

**SELECTMEN'S MEETING AGENDA\***

*Donn B. Griffin Room, Town Hall*

*732 Main Street, Harwich, MA*

*Executive Session 6:00 P.M.*

*Regular Meeting 6:30 P.M.*

*Monday, November 13, 2017*

**REVISED – (original posting 11:28 am; new posting 12:52 pm)**

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

**I. CALL TO ORDER**

- II. EXECUTIVE SESSION** – 1. Pursuant to M.G.L. c. 30A, §21(a)(6) to consider purchase, exchange, lease or value of real estate if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body – Owners Unknown and Judah Eldredge properties; 2. Pursuant to MGL c.30A, §21(3) to conduct strategy sessions with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares – ~~SEIU~~ **HEA** Union

**III. PLEDGE OF ALLEGIANCE**

**IV. WEEKLY BRIEFING**

**V. PUBLIC COMMENTS/ANNOUNCEMENTS**

**VI. CONSENT AGENDA**

- A. Approve Minutes – October 30, 2017 Regular Meeting
- B. Approve the nomination of Kathleen Derwin Mirando for the Harwich Hall of Fame
- C. Approve and sign the contract with Forte Landscaping & Construction for *Supply and Installation of Playground Equipment at Brooks Park* in the amount of \$69,995
- D. Confirm approval of the Side Letter of Agreement with the ~~SEIU~~ **HEA** Union

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

- A. Public Hearing — Classification Hearing — Board of Assessors
- B. Presentation - Fire Station 2
- C. Annual Meetings with the Selectmen:
  - 1. Board of Assessors
  - 2. Capital Outlay Committee
  - 3. Finance Committee

**VIII. NEW BUSINESS**

- A. Ambulance Fee Waiver Policy
- B. Proposed Bikeways Committee Charge
- C. Draft MOU relating to the Comprehensive, Continuing, Cooperative Transportation Planning and Programming Process for the Cape Cod Massachusetts Region
- D. Recommendation to appoint Robert MacCready as the Housing Authority's representative to the Community Preservation Committee

**IX. OLD BUSINESS**

- A. Proposed Sewer Regulations
- B. Treasure Chest/Volunteers – discussion and possible vote

**X. TOWN ADMINISTRATOR'S REPORT**

- A. Certification of Free Cash – additional information
- B. Update on Sewer Design
- C. Green Communities meeting
- D. Departmental Weekly Reports

**XI. SELECTMEN'S REPORT**

**XII. ADJOURNMENT**

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

**Authorized Posting Officer:**

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

\_\_\_\_\_  
Sandra Robinson, Admin. Secretary

**Date:** \_\_\_\_\_  
November 8, 2017

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

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

**OTHERS PRESENT:** Town Administrator Christopher Clark, Chief Clarke, Deputy Chief LeBlanc, Carolyn Carey, Sheila House, Heinz Proft, Eric Beebe, Brendan O'Reilly, John Mahan, Amanda Cousart, Peg Rose, Brooke Canada, David Spitz, Tina Games, Wayne Stone, Carol Kucha-Stone, and others.

Vice-Chairman Kavanagh opened the meeting at 6:30 p.m.

**WEEKLY BRIEFING**

Ms. Carey discussed upcoming activities at the Community Center.

**PUBLIC COMMENTS/ANNOUNCEMENTS**

- A. Accept the proceeds from the Irish Pub Road Race for the Harwich Fire Department

Deputy Chief LeBlanc accepted a donation in the amount of \$500 for the Harwich Ambulance Fund from Brendan O'Reilly of the Irish Pub. Deputy Chief LeBlanc stated that Mr. O'Reilly is a true partner of the community and they appreciate the support from the road race and what it means to this community. Mr. O'Reilly noted that next year will be the 40 year of the road race and the Board thanked him for his continued support.

**CONSENT AGENDA**

- A. Approve Minutes – October 16, 2017 Regular Session
- B. Approve the application for the Irish Pub Road Race for August 4, 2018
- C. Vote to re-sign Ginger Plum Lane Betterment for recording
- D. Approve appointments to:
  - 1. Karen Young - Cemetery Commission (full member) term to expire June 30, 2019
  - 2. Stan Pastuszek - Conservation Commission (full member) term to expire June 30, 2020
  - 3. Walter Diggs – Conservation Commission (associate) term to expire June 30, 2020
  - 4. Noreen Donahue – Wastewater Support Committee – term to expire June 30, 2020
  - 5. Sharon Pflieger - Wastewater Support Committee – term to expire June 30, 2020

Mr. Ballantine moved approval of the Consent Agenda. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

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

### A. Cape Cod Commercial Fishermen's Alliance – Support for Midwater Trawl Buffer Zone

Amanda Cousart, Policy Analyst and Community Organizer for the Cape Cod Commercial Fishermen's Alliance discussed the ramifications of the targeting of ocean herring by midwater trawls and asked the Board to send a letter of support to the New England Fishery Management Council for the creation of a buffer zone that would exclude trawlers from the waters around Cape Cod. Heinz Proft, Natural Resources Director, provided historical perspective information on river herring noting that Harwich has been in the forefront of herring migration and maintenance. He stated that the Town has spent a lot of time, manpower and energy to protect these fish but we can't do much once we get miles off of Harwich other than support this letter, which he said can only benefit the river herring. Mr. Ballantine moved we support the proposed buffer and sign the letter and send it. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

### B. Annual Meetings with the Selectmen:

#### 1. Cultural Council

Ms. Games, Chair, provided the annual report of the Cultural Council and took questions and comments from the Board.

#### 2. Brooks Academy Museum Commission

Mr. Spitz, Chair, provided the annual report of the Brooks Academy Museum Commission and took questions and comments from the Board. Per Mr. Ballantine's request, Mr. Clark said he would look into the transfer of ownership of the Crowell Barn. Ms. Rose spoke of the upcoming Christmas exhibit.

#### 3. Youth Services Committee

Ms. Canada, Co-Chair, provided the annual report of the Youth Services Committee and took questions and comments from the Board. Ms. House, Youth Counselor, took questions from the Board as well.

#### 4. Recreation and Youth Committee

Mr. Mahan, Chair, provided the annual report of the Recreation and Youth Committee and took questions and comments from the Board.

## **NEW BUSINESS**

### A. Community Compact IT Grant – discussion

Vice-Chairman Kavanagh said it looks like there are some great opportunities for grants in the area of IT and noted that the Board had discussed the need for technology improvements. Mr. Clark pointed out that we are already in competition on the Community Compact grant and that we are part of the application which has been submitted for the three towns of Dennis, Harwich and Yarmouth for about \$200,000. Mr. Ballantine suggested exploring hiring a grant writer with the neighboring towns. He also said it would be worthwhile having all Boards have electronic packets. Vice-Chairman Kavanagh said we need to look seriously at these grants as there is a multitude of them. She said we should put this on the agenda for further discussion when the Chair returns.

#### B. Cape Cod Compact Joint Powers Agreement (JPA)

Vice-Chairman Kavanagh noted that the changes to the agreement are slight and this is just to bring it to the attention of the public. Mr. Howell commented that he found it amusing that they deleted the word “municipal” and entered the word “county” and the reality is that we are municipalities that are constituent members. Mr. Ballantine pointed out that it discusses the County’s limited role in the process but toward the end of the document it gives them voting powers so it isn’t consistent in that regard. Mr. Clark stated that the representative can bring the Board’s comments back.

#### C. Committee Absences – discussion

Vice-Chairman Kavanagh noted that they are all liaisons to committees and know that there have been issues with committee absences. Mr. Howell indicated that they have to apply the rules consistently and cautioned that you can’t pick and choose who you want to see taken off and Mr. Ballantine agreed. Mr. Ballantine said we should ensure that people understand how to use remote participation. Vice-Chairman Kavanagh indicated that the liaisons should monitor for attendance issues and Mr. Howell pointed out that it is easy to look at the minutes to see who is attending.

### **OLD BUSINESS**

#### A. Trails Committee Membership – recommendation to disband committee and make members Conservation volunteers

Mr. Clark suggested changing the role of the Trails Committee and have them be more formal volunteers as their work is on the ground walking the trails, helping to maintain them, and providing feedback when trails are in need of additional repair. He noted that the Chairman has already spoken to the Conservation Agent and she is agreeable to having them report back to her. He questioned if we need the bureaucratic element of having the meetings and taking minutes. He said transitioning them to volunteers makes more sense. Mr. Howell pointed out that this committee was a construct of the Board of Selectmen and would only require a vote of the Board to disband. Ms. Brown said she attended the last meeting of the Trails Committee which she commented was a “non-meeting” because there was no quorum and it seems like the members are more concerned with the trails themselves than the bureaucratic atmosphere. Mr. Ballantine said he would like to make sure the Trails Committee is in favor of it as well. Mr. Stone, Chair, said this committee has been around for a long time and there were a lot of people before him who put in serious effort. He commented that he doesn’t want to see this committee fall apart because the

Board has a wrong idea of what they do. He noted that they still have other agendas they try to promote besides cleaning up and the Conservation Commission is overburdened. He requested that they be allowed to have their next monthly meeting to see what everyone feels and asked that Ms. Brown attend. Ms. Brown said she felt that at the “non-meeting” the members wanted to simply be volunteers and she made note of other issues including that we don’t know how many members there are supposed to be, they haven’t been able to get a quorum, and one meeting shouldn’t have been held as Mr. Stone wasn’t sworn in. Mr. Ballantine indicated that he would like to hold off and let them have a discussion. Mr. Stone stated that Ms. Brown was supposed to look into changing the number of members. Ms. Brown moved to disband the Trails Committee and allow it to become a group of volunteers working under the direction of Amy Usowski, Conservation Director. Mr. Howell seconded the motion for the purposes of discussion. He pointed out that Ms. Brown does not have authority to change the number of members. He stated that they were originally there to identify trails and somewhere along the line it became more aggressive as to what they were doing with regard to this. He stated that there are a whole bunch of things that need to be fixed including examining the charge to keep it focused on what we want it to be as opposed to what it has become. Ms. Brown read the charge aloud. The motion carried by a 3-1-0 vote with Mr. Ballantine in opposition. Mrs. Stone asked to speak and was denied by Vice-Chairman Kavanagh.

## **TOWN ADMINISTRATOR’S REPORT**

- A. Status report on Cold Brook and survey/design work on Pleasant Bay South watershed collection design

Mr. Clark reported that we are still in discussions with the Harwich Conservation Trust and they have people that work for the state and other consultants that are looking at how to configure this for the environmental considerations and our consultants are looking at it for not only environmental considerations but for how we attain nitrogen attenuation in the system. He said they have been trying to get together to have those discussions and he added that survey work is still underway for Pleasant Bay South after which we will be doing a public meeting for people in the affected area.

- B. Dennis, Harwich, Yarmouth Community Partnership Wastewater Option

Mr. Clark reported that we expect to have legislation that the three towns will be putting together to formalize that they are authorized to form a regional entity to do wastewater and it will be a warrant article. He noted that there is a meeting coming up with the Commissioner to discuss alternatives if they don’t continue to make progress.

- C. Saquatucket Harbor Landside Contract Amendment #1

Mr. Clark reported that there were costs associated with the update in terms of doing the helical coils as opposed the pilings but the 15% overhead charge was waived.

- D. Capital Outlay Plan Summary update

Mr. Clark noted that per the request of the CPC, he will be prioritizing the Town requests by category (Recreation, Housing, Open Space, and Historic). He said he will look at other potential funding sources for projects not approved by CPC including Hinckley's Pond. Mr. Howell commented that they lack any discernable criteria for how they evaluate these things and last year they were referring projects to Town committees for a vote. He suggested that they vote a process which should be posted on the website. He stressed that this is taxpayer money and pointed out that when the Town was asking for money last year they weren't treated particularly well and he couldn't find anything that said what the rules were. Mr. Ballantine stated that he wanted to be careful that the objectives are not too black and white and suggested broadening the concepts. He noted that in the past they were against doing any water structural repair even though you can relate that to recreation and other towns have. He commented that we need broad objectives and the key is transparency and having guidelines. Mr. Howell responded that it's not about black and white but rather the absence of any sort of criteria being articulated.

Mr. Clark reported that we have a very favorable free cash number and he will do an overview as to how he recommends we allocate that.

There was a discussion about the ownership of the ballfields behind the former Middle School and Mr. Clark indicated that drawings would be forthcoming. Ms. Kavanagh urged that there be an existing conditions plan for what has been turned back over to the Town. Mr. Howell stressed that the fields are here to service the Community.

#### E. Departmental Weekly Reports

No action was taken on this item.

### **SELECTMEN'S REPORT**

#### A. Budget Warrant Timeline updated

Mr. Clark reported that March 3<sup>rd</sup> is the new date for full day budget reviews.

### **ADJOURNMENT**

Mr. Ballantine moved to adjourn at 8:31 p.m. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

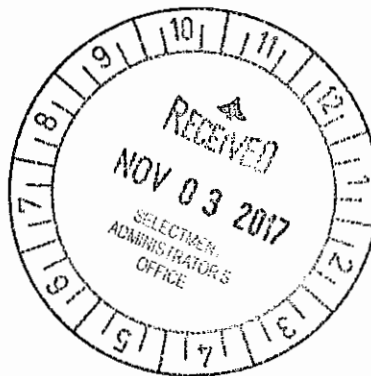
Respectfully submitted,

Ann Steidel  
Recording Secretary

95 Parallel Street  
Harwich, MA 02645

April 25, 2017

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



Dear Board of Selectmen:

RE: Harwich Heroes

The walls at the Harwich Community Center display photographs of many municipal employees who gave exemplary service to Harwich. One of the people worthy of memorizing on these walls was one of Harwich's best teachers, my late sister, Kathleen Derwin Mirando.

Kate was born in Hyannis in 1945 and grew up in Harwich. She attended Harwich schools and graduated from Wheelock College with a degree in early childhood and elementary education. She became an early childhood educator in the very same school she had once attended herself, Harwich Elementary School. Her career in education spanned 38 years, most of them spent in Harwich.

Among her many achievements was establishing a program to evaluate three-year-olds for developmental deficiencies. Addressing these weaknesses when a child is young enough avoids problems later in their school years, saving school systems large sums of money in remedial education costs. Eventually pre-school screening became the standard of practice in the Commonwealth of Massachusetts.

