

**SELECTMEN'S MEETING AGENDA\***

***Griffin Room, Town Hall***

*Executive Session 6:00 P.M.*

*Regular Meeting 6:30 P.M.*

*Monday, November 28, 2016*

**I. CALL TO ORDER**

- II. EXECUTIVE SESSION** – 1) Pursuant to M.G.L. c. 30A, § 21(a)(3), to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the Board and the Chair declares so – SEIU; 2) Pursuant to M.G.L. c. 30A, § 21(a)(3), to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the Board and the Chair declares so – General Negotiating Parameters for All Unions

**III. PLEDGE OF ALLEGIANCE**

**IV. WEEKLY BRIEFING**

**V. PUBLIC COMMENT/ANNOUNCEMENTS**

**VI. CONSENT AGENDA**

- A. Approve Minutes - November 7, 2016 Regular Session
- B. Approve Mooring Service Agent Permit Renewals for 2017 as recommended by Harbormaster
- C. Confirm appointment of Megan Holmes as Administrative Assistant in Assessors Office as recommended
- D. Approve application for Hawkers & Peddlers license for Pilgrim Lodge to sell Christmas trees and waive associated \$60 fee
- E. Sign Declaration of Votes Form as required by Barnstable County Office of County Clerk and as recommended by Harwich Town Clerk

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

- A. Annual Meetings with the Board of Selectmen
  - 1. Library Trustees
  - 2. Water Commissioners
  - 3. Youth Services
- B. Public Hearing – Classification Hearing – Board of Assessors – *continued from 11/14/16*
- C. Public Hearing – Proposed Winter Boat Storage Fee

**VIII. OLD BUSINESS**

- A. Memorandum of Understanding for Solar Revenue

**IX. NEW BUSINESS**

- A. Brooks Free Library Generator
- B. Wastewater Implementation Committee Charge
- C. Proposed letter to Massachusetts Department of Public Utilities recommended by Cape Light Compact in response to National Grid's petition requesting to be exclusive service provider
- D. Utility & Energy Committee Charge

**X. TOWN ADMINISTRATOR'S REPORT**

- A. Request by Library Director to change Selectmen Holidays from December 27 & December 30, 2016 to December 24 & December 31, 2016 for Library employees
- B. Draft Capital Budget Summary

**XI. SELECTMEN'S REPORT**

- A. Committee Vacancy Listing for November

**XII. ADJOURNMENT**

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

**Authorized Posting Officer:**

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

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

**Date:** \_\_\_\_\_  
November 21, 2016

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, NOVEMBER 7, 2016  
6:30 P.M.**

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

**OTHERS PRESENT:** Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, Deputy Chief Tom Gagnon, Carolyn Carey, Wil Remillard, Sally Urbano, Jack Brown, Supt. Robert Sanborn, Larry Cole, Valerie Bell, Arthur Bodin, Anne Stewart, Bob MacCready, Duncan Berry, and others.

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

**PUBLIC COMMENT/ANNOUNCEMENTS**

Mr. Remillard announced the details of the upcoming Veterans' Day event. The Board took comments from Ms. Urbano regarding the West Harwich Schoolhouse. Ms. Carey discussed Community Center events. Deputy Chief Gagnon discussed parking and traffic flow for the upcoming election.

Ms. Brown offered condolences to the family of Richard Canto, citizen and former member of Cranberry Valley staff.

**CONSENT AGENDA**

- A. Minutes – October 17, 2016 Regular Session
- B. Confirm appointment of Nicole Smith as Assistant Conservation Agent as recommended
- C. Confirm appointment of Julie Judge as Records Specialist at Police Dept. as recommended
- D. Approve award of contract for Ginger Plum Lane Reconstruction to Lawrence Lynch Corp. in the amount of \$143,000
- E. Accept gift of 2 benches with memorial plaques from Hans Keijser to be installed on Old Colony Bike Path
- F. Accept resignation of Cindi Maule as Harwich representative to Barnstable County HOME Consortium
- G. Approve nomination of Alyxandra Sabatino as Harwich representative to Barnstable County HOME Consortium

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

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

- A. Annual Meetings with the Board of Selectmen:
  - 1. Utility & Energy Conservation Committee

Mr. Cole provided the annual report of the Utility & Energy Conservation Committee.

2. Harwich Housing Committee

Mr. Bodin provided the annual report of the Housing Committee.

3. Housing Authority

Mr. Stewart provided the annual report of the Housing Authority.

4. Community Preservation Committee

Mr. MacCready provided the annual report of the Community Preservation Committee.

B. National Grid Main Replacement Project Update – *Dennis McCaffery, National Grid*

Bill Ciocca of National Grid and Brad Wheeler, Project Manager, provided the attached Power Point presentation to the Board on the National Grid Main Replacement Project and took questions and comments from the Board.

C. Cape Cod Technical High School Building Project – *Supt. Robert Sanborn*

Supt. Sanborn provided the attached Power Point presentation to the Board on the Cape Cod Technical High School Project and took questions and comments from the Board.

**OLD BUSINESS**

A. Discussion of Capital Items - West Harwich School, Roundabout, Route 28 West Harwich Design, Albro House

Mr. Clark noted that last year there was a grass roots effort to make some improvements to the West Harwich School and it was turned down at Town Meeting. He questioned if the Board wants to go back to the proposal that was submitted or move on to something else. He said that the Capital Plan allows for preservation of the property and elimination of the building. Mr. LaMantia responded that he did not have enough information to make any suggestions but commented that we have an advantage in that we have a group of people who are looking to generate funds from other sources and if they come up with an idea we should go forward with it particularly because of the historic significance. Ms. Brown agreed but said that she could also see tearing the building down and that a playground would go nice there as well. She said she can't make a decision until more people come forward with more ideas. Mr. Hughes pointed out that the proposal failed by a very small number of votes. He suggested spending some money on environmental testing at the site. He said he thought they had a good proposal, it is a nice building and it could be brought back to the life. Chairman MacAskill said that if another proposal came back he would certainly consider it. Mr. LaMantia disagreed that we should spend money for environmental testing as the Health Director indicated that odds are extremely strong that there is not a problem there and the testing that HECH did a few years ago did not indicate a problem either.

Ms. Urbano questioned why we are now at the demolition stage when the Finance Committee said part of the reason the proposal was voted down was because they "jumped the gun" and were on the Capital Plan for rehabilitation in the future for \$700K or \$800K. Chairman MacAskill responded that demolition is being discussed because right now we are not doing anything. He said if they came back with the same proposal the Board will consider it. Mr. Clark said he took it off the Capital Plan

because if a project is voted down at Town Meeting it generally comes off the plan. He stated that having a recharge site at that location would be very advantageous. Mr. Berry questioned why no money is being spent on maintenance of the building itself and Mr. Clark responded that if you know what you are going to maintain it for then you can maintain it for a certain direction. Mr. Berry stated that if they want to resubmit the proposal they would like to go through it with someone line by line to see how they can improve the proposal. Mr. Hughes said they would need some CPC funding and he suggested that they go back and look at some of the objections made at Town Meeting. He further suggested that the Board put this out as an RFP. Ms. Brown questioned if the Town should just sell it. She said the group could put together a non-profit organization, buy the building and take it over. Ms. Urbano said the building could be given to the Historic Commission. Ms. Stewart asked if it is appropriate to have a recharge site next to a cemetery and church and Mr. Clark explained that a recharge site just puts water back into the environment. Mr. LaMantia said it deserves another chance. Chairman MacAskill said he would bring this back to the Board as a potential RFP and it is definitely not the consensus of the Board of Selectmen to tear it down.

Mr. Clark stated that we did road safety audit for the Route 39/Pleasant Bay Road intersection which led administration to recommend installation of a roundabout which Mr. Hooper has estimated at \$600K. He reported that DPW has done a lot of site distance improvements so he recommended moving it from FY18 to FY19 on the plan to give us a year to fully assess the impact of the improvements. The Board agreed with the recommendation to leave it in plan for FY19 and Mr. Hooper concurred as well. At Chairman MacAskill's request, Mr. Hooper said he would look at the placement of the 30 mph sign at the intersection.

With regard to the Route 28 West Harwich design, Mr. Clark reported that we are looking at creating a bike lane and we got a revised estimate of \$300K to be paid out over 2 years. He said the bigger cost would be borne by the TIP program. He noted that we got an approval from MassDOT that they are good with the next stage of the heavier design concepts and they do think it is a worthwhile project. Mr. Hooper said it would be at least spring before we got a placeholder on the TIP program.

Mr. Clark reported that we got an estimate from engineer of \$12,500 to do a more comprehensive review of the Albro House but it was decided not to pursue. He noted that we have it going before CPC to see if they would fund that study and if CPC funds it then the Capital Outlay Committee is supportive of it. Mr. Hughes said it would be worthwhile to get our arms around what it would take to fix it and decide what we want to do with it. Mr. LaMantia said he doesn't know why we waste our money in that building and he can see us converting it into affordable housing. Chairman MacAskill said he is not sure we need that building but at the very least we should know what that building needs. Mr. Hughes said he is in favor of the \$12,500 request and Ms. Brown and Chairman MacAskill agreed. Mr. LaMantia was in disagreement. There was no formal vote.

## **NEW BUSINESS**

- A. Request to approve and sign the following Conservation Restrictions as recommended by Conservation Commission:
1. 7.21 acres on Hinckley's Pond (property donor: Jacob Brown)
  2. 14 acres on Muddy Creek (Marini)
  3. 1.6 acres on Cahoon Road near Long Pond (Hipp)
  4. 2 acres at Island Pond (Sutphin)
  5. 4.1 acres on the West Reservoir (Hall)

Michael Lach, Director of the Harwich Conservation Trust and employee of Cape Cod Conservation Trust introduced Mark Robinson, Executive Director of the Compact of Cape Cod Conservation Trust. Mr. Lach stated that the restrictions are required by the Commonwealth of Massachusetts to comply with 2 state programs. He reviewed the conservation significance for each one and noted that they have been reviewed by the Conservation Commission as well as Town Counsel. Chairman MacAskill questioned why hunting and trapping would be excluded from the West Reservoir property. Mr. Lach stated that it is the Trust's policy that acquisition is to allow for protection of wildlife but it is the Board's discretion. Mr. MacCready expressed concern about public access of the Hinckley's Pond property as there is a CPC application in for Hinckley's Pond. He questioned if this property is accessible to the general public. Mr. Robinson explained that the restriction allows the right to enter the premises from adjoining publicly accessible land during the hours between sunrise and sunset, for passive recreation purposes and subject to the terms of the Conservation Restriction. Mr. MacCready stated that he read that language in the document but wanted to know if it is practically available to get to Hinckley's Pond through that property. Mr. Robinson responded that the property adjoins the Town herring run property. Mr. Lach stated that they do not have plans for a walking loop there and they would have to study that. Chairman MacAskill questioned where the restriction's language for "no hunting" came from and Mr. Lach responded that the drafts were drawn up by the Conservation Commission and sent to Town Counsel but reiterated that it is the Board's prerogative.

Mr. Hughes moved that we approve the Conservation Restrictions for 7.21 acres on Hinckley's Pond - property donor: Jacob Brown, 14 acres on Muddy Creek - Marini, 1.6 acres on Cahoon Road near Long Pond - Hipp, 2 acres at Island Pond - Sutphin. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

Mr. Hughes moved approval of the Conservation Restriction on 4.1 acres on the West Reservoir - Hall property with the modification that hunting be allowed. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

## **TOWN ADMINISTRATOR'S REPORT**

### **A. Action Item Register Update**

Mr. Clark reminded the Board that on November 14<sup>th</sup> we have the public hearing on the Entertainment Licenses about creating uniform hours.

### **B. Route 39 & Pleasant Bay Road Intersection Update**

Mr. Clark reported that the vegetation has been cleared at the intersection.

### **C. HCT Reimbursement for Sutphin Property**

Mr. Clark reported that free cash was certified for \$1.9 million and this is the earliest that it has been approved. He stated that about \$1 million would be dedicated for capital budget as well as \$500,000 for snow and ice operations, \$72,000 for reimbursement to the Harwich Conservation Trust on the Sutphin property, and funding of the Middle School at about \$125,000.

### **D. Thankful Chase II Reimbursement**

Mr. Clark reported that \$107,000 was spent from the Affordable Housing Fund for back taxes for acquisition of this property after which someone came forward to claim ownership of the property and Board of Selectmen minutes

the property was awarded to this person by the court. He explained that the person eventually did pay the tax bill and so the \$107,000 was put back into the fund at the conclusion of FY15.

#### E. Potential Amendment to Regional Agreement with MRSD

Mr. Clark reported that he met with the Chairman of the School Committee as well as the Superintendent regarding the 5 year mark of the agreement and associated look back clause. He stated that the Superintendent has indicated that there are some items we may want to look at. He said it may be worthwhile to have a combined meeting with the Boards of Chatham and Harwich, the School Committee and the person who oversaw the construction of the agreement initially, in an effort to see what elements of the agreement they want to look at. Mr. Clark suggested sending a letter to the school and Chatham Board to see if we can schedule a meeting and Chairman MacAskill directed him to do so.

#### F. Initial Draft Funding Schedule for Capital Budget

Mr. Clark reported that this is a preliminary draft of what the funding is for the Capital Budget. He provided an overview of the figures and noted that it doesn't get voted until December. Mr. Hughes asked that Mr. Chris provide an explanation of how he would like to spend free cash.

### **SELECTMEN'S REPORT**

Mr. LaMantia reported that he participated in an hour long video conference call with VisiGov and they are working on a stage 2 of their program which they think will be ready for January. He stated that they've agreed to share numbers back and forth so we could keep a better eye on what they are doing and understand how their program works. He noted that there are a number of towns that had the same kind of concerns we did in terms of what the numbers really represented and they are trying to fix that. He added that they are working on including the enterprise fund. Chairman MacAskill said he intends to put this on the agenda.

#### A. BOS/Town Administrator Path Forward

Mr. Hughes read the attached statement. It was agreed that all the goals and objectives should go on the action item list. Ms. Brown moved that we adopt this memorandum of recommended course of action to move forward. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

#### B. Committee Vacancy List

Ms. Brown read the Committee Vacancy List into record.

### **ADJOURNMENT**

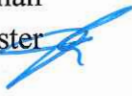
Mr. LaMantia moved to adjourn at 8:35 p.m. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel  
Recording Secretary  
Board of Selectmen minutes  
November 7, 2016

Town of Harwich  
Harbormaster's Office  
715 Main Street – PO Box 207  
Harwich, MA 02646  
Phone (508) 430-7532  
Fax (508) 430-7535

# Memo

**To:** Chairman, Board of Selectman  
**From:** John C. Rendon, Harbormaster   
**Date:** November 9, 2016  
**Subject:** MSA Renewals - 2017

I recommend the annual renewal of the Mooring Servicing Agent Permit for Allen Harbor Marine Service, AGL Mooring and Harwich Port Boat Yard. All Mooring Servicing Agents have satisfactorily performed the required mooring services and inspections for the Town of Harwich over the past year. A copy of a current Certificate of Liability Insurance for each Mooring Servicing Agent, as required by Section 2 of the Harbor Management Plan, is enclosed.

