### SELECTMEN'S MEETING AGENDA\*

Donn B. Griffin Room, Town Hall 732 Main Street, Harwich, MA Regular Meeting 6:30 P.M. Executive Session 6:15 P.M. Monday, December 4, 2017

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

### I. CALL TO ORDER

- II. <u>EXECUTIVE SESSION</u> Pursuant to MGL c.30A, §21(3) to conduct strategy sessions with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares HEA Union and Fire Union
- III. PLEDGE OF ALLEGIANCE
- IV. WEEKLY BRIEFING
- V. PUBLIC COMMENTS/ANNOUNCEMENTS

### VI. CONSENT AGENDA

- A. Approve Minutes -
  - 1. November 13, 2017 Executive Session
  - 2. November 20, 2017 Executive Session
- B. Vote to refer the proposed extension of retail sales of marijuana by-law to the Planning Board for Public Hearing
- C. Vote to approve the waiver of Municipal Fees for Eastward Companies relative to the Saquatucket Marina project

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

- A. Public Hearing Proposed Disposal Area Fees
- B. Annual Meetings with the Selectmen:
  - 1. Planning Board
  - 2. Zoning Board of Appeals
  - 3. Board of Health

### VIII. NEW BUSINESS

- A. Saquatucket Landside project DPW responsibilities and cost associated with project
- B. Award of Contract for the installation of a new septic system at Saquatucket Harbor to C.C. Construction in the amount of \$239,000
- C. Approve private plow rates at the recommendation of the DPW Director
- D. Request for lights at the Centeio-Baldwin Little League field on Oak Street, Harwich
- E. Parameters for Selectmen appointees to the Community Preservation Committee
- F. Community Center Rental Fees for those charging a fee for services
- G. Cultural Center Uses and Fee Structures
- H. Community Center Sunday and soft holiday hours and temporary policy for use and fees during school vacations
- I. Discussion on a Selectmen's Policy related to contracts submitted for BOS approval

### IX. OLD BUSINESS

- A. South Harwich Meetinghouse License Agreement
- B. Open Meeting Law Complaints

# X. TOWN ADMINISTRATOR'S REPORT

- A. Seasonal Liquor Licenses Special Legislation for additional Annual All Alcohol Licenses
- B. Update on Town Hall vacancies
- C. Budget Warrant Timeline
- D. Departmental weekly reports

# XI. <u>SELECTMEN'S REPORT</u>

## 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: |                   |  |  |
|-----------------------------------|------------|-------------------|--|--|
| <u> </u>                          | <b></b>    | Town Clerk        |  |  |
|                                   | Date:      | November 30, 2017 |  |  |
| Sandra Robinson, Admin. Secretary |            |                   |  |  |

# PLANNING BOARD • 732 Main Street, Harwich, MA 02645

ph: 508-430-7511 fax: 508-430-4703



To: Michael MacAskill, Chairman of the Board of Selectmen

From: Lawrence Brophy, Chairman of the Planning Board

Date: November 21, 2017

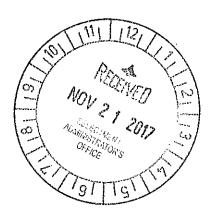
Re: Referral of Proposed Zoning Amendments- Ban on Marijuana Establishments and Extension of the Temporary Moratorium on the Sale and Distribution of Recreational Marijuana Pursuant to MGL Ch. 40A Section 5

Dear Mr. MacAskill and Board of Selectmen Members.

Pursuant to MGL Ch. 40A Section 5- Adoption and Amendment, the Planning Board voted unanimously to submit to the Board of Selectmen the attached proposed zoning bylaws regarding the Ban on Marijuana Establishments and the Extension of the Temporary Moratorium on the Sale and Distribution of Recreational Marijuana.

The Board of Selectmen shall within 14 days of receipt of such bylaw submit it to the Planning Board for review to begin the required Public Hearing process. The Planning Board will then have 65 days to hold the public hearing.

If you have any questions, don't hesitate to contact the Planning Department.



### ARTICLE: XX - Zoning Bylaw Article MARIJUANA ESTABLISHMENTS

To see if the Town will vote to amend the Town's Zoning Bylaw, ARTICLE V, Use Regulations, §325-10 Prohibited uses in all zoning districts, to include a new paragraph K, that would provide as follows, and further to amend the ARTICLE II § 325-2 Word usage and definitions to include, "Marijuana Establishments" as follows:

Section 325-10 Prohibited uses in all zoning districts.

K. Consistent with G.L. c.94G, § 3(a)(2), all types of non-medical "marijuana establishments" as defined in G.L. c.94G §1, including marijuana cultivators, independent testing laboratory, marijuana product manufactures, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Harwich.

Section 325-2 Word usage and definitions.

#### MARIJUANA ESTABLISHMENTS

Marijuana cultivators, independent testing laboratory, marijuana product manufactures, marijuana retailers or any other types of licensed marijuana-related businesses, as defined in G.L. c.94Ġ §1.

Or take any action relative thereto.

### ARTICLE: XX - General Bylaw Article MARIJUANA ESTABLISHMENTS

To see if the Town will vote to amend the Town's General Bylaw Chapter 171 Marijuana by adding a new Section 171-3, **that** would provide as follows:

#### Section 171-3

Consistent with G.L. c.94G, § 3(a)(2), all types of non-medical "marijuana establishments" as defined in G.L. c.94G, §1, to including marijuana cultivators, independent testing laboratory, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Harwich.

Or take any action relative thereto.

595752/HARW/0001

To see if the Town will vote to amend the Town of Harwich Zoning By-laws "Article XXII Temporary Moratorium on the Sale and Distribution of Recreational Marijuana" as follows:

### §325-134 Purpose

By vote at the State election on November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for recreational purposes. The law took effect on December 15, 2016 and (as amended on December 30, 2016; Chapter 351 of the Acts of 2016 and thereafter, on July 28, 2017 by Chapter 55 of the Acts of 2017) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018 and begin accepting applications for licenses on April 1, 2018.

Currently under the Zoning Bylaw, non-medical Marijuana Establishments (hereinafter a "Recreational Marijuana Establishment") as defined in G.L. c.94G, §1 are not specifically addressed in the Zoning Bylaw and any regulations promulgated by the State Cannabis Control Commission are expected to provide guidance to the Town in regulating Recreational Marijuana Establishments.

The regulation of Recreational Marijuana Establishments and Marijuana Retailers raise novel and complex legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments and other uses related to the regulation of recreational marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to adopt provisions of the Zoning Bylaw in a manner consistent with sound land use planning goals and objectives.

### §325-135 Definitions

"Manufacture", to compound, blend, extract, infuse or otherwise make or prepare a marijuana product.

"Marijuana accessories", equipment, products, devices or materials of any kind that are intended or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, ingesting, inhaling or otherwise introducing marijuana into the human body.

"Marijuana cultivator", an entity licensed to cultivate, process and package marijuana, to deliver marijuana to marijuana establishments and to transfer marijuana to other marijuana establishments, but not to consumers,

"Marijuana establishment", a marijuana cultivator, independent testing laboratory, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.

"Marijuana product manufacturer", an entity licensed to obtain, manufacture, process and package marijuana and marijuana products, to deliver marijuana and marijuana products to marijuana establishments and to transfer marijuana and marijuana products to other marijuana establishments, but not to consumers.

"Marijuana products", products that have been manufactured and contain marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils and tinctures.

"Independent testing laboratory", an entity licensed to test marijuana and marijuana products, including certification for potency and the presence of contaminants.

"Marijuana retailer", an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers.

#### §325-136 Temporary Moratorium

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for Recreational Marijuana Establishments. The moratorium shall be in effect through December 31, 2018. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, consider the Cannabis Control Commission's regulations regarding Recreational Marijuana Establishments and related uses, determine whether the town shall restrict any, or all Recreational Marijuana Establishments and shall consider adopting new provisions of the Zoning Bylaw to address the impact and operation of Recreational Marijuana Establishments and related uses,

#### §325-137 Severability

The provisions of this by-law are severable. If any provision, paragraph, sentence, or clause of this By-law or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this bylaw."



November 29, 2017

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



RE: Saquatucket Harbor Landside Redevelopment - Request to Waive Fees

Dear Members of the Board:

Eastward Companies has been awarded the contract to complete the proposed Saquatucket Harbor Landside Redevelopment project. On Tuesday, November 28, 2017, I filed the following permit applications with the Building Department:

- 1. 715 Main Street Demolition application package for the existing Harbormaster's Office
- 2. 715 Main Street Building permit application package to construct the proposed Harbormaster's Office.
- 3. 731 Main Street Building permit application package to construct the proposed Harbormaster's Garage.

We are requesting a waiver of the required filing and permitting fees as this is a municipal project.

We appreciate the Board's consideration of our request. Please let me know if you have questions or need additional information.

Sincerely,

Susan B. Ladue

Regulatory Specialist

warrs, ladue

# **Sandy Robinson**

From:

Raymond Chesley

Sent:

Wednesday, November 29, 2017 9:42 AM

To:

Sandy Robinson

Cc:

Christopher Clark; Charleen Greenhalgh; John Rendon; Robert Cafarelli

Subject:

Saquatucket Harbor Landside Redevelopment

### Sandy

In keeping with the town's prior policy regarding municipal projects. I recommend the Board of Selectmen waive the building permit fees for the Saquatucket Harbor Landside Redevelopment project. The electrical, plumbing and gas permit fees however, should not be waived.

Ray Chesley Building Commissioner

(508) 430-7513

TO: Building Commissioner

Board of Appeals

Conservation Commission

Board of Health Planning Board

Electrical, Gas & Plumbing Inspectors

FROM: Board of Selectmen

DATE: July 26, 1995

RE: WAIVER OF MUNICIPAL FEES

At a Public Meeting of the Harwich Board of Selectmen held on Tuesday, July 25, 1995, the Board voted to adopt a policy to waive municipal fees for new municipal construction, except for electrical, gas and plumbing inspection fees.

of Harwich

WAD/pg

# HARWICH BOARD OF SELECTMEN NOTICE OF PUBLIC MEETING

# DISPOSAL AREA FEES Monday, December 4, 2017

The Harwich Board of Selectmen will hold a Public Meeting on Monday, December 4, 2017, no earlier than 6:30 P.M. during their regularly scheduled meeting. This Hearing will be held in the Donn B. Griffin Room located at Town Hall, 732 Main Street, Harwich for the purpose of reviewing the proposed increase to the C & D tip rate that was voted in effect on July 1, 2017. 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 these proposals.

HARWICH BOARD OF SELECTMEN

The Cape Cod Chronicle November 16, 2017

#### HARWICH BOARD OF SELECTMEN NOTICE OF PUBLIC MEETING DISPOSAL AREA FEES MONDAY, DECEMBER 4, 2017

The Harwich Board of Selectmen will hold a Public Meeting on Monday, December 4, 2017, no earlier than 6:30 RM. during their regularly scheduled meeting. This Hearing will be held in the Donn B. Griffin Room located at Town Hall, 732 Main Street, Harwich for the purpose of reviewing the proposed increase to the C&D tip rate that was voted in effect on July 1, 2017. 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 these proposals.

HARWICH BOARD OF SELECTMEN

The Cape Cod Chronicle Nov. 16, 2017



# TOWN OF HARWICH

### DEPARTMENT OF PUBLIC WORKS

273 Queen Anne Road • P.O. Box 1543 • Harwich, MA 02645 Telephone (508) 430-7555 Fax (508) 430-7598

# **MEMORANDUM**

TO:

Board of Selectmen

FROM:

Lincoln S. Hooper, Director

DATE:

November 6, 2017

RE:

Recommendation to Increase C&D Rate by \$5 Per Ton

On October 16, 2017, at a Board of Selectmen's meeting, I requested your consideration in raising the Town's C&D rate by \$5 per ton for three reasons: To match market conditions, to maximize our revenue and to offset a \$5 per ton increase by our processor that took effect October 23, 2017. At that meeting there appeared to be broad support for increasing the rate with some arguing for a larger increase than what I proposed. There also was discussion on giving me the authority to raise this fee within a specified range to be able to respond to market conditions more quickly, as the Town of Yarmouth Board of Selectmen did.

Given these conditions, I would like to recommend that the Board of Selectmen call for a fee hearing to raise our C&D rate by \$5 to \$145 per ton. I would also like to recommend that you give me, in consultation with the Town Administrator, the authority to move our C&D rate to match market conditions or to offset increases in our disposal rate, within a range of \$15 per ton (approximately 10%). In this instance, market conditions would be defined as the average of local disposal options including the Town of Yarmouth and two private processors.

I have attached my previous memo dated October 5, 2017, a letter from New England Recycling Co., Inc. citing the \$5 per ton increase and a C&D Tonnage, FY 2014 – 2017 spreadsheet showing a dramatic increase in tonnages over the last four years for your review.

Thank you for your consideration in this matter.

CC: Chris Clark, Town Administrator

Attachments: Reconsideration of FY 18 Disposal Area Fees memo dated October 5, 2017

Letter from NER dated October 12, 2017 C&D Tonnage Spreadsheet and Graph



# TOWN OF HARWICH

### DEPARTMENT OF PUBLIC WORKS

273 Queen Anne Road • P.O. Box 1543 • Harwich, MA 02645 Telephone (508) 430-7555 Fax (508) 430-7598

# **MEMORANDUM**

TO:

Board of Selectmen

FROM:

Lincoln S. Hooper, Director

DATE:

October 5, 2017

RE:

Reconsideration of FY 18 Disposal Area Fees

After reading the Board's FY 19 Budget Message and having a member of the Board email me an idea on how to raise additional revenue at the Disposal Area, I decided to review our commercial fees and compare them to market conditions. Although the Board voted a \$10 increase in the C&D tip rate last May (effective July 1), it appears our primary competition (the Town of Yarmouth) has raised their rate to \$145 since our increase. On April 5, 2017, the date on my FY 18 Disposal Area Fee Recommendation memo (attached), the Town of Yarmouth was \$140 per ton and was unsure if they were increasing their C&D rate. They decided to increase their rate after I had conducted the fee survey and made it effective July 1, 2017.

Our C&D tonnage has increased dramatically and nearly doubled in the last four years (see attached C&D Tonnage spreadsheet and graph). I attribute this to three factors: Strong building and remodeling business, other towns increasing their rates to \$200 per ton to drive the material elsewhere and our favorable disposal rate that is currently below market conditions. Given these circumstances, I would like to recommend that the Board consider raising our C&D tip rate to \$145 per ton to match the Town of Yarmouth's price. Doing so would provide approximately \$47,000 in additional revenue.

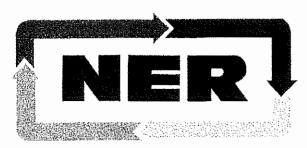
It should be noted that I am making this recommendation solely based on market conditions and the Board's desire to maximize revenues. This is the first time I have ever made a mid-year fee recommendation to the Board and do so somewhat reluctantly. Although I wait as long possible to make my annual recommendation to the Board (usually April) to be as close to market conditions as we can, the market changes. In this instance, the Yarmouth Board of Selectmen gave their DPW Director Jeff Colby the autonomy to move their C&D disposal tip fee within a set range. In this instance, Mr. Colby increased their fee in reaction to an increase their contracted trucking costs that was effective July 1, 2017.

Thank you for your consideration in this matter.

CC: Chris Clark, Town Administrator

Attachments: FY 18 Disposal Area Fee Recommendation memo

C&D Tonnage Spreadsheet and Graph



# NEW ENGLAND RECYCLING CO., INC.

569 Winthrop Street - Taunton, Massachusetts 02780

Phone: (508) 822 - 4345 🗘 (866) NER CANS (637 - 2267) 🗘 Fax: (508) 823 - 8838

October 12, 2017

Dear Valued Customer,

First of all, we would like to apologize for the short notice, but we have to increase our disposal rates. We have absorbed the high cost of disposal for some time now and cannot see an end; therefore, we are forced to pass some of the costs along to our customers.

The disposal avenues today are far worse than we have ever experienced. As a result we are forced to increase disposal rates at our facility. We cannot estimate how long this will last because we do not know when or if this problem will subside.

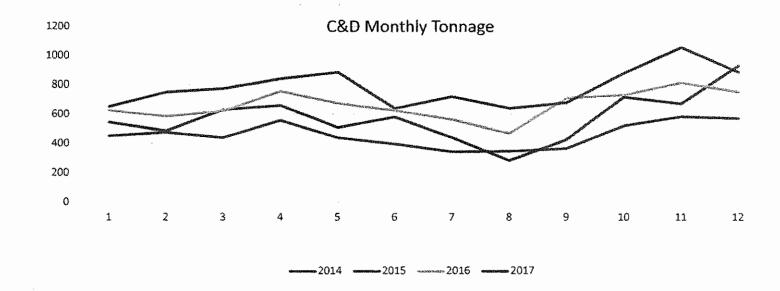
We are increasing disposal rates an additional \$5/ton. Your new rate will be effective Monday, October 23, 2017. Also, any new containers that are ordered will be subject to a \$25-\$50 price increase. If you currently have a container to be picked up we will honor the old pricing, but your next container order will be subject to the new pricing. Again, we sincerely apologize for the short notice. If you have any questions, please call our office 508-822-4345 or your sales associate.

Thank you,

New England Recycling, Inc.

C&D Tonnage, Fiscal Year 2014-2017

|      | JUL    | AUG    | SEP    | OCT    | NOV    | DEC    | JAN    | FEB    | MAR    | APR    | MAY     | JUN    | TOTAL   |
|------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|--------|---------|
| 2014 | 451.4  | 473.32 | 438.39 | 555.75 | 438.33 | 395.44 | 342.66 | 345.97 | 364.65 | 519.41 | 580.66  | 568.93 | 5474.91 |
| 2015 | 543.49 | 483.88 | 629.52 | 657.69 | 506.48 | 578.12 | 438.57 | 281.86 | 423.08 | 715.69 | 670.8   | 927.5  | 6856.68 |
| 2016 | 625.36 | 583.94 | 621.73 | 756.41 | 674.62 | 624.16 | 562.19 | 467.78 | 711.66 | 732.29 | 813.73  | 751.99 | 7925.86 |
| 2017 | 651.56 | 749.22 | 772.7  | 837.98 | 883.08 | 638.42 | 719.47 | 638.95 | 676.88 | 877.77 | 1054.22 | 885.5  | 9385.75 |



# PLANNING BOARD • 732 Main Street, Harwich, MA 02649

ph: 508-430-7506 fax: 508-430-

November 28, 2017

Michael MacAskill, Chairperson Board of Selectman Town of Harwich 732 Main Street Harwich, MA 02645

Re: 2017 Annual Report to the Board of Selectmen

Dear Mr. MacAskill & Members:

The Planning Board continues to oversee development in Harwich to confirm that it is in compliance with the Town's Zoning Bylaws (Zoning Code), the Planning Board Rules and Regulations and the Town's Comprehensive Plan. Below is a summary of the Planning Board's regulatory reviews and planning initiatives for the 2017 calendar year.

In 2017 the Planning Board heard the following regulatory cases:

- Site Plan Reviews: 4 (four)
- Special Permits: 14 (fourteen)
- Waiver of Site Plan Review: 3 (three)
- Approval Not Required: 7 (seven)
- Definitive Plan: 1 (one)
- Recession Plan: 1 (one)
- Adequacy of Access: 1 (one)
- Covenant Release: 2 (two)
- Performance Bond Release: 1 (one)
- Informal Discussions: 5 (five)

In addition to regulatory review, the Planning Board has been working on the following bylaw revisions and long range planning initiatives:

- Marijuana Moratorium- extension of the current moratorium until December 31, 2018
- Ban on Non-Medical Marijuana Establishments- these non-medical establishments include marijuana cultivators, independent testing laboratory, marijuana product manufactures, marijuana retailers or any other types of licensed marijuana-related businesses.
- Port Village District- creation of a new zoning district. This new zoning district would replace sections of the Commercial Village district and completely replace the Village Commercial Overlay District (§325-51 L) in Harwich Port. The purpose of this new district is to make the existing overlay district, the Village Commercial Overlay District mandatory.
- Local Comprehensive Plan Update- the Board at their November 14<sup>th</sup> meeting created a Planning Board subgroup to begin the planning process.

I would like to thank the Board of Selectmen for the appointment of a new full time member to the Planning Board. The Planning Board currently has 2 alternate member vacancies. If any resident is interested in serving we would welcome a new addition to the Board.

# PLANNING BOARD • 732 Main Street, Harwich, MA 02649

ph: 508-430-7506 fax: 508-430-

At this time, all members have been sworn in and have updated their ethics forms except for our new member (appointed November 20<sup>th</sup>) who is currently in the process of completing this. The Planning Board's agendas and minutes are up-to-date and posted in accordance with Massachusetts General Law. Additionally, as requested, I have attached to this memo an attendance sheet for the Planning Board.

Respectfully submitted,

Lawrence Brophy Chairman

# **Attendance Records and Minutes**

| 11:54                | Já | an | ales a edile | Feb   |    |    | Apr | ANG. | М | ay | , and Ju | ın | J  | ulijang | proje | Se | ∍p | Oct | N       | OV.       | Dec   |       |
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| e                    | Р  | Р  | Α            |       | Р  | Р  | Р   |      | Р | Р  | Р        | Р  | Р  | P       | Р     | Р  | Р  | Р   | P       |           |   |       |
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P = PRESENT

E = EXCUSED

H = HOLIDAY

A = ABSENT

T = TRAINING

Y = YES

| COMMITTEE<br>2017-2018           | DATE<br>SWORN IN        | EXPIRATION    | ETHICS           |
|----------------------------------|-------------------------|---------------|------------------|
| PLANNING BOARD                   |                         |               |                  |
|                                  |                         |               |                  |
|                                  |                         |               |                  |
|                                  |                         |               |                  |
| JAMES ATKINSON                   |                         |               |                  |
| APPOINTED JUNE 2013              | JUNE 20, 2016           | JUNE 30, 2019 | JANUARY 11, 2017 |
| JOE MCPARLAND                    |                         |               | NOVEMBER 14,     |
| APPOINTED JUNE 2013              | JUNE 26, 2016           | JUNE 30, 2019 | 2017             |
| ALLEN PETERSON                   |                         |               |                  |
| APPOINTED JUNE 2010**            | JULY 12, 2016           | JUNE 30, 2019 | JANUARY 10, 2017 |
| TOM STELLO                       |                         |               |                  |
| APPOINTED JUNE 2014              |                         | JUNE 30, 2020 |                  |
| LARRY BROPHY ***                 |                         |               |                  |
| APPOINTED JUNE 28, 2016          | JULY 5, 2016            | JUNE 30, 2019 | JANUARY 11, 2017 |
| MARY MASLOWSKI                   |                         |               |                  |
| FULL MEMBER                      |                         |               |                  |
| APPOINTED AUGUST 21,2017         | SEPTEMBER 5, 2017       | JUNE 30, 2018 | JANUARY 10, 2017 |
| DAME HADDIS (2012)               | 2014 & 2017             |               |                  |
| DAVID HARRIS (2013)<br>ALTERNATE | ALTERNATE WAS           |               | 7                |
| APPOINTED JUNE 19, 2017          | NOT INDICATED 7/10/2017 | JUNE 30, 2020 | JULY 10, 2017    |
| ALTERNATE MEMBERS:               |                         |               |                  |

# PLANNING BOARD

7 regular / 2 alternate members / 3 yr. term

BOARD SECREATARY - ELAINE BANTA

**JANUARY 5, 2017** 

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

NEW STATE ETHICS - DECEMBER 2016 TRAINING CERTIFICATES

DUE APRIL 7, 2017

#### HARWICH BY-LAWS

§ 7-10\_Change in the composition of appointed Town agencies. [Amended 5-8-2012 STM by Art. 4]

<u>A.</u> Planning Board. In accordance with Section 7-3-1 of the Town Charter, the Planning Board membership is hereby reduced from nine to seven members. The first two vacancies that exist on or occur after the effective date of this bylaw shall not be filled.

### HARWICH CHARTER

### Section 5. Planning Board

- 7-5-1 A planning board of 9 members and 2 alternate members shall be appointed by the board of selectmen for 3-year overlapping terms.
- 7-5-2 The planning board shall make recommendations to the town administrator and to the board of selectmen on all matters concerning the physical, economic, and environmental development of the town.
- 7-5-3 The planning board shall be responsible for the development and periodic updating of a master plan or portions of it. A summary of the plan shall be submitted to the town meeting, which shall act on it, with or without amendments.
- 7-5-4 After the summary has been acted on by the town meeting, the planning board shall use the plan in making zoning and other recommendations to the town meeting. The board shall report annually on the status of the master plan.
- 7-5-5 Whenever the planning board recommends proposed amendments to the zoning by-law, it shall provide explanations of its recommendations to the town meeting.

### HARWICH CHARTER

#### Section 6. Planning Department

- 5-6-1 A planning department shall be established under a town planner, who shall be appointed under clause 4-4-1.
- 5-6-2 The town planner shall be professionally qualified for the duties of that office by reason of education, training and experience, and shall provide services under the general policy direction of the planning board, subject to the day-to-day supervision of the town administrator.

# Town of Harwich ZONING BOARD OF APPEALS

732 Main Street, Harwich, MA 02645

tel: 508-430-7506 fax: 508-430-4703



# Board of Appeals report to the Board of Selectmen for the year 2017.

Currently, the Harwich Zoning Board of Appeals has 10 members: 5 regular members and 5 alternate members:

Dave Ryer, Chairman, John Burke, Clerk, Dean Hederstedt, Kathleen Muller, James Hilliard, Al Donoghue (alternate), Joseph Campbell (alternate), Michael Cupoli (alternate), Daniel Tworek (alternate) and Meghan Mahieu (alternate).

As of 11/29/16, The Board of Appeals has heard 37 cases.

The cases consisted of the following:

Special Permits: 27 - Granted, 1 Denied

Variances: 1- Granted; 2 Denied; 2 Withdrawn without Prejudice

40B: 1 - Habitat for Humanity 93-97 Route 28 – Comprehensive Permit Granted Applications to enforce or overturn decisions by the Building Commissioner - 2

Motion to Withdraw without Prejudice – 3 (2 Returned)

Extensions - 0

Modifications - 0

Motion to Dismiss - NONE

Matter of Right -NONE

Appeals of ZBA Decisions - NONE

The Board held its regularly scheduled meetings throughout the 2017 year as well as a number of additional meetings to accommodate the dissemination of information in the 40B case.

Respectfully submitted,

Harwich Board of Appeals

Secretary, Shelagh Delaney

### APPEALS, BOARD OF

5 regular/5 alternate members / 3 yr. term

| COMMITTEE   | DATE<br>SWORN IN   | EXPIRATION    | ETHICS            |
|---|--------------------|---------------|-------------------|
| BOARD OF APPEALS                                  |                    |               |                   |
| John Burke (11alt-12full -15                      | June 26, 2015      | June 30, 2018 | January 29, 2017  |
| Dean Hederstedt (07alt-10full 13-16               | August 29, 2016    | June 30, 2019 | January 26, 2017  |
| James Hilliard (14 Alternate)<br>2017 Full Member | September 25, 2017 | June 30, 2020 | October 9, 2017   |
| David Ryer  | June 29, 2015      | June 30, 2018 | February 6, 2017  |
| Kathleen Muller (Full Member)                     | July 6, 2017       | June 30, 2020 | February 17, 2017 |
| ALTERNATES  |                    |               |                   |
| Michael Cupoli (17) Alternate                     |                    | June 30, 2019 |                   |
| Joseph Campbell                                   | June 18, 2015      | June 30, 2018 |                   |
| Alexander Donoghue                                | June 19, 2017      | June 30, 2020 | December 29, 2016 |
|   |                    |               |                   |
|   |                    |               |                   |

NEW STATE ETHICS - DECEMBER 2016 TRAINING CERTIFICATES DUE APRIL 7, 2017

John Burke – appointed in 2011 as an alternate 2012 as a full member

\*\*Joseph Campbell appointed in 2008 as an alternate 2009, 2012 & 2015 the letter does not state If he is an alternate or full member??

Dean Hederstedt appointed in 2007 as an alternate, 2010 as a full member until 2013, then appointed again in August 0f 2016

James Hilliard – appointed in 2014 as an alternate – not sure if the reappointment form stated "alternate" it was not listed as an alternate on the Annual Committee reappointment letter

Appointed to a Full member on September 19, 2017

Kathleen Muller – appointed July 15, 2014 to 2017 as an alternate member, appointed as a full member in October of 2016-2017- appointed in 2017 as a full member until 2020

<sup>\*\*</sup> Represents Acknowledgement of Receipt of the Summary of the Conflict of Interest Law

### HARWICH CODE

# 7-9 Building Code Board of Appeals.

There is hereby established a Building Code Board of Appeals for the purpose of hearing and deciding appeals pertaining to the Building Official's actions in administering the provisions contained in the State Building Code, Section 126.8 and other pertinent provisions, which code became effective January 1, 1975, said Board to consist of five members, one member to be appointed for five years, one member for four years, one member for three years, one member for two years, and one member to serve for one year, and thereafter each new member is to serve for five years or until his successor has been appointed and qualified

### HARWICH CHARTER

Section 12. Zoning Board of Appeals

7-12-1 A zoning board of appeals of 5 members and 5 associate members shall be appointed by the board of selectmen for 3-year overlapping terms.

# 2017 Annual Report of the Board of Health

I want to start out by thanking this Board of Selectmen. During this past year, the BOH finally achieved a full compliment of five members after two years with vacancies. Having said that, long-time member Dr. Robert Insley resigned recently, leaving the BOH with yet another vacancy. All current members have been sworn in and taken their state ethics course. There are no recurrent absences and all meetings are posted/advertised in accordance with the Open Meeting Law and meeting minutes are voted and available to the public for past meetings.

The past year has been challenging for the Board of Health. On the personnel side, there had been a complete turnover of Board members (save myself) during the past several years, with many knowledgeable long time members either retiring or not being reappointed. I am the last of the long serving members and this is my first year as chair. Likewise, long-time Health Director Paula Champaign (who provided technical support to the Board) retired this past summer after 30 years of service. I want to publically thank her for her many years of tireless advocacy in the field of public health. We appreciated the promotion of Meggan Eldredge as the new Director, as it allowed for some measure of stability as we move to the future.

Looking back at the past year, the Board of Health:

- Updated our Tobacco Control Regulations to include the change in legal age for sales from to 18 to 21.
- Held Public Hearings about a continued problem in Harwich with the operation of Piggeries. Our final action was to declare Piggeries to be a Noisome Trade.
- Updated our fee schedule to be more in line with today's expenses.
- Went "live" with online permit applications for Real Estate Transfer Inspections and Trench/percolation test applications, saving the public a lot of time in the process.

Looking to the New Year, we are focusing on:

- Exploring more prevention and wellness programs town wide. This would include healthy food access, healthy living, reducing obesity, diabetes, high blood pressure and other lifestyle challenges
- Creating an awareness of the opioid addiction crisis as it relates to Harwich and taking steps towards prevention.
- Revamping regulations that are outdated

Additionally, pool, housing, food and camp regulations will be revised at the State Department of Public Health level in 2018, so we will be focusing on education and standardization.

At this time, I would like to recognize the other Board members: Frank Boyle, our Vice-Chair, Cynthia Taft Bayerl, and our newest member Matthew Cushing, M.D., whom you just recently appointed.

In closing, I would like to take this opportunity to publically thank Dr. Insley for his dedication as a member, and ultimately chair, of the board. He will be missed. I would also like to use this public moment to help the Board of Selectmen recruit a new member to fill the vacancy caused by Dr. Insley's departure. If anyone is watching this meeting and would like to give back of their time and knowledge to the Town of Harwich, please consider filling out a Citizen's Committee Vacancy form.

Finally, it has been an honor serving the Town of Harwich this past year.

Respectfully submitted,

Pamela R Howell, RN

Harwich Board of Health Chair

### HEALTH, BOARD OF

5 members / 3 yr. term

|                    | Date of  | New<br>Expiration  |  |
|--------------------|--|--|--|
| Ethics             | Appointment  | Date   | Date Sworn In  |
|                    |  |  |  |
| September 21, 2017 | June 19, 2017  | June 30, 2020  | August 7, 2014   |
| April 20, 2017     | June 6, 2015   | June 30, 2018  | July 14, 2015  |
| September 21, 2017 | June 13, 2016  | June 30, 2019  | June 20, 2016  |
| January 9, 2017*   | 2015   | June 30, 2019  | December 30, 2015  |
| June 27, 2017**    | June 19, 2017  | June 30, 2018  | June 26, 2017  |
|                    |  |  |  |
|                    |  |  |  |
|                    |  |  |  |
|                    |  |  |  |
|                    | September 21, 2017  April 20, 2017  September 21, 2017  January 9, 2017* | September 21, 2017 June 19, 2017  April 20, 2017 June 6, 2015  September 21, 2017 June 13, 2016  December 22.  January 9, 2017* 2015 | Ethics         Date of Appointment         Expiration Date           September 21, 2017         June 19, 2017         June 30, 2020           April 20, 2017         June 6, 2015         June 30, 2018           September 21, 2017         June 13, 2016         June 30, 2019           January 9, 2017*         December 22.         June 30, 2019 |

<sup>\*\*</sup> Represents Acknowledgement of Receipt of the summary of the Conflict of Interest Law

NEW STATE ETHICS - DECEMBER 2016 TRAINING CERTIFICATES DUE APRIL 7, 2017

### HARWICH CHARTER

### Section 4. Board of Health

- 7-4-1 A board of health of 5 members shall be appointed by the board of selectmen for 3-year overlapping terms. One member, at least, shall be a doctor of medicine, or a person with significant experience in public health.
- 7-4-2 A health director shall be appointed by the town administrator, as provided in clause 4-4-1. The health director shall be subject to the day-to-day supervision of the town administrator within the scope of the general policy and direction established by the board of health.