Kate's pioneering the developmental testing of three-year-olds in Harwich and then in the Commonwealth is an achievement our town can be proud of.

My sister lost a three-year battle with breast cancer on January 17, 2017. She had no children of her own, only the thousands of kindergartners and first graders she taught to read and to love learning during her 38 years of teaching.

What is the process of having her honored with a portrait on this wall? I volunteer to do whatever it takes to achieve this goal.

Thank you.

Yours truly,

Marietta Derwin Nilson

A study by James J. Heckman, an economist at the University of Chicago and a Nobel laureate, followed participants in two randomized experiments conducted in North Carolina in the 1970s through age 35. It found that youngsters who attended a high-quality early childhood program completed more years of education and had higher incomes as adults than did children in the control group, who either did not go to preschool or were in lower-quality programs. The men were less likely to use drugs or have high blood pressure.



Town of Harwich  
Hall of Fame  
Nomination Form

1. Name of Nominee: Kathleen Glynn Derwin Miranda

2. Last Known Address: 200 A Main St, West Harwich

3. Date of Birth: 7.31.45

4. Date of Death (if applicable): \_\_\_\_\_

5. Occupation: early childhood education

6. Positions Held in Town Government and/or Civic Associations and Dates  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

7. Description of Service/Contributions to the Life of the Town of Harwich  
(Attach Separate Sheet if Necessary)

Kate taught in Harwich from ~~the~~ about 1972 to about 2006.

(see attached)

Submitted By: Marietta Nikon  
Name: \_\_\_\_\_  
Address: 97 Parallel Street Harwich  
Phone Number: 508 221 7703  
Date of Submission: 11.2.17

Signature of Proponent: Marietta Nikon



Imagine all of Kate Mirando's first-grade students, more than a thousand of them, in a perfectly straight line with no fooling around waiting to say goodbye to the teacher who taught them to read and write and add and subtract. The students, once children wearing dungarees and cotton shirts and even a tie or a pink dress, now with a tear running down their cheeks say to her, "Thank you, Mrs. Mirando, for giving me a good start for my life."

Our dear sister, aunt, and friend has died after a life devoted to educating young children. For 37 years, little boys and girls, who were barely able to look over the seats in front of them on their school bus, would skip down the hall to Mrs. Mirando's first-grade classroom in their new school. On the orderly bulletin boards would be colored letters and numbers, photos of animals and clouds, a quilt made of students' latest compositions, and self-portraits in September and June. Lists of new words, stories about their lives, papers showing sums and subtractions, and drawings of a favorite pet would fill their desks.

Kathleen (Kate) Glynn Derwin Mirando was born in Hyannis Hospital in 1945 to Rose (Glynn) and William Derwin of Harwich Port. After attending the Harwich Public Schools, she graduated from the Cranbrook Schools in Bloomfield Hills, Michigan in 1963. She then attended Garland Junior College and Wheelock College in Boston, from which she graduated with a degree in elementary education in 1967. After teaching in Georgia and in Braintree, Mass., she taught at Orleans Elementary School and then early childhood and first grade at Harwich Elementary School, where she spent most of her career, retiring in 2006. She pioneered the early-childhood intervention/inclusion program, which became a model for the Commonwealth.

Kate, whose husband Robert P. Mirando predeceased her, leaves her beloved family: her sister Marietta Nilson (Jeff), nieces Elizabeth Nilson Ostrow (Adam), Margaret Nilson, Jennifer Suby Meyer, and nephew John Nilson, great nieces and nephews, Hadley, Scarlett, Sarah, William, and Isaac; many cousins including Sandra Sears Baldini and Sarah Dunbar Goldberg, and dear friends especially Gloria Jore.

# Memo

To: Board of Selectmen; Town Administrator, Christopher Clark  
From: Recreation Department and Commission  
Date: 10-31-17  
RE: Bid Acceptance for Brooks Park Playground Expansion Project

At a meeting of the Recreation and Youth Commission on October 24, 2017, the Commission voted to accept the bid of \$69,995.00 from Forte Landscaping & Construction Co. Inc. for the Brooks Park Playground Expansion project.

The funding for this project is part of the Brooks Expansion Phase 4 monies that were voted by the Community Preservation Committee and, subsequently, by May 2017 Annual Town Meeting.

The Recreation and Commission and Department are requesting the acceptance of this bid by the Harwich Board of Selectmen.

We appreciate your attention to this matter.

Sincerely,  
Eric Beebe  
Director-Harwich Recreation Department



**Town of Harwich**

**Bid Results  
Thursday, October 12, 2017  
Brooks Park Playground Equipment**

At 2:00 P.M., October 12, 2017, in the presence of Eric Beebe, Paul Sweetser received and opened sealed bids for the Brooks Park Playground Equipment. Also present were William Galvin, reporter and one representative each from two of the bidding companies.

Four bids were submitted:

<u>Company Name</u>	<u>Bid Price</u>
Forte Landscaping & Construction Co., Inc.	\$69,995.00
Little Tykes Commercial	\$73,765.25
Green Acres Landscape & Construction Co., Inc.	\$89,160.00
D.A.M. Construction & Equipment Rental, LLC	\$89,569.00

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

**TOWN OF HARWICH**

**BROOKS PARK PLAYGROUND EQUIPMENT**

**ADDENDUM NO. 1**

OCTOBER 3, 2017

The attention of bidders submitting proposals for the subject project  
**BROOKS PARK PLAYGROUND EQUIPMENT**

are called to the following addendum. The items set forth herein, whether of omission, addition, substitution or clarification are all to be included in and form a part of the proposal submitted.

**Bidders shall confirm receipt of Addendum 1 in their submittal.**

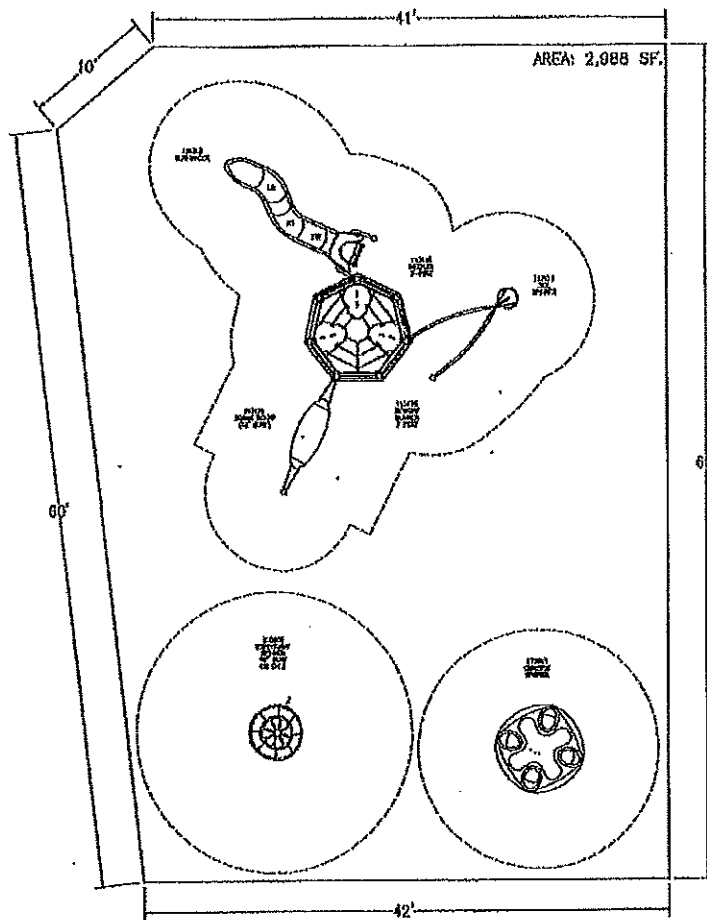
**The site for the playground is a flat grassed fenced in area. Site preparation required for this project is removal of the loam under the playground units and installation of playground safe wood fiber surfacing to grade. The areas of loam removal and wood fiber surfacing are estimated as follows:**

- **803 sf under Netplex**
- **390 sf under Topsy Turny**
- **285 sf under Omni Spin**

**The bid shall include the material and labor costs for said site preparation.**

**\*\*\* END OF ADDENDUM #1 \*\*\***

# SCHEMATIC OF INSTALLED PLAYGROUND EQUIPMENT



PW 54.13

**INVITATION FOR BIDS  
TOWN OF HARWICH  
BROOKS PARK PLAYGROUND EQUIPMENT**

The Town of Harwich is accepting sealed bids for the supply and installation of playground equipment at Brooks Park located on Oak Street in, Harwich.

Information, bid specifications and general bid forms may be obtained from the office of the Town Administrator, 732 Main Street, Harwich, Ma 02645 (508/430-7513). Sealed bids clearly marked "Brooks Park Playground Equipment" will be accepted in that office until 2:00 p.m. on Thursday, October 12, 2017, at which time they will be publicly opened and read. For further information, contact Eric Beebe at 508/430-7554.

The instructions to bidders, Form of General Bid, Contract, Plans, Specifications, and other Contract Documents may be examined, obtained or mailed from the Town Administrator's Office from 8:30A.M. to 8:00 P.M. Monday, 8:30am to 4:00pm Tuesday through Thursday, and 8:30am to 12:00 noon Friday. To request mailing, call (508) 430-7513.

All bids for this project are subject to applicable bidding laws of Massachusetts, including General Law Chapter 30B, Section 5 as amended. Prevailing Wage Rates apply.

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of thirty days, Saturdays and Sundays and Legal Holidays excluded, after the opening of the bids. The Town of Harwich through its Board of Selectmen reserves the right to waive any informalities and to reject any or all bids if it is in the best interest of the Town of Harwich to do so.

Christopher Clark  
Town Administrator

Posted: September 27, 2017  
Central Register: September 27, 2017  
Chronicle: September 28, 2017  
CommBuys: September 27, 2017

**INSTRUCTIONS TO BIDDERS**  
**BROOKS PARK PLAYGROUND EQUIPMENT**

1. Receipt and Opening of Bids. The Town of Harwich, hereinafter called the Town, will receive sealed bids for the Brooks Park Improvements until **2:00 p.m. on Thursday, October 12, 2017**, in the office of the Town Administrator, Town Hall, 732 Main Street, Harwich, MA 02645, at which time and place such bids will be publicly opened and read.

Bids must be submitted in duplicate in a sealed envelope, addressed to the Town Administrator, bearing on the outside the bidder's name, address, and the title: "Brooks Park Playground Equipment".

Bids may be withdrawn upon request, by letter or FAX, if such request is received by the Town prior to the opening of bids. Any bid received after the time and date specified will not be considered. The bidder agrees that the bid shall be good and may not be withdrawn for a period of 30 days, Saturdays, Sundays and legal holidays excluded, after the opening of bids.

2. Location and Work to be Done. The location of the work is the Brooks Park on Oak Street, Harwich, MA., 02645. The work to be done is specified under SCOPE OF WORK in this document.

The Contractor shall furnish all labor, services, materials, equipment, plant, machinery, apparatus, appliances, tools, supplies and all other things necessary to do all work required for the completion of each item of the work and as herein specified.

3. Minimum Criteria/Ability and Experience of Bidder. No award will be made to any bidder who cannot satisfy the Town that he/she has sufficient ability and experience in this class of work and sufficient capital and plant to enable him/her to prosecute and complete the work successfully within the time named. The Town's decision or judgment on these matters will be final, conclusive and binding.

4. Conditions of Work. Each bidder must inform him/herself fully of the conditions relating to the construction of the project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of his obligation to furnish all material and labor necessary to carry out the provisions of his contract.

5. Laws and Regulations. The Contractor shall abide by all applicable state laws, municipal by-laws, and the rules and regulations of all authorities having jurisdiction over the construction of this project, and shall be deemed to be included in the contract the same as though herein written out in full.



6. Obligation of Bidder. At the time of the opening of bids, each bidder will be presumed to have inspected the site and to have read and to be thoroughly familiar with Contract Documents (including all addenda). The failure or omission of any bidder to examine any form, instrument or document shall in no way relieve any bidder from any obligation in respect to his bid.

7. Information Not Guaranteed. All information given in the Contract Documents relating to existing conditions is from the best sources at present available to the Town of Harwich. All such information is furnished only for the information and convenience of bidders and is not guaranteed. It is agreed and understood that the Town does not warrant or guarantee that the existing conditions encountered during construction will be the same as those indicated in the Contract Documents.

It is further agreed and understood that no bidder or contractor shall use or be entitled to use any of the information made available to him or obtained in any manner on a basis of or ground for any claim or demand against the Town arising from or by reason of any variance which may exist between the information made available and the conditions, actually encountered during the construction work, except as may otherwise be expressly provided for in the Contract Documents.

8. Right to Reject Bid. The Town may consider informal any bid not prepared and submitted in accordance with the provisions contained herein and may waive any informalities or reject any and all bids, should the Town deem it to be in the public interest to do so.

The Town may also reject bids which, in its sole judgment, are either incomplete, conditional, obscure or not responsive or which contain additions not called for, erasures not properly initialed, alterations, or similar irregularities, or the Town may waive such omissions, conditions or irregularities.

9. Contractor Records. The successful bidder shall comply with the provisions of MGL Chapter 30, § 39R, concerning Contractor records.

10. Time for Completion. The bidder must agree to commence work on or before a date to be specified in the written "Notice to Proceed" from the Town and the Form of General Bid shall include a determination of the length of time to complete the project after receipt of "Notice to Proceed."

11. Insurance. The successful bidder shall carry and maintain in effect during the term of the contract the following kinds and minimum amounts of insurance. Such insurance shall cover claims and suits which arise out of or result from the contractor's execution of the contract work.

*Worker's Compensation:* as required by the Worker's Compensation Laws of the Commonwealth of Massachusetts and, in conjunction therewith, Employer's Liability with a minimum limit of \$500,000

*Comprehensive General Liability:* including, but not limited to, Bodily Injury, Personal Injury and Property Damage Liability, Full Contractual Liability and liability arising from Explosion, Collapse and Underground Damage and all other application insurance necessary to carry out the contractual obligation to proceed under the contract. Minimum limit of liability is \$1,000,000 as required by the Town of Harwich's insurance carrier.