Please let me know if you have any questions or concerns. Thank you.

Encl: (1) Certificates of Liability Insurance

Copy: (1) Town Administrator, Town of Harwich  
(2) Chairman, Waterways Committee



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/26/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> J.J. Ruddy Insurance Agency Inc. 153 Main St.  Medford MA 02155		<b>CONTACT NAME:</b> Gale Fanciullo <b>PHONE (A/C, No., Ext):</b> (781) 396-4900 <b>FAX (A/C, No.):</b> (781) 391-7597 <b>E-MAIL ADDRESS:</b> gfanciullo@jrruddyinsurance.com																						
<b>INSURED</b> Allen Harbor Marine Service, Inc. PO Box 445  Harwich Port MA 02646		<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Hanover Insurance Company</td> <td>22292</td> </tr> <tr> <td>INSURER B:</td> <td>Hanover Insurance Co.</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td>Granite State</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Hanover Insurance Company	22292	INSURER B:	Hanover Insurance Co.		INSURER C:	Granite State		INSURER D:			INSURER E:			INSURER F:		
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INSURER D:																								
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**COVERAGES**      **CERTIFICATE NUMBER:** 10/26/16      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		IHN3042628	5/1/2016	5/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		IHN3042599	5/1/2016	5/1/2017	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A WC051754532	10/1/2016	10/1/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Town of Harwich is listed as additional insured. Liability coverage includes Marina Operators Legal Liability & Protection & Indemnity

<b>CERTIFICATE HOLDER</b>  Town of Harwich Office of the Harbormaster 715 Main Street Harwich, MA 02646	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  Gale Fanciullo/GAF
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**OFFICE OF THE TOWN ADMINISTRATOR**

**Christopher Clark, Town Administrator**

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



November 3, 2016

Megan Holmes

Dear Ms. Holmes:

We would like to offer you the position of Administrative Assistant in the Assessor's Office for the Town of Harwich. This conditional offer letter confirms our understanding of your pre-employment terms with the Town.

- Pursuant to the Town Charter the Town Administrator makes the appointment for this position subject to confirmation by the Board of Selectmen. Your name has been put forth for confirmation. Successful confirmation will be needed to finalize appointment.
- Your appointment is subject to successful CORI check.
- Your appointment is subject to a successful pre-employment physical which is being arranged by the Assessor's Office.

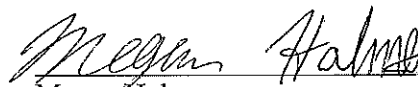
Please read the letter and confirm your understanding of the terms of your employment by signing the bottom of the letter and returning a copy to us for your personnel file. .

Your position title will be Administrative Assistant in the Assessors Office and your starting date is November 15, 2016. This position is included in the Harwich Employees Association and your employment is subject to the rights and obligations included in the contract. A copy of the contract is enclosed. Your starting salary will be \$21.39 per hour (Grade 5, Step 1).

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

Sincerely,

Christopher Clark  
Town Administrator

 11/4/2016  
Megan Holmes Date

CC: Board of Selectmen  
Assessor's Office  
Town Treasurer/Collector  
Town Accountant/Finance Director  
IT Director

**TOWN OF HARWICH  
JOB POSTING**

Union: Harwich Employees Association  
Position: Administrative Assistant – Assessor’s Office  
Eligibility: Harwich Employees Association  
Pay Grade: 5  
Pay Range: \$21.39 - \$26.66 per hour

**SUMMARY:**

Responsibilities of the position of Administrative Assistant vary from office to office in town government. Position provides highly responsible clerical services to a town department, maintains confidential departmental information, receives telephone calls and visitors, maintains filing systems, prepares reports, and gathers, duplicates and distributes information as necessary.

1. Provides information and assistance to property owners and others regarding assessment procedures, tax abatements, exemptions, etc.
2. Prepares certified abutter lists and maps and assists public in locating property on Assessor’s maps.
3. Process deeds from Registry.
4. Maintains database of residential and business personal property, including personal property, maintains database of boat and motor vehicle tax bills and ownership records using PK and Munis.
5. Participates in compiling data, preparing reports, as well as a variety of lists and forms for administrative staff, the Board of Assessors, and Department of Revenue.
6. Attends professional meetings, training programs, and seminars to keep abreast of changes in the field and to remain familiar with laws and regulations concerning tax assessments.
7. Assists in various office duties.

**Education and Experience**

A candidate for this position must have a High School Diploma or equivalent and three to five years experience in an office setting dealing with the public and education / experience in maintaining accounts using MUNIS, preferred, and Microsoft Office software. Equivalent and relevant combination of education and experience that would demonstrate the possession of the required knowledge, skills, and abilities to perform this work will be considered.

**Knowledge, Skills and Abilities**

A candidate for the position of Administrative Assistant should have

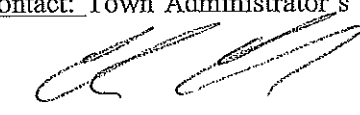
- Knowledge of the operations of town government,
- Knowledge of the basic principles of office management,
- The ability and skill to deal with the public tactfully and effectively,
- Ability to be flexible and to work well under pressure,
- Skills in basic math, bookkeeping and accounting and
- Skill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

Date Posted: **October 11, 2016**

Internal Application Deadline: **October 19, 2016**

For Application and Job Description contact: Town Administrator’s Office, Town of Harwich,  
732 Main Street, Harwich, MA 02645

Town Administrator



Date: 10/11/16

On Behalf of the Union:



Date: 10/11/2016



OFFICE OF THE SELECTMEN  
732 MAIN STREET  
HARWICH, MA 02645  
508-430-7513

**APPLICATION FOR:**  Junk Dealer (\$35)  **Hawkers & Peddlers (\$60)**  
 Junk Collector (\$35)  Transient Vendor (\$250)

Fee: \$ New application  Renewal

In accordance with the provisions of the Statute relating thereto, application for the above-referenced is hereby made by:

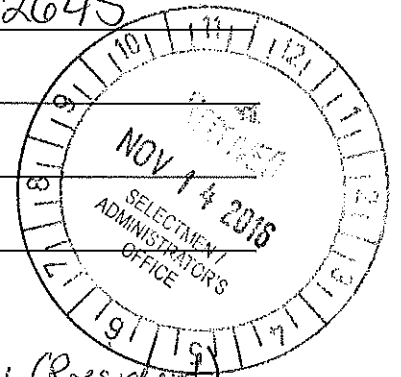
Business Name Pilgrim Lodge Phone 617 775-8142

Business Address 706 Main St. Harwich, MA 02645

Mailing Address P.O. Box 47 Harwich, MA 02645

Email Address Secretary.pilgrim@gmail.com

Name of Owner \_\_\_\_\_



(If corporation or partnership, list name, title and address of officers)

Andrew Eldridge Box 332 Brewster, MA 02631 (President)

Note: Application for Transient Vendors License will be processed only to those persons who hold a Transient Vendor's License issued by the Commonwealth pursuant to the General Laws, Chapter 101, Section 3. The fee for such license shall be \$250.00, which shall be paid in cash, bank, certified check or postal money order and shall accompany the application.

Scott T. Mahan Secretary 23-7578872  
Signature of applicant & title Federal I.D. #

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

Pilgrim Lodge By Andrew J. Eldridge  
Signature of individual or corporate name Corporate officer (if applicable)

**REGULATORY COMPLIANCE FORM**

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

\_\_\_\_\_  
Building Commissioner Board of Health Fire Department  
\_\_\_\_\_  
Police Department

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



## PILGRIM LODGE, A.F. & A.M.

INSTITUTED MARCH 4, 1859

Main Street  
P.O. Box 47  
Harwich Center, MA 02645  
508-432-0017

*Regular Communication*  
First Thursday  
*Annual Communication*  
October

November 8, 2016

Town of Harwich, Massachusetts  
Christopher Clark, Town Administrator  
732 Main Street  
Harwich, MA 02645

Dear Mr. Clark:

Pilgrim Lodge A.F. & A.M. is requesting a Hawkers & Peddlers Permit for the purpose of selling Christmas trees as a not for profit fundraiser to benefit the various charitable endeavors of the Lodge. We intend to sell Christmas trees at 'Bud's Go-Karts' 9 Sisson Road, Harwich Port 02646 on the weekends of December 3<sup>rd</sup>-4<sup>th</sup> & 10<sup>th</sup>- 11<sup>th</sup> from 9am to 5 pm with the weekend of December 17<sup>th</sup> – 18<sup>th</sup> being an alternate in the case of inclement weather. Attached with the application please find a signed letter from the land owner of 'Bud's Go-Karts' Mr. Emulous Hall authorizing our use of the property.

Cordially,

  
Andrew J. Eldridge  
Master Pilgrim Lodge



# PILGRIM LODGE, A.F. & A.M.

INSTITUTED MARCH 4, 1859

Main Street  
P.O. Box 47  
Harwich Center, MA 02645  
508-432-0017

Regular Communication  
First Thursday  
Annual Communication  
October

November 15, 2016

Mrs. Ann Steidel  
Town Administrator's Office  
Town of Harwich  
732 Main Street  
Harwich, MA 02645



Dear Mrs. Steidel,

Pilgrim Masonic Lodge A.F. & A.M. requests that the \$60 fee for a Hawkers & Peddlers be waived. Pilgrim Lodge is a registered not for profit organization, which among other endeavors, engages in charitable activities within our community here in Harwich. Pilgrim Lodge's Federal Tax ID Number is: 23-7578872. All funds raised from this permit request will facilitate the endeavors of Pilgrim Lodge. Thank you for your consideration.

Sincerely,

Andrew J. Eldridge  
Master Pilgrim Lodge

## 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 tax-exempt number.

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 tax-exempt number.

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 particular Department Head, 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 a recommendation by the 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.

Date Adopted: \_\_\_\_\_ 8/9/10 \_\_\_\_\_

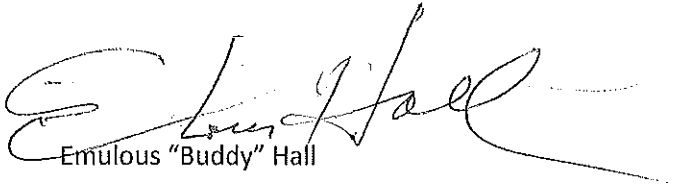


October 12, 2016

To Whom It May Concern,

I, Emulous Hall authorize Pilgrim Lodge A.F. & A.M. use of my property 'Bud's Go-Karts' located at 9 Sisson Road Harwich Port, MA 02646 between November 25, 2016 and December 20, 2016. For the purpose of selling Christmas Trees to the general public as a Not-For Profit fundraiser. Additionally, Pilgrim Lodge A.F. & A.M. may use the property to post signage and store materials relevant to the sale of Christmas Trees.

Sincerely,



Emulous "Buddy" Hall

# Commonwealth of Massachusetts

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## *At a Legal Meeting of the Inhabitants of the Town of Harwich*

in the County of Barnstable, qualified to vote for Civil Officers, holden on the Tuesday next after the first Monday in November, being the eighth day of said month, in the year two thousand and sixteen, for the purpose of giving in their votes for ASSEMBLY OF DELEGATES, for the County of Barnstable, all the ballots given in therefor were sorted, counted and recorded, and declaration thereof made, as by law is directed, and were for the following persons, namely:

<u>Name</u>	<u>Address</u>	<u>Votes in Words</u>	<u>Votes in Numbers</u>
<u>Edward J. McManus</u>	<u>41 Parallel St. Harwich</u>	<u>six thousand four hundred fifty one</u>	<u>6,451</u>
<u>Write-Ins</u>		<u>twenty five</u>	<u>25</u>
<u>Blanks</u>		<u>two thousand ninety six</u>	<u>2,096</u>
<b><u>TOTALS</u></b>		<b><u>eight thousand five hundred seventy two</u></b>	<b><u>8,572</u></b>

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Michael D. MacAskill, Chairman

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Peter S. Hughes, Vice Chairman

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Julie E. Kavanagh, Clerk

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Angelo S. LaMantia

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Jannell M. Brown

Harwich Board of Selectmen

Attest,

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HARWICH TOWN CLERK

# Commonwealth of Massachusetts

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## *At a Legal Meeting of the Inhabitants of the Town of Harwich*

in the County of Barnstable, qualified to vote for Civil Officers, holden on the Tuesday next after the first Monday in November, being the eighth day of said month, in the year two thousand and sixteen, for the purpose of giving in their votes for COUNTY COMMISSIONERS, for the County of Barnstable, all the ballots given in therefor were sorted, counted and recorded, and declaration thereof made, as by law is directed, and were for the following persons, namely:

<u>Name</u>	<u>Address</u>	<u>Votes in Words</u>	<u>Votes in Numbers</u>
<u>Mary Pat Flynn</u>	<u>545 West Falmouth Rd, Falmouth</u>	<u>three thousand nine hundred</u>	<u>3,900</u>
<u>Ronald R. Beaty, Jr</u>	<u>245 Parker Rd, Barnstable</u>	<u>two thousand six hundred sixty one</u>	<u>2,661</u>
<u>Linda A. Bond</u>	<u>4 Keel Cape Dr, Yarmouth</u>	<u>two thousand two hundred eighty one</u>	<u>2,281</u>
<u>Mark R Forest</u>	<u>83 Indian Memorial Dr Yarmouth</u>	<u>two thousand seven hundred seventyfour</u>	<u>2,774</u>
<u>Write-Ins</u>		<u>eight</u>	<u>8</u>
<u>Blanks</u>		<u>five thousand five hundred twenty</u>	<u>5,520</u>
<b><u>TOTALS</u></b>		<b><u>seventeen thousand one hundred forty four</u></b>	<b><u>17,144</u></b>

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Michael D. MacAskill, Chairman

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Peter S. Hughes, Vice Chairman

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Julie E. Kavanagh, Clerk

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Angelo S. LaMantia

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Jannell M. Brown

Harwich Board of Selectmen

Attest,

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HARWICH TOWN CLERK

## **Brooks Free Library**

739 Main St. Harwich MA 02645  
508-430-7562, email: [vhewitt@clamsnet.org](mailto:vhewitt@clamsnet.org)  
[www.brooksfreelibrary.org](http://www.brooksfreelibrary.org)

### **Board of Trustees Annual Meeting with Board of Selectmen Nov. 28, 2016**

The Board of Trustees would like to begin our annual report by expressing our appreciation for the support we've received this year from the Selectmen, Town officials and the community. It's been a very challenging year as we were closed to the public three times for extended periods when the emergency light inverter failed. But it's also been a very rewarding year. Staff members maintained a positive attitude and approached this as a real life exercise in emergency preparedness – how to deal with an unexpected event and continue to serve the community. We moved equipment, shelves and materials and opened a “Library in the Lobby” so patrons could pick up items on hold and choose materials from a small browsing collection. We moved our programs and held story-times, book groups, writers groups and after-school activities in other locations. We are extremely grateful to the Community Center and Cape Cod Theatre Company for hosting our re-located programs.

