

## 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, December 11, 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** 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

III. **PLEDGE OF ALLEGIANCE**

IV. **WEEKLY BRIEFING**

V. **PUBLIC COMMENTS/ANNOUNCEMENTS**

VI. **CONSENT AGENDA**

A. Approve Minutes –

1. November 13, 2017 Regular Meeting
2. November 20, 2017 Regular Meeting
3. November 30, 2017 Regular Meeting

B. Award and sign Bond Anticipation Notes

C. Approve the 2018 Annual Liquor License Renewals

D. Approve the 2018 Annual General License Renewals

E. Approve award of contract for Pet Burial Ground Walkway project to Cape Cod Builders for Phase I in the amount of \$23,236 and Phase II in the amount of \$22,800

F. Approve recommendation of the Harbormaster to award 2018-2020 Mooring Servicing Agent Contracts

G. Approve application for Road Race by Cape Cod Athletic Club for January 14, 2018

H. Accept resignation of John Burke from Zoning Board of Appeals

I. Appoint Al Donoghue as full member to Zoning Board of Appeals from alternate position

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

A. Back-up By-Law for time, place and manner for marijuana retail sales – *Atty. John Giorgio*

B. Public Hearing — Proposed Shellfish Permit Fee Amendments

C. Annual Meetings with the Selectmen:

1. Harwich Accessibility Rights Committee
2. Real Estate & Open Space Committee
3. Brooks Free Library Trustees

D. Town Administrator submits 7-Year Capital Plan to joint meeting of Board of Selectmen and Finance Committee

VIII. **NEW BUSINESS**

A. Approve request by Town Planner to approve use of remote participation beyond three meetings for Planning Board member Dave Harris

B. Discussion of CPC Application of Housing Trust and vote to support

C. Update on Housing Authority vacancy on CPC

D. Adopt final Hazard Mitigation Plan

E. Local Building Inspector position wage

IX. **OLD BUSINESS**

A. Selectmen's meeting schedule for Christmas and New Year's weeks

X. **TOWN ADMINISTRATOR'S REPORT**

A. Enhanced Town Counsel services

B. S&P Global Ratings

C. Town Hall hours for surrounding towns

D. Departmental weekly reports

XI. **SELECTMEN'S REPORT**

XII. **ADJOURNMENT**

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

Authorized Posting Officer:

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

Ann Steidel, Admin. Secretary

Date: \_\_\_\_\_  
December 7, 2017

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, NOVEMBER 13, 2017  
6:30 P.M.**

**SELECTMEN PRESENT:** Ballantine, Brown, Howell, Kavanagh, MacAskill

**OTHERS PRESENT:** Town Administrator Christopher Clark, Chief Clarke, Donna Molino, Carol Coppola, Carolyn Carey, Richard Waystack, Bruce Nightingale, Jay Kavanagh, Jack Brown, Mark Ameres, Cyndi Williams, Joseph McParland, Sally Urbano, Eric Fahle, and others.

Chairman MacAskill opened the meeting at 6:30 p.m. He reported that the Board had just come out of Executive Session where they discussed two separate land purchases including an Owners Unknown piece which was tabled until the Real Estate and Open Space can be present and the Judah Eldredge property off of Queen Anne Road which the Board voted to fully support to continue to pursue CPC funds to purchase the property. He added that they also discussed some union issues pertaining to HEA, one of which was to approve a Side Letter of Agreement for a job description change and the other one is still in negotiations.

**WEEKLY BRIEFING**

No one appeared before the Board.

**PUBLIC COMMENTS/ANNOUNCEMENTS**

No one appeared before the Board.

**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~~ HEA Union

Mr. Ballantine moved approval of the Consent Agenda. Ms. Brown seconded the motion and the motion carried by a 4-0-1 vote with Mr. Howell abstaining from the vote.

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

- A. Public Hearing — Classification Hearing — Board of Assessors

Mr. Ballantine read the hearing notice into record. Chairman MacAskill opened the hearing. Mr. Waystack, Chair, explained that the annual Classification Hearing determines how we tax our taxpayers. He reported that the Board of Assessors voted to recommend to the Board of Selectmen that we select a factor of “1” which is taxing all property at the same rate. He explained that they did a study on this two years ago and found that taxing everyone the same was the fairest method. He noted that at the time they came up with a couple of ideas to impact the people who need our help the most which included increasing the Senior Tax credit and we currently help over 275 people with various tax credits. He

stated that the study made them realize that they need to continue taxing everyone at the same rate with the major reason being that we don't have extensive commercial or industrial property that would offset doing an exemption for either residential, small business or open space. No one from the public appeared before the Board. At Mr. Waystack's recommendation, Ms. Kavanagh moved that we 1) select a factor of "1" taxing all property at the same rate, 2) that we do not grant an open space exemption, 3) that we do not grant a residential exemption, 4) that we do not grant a small commercial exemption and 5) that we vote to authorize Assessor, Donna Molino, to sign the LA-5 on DOR Gateway on behalf of the Selectmen. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

#### B. Presentation - Fire Station 2

Chief Clarke introduced the Fire Station 2 Building Committee Chair, Craig Chadwick, who provided a history of the project. Todd Costa and Zack Silva of Kaestle Boos Associates made the attached presentation. They took questions from the Board regarding solar panels, the existing cell tower, anticipation of future needs, landscaping, and insurance costs. Chairman MacAskill thanked the Committee for their work. Chief Clarke stated that the plan includes needs only and they will come to Town Meeting with firm prices. Mr. Clark recommended going with the \$6 million estimate and delaying the Lower County Road project. Mr. Howell moved that the Board support Option 3, new construction, at 9,461 square feet with a total estimated cost of \$6,044,954 going into Town Meeting subject to a firm bid number. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

#### C. Annual Meetings with the Selectmen:

##### 1. Board of Assessors

Mr. Waystack, Chair, provided the annual report of the Board of Assessors and took questions and comments from the Board.

##### 2. Capital Outlay Committee

Mr. Larios, Chair, provided the annual report of the Capital Outlay Committee and took questions and comments from the Board.

##### 3. Finance Committee

Mr. Brown, Chair, provided the annual report of the Finance Committee and took questions and comments from the Board. Chairman MacAskill encouraged Mr. Brown to write a letter to the Moderator regarding the need for members.

### **NEW BUSINESS**

#### A. Ambulance Fee Waiver Policy

Ms. Coppola reviewed the attached proposed changes to the policy. Chairman MacAskill stated that the citizens are still protected and this forces them to fill out paper to show hardship. Mr. Howell commented that the policy has morphed through the years becoming cold and bureaucratic, and people were never asked to provide this before. He added that this was not what was originally promised. Ms. Brown said the changes are logical and still protect the consumer and added that we are leaving money

on the table. Ms. Kavanagh agreed that money is being left on the table through insurance and ultimately we should accept insurance payment as payment in full particularly as insurance costs continue to escalate. Mr. Ballantine was also in favor of the changes. Ms. Brown said she is not sure an affidavit is enough and they should have to prove hardship. Mr. Ballantine moved approval to amend the Ambulance Fee Waiver Policy, Policy #17-01 dated November 1, 2017. Chairman MacAskill seconded the motion for discussion. Ms. Brown wanted language in the policy to require that proof of financial hardship be provided and Chairman MacAskill indicated that he was against that and they are voting on what is before them. Mr. Ballantine said that requiring proof of financial hardship would be moving in the wrong direction. Ms. Brown stated that the affidavit is a subjective statement and she would like to amend Section 7B to require proof of financial hardship. Ms. Kavanagh questioned if they can do that legally. Mr. Howell stated that in the future we may want to consider those who don't pay taxes who use facilities such as Fontaine. Chief Clarke said he understood the business part of this, but these people are in a bad way to begin with. He added that the billing coming from Fontaine will be very strong because they know how to code things but some people just can't pay. He encouraged the Board to follow Ms. Coppola's recommended policy and not to take this too far. The motion carried by a 3-2-0 vote with Mr. Howell and Ms. Kavanagh in opposition.

#### B. Proposed Bikeways Committee Charge

Mr. Howell moved to accept the charge as written. Mr. Docken of the Bikeways Committee indicated that the Committee had voted the charge. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

#### C. Draft MOU relating to the Comprehensive, Continuing, Cooperative Transportation Planning and Programming Process for the Cape Cod Massachusetts Region

Chairman MacAskill noted that they made several changes in this document. The Board had no concerns about the changes. He noted that Allen McLennan, an Orleans Selectman, has been nominated as the representative for our region and the Board agreed that Chairman MacAskill would sign the absentee ballot and send in.

#### D. Recommendation to appoint Robert MacCready as the Housing Authority's representative to the Community Preservation Committee

Mr. Howell said he had general Charter concerns because he has been asking them to clarify their position or language. He said the Board appointed Mr. MacCready to a term not to exceed the May elections, it could be sooner if there were state regulations that got implemented and put a tenant in that position. He stated that the Board can't even accept this appointment to get us to our normal appointment cycle for the fiscal year July 1 to June 30 and he has real problems with the whole ex-officio process. He added that in this particular instance the Board would be appointing somebody for a period of time, even if it was just for this remaining fiscal year, which exceeds the provisional appointment Mr. MacCready received for the Housing Authority and he isn't going to support that. Ms. Brown said that there is another member, Judith Underwood, whose term does extend over to the beginning of fiscal year 19 so she does seem like the more logical person due to that same constraint on Mr. MacCready's appointment. Mr. Ballantine said that flies in opposition to what the Committee voted and it seems we have some obligation to follow their lead on their vote. He said his inclination is to go along with the Committee vote. He added that it doesn't change what they have to do and there will be a new member next year. Ms. Kavanagh responded that they don't know what the state may do and the term doesn't go all the way to the point they need it to but Ms. Underwood's does, so that is the more logical fit. Chairman MacAskill agreed and said they have been talking about getting new members on



boards and committees and Mr. MacCready has been on the CPC since 2007 and now we have someone new who could last out the year. Mr. Howell said there is no expectation that the committee's recommendation has to be followed and it is up to the Board to apply judgement to it. Mr. Ballantine said they should listen to the committee unless they have reason not to. Mr. MacCready stated that it was identified that the Charter does provide that you can vote for a longer committee appointment that still ends when the committee position ends in the case of CPC, so to his reading there is not a Charter problem with regard to this topic. He added that the Housing Authority encouraged Ms. Underwood to attend CPC meetings to become familiar with it as his appointment might end in May. Ms. Urbano, Housing Authority Chair, said she was confused because they had a legal vote of 4-1 for Mr. MacCready. She questioned if Mr. Howell doesn't believe this can go through because Mr. MacCready can only serve for one year and if this is a legal thing. Mr. Howell said there was discussion at the Charter Committee that ex-officio literally means "from the office" and if you don't hold that office you are not eligible to be an ex-officio appointee to any committee. Ms. Urbano stated that he holds the office now. Mr. Howell responded that he does, but in this case we are not speculating about whether he would be reappointed by the Board of Selectmen, there is a hard deadline, the appointment itself, the language of the appointment was for an appointment not to exceed the May elections or at such time the state fulfills its requirements to implement the tenant representation program. Ms. Urbano said it still doesn't make sense to her as he is duly elected for a year and we are caught in this limbo because we don't know how the state is going to proceed. She added that she thinks Mr. MacCready could serve at the CPC for a year and they can deal with whatever comes but in the meantime they don't have any representation on the CPC and they are currently deliberating. Chairman MacAskill said Mr. MacCready has to rerun in May and the Board has an obligation to look at everything and he can't fulfill the year. He commented that he thought it was funny that the committee encouraged Ms. Underwood to attend CPC meetings as it isn't a requirement. Ms. Urbano stated that Ms. Underwood had a number of questions and she believed that Ms. Underwood was sad she didn't get the appointment. Mr. Howell moved to not accept the recommendation of the Housing Authority and request that they supply us with another name. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

## **OLD BUSINESS**

### **A. Proposed Sewer Regulations**

Mr. Clark reported that the by-law was voted on very specifically on March 27<sup>th</sup> and there was a Public Hearing on the regulations for which there was no specific motion resulting from that hearing. He said he believes it was voted as a product of the IMA. He stated that he would like to highlight the regulations with regard to the homeowners' obligations at another meeting and questioned if the Board wanted to do a confirmatory vote. The Board agreed to put this on next week under Old Business. Mr. Howell said the Charter Committee would like the Board to give them the proposed language for the by-law so they could hold the hearings.

### **B. Treasure Chest/Volunteers – discussion and possible vote**

Ms. Brown reported that there was a meeting with Mr. Clark, Mr. Hooper, Chairman MacAskill and herself which was held as a result of complaints about rudeness of volunteers as well as volunteers or committee members who were taking items and putting them in their cars. She said that during the meeting she was made aware that there is a request for a \$250,000 maintenance workshop building on the Capital Plan and it was stated that the Treasure Chest building could be used rather than having it on the Capital Plan. She stated that she researched this and determined that it costs the Town no less than \$10,000 a year to operate the Treasure Chest. Chairman MacAskill noted that the charge indicates that the Treasure Chest's purpose is to divert items from the waste stream and make available to those in our

community who need them and he is not convinced we don't need the Treasure Chest but that it has gotten completely unmanageable. He said it has been alleged that people are taking things to sell online or in yard sales and nobody is really in charge over there. He stated that there was a complete turnover on the Committee and we didn't know who these people were. He noted that the process for appointing a volunteer is through committee recommendation and through Mr. Hooper. He said there is no requirement that the people be from the Town of Harwich and he would like to explore changing that for committee positions and volunteers as well as for flow in and out which also should only be for Harwich residents. Mr. Clark stated that Mr. Hooper would like to continue to vet volunteers but would like to pick someone to be the director of the volunteers. Mr. Howell said that person should be appointed by the committee as they are delegated by Board of Selectmen. Ms. Kavanagh agreed with that as well as that it should be Harwich residents only but she questioned how that could be controlled. Mr. Clark said Mr. Hooper would appoint volunteers in consultation with the committee and the committee would set the guidelines and policy with one person administering how the policy would work. Mr. Ballantine said he is not ready to throw out the Treasure Chest quite yet and would like to have this come back with a structure in place and policy that they can look at. Ms. Brown pointed out that there are multiple organizations in Town that fulfill the same need as the Treasure Chest. She commented that we can't control the Treasure Chest no matter how hard we try and she doesn't think we should have it anymore. Chairman MacAskill reiterated that the committee should be made up of Harwich residents and suggested dropping the membership from 7 to 5. Mr. Fahle, Interim Chair of the Treasure Chest Committee said the rules need to be revised and the problems are not insurmountable. He added that it just needs more organization. Chairman MacAskill said he would bring this item back in the near future so they can make some decisions.

## **TOWN ADMINISTRATOR'S REPORT**

### **A. Certification of Free Cash – additional information**

Mr. Clark noted that the materials the Board had asked for are in the Board's packet. There was no discussion on this item.

### **B. Update on Sewer Design**

Mr. Clark asked to defer this item as he has a meeting and expects to have an update from CDM Smith at the end of this week.

### **C. Green Communities meeting**

Mr. Clark reviewed the Green Communities criteria and reported that we have access to \$140,000 to \$160,000.

### **D. Departmental Weekly Reports**

There was no discussion on this item.

## **SELECTMEN'S REPORT**

Ms. Brown reported that she received about a dozen complaints this weekend that the Community Center wasn't open and it was freezing out and there was nothing for kids to do so she would like to bring back an agenda item for having per diem employees so that we can have the building open on holidays and Sundays.

## **ADJOURNMENT**

Ms. Brown moved to adjourn at 9:03 p.m. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel  
Recording Secretary

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, NOVEMBER 20, 2017  
6:30 P.M.**

**SELECTMEN PRESENT:** Ballantine, Brown, Howell, Kavanagh, MacAskill

**OTHERS PRESENT:** Town Administrator Christopher Clark, Deputy Chief Gagnon, Lt. Kevin Considine, Carolyn Carey, John Rendon, Christine Joyce, Cyndi Williams, Art Bodin, Gary Carreiro, David Nixon, Joanne Brown, Lisa Butler, Bob Brackett, Matt Hart, Tim Sawyer, and others.

Chairman MacAskill called the meeting to order at 6:30 p.m. He reported that the Board discussed real estate issues in Executive Session tonight regarding owners unknown and Judah Eldredge properties.

**WEEKLY BRIEFING**

A. Presentation of Recognition Plaque to Police Matron Patricia Scarnici

Deputy Chief Gagnon honored Patricia Scarnici with a recognition plaque on behalf of the Police Department for her 16 years of service as a Matron and noted that she was also involved in the Citizens' Police Academy. Ms. Scarnici thanked the Police Department for giving her the opportunity and Chairman MacAskill thanked her for her service to the Town.

Ms. Carey thanked all who donated to the Cape Cod Cares For Our Troops event. She also announced that there will be an open house at the Cultural Center on December 2, 2017. Deputy Chief Gagnon announced that the Police Department is now accepting applications for the position of Patrol Officer. Ms. Joyce, Chair of the Voter Information Committee, spoke in support of Ms. Groswald's appointment to the Committee tonight. Ms. Williams discussed upcoming events at the Chamber of Commerce. Mr. Bodin commented on the recent Cape Housing Institute sessions.

**CONSENT AGENDA**

- A. Approve Minutes – November 6, 2017 Regular Meeting
- B. Approve request by Fire Department for tent fee waiver for Homeless for the Holidays fundraising event at Brooks Park
- C. Approve committee appointments:

|               |                          |             |
|---------------|--------------------------|-------------|
| James Joyce   | Planning Board           | Full Member |
| Meghan Mahieu | Board of Appeals         | Alternate   |
| Daniel Tworek | Board of Appeals         | Alternate   |
| Pam Groswald  | Voter Information Comm.  | Full Member |
| Anne Howe     | Wastewater Support Comm. | Full Member |
- D. Approve contract with Galaxy Integrated Technologies in the amount of \$143,195 for Security System at Public Safety Building and authorize Town Administrator to sign
- E. Approve application for Hawkers & Peddlers license for Pilgrim Lodge to sell Christmas trees and waive associated \$60 fee

Mr. Howell requested to remove Item C and Mr. Ballantine moved approval of the balance of the Consent Agenda. Ms. Brown seconded the motion. Chairman MacAskill stated that the clause "if applicable" should be removed under Article 16 – Prevailing Wage of the contract under Item D. The motion carried by a unanimous vote.

Mr. Howell moved approval of Item C with the term expiration dates as follows:

|               |               |
|---------------|---------------|
| James Joyce   | June 30, 2020 |
| Meghan Mahieu | June 30, 2018 |
| Daniel Tworek | June 30, 2019 |
| Pam Groswald  | June 30, 2019 |
| Anne Howe     | June 30, 2019 |

Ms. Brown seconded the motion and the motion carried by a unanimous vote.

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

### **A. Annual Meetings with the Selectmen:**

#### **1. Water Commissioners**

Mr. Carreiro, Chair, provided the annual report of the Water Commissioners and took questions and comments from the Board.

#### **2. Community Preservation Committee**

Mr. Nixon, Chair, provided the annual report of the Community Preservation Committee and took questions and comments from the Board.

## **NEW BUSINESS**

### **A. Posting method for public meetings**

Mr. Howell stated that in 2010 we changed the way we operated and began posting on Thursdays at noon and that procedure was codified in 2012. He noted that this was an attempt at making a hard deadline for stability purposes and he doesn't know how it got to the point that every board was affected. He pointed out that the Town Clerk has always been the gatekeeper and holder of records so to put her in the secondary position for posting is odd. He said he anticipates drafting something for the Board's consideration with an official posting time and asked for guidance from board. He urged the Board to put the Town Clerk in the primary posting role. Mr. Ballantine responded that perhaps Thursday at noon is too short a time and we need to give people reasonable time to review the agenda and also allow staff time to post. Mr. Howell noted that agendas would still go on the internet but not necessarily be the official posting. Chairman MacAskill stated that other towns have gone back to using the bulletin board as the official posting method and that is what he would like to see. Mr. Howell said he would meet with the Town Clerk and Channel 18 Director and bring something back. Chairman MacAskill cautioned that 48 hours' notice is the law and we need to also be cognizant of the time it takes for them to do their job.

### **B. Request to change name of Harwich Disability Rights Committee to Harwich Accessibility Rights Committee**

Mr. Hart, Chair of the Committee, explained that there are a lot of people who are not disabled but still have problems getting around due to accessibility issues. He noted that the State is asking if towns would change the name of their committees to be more inclusive. Mr. Clark pointed out that in 2001 the Board changed the name from the 504 Committee to the Disability Rights Committee, so it is within the Board's purview to do

this. Ms. Kavanagh moved to change the Harwich Disability Committee's name to Harwich Accessibility Rights committee or HARC. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

C. Recommendation to appoint Mary Maslowski as the Housing Committee's representative to the Community Preservation Committee

Mr. Howell moved, upon the voted recommendation of the Harwich Housing Committee, that we appoint Mary Maslowski as ex-officio member of the CPC with a term to expire June 30, 2020. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

D. Award of Saquatucket Landside contract and approval of contract amendment

Mr. Clark explained that the Board is being asked to award the original contract of \$2.8 million to Eastward Company, and the intent is to amend it down to \$2.6 million.

Mr. Rendon recommended that we award the construction contract to Eastward Company. He reported that they have been working hard with Eastward Company and Tim Sawyer from Brown Lindquist Fenuccio & Raber Architects to reduce the contract cost to where we can move forward. He stated that the plan is a result of about 20 public meetings of the Saquatucket Development Committee with public input in addition to great support, advice and direction from the Waterways Committee. He reported that there are three aspects of plan which include the base bid without the snack shack, the septic system for which CC Construction is the low bidder, and site work at the Downey property for which they are looking to do some of the work in house. He further reported that we have recently had an investment group come forward with great interest in entering a partnership with the Town for an onsite restaurant and he expects that an RFP will be brought forward at a later date. He also noted that they still have great potential to get some grant funding including the Seaport Grant for which they expect to hear in January.

Mr. Sawyer presented the site plan and provided handouts (see attached) noting that it is essentially the same plan voted on at Town Meeting but with minor cost saving modifications. He stressed that the primary elements are intact, including garage, Harbormaster building, entire boardwalk that provides access down to the docks as well as artisan shacks. He noted that the significant piece that is not there is the snack shack. He reported that they removed one section of elevated walkway that connected the two lots as well as changed a foundation type for the elevated boardwalk and decks from driven pile to helical foundation which is significantly less costly. He and Mr. Rendon took questions from the Board regarding the difference of and the location of pilings, accessibility issues, potential restaurant, septic, drainage, contingency funds, Downey property pre-existing issues, parking including potential of meterless parking, artisan shacks, and trenching for a septic system for the maintenance building.

Chairman MacAskill expressed concern about the less than 4% contingency when we usually work on a 10% contingency with no site work estimates included in this and use of stone dust instead of boardwalks for handicapped accessibility. He commented that they are trying to get to a number and sacrificing whatever we have to in order to get to that number. He noted that they told the public that anything left in engineering was coming back to them, we have \$250,000 for architectural and engineering work and then we got a grant which we never told public we were going to throw into landscaping for \$90,000. Mr. Clark reported that we asked for \$250,000 for the project design, the grant was \$187,000 which we had to spend first which covered all the design and inspection to go with the construction. He said there is residual money of \$90,000 and it is his recommendation that we go back to Town Meeting to reauthorize it for contingency purposes or if not, for the parking lot. He added that if we get grants or CPC money, we would have more of a contingency. Chairman MacAskill responded that this is not normally how we approach projects, it's been rushed from the beginning and seems awfully tight. With regard to the contingency concerns, Ms. Kavanagh stated that we have already met some of those concerns as the project has been technically overdesigned to meet future flood issues and

that needs to be taken into consideration and Mr. Ballantine agreed and noted that he is comfortable with the contingency at this time. Ms. Brown suggested getting rid of the artisans' shacks although it would be minimal.

Ms. Kavanagh moved to approve the agreement made the 20<sup>th</sup> day of November 2017 by and between the party the first part, the Town of Harwich, herein called owner, acting herein through its party the second Eastward Companies, doing business as Better Trust located in the Town of Chatham, County of Barnstable, State of Massachusetts herein called the Contractor for the Saquatucket Landside project in the amount of \$2,797,338 with the proviso that a Value Engineering adjustment be made to that in the amount of \$147,705 for the revised total of \$2,649,633, said documentation to follow. Mr. Ballantine seconded the motion and the motion carried by a 4-1-0 vote with Chairman MacAskill in opposition.

E. CPC/Capital Outlay recommendations by Town Administrator and general discussion on their priorities

The Board discussed the list of CPC priorities as presented by Mr. Clark who noted that the Capital Outlay Committee weighed in on the free cash ones.

Albro House - Status Assessment \$2,500  
Mount Pleasant Cemetery Gravestone Conservation \$47,000  
Community Center Basement Public Records Storage (dollar amount not indicated)  
Preservation of Judah Eldredge Property \$369,000  
Eldredge/Cornelius Pond Property – Conservation Restriction \$200,000  
Pleasant Lake Avenue Crossing Lights \$27,000  
Library Preservation \$300,000  
ADA Accessibility on Boardwalk (dollar amount not indicated)  
Hinckley's Pond Project for Alum Treatment \$600,000  
Housing Trust / Housing Coordinator \$295,000  
Brooks Park Phase 5 - \$333,500  
Records Retention Town Clerk Culling Process \$40,000  
Community Development Partnership \$10,000  
Habitat for Cape Cod \$300,000  
Harwich Housing Authority \$125,000 for Buydown / \$10,000 to run lottery

F. Selectmen's proposed Holiday meeting schedule for Christmas and New Year's

There was no discussion on this item.

G. Approve Holiday hours as recommended

The consensus of the Board was to give employees off on the day after Christmas.

H. Community Center hours of operation for Holidays and Sundays

Ms. Brown stated that during her time as Selectman, she has fielded many complaints that the Community Center is not open as often as Chatham's, it follows more of a Town Hall schedule and therefore there are less hours for people to utilize the facility. She said we need to figure how to fund it to keep it open. Chairman MacAskill noted that he received an email from Lee Culver, Chair of the Community Center Facilities Committee who said it is a budget issue. Mr. Clark stressed that the Board's budget message was clear that there should be no additional hours and he questioned if the Board wanted to waiver from that message. Chairman MacAskill responded that he would like Mr. Clark to look at the budget to see areas it might come

from and more importantly what does it require in terms of employees. Ms. Brown said she spoke to Mr. Beebe who said he could run fee programs on Sundays which could potentially fund the staffing. Mr. Howell said we've never stepped up to the plate to give them any money to be able to keep the place open and if we are serious about this, we should be looking at what people want and what are they willing to pay outside of the tax base. Mr. Clark said he would look into what the additional costs would be for minimum hours. Ms. Kavanagh suggested doing a trial period to see what the interest is for a specific fee such as \$10 per week. Mr. Ballantine said he can't make a decision until he knows what the costs are and we need to be careful in looking at these hires and we should reassess where we are going labor wise. The Board took comments from Mr. Bob Brackett and Ms. Lisa Butler who spoke in support of having the Community Center open on holidays and Sundays. Ms. Joanne Brown pointed out that a change in hours affects the Council on Aging as well. Mr. Nixon pointed out there is a revolving fund for Recreation. Ms. Carey stated that the Community Center is open longer than any other building in Town other than Public Safety, averaging 88 hours a week with staffing for 64. Chairman MacAskill thanked Ms. Carey and recognized that she is working a lot more hours than on her schedule. No action was taken.

#### I. Summary of Sewer Regulations

Mr. Clark reviewed the regulations specifically related to what homeowners would have interest in.

### **OLD BUSINESS**

#### A. Potential creation of back-up By-Law for time, place and manner for marijuana retail sales

Chairman MacAskill stated that in Brewster, the prohibiting marijuana by-law and moratorium failed. Mr. Howell said the Planning Board should have a by-law prepared for Town Meeting. Mr. Clark suggested having Attorney Giorgio in to give a recommendation on extending the moratorium and the Board agreed.

### **TOWN ADMINISTRATOR'S REPORT**

#### A. Departmental Weekly Reports

No action taken on this item.

Mr. Clark reported that we received two Open Meeting Law complaints on Friday which will go on an agenda for the Board's response.

Mr. Clark notified the Board that our Town Planner and Local Building Inspector will be going to work for the Town of Chatham.

Mr. Clark reminded the Board that there is a meeting on November 30, 2017 regarding the Monomoy Regional Agreement.

### **SELECTMEN'S REPORT**

#### A. Board of Selectmen meeting of November 27, 2017 – Cancelled

Chairman MacAskill announced that the Board will not be meeting on Monday, November 27<sup>th</sup>.



Ms. Brown pointed out that the Board did not take up the Selectmen's proposed holiday meeting schedule for Christmas and New Year's as indicated under "New Business." Chairman MacAskill said he would put it on the agenda again.

## **ADJOURNMENT**

Mr. Howell moved to adjourn at 9:12 p.m. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel  
Recording Secretary

**MINUTES  
BOARD OF SELECTMEN  
MONOMOY REGIONAL HIGH SCHOOL LIBRARY  
75 OAK STREET, HARWICH  
MONDAY, NOVEMBER 30, 2017  
5:30 P.M.**

**SELECTMEN PRESENT:** Ballantine, Brown, Howell, Kavanagh, MacAskill

**OTHERS PRESENT:** Town Administrator Christopher Clark, Supt. Scott Carpenter, Nancy Scott – MRSC Chair, Finance Director Carol Coppola, and others.

**WORKSHOP – REGIONAL AGREEMENT**

There was discussion with the Monomoy Regional School Committee on proposed changes to the Regional Agreement document (attached) with focus on Section V – Location and Ownership of Schools and Section IX – Method of Assessing Costs – Capital Costs and Debt Service. There was no resolution or votes taken.

**ADJOURNMENT**

The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Christopher Clark  
Town Administrator

## VOTE OF THE BOARD OF SELECTMEN

I, the Clerk of the Board of Selectmen of the Town of Harwich, Massachusetts (the "Town"), certify that at a meeting of the board held December 11, 2017, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: to approve the sale of \$10,750,000 2.00% General Obligation Bond Anticipation Notes of the Town dated December 15, 2017, payable July 13, 2018 (the "Notes"), to Jefferies LLC at par and accrued interest, plus a premium of \$42,679.00

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated November 28, 2017, and a final Official Statement dated December 5, 2017 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Further Voted: that we authorize and direct the Town Treasurer to review and update the Town's post issuance federal tax compliance procedures with such changes, if any, as the Treasurer and bond counsel deem sufficient, in order to monitor and maintain the tax-exempt status of the Notes.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk, the "Town Clerk") and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: December 11, 2017

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Clerk of the Board of Selectmen

# MUNICIPAL PURPOSE LOAN

Town of Harwich, Massachusetts

\$10,750,000 General Obligation Bond Anticipation Notes, Unlimited Tax

Sale Date: 12/5/2017  
Dated Date: 12/15/2017  
Delivery Date: 12/15/2017  
Due Date: 7/13/2018  
Bank Qualification: No



| <u>Purpose</u>                                | <u>Vote Date(s)</u> | <u>Reference</u>       | <u>Amount Authorized</u> | <u>Previous Issues</u> | <u>Bonds, Grants, and/or Paydowns</u> | <u>Renewal This Issue</u> | <u>New This Issue</u> | <u>Total This Issue</u> | <u>Balance Unissued</u> | <u>Original Issue Date</u> | <u>Prorata Interest</u> | <u>Prorata Premium</u> |
|---|---------------------|------------------------|--------------------------|------------------------|---------------------------------------|---------------------------|-----------------------|-------------------------|-------------------------|----------------------------|-------------------------|------------------------|
| Saquatucket Municipal Marina Improvements     | 5/2/2016            | Ch. 44, s. 8           | \$7,000,000              | \$0                    | \$0                                   | \$0                       | \$6,000,000           | \$6,000,000             | \$1,000,000             | 12/15/2017                 | \$69,333.33             | \$23,820.84            |
| Sewer Interconnection & Planning              | 5/1/2017            | Ch. 44, s. 7(1) & 7(7) | \$9,035,000              | \$3,015,000            | \$0                                   | \$0                       | \$300,000             | \$300,000               | \$5,720,000             | 12/15/2017                 | \$3,466.67              | \$1,191.04             |
| Cold Brook Wastewater Project                 | 5/1/2017            | Ch. 44, s. 7(1)        | \$2,000,000              | \$0                    | \$0                                   | \$0                       | \$35,000              | \$35,000                | \$1,965,000             | 12/15/2017                 | \$404.44                | \$138.95               |
| Cranberry Valley Golf Course Reconstruction   | 5/1/2017            | Ch. 44, s. 7(1)        | \$1,200,000              | \$0                    | \$0                                   | \$0                       | \$1,200,000           | \$1,200,000             | \$0                     | 12/15/2017                 | \$13,866.67             | \$4,764.17             |
| Saquatucket Harbormaster Building & Boardwalk | 5/1/2017            | Ch. 44, s. 7(1)        | \$3,000,000              | \$0                    | \$0                                   | \$0                       | \$3,000,000           | \$3,000,000             | \$0                     | 12/15/2017                 | \$34,666.67             | \$11,910.42            |
| Roadway Maintenance                           | 5/1/2017            | Ch. 44, s. 7(1)        | \$700,000                | \$350,000              | \$0                                   | \$0                       | \$215,000             | \$215,000               | \$135,000               | 12/15/2017                 | \$2,484.44              | \$853.58               |
| <b>Totals</b>                                 |                     |                        | <b>\$22,935,000</b>      | <b>\$3,365,000</b>     | <b>\$0</b>                            | <b>\$0</b>                | <b>\$10,750,000</b>   | <b>\$10,750,000</b>     | <b>\$8,820,000</b>      |                            | <b>\$124,222.22</b>     | <b>\$42,679.00</b>     |

# Town of Harwich, Massachusetts

**\$10,750,000** General Obligation Bond Anticipation Notes, Unlimited Tax

**Sale Date:** 12/5/2017  
**Dated Date:** 12/15/2017  
**Delivery Date:** 12/15/2017  
**Due Date:** 7/13/2018  
**Days Per Year:** 360  
**Day Count:** 208  
**Bank Qualified:** No  
**Rating:** SP-1+



| Bidder                     | Underwriter | Principal    | Coupon Rate | Premium     | Interest     | Net Interest | NIC     | Prorata Premium | Prorata Interest | Award        | Reoffering Yield |
|----------------------------|-------------|--------------|-------------|-------------|--------------|--------------|---------|-----------------|------------------|--------------|------------------|
| Jefferies LLC              | •           | \$10,750,000 | 2.00%       | \$42,679.00 | \$124,222.22 | \$81,543.22  | 1.3129% | \$42,679.00     | \$124,222.22     | \$10,750,000 |                  |
| Eastern Bank               | •           | \$10,750,000 | 2.00%       | \$41,931.21 | \$124,222.22 | \$82,291.01  | 1.3249% |                 |                  |              |                  |
| J.P. Morgan Securities LLC | •           | \$10,750,000 | 2.50%       | \$70,305.00 | \$155,277.78 | \$84,972.78  | 1.3681% |                 |                  |              |                  |
| TD Securities              | •           | \$10,750,000 | 2.25%       | \$51,600.00 | \$139,750.00 | \$88,150.00  | 1.4192% |                 |                  |              |                  |
| Century Bank               |             | \$5,000,000  | 1.85%       | \$10,000.00 | \$53,444.44  | \$43,444.44  | 1.5038% |                 |                  |              |                  |
| Award Totals               |             |              |             |             |              |              |         | \$42,679.00     | \$124,222.22     | \$10,750,000 |                  |

Weighted Average Net Interest Cost: 1.3129%

## 2018 ANNUAL LIQUOR LICENSE RENEWALS

400 East, Inc.  
1421 Route 39  
East Harwich, MA 02645  
Gail O. Sluis, Manager  
**Common Victualler - All Alcohol**

A.J. Lukes of Harwich, Inc.  
224 Route 28  
West Harwich, MA 02671  
Arthur J. Luke, Manager  
**Package Goods Store - All Alcohol**

Allen Harbor Yacht Club, Inc.  
371 Lower County Rd.  
Harwich Port, MA 02646  
Peter Moynagh, Manager  
**Club - All Alcohol**

Ashwood Food Service Inc.  
d/b/a Jake Rooney's  
119 Brooks Rd.  
Harwich Port, MA 02646  
Peter Klaus, Manager  
**Common Victualler - All Alcohol**

Bourne Petroleum Ltd.  
d/b/a Harwich Exxon  
173 Pleasant Lake Ave.  
Harwich, MA 02645  
Jaime Almeida, Manager  
**Package Goods Store - Wine & Malt**

Brax Restaurant Management, Inc.  
d/b/a Brax Landing  
705 Route 28  
Harwich Port, MA 02646  
Jeffrey S. Gomes, Manager  
**Common Victualler - All Alcohol**

Charles J. Weiss  
d/b/a 7-Eleven 34434A  
5 Route 28  
West Harwich, MA 02671  
Charles J. Weiss, Manager  
**Package Goods Store - Wine & Malt**

WFS Restaurant Group, Inc.  
d/b/a L'Alouette  
787 Route 28  
Harwich Port, MA 02646  
Christian Schultz, Manager  
**Common Victualler - All Alcohol**