# **DOWNEY PROPERTY SITE PLAN – MATERIAL REQUIREMENTS**

APPROXIMATELY 1200 CY OF FILL REQUIRED - DPW material = no cost

ASPHALT AREA (NOT INCLUDING POROUS PAVEMENT AND SUBTRACTING 2100 SF ISLAND) = 31,000 SF

AT 145 LBS PER CF, 3" OF ASPHALT EQUATES TO 562 TONS OF ASPHALT

562 tons X \$78.85\* = \$44,313.70

6" OF T-BASE EQUATES TO 15,500 CF OR 574 CUBIC YARDS OF T-BASE

574 cu.yds X 1.6 tons per yard + 9,184 tons

9,184 tons X \$13.00 = \$11,939.20

2" STONE DUST EQUATES TO 191 CUBIC YARDS OF STONE DUST

191 cu.yds. X 1.5 tons per yard 286.5 tons

286 tons X \$28.50 per ton = \$1,865.25

| POROUS PAVE | MENT     | T-Base and Asphalt Total |
|-------------|----------|--------------------------|
| LOCATION    | AREA     | \$56,252.90              |
| P1          | 3,760 SF | <b>Porous Pavement</b>   |
| P2          | 590 SF   | \$37,840.00              |
| P3          | 380 SF   | <u>Totals</u>            |
| TOTAL       | 4,730 SF | \$94,029.90              |

# @ \$8.00 PER SF = \$37,840 FOR POROUS PAVEMENT

Approx. 5 days of machine work and 2 weeks of trucking time to accomplish this in-house

\*current bid price, there will be new bid pricing before work is completed as bid expires 3/31/2018

### Sandy,

CC Construction was the low bidder for the Saquatucket Septic System at \$239,000. CC Construction has been a local contractor for many years, and has many years of experience installing septic systems.

John Rendon and I see no compelling reason not to award the contract to the low bidder, CC Construction, for their bid of \$239,000.

Bob

# Robert Cafarelli, P.E.

Town Engineer Town of Harwich 732 Main Street Harwich, MA 02645 Tel: 508-430-7508

email: rcafarelli@town.harwich.ma.us

# Bid Opening Minutes Thursday, September 14, 2017 Saquatucket Septic System Installation

At 2:00 P.M., September 14, 2017, in the presence of John Rendon and Robbin Kelley, Paul Sweetser received and opened sealed bids for the Saquatucket Septic System Installation. Representatives from three of the bidding companies were also present.

Six bids were received. Results of the bid opening are as follows (from low to high):

| Company Name                  | Bid       |
|-------------------------------|-----------|
| CC Construction Co.           | \$239,000 |
| Cape Cod Builders             | \$248,323 |
| Bortolotti Construction, Inc. | \$249,780 |
| GFM Enterprises               | \$280,000 |
| J. W. Dubois & Sons           | \$285,975 |
| PKM Contractors Inc.          | \$299,750 |

Representatives were allowed to review bids.

The bids were taken under advisement for review and later recommendation of award to the Selectmen.

The bid opening was adjourned at 2:30 pm

Notes by: Paul Sweetser, Town Surveyor



# AGREEMENT FOR TOWN OF

The following provisions shall constitute an Agreement between the Town of Harwich, acting by and through its Town Administrator, hereinafter referred to as "Town," and CC Construction, Inc., with an address of 15 Diamonds Path, South Dennis, MA, hereinafter referred to as "Contractor", effective as of the 4th day of December, 2017. In consideration of the mutual covenants contained herein, the parties agree as follows:

# **ARTICLE 1: SCOPE OF WORK:**

The Contractor shall perform all the work required for the Saquatucket Marina septic system installation, 715 Route 28, Harwich Port, MA in accordance with the Invitation for Bids, Instructions to Bidders, Bid Specifications and any other related documents, prepared by the Town of Harwich.

### **ARTICLE 2: TIME OF PERFORMANCE:**

The Contractor shall complete all work and services required hereunder commencing December, 2017 through March, 2018.

### **ARTICLE 3: COMPENSATION:**

The Town shall pay the Contractor for the performance of the work, subject to additions and deductions by Change Order, an amount not to exceed \$\$239,000. The Contractor shall submit monthly invoices to the Town for services rendered, which will be due 30 days following receipt by the Town.

### **ARTICLE 4: CONTRACT DOCUMENTS:**

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein:

Invitation for Bids, Bidding Documents, Instructions to Bidders, Scope of Work, amendments, change orders, or other changes mutually agreed upon in writing; all applicable State laws, including but not limited to MGL Chapter 30, § 39M as amended, and MGL Chapter 149, §§ 26 and 27 (prevailing wages), municipal ordinances, and the

rules and regulations of all authorities having jurisdiction over the construction of the project; and the Contractor's Form of General Bid as accepted by the Town (including requirements of M.G.L. Chapter 149, sections 26-27 -- Prevailing Wage Rates). In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

### ARTICLE 5: CONTRACT TERMINATION:

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

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

The Town party may terminate this Agreement at any time for its convenience by providing the Contractor written notice specifying therein the termination date which shall be no sooner than thirty (30) days from the issuance of said notice. Upon receipt of a notice of termination from the Town, the Contractor shall cease to incur additional expenses in connection with the Agreement. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date as determined by the Town. Such payment shall not exceed the fair value of the services provided hereunder.

### ARTICLE 6: INDEMNIFICATION:

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising directly or indirectly from the contract. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or

claims arising from or in connection with any of the work performed or to be performed under this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.

# **ARTICLE 7: AVAILABILITY OF FUNDS:**

The compensation provided by this Agreement is subject to the availability and appropriation of funds.

### **ARTICLE 8: APPLICABLE LAW:**

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

### **ARTICLE 9: ASSIGNMENT:**

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

### **ARTICLE 10: AMENDMENTS:**

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

### **ARTICLE 11: INDEPENDENT CONTRACTOR:**

The Contractor acknowledges and agrees that it is acting as an independent contractor for all work and services rendered pursuant to this Agreement and shall not be considered an employee or agent of the Town for any purpose.

### **ARTICLE 12: INSURANCE:**

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers' compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

| WORKMEN'S COMPENSATION | Per Statute |
|------------------------|-------------|
|                        |             |

EMPLOYER'S LIABILITY INSURANCE \$1,000,000

COMPREHENSIVE GENERAL LIABILITY

Personal Injury \$500,000 each occurrence Bodily Injury \$1,000,000 in the aggregate Property Damage \$1,000,000 in the aggregate

COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily Injury \$500,000 each person \$1,000,000 each person

\$1,000,000 each accident

PROPERTY DAMAGE \$200,000 per accident PLUS COMPREHENSIVE LIABILITY \$500,000 in the aggregate

UMBRELLA COVERAGE

PROFESSIONAL LIABILITY (where applicable) \$1,000,000

Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a thirty day notice of cancellation to the Town.

### **ARTICLE 13: SEVERABILITY:**

If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

### **ARTICLE 14: ENTIRE AGREEMENT:**

This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

### **ARTICLE 15: COUNTERPARTS:**

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be a counterpart original.

## A. <u>ARTICLE 16: WAGE RATES</u>: (If Applicable)

Minimum wage rates, as determined by the Department of Labor and Workforce Development, under the provision of the Massachusetts General Laws, Chapter 149, Sections 26 to 27H, as amended, apply to this project [Attach and incorporate by reference the applicable State Department of Labor Standards wage schedule]. It is the responsibility of the Contractor, before Bid Opening, to request, if necessary, any additional information on Massachusetts Wage Rates for those tradespeople who are not covered by the

- applicable Massachusetts Wage Decision, but who may be employed for the proposed work under this Contract.
- B. In accordance with Chapter 149, Section 27B, it is the responsibility of the Contractor and any Subcontractors to submit payroll records to the Official on a weekly basis.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

| CONTRACTOR                           | TOWN OF HAI                  | RWICH                                  |
|--------------------------------------|------------------------------|--|
| Ву                                   | by its Board of S            | Selectmen                              |
| Signature                            |                              |  |
| Printed Name and Title               |                              |  |
|                                      |                              |  |
|                                      |                              |  |
| Approved as to Availability of Funds | :                            |  |
|                                      |                              |  |
| Finance Director                     | # 239,000.00<br>Contract Sum | 0445 - 6/7020 - 1120<br>Account Number |
| 1191                                 | 11/29/17                     |  |
| Christopher Clark, Town Administrat  | tor/Chief Procurement Office | er                                     |

# CERTIFICATION OF COMPLIANCE M.G.L. Chapter 62C, Section 49A

Pursuant to Section 49A of Chapter 62C of the General Laws of Massachusetts, I hereby certify that I have complied with all Laws of the Commonwealth of Massachusetts relating to taxes.

This statement is made under the pains and penalties of perjury this \_\_\_\_\_\_\_ day of September, 2017

Printed Name of Individual or Corporation: C.C. CONSTRUCTION, INC.

Name and Title of Corporate Officer (if applicable): CHRISTOPHER W. LOONEY PRESIDENT

Signature of Individual or Corporate Officer:

Social Security or Federal Identification Number:

Date: 9.14.2017

04-2903497

### CERTIFICATION OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signed:

Printed Name: CHRISTOPHE

Name of Business: C.C. CONSTRUCTION, INC.



## TOWN OF HARWICH

#### DEPARTMENT OF PUBLIC WORKS

273 Queen Anne Road • P.O. Box 1543 • Harwich, MA 02645 Telephone (508) 430-7555 Fax (508) 430-7598

#### **MEMORANDUM**

TO:

Board of Selectmen

FROM:

Lincoln S. Hooper, Director

DATE:

November 28, 2017

RE:

Request of an Increase in Private Plow Rates

As we prepare for the upcoming winter each year we contact the 30 private snow plow contractors (approximately 45 plows) that worked for Harwich the past year to see if they are interested in returning. As a result of that exercise, staff has brought to my attention that our private plow rates are significantly lower than surrounding communities (see attached FY 17 Plow Rate Comparison). Further, the last increase in plow rates was voted by the Board at my request in October of 2012.

Although we have not lost plow contractors this year due to our lower rates, which I believe reflects the fact that we treat them decently, I think it is time to align our rates with market conditions to avoid losing contractors. To address this, I recommend that the Board vote the attached Snow Removal Proposed Hourly Rates 2017-2018 spreadsheet.

I cannot stress the importance of our private plow fleet enough. Although we handle sanding calls entirely in-house with staff, it would be impossible for us to plow 482 public roads (142 miles) and 360 private roads (approximately 60 miles) without our hired plow fleet. I believe this rate increase would be a signal to them that the Town values the job they do and wants to retain their services in the future.

Thank you for your consideration in this matter.

Cc: Chris Clark, Town Administrator

Attachments: FY 17 Plow Rate Comparison

Snow Removal Proposed Hourly Rates 2017 - 2018

# **FY17 PLOW RATE COMPARISON**

| CATEGORY           | BARNSTABLE | YARMOUTH | DENNIS   | BREWSTER | СНАТНАМ    | ORLEANS    | AVERAGE  | HARWICH  | DIFFERENCE | RECOMMEND<br>INCREASE |
|--------------------|------------|----------|----------|----------|------------|------------|----------|----------|------------|-----------------------|
| P.U. 8' PLOW       | \$79.50    | \$80.00  | \$70.00  | \$70.00  | \$82.29 #  | \$81.59 *  | \$77.23  | \$63.00  | -\$14.23   | \$15.00               |
| 1 TON 8' PLOW      | \$84.50    | \$80.00  | \$70.00  | \$80.00  | \$82.29 #  | \$81.59 *  | \$79.73  | \$65.00  | -\$14.73   | \$15.00               |
| 1 TON 9' PLOW      | \$90.50    | \$85.00  | \$85.00  | \$80.00  | \$90.29 #  | \$96.89 *  | \$87.95  | \$70.00  | -\$17.95   | \$20.00               |
| 6 WHEELER 10' PLOW | \$113.50   | \$95.00  | \$90.00  | \$85.00  | \$106.68 # | \$108.48 * | \$99.78  | \$77.00  | -\$22.78   | \$20.00               |
| 6 WHEELER 11' PLOW | \$118.50   | \$115.00 | \$101.00 |          | \$116.68 # | \$108.48 * | \$111.93 | \$81.00  | -\$30.93   | \$30.00               |
| 10 WHEELER         | \$128.50   | \$125.00 | \$126.00 |          | \$113.77 # | \$125.87 * | \$123.83 | \$87.00  | -\$36.83   | \$35.00               |
| SKID STEER         | \$85.50    | \$75.00  | \$93.00  | \$75.00  | \$75.29 #  | \$89.75 *  | \$82.26  | \$71.00  | -\$11.26   | \$15.00               |
| LOADER 1.5YD       | \$85.50    | \$90.00  | \$135.00 | \$125.00 |            | \$120.77 * | \$111.25 | \$85.00  | -\$26.25   | \$25.00               |
| LOADER 2.5YD       | \$125.50   | \$150.00 | \$135.00 | \$125.00 |            | \$120.77 * | \$131.25 | \$100.00 | -\$31.25   | \$30.00               |
| LOADER 3YD         | \$125.50   | \$150.00 | \$155.00 | \$150.00 | \$130.77 # | \$120.77 * | \$138.67 | \$120.00 | -\$18.67   | \$20.00               |
| LOADER 4YD         | \$150.50   |          | \$155.00 | \$150.00 | \$130.77 # | \$130.97 * | \$143.45 | \$135.00 | -\$8.45    | \$10.00               |
| LOADER 5YD         | \$150.50   |          | \$155.00 | \$150.00 | \$130.77 # | \$130.97 * | \$143.45 | \$150.00 | \$6.55     | \$0.00                |

\* Orleans adds hourly fuel cost

\$2.78

# Chatham adds unknown hourly fuel cost (assume same as Orleans)

\$2.78



# TOWN OF HARWICH

#### DEPARTMENT OF PUBLIC WORKS

273 Queen Anne Road • P.O. Box 1543 • Harwich, MA 02645 Telephone (508) 430-7555 Fax (508) 430-7598

# TOWN OF HARWICH SNOW REMOVAL PROPOSED HOURLY RATES 2017-2018

#### **PLOWS**

| CATEG | ORY | DESCRIPTION         | CURRENT<br>RATE | PROPOSED INCREASE | PROPOSED RATE         |
|-------|-----|---------------------|-----------------|-------------------|-----------------------|
|       | Α   | PICKUP W/ 8' PLOW   | \$63.00         | +\$15.00          | \$78.00               |
|       | В   | 1 TON W/ 8' PLOW    | \$65.00         | +\$15.00          | \$80.00               |
|       | С   | 1 TON W/ 9' PLOW    | \$70.00         | +\$20.00          | \$90.00               |
|       | D   | F600/F800= 10' PLOW | \$77.00         | +\$20.00          | \$97. <mark>00</mark> |
|       | E   | F800= 11' PLOW      | \$81.00         | +\$30.00          | \$111.00              |
| ٨     | F   | TEN WHEELER         | \$87.00         | +\$35.00          | \$122.00              |
|       |     |                     |                 |                   |                       |

### **LOADERS**

|   | CATEGORY         | CURRENT<br>RATE | PROPOSED INCREASE | PROPOSED RATE |
|---|------------------|-----------------|-------------------|---------------|
| 1 | BOBCAT/UNILOADER | \$71.00         | +\$15.00          | \$86.00       |
| J | LOADER 1.5 YD    | \$85.00         | +\$25.00          | \$110.00      |
| К | LOADER 2.5 YD    | \$100.00        | +\$30.00          | \$130.00      |
| L | LOADER 3 YD      | \$120.00        | +\$20.00          | \$140.00      |
| М | LOADER 4 YD      | \$135.00        | +\$10.00          | \$145.00      |
| N | LOADER 5 YD      | \$150.00        | +\$0.00           | \$150.00      |

# TEACHING CLASSES AT THE HARWICH COMMUNITY CENTER

"The mission of the Harwich Community Center is to provide facilities for the residents (permanent residents and nonresident taxpayers) of Harwich to engage in recreational, social, educational, cultural, community service, civic, and governmental activities. The Center should provide opportunities for persons of all ages to participate in a wide range of programs that educate and stimulate the public, enhance self-confidence, and promote mental and physical health."

In keeping with its mission statement, the Harwich Community center is pleased to provide spaces where individuals may host classes, workshops, and other educational activities.

#### CERTIFICATIONS/INSURANCE

All requests to teach classes at the Community Center must be approved by the building director and the Facilities Committee. Potential instructors may be required to present professional certifications and/or proof of insurance.

#### **SCHEDULING**

The booking of building spaces is done on a first come, first serve basis. In order to reserve space, please submit an Application for Room Use, available in person or online at www.harwichcommunitycenter.org. Applications should list all individual dates desired. No rooms will be reserved until room fees have been paid.

#### ROOM FEES

Groups, organizations, and class instructors are subject to room fees. Instructors may choose to pay a yearly room fee or for individual one-time uses. Yearly room fees cover the period from July 1<sup>st</sup> to June 30<sup>th</sup>. Please see the fee schedule below:

\*Additional uses must be approved by the Community Genter Director and may incur additional costs.

Activity Room

Single Use: \$40.00

Yearly Fee (limit 104 uses)\*: \$165.00

Multi-purpose Room Single Use: \$60.00

Yearly Fee (limit 104 uses)\*: \$275.00

#### STUDENT FEES

All fees collected from students must be given to Community Center Staff to be processed through the Town (checks should be made payable to the Town of Harwich). These payments will be deposited by the Town Treasurer and a check will be issued back to the Instructor. Instructors must submit a completed W-9 Form to the Treasurer's Office at Town Hall prior to receiving their first payment. The Town will deduct a fee of \$5.00 per student, per session of classes from the payments collected by the Instructor. (For example, if an Instructor charges \$50.00 per person for a 6 class session, a program fee of \$5.00 is deducted by the Town and the remaining \$45.00 is paid back to the instructor.) The length of each class sessions must be set in advance by the Instructor and may not exceed eight (8) classes.

#### REGISTRATION/PROMOTION

Instructors are responsible for handling class sign-ups, collecting fees, and for promoting their classes. We are happy to assist in promoting by adding class descriptions to our activity brochures and to our website.

100 Oak Street Harwich, MA 02645 (508) 430-7568 fax: (508) 430-7085

#### Exercise Class with Jill Brown

When: Thursday, 6PM-7PM Saturday, 8:30AM-9:30AM Fees: 12 lessons for \$96

Group exercise classes include cardio, strength training, and stretching. Jill Brown is a certified personal trainer who specializes in weight management, low-impact exercise, and overall well-being.

Instructor's fee for room use:

\$165.00 (ck#191)

Instructor pays \$5. per session to Town to date: \$128.00

Total paid to Town July 1, 2017 to date:

\$293.00

\$293.00/6 = \$48.83 per mo.

Total Town paid Instructor to run class July 1, 2017 to Dec. 4, 2017: \$1281.00

1281.00 / 6 months = 213.50 per mo.

\$213.5 Town expense July 1, 2017 to date \$48.83 Town income July 1, 2017 to date

#### (\$164.67 Actual per month July 1, 2017 to December 4)

#### Circuit Fitness

Contact: Susan Quin Holbrook

When: Tuesday and Thursday, 5PM-6PM Fees: Class packages available. Join anytime.

A one hour adult fitness class with multiple "stations" set up around the room. Participants progress from one station to another, alternating cardio with strength training in timed intervals. Cardio stations might include step training, walk/runs, aerobic moves, plyometrics, etc. Strength training stations will include weights, resistance bands, and fitness balls. The class will start with a warm-up and finish with group abdominals and stretching. Class is done to music.

Susan holds multiple certifications in the fitness field and has been teaching locally for decades.

Instructor's fee for room use:

\$165.00 (ck#2508)

Instructor's fee for room use -Multi purpose rm: \$275.00 (ck#2478)

Instructor pays \$5. per session to Town to date: \$126.00

Total paid to Town July 1, 2017 to date:

\$566.00

\$566/6 = \$94.33 per mo.

Total Town paid Instructor to run class July 1, 2017 to Dec. 4, 2017: \$1267.00

1267.00 / 6 months = 11.16 per mo.

\$211.16Town expense per month July 1, 2017 to date \$94.33 Town income per month July 1, 2017 to date

(\$116.83 Actual per month July 1, 2017 to date)

#### Mary Ann's Exercise

Contact: Mary Ann Demello

When: Tuesday & Thursday, 9AM-10AM

Fees: \$10 per class

Fat burning, low impact aerobics with arm and leg work using the exercise ball.

Instructor's fee for room use:

\$165.00 (ck#963)

Instructor pays \$5. per session to Town to date: \$96.00

Total paid to Town July 1, 2017 to date:

\$261.00

261.00/6 = 43.50 per mo.

Total Town paid Instructor to run class July 1, 2017 to Dec. 4, 2017: \$963.00

\$963.00/6 months = \$160.50 per mo.

\$160.50 Town expense per month July 1, 2017 to date \$43.50 Town income per month July 1, 2017 to date

(\$117.00 Actual per month July 1, 2017 to December 4)

#### Hatha Yoga

Contact: Michele Insley

When: Tuesday, Thursday & Saturday, 9:30AM-10:45AM

Fees: \$15 - single/drop-in

\$60 – series of 6 sessions (does not have to be consecutive)

Kripalu yoga teacher, Michele Insley, RYT 500, offers classes for all levels. Postures and stretches are used in combination with the breath to stretch the muscles, strengthen joints, and improve balance. Participants are encouraged to develop proper alignment in the poses and cultivated a calm mind. Each class ends with a long relaxation.

Instructor's fee for room use:

\$550.00 (ck#217)

Teaches 3 clases and over the limit of clases

Instructor pays \$5. per session to Town to date: \$330.00

Total paid to Town July 1, 2017 to date:

\$880.00

\$880.00/6 = \$146.66 per mo.

Total Town paid Instructor to run class July 1, 2017 to Dec. 4, 2017: \$3300.00

\$3300.00/6=\$550.00per mo.

\$550.00 Town expense per month July 1, 2017 to date \$146.66Town income per month July 1, 2017 to date

(403.34 Actual Town expense per month July 1, 2017 to December 4)

#### Line Dancing for Fun & Fitness

**Contact:** Karen Shackleford (DVIDA Certified Instructor) **When: Monday** – 8:30am - 9:15am: Level 3 Line Dancing

9:15am - 10am: Level 2 Line Dancing 10am - 10:45am: Level 1 Line Dancing

Thursday - 8:30am - 9:15am: Level 2 Line Dancing

9:15am - 10am: Level 2 Prep Line Dancing 10am - 10:45am: Level 1 Line Dancing

Fees: Drop-ins (anyone attending less than a full month of classes): \$6.00 per class.

One class per week: \$4.00 per class, when paid by the month.

Two or more classes per week: \$3.50 per class, when paid by the month.

Start any time! Learn fun mini dance routines to your favorite pop, rock, Latin, and Top 40 tunes. A great, social, upbeat, and easy way to get some light exercise! Wear comfortable, casual clothing. Shoes should slide easily on linoleum yet provide sufficient traction for spins. Please bring a water bottle.

Courses are listed below from easiest to most challenging. Prior to joining any level, students should have mastered the elements in the previous levels.

Level 1: Designed for beginner students who move comfortably on the dance floor and pick up elements and patterns quickly and easily. Many of the dances will be basic rhythm, but mambo/salsa, waltz, and rumba will also be introduced.

Level 2 Prep: Designed for students who would like to prepare to take Level 2 classes. Cha cha, swing, and samba rhythms will be added at this level.

Level 2: Designed for students who only need brief breakdown/review of each dance. Dancers do not necessarily need to know all of the dances in the current Level 2 or Level 2 Prep rotation, but should be able to pick up material very quickly.

Level 3: Designed for students who are ready for the added challenge of more complex elements and dances, and who can easily cope with multiple direction changes and turning options. Good balance, poise, and spatial awareness are required. Timing variations are key in this level, including the ability to hear and feel the difference in dance rhythms and to perform holds and syncopations.

Instructor's fee for room use: \$165.00 (ck#173)

Instructor pays \$5. per session to Town to date: \$269.00

Total paid to Town July 1, 2017 to date: \$434.00 434.00/6= \$72.33 per mo.

Total Town paid Instructor to run class July 1, 2017 to Dec. 4, 2017: \$2698

2698.00/6 months = 449.00 per mo.

\$449.00Town expense per month July 1, 2017 to date \$72.33 Town income per month July 1, 2017 to date

(\$377.00 Actual per month July 1, 2017 to December 4)

#### \*Jill Brown Weight Room coverage

Working 2 hours every Monday paid for from by the Revolving Fund Weight Room account which is generated by clients using the weight room.

Total Town paid Instructor July 1, 2017 to Dec. 4, 2017: \$900.00

\$900.00/6 months = \$150.00 per mo.

said if they were moved into a space that didn't fit we should readdress the space issues. Chairman MacAskill also noted that this will make it difficult as all the 2nd floor department heads work together and they would have to walk over to the Albro House. He further noted that the Selectmen offered their office to the Engineering Department and he reiterated that he does not want to move forward with this without a comprehensive plan. Mr. Hughes moved to approve the request to relocate the Town Engineering Department to the Albro House. The motion was not seconded. Chairman MacAskill said he would like to see the questions answered from 2014. He questioned if we have to add a sprinkler system to that building. Mr. LaMantia also asked for a plan. Chairman MacAskill said the plan should be brought before the employees so as not to create the same turmoil as last year. It was the consensus of the Board to get a plan for the building. Mr. Clark noted his frustration as a plan was put together for which Mr. Libby did a tremendous amount of work, a request was put into this Board for \$12,000, the Board then asked for a building that would be up to standards and last for the next 30 to 40 years and he submitted an estimate of \$12,000 to do a comprehensive study and the Chairman never brought that before the Board. He commented that to say no plan has been done is really unfair. He said he can't force the Board to put something on the agenda. He commented that we can have the employees make all the decisions or we can have management make the decisions. He noted that they looked at improving customer service on the second floor and 90% of the people are looking for Building, Health or Planning and really the Engineering Department is a behind the scenes operation and that is why we considered moving them over. He added that ill will is being created as the Engineer and Surveyor want to move over and he agrees with their input yet the Board is saying no. Chairman MacAskill asked what Board he brought this forward to and Mr. Clark responded that Mr. Ballantine was the Chair. Chairman MacAskill said that this Board is asking for information to make sure this move makes sense.

# B. Confirm Community Center Room Use Fees as recommended by Facilities Committee – discussion & possible vote

Ms. Carey noted that they have had a public hearing and several meetings on the fees and thanked Mr. Gunderson for his input. She took questions from the Board. Mr. LaMantia asked to be provided with what our costs are including light, heat, electricity. Ms. Carey noted that they looked at fees of all the surrounding areas and pointed out that we are the lowest. The Board took comments from Richard Gunderson. Mr. Hughes moved to confirm the Community Center Room Use Fees as recommended by the Facilities Committee for FY16-17. Mr. LaMantia said we need to know where we are versus other towns and what our costs are. Ms. Kavanagh agreed and said they need to have a better understanding of what is considered for profit. Ms. Carey said she could only provide current information. Chairman MacAskill asked Ms. Carey to bring back that additional information.

C. Update on design and bid process for Library historic restoration – Sean Libby

Mr. Libby provided background history on the project. He read the following recommendation:

During the Town Meeting article 39 was approved for \$540,000 for specific work including architectural services. The Town Engineer looked into whether a new bid contract would be required to continue with the services of McGinley Kalsow as requested by the library committee and me. He came back that we could with Board approval. As I

#### **OLD BUSINESS**

# A. Confirm Community Center Room Use Fees as recommended by Facilities Committee

Chairman MacAskill noted that this item was taken up last week at which time the Board asked Ms. Carey to follow up on specific questions and she has provided that information. Mr. LaMantia stated that they asked for information on the cost and the relationship of the cost to the fee level and the documents provided do not answer that question. He noted that the Community Center is occupied by three groups of people and we need to know how much one group accounts for; we need to have the cost for each of the three groups as well as who is responsible for the entrance hall etc. Chairman MacAskill said he recalls that they asked for who is using the rooms and cost comparisons with other towns. He said he doesn't recall saying they were looking for a detailed breakdown for each of these groups. He added that he thinks Mr. LaMantia's questions were asked in his liaison role when he attended a Facilities Committee meeting and he asked Mr. LaMantia to outline exactly what he is looking for.

Mr. LaMantia asked for the following information:

What costs apply to the rooms that they are responsible for, and either use as offices etc. and those that they rent out whenever they rent them out and also their share of the cost in general, the cost of what part of the front part of the building do they handle, what part of the kitchen should they pay for because there are people who use the kitchen. He said he cares about the fees in total and just needs some percentages.

Chairman MacAskill noted that Ms. Brown has recused herself from this conversation as she has a relative that is a subcontractor at the Community Center.

Chairman MacAskill questioned if they want to get into this level of detail in setting the room rates or do they just want to take the recommendation of the Facilities Committee and are we going to do this level of detail for each and every space we rent out in each department. He noted that the back-up he was looking for was a comparison of towns.

Ms. Kavanagh also questioned what level of detail they want to get into as the list can go on and on and include other costs such as insurance. She added that she felt that her questions had been answered.

At Chairman MacAskill's request, Ms. Carey responded to questions regarding the number of people using rooms and why we charge a room rate for a rental instead of providing a service and taking a percentage.

Chairman MacAskill asked Mr. LaMantia to clarify his question. Mr. LaMantia asked what is the total cost of the building which should be charged to the Facilities group and how much do they collect in total. Ms. Carey responded that to date this year the revenue taken in for room rentals is about \$10,545 in comparison to FY 15 which was \$15,910. Mr. LaMantia said he wants the revenue including last year and what she thinks it will be this year.

Mr. Clark cautioned that we need to set fees that are realistic to the marketplace and if we are trying to do a full cost recovery, the fee structure may be out of whack although he feels it is important that we get the information and noted that we need to get a rate structure particularly as we will be discussing the middle school building use shortly. Mr. LaMantia noted that he did not say we should match the fees with the costs.

Ms. Kavanagh moved to confirm the Community Center Room Use Fees as recommended by the Facilities Committee and included in the information we have tonight. Chairman MacAskill seconded the motion and the motion carried by a 2-1-0 vote with Mr. LaMantia in opposition.

#### **NEW BUSINESS**

#### A. Amend the Free Cash Policy – first reading

Mr. LaMantia referred to the Board of Selectmen's Free Cash Policy from 2006 and commented that we are not following the guidance of the Department of Revenue on how we handle fees. He provided a rough draft of a revised policy and asked the Board to review it keeping in mind that the percents are not correct as he took them out of the old document. Mr. Clark discussed municipal finance with regard to fees and free cash and commented that elements of this policy make sense but need some tweaking. He stressed that we are currently AA rated and we want to be a AAA rated town. Chairman MacAskill asked Mr. LaMantia and Mr. Clark to meet to go over this and come up with a draft for first reading. Ms. Kavanagh stated that as much as we have to be fiscally smart this is not a business and we have to remember we are serving all the taxpayers. Ms. Brown commented that the Town is a whole and there are certain aspects of a business that are going to generate revenue and certain aspects that are going to be a drain and we need to be mindful of that going forward and take care of each other. Mr. LaMantia responded that this is not a plea to have everyone cover their costs. The Board agreed that Mr. LaMantia should meet with Mr. Clark on this.

#### TOWN ADMINISTRATOR'S REPORT

#### A. Budget/Warrant Timeline

Mr. Clark outlined the Budget/Warrant Timeline and the Board agreed to review and bring back next week for a vote.

Mr. Clark reported that the inverter at Library doesn't work and Mr. Libby has gotten in touch with the technician who said he would look at expediting repair work. He suggested having Town Counsel look at the contract and we should consider next steps including accelerating installing a generator which is on the capital list for FY19. He asked the Board to consider having a Town Meeting in the Fall. He noted that there is money in the Stabilization Fund to resolve the issue and recommended waiting to see what the Facilities Manager says before they make a decision. He noted that if there is a resolution amounting to under \$50,000 we can use the Reserve Fund. Mr. LaMantia stressed the need to make repairs right away as this building is highly utilized and school is back in session. Ms. Kavanagh agreed and said we need to look seriously at a generator

#### **Chatham Community Center Fee Structure**

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| Room Category                              | Time Frame<br>(block of time) | Resident<br>Taxpayer | Nonprofit    | Non-Resident<br>Business<br>Commercial |
|--|-------------------------------|----------------------|--------------|--|
| A<br>Small Conference<br>Room              | 2 hours                       | No Charge            | No Charge    | \$25                                   |
| B Multi-Purpose Rooms (various room types) | 2 hours                       | No Charge            | No Charge    | \$25                                   |
| C Game Room Large Meeting Room             | 4 hours                       | \$50                 | \$50         | \$100                                  |
| <b>D</b><br>Gymnasium                      | 4 hours                       | \$50                 | \$50         | \$250                                  |
| E Front Laws                               | 4 hours                       | \$50                 | \$75         | \$250                                  |
| Front Lawn<br>Back Lawn                    | 4 hours                       | \$25                 | \$75<br>\$50 | \$150                                  |

#### Definitions:

- 1. Chatham Resident/Taxpayer: A person whose permanent residence is in the Town of Chatham or a person who owns property in Chatham.
- Chatham Club/Non-Profit: 51% of the members are Chatham residents. This classification includes government entities and public service groups.

#### **Rate Options:**

- 1. Any individual/group/business may use a room in category A or B up to three times per week for a monthly fee of \$150.
- All individuals, groups and/or businesses using any of the Community Center's facilities are responsible for any additional staff, if needed, and for any damages.
- 3. All instructors may choose any one of the following payment options:
  - a. The daily room rate
  - b. \$3 per person in attendance that day
  - c. 20% of the gross income derived from that class or activity each day.

Please note: Regardless of what options you choose, your rent will be capped when you reach the maximum monthly charge of \$150.

The Park & Recreation Commission reserves the right to make adjustments to these fee.

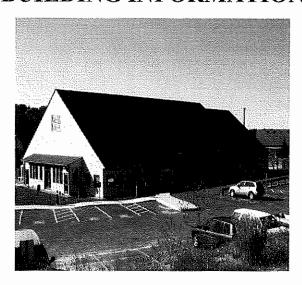
#### **Payment Rules:**

- Checks are to accompany Facility Permission To Use Application if the user is subject to a fee.
- 2. All applications are subject to the approval by the Park and Recreation Commission. Should your application not be accepted, your payment will be refunded.
- 3. All payments must be made by check.



