

SELECTMEN'S MEETING AGENDA*

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

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

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **WEEKLY BRIEFING**

IV. **PUBLIC COMMENTS/ANNOUNCEMENTS**

V. **CONSENT AGENDA**

- A. Approve Minutes – October 23, 2017 Regular Session
- B. Approve request by Monomoy Regional School district for fee waiver for sign permit
- C. Approve recommendation by Town Administrator on The Port Bar & Restaurant license violations
- D. Approve and sign contract with Forte Landscaping & Construction Company for Playground Equipment Supply and Installation at Brooks Park in the amount of \$69,995
- E. Accept resignation of Robin Titus from Youth Services Committee

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

- A. Public Hearing – Application by Blue Stripe LLC d/b/a Cape Sea Grille for Annual Common Victualler, Wine & Malt Beverages License, Jennifer Ramler – Manager
- B. Annual Meetings with the Selectmen:
 - 1. Traffic Safety Committee
 - 2. Housing Authority
 - 3. Harwich Housing Committee

VII. **NEW BUSINESS**

- A. Golf Fees and Rates for 2018
- B. Free Cash certification
- C. Board of Selectmen committee appointment & confirmation responsibilities and general discussion of committees

VIII. **OLD BUSINESS**

IX. **TOWN ADMINISTRATOR'S REPORT**

- A. Capital Budget Summary update
- B. Departmental Weekly Reports

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

Ann Steidel, Admin. Secretary

Date: _____
November 2, 2017

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, OCTOBER 23, 2017
6:30 P.M.**

SELECTMEN PRESENT: Ballantine, Howell, Kavanagh, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark, Carolyn Carey, Richard Waystack, Cyndi Williams, Jack Brown, John Wheeler, Clem Smith, Angelo LaMantia, Rich Larios, Chris Harlow, and others.

WEEKLY BRIEFING

- A. Presentation of Recognition Plaque to Police Matron Patricia Scarnici

Chairman MacAskill reported that this item would be brought back at a later date.

- B. Legislative Update from Senator Cyr and Representative Peake

Representative Peake updated the Board on the status of Home Rule Bills 3708 and 2636 which she noted are still on the House side. She stated that she discussed the need for a sidewalk connection to the harbor in Harwich Port with the Lt. Governor and Secretary Kirk and they are continuing to have conversations on that. Senator Cyr reported on issues that they have been working on including wastewater issues, room occupancy tax for short term rentals, and Pilgrim Nuclear Power Plant decommissioning. They indicated that they would have a discussion on Beacon Hill about the prospect of granting an exemption for the new room tax for somebody's primary residence. They took questions and comments from the Board on these issues as well as issues related to health care services and costs and housing issues. Senator Cyr provided data related to the opioid epidemic.

PUBLIC COMMENTS/ANNOUNCEMENTS

Chairman MacAskill recognized Recreation Director Eric Beebe who ran 54.6 miles last weekend in support of Boston Children's Hospital.

CONSENT AGENDA

- A. Approve Minutes –
 - 1. October 2, 2017 Regular Meeting
 - 2. October 10, 2017 Regular Meeting
- B. Approve contract with Weed and Feed Inc. for Whitehouse Field Irrigation Project in the amount of \$24,777
- C. Confirm appointment of Dean Damon as Greenskeeper I
- D. Vote to sign acknowledgement of completion of responsibilities regarding Ginger Plum Lane betterment

Mr. Ballantine moved approval of the Consent Agenda. Ms. Kavanagh 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 Selectmen:

1. Golf Committee

Mr. Smith delivered the annual report of the Golf Committee and took questions and comments from the Board.

2. Recreation & Youth Committee

Chairman MacAskill noted that the Chairman of the Recreation & Youth Committee would not be delivering their report tonight due to illness.

NEW BUSINESS

A. Trails Committee membership discussion

Chairman MacAskill reported that the Trails Committee had a meeting scheduled this week for which they didn't make a quorum again. He explained that the committee went from 5 members originally to 7 members in 2005 and in 2008 it went to 9 members which is what it is currently. He stated that in speaking with the Conservation Agent, he has learned that they are more of a voluntary committee to the Conservation Agent and she holds their budget of about \$2,500. He stated that he would like to make them volunteers under the Conservation Agent or at the very least reduce the membership to 5 with a couple of alternates. He noted that this is a Selectmen appointed committee so it doesn't have to go to Town Meeting. Mr. Howell stated that the motivation for it as Mr. Worrell wanted was that we had a lot of ancient ways and paths in Town and he wanted to be able to put signs up to show people where they could walk and it has somehow morphed into something bigger. He added that if they were volunteers for Conservation and would help put the signs up, the Committee would go back to what its original roots were. Mr. Ballantine suggested having 5 members and maybe an alternate or 2. Ms. Kavanagh agreed and said we should streamline as many committees as we can and also agreed with the idea of putting them under the Conservation Agent. Chairman MacAskill said he would bring this item back next week when Ms. Brown, who is current liaison, is present. He said he would speak to the Conservation Agent to see if this is something she would want to take on.

B. Clarification on property line between Cultural Center and Elementary School

Chairman MacAskill said he was approached by the Little League and they asked about putting a well in for irrigating the fields. He noted that last year when he brought this forward he was told it was the property of the Monomoy Regional School System and that it was in the Regional Agreement but he does not see anything in the document about boundaries. He said he would like an answer as to who the fields belong to, and if they belong to the Town, then we should be leasing them to the Little League and Recreation & Youth should be in charge of them. He said

right now the School has taken that role of leasing the fields. Mr. Clark said we can have the surveyor draw something that reflects where the boundary should be and Ms. Kavanagh said we need an updated site plan showing the septic and leach field. It was agreed that Mr. Clark would pursue identifying the lines and bring it back to the Board.

C. Preliminary Capital Outlay Plan Summary update

Mr. Clark outlined the preliminary Capital Outlay Plan summary. He reported that there has been an interest in the snack shack at Saquatucket Harbor and questioned if the Board would be interested in pursuing it if it were funded by outside parties, and if so, we could put together an RFP. Ms. Kavanagh commented that it was a great idea. Mr. Larios stated that there are requests for \$25,000 to \$35,000 but the Capital Outlay Committee only votes on requests for \$50,000 or more. He reported that the Committee has heard about 50% of the requests and no votes have been taken. He said they feel they can work closer with CPC in terms of strengthening the recommendation or showing their support. Mr. Howell stated that there appears to be a lot of non-capital things in the Capital Plan. There was discussion about the West Harwich School project being too early on the Capital Plan. Mr. Clark said he would leave it on for FY19 in fairness as the Capital Outlay Committee hasn't heard the presentation and the Board can always move it in December. Chairman MacAskill said he would bring it back. Ms. Kavanagh suggested tabling the \$40,000 for the Albro House until we have a better understanding as to what we are going to do. Mr. Clark said he would need to get an assessment from Mr. Libby.

TOWN ADMINISTRATOR'S REPORT

A. Notification of changes to Open Meeting Law

Mr. Clark reported that the update on the Open Meeting Law has been sent out and said he will make sure it has been sent to all Boards and Committees.

He reported that the full day budget hearings will be March 3, 2018.

B. Departmental Weekly Reports

There was no action or discussion on this item.

SELECTMEN'S REPORT

Mr. Ballantine discussed details from the Cape Housing Institute meeting that he and Ms. Kavanagh attended.

A. Budget Warrant Timeline

There was no action or discussion on this item.

ADJOURNMENT

Mr. Howell moved to adjourn at 8:47 p.m. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

Monomoy Regional School District

Scott Carpenter
Superintendent

Dr. Carla W. Blanchard
Director of Curriculum

Melissa Maguire
Director of Student Services



Kathleen Isernio
Business Manager

Donald C. Mercure
Treasurer

October 24, 2017

Mr. Michael MacAskill, Board of Selectmen Chairman
Town of Harwich
732 Main Street
Harwich, MA 02645



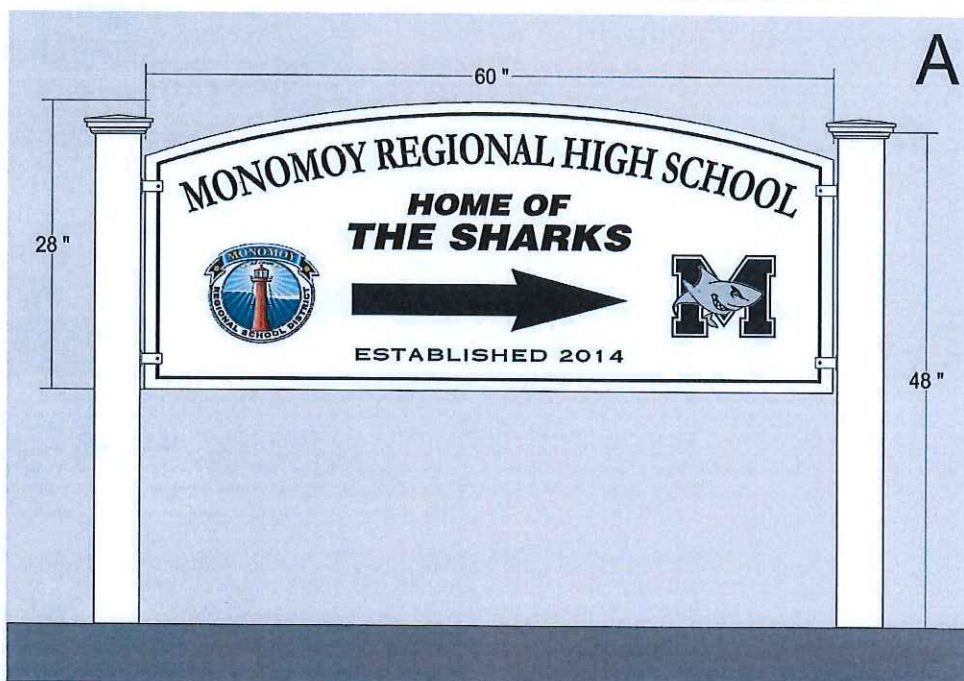
Dear Mr. MacAskill,

The Monomoy Regional School District is requesting a fee waiver for a sign permit. We intend to install a sign at the corner of Oak Street and Queen Anne Road, identifying the Monomoy Regional High School. The measurements and sign are included. Thank you for your consideration in this request.

Sincerely,

Scott Carpenter
Superintendent
Monomoy Regional School District

SC/ajl



OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039

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

732 MAIN STREET, HARWICH, MA 02645



October 16, 2017

To: Board of Selectmen
Cc: Ray Chesley, Building Commissioner
From: Charleen Greenhalgh, Assistant Town Administrator *CGH*
Re: Monomoy Regional High School, Sign Fee Waiver Request

Please accept this letter of recommendation for granting the fee waiver request for a Sign Permit for Monomoy Regional High School.

Mr. Chesley is out of the office, however we did discuss this and he had no concerns with the waiving of the fee.

Sandy Robinson

From: Travers, Rick <rtravers@monomoy.edu>
Sent: Friday, October 13, 2017 1:35 PM
To: Sandy Robinson
Subject: letter to the selectman

Dear Selectmen for the Town of Harwich,

I am hoping that you are willing to waive the fee for the permit to install a sign on the corner of Oak Street and Queen Anne Road. It will be a very tasteful and subtle sign simply indicating that the Monomoy Regional High School is just a short distance away. The schools logo and colors will be prominent. Thank You very much for your consideration.

Sincerely,
Rick Travers

--

Rick Travers

District Facilities Director

Monomoy Regional School District

508-400-5410-Cell

508-945-5148-Office

508-945-5133-Fax

Please note that the Secretary of State has determined that email from public agencies is public record. Please consider this correspondence privileged and confidential. If you have received this in error, please delete or contact the public school district.

Monomoy Regional School District does not discriminate based upon race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity or any other class protected by federal, state or local law

TOWN OF HARWICH

GENERAL FEE WAIVER POLICY FOR NON-PROFIT ORGANIZATIONS

It shall be the general policy of the Town of Harwich to reduce or waive a license, permit or user fee if there exists a need that is clearly defined and documented by a non-profit organization, and such reduction or waiver is in the best interest of the Town.

Board of Selectmen

It shall be the policy of the Board of Selectmen, as the Licensing Authority for the Town of Harwich, that any applicant seeking a fee reduction or waiver will follow all application procedures in applying for any license issued by the Board.

In order to qualify for non-profit status, non-profit applicants must provide a Letter of Determination of non-profit status from the IRS.

The licensing fee, as established by the License Fee Schedule, may be reduced or waived by the Board if, in the opinion of the Board, there is a need and it determines that the service the applicant offers to the Town, and a reduction or waiver of the associated fee, is in the best interest of the Town.

The Board's waiver or reduction of a licensing fee will be determined on a case-by-case basis by written request to the Board with a minimum of 2 weeks notice to the Town Administrator's Office.

All Other Departments, Commissions or Boards

Applicants seeking a fee reduction or waiver from any Department, Commission or Board of the Town of Harwich must follow all application procedures established by such Department, Commission or Board.

In order to qualify for non-profit status, non-profit applicants must provide a Letter of Determination of non-profit status from the IRS.

The reduction or waiver of a license, permit, or user fee, as established by such Department, Commission or Board, may be granted if, in the opinion of the Commission or Board, there is a need and it determines that the service the applicant offers to the Town, and a reduction or waiver of the associated fee, is in the best interest of the Town.

Such waiver or reduction of a fee will be determined on a case-by-case basis by written request to the particular Department, Commission or Board. The Planning Board, Board of Health, Conservation Commission, Recreation and Youth Commission, Waterways Commission, Library Trustees, Facilities Committee, and Board of Water Commissioners may act to reduce or waive fees under a specific policy adopted by these Boards and Commissions that is consistent with this general fee waiver policy. All other reductions or waivers of fees must be presented for consideration to the Board of Selectmen based on the written review and comment from the appropriate Department Head.

It is further acknowledged by the Town of Harwich that there are certain licenses or permits which, while administered by the Town of Harwich, provide for some or the entire fee to go to the Commonwealth of Massachusetts and that, in such cases, the associated fees may not be waived. Furthermore, where fees for specific groups are dealt with by a General Law, a reduction or waiver of such fees may not be established which is inconsistent with such statute or statutory procedure. Electrical, gas and plumbing fees will not be waived by the Town.

Date Adopted: 8/9/10

Date Amended: 1/3/12

OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, Town Administrator

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



MEMO

To: Board of Selectmen

From: Christopher Clark, Town Administrator

cc: Chief David Guillemette, Harwich Police Department
Atty. Gregg Corbo, K-PLaw

Date: October 31, 2017

Subject: Recommendation on The Port Restaurant & Bar Pre-Hearing Conference

On September 18, 2017, the Board, acting as the Local Licensing Authority, voted to refer charges of alleged violations of the Liquor and Entertainment Licenses for The Port Restaurant & Bar, located at 541 Route 28, Harwich Port, to the Town Administrator to conduct a Show Cause Hearing and to make a recommendation regarding potential discipline. A Pre-Hearing Conference was held in the Town Hall Library at the request of The Port Restaurant & Bar on Monday, October 30, 2017. Attendees included myself, Chief Guillemette, Town Counsel Gregg Corbo, Licensees Justin Brackett and Griffin Brackett and their attorney Raymond Tomlinson. During the course of the conference, the Licensees admitted to violations occurring on August 31, 2017, September 2, 2017 and September 3, 2017. As a result of this admission, I suggest that the Show Cause Hearing is no longer needed. Because of the cooperation of the Licensees and the fact that this is a first offense, I recommend that the Board, acting as Local Licensing Authority, send the attached letter of warning to The Port Restaurant & Bar.



