

**SELECTMEN’S MEETING AGENDA\***

*Donn B. Griffin Room, Town Hall  
732 Main Street, Harwich, MA  
Regular Meeting 6:30 P.M.  
Monday, October 23, 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**

- A. Presentation of Recognition Plaque to Police Matron Patricia Scarnici
- B. Legislative Update from Senator Cyr and Representative Peake

**IV. PUBLIC COMMENTS/ANNOUNCEMENTS**

**V. CONSENT AGENDA**

- A. Approve Minutes –
  - 1. October 2, 2017 Regular Meeting
  - 2. October 10, 2017 Regular Meeting
- B. Approve contract with Weed and Feed Inc. for Whitehouse Field Irrigation Project in the amount of \$24,777
- C. Confirm appointment of Dean Damon as Greenskeeper I
- D. Vote to sign acknowledgement of completion of responsibilities regarding Ginger Plum Lane betterment

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

- A. Annual Meetings with the Selectmen:
  - 1. Golf Committee
  - 2. Recreation & Youth Committee

**VII. NEW BUSINESS**

- A. Trails Committee membership discussion
- B. Clarification on property line between Cultural Center and Elementary School
- C. Preliminary Capital Outlay Plan Summary update

**VIII. OLD BUSINESS**

**IX. TOWN ADMINISTRATOR’S REPORT**

- A. Notification of changes to Open Meeting Law
- B. Departmental Weekly Reports

**X. SELECTMEN’S REPORT**

- A. Budget Warrant Timeline

**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

\_\_\_\_\_  
Ann Steidel, Admin. Secretary

**Date:** \_\_\_\_\_  
October 19, 2017

## Ann Steidel

---

**From:** Sandy Robinson  
**Sent:** Monday, October 16, 2017 8:33 AM  
**To:** Ann Steidel  
**Subject:** FW: plaque request  
**Attachments:** Harwich PD Patricia Scarnici plaque.pdf

*Sandra Robinson  
Administrative Secretary  
Selectmen/Administrator's Office  
[srobinson@town.harwich.ma.us](mailto:srobinson@town.harwich.ma.us)  
(508) 430-7513*

---

**From:** Deputy Chief Tom Gagnon  
**Sent:** Friday, October 13, 2017 12:39 PM  
**To:** Sandy Robinson <[srobinson@town.harwich.ma.us](mailto:srobinson@town.harwich.ma.us)>; Chief David J. Guillemette <[dguillemette@harwichpolice.com](mailto:dguillemette@harwichpolice.com)>  
**Subject:** Fwd: plaque request

Could you please place this item on the October 23rd selectmen's agenda. Please see attachment it is the awarding of a Plaque to a long time matron that has retired from our department

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** CCI Engraving <[cciengraving@comcast.net](mailto:cciengraving@comcast.net)>  
**Date:** 10/2/17 09:52 (GMT-05:00)  
**To:** Deputy Chief Tom Gagnon <[tgagnon@harwichpolice.com](mailto:tgagnon@harwichpolice.com)>  
**Subject:** RE: plaque request

Hi Tom,

Didn't change anything. Please let me know if proof OK or not.

Thank you,  
Steve

---

**From:** Deputy Chief Tom Gagnon [<mailto:tgagnon@harwichpolice.com>]  
**Sent:** Friday, September 29, 2017 9:05 AM  
**To:** CCI Engraving ([cciengraving@comcast.net](mailto:cciengraving@comcast.net))  
**Subject:** plaque request

In the past you have done several plaques for us for Donna Tavano and Karen young. We would like to have the same type of plaque made with the attached inscribed.

Can you review and let me know.

My cel is 508 962 7234 for any questions.

Feel free to change anything

tom

*Thomas Gagnon*  
*Deputy Chief of Police*



*Harwich Police Department*  
*183 Gisson Road*  
*Harwich, Massachusetts 02645*  
*Phone: 508-430-7541 ex 5206*  
*Fax: 508-432-2530*

## Ann Steidel

---

**From:** Sandy Robinson  
**Sent:** Monday, October 16, 2017 8:33 AM  
**To:** Ann Steidel  
**Subject:** FW: plaque request  
**Attachments:** Harwich PD Patricia Scarnici plaque.pdf

*Sandra Robinson  
Administrative Secretary  
Selectmen/Administrator's Office  
[srobinson@town.harwich.ma.us](mailto:srobinson@town.harwich.ma.us)  
(508) 430-7513*

---

**From:** Deputy Chief Tom Gagnon  
**Sent:** Friday, October 13, 2017 12:39 PM  
**To:** Sandy Robinson <[srobinson@town.harwich.ma.us](mailto:srobinson@town.harwich.ma.us)>; Chief David J. Guillemette <[dguillemette@harwichpolice.com](mailto:dguillemette@harwichpolice.com)>  
**Subject:** Fwd: plaque request

Could you please place this item on the October 23rd selectmen's agenda. Please see attachment it is the awarding of a Plaque to a long time matron that has retired from our department

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** CCI Engraving <[cciengraving@comcast.net](mailto:cciengraving@comcast.net)>  
**Date:** 10/2/17 09:52 (GMT-05:00)  
**To:** Deputy Chief Tom Gagnon <[tgagnon@harwichpolice.com](mailto:tgagnon@harwichpolice.com)>  
**Subject:** RE: plaque request

Hi Tom,

Didn't change anything. Please let me know if proof OK or not.

Thank you,  
Steve

---

**From:** Deputy Chief Tom Gagnon [<mailto:tgagnon@harwichpolice.com>]  
**Sent:** Friday, September 29, 2017 9:05 AM  
**To:** CCI Engraving ([cciengraving@comcast.net](mailto:cciengraving@comcast.net))  
**Subject:** plaque request



In the past you have done several plaques for us for Donna Tavano and Karen young. We would like to have the same type of plaque made with the attached inscribed.

Can you review and let me know.

My cel is 508 962 7234 for any questions.

Feel free to change anything

tom

*Thomas Gagnon*  
*Deputy Chief of Police*



*Harwich Police Department*  
*183 Gisson Road*  
*Harwich, Massachusetts 02645*  
*Phone: 508-430-7541 ex 5206*  
*Fax: 508-432-2530*

## Sandy Robinson

---

**From:** Johnson, Patrick (SEN) <Patrick.Johnson@masenate.gov>  
**Sent:** Monday, August 21, 2017 9:39 AM  
**To:** Michael D. MacAskill  
**Cc:** Sandy Robinson; Hilliard, Kaelyn (HOU); Lake, Rachel (SEN)  
**Subject:** Re: From Senator Cyr's office

Chairman MacAskill and Sandy:

Thank you!

October 23rd would work well for Senator Cyr. Confirmed on our end.

With thanks,

Pat

--

**Pat Johnson, Chief of Staff**  
**State Senator Julian Cyr**  
**Cape and Islands District**  
State House, Room 218  
Boston, MA 02133  
617-722-1570  
www.SenatorCyr.com

On Aug 21, 2017, at 9:18 AM, Michael D. MacAskill <[mmacaskill@townofharwich.us](mailto:mmacaskill@townofharwich.us)> wrote:

Good morning!

We are going to move this to the 23rd so that Representative Peake can join the senator.

Best,

Michael MacAskill

---

**From:** Sandy Robinson  
**Sent:** Monday, August 21, 2017 8:25:19 AM  
**To:** [patrick.johnson@masenate.gov](mailto:patrick.johnson@masenate.gov)  
**Cc:** Michael D. MacAskill  
**Subject:** FW: From Senator Cyr's office

Hi Patrick -- Our Board of Selectmen Chair, Michael MacAskill would like to offer October 16 as a date for Senator Cyr to attend a board meeting to give an update. Please confirm.

Thank you, Sandy

*Sandra Robinson  
Administrative Secretary  
Selectmen/Administrator's Office  
[srobinson@town.harwich.ma.us](mailto:srobinson@town.harwich.ma.us)  
(508) 430-7513*

**From:** Michael MacAskill [<mailto:michael.d.macaskill@gmail.com>]  
**Sent:** Friday, August 18, 2017 12:08 PM  
**To:** Sandy Robinson <[srobinson@town.harwich.ma.us](mailto:srobinson@town.harwich.ma.us)>; Ann Steidel <[asteidel@town.harwich.ma.us](mailto:asteidel@town.harwich.ma.us)>  
**Subject:** Fwd: From Senator Cyr's office

I like October 16th? if this works can you please add to that agenda and let them know?

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

**From:** Johnson, Patrick (SEN) <[Patrick.Johnson@masenate.gov](mailto:Patrick.Johnson@masenate.gov)>  
**Date:** Wed, Aug 16, 2017 at 11:26 AM  
**Subject:** From Senator Cyr's office  
**To:** "[michael.d.macaskill@gmail.com](mailto:michael.d.macaskill@gmail.com)" <[michael.d.macaskill@gmail.com](mailto:michael.d.macaskill@gmail.com)>, "[cclark@town.harwich.ma.us](mailto:cclark@town.harwich.ma.us)" <[cclark@town.harwich.ma.us](mailto:cclark@town.harwich.ma.us)>, Sandy Robinson <[srobinson@town.harwich.ma.us](mailto:srobinson@town.harwich.ma.us)>, "[aSteidel@town.harwich.ma.us](mailto:aSteidel@town.harwich.ma.us)" <[aSteidel@town.harwich.ma.us](mailto:aSteidel@town.harwich.ma.us)>  
**Cc:** "Lake, Rachel (SEN)" <[Rachel.Lake@masenate.gov](mailto:Rachel.Lake@masenate.gov)>

Chairman MacAskill,

Hope you are well and enjoying these summer months.

Senator Cyr asked me to reach out to you to see if it would be possible for him to attend a Board of Selectmen meeting sometime this fall. For him to provide an update from the legislature and take questions from board members. Possibly with Rep Peake as well, if we can find a mutually agreeable date.

Let us know what works on your end. Currently for Senator Cyr, September 18<sup>th</sup>, October 16<sup>th</sup> and October 23<sup>rd</sup> all look good.

With thanks,

Pat Johnson

---

**Pat Johnson, *Chief of Staff***

**State Senator Julian Cyr**

**Cape and Islands District**

State House, Room 218

Boston, MA 02133

617-722-1570

[www.SenatorCyr.com](http://www.SenatorCyr.com)

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, OCTOBER 2, 2017  
6:30 P.M.**

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

**OTHERS PRESENT:** Assistant Town Administrator Charleen Greenhalgh, Matt Hart, Mary Maslowski, Ed McManus, Jack Brown, and others.

**WEEKLY BRIEFING**

Chairman MacAskill called for a moment of silence for all those who were injured or lost their lives in Las Vegas yesterday.

**PUBLIC COMMENT/ANNOUNCEMENTS**

No one appeared before the Board.

**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

Mr. Ballantine moved approval of Items A and B. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

Mr. Howell moved that we approve Joan Felahi as a full member of the Council on Aging with a term to expire 6/30/19, Michael Cupoli as an alternate member of the Board of Appeals with an expiration of 6/30/19, Angelina Chilaka to the Council on Aging as a full member with an expiration date of 6/30/19, Angelina Chilaka to the Community Center Facilities Committee with a full membership to expire 6/30/18, and Charlie Czech as a full member of the Harwich Energy Committee with a term to end 6/30/18. Ms. Brown seconded the motion. Mr. Howell noted that Mr. Czech anticipates being away from Town a lot and wanted to participate remotely. Ms. Brown said Mr. Howell was mistaken, and that Mr. Czech had recently bought land in the Carolinas and is anticipating building a house there over the next several years. She said he will not be participating remotely during this next year when

his expiration date is 6/18 and that Mr. Czech was speaking about the future as they were speaking about setting parameters for the Wastewater Support Committee. Mr. Howell noted for the record that Mr. Czech would be subject to the Charter requirements if he doesn't have a reason for not showing up. Chairman MacAskill stated that if he is going to miss more than three meetings then he should not take the position. The motion carried by a unanimous vote.

Mr. Ballantine moved approval of Item D. Chairman MacAskill seconded the motion for discussion. Mr. Howell expressed concern and asked to agenda that the process itself doesn't allow the Board to be able to dispose of their duties under the Charter as it doesn't allow them to confirm or reject the appointment as they don't know anything other than the person that is being put forward. Ms. Brown questioned the process, who else applied, and questioned if the candidate is overqualified and if it is a strategic move to be an internal candidate for Mr. Banford's position when he retires. Ms. Kavanagh said she would like a better understanding of the process. She added that it would be a better process if they could have more information. Mr. Ballantine said he would have no problem with hiring someone that may set them up for a later appointment if that is to the welfare of the Town. He noted that the two family members do not work in the same department and he assumes that is our policy. Chairman MacAskill said he would agenda this for next week. He said past practice was for the Board to see the other applications but it is not past practice for the Board not to confirm appointments. He commented that he has no problem with someone being overqualified and that they can't vote on speculation. He pointed out that the Administrator laid out a process that is in the Board's packet and he has confidence that the process was done correctly. Mr. Howell added that he would feel uncomfortable, if they do have to reject someone, when they've already gotten an offer letter. Chairman MacAskill said he would agenda Mr. Howell's concerns. The motion carried by a 4-1-0 vote with Ms. Brown in opposition.

Ms. Greenhalgh explained Item E after which Mr. Ballantine moved to adopt the recommendations by the Town Administrator on the Town Hall hours for Veterans Day and Thanksgiving. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

#### **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

Chairman MacAskill explained that the Superintendent had a schedule conflict and could not be present but he will be at the next meeting. Mr. Howell said he would like a graph of the number of students coming in and going out and where they're going and it should include the Charter schools. Mr. Ballantine said he would like a report on preschool offerings in different parts of the country.

- B. Annual Meetings with the Selectmen:

- 1. Waterways Committee

Mr. Hart, Chair, delivered the annual report of the Waterways Committee and took questions and comments from the Board.

- 2. Historic District/Historical Commission

Ms. Maslowski, Chair, delivered the annual report of the Historic District/Historical Commission and took questions and comments from the Board.

### 3. Real Estate and Open Space (rescheduled from 9/25)

No one appeared before the Board. Chairman MacAskill said he probably would not reschedule this.

#### C. Community Development Partnership & Cape Housing Institute – Andrea Aldana

Ms. Aldana, Director of Housing Advocacy for the Community Development Partnership, discussed the new Cape Community Housing Partnership program which is designed to increase the capacity of towns to meet the housing needs of their residents. She noted that they are partnered with Housing Assistance Corporation on this project. She outlined the upcoming training sessions through the Cape Housing Institute. Ms. Kavanagh said she would be attending. Mr. Howell urged that we recommend attendance to our regulatory boards particularly ZBA members.

#### D. Board of Selectmen FY 19 Budget Message

Mr. Ballantine said it would be good to have some type of revolving fund for maintenance as an override to keep up with our maintenance issues. Ms. Kavanagh said she liked the level staffing, as well as a creative Wastewater Reserve Fund and the idea of strategizing about how to better use our vehicles. Mr. Howell said we should start looking at things that are purchase requests and not aggregate them to make a bundle for a capital request. Chairman MacAskill said we need to nurture the buildings we have and stop spending at the rate we are. He said if we are going to create a fund this year it should be to start paying for wastewater. Mr. Brown, Finance Committee Chair, said it is essential that the message is explicit about staffing in each department. He stated that he is concerned about funding the Wastewater Reserve Fund and that the message doesn't deal with the Stabilization Fund which we are struggling with and he stressed that OPEB and Stabilization are more important to fund. He said we should consider aggressive leasing versus buying on our capital equipment. Chairman MacAskill said it should be a collaborative effort and we have to find a source to fund Wastewater. He stated that we have defined some sources for OPEB and there is always a line item for Stabilization. He added that when we look at Free Cash, the Finance Committee and Capital Outlay Committee need to provide input as to where it should go. Mr. Howell moved to accept the Board of Selectmen FY19 Budget Message as written. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

### **OLD BUSINESS**

#### A. Community Preservation Committee Articles Discussion

Mr. Greenhalgh reported that today was the deadline for CPC applications and 12 to 15 have been submitted. She stated the West Harwich School was not going forward and the Recreation & Youth Committee pulled the new scoreboard for Whitehouse Field. She noted that the Harbor submitted an application for compliance with ADA. She answered questions from Ms. Brown regarding the Albrow House application.

#### B. Community Preservation Committee Available Funds

Chairman MacAskill noted that this is informational only and asked Ms. Coppola if the money is still being looked at in several categories for accuracy and if there are any discrepancies. Ms. Coppola responded that she has been doing significant research and has identified CPC funds that were put in the general fund and have moved them over.

## **NEW BUSINESS**

### **A. Open Meeting Law Complaint – Revised posting**

Chairman MacAskill described the Open Meeting Law Complaint from Ron Beatty regarding a revised Board of Selectmen agenda. He noted that Ms. Greenhalgh has drafted a response to the complaint which is in the Board's packet. Mr. Howell moved Ms. Greenhalgh's response and to authorize the Chair to sign. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

### **B. Wastewater Support Committee membership discussion**

Mr. Ballantine stated that he put together a list of strengths based on experience to be considered for nomination to the Wastewater Support Committee which he outlined as follows:

- An understanding of the issues and goals of the CWMP
- Experience or a comfort level on their ability to do outreach and listen to residents
- Program management experience to keep track of CWMP deadlines
- Cognizant of seeking grant money and funding
- Some government business financial background
- Some grant writing background
- Selection of members based on balance of demographics, location, background

He stated that he hoped candidates would fill at least one of the above criteria, and hopefully more than one. Mr. Howell stated that we may or may not end up with some people from the former committee but there is a new criteria and they have to meet that. Ms. Kavanagh recommended holding meetings throughout Town.

## **TOWN ADMINISTRATOR'S REPORT**

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

Ms. Greenhalgh reviewed the Capital Budget Timeline and Summary. She noted that Mr. Clark has begun to meet with Department Heads and there have already been some changes. She said she would keep the Board informed.

### **B. Departmental Weekly Reports – September 18-23**

Ms. Kavanagh stated that the Building Department's report indicates a massive increase in sign applications and questioned if that was correct. Ms. Greenhalgh said she would find out about that.

## **SELECTMEN'S REPORT**

### **A. Goals and Objectives**



Chairman MacAskill asked the Board to keep an eye on the items that have their names assigned to them. Ms. Greenhalgh said she would add the items to the Action Item Register.

**B. Budget Warrant Timeline**

No action was taken on this item.

**C. Vacancy Listing**

Chairman MacAskill reviewed the vacancies and noted that the Building Code Board of Appeals is totally empty. Mr. Howell stated that the fact that it is not populated has not really stalled anything and we may want to consider whether we want to consider having such a committee. Ms. Greenhalgh said she was not sure if this is a statutory committee and Chairman MacAskill asked her to look into it and report back. Mr. McManus said that it is a provision of the Mass State Building Code which the Board has adopted. He noted that the purpose is to provide a means for a building or architect who is proposing something that doesn't meet the strict interpretation of the building code, and they have been denied by the local building official, to have someplace to appeal it to. Chairman MacAskill said we need to know who acts in place of that. Mr. Howell questioned if the duties could be folded into the ZBA or Planning Board. Chairman MacAskill said he will put this back on the agenda in the next couple of weeks and Ms. Greenhalgh said she would do some investigating.

**ADJOURNMENT**

Mr. Howell moved to adjourn at 7:58 p.m. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel  
Recording Secretary

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, OCTOBER 10, 2017  
6:30 P.M.**

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

**OTHERS PRESENT:** Town Administrator Christopher Clark, Carol Coppola, Carolyn Carey, Scott Carpenter, Larry Cole, Cyndi Williams, Jack Brown, Vickie Goldsmith, Janet Cassidy, Mark Ameres, and others.

