 2016**

### **Organizations - 103**

AFSCME Council 93  
AFSCME Local 1703  
American Federation of Teachers MA  
Arise for Social Justice  
Berkshire Brigades  
Berkshire Labor Council  
Black Economic Justice Institute  
Black Educators' Alliance of Massachusetts  
Black Political Task Force  
Boston Education Justice Alliance  
Boston Peace  
Boston Teachers Union  
Boston Youth Organizing Project  
Brazilian Policy Center, Inc.  
Brazilian Women's Group  
Brazilian Worker Center  
Bricklayers and Allied Craftsmen Union Local 3  
Brookline PAX  
Carpenters Local 218  
Central MA Labor Council  
Citizens for Public Schools  
Coalition for Social Justice  
Communications Workers Local 1400  
Community Labor United  
CWA District 1  
Franklin/Hampshire Labor Council  
Greater Boston Labor Council  
Greater Southeastern Mass Labor Council  
Hotel Workers Local 26  
IBEW Local 2222  
IBEW Local 2321  
IUPAT District Council 35  
Ironworkers Local 107  
JALSA  
Jewish Labor Committee  
La Comunidad - Everett  
Labor Guild  
MA Association of Haitian Parents  
Mass Nurses Association  
Mass Senior Action  
Mass Teachers Association  
Massachusetts AFL-CIO  
Massachusetts Alliance for Retired Americans

Massachusetts Coalition for Occupational Safety & Health (MassCOSH)  
Massachusetts Elementary School Principals' Association  
Massachusetts Interfaith Worker Justice  
Massachusetts Jobs With Justice  
Massachusetts Municipal Association  
Massachusetts Organization of State Engineers & Scientists  
Massachusetts Peace Action  
Massachusetts PTA  
Merrimack Valley Labor Council  
Metro Boston Building Trades  
NAACP, New England Area Conference  
    NAACP - Amherst Branch  
    NAACP - Berkshire County Branch  
    NAACP - Boston Branch  
    NAACP - Brockton Branch  
    NAACP - Cambridge Branch  
    NAACP - Cape Cod Branch  
    NAACP - Martha's Vineyard Branch  
    NAACP - Merrimack Valley Branch  
    NAACP - Mystic Valley Branch  
    NAACP - New Bedford Branch  
    NAACP - South Middlesex Branch  
    NAACP - Springfield Branch  
    NAACP - Worcester Branch  
Neighbor 2 Neighbor Massachusetts  
Network for Public Education  
New Bedford Worker Center  
New England Joint Board, UNITE HERE  
New England Regional Council of Carpenters  
Norfolk County Labor Council  
North Shore Labor Council  
Northern Berkshire Community Coalition  
OPEIU Local 6  
Pioneer Valley Labor Council  
Plumbers Local 12  
Plymouth/Bristol Labor Council  
Professional Fire Fighters of Massachusetts  
Progress Together 2016  
Progressive Democrats of America  
Progressive Democrats of Massachusetts  
Progressive Massachusetts  
SEIU 1199  
SEIU 509  
SEIU 888  
SEIU Local 32BJ  
Smart Transportation Division

SOLIDARITY! (Boston Chapter)  
Teacher Activist Group (TAG) Boston  
Teamsters Local 122  
UAW Region 9A  
UFCW Local 1445  
UFCW Local 1459  
UFCW Local 1459  
Union of Minority Neighborhoods  
USW Local 9360  
UTL 495  
Worcester Community Labor Coalition  
Worcester Socialist Alternative  
Youth on Board  
Youth Organizers United for the Now Generation (YOUNG Coalition)

**School Committees - 120**

Adams-Cheshire School Committee  
Agawam School Committee  
Amesbury School Committee  
Amherst School Committee  
Andover School Committee  
Arlington School Committee  
Ashland School Committee  
Attleboro School Committee  
Ayer-Shirley School Committee  
Barnstable School Committee  
Belchertown School Committee  
Bellingham School Committee  
Berkshire Hills School Committee  
Beverly School Committee  
Billerica School Committee  
Bourne School Committee  
Brockton School Committee  
Burlington School Committee  
Cambridge School Committee  
Carver School Committee  
Chelmsford School Committee  
Chelsea School Committee  
Chicopee School Committee  
Clarksburg School Committee  
Conway School Committee  
Deerfield School Committee  
Dennis-Yarmouth School Committee  
Douglas School Committee  
Dudley-Charlton School Committee  
East Bridgewater School Committee