We were surprised and pleased with the response from the community to the closings and reduced services. Patrons were understandably frustrated that full services weren't available, but we also received a huge outpouring of support. They let us know that they valued and missed full library services and were very appreciative of our efforts to provide as much service as we could. The positive feedback from the community made a tremendous difference to staff members as they worked in difficult circumstances.

The two week closing this summer occurred at the height of busy season and presented unusual challenges. Reducing the impact on the Summer Reading program was a top priority. We created a “lobby” space at the Main St. entrance to Children's Room so children, tweens and teens would have a wide selection of reading materials to choose from. The two school-year closings - last October and this year in Sept. - presented different challenges. The after-school hours are when unsupervised youth are most at risk, so we created our Homework Center and for more than 15 years we've offered special activities on weekday afternoons. We're also open until 7 on weekdays so parents can pick their youngsters up on the way home from work. When these closings occurred we were committed to ensuring that parents of middle schoolers weren't left with a child care gap. We used the Cape Cod Theater Company's HJT Arts Center last October and a room in the Community Center this September. Parents were extremely grateful to have this option. We'd also like to thank Monomoy Schools for notifying families about the changes and Cape Destinations bus company for working with us and modifying their drop-off locations.

With building maintenance fully centralized as of July 1st, the remainder of our report focuses on library services.

#### Technology Assistance:

This year we have continued to offer drop-in eBook Help and Device Advice sessions. Device Advice is currently being offered twice a week, on Wednesdays and Saturdays.

Last winter we began offering Book-A-Librarian sessions, half hour one-on-one appointments where a staff member assists patrons with questions about our electronic resources and other technology or research related topics. This program quickly became one of our most popular and it was difficult to meet the demand. We had to suspend Book-A-Librarian for the busy summer but we're now in the process of bringing it back. We're training additional staff members to provide this service so we can offer more appointments when the program starts up again in January. We will also be resuming our digital literacy outreach efforts with the Council on Aging and Pine Oaks with monthly coffee and technology sessions.

Our Tech Talks are offered on Saturdays so working people can participate. The next one is on Saturday, Dec. 3 and is an intermediate level iOS workshop. In January we're offering an iOS Part I and Part II on two consecutive Saturdays. This fall we started an iOS Users group for people who already know the basics of how to use their iPhone or iPad and want to share tips and tricks or favorite apps.

We're currently in the process of establishing a new technology program, Internet Navigators. Many employers now require job applications be submitted online, even for positions that don't require technology skills. Many government agencies also require requests for assistance to be filed online. While our staff members are always willing to help patrons with technology, time doesn't always allow the detailed one-on-one assistance less tech savvy patrons need to accomplish these tasks. Community members without the skills to complete these functions independently are falling through the cracks. Our new service will match these patrons with trained volunteers who will guide them through these tasks. This program is about helping the patron get where they need to go, which is why we chose the term Navigators. The volunteers won't help people develop the content of the job application, for example. They will help the patron learn how to get to the website, fill out and submit the application, file an unemployment claim or other request for service and learn to send and receive email. We're recruiting volunteers now and developing the training curriculum. Training will take occur in January and we expect to begin offering this service in February.

#### VITAL Program:

Our innovative Vision Impaired Technology Assistance at the Library (VITAL) program provides individualized one-on-one instruction in the use of assistive technology to people with vision loss. Instruction in the accessibility features of iOS devices is the fastest growing area of the program, along with BARD digital download of audiobooks from the Library of Congress.

Assistive Technology Coordinator Carla Burke continues to innovate and find new ways to improve library services for people with vision loss and to enrich the lives of sighted and non-sighted members of the community. We are pleased to report that her work has been recognized this year with two prestigious awards. In March Carla received an Outstanding Service Award from the Bay State Council of the Blind. In June she received the Carroll Society Award from the Carroll Center for the Blind and the Mass. Commission for the Blind.

In May three Brooks Free Library staff members presented a workshop at the Mass. Library Association's Annual Conference about our VITAL program. This year we continued to collaborate with the Perkins School for the Blind and Perkins Products writing a handbook detailing how libraries can provide services for people with vision loss. The handbook should be published soon and will be distributed to all Mass. public libraries.

Last year we reported that the Commissioner of the Mass. Commission for the Blind (MCB) was so impressed by our VITAL program that he formed a working group with our Assistive Technology

Coordinator and staff members from other state agencies to investigate funding sources to establish instructional programs in other areas of the state. We're pleased to report that through the efforts of this working group funds were provided to the Mass. Council on Aging (MCOA) which offered three year grants to establish assistive technology training centers in three senior centers. The non-profit Mass. Association for the Blind (MAB) has partnered with MCOA and is providing additional funding to two of the sites to double the number of hours for their coordinators. No senior centers on the Cape were selected to receive these grant funds, unfortunately, but MAB has recently indicated they are interested in partnering with us and providing additional support for our program. This is very welcome news since our coordinator is only budgeted for 9 hours per week and the demand for services far exceeds what can be accomplished with those hours. We hope to have good news to announce regarding this partnership in the next few months.

### Library-School Collaboration:

During the past year Youth Services Librarian Ann Carpenter has greatly expanded the number of visits to the Harwich Elementary School. This fall Ann is conducting 14 classroom visits each week. She reads a book and does book talks about a variety of fiction and non-fiction books, which she leaves in the classroom for the week. The visits are intended to more closely integrate the library and the school, to provide students with access to more diverse reading materials and to create a culture of reading. Ann is partnering with Elementary School Librarian Sarah Idman on a Mock Caldecott Award program with the fourth graders. Ann is reading the award contenders during her classroom visits and students will have mock sessions to choose the winners in January.

Also new this year, this summer was the first time the Harwich Elementary School and Brooks Free Library partnered on the Summer Reading Program. This increased participation in our program and encouraged youngsters to continue to read and learn over the summer.

This fall several of our staff members served book discussion group leaders for Monomoy Regional High School's summer reading program.

We are continuing to support the education of our children and youth by including a STEM (Science Technology Engineering and Math) focus in many of our programs. We offer a weekly Science Story-time for pre-schoolers. Our Middle School Makers program on Tuesday afternoons and our monthly Engineering Challenge on Saturdays continue to be very popular. This fall we have begun a new Basics of Coding program for middle-schoolers on Wednesday afternoons. We also encourage interest in the arts with weekly drama workshops for middle and high school students, Creative Movement for pre-schoolers and Mother Goose on the Loose music and movement programs for our youngest patrons. During the winter month we offer a Little Hands Art program for toddlers and young pre-schoolers on Saturday mornings.

This year we have expanded our support to homeschoolers by adding to the Thursday morning book discussion group and the activity club. We are now leading two teams of homeschoolers working on the academically challenging Odyssey of the Mind national competition.

### Public Computers

Last fall we upgraded the technology in our Homework Center, replacing the desktop computers with Chromebooks, which Monomoy students are using in the high school. Following the completion of that project, we have concentrated over the past year on upgrading the technology for adults. About a decade ago, when we couldn't afford the \$20,000 - \$30,000 time and print management systems offered by vendors, we developed a successful system of inexpensive

software and Windows configurations to control patron time and activity and to limit the unrecouped cost of printing. This system worked well for a long time but in recent years had begun to create difficulties for patrons doing normal online activities. Reference Librarian Jennifer Pickett investigated various options and she and Assistant Director Emily Milan selected a new system called Useful to manage the public computers. For a modest one-time investment, under \$7000, patrons have a greatly improved experience and the need for staff intervention has been greatly reduced. The new system uses thin clients, so configuration changes can now be done centrally. The system works well with the OCS print management system that KenMark installed last spring. KenMark invested in the software and printer/copier. They keep the income but we are not responsible for paying for maintenance or supplies.

### On-going Programs for Adults

The Library has a Morning book group, Evening Book Group, Literary Diners and a Greatest Generation Book Group, a weekly Knit-Lit group, daytime Writers Group, a Memoir Writers Group as well Scrapbooking and Mah Jong groups. This year we have added to these on-going programs with a new Evening Writers Group led by staff member Jack Sheedy and a Spring and Fall "Fiction 101" workshop series led by staff member Corey Farrenkoph.

### Electronic Resources

Our CLAMS subscription to Overdrive eBooks and eAudio remains extremely popular, though given the higher costs and the restrictions from vendors and publishers, it is difficult for libraries to meet the demand. This year patrons are taking advantage of a new source of free eBooks and eAudiobooks called the Commonwealth eBook Collection. A service of the Mass. Library System, this new cooperative is provide a larger selection of titles as well as, through group buying power, is intended to try to influence publishers and vendors to make more titles available to libraries and at a reasonable cost. In addition, any Mass. resident is eligible for an eCard from the Boston Public Library. The card can be applied for online and used to download eBooks from BPL's Overdrive collection. Links to all three sources of eBooks and eAudio can be found on our webpage.

Brooks Free Library subscribes to electronic resources such as Newsbank Boston Metro for free access to a database of articles from the Cape Cod Chronicle, Cape Codder, Cape Cod Times and other Mass. newspapers. The Mass. Board of Library Commissioners provides free state-wide access to articles from the Boston Globe, New York Times, Wall Street Journal, Washington Post and other national newspapers and magazines. We also subscribe to Consumer Reports so our patrons have free access to the paid content on their website. Our patrons also have free access to Ancestry.com at the Research Station in our Reference Department.

New electronic resources we subscribed to this year are Lynda.com and Flipster. Lynda.com is an extremely popular fee-based collection of web tutorials for technology training as well as other career development subjects. The Library has subscribed to this so it is free for our patrons to use. Flipster is a service that allows online access to print magazines. With Flipster you read the full magazine, just as you would if you were holding a physical copy of the print magazine. 59 magazines are now available through Flipster, covering a variety of subjects and interests. Staff Librarian Emily Carta recently recorded a segment on Flipster for Channel 18, which is now available on the Channel 18 website and on YouTube.

All of our electronic resources can be accessed on the Electronic Resources section of our webpage.

### Fine Amnesty Update:

The Library's annual month-long Fine Amnesty & Canned Food Drive has moved from December to March, but we will be giving patrons another opportunity to eliminate their fines in December. This year we will be collaborating with the Harwich Fire and Police Associations for their "Homeless for the Holidays" event in Brooks Park the first week of December. Community members who donate food at that event will receive a bookmark they can bring to the Library and we will waive any late fees on their account.

### Statistics:

A full page of statistics is included at the end of this report, but we would like to highlight a few. Today there are 13,801 Brooks Free Library cardholders 9,950 of whom are full-time Harwich residents (both up over 4% over prior year). As expected, our extended closures hurt our circulation counts. While we offered a small browsing collection and the ability to pick up holds, as closures wore on patrons began using other libraries and each closure was followed by a residual effect of circulation being down the following month. It took some time for the word to get out that we had re-opened and for patrons to stop using the library they'd migrated to and return to their "home library." Last year 229,141 physical items were checked out, a decrease of 3.8%. With two more closures to date in FY17 we expect this year's circulation statistics to be similarly affected. Use of electronic resources was up sharply, however, with a 31.6% increase. This is also not surprising as it's in keeping with the national trend of decreasing use of physical items and more demand for electronic resources. We responded to 17,770 reference questions, a 5.5% increase over the prior year. We provided 951 programs, which attracted 12,617 attendees. With the restored Monday hours last year, we added an additional children's program in the morning and youth activity in the afternoon, so programs for both of those age groups saw significant increases.

### Friends and Volunteers

Finally, we would like to thank the Friends of the Brooks Free Library who generously give of their time and effort to help us meet the needs of the community. They provide the funds that pay for passes that provide free or discounted admission to museums and attractions and additional copies of bestsellers, and they support the VITAL program and Summer Reading Program. They also run our Books on Wheels homebound delivery program and provide the "First Sunday" series of concerts, performances and lectures from September through June.

The Library also benefits from the services of numerous volunteers. Last year 80 community members volunteered at the Library, performing over 3,516 hours of volunteer service. Members of the Harwich Garden Club toiled many hours over this dry, hot summer caring for the beautiful garden in the island of our parking lot. The Chatham-Nauset Lions Club continues to be a great partner, supporting our VITAL program financially as well as serving as volunteer instructors. Without the support of these volunteers we would be unable to maintain the level of services we provide, so we greatly appreciate their efforts!