**WEEKLY BRIEFING**

Ms. Carey reported on upcoming events at the Community Center. She noted that there was a meeting to discuss forming a Friends of the Harwich Cultural Center group.

**PUBLIC COMMENT/ANNOUNCEMENTS**

Janet Cassidy, Director of Brooks Academy Museum, announced the Harwich Historical Society's Spirits of Harwich Past cemetery tour event on October 14 and October 21 and noted that reservations are required.

Jack Brown, President of the Friends of Council on Aging, reminded the public of their upcoming dinner dance on October 20 at the Seaview Restaurant in Dennisport.

**CONSENT AGENDA**

- A. Approve Minutes – September 25, 2017 Regular Session
- B. Authorize Chairman to sign Representation Letter for Single Audit FY 16 for Muddy Creek
- C. Approve Town Administrator's recommendation on Perks Entertainment License
- D. Vote to remove Darren Glidden as a member of the Harwich Energy Committee due to lack of attendance
- E. Vote to accept the resignation of Michael Glynn as a member of the Bikeways Committee
- F. Approve contract for replacement of Public Safety Security and Video Monitoring System with Galaxy Integrated Technologies in the amount of \$153,000

Chairman MacAskill said they would be holding Item F. Mr. Ballantine moved approval of the balance of the Consent Agenda. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote. Chairman MacAskill noted that he asked for Item F to be held as he has questions on the contract process as well as the contract itself. He said he would be meeting with the Town Administrator and Deputy Chief and would bring this back next week.

**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

Supt. Carpenter provided an overview of the attached documents regarding enrollment and transfer information as well as the preschool program. There was no quorum of the Finance Committee. He took questions from the Board of Selectmen and Mr. Brown of the Finance Committee. Mr. Clark suggested having a workshop session on long term demographics.

- B. Annual Meetings with the Selectmen:
  - 1. Harwich Energy Committee

Mr. Cole, Chair, delivered the annual report of the Harwich Energy Committee and took questions and comments from the Board.

## **NEW BUSINESS**

- A. Review draft Management Letter for FY16 Audit

Ms. Coppola provided the attached Power Point presentation on the Audit. She and Mr. Clark took questions from the Board regarding MUNIS, creating a committee for risk assessment, journal accountability, the Muddy Creek overpayment, OPEB, comingling of CPC funds with the General Fund, and our reserve position. With regard to the Muddy Creek overpayment, Ms. Coppola said she believes we need a more stringent review process with a purchase order system and she stated that the error was the fault of the Finance Department. Chairman MacAskill indicated that previous years' audits have not been forthcoming and he said the Board needs a policy or procedure to get these things fixed in a timely manner. He stressed that we have to do whatever we can to make sure that this never happens again. He requested a memo on what the audit report says and how we're going to fix it.

- B. Approve and authorize Chair to sign DHCD Regulatory Agreement for Habitat for Humanity's 93-97 Route 28 Project

Mr. Howell recused himself on this discussion as he was a participant when HECH sold the property to Habitat but did sit in the audience as he said he may be able to answer material questions but has no fiduciary conflict. Ms. Brown recused herself as well. Ms. Goldsmith, Executive Director of Habitat for Humanity, took questions from the Board about various elements of the project. Mr. Clark took questions from Chairman MacAskill about permitting and the regulatory process. The Board took comments from Mr. Waystack and Mr. Bodin. Mr. Ballantine moved to approve and authorize the Chair to sign the DHCD Regulatory Agreement for Habitat for Humanity's 93-97 Route 28 Project. Ms. Kavanagh seconded the motion and the motion carried by a 3-0-0 vote. Chairman MacAskill asked the Town Administrator to have legal counsel look at this before he signs.

- C. Discussion on Administration hiring process and Board of Selectmen confirmation

Mr. Howell expressed concern that the process itself doesn't allow the Board to be able to dispose of their duties under the Charter as it doesn't allow them to confirm or reject the appointment as they don't know anything other than the person that is being put forward. Mr. Clark stated his interpretation of the Charter that is if someone doesn't meet the job requirements, the Board can vote it down in the confirmation process and that it is a check and balance system. He said submitting multiple names is contrary to the Charter and the requirement is for the Administrator to provide one name. He stated that unless people are named finalists the names are not public information. He cautioned that there could be potential legal ramifications. Mr. Howell suggested that the candidate information could go in their confidential file and Ms. Kavanagh agreed and said they can at least see the top 3 and make an

informed decision. Ms. Brown agreed with Ms. Kavanagh and said we can't vote against something if we don't know what our options are. She suggested that the names be blacked out. Mr. Clark commented that the Board is "is walking a very slippery slope" and the point of the language is that he can't hire someone who is duly incapable of doing the job. He added that he has no problem sitting down with Board members and discussing the candidate pool. Chairman MacAskill said he would meet with Mr. Clark and get a legal opinion on this.

## **OLD BUSINESS**

### **A. MMA Annual Meeting and Trade Show**

Chairman MacAskill asked that the Board members let office staff know their intentions regarding attending the MMA Annual Meeting by tomorrow. He said that the Assistant Town Administrator should not attend the same sessions as the Town Administrator. Mr. Clark said the cost is driven up by people staying 3 nights and suggested keeping it to one night. Mr. Ballantine said he was staying one night and he thinks that's enough. Ms. Brown suggested they go to different sessions and share information when they come back. She also suggested carpooling and sharing rooms.

## **TOWN ADMINISTRATOR'S REPORT**

### **A. Recycling Dividends Program Grant**

Mr. Clark reported that the Town has been awarded a Recycling Dividends Program grant in the amount of \$12,100.

### **B. Departmental Weekly Reports – September 25-29**

There was no discussion on this item.

## **SELECTMEN'S REPORT**

### **A. Committee Vacancy Listing**

There was no discussion in this item.

Chairman MacAskill recognized the work of the office staff, Ms. Robinson and Ms. Steidel, and commented on the volume and depth of the work they do as well as their years of service.

## **ADJOURNMENT**

Mr. Howell moved to adjourn the meeting at 9:23 p.m. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel  
Recording Secretary

# Memo

To: Board of Selectmen; Town Administrator, Christopher Clark  
From: Recreation Department and Commission  
Date: 10-13-17  
RE: Bid Acceptance for Whitehouse Field Irrigation Project

We are requesting the acceptance of a bid of \$24,777.00 from Weed & Feed Inc.d/b/a DHT Golf Services for the Whitehouse Field Irrigation Project at Whitehouse Field, Harwich.

The project will consist of the complete replacement of the irrigation system at Whitehouse Field and all labor involved. The funding for this project is from the Community Preservation Committee and was awarded at May 2017 Town Meeting.

We appreciate your attention to this matter.

Sincerely,  
Eric Beebe  
Director-Harwich Recreation Department

**Town of Harwich**

**Bid Results**  
**Thursday, October 12, 2017**  
**Whitehouse Field Irrigation**

At 2:00 P.M., October 12, 2017, in the presence of Eric Beebe, Paul Sweetser received and opened sealed bids for the Whitehouse Field Irrigation. Also present were William Galvin, reporter.

One bid was submitted:

<u>Company Name</u>	<u>Bid Price</u>
Weed & Feed Inc.	\$24,777.00

Bids were taken under advisement for the Recreation Committee to make recommendation to the Selectmen.

The bid opening adjourned at 2:15 P.M.

Notes by: Paul Sweetser, Town Land Surveyor

COPY

OWNER-CONTRACTOR AGREEMENT

THIS AGREEMENT is made this 23rd day of October 2017 by the Town of Harwich, Massachusetts, hereinafter called the "Owner" and Weed & Feed Inc. d/b/a DHT Golf Services here in after called the "Contractor."

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

ARTICLE 1. SCOPE OF WORK:

The Contractor shall perform all the work required for the Supply and Installation of an irrigation system at Whitehouse Ball Field at Oak Street, Harwich, MA in accordance with the Invitation for Bids, Instructions to Bidders, Bid Specifications and any other related documents, prepared by the Town of Harwich.

ARTICLE 2. TIME OF COMPLETION:

The contractor shall commence work under this Contract on the date specified in the written "Notice to Proceed" from the Owner and shall bring the work to substantial completion before December 1, 2017.

ARTICLE 3. THE CONTRACT SUM:

The Owner shall pay the Contractor for the performance of the work, subject to additions and deductions by Change Order the Contract Sum of: Twenty Four Thousand Seven Hundred and Seventy Seven Dollars and no cents (\$24,777.00)

ARTICLE 4. THE CONTRACT DOCUMENTS:

The following together with this Agreement form the Contract and all are as fully a part of the contract as if attached to this agreement or repeated herein: Invitation for Bids, Bidding Documents, Instructions to Bidders, Scope of Work, amendments, change orders, or other changes mutually agreed upon in writing; all applicable State laws, including but not limited to MGL Chapter 30, § 39M as amended, and MGL Chapter 149, §§ 26 and 27 (prevailing wages), municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the construction of the project; and the Contractor's Form of General Bid as accepted by the Town (including requirements of M.G.L. Chapter 149, sections 26-27 -- Prevailing Wage Rates).

ARTICLE 5. BONDS AND INSURANCE:

The contractor shall furnish the following bonds and insurance certificates as contract security:

1. Insurance certificates, satisfactory to the Town, as proof of having met the requirements of Section 11, Instructions to Bidders;
2. Labor and Materials Bond equal to 50% (One Hundred Percent) of the contract price if the winning bid is in excess of \$25,000

#### ARTICLE 6. CONTRACT TERMINATION:

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

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

#### ARTICLE 7. ASSIGNMENT:

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

#### ARTICLE 8. AMENDMENTS:

All amendments, change orders or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and the Contractor. Further, such amendments, change orders, or changes shall be in writing and signed by officials with authority to bind the awarding authority. Additionally, all amendments, change orders and changes shall be approved by the Town Accountant prior to execution by the awarding authority. No amendment, change order, or change to the contract provisions shall be made until after the written execution of the amendment, change order, or change to the Contract by both parties. All amendments, change orders and changes to this Agreement shall be in accordance with M.G.L. 30B, section 13.

#### ARTICLE 9. INDEMNIFICATION:

The Contractor hereby agrees to indemnify and hold harmless the Town from any and all claims, damages, losses and expenses (including attorney's fees) arising out of the performance of this Contract, when such claims, damages, losses and expenses are caused by the negligent acts, errors or omissions of the Contractor.

#### ARTICLE 10. APPROPRIATION:

This Agreement is subject to appropriation.



ARTICLE 11. DISCRIMINATION:

No person shall, on the grounds of race, color, national origin, sex or sexual preference, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any form.

---

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

---

Carol Coppola, Finance Director/Town Accountant

**CONTRACTOR:**

Company Name:  
Weed & Feed Inc. d/b/a DHT Golf Services

---

Signed By:

---

Title:

---

Date:

---

**THE TOWN:**

Harwich Board of Selectmen

**ATTEST:**

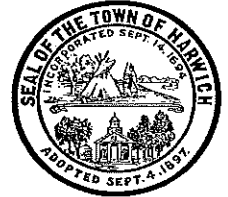
Name: \_\_\_\_\_

Title: \_\_\_\_\_

**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

October 17, 2017

To: Christopher Clark, Town Administrator  
From: Charleen Greenhalgh, Assistant Town Administrator *cdg*  
Cc: Board of Selectmen  
Roman Greer, Golf Director  
Shawn Fernandez, Golf Superintendent  
Re: Greenskeeper I Hiring Process and Recommendation

The internal posting for the Greenskeeper I position was made on August 24, 2017 following the promotion of Dean Langlois to Greenskeeper II. The internal posting closed September 5<sup>th</sup>, with no applicants. The position was then advertised in the Cape Cod Chronicle on September 14, 2017, with a closing date of September 29<sup>th</sup>. Three (3) applications were received and all met the minimum qualifications and educational requirements to proceed to interviews. The interviews were held on October 11, 2017 with an interview team consisting of the following:

Shawn Fernandez	Golf Superintendent
Robert Donovan	Assistant Golf Superintendent
Rain Ryder	Golf Foreman
Charleen Greenhalgh	Assistant Town Administrator/Human Resources

A set of pre-determined questions were prepared and the Town's standard evaluation form was used. Dean Damon received a score of 177 out of a possible 200. The other interviewed received scores 157 and 155. Mr. Damon has served as a seasonal Greenskeeper with Cranberry Valley Golf Course for a total of 13 years, most recently for the past 5½ years. He graduated from Harwich High School and holds a certificate in Xeroscape landscape. He has been a valued seasonal employee and we look forward to his continued work as a year-round full time employee.

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

October 17, 2017

COPY

Dean Damon

Dear Mr. Damon:

We would like to offer you the position of Greenskeeper I with the Town of Harwich at the Cranberry Valley Golf Course. I look forward to your continued 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 23, 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 Shawn Fernandez at Cranberry Valley Golf Course.
- Successful completion of a C.O.R.I check. A copy of the form is enclosed. Please return the form and a copy of your driver's license to Charleen Greenhalgh in the Administrator's Office.

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 Groundskeeper I and your starting date is October 30, 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 \$19.30 per hour (Grade 2, Step 2).

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

Sincerely,

Christopher Clark  
Town Administrator

10/18/2017  
Dean Damon Date

Enclosure (2)

CC: Board of Selectmen  
Finance Director

Town Treasurer/Collector  
Golf Department



October 23, 2017

Ms. Kara K. Adams  
Locke Lord LLP  
111 Huntington Avenue  
Boston, MA 02199

Dear Ms. Adams:

Pursuant to Section 255-4 of the Harwich General Code – Improvements to Private Ways, the Harwich Board of Selectmen acknowledge that all provisions have been satisfied regarding the Ginger Plum Lane Betterment project:

Attachment #1

Section 255-4 Improvements to Private Ways

Attachment #2

Minutes:

September 8, 2015

September 21, 2015

December 14, 2015

Attachment #3

Warrant Article 51 of the May 2016 Annual Town Meeting

Sincerely:

\_\_\_\_\_  
Michael D. MacAskill, Chairman

\_\_\_\_\_  
Julie E. Kavanagh, Vice Chair

\_\_\_\_\_  
Larry G. Ballantine, Clerk

\_\_\_\_\_  
Jannell M. Brown

\_\_\_\_\_  
Donald F. Howell

HARWICH BOARD OF SELECTMEN



## 255-4 Improvements to Private Ways

- a. In the event that a group of property owners who own property on a private road which has been open for public use for at least five years wish the Town of Harwich to finance the repair of their private way, they shall engage an engineer experienced in road construction and repair who shall survey the road in question to develop a plan for the repair of that private road which shall take into consideration the need for additional drainage, new berms, driveway aprons to protect the edges of the repaired road, the filling of existing cracks and the application of one or more layers of bituminous concrete. The repair shall be designed to bring the road up to Town standards or as close as possible within the physical constraints of the Right of Way.
- b. The plan shall specify the projected useful life of the repaired private way, and in no event shall the projected useful life be less than 15 years. All costs of preparing the plan, obtaining cost estimates and preparing the petition described below shall be the exclusive responsibility of the petitioners.
- c. The property owners shall prepare a petition to the Board of Selectmen for the Town of Harwich to finance the work in an amount certain, including a ten-percent contingency amount. The petition shall list the parcels by lot number and map number together with the owners' names of record with a space for each owner to place his or her signature. The petition must state that each signature represents an irrevocable agreement by each signatory to repay to the Town of Harwich, through the mechanism of a betterment added to each owner's real estate tax bill, his or her pro-rata share of the total amount to be financed plus interest and administrative costs, which town administrative costs shall not exceed 10% of the project. The petition shall not be presented to the Selectmen unless 50% of all the abutters to the road plus one more abutter shall have agreed to the project and its financial commitment by having signed it. Once approved by the Board, all abutters shall be assessed for a pro rata share of the cost of the betterment.
- d. The petition, accompanied by the engineer's plan, a map of the private way to be repaired and backup for the cost estimates shall be submitted to the Selectmen's Office on or before August 31. The Selectmen shall refer every such petition to the Assessor's Office for verification of signatures and confirmation that more than 50% of the abutters have signed. The Selectmen shall consider all submitted petitions that pass the Assessor's examination prior to September 30. If the Selectmen determine that the proposed repairs are in the public interest and if the Selectmen determine that these repairs are within the financial capabilities of the Town, the Board of Selectmen shall refer each petition so determined to the Planning Board which shall conduct a public hearing on each petition on or before November 15<sup>th</sup> to evaluate the plan, examine the cost estimates and hear from both the abutters and the general public. The Planning Board shall either endorse the plan by a simple

9/8/15

9/21/15

majority vote and return it to the selectmen, recommend changes in costs or scope of the plan or disapprove the plan by a simple majority vote.

- 12/14/15
- e. If the Planning Board approves any such plan, the Board of Selectmen may place the plan on the warrant for the next Annual Town Meeting. If the Planning Board suggests modifications or changes in scope of costs, the Board of Selectmen may, as its option, send out proxies to the abutters noting scope and cost changes or it may return the project to the petitioners. If proxies are sent out, they must be returned by December 31, the Selectmen may place the project on the Annual Town Meeting Warrant, provided that more than 50% of the abutters approve the revisions.

- Art. 51  
2016 ATM
- f. If the Annual Town Meeting votes to endorse and finance the project, the engineer who did the original plan shall be named "Project Manager". He shall prepare a new set of bid specifications with the bids to be directed to the Town Administrator. The Project Manager and the Town Administrator shall select the best bid to do the work. The Project Manager shall advise the Director of the Division of Highway and Maintenance 48 hours in advance of each phase of the project and certify, in writing, to the Director of the Division of Highway and Maintenance that each phase of the project has been completed to the Project Manager's satisfaction. The Director of the Division of Highway and Maintenance shall inspect the completed work and certify to the Town Accountant that the work is completed so that payment may be made.

- g. For a group of private roads within a subdivision in which membership in a neighborhood property owners' association is automatic or mandatory, the same procedure shall be used:

1. So long as a majority of the owners of the lots abutting the group of private ways to be repaired signs the petition required by Subsection B above; and
2. So long as the group of private ways to be repaired is owned or controlled, directly or indirectly, by the neighborhood association or its members.

- h. The Town of Harwich shall incur no liability for any damages of any nature whatsoever arising from the project by virtue of the Town's agreeing to finance any repair of a private subdivision way. The abutters who accept Town financing shall be deemed to have indemnified and held the Town harmless against any and all such claims.

- i. Any private way improved under the provisions of this by-law need not be brought up to full Town road standards. Any private way improved under the provisions of this by-law shall continue to remain a private way.



- J. Vote to refer Ginger Plum Lane Road Betterment petition to the Assessor's Office for verification of signatures and confirmation of 50%+ approval by abutters (Ch. 255-4 Town of Harwich Code)
- K. Approve application by Hawkers & Peddlers License by St. Martin's Lodge AF & AM
- L. Approve application by National Multiple Sclerosis Society for Road Race

Ms. Brown moved approval of the Consent Agenda items A-E and G-L. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

Chairman Hughes noted that he and Mr. Clark are still having discussions with the union on item F.

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

- A. Needs Assessment Review / Cost Benefit Analysis
  - 1. Engineering Department
  - 2. Town Nurse/Chef

Mr. Clark outlined his memo to the Board dated September 2, 2015 regarding cost analysis for Town Engineer and Surveyor services as well as the Council on Aging Nurse and Chef Programs (see attached). With no action or comments from the Board, Chairman Hughes said these topics should be put to bed and they should move forward.