*Automobile Bodily Injury and Property Damage Liability:* for all owned, non-owned and hire vehicles operated in connection with the performance of the contract. Minimum limits of liability:

Bodily Injury :	\$1,000,000
Property Damage	\$250,000

*Certificate of Insurance:* Prior to beginning work under the contract, the selected contractor shall furnish the Town a Certificate of Insurance naming the Town as a Certificate holder, acceptable to said Town evidencing the existence of the foregoing insurance coverages. Such Certificate also shall provide that the Town will be notified at least 30 days in advance of the cancellation or non-renewal of any insurance covered by the Certificate.

12. Award of Contract. In reviewing submitted bids, the Town will look for the bidder who meets the minimum criteria, and submits the most advantageous price bid. If it is deemed in the best interests of the Town, all bids may be rejected and a further solicitation conducted.

13. Wage Rates. Prevailing wage rates as determined by the Commissioner of the Department of Labor and Industries under the provisions of M.G.L. c. 149, §26-27G, as amended, are a part of this project. It is the responsibility of the contractor, before bid opening, to request, as necessary, any additional information on prevailing wage rates for those trades people who may be employed for the proposed work under this contract. State schedules of prevailing wage rates are attached to this request for bids.

<b>Classification</b>	<b>Effective Date</b>	<b>Base Wage</b>	<b>Health</b>	<b>Pension</b>	<b>Supplemental Unemployment</b>	<b>Total Rate</b>
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**Apprentice - IRONWORKER - Local 37**

**Effective Date - 03/16/2016**

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	70	\$24.30	\$7.70	\$16.00	\$0.00	\$48.00
2	75	\$26.03	\$7.70	\$16.00	\$0.00	\$49.73
3	80	\$27.77	\$7.70	\$16.00	\$0.00	\$51.47
4	85	\$29.50	\$7.70	\$16.00	\$0.00	\$53.20
5	90	\$31.24	\$7.70	\$16.00	\$0.00	\$54.94
6	95	\$32.97	\$7.70	\$16.00	\$0.00	\$56.67

**Notes:**

**Apprentice to Journeyworker Ratio:1:4**

<b>JACKHAMMER &amp; PAVING BREAKER OPERATOR</b>	06/01/2017	\$32.65	\$7.60	\$13.50	\$0.00	\$53.75
<i>LABORERS - ZONE 2</i>	12/01/2017	\$33.28	\$7.60	\$13.50	\$0.00	\$54.38
	06/01/2018	\$34.12	\$7.60	\$13.50	\$0.00	\$55.22
	12/01/2018	\$34.96	\$7.60	\$13.50	\$0.00	\$56.06
	06/01/2019	\$35.83	\$7.60	\$13.50	\$0.00	\$56.93
	12/01/2019	\$36.69	\$7.60	\$13.50	\$0.00	\$57.79

For apprentice rates see "Apprentice- LABORER"

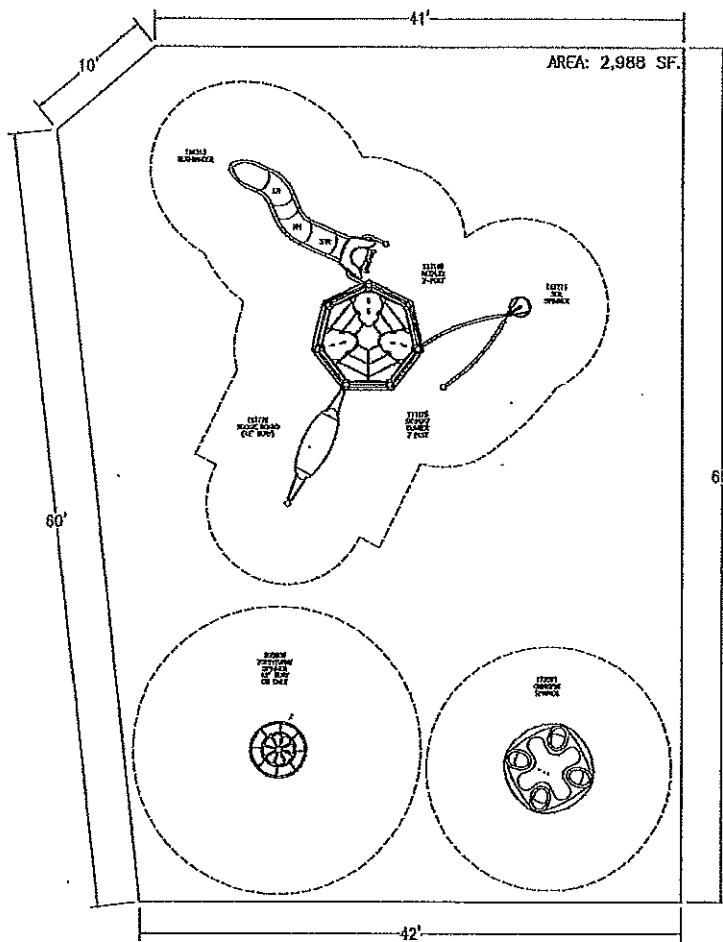
<b>LABORER</b>	06/01/2017	\$32.40	\$7.60	\$13.50	\$0.00	\$53.50
<i>LABORERS - ZONE 2</i>	12/01/2017	\$33.03	\$7.60	\$13.50	\$0.00	\$54.13
	06/01/2018	\$33.87	\$7.60	\$13.50	\$0.00	\$54.97
	12/01/2018	\$34.71	\$7.60	\$13.50	\$0.00	\$55.81
	06/01/2019	\$35.58	\$7.60	\$13.50	\$0.00	\$56.68
	12/01/2019	\$36.44	\$7.60	\$13.50	\$0.00	\$57.54

**SCOPE OF WORK**  
**Brooks Park Improvements**

This bid is for the supply and installation of the following playground equipment to be installed at Brooks Park in locations determined by Recreation Director:

- 7 Post Netplex with Skyport Climber in Main Structure or equal including wood fiber surfacing
- Topsy Turny Spinner or equal including wood fiber surfacing
- OmniSpin Spinner or equal including wood fiber surfacing

# SCHEMATIC OF INSTALLED PLAYGROUND EQUIPMENT



FORM OF GENERAL BID  
BROOKS PARK IMPROVEMENTS

The undersigned proposes to **SUPPLY AND INSTALL PLAYGROUND EQUIPMENT** at **BROOKS PARK, Oak Street, Harwich, MA 02645** in accordance with the Invitation for Bids, Instructions to Bidders, Bid Specifications and any other related documents, for the contract price specified below:

SIXTY NINE THOUSAND Dollars and NO cents  
NINE HUNDRED NINETY FIVE  
(\$ 69995.00).

The undersigned shall provide the following with this Form of General Bid:

5% bid deposit  
Tax Compliance Certification (attached)  
Non-Collusion Certification (attached)

The undersigned agrees that, if he is selected as a general contractor, he will within ten days, Saturdays, Sundays, and legal holidays excluded after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this bid and furnish a 50% payment bond of a surety company qualified to do business under the laws of the Commonwealth and satisfactory to the awarding authority in each of the sum of the contract price, the premiums for which are to be paid by the general contractor and are included in the contract price.

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that he will comply fully with all laws and regulations applicable to awards made subject to Section 44A of M.G.L. c. 149.

Date: 10-12-17

Name of General Bidder: FORTE LANDSCAPING & CONSTRUCTION CO. INC.

Signature:

Thomas A. Forte

Printed Name:

THOMAS A. FORTE

Title:

PRESIDENT

Business Address:

P.O. BOX 32  
WABAN MASS. 02468

ACKNOWLEDGE APPENDIX #1  
DATED 10/13/17 Y.C.H.

**CERTIFICATION OF COMPLIANCE**  
**M.G.L. Chapter 62C, Section 49A**

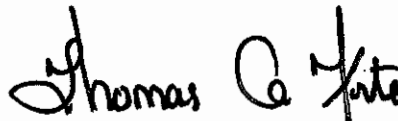
Pursuant to Section 49A of Chapter 62C of the General Laws of Massachusetts, I hereby certify that I have complied with all Laws of the Commonwealth of Massachusetts relating to taxes.

This statement is made under the pains and penalties of perjury this 12<sup>TH</sup> day of October, 2017.

Printed Name of Individual or Corporation: **FORTE LANDSCAPING & CONST. CO. INC.**

Name and Title of Corporate Officer (if applicable): **THOMAS A. FORTE PRESIDENT**

Signature of Individual or Corporate Officer:

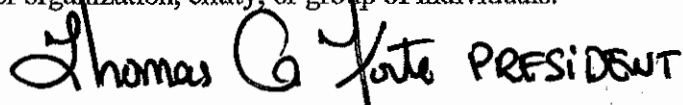


Social Security or Federal Identification Number: **04-2711699**

**CERTIFICATION OF NON-COLLUSION**

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

Signed:



Printed Name:

**THOMAS A. FORTE**

Date:

10/12/17

Name of Business:

**FORTE LANDSCAPING & CONST. CO. INC.**

**Request for Taxpayer  
 Identification Number and Certification**

Give form to the  
 requester. Do not  
 send to the IRS.

Name (as shown on your income tax return)  
**FORTE LANDSCAPING & CONST. CO. INC.**

Business name, if different from above

Check appropriate box:  Individual/sole proprietor  Corporation  Partnership  
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ -----  Exempt payee  
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.)  
**P.O. Box 32**

City, state, and ZIP code  
**WABAN MASS 02468**

Requester's name and address (optional)

List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 4. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 4.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

OR

Employer identification number  
**042711699**

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ **Thomas G. Yates** Date ▶ **10-12-17**

**General instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Notes.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



## **AGREEMENT FOR TOWN OF HARWICH**

The following provisions shall constitute an Agreement between the Town of Harwich, acting by and through its Board of Selectmen, hereinafter referred to as "Town," and Forte Landscaping and Construction Company, Inc. with an address of P.O. Box 32, Waban, MA 02468, hereinafter referred to as "Contractor", effective as of the 13th day of November, 2017. In consideration of the mutual covenants contained herein, the parties agree as follows:

### **ARTICLE 1: SCOPE OF WORK:**

The Contractor shall perform all work and furnish all services necessary to provide the Town with Supply and Installation of Playground Equipment at Brooks Park, Oak Street, Harwich, including the scope of services set forth in Attachment A.

### **ARTICLE 2: TIME OF PERFORMANCE:**

The Contractor shall complete all work and services required hereunder commencing on the date specified in the written "Notice to Proceed" from the Owner and shall bring the work to substantial completion within 90 days.

### **ARTICLE 3: COMPENSATION:**

The Town shall pay the Contractor for the performance of the work outlined in Article 1 an amount not to exceed \$69,995.00. The Contractor shall submit monthly invoices to the Town for services rendered, which will be due 30 days following receipt by the Town.

### **ARTICLE 4: CONTRACT DOCUMENTS:**

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

## **ARTICLE 5: CONTRACT TERMINATION:**

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

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

The Town party may terminate this Agreement at any time for its convenience by providing the Contractor written notice specifying therein the termination date which shall be no sooner than thirty (30) days from the issuance of said notice. Upon receipt of a notice of termination from the Town, the Contractor shall cease to incur additional expenses in connection with the Agreement. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date as determined by the Town. Such payment shall not exceed the fair value of the services provided hereunder.

## **ARTICLE 6: INDEMNIFICATION:**

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising directly or indirectly from the contract. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.

**ARTICLE 7: AVAILABILITY OF FUNDS:**

The compensation provided by this Agreement is subject to the availability and appropriation of funds.

**ARTICLE 8: APPLICABLE LAW:**

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

**ARTICLE 9: ASSIGNMENT:**

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

**ARTICLE 10: AMENDMENTS:**

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

**ARTICLE 11: INDEPENDENT CONTRACTOR:**

The Contractor acknowledges and agrees that it is acting as an independent contractor for all work and services rendered pursuant to this Agreement and shall not be considered an employee or agent of the Town for any purpose.

**ARTICLE 12: 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 15, Instructions to Bidders;
2. Labor and Materials Bond equal to 50% (Fifty Percent) of the contract price;

**ARTICLE 13: SEVERABILITY:**

If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

**ARTICLE 14: ENTIRE AGREEMENT:**

This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

**ARTICLE 15: COUNTERPARTS:**

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be a counterpart original.

**ARTICLE 16: WAGE RATES: (If Applicable)**

Minimum wage rates, as determined by the Department of Labor and Workforce Development, under the provision of the Massachusetts General Laws, Chapter 149, Sections 26 to 27H, as amended, apply to this project [Attach and incorporate by reference the applicable State Department of Labor Standards wage schedule]. It is the responsibility of the Contractor, before Bid Opening, to request, if necessary, any additional information on Massachusetts Wage Rates for those tradespeople who are not covered by the applicable Massachusetts Wage Decision, but who may be employed for the proposed work under this Contract.

In accordance with Chapter 149, Section 27B, it is the responsibility of the Contractor and any Subcontractors to submit payroll records to the Official on a weekly basis.

**ARTICLE 17: 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.

**CERTIFICATION AS TO PAYMENT OF STATE TAXES**

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, \_\_\_\_\_, authorized signatory for the Contractor do hereby certify under the pains and penalties of perjury that said Contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Social Security Number or  
Federal Identification Number

\_\_\_\_\_  
Signature of Individual or  
Corporate Name

By:  
Corporate Officer  
(if applicable)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

CONTRACTOR

TOWN OF HARWICH

By

by its Board of Selectmen

\_\_\_\_\_  
Signature

\_\_\_\_\_

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

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

COPY

Approved as to Availability of Funds:

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

(\$69,995.00)  
Contract Sum

80271292 - 617029  
Account Number

**APPENDIX A**

**CERTIFICATE OF NON-COLLUSION/GOOD FAITH**

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name of person signing bid or Proposal)

\_\_\_\_\_  
(Name of Business)

\_\_\_\_\_  
(Business address)

\_\_\_\_\_  
(Business phone number)

\_\_\_\_\_  
(Date)

## MOTION

*I move that we*

1. Select a factor of “1” (taxing all property at the same rate)
2. That we do not grant an open space exemption.
3. That we do not grant a residential exemption.
4. That we do not grant a small commercial exemption.
5. That we vote to authorize Donna Molino to sign the LA-5 on DOR Gateway on behalf of the Selectmen.