November 7, 2017

Mr. Justin R. Brackett
Port Restaurant & Bar
51 Oak Street
Harwich, MA 02645

Dear Mr. Brackett:

At a meeting of the Harwich Board of Selectmen held on Monday, November 6, 2017, the Board voted to issue you the following notice of warning regarding incidents at your establishment:

It is hereby stipulated that the Port Restaurant & Bar did violate the terms of its licenses by exceeding noise limitations on three occasions – August 31, 2017, September 2, 2017 and September 3, 2017. As a result of these violations, the Licensee is hereby issued a written warning that the Board will not permit such misconduct with respect to the management of the licensed premises. The Board expects that in the future you will exercise sufficiently close supervision so that you will comply with the terms of your licenses and the statutes, bylaws and regulations applicable to the licensed business. Please be advised that any further violations may result in penalties, up to and including revocation of your entertainment and/or alcoholic beverages license. Please be further advised that, while the Board supports the use of its progressive discipline guidelines as set forth in Section 1.17 of its Regulations, the Board reserves the right to use its discretion in determining whether the facts surrounding a violation warrant a penalty which is more lenient or severe than suggested by the guidelines.

The Board has the highest expectation that in the future you will comply with the conditions of your licenses.

Sincerely,

Michael D. MacAskill, Chair

Julie E. Kavanagh

Larry G. Ballantine

Jannell M. Brown

Donald F. Howell

cc: Chief D. Guillemette, Harwich Police Department
Mr. Gregg Corbo, K-PLaw
Mr. Raymond Tomlinson

Memo

To: Board of Selectmen; Town Administrator, Christopher Clark
From: Recreation Department and Commission
Date: 10-31-17
RE: Bid Acceptance for Brooks Park Playground Expansion Project

At a meeting of the Recreation and Youth Commission on October 24, 2017, the Commission voted to accept the bid of \$69,995.00 from Forte Landscaping & Construction Co. Inc. for the Brooks Park Playground Expansion project.

The funding for this project is part of the Brooks Expansion Phase 4 monies that were voted by the Community Preservation Committee and, subsequently, by May 2017 Annual Town Meeting.

The Recreation and Commission and Department are requesting the acceptance of this bid by the Harwich Board of Selectmen.

We appreciate your attention to this matter.

Sincerely,
Eric Beebe
Director-Harwich Recreation Department



OWNER-CONTRACTOR AGREEMENT
BROOKS PARK PLAYGROUND EQUIPMENT

THIS AGREEMENT is made this 6th day of November, 2017 by the Town of Harwich, Massachusetts, hereinafter called the "Owner" and Forte Landscaping & Construction Co., Inc., hereinafter called the "Contractor."

WITNESSETH, that the Owner and the Contractor for the consideration hereinafter named, agree as follows:

ARTICLE 1. SCOPE OF WORK:

The Contractor shall perform all the work required for the Playground Equipment Supply and Installation at Brooks Park, Oak Street, Harwich, MA in accordance with the Invitation for Bids, Instructions to Bidders, Bid Specifications and any other related documents, prepared by the Town of Harwich.

ARTICLE 2. TIME OF COMPLETION:

The contractor shall commence work under this Contract on the date specified in the written "Notice to Proceed" from the Owner and shall bring the work to substantial completion within 90 days.

ARTICLE 3. THE CONTRACT SUM:

The Owner shall pay the Contractor for the performance of the work, subject to additions and deductions by Change Order the Contract Sum of: \$69,995.00 Sixty Nine Thousand Nine Hundred and Ninety Five Dollars and No Cents

ARTICLE 4. THE CONTRACT DOCUMENTS:

The following together with this Agreement form the Contract and all are as fully a part of the contract as if attached to this agreement or repeated herein: Invitation for Bids, Bidding Documents, Instructions to Bidders, Scope of Work, amendments, change orders, or other changes mutually agreed upon in writing; all applicable State laws, including but not limited to MGL Chapter 30, § 39M as amended, and MGL Chapter 149, §§ 26 and 27 (prevailing wages), municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the construction of the project; and the Contractor's Form of General Bid as accepted by the Town (including requirements of M.G.L. Chapter 149, sections 26-27 -- Prevailing Wage Rates).

ARTICLE 5. BONDS AND INSURANCE:

The contractor shall furnish the following bonds and insurance certificates as contract security:

1. Insurance certificates, satisfactory to the Town, as proof of having met the requirements of Section 15, Instructions to Bidders;
2. Labor and Materials Bond equal to 50% (Fifty Percent) of the contract price;

ARTICLE 6. CONTRACT TERMINATION:

The Town may suspend or terminate this Contract by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement;
2. Violation of the provisions of this Agreement by the Contractor;
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this contract.

ARTICLE 7. ASSIGNMENT:

The Contractor shall not make any assignment of this Contract without prior written approval of the Town.

ARTICLE 8. AMENDMENTS:

All amendments, change orders or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and the Contractor. Further, such amendments, change orders, or changes shall be in writing and signed by officials with authority to bind the awarding authority. Additionally, all amendments, change orders and changes shall be approved by the Town Accountant prior to execution by the awarding authority. No amendment, change order, or change to the contract provisions shall be made until after the written execution of the amendment, change order, or change to the Contract by both parties. All amendments, change orders and changes to this Agreement shall be in accordance with M.G.L. 30B, section 13.

ARTICLE 9. INDEMNIFICATION:

The Contractor hereby agrees to indemnify and hold harmless the Town from any and all claims, damages, losses and expenses (including attorney's fees) arising out of the performance of this Contract, when such claims, damages, losses and expenses are caused by the negligent acts, errors or omissions of the Contractor.

ARTICLE 10. APPROPRIATION:

This Agreement is subject to appropriation.

The undersigned Carole Coppola, in compliance with the Commonwealth of Massachusetts General Laws (Ter. Ed) Chapter 44, Section 31C, certifies that an appropriation in the amount required for this contract is available out of Account Number _____.

Carol Coppola, Finance Director/Town Accountant

CONTRACTOR:

Company Name:
Forte Landscaping & Construction Co. Inc.

Signed By:

Title:

Date:

THE TOWN:

Harwich Board of Selectmen

ATTEST:

Name: _____

Title: _____

Anita Doucette

From: Sandy Robinson
Sent: Tuesday, October 31, 2017 2:22 PM
To: Anita Doucette
Subject: FW: RESIGNATION

Hi Anita: Can you stamp in so we can get this on the November 6 Agenda?
Thank you!

Sandra Robinson
Administrative Secretary
Selectmen/Administrator's Office
srobinson@town.harwich.ma.us
(508) 430-7513

From: Titus, Robin [mailto:rtitus@monomoy.edu]
Sent: Tuesday, October 31, 2017 1:26 PM
To: Sandy Robinson <srobinson@town.harwich.ma.us>
Subject: Harwich Youth Services

I would like to resign from this committee.
Thank you,
Robin Titus



NOTICE OF PUBLIC HEARING
TOWN OF HARWICH
BOARD OF SELECTMEN
APPLICATION FOR LIQUOR LICENSE

Notice is hereby given under Chapter 138 of the General Laws as amended that application has been made to this Board for an Annual, Common Victualler, Wine & Malt Beverages License by Blue Stripe LLC d/b/a Cape Sea Grille, 31 Sea Street, Harwich Port, MA 02646, Jennifer Ramler, Manager on the following described premises located at 31 Sea Street, Harwich Port, MA: 2,634 sq. ft. indoor area, 2 entrances and 2 exits.

The Board of Selectmen will hold a hearing upon the application on Monday, November 6, 2017 no earlier than 6:30 p.m. in the Donn B. Griffin Room at Town Hall, 732 Main Street, Harwich, at which time all interested parties will be heard.

Board of Selectmen
Local Licensing Authority

Cape Cod Times
October 24, 2017

Cape Cod Chronicle
October 26, 2017

CAPE COD TIMES

PROOF OF PUBLICATION

Date: _____

10/24



**NOTICE OF PUBLIC HEARING
TOWN OF HARWICH
BOARD OF SELECTMEN
APPLICATION FOR LIQUOR LICENSE**

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Board of Selectmen
Local Licensing Authority

Cape Cod Times
October 24, 2017

**NOTICE OF PUBLIC HEARING
TOWN OF HARWICH
BOARD OF SELECTMEN
APPLICATION FOR LIQUOR LICENSE**

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Board of Selectmen
Local Licensing Authority

The Cape Cod Chronicle
Oct. 26, 2017



HARWICHPolice

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

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



DAVID J. GUILLEMETTE
Chief of Police

THOMAS A. GAGNON
Deputy Chief

Memorandum

TO: Board of Selectmen

Christopher Clark
Town Administrator

FROM: David J. Guillemette
Chief of Police

A handwritten signature in black ink, appearing to read "D. Guillemette", is written over the printed name and title.

DATE: October 23, 2017

SUBJECT: Application for an Annual Common Victualler, Wine & Malt
Beverages License for Blue Stripe LLC d/b/a Cape Sea Grille at 31
Sea Street, Harwich Port, Jennifer Ramler - Manager

The Police Department has no objections regarding the Application for an Annual Common Victualler, Wine & Malt Beverages License. A background investigation of the proposed individual(s) indicates no liquor code violations or disqualifying history.

If you have any questions or need further clarification, please feel free to contact me at your earliest convenience.



TOWN OF HARWICH, MA
 BOARD OF ASSESSORS
 732 Main Street, Harwich, MA 02645

Abutters List Within 100 feet of Parcel 14/V2/0



Key	Parcel ID	Owner	Location	Mailing Street	Mailing City	ST	ZipCd/Country
1758	7-D9-0-R	MALONE PETER C & MALONE MARSHA	27 SEA ST	51 EVERETT ST	S NATICK	MA	01760
10558	14-P5-0-E	PILGRIM CONGREGATION	527 ROUTE 28	527 MAIN ST	HARWICH PORT	MA	02646
2066	14-V1-0-R	GOODHUE JOSEPH A JR & GOODHUE JANET L	39 SEA ST	PO BOX 575	GLASTONBURY	CT	06033
8510	14-V2-0-R	RAMLER DOUGLAS J TRS ET AL RAMLER JENNIFER R TRS	31 SEA ST	PO BOX 414	HARWICH PORT	MA	02646
2073	14-V18-0-R	VISCO BRUNO TRS ET AL CONROY SANDI TRS	34 BRADDOCK ST	176 OAKLEIGH RD	NEWTON	MA	02458
2096	14-V21-0-R	WALKER ALFRED J & WALKER HEATHER R	30 BRADDOCK ST	15 CEDAR RD	WHITEHOUSE STATION	NJ	08889

Locus



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
 www.mass.gov/abcc

APPLICATION FOR A RETAIL ALCOHOLIC BEVERAGES LICENSE

Please complete this entire application, leaving no fields blank. If field does not apply to your situation, please write N/A.

1. NAME OF PROPOSED LICENSEE (Business Contact)

This is the corporation or LLC which will hold the license, not the individual submitting this application. If you are applying for this license as a sole proprietor, not an LLC, corporation or other legal entity, you may enter your personal name here.

2. RETAIL APPLICATION INFORMATION

There are two ways to obtain an alcoholic beverages license in the Commonwealth of Massachusetts, either by obtaining an existing license through a transfer or by applying for a new license.

Are you applying for a new license New Transfer or the transfer of an existing license?

If transferring, please indicate the current ABCC license number you are seeking to obtain:

If applying for a new license, are you applying for this license pursuant to special legislation?

Yes No Chapter Acts of

If transferring, by what method is the license being transferred?

3. LICENSE INFORMATION / QUOTA CHECK

City/Town

TYPE **CATEGORY** **CLASS**

4. APPLICATION CONTACT

The application contact is required and is the person who will be contacted with any questions regarding this application.

First Name: Middle: Last Name:

Title: Primary Phone:

Email:

5. OWNERSHIP Please list all individuals or entities with a direct or indirect, beneficial or financial interest in this license.

An individual or entity has a direct beneficial interest in a license when the individual or entity owns or controls any part of the license. For example, if John Smith owns Smith LLC, a licensee, John Smith has a direct beneficial interest in the license.

An individual or entity has an indirect beneficial interest if the individual or entity has 1) any ownership interest in the license through an intermediary, no matter how removed from direct ownership, 2) any form of control over part of a license no matter how attenuated, or 3) otherwise benefits in any way from the license's operation. For Example, Jane Doe owns Doe Holding Company Inc., which is a shareholder of Doe LLC, the license holder. Jane Doe has an indirect interest in the license.

A. All individuals listed below are required to complete a Beneficial Interest Contact - Individual form.
 B. All entities listed below are required to complete a Beneficial Interest Contact - Organization form.
 C. Any individual with any ownership in this license and/or the proposed manager of record must complete a CORI Release Form.

Name	Title / Position	% Owned	Other Beneficial Interest
Douglas J. Ramler	LLC Member <input type="text"/>	50	
Jennifer R. Ramler	LLC Member <input type="text"/>	50	

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE

5. OWNERSHIP (continued)

Name	Title / Position	% Owned	Other Beneficial Interest
		▼	
		▼	
		▼	
		▼	
		▼	

6. PREMISES INFORMATION

Please enter the address where the alcoholic beverages are sold.

Premises Address

Street Number: Street Name: Unit:

City/Town: State: Zip Code:

Country:

Description of Premises

Please provide a complete description of the premises, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage.

Floor Number	Square Footage	Number of Rooms	Patio/Deck/Outdoor Area Total Square Footage
1	2634	2	0
			Indoor Area Total Square Footage <input type="text" value="2634"/>
			Number of Entrances <input type="text" value="2"/>
			Number of Exits <input type="text" value="2"/>
			Proposed Seating Capacity <input type="text" value="110"/>
			Proposed Occupancy <input type="text" value="110"/>

Occupancy of Premises

Please complete all fields in this section. Documentation showing proof of legal occupancy of the premises is required.

Please indicate by what right the applicant has to occupy the premises:

Lease Beginning Term: Landlord Phone:

Lease Ending Term: Landlord Address:

Rent per Month:

Rent per Year:

If leasing or renting the premises, a signed copy of the lease is required.

If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.

Please indicate if the terms of the lease include payments based on the sale of alcohol: Yes No

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE

7. BUSINESS CONTACT

The Business Contact is the proposed licensee. If you are applying as a Sole Proprietor (the license will be held by an individual, not a business), you should use your own name as the entity name.