Everett School Committee  
Fall River School Committee  
Falmouth School Committee  
Fitchburg School Committee  
Framingham School Committee  
Frontier Regional School Committee  
Holliston School Committee  
Georgetown School Committee  
Gill-Montague School Committee  
Gloucester School Committee  
Greenfield School Committee  
Hamilton-Wenham School Committee  
Hampshire School Committee  
Haverhill School Committee  
Hawlemont School Committee  
Holyoke School Committee  
Hull School Committee  
Kingston School Committee  
Lee School Committee  
Leicester School Committee  
Lenox School Committee  
Leominster School Committee  
Leverett School Committee  
Lexington School Committee  
Longmeadow School Committee  
Lowell School Committee  
Ludlow School Committee  
Lynn School Committee  
Malden School Committee  
Mansfield School Committee  
Marshfield School Committee  
Maynard School Committee  
Medford School Committee  
Melrose School Committee  
Mendon-Upton Regional School Committee  
Methuen School Committee  
Milton School Committee  
Mohawk School Committee  
Monomoy School Committee  
Narragansett Regional School Committee  
New Bedford School Committee  
Newburyport School Committee  
North Adams School Committee  
North Middlesex School Committee  
North Reading School Committee  
Northampton School Committee

Northbridge School Committee  
Norton School Committee  
Norwood School Committee  
Orange School Committee  
Oxford School Committee  
Peabody School Committee  
Pelham School Committee  
Petersham School Committee  
Pioneer Valley Regional School Committee  
Pittsfield School Committee  
Quincy School Committee  
Ralph C. Mahar Regional School Committee  
Revere School Committee  
Rowe School Committee  
Salem School Committee  
Saugus School Committee  
Savoy School Committee  
Silver Lake Regional School Committee  
Somerset School Committee  
Somerville School Committee  
Southborough School Committee  
Southern Berkshire Regional School Committee  
South Hadley School Committee  
Springfield School Committee  
Stoneham School Committee  
Sutton School Committee  
Taunton School Committee  
Triton Regional School Committee  
Tyngsborough School Committee  
Upper Cape Cod Regional Technical School Committee  
Wachusett School Committee  
Waltham School Committee  
Ware School Committee  
Wareham School Committee  
Webster School Committee  
West Springfield School Committee  
Westhampton School Committee  
Whately School Committee  
Whitman-Hanson School Committee  
Williamstown School Committee  
Wilmington School Committee  
Winchendon School Committee  
Winchester School Committee  
Winthrop School Committee  
Worcester School Committee

**City Councils - 9**

Boston City Council  
Cambridge City Council  
Easthampton City Council  
Everett City Council  
Lowell City Council  
Lynn City Council  
Sutton City Council  
Taunton City Council  
Worcester City Council

**Other Elected Bodies - 19**

Andover Democratic Town Committee  
Brockton Democratic City Committee  
Easthampton Democratic Committee  
Boston Ward 11 Democratic Committee  
Boston Ward 15 Democratic Committee  
Boston Ward 21 Democratic Committee  
Deerfield Board of Selectmen  
Hingham Democratic Town Committee  
Holyoke Democratic Committee  
Holyoke Joint Council  
Lynn Democratic City Committee  
Medway Democratic Committee  
Methuen Democratic Committee  
Plymouth Democratic Town Committee  
Randolph Town Council  
Springfield Ward 4 Democratic Committee  
Worcester Democratic City Committee  
Douglas Board of Selectmen  
Massachusetts Democratic State Committee



OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, *Town Administrator*

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



MEMO

To: Board of Selectmen

From: Christopher Clark, Town Administrator

Re: FY 17 Goals and Objectives

Date: September 30, 2016

I have carefully reviewed the Harwich Board of Selectmen 2017 goals that were voted by a 3 to 2 vote this past fall. I am concerned by the split vote as well as the extensive nature of the plan that includes 6 goals, 16 objectives and 45 action items. Pursuant to my contract, the goals to be determined between the Board of Selectmen and Town Administrator shall be reached by mutual consent. The goals and objectives are those goals and objectives primarily of the Board of Selectmen. I have selected 12 items that I believe can realistically be accomplished within the FY 17 year despite the fact that we are a quarter of the way through the year already. The Board has not provided prioritization of goals and objectives so I have selected ones that I believe will require considerable active participated or direct work by myself to complete. I will group the goals/action items in the same manner in which they are listed by the majority of the Board. As time permits, I will make effort to complete other items on the list as I am able. The work I have identified will be difficult to accomplish. I have also gone over the action items and deliverables and have made suggestions as to the applicable departments to answer provide that information that is sought. Some of these items such as a town-wide review of all traffic safety items is well beyond the scope of the organization to complete. The coordination of an activity of this nature may be able to be coordinated with the Cape Cod commission as one example.

