

SELECTMEN'S MEETING AGENDA*

*Griffin Room, Town Hall
732 Main Street, Harwich, MA
Regular Meeting 6:30 P.M.
Monday, September 18, 2017*

REVISED 9/14/17

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
 - 1. July 3, 2017 Regular Session
 - 2. September 5, 2017 Regular Session
- B. Approve application for Road Race by Fall 50 Cape Cod to be held on September 30, 2017
- C. Approve the appointment of additional Election workers per the request of the Democratic and the Republican Town Committees
- D. Accept the resignation of Robert Aron as a member of the Council on Aging
- E. Approve the appointment of James Hilliard as a full member of the ZBA from an alternate position
- F. Approve the award of contract for the Saquatucket Marina landside project to Eastward Companies in the amount of \$2,797,338

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

- A. Annual Meetings with the Selectmen:
 - 1. Community Center Facilities Committee
 - 2. Council on Aging

VII. **OLD BUSINESS**

- A. Wastewater Governance - discussion
- B. Wastewater Implementation Committee - Charge revisions

VIII. **NEW BUSINESS**

- A. Refer alleged violation of Liquor/Entertainment License to Administrative Officer to conduct hearing

IX. **TOWN ADMINISTRATOR'S REPORT**

- B. Departmental Weekly Reports – September 11-18

X. **SELECTMEN'S REPORT**

- A. Professional Public Meetings

XI. **ADJOURNMENT**

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

Authorized Posting Officer:

Posted by: _____
Town Clerk

Sandra Robinson, Admin. Secretary

Date: _____
September 14, 2017

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, SEPTEMBER 5, 2017
6:30 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark, Atty John Giorgio, Chief Clarke, Carolyn Carey, Aly Sabatino, Anita Doucette, Larry Cole, Cyndi Williams, Richard Waystack, Erin Orcutt, Mary Maslowski, Chris Joyce, and others.

Chairman MacAskill reported that the Board had just come out of Executive Session where they discussed a land purchase and the recent Land Court decision on the Congregational Church.

Chairman MacAskill called for a moment of silence on the passing of Bill Reuss, Small Equipment Operator for DPW.

WEEKLY BRIEFING

Mr. Cole reported that CVEC voted to increase the cap on legal expenses due to the Eversource rate case. He noted that CVEC voted unanimously in favor of requesting a half cent adder in FY19 so Ms. Argo will likely be coming with that request. He responded to questions from the Board.

Chief Clarke reported on the upcoming 9/11 ceremony.

Mr. Waystack invited the Board to meet the new Council on Aging Director next Tuesday from 2-4 p.m. at the Community Center.

Ms. Goodwin reported that Paul Coughlin is retiring from the volunteer crew at Channel 18 after 17 years and she invited the Board to his farewell gathering on August 22 from 9-11 a.m.

Ms. Williams of the Chamber of Commerce reported on the upcoming Cranberry Festival events including the parade, fireworks, and business expo.

Mr. Waystack reported that the Friends of the COA will be sponsoring a dinner and dance on October 20 at the Sea View in Dennis.

Ms. Orcutt, Business Administrator for Cape Cod Regional Technical High School (CCRTHS), stated that the packet materials provided by Attorney Giorgio are confusing regarding the vote on October 24, as there are many references to CCRTHS deciding, electing or opting to use mechanics of the vote, with the vote being Chapter 71, Section 16N and this is unusual as most regional agreements use Chapter 71, Section 16D. She clarified that Chapter 71, Section 16D calls for a town vote whereas Section 16N is a ballot vote. She pointed out that CCRTHS is not choosing or opting to use this method to conduct that vote but simply using their regional agreement which was established before their construction in 1975.

Ms. Joyce reported that the Voter Information Committee will host a discussion on the CCRTHS construction on October 3 which will be shown on Channel 18.

CONSENT AGENDA

- A. Approve Minutes –
 - 1. May 1, 2017 Regular Session
 - 2. May 30, 2017 Executive Session
 - 3. June 19, 2017 Executive Session
 - 4. July 10, 2017 Regular Session
 - 5. July 24, 2017 Regular Session
 - 6. August 7, 2017 Regular Session
- B. Confirm the offer of employment to Dean Langlois to the position of Greenskeeper II for Golf Dept.
- C. Accept gift of \$10,925 from the Ora Gaylord Arooth Trust for the Community Center and authorize Chair to sign acceptance letter

Mr. Ballantine moved approval of Consent Agenda Items A2 through A6, and Items B and C. Ms. Brown seconded the motion and the motion carried by a unanimous vote. Mr. Ballantine moved approval of Item A1. Ms. Brown seconded the motion and the motion carried by a 3-0-2 vote with Mr. Howell and Mr. Ballantine abstaining from the vote.

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

- A. KP Law update on sale of marijuana ban – John Giorgio

Mr. Giorgio addressed the Board with the following statement:

On the 28th of July the Governor signed the new marijuana law which was intended to address some of the ambiguities and issues that came up in terms of the law that was approved at the ballot last November 4th and as Chris said there are some significant changes that were made to the law and in particular the law now distinguishes between towns that voted in favor of retail marijuana and those that voted no. Because Harwich voted no, should the Town wish to ban retail marijuana establishments, you would have to only enact a zoning by-law at Town Meeting. If you had voted in favor of marijuana last November, then you would also have to have a subsequent ballot question plus the zoning by-law. So in terms of what your options are, the law essentially allows you first to enact the zoning by-law that would ban retail marijuana establishments altogether, that's your first option. The second option would be to limit the number of retail marijuana establishments to 20% of your off premises alcohol licenses and then thirdly you, and I don't think this is actually relevant right now in Harwich, but you can also limit the number of retail establishments to fewer than the number of medical marijuana dispensaries that operate in the Town and I don't believe you had any applications for that. So that would be if you want to limit or ban retail marijuana establishments and the Attorney General takes the position, because the law is not entirely clear on this, but takes the position that you would have to enact a zoning by-law. We're actually recommending that if you choose to pursue that route that you also enact a general by-law as well in order to address some potential issues with grandfathering, zoning freezes and that kind of thing. Short of banning marijuana retail sales, the Town has the option to enact a zoning bylaw that would regulate what's called the time, place and manner, so just as you do with other forms of retail or other uses you could limit the location of marijuana establishments to certain zoning districts, you could do it by an overlay district, you could certainly require a special permit issue before a building permit could issue for a marijuana establishment and those are all options that, and a lot of towns are pursuing that, to make sure that these establishments are located in the appropriate location within the Town. I would also point out that as of last Friday there is now a five-member Cannabis Control Commission and that Commission

Board of Selectmen minutes
September 5, 2017

has to start accepting applications by March 1st of next year and to enact regulations in that same time period, so there are a number of unanswered questions in terms of how this new Commission will regulate the sale of marijuana and we're going to just have to wait and see what those regulations provide so if you have a question tonight and I can't answer it because we haven't seen those regulations, I certainly hope you'll understand. Now just to set the table here in Harwich, at last annual Town Meeting you voted a zoning amendment to create a moratorium on the location of retail marijuana establishments, and that moratorium extends through July 30, 2018 so you certainly have time here in Harwich to decide what you want to do. If you do want to enact a zoning by-law that either regulates the location or if you want to ban marijuana in some fashion, you could certainly do that at the next annual Town Meeting in May. Should an application be filed in the interim with the Cannabis Control Commission, the way the process works is the Town will be notified and you'll be given an opportunity to provide comments to the Commission, if you want to oppose it obviously you have a zoning moratorium in place, you may or may not have a zoning by-law proposed for the May Town Meeting, but the only thing we would caution the Town is we would want to make sure that whatever you decide to do that that be in effect before June 30 of 2018 so that there's no gap, if you will, in terms of the Town's regulatory scheme. So one of the things you might want to consider in addition, for example, if you wanted to ban marijuana, you might want to consider extending the moratorium as well so you would avoid any gap in terms of the prohibition. The Attorney General has been quite open about approving the zoning moratorium through December 31, 2018 but not beyond but that is certainly an option the Planning Board could also consider. The one other thing I would mention is that the new law provides a local acceptance statute that allows you to tax the retail sale of marijuana. I believe the state tax went up, I want to say it's 10.45% thereabouts. If Town Meeting adopts the local acceptance statute, you can assess a 3% tax on the sale of retail marijuana here in Harwich.

Mr. Giorgio took questions from the Board regarding tax assessment, by-laws, and timeline. Mr. Giorgio encouraged the Board to read the update he submitted. Chairman MacAskill said he intends to bring this back mid-October or early November and at that time they'll have a vote on whether or not they are going to allow it or whether to create a zoning by-law. He asked the Board to put their thoughts together.

B. KP Law update on funding of assessment for Cape Tech building project – John Giorgio

Mr. Giorgio addressed the Board with the following statement:

I would like to address the comment that was made during Public Comment. That's absolutely correct. In the regional agreement that governs Cape Cod Tech, the process for approving debt is under the procedure for a district wide election. So Mr. Clark at first asked us about how this process would work and I think the concern was that for a Town like Harwich obviously it is a significant increase in your assessment (Mr. Clark clarified that it is \$685,000) which raised the issue of the debt exclusion in order to be able to fund the assessment should the question pass without necessarily targeting other programs. So the process under the statute when you have a Town Meeting vote, and this is what you did with Monomoy, you approved the debt contingent on the passage of a debt exclusion, and if that debt exclusion didn't pass then you were deemed to have disapproved the debt. Under this procedure for the Tech, you don't have the same ability to make the vote contingent on a debt exclusion but what you can do is you can have a separate debt exclusion question that isn't tied necessarily to the vote approving the debt but it will allow you to exempt your assessment from Prop 2 1/2. So the question comes up, do you want to sponsor a debt exclusion vote at some point and assuming the answer to that question is yes then the question becomes what is the timing of that. So one option my understanding is, certainly if I'm wrong I would like to be corrected, but my Board of Selectmen minutes
September 5, 2017

understanding is that if this passes on October 24th you're not actually going to see the assessment until I believe it's fiscal year 2020. So you do have time deal with the financing portion of this if the question passes which means that you could potentially wait until your annual election in May to put your debt exclusion question on the ballot. That gives you plenty of time to plan for the impact of this should the debt exclusion not pass. The other option would be to do the debt exclusion on the very same day of the district wide election which is October 24th. Now, it can't be on the district ballot because only the Selectmen can place a Prop 2 1/2 question before the voters, so what we've been discussing with Anita and with Chris is the possibility of having a separate Town election held on the same day as the districtwide election and if you choose to do that there are some logistical issues that the Town Clerk will have to deal with, and I'll let Anita address those directly to the Board, but it certainly is possible for you to do that, to have both a districtwide election and the local Town election on the same day, i.e. October 24th, and there are certain I think advantages and disadvantages to both but that's why you guys get paid the big bucks to make these decisions.

Mr. Clark recommended the two elections be co-terminus. He stated that it is an important project but his concern as Town Administrator is that we need to be able to pay for it in a responsible manner and not leave ourselves in a precarious financial situation. Mr. Howell commented that he wanted assurance that the people who are going to pay for it are going to act upon it and said that down the road the agreement should be altered to look like a typical regional agreement. Mr. Ballantine commented that "it is what it is" and if it passes, then we are obligated for it.

Mr. Giorgio took questions and comments from the Board. Mr. Ballantine and Chairman MacAskill said they were in support of a double ballot. Chairman MacAskill said he would bring it back next week with the ballot question.

OLD BUSINESS

A. First Congregational Church v. Cemetery Commission decision

Mr. Clark provided a brief history of the litigation. Chairman MacAskill announced that tonight the Board voted that they had no interest in appealing the decision of the Land Court. He noted that they instructed the Town Administrator to meet with the Pastor of the Church to discuss ongoing maintenance and other issues related to this.

B. Visiting Nurse Association's FY18 Contract – authorize Chair to sign

Mr. Howell moved to authorize the Chair to sign the contract. Ms. Kavanagh seconded the motion. Ms. Eldredge responded to questions from Mr. Ballantine regarding services provided and amount of contract spent in the past. The motion carried by a unanimous vote.

C. Housing Authority Charge and discussion of meeting held on July 10th in regard to Middle School housing and CPC conversation

Chairman MacAskill noted that Ms. Urbano did not respond to his invitation to be here tonight but sent corrected minutes to their meeting of July 25. He commented that he finds this interesting as Mr. Stewart takes the minutes and there was no discussion about changing the minutes. He said he would bring this back when Ms. Urbano can attend and questioned why they are talking about housing at the Middle School when the Board has come back with a two year use plan for the building. Mr. Howell stated that Ms. Urbano alleges that she went back to the State and they're fine with this. He expressed frustration that 12 lines of new business was considered properly noticed by the State simply by Board of Selectmen minutes

indicating “New Business.” He stressed that people didn’t have the opportunity to decide if they wanted to attend the meeting. Ms. Kavanagh said it would be good for the Housing Authority to come in and explain their charge and agreed that housing at the Middle School building shouldn’t be a topic of discussion for them. Mr. Ballantine indicated that it was more concerning that it wasn’t properly noticed than that they had the conversation. Chairman MacAskill said he would bring this item back.

D. Municipal Revenue and Economic Development Committee Charge

Ms. Brown questioned where the changes to the charge came from and stated that she still didn’t agree that the Chamber should be a voting member. She questioned where the language reference to the Town Planner came from and Mr. Clark responded that the Board had discussed it. He also stated that there was a split decision about the Chamber having voting rights. Ms. Brown stated that we have a liaison to the Planning Board so she doesn’t know that the Town Planner needs to be involved. Chairman MacAskill and Mr. Ballantine disagreed and stressed that staff support is vital. Mr. Ballantine said he would like them to look at efficiencies such as regulatory impacts as well as revenue generation. He stated that he wants to see the Chamber as being a voting member. Chairman MacAskill agreed with Ms. Brown on the Chamber not being a voting member and commented that it is in place to support business but we should work hand in hand and keep them informed. He stated that the Town Planner should be overseeing this. Ms. Kavanagh agreed with Ms. Brown and Chairman MacAskill said that the Chamber should not be a voting member. Mr. Howell agreed with Mr. Ballantine’s remarks but added that there should be a comment in the charge about assessing revenues versus obligations that might be occurred. Chairman MacAskill asked the Board to send their ideas so they may bring back a completed document.