**OLD BUSINESS**

- A. Preparation for meeting with the By-Law and Charter Review Committee – *Information*

Chairman Hughes discussed the memo from Kopelman and Paige dated November 14, 2014 regarding Charter Interpretation Issues in preparation for meeting with the By-Law Charter Review Committee in two weeks. He asked the Board to review and submit any other items they would like included for discussion at that meeting.

- B. Non-Binding Advisory Ballot Question regarding the Harwich Middle School – *Information*

Chairman Hughes noted that we received a sample ballot question from Kopelman & Paige regarding the Harwich Middle School and the Board should review it. Ms. Cebula urged that there be two dollar amounts in #1 for building modifications and annual operating costs. Ms. Brown noted that there is no line for the sale price on #3 and that is an important piece of information for the voters. Ms. Cebula recommended not mentioning any specific use such as Cultural Center and Ms. Brown agreed. Chairman Hughes asked Mr. MacAskill and Mr. LaMantia to review it and bring it back.

**NEW BUSINESS**

- A. Treasure Chest Committee Recommendation – *discussion and possible vote*

Mr. MacAskill noted that we had a report from Ms. Cebula who attended a committee meeting of the Treasure Chest and found that the committee members were completely different from what the

- F. Vote to refer Ginger Plum Lane road betterment to the Planning Board for Public Hearing following Assessor's verification of owners/signatures which meets criteria of 50% plus one

Ms. Brown moved acceptance of the Consent Agenda Items A, B, D, E and F. With regard to Item B, she noted that the background check was completed. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote. Mr. Clark introduced new Assistant Town Administrator Charleen Greenhalgh.

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

- A. Annual Meetings:
  - 1. Community Center Facilities Committee

Mr. Culver delivered the annual report of the Community Center Facilities Committee.

- 2. Recreation and Youth Commission

No one from the Commission appeared before the Board.

- 3. Council on Aging

Ms. Johnson provided the annual report of the Council on Aging.

- B. Cape & Vineyard Electric Co-op's finances and plans for the coming year – Liz Argo

Ms. Argo, Manager of Programs and Administration at CVEC, provided the attached presentation to the Board which included a list of services provided by CVEC to the Town and a proposed Adder to the agreement. With regard to the proposed Adder, Chairman Hughes pointed out that we made our plans on what the numbers were. He said he would like to see the first annual report. He stated that we held off giving our unions raises until the system came online and that is what we spent a lot of the money on. Mr. MacAskill said he would like to see the first annual report as well and asked when they could get it. Ms. Argo responded that she will prioritize it. Mr. Clark stated that he has significant concerns and that the \$300,000 anticipated has already been dedicated to salaries and wages. He noted that we are also obligated to pay over \$50,000 in personal property tax and that we have an opinion that we owe a certain amount to the Water Department. He expressed concerns about the amount of \$150,000 that CVEC has spent on legal fees. Mr. Checklick, CVEC President, said that without the Adder, the services that CVEC can provide will be greatly reduced. The Board took comments from CVEC Attorney Charlie McLaughlin regarding personal property tax who said he would provide the Board with a short explanation. Chairman Hughes said they will discuss it further after they have had a chance to digest the first annual report. Mr. Cole provided comments regarding what it would cost to pay for services that CVEC provides.

**OLD BUSINESS**

- A. Full-time Building Inspector – *discussion & possible vote*



**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, DECEMBER 14, 2015  
6:30 P.M.**

**SELECTMEN PRESENT:** Brown, Cebula, Hughes, LaMantia, MacAskill

**OTHERS PRESENT:** Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, David Spitz, Andrew Gould, Foster Banford, Amy Usowski, Diane DiGennaro, Sally Smith, Ed McManus, Larry Ballantine, Gary Carreiro, Lou Urbano, Sally Urbano, Anne Stewart, Rich Larios, Joe McParland, Chris Harlowe, Ron Kessler, and others.

**MEETING CALLED TO ORDER** at 6:30 p.m. by Chairman Hughes.

**PUBLIC COMMENT/ANNOUNCEMENTS**

A. New initiatives by Garden Club of Harwich – *Diane DiGennaro, President*

Ms. DiGennaro outlined her letter to the Board dated November 13, 2015 regarding current projects and new projects they will be undertaking.

Mr. Ballantine and Mr. McManus reported on the progress of the new Outer Cape Health Center.

**CONSENT AGENDA**

- A. Approve Minutes –
  - 1. November 30, 2015 Regular Session
  - 2. December 1, 2015 Executive Session
- B. Approve the 2016 Annual Liquor License Renewals
- C. Approve the 2016 Annual General License Renewals
- D. Accept gift of \$50.00 to the Town Nurse Gift Account
- E. Approve private road betterment for Ginger Plum Lane in the amount of \$223,650 and vote to submit ATM Article for borrowing of said amount
- F. Approve and sign License Agreement with Fenway Community Health Center, Inc. for use of room at Albro House

Ms. Brown moved approval of Items A through E. Ms. Cebula seconded the motion and the motion carried by a unanimous vote. Mr. Clark and Mr. Spitz answered questions from Ms. Brown and Ms. Cebula with regard to Item F after which Mr. MacAskill moved to approve and sign License Agreement with Fenway Community Health Center, Inc. for use of room #3 at the Albro House. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

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

A. Public Hearing – Community Development Strategy – *David Spitz, Town Planner*

**MOTION:** (Dana A. DeCosta, Chairman-Finance Committee) I move to accept and adopt as printed in the warrant. Duly seconded

**ACTION:** This motion required a 2/3 majority vote to pass, it was a unanimous vote, so declared.

AMEND THE HARWICH HOME RULE CHARTER – CHAPTER 7, SECTION 7-14-2  
**ARTICLE 50:** To see if the Town will vote to amend the Town of Harwich Home Rule Charter, Chapter 7 APPOINTED TOWN AGENCIES, Section 7-14-2 by adding “*water dependent structure*” as set forth below:

7-14-2 The waterways committee shall be responsible for the development of regulations for all waterways and **water dependent structures** including marine ramps, docks, piers, moorings, and aquaculture.

and to act fully thereon. By Request of the Harwich Waterways Committee

**FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED. THIS AMENDMENT DEFINES STRUCTURES ON THE WATER. VOTE: YES-6, NO-0.**

**MOTION:** (Dana A. DeCosta, Chairman-Finance Committee) I move to accept and adopt as printed in the warrant to be approved by the voters at the next Annual Town Election. Duly seconded

**ACTION:** This motion required a 2/3 majority vote to pass, it was a unanimous vote, so declared.

RECONSTRUCTION OF GINGER PLUM LANE  
THROUGH PRIVATE ROAD BETTERMENT

**ARTICLE 51:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to repair Ginger Plum Lane in Harwich, subject to repayment through the use of a private way betterment assessment program, and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$223,650.

**FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED. THIS ALLOWS THE OWNERS ALONG GINGER PLUM LANE TO MAKE IMPROVEMENTS TO THEIR ROAD THROUGH THEIR OWN TAX BILLS. VOTE YES-6, NO-0.**

**MOTION:** (Dana A. DeCosta, Chairman-Finance Committee) I move to accept and adopt as printed in the warrant and that \$223,650 be appropriated for this purpose, that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow said sum pursuant to Chapter 300 of the Acts of 2014, and to issue bonds and notes therefor. Duly seconded

**ACTION:** This motion required a 2/3 majority vote to pass, it was a unanimous vote, so declared.



---

# Harwich Golf Committee

## 2017 Review

Clem Smith, HGC Chair

---



---

## Selectmen's Discussion Points

Member Attendance - 85%

Sworn Members - 100%

State Ethics testing - as of October 23rd -100%

Posting of Agendas and Minutes - up to date in both areas through September 2017

### Review of 2017

Under the Direction of Roman Greer, his staff and the work of Superintendent of the Green, Shawn Fernandez the Cranberry Valley Golf operation, another successful year has almost come to completion. The success of the Hot Stove at CV, under Ron Leidner's watchful eye and the Bob Miller golf instructional component both have contributed enormously to the CV golf experience. This success will help to build into an even better year in 2018. Despite numerous "rain days" and its impact on revenues the impact has been modest in the overall financial picture of operations. Play and participation of annual fee players has been very strong. In the new category of "young adult - ages 22-30" we have gained an additional 28 members. Increased participation of this demographic is crucial. Junior golf and its promotion has also been consistently strong. The desire to play CV by the public has been successful once again in all categories.

The framework for our infrastructure improvements is in place. This initiative is headed by Chris Clark and a task force represented by Sean Libby, Bob Caferelli, Roman Greer, Shawn Fernandez, Linc Hopper, and Clem Smith. Planning sessions have been ongoing since early Spring. Our 1.2 million dollar multi-phase project is finally underway. This includes: car park renovations to the existing parking lot with video security and new lighting, landscape and hardscape enhancements, a "solar array" component, an environmentally friendly water containment system, and of course a new cart barn that will house a fleet of electric powered golf carts.

This fully funded venture by the golf operation is an excellent model for Town capital improvements. Projections for completion of the project indicate the possibility of late Spring or early summer with minimal impact on regular season operations.

In conclusion, I would like to close our report with three concerns discussed by the golf committee that relate to Town Committees in general. We understand the challenge that recruiting new members for the numerous Town committees is a challenge. We fully understand the importance of staffing committees with the best possible candidates available. In that spirit we offer the following as possibilities:

- enhanced remote interactive participation by committee members unable to attend a scheduled meeting
  - sequencing of appointments to a committee to prevent a majority of a
-

---

committee being replaced in a given year (to insure continuity and attention to business)

- vetting criteria that is specific to a committee (appropriate questions for new committee members as developed by existing committees in concert with the Selectmen)

*Respectfully submitted,*

Clement Smith, HGC Chair

---



**TOWN OF HARWICH**

I, hereby acknowledge that I received a copy of the summary of the conflict of interest law for municipal employees, revised November 14, 2016

---

**ACKNOWLEDGMENT OF RECEIPT**

**(C) Indicates Certificate on file**

*Municipal employees should complete the acknowledgment of receipt and return it to the individual who provided them with a copy of the summary. Alternatively, municipal employees may send an e-mail acknowledging receipt of the summary to the individual who provided them with a copy of it.*

© 2016 Commonwealth of Massachusetts.

Mass.Gov® is a registered service mark of the Commonwealth of Massachusetts.

<b>COMMITTEE:</b>	<b>PRINT NAME</b>	<b>SIGNATURE</b>
<b>Golf Committee</b>	<b>Clem Smith, Chairman (C)</b>	
	<b>John F. Crook</b>	
	<b>Thomas P. Johnson</b>	
	<b>Bob Kingsbury</b>	
	<b>Jeff Williams (C)</b>	
	<b>John Wheeler (C)</b>	
	<b>Martha Duffy (C)</b>	

Organization Name Golf Committee Members	Ethics	Date of Appointment	New Expiration Date	Date Sworn In
<b>MEMBERS</b>				
Thomas Johnson (2008)		June 19, 2017	June 30, 2020	June 27, 2017
Robert Kingsbury (2012)		2015	June 30, 2018	March 9, 2012
Jeff Williams (2012)	1/2/2017	2015	June 30, 2018	June 23, 2015
John Crook (2010)		June 19, 2017	June 30, 2020	July 18, 2017
Clement Smith (2008)	March 14, 2017	2016	June 30, 2019	June 21, 2016
Martha Duffy (2013)	March 28, 2017	2016	June 30, 2019	August 1, 2016
John Wheeler (2016)	1/25/2017	2015	June 30, 2018	January 21, 2016

NEW STATE ETHICS – DECEMBER 2016 TRAINING CERTIFICATES DUE APRIL 7, 2017  
 \*\*Represents Acknowledge of receipt of the Summary of Interest Law

**2017 RECREATION AND YOUTH COMMISSION ANNUAL REPORT TO THE  
BOARD OF SELECTMEN**

**ACCOMPLISHMENTS**

- **WE HAD ANOTHER VERY SUCCESSFUL SUMMER SEASON WITH A FULL COMPLIMENT OF SUMMER STAFF**
- **VERY FEW MAJOR EMERGENCIES ON THE BEACH DUE TO DILIGENCE AND STAFF PREVENTING DANGEROUS SITUATIONS BEFORE THEY OCCUR**
- **DAILY PASS REVENUE THIS YEAR**
  - **2010- 2290 TICKETS FOR \$34,355**
  - **2011- 2523 TICKETS FOR \$37,845**
  - **2012- 3156 TICKETS FOR \$47,340**
  - **2013- 2909 TICKETS FOR \$49,855**
  - **2014- 3585 TICKETS FOR \$59,325**
  - **2015- 4262 TICKETS FOR \$85,240**
  - **2016- 4286 TICKETS FOR \$85,720**
  - **2017- 4046 TICKETS FOR \$80,920**
- **\*BEACH STICKER REVENUE \$271,119**
- **WE ADDED 12 NEW PROGRAMS THIS YEAR INCLUDING FALL YOUTH ARCHERY, 7-DAY KAYAK/SUP RENTALS, SUMMER ARCHERY, SUMMER YOUTH GOLF, SUMMER KICK OFF PARTY, SUMMER DAY TRIP PROGRAM, MIDDLE SCHOOL PRE TEEN CAMP, SPRING YOUTH PICKLE BALL, EQUIPMENT SWAPS, ADULT FISHING LESSONS, SPRING SNAG GOLF, HEARTH COOKING TRIP**
- **WE RECEIVED A GRANT FROM THE US TENNIS ASSOCIATION FOR \$1500 WORTH OF YOUTH TENNIS EQUIPMENT.**
- **WE HAVE COMPLETED PHASE 3 OF THE BROOKS PARK IMPROVEMENT PROJECT WHICH INCLUDED RESURFACING OF TENNIS COURTS, PICNIC PAVILION, HALF BASKETBALL COURT, OVERFLOW PARKING LOT, TENNIS BACKBOARD AND PRACTICE AREA, PATHWAYS AND FENCING. WE WILL BE BEGINNING WORK ON PHASE 4 THIS FALL AND SPRING WHICH WILL INCLUDE A NEW RESTROOM FACILITY, AN EXPANSION OF THE PLAYGROUND, AND OTHER AMENITIES LIKE BUBBLERS, GARBAGE CANS, PICNIC TABLES ETC. WE HAVE APPLIED FOR FUNDING FOR PHASE 5 OF THE PROJECT FOR A NEW LED LIGHTING SYSTEM FOR THE PARK.**
- **WE COMPLETED OUR FENCING PROJECT AT WHITEHOUSE FIELD IN WHICH FUNDING WAS SECURED FROM CPC.**
- **WORK WILL BEGIN ON THE RE-PAVING AND OVERLAY OF THE RED RIVER BEACH PARKING LOT THIS FALL.**



- **AGAIN HOSTED THE PICKLE BALL FUN FEST AT BROOKS PARK THIS PAST SEPTEMBER WITH WELL OVER 120 REGISTERED PARTICIPANTS.**
- **EXPANDED SUMMER KAYAK RENTALS AT CAHOON BEACH TO 7 DAYS PER WEEK. RENTALS WENT UP FROM 65 RENTALS IN 2016 TO OVER 150 IN 2017.**
- **HARWICH MARINERS COMPLETED THE CONSTRUCTION OF A NEW RESTROOM FACILITY AT WHITEHOUSE FIELD AT NO COST TO THE TOWN OR THE RECREATION DEPARTMENT.**
- **WE ARE PUTTING THE OLD MIDDLE SCHOOL/CULTURAL CENTER TO GREAT USE. IT IS USED ALMOST EVERY DAY WITH PROGRAMS THROUGH THE WINTER LASTING ALL DAY LONG.**

### **GOALS**

- **SEEK FUNDING FOR PHASE 5 OF THE BROOKS PARK IMPROVEMENT PROJECT WHICH WILL INCLUDE A NEW LED LIGHTING SYSTEM FOR BROOKS PARK TENNIS COURTS AREA.**
- **SEEK FUNDING FOR THE RE-PAVING AND OVERLAY OF BANK STREET BEACH.**
- **SEEK FUNDING FOR A NEW RECREATION 15 PASSENGER VAN TO AID IN RECREATION DEPARTMENT YOUTH TRIPS AS WELL AS DAILY ELEMENTARY SCHOOL PICK UP FOR PROGRAMMING.**
- **CONTINUE TO EXPAND PROGRAMMING FOR ALL AGES AND INTERESTS.**
- **CONTINUE TO EXPLORE NEW REVENUE SOURCES SUCH AS: POSSIBLE FOOD VENDOR CONTRACT FOR BANK STREET BEACH, POSSIBLE FOOD VENDOR CONTRACT FOR PLEASANT ROAD BEACH, A NEW FOOD VENDOR CONTRACT FOR RED RIVER BEACH, A NEW ICE CREAM VENDOR CONTRACT FOR ALL BEACHES.**
- **TO CONTINUE TO FIND ADDITIONAL WAYS TO USE THE MIDDLE SCHOOL TO FURTHER ENHANCE RECREATIONAL PROGRAMMING OPPORTUNITIES.**

### **YOUTH PROGRAM REGISTRATION NUMBERS**

- **FALL '16- 357 YOUTH PARTICIPANTS (30% INCREASE)**
- **WINTER '16/'17- 389 YOUTH PARTICIPANTS (EVEN)**
- **SPRING '17- 229 YOUTH PARTICIPANTS (EVEN)**
- **SUMMER '17- 1161 YOUTH PARTICIPANTS (12% INCREASE)**

**TOTAL YOUTH PARTICIPANTS- 2136 (10% INCREASE FROM LAST YEAR)**

**\*\*WE ALSO HAD APPROXIMATELY 7,300 PEOPLE PARTICIPATE IN OUR YEAR ROUND OPEN GYM AND GAME ROOM PROGRAM**

**ADULT PROGRAM REGISTRATION NUMBERS**

- **WE OFFERED A FULL SLATE OF ADULT PROGRAMS THIS YEAR INCLUDING: OPEN TENNIS, TURBO TENNIS, TENNIS LESSONS, COMMUNITY CENTER PICKLE BALL, BROOKS PARK PICKLE BALL, MIDDLE SCHOOL PICKLE BALL, ADULT VOLLEYBALL, ADULT FIELD HOCKEY, MENS OVER 55 PICK UP BASKETBALL, MENS PICK UP BASEBALL, AND PING PONG.**
- **WE HAD 462 ADULT PROGRAM PARTICIPANTS THIS YEAR WHICH IS A 11% INCREASE FROM LAST YEAR.**

**\*\*The Harwich Recreation and Youth Commission and Department would like to thank the Board of Selectmen, Highway Department, Police Department, Fire Department, Engineering Department, Health Department, Harbormaster, Treasury Department, Accounting Department, Council on Aging, Community Center Department, and everyone else that helps us to continue to offer quality and quantity of programming for the citizens of Harwich.**

**TOWN OF HARWICH**

I, hereby acknowledge that I received a copy of the summary of the conflict of interest law for municipal employees, revised November 14, 2016

---

**ACKNOWLEDGMENT OF RECEIPT**

*Municipal employees should complete the acknowledgment of receipt and return it to the individual who provided them with a copy of the summary. Alternatively, municipal employees may send an e-mail acknowledging receipt of the summary to the individual who provided them with a copy of it.*

© 2016 Commonwealth of Massachusetts.

Mass.Gov® is a registered service mark of the Commonwealth of Massachusetts.