**LEGAL NOTICE  
TOWN OF HARWICH  
NOTICE OF PUBLIC HEARING  
November 13, 2017**

The Harwich Board of Selectman will hold a Public Hearing on **Monday, November 13, 2017**, no earlier than 6:30 P.M. during their regularly scheduled meeting. The Hearing will be in the Donn B. Griffin Room located at the Town Hall, 732 Main Street, Harwich for the purpose of deciding whether all property shall be taxed at the same rate for Fiscal Year 2018 as set forth in Chapter 40, Section 56 of the Massachusetts General Laws.

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

Michael D. MacAskill, Chair  
Julie E. Kavanaugh, Vice Chair  
Larry G. Ballantine, Clerk  
Jannell M. Brown  
Donald Howell

Cape Cod Chronicle  
October 26, 2017

Continued from Previous Page

LE

**LEGAL NOTICE  
TOWN OF HARWICH  
NOTICE OF PUBLIC HEARING  
NOVEMBER 13, 2017**

The Harwich Board of Selectman will hold a Public Hearing on **Monday, November 13, 2017**, no earlier than 6:30 P.M. during their regularly scheduled meeting. The Hearing will be in the Donn B. Griffin Room located at the Town Hall, 732 Main Street, Harwich for the purpose of deciding whether all property shall be taxed at the same rate for Fiscal Year 2018 as set forth in Chapter 40, Section 56 of the Massachusetts General Laws.

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Michael D. MacAskill, Chair  
Julie E. Kavanaugh, Vice Chair  
Larry G. Ballantine, Clerk  
Jannell M. Brown  
Donald Howell

The Cape Cod Chronicle  
Oct. 26, 2017



# Harwich Fire Department



*Fire Suppression*

*Prevention*

*Emergency Services*

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

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

	<b>Direct Construction</b>	<b>Total Construction</b>	<b>Indirect</b>	<b>Total Project</b>	<b>Square Feet</b>
<b>Option 1</b>	\$4,581,368.00	\$5,284,349.00	\$1,216,910.00	<b>\$6,501,259.00</b>	<b>11,531</b>
<b>Notes</b>	<i>Meets design needs as determined by needs analysis</i>				
<b>Option 2A</b>	\$4,245,676.00	\$4,897,147.00	\$1,177,680.00	<b>\$6,074,827.00</b>	<b>10,768</b>
<b>Notes</b>	<i>Removes vestibule, Fitness Room, Lt Office, Police Office</i>				
<b>Option 2B</b>	\$3,645,681.00	\$4,205,087.00	\$1,107,940.00	<b>\$5,313,027.00</b>	<b>9,434</b>
<b>Notes</b>	<i>Removes vestibule, Fitness Room, Lt Office, Police Office Large apparatus bay, Support space/storage</i>				
<b>Option 3A</b>	\$2,699,818.00	\$3,114,087.00	\$997,810.00	<b>\$4,111,897.00</b>	<b>7,321</b>
<b>Notes</b>	<i>Renovates existing space, Adds Bunk rooms and mechanical No apparatus bay or support space</i>				
<b>Option 3B</b>	\$2,649,878.00	\$3,056,484.00	\$993,210.00	<b>\$4,049,694.00</b>	<b>7,321</b>
<b>Notes</b>	<i>Renovates existing space, adds apparatus bays, no support space. No additional bunk rooms.</i>				
<b>Option 4</b>	\$4,683,283.00	\$5,401,902.00	\$804,800.00	<b>\$6,206,702.00</b>	<b>9,500</b>
<b>Notes</b>	<i>Meets design needs as determined by needs analysis all new construction. 50 year building. No relocation \$\$\$. Based on actual ongoing design and construction. anticipate reduction due to design changes.</i>				

Relocation costs based on Chatham – 2014 number and does not include vehicle storage



# HARWICH FIRE STATION 2

Board of Selectman Presentation 11/06/2017



# Presentation Outline

- **Current Costs & Trends**
- **Total Project Cost vs. Construction Cost**
- **Design Options and Assumed Costs**
  - **Option 1: 11,531 SF Renovation & Addition**
  - **Option 2A: 7,321 SF Renovation & Addition**
  - **Option 2B: 7,321 SF Renovation & Addition**
  - **Option 3: 9,461 SF All New Construction**
- **Summary of Options and Assumed Costs**



## Current Costs & Trends

- Construction Industry is booming
- Resulting in higher construction costs
- Smaller projects result in higher cost per SF
- Meeting w/ Estimator for assumed cost per SF
  - New Construction (Apparatus Bay) = \$400 per SF
  - New Construction (Dormitory Area) = \$425 per SF
  - Renovation (Apparatus Bay) = \$125 per SF
  - Renovation (Dormitory Area) = \$350 per SF
- Cost per SF will be refined as scope of work is defined
  - Extent of roof replacement, hazardous material, test pit results, new sewer line, etc.



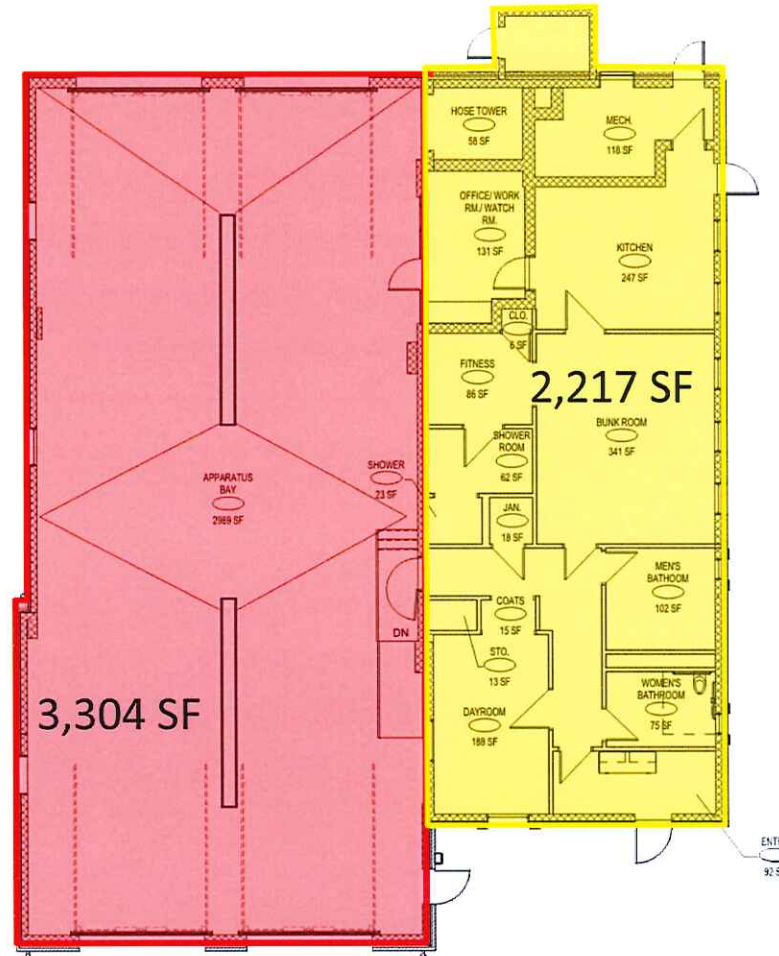
# Construction vs. Total Project Cost

- Construction Cost is materials and labor plus General Conditions & Overhead, Insurance, Bonds, GC Fee, Permit Fee, and Escalation.
- Total Project Cost is sum of total construction cost plus:
  - Temporary Relocation/moving
  - Land Survey/Geotech investigation
  - Arch & Engineering Fees
  - Furniture & Equipment
  - Owner's contingency



HARWICH FIRE STATION 2

KAESTLE BOOS  
associates, inc



**Existing Building Floor Plan**

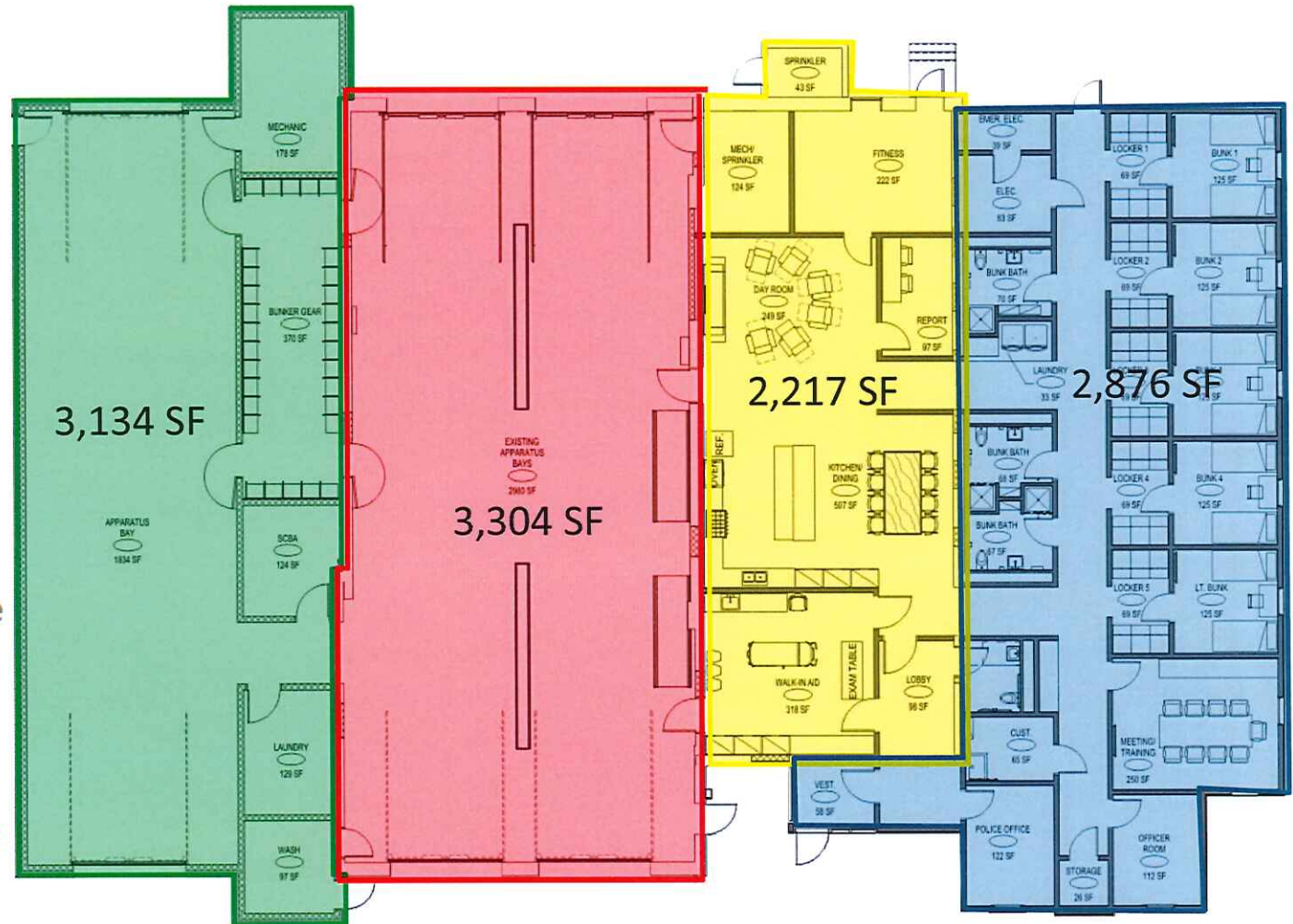


### Reductions

- No Basement
- 40 to 30 lockers

### Concerns

- Current 12' wide overhead doors
- Change in floor elevation between Bay and Living Area
  - Response time
  - Safety Hazard
  - Requires ramps/stairs
- Current condition of roof unknown
- Age of Facility





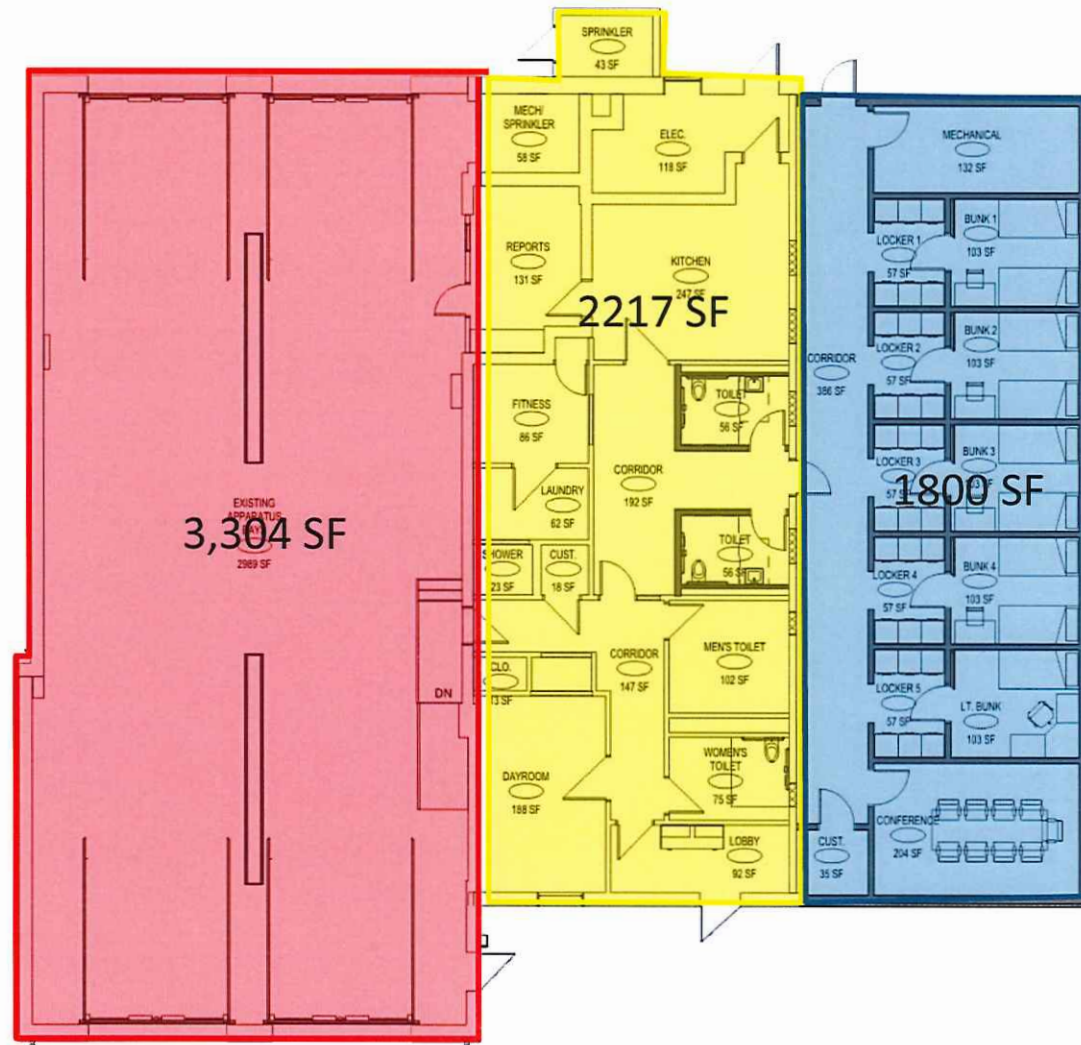


### Reductions

- No Basement
- Reduce from 40 to 30 lockers
- Remove SCBA
- Lt. Room to include task office
- Police Office eliminated
- No App. Support Space or additional bay/half bay
- No additional SF for kitchen/dayroom/dining
- Benches removed from lockers
- No Fitness Room