NEW BUSINESS

- A. Request by the Housing Committee Chair to address the matter of a member’s non-attendance at Housing Committee meetings

Chairman MacAskill recommended turning this over to the Interview Committee and the Board agreed.

- B. Support for passage of An Act Regulating and Insuring Short-Term Rentals

Ms. Kavanagh stated that she would not support this and she doesn’t agree with taxing primary homeowners who rent their homes. She added that she couldn’t see how it could be uniformly enforced. Mr. Ballantine noted that this has come up at Town Meeting and failed and he is concerned about the regulatory aspects. Ms. Brown stated that she supports this 100% as a lot of our B&B’s are not at full capacity and it is hurting our local businesses. She commented that it is free income for people and that isn’t fair. Mr. Howell stated that this has been to Town Meeting twice, it still has major holes in it, and people are already paying income taxes, real estate taxes and in some cases personal property taxes. Chairman MacAskill said he would not support this as it is written now. The consensus of the Board was not to support this.

- C. Award of design contract for Fire Station 2 to Kaestle Boos in the amount of \$310,000

Mr. Clark stated that Town Meeting approved \$310,000. He reported that they met with Kaestle Boos to negotiate a contract and they came back with \$266,760 which gets us through design and bidding but not to construction and administration. Chief Clarke reported that the Committee worked diligently, they reviewed 6 proposals, selected 4, and in his estimation Kaestle Boos was the clear

choice and the committee unanimously agreed. He noted that they built the Police Department and renovated the present Fire Station. Ms. Kavanagh to award the AIA contract to Kaestle Boos in the amount of \$266,760. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

D. Water Commission meeting August 23, 2017 - discussion of governance of wastewater

Mr. Clark reviewed his memo to the Board dated August 23, 2017 regarding his meeting with the Water Commission (see attached). He said he would like to task Mr. Giorgio with drafting the necessary Charter changes to formulate a Water/Wastewater Commission and to also form the Enterprise Fund. He stated that he hasn't received any negative feedback from the Water Commissioners but would follow up. He asked the Board's approval to head in this direction. Mr. Howell, Ms. Brown and Ms. Kavanagh supported the move in that direction. Mr. Ballantine said he was in general agreement but would like it clarified that the Board has clear responsibility for the CWMP and questioned if, in terms of implementation and design, we need a contract engineer to tackle that phase before it goes into operation. He said we are one person short of having adequate staff support and he would like it to show up in a simple organization chart. Mr. Clark stated that the first item is already in there and Mr. Ballantine responded that he wanted it to be clearer. With regard to Mr. Ballantine's second comment, Mr. Clark stated that Chatham has their engineer working with the outside consultant whereas we have a more team approach and when necessary he brings in Mr. Cafarelli or Mr. Pelletier to provide assistance. He stated that the real work on designing goes to CDM Smith and we already have a contract with them. He commented that he isn't sure what that person would do and it would likely cost \$100,000 per year. The consensus of the Board was for Mr. Clark to move forward with this. Chairman MacAskill asked the Board to send Mr. Clark their comments. He added that he is going to bring forward an item to dissolve the Wastewater Implementation Committee. The Board took questions from Sharon Pflieger.

E. Letters of Agreement with CDM Smith for Cold Brook and Wastewater Implementation

Mr. Clark provided an overview of the Letters of Agreement with CDM Smith dated July 21, 2017 for the following:

1. Professional Services Related to Natural Nitrogen Attenuation Project at Cold Brook in an amount not to exceed \$35,000
2. Professional Services Related to Wastewater Implementation Services in an amount not to exceed \$20,000

TOWN ADMINISTRATOR'S REPORT

A. Planning Board priorities

Mr. Clark outlined the Planning Board priorities resulting from the prior week's meeting with the Planning Board and noted that the asterisked items are the primary priorities (see below). Chairman MacAskill concurred that the list is accurate.

- 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 Town's Local Initiative Program (LIP) Regulations and Procedures *
- Review and revise the Commercial Village Overlay District zoning, Harwich Port

- Start new Comprehensive Plan by reviewing the scope of work, estimated time and costs *
- East Harwich zoning
- Research and inspect highly trafficked sidewalk areas for ADA non-compliance

Mr. Ballantine provided an article from the Cape Cod Times regarding accessory apartments which Mr. Clark said he would scan and send to all Board members.

B. Wastewater Status Report – update on Cold Brook design/partnership and Phase 2 survey work

Mr. Clark reported that this is an ongoing process and we will see more details in the December/January timeline.

C. Golf Department – 2017 Customer Service Survey

Mr. Clark noted that the recent Golf Department Customer Service Survey has been provided per Ms. Brown's request.

D. Staffing Plan / Housing Court

Mr. Clark reported that only 2 positions are still waiting to be filled out of the recent 18 vacancies. He explained that the State has funded an additional Housing Court judge so they are looking at coming down and meeting in Barnstable to do Housing Court related issues on the Cape.

E. Departmental Weekly Reports

Mr. Ballantine asked about the extent of the vandalism at Bank Street Beach. Mr. Clark responded that he would follow up with Mr. Hooper. Chairman MacAskill stated that there have been a lot of positive comments on the weekly reports and it is a great way to showcase the work we do.

SELECTMEN'S REPORT

A. Vacancy Listing

No action was taken on this item.

ADJOURNMENT

Ms. Brown moved to adjourn at 8:55 p.m. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary



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 Fall 50 Cafe Cod PHONE 508 681 9949
 BUSINESS ADDRESS 79 A River Rd. Mashpee Mt 02649
 MAILING ADDRESS Same

PLEASE STATE THE PURPOSE FOR WHICH LICENSE/PERMIT IS REQUESTED To place a 10 x 20 tent on Harwich Property at Sagvauocket Harbor and request use of 10-20 parking spaces from 10am - 1pm on Sept 30

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

DATE 9/30/17
 TIME 9am - 2pm
 ROUTE/LOCATION See attached

(please use reverse side if necessary)

[Signature]
 Signature of Applicant

Director Fall 50 Cafe Cod
 Title

Social Security Number of Federal Identification Number

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 HERBIN HAVE BEEN REVIEWED AND APPROVED BY:

H. Ken Cerdin 9/7/17
Police Department Date

[Signature] 9/12/17
Recreation & Youth Commission Date

[Signature] 9/7/17
Hudson River Date

Building Commissioner Date

Board of Health Date

[Signature] 9/7/17
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 _____

COURSE APPROVAL – LEG 5

JURISDICTIONAL AUTHORITIES:

- Brewster Police Department, 631 Harwich Rd, Brewster, MA 02631, (508) 896-7011
- Harwich Police Department, 183 Sisson Rd, Harwich, MA 02645, (508) 430-7541
- Massachusetts State Parks Department
- Chatham Bikeways Committee

RUNNER ROUTE:

- Follow the CCRT trail southbound for 5.0 miles before reaching the roundabout where the CCRT and the Old Colony Rail Trail (OCRT) meet up.
- Follow the OCRT northeast for 1.0 to Brooks Park where the rest station and exchange are located just off of the bike trail on the grassy area in front of the parking lot for the tennis courts.

SUPPORT VEHICLE ROUTE:

- Exit Stony Brook Elementary School turning right on Underpass Road.
- Turn right on Route 137 (Long Pond Road).
- Where the road splits, turn left on Tubman Road.
- Turn left on Route 124 (Harwich Road) which becomes Pleasant Lake Avenue.
- Continue south for 4.5 miles to Old Colony Road in the Town of Harwich.
- Turn left Old Colony Road and drive just 0.25 miles east.
- Turn left on Oak Street and continue north for 1/4 mile to the entrance to the tennis courts at Brooks Park.
- Park near the tennis courts.

POLICE STAFFING NEEDS:

- There are SIX crossings of the support vehicle route by the runner route, however, most of them should require no police assistance.

TIMELINE: 9:15 am – 2:00 pm

COURSE APPROVAL – LEG 6

JURISDICTIONAL AUTHORITIES:

- Harwich Police Department, 183 Sisson Rd, Harwich, MA 02645, (508) 430-7541
- Chatham Bikeways Committee

RUNNER ROUTE:

- Start at the OCRT at Brooks Park
- Follow the OCRT for 2 miles to Depot Road.
- Turn right on Depot Road, running on the northbound side of the road against traffic.
- Head south on Depot road for 0.5 miles to Route 28 (Main Street) and turn right, running westbound on the south (eastbound) side of the road against traffic.
- Head westbound on Route 28 for 1.25 miles rest station and exchange zone will be on the left at the Saquaquacket Harbor Municipal Parking Area

SUPPORT VEHICLE ROUTE:

- Exit the tennis court parking area left (southbound) on Oak Street.
- Turn right on Route 39 (Main Street).
- Head west and turn left on Route 124 (Sisson Road).
- Head southwest on Route 124 to Route 28 (Main Street).
- Turn right on Main Street and head west to the Saquaquacket Harbor Municipal Parking Area
- Turn right at the parking area across from the Saquaquacket Harbor Municipal Parking Area

POLICE STAFFING NEEDS:

- Depot Road and Main Street to facilitate runner crossing.

TIMELINE: 10:00 am – 2:00 pm

REST STATION 6

LOCATION: Saquaquacket Harbor Municipal Parking Area, Main St., Harwich, MA

PERMIT CONTACT: Town of Harwich

WHAT WE ARE REQUESTING:

- Use of the parking area rest station and relay exchange zone.
- Permission to erect one tent on the grassy area on Friday, September 29th and remove them on Monday, October 2nd (5 days):
 - 10' x 20' Runner Support tent
- Permission to place two porta-potties in the parking lot.

Event Date: Saturday, September 30th

Hours: 10:30 am – 3:00 pm

CERTIFICATE OF INSURANCE

PRINT DATE: 9/7/2017

CERTIFICATE NUMBER: 20170906556664

AGENCY:

ESIX, a division of Integro USA Inc.
d/b/a Integro Insurance Brokers
2727 Paces Ferry Road, Building Two, Suite 1500
Atlanta, GA 30339
678-324-3300 (Phone), 678-324-3303 (Fax)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

NAMED INSURED:

USA Track & Field, Inc. Fall 50 LLC
130 East Washington Street, Suite 800
Indianapolis IN 46204

INSURERS AFFORDING COVERAGE:

INSURER A: Philadelphia Indemnity Ins. Co. NAIC #: 18058
INSURER B: Philadelphia Indemnity Ins. Co. NAIC #: 18058

EVENT INFORMATION:

Fall 50 Cape Cod (9/30/2017 - 10/1/2017)

POLICY/COVERAGE INFORMATION:

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

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	PHPK1569618	11/1/2016 12:01 AM	11/1/2017 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$3,000,000
	<input checked="" type="checkbox"/> Participant Legal Liability				EACH OCCURRENCE \$1,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.) \$1,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$1,000,000
					PRODUCTS-COMP/OP AGG \$3,000,000
B	UMBRELLA/EXCESS LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	PHUB581340	11/1/2016 12:01 AM	11/1/2017 12:01 AM	EACH OCCURRENCE \$10,000,000
					AGGREGATE (Applies Per Event) \$10,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is an additional insured per the following endorsement: Additional Insured - Certificate Holders (Form PI-AM-002)

The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 00 01)

The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).

Excess policy follows form of underlying General Liability.

CERTIFICATE HOLDER:

Town of Harwich
721 Main Street
Harwich MA 02645

NOTICE OF CANCELLATION:

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

AUTHORIZED REPRESENTATIVE:

Ann Steidel

From: Matt Auger <matt@falmouthroadrace.com>
Sent: Monday, September 11, 2017 8:15 AM
To: Ann Steidel
Subject: Fall 50 Cape Cod permit process
Attachments: Event Notification Revised.doc; AccessPermitApplication2013.pdf; Event ApplicationProcedures.pdf

Ann,

Below is the email sent by DOT regarding permitting for use of Rt. 28. If this is sufficient, the only remaining item needed from me is the tent permit from the building commission- a process that is currently under way.

Do you need anything else?

Thank you again for your assistance!

-Matt

----- Forwarded message -----

From: Cira, Aidee (DOT) <Aidee.Cira@dot.state.ma.us>
Date: Fri, Sep 8, 2017 at 12:34 PM
Subject: RE: Fall 50 Cape Cod Relay race on Cape cod- Rt 28
To: Matt Auger <matt@falmouthroadrace.com>
Cc: "Vicira, Daniel (DOT)" <daniel.vicira@state.ma.us>, "Berthiaume, Nicole M. (DOT)" <nicole.m.berthiaume@state.ma.us>

Matt,

I am including in this email the information related to how to apply for an access permit and what needs to be submitted to our District. This information includes, a description of the event, a sketch of the route(s), sign offs from the various locals entities (Town, Police, Fire), including a traffic management if there is any impact on the Traffic.

When the District issues a permit, something that is looked at is the purpose of the event. Our District currently issues several permits for large events at the Cape throughout the year, many of these have been issued for as long as I remember and most of these events are organized by non-profit organizations. Some of the challenges that our District faces from time to time, is the coordination of many of these events. The month of September is for sure a busy time and many of these events take place during this month.

For this specific event that you are organizing, there is a relatively small amount of participants and looks like traffic will not be impacted. If this is the case, I do not think that you need an access permit from our District. However, you definitely need to check with the Towns if they think there may be any issue with other events at the Towns.

I will discuss this with our Department, and if there is any additional feedback to this, I will let you know.