Ember Pizza, Inc.  
d/b/a Ember  
600 Route 28  
Harwich Port, MA 02646  
Justin R. Brackett, Manager  
**Common Victualler - Wine & Malt**

John F. Connell  
d/b/a Cape Cod Claddagh Inn & Irish Pub  
77 Route 28  
West Harwich, MA 02671  
John F. Connell, Manager  
**Innholder - All Alcohol**

Portside Liquors III, Inc.  
d/b/a Portside Liquors  
1421 Route 39  
East Harwich, MA 02645  
Zeina Metri, Manager  
**Package Goods Store - All Alcohol**

Harwich Port Seafarer, Inc.  
d/b/a Harwich Port Seafarer  
86 Sisson Rd.  
Harwich Port, MA 02646  
Damien Wiseman, Manager  
**Innholder - All Alcohol**

Harwichport House of Pizza, Inc.  
330 Route 28  
Harwich Port, MA 02646  
Aleks Sotiri, Manager  
**Common Victualler - All Alcohol**

Hot Stove Saloon, Inc.  
d/b/a Hot Stove Saloon  
551 Route 28  
Harwich Port, MA 02646  
Gabriel Leidner, Manager  
**Common Victualler - All Alcohol**

Land Ho Harwichport LLC  
d/b/a Land Ho  
429 Route 28  
Harwich Port, MA 02646  
Dillon J. Murphy, Sr., Manager  
**Common Victualler - All Alcohol**

Lepinay, Inc.  
d/b/a Cranberry Liquors  
555 Route 28  
Harwich Port, MA 02646  
Joseph V. DellaMorte, Manager  
**Package Goods Store - All Alcohol**

Main Street Quik Pik, Inc.  
d/b/a Main Street Market  
715 Main St.  
Harwich, MA 02645  
Anil Patel, Manager  
**Package Goods Store – All Alcohol**

Morningstar Restaurant, Inc.  
d/b/a Villa Roma  
278 Route 28  
West Harwich, MA 02671  
Douglas R. Morrissey, Manager  
**Common Victualler - All Alcohol**

Maulik Corporation  
d/b/a Value Mart  
435 Route 28  
Harwich Port, MA 02646  
Bahecharbhai Patel, Manager  
**Package Goods Store – Wine & Malt**

Shogun Inc.  
d/b/a Noble House  
21 Route 28  
West Harwich, MA 02671  
Amy Liang, Manager  
**Common Victualler - All Alcohol**

Shooting Star Realty, LLC  
d/b/a Buca's Restaurant  
4 Depot Rd.  
S. Harwich, MA 02661  
Robert J. Chiappetta, Manager  
**Common Victualler - All Alcohol**

Spyridon & Aglaia Christakis  
d/b/a George's Pizza House  
564 Route 28  
Harwich Port, MA 02646  
Spyridon & Aglaia Christakis, Managers  
**Common Victualler - Wine & Malt**

ATJX Inc.  
d/b/a Moonshine Liquors  
4 Great Western Rd.  
Harwich, MA 02645  
Alexander Jamoulis, Manager  
**Package Goods Store - All Alcohol**

Zack, Inc.  
d/b/a Castaways  
986 Route 28  
South Harwich, MA 02661  
Deborah B. Merrill, Manager  
**Common Victualler - All Alcohol**

Ham and Bri, LLC  
d/b/a Red's Pizza  
703 Main St.  
Harwich, MA 02645  
Brianne Smith, Manager  
**Common Victualler – All Alcohol**

Pekarkill Inc.  
d/b/a Local Flavor Lunch & Bagel  
403 Pleasant Lake Ave.  
Harwich, MA 02645  
Elaine Pekarcik, Manager  
**Package Goods Store – Wine & Malt**

## **2018 ANNUAL GENERAL LICENSE RENEWALS**

400 East, Inc.  
d/b/a 400 East, Inc.  
1421 Route 39, East Harwich  
**Common Victualler**  
**Weekday Entertainment –**  
Recorded or live music,  
11:30 a.m. – 1:00 a.m. inside \*

Acme-Shorey Precast Co., Inc.  
36 Great Western Rd., Harwich  
**Auto Class I – Agents or Sellers**

Alexander the Great, Inc.  
d/b/a Alecsie's House of Pizza  
181 Route 137, Unit 3, Harwich  
**Common Victualler**

Ashwood Food Service, Inc.  
d/b/a Jake Rooney's  
119 Brooks Road, Harwich Port  
**Common Victualler**  
**Sunday Entertainment –**  
Recorded or live music,  
1:00 p.m. – 12:00 a.m. inside \*  
**Weekday Entertainment -**  
Recorded or live music  
8:00 p.m. – 12:00 a.m. inside \*

Barnaby Inn  
36 Route 28, West Harwich  
**Lodging House**

Barry Bessette  
d/b/a BB's Automotive  
805 Route 28, Harwich Port  
**Auto Class II – Used Car Dealer**

Bassil Brothers Inc.  
d/b/a Harwichport Getty  
570 Main St., Harwich Port  
**Auto Class II – Used Car Dealer**  
**Auto Class IV – Vehicle Repairman**



Bluefish Bed & Breakfast  
102 Parallel St., Harwich  
**Lodging House**

Braddock, Inc.  
d/b/a Winstead Inn & Beach Resort  
4 Braddock Lane, Harwich Port  
**Innholders**

Braddock, Inc.  
d/b/a Winstead Inn & Beach Resort  
Parallel St., Harwich  
**Innholders**

Brax Restaurant Management Inc.  
d/b/a Brax Landing  
705 Route 28, Harwich Port  
**Common Victualler**

Cape & Islands Collision, Inc.  
d/b/a Cranberry Collision / Cranberry Auto  
161 Queen Anne Rd., Harwich, MA  
**Auto Class II – Used Car Dealer**  
**Auto Class IV – Auto Repairman**

Cape Cod Claddagh Inn & Irish Pub  
77 Route 28, West Harwich  
**Innholders**  
**Weekday Entertainment (Conditions as voted by Selectmen)**

Carlos Tapia  
d/b/a JC Auto Sales  
195 Queen Anne Rd., Harwich  
**Auto Class II – Used Car Dealer**

Dave's Garage  
910 Route 28, S. Harwich  
**Auto Class IV – Auto Repairman**

Dan & Sue Edwards  
d/b/a Tern Inn  
91 Chase St., West Harwich  
**Lodging House**

Dent Donuts LLC  
d/b/a Dunkin' Donuts  
481 Route 28, Harwich Port  
**Common Victualler**

Dent Donuts LLC  
d/b/a Dunkin' Donuts  
175 Route 137, Harwich  
**Common Victualler**

Ember Pizza, Inc.  
d/b/a Ember  
600 Route 28, Harwich Port  
**Common Victualler**  
**Weekday Entertainment**  
Recorded or live music with amplification  
5:00 p.m. – 12:00 a.m. inside \*  
5:00 p.m. – 10:00 p.m. outside \*\*

Epiros Holdings, LLC  
d/b/a George's Pizza House  
564 Route 28, Harwich Port  
**Common Victualler**

Ham and Bri LLC  
d/b/a Red's Pizza  
703 Main St., Harwich  
**Common Victualler**  
**Weekday Entertainment**  
Recorded or live music with amplification  
12:00 p.m. – 12:00 a.m. inside \*

Harwichport House of Pizza, Inc.  
d/b/a Harwichport Pizza  
330 Route 28, Harwich Port  
**Common Victualler**

Harwich Port Seafarer, Inc.  
d/b/a Harwich Port Seafarer  
86 Sisson Road, Harwich Port  
**Innholders**

Hot Stove Saloon, Inc.  
d/b/a Hot Stove Saloon  
551 Route 28, Harwich Port  
**Common Victualler**

Inn of Treasured Memories, LLC  
d/b/a Inn of Treasured Memories  
473 Main St., Harwich

**Innholders**

Jim Cox Foreign Car Service  
d/b/a Jim Cox Foreign Car Service  
210 Queen Anne Rd., #15, Harwich  
**Auto Class IV – Auto Repairman**

Land Ho Harwichport, LLC  
d/b/a Land Ho  
429 Route 28, Harwich Port

**Common Victualler**

**Weekday Entertainment –**

Recorded or live music with amplification,  
Dancing by patrons,

11:30 a.m. – 12:00 a.m. inside \*

12:00 p.m. – 10:00 p.m. outside \*\*

**Sunday Entertainment –**

Recorded or live music with amplification,  
Dancing by patrons,

6:00 p.m. – 12:00 a.m. inside \*

12:00 p.m. – 10:00 p.m. outside \*\*

Mooncussers Tavern  
86 Sisson Road, Harwich Port

**Weekday Entertainment**

Dancing by patrons,

Live or recorded music with amplification

5:00 p.m. – 12:00 a.m. inside \*

Morin-Frougton, Inc.  
d/b/a Lighthouse Café  
216 Route 28, West Harwich

**Common Victualler**

Murphy/Torres LLC  
d/b/a Upper Crust Pizza  
1421 Route 39, Unit 25, Harwich

**Common Victualler**

Morningstar Restaurant, Inc.  
d/b/a Villa Roma  
278 Route 28, West Harwich

**Common Victualler**

**Weekday Entertainment –**

Recorded or live music with use of amplification

5:00 p.m. – 1:00 a.m. inside \*

Nancy L. Clapp

d/b/a Clapp's Guest House

15 South St., Harwich Port

**Lodging House**

Nick & Claudine Enterprises LLC

d/b/a West Harwich Save-On-Gas

4 Route 28, West Harwich

**Auto Class IV – Auto Repairman**

Peter S. Stagg

182 Route 137, Harwich

**Auto Class II – Used Car Dealer**

**Auto Class IV – Auto Repairman**

Reflections Auto Restoration

4 Evergreen Way, Harwich

**Auto Class IV – Vehicle Repairman**

Richie's Garage

195 Queen Anne Rd., #3, Harwich

**Auto Class II – Used Car Sales**

**Auto IV – Auto Repairman**

Ruggies, Inc.

d/b/a Ruggies

707 Main St., Harwich

**Common Victualler**

Sam's Automotive Center

d/b/a Sam's Auto Repair and Sales

413 Route 28, Harwich Port

**Auto Class II – Used Car Sales**

**Auto Class IV – Auto Repairman**

Scott's Cycle

210 Queen Anne Rd., #1, Harwich

**Auto Class IV – Auto Repairman**

Shooting Star Realty  
d/b/a Buca's Tuscan Roadhouse  
4 Depot Rd., Harwich  
**Common Victualler**

Shogun, Inc.  
d/b/a Noble House  
21 Route 28, West Harwich  
**Common Victualler**

Steven's Auto Repair  
216 Main St., #7 & 8, Harwich  
**Auto Class IV – Auto Repairman**

Super Stop & Shop  
d/b/a Starbucks  
Routes 39 & 137, Harwich  
**Common Victualler**

Subfleet, Inc.  
d/b/a Subway  
1 Auston Rd., E. Harwich  
**Common Victualler**

Wayne's Auto Service  
643 Main St., Harwich  
**Auto Class IV - Vehicle Repairman**

WFS Restaurant Group, Inc.  
d/b/a L'Alouette  
787 Route 28, Harwich Port  
**Common Victualler**

Zack, Inc.  
d/b/a Castaways  
986 Route 28, South Harwich  
**Common Victualler**

Zou Garden, Inc.  
d/b/a Szechuan Delight  
1421 Orleans Rd., Unit #24, East Harwich  
**Common Victualler**

- \* Inside Entertainment - Noise from entertainment may not create a nuisance or be heard outside the boundaries of the premises.**
- \*\* Outside Entertainment – Noise from entertainment must be at reasonable sound levels which are not plainly audible at a distance of 150 feet from boundary line or source of sound amplification system whichever is further.**

**Bid Opening Minutes**  
***Thursday, November 16, 2017***  
**Pet Cemetery Walkway**

At 2:00 P.M., November 16, in the presence of Paul Sweetser, and Robbin Kelley, Bob Cafarelli received and opened sealed bids for the construction of a walkway at the Pet Cemetery on Queen Anne Road. The project was broken down into three roughly equal phases.

One bid was received:

| <b>Company Name</b> | <b>Phase 1</b> | <b>Phase 2</b> | <b>Phase 3</b> |
|---------------------|----------------|----------------|----------------|
| Cape Cod Builders   | \$23,236       | \$22,800       | \$23,645       |

The bids were taken under advisement for review by the Cemetery Department for recommendation to the Board of Selectmen for award of contract at a later date.

Notes by: Bob Cafarelli, Town Engineer

## **Ann Steidel**

---

**From:** Carol Coppola  
**Sent:** Wednesday, December 06, 2017 9:51 AM  
**To:** Ann Steidel  
**Subject:** RE: Selectmen Agenda Item - Pet Burial Ground Walkway funding source

Cemetery Revolving Fund

**From:** Ann Steidel  
**Sent:** Wednesday, December 06, 2017 9:36 AM  
**To:** Carol Coppola <ccoppola@town.harwich.ma.us>  
**Subject:** Selectmen Agenda Item - Pet Burial Ground Walkway funding source

Hi Carol,

The Board of Selectmen has the following item on their agenda for Monday, December 11<sup>th</sup>:

"Approve award of contract for Pet Burial Ground Walkway project to Cape Cod Builders for Phase I in the amount of \$23,236 and Phase II in the amount of \$22,800"

Can you please identify the funding source?

*Ann Steidel  
Administrative Secretary  
Board of Selectmen/Town Administrator's Office  
Town of Harwich  
732 Main Street  
Harwich, MA 02645  
Phone 508-430-7513 x2  
Fax 508-432-5039*



## Ann Steidel

---

**From:** Robert Cafarelli  
**Sent:** Thursday, November 30, 2017 3:36 PM  
**To:** Robbin Kelley; Ann Steidel; Sandy Robinson  
**Subject:** RE: COC and TA Recommendations Nov 29 2017 Summary Capital.xlsx  
**Attachments:** CONTRACT2.doc; Bid Opening.doc

After discussions with Robbin Kelley, we are recommending award of the Pet Burial Ground walkway project to the low (only) bidder, Cape Cod Builders, for Phase One and Phase Two only. Phase One was bid at \$23,236, and Phase Two at \$22,800.

The proposed contract is attached.

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](mailto:rcafarelli@town.harwich.ma.us)

---

**From:** Robbin Kelley  
**Sent:** Thursday, November 30, 2017 1:29 PM  
**To:** Robert Cafarelli <[rcafarelli@town.harwich.ma.us](mailto:rcafarelli@town.harwich.ma.us)>  
**Cc:** Ann Steidel <[asteidel@town.harwich.ma.us](mailto:asteidel@town.harwich.ma.us)>  
**Subject:** FW: COC and TA Recommendations Nov 29 2017 Summary Capital.xlsx

Bob

Could you put in for the board to approve phase 1 & 2, of the pet burial ground walkway

Robbin Marie Kelley  
Cemetery Administrator  
Town of Harwich  
Office: 100 Oak Street  
Mailing: 732 Main Street  
Harwich, MA 02645  
Phone 508-430-7549  
Fax 508-430-7598

**From:** Ann Steidel  
**Sent:** Thursday, November 30, 2017 1:27 PM  
**To:** Robbin Kelley <[rkelley@town.harwich.ma.us](mailto:rkelley@town.harwich.ma.us)>  
**Subject:** RE: COC and TA Recommendations Nov 29 2017 Summary Capital.xlsx

Ok, so if there is an award of bid then it needs to go on a Board's agenda. That usually comes from Bob Caf. You should touch base with him.

*Ann Steidel  
Administrative Secretary  
Board of Selectmen/Town Administrator's Office  
Town of Harwich  
732 Main Street  
Harwich, MA 02645  
Phone 508-430-7513 x2  
Fax 508-432-5039*

**From:** Robbin Kelley  
**Sent:** Thursday, November 30, 2017 1:21 PM  
**To:** Ann Steidel <[asteidel@town.harwich.ma.us](mailto:asteidel@town.harwich.ma.us)>  
**Subject:** RE: COC and TA Recommendations Nov 29 2017 Summary Capital.xlsx

Pet Cemetery walkway Phase 1 & Phase 2.

Robbin Marie Kelley  
Cemetery Administrator  
Town of Harwich  
Office: 100 Oak Street  
Mailing: 732 Main Street  
Harwich, MA 02645  
Phone 508-430-7549  
Fax 508-430-7598

**From:** Ann Steidel  
**Sent:** Thursday, November 30, 2017 10:07 AM  
**To:** Robbin Kelley <[rkelley@town.harwich.ma.us](mailto:rkelley@town.harwich.ma.us)>  
**Subject:** RE: COC and TA Recommendations Nov 29 2017 Summary Capital.xlsx

Robbin,

What project are you talking about?

*Ann Steidel  
Administrative Secretary  
Board of Selectmen/Town Administrator's Office  
Town of Harwich  
732 Main Street  
Harwich, MA 02645*

Phone 508-430-7513 x2  
Fax 508-432-5039

**From:** Robbin Kelley  
**Sent:** Thursday, November 30, 2017 9:56 AM  
**To:** Ann Steidel <[asteidel@town.harwich.ma.us](mailto:asteidel@town.harwich.ma.us)>  
**Subject:** RE: COC and TA Recommendations Nov 29 2017 Summary Capital.xlsx

Ann

We had a bid opening on November 16<sup>th</sup>, a commission meeting on the 21<sup>st</sup>. The commissioners voted to go forward with the project. What do I need to do to get it on the Selectmen's Agenda for approval.

Robbin Marie Kelley  
Cemetery Administrator  
Town of Harwich  
Office: 100 Oak Street  
Mailing: 732 Main Street  
Harwich, MA 02645  
Phone 508-430-7549  
Fax 508-430-7598

**From:** Ann Steidel  
**Sent:** Thursday, November 30, 2017 9:51 AM  
**To:** Dana DeCosta <[ddecosta@comcast.net](mailto:ddecosta@comcast.net)>; [nights458@hotmail.com](mailto:nights458@hotmail.com); JOSEPH P. MC PARLAND <[joemcp4@comcast.net](mailto:joemcp4@comcast.net)>; [pfwall@outlook.com](mailto:pfwall@outlook.com); Richard Larios <[richlarios@aol.com](mailto:richlarios@aol.com)>; [richlarios@aol.com](mailto:richlarios@aol.com); Chris Harlow <[harlow515@hotmail.com](mailto:harlow515@hotmail.com)>; Don Howell <[dhowell@meganet.net](mailto:dhowell@meganet.net)>; Jannell Brown <[iloveharwich@gmail.com](mailto:iloveharwich@gmail.com)>; Julie Kavanagh <[jkavanagh@townofharwich.us](mailto:jkavanagh@townofharwich.us)>; Larry Ballantine <[larryballantine@yahoo.com](mailto:larryballantine@yahoo.com)>; Michael D. MacAskill <[mmacaskill@townofharwich.us](mailto:mmacaskill@townofharwich.us)>; Alyxandra K. Sabatino <[asabatino@town.harwich.ma.us](mailto:asabatino@town.harwich.ma.us)>; Amy Duffy <[abullock@town.harwich.ma.us](mailto:abullock@town.harwich.ma.us)>; Amy Usowski <[ausowski@town.harwich.ma.us](mailto:ausowski@town.harwich.ma.us)>; Anita Doucette <[adoucette@town.harwich.ma.us](mailto:adoucette@town.harwich.ma.us)>; Barbara-Anne Foley <[bfoley@town.harwich.ma.us](mailto:bfoley@town.harwich.ma.us)>; Robert Cafarelli <[rcafarelli@town.harwich.ma.us](mailto:rcafarelli@town.harwich.ma.us)>; Carol Coppola <[ccoppola@town.harwich.ma.us](mailto:ccoppola@town.harwich.ma.us)>; Carolyn Carey <[ccarey@town.harwich.ma.us](mailto:ccarey@town.harwich.ma.us)>; Dan Pelletier <[dpelletier@harwichwater.com](mailto:dpelletier@harwichwater.com)>; Chief David J. Guillemette <[dguillemette@harwichpolice.com](mailto:dguillemette@harwichpolice.com)>; David LeBlanc <[d.leblanc@harwichfire.com](mailto:d.leblanc@harwichfire.com)>; Deputy Chief Tom Gagnon <[tgagnon@harwichpolice.com](mailto:tgagnon@harwichpolice.com)>; Donna Molino <[dmolino@town.harwich.ma.us](mailto:dmolino@town.harwich.ma.us)>; Eric Beebe <[ebeebe@town.harwich.ma.us](mailto:ebeebe@town.harwich.ma.us)>; Foster Banford <[fbanford@town.harwich.ma.us](mailto:fbanford@town.harwich.ma.us)>; Ginny Hewitt <[vhewitt@clamsnet.org](mailto:vhewitt@clamsnet.org)>; Heinz Proft <[hproft@town.harwich.ma.us](mailto:hproft@town.harwich.ma.us)>; Jamie Goodwin <[jgoodwin@town.harwich.ma.us](mailto:jgoodwin@town.harwich.ma.us)>; John Rendon <[jrendon@town.harwich.ma.us](mailto:jrendon@town.harwich.ma.us)>; Lee Culver <[lculver@harwichpolice.com](mailto:lculver@harwichpolice.com)>; Link Hooper <[lhooper@harwichdpw.com](mailto:lhooper@harwichdpw.com)>; Meggan Eldredge <[meldredge@town.harwich.ma.us](mailto:meldredge@town.harwich.ma.us)>; Norman Clarke <[n.clarke@harwichfire.com](mailto:n.clarke@harwichfire.com)>; Raymond Chesley <[rchesley@town.harwich.ma.us](mailto:rchesley@town.harwich.ma.us)>; Robbin Kelley <[rkelly@town.harwich.ma.us](mailto:rkelly@town.harwich.ma.us)>; Roman Greer <[rgreer@town.harwich.ma.us](mailto:rgreer@town.harwich.ma.us)>; Sheila House <[shouse@town.harwich.ma.us](mailto:shouse@town.harwich.ma.us)>  
**Subject:** FW: COC and TA Recommendations Nov 29 2017 Summary Capital.xlsx

Chris asked me to forward you the latest Capital Outlay spreadsheet attached.

Ann Steidel  
Administrative Secretary  
Board of Selectmen/Town Administrator's Office

*Town of Harwich  
732 Main Street  
Harwich, MA 02645  
Phone 508-430-7513 x2  
Fax 508-432-5039*

**From:** Christopher Clark

**Sent:** Wednesday, November 29, 2017 8:12 PM

**To:** Sandy Robinson <[srobinson@town.harwich.ma.us](mailto:srobinson@town.harwich.ma.us)>; Charleen Greenhalgh <[cgreenhalgh@town.harwich.ma.us](mailto:cgreenhalgh@town.harwich.ma.us)>; Ann Steidel <[asteidel@town.harwich.ma.us](mailto:asteidel@town.harwich.ma.us)>

**Subject:** COC and TA Recommendations Nov 29 2017 Summary Capital.xlsx

Latest Capital Outlay Spreadsheet Please distribute to COC, BOS and All Depts. Thanks. This includes all COC recommendations.

## **AGREEMENT FOR TOWN OF HARWICH**

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 Cape Cod Builders, Inc., with an address of 14 Bosuns Lane, Bourne, MA, hereinafter referred to as "Contractor", effective as of the \_\_\_\_ 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 installation of Phase One and Phase Two of five foot wide stamped reinforced concrete walkway at the proposed Pet Cemetery, 276 Queen Anne Road in Harwich 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 \$46,036 (\$23,236 Phase One, \$22,800 Phase Two). 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<br>\$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. **ARTICLE 16: WAGE RATES: (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 HARWICH

By

by its Board of Selectmen

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
  
Christopher Clark  
Town Administrator

Approved as to Availability of Funds:

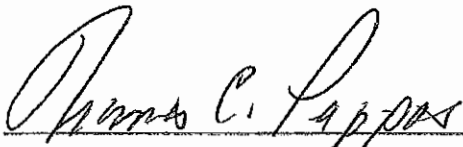
  
\_\_\_\_\_  
Finance Director

<sup>#</sup> 46,036  
\_\_\_\_\_  
Contract Sum

16111002-538000  
\_\_\_\_\_  
Account Number

### CERTIFICATE OF NON-COLLUSION

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



(Signature of individual signing bid or proposal)

CAPE COD BUILDERS INC

(Name of Company)

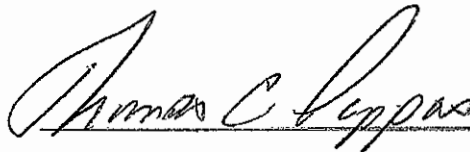
### STATEMENT OF TAX COMPLIANCE

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to my knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Social Security or Federal  
Identification Number

26-2816797

Signature of individual  
signing bid or proposal



## **Ann Steidel**

---

**From:** John Rendon  
**Sent:** Tuesday, December 05, 2017 12:30 PM  
**To:** Ann Steidel  
**Cc:** Michelle Morris; Sandy Robinson  
**Subject:** Mooring Servicing Agents

Ann,  
I recommend that the following Mooring Servicing Agents who submitted a bid for the indicated public mooring fields via a competitive bid process be awarded a 3 year contract (2018, 2019, 2020). All three are current Mooring Servicing Agents for the Town and have performed the responsibilities in a satisfactory manner:

Allen Harbor Marine - Allen Harbor, to include Oyster Creek  
Harwich Port Boatyard - Wychmere Inner Harbor and Wychmere Outer Harbor  
AGL Mooring and Dock- Herring River, Round Cove and Pleasant Bay

Thanks. regards,

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

**THE TOWN OF HARWICH  
MOORING SERVICE AGENT LICENSES**

The Town of Harwich is seeking applications from individuals, corporations or other business entities, with adequate liability insurance, for three year licenses to be reviewed annually to perform mooring services and inspections in the Town of Harwich as a Mooring Servicing Agent. Please request the Mooring Service Agent Application from the Office of the Town Administrator, 732 Main Street, Harwich, MA, 02645, Monday from 8:30 am to 8:00 pm, Tuesday through Thursday 8:30 A.M. to 4:00 P.M., and Friday from 8:30 A.M. to 12:00 noon.

Applications for a Mooring Service Agent License are due at the Town Administrator's Office by Thursday November 30, 2017 at 2:00 PM. The Board of Selectmen as the awarding authority reserves the right to accept or reject any and all applications in the best interest of the Town of Harwich.

Christopher Clark  
Town Administrator

Cape Cod Chronicle  
November 9, 2017

**THE TOWN OF HARWICH  
MOORING SERVICE AGENT LICENSES**

The Town of Harwich is seeking applications from individuals, corporations or other business entities, with adequate liability insurance, for three year licenses to be reviewed annually to perform mooring services and inspections in the Town of Harwich as a Mooring Servicing Agent. Please request the Mooring Service Agent Application from the Office of the Town Administrator, 732 Main Street, Harwich, MA, 02645, Monday from 8:30 am to 8:00 pm, Tuesday through Thursday 8:30 A.M. to 4:00 P.M., and Friday from 8:30 A.M. to 12:00 noon.

Applications for a Mooring Service Agent License are due at the Town Administrator's Office by Thursday November 30, 2017 at 2:00 PM. The Board of Selectmen as the awarding authority reserves the right to accept or reject any and all applications in the best interest of the Town of Harwich.

Christopher Clark  
Town Administrator

The Cape Cod Chronicle  
Nov. 9, 2017

# Town of Harwich Mooring Servicing Agent Application Form

Application Date: 11/24/17

☐ New  
☒ Renewal

Business Name: AGL Mooring + Dock.

Business Principal: Karl Niehoff

Business Address: P.O. Box 808

HYANNIS PORT MA  
02647

Mailing Address: \_\_\_\_\_

(If different from above)

F.I.D. Number: \_\_\_\_\_

Telephone Number: 508.648.5839

FAX Number: \_\_\_\_\_

Pager Number: \_\_\_\_\_

Mobile/Cell Number: \_\_\_\_\_

Emergency Number: 617.359.7091  
(24 Hour)

Please select the areas of Harwich for which you are applying to become the Mooring Servicing Agent.

Check all that apply:

- ☒ Round Cove
- ☐ Red River
- ☐ Wychmere Outer Harbor
- ☐ Wychmere Inner Harbor
- ☒ Herring River
- ☐ Allen Harbor, incl. Oyster Creek
- ☒ Pleasant Bay

Please answer the following questions pertaining to your qualifications to be a Mooring Servicing Agent, as required in the Town of Harwich Harbor Management Plan, Section 3.12. Please attach separate sheets for your answers, as needed. Also, please feel free to provide any plans, photographs, or other illustrative materials you may think are of benefit to this application.

- 1.) Provide evidence of current, or ability to obtain, sufficient insurance as shown in attached.

**Note:** Prior to any individual, corporation or other business entity commencing with the performance of duties as a Mooring Servicing Agent, an insurance policy must be in place and certificate of insurance for the same must be filed with the Town of Harwich.)

- 2.) Do you currently carry Worker's Compensation Insurance?

# Yes                      # No

- 3.) Provide a detailed description of all on site equipment to accomplish the task of Mooring Servicing Agent. - Two mooring Barges + work skiff

- 4.) Describe plans to stock sufficient inventory to service moorings.

- carry or Hand all ANCHORS, E-SEA + Line needed.  
AGL



- 5.) Describe plans for the daily monitoring of the mooring field(s) assigned and reaction time to the mooring area from home or office. *- Drive by fields - RESPONSE TIME - LESS THAN 24 hours*
- 6.) Provide a list of all staff names, years experience servicing moorings and related experience(s) which demonstrate your/their ability to perform the duties of Mooring Servicing Agent. *TBD*
- 7.) Include a description of a plan for storm preparation and emergencies including, but not limited to, the hours that staff members will be available to perform duties. *work to best AND WITH DISCRETION OF HARBOUR MASTER*
- 8.) Provide a business plan to provide complete mooring services including, but not limited to, subcontracting of services when necessary. *NO CONTRACTING*
- 9.) Provide a list of all clerical or support staff names and describe their ability regarding the processing of applications, performance of inspections and providing support for the issuance of stickers and mooring tags. *TBD*
- 10.) Does the company have access to a certified diver to perform repairs and/or retrieve lost tackle?
- # ☒ Yes # No
- 11.) Are any mooring permits within the Town of Harwich currently held by the applicant? If so, please list. *YES WYCHMERE OUTER HARBOR*
12. A) Has the applicant served as a Mooring Servicing Agent in any other Town(s)?
- # ☒ Yes # No
- If yes, please list and provide reference contacts. *YARMOUTH, BARNSTABLE*
12. B) Has the applicant served as a Mooring Servicing Agent in Harwich?
- If yes, please list dates. *YES JAN, 2010 TO PRESENT*
- 13.) Describe what method of mooring storage you will provide and how it will be controlled. *STORE IN YARD & SHOP OR WAREHOUSE*
- 14.) Provide a plan for placement of moorings with consideration for the draft and length of vessels, protection of channels and access to public/private docks and landings.
- 15.) If you are planning to use a Town landing as sole access for this service, describe how you intend to manage around other uses of that site. *- YES, -> ALWAYS ALLOW CUSTOMER TO ACCESS RAMP AHEAD OF SERVICE*
- 16.) Provide a proposed fee schedule\* which includes, but is not limited to, fees for the following:

Mooring inspections (per anchor)

Mooring installation (per pound)

Mooring removal (per pound)

Mooring storage

Mooring maintenance (such as hawsers, chain, ground tackle, etc.) (per hour)

Diving charges (per hour, minimum)

Handling Helix moorings

Pumping charges (per hour)

*SEE ATTACHED SHEET*

**\*The fee schedule is seen as an important value added item in general for the mooring permit customers and represents an important factor in rating bid applications.**

- 17.) Please provide a resume listing any other business ventures in which you have been involved and for how long.**

**Under the penalties of perjury, I declare that the information I have provided is true to the best of my knowledge.**

  
Signed \_\_\_\_\_

11/27/17  
Date \_\_\_\_\_

**Reviewed by Harwich Harbormaster**

12/5/2017 Date

**Reviewed by Waterways Committee**

12/5/2017 Date

**Reviewed by Board of Selectman**

\_\_\_\_\_ Date

11/27/2017

|                  |                   |                       |                    | <u>RATE SHHET</u> | 2018               |                   |  |
|------------------|-------------------|-----------------------|--------------------|-------------------|--------------------|-------------------|--|
|                  | <u>INSPECTION</u> | <u>INSTALLATION/L</u> | <u>REMOVAL/LB.</u> | <u>STORAGE</u>    | <u>SERVICE/HR.</u> | <u>DIVING/HR.</u> |  |
| HERRING<br>RIVER | \$25              | 100 FLATE RATE        | 100 FLATE RATE     | 25                | 45                 | 100               |  |
| ROUND<br>COVE    | \$25              | 0.35                  | 0.35               | 25                | 45                 | 100               |  |
| PLEASANT<br>BAY  | \$25              | 0.35                  | 0.35               | 25                | 45                 | 100               |  |

HELIX

MATERIALS  
COSTS  
LISTED ON WEBSITE    AGLMOORING.COM

500/INSTALL

500/INSTALL

500/INSTALL

# Town of Harwich Mooring Servicing Agent Application Form

Application Date: 11-29-17

☐ New  
☒ Renewal

Business Name: Harwich Port Boat Yard Inc

Business Principal: John D. Oar

Business Address: 4 Harbora Rd

P.O. Box 218

Harwich Port MA 02646

Mailing Address: \_\_\_\_\_

(If different from above)

F.I.D. Number: 20-1804346

Telephone Number: 508-432-1322

FAX Number: 508-430-0742

Pager Number: \_\_\_\_\_

Mobile/Cell Number: John 508-509-5105 / OAR 508-237-9072

Emergency Number: 508-432-2467  
(24 Hour)

Please select the areas of Harwich for which you are applying to become the Mooring Servicing Agent.

Check all that apply:

☐ Round Cove  
☐ Red River  
☒ Wychmere Outer Harbor  
☒ Wychmere Inner Harbor  
☐ Herring River  
☐ Allen Harbor, incl. Oyster Creek  
☐ Pleasant Bay

Please answer the following questions pertaining to your qualifications to be a Mooring Servicing Agent, as required in the Town of Harwich Harbor Management Plan, Section 3.12. Please attach separate sheets for your answers, as needed. Also, please feel free to provide any plans, photographs, or other illustrative materials you may think are of benefit to this application.

1.) Provide evidence of current, or ability to obtain, sufficient insurance as shown in attached.

Note: Prior to any individual, corporation or other business entity commencing with the performance of duties as a Mooring Servicing Agent, an insurance policy must be in place and certificate of insurance for the same must be filed with the Town of Harwich.)

2.) Do you currently carry Worker's Compensation Insurance?

# ☒ Yes

# ☐ No

3.) Provide a detailed description of all on site equipment to accomplish the task of Mooring Servicing Agent. see Attached

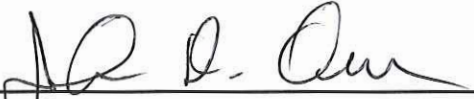
4.) Describe plans to stock sufficient inventory to service moorings.



\*The fee schedule is seen as an important value added item in general for the mooring permit customers and represents an important factor in rating bid applications.

- 17.) Please provide a resume listing any other business ventures in which you have been involved and for how long.

Under the penalties of perjury, I declare that the information I have provided is true to the best of my knowledge.