### Concerns

- Same as Option 1 (slide 7)



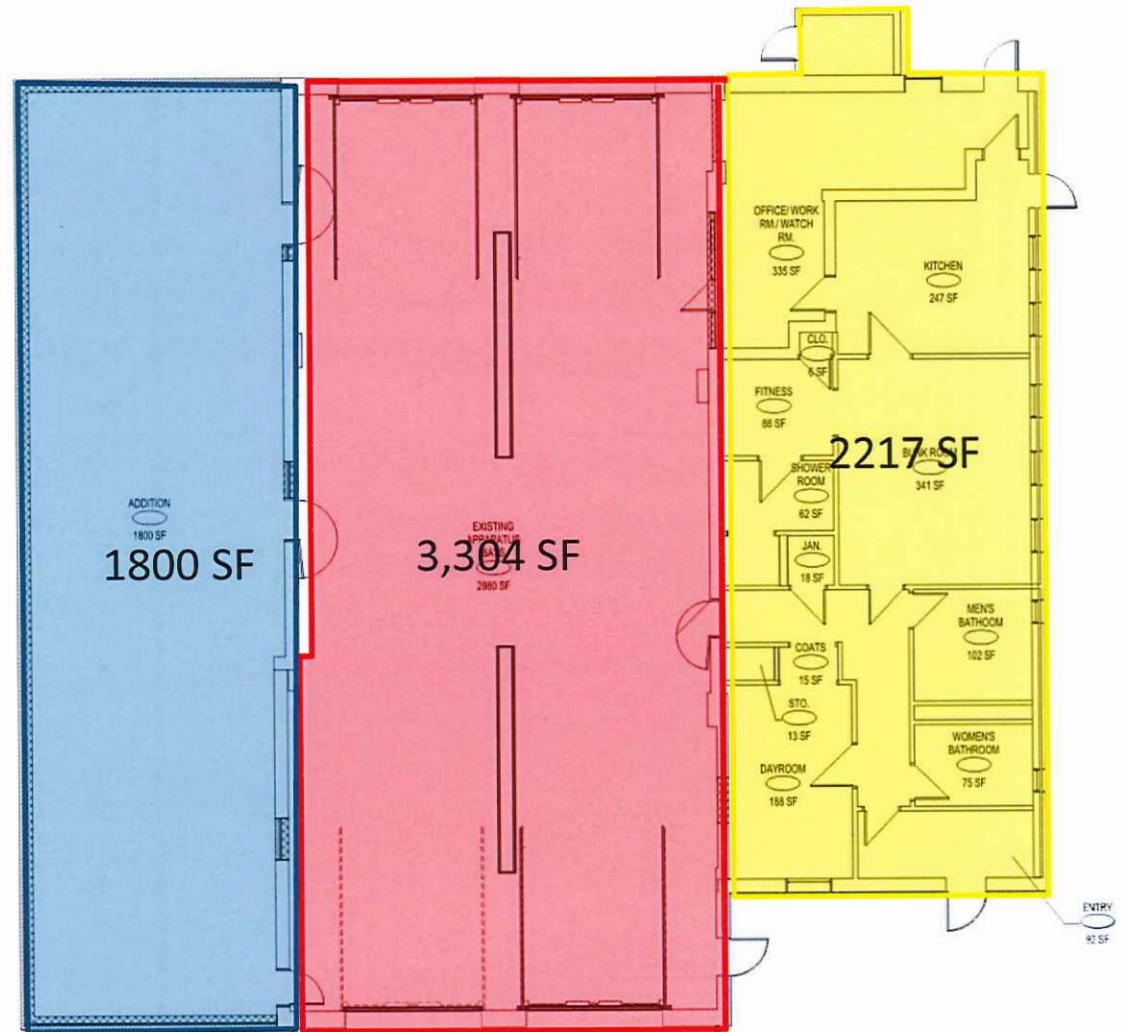


### Reductions

- No Basement
- Reduce from 40 to 30 lockers
- Remove all App. Support Space
- Renovation only of existing

### Concerns

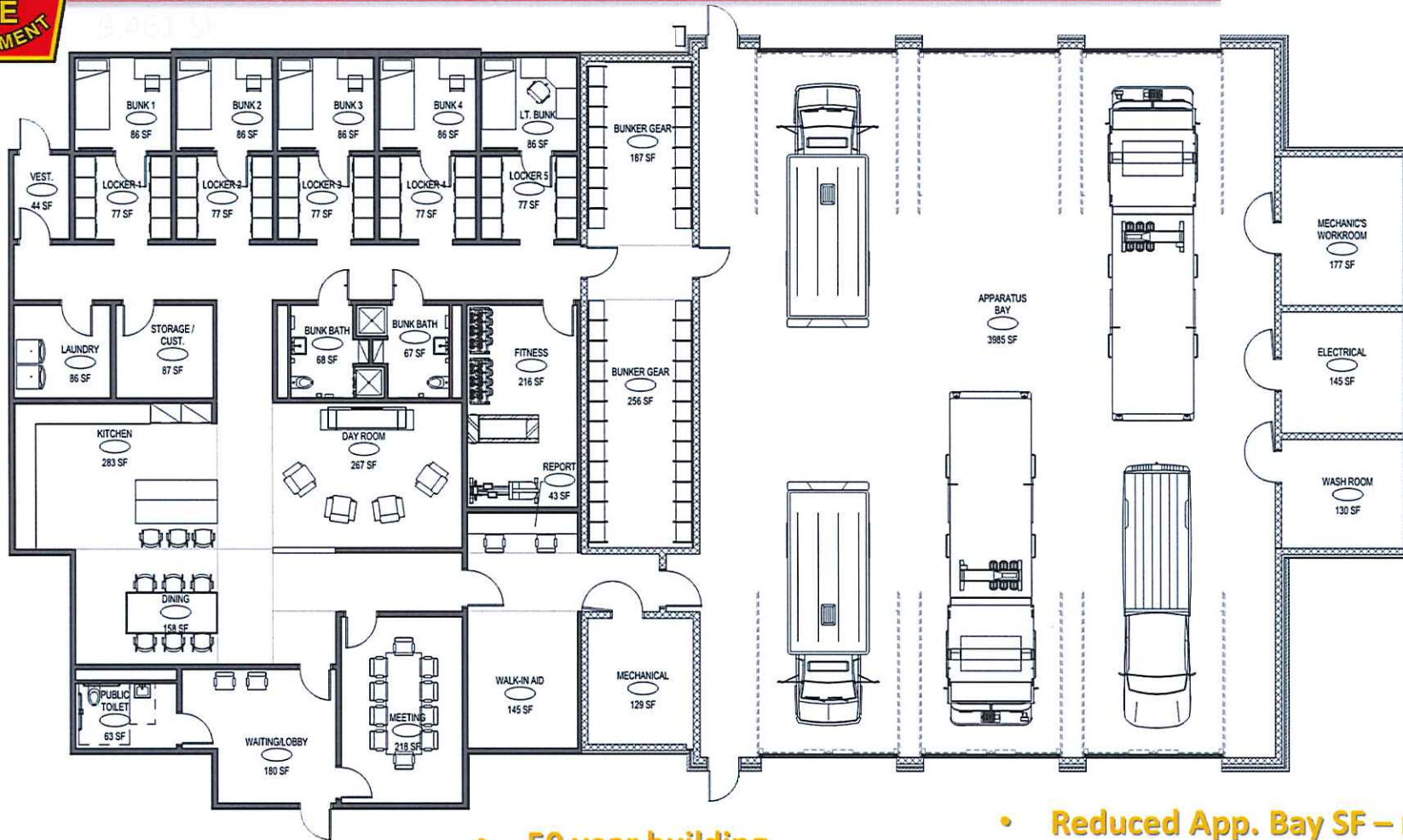
- Same as Option 1 (slide 7)





# HARWICH FIRE STATION 2 - OPTION 3 (56,044,954)

KAESTLE BOOS  
associates, inc



- **New Construction Only**
- **Total Project Cost: \$6,044,954 (approximate – need site cost)**
- **50 year building**
- **Efficiency in space planning**
- **Meets RFP requirements**
- **No temporary relocation fees**
- **Reduced App. Bay SF – no existing restrictions**
- **All one level**
- **Increased safety**
- **Extended building life**



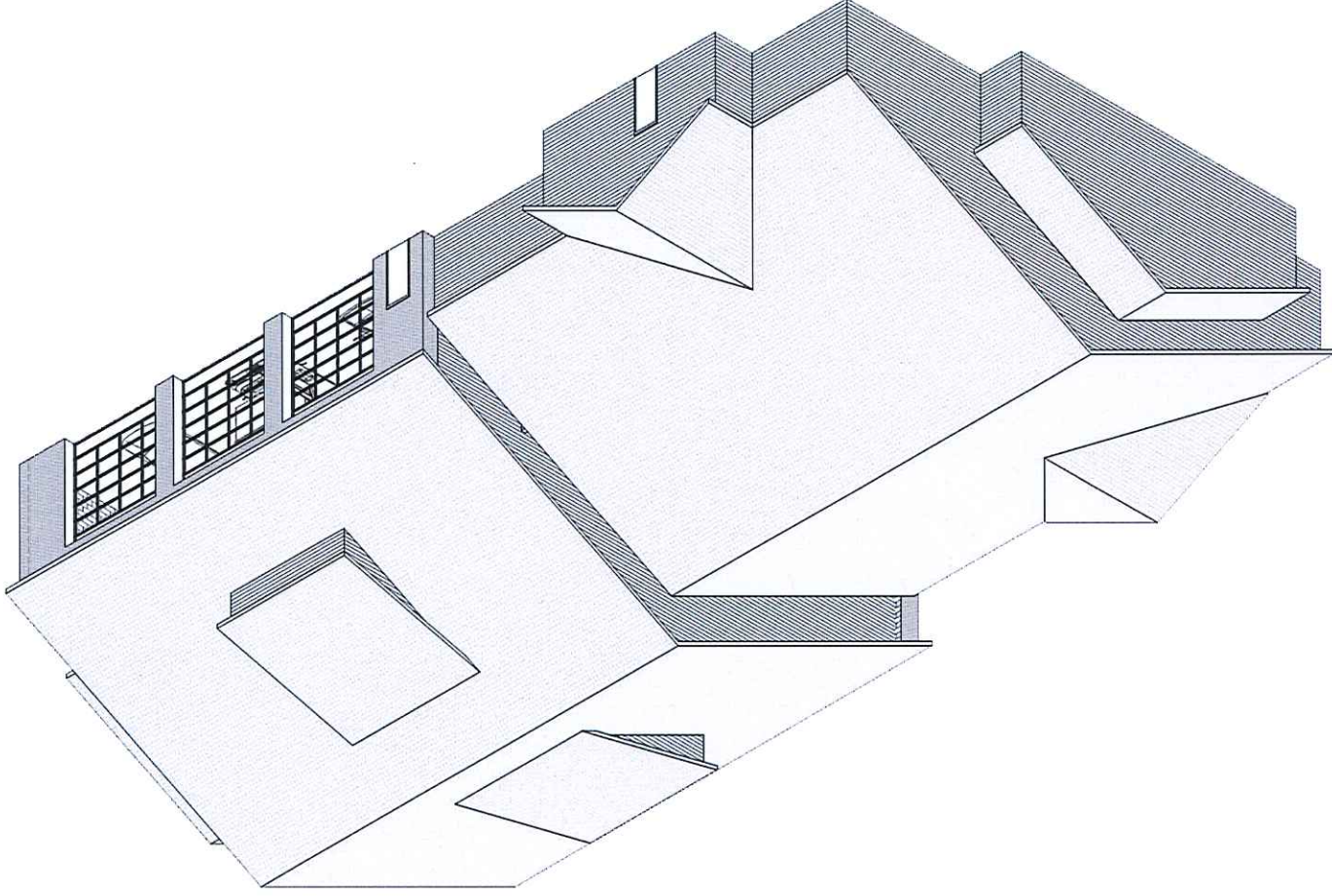
# HARWICH FIRE STATION 2 - OPTION 3 (SF: 044,954)

KAESTLE BOOS  
associates, inc



## Proposed Site Plan

# Proposed Massing (preliminary)





# Design Options Summary

- **Design Options and Assumed Costs**
  - **Option 1: 11,531 SF - \$6,661,486 Total Project Cost**
  - **Option 2A: 7,321 SF - \$4,100,000 Total Project Cost**
  - **Option 2B: 7,321 SF - \$4,100,000 Total Project Cost**
  - **Option 3: 9,461 SF - \$6,044,954 Total Project Cost**



# HARWICH FIRE STATION 2

Questions & additional discussion



**TOWN OF HARWICH  
BOARD OF ASSESSORS  
732 MAIN STREET  
HARWICH, MA 02645  
TEL: (508) 430-7503 FAX: (508) 430-7086**

To: Board of Selectmen

From: Board of Assessors  
Richard Waystack  
Bruce Nightingale  
Jay Kavanaugh

Date: October 30, 2017

RE: Annual Meeting and Report, 2017

The Board of Assessor's, Richard Waystack, Bruce Nightingale and Jay Kavanaugh, in this annual report to the Board of Selectmen, continue to discharge our primary legal responsibility in assuring a fair assessment of all property in the Town of Harwich in a professional manner.