Thank you,

Aidee Cira

MassDOT, Highway Division

District 5 Highway Maintenance Engineer

1000 County Street

Taunton, MA 02780

508-884-4306

--

Matt Auger

Fall 50 Cape Cod

Cell:(508)-681-9949

Peter Hughes, Chairman
Republican Town Committee
41 Martha's Lane
PO Box 54
South Harwich, MA 02661

September 12, 2017

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

To the Honorable Board of Selectmen

Please add the following name to the election workers to help with
the Election to be held on October 24, 2017

Roberta Winston 512 Route 28, Harwich Port,

Thank you for your consideration

Respectfully

Peter Hughes, Chairman
Harwich Republican Town Committee

PC: Anita N. Doucette
Town Clerk

Anita Doucette

From: Linda Hughes <phughes41@comcast.net>
Sent: Tuesday, September 12, 2017 12:54 PM
To: Anita Doucette
Subject: Re: Question

Hello Anita,

Please be advised that Roberta Winston is to be added to the election workers list for the special elections to be held October 24, 2017.

Best regards,

Peter Hughes

Chairman

Harwich Republican Town Committee

Sent from my iPad

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

September 12, 2017

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

To the Honorable Board of Selectmen

Please add the following election workers to help with the Election to be held on October 24, 2017.

Donna Tavano	500 Route 28, Harwich Port
Dean Panko	32 Long Pond Drive, Harwich

Thank you for your consideration.

Respectfully,



Raymond C. Gottwald, Chairman
Harwich Democratic Town Committee

Pc: Anita N. Doucette
Town Clerk

Anita Doucette

From: Robert Aron <shrinkitty0311@gmail.com>
Sent: Tuesday, September 12, 2017 6:34 PM
To: Anita Doucette
Subject: Re: Forwarding Dr. Aron email on COA

Dear Ms. Doucette, MMC/CMMC-

As requested, I am hereby formally notifying you that I am resigning from the Council on Aging due to unforeseen circumstances. I wish you and the Board all the best in your endeavors.

Respectfully,

Robert D. Aron, Ph. D



On Sep 12, 2017, at 5:28 PM, Anita Doucette <adoucette@town.harwich.ma.us> wrote:

Mr. Aron

Would you please do me a favor and send a new email stating that you are resigning from the Council on Aging, this resignation should be addressed to me, I will then place your formal resignation with the Board of Selectmen

If you have any questions please feel free to contact me.

Regards

Sandy Robinson

From: Shelagh Delaney
Sent: Thursday, September 14, 2017 10:23 AM
To: Sandy Robinson; Ann Steidel
Subject: ZBA Member James Hilliard

Dear Sandy and Ann,

The ZBA Chair, David Ryer asked me to connect with you regarding placing the acceptance of James Hilliard as a full member on the BOS Agenda.

Let me know if there is a problem with that or if you need anything further.

Thanks,

Shelagh Delaney
Executive Assistant
Building Department
Town of Harwich
732 Main Street
Harwich, MA 02645
(508) 430-7506

CONTRACT AGREEMENT
SAQUATUCKET HARBOR LANDSIDE REDEVELOPMENT

THIS AGREEMENT made this 18th day of September, 2017, between the Town of Harwich, Massachusetts, hereinafter called the "Owner" and Eastward Companies, 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 redevelopment of the Saquatucket Harbor Landside facility in Harwich Massachusetts, as shown on plans dated June 30, 2017 prepared by Brown Lindquist Fenuccio & Raber Architects, Inc 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 on the Harbormaster Building and Boardwalks/Walkways to Substantial Completion by May 25, 2018, and work on the Harbormaster Garage Building to Substantial Completion by June 29, 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 Two Million Seven Hundred Ninety Seven Thousand Three Hundred and Thirty Eight Dollars (\$2,797,338).

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.

COPY

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:

Eastward Companies

Signed By:

Print Name

Date:

THE TOWN:

Harwich Board of Selectmen

ATTEST:

Name: _____

Title: _____

Enclosures: (1) Project Manual specifications dated June 30, 2017
(2) Construction Drawings dated June 30, 2017

August 30, 2017

The Facilities Committee is pleased to provide the Board of Selectmen with a mid-year update on the essential work and services provided by the Community Center. We also are eager to share our short and long range goals as we look toward and prepare for the future of the Center. We have included our charge as voted in 1998 STM, Article 5.

The Community Center serves many critical functions for the Town and for all members of our local and surrounding communities. We host many town-wide events, notably our annual Town Meeting and town election, as well as holiday events, service opportunities, and educational activities. In addition to our larger annual events, we also offer recreational, entertainment, special interest, and support services year-round on a daily basis as well as specialized care and opportunities for youth, seniors, and veterans.

Further, a huge variety of clubs and organizations, class instructors, and community members use the building for their meetings, events, classes, and other activities. In providing space and resources for these groups, the Community Center is able to support local groups and to encourage community-building and involvement among our residents. These classes and programs provide an invaluable opportunity for members of our community to build lasting relationships, to find and develop their interests, and to learn new skills. We are always working to better support and promote the existing groups using the Center and to expand our offerings and outreach to meet all community interests and needs.

We are excited to announce that the Community Center celebrated its 17th birthday in February! We are proud to have reached this milestone and we remain steadfast in our commitment to the mission that has guided our actions and priorities since the building first opened.

Consistent with years past, the Community Center has had a highly successful year to date. We continue to expand our programming and our efforts to benefit a growing number of individuals and groups in our community. We continue to collect data concerning the monthly usage of the Center. The numbers in the table below show the monthly usage breakdown for the first six months of the 2017 calendar year.

January:	9,264
February:	10,761
March:	10,027
April:	9,564
May:	10,796
June:	9,553
July	12,569
August	9,681

In addition to the counts detailed above, one of our five activity rooms is used by the Treasurer's Department in June and July for beach and transfer station sticker sales. This room is taken offline to all other rentals for this time period. During this time, thousands of additional people make use of the Center for the purpose of buying stickers. These thousands of additional patrons are above and beyond the numbers listed above.

As has been true in past years, the Community Center Weight Room continues to be one of our most popular resources available to Harwich residents. We have an ever-increasing number of sign ups, as people take advantage of one of the multiple membership options we offer. These membership types include daily, weekly, monthly, seasonal, and full-year options. All Weight Room memberships run on the Town's fiscal year calendar. Since July 1, 2017, there have been 178 individuals who have purchased one of our memberships and more people are joining each and every day. These sign-ups have brought in approximately \$21,000.00 in revenue. Further, we continue to function as a Silver Sneakers location which gives seniors with this Medicare supplement program access to our Weight Room without any out-of-pocket cost. Members of this program continue to express their gratitude for this service.

Jill Brown, a certified personal trainer, continues to offer free drop-in appointments for Weight Room members every Monday morning. She works to show people how to correctly and safely use our Weight Room equipment. She also helps members craft individualized workout plans based on their needs and goals. She functions to make our facility a safer and healthier place and her services have increased the satisfaction and confidence our of Weight Room users. We and our members are very thankful for her continued assistance. Jill works 2 hours a week in our weight room and to date has made \$324.00 for two months work.

Our two certified passport agents, Carolyn Carey and Samantha Estabrook, continue to meet a high community demand for passport services. This service meets a significant and continuously-growing community need. On a national level, passport numbers are tracked from October 1 through September 30 in a given year. From October 1, 2016 through August 31 2017 the Community Center has processed 387 new passport applications and has assisted many others with the renewal process.

This year, Community Center Director Carolyn Carey, in conjunction with the Harwich Police Department, accomplished a major goal for the facility by having six new security cameras installed on the exterior of the building. The purchase and installation of these cameras was fully grant-funded and so filled a significant need without passing on any additional cost to the Town and taxpayers. These new cameras greatly increase the security of the building and provide much needed 360⁰ coverage of the facility.

This year marks the first full year with our updated room use fee schedule (approved in September 2016) in place. The fee increase marks the first of its kind since 2011. These moderately increased fees have helped to offset the ever-increasing costs associated with operating the building without rising so much as to be prohibitive for individuals and groups looking to use the building.

This summer marks the second year of dedicated maintenance and care of the gardens on the exterior of the Community Center. This work has been spearheaded by Community Center patron Toni Hollingsworth who has assumed the role of Head Volunteer for the gardens. She brings many years of professional and educational experience to her work and has contributed countless hours to the restoration and beautification of our gardens. She and the other volunteers working with her have performed hours upon hours of weeding, watering, planting, and the spreading of compost and mulch. As an exciting note, the volunteers working with Toni this summer have ranged from ages 12 to 100!

We are continuing in our efforts to host multiple large annual events and celebrations. This past April, we again held our annual egg hunt. This year, we held the hunt in the field in front of the former Harwich Middle School and we had well over 300 children come to seek out more than 7,000 eggs and many other fun prizes. This was a fun and safe event for so many of our local families.

Earlier in August, we held our eighth annual Community Yard Sale on Saturday, August 5th from 9:00 am -1:00pm at Brooks Park. We collaborated with the Harwich Cranberry Festival to help make this event successful. We sold spaces to over 35 vendors for a fee of \$20.00 per space. The money collected goes to the Town's general fund. Over the course of the 4 hours hundreds of people stopped to shop and enjoy the day. The vendors reported great sales and it was a positive event for vendors, buyers and the Town of Harwich.

We have more large events planned in the months to come. In October, we are excited to host our third annual "Boo-tique" and our sixteenth annual Halloween celebration. In the weeks leading up to the "Boo-tique", we will collect new and gently used Halloween costumes from anyone willing and able to donate them. At the event, scheduled for Friday October 20th 2017 from 5- 8pm these costumes will be available free of charge to anyone who may need them. This event has been extraordinarily successful for the last two years and has earned the appreciation of many local families. We will begin contacting local businesses and organizations for donations to make our Halloween celebration on October 31, 2017 another big success for kids in our community.

In December, we will again work with the Department of Children and Families for our annual "Mitten Tree". For this project, we and our patrons collect gifts to donate to children for the holiday season. Last year, Community Center patrons and staff members purchased gifts for 45 children! This event allows us to work towards a larger goal of ensuring that all of our local children and families have a joyful holiday. This event also serves to highlight the generosity and sense of community our residents share, and this event could not happen without them.

On August 30, 2017 we received from Ora Gaylord Arooth Trust a donation of \$10,925 dollars made in memory of Joseph Arooth. This gracious gift in the past has provided the Community Center with needed equipment for the building, training for staff and

countless other things that I hope have enhanced the experience of all those that utilize the building. We are so grateful for this gracious gift.

Before concluding the midyear report, we would like to include our goals for the 2018 fiscal year. These goals are as follows:

1. Acquire assistive equipment to use in Community Center rooms for the deaf and hard of hearing
2. Develop an updated five year plan for the Community Center
3. Establish correct staffing for the Community Center
4. Develop a marketing plan for room rentals in Town-owned buildings
5. Increase volunteer staffing at Center events – advertise volunteer opportunities and create new programs that get individuals interested in volunteering

The Facilities Committee is currently down one member and respectfully ask for your help in filling that appointment. All current members have been sworn in and have completed the ethics test as required.

As always, we remain committed to the continued growth and success of the Community Center. Our continued support and commitment to existing programs, resources, and groups, as well as our ongoing effort to expand our services and programming will enable us to meet and even exceed these goals. We seek always to meet the ongoing and developing needs of our Town and all of its residents. We look forward to working with you, with all other Town Departments, and with our larger community as a whole to best serve the Town of Harwich.

TOWN OF HARWICH

Harwich, Massachusetts
02645

COMMUNITY CENTER FACILITIES COMMITTEE

1998 STM, ARTICLE 5. To see if the Town will vote to direct the Board of Selectmen to appoint and charge a Community Center Facilities Committee consisting of five (5) members, with one (1) appointee by the Recreation & Youth Commission, one (1) appointee by the Council on Aging, and three (3) appointees by the Board of Selectmen, each with three year staggered overlapping terms, whose responsibilities shall include development, implementation and oversight of policies and procedures for the use of shared areas of the Community Center and for the general operation and maintenance of the building and grounds, provided, however, that all such policies and procedures, including any revisions or additions thereto, shall be adopted subject to prior approval of the Board of Selectmen; development of recommendations to the Board of Selectmen and Town Administrator with respect to related staffing needs; development and submission, in accordance with established practice, of an annual budget to the Town Administrator for the maintenance and operation of the facility; and such other responsibilities relative to the use and maintenance of the facility as the Board of Selectmen may from time to time direct or charge and to act fully thereon.

Size and composition of committee:

- (1) Five members appointed for three-year staggered terms, one from the Council on Aging, one from the Youth and Recreation Commission, and three at large.

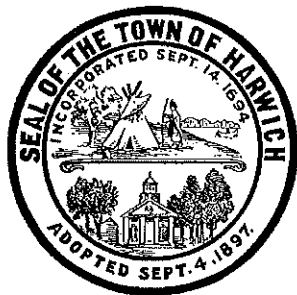
Charge of the Committee:

The Community Center Facilities Committee is charged to:

- (1) Establish communications with the Council on Aging, the Recreation and Youth Commission and other community groups and organizations to determine the potential demand for use of the Community Center.
- (2) Develop, implement, and oversee policies and procedures for the use of shared areas of the Community Center and for the general operation of the buildings and grounds, including, but not limited to, procedures for providing balances access to various shared areas; distribution of information as needed to community groups and citizens with respect to those policies; development of procedures for dispute resolution. Adoption of any such policies, including additions or amendments to existing policies, shall be subject to the prior approval of the Board of Selectmen.

- (3) Develop and submit to the Town Administrator, in accordance with established practice, an annual budget for the maintenance and operation of the facility.
- (4) Undertake such other responsibilities relative to the use and maintenance of the facility as the Board of Selectmen may from time to time direct or charge.
- (5) Periodically update the Board of Selectmen as to status of its operations and current or potential problems.
- (6) Meet no less than once per month and maintain minutes of all meetings and file copies of those minutes in a timely fashion with the Town Clerk and the Board of Selectmen.
- (7) No later than December 31st of each year, submit to the Board of Selectmen an annual report suitable for inclusion in the Town Report.
- (8) Observe the requirements of the Open Meeting Law, the Charter of the Town of Harwich, and Roberts Rules of Order in the conducts of its business.
- (9) Refrain from entering into any negotiations, contracts or other discussions or activities which might be perceived as a commitment of an obligation on the part of the Town without prior consultation with and an affirmative vote of the Board of Selectmen.

