

SELECTMEN'S MEETING AGENDA*

Donn B. Griffin Room, Town Hall

732 Main Street, Harwich, MA

Regular Meeting 6:30 P.M.

Monday, October 2, 2017

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. WEEKLY BRIEFING

IV. PUBLIC COMMENT/ANNOUNCEMENTS

V. CONSENT AGENDA

A. Approve Minutes:

1. August 7, 2017 Executive Session
2. September 18, 2017 Regular Session

B. Approve the recommendation of award for the FY 2018 Road Salt Contract

C. Committee Appointments:

Council on Aging	Joan Felahi	Angela Chilaka
Community Center Facilities	Angela Chilaka	
Board of Appeals (<i>Alternate</i>)	Michael Cupoli	
Harwich Energy Committee	Charles Czech	

D. Approve the appointment of Amy Banford as Administrative Assistant for the Community Development Department

E. Town Hall Hours – Veteran’s Day and Thanksgiving

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

A. Monomoy Regional School District Meeting with the Board of Selectmen and Finance Committee to discuss enrollments by class and demographics including a five-year projection of same

B. Annual Meetings with the Selectmen:

1. Waterways Commission
2. Historic District/Historical Commission
3. Real Estate and Open Space (rescheduled from 9/25)

C. Community Development Partnership & Cape Housing Institute – Andrea Aldana/Jay Coburn

D. Board of Selectmen FY 19 Budget Message

VII. OLD BUSINESS

A. Community Preservation Committee Articles Discussion

B. Community Preservation Committee Available Funds

VIII. NEW BUSINESS

A. Open Meeting Law Complaint – Revised posting

B. Wastewater Support Committee membership discussion

IX. TOWN ADMINISTRATOR'S REPORT

A. FY 19 Capital Budget Timeline and FY 19 Capital Budget Summary

B. Departmental Weekly Reports – September 18-23

X. SELECTMEN'S REPORT

A. Goals and Objectives

B. Budget Warrant Timeline

C. Vacancy Listing

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

Date: _____
September 28, 2017

Sandra Robinson, Admin. Secretary

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, SEPTEMBER 18, 2017
6:30 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark, Chief Clarke, Carolyn Carey, Lee Culver, Cyndi Williams, Sally Urbano, Ed McManus, Jack Brown, Richard Elrick, Noreen Donahue, and others.

WEEKLY BRIEFING

No one appeared before the Board.

PUBLIC COMMENT/ANNOUNCEMENTS

Mr. Brown, President of the Friends of the Harwich Council on Aging, reported that they will be sponsoring a dinner and dance on October 20 at the Sea View in Dennis.

Chief Clarke commented that the Cranberry Festival at its new location was a great success and thanked all involved for their efforts. Ms. Williams of the Chamber also thanked all those involved in all the events associated with the Cranberry Festival.

Mr. Elrick, who noted that he is a resident of Barnstable, stated that he read a report in the newspaper regarding the Board's action to ban the retail sale of marijuana in Harwich and there was a great concern raised by what was quoted. Chairman MacAskill stated that the speaker is not a resident of the Town of Harwich and he is not going to allow this public comment.

Ms. Urbano stated that her comments are regarding the Board's meeting of September 5 as it pertains to her and the Housing Authority. Chairman MacAskill asked if she was speaking on behalf of the Housing Authority or as an individual and she responded that she was not speaking on behalf of the Housing Authority. He suggested that she send a request to the office and he would agenda this next week. Chairman MacAskill said he would have her removed if she continued to speak as this belongs as an agenda item with the Housing Authority. He said it was not appropriate for her to speak for the Housing Authority did not allow her to comment further.

Mr. McManus, President of the Harwich Cranberry Festival, thanked everyone in Town who helped out with the Cranberry Festival including the DPW, Community Center employees, Public Safety Departments, Joanne Clancy, Monomoy Key Club, Recreation & Youth Committee and many others.

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

Chairman MacAskill stated that he is pulling Item A1 as the minutes were already voted, as well as pulling Item F as it is not quite ready yet. Mr. Ballantine moved approval of the balance of the agenda. Mr. Howell seconded the motion. Mr. Howell reported with regard to Item E, that there are no other applicants and they are worried about having a quorum. Ms. Brown was in agreement with the recommendation to appoint Mr. Hilliard. The motion carried by a unanimous vote.

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

- A. Annual Meetings with the Selectmen:
 - 1. Community Center Facilities Committee

Mr. Culver, Chair, delivered the annual report of the Community Center Facilities Committee. He and Ms. Carey took questions and comments from the Board.

- 2. Council on Aging

Mr. Waystack introduced new Council on Aging Director Judi Wilson. He delivered the annual report of the Council on Aging and took questions and comments from the Board.

OLD BUSINESS

- A. Wastewater Governance – discussion

Mr. Ballantine outlined a draft of responsibilities for the Board of Selectmen and a Water/Wastewater Commission pertaining to wastewater governance (attached). He recommending expanding the elected 3 member Water Commission to an elected 5 member Water & Wastewater Commission. He stressed that we need a Project Manager to carry this through and that Mr. Clark made a strong argument that he can fulfill that role. Mr. Howell pointed out that there is nothing in the Charter that talks about a Wastewater Superintendent and the Water Superintendent is hired and governed by the Water Commissioners. Mr. Ballantine said it is noted in the document that this will require a Charter change. Mr. Clark said he would oversee the project with assistance from Mr. Cafarelli, Mr. Pelletier and CDM Smith. The Board took comments from Ms. Donahue and Mr. McManus who encouraged the hiring of a Project Manager. Chairman MacAskill noted that the Water Commission has endorsed the 5 member Board. Mr. Howell commented his concern is that when everybody is responsible for everything, no one is responsible for anything and we can't have 2 or more bosses. Mr. Ballantine recommended the Board go ahead with this as a governance model and with the idea of Project Manager and asked Mr. Clark to identify the pieces that would go toward the Project Manager role and we can revisit this in a few months and decide if we need to assign someone to that. Chairman MacAskill asked that Mr. Ballantine submit that request to him as an agenda item. Mr. Howell moved to approve the governance of future Water/Wastewater Commission with a change as noted to the

duties of the Superintendent and who he or she reports to in accordance with the way 6-6-3 (of the Charter) reads currently. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

B. Wastewater Implementation Committee - Charge revisions

Mr. Ballantine suggested changing the name of the committee to the Wastewater Advisory Committee. He outlined the draft charge (attached) and took questions from the Board. Mr. Howell expressed concern that it should also be public driven and meetings should be in the evenings so people can attend. He added that the charge should include language to solicit public input and Mr. Ballantine said he would add that. Ms. Brown stated that 7 members would be better and Chairman MacAskill expressed concern about filling the membership. He said 5 members with staff would be better. Mr. Clark agreed and said having 5 citizens makes sense because it is a more functional number and staff would be available to them. Mr. Ballantine agreed and said the key is their dedication to the committee. Ms. Kavanagh was also in favor of 5 members. Ms. Donahue said the committee is truly for support and suggested naming it the Wastewater Support Committee. Ms. Kavanagh moved that we approve the new charge of creating a Wastewater Support Committee that will help to serve and develop the Comprehensive Wastewater Management Plan and consist of 5 members and will have point people within the department that will assist with the charge that's written. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

NEW BUSINESS

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

Mr. Howell moved to refer the alleged violation of Liquor/Entertainment License to the Administrative Officer to conduct a hearing. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

TOWN ADMINISTRATOR'S REPORT

B. Departmental Weekly Reports – September 11-18

No action was taken on this item.

Mr. Clark distributed a brochure entitled "The New Cape Cod Regional Technical High School" (attached).

SELECTMEN'S REPORT

A. Professional Public Meeting

Chairman MacAskill stated that the gentlemen who tried to speak at the beginning of the meeting was part of pro pot group that was pushing the legislation. He stated that this Board voted and supported our Public Safety Chiefs and if he would like to request an agenda item we can have that debate.

ADJOURNMENT

Ms. Kavanagh moved to adjourn the meeting at 8:02 p.m. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary



TOWN OF HARWICH

DEPARTMENT OF PUBLIC WORKS

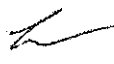
273 Queen Anne Road • P.O. Box 1543 • Harwich, MA 02645

Telephone (508) 430-7555

Fax (508) 430-7598

MEMORANDUM

TO: Board of Selectmen

FROM: Lincoln S. Hooper, Director 

DATE: September 25, 2017

RE: Recommendation of Award for FY 18 Road Salt Contract

Attached please find the results of this year's regional salt bid conducted by the Town of Plymouth. Based on this information, I am recommending that the Board of Selectmen award a contract to Morton Salt, Inc. in the amount of \$49.71 per ton delivered to the Town of Harwich DPW. This new price represents a decrease of \$8.39 per ton over last year's bid price.

Please sign the attached copies of the contract and return the originals to me. Thank you for your consideration in this matter.

Cc: Chris Clark, Town Administrator

Attachments: Contract between Morton Salt Inc. and the Town (2 copies)
Salt bid results

AGREEMENT

This agreement made the 2nd day of October, 2017 by and between **Morton Salt Inc.**, hereinafter called the "CONTRACTOR," and the **Town of Harwich**, hereinafter called the "TOWN".

WITNESSETH, that the Contractor and the Town for the consideration hereinafter named agree as follows:

ARTICLE 1. SCOPE OF WORK

The Contractor shall furnish all of the materials/services called for in the specifications for:

Road Salt

ARTICLE 2. TIME PERIOD

- A. This contract is for the period of one (1) year.
- B. The work to be done under this contract shall be completed : **10/2/2018**

ARTICLE 3. THE CONTRACT SUM

The Town shall pay the contractor:

- A. **\$49.71 per ton delivered to the Town**

ARTICLE 4. TIME OF PAYMENT

The Town shall pay the Contractor on original invoices only.

ARTICLE 5. THE CONTRACT DOCUMENTS

The Bid together with this Agreement, form the Contract, and they are as fully a part of the Contract as attached and incorporated herein by reference.

ARTICLE 6. TERMINATION FOR CAUSE

The Town may terminate this Agreement, for cause, at any time upon written notice to the other party designating the reason for said termination. Termination shall be effective immediately.

IN WITNESS WHEREOF the parties hereto have executed the Agreement, the day and year first above written.

By:

Morton Salt Inc.

Town of Harwich

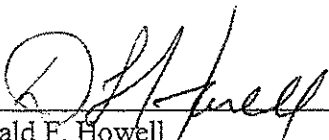
Board of Selectmen

Town of Plymouth - Regional Salt Bid Results							
Bid # 21734			September 19, 2017				
Road Salt							
Towns	Est. Amt.	American Rock Salt Co., LLC	Champion Salt LLC	Eastern Minerals Inc.	Mid-American Salt, LLC	Morton Salt, Inc.	Saltine Warrior, Inc.
Abington	3000	\$53.08	\$47.92	\$44.95	\$53.80	\$45.76	\$49.84
Barnstable	8000	\$57.15	No Bid	\$51.22	\$54.37	\$48.25	\$54.23
Bourne	4000	\$54.14	No Bid	\$49.46	\$52.65	\$46.96	\$52.35
Brewster	2000	\$59.43	No Bid	\$53.35	\$55.66	\$49.71	\$56.19
Bridgewater	3000	\$53.00	No Bid	\$46.04	\$51.80	\$45.26	\$50.21
Carver	500	\$53.00	No Bid	\$47.37	\$52.65	\$45.26	\$50.43
Chatham	1000	\$60.22	No Bid	\$54.21	\$56.09	\$50.63	\$57.11
Cohasset	1000	\$55.86	\$47.92	\$45.92	\$53.51	\$45.86	\$50.11
Dennis	1000	\$58.21	No Bid	\$52.31	\$55.23	\$48.51	\$55.38
Eastham	500	\$60.34	No Bid	\$54.64	\$56.09	\$50.31	\$53.99
Easton	4000	\$53.00	\$47.92	\$46.00	\$50.94	\$45.38	\$49.49
Edgartown (Deliver Picked up)	600	No Bid \$48.80	No Bid \$47.92	No Bid \$65.00	\$158.00 \$58.00	\$192.11 \$50.00	No Bid No Bid
Falmouth	4000	\$56.52	No Bid	\$51.63	\$53.94	\$47.29	\$54.41
Halifax	2000	\$53.00	No Bid	\$46.23	\$52.22	\$45.51	\$49.93
Harwich	2000	\$58.93	No Bid	\$53.19	\$55.66	\$49.71	\$56.33
Hull	2000	\$56.19	\$47.92	\$45.92	\$54.37	\$45.94	\$50.13
Kingston	6000	\$53.08	\$47.92	\$46.39	\$53.08	\$46.71	\$50.22
Lakeville	2500	\$53.00	No Bid	\$47.05	\$51.37	\$45.86	\$49.97
Marion	350	\$53.99	No Bid	\$49.27	\$51.80	\$45.57	\$51.09
Marshfield	1800	\$54.63	\$47.92	\$46.45	\$53.51	\$45.81	\$49.87
Mashpee	2000	\$56.34	No Bid	\$50.86	\$54.37	\$47.29	\$53.93
Mattapoissett	800	\$54.14	No Bid	\$49.40	\$52.37	\$45.51	\$50.42
Middleborough	4000	\$53.00	No Bid	\$47.15	\$51.80	\$45.04	\$50.25
Orleans	800	\$60.07	No Bid	\$54.06	\$56.09	\$50.31	\$52.27
Pembroke	6000	\$53.08	\$47.92	\$46.35	\$51.51	\$45.66	\$49.77
Plymouth	10000	\$53.08	No Bid	\$46.95	\$54.08	\$44.46	\$50.75

VACANCY INTERVIEWS – Wednesday, September 27, 2017

<u>Time</u>	<u>Applicant:</u>	<u>Vacancy</u>	<u>Approval</u>	<u>Position</u>	<u>Term</u>	<u>Comments</u>
9:00 am	Noreen Donahue	<u>Wastewater Support Committee</u> New committee				Waiting for Board Discussion About Old Committee
9:15 am	Joan Felahi	<u>Council on Aging</u> 3 vacancies	X	Full	6/30/19	
9:30 am	Karen Young	<u>Cemetery Commission</u> 1 vacancy <u>Voter Information Committee</u> 1 vacancy				Could Not Attend Interview
9:45 am	Michael Cupoli	<u>Board of Appeals</u> 3 Alternate vacancies <u>Constable (3 serving now)*</u>	X NO	Alternate	6/30/19	*Harwich Constables do NOT serve court summons or legal documents. That is done by the County Sheriff's Dept. ONLY used for posting of <u>Town</u> documents.
10:00 am	Angelina Chilaka	<u>Council on Aging</u> 3 vacancies <u>Community Center Facilities</u> 1 vacancy	X X	Full Full	6/30/19 6/30/18	
10:15 am	Charlie Czech	<u>Wastewater Support Committee</u> New committee <u>Harwich Energy Committee</u> 1 vacancy	No X	 Full	 6/30/18	

Jannell M. Brown



Donald F. Howell

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



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

732 MAIN STREET, HARWICH, MA 02645

September 28, 2017

To: Christopher Clark, Town Administrator
Cc: Board of Selectmen
From: Charleen Greenhalgh, Assistant Town Administrator *CGH*
Re: Community Development Administrative Assistant Hiring Process and Recommendation

The position became vacant when Shelagh Delaney was promoted to Executive Assistant. The internal posting for the Community Development Administrative Assistant position was posted on August 7, 2017 and closed August 16, 2017. There were no internal applicant for the position.

The external advertisement appeared in the *Cape Cod Times* on August 20, 2017 and it was available on the Town Website. The posting closed on September 6, 2017.

An interview team was established consisting of the following:

Christopher Clark	Town Administrator
Ray Chesley	Building Commissioner
Ann Steidel	Administrative Secretary and Community Development Staff Supervisor
Shelagh Delaney	Executive Assistant with Community Development
Charleen Greenhalgh	Assistant Town Administrator/Human Resources

Twenty-three (23) complete applications/resumes were received as of September 6, 2017.

On September 7, 2017 copies of the applications/resumes were sent to the interview team. Each member was asked to choose their top five (5) candidates. In addition, draft questions were distributed and team members were asked to provide their questions. On September 20th, the lists were tallied and the top three (3) candidates (two receiving five (5) out of five (5) and one receiving four (4) out of five) were chosen to be interviewed.

Interviews were then scheduled for September 26, 2017. Twelve (12) pre-determined interview questions, selected from those submitted by the team, and an evaluation form were used by team members.

Following the final interviews the scores for each applicant interviewed were tallied. Mr. Clark discussed the candidates further with members of the team. Utilizing the evaluation scores and after careful and courteous consideration, Amy Banford was chosen as the top candidate.

Ms. Banford brings to Harwich over 20 years of experience in the computer field and with team and customer oriented service. She holds a B.S. from Indiana University.

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039

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

732 MAIN STREET, HARWICH, MA 02645



September 27, 2017

Amy Banford
~~15 Rocky Way~~
Harwich, MA 02645

Dear Ms. Banford:

We would like to offer you the position of Administrative Assistant in the Community Development Department for the Town of Harwich. I look forward to your positive contributions to our community.

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

- Pursuant to the Town Charter the Town Administrator makes the appointment for this position subject to confirmation by the Board of Selectmen. Your name has been put forth for confirmation and the Board of Selectmen will be taking this up at their meeting on October 2, 2017. Successful confirmation will be needed to finalize appointment.
- The Town will arrange for a Pre-Employment Physical and Drug Test that must be successfully completed. Please contact Shelagh Delaney in Community Development.
- Successful completion of a C.O.R.I check (a copy of the form is enclosed and we will need a copy of your driver's license.)

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

Your position title will be Administrative Assistant and your starting date is on or before October 10, 2017. This position is included in the Harwich Employees Association and your employment is subject to the rights and obligations included in the contract, which you have already received. Your starting salary will be \$24.41 per hour (Grade 5, Step 4).