  
Signed

11/28/17  
Date

Reviewed by Harwich Harbormaster

12/5/17 Date

Reviewed by Waterways Committee

12/5/2017 Date

Reviewed by Board of Selectman

\_\_\_\_ Date



HARWPOR-01

MMCNAB

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/27/2017

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

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

|   |   |   |                                      |
|---|---|---|--------------------------------------|
| <b>PRODUCER</b><br>Deland, Gibson Insurance Associates, Inc.<br>36 Washington Street<br>Wellesley Hills, MA 02481 | <b>CONTACT NAME:</b>                                    | <b>PHONE (A/C, No, Ext):</b> (781) 237-1515 | <b>FAX (A/C, No):</b> (781) 237-1805 |
|   | <b>E-MAIL ADDRESS:</b> info@delandgibson.com            |   |                                      |
| <b>INSURED</b><br><br>Harwich Port Boat Yard, Inc.<br>P. O. Box 218<br>Harwich Port, MA 02646                     | <b>INSURER(S) AFFORDING COVERAGE</b>                    |   | <b>NAIC #</b>                        |
|   | <b>INSURER A : Atlantic Specialty Insurance Company</b> |   | <b>27154</b>                         |
|   | <b>INSURER B : AmGUARD Insurance Company</b>            |   | <b>42390</b>                         |
|   | <b>INSURER C :</b>                                      |   |                                      |
|   | <b>INSURER D :</b>                                      |   |                                      |
|   | <b>INSURER E :</b>                                      |   |                                      |
| <b>INSURER F :</b>  |   |   |                                      |

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input checked="" type="checkbox"/> OTHER: |           |          | B5JH54890     | 11/15/2017              | 11/15/2018              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| A        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY  |           |          | 390001414     | 11/15/2017              | 11/15/2018              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$  |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$   |           |          | B5JH54891     | 11/15/2017              | 11/15/2018              | EACH OCCURRENCE \$ 5,000,000<br>AGGREGATE \$ 5,000,000<br>aggregate \$   |
| B        | <input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N<br>N  | N/A      | R2WC848728    | 12/16/2017              | 12/16/2018              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

Town of Harwich  
715 Main Street  
Harwich Port, MA 02646

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Charles W. Gibson

## **Harwich Port Boat Yard, Inc. Application**

1. Provide evidence of current, or ability to obtain, sufficient marine insurance, specifically:

A. A minimum of \$500,000 Marina Operators Legal Liability and Protection Indemnity  
**Copy Attached**

2. Do you currently carry Worker's Compensation Insurance?

**Copy Attached**

3. Provide a detailed description of all on site equipment to accomplish the task of Mooring servicing Agent

**16' x 10' Mooring Barge outfitted w/ crane and 5000 lb, winch powered by a Honda Engine w/ 85 watt alternator, 8 D 12 volt Battery. Barge powered by 25 HP outboard. Honda Powered Water Pump w/ 20 ft. / 2" hose.**

**16' Tow Boat powered by 20 HP Yamaha 4 stroke outboard.**

**Catapillar Fork Truck w/ 30,00 lb negative lift capacity**

**2 Trucks w/ Hydraulic Trailers Capable of hauling boats up to 34' with draft of 5.5' and 14,000 lb. capacity**

**Hostar trailer capable of power boat to 45', sailboats to 40' and 50,000 lb capacity**

**25' x 60' Mooring Storage Area – Lighted at Night**

**Will also have off-site equipment from R.B. Our, Co.  
Generators, pumps, cranes, fork lifts etc...**

4. Describe plans to stock sufficient inventory to service moorings.

**HPBY maintains a stock of various sized shackles, thimbles, barrels of chain, rope, premade pennants etc. We have a contract with Marine Supplier for overnight delivery of any additional equipment needed.**

5. Describe plans for the daily monitoring of the mooring field(s) assigned.

**Workers monitor the mooring field daily ("Daily Harbor Patrol"). Each morning the mooring field will be "scanned" for Entanglements, Boats Hitting, Boats sitting low in the water, chafe gear, fuel leaks, etc.**



6. Provide a list of all staff names, years of experience servicing moorings and related experience(s) which demonstrate your/their ability to perform the duties of Mooring Servicing Agent.

**Dan Lowery:**            **30 years of Boat Yard Experience**  
                                 **25 years Mooring Experience at Wychmere Harbor**  
                                 **All aspects of Mooring Service**  
                                 **Certified Diver**

**John Our:**            **39 years boating experience**  
                                 **Several years at Marine Construction**  
                                 **Salvage from boat to aircraft**

**John Molander:**    **29+ years mooring experience**  
                                 **Certified Diver**  
                                 **CPR instructor**

**Mike Joy:**            **21 year of Boat Yard Experience**  
                                 **Hauling/Launching, Repair**  
                                 **5 years mooring experience**

**Zachary Volpecelli:** **11 years Boat Yard Experience**

7. Include a description of a plan for storm preparation and emergencies including, but not limited to, the hours that staff members will be available to perform duties.

**Monitor weather for storm severity.**

**Ability to remove smaller boats with fork truck upon mooring permit holders request**

**Ability to remove other boat with 3 hydraulic trailers upon request**

**Double up and/or lengthen mooring pennant line upon mooring permit holders request**

**Use of "Sea Anchors" when/where applicable**

**Use of pumps for Boats taking on water**

**Employees are considered "On Call" during storms; emergency numbers will be posted**

**Upon mooring permit holders request, we will be able to utilize our ramp and the extra equipment to remove boats**

8. Provide a business plan to provide complete mooring services including, but not limited to, subcontracting of services when necessary.

**HPBY will offer a complete menu of Mooring Options.**

**Customers (Mooring Permit Holders) will have a variety of choices. From a "Complete Mooring Package", thru to an "Ala Carte" option, choosing only the service that they want. These options will be sent to all permit holders within the Wychmere Inner and Outer fields.**

9. Provide a list of all clerical or support staff names and describe their ability regarding the processing of applications, performance of inspections and providing support for the issuance of stickers and mooring tags.

**Gail Smart: Office Manager for 19 years at HPBY**

**Have processed all the mooring permit applications for the Town of Harwich. The applications and checks were sent to HPBY and these were forwarded to the Harbormasters Office. Upon completion of Mooring Inspection by The Harbormasters Office the mooring stickers and tags were delivered to HPBY to be attached to the appropriate boat and Mooring. Except for sending out the original application, all other processes will be done in the same manner.**

10. Does the company have access to a certified diver to perform repairs and /or retrieve lost tackle?

**Dan Lowery - P.A.D.I Certified in 1988**

**John Molander - Certified**

11. Are any mooring permits within the Town of Harwich currently held by the applicant? If so, please list.

**Yes – Permits #1, #2, #17, #51, #62, #78, #201**

12. Has the applicant served as a Mooring Servicing Agent in any other Town(s)?

**No**

13. Describe what method of mooring storage you will provide and how it will be controlled.

**Mooring storage is always available in a specified area of our yard. The yard has night lighting. Mooring will be tagged and monitored throughout the off-season.**

14. Provide a plan for placement of mooring with consideration for the draft and length of vessels, protection of channels and access to public/private docks and landings.

**Moorings will be placed as defined by our experience in vessel type, size, draft, swing rate, prevailing winds and currents while allowing passage thru navigable channels, access to Town and Private docks and piers.**

15. If you are planning to use a Town landing as sole access for this service, describe how you intend to manage around other uses of that site.

**HPBY has it's own facilities for it's mooring services and would not use the Town Landings for mooring activities.**

16. Provide a proposed fee schedule which includes, but is not limited to, fees for the following:

|                                      |  |
|--------------------------------------|--|
| Mooring inspections                  | <b>\$10.00 Out of water – On Site</b>  |
| Mooring installations – Inner Harbor | <b>\$.50 per lb.</b>   |
| -Outer Harbor                        | <b>\$.40 per lb.</b>   |
| Mooring removal - Inner Harbor       | <b>\$.50 per lb.</b>   |
| -Outer Harbor                        | <b>\$.40 per lb.</b>   |
| Mooring Storage                      | <b>\$.20 per lb.</b>   |
| Mooring maintenance                  | <b>\$60.00 per hr. repair labor plus parts</b>   |
| Diving Charges                       | <b>\$75.00/Hr. - One hr. minimum</b>   |
| Handling Helix Moorings              | <b>Will sub-contract at this time for setting<br/>But dive for inspection – when necessary</b> |
| Pumping charges                      | <b>\$0.80 per lb. Installation/removal Included in the</b>                                     |

17. Please provide a resume listing any other business ventures in which you have been involved and for how long.

**Vice President of Robert B. Our, Co. (started full time in 1976)**  
**Vice President of Shorey Mfg. (1980)**  
**Part Owner of Cape Cod Ready Mix (1999)**

### Town of Harwich Mooring Servicing Agent Application Form

Application Date: November 22, 2017

New

X Renewal

Business Name: Allen Harbor Marine Service, Inc.

Business Principal: Craig M. LeBlanc

Business Address: 335 Lower County Road  
Harwich Port, MA 02646

Mailing Address: P.O. Box 445  
(If different from above)

F.I.D. Number: 04-2242320

Telephone Number: 508-432-0353

FAX Number: 508-432-0487

Pager Number:

Mobile/Cell Number: 508-294-5399

Emergency Number: 508-294-5399, 508-394-8770  
(24 Hour)

**Please select the areas of Harwich for which you are applying to become the Mooring Servicing Agent.**

Check all that apply:

- ☐ Round Cove
- ☐ Red River
- ☐ Wychmere Outer Harbor
- ☐ Wychmere Inner Harbor
- ☐ Herring River
- ☒ Allen Harbor, incl. Oyster Creek
- ☐ Pleasant Bay

Please answer the following questions pertaining to your qualifications to be a Mooring Servicing Agent, as required in the Town of Harwich Harbor Management Plan, Section 3.12. Please attach separate sheets for your answers, as needed. Also, please feel free to provide any plans, photographs, or other illustrative materials you may think are of benefit to this application.

- 1.) **Provide evidence of current, or ability to obtain, sufficient insurance as shown in attached.**

**Note: Prior to any individual, corporation or other business entity commencing with the performance of duties as a Mooring Servicing Agent, an insurance policy must be in place and certificate of insurance for the same must be filed with the Town of Harwich.)**

- 2.) **Do you currently carry Worker's Compensation Insurance?**

# EYes # No Carrier: Chartis Policy#WC 051-75-4532

- 3.) **Provide a detailed description of all on site equipment to accomplish the task of Mooring Servicing Agent. See attached**

- 4.) **Describe plans to stock sufficient inventory to service moorings. See Attached**

- 5.) Describe plans for the daily monitoring of the mooring field(s) assigned and reaction time to the mooring area from home or office. See Attached.
- 6.) Provide a list of all staff names, years experience servicing moorings and related experience(s) which demonstrate your/their ability to perform the duties of Mooring Servicing Agent. See Attached.
- 7.) Include a description of a plan for storm preparation and emergencies including, but not limited to, the hours that staff members will be available to perform duties. See Attached.
- 8.) Provide a business plan to provide complete mooring services including, but not limited to, subcontracting of services when necessary. See Attached.
- 9.) Provide a list of all clerical or support staff names and describe their ability regarding the processing of applications, performance of inspections and providing support for the issuance of stickers and mooring tags. See Attached
- 10.) Does the company have access to a certified diver to perform repairs and/or retrieve lost tackle?  

# ☐ Yes
# ☐ No
- 11.) Are any mooring permits within the Town of Harwich currently held by the applicant? If so, please list. See Attached
12. A) Has the applicant served as a Mooring Servicing Agent in any other Town(s)?  

# ☐ Yes
# ☐ No

If yes, please list and provide reference contacts.
12. B) Has the applicant served as a Mooring Servicing Agent in Harwich?  

If yes, please list dates. Yes from 2002-Present
- 13.) Describe what method of mooring storage you will provide and how it will be controlled. See Attached
- 14.) Provide a plan for placement of moorings with consideration for the draft and length of vessels, protection of channels and access to public/private docks and landings. See Attached
- 15.) If you are planning to use a Town landing as sole access for this service, describe how you intend to manage around other uses of that site. See Attached
- 16.) Provide a proposed fee schedule\* which includes, but is not limited to, fees for the following:

Mooring inspections (per anchor) \$10  
 Mooring installation (per pound) \$85 all sizes  
 Mooring removal (per pound) \$85 all sizes  
 Mooring storage \$15



Mooring maintenance (such as hawsers, chain, ground tackle, etc.) (per hour) \$85 plus materials

Diving charges (per hour, minimum) \$150/hour. Minimum 1 hour charge

Handling Helix moorings N/A

Pumping charges (per hour) N/A

\*The fee schedule is seen as an important value added item in general for the mooring permit customers and represents an important factor in rating bid applications.

- 17.) Please provide a resume listing any other business ventures in which you have been involved and for how long. We are not involved with any other business ventures.

Under the penalties of perjury, I declare that the information I have provided is true to the best of my knowledge.

Cory H. Olsen  
Signed

November 22, 2017  
Date

Reviewed by Harwich Harbormaster

12/5/2017 Date

Reviewed by Waterways Committee

12/5/2017 Date

Reviewed by Board of Selectman

\_\_\_\_ Date

### Town of Harwich Mooring Servicing Agent Application, continued

- 3.) Allen Harbor Marine has the following equipment at its Lower County Road facility:
- A Mooring skiff work boat powered by a 60hp outboard to haul and set service moorings.
  - A Caterpillar forklift with 18,000-lb. capacity to haul moorings to shore and to haul boats as conditions warrant.
  - Allen Harbor Marine has the following equipment at its Lower County Road Three (3) yard trucks to transport moorings and related hardware, as needed.
  - Two (2) pressure washers to clean tackle.
  - Hydraulic trailers capable of hauling boats up to 33 feet long and 4-foot draft.
- 4.) Allen Harbor Marine is a full-service marine facility with an extensive marine parts inventory. Included in this inventory is a supply of mushrooms, chains, lines, shackles, mooring balls, thimbles, chafe-guard, wire ties, paint and miscellaneous hardware. We also have next-day availability from our suppliers, should the situation arise.
- 5.) Allen Harbor Marine staff will conduct a visual inspection of the boats in the mooring field on a daily basis and more frequently as conditions warrant. This inspection will seek to insure that the boats are not taking water, not coming in contact with each other, dragging their mooring or chafing their pennant lines. Staff will also conduct periodic verification of transom stickers. In addition Allen Harbor Marine provides a launch service, enabling personnel to visually monitor the status of the mooring field continually throughout the day. Reaction time to the mooring is immediate from the office and within ½ hour from home.
- 6.) Allen Harbor Marine has provided services for the moorings in Allen Harbor for approximately 75 years as an integral part of our business. Consequently, most of the service personnel at the company have significant experience in all aspects of mooring service and maintenance. Allen Harbor Marine employs four (4) licensed launch operators.

| <u>Key Personnel, Name</u> | <u>Position</u>    | <u>Years Experience</u> |
|----------------------------|--------------------|-------------------------|
| Craig LeBlanc              | Owner              | 20                      |
| Eric Awalt                 | Service Technician | 35                      |
| Garry Ormsby               | Service Technician | 32                      |
| Chris Ripa                 | Yard Foreman       | 4                       |

- 7.) In the event of a significant storm or other emergency, all resources of Allen Harbor Marine are available to perform tasks necessary for adequate preparation and clean up. All employees are "on call" during storm situations. This includes approximately ten (10) service related employees who will monitor the moorings and the respective boats, check all lines, cleats, bow yes, canvas and hardware and, when appropriate, will double up lines and pump out any water. If necessary, we have the capacity to haul the boats and secure them on land. Allen Harbor Marine is fully staffed from 8:00am – 4:30pm and management is available 24 hours by cell phone.

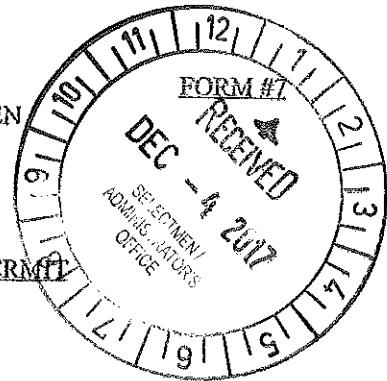
**Town of Harwich Mooring Servicing Agent Application, continued**

- 8.) Allen Harbor Marine offers service packages for mooring customers ranging from basic setting and hauling of mooring tackle to more comprehensive packages that include leasing of mooring tackle, repairs to mooring tackle, maintenance, storage, launch service, use of the Allen Harbor Marine docks, providing ice, fresh water, fuel, etc.
- 9.) The administration staff involved in the mooring service activities has been providing related services for more than a decade. The administrative staff will generate invoices and collect fees for the inspections, tackle, rental, etc. and will communicate regularly with the Harbormaster's office regarding mooring assignments and points of interest.
- 11.) The following mooring permits are held by Allen Harbor Marine Service, Inc.:  
Boatyard Working Moorings: 302, 303, 311, 318  
Boatyard Transient Moorings: 307, 316, 319, 323, 325, 326
- 13.) The Company has ample space for storing moorings and tackle in our secure Lower County Road facility which is illuminated at night.
- 14.) Allen Harbor Marine employees navigate the waters of Allen Harbor and Oyster Creek on a daily basis. They are familiar with the depth variations and channels and have managed moorings in the subject areas for many years with no complaints or issues arising from improper placement. The Company will work closely with the Harbormaster to insure proper placement of all moorings.
- 15.) We do not intend to use the Town Landings to any great extent. In Allen Harbor, we use our own facilities.





OFFICE OF THE SELECTMEN  
732 MAIN STREET  
HARWICH, MA 02645  
Telephone: (508) 430-7513



APPLICATION FOR LICENSE/PERMIT

PLEASE CHECK

☒ ROAD RACE

☐ CRAFT FAIR

☐ OTHER

IN ACCORDANCE WITH THE PROVISIONS OF THE STATUTES RELATING THERETO, APPLICATION AS STATED ABOVE IS HEREBY MADE BY:

NAME OF BUSINESS Cape Cod Athletic Club PHONE \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

MAILING ADDRESS P.O. Box 1992, Hyannis, MA 02601

PLEASE STATE THE PURPOSE FOR WHICH LICENSE/PERMIT IS REQUESTED A road race for CCAC members only, based at Land Ho Restaurant in Harwich Port - 85-100 runners.

DESCRIPTION OF ROAD RACE/CRAFT FAIR/OTHER EVENT TO BE LICENSED, PLEASE LIST DATE, TIME, LOCATION/ROUTE, ETC.

DATE Sunday, January 14, 2018

TIME 10:30 am start for competitive race walkers; 11:00 am for runners

ROUTE/LOCATION Race starts & ends on Kildee Rd., near George's Fish Market. Runners proceed down Kildee Rd., turn right onto Lower County Rd., turn left onto Gray Neck Rd., turn right onto Shore Rd., turn right onto Pleasant Rd., turn left onto Hudson St., turn left on to Lower County Rd., turn left onto Kildee Rd. \*  
(please use reverse side if necessary)

Lawrence P. Cole  
Signature of Applicant

Aide to CCAC President  
Title

Social Security Number of Federal Identification Number

Cape Cod Athletic Club  
Signature of Individual or Corporate Name

04-3146995  
Tax Exempt ID (for non-profit organizations)

JC for Howard Tansey  
By Corporate Officer (if applicable)

\* Map attached

\*\*\*REGULATORY COMPLIANCE FORM\*\*\*

THE EVENT(S) TO BE LICENSED AS DESCRIBED HEREIN HAVE BEEN REVIEWED AND APPROVED BY:

Ki Cadm 12/3/17  
Police Department Date

\_\_\_\_\_  
Building Commissioner Date

\_\_\_\_\_  
Recreation & Youth Commission Date

\_\_\_\_\_  
Board of Health Date  
12/11/17  
[Signature]  
Fire Department Date

\*\*\*Required signatures are to be obtained by the Applicant prior to submission of application with the Selectmen's Office.

\_\_\_\_\_  
\_\_\_\_\_  
For Office Use Only

FEE \_\_\_\_\_ CASH \_\_\_\_\_ CHECK \_\_\_\_\_

FOR \_\_\_\_\_

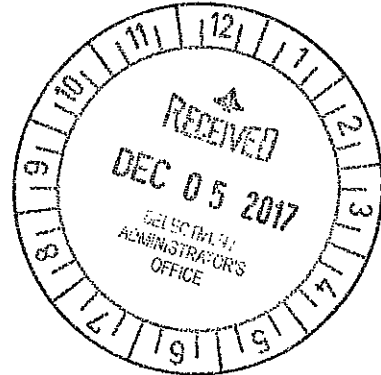
REVIEWED BY \_\_\_\_\_

DATE LICENSE ISSUED \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

John P. Burke  
14 Crestview Drive  
Harwich, MA 02645  
508-735-6065

December 1, 2017

Anita N. Doucette, Town Clerk  
Town of Harwich  
732 Main Street  
Harwich, MA 02645



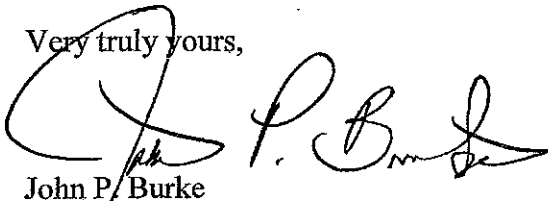
RE: Resignation from Zoning Board of Appeals

Dear Ms. Doucette,

Please accept this as my resignation from the Harwich Zoning Board of Appeals, effective immediately. It has been my pleasure and honor to serve on this Board.

Thank you.

Very truly yours,

  
John P. Burke

Cc via email: David Ryer, Chairman  
Shelagh Delaney, Administrative Assistant



## Ann Steidel

---

**From:** Larry Ballantine  
**Sent:** Wednesday, December 06, 2017 9:15 AM  
**To:** Ann Steidel  
**Subject:** Fw: Board of Appeals Appointment

Ann, here is letter for Agenda.

Larry

---

**From:** David Ryer <nammaddog@gmail.com>  
**Sent:** Monday, December 4, 2017 2:13 PM  
**To:** Larry Ballantine  
**Subject:** Board of Appeals Appointment

Larry,

One of our regular members, John Burke, has recently resigned. I recommend that the Board of Selectmen appoint Al Donahue to be a regular member of the Board. Al is currently our second longest serving associate member. As I previously advised you, our longest serving associate member, Joseph Campbell, has no desire to become a regular member as he spends half of the year in Florida and feels it is not fair to the Board to be a regular member and be absent for half of the year. Al attends our meetings regularly, is a contributor to our discussions and will be a good addition as a regular member. As you know, it has been the Board's practice to nominate the longest serving associate member to regular membership (exclusive of Joe) when an opening occurs. This encourages our associate members to participate in our meetings (we regularly let them vote on cases) and rewards them for their service to the Town. It also gives them an opportunity to establish rapport with the Board before becoming a regular member. This encourages discussion of disagreements on positions in a collegial and constructive manner, so that our applicants feel they are getting thoughtful consideration of their proposals by all members of the Board.

Accordingly, I recommend the Board of Selectmen appoint Al Donahue to be a regular member of the Board of Appeals. Please have one of your staff let me know the Selectmen's decision. Thank you for your attention to this.

Dave Ryer

**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

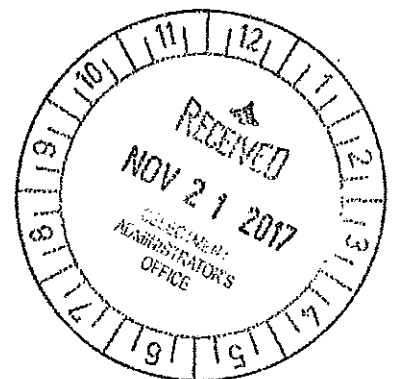
Re: Referral of Proposed Zoning Amendments- Ban on Marijuana Establishments and Extension of the Temporary Moratorium on the Sale and Distribution of Recreational Marijuana Pursuant to MGL Ch. 40A Section 5

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.94G §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.

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."



**TOWN OF HARWICH  
BOARD OF SELECTMEN**

**NOTICE OF PUBLIC HEARING  
Proposed Shellfish Permit Fee Amendments  
December 11, 2017**

The Harwich Board of Selectmen will hold a Public Hearing on December 11, 2017, no earlier than 6:30 P.M. in the Donn B. Griffin Room located at Town Hall, 732 Main Street, Harwich for the purpose of discussing proposed 2018 Shellfish Permit Fee amendments.

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

Michael D. MacAskill, Chairman  
Julie E. Kavanagh  
Larry G. Ballantine  
Jannell M. Brown  
Donald F. Howell

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Harwich Board of Selectmen

The Cape Cod Chronicle  
November 9, 2017

Nov. 9, 2017

**TOWN OF HARWICH  
BOARD OF SELECTMEN  
NOTICE OF PUBLIC HEARING  
PROPOSED SHELLFISH PERMIT FEE AMENDMENTS  
DECEMBER 11, 2017**

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Harwich Board of Selectmen

The Cape Cod Chronicle  
Nov. 9, 2017

*Natural Resources*  
Town of Harwich  
715 Main Street · P.O. Box 207  
Harwich Port, MA 02646  
(508) 430-7532 · Fax (508) 430-7535



November 2<sup>nd</sup>, 2017

To: Harwich Board of Selectman  
From: Heinz Proft, Natural Resources Director  
RE: Request to change SHELLFISH PERMIT fees

The shellfishing that occurs in Harwich is primarily recreational. This is evident by the number of permits sold in each category coupled with certain shellfish areas available to recreational vs. commercial permit holders throughout the year.

We defined individual permits four years ago, but the last review/increase to our Shellfish permit fee structure was in 2009. As we enter the 2018 Shellfish permit season I would like to purpose an increase in our Shellfish permit fee structure.

| <u>Permit Type</u>                      | <u>Current</u> | <u>Purposed 2018</u> |
|---|----------------|----------------------|
| Harwich Resident (tax payer)            | \$20/year      | \$25/year            |
| Senior Harwich Resident (tax payer) 65+ | \$6/year       | \$10/year            |
| Non Resident                            | \$60/year      | \$65/year            |
| 1- day Recreational Shellfish permit    | \$20/day       | \$25/day             |
| Harwich Commercial Shellfish permit     | \$50/year      | \$55/year            |

Recent years of Shellfish Permit Sales:

| <u>Permit Type</u>                      | <u>2015</u> | <u>2016</u> | <u>*2017</u> |
|---|-------------|-------------|--------------|
| Harwich Resident (tax payer)            | 234         | 176         | *161         |
| Senior Harwich Resident (tax payer) 65+ | 135         | 165         | *140         |
| Non Resident                            | 24          | 34          | *28          |
| 1- day Recreational Shellfish permit    | 67          | 81          | *75          |
| Harwich Commercial Shellfish permit     | 4           | 7           | *4           |

\*2017 not completed yet

In reviewing shellfish permit fees in the past a comparison to surrounding towns was difficult due to the fact each town is unique to its available shellfish resources. Towns vary greatly in acreage available, species of shellfish, open days of the week and specific regulations.

Sincerely,

Heinz Proft  
*Natural Resources Director*

TOWN OF HARWICH  
ACCESSIBILITY RIGHTS COMMITTEE (HARC)  
REPORT TO Board of Selectmen For 2017

Good evening to the members of the Board of Selectmen and the residents of the Town of Harwich. I'm Matt Hart Chairman of the Harwich Accessibilities Rights Committee.

Looking at the Town of Harwich Disability and Accessibility Status:

We have an elevated level of special needs!

Of the 2014 entire noninstitutionalized Harwich population of 12,076, there were 1,747 individuals or 14.4% that claimed some type of disability. This 14.4 % is an increase from the 9.3% in 2000 and continues to increase in 2017,

Of the Town of Harwich's entire population in 2014, the individuals that are 65 years of age or older, was recorded as having 914 seniors. Of those seniors, about 28% of those in that age group have claimed some type of disability.

That 28% level of disability, particularly for those of the seniors, represent a significant 'Special Needs' requirement within the Harwich community. These percentages are high in comparison to the 26.4% level for the county and that of the states of Massachusetts.

When you include all the year-round residents, with the weekend second homeowners and the summer visitors the ratio increases substantially for those individuals with disabilities and accessibility issues and needs in Harwich.

Today we have four new members of the HARC (Harwich Accessibilities Rights Committee). As part of this recently revitalized committee, we have a need for one full member and two alternate members that are available.

We meet here at the Town Hall on the fourth Thursday of each month beginning at 6:30 pm.

The Mission Statement of the Harwich Accessibility Rights Committee (HARC) is to advise and guide the Town of Harwich and public regarding issues of accessibility by the American With Disabilities Act (ADA) and the Massachusetts Architectural Access Board. Also, HARC provides information and referral services to residents and visitors. In the process, we work closely with local Churches, Elderly Services, and the Veteran Agents. The committee also strives to establish and maintain a membership that realistically reflects the population served.

At the present time, we have applied for two State Grants:

One is for \$250,000 to assist the Town of Harwich with the Handicap accessible boardwalk and dock ramp funding at the newly approved Saquatucket Marina.

The other grant is for \$30,000 and is for the purposes of hiring a consultant to perform the ADA Self Evaluation Review of the Town of Harwich Municipal Infrastructure, as is required by the Americans With Disabilities Act of 1990.

Thank you for your time, and I'd be glad to answer any of your questions.

## DISABILITY RIGHTS COMMITTEE

25 members / 3 yr. term

2017-2018

| Organization Name<br>DISABILITY<br>RIGHTS<br>COMMITTEE | Ethics               | Date of<br>Appointment | New<br>Expiration<br>Date | Date Sworn In     |
|--|----------------------|------------------------|---------------------------|-------------------|
|  |                      |                        |                           |                   |
| <b>MEMBERS</b>   |                      |                        |                           |                   |
| ADA COORDINATOR  |                      |                        |                           |                   |
| Chris Clark  | employee             |                        | June 30, 2018             | June 19, 2017     |
| Committee Members                                      |                      |                        |                           |                   |
| Matt Hart  | July 24, 2017        | August 21, 2017        | June 30, 2020             | August 30, 2017   |
| Karin Larson   | September 11, 2017   | August 21, 2017        | June 30, 2019             | September 5, 2017 |
| Gary Miller  | October 4, 2017**    | August 21, 2017        | June 30, 2020             | September 5, 2017 |
| Taylor Mills   | September 28, 2017** | August 21, 2017        | June 30, 2019             | September 5, 2017 |
|  |                      |                        |                           |                   |
|  |                      |                        |                           |                   |
|  |                      |                        |                           |                   |
|  |                      |                        |                           |                   |

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

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

TOWN OF HARWICH  
REAL ESTATE & OPEN SPACE COMMITTEE  
SEPTEMBER 21, 2017

TO: Board of Selectmen

From: REOS Committee

Current Membership: Dave Callaghan, Elaine Shovlin, John Preston, Marcia Thorngate-Smith, Carol Porter, Robert Thomas (Vice Chair), Kathy Green (Chair)

Annual Report:

Since last September the REOS committee has conducted 5 on-site visits, and reviewed 10 properties that were brought to us for possible donation or acquisition. These reviews often included a meeting with the interested landowner, a consult with the Conservation Commission, and a priorities evaluation.

We met several times this year with the head of the Harwich Housing Committee, Art Bodin, to hear their needs and discuss what we could do to be more proactive with housing concerns.

We had Amy Bullock, from the tax office, to our meeting to discuss the publicized tax lien auction list - to understand the process and how we might be involved. One of our members met with the Conservation Administrator to review the list to see what should be removed at this time - (awaiting further review) - properties recommended for removal were those that had contiguous borders with town owned conservation land, HCT preserved land, or water dept. land; or properties that should be protected from potential development in water sensitive areas (those near ponds, in well recharge areas or in the Pleasant Bay watershed).

While continuing the review of Owners Unknown properties and town-owned properties, we contacted both the Town Administrator and the BOS and asked for them to pursue the operating sand pit off of Jay/Z Drive for clarification on the mining and ownership questions that exist - this is an on-going discussion now between the business operation owners and the town.

We continue to review Owners Unknown and town-owned properties and will make recommendations to the BOS.

Continued appreciation goes to Amy Usowski, Conservation Administrator and Michael Lach, Director of Harwich Conservation Trust for all their support.

7 members / 3 yr. term

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

**Brooks Free Library Board of Trustees**  
739 Main St., Harwich MA 02645  
508-430-7562, email: brooksfreelibrary@clamsnet.org  
www.brooksfreelibrary.org

**Annual Meeting with Board of Selectmen  
Dec. 11, 2017**

As elected Board, we are responsible for operation and administration of Brooks Free Library. This year Trustees Mary Warde and JoAnne Brown were re-elected at the May election. All members of the Board of Trustees have completed the state mandated Ethics Training. The Trustees regularly scheduled meetings are at the Library on the second Wednesday of the month at 7pm. The agenda and full packets are posted online.

| <u>Trustee</u>     | <u>Position</u>       | <u>Expiration of Term</u> |
|--------------------|-----------------------|---------------------------|
| Mary Warde         | Chair                 | May 2020                  |
| Joan McCarty       | Vice-Chair            | May 2018                  |
| William Crowell    | Treasurer             | May 2019                  |
| Kathleen Remillard | Secretary             | May 2018                  |
| JoAnne Brown       | Building and Grounds  | May 2020                  |
| Jeannie Wheeler    | Buildings and Grounds | May 2018                  |
| Ann Emerson        |                       | May 2019                  |

Policies and Procedures:

- This year we approved an updated Policy on the Response to Law Enforcement Inquiries, which replaced the previous USA Patriot Act Policy, so that it more generic and not tied to specific legislation.
- We also approved a new Child/Teen Safety Policy.
- Staff members updated the Staff Use of Technology Procedure, which implements Board of Trustees policy on Staff Use of Technology and the Social Media Policy.
- The Meeting Room Use and Parking Guidelines were also updated to document guidelines and ensure consistency when implementing the Trustees' Meeting Room Policy.
- A number of other written procedures relating to library services and the Integrated Library System were written and revised this year.
- Staff members also created an internal website this year using Google Sites to provide a central location for staff members to find policies, procedures and other documents. With the majority of staff members being part-time and working different shifts, this internal staff site has been provides staff members easy access to the information they need, helping to ensure consistent and high quality customer service to our patrons.

Administrative

- Applications for CPC and Capital Outlay for \$300,000 in additional funding for exterior preservation project and \$10,340 to preserve and digitize the Harwich Oracle newspaper.
- We have arranged for digitization of the Annual Town Reports from 1866 to the present by the Digital Commonwealth at no cost to the Town; project is in queue, expected to be completed in next year, possibly over two years.
- Library Director is serving on CLAMS consortium Board of Directors and Finance Committee. Served on Strategic Planning Committee, creating plan to ensure consortium remains financially viable and responsive to members' needs and interests.



### Statistics on Use

Following three multi-week closures during FY16 & FY17, over the past year the volume of activity at the Library has recovered and Brooks Free Library is once again second busiest library on the Cape. Statistics for 1<sup>st</sup> quarter of FY18 circulation in the CLAMS consortium are attached as well as full spreadsheet for Brooks Free Library for FY17 showing various measures of activity.

### **Initiatives this year**

#### Collection:

- new seasonal collections - Outdoor Summer Games for summer family fun or community get-togethers- and the brand new Winter Baking Collection, with various types and shapes of pots and pans
- Express collection – the CLAMS consortium voted new rules allowing member libraries to purchase additional copies of bestsellers that cannot be put on reserve and cannot be renewed.
- New electronic resources – Hoopla, to instantly borrow movies, music, audiobooks, eBooks, comics, and Flipster, for electronic version of magazines (not just database of articles)

#### Children and Youth:

##### Collaboration with Recreation and Youth

- Joint “Summer Recreation and Reading Kick-off” event – magician, outdoor games, hot dogs and drinks, sign-ups for Recreation and Summer Reading Programs
- Library provided on-site book collection of recreational reading for summer camp; refresh weekly.
- Campers came to our programs and we sponsored a special performance for their end of summer celebration

##### Collaboration with Schools:

- Our Youth Librarian visits 17 elementary school classrooms each week; several others monthly. She reads a story, does book talks and leaves the books in the classroom until her next visit. These visits promote recreational reading, especially important as youngsters must first ‘learn to read’ before they can ‘read to learn.’
- Leads Mock Caldecott Award program with 3<sup>rd</sup> and 4<sup>th</sup> grade – expanded to include 2<sup>nd</sup> grade this school year – reading and evaluating contenders for this award for the best picture book illustrated by an American. This program expands students’ ability to think critically about books and illustrations.
- Our Youth Services Librarian works with Monomoy Middle School’s Human Rights Academy, helping select titles and leading book group discussions.
- Our Asst. Director serves on the Monomoy Middle School Council, so we can continue to partner with and support teachers and students at the Middle School.
- Five of our librarians participated in Monomoy High School’s Summer Reading Program for the second year, leading book group discussions in September.

##### Library programs for children and youth:

- Pre-school Projects was added to our full set of story-times and creative movement programs for young children. Special programs include storytellers, puppet shows, etc.
- Middle School Makers, Theater Explorers and early release day programs are offered to middle and high school students. This year we added an additional Theater Explorer program for elementary school students since they’re getting out earlier, in addition to Lego Fun. Monthly Engineering Challenges are held on Saturdays to enable parents and grandparents to participate together.

- Homeschoolers – book club and activity club on Thursday mornings. Last school year we fielded two Odyssey of the Mind teams. This year we are participating in Destination Imagination.
- Summer Reading Program – one of best ever. After multiple 100-120 attendees at Story-time this summer, staff developed a plan to provide multiple programs when needed.
- Vacation weeks – regular programs continue with special activities and performances added in. Some examples: origami, “no bake” cookies, Slime making, etc. New last Feb. vacation- Family Fort Night, extremely popular. Families attached sheets to tables and shelves to create tents, and then read together by flashlight. April vacation features the very popular “Stuffed Animal Sleep-over”. Both programs were initiated in this area by our Youth Librarian and are now beginning to be offered by other libraries.
- Cranberry Festival “Kids Day at the Beach: – paid for performance of Cape Cod African Dance and Drum and provided activity booth

#### Seniors:

- Librarians are meeting with the COA director regularly, sharing information on services and resources and planning joint programs and services.
- Librarians are helping with the monthly Women’s Breakfast and provided the program in Sept.
- Working with the COA Director, we have re-designed our technology training and are holding monthly “Technology and Tea” events and bi-weekly Device Advice at the COA.

#### VITAL (Vision Impaired Technology Assistance at the Library)

- This year we’re extremely pleased to report our goal of promoting the creation of assistive technology centers in locations across the Commonwealth has been realized, and VITAL has benefitted as well.
- As of July 1<sup>st</sup> we’ve entered into a partnership with the Mass. Assn for the Blind and Visually Impaired (MABVI). MABVI is giving us \$7500 per year, which funds 5 additional hours/week for our coordinator.
- MABVI has established assistive technology training centers at the Brookline and Worcester Councils on Aging and they have plans to expand the program to senior centers and libraries in other communities.
- This year our VITAL program hosted a paid intern from Mass. Commission for the Blind.
- In September we presented at a library forum sponsored by the Mass. Commission for the Blind (MCB) in Plymouth, attended by representatives from twelve Cape Cod and South Shore libraries
- Other outreach efforts this year included speaking engagements at Sight Loss Services support groups in Yarmouth Port, Brewster and Harwich and at the Dennis-Harwich and Chatham-Nauset Lions Clubs.