* Please see last page of application for required documents based on Legal Structure *

Entity Name: FEIN:

DBA: Fax Number:

Primary Phone: Email:

Alternative Phone: Legal Structure of Entity:

Business Address (Corporate Headquarters) Check here if your Business Address is the same as your Premises Address

Street Number: Street Name:

City/Town: State:

Zip Code: Country:

Mailing Address Check here if your Mailing Address is the same as your Premises Address

Street Number: Street Name:

City/Town: State:

Zip Code: Country:

Is the Entity a Massachusetts Corporation? Yes No

If no, is the Entity registered to do business in Massachusetts? Yes No

If no, state of incorporation

Other Beneficial Interest

Does the proposed licensee have a beneficial interest in any other Massachusetts Alcoholic Beverages Licenses? Yes No *If yes, please complete the following table.*

Name of License	Type of License	License Number	Premises Address
Seasonal Common Victualler	\$12 On Premises <input type="text"/>	050600051	31 Sea Street Hariwch Port, MA 02646
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		

Prior Disciplinary Action:

Has any alcoholic beverages license owned by the proposed licensee ever been disciplined for an alcohol related violation?

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE

8. MANAGER CONTACT

The Manager Contact is required and is the individual who will have day-to-day, operational control over the liquor license.

Salutation First Name Middle Name Last Name Suffix

Social Security Number Date of Birth

Primary Phone: Email:

Mobile Phone: Place of Employment

Alternative Phone: Fax Number

Citizenship / Residency / Background Information of Proposed Manager

Are you a U.S. Citizen? Yes No

Do you have direct, indirect, or financial interest in this license? Yes No

Have you ever been convicted of a state, federal, or military crime? Yes No
 If yes, attach an affidavit that lists your convictions with an explanation for each

If yes, percentage of interest

Have you ever been Manager of Record of a license to sell alcoholic beverages? Yes No

If yes, please indicate type of Interest (check all that apply):

If yes, please list the licenses for which you are the current or proposed manager:

Seasonal Common Victualer
 All Alcohol
 On Premise
 050600051

Officer Sole Proprietor
 Stockholder LLC Manager
 LLC Member Director
 Partner Landlord
 Contractual Revenue Sharing
 Management Agreement Other

Please indicate how many hours per week you intend to be on the licensed premises

Employment Information of Proposed Manager

Please provide your employment history for the *past 10 years*

Date(s)	Position	Employer	Address	Phone
04/12/2002-Current	Manager	Self/Blue Stripe LLC	31 Sea Street Harwich Port, MA 02646	508-432-4745

Prior Disciplinary Action of Proposed Manager

Have you ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE

9. FINANCIAL INFORMATION

Please provide information about associated costs of this license.

Associated Costs

A. Purchase Price for Building/Land	<input type="text"/>
B. Purchase Price for any Business Assets	<input type="text"/>
C. Costs of Renovations/Construction	<input type="text"/>
D. Purchase Price of Inventory	<input type="text"/>
E. Initial Start-Up Costs	<input type="text"/>
F. Other (Please specify)	<input type="text"/>
G. Total Cost (Add lines A-F)	<input type="text"/>

Please note, the total amount of **Cash Investment** (top right table) plus the total amount of **Financing** (bottom right table) must be equal to or greater than the **Total Cost** (line G above).

Please provide information about the sources of cash and/or financing for this transaction

Source of Cash Investment

Name of Contributor	Amount of Contribution
Total:	<input type="text"/>

Source of Financing

Name of Lender	Amount	Does the lender hold an interest in any MA alcoholic beverages licenses?	If yes, please provide ABCC license number of lender
Total:	<input type="text"/>		

10. PLEDGE INFORMATION

Are you seeking approval for a pledge? Yes No

To whom is the pledge is being made:

Please indicate what you are seeking to pledge (check all that apply)

Does the lender have a beneficial interest in this license? Yes No

License Stock / Beneficial Interest Inventory

Does the lease require a pledge of this license? Yes No

ADDITIONAL SPACE

The following space is for any additional information you wish to supply or to clarify an answer you supplied in the application.

If referencing the application, please be sure to include the number of the question to which you are referring.

A large, empty rectangular box with a thin black border, occupying the majority of the page below the instructions. It is intended for the applicant to provide additional information or clarify answers.

APPLICANT'S STATEMENT

I, Jennifer R Ramler the: sole proprietor; partner; corporate principal; LLC/LLP member
Authorized Signatory

of Blue Stripe LLC, hereby submit this application for Annual On-Premise Wines & Malt Beverages License
Name of the Entity/Corporation Transaction(s) you are applying for

(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

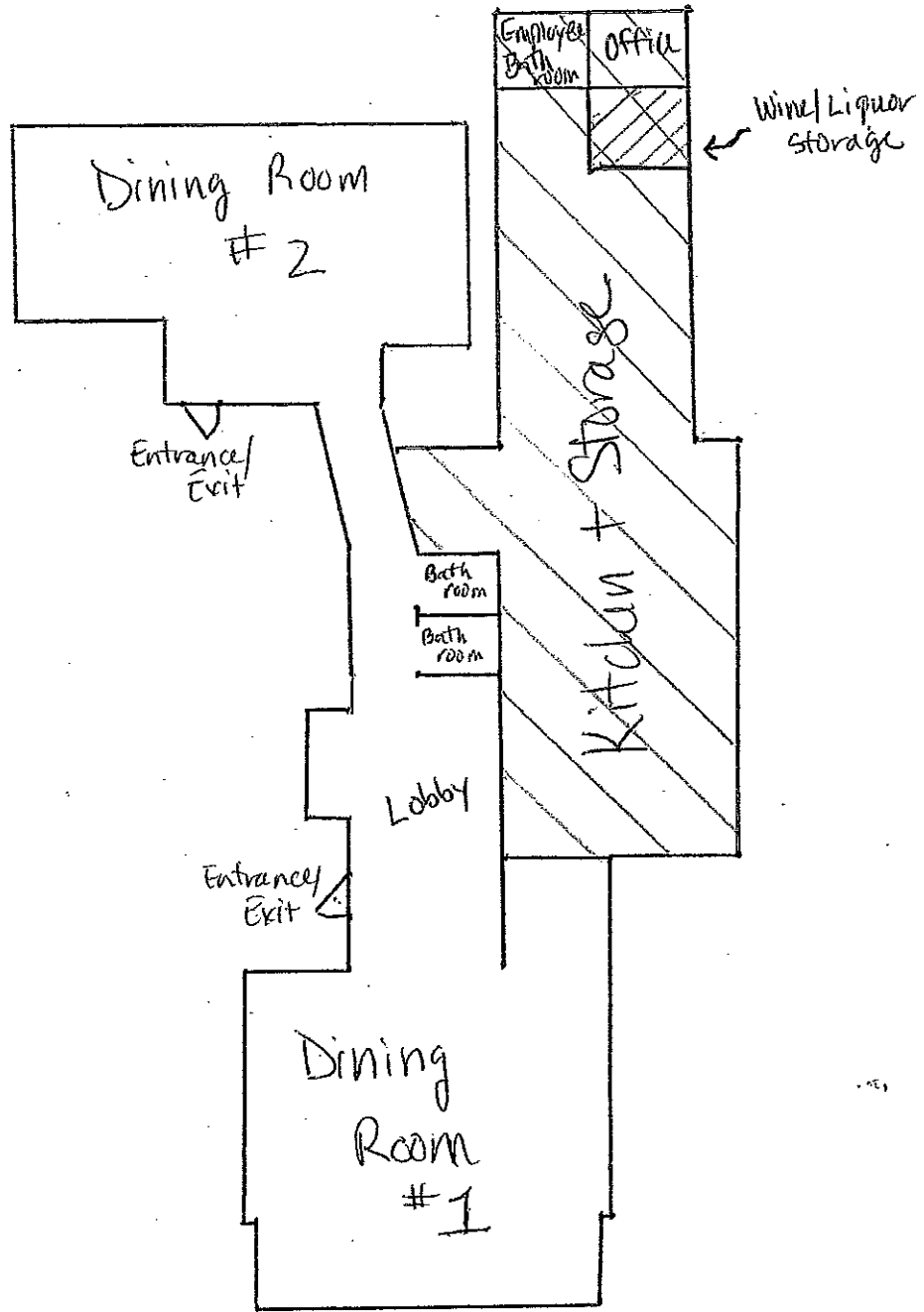
I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature: JR Ramler

Date: 10/16/2017

Title: Owner / Manager



Total Square Footage: 4190 ft²

Licensed Area Square Footage: 2634 ft²



Harwich Housing Authority

Telephone 508-430-2390

Fax 508-945-5666

P.O. Box 714 • Harwichport, MA 02646

Harwich Housing Authority

The mission of the Harwich Housing Authority is to provide affordable, decent, safe and sanitary housing through the maintenance of our existing units and the development of new units; to create an environment which enables residents to live responsibly and with dignity; to support residents in their effort to achieve self-sufficiency; to honor public commitments in a fiscally and ethically responsible manner; to create and maintain public confidence in the Authority's operations and staff; to ensure that the facilities owned and managed by the HHA are marketable to the community and are appealing to residents; to enable the HHA staff to improve their performance through appropriate vision, training, and career development; to establish performance goals that meet or exceed industry standards and that optimize the use of available resources to achieve our performance objectives; and to assist the Town, State and National governments in identifying and addressing housing needs. The Housing Authority has a five member board, four are elected and one appointed by the state. DHCD is working on having one of the elected members be a tenant. The Board is responsible for making policies and ultimately responsible for ensuring that its executive director and staff are following the laws, regulations, and rules set forth by the Commonwealth of Massachusetts and DHCD. The Harwich Housing Authority was created in 1985 to help the town meet the growing need for affordable housing.

The Housing Authority vs. The Housing Committee The Housing Committee is appointed by and accountable to the Board of Selectmen. The purpose of the Housing Committee is to work toward diverse solutions in addressing the town's affordable housing shortage as Harwich continues to make progress toward the 10% goal recommended by the Commonwealth of Massachusetts and adopted by the Town. The Housing Committee coordinates with the Housing Authority and other local and county housing entities in the development of affordable housing initiatives for the Town. The Housing Committee is not structured to run programs or receive funding and has turned to the Housing Authority to implement them.

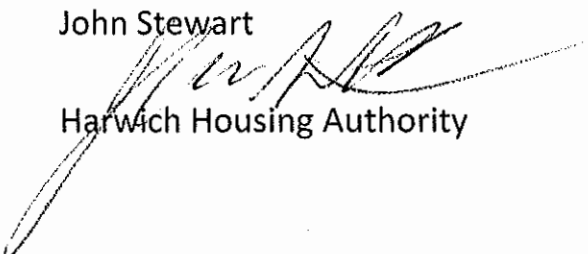
The Harwich Housing Authority has a management agreement with the Chatham Housing Authority. We pay the Chatham HA a fee of \$2106.00 per month and share the office at 240 Crowell Road in Chatham. The authorities are run separately and are completely independent of each other. They each have their own Boards and budgets.

The Harwich Housing Authority owns two, three bedroom duplexes at 111 Long Pond Dr. and four duplexes at 127 Headwaters Drive. Two of which are two bedroom and one is a three bedroom accessible unit. The rest are three bedroom units. We also own an eight bedroom duplex at 66 Depot Rd. West that we lease to Fellowship Health Resources. We administer 20 Housing Vouchers as part of the Mass. Rental Voucher Program, receiving \$40 per month for each voucher leased. Currently we have three unleased. We are governed and subsidized by DHCD. This fiscal year we are budgeted to receive a subsidy of \$34,340.00.

Town Programs run by the HHA

We are currently running the Harwich Rental Assistance program which uses CPA funds to provide vouchers up to \$350 per month to qualified families and individuals to help make rents affordable. This program is designed to be temporary assistance and ends after three years. The HHA receives a 2% Admin. Fee, which is \$2,000 per year for three years. We are requesting \$400,000 from the CPC to do another round of the "Buy-Down" program which has been very successful in the past. The Housing Authority was instrumental in the Development of the units at Thankful Chase as well as the American Dream program which was a home ownership program.

John Stewart



Harwich Housing Authority

10/24/2017

Organization Name HARWICH HOUSING AUTHORITY	Ethics	Date of Appointment	New Expiration Date	Date Sworn In
MEMBERS				

Housing Authority 5 year term

Philip R. Pond, Jr.
22 Old Heritage Way
Harwich, MA 02645 elected

Term Expires May 2019

Judith Underwood
220 Sisson Road
Harwich, MA 02645 elected

Term Expires May 2020

Sandra Woodbridge
196 Headwaters Drive
Harwich, MA 02645 elected

Term Expires May 2021

Robert MacCready
460 Route 28
Harwich Port, MA 02646

Term Expires May 2017

Sally Urbano
Riverside Drive
West Harwich, MA

STATE APPOINTEE MAY 2018

STATE ETHICS FILED - JANUARY 8, 2017

HHC 2017 Annual Report

During the year the Housing Committee had two members resign (Claudia Williams, and Amy West). Until recently we had only three members of a five-member committee, which has made achieving a quorum a challenge at times. In September we added one new member (Mary Maslowski), which leaves the Committee with one vacancy. All members have completed the Conflict of Interest Law and have received a certificate of completion. All members have been sworn in.

The Chairman attended the Attorney General's Open Meeting Law Presentation. A summary discussion was presented to all the committee members. All agendas and meetings are submitted and posted in a timely manner. And I would like to add that all meetings try to stay within the one-hour time period.

The Harwich Housing Production Plan was approved earlier this year. The Plan has become a valuable tool for the Town in mapping it's future course for affordable housing. Two members of the Housing Committee (Cindi Maule and Julia Eldridge) worked on the development of the Plan.

One of the recommendations in the Housing Production Plan was for the town to hire a Housing Coordinator. This is a position that many towns on Cape Cod have filled or are in the process of filling. In a letter to the Board of Selectmen, the Housing Committee endorsed creating this position. With a Town Staff Housing Coordinator, Housing issues will have focus and raise the level of commitment.

Suitable land was a major talking point at our meetings, especially town owned land, to get a housing project started. The message to the HHC was "Let's start small."

The Housing Production Plan provided a ready list of Town owned land to be considered. After meeting with Town Administration there was a turn in direction, a new idea with new enthusiasm was introduced. Let's form a Housing Trust. Several Cape Cod Towns have gone this way with success. The Trust would be the entity that would have the authority and resources to acquire land and contract with developers to build housing. Forming a Housing Trust is endorsed by HHC.

The Housing Production Plan has indicated a number of units on the subsidized housing inventory list are in jeopardy of losing their affordability status. This first group is Pine Oaks Village I and II. I attended the Mid-Cape Cod Housing (MCCH) Board Meeting, (Pine Oaks Village's Parent Company) in January to present our concerns of losing affordable units to market rate. They affirmed their commitment to keep all units affordable. This was followed up by a letter from their President Gregory Winston which we received and has been passed on to the Town Planner for filing.