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

Sincerely,

Christopher Clark
CJC

Christopher Clark
Town Administrator

Amy Banford 9-27-2017
Amy Banford Date

Enclosure (2)

CC: Board of Selectmen
Finance Director

Town Treasurer/Collector
Computer Coordinator

Building Commissioner

OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, Town Administrator

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



MEMO

To: Board of Selectmen

From: Christopher Clark, Town Administrator

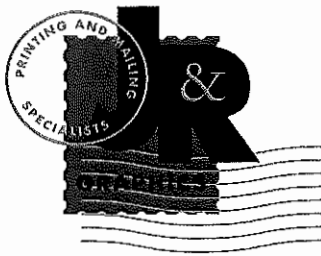
Re: Town Hall Hours – Veterans’ Day and Thanksgiving Weeks

Date: October 2, 2017

I recommend the following Town Hall hours for the week of Veterans’ Day and Thanksgiving:

Monday, November 6, 2017	8:30 a.m. – 4:00 p.m.
Friday, November 10, 2017	Closed – Holiday per contract
Wednesday, November 22, 2017	8:30 a.m. – 12:00 p.m.
Thursday, November 23, 2017	Closed - Holiday per contract
Friday, November 24, 2017	Closed - Holiday per contract

Employees will work the balance of the week as called for in their contract.



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2018

JANUARY							FEBRUARY							MARCH						
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Hanover, MA 02339-1229

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Fax: 781-871-7586

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Sandy Robinson

From: Carpenter, Scott <scarpenter@monomoy.edu>
Sent: Thursday, September 28, 2017 3:38 PM
To: Christopher Clark; Jack Brown; Nancy Scott; Contact
Cc: bsusko@monomoy.edu; Sandy Robinson
Subject: Re: Meeting with BOS and Finance Committee
Attachments: Monomoy Enrollment and Class Size Numbers FY17 FY18.pdf; Cohort Attrition Monomoy Regional High School 2017.pdf

Chris,

As I mentioned, I unfortunately won't be able to attend this coming Monday's meeting. I am, however, attaching the "good news" enrollment data that I will be sharing at our School Committee meeting tonight to include in your Selectman's packets. I would be happy to attend your following meeting to discuss the numbers and answer any questions. This would be the general content and commentary of my report:

The Monomoy Enrollment and Class Size PDF (attached) compares last year's October 1 numbers to this year's October 1 numbers. Since I have come to the district, I've tried to work with my committee to maintain educationally supportive class sizes of 19 ± 2 students per class at the middle & high school level 18 ± 1 at the elementary level. Average class sizes at the elementary, middle, and high school level fall within these guidelines.

Enrollment at the elementary level is down, in both of our towns. This is not due to school choice, as there are very limited school choice options for families at the elementary level. The decline in elementary enrollment mirrors the ongoing demographic shift in this region of Cape Cod, with progressively fewer and fewer young families. It would behoove our towns to support initiatives that would encourage young families to live in and afford our towns, like affordable housing efforts or supporting initiatives like free preschool for all families (as done in Town of Mashpee for all children, beginning at age 4). Research would also support that such preschool early education programs have the added benefit of ensuring that children are better ready to learn as kindergartners and beyond.

Enrollment at the middle school and high school is up. There is a "bubble" of students, currently in 5th grade, moving up our ranks. This finds the middle school enrollment up by 6.6% this year, and the high school up by 1.5%.

I would anticipate that a five-year enrollment picture would look relatively flat for the district. This year the district's enrollment is down negligibly by .4%. As this bubble of students moves from the middle school to high school, the number of students at the secondary level will rise, but, as with this year, enrollment gains in the upper grades is offset by a dwindling enrollment at the elementary level.

There are some extremely positive trends in this year's October 1 numbers. At the middle school level, the net movement of students out of the middle school, as charter (Lighthouse) and choice (Nauset) options become available to families has decreased significantly -- from 44 students leaving the district last year to only 24 this year.

Since before regionalization at the high school level, there has been a net movement students away from their home district, heading to Nauset (choice) and Sturgis (charter). Monomoy's 2017 October 1 data indicates that the net movement of high school students out of the district has ended, and there is now a negligible net influx of high school students. While we still lose a few students to both Nauset and Sturgis, we are seeing even more students returning and selecting Monomoy as their best choice for high school (see Cohort Attrition PDF). Six high school aged students, who were enrolled in Monomoy last year, transferred out to Nauset Regional Schools over the summer, but this was offset by seven students transferring into Monomoy Regional from Nauset Regional School. Five of these former Nauset students are Harwich and Chatham residents returning to their home district. Monomoy Regional High School also saw a student entering her eighth grade year transferring from Lighthouse Charter to rejoin her peers at our high school because of the offerings available at Monomoy's high school.

Each year approximately 20 students from Monomoy elect for a vocational high school experience at Cape Tech, and again 21 former Monomoy students enrolled at Cape Tech as freshmen this year. Nonetheless, this loss of students to Cape Tech was fully offset by school choice students selecting our high school because of the strong educational program and welcoming culture that we have developed over the past four years.

There is also one other enrollment number which all need to keep an eye upon. Chatham Elementary has a one-year enrollment decline of 12% (compared to Harwich Elementary's one-year enrollment decline of only 3%). To maintain comparable class sizes between Chatham Elementary School and Harwich Elementary School, one kindergarten teacher was moved from Chatham Elementary to Harwich Elementary for this year. Even doing this, there continues to be a slight (1-2 student) imbalance in class sizes between our two elementary schools. If Chatham continues to have low elementary enrollment, Chatham Elementary may become "too small" as an elementary school, and Harwich Elementary may become potentially have "too large" of an

elementary enrollment. As it stands, there are not any more available classrooms in which to move another Chatham Elementary teacher to Harwich (in future years). Our regional agreement states that Chatham children will go to Chatham Elementary and Harwich children to Harwich Elementary -- this may constrain us providing the best elementary education experience for our children. I'll be talking with our families and my School Committee about this long-range dilemma at meetings during the month of October.

I appreciate the support that I have gotten from our town boards which has allowed us to literally build schools and educational programs that are increasingly finding Harwich and Chatham families seeing Monomoy as the best choice for their child.

I look forward to addressing your board.

Scott

Scott Carpenter
Superintendent
Monomoy Regional Schools
425 Crowell Road, Chatham, MA 02633
Office: 508-945-5130

On Wed, Sep 27, 2017 at 11:28 AM, Sandy Robinson <srobinson@town.harwich.ma.us> wrote:

Just a reminder! You are scheduled to attend the Selectmen's meeting on Monday, October 2 to meet with the Board and the Finance Committee to discuss enrollments by class and demographics including a 5- year projection. I will need to receive any materials that you will be presenting by tomorrow – Thursday, Sept 28 - so that I can get it in the Board's Agenda packet.

Thank you, Sandy

Monomoy Enrollment numbers
Comparing FY17 and FY18 October 1 Numbers

FY17					Calculated Avg.		Note
	Chatham	Harwich	Choice	TOTAL	Sections	Class Size	
CHATHAM ELEMENTARY							
Pre K	21	0	0	21			
K	35	8	4	47	3	15.7	half-time aide
Grade 1	29	5	8	42	3	14.0	
Grade 2	41	5	11	57	3	19.0	
Grade 3	27	13	9	49	3	16.3	
Grade 4	41	10	11	62	3	20.7	
Total	194	41	43	278		18.5	School avg.
HARWICH ELEMENTARY							
Pre K	0	49	0	49			
K	1	93	4	98	5	19.6	full-time aide
Grade 1	2	88	5	95	6	15.8	
Grade 2	1	92	11	104	6	17.3	
Grade 3	3	82	12	97	5	19.4	
Grade 4	0	112	13	125	6	20.8	
Total	7	516	45	568		20.3	School avg.
MRMS							
Grade 5	29	105	15	149	8	18.6	
Grade 6	28	94	20	142	8	17.8	
Grade 7	31	83	21	135	8	16.9	
Total	88	282	56	426		17.8	School avg.
MRHS							
Grade 8	22	88	20	130	8	16.3	Grade 8 classes
Grade 9	25	74	21	120		~17.0	Grade 9-12 academic class average
Grade 10	26	69	16	111			
Grade 11	26	78	8	112			
Grade 12	29	74	19	122			
Sped Gr 15	6	7	2	15			
Total	134	390	86	610			
Itnerant Services	0	1	0	1			
Out of District	4	9	n/a	13			
Total	427	1239	230	1896			
Percentages	25.63%	74.37%					

FY18					School Enrollment		Calculated Avg.		Note
	Chatham	Harwich	Choice	TOTAL	Change from Prior Year	Sections	Class Size		
CHATHAM ELEMENTARY									
Pre K	22	0	0	22					
K	28	3	3	34		2	17.0		
Grade 1	34	6	5	45		3	15.0		
Grade 2	31	4	7	42		3	14.0		
Grade 3	39	6	12	57		3	19.0		
Grade 4	23	13	8	44		3	14.7		
Total	177	32	35	244	-34		17.4	School avg.	
					-12.2%				
HARWICH ELEMENTARY									
Pre K	2	45	0	47					
K	0	102	9	111		6	18.5		
Grade 1	2	92	3	97		6	16.2		
Grade 2	3	90	9	102		6	17.0		
Grade 3	2	92	10	104		6	17.3		
Grade 4	3	77	11	91		5	18.2		
Total	12	498	42	552	-16		19.0	School avg.	
					-2.8%				
MRMS									
Grade 5	43	121	25	189		9	21.0		
Grade 6	24	92	16	132		8	16.5		
Grade 7	28	82	23	133		8	16.6		
Total	95	295	64	454	28		18.2	School avg.	
					6.6%				
MRHS									
Grade 8	32	83	27	142		8	17.8	Grade 8 classes	
Grade 9	22	73	16	111			19.1	Grade 9-12 academic class average	
Grade 10	24	78	20	122					
Grade 11	33	68	16	117					
Grade 12	26	75	16	117					
Sped Gr 15	6	4	0	10					
Total	143	381	95	619	9				
Itnerant Services	0	0	0	0	1.5%				
Out of District	3	14	2	19					
Total	430	1220	238	1888	-8				
Percentages	26.06%	73.94%			-0.4%				

Cohort Attrition (or gains) from FY17 to FY18				
	Chatham	Harwich	Choice	TOTAL
CHATHAM ELEMENTARY				
Pre K				
K				
Grade 1	-1	-2	1	-2
Grade 2	2	-1	-1	0
Grade 3	-2	1	1	0
Grade 4	-4	0	-1	-5
Total	-5	-2	0	-7
HARWICH ELEMENTARY				
Pre K				
K				
Grade 1	1	-1	-1	-1
Grade 2	1	2	4	7
Grade 3	1	0	-1	0
Grade 4	0	-5	-1	-6
Total	3	-4	1	0
MRMS				
Grade 5	2	-1	1	2
Grade 6	-5	-13	1	-17
Grade 7	0	-12	3	-9
Total	-3	-26	5	-24
MRHS				
Grade 8	1	0	6	7
Grade 9*	0	-15	-4	-19
Grade 10	-1	4	-1	2
Grade 11	7	-1	0	6
Grade 12	0	-3	8	5
Total	7	-15	9	1
Total	2	-47	15	-30

Note: Yellow indicates areas of concern.
 Orange fill indicates imbalance between buildings.
 Green Indicates areas of major improvement.**

**As a comparison, cohort attrition going into FY17 found a net 44 middle school students leaving Monomoy and a net 39 high school students leaving Monomoy, largely for school choice (Nauset) and charter options. This loss of students as been cut almost in half (to only 24) at the middle school level, and has been fully negated at the high school level.

*Gr 9 attrition to Cape Tech averages 20 students/yr.
 The Gr 9 Harwich attrition (FY17 to FY18) from MRHS can largely be attributed to choice out to Cape Tech.

As a comparison, cohort attrition from FY13 to FY14 before the merger of the middle schools and high schools found a net gain of 13 elementary students, a loss of 26 middle school students, and a loss of 24 high school students.

2017 Cohort Attrition -- Transfers out of Monomoy
Monomoy Regional High School
 Based on October 1, 2017 Enrollment

Grade (transitions)	Total
7→8	10
8→9	30
9→10	3
10→11	1
11→12	1
	45

School/Location	Total	Grade (number)
Nauset Middle School	4 ←	7→8
Friends Academy	1	7→8
Connections on-line learning	1	7→8
Dennis-Yarmouth	1	7→8
Out-of-district placement	1	7→8
CC Tech	21	9→10
Sturgis	6	9→10
Nauset	2 ←	9→10
Keystone	1	9→10
Moved off Cape	6	7→8 (2), 10→11 (3), 11→12 (1)
Bourne (for program with CCCC)	1	11→12
Total	45	

Positive trends: Since before regionalization, the net movement of high school students away from their home district has been a challenge for our two towns, as many families choose school choice and charter school options for their high school students. Monomoy's 2017 October 1 data indicates that the net movement of high school students out of the district has ended, and there is now a negligible net influx of high school students.

While six students enrolled in Monomoy in FY17 transferred out to Nauset Regional Schools (←), this was offset by seven students (←) transferring into Monomoy Regional from Nauset Regional School for the FY18 school year. Five of these former Nauset students transferring to Monomoy Regional High School were Harwich and Chatham resident students returning to their home district. Monomoy Regional High School also saw a student entering her 8th grade year transferring from Lighthouse Charter to rejoin her peers at our high school because of the offerings available at Monomoy's high school.

Historical note: The transition from Grade 8 to Grade 9 historically finds approximately 20 students from Monomoy electing for a vocational high school experience at Cape Cod Tech.

**2017 Cohort Attrition – Transfers into Monomoy
Monomoy Regional High School**

Based on October 1, 2017 Enrollment

Grade	Total
7→8	14
8→9	6
9→10	9
10→11	9
11→12	8
18-22 year old Program	2
	48

Resident Towns of “Transfer In’s”

Town of residence	Total # of Students
Harwich	18
Chatham	15
Yarmouth	5
Dennis	5
Barnstable	1
Orleans	1
Brewster	2
Eastham	1
Total	48

Where are kids coming from?

Sending School and/or Location	# of Students
St. Francis	4
Mattacheese Middle (D-Y)	3
D-Y Regional High School	3
Barnstable High School	2
Cape Tech	3
Nauset Regional Schools	7 ← (5 live in district, 2 live in Nauset district)
Connections on-line	4
Home schooling	1
Moved-in from out-of-state	8 Florida (2), Tennessee, Utah, Connecticut (2), Georgia, New Hampshire
Jamaica	5
St. Pius	1
Trinity Christian	1
Moved-in from out-of-state	1 (Shrewsbury)
Lighthouse Charter School	1 (Harwich resident 8 th grader)
Foreign exchange students	4
Total	48

Harwich Waterways Committee Annual Report for 2017:

The Town of Harwich Waterways Committee has had another interesting plus successful year of progress thanks to the efforts of the Harwich residents, the Harbormaster's Department, Natural Resource Department, Waterways Committee, and the U.S. Army Corps of Engineers. I would also like to thank the Bourne Engineering Company for their professional services to the Town of Harwich and the Harbormaster's Department for the successful design and approval process of the Saquatucket Marina replacement project. The Waterways Committee has worked closely and successfully with the boaters, residents, Board of Selectmen and the Harbormaster's Department to listen to their comments, make suggestions and work with them to achieve the Waterways objectives and goals. The Waterways meetings have been well attended, and the member's attendance, interaction and participation have been again this year commendable.

Projects:

Saquatucket Municipal Marina Waterside:

Apart from the possibility of unexpected inclement weather, the \$7 million project to replace the Saquatucket Municipal Marina docks, piles, and services including the dredging of approximately 17,100 cubic yards of material from the harbor is scheduled to be completed and soon after that dedicated by Memorial Day Weekend 2018.

As a reminder to Harwich Taxpayers and visitors, this Marina upgrade will include a handicap accessible ramp system that would bring the new marina in compliance with the American with Disability Act. A \$1 million Seaport Economic Council grant was received to help fund this major reconstruction project. Specifically, the East Dock section will include the handicap accessible ramp system for the passenger boats and the commercial fishing boat slips. But most important to the Harwich Taxpayers is that this Marina replacement project will be funded over a 20-year term with approximately 75% of the debt service paid from harbor revenues.

Saquatucket Municipal Marina Landside:

The progress with the replacement of the Harbormaster Office, the addition of a Boardwalk and construction of a Harbormaster Maintenance Facility along with the relocation of passenger ticketing, addition of Artist Shacks and additional vehicle parking on the former Downey property is still moving ahead. This scaled-down version of the original concept that included a

restaurant or snack shack (classified as options) is the result of having to cut back the scope of the project to stay within the original \$ 3 Million budget approved by the residents at the 2017 Annual Town Meeting.

Budget:

Harbormaster Department again exceeded previous year's revenue, without any rate changes. The department collected \$1,037,227 in revenue for the fiscal year 2017.

Boat Slip Dock Fees, Mooring Fees and Related Waterways and Harbor Fees:

The Board of Selectmen recently approved a rate increase for the Dock, Mooring and related public boating and harbor services that are approximately 10% across the board.

Public Safety:

This past boating season the Harbormaster Department responded to 59 maritime assistance cases 23 boat tows, 2 groundings, 22 boat dewatering, 1 persons in the water (PIW), IFAW support (deceased seals/whales) 6 and 7 miscellaneous events

Dredging:

Approximately (11,540) cubic yards of material dredged from Allen Harbor channel. The beach nourishment material was placed on Grey Neck, Earle Road, Wah Wah Taysee public beaches.

Saquatucket channel and Allen Harbor channel are scheduled dredging for spring 2018.

Harbor Management Plan:

Harbor Management Regulation Changes that were approved.

- 1) Elimination of Town Managed Winter Boat Storage
- 2) Marina Fee Schedule adjustment

Respectfully submitted,



W. Matthew Hart,

Chairman Harwich Waterway Committee

Town of Harwich • 732 Main Street, Harwich, MA 02645

ph: 508-430-7506 fax: 508-430-4703



HARWICH HISTORICAL AND HISTORIC DISTRICT COMMISSION

September 28, 2017

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

Re: 2017 Annual Report to the Board of Selectmen

Dear Mr. MacAskill & Members:

The Harwich Historical and Historic District Commission (the "Commission") continues its most important role of preserving and protecting historically designated properties within the Town of Harwich through monthly hearings. In fiscal 2017, the Commission has heard the following:

- 17 Notices Of Intent for Demolition
- 4 Historic District Certificates:
 - 3 Certificates of Appropriateness applications
 - 1 Certificates of Non-Applicability applications
- 6 Requests for Determination – Applicability of the Demolition Delay Bylaw

In addition to conducting its regular monthly business, the Commission has implemented the newest Historic Inventory List which was completed with the first round of Community Preservation Committee funding. While doing so, we are working with property owners to improve the application process, where possible. Additionally, the Commission expects to begin work on round two of its CPC funding to further update and research properties on the current inventory list.