<b>COMMITTEE:</b>	<b>PRINT NAME</b>	<b>SIGNATURE</b>
<b>RECREATION &amp; YOUTH COMMISSION</b>	<b>FRANK CROWLEY</b>	
	<b>Vahan Khachadoorian</b>	
	<b>JANET BOWERS</b>	
	<b>DAVID NIXON</b>	
	<b>LEE CULVER</b>	<b>March 2, 2017</b>
	<b>JOHN MAHAN</b>	
	<b>MICHAEL HURLEY</b>	

**RECREATION & YOUTH COMMISSION**

7 members / 3 yr. term

<b>Organization Name Recreation &amp; Youth Commission</b>	<b>Ethics SUMMARY</b>	<b>Date of Appointment</b>	<b>New Expiration Date</b>	<b>Date Sworn In</b>
<b>MEMBERS</b>				
Frank Crowley (1988)	JANUARY 30, 2017**	2016	June 30, 2019	JUNE 30, 2016
Vahan Khachadorian (2012)	JANUARY 20, 2017**	2012	June 30, 2019	JUNE 20, 2016
Janet Bowers (2006)	October 11, 2017	June 19, 2017	June 30, 2020	JUNE 27, 2017
David Nixon (2002)	October 11, 2017	June 19, 2017	June 30, 2020	JUNE 27, 2017
Lee Culver (1980)	MARCH 2, 2017**	1980	June 30, 2018	JULY 23, 2012
John Mahan (2005)		June 2015	June 30, 2018	JULY 8, 2015
Michael Hurley (2017)	MARCH 1, 2017**	January 30, 2017	June 30, 2018	FEB. 7, 2017

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

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

## HARWICH CHARTER

### Section 10. Recreation and Youth Commission

7-10-1 A recreation and youth commission of 7 members shall be appointed by the board of selectmen for 3-year overlapping terms.

7-10-2 The commission shall develop and carry out programs designed to meet the opportunities, challenges and problems of youth in the town of Harwich. It shall be responsible for the development of comprehensive, year-round, indoor and outdoor recreation programs and policies including management of beach and pond activities and properties. These policies and programs shall be designed to meet the recreational needs of children, youth, adults and the elderly.

7-10-3 The policies adopted by the commission shall be administered by the director of youth and recreation who shall be subject to the day-to-day supervision of the town administrator within the scope of the general policy and direction established by the commission.

OFFICE OF THE SELECTMEN

PHONE (508) 430-7513

FAX (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



February 25, 2005

Francis Worrell, Chairman  
Trails Committee  
26 Pleasant Lake Avenue  
Harwich, MA 02645

Dear Mr. Worrell:

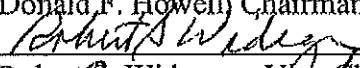
At a public meeting of the Board of Selectmen held on Tuesday, February 22, 2005, the Board reviewed the request of the Trails Committee for additional members.


Subsequently, the Board voted to increase the membership of the Trails Committee from five (5) members to seven (7) members. The additional members will be members from the community.

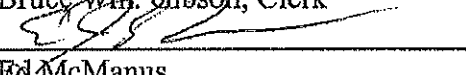
Thank you for bringing this matter to the attention of the Board of Selectmen.

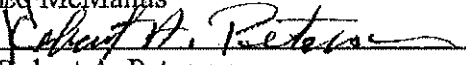
Sincerely,

  
\_\_\_\_\_  
Donald F. Howell, Chairman

  
\_\_\_\_\_  
Robert S. Widegren, Vice Chairman

  
\_\_\_\_\_  
Bruce Wm. Gibson, Clerk

  
\_\_\_\_\_  
Ed McManus

  
\_\_\_\_\_  
Robert A. Peterson

HARWICH BOARD OF SELECTMEN

CC: Town Clerk

April 1, 2008

Richard Thomas, Chairman  
Harwich Trails Committee  
2096 Route 28  
East Harwich, MA 02645

Dear Mr. Thomas:

At a public meeting of the Board of Selectmen held on Monday, March 31, 2008, the Board voted to approve your request and increased the membership of the Trails Committee from seven (7) members to nine (9) members.

At the same time, the Board voted to appoint Dr. Matthew Cushing a member of the Trail Committee to serve a 3-year term. Dr. Cushing will be sent an appointment letter and will need to be sworn in by the Town Clerk before assuming the duties of this appointment. Please contact Dr. Cushing to inform him of any upcoming meetings of the Trails Committee.

Enclosures

Mar 31, 2008

Mr. McManus moved approval of the Consent Agenda. Mr. Cole seconded the motion and the motion carried by a unanimous vote.

### NEW BUSINESS

#### A. Request by Trail Committee to increase membership to eight

Mr. Cole pointed out that the membership has to be an odd number. He motioned to increase the membership of the Trail Committee from 7 to 9. Mr. McManus seconded the motion and the motion carried by a unanimous vote.

Mr. McManus pointed out that there is a letter suggesting that the Board appoint Dr. Cushing to the Committee. Mr. McManus moved to appoint Dr. Cushing to be the eighth member. Mr. Cole seconded the motion and the motion carried by a unanimous vote.

### OLD BUSINESS

#### A. Vote on Annual and Special Town Meeting articles

Mr. McManus commented that the free cash figure is not acceptable and said the Board should consider not funding some articles this year.

#### Annual Town Meeting Articles

Mr. McManus moved to take a positive recommendation on Article 1, Town Officers & Committees. Mr. Cole seconded the motion and the motion carried by a unanimous vote.

Mr. McManus moved to take a positive recommendation on Article 2, Reports of Town Officers & Committees. Mr. Cole seconded the motion and the motion carried by a unanimous vote.

Mr. McManus moved to take a positive recommendation on Article 3, Elected Officials Salaries. Mr. Cole seconded the motion and the motion carried by a unanimous vote.

Mr. McManus moved to take a positive recommendation on Article 5, Approve Capital Outlay Plan. Mr. Marsland seconded the motion and the motion carried by a unanimous vote.

Mr. Cole moved to support Article 6, Construction of a New Police Facility. Mr. McManus seconded the motion and the motion carried by a unanimous vote.

Mr. Cole moved to support Article 7, Road Maintenance Program. Mr. Marsland seconded the motion. The motion carried by a 3-2-0 vote with Mr. McManus and Mr. Piekarski in opposition.

Mr. Cole moved to support Article 8, Lease or Purchase and Equip Vehicles. Mr. Marsland seconded the motion and the motion carried by a unanimous vote.



**AGREEMENT BETWEEN THE TOWNS OF CHATHAM AND HARWICH WITH  
RESPECT TO THE FORMATION OF A REGIONAL SCHOOL DISTRICT**

Whereas the Towns of Chatham and Harwich, towns in the Commonwealth of Massachusetts, hereinafter referred to as "member towns", desire to create a regional school district consistent with the terms of Chapter 71 of the Massachusetts General Laws, as amended, the member towns, in consideration of the mutual promises contained herein, agree as follows:

**Section I. MEMBERSHIP OF THE REGIONAL DISTRICT SCHOOL COMMITTEE**

A. Name and Composition. During the transition period spoken of in Section XX herein, the District shall be named by the Interim Regional School Committee, utilizing a majority vote consistent with Section I,B below. The Regional District School Committee, hereinafter sometimes referred to as the "Committee", shall consist of eight (8) members, four (4) of whom reside in the Town of Chatham and four (4) of whom reside in the Town of Harwich.

B. Weighted Voting. Because of the disparity in the population of the two towns, each of the four (4) Committee members from Harwich will have one full vote on all matters and each of the four (4) Committee members from Chatham will have 50% of a vote on all matters, for a total of six (6) votes. For a motion which requires a majority vote to pass, a majority (i.e., greater than 50%) of the six (6) votes (which must be no fewer than 3.5 votes) must be cast in the affirmative and at least one Committee member from each of the two towns must vote in the affirmative. For the passage of a motion requiring a two-thirds vote (such as the passage of the annual budget), at least two thirds (i.e., no fewer than 4 votes) of the six (6) total votes must be cast in the affirmative. Should a shift in the respective populations of the member towns, based on the most recent decennial federal census figures, cause an impermissible disparity based on one-person, one-vote principles, the Committee will act to address the disparity via the amendment process.

C. Election of Members. Each member must reside in the town which she or he represents. Each member must be elected consistent with the process for the election of town officials in said town and will be elected to open seats during the annual election or special election in said town. The term of each elected member will begin on the first business day after his or her election and after being sworn in by the respective Town Clerk. A member who has not otherwise vacated his or her seat will continue to serve until his or her successor is elected and sworn.

At every annual election, except at the initial election of the Regional School District Committee when the procedure specified below in subsection E (Initial Staggering of Terms) will be applied, there shall be elected one or two members of the Committee from the Town of Chatham and one or two members of the Committee from the Town of Harwich as is necessary to

maintain the membership of the Committee in accordance with subsection A (Name and Composition) above.

D. Length of Terms. With the sole exception of the initial election of the Regional School District Committee by the procedure specified below in subsection E (Initial Staggering of Terms), the term of office of each elected member shall be three years, and a member will serve until his/her successor is elected and sworn in by the respective Town Clerk.

E. Initial Staggering of Terms. For the purpose of staggering the terms of the initial Regional School District Committee only, the following procedure will apply:

In regard to each of the member towns, the two (2) candidates receiving the highest and second-highest number of votes will be elected to three (3) year terms; the candidate receiving the third highest number of votes will be elected to a two (2) year term; and the candidate receiving the fourth highest number of votes will be elected to a one (1) year term.

F. Vacancies. Any vacancy occurring on the Regional District School Committee for any cause shall be filled by the local Board of Selectmen and the remaining Regional District School Committee members from the town where the vacancy occurs. The members of the Board of Selectmen shall meet in joint session with the remaining members of the Regional School District Committee from the town where the vacancy occurs. A majority vote of the members of this joint session shall be required to fill the vacant position. Such replacement shall serve until the next annual town election. At that next annual election, a person will be elected to serve the balance of the unexpired term, if any, which had become vacant.

G. Organization. At the first scheduled meeting of the Regional District School Committee after the annual election of all member towns, the Regional District School Committee shall organize in accordance with Massachusetts General Laws, Chapter 71, Section 16A, known as "Regional School Committee, Organization". In addition, the Regional District School Committee shall fix the times and place for its regular meetings for the new term, provide for the calling of special meetings upon written or electronic notice to all its members, and appoint appropriate sub-committees and other officers.

## **Section II. POWERS OF THE COMMITTEE**

The Committee shall possess all of the powers conferred by law upon regional school district committees via G.L. Chapter 71, section 16 and otherwise, including but not limited to the power to acquire property and/or to enter into leases for land and/or buildings. During the period July 1, 2012 to June 30, 2013, the Committee shall have the power to perform all of the end of the year reporting functions that normally would have been performed by the Chatham School Committee and the Harwich School Committee.

### **Section III. QUORUMS, VOTES AND GOVERNANCE**

A. A quorum to conduct business shall consist of five (5) members, with no fewer than two members being present from each of the member towns. A number less than the majority may vote to adjourn, but shall not take any other action.

B. On all issues requiring a vote of the Regional District School Committee, a simple majority vote (i.e., no fewer than 3.5 of the six (6) votes as spoken to in Section I, subsection B) shall be required to pass all motions, except as specified elsewhere in this Agreement, or as required by statute.

C. The Regional District School Committee shall annually elect officers at the first regularly scheduled meeting held after the last of the elections in the member towns. Such officers shall exercise the powers expressed and implied in G.L. Chapter 71, section 16A.

D. A Chairperson and a Vice-Chairperson shall be elected from among the Regional District School Committee's membership. The Committee will have as standard practice that the position of Chairperson will rotate annually between the member towns. For example, in the first year that the District is in existence, the Chairperson will be elected without regard to where he/she resides. In year two, however, the Chairperson shall be elected from members who reside in the other town. This rotation sequence will then be maintained in future years. By a two-thirds (2/3) vote, and with at least one Committee member from each of the member towns voting in the affirmative, the Regional District School Committee may in any given year deviate from this standard practice. The Vice-Chairperson in any given year shall be drawn from the members who reside in the member town different from that of the Chairperson.

E. The Regional District School Committee shall elect a Secretary who may or may not be a member of the Regional District School Committee's membership.

F. The Regional District School Committee shall appoint a Treasurer who shall not be a member of the Regional District School Committee.

G. Any action voted by the Regional District School Committee which directly and specifically affects the elementary school(s) in only one town will require that three of the four members of the Regional District School Committee from the town in which the affected elementary school(s) is/are located vote in support of that action.

### **Section IV. TYPE OF SCHOOL DISTRICT AND TRANSFER OF ASSETS**

A. The Regional School District shall provide educational programs for public school students who reside in the member towns and who are attending grades pre-kindergarten through and including grade 12. The Regional School District Committee, as established consistent with Section I (Membership of the Regional School District School Committee) above, is authorized in its discretion to establish and maintain other educational programs, including, but not limited to, vocational-technical educational programs consistent with G.L. Chapter 74, and is authorized in its discretion to join or form educational collaboratives consistent with G.L. Chapter 40, s. 4E.

B. The Regional School District may, at the Committee's discretion, include pre-kindergarten, and shall include all grades from K-12.

C. The elementary schools shall serve students in grades K-4, and, at the Committee's discretion, pre-kindergarten.

D. The middle school(s)/high school(s) shall serve students in grades 5-12.

E. Where the term "preschool" is mentioned in this Agreement, it is done in order to permit the Regional District School Committee, at some future date, the discretion to provide "universal" preschool classes.

F. The Committee may in its discretion alter the elementary/secondary grade configuration spoken to above.

G. At the time of the creation of the District, any and all money held in so-called "revolving funds," in gift accounts, in grant accounts, or in student activity accounts/funds that are held by the member towns for the benefit of their respective school departments will be conveyed to the District to be utilized for educational and/or extracurricular purposes consistent with the purposes for which the revolving funds or accounts were created. Additionally, school-related equipment, material, and supplies that are owned by the school departments of the member towns at the time of the creation of the District will be conveyed to the District.

#### **Section V. LOCATION AND OWNERSHIP OF SCHOOLS**

A. All Regional District schools shall be located within the geographical limits of the District. The Regional District school buildings shall be located on sites owned by, or leased to, the District.

B. It is the intent of the member towns to seek to build a new high school and to renovate a middle school with all due alacrity.

C. There shall be no less than one elementary school in each member town. Students in the elementary grades shall attend schools in their towns of residence, except in special cases as defined by the Regional District School Committee.

D. Each member town shall retain ownership of its elementary school buildings and grounds that are in existence at the time of the formation of the District and shall lease the same to the District for the sum of one dollar per year. Each lease shall be for a term of up to twenty (20) years, with said term to be established by the District School Committee. The term shall commence on the date when the Regional District School Committee completes the transition period spoken to in Section XX and comes into full existence. The leases shall contain provisions for an extension of up to 20 years at the option of the Regional District School Committee. The leases shall contain provisions authorizing the District to repair, improve, alter, remodel and maintain the buildings or any part thereof, at the District's expense. Said leases shall not prevent the use of the buildings or premises by the respective owner towns, upon approval of the Regional School District Committee; such approval shall not be unreasonably

withheld. Each lease involving a member town may include such other terms as may be agreed upon by the Selectmen of that member town and by the Regional District School Committee, who shall execute the lease for the member towns and the District, respectively.

E. The Town of Chatham shall lease to the Regional District School Committee the land and buildings (at the option of the Committee) presently known as the Elementary School, as well as the land and/or the buildings (at the option of the Committee) comprising the combined Middle School/ High School. The terms expressed in paragraph V, D shall apply equally to this paragraph.

F. The Town of Harwich, shall lease to the Regional District School Committee the land and/or buildings (at the option of the Committee) presently known as the Elementary School, as well as the land and/or the buildings (at the option of the Committee) presently known as the Middle School, and the land and/or the buildings (at the option of the Committee) presently known as the High School. The terms expressed in paragraph V,D shall apply equally to this paragraph.

G. The leases of all of the above-referenced school buildings should be signed by the date the District Committee completes the transition period spoken to in Section XX and comes into full existence.

H. At whatever point in time that land and/or buildings that are leased by a member town to the Regional District School Committee ceases to be needed by the District, the District School Committee shall vote to declare said land and/or buildings as surplus, and the custody and control of said land and/or buildings shall revert to the owner town.

I. Payments from future leases of Regional property shall be paid to the Regional School District.

#### **Section VI. TRANSPORTATION**

The Regional District School Committee shall set District transportation policy. School transportation shall be provided by the Regional School District, and the cost thereof shall be apportioned among the member towns as defined in Section IX.

#### **Section VII. BUDGET**

A. The Committee shall prepare an annual operating and maintenance budget using accounts itemized in conformance with the chart of accounts utilized and required by the Massachusetts Department of Elementary and Secondary Education or its successor.

B. The Regional School District's budgetary process, and the timing of and method of appropriation of funds in regard thereto, shall be governed by the provisions of G. L. c. 71 §16(m) and c. 71 §16B and other applicable provisions of G. L. c. 71 and any special laws or regulations relating thereto.

C. The Regional District School Committee shall prepare a budget on a fiscal year basis for the District in the following manner:

1. The Regional District budget process shall be initiated annually on or about October 1 and shall provide opportunity for the Selectman and Finance Committee of each member town to have input into its preparation. On or about January 15<sup>th</sup>, the Regional District School Committee shall complete its proposed budget for the ensuing year. Said proposed budget shall be approved by majority vote, with at least one Committee member from each member town voting in the affirmative. Said proposed budget shall be posted in the Town Hall of each member town, shall be provided to each member town's public library, and shall be submitted to the Selectmen and Finance Committee members of each member town.
2. Said proposed budget shall contain a notice stating when and where a public hearing will be held. The public hearing shall be held in any District school building. The notice of the public hearing shall be posted in all member towns and published consistent with G.L. chapter 71, section 38N in a newspaper having general circulation in the region. Upon request of the Finance Committee and/or the Board of Selectmen of any member town, the Regional District School Committee shall arrange to meet with such Finance Committee and/or Board of Selectmen for the purpose of discussing the proposed budget. Said proposed budget shall be in reasonable detail, itemized at least as follows: central administration, expenses of instruction, transportation, operation of school plant, maintenance of school plant, capital outlay, and debt and interest charges. All non-recurring expenditures shall be itemized. Enrollment, staffing, total expenditures and assessments for the past five (5) years shall be included. The Finance Committee or the Board of Selectmen of a member town may request further information.
3. Consistent with G.L. chapter 71, section 16B the Regional District School Committee shall adopt by a two-thirds (2/3) vote of all its members a budget with such changes as may have resulted from conferences and/or the public hearing. Within thirty (30) days from the date on which the budget is adopted, the Treasurer of the District shall certify to the Treasurer of each member town that town's assessed share of such budget.
4. The budget and assessments shall be so constructed as to show debt service, transportation, operating, and capital costs. It shall also list all sources of revenue used to reduce operating costs as described in Section IX.
5. The process and the requirements for the approval or disapproval of the budget by the member towns will be consistent with the terms and conditions of chapter 71, section 16B, as well as 603 CMR section 41, et seq., as those terms and conditions may be amended.

## **Section VIII. BUDGETARY DEFINITIONS**

The budget for the operation of the District's Schools, including payments of principal and interest on bonds and other evidence of indebtedness issued by the District, shall be apportioned to the member towns via the method set out in Section IX and subject to the following definitions:

### A. Budget

As defined by this document, the budget is the amount of money voted by the Regional District School Committee to finance the District schools and which will be assessed to the member towns.