#### **Town of Truro**

## COMMUNITY CENTER USE POLICY AND BUILDING INFORMATION



7 Standish Way North Truro, MA 02652

August 2012

#### WELCOME!

The Truro Community Center is a 9,000 square foot facility which opened in 2009. The mission of the Truro Community Center is to provide facilities for Truro residents (year-round residents and non-resident taxpayers) to engage in recreational, social, educational, cultural, community service, civic, and governmental activities. The Center provides opportunities for persons of all ages to participate in a wide range of programs that educate and stimulate the public, enhance self-confidence, and promote mental and physical health.

The Community Center facilities, equipment and grounds (exclusive of the Puma Park Playground) are first and foremost for the use of residents of the Town of Truro through the regularly scheduled programs of the Council on Aging and the Recreation Department. Below you will find the rules and regulations under which the Community Center facilities, equipment and grounds (exclusive of the Puma Park playground), may be made available for use by Truro Town Boards and Committees and by Social, Educational, Hobby, Civic, Cultural and Community Service groups.

#### FACILITY AND EQUIPMENT INFORMATION

The Truro Community Center has four components:

- Council on Aging (COA) managed by the COA Director with policies established by the Council on Aging Board of Directors
- ▲ Recreation Department managed by the Recreation Director with policies established by the Recreation Commission
- ▲ Multipurpose Room and Kitchen managed by the Town Administrator with policies established by the Board of Selectmen
- A Puma Park Playground

#### **COUNCIL ON AGING**

The Council on Aging is open Monday through Friday 8:00 am – 4:00 pm and other times by appointment. The COA offers a variety of programs and events, which can be found on the COA website at <a href="https://www.truro-ma.gov/coa">www.truro-ma.gov/coa</a> or at 508-487-2462.

The COA has a 940 square foot area that can be reserved. This space will accommodate a maximum of 40 people, with tables and chairs or 60 people with chairs. Please refer to **Reserving Space** and **Room/Equipment Use Fee** for additional Information.

#### RECREATION

The Recreation Department is open Monday through Friday 8:00 am – 4:00 pm, as well as evening and some weekend hours when programs and events are offered. A full listing can be found on the Recreation website at <a href="https://www.truro-ma.gov/recreation">www.truro-ma.gov/recreation</a> or at 508-487-1632. Recreation has a 550 square foot lounge that can be reserved. This space will accommodate a maximum of 50 people, and includes tables and chairs. Please refer to **Reserving Space** and **Room/Equipment Use Fee** for additional Information.

#### MULTIPURPOSE ROOM AND KITCHEN

The Multipurpose Room is 1,800 square feet and can accommodate up to 400 people, including chairs or up to 190 people with tables and chairs. The Multipurpose Room can also be divided into two smaller rooms: Pamet Room and Truro Room. Please refer to **Reserving Space** and **Room/Equipment Use Fee** for additional Information.

The Truro Room is 950 square feet and can accommodate up to 250 people, including chairs or up to 131 people with tables and chairs. Please refer to **Reserving Space** and **Room/Equipment** Use Fee for additional Information.

The Pamet Room is 850 square feet and can accommodate up to 125 people, including chairs or up to 65 people with tables and chairs. Please refer to **Reserving Space** and **Room/Equipment** Use Fee for additional Information.

The Kitchen is a commercial kitchen. Please refer to Reserving Space and Room/Equipment Use Fee for additional Information.

#### **PUMA PLAYGROUND**

The playground is open from dawn to dusk everyday. This area cannot be reserved. The playground is not monitored or supervised and is open for all to enjoy during daylight hours at their own risk.

#### **EQUIPMENT**

The Multipurpose Room (and thus the Truro Room) has a large drop-down projection screen. A podium with microphone is available, as is a full audio system. 20 Round Tables (suitable to seat 6-8 people) and 21 Rectangular Tables (suitable to seat 6-8 people) and 300 Chairs are available for use. Please refer to **Reserving Space** and **Room/Equipment Use Fee** for additional Information.

#### RESERVING SPACE

Any use of the facilities or grounds shall require a reservation. Reservations shall be made using the Facility and Equipment Use Application ("Application,"), which can be found at the end of this booklet or on the Town Website at <a href="https://www.truro-ma.gov">www.truro-ma.gov</a>. Said Application must be received and approved TWO (2) WEEKS in advance of the date of the event. For groups that may use the facilities on a long term basis (i.e. weekly or monthly events or gatherings) reservations may be made by December 1st for the coming year.

Prospective users of any of the rooms are encouraged to check on the availability with the appropriate Department as outlined below. The Community Center is a multi-use facility, so you may be sharing the building or grounds with another group or event. You must be respectful of all who are using the facilities.

#### **COUNCIL ON AGING**

The COA room may be reserved by filing the Application with the COA Director at <a href="mailto:coadirector@truro-ma.gov">coadirector@truro-ma.gov</a> or in person. COA activities have priority for the use of the room. Other functions and events will be accepted as scheduling allows. All set up and break down of tables, chairs, etc. is the responsibility of the person/group reserving the room, unless other arrangements are made. Please refer to **Conditions of Use** for further information.

#### **RECREATION**

The Recreation Lounge may be reserved by filing the Application with the Assistant Recreation Director at <a href="mailto:asstreedir@truro-ma.gov">asstreedir@truro-ma.gov</a> or in person. Recreation activities have priority for the use of the room. Other functions and events will be accepted as scheduling allows. All set up and breakdown of tables, chairs, etc. is the responsibility of the person/entity reserving the room, unless other arrangements are made. Please refer to **Conditions of Use** for further information.

#### MULTIPURPOSE, TRURO, PAMET ROOMS, GROUNDS AND/OR KITCHEN

The Multipurpose, Truro, Pamet Rooms, Grounds and/or the Kitchen may be reserved by filing the Application with the Facility Scheduler at <a href="mailto:CommunityCenter@truro-ma.gov">CommunityCenter@truro-ma.gov</a> or in person. Recreation and COA activities have priority for the use these spaces. Other functions and events will be accepted as scheduling allows and may require pre-approval from the Town Administrator. Please refer to <a href="mailto:Conditions of Use">Conditions of Use</a> for further information.

#### **EQUIPMENT**

At the time a room is reserved the person responsible for filing the Application must indicate any equipment that may be needed. All set up and take down of tables and chairs is the responsibility of the person/group reserving the room; however please be aware that certain functions and the use of the sound system and/or the kitchen may require custodial staff on duty during an event.

The Kitchen is designed to be used by caterers and community groups serving refreshments and light meals. The use of the kitchen shall require prior approval from the Town Administrator. The user shall be required to comply with all aspects of the KITCHEN HANDBOOK (available upon request) and a Serv-Safe Certified person may be required for large events. Please refer to Conditions of Use and Room/Equipment Use Fees for further information.

#### CONDITIONS OF USE

#### ACCESS TO THE BUILDING AFTER REGULAR HOURS

All groups must designate an individual, 21-years or older, who will be solely responsible for the unlocking and locking of the Community Center, unless a Custodian or other Staff member is on site for this event. This individual will have the responsibility for picking up and signing out the necessary key(s). The key must be returned the next business day. If the key is not returned or is lost, the individual/group will be charged an additional fee. In the event that the building is left open after an event, that individual/group will be held responsible for any and all additional fees. See also, **Responsibility for Damage**, below and **Room/Equipment Use Fees**.

#### **GENERAL**

It is the responsibility of the individual/group to leave room(s) as they were found. All equipment, including, but not limited to chairs, tables, mats, dishes, pots, etc., shall be returned to their proper storage area(s), unless other prior arrangements have been made. See also, **Responsibility for Damage**, below and **Room/Equipment Use Fees**.

#### TIME OF EVENTS

In no case shall an event, including clean-up, be allowed after 10:00 pm Sunday – Thursday or 11:00 pm Friday and Saturday.

#### **SUPERVISION**

For use of the Multipurpose, Truro, Pamet, Kitchen and/or the Grounds, all groups must designate an individual, 21-years of age or older, who will be responsible for the conduct of the group. There shall be a required minimum ratio of adult supervisors (21 years of ago or older) as follows:

1 adult to 8 children, age 48 months to 60 months 1 adult to 12 children, age 60 months to 108 months 1 adult to 15 children, age 108 months to 14 months 1 adult to 15 children, age 9 to 15 years of age 1 adult to 20 youth, age 15 to 18 years of age

For youth programs, such as dances, the ratio shall be 1 adult to 15 youth participants. The names, addresses and phone numbers for each adult chaperone shall be filed along with the Application. Inadequate adult supervision may result in the cancellation of an event.

The Town reserves the right to require a Police detail to be paid for by the person/group using the facilities. The need for such supervision shall be determined by the Town Administrator. Please refer to the **Room/Equipment Use Fees.** 

#### GENERAL LIABILITY COVERAGE - CERTIFICATE OF INSURANCE

Groups may be required to provide a Certificate of Insurance naming the Town of Truro as also insured for \$1,000,000 prior to the use of the facilities.

Instructors shall be required to provide a Certificate of Insurance naming the Town of Truro as also insured for \$1,000,000 prior to the use of the facilities.

#### STANDARDS OF CONDUCT

Smoking, use of alcohol, except as indicated below, and the use or sale of illegal drugs is specifically prohibited anywhere on the property or in the facilities.

#### USE OF ALCOHOL AND/OR ENTERTAINMENT

Special events (i.e. weddings, fund raisers, etc.) where alcohol may be served and/or entertainment provided shall require the pre-approval and the necessary license(s) from the Board of Selectmen and the Licensing Agent. Such events shall require a Certificate of Insurance as indicated above.

#### **RESPONSIBILITY FOR DAMAGE**

The individual responsible for the group and the group as a whole shall be responsible for all damage to the building, property and/or equipment caused by the group. The group will be notified and be provided with an itemized list of damages and estimated cost of repairs, within 36 hours of the damage, 48 hours if the event was over a weekend. Payment shall be required in 30 days. Failure to make payment may result in suspension of further use of the Community Center.

#### LOSS OF PERSONAL PROPERTY

The Town of Truro assumes no responsibility for the personal property of individuals or groups utilizing the facilities and/or property.

#### ADMISSION FEES

Admission fees shall not be changed for any event held at the facilities without prior written approval of the Board of Selectmen.

#### DECORATIONS

Decorations may be used; however only adhesive putty or easily removable tapes may be used to temporarily affix decorations or signs to the walls. Nothing that penetrates the surface of the walls is allowed. All decorations and signs must be removed by the group at the conclusion of their function.

#### **ANIMALS**

No animals, except for certified service animals, are allowed in the building.

#### **FACILITIES AND GROUNDS**

- All exit doors must remain clear and unobstructed.
- A No flames are allowed within the facilities or on the grounds, with the exception of small birthday-type candles.
- ▲ Trash must be deposited in appropriate trash receptacles.
- A Equipment is not to be removed from the building at any time without prior approval from the Town Administrator.
- All facilities and grounds shall be left in the same conditions as found.

#### **VIOLATIONS**

Any person or groups who violate any of the terms and policies herein outline, may be suspended or barred from using the Community Center, its facilities and grounds.

## ROOM/EQUIPMENT USER FEES

Not for profit, 501C3 Organizations shall be required to pay all room/equipment user fees if the organization charges for membership, including by not limited to Elks, Knights or Columbus, Lions, etc. A certificates of 501C3 status must be supplied at the time of reservation.

Not for profit, 501C3 organizations that do not charge membership or use fees may not be required to pay room/equipment user fees, but only after review and authorization by the Truro Board of Selectmen. A certificates of 501C3 status must be supplied at the time of reservation.

Town Boards, Committees, Commissions and Town Departments shall be exempt from Room/Equipment User Fees; however, in the event that a custodian is needed outside the hours of 8:00 am and 3:30 pm the Town Board, Committee, Commission or Department, the Custodial Fee shall apply.

Fees may only be waived by the Board of Selectmen, and must be requested prior to the filing of an Application. In no cases shall a Kitchen, Custodial Late Return of Key(s) and/or Lost Key(s) Fees be waived.

#### **ROOM/EQUIPMENT USE FEES**

| COUNCIL ON AGING  | Single Use: \$20.00<br>Yearly Fee: \$100.00*   |
|---|--|
| RECREATION LOUNGE   | Single Use: \$20.00<br>Yearly Fee: \$100.00*   |
| MULTIPURPOSE ROOM   | Single Use: \$50.00<br>Yearly Fee: \$250.00*   |
| TRURO ROOM  | Single Use: \$35.00<br>Yearly Fee: \$150.00*   |
| PAMET ROOM  | Single Use: \$25.00<br>Yearly Fee: \$125.00*   |
| KITCHEN   | Single Use: \$250.00 (This fee provides kitchen access and Custodial services for up to 3 hours. Additional Custodial hours may be provided at \$50.00/hour)   |
| GROUNDS (other than Puma Park Playground)                                 | Single Use: ??   |
| PODIUM WITH MICROPHONE  | Included in the Room Use Fee   |
| LARGE SCREEN  | Included in the Room Use Fee   |
| FULL AUDIO SYSTEM (regardless of the number of microphones use – 6 total) | <b>Single Use: \$250.00</b> (This fee provides for the audio system and the sound technician for up to 3 hours.  |
| ,   | Additional technician hours may be provided at \$50.00/hour)   |
| KITCHEN & FULL AUDIO SYSTEM   |  |
|   | Additional technician hours may be provided at \$50.00/hour)  Single Use: \$300.00 (This fee provides kitchen access and sound technician/custodial services for up to three hours. Additional   |
| KITCHEN & FULL AUDIO SYSTEM   | Additional technician hours may be provided at \$50.00/hour)  Single Use: \$300.00 (This fee provides kitchen access and sound technician/custodial services for up to three hours. Additional Custodial hours may be provided at \$50.00/hour)  \$150.00: This fee provides for up to 3 hours of service. Additional Custodial hours may be provided at \$50.00/hour. \$150.00: in the event that a person/group does not secure the building following their event, this additional fee shall be |

<sup>\*</sup>Limit 104 uses. Groups who wish to reserve space on more than 104 occasions, must seek approval from the Board of Selectmen and may incur additional costs.



## **TOWN OF TRURO** TRURO COMMUNITY CENTER

| Official Use | Only: |
|--------------|-------|
| Date Rec'd_  |       |
| Time Rec'd   |       |
| Est. Fee     |       |

#### Facility and Equipment Use Application

Each application must be accompanied by full payment for the intended use made payable to the "Town of Truro,,. If the request is denied, the original check will be returned. Payment is due on the 1st of each month for ongoing monthly rentals. Please note that fees may be adjusted according to the extent of the request.

| Organization Name:   |  |   | Non-Profit:* Document  | YES* NO  |
|--|--|---|--|--|
| Contact/Responsible Person:  |  |   |  |  |
| Mailing Address:   |  | City:   | State:   | Zip;   |
| Phone:   |  | Cell Phone: _   |  |  |
| Type of Function (Be Specific): _  |  |   | ***************************************  |  |
| Room(s) Requested: (Multipurpos  | e Room, Truro Room, Pa   | met Room, COA, Recrea   | tion, Kitchen)   | 12.075   |
| Date(s) Needed:  | Day:   |   | Recurrence:  |  |
| Alternate Date(s)/Day:   | automata, automata and a state |   |  | ***************************************  |
| Timeframe: Set-up: E   | vent Start:  | Event End:  | Clean up finish  | ed by:   |
| Number of Persons Anticipated i  | n Attendance (high   | n estimate):  |  |  |
| Will Funds Be Raised or Admissi  | on Charged:  | YES* NO<br>* Pre-a  | Alcohol Served:Y   | ES* NO   |
| Custodial Help: YES NO   | Roc  | om Set-up Request   | : YES NO   | -  |
| Equipment Requested (Be Specifi  | (# of Chairs, # o  | f Tables, Screen, Podium  | , Audio, etc.)   |  |
| P  | lease Use Additiona  | l Sheet for Other In  | iformation   |  |
| The requesting group/individual assu<br>the Town of Truro, its employees, an<br>property for the above stated activity,<br>are the sole responsibility of the requi-<br>Police services may be required at ad<br>the Permission to Facility and Equipr<br>The undersign has read and fully und<br>Town of Truro for rental/use of the Tunder any and all circumstances and | d volunteers for any in addition, the security group. It is unditional cost. All Connent Use Application erstands the above struro Community Cer   | accident or injury the uring of the facility and addition that addition | at may occur while on the and all damages which occur and building monitors and e Policy and Building Inforcedures, and regulation | Community Center cur during said use lor custodial or cormation apply to as set forth by the |
| Contact/Responsible Person Signa   | -  |   | Date   |  |

#### **HYANNIS YOUTH & COMMUNITY CENTER**

141 Bassett Lane

Hyannis, MA 02601

Phone: 508-790-6345 / Fax: 508-790-6279

## Permit Application For Building Use

- INSTRUCTIONS: 1. Complete each section of the application.
  - 2. We strongly suggest providing alternate dates and times.
  - 3. Return application to the HYCC 141 Bassett Lane, Hyannis or fax 508-790-6279
  - 4. Please do NOT attach or enclose deposits unless expressly instructed to do so.

|   | Available for Re   | nt:   |  |   |
|---|--|---|--|---|
| HYCC  | YCC 141 Bassett Lane, H  |   |  | Shepley Community Room  |
| HYCC  | 141 Bassett Lane,  | Hyannis   |  | Conference Room   |
|   | Shepley Community Room   |   | \$60.00  | per 3 hour block  |
| FEE Schedule  | HYCC Conference Room   |   | \$60.00  | per 3 hour block  |
|   |  | Alternate Cho   | :  |   |
| First Choice:   |  | D   |  |   |
| Room:   |  |   |  |   |
| •   |  | ·   |  | -   |
| Start Date:   |  |   |  |   |
| End Date:   |  |   |  |   |
| Start Time:   |  |   |  |   |
| End Time:   | and population   | End Time: _   |  |   |
| PURPOSE:  |  |   |  |   |
| rr 10   | Admission to be observed:  |   | Ассер  | ting Donations?:  |
| Head Count:   | Admission to be charged.   |   | •  |   |
|   | lity insurance? YesNo_   |   |  | nount of coverage:  |
| Does your group carry liabil  |  | food service contr<br>he Casual Gourma<br>is Youth & Commu                  | If yes, an   | nount of coverage:<br>ne Casual Gourmet. ALL CATERING<br>er vendor may sell food to the publ        |
| Does your group carry liabil  The Hyannis Youth & Commu  food service conducted in the                                    | lity insurance? YesNo_<br>unity Center maintains an exclusive p<br>HYCC must be contracted through t<br>the premises of the Hyanni | food service contr<br>he Casual Gourm<br>is Youth & Commu                   | If yes, an ract with the et. No other unity Cente        | nount of coverage:<br>ne Casual Gourmet. ALL CATERING<br>er vendor may sell food to the publ        |
| Does your group carry liabile  The Hyannis Youth & Commustration food service conducted in the service CONTACT PERSON:    | lity insurance? YesNo_<br>unity Center maintains an exclusive p<br>HYCC must be contracted through t<br>the premises of the Hyanni | food service contr<br>he Casual Gourmi<br>is Youth & Commi                  | If yes, an<br>ract with th<br>et. No othe<br>unity Cente | nount of coverage:<br>ne Casual Gourmet. ALL CATERING<br>er vendor may sell food to the publ        |
| The Hyannis Youth & Commu food service conducted in the GROUP NAME:  CONTACT PERSON:  ADDRESS: Street                     | lity insurance? YesNo_<br>unity Center maintains an exclusive p<br>HYCC must be contracted through t<br>the premises of the Hyanni | food service contr<br>he Casual Gourma<br>is Youth & Commu                  | If yes, an   | nount of coverage:  ne Casual Gourmet. ALL CATERING er vendor may sell food to the public.  Zip Zip |
| The Hyannis Youth & Commu food service conducted in the GROUP NAME:  CONTACT PERSON:  ADDRESS: Street                     | lity insurance? YesNo_<br>unity Center maintains an exclusive p<br>HYCC must be contracted through t<br>the premises of the Hyanni | food service contr<br>he Casual Gourma<br>is Youth & Commu                  | If yes, an   | nount of coverage:  ne Casual Gourmet. ALL CATERING er vendor may sell food to the public.  Zip Zip |
| The Hyannis Youth & Commu food service conducted in the GROUP NAME:  CONTACT PERSON:  ADDRESS: Street _  DAYTIME PHONE #: | lity insurance? YesNo_ unity Center maintains an exclusive p HYCC must be contracted through t the premises of the Hyanni          | food service contr<br>he Casual Gourma<br>is Youth & Commu<br>Town<br>EMAII | If yes, an   | nount of coverage:  ne Casual Gourmet. ALL CATERING er vendor may sell food to the public.  Zip     |
| The Hyannis Youth & Commu food service conducted in the GROUP NAME: CONTACT PERSON: ADDRESS: Street DAYTIME PHONE #:      | lity insurance? YesNo_<br>unity Center maintains an exclusive p<br>HYCC must be contracted through t<br>the premises of the Hyanni | food service contr<br>he Casual Gourma<br>is Youth & Commu<br>Town<br>EMAII | If yes, an   | nount of coverage:  ne Casual Gourmet. ALL CATERING er vendor may sell food to the public.  Zip Zip |



#### ANNUAL MEMBERSHIP APPLICATION Please Check (The cost is per person)

| SINGLE MEMBERSHIPS Annual Resident Membership (\$20.00)*  [ Resident Family Membership (\$15.00 |                |  | 5.00       |
|---|----------------|--|------------|
| ☐ Annual Non-Resident Membership  | -              | each based on 4 people)**  Non-Resident Family Membershi each based on 4 people)** | р (\$30.00 |
|   | RENEWAL        | L MEMBERSHIPS  |            |
| Resident Renewal (\$20.00)*   |                | Resident Renewal Family (\$1   | ,          |
| ☐ Non-Res Renewal (\$40.00)* ☐ New Key Tag Needed (N/C with re.                                 | n overall      | ☐ Non- Res Renewal Family (\$ ☐ Lost Key Tag (\$5.00 w/ active                     | •          |
|   | ŕ              | **FAMILY MEMBERSHIPS ARE BA  | •          |
| Primary Parent/Guardian   |                |  |            |
| (1st Family Member):  |                | Date of Birth:   | Key Tag #  |
| Address:  | City:          | State:   | Zip:       |
| E-mail Address:   |                | Phone #:   |            |
| Please list everyone w  | ho will need a | n Membership and include their Date o  | of Birth   |
| Name 2nd Family Member:   |                | Date of Birth:   | Key Tag #  |
| Name 3rd Family Member:   |                | Date of Birth:   | Key Tag#   |
| Name 4th Family Member:   |                | Date of Birth:   | Key Tag #  |
| Name 5th Family Member:   |                | Date of Birth:   | Key Tag #  |
| Name 6th Family Member:   |                | Date of Birth:   | Key Tag #  |
| Mail Passes: Pic  | k Up Passes: _ |  |            |
| Signature of Parent/Guardian:   |                |  |            |
| Date: FA  | : Y/N          |  |            |
| HYCC Employee Witness Signature:  |                |  |            |
|   |                |  |            |
| Cash:   |                |  |            |
| Check:  |                |  |            |
| Credit Card:  |                |  |            |
| Exp: Sec  | urity #:       | Billing Zip Code:  |            |
| Name on Card:   |                |  |            |

# Town of Falmouth Gus Canty Community Center Falmouth Recreation Department/790 Main Street Falmouth MA 02540/Phone 508-457-2567/Fax 508-457-2548

## **Building Use Form**

|  | Date of Application:   |
|--|--|
| Organization:  | Contact Person:  |
| Telephone Number:  | Email:   |
| Address:   |  |
| Description of Event:  |  |
|  |  |
| Starting Date:   | Ending Date:   |
| Starting Time:   |  |
| Number of persons to attend                                  | l: Is event intended to be profit making?  |
| Is Admission to be charged?                                  | If admission is charged, how much?   |
| (such as Boy Scouts/Girl Sco<br>that charge admission for an | ed civic groups, recreational clubs and national organizations outs) shall have no fee. Other civic groups or other organizations a event in one of our meeting rooms shall pay a \$25.00 per hour mequired, approval at the discretion of Recreation Director).   |
| Gym and Teen Center Fees                                     |  |
| Non-Profit group \$50.00 p<br>\$50.00 (one gym)              | per hour Profit group \$100.00 per hour. (both gyms)   |
| Profit group charging admiss<br>Committee on 1/12/2011).     | sion to an event. \$200.00 (gym) per hour. (Approved by Recreation   |
| (*Building Use Form required custodial fees may apply.       | d, approval at the discretion of Recreation Director). Additional  |
|  | ic and Private Use of the Gus Canty Community Center   |
| 3 5 1. 1 O. 1 C  | if the bearing of the common that it is a sure of the common t |

Must be 21 years of age: certify that he/she is an authorized representative of the requesting organization and that he/she will assume responsibility for conforming to the following department rules and regulations and is a Falmouth resident.

Comply with all applicable laws of the Commonwealth of Massachusetts and the Town of Falmouth; obtain all necessary licenses, comply with Internal Revenue Service Requirements when admission is charged.

Your group is held responsible for any damage to department property.

Must confine members of his/her group and spectators to the designated areas.

Must be present for the entire activity and be responsible for the decorum of those present. Comply with requests of the Recreation Department staff in charge regarding use of facility.

Consumption and service of food shall be restricted to kitchen areas of the building.

Activities or use of equipment that might damage the centers property is strictly prohibited. Flammable materials must be restricted and care must be taken to avoid overload of electrical facilities or department equipment.

The licensee will not make any alterations to electrical facilities or department equipment.

Department furniture or equipment will not be moved without consent of authorized staff.

Nothing shall be affixed to walls which might mar or damage them.

Please leave the room assigned to your group the way you found it. Put all tables and chairs back. Keep windows shut if A/C or heat is on. Turn off all lights at the end of meeting/activity.

Please keep the time slot allowed to your group, as the building is very busy. Do not run over your allotted time.

Groups will not be allowed to have their meetings in the corridors due to fire safety codes.

The Recreation Department reserves the right to move any group if the space is needed for a Town of Falmouth activity or special event.

Dances held in the Gus Canty Center gym have specific guidelines. See Director for details.

# No smoking is permitted in the building or on grounds of the Gus Canty Community Center,

Indemnification. The undersigned organization/individual hereby agrees to hold the Recreation Committee, Recreation staff and Town of Falmouth harmless from and to indemnify them against all costs, damages, losses, claims and expenses incurred, directly or indirectly, a result of such organizations or individual use of the Gus Canty Center. Such costs, damages, losses, and expenses shall include, without limitations, any damages to the meeting room or any part of the Gus Canty Center, building, grounds, the cost of employee overtime, cost of police detail if deemed necessary by the Recreation Committee or director on account of any alleged injury related to the space used. In consideration of the use of the space in the Gus Canty Center, the undersigned organization or individual, for itself and each and all of it members, hereby releases, remises and waives any and all claims which they, or any of them, ever will or may have against the Recreation Committee, the Town of Falmouth and or Recreation staff for any injury to persons or damages to property suffered by such group or any of its members during or result of the use of space in the Gus Canty Center, except insofar as such injury or damage is directly and solely caused by the negligence or intentional misconduct of any persons belonging to or acting on behalf of the Recreation Committee, the town government of the Town of Falmouth or the Recreation staff. The undersigned on behalf of the organization or individual using the Gus Canty Center acknowledge (s) receipt of the copy of this building policy and agree (s) to abide thereby.

| i nave read the above rules and | regulations and agree to comply.  |  |
|---------------------------------|-----------------------------------|--|
| Date:                           |                                   |  |
| X                               | Contact Number                    |  |
| Signature of Person who is resi | oonsible for Gus Canty Center Use |  |

# 2017-18 BARNSTABLE RECREATION DIVISION FEE SCHEDULE/POLICIES OF RECREATION FACILITIES

Rental charges for facility use will be determined according to classification. <u>No fees will be charged to Town, State, or Federal governments for use of any of the buildings.</u> Civic Associations will also not be charged for use of the buildings.

The following groups/organizations will be given priority as follows:

- Those local, non-profit organizations which primarily serve youth and youth groups. Examples include Civic Associations, Scouts, etc.
- Cultural, educational, or governmental institutions offering a service to the public for which no fee is charged. Examples include AA, Civil Defense, etc.

#### DIVISION POLICIES - Revised 7/1/15

- Groups who claim non-profit status must submit tax exemption certification 501 (c) (3) from the State.
- 2. An annual permit is required for user groups utilizing any facility for 9+ months in a fiscal year.
- 3. Fees are assigned yearly by the number of days per week a group utilizes a facility. (1 day/week = \$600, 2 days/week = \$1,200, etc.)
- 4. Permits are valid from July 1st thru June 30th unless otherwise specified on the permit.
- 5. When the Division requires a police detail, the incurred fees are the responsibility of the permit holder.
- 6. Permit length of time in the building will not exceed three hours. Director may approve special permit requests.
- 7. The group leader/permit holder must be a Barnstable taxpayer/year-round resident. \*If the permit holder is a non-resident, fees are double.
- 8. Permits will not be issued until the application has been completed, submitted, and approved by the Director.
- 9. Group leaders are responsible for the facility cleanliness and the actions of the group's participants. Any damages caused are also the responsibility of the Group leader.
- 10. Town of Barnstable by-law, alcohol is NOT permitted in ANY recreation area or facility, ever.
- 11. No Smoking in any facility!

#### Annual Fees: (9+ months in a fiscal year - 1 day/week):

|                 | Annual                 | Annual              | Annual                 |                     |
|-----------------|------------------------|---------------------|------------------------|---------------------|
|                 | Non-Profit             | Non-Profit          | Not - For Profit       | Annual              |
| Community       | w/certification        | w/certification     | w/out certification    | For Profit          |
| Buildings:      | (No fee being charged) | (Fee being charged) | (No fee being charged) | (Fee being charged) |
| Centerville     | \$100                  | \$200               | \$600                  | \$800               |
| Osterville      | \$100                  | \$200               | \$600                  | \$800               |
| West Barnstable | \$100                  | \$200               | \$600                  | \$800               |
|                 |                        |                     |                        |                     |

#### One-Time Use Fees: (Per 3 hours):

|                 | One-Time Use           | One-Time Use        |                        |                     |
|-----------------|------------------------|---------------------|------------------------|---------------------|
|                 | Non-Profit             | Non-Profit          | One-Time Use           | One-Time Use        |
| Community       | w/certification        | w/certification     | Not - For Profit       | For Profit          |
| Buildings:      | (No fee being charged) | (Fee being charged) | (No fee being charged) | (Fee being charged) |
| Centerville     | \$ 10                  | \$ 20               | \$ 60                  | \$ 80               |
| Osterville      | \$ 10                  | \$ 20               | \$ 60                  | \$ 80               |
| West Barnstable | \$ 10                  | \$ 20               | \$ 60                  | \$ 80               |

All users will be issued 1 key per group and must provide credit card information, which will be kept on file. If the key is not returned within 7 days of use of the building, you will be charged the key deposit fee.

<sup>\*</sup>Key Deposit: \$20 - Non-Profit / \$50 Not - For Profit and For Profit.

#### BARNSTABLE RECREATION DIVISION

141 Bassett Lane

Hyannis, MA 02601

Phone: 508-790-6345 / Fax: 508-790-6279

# Permit Application For Building Use

- INSTRUCTIONS: 1. Complete each section of the application. (Attach necessary documents.)
  - 2. We strongly suggest providing alternate dates / times / sites.
  - 3. Return application to the Recreation Office 141 Bassett Lane, Hyannis or fax 508-790-6279
  - 4. Please do NOT attach or enclose deposits unless expressly instructed to do so.
  - 5. Those who claim non-profit status must submit tax exemption certification (501 (c)(3) from the state or be charged as per the Fee Schedule (see reverse).
  - 6. Facility use may not exceed 3 hours. Director may approve special permit requests.

| F  | Recreation Buildings Available for Re   | nt   |        |
|--|---|--|--------|
| Centerville Recreation Building<br>Osterville Community Building<br>West Barnstable Community Building | 524 Main Street - Centerville<br>First Avenue - Osterville<br>2377 Meetinghouse Way,<br>Rt. 149 - West Barnstable | Lower or Main Floor<br>Gym and Kitchen<br>Specify Large or Small Room  |        |
| First Choice:  | Alternate Choice:   |  |        |
| Facility:  |   |  |        |
| (Please indicate floor/room)   | (Please indicate floor/ r   | , and the second |        |
| Day/s:   |   | · · · · · · · · · · · · · · · · · · ·  |        |
| Start Date:  |   |  |        |
| End Date:  |   |  |        |
| Start Time:  |   |  |        |
| End Time:  | End Time:   | ······································   |        |
| PURPOSE:   |   |  |        |
| Head Count: Admiss   |   | quired documentation must be att   | ached. |
|  | 11c   |  |        |
| Does your group carry liability insurance  | _   | , amount of coverage:  |        |
| GROUP NAME:  | e? YesNo If yes   |  |        |
| GROUP NAME: CONTACT PERSON:  | e? YesNo If yes   |  | -      |
| GROUP NAME:  CONTACT PERSON:  ADDRESS: Street  | Property No If yes Town   | Zip  | -      |
| GROUP NAME: CONTACT PERSON:  | Property No If yes Town   |  | -      |
| GROUP NAME:  CONTACT PERSON:  ADDRESS: Street  | Property No If yes Town   | Zip  | -      |
| GROUP NAME:  CONTACT PERSON:  ADDRESS: Street  DAYTIME PHONE #:  | Per YesNo If yes Town EMAIL: Exp. Date:   | Zip  | -      |
| GROUP NAME:  CONTACT PERSON:  ADDRESS: Street  DAYTIME PHONE #:  *Credit Card (Visa / M/C) #:          | Per YesNo If yes Town EMAIL: Exp. Date:   | ZipSC#: Zip:   | -      |

the data says. He reiterated that the Town Engineer designed a roundabout which fits without taking any property.

Jerry Scannell of the Traffic Safety Committee handed in written remarks and Chairman MacAskill asked him to submit a recommendation from the Traffic Safety Committee to the Town Administrator.

Tim Klink of 240 Pleasant Bay Road discussed moving forward with contentious neighbors and taking trees down and he stated that one of the big problems is the Nelson corner. He stressed that we should not wait on the preliminary short term recommendations and should start moving forward with planning a roundabout now.