Finally, the Commission has issued Certificates of Appropriateness to the Recreation Commission on the continuing improvements to Brooks Park which is in Harwich's Historic District. This year, the Recreation Commission added a new Pavillion, the design of which is in keeping with the Historic District. Additionally, the Commission just granted a Certificate of Appropriateness for the construction of restrooms, the design of which is also in keeping with the other structures in Brooks Park.

As a notice to all residents the Commission's 2017 regulatory public hearings are held on the third Wednesday of the month at 5:30 p.m. in the Griffin Room and we encourage all interested residents to attend. All meeting are posted on the web and with the Town Clerk.

The Commission currently has vacancies for any resident interested in serving and welcomes your input into protecting real and intrinsic cultural values through preserving and protecting historic properties of the Town.

Very truly yours,


Mary A. Maslowski
Chairperson, HDHC

www.harwich-ma.gov

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

TO: Board of Selectmen

From: REOS Committee

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

Annual Report:

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

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

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

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

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

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

Sandy Robinson

From: Christopher Clark
Sent: Thursday, September 21, 2017 9:36 PM
To: Ann Steidel; Sandy Robinson
Cc: andrea@capecdp.org
Subject: FW: Request to present at 10/2 Board of Selectmen meeting
Attachments: Cape Community Housing Partnership Summary.pdf; CDP CHI Flyer - B&W for print.pdf

Importance: High

Ann and Sandy,

Can you put this on BOS draft agenda for Oct 2. I would like to meet with Andrea before the meeting. Thanks

Chris

From: Andrea Aldana [mailto:andrea@capecdp.org]
Sent: Thursday, September 07, 2017 3:25 PM
To: Christopher Clark <cclark@town.harwich.ma.us>
Subject: Request to present at 10/2 Board of Selectmen meeting
Importance: High

Good afternoon Mr. Clark,

The Community Development Partnership has launched a new initiative called the Community Housing Partnership to support the creation of affordable housing across the Cape. A component of the initiative, known as the Cape Housing Institute, will equip local elected and appointed municipal officials with the knowledge and skills necessary to create or implement a comprehensive housing supply strategy in their town.

CDP Executive Director, Jay Coburn, and I would appreciate the opportunity to make a 5 minute presentation to your Board of Selectmen about the upcoming Cape Housing Institute at your meeting on October 2nd. I have attached two supporting documents for the Board:

1. Summary of the Cape Community Housing Partnership
2. Flyer for the Cape Housing Institute

Please let me know if I may present on October 2nd or if a different date is preferred. The Cape Housing Institute begins on October 11th.

Thank you,

Andrea Aldana

Business & Homeownership Programs Manager

Community Development Partnership

Capecdp.org | (508) 240-7873 x10 | andrea@capecdp.org





community development partnership

Cape Community Housing Partnership Summary

The Community Development Partnership (CDP) and Housing Assistance Corporation (HAC) have partnered to launch the Cape Community Housing Partnership. This comprehensive community-based strategy will build public support for affordable housing and equip low-to-moderate income (LMI) residents, business and community leaders and local elected and appointed officials with the knowledge and skills to support the creation of more affordable housing on Cape Cod.

The Need

The lack of affordable housing on Cape Cod is a crisis that places considerable strain on LMI residents and impedes economic development. The region's ability to respond to this crisis is hindered by inadequate land use policies that encourage sprawl and discourage multi-family housing. Our region's housing and land use policies are largely determined by each individual town. Volunteer town boards, many with good intentions but minimal expertise in the complexity of developing and managing affordable housing, struggle to address the lack of housing. In addition, finance and land use policies are determined by Town Meeting, creating a challenging town regulatory environment in which to develop affordable and market rate housing. Land use policies must change in order to address the affordable housing crisis. Finally, the creation of affordable housing in the region has been stymied by community resistance to several proposals to build affordable housing. The Cape Community Housing Partnership will build the Cape's capacity to overcome these key barriers to developing more affordable and market rate housing in the region and better meet the housing needs of working families.

Why the Community Development Partnership and Housing Assistance Corporation?

With 65 years of combined experience in developing and managing affordable housing, the CDP and HAC are leaders in the region. Through innovative programming, the CDP creates affordable homes, launches entrepreneurs, and strengthens local businesses while caring for the natural environment. HAC creates housing solutions for Cape Cod and the Islands through a continuum of housing services and administering housing vouchers. HAC recently completed their 500th affordable unit. As community development corporations, both the CDP and HAC value economic and racial diversity and foster a sense of inclusion and participation of local area residents, business owners and leaders.

The Project

Through traditional community organizing and leadership development strategies, along with a series of workshops and trainings, the Cape Community Housing Partnership will increase the capacity of towns to meet the housing needs of their residents in three ways:

1. **Cape Housing Institute** - Train elected and appointed municipal officials and staff. This six part series of workshops will equip town officials with the knowledge, resources and skills needed to help their towns better assess affordable housing needs, develop housing supply strategies, evaluate the effectiveness of current zoning, identify appropriate development sites and partner with developers. Held over six weeks, each workshop will be held four times per week, once in each sub-region (Upper Cape, Mid Cape, Lower Cape and Outer Cape) to make the Cape Housing Institute accessible to both retirees and working people. The Cape Housing Institute will launch in October 2017 and will run weekly from October 11th - November 16th.

The Cape Community Housing Partnership collaborated with Mass Housing Partnership (MHP) to develop the curriculum. MHP will provide guest speakers and advice on the project. The Cape Cod Commission assisted with curriculum development and will provide guest speakers to align the Cape Housing Institute with recommendations resulting from their 2017 Cape Cod Regional Housing Market Analysis.

2. **Advocate Training** - Train LMI residents, business leaders and community members to advocate for their affordable housing needs. The training will help participants develop leadership, organizing and public speaking skills to effectively engage in public hearings and Town Meetings. In addition, participants will gain an understanding of how affordable housing is created and how decisions are made at a town level that either support or hinder the development of affordable housing. The Advocate Training will launch in January 2018.

An Advisory Team composed of housing/social service organizations such as Homeless Prevention Council, WE CAN, Community Housing Resource and Habitat for Humanity will be engaged to assist in developing the Advocate Training and recruiting participants.

3. **Public Education Campaign** - Build public support through an education and media campaign. Most municipal decisions affecting affordable housing development require a town meeting vote. Therefore it is critical to develop broad support for the need for affordable housing. The Cape Community Housing Partnership will adapt an existing media and advertising campaign developed by the Martha's Vineyard based Island Housing Trust called the Workforce Housing Partnership. This campaign is designed to dispel stereotypes about LMI residents of affordable housing developments. The campaign will launch in March 2018 and will utilize print, broadcast and social media to build broader support for affordable housing on the Cape.

The Future of the Cape Community Housing Partnership

The Cape Housing Institute will be offered again in 2018 to educate newly elected, appointed or hired municipal officials and staff. Additionally, we have identified a number of advanced level topics to address through Booster Trainings offered to those who have completed the Cape Housing Institute. In addition to ongoing training, the Cape Community Housing Partnership will offer technical assistance to towns to support them in implementing their housing supply strategies.

The Advocate Training is designed to develop leaders in the community and prepare participants for Town Meeting and project specific public hearings. The Cape Community Housing Partnership will support these Affordable Housing Advocates in creating structures that can be mobilized to effectively support affordable housing in their town as projects arise. Advocate training will be offered on an ongoing basis based on self-identified community need.

The Cape Community Housing Partnership will lay the foundation and provide ongoing support to town officials and community members that will allow towns to identify their affordable housing needs, create community-based solutions and ultimately implement these solutions through regional approaches that share limited resources.

For more information, contact:

Andrea Aldana, Community Development Partnership – E: andrea@capecdp.org, P: 508-240-7873
Laura Reckford, Housing Assistance Corporation – E: lreckford@haconcapecod.org P: 508-771-5400

CAPE HOUSING INSTITUTE

FREE TRAINING FOR ELECTED & APPOINTED MUNICIPAL LEADERS & TOWN STAFF

The Cape Housing Institute is a 6-part workshop that will equip municipal officials and staff with the knowledge and skills needed to develop a comprehensive housing supply strategy. This interactive workshop series is for members of Select Boards, Town Councils, Planning and Zoning Boards, Community Preservation Committee members, Housing Trusts, Housing Committees, Housing Authorities and Town staff. Brought to you by the Community Development Partnership & Housing Assistance Corporation.

WHEN AND WHERE?

October 11th - November 16th, 2017
6 week series, 1 session per week
Choose an Institute near you:

Outer Cape: Thursdays, 2pm - 4pm
Wellfleet Preservation Hall
335 Main Street, Wellfleet

Lower Cape: Thursdays, 7pm - 9pm
Harwich Community Center
100 Oak Street, Harwich

Mid-Cape: Wednesdays, 2pm - 4pm
Cape Cod & Islands Association of Realtors
22 Mid-Tech Dr, W. Yarmouth

Upper Cape: Wednesdays, 6pm - 8pm
Mashpee Public Library
64 Steeple St, Mashpee

CURRICULUM

- 1: Introduction to Housing
- 2: Planning & Needs Assessment
- 3: Zoning & Site Selection
- 4: Financing 101 & Development
- 5: Making the case for affordable housing
- 6: Developing an Action Plan

TO REGISTER

(508) 240-7873 x10

andrea@capecdp.org



community development partnership
www.capecdp.org

Housing Assistance Corporation
Cape Cod
www.haconcapecod.org



Community Preservation Fund
Town Meeting Votes

	General Fund	FB Reserved		FB Reserved			
		Undesignated	Cont. Appropriations	Expenditures	Open Space	Historic	Housing
Balance 6/30/2016		(912,658.38)	(121,249.69)	{1,492,628.00}	{192,325.30}	{433,211.48}	{389,709.93}
Revenue		(2,092,658.70)					
Warrant Articles Expenses		1,251,085.79					
FY 2017 Debt Service	Article 27	633,400.00					
Funds Returned - ATM 10 #34 - Historic		53,000.00				{53,000.00}	
Allocation of Revenue	Article 25	472,125.00			{157,375.00}	{157,375.00}	{157,375.00}
Chase Library Fireplace	Article 28	{3,100.00}				3,100.00	
Harwich Historical Artifacts	Article 29	{11,000.00}				11,000.00	
Albro House Accessibility	Article 30	{18,700.00}				18,700.00	
Update Historical Property	Article 31	{20,000.00}				20,000.00	
Historic Restoration Burial Crypts	Article 33	{25,000.00}				25,000.00	
South Harwich Meetinghouse	Article 34	{100,000.00}				100,000.00	
State Grant Marini Property	Article 38	100,000.00			{100,000.00}		
Marini Property	Article 38	{150,000.00}			150,000.00		
Add PY Reserves		{1,286,077.69}					
Reserve for FY 2018 Warrant Articles		210,200.00		{254,300.00}	-	44,100.00	
Reserve for Continuing Appropriations		930,227.39	{930,227.39}				
Balance 9/7/2017 - as of 6/30/17		{969,156.59}	{930,227.39}	{254,300.00}	{299,700.30}	{421,686.48}	{547,084.93}

Potential Community Preservation Act (CPA) Applications for FY19

- Hinckley's Pond: Natural Resources Director
- Retention System – Kings Systems Project: Town Clerk
- Historic Records Retention Facility: Community Center Director
- Albro House: Assistant Town Administrator
- Judah Eldredge Property (Hawksnest Area) – Conservation Land:
Town Planner and Conservation Agent
- Housing Trust: Town Planner
- West Harwich School – Use as a Farmers Market, Agricultural
Museum and Recreation Area: To be determined
- Brooks Park Phase 5 (new LED lighting): Recreation
- New Score Board Whitehouse Field: Recreation
- Brooks Library Preservation
- Cemetery Projects still to be determined
- Real Estate and Open Space: still to be determined

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



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

732 MAIN STREET, HARWICH, MA 02645

September 26, 2017

To: Christopher Clark, Town Administrator
Cc: Board of Selectmen
From: Charleen Greenhalgh, Assistant Town Administrator
Re: Open Meeting Law Complaint

At the request of the Town Administrator I have reviewed the Open Meeting Law Complaint Form filed by Ronald Beaty, 245 Parker Road, West Barnstable, MA 02668 and filed with the Selectmen/Administrator's Office on September 21, 2017 regarding the posting of the agenda and revised agenda for the September 18, 2017 Selectmen's Meeting. Enclosed please find the following:

1. Open Meeting Law Complaint Form (with attachments)
2. Copy of the OML Complaint Process and Form from the Official Website of the Attorney General of Massachusetts
3. Page 8 of the Open Meeting Law Guide Version 3.18.15
4. Copy of the Board of Selectmen Agenda Page from the Town Website regarding the September 18, 2017 agenda posting
5. Copy of the Revised 9/14/17 Agenda posted by the Town Clerk's Office
6. Draft letter of response to the Attorney General
7. A list of available Open Meeting Law trainings and webinars.

As outlined in the draft letter to the Attorney General, it would appear that there were omissions regarding the revised agenda pursuant to the Open Meeting Law Guide Version 3.18.15. The Open Meeting Law (MGLc.30A, §§18-25) nor the regulation, (940 CMR 29.00) appear to speak to the detailed requirements of the posting of agendas or the posting of revised agendas. The Open Meeting Law Guide Version 3.18.15 does include specific requirements for said postings, "*both the date and time the original notice was posted as well as the date and time the last revision was posted*".

In the future, every effort will be made to ensure that the postings of agendas and revised agendas is done in accordance with the requirements.



OPEN MEETING LAW COMPLAINT FORM

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



Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Ronald Last Name: Beaty

Address: 245 Parker Road

City: West Barnstable State: MA Zip Code: 02668

Phone Number: +1 (508) 685-2921 Ext. _____

Email: ronbeaty@gmail.com

Organization or Media Affiliation (if any): _____

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

Individual Organization Media

Public Body that is the subject of this complaint:

City/Town County Regional/District State

Name of Public Body (including city/ town, county or region, if applicable): TOWN OF HARWICH, BOARD OF SELECTMEN
732 Main Street, Harwich, MA 02645, Phone: 508-430-7514

Specific person(s), if any, you allege committed the violation: _____

Date of alleged violation: Sep 18, 2017



Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

Relative to their meeting conducted at 6:30 PM on Monday, September 18, 2017, the TOWN OF HARWICH, BOARD OF SELECTMEN violated the Massachusetts Open Meeting Law (M.G.L. c. 30A, sec. 18-25; & Attorney General’s Regulations – Open Meetings 040 CMR 29.00). The OML violation took place because the Board of Selectmen’s 6:30 PM, Monday, September 18, 2017 Meeting Notice and Agenda failed to adequately comply with the legal criteria and procedures for posting Revised meeting notices and agendas.

Pursuant to and in accordance with the relevant provisions of the Massachusetts Open Meeting Law, “If a notice is revised, the revised notice must also conspicuously record both the date and time the original notice was posted as well as the date and time the last revision was posted. Recording the date and time enables the public to observe that public bodies are complying with the Open Meeting Law’s notice requirements without constant vigilance. Additionally, in the event of a complaint, it provides the Attorney General with evidence of compliance with those requirements.”

The Town of Harwich, Board of Selectmen meeting notice and agenda in question does not comply with the aforementioned OML requirements, and hence is obviously in violation of the Open Meeting Law as a direct result.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

In a timely fashion, the public body should take immediate remedial action via seriously addressing and completely correcting the violation that has been pointed out. It should also take concrete measures to ensure that the stated OML violation does not occur again. Finally, all members of the Harwich Board of Selectmen should be mandated to undergo verifiable Open Meeting Law training within sixty (60) days.

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

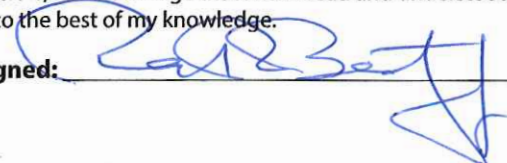
II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: 

Date: 09/21/2017

For Use By Public Body Date Received by Public Body: For Use By AGO Date Received by AGO:

- Screenagers/Pilgrim Church
5. New Business

SELECTMEN'S MEETING AGENDA*

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

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

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. WEEKLY BRIEFING
- IV. PUBLIC COMMENT/ANNOUNCEMENTS
- V. CONSENT AGENDA
 - A. Approve Minutes
 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
 - G. Approve the award of contract for the replacement of the Saquatucket Marina Septic System
- 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:
Sandra Robinson
 Sandra Robinson, Admin. Secretary

Posted by: *Paula West*
 Town Clerk

Date: September 14, 2017

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
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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



The Official Website of the Attorney General of Massachusetts

Attorney General Maura Healey

Home > Government Resources > Open Meeting Law > OML Complaint Process and Form

OML Complaint Process and Form

Step 1: Filing a Complaint with the Public Body

A complaint must be filed in writing with a public body within 30 days of the date the alleged violation, or if the alleged Open Meeting Law violation could not reasonably have been known at the time it occurred, then within 30 days of the date it should reasonably have been discovered. The complaint must be filed using the Open Meeting Law complaint form available on the Attorney General's website. Public bodies, or in the case of local public bodies the municipal clerk, should provide members of the public with a copy of the complaint form upon request.

Click to download a copy of the [OML Complaint Form](#).

Step 2: Public Body's Response

Within 14 business days of the date on which the complaint was filed, the public body must review the complaint and send to the AGO a copy of the complaint along with a description of any action taken to resolve the issue that was raised by the complaint. Within seven business days of the date that the complaint was filed, the public body may request additional information from the person making the complaint if necessary to resolve the complaint. The person making the complaint shall provide the additional information to the public body within 10 business days, and the public body shall have 10 additional business days (total 24 business days from the date complaint was originally filed) to act on the complaint and notify the AGO. The public body may request additional time to consider taking remedial action and must make that request in writing to the AGO, to the Attention of the Director of the Division of Open Government. The AGO may, at its discretion, grant additional time to the public body if it determines there is a showing of good cause to grant the extension.