**Goal/Objective/Action Items: Fiscal Leadership and Stability: (1, Objective A - Items 1, 3 and 4; Objective C - Item 2)**

*Develop the Fiscal Year 2018 Budget within the Limits of Proposition 2 1/2:*

1. I believe that 3 action items are related to the development of the budget and therefore are grouped together as one. This task will take well over 250 hours to complete including document preparation, attendance at Department level budget meetings, Capital Outlay meetings, Selectmen and Finance Committee meetings. development and production of the Seven-Year Capital Plan 2018 to 2024, the FY 2018 Town Administrator budget message and provide additional updates throughout the process and it should be acknowledged that administration oversees the coordination with the Finance Director the budget throughout and Administration is responsible for the oversight and preparation of the various Town Meeting warrant articles to make the budget operable.

*Develop Specific Financial Strategies to Increase Standard & Poor's Bond Rating:*

2. Identify specific sustainable revenue sources to fund in contributions to Other Postemployment Benefits (OPEB)

Administration since I started has included a permanent funding source although fairly modest at this stage to begin to address the issue of OPEB.

**Goal/Objective/Action Items: Governance: (2, Objective A - Items 1 and 5; Objective B - Item 2)**

Conduct Town Government Business in an Efficient and Effective Manner:

3. Implement Accela. Will be rolled out in stages as permits and licenses are available to roll out. The Town of Yarmouth took this same approach and was the lead community on the Cape for Accela. I hope to roll out up to 10 permits/lookups/licenses.
4. Assess document storage needs. I have been coordinating this effort. The plan and the capital submission will be done by staff. The concept is to build public records storage in the basement of the Community Center. The coordination of records storage in the relocation of records to the Community Center should have a significant positive impact on freeing up space in Town Hall. This year will be the development of the plan and submission of the Capital Budget.

Conduct Town Government in a Transparent Manner:

5. Public Awareness & Outreach: improve awareness and understanding of the BOS, other Town-sanctioned groups, and Town departments. Currently, Administration has achieved a high level of public awareness through existing efforts of continuing contacts with the local newspaper, monthly administrator's corner, participation in Voter Information Committee videos (previously only one was done to discuss the warrant and fiscal situation and this past year it was expanded and numerous departments were invited to participate) I do not believe adequate credit has been given to Administration for its existing efforts. I have been approached by the Voter Information Committee about doing some additional outreach which I will explore.

**Goal/Objective/Action Items: Natural Resources: (4, Objective A - Items 1, 2 and 3)**

Wastewater Planning and Implementation:

6. Attempt to finalize IMA negotiations with Chatham BOS. My role has been to formalize the materials for the IMA by coordinating with our engineering consultant and the town attorney. Successful negotiations will depend upon a meeting of the mind of the two Board of Selectmen's participating in this activity.
7. Convene preliminary discussions with Dennis & Yarmouth. I have been actively coordinating with David Young, of CDM and my counterparts in Dennis and Yarmouth. Administratively we will work on concepts to bring back to the respective boards as a roadmap going forward. A deliverable for this year would be to present a concept plan back to each Board of Selectmen.
8. Document results of Muddy Creek projects & support Cold Brook mitigation planning and implementation. Muddy Creek data is still being collected and we anticipate a report due by December 2016. The Cold Brook study is nearing completion but an action plan to address nitrogen attenuation will be contingent upon coordination with research efforts of HCT. The final report should be completed by December 2016.