Bob Phillips of 1664 Route 39 said he looked at the data and the basic problem at this intersection is failure of cars to stop at the stop sign and he discussed different crash scenarios. He attempted to display some charts on his mobile device at which time Chairman MacAskill referred him to the Traffic Safety Committee. He said he is concerned about neighborhood being diluted prior to the roundabout. Mr. Tupper responded that people will stop at the stop sign but then proceed without yielding to Route 39 traffic. He then discussed regional funding sources.

Mr. Clark suggested that he meet with the neighbors to discuss this. He noted that mini roundabouts don't allow us to be eligible for TIP funding. He recommended discussing a longer term solution that is palatable to the neighbors and meets safety standards outlined in the report. He suggested that a Board member, Mr. Tupper, and Mr. Hooper participate as well to vet out the right solution and then he would report back to the Board. Ms. Kavanagh suggested looking at starting the process on moving poles now.

Marie Jainchill of 241 Pleasant Bay Road said there has definitely been an increase in accidents since 2015 and that she sees the collisions firsthand. She said the roundabout is the only way to go. Bruce Jainchill commented that this is a drag strip and agreed that the roundabout is the best way to stop the excessive speed.

Chairman MacAskill said meeting with the neighbors is a great idea and he asked for as much background material as possible to go along with the report.

#### D. Accela permitting software update – Paula Champagne

Mr. Clark reported that we will be rolling out sections of Accela as we get them done, hopefully over the next month or so. Ms. Champagne provided a walk-through of the live site. She noted that it is a great timesaver and at this time anyone can research a parcel and download parcel detail report, find the status of any permit and track it. She added that they have opened 3 permits online including the real estate transfer inspection report permit and that last Monday we had training for designers, engineers and inspectors and the training will continue. Mr. Clark said they will continue to update the Board and the road we are on is the sounder more correct approach to get Accela to be functional and usable for the community.

#### NEW BUSINESS

A. Middle School Building Information report

Mr. Clark stated that Ms. Carey did an excellent job of putting together proposal. He noted that the \$125,000 budget will not be sufficient and if this is successful we will have to go to Town Meeting to create a revolving fund. Ms. Carey spoke on the fee structure and she and Mr. Clark took questions and comments from the Board. Ms. Brown said she did not want to offer a monthly rate for the gymnasium, music room, auditorium, and cafeteria. Ms. Kavanagh stated that if there was availability in the evenings it would be nice to have the income. Mr. Clark cautioned that we do not have any staff dedicated to this and he would not want to hire staff as this would be a two year experiment. He said that each person that rents a room would be responsible for the room itself and that we don't have set up because we don't have furniture. Ms. Kavanagh said the contracts should say that whoever rents is responsible for cleanup. Mr. Libby stated that we spend about \$80,000 on just utilities and that is with keeping the heat at 55 degrees. He said there is no accountability if we just let people go in all hours of the night and it is a liability issue for us. He stressed the need to think all these things through. Chairman MacAskill said he shared Ms. Brown's concerns about renting monthly and said the hours need to be clearly defined. He suggested the agreements indicate something like "broom clean."

Ms. Brown moved to approve the fee schedule as presented with the elimination of monthly rates for auditorium, gymnasium, cafeteria and music room for the Middle School. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

#### B. Action Item Register additional items to be added

Mr. Clark reviewed the register and noted that if a Selectmen wanted to add a specific item they would approach the Chair who would bring it forward for the Board to formally vote. Mr. MacAskill said only things items that were votes or consensus of the Board would go on and Ms. Greenhalgh would maintain it.

#### C. Budget/Warrant Timeline

Chairman MacAskill noted that this is a new timeline with corrected dates. Ms. Brown moved to approve this amended Budget/Warrant Timeline in our packet. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

#### TOWN ADMINISTRATOR'S REPORT

A. Harwich Housing Summit sponsored by Council on Aging - October 3, 2016

Mr. Clark announced that there will be a Housing Summit sponsored by the Council on Aging on October 3, 2016.

B. Habitat for Humanity LIP Application material submitted for future meeting

Mr. Clark reported that we have received a LIP application and Habitat will be coming in to apply for state funding through the LIP application and also for asking for consideration of \$300,000 for acquisition of the land. He added that they may be before CPC when they are ready for construction funding.

#### C. Brooks Park Lighting

#### **OLD BUSINESS**

#### A. Middle School Interim Use – discussion and possible vote

Mr. Clark outlined the following memo to the Board regarding continued use of the Middle School dated June 9, 2016:

During my time as Town Administrator, I have been attempting to minimize costs to the Middle School as the Town deliberates its re-use. Once the building was officially turned over to the Town from the Monomoy Regional School District, I set up a process in which Sean Libby, Facility Maintenance Director was responsible for maintenance of the building and grounds; Carolyn Carey, Community Center Director was given the task of seeking various parties to utilize overflow space from the Community Center; and Eric Beebe, Recreation Director, was encouraged to also make use of the building for recreation programs. The primary intent of these actions was to retain some level of use in the building to be able to minimize insurance costs, and having a presence in the building would allow for better observation of its status. I believe this initial Administration effort has been successful but is not permanently sustainable.

The Board was initially inclined to utilize the building for housing purposes and then last year requested a non-binding ballot question be put forth for the voters to consider the re-use at the May 2016 Annual Town Election. The ballot question results came in as follows:

| 1. | Option three | sale of building for affordable or senior housing           | Votes 653 |
|----|--------------|---|-----------|
| 2. | Option four  | retention as private self-sustaining cultural center        | Votes 393 |
| 3. | Option one   | retention as a relocated Town hall and community activities | Votes 295 |
| 4. | Option two   | demolition and retention of land for future general use     | Votes 156 |

# I believe that a key policy decision needs to be made by the Board of Selectmen in regards to which direction should the re-use of the Middle School be made.

In my previous experiences, I have seen such questions emerge for elected officials. One consideration to be made is that without a clear definitive direction being achieved by the elected officials, then perhaps Administration should put together a more formal Interim Use Plan for the Middle School.

The Interim Use Plan that I would propose would be to pursue modest maintenance only with a more intensive use of the building. Options 4 and 1 call for use of the building as a cultural center or for other community activities. During this last two year, Administration, working with the above department heads, has only allowed for very short term use of the building. I would suggest that an Interim Use Plan would be for a period of five years with the intention of doing license agreements or rentals throughout the building and also establish a revolving account for the deposit of revenues to offset the increased costs to operate. This interim period of time could provide the Board with valuable information regarding the actual viability of operating the Middle School as a cultural center. The Town already has a very heavily utilized Community Center and Administration does not believe that a duplication of services is warranted. I have had initial discussions with Sean, Carolyn and Eric regarding

giving them the opportunity to see if the concept of a cultural and recreation center has viability at that site. We have attached some materials regarding its current utilization and costs for the Board to consider.

The FY 16 budget included the line item of \$125,000 for the operation of the Middle School. It appears based upon current spending, that approximately \$50,000 will remain from this allocation and if not utilized will fall to so-called free cash at the close out of the budget. I have had preliminary conversation with Sean Libby about what recommendations he would have regarding minimal maintenance requirements for the school that could be done. First, he recommended that the portable classrooms at the rear of the building should be detached and sold or demolished. Second, if there is a desire for greater utilization of the building then the domestic hot water system will need to be repaired. These are two preliminary recommendations that will have to be followed up prior to June 30, 2016

If the majority of the Board of Selectmen vote consistent with option 3 to sell the building for affordable or senior housing, Administration will update the previous RFP making the necessary adjustments to limit any housing proposals to the strict footprint of the existing building. Any RFP process will need to include a formal town warrant article and Town Meeting action for the disposition of the property to a private party. The current status could be retained until such time as Town Meeting deliberations are concluded.

Mr. LaMantia and Mr. Hughes asked that operating costs be provided and Mr. Hughes said the building should be self-sustaining. The Board took questions and comments from Mr. Gunderson and Ms. Pfleger.

Mr. Hughes moved that with funds that are currently available through the end of this year, that we approve restoring minimal hot water service to the school in those areas that are being used at the moment primarily the bathrooms around the gym. Ms. Brown seconded the motion and the motion carried by a 4-1-0 vote with Mr. LaMantia in opposition.

Mr. Hughes moved that assuming the funds are available, first and foremost we see if we can't sell, we get somebody interested in paying to take away those two portable classrooms and short of that, if that doesn't work out, that we get them demolished or removed somehow someway once we know the cost though. Mr. LaMantia seconded the motion. Mr. Clark said he would like authorization to do the demolition if we don't get anyone to take them. Mr. Hughes amended his motion to including encumbering the funds to knock them down and dispose of them. Ms. Brown expressed concerns about getting rid of space that could be utilized especially as we don't know what we are doing with the building yet. Mr. Clark stated that Mr. Libby has indicated that the structures are ancillary to it and expensive to operate. He said they are well past their useful life. Ms. Kavanagh suggested offering it to Town departments and Mr. Clark said we could offer to other governmental agencies such as the Tech School. The motion carried by a 4-1-0 vote with Ms. Brown in opposition.

Ms. Brown moved to charge Administration with the task of developing a 2 year interim use plan of operation of the former Harwich Middle School including Town use and possible lease agreements with interested non-profit organizations. Ms. Kavanagh seconded the motion. Mr. Hughes said he would rather wait to see what the potential uses are. Mr. Clark should we should

at least see what the marketplace has. After a lengthy discussion, Ms. Brown moved to amend her motion to say "possible license agreements" instead of "lease agreements." Ms. Kavanagh felt that it might discourage those who are interested in a longer term. Mr. Clark noted that right now it is only zoned for single family and any change would have to go to Town Meeting. He added that the licensees would probably be looking at a license agreement of at least a year and they would have lead time should they need to get out. Ms. Kavanagh seconded the amended motion made by Ms. Brown. Mr. LaMantia amended the motion that they do not go over the budget that is already approved for this year and next year. Ms. Brown seconded the amendment made by Mr. LaMantia. Mr. Hughes asked for clarification on the amendment and it was agreed that they would not go over the FY17 budget. Mr. Hughes recommended they wait the three weeks when they have the financial numbers in front of them. At the request of the Chair, Ms. Brown restated her amended motion as follows: to charge Administration with the task of developing a 2 year interim use plan of operation of the former Harwich Middle School including Town use and possible license agreements with interested non-profit organizations. Mr. LaMantia restated his amendment as follows: and that this be handled within the FY17 budget. Mr. LaMantia's amendment failed on a 2-3-0 vote with Ms. Kavanagh, Mr. Hughes and Chairman MacAskill in opposition. Ms. Brown's amended motion carried on a 3-2-0 vote with Mr. LaMantia and Mr. Hughes in opposition.

B. Selectmen Liaison assignments for the 2016-2017 year

Ms. Brown moved to accept and adopt the Selectmen Liaison assignments for FY2017. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

C. Selection of McGinley, Kalsow & Associates, Inc. for the Library Painting Restoration Project Funded through CPC

Mr. Hughes moved to authorize Sean Libby's recommendation on McGinley, Kalsow & Associates for library painting restoration design work provided that the cost does not exceed \$25,000, if it does exceed \$25,000 that we would go out to bid. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

#### TOWN ADMINISTRATOR'S REPORT

A. Letter of Appreciation/Recognition to Community Development Departments

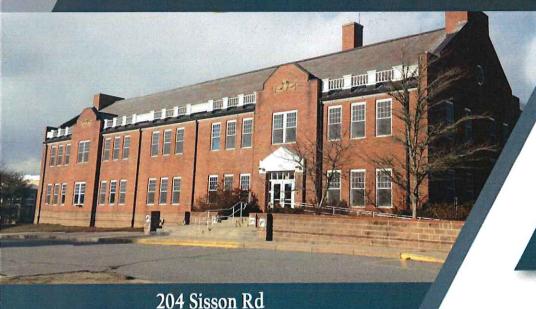
Mr. Clark noted that a letter was received from a builder recognizing the outstanding service provided by particular employees.

#### SELECTMEN'S REPORT

Mr. LaMantia noted that there was an article in the Cape Cod Times about the Pleasant Bay Alliance joining an organization that is dealing with climate change. He said he would like to write a note to the Pleasant Bay Alliance asking them if they have support of the other towns and will they be using Town funds to pursue this activity. He commented that they only deal with a quarter of the Town so he would think they would have people from other areas of Town.

# Harwich Cultural Center

**BUILDING INFORMATION** 



204 Sisson Rd Harwich, MA 02645

Carolyn Carey ccarey@town.harwich.ma.us (508)430-7568

Erica Strzepek estrzepek@town.harwich.ma.us (774)212-3482

# Welcome!

The Harwich Cultural Center was originally built in 1937 as a Middle School, and then expanded and renovated in 1990. With the formation of the Monomoy Regional School District (Chatham and Harwich), this facility has become surplus now that the new Monomoy High School Facility is operational.

Our mission is to repurpose the Harwich Cultural Center as rental space for groups and individuals to engage in recreational, social, educational, cultural, community service, civic and governmental activities.

#### **Facility Information**

#### **Hours of Operation**

Spaces are available to rent Monday through Saturday for daily, weekly or monthly fees.

#### **Parking**

The Harwich Cultural Center has a total of **88 parking spaces**, including **6 disability parking spaces**. Further disability parking spaces may be designated for special events.

\*\*Please note that there is NO phone service or internet connection available at the Harwich Cultural Center\*\*

#### **Renting Space**

In order to rent space at the Harwich Cultural Center, one must fill out and submit an **Application for Room Use** (available at the Harwich Community Center Front Desk). When renting space for multiple dates, one application must be filled out for each month of use. Space will not be reserved until applications and Room Use Fees are received. All reservations are on a first-come, first-serve basis, and are subject to review and approval by the Harwich Community Center Director.

- All reservations are made based on availability of building space.
- Single use is defined as one three hour use.
- Room fees shall be paid by all groups other than Harwich town Departments.
- Additional set-up fees may be required
- All checks shall be made payable to the Town of Harwich.
- Fees are non-refundable, and are made to the Town of Harwich to cover expenses related to heating, air conditioning, electricity, cleaning, and supervision of building during use.

# **Rental Rates**

#### MAIN WING CLASSROOMS

Single Occupancy

Double Occupancy

Triple Occupancy

\$ 300.00 per month

\$ 200.00 ea. per month

\$150.00 ea. per month

\*Rental term options of 3-month, 6-month, or 1 year; 6-month and 1-year rentals require first and last month's rent.

#### ACTIVITY WING CLASSROOMS

Single Occupancy

**Double Occupancy** 

Triple Occupancy

\$ 450.00

\$ 275.00

\$200.00

per month

each per month

each per month

\*Rental term options of 3-month, 6-month, or 1 year; 6-month and 1-year rentals require first and last month's rent.

#### LIBRARY, AUDITORIUM, OR CAFETERIA

Per 3-Hour Single Use

Weekly Rate

\$ 100.00

\$ 400.00

#### GYMNASIUM (Limited Availability)

Per 3-Hour Single Use

Weekly Rate

\$100.00

\$ 400.00

#### CLASSES AND WORKSHOP SESSIONS: MUSIC ROOM, ART ROOM, LIBRARY, AUDITORIUM, OR CAFETERIA

Room Rental \$15 per class, per session (8 class maximum per session) Student Registration Fee \$5 per student, per session

The Harwich Cultural Center offers an 8-week session schedule with morning, afternoon and evening time slots available. Rental storage options available.

For any renters providing services to clients, both for-profit and non-profit, the following documents must be provided prior to the beginning of the rental:

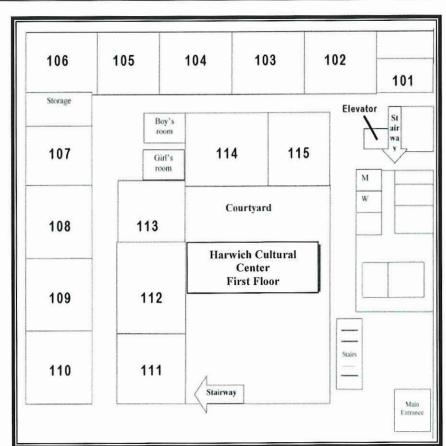
- 1. A business license or professional license as applicable
- 2. A certificate of insurance naming the Town of Harwich an "Additional Insured" for \$1,000,000
- 3. A completed CORI Check

<sup>\*</sup>Additional Custodial or Detail fees may be required

<sup>\*</sup>Additional Custodial or Detail fees may be required

# **First Floor Classroom Details**

| Room Number | Room Details                               |  |  |  |
|-------------|--|--|--|--|
| 101 – 101A  | Small, 2 Rooms, Carpeted Floor             |  |  |  |
| 102         | 3 Closets                                  |  |  |  |
| 103         | 1 Closet                                   |  |  |  |
| 104         | No Closets Available                       |  |  |  |
| 105         | Carpeted Floor                             |  |  |  |
| 106         | Art Room                                   |  |  |  |
| 107         | Art Room                                   |  |  |  |
| 108         | Carpeted Floor                             |  |  |  |
| 109         | Carpeted Floor                             |  |  |  |
| 110         | Health Room, Storage Included              |  |  |  |
| 111         | 11 Carpeted Floor                          |  |  |  |
| 112         | Carpeted Floor                             |  |  |  |
| 113         |  |  |  |  |
| 114         | 1 Large Closet                             |  |  |  |
| 115         | Larger Storage Space, Connected to Hallway |  |  |  |



# **Activity Wing Details**

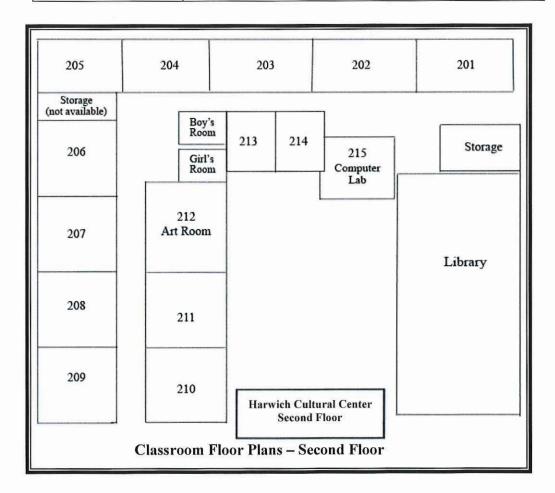
| Room Name           | Room Details   |
|---------------------|--|
| Auditorium          | 2,219 Sq Ft (Not Including Stage),<br>237 Fixed Seats                                      |
| Gymnasium           | Booking coordinated with Harwich<br>Recreation Department; available on a<br>limited basis |
| Cafeteria           | 1,066 Sq Ft  |
| Music Room          | 722 Sq Ft; Storage rental available  |
| Classroom 1, 2, & 3 |  |

| Classroom<br>1 | Boys<br>Locker<br>Room<br>225 sf | Girls<br>Locker<br>Room <sub>22</sub> | 25 sf   | Music<br>Room<br>722 sf | Girls Boys<br>Room Room | 4                    |
|----------------|----------------------------------|---------------------------------------|---|-------------------------|-------------------------|----------------------|
|                |                                  |                                       |   |                         |                         | 1066 sf<br>Cafeteria |
| Classroom<br>2 | Gymnasium                        |                                       |   | Auditoriun              | n                       |                      |
| Classroom<br>3 |                                  |                                       | 2,219 sf *Not Including Stage - 237 Fixed Seats |                         |                         |                      |

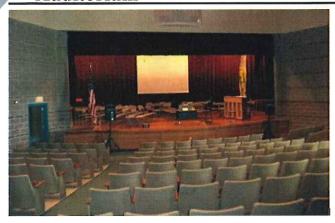


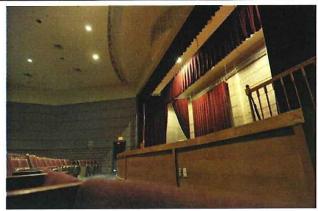
# Second Floor Classroom Details

| Room Number    | Room Details                               |  |  |  |
|----------------|--|--|--|--|
| 201            | 2 built-in wall shelves, 20' x 32'         |  |  |  |
| 202            | 1 closet, 1 wall shelf, 20' x 32'          |  |  |  |
| 203            | 2 built-in wall shelves, 20' x 32'         |  |  |  |
| 204            | 2 built-in wall shelves, 22' x 38'         |  |  |  |
| 205            | 3 sinks, 1 wall shelf                      |  |  |  |
| 206            | 3 sinks, 1 wall shelf                      |  |  |  |
| 207            | 2 built-in wall shelves, 25' x 32'         |  |  |  |
| 208            | 2 built-in wall shelves, 25' x 32'         |  |  |  |
| 209            | Large closet                               |  |  |  |
| 210            | 2 built-in wall shelves, 25' x 32'         |  |  |  |
| 211            | 3 built-in wall shelves, 25' x 32'         |  |  |  |
| 212 – Art Room | 3 sinks, storage available for rent        |  |  |  |
| 213            | 1 closet, 1 built-in wall shelf, 21' x 18' |  |  |  |
| 214            | 1 closet, 1 built-in wall shelf, 21' x 26' |  |  |  |
| 215            | 1 built-in wall shelf, 21' x 28'           |  |  |  |
| Library        | 75' x 42'                                  |  |  |  |



## Auditorium





Gymnasium

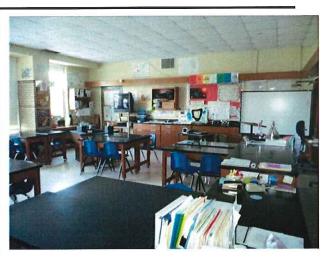


Cafeteria



Classrooms





#### TOWN OF HARWICH Harwich Cultural Center Use Policy

The Town of Harwich ("Town") recognizes that Town-owned buildings belong to the people of the Town and since these buildings have (in some cases) been established, maintained and operated by funds provided by local taxes, the Town recognizes and accepts the responsibility for making them available to responsible local, non-profit educational organizations and associations. The Town may also permit the use of Town-owned buildings by other responsible organizations not located in the Town of Harwich.

The Town also recognizes that it is bound by law and must prohibit certain activities. Those activities prohibited include but are not limited to:

- A. Any activity that may by injurious to the building, grounds or persons.
- B. Any activity in conflict with any Federal, State, local laws or regulations.

It is the Town's intention to grant the use of certain Town-owned buildings under the Town's regulations, for activities of an educational, cultural, civic, social, recreational, governmental or general political nature which are sponsored by responsible, recognized local persons, organizations or agencies. The Town reserves the right to cancel any scheduled use of the building if a conflict occurs with necessary Fire Department regulations or Town activities. Such cancellations shall be rescheduled at the earliest possible convenience.

The Harwich Board of Selectmen authorizes the Office of the Town Administrator to approve and arrange for scheduling the use of the Town-owned buildings noted here by the applicants satisfying the requirements noted herein.

- 1. The Town, because of its responsibility for protecting the buildings and property therein, may restrict use of space within buildings to certain times and areas. The Town and its representatives must have free access to facilities at all times.
- 2. Smoking and alcoholic beverages are prohibited in all Town-owned buildings. Nothing shall be sold, affixed or attached to any part of the interior or exterior of the building without prior permission in writing from the Town Administrator's Office
- 3. Organizations receiving permission to use or rent a Town-owned building are responsible for the conduct of both participants and spectators. Adequate adult supervision should be available to handle anticipated crowds. Minors must have adult supervision at all times.
- 4. Violation of safety regulations or improper use of facilities will be cause for the revocation of permit for the use of the building.
- 5. When the service of a Town employee is required, in addition to their normal working hours, there will be a charge according to the building use fees. Payment should be made by check payable to the Town of Harwich and forwarded to the Town Treasurer's Office.

- 6. Non Discrimination: All individuals and organizations requesting the use of a Town-owned building are advised that permission to use the building will be given only with the understanding that all activities taking place in their facilities are open to all individuals regardless of race, color, creed, religion, sexual orientation, or gender identity. Discrimination against any individual or group for any of the aforementioned reasons will be grounds for revocation of permission to use a Town-owned building
- 7. Liability: The Town, in its discretion, may require a Certificate of Insurance in the amount of one million dollars naming the Town of Harwich as an additional insured. Additionally, the Town will be held harmless for claims arising from the use of the building by the applicant. The Town may also require an additional fee for the purpose of purchasing insurance for the use of a Town-owned building. It is the responsibility of any person or organization using a Town-owned building to maintain the original order and cleanliness of such facilities. Such person or organization will be responsible for damages relating to its use of the facility.

It is the responsibility of any organization or persons using a Town-owned building to maintain original order and cleanliness of Town property. No food or refuse is to be left in any room of any town-owned building.

Hours are from 9:00AM – 6:00PM, unless prior approval has been obtained.



Erica Strzepek • Program Aide, Harwich Cultural Center

204 Sisson Road ● Harwich, MA 02645 estrzepek@town.harwich.ma.us (774) 212-3482

### HARWICH CULTURAL CENTER

204 SISSON RD., HARWICH, MA 02645 | (774) 212-3482

#### STUDIO RENTAL INFORMATION

The Harwich Cultural Center serves as rental space for groups and individuals to engage in recreational, social, educational, cultural, community service, civic and governmental activities.

Prospective renters are placed on our Wait List on a first come, first served basis, and are subject to review and approval by the Town Administrator. The Rental Information Packet includes many of the forms need to rent, teach, or meet at the Harwich Cultural Center as well as, information about the center, policies, rental specifications, and requirements. Return initialed forms along with your application. Additional copies of the Harwich Cultural Center polices are available upon request. No deposit is required to be added to wait list.

Submit signed form to the Harwich Cultural Center or the Harwich Community Center. Applicants receive placement confirmation upon review. The Harwich Cultural Center maintains an active wait list, keeping your contact information current will allow us to correspond with you in timely fashion as rental options become available.

#### When Rental Options Become Available

Rental space is offered to prospective renters from the wait list on a first come, first served basis. Should the first available option not meet the applicant's needs or timeframe, applicant may refuse one time only without penalty of wait list position. Upon second refusal, applicant may resubmit a wait list application.

#### WAIT LIST APPLICATION

| 1. | Applicant     |                            | 44,444,444  |                    |                  |           |
|----|---------------|----------------------------|---|--------------------|------------------|-----------|
|    | Organization  |                            | Phone   | Phone              |                  |           |
|    |               |                            |   |                    |                  |           |
|    |               |                            |   |                    |                  |           |
| 2. | Purpose o     | f Use                      |   |                    |                  |           |
| 3. | CLASSROO      | OM RENTALS: Do you in      | tend to hold classes in y                               | our classroom?_    |                  |           |
| 4. | CLASSROC      | M RENTALS: Are you w       | villing to share the renta                              | al space with anot | her occupant? YE | S NO      |
| 5. | RENTAL        | □ 1-Year                   | □ 6-Months  | □ 3-Months         | □ Weekly         |           |
|    |               | ☐ Single Event             | □ Multi-Day Event                                       | □ Classes/Work     | shop             |           |
| 6. | SPACE         | □ Classroom                | □ Art Room  | □ Library          | ☐ Music Room     | □ Kitchen |
|    |               | □ Gymnasium                | □ Cafeteria   | □ Auditorium       | □ Court Yard     | □ Lawn    |
|    |               | Policies subject to chang  | ge without notice as detern<br>Additional copies of the |                    |                  |           |
| Γ, | o he filled o | it by the Harwich Cultural | Center  |                    |                  |           |
| 1  |               | d:                         |   |                    | Date Returned: _ | *****     |
| ı  | irst Offer:   |                            | Room Number:  |                    |                  |           |

## **RENTING STUDIO SPACE AT HARWICH CULTURAL CENTER**

The Harwich Cultural Center maintains an active rental wait list. To be placed on the wait list, one must fill out and submit a **Wait List Application**. Rental space is offered on a first come, first served basis, and are subject to review and approval by the Town Administrator. Should the first available option not meet the applicant's needs or timeframe, applicant may refuse one time only without penalty of wait list position. Upon second refusal, applicant may resubmit a Wait List Application.

<u>Terms:</u> The Harwich Cultural Center has 14 first floor classrooms, 14 second floor classrooms, and an industrial shop in the Main Wing and 3 Activity Wing classrooms. Classrooms are available for 3-month, 6-month, or 1-year rentals. A 6-month renter is afforded a one-time right to first renewal for an additional 6-month rental (total of 1-year from original date of contract); first and last month's rental payment required. 1-year renters are afforded first renewal if they continue to meet the rental guidelines and mission of the Harwich Cultural Center. The Harwich Cultural Center does not provide internet, phone, or air conditioning.

<u>Payment Policies:</u> Rentals of 6-months or more requires first and last month's payment. Full room payment is due on date listed in rental contract. All checks shall be made payable to the Town of Harwich. Online payment available.

<u>Occupancy:</u> Rental space may include one to three occupants. A renter seeking to share rental space may do so, however the center reserves the right to fill the occupancy with an eligible, available renter from the wait list.

The Town grants a rental agreement to occupy a portion of the property described as and limited to a specific classroom. Renters may not display goods or wears in public areas including but not limited to the front reception, hallways, stairways, and elevator, or any external grounds of 204 Sisson Road, without prior written agreement and approval.

<u>Security</u>: Renters are provided one classroom key, one front door key, and one alarm code. Center entrances are to remain locked outside of public hours or when reception personal is not staffed. Renters are responsible for securing their classroom space. First floor windows should be locked when not in use. Additional or lost keys are provided at an additional cost made payable at the time of request to the Town of Harwich. All renters and guests are to sign in and out at reception. Renters should be in the presence of their guests at all times.

<u>Services:</u> Space rented at the center is not intended to be used to operate a business. If the renter seeks to run any part or portion of a business, they must obtain special permission, in writing, from the Town Administrator. For any renters providing services to clients, both for-profit and non-profit, the following documents must be provided prior to the beginning of the rental:

- 1. A business license or professional license as applicable
- 2. A certificate of insurance naming the Town of Harwich an "Additional Insured" for \$1,000,000; workers compensation insurance shall be carried in events that is applicable
- 3. A completed CORI check

<u>Parking</u>: All renters and visitors to the center must park in a designated parking place. There are 88 parking spaces including 6 handicapped accessible spaces. No overnight parking.

<u>Events</u>: The Harwich Cultural Center offers public hours of operation and other public events intended to promote the center's mission. Renters will be notified in advance of public held events and may participate at will.

## **HOLD AN EVENT AT HARWICH CULTURAL CENTER**

The Harwich Cultural Center has several areas suitable for events, classes, or workshops. Activity Wing: Music Room, Cafeteria, Auditorium, and Gymnasium, the Main Wing second floor: Art Room and Library, and outdoor spaces: Court Yard and Front Lawn. Rental terms include single use, weekly, or reoccurring events for an intended purpose that meets and maintains the center's mission.

In order to rent space, one must fill out and submit an **Application for Room Use.** When renting space for multiple dates, one application must be filled out for each month of use. Space will not be reserved until applications and room use fees are received. All reservations are on a first come, first serve basis, and are subject to review and approval by the Town Administrator.

- All reservations are made on availability of building space.
- Single use is defined as one three-hour use; weekly rates for multiple day events
- · Additional set-up fees, maintenance or Police Detail may be required
- Checks made payable to <u>Town of Harwich</u>
- Events shall not exceed occupancy limit
- Fees are non-refundable, and are made to the Town of Harwich to cover expenses related to heating, electricity, cleaning, and supervision of the building during use.

Organizations receiving permission to use or rent a Town-owned building are responsible for the conduct of both participants and spectators. Adequate adult supervision should be available to handle anticipated crowds. Minors must have adult supervision at all times.

The Harwich Cultural Center does not provide, and does not have access to, audio or lighting equipment as part of the auditorium rental. Should your event require equipment consider sufficient time for rental as well as the set up on the day of your event. Outside service contractor information must be provided the Harwich Cultural Center.

The Town of Harwich Board of Health has guidelines for food service/distribution in a public building such as the Cultural Center. Contact the Harwich Board of Health for requirements.

Renters shall adhere to Massachusetts state law regarding raffles and/or other fundraising events. Contact the Town of Harwich Clerk's Office for information and permits.

All renters and visitors to the center must park in a designated parking place. There are 88 parking spaces available to patrons including 6 handicapped accessible spaces in the front and side parking lots. To ensure the safety and accessibility of the building, vehicles must never be parked in a location that impedes access to the fire lane, driving lanes, or building entrance ramps. No overnight parking.

## HARWICH CULTURAL CENTER

204 SISSON RD., HARWICH, MA 02645 | (774) 212-3482

## APPLICATION FOR EVENT USE Applicant Organization \_\_\_\_\_\_ Phone \_\_\_\_\_\_ Email \_\_\_\_\_ Mailing Address □ ART ROOM □ LIBRARY □ MUSIC ROOM □ CAFETERIA □ AUDITORIUM 1. SPACE: 2. Purpose of Use: \_\_\_\_\_\_ 3. Date(s) & Day(s) of the Week From a.m. / p.m. To \_\_\_\_\_ a.m. / p.m. 4. Time of Event From \_\_\_\_\_ a.m. / p.m. To \_\_\_\_ a.m. / p.m. Preparation/Clean-up Time 5. Approximate Number to Attend 6. Crowd Manager: NO YES If YES, Name of Crowd Manager: 7. Admission Fee: DO DYES If YES, price: Adult \$\_\_\_\_\_ Child \$\_\_\_\_\_ 8. Will you have entertainment? If so, who? 9. Does this organization carry liability insurance?...... NO ☐ YES If yes, please attach Certificate of Insurance and indicate amount 10. Is a Police Detail required for this event?..... □ YES 11. Are you aware of our non-smoking / no alcohol policies?..... □ NO □ YES 12. Will you have a clean-up / set-up crew? (Required\*\*) .....□ NO ☐ YES 13. Does this organization grant permission to put this event on the Harwich Cultural Center online calendar? □ NO □ YES If YES, please fill out the information below: Brief description of event: Contact Person available to the public: Phone Email \_\_\_\_\_

YOU MUST CONFIRM ARRIVAL TIME AND SETUP 24 HOURS PRIOR TO THE EVENT / RENTAL

## HARWICH CULTURAL CENTER

204 SISSON RD., HARWICH, MA 02645 | (774) 212-3482

#### **EVENT RENTAL AGREEMENT**

- 1. Rental application MUST be presented with payment by check or credit card.
- 2. All renters take full responsibility for the entire facility.
- 3. The building MUST be cleaned and vacated by designated time.
- 4. All renters MUST have 2 contact persons.
- 5. Renters MUST leave the facility as they find it both clean and in order both inside and outside.
- 6. \*\*Renter is responsible for set-up and breakdown of the room rented.
- 7. A Town of Harwich staff person MUST be present at the event.
- 8. Certificate of Liability MUST accompany the fee/payment.
- 9. No alcohol or smoking is permitted on the premises.
- 10. No overnight parking is permitted.
- 11. The applicant is responsible for all damages.
- 12. The Town of Harwich will not be responsible for any sudden or unforeseen malfunctions of equipment
- 13. The Town of Harwich is not liable for damages to the applicants and/or their guests including consequential and incidental damages that might result from a malfunction of equipment.
- 14. The renter will not hold the Town of Harwich responsible for any and all lawsuits for damages caused by the use of the premises of the applicant.
- 15. Applicant must have read and will follow Harwich Cultural Center Use Policy.
- 16. All charges must be confirmed 7 days prior to the event. A \$50 administrative fee will be charged in the event is cancelled with less than 7 days notice.
- 17. Upon acceptance of this application, the applicant will be granted permission for use of the facility for the sole purpose and times set forth and agreed to unless otherwise stipulated.
- 18. Final Payment is due 7 days prior to the event.
- 19. All rates are subject to change at the discretion of the Town of Harwich, and agreed upon by the applicant.
- 20. This agreement is license only, and can be terminated at will by the Town of Harwich or its representatives.