Step 3: Filing a Complaint with the Attorney General

If the person who brought the complaint is not satisfied with the action taken by the public body, that person may file a copy of the complaint, along with any other materials the person making the complaint believes are relevant, with the AGO. The AGO may decline to investigate complaints that are filed with the Attorney General more than 90 days after the alleged Open Meeting Law violation, unless an extension was granted to the public body or the person making the complaint demonstrates good cause for the delay.

Step 4: Attorney General's Investigation

After reviewing a complaint and supporting materials, the AGO will determine whether there is reasonable cause to believe that the Open Meeting Law has been violated, and if so, whether to conduct a formal investigation. The AGO may request additional information from the person making the complaint. In the event that the AGO opens a formal investigation, the public body shall provide the Attorney General with such information and documents as may be requested. The AGO has the authority compel the production of documents, take oral testimony, and convene a hearing as may be necessary. The AGO will resolve complaints within a reasonable period of time, generally 90 days.

Step 5: Attorney General's Findings

The AGO will make findings, and where a violation has occurred, may order remedial action. If the AGO determines, after investigation, that the Open Meeting Law has been violated unintentionally, then the AGO will resolve the investigation by informal action or by formal ruling for more significant violations. The AGO may order remedial action by the public body directing immediate and future compliance with the law, attendance at a training session, release of records, or other appropriate action.

Where the AGO seeks to reinstate an employee or nullify the action of a public body as a remedy for the violation, the AGO will ordinarily convene a hearing to take testimony from witnesses to determine the appropriate remedy. If the AGO has reasonable cause to believe that the Open Meeting Law has been violated intentionally, the AGO may convene a hearing to determine whether the violation was intentional, whether the public body, one or more of its members, or both, were responsible, and whether to impose on the public body a civil penalty of up to \$1,000 for each violation.

Public bodies and members of the public should consult the Attorney General's [Open Meeting Website](#) for the most up-to-date procedural regulations and other materials related to the law.

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

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

When can a public body meet in executive session?

While all meetings of public bodies must be open to the public, certain topics may be discussed in executive, or closed, session. Before going into an executive session, the chair of the public body must first:

- Convene in open session;
- State the reason for the executive session, stating all subjects that may be revealed without compromising the purpose for which the executive session was called;
- State whether the public body will reconvene in open session at the end of the executive session; and
- Take a roll call vote of the body to enter executive session.

Where a public body member is participating in an executive session remotely, the member must state at the start of the executive session that no other person is present or able to hear the discussion at the remote location. The public body may authorize, by a simple majority vote, the presence and participation of other individuals at the remote participant's location.

While in executive session, the public body must keep accurate records, all votes taken must be recorded by roll call, and the public body may only discuss matters for which the executive session was called.

The Ten Purposes for Executive Session

The law states ten specific purposes for which an executive session may be held, and emphasizes that these are the only reasons for which a public body may enter executive session.



Published on *Harwich MA* (<http://www.harwich-ma.gov>)

[Home](#) > [Board of Selectmen](#) > [Agendas](#) > Board of Selectmen Agenda > Board of Selectmen Agenda

Board of Selectmen Agenda

Submitted on September 14, 2017 - 11:44am

Date: September 18, 2017 - 6:30pm

Date: September 18, 2017 - 6:30pm

Upload file:

 [09-18-17.pdf](#)

Source URL: <http://www.harwich-ma.gov/board-of-selectmen/agenda/board-of-selectmen-agenda-20>

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
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- 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:

Sandra Robinson, Admin. Secretary

Posted by: _____
Town Clerk

Date: _____
September 14, 2017



 **DRAFT**

October 2, 2017

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

Re: Open Meeting Law Complaint

Dear Attorney General Healy:

The Town of Harwich (“Town”) is in receipt of an Open Meeting Law Complaint Form filed by Ronald Beaty, 245 Parker Road, West Barnstable, MA 02668 and filed with the Selectmen/Administrator’s Office on September 21, 2017 at approximately 10:45 am, per the date stamp. A copy of said complaint is enclosed. Mr. Beaty alleges that the Town violated the Open Meeting Law (“OML”) with its posting of the September 18, 2017 Board of Selectmen Meeting Agenda (“Agenda”) and the posting of a Revised Agenda for the same meeting.

The original Agenda was posted on the Town Website, the official posting site, at 11:44 am on September 14, 2017. The Revised Agenda was posted after noontime on the same date; apparently on the website the date and time of posting does not change when a new document is uploaded so the exact time is not noted. The original Agenda was posted with the Town Clerk at approximately noon time on September 14, 2017. The Revised noticed did not contain “both the date and time the original notice was posted as well as the date and time the last revision was posted” per the March 18, 2015 Open Meeting Law Guide (“Guide”); however the Revised Agenda did not get posted with the Town Clerk until approximately 9:00 am on September 15, 2017. Just of note, one item was removed from the Agenda, no other changes were made. For your convenience, please also find enclosed the memo reviewed by the Board at the October 2, 2017 meeting, as well as the noted attachments.

Mr. Beaty has indicated that the violation was pursuant to MGLc.30A, §§18-25 or the regulation, 940 CMR 29.00; however, the quoted language is from the Guide.

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

The Open Meeting Law and the Guide are provided to each member of all Boards. Available Training Sessions and Webinar dates have been provided to members of the Board of Selectmen. In addition, we have a training session available on the Town's Website that was presented by KP Law, P.C.: <https://www.youtube.com/watch?v=yMNt3stgJs8&feature=youtu.be>

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

Respectfully and on behalf of the Board of Selectmen,

Michael MacAskill
Chair

Enc. (2)

Cc: Town Administration
Town Clerk
Ronald Beaty, Complainant (w/o enclosures)



The Official Website of the Attorney General of Massachusetts

Attorney General Maura Healey

Home > Government Resources > Open Meeting Law > Open Meeting Law Trainings

Open Meeting Law Trainings

Attorney General Maura Healey will hold free educational forums throughout the state. The AG's Office will also offer a live web-based training on the law. These workshops provide an update on and guidance about compliance with the [Open Meeting Law](#).

Regional Trainings

Monday, September 18, 2017

Where: Rutland Free Public Library
280 Main Street, Rutland, MA 01543

Time: 6:00 p.m. - 8:00 p.m.

Monday, October 2, 2017

Where: Mashpee Town Hall, Large Conference Room
16 Great Neck Road North, Mashpee, MA 01649

Time: 5:30 p.m. - 7:30 p.m.

Tuesday, October 17, 2017

Where: Selectboard Meeting Room, Great Barrington Town Hall, 2nd Floor
334 Main Street, Great Barrington, MA 01230

Time: 5:30 p.m. - 7:30 p.m.

Monday, October 30, 2017

Where: Normandin Middle School Cafetorium
81 Felton Street, New Bedford, MA 02745

Time: 6:00 p.m. - 8:00 p.m.

Monday, November 6, 2017

Where: Norwell Town Hall, Osborne Room
354 Main Street, Norwell, MA 02061

Time: 5:30 p.m. - 7:30 p.m.

Wednesday, November 15, 2017

Where: John W. Olver Regional Transit Center
12 Olive Street, Greenfield, MA 01301

Time: 5:30 p.m. - 7:30 p.m.

Webinar Trainings

Thursday, September 14, 2017

Morning Webinar Training.
When: 9:30 a.m. - 11:00 a.m.

Thursday, October 12, 2017

Afternoon Webinar Training.
When: 4:00 p.m. - 5:30 p.m.

Wednesday, November 8, 2017

Morning Webinar Training.
When: 9:30 a.m. - 11:00 a.m.

Thursday, December 14, 2017

Afternoon Webinar Training.

When: 4:00 p.m. - 5:30 p.m.

(Webinars are subject to change)

The educational forums are offered free of charge. All members of public bodies, municipal employees, and members of the general public are encouraged to attend. Individuals interested in attending an educational forum are asked to register in advance by mailing OMLTraining@state.ma.us or by calling 617-963-2925, and providing: 1) their first and last names; 2) phone number; 3) town of residence; 4) the public body/organization they represent, if appropriate; and 5) the location of the educational forum they will attend.

Please email OMLTraining@state.ma.us to receive additional information about webinars or hosting a regional training.

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OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



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

732 MAIN STREET, HARWICH, MA

To: Department Heads and Committee Chairs
From: Christopher Clark, Town Administrator
CC: Capital Outlay Committee
Re: Capital Budget Presentations to Capital Outlay Committee
Date: September 27, 2017

Administration has been working closely with the Capital Outlay Committee to provide a more comprehensive and detailed analysis of the capital needs for the Town of Harwich. You have already been provided the forms and back up information on your request. Please be reminded that completed forms were due on September 1, 2017.

The next stage in the process is for the individual Department Heads to come in and to provide an overview of the capital requests to the Capital Outlay Committee. I would request that departments provide an overview of their requests that would be informative and concise in the presentation with a preparation for more detailed focus on FY 2019 and 2020 requests with an overview and rationale for requests made from FY 2021 through FY 2025. Please anticipate utilizing half the time allotted below for presentation and then the remaining balance for questions and answers.

September 19th	Overview of Process
October 3rd	Small Meeting Room of Town Hall
4:05 PM	Building Maintenance
4:25 PM	Fire
4:40 PM	Police
4:45 PM	Community Center
4:55 PM	Recreation
October 17th	Small Meeting Room of Town Hall
4:05 PM	Engineering
4:15 PM	Library
4:25 PM	Cemetery Commission
4:35 PM	Golf/Golf Maintenance
4:45 PM	Harbor
5:00 PM	DPW
November 8th	Small Meeting Room of Town Hall
4:05 PM	Town Clerk
4:10 PM	Water Department
4:25 PM	Planning
4:35 PM	Conservation
4:45 PM	Natural Resources
4:55 PM	Wastewater
5:05 PM	Admin
December 5th	Small Meeting Room of Town Hall
4:00 PM	Committee to take preliminary votes

TOWN OF HARWICH CAPITAL BUDGET REQUEST SUMMARY (FY 19 TO 25)							Original 9/22/2017					Revision #: 9/28/2017			
Department	Project	P	Funding Source	BOS/CPC Approved	TA Rec	COC Rec	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	Notes	
ADMINISTRATION															
Admin	Harwich Center Initiative - StreetScape Only	1						\$ 50,000	\$ 500,000					T.I.P. Funds	
Admin	Albro House - Status Assessment	1				Under \$50K	\$ 2,500								
Admin	Walkway Reconstruction Rte 28 SAQ to Harwichport	3				\$ -	\$ 100,000							MassDOT Agreed to do work	
Admin	Walkway Reconstruction Bank Street Center to Rte 28	2				\$ -		\$ 231,000							
Admin	Walkway Reconstruction Rte 28 SAQ to Harwichport	3				\$ -	TBD/See Note							MassDOT Agreed to do work	
Admin	Demolition of Former West Harwich School on Bells Neck	1			\$ -	Under \$50K	\$ 30,000	\$ -	\$ -					Keep land Gen. Mun. Use	
Admin	Two Year Plan in Place for Reuse of Middle School Building on Sisson	1							\$ 50,000					Placeholder ONLY	
ADMIN SUB-TOTAL					\$ -	\$ -	\$ 132,500	\$ 281,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -		
CEMETERY															
Cemetery	Mount Pleasant Cemetery Gravestone Conservation	1A	CPC			Under \$50K	\$ 47,000								
Cemetery	Pet Crematory	1A	Cemetery Rev.				\$ 486,000							\$345K Steel Building \$141K Cont	
Cemetery	BLP 500 M2 Animal Cremation Retort (Cremation Device)	1A	Cemetery Rev.				\$ 91,950								
Cemetery SUB-TOTAL					\$ -	\$ -	\$ 624,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
COMMUNITY CENTER															
Community Center	Computer Replacement Entire Building	1A	FC			Under \$50K	\$ 15,600								
Community Center	Roof Replacement	1B								\$ -	\$ -	\$ 240,000			
Community Center	Generator Replacement	1A								\$ -	\$ 99,000	\$ -	\$ -		
Community Center	Basement Constructions of Public Records Storage	1B	CPC		\$ -	\$ -	\$ 62,028							Request to CPC also.	
COMMUNITY CENTER SUB-TOTAL					\$ -	\$ -	\$ 77,628	\$ -	\$ -	\$ -	\$ 99,000	\$ 240,000	\$ -		
CONSERVATION															
Conservation	Harwich Artificial Reef (Additional Project)	1B					\$ -			\$ 250,000	\$ -				
Conservation	Preservation of the Judah Eldredge Property	1A	CPC				\$ 380,000								
Conservation	Shore Stabilization/Jetty Extension Red River Beach	1B						\$ 100,000	\$ -						
CONSERVATION SUB-TOTAL				\$0	\$ -	\$ -	\$ 380,000	\$ 100,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -		
ENGINEERING															
Engineering	MS4 Municipal Surface Drainage Plan and Improvements		Other		\$ -	Under 50K	\$ 25,000	TBD							
ENGINEERING SUB-TOTAL					\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
FACILITY MAINTENANCE															
Facility Main.-DPW	Community Center HVAC Controls	1						TBD							
Facility Main.-DPW	Update and Replace the Town's Energy Management System for HVAC (All)	1A					\$ 140,000								
Facility Main.-DPW	Library Preservation (Supplemental Appropriation for Exterior of Building)	1A	CPC				\$ 300,000								
Facility Main.-DPW	Community Center Carpet	1B					\$ 65,000								
Facility Main.-DPW	Town Hall Carpet	1B					\$ 65,000								
Facility Main.-DPW	Highway Barn Metal Roof- Insulation	1B						\$ 230,500							
Facility Main.-DPW	Brooks Library Roof	1B							\$ 135,000						
Facility Main.-DPW	Record Storage in Community Center (See Community Center)	1B													
Facility Main.-DPW	Community Center Generator (See Community Center)	1B								\$ 52,000					
Facility Main.-DPW	Community Center Condensing Units	1B									\$ 275,000				
Facility Main.-DPW	Community Center Roof	1B										\$ 240,000			
Facility Main.-DPW	Library Boiler Replacement	1B											\$ 120,000		
Facility Main.-DPW	Community Center Boiler	1B											\$ 120,000		
Facility Main.-DPW	Albro/Brooks Academy Boilers	1B				Under \$50K	\$ 40,000								
FACILITY MAINTENANCE SUB-TOTAL					\$ -	\$ -	\$ 610,000	\$ 230,500	\$ 135,000	\$ 52,000	\$ 275,000	\$ 240,000	\$ 240,000		
FIRE															
Fire	Police and Fire Radio System (Phase Implementation of Units)	1			\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ -		
Fire	Ambulance Replacement Program	1			\$ -	\$ -	\$ 340,000		\$ 336,500		\$ 357,500		\$ 368,525		
Fire	Pumper Truck Replacement Scheduled	1						\$ 600,000	\$ -						
Fire	Ladder Truck Replacement	1								\$ 1,350,000	\$ -	\$ -			
Fire	Station 2 Building Upgrade (Construction)	1B	DE				\$ 4,000,000			\$ -					
FIRE SUB-TOTAL					\$ -	\$ -	\$ 4,340,000	\$ 800,000	\$ 536,500	\$ 1,550,000	\$ 557,500	\$ 200,000	\$ 368,525		