Respectfully Submitted,

Brooks Free Library Board of Trustees

Mary Warde, Chairman  
Joan McCarty, Vice Chairman  
William D. Crowell, Treasurer  
Kathleen Remillard, Secretary

JoAnne Brown, Co-Chair, Building & Grounds Committee  
Jeannie Wheeler, Co-Chair, Building & Grounds Committee  
Ann Emerson



## Brooks Free Library Statistics Since Renovation

	Open Hours	Items Checked Out (Physical items, eBooks & eAudio)	Use of Electronic Resources not included in checkouts	Total Checkouts & Use of Electronic Resources	Inter-library Loans	Items in Collection (Physical collection & eBooks)	Number of Card-holders	Harwich Residents w/ Library Card	Reference Questions
FY1997	2025	92285			4354	38992	8907		2219
FY1998	1937	103910			6118	42603	9322	<i>not</i>	2472
FY1999	2013	110487			8630	45199	10562	<i>counted</i>	4360
FY2000	2060	111872			9624	51984	12313		3955
FY2001	2108	123401			12275	54684	13540		4613
FY2002	2076	128462			14677	58439	10867		6053
FY2003	2078	132869			24363	56833	12094	7811	8955
FY2004	2066	145212			29264	55784	11661	7838	11416
FY2005	2038	151871			33236	59565	12308	7574	12263
FY2006	1848	156630			37849	63041	13108	8043	12126
FY2007	1796	169529			44147	66393	13370	8289	13866
FY2008	1980	193024			52435	68620	14298	8457	13183
FY2009	1970	211719			61304	70454	11936	8682	15035
FY2010	1978	225385			65829	72620	12606	9014	15471
FY2011	1993	233533	<i>New item in</i>		71517	76093	12702	8983	15626
FY2102	2004	235597	<i>state report</i>		70730	81688	12573	8814	15861
FY2013	1981	235941	<i>for FY2015</i>		68663	85450	12379	8898	16472
FY2014	1940	237565			66801	90739	12511	8948	16656
FY2015	1922	237876	24564	262440	62515	93757	13231	9555	16840
FY2016	2192	229141*	32328	261469*	61328	93159	13801	9950	17770

\* counts affected by extended closures

	Library Visits	Adult Programs	Adult Program Attendance	Youth Programs	Youth Program Attendance	Children's Programs	Children's Program Attendance	Total Programs	Total Program Attendance
FY1997	64492	5	110			119	3551	124	3661
FY1998	74263	8	1430			119	3419	127	4849
FY1999	64114	51	1076			161	3446	212	4522
FY2000	69654	10	335			172	4769	182	5104
FY2001	75240	80	520			196	6019	276	6539
FY2002	82569	71	673			234	8255	305	8928
FY2003	83627	235	1916	<i>included in</i>	<i>Adult counts</i>	285	8338	520	10254
FY2004	85677	341	2592	<i>until</i>	<i>FY2010</i>	284	6759	625	9351
FY2005	86990	496	2826			249	5939	745	8765
FY2006	82334	602	2608			254	7317	856	9925
FY2007	113584	396	1065			269	7303	665	8368
FY2008	129326	323	2460			286	8306	609	10766
FY2009	141852	534	3776			304	7701	838	11477
FY2010	151008	575	4047	42	273	317	6541	934	10861
FY2011	156535	602	3638	40	244	336	6775	978	10657
FY2102	157849	534	4340	30	519	330	7131	894	11990
FY2013	158081	701	4121	35	242	283	6357	1019	10720
FY2014	159388	572	4396	29	305	305	8493	906	13086
FY2015	159377	532	5097	65	348	257	7146	854	12591
FY2016	167987	540	4222	92	512	319	7883	951	12617

**LEGAL NOTICE  
TOWN OF HARWICH  
NOTICE OF PUBLIC HEARING  
November 14, 2016**

The Harwich Board of Selectmen will hold a Public Hearing on **Monday, November 14, 2016**, no earlier than 6:30 P.M. during their regularly scheduled public meeting. The hearing will be held in the Donn B. Griffin Room located at Town Hall, 732 Main Street, Harwich for the purpose of deciding whether all property shall be taxed at the same rates for Fiscal Year 2017 as set forth in Chapter 40, Section 56 of the Massachusetts General Laws.

All members of the public having an interest in this topic are cordially invited to attend the public hearing and provide information and testimony relevant to this matter.

Michael D. MacAskill, Chairman  
Peter S. Hughes  
Julie E. Kavanaugh  
Angelo S. La Mantia  
Jannell M. Brown

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Harwich Board of Selectmen

Cape Cod Chronicle  
October 27, 2016

**LEGAL NOTICE  
TOWN OF HARWICH  
NOTICE OF PUBLIC HEARING  
NOVEMBER 14, 2016**

The Harwich Board of Selectman will hold a Public Hearing on **Monday, November 14, 2016**, no earlier than 6:30 P.M. during their regularly scheduled meeting. The Hearing will be in the Donn B. Griffin Room located at the Town Hall, 732 Main Street, Harwich for the purpose of deciding whether all property shall be taxed at the same rate for Fiscal Year 2017 as set forth in Chapter 40, Section 56 of the Massachusetts General Laws.

All members of the public having an interest in this topic are cordially invited to attend the public hearing and provide information and testimony relevant to this matter.

Michael D. MacAskill, Chair  
Peter S. Hughes, Vice Chair  
Julie E. Kavanagh, Clerk  
Angelo S. LaMantia

The Cape Cod Chronicle  
Oct. 27, 2016

Continued on **Page 50**

## MOTION

*I move that we*

1. Select a factor of “1” (taxing all property at the same rate)
2. That we do not grant an open space exemption.
3. That we do not grant a residential exemption.
4. That we do not grant a small commercial exemption.
5. That we vote to authorize Donna Molino to sign the LA-5 on DOR Gateway on behalf of the Selectmen.

**TOWN OF HARWICH  
BOARD OF SELECTMEN**

**NOTICE OF PUBLIC HEARING  
Proposed Winter Boat Storage Fee**

The Harwich Board of Selectmen will hold a Public Hearing on Monday, November 28, 2016, no earlier than 6:30 P.M. in the Donn B. Griffin Room located at Town Hall, 732 Main Street, Harwich for the purpose of reviewing a proposed regulation and fee for Winter Boat Storage at Saquatucket Harbor.

All members of the public having an interest in this topic are cordially invited to attend the public hearing and provide information and testimony relevant to this issue.

Michael D. MacAskill, Chairman  
Peter S. Hughes  
Julie E. Kavanagh  
Angelo La Mantia  
Jannell M. Brown

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Harwich Board of Selectmen

The Cape Cod Chronicle  
November 10, 2016

**TOWN OF HARWICH  
BOARD OF SELECTMEN**

**NOTICE OF PUBLIC HEARING  
Proposed Winter Boat Storage Fee**

The Harwich Board of Selectmen will hold a Public Hearing on Monday, November 28, 2016, no earlier than 6:30 P.M. in the Donn B. Griffin Room located at Town Hall, 732 Main Street, Harwich for the purpose of reviewing a proposed regulation and fee for Winter Boat Storage at Saquatucket Harbor.

All members of the public having an interest in this topic are cordially invited to attend the public hearing and provide information and testimony relevant to this issue.

Michael D. MacAskill, Chairman  
Peter S. Hughes  
Julie E. Kavanagh  
Angelo La Mantia  
Jannell M. Brown  
Harwich Board of Selectmen

The Cape Cod Chronicle  
Nov. 10, 2016

Town of Harwich  
Harbormaster's Office  
715 Main Street – PO Box 207  
Harwich, MA 02646  
Phone (508) 430-7532  
Fax (508) 430-7535

# Memo

**To:** Board of Selectmen  
Waterways Committee  
**From:** John C. Rendon, Harbormaster  
**Date:** October 27, 2016  
**Subject:** Winter Boat Storage

Ref: (a) Harbor Management Plan, Section 7.0

Last month the town put a legal advertisement (encl 1) in the Cape Cod Chronicle for two weeks soliciting proposals from persons or firms interested in a one-year license for winter boat storage on town-owned property. In addition to the advertisement, I sent out the notice to a number of local commercial marinas, boatyards, and boat hauling companies to ensure potentially interested parties were notified of the solicitation. Surprisingly, the town received only one proposal from Allen Harbor Marine for one of four available parcels at Saquatucket Harbor. A license agreement has been approved and signed with Allen Harbor Marine for Parcel A, as indicated in enclosure (2).

Since the town took ownership of the Downey Property, it has always been the plan of this department to offer a license and/or lease to commercial entities to use available town property at Saquatucket Harbor for winter boat storage. Early in some of the public meeting discussions, there was concerned voiced that the town should not compete with commercial providers by offering winter boat storage service. As such, we went forward with the solicitation for commercial providers to enter into a license with the town for available parcels for winter boat storage. The fact that we had only one company submit a bid for a single parcel, there evidently is little need for additional winter boat storage space for commercial providers.

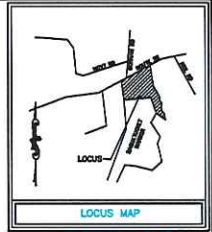
We have a significant amount of space available for winter boat storage, and frankly this department is planning on annual revenue from winter boat storage to help fund the landside improvements to Saquatucket Harbor. Therefore, I recommend that in addition to the license that we currently have with Allen Harbor Marine, the Board of Selectmen approve a change to reference (a) that would allow this department to offer winter boat storage service directly with customers. The service would include storage only, no hauling, pressure washing or shrink wrapping. The winter boat storage season would be November 1 to May 20. I recommend a fee of \$20 per foot for the season, this based upon a survey conducted of area providers.

Enclosure (1) Legal Advertisement dtd 9/21/2016  
(2) Winter Boat Storage Parcels

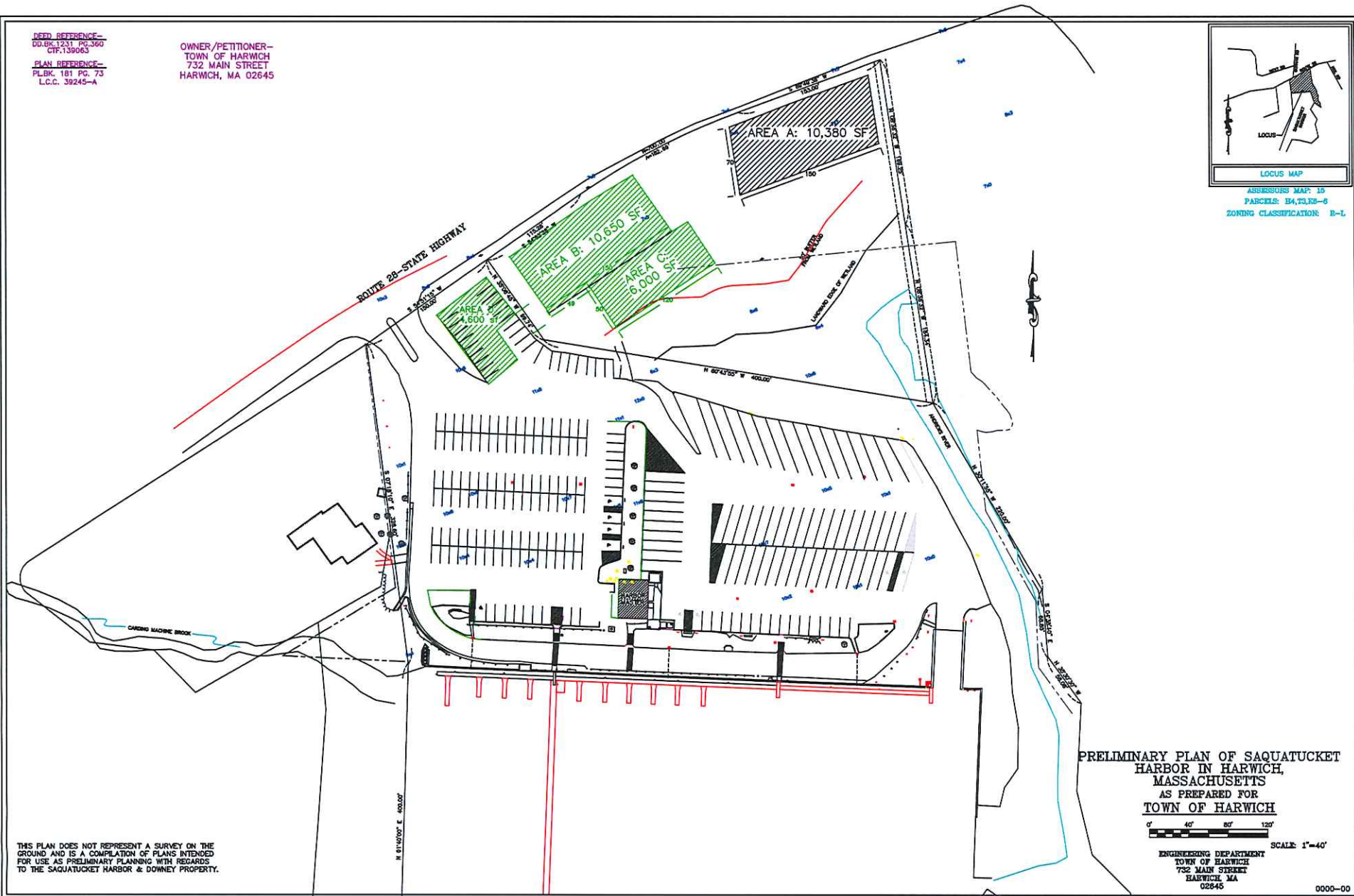
Copy: (1) Town Administrator

DEED REFERENCE—  
DD.BK.1231 PG.360  
CIF.138063  
PLAN REFERENCE—  
PLBK.181 PG. 73  
L.C.C. 39245-A

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



ASSESSORS MAP ID  
PARCELS: B4,73,K8-G  
ZONING CLASSIFICATION: B-L



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



# LEGAL ADVERTISING

## CHATHAM CONSERVATION COMMISSION PUBLIC HEARING

The Chatham Conservation Commission will hold a public hearing in accordance with the provisions of Massachusetts General Law, Ch 131, s.40, the Wetlands Protection Act, and the Town of Chatham Wetlands Protection Bylaw, Ch. 272 on Wednesday September 28, 2016 at the Annex Meeting Room, 261 George Ryder Road, Chatham, MA 02633. The meeting starts at 4:00 PM.

The following applicant has filed a Request for Determination of Applicability: 1013 & 1015 Orleans Road, Richard & Jane Whittle (#1013) & Kathleen Gadlois (#1015): Proposed excavation of asphalt driveway; install stone/gravel base, compact and re-surface at 1013-1015 Orleans road, Assessors Map 10K parcels W1 and 16.

The following applicants have filed Notices of Intent: 335 Cedar Street, Robert E and Kathryn E Lewis, SE 10-: Proposed construction of garage; replacement of the existing drive; relocation of septic leaching area and mitigation plantings at 335 Cedar Street, Assessors Map 12B parcel 17.

271 Forest Forest Beach Road, Andrew Dmyson, SE 10-: Proposed demolition of existing dwelling, construction of new dwelling at 271 Forest Beach Road, Assessors Map 3 B parcel 11.

Files are available for review at the Town Annex,  
261 George Ryder Road.  
Conservation office hours are 7AM-4PM,  
Monday through Thursday and 7AM-12:30PM, Friday.

The Cape Cod Chronicle  
Sept. 22, 2016

## TOWN OF CHATHAM HISTORICAL COMMISSION AGENDA OCTOBER 4, 2016

The Chatham Historical Commission will hold a public meeting on Tuesday, October 4, 2016 beginning at 9:00 AM at the Town Hall Annex, Lower Level - Committee Room, 261 George Ryder Road, Chatham.

### HEARINGS:

**Application No. 16-018:** To be heard in accordance with Chapter 158 (Demolition Delay Bylaw) of the Town of Chatham General Bylaws, pursuant to the Notice of Intent to Demolish or Partially Demolish a Historic Building or Structure located at 62 Cedar Street, filed by Richard J. Roy, 123A Queen Anne Road, Harwich, MA 02633; on behalf of M/M Douglas Gensler; 38 Everett Avenue, Winchester, MA 01890

**Application No. 16-019:** To be heard in accordance with Chapter 158 (Demolition Delay Bylaw) of the Town of Chatham General Bylaws, pursuant to the Notice of Intent to Demolish or Partially Demolish a Historic Building or Structure located at 1952 Main Street Street, filed by Jean K Bowden; PO Box 26, Marston Mills, MA 02648; on behalf of 1952 Main Street, LLC c/o Mike Tokatlyan; 515 Lowell Street, Ste. 7, Peabody, MA 01960

Frank Messina,  
Chairman

The Cape Cod Chronicle  
Sept. 13 and 22, 2016

## HARWICH ZONING BOARD OF APPEALS PUBLIC HEARING WEDNESDAY, SEPTEMBER 28, 2016 AT 7:00 PM. GRIFFIN MEETING ROOM, HARWICH TOWN HALL AGENDA

On Wednesday, September 28, 2016 at 7:00 PM, the Harwich Zoning Board of Appeals will hold a Public Hearing in the Griffin Meeting Room at the Harwich Town Hall, 732 Main Street to hear the following cases. Any member of the public having interest in these applications is invited to attend and provide information and comment relevant to these matters or may submit the same in writing to the Harwich Building Department by Thursday, September 22, 2016.