I (we) the undersigned do forever release, acquit, discharge, and covenant to hold harmless the Town of Harwich, a municipal corporation of the Commonwealth of Massachusetts, and its successors, departments, officers, employees, servants and agents (i.e. its representatives), of any and all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation on account of, or in any way growing out of, directly or indirectly, all known and unknown personal injuries or property damage which may arise out of the use of the Harwich Cultural Center by me (us) the organization I represent, now or hereafter; FURTHERMORE, I hereby agree to protect the Town of Harwich and its representatives against any claim for damages, compensation or otherwise growing out of or resulting from injury in connection with my (our) organization's use of the Harwich Cultural Center for the activity(ies) during the period(s) under this agreement, and to INDEMNIFY, reimburse or make good to the Town of Harwich or its representatives any loss or damage or costs, including attorneys' fees, the Town of Harwich or its representatives may have to pay if any litigation arises from the activity(ies) during the period(s) under this agreement.

| Signature #1:      | Date:  |
|--------------------|--------|
| Contact Person #1: | Phone: |
| Signature #2:      | Date:  |
| Contact Person #2: | Phone: |

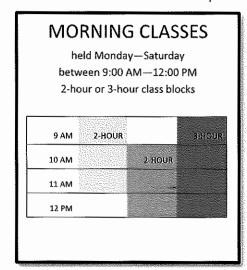
## **CLASSES AND WORKSHOPS AT HARWICH CULTURAL CENTER**

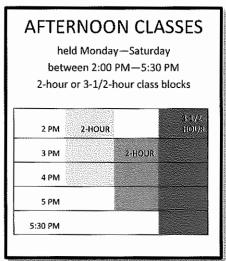
The Harwich Cultural Center has several areas suitable for classes or workshops. Activity Wing: Music Room, Cafeteria, Auditorium, and Gymnasium, the Main Wing second floor: Art Room and Library, and outdoor spaces: Court Yard and Front Lawn. Rental terms include single use, weekly, or reoccurring events for an intended purpose that meets and maintains the center's mission.

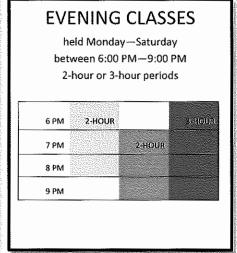
<u>Class or Workshop Instruction:</u> To hold classes or workshops at the Harwich Cultural Center one must fill out and submit a **Class Instruction Application** outlining course specifications. One application required per class session. Each instructor is required to have a complete CORI check.

#### **Current Session Dates:**

- □ WINTER II: January 9—March 31, 2018 (12 weeks)
- ☐ SPRING: April 2—June 18, 2018 (12 weeks)
- □ SUMMER: June 25—September 1, 2018 (10 weeks)
- □ FEBRUARY BREAK: February 19—23
- ☐ APRIL BREAK: April 16—20







<u>Certifications/Insurance</u> All requests to teach classes at the Cultural Center must be approved by the Town Administrator. Potential instructors may be required to present professional certifications and/or proof of insurance.

Room Fees Groups, organizations, and class instructors are subject to room fees. A booking fee of \$15 per class per session (or \$20 per class with available storage) paid to the Town of Harwich is required to reserve your class space. (For example, if you are holding 8 classes in one session, a booking fee of \$15 per class or \$120 is required.)

Student Fees All fees collected from students must be given to the Harwich Cultural Center or Harwich Community Center staff to be processed through the Town (checks should be made payable to the Town of Harwich). Payments will be deposited to the Town Treasurer, and a check will be issued to the instructor. A registration fee of \$5.00 per student, per session of classes will be deducted from this check. (For example, if you charge \$50 for 6 classes, a registration fee of \$5.00 would go to the Town, and the remaining \$45.00 would be paid back to you.) Instructors must submit a completed W-9 Form to the Treasurer's office (Town Hall) in order to receive payment. Drop-in Rates: If any instructor wishes to offer a "drop-in" rate for students wishing to take just one class, a total fee of at least \$15.00 must be charged, with \$5.00 going to the Town.

<u>Registration/Promotion</u> Instructors are responsible for handling class sign-ups, collecting fees, and for promoting their classes. We are happy to assist in promoting by adding class descriptions to our activity brochures and our website.

## **HARWICH CULTURAL CENTER**

204 SISSON RD., HARWICH, MA 02645 | (774) 212-3482

## **CLASS INSTRUCTION APPLICATION**

| Instructor: _   |                             |                             |                     |           |                                       |                                |
|-----------------|-----------------------------|-----------------------------|---------------------|-----------|---------------------------------------|--------------------------------|
| Address:        |                             |                             |                     |           |                                       |                                |
| Telephone: _    |                             | ,,,,,,,                     | Email:              |           |                                       |                                |
| Space:          | ☐ Art Room                  | Library                     | ☐ Music             | Room      | ☐ Classroom                           | ☐ Kitchen                      |
|                 | ☐ Auditorium                | ☐ Cafeteria                 | ☐ Cafete            | eria      | ☐ Lawn                                | ☐ Court Yard                   |
| Insurance:      |                             |                             | ,,,,,,,             |           | · · · · · · · · · · · · · · · · · · · |                                |
| Have you pre    | viously submitted a con     | npleted <u>CORI check</u>   | and <u>W-9 form</u> |           |                                       |                                |
| Have you pre    | viously taught at the Ha    | arwich Cultural Cent        | er? If YES, wha     | t course  | and when?                             |                                |
|                 | SELEC                       | CT session date, <u>cor</u> | mplete ONE Al       | PLICAT    | ION per session da                    | ate:                           |
|                 | WINTER II: January 9—I      | March 31, 2018 (12 v        | weeks)              |           | FEBRUARY BREAK                        | (: February 19—23              |
|                 | SPRING: April 2—June 1      | .8, 2018 (12 weeks)         |                     |           | APRIL BREAK: Apr                      | ril 16—20                      |
|                 | SUMMER: June 25—Sep         | otember 1, 2018 (10         | weeks)              |           |                                       |                                |
|                 |                             | imes you are availa         |                     | 2-hour    | or 3-hour blocks:                     |                                |
| MORNIN          |                             | •                           |                     |           |                                       |                                |
|                 |                             |                             |                     |           |                                       |                                |
|                 |                             |                             |                     |           |                                       |                                |
| _               |                             |                             |                     |           |                                       | sion with available storage.   |
|                 |                             |                             |                     |           |                                       |                                |
| •               |                             |                             |                     |           |                                       | ucted from this cost):         |
| ,               | - n                         |                             | •                   | •         |                                       |                                |
| Course Title:   |                             |                             |                     |           |                                       |                                |
| Course inform   | mation and brief descrip    | tion for our catalog        | , flyer, social m   | iedia, or | online promotion                      | (digital images maybe provided |
|                 |                             |                             |                     |           |                                       |                                |
|                 |                             |                             | .,,,,               |           |                                       |                                |
|                 |                             |                             |                     |           |                                       |                                |
| To be filled ou | t by the Harwich Cultural C | enter                       |                     |           |                                       |                                |
|                 | d:                          | Fee Paid:<br>W-9 on file:   |                     |           | Session                               |                                |

## HARWICH CULTURAL CENTER

204 SISSON RD., HARWICH, MA 02645 | (774) 212-3482

#### **CLASS INSTRUCTION ROOM RENTAL AGREEMENT**

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| Signature #1:      | Date:  |
|--------------------|--------|
| Contact Person #1: | Phone: |
| Signature #2:      | Date:  |
| Contact Person #2: | Phone: |

## Community Center and Custodial Staff Per pay

I received the following information from Sean Libby regarding custodial coverage for working Sundays and Holidays

His reply:

"Assuming I would get some of the custodians to agree to work those Sundays the cost would be

\$21.21 per hour at  $1 \frac{1}{2}$  x pay on Sundays for 6 hours = 190.89 per Sunday \$21.21 per hour at  $2 \frac{1}{2}$  x pay on a Holiday for 6 hours = 333.15 for Holiday

Total Custodial Coverage for additional Sunday and Holiday = 714.93

**Community Center Staff** 

Office Assistant

\$22.14 per hour x 6 hours = 132.84 per day

\*\$33.21 per hour x 6 hour = 199.26

\*In addition the employee will get a floating holiday or day off as required by union contract.

I did not include the increase cost for hear and lights for the 3 day request.

#### **Sandy Robinson**

From:

Eric Beebe

Sent:

Wednesday, November 29, 2017 3:33 PM

To:

Michael D. MacAskill; Carolyn Carey; Christopher Clark; Charleen Greenhalgh; John

Mahan; frank crowley; Jannell Brown

Cc:

Sandy Robinson; Ann Steidel

**Attachments:** 

Recreation Department Youth Programming in Community Center Gymnasium.doc;

OPEN GYM PROGRAM COST PER DAY.doc

Hi Everyone,

I know there were requests for some information regarding the Recreation Department estimated cost for opening Comm center on non-open days. I have attached that estimate. This is just the Recreation Department estimate and would not include all other expenses related to opening the building.

There was also a request for current gym/building use by Recreation programming/open gym and I have also attached that. It breaks down the use of the gymnasium and activity rooms by Recreation Department on a seasonal basis.

Please feel free to let me know if you have any questions or are seeking any additional information

Eric Beebe

## Recreation Department Youth Programming in Community Center Gymnasium/Building

Report generated by Eric Beebe-Recreation Director 11/29/17

#### **Fall Recreation Season**

| Monda | ٧S |
|-------|----|
|-------|----|

Gymnasium- 2pm-5pm Open Gym Activity Room- 3pm-5pm Arts and Crafts

Tuesdays

Gymnasium- 1pm-7pm Open Gym

Wednesdays

Gymnasium- 2pm-5pm Open Gym

Gymnasium- 7:30pm-9pm Rec. Basketball Clinic

Activity Room- 2pm-3:30pm Homework/Pre-program group

**Thursdays** 

Gymnasium 12pm-7pm Open Gym

Activity Room- 2pm-3:30pm Homework/Pre-program group

**Fridays** 

Gymnasium 3:30pm-5pm Fun Friday Youth Program
Activity Room 2pm-3:30pm Homework/Pre-program group

Saturdays

Gymnasium 10am-11am Youth Archery Gymnasium 11am-5pm Open Gym

#### **Fall Totals**

Youth Open Gym Hours per week-Youth Activity Room use per week-Gymnasium Rec. Structured Programs-4 hours

Total- 35.5 hours per week

\*\* 5:15pm-Close each night in Gymnasium is Adult Recreation Programming

\*\* other structured Recreation Programs run in Cultural Center on daily basis

#### Winter Recreation Season

| Mondays | $\mathbf{M}$ | on | da | VS |
|---------|--------------|----|----|----|
|---------|--------------|----|----|----|

Gymnasium- 2pm-5pm Open Gym

Gymnasium- 5pm-7:30pm Gr. 3-6 Rec Travel Basketball Games

Activity Room- 3pm-5pm Arts and Crafts

**Tuesdays** 

Gymnasium- 1pm-5pm Open Gym

Gymnasium- 5pm-7:30pm Gr. 3-6 Rec Travel Basketball Pract.

Wednesdays

Gymnasium- 2pm-5pm Open Gym

Gymnasium- 5pm-7:30pm Gr. 3-6 Rec Travel Basketball Games

Activity Room- 2pm-3:30pm Homework/Pre-Program Group

Thursdays

Gymnasium- 12pm-5pm Open Gym

Gymnasium- 5pm-7:30pm Gr. 3-6 Rec Travel Basketball Practices

**Fridays** 

Gymnasium- 3:30pm-5pm Fun Friday Youth Program

Gymnasium- 5pm-6:30pm Gr. 3-6 Rec Travel Basketball Practices

Activity Room- 2pm-3:30pm Homework/Pre-program Group

Saturdays

Gymnasium- 9am-12pm Gr. K/1/2 Rec. Basketball Clinic

Gymnasium- 12pm-9:30pm Open Gym

#### Winter Totals

Youth Open Gym Hours per week-Youth Activity Room Use per week-Gymnasium Rec. Structured Programs-14.5 hours

Total- 44 hours per week

<sup>\*\*7:30</sup>pm-Close each night in Gymnasium is Adult Recreation Programming

<sup>\*\*</sup>other structured Recreation Programs run in Cultural Center on a daily basis

#### **Spring Recreation Season**

#### **Mondays**

Gymnasium 2pm-5pm Open Gym

Gymnasium 9:30am-10:30 Family Rec Games Activity Room 3pm-5pm Arts and Crafts

#### **Tuesdays**

Gymnasium 1pm-5pm Open Gym

Wednesdays

Gymnasium 2pm-5pm Open Gym

Gymnasium 7:30pm-9pm Rec. Basketball Clinic

Activity Room 2pm-3:30pm Homework/Pre-program Group

**Thursdays** 

Gymnasium 12pm-5pm Open Gym

Gymnasium 9:30-10:30 Family Rec Games

Activity Room 2pm-3:30pm Homework/Pre-program Group

**Fridays** 

Gymnasium 3:30pm-5pm Fun Friday Youth Program

Activity Room 2pm-3:30pm Homework/Pre-program Group

Saturdays

Gymnasium 9am-10am Youth Rec Pilo Polo Gymnasium 10am-12pm Tball Rec Clinic Gymnasium 12pm-5pm Open Gym

#### **Spring Totals**

Youth Open Gym Hours per week-Youth Activity Room Use per week-Gymnasium Rec. Structured Programs-9.5 hours

Total- 36 hours per week

\*\*other structured Recreation Programs run in Cultural Center on a daily basis

<sup>\*\*7:30</sup>pm-Close each night in Gymnasium is Adult Recreation Programming

| Mondays |  | M | on | d | av | S |
|---------|--|---|----|---|----|---|
|---------|--|---|----|---|----|---|

| Gymnasium-     | 8am-5pm    | Summer Youth Camp       |
|----------------|------------|-------------------------|
| Gymnasium-     | 5:30pm-9pm | Youth Basketball Clinic |
| Activity Room- | 8am-5pm    | Summer Youth Camp       |

#### **Tuesdays**

| Gymnasium- | 8am-5pm    | Summer Youth Camp           |
|------------|------------|-----------------------------|
| Gymnasium- | 5pm-7:30pm | Youth Pick up Bball Program |

Activity Room- 8am-5pm Summer Youth Camp

#### Wednesday

| Gymnasium-     | 8am-5pm    | Summer Youth Camp       |
|----------------|------------|-------------------------|
| Gymnasium-     | 5:30pm-9pm | Youth Basketball Clinic |
| Activity Room- | 8am-5pm    | Summer Youth Camp       |

#### **Thursdays**

| •            |           |                   |
|--------------|-----------|-------------------|
| Crimanaginam | 0 am 5 mm | Summer Youth Camp |
| Gymnasium    | 8am-5pm   | Summer Fount Camb |
| ~ J          | F         | 1                 |

Gymnasium 5pm-7:30pm Youth Pick up Bball Program Activity Room 8am-5pm Summer Youth Camp

Tionvity Room

#### **Fridays**

| Gymnasium     | 8am-5pm    | Summer Youth Camp       |
|---------------|------------|-------------------------|
| Gymnasium     | 5:30pm-9pm | Youth Basketball Clinic |
| Activity Room | 8am-5pm    | Summer Youth Camp       |

#### **Saturdays**

Gymnasium 8am-12pm Youth Basketball Clinic

Gymnasium 12pm-4pm Open Gym

#### **Summer Totals**

## Youth Open Gym Hours per week- 4 hours

(less hours in summer due to summer rec camp/just upgraded Brooks Park Bball courts and added additional new half court for open use purposes-also had teen open gym program at cultural center during summer)

Youth Activity Room Use per week-Gymnasium Rec. structured Programs-65 hours

<sup>\*\*</sup>other structured Recreation Programs run in Cultural Center on a daily basis.

#### **OPEN GYM PROGRAM COST PER DAY**

(SUNDAYS/HOLIDAYS ETC)

\*\*BASED ON A 6 HOUR OPEN GYM EACH DAY (10am-4pm)

PROGRAM SPECIALIST (GENERAL FUND)(OVERTIME RATE) 6 HOURS AT \$46.34 PER HOUR- \$278.04

2 ACTIVITIES COORDINATORS (REV FUND.) AT \$14.83 PER HOUR-

TOTAL COST PER DAY (FOR REC.)

\$456.00

\$177.96

This estimate is based on the assumption of a Year Round Recreation Department personnel as well as at least 2 activities coordinators. These are each funded out of different funds (Revolving Fund and General Fund)

Numbers could change based on amount of youth participating in open gym programs on these select days. The standard is to have 1 employee per 13 children in the gym. So the plan above would allow for 39 children on a given open gym day.

#### **Sandy Robinson**

From:

Carolyn Carey

Sent:

Thursday, November 30, 2017 1:16 PM

To:

Eric Beebe; Michael D. MacAskill; Christopher Clark; Charleen Greenhalgh; John Mahan;

frank crowley; Jannell Brown

Cc:

Sandy Robinson; Ann Steidel

Subject:

RE:

Thanks for the report Eric, I just wanted to point out a few things you might not have on your list that are for the Youth as well.

Every Tuesday the Early Childhood program use both the Gym and the playroom. Another playgroup is in the playroom every Thursday and as you know both groups are very well attended.

I also wanted to mention some of your programs that are scheduled in the Multi-purpose room, like the Talent Shows and the Family Bingo Nights or Mad Science programs just to name a few.

#### Ok, a few other things

Lifeguard Training, the After Prom Event, Halloween, The Boo-tique, All the Best Buddies Dances, Cub Scouts, Girl Scouts Tiger Scouts, Little League, Blue Fins, Movie days and Birthday parties.

#### Thanks again

Please let me know if you need any additional information.

Regards,

#### Carolyn Carey

Director, Harwich Community Center 100 Oak Street Harwich, MA 02645

508-430-7568

# Chatham Community Center

Open Gym 1-Spm Sundays + "Soff" Holidays
- MLK, TR - Columbus
- Presidents - Day After
- Padriots Thanksgiving

# TOWN OF HARWICH SELECTMEN'S POLICY INITIAL REVIEW OF CONTRACTS BY TOWN COUNSEL

It shall be the policy of the Board of Selectmen that all CONTRACTS signed by the Board of Selectmen be reviewed by Town Counsel for correctness. In the discretion of the Chairman of the Board of Selectmen, this policy may be waived for routine contracts and emergency situations.

Voted and adopted by the Harwich Board of Selectmen at a Public Meeting held on February 27, 1996.

## Friends of the South Harwich Meetinghouse, Inc. P.O. Box 786 Harwich, Massachusetts 02645 (508) 364-5223

#### <u>User Agreement - Guidelines & Fee Schedule</u> 2018

Thank you for your interest in the historic South Harwich Meetinghouse. Built in 1836, by early Harwich fishermen and shippers, this Gothic/Greek Revival building previously enjoyed a long and rich history as the South Harwich Methodist church. No longer needed as an active parish, the Meetinghouse is now owned by the Town of Harwich. Under License Agreement with the Friends of the South Harwich Meetinghouse, Inc. the Meetinghouse has become a fine and active Center for Cultural Arts, Education and a gathering place within our community. We are proud that this building is recognized on both the State and the National Register of Historic Places. The Meetinghouse is available, by User Agreement Application, for use by our local and visiting community. The South Harwich Meetinghouse is an historic structure, with accommodations for ADA accessibility.

The space includes: Main Floor Level, seating capacity - 200 (Pending Code Review)

Balcony Level, seating capacity - 49

Reception Level, seating capacity - 100

"

#### **GUIDELINES:**

General Parking and Accessible Parking for Meetinghouse events is located in the Lot, behind the Meetinghouse, following the marked driveway to the right of the building.

Please do not move the furniture or instruments on the Main Level, except by prior permission from the Friends of the South Harwich Meetinghouse, Inc.

Open flames or candles are strictly prohibited inside and outside the building and premises.

Smoking is strictly prohibited inside the Meetinghouse and the surrounding grounds and cemetery.

No nails, tacks or staples shall be used in the pews, walls or woodwork of the interior or exterior of the building.

The Pump Organ, Pianos, and Pipe Organ are historic instruments,, owned by the FSHM, Inc. and may be used by prior permission ONLY.

Heating and Air Conditioning, if required, will be turned on for you in advance.

Please turn off all lights when you leave, excepting the exterior exit lights for safety.

Food and drinks are ONLY allowed on the Lower Reception Level.

Please remove everything you bring into the Meetinghouse. Failure to do so could result in the delay of another scheduled event and the loss of Security deposit.

Confetti and Rice throwing is strictly prohibited, throwing birdseed is acceptable outside.

Alcohol Use: Beer and Wine may be allowed ONLY by permission, through a 1 day Harwich Town Liquor License and must be provided by a fully licensed and insured caterer. Appropriate insurance certification will be required prior to use. The User will be required to provide a Certificate of Liability Insurance, naming the Friends of the South Harwich Meetinghouse, Inc. and the Town of Harwich as "Additional Named Insured." This insurance can be provided through Homeowners or through a General Liability Policy.

The Meetinghouse will be opened for you and closed after your event, so keys will not be required.

Large events may require a police detail, contact Harwich Police Department a few weeks ahead of your event at (508)430-7541 for requirement details.

Please respect this historic Harwich treasure and the historic surrounding cemetery and be sure to leave the building in the same condition as it was found!

#### FEES & DEPOSITS

The Fees for use of the South Harwich Meetinghouse are as follows:

A \$\_\_\_\_\_ Security Deposit is required and will be refunded upon building inspection after use and in compliance with all guidelines. Additionally, a required 50% deposit, which will be applied to the User Fee, is payable to the Friends of the South Harwich Meetinghouse, Inc. and must be received along with the signed User Agreement Application to be approved for reservations, which are given in the order in which they

are received. We are unable to hold dates without a deposit.

| Main Performance Hall, Stage and Balcony | \$ |
|--|----|
| Lower Performance Hall, Small Stage      | \$ |
| Meetinghouse Wedding                     | \$ |
| Meetinghouse Reception                   | \$ |
| Limited Kitchen Use                      | \$ |
| Meetings                                 | \$ |

#### CONTACT INFORMATION

Friends of the South Harwich Meetinghouse, Inc.

Judith Ford, President at (508) 364-5223

Robbin Kelley, Cemetery Administrator at (774) 836-8069

Again, we are happy that you would like to enjoy the charm of the historic South Harwich Meetinghouse for your special event! Please respect these important guidelines to insure the protection of this historic site for all future generations.

Sincerely,

The Friends of the South Harwich Meetinghouse, Inc. P.O. Box 786
Harwich, MA 02645

## **USER AGREEMENT APPLICATION**

## The South Harwich Meetinghouse 270 Chatham Road South Harwich, MA 02660

| the i | s User Agreement is dated:, 20 by the Friends South Harwich Meetinghouse, Inc., and (the User). In consideration   |    |
|-------|--|----|
| the 1 | mutual covenants and conditions herein, the parties agree as follow  | s: |
| 1/    | Organization:  |    |
| 2/    | Contact/Agent Name:  |    |
|       | Address:   |    |
|       | Phone #: Email :   |    |
| 3/    | Non Profit: Yes No #   |    |
| 4/    | South Harwich Meetinghouse Use Period:   |    |
|       | Event Day & Date: Time:  |    |
|       | Rehearsal: Day & Date: Time:   |    |
| 5/    | Reason for Use: (Please check)  Wedding and Rehearsal  Wedding Reception  Funeral / Memorial Service  Commemorative Service  Concert Main Hall  Concert Lower Hall  Meeting  Educational Event  Other: (Please Describe) |    |
| 5/    | Space Required:  |    |
|       | <ul> <li>Main Performance Level, Stage and Balcony</li> <li>Reception Level</li> <li>Limited Kitchen Facility</li> </ul>   |    |

| 7/ Approximate number of people to attend: #   |
|--|
| 8/ Admission Fees: Yes No If yes: Adult \$ Children \$   |
| 9/ Does this organization carry Liability Insurance? Yes No If yes, please attach Certificate of Insurance and indicate amount.  Agent:  |
| 10/` User Agreement: I have read the above rules and guidelines and understand their contents. I (we) accept the responsibility for proper use of the South Harwich Meetinghouse and for the actions and conduct of the above group using this historic building and premises for this function (functions). I (we) agree to provide adequate adult supervision at all times during the use of this building and premises. I (we) will assume all responsibility for all fees, charges and damage claims resulting from such use of this building and premises. I (we) understand that any advertising for this event outside the building must follow the Sign Code For the Town of Harwich. These codes may be obtained from the Harwich Building Commission.  Signature:  Date:  11/ Contact Information: (if different than above):  Name: Address: Phone and Email: USER AGREEMENT & SECURITY DEPOSIT |
| Date Received: Booked:   |
| Fee \$ Non Profit User: Yes No   |
| Deposit Paid: \$ Date;   |
| Balance Paid: \$ Date:   |
| Security Deposit: \$ Date: User will pay a User Fee of: 50% deposit at signing, , to the Friends of  |
| the South Harwich Meetinghouse, Inc., with the balance due 2 weeks prior to<br>the Event. The User will also pay a refundable security deposit of  |

the signing of this User Agreement.
(Please see attached Fee Schedule)

## <u>LICENSE AGREEMENT</u> <u>BETWEEN THE TOWN OF HARWICH AND</u> FRIENDS OF THE SOUTH HARWICH MEETINGHOUSE, INC.

This LICENSE AGREEMENT (hereinafter "License") is executed this 4th day of December, 2017 by and between the TOWN OF HARWICH, acting by and through its Board of Selectmen (hereinafter referred to as the "TOWN") and FREINDS OF THE SOUTH HARWICH MEETINGHOUSE, INC., a Massachusetts non-profit, tax exempt 501(c)(3) corporation, duly organized and existing under the laws of the Commonwealth of Massachusetts, having an address of P.O. Box 786, Harwich, MA 02645 (hereinafter "LICENSEE").

Whereas, the TOWN is the owner of record of land shown on Town of Harwich Assessor's Map 34 as Parcel N3-1, located on 270 Chatham Road, Harwich, Barnstable County, Massachusetts, by an Order of Taking recorded in the Barnstable County Registry of Deeds in Book 16566, Page 196 (hereinafter "Premises"). Premises is shown on the attached sketch plan;

Whereas, the TOWN has determined that the use of the Premise is to accommodate arts, cultural, historical and educational uses;

Whereas, the TOWN has authorized the Board of Selectmen to enter into use agreements as part of the Harwich Town Charter, on such terms and conditions as it shall deem appropriate;

Whereas the TOWN and the LICENSEE are currently parties to a License Agreement pertaining to the Premises which will expire on June 30, 2018;

Now, Therefore, the TOWN hereby grants such entry and license to use the Premises to the LICENSEE, subject to the following terms and conditions:

#### **SECTION ONE**

#### PURPOSE AND USE

Entry and use are limited to the so-called South Harwich Meetinghouse (the "Meetinghouse") located on said Premises and containing 1,689.82 square feet, more or less, and such additional portions of the Premises as is necessary to carry out the Plan and Program as hereinafter defined.

Entry and use are specifically, but not exclusively, granted to the LICENSEE, its contractors, agents, representatives, employees, invitees, permittees and licensees, solely for the purposes of carrying out the restoration and preservation of the Meetinghouse, per the Commissioned Historic Structure Report dated May 7, 2004 (the "Report"), which plan of restoration and preservation shall be referred to as (the "Plan"), and the operation of a cultural arts, education and community use program (the "Program") upon completion of the restoration process. The Program will include events sponsored and/or conducted by the LICENSEE to raise funds for the benefit of the LICENSEE in order to support its mission of maintaining the Meetinghouse and

conducting the Program. The Program will also include Community Use of the Meetinghouse for events not sponsored or conducted by the LICENSEE which events shall be subject to a User Agreement and overseen by the LICENSEE. All fees charged for Community Use events shall be paid directly to the LICENSEE and used for maintenance and operation of the Meetinghouse and the Program. A copy of the User Agreement and Guidelines are attached hereto as Exhibit A. It is anticipated that Community Use events will comprise the primary use of the Meetinghouse. During the term of this License Agreement and any extension thereof, the LICENSEE shall, on or before June 1, annually file with the Town a report pertaining to the Community Use of the Meetinghouse for the previous 12 month period. (the Annual Report). Upon review of the Annual Report, and discussion with the LICENSEE, the Town may make adjustments to the Community Use provisions set forth herein as it deems appropriate.

#### SECTION TWO

#### TERM

Such entry and use by the LICENSEE, its contractors, agents, representatives, employees, invitees, permittees and licensees, shall be exercised from the date of the issuance of an Occupancy Permit for the Meetinghouse and shall continue until **June 30th**, **2023**, unless sooner terminated in accordance with the provisions of Section Eleven. Such entry and use shall be further limited by the provisions of Section Nine. The LICENSEE expressly agrees to maintain the Meetinghouse as consistent with its use and purposes and to return the Meetinghouse in broom clean condition upon the termination of the rights granted hereunder. The License term may be extended by written agreement of the parties. Upon commencement of the term hereof the existing License Agreement between the parties shall be deemed to be terminated and superceded by this Agreement.

#### SECTION THREE

#### **CONSIDERATION**

The consideration for this License shall be \$1.00 and the payment, by the LICENSEE of all costs and expenses associated with the exercise of the rights granted hereunder including all expenses relating to the operation of the Meetinghouse and the Program (the Expenses), together with the observation and performance by the LICENSEE of all the obligations and covenants set forth within the agreement to the reasonable satisfaction of the Town.

#### SECTION FOUR

#### **IMPROVEMENTS**

a. The LICENSEE may make structural or non-structural alteration to the Premises provided, however, that the LICENSEE shall first obtain the TOWN's prior written consent thereto. All such allowed alterations or additions shall be at LICENSEE's expense, and shall be done in compliance with the Plan. LICENSEE shall not permit any mechanic's liens or similar liens to remain upon the Premises for

labor and materials furnished to LICENSEE in connection with work of any character preformed at the direction of the LICENSEE and shall cause any such lien to be released of record without cost to the Town.

- b. The LICENSEE shall procure all necessary permits before undertaking any work on the Premises, and shall cause all such work to be performed in a good and first-class workmanlike manner and in accordance with the requirement of insurers, employing new materials or prime quality and shall defend, hold harmless, exonerate and indemnify the TOWN from all injury, loss or damage to any person or property occasioned by such work. The LICENSEE agrees to employ responsible contractors for such work and shall require such contractors to carry policies of insurance as specified in Section Five INSURANCE.
- c. All structural alterations and additions made by LICENSEE shall become the exclusive property of the TOWN upon completion. All non-structural alterations and additional made by LICENSEE shall remain the exclusive property of the LICENSEE. The LICENSEE may, at any time, at its sole option, remove an such non-structural alterations of additions and restore the Premises to the same conditions as prior to such alteration or addition, reasonable wear and tear and damage by fire or other casualty only accepted.
- d. The LICENSEE shall meet with the Board of Selectmen, at least annually, to report on the progress and implementation of the Plan and any approved Programs.

#### SECTION FIVE

#### INSURANCE

The LICENSEE shall maintain the following insurance:

- Type of insurance: General Liability
- Coverage: bodily injury and property damage liability
- Limits: not less than \$1,000,000.00 per occurrence
- Town to be named as an additional insured

Prior to entering upon the Premises, and thereafter on or before January 1 of each year of the term of this License, LICENSEE shall provide the TOWN with a Certificate of Insurance complying with the foregoing provisions and showing the TOWN as an additional insured on the policy. LICENSEE shall require the insurer to give at least ten (1) days written notice of termination, reduction or cancellation of the policy to the TOWN.

All contractors performing work on behalf of the LICENSEE at the Premises must maintain the following forms of insurance:

- workers compensation as required by law

- general liability for bodily injury and property damage with a limit of not less than \$1,000,000.00 per occurrence
- automobile bodily injury and property damage liability with limits of not less than \$1,000,000.00 per occurrence
- depending on extent of restoration or preservation, builders risk for completed value may be required of the contractor at the discretion of the Board of Selectmen
- TOWN to be named as additional insured under general liability, automobile and, if applicable, builders risk policies

The LICENSEE shall provide the TOWN with copies of the contractor's Certificates of Insurance evidence such coverage prior to commencement of construction and during the continuance of such work, and copies of any approvals, including any building permits necessary or obtained to conduct said construction.

The TOWN shall continue to insure the Meetinghouse building against direct physical damage and for its own liability at the Premises. The cost of such insurance shall be considered an Expense pursuant to Section Three requiring the LICENSEE to reimburse the Town for same.

