

SELECTMEN'S MEETING AGENDA*

*Griffin Room, Town Hall
732 Main Street, Harwich, MA
Regular Meeting 6:30 P.M.
Monday, August 21, 2017*

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. WEEKLY BRIEFING

IV. PUBLIC COMMENT/ANNOUNCEMENTS

V. CONSENT AGENDA

- A. Approve Minutes – Monday, July 3, 2017 Regular Session
- B. Approve proclamation request from the Samaritans on Cape Cod and the Islands and authorize the Chair to sign for the Board
- C. Approve the proposed VNA Contract for FY 2018 and authorize the Chair to sign
- D. Approve and authorize Chair to sign contract with Rise Engineering for Condensing Boilers for Fire Station
- E. Confirm the appointment of Carlene Jones as Administrative Assistant for the Assessing Department effective on or before September 1, 2017
- F. Confirm the appointment of Meggan Eldredge as Health Director effective September 1, 2017
- G. Approve and authorize the Chair to sign the representation letter regarding the audit of financial statements of the Town of Harwich
- H. Approve the Chamber of Commerce request to have fireworks during the Cranberry Festival to be held on September 16, 2017
- I. Approve request by National MS Society for Charity Walk on September 8, 2017
- J. Approve and authorize the Chair to sign the Local Update of Census Addresses Operation (LUCA)
- K. Approve the recommendation of Chief Guillemette to offer Charles Brooks a conditional offer of employment as a Full-time Police Officer for the Harwich Police Department
- L. Accept the resignation of Franco Previd as a full member of the Zoning Board of Appeals
- M. Accept the resignation of Paul Doane as a member of the Cemetery Commission
- N. Accept the resignation of Peter DeBakker as a member of the Planning Board
- O. Appoint Kathryn Gaudet as an assistant Registrar per request of the Town Clerk
- P. Appoint Elaine Dickinson as an additional Election Officer per the request of the Democratic Town Committee
- Q. Approve the amended term of Peggy Rose from June 30, 2018 to June 30, 2019 as a member of the Voter Information Committee to create staggered terms
- R. Approve the following new full member appointments:

<u>Applicant</u>	<u>Appointment</u>	<u>Terms</u>
Linda Cebula	Traffic Safety Committee	6/30/19
Matt Hart	Disability Rights	6/30/20
Karin Larson	Disability Rights	6/30/19
Taylor Mills	Disability Rights	6/30/19
Gary Miller	Disability Rights	6/30/20
Debora Miller	Brooks Academy Museum Commission	6/30/20
David Spitz	Brooks Academy Museum Commission	6/30/19
Mark Coleman	Agricultural Commission	6/30/20
Barry Worth	Utility & Energy Committee	6/30/20
Steven Connor	Cemetery Commission	6/30/20
Heather Bolinder	Treasure Chest Committee	6/30/19
Leo Cakounes	Constable	6/30/20
Ann Howe	Wastewater Implementation	6/30/20

Committee Appointments continued:

<u>Applicant</u>	<u>Appointment</u>	<u>Terms</u>
Mary Maslowski	Planning Board	6/30/18
	Housing Committee	6/30/20

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

- A. **Presentation** – Update on the Cape Cod Tech School Building project – Bob Sanborn
- B. **Presentation** – Hazardous Mitigation Plan – Martha Hevenor
(Plan is accessible on website: <http://www.harwich-ma.gov/home/news/draft-harwich-hazard-mitigation-plan>)

VII. **OLD BUSINESS**

- A. Harwich Cultural Center – general discussion on policy and operation
- B. Status of the Brooks Library exterior preservation project
- C. Municipal Revenue and Economic Development Committee Charge

VIII. **NEW BUSINESS**

- A. Joint Meeting between the Selectmen and Planning Board to discuss priorities
- B. Recommendation for award of contract to BTT Marine Construction for the Saquatucket Marina Project
- C. Committees/Boards/Commissions – discussion
- D. Approval of schedule for Annual Committee Meetings with the Board of Selectmen

IX. **TOWN ADMINISTRATOR'S REPORT**

- A. Budget/Warrant Timeline Draft
- B. Departmental Weekly Reports – August 7-11 and August 14-18

X. **SELECTMEN'S REPORT**

XI. **ADJOURNMENT**

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

Authorized Posting Officer:

Sandra Robinson, Admin. Secretary

Posted by: _____
Town Clerk

Date: _____
August 17, 2017

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, JULY 3, 2017
6:30 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark, John Rendon, Amy Usowski, Larry Cole, Leo Cakounes, Linda Cebula, Larry Brophy, and others.

WEEKLY BRIEFING

Ms. Carey spoke on behalf of Cyndi Williams of the Chamber of Commerce and provided information on upcoming Chamber events after which she discussed upcoming events at the Community Center and at the former Middle School.

PUBLIC COMMENT/ANNOUNCEMENTS

Mr. Cole, Harwich Director at Cape & Vineyard Electric Cooperative, reported that CVEC met in urgent session and voted to file to become a full intervenor in the Eversource rate case at the Department of Public Utilities (DPU). He stated that after Eversource made additional filings in June, the DPU extended the timeline for making intervenor filings until July 10th and other steps in the process follow soon after. Mr. Cole explained that CVEC needs intervenor status in order to appeal an unfavorable DPU decision in the courts, where one of the primary legal arguments would be that the decision disturbs existing contracts, which Mr. Charles McLaughlin, the Director for Barnstable, and an attorney, regards as a constitutional violation.

Mr. Cole distributed a table showing the amounts of annual losses in net metering credits that would be incurred by the towns in the CVEC Round 1 solar energy projects if the Eversource petition for rate changes is approved as submitted. He stated that for Harwich, it is about \$135,000 and the total losses for all the towns would be about \$1,000,000 annually.

Mr. Cole explained that these losses result from changes in the values of variables specified in the NMC price formula, which was enacted into law, and cannot be changed by the DPU. He noted that rate changes proposed by Eversource reduce the value of the distribution cost factor in the formula, which, in turn, reduce the NMC price by \$0.02 per kWh, which doesn't seem like much, but multiplied by millions of kWh adds up to serious money. He stated that the reason for the reduction in the distribution cost factor in the formula is Eversource's proposal to recover more of its distribution costs from flat rate charges to customers and less from usage charges.

Mr. Cole stated that CVEC has committed half of its FY2018 legal budget to pursue this status, and may need to spend much more if intervenor status is granted. He said he is not seeking special funding to pay for extraordinary legal costs; rather, he wants the Town to know how some of the Round 1 adder that went into effect on July 1 will be spent, and will report further to the Board when CVEC has an estimate of how much more it will cost to continue. He said that, personally he was willing to dip into CVEC reserves to fund the costs of staying the legal course, but will seek guidance from the Board. Mr. Cole noted that in the not too distant future, Liz Argo from CVEC would be making the rounds of the towns again seeking support for extending the Round 1 adder for a second year.

Mr. Ballantine asked what the NMC price was that would be reduced by \$0.02 per kWh. Mr. Cole said he would have to look that up and provide the answer.

Ms. Kavanagh asked whether customers would be faced with any rate increases. Mr. Cole said that the monthly flat rate customer charge of \$3.73 for residential customers who do not heat their homes with electricity would go up by a few dollars. He said there will be similar increase for other rate classes and there will be a new charge, the Monthly Minimum Reliability Charge that will apply to net metering customers who use very little power from the grid and thus do not pay much toward recovery of Eversource's cost of operating and maintaining the distribution network.

Mr. Howell asked if it were not the case that stockholders bore the cost of a company's capacity expansion. Mr. Cole replied that that would be true for the deregulated power generation industry, but this case was only about changing the distribution company's rate structure and rate levels to recover costs associated with the existing network. He added that there is a separate proceeding at the DPU pertaining to Eversource's network modernization plan, and any legitimate additional costs incurred by Eversource in implementing that plan would be recoverable from rate payers, including earning an authorized rate of return on any capital costs incurred.

Mr. Cakounes, President of CVEC, reassured the Board on all the facts that Mr. Cole presented and reminded them of the importance of being a member of a collaborative such as CVEC for this such purpose.

CONSENT AGENDA

- A. Minutes –
 - 1. May 30, 2017 Regular Session
 - 2. June 22, 2017 Regular Session
- B. Accept the resignation of Barbara Josselyn as a member of the Architectural Advisory
- C. Accept the resignation of Liz Groves as a member of the Architectural Advisory
- D. Approve the re-appointment of David Callaghan as the Real Estate and Open Space Committee's representative to the Trails Committee
- E. Approve the request for use of the Caleb Chase Fund in the amount of \$395.00
- F. Rescind the vote to approve the sale of Surplus Beach Sand to all bidders and approve the sale of the sand to the highest bidder only
- G. Accept donations/gifts to the Council on Aging
- H. Confirm appointment of Marie Carlson to Executive Assistant position at Council on Aging effective July 11, 2017
- I. Confirm appointment of Rain Ryder to Foreman position in Golf Dept. effective July 11, 2017
- J. Approve expenditure of \$17,899.32 from the Cable Capital Appropriation Fund for invoices related to the TV Studio and aid in the delivery of live programming and feed at Monomoy Regional High School
- K. Approve application for Annual Autumn Escape Bicycle Trek by American Lung Association for September 23, 2017

Chairman MacAskill said he is holding Item J. Mr. Howell asked to hold Item A as well. Mr. Ballantine moved to approve the balance of the Consent Agenda. Ms. Brown seconded the motion. Mr. Rendon explained Item F in more detail including some operational issues they have had with the County dredge. The motion carried by a unanimous vote. Mr. Howell asked to add a sentence into the

minutes of May 30 indicating that there was no Attachment A or Attachment B, they were blank pages for the locus. He moved to accept the minutes of May 30 with that change. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote. Chairman MacAskill stated that Item J is off the Consent Agenda.

NEW BUSINESS

A. Potential lease of North Harwich bogs

Chairman MacAskill noted that Mr. Mark Coleman is requesting to lease the bogs in North Harwich. Ms. Usowski made the following remarks:

Mark is one of a couple of people who have expressed interest in potentially leasing the bogs which are under the care and custody of the Conservation Commission in the Bells Neck Conservation Area right near where the fish ladder kind of comes in the Depot Street entrance to the bogs. The Conservation Commission has leased out these bogs for a while now. This year is the end of a 10 year lease from Craig Williams and as of a year or two ago, Craig had informed us that he did not want to renew his lease. This bog, as opposed to other bogs in Town, has more management issues. It is part of our herring run that goes through the reservoirs all the way up to Long Pond. Letting in and letting out water requires a little finesse and also monitoring and making sure nets are in and what not; it's been something the Commission has been striving to be better at and towards the end of Craig's tenure with us, we were working with him to improve that situation so fish would not get stuck in the bogs. What this prompted when Craig gave up his lease is for the Conservation Commission to try to figure out do we want to continue leasing these bogs or do we want to somehow try to naturalize them because some of the bogs are separate. Do we want to do a little of each, what would make the most sense. So the Commission directed myself to start looking at options and getting ideas. So we did have Mass Department of Ecological Restoration out this past spring. We also had APCC out who is starting to work on bog restorations actions. Let me preface this by saying that the Commission is not sold on either one option or the other. They see the historic value of cranberry operation but they also see the ecological side of things so they are really kind of unbiased. They just want some facts. We are at the point now of kind of needing to spend some money. I've dug some holes there, sent some soil samples off with historic bog use. There is some concern about chemicals especially if you are looking at restoration. So we are at the point now of starting to need to spend some money and my Commission has a little bit in the wetlands account for such stuff as this but would be looking to speak with Bob Cafarelli to maybe put out a request to some firms to help you out. The Commission just wants options and I think that they would be amenable to keeping it an active bog if we could have a cooperative partnership and in the meantime while we're trying to figure out what to do, Leo has been advising us when to flood and when to not flood to keep the bog viable in the event the Commission does want to lease the bogs out again. The process hasn't been as expeditious as we would have liked it to be but we are continuing to work on it.

Mr. Cakounes stated that his concern is trying to keep the weeds from taking over the bog and killing the vine and also dealing with a fungus that could hurt the vines themselves, so now it is underwater which was done for the purpose of killing the buds. He stated that we did not want to grow a crop or we would be faced with harvesting it in September and if you don't harvest the crop you would be faced with rotting fruit which again feeds fungus. He said we need to keep an eye through the summer that we fill the ditches so the vines get water and he doesn't think waiting this growing season would be detrimental to the bogs. He noted that we can go on for awhile but suggested that if they want a

grower to go in there they would want something done by end of summer or early fall to give them the winter season to make the investment on the sprinkler system so it is up and running in the spring.

Ms. Usowski said they would be discussing this at the next meeting of the Conservation Commission and she would be seeking a consensus of the Commission as to what they want. Ms. Usowski took questions from the Board.

Mr. Cakounes said he has no intention on bidding on this and that is why he is very comfortable helping on this issue and asked to go on record as such.

Chairman MacAskill commented to Ms. Usowski that farming is clearly an important part of the Town of Harwich, people pay to go on bog tours, it brings people to the community and he hopes the Commission takes that seriously. He asked Ms. Usowski to get a letter or phone call out to Mr. Coleman explaining where we are at in the process.

B. Discussion of fixing staggering terms and potential of too many members on Planning Board

Mr. Howell distributed the current membership status of the Planning Board after which he made the following statement:

Let me start with the fact that this isn't something that I just came up with in the past week or so. There's 3 people in the room who know 3 years ago I spoke as part of the Charter Committee that this is something that needed to be fixed. In a meeting with Mr. Clark and John Giorgio, when I pointed out that this was the case, there was a fair amount of consternation on his part because it is not properly organized under the Charter and that alone could cause somebody to appeal something and have it overturned just by it not being in accordance. We can't exceed our authority as a Board to appoint which was the major thought. Before everybody gets really scared, the 60 day period is up on any of these actions so for the past several years, so it isn't a hot button item at this second but it's going to be one at some point. Now, going back to 2013, the then Board of Selectmen appointed David Harris as an alternate with a term that was a balance for one year. The records indicate that in 2014 the then Board of Selectmen appointed him without reference to alternate. In his appointment letter likewise had no reference to an alternate so I've got both of the letters from the Town Administrator's office, both in 2013 and 2014. May 21, 2013 they welcomed him to a term unexpired to 2014 as an alternate member. By 2014 that was dropped. This past year we reappointed him again with no reference to it being an alternate position as a reappointment. The Town Clerk's office, based on what she swore him in as, has the records that I just gave you. That's the accurate accounting because you can't change this based on practice and what you were calling that individual. That individual actually converted out to a full member after the first year 2013. With that action there are currently 8 full members of a Planning Board that the Town's by-laws afford 7 for, so you're oversubscribed.

Mr. Brophy, Chairman of the Planning Board, stated that that was incorrect as Mr. Stello was reappointed but not sworn in so as of now there are 7 members of the Board. He said he spoke to Mr. Stello who agreed to be an alternate member. Mr. Howell stated that Mr. Brophy does not have that authority.

Chairman MacAskill stated that Mr. Stello would have to do a formal resignation and the fact is we have 8 members sworn in to a 7 member Board.

Mr. Howell continued as follows:

When you count based on the 8, in 2018 there is 1 position expiring, in 2019 there are 6 positions expiring, and in 2020 there is 1 position expiring. I can't emphasize this too much, especially to the public who may be listening, there is a vast difference between a person and a position. The person occupies the position, the positions exists through the Charter and they have to be at a point where they alternate. It should be 2-3-2 based on a 7 member board, that is not currently what it is, so when I had the discussion and Mr. Clark was in that, I proposed to John Giorgio that in exceeding their authority, it's not that a Charter change has to happen, it's not that somebody has to be requested to do this, those positions on their face were void because the Board of Selectmen exceeded its authority to make the excessive appointments in that year. There are 2 paths that we can go on but no matter what else happens with the alternate and full time person, this Board would have to first void whatever the requisite number of people would be in the oversubscribed year and then after that vote was taken in the same meeting reappoint them with the correct expiration dates, and that would be under our purview and our authority because they actually never were valid appointments, but again an appointment starts here, it gets validated by getting sworn in and those 2 actions are essential to becoming an actual voting member of any Board. My problem is this isn't the only Board. I brought it up because it was a regulatory body. I've been slogging through the regulatory bodies because those would be the most pertinent ones if somebody were to appeal something. When the Board appointed Linda Cebula to the full position there were 7 members already. So prospectively one solution would be to move her to an alternate and to change one other person. I arbitrarily chose Alan Peterson, to change that from 2019 to 2018 that brings you to 2-3-2. That's not the only solution but that's one. Mr. MacAskill and the Chairman just proposed another. Tom Stello would resign to the Clerks' office and then we could appoint him after that as an alternative. We'd still have to change the dates of the others.

Mr. Brophy indicated that he would be fine with that. Chairman MacAskill said to bring this back to the next meeting written out as a vote and in the interim he would like Mr. Brophy to be involved in this. He also requested that Ms. Kavanagh, as liaison, and Mr. Howell have a conversation with Mr. Brophy and outline this so they can vote something to fix this problem next week. Mr. Brophy stated that at this time they are looking at a fair amount of work and 2 members have had difficulty making meetings. Mr. Clark suggested if someone was appointed for 2019 and it should have been 2018, that the Board just take a corrective action vote so there would be no continuity question. Mr. Howell responded that the Board could do that but they could only do it for one person because the other one is also one of the 2019 people so you would still wind up with an unbalanced end date. Mr. Clark suggested moving a 2019 member to 2018 to reduce the number. The Board agreed to bring this item back.

C. Letter to elected delegates regarding wastewater funding

Chairman MacAskill explained that Mr. Hughes had requested that the Board get a letter to our delegates regarding wastewater funding. He noted that since then, included in the state budget is a provision for the Airbnb tax to come out as a local option and that money could be directed toward wastewater related issues. He said it doesn't make sense to send a letter to ask for an action when one has already been taken by the legislature but rather suggested sending a letter of support for this approach and have the funding related to the revenue directed toward wastewater funding. Mr. Ballantine agreed and Mr. Clark said they would draft a letter under the Chair's signature to the

legislative delegation. Ms. Kavanagh said are we being asked to endorse the Airbnb tax in terms of it coming from the state because we were originally talking about that on a local level and she is not in favor of it. Mr. Clark stated that now that the legislation is on the verge of being adopted, he questioned if the Board is in support of that and if now we shouldn't write a letter. Mr. Howell expressed concern because he got a phone call from somebody on the county level who maintained that we were unanimously in favor of this so if we aren't in favor we need to be explicit in that. Ms. Kavanagh stated that she is not in favor of writing a letter until we see it become a law. The Board took comments from Mr. Cakounes. Chairman MacAskill said he would bring this item back.

D. Amend original vote of Middle School use time period

Chairman MacAskill said he was bringing this back so that the Board can entertain extending the two year date from June 13 until the time we had some occupants in the building as we lost a few months to planning and use agreements. Mr. Clark noted that there are only 2 rooms left that are available for rent. Mr. Ballantine said he would oppose this as he is still looking for information on financial revenue and expenses including use of department labor. He said we should have enough to put together a pro-forma revenue cash statement and a capital plan for that building. He stressed that if it is going to cost us money, we need to be transparent on that. Chairman MacAskill responded that we can only project now and would need some time to actually give those numbers to the residents. Mr. Clark stated that we are now in a place to start to collect data. Mr. Howell stated that we agreed with Monomoy to pay for half of the active sewage remediation plant so even if the building is empty and we had no one in the building, we are still on the hook for that. Ms. Kavanagh moved that we move forward to amend the original vote of the Middle School use time period for an additional period going from July 1, 2017 to June 30, 2019. Mr. Howell seconded the motion and the motion carried by a 3-1-1 vote with Mr. Ballantine in opposition and Ms. Brown abstaining from the vote.

E. FY 18 Selectmen's Goals and Objectives

Chairman MacAskill explained that there are 3 different versions of the goals and objectives – one is a simple outline with the 6 goals and objectives, the second is mid-level with some detail, and one is a high level which has the actions and deliverables. Mr. Clark stated that it is a very ambitious schedule and asked for some kind of prioritization. He commented that wastewater is going to be a huge effort. He said he would like to do something similar to last year by assigning different goals. Mr. Howell suggested weighting items such as communication, money and wastewater as they are position standards and said there should be some deliverables. Ms. Brown said she preferred the more detailed version with deliverables and added that it is a working document that doesn't always get completed. Ms. Kavanagh agreed with the detail of the third version as it clearly spells out what we are trying to achieve and where that information should come from. Mr. Ballantine said he likes the first one if we were to add to that from the detailed version. He questioned what 1 or 2 goals they would be measuring Mr. Clark on. He said he wanted targets for S&P bond ratings which is what he would consider a measurable goal. He commented that he doesn't like the terms "support" and "report" as it makes it feel like it's a group activity but it is but through assignment. Mr. Howell said he would agree to it if the long list of deliverables is weighted. Chairman MacAskill suggested that whatever one they vote it should be populated into the spreadsheet and then the Board will make recommendations on priorities.

Ms. Kavanagh moved to approve the goals and objectives in the 2018 goals and objectives detailed actions and deliverables format which is the 12 page document. Ms. Brown seconded the motion. Mr.

Ballantine said the caveat would be that those would come back to us for weighting. The motion carried by a unanimous vote.

F. Discussion on weekly communication memo to the Board from Administration

Chairman MacAskill said he looked at some other towns as to how they handle communications to the Board from Administration and he has provided a sample of how Brewster handles it. He explained that the department heads outline what they are doing, as does Administration, and it gets sent to the Board. He said he has asked that we start this in August. Mr. Clark said he will walk through with the department heads what the expectations and mechanics are at the next department head meeting. Ms. Kavanagh said she is in favor of this type of format. Ms. Brown was in favor and suggested keeping it as part of the mail. Mr. Howell said it should be succinct and cut and paste is fine. Mr. Clark said he would look to August 1 as the implementation date.

G. One Cape overview and discussion

Ms. Kavanagh stated that the Commission did a fabulous job with the One Cape meeting. She provided a synopsis of the housing session statistics which she commented were shocking. The Board briefly discussed housing issues.

H. Barnstable County survey

Mr. Cakounes thanked all for participating in the One Cape meeting. He discussed affordable housing versus subsidized housing including zoning issues, accessory apartments, alternative septic systems, and the importance of responding to the County survey.

TOWN ADMINISTRATOR'S REPORT

A. Disbanding the Architectural Advisory Committee

Mr. Clark reported that he got a response from Mr. Giorgio regarding disbanding the Architectural Advisory Committee. He noted that it was created by Town Meeting and if the Town wants to dissolve it because the duties were absorbed by Planning Board, it would require Town Meeting action.

He suggested that Barnstable County come out to discuss the Septic Loan Program with regard to connection to sewers.

ADJOURNMENT

Mr. Howell moved to adjourn at 8:54 p.m. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary



July 24, 2017

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

Dear Board Members:

On September 7, 2017, Samaritans on Cape Cod and the Islands will be celebrating its 40 years of service in our community with an event at the Barnstable Performing Arts Center. In those 40 years, our organization has grown, supports have been added, and changes have been made to adapt to our changing world. While suicide unfortunately remains a public health concern, we are very proud of the work we have done to reduce the numbers of those lost and to assuage the pain that so many deal with on a day-to-day basis, including:

- training over 885 volunteers;
- answering over 630,000 incoming calls to the Crisis Lines
- making over 5,700 outgoing calls to seniors through the Senior Outreach program;
- sending over 375 Care Packages to survivors who have lost someone to suicide;
- facilitating over 375 support groups for survivors who have lost someone to suicide;
- presenting over 700 speaking engagements.

While our organization has changed during the last 40 years, there is one thing that has remained the same – our dedication to supporting those who feel isolated and lonely, those dealing with mental health issues, and those who are feeling suicidal.

On behalf of our organization, I hope that the Harwich Board of Selectmen will accept this proclamation request for inclusion on your agenda in late August. If approved by the Board, I would be honored to attend the meeting to accept on behalf of the Samaritans, or in the alternative, the proclamation can be emailed to me at ccsamaritans@verizon.net or by regular mail to P.O. Box 65, Falmouth, MA 02541.

We appreciate your consideration of this request, and look forward to hearing from you.