**Goal/Objective/Action Items: Planning and Economic Development: (5, Objective A - Items 1, 2 and Objective B - Item 5)**

Investigate Improved Utilization, Sale or Lease of Several Properties in Town:

9. Develop plans on how to use, sell or lease the Albro House, Bank Street Fire Station, West Harwich Schoolhouse and Harwich Middle School. A CPC application has been prepared for Albro House to assess building needs has been submitted in September. Former Bank Street fire station. The Board of Selectmen have previously voted to delay action on demolition until renovations at Saquatucket are completed. An appraisal of the property and a contingency sale could be worked on for this fiscal year. The West Harwich School House proposal for a boat building museum was turned down by Town Meeting. Administration will place a capital budget request for potential demolition of the building if so voted by the Board of Selectmen. Harwich Middle School, Administration has already prepared an interim use plan that has been voted by the Board of Selectmen along with the rate schedule in August and September 2016. Implementation of the plan will occur during this fiscal year. Administration is very concerned that the interim plan does run contrary to the voters' election results for affordable housing but will work with the majority of the Board on the reuse of the building.
10. Support community involvement, State compliance, planning and public information activities in the Route 28 reconstruction project from Herring River to the Dennis line. Coordination with the town of Dennis and the MassDOT are ongoing for the submission of a letter of intent to renovate Route 28. Our consultant will complete the application and submit. Work is already been completed during this fiscal year on this topic.

Create and Maintain a Strong Business and Job Growth Environment:

11. Investigate novel ideas to promote Harwich and attract tourists, such as painting/decorating fire hydrants. Administration did very actively participate in the Chamber of Commerce's efforts for rebranding and participated in several rebranding meetings. The successful outcome was the warm side of the Cape campaign completed last year. Administration will continue to work with the Chamber to see what other concepts could be developed. We will attempt to introduce one or two ideas in a collaborative fashion.

**Goal/Objective/Action Items: Quality of Life and Public Safety: (6, Objective B - Item 1)**

Support the Fire Station 2 Renovation Project:

12. Fire Station 2: Apply Town resources (Planning, Engineering, etc.) to support conduct and documentation of needs assessment, preliminary design and alternatives development, cost estimation and preparation of periodic presentations and open meetings and final recommendations to the Selectmen and Town voters.

Administration has already created a working group to study the needs at Fire Station 2 that transitioned into a Board of Selectmen approved committee for the renovation at the site. The intent for this year would be to speak funding for a feasibility study/design for the building and to include said funding in the annual Town Meeting warrant.

**Harwich Board of Selectmen  
FY17 Goals and Objectives  
Adopted by the BOS on July 25, 2016**

(For complete description of Action Items/Deliverable please refer to the detailed list)

<b>GOAL 1. FINANCIAL LEADERSHIP AND STABILITY</b>					
Provide financial leadership and stability to all Town departments and Town sanctioned boards and committees. (Primary responsibility is with TA although the Finance Team, Capital Outlay Committee and the Finance Committee provide significant input)					
<b>Objective</b>		<b>Action Items/Deliverables</b>	<b>Time Frame</b>	<b>Responsible BOS Member</b>	<b>TA Recommended Dept Assignment</b>
Objective A: Develop FY2018 budget within the limits of Proposition 2 1/2 that minimizes the use of capital exclusions.	1 1 1	<ul style="list-style-type: none"> <li>• Provide Seven Year Capital Plan, 2018-2024</li> <li>• Report: Estimated Free Cash</li> <li>• Report: FY2018 TA Budget Message</li> <li>• Provide Initial Budget &amp; additional updates as needed</li> </ul>	<ul style="list-style-type: none"> <li>• January 2017</li> <li>• Nov. 2016</li> <li>• TBD</li> <li>• TBD</li> </ul>	TA/Finance with BoS Support	<ul style="list-style-type: none"> <li>• TA</li> <li>• Accounting</li> <li>• Town Admin</li> <li>• TA</li> </ul>
Objective B: Provide transparency in town finances.		<ul style="list-style-type: none"> <li>• Provide quarterly expense &amp; revenue reports for each Town department.</li> <li>• Provide revenue sources &amp; expenses for each department.</li> <li>• Further implement the visual software package to better inform the taxpayers where their tax dollar is being spent.</li> <li>• Examine 1-3 years of auditors' reports &amp; document how Finance Dept. has resolved auditor's suggestions/recommendations.</li> <li>• Evaluate the need to form an insurance advisory committee to work with the TA to identify, develop options &amp; implement town insurance matters</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>• TBD</li> <li>• TBD</li> <li>• TBD</li> <li>• TBD</li> </ul>	LaMantia Finance TA	<ul style="list-style-type: none"> <li>• Accounting</li> <li>• Accounting</li> <li>• Accounting</li> <li>• Town Admin</li> </ul>
Objective C: Develop specific financial strategies to increase S&P Bond rating.	2	<ul style="list-style-type: none"> <li>• Provide memo identifying potential savings that could result over the next 5-10 years of planned borrowing if Harwich rating was increased.</li> <li>• Identify specific, sustainable revenue sources to fund annual contributions to Other Post Employment Benefits (OPEB).</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> <li>• TBD</li> </ul>	MacAskill TA Finance	<ul style="list-style-type: none"> <li>• Treasurer/ Accounting</li> <li>• Town Admin</li> </ul>