#### Technology Training:

- Internet Navigators program was created. We trained volunteers to help patrons one on one with developing the skills needed to use email, apply for jobs, unemployment and government programs.
- Book-A-Librarian – we developed written guidelines and standards, trained additional staff members, so we have been able to expand number of appointments available for one-on-one technology assistance
- Drop-in Device Advice continues to be offered weekly and is extremely popular.

#### Other Community Outreach

- Pop-Up Library held weekly at Farmers Market in July and August; outreach visits to Pine Oaks to assist with technology, promote library services; provided information on Library services and resources at a meeting of Habitat Oak St. neighborhood association

#### Programs

- In addition to on-going book groups (6), writers groups (3), Knit-Lit and other activity programs, we offer special performances, book talks and information programs.

- New last spring was a Science First Friday lecture and discussion series and Winter/Spring Music series and Wellness series.
- Coming up for Winter/Spring 2018 we will again be offering a monthly Music series, starting with Catie Flynn Band on Sat., Dec. 9<sup>th</sup>, a Wellness series – Mindfulness and Essential Oils are two of the topics – and an Adventurer's series featuring firsthand accounts of a polar expedition, hiking the Appalachian Trail and a journey around America. Upcoming programs in the Friends of Brooks Free Library's "First Sunday" series include Accent Duo Jack & Oriana on Jan. 7<sup>th</sup> and author Anne LeClaire on Feb. 4<sup>th</sup>. Full info and program calendars are online at [www.brooksfreelibrary.org](http://www.brooksfreelibrary.org).

#### 2017 Holidays Activities:

- The Library held an "Inter-generational cookie decorating" with residents from the Royal as part of Christmas in Harwich, which was very well attended.
- In preparation for holiday gift giving (or requesting) we are offering a "Cocoa and Cookies Tech event" on Sat. Dec. 9<sup>th</sup> from 10 am to 2 pm. We'll have the latest devices for people to check out in a non-commercial, no sales pressure event.
- We provide Consumer Reports in print and electronically for card holders who'd like to get more info about products before purchasing. (Note: users must start at our website for free access to the full Consumer Reports website.)
- Santa will make his annual visit to the Library on Saturday, Dec. 16<sup>th</sup> at 2:30 pm.
- Our Fine Amnesty Canned Food Drive has moved to the spring but patrons who donate at Public Safety's "Homeless for the Holidays" event obtain and receipt and have their overdue fines waived.

#### Holiday Hours

Many Town facilities will be closed on Tuesday, December 26<sup>th</sup> but the Library will be open our normal hours, which is 10 am to 7 pm. Our normal programs will continue to run that week as well as special programs for children for their vacation week.

\*\*\*\*\*

#### **FY18 1st Quarter Direct Circulation (July 2017 - Sept 2017)**

|                              | Items |
|------------------------------|-------|
| Falmouth (Main & 2 branches) | 89334 |
| Brooks, Harwich              | 53854 |
| Mashpee                      | 49179 |
| Brewster                     | 41155 |
| Yarmouth Town (South & West) | 40076 |
| Snow, Orleans                | 39555 |
| Bourne                       | 32204 |
| Centerville                  | 31511 |
| Nantucket                    | 31273 |
| West Tisbury                 | 31095 |
| Eastham                      | 30538 |
| Wellfleet                    | 28685 |
| Eldredge, Chatham            | 26878 |
| Oak Bluffs                   | 24515 |
| Osterville                   | 24143 |
| Hyannis                      | 22202 |
| Edgartown                    | 21388 |
| Dennis Public                | 20256 |

|                          | Items |
|--------------------------|-------|
| Vineyard Haven           | 18735 |
| Truro                    | 18565 |
| Sturgis                  | 16135 |
| Chilmark                 | 13462 |
| Dennis Memorial          | 12276 |
| Cotuit                   | 11258 |
| Marstons Mills           | 10402 |
| Jacob Sears, East Dennis | 8920  |
| Woods Hole               | 7802  |
| Provincetown             | 7403  |
| Yarmouth Port            | 6985  |
| West Falmouth            | 6860  |
| Whelden, W. Barnstable   | 6852  |
| South Dennis             | 5103  |
| West Dennis              | 4467  |
| Aquinnah                 | 2025  |
| CCCC                     | 1191  |
| CLAMS Office             | 505   |

Consortium total

796787

## Brooks Free Library Statistics Since Renovation

|        | Open Hours | Items Checked Out (Physical items, eBooks & eAudio) | Use of Electronic Resources | Total Checkouts & Use of Electronic Resources | Inter-library Loans | Items in Collection (Physical collection & eBooks) | Number of Card-holders | Harwich Residents w/ Library Card | Reference Questions |
|--------|------------|---|-----------------------------|---|---------------------|--|------------------------|-----------------------------------|---------------------|
| FY1997 | 2025       | 92285   |                             |   | 4354                | 38992  | 8907                   |                                   | 2219                |
| FY1998 | 1937       | 103910  |                             |   | 6118                | 42603  | 9322                   | <i>not</i>                        | 2472                |
| FY1999 | 2013       | 110487  |                             |   | 8630                | 45199  | 10562                  | <i>counted</i>                    | 4360                |
| FY2000 | 2060       | 111872  |                             |   | 9624                | 51984  | 12313                  |                                   | 3955                |
| FY2001 | 2108       | 123401  |                             |   | 12275               | 54684  | 13540                  |                                   | 4613                |
| FY2002 | 2076       | 128462  |                             |   | 14677               | 58439  | 10867                  |                                   | 6053                |
| FY2003 | 2078       | 132869  |                             |   | 24363               | 56833  | 12094                  | 7811                              | 8955                |
| FY2004 | 2066       | 145212  |                             |   | 29264               | 55784  | 11661                  | 7838                              | 11416               |
| FY2005 | 2038       | 151871  |                             |   | 33236               | 59565  | 12308                  | 7574                              | 12263               |
| FY2006 | 1848       | 156630  |                             |   | 37849               | 63041  | 13108                  | 8043                              | 12126               |
| FY2007 | 1796       | 169529  |                             |   | 44147               | 66393  | 13370                  | 8289                              | 13866               |
| FY2008 | 1980       | 193024  |                             |   | 52435               | 68620  | 14298                  | 8457                              | 13183               |
| FY2009 | 1970       | 211719  |                             |   | 61304               | 70454  | 11936                  | 8682                              | 15035               |
| FY2010 | 1978       | 225385  |                             |   | 65829               | 72620  | 12606                  | 9014                              | 15471               |
| FY2011 | 1993       | 233533  | <i>New item in</i>          |   | 71517               | 76093  | 12702                  | 8983                              | 15626               |
| FY2012 | 2004       | 235597  | <i>state report</i>         |   | 70730               | 81688  | 12573                  | 8814                              | 15861               |
| FY2013 | 1981       | 235941  | <i>for FY2015</i>           |   | 68663               | 85450  | 12379                  | 8898                              | 16472               |
| FY2014 | 1940       | 237565  |                             |   | 66801               | 90739  | 12511                  | 8948                              | 16656               |
| FY2015 | 1922       | 237876  | 24564                       | 262440  | 62515               | 93757  | 13231                  | 9555                              | 16840               |
| FY2016 | 2192       | 229141*   | 32328                       | 261469*                                       | 61328               | 93159  | 13801                  | 9950                              | 17770               |
| FY2017 | 1931       | 218229*   | 25028*                      | 243257*                                       | 60831               | 131973   | 13831                  | 9906                              | 17738               |

\* counts affected by extended closures ( 3 weeks in FY16, 6 weeks in FY17)

|        | Library Visits | Adult Programs | Adult Program Attendance | Youth Programs     | Youth Program Attendance | Children's Programs | Children's Program Attendance | Total Programs | Total Program Attendance |
|--------|----------------|----------------|--------------------------|--------------------|--------------------------|---------------------|-------------------------------|----------------|--------------------------|
| FY1997 | 64492          | 5              | 110                      |                    |                          | 119                 | 3551                          | 124            | 3661                     |
| FY1998 | 74263          | 8              | 1430                     |                    |                          | 119                 | 3419                          | 127            | 4849                     |
| FY1999 | 64114          | 51             | 1076                     |                    |                          | 161                 | 3446                          | 212            | 4522                     |
| FY2000 | 69654          | 10             | 335                      |                    |                          | 172                 | 4769                          | 182            | 5104                     |
| FY2001 | 75240          | 80             | 520                      |                    |                          | 196                 | 6019                          | 276            | 6539                     |
| FY2002 | 82569          | 71             | 673                      |                    |                          | 234                 | 8255                          | 305            | 8928                     |
| FY2003 | 83627          | 235            | 1916                     | <i>included in</i> | <i>Adult counts</i>      | 285                 | 8338                          | 520            | 10254                    |
| FY2004 | 85677          | 341            | 2592                     | <i>until</i>       | <i>FY2010</i>            | 284                 | 6759                          | 625            | 9351                     |
| FY2005 | 86990          | 496            | 2826                     |                    |                          | 249                 | 5939                          | 745            | 8765                     |
| FY2006 | 82334          | 602            | 2608                     |                    |                          | 254                 | 7317                          | 856            | 9925                     |
| FY2007 | 113584         | 396            | 1065                     |                    |                          | 269                 | 7303                          | 665            | 8368                     |
| FY2008 | 129326         | 323            | 2460                     |                    |                          | 286                 | 8306                          | 609            | 10766                    |
| FY2009 | 141852         | 534            | 3776                     |                    |                          | 304                 | 7701                          | 838            | 11477                    |
| FY2010 | 151008         | 575            | 4047                     | 42                 | 273                      | 317                 | 6541                          | 934            | 10861                    |
| FY2011 | 156535         | 602            | 3638                     | 40                 | 244                      | 336                 | 6775                          | 978            | 10657                    |
| FY2012 | 157849         | 534            | 4340                     | 30                 | 519                      | 330                 | 7131                          | 894            | 11990                    |
| FY2013 | 158081         | 701            | 4121                     | 35                 | 242                      | 283                 | 6357                          | 1019           | 10720                    |
| FY2014 | 159388         | 572            | 4396                     | 29                 | 305                      | 305                 | 8493                          | 906            | 13086                    |
| FY2015 | 159377         | 532            | 5097                     | 65                 | 348                      | 257                 | 7146                          | 854            | 12591                    |
| FY2016 | 167987         | 540            | 4222                     | 92                 | 512                      | 319                 | 7883                          | 951            | 12617                    |
| FY2017 | 152760         | 567            | 2222                     | 84                 | 428                      | 561                 | 12814                         | 1212           | 15464                    |

| Organization Name<br><b>TRUSTEE, BROOKS<br/>FREE LIBRARY</b> | Ethics | Date of<br>Appointment | New<br>Expiration<br>Date | Date Sworn In |
|--|--------|------------------------|---------------------------|---------------|
|  |        |                        |                           |               |
| <b>MEMBERS</b>   |        |                        |                           |               |
|  |        |                        |                           |               |
|  |        |                        |                           |               |

**Trustee, Brooks Free Library**

William D. Crowell, Esq.  
650 Depot Street  
Harwich, MA 02645

Term Expires May 2019

Ann B. Emerson  
49 Sterling Road  
South Harwich

Term Expires May 2019

JoAnne Brown  
27 Vacation Lane  
Harwich, MA

Term Expires May 2017

Mary V. Warde  
15 Little Marsh Lane  
Harwich, MA 02645

Term Expires May 2017

Joan McCarty  
53 Doane Road  
Harwich Port, MA 02646

Term Expires May 2018

Jeannie S. Wheeler  
22 Woodland Road  
Harwich Port, MA 02646

Term Expires May 2018

Kathleen A. Remillard  
542 Queen Anne Road  
Harwich, MA 02645

Term Expires May 2018

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

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

TOWN OF HARWICH - CHARTER

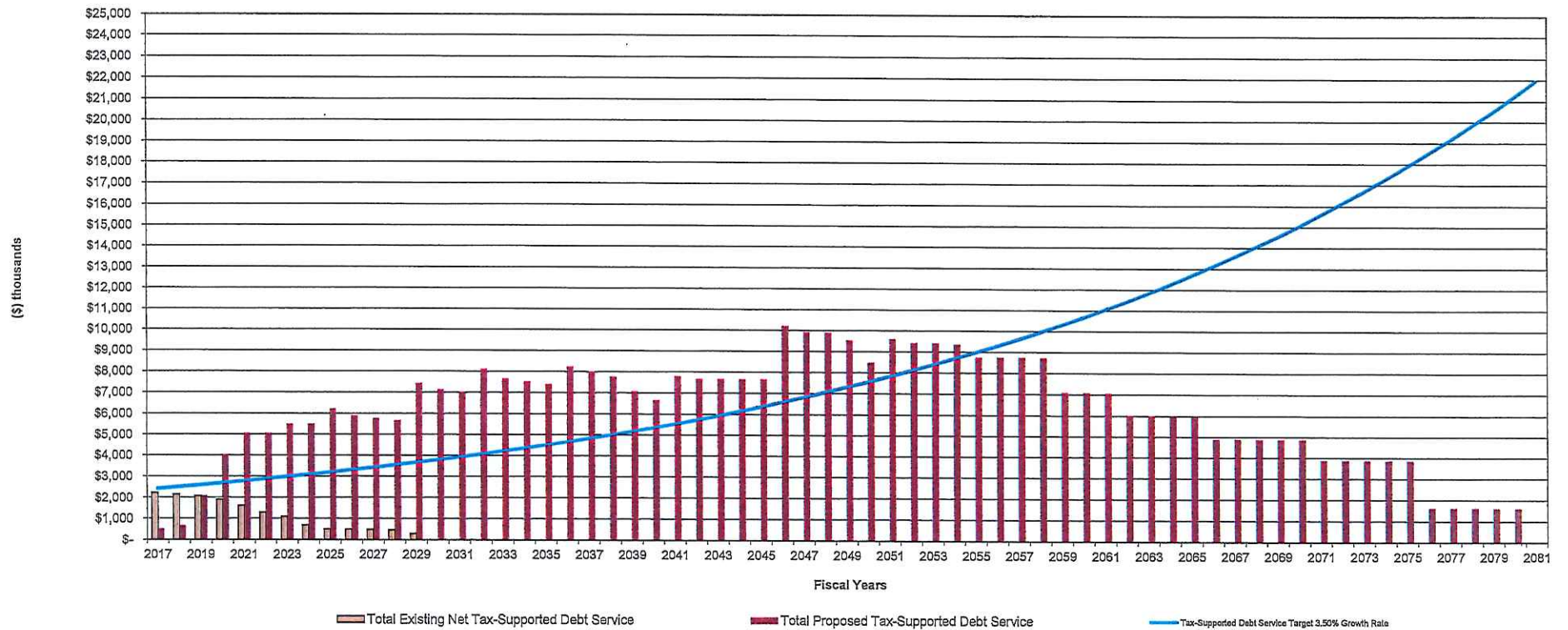
Section 7. Library Trustees

6-7-1 A board of library trustees of 7 members shall be elected for 3-year overlapping terms.

6-7-2 The board shall be responsible for the administration and operation of the Brooks Free Library, including appointment of library staff, acquisitions of books, journals, periodicals, and other materials relating to the library function, and the promulgation of library rules and regulations. **[Amended 6-3-2016 by Ch. 117 of the Acts of 2016]**

| Emp # | Last Name | First Name | MI | Location Description         | ELECTED | STATE ETHICS<br>CERTIFICATE-2017 | SUMMARY<br>SIGNATURE-2017 |
|-------|-----------|------------|----|------------------------------|---------|----------------------------------|---------------------------|
|       | CROWELL   | WILLIAM    | D  | TRUSTEE, BROOKS FREE LIBRARY | 2016    | MARCH 4. 2017                    | JANUARY 19, 2017          |
|       | WARDE     | MARY       | V  | TRUSTEE, BROOKS FREE LIBRARY | 2017    | MARCH 13. 2017                   | JANUARY 19. 2017          |
|       | MCCARTY   | JOAN       |    | TRUSTEE, BROOKS FREE LIBRARY |         | JANUARY 22. 2017                 | JANUARY 19. 2017          |
|       | EMERSON   | ANN        |    | TRUSTEE, BROOKS FREE LIBRARY |         | JANUARY 20. 2017                 | JANUARY 19. 2017          |
|       | WHEELER   | JEANNIE    |    | TRUSTEE, BROOKS FREE LIBRARY |         | JANUARY 30. 2017                 | JANUARY 19. 2017          |
|       | BROWN     | JOANNE     |    | TRUSTEE, BROOKS FREE LIBRARY |         | JANUARY 26. 2017                 | JANUARY 19. 2017          |
|       | REMILLARD | KATHLEEN   |    | TRUSTEE, BROOKS FREE LIBRARY |         | MARCH 6. 2017                    | JANUARY 19. 2017          |

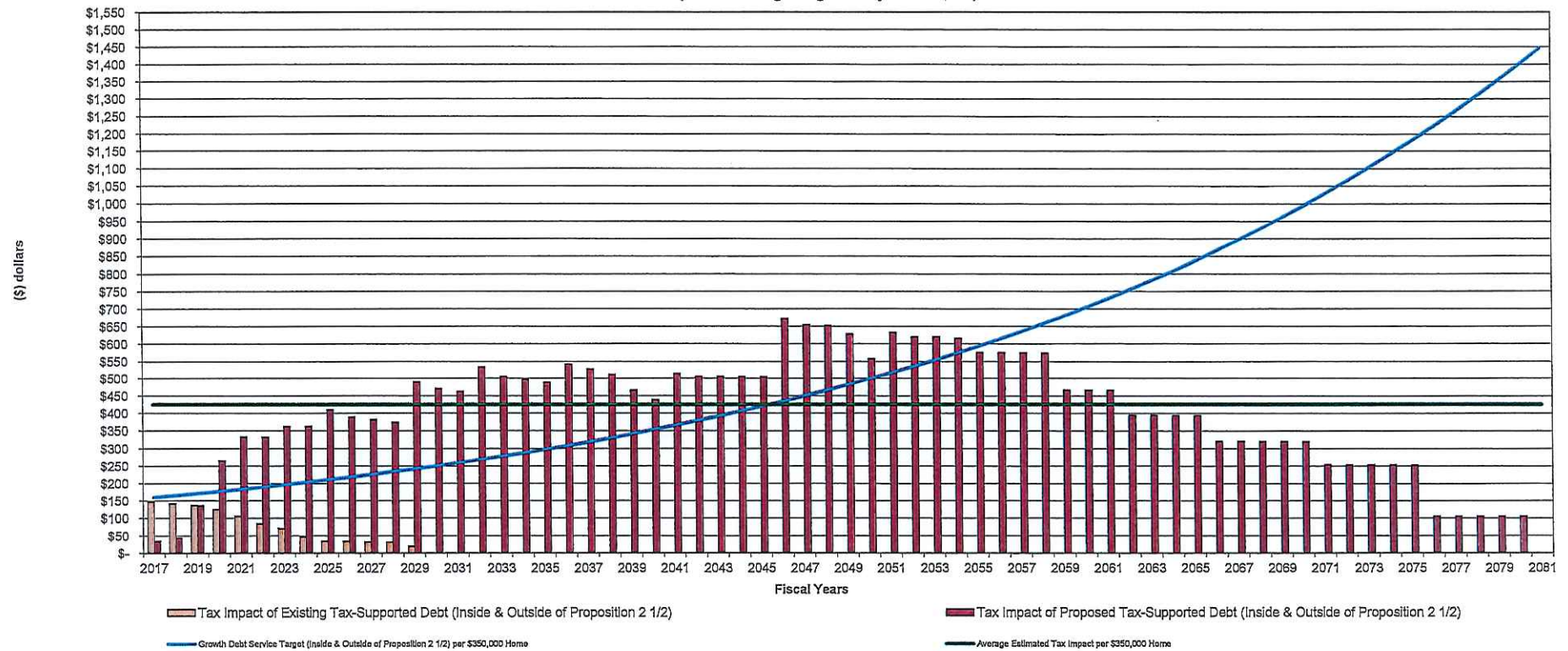
Town of Harwich, Massachusetts  
Existing and Proposed Tax-Supported Debt Service\* (i.e. Excludes Self-Supporting Debt) by Category:  
Includes MCWT Fees\*



\*Assumes estimated interest rates and fees; preliminary and subject to change.



Town of Harwich, Massachusetts  
Existing and Proposed Tax-Supported Debt Service\* (i.e. Excludes Self-Supporting Debt)  
Inside & Outside of Proposition 2 1/2:  
Estimated Tax Impact on Average Single Family Home - \$350,000 value



\*Assumes estimated interest rates and fees; preliminary and subject to change.



| TA Recommended Funding and Capital Outlay Committee Recommendations |  |       |    | TOWN OF HARWICH CAPITAL BUDGET REQUEST SUMMARY (FY 19 TO 25) |                  |            |             |            |            |            |            | Original 9/22/2017 |            | Revision #: 11/29/2017 |                                  |
|---|--|-------|----|--|------------------|------------|-------------|------------|------------|------------|------------|--------------------|------------|------------------------|----------------------------------|
| Department  | Project  | ATM # | P  | Funding Source   | BOS/CPC Approved | TA Rec     | COC Rec     | FY 19      | FY 20      | FY 21      | FY 22      | FY 23              | FY 24      | FY 25                  | Notes                            |
| ADMINISTRATION  |  |       |    |  |                  |            |             |            |            |            |            |                    |            |                        |                                  |
| Admin   | Harwich Center Initiative - Streetscape Only                               |       | 1B |  |                  |            |             |            | \$ 50,000  | \$ 500,000 |            |                    |            |                        | Potential TIP Funds              |
| Admin   | Albro House - Status Assessment  |       | 1A | CPC - Historic   |                  | \$ 2,500   | Under \$50K | \$ 2,500   |            |            |            |                    |            |                        | CPC - Historic (Housing?)        |
| Admin   | Walkway Reconstruction Rte 28 SAQ to Harwichport                           |       | 3B | FC   |                  | \$ 250,000 | \$ 250,000  | \$ 250,000 |            |            |            |                    |            |                        | Town or MassDOT                  |
| Admin   | Walkway Reconstruction Bank Street Center to Rte 28                        |       | 2B |  |                  |            | \$ -        |            | \$ 231,000 |            |            |                    |            |                        |                                  |
| Admin   | Demolition of Former West Harwich School on Bells Neck                     |       | 2B | FC   |                  | \$ -       | Under \$50K | \$ 30,000  | \$ -       | \$ -       |            |                    |            |                        | Keep land Gen. Mun. Use          |
| Admin   | Two Year Plan in Place for Reuse of Middle School Building on Sisson       |       | 1B |  |                  |            |             |            |            | \$ 50,000  |            |                    |            |                        | Placeholder ONLY                 |
| ADMIN SUB-TOTAL   |  |       |    |  |                  | \$ 252,500 | \$ 250,000  | \$ 282,500 | \$ 281,000 | \$ 550,000 | \$ -       | \$ -               | \$ -       | \$ -                   |                                  |
| CEMETERY  |  |       |    |  |                  |            |             |            |            |            |            |                    |            |                        |                                  |
| Cemetery  | Mount Pleasant Cemetery Gravestone Conservation                            |       | 1A | CPC - Historic   |                  | \$ 47,000  | Under \$50K | \$ 47,000  |            |            |            |                    |            |                        | CPC - Historic                   |
| Cemetery  | Pet Crematory  |       | 1A | Cemetery Rev.  |                  | \$ 486,000 | \$ 486,000  | \$ 486,000 |            |            |            |                    |            |                        | \$345KSteel Building \$141K Cont |
| Cemetery  | BLP 500 M2 Animal Cremation Retort (Cremation Device)                      |       | 1A | Cemetery Rev.  |                  | \$ 91,950  | \$ 91,950   | \$ 91,950  |            |            |            |                    |            |                        | New Revenue to Offset Costs      |
| Cemetery SUB-TOTAL  |  |       |    |  |                  | \$ 624,950 | \$ 577,950  | \$ 624,950 | \$ -       | \$ -       | \$ -       | \$ -               | \$ -       | \$ -                   |                                  |
| COMMUNITY CENTER  |  |       |    |  |                  |            |             |            |            |            |            |                    |            |                        |                                  |
| Community Center  | Computer Replacement Entire Building                                       |       | 1A | OB   |                  | \$ 15,600  | Under \$50K | \$ 15,600  |            |            |            |                    |            |                        |                                  |
| Community Center  | Roof Replacement- (See Facility Maintenance)                               |       | 1B |  |                  |            |             |            |            |            | \$ -       | \$ -               | \$ -       |                        |                                  |
| Community Center  | Generator Replacement (See Facility Maintenance)                           |       | 1A |  |                  |            |             |            |            |            | \$ -       | \$ -               | \$ -       | \$ -                   |                                  |
| Community Center  | Basement Constructions of Public Records Storage                           |       | 1B | CPC-Historic   |                  | \$ 62,028  | \$ 62,028   | \$ 62,028  |            |            |            |                    |            |                        | CPC - Historic                   |
| COMMUNITY CENTER SUB-TOTAL  |  |       |    |  |                  | \$ 77,628  | \$ 62,028   | \$ 77,628  | \$ -       | \$ -       | \$ -       | \$ -               | \$ -       | \$ -                   |                                  |
| CONSERVATION  |  |       |    |  |                  |            |             |            |            |            |            |                    |            |                        |                                  |
| Conservation  | Harwich Artificial Reef (Additional Project)                               |       | 1B |  |                  |            |             | \$ -       |            |            | \$ 250,000 | \$ -               |            |                        |                                  |
| Conservation  | Preservation of the Judah Eldredge Property                                |       | 1A | CPC - OS   |                  | \$ 319,000 | \$ 319,000  | \$ 369,000 |            |            |            |                    |            |                        | CPC-Open Space                   |
|   | Preservation of the Judah Eldredge Property                                |       |    | FC   |                  | \$ 50,000  | \$ 50,000   |            |            |            |            |                    |            |                        | (COC Approves Pending CPC)       |
| Conservation/REOS   | Eldridge/Cornelius Pond Property - Conservation Restriction over 15 Acres  |       |    | CPC - OS   |                  | \$ 25,000  | \$ 25,000   | \$ 200,000 |            |            |            |                    |            |                        | CPC-Open Space (HCT \$850K)      |
|   | Eldridge/Cornelius Pond Property - Conservation Restriction over 15 Acres  |       |    | CPC-UN/Rec   |                  | \$ 175,000 | \$ 175,000  |            |            |            |            |                    |            |                        |                                  |
| Conservation  | Shore Stabilization/Jetty Extension Red River Beach                        |       | 1B |  |                  |            |             |            | \$ 100,000 | \$ -       |            |                    |            |                        |                                  |
| CONSERVATION SUB-TOTAL  |  |       |    |  |                  | \$0        | \$ 569,000  | \$ 569,000 | \$ 100,000 | \$ -       | \$ 250,000 | \$ -               | \$ -       | \$ -                   |                                  |
| ENGINEERING   |  |       |    |  |                  |            |             |            |            |            |            |                    |            |                        |                                  |
| Engineering   | MS4 Municipal Surface Drainage Plan and Improvements                       |       |    | OB   |                  | \$ 25,000  | Under 50K   | \$ 25,000  |            | \$ 250,000 |            |                    |            |                        | FY 21 Very Preliminary           |
| Engineering   | Pleasant Lake Avenue Crossing Lights                                       |       |    | CPC-UN/Rec   |                  | \$ 27,000  | Under 50K   | \$ 27,000  |            |            |            |                    |            |                        | CPC - Recreation                 |
| ENGINEERING SUB-TOTAL   |  |       |    |  |                  | \$ 52,000  | \$ -        | \$ 52,000  | \$ -       | \$ 250,000 | \$ -       | \$ -               | \$ -       | \$ -                   |                                  |
| Facility Main.-DPW  |  |       |    |  |                  |            |             |            |            |            |            |                    |            |                        |                                  |
| Facility Main.-DPW  | Community Center HVAC Controls (Included below)                            |       | 1  |  |                  |            |             |            | \$ -       |            |            |                    |            |                        |                                  |
| Facility Main.-DPW  | Update and Replace the Town's Energy Management System for HVAC (All)      |       | 1A | FC   |                  | \$ 140,000 | \$ 140,000  | \$ 140,000 |            |            |            |                    |            |                        |                                  |
| Facility Main.-DPW  | Library Preservation (Supplemental Appropriation for Exterior of Building) |       | 1A | CPC - Historic   |                  | \$ 300,000 | \$ 300,000  | \$ 300,000 |            |            |            |                    |            |                        | CPC - Historic                   |
|   | Library Preservation (Supplemental Appropriation for Exterior of Building) |       |    |  |                  | \$ -       |             |            |            |            |            |                    |            |                        | Based upon Bids Received         |
|   | Budgetary Transfer from Existing Appropriation                             |       |    | RPA  |                  |            |             |            |            |            |            |                    |            |                        |                                  |
|   | Additional Appropriation   |       |    | FC   |                  | \$ -       |             |            |            |            |            |                    |            |                        |                                  |
| Facility Main.-DPW  | Carpet - (Community Center and Town Hall)                                  |       | 1B | FC   |                  | \$ 130,000 | \$ 130,000  | \$ 130,000 |            |            |            |                    |            |                        |                                  |
| Facility Main.-DPW  | Highway Barn Metal Roof- Insulation  |       | 1B |  |                  |            |             |            | \$ 230,500 |            |            |                    |            |                        |                                  |
| Facility Main.-DPW  | Facility Maintenance Workshop Facility                                     |       | 1B |  |                  |            |             |            | \$ 250,000 |            |            |                    |            |                        | Treasure Chest Could be used     |
| Facility Main.-DPW  | Brooks Library Roof  |       | 1B |  |                  |            |             |            |            | \$ 135,000 |            |                    |            |                        |                                  |
| Facility Main.-DPW  | Record Storage in Community Center (See Community Center)                  |       | 1B |  |                  |            |             |            |            |            |            |                    |            |                        |                                  |
| Facility Main.-DPW  | Community Center Generator   |       | 1B |  |                  |            |             |            |            |            | \$ 99,000  |                    |            |                        |                                  |
| Facility Main.-DPW  | Community Center Fence   |       | 1B |  |                  |            |             |            |            |            | \$ 52,000  |                    |            |                        |                                  |
| Facility Main.-DPW  | Community Center Condensing Units  |       | 1B |  |                  |            |             |            |            |            |            | \$ 275,000         |            |                        |                                  |
| Facility Main.-DPW  | Community Center Roof  |       | 1B |  |                  |            |             |            |            |            |            |                    | \$ 240,000 |                        |                                  |
| Facility Main.-DPW  | Library Boiler Replacement   |       | 1B |  |                  |            |             |            |            |            |            |                    |            | \$ 120,000             |                                  |
| Facility Main.-DPW  | Community Center Boiler  |       | 1B |  |                  |            |             |            |            |            |            |                    |            | \$ 120,000             |                                  |
| Facility Main.-DPW  | Albro/Brooks Academy Boilers   |       | 1B | FC   |                  | \$ 40,000  | Under \$50K | \$ 40,000  |            |            |            |                    |            |                        |                                  |
| FACILITY MAINTENANCE SUB-TOTAL                                      |  |       |    |  |                  | \$ 610,000 | \$ 570,000  | \$ 610,000 | \$ 480,500 | \$ 135,000 | \$ 151,000 | \$ 275,000         | \$ 240,000 | \$ 240,000             |                                  |
|   |  |       |    |  |                  |            |             |            |            |            |            |                    |            |                        |                                  |