Best,



Stephanie G. Kelly
Executive Director

Crisis Phone Lines
508.548.8900
800.893.9900

Address
P. O. Box 65
Falmouth, MA 02541

Phone
508.548.7999

Fax
508.548.7998

Email
ccsamaritans@verizon.net

Website
www.CapeSamaritans.org

Proclamation

COPY

WHEREAS, FOR 40 YEARS SAMARITANS ON CAPE COD AND THE ISLANDS HAS STRIVED TO ADDRESS THE PUBLIC HEALTH ISSUE OF SUICIDE WITHIN OUR COMMUNITY BY ASSISTING THOSE WHO ARE LONELY, ALIENATED, AND DEPRESSED, THROUGH:

- COMMUNITY EDUCATION AND TRAINING PROGRAMS
- CONFIDENTIAL AND ANONYMOUS CRISIS LINE RESPONSE
 - CONFIDENTIAL OUTREACH CALL PROGRAMS; AND
- CONFIDENTIAL SUPPORT GROUPS AND MATERIALS FOR THOSE WHO HAVE LOST SOMEONE TO SUICIDE AND FOR THOSE WHO HAVE ATTEMPTED SUICIDE

THEREFORE, WE DO HEREBY OFFICIALLY DESIGNATE SEPTEMBER 7, 2017 AS
"SAMARITANS ON CAPE COD AND THE ISLANDS DAY"
IN THE TOWN OF HARWICH, MASSACHUSETTS.

TOWN OF HARWICH, BOARD OF SELECTMEN

DATE

Memo

To: Harwich Board of Selectmen

From: Harwich Board of Health

CC: Visiting Nurse Association

Date: August 7, 2017

Re: VNA Contract



Enclosed please find 2 originals of the proposed VNA contract for FY18. The contract has been reviewed by the Board of Health with a recommendation to forward to the Board of Selectmen for authorization. The amount of \$5,000 has been appropriated in the FY18 budget for this purpose. The Chairman's signature is required to approve this document with an original to be sent to the Town Accountant and VNA with a copy forwarded to the Board of Health.

The customary services performed under this contract are providing staff and medical direction for clinics; monthly childhood immunization clinics; childhood lead screening services; homebound patient/discharge patient evaluation for services; communicable disease investigation and a variety of education and screening services.

Kindly contact the Health Director should you require any further information on this matter.

Enc.

COPY

VISITING NURSE ASSOCIATION OF CAPE COD

This agreement (the "Agreement") is made between the **Visiting Nurse Association of Cape Cod, Inc.** (the "Agency"), a private non-profit corporation operating in accordance with the recommended standards and procedures of the Massachusetts Department of Public Health, with a place of business at 255 Independence Drive, Hyannis, MA. 02601, and the **Town of Harwich** through the **Harwich Board of Health** (the "Town").

WHEREAS, the Agency is in the business of providing public health care services; and

WHEREAS, the Agency is a licensed visiting nurse association that provides services to patients in patient's homes; and

WHEREAS, the Town wishes to obtain the benefit of the Agency's nursing and wellness services for the residents of the Town.

NOW THEREFORE, in consideration of these premises, the parties hereto agree as follows:

A. DUTIES OF THE AGENCY

1. The Agency shall furnish such services as recommended by the Town consistent with the recommended practices of the Massachusetts Department of Public Health and the Visiting Nurse Association of Cape Cod, Inc. These services will generally include:

- a. Maternal and Child Health Services to include: visits to newborns and mothers on referral with follow-up home visits according to adjudged need; office visits for the purpose of childhood immunization; and social work assessment visits to families with identified needs.

Maternal and Child Health visits are not to exceed three (3) visits per admission in a calendar year per individual without the Town's approval.¹

- b. Home Visits: to assess safety and health needs; to provide a rehabilitative assessment or rehabilitative teaching for the purpose of improving the environment to make independent function possible. Services are not to exceed three (3) visits per admission in a calendar year per individual without the town's approval.²

¹ In instances where services are necessary for a longer duration and no means of Third Party Payment are available, the case will be referred to the Health Director to assess the Town's commitment to continued services or VNA referral to other appropriate sources.

² In instances where services are necessary for a longer duration and no means of Third Party Payment are available, the case will be referred to the Health Director to assess the Town's commitment to continued services or VNA referral to other appropriate sources, i.e. Elder Services, Council on Aging, etc.

- c. Health Promotion: health and wellness teaching in relation to both physical and mental health for all age groups. Immunization clinics held as necessary for children and adults.
 - d. Communicable Disease Surveillance and follow-up investigation including immunization clinics as deemed necessary by MADPH and Harwich BOH. TB contact testing; DOT; Public Health Nursing Casemanagement in cooperation with MADPH TB surveillance and Epidemiology
- 2. Supplies or Equipment: The Agency will provide the required perishable supplies for all Public Health Services provided to the Town by the Agency as a part of the approved appropriation.
- 3. The Agency shall maintain licensing/accreditation/certification.
- 4. The Agency shall invoice the Town monthly for services performed with a statement detailing the type of services performed.

B. DUTIES OF THE TOWN

- 1. The Town agrees to give the Agency as much advance notice as possible of the Services and Supplies that residents served pursuant to this Agreement may require.
- 2. The Town will provide assistance to the Agency in carrying out recommended Board of Health programs and policies.
- 3. The Town will pay the Agency for approved services and supplies rendered to residents of the Town in accordance with the charges detailed in the attached Addendums A and B within thirty (30) days of receipt of invoice.

C. MUTUAL DUTIES/AGREEMENTS

- 1. The amount of time provided for the services to the Town will be adjusted so that the charges for these services will not exceed the appropriation for these services. The Appropriation for July 1, 2016 through June 30, 2017 is \$5,000.00 as defined in Addendum A. All individual records will be maintained in The Agency's office and will be available for review by the Town.
- 2. Services performed by the Agency will be for Town residents only. Referrals may come from town residents or a party related to the resident including but not limited to the Town.
- 3. The Agency and The Town shall each maintain or cause to be maintained at no expense to the other, professional malpractice and general liability insurance for itself and its employees, in form and substance acceptable to the other, and in amounts customary to

the nature of each party's obligations hereunder. Upon request, each party shall furnish to the other a current certificate of insurance. Each party shall provide the other with thirty (30) days advance written notice of any proposed alteration, non-renewal, or cancellation of insurance required hereunder. Each party shall promptly notify the other of any claim or suit alleged to arise out of any activity or activities undertaken pursuant to this Agreement.

4. The Town shall indemnify and hold harmless the Agency, its officers, director, agents, and employees from any and all injuries, losses, claims, actions, or damages to any person or property, and all costs, expenses, including reasonable attorneys' fees, or other liability incurred by the Agency that are caused by the negligence of the Town, its employees, or its independent contractors (with the exception of the Agency) occurring in connection with the subject matter of this Agreement.
5. The Agency shall indemnify and hold harmless the Town and its partners, officers, agents, and employees from any and all injuries, losses, claims, actions, or damages to any person or property, and all costs, expenses, including reasonable attorneys' fees, or other liability incurred by the Town that are caused by the negligence of the Agency, its employees, or its independent contractors occurring in connection with the subject matter of this Agreement.
6. It is expressly understood and agreed that this Agreement does not intend and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association between the Town and the Agency, but rather, is an agreement by and between the Town and the Agency as independent contractors.
7. This Agreement will terminate upon the occurrence of any of the following events, whichever transpires first:
 - a. One year from date herein.
 - b. Depletion of the allocated funds.
 - c. By either party upon sixty (60) days written advance notice.

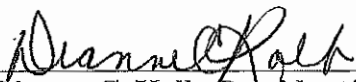
D. MISCELLANEOUS

1. Any notice required to be given hereunder shall be provided by registered or certified mail, postage prepaid, addressed to the parties at the respective addresses stated at the beginning of this Agreement or such other person or address as either party may from time to time designate by written notice to the other party. Notice shall be deemed given when deposited with the United States mails in accordance with the provisions of the preceding sentence.
2. This Agreement shall be deemed to have been entered into in the Commonwealth of Massachusetts and its interpretation, construction, and enforcement shall be determined pursuant to the laws of that Commonwealth.

3. If a court of competent jurisdiction holds any provision of this Agreement in violation of any applicable law, the remaining provisions shall be enforced and remain in full force and effect to the extent they are not unlawful or unenforceable.
4. This Agreement shall be binding upon and inure to the benefit of the parties and their successors and assigns. This Agreement and all rights under it shall be assignable by either party only with the prior written consent of the other party.
5. Captions contained in this Agreement are inserted only as a matter of convenience and in no way define, limit, or extend the scope or intent of this Agreement or any provision thereof.
6. Where appropriate, references in the plural shall be construed as being in the singular and references in the singular as being in the plural.

IN WITNESS WHEREOF, authorized representatives of the parties have signed this Agreement.

**VISITING NURSE ASSOCIATION
OF CAPE COD**



Dianne C. Kolb, President/CEO
Visiting Nurse Association of Cape Cod

5/9/17

Date

Michael MacAskill, Chair
Harwich Board of Selectmen

Date

ADDENDUM A
PUBLIC HEALTH NURSING SERVICES PROVIDED BY VISITING NURSE
ASSOCIATION OF CAPE COD TO THE TOWN OF HARWICH
Programs and Services - July 1, 2017- June 30, 2018
\$5,000.00

Services will be provided at the hourly rate of \$85.00/hour unless otherwise specified.
 Services will be billed in 15 minute increments

Services may include, but are not limited to:

Health Counseling Clinics:

- Blood Pressure/Glucose/Cholesterol Screening
- Health Information/Counseling

Coordination of Care/ Case-management:

- Regularly scheduled conferences/meetings with outreach/director of Council on Aging
- Scheduled conferences (or as needed) meetings with Health Agent or other town entities/committees

Public Health Nursing Home Visits (Town Nurse Visits):

As directed by Council on Aging and/or Health Agent to assess for safety, management of health condition, and referrals to community agencies; includes Home Safety Risk Assessments.

Immunizations:

- Child immunizations for the school-based population scheduled by appointment in collaboration with school nurse
- Flu Clinics (will collect insurance and bill insurance for administration) for those individuals whose insurance the VNACC cannot bill, town will reimburse for cost of vaccine at current cost of vaccine
- Adult Immunization clinics (this is usually a fee for service and the client pays the cost of the vaccine/administration or if able VNACC bills the insurance)

Communicable Disease Surveillance and Follow-Up Investigations including TB case management and Direct Observation Therapy.

Maternal Child Health Visits \$190.00 /visit

Medical Social Work Visits \$200.00/visit

Wellness/Health Education Programs: \$170/hour

Health Fair: 2 hours = \$680 3 hours = \$1020

Includes: Blood Pressure, Body Mass Index, cholesterol/ glucose screenings, health education and counseling. Additional options:

Aromatherapy 2 hours = \$340 3 hours = \$510

Nutritionist 2 hours = \$340 3 hours = \$510

*Bone Density 2 hours = \$170 3 hours = \$255

***PLUS \$45/SCREENING**

Evidence Based Programs: \$500.00 - \$900.00 per workshop

May include: Chronic Disease Self- Management/ Matter of Balance; Chronic Pain Self- Management; Diabetes Self- Management; Nutrition Detective

Senior Exercise Programs: \$900.00 - \$1200.00 per session

Fit, Fun and Fall Free; Walking for Your Health; Tai Chi; Chair Yoga; Fit and Strong (EB)

VISITING NURSE ASSOCIATION OF CAPE COD

This agreement (the "Agreement") is made between the **Visiting Nurse Association of Cape Cod, Inc.** (the "Agency"), a private non-profit corporation operating in accordance with the recommended standards and procedures of the Massachusetts Department of Public Health, with a place of business at 255 Independence Drive, Hyannis, MA. 02601, and the **Town of Harwich** through the **Harwich Board of Health** (the "Town").

WHEREAS, the Agency is in the business of providing public health care services; and

WHEREAS, the Agency is a licensed visiting nurse association that provides services to patients in patient's homes; and

WHEREAS, the Town wishes to obtain the benefit of the Agency's nursing and wellness services for the residents of the Town.

NOW THEREFORE, in consideration of these premises, the parties hereto agree as follows:

A. DUTIES OF THE AGENCY

1. The Agency shall furnish such services as recommended by the Town consistent with the recommended practices of the Massachusetts Department of Public Health and the Visiting Nurse Association of Cape Cod, Inc. These services will generally include:

- a. Maternal and Child Health Services to include: visits to newborns and mothers on referral with follow-up home visits according to adjudged need; office visits for the purpose of childhood immunization; and social work assessment visits to families with identified needs.

Maternal and Child Health visits are not to exceed three (3) visits per admission in a calendar year per individual without the Town's approval.¹

- b. Home Visits: to assess safety and health needs; to provide a rehabilitative assessment or rehabilitative teaching for the purpose of improving the environment to make independent function possible. Services are not to exceed three (3) visits per admission in a calendar year per individual without the town's approval.²

¹ In instances where services are necessary for a longer duration and no means of Third Party Payment are available, the case will be referred to the Health Director to assess the Town's commitment to continued services or VNA referral to other appropriate sources.

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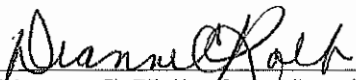
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OF CAPE COD**



Dianne C. Kolb, President/CEO
Visiting Nurse Association of Cape Cod

5/9/17

Date

Michael MacAskill, Chair
Harwich Board of Selectmen

Date

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Fit, Fun and Fall Free; Walking for Your Health; Tai Chi; Chair Yoga; Fit and Strong (EB)

Sean Libby

From: Hossam Mahmoud <HMahmoud@RISEngineering.com>
Sent: Tuesday, August 8, 2017 4:51 PM
To: Sean Libby
Subject: Follow up on Harwich Fire Station Project
Attachments: Condensing Boiler_RISE Proposal MHM 8.82017.pdf; Variable Speed Pumps and Indirect WH_RISE Proposal MHM 8.7.2017.pdf

Hi Sean,

I have attached two PDF copies of the proposals for your reference. I updated the proposal and the drain pan is an option there if you would like to choose it. I started to work on the Air Handling and condensing Unit project. I will try to get you something before the Selectmen's meeting.

RISE Engineering is the entity that officially is doing the work, while we do a lot of mechanical work and other energy projects in house through our crews. We also have an array of sub-contractors that is meticulously selected to work on our projects, if we don't have the capacity for it at a given time. These contractors usually have years of working relationship with us. As you may know RISE has a proven track record for 40 years now in developing all kinds of energy projects in New England. RISE is the primary owner of the projects, and it is managed by our in house project managers. Any communication or concerns will be addressed by RISE. For your reference, Please find below the sub contractor that we are going to use for this specific project. Please let me know if you have any questions.

PMG MECHANICAL SYSTEMS, LLC

PO Box 797
Forestdale, Ma.
Office 508 888 1745
Fax 508 888 3745
Cell 508 873 9657
pmgmechanical.com

Best Regards,
Hossam Mahmoud
Energy Engineer
RISE Engineering, a division of Thielsch Engineering, Inc.
5 Dupont Ave, South Yarmouth , MA 02664
Office: 401-784-3700 x6624 | Mobile: 774-994-7269
Fax: 508-568-1933
hmahmoud@RISEngineering.com | www.RISEngineering.com



Condensing Boilers Proposal

Date: 8/8/2017

Customer: Harwich Fire Station

ATTN: Mr. Sean Libby

Address: 175 Sisson Rd, Harwich, MA 02645

NOTE: THIS CONTRACT MAY BE WITHDRAWN BY
RISE IF NOT EXECUTED WITHIN 30 DAYS

AUTHORIZED SIGNATURE

DATE



8/8/2017

Energy Conservation Measure Proposal

Reduction of Electric usage by controlling Hot Water Circulator Pumps

RISE Engineering is proposing to install and furnish two (2) Lochinvar FTX 600 gas fired condensing boiler to replace one (1) Smith 28A-6 Atmospheric hot water boiler.

Scope of Work

- Demolition and removal of existing hot water boiler, hot water heater, floor mounted end suction circ. pumps, boiler breaching up to base of chimney stack and any unused piping/ devices not to be used for new work.
- Provide and install 2- Lochinvar FTX 600 gas fired condensing boilers. Boilers to be set on existing concrete pad. Near boiler piping, including valves, strainers, check valves and boiler primary pumps included.
- Modify existing heating system header and create primary, secondary loops for new boilers, leave existing return gate valve in place. Relocate air separator to make room for new circ. pumps.
- Modify existing gas piping for connections to new boilers
- Modify existing electrical power and control wiring for new boiler installation. New boilers to send on /off signal to existing BMS.
- Venting of new boilers to utilize existing pre fab chimney as chase. New boiler venting to extended thru top of existing chimney cap. Piping is to be pvc per manufactures instructions.
- Provide condensate piping to local floor drain.
- Insulate all new heat piping and any existing piping that may have been damaged due to new work. Match existing in material.
- Refill and purge air from entire system at completion of work.
- Provide factory start- up for new boilers and pumps.

Notes and Clarifications:

- All work performed during normal working hours.
- Town of Harwich permits and inspections included.
- Prevailing wage rates and certified payroll included.

Total Installed Cost	\$ 97,392
National Grid Incentive	\$ (8,000)
Net Cost To Customer	\$ 89,392

Add-on:

- Provide safe waste drain pan beneath air handler located above boilers-----\$900

1. Upon execution of this contract RISE Engineering will require a 30% down payment and balance upon invoicing.
2. Any defect in materials, design, or installation found within one (1) year of installation date will be remedied without charge and within a reasonable period of time.
3. All work to be completed in a workmanlike manner according to standard practices.
4. Contract cost includes any permit(s) required by law for this installation. Prior to, or during installation, RISE Engineering (at its sole discretion) may choose not to proceed further with the installation for reasons relative to Safety or discovery of unforeseen conditions
5. Any change from the above specifications involving extra costs will be executed only on written orders, and will become an extra charge over and above the contract amount.
6. In the absence of alternate arrangements, disposal of disabled materials is the responsibility of the Customer.
7. This contract is subject to Utility company approval of any Utility program incentives incorporated herein. All applicable Utility program incentives shall be assigned to RISE ENGINEERING.
8. Pricing is valid for 30 days from above date.

Acceptance of Contract – The above prices, Specifications and conditions are satisfactory and are the work as specified. Payments will be hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

DATE OF ACCEPTANCE _____

SIGNATURE _____



Part I	ADMINISTRATION OF THE GOVERNMENT
Title II	EXECUTIVE AND ADMINISTRATIVE OFFICERS OF THE COMMONWEALTH
Chapter 25A	DIVISION OF ENERGY RESOURCES
Section 14	CONTRACTS FOR ENERGY CONSERVATION PROJECTS COSTING ONE HUNDRED THOUSANDS DOLLARS OR LESS; ADDITIONS TO MONTHLY UTILITY BILLS.

Section 14. (a) A state agency, building authority or local governmental body may contract for energy conservation projects that have a total project cost of \$100,000 or less, directly and without further solicitation, with electric and gas utilities, their subcontractors and other providers of such energy conservation projects authorized under sections 19 and 21 of chapter 25 and section 11G.

(b) For purposes of this section, "total project cost" shall mean all construction costs of an energy conservation project, whether borne by the utility, agency, authority or body including, without limitation, the costs associated with equipment purchase and installation of such equipment. Ancillary services provided at no cost by utilities, such as auditing and design, shall not be considered part of project cost.

(c) A state agency, building authority or local governmental body may pay for such energy conservation projects through additions to their monthly utility bills.

(d) Sections 44A to 44M, inclusive, of chapter 149 and section 39M of chapter 30 shall not apply to contracts entered into under this section.

COPY

Phone (508) 430-7513

Fax (508) 432-5039

OFFICE OF THE TOWN ADMINISTRATOR

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

732 MAIN STREET, HARWICH, MA 02645



August 4, 2017

Carlene M. Jones

Dear Ms. Jones:

We would like to offer you the position of Administrative Assistant in the Assessor's Office for the Town of Harwich. I look forward to your positive contributions to our community.

This conditional offer letter confirms our understanding of your pre-employment terms with the Town as follows:

- Pursuant to the Town Charter the Town Administrator makes the appointment for this position subject to confirmation by the Board of Selectmen. Your name has been put forth for confirmation and the Board of Selectmen will be taking this up at their meeting on August 21, 2017. Successful confirmation will be needed to finalize appointment.
- The Town will arrange for a Pre-Employment Physical and Drug Test that must be successfully completed. Please contact Donna Molino in the Assessor's Office.
- Successful completion of a C.O.R.I check (a copy of the form is enclosed and we will need a copy of your driver's license.)

Please read the letter and confirm your understanding of the terms of your employment by signing the bottom of the letter and returning a copy to us for your personnel file, along with the completed CORI information.

Your position title will be Administrative Assistant and your starting date is on or before September 1, 2017. This position is included in the Harwich Employees Association and your employment is subject to the rights and obligations included in the contract, which you have already received. Your starting salary will be \$21.39 per hour (Grade 5, Step 1).

Again, we are delighted that you are joining the Town's professional staff. Please feel free to contact me if you have any questions prior to beginning work.

Sincerely,

Christopher Clark
Town Administrator

Carlene M. Jones

Date

8-7-17

Enclosure (2)

CC: Board of Selectmen
Finance Director
Assessing Director

Town Treasurer/Collector
Computer Coordinator

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



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

732 MAIN STREET, HARWICH, MA 02645

August 18, 2017

To: Christopher Clark, Town Administrator
From: Charleen Greenhalgh, Assistant Town Administrator
Re: Health Director Hiring Process and Recommendation

The internal posting for the Health Director position was posted on July 28, 2017 following the announcement of Paula Champagne's retire effective August 9, 2017. One internal application was received from Meggan Eldredge, Senior Health Agent with the Town. It was determined that Ms. Eldredge had the qualifications and experience to proceed to the interview process.

An interview team was established consisting of the following:

- | | |
|-----------------------------|--|
| Christopher Clark | Town Administrator |
| Judith Giorgio, R.S. M.P.H. | Chatham Health Agent |
| Dr. Robert Insley, M.D. | Board of Health Chair |
| Heinz Proft | Natural Resources Director |
| Susan Jusell | Town Nurse |
| Charleen Greenhalgh | Assistant Town Administrator/Human Resources |

On August 11, 2017 copies of the application/resume were sent to the interview team. In addition, team members were asked to provide interview questions.

Ms. Eldredge was interviewed on Wednesday, August 16, 2017 utilizing a set of pre-determined interview questions, selected from those submitted by the team.

The Town's standard evaluation form was used by each team member following the interview. The team met following the interview, utilizing the evaluation scores and after careful and courteous discuss, the team unanimously selected Ms. Eldredge for the Health Director.

Ms. Eldredge holds all the required licenses and credentials for this position, included Registered Sanitarian and Certified Health Officer. She has over 18 years of cumulative experience, the last six years with the Town of Harwich, in the public health and environmental health fields. She possess a B.S. in Environmental Science from the University of Massachusetts.

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039

Christopher Clark, *Town Administrator*

732 MAIN STREET, HARWICH, MA 02645



August 17, 2017

Meggan Eldredge, R.S., CHO

Dear Meggan:

We are pleased to offer you the position as Health Director for the Town of Harwich. I look forward to your continued positive contributions to the Community Development Department.

This conditional offer letter confirms our understanding of your employment terms with the Town.

- Pursuant to the Town Charter the Town Administrator makes the appointment for this position subject to confirmation by the Board of Selectmen. Your name has been put forth for confirmation and the Board of Selectmen will be taking this up at their meeting on August 21, 2017. Successful confirmation will be needed to finalize appointment.

Your position title will be Health Director and your starting date is September 1, 2017. This position is included in the SEIU Local 888 Union and your employment is subject to the rights and obligations included in the contract which is attached. Your starting salary will be \$75,366 annually (Grade M-4, Step 5). For the purposes of future evaluations and step increases your promotion date of September 1st will be used. For all other accruals, except future longevity, your original anniversary date of March 13th will continue.

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

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

Sincerely,

Christopher Clark
Town Administrator

Meggan Eldredge

8-18-17
Date

Attachment

cc: Board of Selectmen
Assistant Town Administrator
Finance Director/Town Accountant
Board of Health



August 21, 2017

COPY

Lynch, Malloy, Marini, LLP
99 Longwater Circle, Suite 200
Norwell, MA 02601

This representation letter is provided in connection with your audit of the financial statements of the Town of Harwich, Massachusetts, which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of June 30, 2016, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of the date of signing this letter (the Auditor's Report Date), the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated August 1, 2016, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.