The Board remains true to its mission by remaining consistent, with exemplary attendance and focus on its regulatory role and in assisting the Department in creating and overseeing policies. Each member has been duly sworn in by the Town Clerk, Mrs. Doucette, and all have completed required ethics training. We are at full board capacity with three appointed members.

Our relationship with the Department Head, Donna Molino and her staff is strong. All parties respect the fact that our Board, despite its statutory requirements, is primarily a policy setting and regulatory Board. Daily operations of the Department are left to those responsible, Ms. Molino and the hierarchy of the Finance Department. Ms. Molino continues to update the board on staff issues and her level of communication with the Board allows us to focus our tasks on the regulatory and policy issues that fall within our responsibility.

The Town of Harwich is awaiting our state certification for growth and property values for FY 2018. This state mandated review has been done in a timely manner, with the competent assistance of our contractor, PK Valuation Group. Taxpayers will be able to view a list of updated valuations in person at the Assessor's Office, Community Center, Brooks Free Library, as well as online through the Assessor's website once available.

It is our intention for tax bills to be sent out in a timely manner for the 16<sup>th</sup> consecutive year. This is our primary function and goal. Any delay in the distribution of tax bills can be costly to the Town in terms of lost revenue and interest.

The Board oversees and approves numerous programs which are available for our Seniors, Veterans, spouses of Veterans, sight impaired citizens and those who may need assistance in paying taxes because of age, infirmity or financial condition. The Board sponsored article, approved at the 2016 Annual Town Meeting to increase the credit for taxpayers in need who are over 65 by filing legislation to expand the local option increase state wide has been filed by Representative Sarah Peake. It is my understanding that she updated the Board on our bill recently at a Board of Selectmen's meeting.

The Board oversees a number of programs available through exemptions and deferrals which are readily available to meet the needs of our community. In addition, we provide the criteria for assessing property in Harwich, the abatement process and timetables to file. A list of these programs is now



available online. A continuous goal is to make the community aware of all programs available to the taxpayers. The Board has continued its outreach in the community by partnering with the Council of Aging to promote the tax work-off program with volunteerism throughout the Town Departments. Currently, there are opportunities for taxpayers to utilize the Senior Tax Work Off provision to lessen their tax burden. Requirements for this program mirror those of the Senior Exemption.

For those taxpayers who disagree with their assessed value, abatement hearings will commence during the month of February, thirty days after mailing of the third tax bill. **We would once again encourage all those who travel during the winter months to pay close attention to their third billing, as the new valuations will be available for the first time, and we must abide by State statute which requires the Board to act upon abatement application within three months.** We will complete this task on time, but cannot extend this period due to late filings. Abatement applications will be accepted at the Assessor's Office between January 1 and February 1, 2018. The 'Application for Abatement' will be available on the Town of Harwich website as of January 1, and may be filed with the Harwich Board of Assessors **after** January 1, 2018, but must be postmarked no later than February 1, 2018 in order to be considered timely filed.

Property Record Cards (PRC) and Town Assessments and Assessor's maps continue to be available on the Town Web site. This technology update has been a direct goal of the Assessors and allows greater productivity for our staff while allowing greater access for our public records. The field appraiser position is now outsourced for better efficiency.

The Board of Assessors meets monthly, Monday's at 5:30 in the Assessor's Office. Our posted meetings are open to the public, with the exception of Executive Sessions. All exemptions, deferrals and abatements are subject to Executive Session, following state and town protocols. During Abatement timeframe we increase our meetings to meet the demands of statutory requirements. Attendance is exemplary, and there are no vacancies at this time. The Board of Assessors is one of the few Harwich Boards to require state certification as a standard for service, and all members are duly certified at this time.

It is our honor and pleasure to assist the taxpayers of Harwich as we continue to meet our fiduciary responsibilities of civic service in carrying out our regulatory role.

## BOARD OF ASSESSORS 3 MEMBERS

Organization Name Board of Assessors	Ethics	Date of Appointment	New Expiration Date	Date Sworn In
<b>MEMBERS</b>				
Jay Kavanagh (2014)	April 21, 2017	June 13, 2016	June 30, 2019	June 28, 2016
Bruce Nightingale (2008)	December 20, 2016	June 19, 2017	June 30, 2020	June 27, 2017
Richard Waystack (2004)	May 9, 2017	June 15, 2015	June 30, 2018	July 6, 2015

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

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

### HARWICH CHARTER

#### Section 6. Board of Assessors

7-6-1 A board of assessors of 3 members shall be appointed by the board of selectmen for 3-year overlapping terms. One member, at least, shall be professionally qualified for the duties of the office.

7-6-2 The deputy assessor 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 board of assessors.

## Capital Outlay Committee

Members: Rich Larios, Chairman  
Chris Harlow, Vice Chairman  
Dana DeCosta  
Joe McParland  
Ed Mc Manus  
Bruce Nightingale  
Pete Wall

During 2017, Bob George retired from the COC after many years of sharing his time and expertise with the Committee. Thanks Bob !

We want to thank our Town Administrator, Chris Clark, for his continuous support and dedicated efforts to further the Committee's understanding of municipal finance and accounting during these difficult fiscal times.

### Changes in the New Plan

1. Departmental implementation of the "Capital Expenditure Request" form that allows for more accurate information for current and future years in the capital budgeting process has begun.
2. The Seven -Year Capital Plan shall start with the next fiscal year as its first year and six years thereafter (2019 – 2025).
3. The result will be our new Capital Plan, covering 2019- 2025, that will be delivered to the Town Administrator by December (by Town Charter). It is currently being worked on with input from various departments and committees and will be ready for submission later this year.
4. The Capital Plan will consider the Debt Service Requirements of the town.
5. The Capital Plan will be presented to the Board of Selectmen by Capital Outlay Committee and the Town Administrator in January,2018. The Plan may have changes prior to Town Meeting.

### Current and Planned Activities

1. We meet monthly and will do so even after the Capital Plan is submitted.
2. We want to be proactive and stay informed of the financial needs of our Town's departments.
3. We continue our site visits to see and better understand of departmental requests for dollars.
4. We want to better understand future costs through Departmental and Committees presentations.
5. We will work with the CPC to understand requests and funding.
6. We want to be aware of big-dollar hits in an effort to keep the plan curve smooth.
7. We want to identify Town assets in terms of possible sale or reuse.
8. We want to develop and champion efforts to better maintain our capital assets (in terms of life extension).

**CAPITAL OUTLAY COMMITTEE**

7 members / 3 yr. term

<b>COMMITTEE</b>	<b>DATE SWORN IN</b>	<b>EXPIRATION</b>	<b>APPOINTED BY</b>
<b>CAPITAL OUTLAY</b>			
<b>BRUCE NIGHTINGALE (BOARD OF SELECTMEN) APPOINTMENT 6/19/2013</b>	JUNE 22, 2016	JUNE 20, 2019	BOS
<b>CHRISTOPHER HARLOW APPOINTED 6/17/2015</b>	JUNE 24,, 2015	JUNE 30, 2018	BOS
<b>RICHARD LARIOS APPOINTED 6/16/2017</b>	JULY 5, 2017	JUNE 30, 2020	TOWN ADMINISTRATOR
<b>PETER WALL APPOINTED 6/12/2014</b>	JUNE 21, 2017	JUNE 20, 2020	TOWN ADMINISTRATOR
<b>JOSEPH McPARLAND (PLANNING) APPOINTED 6/19/2013</b>	JUNE 20, 2016	JUNE 30, 2019	PLANNING BOARD
<b>DANA DECOSTA APPOINTED 12/5/2011</b>		JUNE 30,2018	FINANCE COMMITTEE
			FINANCE COMMITTEE
2 Fin Com	2 BOS	1 Planning Board	2 Town Admin
Dana DeCosta ? FINCOM	Chris Harlow and Bruce Nightingale BOS appointment	Joe McParland Planning Board appointment	Robert George and Richard Larios Town Admin appointments
<b>CHARTER STATES:</b>			
<b>2 MEMBERS FROM BOS 2 MEMBERS FROM FINCOM 2 MEMBERS FROM TOWN ADMIN 1 MEMBER FROM THE PLANNING BOARD</b>			
Suggestion:			
A letter be submitted to the BOS stating the date of a vote taken and the person(s) that would be their representative(s) to the Capital Outlay Committee to be sworn in			

BOARD SECRETARY        MARIE HICKEY        ETHICS FILED ON JANUARY 26, 2017  
NEW STATE ETHICS – DECEMBER 2016 TRAINING CERTIFICATES DUE APRIL 7, 2017

**\*\* REPRESENTS ACKNOWLEDGEMENT OF RECEIPT OF THE SUMMARY OF THE  
CONFLICT OF INTEREST LAW \*\***

	<b>State ethics</b>	<b>Summary</b>
<b>Robert George Christopher Harlow Richard Larios, Chair Joseph McParland Bruce Nightingale Peter Wall Dana DeCosta</b>	<b>January 20, 2017</b>	

#### **HARWICH CHARTER**

##### Section 5. Capital Outlay Committee

9-5-1 A capital outlay committee of 7 members shall be appointed for 3-year overlapping terms. Two members shall be appointed by the finance committee, 2 members shall be appointed by the board of selectmen, 1 member shall be appointed by the planning board, and 2 members shall be appointed by the town administrator.

9-5-2 The capital outlay committee shall assist the town administrator in the development of the capital outlay plan.

##### Section 6. Capital Outlay Plan **[Amended 5-23-2012 by Ch. 103 of the Acts of 2012]**

9-6-1 The purpose of the 7-year capital outlay plan shall be to provide the town with a long range forecast of the town's capital improvement needs and to attempt to keep debt borrowing levels as even as possible from year to year.

9-6-2 A "capital outlay" shall mean the acquisition, construction or renovation of buildings, equipment or land having a total cost of \$50,000 during any budget year and planning funds for any such capital outlay.

**CAPITAL OUTLAY COMMITTEE**

7 members / 3 yr. term

1. Dana DeCosta, *Finance Committee* ..... 432-8655  
167 Chatham Road ..... 05/30/18 (11)  
Harwich, MA 02645 ..... [ddecosta@comcast.net](mailto:ddecosta@comcast.net)  
774-209-9503

**SWORN IN - - - - NO STATE ETHICS ON FILE - ACKNOWLEDGEMENT**

2. Bruce Nightingale ..... 430-1892  
*Board of Selectmen* ..... 06/30/19 (07)  
458 Route 28 ..... [nights458@hotmail.com](mailto:nights458@hotmail.com)  
Harwich Port, MA 02646

**SWORN IN JUNE 22, 2016 – STATE ETHICS ON FILE**

3. Joseph McParland ..... 432-0276  
*Planning Board* ..... 06/30/19 (08)  
4 Joe Anne Way ..... [joemcp4@comcast.net](mailto:joemcp4@comcast.net)  
Harwich Port, MA 02646

**SWORN IN JUNE 20, 2016 – NO STATE ETHICS ON FILE – ACKNOWLEDGEMENT**

4. Robert George ..... 430-8661 (h)  
*Town Administrator* ..... 292-4463 (c)  
7 Harding Lane ..... [rpgeo@comcast.net](mailto:rpgeo@comcast.net)  
Harwich, MA 02645 ..... 06/30/17 (08)

**SWORN IN - - - - - NO STATE ETHICS ON FILE – NO ACKNOWLEDGEMENT**

5. Peter Wall ..... 432-7032  
*Town Administrator* ..... 06/30/17 (07)  
10 McGuerty Road ..... [pfall@comcast.net](mailto:pfall@comcast.net)  
P.O. Box 212  
Harwich, MA 02645

**SWORN IN JUNE 17, 2014 – NO STATE ETHICS ON FILE – NO ACKNOWLEDGEMENT**

6. **Richard Larios, Chairman** ..... 430-1148  
*Finance Committee* ..... 06/30/18 (09)  
10 Whelan Road ..... [richalarios@aol.com](mailto:richalarios@aol.com)  
Harwich, MA 02645

**SWORN IN JUNE 19, 2015 - NO STATE ETHICS ON FILE – NO ACKNOWLEDGEMENT**

7. Christopher Harlow ..... 432-1952  
*Board of Selectmen* ..... 06/30/18 (06)  
11 Harding Lane ..... [harlow515@hotmail.com](mailto:harlow515@hotmail.com)  
Harwich, MA 02645

**SWORN IN JUNE 24, 2015 - NO STATE ETHICS ON FILE – NO ACKNOWLEDGEMENT**

**NOVEMBER 13, 2017**

**TOWN OF HARWICH FINANCE COMMITTEE ANNUAL REPORT TO THE BOARD OF SELECTMEN**

Under the Town Charter, the Finance Committee has two main responsibilities:

Administer the Reserve Fund; and

Make recommendations to the Town Meeting on the Warrant Articles.

**Reserve Fund** – with the start of the new Budget Year on July 1, 2017, we had \$125,000 in the Fund.

To date we have had no requests. After last Monday night's Board of Selectmen's meeting, the Town Administrator informed me there may be one or two requests in the next 3 months.

The Finance Committee, the Town Administrator, and the Town Finance Director continue to communicate well with each other on potential Reserve Transfer requests in advance of their submission for Finance Committee decisions.

The Town Administrator and FinCom have worked well together in discussing various financial matters during the past year. The addition of Ms. Coppola has been a significant addition to the Staff.

**Recommendations on Town Meeting Warrant Articles** - Consistent with the Charter, the Finance Committee considered all of the articles in the May, 2017 Warrant. Again FinCom worked closely with the Town's Finance Director, Town Counsel, Town Moderator, and Article submitters to better understand the intent, targeted need, and predicted costs, if any, of those Articles. The several meetings held with the Board of Selectmen, including the session on the "one-liners" have been useful and we again strongly encourage their continued use.