B. The budget shall be comprised of various costs, each as herein defined as follows:

1. "Operating Costs" include all costs not included in capital costs, transportation costs, or debt service, as defined below, but operating costs include interest and principal on revenue anticipation notes. Operating costs include the net costs of evening, graduate and extension courses or any other types of courses, including vocational education programs, which are offered by the District to persons other than pupils attending a regular district school program in any of the grades K-12, inclusive.
2. "Capital costs" will include all capital outlay appearing in the 7000 DESE function codes.
3. "Transportation costs" include all costs associated with transporting the District's students to and from school.
4. "Debt service" includes all costs that are used for payment of principal and interest on bonds or other obligations issued by the District except revenue anticipation notes.

## **Section IX. METHOD OF ASSESSING COSTS OF THE REGIONAL SCHOOL DISTRICT**

A. Operating Costs. Operating costs needed to support the district's budget will be reduced by all general fund revenues and state aid. Member town assessments will then be prepared as follows:

1. Each member town will contribute to the District no less than its minimum required local contribution as determined by the Commissioner pursuant to G.L. chapter 70.
2. Any excess costs needed to support the district's budget will be assessed to the member towns on the basis of the town's foundation enrollment.
3. Excess costs will be assessed to each member town on the basis of the combined three-year rolling average of foundation enrollment for each member town. That is, the foundation enrollment figures as published by the DESE for each member town

for the past three years will be averaged, as will the total of the foundation enrollments of all of the member towns for the past three years. Each member town will be assessed the same percentage of the excess costs as that member's foundation enrollment for the past three years relates to the foundation enrollment for the entire District during those three years.

B. Capital Costs. Except as expressed in subsection E below (which pertains to the assessment of capital costs and debt service on facilities that are in existence at the time of creation of the District until such time that there is one regional high school and one regional middle school), capital costs shall be assessed to the member towns on the basis of the three year rolling average of each town's foundation enrollment as described in Section IX, A, 4 above.

C. Transportation Costs. Transportation costs will be assessed to the member towns based upon the number of students residing in each town who attend the District's schools based on the average of the most recent three years' October 1 enrollment figures as reported to DESE.

D. Debt Service. Except as expressed in subsection E below (which pertains to the assessment of capital costs and debt service on facilities that are in existence at the time of creation of the District until such time there is one regional high school and one regional middle school), debt service costs will be assessed to the member towns as follows:

1. Debt service costs attributable to the high school and the middle school will be assessed to the member towns using the three year rolling average of each town's foundation enrollment as described in Section IX,A,4 above.
2. Debt service costs attributable to the District's elementary schools will be assessed to the member towns based upon the mechanism described in paragraph E below which utilizes the most recent three years' October 1 enrollment figures.

E. Notwithstanding the terms and conditions of subsections B and D above, until such time as there is one regional high school and one regional middle school, expenditures on capital items and debt service which are attributed to facilities that are in existence at the time of the creation of the District and which are under the care and custody of the District, regardless of whether they are owned by the District or leased to the District, will be assessed to the member towns using the following approach. The number of students who reside in each of the member towns who attend the facility in question based upon the average of the most recent three years' October 1 enrollment figures as reported to DESE will be identified. Each member town will then be assessed a percentage of the capital and debt service expenditures attributable to that facility. This percentage will be the same percentage as the number of students from that town who are enrolled in the facility in question, using the three year average referenced in this paragraph, bears to the two towns' combined enrollment in that facility. If the construction of a new high school is undertaken after the creation of the District, the capital costs and debt service attributed to said construction, and the planning for same, will be assessed under subsections B and D above, despite the fact that the completion of the new high school will occur prior to there being one regional middle school. If a renovation of and/or addition to the building which is known at the time of creation of the District as the Chatham Middle School/High School is undertaken for purposes of converting said building to a District middle school, the capital costs and debt service attributed to said renovation/addition, and the planning for same, will be



assessed under subsections B and D above. However, the capital costs and debt service attributable to this building continuing to be used as a middle school for the Chatham students while the Harwich Middle School is still in operation will be assessed consistent with this paragraph E.

F. The payment of the assessed share of costs by each member town, as computed by the Regional District School Committee according to the methods specified in Section IX, shall be made by each member town's Treasurer by check or electronic transfer payable to the Regional School District in five equal installments by the first business day of each August, November, February, May, and June.

#### **Section X. STABILIZATION FUND.**

The Regional District School Committee may, consistent with the terms and conditions of G.L. chapter 71, section 16G½, establish and maintain a stabilization fund.

#### **Section XI. ADMISSION OF ADDITIONAL TOWNS**

By an amendment to this agreement adopted by each member town in accordance with Section XVII (Amendments) and in compliance with the provisions therein contained, any other town or towns may be admitted to the Regional School District upon adoption of such amendment, and also upon compliance with any statutory or regulatory requirement as may be applicable.

#### **Section XII. WITHDRAWAL OF MEMBER TOWNS**

In the event that a member town decides to seek to withdraw from the District, the following procedures and requirements will apply:

A. Vote Expressing Desire to Withdraw. Any member town seeking to withdraw from the District shall, by vote at an annual or special town meeting, request the Committee to formulate an amendment to this Agreement setting forth the terms under which the town may withdraw from the District. No withdrawal will take effect on other than July 1 of a given year, and the vote spoken of in the preceding sentence, as well as the notification to the District consistent with paragraph B below, as well as the submittal of a long range education plan consistent with paragraph C below, must all occur no less than two (2) years prior to the desired date of withdrawal.

B. Notice. The clerk of the town seeking to withdraw shall, within seven (7) days of the vote, notify the Committee chairperson as well as the District's superintendent in writing that the town has voted to request the Committee to formulate an amendment to the Agreement setting forth the terms for withdrawal. The clerk will provide a certified copy of the vote with the notification.

C. Long Range Education Plan. No less than two (2) full years prior to the desired date of withdrawal, the town seeking to withdraw, in addition to the other requirements spoken to in

paragraph A above, will submit to the Commissioner of Elementary and Secondary Education (hereinafter "the Commissioner") and to the District a "Long Range Education Plan" consistent with 603 CMR 41.02(2). The Long Range Plan will address, in addition to any other factor required by the Commissioner, the following: the expected educational benefits of reorganization; the current and projected enrollments; an inventory of all educational facilities under the jurisdiction of the District; the proposed administrative structure; the fiscal ramifications of withdrawal upon the withdrawing town as well as the other member towns in the District; the geographical and physical characteristics of the area; and the effect that withdrawal will have on student transportation.

D. Requirements. In addition to other terms and requirements which the Committee may include in the amendment, the town seeking to withdraw will be responsible for the following: (1) payment of all operating costs for which it is liable as a member of the District; (2) continuing payments beyond the time of withdrawal to the District for the town's share of the indebtedness of the District which is outstanding at the time of such withdrawal, and for interest thereon, to the same extent and in the same manner as though the town had not withdrawn from the District; and (3) for the costs, including legal fees, that accrue to the District as a result of the withdrawal process.

E. Approval of Withdrawal. A request to withdraw shall become effective only if the amendment to the Agreement is approved by vote of the Committee, is approved by the Commissioner, and is approved by majority vote at an annual or special town meeting in the town seeking to withdraw and in each of the other member towns, and the withdrawal can become effective no less than one full year after the completion of these requirements.

F. In no event shall such withdrawal take place prior to ten (10) years from the effective date of this agreement as defined in Section XVIII (Effective Date and Jurisdiction).

### **Section XIII. ANNUAL REPORT**

The Regional District School Committee shall submit to each member town an annual report containing a detailed financial statement and a statement showing methods by which the annual charges assessed against each town were computed, together with such additional information relating to the operation and maintenance of the schools as may be deemed necessary by the Regional District Committee or by the Selectman and/or the Finance Committee of any member town.

### **Section XIV. TEACHERS**

In accordance with G.L. chapter 71, section 42B, teachers serving in the schools of a member town at the time that the District comes into existence and who have professional teacher status shall be employed by the District with that same status. Teachers who are serving in the schools of a member town at the time that the District comes into existence and who do not have professional teacher status shall be employed by the District if there is an available position which such person is certified to fill.

**Section XV. INCURRING OF DEBT**

The District School Committee may vote to incur debt consistent with the terms and conditions of G.L. chapter 71, section 16. At the time of taking action to incur debt, and except for the incurring of temporary debt in anticipation of revenue, the District School Committee by majority vote will choose either the process that appears in subsection (d) of chapter 71, section 16, or the process that appears in subsection (n) of chapter 71, section 16.

**Section XVI. REVIEW OF AGREEMENT**

At least every five (5) years, the Committee will undertake a review of the terms of this Agreement. The first review of this Agreement shall occur no later than in the fifth fiscal year of the District's existence. Proposals for amendments to this Agreement will follow the procedure contained in Section XVII (Amendments).

**Section XVII. AMENDMENTS**

A. Amendments to this Agreement may be initiated by a three-quarters (3/4) vote (i.e., no fewer than 4.5 votes) of the District Committee or by a petition signed by ten per cent (10%) of a member town(s) registered voters. Said signatures need to be certified by the Clerk of the respective town who must also certify the fact that the number of signatures represents at least 10% of the registered voters of the town. Such amendments to the agreement must receive a majority vote of approval by each member town at an annual town meeting, and all amendments are subject to the approval of the Commissioner.

B. No such amendment shall be made which shall substantially impair the rights of the holders of any of the District's bonds or notes of the District then outstanding, or the rights of the District to procure the means for payments thereof.

**Section XVIII. EFFECTIVE DATE AND JURISDICTION**

The full jurisdiction of the Regional District School Committee will commence on July 1, 2012 at the conclusion of the transition period established in Section XX.

**Section XIX. SEVERABILITY OF SECTIONS**

Consistent with G.L. Chapter 71, section 16I, if any provision of this Regional School District Agreement shall be held invalid in any circumstance, such invalidity shall not affect any other provisions or circumstances.

## **Section XX. TRANSITION PERIOD**

As part of the approval of this Agreement, and of the Regional School District created by this Agreement, the member towns as well as the Commissioner will be taken to have approved a transition period, consistent with 603 CMR 41.03(5) which will extend from the date of voter approval of the District until the end of the fiscal year following the fiscal year in which the vote to approve the District was taken. During this transition period, the existing local school committees will continue in existence and will continue to operate the schools of the member towns subject to the restrictions spoken to in this Section XX (hereinafter "this section"). During this transition period, and prior to the seating of the Regional School Committee on July 1, 2011, an Interim Regional School Committee (hereinafter the "IRSC") will be formed consistent with this section which will exercise the powers expressed in this section. The IRSC will exist until midnight on June 30, 2011, at which time the Regional School Committee will be seated and will serve for the balance of the transition period and thereafter.

A. Composition of the Interim Regional School Committee. As soon as possible after the approval of this Agreement by the voters, the Interim Regional School Committee will be formed which will consist of eight (8) members, four (4) from each town. Two (2) of such members will be drawn from the members of, and elected by vote of, each of the two (2) local school committees. Each of these local school committees will also appoint two (2) additional citizens who reside in their respective towns and who are not members of the local school committee to serve on the IRSC. The votes of these members will be weighted, and the requirements for an affirmative vote will be the same, as is expressed in Section I, subsection B of this Agreement. During that part of the transition period when the IRSC is in existence, should any member on the IRSC resign from membership on the IRSC or become ineligible for continued membership on the IRSC (e.g., by leaving the membership of the local school committee or by moving from their respective town) the local school committee will vote a replacement. If the vacancy is caused by one of the members of a local school committee leaving the IRSC, then the replacement shall be chosen from among the remaining members of that local school committee. If the vacancy is caused by one of the citizens leaving the IRSC, then the respective local school committee shall appoint another citizen who is not a member of the local committee as the replacement.

B. Quorum. A quorum shall exist when a five (5) of the eight (8) IRSC members are present, with no less than two (2) present from each of the member towns. At a meeting where there is no quorum, the members present may vote to adjourn but shall not take any other action.

C. Election of Officers. The IRSC will elect officers consistent with Section III (Quorums, Votes, and Governance) except that the IRSC officers so chosen will serve throughout that part of the transition period that the IRSC is in existence.

D. Powers of the IRSC and the Regional School Committee During the Transition Period. During the transition period, the IRSC (until June 30, 2011) and the Regional School Committee (from July 1, 2011 to June 30, 2012) shall possess all powers, subject to the availability of funds necessary for the exercise of such powers, necessary for the planning and implementation of the regional school district, including but not limited to the following:

1. The power to receive funds from the Commonwealth as well as appropriations, grants, and gifts from other sources. This is not intended to alter the fact that during the transition period other funds from the Commonwealth will continue to flow to the member towns and their individual school departments.
2. The power to establish and adopt policies for the regional school district.
3. The power to employ a superintendent, treasurer, chief financial officer, and director of Special education, as well as the power to authorize the superintendent to employ other personnel as needed.
4. The power to contract for and/or purchase goods and services, as well as the power to enter into lease and other agreements with the member towns, collaboratives, vendors, and other agencies and parties, with all the powers being able to be exercised on behalf of the regional school district.
5. The power to adopt budgets for the regional school district, and to assess the member towns for these budgets.
6. The power to negotiate and to enter into collective bargaining agreements, which will take effect no sooner than the inception of the Regional School District.
7. The power to appoint a regional School Building Committee.
8. The power to develop and adopt a strategic plan for the Regional School District.
9. The power to appoint subcommittees.

E. Relationship between the IRSC and the Local School Committees and Between the Regional School Committee and the Local School Committees During the Transition Period. During the transition period, the local school committees of the member towns may not make decisions that will financially obligate or legally encumber the regional School district without ratification by majority vote of the IRSC or, after June 30, 2011, by majority vote of the Regional School Committee. In addition, the local school committees shall comply with the following during the transition period:

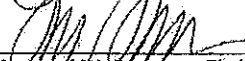
1. No building projects will be undertaken and no building closures will occur unless ratified by majority vote of the IRSC or, after June 30, 2011, by majority vote of the Regional School Committee.
2. Program offerings will remain substantially the same.
3. No school choice openings will be filled except with the approval by majority vote of the IRSC or, after June 30, 2011, by majority vote of the Regional School Committee.

4. The school administration of the local school districts shall cooperate with the Regional Administration in terms of information sharing and in terms of the transfer control during the transition period.
5. During the period July 1, 2011 to June 30, 2012, the Regional School Committee will assume responsibility for the transportation of the regular education students (i.e., not the special education students or the vocational students) who reside in Chatham and Harwich and who are enrolled in the Chatham or Harwich Public Schools. During 2011-2012, the Chatham School Committee and the Harwich School Committee shall pay an assessment to the Regional School Committee of an amount equal to the cost of said transportation for their respective regular students. The Regional School Committee will have the option of designating the Chatham School Department, the Harwich School Department, or both, as its financial agents(s) for purposes of processing invoices and payments for said transportation.

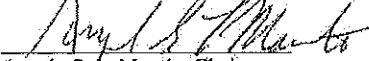
**F. Termination of IRSC.** The IRSC will exist until midnight on June 30, 2011, at which time the Regional School Committee will assume jurisdiction of the Regional School District for the balance of the transition period and thereafter. The Regional School Committee will be deemed to be the legal successor to the IRSC for purposes of all contracts, collective bargaining agreements, other agreements, and leases that have been entered into by the IRSC.

Dated this 19<sup>th</sup> day of January, 2011

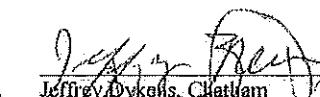
**Chatham Board of Selectmen**

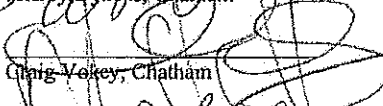
  
Leonard M. Sussman, Chairman

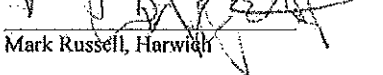
**Harwich Board of Selectmen**

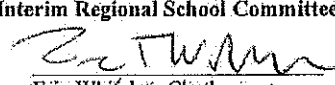
  
Angelo S. LaMantia, Chairman

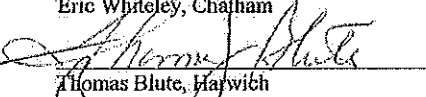
**Interim Regional School Committee**

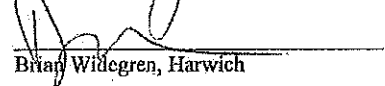
  
Jeffrey Dykens, Chatham

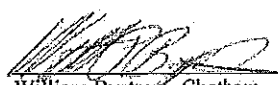
  
Craig Voke, Chatham

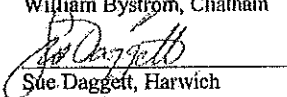
  
Mark Russell, Harwich

  
Eric Whiteley, Chatham

  
Thomas Blute, Harwich

  
Brian Widegren, Harwich

  
William Bystrom, Chatham

  
Sue Daggett, Harwich

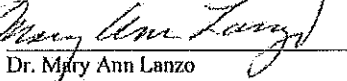
**Chatham School Committee**

  
Jeffrey Dykens, Chair

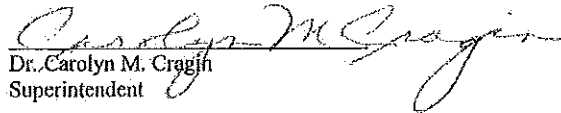
**Harwich School Committee**

  
Polly Hemstock, Chair

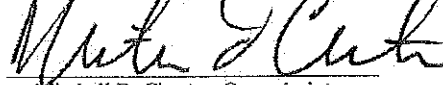
**Chatham Public Schools**

  
Dr. Mary Ann Lanzo  
Superintendent

**Harwich Public Schools**

  
Dr. Carolyn M. Cragin  
Superintendent

**Department of Elementary and Secondary Education**

  
Mitchell D. Chester, Commissioner



TOWN OF HARWICH CAPITAL BUDGET REQUEST SUMMARY (FY 19 TO 25)