Additionally, it should be noted that nine (9) other units listed on the Affordable Inventory List will lose their affordability status by 2019. These units were made affordable under a rehab program with a fifteen-year time limit deed restriction; after which they return to market rate. Apparently, there is no recourse but to let these units pass to market rate status.

The Board of Selectmen requested that the housing committee take on a Disabled Housing Project being advocated by Jeff Locantore of Harwich. Jeff is a handicapped young adult currently living in Pine Oak Village. The Committee has been working with Jeff to get an Affordable Housing Project started. The vision for the project is to provide affordable housing for young adults who have disabilities and can live on their own without the need of clinical support. Additionally, this housing would provide a social component which is often lacking in traditional housing.

We are currently in the organizational stage of the project. We have met with several entities, including the Housing Assistance Corporation, CapeAbilities, the Housing Authority, and Catholic Charities. Everyone has been very supportive but so far no one wants to take on the project.

We do; however, have a core group that is committed to the Project. We meet regularly. We have written By-Laws and are in the process of filing for a Non-Profit Status. We are working on a website and contacting disabled individuals who may be interested in supporting and becoming residents of this project.

There is no easy or quick path for this endeavor. But I believe it can be done. I must mention that the greatest support we have gained is the commitment by Sandra Woodbridge of the Harwich Housing Authority. After our presentation to the Housing Authority, Sandra stepped forward and offered her help. I must give her most of the credit for our progress to date.

The Housing Committee has participated in many Housing Educational programs during the year. The list includes:

- Council on Aging's Housing Summits
- Cape Cod Housing Study - sponsored by the County Commission
- "Cape One" a three-day summit – also sponsored by the County Commission
- Cape Cod Housing Institute – sponsored by the collaboration between the Housing Assistance Corporation and Community Development Partnership. This is a six-week session, currently on-going.

The Housing Committee is looking forward to working with the Harwich Housing Trust and the Housing Coordinator. With this combination in place Harwich should be successful in achieving its housing goals.

In conclusion I would like to thank all the town administrative staff for their support and professionalism that they have provided the Housing Committee.

Arthur Bodin

Harwich Housing Committee Chairman

HOUSING COMMITTEE, HARWICH

5 members/ 3 year terms

Organization Name Housing Committee	Ethics	Date of Appointment	New Expiration Date	Date Sworn In
MEMBERS				
2017-2018				
Arthur Bodin	April 14, 2016*	March 28, 2016	2018	March 31, 2016
Julia Eldredge	January 11, 2017	December 2015	2018	December 30, 2015
Cindi Maule	August 7, 2015*	2014	2018	July 13, 2015
Mary Maslowski	January 10, 2017	August 21, 2017	2020	September 5, 2017
vacancy				

** Represents Acknowledgement of Receipt of the summary of the Conflict of Interest Law

**Harwich Golf Committee
Notice of Public Hearing**

The Harwich Golf Committee will hold a public hearing to solicit public comment on golf fees for Cranberry Valley Golf Course for the 2018-2019 season. The hearing will be held on Tuesday October 24, 2017, at 4:00pm in the Griffin Room at Harwich Town Hall (732 Main Street).

**Clem Smith
Chairman
Harwich Golf Committee**

Agenda for Harwich Golf Committee

Special Hearing on Rates and Fees Meeting for 2018

October 24th, 2017 Tuesday (Griffin Room)---Harwich Town Hall 4:00 PM -5:30PM

Hearing Commences at 4:00 PM, Special meeting convened at conclusion of Public Hearing

Opening Remarks - Clem Smith, Chair, HGC

Public Hearing - Presentation by Director of Golf, Roman Greer - proposed rates and fees for 2018 in support of the CVGC operation.

Public Comment-

Adjournment of Public Hearing

Special Meeting of the HGC on Rates and Fees 2018

New Business - Discussion of rates and fees by the HGC Committee with recommendations and possible vote by the committee to submit for approval by the Board of Selectmen

Public Comment-

Authorized Posting Clement Smith, HGC-Chair

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

3/11/15 - Next regular monthly meeting November 21st, 2017 Tuesday , Griffin Room,Town Hall

**HARWICH GOLF COMMITTEE
NOTICE OF PUBLIC HEARING**

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Clem Smith
Chairman
Harwich Golf Committee

The Cape Cod Chronicle
Oct. 12 and 19, 2017



Rate/Fee Recommendations

Summary

Raise all major Greens Fees by \$2 (surcharge to Golf Infrastructure fund)

No change to twilight, junior twilight, temporary

Raise in-season weekday rate \$5 (\$2 surcharge) to create an “in-season” 7 day fee

Raise all major Memberships \$20 (surcharge to Golf Infrastructure fund)

Merge Jr 1 & 2 into one membership category – Junior/Student (7-21)

Raise GHIN Handicap Fee by \$5, due to \$5 increase in cost from provider (MGA)

2018 Proposed Greens Fees:

Monday – Thursday

March 12 th – May 31 st	\$44	+\$2	
June 1 st – September 3 rd	\$74	+\$5	Everyday
Sept 4 th - Dec 21 st	\$44	+\$2	

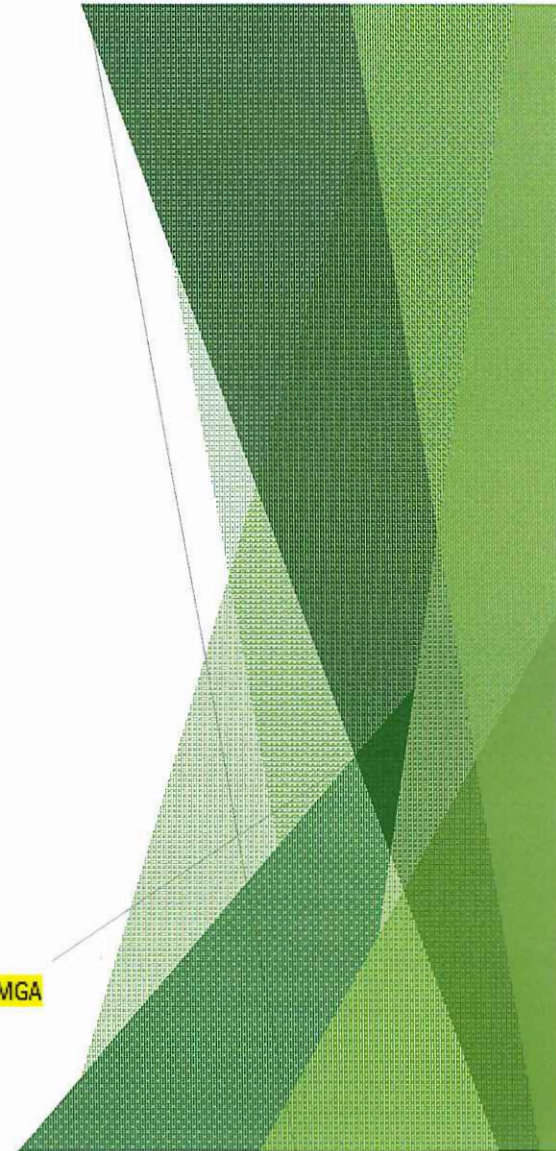
Friday, Saturday, Sunday, & Holidays

March 16 th – April 25 th	\$60	+\$2
April 27 th - October 8 th	\$74	+\$2
October 13 th – October 29 th	\$60	+\$2
November 3 rd - December 17 th	\$42	+\$2

MISCELLANEOUS FEES:

MID-DAY RATE (Mon-Thu, 1:00PM - Twilight)	\$54	+\$2
MID-DAY RATE (Fri-Sun, 1:00PM - Twilight)	\$64	+\$2
TWILIGHT RATE (AFTER 3:30PM)	\$32	
TWILIGHT RATE (AFTER 4:00 JUNE, JULY & AUGUST)	\$32	
JUNIOR TWILIGHT	\$15	
BACK NINE - First hour of play	\$38	+\$2
9 HOLE RATE - SUNDAY THROUGH THURSDAY AFTER 1:00	\$38 (*BASED ON AVAILABILITY)	+\$2

TEMPORARY GREENS FEE	\$22
ACTIVE MILITARY DISCOUNT	25% OFF GREEN FEES
MEMBER GOLF CART 18 HOLE	\$19
MEMBER GOLF CART 9 HOLE	\$10
GOLF CART 18 HOLE (PER PERSON)	\$21
GOLF CART 9 HOLE (PER PERSON)	\$11
WALKING CART 18 HOLES	\$8
WALKING CART 9 HOLES	\$4
RANGE BALLS SMALL BUCKET	\$5
RANGE BALLS LARGE BUCKET	\$8
MEMBER RANGE SMALL BUCKET	\$3
MEMBER RANGE LARGE BUCKET	\$5
RANGE PASS	\$250
GHIN MEMBERSHIP	\$45
	+\$5 MGA



Membership Fees

2018 Proposed Membership Fees

Adult Harwich or Chatham Resident	\$790	+\$20
Adult Eastham or Orleans Resident	\$890	+\$20
Adult Other Non-Resident	\$1090	+\$20
Young Adult Harwich/Chatham Resident (age 22-30 as of May 1st)	\$490	+\$20
Junior/Student Harwich and Chatham Resident (7-21 yrs as of May 1st)	\$125	Merge Jr 1&2
Junior Non Resident	\$350	
GHIN Membership	\$45	+\$5 MGA

Fee Comparison

Annual Fee Pass	Barnstable	Yarmouth	Dennis	Brewster	Harwich	plus 20
Resident	\$950 (+2%)	\$850	\$749	\$927	\$770	\$790
Non Resident	\$1,265	\$1,150	\$1,150	\$1,545	\$1,070	\$1,090
Young Adult	\$556	\$490	\$625	\$515	\$470	\$490
Junior	\$260 (\$130)	\$100	\$165	\$180	\$125	\$125
Top Greens Fee	\$72	\$76.50	\$69	\$84	\$74	
Twilight Fee	\$30/35	\$36.50	\$29	\$35	\$32	
Cart Fee	\$11/21	\$14/21	\$14/20	\$13/21	\$11/21	
GHIN	\$40	\$40	\$35	\$40	\$45	
	2017	2017	2017	Approx 2017	proposed for 2018	

Rate History

Cranberry Valley Rates	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018 proposed
Memberships											
Adult Resident	\$630	\$655	\$655	\$685	\$700	\$745	\$770	\$770	\$770	\$770	\$790
Eastham Chatham & Orleans	NA	NA	NA	NA	NA	NA	NA	\$870	\$870	\$870	\$890
Non-Resident	\$1,050	\$1,100	\$1,100	\$985	\$1,050	\$1,045	\$1,070	\$1,070	\$1,070	\$1,070	\$1,090
Jr Resident 1 (9-17)	\$75	\$100	\$100	\$100	\$100	\$100	\$125	\$125	\$125	\$125	\$125
Jr Resident 2 (18-21)	\$100	\$125	\$125	\$125	\$125	\$125	\$150	\$150	\$150	\$150	NA
Young Adult (22-30)	NA	NA	NA	NA	NA	NA	NA	NA	NA	\$470	\$490
Jr Non Resident	NA	NA	\$300	\$300	\$300	\$300	\$325	\$350	\$350	\$350	\$350
Capital Assesment Fee included	NA	NA	NA	NA	\$50	\$50	\$75	\$75/\$125	\$75/\$125	\$75/\$125	75/125

Greens Fee History

Green Fees											
Monday-Thursday											
3/2-May (before Mem Day)	\$36	\$38	\$38	\$38	\$38	\$40	\$40	\$40	\$42	\$42	\$44
May (Mday)-Sept (Lday)	\$62	\$64	\$64	\$65	\$65	\$67	\$67	\$67	\$69	\$69	\$71
Sept (LDay)-Dec 19	\$36	\$38	\$38	\$38	\$38	\$40	\$40	\$40	\$42	\$42	\$44
Fri-Sat-Sun-Holiday											
3/1-April 25	\$52	\$54	\$54	\$54	\$54	\$56	\$56	\$56	\$58	\$58	\$60
April 30-Oct (Cday)	\$62	\$64	\$64	\$65	\$65	\$67	\$67	\$70	\$72	\$72	\$74
Oct (Cday)-Nov 1	\$52	\$54	\$54	\$54	\$54	\$56	\$56	\$56	\$58	\$58	\$60
Nov 5-Dec 12	\$36	\$38	\$38	\$38	\$38	\$40	\$40	\$40	\$42	\$42	\$44
Mid Day (1-2:30)	\$46	\$48	\$48	\$48	\$48	\$50	\$50	NA	NA	NA	na
Mid Day 1-3 M-Th	NA	NA	NA	NA	NA	NA	NA	\$50	\$52	\$52	\$54
Mid Day 1-3 F-Su	NA	NA	NA	NA	NA	NA	NA	\$60	\$62	\$62	\$64
Junior Twilight	NA	NA	NA	NA	NA	NA	NA	NA	NA	\$15	\$15
9 HOLE RATE - SUN-THUR <1:00	NA	NA	NA	NA	NA	NA	NA	NA	NA	\$36	\$38

Rate/Fee Recommendations

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Raise all major Greens Fees by \$2 (surcharge to Golf Infrastructure fund)

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SUBMITTED BY Carol Coppola
 FIELD REP Jared Curtis

COMMUNITY Harwich
 FUND Water

RETAINED EARNINGS CALCULATION - ENTERPRISE FUND

PART I

CASH 3,251,138

SUBTRACT:

CURRENT LIABILITIES, DESIGNATIONS OF FUND BALANCE

Warrants Payable	125,331
Encumbrances	271,839
Expenditures	541,786

OTHER

TOTAL 2,312,182

PART II

RETAINED EARNINGS - UNDESIGNATED 2,312,182

SUBTRACT:

ACCOUNTS RECEIVABLE (NET)

OTHER

TOTAL 2,312,182

PART III

FIXED ASSETS:

DEBITS

CREDITS

Total	-		-
FIXED ASSET VARIANCE	-		

Jared Curtis

REVIEWED BY: _____

PLEASE SEE CERTIFICATION LETTER

DATE: _____ 10/23/17

FOR DIRECTOR OF ACCOUNTS APPROVAL

TOWN OF HARWICH CAPITAL BUDGET REQUEST SUMMARY (FY 19 TO 25)											Original 9/22/2017		Revision #: 10/31/2017	
Department	Project	P	Funding Source	BOS/CPC Approved	TA Rec	COC Rec	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	Notes
ADMINISTRATION														
Admin	Harwich Center Initiative - Streetscape Only	1B						\$ 50,000	\$ 500,000					Potential TIP Funds
Admin	Albro House - Status Assessment	1A	CPC - Historic			Under \$50K	\$ 2,500							CPC - Historic (Housing?)
Admin	Walkway Reconstruction Rte 28 SAQ to Harwichport	3B				\$ -	\$ 250,000							Town or MassDOT
Admin	Walkway Reconstruction Bank Street Center to Rte 28	2B				\$ -		\$ 231,000						
Admin	Demolition of Former West Harwich School on Bells Neck	2B			\$ -	Under \$50K	\$ 30,000	\$ -	\$ -					Keep land Gen. Mun. Use
Admin	Two Year Plan in Place for Reuse of Middle School Building on Sisson	1B							\$ 50,000					Placeholder ONLY
ADMIN SUB-TOTAL					\$ -	\$ -	\$ 282,500	\$ 281,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	
CEMETERY														
Cemetery	Mount Pleasant Cemetery Gravestone Conservation	1A	CPC - Historic			Under \$50K	\$ 47,000							CPC - Historic
Cemetery	Pet Crematory	1A	Cemetery Rev.				\$ 486,000							\$345K Steel Building \$141K Cont
Cemetery	BLP 500 M2 Animal Cremation Retort (Cremation Device)	1A	Cemetery Rev.				\$ 91,950							
Cemetery SUB-TOTAL					\$ -	\$ -	\$ 624,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
COMMUNITY CENTER														
Community Center	Computer Replacement Entire Building	1A	FC			Under \$50K	\$ 15,600							
Community Center	Roof Replacement- (See Facility Maintenance)	1B							\$ -	\$ -	\$ -			
Community Center	Generator Replacement (See Facility Maintenance)	1A							\$ -	\$ -	\$ -	\$ -		
Community Center	Basement Constructions of Public Records Storage	1B	CPC-Historic		\$ -	\$ -	\$ 62,028							CPC - Historic
COMMUNITY CENTER SUB-TOTAL					\$ -	\$ -	\$ 77,628	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
CONSERVATION														
Conservation	Harwich Artificial Reef (Additional Project)	1B					\$ -			\$ 250,000	\$ -			
Conservation	Preservation of the Judah Eldredge Property	1A	CPC - OS				\$ 369,000							CPC-Open Space
Conservation/REOS	Eldridge/Cornelius Pond Property - Conservation Restriction over 15 Acres		CPC - OS				\$ 200,000							CPC-Open Space (HCT \$850K)
Conservation	Shore Stabilization/Jetty Extension Red River Beach	1B						\$ 100,000	\$ -					
CONSERVATION SUB-TOTAL				\$0	\$ -	\$ -	\$ 569,000	\$ 100,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	
ENGINEERING														
Engineering	MS4 Municipal Surface Drainage Plan and Improvements		Other		\$ -	Under 50K	\$ 25,000		TBD					
Engineering	Pleasant Lake Avenue Crossing Lights		CPC - Rec.			Under 50K	\$ 27,000							CPC - Recreation
ENGINEERING SUB-TOTAL					\$ -	\$ -	\$ 52,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Facility Main.-DPW														
Facility Main.-DPW	Community Center HVAC Controls (Included below)	1						\$ -						
Facility Main.-DPW	Update and Replace the Town's Energy Management System for HVAC (All)	1A	FC				\$ 140,000							
Facility Main.-DPW	Library Preservation (Supplemental Appropriation for Exterior of Building)	1A	CPC - Historic				\$ 300,000							CPC - Historic
	Budgetary Transfer from Existing Appropriation		RPA											
	Additional Appropriation		FC											
Facility Main.-DPW	Carpet - (Community Center and Town Hall)	1B	FC				\$ 130,000							
Facility Main.-DPW	Highway Barn Metal Roof- Insulation	1B						\$ 230,500						
Facility Main.-DPW	Facility Maintenance Workshop Facility	1B						\$ 250,000						Treasure Chest Could be used
Facility Main.-DPW	Brooks Library Roof	1B							\$ 135,000					
Facility Main.-DPW	Record Storage in Community Center (See Community Center)	1B								\$ 99,000				
Facility Main.-DPW	Community Center Fence	1B								\$ 52,000				
Facility Main.-DPW	Community Center Condensing Units	1B									\$ 275,000			
Facility Main.-DPW	Community Center Roof	1B										\$ 240,000		
Facility Main.-DPW	Library Boiler Replacement	1B											\$ 120,000	
Facility Main.-DPW	Community Center Boiler	1B											\$ 120,000	
Facility Main.-DPW	Albro/Brooks Academy Boilers	1B				Under \$50K	\$ 40,000							
FACILITY MAINTENANCE SUB-TOTAL					\$ -	\$ -	\$ 610,000	\$ 480,500	\$ 135,000	\$ 151,000	\$ 275,000	\$ 240,000	\$ 240,000	

Department	Project	P	Funding Source	BOS/CPC Approved	TA Rec	COC Rec	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	Notes	
FIRE															
Fire	Police and Fire Radio System (Phase Implementation of Units)	1			\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ -		
Fire	Phase Two - Townwide Radio System		FC				\$ 100,000	\$ 100,000							
Fire	Deputy Chief Vehicle Replacement		FC			Under \$50K	\$ 48,000								
Fire	Air Pack Replacement Program - (Town Funded Portion)		FC				\$ 15,000								
Fire	Air Pack Replacement Program - (Federal/State Grant Funded Portion)		Grant				\$ 285,000								
Fire	Ambulance Replacement Program	1	FC		\$ -	\$ -	\$ 340,000		\$ 357,500		\$ 375,375		\$ 394,145		
Fire	Pumper Truck Replacement Scheduled	1						\$ 600,000	\$ -						
Fire	Ladder Truck Replacement	1								\$ 1,350,000	\$ -	\$ -			
Fire	Station 2 Building Upgrade (Construction)	1B	DE				\$ 6,000,000			\$ -					
FIRE SUB-TOTAL							\$ -	\$ -	\$ 6,788,000	\$ 900,000	\$ 557,500	\$ 1,550,000	\$ 575,375	\$ 200,000	\$ 394,145
GOLF															
Golf	Landscape Reclamation and Major Tree Removal	1	Golf Fees		\$ -	Under \$50K	\$ 35,000	\$ 35,000	\$ -						
Golf	Landscape and Hardscape & Operational/Safety Projects in Traffic Config.	1	Golf Fees		\$ -		\$ 50,000								
Golf	Build New Cart Path (Hole #12, FY 19;#10 FY20, #6 FY 20 (\$24K) #1 FY 21)	1	Golf Fees			Under \$50K	\$ 24,000	\$ 74,000	\$ 10,000						
Golf	Improvements to Net at Driving Range	1	Golf Fees						\$ 28,000	\$ 30,000					
Golf	New Tee Box Improvements (#11 in FY 20),	1	Golf Fees					\$ 24,000							
Golf	Golf Course Irrigation Update and System Rebuild	1	Golf Fees		\$ -		\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000			
GOLF SUB-TOTAL							\$ -	\$ -	\$ 109,000	\$ 183,000	\$ 88,000	\$ 80,000	\$ 50,000	\$ 50,000	\$ -
HARBORMASTER															
Harbormaster	Supplement Saquatucket Harbor Landside Renovations and Improvements	1A	RPA		\$ -	\$ -	\$ 650,000	\$ -	\$ -	\$ -				Garage Component Bid Separate	
	CPC Grant related to SAQ Supplement (\$250K ADA Boardwalk)	T3R	CPC-Rec		\$ -	\$ -	\$ 250,000		\$ -					CPC-Rec (Supplemental Grant)	
	ADA Grant related to SAQ Supplement (State Grant \$250K Due by Nov 1)		Grants												
	Seaport Grant for Landside (Requested \$1.0 m decision Pending Jan 2018)		Grants												
Harbormaster	Wixon Dock Landside Improvements	1B			\$ -	\$ -	\$ -	\$ 50,000		\$ -					
Harbormaster	Herring River Ramp Replacement	1A							\$ 200,000	\$ -					
Harbormaster	Allen Harbor Jetty Reconstruction Study and Construction	1A					\$ 56,000			\$ 2,000,000					
Harbormaster	SAQ Harbor North & East Bulkhead (Offloading Area) Reconstruction	1A								\$ 1,000,000					
Harbormaster	Wychemere Outer Harbor Dredging	1B							\$ -	\$ -	\$ 500,000				
Harbormaster	Study - Wychemere Outer Harbor Jetty	2C							\$ -	\$ -		\$ 75,000			
HARBORMASTER SUB-TOTAL							\$ -	\$ -	\$ 956,000	\$ 50,000	\$ 200,000	\$ 2,000,000	\$ 1,000,000	\$ 500,000	\$ 75,000
LIBRARY															
Library	Library Interior Modifications/Renovations	A			\$ -	\$ -	\$ -	\$ -	\$ 100,000						
Library	Supplemental Library Exterior Preservation(See Facility Maintenance)	1A	CPC - Historic		\$ -	\$ -	\$ -		\$ -					CPC - Historic	
	Supplemental Library Exterior Preservation (Funding Only)		RPA												
Library	Library Preservation and Digitization of Harwich Oracle Newspaper	A	CPC - Historic			Under \$50K	\$ 10,340	\$ -		\$ -				CPC - Historic	
LIBRARY SUB-TOTAL							\$ -	\$ -	\$ 10,340	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -
NATURAL RESOURCES															
Natural Resources	Hinckley's Pond Restoration and Public Access Area off of Route 124 (Pond)	1A	CPC-OS		\$ -	\$ -	\$ 500,000							CPC-OS	
	Hinckley's Pond Restoration and Public Access Area off of Route 124 (Rec)		CPC-Rec.				\$ 75,000							CPC-Rec.	
Natural Resources	Ford F-150 for Natural Resources Dept	1				Under \$50K	\$ 29,103								
NATURAL RESOURCES SUB-TOTAL							\$ -	\$ -	\$ 604,103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PLANNING															
Planning	Housing Trust/PT Housing Coordinator	1	CPC-Housing		\$ -	\$ -	\$ 500,000	TBD	TBD	TBD	TBD	TBD	TBD	CPC-Housing	
Planning	Local Comprehensive Plan Update	2					\$ -	\$ 200,000							
PLANNING SUB-TOTAL							\$ -	\$ -	\$ 500,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -
POLICE															
Police	Taser Replacement (5 year Program - 3 years to Pay)		FC				\$ 36,000	\$ 13,700	\$ 14,400		\$ -	\$ 37,000	\$ 15,000		
Police	Replacement of Bullet Resistant Vests (Town Portion (Project 60%))					Under \$50K	\$ -				\$ 24,000			Below Capital Threshold	
	Replacement of Bullet Resistant Vests (Federal 40% State ? Has been 40%)										\$ 16,000				
Police	Ballistic Helmets					Under \$50K	\$ -					\$ 20,000		Below Capital Threshold	
Police	Digital Fingerprint Machine (Normal Replacement)					Under \$50K	\$ -			\$ 30,000				Below Capital Threshold	
Police	Electronic Sign Board					Under \$50K	\$ -					\$ 24,000		Below Capital Threshold	
POLICE SUB-TOTAL							\$ -	\$ -	\$ 36,000	\$ 13,700	\$ 14,400	\$ 30,000	\$ 40,000	\$ 61,000	\$ 35,000