#### SECTION SIX

#### INDEMNIFICATION

LICENSEE agrees to release, indemnify, defend, and hold harmless the TOWN from and against any and all claims, demands, suits, actions, costs, judgments whatsoever, including reasonable attorney's fees, which may be imposed upon, incurred by, or asserted against the TOWN by reason of any failure on the part of the LICENSEE to comply with any provision or term required to be performed or complied with by LICENSEE under this Agreement.

#### SECTION SEVEN

#### RISK OF LOSS

LICENSEE agrees that is shall use and occupy the Premises at its own risk, and the TOWN shall not be liable to LICENSEE for any injury or death to persons entering the Premises pursuant to the License, or loss or damage to vehicles, equipment or other personal property of any nature whatsoever of the LICENSEE, or of anyone claiming by or through LICENSEE, that are brought upon the Premises pursuant to the License.

#### SECTION EIGHT

#### CONDITION OF THE PREMISES

LICENSEE acknowledges and agrees that it accepts the Premises in "AS IS" condition for the purpose of this License, and that the TOWN has made no representation or warranty regarding the fitness of the Premises.

#### SECTION NINE

#### CONDUCT

During the exercise of the rights herby granted, the LICENSEE shall at all times conduct itself in accordance with the terms and conditions of this License Agreement and observe and obey applicable laws, statutes, ordinances, regulations, and permitting or licensing requirements.

All improvements constructed on the Premises shall be in accordance with the Plan as clarified herein.

#### **SECTION TEN**

#### LIMITATION OF LIABILITY

Notwithstanding anything else contained herein to the contrary, the TOWN agrees not to hold liable the LICENSEE, or any executive, director and volunteer worker while performing duties related to the conduct of the corporation's business as permitted by this License Agreement, beyond the amounts of insurance required pursuant to Section Five INSURANCE.

#### SECTION ELEVEN

#### TERMINATION and REVOCATION

This license shall be revocable by either party upon written notice of revocation at least sixty (60) days prior to the termination date state within said notice.

In the event that this license is terminated by revocation of either party pursuant to this section, then the LICENSEE, at its own expense, shall remove all its personal property from the Premises and deliver the Premise in broom clean condition, reasonable wear and tear excepted. This obligation shall survive the termination of this License.

#### SECTION TWELVE

#### MODIFICATION and AMENDMENTS

Modification or amendments to this License shall be in writing and duly executed by both parties hereto to be effective.

#### SECTION THIRTEEN

#### NOTICE

For the purposes of this License, the parties shall be deemed duly notified in accordance with the terms and provisions hereof, if written notices are mailed to the following addresses:

Town:

Board of Selectmen

Town Hall 732 Main Street Harwich, MA 02645 Licensee:

President

Friends of the South Harwich

Meetinghouse, Inc. P.O. Box 786

Harwich, MA 02645

#### SECTION FOURTEEN

#### NO ESTATE CREATED

This License shall not be construed as creating or vesting in the LICENSEE any estate in the Premises, but only the limited right of possession as hereinabove stated.

#### SECTION FIFTEEN

#### **EXHIBITS and ATTACHMENTS**

Any and all reports, exhibits, and attachments referenced herein or attached hereto, are duly incorporated within this agreement.

#### SECTION SIXTEEN

#### SURVIVAL of TERMS and PROVISIONS

All appropriate terms and provisions relating to the restoration of the property affected hereby shall survive the termination of this License.

IN WITNESS WHEREOF, the parties hereto have caused the License Agreement to be executed as a sealed instrument and signed in duplicate by their duly authorized representatives on the date first indicated above.

| TOWN OF HARWICH<br>By its Board of Selectmen: | FRIENDS OF THE SOUTH HARWICH MEETINGHOUSE, INC.: |
|---|--|
| Michael D. MacAskill, Chairman                | Judith A. Rord President                         |
| Donald F. Howell                              | Marcy B. Ford, Clerk                             |
| Julie E. Kavanagh                             |  |
| Larry G. Ballantine                           |  |
| Jannell M. Brown                              |  |

#### OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513 Fax (508) 432-5039



Christopher Clark, Town Administrator Charleen L. Greenhalgh, Assistant Town Administrator 732 MAIN STREET, HARWICH, MA 02645

November 20, 2017

To: Christopher Clark, Town Administrator

Cc: Board of Selectmen

From: Sandra Robinson, Administrative Secretary

Re: Open Meeting Law Complaints

At the request of the Town Administrator I have reviewed the two Open Meeting Law Complaint Forms filed by Linda Cebula, P.O. Box 157, Harwich Port, MA 02646 submitted to the Selectmen Administrator's Office on November 17, 2017.

The first complaint filed by Ms. Cebula concerns the posting of the agenda and revised agenda for the November 16, 2017 meeting of the Interview/Nominations Subcommittee. The agenda was posted with an incorrect date and replaced by a revised agenda with an explanation of the revision (see attached). Ms. Cebula requests that the Selectmen revote the items from this meeting. This was a meeting of the Selectmen's Interview/Nominations Subcommittee and no votes were taken during the interviews. In this case, an explanation for the revision was given, but the date and time of the original posting was not listed. In the future, every effort will be made to ensure that the postings of agendas and revised agendas is done in accordance with the requirements.

The second complaint filed by Ms. Cebula concerns the posting of the agenda of Monday, November 13, 2017. Ms. Cebula maintains that the agenda fails to notify the public that votes may be taken on specific agenda items. However, when an agenda is posted, it is reasonably assumed that there will be votes taken for items on that agenda. In the Open Meeting Law Guide, in the section titled "Notice" and "What information must meeting notices contain" (page 7), there is no mention that it must be stated on the agenda that votes will or will not be taken.

#### Enclosed please find the following:

- 1. Two (2) Open Meeting Law Complaint Forms (with attachments)
- 2. Copy of the OML Complaint Process and Form from the Official Website of the Attorney General of Massachusetts
- 3. Copy of the Board of Selectmen Agenda Page from the Town Website regarding the November 16, 2017 agenda posting
- 4. Page 7 of the October 6, 2017 Open Meeting Law Guide concerning Notice
- 5. Draft letter of response to the Attorney General



### **OPEN MEETING LAW COMPLAINT FORM**

Office of the Attorney General One Ashburton Place Boston, MA 02108

Please note that all fields are required unless otherwise noted.



|   |                               | 7 101                              | 101   |
|---|-------------------------------|------------------------------------|-------|
| Your Contact Information:   |                               |                                    | 119.1 |
| First Name: LINDA   | Last Name:                    | ebila                              |       |
| Address: POBOX 150  |                               |                                    |       |
| city: HARWICH PORT State:   | MA Zip Code: <u>026 </u> 9    | 46                                 |       |
| Phone Number: 508 432 1599  | Ext.                          |                                    |       |
| Email: Macceloda Je   | ver 1200. ne                  |                                    | -     |
| Organization or Media Affiliation (if any):                                   |                               |                                    |       |
| Are you filing the complaint in your capacity (For statistical purposes only) | as an individual, representat | tive of an organization, or media? |       |
| ✓ Individual ☐ Organization   | Media                         |                                    |       |
|   |                               |                                    |       |
| Public Body that is the subject of th   | is complaint:                 |                                    |       |
| City/Town County  | Regional/District             | State                              |       |
| Name of Public Body (including city/town, county or region, if applicable):   | Arwich Boa                    | ed of Selectmen                    | w     |
| Specific person(s), if any, you allege committed the violation:               | is above i                    | members                            |       |
| Date of alleged violation:  |                               |                                    |       |
|   |                               |                                    |       |

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| On the published agenda for the m  | pooting there was no in          | dication    | that votes   |                 |
|  |                                  |             |  |                 |
| would be taken (see attached) . Du   |                                  |             |  | ;               |
| taken on items VII A and B, VIII iter  |                                  |             |  |                 |
| what business is going to be condu   |                                  |             |  |                 |
| Prior BOS agendas would indicate disc  | cussion/possible vote to t       | ell the p   | ublic that an action   |                 |
| may or may not be taken during that i  | neeting.                         |             |  |                 |
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| and the second s |                                  |             |  |                 |
| at action do you want the public body to take in I   | response to your complaint?      |             |  |                 |
| ote: This text field has a maximum of 500 characters.  |                                  |             |  |                 |
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|  |                                  |             | ,  |                 |
| In all future agendas, notice the public   | c that votes may be taker        | . For th    | nis specific meeting   |                 |
| repost these items in a near future ag   | enda, and revote these is        | tems R      | anuest that all  |                 |
| personnel, including the members of  | the Board and all BCC he         | made a      | ware of the  |                 |
| requirements for public notice via a for   | ormal written memo ( ie r        | int hy or   | wate of the  |                 |
| ,  | The Witter Hello ( IC )          | iot by ei   | nan biast).  |                 |
|  | T                                | ,           |  |                 |
| view, sign, and submit your compl  | aint                             |             |  |                 |
| isclosure of Your Complaint.   |                                  |             |  |                 |
| lic Record. Under most circumstances, your cor   | nplaint, and any documents su    | bmitted w   | ith your complaint, will be co   | onsidered a     |
| lic record and available to any member of the pu   | iblic upon request. In response  | to such a   | request, the AGO generally v   | vill not disclo |
| r contact information.   |                                  | Ì           |  |                 |
| Consulting With a Private Attorney.  |                                  |             |  |                 |
| AGO cannot give you legal advice and is not abl  | e to be your private attorney, b | ut represe  | nts the public interest. If you  | ı have any      |
| stions concerning your individual legal rights or  | responsibilities you should con  | tact a priv | ate attorney.  |                 |
| Submit Your Complaint to the Public Body.  |                                  |             |  |                 |
| complaint must be filed first with the public boo  |                                  | lease cont  | act the Division of Open Gov   | ernment by      |
| ng (617) 963-2540 or by email to openmeeting@  | state.ma.us.                     |             |  |                 |
| igning below, I acknowledge that I have read an  | d understood the provisions ab   | ove and c   | ertify that the information I h  | ave provided    |
| and correct to the best of my knowledge.   | 1                                |             |  |                 |
| In ( )( )(   | ) (/                             |             | 11)16/17   |                 |
| Signed: ///  | <del></del>                      | Date:       |  |                 |
| /  | -                                |             | market to the second se |                 |
|  |                                  |             | Public Body For Us<br>ved by Public Body: Date i   | se By AGO       |

Description of alleged violation:

#### **SELECTMEN'S MEETING AGENDA\***

Donn B. Griffin Room, Town Hall 732 Main Street, Harwich, MA Executive Session 6:00 P.M. Regular Meeting 6:30 P.M. Monday, November 13, 2017

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

### I. CALL TO ORDER

- II. EXECUTIVE SESSION 1. Pursuant to M.G.L. c. 30A, §21(a)(6) to consider purchase, exchange, lease or value of real estate if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body Owners Unknown and Judah Elddredge properties; 2. Pursuant to MGL c.30A, §21(3) to conduct strategy sessions with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares SEIU Union
- III. PLEDGE OF ALLEGIANCE
- IV. WEEKLY BRIEFING
- V. PUBLIC COMMENTS/ANNOUNCEMENTS

### VI. CONSENT AGENDA

- A. Approve Minutes October 30, 2017 Regular Meeting
- B. Approve the nomination of Kathleen Derwin Mirando for the Harwich Hall of Fame
- C. Approve and sign the contract with Forte Landscaping & Construction for Supply and Installation of Playground Equipment at Brooks Park in the amount of \$69,995
- D. Confirm approval of the Side Letter of Agreement with the SEIU Manager's Union

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

- A. Public Hearing Classification Hearing Board of Assessors
- B. Presentation Fire Station 2
- C. Annual Meetings with the Selectmen:
  - 1. Board of Assessors
  - 2. Capital Outlay Committee
  - 3. Finance Committee

### VIII. NEW BUSINESS

- A. Ambulance Fee Waiver Policy
- B. Proposed Bikeways Committee Charge
- C. Draft MOU relating to the Comprehensive, Continuing, Cooperative Transportation
  Planning and Programming Process for the Cape Cod Massachusetts Region
- D. 'Recommendation to appoint Robert MacCready as the Housing Authority's representative to the Community Preservation Committee

### IX. OLD BUSINESS

- A. Proposed Sewer Regulations
- B. Treasure Chest/Volunteers discussion and possible vote

### X. TOWN ADMINISTRATOR'S REPORT

- A. Certification of Free Cash additional information
- B. Update on Sewer Design
- C. Green Communities meeting
- D. Departmental Weekly Reports

#### XI. <u>SELECTMEN'S REPORT</u>

#### 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       |
|                             | Date:      | November 8, 2017 |

Sandra Robinson, Admin. Secretary



### **OPEN MEETING LAW COMPLAINT FORM**

Office of the Attorney General One Ashburton Place Boston, MA 02108

Please note that all fields are required unless otherwise noted.



| Your Contact Information:  |
|--|
| First Name: Last Name: Cebula  |
| Address: PO Joy 150  |
| City: HARWICH PONT State: MA Zip Code: 02646   |
| Phone Number: 508 433 1899 Ext.  |
| Email: Maccebula 1 @ Verlizon. net   |
| Organization or Media Affiliation (if any):  |
| Are you filing the complaint in your capacity as an individual, representative of an organization, or media?  (For statistical purposes only)  Individual Organization Media |
| Public Body that is the subject of this complaint:   |
| City/Town County Regional/District State   |
| Name of Public Body (including city/town, county or region, if applicable): HARWICH BOARD of Selectmen   |
| Specific person(s), if any, you allege committed the violation:  Interview Sub Cemmittee   |
| Date of alleged violation: 11 16/17  |
|  |

| Describe the alleged violation that this complaint is about the reasons supporting your belief.   | out. If you believe the alleged  | violation was inte                               | ntional, please say so and include |
|---|--|--|------------------------------------|
| Note: This text field has a maximum of 3000 characters.   |  |  |                                    |
|   |  |  |                                    |
| The original agenda was noticed for a new the agenda was revised to the correct revised agenda did not indicate the dat nor did it reference what had been revithe Town website so it was impossible                        | date of Nov 16 and rep<br>te and time of the origir<br>ised. The original agen | ublished. How<br>al and revised<br>da was remove | ever, the postings ed from         |
|   |  |  |                                    |
|   | u  |  |                                    |
| What action do you want the public body to take in resp   | oonse to your complaint?   |  |                                    |
| Note: This text field has a maximum of 500 characters.  |  |  |                                    |
| Repost and revote any votes taken on<br>enforced this on other (selected) BCC,<br>formally notify all BCC of this rule, via   | , Town Administration  | /BOS should                                      |                                    |
| Review, sign, and submit your complaind.  I. <u>Disclosure of Your Complaint.</u> Public Record. Under most circumstances, your complaind public record and available to any member of the public your contact information. | aint, and any documents sub  |  |                                    |
| II. Consulting With a Private Attorney.<br>The AGO cannot give you legal advice and is not able to<br>questions concerning your individual legal rights or resp   |  |  |                                    |
| III. Submit Your Complaint to the Public Body. The complaint must be filed first with the public body. I calling (617) 963-2540 or by email to openmeeting@stat   |  | ase contact the Di                               | vision of Open Government by       |
| By signing below, I acknowledge that I have read and ur true and correct to the best of my knowledge.   | nderstood the provisions abo   | ve and certify that                              | the information I have provided is |
| Signed:   | ×h_  | Date: //   | 116/17                             |
|   | Fo   | r Use By Public Bo                               | dy For Use By AGO                  |

**Description of alleged violation:** 

### Selectmen's Interview/Nominations Subcommittee Selectmen's Office, Town Hall Thursday, November 16, 2017 9:00 a.m.

### **AGENDA**

| I. | CAL | L TO | ORE | ER |
|----|-----|------|-----|----|
|    |     |      |     |    |

### II. <u>NEW BUSINESS</u>

- A. Potential interview applicant(s) for various committee vacancies may include but is not limited to:
  - 1. Planning Board
  - 2. Board of Appeals
  - 3. Wastewater Support Committee
- B. Miscellaneous discussion regarding appointment issues and/or procedure
- C. Vote to approve Minutes

### III. ADJOURNMENT

\*Per the Attorney General's Office: The Board of Selectmen may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business."

If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact the Selectmen's Office at (508) 430-7512 ext. 2

| Authorized Posting Officer:     | Posted by:              |
|---------------------------------|-------------------------|
| _                               | Town Clerk              |
|                                 | Date: _November 8, 2017 |
| Sandra Robinson Admin Secretary |                         |



### The Commonwealth of Massachusetts Office of the Attorney General One Ashburton Place

Boston, Massachusetts 02108

### **OPEN MEETING LAW COMPLAINT FORM**

### Instructions for completing the Open Meeting Law Complaint Form

The Attorney General's Division of Open Government interprets and enforces the Open Meeting Law, Chapter 30A of the Massachusetts General Laws, Sections 18-25. Below is the procedure for filing and responding to an Open Meeting Law complaint.

### Instructions for filing a complaint:

- Fill out the attached two-page form completely and sign it. File the complaint with the public body within 30 days of the alleged violation. If the violation was not reasonably discoverable at the time it occurred, you must file the complaint within 30 days of the date the violation was reasonably discoverable. A violation that occurs during an open session of a meeting is reasonably discoverable on the date of the meeting.
- To file the complaint:
  - For a local or municipal public body, you must submit a copy of the complaint to the chair of the public body AND to the municipal clerk.
  - For all other public bodies, you must submit a copy of the complaint to the chair of the public body.
  - o Complaints may be filed by mail, email, or by hand. Please retain a copy for your records.
- If the public body does not respond within 14 business days and does not request an extension to respond, contact the Division for further assistance.

### Instructions for a public body that receives a complaint:

- The chair must disseminate the complaint to the members of the public body.
- The public body must meet to review the complaint within 14 business days (usually 20-22 calendar days).
- After review, but within 14 business days, the public body must respond to the complaint in writing and must send the Attorney General a copy of the complaint and a description of any action the public body has taken to address it. At the same time, the body must send the complainant a copy of its response. The public body may delegate this responsibility to its counsel or a staff member, but only after it has met to review the complaint.
- If a public body requires more time to review the complaint and respond, it may request an extension of time for good cause by contacting the Division of Open Government.

### Once the public body has responded to the complaint:

- o If you are not satisfied with that the public body's response to your complaint, you may file a copy of the complaint with the Division by mail, e-mail, or by hand, but only once you have waited for 30 days after filing the complaint with the public body.
- When you file your complaint with the Division, please include the complaint form and all documentation relevant to the alleged violation. You may wish to attach a cover letter explaining why the public body's response does not adequately address your complaint.
- The Division will not review complaints filed with us more than 90 days after the violation, unless we granted an extension to the public body or you can demonstrate good cause for the delay.

If you have questions concerning the Open Meeting Law complaint process, we encourage you to contact the Division of Open Government by phone at (617) 963-2540 or by e-mail at openmeeting@state.ma.us.

Disabilities Act, the federal Rehabilitation Act of 1973, and state constitutional provisions. For instance, public bodies that adopt website posting as an alternative method of notice must ensure that the website is readily accessible to people with disabilities, including individuals who use screen readers. All open meetings of public bodies must be accessible to persons with disabilities. Meeting locations must be accessible by wheelchair, without the need for special assistance. Also sign language interpreters for deaf or hearing-impaired persons must be provided, subject to reasonable advance notice.<sup>3</sup> The Attorney General's Disability Rights Project is available to answer questions about accessibility and may be reached at (617) 963-2939.

### What information must meeting notices contain?

Meeting notices must be posted in a legible, easily understandable format; contain the date, time, and place of the meeting; and list all topics that the chair reasonably anticipates, 48 hours in advance, will be discussed at the meeting. The list of topics must be sufficiently specific to reasonably inform the public of the issues to be discussed at the meeting. Where there are no anticipated topics for discussion in open session other than the procedural requirements for convening an executive session, the public body should list "open session" as a topic, in addition to the executive session, so the public is aware that it has the opportunity to attend and learn the basis for the executive session.

Meeting notices must also indicate the date and time that the notice was posted, either on the notice itself or in a document or website accompanying the notice. If a notice is revised, the revised notice must also conspicuously record both the date and time the original notice was posted as well as the date and time the last revision was posted. Recording the date and time enables the public to observe that public bodies are complying with the Open Meeting Law's notice requirements without requiring constant vigilance. Additionally, in the event of a complaint, it provides the Attorney General with evidence of compliance with those requirements.

If a discussion topic is proposed after a meeting notice is posted, and it was not reasonably anticipated by the chair more than 48 hours before the meeting, the public body should update its posting to provide the public with as much notice as possible of what subjects will be discussed during the meeting. Although a public body may consider a topic that was not listed in the meeting notice if it was not anticipated, the Attorney General strongly encourages public bodies to postpone discussion and action on topics that are controversial or may be of particular interest to the public if the topic was not listed in the meeting notice.

<sup>&</sup>lt;sup>3</sup> The Massachusetts Commission for the Deaf and Hard of Hearing will assist with arrangements for a sign language interpreter. The Commission may be reached at 617-740-1600 VOICE and 617-740-1700 TTY.



November 20, 2017

Maura Healy Attorney General State of Massachusetts One Ashburton Place Boston, MA 02108

Re: Open Meeting Law Complaint

Dear Attorney General Healy:

The Town of Harwich is in receipt of two Open Meeting Law Complaint Forms filed by Linda Cebula, P.O. Box 157, Harwich Port, MA 02646 and submitted to the Selectmen Administrator's Office on November 17, 2017 at approximately 11:30 a.m. Copies of the two complaints are enclosed.

In the first complaint, Ms. Cebula alleges that the Town violated the Open Meeting Law with its posting of the November 16, 2017 Interview Nominations Subcommittee Meeting Agenda and the posting of a revised agenda for the same meeting. The agenda was originally posted with an incorrect date and replaced by a revised agenda with an explanation of the revision (see attached). Ms. Cebula requests that the Selectmen revote the items from this meeting. This was a meeting of the Selectmen's Interview/Nominations Subcommittee and no votes are taken during interviews. In this case, an explanation for the revision was given, but the date and time of the original posting had not been listed.

The second complaint filed by Ms. Cebula concerns the posting of the agenda of Monday, November 13, 2017. Ms. Cebula maintains that the agenda fails to notify the public that votes may be taken on specific agenda items. However, when an agenda is posted, it is reasonably assumed that there will be possible votes taken for items on that agenda. In the Open Meeting Law Guide, in the section titled "Notice" and "What information must meeting notices contain" (page 7), there is no mention that it must be stated on the agenda that votes will or will not be taken.

The Town of Harwich realizes that in the posting of the revised Agenda of November 16, 2017, the information was not entered as outlined in the Guide. It was not the Town's intent to violate the spirit of the Open Meeting Law. In the future, the Town will be more diligent regarding the posting of both agendas and revised agendas (including changes made and referencing original posting dates and times) for the Board of Selectmen, as well as all Town Boards, Committees and Commissions, to ensure strict compliance with the Open Meeting Law and the Open Meeting Law Guide.

The Open Meeting Law and the Guide are provided to each member of all Boards. Available Training Sessions and Webinar dates have been provided to members of the Board of Selectmen. In addition, we have a training session available on the Town's Website that was presented by KP Law, P.C.: <a href="https://www.youtube.com/watch?v=yMNt3stgLs8&feature=youtu.be">https://www.youtube.com/watch?v=yMNt3stgLs8&feature=youtu.be</a>

The Town is available to respond to any questions or concerns that you may have.

Respectfully and on behalf of the Board of Selectmen,

Michael MacAskill Chair

Enc. (2)

Ce: Town Administration

Town Clerk

Linda Cebula, Complainant (w/o enclosures)



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Final Harwich Comprehensive Wastewater Management Plan

Guidelines for Submission of **Town Meeting Article** 

Plastic Bag Ban Information

Proposed Sewer Regulations

Selectmen Liaison List

Selectmen's Committee Handbook

Septic Loan Application

Video Resources: Conducting a Public Meeting

Video Resources: Ethics Training

Videos: Selectmen's Meetings

CONTACT INFO

Address: Town Hall

732 Main Street Harwich, MA 02645

(508) 430-7513

SELECTMEN'S INTERVIEW NOMINATIONS SUBCOMMITTEE

ES SHARE

Print

Submitted on November 8, 2017 - 11:46am

Date: November 16, 2017 - 9:00am

Upload file:

11-16-17 interviews.pdf

THIS IS A REVISED AGENDA

THE DATE OF OCTOBER 16, 2017 WAS INCORRECT AND CHANGED TO NOVEMBER 16, 2017.

Phone:

Fax: (508) 432-5039

Select Language ▼

Harwich Town Hall, 732 Main Street, Harwich Center, MA 02645 (508) 430-7514 Hours: Mon: 8:30AM - 8PM, Tue - Thu: 8:30AM - 4PM, Fri: 8:30AM - 12PM

Website Disclaimer Virtual Towns & Schools Website Login



## THE COMMONWEALTH OF MASSACHUSETTS OFFICE OF THE ATTORNEY GENERAL

ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

(617) 727-2200 www.mass.gov/ago

May 5, 2014

OML 2014 - 44

Patrick Costello, Esq. Louison, Costello, Condon, & Pfaff, LLP 101 Summer St. Boston, MA 02110

RE: Open Meeting Law Complaint

Dear Attorney Costello,

This office received a complaint from Steven Wilson (the complainant), postmarked April 4, 2014, alleging that the Billerica Zoning Board of Appeals (the Board) violated the Open Meeting Law, G.L. c. 30A, §§ 18-25. The complaint alleges that the Board failed to post its agenda with sufficient specificity. The complaint was originally filed with the Board on March 11, 2014. You responded to the complaint by letter dated April 1, 2014.

In reaching a determination, we reviewed the March 11, 2014 complaint filed with the Board; the Board's April 1, 2014 response; and the April 4, 2014 complaint filed with our office. Additionally, we reviewed the posted agenda and the finding and decision of the Board issued following the Board's February 19, 2014 meeting. Following our review, we have decided to resolve this complaint by **informal action**, in accordance with 940 CMR 29.07(2)(a). We find that the agenda item was sufficiently specific. Accordingly, we find no violation of the Open Meeting Law.

At issue in this complaint is an application for a Special Permit to park heavy vehicles on the complainant's property. The Board posted notice that it would consider a Special Permit to park two heavy commercial vehicles at the indicated property. At the meeting, the Board determined that the By-law upon which the complainant relied in his application did not allow the requested use. Therefore, the Board denied his request for permission to park two vehicles. A member of the Board then made a motion to permit the parking of one heavy commercial vehicle at the indicated property. This motion failed to pass. The complainant alleges that this discussion surrounding the motion to permit the parking of one vehicle was improper under the Open Meeting Law because the notice was not sufficiently specific that a Special Permit for one vehicle would be considered. See 940 CMR 29.03(1)(b).

<sup>&</sup>lt;sup>1</sup> For the purpose of clarity in this letter, we will refer to you in the third person hereafter.

The Board, in its response, denied that any violation had occurred because a reasonable member of the public would have understood from the notice that the Board would consider allowing the complainant to park heavy commercial vehicles at his property regardless of the specific number of vehicles. We agree. It is enough that the public knew the essential facts: that the complaint requested permission to park heavy commercial vehicles on his property. The discussion which followed naturally flowed from the Board's consideration of the agenda item and its members' reactions to the application. See OML 2014-38 (public body not required to anticipate course of deliberation). Accordingly, we find no violation of the Open Meeting Law. See OML 2013-145 (finding no violation to omit reasonably inferable information from notice); OML 2012-75 (same).

We now consider this matter closed. This determination does not address any other complaints that may be pending before this office or the Board. Please feel free to contact this office at (617) 963-2540 if you have any questions regarding this letter.

Sincerely,

Mark M. Higgins

Assistant Attorney General Division of Open Government

cc: Billerica Zoning Board of Appeals

Steven Wilson

This determination was issued pursuant to G.L. c. 30A, § 23(c). A public body or any member of a body aggrieved by this order may obtain judicial review through an action filed in Superior Court pursuant to G.L. c. 30A, § 23(d). The complaint must be filed in Superior Court within twenty-one days of receipt of this order.



## THE COMMONWEALTH OF MASSACHUSETTS OFFICE OF THE ATTORNEY GENERAL

ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

(617) 727-2200 www.mass.gov/ago

April 14, 2014

OML 2014-38

Lauren F. Goldberg, Esq. Kopelman and Paige, P.C. 101 Arch St. Boston, MA 02110

RE: Open Meeting Law Complaint

Dear Attorney Goldberg:

This office received a complaint from Lauren Walsh (the complainant), dated January 20, 2014, alleging that the Seekonk Board of Selectmen (the Board) violated the Open Meeting Law, G.L. c. 30A, §§ 18-25. Specifically, the complaint alleges that the Board amended the posted notice and agenda for its October 23, 2013 meeting fewer than 48 hours prior to the meeting to include a topic that the Board should have reasonably anticipated more than 48 hours in advance. The complaint further alleges that the amended item was insufficiently specific and that the discussion which occurred during the meeting went beyond the bounds of the posted agenda item. The complaint was originally filed with the Board on November 20, 2013. The Board, through counsel, responded to the complaint in a letter dated December 20, 2013.

We reviewed the November 20, 2013 complaint filed with the Board; the Board's December 20, 2013 response to that complaint; and the January 20, 2014 complaint filed with our office. We also reviewed the posted notice and agenda for the October 23, 2013 and December 18, 2013 meetings of the Board. We further reviewed videos of both the October 23, 2013 and the December 18, 2013 meetings of the Board. Finally, we spoke on the telephone with the complainant and counsel for the Board in February 2014.

Following our review, we find that the Committee violated the Open Meeting Law because the amended notice and agenda included a topic that the Board Chair's agent anticipated 48 hours in advance of the meeting. However, we find that the posted agenda item was sufficiently specific, and that the discussion which ensued under the aegis of this topic did not violate the Law.

<sup>&</sup>lt;sup>1</sup> For the purpose of clarity, we refer to you in the third person in this determination.

### **FACTS**

We find the facts as follows. Previous to the meeting at issue here, the complainant filed an Open Meeting Law complaint not discussed in this determination against another public body within the Town of Seekonk. The Board of Selectmen, as the Town's chief executive body, interacts with Town Counsel to coordinate responses to Open Meeting Law complaints.

The Town Administrator is responsible for the creation of the notice and agenda for Board meetings. In October 2013, there was no permanent Town Administrator. The interim Town Administrator, who holds another position with Town government, acted in the Town Administrator position only until a replacement could be found.

Town Counsel spoke with the interim Town Administrator prior to the creation of the agenda for a Board meeting on October 23, 2013 to request that the Town Administrator include an item in the agenda indicating the Board might vote to empower Counsel to respond to the complaint on behalf of the Board. The agenda for the October 23, 2013 meeting was properly posted 48 hours in advance of the meeting, but did not include any reference to an Open Meeting Law complaint.

After the agenda was posted, Town counsel reviewed the agenda and, noticing the omission, called the interim Town Administrator to request that it be amended to include the Open Meeting Law complaint item. On the day of the meeting, October 23, 2013, the agenda was amended to include the topic "Resolution of Open Meeting Law Complaint filed by Lauren Walsh" under the heading "Discuss other topics not reasonably anticipated by the Chairman 48 hours before the meeting."

At the meeting that evening, considerable confusion existed among the Board members over the purpose of the agenda item. After much discussion, the Board understood that the purpose of the item was to authorize counsel to respond to the complaint on its behalf. The discussion both before and after this resolution authorizing counsel to respond touched upon other Open Meeting Law complaints, the Open Meeting Law complaint process, and individual members of the Board's thoughts on the merit and efficacy of the application of the Open Meeting Law.

This complaint followed. In response, the Board posted in the notice for its December 18, 2013 meeting the following item:

"A. Open Meeting Law Complaint Acknowledgment and resolution: Open Meeting Law Complaint from Lauren Walsh received November 20, 2013 concerning an alleged violation on October 23, 2013, and related matters. Acknowledge receipt of complaint, consider possible responses thereto, and vote to Resolve the same."

During the December 18, 2013 meeting, the Board considered the same subjects discussed during the October 23, 2013 meeting. Additionally, the Board included the agenda and minutes of the October 23, 2013 meeting in the minutes of its December 18, 2013 meeting.

### DISCUSSION

The Open Meeting Law requires a public body to post notice 48 hours in advance of a meeting and include a "listing of topics that the chair reasonably anticipates will be discussed at the meeting." G.L. c. 30A, § 20(b). Public bodies are required to list topics in a meeting notice with "sufficient specificity to reasonably advise the public of the issues to be discussed at the meeting." 940 CMR 29.03(1)(b). We generally consider a topic to include sufficient specificity when a reasonable member of the public could read the topic and understand the anticipated nature of the public body's discussion. See OML 2013-168.<sup>2</sup> A public body may consider a topic at a meeting that was not listed in the meeting notice if it is a topic that the chair did not reasonably anticipate at least 48 hours before a meeting. See OML 2012-88. Public bodies, however, are encouraged not to discuss or vote on items that arise within that 48-hour period or during a meeting if the topic can be postponed until a later date and added to a properly posted meeting notice. OML 2011-13

If the chair of a public body delegates responsibility for creating the agenda to another, that person acts as the chair's agent. See OML 2013-147; OML 2012-32. Here, the interim Town Administrator was acting as the Chair's agent, and reasonably anticipated 48 hours before the meeting that the Board would discuss an Open Meeting Law complaint filed by Lauren Walsh. The complaint the Board discussed was filed several weeks prior to the Board's October 23, 2013 meeting. Counsel for the Board had spoken with the interim Town Administrator prior to the posting of the agenda and requested that the topic be added. Nevertheless, the topic was not included in the original agenda but was a topic of deliberation at the October 23, 2013 meeting. Given these facts, we find that the failure to post this agenda item 48 hours in advance was a violation of the Open Meeting Law. We do not find this violation to be intentional, however, and we find that the Board took appropriate remedial action in response to the complaint. The Board repeated the discussion and vote regarding this item at a subsequent meeting, following the posting of a more detailed agenda item.

While we applaud the Board for including additional detail about the topic in its December 18, 2013 meeting notice, we find that the agenda item included in the amended notice for the October 23, 2013 meeting was sufficiently specific. A reasonable member of the public would have understood that an Open Meeting Law complaint filed by Lauren Walsh would be the subject of the discussion. The Open Meeting Law did not require the October 23, 2013 amended agenda to identify with the particularity requested here the specifics of the complaint at issue, or to anticipate precisely what the Board's discussion would be under the topic. It sufficed for the purposes of identifying the complaint that the agenda noted the name of the person who filed the complaint. See OML 2013-28; OML 2013-71. We therefore find no violation of the Open Meeting Law regarding the amended agenda's specificity.