Original 9/22/2017

Revision #: 10/17/2017

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
<b>ADMINISTRATION</b>														
Admin	Harwich Center Initiative - StreetScape Only							\$ 50,000	\$ 500,000					Potential TIP Funds
Admin	Albro House - Status Assessment	1A	CPC - Historic			Under \$50K	\$ 2,500							CPC- Historic (Housing?)
Admin	Walkway Reconstruction Rte 28 SAQ to Harwichport	3B				\$ -	\$ 100,000							Town or MassDOT
Admin	Walkway Reconstruction Bank Street Center to Rte 28	2B				\$ -		\$ 231,000						
Admin	Demolition of Former West Harwich School on Bells Neck	2B			\$ -	Under \$50K	\$ 30,000	\$ -	\$ -					Keep land Gen. Mun. Use
Admin	Two Year Plan in Place for Reuse of Middle School Building on Sisson	1B							\$ 50,000					Placeholder ONLY
<b>ADMIN SUB-TOTAL</b>							\$ 132,500	\$ 281,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	
<b>CEMETERY</b>														
Cemetery	Mount Pleasant Cemetery Gravestone Conservation	1A	CPC - Historic			Under \$50K	\$ 47,000							CPC- Historic
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							
<b>CEMETERY SUB-TOTAL</b>							\$ 624,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>COMMUNITY CENTER</b>														
Community Center	Computer Replacement Entire Building	1A	FC			Under \$50K	\$ 15,600							
Community Center	Roof Replacement- (See Facility Maintenance)	1B								\$ -	\$ -	\$ -		
Community Center	Generator Replacement (See Facility Maintenance)	1A								\$ -	\$ -	\$ -		
Community Center	Basement Constructions of Public Records Storage	1B	CPC-Historic		\$ -	\$ -	\$ 62,028							CPC-Historic
<b>COMMUNITY CENTER SUB-TOTAL</b>							\$ 77,628	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>CONSERVATION</b>														
Conservation	Harwich Artificial Reef (Additional Project)	1B					\$ -			\$ 250,000	\$ -			
Conservation	Preservation of the Judah Eldredge Property	1A	CPC - OS				\$ 369,000							CPC-Open Space
Conservation/REOS	Eldridge/Cornelius Pond Property - Conservation Restriction over 15 Acres		CPC - OS				\$ 200,000							CPC-Open Space (HCT \$850K)
Conservation	Shore Stabilization/Jetty Extension Red River Beach	1B						\$ 100,000	\$ -					
<b>CONSERVATION SUB-TOTAL</b>							\$ 569,000	\$ 100,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	
<b>ENGINEERING</b>														
Engineering	MS4 Municipal Surface Drainage Plan and Improvements		Other		\$ -	Under 50K	\$ 25,000		TBD					
Engineering	Pleasant Lake Avenue Crossing Lights		CPC - Rec.			Under 50K	\$ 27,000							CPC - Recreation
<b>ENGINEERING SUB-TOTAL</b>							\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>FACILITY MAINTENANCE</b>														
Facility Main.-DPW	Community Center HVAC Controls (Included below)	1						\$ -						
Facility Main.-DPW	Update and Replace the Town's Energy Management System for HVAC (All)	1A	FC				\$ 140,000							
Facility Main.-DPW	Library Preservation (Supplemental Appropriation for Exterior of Building)	1A	CPC - Historic				\$ 300,000							CPC - Historic
	Budgetary Transfer from Existing Appropriation		RPA											
	Additional Appropriation		FC											
Facility Main.-DPW	Carpet - (Community Center and Town Hall)	1B	FC				\$ 130,000							
Facility Main.-DPW	Highway Barn Metal Roof- Insulation	1B						\$ 230,500						
Facility Main.-DPW	Facility Maintenance Workshop Facility	1B						\$ 250,000						Treasure Chest Could be used
Facility Main.-DPW	Brooks Library Roof	1B							\$ 135,000					
Facility Main.-DPW	Record Storage in Community Center (See Community Center)	1B												
Facility Main.-DPW	Community Center Generator	1B								\$ 99,000				
Facility Main.-DPW	Community Center Fence	1B								\$ 52,000				
Facility Main.-DPW	Community Center Condensing Units	1B									\$ 275,000			
Facility Main.-DPW	Community Center Roof	1B										\$ 240,000		
Facility Main.-DPW	Library Boiler Replacement	1B											\$ 120,000	
Facility Main.-DPW	Community Center Boiler	1B											\$ 120,000	
Facility Main.-DPW	Albro/Brooks Academy Boilers	1B				Under \$50K	\$ 40,000							
<b>FACILITY MAINTENANCE SUB-TOTAL</b>							\$ 610,000	\$ 480,500	\$ 135,000	\$ 151,000	\$ 275,000	\$ 240,000	\$ 240,000	



Department	Project	P	Funding Source	BOS/CPC Approved	TA Rec	COC Rec	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	Notes
<b>FIRE</b>														
Fire	Police and Fire Radio System (Phase Implementation of Units)	1			\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	
Fire	Phase Two - Townwide Radio System		FC				\$ 100,000	\$ 100,000						
Fire	Deputy Chief Vehicle Replacement		FC			Under \$50K	\$ 48,000							
Fire	Air Pack Replacement Program - (Town Funded Portion)		FC				\$ 15,000							
Fire	Air Pack Replacement Program - (Federal/State Grant Funded Portion)		Grant				\$ 285,000							
Fire	Ambulance Replacement Program	1	FC		\$ -	\$ -	\$ 340,000		\$ 357,500		\$ 375,375		\$ 394,145	
Fire	Pumper Truck Replacement Scheduled	1						\$ 600,000	\$ -					
Fire	Ladder Truck Replacement	1								\$ 1,350,000	\$ -	\$ -		
Fire	Station 2 Building Upgrade (Construction)	1B	DE				\$ 4,000,000			\$ -				
<b>FIRE SUB-TOTAL</b>					\$ -	\$ -	\$ 4,788,000	\$ 900,000	\$ 557,500	\$ 1,550,000	\$ 575,375	\$ 200,000	\$ 394,145	
<b>GOLF</b>														
Golf	Landscape Reclamation and Major Tree Removal	1	Golf Fees		\$ -	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		
<b>GOLF SUB-TOTAL</b>					\$ -	\$ -	\$ 109,000	\$ 183,000	\$ 88,000	\$ 80,000	\$ 50,000	\$ 50,000	\$ -	
<b>HARBORMASTER</b>														
Harbormaster	Supplement Saquatucket Harbor Landside Renovations and Improvements	1A	RPA		\$ -	\$ -	\$ 900,000	\$ -	\$ -	\$ -				Garage Component Bid Separate
	CPC Grant related to SAQ Supplement (\$250K ADA Boardwalk)		CPC- Rec		\$ -	\$ -	\$ -		\$ -					CPC- Rec (Supplemental Grant)
	ADA Grant related to SAQ Supplement (State Grant \$250K Due by Nov 1)		Grants											
	Seaport Grant for Landside (Requested \$1.0 m decision Pending Jan 2018)		Grants											
Harbormaster	Wixon Dock Landside Improvements	1B			\$ -	\$ -	\$ -	\$ 50,000		\$ -				
Harbormaster	Herring River Ramp Replacement	1A							\$ 200,000	\$ -				
Harbormaster	Allen Harbor Jetty Reconstruction Study and Construction	1A					\$ 56,000			\$ 2,000,000				
Harbormaster	SAQ 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	
<b>HARBORMASTER SUB-TOTAL</b>					\$ -	\$ -	\$ 956,000	\$ 50,000	\$ 200,000	\$ 2,000,000	\$ 1,000,000	\$ 500,000	\$ 75,000	
<b>LIBRARY</b>														
Library	Library Interior Modifications/Renovations	A			\$ -	\$ -	\$ -	\$ -	\$ 100,000					
Library	Supplemental Library Exterior Preservation(See Facility Maintenance)	1A	CPC - Historic		\$ -	\$ -	\$ -		\$ -					CPC - Historic
	Supplemental Library Exterior Preservation (Funding Only)		RPA											
Library	Library Preservation and Digitization of Harwich Oracle Newspaper	A	CPC - Historic			Under \$50K	\$ 10,340	\$ -		\$ -				CPC- Historic
<b>LIBRARY SUB-TOTAL</b>					\$ -	\$ -	\$ 10,340	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	
<b>NATURAL RESOURCES</b>														
Natural Resources	Hinckley's Pond Restoration and Public Access Area off of Route 124 (Pond)	1A	CPC-OS		\$ -	\$ -	\$ 500,000							Pond \$500K/Rec Area \$150K
	Hinckley's Pond Restoration and Public Access Area off of Route 124 (Rec)		CPC- Rec.				\$ 75,000							
Natural Resources	Ford F-150 for Natural Resources Dept	1				Under \$50K	\$ 29,103							
<b>NATURAL RESOURCES SUB-TOTAL</b>					\$ -	\$ -	\$ 604,103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>PLANNING</b>														
Planning	Housing Trust/PT Housing Coordinator	1	CPC-Housing		\$ -	\$ -	\$ 500,000	TBD	TBD	TBD	TBD	TBD	TBD	CPC-Housing
Planning	Local Comprehensive Plan Update	2						\$ 200,000						
<b>PLANNING SUB-TOTAL</b>					\$ -	\$ -	\$ 500,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>POLICE</b>														
Police	Taser Replacement (5 year Program - 3 years to Pay)		FC				\$ 36,000	\$ 13,700	\$ 14,400		\$ -	\$ 37,000	\$ 15,000	
Police	Replacement of Bullet Resistant Vests (Town Portion (Project 60%))					Under \$50K	\$ -				\$ 24,000			Below Capital Threshold
	Replacement of Bullet Resistant Vests (Federal 40% State ? Has been 40%)										\$ 16,000			
Police	Ballistic Helmuts					Under \$50K	\$ -					\$ 20,000		Below Capital Threshold
Police	Digital Fingerprint Machine (Normal Replacement)					Under \$50K	\$ -			\$ 30,000				Below Capital Threshold
Police	Electronic Sign Board					Under \$50K	\$ -					\$ 24,000		Below Capital Threshold
<b>POLICE SUB-TOTAL</b>					\$ -	\$ -	\$ 36,000	\$ 13,700	\$ 14,400	\$ 30,000	\$ 40,000	\$ 61,000	\$ 35,000	



Department	Project	Funding P Source	BOS/CPC Approved	TA Rec	COC Rec	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	Notes
<b>PUBLIC WORKS</b>													
Public Works	5 Year Road Maintenance Plan	1B DE		\$ -	\$ -	\$ 1,400,000	\$ 1,405,210	\$ 1,494,125	\$ 1,396,072	\$ 1,400,000	TBD	TBD	
		Ch. 90		\$ -	\$ -								
Public Works	West Harwich Route 28 Design(\$100K in FY 19 & Construction via Fed Funds)	Incl. in 5-Yr Pl.		\$ -		See Note			\$ 50,000				Design Questions During Con.
	West Harwich Route 28 Design(Construction via Fed Funds)	TIP Fed Grant							\$ 5,600,000				
Public Works	Lower County Road (Maintenance /Not Federal TIP Funds)	1 DE		\$ -	\$ -	\$ 4,500,000	\$ -						Local Funding not TIP request
Public Works	Route 39/Pleasant Bay Road Roundabout (If Needed)	1A		\$ -	\$ -	\$ -	\$ -	\$ 600,000					Delay because other actions
Public Works	Highway Barn Metal Roof- Insulation (See Facility Maintenance)	1											
Public Works	Ford F-350 Dump Truck - Cemetery #18	1 FC		\$ -	\$ -	\$ 80,000							
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	
<b>PUBLIC WORKS SUB-TOTAL</b>				\$ -	\$ -	\$ 6,240,000	\$ 1,770,210	\$ 2,419,125	\$ 7,366,072	\$ 1,725,000	\$ 320,000	\$ 405,000	
<b>REC &amp; YOUTH</b>													
Rec & Youth	2018 Ford Transit Passenger Wagon	1 FC		\$ -	Under \$50K	\$ 35,000	\$ -						
Rec & Youth	Bank Street Beach parking Lot Paving /Overlay	1B FC				\$ 98,000	\$ -	\$ -					
Rec & Youth	Pleasant Road Beach Parking Lot Paving/Overlay	1B						\$ -	\$ 112,000		\$ -		
Rec & Youth	Sand Pond Restrooms and Playground Improvements					\$ -					TBD		
Rec & Youth	Whitehouse Field Scoreboard Replacement	CPC - Rec				\$ -	\$ 80,000						
Rec & Youth	Brooks Park Phase V - Comprehensive Light Plan	1 CPC - Rec				\$ 333,500	\$ -						CPC-Recreation
Rec & Youth	Red River Beach Restroom Renovations	1B						\$ 125,000	\$ -				
Rec & Youth	Cahoon Road Beach Restroom					\$ -				\$ 125,000			
<b>RECREATION AND YOUTH SUB-TOTAL</b>				\$ -	\$ -	\$ 466,500	\$ 80,000	\$ 125,000	\$ 112,000	\$ 125,000	\$ -	\$ -	
<b>TOWN CLERK</b>													
Town Clerk	Records Retention - Contracting out Records Review and Reduction	1 CPC - Historic			Under \$50K	\$ 40,000							CPC Historic
Town Clerk	Voting Machines - Updates and Enhancements	1			Under \$50K				\$ 32,500				
<b>TOWN CLERK SUB-TOTAL</b>				\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 32,500	\$ -	\$ -	\$ -	
<b>WASTEWATER</b>													
Wastewater	Tie-In Costs to Pipes and Pump Station to Chatham	1A DE*				\$ 2,150,000	\$ -	\$ -					
Wastewater	CWMP Implementation Services	2 OB			Under \$50K	\$ 20,000							
Wastewater	Pleasant Bay(South)Watershed Collection System Design and Construction	1A DE*				\$ 20,280,000	\$ -	\$ -	\$ -	\$ 800,000	\$ 12,600,000	\$ -	North portion in FY 22/24
Wastewater	Restoration of Hinckey's Pond (See under Natural Resources)	1B CPC - OS/Rec		\$ -	\$ -		\$ -	\$ -					
Wastewater	Evaluate Phosphorus issues in Seymour Pond & Action	1C								\$ 40,000	\$ 260,000	\$ -	
<b>WASTEWATER SUB-TOTAL</b>				\$ -	\$ -	\$ 22,450,000	\$ -	\$ -	\$ -	\$ 840,000	\$ 12,860,000	\$ -	
<b>WATER</b>													
Water	Lower County Road Project (Waterline Service Replacement Work)	1B Water E.		\$ -	\$ -	TBD							(Must be done before DPW)
Water	New Water Source North harwich Exploration and Development (D&C)	2B Water E.				\$ 250,000	\$ 3,000,000						
Water	2018 Ford Super Duty F-350 with Box (2 units in 2019)	1 Water E.		\$ -	\$ -	\$ 110,000							
Water	Wells and Pump Access Asphalt Management Plan	3B Water E.				\$ 175,000					\$ 175,000		
Water	Pleasant Lake Avenue Tank Rehabilitation	1						\$ 1,500,000	\$ -			\$ 1,750,000	
Water	Engineering for Asbestos Pipe Project	1						\$ 250,000	\$ 1,000,000				
Water	Construction/Renovation Asbestos Pipe Project	1									TBD		
Water	Vehicle Replacements ( Excavator FY18 and Equipment in FY 23)	1		\$ -		\$ -		\$ -	\$ 75,000				
<b>WATER SUB-TOTAL</b>				\$ -	\$ -	\$ 535,000	\$ 3,000,000	\$ -	\$ 1,825,000	\$ 1,000,000	\$ 175,000	\$ 1,750,000	
<b>GRAND TOTALS</b>				\$ -	\$ -	\$ 38,774,021	\$ 7,058,410	\$ 4,189,025	\$ 13,396,572	\$ 5,630,375	\$ 14,406,000	\$ 2,899,145	\$ 86,353,548
						Excludes Items under \$50K							
Non-Town/Private	CPC Applications												
CDP	Community Development partnership - Cape Housing Institute	CPC - Housing				\$ 10,000							CPC - Housing
Habitat of Cape Cod	93 & 97 Main Street Route 28 (6 homes subsidy X \$50K each)	CPC - Housing				\$ 300,000							CPC - Housing
Harwich Housing A.	Buy Down Purchase Program	CPC - Housing				\$ 400,000							
Non-Town/Private	<b>TOTAL CPC Requests</b>					\$ 710,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

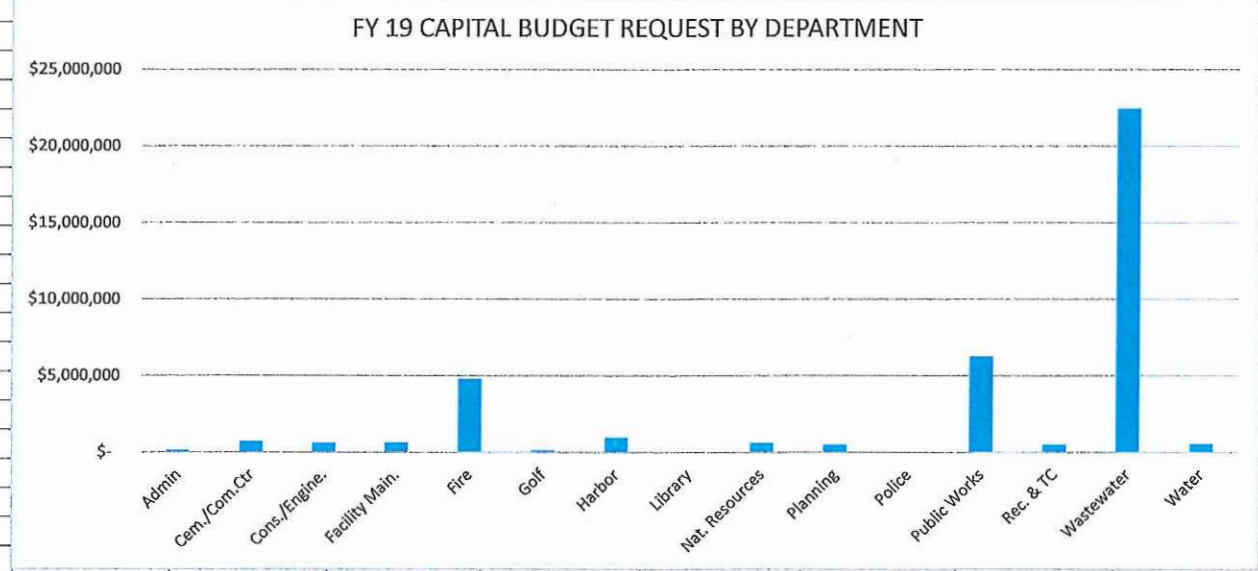
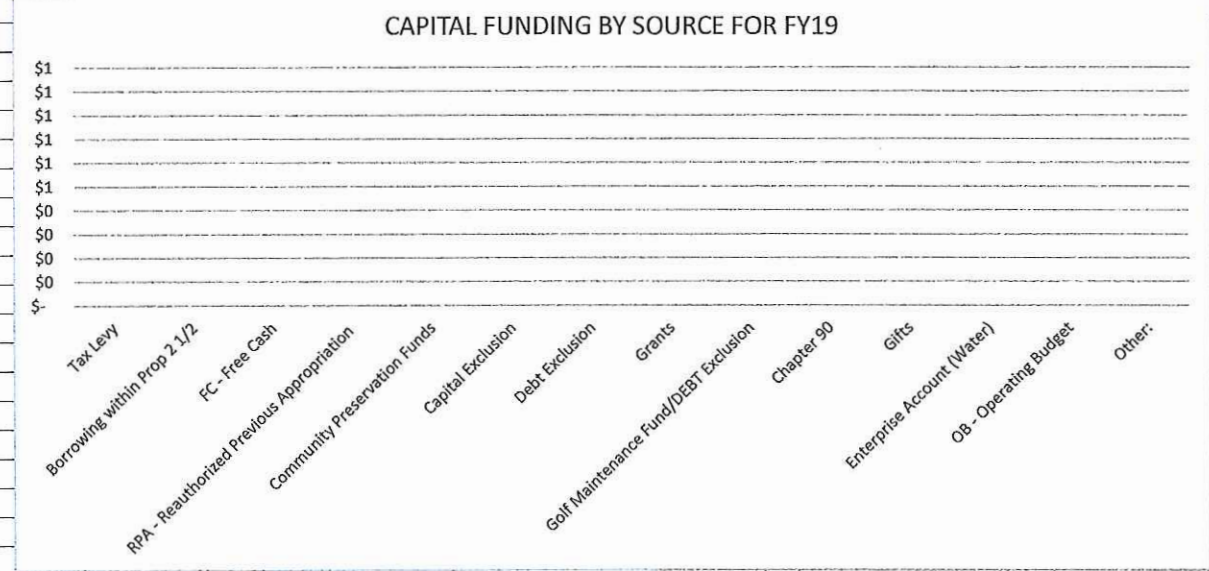
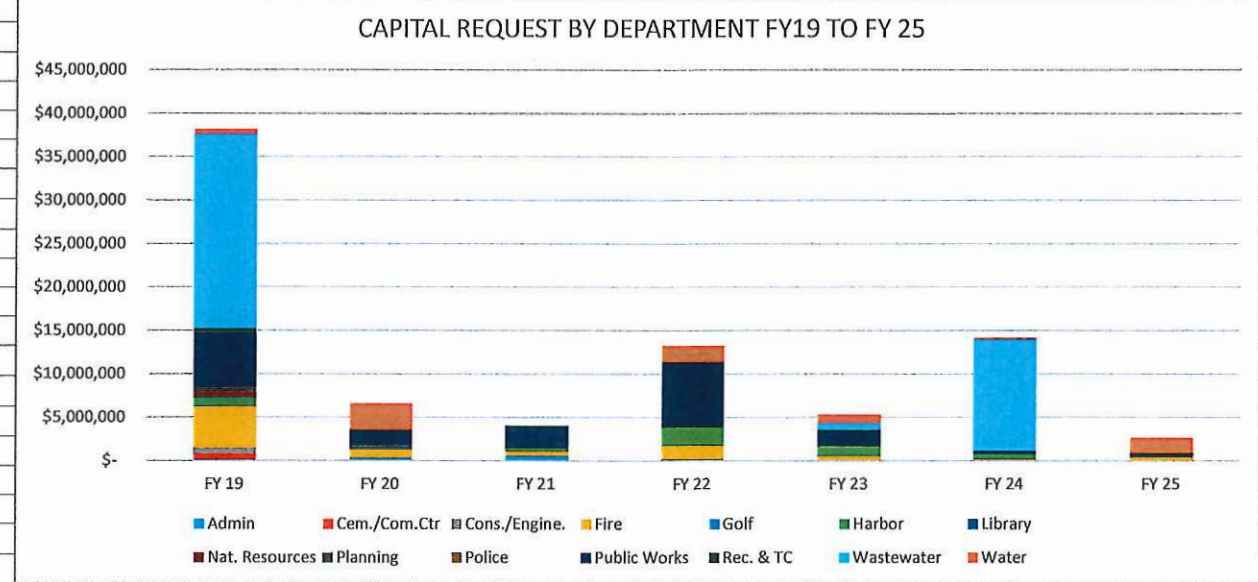