Department	Project	Funding P	Funding Source	BOS/CPC Approved	TA Rec	COC Rec	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	Notes
PUBLIC WORKS														
Public Works	5 Year Road Maintenance Plan	1B	DE		\$ -	\$ -	\$ 1,400,000	\$ 1,405,210	\$ 1,494,125	\$ 1,396,072	\$ 1,400,000	TBD	TBD	
			Ch. 90		\$ -	\$ -								
Public Works	West Harwich Route 28 Design(\$100K in FY 19 & Construction via Fed Funds)		Incl. in 5-Yr Pl.		\$ -	\$ -	See Note			\$ 50,000				Design Questions During Con.
	West Harwich Route 28 Design(Construction via Fed Funds)		TIP Fed Grant							\$ 5,600,000				
Public Works	Lower County Road (Maintenance /Not Federal TIP Funds)	1	DE		\$ -	\$ -	\$ 4,500,000	\$ -						Local Funding not TIP request
Public Works	Route 39/Pleasant Bay Road Roundabout (If Needed)	1A			\$ -	\$ -	\$ -	\$ -	\$ 600,000					Delay because other actions
Public Works	Highway Barn Metal Roof- Insulation (See Facility Maintenance)	1												
Public Works	Ford F-350 Dump Truck - Cemetery #18	1	FC		\$ -	\$ -	\$ 80,000							
Public Works	Ford F-250 Pick Up - Highway #23	1	FC		\$ -	\$ -	\$ 55,000							
Public Works	Ford F-350 Dump Truck - Park #16	1	FC		\$ -	\$ -	\$ 80,000							
Public Works	Johnston Sweeper Body - Highway #30	2	FC		\$ -	\$ -	\$ 125,000							
Public Works	Vehicle Listing (FY 18 to 24) Summary	E1			\$ -	\$ -	\$ -	\$ 365,000	\$ 325,000	\$ 320,000	\$ 325,000	\$ 320,000	\$ 405,000	
PUBLIC WORKS SUB-TOTAL					\$ -	\$ -	\$ 6,240,000	\$ 1,770,210	\$ 2,419,125	\$ 7,366,072	\$ 1,725,000	\$ 320,000	\$ 405,000	
REC & YOUTH														
Rec & Youth	2018 Ford Transit Passenger Wagon	1	FC		\$ -	Under \$50K	\$ 35,000	\$ -						
Rec & Youth	Bank Street Beach parking Lot Paving /Overlay	1B	FC				\$ 98,000	\$ -	\$ -					
Rec & Youth	Pleasant Road Beach Parking Lot Paving/Overlay	1B						\$ -	\$ 112,000		\$ -			
Rec & Youth	Sand Pond Restrooms and Playground Improvements						\$ -				TBD			
Rec & Youth	Whitehouse Field Scoreboard Replacement		CPC - Rec				\$ -	\$ 80,000						CPC - Rec
Rec & Youth	Brooks Park Phase V - Comprehensive Light Plan	1	CPC - Rec				\$ 333,500	\$ -						CPC - Rec
Rec & Youth	Red River Beach Restroom Renovations	1B						\$ 125,000	\$ -					
Rec & Youth	Cahoon Road Beach Restroom						\$ -			\$ 125,000				
RECREATION AND YOUTH SUB-TOTAL					\$ -	\$ -	\$ 466,500	\$ 80,000	\$ 125,000	\$ 112,000	\$ 125,000	\$ -	\$ -	
TOWN CLERK														
Town Clerk	Records Retention - Contracting out Records Review and Reduction	1	CPC - Historic			Under \$50K	\$ 40,000							CPC - Historic
Town Clerk	Voting Machines - Updates and Enhancements	1				Under \$50K			\$ 32,500					
TOWN CLERK SUB-TOTAL					\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 32,500	\$ -	\$ -	\$ -	
WASTEWATER														
Wastewater	Tie-In Costs to Pipes and Pump Station to Chatham	1A	DE*				CWMP P. 2 \$ 2,150,000	\$ -	\$ -		CWMP PHASE 3			
Wastewater	CWMP Implementation Services	2	OB			Under \$50K	\$ 20,000							
Wastewater	Pleasant Bay(South)Watershed Collection System Design and Construction	1A	DE*				\$ 20,280,000	\$ -	\$ -	\$ -	\$ 800,000	\$ 12,600,000	\$ -	North portion in FY 22/24
Wastewater	Restoration of Hinckley's Pond (See under Natural Resources)	1B	CPC - OS/Rec		\$ -	\$ -		\$ -	\$ -					
Wastewater	Evaluate Phosphorus issues in Seymour Pond & Action	1C								\$ 40,000	\$ 260,000	\$ -		
WASTEWATER SUB-TOTAL					\$ -	\$ -	\$ 22,450,000	\$ -	\$ -	\$ -	\$ 840,000	\$ 12,860,000	\$ -	
WATER														
Water	Lower County Road Project (Waterline Service Replacement Work)	1B	Water E.		\$ -	\$ -	TBD							(Must be done before DPW)
Water	New Water Source North Harwich Exploration and Development (D&C)	2B	Water E.				\$ 250,000	\$ 3,000,000						
Water	2018 Ford Super Duty F-350 with Box (2 units in 2019)	1	Water E.		\$ -	\$ -	\$ 110,000							
Water	Wells and Pump Access Asphalt Management Plan	3B	Water E.				\$ 175,000				\$ 175,000			
Water	Pleasant Lake Avenue Tank Rehabilitation	1							\$ 1,500,000	\$ -		\$ 1,750,000		
Water	Engineering for Asbestos Pipe Project	1							\$ 250,000	\$ 1,000,000	\$ -			
Water	Construction/Renovation Asbestos Pipe Project	1									TBD			
Water	Vehicle Replacements (Excavator FY18 and Equipment in FY 23)	1			\$ -	\$ -	\$ -	\$ -	\$ 75,000					
WATER SUB-TOTAL					\$ -	\$ -	\$ 535,000	\$ 3,000,000	\$ -	\$ 1,825,000	\$ 1,000,000	\$ 175,000	\$ 1,750,000	
GRAND TOTALS					\$ -	\$ -	\$ 40,951,021	\$ 7,058,410	\$ 4,189,025	\$ 13,396,572	\$ 5,630,375	\$ 14,406,000	\$ 2,899,145	\$ 88,530,548
							Excludes Items under \$50K							
Non-Town/Private	CPC Applications													
CDP	Community Development partnership - Cape Housing Institute		CPC - Housing				\$ 10,000							CPC - Housing
Habitat of Cape Cod	93 & 97 Main Street Route 28 (6 homes subsidy X \$50K each)		CPC - Housing				\$ 300,000							CPC - Housing
Harwich Housing A.	Buy Down Purchase Program		CPC - Housing				\$ 400,000							CPC - Housing
Non-Town/Private TOTAL CPC Requests							\$ 710,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Department	Project	Funding Source	BOS/CPC Approved	TA Rec	COC Rec	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	Notes
Funding Summary						FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	
	Tax Levy			\$ -	Admin	\$ 282,500	\$ 281,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	
	Borrowing within Prop 2 1/2				Cem./Com.Ctr	\$ 702,578	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	FC - Free Cash			#VALUE!	Cons./Engine.	\$ 621,000	\$ 100,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	
	RPA - Reauthorized Previous Appropriation				Facility Main.	\$ 610,000	\$ 480,500	\$ 135,000	\$ 151,000	\$ 275,000	\$ 240,000	\$ 240,000	
	Community Preservation Funds			#REF!	Fire	\$ 6,788,000	\$ 900,000	\$ 557,500	\$ 1,550,000	\$ 575,375	\$ 200,000	\$ 394,145	
	Capital Exclusion			\$ -	Golf	\$ 109,000	\$ 183,000	\$ 88,000	\$ 80,000	\$ 50,000	\$ 50,000	\$ -	
	Debt Exclusion			#REF!	Harbor	\$ 956,000	\$ 50,000	\$ 200,000	\$ 2,000,000	\$ 1,000,000	\$ 500,000	\$ 75,000	
	Grants			#VALUE!	Library	\$ 10,340	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	
	Golf Maintenance Fund/DEBT Exclusion			\$ -	Nat. Resources	\$ 604,103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Chapter 90			\$ -	Planning	\$ 500,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	
	Gifts				Police	\$ 36,000	\$ 13,700	\$ 14,400	\$ 30,000	\$ 40,000	\$ 61,000	\$ 35,000	
	Enterprise Account (Water)			\$ -	Public Works	\$ 6,240,000	\$ 1,770,210	\$ 2,419,125	\$ 7,366,072	\$ 1,725,000	\$ 320,000	\$ 405,000	
	OB - Operating Budget				Rec. & TC	\$ 506,500	\$ 80,000	\$ 125,000	\$ 144,500	\$ 125,000	\$ -	\$ -	
	Other:			#VALUE!	Wastewater	\$ 22,450,000	\$ -	\$ -	\$ -	\$ 840,000	\$ 12,860,000	\$ -	
				#VALUE!	Water	\$ 535,000	\$ 3,000,000	\$ -	\$ 1,825,000	\$ 1,000,000	\$ 175,000	\$ 1,750,000	GRAND TOTAL SEVEN YEARS
	Confirmation Total			#VALUE!	TOTAL	\$ 40,951,021	\$ 7,058,410	\$ 4,189,025	\$ 13,396,572	\$ 5,630,375	\$ 14,406,000	\$ 2,899,145	\$ 88,530,548

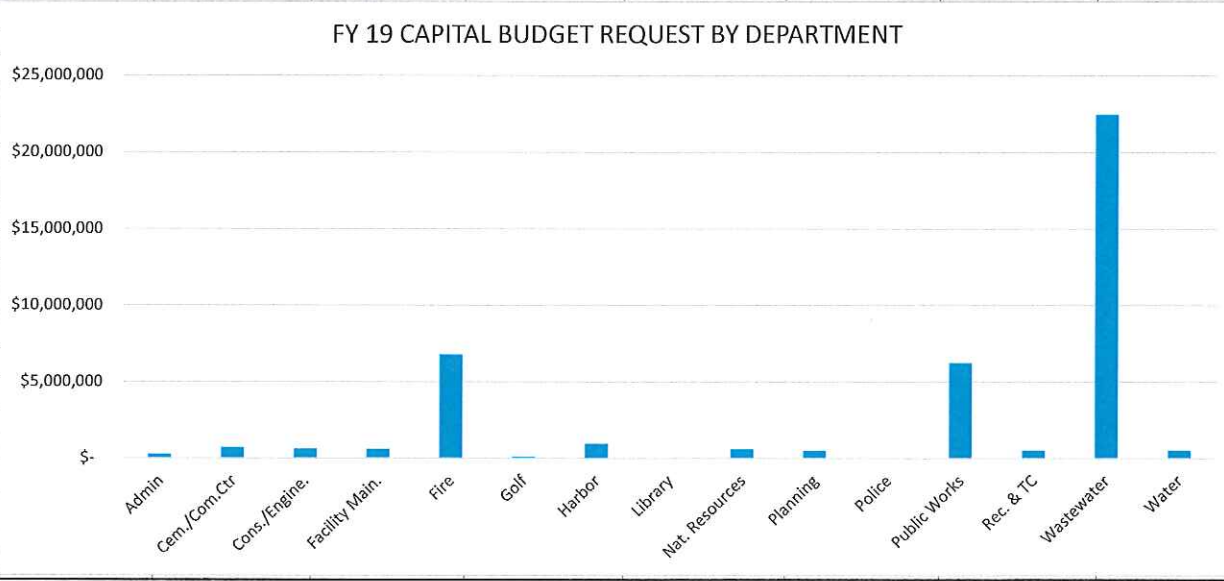
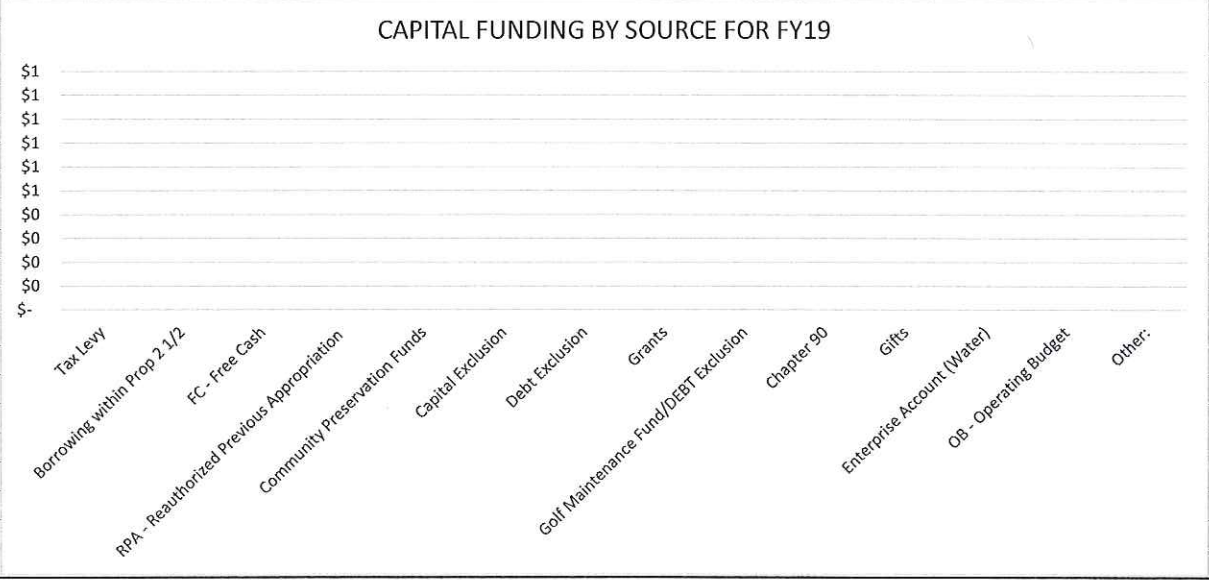
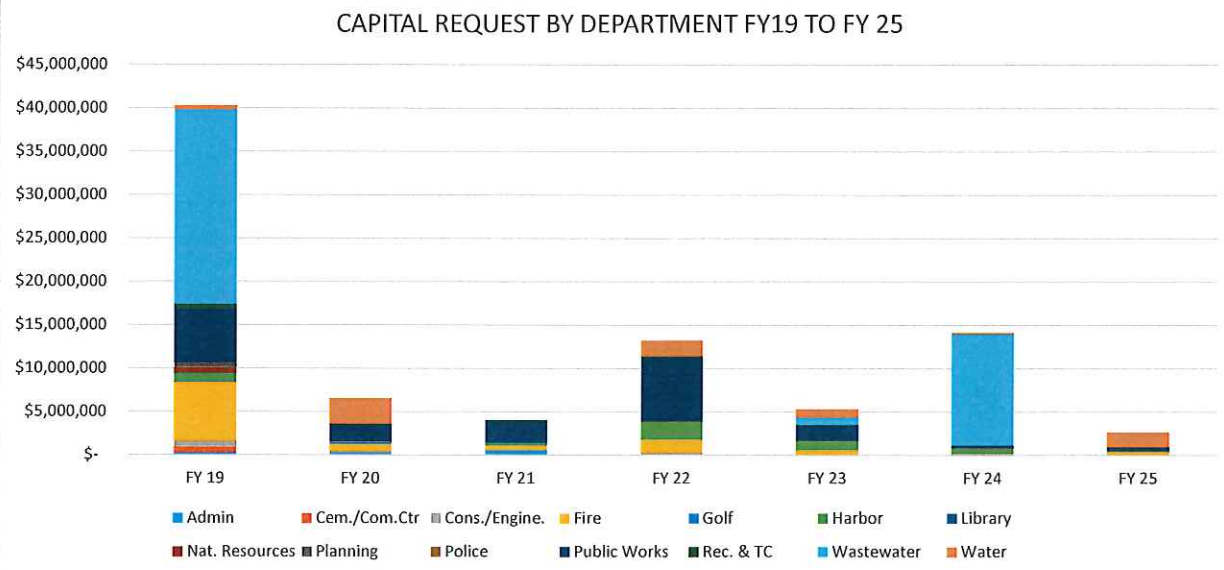
* NOTE: THE WASTEWATER DEBT EXCLUSION IS A FULL AUTHORIZATION OF \$22.43 MILLION VOTE

THE IMA WITH CHATHAM, COLD BROOK PROJECT AND DESIGN OF THE SYSTEM WERE INCLUDED IN FY 18

Total of Debt Exclusion Wastewater 2019 \$ 22,450,000

THE FY 19 APPROPRIATION IS TO CONSTRUCT THE PHASE TWO SYSTEM IN THE SOUTHERN AREA OF PLEASANT BAY WATERSHED.

FREE CASH	Available Free Cash	\$	Community Preservation
Capital Budget Items	\$ 1,500,000		Available (1/1/2018)
Monomoy Capital Assessment	\$ 225,000		UND./Rec. \$ 924,692
Snow and Ice	\$ 500,000		Open Sp. \$ 299,701
OPEB	\$ 250,000		Historic \$ 454,447
Middle School Operations	\$ 125,000		Housing \$ 547,085
Stabilization	\$ 850,000		TOTAL \$ 2,225,925
Chamber of Commerce	\$ 25,000		REQUEST TOTALS
Libraries	\$ 20,000		UND./Rec. \$ 685,500
Cultural Council	\$ 3,000		Open Sp. \$ 1,069,000
Operating Budget Small Capital Items	\$ 50,000		Historic \$ 461,868
Prior Years Unpaid Bills	\$ 25,000		Housing \$ 1,210,000
Available Balance	\$ 3,156		TOTAL \$ 3,426,368
TOTAL ALLOCATED	\$ 3,573,000		Funding CPC TOTALS
			UND./Rec.
			Open Sp.
CPC Variant from Requests to Available Funding	\$ (1,200,443)		Historic
			Housing
			TOTAL \$ -



OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, *Town Administrator*

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



To: Board of Selectmen
From: Christopher Clark, Town Administrator
Re: Weekly Report October 23 - 27, 2017
Date: November 2, 2017

On Monday, the morning consisted of an exit interview with our outgoing Local Inspector. His position appears to be below market for salary. I met with a group people advocating for Housing of those with physical limitations. I then met with the Harbormaster about various project related issues. I then met with the Treasurer and Finance Director about tax delinquency and posting liens. We then met with the Chair to discuss Ambulance Billing issues. I then met with the Chair of the Accessibility Committee to discuss a grant opportunity. I then prepared for and attended the BOS meeting.

On Tuesday, started with our meeting follow up session in the office. I then met with the DPW Director. A MIIA Representative came out to go over all of our Insurance Policies and I completed the renewal applications. The Deputy Fire Chief and I met on an operational issues that I followed up on equipment for forest fire fighting. After lunch, I met with the Health Director to discuss recruiting concerns. I then met with the Town Surveyor in regards to the Cultural Center boundary lines.

Wednesday highlights include meeting with the Chair to go over the agenda. I had a meeting our Regional Town Finance group to share and update on financial issues. I spent time on preparing the weekly report. The balance of the afternoon was attending a presentation of StreetScanning Software and then I had a meeting with the Police Chief to review material on an upcoming Hearing.

Thursday, the morning consisted of meeting Community Center Director on various items. I then met with the Golf Director about the Golf Project. I then had a meeting with the Community Development Team to discuss the Golf Project. The afternoon consisted of paperwork and a meeting an individual that wanted to buy Town Property. I ran a private errand and then returned to attend a Chamber Event at Zudy's. I then attended the Cape Housing Institute which runs from 7 to 9 pm.