Likewise, the conversation that occurred during the discussion of the contested agenda item did not amount to a violation of the Open Meeting Law. The discussion naturally flowed from the Board's consideration of what the agenda item required and the individual members' reactions to the Open Meeting Law. While the Board could have postponed such discussion

<sup>&</sup>lt;sup>2</sup> Open Meeting Law determinations may be found at the Attorney General's website, www.mass.gov/ago/openmeeting.

until it was noticed in a properly posted agenda, such a postponement was not required by the Law. The chair could not have anticipated 48 hours in advance the direction the discussion would take. We therefore find no violation of the Open Meeting Law regarding the substance of the discussion occurring under the amended agenda.

### CONCLUSION

We find that Board violated the Open Meeting Law by failing to post notice properly for a discussion that the Chair's agent reasonably anticipated 48 hours in advance. We order no further action, however, because the Board took appropriate remedial action in response to the complaint. We find no other violations of the Law in the complainant's allegations.

We now consider this matter closed. This determination does not address any other complaints that may be pending before this office or the Board. Please feel free to call us at (617) 963-2540 if you have any questions regarding this letter.

Sincerely,

Mark M. Higgins

Assistant Attorney General Division of Open Government

cc: Town of Seekonk Board of Selectmen

Lauren Walsh

This determination was issued pursuant to G.L. c. 30A, § 23(c). A public body or any member of a body aggrieved by this order may obtain judicial review through an action filed in Superior Court pursuant to G.L. c. BOA, § 23(d). The complaint must be filed in Superior Court within twenty-one days of receipt of this order



## THE COMMONWEALTH OF MASSACHUSETTS OFFICE OF THE ATTORNEY GENERAL

ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

(617) 727-2200 www.mass.gov/ago

May 27, 2014

OML 2014 - 58

Benjamin M. Coyle, Esq. Bacon Wilson, P.C. 33 State Street Springfield, MA 01103

RE: Open Meeting Law Complaint

Dear Attorney Coyle:

This office received a complaint from Paul Cesan, dated July 6, 2013, alleging that the Southwick Board of Selectmen (the "Board") violated the Open Meeting Law, G.L. c. 30A, §§ 18-25. Mr. Cesan's complaint alleges that the Board failed to list a topic with sufficient specificity in the notice for its April 8, 2013 meeting. The complaint was filed with the Board on or about May 8, 2013. The Board responded by letter dated May 28, 2013.

We appreciate the patience of the parties while we reviewed this matter. Following our review, we find that the Board did not violate the Open Meeting Law because the notice for the Board's April 8, 2013 meeting was sufficiently specific. In reaching a determination, we reviewed the May 8, 2013 complaint filed with the Board; the Board's May 28, 2013 response; and the July 6, 2013 complaint filed with our office. Additionally, we reviewed the notice and minutes of the Board's April 8, 2013 meeting.

### **FACTS**

The notice for the Board's April 8, 2013 meeting listed a number of topics for discussion, including "Police Chief replacement process." During the Board's meeting, the Board discussed appointing a new Chief of Police. Board Vice-Chair Russell Fox recommended

Starting in November 2013 through April 2014 our office made repeated requests through counsel for an interview with the Board Chair. Counsel did not make the Chair available for an interview and we ultimately resolved this matter on the record before us. We remind the Board that "[u]pon notification of an investigation, any person, public body or any other state, regional, county, municipal or other governmental official or entity who is the subject of an investigation, shall make all information necessary to conduct such investigation available to the attorney general.." G.L. c. 30A, § 24(a). Failure to respond to such a request from our office may be considered a violation of the Open Meeting Law.

offering the position to Lt. David Ricardi. Board member and Clerk Tracy Cesan agreed that he was a good internal option but suggested that the Town post the vacancy internally so that others would have an opportunity to apply. After some discussion, Vice-Chair Fox made a motion to appoint Lt. Ricardi as Chief of Police. The motion passed 2-1, with Clerk Cesan dissenting.

### DISCUSSION

The Open Meeting Law requires that public bodies post notice 48 hours in advance of a meeting and include a "listing of topics that the chair reasonably anticipates will be discussed at the meeting." G.L. c. 30A, § 20(b). Public bodies are required to list topics in a meeting notice with "sufficient specificity to reasonably advise the public of the issues to be discussed at the meeting." 940 CMR 29.03(1)(b). We generally consider a topic to include sufficient specificity when a reasonable member of the public could read the topic and understand the anticipated nature of the public body's discussion. See OML 2013-157; OML 2011-44.<sup>2</sup>

Here, the Board listed a topic in the notice for its April 8, 2013 meeting as "Police Chief replacement process." The complainant argues this was not sufficiently specific because that the words "replacement process" suggested that the Board would only be discussing its process for hiring a new police chief, rather than taking action to appoint a replacement. We find that the topic was sufficiently specific to reasonably advise members of the public that the Board would be discussing replacing the police chief. See 940 CMR 29.03(1)(b); OML 2013-152 (notice topic was sufficiently specific even though additional detail may have been helpful to the public). The discussion and vote that occurred naturally flowed from the Board's consideration of this agenda item. See OML 2014-44 (public body not required to anticipate course of deliberation); OML 2014-38 (same). Accordingly, we find no violation of the Open Meeting Law. See OML 2013-145 (no violation to omit reasonably inferable information from notice); OML 2012-75 (same).

### CONCLUSION

For the reasons stated above, we find that the Board did not violate the Open Meeting Law. We now consider this matter closed. If you have any questions regarding this determination, please contact our office at (617) 963-2540.

Sincerely,

Jonathan Sclarsic

Assistant Attorney General Division of Open Government

<sup>&</sup>lt;sup>2</sup> Open Meeting Law determinations may be found at the Attorney General's website, www.mass.gov/ago/openmeeting.

cc: Southwick Board of Selectmen Paul Cesan

This determination was issued pursuant to G.L. c. 30A, § 23(c). A public body or any member of a body aggrieved by this order may obtain judicial review through an action filed in Superior Court pursuant to G.L. c. 30A, § 23(d). The complaint must be filed in Superior Court within twenty-one days of receipt of this order.

### **MEMO**

TO

Christopher Clark

Town Administrator

FROM

Administrative Secretary Ann Studel

CC

Board of Selectmen

DATE

November 7, 2017

SUBJECT

Seasonal Liquor Licenses



With regard to the Board's recent discussion about interest in Special Legislation for additional Annual All Alcohol Licenses, the following is a list of current Seasonal All Alcohol License holders:

### SEASONAL ALL ALCOHOL POURING LICENSES

Belmont Condominium Beach Club One Belmont Rd., W Harwich 31 Sea St., Harwich Port Cape Sea Grille Commodore Inn 30 Earle Rd., Harwich Port Ember (also holds Annual Wine & Malt) 600 Route 28, Harwich Port Hot Stove at Cranberry Valley 183 Oak St., Harwich 126 Route 28, W Harwich Irish Pub Mad Minnow Bar & Kitchen 554 Route 28, Harwich Port 545 Route 28, Harwich Port Perks 541 Route 28, Harwich Port Port Restaurant and Bar 11 Route 28, Harwich Port

Viera Restaurant 2173 Route 28, Harwich Weguassett Inn

Wychmere Harbor Beach & Tennis Club 23 Snow Inn Rd., Harwich Port

### SEASONAL ALL ALCOHOL PACKAGE STORES LICENSES

7-Eleven (also holds Annual Wine & Malt) 5 Route 28, W Harwich

I have attached the related Special Town Meeting article from 2009 as well as the Special Legislation.

### EXPAND GOLF REVOLVING FUND TO INCLUDE RESTAURANT LEASE REVENUES

ARTICLE 8: To see if the Town will vote to place revenue generated from the Cranberry Valley restaurant lease into the Golf Revolving Fund, and to act fully thereon. By request of the Golf Committee.

THE FINANCE COMMITTEE WILL MAKE ITS RECOMMENDATION AT TOWN MEETING PENDING FURTHER INFORMATION. VOTE: YES-7, NO-0.

#### SPECIAL LEGISLATION TO INCREASE LICENSES

ARTICLE 9: To see if the Town will vote to authorize the Board of Selectmen to file the following Home Rule petition with the General Court, provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court which are within the scope of the general public objectives of the petition:

AN ACT AUTHORIZING THE TOWN OF HARWICH TO ISSUE ADDITIONAL LIQUOR LICENSES.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

**SECTION 1.** The Town of Harwich shall be exempt from the quotas established under Section 17 of Chapter 138 as it relates to the number of licenses its licensing authority may issue pursuant to Section 12 of Chapter 138 by three (3) licenses, bringing the number of said licenses from fourteen (14) to seventeen (17).

**SECTION 2.** The licensing authority shall grant one license to a business entity located in the Harwich Port area, one license will be granted to a business entity located in Harwich Center, and one license will be granted to a business entity located in the East Harwich area as more particularly shown on plans which are on file with the Board of Selectmen, and to act fully thereon.

SECTION 3. This act shall take effect upon its passage.

and to act fully thereon. By request of the Board of Selectmen.

THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO EXPAND THE LICENSE QUOTA TO THREE. THIS WILL INCREASE THE ABILITY FOR ECONOMIC DEVELOPMENT VOTE: YES-6, NO-0.

#### THE COMMONWEALTH OF MASSACHUSETTS

In the Year Two Thousand and Ten

AN ACT AUTHORIZING THE TOWN OF HARWICH TO ISSUE AN ADDITIONAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES TO BE DRUNK ON THE PREMISES.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. (a) Notwithstanding sections 17 and 17A of chapter 138 of the General Laws, the licensing authority of the town of Harwich may convert 1 currently issued seasonal license for the sale of all alcoholic beverages to be drunk on the premises under section 12 of said chapter 138, currently issued to Back Nine Café, LLC., located at 183 Oak street, to an annual license for the sale of all alcoholic beverages to be drunk on the premises under said section 12 of said chapter 138. The license granted under this section shall be subject to all of said chapter 138 except said sections 17 and 17A.

- (b) The licensing authority shall not approve the transfer of the license to any other location, but it may grant the license to a new applicant at the same location if the applicant for the license files with the authority a letter from the department of revenue indicating that the license is in good standing with the department and that all applicable taxes have been paid.
- (c) If the license granted under this section is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority which may then grant the license to a new applicant at the same location under the same conditions as specified in this section.
- SECTION 2. (a) Notwithstanding section 17 of chapter 138 of the General Laws, the licensing authority of the town of Harwich may grant a license for the sale of all alcoholic beverages to be drunk on the premises under section 12 of said chapter 138, to Patrick Wiseman and Annie Wiseman doing business at 86 Sisson road, state highway route 39, Harwich Port.
- (b) The licensing authority shall not approve the transfer of the license to any other location, but it may grant the license to a new applicant

at the same location if the applicant for the license files with the authority a letter from the department of revenue indicating that the license is in good standing with the department and that all applicable taxes have been paid.

(c) If the license granted under this section is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority which may then grant the license to a new applicant at the same location under the same conditions as specified in this section.

SECTION 3. This act shall take effect upon its passage.

House of Representatives, January 4 , 2011.

Passed to be enacted,

Soul HOMaly, Speaker.

In Senate, January 9, 2011.

Passed to be enacted,

Mathell -

President.

Approved,

at

o'clock and O minutes, . M.

Carrainnan

### **BUDGET/WARRANT TIME LINE 2017-2018**

| Friday, August 25, 2017      | Capital Budget Instructions submitted by T A to Departments  |  |  |
|------------------------------|--|--|--|
| Friday, September 22, 2017   | Deadline for submission of Department<br>Capital Budgets to the T A  |  |  |
| Monday, September 25, 2017   | TA presents BOS with 5-Year Financial Plan   | Charter 9-2-1/on or before<br>October 1 <sup>st</sup>  |  |
| Monday, October 2, 2017      | MRSD meeting with B O S and Fincom to discuss enrollments by class and demographics, including a five year projection of same. |  |  |
| Monday, October 2, 2017      | Deadline for submission of Community Preservation requests   |  |  |
| Monday, October 2, 2017      | BOS Budget Message to guide<br>TA in developing budget Requests -<br>Including Board agreed to goals                           | Charter 9-2-2/on or before<br>the first Tuesday in<br>October                                |  |
| Monday, October 23, 2017     | Capital Outlay Committee submits 7-yr<br>Capital Outlay plan to T A  |  |  |
| Wednesday, November 1, 2017  | Operating Budget instructions submitted to departments by T A  |  |  |
| Monday, November 13, 2017    | Preliminary meeting with B O S and Fincom to discuss budget guidelines for the FY 19 MRSD budget                               |  |  |
| Wednesday, November 29, 2017 | Deadline for submission of department operating budgets to T A   | Charter 9-2-3/on or before the 1 <sup>st</sup> Friday of December                            |  |
| Friday, December 1, 2017     | Deadline for submission of departmental warrant articles to T A  |  |  |
| Monday, December 11, 2017    | B O S Review and discussion of potential warrant articles  | ,  |  |
| TBD                          | Meeting with B O S and Fincom to discuss initial look at MRSD FY 18 budget   |  |  |
| Monday, December 11, 2017    | TA submits 7-yr Capital Outlay Plan to joint meeting of BOS/ Finance Committee   | Charter 9-6-3/during the month of December   |  |
| December 25-January 1        | MRSD School Vacation   |  |  |
| Monday, January 8, 2018      | BOS/FINCOM/Capital Outlay<br>Committee hold joint Public Hearing on<br>submitted Capital Outlay Plan                           | Charter 9-6-4/on or before the 2 <sup>nd</sup> Friday in January                             |  |
| Friday, January 26, 2018     | All items to be bid must have specification to be assured of bid process for Town Mee  | be bid must have specifications in TA's office by 12:00 P.M. of bid process for Town Meeting |  |
| Monday, January 29, 2018     | Meeting with B O S and Fincom to<br>discuss first draft budget and five-year<br>plan with MRSD and Cape Cod Tech               |  |  |
| February – March             | Fincom review of budgets and articles  |  |  |
| Monday, February 5, 2018     | Last BOS meeting before Annual Warrant closes  |  |  |
| Friday, February 9, 2018     | Article deadline – Warrant closes<br>Noon deadline   | Charter 2-2-1/Bylaw 1-101<br>2 <sup>nd</sup> Friday in February by<br>12:00 Noon             |  |

| Monday, February 12, 2018                | TA presents budget and budget message to B O S and Fincom   | Charter 9-2-4/on or before<br>the 2 <sup>nd</sup> Tuesday of<br>February           |
|--|---|--|
| February 19-23                           | MRSD School Vacation  |  |
| Tuesday, February 20, 2018               | 1 <sup>st</sup> draft Warrant to BOS  |  |
|  | (presented at meeting)  |  |
| Tuesday, February 20, 2018               | Articles submitted to Finance Committee by B O S  | General By-Laws I, § 271-<br>1.B. Not later than 14 days<br>after article deadline |
| Monday, February 26, 2018                | BOS required to submit final budget to Finance Committee  | Charter 9-3-2 / on or before<br>the 4 <sup>th</sup> Tuesday of February            |
| February 2018                            | MRSD to submit final line item budget to B O S and Fincom for inclusion in the ATM Warrant          |  |
| Saturday, March 3, 2018 (Tentative)      | Selectmen and Finance Committee<br>Budget Presentations   |  |
| Monday, March 5, 2018                    | Joint budget/article hearing BOS/Finance Committee  |  |
| March, 2018                              | BOS reviews Warrant articles  |  |
| Monday, March 5, 2018                    | VOTE to sign final Annual Town Meeting Warrant  |  |
| Monday, March 5, 2018                    | Vote to open Special Town Meeting<br>Warrant  | All Special Town Meeting<br>Articles must be received<br>40 days prior to STM      |
| No later than Monday, March 19, 2018     | Article funding review by B O S   |  |
| Monday, March 26, 2018                   | BOS votes Special Warrant<br>BOS votes Ballot   |  |
| not later than Monday,<br>March 26, 2018 | FINCOM submits written recommendations on Budget/Warrant.  Joint budget /article hearing with B O S | Charter 9-3-3/by March 31 <sup>st</sup>  |
|  | and Fincom reconcilliation  |  |
| Not later than Monday, March 26, 2018    | Fincom conducts one or more hearings on budget  | Charter 9-3-3 by March 31st  |
| March 27, 2018                           | Ballot to Town Clerk  |  |
| Monday, April 9, 2018                    | Send Warrant to Printer Send Warrant to Chronicle (April 19 <sup>th</sup> publication)              | Printer needs 2 weeks. Chronicle needs 1 week before publish date                  |
| Friday, April 20, 2018                   | Warrants available for public distribution  | Charter 2-2-2/14 days prior to Town Meeting  |
| April 16-20                              | MRSD School Vacation  |  |
| Monday, May 7, 2018                      | First night of Annual Town Meeting and Special Town Meeting   | Charter 2-3-1/1st Monday in May  |
| Tuesday, May 15, 2018                    | Annual Town Elections   | Charter 8-1-1/3 <sup>rd</sup> Tuesday<br>in May                                    |

### OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513 Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA

TO SEPTA

Christopher Clark, Town Administrator Charleen Greenhalgh, Assistant Town Administrator

To:

Board of Selectmen

From: Christopher Clark, Town Administrator

Re: Weekly Report November 13 - 21, 2017

Date: November 29, 2017

On Monday, November 13<sup>th</sup> I had my monthly meeting with the Chamber of Commerce Director to go over various coordination activities. I then had a meeting with a local attorney on a matter. I then had a meeting with our Golf Director to discuss the infrastructure improvement project. I was feeling a little under the weather so went home to read through the material for the BOS meeting and returned to attend the BOS meeting.

On Tuesday, November 14<sup>th</sup> started with a Department Heads meeting. I then had a meeting with Public Safety personnel about the Security System bid. The Assistant TA and I then met with the Fire Chief to discuss the upcoming Collective Bargaining negotiations. We had our BOS meeting follow up session in the office. The afternoon was dedicated to preparing for our Capital Outlay Committee meeting and the meeting with the Planning Board. I attended both meeting. The Planning Board was to discuss a Waiver of Site Plan for the Building because it was a simple replacement. We did request a postponement because we wanted to have more work completed on the Landscaping Site Plan.

Wednesday started with a Steering Committee Meeting of the Cape Cod Municipal Health Group in Sandwich for the morning. I returned to Town Hall and had a meeting with Judy and Michael Ford to discuss and finalize the draft License Agreement for the South Harwich Meeting House. We then had a meeting with the Chair to go over the agenda. I had a meeting with Aly Sabatino to discuss her transition. I left to run some errands and returned to work in the evening.

Thursday, morning started with some confusion a meeting was rescheduled so I worked on various items for the morning. The Treasurer, Finance Director and I then met with to prepare for our presentation with S&P on Tuesday. I met with Eric Beebe on salaries of various seasonal labor which needs to be adjusted for new minimum wage impacts. After a very brief lunch, went into a meeting of the Accela user group that we were joined by the County Commission and they agreed to help to continue to support Accela. I then departed to run errands and returned to attend final Cape Housing Institute training from 7 to 9 pm.

Friday morning, I attended the Dennis-Harwich and Yarmouth tri town meeting working on the collaboration for Regional Wastewater Plant. Upon return to Town Hall met with

a large property owner in Harwich Port to talk about development concepts. Returned to the office afterward and worked on paperwork until around 3:00.

On Monday, November 20<sup>th</sup> The majority of the day was taken up in a trip into State house in Boston to meet with our Representatives and DEP on the need to work together to resolve wastewater issues on the Cape. I thought the meeting was productive. We returned late in the afternoon and I read through the material for the BOS meeting and attended the BOS meeting.

On Tuesday, November 21<sup>th</sup> started various meeting on the Golf, Library and Harbor Projects. I then had a personnel oriented meeting with staff of Health Dept. the afternoon focused on the Treasurer, Finance Director and I then met with over the phone with S&P to discuss our BAN and our Bond Rating. Our call was productive but S&P was concern that our reserves have been raised but the AAA criteria has also gone up and the Barnstable County Retirement System does not have a large enough percentage funded in the Pension plan. Our income to property wealth ratios are also a variable

I took off the Wednesday before Thanksgiving and Town Hall was closed for Thursday and Friday for the Thanksgiving Holiday.

### Memorandum from Charleen Greenhalgh Assistant Town Administrator

### Town of Harwich

### November 22, 2017

To: Christopher Clark, Town Administrator

From: Charleen Greenhalgh, Assistant Town Administrator
Re: Weekly Report – Week of October November 13, 2017

Still fighting a severe respiratory infection. It was another busy week, which included, but was not limited to:

- Responded to several emails over the weekend.
- Met with Cyndi William, Chamber of Commerce Director and Mr. Clark for a monthly meeting.
- Prepared agenda for the monthly Department Head meeting, notified Department Heads and prepared packets.
- Gathered additional information for Board of Selectmen Chair regarding legal administrator in Dennis.
- Worked on numerous personnel related matters throughout the week.
- Met with Aly Sabatino, Town Planner to discuss and review a number of proposed zoning amendments.
- Attended the Board of Selectmen Executive Session, took minutes and finalized minutes.
- Attended Department Head Meeting.
- Met with Department Head regarding personnel and budget matters.
- Met with Mr. Clark and Chief Clarke.
- Met with Eric Beebe, Recreation Director, Carol Coppola, Finance Director and Mr. Clark to review and discuss the Seasonal Wage Schedule under the Personnel Bylaw.
- Prepared draft Seasonal Wage Schedule and distributed to departments with seasonal personnel.
- Attended COC meeting; provided information committee members and assisted with the minutes.
- Attended the Planning Board meeting for the presentation of the Golf Cart Building Waiver of Site Plan Review, the matter was continued as there were only four members present. The matter has been continued to December 12<sup>th</sup>.
- Met with one of my counterparts in Brewster, Donna Kalinick, to discuss a variety of items, including procurement. Brewster has two Assistant Town Administrators, one who primarily works on procurement and special projects and the other who primarily works on human resources matters.
- Attended the S.E. Coast of Mass IPMA-HR monthly breakfast meeting.
- Attended weekly Community Development Meeting.
- Met with Ms. Sabatino to discuss her departure and how to work on a smooth transition.
- Unfortunately once again due to illness I was not able to attend the final in the series of 2017
   Cape Housing Institute workshops.

# Memorandum from Charleen Greenhalgh Assistant Town Administrator Town of Harwich

### November 29, 2017

To: Christopher Clark, Town Administrator

From: Charleen Greenhalgh, Assistant Town Administrator
Re: Weekly Report – Week of October November 20, 2017

It was a short week, but it was a busy week, which included, but was not limited to:

- Received word from FEMA that the draft Hazard Mitigation Plan was approved. Will move it forward to the Board of Selectmen for final endorsement.
- Worked on follow-up on Human Services Grant.
- Prepared agenda and posted the Capital Outlay Committee meeting for 11/28.
- Organized and noticed a third workshop for employees through CCMHG.
- Worked on numerous personnel related matters throughout the short week, including job
  postings for the Town Planner and the Assistant Administrative Assistant in the Town Clerk's
  Office and exit interview to name a few.
- Had a family emergency on Monday so I did have to leave early (4:00pm)
- Met on-site at the Cranberry Valley GC with Aly Sabatino, Chris Clark, Roman Greer, Shawn Fernandez and their landscape architect to review the site for the cart barn, etc.
- Correspondence with Cape Light Compact. Invited to participate as a stakeholder as they prepare the 2019-2021 Energy Efficiency Plan.



### HARWICH ASSESSORS OFFICE 508-430-7503

### Memo

To:

Sandy Robinson

Ann Steidel

From:

Donna Molino

Date:

November 29, 2017

RE:

Assessor's Department Weekly Report (w/e 11/25/17)

- 1. Board of Assessors meeting.
- 2. Processed Motor vehicle commitment in the amount of \$2,354,590.
- 3. Worked on FY 2019 Budget.
- 4. Assisted taxpayer with exemption.
- 5. Processed and reviewed abutter's lists.
- 6. Processed and reviewed weekly deeds.
- 7. Assisted customers with boat abatements/questions.

### Cemetery Administrator's Weekly Report

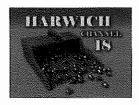
### Week ending November 18, 2017

- Meet with Beverly Smith Cullinane to go over her parent's lot layout in Island Pond, requested tree removal from lot as it is uprooting memorial. Filled out Heir of Record form for future burials in lot. Submitted work order to the DPW with lot location and layout.
- BID opening for walkway in pet burial grounds, there was one bidder Cape Cod Builders Phase 1 \$23.236, Phase 2 \$22,800 and Phase 3 \$23,645. Will present to the Cemetery Commission Meeting on Tuesday November 21, 2017 for acceptance.
- Installation of the sign at Pine Grove Cemetery, West Harwich.
   Sign made by Young & Fancy Inc, \$3,813.00 and installation by
   Todd Fleming: Building and installing yardarm and sign. \$360 for building, material and labor for installing \$590, total: \$950.
- Mount Pleasant: met with Dodge and Proctor family for an at need purchase of burial lot. Purchase of 10 Pine Avenue 6 graves for \$4,800.00. Coordinated with funeral home and marked out burial space to be used for internment. Met with opening contractor at the site. Met with Miriam Reis at her lot to discuss having lot markers, headstone and cremated remains transferred from the Mount Pleasant Cemetery to the South Harwich Cemetery.
- Evergreen Cemetery: request by Cindy Bassett to have layout of her parents lot, George
   & Clara Meservey for preneed mailed to her. Had Jim Stratton locate burials on lot to
- confirm placement of existing burials.
- Continued working on department operating Budget for FY 2019 due to Town Account on Wednesday November 29.
- Suffolk University classes Budgeting and Financial Management project: Assignment on creating a three page memorandum on Sick Time Abuse in Municipalities. Requested documentation from Carol Coppola, Town Accountant and Amy Bullock, Treasure/Town Collector on sick time statists of Harwich Employees listing amount of days taken and day of week removing names of employees for confidentially.

Respectfully Submitted

Robbin Kelley Cemetery Administrator

### Channel 18 Weekly Report w/e November 18, 2017



- Filmed Board of Selectmen
- Filmed Capital Outlay
- Filmed Planning Board
- Filmed Board of Health
- Update with Director of Chamber of Commerce, Cyndi Williams
- Update with COA Director, Judi Wilson
- Filmed Community Journal (5 volunteers reported for duty)
- Worked on Website idea for prospective volunteers
- Continue FY19 Budget
- Computer Malfunction in Griffin room.
- Agendas and Minutes posted
- All clips and meetings transferred and posted to YouTube
- Video file maintenance

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

www.youtube.com/harwichchannel18

And Facebook for additional info

www.facebook.com/harwichchannel18

Respectfully Submitted,
Jamie Lee Goodwin

### Channel 18 Weekly Report w/e November 25, 2017



- Filmed Board of Selectmen
- Prepared to film Golf Committee (no quorum)
- Schedule channel 18 staff during Station Directors vacation
- No Community Journal (Holiday)
- Continue FY19 Budget
- Fixed computer Malfunction in Griffin room.
- Agendas and Minutes posted
- All clips and meetings transferred and posted to YouTube
- Video file maintenance

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

www.youtube.com/harwichchannel18

And Facebook for additional info

www.facebook.com/harwichchannel18

Respectfully Submitted,
Jamie Lee Goodwin

### Channel 18 Weekly Report w/e December 2, 2017



- NO Board of Selectmen
- Filmed Capital Outlay
- Filmed Zoning Board of Appeals
- Filmed Community Preservation Committee
- Filmed update with Community Center Director
- Filmed update with Brooks Librarian Ann Carpenter
- Filmed Community Journal (3 volunteers for duty)
- Finished FY 19 Budget
- · Agendas and Minutes posted
- All clips and meetings transferred and posted to YouTube
- Video file maintenance

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

www.youtube.com/harwichchannel18

And Facebook for additional info

www.facebook.com/harwichchannel18

Respectfully Submitted,

Jamie Lee Goodwin

### Weekly Update for the Community and Cultural Centers November 12, 2017 – November 18, 2017

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 11/12 to 11/18.

- I packaged Cape Cod Cares for our Troops donations for pick up. We had 8 boxes full of supplies to send for the holidays.
- I worked with the Dennis/Harwich Lions club to pick up donated eye glasses and set up a donation box for hats, coats and scarfs for the winter months for those in need.
  - The Community Center and our volunteers worked with the highway department to spread the mulch on the garden to prepare for the winter.
- Worked on the December 2<sup>nd</sup> events at the Harwich Cultural Center including the Open House, Trolley to Christmas Town and the Rocking Christmas in Harwich Concert in conjunction with the Chamber.
- I worked the concert held at the Cultural Center on Thursday evening in the Auditorium. The event was sponsored by the Cranberry Festival Committee and approximately 150 people were in attendance.
- I met with the Town engineer to go over the RFP for the Community Center gym floor. The RFP is to be sent out in March so work can begin in the end of May. This is to cause the least amount of disruption to the Community Center and everyone utilizing the gym.
- I attended a three day class put on by the Inspector General office of MCPPO on Supplies and Services Contracting. The seminar was held at the COMM fire district.
- Continued working on Community Center and Cultural Center budgets that are due to the Town Administrator on November 29, 2017.
- I continued to fine tune the Community Preservation article for the basement file storage proposal for the Community Center. I will be presenting on Thursday December 7, 2017.

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

Carolyn Carey, Community Center Director

### Weekly Update for the Community and Cultural Centers November 19, 2017 – November 25, 2017

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 11/19 to 11/25.

- On Saturday we worked with the Kiwanis on the craft Fair they do each year to help raise funds and awareness for the organization and decorated the Community Center for the Holiday season.
- I worked with the division of children and family services to do our annual Mitten Tree program. We have the names and wishes for 45 children from Cape Cod. We hang a mitten on a tree in our front lobby and citizens pick a child and then get gifts the children asked for and return them to us at the Community Center. We get them ready for the families for Christmas. This year we have children of all ages including many teenagers that sometimes get forgotten at this time of year.
- Continued working on the December 2<sup>nd</sup> events at the Harwich Cultural Center including working with the renters on the Open House, Trolley to Christmas Town and the Rocking Christmas in Harwich Concert in conjunction with the Chamber.
- I have been working on the budget and backup documentation for the Community Center for FY19.
- I met with members of the Harbor department on moving the Harbor operation to the Cultural Center during construction.
- I continued working with the Cultural center on the policies and procedures along with the wait list information to have reviewed by the selectmen.
- I attended the selectmen's meeting on Monday to discuss the hours of operation of the Community Center. We are currently open 88 hours with only enough staffing for 64 of those hours. We are looking at how we can currently fill the unstaffed hours in the center to provide a safe place for everyone that uses the building.

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

Carolyn Carey, Community Center Director



### TOWN OF

### 732 Main Street Harwich, MA 02645

### CONSERVATION COMMISSION

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

November 29, 2017

To: Harwich Board of Selectmen

From: Amy Usowski, Conservation Administrator

### Weekly Report

- Met with potential applicants to discuss conservation issues on properties, visited sites currently under construction, issued permits.
- AmeriCorps member Emma Forbes inspected trails on conservation lands
- Amy and Nicki inspected sites in preparation for the December 6 Conservation Commission meeting.
- Researched bog lease language
- Elected to end Conservation Administrative Assistant Patricia Zingarelli's tenure with the Town.
- Started to prepare Commission packets for Dec 6<sup>th</sup> meeting
- Got assistance doing the annual mowing at Thompson's field, Texiera, and the town gardens from the highway dept.