**Case #2015-18**  
Robert Elliott Nickerson and Barbara Ann Mulligan Nickerson, Trustees, have applied for a Special Permit or in the alternative, a Modification of an existing Special Permit to add a porch to a pre-existing, non-conforming single family dwelling. The application is Pursuant to the Code of the Town of Harwich Section 325-54(A) as set forth in MGL Chapter 40A Section 6. The property is located at 617 Main Street, Map #14, Parcel Z7-1 in the C-V Zoning District.

**Case #2015-19**  
Robert Elliott Nickerson and Barbara Ann Mulligan Nickerson, Trustees, have applied for a Special Permit to remove and reconstruct a garage. The application is Pursuant to the Code of the Town of Harwich Section 325-54(A) as set forth in MGL Chapter 40A Section 6. The property is located at 49 Pleasant Street, Map 14, Parcel W4 in the R-M Zoning District.

**Case #2015-20**  
Vincent Camelio and Marilyn Camelio have applied for a Special Permit to construct a one-story addition to a pre-existing, non-conforming single family dwelling. The application is pursuant to the Code of the Town of Harwich Section 325: Table 2, Area Regulations and Section 325-54. A.(2) as set forth in MGL Chapter 40A Section 6. The property is located at 15 Helena Ave., Map 14, Parcel A16-B in the R-M Zoning District.

**Case #2015-21**  
Angelo A. Kyriakides, Trustee and Susan M. Kyriakides, Trustee have applied for a Special Permit to expand an existing garage and remove a shed. The application is pursuant to the Code of the Town of Harwich Section 325: Table 2, Area Regulations and Section 325-54. A.(2) (a)(b)(c) as set forth in MGL Chapter 40A Section 6. The property is located at 78 Bank Street, Map 14, Parcel W8 in the R-M Zoning District.

**Case #2015-22**  
Holly Tarleton has applied for Special Permit or in the alternative, a Variance to construct a raised walkway/deck. The application is pursuant to the Code of the Town of Harwich Section 325: Table 2, Area Regulations and Section 325-54. A.(2) as set forth in MGL Chapter 40A Section 6 and Section 10. The property is located at 130 Forest Street, Map 31, Parcel A12 in the R-L Zoning District.

**Case #2015-23**  
David M. Cook, Candace Cook and Katherine S. Moore have applied for Variances to add a garage and a second story to their existing dwelling. The application is pursuant to the Code of the Town of Harwich Section 325: Table 2, Area Regulations and Table 3, Height & Bulk Regulations set forth in MGL Chapter 40A Section 10. The property is located at 130 Cottonwood Road, Map 93, Parcel A1-15 in the R-L Zoning District.

### Case #2015-24

Abcan, LLC., Richard Orbon, Manager has applied for a Special Permit or in the alternative, a Variance to construct an addition to a pre-existing, non-conforming single family dwelling. The application is pursuant to the Code of the Town of Harwich Section 325: Table 2, Area Regulations and Section 325-54. A.(2)(c) as set forth in MGL Chapter 40A Section 6 and Section 10. The property is located at 87 Willow Street, Map 3, Parcel J2-2 in the R-H-1 Zoning District.

In other business, the Board will address the following agenda items:  
Approval of minutes from the August 31, 2016 meeting.

New Business per the Board's discretion.

Documents related to the above case are on file with the Building Department and the Office of the Town Clerk located at 732 Main Street, Harwich and may be viewed during regular department business hours.

The Cape Cod Chronicle  
Sept. 15 and 22, 2016

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

The Town of Harwich hereby requests proposals from persons or firms interested in a one-year license for a parcel of town-owned land at Saquatucket Harbor for the purpose of winter boat storage. There are three separate parcels of land available for a one-year license agreement. A long-term lease will be pursued thru competitive sealed bids after the Saquatucket Harbor landside and waterside reconstruction projects are completed in May 2018. Interested persons or firms should contact the Harbormaster by email [irendon@town.harwich.ma.us](mailto:irendon@town.harwich.ma.us) or by phone (508) 430-7532 no later than October 3, 2016. The Town reserves the right to reject any or all proposals.

The Cape Cod Chronicle  
Sept. 22 and 29, 2016

**OFFICE OF THE TOWN ADMINISTRATOR**

Phone (508) 430-7513

Fax (508) 432-5039




**Christopher Clark, Town Administrator**

732 MAIN STREET, HARWICH, MA 02645

**MEMO**

To: Board of Selectmen

From: Christopher Clark, Town Administrator 

Re: Draft Memorandum of Understanding  
Share of Solar Revenues

Date: October 12, 2016 (Revised Nov. 17, 2016)

Please see below the draft of a Memorandum of Understanding between the Board of Selectmen and the Water Commission as it relates to the share of solar revenues.

**Memorandum of Understanding  
between the Board of Selectmen and the Water Commission  
Share of Solar Revenues  
October 2016**

Whereas, pursuant to the power purchase agreement between the Town of Harwich and CVEC as it relates to solar cash allocation credits based upon actual metered usage. The Board of Selectmen and the Water Commission seek an understanding as to how the cash credits will be allocated.

1. The FY 16 allocation of actual meter usage for the Water Department totaled 43% of the total town usage. It is agreed to by both parties that this 43%/57% allocation shall be retained for five fiscal years (readjustment occurring in Fiscal Year 21). During fiscal year 2020, the Accounting Department shall undertake a review of the actual meter readings for Water Department meters and all other town meters and derive a percentage based upon this methodology. The implementation of the new percentage will be included in the Fiscal Year 21 budget cycle.
2. Beginning in FY 18 both parties agree that the Water Department revenue will be treated as "off taker" revenue and they shall receive 50% of their allocated portion. The Board of Selectmen acknowledge that the Water Department will not be responsible for their portion of the tax bill or indirect charges. As indicated in item 1 the Schedule Z adjustment will not be recalculated until FY 2020 effective for FY 2021.

Both parties agree to the above and acknowledge same as signed to on signature page of this Memorandum of Understanding.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Water Commission

Date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Board of Selectmen

Date \_\_\_\_\_

# **Library Services After A Disaster**

## **Public Libraries As “Information First Responders”**

### **Libraries connect people and information.**

Libraries serve as information hubs. The everyday task of being a public librarian demands a combination of customer service, information search, and technology skills. Librarians serve all who pass through their doors—a user population that ranges vastly by age, cultural background, literacy and technology skill levels, even mental health status. Librarians are skilled at collecting, organizing and distributing information. The community counts on the library before and after a storm to offer access to information, including disaster preparation and recovery information. Brooks Free Library has an “Emergency Management Information Resource Center” in our Reference Dept. After a disaster, community members will need help with Internet searches for relatives, FEMA forms, community services, and information about the flood status of their neighborhoods. Often they are emotionally burdened with anxieties, grief, and mental issues that required a great deal of sensitivity from library staff while helping people to locate the information they need.

### **Public access to the Internet.**

Public libraries offer wired and wireless access as well as staff members with experience and training in helping people to use technology. Unlike other public facilities, library computers are already set up for public use, with security systems in place to prevent access to the internal library or town network. This service will be even more important after a disaster when telephone, Internet and electrical services will be more limited or unavailable.

### **Disaster Recovery Center (DRC):**

FEMA and MEMA now make it a priority to set up Disaster Recovery Centers in public libraries. If Brooks is selected, Harwich residents can meet with government agencies and apply for assistance without travelling to another town. They can use library computers, with staff assistance for those who aren't proficient with technology, to create email accounts, file claims, and to access to news and information from government officials.

## **Libraries as “Second Responders”**

### **Safe Haven:**

The Library serves the community's living room before and after a storm. After a disaster, the Library serves a “safe haven,” providing safe, secure buildings, comfortable spaces, heating, air conditioning and electricity. Open public libraries not only re-assert government presence after a disaster, providing reassurance that things are improving.

### **Normal services:**

The community counts on normal library service before and after the storm, to borrow books and other materials, ask reference questions, access the Internet or attend family programming such as story-times. Being able to use normal library services reduces stress in communities after a disaster, providing comfort as well as recreation and distraction in a time of great psychological need.

## CAPITAL PROJECTS REQUEST

<b>1. Department</b> Brooks Free Library		<b>2. Date Prepared:</b> 10/12/16 UPDATE																																						
<b>3. Contact Person:</b> Sean Libby, Facilities Manager Phone #: 508-430-7555 Email Address: slibby@townofharwich.us		Ginny Hewitt, Library Director 508-430-7562, ext 8 vhewitt@clamsnet.org																																						
<b>4. Project Title:</b> Brooks Library Generator and Installation		<b>6. Purpose of Project Request Form:</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Modify a project already in the program</div> Resubmission of FY19 project requesting it be moved to FY18 as recommended at Capital Outlay meeting on 10.5.16																																						
<b>5. Department Priority:</b> A: Mandatory or Crucial <b>Sequence:</b>		Resubmission of FY19 project requesting it be moved to FY18 as recommended at Capital Outlay meeting on 10.5.16																																						
<b>7. Location:</b> Brooks Free Library, 739 Main St, Harwich MA 02645																																								
<b>8. Description:</b> This is a resubmission of a FY19 project requesting it be moved to FY18 as recommended at Capital Outlay meeting on 10.5.16. Install Generator with automatic transfer switch with enough capacity to energize the entire building and all of its components. Back-up power will enable the Library to continue to provide services to residents during power outages and it is also needed to protect the building, collections and contents.																																								
<b>9. Justification and Useful Life:</b> The Library does not have an Emergency Generator. The inverter installed in 2012 only provides power for emergency lighting. The average lifespan of a generator is around 20 years before replacement is needed.																																								
This request is not so the Library can serve as a shelter. This is about being a library and providing library services. With back up power the Library can be open to provide information and reference services and access the Internet and e-mail at a time when they may not be widely available. It would enable us to serve as an additional heating/cooling/charging location, but more than that, to provide all the normal library services, from checking out books to story-time - services that are important in and of themselves but that are more valuable to community members and provide psychological relief and a sense of normalcy in a stressful time. In addition, libraries are now priority locations for hosting FEMA/MEMA Disaster Recovery Centers and FEMA has already done a site survey of all Cape libraries for this purpose. Brooks Library is not likely to be selected, however, without a generator, which will mean residents and business owners will have to travel to another town to meet with federal and state agencies in person to receive information and counseling on available assistance and help submitting applications. A generator is also needed to power building systems to protect this historic building and its contents. Without environmental controls the collection, which is estimated to cost \$5.6 million dollars to replace, is vulnerable. A mold bloom can come on fast and spread quickly without heat or air conditioning to keep humidity levels in check. A mold outbreak in a book collection is extremely expensive to remediate, requiring treatment or replacement of each individual item, and would also mean the full loss of library services during a lengthy closure. In addition, more than the collection is at risk - the fire alarm and suppression systems have battery back-ups but there would be no fire protection once the battery is depleted. Lack of heat following a winter storm could cause pipes to freeze. The telephone and security alarm don't operate when power is out.																																								
<b>10. Requested Cost Estimates for:</b> Cost estimate provided by Facilities Manager Sean Libby																																								
2017	2018	2019	2020	2021	2022	2023																																		
	\$110,000																																							
If your estimate is indexed for inflation, indicate adjustment percentage (%) use <b>not indexed</b> for inflation Multi-Phase Project: Yes or No      How many years to complete?      Reliability of Cost Estimates: Strong, Average, Weak																																								
<b>11. Project Cost Summary:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Property acquisition:</td> <td></td> </tr> <tr> <td>Planning / Engineering / Legal:</td> <td></td> </tr> <tr> <td>Construction:</td> <td style="text-align: right;">\$110,000</td> </tr> <tr> <td>Furnishings / Equipment:</td> <td></td> </tr> <tr> <td>Contingency / Other:</td> <td></td> </tr> <tr> <td><b>TOTAL COST:</b></td> <td></td> </tr> </table>				Property acquisition:		Planning / Engineering / Legal:		Construction:	\$110,000	Furnishings / Equipment:		Contingency / Other:		<b>TOTAL COST:</b>		<b>12. Recommended Method of Financing:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Taxes / Current revenues:</td> <td></td> </tr> <tr> <td>Grants:</td> <td></td> </tr> <tr> <td>Finance - Lease / Bonds:</td> <td></td> </tr> <tr> <td>Capital reserve:</td> <td></td> </tr> <tr> <td>Other:</td> <td></td> </tr> <tr> <td><b>TOTAL FINANCING:</b></td> <td style="text-align: right;">\$ -</td> </tr> </table>			Taxes / Current revenues:		Grants:		Finance - Lease / Bonds:		Capital reserve:		Other:		<b>TOTAL FINANCING:</b>	\$ -										
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<b>13. Net Impact on Operating Costs (+ or -):</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>Direct Operating Costs</b></td> </tr> <tr> <td>Personnel: # of employees:</td> <td></td> </tr> <tr> <td>Personnel: Full Salary/Benefit</td> <td></td> </tr> <tr> <td>Purchased services:</td> <td></td> </tr> <tr> <td>Materials and supplies:</td> <td></td> </tr> <tr> <td>Equipment purchases:</td> <td></td> </tr> <tr> <td>Utilities:</td> <td></td> </tr> <tr> <td>Other:</td> <td></td> </tr> <tr> <td colspan="2"><b>Indirect Operating Costs</b></td> </tr> <tr> <td>Fringe benefits:</td> <td></td> </tr> <tr> <td>General administrative costs:</td> <td></td> </tr> <tr> <td>Other:</td> <td></td> </tr> <tr> <td><b>TOTAL OPERATING COSTS:</b></td> <td style="text-align: right;">\$ -</td> </tr> </table>				<b>Direct Operating Costs</b>		Personnel: # of employees:		Personnel: Full Salary/Benefit		Purchased services:		Materials and supplies:		Equipment purchases:		Utilities:		Other:		<b>Indirect Operating Costs</b>		Fringe benefits:		General administrative costs:		Other:		<b>TOTAL OPERATING COSTS:</b>	\$ -	<b>14. Net Impact on Municipal Income (+ or -):</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Taxes:</td> <td></td> </tr> <tr> <td>Other income/Grants:</td> <td></td> </tr> <tr> <td>Gain or loss from sale of replaced asset:</td> <td></td> </tr> <tr> <td><b>TOTAL IMPACT ON INCOME:</b></td> <td style="text-align: right;">\$ -</td> </tr> </table>			Taxes:		Other income/Grants:		Gain or loss from sale of replaced asset:		<b>TOTAL IMPACT ON INCOME:</b>	\$ -
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Town Administrator Sign-Off:																																								
COG Sign-Off:																																								

\*Individual sheet per vehicle. Provide Fleet schedule with anticipated replacements.