Friday morning consisted of meeting with the Chair and members of the Treasure Chest and DPW Director.

I did also throughout the week after hours in the evening work on the Capital Budget Summary and various items related to same.

Memorandum from Charleen Greenhalgh
 Assistant Town Administrator
 Town of Harwich

November 1, 2017

To: Christopher Clark, Town Administrator
 From: Charleen Greenhalgh, Assistant Town Administrator
 Re: Weekly Report – Week of October 23, 2017

Another busy week, which included, but was not limited to:

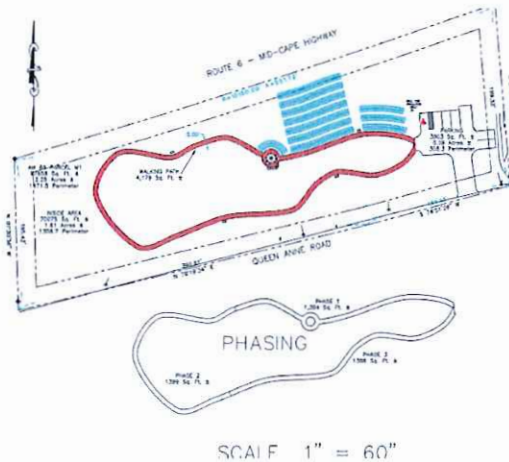
- Met with representatives of Lower Cape Community Housing and Chris Clark to discuss a potential multi-family housing development for persons with disabilities and potential availability of town property. We anticipate further discussions as the group moves forward.
- Corresponded with Brewster regarding Procurement.
- Assisted Mr. Clark with drafting the FY19 budget instructions.
- Finalized and forwarded draft minutes to Finance Committee.
- Drafted a letter to the Cape Cod Commission, for Mr. Clark's signature, regarding Accela and technical support. It was reviewed by the working group and the letter was sent out at the end of the week. The letter invites the CCC Executive Director to the next meeting on Nov. 16th.
- Assisted the Health Agent with updates/changes to job descriptions.
- Assisted the COA Director with coordinating proposed policies with HEA and SEIU.
- Coordinated programs for employee wellness with Cape Cod Municipal Health Group. More to come regarding the final scheduling.
- Met with Adriene Magnolia, MIIA Representative, Mr. Clark and Carol Coppola to review the Town's insurance through MIIA. Completed follow-up work after the conclusion of the meeting.
- Coordinated with recipients of the Harwich Human Services Grant to ensure proper and timely payments.
- Attended weekly agenda meeting with BoS Chair.
- Participated in three (3) interviews with applicants for Recording Secretary. Jennifer Clarke from Community Development assist with the interviews. We recommended all three to Mr. Clark. A meeting is set for the three to meet with Mr. Clark.
- Organized the Selectmen's room in the Administration Office to accommodate two new file cabinets. A large task ahead for organizing the HR related files.
- Attended the weekly Community Development Meeting. Met to discuss a town project – Golf.
- Met with a citizen and Mr. Clark to discuss this man's interest in a town-owned parcel.
- Attended the third of six workshops in a series of the 2017 Cape Housing Institute. Originally I had indicated that there were five sessions, when in fact there are six.
- Research continues regarding pay scales for Local Inspectors, following the resignation of Jay Briggs.
- Status update on employment vacancies:

<u>Position</u>	<u>Status</u>	<u>Replacement or New</u>
Sr. Health Agent	Interviews held, applicants being considered	Replacement
Board Recording Secretary	Interviews held, recommendations made	Replacement

Cemetery Administrator's Weekly Report

Week ending October 28, 2017

- Met with Robert Cafarelli to put walkway out to BID in three phases for the pet burial ground. Phase 1 is the construction of 1,394 square feet beginning at the parking lot and moving around the gazebo and continuing to the back of lot, Phase 2 is 1,399 square feet would begin at the end of Phase 1 loop around the left side of the lot and turn toward the parking area and Phase 3 would be 1,386 square feet would begin at end of Phase 2 and back to the parking lot completing the loop.



- Evergreen Cemetery; Sold burial space for an at need burial to Raquel family, marked out the burial space to be used created a plan for the family, contacted the funeral home and grave digger. Surveyed Craft lot for preneed for family, created lot layout and contacted family with available grave spaces. Surveyed Wagner lot for upcoming burial for Monday October 30th notified cemetery foreman, contacted funeral home and grave digger with lot information.
- South Harwich Cemetery surveyed the Bouvier Lot created lot layout contacted cemetery foreman on location, spoke to the funeral home and grave digger for burial on Friday October 27th.
- Island Pond Cemetery; prepared documents for a survey of the Marceline lot for upcoming burial scheduled for Monday October 30th notified cemetery foreman to check for available space, contacted funeral home and grave digger . Had a family member come to cemetery office with concerns that someone has been driving over his family lot located at the top of the hill on the corner of Harwich Avenue North East, the wooden posts that have been installed were knocked over, he would like the cemetery commission to come up with some possible solutions to prevent reoccurrence in the future.
- Mount Pleasant coordinated with opening contractor for the interment of cremated remains for burial on the Shillinglaw lot on Tuesday October 24th.
- Women's Breakfast at Harwich Community Center, helped the Council on Aging staff set tables, assisted with the check in of attendees and interactions with attendees on questions on cemetery projects, genealogy and preplanning needs.

Respectfully Submitted

Robbin Kelley
Cemetery Administrator

Channel 18 Weekly Report w/e October 28, 2017



- Filmed Board of Selectmen
- Finalized Small Hearing room setup and testing
- Filmed Golf Committee
- Filmed CPC
- Filmed ZBA
- Filmed Planning Board
- Filmed Community Journal (5 volunteers reported for duty)
- Replaced broken computer in Griffin Room
- Agendas and Minutes posted
- All clips and meetings transferred and posted to YouTube
- Video file maintenance

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

www.youtube.com/harwichchannel18

And Facebook for additional info

www.facebook.com/harwichchannel18

Respectfully Submitted,

Jamie Lee Goodwin

Weekly Update for the Community and Cultural Centers
October 22, 2017 – October 28, 2017

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 10/22 to 10/28.

- I started working with Monomoy High School to have an unpaid intern in to assist at the Community Center. I started training the young lady this week.
- I attended a procurement refresher course in Centerville.
- I received a check from the HEA to help with the Mitten Tree program that we facilitate with the Executive Office of Health and Human Services, Department of Children and Families. This is part of the “Family to Family” giving program.
- I was interviewed by K D. Ryan for a story on the Harwich Community Center as part of the Harwich Neighbors.
- Worked with different departments and organizations to maintain building programs during the Town election for the Tech School with very little disruption to groups scheduled in the building.
- After a successful tour of the Cultural Center with Cape Cod Makers organization they would now like to rent and be a part of the building.
- The Buoys and Burlap market place is booked in the Cultural Center Café for the weekend of November 3rd -4th. We are working to meet the clients rental needs.
- Toured the Cultural Center with a group from Toys for Tots that are in need of some space on a short term basis.
- I worked with the highway department to assist the volunteers in the garden at the Community Center in order to get mulch spread in a timely fashion prior to the winter.
- Throughout the week we continued to give out Halloween Costumes as part of The Boo-Tique event. Children have been picking up costumes all week. We gave away more than 150 costumes. Thank you to everyone that donated and made the event possible.
- We continue to work on getting and picking up donations for the Safe Halloween Party at the Community Center. Currently we have 70 pizzas donated for the event.
- Continued working on the Budget for the Community Center.

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

Carolyn Carey, Community Center Director



Town of Harwich

COUNCIL ON AGING

Harwich Community Center ♦ 100 Oak Street ♦ Harwich, MA 02645
Tel: 508-430-7550 Fax: 508-430-7530

WEEKLY REPORT

TO: Chris Clark, Town Administrator
FROM: Judi Wilson, Director, Council on Aging
RE: COA WEEKLY REPORT - week ending October 28, 2017

In addition to our regular activities, below is a summary of our work this week:

Programs/Service:

- Assisted 1 senior with Fuel Assistance application
- Served 10 clients at weekly Wellness Clinic
- Conducted 35 nursing visits and appointments with clients to conduct assessments, provide care, and offer teaching to them and their caregivers
- Administered 5 flu vaccinations
- Hosted women's breakfast which was attended by 42 women
- Arranged 8 medical rides for seniors with volunteers
- Assisted clients over the telephone and in the office providing counseling regarding social security benefits, housing, fuel assistance, bereavement support, bankruptcy, reverse mortgage, and housing
- Provided crisis intervention for senior whose family is in conflict
- Prepared and served 111 meals to seniors including Monday supper club, 3 Senior Dining lunches, and the Women's Breakfast
- Provided catering to support election staff and volunteers

Administration:

- Attended monthly meeting of COAST (Councils on Aging Serving Together...the Cape assn. of COA Directors)
- Attended a Homelessness Among Elders Summit sponsored by the Executive Office of Elder Affairs
- Completed list of recipients for the "Be A Santa to a Senior" program sponsored by Home Instead homecare agency
- Made presentation on Lower Cape regarding hoarding and the "Buried in Treasures" support group
- Attended Cape Housing Institute (topics included Developing a Housing Supply Strategy, Community Engagement, and Planning for the Future)
- Created draft COA confidentiality policy and agreement incorporating language from Elder Affairs regarding COA confidentiality law, and had it reviewed by Town administration in preparation for COA Board review.
- Created a draft newsletter policy in preparation for COA Board review.
- Contacted Lower Cape COAs regarding availability of special Social Security video service to increase utilization of the service after consultation with the local Social Security administration staff.

Respectfully submitted,
Judi Wilson



TOWN OF HARWICH

DEPARTMENT OF PUBLIC WORKS

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

Telephone (508) 430-7555

Fax (508) 430-7598

DPW Activity for the period of October 22, 2017 – October 28, 2017

Highway Maintenance

- 2 days cleaning up from heavy rains on Wednesday
- 12 catch basins were dug
- Completed 3 work orders
- Trash runs Monday, Wednesday and Friday
- Continued backing newly paved roads with T-Base
- Brushed 1.5 days
- Picked up litter on Route 137
- Coordinating with National Grid's Contractors on Mid Cape Main Replacement Project

Vehicle Maintenance

- Performed three routine maintenances on Water Department vehicles
- Replaced fuel filters on both F-550 ambulances
- Performed major services and winterized the Elgin street sweeper and the New Holland/Barber surf rake beach cleaner
- Performed nineteen repairs on vehicles, small and large equipment.

Cemetery Maintenance

- Help set up for voting at Community Center
- Mark out and clean up for multiple burials
- Mowed gun range
- Repair broken equipment

Parks Maintenance

- Mowed fields three days
- Equipment maintenance two days
- Assisted Highway with cleanup after heavy rains

Facility Maintenance

- Received 15 new work orders and completed 14 work orders from back log

- Completed heating and lighting for the Cultural Center trailers which are ready for renting
- Installed the new bathroom vanities for the Town Hall downstairs restrooms
- Set up and took down booths for election
- Completed installation of the Fire Headquarters A/C unit

Disposal Area

- C&D: 11 loads, 198.15 tons
- MSW: 7 loads, 157.29 tons
- Recycling: 6 loads, 18.83 tons
- Vehicles Recorded: 6,140
- Revenue: \$ 32,608.10

Reception

- Clerk was on vacation so no records kept for walk-ins, calls or work orders



Harwich Fire Department



Fire Suppression

Prevention

Emergency Services

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

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

Weekly Report – October 22, 2017 through October 28, 2017

Incidents:

Fire/Explosion	00
Overpressure/Rupture	00
Rescue Call/ EMS	53
Hazardous Condition	04
Service Call	03
Good Intent	02
False Call	11
Severe Weather/Disaster	00
Special Type/Complaint	00
Total	73

Fire Prevention:

Inspections	
Resale	08
Annual	09
Joint	00
Final	03
Lockbox	02
Liquid Propane Storage	00
Pre-Inspection	00
Oil Tank	01
Oil burner	01
Town Hall Hours	05
Underground Storage Tank	00
Truck Tank	01
InspectionsMisc	03

Items of note:

Ann Steidel

From: John Rendon
Sent: Monday, October 30, 2017 2:30 PM
To: Sandy Robinson; Ann Steidel
Cc: William Neiser; Michelle Morris
Subject: Harbormaster Dept Weekly Report 23-29 Oct

Operations:

- Towed a 25' sailboat from the Wychmere Outer Harbor to the Inner Harbor for shelter from forecasted strong winds.
- Assisted HPBY with a floating dock that had broken free in Wychmere Harbor; boat brought in from the Outer Harbor was tied to it.
- Notified of a boat in Round Cove sinking on its' mooring; notified the owner who was able to dewater and haul his boat out.
- 77A conducted 2 pump-outs for a total of 90 gallons of waste.

Admin:

- Drafted letter to Harwich Pines Association (Long Pond) responding to request for waiver of private property mooring regulations.
- Worked on July, August & September 2017 Pumpout Grant submission.
- Continuously checking boat Registration/Documentation #'s of permitted boats for compliance.
- Emailed Mooring Servicing Agents for missing mooring inspections.
- Placed order for winter uniforms.

Meetings:

- Met with TA to discuss SAQ Landside Renovation project.
- Met with a private citizen interested in entering into a long-term lease with the town to build a restaurant at SAQ Harbor.

Maintenance:

- Ran portable fire and dewatering pumps and Marine 77's onboard fire pump.
- Made repairs to Marine's 77 fire pump - throttle mechanism.
- Made adjustments to Marine 77s dive door.
- Performed semi-annual maintenance checklist on the tide gate at Uncle Vienie's road.
- Salvaged useful hardware from the SAQ docks before they were hauled away for demolition.
- Replaced corroded lock system on the starboard side door of Marine 77.

SAQ Marina Reconstruction Project:

- Pre-dredge survey conducted by GEI consultants (contracted engineer)
- Pre-dredge survey conducted by BTT Marina (Coastal/Patriot)
- Old floats loaded for disposal; ongoing.
- Made several minor adjustments to float layout; will finalize to submit to Bellingham Marine (float sub-contractor) by Mon, 30 Oct.

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

Health Director Weekly Report Week ending October 28, 2017

- Projects-
 - Staff Vacancy- Sr. Health Inspector- met with HEA to discuss the job description changes. I believe we have come to an agreement on the changes and should be moving forward with selectmen approval next week.
 - Community Development-discussed golf department project at Cranberry Valley. They are proposing a cart barn to the north of the existing parking lot. The barn is not to have any plumbing or require a septic system. This project does not need BOH approval.
 - Accela issues-The problem with public portal payments continues. We now have involved Invoicecloud, the billing software the Town uses. We also have discovered that the second year license renewals do not generate. They do not renew properly and do not generate a fee or populate the license cards. A ticket has been sent to ZedIt to resolve this major problem. The newly formed Accela users group has also been very helpful with assisting us with day to day problems.