# Town of Harwich COUNCIL ON AGING

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

# WEEKLY REPORT

**TO:** Chris Clark, Town Administrator

FROM: Judi Wilson, Director, Council on Aging

RE: COA WEEKLY REPORT - week ending November 11, 2017

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

#### Programs/Service:

- Conducted 25 nursing visits and appointments with clients to conduct assessments, provide care, and
  offer teaching to them and their caregivers and provided numerous follow-up communications with
  agencies, pharmacies, doctors, family members, and clients
- Prepared and served 67 meals to seniors including Monday supper club and 3 Senior Dining lunches
- Served 16 clients at weekly Wellness Clinic
- Arranged 7 medical rides for seniors with volunteers
- Completed 2 Fuel Assistance applications with clients
- Completed 1 SNAP application with client
- Assisted clients over the telephone and in the office providing counseling regarding Friendly Visitor, legal services, holiday programs, homecare services, drivers' license suspension, SNAP benefits, and Fuel Assistance eligibility
- Responded to referral from Harwich Fire Department regarding senior at risk in her home

#### Administration:

- Hosted monthly Cape-wide COA Outreach Coordinators' meeting with presentation from MassEDP on specialized telephone equipment available to individuals with hearing loss
- Attended fifth session of Cape Housing Institute which covered topics of "Making the Case for Affordable Housing" and "Understanding the RFP Process"
- Commenced work reviewing existing COA brochure
- Conducted COA team meeting for staff
- Attended Sight Loss Services group to provide participants with copies of new large print COA newsletter
- Attended outreach lunch at Pine Oaks III
- Met with the Friends of the HCOA and obtained funding for new COA monthly movie program, holiday food cards for participants in COA food distribution programs, and updated holiday decorations
- Attended Cape-wide COA meeting with Cape Cod Regional Transit Authority to discuss senior initiatives, grant funding for transportation programs, new vehicles, and driver training
- Attended biannual Cape-wide meeting between COA Directors and Elder Services of Cape Cod and the Islands to discuss Cape emergency mental health services, Senior Care Options programs, Elder Protective Services, and communication issues
- Met with Foster Banford and Scott Tyldesley to conduct an inventory of COA IT usage and needs
- Reviewed state Formula Grant expenditures and submitted expenditure corrections to accounting
- Met with copier company representative to determine if there were options to save money on existing contract
- Organized shared COA computer files

Respectfully submitted, Judi Wilson



# Town of Harwich COUNCIL ON AGING

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

# WEEKLY REPORT

TO: Chris Clark, Town Administrator

FROM: Judi Wilson, Director, Council on Aging

RE: COA WEEKLY REPORT - week ending November 17, 2017

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

#### Programs/Service:

- Conducted memory screenings for 4 seniors in collaboration with the Cape Cod Alzheimer's Family
   Support Center
- Conducted 3 home safety assessments with Harwich Fire Department staff
- Prepared for Thanksgiving food delivery and facilitated volunteer delivery of food on November 18th to
   53 households
- Collaborated with Elder Services Care Manager regarding planning for four seniors
- Assisted client with pending discharge from skilled nursing facility with discharge planning including oil delivery
- Received referrals from Harwich Police Department regarding elders at risk and conducted outreach to assist with possible readmission to a skilled nursing facility
- Hosted first "Big Screen Movie" program which was attended by 21 seniors
- Prepared and served 87 meals to seniors including Monday supper club and 4 Senior Dining lunches
- Conducted 8 nursing visits and appointments with clients to conduct assessments, provide care, and
  offer teaching to them and their caregivers and provided numerous follow-up communications with
  agencies, pharmacies, doctors, family members, and clients
- Served 12 clients at weekly Wellness Clinic
- Arranged 7 medical rides for seniors with volunteers
- Completed 1 Fuel Assistance application with clients
- Assisted clients over the telephone and in the office providing counseling regarding transportation to medical appointments, durable medical equipment, SNAP benefits, holiday programs, homecare services and fuel assistance

# Administration:

- Recorded Channel 18 segment regarding memory awareness and available resources
- Held meeting with MCOA Representative which occurs when there is transition in local leadership of the COA
- Conducted COA team meeting for staff
- Advocated with Cape Cod Regional Transit Authority regarding need for new vehicle for HCOA due to age of vehicle, vehicle miles, and frequent repair issues with wheelchair lift
- Worked to streamline and refine program registration process for Reception volunteers
- Attended final session of Cape Housing Institute which covered topics of "Regionalism" and "Creating an Action Plan"
- Continued work on report of HCOA needs and FY19 budget preparation
- Town Nurse was on vacation and Per Diem Sub Nurse covered essential duties

Respectfully submitted, Judi Wilson



# Town of Harwich COUNCIL ON AGING

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

# WEEKLY REPORT

TO: Chris Clark, Town Administrator

FROM: Judi Wilson, Director, Council on Aging

RE: COA WEEKLY REPORT - week ending November 24, 2017

This was only a three day work week due to the Thanksgiving holiday, but in addition to our regular activities below is a summary of our work last week:

#### Programs/Service:

- Coordinated delivery of Thanksgiving food baskets to senior veterans and their families generously donated by students at Harwich Elementary School with help from Cape Cod Cares for the Troops
- Completed 1 Fuel Assistance application with clients
- Arranged 7 medical rides for seniors with volunteers
- Conducted home visit with Harwich Police Department staff to respond to resident who has been getting lost while driving
- Collaborated with multiple human service agencies on long term care facility discharge plan for senior which included application for property tax exemptions, fuel assistance, and homecare services
- Conducted SHINE appointments for Medicare Open Enrollment
- Assisted clients over the telephone and in the office providing counseling regarding mental health resources, financial assistance resources, driver's license suspension, homecare services, and fuel assistance

#### Administration:

- Attended bi-monthly meeting of the Executive Committee of the Cape Cod Hoarding Task Force
- Oriented and placed a student volunteer in the Monday Supper Club program
- Prepared FY19 COA departmental budget request

Respectfully submitted, Judí Wilson



# TOWN OF HARWICH

## DEPARTMENT OF PUBLIC WORKS

273 Queen Anne Road • P.O. Box 1543 • Harwich, MA 02645 Telephone (508) 430-7555 Fax (508) 430-7598

# DPW Activity for the period of November 12, 2017 - November 18, 2017

# **Highway Maintenance**

- 16 catch basins were dug
- Completed 15 work orders
- Trash runs Monday, Wednesday and Friday
- Cleared leaves from catch basins in advance of heavy rains
- Brushed intersections 1 day
- Installed snow fence at beaches and cemeteries
- Reviewed plow routes and planned contractor assignments

#### Vehicle Maintenance

- Performed one routine maintenance
- Prepared two vehicles for State Inspection
- Performed twenty four repairs on vehicles, small and heavy equipment
- Prepared trucks, plows, and sanders for snow removal

# Cemetery Maintenance

- Blow out water systems in cemeteries for winter
- Leaf cleanup at Doane Park
- Mowing, pruning, and removal of overgrown bushes in Mt. Pleasant Cemetery

#### Parks Maintenance

- Mowed 5 fields once hopefully the last time of the season
- Leaf cleanup at various town parks and fields
- 1 day marking trees for removal

# **Facility Maintenance**

- Received 9 new work orders and completed 11 work orders from back log
- Continued maintenance and repairs to the cultural center's heating system. Each of the room units will require new switches and numerous 3 way valves
- Completed the winterization on all of the outside restrooms

• Repaired Albro House attic window that caused water damage to the room ceiling

# Disposal Area

C&D: 15 loads, 252.60 tons
MSW: 6 loads, 137.26 tons
Recycling: 6 loads, 34.33 tons

Vehicles Recorded: 6,370Revenue: \$44,710.70

# Reception

• Telephone calls: 63

• Walk ins: 18

• Work orders processed: 34



# TOWN OF HARWICH

## FINANCE DIVISON

732 MAIN STREET, HARWICH, MA 02645 TEL: 508-430-7518 FAX: 508-430-7504

Carol Coppola Finance Director/Town Accountant Wendy Tulloch Assistant Town Accountant

Report of the

Finance Director/Town Accountant – Week Ending 11/17/17

Undertakings within the Finance Department during the past week include the following initiatives/tasks:

- Attend Selectmen and Capital Outlay meetings,
- · Various discussions and research on Open Government/Open Data initiatives,
- Various conversations with Financial Advisor and Bond Counsel,
- Prepare documentation for upcoming S&P rating for BANs,
- Work with Assessor on tax rate setting,
- Research Transmittal letter for CAFR,
- Attend Department Head meeting,
- Numerous conversations with Harbormaster re: SAQ projects,
- Attend CCT meeting re: bond structure,
- Attend CCYP meeting in Dennis,
- Audit, process and approve payroll transactions,
- · Audit, process and approve vendor transactions,
- Review and record cash receipts.

Sincerely,

Carol Coppola Finance Director/Town Accountant



# TOWN OF HARWICH

# DEPARTMENT OF PUBLIC WORKS

273 Queen Anne Road • P.O. Box 1543 • Harwich, MA 02645 Telephone (508) 430-7555 Fax (508) 430-7598

# DPW Activity for the period of November 19, 2017 - November 25, 2017

# **Highway Maintenance**

- 16 catch basins were dug
- Completed 6 work orders
- Trash runs Monday and Wednesday
- Cleared leaves from catch basins in advance of heavy rains Wednesday
- Continued to reviewed plow routes and planned contractor assignments
- Started making adjustments to 5 year paving plan for sewer plan

### Vehicle Maintenance

- Performed five routine maintenances
- Performed repairs on eleven vehicles, small and heavy equipment
- · Prepared trucks, plows, sanders and equipment for snow and ice removal

# **Cemetery Maintenance**

- Mowed Police / Fire Headquarters, DPW, Town Hall, and Albro House
- Blew leaves in Island Pond Cemetery and Mount Pleasant Cemetery
- Pruned bushes in Mount Pleasant Cemetery

#### Parks Maintenance

- Leaf cleanup at various town parks and fields
- 1 day fabricating plows

# **Facility Maintenance**

- Received 5 new work orders and completed 4 work orders from back log
- Began preparing the Cultural Center for the upcoming Christmas open house
- Made repairs to Golf Pro Shop heating system
- Rebuilt the Golf Pro Shop water main backflow preventer

# Disposal Area

C&D: 9 loads, 157.74 tonsMSW: 4 loads, 92.08 tonsRecycling: 8 loads, 37.02 tons

Vehicles Recorded: 6,362Revenue: \$22,802.40

- The Transfer Station compaction system experienced a computer issue that took the system down from Tuesday Saturday afternoon. No commercial MSW was accepted during that timeframe. Residential MSW was unaffected.
- Disposal Area staff did an excellent job at minimizing the impact of the Transfer Station being offline for 3 days around the holiday.

# Reception

• Data was not collected as Joni Seely, DPW Clerk, was off last week



# TOWN OF HARWICH

## FINANCE DIVISON

# 732 MAIN STREET, HARWICH, MA 02645 TEL: 508-430-7518 FAX: 508-430-7504

Carol Coppola Finance Director/Town Accountant **Wendy Tulloch Assistant Town Accountant** 

Report of the

Finance Director/Town Accountant - Week Ending 11/24/17

Undertakings within the Finance Department during the past week include the following initiatives/tasks:

- Resolve Purchase Order challenges in Munis,
- Work with Assessor to develop crosswalk from FY 17 tax rate to proposed FY 18 rate,
- Attend Board of Assessor's meeting,
- Finalize tax rate setting,
- Finalize documentation for S&P rating for BANs,
- Attend/participate in S&P rating call,
- Gather information for Comprehensive Annual Financial Report (CAFR),
- Begin Letter of Transmittal to accompany CAFR,
- Work with individual departments on FY 19 budgets,
- Research vendor statement balances,
- Audit, process and approve payroll transactions,
- Audit, process and approve vendor transactions,
- Review and record cash receipts.

Sincerely,

Carol Coppola Finance Director/Town Accountant



# Harwich Fire Department



Fire Suppression

Prevention

Emergency Services

Norman M. Clarke Jr., Chief of Department

David J. LeBlanc, Deputy Fire Chief

Weekly Report - November 12, 2017 through November 18, 2017

# Incidents:

| Fire/Explosion          | 00 |
|-------------------------|----|
| Overpressure/Rupture    | 00 |
| Rescue Call/ EMS        | 45 |
| Hazardous Condition     | 06 |
| Service Call            | 06 |
| Good Intent             | 07 |
| False Call              | 05 |
| Severe Weather/Disaster | 00 |
| Special Type/Complaint  | 00 |
|                         |    |
| Total                   | 69 |

## Fire Prevention:

| Inspections              |     |
|--------------------------|-----|
| Resale                   | 06  |
| Annual                   | 02  |
| Joint                    | 00  |
| Final                    | 03  |
| Lockbox                  | ()1 |
| Liquid Propane Storage   | 02  |
| Pre-Inspection           | 00  |
| Oil Tank                 | 00  |
| Oil burner               | 00  |
| Town Hall Hours          | 02  |
| Underground Storage Tank | 00  |
| Truck Tank               | 00  |
| InspectionsMisc          | 01  |

## Items of note:

Captains, Lieutenants and Deputy attended training class in Brewster. Health &Fitness, Cancer prevention and Leadership. Boston Fire Commissioner Joe Finn and United States Fire Administration Director Dennis Onieal



# Harwich Fire Department



Emergency Services



# Norman M. Clarke Jr., Chief of Department

David J. LeBlanc, Deputy Fire Chief

Weekly Report - November 19, 2017 through November 25, 2017

80

Fire Suppression

# Incidents:

| Fire/Explosion          | 02 |
|-------------------------|----|
| Overpressure/Rupture    | 00 |
| Rescue Call/ EMS        | 58 |
| Hazardous Condition     | 01 |
| Service Call            | 05 |
| Good Intent             | 03 |
| False Call              | 11 |
| Severe Weather/Disaster | 00 |
| Special Type/Complaint  | 00 |
| <u>-</u>                |    |

# Fire Prevention:

Total

| Inspections              |    |
|--------------------------|----|
| Resale                   | 06 |
| Annual                   | 03 |
| Joint                    | 00 |
| Final                    | 00 |
| Lockbox                  | 01 |
| Liquid Propane Storage   | 03 |
| Pre-Inspection           | 00 |
| Oil Tank                 | 00 |
| Oil burner               | 00 |
| Town Hall Hours          | 00 |
| Underground Storage Tank | 00 |
| Truck Tank               | 00 |
| InspectionsMisc          | 01 |
|                          |    |

Items of note:

# Weekly Report for Selectman

# 11/21-11/27

# **Golf Operations**

- The golf course was open all 7 days with 2 frost delays. No carts on Thanksgiving.
- The Hot Stove at CV closed for the season on 11/5

#### **Golf Course Maintenance**

- Golf Course remains in good shape
- Pumps to be pull, rebuilt and reinstall starting around Mid-November
- Green aeration scheduled for 11/29
- Greens will be closed for season and carts will be retired for season on 12/11

# **Golf Course Infrastructure Project**

- Cart Building bids have been opened (11/21)
  - Currently analyzing bids
  - o Will meet on 11/29 to discuss bids with TA
  - Currently working with landscape architect to design a landscape plan for project
  - Will present landscape plan to Planning Board on 12/12

# **Sandy Robinson**

From: John Rendon

Sent: Tuesday, November 21, 2017 2:41 PM

To: Sandy Robinson; Ann Steidel
Cc: Michelle Morris; William Neiser

Subject: Harbormaster Department Weekly Report 12-18 November

#### Operations:

- Hauled seasonal navigation, no wake, and swim area buoys from Round Cove and Pleasant Bay.

#### Admin:

- Drafted/submitted recommendation to TA on award of construction contract for the SAQ Landside project to Eastward Companies.
- Drafted memo to request/outline need for additional dredge funding for SAQ Harbor.
- Final Harbor Graphics (Marina Map) installed, relocated tenants to new slip assignments.

#### Meetings:

- Met with private homeowner on Herring River to discuss concerns with mooring location and boat damage sustained from hitting boat in mooring field.
- Conducted interview with Alan Pollock (Chronicle) on status of SAQ Marina Reconstruction project.
- Participated in a online demonstration of a mooring permit/management system run by OnlineMooring Company.
- Waterways Committee meeting.
- Attended SEIU Chapter Chair training program.
- Held progress meeting with BTT Marina and GEI Consultant on SAQ Marina project.

#### Training:

- Conducted joint training with Coast Guard Station Chatham. Scenarios included taking a vessel in a stern tow; switching to a side tow; maneuvering with vessel in a side tow.
- Deputy Harbormaster attended a four day Search and Rescue Coordination and Execution class. The course was presented by the U.S.C.G. National Search and Rescue School.

### **SAQ Marina Reconstruction Project:**

- Dredging continues, 6 loads complete, approx. 4200 cubic yards removed.
- Review/input on project submittals from BTT Marine on going; finalize float plan.

## John C. Rendon

Harbormaster Town of Harwich 774 212-6193 (c)

# **Sandy Robinson**

From: John Rendon

Sent: Monday, November 27, 2017 4:16 PM

To: Sandy Robinson; Ann Steidel
Cc: Michelle Morris; William Neiser

Subject: Harbormaster Department Weekly Report 19-25 November

#### Short holiday week.

#### Operations:

- 77B conducted 2 pump-outs for a total of 100 gallons of waste.

#### Admin:

- Construction Contract for the SAQ Landside Renovation project signed and awarded to Eastward Companies.
- Prepared and submitted status update questionaire on the 2015 Seaport Economic Council grant for the SAQ Marina Reconstruction project.
- Reached out to Mooring Servicing Agents for missing Inspection Reports.
- Went to waitlist with (1) new 30' slip.

#### Meetings:

- BOS Meeting; approved award of contract for SAQ Landside Renovation project.
- Conducted interview with Bill Gavin (Chronicle) on status of SAQ Landside Renovation project.
- At the request of the new Eastham Harbormaster, met with him to discuss planning and coordination of harbor capital projects.

#### Training:

- Conducted joint training with Coast Guard Station Chatham. Scenarios included taking a vessel in a stern tow; switching to a side tow; maneuvering with vessel in a side tow.

# **SAQ Marina Reconstruction Project:**

- Dredging continues, 9 loads complete, approx. 6300 cubic yards removed.

#### John C. Rendon

Harbormaster Town of Harwich 774 212-6193 (c)

# Health Director Weekly Report Week ending November 18, 2017

### • Projects-

<u>Staff Vacancy-</u> We continue to work with HEA and the TA office to hire a full time Sr. Health Agent. <u>Accela issues-</u> We can finally move forward with renewing licenses, but still need to manually expire the old license and input the fee. This is progress from a week ago! We are still investigating the invoice cloud/payment issue.

**Board of Health Meeting-**prepared for and attended the monthly meeting of the BOH. Two variances were approved and various other topics were discussed.

<u>Annual Meeting of the Massachusetts Health Officers</u>-this two and a half day conference was held in Falmouth this year. Health officers from all over the state came together to discuss new and old concerns. There are several Code updates coming up next year and will require intense training.

<u>Department Head Meeting-</u>attended the monthly department head meeting. Budget preparation was the main discussion.

## Permit review and issuance-

Annual licenses- reviewed +/- 30 annual permits and licenses for 2018

RET- (5)

417 Pleasant Lake Ave

133 Kendrick

18 Harding

87 Punkhorn

24 Quason

Building Permit reviews-(11)

48 Nor East

220 Pleasant Bay Road

3 Indigo Lane

119 Clearwater

11 Oak Leaf

3 weguassett

1 Belmont unit 7-540

212 Bank

1068 Oak Street

18 Great Woods

6 deerfield

Disposal System Construction Permits-(6)

253 Chatham Road

8 Schooner

42 Indian Trail

593 Depot street

0 ---indina

8 winding

2 Lucaya Lane

Certificate of Compliance issued-(2)

8 Pine Lane

34 Bay View

# Inspections-

Food Inspections-(1)

Moonshine Liquors

Final Inspections- Septic systems-(2)

34 Bay View

35 18 Daluze

# Health Director Weekly Report Week ending November 25, 2017

- Staff Vacancy- conducted second interview with candidate for the position
- · Community Development- no meeting this week-Thanksgiving holiday
- Accela issues-
  - The consultant was able to get the renewals working enough for us to enter them manually and print licenses. They are still working on getting the fees to import and the old license to expire-these things must be entered by staff rather than working automatically as they should.
  - We are still waiting for a resolution on the online payment issue. Payments made through the
    public portal for permits are still not showing up on our end even though the fees are paid.
    We are working with both invoice cloud and accela to resolve this. Going on two months
  - We discovered another issue that required a fix by the consultant-conditions that were placed
    on inspection report letters were not able to be deleted once they were resolved. This created
    a need to re-type letters. This issue was brought to the attention of the consulting company
    and resolved successfully.
  - The issue of documents not being able to be downloaded on apple devices came to a final resolution-if any apple device has updated to IOS 10 or above, documents will not load. The Accela platform does not support apple devices that are using IOS 10 or above. They do not anticipate a fix for this in the future. Apple users- iPhone, ipad, MacBook, will be unable to view any scanned in documents that we have uploaded to accela. Extremely disappointing.
- Permit review and issuance
  - o RET-
- 1. 87 Punkhorn
- 2. 36 Pine
- 3. 81 Rt 137
- 4. 39 Park
- 5. 2 Ellis
- 6. 10 Wendys
- 7. 177 Division
- 8. 9 Fiddlers
- 9. 6 Spencers
- 10, 12 Dundee
- 11. 131 Depot
- 12. 18 Woodland
- 13. 34 Bay View
- 14. 31 Joe Lincoln
- 15. 42 Pilgrim
- 16. 32 Timber Trail
- Building Permit reviews:
  - 1. 3 Bittersweet
  - 2. 5 Conifer
  - 3. 3 Indigo
  - 4. 1 Emily
  - 5. 48 Derby
  - 6. 55 Parallel
  - 7. 317 Lower County
  - 8. 5 Glen Rock
- O Disposal System Construction Permits
  - 1. 41 Aver
  - 2. 615 Route 28
  - 3. 382 Long Pond Drive
  - 4. 144 Pleasant Bay:

o ZBA/Planning Board review-

Reviewed 8 cases for departmental input for ZBA meeting Reviewed 2 Planning Board cases

- Inspections
  - o Food Inspections-
    - 1. Stop and Shop-compliance check for food recall
  - o Final Inspections- Septic systems-
    - 1. 557 Route 28
    - 2. 1 Federal Lane
    - 3. 593 Depot
  - Complaints-
    - 1. Complaint of a refrigerator left outside with the door on. This falls under MGL covering "Crimes against the Public", not exactly public health, however the police department referred it to us, so we will issue a violation letter.
- Consultations-
  - 1. 2 Ellis Drive-RET came in with the basement unfinished, but it is actually finished. Met with owners and will be doing a walk through to discuss a return to compliance plan.

Meggan Eldredge 11.25.17

- Interviews completed with 10 Department Heads for IT Survey status and input. Report is being generated with Scott Tyldesley. Status meeting has been scheduled with TA.
- Worked with accounting department on MUNIS setup, updates and preparation for FY19
   Budget
- Setup new switch and GBIC for use with fiber from TH to Community Center. Fiber will be activated in December 2017.
- Scheduled Harbor Comcast to move to Cultural Center. Verizon line move date still to be determined.
- Attended demo at PD on CopSync 911
- Resolved Antivirus problem at remote site
- Worked with Verizon to repair failing line at Community Center
- Copier contract questions resolved for Community Development
- Backups, Server maintenance and Antivirus monitoring ongoing
- Resolved issue with Admin notebook and packet distribution
- Ongoing maintenance and problem resolution on computer, phone, email, printer and software for Town employees.

# **Sandy Robinson**

From:

Heinz Proft

Sent:

Wednesday, November 22, 2017 11:03 AM

To:

Ann Steidel; Sandy Robinson

Subject:

Heinz -Natural Resources Weekly report 11/22/2017

Natural Resources Weekly report 11/22/2017

- \* Shellfish Lab / Wychmere water shut off.
- \* Attended Waterways meeting .
- \*Completed Shellfish permit survey surrounding towns.
- \* Attended Department heads meeting.
- \* Natural Resources Operating Budget FY2019 nearly complete updated salary/wages information was not available. Will submit what I have.
- \*Began to pack up Natural Resources/Harbormaster office materials and equipment for ~ 7 month move to middle school.

Heinz Proft Nat. Resources Director

# **Sandy Robinson**

From:

Heinz Proft

Sent:

Monday, November 27, 2017 2:56 PM

To:

Ann Steidel; Sandy Robinson

Subject:

Heinz -Natural Resources Weekly report 11/292017

Natural Resources Weekly report 11/29/2017

- \* Short week Thanksgiving holiday.
- \* Began to transition (move) Natural Resources and Harbormaster office to cultural center.
- \*Attended Pleasant Bay Alliance work group session for Non-Traditional technologies for the watershed permit.
- \* Natural Resources Operating Budget FY2019 completed with the best information I had available to me regarding salary/wages.
- \* Will be out of the office Nov. 29th-Dec. 5th (vacation). Upon my return I should be working out of the cultural center Next weekly report will be submitted on Wed. December 13th.

Heinz Proft

Nat. Resources Director

### HARWICH POLICE DEPARTMENT

# WEEKLY ACTIVITY REPORT FOR WEEK OF 11/12/17 THROUGH 11/18/17

### **PATROL**

- 259 Calls and patrol-initiated activity logged
  - o 6 arrests
- 29 motor vehicle stops resulting in:
  - o 22 Verbal warnings
  - o 3 Written warnings
  - o 4 Investigations
- 11 Motor vehicle accidents investigated

### **COMMUNITY POLICING**

- Lt. Considine and police chaplain Jim David presented information on the police chaplain program to members of the Pilgrim Congregational Church women's guild.
- SRO Mitchell conducted critical incident training for bus drivers from Cape Cod Tech.

# Recreation Department Weekly Report 11/19-11/25/17

- We have released our Winter Youth Program Brochure and will be offering the following programs:
  - -Gr. 3-6 Travel League Basketball
  - -Gr. K/1/2 Basketball Clinic
  - -Youth Indoor Field Hockey (NEW)
  - -Youth Indoor Soccer
  - -Youth Pickle Ball
  - -Youth Tennis
  - -Crafting and Confections
  - -Mad Science Program
  - -Fun Fridays
  - -Snowshoeing (NEW-in coordination with Brewster Recreation)
  - -Family Nights
  - -Open Gym and Game Room times

We are also looking into starting a new program which will be a highschool 3 on 3 Basketball League.

- We are in the middle of our Session 2 of our Fall programming and we have had over 370 youth participate in our Fall Programming slate. This is a significant increase from last Fall's numbers.
- The Recreation and Youth Commission and Department is currently working on draft RFP's for the Beach vendors. This includes an Ice Cream Vendor contract, as well as, a Food Vendor contract for Red River Beach. The Commission hopes to vote on these RFP's in the next month or so and then they will be posted accordingly.
- The Recreation and Youth Commission will be holding a public hearing for the proposed Brooks Park Phase 5 project for the lighting at Brooks Park. This will take place on December 12 at the Community Center at 5:30pm. This will give the public the opportunity to come give any input or concerns that they might have for the proposed project. This project was presented to the Community Preservation Committee on November 9.
- We held our 2<sup>nd</sup> Annual End of the year Soccer Bonanza under the lights at Whitehouse Field on Friday November 10 and it was a success. We had over 60 people attend. (despite the FREEZING temperatures)



# OFFICE OF THE TREASURER/COLLECTOR

732 MAIN STREET, HARWICH, MA 02645 TEL: 508-430-7501 FAX: 508-430-7504

Amy Bullock Treasurer / Collector Nancy Knepper Assistant Treasurer/Collector

# Weekly Report to the Board of Selectmen

# Week ending November 18, 2017

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

 Meeting with Town Administrator and Finance Director to discuss upcoming bond rating call

Weekly collections 11/12-11/18

| woony concours zz,      |              |
|-------------------------|--------------|
| Tax/Water Collections:  | \$208,084.63 |
| Departmental turnovers: | \$230,069.55 |
| Total:                  | \$438,154.18 |

Weekly Disbursements 11/12-11/18

| Accounts Payable            | \$931,896.45   |
|-----------------------------|----------------|
|                             |                |
| Payroll (week ending 11/11) | \$296,720.37   |
|                             | h4 220 646 02  |
| Total:                      | \$1,228,616.82 |

Respectfully submitted, Amy Bullock Treasurer/Collector



# OFFICE OF THE TREASURER/COLLECTOR

732 MAIN STREET, HARWICH, MA 02645 TEL: 508-430-7501 FAX: 508-430-7504

Amy Bullock Treasurer / Collector Nancy Knepper Assistant Treasurer/Collector

# Weekly Report to the Board of Selectmen

Week ending November 25, 2017

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

- Participated in the ballot count at Barnstable County Retirement
- · attended Standard & Poor's bond rating conference call

Weekly collections 11/19-11/25

| Tax/Water Collections:    | \$80,691.92  |
|---------------------------|--------------|
| Departmental turnovers:   | \$257,117.88 |
| begar unional turinovois. | ΨΔΟ/,ΙΙ/     |
| Total:                    | \$337,809.80 |

Weekly Disbursements 11/19-11/25

| Accounts Payable            | \$22,993.72  |
|-----------------------------|--------------|
| Payroll (week ending 11/18) | \$304,504.69 |
| Total:                      | \$327,498.41 |

Respectfully submitted,

Amy Bullock Treasurer/Collector



# For Week Ending: November 17, 2017

Please see the following highlights from the previous week:

- M2 well cleaning, submersible pump and motor replacement
- Completed SCADA hardware installation & programming at T11 on Pleasant Bay Road, to include one (1) wells.
- Seasonal turn offs: 32
- Service Installation/Renewals
- Field staff Pipehorn training class 11/15/17
- Neel Road Crossovers at 90, 95, 70 and 101
- 2" Water Main Break at Lower County Road and Victory Drive
- Paved water service patches; 10

# Ongoing/Upcoming Items:

- Continue Neel Road crossovers
- · Lower County Road project pricing
- M3 well cleaning and submersible pump and motor replacement
- Well 6 cleaning and pump replacement/conversion from submersible to vertical turbine
- SCADA hardware installation & programming T10 (NW Gate Rd) and (3) water tanks.
- Continue Large Meter Change-outs
- Re-Insulate & Vault Ceilings at Wells 8 & 9
- · Consulting feedback on quarterly billing
- Water lien final adjustment
- Cell tower lease; Chatham Road location

### **Quick Stats**

| +0*            | These figures are unavailable duri | ng SCADA installation. |
|----------------|------------------------------------|------------------------|
| *Water Samples | Weekly Change in Pumping           | YTD Change in          |
| Taken          |                                    | Pumping                |

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

# **Activities Last Week**

| Final Read           | 6 | Repair/Replace Valve | 3  |
|----------------------|---|----------------------|----|
| Install Lockbox      | 1 | Seasonal Turn Off    | 32 |
| Leak at Meter        | 1 | Service Repair       | 4  |
| Leak Investigation   | 1 | Site Visit           | 3  |
| Markouts             | 8 | Turn On/Off Service  | 2  |
| Outdoor Shower Burst | 2 | Water Main Repair    | 1  |

| Activities Statistics            | <u> 2016</u> | 2017WTD | 2017YTD |
|----------------------------------|--------------|---------|---------|
| Curb Stop Repair/Renewals        | 4            | 0       | 1       |
| Final Read for Property Transfer | 380          | 6       | 354     |
| Frozen Water Meter/Services      | 23           | 0       | 2       |
| Hydrant Maintenance/ Repairs     | 2            | 0       | 0       |
| Hydrant Installation/Replacement | 5            | 0       | 1       |
| Markouts                         | 358          | 8       | 326     |
| Seasonal Turn On/Off             | 1171         | 32      | 883     |
| Water Main Repairs               | 3            | 1       | 5       |
| Water Service Installation       | 36           | 0       | 39      |
| Water Service Renewal            | 34           | 0       | 46      |
| Meter Replacement                | 706          | 0       | 433     |
| Meter Installation new accounts  | 36           | 0       | 36      |
| Service Repairs general          | 104          | 17      | 149     |



# For Week Ending: November 25, 2017

Please see the following highlights from the previous week:

- Neel Road crossovers
- M1, M2 and M3 well cleaning is complete
- Finalized remaining SCADA items at T11 on Pleasant Bay Road and began SCADA hardware installation & programming at T10 on North Westgate Road.
- Seasonal turn offs; 37
- Processed water liens
- Budget and article preparation
- Celebrated Thanksgiving holiday on Thursday and Friday

# **Ongoing/Upcoming Items:**

- Installation of submersible pump and motor replacement at wells M1, M2 and M3.
- Replacement of submersible pump and motor/conversion back to a vertical turbine pump at station 6.
- Continue Neel Road crossovers
- BOWC meeting; 11/28/17
- Lower County Road bid preparation
- SCADA hardware installation & programming; T10 (NW Gate Rd) and (3) water tanks remain.
- Continue large meter replacements
- Re-insulate & vault ceilings at wells 8 & 9
- Consulting feedback/peer review of quarterly billing
- Cell tower lease; Chatham Road location

# **Quick Stats**

| +17                  | These figures are unavailable during SCADA installation. |                          |
|----------------------|--|--------------------------|
| *Water Samples Taken | Weekly Change in Pumping                                 | YTD Change in<br>Pumping |

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

### **Activities Last Week**

| Final Read        | 11 | Seasonal Turn Off | 37 |
|-------------------|----|-------------------|----|
| Markouts          | 10 | Service Repair    | 2  |
| Meter Replacement | 3  |                   |    |

| Activities Statistics            | <u>2016</u> | 2017WTD | 2017YTD |
|----------------------------------|-------------|---------|---------|
| Curb Stop Repair/Renewals        | 4           | 0       | 1       |
| Final Read for Property Transfer | 380         | 11      | 365     |
| Frozen Water Meter/Services      | 23          | 0       | 2       |
| Hydrant Maintenance/ Repairs     | 2           | 0       | 0       |
| Hydrant Installation/Replacement | 5           | 0       | 1       |
| Markouts                         | 358         | 10      | 336     |
| Seasonal Turn On/Off             | 1171        | 37      | 920     |
| Water Main Repairs               | 3           | 0       | 5       |
| Water Service Installation       | 36          | 0       | 39      |
| Water Service Renewal            | 34          | 0       | 46      |
| Meter Replacement                | 706         | 0       | 436     |
| Meter Installation new accounts  | 36          | 0       | 36      |
| Service Repairs general          | 104         | 2       | 151     |



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

# WEEKLY REPORT-Board of Selectmen (2 weeks)

November 22, 2017

Weeks of November 8-22, 2017

- Current caseload of 16 individuals. Clients receive mental health counseling, case management, mentoring, and wellness referrals as needed. 3 new referrals this week.
- Administrative block time (closing files, curriculum planning, update email lists, generate and distribute information to school administrators on ideas for 2017-18
- Thursday, November 9th Attending networking meeting for Chatham Human Services breakfast. Identified collaborators for substance abuse prevention initiatives.
- Monday, November 13th "Restart" meeting for the Lower Cape Prevention Partnership, comprised of parents, school personnel, public safety and community folks.
- Tuesday, November 14<sup>th</sup> Attended first meeting of the Monomoy District Social and Emotional Learning Steering Committee meeting. This committee is tasked with developing goals, objectives and plans going forward toward integrating SEL programs into curriculum grades K-12.
- Thursday, November 16<sup>th</sup> Attended a workshop in Hyannis, sponsored by the Center for Professional Innovation. Workshop focus was transgenerational issues related to addiction and how prevention programs and mentoring play a key role
- Friday, November 17th Met with Caitlyn Coughlin, teacher of the Peer Leaders Class, to discuss program content for the annual Leadership Lock-In.

Attended regular meetings of Regional Substance Abuse Council, Harwich Children's Fund and Harwich Youth Services Committee.

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

Best,

Sheila



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

### **WEEKLY REPORT-Board of Selectmen**

November 29, 2017

Weeks of November 22-29, 2017

- Current caseload of 19 individuals. Clients receive mental health counseling, case management, mentoring, and wellness referrals as needed.
- Administrative block time (closing files, curriculum planning, update email lists, generate and distribute information to school administrators on ideas for 2017-18
- Viewed a pre-screening of the film *Angst*, which focuses on anxiety in teens and children. I am in discussion with Behavioral Health Innovators, Inc. to show this film to parents, teachers and students. The documentary illustrates beautifully the difference between occasional nervousness and stress, and more intense anxiety that affects daily living. It also helps to remove stigma about mental health.

Attended regular meetings of Regional Substance Abuse Council, Harwich Children's Fund and Harwich Youth Services Committee.

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

Best,

Sheila