| Department                         | Project  | P   | Funding Source | BOS/CPC Approved | TA Rec       | COC Rec      | FY 19        | FY 20      | FY 21      | FY 22        | FY 23        | FY 24      | FY 25      | Notes                         |
|------------------------------------|--|-----|----------------|------------------|--------------|--------------|--------------|------------|------------|--------------|--------------|------------|------------|-------------------------------|
| <b>FIRE</b>                        |  |     |                |                  |              |              |              |            |            |              |              |            |            |                               |
| Fire                               | Police and Fire Radio System (Phase Implementation of Units)               | 1   |                |                  | \$ -         | \$ -         | \$ -         | \$ 200,000 | \$ 200,000 | \$ 200,000   | \$ 200,000   | \$ 200,000 | \$ -       |                               |
| Fire                               | Phase Two - Townwide Radio System  |     | FC             |                  | \$ 100,000   | \$ 100,000   | \$ 100,000   | \$ 100,000 |            |              |              |            |            |                               |
| Fire                               | Deputy Chief Vehicle Replacement   |     | FC             |                  | \$ -         | Under \$50K  | \$ 48,000    |            |            |              |              |            |            |                               |
| Fire                               | Air Pack Replacement Program - (Town Funded Portion)                       |     | FC             |                  | \$ 15,000    | \$ 15,000    | \$ 15,000    |            |            |              |              |            |            |                               |
| Fire                               | Air Pack Replacement Program - (Federal/State Grant Funded Portion)        |     | Grants         |                  | \$ 285,000   | \$ 285,000   | \$ 285,000   |            |            |              |              |            |            |                               |
| Fire                               | Ambulance Replacement Program  | 1   | FC             |                  | \$ 340,000   | \$ 340,000   | \$ 340,000   |            | \$ 357,500 |              | \$ 375,375   |            | \$ 394,145 |                               |
| Fire                               | Pumper Truck Replacement Scheduled   | 1   |                |                  |              |              |              | \$ 600,000 | \$ -       |              |              |            |            |                               |
| Fire                               | Ladder Truck Replacement   | 1   |                |                  |              |              |              |            |            | \$ 1,350,000 | \$ -         | \$ -       |            |                               |
| Fire                               | Station 2 Building Upgrade (Construction)                                  | 1B  | DE             |                  | \$ 6,050,000 | \$ 6,050,000 | \$ 5,800,000 |            |            | \$ -         |              |            |            |                               |
| <b>FIRE SUB-TOTAL</b>              |  |     |                |                  | \$ 6,790,000 | \$ 6,790,000 | \$ 6,588,000 | \$ 900,000 | \$ 557,500 | \$ 1,550,000 | \$ 575,375   | \$ 200,000 | \$ 394,145 |                               |
| <b>GOLF</b>                        |  |     |                |                  |              |              |              |            |            |              |              |            |            |                               |
| Golf                               | Landscape Reclamation and Major Tree Removal                               | 1   | Golf Fees      |                  | \$ 35,000    | Under \$50K  | \$ 35,000    | \$ 35,000  | \$ -       |              |              |            |            |                               |
| Golf                               | Landscape and Hardscape & Operational/Safety Projects in Traffic Config.   | 1   | Golf Fees      |                  | \$ 50,000    | \$ 50,000    | \$ 50,000    |            |            |              |              |            |            |                               |
| Golf                               | Build New Cart Path (Hole #12, FY 19; #10 FY20, #6 FY 20 (\$24K) #1 FY 21) | 1   | Golf Fees      |                  | \$ 24,000    | Under \$50K  | \$ 24,000    | \$ 74,000  | \$ 10,000  |              |              |            |            |                               |
| Golf                               | Improvements to Net at Driving Range                                       | 1   | Golf Fees      |                  |              |              |              |            | \$ 28,000  | \$ 30,000    |              |            |            |                               |
| Golf                               | New Tee Box Improvements (#11 in FY 20),                                   | 1   | Golf Fees      |                  |              |              |              | \$ 24,000  |            |              |              |            |            |                               |
| Golf                               | Golf Course Irrigation Update and System Rebuild                           | 1   | Golf Fees      |                  | \$ -         |              | \$ -         | \$ 50,000  | \$ 50,000  | \$ 50,000    | \$ 50,000    | \$ 50,000  |            |                               |
| <b>GOLF SUB-TOTAL</b>              |  |     |                |                  | \$ 109,000   | \$ 50,000    | \$ 109,000   | \$ 183,000 | \$ 88,000  | \$ 80,000    | \$ 50,000    | \$ 50,000  | \$ -       |                               |
| <b>HARBORMASTER</b>                |  |     |                |                  |              |              |              |            |            |              |              |            |            |                               |
| Harbormaster                       | Supplement Saquatucket Harbor Landside Renovations and Improvements        | 1A  | RPA            |                  | \$ 90,000    | \$ -         | \$ 650,000   | \$ -       | \$ -       | \$ -         |              |            |            | Garage Component Bid Separate |
|                                    | CPC Grant related to SAQ Supplement (\$250K ADA Boardwalk)                 | T3R | CPC-UN/Rec     |                  | \$ -         | \$ -         | \$ 250,000   |            | \$ -       |              |              |            |            | CPC- Rec (Supplemental Grant) |
|                                    | ADA Grant related to SAQ Supplement (State Grant \$250K Due by Nov 1)      |     | Grants         |                  |              |              |              |            |            |              |              |            |            |                               |
|                                    | Seaport Grant for Landside (Requested \$1.0 m decision Pending Jan 2018)   |     | Grants         |                  |              |              |              |            |            |              |              |            |            |                               |
| Harbormaster                       | Wixon Dock Landside Improvements   | 1B  |                |                  | \$ -         | \$ -         | \$ -         | \$ 50,000  |            | \$ -         |              |            |            |                               |
| Harbormaster                       | Herring River Ramp Replacement   | 1A  |                |                  |              |              |              | \$ 200,000 | \$ -       |              |              |            |            |                               |
| Harbormaster                       | Allen Harbor Jetty Reconstruction Study and Construction                   | 1A  |                |                  |              |              | \$ 56,000    |            |            | \$ 2,000,000 |              |            |            |                               |
| Harbormaster                       | SAQ Harbor North & East Bulkhead (Offloading Area) Reconstruction          | 1A  |                |                  |              |              |              |            |            | \$ 1,000,000 |              |            |            |                               |
| Harbormaster                       | Wychmere Outer Harbor Dredging   | 1B  |                |                  |              |              |              |            | \$ -       | \$ -         | \$ 500,000   |            |            |                               |
| Harbormaster                       | Study - Wychmere Outer Harbor Jetty  | 2C  |                |                  |              |              |              |            | \$ -       |              |              | \$ 75,000  |            |                               |
| <b>HARBORMASTER SUB-TOTAL</b>      |  |     |                | 0                | \$ 90,000    | \$ -         | \$ 956,000   | \$ 50,000  | \$ 200,000 | \$ 2,000,000 | \$ 1,000,000 | \$ 500,000 | \$ 75,000  |                               |
| <b>LIBRARY</b>                     |  |     |                |                  |              |              |              |            |            |              |              |            |            |                               |
| Library                            | Library Interior Modifications/Renovations                                 | A   |                |                  | \$ -         | \$ -         | \$ -         | \$ -       | \$ 100,000 |              |              |            |            |                               |
| Library                            | Supplemental Library Exterior Preservation(See Facility Maintenance)       | 1A  | CPC - Historic |                  | \$ -         | \$ -         | \$ -         |            | \$ -       |              |              |            |            | CPC - Historic                |
|                                    | Supplemental Library Exterior Preservation (Funding Only)                  |     | RPA            |                  |              |              |              |            |            |              |              |            |            |                               |
| Library                            | Library Preservation and Digitization of Harwich Oracle Newspaper          | A   | CPC - Historic |                  | \$ 10,340    | Under \$50K  | \$ 10,340    | \$ -       |            | \$ -         |              |            |            | CPC - Historic                |
| <b>LIBRARY SUB-TOTAL</b>           |  |     |                |                  | \$ 10,340    | \$ -         | \$ 10,340    | \$ -       | \$ 100,000 | \$ -         | \$ -         | \$ -       | \$ -       |                               |
| <b>NATURAL RESOURCES</b>           |  |     |                |                  |              |              |              |            |            |              |              |            |            |                               |
| Natural Resources                  | Hinckley's Pond Restoration and Public Access Area off of Route 124 (Pond) | 1A  | CPC-OS/Un.     |                  | \$ 450,000   | \$ 450,000   | \$ 600,000   |            |            |              |              |            |            | CPC-OS                        |
|                                    | Hinckley's Pond Restoration and Public Access Area off of Route 124 (Pond) |     | FC             |                  | \$ 150,000   | \$ 150,000   |              |            |            |              |              |            |            |                               |
|                                    | Hinckley's Pond Restoration and Public Access Area off of Route 124 (Rec)  |     | CPC-UN/Rec     |                  | \$ 75,000    | \$ 75,000    | \$ 75,000    |            |            |              |              |            |            | CPC- Rec.                     |
| Natural Resources                  | Ford F-150 for Natural Resources Dept                                      | 1   | FC             |                  |              | Under \$50K  | \$ 29,103    |            |            |              |              |            |            |                               |
| <b>NATURAL RESOURCES SUB-TOTAL</b> |  |     |                |                  | \$ 675,000   | \$ 675,000   | \$ 704,103   | \$ -       | \$ -       | \$ -         | \$ -         | \$ -       | \$ -       |                               |
| <b>PLANNING</b>                    |  |     |                |                  |              |              |              |            |            |              |              |            |            |                               |
| Planning                           | Housing Trust/PT Housing Coordinator                                       | 1   | CPC-Housing    |                  | \$ 295,000   | \$ 295,000   | \$ 500,000   | TBD        | TBD        | TBD          | TBD          | TBD        | TBD        | CPC-Housing                   |
| Planning                           | Local Comprehensive Plan Update  | 2   |                |                  | \$ -         | \$ -         |              | \$ 200,000 |            |              |              |            |            |                               |
| <b>PLANNING SUB-TOTAL</b>          |  |     |                |                  | \$ 295,000   | \$ 295,000   | \$ 500,000   | \$ 200,000 | \$ -       | \$ -         | \$ -         | \$ -       | \$ -       |                               |
| <b>POLICE</b>                      |  |     |                |                  |              |              |              |            |            |              |              |            |            |                               |
| Police                             | Taser Replacement (5 year Program - 3 years to Pay)                        |     | FC             |                  | \$ 36,000    | \$ 36,000    | \$ 36,000    | \$ 13,700  | \$ 14,400  |              | \$ -         | \$ 37,000  | \$ 15,000  |                               |
| Police                             | Replacement of Bullet Resistant Vests (Town Portion (Project 60%)          |     |                |                  |              | Under \$50K  | \$ -         |            |            |              | \$ 24,000    |            |            | Below Capital Threshold       |
|                                    | Replacement of Bullet Resistant Vests (Federal 40% State ? Has been 40%)   |     |                |                  |              |              |              |            |            |              | \$ 16,000    |            |            |                               |
| Police                             | Ballistic Helmets  |     |                |                  |              | Under \$50K  | \$ -         |            |            |              |              |            | \$ 20,000  | Below Capital Threshold       |
| Police                             | Digital Fingerprint Machine (Normal Replacement)                           |     |                |                  |              | Under \$50K  | \$ -         |            |            | \$ 30,000    |              |            |            | Below Capital Threshold       |
| Police                             | Electronic Sign Board  |     |                |                  |              | Under \$50K  | \$ -         |            |            |              |              | \$ 24,000  |            | Below Capital Threshold       |
| <b>POLICE SUB-TOTAL</b>            |  |     |                |                  | \$ 36,000    | \$ 36,000    | \$ 36,000    | \$ 13,700  | \$ 14,400  | \$ 30,000    | \$ 40,000    | \$ 61,000  | \$ 35,000  |                               |



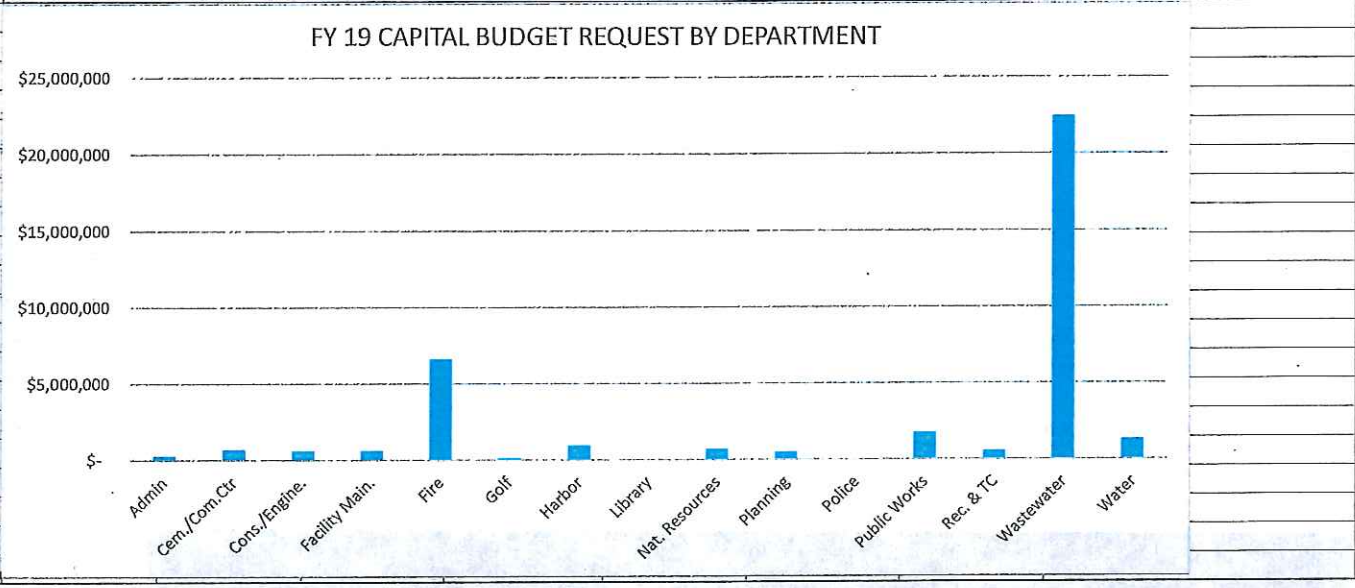
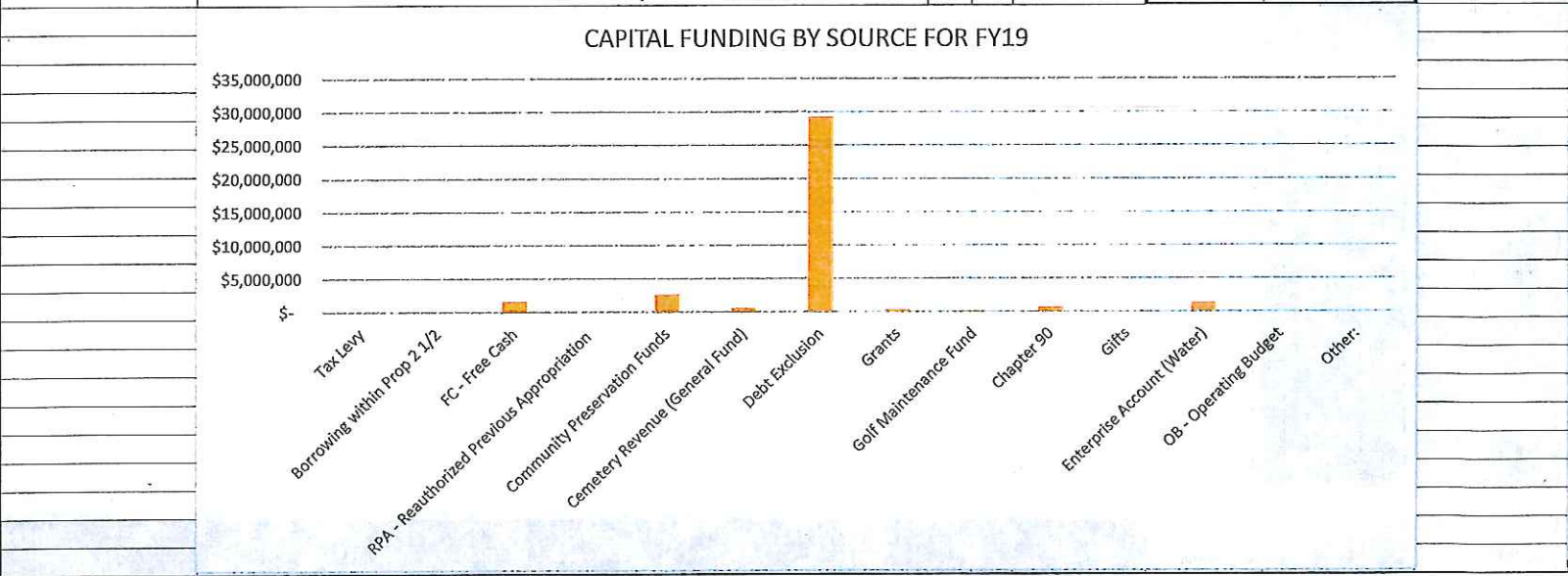
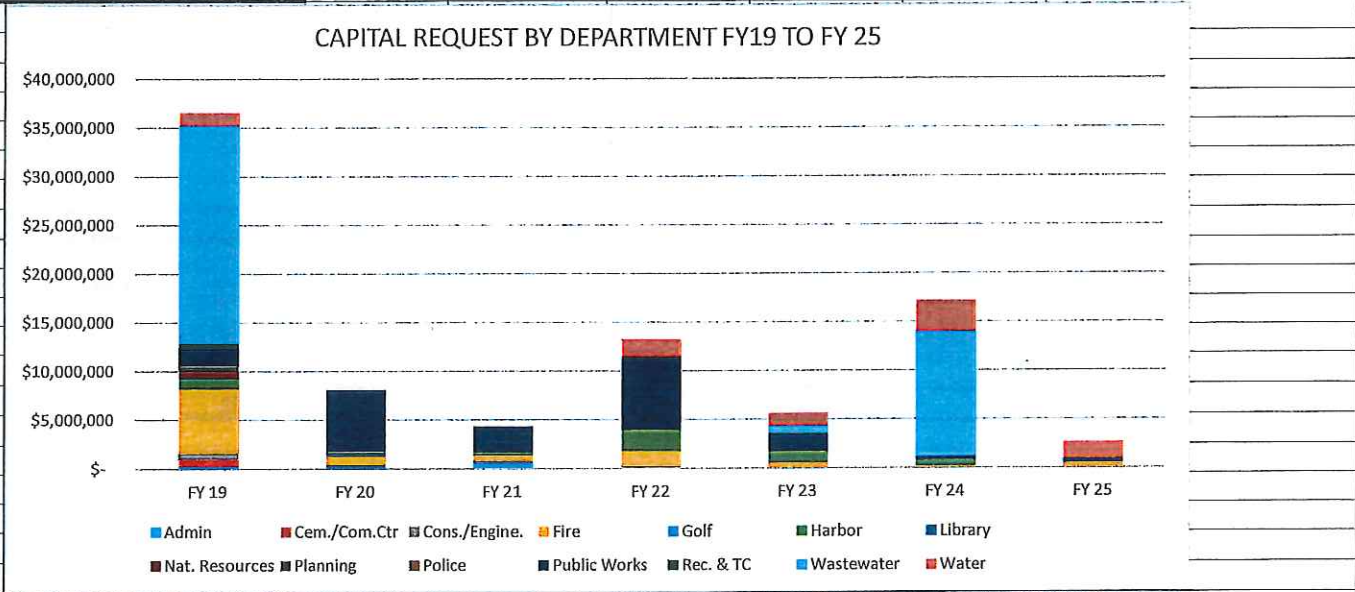
| Department                     | Project  | P  | Funding Source    | BOS/CPC Approved | TA Rec        | COC Rec       | FY 19                      | FY 20        | FY 21        | FY 22         | FY 23        | FY 24         | FY 25        | Notes                         |
|--------------------------------|--|----|-------------------|------------------|---------------|---------------|----------------------------|--------------|--------------|---------------|--------------|---------------|--------------|-------------------------------|
| <b>PUBLIC WORKS</b>            |  |    |                   |                  |               |               |                            |              |              |               |              |               |              |                               |
| Public Works                   | 5 Year Road Maintenance Plan   | 1B | DE                |                  | \$ 700,000    | \$ 700,000    | \$ 1,400,000               | \$ 1,405,210 | \$ 1,494,125 | \$ 1,396,072  | \$ 1,400,000 | TBD           | TBD          |                               |
|                                |  |    | Ch. 90            |                  | \$ 700,000    | \$ 700,000    |                            |              |              |               |              |               |              |                               |
| Public Works                   | West Harwich Route 28 Design(\$100K in FY 19 & Construction via Fed Funds) |    | Incl. in 5-Yr Pl. |                  | \$ -          |               | See Note                   |              |              | \$ 50,000     |              |               |              | Design Questions During Con.  |
|                                | West Harwich Route 28 Design(Construction via Fed Funds)                   |    | TIP Fed Grant     |                  |               |               |                            |              |              | \$ 5,600,000  |              |               |              |                               |
| Public Works                   | Lower County Road (Maintenance /Not Federal TIP Funds)                     | 1  | DE                |                  | \$ -          | \$ -          | \$ -                       | \$ 4,500,000 |              |               |              |               |              | Local Funding not TIP request |
| Public Works                   | Route 39/Pleasant Bay Road Roundabout (If Needed)                          | 1A |                   |                  |               | \$ -          | \$ -                       | \$ -         | \$ 600,000   |               |              |               |              | Delay because other actions   |
| Public Works                   | Highway Barn Metal Roof- Insulation (See Facility Maintenance)             | 1  |                   |                  |               |               |                            |              |              |               |              |               |              |                               |
| Public Works                   | Ford F-350 Dump Truck - Cemetery #18                                       | 1  | FC                |                  | \$ 80,000     | \$ 80,000     | \$ 80,000                  |              |              |               |              |               |              |                               |
| Public Works                   | Ford F-250 Pick Up - Highway #23   | 1  | FC                |                  | \$ 55,000     | \$ 55,000     | \$ 55,000                  |              |              |               |              |               |              |                               |
| Public Works                   | Ford F-350 Dump Truck - Park #16   | 1  | FC                |                  | \$ 80,000     | \$ 80,000     | \$ 80,000                  |              |              |               |              |               |              |                               |
| Public Works                   | Johnston Sweeper Body - Highway #30  | 2  | FC                |                  | \$ -          | \$ -          | \$ 125,000                 |              |              |               |              |               |              |                               |
| Public Works                   | Vehicle Listing (FY 18 to 24) Summary                                      | E1 |                   |                  |               |               | \$ -                       | \$ 365,000   | \$ 325,000   | \$ 320,000    | \$ 325,000   | \$ 320,000    | \$ 405,000   |                               |
| PUBLIC WORKS SUB-TOTAL         |  |    |                   |                  | \$ 1,615,000  | \$ 1,615,000  | \$ 1,740,000               | \$ 6,270,210 | \$ 2,419,125 | \$ 7,366,072  | \$ 1,725,000 | \$ 320,000    | \$ 405,000   |                               |
| <b>REC &amp; YOUTH</b>         |  |    |                   |                  |               |               |                            |              |              |               |              |               |              |                               |
| Rec & Youth                    | 2018 Ford Transit Passenger Wagon  | 1  | FC                |                  | \$ 35,000     | Under \$50K   | \$ 35,000                  | \$ -         |              |               |              |               |              |                               |
| Rec & Youth                    | Bank Street Beach parking Lot Paving /Overlay                              | 1B | FC                |                  | \$ 80,000     | \$ 80,000     | \$ 98,000                  | \$ -         | \$ -         |               |              |               |              |                               |
| Rec & Youth                    | Pleasant Road Beach Parking Lot Paving/Overlay                             | 1B |                   |                  |               |               |                            |              | \$ -         | \$ 112,000    |              | \$ -          |              |                               |
| Rec & Youth                    | Sand Pond Restrooms and Playground Improvements                            |    |                   |                  |               |               | \$ -                       |              |              |               |              | TBD           |              |                               |
| Rec & Youth                    | Whitehouse Field Scoreboard Replacement                                    |    | CPC-UN/Rec        |                  | \$ -          |               | \$ -                       | \$ 80,000    |              |               |              |               |              | CPC - Rec                     |
| Rec & Youth                    | Brooks Park Phase V - Comprehensive Light Plan                             | 1  | CPC-UN/Rec        |                  | \$ 333,500    |               | \$ 333,500                 | \$ -         |              |               |              |               |              | CPC - Rec                     |
| Rec & Youth                    | Red River Beach Restroom Renovations                                       | 1B |                   |                  |               |               |                            |              | \$ 125,000   | \$ -          |              |               |              |                               |
| Rec & Youth                    | Cahoon Road Beach Restroom   |    |                   |                  |               |               | \$ -                       |              |              |               | \$ 125,000   |               |              |                               |
| RECREATION AND YOUTH SUB-TOTAL |  |    |                   |                  | \$ 448,500    | \$ 80,000     | \$ 466,500                 | \$ 80,000    | \$ 125,000   | \$ 112,000    | \$ 125,000   | \$ -          | \$ -         |                               |
| <b>TOWN CLERK</b>              |  |    |                   |                  |               |               |                            |              |              |               |              |               |              |                               |
| Town Clerk                     | Records Retention - Contracting out Records Review and Reduction (TH)      | 1  | CPC - Historic    |                  | \$ 40,000     | Under \$50K   | \$ 40,000                  |              |              |               |              |               |              | CPC - Historic                |
|                                | Records Retention - Contracting out Records Review and Reduction (O)       |    | Other             |                  | \$ 40,000     |               | \$ 40,000                  |              |              |               |              |               |              |                               |
| Town Clerk                     | Voting Machines - Updates and Enhancements                                 | 1  |                   |                  |               | Under \$50K   |                            |              |              | \$ 32,500     |              |               |              |                               |
| TOWN CLERK SUB-TOTAL           |  |    |                   |                  | \$ 80,000     | \$ -          | \$ 80,000                  | \$ -         | \$ -         | \$ 32,500     | \$ -         | \$ -          | \$ -         |                               |
| <b>WASTEWATER</b>              |  |    |                   |                  |               |               |                            |              |              |               |              |               |              |                               |
| Wastewater                     | Tie-In Costs to Pipes and Pump Station to Chatham                          | 1A | DE*               |                  | \$ 2,150,000  | \$ 2,150,000  | \$ 2,150,000               | \$ -         | \$ -         |               |              |               |              |                               |
| Wastewater                     | CWMP Implementation Services   | 2  | OB                |                  | \$ 20,000     | Under \$50K   | \$ 20,000                  |              |              |               |              |               |              |                               |
| Wastewater                     | Pleasant Bay(South)Watershed Collection System Construction                | 1A | DE*               |                  | \$ 20,280,000 | \$ 20,280,000 | \$ 20,280,000              | \$ -         | \$ -         | \$ -          | \$ 800,000   | \$ 12,600,000 | \$ -         | North portion in FY 22/24     |
| Wastewater                     | Restoration of Hinckley's Pond (See under Natural Resources)               | 1B |                   |                  | \$ -          | \$ -          |                            | \$ -         | \$ -         |               |              |               |              |                               |
| Wastewater                     | Evaluate Phosphorus Issues in Seymour Pond & Action                        | 1C |                   |                  |               |               |                            |              |              |               | \$ 40,000    | \$ 260,000    | \$ -         |                               |
| WASTEWATER SUB-TOTAL           |  |    |                   |                  | \$ 22,450,000 | \$ 22,430,000 | \$ 22,450,000              | \$ -         | \$ -         | \$ -          | \$ 840,000   | \$ 12,860,000 | \$ -         |                               |
| <b>WATER</b>                   |  |    |                   |                  |               |               |                            |              |              |               |              |               |              |                               |
| Water                          | Lower County Road Project (Waterline Service Replacement Work)             | 1B | Water E.          |                  | \$ 1,018,700  | \$ 1,018,700  | \$ 1,018,700               |              |              |               |              |               |              | (Must be done before DPW)     |
| Water                          | New Water Source North Harwich Exploration and Development (D&C)           | 2B |                   |                  | \$ -          |               | \$ -                       | \$ -         |              | \$ 250,000    | \$ 3,000,000 |               |              |                               |
| Water                          | 2018 Ford Super Duty F-350 with Box (2 units in 2019)                      | 1  | Water E.          |                  | \$ 110,000    | \$ 110,000    | \$ 110,000                 |              |              |               |              |               |              |                               |
| Water                          | Wells and Pump Access Asphalt Management Plan                              | 3B | Water E.          |                  | \$ 175,000    | \$ 175,000    | \$ 175,000                 |              |              |               |              | \$ 175,000    |              |                               |
| Water                          | Pleasant Lake Avenue Tank Rehabilitation                                   | 1  |                   |                  |               |               |                            |              |              | \$ 1,500,000  | \$ -         |               | \$ 1,750,000 |                               |
| Water                          | Engineering for Asbestos Pipe Project                                      | 1  |                   |                  |               |               |                            |              |              | \$ 250,000    | \$ 1,000,000 | \$ -          |              |                               |
| Water                          | Construction/Renovation Asbestos Pipe Project                              | 1  |                   |                  |               |               |                            |              |              |               |              | TBD           |              |                               |
| Water                          | Vehicle Replacements ( Excavator FY18 and Equipment in FY 23)              | 1  |                   |                  | \$ -          |               | \$ -                       |              | \$ -         | \$ 75,000     |              |               |              |                               |
| WATER SUB-TOTAL                |  |    |                   |                  | \$ 1,303,700  | \$ 1,303,700  | \$ 1,303,700               | \$ -         | \$ -         | \$ 1,825,000  | \$ 1,250,000 | \$ 3,175,000  | \$ 1,750,000 |                               |
| GRAND TOTALS                   |  |    |                   |                  | \$ 36,088,618 | \$ 35,303,678 | \$ 37,159,721              | \$ 8,558,410 | \$ 4,439,025 | \$ 13,396,572 | \$ 5,880,375 | \$ 17,406,000 | \$ 2,899,145 | \$ 89,739,248                 |
|                                |  |    |                   |                  |               |               | Excludes Items under \$50K |              |              |               |              |               |              |                               |
| Non-Town/Private               | CPC Applications   |    |                   |                  |               |               |                            |              |              |               |              |               |              |                               |
| CDP                            | Community Development partnership - Cape Housing Institute                 |    | CPC - Housing     |                  | \$ 10,000     |               | \$ 10,000                  |              |              |               |              |               |              | CPC - Housing                 |
| Habitat of Cape Cod            | 93 & 97 Main Street Route 28 (6 homes subsidy X \$50K each)                |    | CPC - Housing     |                  | \$ 300,000    |               | \$ 300,000                 |              |              |               |              |               |              | CPC - Housing                 |
| Harwich Housing A.             | Buy Down Purchase Program  |    | CPC - Housing     |                  | \$ 135,000    |               | \$ 400,000                 |              |              |               |              |               |              | CPC - Housing                 |
| GRAND TOTAL INCLUDING Non-Town |  |    |                   |                  | \$ 36,533,618 |               |                            |              |              |               |              |               |              |                               |
| Non-Town/Private               | TOTAL CPC Requests   |    |                   |                  |               |               | \$ 710,000                 | \$ -         | \$ -         | \$ -          | \$ -         | \$ -          | \$ -         |                               |



| Department      | Project                                   | P | Funding Source | BOS/CPC Approved | TA Rec        |                | FY 19         | FY 20        | FY 21        | FY 22         | FY 23        | FY 24         | FY 25        | Notes                   |
|-----------------|---|---|----------------|------------------|---------------|----------------|---------------|--------------|--------------|---------------|--------------|---------------|--------------|-------------------------|
| Funding Summary |   |   |                |                  |               | DEPTS          | FY 19         | FY 20        | FY 21        | FY 22         | FY 23        | FY 24         | FY 25        |                         |
|                 | Tax Levy                                  |   |                |                  | \$ -          | Admin          | \$ 282,500    | \$ 281,000   | \$ 550,000   | \$ -          | \$ -         | \$ -          | \$ -         |                         |
|                 | Borrowing within Prop 2 1/2               |   |                |                  | \$ -          | Cem./Com.Ctr   | \$ 702,578    | \$ -         | \$ -         | \$ -          | \$ -         | \$ -          | \$ -         |                         |
|                 | FC - Free Cash                            |   |                |                  | \$ 1,581,000  | Cons./Engine.  | \$ 621,000    | \$ 100,000   | \$ 250,000   | \$ 250,000    | \$ -         | \$ -          | \$ -         |                         |
|                 | RPA - Reauthorized Previous Appropriation |   |                |                  | \$ 90,000     | Facility Main. | \$ 610,000    | \$ 480,500   | \$ 135,000   | \$ 151,000    | \$ 275,000   | \$ 240,000    | \$ 240,000   |                         |
|                 | Community Preservation Funds              |   |                |                  | \$ 2,606,368  | Fire           | \$ 6,588,000  | \$ 900,000   | \$ 557,500   | \$ 1,550,000  | \$ 575,375   | \$ 200,000    | \$ 394,145   |                         |
|                 | Cemetery Revenue (General Fund)           |   |                |                  | \$ 577,950    | Golf           | \$ 109,000    | \$ 183,000   | \$ 88,000    | \$ 80,000     | \$ 50,000    | \$ 50,000     | \$ -         |                         |
|                 | Debt Exclusion                            |   |                |                  | \$ 29,180,000 | Harbor         | \$ 956,000    | \$ 50,000    | \$ 200,000   | \$ 2,000,000  | \$ 1,000,000 | \$ 500,000    | \$ 75,000    |                         |
|                 | Grants                                    |   |                |                  | \$ 285,000    | Library        | \$ 10,340     | \$ -         | \$ 100,000   | \$ -          | \$ -         | \$ -          | \$ -         |                         |
|                 | Golf Maintenance Fund                     |   |                |                  | \$ 109,000    | Nat. Resources | \$ 704,103    | \$ -         | \$ -         | \$ -          | \$ -         | \$ -          | \$ -         |                         |
|                 | Chapter 90                                |   |                |                  | \$ 700,000    | Planning       | \$ 500,000    | \$ 200,000   | \$ -         | \$ -          | \$ -         | \$ -          | \$ -         |                         |
|                 | Gifts                                     |   |                |                  | \$ -          | Police         | \$ 36,000     | \$ 13,700    | \$ 14,400    | \$ 30,000     | \$ 40,000    | \$ 61,000     | \$ 35,000    |                         |
|                 | Enterprise Account (Water)                |   |                |                  | \$ 1,303,700  | Public Works   | \$ 1,740,000  | \$ 6,270,210 | \$ 2,419,125 | \$ 7,366,072  | \$ 1,725,000 | \$ 320,000    | \$ 405,000   |                         |
|                 | OB - Operating Budget                     |   |                |                  | \$ 60,600     | Rec. & TC      | \$ 546,500    | \$ 80,000    | \$ 125,000   | \$ 144,500    | \$ 125,000   | \$ -          | \$ -         |                         |
|                 | Other:                                    |   |                |                  | \$ 40,000     | Wastewater     | \$ 22,450,000 | \$ -         | \$ -         | \$ -          | \$ 840,000   | \$ 12,860,000 | \$ -         |                         |
|                 | Confirmation Total                        |   |                |                  | \$ 36,533,618 | Water          | \$ 1,303,700  | \$ -         | \$ -         | \$ 1,825,000  | \$ 1,250,000 | \$ 3,175,000  | \$ 1,750,000 | GRAND TOTAL SEVEN YEARS |
|                 |   |   |                |                  | \$ -          | TOTAL          | \$ 37,159,721 | \$ 8,558,410 | \$ 4,439,025 | \$ 13,396,572 | \$ 5,880,375 | \$ 17,406,000 | \$ 2,899,145 | \$ 89,739,248           |

\* NOTE: THE WASTEWATER DEBT EXCLUSION IS A FULL AUTHORIZATION OF \$22.43 MILLION VOTE  
THE IMA WITH CHATHAM, COLD BROOK PROJECT AND DESIGN OF THE SYSTEM WERE INCLUDED IN FY 18  
THE FY 19 APPROPRIATION IS TO CONSTRUCT THE PHASE TWO SYSTEM IN THE SOUTHERN AREA OF PLEASANT BAY WATERSHED.

|                                      |  |              |                                    |
|--------------------------------------|--|--------------|------------------------------------|
| FREE CASH                            | Available Free Cash  | \$ 3,576,156 | Community Preservation             |
| Capital Budget Items                 |  | \$ 1,581,000 | Available (10/24/17*)              |
| Monomoy Capital Assessment           |  | \$ 225,000   | UND./Rec. \$ 1,083,854             |
| Snow and Ice                         |  | \$ 500,000   | Open Sp. \$ 346,387                |
| OPEB                                 |  | \$ 250,000   | Historic \$ 561,214                |
| Cultural Center Operations Subsidy   |  | \$ 125,000   | Housing \$ 741,353                 |
| Stabilization                        |  | \$ 800,000   | TOTAL \$ 2,732,809                 |
| Chamber of Commerce                  |  | \$ 25,000    | REQUEST TOTALS                     |
| Libraries                            |  | \$ 20,000    | UND./Rec. \$ 685,500               |
| Cultural Council                     |  | \$ 3,000     | Open Sp. \$ 1,169,000              |
| Operating Budget Small Capital Items |  | \$ 25,000    | Historic \$ 461,868                |
| Prior Years Unpaid Bills             |  | \$ 20,000    | Housing \$ 1,210,000               |
| Available Balance                    |  | \$ 2,156     | TOTAL \$ 3,526,368                 |
| TOTAL ALLOCATED                      |  | \$ 3,574,000 | Funding Admin.Rec. Variant by Cat. |
|                                      |  |              | UND./Rec. \$ 1,060,500 \$ 23,354   |
|                                      |  |              | Open Sp. \$ 344,000 \$ 2,387       |
|                                      | CPC Variant from Requests to Available Funding                                 | \$ (793,559) | Historic \$ 461,868 \$ 99,346      |
|                                      | CPC Variant from Town Administrator Suggested Allocation                       | \$ 126,441   | Housing \$ 740,000 \$ 1,353        |
|                                      | *Available Revenue includes FY 2018 and Partial Fy 18 Collection and Turnbacks |              | TOTAL \$ 2,606,368                 |







## Memo



**TO:** Board of Selectmen  
**FROM:** Aly Sabatino, Town Planner *AS*  
**RE:** Remote Participation – Dave Harris  
**DATE:** December 5, 2017

---

In accordance with the Board of Selectmen's policy, we request your approval for remote participation beyond an initial three (3) meetings for Planning Board member Dave Harris.

Mr. Harris will be participating remotely beginning in January 2018 through to the first half of May 2018.

This arrangement continues to work well for our Planning Board winter meetings.

## TOWN OF HARWICH PROCEDURE FOR REMOTE PARTICIPATION

Remote Meeting Participation is authorized by amended Open Meeting Law regulation and is available to all municipal Boards, Committees and Commissions in accordance with the Attorney General's CMR 29.10 issued on November 11, 2011 (see attached) and approved by a vote of the Board of Selectmen on December 12, 2011. The Board of Selectmen on January 9, 2012 further adopted these local procedures for remote participation so long as a quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location.

- 1) The Town of Harwich will allow remote participation by audio and/or video communication.
- 2) A member of a Board, Committee or Commission who cannot attend a meeting for one or more of the five permissible reasons, must notify the chair/ acting chair that they qualify for and wish to participate remotely, or acting chair if the chair is seeking remote participation, and the chair /acting chair shall notify the Information Technology Director for set up of the tele-conference equipment in a meeting room at least 24 hours prior to the scheduled meeting based on the availability of equipment. (A cell phone with speaker phone or skype audio or video is an acceptable alternative technology but must be clearly audible to one another). When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.
- 3) Chair or Acting Chair shall identify for the record any or all remote participants at the start of the meeting.
- 4) To assure accurate votes taken during the meeting, the Chair shall specifically ask for the remote participant's vote.
- 5) The meeting minutes shall reflect the member who participated by remote access.
- 6) Members are allowed to participate remotely up to three times per calendar year. If circumstances warrant an extension longer than three remote participations per year, the Board of Selectmen must vote to grant such extension.
- 7) Remote participation shall be limited to two (2) members at any meeting.
- 8) Cost of remote participation shall be borne by the remotely participating member.

The five permissible reasons allowed for remote participation are:

- 1) Personal illness;
- 2) Personal disability;
- 3) Emergency;
- 4) Military service; or
- 5) Geographic distance

Adopted at a Public Meeting of the Board of Selectmen on January 9, 2012.  
Amended May 23, 2016

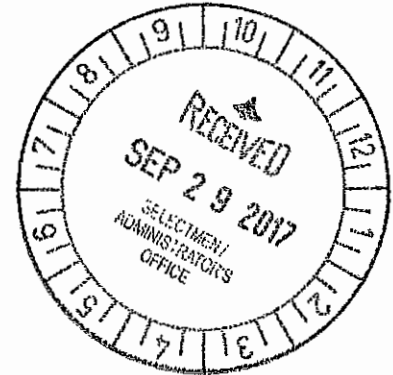
TOWN OF HARWICH- COMMUNITY PRESERVATION COMMITTEE  
2017 CPA PROJECT FUNDING REQUEST APPLICATION  
FISCAL YEAR 2017-2018

**APPLICANT INFORMATION**

Applicant/Organization: Town of Harwich  
Submission Date: 9/21/17

Address: 732 Main Street Harwich, MA 02645  
Phone: 508-430-7511  
Email Address: [asabatino@town.harwich.ma.us](mailto:asabatino@town.harwich.ma.us)

Project Manager: Aly Sabatino, Town Planner  
Phone: 508-430-7511  
Email Address: [asabatino@town.harwich.ma.us](mailto:asabatino@town.harwich.ma.us)



Town Committee or Board (if applicable): N/A but please see the Boards and Committees that have voted to support the application (page 4)

Second Contact Person: Christopher Clark, Town Administrator

**Project Information**

**Project Title:** Harwich Affordable Housing Trust Fund/ Part Time Housing Coordinator

**Project Amount Requested:** \$500,000.00

**Project Description:**

A priority goal for the Town of Harwich is to create, support and preserve safe and decent housing affordable to our residents, while maintaining the quality of life for all residents.