- Permit review and issuance-
 - RET-
 1. 9 Pond view
 2. 142 Depot
 3. 16 Harwood
 4. 16 Pine Needle
 5. 4 Crosby
 6. 5 Flake Yard
 7. 252 Chatham
 8. 30 Sequatton
 9. 198 Main
 10. 14 Hudson
 11. 41 Rocky Way
 12. 48 Nor'east
 - Building Permit reviews:
 1. 1004 Route 28
 2. 5 Skechekonnet
 3. 17 Locust grove
 4. 94 Main street ext.
 5. 18 Snow Inn Rd
 6. 24 Pilgrim
 7. 63 Idle Way
 8. 96 Depot Road West
 9. 18 Daluze
 10. 24 blue Heron
 11. 17 Sweetfern
 12. 48 Glenwood
 - Disposal System Construction Permits
 1. 11 Lakewood
 2. 271 Route 28
 3. 71 Beriah Brooks
 4. 24 Pilgrim
 5. 5 Weeks
 - Certificate of Compliance issued-
 1. 31 Driftwood
 2. 4 Hersey

- 3. 19 Kevin
 - 4. 26 Ocean
 - *Deed Restriction preparations:*
 - 1. 63 Idle Way
 - 2. 71 Beriah Brooks
 - *ZBA/Planning Board review-*
 - 1. 36 Northern Ave
 - 2. 21 Uncle Venies
 - 3. 2 Fish and Game
 - 4. 17 Shore Drive
 - 5. 18 Bay View Road
 - 6. Saquatucket Drive
 - 7. 17 Long Pond
- *Inspections-*
 - *Food Inspections-*
 - 1. Cape Cod Lavender Farm
 - 2. Light House Charter School
 - 3. Bucas
 - 4. Cumberland Farms
 - 5. Szechuan Delight
 - 6. Harwich Paint
 - 7. Upper Crust Pizza
 - 8. Moonshine Liquors
 - 9. Big Rock Oyster
 - 10. Chamber of Commerce
 - 11. Handkerchief Shoals
 - *Final Inspections- Septic systems-*
 - 1. 490 Route 28
 - 2. 11 Lakewood
 - 3. 8 Squantum
 - 4. 490 Main Street
 - *Complaints*
 - 1. 584 Depot Street-housing complaint. Multiple violations noted during inspection. Contact made with owner of the dwelling. Order to correct issued.
- *Consultations-*
 - 1. Met with owners of 71 Beriah Brooks to look over the floor plan to determine the number of bedrooms. Will require a deed restriction.
 - 2. Met with Owner of 29 Robert Road several times to discuss options for the 30% no disturb area the lot is restricted to. Also met with developer to find a solution to this problem as well.

Meggan Eldredge 10.28.17

IT Department summary – weeks ending 10/28/2017

- Resolved problem with deletion of town.harwich.ma.us DNS record by our record host MegaNet Communications. They were unable to determine why they had deleted the record. This resulted in incoming email being bounced back to senders until 3 pm Monday afternoon. Internal and outgoing email was not affected.
- Worked with MIIA on grant submission preparation and setup call with potential vendor
- Prepared and sent updated documentation to NeuStar the .US Top Level Domain (TLD) registrar.
- Upgraded Scan/Print MFC in Golf Shop
- Backups, Server maintenance and Antivirus monitoring
- Ongoing maintenance and problem resolution on computer, phone, email, printer and software for Town employees.

Ann Steidel

From: Heinz Proft
Sent: Wednesday, November 01, 2017 9:29 AM
To: Ann Steidel; Sandy Robinson
Subject: Heinz -Natural Resources Weekly report 11/12017

Natural Resources Weekly report 11/1/2017

* Collected oysters in Wychmere harbor (2 separate year class sizes) for UMASS Dartmouth SMAST graduate student who is studying nitrogen uptake by shellfish.

* Attended BOS meeting 10/30, supported the midwater trawl buffer zone letter to the New England Fishery Management Council.

*Worked with Div. Marine Fisheries and Harwich DPW to reset the seymour pond herring run sluiceway. It had been uprooted/damaged.

* Shellfish patrols completed on open days (Wed, Sat, and Sun). November open days are WED, THR, SAT, SUN.
Shellfish areas that just opened are Round Cove, Allen Harbor, Wychmere Harbor and Saquatucket Channel.

* Field plant size quahogs ordered from ARC to be delivered next week. This is the result of shellfish mitigation funds the Town has received over the past few years.

*Received several calls regarding a mass molting of spider crab carapaces (exoskeletons) on Bank Street beach stretching to Allen Harbor. While a bit unusual, certainly not unheard of. In Oct. 2013 Kalmus beach in Hyannis experienced this as well as Harwich south facing beaches on Nov. 11th and 12th 2014. The molting crabs shed their exoskeletons and the subsequent currents, winds, and tides placed them on our beaches.

*Began formulating an outline/plan to submit an increase to our current Shellfish permit rates. The last increase was 9 years ago (2009) and the proposal would be for implementing the new rates in 2018. A formal request/letter/public hearing etc. is forthcoming.

Heinz Proft
Nat. Resources Director



HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

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



DAVID J. GUILLEMETTE
Chief of Police

THOMAS A. GAGNON
Deputy Chief

WEEKLY ACTIVITY REPORT FOR WEEK OF 10/22/17 THROUGH 10/28/17

PATROL

- 254 Calls and patrol-initiated activity logged
 - 5 arrests

- 39 motor vehicle stops resulting in:
 - 30 Verbal warnings
 - 6 Written warnings
 - 1 Criminal complaint
 - 2 Investigations

- 7 Motor vehicle accidents investigated

ADMINISTRATION

- Chief attended FBI National Academy range day at Fort Devens

COMMUNITY POLICING

- Chief attended community policing seminar entitled CAPE COD: Making IT THE BEST PLACE FOR ALL OF US! Hosted by Cape Cod Community College
- Traffic Officer Mark Holmes conducted a presentation for drivers ed class at community center
- The Citizens Academy continues – Thursdays class was use of force
 - Citizens Academy attendees participated in firearms familiarization at the range

Recreation Department Weekly Report 10/28-11/4

- We opened the bids for both the Whitehouse Field Irrigation Project and the Brooks Playground Expansion (both CPC articles), and both were well within our budgeted funding. We are in the process of putting together contracts and getting final acceptance of the low bids from the Recreation and Youth Commission and the Board of Selectmen.
- I will be presenting to the Community Preservation Committee our project funding request for Brooks Park Phase 5, LED lighting system at Brooks Park. I am scheduled to present on November 9 at 7:50pm.
- We are just beginning Session 2 of our Fall Youth Programming slate. We are seeing very good numbers this Fall with over 300 youth participating in our programs.
- We are coming to the end of our League Soccer Season with the last games on November 3. On November 10, we will hold our 2nd Annual Soccer Bonanza to celebrate the end of another great season. We will have pick up games, hot dogs, drinks and snacks all under the lights at Whitehouse Field. Last year we had over 200 people attend.
- We are beginning to put together our Winter Youth Program Brochure and are anticipating the following programs thus far: Travel League Basketball, Grade K/1/2 Basketball Clinic, Youth Indoor Tennis, Family Recreation Basketball, Family Recreation Games, Pilo Polo, Indoor Soccer, Crafting and Confections, Gr. 1-4 Fun Fridays, Youth Archery, Youth Field Hockey Clinic, and Saturday Night Open Gyms. We are also looking to put together multiple Family Nights throughout the Winter including Holiday themed Family Nights.
- I am currently putting together new RFP's for both our Beach Ice Cream Vendor and our Red River Beach Food Vendor. We completed 2- year contracts in both categories this past summer and will be looking for bidders on a new 2-3 year contract.
- The Recreation Department aided in the Annual Community Center Halloween Party with several Recreation Department staff aiding in the festivities. It was a very popular and successful event.



TOWN OF HARWICH

OFFICE OF THE TREASURER/COLLECTOR

732 MAIN STREET, HARWICH, MA 02645

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

Amy Bullock
Treasurer / Collector

Nancy Knepper
Assistant Treasurer/Collector

Weekly Report to the Board of Selectmen

Week ending October 28, 2017

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

- Meeting with Town Administrator and Finance Director regarding tax title accounts and foreclosures
- Meeting with above and Michael MacAskill regarding ambulance bills

Weekly collections 10/22 - 10/28

Tax/Water Collections:	\$4,353,471.77
Departmental turnovers:	\$244,875.83
Total:	\$4,598,347.60

Weekly Disbursements 10/22 - 10/28

Accounts Payable	\$42,669.03
Payroll (week ending 10/21)	\$311,839.89
Total:	\$354,508.92

Respectfully submitted,
Amy Bullock
Treasurer/Collector



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

WEEKLY REPORT-Board of Selectmen

November 1, 2017

Week of October 25-November 1, 2017

- Current caseload of 16 individuals. Clients receive mental health counseling, case management, mentoring, and wellness referrals as needed (80% of time spent this week)
- Administrative block time (closing files, curriculum planning, update email lists, generate and distribute information to school administrators on ideas for 2017-18)
- Saturday, October 28 at Albro House- **Harwich Halloween Open House** for elementary school kids, hosted by Harwich Children's Fund and the Youth Counselor
- Planning for Harwich Children's Fund open house during the holiday stroll.
- Contacted collaterals for a re-start meeting of the Lower Cape Prevention Partnership, which has been on a hiatus since late 2016. See attached document about the mission of LCPP and the work done so far. Meeting will be Monday, November 13th at 3:25 p.m. in the Monomoy High School guidance conference room. All are welcome to attend.

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

Best,

Sheila

Lower Cape Prevention Partnership

About: Lower Cape Prevention Partnership is a community network comprised of members partnering to raise awareness of drug use and addiction, and the impact on local towns and schools. We are dedicated to creating a safer, healthier and drug-free community.

Mission: Lower Cape Prevention Partnership is dedicated to supporting a drug-free community by providing information, education, and support services to the residents of Harwich and surrounding towns toward the prevention of illegal drug use and related crime and violence.

Goals: To promote prevention of drug use and associated crime and violence through:

- ▶ Raising public awareness of drug and crime trends
- ▶ Education programs for students and parents
- ▶ Partnership with law enforcement
- ▶ School and community prevention initiatives
- ▶ Community information meetings
- ▶ Training for school staff, students, health care providers and local residents

For information about meeting times, call Sheila House, Harwich Youth Counselor, at (508) 430-7836.

Jan McGrory at janiscoulson@hotmail.com

Sheila House at shouse@town.harwich.ma.us

Robin Titus at rtitus@monomoy.edu

Cheryl Dufault at cdufault@monomoy.edu

Bob Brackett at rbrackett@harwichpolice.com

Sharon Stark [sstark@chatham-ma.gov](mailto:ss Stark@chatham-ma.gov)

Lower Cape Prevention Partnership Initiatives/Collaborations/Events That We Have Supported

JUNE 2012 – Substance Abuse Community Forum with 12-member panel, Harwich High School Auditorium

OCTOBER 2012 – Presentation by Dr. Michael Fowlin, aka Dr. Mykee, focusing on bullying, diversity and respect

OCTOBER 2012 – Film *Overtaken* shown at high school

APRIL 2013 - Presentation by Dr. Marilyn Belmonte, prevention expert

JANUARY 2014 – Chris Herren from the Herren Foundation, assembly to students

JANUARY 2014 – Sheila House and Detective Sargent Bob Brackett appointed by the Town of Harwich to newly formed Barnstable County Regional Substance Abuse Coalition. Assessment of 2013 cost of substance abuse/addiction.

NOVEMBER 2014 – Administration of the Youth Risk Behavior Survey grades 7-12

JUNE 2015 – LCPP discussion of microdata from YRBS

SEPTEMBER 2015 – Presentation of microdata from the YRBS to Monomoy School Committee with next steps

DECEMBER 2015 – Two assemblies, one to students and one to parents of data from the Youth Risk Behavior Survey

JANUARY 2016 – Showing of the film *If Only* to parents and community members, followed by 2 speakers, one from **Learn to Cope** and one in recovery

MARCH 2016 – Cody Palazzi, a former Taunton High School student and star athlete spoke to students about the very real physical risks of using drugs, especially non-prescription pain meds which led to heroin addiction and permanent disabilities for him.

MAY 2016 – Dr. Kevin Hill from McLean Hospital and Harvard Medical gave community talk about underage drinking, marijuana and opioids.

2016-PRESENT – Sheila House attends meetings of group working toward the establishment of a Recovery High School on Cape Cod

NOVEMBER 2016 – Administration of the 2016 Youth Risk Behavior Survey grades 7-12

NOVEMBER 2016 – Parent Summit in Hyannis “Parenting To Prevention” created by the Regional Substance Abuse Council



Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

For Week Ending: October 28, 2017

Please see the following highlights from the previous week:

- Completed SCADA hardware installation & programming at the T2 Bruce Cahoon treatment facility on Depot Road, to include all 3 wells.
- Installed new water service at 0 Main Street Ext.
- Completed National Grid Markouts for Great Western Road and Depot Road requiring 3-4 techs for 3-4 days.
- Repaired hit water service at 737 Queen Anne Road.
- Seasonal turn offs; 38.

Ongoing/Upcoming Items:

- Pleasant Lake water tank cleaning Saturday 11/4/17
- Route 39 water tank cleaning upcoming
- BOWC meeting rescheduled to 11/8/17 at 7:00 a.m.
- M1, M2 & M3 well cleaning and pump motor replacement at M2 and M3 to begin the week of 10/30
- Continue SCADA hardware installation & programming at T3 (Bay Rd), T10 (NW Gate Rd) and T11 (Pleasant Bay Rd)
- Neel Road crossovers
- Continue Large Meter Change-outs
- Continue mark-outs & conduct existing conditions survey of Lower County Road
- Re-Insulate & Vault Ceilings at Wells 8 & 9
- Consulting feedback on quarterly billing
- Water lien preparation
- Cell tower lease

Quick Stats

+18	These figures are unavailable during SCADA installation.	
Water Samples Taken*	Weekly Change in Pumping	YTD Change in Pumping

*Off-season sampling is reduced to the first and last week of each month

Activities Last Week

Confirm Read	1	Meter Replacement	4
Final Read	3	New Meter Installation	1
Install Lockbox	1	Restore Property	1
Leak at Meter	1	Seasonal Turn Off	38
Markouts	5	Water Service Installation	1

Activities Statistics

	<u>2016</u>	<u>2017WTD</u>	<u>2017YTD</u>
Curb Stop Repair/Renewals	4	0	0
Final Read for Property Transfer	380	3	334
Frozen Water Meter/Services	23	0	2
Hydrant Maintenance/ Repairs	2	0	0
Hydrant Installation/Replacement	5	0	1
Markouts	358	5	311
Seasonal Turn On/Off	1171	38	757
Water Main Repairs	3	0	4
Water Service Installation	36	1	40
Water Service Renewal	34	0	44
Meter Replacement	706	4	424
Meters Installation <i>new</i>	36	1	37
Service Repairs <i>general</i>	104	4	134