- 8) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 9) Guarantees, whether written or oral, under which the Town of Harwich, Massachusetts is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 10) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the Town of Harwich, Massachusetts from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of Board of Selectmen or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 11) All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
- 12) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 13) We have no knowledge of any fraud or suspected fraud that affects the Town of Harwich, Massachusetts and involves—
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
- 14) We have no knowledge of any allegations of fraud or suspected fraud affecting the Town of Harwich Massachusetts' financial statements communicated by employees, former employees, regulators, or others.
- 15) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 16) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 17) We have disclosed to you the identity of the Town of Harwich, Massachusetts' related parties and all the related party relationships and transactions of which we are aware.

Government-specific

- 18) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 19) We have a process to track the status of audit findings and recommendations.
- 20) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 21) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.

- 22) The Town of Harwich, Massachusetts has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 23) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 24) We have identified and disclosed to you there are no instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 25) We have identified and disclosed to you there are no instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 26) We have identified and disclosed to you there are no instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 27) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 28) As part of your audit, you assisted with preparation of the financial statements and related notes and schedule of expenditures of federal awards. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
- 29) The Town of Harwich, Massachusetts has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 30) The Town of Harwich, Massachusetts has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 31) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 32) The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34 .
- 33) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 34) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 35) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- 36) Provisions for uncollectible receivables have been properly identified and recorded.
- 37) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.

- 38) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 39) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 40) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- 41) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- 42) We have appropriately disclosed the Town of Harwich, Massachusetts' policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 43) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 44) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

On Behalf of the Town of Harwich, Massachusetts

Chair, Board of Selectmen

Date

Town Administrator

Date

Town Accountant

Date



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

FORM #7

APPLICATION FOR LICENSE/PERMIT

PLEASE CHECK

ROAD RACE

CRAFT FAIR

OTHER
Fireworks

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

NAME OF BUSINESS Harwich Chamber of Commerce PHONE 508-430-1165

BUSINESS ADDRESS 1 Schoolhouse Road Harwich Port, MA 02646

MAILING ADDRESS 1 Schoolhouse Road Harwich Port, MA 02646

PLEASE STATE THE PURPOSE FOR WHICH LICENSE/PERMIT IS REQUESTED The Harwich Chamber of Commerce will be bringing back the return of the fireworks to the Harwich Cranberry Festival.

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

DATE Saturday - September 16, 2017

TIME 8:00pm

ROUTE/LOCATION Viewing will be behind the Harwich Community Center.

(please use reverse side if necessary)

Cyndi Williams
Signature of Applicant

Interim Executive Director
Title

04-218-4220
Social Security Number of Federal Identification Number

042-184-220
Tax Exempt ID (for non-profit organizations)

Signature of Individual or Corporate Name

By Corporate Officer (if applicable)

Harwich Recreation Department Youth, Park, Beach, & Commission



USE OF FACILITY FORM

DATE 8/11/17

LOCATION REQUEST

 BEACH or PARK
 BROOKS PARK & GAZEBO
 BROOKS FIELD / COURT
 VETERAN'S MEMORIAL FIELD COMPLEX
 BASEBALL SOFTBALL MULTI

SR MEMORIAL FIELD
 WHITEHOUSE FIELD
 J McPHEE SOCCER FIELD
 POTTER SOFTBALL FIELD
 NON-PROFIT Y / N

CONTACT PERSON Cyndi Williams ORGANIZATION Harwich Chamber of Commerce

MAILING ADDRESS 1 Schoolhouse Road CITY, ST, ZIP Harwich Port, MA 02646

EMAIL Cyndie@harwichcc.com CELL PHONE 508-615-0124

PURPOSE OF REQUEST Location for fireworks # OF ATTENDEES

DATE(S) REQUESTED* September 16, 2017

*ALL DATES ARE SUBJECT TO AVAILABILITY

HOURS OF USE AREA REQUESTED

SPECIAL REQUESTS OR NEEDS

- ❖ Use of temporary tents larger than 12'x12' require location approval and a separate Town TENT PERMIT
- ❖ Use of tent stakes over 8" requires ADDITIONAL PERMISSIONS
- ❖ Activities dispensing food to the PUBLIC requires Harwich Board of Health PERMIT
- ❖ Approval pending all other required Town permits and approvals
- ❖ APPLICATION DEADLINE FOR FIELD USE FOR ANY YEAR IS FEBRUARY 1ST

USE	FEE	CAP	REFUNDABLE DEPOSIT	TOTAL DUE
FIELD OR COURT USE - ONE GAME	\$20.00	\$1000	\$50.00*	_____
<input checked="" type="checkbox"/> WHITEHOUSE FIELD USE - ONE GAME	\$50.00	\$1000	\$50.00*	_____
FIELD/WHF MULTI DAY USE	\$150/FIELD/DAY		\$50.00-\$500*	_____
PARK OR BEACH USE - FULL DAY, WEDDING, FAMILY FUNCTION, OR SPECIAL EVENT	\$150.00		\$50.00-\$500*	_____
USE OF ELECTRICITY - PARKS	\$25/DAY		\$50.00*	_____
FIELD, PARK, BEACH USE - MULTI DAY EVENT	\$150.00/DAY		\$50.00-\$500*	_____
WHF LIGHT USAGE CHARGE/PER USE (BILLABLE IN 1/4 HOUR INCREMENTS)	\$65.00/HOUR		\$500.00*	_____
BEACH COOK FIRE	\$ 20.00		\$50.00*	_____

* <100 people \$50 deposit required, >100 people \$100 deposit required, >200 people \$300 deposit required, > 500 people \$500 deposit required. DEPOSITS WILL BE REFUNDED AFTER A SITE INSPECTION HAS BEEN COMPLETED AND/OR APPLIED TO USE OF FACILITY INVOICES WITH ANY UNUSED BALANCE RETURNED.

CW

I HAVE READ THE ATTACHED RULES AND REGULATIONS REGARDING USE OF THIS RECREATION FACILITY AND AGREE THAT I/OUR ORGANIZATION WILL ABIDE BY THEM.

Initials

APPLICANT SIGNATURE: Cyndi Williams

TITLE Interim Executive Director

BY: [Signature]
RECREATION REPRESENTATIVE

DATE 8-16-17

REGULATORY COMPLIANCE FORM

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

Lt. Kevin Condon 8/14/17
Police Department Date
[Signature] 8/16/17
Recreation & Youth Commission Date

Carolyn Carey 8/14/17
Building Commissioner Date
Community Center
Ramul R. Pellico 8/14/17
Board of Health Date
water
[Signature] 8/14/17
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 _____



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 National Multiple Sclerosis Society PHONE 781-693-5158

BUSINESS ADDRESS 101A First Ave Ste G Waltham, MA 02451

MAILING ADDRESS same

PLEASE STATE THE PURPOSE FOR WHICH LICENSE/PERMIT IS REQUESTED Charity walk to raise funds for MS programs and research. Same route and times as 2016.

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

DATE Friday September 8th 2017

TIME 10am - 2pm

ROUTE/LOCATION Attached

(please use reverse side if necessary)

[Signature]
Signature of Applicant

St. Director of Logistics
Title

Social Security Number of Federal Identification Number

042178884
Tax Exempt ID (for non-profit organizations)

Signature of Individual or Corporate Name

By Corporate Officer (if applicable)

REGULATORY COMPLIANCE FORM

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

[Signature] 8/17/17
Police Department Date

Building Commissioner Date

Recreation & Youth Commission Date

Board of Health Date

[Signature] 8/17/17
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 _____



**National
Multiple Sclerosis
Society
Greater
New England
Chapter**

Mr. Christopher Clark
Town Administrator
732 Main St.
Harwich, MA 02645

November 29, 2016

Dear Mr. Clark,

Thank you for your support of the National Multiple Sclerosis Society and our 2016 MS Challenge Walk this past September. The event was a great success and we were able to raise \$1M that will go towards the continuing fight to end MS.

We are holding our 16th annual Challenge Walk from September 8th - 10th, 2017. The weekend route will be the same as past years, and we would appreciate receiving the appropriate permits/permission from the Board.

We will hire Harwich police officers to work safety details where needed. We operate a support team consisting of medical personnel, SAG vehicles, and amateur (HAM) radio operators. Our lead HAM radio operator monitors all emergency radio frequencies, so that we can close or redirect our route should that become necessary.

If you need any further information or have any questions, comments, or suggestions, please feel free to contact me.

Thank you for your continued support of the Greater New England Chapter MS Challenge Walk.

Best Regards,

Drew Davis
Director of Logistics
National Multiple Sclerosis Society
Greater New England Chapter
(P) 781-693-5158
Drew.davis@nmss.org



U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

**REGISTRATION FORM
2020 CENSUS LOCAL UPDATE OF CENSUS
ADDRESSES OPERATION (LUCA)**

Entity ID

MC2500129020

Government Name

Harwich town

A. PARTICIPATION RESPONSE (Submission Deadline December 15, 2017)

1. **YES** Our government is registering for LUCA. – *Complete Sections B and C.*
2. **NO** Our government is not registering for LUCA. – *Complete Section B and mark an (X) for each reason that applies:*
 - a. Another level of government (state or county) that includes our jurisdiction is participating in LUCA
 - b. Insufficient staff
 - c. Lack of funds
 - d. No time/too busy
 - e. No local address list available
 - f. Concerns about Census Bureau Title 13 materials
 - g. Restrictions on using Census Bureau Title 13 materials for other purposes
 - h. Other reason – *Specify (Please print)*

Thank you for your comments. We will use them to help improve future LUCA operations.

B. SIGNATURE OF TRIBAL CHAIR OR HIGHEST ELECTED/APPOINTED OFFICIAL RESPONDING TO THE LUCA INVITATION

1. Printed name of Tribal Chair or Highest Elected Official/Appointed Official – *First, middle initial, last*

Michael D. Mac Askill
2. Signature of Tribal Chair or Highest Elected Official/Appointed Official

COPY
- Date

Month	Day	Year
3. Position – *(e.g., Tribal Chair, Governor, Commissioner, Mayor, Supervisor; please do not abbreviate)* – *Please print*
4. Physical/Mailing address

Number and street name			
City	State	ZIP Code	
5. Telephone

Area code	Number	Extension
[][]	[][][][]	[][][][]
6. Email address

C. LIAISON INFORMATION – Designate your LUCA Liaison.

This is the person responsible for protecting the confidential Census Bureau materials covered by Title 13, U.S. Code.

Complete this section only if you are participating in LUCA

1. Name – *(Please print)*
2. Department, Organization, or Agency name – *(e.g., Planning and Zoning, Regional Planning Agency; please do not abbreviate)*
3. Position – *(e.g., Tribal President, Director, Assessor, Planner; please do not abbreviate)*
4. Physical/Mailing address

Number and street name			
City	State	ZIP Code	
5. Telephone

Area code	Number	Extension
[][]	[][][][]	[][][][]
6. Email address

Complete this form and return it along with the completed, signed copies of the Product Preference Form, Self-Assessment Checklist, and Confidentiality Agreement. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA Materials 63-E, National Processing Center, 1201 East 10th St, Jeffersonville IN 47132. As an alternative, you may scan your completed forms, including forms with signatures, and email them to GEO.2020.LUCA@census.gov.





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

August 15, 2017

Charles Brooks
183 Sisson Road
Harwich, MA 02645

Dear Charles,

Congratulations on being selected as a finalist for the position of full-time regular police officer with the Harwich Police Department. I am very pleased to provide you with this conditional offer of employment on behalf of the Board of Selectmen of the Town of Harwich.

This offer is contingent upon you successfully passing a complete background investigation, physical examination, psychological examination, and the State of Massachusetts Physical Abilities Test (PAT). If you are successful in passing all of these phases, you will be offered employment as a student police officer and enrolled in the next available Massachusetts Criminal Justice Training Committee Basic Police Recruit Academy. Your continued employment is also contingent upon your successful completion of the basic recruit academy which is currently scheduled to begin on January 22, 2018. With that start date in mind, I am recommending the Board of Selectmen appoint you effective one week prior which is January 15, 2018. Start date of the academy is subject to change.

During your attendance at the academy you will be a student police officer in accordance with the provisions of Massachusetts General Law chapter 41 section 96B with an annual salary of \$42,923.65 (hiring step). Upon graduation, you must serve a one-year probationary period and can be dismissed at any time without cause. **Discipline or discharge is not subject to grievance or arbitration** during this entire period. Following your probationary period you will be represented by the Harwich Police Federation on all contractual matters.

I would also like to draw your attention to the attached Police Academy Tuition Agreement that requires your signature prior to you attending the basic recruit academy.

Congratulations again, and I wish you the best of luck during the remainder of the hiring process and the recruit academy. We look forward to you joining the Harwich Police Department. Your signature below indicates you have read and understand all the provisions of this document.

Sincerely,

David J. Guillemette
Chief of Police

08/16/2017
Charles Brooks Date

CC: Personnel File
Town Administrator

July 26, 2017

Mr. David Ryer, Chairman
Town of Harwich Zoning Board of Appeals

RE: Resignation from Zoning Board of Appeals

Dear Mr. Ryer,

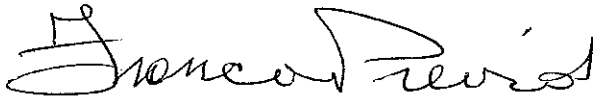
I regret to inform you, that due to personal and family obligations, I will need to resign from the Harwich Zoning Board of Appeals.

My timing is not crucial, therefore will serve at your discretion until an orderly transition can be arranged.

My experience with both the Board and Staff has been professional and collegial, and an opportunity to learn and work in Town activities not previously attempted.

I am proud to have been able to work with Citizens that share a caring for their Community.

Sincerely,



Franco Previd

c.c.

Harwich Zoning Board of Appeals:

- Mr. John Burke
- Mr. Dean Hederstedt
- Ms. Kathleen Muller
- Mr. Al Donoghue
- Ms. Shelagh Delaney, Secretary



August 13, 2017

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



Dear Board,

I hereby resign my position as a member of the Harwich Cemetery Commission effective as of today.

I regret taking this action as the Commission is faced with some serious needs and challenges in its duty to oversee a vital Town resource, the numerous public burial places. However, due to my personal and family travel schedule I find it very difficult to properly carry out the obligations of this position. Furthermore, apparently due to my age or other personal limitations, my services no longer command the respect that a volunteer member of the Board of Commissioners should enjoy.

I'm sorry to have to take this action. I encourage you to fill the position as quickly as possible as the needs of the Commission are immediate and ongoing.

Very respectfully yours,



Paul Doane



Peter M. de Bakker
9 Edith Grove Rd.
Harwich, MA 02645

August 14, 2017

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



Dear Ms. Doucette:

It is with regret that I have to offer my resignation from the Harwich Planning Board, effective immediately.

The reason is simple. In May this year I decided to join the Harwich Town Band. I had wanted to do this for a long time, but their rehearsals and performances are on Tuesday nights, the same nights as Planning Board meetings, thus a definite time conflict.

I had thought that I could possibly combine the two activities, but this is proving to be unrealistic. As it is, I already have missed quite a few Planning Board meetings and, given my desire to fully dedicate myself to the Town Band, I will be missing many more in the foreseeable future. I don't want to be a part time member.

I very much enjoyed my membership on the Planning Board for the past ten years, and I am leaving with mixed emotions for sure. I hope my contribution has been positive.

Respectfully,

A handwritten signature in cursive script, appearing to read "Peter de Bakker".

Peter de Bakker

Cc: Harwich Board of Selectmen
Chairman, Harwich Planning Board

Town of

Anita N. Doucette, MMC/CMMC
Town Clerk

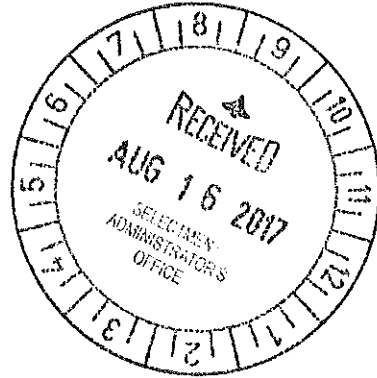


Harwich

732 Main Street
Harwich, Massachusetts 02645
Tel. 508-430-7516

August 15, 2017

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



Dear Mr. MacAskill:

The Harwich Board of Registrars wishes to have Kathryn A. Gaudet appointed as an Assistant Registrar to help with Voter Registrations, Census and information for the Elections.

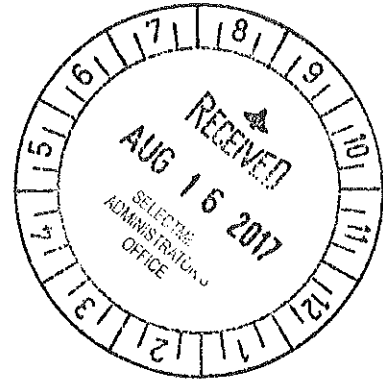
Thank you.

Respectfully,

A handwritten signature in cursive script that reads "Anita N. Doucette".

Anita N. Doucette, MMC/CMMC
Town Clerk

Raymond Gottwald, Chairman
Democratic Town Committee
38 Huckleberry Path
Harwich, MA 02645



August 15, 2017

The Honorable Board of Selectmen
Harwich Town Offices
732 Main Street
Harwich, MA 02645

To The Honorable Board of Selectmen:

Due to unforeseen circumstances surrounding the first letter of election workers submitted for appointment please add the following name to be placed on the list for elections workers for this year.

Elaine Dickinson
56 Hillcrest Drive
Harwich, MA 02645

Thank you for your consideration in this matter.

Respectfully,

Raymond C. Gottwald

Raymond Gottwald, Chairman
Harwich Democratic Town Committee

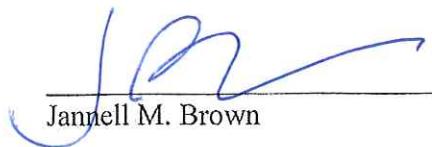
Pc: Anita N. Doucette,
Town Clerk

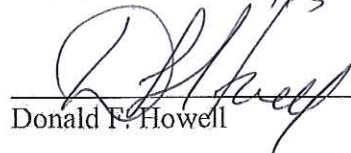
VACANCY INTERVIEWS – Wednesday, August 9, 2017

Time	Applicant:	Vacancy	Approval	Position	Term to June
10:00 am	Linda Cebula	Traffic Safety – 3 vacancies Utility & Energy – 1 vacancy Housing Committee – 2 vacancies Planning Board (Alternate) – 1 vacancy	Traffic Safety	Full	30 2019
10:10 a.m.	Matt Hart	Disability Rights – 5 vacancies	Yes	Full	2020
10:20 a.m.	David Spitz	Brooks Academy Museum Commission 2 vacancies	Yes	Full	2019
10:30 a.m.	Mark Coleman	Agricultural Commission 4 vacancies	Yes	Full	2020
10:40 a.m.	Barry Worth	Utility & Energy 1 vacancy	Yes	Full	2020
10:50 a.m.	Karin Larson	Disability Rights – 5 vacancies	Yes	Full	2019
11:00 a.m.	Debora Miller	Brooks Academy Museum Commission 2 vacancies	Yes	Full	2020
11:10 a.m.	Steven Connor	Cemetery Commission 1 vacancy (possibly 2 – Paul Doane may be leaving)	Yes	Full	2020
11:20 a.m.	Heather Bolinder	Treasure Chest Committee 1 vacancy	Yes	Full	2019
11:40 a.m.	Ann Howe	Wastewater Committee 1 vacancy	Yes	Full	

***Vote to change Peggy Rose's term to expire June 30, 2019 to create staggered terms

Leo Cakounes (Constable) – unavailable on Wednesdays (County work) Yes



Jannell M. Brown


Donald F. Howell

VACANCY INTERVIEWS – Wednesday, August 16, 2017

June 30,

<u>Time</u>	<u>Applicant:</u>	<u>Vacancy</u>	<u>Approval</u>	<u>Position</u>	<u>Term</u>
9:30 am	Gary Miller	Disability Rights Committee 5 vacancies	✓	Full	2020
9:30 am	Taylor Mills	Disability Rights Committee 5 vacancies	✓	Full	2019
9:45 am	Mary Mazlowski	Planning Board (full member from alternate)	✓	Full	2018
		Housing	✓	Full	2020



 Jannell M. Brown



 Donald F. Howell

**Cape Cod Regional Technical High School
Base Renovations**

Total Project Costs:	\$ 127,946,027
Effective MSBA Reimbursement Level (32.75%):	\$ 41,902,324
District's Local Share of Project Costs:	\$ 86,043,703
Projected Bonds dated:	10/15/19
Projected Interest Rate on 10/15/19 Bonds:	5.00%

MEMBER MUNICIPALITIES FY18 ENROLLMENT:

Town of Barnstable	183
Town of Brewster	43
Town of Chatham	10
Town of Dennis	67
Town of Eastham	15
Town of Harwich	77
Town of Mashpee	59
Town of Orleans	15
Town of Provincetown	5
Town of Truro	3
Town of Wellfleet	9
Town of Yarmouth	137
TOTAL ENROLLMENT:	623

Fiscal 2017 Valuations	
Barnstable	10,507,701,871 (split tax rate)
Brewster	3,619,158,270
Chatham	6,438,586,200
Dennis	6,481,581,330
Eastham	2,782,837,760
Harwich	4,983,246,500
Mashpee	4,963,713,000
Orleans	3,835,373,930
Provincetown	2,194,435,037 (split tax rate)
Truro	2,123,364,060
Wellfleet	2,320,503,380
Yarmouth	5,611,849,600

<i>Harwich</i>			
Fiscal Year	Equals Net Total Debt Service	Harwich Debt Service Proration	Harwich Est. Tax Rate Impact per \$1,000
2020	2,151,093	265,865	0.05
2021	5,539,171	684,617	0.14
2022	5,535,500	684,163	0.14
2023	5,537,250	684,379	0.14
2024	5,535,500	684,163	0.14
2025	5,540,000	684,719	0.14
2026	5,535,625	684,178	0.14
2027	5,537,250	684,379	0.14
2028	5,539,500	684,657	0.14
2029	5,537,250	684,379	0.14
2030	5,535,375	684,147	0.14
2031	5,538,500	684,534	0.14
2032	5,536,375	684,271	0.14
2033	5,538,750	684,565	0.14
2034	5,535,375	684,147	0.14
2035	5,536,000	684,225	0.14
2036	5,540,125	684,735	0.14
2037	5,537,500	684,410	0.14
2038	5,537,875	684,456	0.14
2039	5,535,875	684,209	0.14
2040	5,536,125	684,240	0.14
2041	5,538,125	684,487	0.14
2042	5,536,500	684,287	0.14
2043	5,535,875	684,209	0.14
2044	5,535,750	684,194	0.14
2045	5,535,625	684,178	0.14
2046	5,539,875	684,704	0.14
2047	5,538,000	684,472	0.14
2048	5,539,500	684,657	0.14
2049	5,538,750	684,565	0.14
2050	5,540,125	684,735	0.14
Total	168,274,138	20,797,927	

Assumptions:

- ✦ Barnstable and Provincetown have split tax rates; Assessed valuation shown reflects residential valuation net of exempt debt.
- ✦ Debt service proration based on FY2018 enrollment figures.
- ✦ Bonds structured on a level debt service basis for a maximum term of 30 years.
- ✦ Bonds reflect only estimated local share of project costs.