Voted: Public Meeting of the Board of Selectmen December 7, 1998



TOWN OF HARWICH
Council on Aging
100 Oak Street
HARWICH, MA 02645
TEL: (508) 430-7503 FAX: (508) 430-7086

To: Board of Selectmen

From: Council on Aging
Richard Waystack, Chairman
Lee Culver, Vice Chairman
Ralph Smith
James Mangan
Carol G. Thayer
Joanne Lepore

Date: September 13, 2017

RE: Annual Meeting and Report, 2017

The Council on Aging, in this annual report to the Board of Selectmen, continues to support the mission of the Council on Aging which provides comprehensive support for Harwich's senior population, including services for socialization, information and referral, entertainment, health promotion and education. Through these services and as an advocate for seniors in the community and beyond, the COA enhances the quality of life for the town's seniors and their caregivers.

This past year has been a time for change for the Board and the Council. Longtime Chairperson Adrienne Johnson, and her husband, Joe Johnson, resigned from the Board due to Ms. Johnson's illness. It was with great sadness that Ms. Johnson, a retired nurse, Realtor and exceptional volunteer and supporter of our senior community passed away. Her passion and leadership will be sorely missed by not only the Council, but by our community.

Council Director, Barbara Anne Foley after many years, left the COA to live out her dream of running an inn here in Harwich. Ms. Foley and her husband can be seen in West Harwich as the managers of the Commodore Inn. We wish the Foley's great happiness in their new endeavors, and we thank Barbara Anne for her meritorious and lengthy service.

Finally, longtime Council employee Gale Crowell, also retired the same day as Ms. Foley. Ms. Crowell also served in her capacity at the Council for many years after her service at the Harwich Town Hall. Her dedication to the COA is gratefully recognized, and the Board wishes her well in her retirement years.

As a result of these changes, Christopher Clark, Town Manager, served in the capacity as Interim Director this past summer. Marie Carlson, longtime member of the staff in the building department was appointed to fill Ms. Crowell's position. The Board thanks them for their service in providing stability to our seniors during this transition.

The Board reorganized and Richard Waystack was named Chairman with member Lee Culver assuming the role of Vice Chairman. Two new members of the Board were appointed, Carol Thayer, long time member of the Finance Committee, as well as Joanne Lapore. Dr. Robert Aron, was appointed to serve, but resigned immediately due to circumstances beyond his control. As a result, the Board is now down 3 members to meet the requirement of 9 members as per town charter. The Board could comfortably perform with one additional member to bring us to seven members, as a charter

change voted at May, 2016 Town Meeting is modifying downward the number of members necessary to fulfill the role of Council.

Current attendance by the Board is excellent and I am pleased to report that the Town Clerk has reported that all members have been duly sworn in and all have completed the required Ethics Training and Certification.

The Board is very pleased to report that Judi Wilson began her role as Director of the Council on Aging on September 5, 2017. We are pleased to welcome Ms. Wilson, the former director of the Orleans COA to our community. She has an exceptional track record of creating and sustaining meaningful programs with an emphasis on systemizing her department.

The Council on Aging could not provide the breadth and scope of programs and services without the aid of our 75 plus volunteers. Their donations of time, energy and experience make our Council successful in reaching out to the countless members of our community. We are grateful for their service and showed our appreciation by holding two events in the past year to acknowledge them.

The Board and the Director held two Focus Groups in the past year soliciting feedback from participants of COA activities. A few new programs became realities as a result including a successful monthly Women's Breakfast patterned after monthly Men's Breakfast, which has tremendous attendance promoting socialization among our very diverse senior community.

Goals and objectives will be established as the new leadership of the Council and the Board gain traction. Both the Council and the Board believe that this is a great opportunity to examine the needs of our senior population, and to create services and programs that meet their needs.

The COA has an exceptional relationship with the Friends of the Harwich Council on Aging, a 501C(3) nonprofit organization which supports programs and needs outside of the town budget for our seniors. A member of the COA attends Friends meetings monthly to coordinate programs and to continue to monitor the needs our senior population.

Our relationship with the Department staff is outstanding. Kevin Grunwald, Social Services Coordinator, Susan Jusell, Town Nurse, Linda St. Pierre, Town Chef, Rick Anderson, Outreach Assistant/ Volunteer Coordinator, Remi Thibodeau and Geral Golia, Van Drivers are all integral components to providing the services and programs that enable our seniors to be active, thriving members of our community.

All parties respect the fact that our Board is primarily a policy setting Board. Daily operations of the Department are left to those responsible. Ms. Wilson will continue to update the board on staff issues and her level of communication with the Board allows us to focus our tasks on the policy issues that fall within our responsibility.

The Council on Aging meets monthly, the first Wednesday of each month at the Community Center at 9:30 AM. Mr. Donald Howell, is the liaison to the Council on Aging, and we appreciate his availability as our link to the Board of Selectmen. Our posted meetings are open to the public, and we welcome any and all who share in our mission of providing comprehensive support for Harwich's senior population.

It is our honor and pleasure to assist the seniors of Harwich; we thank you for the opportunity to serve!

Harwich Wastewater Governance

Board of Selectmen

Responsibilities:

- Act as Wastewater Management Authority responsible for meeting Section 208 requirements.
- Will assign day-to-day administrative duties to the Town Administrator who in turn will work with applicable staff to maintain compliance with state and county regulations.
- Implementation of the Comprehensive Wastewater Management Plan as approved by the Cape Cod Commission and the Commonwealth of Massachusetts Department of Energy and Environmental Affairs. Including
 - Implementation of the eight phases described in the plan
 - Overall policy authority including
 - Construction
 - Project development
 - Construction and related capital funding
 - Town policy issues such as
 - Fertilizer management education
 - Effluent recharge (if necessary)
 - Land use controls (Open space)
 - Alternative technologies
 - Regional approaches
 - Collection system special funding requirements
- Funding of plan capital projects
 - Town generated revenue
 - State support, e.g., State Revolving Fund
 - A Wastewater Enterprise fund separate from the current Water Enterprise Fund will be drafted as soon as possible to provide a repository for operational funding.

Water/Wastewater Commission

Propose required Charter change to change the current three-member elected Water Commission to an elected five-member Water & Wastewater Commission

Responsibilities:

- Operations and Maintenance of each program phase will be handed off to the Water & Wastewater Commission when construction of each phase is completed.

- Operations and Maintenance will include responsibilities as currently assigned to the Water Commissioners but as expanded to include Wastewater.
- Responsibilities of the Water Superintendent will be expanded to include Wastewater as described in the current position description
- The Water/Wastewater Superintendent will have a dotted line responsibility to the Town Administrator to help with CWMP implementation and to aid in the transfer Operations/Maintenance responsibilities when each construction phase has been completed.

Town of Harwich

Wastewater Implementation Committee

Purpose:

Several wastewater committees have served to develop the Comprehensive Wastewater Management Plan (CWMP).

The CWMP now needs to be implemented through the Town Administrator directing and utilizing Town staff. The Wastewater Implementation Committee will act as a resource to the Town Administrator in the completion of wastewater activities.

The Wastewater Implementation Committee will advise the Board of Selectmen on implementation progress and issues with special attention to resident input, effective public outreach, sources/uses of funds and implementation of appropriate adaptive management measures. The committee will also monitor critical implementation deadlines.

Scope:

Major responsibilities:

- Coordinate and assist with public outreach as it relates to activities and education regarding implementation of CWMP activities.
- Continue oversight of the ongoing water monitoring program
- Review and update the CWMP as needed
- Support development and maintenance of a data base of existing and emerging technologies related to wastewater management.
- Advise the Board of Selectmen on wastewater cost allocation policies and methodologies.
- Recommend Charter revisions, special legislation and zoning changes which may be needed to implement proposed alternative technologies, organization and funding strategies.
- Aid in the preparation of required Town Meeting Articles.
- Monitor implementation of the CWMP for regulatory compliance.
- Seek external funding.

Membership:

The committee will be comprised of five community volunteers appointed by the Board of Selectmen. The volunteers will serve a three year term. The first appointees shall be appointed to staggered terms.

Ad-hoc members may be requested for specific expertise on a limited basis.

Procedures:

The WIC will meet monthly or more frequently if needed.

The advisory committee will be responsible for holding periodic public meetings as frequently as necessary to accomplish its purposes.

The WIC will provide updates of the status CWMP/regulatory commitments to the BOS. A comprehensive action data base will be maintained by town staff to aid in tracking this information.

In addition to reporting to the Board of Selectmen, the Committee will provide annual updates as requested by the Capital Outlay and Finance Committees

Dissolution:

Upon substantial completion of each Phase of the CWMP, the Selectmen will evaluate the need to continue the functions of the Wastewater Implementation Committee.



HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

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

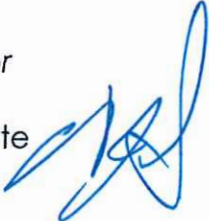


DAVID J. GUILLEMETTE
Chief of Police

THOMAS A. GAGNON
Deputy Chief

Memorandum

TO: Board of Selectmen
Christopher Clark
Town Administrator

FROM: David J. Guillemette
Chief of Police 

DATE: September 12, 2017

SUBJECT: Liquor / Entertainment License violation report



In accordance with Town of Harwich Liquor License Regulations section 1.16 I would like to bring to the board's attention noise and liquor license violations that occurred at The Port Restaurant on various dates from early July through early September 2017. The attached log entries and violation reports are for your consideration as to whether to hold a public hearing on the matter.

I feel it is also necessary to advise the board of the following facts:

- On May 31, 2017 an information session was held at the Harwich Police Department for all establishments licensed under chapter 138 of Massachusetts General Laws (Liquor).
- At this informational meeting, which two Port Restaurant representatives attended, copies of the Town of Harwich Liquor License Regulations were distributed and reviewed with the attendees. The recent changes to the entertainment license portion of the liquor regulations were discussed and explained.
- Officers involved in responding to noise complaints or making direct observations while monitoring closing hours can be made available for testimony at any hearing.



HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7542

Fax 508-432-2530



TO: Chief Guillemette

FROM: Kevin M. Considine
Operations Division Lieutenant

DATE: September 5, 2017

SUBJECT: The Port Restaurant Violations July 2017 - Present

Below is a synopsis of the Port Restaurant violations from July 2017 through this past weekend (Labor Day). Based on the documented violations and numerous occasions where management and or owner were personally spoken to by officers regarding the complaints, I respectfully request the establishment be referred to town hall for potential action on the violations.

July 2, 2017. 23:29.

17-8835

RP from reporting loud music from the Port. Officer Petell determined that a side door leading from the bar to the outside was inadvertently left open by a patron. Recorded music from the bar area was a violation. Once the door was closed, no music could be heard. *Officer Petell spoke to the owner and advised him of the complaint.*

July 3, 2017. 00:35.

17-8837

Officer Lincoln observed that patrons were still on the Port deck at 01:10 and did not begin to clear patrons until this time. Patrons only started to leave after seeing the police cruiser parked. *An e-mail was sent to both managers of the Port, it is unknown if they were received however both managers were in attendance at the liquor meeting when this issue was discussed and explained thoroughly.*

August 20, 2017. 00:29.

17-11421

Officer DeBaggis reports patrons from the Port still drinking on the outside bar until 01:15.

August 31, 2017. 22:05.

Call: 17-12006

OF: 17-9078-OF

Call from RP on Sea Street reporting loud music. Officer DeBaggis arrived to find a valid noise violation. *Officer DeBaggis made contact with Port staff to advised them of the complaint. They apologized and admitted that the entertainment went a few minutes late.*

September 2, 2017. 00:27.

Call: 17-12066 12055

OF: 17-9078-OF

Report from an RP on Sea Street reporting loud music from the Port restaurant. Officer Fazzino, Connery and Lincoln arrived and verified a valid noise complaint of recorded music being played over outdoor speakers in the bar area. *Officer Fazzino made contact with a manager and the manager apologized and turned down the music both inside and outside.*

September 3, 2017. 22:08.

Call: 12125

OF: 17-9078-OF

Dispatch received an anonymous complaint (unknown address) reporting loud music and voices. Sgt. Goshgarian and Officer Dutra arrived to verify a valid noise complaint of music plainly audible beyond 150 feet. This music was live music still playing at 22:08 hours. *Sgt. Goshgarian spoke to owner, Mr. Brackett who again apologized and told Sgt. Goshgarian that this was the "last song".*

For Date: 07/02/2017 - Sunday

<u>Call Number</u>	<u>Time</u>	<u>Call Reason</u>	<u>Action</u>
17-8835	2329	Noise Complaint	Investigated
Call Taker:	2373 - PSD Telecommunicator IRIS G MCINALLY		
Location/Address:	541 RT 28 - HARWICH, MA 02645		
Calling Party:			
Involved Party:	541 RT 28 - HARWICH, MA 02645 508-430-5410		
ID:	182 - Patrol Supervisor Peter P Petell Disp-23:31:02 Enrt-23:31:18 Arvd-23:31:56 Clrd-23:42:59		
ID:	192 - Patrol Tegan M DeBaggis Disp-23:31:42 Enrt-23:31:48 Arvd-23:33:51 Clrd-23:43:02		
Narrative:	07/02/2017 2330 PSD Telecommunicator IRIS G MCINALLY Rp making noise complaint of loud music coming from The Port.		
Narrative:	07/02/2017 2333 PSD Telecommunicator IRIS G MCINALLY G9 reporting noise violation, going in to speak with manager.		
Narrative:	07/02/2017 2342 PSD Telecommunicator IRIS G MCINALLY G9 determined the side door was left open by a patron, when closed no issues. G9 spoke with owner, clear.		
Narrative:	07/03/2017 0034 Patrol Supervisor Peter P Petell Music from inside the bar could be heard from the Chamber of Commerce parking lot. I spoke with The Port owner, Griffin Brackett. It was determined that a patron had inadvertently left a side exit door open, which faces the bar. Once the door was shut, no music could be heard outside of the bar. There was a noise bylaw violation; however, the violation was found to be accidental and immediately remedied. Services Rendered.		