Department	Project	P	Funding Source	BOS/CPC Approved	TA Rec	COC Rec	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	Notes
GOLF														
Golf	Landscape Reclamation and Major Tree Removal	1	Golf Fees		\$ -	Under \$50K	\$ 35,000	\$ 35,000	\$ -					
Golf	Landscape and Hardscape & Operational/Safety Projects in Traffic Config.	1	Golf Fees		\$ -		\$ 50,000							
Golf	Build New Cart Path (Hole #12, FY 19;#10 FY20, #6 FY 20 (\$24K) #1 FY 21)	1	Golf Fees			Under \$50K	\$ 24,000	\$ 74,000	\$ 10,000					
Golf	Improvements to Net at Driving Range	1	Golf Fees						\$ 28,000	\$ 30,000				
Golf	New Tee Box Improvements (#11 in FY 20),	1	Golf Fees					\$ 24,000						
Golf	Golf Course Irrigation Update and System Rebuild	1	Golf Fees		\$ -		\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
GOLF SUB-TOTAL					\$ -	\$ -	\$ 109,000	\$ 183,000	\$ 88,000	\$ 80,000	\$ 50,000	\$ 50,000	\$ -	
HARBORMASTER														
Harbormaster	Supplement Saquatucket Harbor Landside Renovations and Improvements	2B	Grant/Transfer		\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -				Supplemental
Harbormaster	CPC/ADA Grant related to SAQ Supplement	2A	CPC/Grant		\$ -	\$ -	\$ 250,000		\$ -					Supplemental Grant or CPC
Harbormaster	Study Allen Harbor Jetty Reconstruction	3B			\$ -	\$ -	\$ 50,000	\$ -	\$ -					
Harbormaster	Wixon Dock Landside Improvements	1B			\$ -	\$ -	\$ -	\$ 50,000		\$ -				
Harbormaster	Herring River Ramp Replacement	1A							\$ 200,000	\$ -				
Harbormaster	Allen Harbor Jetty Reconstruction Study and Construction	1A								\$ 2,000,000				
Harbormaster	SAQ HarborNorth & East Bulkhead (Offloading Area) Reconstruction	1A									\$ 1,000,000			
Harbormaster	Wychmere Outer Harbor Dredging	1B							\$ -	\$ -	\$ 500,000			
Harbormaster	Study - Wychmere Outer Harbor Jetty	2C								\$ -		\$ 75,000		
HARBORMASTER SUB-TOTAL					\$ -	\$ -	\$ 600,000	\$ 50,000	\$ 200,000	\$ 2,000,000	\$ 1,000,000	\$ 500,000	\$ 75,000	
LIBRARY														
Library	Library Interior Modifications/Renovations	A			\$ -	\$ -	\$ -	\$ 100,000						
Library	Supplemental Library Exterior Preservation	1A	CPC		\$ -	\$ -	\$ 300,000		\$ -					
Library	Library Preservation and Digitization of Harwich Oracle Newspaper	A	CPC			Under \$50K	\$ 10,340	\$ -	\$ -	\$ -				
LIBRARY SUB-TOTAL					\$ -	\$ -	\$ 310,340	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	
NATURAL RESOURCES														
Natural Resources	Hinckley's Pond Restoration and Public Access Area off of Route 124	1A	CPC		\$ -	\$ -	\$ 650,000							Pond \$500K/Rec Area \$150K
Natural Resources	Ford F-150 for Natural Resources Dept	1				Under \$50K	\$ 29,103							
NATURAL RESOURCES SUB-TOTAL					\$ -	\$ -	\$ 679,103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
PLANNING														
Planning	Housing Trust/PT Housing Coordinator	1	CPC		\$ -	\$ -	\$ 500,000	TBD						
Planning	Local Comprehensive Plan Update	2						\$ 200,000						MassDOT Agreed to do work
PLANNING SUB-TOTAL					\$ -	\$ -	\$ 500,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	
POLICE														
Police	Taser Replacement					Under \$50K	\$ -	\$ -		\$ 35,000				Below Capital Threshold
Police	Replacement of Bullet Resistant Vests					Under \$50K	\$ -			\$ 40,000				Below Capital Threshold
Police	Ballistic Helmets					Under \$50K	\$ -							Below Capital Threshold
Police	Digital Fingerprint Machine (Normal Replacement)					Under \$50K	\$ -		\$ 30,000					Below Capital Threshold
Police	Electronic Sign Board					Under \$50K	\$ -							Below Capital Threshold
POLICE SUB-TOTAL					\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 75,000	\$ -	\$ -	
PUBLIC WORKS														
Public Works	5 Year Road Maintenance Plan	1B	DE Ch. 90		\$ -	\$ -	\$ 1,400,000	\$ 1,405,210	\$ 1,494,125	\$ 1,396,072	\$ 1,400,000	TBD	TBD	
Public Works	West Harwich Route 28 Design (Construction via Fed Funds)				\$ -	\$ -	\$ 100,000		\$ 50,000					Road Safety Grant Co.Comm.
Public Works	Lower County Road (Maintain Profile/Not TIP)	1				\$ -	\$ 4,500,000	\$ -						
Public Works	Route 39/Pleasant Bay Road Roundabout	1A				\$ -	\$ -	\$ 600,000						
Public Works	DPW Metal Roof Replacement - Highway Barn (See Facility Maintenance)	1												
Public Works	Ford F-350 Dump Truck - Cemetery #18	1	FC		\$ -	\$ -	\$ 80,000							
Public Works	Ford F-250 Pick Up - Highway #23	1	FC		\$ -	\$ -	\$ 55,000							
Public Works	Ford F-350 Dump Truck - Park #16	1	FC		\$ -	\$ -	\$ 80,000							
Public Works	Johnston Sweeper Body - Highway #30	2	FC		\$ -	\$ -	\$ 125,000							
Public Works	Vehicle Listing (FY 18 to 24) Summary	E1					\$ -	\$ 365,000	\$ 325,000	\$ 320,000	\$ 325,000	\$ 320,000	\$ 405,000	
PUBLIC WORKS SUB-TOTAL					\$ -	\$ -	\$ 6,340,000	\$ 2,370,210	\$ 1,819,125	\$ 1,766,072	\$ 1,725,000	\$ 320,000	\$ 405,000	

OFFICE OF THE TOWN ADMINISTRATOR

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

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA



To: Board of Selectmen

From: Christopher Clark, Town Administrator

Re: Weekly Report September 18 - 22, 2017

Date: September 21, 2017

On Monday, the morning consisted of a meeting with the new Council on Aging Director, a utility hearing for a pole on Kelley Road and a project team meeting on the golf project. The afternoon consisted of a review of the town Treasurer's position's market rate analysis, meeting preparation and review of applications for a clerical position in the Community Development Department. The evening consisted of attending Board of Selectmen's meeting.

On Tuesday, started with our monthly Department Heads meeting. Our finance team had a meeting with a title search company to discuss owners' unknown properties. The morning concluded with the usual follow-up meeting. The Finance Director and I met to go over the Five-Year Financial Plan and assumptions and implications thereof. I also did my monthly administrator's address that was focused on the two ballots pertaining to the Cape Cod Technical High School project.

Wednesday highlights include meeting with the Chair to go over the agenda. I had a meeting on the SAQ landside project bids and budgets. Subsequent memo was prepared. I had a meeting with the Superintendent of Schools to outline a new schedule for our monthly meetings. The afternoon consisted of SEIU market analysis for our Golf Maintenance Director and our Natural Resources Officer positions. I then ran an errand but returned in the early evening to meet two potential DPW candidates for vacant positions. I then attended the Historic Commission's meeting to discuss CPC related projects.

Thursday, the morning consisted of completion of my weekly report and trying to catch up on emails. I had a late morning meeting with pastor from First Congregational church of Harwich to discuss the church's decision on the Cemetery. The afternoon also consisted of paperwork, emails and I did attend an Accela's user group meeting.

Friday morning consisted of a Chatham/Harwich coordination meeting to focus on the southern section of the Pleasant Bay wastewater system. Later in the morning I attended a meeting regarding conservation litigation issues. I have been working on Friday afternoons and met with Department Heads regarding capital budget submissions, processed paperwork, reviewed capital budget submissions. I did return later in the evening to work on the capital budget summary spreadsheet.

Memorandum from Charleen Greenhalgh
Assistant Town Administrator
Town of Harwich

September 27, 2017

To: Christopher Clark, Town Administrator
From: Charleen Greenhalgh, Assistant Town Administrator
Re: Weekly Report – Week of September 18, 2017

Yet another busy week; which included, but was not limited to:

- Personnel matters once again taking time to work through.
- Reviewed three (3) draft results of the SEUI Salary and Compensation Study with the three (3) employees and representatives from SEIU. Further meetings *may* be required.
- Attended Department Head Meeting, agenda included: Cape Tech Project
 - Capital Budget
 - CPC
 - Budget Calendar
 - September 25th – 5 year Budget Projection Presentation
- Attended Station 2 Meeting.
- Attended Selectmen Agenda meeting.
- Attended HDHC meeting to review Historic Preservation related CPC application. The HDHC voted support for all historic preservation applications.
- Worked on CPC Application for the Albro House and assisted others.
- Attended the weekly Community Development Meeting with senior staff.
- Attended first Accela Users Group Meeting (Chatham, Harwich, Provincetown and Yarmouth). We will be meeting monthly.
- Attended the Energy Committee Meeting along with Seth Pickering from the Green Communities Program.
- Status update on employment vacancies:

<u>Position</u>	<u>Status</u>	<u>Replacement or New</u>
Administrative Assistant – Community Dev.	Interviews Held, Offer Pending BoS	Replacement
Sr. Health Agent	Interviews to begin	Replacement
Greenskeeper I	Advertised – Closes 9/29	Replacement
Board Recording Secretary	Posted on Website and <i>Indeed</i> (website)	Replacement



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

Memo

To: Sandy Robinson
Ann Steidel

From: Donna Molino

Date: September 25, 2017

RE: Assessor's Department Weekly Report (w/e 9/23/17)

1. Assist taxpayers with various inquiries.
2. Processed sales reports and questionnaires for new homeowners.
3. Filled a public information request.
4. Processed motor vehicle abatements.
5. Exemptions.
6. Processed building permits.
7. Trained and assisted staff.
8. Assisted taxpayer with exemption.
9. Chapterlands 61A.
10. Met with Jim Cappola for Paul Cuddy properties
11. Scheduled inspections for Paul Kapinos
12. Board of Assessors meeting
13. Recorded betterment at Barnstable Registry of Deeds
14. Processed and reviewed abutter's lists.
15. Processed and reviewed weekly deeds.

WEEKLY REPORT TO THE SELECTMEN

BUILDING DEPARTMENT

PERIOD ENDING 9/27/2017

	2014	2015	2016	As of 9/27/17
Cumulative Building Permits	1395	1433	1331	1075
Cumulative Plumbing & Gas Permits	1226	780	1123	932
Cumulative Electric Permits	936	1051	1095	646
Signs	27	32	41	224
Regulatory Boards (ZBA, Historic)	64	59	57	66

Interviews were held this week to finally hire an Administrative Assistant to fill our vacant clerical spot. We are looking forward to running with a full team soon.

Requests for property, zoning and permit information continue to require significant time and research from the department. As the shoulder seasons are the busiest for home projects and real estate sales, there has been an increase in building permits applications and property research.

Respectfully Submitted,



Ray Chesley 9.27.17

Building Commissioner

Cemetery Administrator's Weekly Report

Week ending September 23, 2017

- Finished CPC Article on Mount Pleasant Cemetery Stone Restoration and Preservation. Surveyed 379 family lots. Indexed 1,293 memorials photographed memorials in need of repair. 108 memorials have structural issues; leaning and are in danger of toppling over, loose foundation or foundations need to be reset. 42 memorials are in need of repairs, due to fractures. Typed up CPC application and packet for companies to provide estimates.
- Put in work order on Monday for a trench to be dug from existing electrical service at pet burial grounds to well pit. Installation of H2O well pit and conduit was completed and installed by Highway Department.
- Three burials in Island Pond Cemetery, 2 cremation burials and 1 Traditional/ Casket burials. Surveyed each of the burial lots created layouts for the families and funeral directors to review for the placement of the burials. Four monument permit requests three in Island Pond Cemetery and one in Mount Pleasant Cemetery. Two requests for preneed survey of lots one in Evergreen Cemetery and one in Island Pond, visited lots create diagrams with existing burials placement of memorials.
- Presented CPC Article to Historic Commission on Wednesday the 20th, the Historic Commission voted to support Mount Pleasant Cemetery Gravestone Conservation project.
- Prepared and submitted three Capital Outlay Projects on Five Year Plan: Construction of steel building in the pet burial grounds for cemetery office and crematory \$486,000. Capital Equipment Request for BLP-500 M2 Animal Cremation retort \$91,950. Capital Project Request for CPC Article Mount Pleasant Cemetery Gravestone Conservation for \$47,000.
- Community Outreach with Channel 18 on Community Journal discussing Pre Planning Luncheon on Monday October 2nd.
- On September 22 I continued my Certificate program in Local Government Leadership & Management with Suffolk University classes. Classes require extensive reading and projects due weekly we are currently working on Strategic Leadership.

Respectfully Submitted

Robbin Kelley
Cemetery Administrator

Channel 18 Weekly Report w/e September 23, 2017



- Filmed Board of Selectmen
- Filmed Golf Committee
- Edit Cranberry Fest footage convert for playback
- Drafted Cable Use Policy (continued)
- Filmed Historic District meeting
- Work on requested documents for Administration (compensation study)
- Emergency Management alerts for storm Jose (per request Lee Culver)
- Scheduled training and installation service for new Streaming Comp.
- Continue research for Ch.18 assigned Selectmen's goals
- Instructions for presentation cart (HCC,COA)
- Film COA update with Kevin Grunwald
- Filmed Community Journal (5 volunteers reported for duty)
- Agendas and Minutes posted
- All clips and meetings transferred and posted to YouTube
- Video file maintenance

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

www.youtube.com/harwichchannel18

And Facebook for additional info

www.facebook.com/harwichchannel18

Respectfully Submitted,

Jamie Lee Goodwin

Weekly Update for the Community and Cultural Centers
September 18, 2017 – September 23, 2017

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 9/18 to 9/23.

- Worked on capital project needs and dates for the Community Center with Facilities Director, Sean Libby.
- I attended the Board of Selectmen meeting with the Facilities Committee to present the mid- year report for the Community Center.
- Hosted the Cape Cod Theatre Company board meeting at the Cultural Center. The meeting included a tour of the facility.
- Attended Historical meeting to give a presentation on my CPC article and to get a letter of support for the basement records and retention project as required by CPC.
- Started collecting costumes for the Boo –tique event scheduled on October 20th. <http://www.harwich-ma.gov/community-center/news/boo-tique>
- Submitted Capital budget request to the Town administrator for the committee's review.
- Secured additional trucks for Touch-A-Truck event including working with the Town water department. The Touch-A-Truck event is scheduled for October 14, 2017. <http://www.harwich-ma.gov/community-center/news/touch-a-truck>
- Working with Recreation Department on the best time to re-do the gym floor so I can include dates in the Invitation for Bids for Gym floor project that I have been writing.
- Started FY19 Budget for the Community Center.
- Worked with COA Director on calendar/scheduling conflicts.
- Worked with Cape Cod Healthcare on blood drive at Community Center.
- Worked with all other departments in the building to put together a request to upgrade the computers throughout the building.

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 20, 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.
- Reviewed applications for September 20th Conservation Commission meeting, wrote site summaries for the Commissioners, made up packets for Commissioners.
- Met with owners of 15 Cora Lane to discuss replanting plan for clear cutting violation.
- Attended CPC meeting on Sept 14.
- Continuing to work on CPC application for Judah Eldredge property.
- Presented proposed CPC article to the REOS Committee on September 15. They tabled the matter until their October meeting pending more financial info from Chris Clark. They instructed me to go ahead with the CPC application as presented.
- Finished planning for the annual Coast Sweep cleanup to be held on Sept. 30th.
- Attended Dept head meeting where budget schedule and proposed tech school rebuild.



TOWN OF

HARWICH

*732 Main Street
Harwich, MA 02645*

CONSERVATION COMMISSION

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

September 27, 2017

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

Weekly Report

- Met new AmeriCorps volunteer Emma Forbes, who will be with the Harwich Conservation Dept and HCT for 2 days a week for the next 9 months assisting with land management and community outreach.
- Met with Administration and attorneys to discuss potential settlement for one of the Conservation Commission's court cases.
- Attended the Conservation Commission's annual meeting with the BOS.
- Provided staff support to the 9/20 Conservation Commission meeting.
- Had a final planning meeting for the Coast Sweep cleanup event planned for 9/30.
- Met with potential applicants to discuss conservation issues on properties, visited sites currently under construction, issued permits.



Town of Harwich **COUNCIL ON AGING**

Harwich Community Center ♦ 100 Oak Street ♦ Harwich, MA 02645
Tel: 508-430-7550 Fax: 508-430-7530

WEEKLY REPORT

TO: Chris Clark, Town Administrator
FROM: Judi Wilson, Director, Council on Aging
RE: **COA WEEKLY REPORT - week ending September 16, 2017**

Below is a summary of our work this week:

Programs:

- Conducted a "Falls Prevention" clinic at Pine Oaks
- Started the 2018 Fuel Assistance program and completed 5 applications
- Enrolled 2 seniors in the Brown Bag food program
- Social Services Coordinator appeared on Channel 18 to promote two upcoming events: Atul Gawande simulcast and the Death Café
- Provided information and referral services regarding aging parents, SNAP, SSI, and housing resources
- Began planning for upcoming holiday programs: Thanksgiving meal delivery and "Be A Santa to A Senior"

Administration:

- Created a Master Calendar to improve coordination of COA programs and activities
- Distributed new standardized time sheets and mileage reimbursement forms for staff use
- Met with Elder Services RSVP Program Coordinator to discuss volunteer programs
- Met with Lee Culver to discuss municipal emergency management and COA's role regarding at-risk elders
- Held COA Team meeting
- Drafted Confidentiality Policy for COA Board to review in October

Respectfully submitted,
Judi Wilson



TOWN OF HARWICH

DEPARTMENT OF PUBLIC WORKS

273 Queen Anne Road • P.O. Box 1543 • Harwich, MA 02645

Telephone (508) 430-7555

Fax (508) 430-7598

DPW Activity for the period of September 17, 2017 - September 23, 2017

Highway Maintenance

- Started Brooks Park fence and backstop projects
- Beach Rubbish once daily
- Beach Cleaning Monday, Wednesday and Friday
- Continued sweeping sector 3
- Catch basin truck deployed 2 days
- Completed 25 work orders
- Finished Riverside Drive Drainage
- Clean up from Tropical Storm Jose
- Coordinated with Water Dept on their Capital Paving Projects at Stations

Vehicle Maintenance

- Performed one major service / routine maintenance on a heavy duty six wheeled dump truck.
- Prepared chain saws, generators, pole saws, wood chipper, vehicles, and other equipment for the storm.
- Performed 21 repairs on vehicles, small and heavy equipment.

Cemetery Maintenance

- Mowed Evergreen Cemetery in its entirety
- Mowed Landfill and Middle School
- Cleaned up tree and branch damage in cemeteries from the storm

Parks Maintenance

- Mowed and prepped 7 ball fields once (due to rain)
- Performed welding repairs for the Highway Division
- One day of equipment maintenance
- One day storm pick up

Facility Maintenance

- Received 14 new work orders and completed 16 work orders from back log
- Worked with Rise Engineering and began the boiler replacement for the Fire Department station one
- Completed Carpet installation at Fire Department Station One
- Had all of the alarm keypads replaced in the cultural center to decrease false alarms and increase the number of users.
- Began reviewing and addressing service requests at the cultural center that were identified during a recent tenant meeting.
- Fabricated 10 road barricades in support of the upcoming half marathon.

Disposal Area

- C&D: 9 loads, 158.36tons
- MSW: 7 loads, 172.68tons
- Recycling: 4 loads, 15.70tons
- Vehicles Recorded: 5,580
- Revenue: \$30,240.00

Reception

- Walk ins: 10 people
- Telephone calls: 55 calls
- Work orders processed: 36



TOWN OF HARWICH

732 Main Street

Harwich, MA

02645

ENGINEERING DEPARTMENT

(508)430-7508

WEEKLY REPORT WEEK OF SEPTEMBER 18, 2017

- Prepare plans, specs and bid documents for the new irrigation system for Whitehouse Field
- Prepare legal notice and submit Irrigation Bid to the Central Register and Combuys
- Prepare plans, specs and bid documents for the new Brooks Park playground equipment
- Prepare legal notice and submit Playground Bid to the Central Register and Combuys
- Check Little Field Road/need to report problem with paving engineer of record/address issue and document with pictures/ research and send notice
- Address issues with new assessors map books (missing road names, ancient ways, lettering too small, etc.)
- Re-do the Daluze Pit overlay plan
- Road Inspections (field)-
 1. Littlefield Pond Road
 2. Denwich Road **paved**
 3. Chloe's Path on hold
 4. Seth Whitefield Road (a.k.a. Hawksnest Road) **clearing has started**
 5. Shelley's Path on hold
 6. Arthur's Way **Drainage is going in**
- Answer questions on filings with the Planning Board and run off final plans of the Belmont Estate
- Piece together plans off of Queen Ann Rd for placement on Assessors Maps
- Met with Pine Harbor on site to discuss new rest room at Brooks Park
- Research for rest room and septic plan for Brooks park
- Work on specifications for pre-engineered metal building at Cranberry Valley Golf Course
- Zoning Board of Appeals-review and report on all cases
- Building Permits-review and report on all cases
- Planning Board-review and report on all cases
 - a. Site plans (existing conditions, proposed conditions, drainage)
 - b. Approval Not Required Plans (ANR) (Safe and Adequate Access, Panhandles etc.)
 - c. Definitive Plans (drainage, frontage, site distances, area and shape number requirements)
- Assist Building Department, Assessors, Conservation Commission Agent, and Planner with research of various properties and submittals.