**Brooks Free Library**  
739 Main St. Harwich MA 02645  
508-430-7562, email: [vhewitt@clamsnet.org](mailto:vhewitt@clamsnet.org)  
[www.brooksfreelibrary.org](http://www.brooksfreelibrary.org)



*Ginny Hewitt*

From: Ginny Hewitt, Library Director

→ To: Christopher Clark, Town Administrator

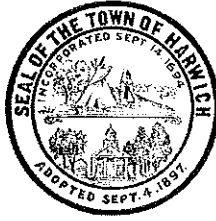
CC: Brooks Free Library Board of Trustees  
Board of Selectmen

Subj: Warrant article for Capital Plan project - Brooks Free Library generator

Date: November 16, 2016

The Board of Trustees voted at their November 9, 2016 to submit the following article for the Library generator for the May 2017 Town Meeting. This project is on the current FY17-23 Capital Plan for FY19 but was re-submitted this year for FY18 at the request of the Capital Outlay Committee. The Facilities Manager has not yet received the quote for this project so the article is still using the placeholder amount of \$110,000 that's on the Capital Plan.

“To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to purchase and install a full-building size generator at Brooks Free Library and to act fully thereon. By request of the Brooks Free Library Board of Trustees. Estimated Cost: \_\_\_\_\_ (placeholder amount -\$110,000.)”



## WASTEWATER IMPLEMENTATION COMMITTEE

November 14, 2016

Dear Board of Selectmen:

Per your request a while ago, the members of the current Wastewater Implementation Committee have prepared a Document that describes the Purpose, Scope, Membership, Procedures and Dissolution of a possible new Wastewater Committee that might be put in place to assist the BOS and Town Administrator with the implementation of the approved CWMP.

At our duly advertised Meeting of November 9, 2016 the WIC voted and approved unanimously to submit the attached document for your consideration.

The Document reflects our thoughts and recommendation but, in the final analysis, the new Committee's function, structure, wording, etc. is, of course, up to the BOS to decide.

Sincerely,

A handwritten signature in cursive script that reads "Peter de Bakker".

Peter de Bakker, Chairman  
Wastewater Implementation Committee

CC: Christopher Clark  
Heinz Proft

Attachment"

**Town of Harwich  
Wastewater Implementation Committee (WIC)**

**Purpose:**

Harwich has formulated a long range plan for wastewater management that will be implemented over a forty (40) year time frame. Due to the longevity of the implementation phases, revisions and modifications to the plan are expected and anticipated. Related technologies and treatment options will need to be identified and evaluated to provide the most appropriate solutions for the Town of Harwich.

The Wastewater Implementation Committee will report to the Town Administrator on the implementation of the Final Comprehensive Wastewater Management Plan (CWMP) dated April 2016, with special attention to sources/uses of funds, implementation of appropriate adaptive management measures and to ensure that effective public outreach is a continuous part of the process.

**Scope:**

The WIC has the following major responsibilities:

1. Monitor implementation of the CWMP to ensure regulatory requirements are satisfied as detailed in the Massachusetts Environmental Policy Act (MEPA) Certificate (May, 2016) and the Cape Cod Commission Development of Regional Impact (DRI) Record of Decision (August, 2016).
2. Continue oversight of the current water monitoring program.
3. Review and update the CWMP on an as needed basis.
4. Propose expenditure of town approved funds and adaptive management changes to the Town Administrator for action and implementation.
5. Develop and maintain a database of existing and emerging technologies related to wastewater management. Learn from what other communities are undertaking in this field.
6. Seek potential external funding sources including but not limited to grant funds and low (or no) interest State Revolving Fund SRF loan funds.
7. Continue to evaluate and propose to the Town Administrator and Board of Selectmen wastewater cost allocation policies and methodologies.
8. Evaluate and recommend a wastewater system organization structure - Including internal vs. outsourced organization, staffing, position descriptions, qualifications, etc.
9. Charter revisions and special legislation may be needed to implement proposed organization and funding strategies. The WIC will work in concert with Town Administrator and the Town Attorney during these formative stages.
10. Coordinate and assist as needed with public outreach coordination and information publication and dissemination as it relates to activities and education regarding implementation of the CWMP activities.

The WIC will provide information and reach out for input from all interested citizens and groups seeking to maximize participation and understanding throughout the community.

**Membership:**

The Committee will be comprised of seven permanent members; five community volunteers appointed by the Board of Selectmen and two town staff assigned by the Town Administrator. The community volunteers will serve three year terms. The first appointees by the Board of Selectmen shall be appointed staggered terms.

The WIC members shall appoint on an ad-hoc basis members to include but not be limited to a representative from the Town of Chatham, a representative from MassDEP, a representative from the Cape Cod Commission and others representatives as needed (including potential representatives from Dennis and Yarmouth, and watershed associations, etc.).

**Procedures:**

The WIC will be responsible for holding periodic public meetings as frequently as necessary to accomplish its purposes. The WIC will update the Board of Selectmen via semi-annual reports. Reporting will include but not be limited to:

- The CWMP implementation schedule will be updated annually (especially important as adaptive management possibilities are implemented):
  - CWMP implementation tasks
  - Specific deliverables
  - Planned initiation and completion dates
  - Status of each deliverable
  - Budgeted Expenses
  - Actual Expenses

In addition to reporting to the Board of Selectmen, the Committee will provide annual updates to the seven-year Capital Plan and to the Finance Committee in time for discussion and inclusion in Annual Town Meeting Warrant.

The Committee shall post, conduct and report meetings in accordance with the state open meeting laws and Selectmen policies.

**Dissolution:**

Upon substantial completion of the work, the Selectmen may declare that the WIC's functions have been fulfilled and that the WIC's responsibilities shall terminate.

APPROVED BY THE BOARD OF SELECTMEN

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





Cape Light Compact  
P.O. Box 427, Barnstable, MA 02630  
1.800.797.6699 | Fax: 508.362.4136 | capelightcompact.org

November 17, 2016

TO: Town/County Managers

FROM: Maggie Downey, Compact Administrator

RE: Update on DPU 16-169

On October 5, 2015, Colonial Gas Company, d/b/a National Grid ("National Grid") filed a petition with the Massachusetts Department of Public Utilities ("DPU") requesting that the DPU designate National Grid the exclusive service provider of residential energy efficiency services to customers who heat their homes with natural gas on Cape Cod. The DPU docketed the proceeding as DPU 16-169, and is requesting public comments on National Grid's request on or before November 30, 2016. The Cape Light Compact ("Compact") objects National Grid's position and has filed a response to the petition (<http://web1.env.state.ma.us/DPU/FileRoom/dockets/bynumber>), and is asking for you, or your Board of Selectmen, to submit a letter in support of the Compact's position.

The Compact opposes National Grid's request for the following reasons:

1. These customers are mutual customers of National Grid and the Compact. These Cape Cod residents pay every month on their electric and natural gas bills for energy efficiency programs. Customers should have the right to choose their energy efficiency provider;
2. Since 2001, the Compact has been providing approved electric measures to all customers on Cape Cod regardless of how these customers heat their homes. Cape Cod customers have always been able to choose their energy efficiency provider;
3. Cape Cod Towns formed the Compact to locally administer and design energy efficiency programs for the benefit of their residents. National Grid's proposal would prohibit the Compact from administering its energy efficiency programs for mutual customers. The Compact maintains that this is inconsistent with the Commonwealth's energy efficiency statutory framework and local decisions to offer an enhanced residential energy program. (For instance, the Compact offers greater financial incentives to help customers pay for the cost of measures than does National Grid.)

The Compact Governing Board requested that I prepare the attached letter for your consideration and submission to the DPU. If you have any questions on this issue, please do not hesitate to contact me at [mdowney@capelightcompact.org](mailto:mdowney@capelightcompact.org) or at 508-375-6636.

Enclosure

*Working Together Toward A Smarter Energy Future*

Mark D. Marini, Secretary  
Massachusetts Department of Public Utilities  
One South Station, 5<sup>th</sup> Floor  
Boston, MA 02110

RE: D.P.U. Docket 16-169

Secretary Marini,

I am writing in response to your request for written comments on the petition of Colonial Gas Company, d/b/a National Grid (“National Grid”) regarding the provision of energy efficiency services to its natural gas heating customers on Cape Cod. These customers are mutual customers of National Grid and the Cape Light Compact. Nevertheless, National Grid is requesting exclusive rights to provide residential energy efficiency services to these mutual customers. The Town does not support this request for the following reasons:

National Grid’s request limits a customer’s right to choose its energy efficiency provider. Mutual customers on Cape Cod pay every month on their electric and natural gas bills for energy efficiency programs. Mutual customers should have the right to choose their energy efficiency provider;

The Towns on Cape Cod, working as the Cape Light Compact, have designed their energy efficiency plans to reflect the unique demographics of Cape Cod. National Grid’s position would prevent the Compact from administering its approved energy efficiency plans designed for the benefit of the Towns’ residents;

The achievement of all cost effective energy efficiency plays a crucial role in helping Massachusetts achieve its energy efficiency and climate goals. National Grid’s position would prevent the Compact from fully administering its plan and fulfilling its statutory obligation to implement all cost effective energy efficiency programs.

For these reasons the Town respectfully requests that the Department of Public Utilities deny National Grid’s petition in its entirety.

Sincerely,

TOWN



732 MAIN STREET, HARWICH, MA 02645

November 29, 2016

Mark D. Marini, Secretary  
Massachusetts Department of Public Utilities  
One South Station, 5<sup>th</sup> Floor  
Boston, MA 02110

RE: D.P.U. Docket 16-169

Dear Secretary Marini,

I am writing in response to your request for written comments on the petition of Colonial Gas Company, d/b/a National Grid ("National Grid") regarding the provision of energy efficiency services to its natural gas heating customers on Cape Cod. These customers are mutual customers of National Grid and the Cape Light Compact. Nevertheless, National Grid is requesting exclusive rights to provide residential energy efficiency services to these mutual customers. The Town does not support this request for the following reasons:

National Grid's request limits a customer's right to choose its energy efficiency provider. Mutual customers on Cape Cod pay every month on their electric and natural gas bills for energy efficiency programs. Mutual customers should have the right to choose their energy efficiency provider;

The Towns on Cape Cod, working as the Cape Light Compact, have designed their energy efficiency plans to reflect the unique demographics of Cape Cod. National Grid's position would prevent the Compact from administering its approved energy efficiency plans designed for the benefit of the Towns' residents;

The achievement of all cost effective energy efficiency plays a crucial role in helping Massachusetts achieve its energy efficiency and climate goals. National Grid's position would prevent the Compact from fully administering its plan and fulfilling its statutory obligation to implement all cost effective energy efficiency programs.

For these reasons the Town respectfully requests that the Department of Public Utilities deny National Grid's petition in its entirety.

Sincerely,

\_\_\_\_\_  
Michael D. MacAskill, Chair

\_\_\_\_\_  
Peter S. Hughes

\_\_\_\_\_  
Julie E. Kavanagh

\_\_\_\_\_  
Angelo S. LaMantia

\_\_\_\_\_  
Jannell M. Brown

HARWICH BOARD OF SELECTMEN



## UTILITY & ENERGY CONSERVATION COMMISSION TOWN OF HARWICH

Larry Cole, Chair  
3 Parsons Path  
Harwich, MA 02645  
Telephone 508-432-2464

Members:  
Valerie Bell  
Darren Glidden  
Terry Hayden

### 2016 Commission Annual Report

November 3, 2016

Board of Selectmen  
Town of Harwich  
732 Main Street  
Harwich, MA 02645

Dear Members of the Board:

The retirement of Commission Chairman Barry Worth at the end of 2015 ended an era in the history of this committee, one in which several past and current members were privileged to participate in over the almost 20 years of his dedicated service to the community.

The committee was also at the end of an agenda of obviously useful projects to undertake on behalf of the Town, so we contemplated, and actually began drafting, a communication to the Board seeking guidance about future directions and objectives.

Luckily for us, a couple of things fell into our collective lap during the summer. The first was easy to become involved in, because it required no work from us, just a supportive stance. Cape Light Compact was seeking a couple of Cape Cod towns to become pilots for a detailed survey and analysis of potential energy efficiency improvements in municipal facilities and their internal systems --- an analysis the Compact would pay for. Of course we were interested in Harwich being one of those towns, so it came to pass, and the vendor, Peregrine Energy Group, in August delivered a 55-page report to Sean Libby, who is the appropriate client for the work. A meeting will be scheduled soon between Mr. Libby, Peregrine, the Compact, and a representative from our committee to consider how to present the findings and what steps to recommend taking next.

The second activity was sponsorship of an energy fair, similar to that held in Wellfleet in June, suggested to us by Solar City. That kept us very busy from mid-August until the event itself on October 29<sup>th</sup>. The main purpose of the fair was to inform residential and business consumers of electricity and hot water that now is a good time to install solar photovoltaic panels or solar thermal units on their roofs, or ground mount them, given the availability of tax incentives, low cost loans, and solar renewable energy credits. Related purposes were to provide information about energy efficiency measures and sustaining Cape Cod natural resources.

We were fortunate to have the Chatham Energy Committee join us and promote the fair in Chatham. Despite having two towns to draw on, the event was only a modest success. Those who came were genuinely and seriously interested in talking with the exhibitors, and some good contacts were made, but there were not as many attendees as we hoped for. We will critique the event at our November meeting and determine what lessons were learned about how to conduct such an event in future.

That brings us to the question of where to go from here. At this point we see three possibilities: (1) Participate in the State Program, Solarize Massachusetts; (2) pursue Green Community Status again; (3) establish town-wide greenhouse gas emission reduction targets and timetables, as countries, states and cities are doing all around the world. For the latter two objectives, the Board might like to have a re-constituted committee having members with interests in more than utility and energy conservation.

To help the Board decide, the Committee could prepare a report on what would be involved in pursuing these goals. To be sure, if the Board has other things it wants the Committee to work on, we welcome the suggestions.

Yours truly,

Larry Cole

## CHARGE OF THE UTILITY AND ENERGY CONSERVATION COMMITTEE

A Utility and Energy Conservation Committee of five (5) members shall be appointed by the Board of Selectmen for three (3) year staggered terms.