For Date: 07/03/2017 - Monday

<u>Call Number</u>	<u>Time</u>	<u>Call Reason</u>	<u>Action</u>
17-8837	0035	GENERAL SERVICES	Services Rendered.
Call Taker:	156	- Patrol Keith E Lincoln	
Primary Id:	156	- Patrol Keith E Lincoln	
Location/Address:	MONITOR BAR CLOSINGS - 586 RT 28 @ 74 BANK ST		
Initiated By:	156	- Patrol Keith E Lincoln	
ID:	156	- Patrol Keith E Lincoln	
ID:	192	- Patrol Tegan M DeBaggis	Arvd-00:36:54 Clrd-01:32:48
Dispatched By:	192	- Patrol Tegan M DeBaggis	Arvd-00:46:10 Clrd-00:56:55
Arrived By:	192	- Patrol Tegan M DeBaggis	
Cleared By:	2373	- PSD Telecommunicator IRIS G MCINALLY	
Narrative:	07/03/2017 0129 Patrol Keith E Lincoln		
Modified By:	Patrol Keith E Lincoln		

Numerous contacts made with intoxicated individuals and or groups of people for walking in the travel lane of RT 28, yelling, trespassing on residential properties in the area and poor choices on where to urinate. None of the establishments had staff out on RT 28 or in their parking lots monitoring their patrons as they left or waited for rides. The Port did not begin to clear their outdoor bar area until 1:10am. Patrons started leaving after Port staff saw me parked by the RT 28 side gate looking into the outdoor bar area.

For Date: 08/20/2017 - Sunday

<u>Call Number</u>	<u>Time</u>	<u>Call Reason</u>	<u>Action</u>
17-11421	0029	Dedicated Patrol	Services Rendered
Call Taker:	192	- Patrol Tegan M DeBaggis	
Primary Id:	192	- Patrol Tegan M DeBaggis	
Location/Address:	586 RT 28 @ 74 BANK ST		
Initiated By:	192	- Patrol Tegan M DeBaggis	
ID:	192	- Patrol Tegan M DeBaggis	
			Arvd-00:29:46 Clrd-01:27:59
Narrative:	08/20/2017 0818	Patrol Tegan M DeBaggis	
	Monitored the bar closings on Rt 28 in Harwichport. Ember had all patrons escorted off of their patio by 0052. Perks and The Hot Stove also had no issues.		

The Port had patrons still drinking on their outside bar area until 0115. Patrons were outside awaiting Ubers/rides to arrive until approximately 0130. During this time instructed multiple intoxicated persons to get out of the road and stick to the sidewalk. Services rendered.

For Date: 08/31/2017 - Thursday

<u>Call Number</u>	<u>Time</u>	<u>Call Reason</u>	<u>Action</u>
17-12006	2205	Noise Complaint	Investigated
Call Taker:	2373 - PSD Telecommunicator IRIS G MCINALLY		
Location/Address:	UNB 491 THE PORT - 541 RT 28		
Calling Party:			

1

ID: 192 - Patrol Tegan M DeBaggis
Disp-22:06:53 Enrt-22:07:21 Arvd-22:10:37 Clrd-22:17:16

Narrative: 08/31/2017 2206 PSD Telecommunicator IRIS G MCINALLY
RP calling from Sea Street complaint of The Port
restaurant loud music.

Narrative: 08/31/2017 2218 PSD Telecommunicator IRIS G MCINALLY
Valid complaint, music playing after 10:00 PM. G19 spoke
with management the music is now done for the evening,
clear.

Narrative: 09/01/2017 0806 Patrol Tegan M DeBaggis
Please refer to formal report for further information.

Refer To Incident: 17-9078-OF

For Date: 09/02/2017 - Saturday

<u>Call Number</u>	<u>Time</u>	<u>Call Reason</u>	<u>Action</u>
17-12055	0027	Noise Complaint	Verbal Warning/Issued
Call Taker:	4003 - PSD Telecommunicator Charles Brooks		
Location/Address:	HAR 481 THE PORT - 541 RT 28		
Calling Party:	J		
ID:	196 - Patrol Ryan J Fazzino		
	Disp-00:28:46	Enrt-00:29:11	Arvd-00:36:29 Clrd-00:45:53
ID:	186 - Patrol James R Connery		
	Disp-00:35:45	Enrt-00:35:47	Arvd-00:36:31 Clrd-00:45:52
ID:	156 - Patrol Keith E Lincoln		
		Arvd-00:36:50	Clrd-00:43:47
Narrative:	09/02/2017 0028 PSD Telecommunicator Charles Brooks Rp called to report a noise complaint from the The Port Restaurant. Rp's cell phone died half-way through call limited info.		
Narrative:	09/02/2017 0046 PSD Telecommunicator Charles Brooks There was a noise violation, G19 spoke to manager, music turned down.		
Narrative:	09/02/2017 0725 Patrol Ryan J Fazzino There was a noise violation. Supplemental narrative was added to the case file.		

For Date: 09/03/2017 - Sunday

<u>Call Number</u>	<u>Time</u>	<u>Call Reason</u>	<u>Action</u>
17-12125	2205	Noise Complaint	Services Rendered
Call Taker:	4001 - PSD Telecommunicator Gabriella R Parker		
Vicinity of:	[HAR 48] THE PORT - 541 RT 2A		
Calling Party:	* - H		
ID:	135 - Patrol Supervisor Derek J Dutra		
	Disp-22:08:24 Enrt-22:08:27 Arvd-22:11:30 Clrd-22:21:31		
ID:	127 - Sergeant Aram V Goshgarian		
	Disp-22:08:59 Arvd-22:09:02 Clrd-22:21:31		
Narrative:	09/03/2017 2208 PSD Telecommunicator Gabriella R Parker		
	Noise complaint, loud music and screaming coming from the Port Rest		
Narrative:	09/03/2017 2224 PSD Telecommunicator Gabriella R Parker		
Modified By:	Sergeant Aram V Goshgarian		
	Complaint was unfounded, no loud music was playing upon units arrival.		
Narrative:	09/03/2017 2251 Sergeant Aram V Goshgarian		
	This was a valid complaint and further documented under the corresponding OF.		
Refer To Incident:	<u>17-9078-OF</u>		

SUPPLEMENTAL NARRATIVE FOR SERGEANT ARAM V GOSHGARIAN

Ref: 17-9078-OF

This report is submitted by Patrol Sergeant Aram Goshgarian.

On Sunday, September 3, 2017 I was assigned as the 4-12 Shift Supervisor. At 2208hrs, Officer Dutra and I were dispatched to the rear of the Port restaurant for a report of loud music and voices.

I arrived in the area and could hear live music being played in the Nauti Bar which is the outdoor bar at the Port. In addition to the music being heard beyond 150 feet it was after 2200hrs which is the time that outdoor entertainment must end.

I spoke with Griff Brackett and advised him that the entertainment needs to stop as it was past 2200hrs. He apologized and said that he would take care of it immediately. The entertainment did stop at that time and we cleared from the area.

SUPPLEMENTAL NARRATIVE FOR PATROL TEGAN M DEBAGGIS
Ref: 17-9078-OF

The following is the report of Officer Tegan DeBaggis.

- 1.) At approximately 10:05 PM on Thursday August 31, 2017, I was dispatched to The Port for a noise complaint of loud music. Dispatch advised the reporting party was a resident of Sea St.
- 2.) I arrived in the area and could hear loud music while parked at Cape Sea Grille on Sea St, approximately 150 feet away from The Port. I drove further south to Port Pines Rd and could still hear the music.
- 3.) Upon making contact with staff at The Port, the outside entertainment had already ended. Staff apologized and said they were a few minutes late in ending their live entertainment, which is permitted to continue until 10 PM. I cleared at 10:17 PM. There were no further issues the remainder of the night.

Respectfully submitted _____ #192

Officer Tegan M. DeBaggis

SUPPLEMENTAL NARRATIVE FOR PATROL RYAN J FAZZINO

Ref: 17-9078-OF

The following formal supplemental report is being submitted by Patrol Officer Fazzino in reference to a noise complaint at the Port, 541 Route 28.

On Saturday, September 2, 2017 at approximately 12:27am I was dispatched to the Port Restaurant, 541 Route 28 for a report of loud music. I arrived on location with Officer Connery, and Officer Lincoln. As we approached the location we could hear loud music coming from outside. We then went down to Sea St., where the reporting party stated they were calling from, and could hear the music well beyond 150 feet.


I then approached the restaurant and made contact with the bar manager. I advised him of the complaint, and that they were in violation. The manager stated he would turn the music down, and apologized. Prior to our departure, the music outside and inside was turned down substantially.

Respectfully Submitted,

Ryan J. Fazzino
Patrol Officer/Badge 16-2

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

Memo

To: Board of Selectmen
From: John C. Rendon, Harbormaster 
Date: September 14, 2017
Subject: Saquatucket Harbor Landside Redevelopment Project

Enclosure (1) is the General Bid Results for the Saquatucket Harbor Landside Redevelopment project. As indicated, Eastward Companies was the low bidder at a cost of \$2,797,338. This bid amount is higher than estimated, and therefore we have been working to identify potential deduct items that will bring the bid within our allowable budget. I, along with the Town Administrator and our contracted architect from Brown Lindquist Fenuccio & Raber will be meeting tomorrow with Eastward Companies to negotiate potential deducts. Results of our meeting will be briefed to the Board on Monday night, 18 Sep, with a possible recommendation to award the contract.

Today, at 2:00pm we opened the bids on the Saquatucket Harbor Septic System replacement project. A total of six bids were submitted, with a low bid of \$239,000 received from C Construction Inc. We plan to review the qualifications and references of the bidders over the net week and we will look to provide a recommendation on bid award on Monday, 25 Sep.

Enclosure (1) SAQ Harbor Landside Project Bid Results

Copy: (1) Town Administrator



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

Memo

To: Sandy Robinson
Ann Steidel

From: Donna Molino

Date: September 11, 2017

RE: Assessor's Department Weekly Report

1. Assist taxpayers with parcels questions.
2. Finalizing Ginger Plum Lane betterment.
3. Review abutter's lists.
4. Staff working on building permits for my review.
5. Review weekly deeds.
6. Review sale questionnaires.
7. Process sub-divisions.
8. Assisted in the field work on new dwellings, additions, etc.
9. Assisted staff with receiving exemption applications.
10. Train new employee.
11. Work on procedures manual.

WEEKLY REPORT TO THE SELECTMEN

BUILDING DEPARTMENT

PERIOD ENDING 9/14/2017

	2014	2015	2016	As of 9/13/17
Cumulative Building Permits	1395	1433	1331	1005
Cumulative Plumbing & Gas Permits	1226	780	1123	908
Cumulative Electric Permits	936	1051	1095	611
Signs	27	32	41	20
Regulatory Boards (ZBA, Historic)	64	59	57	60

Although the Building Department continues to operate short staffed, applications are currently being reviewed for filling the position of Administrative Assistant. We have bridged the shortage with excellent temporary help.

Requests for property, zoning and permit information continues to require significant time and research from the department. As the busiest portion of the tourist season comes to a close, there has been an increase in building permits submitted for shoulder season projects.

Respectfully Submitted,



Ray Chesley 9.14.17

Building Commissioner

Cemetery Administrator's Weekly Report

Week ending September 9, 2017

- Continued work on CPC Article on Mount Pleasant Cemetery Stone Restoration and Preservation. Indexing Main Avenue north side of street 31 Lots; 131 memorials, 9 foundation repairs and 3 memorials to have repairs and reset. All memorials indexed with their location, description of repairs and photographed.
- Indexed Oak Avenue south side of street 28 Lots; 162 memorials 12 foundation repairs 9 memorials to have repairs and reset. All memorials indexed with their location, description of repairs and photographed.
- Request from family members on available space in Proctor lot in Mount Pleasant Cemetery. Sent letter with lot layout and Rules and Regulations for the remaining cemetery space. Received phone call back will need to purchase additional space in Mount Pleasant for family member and will contact me in coming weeks.
- Met with funeral director and grave digger for Saturday burial in Island Pond Cemetery. Went over lot information and rules for burial spaces and the placement of cremated remains within family lot over existing burials.
- Worked with Paul Sweetser on calculation of cemetery lots within the new pet burial grounds. Gross Area is approximately 97,858 Square Feet, area with a twenty foot buffer is 70,075 square feet, minus the walking path of 4,179 square feet and parking area of 3,803 square feet leaving a remainder of 62,093 square feet. Each proposed plot at 1.5' x 1' x 4' (as a unit) = approximately 6 square feet; plus walking area 3' L x 4' W = 12 square feet. Area of unit plus walking area = 18 square feet.
- $62,093 \text{ Square Feet} \div 18 \text{ Square Feet} = 3,449.61 \times 4 = 13,798.44$ individual units. The design being followed with the installation plantings and benches about 12,000 lots. Our anticipated pricing is one for Harwich Residents to be at \$100.00 and non-residents at \$150.00. If we were to sell to just Harwich residents the total revenue would be \$1,200,000.
- Met with Bob Cafarelli on Addendums need for the BID packet for the walkway within the pet burial grounds. Changing the stamped pattern to Ashlar Slate. BID opening to be on Thursday September 14, 2017 at Town Hall.
- Finalized pre-planning luncheon speakers and topics for October 2, 2017. I would like to thank Carolyn Carey for lending me Samantha to create the attached Pre-Planning flyer.

Respectfully Submitted

Robbin Kelley
Cemetery Administrator

Pre-Planning Luncheon

[Straight Talk about Death and Dying]



**Monday
October 2**
10AM-2PM

lunch is from 12PM-1PM

The average person may find themselves planning a funeral only once or twice in their entire lifetime. It is perfectly normal to feel a sense of apprehension, uncertainty, or even outright fear of this process. Complicating these feelings is the fact that you are probably completing this task at a time of great sadness; someone you love has died. We would like you to consider pre-planning.