<b>GOAL 2. GOVERNANCE</b>				
Communicate and conduct Town government business in an efficient, effective, transparent and responsive manner.				
<b>Objective</b>	<b>Action Items/Deliverables</b>	<b>Time Frame</b>	<b>Responsible BOS Member</b>	<b>TA Recommended Dept Assignment</b>
Objective A: Conduct Town government business in an efficient and effective manner	<p><b>3</b></p> <ul style="list-style-type: none"> <li>• <b>Implement Accela.</b></li> <li>• Request Charter Review Committee to assess Charter to identify needed changes/improvement.</li> <li>• Direct Town boards &amp; committees to review Charges for appropriateness or modifications.</li> <li>• Ensure Town boards &amp; committees conduct meetings/public hearings in accordance with Charter, Regulations &amp; MGL.</li> </ul> <p><b>4</b></p> <ul style="list-style-type: none"> <li>• <b>Assess document storage needs.</b></li> <li>• Review &amp; reevaluate BOS policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Negotiable</li> <li>• TBD</li> <li>• TBD</li> <li>• TBD</li> <li>• TBD</li> <li>•</li> </ul>	LaMantia MacAskill	<ul style="list-style-type: none"> <li>• Town Admin</li> <li>• BOS</li> <li>• BOS</li> <li>• BOS</li> <li>• Town Admin</li> <li>• BOS</li> </ul>
Objective B: Conduct Town government business in a transparent manner	<p><b>5</b></p> <ul style="list-style-type: none"> <li>• Develop &amp; implement informational meetings (“pre-annual town meetings) to improve understanding &amp; assess potential impacts of the Harwich budget &amp; selected warrant articles.</li> <li>• <b>Public Awareness &amp; Outreach: improve awareness &amp; understanding of the BOS, other Town-sanctioned groups, &amp; Town departments.</b> <ul style="list-style-type: none"> <li>○ Two memos, co-authored by Administration &amp; Dept. Head selected to participate in outreach activity describing activities planned, resources &amp; schedules required to achieve this objective.</li> <li>○ Periodic status reports on media projects, site visits, &amp; initial feedback from residents/visitors.</li> <li>○ End-of-year report on lessons learned.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> <li>• TBD</li> </ul>	LaMantia MacAskill TA Finance	<ul style="list-style-type: none"> <li>• BOS</li> <li>• Town Admin w/ Voter Info Committee</li> </ul>
Objective C: Conduct Town government business in a responsive manner	<ul style="list-style-type: none"> <li>• Establish Harwich-specific email addresses (4 memos).</li> <li>• Reevaluate Town Hall hours: 8 PM on Monday &amp; noon on Friday.</li> <li>• Evaluate improvements to Griffin Room audio reception, recording &amp; broadcasting.</li> <li>• Develop agreement for classroom use at MRHS &amp; Harwich Elementary (fee/no fee) for Town-sanctioned groups meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> <li>• TBD</li> <li>• TBD</li> <li>• TBD</li> </ul>	Brown IT TA	<ul style="list-style-type: none"> <li>• IT</li> <li>• BOS</li> <li>• Cable</li> <li>• Bos</li> </ul>

<b>GOAL 3: INFRASTRUCTURE</b>				
Work with and support the design, construction and renovation activities of the Harbormaster, Department of Public Works, Board of Water Commissioners, Library and other departments conducting major projects.				
<b>Objective</b>	<b>Action Items/Deliverables</b>	<b>Time Frame</b>	<b>Responsible BOS Member</b>	<b>TA Recommended Dept Assignment</b>
Objective A: Support and report periodically on the water side rebuilding project at Saquatucket Harbor.	•	•	MacAskill TA	• Harbormaster
Objective B: Support and report on the land side design project	•	•		• Harbormaster Conservation
Objective C: Investigate renovation project proposed for Lower County Road.	•	•	Hughes TA DPW	• Highway Engineering
Objective D: Determine appropriate distribution of CVEC energy savings.	•	•	MacAskill TA	• BOS