The 2010 Census shows that families continue to leave the Cape. The cost of housing is a major factor causing this exodus. While house prices declined somewhat since the recession, the market has been rebounding and values are approaching pre-recession levels, out of reach for many year-round residents.

The Affordable Housing Trust allowed under MGL Chapter 44, Section 55 C (attached Exhibit A) would expedite the Town's ability to partner with private developers and convert existing housing to affordable housing. The purpose of the Trust is to provide a public benefit and a suitable living environment by increasing the access to and availability of safe and decent affordable housing to Harwich residents, while maintaining quality of life for all. Additionally, the Trust will provide for the creation and preservation of affordable housing in municipalities for the benefit of low and moderate-income households. Yarmouth, Norwell, Lincoln, Dartmouth, Cambridge, Upton, Sudbury, Georgetown and Scituate are some examples of successful Affordable Housing Trusts funded by CPA.

A key part in establishing the Trust and one of the most effective ways our community can jump-start a housing effort is to fund the hiring of a part time Housing Coordinator (attached Exhibit B). Funding is allowed under the "support" verb on the CPA allowable uses chart. The Housing Coordinator would support services for housing-related programs, projects, and affordable housing initiatives. Yarmouth, Dennis, Brewster and Provincetown Town are some successful examples of Affordable Housing Coordinators on the Cape. Additionally, the Town is hoping to partner with Chatham, Brewster and Orleans to share a full-time housing coordinator. If we do partner, the requested amount of \$30,000.00 would be our share for the position.

**How the trust is set up:**

Appointments- As authorized by Chapter 44, Section 55C, the Board of Selectmen shall appoint 5 Trustees, one of whom shall be the Harwich Town Administrator who shall act as Chairman and shall have a vote. The remaining 4 Trustees shall be appointed for two year staggered terms.

Duties and Responsibilities- The Trust shall have the authority as outlined in MGL Chapter 44, Section 55C:

1. Accepts real property, personal property and other contributions;
2. Purchases real or personal property;
3. Sells, leases, exchanges, transfers or conveys property; or
4. Borrows money.

In addition, the Affordable Housing Trust shall have the following duties:

1. The Trust shall oversee such funds and use the funds to create and preserve affordable housing opportunities in the Town of Harwich;
2. The Trust shall work with the Town's Affordable Housing Committee to develop an affordable housing plan, which shall be updated each year and a copy presented to the Board of Selectmen.

**CPC CATEGORY: APPLICANTS PLEASE TAKE NOTE (circle all that apply)**

**Open Space:** This application is for the "acquisition, preservation, rehabilitation and/or preservation of open space".

**Historic:** This application is for the "acquisition, creation, preservation and/or support of community housing".

**Community Housing:** This application is for the "acquisition, creation, preservation and/or support of community housing".

**Recreation:** This application is for the "acquisition, creation, preservation, rehabilitation and/or restoration of land for recreation use".



### **How does this project fit into Harwich's Local Comprehensive Plan and/or other Plans?**

The Local Comprehensive Plan, the Housing Production Plan and the Cape Cod Commission's Regional Policy Plan all highlight the dire need to promote and create affordable housing. The best way to reach the State's mandate 10% goal is to use a range of housing strategies. Creating an Affordable Housing Trust along with hiring a part-time Housing Coordinator would increase and expiate the ability to allow the Town to create affordable housing.

Harwich's Local Comprehensive Plan: (Page 29- Objective 6.2) identifies "affordable housing projects, funding sources" as a goal. The plan also encourages public and private workforce housing (defined as housing for those earning between 80% and 120% of area median income) and other low-cost housing regardless of eligibility for the Subsidized Housing Inventory.

Harwich's Housing Production Plan: (Page 8) recommends hiring a part-time Housing Coordinator that has the necessary expertise to provide ongoing support to effectively coordinate the implementation of various components of the Housing Plan. Additionally, the Housing Production Plan states that (Page 50) "The town needs to produce at least 269 more affordable units to reach the state's 10% goal based on the existing housing stock. Because the number of year-round units is based on the decennial census figure, it will change when the 2020 census figures are released and thus the 10% state threshold is a moving target." The Housing production plan recommends a multi-tiered approach so that the town to reach the required 10%.

The Cape Cod Commission's Regional Policy Plan: has identified the following as a goal "To promote the provision of fair, decent, safe, affordable housing for rental or purchase that meets the needs of present and future Cape Cod residents. At a minimum, each town should seek to raise its affordable housing stock to 7.5 percent of all year-round units by 2010, and 10 percent of all year-round units by 2015." Harwich's level of housing stock restricted as affordable is 5.40%.

### **How does this project benefit the citizens of Harwich? If appropriate, has the applicant sought public opinion or input?**

The state of Massachusetts requires each community to have at least 10% of their housing stock be restricted as affordable. Currently, Harwich's level of affordable housing is 5.40%.

Harwich's small town character, extensive shoreline, rich historical connection to the sea, and rural nature have continued to lure visitors over the years- some who arrive for extended periods in the summer, other who have decided to purchase second homes, and those searching for a place to retire. But like most communities on the Cape, living in Harwich is expensive. As stated above, while house prices declined somewhat since the recession, the market has been rebounding and values are approaching pre-recession levels with the median single-family house priced at \$350,000, still out of reach for many year-round residents.

By providing safe and decent affordable housing, the Trust along with a Housing Coordinator will provide increased opportunities for Harwich residents to remain in Harwich in a suitable living environment, and bolsters the local economy by providing a stable workforce jobs.

**ESTIMATED START DATE:** June 2018

**ESTIMATED COMPLETION DATE:** The intent is for this to be an ongoing project. Please see the below cost estimates.

(Three years from the release of funds (July, 2018)-funds may be rescinded automatically; waivers may be sought)

**PLEASE LIST OTHER COMMISSIONS/BOARDS/COMMITTEES/ORGANIZATIONS that may have involvement, jurisdiction, partnering, etc:**

- Harwich Housing Committee- Voted to support the application (Exhibit H).
- Housing Authority-Voted to support the application, letter pending.
- Harwich Board of Selectmen- Agreed to support the application.

**PROJECT BUDGET:**

Attach project budget estimates for your funding request. If the request involves a Town-owned asset, provide the project's projected operating expenses, including maintenance.

| Item               | Description  | CPA Funds    |
|--------------------|--|--------------|
| 1                  | Affordable Housing Acquisition or Constructions of New Units | \$461,500.00 |
| 3                  | Program Administration-Salary                                | \$30,000.00  |
| 4                  | Program Administration-Planning/Consultants                  | \$5,000.00   |
| 5                  | Legal  | \$3,500.00   |
| <b>GRAND TOTAL</b> | <b>\$500,000.00</b>  |              |

**COST ESTIMATE(S):** Attach cost estimates or firm quotes (if available) for all projects.

**LAND and/or BUILDING ACQUISITION PROJECTS:** Attach surveys, appraisals and agreements, if available. Please set forth name of present owner and attach copy of deed conveying property unto present owner. In addition to property address, please provide Harwich Assessor's Office identification (Map #, Parcel #). For proposed Open Space land purchases, be prepared to discuss public access with the Committee. CPA Funds Received Previous Year (s) For This Project (if applicable):

Fiscal Year Total Cost CPC Funds Approved Town Meeting Article #

2012-13 \_\_\_\_\_

2013-14 \_\_\_\_\_

2014-15 \_\_\_\_\_  
 2015-16 \_\_\_\_\_  
 2016-17 \_\_\_\_\_

If project is expected to continue over more than one year, or if funding the project via full or partial bonding is anticipated, please detail the cost of project on the following chart (narrative explanation should be attached on a separate sheet).

Fiscal Year Total Cost CPC Funds Other Funding Estimated Funds from  
 Requested Sources Other Sources

2016-17 \_\_\_\_\_ N/A  
 2017-18 \_\_\_\_\_ 500,000.00 (FY19)  
 2018-19 \_\_\_\_\_ 10% Allotted from CPA Funds (FY20)  
 2019-20 \_\_\_\_\_ 10% Allotted from CPA Funds (FY21)

**ATTESTATION: I HEREBY ATTEST THAT THE INFORMATION CONTAINED IN  
 THIS  
 APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**



*Town Administrator*

**Signature - Chief Executive Officer or Chief Administrative Officer  
 or Board Chair**

**Title**

For Community Preservation Committee Use:

Project Request received on:  
 (initial)

Associated Town Committee(s):

Date(s) Reviewed On:

Final Determination:

Approved:

Denied:

Date:

CPC Contact Information:

Robert MacCready - Housing Authority [maccready@gmail.com](mailto:maccready@gmail.com)

Robert Bradley - Historical Commission [bradleybob60@yahoo.com](mailto:bradleybob60@yahoo.com)

David Nixon - Rec.&Youth Commission [cdeescamp1@hotmail.com](mailto:cdeescamp1@hotmail.com)

Katherine Green - Real Estate&Open Space [ksgr58@gmail.com](mailto:ksgr58@gmail.com)

Walter Diggs - Conservation Commission [cordovawwd@aol.com](mailto:cordovawwd@aol.com)

Cindi Maule - Selectmen's Appointee [cmaule@haconcapecod.org](mailto:cmaule@haconcapecod.org)

Dan Tworek - Selectmen's Appointee dtworek@comcast.net  
Jim Atkinson - Planning Board 47jimmy@comcast.net  
Please submit your project paperwork (12 complete copies) to:  
Harwich Community Preservation Committee  
c/o Harwich Town Hall, 732 Main Street, Harwich, MA 02645

## Exhibits

Exhibit A- MGL Chapter 44, Section 55C

Exhibit B- Draft part-time Housing Coordinator job description

Exhibit C- Article Housing Coordinators: Making Waves Across the Commonwealth

Exhibit D- Chart 1, Community Preservation Fund Allowable Spending Purposes

Exhibit E- Article Using CPA funds for Housing Trust and Conservation Trusts

Exhibit F- Yarmouth By-Law Chapter 6 Affordable Housing Trust

Exhibit G- Yarmouth Affordable Housing Trust

Exhibit H- Letter of Support from the Housing Committee

## Exhibit A

### **Part I** ADMINISTRATION OF THE GOVERNMENT

### **Title VII** CITIES, TOWNS AND DISTRICTS

### **Chapter 44** MUNICIPAL FINANCE

### **Section 55C** MUNICIPAL AFFORDABLE HOUSING TRUST FUND

*[ Subsection (a) effective until November 7, 2016. For text effective November 7, 2016, see below.]*

Section 55C. (a) Notwithstanding section 53 or any other general or special law to the contrary, a city or town that accepts this section may establish a trust to be known as the Municipal Affordable Housing Trust Fund, in this section called the trust. The purpose of the trust is to provide for the creation and preservation of affordable housing in municipalities for the benefit of low and moderate income households. Acceptance shall be by majority vote of the municipal legislative body under section 4 of chapter 4.

*[ Subsection (a) as amended by 2016, 218, Sec. 95 effective November 7, 2016 for all funds held in trust under Chapter 44B on or after November 7, 2016. See 2016, 218, Sec. 246. For text effective until November 7, 2016, see above.]*

(a) Notwithstanding section 53 or any other general or special law to the contrary, a city or town that accepts this section may establish a trust to be known as the Municipal Affordable Housing Trust Fund, in this section called the trust. The purpose of the trust is to provide for the creation and preservation of affordable housing in municipalities for the benefit of low and moderate income households and for the funding of community housing, as defined in and in accordance with the provisions of chapter 44B. Acceptance shall be by majority vote of the municipal legislative body under section 4 of chapter 4.

(b) There shall be a board of trustees, in this section called the board, which shall include no less than 5 trustees, including the chief executive officer, as defined by section 7 of chapter 4, of the city or town, but where the chief executive officer is a multi-member body, that body shall designate a minimum of 1 of its members to serve on the board. Trustees shall be appointed in a city by the mayor or by the city manager in a Plan D or Plan E municipality, subject in either case, to confirmation by the city council, and in a town by the board of selectmen, shall serve for a term not to exceed 2 years, and are designated as public agents for purposes of the constitution of the commonwealth. Nothing in this subsection shall prevent a board of selectmen from appointing the town manager or town administrator as a member or chair of the board, with or without the power to vote.

(c) The powers of the board, all of which shall be carried on in furtherance of the purposes set forth in this act, shall include the following powers, but a city or town may, by ordinance or by-law, omit or modify any of these powers and may grant to the board additional powers consistent with this section:—

*[ Clause (1) of subsection (c) effective until November 7, 2016. For text effective November 7, 2016, see below.]*

(1) to accept and receive real property, personal property or money, by gift, grant, contribution, devise or transfer from any person, firm, corporation or other public or private entity, including but not limited to money, grants of funds or other property tendered to the trust in connection with any ordinance or by-law or any general or special law or any other source, including money from chapter 44B;

*[ Clause (1) of subsection (c) as amended by 2016, 218, Sec. 96 effective November 7, 2016 for all funds held in trust under Chapter 44B on or after November 7, 2016. See 2016, 218, Sec. 246. For text effective until November 7, 2016, see above.]*

(1) to accept and receive real property, personal property or money, by gift, grant, contribution, devise or transfer from any person, firm, corporation or other public or private entity, including but not limited to money, grants of funds or other property tendered to the trust in connection with any ordinance or by-law or any general or special law or any other source, including money from chapter 44B; provided, however, that any



such money received from chapter 44B shall be used exclusively for community housing and shall remain subject to all the rules, regulations and limitations of that chapter when expended by the trust, and such funds shall be accounted for separately by the trust; and provided further, that at the end of each fiscal year, the trust shall ensure that all expenditures of funds received from said chapter 44B are reported to the community preservation committee of the city or town for inclusion in the community preservation initiatives report, form CP-3, to the department of revenue;

(2) to purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;

(3) to sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to trust property as the board deems advisable notwithstanding the length of any such lease or contract;

*Clause (4) of subsection (c) effective until November 7, 2016.  
For text effective November 7, 2016, see below.]*

(4) to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the board engages for the accomplishment of the purposes of the trust;

*[ Clause (4) of subsection (c) as amended by 2016, 218, Sec. 97 effective November 7, 2016 for all funds held in trust under Chapter 44B on or after November 7, 2016. See 2016, 218, Sec. 246. For text effective until November 7, 2016, see above.]*

(4) to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases, grant agreements and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the board engages for the accomplishment of the purposes of the trust;

(5) to employ advisors and agents, such as accountants, appraisers and lawyers as the board deems necessary;

(6) to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the board deems advisable;

(7) to apportion receipts and charges between incomes and principal as the board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;

(8) to participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;

(9) to deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the board may deem proper and to pay, out of trust property, such portion of expenses and compensation of such committee as the board may deem necessary and appropriate;

(10) to carry property for accounting purposes other than acquisition date values;

(11) to borrow money on such terms and conditions and from such sources as the board deems advisable, to mortgage and pledge trust assets as collateral;

(12) to make distributions or divisions of principal in kind;

(13) to comprise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of this act, to continue to hold the same for such period of time as the board may deem appropriate;

(14) to manage or improve real property; and to abandon any property which the board determined not to be worth retaining;

(15) to hold all or part of the trust property uninvested for such purposes and for such time as the board may deem appropriate; and

(16) to extend the time for payment of any obligation to the trust.

(d) Notwithstanding any general or special law to the contrary, all moneys paid to the trust in accordance with any zoning ordinance or by-law, exaction fee, or private contributions shall be paid directly into the trust and need not be appropriated or accepted and approved into the trust. General revenues appropriated into the trust become trust property and to be expended these funds need not be further appropriated. All moneys remaining in the trust at the end of any fiscal year, whether or not expended by the board within 1 year of the date they were appropriated into the trust, remain trust property.

(e) The trust is a public employer and the members of the board are public employees for purposes of chapter 258.

(f) The trust shall be deemed a municipal agency and the trustees special municipal employees, for purposes of chapter 268A.

(g) The trust is exempt from chapters 59 and 62, and from any other provisions concerning payment of taxes based upon or measured by property or income imposed by the commonwealth or any political subdivision thereof.

(h) The books and records of the trust shall be audited annually by an independent auditor in accordance with accepted accounting practices.

(i) The trust is a governmental body for purposes of sections 23A, 23B and 23C of chapter 39.

(j) The trust is a board of the city or town for purposes of chapter 30B and section 15A of chapter 40; but agreements and conveyances between the trust and agencies, boards, commissions, authorities, departments and public instrumentalities of the city or town shall be exempt from said chapter 30B.

## Exhibit B

### Housing Coordinator Draft

#### **Position Purpose:**

The purpose of this position is to perform responsible professional, technical, and administrative work in providing administrative support services for housing-related programs, projects and activities; all other related work as required. The Housing Coordinator is responsible for administrative duties assigned through Town Administrator for the Housing Authority, the Council on Aging and other boards and committees that do not have an employee presence in Town Hall.

#### **Supervision:**

*Supervision Scope:* Performs varied and responsible duties requiring the exercise of considerable judgment and initiative in coordinating operations, formulating decisions, *Supervision Received:* Work is performed under the administrative direction of the Town Administrator and in accordance with state and local laws and regulations. Employee generally establishes own work plan and completes work in accordance with established departmental policies and standards. This position is subject to review and evaluation according to the town's personnel plan.

*Supervision Given:* May be assigned supervisory responsibility for full-time and part-time employees. Supervises the work of various technical contractors.

#### **Job Environment:**

Administrative work is performed under typical office conditions. The noise level is moderate at times. Employee is required to attend evening meetings.

Operates an automobile, computer, printers, facsimile machine, copier, calculator, and other standard office equipment.

Makes frequent contact with other municipal employees, state, federal, and regional agencies, board/commission members, attorneys, engineers and applicants; makes regular contacts with the general public. Contacts are in writing, in person and by telephone and involve an information exchange dialogue. Contacts may also require the Housing Coordinator to provide advice and direction.

Has limited access to department-related confidential information requiring the application of appropriate judgment, discretion and professional protocols.

Errors in administration and judgment could result in reduced levels of service, cause confusion and delay, adverse public relations, and have legal repercussions.

#### **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Provides administrative support services for the Housing Authority and the Council on Aging, as appropriate.

Assists in the development, approval and implementation of the Affordable Housing Production plan.

With respect to affordable housing projects, assists Housing Authority in developing scope and terms of requests for proposals (RFPs) and other project documents, coordinates review by other town boards and departments, and public comment. Forwards plans for technical review to consulting engineers. Develops the scope of review including establishing time constraints. Refers all plans to required departments for review. Performs coordination of work with other town departments.

Prepares support materials as needed. Attends meetings, prepares minutes if needed.

Assists in preparing and/or reviewing proposed bylaw amendments and amendments to specific Board's rules and regulations.

Assists in development and execution of housing-related public educational programs/events

Responds to questions and requests for information from the public and other town departments. Provides guidance and technical assistance as necessary.

Attends regional and professional development meetings as necessary.

Regular attendance and punctuality at the workplace is required.

Performs similar or related work as required, directed or as situation dictates.

#### Recommended Minimum Qualifications:

##### Education, Training and Experience:

Bachelor's degree in government, municipal planning, business or other related field; two years experience in municipal management, housing, government law, planning, procurement or related field; Master's degree preferred; or any equivalent combination of education and experience.

##### Knowledge, Ability and Skill:

*Knowledge:* Comprehensive knowledge of the functions of municipal government, local bylaws, rules and regulations. General understanding of the interaction between local, state, and federal government. General knowledge of Massachusetts General Laws, especially as they apply to housing, and zoning, is highly desirable. Understands the roles of the Housing Authority and Council on Aging. Good working knowledge of office practices and procedures, forms, and equipment.

*Ability:* Ability to independently perform analysis, prepare reports, and formulate recommendations. Ability to deal with the public in a courteous and tactful manner. Aptitude for an attention to details and accuracy. Ability to work on a variety of unrelated tasks at the same time. Ability to work effectively under time constraints to meet deadlines.

*Skill:* Skill in the use of standard office machines. Specialized skills in using a variety of computer software systems. Consensus building skills. Skill in all of the above listed tools and equipment. Advanced Excel and Word user.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee is regularly required to walk, stand, sit; handles, feels or operates objects, tools, or controls, and reaches with hands and arms as in picking up paper, files, and other common office objects weighing up to 10 pounds. Vision at or correctable to normal ranges.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

---

*Supervisor Signature*                      *Date*

---

*Personnel Board Chair*                      *Date*





**Community  
Preservation Coalition**  
Preserving our past. Building our future.

## Exhibit C

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## Housing Coordinators: Making Waves Across The Commonwealth!

March 1, 2012: One of the most effective ways CPA communities can jump start their community housing effort is to fund the hiring of a "housing coordinator" for the municipality. By funding such a position under the "support" verb on the CPA allowable uses chart, even semi-rural communities, which often struggle with how to create community housing, are having great success.

The idea of using CPA funds to hire housing coordinators in Massachusetts municipalities, including Elizabeth Barnett in Carlisle, is relatively new. Elizabeth's many roles show just how valuable a dedicated housing staff member can be for cities and towns. While working just 29 hours per week, she staffs the Affordable Housing Trust and supports the local Housing Authority, in part by monitoring the community's deed restricted affordable housing units. Organizing stakeholders around local affordable housing developments, she also spearheads a local task force considering family housing on public land. For families facing foreclosure, senior citizens, and individuals with disabilities in need of literature and resources, Elizabeth is the contact person. The Housing Planner/Coordinator Network, a group that meets monthly, was also started by Elizabeth.

While she is quick to deflect praise onto elected town officials, there is no doubt that Elizabeth's work has evolved into a crucial and increasingly important role in town.

"Developing affordable housing takes a complex tool kit," says Barnett, who also helped to update Carlisle's Housing Production Plan. "The housing coordinator needs to be someone who understands how it all fits together and can work with existing boards and committees."

In Carlisle, the focus is on keeping existing, income-eligible residents in their homes, as well as creating new community housing options. Barnett, and housing coordinators in other communities, are knowledgeable about the latest local, state, and federal housing regulations, attend trainings, and work with local committees to find creative solutions to local housing challenges.

As a result, the housing coordinator can become a spokesperson for the housing needs of residents. Development projects are complex and sometimes options for affordable housing are overlooked. Fran Stanley, Housing Coordinator in Groton, points out that the housing coordinator can be the town employee who focuses on keeping the need for diverse housing options on the table. "In my role as the housing coordinator, I have helped the town realize small victories and progress on affordable housing, and hopefully there will eventually be a big success!" Fran's 19-hour per week position is also funded by CPA.

For communities that will fund the Housing Coordinator position 100% with CPA dollars, there's an important caveat: per the CPA legislation, the coordinator will be limited to working on housing issues for residents who earn up to 100% of the areawide median income (AMI). If the desire is to have the coordinator support residents or housing developments at income levels above 100% of AMI, their salary should be funded in part by non-CPA funds. Similarly, the Housing Coordinator, if funded solely with CPA funds, would be limited to working on projects eligible for CPA funding.

Given the complexities of affordable housing and the inevitable limitations of even passionate, effective volunteers, using CPA funds for a housing coordinator can make a lot of sense. When a town is committed to providing housing that meets the needs of a wide array of household incomes, a housing coordinator can be instrumental in moving solutions forward.

Further Resources...

- » [Job description for Carlisle's Housing Coordinator position.](#)
- » [Read the details of a mixed-use project facilitated by Carlisle's Housing Coordinator.](#)

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# Exhibit D

Chart 1

## COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES (G.L. c. 44B, § 5)

|   | OPEN SPACE  | HISTORIC RESOURCES   | RECREATIONAL LAND  | COMMUNITY HOUSING   |
|---|---|--|--|---|
| <b>DEFINITIONS</b><br>(G.L. c. 44B, § 2)  | Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use | Building, structure, vessel, real property, document or artifact listed on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town | Land for active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field<br><br>Does <u>not</u> include horse or dog racing or the use of land for a stadium, gymnasium or similar structure. | Housing for low and moderate income individuals and families, including low or moderate income seniors<br><br>Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income |
| <b>ACQUISITION</b><br>Obtain property interest by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B  | Yes   | Yes  | Yes  | Yes   |
| <b>CREATION</b><br>To bring into being or cause to exist.<br><i>Seideman v. City of Newton</i> , 452 Mass. 472 (2008)   | Yes   |  | Yes  | Yes   |
| <b>PRESERVATION</b><br>Protect personal or real property from injury, harm or destruction   | Yes   | Yes  | Yes  | Yes   |
| <b>SUPPORT</b><br>Provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to entity that owns, operates or manages such housing, for the purpose of making housing affordable |   |  |  | Yes, includes funding for community's affordable housing trust  |
| <b>REHABILITATION AND RESTORATION</b><br>Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic properties                            | Yes if acquired or created with CP funds  | Yes  | Yes  | Yes if acquired or created with CP funds  |



## Exhibit E

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## Using CPA Funds For Housing Trusts And Conservation Funds

December 2008: Does your community need the flexibility to purchase open space when it comes on the market, *without having to obtain Town Meeting or City Council approval*? Or, be able to acquire land for affordable housing without having to wait for your municipality's legislative body to vote on each opportunity that arises? It's important to react quickly when real estate opportunities arise or your community may risk losing the deal. One way to do this is to establish a Conservation Fund and/or an affordable housing trust, both of which can be funded with CPA appropriations.

### What Is a Conservation Fund?

A Conservation Fund, established by MGL c.40 section 8(c), enables a municipality to appropriate monies which the conservation commission may then spend without further action from the municipality's legislative body. As clarified in a letter from the Department of Revenue to the Town of Duxbury, CPA funds may be appropriated into the Conservation Fund and be spent on CPA-eligible uses. The expenditure of these funds is subject to the restrictions imposed by the CPA, such as the requirement that deed restrictions be placed on properties that are acquired.

### What is an affordable housing trust?

There are a few different types of housing trusts: municipal trusts created by home rule petition, private-non-profit trusts, and Municipal Affordable Housing Trusts, under MGL Chapter 44, Section 55C, which was signed into law by Governor Romney in January 2005.

The CPA law states specifically in Section 5(f) that "A city or town may appropriate money in any year from the Community Preservation Fund to an affordable housing trust fund." Such trusts can have the power to purchase, sell, lease, manage, and improve real property for the purpose of creating and preserving affordable housing. At least 11 communities have appropriated CPA funds to an affordable housing trust.

### Yes, you can

CPA funds can be appropriated to both affordable housing trusts and to Conservation Funds as long as any ultimate expenditure of those funds is for CPA-eligible uses. Therefore, it is recommended that CPA appropriations to these trust funds be tracked separately from monies generated from other sources to ensure proper accountability of CPA funds.

### Who's doing it?

**Norwell:** The Town of Norwell has appropriated CPA funds for both its Municipal Affordable Housing Trust and Conservation Fund. Thanks to CPA funds, Norwell's Conservation Fund contains \$100K for protection of open space. Charles Markham, member of the CPC, is glad the town has some preliminary funds available so that they can act quickly to protect open space when it comes on the market.

Norwell has also appropriated \$500K in CPA funds to its Municipal Affordable Housing Trust. Norwell's housing trust has greater oversight by Town Meeting than required by the statute. As Mr. Markham explains, "We set about creating a trust that nobody could argue about." The Trust is authorized to purchase, rehabilitate, and resell existing housing units for affordable housing as well as to create soft-second loans for income-eligible home buyers. Outside of these powers, the Trust would need Town Meeting approval before funding other types of projects.

**Harvard:** Other communities have also put CPA funds into housing trusts and Conservation Funds. For example, the Town of Harvard, in Worcester County, appropriated over \$250K for its housing trust and makes annual contributions to its Conservation Fund ranging from \$90K to \$200K.

**Lincoln:** The Town of Lincoln also used CPA funds for its housing trust. The town established a trust with broad powers that align with the state statute. However, when the town appropriated CPA funds to the trust, it tied the funds to a specific use (establishing a buy-down program) through a grant agreement between the CPC and the Board of Trustees. View an early draft of this grant agreement.

# Exhibit F

## Chapter 6

### AFFORDABLE HOUSING TRUST

#### § 6-1. Appointments.

#### § 6-3. Removal.

#### § 6-2. Duties and responsibilities.

[HISTORY: Adopted by the Annual Town Meeting of the Town of Yarmouth 4-10-2007 by Art. 22, approved 7-31-2007. Amendments noted where applicable.]

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#### § 6-1. Appointments.

As authorized by MGL c. 44, § 55C, the Board of Selectmen shall appoint five Trustees, one of whom shall be the Yarmouth Town Administrator who shall act as Chairman and shall have a vote. The remaining four Trustees shall be appointed for two-year staggered terms.

#### § 6-2. Duties and responsibilities.

- A. The Trust shall have the authority as outlined in MGL c. 44, § 55C. The Selectmen member of the Trust shall report to the full Board of Selectmen on purchases or sales of real property. [Amended 10-17-2011 STM by Art. 6, approved 10-24-2011]
- B. In addition, the Affordable Housing Trust shall have the following duties:
  - (1) The Trust shall oversee such funds and use the funds to create and preserve affordable housing opportunities in the Town of Yarmouth.
  - (2) The Trust shall work with the Town's Affordable Housing Committee to develop an affordable housing plan, which shall be updated each year and a copy presented to the Board of Selectmen.

#### § 6-3. Removal.

A member may be removed from the Trust by the Board of Selectmen by a majority vote after a public meeting or by failure to reappoint.

## Exhibit G

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BARNSTABLE LAND COURT REGISTRY

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04-12-2013 a 08:119a

### YARMOUTH AFFORDABLE HOUSING TRUST

THIS DECLARATION OF TRUST is executed as of the 26th (twenty-sixth) day of February, 2013 by William a Hinchey, Chairman and Town Administrator; Curtis Sears, Board of Selectmen Representative; Thomas I Roche, Community Preservation Committee Representative; Mary Ann Gray, Community Housing Committee Representative; and Robert C. Lawton, Jr., Member At-Large, herein called the Trustees, pursuant to the provisions of M, G. L. c. 44 Section 55C.

WHEREAS, The Town Meeting of Yarmouth has authorized the establishment of an Affordable Housing Trust pursuant to the provisions of M.G.L. Chapter 44, a 55C; and

WHEREAS, The Trust was established on April 10, 2007;

THEREFORE, in consideration of the agreements contained in this Trust, and the requirements of M.G.L. Chapter 44, s 55C, the Trustees hereby acknowledge and agree for themselves and their successors in trust to hold the same, together with such other property and funds as may be added thereto, for the purposes hereof in trust for the benefit of all of the Inhabitants of the Town of Yarmouth, in the manner and under the terms and conditions set forth herein.

#### ARTICLE I NAME OF THE TRUST

This trust shall be called the "Yarmouth Affordable Housing Trust". A Certificate of Trust for this trust shall be recorded with the Barnstable County Registry of Deeds and the Barnstable County Registry District of Land Court.

#### ARTICLE II PURPOSE OF TRUST

The purpose of the Trust shall be to provide for the preservation and creation of affordable housing in the Town of Yarmouth for the benefit of low and moderate income households.

#### ARTICLE III POWERS OF TRUSTEES

- The Trustees shall have the following powers which shall be carried out in accordance with and in furtherance of the provisions of M.G.L. Chapter 44, Section 55C (Municipal Affordable Housing Trust Fund) as outlined below: (1) to accept and receive property, whether real or personal, by gift, grant, devise, or transfer from any person, firm, corporation Or other public or private entity, including without limitation grants of funds or other property tendered to the Trust in connection with provisions of any zoning ordinance or by-law or any other ordinance or by-law;
- (2) to purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;
  - (3) to sell, lease, exchange, transfer or convey any personal, mixed, or real property at



public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to Trust property as the board deems advisable notwithstanding the length of any such lease or contract;

- (4) to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the board engages for the accomplishment of the purposes of the Trust;
- (5) to employ advisors and agents, such as accountants, appraisers and lawyers as the board deems necessary;
- (6) to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the board deems advisable;
- (7) to apportion receipts and charges between incomes and principal as the board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;
- (8) to participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
- (9) to deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the board may deem proper and to pay, out of Trust property, such portion of expenses and compensation of such committee as the board may deem necessary and appropriate;
- (10) to carry property for accounting purposes other than acquisition date values;
- (11) to borrow money on such terms and conditions and from such sources as the board deems advisable, to mortgage and pledge Trust assets as collateral;
- (12) to make distributions or divisions of principal in kind;
- (13) to comprise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of this act, to continue to hold the same for such period of time as the board may deem appropriate;
- (14) to manage or improve real property; and to abandon any property which the board determined not to be worth retaining;
- (15) to hold all or part of the Trust property uninvested for such purposes and for such time as the board may deem appropriate;
- (16) to extend the time for payment of any obligation to the Trust;
- (17) the Selectmen member of the Trust shall report to the full Board of Selectmen on purchases or sales of real property by the Trust; and
- (18) the Trust shall have the following additional duties:
  - (a) The Trust shall oversee all funds under its control and use the funds to create and preserve affordable housing opportunities in the Town of Yarmouth.

(b) The Trust shall work with the Town's Community Housing Committee (formerly the Affordable Housing Committee) to develop an affordable housing plan, which shall be updated each year and a copy presented to the Board of Selectmen.

(19) The Trustees shall have full power and authority, at any time and from time to time and without the necessity of applying to any court for leave to do so, to expend the 100% of the Trust funds, both principal and interest, to the extent that all funds hereunder may be expended if the Trustees deem such expenditure appropriate. All expenditures shall be made in conformance with the terms of this Trust and M.G.L. Chapter 44, s 55C.

#### ARTICLE IV APPOINTMENT AND TENURE OF TRUSTEES

As authorized by M.G.L. c. 44, Section 55C, the Board of Selectmen shall appoint five Trustees, one of whom shall be the Yarmouth Town Administrator who shall act as Chairperson and shall have a vote. The remaining four Trustees shall be appointed for two-year staggered terms.

In the event of a vacancy in the position of Trustee, the appointment shall be made in the same manner as the original appointment.

Any Trustee may resign by written instrument signed and acknowledged by such Trustee and duly filed with the Town Clerk. If a Trustee shall die, resign, or for any other reason cease to be a Trustee hereunder before his/her term of office expires, a successor shall be appointed by the Board of Selectmen to fill such vacancy provided that in each case the said appointment and acceptance in writing by the Trustee so appointed is filed with the Town Clerk and recorded with the Barnstable County Registry of Deeds and the Barnstable County Registry District of Land Court.

#### ARTICLE V REMOVAL OF TRUSTEES

A member may be removed from the Trust by the Board of Selectmen by a majority vote after a public meeting or by failure to reappoint.

#### ARTICLE VI MEETINGS OF THE TRUSTEES

The Trust shall meet at least quarterly at such time and such place as the Trustees shall determine. Special meetings may be called by the Chairperson or by any three (3) Trustees. Notice of any meeting of the Trust shall be filed with the Town Clerk and posted in accordance with the Open Meeting Law, M.G.L. Chapter 39, s 23A, 23B and 23C.

A quorum of the Board of Trustees shall be the majority of the number of authorized Trustees.

The Chairperson may establish sub-committees and/or ad hoc task related committees to carry out the purposes of the Trust. Chairpersons of the sub. committees may be selected by the members of the sub-committees.

#### ARTICLE VII ACTS OF TRUSTEES

A majority of Trustees may exercise any or all of the powers of the Trustees hereunder and may execute on behalf of the Trustees any and all instruments with the same effect as though executed

by all the Trustees. No Trustee shall be required to give bond. No license of court shall be required to confirm the validity of any transaction entered into by the Trustees with respect to the Trust Estate.

#### ARTICLE VIII TREASURER/COLLECTOR AS CUSTODIAN

The Town of Yarmouth Treasurer shall be the custodian of the Trust's funds and shall maintain separate accounts and records for said funds.

He or she shall invest the funds in the manner authorized by M.G.L Chapter 44, Section 55 (Public Funds on Deposit; Limitations; Investments,) Section 55A, (Liability of Depositor for Losses Due to Bankruptcy), Section 55B (Investment of Public Funds).

Any income or proceeds received from the investment of funds shall be credited to and become part of the Trust.

Expenditures by the Trust shall be processed through the warrant but shall be controlled by the provisions of M.G.L. Chapter 44, s.55C,

As custodian, the Town Treasurer shall issue checks as directed by the Trustees.

In accordance with M.G.L. Chapter 44, s.55C (Municipal Affordable Housing Trust Fund), the books and records of the Trust shall be audited annually by an independent auditor in accordance with accepted accounting practices. The Trust shall be audited as part of the Town audit.

#### ARTICLE IX DURATION OF THE TRUST

This Trust shall continue so long as authorized under the Laws of the Commonwealth of Massachusetts. Notwithstanding the foregoing, The trust may be terminated by a majority vote of the Town Meeting in accordance with M.G.L. Chapter 4, Section 4B, provided that an instrument of termination together with a certified copy of the Town Meeting vote are duly recorded with the Barnstable County Registry of Deeds and the Barnstable County Registry District of Land Court. Upon termination of the Trust, subject to the payment of or making provisions for the payment of all obligations and liabilities of the Trust and the Trustees, the net assets of the Trust shall be transferred to the Town and held by the Board of Selectmen for affordable housing purposes. In making any such distribution, the Trustees may sell all or any portion of the Trust property and distribute the net proceeds thereof or they may distribute any of the assets in kind. The powers of the Trustees shall continue until the affairs of the Trust are concluded.