- 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 9/22/17

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

- Complete 5 year financial forecast,
- Work with financial advisor to secure long term debt schedules for existing and proposed debt,
- Gather information for bond counsel pertaining to upcoming BANs and bond sale,
- Various discussions with departments pertaining to upcoming BANs and bond sale,
- Research ambulance uncollectible accounts,
- Begin working on schedule A and DOR financial submissions,
- Attend capital outlay committee meeting,
- Continued work on records management,
- 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 17, 2017 through September 23, 2017

Incidents:

Fire/Explosion	01
Overpressure/Rupture	00
Rescue Call/ EMS	57
Hazardous Condition	10
Service Call	03
Good Intent	02
False Call	13
Severe Weather/Disaster	00
Special Type/Complaint	00
Total	86

Fire Prevention:

Inspections	
Resale	11
Annual	05
Joint	00
Final	00
Lockbox	00
Liquid Propane Storage	01
Pre-Inspection	02
Oil Tank	00
Oil burner	00
Town Hall Hours	04
Underground Storage Tank	00
Truck Tank	00
InspectionsMisc	02

Items of note:

Instituted Nozzle Forward program - a training program 8 Firefighters were sent to in may. Improves way hoselines are deployed at Fires.

Enhanced shift staffing for 3 days during Hurricane/Tropical Storm Jose. No significant incidents during the storm.

Sandy Robinson

From: John Rendon
Sent: Tuesday, September 26, 2017 2:11 PM
To: Sandy Robinson; Ann Steidel
Cc: Michelle Morris; William Neiser; Heinz Proft
Subject: Harbormaster Dept Weekly Report 18-24 Sep

Operations:

- Cleared Wychmere Outer Harbor and Pleasant Bay mooring fields (exposed areas) in preparation for Tropical Storm Jose.
- Dewatered 3 boats that were sitting low in the water on their moorings due to heavy rain.
- Recovered boat from the marsh on the east side of Round Cove that had broken free from its mooring; safely towed to temp mooring.
- 77A conducted 1 pump-out for a total of 30 gallons of waste.

Admin:

- Went to waitlist with open Pleasant Bay mooring.
- Revoked (7) mooring permits by Certified Mail for non-use.
- Scanned in all agendas/minutes/supporting documentation for Waterways from 2015-2017.
- Updated rates in The Marina Program/Forms/Invoice Cloud for Pond User Fees, Private and Public Pond mooring permits and 2nd Boat User Fees.
- Processed 11 transient slip reservations.

Meetings:

- Met with TA to discuss potential contract award for the SAQ Landside Renovation project.
- Attended monthly Waterways Committee meeting.

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

Health Director Weekly Report Week ending September 23, 2017

- Projects-

1. Staff Vacancy-

1. Sr. Health Inspector- This position will be advertised in the paper on Sunday the 10th.
2. Annual Employee Flu Clinic- planning meeting for the employee flu clinic-fliers made, consent form created, met with Town Nurse, email sent for notification.
3. Community Development-attended a meeting of the department heads. Various management issues were discussed.
4. Department Head Meeting- attended the monthly department head meeting. Discussed the budget calendar and other issues.
5. Online permitting -Met with two businesses to introduce them to the online permitting software and how to submit applications online. The Deadline of September 1st for all RET's to be submitted through the online program has been extremely successful. The initial roadblock of payment from a homeowner directly to the Town has been ironed out and we have received inspection reports from more than 5 different companies.
6. Accela users group meeting-met with three other towns that currently use Accela to discuss how each town utilizes the system, good things and problems. Will be meeting once per month to assist each other in resolving issues and come up with a sustainable support system
7. Emergency management-a required emergency call down drill was conducted by the emergency management contract nurse. We had an 85% success rate. We need to develop a few more positions within the core personnel to respond in case of emergency.

- Consultations:

1. Planning Board/ZBA request for departmental input reviews:
 1. ANR plan for 204 & 0 Oak Street, Gingras
2. Meeting with Board member to discuss future projects/objectives
3. Met with owner of 52 ridgeport to discuss possible option in reducing the monitoring and testing of the I/A system there.

- Permit review and issuance-

1. RET-
 1. 254 Bank Street
 2. 2 Waters Edge
 3. 229 Lower County
 4. 152 Gilbert
 5. 14 Beach Plum
 6. 14 Elizabeth
 7. 54 Uncle Venie
2. Certificate of Compliance issued-
 1. 26 Oliver Snow Road
 2. 15 Nons
3. Annual business license and permit review-
 1. Capewide Enterprises
4. Septic system plan review and issuance-
 1. 46 Wyndemere Bluffs
 2. 21 Argyle Way
 3. 18 South Chatham Road
 4. 16 Harwood
 5. 71 Sisson Road
5. Building plan review and approval

1. 18 South Chatham Road
2. 24 Ships Haven
3. 23 Dundee Circle
4. 8 Gilbert Road
5. 127 Depot Road West
6. 142 Depot Road
7. 47 Old Wharf

- Inspections-

1. *Food Inspections-*

1. Main Street Mart
2. Land Ho!
3. Brax
4. Dominos
5. Cape Sea Grill
6. Mobil
7. Dunkin Donuts Rt 124
8. Scribanos
9. Seven 11

2. *Final Inspections- Septic systems-*

1. 83 Bank Street

3. *Site visits/walk thru for non-compliance/floor plan clarification*

1. Resilient Family Farm-35 Chatham Road. Visited site on 9/18/17 upon request of owner. Confirmed that only 2 pigs are on site and the manure pile has been covered with a tarp.

4. *Complaints-*

1. Food complaint-Brax. A consumer contacted the Health Department on Monday to report an illness after eating at Brax Landing on Saturday. A full food borne illness investigation was conducted, after which no link between the illness and Brax could be confirmed.
2. Perks-complaint from Attorney Tomlinson that Perks was open over the weekend-against their food service permit approval of operation from May1-September 15th. The owner of Perks was contacted and the conditions of his food service permit approval were reiterated. He requested a meeting before the BOH to modify the condition. A pre-hearing meeting is scheduled for 9/25 with the request projected for the October BOH meeting.
3. Two letters were delivered by Attorney Tomlinson regarding the Port and Perks. The first letter was a formal request for a vote to hold a show cause hearing for Perks to modify, revoke or suspend Perk's liquor, entertainment, and food establishment licenses. This request comes at the request of the Attorney for the Port Restaurant (next door to Perks). Letter is included with "Correspondence".
4. The second letter from Attorney Tomlinson is a demand to cease and desist selective enforcement against The Port and Ember. This demand is directed toward Building, Health and Police-they feel they have come under increasing and undeserved scrutiny-letter included with "correspondence"

Meggan Eldredge

9.23.17

IT Department summary – week ending 9/23/2017

- Coordinated with Comcast on Harbormaster office move plans
- Researched Drive options for MunisSvr4 & Townhall4 servers
- Researched and began process for BIOS upgrades on server
- Reviewed PeopleGIS data extract process with Assessing department
- Attended Accela User Group meeting with Yarmouth, Chatham, Provincetown and Harwich
- Backups, Server maintenance and Antivirus monitoring
- Ongoing maintenance and problem resolution on computer, phone, email, printer and software for Town employees.

Sandy Robinson

From: Heinz Proft
Sent: Wednesday, September 27, 2017 11:52 AM
To: Sandy Robinson; Ann Steidel
Subject: Heinz -Natural Resources Weekly report 9/27/2017

Natural Resources Weekly report 9/27/2017

- * Eel migration completed, eel ramp disassembled and removed.
- * Presented DRAFT Hinckley's Pond and Rt. 124 public access CPC project to the Historic Commission.
- *Water Sampling (CEC's) for Center for Coastal Studies completed. 9 of 10 Completed. Final sample to be collected by Center for Coastal Studies.
- * Shellfish patrols completed on open days (Wed & Saturdays).
- * Worked with Conservation Agent & Harbormaster to coordinate COASTSWEEP beach clean up for Saturday, Sept. 30th.
- * Began the task of cleaning and storing Harwich fresh and salt water sampling kits for the off season.
- * Continued shellfish lab seed planting. Allen Harbor's Oyster creek was completed. Field planting of seed will continue until the end of October.
- * Submitted Natural Resources Capital Project requests. (9/22).
- *Attended Town Admin,/Dept. Head position review/compensation study meeting.

Heinz Proft
Nat. Resources Director

PLANNING BOARD • 732 Main Street, Harwich, MA 02645



ph: 508-430-7511 • fax: 508-430-4703

Planning Department Weekly Report: for the week of September 20th through 27th

- Attended the Planning Board's September 26th meeting;
- Attended the Board of Selectmen's September 25th meeting;
- Attended a meeting with a member of the Traffic Safety Committee and Town Engineer to discuss a future crosswalk policy;
- Began writing a crosswalk policy for the Town;
- Met with a member of the Traffic Safety Committee to discuss the Planning Board's ADA non-compliant sidewalk priority;
- Completed the CPC application for the Affordable Housing Trust and Housing Coordinator;
- Continued research on the Village Commercial District;
- Completed the Capital Budget for the Planning Department;
- Met with an applicant regarding a possible Planning Board application;
- 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 508-430-7541 Fax 508-432-2530



DAVID J. GUILLEMETTE
Chief of Police

THOMAS A. GAGNON
Deputy Chief

WEEKLY ACTIVITY REPORT FOR WEEK OF 9/17/17 THROUGH 9/23/17

PATROL

- 303 Calls and patrol-initiated activity logged
 - 8 arrests

- 22 motor vehicle stops resulting in:
 - 15 Verbal warnings
 - 1 Written warnings
 - 1 Criminal Complaint
 - 1 Arrest
 - 4 Investigations

- 11 Motor vehicle accidents investigated

- 1 Heroin overdose non-fatal

DETECTIVES

- Search warrant served recovering stolen firearm and clearing a past B&E

ADMINISTRATION

- Chief attended two day Mass Chiefs training in Norwood
- Attended LTC Hearing Friday 9/22 Orleans District Court

COMMUNITY POLICING

- Third class of Citizens Police Academy held

Rec Department Weekly Report 9/17-9/23

- We began fall youth programs last week and all of our youth programs are going well and are very well attended. Second sessions of all fall programs begin in November
- The fencing at Brooks Park is being installed this week and includes 3 foot fencing to run in front of the new picnic pavilion to act as a safety border between that part of the park and the access road to the new parking area. The funding for this fencing is part of the Brooks Park Phase 3 approved monies.
- On September 20 the Historic Commission approved our plans and design for a new restroom near the tennis courts at Brooks park. This restroom is already funded through Phase 4 Brooks Park funds.
- The RFP for both Whitehouse Field Irrigation project and the Brooks Park Playground expansion will be posted on September 28 with a bid opening on October 12. The playground expansion is part of Brooks Phase 4 funds and the Whitehouse Field Irrigation project was also funded with CPC money at the May 2017 Town Meeting.
- We are currently working on putting together special fall family events including an end of soccer season cookout, candy bar bingo nights, equipment swaps etc.



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 23, 2017

Along with our regular weekly duties and responsibilities, which include but are not limited to processing payroll, receiving, reporting and depositing tax/water payments and departmental receipts, processing accounts payable checks, assisting Taxpayers and Employees with any requests and other various customer service, the following took place:

Weekly collections 9/17 to 9/23

Tax/Water Collections:	\$173,300.67
Departmental turnovers:	\$147,627.51
Total:	\$320,928.18

Weekly Disbursements 9/17 to 9/23

Accounts Payable	\$124,155.94
Payroll (week ending 9/16)	\$336,061.54
Total:	\$460,217.48

Respectfully submitted,
Amy Bullock
Treasurer/Collector



Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

For Week Ending: September 23, 2017

Please see the following highlights from the previous week:

- Meeting in Chatham regarding Harwich/Chatham sewer interconnection
- Completed soffit & fascia boards on Well 5 & move staging to Well 6
- Installed shelves & work bench in carpentry trailer
- Continue mark-outs & conduct existing conditions survey of Lower County Road
- Clean & inventory shop
- Brush cutting & grounds maintenance @ main office well field
- Continue quarterly billing preparation
- Assembled large meter set-ups
- Conducted large meter change-outs

Ongoing/Upcoming Items:

- Continue Large Meter Change-outs
- Remove & Replace Soffit & Fascia at Well 6
- Install new gate clusters & water main stubs on Riverside Drive in preparation for water main installation in FY19
- Re-Insulate & Vault Ceilings at Wells 8 & 9
- Wednesday 10/4/17 Water Commissioners meeting 7 am
- Preliminary SCADA screen development review 9/25/17
- Tentative SCADA hardware installation beginning 10/10/17

Quick Stats

+18	-20.4%	-18.6%
Water Samples Taken	Weekly Change in Pumping	YTD Change in Pumping

Activities Last Week

Change Meter	13	Service Repair	1
Confirm Meter Read	1	Turn Off (Seasonal)	1
Customer Concern	1	Turn Off	2
Final Read	12	Turn Off FS	1
Markouts	17	Turn On Service	1

Activities Statistics

	<u>2016</u>	<u>2017YTD</u>	<u>2017WTD</u>
Curb Stop Repair/Renewals	4	1	1
Frozen Water Meter/Services	23	2	2
Hydrant Maintenance/ Repairs	2	0	0
Hydrants Replaced/Installed	5	1	1
Markouts	358	265	17
New Water Service Installations	36	32	0
Property Transfer Requests	380	290	12
Renewal of Water Services	34	44	0
Seasonal Turn On/Off	1171	605	1
Water Main Repairs	3	4	0
Meter Changes	706	386	13
Meters Installed	36	32	0
Service Repairs/Misc. Services	104	82	7



*Sheila House, MS, LMHC
Harwich Youth & Family Counselor
Town of Harwich • 728 Main Street
Harwich, MA 02645*

WEEKLY REPORT-Board of Selectmen

September 27, 2017

Week of September 20-27, 2017

- Current caseload of 15 individuals. Clients receive mental health counseling, case management, mentoring, and wellness referrals as needed (80% of time spent this week)
- Administrative block time (closing files, curriculum planning, update email lists, generate and distribute information to school administrators on ideas for 2017-18)
- **September 21-** Meeting with Kristin Hayden, middle school guidance counselor about proposal for a MY CHOICE MATTERS Middle School Summit (prevention focus). May conflict with another similar event, alternatives for a transition to high school summit were discussed. Follow up in 2 months
- **September 25-** Meeting with MRHS administrative leaders re the Save-A-Life event planned for this school year

Recent referrals have involved clients with complex life challenges. Interfaced with multiple agencies and specialists to accommodate client's needs.

REMINDER: Save The Dates! 2 showings of Screenagers: Growing Up in the Digital Age.

THURSDAY October 5th at Nauset Middle School at 6:00 p.m

THURSDAY October 19th at Pilgrim Church Harwichport at 6:00 p.m.

I will be on Q&A panels after each of these screenings.

<http://www.imom.com/printable/cell-phone-contract/#.WckHlltSyUk>

Please call me at (508) 430-7836 if you have any questions. Thanks!