<b>GOAL 4: NATURAL RESOURCES</b>				
Continue to implement the Comprehensive Wastewater Management Plan				
<b>Objective</b>	<b>Action Items/Deliverables</b>	<b>Time Frame</b>	<b>Responsible BOS Member</b>	<b>TA Recommended Dept Assignment</b>
Objective A: Wastewater planning and implementation	<ul style="list-style-type: none"> <li>6 • Attempt to finalize IMA negotiations with Chatham BOS.</li> <li>7 • Convene preliminary discussions with Dennis &amp; Yarmouth.</li> <li>8 • Document results of Muddy Creek projects &amp; support Cold Brook mitigation planning &amp; implementation.</li> <li>• Continue ongoing pollution mitigation efforts &amp; implementation of new technologies.</li> </ul>	<ul style="list-style-type: none"> <li>• For 2017 ATM</li> <li>•</li> <li>•</li> <li>•</li> </ul>	Hughes LaMantia TA	<ul style="list-style-type: none"> <li>• Town Admin</li> <li>• Town Admin</li> <li>• Town Admin</li> <li>•</li> </ul>
Objective B: Wastewater Education and Outreach	<ul style="list-style-type: none"> <li>• Using available information develop guidelines for environmentally-appropriate fertilization of lawns &amp; gardens.</li> <li>• Plan &amp; implement wastewater education program for residents &amp; nonresidents to explain the need for the project, the process &amp; next activities planned.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	BoS TA WIC IT Nat'l Resources	<ul style="list-style-type: none"> <li>• Health Conservation</li> <li>• CDM/Admin WIC</li> </ul>

**GOAL 5: PLANNING AND ECONOMIC DEVELOPMENT**

Actively participate in development of housing, business, transportation and historic and cultural enhancements. Establish working relationships with officials of nearby towns, Barnstable County, State and Federal agencies, as appropriate.

Objective	Action Items/Deliverables	Time Frame	Responsible BOS Member	TA Recommended Dept Assignment
<p>Objective A: Investigate improved utilization, sale or lease of several properties in Town.</p>	<ul style="list-style-type: none"> <li>9 • Develop plans on how to use, sell or lease the Albro House, Bank Street Fire Station, Old Recreation Building, West Harwich Schoolhouse &amp; Harwich Middle School.</li> <li>10 • Support community involvement, State compliance, planning, &amp; public information activities in the Rt. 28 reconstruction project from Herring River to the Dennis line.</li> <li>• Support community involvement in the HECH/Chase House historic preservation &amp; Chapter 40B development at 93 &amp; 97 Rt. 28.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<p style="text-align: center;">TA</p>	<ul style="list-style-type: none"> <li>• Town Admin</li> <li>• Town Admin</li> <li>• BOS</li> </ul>
<p>Objective B: Create and maintain a strong business and job growth environment</p>	<ul style="list-style-type: none"> <li>• Explore creation of an economic development committee.</li> <li>• Create &amp; maintain positive Town &amp; business relationships.</li> <li>• Assist Town departments &amp; Town sanctioned groups with grants &amp; pursue funding opportunities in support of town priorities &amp; policy goals.</li> <li>• Develop educational program agreements with MRSD &amp; CCTech whereby special projects can be conducted coincident with major capital projects in Town.</li> <li>11 • Investigate novel ideas to promote Harwich &amp; attract tourists, such as painting/decorating fire hydrants.</li> <li>• Explore affordable &amp; senior housing options where the Town may retain the property.                             <ul style="list-style-type: none"> <li>○ Memorandum #1: TA shall outline a plan to identify proven &amp; novel approaches to develop Affordable housing in Harwich.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<p style="text-align: center;">Brown MacAskill</p>	<ul style="list-style-type: none"> <li>• BOS</li> <li>• BOS</li> <li>• BOS</li> <li>• BOS</li> <li>• Town Admin Chamber</li> <li>•</li> </ul>