#### ARTICLE X CONSTRUCTION OF TERMS

In the construction hereof, whether or not so expressed, words used in the singular or in the plural respectively include both the plural and singular, words denoting males include females and words denoting persons include individuals, firms, associations, companies, trusts and corporations unless a contrary intention is to be inferred from or required by the subject matter or context. All the powers and provisions of the Trust herein contained shall take effect and be construed according to the laws of the Commonwealth of Massachusetts.

Reference to the Trustee shall mean the Trustee or Trustees for the time being hereunder.

#### ARTICLE XI RECORDING

This Declaration of Trust shall be recorded with the Barnstable County Registry of Deeds and



the Barnstable County Registry District of Land Court.

#### ARTICLE XII AMENDMENTS

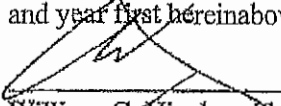
The Declaration of Trust may be amended from time to time except as to those provisions specifically required under M.G.L. Chapter 44, s 5C, by an instrument in writing signed by all of the Trustees and approved at a meeting called for that purpose, a certificate of amendment has been recorded with the Barnstable County Registry of Deeds and the Barnstable County Registry District of Land Court.

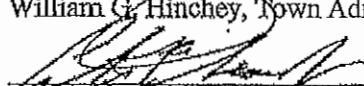
#### ARTICLE XIII RECORD TO BE CONCLUSIVE, CERTIFICATE AS TO FACTS

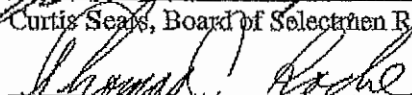
Every contract, deed, mortgage, lease and other instrument executed by a majority of the Trustees as appears from instruments or certificates recorded with the Registry of Deeds and Registry District Land Registration Office to be Trustees hereunder shall be conclusive evidence in favor of any person relying thereon or claiming thereunder, that at the time of the delivery thereof this Trust was in full force and effect and that the execution and delivery of such instrument was duly authorized by the Trustees except that instruments of amendment pursuant to Article MI and an instrument of termination pursuant to Article IX hereof shall be conclusive only if it appears that the delegations, amendments or termination have been executed by all of the Trustees. Any person dealing with the Trust property or the Trustees may always rely on a certificate signed by any person appearing from instruments or certificates so recorded to be Trustee hereunder as to the identity of the then current Trustees or as to the existence or non-existence of any fact or facts which constitute conditions precedent to acts by the Trustees or in any other manner germane to the affairs of the Trust. ~~ARTICLE XV~~ ARTICLE XV ~~IMES~~

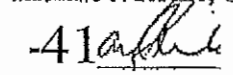
The titles to the various Articles herein are for convenience only and are not to be considered part of said Articles nor shall they affect the meaning or the language of any such article.

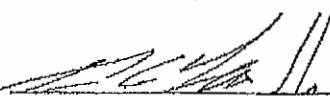
TN WITNESS W REOF the said Trustees have hereunto set their hands and seals on the day and year first hereinabove set forth.

  
William G. Hinchey, Town Administrator

  
Curtis Sears, Board of Selectmen Representative

  
Thomas J. Roche, Community Preservation Committee Representative

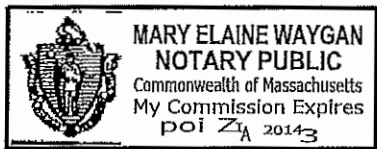
  
Mary Ann Gray, o muni Housing Committee Representative

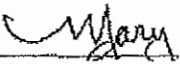
  
Robert Clawton, Jr., ember At-Large

COMMONWEALTH OF MASSACHUSETTS

BARNSTABLE, SS. February 26, 2013

On this 26<sup>th</sup> day of February, 2013, before me, the undersigned notary public, personally appeared the above-named William G. Hinchey, proved to me through satisfactory evidence of identification, which was personally known to me, to be the person whose name is signed on the preceding document, and acknowledged to me that he signed it voluntarily for its stated purpose.

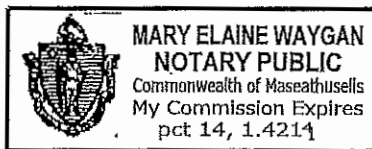


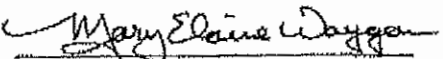
  
Notary Public: Mary Elaine Waygan  
My commission expires: October 24, 2019

COMMONWEALTH OF MASSACHUSETTS

BARNSTABLE, SS. February 26<sup>th</sup>, 2013

On this 26<sup>th</sup> day of February, 2013, before me, the undersigned notary public, personally appeared the above-named Robert C. Lawton, Jr., proved to me through satisfactory evidence of identification, which was personally known to me, to be the person whose name is signed on the preceding document, and acknowledged to me that he signed it voluntarily for its stated purpose.

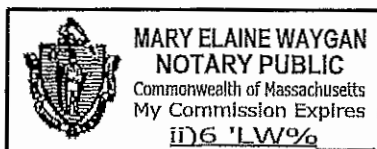


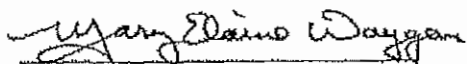
  
Notary Public: Mary Elaine Waygan  
My commission expires: October 24, 2019

COMMONWEALTH OF MASSACHUSETTS

BARNSTABLE, SS. February 26<sup>th</sup>, 2013

On this 26<sup>th</sup> day of February, 2013, before me, the undersigned notary public, personally appeared the above-named Curtis Sears, proved to me through satisfactory evidence of identification, which was personally known to me, to be the person whose name is signed on the preceding document, and acknowledged to me that he signed it voluntarily for its stated purpose.

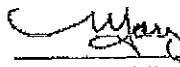


  
Notary Public: Mary Elaine Waygan  
My commission expires: October 24, 2019

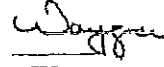
BARNSTABLE, SS. February 26<sup>th</sup>, 2013

On this 26<sup>th</sup> day of February, 2013, before me, the undersigned notary public, personally appeared the above-named Thomas J. Roche, proved to me through satisfactory evidence of identification, which was personally known to me, to be the person whose name is signed on the preceding document, and acknowledged to me that he signed it voluntarily for its stated purpose.

MARY ELAINE WAYGAN  
NOTARY PUBLIC  
Commonwealth of Massachusetts  
My Commission Expires  
Oct 24 2019




Notary Public: Mary Elaine Waygan  
My commission expires: October 24, 2019



COMMONWEALTH OF MASSACHUSETTS

BARNSTABLE, SS. February 26<sup>th</sup>, 2013

On this 26<sup>th</sup> day of February, 2013, before me, the undersigned notary public, personally appeared the above-named Mary Ann Gray, proved to me through satisfactory evidence of identification, which was personally known to me, to be the person whose name is signed on the preceding document, and acknowledged to me that he signed it voluntarily for its stated purpose,

 MARY ELAINE WAYGAN  
NOTARY PUBLIC  
Commonwealth of Massachusetts  
My Commission Expires  
Oct 24 2019

E.P.

Notary Public: Mary Elaine Waygan  
My commission expires: October 24, 2019

BARNSTABLE COUNTY  
REGISTRY OF DEEDS  
A true COPY, ATTEST

JOHN F. MEAPE-11.Faggi,

BARNSTABLE REGISTRY OF DEEDS

## Exhibit H

Harwich Housing Committee  
Town Hall Library, 732 Main Street  
Harwich, MA 02645

September 25, 2017

Ms. Aly Sabatino  
Town Planner  
732 Main Street  
Harwich, MA 02645

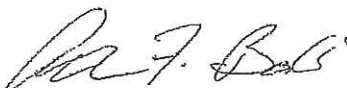
RE: CPC request for the creation of the Housing Trust and Housing Coordinator

Dear Ms. Sabatino:

Pursuant to your request at our meeting on September 11, 2017, the Harwich Housing Committee is in full support of the Planning Department's request to CPC in the amount of \$500,000 to create the Housing Trust which will help the Town of Harwich reach it's affordable housing goal and create a part-time Housing Coordinator position both of which are part of our Harwich Housing Production Plan.

Please do not hesitate to contact me if you should require additional information.

Thank you.



Arthur F. Bodin, Chairman  
Harwich Housing Committee

AFB/jwe

**OFFICE OF THE HARWICH BOARD OF SELECTMEN**

Phone (508) 430-7513

Fax (508) 430-7514

732 MAIN STREET, HARWICH, MA 02645



**Certificate of Adoption  
Harwich, Massachusetts  
Board of Selectmen  
A Resolution Adopting the 2017 Harwich Hazard Mitigation Plan**

WHEREAS, the Town of Harwich established a Committee to prepare the Hazard Mitigation Plan; and

WHEREAS, the Town of Harwich participated in the development of the Harwich 2017 Hazard Mitigation Plan; and

WHEREAS, the Harwich 2017 Hazard Mitigation Plan contains several potential future projects to mitigate potential impacts from natural hazards in the Town of Harwich, and

WHEREAS, a duly-noticed public meeting was held by the Harwich Board of Selectmen on for the public and municipality to review prior to consideration of this resolution; and

WHEREAS, the Town of Harwich authorizes responsible departments and/or agencies to execute their responsibilities demonstrated in the plan, and

NOW, THEREFORE BE IT RESOLVED that the Town of Harwich Board of Selectmen, formally approves and adopts the Harwich 2017 Hazard Mitigation Plan, in accordance with M.G.L. c. 40.

ADOPTED AND SIGNED this \_\_\_\_ Day, of December, 2017

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

**Charleen Greenhalgh**

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**From:** Neiderbach, Josiah <josiah.neiderbach@fema.dhs.gov>  
**Sent:** Thursday, November 02, 2017 5:24 PM  
**To:** Christopher Clark; Charleen Greenhalgh  
**Cc:** Verville, Richard; FEMA-R1-MitigationPlans; 'Dubrawski, Beth (CDA)'; mitigation@massmail.state.ma.us; White, Sarah (CDA); Mendelsohn, David  
**Subject:** Harwich, MA Approvable pending Adoption  
**Attachments:** Harwich MA APA Review.docx  
  
**Importance:** High

Dear Official,

FEMA Region I has completed its review of the Harwich, MA Hazard Mitigation Plan and found it approvable pending adoption. With this approval, your jurisdiction meets the local mitigation planning requirements under 44 CFR 201 **pending FEMA's review of the Adoption documentation and Final Plan.**

The Final Hazard Mitigation Plan and Adoption documentation **must** be provided to your **State's Mitigation Planning point of Contact** who will forward them to FEMA. Upon FEMA's receipt of these documents, a formal letter of approval will be issued, along with the final FEMA Checklist and Assessment. The FEMA letter of formal approval will confirm the jurisdiction's eligibility to apply for Mitigation grants administered by FEMA and identify related issues affecting eligibility, if any.

If the plan is not adopted within one calendar year of this notice, the jurisdiction must update the entire plan and resubmit it for FEMA review.

Thank you for submitting the Harwich, MA Hazard Mitigation Plan and congratulations on your successful community planning efforts.

Sincerely,

**Josiah (Jay) Neiderbach**  
Hazard Mitigation Planner  
Mitigation Division, FEMA Region I  
617-832-4926 desk  
202-285-7769 cell  
[josiah.neiderbach@fema.dhs.gov](mailto:josiah.neiderbach@fema.dhs.gov)

# LOCAL MITIGATION PLAN REVIEW TOOL - APA

**Jurisdiction Name & State: Town of Harwich, MA**

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The *Local Mitigation Plan Review Tool* demonstrates how the Local Mitigation Plan meets the regulation in 44 CFR §201.6 and offers States and FEMA Mitigation Planners an opportunity to provide feedback to the community.

- The Regulation Checklist provides a summary of FEMA's evaluation of whether the Plan has addressed all requirements.
- The Plan Assessment identifies the plan's strengths as well as documents areas for future improvement.
- The Multi-jurisdiction Summary Sheet is an optional worksheet that can be used to document how each jurisdiction met the requirements of the each Element of the Plan (Planning Process; Hazard Identification and Risk Assessment; Mitigation Strategy; Plan Review, Evaluation, and Implementation; and Plan Adoption).

The FEMA Mitigation Planner must reference this *Local Mitigation Plan Review Guide* when completing the *Local Mitigation Plan Review Tool*.

|  |  |   |
|--|--|---|
| <b>Jurisdiction:</b><br>Town of Harwich, MA                      | <b>Title of Plan:</b><br>Harwich 2017 Hazard Mitigation Plan | <b>Date of Plan:</b><br>August 22, 2017   |
| <b>Single or Multi-jurisdiction plan?</b><br>Single-jurisdiction |  | <b>New Plan or Plan Update?</b><br>Update   |
| <b>Regional Point of Contact:</b><br>None                        |  | <b>Local Point of Contact:</b><br>Charleen Greenhalgh<br>Assistant Town Administrator, Town of Harwich<br>Harwich Town Hall<br>732 Main St.<br>Harwich, MA 02645<br>(508) 430-7513; <a href="mailto:cgreenhalgh@town.harwich.ma.us">cgreenhalgh@town.harwich.ma.us</a><br><br>Christopher Clark, Town Administrator<br><a href="mailto:cclark@town.harwich.ma.us">cclark@town.harwich.ma.us</a> |

|  |                                      |                            |
|--|--------------------------------------|----------------------------|
| <b>State Reviewer:</b><br>Jeffrey Zukowski | <b>Title:</b><br>All Hazards Planner | <b>Date:</b><br>10/10/2017 |
|--|--------------------------------------|----------------------------|

|   |   |                                     |
|---|---|-------------------------------------|
| <b>FEMA Reviewer:</b><br>Lindsey Robinson<br>David Mendelsohn | <b>Title:</b><br>CERC<br>FEMA Community Planner | <b>Date:</b><br>10/31/17<br>11/2/17 |
| <b>Date Received in FEMA Region I</b>                         | 10/13/2017                                      |                                     |
| <b>Plan Not Approved</b>                                      |   |                                     |
| <b>Plan Approvable Pending Adoption</b>                       | 11/2/2017                                       |                                     |
| <b>Plan Approved</b>  |   |                                     |



## SECTION 1:

### REGULATION CHECKLIST

**INSTRUCTIONS:** The Regulation Checklist must be completed by FEMA. The purpose of the Checklist is to identify the location of relevant or applicable content in the Plan by Element/sub-element and to determine if each requirement has been 'Met' or 'Not Met.' The 'Required Revisions' summary at the bottom of each Element must be completed by FEMA to provide a clear explanation of the revisions that are required for plan approval. Required revisions must be explained for each plan sub-element that is 'Not Met.' Sub-elements should be referenced in each summary by using the appropriate numbers (A1, B3, etc.), where applicable. Requirements for each Element and sub-element are described in detail in this *Plan Review Guide* in Section 4, Regulation Checklist.

| 1. REGULATION CHECKLIST   |  | Location in Plan<br>(section and/or<br>page number) | Met | Not<br>Met |
|---|--|---|-----|------------|
| Regulation (44 CFR 201.6 Local Mitigation Plans)  |  |   |     |            |
| <b>ELEMENT A. PLANNING PROCESS</b>  |  |   |     |            |
| A1. Does the Plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement §201.6(c)(1))  | Ch. 1, pp. 10-12;<br>App. Ch. 1, pp. 172-217 | X   |     |            |
| A2. Does the Plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development as well as other interests to be involved in the planning process? (Requirement §201.6(b)(2)) | Ch. 1, pp. 12-15; App.<br>Ch. 1, pp. 172-217 | X   |     |            |
| A3. Does the Plan document how the public was involved in the planning process during the drafting stage? (Requirement §201.6(b)(1))  | Ch. 1, pp. 12-15; App.<br>Ch. 1, pp. 172-217 | X   |     |            |
| A4. Does the Plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement §201.6(b)(3))  | Ch. 1, pp. 16-18                             | X   |     |            |
| A5. Is there discussion of how the community(ies) will continue public participation in the plan maintenance process? (Requirement §201.6(c)(4)(iii))   | Ch. 1, p. 16                                 | X   |     |            |
| A6. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)? (Requirement §201.6(c)(4)(i))   | Ch. 6, pp. 158-159                           | X   |     |            |
| <b>ELEMENT A: REQUIRED REVISIONS</b>  |  |   |     |            |
| <b>ELEMENT B. HAZARD IDENTIFICATION AND RISK ASSESSMENT</b>   |  |   |     |            |
| B1. Does the Plan include a description of the type, location, and extent of all natural hazards that can affect each jurisdiction(s)? (Requirement §201.6(c)(2)(i))  | Ch. 2, pp. 24-92                             | X   |     |            |



| 1. REGULATION CHECKLIST  |   | Location in Plan<br>(section and/or<br>page number) | Met | Not<br>Met |
|--|---|---|-----|------------|
| <b>Regulation (44 CFR 201.6 Local Mitigation Plans)</b>  |   |   |     |            |
| B2. Does the Plan include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction? (Requirement §201.6(c)(2)(i))   | Ch. 2, pp. 24-92                        | X   |     |            |
| B3. Is there a description of each identified hazard's impact on the community as well as an overall summary of the community's vulnerability for each jurisdiction? (Requirement §201.6(c)(2)(ii))  | Ch. 2, pp. 24-92;<br>Ch. 4, pp. 127-129 | X   |     |            |
| B4. Does the Plan address NFIP insured structures within the jurisdiction that have been repetitively damaged by floods? (Requirement §201.6(c)(2)(iii))   | Ch. 3, p. 102;<br>Ch. 5, pp. 151-152    | X   |     |            |
| <b>ELEMENT B: REQUIRED REVISIONS</b>   |   |   |     |            |
| <b>ELEMENT C. MITIGATION STRATEGY</b>  |   |   |     |            |
| C1. Does the plan document each jurisdiction's existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement §201.6(c)(3))  | Ch. 5, pp. 151-155                      | X   |     |            |
| C2. Does the Plan address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement §201.6(c)(3)(ii))  | Ch. 5, pp. 151-152                      | X   |     |            |
| C3. Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement §201.6(c)(3)(i))   | Ch. 5, p. 132                           | X   |     |            |
| C4. Does the Plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement §201.6(c)(3)(ii)) | Ch. 5, pp. 132-150                      | X   |     |            |
| C5. Does the Plan contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction? (Requirement §201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii))                      | Ch. 5, pp. 132-150                      | X   |     |            |
| C6. Does the Plan describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement §201.6(c)(4)(ii))                      | Ch. 1, p. 19                            | X   |     |            |
| <b>ELEMENT C: REQUIRED REVISIONS</b>   |   |   |     |            |
| <b>ELEMENT D. PLAN REVIEW, EVALUATION, AND IMPLEMENTATION</b> (applicable to plan updates only)  |   |   |     |            |
| D1. Was the plan revised to reflect changes in development? (Requirement §201.6(d)(3))   | Ch. 3, pp. 103-104                      | X   |     |            |
| D2. Was the plan revised to reflect progress in local mitigation efforts? (Requirement §201.6(d)(3))   | Ch. 5, pp. 133-135                      | X   |     |            |

| 1. REGULATION CHECKLIST   |  | Location in Plan<br>(section and/or<br>page number) | Met | Not<br>Met |
|---|--|---|-----|------------|
| Regulation (44 CFR 201.6 Local Mitigation Plans)  |  |   |     |            |
| D3. Was the plan revised to reflect changes in priorities?<br>(Requirement §201.6(d)(3))  |  | Ch. 5, p. 155                                       | X   |            |
| <b>ELEMENT D: REQUIRED REVISIONS</b>  |  |   |     |            |
| <b>ELEMENT E. PLAN ADOPTION</b>   |  |   |     |            |
| E1. Does the Plan include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval? (Requirement §201.6(c)(5)) |  | Ch. 7, p. 162                                       |     |            |
| E2. For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption? (Requirement §201.6(c)(5))                     |  |   |     |            |
| <b>ELEMENT E: REQUIRED REVISIONS</b>  |  |   |     |            |
| <b>ELEMENT F. ADDITIONAL STATE REQUIREMENTS (OPTIONAL FOR STATE REVIEWERS ONLY; NOT TO BE COMPLETED BY FEMA)</b>  |  |   |     |            |
| F1.   |  |   |     |            |
| F2.   |  |   |     |            |
| <b>ELEMENT F: REQUIRED REVISIONS</b>  |  |   |     |            |

## SECTION 2: PLAN ASSESSMENT

### A. Plan Strengths and Opportunities for Improvement

This section provides a discussion of the strengths of the plan document and identifies areas where these could be improved beyond minimum requirements.

#### Element A: Planning Process

##### ***Strengths:***

- The planning process is well detailed. The inclusion of meeting materials will help guide future updates.
- Community officials were effectively engaged in the planning process, with their feedback shaping the content of the plan.
- A range of existing studies, reports, and plans were reviewed and incorporated, resulting in a plan that is comprehensive and current.
- A diverse group of stakeholders were involved in the plan's development, ensuring a range of perspectives and comprehensive analysis.
- An array of opportunities for continuing public engagement are identified. This will better encourage resident engagement during future updates.
- Each section of the plan connects in a logical way, making it easy to read and understand.
- The main body of the plan references the appendices, making it easy for the reader to locate attached materials.

##### ***Opportunities for Improvement:***

- Expand on the types of opportunities for public and stakeholder involvement. For ideas, see page 3-5 of FEMA's [Local Mitigation Handbook](#). Engage a wider range of stakeholders in the planning process. When identifying potential stakeholders, consider community planners, floodplain managers, schools, and businesses. Also consider working with state agencies and neighboring communities.
- During future updates of the plan, evaluate the effectiveness of the previous version and consider how it could be improved. For a sample list of criteria that can be used to evaluate the plan, see FEMA's [Local Mitigation Handbook](#).
- As part of the description of how resources were incorporated, describe any limitations in the available data. Identifying limitations will help inform future plan updates and also help identify the need for additional studies.

#### Element B: Hazard Identification and Risk Assessment

##### ***Strengths:***

- Specific locations are identified for where each hazard is most likely to occur.
- Maps effectively highlight the areas and facilities that are most at risk.

***Opportunities for Improvement:***

- Incorporate additional information to better describe hazard extent. The purpose of describing extent is to assess the strength or magnitude of a future event, in order to understand what severity can be expected. This is different from hazard impact, which addresses effects on people, buildings, and infrastructure. Looking at hazard impacts and hazard extent separately will help in identifying actions for reducing risk. For more information about how to describe extent, see page 5-3 of FEMA's [Local Mitigation Handbook](#).
- Consider the 0.2% (500-year flood) risk of flood when assessing the risk to development.

**Element C: Mitigation Strategy*****Strengths:***

- The community's mitigation goals are unique and customized to the community. The plan's goals pertain specifically to mitigation, rather than response /preparedness, and address long-term risk.
- The programs, plans, and policies that the community considered in their mitigation strategy are well defined.
- The process used by the community for prioritizing mitigation actions is well defined and utilized a specific methodology.
- The plan includes specific, targeted mitigation actions that address the community's key vulnerabilities. Actions are detailed with information on funding, resources, timeframes, and responsible personnel.

***Opportunities for Improvement:***

- Expand upon the plan's description of current mitigation-related capabilities. For more guidance on what capabilities to include, see page 4-1 of FEMA's [Local Mitigation Handbook](#).
- Further develop the analysis of how existing capabilities could be expanded. As part of the analysis, specify what is currently lacking (funding, personnel, equipment, regulations, authority, community consensus, etc.)
- Ensure that the focus of the mitigation strategy is on mitigation, rather than preparedness. Mitigation actions reduce or eliminate long-term risk and are different from actions taken to prepare for or respond to hazard events. Mitigation activities lessen or eliminate the need for preparedness or response resources in the future. If there are preparedness actions, address how those address specific vulnerabilities as well. For more information on the difference between mitigation and preparedness, see page 6-3 of FEMA's [Local Mitigation Handbook](#).
- Provide more detail about the costs and benefits of each mitigation action. Consider providing a cost estimate as well as describing the different factors (social, technical, political, legal, environmental, etc.) involved.



- Identify alternative funding sources for projects. Consider resources that may be available through FEMA, other Federal agencies, state programs, regional planning agencies, non-profits, etc.

#### **Element D: Plan Update, Evaluation, and Implementation (*Plan Updates Only*)**

##### ***Strengths:***

- The plan connects changes in development directly to changes in risk.
- The plan clearly describes the community's development changes since the last update.
- Mitigation actions implemented and previous stated goals met.

##### ***Opportunities for Improvement:***

- Provide more details about how development trends have changed since the last plan update. Consider including data on building permits, major renovations, population changes, and/or the number of structures located within the 1% floodplain.
- Describe general land use changes in neighboring jurisdictions that may affect the community's risk.

## B. Resources for Implementing Your Approved Plan

### **State Sources of Technical Assistance & Funding:**

The Commonwealth of Massachusetts State Hazard Mitigation Officer (SHMO) and State Mitigation Planner(s) can provide guidance regarding grants, technical assistance, available publications, and training opportunities. Contact the Massachusetts Emergency Management Agency (MEMA) <http://www.mass.gov/eopss/agencies/mema/>, [Department of Conservation and Recreation DCR](http://www.mass.gov/eopss/agencies/mema/resources/mitigation/) and, MEMA Hazard Mitigation Grants and Hazard Mitigation Success Stories at <http://www.mass.gov/eopss/agencies/mema/resources/mitigation/> and Massachusetts Department of Environmental Protection <http://www.mass.gov/eea/agencies/massdep/>. Refer to the Massachusetts State Hazard Mitigation Plan Update 2013 (Section 17.6, p. 17-54 or p. 544) which identifies a number of potential funding sources for various mitigation activities. Communities are encouraged to work with the State to maximize use of every 406 Hazard Mitigation opportunity when available during federally declared disasters. A better alignment and increasing the effectiveness of 406 and 404 Mitigation funds, greatly benefit the community in the long run.

### **Federal and Non-Profit Sources of Technical Assistance & Funding:**

#### Federal Grants Resource Center and Grants.gov

Federal agencies may support integrated planning efforts such as rural development, sustainable communities and smart growth, climate change and adaptation, historic preservation, risk analyses, wildfire mitigation, conservation, Federal Highways pilot projects, etc. The Federal Grants Resource Center is located on the website of the national non-profit Reconnecting America, and provides a compilation of key funding sources for projects in your community. Examples are HUD, DOT/FHWA, EPA, and Sustainable Communities grant programs. For more information visit: <http://reconnectingamerica.org/resource-center/federal-grant-opportunities/> or [www.grants.gov](http://www.grants.gov).

#### GrantWatch.com

The website posts current foundation, local, state, and federal grants on one website. When seeking funding opportunities for mitigation, consider a variety of sources for grants, guidance, and partnerships, including academic institutions, non-profits, community organizations, and businesses, in addition to governmental agencies. Examples are The Partnership for Resilient Communities, the Institute for Sustainable Communities, the Rockefeller Foundation *Resilience*, The Nature Conservancy, The Kresge Climate-Resilient Initiative, the Threshold Foundation's *Thriving Resilient Communities* funding, the RAND Corporation, and ICLEI *Local Governments for Sustainability*.

<http://www.grantwatch.com>

#### FEMA Hazard Mitigation Assistance

FEMA's Hazard Mitigation Assistance provides funding for projects under the Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM), and Flood Mitigation Assistance (FMA). Individuals and businesses are not eligible to apply for HMA funds; however, an eligible applicant or subapplicant may apply on their behalf.

<http://www.fema.gov/hazard-mitigation-assistance>

### **Recommended FEMA Publications & Websites:**

#### Hazard Mitigation Planning Online Webliography, FEMA Region I

This compilation of government and private online sites is a useful source of information for developing and implementing hazard mitigation programs and plans in New England.

<http://www.fema.gov/about-region-i/about-region-i/hazard-mitigation-planning-webliography>

#### FEMA Library

FEMA publications can be downloaded for free from its Library website. This repository contains a wealth of information that can be especially useful in public information and outreach programs. Search by keyword to find documents related to a particular topic. Examples include building and construction techniques, the NFIP, integrating historic preservation and cultural resource protection with mitigation, and helpful fact sheets.

<http://www.fema.gov/library>

#### FEMA RiskMAP

Technical assistance is available through RiskMAP to assist communities in identifying, selecting, and implementing activities to support mitigation planning and risk reduction. Attend any RiskMAP discovery meetings that may be scheduled in the state (or neighboring communities with shared watersheds boundaries) in the future.

<https://www.fema.gov/risk-mapping-assessment-and-planning-risk-map>

#### FEMA Climate Change Website

Provides resources that address climate change.

<http://www.fema.gov/climate-change>

#### **Other Recommended Publications & Websites:**

##### U.S. Climate Resilience Toolkit

Scientific tools, information, and expertise are provided to help manage climate-related risks and improve resilience to extreme events. This aid assists planning through links to a wide-variety of web-tools covering topics, including coastal flood risk, ecosystem vulnerability, and water resources. Experts can be located in the NOAA, USDA, and Department of Interior.

<https://toolkit.climate.gov>

##### EPA's Resilience and Adaptation in New England (RAINE) Climate Change Program

A collection of vulnerability, resilience and adaptation reports, plans, and webpages at the state, regional, and community levels. Communities can use the RAINE database to learn from nearby communities about building resiliency and adapting to climate change.

<http://www.epa.gov/raine>

##### USDA Rural Community Development Grant Programs

USDA operates over fifty financial assistance programs for a variety of rural applications.

<http://www.rd.usda.gov/programs-services>

##### NOAA Sea Grant

Sea Grant's mission is to provide integrated research, communication, education, extension and legal programs to coastal communities that lead to the responsible use of the nation's ocean, coastal and Great Lakes resources through informed personal, policy and management decisions. Examples of the resources available help communities plan, adapt, and recovery are the *Community Resilience Map of Projects* and the *National Sea Grant Resilience Toolkit*, both located on this website.

<http://seagrants.noaa.gov>

##### USDA, Natural Resources Conservation Service (NRCS)

Provides conservation technical assistance, financial assistance, and conservation innovation grants.

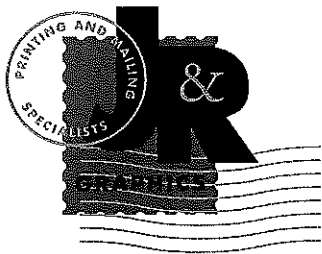
<http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/>

##### The Rockefeller Foundation Resilience

Helping cities, organizations, and communities better prepare for, respond to, and transform from disruption.

<https://www.rockefellerfoundation.org/our-work/topics/resilience/>





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# 2018

| JANUARY |    |    |    |    |    |    | FEBRUARY |    |    |    |    |    |    | MARCH     |       |    |    |    |    |    |
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| 21      | 22 | 23 | 24 | 25 | 26 | 27 | 18       | 19 | 20 | 21 | 22 | 23 | 24 | 18        | 19    | 20 | 21 | 22 | 23 | 24 |
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## Ann Steidel

---

**From:** John Giorgio <JGiorgio@k-plaw.com>  
**Sent:** Tuesday, December 05, 2017 12:05 PM  
**To:** Ann Steidel  
**Subject:** RE: Enhanced Town Counsel Services

Hello Ann:

The second Tuesday of each month at 10:00 AM is fine. Shall we start next Tuesday.

(12/19 @ 11)

Could we make an exception for

January and schedule it for Thursday January 11<sup>th</sup>?

John

John W. Giorgio, Esq.  
**KP | LAW**  
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Boston, MA 02110  
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D: (617) 654 1705  
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**From:** Ann Steidel [mailto:[asteidel@town.harwich.ma.us](mailto:asteidel@town.harwich.ma.us)]  
**Sent:** Monday, December 04, 2017 4:43 PM  
**To:** John Giorgio <JGiorgio@k-plaw.com>  
**Subject:** RE: Enhanced Town Counsel Services

Hi John,

How about the second Tuesday of the month at 10:00 a.m.? That would work well for anything coming out of the Monday night Selectmen's meetings that Chris needs an opinion on.

*Ann Steidel*  
*Administrative Secretary*  
*Board of Selectmen/Town Administrator's Office*  
*Town of Harwich*  
*732 Main Street*  
*Harwich, MA 02645*  
*Phone 508-430-7513 x2*  
*Fax 508-432-5039*

## Sandy Robinson

---

**From:** John Giorgio <JGiorgio@k-plaw.com>  
**Sent:** Friday, November 17, 2017 3:02 PM  
**To:** Christopher Clark  
**Cc:** Ann Steidel; Sandy Robinson; Lauren F. Goldberg  
**Subject:** Enhanced Town Counsel Services

Chris:

This is a follow-up to our conversation. As we discussed at our last meeting, KP Law would be more than happy to establish monthly office hours at Town Hall whereby department heads and other town officials could meet with Town Counsel to review ongoing legal issues. They could be scheduled for appointment in one half hour increments, for example. Since you and I have established a routine of meeting monthly to do a legal update, my thought is we could combine our meeting (which usually lasts about two hours) with another two hours of general Town Counsel office hours for staff. KP Law would be pleased to offer this service on a monthly basis at no cost to the Town.

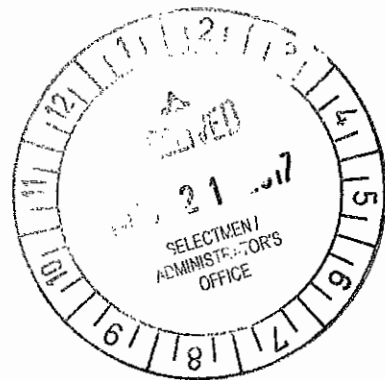
In addition, you had indicated a preference for exploring the concept of having a paralegal assist the Town on title rundowns and other real estate matters. This could be accomplished through an in-house position or retaining the services of an outside paralegal. As we discussed, the Town of Dennis has a full time position of Legal Administrator which is filled by a non-attorney with some paralegal training. In Dennis, the Legal Administrator works closely with Town Counsel on a variety of matters, including preparation of the warrants and motions for town meetings, serving as the gate keeper for access to Town Counsel for opinions and other legal advice, and conducting searches of Town and Registry records in connection with real estate and tax title matters. I have found that arrangement to be beneficial and I believe helpful in reducing the cost of legal services.

Finally, as we discussed, Attorney Barbara Saint Andre, who used to serve as the firm's primary contact for the Town of Harwich, has returned to KP Law where she concentrates her practice in land use law. Barbara is now available to serve as the primary land use contact for the Town of Harwich, and I would propose that we formally dedicate her to that role. Barbara is excited to provide land use legal services to the Town.

I would suggest that perhaps Ann could coordinate with your schedule to set up Town Counsel office hours if you would like to try that arrangement out.

John

John W. Giorgio, Esq.  
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# **RatingsDirect®**

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## **Summary:**

# **Harwich Town, Massachusetts; General Obligation; Note**

### **Primary Credit Analyst:**

Steven E Waldeck, Boston (1) 617-530-8128; [steven.waldeck@spglobal.com](mailto:steven.waldeck@spglobal.com)

### **Secondary Contact:**

Christina Marin, Boston 617-530-8312; [christina.marin@spglobal.com](mailto:christina.marin@spglobal.com)

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Rationale

Outlook

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## Summary:

# Harwich Town, Massachusetts; General Obligation; Note

### Credit Profile

US\$10.75 mil GO BANs dtd 12/15/2017 due 07/13/2018

|                          |            |          |
|--------------------------|------------|----------|
| <i>Short Term Rating</i> | SP-1+      | New      |
| Harwich GO               |            |          |
| <i>Long Term Rating</i>  | AA+/Stable | Affirmed |

## Rationale

S&P Global Ratings assigned its 'SP-1+' short-term rating to Harwich Town, Mass.' series 2017 general obligation (GO) bond anticipation notes (BANs), payable on July 13, 2018, and affirmed its 'AA+' long-term rating, with a stable outlook, on the town's existing GO debt.

The short-term rating reflects our view of the town's very strong capacity to pay principal and interest when the BANs come due. The town maintains a low market-risk profile with strong legal authority to issue long-term debt to take out the BANs, and it is a frequent issuer that regularly provides ongoing disclosure to market participants.

The town's full-faith-and-credit pledge secures the bonds. The town's ability to raise taxes is subject to limitations of Proposition 2 1/2, which has a 2.5% ceiling on total property taxes annually, as well as the 2.5% limit on property tax increases plus the value of new growth. Despite limitations imposed by the commonwealth-levy-limit law, we did not make a rating distinction for the limited-tax-GO pledge due to the town's flexibility under the levy limit. We understand town voters have chosen to exclude the series 2017 BANs from the Proposition 2 1/2 levy limit.

Officials plan to use series 2017 BAN proceeds to fund various capital improvement projects, including marina improvements and boardwalk construction.