The Utility and Energy Conservation Committee shall conduct an energy audit of all Town facilities (including school facilities) within one year, and make energy management recommendations to the Board of Selectmen. The energy audit shall be documented in a written report and all energy management recommendations substantiated with cost/benefit calculations. The committee shall prioritize its energy management recommendations.

The committee shall review the plans and design documents for all new and renovation projects associated with Town facilities during the design phase. The review shall consist of identification of energy efficiency and conservation measures which could reduce the life cycle operating costs of these facilities. Where appropriate, the committee will work with the relevant building committee to develop projections relative to utility consumption and cost.

The committee shall review the Town's monthly electric and fuel bills, and develop a data base relative to consumption and cost.

The committee will act as the Town's liaison to the Barnstable County Energy Task Force and advise the Board of Selectmen on all local aspects of the pending restructuring of the electric utility industry.

The committee will investigate the possibility/feasibility of relocating utility equipment underground in selected areas of the town, and shall investigate other electric, gas and/or telephone issues as directed by the Board of Selectmen.

## ADMINISTRATIVE RESPONSIBILITIES

The Utility and Energy Conservation Committee shall meet on a regular basis, elect a chairperson and elect a recording secretary. The committee shall obey the Open Meeting Laws and the Town's Handbook. Furthermore, the committee shall not expend any funds without the expressed permission of the Board of Selectmen.

The Utility and Energy Conservation Committee  
Adopted by Board of Selectmen action on  
December 19, 1995

Selectmen

## Brooks Free Library

739 Main St. Harwich MA 02645  
508-430-7562, email: [vhewitt@clamsnet.org](mailto:vhewitt@clamsnet.org)  
[www.brooksfreelibrary.org](http://www.brooksfreelibrary.org)

From: *Ginny Hewitt*  
Ginny Hewitt, Library Director

To: Michael MacAskill, Chairman, Board of Selectmen

CC: Brooks Free Library Board of Trustees  
Town Administrator  
Assistant Town Administrator

Subj: Request to Amend Vote Regarding Selectmen's Holidays

Date: November 15, 2016



The Board of Trustees has asked me to relay their request that you amend your October 31, 2016 vote declaring Tuesday Dec. 27 and Friday Dec. 30<sup>th</sup> as Selectmen's holidays to instead declare that the Selectmen's holidays for Library staff members will be Saturday, Dec. 24<sup>th</sup> and Saturday, Dec. 31<sup>st</sup>.

The Trustees have voted the Library will be closed on Saturday, Dec. 24 and Saturday Dec. 31<sup>st</sup> so staff members may have Christmas Eve and New Year's Eve off, as is traditionally the case. If the Library observed the holiday schedule you recently voted we would only be open two days (Wednesday, Dec. 28 and Thursday Dec. 29) in the ten day period from Dec. 24 to Jan. 2<sup>nd</sup>, which is a long period for a public library to be open such a limited amount. For this reason the Trustees have decided that the Library will be open on the Tuesday the 27<sup>th</sup> and Friday the 30<sup>th</sup>. Unless the Selectmen's vote is amended, however, this will require us to pay overtime to staff members with benefits plus pay the costs of covering their shifts for the compensatory days they will earn. This could cost up to an additional \$1550 each day (\$3100 for two days), which is not included in our budget.

In addition to the fact that community members haven't had access to full library services for extended periods three times over the past year, the holidays are a difficult time for many people. We'd like to open on Dec. 27<sup>th</sup> and 30<sup>th</sup> to provide a welcoming community space for those who are lonely or feeling additional stress during the holidays. Many working people take time off between Christmas and New Years and children are out of school, so it would be a shame to be closed so much that week just when they have more opportunity to use our services. In addition, many residents look forward to bringing visiting grandchildren to programs and borrowing books, movies and games for free family entertainment.

Amending your vote to change the Selectmen's holidays for the Library to Saturday Dec. 24 and Saturday Dec. 31<sup>st</sup> will enable us to be open Tuesday Dec. 27 and Friday Dec. 30<sup>th</sup> without incurring the additional overtime/comp. day costs. Switching the dates for the Library does provide any additional benefit to Library staff than staff from other departments receive and it enables us to provide better service to the community.

Thank you for your consideration.

*Noted by BOS 10-31-16*

**OFFICE OF THE TOWN ADMINISTRATOR**

Phone (508) 430-7513

Fax (508) 432-5039

**Christopher Clark, Town Administrator**

732 MAIN STREET, HARWICH, MA 02645



To: Board of Selectmen  
From: Christopher Clark, Town Administrator  
cc: Charleen Greenhalgh, Assistant Town Administrator  
Re: Town Hall Hours – Thanksgiving Week  
Employee Hours - Christmas and New Year’s Weeks  
Date: October 25, 2016

---

I recommend the following Town Hall hours for the week of Thanksgiving:

Monday, November 21, 2016	8:30 a.m. – 8:00 p.m.
Tuesday, November 22, 2016	8:30 a.m. – 4:00 p.m.
Wednesday, November 23, 2016	8:30 a.m. – 12:00 p.m.
Thursday, November 24, 2016	Closed - holiday per contract
Friday, November 25, 2016	Closed - holiday per contract

Furthermore, in keeping with past tradition and in the spirit of the holidays, I recommend that the Board of Selectmen declare Tuesday, December 27, 2016 and Friday, December 30, 2016 as Selectmen’s holidays. Town Hall Employees will work until 4:00 p.m. on Wednesday, December 28, 2016.

Best wishes this holiday season and in the coming year.



TOWN OF HARWICH CAPITAL BUDGET REQUEST SUMMARY (FY 18 TO 24)												Original 10/3/2016		Revision #: 11/21/2016	
Department	Project	P	Funding Source	BOS/CPC		FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Notes		
				Approved	TA Rec									COC Rec	
<b>ADMINISTRATION</b>															
Admin	Harwich Center Initiative - StreetScape Only	1					\$ 50,000	\$ 500,000						T.I.P. Funds	
Admin	Reuse or Demolition Harbormasters Building on Bank Street	1		\$ -		\$ -	\$ 50,000							BOS voted to retain to 2019	
Admin	Demolition of Former West Harwich School on Bells Neck	1		\$ -		\$ -	\$ 30,000	\$ -						Keep land Gen. Mun. Use	
Admin	Two Year Plan in Place for Reuse of Middle School Building on Sisson	1						\$ 50,000						Placeholder ONLY	
ADMIN SUB-TOTAL				\$ -	\$ -	\$ -	\$ 130,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -			
<b>COMMUNITY CENTER</b>															
Community Center	Roof Replacement	1B							\$ 240,000	\$ -					
Community Center	Carpet Replacement	1B					\$ 72,500	\$ 72,500	\$ -	\$ -					
Community Center	Gym Floor Resurface	1C	FC	\$ 57,724	\$ 57,724	\$ 57,724	\$ -								
Community Center	HVAC Repair and Updates	1A					\$ -	\$ 105,000							
Community Center	Generator Replacement	1A							\$ 99,000	\$ -	\$ -				
Community Center	Basement Constructions of Public Records Storage	1B	CPC	\$ 62,028	\$ 62,028	\$ 62,028								Request to CPC also.	
COMMUNITY CENTER SUB-TOTAL				\$ 119,752	\$ 119,752	\$ 119,752	\$ 72,500	\$ 177,500	\$ 339,000	\$ -	\$ -	\$ -			
<b>CONSERVATION</b>															
Conservation	Harwich Artificial Reef (Additional Project)					\$ -				\$ 250,000					
Conservation	Shore Stabilization/Jetty Extension Red River Beach							\$ 100,000							
CONSERVATION SUB-TOTAL				\$ 0	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 250,000	\$ -	\$ -			
<b>ENGINEERING</b>															
Engineering	MS4 Municipal Surface Drainage Plan and Improvements		Other	\$ 25,000	Under 50K	\$ 25,000		TBD							
ENGINEERING SUB-TOTAL				\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>FIRE</b>															
Fire/Police Only	Public Safety Radios for Fire/Police (800 Mhz Ban Only Public Safety)	1		\$ -		\$ -			\$ 909,444						
Town Wide	Town Wide Radio System (Non Emergency) (Town/DPW/F&P Backup)	1	FC	\$ 102,643	\$ 102,643	\$ 102,643	\$ 177,037							Water/DPW/Town/FD&PD	
Town Wide	Town Wide Radio System (Non Emergency) (Water Funded Portion)		Water E.	\$ 33,930	\$ 33,930	\$ 33,930									
Fire	Ambulance (Scheduled Replacement)	1					\$ 310,000								
Fire	Pumper Truck Replacement Scheduled	1	CE	\$ 420,000	\$ 420,000	\$ 420,000									
Fire	Automated Chest Compression System for CPR (Total \$62,000)	1	Grant	\$ 56,000	\$ 56,000	\$ 56,000									
Fire	Automated Chest Compression System for CPR (Previous App. Funds 10%)	1	Other	\$ 5,900	\$ 5,900	\$ 5,900								Previously Appropriated	
Fire	4 Gas Meter Detection Devices		FC	\$ 24,779	Under 50K	\$ 24,779									
Fire	Pumper Truck Replacement Scheduled	1					\$ -	\$ 600,000							
Fire	Ambulance Replacement	1						\$ -	\$ 330,000						
Fire	Ambulance Replacement	1							\$ -	\$ 350,000					
Fire	Ladder Truck Replacement	1							\$ 1,240,000	\$ -					
Fire	Ambulance Replacement	1								\$ -		\$ -		Next in FY 25	
Fire	Station 2 Building Upgrade (Planning and Design)	1B	DE	\$ 310,000	\$ 31,000	\$ 310,000	\$ -	\$ -							
Fire	Station 2 Building Upgrade (Construction)	1B					\$ 4,000,000		\$ -						
FIRE SUB-TOTAL				\$ 953,252	\$ 649,473	\$ 953,252	\$ 4,487,037	\$ 600,000	\$ 1,239,444	\$ 1,240,000	\$ 350,000	\$ -			
<b>GOLF</b>															
Golf	Golf Operations and maintenance Infrstructure Improvements	1	DE/Fees	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000		\$ -							
GOLF SUB-TOTAL				\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>HARBORMASTER</b>															
Harbormaster	Saquatucket Harbor Landside Renovations and Improvements	1B	DE	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ -	\$ -	\$ -					Various Partial Funding Options	
Harbormaster	Project Round Cove Ramp Replacement and Bulkhead	2A	Other	\$ 200,000	\$ 200,000	\$ 200,000		\$ -						Re-Allocate Old Appropriations	
Harbormaster	Study Allen Harbor Jetty Reconstruction	1B					\$ 50,000	\$ -							
Harbormaster	Wixon Dock Landside Improvements	2B		\$ -	\$ -	\$ -	\$ 30,000								
Harbormaster	Herring River Ramp Replacement	2A						\$ 75,000	\$ -						
Harbormaster	Wychmere Outer Harbor Dredging	1B							\$ 500,000	\$ -					
Harbormaster	Allen Harbor Jetty Reconstruction Study and Construction	1A							\$ 2,000,000						
Harbormaster	SAQ Harbor East Bulkhead (Offloading Area) Reconstruction	1C								\$ 500,000					
Harbormaster	Study - Wychmere Outer Harbor Jetty	1A							\$ -			\$ 75,000			
HARBORMASTER SUB-TOTAL				0	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	\$ 80,000	\$ 75,000	\$ 500,000	\$ 2,000,000	\$ 500,000	\$ 75,000		

Department	Project	P	Funding	BOS/CPC	TA Rec	COC Rec	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Notes
			Source	Approved										
<b>LIBRARY</b>														
Library	Library Interior Modifications/Renovations	A			\$ -	\$ -	\$ -	\$ 100,000						
Library	Brooks Library Generator and Installation	A	FC		\$ -	\$ 110,000	\$ 110,000		\$ -					
Library	Library Roof Replacement	A						\$ -		\$ 135,000				
LIBRARY SUB-TOTAL					\$ -	\$ 110,000	\$ 110,000	\$ 100,000	\$ -	\$ 135,000	\$ -	\$ -	\$ -	
<b>NATURAL RESOURCES</b>														
Natural Resources					\$ -	\$ -	\$ -							
NATURAL RESOURCES SUB-TOTAL					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>PLANNING</b>														
Planning	Albro House - Renovations Review	1	CPC		\$ 12,000	Below \$50K	\$ 12,000							
Planning	Interior Renovations - Albro House	1			\$ -	\$ -		TBD						
Planning	Walkway Reconstruction Bank Street Center to Rte 28	2				\$ -		\$ 231,000						
Planning	Walkway Reconstruction Rte 28 SAQ to Harwichport	3				\$ -	See Note							MassDOT Agreed to do work
PLANNING SUB-TOTAL					\$ 12,000	\$ -	\$ 12,000	\$ 231,000	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>POLICE</b>														
Police	Replacement of Bullet Resistant Vests (State and Fed Grant Portion)		Grant		\$ 18,000	Below \$50K	\$ 18,000	\$ -						Fed Grant In/State ?
Police	Replacement of Bullet Resistant Vests (Town Portion Only)		FC		\$ 22,000	Below \$50K	\$ 22,000							Town Portion of Cost
Police	Ballistic Helmuts		FC		\$ 10,220	Below \$50K	\$ 10,220							Below Capital Threshold
Police	Replacement of Security System, Public Safety Complex		FC		\$ 153,789	\$ 153,789	\$ 153,789							
Police	Electronic Sign Board		Operate		\$ 17,820	Below \$50K	\$ 17,820							Below Capital Threshold
POLICE SUB-TOTAL					\$ 221,829	\$ 153,789	\$ 221,829	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>PUBLIC WORKS</b>														
Public Works	5 Year Road Maintenance Plan	1B	DE		\$ 700,000	\$ 700,000	\$ 1,434,700	\$ 1,293,972	\$ 1,405,210	\$ 1,494,125	\$ 1,400,000	TBD	TBD	
			Ch. 90		\$ 700,000	\$ 700,000								
Public Works	West Harwich Route 28 Design (Construction via Fed Funds)		DE		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000						
Public Works	Lower County Road (Maintain Profile/Not TIP)					\$ -	\$ -	\$ 3,500,000						
Public Works	Route 39/Pleasant Bay Road Roundabout	E1				\$ -	\$ -	\$ 600,000						
Public Works	Volvo Loader	1	FC		\$ 200,000	\$ 200,000	\$ 200,000							
Public Works	MSW (C&D) Trailer Current 2 C&D will be 3 and 4 Trash MSW)	1	FC		\$ 75,000	\$ 75,000	\$ 75,000							
Public Works	John Deere Tractor	1	FC		\$ 115,000	\$ 115,000	\$ 115,000							
Public Works	Fuel Management System	2	FC		\$ 42,000	Below \$50K	\$ 42,000							
Public Works	Vehicle Listing (FY 18 to 24) Summary	E1				\$ -	\$ -	\$ 425,000	\$ 250,000	\$ 275,000	\$ 365,000	\$ 250,000	\$ 310,000	
PW-FM/Cemetery	Pet Crematory					\$ -	\$ -	\$ 486,000						
PUBLIC WORKS SUB-TOTAL					\$ 1,932,000	\$ 1,890,000	\$ 1,966,700	\$ 6,404,972	\$ 1,655,210	\$ 1,769,125	\$ 1,765,000	\$ 250,000	\$ 310,000	
<b>REC &amp; YOUTH</b>														
Rec & Youth	Red River Beach Parking Lot Paving/Overlay	1B	FC		\$ 225,000	\$ 225,000	\$ 225,000	\$ -						
Rec & Youth	Bank Street Beach parking Lot Paving /Overlay	1B						\$ 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 Irrigation		CPC		\$ 28,000	\$ 28,000	\$ 28,000							
Rec & Youth	Veterans Memorial Field Fitness Stations		CPC		\$ 13,806	\$ 13,806	\$ 13,806							
Rec & Youth	Brooks Park Phase IV Restrooms and Playground Improvements		CPC		\$ 167,900	\$ 167,900	\$ 167,900							
Rec & Youth	Brooks Park Phase V - Comprehensive Light Plan		CPC			\$ -	\$ -	\$ 200,000						
Rec & Youth	Red River Beach Restroom Renovations	1B				\$ -	\$ -		\$ 125,000	\$ -				
Rec & Youth	Cahoon Road Beach Restroom					\$ -	\$ -				\$ 125,000			
RECREATION AND YOUTH SUB-TOTAL					\$ 434,706	\$ 434,706	\$ 434,706	\$ 298,000	\$ 125,000	\$ -	\$ 125,000	\$ 112,000	\$ -	
<b>WASTEWATER</b>														
Wastewater	Intermunicipal Agreement with Chatham Purchase Capacity (See Note#)	1A	DE*		\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 850,000	\$ 850,000	\$ 850,000	\$ 600,000	\$ -	\$ -	SRF Loans
Wastewater	CWMP Implementation Services	3B	DE*		\$ 150,000	\$ 150,000	\$ 150,000							
Wastewater	Pleasant Bay (South) Watershed Collection System Design and Construction	2A	DE*		\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ -	\$ 22,800,000	\$ -	\$ -	\$ 800,000	\$ 12,600,000	North portion in FY 22/24
Wastewater	Cold Brook Natural Attenuation Design and Construction	3B	DE*		\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,800,000						
Wastewater	Restoration of Hinckey's Pond	1B	CPC		\$ 550,000	\$ 550,000	\$ 500,000							
Wastewater	Evaluate Phosphorus issues in Seymour Pond & Action	1C									\$ 40,000		\$ 260,000	
WASTEWATER SUB-TOTAL					\$ 4,400,000	\$ 4,400,000	\$ 4,350,000	\$ 850,000	\$ 25,450,000	\$ 850,000	\$ 640,000	\$ 800,000	\$ 12,860,000	