We will be providing you with resources for all the information you may need regarding funeral services, and we would like to educate you regarding all of your options so you can make an informed decision as to which arrangements will best suit your needs, your budget, and the life of your loved one.

Program Highlights

- Kevin Grunwald will speak about his new Death Café
- Robbin Kelley – Town of Harwich Cemetery Administrator
- Judi Wilson – Town of Harwich Council on Aging Director
- Jack & Eileen Wyatt singing *Amazing Grace* and *Arva Maria*
- Susan Jusell, Harwich Town Nurse
- Nancy Reynolds – “Dispelling the Myths of Hospice”
- Shawney L. Carroll on Veterans Benefits
- Annie Gibbons – “With Amazing Grace”

....And many more!!

Each speaker will talk for 10-15 minutes, from 10AM-12PM

Vendor tables will be set up around the room

For private question and answer sessions.

See the COA Front Desk for a complete list of speakers!

You must sign
up at the
Council on Aging
Space is limited!
RSVP by calling:
508-430-7550

Channel 18 Weekly Report w/e September 10, 2017



- Filmed Board of Selectmen (Tuesday)
- Filmed Conservation Commission (Wednesday)
- Continue to work with Vendor on computer issue
- Continue research for Ch.18 assigned Selectmen's goals
- Filmed Chamber of Commerce Update (2 volunteers reported for duty)
- Filmed Beach Day (Saturday)
- No Community Journal this week due to the retirement of longtime volunteer Paul Coughlin. Paul has served the Town of Harwich for 17 years and he will be greatly missed. (Wednesday Farewell Coffee and Tea)
- Meeting with Administration to discuss salary survey (Thursday)
- Hometown Holiday Parade (Sunday, 2 volunteers reported for duty)
- Agendas and Minutes posted
- All clips and meetings transferred and posted to YouTube
- Video file maintenance
- Caleb Ladue on vacation

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

www.youtube.com/harwichchannel18

And Facebook for additional info

www.facebook.com/harwichchannel18

Respectfully Submitted,

Jamie Lee Goodwin

Weekly Update for the Community and Cultural Centers
September 4, 2017 – September 9, 2017

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 8/28 to 9/2.

- Worked on capital project needs for the Community Center with Facilities Director, Sean Libby.
- New hearing assistance equipment arrived for the Community Center. Spent time learning new equipment and setting up procedures for use of the device.
- I worked with the Cemetery Administrator to relocate some of her necessary equipment into this building. In order to fit the machinery we needed to clean and organize the Emergency Management closet in the Center.
- The Community Center reached out to the Red Cross to see what they needed for assistance with Hurricane Harvey. Locally, they needed help to staff the office and answer phone calls. We were able to make flyers asking for local volunteers and gave information on who to contact. We worked with Police and Fire to get the word out about the Red Cross request.
- I sent out letters to 50+ organizations and businesses to ask for help with our annual Halloween Party that host about 300 people.
- Set up “Boo –tique event and started advertising including postings on CH 18 and flyers for the school. We will look for assistance from the newspaper to help us get the word out on donating gently used costumes. <http://www.harwich-ma.gov/community-center/news/boo-tique>
- I helped to welcomed new COA director, Judi Wilson to the building including a tour of the facility and helping her to get settled.
- Secured additional trucks for Touch-A-Truck event including an ice cream truck for our first ever Touch-A-Truck event, scheduled for October 14, 2017. <http://www.harwich-ma.gov/community-center/news/touch-a-truck>
- Wrote first draft bid for Gym floor project.
- Held renters meeting at the Cultural Center on Wednesday October 6, 2017
- Attended BOS meeting to have gift approved from Ora Gaylord Arooth for the Community Center.
- Facilities Committee meeting was held at the Community Center on 9/8/17.

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

Carolyn Carey, Community Center Director



TOWN OF

HARWICH

*732 Main Street
Harwich, MA 02645*

CONSERVATION COMMISSION

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

September 13, 2017

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

Weekly Report

- Met with potential applicants to discuss conservation issues on properties, visited sites currently under construction, issued permits.
- The Conservation Commission held a meeting on September 6. They were finally able to approve of and close the hearing for the town-wide dredge/beach nourishment application submitted by the Harbormaster, as they had received recommendations from the Natural Heritage and Endangered Species Program. Atty. Amy Kwesell of KP Law was also present and an Executive Session was held to discuss how to move forward on some of our 5 court cases.
- Continuing to work on CPC application for Judah Eldredge property.
- Trained 26 new AmeriCorps members on land management techniques and invasive plant species identification. They then assisted with additional invasive plant removal at Thompson's Field Conservation Area for 2 days.
- Continued to research tax title properties.



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 September 3, 2017 through September 9, 2017

Highway Maintenance

- Beach Rubbish once daily
- 3 miles roadside brushing with the Holder
- Beach Cleaning Monday - Friday
- Finished sweeping sector 6
- Catch basin truck deployed 1 day
- Received 12 new work orders and completed 10 from backlog
- Riverside Drive drainage began
- 1,616 sq ft full depth patch with Lawrence Lynch Corp
- Dig Safe "Fire List" of drainage locations

Vehicle Maintenance

- COA Van: Replaced six tires, replaced multiple exterior lights, diagnosed and repaired wheelchair lift.
- Diagnosed and replaced dual pressure pump on L34 (tractor that hauls MSW & C&D off cape).
- Performed a four wheel brake job on a Police car.
- Performed one pre-inspection and obtained State inspection sticker.
- Performed eight repairs on vehicles and small equipment.

Cemetery Maintenance

- Mowed the following cemeteries: Mt. Pleasant, Pine Grove, Kelley, Queen Anne, and Pet Cemetery
- Mowed the following town buildings; Town Hall, Albro House, Highway Dept., Exchange Park and Doane Park
- Prepared for 9/11 ceremony at PD/FD Headquarters

Parks Maintenance

- Mowed and prepped 7 ball fields twice
- Kept softball fields mowed and prepped for tournament
- Worked at Albro House

Facility Maintenance

- Received 32 new work orders and completed 12 work orders from back log
- Completed the replacement of the Town Hall upstairs bathroom sinks and vanities, installed one new water fountain
- Installed new microphone/speaker system in Police dispatch
- Restored fire sprinkler to the trailers at the Cultural Center and began preparations to ready them for rent

Disposal Area

- C&D: 12 loads, 209.51 tons
- MSW: 12 loads, 287.64 tons
- Recycling: 6 loads, 20.74 tons
- Vehicles Recorded: 7,759
- Revenue: \$49,279.20

Reception

- 16 people came into the office
- 64 phone calls
- 58 work orders processed and distributed to proper Division

*B. Cafarelli away
week of 9/11*



TOWN OF HARWICH

732 Main Street
Harwich, MA
02645

ENGINEERING DEPARTMENT

(508)430-7508

WEEKLY REPORT WEEK OF SEPTEMBER 4, 2017

- Monday-Holiday
- Commence writing Golf Cart Building RFP
- Prepared plans for site clearing for Golf Cart Building
- Respond to questions regarding the Pet Cemetery Walkway and Saquatucket Septic bids
- Prepare and issue Addendum 1 to Pet Cemetery Bid
- Prepare and issue Addendum 1 to Saquatucket Septic bid
- Discussions with Robbin Kelly on Pet Cemetery Layout
- Design preliminary Pet Cemetery Layout
- Continue to assist Mat Hart with research on Town parking issues
- Site inspections for pavement prep on Little Field Pond Road
- Reviewed Salary Survey with union reps and Administration
- Assist Town Clerk with Census
- Commence review on private road betterment policy
- Received and reviewed Natural Heritage letter regarding beach nourishment
- Assist Building Department, Assessors, Conservation Commission Agent, and Planner with research of various properties and submittals.
- Continual road and site inspections subject to Planning Board review and approvals (field)
- 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 9/8/17

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

- Continued work with external auditors for FY 17 audit (offsite),
- Research capital assets dating back to 1960's,
- CPC research and reconciliation,
- Record additional DPW encumbrance,
- Identify 2 additional CPA articles recorded in General Fund, reclassify as appropriate,
- Reconcile Accounts Receivable and Deferred Revenue for all funds,
- Finalize the removal of budget line items for 71 old school department funds,
- Begin work on 5 year fiscal forecast,
- Attend meeting with Atty Coppola,
- 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 – September 3, 2017 through September 9, 2017

Incidents:

Fire/Explosion	00
Overpressure/Rupture	01
Rescue Call/ EMS	67
Hazardous Condition	02
Service Call	06
Good Intent	03
False Call	06
Severe Weather/Disaster	00
Special Type/Complaint	00
Total	85

Fire Prevention:

Inspections	
Resale	08
Annual	03
Joint	00
Final	00
Lockbox	00
Liquid Propane Storage	02
Pre-Inspection	02
Oil Tank	01
Oil burner	02
Town Hall Hours	5.5
Underground Storage Tank	00
Truck Tank Inspections	00
Misc	04

Items of note:

Weekly Report for Selectman

9/5-9/11

Golf Operations

- The golf course was open in full 5 of 7 days. Men's league (approx 100 participants) cancelled on 9/6 due to lightning, course closed until 9am (no carts all day) on 9/7 due to rain.
- Collecting guest exit interviews. Will present results at golf committee meeting on 9/19

Golf Course Maintenance

- Golf Course remains in good shape
- Continuing bunker maintenance
- Fairway Aerification Complete
- Will not Aerify Greens until mid/late November

Golf Course Infrastructure Project

- Finalizing specs building on cart building and maintenance re-skin specs with Town Engineer
- Plan to go out to bid on 9/27
- Town Surveyor to mark boundaries for site clearing on 9/13
- Highway Dept will perform site clearing in mid-September

Sandy Robinson

From: John Rendon
Sent: Tuesday, September 12, 2017 10:19 AM
To: Sandy Robinson; Ann Steidel
Cc: William Neiser; Michelle Morris; Heinz Proft
Subject: Harbormaster Dept Weekly Report 4-10 Sep

Operations:

- Received a call from the 42' sailboat Makana stating that they had limited power and were concerned about navigating the Saquatucket Harbor Channel with a 20 knot southwest wind. Marine 77 responded and took Makana in a short stern tow to the inner harbor; switched to a side tow; assisted Makana into its' slip.
- While patrolling Long Pond aboard 77C to check for any boats in need of dewatering after heavy rains on the evening of 9/6, discovered a pontoon boat that had broken free of its' mooring. The owner was contacted and stated that he was unable to respond at the time. 77C was able to tow the boat and secure it to its' mooring.
- After heavy rain on the evening of 9/6, Department patrol boats performed 7 assistance dewaterings of boats that were in danger of sinking.
- 77A conducted 2 pump-outs for a total of 55 gallons of waste.
- Enforcement: issued 3 parking/ramp violations.

Admin:

- Continued to coordinate alternate dockage options for year-round Commercial F/V fleet in preparation for marina closure on Oct 15.
- Went to waitlist with open Pleasant Bay Mooring.
- Processed 5 transient slip reservations.

Meetings:

- Received approval of 10-year Town-wide Comprehensive Dredge permit from Conservation Commission.
- Met with rep from Cape Cod Commission to discuss the County Dredge program.

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

Health Director Weekly Report Week ending September 8, 2017

- **Projects-**

- Staff Vacancy-
 - Sr. Health Inspector- This position will be advertised in the paper on Sunday the 10th.
- VNA contract- The BOS met on September 5th to approve this contract, attended the meeting and answered questions. The contract was signed and a copy sent to the VNA.
- Annual Employee Flu Clinic- The flu clinic planning has begun in cooperation with the Barnstable County Public Health Nurse, our Town Nurse and the Community Center Director. We are planning a clinic open to all employees and boards and committee members in the beginning of October. Stay tuned for more details.
- Prepared for the September 12th BOH meeting- research on noisome trades and piggeries, consultation with Town Counsel.
- Emergency Preparedness- September is National Emergency Preparedness Month. I was able to obtain free materials from the Mass Clearinghouse to distribute to the public-reusable bags, flashlights and planning materials. I have also been working with our emergency planning nurse to update our contact lists and meet our first quarter deliverables.
- Health Alert Network- promptly responded to a HHAN drill sent by the Department of Public Health. These drills are required to be done quarterly as part of the Emergency Preparedness
- Community Development- attended a meeting of the department heads. Various management issues were discussed.
- Training- I continue to train the recent hire-Hunter Twombly.
- Annual business license and permit review-
 1. Dennis Public Market-temporary food
 2. Lakonia Greek Products-event permit

- **Consultations:**

- Planning Board/ZBA request for departmental input reviews:
 1. 161 Church Street-Planning
 2. 36 Northern Ave-ZBA
 3. 14 Hudson Lane-ZBA
 4. 317 Lower County Road-ZBA

- **Permit review and issuance-**

- **RET-**
 1. 7 Great Woods
 2. 47 Sherwood Road
 3. 46 Lakeview Drive
 4. 220 Pleasant Bay Road
 5. 79 Clearwater Drive
 6. 3 Berts Way
 7. 90 Bells Neck Road
 8. 21 Dogwood
 9. 6 Beverly Lane
 10. 22 Green Lane
 11. 5 Lydia Bangs Way
 12. 11 Georgia Lane
 13. 485 Main Street
 14. 17 Locust Grove Road
 15. 144 Pleasant bay Road
 16. 8 Betty's Lane
 17. 23 Cranwood
 18. 3 Captain Scott Road

- 19. 8 Marsh View
- 20. 18 strand Way-Main House
- 21. 18 Strand way-guest house
- ***Certificate of Compliance issued-***
 - 1. 4 Great Western Road
 - 2. 27 Tupelo Drive
 - 3. 99 Chase St
- ***Building plan review and approval***
 - 1. 7 South Street
 - 2. 35 Lakewood Drive
 - 3. 44 Smith Street
 - 4. 87 Route 28
 - 5. 24 Pilgrim
 - 6. 2 George Holbrook
 - 7. 176 Great Western Road
 - 8. 29 Robert Road
- **Inspections-**
 - ***Food Inspections-***
 - 1. Jake Rooney's
 - 2. Cove Club
 - ***Final Inspections- Septic systems-***
 - 1. 216 Lower County Road
 - ***Site visits/walk thru for non-compliance/floor plan clarification***
 - 1. 13 Green Lane- finished basement without permits. The RET has not been filed yet, the realtor is being pro-active and requested the walk through to get a return to compliance plan set up before the house is marketed.