**Cape Cod Regional Technical High School
New Construction**

MEMBER MUNICIPALITIES FY18 ENROLLMENT:

Town of Barnstable	183
Town of Brewster	43
Town of Chatham	10
Town of Dennis	67
Town of Eastham	15
Town of Harwich	77
Town of Mashpee	59
Town of Orleans	15
Town of Provincetown	5
Town of Truro	3
Town of Wellfleet	9
Town of Yarmouth	137
TOTAL ENROLLMENT:	623

Total Project Costs:	\$	127,946,027
Effective MSQA Reimbursement Level (32.75%):	\$	41,902,324
District's Local Share of Project Costs:	\$	86,043,703
Projected Bonds dated:	10/15/19	
Projected Interest Rate on 10/15/19 Bonds:	5.00%	

Fiscal 2017 Valuations

Barnstable	10,507,701,871	(split tax rate)
Brewster	3,618,158,270	
Chatham	6,431,586,208	
Dennis	6,481,581,330	
Eastham	2,782,837,760	
Harwich	4,983,246,500	
Mashpee	4,863,713,000	
Orleans	5,835,373,830	
Provincetown	1,194,435,037	(split tax rate)
Truro	2,123,364,060	
Wellfleet	2,320,503,380	
Yarmouth	5,611,849,600	

Member Municipality Projection of Debt Service and Est. Residential Tax Rate Impact per \$1,000 of Assessed Value

Fiscal Year	Equals Net Total Debt Service	Barnstable		Brewster		Chatham		Dennis		Eastham		Harwich		Mashpee		Orleans		Provincetown		Truro		Wellfleet		Yarmouth	
		Debt Service Proration	Est. Tax Rate Impact per \$1,000	Debt Service Proration	Est. Tax Rate Impact per \$1,000	Debt Service Proration	Est. Tax Rate Impact per \$1,000	Debt Service Proration	Est. Tax Rate Impact per \$1,000	Debt Service Proration	Est. Tax Rate Impact per \$1,000	Debt Service Proration	Est. Tax Rate Impact per \$1,000	Debt Service Proration	Est. Tax Rate Impact per \$1,000	Debt Service Proration	Est. Tax Rate Impact per \$1,000	Debt Service Proration	Est. Tax Rate Impact per \$1,000	Debt Service Proration	Est. Tax Rate Impact per \$1,000	Debt Service Proration	Est. Tax Rate Impact per \$1,000	Debt Service Proration	Est. Tax Rate Impact per \$1,000
2020	2,151,093	631,862	0.09	149,470	0.04	34,528	0.01	231,207	0.04	51,782	0.02	265,865	0.05	203,715	0.04	51,792	0.01	17,204	0.007	10,358	0.005	31,075	0.01	473,633	0.08
2021	5,538,171	1,627,078	0.14	382,318	0.11	88,911	0.01	565,705	0.09	133,567	0.05	684,517	0.14	524,576	0.11	133,367	0.03	44,456	0.017	28,673	0.013	80,020	0.03	1,218,084	0.22
2022	5,535,500	1,625,998	0.14	382,065	0.11	88,852	0.01	565,311	0.09	133,278	0.05	684,163	0.14	524,229	0.11	133,278	0.03	44,426	0.017	28,656	0.013	79,987	0.03	1,217,277	0.22
2023	5,537,250	1,626,512	0.14	382,186	0.11	88,880	0.01	565,499	0.09	133,321	0.05	684,379	0.14	524,304	0.11	133,321	0.03	44,440	0.017	28,664	0.013	79,992	0.03	1,217,562	0.22
2024	5,535,500	1,625,998	0.14	382,065	0.11	88,852	0.01	565,311	0.09	133,278	0.05	684,163	0.14	524,229	0.11	133,278	0.03	44,426	0.017	28,656	0.013	79,987	0.03	1,217,277	0.22
2025	5,540,000	1,627,319	0.14	382,376	0.11	88,925	0.01	565,795	0.09	133,387	0.05	684,719	0.14	524,655	0.11	133,387	0.03	44,462	0.017	28,677	0.013	80,032	0.03	1,218,266	0.22
2026	5,535,625	1,626,034	0.14	382,074	0.11	88,854	0.01	565,324	0.09	133,280	0.05	684,176	0.14	524,241	0.11	133,280	0.03	44,427	0.017	28,656	0.013	79,989	0.03	1,217,304	0.22
2027	5,537,280	1,626,512	0.14	382,186	0.11	88,880	0.01	565,499	0.09	133,321	0.05	684,379	0.14	524,304	0.11	133,321	0.03	44,440	0.017	28,664	0.013	79,992	0.03	1,217,562	0.22
2028	5,539,500	1,627,173	0.14	382,341	0.11	88,917	0.01	565,741	0.09	133,375	0.05	684,657	0.14	524,606	0.11	133,375	0.03	44,458	0.017	28,675	0.013	80,025	0.03	1,218,157	0.22
2029	5,537,250	1,626,512	0.14	382,186	0.11	88,880	0.01	565,499	0.09	133,321	0.05	684,379	0.14	524,304	0.11	133,321	0.03	44,440	0.017	28,664	0.013	79,992	0.03	1,217,562	0.22
2030	5,535,375	1,625,991	0.14	382,059	0.11	88,850	0.01	565,297	0.09	133,273	0.05	684,147	0.14	524,217	0.11	133,273	0.03	44,425	0.017	28,655	0.013	79,985	0.03	1,217,249	0.22
2031	5,538,500	1,626,879	0.14	382,272	0.11	88,900	0.01	565,633	0.09	133,351	0.05	684,534	0.14	524,513	0.11	133,351	0.03	44,450	0.017	28,670	0.013	80,010	0.03	1,217,499	0.22
2032	5,536,375	1,626,255	0.14	382,125	0.11	88,866	0.01	565,405	0.09	133,300	0.05	684,271	0.14	524,512	0.11	133,300	0.03	44,433	0.017	28,660	0.013	79,980	0.03	1,217,460	0.22
2033	5,538,750	1,626,952	0.14	382,289	0.11	88,904	0.01	565,660	0.09	133,357	0.05	684,565	0.14	524,537	0.11	133,357	0.03	44,452	0.017	28,671	0.013	80,014	0.03	1,217,952	0.22
2034	5,538,375	1,626,961	0.14	382,056	0.11	88,850	0.01	565,297	0.09	133,273	0.05	684,147	0.14	524,217	0.11	133,273	0.03	44,425	0.017	28,655	0.013	79,985	0.03	1,217,249	0.22
2035	5,536,000	1,626,144	0.14	382,100	0.11	88,860	0.01	565,364	0.09	133,291	0.05	684,225	0.14	524,276	0.11	133,291	0.03	44,430	0.017	28,658	0.013	79,974	0.03	1,217,367	0.22
2036	5,540,125	1,627,356	0.14	382,384	0.11	88,927	0.01	565,803	0.09	133,390	0.05	684,735	0.14	524,667	0.11	133,390	0.03	44,463	0.017	28,678	0.013	80,034	0.03	1,218,294	0.22
2037	5,537,500	1,626,585	0.14	382,200	0.11	88,884	0.01	565,506	0.09	133,327	0.05	684,410	0.14	524,416	0.11	133,327	0.03	44,442	0.017	28,665	0.013	79,986	0.03	1,217,217	0.22
2038	5,537,875	1,626,995	0.14	382,229	0.11	88,890	0.01	565,566	0.09	133,336	0.05	684,456	0.14	524,454	0.11	133,336	0.03	44,445	0.017	28,667	0.013	80,001	0.03	1,217,789	0.22
2039	5,535,875	1,626,108	0.14	382,091	0.11	88,858	0.01	565,351	0.09	133,298	0.05	684,209	0.14	524,264	0.11	133,298	0.03	44,428	0.017	28,658	0.013	79,975	0.03	1,217,359	0.22
2040	5,536,125	1,626,181	0.14	382,108	0.11	88,862	0.01	565,378	0.09	133,294	0.05	684,240	0.14	524,288	0.11	133,294	0.03	44,431	0.017	28,659	0.013	79,976	0.03	1,217,414	0.22
2041	5,538,125	1,626,769	0.14	382,246	0.11	88,894	0.01	565,563	0.09	133,342	0.05	684,480	0.14	524,477	0.11	133,342	0.03	44,447	0.017	28,668	0.013	80,005	0.03	1,217,854	0.22
2042	5,534,500	1,626,291	0.14	382,134	0.11	88,868	0.01	565,418	0.09	133,303	0.05	684,267	0.14	524,323	0.11	133,303	0.03	44,434	0.017	28,661	0.013	79,982	0.03	1,217,467	0.22
2043	5,535,875	1,626,196	0.14	382,091	0.11	88,858	0.01	565,351	0.09	133,288	0.05	684,209	0.14	524,264	0.11	133,288	0.03	44,429	0.017	28,660	0.013	79,979	0.03	1,217,359	0.22
2044	5,535,750	1,626,071	0.14	382,080	0.11	88,856	0.01	565,337	0.09	133,285	0.05	684,194	0.14	524,252	0.11	133,285	0.03	44,428	0.017	28,657	0.013	79,977	0.03	1,217,332	0.22
2045	5,533,625	1,626,034	0.14	382,014	0.11	88,854	0.01	565,304	0.09	133,282	0.05	684,178	0.14	524,241	0.11	133,282	0.03	44,427	0.017	28,656	0.013	79,969	0.03	1,217,304	0.22
2046	5,535,875	1,627,283	0.14	382,337	0.11	88,923	0.01	565,781	0.09	133,344	0.05	684,704	0.14	524,643	0.11	133,344	0.03	44,461	0.017	28,677	0.013	80,030	0.03	1,218,239	0.22
2047	5,538,000	1,626,732	0.14	382,236	0.11	88,892	0.01	565,579	0.09	133,339	0.05	684,472	0.14	524,465	0.11	133,339	0.03	44,448	0.017	28,668	0.013	80,003	0.03	1,218,157	0.22
2048	5,538,500	1,627,173	0.14	382,341	0.11	88,917	0.01	565,741	0.09	133,375	0.05	684,657	0.14	524,606	0.11	133,375	0.03	44,458	0.017	28,675	0.013	80,025	0.03	1,218,157	0.22
2049	5,534,750	1,626,952	0.14	382,289	0.11	88,904	0.01	565,660	0.09	133,357	0.05	684,565	0.14	524,537	0.11	133,357	0.03	44,452	0.017	28,671	0.013	80,014	0.03	1,217,952	0.22
2050	5,540,125	1,627,356	0.14	382,384	0.11	88,927	0.01	565,806	0.09	133,390	0.05	684,735	0.14	524,667	0.11	133,390	0.03	44,463	0.017	28,678	0.013	80,034	0.03	1,218,294	0.22
Total	168,274,138	49,428,840		11,014,427		2,701,030		18,096,898		4,051,544		20,767,927		15,938,074		4,051,544		1,350,515		810,330		2,430,927		37,004,104	

Assumptions:
 † Barnstable and Provincetown have split tax rates; Assessed valuation shown reflects residential valuation net of exempt debt.
 † Debt service proration based on FY2018 enrollment figures.
 † Bonds structured on a level debt service basis for a maximum term of 30 years.
 † Bonds reflect only estimated local share of project costs.

Est. Home Value Impact	
\$300,000 / \$1,000	= \$300 * 0.11 = \$ 33.00



CAPE COD

R E G I O N A L

Technical High School

**MSBA School Building Project
Harwich BOS**

August 21, 2017

Agenda

- **Thank you!**
- **Why the investment in CCT?**
- **History**
- **Financial Impact & Reimbursement Rate**
- **Debt Schedule**
- **Vote Mechanics**

Cape Cod Tech's School Building Committee

<u>BARNSTABLE:</u>	<u>HARWICH:</u>	<u>YARMOUTH:</u>
MARK ELLS	CHRISTOPHER CLARK	NATHAN LADLEY
MARK MARINACCIO	LEE CULVER	ERIK TOLLEY
<u>BREWSTER:</u>	BRUCE YOUNG	<u>CAPE COD TECH:</u>
CHARLIE SUMNER (Chair)	<u>MASHPEE:</u>	ROBERT SANBORN
ROBERT MILLER	DAWN THAYER	ERIN ORCUTT
<u>CHATHAM:</u>	<u>ORLEANS:</u>	WILLIAM TERRANOVA
LESLIE SCHNEEBERGER	GWEN HOLDEN KELLY	ANTHONY MOLIS
<u>DENNIS:</u>	PAUL KELLY	STEVE PISCH
GARY BARBER	<u>TRURO:</u>	
CLEON TURNER	TRUDI BRAZIL	
<u>EASTHAM:</u>	<u>WELLFLEET:</u>	
GLENN OLSON	ANTHONY TULLIO	
	HARRY TERKANIAN	

Cape Cod Tech's Harwich Representatives – Thank you!

School Committee

Lee Culver

Robert Furtado

School Building Committee

Christopher Clark

Lee Culver

Bruce Young

Why Invest in CCT?

- Vocational Education is the key to addressing the “skills gap”
 - There are simply not enough skilled workers to fill available jobs. According to a recent study conducted by Northeastern University;
 - “Altogether, counting new jobs and replacement jobs will require training of nearly 1.2 million workers by the year 2022.”
 - The Cape & Islands were identified as a region that needs to focus more attention on vocational education

Harwich Students at Cape Cod Tech

School Year	Harwich Enrollment	Percentage of Total Enrollment
2013	74	11.08 %
2014	85	13.00 %
2015	73	11.16 %
2016	73	11.27 %
2017	75	12.14 %
2018	77	12.40 %

A Brief History

- **Yearly 2011-2014**

 - Statements of Interest (SOI) submitted to the MSBA, all proving unsuccessful

- **January 10, 2014**

 - CCT 1st Annual Legislative Breakfast focused on MSBA

- **February 27, 2014**

 - MSBA tours CCT

- **November 19, 2014**

 - Town Manager's meet at CCT & Tour facility

- **October 21, 2014**

 - MSBA staff perform "Senior Study" visit at CCT

A Brief History

- **January 14, 2015** MSBA invites CCT into “Core” program
- **January – September 2015** - CCT completes Eligibility requirements:
 - Formed SBC, developed enrollment projections and submitted maintenance and capital plans
- **September 30, 2015** - MSBA Feasibility Study
 - Procure Owner’s Project Manager (OPM) and Architect/Designer
- **April 5, 2016** – Initial Town Clerk’s Meeting
 - Review of Regional Agreement & Chapter 71 Section 16 (n)
 - Determine election date and times
- **November 30, 2016** - SBC chooses preferred solution

A Brief History

- **January 4, 2017** - Preferred Solution submitted to MSBA
- **February 15, 2017**- MSBA approval of preferred solution, invitation into Schematic Design
- **April 11, 2017** - Second Meeting of the Town Clerks with Bond Council presentation
- **June 29, 2017** – Schematic Design submitted to MSBA

Next Milestones

- **August 23, 2017** - MSBA meeting for approval of Schematic Design & Budget
- **August 24, 2017** - CCT School Committee review and approval of warrant for ballot vote
- **October 24, 2017** District-Wide Vote
 - *Polls open from 12 Noon to 8 PM*

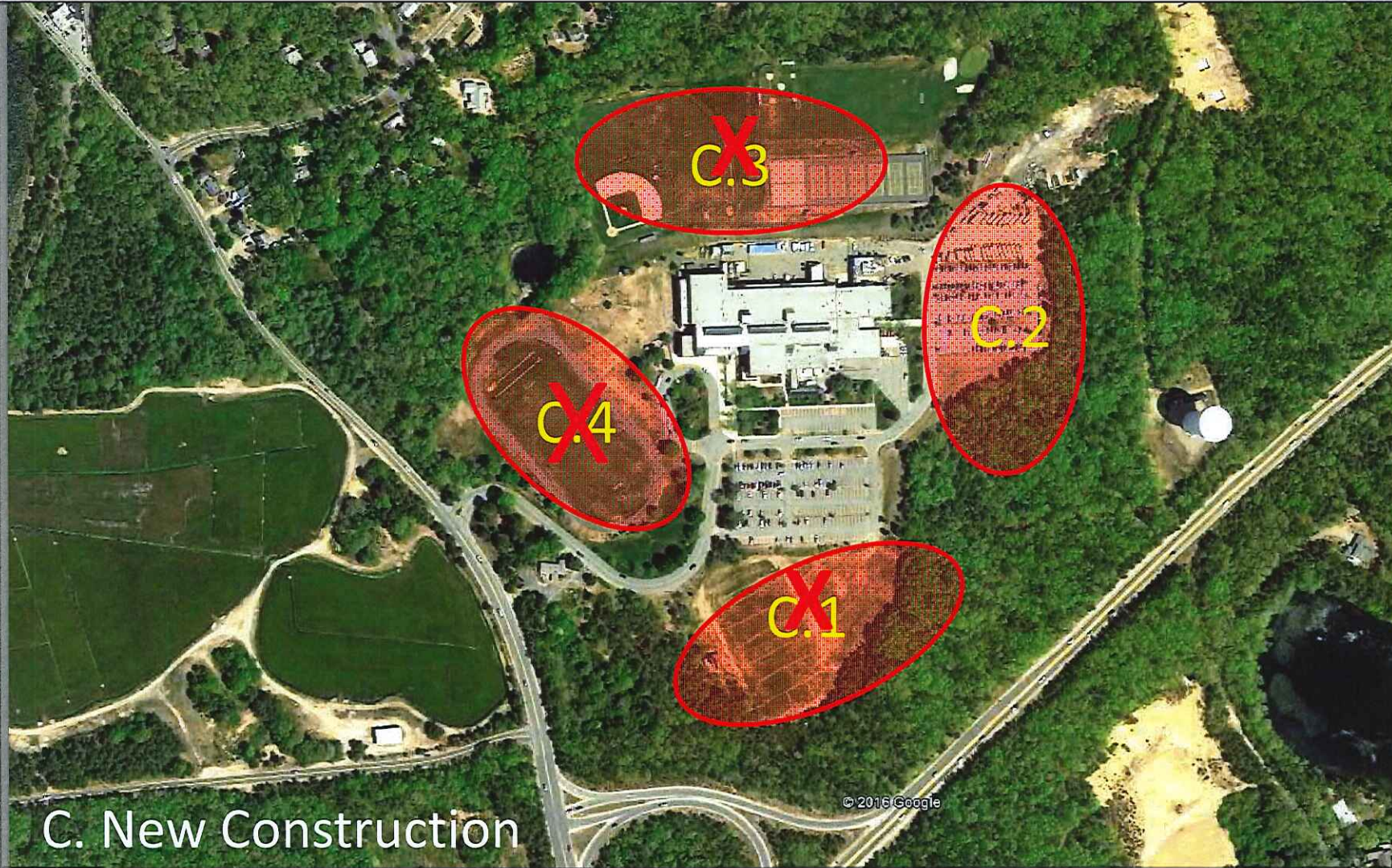


Preliminary Alternatives

Alternative	Educational Program goals	Site & Facility goals	Phasing impacts	Construction Cost Range	Project Cost Range
Base Repairs	Does not address educational goals or correct educational deficiencies	Prolongs useful life of existing building.	Very disruptive schedule requiring swing space or extended construction period over a number of summers	\$25-\$50 Million	\$35-\$65Million
Reno Only A.1	Would not meet all space requirements. Improved integration of shops and classrooms. Lacks collaborative space.	Prolongs useful life of existing building. Site access remains essentially as-is.	Very disruptive for at least three academic years. Requires modular classrooms for swing space. Limited access to core facilities during certain phases	\$96.0 Million	\$123 - \$125 M
Add/Reno B.1	Would mostly meet space requirements for academic areas with improved collaborative spaces.	Prolongs useful life of existing building. Improved main entrance location.	Very disruptive for probably three academic years. May require some modular classrooms for swing space beyond the addition.	\$110.6 Million	\$142 - \$144 M
Add/Reno/Demo B.2	Would mostly meet space requirements for academic areas with collaborative spaces. Better integration of shops and classrooms. Better consolidation of academies.	Prolongs useful life of existing building. Improved main entrance and public access.	Very disruptive for probably three academic years. Will require significant modular classrooms as new construction can't begin until after demolition.	\$110.1 Million	\$141 - \$143 M
New Construction C.1	Would meet space requirements and educational goals	Good entrance location, but sits low on site. Maximizes available green space. Separate bus and car drop-offs. Some expansion potential.	Least disruptive impact on existing school. Football field is unavailable during construction.	\$115.6 Million	\$143 - \$146 M
New Construction C.2	Would meet space requirements and educational goals	Good entrance location, sits high on site. Maximizes available green space. Separate bus and car drop-offs. Some expansion potential.	Least disruptive impact on existing school. Faculty parking is unavailable during construction; alternative temporary parking needed.	\$113.1 Million	\$140 - \$143 M
New Construction C.3	Would meet space requirements and educational goals	Good entrance location, but sits low on site. Maximizes available green space. Separate bus and car drop-offs. Close to abutters. Some expansion potential.	Some disruption on existing school. Athletic fields are unavailable during construction.	\$114.5 Million	\$142 -\$144 M



Cape Cod Tech
D·R·A



C. New Construction



Cape Cod Tech

D·R·A



C. New Construction-



Cape Cod Tech



Member Municipalities FY18 Enrollment

Town of Barnstable	183
Town of Brewster	43
Town of Chatham	10
Town of Dennis	67
Town of Eastham	15
Town of Harwich	77
Town of Mashpee	59
Town of Orleans	15
Town of Provincetown	5
Town of Truro	3
Town of Wellfleet	9
Town of Yarmouth	137

Financial Impact

Estimated at 5% for 30 Years

Total Project Cost	\$ 127,946,027
Reimbursement Rate	45.45 %
Effective Reimbursement Rate	32.75 %
District Share of the Project	\$ 86,043,703
Tax Impact (per \$1,000 of home value)	\$.14
Average Value Single Family Home	\$475,036
Tax Impact on Average Home	\$ 66.51

Debt Schedule

Fiscal Year	Net Total Debt Service	Harwich Debt Service Proration	Harwich Est. Tax Rate Impact per \$1,000
2020	\$2,151,093	\$265,865	0.05
2021	\$5,539,171	\$684,617	0.14
2022	\$5,535,500	\$684,163	0.14
2023	\$5,537,250	\$684,379	0.14
2024	\$5,535,500	\$684,163	0.14
.....
2050	\$5,540,125	\$684,735	0.14
Total	\$168,274,138	\$20,797,927	

Vote Mechanics

Chapter 71 Section 16 (n)

For Regional School Districts to incur debt for construction and reconstruction;

- Vote of the district committee authorizing the debt is approved by a majority of the registered voters in the member towns voting on the question at an election under the following provisions:
 - Uniform polling hours; hours must be not less than 4 hours but no more than eight hours
 - District committee responsible for preparation of ballots
 - Town clerk of each town certifies the results to the district committee
 - Expenses of election paid by regional school district as operating expense

OFFICE OF THE TOWN ADMINISTRATOR
OFFICE OF THE TOWN PLANNER

Charleen L. Greenhalgh, *Assistant Town Administrator*
Alyxandra K. Sabatino, *Town Planner*

732 MAIN STREET, HARWICH, MA 02645



August 14, 2017

To: Christopher Clark, Town Administrator
Cc: Board of Selectmen
Martha Hevenor, Planner, Cape Cod Commission
From: Charleen Greenhalgh, Assistant Town Administrator *CGH*
Aly Sabatino, Town Planner *AS-*

Town of Harwich staff and Cape Cod Commission staff have worked together to update the town's 2011 Hazard Mitigation Plan. The plan looks at the vulnerabilities in the town and outlines actions Harwich can take to help protect critical facilities and residents from natural hazards.

The project team is seeking Board of Selectmen authorization to send the draft plan to the Massachusetts Emergency Management Agency (MEMA) and the Federal Emergency Management Agency (FEMA) for their review and approval. Having an approved plan will maintain the town's eligibility for state and federal pre- and post-disaster funding as well as make the town eligible for various state and federal grant opportunities.

To view the draft plan, click the following link:

www.capecodcommission.org/harwichhazardplan

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Introduction

Introduction

The purpose of hazard mitigation is to reduce loss from future natural disasters. Storms and other natural disasters can cause loss of life, damage to buildings and infrastructure and have devastating consequences to a community's economic, social and environmental well-being. One step to reducing loss in a community is to have a plan for the future. To accomplish this task, most communities develop a local Hazard Mitigation Plan, also known as a single jurisdiction Hazard Mitigation Plan. It is drafted and reviewed by town officials and residents and then approved by the Massachusetts Emergency Management Agency (MEMA) and the Federal Emergency Management Agency (FEMA).

The purpose of the Harwich Hazard Mitigation Plan is to reduce damages resulting from natural hazards by implementing sustained actions to reduce or eliminate long-term risk to human life and property from hazards. The Harwich Hazard Mitigation Plan Update is also about building a successful, long-term outreach strategy to educate residents about natural hazards that could affect the town, to prepare them in case a storm impacts the town, and to create a resilient town that can recover after a storm event. Town staff and the residents of Harwich worked together for over two years to meet FEMA requirements for developing a new single jurisdiction hazard plan while maintaining the character and individuality of Harwich.