Thank you.

Respectfully submitted,

Jack E. Brown, Chair

## **11-13-17 ANNUAL FINCOM MEETING WITH SELECTMEN**

### SELECTMEN'S FOUR DISCUSSION TOPICS

- Member attendance/absences - YES
- Are all your members sworn in? - YES
- Is your member's State Ethics testing up to date? – 3 of 6 have not as of 11-7-17
- Are you posting Agendas and Minutes? - YES

### FinCom Chair's Discussion Topics:

Number of FinCom Members – presently only 6 members. Charter calls for 9.

Lost Larry Ballantine to Board of Selectmen

Lost Noreen Donahue to new Wastewater Committee

Lost Rich Larios to Capital Outlay Committee

### Funding of Certain accounts:

OPEB

Stabilization Fund

Proposed Wastewater Infrastructure Fund



Organization Name FINANCE Committee	Ethics	Date of Appointment	New Expiration Date	Date Sworn In
<b>MEMBERS</b>				
Mark Ameres	**	2015	2017	09/28/2015
Larry Ballantine	2/21/2017**	2015	2017	07/15/2015
Jack Brown	4/24/2017**	2015	2017	06/2015
Dana DeCosta	**	2015	2018	06/26/ 2015
Richard Larios	**	2015	2018	06/19/2015
Edward J. McManus	**	2015	2018	05/20/ 2015
Jon Chorey	3/2/2017**	2016	2019	07/20/ 2016
Noreen Donahue	3/14/2017**	2016	2019	05/23/2016
Laura Gillespie-Lee	2/7/2017**	2016	2019	05/23/2016

NEW STATE ETHICS - DECEMBER 2016 TRAINING CERTIFICATES DUE APRIL 7, 2017  
**\*\* Represents Acknowledgement of Receipt of the Summary of the Conflict of Interest Law**

## HARWICH CHARTER

### Section 1. Finance Committee

9-1-1 A finance committee of 9 members shall be appointed by the moderator for 3-year overlapping terms. No member shall serve more than 3 consecutive terms. Any member who has been appointed for a period of at least 2 years to complete an unexpired term shall be deemed to have served a full 3-year term, and any member who has been appointed for a period of less than 2 years to complete an unexpired term shall be eligible to serve 3 consecutive 3-year terms in addition to the period of the unexpired term. C:20

9-1-2 Any person duly appointed to the finance committee shall take up the duties of the office on July 15 of each year.

9-1-3 Vacancies in the finance committee shall be filled by the moderator within 30 days after the moderator has been notified, in writing, of the vacancy on the committee. Any person appointed to fill out an unexpired term shall take up the duties immediately upon taking the oath of office.

9-1-4 No member of the finance committee shall hold any other elected or appointed town office, except for membership in the capital outlay committee.

### Section 2. Submission of Budget and Budget Message

9-2-1 On or before the first day of October of each year, the town administrator shall present the board of selectmen with the current financial assessment of the town including the latest estimated revenues for the ensuing fiscal year and any specific related fiscal data.

9-2-2 On or before the first Tuesday of October of each year, the board of selectmen, after consulting with the town administrator, shall issue a general policy statement to guide the town administrator in developing the budget requests for the ensuing year.

9-2-3 All division directors, department heads and town agencies shall submit their budget requests to the town administrator on or before the first Friday of December of each year.  
**[Amended 11-6-2013 by Ch. 127 of the Acts of 2013]**

9-2-4 On or before the second Tuesday of February, the town administrator shall submit to the board of selectmen a comprehensive budget for all town functions for the ensuing fiscal year and shall submit to the selectmen a budget message.  
**[Amended 11-6-2013 by Ch. 127 of the Acts of 2013]**

9-2-5 The budget message shall explain the budget both in fiscal terms and in terms of what specific projects are contemplated in the year ahead. It shall: a) outline the proposed financial policies of the town for the ensuing fiscal year; b) describe the important features of the budget; c) indicate any major changes from the current year in financial policies, expenditures, and revenues, together with the reasons for such changes; d) summarize the town's debt position; and e) include other material that the town administrator may consider appropriate.

9-2-6 The budget shall provide a complete financial plan for all town funds and activities and shall be in the format that the finance committee may suggest, if the format suggested is compatible with commonly-accepted standards of municipal budgeting. The budget shall indicate proposed expenditures for both current operations and capital projects during the ensuing fiscal year, detailed by divisions, departments, offices, and town agencies.

HARWICH CODE

9-3-1 The board of selectmen and the finance committee shall meet jointly or severally in budget hearings that are considered necessary to adequately review the proposed budget of the town administrator.

9-3-2 On or before the fourth Tuesday of February of each year, the board of selectmen shall submit to the finance committee a budget which has been approved with or without amendments to the town administrator's proposed budget. **[Amended 11-6-2013 by Ch. 127 of the Acts of 2013]**

9-3-3 The finance committee shall conduct 1 or more public hearings on the proposed budget after it has been submitted to it by the selectmen and by March 31 of each year shall submit its written recommendations on the budget and on all articles to appear in the warrant. These written recommendations shall be made available for distribution to the public at least 10 days before the scheduled date of town meeting. To assist in its preparation of recommendations, the committee may require the town administrator, the head of any division or department or any other town officer or member of a town agency to furnish it with appropriate data.

9-3-4 The board of selectmen shall present the budget to town meeting.

Section 4. Budget Adoption

9-4-1 The town meeting shall adopt the budget, with or without amendments, before the beginning of the fiscal year.

POLICY TITLE: Ambulance Fee Waiver Policy

POLICY NUMBER: 17-01

DATE: November 1, 2017

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## RULES AND REGULATIONS FOR ISSUANCE OF WAIVERS OF AMBULANCE FEES

### INTRODUCTION / REASON FOR AMENDED POLICY

Currently, policy 13-02 dated October 15, 2013 has minor conflicts with past and current practice; this amended policy eliminates those inconsistencies.

### POLICY

The policy of the Board of Selectmen is to collect all receivables as generated by the Harwich Fire Department ambulance service with the exception of the cases where payment would create a severe financial hardship. As authorized by Article 75 of the May 9, 1995 Annual Town Meeting, the Board of Selectmen shall appoint one member of the Board of Selectmen as the Waiver Administrator.

### PROCEDURE

1. All patients transported to the Cape Cod Hospital or any other medical facility by the Town of Harwich Fire Department (HFD) shall be billed the full ambulance fee, plus mileage according to the fee schedule adopted by the Board of Selectmen. Each bill shall be submitted to the patient's insurance carrier, Medicare, or similar provider. If there is no insurance carrier or provider and a hardship exists, the recipient of the service must sign a waiver request form, provided by the billing agent, and return the bill and the waiver form to the billing agent. The billing agent will comment and submit the waiver request form to the Waiver Administrator.
2. The Town's ambulance billing company will issue an invoice to the patient covering the cost of the ambulance transport. The reverse side of this invoice will ask for insurance information to be provided by the patient. The Town's ambulance billing company will then bill the insurance company. If no insurance information is provided, the patient is responsible for payment of the bill.
3. The Town will accept insurance company (e.g. Blue Cross, Harvard Pilgrim, Tufts, etc.) Medicare and additional Supplemental Insurance payments. ~~as full payment of ambulance fees.~~ After insurance payments are applied concerted efforts will be taken to collect outstanding balances.
4. If there is no response to the first bill, a second bill will be sent after 30 days with a heading marked "Account is Past Due".
5. If there is no response to the second bill, a third bill will be sent with a heading marked "Account is 60 Days Past Due".

6. If there is still no response, the fourth bill, sent after 90 days, will inform the patient that their account is “Seriously Past Due” and could be sent to a credit bureau/collection agency. Patients with unpaid bills shall be advised that a payment schedule may need to be initiated with the Town Treasurer/Collector. A credit bureau/collection agency will not be involved until after step 6 has been taken and the account file will be turned over to the Waiver Administrator.
7. In cases of financial hardship, ambulance bills may be waived. In order to qualify for a waiver, the following steps must be taken:
  - a. If the individual has private health or accident insurance, Medical Assistance, Medicare, SSI, or general assistance, it must be applied for before being considered for a waiver.
  - b. If there is no insurance or governmental assistance available and only the patient is responsible, a signed and dated statement must be forwarded to the Town Treasurer/Collector stating, “I certify, under the pains and penalties of perjury, that I do not have the financial resources or insurance to cover this ambulance bill.”  
~~Financial status of patient will may be reviewed by Board of Assessors.~~
  - c. The Town Treasurer/Collector shall make a recommendation and forward it to the Waiver Administrator.
  - d. Results of the Waiver Administrator’s decision regarding the disposition of the bill will be transmitted ~~to the billing agent for action, as necessary and~~ to the Town Treasurer/Collector, ~~who will then notify the billing agent.~~ If the waiver is granted, the ~~Waiver Administrator~~Treasurer will send the waiver grant directly to the patient.
8. If no financial hardship is involved, substantial efforts will be made to collect outstanding bills through a collection agency or other means.

First Reading:

## **Harwich Bikeways Committee Charge**

### **Background:**

The town of Harwich is home to a network of bikeways that allows its residents to utilize bicycles for both recreation and transportation.

### **Charge:**

The mission of the Harwich Bikeways Committee is to work with the Harwich DPW and volunteers to develop, maintain, and improve the Old Colony Rail Trail (OCRT), Cape Cod Rail Trail (CCRT), and other recommended bike routes in Harwich. The Committee will make recommendations for the allocation of funds to be used to ensure safety on our bikeways, including but not limited to the purchase of crossing lights at road intersections. Community Education on safe bicycling practices falls within the scope of this Committee and in conjunction with the Harwich Police Department, MASS DOT and other relevant municipal entities.

### **Membership:**

The Committee shall be comprised of 7 members appointed by the Board of Selectmen. Membership terms will be staggered in 3-2-2 manner, consistent with other Town Committees and each term will be 3 years. Reorganization of the Committee Membership will take place July 1 each year.

**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

November 8, 2017

To: Christopher Clark, Town Administrator  
Board of Selectmen  
From: Charleen Greenhalgh, Assistant Town Administrator  
Re: CCMPO MOU Amendments and CCMPO Election

Attached please find two documents:

1. Amended Memorandum of Understanding between the Cape Cod Metropolitan Planning Organization (CCMPO) and MassDOT.
2. Announcement and information regarding the CCMPO Election, MOU and FY2018-2022 TIP Amendment #1.

All of these matters will be taken up at the Monday, November 20, 2017 at 1:00 pm in the Cape Cod Commission Conference Room, 3225 Main Street, Barnstable. Members of the Board of Selectmen have received invitation for the election of the four sub-regional seats to the CCMPO for the term January 1, 2018 – December 31, 2020.

The first document, the amended MOU, is an update of the April 27, 2015 MOU. The CCMPO MOU Amendment is proposed to clarify the role between the CCMPO and the Cape Cod Joint Transportation Committee (CCJTC). The Board, if it wishes, may make comments on the MOU Amendment and either send comments to the CCMPO or provide comments in person at the November 20<sup>th</sup> meeting. I have reviewed the amendments and I do not see anything that would be of concern; however certainly if the Board of Selectmen has comments, they should forward them to the CCMPO. The Amended MOU would be approved and signed by the members of the CCMPO.

The second document has to do with the election of the sub-regional seat to the CCMPO. Harwich is part of Sub-region C (Brewster, Chatham, Harwich, and Orleans). Each member of the Board of Selectmen received a letter dated October 20, 2017 from Glenn Cannon, Technical Services Director with the Cape Cod Commission. This letter also included a ballot and a self-addressed stamped envelope. Members of the Board of Selectmen from each are invited and encourage to attend the November 20<sup>th</sup> meeting to vote for the representative for the Sub-region C seat; however, if you are unable to attend, you should send your ballot in the self-addressed stamped envelope that was sent to each board member. If you are mailing the ballot, it must be received by November 15, 2017 at 4:00 pm.

Please note, if members of the Harwich Board of Selectmen are planning to attend the November 20, 2017 CCMPO meeting you must inform Sandy Robinson, so that she can post this meeting in anticipation of a quorum.

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**From:** Glenn Cannon <gcannon@capecodcommission.org>  
**Sent:** Tuesday, October 17, 2017 3:06 PM  
**To:** Glenn Cannon  
**Subject:** No Action Required - Cape Cod Metropolitan Planning Organization Memorandum Of Understanding  
**Attachments:** Proposed MEMORANDUM OF UNDERSTANDING-October 16 2017-with MPO edits 10162017.pdf

Hello,

As required in the existing Cape Cod Metropolitan Planning Organization, Memorandum of Understanding (MOU), we are notifying all Boards of Selectmen, and the Barnstable Town Council of proposed changes to the attached Memorandum of Understanding.

If you wish to comment, comments are due by November 20, 2017.

The Cape Cod Metropolitan Planning Organization will discuss the proposed changes to the Memorandum Of Understanding at their scheduled meeting on November 20, 2017.