Department	Project	Funding Source	BOS/CPC Approved	TA Rec	COC Rec	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	Notes
<b>Funding Summary</b>													
	Tax Levy			\$ -	Admin	\$ 132,500	\$ 281,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	
	Borrowing within Prop 2 1/2				Cem./Com.Ctr	\$ 702,578	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	FC - Free Cash			#VALUE!	Cons./Engine.	\$ 594,000	\$ 100,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	
	RPA - Reauthorized Previous Appropriation				Facility Main.	\$ 610,000	\$ 480,500	\$ 135,000	\$ 151,000	\$ 275,000	\$ 240,000	\$ 240,000	
	Community Preservation Funds			#REF!	Fire	\$ 4,788,000	\$ 900,000	\$ 557,500	\$ 1,550,000	\$ 575,375	\$ 200,000	\$ 394,145	
	Capital Exclusion			\$ -	Golf	\$ 109,000	\$ 183,000	\$ 88,000	\$ 80,000	\$ 50,000	\$ 50,000	\$ -	
	Debt Exclusion			#REF!	Harbor	\$ 956,000	\$ 50,000	\$ 200,000	\$ 2,000,000	\$ 1,000,000	\$ 500,000	\$ 75,000	
	Grants			#VALUE!	Library	\$ 10,340	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	
	Golf Maintenance Fund/DEBT Exclusion			\$ -	Nat. Resources	\$ 604,103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Chapter 90			\$ -	Planning	\$ 500,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	
	Gifts				Police	\$ 36,000	\$ 13,700	\$ 14,400	\$ 30,000	\$ 40,000	\$ 61,000	\$ 35,000	
	Enterprise Account (Water)			\$ -	Public Works	\$ 6,240,000	\$ 1,770,210	\$ 2,419,125	\$ 7,366,072	\$ 1,725,000	\$ 320,000	\$ 405,000	
	OB - Operating Budget				Rec. & TC	\$ 506,500	\$ 80,000	\$ 125,000	\$ 144,500	\$ 125,000	\$ -	\$ -	
	Other:			#VALUE!	Wastewater	\$ 22,450,000	\$ -	\$ -	\$ -	\$ 840,000	\$ 12,860,000	\$ -	
				#VALUE!	Water	\$ 535,000	\$ 3,000,000	\$ -	\$ 1,825,000	\$ 1,000,000	\$ 175,000	\$ 1,750,000	
	Confirmation Total			#VALUE!	TOTAL	\$ 38,774,021	\$ 7,058,410	\$ 4,189,025	\$ 13,396,572	\$ 5,630,375	\$ 14,406,000	\$ 2,899,145	GRAND TOTAL SEVEN YEARS
				#VALUE!		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86,353,548

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

Total of Debt Exclusion Wastewater 2019 \$ 22,450,000

FREE CASH	Available Free Cash	\$ -	CPC	Available (1/1/2018)
Capital Budget Items	#VALUE!		UND./Rec.	\$ 924,692
Monomoy Capital Assessment	\$ -		Open Sp.	\$ 299,701
Snow and Ice	\$ -		Historic	\$ 454,447
OPEB	\$ -		Housing	\$ 547,085
Middle School Operations	\$ -		TOTAL	\$ 2,225,925
HCT Reimbursement	\$ -		REQUEST	TOTALS
Chamber of Commerce	\$ -		UND./Rec.	\$ 435,500
Libraries	\$ -		Open Sp.	\$ 1,069,000
Cultural Council	\$ -		Historic	\$ 461,868
Operating Budget Small Capital Items	\$ -		Housing	\$ 1,210,000
Prior Years Unpaid Bills	\$ -		TOTAL	\$ 3,176,368
Available Balance	#VALUE!		Funding	CPC TOTALS
TOTAL ALLOCATED	#VALUE!		UND./Rec.	
			Open Sp.	
CPC Variant from Requests to Available Funding	\$ (950,443)		Historic	
			Housing	
			TOTAL	\$ -



## Sandy Robinson

---

**From:** Charleen Greenhalgh  
**Sent:** Wednesday, October 11, 2017 10:23 AM  
**To:** Alyxandra K. Sabatino; Amy Duffy; Amy Usowski; Anita Doucette; Carol Coppola; Carolyn Carey; Chief David J. Guillemette; Christopher Clark; Daniel Pelletier; David LeBlanc; Deputy Chief Tom Gagnon; Donna Molino; Eric Beebe; Foster Banford; Ginny Hewitt; Heinz Proft; Jamie Goodwin; John Rendon; Judi Wilson; Lee Culver; Link Hooper; Meggan Eldredge; Norman Clarke; Raymond Chesley; Robbin Kelley; Robert Cafarelli; Roman Greer; Shawn Fernandez; Sheila House  
**Cc:** Ann Steidel; Sandy Robinson; Don Howell; Jannel Brown; Julie Kavanagh; Larry Ballantine; Michael D. MacAskill  
**Subject:** FW: OML  
**Attachments:** 2017 OLM Guide.pdf; Explanation of Changes 2017.pdf

Dear Department Heads, Board of Selectmen and Committee Chairs:

Attached please find the latest Open Meeting Law Guides (October 6, 2017) and explanations of the changes.

Department Heads, please share this with the Boards, Committees and Commissions that you work directly with.

This email includes in Bcc to the Chairs of the Capital Outlay, Finance, Station 2, Community Preservation Committee, Housing Committee and Housing Authority. Chairs, please share with your committee members.

Thanks,  
Charleen

Charleen L. Greenhalgh  
Assistant Town Administrator  
Town of Harwich  
732 Main Street  
Harwich, MA 02645  
508-430-7513  
508-432-5039 (Fax)  
cgreenhalgh@town.harwich.ma.us



## OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039

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

732 MAIN STREET, HARWICH, MA



To: Board of Selectmen

From: Christopher Clark, Town Administrator

Re: Weekly Report October 10 - 13, 2017

Date: October 19, 2017

The Town observed Monday as the Columbus Day Holiday and Town Hall was closed.

On Tuesday, started with catching up on signing materials. I then had my monthly meeting with Cyndi Williams of the Chamber to talk about various concerns. Charleen and I conducted the Performance Evaluation on the Jamie the Cable Station Manager. Another working lunch with paperwork and reviewing the BOS package, Operational issues were discussed in the afternoon and more meeting preparation. I then attended the lengthy BOS meeting before heading home.

Wednesday morning consisted of a Cape Cod Municipal Health Group Steering Committee meeting looking at better ways to deal with Diabetes Management and discussions with Cape Cod Healthcare on collaboration. Returned to the office for a quick lunch and paperwork. The afternoon was an Agenda Meeting with the Chair. Met with Health Director afterward to discuss operational issues. I had scheduled to do my Weekly Report but had to do it after hours. I ended the day at the Cape Cod Tech Building Committee meeting that started at 4:00 pm.

Thursday was a very long day starting with a meeting of staff and Chair to discuss the Video Monitoring System. I then had a meeting with the Cemetery Administrator regarding her capital project. I then met with the Fire Chief and Deputy to discuss Fire Station 2 project. I had a quick lunch and did paperwork before a meeting with the Chair, Selectwomen and DPW Director and myself to discuss the operational concerns of the Treasure Chest. I ran a personal errand at the end of day and returned to Town Hall for a Community Preservation Committee meeting that did not go on due to lack of quorum. I went to my office to write some memos and then went to the Finance Committee meeting that also did not happen due to lack of quorum. Beginning at 7 and finishing after 9 pm, I attended the Cape Housing Institute that is being held six Thursdays in a row. This was the first class to help educate on Housing Issues.

Friday morning was devoted toward paperwork before attending a Cape Cod Municipal Health Group Investment Sub-Committee in Yarmouth that took the balance of the morning. I returned to Town Hall after lunch to work on the Video Monitoring Bid. I then departed around 3:00 pm to pick up my daughter.

Pursuant to my contract, it indicates that a lot of the hours that the administrator does are outside of traditional Town Hall hours. I did utilize some vacation time to try to extend the holiday weekend so was out of the office Thursday and Friday but had covered some of those hours in work outside of Town Hall hours. I did also, throughout the week in the early morning or after hours in the evening, work on the Administration Capital Budget items and various items related to same.

Memorandum from Charleen Greenhalgh  
Assistant Town Administrator  
Town of Harwich

October 12, 2017

To: Christopher Clark, Town Administrator  
 From: Charleen Greenhalgh, Assistant Town Administrator *CGH*  
 Re: Weekly Report – Week of October 9, 2017

Another busy week, which included, but was not limited to:

- Monday – Holiday
- Attended monthly meeting with Cyndi Williams, Chamber of Commerce Director and Christopher Clark.
- Performance evaluation review of department head, along with Chris Clark.
- Reviewed with Chris Clark a proposed Administrative CORI Policy.
- Attended Station 2 meeting.
- Participated in Senior Health Agent Interview.
- Prepared and posted agenda for Capital Outlay Committee Meeting.
- Participated in three (3) interviews for the Greenskeeper I position.
- Attended the monthly Southeast Coast of Massachusetts IPMA-HR meeting in Hyannis.
- Attended the Finance Committee Meeting; there was not quorum; posted agenda for a newly scheduled meeting.
- Attended the first of five workshops in a series of the 2017 Cape Housing Institute.
- Assisted and provided newer Department Head with personnel related information.
- Prepared Department Head Meeting Agenda.
- Reviewed submitted FY18 Human Services 1<sup>st</sup> quarterly reports and invoices for payment. Established a tracking spreadsheet to assist with the process.
- Status update on employment vacancies:

<u>Position</u>	<u>Status</u>	<u>Replacement or New</u>
Sr. Health Agent	Interviews held, applicants being considered	Replacement
Greenskeeper I	Interviews held, recommendation made.	Replacement
Board Recording Secretary	Posted on Website and <i>Indeed</i> (website), reviewing applications	Replacement





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

## Memo

To: Sandy Robinson  
Ann Steidel

From: Donna Molino

Date: October 16, 2017

**RE: Assessor's Department Weekly Report (w/e 10/13/17)**

---

1. Board of Assessor's Meeting.
2. Processed exemptions in system after Board of Assessor's approval.
3. Assisted taxpayer with exemption.
4. Processed and reviewed abutter's lists.
5. Processed and reviewed weekly deeds.
6. Review senior exemptions and call taxpayers who have not submitted paperwork.
7. Continued work on Fiscal Year 2018 billing.

Brooks Free Library Information  
for Selectmen's 10.23.17 Packet

The Board of Trustees met on Oct. 11th. The full packet (agenda and monthly reports) is posted on the Trustee section of the Library's webpage, [www.brooksfreelibrary.org/trustees.asp](http://www.brooksfreelibrary.org/trustees.asp), and provides more detailed information on services and activities.

CLAMS Consortium:

I am currently serving on the Board of the Cape Libraries Automated Materials Sharing (CLAMS) consortium as well as the Finance Committee. The consortium is facing some major challenges this year as the servers for our Integrated Library Systems (ILS) will reach end of life next year and additional meetings have been required as we investigate our ILS options.

Over the past few months I worked with a sub-committee to prepare the FY2019-2022 Long Range Plan and FY2019 and 2020 Action Plan for the consortium. The plan was approved by membership (directors of member libraries) at our Oct. 11th Membership meeting.

FY19 Funding Requests:

The Trustees and I met with the Capital Outlay Committee on Oct. 17<sup>th</sup> to discuss our FY19 requests – an additional \$300,000 for the exterior preservation project and \$10,340 to preserve and digitize the Harwich Oracle newspaper. Both projects have also been submitted for CPC historic preservation funding.

Cape Cod Technology Council/OpenCape:

On October 6<sup>th</sup> I attended the monthly breakfast meeting of the Cape Cod Technology Council, where Steven Johnston, the director of OpenCape, was the featured speaker. Cape libraries were considered anchor institutions for the federal grant and fiber was run to 27 member libraries on the Cape at no cost. CLAMS contracts with OpenCape for staff Internet access and the CLAMS servers are located at the Barnstable County Co-location Center. Following OpenCape's presentation I spoke to attendees about the digital divide and how many community members rely on libraries for internet access and for help accessing information online and assistance with technology.

VITAL (Vision Impaired Technology Assistance at the Library):

Assistive Technology Coordinator Carla Burke and volunteer Erin Milde recently spoke at a library forum in Plymouth sponsored by the Massachusetts Commission for the Blind. Staff from twelve Cape and South shore libraries attended the forum. The discussion included information about the VITAL program, as well as the importance of providing assistive technology instruction to library patrons who are blind and visually impaired. Several types of assistive technologies were also demonstrated.

MIIA Workshops:

This week I participated in one-hour educational webinar sponsored by MIIA about the emotional recovery of individuals after they've experienced a major hurricane or other disaster. This will help us be better better prepared about what to expect so we're able to offer

services that help community members recover, be resilient, grow and come together as a community.

#### State-wide committee work:

Reference Librarian Jennifer Pickett is the CLAMS representative to the Commonwealth eBook Committee and also serves on their Accessibility sub-committee. Recently she has been reviewing vendors' responses to an RFP for providing state-wide access to eBooks and electronic resources. The goal is to expand access, improve libraries/consortiums ability to share eBooks and to provide one easy to use interface for patrons regardless of the source of the eBooks.

#### Collaboration with the Council on Aging:

Staff members recently met with COA Director Judi Wilson to plan joint activities. Assistant Director Emily Milan and Staff Librarian Emily Carta will begin providing a series of Tech Café workshops at the COA as well as regular Device Advice sessions.

#### Children and Youth:

In September five librarians joined Monomoy Regional\_High School teachers in leading book group discussions of books the students read over the summer. This is the second year we have assisted with MRHS Summer Reading Program. Having our librarians supplement the teaching staff enables a larger selection of book choices to be offered to the students.

After-school programming is now in full swing with Lego Fun, Middle School Makers and Theatre Explorers taking place. With the earlier release time for the elementary school we added an additional program for that age group on Thursdays. Theatre Explorers for elementary school students is offered from 3 to 4 pm and then for middle school students from 4 to 5 pm. Registration is required for the elementary school session since parents don't attend with the youngster. The Sept.-October session filled quickly and students have been thoroughly enjoying the program. A new two-month session starts in November. All programs are free and except for the elementary school Theater Explorers, registration is not required. Cape Destinations' "community bus" is again in operation this year, bringing middle school students directly to the Library and Community Center after school.

Day-time programs for young children such as Creative Movement, Mother Goose on the Loose and story-time, continue to be popular. New this fall is a Preschool Projects program on Wednesdays which has had a great response.

The annual Halloween Parade is coming up on Oct. 31<sup>st</sup>. Youngsters and families will meet at the Library at 10:30 then parade over to Town Hall for trick-or-treating.

#### Circulation:

Brooks Library continues to have the second highest circulation of CLAMS libraries. A spreadsheet of direct circulation for the first quarter of the fiscal year is enclosed for comparison purposes.

FY18 1 <sup>st</sup> Quarter (July-Sept 2017)	Items Checked Out	% of CLAMS-wide circulation
Falmouth (Main & 2 branches)	89334	11.2%
Brooks, Harwich	53854	6.8%
Mashpee	49179	6.2%
Brewster	41155	5.2%
Yarmouth Town (South & W Yarm)	40076	5.0%
Snow, Orleans	39555	5.0%
Bourne	32204	4.0%
Centerville	31511	4.0%
Nantucket	31273	3.9%
West Tisbury	31095	3.9%
Eastham	30538	3.8%
Wellfleet	28685	3.6%
Eldredge, Chatham	26878	3.4%
Oak Bluffs	24515	3.1%
Osterville	24143	3.0%
Hyannis	22202	2.8%
Edgartown	21388	2.7%
Dennis Public	20256	2.5%
Vineyard Haven	18735	2.4%
Truro	18565	2.3%
Sturgis	16135	2.0%
Chilmark	13462	1.7%
Dennis Memorial	12276	1.5%
Cotuit	11258	1.4%
Marstons Mills	10402	1.3%
Jacob Sears, East Dennis	8920	1.1%
Woods Hole	7802	1.0%
Provincetown	7403	0.9%
Yarmouth Port	6985	0.9%
West Falmouth	6860	0.9%
Whelden, W. Barnstable	6852	0.9%
South Dennis	5103	0.6%
West Dennis	4467	0.6%
Aquinnah	2025	0.3%
CCCC	1191	0.1%
CLAMS Office	505	0.1%
	796787	100.00%

Respectfully submitted,

Virginia A. Hewitt  
Library Director

## Cemetery Administrator's Weekly Report

Week ending October 14, 2017

- Prepared materials for upcoming Capital Outlay meeting, met with Christopher Clark, Town Administrator discussed creating a financial plan for 10 year and 20 year bond for building to be constructed at the Pet Burial property.
- Review BID document for the Walkway to be constructed in the Pet Burial Ground and its funding, Christopher Clark recommended to put it back out to BID with a 3 phase approach. Met with Paul Sweetser, Town Surveyor to discuss possibilities and will submit to Bob Cafarelli, Town Engineer for Revised BID packet.
- Historic Gravestone Preservation Workshop proposal from Jonathan Appell, Gravestone Conservator of Atlas Preservation Inc. The workshop will have two major objectives, to educate the attendees on basic gravestone conservation procedures and techniques, and to conserve a group of stones located in one of the cemeteries. The Cemetery Commission will looking at possible having the workshop at the end of November, volunteers interested in participating should call the cemetery office at 508-430-7549.
- Meeting at Brooks Academy on Lantern Tours of Congregational Church Cemetery in Harwich Center reviewed the map of the cemetery and location of the speaker. Receive script and reviewed with staff each character outline. Tour was cancelled on Saturday October 14<sup>th</sup> due to rain.
- Surveyed 4 lots for upcoming burials: Elliot Lot in Island Pond for burial on Saturday, October 14 and Hurley lot for Saturday, October 21, Hall Lot in Pine Grove for burial on Friday, October 13 and Shillinglaw lot in Mount Pleasant for Tuesday October 24. Monument mark outs on the Atwood lot in Evergreen and Berry lot in Pine Grove.
- On October 13 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. Final paper for Session One will be due on Friday October 20, 2017.