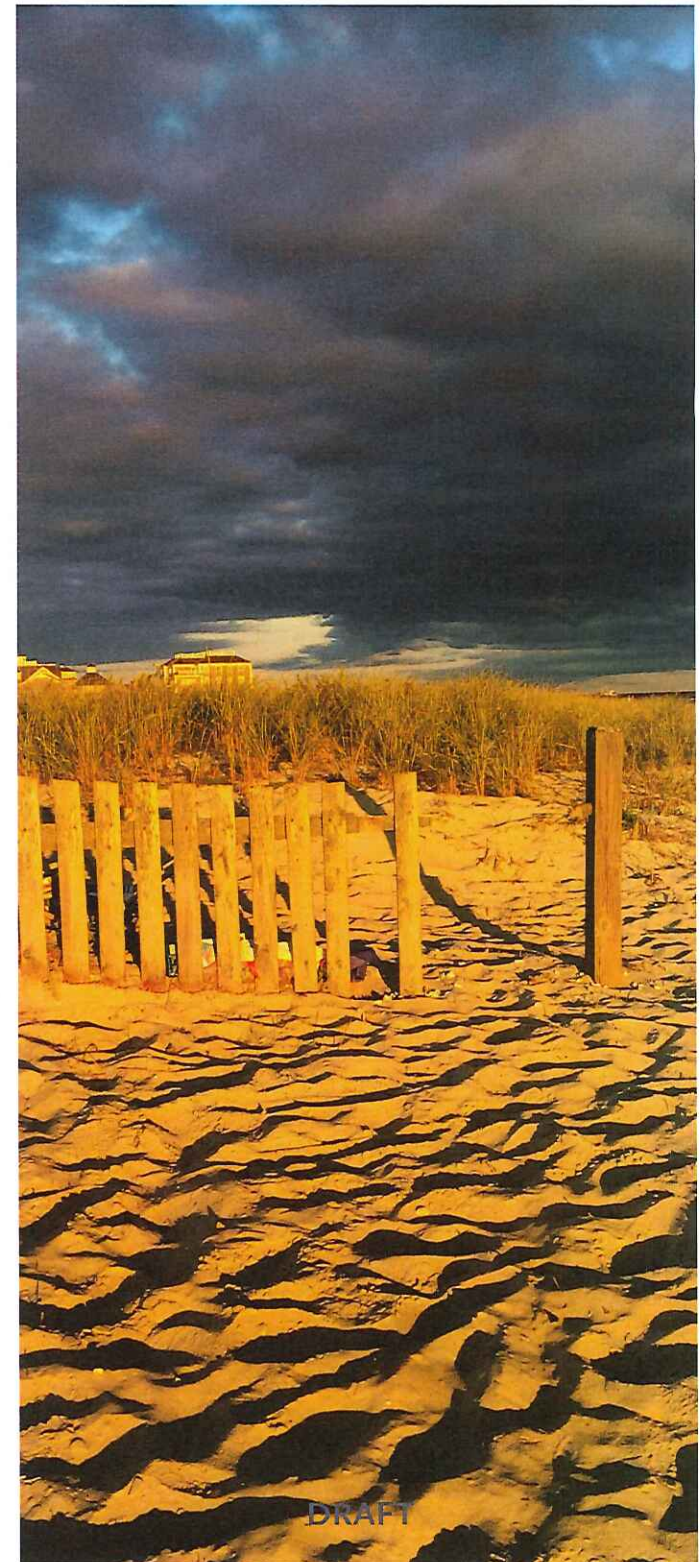
A1, A1b

It is important to note that if and when the 2017 Harwich Hazard Plan Update is approved by FEMA and adopted by the Board of Selectman, the town becomes eligible to receive funding from FEMA's Hazard Mitigation Assistance (HMA) program, which includes the following programs:

- **Hazard Mitigation Grant Program (HMGP):** assists in implementing long-term, "forward thinking" hazard mitigation measures following a major disaster
- **Pre-Disaster Mitigation (PDM):** provides funds for hazard mitigation planning and projects on an annual basis
- **Flood Mitigation Assistance (FMA):** provides funds for projects to reduce or eliminate risk of flood damage to buildings that are insured under the National Flood Insurance Program (NFIP) on an annual basis.

Review Tool Description:

FEMA developed a "Local Mitigation Review Guide" to help Federal and State officials assess Local Hazard Mitigation Plans in a fair and consistent manner and to ensure approved local plans meet the requirements of the Stafford Act and Title 44 Code of Federal Regulations (CFR) 201.6. The "Local Mitigation Review Guide" was used as guidance in updating the Harwich Hazard Plan. When text in the Harwich Hazard Mitigation Plan Update meets an element identified in the Review Guide, it is called out in a colored box in the margin.



The Planning Process

CHAPTER ONE

Municipal plans require expertise from a core team of Town officials and input from stakeholders, the public and neighboring communities. When community-wide plans have the support from a diverse cross-section of stakeholders, residents and Town officials, the final plan becomes a “living” document that is useful for the community on a long-term basis. A hazard plan, in particular, is considered successful if it educates residents about the risk and vulnerability related to natural hazards and builds support for policies, actions and tools that reduce future losses from natural hazards. **Chapter 1 is a narrative on the hazard planning team and the outreach process used to develop the 2017 Harwich Hazard Mitigation Plan Update.**

Planning Team

Planning Team

Members and Responsibilities

The Planning Team is an interdisciplinary group of town staff members with expertise to develop the plan and the authority and expertise to implement its action items. Staff members from the Cape Cod Commission provided technical support to the Planning Team. **Table**

Name	Title	Department
Lee Culver	Emergency Management Director	Police Department
Paula Champagne	Health Director	Health Department
Amy Usowski	Conservation Agent	Conservation Department
Chris Clark	Town Administrator	Town Administration
Charleen Greenhalgh	Assistant Town Administrator	Town Administration
Ray Chesley	Building Commissioner	Building Department
Heinz Proft	Natural Resources Director	Natural Resources
Norm Clarke	Fire Chief	Fire Department

1.1 lists the names, titles and affiliations of the Harwich Hazard Planning Team.

This core group was responsible for developing and reviewing drafts of the Hazard Plan, creating the mitigation strategies and submitting the plan for adoption by the Federal Emergency Management Agency (FEMA) and the Harwich Board of Selectman. **Table 1.2** outlines the responsibilities of each member of the Planning Team (or department he/she represented).

Name	Title	Department
Chris Nickerson	Maintenance Manager	Public Works Department
Paul Sweetser	Town Surveyor	Engineering Department
Bob Cafarelli	Town Engineer	Engineering Department
John Rendon	Harbormaster	Harbormaster Department
Dan Pelletier	Superintendent	Water Department
Lincoln Hooper	Public Works Director	Public Works Department
Aly Sabatino	Town Planner	Planning Department
Cally Harper (through January 2017)	Planner	Cape Cod Commission
Martha Hevenor	Planner	Cape Cod Commission

Table 1.1 | Harwich Hazard Planning Team

Department	Responsibilities
Police Department	Developed critical facilities list, assisted with vulnerability assessment; reviewed/developed mitigation actions, attended team meetings.
Health Department	Reviewed/developed mitigation actions, attended team meetings
Conservation Department	Reviewed/developed mitigation actions, attended team meetings
Town Administration	Developed/reviewed mitigation actions, attended team meetings
Building Department	Developed/reviewed mitigation actions, attended team meetings
Natural Resources	Provided data on weather/hazard impacts, developed/reviewed mitigation actions, attended team meetings
Fire Department	Provided data on weather/hazard impacts, attended team meetings
Public Works Department	Developed/reviewed mitigation actions, attended team meetings; provided data on weather/hazard impacts
Engineering Department	Developed/reviewed mitigation actions, attended team meetings; provided data on weather/hazard impacts
Harbormaster Department	Developed/reviewed mitigation actions, attended team meetings
Water Department	Developed/reviewed mitigation actions, attended team meetings
Planning Department	Developed critical facilities list; provided data on weather/hazard impacts, assisted with vulnerability assessment assisted with public outreach strategy, attended team meetings
Planner, Cape Cod Commission	Facilitated group meetings with Planning Team; coordinated the development of the hazard plan.
GIS Analyst, Cape Cod Commission	Prepared maps for the town hazard plan; used GIS software to conduct a risk assessment for the town.

Table 1.2 | Planning Team Responsibilities

HARWICH

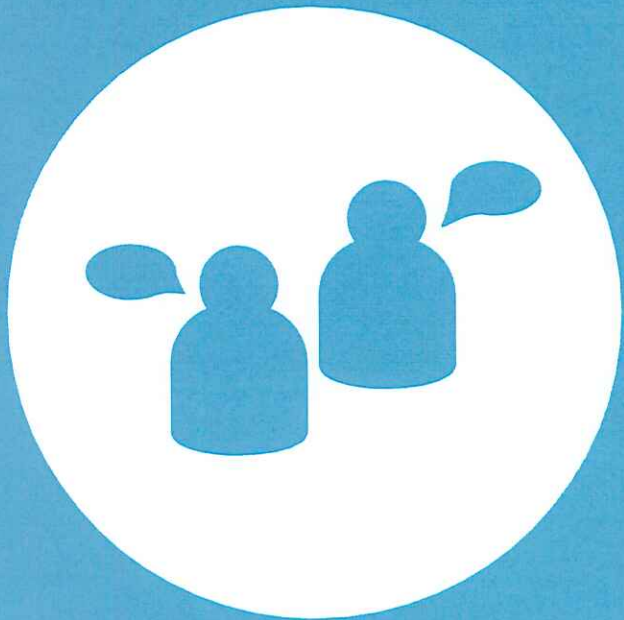
2017 Hazard Mitigation Plan



Martha Hevenor, Planner, Cape Cod Commission

August 21, 2017

Planning Process



- Planning Team
- Public Outreach

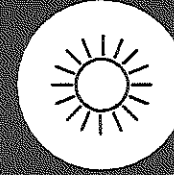
Natural Hazards



Coastal Erosion



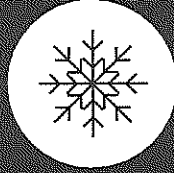
Landslide



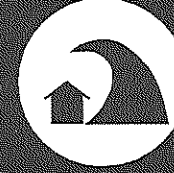
Drought



Dam Failure



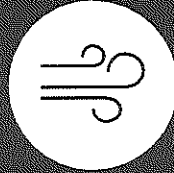
Nor'easters



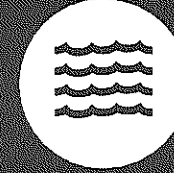
Tsunami



Earthquake



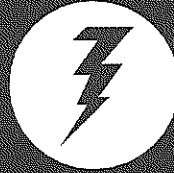
High Winds



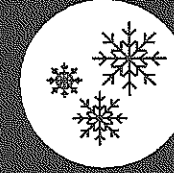
Sea Level Rise



Fire (Urban & Wild)



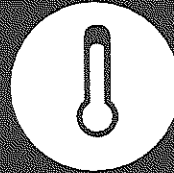
Thunderstorms



Severe Winter
Weather



Flood



Extreme Temperatures



Tornadoes

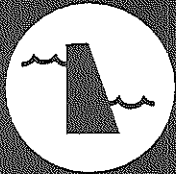


Hurricane/Tropical Storms

Natural Hazards



Coastal Erosion
HIGHLY LIKELY



Dam Failure
POSSIBLE



Earthquake
POSSIBLE



Fire (Urban & Wild)
LIKELY



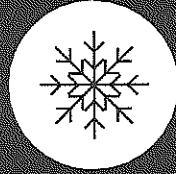
Flood
HIGHLY LIKELY



Tornadoes
POSSIBLE



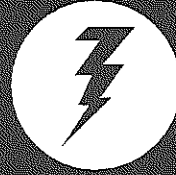
Landslide
POSSIBLE



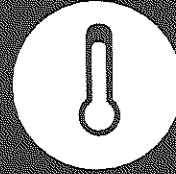
Nor'easters
HIGHLY LIKELY



High Winds
HIGHLY LIKELY



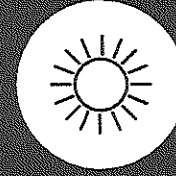
Thunderstorms
LIKELY



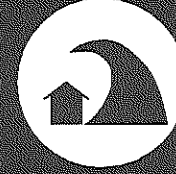
Extreme Temperatures
POSSIBLE



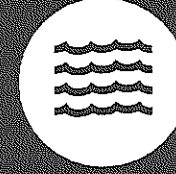
Hurricane/Tropical Storms
HIGHLY LIKELY



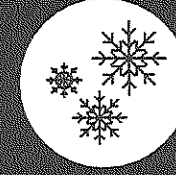
Drought
POSSIBLE



Tsunami
UNLIKELY



Sea Level Rise
HIGHLY LIKELY



Severe Winter Weather
HIGHLY LIKELY

Natural Hazards



Coastal Erosion
HIGHLY LIKELY



Dam Failure
POSSIBLE



Earthquake
POSSIBLE



Fire (Urban & Wild)
LIKELY



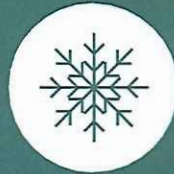
Flood
HIGHLY LIKELY



Tornadoes
POSSIBLE



Landslide
POSSIBLE



Nor'easters
HIGHLY LIKELY



High Winds
HIGHLY LIKELY



Thunderstorms
LIKELY



Extreme Temperatures
POSSIBLE



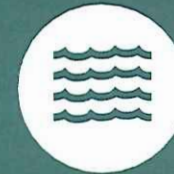
Hurricane/Tropical Storms
HIGHLY LIKELY



Drought
POSSIBLE



Tsunami
UNLIKELY



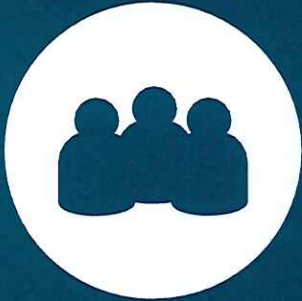
Sea Level Rise
HIGHLY LIKELY



Severe Winter Weather
HIGHLY LIKELY

Asset Inventory

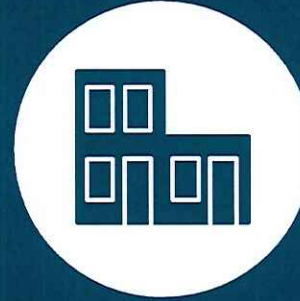
PEOPLE



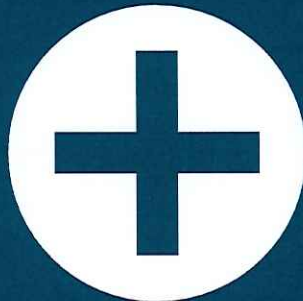
NATURAL
ENVIRONMENT



BUILT
ENVIRONMENT

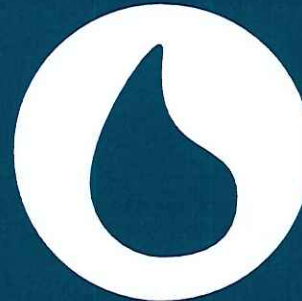


ESSENTIAL
FACILITIES



CRITICAL
FACILITIES

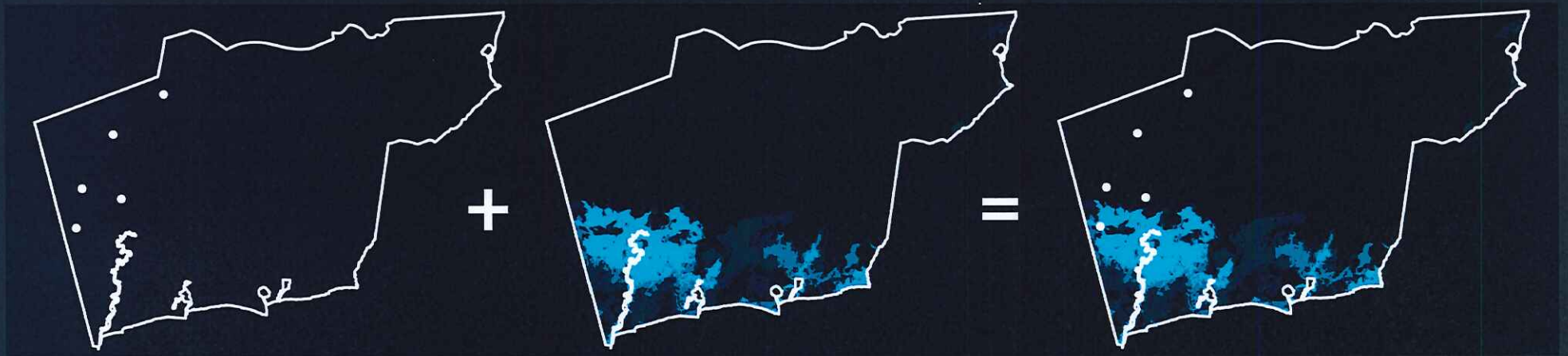
LIFELINE
UTILITIES



TRANSPORTATION
SYSTEMS



Vulnerability Analysis



Mitigation Strategy



- Mitigation Goals
- Previous Mitigation Actions
- New Mitigation Actions
- Participation in NFIP

Mitigation Actions

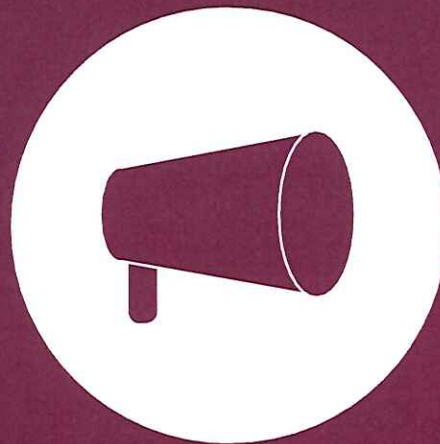
INFRASTRUCTURE



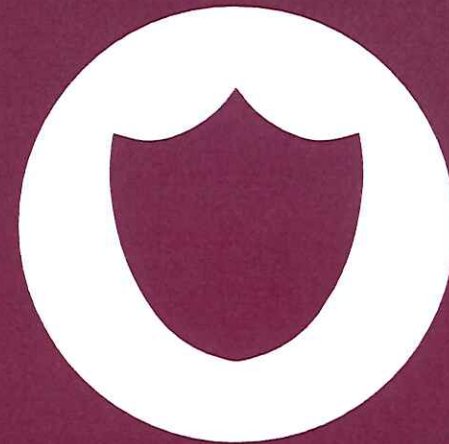
PLANNING



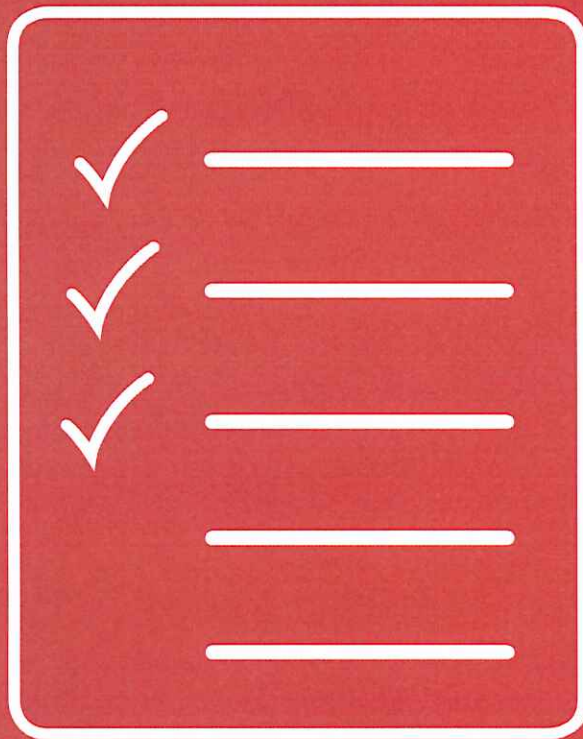
OUTREACH



PREPAREDNESS



Plan Evaluation and Maintenance



- Annual evaluation
- 5-year period

Plan Adoption



- Submit to MEMA/FEMA for review
- Town/CCC make required revisions
- Submit to MEMA/FEMA for final review
- Town adopts Plan
- Submit to MEMA/FEMA for final approval

A photograph of a lake or river framed by tree branches with autumn-colored leaves. The text "Thank You" is overlaid in the upper left corner.

Thank You

Comments and Discussion

MUNICIPAL REVENUE AND ECONOMIC DEVELOPMENT COMMITTEE CHARGE

Background:

The Town of Harwich is facing many expenses in the next decade which promise to increase resident and business taxes.

Purpose:

The Municipal Revenue and Economic Development Committee will generate ideas to offset municipal financial obligations by helping the Town to generate more revenue, while also working with the Harwich Chamber of Commerce to generate ideas for increasing the Town's year round business economy and capitalizing on the seasonal revenue stream. The Committee will present ideas to the Board of Selectmen in a regular open meeting at least quarterly. In addition, the Committee will provide a non-voting liaison to the Harwich Housing Committee, Real Estate and Open Spaces Committee, Harwich Finance Committee, and Harwich Planning Board.

Committee Make-up:

The Municipal Revenue and Economic Development Committee shall be comprised of 7 voting members plus a non-voting representative from the Harwich Chamber of Commerce. Term expiration dates will stagger in a format consistent with other committees, i.e. 2-1-2, and each term will consist of three years. Each of the voting members will be assigned to one of the following positions, which will re-organize every fiscal year: Chair, Vice Chair, Clerk, Liaison to Harwich Housing Committee, Liaison to Real Estate and Open Spaces Committee, Liaison to Harwich Finance Committee, and Liaison to Harwich Planning Board. When possible, Selectmen will seek members from the community with professional representation including but not limited to entrepreneurs, business owners, realtors, and attorneys, as well as retirees, working class families, and/or other citizens to comprise the membership of this committee.

PLANNING BOARD • 732 Main Street, Harwich, MA 02645

ph: 508-430-7511 • fax: 508-430-4703



Planning Board List of Priorities- in no particular order

- Research and inspect highly trafficked sidewalk areas for ADA non-compliance, recommend a priority list of these ADA non-compliant areas, and initiate construction. Further research into possible funding sources such as the Sidewalk Fund is needed,
- Review and draft a Recreational Marijuana by-law,
- Review and draft amendments to the existing accessory apartment by-law,
- Review, revise and draft amendments to the Towns Local Initiative Program (LIP) Regulations and Procedures,
- Review and revise the Commercial Village Overlay District zoning,
- Start new Comprehensive Plan by reviewing the scope of work, estimated time and costs.

Sandy Robinson

From: John Rendon
Sent: Friday, August 18, 2017 9:48 AM
To: Christopher Clark; Charleen Greenhalgh
Cc: Robert Cafarelli; Titmuss, Russell (rtitmuss@geiconsultants.com); Buruchian, Kevin (kburuchian@geiconsultants.com); Sandy Robinson; Ann Steidel; Matthew Hart (mhart2@comcast.net)
Subject: FW: Saquatucket Municipal Marina Reconstruction Project
Attachments: Bid Opening.doc; SHT-35 DREDGE PLAN-DREDGE PLAN.pdf

Chris,

After discussion and unanimous support by the Waterways Committee on Wed, 16 Aug, I provide this supplemental recommendation to the SAQ Marina Reconstruction project contract award. In addition to the below recommendation, I would like to submit a second change order upon award of the contract for the upgrade of tropical hardwood decking on all timber floats (a bid price of \$75K from BTT Marine). I propose that we fund Change Order #2 from our Waterways Improvement and Maintenance Fund (1621); as stated in the Harbor Management Plan (Section 2, Definitions), the Town Administrator is the approving authority for expenditures from the fund. We currently have a balance of approx \$340 in fund 1621. Again, the tropical hardwood is more durable and will last twice as long as pressure treated southern yellow pine and has a much better appearance. Thank you for your consideration. v/r,

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

From: John Rendon
Sent: Tuesday, August 15, 2017 12:00 PM
To: Christopher Clark
Cc: Russell Titmuss (Rtitmuss@bournece.com); Robert Cafarelli; Charleen Greenhalgh; Kevin Buruchian (kburuchian@bournece.com)
Subject: Saquatucket Municipal Marina Reconstruction Project

Chris,

The low bid from BTT Marine Construction, indicated in the attached bid results, came in very close to the project estimate provided by Bourne Engineering two years ago of \$7,120,000. The project bid included the following three add alternates:

ALT #1 - 2100 cubic yards of additional dredging
ALT #2 - Tropical Hardwood surface on all timber floating docks
ALT #3 - Deicing Units

Based upon our discussion yesterday, I recommend that we accept the base bid submitted by BTT Marine Construction of \$6,826,852. The base bid includes 15,000 cy of material to be dredged, and it's the minimum required to ensure we have sufficient depth for the ferry and large boats to transit the harbor. While we do not have sufficient funds to include Add Alt #1 and stay within our project budget of \$7 million, I do recommend that we dredge as much material from the harbor as possible. With the entire harbor clear of docks and piles, there is no better time to complete as much dredging as financially possible and allowed for in our ACOE permit (17,100 cy). I have attached a drawing that shows the base bid dredge area and the add alt area. Therefore, I propose the following for the \$7 million project budget:

- \$6,826,852 based bid
- \$100,000 change order for additional dredging
- \$73,148 contingency

I also recommend that we spend \$100,000 from our dredge account for additional dredging as well. This will result in a change order for approx. 2000 cy of additional dredging.