Best,

Sheila

**Harwich Board of Selectmen
FY18 Goals and Objectives
Adopted by the BOS on July 3, 2017**

GOAL 1. FINANCIAL LEADERSHIP AND STABILITY			
Provide financial leadership and stability to all Town departments and Town sanctioned boards and committees. (Primary responsibility is with TA although the Finance Team, Capital Outlay Committee and the Finance Committee provide significant assistance)			
Objective	Action Items/Deliverables	Time Frame	Responsible BOS Member
Objective A: Develop FY2019 budget within the limits of Proposition 2½ that minimizes the use of capital exclusions, debt exclusions or general overrides.	<p>1. Capital Plan: Provide Seven Year Capital Plan, 2019-2025. Include <u>all</u> planned capital expenditures that impact the Harwich budget, including those for the MRSD and Cape Cod Technical High School</p> <p>2. Report: Estimated Free Cash</p> <p>3. Report: FY2019 TA Budget Message</p> <p>4. Provide Initial Budget & additional updates as needed</p>	<p>1. January 2018</p> <p>2. TBD</p> <p>3. TBD</p> <p>4. TBD</p>	TA/Finance with Whole BoS Support
Objective B: Provide transparency in town finances. Accurate, complete and timely financial information is essential to effective cost management and decision-making. Progress was made in FY 16 on this Objective. Additional work is needed to help quantify “real,, total expenses by department in order to improve budgeting and long-term planning. This information also needs to be readily available to taxpayers.	<p>1. Expense (comprehensive, direct & indirect) and revenue reports.</p> <ul style="list-style-type: none"> Provide monthly (or quarterly) expense and revenue reports, including staffing levels for each Town department. Include building, vehicle and equipment insurance premiums by department, as well as an estimated amount of liability insurance premium in monthly department expense reports. Where health insurance (and possibly life, dental, disability insurance) cannot be specified because it is considered personal information, assume an average and provide explanation. These expense reports should also include indirect costs with explanations and assumptions. All clarifications are to be acknowledged by the affected Department Heads. (Further explanations are requested in the following Action/Deliverable.) Make these reports available to the public either in the BOS Meeting Packets or on the BOS Web Site. Deliverables: complete and accurate periodic expense and revenue reports for all (or select) Town Departments. <p>2. Detailed Sources Report</p> <ul style="list-style-type: none"> Explain each department’s operating cost breakdown and how these costs are covered by fees, grants, improvement funds, stabilization funds, facility maintenance and repair funds, revolving funds and the general fund. Provide examples of combinations of sources that were used to fund projects. As an example provide a financial report on the Harbormaster Department using FY2016 data (last complete year of data) that shows all sources and amounts of revenue and all direct, indirect and related expenses associated with that department. Include projections for cost increases or decreases related to large capital expenses or staffing changes. Schedule public briefings and provide written final report available for distribution. The BOS will select up to three additional departments for a similar financial analysis and explanation. Deliverables: Detailed, written descriptions on clear revenue sources for selected departments <p>3. Complete visual software implementation</p> <ul style="list-style-type: none"> Further implement the visual software to better inform the taxpayers where their tax dollar is being spent. Investigate and document options to provide greater financial transparency to the public with easy access to the Town’s expenditure information for the current fiscal year or past years. One such option is the “Open Checkbook,, feature that is offered in Arlington, MA. Information on every level of government expenditures, from total spending to payroll information to individual vendor payments is available. Memorandum #1: Assess what level of information is required? What visual software is available to do what is needed? What is recommended and why was this program chosen over other financial systems? Implement visual software. Demonstrate to BOS, FinComm, staff and interested residents. Assess, evaluate and report on user feedback. Accept written comments to FF or Finance Director from users and report on “Open Checkbook,, concept for Harwich. Deliverable: <ul style="list-style-type: none"> a) Presentation of fully functional visual expenditure software. b) Evaluation report. Evaluate the need to form an insurance advisory committee to work with the TA to identify, develop options & implement town insurance matters. <p>4. Annual Auditor Reports</p>	<p>1. TBD</p> <ul style="list-style-type: none"> TBD <p>• TBD</p> <p>2. TBD</p> <ul style="list-style-type: none"> TBD <p>• TBD</p> <p>3. TBD</p> <ul style="list-style-type: none"> TBD <p>a) TBD</p> <p>b) TBD</p> <p>4. TBD</p>	<p>1. FD</p> <p>2. TA, FD</p> <p>3. FD</p> <p>4. FD</p>

<p>Goal 1, Objective B: Continued</p>	<ul style="list-style-type: none"> • Provide and post last three years Harwich Auditor's Reports. Document how the Finance Dept. has resolved auditor's suggestions/recommendations. Provide by memorandum a list of last three years auditors' comments/recommendations along with identification of what actions have been implemented to address audit discrepancies or recommendations. <ul style="list-style-type: none"> • Deliverable: Memorandum. <p>5. Implement training and risk reduction programs.</p> <ul style="list-style-type: none"> • Identify and document activities and potential savings that could be achieved through the Massachusetts Inter-local Insurance Association (MIIA) rewards programs that are intended to reduce risks of financial losses. Document directions/procedures to manage property insurance and program savings opportunities throughout Town departments. Implement periodic review of Statement of Values to ensure completeness and appropriate replacement values are being used. <ul style="list-style-type: none"> • Deliverables: Memorandum. <p>6. Fund Balance Report. Report balances of all funds, including grants and gift funds and post on the Accounting Department web page.</p>	<p>5. TBD</p> <p>6. Semi-Annual</p>	<p>5. ATA</p> <p>6. FD</p>
<p>Objective C: Develop specific financial strategies to increase S&P Bond (Debt) rating. Bond rating agencies cite "sound financial management policies," as rationale for high ratings (AAA) for general obligation bonds.</p>	<p>1. Savings from better debt ratings.</p> <ul style="list-style-type: none"> • Provide memorandum discussing potential savings that could result over the next 5-10 years of planned borrowing if the debt rating of Harwich was increased. Determine specific actions and accomplishments to better position Harwich for AAA debt rating. <ul style="list-style-type: none"> • Deliverable: Memo/Plan of action with schedule on steps to achieve better debt ratings. <p>2. Sustainable OPEB funding.</p> <ul style="list-style-type: none"> • Identify and document specific, sustainable revenue sources to fund annual contributions to Other Post Employment Benefits (OPEB). • Report annually on the unfunded liability of the Harwich OPEB, currently estimated at approximately \$40M. However, since we are part of the MRSD and CCRTHS, Harwich is responsible for 75% and 12% of the Monomoy and Cape Cod Technical unfunded OPEB liability, respectively, which together could exceed another \$40M. <p>3. Tax collection policy/procedure.</p> <ul style="list-style-type: none"> • Harwich attempted to conduct an auction in June, 2017, to sell tax titles held by the Town on a block of properties that were significantly delinquent on payment. The overall results of this process should be evident early in FY18 and should be documented. • Also, going forward, the Harwich Treasurer should develop (and publish) a policy and procedure document that addresses how the Town will collect unpaid taxes in the future. For example, based on this experience with auctioning tax titles to collect unpaid real estate taxes, does the bulk auction process offer the best financial benefit? What percentage of delinquencies were corrected before the auction? Would dealing with smaller quantities of parcels every 2-3 years be more effective? Discuss lessons learned. <ul style="list-style-type: none"> • Deliverables: <ol style="list-style-type: none"> a) Assessment of the Harwich tax title auction process. b) Policy and procedures to better manage delinquent tax payments. <p>4. Develop Harwich Financial Policy.</p> <ul style="list-style-type: none"> • Develop an appropriate set of financial policies for the Town of Harwich. Other towns have recently used this assistance and have been successful in upgrading their bond rating. • Investigate Best Practices published by the Bureau of Accounts, Division of Local Services, MA DOR. • Also solicit assistance from the Massachusetts Community Compact Initiative. • Provide memorandum of what is planned to be done, the resources required and what beneficial outcome is anticipated. • Explore and schedule other best practices for future implementation. <ul style="list-style-type: none"> • Deliverables: <ol style="list-style-type: none"> a) Plan Memorandum outlining approach and resources required to develop the Harwich Financial Policy. b) Harwich Financial Policy 	<p>1. TBD</p> <ul style="list-style-type: none"> • TBD <p>2. TBD</p> <ul style="list-style-type: none"> • TBD • Annually <p>3. TBD</p> <ol style="list-style-type: none"> a) TBD b) TBD <p>4. TBD</p> <ol style="list-style-type: none"> a) TBD b) TBD 	<p>1. TA, FD, T/C</p> <p>2. TA</p> <p>3. T/C</p> <p>4. TA, FD</p>

GOAL 2. GOVERNANCE

Communicate and conduct Town government business in an efficient, effective, transparent and responsive manner. Establish working relationships with agencies/offices of Federal, State, county and town governments. Conduct human resource and labor management.

Objective	Action Items/Deliverables	Time Frame	Responsible BOS Member
<p>Objective A: Conduct Town government business in an efficient and effective manner</p>	<p>1. Develop Automation Implementation Plan.</p> <ul style="list-style-type: none"> With a goal of improving permitting/payment service to residents and visitors, a software implementation plan should be developed that outlines and schedules the departments and services to be automated. This plan should include estimated benefits, costs and schedule for automating each Town permitting/payment process. Based on the approved plan, identify and document requirements for the next phase or version. The next version or phase of implementation will either expand on-line services to other departments, including Golf, Waterways, Recreation, Community Center and Harbors, or it will incorporate new requirements or features in the software version currently in use. <ul style="list-style-type: none"> Deliverable: Implementation Plan for online permitting/payments 	1. TBD	1. TA, FD
	<p>2. Implement the next version of online Town services and/or expand its use to other Town Departments.</p> <ul style="list-style-type: none"> Each implementation should include <u>documentation</u> of: <ul style="list-style-type: none"> work flow and data requirements for each department; test planning for focus groups, back-up/security, and features/functionality. Conduct and document the actual testing (and re-testing, as required) and provide a final test report. Offer training or on-line help. Primary responsibility remains with departments where permits and payments are being automated. At some point each department should assess and document the benefits of online automation. <ul style="list-style-type: none"> Deliverables: Numerous - as listed above. (Milestones are useful to oversee software implementation progress.) 	2. TBD/ Negotiable	2. Primary responsibility, departments where permits and payments are being automated. At some point each department should assess and document the benefits of online automation.
	<p>3. Implement changes to the Home Rule Charter approved at the May, 2017 Annual Town Meeting.</p> <ul style="list-style-type: none"> Revise Harwich Committee Handbook as needed. Obtain acknowledgement and compliance statements from all committee chairs affected by these Home Rule Charter changes. Request that the Charter Review Committee continue to assess Charter to identify what needs to be changed/improved and provide recommended Charter changes for ATM consideration. Obtain, review and support, as appropriate, any further recommended changes from the Charter Review Committee. <ul style="list-style-type: none"> Deliverables: Signed acknowledgement statements. 	3. 1st qtr	3. Don Howell, BCRC
	<p>4. Propose and Implement Near-Term Improvements to Town Committees.</p> <p>Town sanctioned organizations, boards and committees are comprised of residents possessing a wide cross section of interests and experience. These groups provide valuable investigative and advisory support to the Town. From time to time it may be necessary to make some adjustments to the existing boards/committees where it has become evident that changes would be beneficial. This action is to identify those changes that should be made soon and provide an implementation plan that achieves these near-term changes. As a minimum the following areas need review:</p> <ul style="list-style-type: none"> Is the charge or mission statement still accurate, current, meaningful and have defined deliverables or goals? Should the committee be discharged, combined or redirected? Why? Is there an "oversight," process established to ensure effective use of citizen participation? (such as periodic attendance or communications with BOS Liaison or Administration Staff). Deliverable: Memorandum of recommended changes with rationale and plans for implementation. 	4. TBD	4. Whole Board, D. Howell lead
	<p>5. Assess Town Hall document storage needs.</p> <ul style="list-style-type: none"> Administration is to estimate document storage needs currently and for the next 10 years. Department Heads should be familiar with the Massachusetts Municipal Records Retention Manual (www.scc.state.ma.us/arc/rmru/rmuidx.htm) to ensure that municipal records are properly stored and preserved, as required by MGL ch.66 sec. 1. Technical assistance and workshops are provided by the Records Management Unit, a division of the MA State Archives. Based on these estimated needs, investigate storage sites at a remote location, such as basement of Community Center or police station. Consider the impact of the new MA Public Records Law which requires local officials to make all records created or received by a government entity available to anyone who asks for them. 	5. TBD	5. TC, CCD

<p>Goal 2, Objective A Con't</p>	<ul style="list-style-type: none"> On access requirements As identify documents currently stored with the Town Clerk that are considered "historic,. Provide preliminary Engineering designs of a "modular,, (expandable) storage facility for optional storage sites. <u>Deliverables:</u> <ol style="list-style-type: none"> Requirements Analysis - what documents/data need to be stored? How much and what type of space is required over the next 10 years Alternatives study - what options does the Town have to accommodate these requirements and at what estimated costs? What sources of funding are available for part or all of this activity (grants, CPC)? <p>6. Plan for regulation of Recreational Marijuana Establishments. A temporary moratorium was approved at the ATM in May, 2017, which allows Harwich until June 30, 2018, to plan on how to address the potential impacts of using land or structures in Harwich to cultivate, manufacturer, test, process, package or offer for retail sale marijuana in the Town. This allows the Town to analyze the Cannabis Control Commission's regulations regarding Recreational Marijuana Establishments and related uses, determine whether the Town shall, by ballot measure restrict any, or all Recreational Marijuana Establishments and assess adopting new provisions of the zoning bylaw to address the impacts and operations of Recreational Marijuana Establishments and related uses. The time for this action is actually shorter, since this action most likely result in an Article for the next Town Meeting.</p> <ul style="list-style-type: none"> <u>Deliverables:</u> <ol style="list-style-type: none"> A task breakdown structure with schedule - what are the major tasks, accomplishments, milestones, and deliverables that are needed and by when in order to be ready to submit an article for the 2018 ATM. Resource Estimate/Commitment - How much time from Town staff, legal counsel, possible Town Committee. Assessment of available funding, grants, State assistance, collaboration/cooperation with other towns. Contingency plan (what if ...?) <p>7. Disposition of 203 Bank St. and 4 Central Ave.</p> <ul style="list-style-type: none"> Develop and provide a written plan to sell or transfer title of the two properties as directed by May Town Meeting. The plan should detail the steps or process to be followed along with a schedule to value and prepare parcels, mark parcel boundaries as necessary, set minimum bids as appropriate, publish notices, conduct the sale and report on the net proceeds deposited to the land sale account as stated by Town Counsel at the Town Meeting. In the case of the Bank St. parcel it may be appropriate to solicit public comments from organizations, such as the Harwich Conservation Trust, that may have an interest in using some or all of the parcel for preservation and open space uses. If there are no comments or interest, a plan to sell the Bank St. parcel should be prepared as directed above. <u>Deliverables:</u> <ol style="list-style-type: none"> Plan for sale of 4 Central Ave. parcel. Plan for public input recommendations. Plan for sale of 203 Bank St. parcel Execute plans. <p>8. Finance Department Procedures.</p> <ul style="list-style-type: none"> Assess the status of written procedures for Accounting, Assessing, and Treasurer. Develop or update these procedures as necessary in order to maintain stability during staffing turnovers. <u>Deliverables:</u> <ol style="list-style-type: none"> Procedures Status Memorandum, Plan memorandum detailing what can be done in FY18, Procedures update. 	<p>TBD TBD</p> <p>6. TBD</p> <p>7. TBD</p> <p>8. TBD</p>	<p>6. PB, TP, TA</p> <p>7. TA, TE</p> <p>8. FD</p>
<p>Objective B: Conduct Town government business in a transparent manner</p>	<p>1. Develop & implement informational meetings. ("Pre-annual town meetings) to improve understanding and assess potential impacts of the Harwich budget and selected warrant articles.</p> <ul style="list-style-type: none"> <u>Deliverable:</u> Develop and implement a plan that addresses how to select budget items and warrant articles that need this attention, what outreach method will be implemented, what resources are needed and how Administration will evaluate the results. <p>2. Improve Public Awareness and Outreach.</p> <ul style="list-style-type: none"> In addition to wastewater management projects that were the focus of last year, improve awareness and understanding of the BOS, other Town-sanctioned groups, and Town departments. 	<p>1. TBD</p> <p>2. TBD</p>	<p>1. MacAskill, TA, FD</p> <p>2. TA</p>

<p>Goal 2, Objective B: Con't</p>	<ul style="list-style-type: none"> By Q2 of this FY the Town Administrator will develop new ways to communicate to the public the actions of the Selectmen, and Town boards, committees and departments. Provide residents and visitors with information about selected parts of Town government through the use of newsletters, periodic programs, site visits, and other communications media. Initially the focus of this objective/task will be the Water Department operations and one other department (Wastewater Project will be treated separately.). Deliverables: <ol style="list-style-type: none"> Two memoranda each co-authored by Administration and head of the departments selected to participate in this outreach activity describing activities planned, resources and schedules required to achieve this objective. Periodic status reports on media projects, site visits, and initial feedback from residents/visitors. End-of-year report on lessons learned. <p>3. Report CVEC Energy Savings. Report revenue benefits and associated off-taker sharing with the Water Enterprise Fund on the Town website (Consider posting actual savings on the sign at the Town Disposal Area.</p> <p>4. Develop Records Management Plan.</p> <ul style="list-style-type: none"> Plan, create and implement a phased, formal, written records management program that complies with open meeting and public records statutes that includes specific standards for both paper and electronic records. Every record that is made or received by a government entity or employee is presumed to be a public record unless a specific statutory exemption permits or requires it to be withheld in whole or in part. Electronic records, such as computer files, email, and audio- and videotapes are subject to the public records law. Information on The Municipal Records Retention Manual can be found at http://www.shutesbury.org/sites/default/files/PublicRecord_retention.pdf. The Massachusetts Public Records Law is found at Massachusetts General Law, Chapter 66, (Section 10 in particular is of importance to records requesters), with its supporting regulation being found at 950 Code of Massachusetts Regulations 32.00. The exemptions to the Public Records Law are found at Massachusetts General Law, Chapter 4, Section 7(26). This activity has been an objective of the Board of Selectmen since 2014. Deliverables: Plan with resources and schedules. Execution 	<p>Q2</p> <p>3. TBD</p> <p>4. TBD</p>	<p>3. ATA, FD</p> <p>4. TC</p>
<p>Objective C: Conduct Town government business in a responsive manner</p>	<p>1. Email addresses for Town Departments, and Town-sanctioned groups.</p> <ul style="list-style-type: none"> Establish Harwich-specific email addresses in order to enhance communication between residents and town departments, committees, boards or other Town-sanctioned groups provide all such groups with a Town email address. Identify these email addresses on the Town website. Provide appropriate backup of email transmissions that use Town servers. Create a policy that requires all official communications between public and these Town groups be made through the Harwich email system. Provide technical support to fully implement. Deliverables: <ol style="list-style-type: none"> Memorandum #1: provide a level of effort (labor) and cost estimate for Town staff to accomplish this objective. Memorandum #2: provide draft policy and procedures to implement. Memorandum #3: provide on-line training materials. Memorandum #4: provide evaluation report. <p>2. Town Hall hours of operation. Reevaluate the pros and cons of Harwich Town Hall being open later on Mondays and closed early on Fridays.</p> <ul style="list-style-type: none"> Deliverable: <ol style="list-style-type: none"> Memorandum that reviews the original purpose of staying open longer on Mondays all year, assesses impacts of on-line access to Town Hall services, quantifies benefits (if any) to residents, reviews merits department-by-department, provides comparisons with other Massachusetts Town Hall operations, and addresses other relevant issues, such as having some departments work longer one day while other Town operations work a standard work week. Assessment report with recommendations. 	<p>1. TBD</p> <p>2. TBD</p>	<p>1. IT</p> <p>2. TA (Subject to Collective Bargaining)</p>

Goal 2, Objective C: Con't	3. Improved broadcast technology. <ul style="list-style-type: none"> Evaluate potential improvements to audio reception, recording and broadcasting in Griffin Room. Propose technological options to record other meetings in this room without IT staffing. <ul style="list-style-type: none"> Deliverables: Report on technology options and costs for improved audio broadcast of meetings in Town Hall and Harwich Community Center. 	3. TBD	3. Ch.18
	4. Use of MRSD facilities. <ul style="list-style-type: none"> Develop a reasonable agreement for room usage at Monomoy Regional High School and Harwich Elementary School (with and without fees) for meetings or use by Town-sanctioned groups. Investigate and document usage of High School Auditorium for Annual Town Meeting. Discuss possibilities with Chatham, MRSD School Committee and Superintendent and report results. (Harwich is already paying 75% of the debt service and operating costs for those buildings.) <ul style="list-style-type: none"> Deliverables: Memorandum on results of discussions. 	4. TBD	4. Jannel Brown & Michael MacAskill
	5. Information technology (IT) resource sharing. <ul style="list-style-type: none"> Assess the scope of technical support required for IT, defined in this activity as computing, including hardware, software, telecommunications, and generally anything involved in the secure transmittal and storage of information or the systems that facilitate communication within and between all departments and supporting groups in Harwich. What are the available capabilities within the Town staff to conduct IT support? What alternatives are available to augment Town staff, including IT staff sharing with MRSD, CCTHS, Water Department Enterprise or other neighboring towns or applying for a MA Community Compact Initiative grant or other Mass IT grants. <ul style="list-style-type: none"> Deliverables: Report on each item. 	5. TBD	5. TA, IT
	6. Support from the Friends of the Council on Aging (COA). Reportedly, the "Friends,, among other things, will support meal programs, provide transportation assistance by financing and operating a minibus, support socialization programs, pay for renovation or enhancement to currently used space, and to consider supporting future needs of the COA.	6. TBD	6. COA

GOAL 3: INFRASTRUCTURE

Work with and support the design, construction and renovation activities of the Harbormaster, Fire Department, Golf Department, Department of Public Works, Library and other departments conducting major projects in the Town. These projects will require coordination support from Administration and staff support from various other Town Departments such as Engineering/Surveying, Health, Building and DPW.
(The financial investment, complexity and scheduling requires that the following Infrastructure actions be a high priority of the Town Administrator.)