Respectfully Submitted

Robbin Kelley  
Cemetery Administrator

Channel 18 Weekly Report w/e October 14, 2017



- Filmed Board of Selectmen
- Tested Ballots with Town Clerk
- Annual Employee evaluation with administrator (Station Manager)
- Prepare to film CPC (no quorum)
- Put in service request for software malfunction
- Volunteer at Touch-A-Truck event at Community Center
- Final static IP address test for small hearing room
- Submit work order to complete small hearing room set up
- Start schedule of November updates/meetings Cont.
- Respond to website change requests
- Film Town Nurse Update with Sue Jussel
- Film Recreation update with Eric Bebee
- 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](http://www.youtube.com/harwichchannel18)

And Facebook for additional info

[www.facebook.com/harwichchannel18](http://www.facebook.com/harwichchannel18)

Respectfully Submitted,

Jamie Lee Goodwin

Weekly Update for the Community and Cultural Centers  
October 8, 2017 – October 14, 2017

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 10/8 to 10/14.

- Participated in meeting with Chamber of Commerce and the Town Administrator on market plan for Town including the Cultural Center for new ideas and events.
- Booked an event in the Cultural Center Café for Saturday October 21<sup>st</sup> from 12:30-3:30.
- Attended start up meeting for the Friends of the Cultural Center.
- Worked with Program Coordinator of the Cultural Center on policy and procedures for the building.
- I participated on a panel for Cape Abilities regarding the successful partnership with the Town and our employee at the Cultural Center. The event was held at the Cultural Center of Cape Cod.
- The industrial kitchen at the Community Center was inspected and passed the Board of Health inspection.
- Attended the Facilities Committee monthly meeting and welcomed new board member Angie Chilaka.
- Investigated getting monitors at each of the main doors at the Community Center. This will help give more accurate information on what rooms are in use and the building scheduling on a regular bases.
- Touch-A- Truck event held in Community Center parking lot. Worked with Police, Fire, Highway, Water and recreation to provide a new free event for the community.
- We continue to work on getting and picking up donations for the Safe Halloween Party at the Community Center.
- Delivered flyers for the Halloween event to the elementary school to help with publicity.
- Participated in a tour of the Cultural Center to advance the growth in the building.

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

Carolyn Carey, Community Center Director





TOWN OF

HARWICH

*732 Main Street  
Harwich, MA 02645*

CONSERVATION COMMISSION

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

October 18, 2017

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

**Weekly Report  
Conservation Department**

- Met with applicants, contractors, and engineers to review potential projects/assist with application process.
- Conducted site visits to evaluate current conservation applications.
- Issued permits.
- Reviewing Building and Health permit applications to ensure they were not in conservation jurisdiction, and if they were, contacted the applicant and instructed them how to apply with Conservaiton.
- Evaluated and wrote up a site summary for the conservation commission for their Oct. 18<sup>th</sup> hearing meeting.
- Checked kiosks at Conservation parcels to see which needed new locks/plexiglass. Hung 'Caution Hunting' signs and spreadsheet with associated seasons in applicable areas.
- Presented 2 projects at the Capital Outlaw Committee meeting on Oct. 17.
- Attend Board of Selectmen meeting on Oct. 16 as we work with the Trails Committee, whose annual meeting was that evening.
- Conducted 6 month review of Administrative Assistant to the Conservation Dept. Patricia Zingarelli.
- Assistant Conservation Agent Nicki Smith assisted Town Surveyor Paul Sweester with survey for Fire Station #2.
- Met with representative from the Great Sand Lakes Association to review minor violation that occurred on Vacation Lane beach.
- Attended department head meeting on Oct. 16.
- Continued to acclimate new AmeriCorps volunteer Emma Forbes to the Conservation Department and our lands in Harwich.
- Met with person who is interested in a potential kelp farming operation at mouth of Herring River to go over his proposal and guide him on permitting process with local and state gov.



# 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 October 14, 2017

---

In addition to our regular activities, below is a summary of our work this week:

### Programs/Service:

- Hosted Men's breakfast with approximately 80 attendees featuring presentation by author John Whelan on his new book, *I Am of Cape Cod*
- Provided crisis intervention for homeless senior and coordinated intervention
- Assisted 1 senior with Fuel Assistance application
- Arranged 10 medical rides for seniors with volunteers
- Prepared and served 139 meals
- Served 13 clients at weekly Wellness Clinic
- Conducted home visits and appointments with seniors to provide seniors and their families with counseling regarding reverse mortgage options, tax reductions, transportation, housing options, health insurance, avoiding isolation, and safety for seniors with cognitive impairments who wander

### Administration:

- Recorded Channel 18 segment regarding flu vaccinations
- Completed program planning for November and December
- Met with the Friends of the HCOA and obtained funding for a DVD player for use in new movie program being planned
- Met with Youth Counselor to plan "Girl Power" intergenerational program for 2018
- Met with Director of regional supportive day care program regarding program updates
- Coordinated a comprehensive review of status of Van Driver training in order to comply with the terms of the vehicle contract with CCRTA
- Obtained and reviewed quotes for the newsletter based on specs for a redesigned newsletter intended to reduce costs and improve readability. (Specifications had been distributed to the existing vendor, as well as two additional vendors known to produce similar products.) The decision was made to award the FY18 newsletter purchase order to the existing vendor, TCI Press. It is hoped that this process will reduce the COA's FY18 newsletter printing expense by \$3,045 – a savings of \$609 per issue x 5 issues remaining in FY18. The revised newsletter product will be evaluated in the spring of 2018 and a decision will be made whether to continue with the operating expenditure efficiencies, or make changes for FY19.

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 October 8, 2017 – October 14, 2017**

#### **Highway Maintenance**

- Completed 17 work orders
- Trash runs Monday, Wednesday and Friday
- Prepared 4 roads and Red River Beach for paving
- Repaired 6 catch basins
- Picked up litter on Long Pond Drive and Queen Anne Road
- Coordination of contractors paving (level course) Factory Rd., North Westgate Rd, Bog Ln. and Riverside Dr.

#### **Vehicle Maintenance**

- Performed routine maintenances on four vehicles and two mowers
- Performed nine repairs on vehicles and equipment
- Performed end of the season repairs and maintenance to the Barber surf rake (Beach Cleaner)

#### **Cemetery Maintenance**

- Mowed Wychmere Overlook, Roundabout, Town Hall, Albro House, Library, and Exchange Park
- Mowed and blew leaves in Island Pond Cemetery.
- Pruned vines at Police / Fire Headquarters.

#### **Parks Maintenance**

- Both Parks Maintenance employees were out last week
- Other staff repaired turkey damager at Whitehouse Field
- Other staff mowed fields as needed, but not to normal standards

#### **Facility Maintenance**

- Received 23 new work orders and completed 22 work orders from back log

- Completed the boiler replacement for the Fire Department Headquarters
- Began installation of the A/C unit at Fire Department Headquarters

### **Disposal Area**

- C&D: 10 loads, 174.04tons
- MSW: 7 loads, 158.28tons
- Recycling: 6 loads, 19.11tons
- Vehicles Recorded: 5,866
- Revenue: \$35,891.30

### **Reception**

- 49 telephone calls
- 8 people came into office
- 35 work orders processed



**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 10/13/17**

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

- Close remaining school funds with budgetary fund balances,
- Record 50% excise to waterways for FY 17,
- Various correspondence with FY 16 and FY17 auditors,
- Prepare for and attend Board of Selectmen's meeting,
- Prepare for and attend Finance and CPC meetings,
- Resolve out of balance General Ledger,
- Further discussions with IT Director pertaining to Munis,
- Close FY 17,
- Manage financial documents for storage, identify 100+ boxes of documents to be destroyed based on retention requirements,
- Audit, process and approve payroll transactions,
- Audit, process and approve vendor transactions,
- Review and record cash receipts.

Sincerely,

Carol Coppola  
Finance Director/Town Accountant

## Ann Steidel

---

**From:** John Rendon  
**Sent:** Tuesday, October 17, 2017 3:27 PM  
**To:** Ann Steidel; Sandy Robinson  
**Cc:** William Neiser; Michelle Morris  
**Subject:** Harbormaster Dept Weekly Report 9-15 Oct

### Operations:

- All SAQ Marina slip permit holders vacated the marina by 15 Oct; Mon, 16 Oct is the first day of the SAQ Marina Reconstruction project contract.
- 77A was brought to Allen Harbor for the remainder of the season.
- Set-up/oversaw the use of the of the closed loop pressure wash system and placement of five vessels, with year-round dockage permits, that will be stored in the SAQ east side parking lot for the winter.
- Rigged three large moorings to be placed in Wychmere Harbor for use by year-round permit holders during the SAQ Reconstruction Project.
- Cut up and cleared a tree that had fallen across the herring run at Skinequit Pond for the Natural Resources Department.
- Inspected and repaired winter spars for the Long Pond Public Moorings.
- 77A conducted 5 pump-outs for a total of 220 gallons of waste.

### Admin:

- Reviewed/responded to SAQ Marina project submittals from BTT Marine on construction items.
- Went to waitlist with open Mooring Permits: (1) revoked at Round Cove, (1) revoked at Pleasant Bay, (1) revoked at Wychmere Outer Harbor and (1) given up at Wychmere Inner Harbor (26-30'11").
- Drafted/mailed letter for 50' waitlist transfer, mailed out (13) letters.

### Meetings:

- Attended FINCOM meeting to discuss SAQ Landside project; no quorum.

### Training:

- Harbormaster attended mtg/training on the Active Threat Response Plan conducted by USCG Sector SE New England staff; plan to address a potential active shooter on a passenger boat/ferry with a large volume of people on board.

### John C. Rendon

Harbormaster  
Town of Harwich  
774 212-6193 (c)

# Health Director Weekly Report

## Week ending October 14, 2017

- Projects-
  - Staff Vacancy- Sr. Health Inspector- one additional interview was conducted. It was determined that both the sr. health inspector position as well as the health inspector position hold the same minimum education and experience qualifications. Work was done to draft new job descriptions to distinguish between the entry level position and the mid-level position. This must go before the HEA union as well as BOS for approval before we can adopt. This has slowed down the hiring process.
  - Document Scanning-Our administrative staff continues to work on scanning documents to the Accela program. We are scanning soil logs as time permits.
  - Community Development-met to discuss ongoing community development projects/issues.
  - BOH meeting-prepared for the meeting, met with Chair. Attended the meeting.
  
- Permit review and issuance-
  - RET-
    1. 23 Live Oaks
    2. 5 Third Street
    3. 10 Eagles Nest
  - Certificate of Compliance issued-
    1. 2 Waters Edge
    2. 8 Marshview
  - Annual business license and permit review-
    1. Cape Excavating-septic installer
  - Well Construction permit-
    1. 168 Round Cove Road
  
- Inspections-
  - Food Inspections-
    1. Cranberry Liquors
    2. Harwichport Pizza
    3. 400 East
    4. Lunch Stop
    5. East Harwich Market
    6. Elder Services
    7. Harwich Community Center
    8. Georges Pizza
    9. Shaws Supermarket
    10. Hot Stove at Cranberry Valley
  
  - Final Inspections- Septic systems-
    1. 8 Marsh View
    2. 2 Waters Edge
    3. 31 Driftwood
    - 4.
  
  - Site visits/walk thru for non-compliance/floor plan clarification
    1. 47 Old Wharf Road-resolved
  
  - Complaints
    1. Housing complaint at 12 Silver Street. Violations noted and cited for correction.



IT Department summary – weeks ending 10/7 & 10/14/2017

- Attended 2 Conference Calls on Open Data with vendor solution provider
- Supported Health Department Flu Clinic with hardware setup
- Setup COA with scan to PDF solution
- Setup computer for new Community Development employee
- Resolved MUNIS access in Community Development
- Resolved print quality concerns in Administration Office
- Backups, Server maintenance and Antivirus monitoring
- Ongoing maintenance and problem resolution on computer, phone, email, printer and software for Town employees.

## Ann Steidel

---

**From:** Heinz Proft  
**Sent:** Wednesday, October 18, 2017 1:01 PM  
**To:** Ann Steidel; Sandy Robinson  
**Subject:** FW: Heinz -Natural Resources Weekly report 10/17/2017

---

**Subject:** Heinz -Natural Resources Weekly report 10/17/2017

Natural Resources Weekly report 10/17/2017

- \* Short report - returned from vacation.
- \* Skinequit pond fallen tree obstruction, cut removed.
- \*Prepared for Monomoy 5th graders (7 classes coming to Shellfish Lab Thurs/Friday).
- \* Red River Tide Gate inspection - maintenance log completed.
- \* Shellfish patrols completed on Open days (Wed, Sat, Sun).

Heinz Proft  
Nat. Resources Director



**Planning Department Weekly Report:** for the week of October 11<sup>th</sup> through October 18<sup>th</sup>

- Attended a Community Development meeting, a Housing Committee meeting and a Department Head meeting;
- Attended a webinar titled "Introduction to Community Rating System";
- Attended a meeting with the Town Administrator to discuss the Affordable Housing Trust/Part-time Housing Coordinator and the Local Comprehensive Plan Update;
- Made a presentation to the Capital Outlay Committee regarding the Affordable Housing Trust/ Part-time Housing Coordinator and the Local Comprehensive Plan Update;
- Continued writing a crosswalk policy for the Town;
- Finished the draft Port Village District bylaw and sent the draft to Planning Board members for their review;
- Set the agenda for the Planning Board's October 26<sup>th</sup> meeting;
- Created the packet for the Planning Board's October 26<sup>th</sup> meeting;
- Reviewed submitted Planning Board applications for the November 14<sup>th</sup> meeting;
- Answered general questions regarding zoning and permitted uses;
- Reviewed +/- 5 building permits for zoning compliance and 1 sign application for compliance;
- Filled in for the Building Department clerk vacancy-ordering supplies, answered historic questions;
- 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 10/08/17 THROUGH 10/14/17

### PATROL

- 264 Calls and patrol-initiated activity logged
  - 7 arrests
  
- 29 motor vehicle stops resulting in:
  - 24 Verbal warnings
  - 4 Written warnings
  - 1 Investigation
  
- 8 Motor vehicle accidents investigated

### ADMINISTRATION

- Chief attended a Port Security Meeting hosted by USCG
- Interviews for TEMs (Tactical Emergency Medics) for regional SWAT held at Harwich PD 5 candidates interviewed

### COMMUNITY POLICING

- Sgt. Hutton and Off. Kannally participated in the Touch-a-Truck event at Community Center
- Off. Larivee participated in child safety seat checkpoint with Dennis PD at Dennis Fire Dept. Several safety seats installed
- Off. Debaggis participated in team building day with Lighthouse Charter students



# 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 October 14, 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:

- Completed all bank reconciliations for September

### Weekly collections 10/8 - 10/14

Tax/Water Collections:	\$1,531,640.52
Departmental turnovers:	\$266,284.06
Total:	\$1,797,924.58

### Weekly Disbursements 10/8 - 10/14

Accounts Payable	\$136,192.99
Payroll (week ending 9/29)	\$313,312.00
Total:	\$449,504.99

Respectfully submitted,  
Amy Bullock  
Treasurer/Collector



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

## **WEEKLY REPORT-Board of Selectmen**

October 18, 2017

Week of October 11-18, 2017

- Current caseload of 16 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)
- Thursday October 12<sup>th</sup> -Attended the steering committee meeting for APG Peer Recovery Initiative, held at the Duffy Center in Hyannis. This program is being created to help teens and young adults during the recovery process by providing counseling, wellness & nutrition programs and other support services.
- Thursday, October 12<sup>th</sup> -Panelist for presentation identifying high risk populations for alcohol and drug abuse and addiction. I presented data on the sharp increase in grandparents and other relatives raising young children because of the opioid epidemic, as well as impressions on the increase in anxiety disorders among teens which puts them at risk for substance abuse. Harborview Conference Center, Barnstable Complex.
- Monday, October 16<sup>th</sup>- Volunteered at the Save-A-Life Tour presentation to Monomoy juniors and seniors. The event focuses on impaired and distracted driving (cell phones), and was talked about all day by the kids who attended. Students were given the chance to use 2 simulators during the day, one for impaired driving and one for distracted driving. The majority of the students 95% were unable to drive safely in either simulator. The link to the website for the organization that goes all over the world is: <http://www.kramerintl.com/simulators/drunk-driving-simulator/> I was able to secure funds form the Tower Foundation to bring Kramer to the Monomoy High School

**REMINDER:** Save The Date! Showing of Screenagers : Growing Up in the Digital Age.

**THURSDAY October 19<sup>th</sup>** at Pilgrim Church Harwichport at 6:00 p.m.

I will be on Q&A panels after screening.

**HARWICH HALLWEEN OPEN HOUSE- Saturday, October 28<sup>th</sup> from 5-7 p.m.**at The Albro House. A chance for kids to preview their costumes, do arts & crafts, decorate a cookie, and have fun meeting members of the Harwich Children's Fund.

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

Best,

*Sheila*



## 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	<b>Charter 9-2-1/on or before October 1<sup>st</sup></b>
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	<b>Charter 9-2-2/on or before the first Tuesday in October</b>
Monday, October 23, 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 19 MRSD budget	
Wednesday, November 29, 2017	Deadline for submission of department operating budgets to T A	<b>Charter 9-2-3/on or before the 1<sup>st</sup> Friday of December</b>
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	<b>Charter 9-6-3/during the month of December</b>
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	<b>Charter 9-6-4/on or before the 2<sup>nd</sup> Friday in January</b>
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	<b>Charter 2-2-1/Bylaw 1-101 2<sup>nd</sup> Friday in February by 12:00 Noon</b>

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	<b>Charter 9-2-4/on or before the 2<sup>nd</sup> Tuesday of February</b>
February 19-23	MRSD School Vacation	
Tuesday, February 20, 2018	1 <sup>st</sup> draft Warrant to BOS (presented at meeting)	
Tuesday, February 20, 2018	Articles submitted to Finance Committee by B O S	<b>General By-Laws I, § 271- 1.B. Not later than 14 days after article deadline</b>
Monday, February 26, 2018	BOS required to submit final budget to Finance Committee	<b>Charter 9-3-2 / on or before the 4<sup>th</sup> Tuesday of February</b>
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	<b>All Special Town Meeting Articles must be received 40 days prior to STM</b>
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	<b>Charter 9-3-3/by March 31<sup>st</sup></b>
<u>Not later</u> than Monday, March 26, 2018	Fincom conducts one or more hearings on budget	<b>Charter 9-3-3 by March 31<sup>st</sup></b>
March 27, 2018	Ballot to Town Clerk	
Monday, April 9, 2018	Send Warrant to Printer Send Warrant to Chronicle <b>(April 19<sup>th</sup> publication)</b>	Printer needs 2 weeks. Chronicle needs 1 week before publish date
Friday, April 20, 2018	Warrants available for public distribution	<b>Charter 2-2-2/14 days prior to Town Meeting</b>
April 16-20	MRSD School Vacation	
Monday, May 7, 2018	First night of Annual Town Meeting and Special Town Meeting	<b>Charter 2-3-1/1<sup>st</sup> Monday in May</b>
Tuesday, May 15, 2018	Annual Town Elections	<b>Charter 8-1-1/3<sup>rd</sup> Tuesday in May</b>