It has always been the plan to have tropical hardwood decking (Alt #2) for the timber finger docks. The tropical hardwood is more durable and will last longer than southern yellow pine and has a much better appearance. Unfortunately, we don't have the funds to include it in the project. Regarding the Deicer System (Alt #3), we already have a number of the deicer units that we currently use to minimize ice within the harbor, and every year I purchase a couple of units out of our operating budget. With the large number of commercial F/V's that operate from SAQ during the winter, we seldom get a large build up of ice, so it's not critical that we include.

Thank you for your consideration. v/r,

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

Bid Opening Minutes
Thursday, August 10, 2017
Saquatucket Harbor Marina Water Side Project

At 2:00 P.M., August 10, 2017, in the presence of Paul Sweetser, John Rendon, and Russell Titmuss of Bourne Engineering, Bob Cafarelli received and opened sealed bids for the Saquatucket Water Side Project. Representatives from many of the bidding companies were also present.

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

Company Name	Base Bid	Alt 1	Alt 2	Alt 3
BTT Marine Construction Co.	\$6,826,852	\$210,000	\$75,000	\$76,050
Robert B. Our Co, Inc.	\$6,997,770	\$98,700	\$59,000	\$57,000
AGM Marine	\$7,393,750	\$210,000	\$40,000	\$50,000
ACK Marine & General Contracting	\$7,722,540	\$147,000	\$56,743	\$85,550
Coastal Marine Construction, LLC	\$8,164,524	\$189,000	\$65,000	\$67,000
MIG Corporation, Inc.	\$8,355,055	\$147,000	\$53,000	\$84,500
Sea & Shore Contracting, Inc.	\$9,158,920	\$199,500	\$94,500	\$170,500

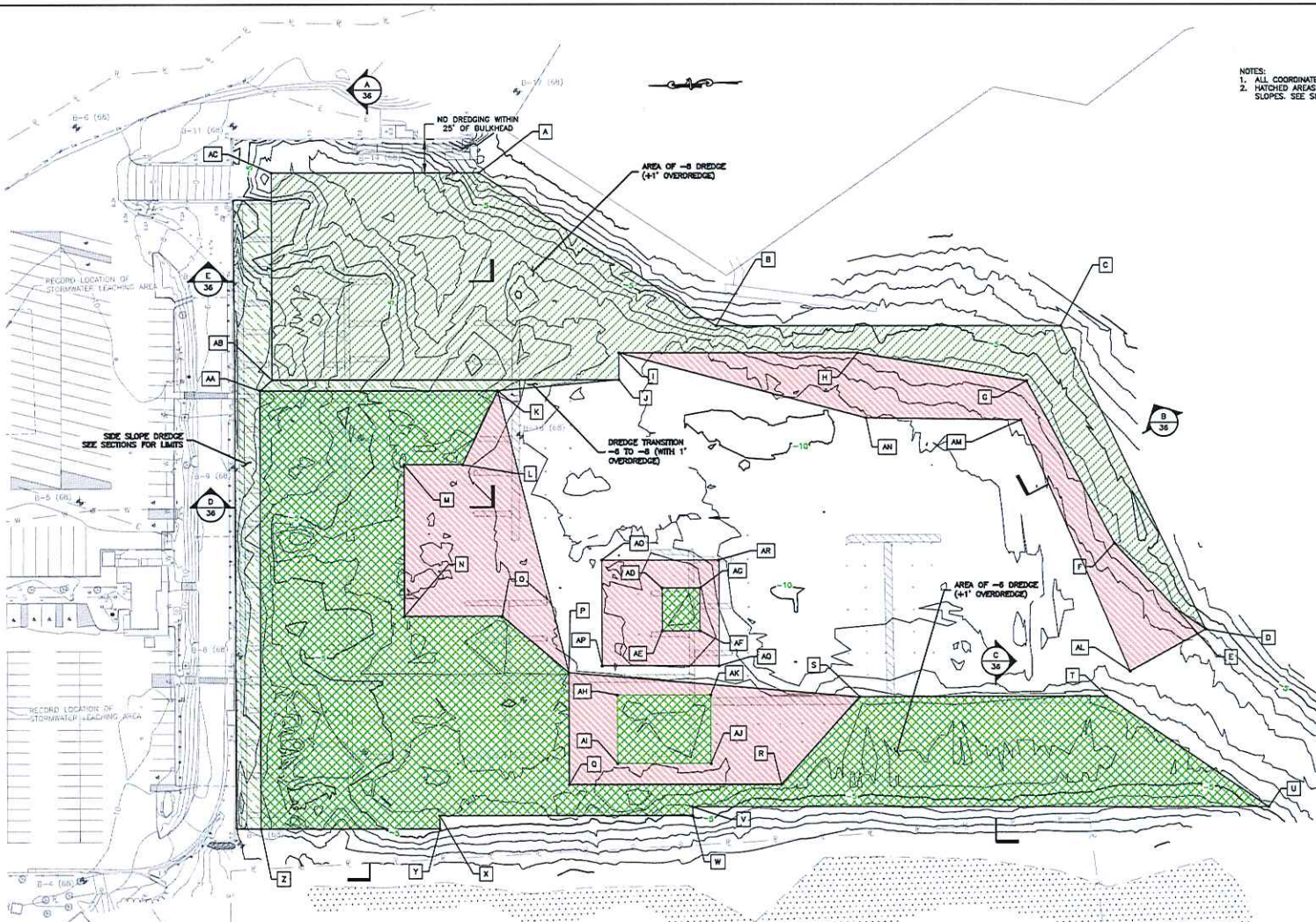
Representatives were allowed to review bids.

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

The bid opening was adjourned at 2:30 pm

Notes by: Bob Cafarelli, Town Engineer

FIG. B. VORONIC/HARWICH, MA/25/10 - SQUATUCKET HARBOR IMPROVEMENTS/15/16, DRAWING 4. FINAL REVISIONS/05/17, DREDGE PLAN/DWG. - 11/12/2013, 1:02 PM



NOTES:
 1. ALL COORDINATES ARE TOE OF SLOPE.
 2. HATCHED AREAS DO NOT INCLUDE SIDE SLOPES. SEE SECTIONS OF SHEET 36

DREDGING COORDINATES	
NORTHING	EASTING
A	2707863.49 1049149.71
B	2707477.68 1050021.83
C	2707202.49 1050014.36
D	2707094.03 1049768.04
E	2707117.21 1049785.01
F	2707164.81 1049839.17
G	2707231.13 1049971.18
H	2707365.31 1049987.06
I	2707555.99 1050022.34
J	2707556.58 1049980.93
K	2707853.73 1049974.86
L	2707863.44 1049916.14
M	2707730.26 1049917.41
N	2707733.56 1049765.87
O	2707855.57 1049793.85
P	2707803.72 1049747.30
Q	2707906.18 1049857.88
R	2707436.53 1049853.08
S	2707371.00 1049721.42
T	2707174.85 1049716.39
U	2707048.02 1049624.59
V	2707508.11 1049637.09
W	2707508.30 1049630.08
X	2707710.32 1049635.56
Y	2707710.60 1049625.07
Z	2707853.33 1049626.94
AA	2707843.46 1049800.01
AB	2707833.45 1049888.44
AC	2707828.05 1050154.20
AD	2707827.22 1049812.81
AE	2707828.15 1049776.05
AF	2707497.74 1049777.83
AG	2707496.81 1049811.98
AH	2707585.51 1049727.97
AI	2707586.99 1049973.33
AJ	2707492.43 1049671.31
AK	2707490.95 1049725.93
AL	2707155.35 1049736.26
AM	2707236.51 1049939.80
AN	2707360.01 1049944.82
AO	2707574.62 1049836.70
AP	2707576.92 1049751.89
AQ	2707483.59 1049746.45
AR	2707481.29 1049834.17

BASE BID	
	VOLUME (CU.YDS)
-8 DREDGE	3,050
OVERDREDGE	3,790
-6 DREDGE	5,700
OVERDREDGE	2,800
TOTAL	15,000

ADD ALT 1	
	VOLUME (CU.YDS)
-6 DREDGE	0.0
OVERDREDGE	800
-8 DREDGE	700
OVERDREDGE	800
TOTAL	2,100

LEGEND:

BASE BID 6'+1	
BASE BID 8'+1	
DREDGE ADD ALT 1	

DREDGE PLAN
 SCALE: 1"=40'-0"

DATUM AND TIDE TABLE	
100 YEAR FLOOD	+16.59
MFL	+5.10
MHW	+4.0
NAVD83	+2.59
MLW	+0.28
MLLW	0.0



DREDGE PLAN
 SQUATUCKET HARBOR
 TOWN OF HARWICH
 HARWICH, MA
 JUNE 2017

REVISIONS 	 Bourne Consulting Engineering <small>100 State Street, Harwich, MA 02543 Tel: (508) 457-0000</small>	DRAWING NO. 35067-01-35 SHEET 35 OF 36
	DRAWN: JSF/ASC CHECKED: KDB APPROVED: JST DATE: 08/30/17	

COPY

CONTRACT AGREEMENT
RECONSTRUCTION OF SAQUATUCKET MARINA

THIS AGREEMENT made this ____ day of August, 2017, between the Town of Harwich, Massachusetts, hereinafter called the "Owner" and BTT Marine Construction Co., hereinafter called the "Contractor.

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

Article 1. SCOPE OF WORK: The Contractor shall perform all the work required by the Contract Documents for the reconstruction of the Saquatucket Marina in Harwich Massachusetts, as shown on plans prepared by Bourne Consulting Engineering prepared for the Town of Harwich.

Article 2. TIME OF COMPLETION: The Contractor shall commence work under this Contract on the date specified in the written "Notice to Proceed" from the Owner and shall bring the work to Substantial Completion by May 30, 2018.

Article 3. THE CONTRACT SUM: The Owner shall pay the Contractor in current funds for the performance of the work, subject to additions and deductions by Change Order the Contract Sum of Six Million Eight Hundred Twenty Six Thousand Eight Hundred and Fifty Two Dollars (\$6,826,852).

Article 4. THE CONTRACT DOCUMENTS: The following together with the Agreement form the Contract and all are as fully a part of the Contract as if attached to this agreement or repeated herein: the Advertisement, Bidding Documents, Contract Forms, Conditions of the Contract, and Specifications as enumerated in the Table of Contents; The Drawings as enumerated in the list of Contract Drawings; Addenda; and Modifications issued after execution of the Contract.

Terms used in this Agreement which are defined in the Conditions of the Contract shall have the meanings designated in those Conditions.

By signing this Contract, the Contractor certifies under the penalties of perjury that he/she has complied with all laws of the Commonwealth relating to taxes.

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

_____.

Carol Coppola, Finance Director/Town Accountant

CONTRACTOR:

BTT Marine Construction Co.

Signed By:

Title:

Date:

THE TOWN:

Harwich Board of Selectmen

ATTEST:

Name: _____

Title: _____

ANNUAL MEETINGS

September 2017

- | | |
|----|---|
| 11 | Historic District/Historical Commission
Brooks Academy Museum Commission |
| 18 | Community Center Facilities
Council on Aging |
| 25 | Conservation
Real Estate and Open Space |

October 2017

- | | |
|-----------|---|
| 2 | Planning Board
Waterways Committee |
| 10 (Tues) | Cemetery
Utility and Energy Conservation |
| 16 | Bikeways Committee
Trails Committee

Voter Information Committee |
| 23 | Golf Committee
Recreation and Youth |
| 30 | Cultural Council
Youth Services |

November 2017

- | | |
|----|--|
| 6 | Housing Authority
Harwich Housing Committee |
| 13 | Capital Outlay Committee
Community Preservation Committee
Finance Committee |
| 27 | Library Trustees
Water Commissioners
Board of Assessors |

December 2017

- | | |
|---|---|
| 5 | Board of Health
Board of Appeals |
|---|---|

BUDGET/WARRANT TIME LINE 2017-2018



Friday, August 25, 2017	Capital Budget Instructions submitted by T A to Departments	
Friday, September 22, 2017	Deadline for submission of Department Capital Budgets to the T A	
Monday, September 25, 2017	TA presents BOS with 5-Year Financial Plan	Charter 9-2-1/on or before October 1st
Monday, September 25, 2017	MRSD meeting with B O S and Fincom to discuss enrollments by class and demographics, including a five year projection of same.	
Monday, October 2, 2017	Deadline for submission of Community Preservation requests	
Monday, October 2, 2017	BOS Budget Message to guide TA in developing budget Requests - Including Board agreed to goals	Charter 9-2-2/on or before the first Tuesday in October
Monday, October 30, 2017	Capital Outlay Committee submits 7-yr Capital Outlay plan to T A	
Wednesday, November 1, 2017	Operating Budget instructions submitted to departments by T A	
Monday, November 13, 2017	Preliminary meeting with B O S and Fincom to discuss budget guidelines for the FY 18 MRSD budget	
Wednesday, November 29, 2017	Deadline for submission of department operating budgets to T A	Charter 9-2-3/on or before the 1st Friday of December
Friday, December 1, 2017	Deadline for submission of departmental warrant articles to T A	
Monday, December 11, 2017	B O S Review and discussion of potential warrant articles	
TBD	Meeting with B O S and Fincom to discuss initial look at MRSD FY 18 budget	
Monday, December 11, 2017	TA submits 7-yr Capital Outlay Plan to joint meeting of BOS/ Finance Committee	Charter 9-6-3/during the month of December
December 25-January 1	MRSD School Vacation	

Monday, January 8, 2018	BOS/FINCOM/Capital Outlay Committee hold joint public hearing on submitted Capital Outlay Plan	Charter 9-6-4/on or before the 2nd Friday in January
Friday, January 26, 2018	All items to be bid must have specifications in TA's office by 12:00 P.M. to be assured of bid process for Town Meeting	
Monday, January 29, 2018	Meeting with B O S and Fincom to discuss first draft budget and five-year plan with MRSD and Cape Cod Tech	
February – March	Fincom review of budgets and articles	
Monday, February 5, 2018	Last BOS meeting before Annual Warrant closes	
Friday, February 9, 2018	Article deadline – Warrant closes Noon deadline	Charter 2-2-1/Bylaw 1-101 2nd Friday in February by 12:00 Noon
Saturday, February 10, 2018 (Tentative)	Selectmen and Finance Committee Budget Presentations	
Monday, February 12, 2018	TA presents budget and budget message to B O S and Fincom	Charter 9-2-4/on or before the 2nd Tuesday of February
February 19-23	MRSD School Vacation	
Tuesday, February 20, 2018	1 st draft Warrant to BOS (presented at meeting)	
Tuesday, February 20, 2018	Articles submitted to Finance Committee by B O S	General By-Laws I, § 271-1.B. Not later than 14 days after article deadline
Monday, February 26, 2018	BOS required to submit final budget to Finance Committee	Charter 9-3-2 / on or before the 4th Tuesday of February
February 2018	MRSD to submit final line item budget to B O S and Fincom for inclusion in the ATM Warrant	
Monday, March 5, 2018	Joint budget/article hearing BOS/Finance Committee	
March, 2018	BOS reviews Warrant articles	
Monday, March 5, 2018	VOTE to sign final Annual Town Meeting Warrant	

Monday, March 5, 2018	Vote to open Special Town Meeting Warrant	All Special Town Meeting Articles must be received 40 days prior to STM
No later than Monday, March 19, 2018	Article funding review by B O S	
Monday, March 26, 2018	BOS votes Special Warrant BOS votes Ballot	
<u>not later</u> than Monday, March 26, 2018	FINCOM submits written recommendations on Budget/Warrant. Joint budget /article hearing with B O S and Fincom reconcilliation	Charter 9-3-3/by March 31st
<u>Not later</u> than Monday, March 26, 2018	Fincom conducts one or more hearings on budget	Charter 9-3-3 by March 31st
March 27, 2018	Ballot to Town Clerk	
Monday, April 9, 2018	Send Warrant to Printer Send Warrant to Chronicle (April 19th publication)	Printer needs 2 weeks. Chronicle needs 1 week before publish date
Friday, April 20, 2018	Warrants available for public distribution	Charter 2-2-2/14 days prior to Town Meeting
April 16-20	MRSD School Vacation	
Monday, May 7, 2018	First night of Annual Town Meeting and Special Town Meeting	Charter 2-3-1/1st Monday in May
Tuesday, May 15, 2018	Annual Town Elections	Charter 8-1-1/3rd Tuesday in May

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039

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

732 MAIN STREET, HARWICH, MA



To: Board of Selectmen

From: Christopher Clark, Town Administrator

Re: Weekly Report July 31 - August 4, 2017

Date: August 9, 2017

On Monday, I had a meeting with residents in regards to updating some welcome signs in the community. Our golf infrastructure project team met to review the various components of the golf project including the skinning of the maintenance shed, building the cart barn and various paving activities. Coordination of this work is necessary to prevent disruption to the golf season. During the afternoon I spent a considerable amount of time at the Council on Aging working on putting together the September monthly newsletter and meeting with constituents including the supper club. Later that evening I met with Community Development leadership. Spoke with staff about the decision to fill the vacant position in Community Development.

On Tuesday, I met with residents regarding issues involving the farm at 35 Chatham Rd. as well as another resident on the topic of sidewalks on Route 28 between Harwich Port and Saquatucket Harbor. I also had a meeting with the proposed Council on Aging Director to discuss various issues.

Wednesday was a long day which commenced with the swearing-in of Lieutenant Ryan Edwards of the Fire Department. We had our typical Wednesday morning Agenda meeting and follow-up discussion involving my contract. I then met with officials of the Cape Cod Theatre Company regarding building use. During the afternoon, I served in the capacity of the Acting Council on Aging Director and had a meeting with a representative of Hope Hospice regarding potential educational activities and I continued to work on the newsletter. I departed to go to the Town of Plymouth in which John Rendon and I participated in a Dredging Listening Session with the Secretary of Economic Affairs. The session lasted until approximately 6:45 PM. I was unable to attend the DPU rate hearing but provided written testimony for the Board of Selectmen.

Thursday began with paperwork and a meeting with Sean Libby regarding various issues. In the morning, I completed activities as acting Council on Aging Director including interviewing a part-time bus driver vacancy applicant and a person seeking to run an additional program for foot care. In the afternoon met with the Town Clerk to discuss the timing of the ballot question pertaining to the Cape Tech School project. I believe that having a ballot question on the same day as the project vote would be advisable. Toward the end of the day, I had a meeting with staff to discuss applications

regarding CPC articles. I also had a meeting with the Finance Director, Community Center Director and Recreation Director to discuss building use fees for the new Cultural Center.

Friday morning was a food distribution day at the Council on Aging and with some staff unavailable, I went down during the morning to facilitate. I did come back to Town Hall to sign papers and process of the paperwork. I spent a portion of the afternoon on Friday in my duties as acting Council on Aging Director.

Memorandum from Charleen Greenhalgh
Assistant Town Administrator
Town of Harwich

August 9, 2017

To: Christopher Clark, Town Administrator

From: Charleen Greenhalgh, Assistant Town Administrator

Re: Weekly Report – Week of July 3, 2017

Progress continues on filling vacancies in the various departments. The week of July 24th included, but was not limited to:

- Off 7/31 and 8/1/17
- Offer letters produced for two positions: COA Director and Administrative Assistant – Assessing
- Weekly Community Development Meeting
- Meeting on progress of potential CPC applications for FY19
- Interviewed three (3) applicant for Clerical Aide Position – Community Center
- Assisted with gathering information for FY17 Audit
- Coordinated posting of the draft Harwich Hazard Mitigation Plan on the Town Website. Here is the link <http://www.harwich-ma.gov/home/news/draft-harwich-hazard-mitigation-plan>
Comment period ends August 17, 2017.
- Status update on vacancies as of 8/9/17:

Position	Status
Weight Room Attendant	Filled
Program Aide – Cultural Center	Filled
Assistant Assessor	Filled
Administrative Assistant – Assessing	Filled Pending BoS
COA Director	Filled
Health Inspector – Part-time	Offer Pending
Clerical Aide – Community Center	Offer Pending
Videographer – Part-time	Filled
Van Driver – 20 hours	Filled
Van Driver – 15 hours	Offer made
Van Driver – Per Diem	Interview held, additional to be held
Health Director	Internal Posting – Closes 8/11/17
Greenskeeper II	Internal Posting Closed 8/8/17 – Interview to be scheduled
Police Officer	Interviews Held – Offer Made
Executive Assistant – Community Dev.	Filled
Administrative Assistant – Community Dev.	Internal Posting – Closes 8/16/17

Memorandum from Charleen Greenhalgh
Assistant Town Administrator
Town of Harwich

August 16, 2017

To: Christopher Clark, Town Administrator

From: Charleen Greenhalgh, Assistant Town Administrator

Re: Weekly Report – Week of August 7, 2017

Progress continues on filling vacancies in the various departments. The week of August 7th included, but was not limited to:

- Offer letters produced for Clerical Aide – Community Center.
- Accela Meeting with Staff and Shawn MacInnes from Yarmouth. Mr. MacInnes will assist us. Sent emails out to Provincetown and Yarmouth, which both use Accela, to see about setting up a User/Support Group. This was very well received. First meeting in September.
- Completed draft table of BoS Goals and Objectives.
- Finalizing SEIU Salary and Compensation Study for FY17 Group. Will review with Town Administrator and then the SEIU Employees and Union Reps.
- Interviewed two (2) applicant for Part-time Health Inspector.
- Received certification and authorization through the Massachusetts Department of Criminal Justice Information Services to be the Town's representative for submitting Criminal Offender Record Information (CORI) requests.
- Attended Cape Managers Meeting in Yarmouth: Discussed Housing Court (coming to the Cape); Eversource Rates; Air B&B Rental Tax;
- Status update on vacancies as of 8/16/17:

<u>Position</u>	<u>Status</u>
Weight Room Attendant	Filled
Program Aide – Cultural Center	Filled
Assistant Assessor	Filled
Administrative Assistant – Assessing	Filled Pending BoS
COA Director	Filled
Health Inspector – Part-time	Offer Pending
Clerical Aide – Community Center	Filled
Videographer – Part-time	Filled
Van Driver – 20 hours	Filled
Van Driver – 15 hours	Filled
Van Driver – Per Diem	Offer's Made
Health Director	Interview to be held
Greenskeeper II	Interview held – offer to be made
Police Officer	Filled
Executive Assistant – Community Dev.	Filled
Administrative Assistant – Community Dev.	Internal Posting – Closes 8/16/17



**HARWICH
ASSESSORS
OFFICE**
508-430-7503

Memo

To: Sandy Robinson
Ann Steidel

From: Donna Molino

Date: August 9, 2017

RE: Assessor's Department Weekly Report

1. Processed motor vehicle abatements.
2. Processed weekly sales/deeds.
3. Processed sub-divisions.
4. Assisted in the field work on new dwellings, additions, etc.
5. Receive and process exemption applications.
6. Work with public on items such as address changes, sales questionnaires, list of abutters, motor vehicle abatements, etc.
7. Train new employee.
8. Work on procedures manual.

Brooks Free Library

August 9, 2017

I'm sad to report former Library Trustee Marguerite Ferreira passed away recently. Marguerite was first elected in 1968 and completed her last term in May 2000, so she served as Trustee for 32 years. In recent years she worked as a seasonal Town employee selling beach and dump stickers. Marguerite was very active in many community groups and will be greatly missed.