Meggan Eldredge 9.8.17

IT Department summary – week ending 9/9/2017

- Resolved issue with Exchange (email) server security certificate
- Support COA Director and staff with updates and setup
- Meet with TA and staff and job description and comparisons
- GFI MailArchiver updates and research
- Server Planning
- 2 new computers for PD setup and delivered
- Planning department laptop update
- Planning Department – parcel layer overlay onto Google Earth
- Research Crystal Reports for reinstall at water department
- Research Assessing extracts for input to PeopleGIS at Water department
- Backups, Server maintenance and Antivirus monitoring
- Ongoing maintenance and problem resolution on computer, phone, printer and software for Town employees.

Sandy Robinson

From: Heinz Proft
Sent: Wednesday, September 13, 2017 8:44 AM
To: Ann Steidel; Sandy Robinson
Subject: FW: Heinz -Natural Resources Weekly report 9/13/2017

Natural Resources Weekly report 9/13/2017

- * Met with Town Admin., Golf Director and Cranberry Valley staff to discuss Hole #14 pond. CV 14 sampling site.
- * Responded to a report of several dead sea birds in the Pleasant Bay area. There has been a recent wide spread (Cape Cod) event that has caused a sudden bird die off. US fish and wildlife is looking into the cause.
- * Completed DRAFT - Hinckleys Pond CPC application for the Historic Commission's Sept. 20th meeting. Final application will completed and submitted to CPC prior to October 1st.
- * Shellfish patrols completed on open days (Wed & Saturdays).
- * Water Sampling for Harwich, Pleasant Bay Alliance, and Center for Coastal Studies all completed.
- * Shellfish lab seed sent to Kennebec River BioSciences for shellfish health inspection. This is required by Mass. Division of Marine Fisheries.
- * Began shellfish lab seed planting. Wychmere Harbor completed.

Heinz Proft
Nat. Resources Director



Planning Department Weekly Report: for the week of September 6th through September 13th

- Presented Affordable Housing Trust CPC application to Housing Committee;
- Spoke with Yarmouth's Housing Coordinator to discuss Yarmouth's Affordable Housing Trust;
- Attended Housing Committee meeting;
- Met with staff from Brewster, Chatham and Orleans regarding a Shared Housing Coordinator;
- Attended the Planning Board meeting and presented research/update on Accessory Apartment Legislation and Recreation Marijuana;
- Coordinated submission of staff's draft CPC applications for Historic Commission review at their September 20th meeting;
- Continued research on the Commercial Village Overlay District;
- Reviewed applications for the Planning Board's September 26th meeting;
- Met with 2 applicants regarding site redevelopment;
- Answered general questions regarding zoning and permitted uses;
- Reviewed +/- 3 building permits for zoning compliance and 2 sign permit applications;
- Filled in for the Building Department clerk vacancy-ordering supplies, historic applications;
- Weekly payroll and financial duties.



HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7542

Fax 508-432-2530



WEEKLY ACTIVITY REPORT FOR WEEK OF 9/3/17 THROUGH 9/9/17

PATROL

- 320 Calls and patrol-initiated activity logged
 - 4 arrests

- 35 motor vehicle stops resulting in:
 - 24 Verbal warnings
 - 6 Written warnings
 - 1 Arrests
 - 1 Criminal Complaint
 - 3 Investigations

- 14 Motor vehicle accidents investigated

ADMINISTRATION

- Chief hosted regional SWAT team candidate interviews at Harwich PD
- Officer Brickley and Officer Vermette selected to represent Harwich PD on regional SWAT
- Chief met with Sheriff Cummings re: county assets for search and rescue

COMMUNITY POLICING

- Bike patrol
- Several bus routes monitored for violations – first day of school
- First class of Citizens Police Academy held with 25 attendees. First class was introductions and orientation followed by the history of Harwich PD presented by Lt. Considine then Dispatch operations presented by senior dispatcher Diane Nicholson



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 September 9, 2017

This report includes the week ending 9-2-2017 as I was on vacation. 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:

- Letters were mailed by our tax lien attorney on August 30th to the owners of unpaid FY 2016 real estate bills

Weekly collections 8/27 to 9/2

Tax/Water Collections:	\$79,680.97
Departmental turnovers:	\$803,306.16
Total:	\$882,987.13

Weekly collections 9/3 to 9/9

Tax/Water Collections:	\$135,251.87
Departmental turnovers:	\$118,733.39
Total:	\$253,985.26

(sticker sales now included in departmental receipts)

Respectfully submitted,
Amy Bullock
Treasurer/Collector



Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

For Week Ending: September 9, 2017

Please see the following highlights from the previous week:

- Installed 2 new services at 241 and 243 SW Gate Road and renewed 1 water service at 35 Kendrick Road.
- Mark out lower county road for existing conditions survey
- Read water meters for fall billing
- Oversee water main tap & installation on Rt. 39 for the development
- 3 site visits for large meter change out program
- Study rate structure to switch to quarterly billing
- Prep emergency response equipment (chain saws etc.)
- Prepare water consumption data for Cape Cod Commission

Ongoing/Upcoming Items:

- Install new gate clusters & water main stubs on Riverside Drive in preparation for water main installation in FY19
- New Date-9/13/17 Water Commission will hold a rate hearing to adopt the FY18 Water Meter pricing.
- Meter Reading trouble shoots & old meter change outs
- Re-Insulate & Vault Ceilings at Wells 8 & 9
- SCADA Project Kickoff meeting TBD
- Solicit all RFPs
- Begin FY18 large water meter change out program

Quick Stats

+24	-16.3%	-18.4%
Water Samples Taken	Weekly Change in Pumping	YTD Change in Pumping

Activities Last Week

Customer Concern	1	New Service	2
Final Read	4	Renew Water Service	1
Leak at Meter	2	Restore Property	1
Markouts	12	Site Visit	3
Meter Change	4	Turn Off at Street	2
New Meter Installation	2	Turn On at Street	2

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	215	12
New Water Service Installations	36	30	2
Property Transfer Requests*	380	263	4
Renewal of Water Services	34	39	1
Seasonal Turn On/Off	1171	604	0
Water Main Repairs	3	4	0
Meter Changes	706	352	4
Meters Installed	36	27	2
Service Repairs/Misc. Services	104	29	11

**STATS now include PTR's w/meter change*

INTRODUCTION

TOWN OF HARWICH COMMITTEE HANDBOOK

The Board of Selectmen wishes to thank you for giving of your time and effort in the improvement of our community and hope you find this handbook informative and useful.

Objective: This handbook, prepared by the Board of Selectmen, is intended as an aid to assist all Town boards, committees, commissions, and those residents interested in serving on same. The handbook provides a brief description of elected and appointed officials' duties and is a resource to those residents considering applying for a committee. Through service to the community, participants will have a unique opportunity to know the workings of the Town and will find that service a rewarding and informative experience.

Appointing Authority: The Selectmen, in carrying out their duties as prescribed by law and by the votes taken at Town Meetings, make appointments to the Town's committees. The Selectmen's objective is to appoint qualified and interested Harwich residents who broadly represent the Town. During your appointed or elected term, you will work with other volunteer members who are charged with meeting the purpose of the board, committee or commission, addressing specific issues and bringing the best recommendations and/or solutions for Harwich to the Selectmen and/or to Town Meeting.

Important conduct that leads to successful and productive participation include:

- You represent the entire Town, not one segment.
- Single approach solutions, while good for your committee, are not always best for the Town. Be open to all of the ideas and possible solutions.
- All plausible solutions need to be explored and many factors taken under consideration, including one-time capital costs as well as ongoing annual costs.
- Your decision must consider impacts on other programs or plans.
- There can be no appearance that a committee member is predisposed either positively or negatively towards the matter under consideration. In all such cases the committee member must recuse her/himself (remove oneself from the discussion and vote). If aware of the situation, the Committee Chair should ask the committee member to consider the need to recuse
- * Discussion and decisions should follow the concept: what is in the best interests of the entire community.

References and resources: Other references and resources the board, committee or committee member should review and consider include:

State statutes outline the powers and duties of many boards, committees, commissions
Harwich Home Rule Charter and General Bylaws as adopted by Town Meeting
Annual Town reports and Harwich Staff, Open Meeting and Conflict of Interest Laws

I CODE OF ETHICS AND CONDUCT FOR MEMBERS OF BOARDS, COMMITTEES & COMMISSIONS (Appendices D, K and L)

The acceptance of this Code of Ethics implies a basic understanding of it as it relates to the laws of the Commonwealth of Massachusetts, the Charter, General Bylaws and administrative code of the Town.

The oath of office binds individual members to adherence to those state laws that apply to all areas of municipal government that comes under this jurisdiction.

This code of ethics delineates these areas of responsibility to all members of Boards, Committees and Commissions whether elected or appointed "Regular" or "Special Municipal Employees" as defined under Massachusetts General Laws, Chapter 268A

II COMMUNITY RESPONSIBILITY. A member of any Board, Committee or Commission in relation to his/her community, shall:

1. Realize that his/her basic function is to suggest policy, not administer it, unless otherwise empowered by the laws of the Commonwealth or the Harwich Home Rule Charter. (Appendix B).
2. Realize that he/she is one of a team and should abide by, and carry out, all board decisions once they are made.
3. Be well informed concerning the duties of a board member on both local and state levels.
4. Remember that he/she represents the entire community at all times.
5. Accept the appointment as a means of unselfish service, not benefit personally or politically from his/her board activities.
6. In making all decisions relative to individual appointments, he or she shall avoid political patronage by judging all candidates on merit, experience and qualifications only.
7. Before any vote, he/she shall refuse (shall not) vote on any matter involving an immediate family member (spouse, mother, father, sister, brother) in which he/she has a financial interest. (See Conflict of Interest).
8. Decisions made should support the Town Charter and refrain from putting the Town in positions of liability.

III RESPONSIBILITY TO MUNICIPAL ADMINISTRATION. A member of any Board, Committee or Commission, in his/her relations with administrative officers of the Town, shall:

1. Endeavor to establish sound, clearly defined policies that will direct and support the administration for the benefit of the people in the community.
2. Recognize and support the defined administrative chain of command and refuse to act on complaints as an individual outside the administration.
3. Give the Town Administrator full responsibility for discharging his/her disposition and solution. Therefore, all Boards, Commissions and Committees shall:

- a) Direct all problems or conflicts which cannot be solved in-house to the attention of the Town Administrator.
- b) Direct all legal questions or requests to Town Counsel through the Town Administrator or person designated by the Town Administrator.
- c) Direct all questions or concerns to the Town Administrator. Letters may also be addressed to the Board of Selectmen. However, an initial letter to the Town Administrator will expedite any necessary action and will deal most directly with an issue, which needs to be clarified, changed or corrected. Please remember, however, that the Town Administrator and Board of Selectmen do not have control over issues dealing with other elected officials or committees/individuals appointed by the Moderator.

ACCESS TO TOWN COUNSEL

Department Heads, Committee Chairs and/or designees shall have access to Town Counsel for business requiring legal assistance. Request for information from Town Counsel must be authorized by the Town Administrator. The requests will be in written form, indicate the need for the information and also pose the question. The Town Administrator or appropriate Department Head would submit the question to Town Counsel and report the answer back to the committee

IV RELATIONSHIP TO OTHER BOARD, COMMISSION OR COMMITTEE MEMBERS.

A member of any Board, Commission or Committee, in his/her relations with fellow board members, shall:

1. Recognize that action at official legal meeting is binding and that he/she alone cannot bind the board outside of such meeting.
2. Not make statements or promises of how he/she will vote on matters that come before the Board until he/she has had an opportunity to hear the pros and cons of the issue during a board meeting.
3. Uphold the intent of Executive Session and respect the privileged communication that exists in Executive Session.
4. Make decisions only after all facts on a question have been presented and discussed.
5. Treat with respect the rights of all members of the board, despite differences of opinion.

V PROHIBITED CONDUCT. A member of any Board, Committee or Commission, in accordance with Massachusetts General Law, Chapter 268A, shall (Appendices K and L):

1. Not accept other employment which will impair his/her independence of judgment in the exercise of his/her official duties.
2. Not accept employment or engage in any business or professional activity which will require him/her to disclose confidential information which he/she has gained by reason of his/her official position or authority.

3. Not improperly disclose confidential information acquired by him/her in the course of his/her official duties, nor use such information to further his/her personal interests.
4. Not use or attempt to use his/her official position to secure unwarranted privileges or exemptions for himself/herself or others.
5. Not by his/her conduct give reasonable basis for the impression that any person can improperly influence him/her or unduly enjoy his/her favor in the performance of his/her official duties, or that he/she is unduly affected by the kinship, rank, position or influence of any party or person.
6. Not pursue a course of conduct which will raise suspicion among the public that he/she is likely to be engaged in acts that are in violation of his/her trust.
7. Not be influenced in his/her performance of any official act or any act within his/her official responsibility.
8. Not be influenced to commit, or aid in committing or to collude in, or allow any fraud, or make opportunity for the commission of any fraud on the Commonwealth or on a state, county or municipal agency.
9. Not be induced to do or omit to do any acts in violation of his/her official duty.

In addition, the committee member must treat residents, non-residents, petitioners, other committee members and Town employees with respect while performing the duties of the committee. How a committee member reacts with other members of the community will be given major consideration in the decision of whether the individual should be reappointed.