The long-term rating reflects our opinion of the town's:

- Very strong economy, with access to a broad and diverse metropolitan statistical area (MSA);
- Strong management, with good financial policies and practices under our Financial Management Assessment (FMA) methodology;
- Strong budgetary performance, with a slight operating surplus in the general fund and an operating surplus at the total-governmental-fund level in fiscal 2016;
- Strong budgetary flexibility, with an available fund balance that we expect will improve in the near term from its fiscal 2016 level of 7.9% of operating expenditures;
- Very strong liquidity, with total government available cash at 31.8% of total-governmental-fund expenditures and 5.7x governmental debt service, and access to external liquidity we consider strong;
- Very strong debt-and-contingent-liability position, with debt service carrying charges at 5.5% of expenditures and net direct debt that is 44.6% of total-governmental-fund revenue, as well as low overall net debt at less than 3% of

market value and rapid amortization, with 65.7% of debt scheduled to be retired within 10 years, but significant medium-term debt plans; and

- Strong institutional framework score.

### **Very strong economy**

We consider Harwich's economy very strong. The town, with an estimated population of 12,304, is in Barnstable County in the Barnstable Town MSA, which we consider broad and diverse. The town has a projected per capita effective buying income of 123% of the national level and per capita market value of \$405,010. Overall, market value grew by 3.5% over the past year to \$5 billion in fiscal 2017. The county unemployment rate was 4.7% in 2016.

Harwich is a residential community on the southeast corner of Cape Cod on Nantucket Sound, about 80 miles from Boston. Due to the substantial number of seasonal second homes, population estimates double in the summer. While Harwich has been evolving into more of a year-round community, its economy continues to depend on second-home owners and summer visitors. Seasonal employment--such as retail trade, accommodations, and food services--accounts for a large portion of the local employment base.

### **Strong management**

We view the town's management as strong, with good financial policies and practices under our FMA methodology, indicating financial practices exist in most areas but that governance officials might not formalize or monitor all of them on a regular basis.

Highlights include management's conservative budget assumptions and regular monitoring of budget performance with monthly reports on budget-to-actual results to the board of selectman and finance committee. The town's free cash policy outlines reserves, free cash, and stabilization funds with the goal of maintaining no less than 7%–8% of general fund expenditures in reserve. The town was not compliant in fiscal 2016, but officials expect to close fiscal 2017 in-line with the reserve policy. There is a strong focus on capital planning, evidenced by Harwich's six-year capital improvement plan that it updates annually and that identifies funding sources. The town also maintains a five-year budget forecast, which it updates annually.

The town adheres to its formal investment-management policy, which mirrors commonwealth guidelines. Harwich maintains a formal debt-management policy that limits general fund debt service to 10%–12% of expenditures.

### **Strong budgetary performance**

Harwich's budgetary performance is strong, in our opinion. The town had slight surplus operating results in the general fund of 0.9% of expenditures and surplus results across all governmental funds of 1.5% of expenditures in fiscal 2016.

Management indicates fiscal 2016 closed with a surplus due to higher-than-budgeted motor vehicle, hotel, and ambulance revenue, along with expenditure turnbacks. Officials expect fiscal 2017 to close with a surplus of about \$900,000 due to higher-than-budgeted local receipts and expenditure turn backs. The fiscal 2018 general fund budget is \$61 million, an increase of 3.2% from fiscal 2017. Management expects operating revenue and expenditures to remain on target.

Property taxes remain the primary revenue source, accounting for about 76% of general fund revenue, followed by intergovernmental receipts at approximately 2.8%. Tax-collection receipts remain consistent for fiscal 2017: They are



continually about 99%. We expect budgetary performance to remain strong.

However, we believe future pension and other-postemployment-benefit (OPEB) costs could become a budgetary pressure due to below-average funding ratios. We note management is actively making adjustments, when needed, for these liabilities. Harwich is funding the actuarially determined contribution, and it has begun prefunding OPEB. We believe these liabilities could strain future operations, particularly if economic or business conditions worsen, if management does not meet actuary assumptions, or if the assumptions are inadequate at current levels.

### **Strong budgetary flexibility**

Harwich's budgetary flexibility is strong, in our view, with an available fund balance we expect could improve in the near term from its fiscal 2016 level of 7.9% of operating expenditures, or \$4.5 million.

Management is projecting fiscal 2017 will close with a surplus of about \$900,000, which will increase available reserves to, what we consider, strong levels. For fiscal 2018, management states that it does not currently have any immediate plans to spend down reserves and that it will work to maintain fund balance at the current level. Therefore, we expect budgetary flexibility to remain strong.

### **Very strong liquidity**

In our opinion, Harwich's liquidity is very strong, with total government available cash at 31.8% of total-governmental-fund expenditures and 5.7x governmental debt service in fiscal 2016. In our view, the town has strong access to external liquidity if necessary.

We believe Harwich's frequent debt issuance, including GO bonds, supports its strong access to external liquidity. The town does not have any liquidity risks from private-placement or direct-purchase obligations. In addition, we do not expect deterioration in the town's liquidity metrics over the next two fiscal years. Therefore, we expect Harwich will likely maintain very strong liquidity.

### **Very strong debt-and-contingent-liability profile**

In our view, Harwich's debt-and-contingent-liability profile is very strong. Total-governmental-fund debt service is 5.5% of total-governmental-fund expenditures, and net direct debt is 44.6% of total-governmental-fund revenue. Overall net debt is low at 1.2% of market value and approximately 65.7% of direct debt is scheduled to be repaid within 10 years, which are, in our view, positive credit factors. Negatively affecting our view of the town's debt profile is its significant medium-term debt plans.

After this issue, Harwich will have \$37.2 million in overall net debt outstanding, \$18 million of which is BANs. Overall net debt includes \$7.9 million in self-supporting water debt. Officials indicate the town could issue an additional \$33.4 million of debt for sewer-system and fire-station construction, as well as road repairs. While the timing and final amounts could vary, based on these plans, we expect Harwich's net direct debt to increase; we have incorporated this into our view of its debt profile.

Harwich's combined required pension and actual OPEB contribution totaled 7.3% of total-governmental-fund expenditures in fiscal 2016. Of that amount, 3.8% represented required contributions to pension obligations and 3.5% represented OPEB payments. The town made its full annual required pension contribution in fiscal 2016.



Harwich contributes to a cost-sharing, multiemployer, defined-benefit plan administered by Barnstable County Contributory Retirement Board. Using updated reporting standards in accordance with Governmental Accounting Standards Board Statement Nos. 67 and 68, the town's proportionate share of the net pension liability was about \$26.6 million with 58% funded at June 30, 2016, based on an assumed rate of return of 7.75%. Due to the funded ratio, we believe contributions will continue to rise over the next few fiscal years. While the town is currently managing these costs, we believe it has a limited ability to control future pension-liability growth.

Harwich also provides postemployment benefits to retirees. Harwich, however, has set up an OPEB trust to prefund the liability, which we view positively. At June 30, 2014, the most recent actuarial valuation, management reported a \$42.4 million OPEB liability. The town has traditionally funded OPEB through pay-as-you-go financing. It paid \$2.1 million, or 3.5% of expenditures, toward OPEB, or 71.7% of the annual required contribution, in fiscal 2016.

The town's OPEB trust currently has a balance of \$841,927. The town is projecting to add about \$100,000 to the trust by fiscal year-end 2018. Officials plan to include an OPEB contribution in the fiscal 2019 budget, which it will fund through the operating budget and the annual appropriation of surplus. While we consider the practice of prefunding the OPEB liability positively, Harwich's large and growing pension and OPEB liabilities could pressure the budget.

### **Strong institutional framework**

The institutional framework score for Massachusetts municipalities is strong.

## **Outlook**

The stable outlook on the long-term rating reflects S&P Global Ratings' opinion of Harwich's very strong economy, supported by strong management with good financial management policies and practices. We do not expect to change the rating during our two-year outlook period due to our expectation that Harwich will likely maintain its strong budgetary performance and flexibility.

### **Upside scenario**

We could raise the rating if Harwich were to take meaningful steps to mitigate pension and OPEB liabilities, coupled with an increase in available reserves to levels we believe would enhance budgetary flexibility.

### **Downside scenario**

Although unlikely during the two-year outlook period, we could lower the rating if budgetary performance and flexibility were to experience significant pressure due to rising pension and OPEB costs.

## **Related Research**

- S&P Public Finance Local GO Criteria: How We Adjust Data For Analytic Consistency, Sept. 12, 2013
- Incorporating GASB 67 And 68: Evaluating Pension/OPEB Obligations Under Standard & Poor's U.S. Local Government GO Criteria, Sept. 2, 2015
- 2017 Update Of Institutional Framework For U.S. Local Governments

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at [www.standardandpoors.com](http://www.standardandpoors.com) for further information. Complete ratings information is available to subscribers of RatingsDirect at [www.capitaliq.com](http://www.capitaliq.com). All ratings affected by this rating action can be found on the S&P Global Ratings' public website at [www.standardandpoors.com](http://www.standardandpoors.com). Use the Ratings search box located in the left column.

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## TOWN HALL HOURS

|              |   |
|--------------|---|
| Barnstable   | 8:30 – 4:30   |
| Bourne       | 8:30 – 4:30   |
| Brewster     | 8:30 – 4:00   |
| Chatham      | 8:00 – 4:00   |
| Dennis       | 8:30 – 4:30   |
| Eastham      | 8:00 – 4:00   |
| Edgartown    | 8:00 – 4:00   |
| Harwich      | 8:30 – 8:00 (M)<br>8:30 – 4:00 (T-Th)<br>8:30 – 12:00 (F) |
| Mashpee      | 8:30 – 4:30   |
| Nantucket    | 8:00 – 4:00   |
| Orleans      | 8:30 – 4:30   |
| Provincetown | 8:00 – 5:00 (M-Th)<br>8:00 – 12:00 (F)                    |
| Sandwich     | 8:30 – 4:30   |
| Truro        | 8:00 – 4:00   |
| Wellfleet    | 8:00 – 4:00 (closed 12:00-1:00)                           |
| Yarmouth     | 8:30 – 4:30   |

|  |  |        |  |
|--|--|--------|--|
| Goal 2, Objective B: Con't   | <ul style="list-style-type: none"> <li>By Q2 of this FY the Town Administrator will develop new ways to communicate to the public the actions of the Selectmen, and Town boards, committees and departments. Provide residents and visitors with information about selected parts of Town government through the use of newsletters, periodic programs, site visits, and other communications media. Initially the focus of this objective/task will be the Water Department operations and one other department (Wastewater Project will be treated separately.).</li> <li><u>Deliverables:</u> <ol style="list-style-type: none"> <li>Two memoranda each co-authored by Administration and head of the departments selected to participate in this outreach activity describing activities planned, resources and schedules required to achieve this objective.</li> <li>Periodic status reports on media projects, site visits, and initial feedback from residents/visitors.</li> <li>End-of-year report on lessons learned.</li> </ol> </li> </ul>  | Q2     |  |
|  | <p>3. Report CVEC Energy Savings.<br/>Report revenue benefits and associated off-taker sharing with the Water Enterprise Fund on the Town website (Consider posting actual savings on the sign at the Town Disposal Area.</p>  | 3. TBD | 3. ATA, FD                               |
|  | <p>4. Develop Records Management Plan.</p> <ul style="list-style-type: none"> <li>Plan, create and implement a phased, formal, written records management program that complies with open meeting and public records statutes that includes specific standards for both paper and electronic records.</li> <li>Every record that is made or received by a government entity or employee is presumed to be a public record unless a specific statutory exemption permits or requires it to be withheld in whole or in part.</li> <li>Electronic records, such as computer files, email, and audio- and videotapes are subject to the public records law.</li> <li>Information on The Municipal Records Retention Manual can be found at <a href="http://www.shutesbury.org/sites/default/files/PublicRecord_retention.pdf">http://www.shutesbury.org/sites/default/files/PublicRecord_retention.pdf</a>.</li> <li>The Massachusetts Public Records Law is found at <u>Massachusetts General Law, Chapter 66</u>, (Section 10 in particular is of importance to records requesters), with its supporting regulation being found at <u>950 Code of Massachusetts Regulations 32.00</u>.</li> <li>The exemptions to the Public Records Law are found at <u>Massachusetts General Law, Chapter 4, Section 7(26)</u>.</li> <li>This activity has been an objective of the Board of Selectmen since 2014.</li> <li><u>Deliverables:</u> Plan with resources and schedules. Execution</li> </ul>   | 4. TBD | 4. TC                                    |
| Objective C: Conduct Town government business in a responsive manner | <p>1. Email addresses for Town Departments, and Town-sanctioned groups.</p> <ul style="list-style-type: none"> <li>Establish Harwich-specific email addresses in order to enhance communication between residents and town departments, committees, boards or other Town-sanctioned groups provide all such groups with a Town email address.</li> <li>Identify these email addresses on the Town website.</li> <li>Provide appropriate backup of email transmissions that use Town servers.</li> <li>Create a policy that requires all official communications between public and these Town groups be made through the Harwich email system.</li> <li>Provide technical support to fully implement.</li> <li><u>Deliverables:</u> <ol style="list-style-type: none"> <li>Memorandum #1: provide a level of effort (labor) and cost estimate for Town staff to accomplish this objective.</li> <li>Memorandum #2: provide draft policy and procedures to implement.</li> <li>Memorandum #3: provide on-line training materials.</li> <li>Memorandum #4: provide evaluation report.</li> </ol> </li> </ul> <p>2. Town Hall hours of operation.<br/>Reevaluate the pros and cons of Harwich Town Hall being open later on Mondays and closed early on Fridays.</p> <ul style="list-style-type: none"> <li><u>Deliverable:</u> <ol style="list-style-type: none"> <li>Memorandum that reviews the original purpose of staying open longer on Mondays all year, assesses impacts of on-line access to Town Hall services, quantifies benefits (if any) to residents, reviews merits department-by-department, provides comparisons with other Massachusetts Town Hall operations, and addresses other relevant issues, such as having some departments work longer one day while other Town operations work a standard work week.</li> <li>Assessment report with recommendations.</li> </ol> </li> </ul> | 1. TBD | 1. IT                                    |
|  |  | 2. TBD | 2. TA (Subject to Collective Bargaining) |



To: Board of Selectmen

From: Christopher Clark, Town Administrator

Re: Weekly Report November 27 - December 1, 2017

Date: December 6, 2017

On Monday, the Management Negotiation Team met with the Fire Union to begin discussion on a new Collective Bargaining Agreement. The majority of the morning was dedicated to this. Various issues emerged during the late morning and early afternoon that required my attention. I started to work on inputting the several budgets that I am responsible for the Town Operation. The BOS did not meet so I was able to focus attention on FY 19 Budget Development.

Tuesday, November 28<sup>th</sup> was dedicated to a meeting in Worcester on some innovations in Municipal Health Care sponsored by GBS our consultants to the CC Municipal Health Group. The travel time to and from Worcester required a very early departure and later return. I did return to the office in the late afternoon to attend to some personnel matters. I then attended the Capital Outlay Meeting to go over projects of capital significance that were submitted to Community Preservation Committee for funding.

Wednesday started with the traditional agenda meeting with the Chair. I then had a meeting with departments on the Saquatucket Landside Project. I completed the six month performance review on the Building Commissioner. I then had a quick lunch and then met with Community Development Partnership to discuss a Regional Housing Specialist. I then had a meeting with our Golf Barn Development Team to discuss the bids. I did return after hours to work on developing operating departments for the FY 19 Budget

Thursday morning was dedicated to meeting with Chatham on IMA coordination issues and then a separate meeting with CDM to discuss the Southern Section of Pleasant Bay Watershed Area Wastewater Plan. After a short lunch, I had a meeting on the Saquatucket Landside Project. I then met with Carolyn and Eric about Sunday and some Holiday openings of the Community Center. I engaged in various activities for the balance of the day. I departed to run errands and returned for the BOS Joint meeting with MRSD at the High School and then over to the CPC Meeting to help present the Housing Trust Proposal.

Friday morning, I had several meetings in the morning on various topics. Due to a private appointment I had to leave at noontime.

Memorandum from Charleen Greenhalgh  
Assistant Town Administrator  
Town of Harwich

December 6, 2017

To: Christopher Clark, Town Administrator  
From: Charleen Greenhalgh, Assistant Town Administrator  
Re: Weekly Report – Week of November 27, 2017

Another busy week. Still fighting a respiratory issue, but am now on the road to recovery, it's been a struggle. The week included, but was not limited to:

- Prepared the documentation for the Board of Selectmen's adoption of the final Hazard Mitigation Plan. It will be on the Dec. 11<sup>th</sup> agenda
- Participated in the Fire Union negotiations with Chief Norman Clarke and Mr. Clark.
- Worked on numerous human resources related items, including but not limited to:
  - Correspondence
  - Job descriptions
  - Personnel matters
  - Department Head evaluation
  - Finalize Seasonal Wage Schedule, to be review by the Board of Selectmen on Dec. 11<sup>th</sup>
- Attended the Station 2 Committee meeting.
- Attended and participated in the Capital Outlay Committee meeting and prepared the minutes.
- Participated in two CCMHG organized wellness programs: Self-Care 101 and Mindfulness & Anxiety. Both excellent workshops, not well attended however, which was a bit disappointing.
- Budget review – Community Development
- Attended an American with Disabilities Act (ADA) Training sponsored by the S.E. Coast MA IPMA-HR, of which I am a member. The presenter was Rita DiNunzio, Asst. Director for Communications & Policy, Mass Office on Disability. It was great to see Deputy Chief Tom Gagnon in attendance. The training included:
  - ADA Overview
  - Public Entity Obligations
  - Employment Obligations
- Conference call with Kevin Feely, Labor Counsel and Mr. Clark to discuss several matters.
- Attended the CPC Meeting – Presentations of Requests
- Attended the Cape Light Compact Stakeholders Meeting. Cape municipalities and public entities were invited to participate. The meeting included sessions on:
  - Energy Efficiency and Public Service
  - Compact Offerings and Deeper Savings
  - Community Engagement & Outreach
- Status update on employment vacancies:

| <u>Position</u>                                   | <u>Status</u>                             | <u>Replacement or New</u> |
|---|---|---------------------------|
| Sr. Health Agent                                  | Re-advertised                             | Replacement               |
| Town Planner                                      | Internal Posting 11/21/17, closes 12/7/17 | Replacement               |
| Administrative Assistant<br>– Town Clerk's Office | Posted 11/30/17, Closed 12/8/17           | Replacement               |
| Assistant Building<br>Inspector                   | Pending review                            |                           |





**HARWICH  
ASSESSORS  
OFFICE**  
508-430-7503

## Memo

To: Sandy Robinson  
Ann Steidel

From: Donna Molino

Date: December 6, 2017

**RE: Assessor's Department Weekly Report (w/e 12/1/17)**

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1. Produced and sent letters to Belmont owners for interior inspections.
2. Worked on finalizing FY 2019 Budget.
3. Assisted taxpayer with exemption.
4. Processed and reviewed abutter's lists.
5. Processed and reviewed weekly deeds.
6. Assisted customers with boat abatements/questions.
7. Produced end of the month reports.
8. Finalized the Recap sheet and received approval from the DOR on November 30, 2017.

## Cemetery Administrator's Weekly Report

Week ending December 2, 2017

- Finished Operating Budget for the FY2019 Budget. Entered into Munis for review
- Attended the New England Cemetery Association, Frederick R. Laffond Management Seminar in Boxborough. Workshops attended were; Enhancing the Visitor Experience, New England Certified Cemetery Professional, Setting Monuments for Longevity, Fundraising for Historic Cemeteries, A Landmark Restored – The Mount Auburn Entry Fence, Family Services, Customer Care with Amazing Grace, Best Practices and Trends in Compensation, Landscape Plants Throughout the Seasons and Cemetery Monument Preservation. The three day Seminar had breakout sessions and networking with cemeteries who operate crematories within the New England region.
- Meeting with Hunt family to try to locate burial of Great Great Grandmother who died in Harwich in 1800's who husband was buried in Congregational Church Cemetery in Harwich Center and her children were buried and the South Harwich Cemetery.
- Began to index and identify the trees and shrubs located in the Island Pond Cemetery, in preparations for summer tours and for future planning to introduce additional species of plantings into cemetery landscapes.
- Suffolk University classes Budgeting and Financial Management: Two additional Assignment assigned, first assignment was on Budget Documentation Assessment. Reviewing FY18 Budget of the Town of Concord and creating an outline to find the Town's financial condition and decision making. Second assignment was to create a PowerPoint presentation on a Massachusetts Town's data that was given by instructor, pull information to creating spreadsheets over a five year period, and compare 13 separate Indicators with Warning Trends, Descriptions Analysis and Forecast with Projections for the next three years.

Respectfully Submitted

Robbin Kelley  
Cemetery Administrator

Weekly Update for the Community and Cultural Centers  
November 26, 2017 – December 2, 2017

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 11/26 to 12/2.

- I have Submitted information to Town Hall for the selectman's meeting regarding a discussion on the Cultural Center building use, fee' s and policies for review and discussion at the December 6<sup>th</sup> meeting.
- I have submitted a report to the Town Administrators office regarding fees charged for services from outside vendors at the Community Center.
- I worked with the Recreation department and the Facilities Manager from the Highway department to provide the cost of having the building open for two (2) Sundays and the Presidents holiday in February as request for the December 6<sup>th</sup> selectmen's meeting.
- I completed decoration the outside of the Community Center for the Holidays and the Christmas in Harwich program in conjunction with the Chamber of Commerce
- I booked and worked two events in the Cultural Center gym for basketball practices.
- I worked with the police department to get lights in the parking lot of the Cultural Center for the Open House for safety.
- Continued working with The Chamber of Commerce, regarding the two events they held at the Cultural Center for the Open House and Christmas in Harwich including the 2 day Trolley to Christmas in the Library complete with Santa and the Adult Concert. Rocking Christmas scheduled in the Auditorium featuring the Catie Flynn Band and The Johns.
- Attended the Purchasing meeting for Cape Cod area in Barnstable on Tuesday.
- Worked the Open House event at The Cultural Center both Saturday and Sunday. Over 300 people came to visit the Cultural Center itself on Saturday. We also had events happening in the gym at the Cultural Center throughout the day that had 200 + people in attendance.
- I met with Sean Libby, Facilities director on Cultural Center and Community Center operations and facility needs.
- Worked with the Garden Club at the Community Center for the Christmas in Harwich Events on December 2, 2017.

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

Respectfully submitted,

Carolyn Carey



## 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 December 1, 2017

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

#### **Programs/Service:**

- Held our first cooking class which was well attended and enjoyed by all who attended
- Prepared and served 97 meals to seniors including Monday Supper Club and 4 Senior Dining Lunches
- Distributed "Brown Bag" food supplies to 44 recipients which included holiday food cards graciously supplied by the Friends of the HCOA
- Completed 2 Fuel Assistance applications with clients
- Assisted a client temporarily in a nursing home with fuel assistance and property tax exemption
- Arranged emergency assistance for a client through the generous support of the Friends
- Discussed care issues with three out-of-town families – dementia resources, healthcare proxy, and in-home service options
- Arranged 5 medical rides for seniors with volunteers
- Conducted 19 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 10 clients at weekly Wellness Clinic
- Conducted SHINE appointments for Medicare Open Enrollment
- Assisted clients over the telephone and in the office providing counseling regarding Health Connector, Fuel Assistance, driving concerns, mental health issues, resources for financial assistance, and general aging resource information

#### **Administration:**

- Brought in 3 new volunteers to help support dining programs and medical rides
- Reviewed MUNIS entry of FY19 COA departmental budget request, completed budget preparation and submitted supplemental budget documentation to Town Administrator
- Drafted a medical equipment policy in preparation for COA Board review
- Attended monthly meeting of COAST (Councils on Aging Serving Together...the Cape assn. of COA Directors)
- Collaborated with Youth Counselor on planning for 2018 Girl Power program

Respectfully submitted,  
Judi Wilson



# TOWN OF HARWICH

## DEPARTMENT OF PUBLIC WORKS

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

Telephone (508) 430-7555

Fax (508) 430-7598

### **DPW Activity for the period of November 26, 2017 – December 2, 2017**

#### **Highway Maintenance**

- 2 days brushing roads
- Completed 10 work orders
- Trash runs 3 days and road side litter 2 days
- 1 day pot hole and berm repairs
- 2 days mowing conservation properties
- Finalized plow routes and contractor assignments
- Adjusted 5 year paving plan for sewer plan

#### **Vehicle Maintenance**

- Performed routine maintenance on two Police cruisers and two Highway Department vehicles
- Performed twenty repairs on vehicles, small and heavy equipment
- Removed sweeping attachment from Unit 29 (Holder) and installed snow blower, winter tires, swapped controls for snow blower, and repaired a minor hydraulic leak

#### **Cemetery Maintenance**

- Fall leaf cleanup in Mt. Pleasant and Island Pond Cemeteries
- Mowed Doane Park and Police / Fire Headquarters
- Assist in cleanup of Brooks Park for "Homeless For The Holidays"

#### **Parks Maintenance**

- Worked with Cemetery staff at various locations cleaning up leaves

#### **Facility Maintenance**

- Received 11 new work orders and completed 11 work orders from back log
- Spent over 100 hours at the Cultural Center prepping for the Christmas open house
- Built a shed to contain diesel fuel treatment near the pumps at the DPW

**Disposal Area**

- C&D: 10 loads, 171.45 tons
- MSW: 7 loads, 170.93 tons
- Recycling: 4 loads, 9.32 tons
- Vehicles Recorded: 6,450
- Revenue: \$37,415.60

**Reception**

- Telephone calls: 80
- Walk ins: 7
- Work orders processed: 25





**TOWN OF HARWICH  
FINANCE DIVISION  
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 12/1/17**

Undertakings within the Finance Department during the past week include the following initiatives/tasks:

- Correct FY 17 DE-1 with DOR and complete tax rate setting,
- Investigate complaint of Assessing office,
- Compile statistical information for CAFR,
- Finalize draft letter of transmittal for CAFR,
- Continued work on proforma debt schedules and tax impact for capital projects,
- Resolve Munis budget module challenges and reenter various department budgets,
- Attend Capital Outlay Committee meeting,
- Attend town/school district meeting,
- Work with individual departments on FY 19 budgets,
- Research vendor statement balances,
- Revise job description for Accounting Specialist,
- Research Animal Control Officer verbal benefit agreements,
- Review Worker's Comp audit information,
- 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 26, 2017 through December 02, 2017

## Incidents:

|                         |    |
|-------------------------|----|
| Fire/Explosion          | 01 |
| Overpressure/Rupture    | 00 |
| Rescue Call/ EMS        | 57 |
| Hazardous Condition     | 01 |
| Service Call            | 02 |
| Good Intent             | 01 |
| False Call              | 03 |
| Severe Weather/Disaster | 00 |
| Special Type/Complaint  | 00 |
| Total                   | 65 |

## Fire Prevention:

|                          |    |
|--------------------------|----|
| Inspections              |    |
| Resale                   | 12 |
| Annual                   | 02 |
| Joint                    | 00 |
| Final                    | 00 |
| Lockbox                  | 07 |
| Liquid Propane Storage   | 03 |
| Pre-Inspection           | 00 |
| Oil Tank                 | 00 |
| Oil burner               | 02 |
| Town Hall Hours          | 05 |
| Underground Storage Tank | 00 |
| Truck Tank               | 00 |
| InspectionsMisc          | 01 |

## Items of note:

## Health Director Weekly Report

### Week ending 12-2-17

- Projects-

- Staff Vacancy- After careful consideration of all applicants, it was decided to re-advertise for the position of Sr. Health Agent. This is a skilled position that requires previous experience in a health department/municipal setting. All applicants were either educated or experienced, but none were both.
- Congratulations to Hunter Twombly- Hunter received his Servsafe Certification and is successfully taking over the Food Service Program.
- Community Development- met and discussed ongoing projects
- Accela issues- stable permits not renewing, sent ticket to Zed IT
- FY19 budget- worked on and completed the proposed budget for FY19.

- Permit review and issuance-

- Annual permits and licenses- reviewed 50+
- RET-
  1. 34 Bay View
  2. 580 Route 28
  3. 10 Channel Hill
  4. 16 Salty Lane
  5. 87 Clearwater
  6. 22 Harwich Pines
- Building Permit reviews:
  1. 18 Hallmark
  2. 2 Ellis
  3. 2 Huckleberry
  4. 17 Old Mill Ln
  5. 52 Freeman
  6. 18 Daluze
  7. 42 Deep Hole
  8. 99 Chase
  9. 5 Flakeyard
- Disposal System Construction Permits
  1. 29 Robert Road
  2. 12 Allen Street
- Certificate of Compliance issued-
  1. 1 Federal Lane
- Well Permits
  1. 488 Queen Ann Road

- Inspections-

- Final Inspections- Septic systems-
  1. 24 Chase Street
  2. 253 Chatham Road (x2)
  3. 18 Woodlands
  4. 6 Summer Street
- Complaints
  1. Trash outside the 7-11 finding its way over to the neighbors property, inspection made

2. 24 Sherwood-housing/trash complaint is ongoing. A new contact was made with the bank, the attorney for the estate is not getting anywhere with them, so he asked that we try to get them to take responsibility.
3. Follow up inspection-Refrigerator at 6 Cross Street has been removed

- Consultations-

1. Walk through of 2 Ellis. Basement contained unpermitted private room, need deconstruction permit.
2. Pre-variance meetings with engineers. Two appointments to go over properties that will be applying for variances for the Dec. meeting.
3. Potential residential kitchen business. Met with owner and went over permit process and requirements.
4. 35 Chatham Road-Viprino. I conducted a site visit on Tuesday, Nov. 28<sup>th</sup> in preparation for the appeal hearing scheduled for the 29<sup>th</sup>. The manure pile in question is no longer a manure pile. The composting process has completed and the contents of the pile are mostly topsoil. There was no odor and no flies associated with the pile. I determined that this pile is not currently a nuisance and consulted with town counsel. They discussed options with Mr. Viprino's attorney and have postponed the appeal hearing until January 10<sup>th</sup>. We also have placed this item for discussion at the December 12<sup>th</sup> BOH meeting to determine if any further action should be taken. There are not any horses on the property any longer and there are only two pigs.

Meggan Eldredge



# **HARWICH**Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7541

Fax 508-432-2530



**DAVID J. GUILLEMETTE**  
Chief of Police

**THOMAS A. GAGNON**  
Deputy Chief

## WEEKLY ACTIVITY REPORT FOR WEEK OF 11/19/17 THROUGH 11/25/17

### PATROL

- 254 Calls and patrol-initiated activity logged
  - 12 arrests
  - 1 Protective Custody
- 24 motor vehicle stops resulting in:
  - 17 Verbal warnings
  - 1 Written warning
  - 3 Investigations
  - 1 Citation
  - 1 Criminal Complaint
  - 1 Arrest
- 9 Motor vehicle accidents investigated

### Investigations

- Members of the Harwich Police Department detective division and patrol assisted the DEA and Cape Cod Drug Task Force with serving multiple arrest warrants for conspiracy to distribute heroin in Harwich and adjoining communities
- A total of eight arrestees were booked at Harwich PD and transported to court by the Barnstable County Sheriff's Office

### COMMUNITY POLICING

- Officers Brickley, Kannally, Lincoln and Det. Ulrich assisted with the Brax Landing Thanksgiving dinner distribution program



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Chief of Police

**THOMAS A. GAGNON**  
Deputy Chief

## WEEKLY ACTIVITY REPORT FOR WEEK OF 11/26/17 THROUGH 12/02/17

### PATROL

- 276 Calls and patrol-initiated activity logged
  - 5 arrests
  - 1 Overdose (non-fatal)
- 40 motor vehicle stops resulting in:
  - 27 Verbal warnings
  - 9 Written warning
  - 2 Investigations
  - 1 Criminal Complaint
  - 1 Arrest
- 9 Motor vehicle accidents investigated

### ADMINISTRATION

- The Chief attended a 3 day Use of Force Summit in CT

### COMMUNITY POLICING

- Officer Larivee assisted with a station tour for the Cub Scouts





## TOWN OF HARWICH

OFFICE OF THE TREASURER/COLLECTOR

732 MAIN STREET, HARWICH, MA 02645

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

Amy Bullock  
Treasurer / Collector

Nancy Knepper  
Assistant Treasurer/Collector

### Weekly Report to the Board of Selectmen

Week ending December 2, 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:

- Attended a webinar with Water Department for City Hall Systems, a company that processes online payments

#### Weekly collections 11/26-12/2

|                         |              |
|-------------------------|--------------|
| Tax/Water Collections:  | \$102,395.55 |
| Departmental turnovers: | \$640,649.02 |
| Total:                  | \$743,044.57 |

#### Weekly Disbursements 11/26-12/2

|                             |              |
|-----------------------------|--------------|
| Accounts Payable            | \$226,015.90 |
| Payroll (week ending 11/25) | \$340,816.04 |
| Total:                      | \$566,831.94 |

Respectfully submitted,

Amy Bullock  
Treasurer/Collector



# Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

## For Week Ending: December 2, 2017

Please see the following highlights from the previous week:

- Neel Road crossovers; 66, 39, 17 and 21
- Cut and capped service at 11 Patricia Lane
- Installed new water service at 48 South Street
- Emergency callout for hit hydrant at 182 Queen Anne Rd.
- Installation of submersible pump and motor replacement at M1, M2 and M3.
- Began SCADA hardware installation & programming at T10 on North Westgate Road.
- Seasonal turn offs; 69
- BOWC meeting; 11/28/17
- Finalized and submitted FY19 Budget and Articles

## Ongoing/Upcoming Items:

- Replacement of submersible pump and motor/conversion back to a vertical turbine pump at station 6.
- Cemetery and Doane Road crossovers
- Lower County Road bid preparation
- National Grid Crossover project bid preparation
- SCADA hardware installation & programming; T10 (NW Gate Rd) and (3) water tanks.
- Continue large meter replacements
- Install and activate new radio network
- Re-insulate & vault ceilings at wells 8 & 9
- Consulting feedback/peer review of quarterly billing
- Cell tower RFP; Chatham Road location
- 2" water main replacement project

## Quick Stats

| 0                    | These figures are unavailable during SCADA installation. |                       |
|----------------------|--|-----------------------|
| *Water Samples Taken | Weekly Change in Pumping                                 | YTD Change in Pumping |

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

## Activities Last Week

|                     |   |                        |    |
|---------------------|---|------------------------|----|
| Curb Stop Repair    | 1 | Markouts               | 14 |
| Cut/Cap Service     | 1 | Meter Replacement      | 5  |
| Final Read/Transfer | 5 | New Meter Installation | 1  |
| Flush Hydrant       | 1 | Raised Service Box     | 1  |
| Hydrant Inspection  | 1 | Seasonal Turn Off      | 69 |
| Leak Investigation  | 2 | Service Repair         | 4  |

## Activities Statistics

|  | 2016 | 2017WTD | 2017YTD |
|--|------|---------|---------|
| Curb Stop Repair/Renewals              | 4    | 1       | 2       |
| Final Read for Property Transfer       | 380  | 5       | 370     |
| Frozen Water Meter/Services            | 23   | 0       | 2       |
| Hydrant Maintenance/ Repairs           | 2    | 1       | 1       |
| Hydrant Installation/Replacement       | 5    | 0       | 0       |
| Markouts                               | 358  | 14      | 350     |
| Seasonal Turn On/Off                   | 1171 | 69      | 989     |
| Water Main Repairs                     | 3    | 0       | 5       |
| Water Service Installation             | 36   | 1       | 40      |
| Water Service Renewal                  | 34   | 0       | 46      |
| Meter Replacement                      | 706  | 5       | 441     |
| Meter Installation <i>new accounts</i> | 36   | 1       | 37      |
| Service Repairs <i>general</i>         | 104  | 8       | 159     |



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

### **WEEKLY REPORT-Board of Selectmen**

December 6, 2017

November 29-December 6, 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
- Met with Judi Wilson to plan schedule for 3<sup>rd</sup> grade GIRL POWER series January 11-February 8. There will also be a 5 week series in March. Created and assembled packets for parents of 3<sup>rd</sup> grade girls, which were distributed for backpacks on Wednesday 12/6.
- Volunteered at the Harwich Christmas Stroll Friday evening with members of the Harwich Children's Fund. The HCF recently completed their Outerwear Drive and is in the middle of the Holiday Gift Drive.
- Steering committee meeting via conference call for Behavioral Health Innovators. Discussion focused on the current development of the Alternative Peer Group Recovery Program, as well as the possibility of bringing the film ANGST (about the rise of anxiety disorders across the lifespan) to the Lower Cape. Anxiety disorders are a predictor of substance abuse, especially in teens and young adults. This film addresses the need for stronger prevention efforts.
- Met with Kim Slade, the program specialist for Barnstable County Substance Abuse Council, about collaborating with the schools during the month of January. The initiative would be presented as a National Drug & Alcohol Facts week. There are many toolkits available and various events could take place during "Jawsome Hour" which is a midday period during which kids can eat lunch, get academic support, or attend a Jawsome seminar.

- Met with Judd Phelps, Director of Client Services at N.A.M.I Cape Cod (National Alliance for the Mentally Ill). Judd caught be up on programs and support groups on the Lower Cape. He is also interested in efforts underway to address co-morbid disorders (substance abuse or addiction in persons with a mental health diagnosis).

Attended regular meetings of Regional Substance Abuse Council, Harwich Children's Fund and Harwich Youth Services Committee.

Here is the site for the film ANGST with a trailer and commentary.  
<https://angstmovie.com/>

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

Best,

*Sheila*