Objective	Action Items/Deliverables	Time Frame	Responsible BOS Member
Objective A: Support and report periodically on the water side rebuilding project at Saquatucket Harbor.		TBD	HM, TA
Objective B: Support and report on the land side design project		TBD	HM, TA
Objective C: Support and monitor progress on development of construction plans and bid documents for the renovation and expansion of Fire Station #2 on Route 137 in East Harwich.		TBD	TE, FC
Objective D: Support & monitor progress on the CV Golf Course multifaceted project to construct new cart barn, reskin & re-roof the existing, metal maintenance facility, & reconfigure existing parking lot and associated landscaping.		TBD	GD, TA, TE, FM

Goal 3, Continued, Objective E: Investigate renovation project proposed for Lower County Road. Director of DPW in Nov 19, 2015 memorandum recommended this project for FY2018.	Develop a plan including public hearings, financing options, milestones and schedules.	TBD	DPW, TA
Objective F: Support and report on participation on Cape Cod Technical High School Building Committee.		TBD	TA
Objective G: Support and report on Brooks Library re-bid and compliance with Town vote		TBD	FM
Objective H: Support and report Route 28 reconstruction. Support and report on community involvement, State compliance, planning, and public information activities in the Rt. 28 reconstruction project from Herring River to the Dennis line.			DPW, TA

GOAL 4: NATURAL RESOURCES			
Continue to implement the Comprehensive Wastewater Management Plan			
Objective	Action Items/Deliverables	Time Frame	Responsible BOS Member
Objective A: Wastewater planning design and implementation. (The financial investment, complexity and scheduling requires that the following Infrastructure actions and deliverables be a high priority of the Town Administrator.)	<ol style="list-style-type: none"> Finalize payment to the Town of Chatham of the capacity purchase fee in accordance with the inter-municipal agreement between Harwich and Chatham which permits Harwich to deliver wastewater to Chatham for treatment of up to 350,000 gallons of sewage a day. Support and report on the design of the Pleasant Bay (south) sewer system. Support and report on the design of the Chatham Interconnector system. Convene periodic wastewater management discussions with representatives of neighboring Towns (Dennis, Brewster, Orleans, Yarmouth) to continue discussions on common/joint interests in combining or coordinating wastewater activities. TA to initiate; Selectmen to participate. <ul style="list-style-type: none"> Deliverables: periodic reports. Revisit Hinckley Pond needs with CPC. <ul style="list-style-type: none"> Initiate discussions with the Community Preservation Committee for the purpose of revisiting a request for funds for restoration of Hinckley Pond. Establish conditions and requirements for this project to be viewed favorably by the Committee. Identify and, with BOS approval, implement actions in furtherance meeting such minimum requirements on a schedule that would allow reconsideration of this project request in the fall of 2017. <ul style="list-style-type: none"> Deliverables: re-submit application for CPC funding. Actively participate in the Pleasant Bay Alliance Project to implement the recommended steps to optimize nitrogen removal efforts underway by the four participating towns (Harwich, Orleans, Chatham, and Brewster) with the goal of a targeted watershed nutrient management plan and watershed permit. <ul style="list-style-type: none"> Stay informed and attend monthly working group meetings of the Alliance Steering Committee and Watershed Work Group. Support and implement, as appropriate and approved by the BOS, the specific 10 activities identified as "Next Steps," in the Pleasant Bay Composite Nitrogen Management Analysis presented to the BOS at the end of March, 2017. <ul style="list-style-type: none"> Deliverables: Report progress periodically. 	<ol style="list-style-type: none"> TBD TBD TBD TBD TBD TBD 	<ol style="list-style-type: none"> TA, FD (Completed) CDM, TA CDM, TA Larry Ballantine & M. MacAskill, TA NRD L. Ballantine

<p>Goal A, Objective A: Con't</p>	<p>7. Monitor and provide report on results of mitigation projects at Muddy Creek as available.</p> <p>8. Support and report on Cold Brook design, construction, implementation project as part of Phase 2 of the Harwich Comprehensive Wastewater Management Plan now that funding has been approved.</p> <p>9. Identify Phase II Parcels. Prepare (Assessing Dept.) a list of all properties potentially involved in Phase II construction and implementation.</p> <p>10. Prepare options and supporting analysis for aid/relief for hook-up costs. Many residents may have unusual problems (timing, financial, etc.) associated with connection to the wastewater system. A sub-committee or task force should be charged with investigating such situations and developing options to help with costs of connection.</p> <ul style="list-style-type: none"> • Deliverables: <ul style="list-style-type: none"> 1) Action Plan and Charge, 2) presentation of analysis and recommendations to BOS, 3) Communication products for May, 2018 Town Meeting. <p>11. Estimate five year operating and maintenance costs related to Harwich use of Chatham treatment plan. With assistance from CDM Smith develop cost projections that are needed for Town budget planning and for community outreach and education (next objective) leading up to May, 2018 Town Meeting.</p>	<p>7. TBD</p> <p>8. TBD</p> <p>9. TBD</p> <p>10. TBD</p> <p>11. TBD</p>	<p>7. TA, NRD</p> <p>8. TA, CDM, NRD</p> <p>9. CDM, AD</p> <p>10. TA, County Health</p> <p>11. TA, WWS, CDM</p>
<p>Objective B: Wastewater Education and Outreach</p>	<p>7. Use readily available information to develop guidelines for environmentally-appropriate fertilization of lawns and gardens.</p> <ul style="list-style-type: none"> • Provide guideline information on safe use of nitrogen and phosphorus fertilizers using various communication methods. • Work with the Wastewater Implementation Committee and Natural Resources Department to identify what other towns have done. • Plan and implement one method/activity to educate Harwich residents of the effects of improper lawn and garden fertilization. <p>2. Plan and implement a continuation of the wastewater education program for resident and nonresident taxpayers to explain where we are in the Wastewater Management process and what are the next activities planned.</p> <ul style="list-style-type: none"> • Conduct at least 2 educational meetings, including recording and rebroadcast. • Recommend options for supporting and participating in public outreach either through contract or through involvement by regional school staff and students. • Assess media options, such as social media, podcasts, newsletters, or YouTube videos to maintain engagement of residents. 	<p>1. TBD</p> <p>2. TBD</p>	<p>1. HD, BoH, CA</p> <p>2. TA, WWS, CDM</p>

GOAL 5: PLANNING AND ECONOMIC DEVELOPMENT			
Actively participate in development of housing, business, transportation and historic and cultural enhancements. Establish working relationships with officials of nearby towns, Barnstable County, State and Federal agencies, as appropriate.			
Objective	Action Items/Deliverables	Time Frame	Responsible BOS Member
<p>Objective A: Investigate improved utilization, sale or lease of several properties in Town.</p>	<p>I. Disposition of underutilized Town-owned parcels. Develop a plan(s) on how to better use, sell or lease several buildings and land in Town, including the:</p> <p>a) Albro House. In the case of the Albro House the plan should include subdividing the parcel to allow space for reasonable parking for the Albro House while the remaining northerly portion would be separate and could remain as Town property. Provide estimates of resources required to accomplish each alternative.</p> <p>b) "Old Recreation, Building</p> <p>c) West Harwich Schoolhouse.</p> <ul style="list-style-type: none"> • Deliverables: <ul style="list-style-type: none"> i) Albro sub-division plan and execution; ii) Plan to sell or transfer ownership of "Old Recreation Building,; iii) Plan to sell or transfer ownership of the W. Harwich School-house. 	<p>I. TBD</p>	<p>Ia. TA, ATA</p> <p>Ib. TA, FD, FM, MacAskill</p> <p>Ic. TA</p>

<p>Goal 5, Objective A: Con't</p>	<p>2. Harwich Middle School re-purpose.</p> <ul style="list-style-type: none"> Assess and report on the progress to transform the Harwich Middle School (HMS) to a Cultural Center. During FY17 the BOS agreed to investigate the potential of re-purposing the HMS for community use with a focus on cultural activities. FY 18 will be the second full year of this trial period. Assess and provide a written re-port on the specific progress to date (June 30), including, but not limited to, occupancy data, how the premises are being used, lease durations and terms, problems encountered, year-end revenues and costs and recommendations for changes (needed and nice to have) in year #2. Update this assessment report on a quarterly basis. Include a list of detailed evaluation criteria for consideration by the BOS to help in their determination of future use of this property. Also by Dec. 30, if leasing space does not show potential of generating the expected benefit and revenue (as measured by the evaluation criteria), a plan is to be provided to reconsider other potential uses: <ul style="list-style-type: none"> Deliverables: <ul style="list-style-type: none"> a) Year one - progress assessment as a cultural center. Quarterly updates. Memo on evaluation criteria to be considered for eventual decision on disposition. b) Written plan (as needed) on how to proceed. <p>3. Support community involvement in the HECH/Chase House historic preservation and Chapter 40B development at 93 and 97 Rt. 28.</p> <ul style="list-style-type: none"> Primary responsibility remains with HECH, Habitat for Housing and their respective contractors and consultants and not Town employees/departments. Town departments can participate in some planning, coordination, inspection and facilitation support to ensure public participation and consensus on project direction and implementation. <ul style="list-style-type: none"> Deliverables: <ul style="list-style-type: none"> a) Roles and Responsibilities Statement to define specific municipal duties relating to these projects. b) Periodic memorandum updates and briefings on HECH plans and accomplishments and Habitat plans and accomplishments. 	<p>2. TBD</p> <p>3. TBD</p>	<p>2. TA, CCD, FD, MacAskill</p> <p>3. ZBA, TP, ATA, TA (completed)</p>
<p>Objective B: Create and maintain a strong business and job growth environment</p>	<p>1. Assess and recommend what actions the Town can take to promote business development. Create an economic development committee to be charged with working with the various levels of Chambers of Commerce to increase private business development in Harwich and to generate new ideas for increasing town revenue without raising taxes.</p> <ul style="list-style-type: none"> Deliverables: Document <p>2. Create and Maintain Positive Town and Business Relationship.</p> <ul style="list-style-type: none"> Establish policies, procedures, relationships that supports a vibrant and sustainable Harwich business community. Continue to provide a streamlined regulatory process and business-friendly staff of volunteers, Town employees and elected officials. Encourage and support new small businesses in Harwich. Work with the Harwich Chamber of Commerce to maximize the effectiveness of HCC branding activity which seeks to promote Harwich as a destination, as well as a great place to reside or own/operate a business. Define issues of importance to Harwich businesses and evaluate costs of doing business in comparison to neighboring towns. Make recommendations for improvements as necessary. <ul style="list-style-type: none"> Deliverables: Document <p>3. Assist Town departments and Town sanctioned groups with grant applications and pursue funding opportunities in support of town priorities and policy goals.</p> <ul style="list-style-type: none"> Stay abreast of and perform research involving governmental legislation, policies and regulations that may impact the Town. Participate in regional school activities, such as school rebuilding or renovation projects. Participate in Mass Municipal Association activities that are relevant to Harwich. Encourage other department heads to do the same. <ul style="list-style-type: none"> Deliverables: Grant applications approved and filed along with results. 	<p>1. TBD</p> <p>2. TBD</p> <p>3. TBD</p>	<p>1. Brown & MacAskill</p> <p>2. Whole Board, Brown lead</p> <p>3. TA, Whole Board, Julie Kavanagh lead</p>

Goal 5, Objective B: Con't	<p>4. Develop educational program agreements with Monomoy Regional School District and Cape Cod Technical whereby special projects can be conducted coincident with major capital projects in Town. For example, the waterside renovation project at Saquatucket could be the subject matter or course material for a local high school course.</p> <ul style="list-style-type: none"> Deliverables: Document attempts and results 	4. TBD	4. TA
	<p>5. Investigate novel ideas to promote Harwich and grow tourism, such as annual road races, auto shows, expanded farmers market, etc.</p> <ul style="list-style-type: none"> Deliverables: Document 	5. TBD	5. Brown, CCD
	<p>6. Explore affordable and senior housing options where the Town may retain the property. Memorandum #1: TA shall outline a plan to identify proven and novel approaches to develop Affordable housing in Harwich.</p> <ul style="list-style-type: none"> Deliverables: Document 	6. TBD	6. TA, Housing Trust (TBD), Kavanagh

GOAL 6: QUALITY OF LIFE AND PUBLIC SAFETY

Develop and support programs that improve quality of life for Harwich residents and visitors. (Public Safety Departments have the primary responsibility for progress and accomplishments. TA has coordination, support and reporting responsibility)

Objective	Action Items/Deliverables	Time Frame	Responsible BOS Member
Objective A: Provide high quality, cost-effective public safety services to residents and visitors.	<p>1. Public safety initiative.</p> <ul style="list-style-type: none"> Administration should initiate and participate in investigation of options, including increased police surveillance, low cost, automatic speed detection systems, raised crosswalks or speed bumps to lower vehicle speed on town streets. Other nearby towns have implemented more visible crosswalk signs, painted crosswalks, and speed limit posting in conjunction with actual vehicle speed display. A recent accident in Sandwich where two pedestrians were killed at a crosswalk is an unfortunate alert to public safety needs in Harwich. If Harwich is to continue to grow as a destination point on the Cape, the Town needs to develop and implement a public safety plan that encompasses greater pedestrian and bicycle safety and encourages slower traffic speeds. A plan is needed to establish Harwich as the safest community on the Cape. Accurate information on construction-related backups, delays and road closures needs to be communicated better. Bike path and roadway intersections have received much needed attention of late. Pedestrian and traffic information signs need similar improvements. Some signs are faded or not visible due to growth of trees and bushes both on town land and private property. Special attention is needed along Rt. 28 through Harwichport to Saquatucket Harbor. At Saquatucket Harbor it has been reported that pedestrians cross from the north side of Rt. 28 where the ticket offices are currently located to the harbor entrance. There is also bicycle traffic crossing from Gorham Road to the harbor. Crosswalks have not been repainted or never existed. This problem has been publicized in recent reports and statements by the Harbormaster in support of the Land Side Project where he said "it was an accident waiting to happen,," Deliverable: <ul style="list-style-type: none"> 1. Public Safety Plan - Identify actions and resources needed to develop a comprehensive safety improvement plan for Harwich. As an early deliverable, but part of that plan, define near-term options for Saquatucket Harbor and other high risk areas that could be implemented in 30 days or less (e.g. repaint selected crosswalks, use brightly painted cones/barrels, install signs saying "Speeds strictly enforced,," increase visibility of police vehicles, etc.). 	1. TBD	<ul style="list-style-type: none"> PC PC, DPW MacAskill & Ballantine PC, MassDOT, Utility Companies DPW, MassDOT TA, DPW, MassDOT

AD	Assessing Director	GD	Golf Director
ATA	Asst. Town Administrator	HD	Health Director
BCRC	Bylaw/Charter Review Committee	HM	Harbormaster
BoH	Board of Health	IT	Computer Coordinator
BoS	Board of Selectmen	NRD	Natural Resources Director
CA	Conservation Administrator	PB	Planning Board
CCD	Community Center Director	PC	Police Chief
CDM	CDM Smith - Consulting Eng.	T/C	Treasurer/Collector
Ch18	Ch. 18 Station Manager	TA	Town Administrator
COA	Council on Aging Director	TC	Town Clerk
DPW	DPW Director	TE	Town Engineer
FC	Fire Chief	TP	Town Planner
FD	Finance Director	WWS	Water & Wastewater Superintendent
FM	Facilities Maintenance Manager	ZBA	Zoning Board of Appeals

BUDGET/WARRANT TIME LINE 2017-2018

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

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

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

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

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

Agricultural Commission.....	4
Appeals Board (alternate)	2
Building Code Board of Appeals.....	5
Cemetery Commission.....	1
Community Preservation Committee	1
Conservation Commission (2 full and 2 alternate)	4
Disability Rights Committee.....	1
Finance Committee	2
Forest Committee.....	1
Historic District/Historical Commission (alternate)	2
Housing Committee	1
Municipal Revenue and Economic Development Committee.....	5
Planning Board (2 alternate).....	2
Traffic Safety Committee	1
Trails Committee	2
Treasure Chest Committee (1 alternate)	1
Voter Information Committee.....	1
Wastewater Support Committee (New)	5

Committee Vacancy Forms are available at the Selectmen’s Office,
732 Main Street, Harwich