VI COMMITTEE MEMBERSHIP (appendices B, C, D, K, L and M)

DUTIES OF BOARDS, COMMITTEES, COMMISSIONS

Many committees such as the Conservation Commission, the Historical Commission, Planning Board, Zoning Board of Appeals, Council on Aging, Board of Assessors and Board of Health are charged by the applicable laws of the Commonwealth. Upon appointment to one of these committees, you will be given the information about the applicable law by the committee chair.

APPOINTMENTS

All appointments made by the Board of Selectmen or other elected boards are made by majority vote in a regular open meeting. All appointments must be residents in the Town unless otherwise exempted. All Ad-Hoc or Ex-Officio appointments are non-voting members. Section 7-3-1 of the Charter requires all appointed boards, committees and commissions to consist of an odd number of members. Initial appointments by the Board of Selectmen are made from a list of volunteers who have filled out a Citizens Activity Record Form indicating their areas of interest or expertise, kept on file in the Selectmen's Office. Prior to appointment, appointees will be contacted to discuss interests of the individual in serving on a particular committee. Citizens are encourage to attend meetings of their committee of interest to learn about the committee and its role in the community. Written notification of an appointment is made by the Board of Selectmen.

When you receive notification of an appointment, you must contact the Town Clerk to be sworn in. **You must be sworn in by Town Clerk before taking a seat on the committee and before voting on committee matters.**

DURATION OF APPOINTMENT/REAPPOINTMENT

Depending upon the need, vacancy and/or Town Meeting vote, appointment length varies. Some appointments are made for the duration of a project, some yearly, but the most common term for standing committees are terms of three years.

Reappointment is based on an evaluation by the appointing authority of the citizen's contribution to the committee, the desirability of widespread involvement and the changing needs of the committee and the Town. A committee member is under no obligation to accept reappointment, nor is the appointing authority obligated to offer reappointment.

RESIGNATIONS/NON-ATTENDANCE AT MEETINGS

A committee member who is no longer able to serve should resign promptly so that the vacancy may be filled as soon as possible. **Any resignation (either effective immediately or at a certain date in the future) must be submitted in writing to the Town Clerk.** Without a formal notification to the Town Clerk, a vacancy does not exist and a replacement member cannot be appointed. Once the notice is filed, the Town Clerk will notify the members of the board/committee/commission and the Board of Selectmen. When the vacancy occurs, the remaining committee may recommend individuals who have demonstrated an interest in the work of the committee for consideration as a replacement member. They will be considered along with others who have expressed an interest and have filed a Citizens Activity Form. In accordance with Home Rule Charter section 7-2-7, the unexcused absence, without good cause, of a member from four (4) or more consecutive meetings shall serve to vacate the office. When such a vacancy has been created, it shall be filled within thirty (30) days, in accordance with general law.

VIII COMMITTEE LEADERSHIP (appendices F, G, H, I, K)

Unless otherwise specified by Town Meeting Vote, the Chair and other (usually Vice Chair and Clerk) officers of every board, committee or commission are chosen by the voting members of the committee, generally annually(known as reorganization). The name of the Chair should be made known to the Office of the Selectmen to enhance communication with the group. Some committees have responsibility for financial recommendations and budgets addressed elsewhere in this handbook. Any questions pertaining to budgets or procurement process should be directed to the Town Administrator.

If appointments are made by another elected board other than the Selectmen, the members' names must also be given to the Selectmen's Office so that all members will be acknowledged in the Annual Town Report.

KEY RESPONSIBILITIES OF A CHAIR

1. Treat all people including fellow committee members with respect.
2. Schedule and maintain control of the meeting. If an individual or individuals, including committee members, exhibit increasing emotions, call a short recess so that all involved may regain composure.
3. Ensure that the business of the committee/board/commission moves forward in a productive manner.
4. You are not expected to do all of the work. Spread the tasks to other committee members.
5. Remember that your opinion/vote does not have additional weight by virtue of holding the position of Chair.

ADOPTION OF RULES AND REGULATIONS

ROBERTS RULES OF ORDER, NEWLY REVISED, shall generally prevail in conducting all meetings. Copies are available in local bookstores or may be viewed in the Selectmen's office

When a committee is contemplating adopting or amending their specific Rules and Regulations, there is a need to advertise and hold a Public Hearing relative to the proposal before adoption. All Rules, Regulations and/or Rates: notice of such proposed changes shall be advertised two (2) weeks (14 calendar days) prior to the meeting on the proposed changes. Statute allows some committees to adopt Rules, Regulations and Fees, such as the Board of Health, Conservation Commission, Planning Board and Zoning Board of Appeals. Other Committees' Rules, Regulations and Fees must be adopted by the Board of Selectmen. Please refer to Appendix I., Public Hearings, and/or check with the Town Administrator's Office for further details/clarification.

AGENDAS

The meetings which are most productive follow an established order of business. A suggested order of business might be:

1. Executive Session (as needed and as properly noticed to public)
2. Roll Call or attendance
3. Approval of prior meeting minutes
4. Correspondence
5. Scheduled agenda items
6. Reports of Town officials or others
7. Old business
8. New business
9. Adjournment.

VIII MEETINGS (appendices F, G, H, I, K)

OPEN MEETING LAW

The Massachusetts Open Meeting Law is one of the so-called "Sunshine Laws" enacted throughout the country over the past several years and designed to shed some light on the previously obscure area of government decision making. The law is based on the premise that the public is entitled to see the process of government and not simply its end result. Except on very specific cases spelled out in the law, the public and the press now have the right to attend all meetings of government bodies.

WHAT IS A MEETING?

Basically, a meeting occurs any time a quorum (usually a simple majority) of the members gets together and discusses or considers any public business or policy over which the agency has some jurisdiction or advisory power. A quorum shall not meet in private for purposes of deciding or deliberating toward a decision on public business. A meeting must be held in public even if there will be no vote or decision reached. Polling of Board members for a decision prior to an Open Meeting of the Board is illegal and in violation of the Open Meeting Law. Members are allowed to participate remotely using electronic means.

LOCATION

Every committee should establish a regular meeting schedule to suit the needs and convenience of the members; however, they must be scheduled for *public locations* and accessible to the handicapped. Committees are urged to meet in a Town building because meetings in private homes or restaurants may give the appearance of being secret and discourage the public from attending. Space is generally available at Town Hall (call the Selectmen's office 430-7513) or at the Community Center (call 430-7568). Some coordination with other boards and committees for space may be necessary.

VERBAL AND WRITTEN PUBLIC INPUT should be considered as a part of each business agenda for every committee. However, there is no legal requirement to allow input at a meeting. It is at the Chair's discretion.

RECORD KEEPING

State law requires that a committee keep accurate records of its public meeting. The committee must vote to accept all minutes. The records of each regular meeting are public information, and chairs or their designees must maintain a copy of all approved minutes for public inspection. In addition, by law, all approved minutes must be filed with the Town Clerk's office and a copy provided to the appointing authority, (Selectmen). This filing of approved minutes should be completed within two weeks of approval by the committee.

Minutes must include:

- the names of committee members present and absent at the meeting.
- the names of others present, if Executive Session.
- date, place, time convened, and time adjourned.
- all agreements reached by vote or consensus.

Minutes should include:

- assignments to committee members.
- mention of topics discussed.
- exact wording of all motions, including who made the motion and who seconded. Also, the vote of each member and those members who did not participate in the vote should be recorded.
- names of additional participants (not press or observers)
- summaries of discussion.
- schedule of future meetings

Staff Support. Minutes of meetings are usually done by the clerk of the committee. Some committees may have their members take turns taking the minutes, so that one member is not overly taxed with the responsibility. We realize that occasionally there are some larger projects or Regulatory Boards that would require outside assistance. A committee should not rely on the Town staff to accomplish minute taking. Some standard office supplies and use of the photocopier may be available. Please check with the Town Administrator's office. Some committees may have a budget and paid employees to do the clerical work. Committees appointed by the Selectmen do not have the power of appointment of personnel. Please contact the Town Administrator on all matters relating to personnel.

Public Records Law. The Massachusetts Public Records Law (MGL Chapter 4, Section 7, cl 26) provides right of access to public records, broadly defined to include all documentary materials (except eleven specific exemptions such as personnel and medical files, proposals and bids, and appraisals of property). All minutes, informational data, memoranda and circulating materials of any Town board or committee are usually public information. The committee should consult the Town Administrator's office if questions arise concerning freedom of information.

RECORDINGS

Any person may record a meeting (with the exception of Executive Session) with a tape recorder or any other means of sonic reproduction and/or videotape equipment, provided there is not active interference with the conduct of the meeting. The manner in which this right is exercised is subject to the reasonable direction of the chair.

EXECUTIVE SESSION

Deliberations and votes held in private, commonly called Executive Session are allowed only under strict circumstances as outlined in the Open Meeting Law.

Executive Sessions may only be held after convening in an open, public session. Executive Sessions are allowed for discussions and negotiations of a land purchase by the Town; pending litigation; union negotiations; deployment of security measures, personnel or equipment; individual tax or support issues and certain actions of employees.

IX FINANCIAL MATTERS AND YOUR COMMITTEE

In general, an individual committee only has a budget if one is authorized by Town Meeting or at the time of its formation. If a committee anticipates a need to expend funds, it can request a budget for the next fiscal year through the Town Administrator, or if funds are needed during the fiscal year the Town Administrator should also be contacted. Unless a committee has funds specifically appropriated to it, the committee should not spend or commit to the spending of any funds without first obtaining guidance from the Town Administrator and the Director of Finance.

BUDGET

If your board or committee already has an established budget, prior to November 1, you will receive a budget package from the Town Administrator. The budget package will include directions for filing, time the budget forms must be filed, and other pertinent information. Your committee's annual operating budget form should be filled out and returned to the Town Administrator as instructed in the budget package. Your board or committee might be asked to meet with the Town Administrator, Finance Committee and/or Board of Selectmen to discuss your budget request before the warrant for the Annual Town Meeting goes to press. These meetings usually take place during January to March... The Finance Committee is required by our By-laws to vote on each article in the warrant.

SUBMISSION AND PAYMENT OF BILLS

All requests for payment of bills must be given to the Town Accountant on a bill schedule provided by the Director of Finance and all appropriate receipts must be attached. The bill schedule must be approved and signed by a majority of committee members before the Director of Finance can process any bill for payment. There are very strict laws for collecting, accounting and expending public money. Any questions regarding expenditures should be directed to the Director of Finance or Town Administrator.

COLLECTION OF FEES

If your board or committee charges a fee for any of your services or programs, that money must be kept in a secure place and then turned over to the Town Treasurer with a duplicate accounting of the receipts given to the Director of Finance. To eliminate security problems and facilitate a positive cash flow, plan to turn in whatever money you have on a weekly basis or sooner if the amount

exceeds \$100. Please keep in mind that unauthorized expenditures of public money for goods or services are illegal.

PURCHASES/PUBLIC BIDDING REQUIREMENTS

All purchasing must be done in compliance with Massachusetts Public Procurement Law (MGL C30B). In general, committee expenditures will not be large enough to require formal bidding.

Purchases for amounts less than \$1,000 do not require formal bids. Good business practices should be followed

Purchases for amounts between \$1,000 and \$10,000 require three price quotes and the lowest price accepted. The quotes must be in written form.

Purchases/services repair or construction of buildings estimated to cost in excess of \$10,000 require formal bidding procedures.

The Town Administrator's office should be contacted for assistance and guidance for all purchasing and bidding.

CONTRACTS

The Board of Selectmen is the awarding authority for all contracts for the Town (excluding Water, or Library). Recommendation for award should be made by the Committee. If necessary, the Town Administrator or his/her designee can provide detailed information relative to awarding of contracts.

FUND RAISING

Background Information. The provisions of MGL Chapter 44, Section 53A enable a Town committee to raise and disburse funds according to specific procedures.

Procedures. All funds received by the committee go into the Town's General Fund and may not be dispersed by the committee on its own without special arrangements. Arrangements can be made through the Town Administrator and Town Treasurer to establish a special fund or gift account for some purposes which allow a committee to retain control of its funds. This will need to be authorized by a vote of the Board of Selectmen. The Town Administrator should be contacted by the committee for guidelines prior to commencing a special project.

X REPORTING PROCEDURES AND TOWN MEETING (appendices B, E, J)

APPOINTING AUTHORITY

The Town Charter requires that the committee report annually to the Board of Selectmen about the committee's actions, progress and goals. If needed, the committee may also request a meeting with the Selectmen to resolve problems or provide specific updates as needed.

PUBLIC INFORMATION MEETINGS

The success of a committee's endeavors often depends on effective communication with the public. The committee should hold public meetings and hearings when needed both to inform citizens of work in progress and to gain public reaction and response.

TOWN MEETING

If a relevant article is on the warrant or if the committee's charge specifies a report to Town Meeting, the committee should prepare information for Town Meeting. The committee should make these reports clear, concise and brief, keeping in mind the large number of articles Town Meeting deals with.

A committee may request inclusion of an article in the Town Meeting Warrant by petition to the Selectmen if a majority of the committee consents to the submission. However, if there is a proposed article that might affect another Board, Committee or Commission, the two bodies should meet and be in agreement with the proposed article before submission for inclusion in the Warrant. Articles may be reworded upon advice of Town Counsel. All articles should be submitted in accordance with established deadlines and on proper forms available in the Selectmen's Office. The committee or its chair will be asked to meet with the Town Administrator, Board of Selectmen and Finance Committee prior to Town Meeting to discuss the proposed article. Justification, background information and estimated cost should be submitted with the article when presented. Articles for a Special Town Meeting are to be submitted in the same manner *immediately* after a Special Town Meeting is called. Early submission of *all* articles is desired.

ANNUAL TOWN REPORT

All appointed committees should file an annual report of committee activities for the Annual Town Report. The Chair or other designated member should detail committee membership, including changes, and a one-to-three paragraph explanation of major accomplishments and future plans of the committee. A request for committee reports is issued each year, but are due in the Selectmen's Office no later than the first Friday in January for inclusion in the Annual Town Report.