<b>GOAL 6: QUALITY OF LIFE AND PUBLIC SAFETY</b>				
Develop and support programs that improve quality of life for Harwich residents and visitors. (Public Safety Departments have the primary responsibility for progress and accomplishments. TA has coordination, support and reporting responsibility)				
<b>Objective</b>	<b>Action Items/Deliverables</b>	<b>Time Frame</b>	<b>Responsible BOS Member</b>	<b>TA Recommended Dept Assignment</b>
Objective A: Provide high quality, cost-effective public safety services to residents and visitors.	<ul style="list-style-type: none"> <li>• Assess public safety signage throughout the Town for adequacy &amp; consistency.</li> <li>• Investigate options, including increased police surveillance, low cost, automatic speed detection systems, raised crosswalks or speed bumps to lower vehicle speed on town streets.               <ul style="list-style-type: none"> <li>○ Memorandum #1: Define near-term options that could be implemented in 30 days or less.</li> <li>○ Memorandum #2: Identify steps &amp; resources needed to develop a comprehensive safety improvement plan for Harwich</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	Kavanagh TA	<ul style="list-style-type: none"> <li>• Highway</li> <li>• Highway/ CCC</li> </ul>
Objective B: Support the Fire Station #2 Renovation Project. <b>12</b>	<ul style="list-style-type: none"> <li>• Apply Town resources (Planning, Engineering, etc.) to support conduct &amp; documentation of needs assessment, preliminary design &amp; alternatives development, cost estimation &amp; preparation of periodic presentations &amp; open meetings &amp; final recommendations to the Selectmen &amp; Town voters. Deliverables:               <ul style="list-style-type: none"> <li>○ Station Needs Assessment - provide operational requirements that drive the need and design of enhancements and expansions;</li> <li>○ Alternatives analysis and preliminary design;</li> <li>○ Cost estimates;</li> <li>○ Final recommendations.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Brown TA	<ul style="list-style-type: none"> <li>• Town Admin Station II Committee</li> </ul>



Harwich BOS / TA Action Item Report

Item Number	Action Item	Criticality ( 1,2 or 3 )	Lead Responsibility	Date Assigned	Due Date	Status	Comments
16-001	<i>Disability Access to Brook Park Bandstand</i>			7/11/2016		Referred to Recreation for inclusion in the next phase of Brooks Park Improvements.	No funding available at this time to cover cost of ramp.
16-002	<i>Lighting at Brook Park Bandstand/Parking</i>		TA, ATA, Town Eng., Rec. Dir.	7/11/2016		Spoke with Town Engineer. Came up with concept for 2 lights in keeping with the Historic Dist. Cost \$2500/ea. <b>Status Complete</b>	No funding available at this time to cover costs of lights. Path behind ballfield fence is not formal to make more accessible & add lighting would require a fence along the bank, t-base walkway 5' wide, electricity, etc.
16-003	<i>West Harwich Plume+B4:B29 +B4:B21</i>		TA, ATA, Health Dir.	7/11/2016		Paula completed review week of August 15; meeting with Chair, TA and Asst. TA on 8/24/16. Paula made presentation to the BoS on 9/26/16 - <b>Status Complete</b>	Paula Champagne asked to research all applicable reports and to report back her findings/recommendations/plan.
16-004	<i>Committees: Vacancies; Charge Updates: Members being Sworn-in.</i>		Selectmen	7/25/2016		On-going	
16-005	<i>Track Additional Costs at Middle School</i>		Selectman LaMantia, TA	7/25/2016		On-going	
16-006	<i>Embers: Outside Bar Status</i>		ATA	8/8/2016		Completed 8/10/16- <b>Status Complete</b>	Consulted Licensing Secretary; Building Comm; Health Agent. Mr. Nickerson contacted.
16-007	<i>Dedicated Turn Signal North on Rte 124 at Queen Anne Road</i>		DPW Director	8/8/2016		Completed 8/10/16- <b>Status Complete</b>	DPW Director contacted consulting Engineer. The trip counts do not warrant a dedicated signal. Mr. Nickerson Contacted.
16-008	<i>Perk - Public Hearing for Entertainment License potential violation(s)</i>		TA; Licensing Secretary	8/22/2016		Hearing to be scheduled for 9/19/16 - <b>Status Complete</b>	
16-009	<i>Waterways - Slip Regulations</i>		TA; Harbormaster; Waterways Committee	10/17/2016			
16-010	<i>Entertainment Licenses (Rte 28 HP) - Public Hearing for uniform hours</i>		TA	10/17/2016		Public Hearing Schedule for November 14, 2016 - <b>Status Complete</b> -- Licensees (Rt 28 HP) to be notified	Advertising and posting on Website completed. Licensees to be notified.
16-011							
16-012							
16-013							
16-014							
16-015							