On August 9th we hosted a site visit from the Oak Bluffs Public Library to learn about our VITAL (Vision Impaired Technology Assistance at the Library) program. Following that meeting they met with other staff members to discuss proposed modifications to the CLAMS catalog and resources provided by the CLAMS consortium.

Two staff members conducted a virtual meeting with a vendor of library websites as we evaluation options to enhance user's online access to library information and resources.

The Reference Librarian continues to work preparing to re-submit a request for CPC funding to preserve the originals and digitize the Harwich Oracle newspaper.

We continue to work gathering statistics and information for the Annual Report and Information Survey (ARIS) due to the Mass. Board of Library Commissioners later this month. This is one of two annual reports required for the Town to maintain state library certification.

Recent Summer Reading Program events included Reading to Dogs, Animal World Experience, the Museum of Science "Super Cold Science" and Gelli Printing for tween and teens. Upcoming programs include Pitter Patter Puppets, Build It Challenge, a STEAM Fair for pre-school and elementary school age children and Creature Teachers, in addition to regular story-times, creative movement and craft programs. Programs continue to be well attended, particularly on rainy or overcast days. Tuesday morning story-time this week had 77 attendees and the Super Cold Science program reached room capacity (100).

This week our monthly Morning Book Group for adults met (one attendee participated by phone so she wouldn't miss it while out of town) and our weekly morning and evening writers groups, Knit-Lit, Mah Jong and COA-Library low vision current event group met.

Public computers and 24/7 wi-fi service continue to be in high demand. Wireless printing, now in its second summer, is working well and remains a very popular service.

The Friends now have a Book Sale Room in the basement in addition to the on-going book sale in the lobby and mezzanine. The Book Sale Room is open Tues. 1 - 4 pm and Sat. 10 am -Noon.

The Friends' "Books on Wheels" service delivered library materials this week for Harwich residents unable to come to the Library. (Delivery occurs 2nd and 4th Thursday of the month.)

The Friends are currently raffling off a beautiful afghan made and donated by our Knit-Lit group. Tickets are 3 for \$5 and are available at the Library and at the Cranberry Festival craft fairs. Funds raised will go towards supporting our VITAL program.

Respectfully submitted,

Virginia Hewitt

WEEKLY REPORT TO THE SELECTMEN

BUILDING DEPARTMENT

WEEK ENDING 8/04/2017

Cumulative Building Permits Issued through	8/4/17	720
Cumulative Plumbing & Gas Permits Issued through	8/4/17	694
Cumulative Electric Permits Issued through	8/4/17	539
Cumulative HVAC Permits Issued through	8/4/17	40
All others (Zoning Board of Appeals, Historic) through	8/4/17	39

The Building Department continues to operate short staffed without a major interruption of services. We have bridged the shortage with temporary summer help while the staff position is being filled.

An immediate goal of the Building Department is to find software IT support for our proprietary applications and to expand use of the Accela platform. This expansion will help us operate more efficiently and provide better customer service.

Respectfully Submitted,

Ray Chesley 8.09.17

Building Commissioner

WEEKLY REPORT TO THE SELECTMEN

BUILDING DEPARTMENT

WEEK ENDING 8/11/2017

Cumulative Building Permits Issued through	8/11/17	753
Cumulative Plumbing & Gas Permits Issued through	8/11/17	721
Cumulative Electric Permits Issued through	8/11/17	551
Cumulative HVAC Permits Issued through	8/11/17	40
All others (Zoning Board of Appeals, Historic) through	8/11/17	39

The Building Department continues to operate short staffed without a major interruption of services. We have bridged the shortage with temporary summer help while the staff position is being filled.

We recently met with the MLS Realtors at their August monthly meeting. Items discussed involved timing and changes in the Ninth Edition of the State Building Code. We also reviewed the procedure and requirements to issue "After the Fact" Building Permits for work previously performed without the benefit of a permit. We hope that this will encourage realtors to research these potential problems early in the sale process.

Respectfully Submitted,



Ray Chesley 8.16.17

Building Commissioner

Cemetery Administrator's Weekly Report

Week ending August 4, 2017

- Worked with Paul Sweetser on dividing concrete cemetery pathway into 3 sections for BID proposals.
- CPC Article on Mount Pleasant Cemetery Stone Restoration and Preservation. Started mapping old section within cemetery for memorials that will need repairs and restoration.
- Meeting with commissioner to go over what would be needed to install new wall at Mount Pleasant Cemetery South Street Entrance. Drafted wall specifications to be reviewed by commissioner.
- Commissioned Crosby Monuments to repair granite post and rails at North Harwich Cemetery damaged by motor vehicle accident, hit and run.
- 3 Burials, 2 Monument Mark outs and 2 lots surveys for upcoming internments.
- Worked on preplanning speakers and topics for fall seminar.
- Lot returned from Walker family in Mount Pleasant cemetery will make the lot available for purchase after payment to walker family is received.

Respectfully Submitted

Robbin Kelley
Cemetery Administrator

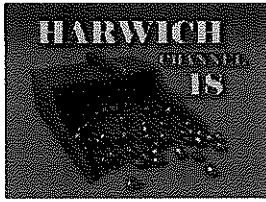
Cemetery Administrator's Weekly Report

Week ending August 11, 2017

- Continued work on CPC Article on Mount Pleasant Cemetery Stone Restoration and Preservation. Indexing Elm Avenue south side of street 59 Lots; 109 memorials 17 to have foundations repairs, Elm Avenue north side of street 56 lots; 93 memorials, 15 foundation repairs and 4 damaged memorials. All memorials indexed with their location, description of repairs and photographed.
- 5 Burials three in Mount Pleasant, one in Island Pond and One in Evergreen, contact with funeral homes pulled lot folders for space available. Lot layouts send to DPW to have Cemetery Department survey lot and mark out space for interment. Process paperwork for burials.
- 2 Monument Mark outs both in Island Pond. Survey lots and marked out for monument companies.
- Continuing worked on preplanning speakers and topics for fall seminar.
- Continuing work on pet burial grounds Rules and Regulations as well as lot sizes and possible pricing.
- Working with Carol Coppola, Town Accountant and Amy Bullock, Treasurer on cemetery account balances in the Trust Accounts.

Respectfully Submitted

Robbin Kelley
Cemetery Administrator



Channel 18 Weekly Report w/e August 5, 2017

- Schedule next week's clips for CJ
- Filmed Board of Selectmen and CPC meetings
- Continued training of new staff member
- Continue to revise training packet for new staff
- Prepare for non-residents taxpayer meeting 8/7
- Community Journal -6 Volunteers reported for duty
 - Harwich Mariners season wrap up
 - Water Department Clip
 - Brooks Library-Children's activities clip
- Cont. sound equipment research (griffin rm/multi rm)
- Town band recorded -2 volunteers reported for duty
- Agendas and Minutes posted
- Multiple website updates town wide (Ch. 18, CCtr)
- All clips and meetings transferred and posted to YouTube
- Video file maintenance
- Assist other Community Center departments with technology issues (COA)

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

www.youtube.com/harwichchannel18

and Facebook for additional info

www.facebook.com/harwichchannel18

Respectfully Submitted,

Jamie Goodwin



Channel 18 Weekly Report w/e August 12, 2017

- Schedule next week's clips for CJ
- Coordinate with Chamber of Commerce for their monthly update
- Filmed Board of Selectmen (nonresident taxpayer) and CPC meetings
- Continued training of new staff member
- Finished training packet for new staff
- Coordinate schedules for September events in Harwich
- Community Journal -5 Volunteers reported for duty
 - Citizen's Police Academy (LT. Considine)
 - Brooks Library-Children's activities clip
- Ordered new equipment for audio/visual Multipurpose rm setup
- Town band recorded -2 volunteers reported for duty
- Agendas and Minutes posted
- All clips and meetings transferred and posted to YouTube
- Video file maintenance

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

www.youtube.com/harwichchannel18

and Facebook for additional info

www.facebook.com/harwichchannel18

Respectfully Submitted,

Jamie Goodwin

August 4, 2017

Weekly Update for the Community and Cultural Centers
July 31, 2017 - August 5, 2017

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 7/31 to 8/5.

- I trained two new part-time staff members – our new Program Aide for the Cultural Center and the morning Weight Room Attendant for the Community Center.
- We will be holding our eighth annual Community Yard Sale on Saturday, August 5th from 9:00 AM to 1:00 PM at Brooks Park. We have collaborated with the Harwich Cranberry Festival to make this event a success. We sold spaces to over 30 vendors for a fee of \$20 per space. We anticipate another positive event for both vendors and buyers.
- I conducted three interviews for the open Clerical Aide position at the Community Center. Friday, August 4th was Emily's last day in this position and her leaving will be a great loss to the Center.
- The Cultural Center Open House held last Thursday – Saturday (July 27th-29th) was a remarkable success. Over the course of three days, we had over 500 people attend.
- I booked another one-time event in the Auditorium at the Cultural Center for the Harwich Cranberry Festival in November.
- I met with Jonathan O'Dell from the Massachusetts Commission for the Deaf and Hard of Hearing so that he could conduct a building assessment of the Community Center. This assessment will allow us to determine what equipment and technology will better allow our meeting and function spaces to be accessible to people with hearing impairments.
- I completed a walkthrough of the Cultural Center with the Building Maintenance and Fire Department staff.

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

Respectfully submitted,

Carolyn Carey

August 11, 2017

Weekly Update for the Community and Cultural Centers
August 6, 2017 - August 11, 2017

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 8/6 to 8/11.

- I trained new volunteer from capabilities who will be working at the Cultural Center to help us establish some open hours for the building –
- We held our eighth annual Community Yard Sale on Saturday, August 5th from 9:00 AM to 1:00 PM at Brooks Park. We collaborated with the Harwich Cranberry Festival to make this event a success. We sold spaces to over 35 vendors for a fee of \$20 per space. The money goes to the Towns general fund. Over the course of the 4 hours hundreds of people stopped to shop and enjoy the day. The vendors report great sales and it was a positive event for both vendors and buyers.
- We have made an offer for the open Clerical Aide position at the Community Center. We are short staffed for the next few weeks but the entire staff is helping to fill all the current open hours to have a seem less transition for the anticipated August 28th start date of our new employee.
- I have worked with the recreation Director and the Facilities Coordinator to establish the best time to repurpose the Gym floor. We are working on schedules for the middle school gym that will help to not disrupt the individuals that usually use the gym at the center. I have sent the contract to the Town Administrator for his review and signature.
- I booked new programs for the Community Center including speakers, groups and new exercise classes.
- After meeting with Jonathan O'Dell from the Massachusetts Commission for the Deaf and Hard of Hearing I have researched different options for the building and will be moving forward with a system The WS-TGs Pro 738 and accessories. This equipment will allow us to provide technology that will better allow our meeting and function spaces to be accessible to people with hearing impairments.
- I completed the CPC article for the file storage project to be submitted after meeting with the historical society on Sept 10, 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

*732 Main Street
Harwich, MA 02645*

CONSERVATION COMMISSION

(508)-430-7538 FAX (508)430-7531

August 9, 2017

To: Harwich Board of Selectmen
From: Amy Usowski, Conservation Administrator

Weekly Report

- The Conservation Commission could not meet on August 2 due to a lack of quorum. All agenda items were automatically continued until August 16, 2017.
- Mr. Viprino at 35 Chatham Rd did not meet his August 1 deadline for submittal of required documents to the Commission. As a result, further enforcement action from my department has been issued.
- Discovery of violation at 18 Bank Street – working with owner to rectify the situation.
- Met with Kathy Green, Chair of the Real Estate and Open Space Committee, to go over map of parcels set to be auctioned off by the Town to see if any should be set aside for Conservation purposes.
- The Tour de Trash Committee has decided to also take over the annual Coast Sweep Cleanup. This year's event will take place on Saturday Sept. 30th. Coast Sweep is an International Event.
- The Conservation Department has been assisting the Engineering Department with getting beach profiles mapped for the proposed Town – wide dredging/beach nourishment permit as per the Natural Heritage and Endangered Species Program's request (they are with Mass DEP).
- Volume at Community Development window remains high, especially with a high number of real estate transfers, many of which have wetland issues.



TOWN OF

HARWICH

*732 Main Street
Harwich, MA 02645*

CONSERVATION COMMISSION

(508)-430-7538 FAX (508)430-7531

August 16, 2017

To: Harwich Board of Selectmen
From: Amy Usowski, Conservation Administrator

Weekly Report

- Met with IT director from Yarmouth to discuss how Yarmouth, Provincetown, and Harwich can all work together now that the County no longer has a person to assist us with Accela.
- Conducted various site visits with potential new applicants for a range of projects.
- Attended the Harwich Conservation Trust Annual Meeting. The Trails Committee for the Town and I received their Evergreen Volunteer Service Award.
- Conducted site visits in preparation for August 16, 2017 Conservation Commission hearing, and wrote up my recommendations to the Commission.
- Started planning for the Coast Sweep cleanup event, which will take place on September 30.



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 July 30, 2017 through August 5, 2017

Highway Maintenance

- completed approx 60% of intersection markings list overnight 8/2/17 - awaiting schedule to complete
- creating new list of misc patching for sub contractor, projects that are beyond our scope of abilities considering work load
- beginning drainage installs on 8/9/17 in prep of fall paving plan
- Swept sector 4
- Beach & parks trash pickup twice a day every day including weekends
- Beaches cleaned with Surfrake Monday - Friday
- Roadside mowing of 5 roads approximately 8 miles
- Roadside brushing on various roads and intersections
- Received and responded to 12 work orders
- Prepared for road race
- Two days of sign repair and replacement
- Albro House work

Vehicle Maintenance

- Performed three pre-inspections and State Inspections performed at Jay's Equipment.
- Performed routine maintenance on the Animal Control Pickup G33.
- Completed 18 repairs on Heavy equipment, Vehicles, Mowers, and Small Equipment.
- Arranged tows and repairs on one dump truck and one tractor.

Cemetery Maintenance

- Cemeteries mowed – Mount Pleasant, Harwich Center, Island Pond, Pet Cemetery
- Town Building/ Parks mowed – Police/Fire HQ, Town Hall, Wychmere Overlook, Walther Field, Town Gardens, Exchange Park, Highway Dept.
- Mark out and prep sites for 3 burials

Parks Maintenance

- Mowed and prepped 7 ball fields three times
- Started pruning trees at the Community Center
- Worked at Albro House several days spreading loam and prepping for irrigation system next week

Facility Maintenance

- Broke down Community Center heating boiler to identify parts required to repair leak.
- Completed a trash run with four dump trucks to clear out clutter from the Town Hall, Albro House, Community Center, Police and Fire Station basements.
- Installed new water heater and backflow preventer for Albro House.
- Used lift to repair cemetery flag pole and to repair gutters and lights for the HJT and Brooks Academy buildings.
- Received 18 new work orders and completed 29 work orders from back log.

Disposal Area

- C&D: 10 loads, 149.18 tons
- MSW: 14 loads, 333.69 tons
- Recycling: 8 loads, 23.32 tons
- Vehicles Recorded: 8480
- Revenue: \$44,580.80



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 August 6, 2017 through August 12, 2017

Highway Maintenance

- 6 miles roadside mowing
- Sweeping Sector 10
- Beach Rubbish 2 times daily
- 14 miles roadside brushing with the Holder
- Sign repair
- Beach Cleaning Monday - Friday
- Completed 12 work orders
- Finish work on Albro House
- Waiting on schedule date for completion of intersection marking
- Met with MCE Dirtworks about fall paving schedule and Gilbert Lane Repairs
- Started drainage on Forest Steet
- Began prep work for Red River Beach re-surfacing

Vehicle Maintenance

- Installed carbon monoxide detectors in the Police Interceptor Utility vehicles
- Performed four routine maintenances on Police and Fire vehicles.
- Replaced water pump and thermostat on the Fire Department's rigid hull inflatable boat.
- Rekeyed former Police vehicle for Natural Resources.
- Performed sixteen repairs on heavy equipment, vehicles, and small equipment.

Cemetery Maintenance

- Pruned hedges at Brooks Academy
- Pruned and thinned out brush in parking area of library
- Mowed South Harwich Cemetery, West Harwich Cemetery, Queen Anne Cemetery
- Mowed Roundabout, Middle School, Landfill, Brooks Academy, Doane Park

Parks Maintenance

- Mowed and prepped 7 ball fields three times
- Worked at Albro House installing irrigation system and new shrubbery
- Trimmed hedges at Town Hall, Brooks Academy and Brooks Park

Facility Maintenance

- Began installation of Brooks Park pavilion – 50% complete
- Received 17 new work orders and completed 18 work orders from back log
- Worked with HVAC contractor to make adjustments to the EMS Computer system
- Replaced solar battery for Queen Anne Bike lights (covered by warranty)

Disposal Area

- C&D: 9 loads, 151.24 tons
- MSW: 13 loads, 316.42 tons
- Recycling: 10 loads, 55.46 tons
- Vehicles Recorded: 8,352
- Revenue: \$43,301.10
- Cut vegetation off Landfill fence

Reception

- Received 74 phone calls
- Generated 37 work orders and distributed to proper Division



TOWN OF HARWICH

732 Main Street
Harwich, MA
02645

ENGINEERING DEPARTMENT

(508)430-7508

WEEKLY REPORT WEEK OF JULY 31, 2017

- Contact and discuss Golf Cart Building specifications with pre-engineered building contractor
- Discuss golf cart building project with Golf Department personnel
- Research building foundation design, and contact qualified engineers
- Research files and assist Auditor with Muddy Creek Audit
- Review submittal for 6 Deerfield Road and report to Planning Board
- Bid opening for Fire Station 2 Design and sub bids for Saquatucket land side.
- Start reviewing Fire Station 2 Design proposals (6) and explain design selection procedure to evaluation team.
- Research and respond to questions from the Architect and bidders for the Saquatucket Landside RFB
- Research and respond to questions from the Architect and bidders for the Saquatucket Water Side RFB
- Research Chapter 91 license for Round Cove boat ramp.
- Continue design of Round Cove boat ramp renovation.
- Evaluate requests for new street numbers (2)
- Assisted Building Department, Assessors, Conservation Commission Agent, and Planner with research of various properties and submittals.
- Performed topographic survey of Pleasant Street Beach per DEP requirement
- Pet Cemetery-design phased construction plan for pathway
- Continual road Inspections (field)-
 - Raptor Road
 - Littlefield Pond Road
 - Denwich Road
 - Chloe's Path
 - Seth Whitefield Road (a.k.a. Hawksnest Road)
 - Shelley's Path
 - Arthur's Way

- Provide technical support, and scanning and copying of plans for all Departments, Boards and Committees.
- Continual E911 address verifications and changes. In communications with Verizon and Mass GIS for their E911 mapping purposes.
- Prepare Weekly Report

Respectively submitted:

Robert Cafarelli, PE



TOWN OF HARWICH

732 Main Street
Harwich, MA
02645

ENGINEERING DEPARTMENT

(508)430-7508

WEEKLY REPORT WEEK OF AUGUST 7, 2017

- Discuss golf cart building project with Golf Department personnel and research for RFP (Foundation and pre-engineered building)
- Bid opening for Saquatucket Water Side bids and report results
- Prepare and submit ADA Grant Application for Saquatucket Harbor improvements
- Research options for wood restroom at Brooks Park (Pine Harbor Sheds)
- Review Fire Station 2 Design proposals (6)
- Research and respond to questions from the Architect and bidders for the Saquatucket Landside RFB
- Research and respond to questions from the Architect and bidders for the Saquatucket Water Side RFB
- Evaluate requests for new street numbers (1)
- Review setting of benchmarks on 4 beaches
- Review records and site at Beach 22/Shore Road
- Complete topographic survey of Pleasant Street Beach
- Complete topographic survey of Bank Street Beach
- Compute and plot working drawing for Bank Street Beach
- Review procurement requirements and specs for stamped concrete walk at Pet Cemetery
- Assist Building Department, Assessors, Conservation Commission Agent, and Planner with research of various properties and submittals.
- Continual road Inspections (field)-
 - Raptor Road
 - Littlefield Pond Road
 - Denwich Road
 - Chloe's Path
 - Seth Whitefield Road (a.k.a. Hawksnest Road)
 - Shelley's Path
 - Arthur's Way

- Provide technical support, and scanning and copying of plans for all Departments, Boards and Committees.
- Continual E911 address verifications and changes. In communications with Verizon and Mass GIS for their E911 mapping purposes.
- Prepare Weekly Report

Respectively submitted:
Robert Cafarelli, PE



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 8/4/17

Undertakings within the Finance Department during the past week include the following initiatives/tasks:

- Attend meeting at water department pertaining to OPEB funding, tour water facilities,
- Research water accounts receivable ending balance,
- Work with FY 16 external audit firm – Muddy Creek and Federal Sandy grant,
- Numerous conversations with Department Heads pertaining to financial reconciliations,
- Finalize continuing appropriations and encumbrances, record budget carry forwards in Munis,
- Begin preparation of Schedule A and preliminary financial results for FY 17,
- Prepare preliminary balance sheets and consolidated reports for all funds,
- Preliminary calculation of free cash for fiscal year ending 6/30/17,
- Participate in interviews for Administrative Assistant,
- Research consolidated purchasing through Barnstable County contracts,
- Research old recreation building lease and associated receipts back to FY 14,
- Prepare FY 17 end-of-year financial reports for departments,
- Correspondence with FY 17 external auditors, upload various documents to auditor portal, gather materials for expenditure and revenue testing,
- Audit, process and approve payroll transactions,
- Audit, process and approve vendor transactions,
- Review and record cash receipts.