<u>Department</u>	<u>Project</u>	<u>P</u>	<u>Funding Source</u>	<u>BOS/CPC Approved</u>	<u>TA Rec</u>	<u>COC Rec</u>	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>Notes</u>
<b>WATER</b>														
Water	Crossover Project- Great Western, Queen Anne Rd, Route 39, Main St. Depot Road and Street	1	Water E.		\$ 400,000	\$ 400,000	\$ 400,000							
Water	2017 Ford Super Duty F-350 with Box (2 units in 2018)	1	Water E.		\$ 107,856	\$ 107,856	\$ 107,856					\$ 75,000		
Water	Pleasant Lake Avenue Tank Rehabilitation	1							\$ 1,500,000	\$ -				
Water	Engineering for Asbestos Pipe Project	1								\$ 250,000	\$ -			
Water	Construction/Renovation Asbestos Pipe Project	1										TBD		
Water	Vehicle Replacements ( Excavator FY18 and Equipment in FY 23)	1	Water E.		\$ -		\$ -		\$ 120,000					
<b>WATER SUB-TOTAL</b>					\$ 507,856	\$ 107,856	\$ 507,856	\$ -	\$ 120,000	\$ 1,500,000	\$ 250,000	\$ 75,000	\$ -	
<b>GRAND TOTALS</b>					\$ 13,006,395	\$ 12,265,576	\$ 13,076,095	\$ 12,653,509	\$ 28,852,710	\$ 6,332,569	\$ 6,270,000	\$ 2,087,000	\$ 13,245,000	\$ 82,516,883

Excludes Items under \$50K

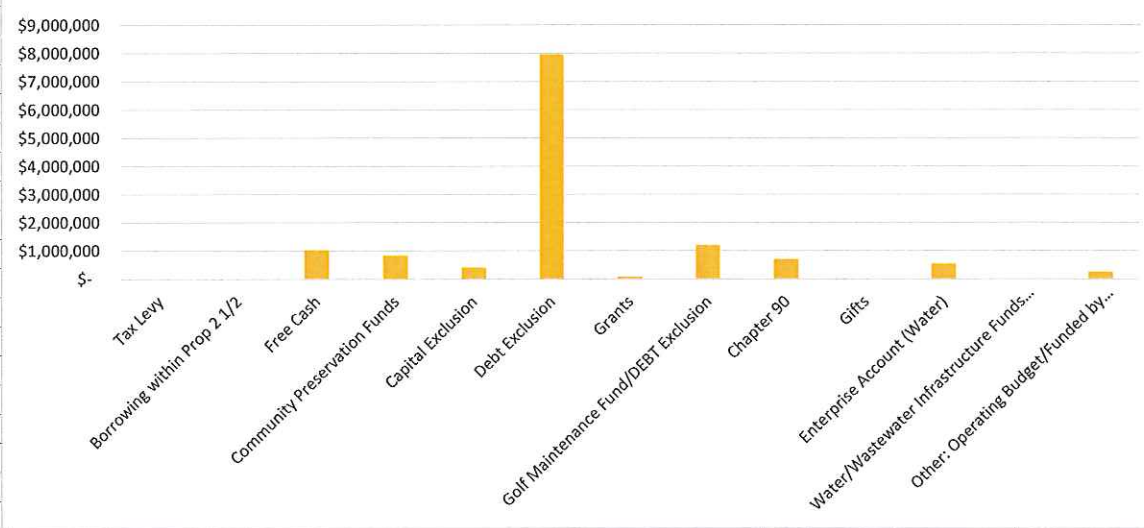
NOTE: # Total for Chatham IMA \$4,150,000 paid in payments over multiple years plus \$2,500,000 for Pump Station and Piping in Chatham (Harwich Share)

<u>Funding Summary</u>					<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>
Tax Levy				\$ -	Admin	\$ -	\$ 130,000	\$ 550,000	\$ -	\$ -	\$ -
Borrowing within Prop 2 1/2					Comm.Center	\$ 119,752	\$ 72,500	\$ 177,500	\$ 339,000	\$ -	\$ -
Free Cash				\$ 1,028,155	Cons./Engine.	\$ 25,000	\$ -	\$ 100,000	\$ -	\$ 250,000	\$ -
Community Preservation Funds				\$ 833,734	Fire	\$ 953,252	\$ 4,487,037	\$ 600,000	\$ 1,239,444	\$ 1,240,000	\$ 350,000
Capital Exclusion				\$ 420,000	Golf	\$ 1,200,000	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Exclusion				\$ 7,960,000	Harbor	\$ 3,200,000	\$ 80,000	\$ 75,000	\$ 500,000	\$ 2,000,000	\$ 500,000
Grants				\$ 74,000	Library	\$ 110,000	\$ 100,000	\$ -	\$ 135,000	\$ -	\$ -
Golf Maintenance Fund/DEBT Exclusion				\$ 1,200,000	Nat. Resources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Chapter 90				\$ 700,000	Planning	\$ 12,000	\$ 231,000	\$ -	\$ -	\$ -	\$ -
Gifts					Police	\$ 221,829	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Account (Water)				\$ 541,786	Public Works	\$ 1,966,700	\$ 6,404,972	\$ 1,655,210	\$ 1,769,125	\$ 1,765,000	\$ 250,000
Water/Wastewater Infrastructure Funds (Potential)					Rec & Youth	\$ 434,706	\$ 298,000	\$ 125,000	\$ -	\$ 125,000	\$ 112,000
Other: Operating Budget/Funded by another appropriation				\$ 248,720	Wastewater	\$ 4,350,000	\$ 850,000	\$ 25,450,000	\$ 850,000	\$ 640,000	\$ 800,000
<b>Confirmation Total</b>				\$ 13,006,395	Water	\$ 507,856	\$ -	\$ 120,000	\$ 1,500,000	\$ 250,000	\$ 75,000
				\$ -	TOTAL	\$ 13,101,095	\$ 12,653,509	\$ 28,852,710	\$ 6,332,569	\$ 6,270,000	\$ 2,087,000

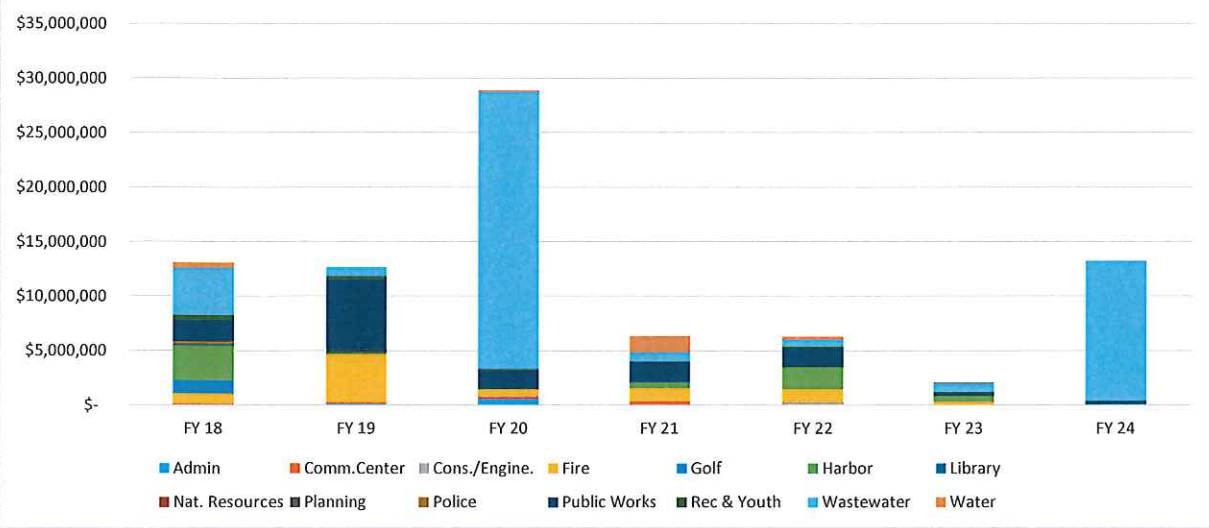
\* NOTE: THE WASTEWATER DEBT EXCLUSION IS A FULL AUTHORIZATION OF \$31.6 MILLION BUT WILL BE PAYED OUT OVER THE COURSE OF SEVERAL YEARS FOR IMA AND SOUTHERN SECTION OF EAST HARWICH.

Total of Debt Exclusion for Wastewater \$ 31,600,000

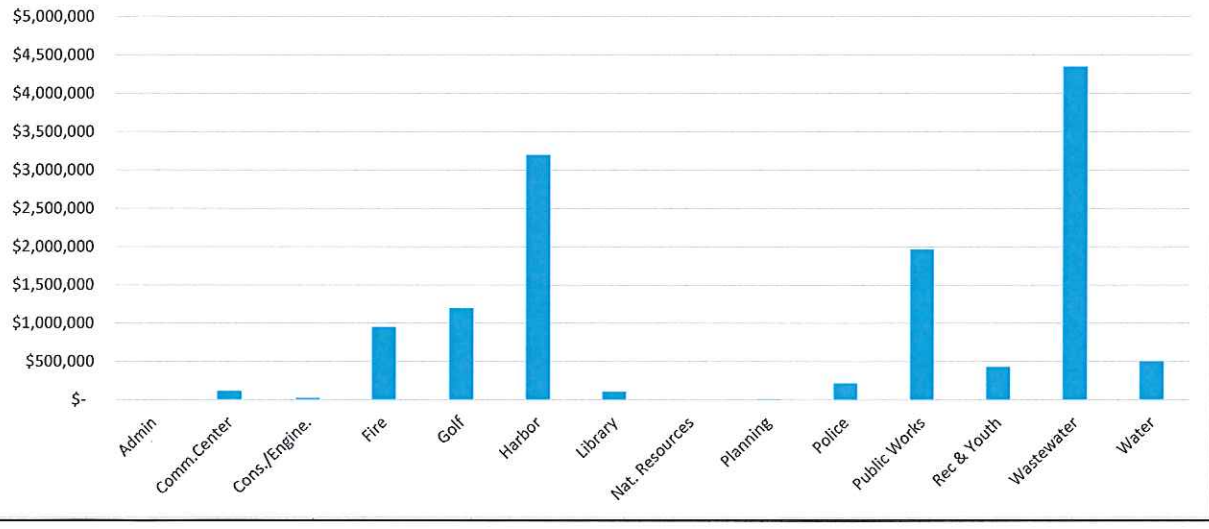
CAPITAL FUNDING BY SOURCE FOR FY18



CAPITAL REQUEST BY DEPARTMENT FY18 TO FY 24



FY 18 CAPITAL BUDGET REQUEST BY DEPARTMENT



**TOWN OF HARWICH  
NOTICE OF VACANCIES ON VARIOUS TOWN BOARDS, COMMISSIONS  
AND COMMITTEES**

The Board of Selectmen will give consideration to the appointment of members to the following Boards, Commissions and Committees:

Agricultural Commission.....	1
Appeals Board (alternate) .....	3
Bikeways.....	1
Board of Health.....	1
Brooks Academy Museum.....	1
Building Code Board of Appeals.....	5
Community Preservation Committee (Housing Rep).....	1
Conservation Commission (1 full; 3 alternate).....	3
Council on Aging.....	2
Cultural Council.....	1
Disability Rights Committee.....	5
Forest Committee.....	1
Historic District/Historical Commission (1 full, 2 alternate).....	3
Real Estate and Open Space .....	1
Traffic Safety Committee .....	2
Trails Committee .....	1
Treasure Chest Committee (1 Full – 1 Alternate).....	2
Utility and Energy Conservation .....	1
Waterways Committee (Alternate) .....	1
Youth Services Committee .....	1

A description of Committee duties and **Citizens Activity Record Forms** are available at the Selectmen’s Office, 732 Main Street, Harwich