Sincerely,

Carol Coppola
Finance Director/Town Accountant



**TOWN OF HARWICH
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 8/11/17

Undertakings within the Finance Department during the past week include the following initiatives/tasks:

- External auditor onsite for FY 17 audit (4 full days),
- Continue gathering financial information for auditors,
- Record year end transfers to fund various projects,
- Record budget amendments to balance FY 17 funds,
- Record late entries for accounts payable and other financial transactions for FY 17,
- Revise CPC revenue/expenditures/balance sheet and worksheet for late invoices,
- Prepare information for non-resident meeting and BOS meeting,
- Attend cemetery meeting, research back to 2009 financial transactions,
- Contact external auditor (Friday) to discuss cemetery documentation,
- Continue to research foreclosures and capital assets,
- 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 – July 30, 2017 through August 5, 2017

Incidents:

Fire/Explosion	02
Overpressure/Rupture	01
Rescue Call/ EMS	89
Hazardous Condition	04
Service Call	08
Good Intent	04
False Call	12
Severe Weather/Disaster	00
Special Type/Complaint	00

Total 120

Fire Prevention:

Inspections	
Resale	07
Annual	04
Joint	00
Commercial	00
Final	00
Lockbox	02
Misc	04

Town Hall Plan Review Hours, Housing Meeting

Items of note:

Swearing in ceremony for Lt Edwards and Firefighter Schneeweiss



Harwich Fire Department



Fire Suppression

Prevention

Emergency Services

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

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

Weekly Report – August 5, 2017 through August 11, 2017

Incidents:

Fire/Explosion	00
Overpressure/Rupture	01
Rescue Call/ EMS	67
Hazardous Condition	02
Service Call	04
Good Intent	04
False Call	11
Severe Weather/Disaster	00
Special Type/Complaint	00
Total	89

Fire Prevention:

Inspections	
Resale	08
Annual	01
Joint	00
Commercial	00
Final	02
Lockbox	02
Misc	02

Items of note:

Provisional Firefighter began training

Weekly Report for Selectman

8/1-8/7

Golf Operations

- The golf course was open in full all 7 days
- Exit interviews from guests continue to be returned and analyzed, with conclusions to be reported at August Golf Committee meeting

Golf Course Maintenance

- Golf Course remains in good shape
- Tees seeded this week using the new slice seeder
- Continuing bunker maintenance

Golf Course Infrastructure Project

- Meeting with landscape architect for hardscape design of bad drop/cart staging area
- Finalizing specs building on cart building and maintenance re-skin specs for bid
- Plan to go out to bid at end of August

Weekly Report for Selectman

8/8-8/14

Golf Operations

- The golf course was open 6 of 7 days (rain on Saturday caused cancellations, no carts available due to wet conditions)
- Results of member satisfaction survey presented at 8/15 golf committee meeting

Golf Course Maintenance

- Golf Course remains in good shape
- Continuing bunker maintenance
- Tees have been aerified, cleaned up and then sliced and seeded with new machine that was purchased
- Pump house main controller ordered and waiting for delivery. Install to take place early September

Golf Course Infrastructure Project

- Finalizing specs building on cart building and maintenance re-skin specs for bid
- Plan to go out to bid at end of August
- Contracted with Coastal Engineering for Foundation Design for Cart Building

Sandy Robinson

From: John Rendon
Sent: Wednesday, August 09, 2017 11:26 AM
To: Sandy Robinson; Ann Steidel
Cc: Michelle Morris; William Neiser
Subject: Harbormaster Department Weekly Report 31Jul - 6Aug

Operations:

- Responded to a report of a small boat that appeared to be having engine problems approximately 2 miles south of Saquatucket Harbor (SAQ). Found two teenagers in a 14' aluminum skiff attempting to row to shore. Took teens aboard and towed skiff back to Herring River; met at dock by boat owner/teens father. Conducted a safety boarding and warned the teens of the dangers of going offshore unprepared in a small boat.
- Received a report of S/V Tyrone (75' LOA) collision with a moored vessel in Wychmere Inner Harbor; significant damage to moored vessels radar dome. Followed up with the owners of the vessels involved to insure that satisfactory contact had been made between both parties.
- Received a report of a vessel on a mooring in Wychmere Outer Harbor that had sustained significant damage. No report of an accident had been received. The damaged boat owner was contacted. Notified by Harwichport Boat Yard that a vessel had just returned with obvious gelcoat damage to its bow. Operator of vessel Resilient admitted hitting the boat on the way out in the morning and was planning on reporting it when he returned. Insured that proper reports were filled out and that both owners made contact.
- Notified by HPD of a boat at an Allen Harbor Town Slip that appeared to be sinking. De-watered using the Harbormaster Departments' electric pump. Allen Harbor Marine (AHM) hauled the boat at the request of the owner.
- Notified by AHM of a boat, partially submerged on its mooring, causing an oil slick. AHM hauled the vessel out and the Harbormaster Departments' oil containment boom and absorbent pads were used to contain and clean up the oil. Proper Coast Guard agencies were notified.
- Notified by Barnstable County Dispatch and HPD of person drowning off Bank Street beach. While in-route to the patrol boat, notified that the person had made it to shore and was being treated by HFD.
- 77A conducted 2 pump-outs for a total of 38 gallons of waste.
- Enforcement:
 - Conducted mooring permit and waterway user fee checks at Long Pond.
 - Parking Tickets - 13

Admin:

- Issued Addendum #3 to SAQ Landside Renovation project public bid package to answer questions submitted by interested contractors. Sub-Contractor bids were open Thu, 03 Aug; results will be posted in next Addendum. General Contractor bids are due Wed, 16 Aug.
- Issued Addendum #3 to the SAQ Marina Reconstruction project public bid package to answer questions submitted by interested contractors. Bid opening has been extended to Thu, 10 Aug; awaiting final permits. Received signed Section 408 navigation permit from ACOE. Awaiting signed MA Chapter 91 permit, CZM Review letter and final signed ACOE permit.
- Coordinated utility shut-off dates for water, electric, oil, phone/internet at Harbormaster Dept office building in anticipation of temp relocation to Harwich Cultural Center during SAQ Landside construction.
- Reached out to all Tuna Buyers to remind them of Offloading Permit requirements to purchase Tuna within Harwich.
- Prepared July Revenue Report for Waterways.
- Processed 30 Transient Boat reservations.

Maintenance:

- Several water leaks were fixed on the SAQ docks
- A broken portable pump-out cart was repaired.

- Repaired handle/lock mechanism on Marine 77 cabin door.

Meetings:

- Attended Dredge Listening Session hosted by MA Secretary of Housing & Economic Development to discuss concerns that municipalities are having with dredge permitting, time of year restrictions, dredge availability, etc.

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

Sandy Robinson

From: John Rendon
Sent: Tuesday, August 15, 2017 3:04 PM
To: Sandy Robinson; Ann Steidel
Cc: William Neiser; Michelle Morris
Subject: Harbormaster Dept Weekly Report 7-13 Aug

Operations:

- Towed a disabled SAQ slip holder from the tip of Monomoy to his slip.
- Checked private moorings for compliance in Nantucket Sound; found and recovered several unregistered moorings.
- Conducted routine patrols of Nantucket Sound, Pleasant Bay and Long Pond.
- Assisted Natural resources with water sampling.
- Took 77B from Round Cove to Stage Harbor to pump out the holding tank.
- 77A conducted 4 pump-outs for a total of 170 gallons of waste.
- Enforcement: issued 11 parking/ramp violations

Admin:

- Drafted recommendation to TA on contract award based upon submitted bids for the SAQ Marina Reconstruction project.
- Prepared proposal for increase of Harbor fees, will present to WWC and BOS for approval.
- Started boat placement for new reconfigured marina layout.
- Contacted Passenger/Charter Boats about winter placement.
- Contacted visitors requesting dockage for October to notify them we will not have availability beyond 10/15.
- Processed 24 Transient Boat reservations.

Meetings:

- Provided Department update at the Non-Resident Tax Payer meeting.
- Held bid opening for the Saquatucket Municipal Marina Reconstruction project.
- Interviewed by Cape Cod Chronicle on marina bid opening results.

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

Health Director Weekly Report Week ending August 4, 2017

- **Projects-**
 - *BOH meeting preparation-* post agenda and prepare cases and packet for 8-8-17 mtg-
 - *Health Director wrap-up* –instructions, cleaning, passing of the baton. I am very proud of the growth of the department over the years and the mountains of work accomplished. I wish all staff and co-workers the best- they will carry on and continue achieving great things.
 - *Misc, fascinating cases-* Last full week for the retiring Health Director- just to keep things interesting and challenging—
 - a resident captured a bat in his home and brought it to Hlth Dept per MDPH direction. Protocol is to test bats for rabies if possible if they have been in a home for an undetermined amount of time, esp if in a bedroom. Since Health Director is not rabies vaccine protected, the Animal Control Officer was called to assist and take over the case. The bat was brought to a local vet and the specimen immediately shipped to the State lab for testing. Fortunately, the results were negative, eliminating the need for vaccinating the occupants.
 - a resident came to the dept quite concerned over possible exposure risks following an unattended death and latent discovery in her apartment building. The Director contacted the apartment management company to find the situation well under control and hazmat type cleaning services engaged at the unit. The Director viewed the facility at the final cleaning.
 - An inquiry regarding concerns over toxic chemicals emanating from the proposed pet burial ground - all burials will be cremains
 - Community Development- full team review met with owner of multi unit on Rt 28 S.Harwich regarding multiple tenant and abutter complaints. Team inspection to follow- Building/Fire/ Health
- **Consultations:**
 - Brooks Library-consulted with staff on mysterious bites from insects and course of action for pest control
- **Permit review and issuance-**
 - *RET-*
 1. 31 Kelley Rd
 2. 100 Gilbert Rd
 3. 464 Route 28
 4. 156 Bank St
 5. 538 Route 28
 6. 8 Whipoorwill
 7. 49 Chase St
 8. 15 Woody Glen
 9. 75 West Tupelo
 - *Septic system plan review and issuance-*
 1. 1369 Orleans Road-community system
 2. 15 Woody Glen
 3. 109 Pleasant
 - *Building plan review and approval*
 1. 340 Queen Ann Road
 2. 13 Marthas
 3. 14 Perry's
 4. 8 Squantum Path
 5. 161 Church

- **Inspections-**
 - ***Food Inspections-***
 1. Sushi By Jay
 2. Stop and Shop
 3. Starbucks
 4. Ten Yen
 5. Buckies-follow up
 - ***Swimming Pools***
 1. Wequasset (3 pools)
 2. Belmont
 3. A beach Breeze
 - ***Misc Inspections/reviews***
 1. Well Construction Permit-14 Old Carriage Drive
 2. Brooks Library-consulted with staff on mysterious bites from insects and course of action for pest control
 - ***Final Inspections- Septic systems-***
 1. 15 Woody Glen
 - ***Beach and Pond Sampling Program***
 1. 43 locations of public and semi-public beaches and freshwater ponds are sampled weekly from Memorial Day to Labor Day.
 2. single failure at Clearwater- passed 2nd test so did not need to post
 3. Sandy Shore- the exec bd worked with homeowners on the consequences of feeding birds and several have halted the practice. We are seeing an immediate improvement in the results of the samples at this location

Paula J. Champagne

8/09/2017

Health Inspector Weekly Report Week ending August 11, 2017

- **Projects-**
 - ***BOH meeting*** –The Board of Health held a work session to review proposed increases in fees and new fees. A show cause hearing was held for 35 Chatham Road, permits were reviewed, re-organization of the Board occurred.
 - ***Misc. -***
 - Complaints were received regarding insect bites on several employees at the Brooks Public Library-follow up and coordination with town nurse to assess the situation.
 - Conducted two interviews for the Part-time position of Health Inspector
 - Conducted Accela training for realtors and Septic Inspectors for the pending implementation of mandatory electronic submittals of RET's
 - Held two Septic Inspector exams

- **Consultations:**
 - Various consultations with builders and homeowners on potential projects

- **Permit review and issuance-**
 - ***Septic system plan review and issuance-***
 1. 4 great Western Road
 2. 36 Northern Ave
 3. 445 Lower County
 4. 22 Sunrise
 5. 340 Queen Ann Road
 - ***Building plan review and approval***
 1. 18 Daluze Road
 2. 3 Nevins
 3. 41 Ayer
 4. 17 Lakeview
 5. 3 Colonial Way

- **Inspections-**
 - ***Food Inspections-***
 1. Perks
 2. Local Flavor
 - ***Swimming Pools***
 1. Winstead Inn
 2. Harwichport Resort
 3. Wychmere harbor (2 pools, 1 spa)
 4. Tern Inn
 5. Coachman
 6. Wychmere Village
 7. Claddagh Pool

 - ***Misc. License/ Inspections/reviews***
 1. Muddy Mary's Event Permit
 2. Cub Scouts Temporary Food Permit
 3. 340 Queen Ann-Well Construction Permit
 4. Housing Inspection-829 Route 28 with Building and Fire

 - ***Planning Board Project Reviews***
 1. 12 Olde Homestead

2. 6 Deerfield

○ *Beach and Pond Sampling Program*

1. 43 locations of public and semi-public beaches and freshwater ponds are sampled weekly from Memorial Day to Labor Day.
2. single failure at Skinnequit- passed 2nd test so did not need to post

Meggan Eldredge

8/16/2017

IT Department activities summary – week ending 8/4/2017

- Planning/implementation for move of Harbormaster office to Cultural Center building continues. Solutions for Internet and phone service being worked with DPW (Sean) and Utility providers.
- 5 replacement computers setup and delivered to Police Department
- MUNIS Tyler Content Manager implementation planning. Work with Tyler support on new server requirements.
- Bikeways Committee retrieved Cross Alert data from road crossings. Clarification of data and means of adjusting system time stamps sought from vendor.
- Computer, email, phone, etc. setup for new Assistant Assessor.
- Problem with Outlook integration to ShoreTel Communicator being worked.
- Recovered failing system in Admin office
- New security certificate for email system purchased & installed
- Backups, Server maintenance and Antivirus monitoring ongoing

Sandy Robinson

From: Ann Steidel
Sent: Wednesday, August 09, 2017 12:06 PM
To: Sandy Robinson
Cc: Heinz Proft; Sandra Sieger
Subject: FW: Nat. Res - weekly 8/9/17

Sandy,

Here is Heinz' weekly report. It went to Sandy Sieger in error. Thx -

*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: Heinz Proft
Sent: Wednesday, August 09, 2017 11:51 AM
To: Ann Steidel <asteidel@town.harwich.ma.us>; Sandra Sieger (ssieger@harwichwater.com) <ssieger@harwichwater.com>
Subject: Nat. Res - weekly 8/9/17

Natural Resources Weekly report 8/9/2017

- * Shellfish Lab internship running at lab - plankton tow survey completed
- * Town Admin/dept update meeting - status of upcoming CPC requests
- * Submitted Agenda for next WIC meeting
- * Shellfish patrols completed on open shellfishing days
- * Eel ramp pump repaired (again) - needed a fuse - DMF assistance
- * 2016 water temperature logger data at Saq. Harbor completed and archived.

Heinz Proft
Nat. Resources Director

Sandy Robinson

From: Heinz Proft
Sent: Wednesday, August 16, 2017 11:53 AM
To: Ann Steidel; Sandy Robinson
Subject: Natural Resources Weekly report 8/16

Subject: Natural Resources Weekly report

Natural Resources Weekly report 8/16/2017

- * Completed 3rd water sampling date - Harwich Town Wide 3 of 5
- * Completed Contaminants of Emerging Concern water sampling 6 of 10
- * Completed Pleasant Bay Alliance water sampling 3 of 5
- *WIC - Wastewater Implementation meeting
- * Interview/search committee meeting for new Health Director
- *Waterways Committee meeting
- * Completed Shellfish patrols on open shellfishing days
- * Shellfish lab intake hose - clean,repair, reconnect

Heinz Proft
Nat. Resources Director



Planning Department Weekly Report: for the week of August 2nd through August 9th

- Discussed possible 40B application with two interested parties,
- Continued work on CPC application for Affordable Housing Trust,
- Coordinated with Conservation Administrator on a CPC application for potential conservation of a parcel,
- Continued research on Recreation Marijuana State Law (c. 55 of the Acts of 2017),
- Continued research on the Town's Local Initiative Program (LIP) Regulations and Procedures,
- Looked into sidewalk grants for Bank Street,
- Coordinated with CPC applicants for the Historic Commission,
- Answered questions regarding Historic Commission,
- Took in Historic Commission applications,
- Reviewed +/- 5 building permits for zoning compliance,
- Filled in for the Building Department clerk vacancy-ordering supplies, historic applications,
- Helped train temporary help in the Building Department,
- Weekly payroll and financial duties.



Planning Department Weekly Report: for the week of August 9th through August 16th

- Attended the Zoning Board of Appeals 40B hearing,
- Continued work on CPC application for Affordable Housing Trust,
- Continued research on Recreation Marijuana State Law (c. 55 of the Acts of 2017),
- Finished Planning Board staff reports for the August 22nd Planning Board Meeting,
- Looked into sidewalk grants for Bank Street- coordinated with neighboring Towns,
- Discussed potential 40B locations with Housing Committee Chair,
- Answered questions regarding Historic Commission,
- Answered general questions regarding zoning and permitted uses;
- Attended meeting on Accela,
- Reviewed +/- 6 building permits for zoning compliance,
- Filled in for the Building Department clerk vacancy-ordering supplies, historic applications,
- Helped train temporary help in the Building Department,
- Weekly payroll and financial duties.



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 7/30/17 THROUGH 8/5/17

PATROL

- 393 Calls and patrol-initiated activity logged**
 - 7 arrests
 - 2 criminal summons
 - 2 individuals placed into protective custody
- 23 motor vehicle stops resulting in:
 - 18 verbal warnings
 - 3 Written warnings
 - 2 criminal motor vehicle complaints
- 17 Motor vehicle accidents investigated
- Responded to 2 Heroin overdoses at same time and same address (both non-fatal)

ADMINISTRATION

- Chief distributed 3 Letters of commendation
- PD command staff attended FD swearing in and promotional ceremony
- PD command staff attended meeting with command staff of FD re: search and rescue coordination
- Meeting with resident re: LTC issue

COMMUNITY POLICING

- Sgt. Hutton conducted bike patrol of community center, school, tennis courts
- Motor Officer Keith Kannally handed out badges to several children admiring the police motorcycle at the music stroll
- Lt. Kevin Considine participated in Special Olympics "Tip a Cop" program at Mezza Luna in Bourne
- Officer John Larivee stopped in at football game at Monomoy

** Please note last weeks report indicated 950 calls logged. That number was in error because it included attendance items. Actual calls and patrol initiated activity for last week was 336.



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 8/6/17 THROUGH 8/12/17

PATROL

- 340 Calls and patrol-initiated activity logged
 - 11 arrests
 - 1 criminal summons
 - 3 individuals placed into protective custody

- 34 motor vehicle stops resulting in:
 - 24 Verbal warnings
 - 2 Written warnings
 - 2 Citations
 - 4 Investigations
 - 1 Criminal motor vehicle complaint
 - 1 Arrest

- 12 Motor vehicle accidents investigated

- 3 Heroin overdoses occurred (all non-fatal)
 - For the second week in a row officers responded to 2 Heroin overdoses at same time and at same address.

- Patrol Investigator Petell conducted two post OD follow-ups attempting to get people into treatment

ADMINISTRATION

- Chief attended LTC suspension / revocation legal training
- Chief attended meeting re: regional SWAT team funding

COMMUNITY POLICING

- Bike patrol ongoing
- Several HPD members attended the First Responders Breakfast at Wingate
- Lt. Kevin Considine attended recording of Citizens Academy public service message at Ch. 18
- SRO Mitchell gave emergency procedures talk to employees of community dental center located at Tech School

Recreation Department Weekly Report to the Board of Selectmen
8/6-8/12/17

- We will be sending four of our lifeguards to Newcomb Hollow Beach this Thursday for the Annual Lifesaving Competition. They will participate in a variety of skill contests relating to the lifeguarding profession
- Our summer camp field trip program went on a trip to the Cape Cod Potato Chip Factory on Wednesday. 10 campers attended along with two staff members.
- We had a great week at the beaches with good weather almost every day. Sunday the 6th was especially busy with all beach parking lots being full by 10am.
- Monday began our fourth and final two week session of summer camp, swim lessons, and tennis lessons. We have a few more weeks of our basketball clinic and our beaches will be staffed through Labor Day.
- The Brooks Park Phase 3 Improvement project is nearing its finish—the pavilion is currently being constructed by the Highway Department and the tennis practice wall was recently delivered and will also be installed by the Highway Department
- We are putting information together to put out an RFP for the new restroom facility at Brooks Park. This is part of the Brooks Phase 4 Improvement project that was funded by CPC and at Town Meeting this past May. We are looking to begin work on the restroom in the fall

Recreation Department Weekly Report to the Board of Selectmen
8/13-8/19/17

- Our Lifeguard staff did great at the Annual Lifesaving Competition at Newcomb Hollow Beach in Wellfleet. We had 9 lifeguards and one beach supervisor participate.
- We will be finishing up our summer camp program this Friday August 18th. We will be having youth “Olympics”, bouncy houses, hot dogs etc to celebrate the end of the camp.
- We have enough lifeguard and beach staff this year to keep almost all of our beaches open until Labor Day. This would include Earle Road, Cahoons Beach, Long Pond, and Red River. Typically we only have Red River open for the last week of the season.
- We just finished our in-house lifeguard certification class where we certified 6 new lifeguards who will be on staff with us for the Summer of 2018. We also just completed our in-house lifeguard recertification class for current lifeguards.
- We are putting together our Fall Youth Program brochure and plan to have it out by next week. We will be offering a wide variety of programs including soccer, flag football, indoor soccer, basketball clinics, arts and crafts; just to name a few.
- The picnic pavilion construction at Brooks Park is close to completion. We will be purchasing 3-4 picnic tables for the pavilion shortly.



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 August 5, 2017

Along with our usual daily duties and responsibilities, the following took place:

- As Tuesday was the first quarter due date, the counter was very busy, with 881 payments received totaling over \$708,000
- End of month reconciliation of all tax receivables
- Continued compiling of audit information

Weekly collections 7/30 to 8/5

Beach sticker/Transfer station access:	\$20,464.00
Tax/Water Collections:	\$5,522,554.23
Departmental turnovers:	\$750,609.86
Total:	\$6,293,628.09

Respectfully submitted,

Amy Bullock
Treasurer/Collector



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Amy Bullock
Treasurer / Collector

Nancy Knepper
Assistant Treasurer/Collector

Weekly Report to the Board of Selectmen

Week ending August 12, 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:

- Ongoing work with rep from new auditing firm, supplying information and answering questions
- Began reconciling bank statements as they arrived
- Helped several employees with retirement information and also had several new hires to process

Weekly collections 7/30 to 8/5

Beach sticker/Transfer station access:	\$15,127.00
Tax/Water Collections:	\$217,712.89
Departmental turnovers:	\$313,862.25
Total:	\$546,702.14

Respectfully submitted,

Amy Bullock
Treasurer/Collector



Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

For Week Ending: August 5, 2017

Please see the following highlights from the previous week:

- Finished M3 RTU/VFD Cabinet replacement & Service Disconnect. Moved onto M2 for replacement of roof structure, install service disconnect, and replace VFD/RTU cabinet.
- Continued Hydrant Painting
- Completed 8 water service crossovers on Riverside Drive
- Placed asphalt on all road cuts
- Switched the Corrosion Control Facility T3 from Sodium Hydroxide to Potassium Hydroxide
- Preliminary Lower County Road research for potential ATM article

Ongoing/Upcoming Items:

- 3rd Quarter VOC, Perchlorate, and Manganese sampling
- Continue Riverside Dr. Crossover project
- Working with PeopleGIS to upgrade the departments GIS & work order management software.
- WMA Permit out for public comment in the *Environmental Monitor*
- 8/23/17 Water Commission will hold a rate hearing to adopt the FY18 Water Meter pricing

Quick Stats

+18	+16.5%	-16.1%
Water Samples Taken	Weekly Change in Pumping	YTD Change in Pumping

Activities Last Week

Change Meter	9	Markouts	13
Confirm Meter Read	1	New Services	2
Customer Concern	3	Service Repair	9
Final Read	7	Turn Off Water	1
Leak at Meter	1		
Notices Left at Door	8		

Activities Statistics

	<u>2016</u>	<u>2017YTD</u>	<u>2017WTD</u>
Curb Stop Repair/Renewals	4	1	0
Frozen Water Meter/Services	23	2	0
Hydrant Maintenance/ Repairs	2	0	0
Hydrants Replaced/Installed	5	1	0
Markouts	358	174	13
New Water Service Installations	36	23	2
Property Transfer Requests	380	185	7
Renewal of Water Services	34	34	0
Seasonal Turn On/Off	1171	604	1
Water Main Repairs	3	4	1
Meter Changes	706	290	9
Meters Installed	36	16	2
Service Repairs	104	16	9



Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

For Week Ending: August 12, 2017

Please see the following highlights from the previous week:

- Demo Well M2 electrical service, VFD, & RTU Cabinet. Build new supporting structure & Roof for M2 VFD/RTU.
- Continued Hydrant Painting
- Completed 8 water service crossovers on Riverside Drive, and 1 Emergency water service
- Completed 3rd Quarter VOC, THM/HAA, and Perchlorate sampling
- Met with DCI Inc. regarding Lower County Rd. Engineering.
- Lothrop Tank project punch list review with Engineer

Ongoing/Upcoming Items:

- Finish Riverside Dr. Crossover project, then moving to Neel Rd.
- Continue Lower County Rd. project engineering
- Receive SCADA upgrade equipment
- Working with PeopleGIS to upgrade the departments GIS & work order management software.
- 8/23/17 Water Commission will hold a rate hearing to adopt the FY18 Water Meter pricing

Quick Stats

+33	-13.5%	-16.3%
Water Samples Taken	Weekly Change in Pumping	YTD Change in Pumping

Activities Last Week

Change Meter	20	Notices Left at Door	28
Confirm Meter Read	3	Markouts	11
Customer Concern	4	Service Repair	5
Final Read	10	Test Meter	1
Gate Valve Repair	1	Turn Off	1
Leak at Meter	2	Valve Repair	1

Activities Statistics

	<u>2016</u>	<u>2017YTD</u>	<u>2017WTD</u>
Curb Stop Repair/Renewals	4	1	0
Frozen Water Meter/Services	23	2	0
Hydrant Maintenance/ Repairs	2	0	0
Hydrants Replaced/Installed	5	1	0
Markouts	358	190	11
New Water Service Installations	36	23	1
Property Transfer Requests	380	204	10
Renewal of Water Services	34	34	0
Seasonal Turn On/Off	1171	604	0
Water Main Repairs	3	4	0
Meter Changes	706	315	20
Meters Installed	36	23	1
Service Repairs	104	21	5