Thank You

Glenn Cannon  
Director of Technical Services  
3225 Main Street, P.O. Box 226  
Barnstable, MA 02630  
(508) 362 - 3828



**MEMORANDUM OF UNDERSTANDING**

MEMORANDUM OF UNDERSTANDING RELATING TO THE COMPREHENSIVE, CONTINUING,  
COOPERATIVE TRANSPORTATION  
PLANNING AND PROGRAMMING PROCESS FOR THE CAPE COD MASSACHUSETTS REGION

By and Between the

Massachusetts Department of Transportation [Secretary/CEO](#)

[Massachusetts Department of Transportation Highway Division Administrator](#)

Barnstable County Commissioners

Cape Cod Commission

Cape Cod Regional Transit Authority

Town of Barnstable, Town Council President

Four Selectmen, each representing one of the four-Sub-Regions

The Mashpee Wampanoag Tribal Council

**WHEREAS**, the Massachusetts Department of Transportation (MassDOT) (formerly the Executive Office of Transportation), under Chapter 25 of the Acts of 2009, has the statutory responsibility for transportation planning and for coordinating activities and programs of the state transportation agencies with regional planning agencies that serve as the principal source of transportation planning for local and regional transportation projects; and, the Massachusetts Department of Transportation (MassDOT) Highway Division (formerly the Massachusetts Highway Department) has the statutory responsibility, under Chapter 25 of the Acts of 2009, for the construction, maintenance and operation of the state roads and bridges and serves as the principal source of transportation planning in the Commonwealth and is responsible for the continual preparation of comprehensive and coordinated transportation plans and programs; and,

**WHEREAS**, the Cape Cod Commission (CCC) is recognized by the Metropolitan Planning Organization (MPO) as the officially designated regional planning agency for the Cape Cod Massachusetts region and as such has statutory responsibility for the coordinated and orderly development of the region, including regional growth planning and transportation planning as provided for under the provisions of the Cape Cod Commission Act (Chapter 716 of the Acts of 1989, as amended) and Chapter 40B of the Massachusetts General Laws. The CCC is comprised of nineteen (19) members, one member from each

of its 15 towns on Cape Cod, a native American representative, a minority representative, a Barnstable County Commissioner, and a Governor's appointee; and,

**WHEREAS**, the Advisory Board of the Cape Cod Regional Transit Authority (CCRTA) is comprised of the chief elected officials or designee of 15 towns that have joined to form a regional transit authority under the provisions of Chapter 161B of the Massachusetts General Laws and the CCRTA has the statutory responsibility for overseeing public transportation on an exclusive basis in the area constituting the authority a Program of Projects (POP) that outlines the expenses of planned operations for the Federal Transit Administration (FTA) will be included in the Transportation Improvement Plan (TIP); the public discussions of the TIP at CCJTC, MPO, and transportation meetings satisfies the POP public hearing requirements of the FTA and are structured to comply with federal and state laws, regulations, executive orders, and related provisions requiring nondiscrimination in public engagement. This includes, but is not limited to Title VI of the Civil Rights Act of 1964 (Title VI), the Americans with Disabilities Act (ADA), and the MA Public Accommodation Law.; and,

**WHEREAS**, the Mashpee Wampanoag Tribe was granted status as an Indian tribe by the federal Bureau of Indian Affairs on or about February 16, 2007; and,

**WHEREAS**, The Executive Office of Transportation & Construction (now the Massachusetts Department of Transportation), the Massachusetts Department of Public Works (now the Massachusetts Department of Transportation, Highway Division), the Cape Cod Regional Transit Authority, and the Cape Cod Planning and Economic Development Commission (now the Cape Cod Commission) on May 19, 1982 signed a Memorandum of Understanding (MOU), (as amended on May 19, 2005, ~~and~~ February 25, 2009 and April 27, 2015) agreeing to work together in undertaking the comprehensive, continuing, and cooperative transportation planning process (3C process), required by the United States Department of Transportation under the provisions of section 134 of Title 23 of the United States Code, as amended, and those of Section 8 of Title 49 of the Federal Transit Act, as amended, and designating the Cape Cod Joint Transportation Committee, formed in 1972, as a regional transportation planning advisory group; and,

**WHEREAS**, the Governor of the Commonwealth, in response to the provisions of the Intermodal Surface Transportation Efficiency Act of 1991 (23 CFR Part 450 and 49 CFR Part 613) as amended, as well as the successor Transportation Equity Act for the 21<sup>st</sup> Century (TEA 21) signed into law as PL 105-178 on June 9, 1998, the successor Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETY-LU) signed into law as PL 109-59 on August 10, 2005 and rules and regulations related thereto, and in view of the responsibility for the transportation planning and programming process of the eleven ~~nine~~ parties to this agreement, hereinafter referred to as the MPO, previously designated representatives from these parties to be the MPO for the Cape Cod region; and,

**WHEREAS**, Section 450.108 of Title 23 of the Code of Federal Regulations provides that, to the extent possible, there be one agreement containing the understanding required by this section with respect to cooperatively carrying out transportation and programming among the MPO, State and publicly owned operators of public transportation services; and

**WHEREAS**, the members of the MPO recognize that transportation planning and programming must be conducted as an integral part of and consistent with the regional planning and development process, and that the process must involve the fullest possible participation by state agencies, local governments, private institutions, other appropriate groups, and the general public; and,

**WHEREAS**, there is a shared interest and desire on the part of the signatories to this MOU to expand the membership of the Cape Cod MPO in order to enhance the participation and perspective of the region's various towns comprising the Cape Cod area.

**NOW, THEREFORE**, the members of the Cape Cod Metropolitan Planning Organization do hereby jointly agree as follows:

#### **OBJECTIVES OF THE FEDERAL 3C TRANSPORTATION PLANNING PROCESS**

- The 3C process is comprehensive, including the effective integration of the various stages and levels of transportation planning and programming for the entire Cape Cod region and examining all modes so as to assure a balanced, equitable, and nondiscriminatory planning and programming effort.
- The 3C process is continuing, affirming the necessity to plan for the short and long-range needs of the regional transportation system, emphasizing the interactive character of the progression from systems planning to project planning, programming, operations and implementation.
- The 3C process is cooperative, requiring effective coordination among public officials at all levels of government, and inviting the wide participation of all parties, public or private, across demographics, at all stages of the transportation planning process.

#### **FUNCTIONS OF THE CAPE COD MPO**

- The Cape Cod MPO shall perform all functions as required in federal or state law including jointly developing, reviewing and adopting the region's annual transportation planning work program, the Regional Transportation Plan, the transportation improvement program and conformity determinations as may from time to time be required of the Cape Cod MPO by federal and state laws and regulations.
- In meeting the provisions of the federal 3C process, the Cape Cod MPO assumes the responsibility for the transportation planning process which may include: initiation of studies, evaluation

and recommendation of transportation improvements and the programming of funds for transportation projects in the region for which funding is sought for implementation. While transportation studies may be conducted by other entities from time to time, the Cape Cod MPO shall monitor their progress and make the final decision for any regionally significant project to be included in the Regional Transportation Plan.

- The Cape Cod MPO shall be a the forum for cooperative decision making by officials of local government, regional planning commission, regional transit authority and state officials representing state transportation agencies for the Cape Cod Region.

#### **MEMBERSHIP OF THE CAPE COD METROPOLITAN PLANNING ORGANIZATION (CCMPO)**

The membership of the Cape Cod Metropolitan Planning Organization shall consist of the following eleven (11) federal, state, regional, local officials or their alternates or designees as described in this section:

- MassDOT Secretary/CEO
- MassDOT Highway Division Administrator
- ~~Chair~~ Representative from of the Barnstable County Commissioners
- Chair of the Cape Cod Commission
- Chair of the Cape Cod Regional Transit Authority Advisory Board
- ~~Chair of the Barnstable County Commissioners~~
- President of the Barnstable Town Council
- Tribal Chairman of the Mashpee Wampanoag Tribal Council
- ~~Tribal Chairman of the Mashpee Wampanoag Tribal Council~~
- One selectmen from each of the following sub-regions:
  - Sub-region A: Towns of Bourne, Falmouth, Mashpee and Sandwich
  - Sub-region B: Towns of Yarmouth, and Dennis,
  - Sub-region C: Towns of Brewster, Harwich, Chatham, and Orleans,
  - Sub-region D: Towns of Eastham, Wellfleet, Truro and Provincetown
- ~~Tribal Chairman of the Mashpee Wampanoag Tribal Council~~

The Barnstable County Commissioner Chair, the Cape Cod Commission Chair, and the Cape Cod Regional Transit Authority Chair, ~~the President of the Barnstable Town Council, and the Tribal Chairman of the Mashpee Wampanoag Tribal Council~~ may each choose a member of their respective Board, Commission, Authority, or Council to serve as an alternate. The Secretary/CEO of MassDOT and the MassDOT Highway Division Administrator may each designate an official from within their ~~respective agencies~~ to serve as its their alternates, regularly represent the agencies. The President of the Barnstable Town Council may designate an official from within the Town of Barnstable to ~~to regularly represent the Town of Barnstable.~~ serve as its his/her alternate. The Tribal Chairman of the Mashpee Wampanoag Tribal Council may designate an official from within the Mashpee Wampanoag Tribe to ~~regularly represent the Mashpee Wampanoag Tribes~~ serve as his/her alternate. Alternates may serve and vote on the Board only in the absence of its original Board member.

The selectman representing each sub-region shall be elected for a three -year term by the selectmen from within their sub-region. Each selectman so elected may appoint another selectman or town official from within that sub-region as an alternate to serve in his/her absence. The election process shall be approved by the Cape Cod MPO and administered by the Cape Cod Commission.

One representative from each of the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Army Corps of Engineers and the National Park Service/Cape Cod National Seashore, the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority, as well as the Chair of the Cape Cod Joint Transportation Committee shall be considered ex-officio, non-voting members of the Cape Cod MPO.

The names of members and alternates shall be submitted to the Cape Cod Commission, acting on behalf of the Cape Cod MPO, as necessary, upon the appointment or resignation of members or alternates.

#### **CHAIR AND VICE CHAIR**

The Chair of the Cape Cod MPO shall be the Secretary/CEO of MassDOT or his/her designee. In the absence of the Chair, the Vice Chair shall conduct the meeting. The Vice Chair shall be elected annually by the voting members of the Cape Cod MPO.

#### **MEETINGS OF THE CAPE COD MPO**

The Cape Cod MPO shall meet at least annually and shall generally meet within Barnstable County. ~~Additional meetings may be called by the Chair, or by the Vice Chair if supported by at least four other members.~~

#### **VOTING**

A quorum of the Cape Cod MPO shall consist of a simple majority [six (6) voting members]. ~~To fill a quorum, the chair may allow a voting member to join the meeting via telephone/video conferencing. Lack of a quorum shall not prevent an officially called meeting from coming to order, discussing agenda items and, if agreed to by a majority of the voting members in attendance, continuing at a later date.~~

When a quorum has been established, votes of the Cape Cod MPO shall require an affirmative vote of a majority of those present members ~~(including the implementing agency, if any), voting in the affirmative on federal certification documents.~~

#### **RESPONSIBLE AGENT FOR REGIONAL TRANSPORTATION PLANNING**

The Cape Cod Commission shall be, by state designation and consistent with applicable federal transportation laws, the primary transportation planning staff for the Cape Cod MPO. The CCC shall maintain a qualified staff of transportation professionals, subject to the availability of federal and state funds. It shall be responsible to the MPO for the maintenance of the 3C transportation planning process and shall conduct transportation planning on behalf of the MPO, including coordination of the sub-region member selection process and staff support for the operation of the Cape Cod Joint Transportation Committee.

#### **REVIEW OF MEMORANDUM**

This Memorandum of Understanding supersedes all previous MOUs and shall become effective upon the date of the signatures of the Secretary/CEO of MassDOT, [the MassDOT Highway Division Administrator](#), [Chair of the Barnstable County Commissioners](#), the Chair of the Cape Cod Commission, ~~and the Chair of the Cape Cod Regional Transit Authority Advisory Board, [Chair of the Barnstable County Commissioners](#),~~ President of the Barnstable Town Council, and the Sub-Region A Representative, Sub-region B Representative, Sub-region C Representative, [Sub-region D Representative and the President of the Mashpee Wampanoag Tribal Council](#). The Signatories shall formally review the contents of this MOU every three years at a minimum, make appropriate changes as may be necessary and mutually agreeable, and record the results of the review in the minutes of the meeting at which the review is conducted. The MPO shall vote to release proposed changes to the MOU for public comment. ~~At the time of the review, the MOU and any proposed changes shall be circulated among all the Boards of Selectmen and the Barnstable Town Council for their review.~~ After a ~~thirty (30)~~ [twenty-one \(21\)](#) day review period, taking into consideration all public comments, the MPO shall vote to endorse, decline or further revise the document. Substantial revisions (as determined by a simple majority of the MPO members in attendance) may require additional public review.

#### **THE CAPE COD JOINT TRANSPORTATION COMMITTEE**

In order to facilitate the implementation of the 3C process and the functions of the Cape Cod MPO, a standing committee, known as the Cape Cod Joint Transportation Committee (CCJTC) has been established to advise the Cape Cod MPO. CCJTC membership is selected, ~~through the Cape Cod MPO~~, in a manner that provides for the involvement of local government officials, transportation professionals

and other representatives of transportation providers or user groups ensuring a broad based transportation planning perspective of its participants. Its principal mission is as follows:

1. To advise the Cape Cod MPO on all matters of policy affecting the conduct of the region's transportation planning and programming process.
2. To put forth recommendations on such regional transportation work activities, plans, studies, project priorities and financial constraints as may be required for the effective operation of the Cape Cod MPO.
3. To provide maximum participation in the transportation planning and programming process by creating a forum and other opportunities to bring together officials of local government, public agencies, transportation providers, interest groups, and residents and members of the public for open dialogue and the exchange of views on current transportation issues.

~~Each Board of Selectmen or Town Council shall select a representative from their Town to serve on the CCJTC. In addition, the CCJTC shall nominate representatives of other organizations to serve on the CCJTC to encourage participation among a broad range of transportation interests and transportation modes. Representation from business, environmental, historic, bicycle, transit, marine, airport, human service and other organizations shall be considered. These nominees, and others, will be considered by the MPO and may be appointed to the CCJTC from time to time. State and federal agencies shall be encouraged to participate on the CCJTC as ex officio, non-voting members.~~

~~In addition, the CCJTC may, from time to time, develop and update organizational by-laws subject to approval of the Cape Cod MPO.~~

In accordance with the Cape Cod Joint Transportation Committee bylaws adopted on April 26, 2016:

The Cape Cod Joint Transportation Committee (CCJTC) shall be comprised of sixteen voting members.

The voting members of the CCJTC shall be derived as follows:

- (1) One member representative shall be from each of the fifteen towns in Barnstable County. This shall, by operation of these bylaws, be the Director of Public Works unless the Board of Selectmen/Town Council of the town appoint a different representative and file its vote with the Chair of the CCJTC. The member representative shall appoint a designee to serve in his/her absence as an alternate and notify the Chair of the CCJTC of this designation. An alternate may only vote if the member is absent.
- (2) A bicycle representative and his/her alternate shall be appointed by a majority vote of the CCJTC.

(3) In the event a voting member is no longer serving the board in that capacity (i.e. has resigned his/her position in writing, is no longer the active Director of Public Works, or has failed to attend four or more consecutive meetings, that voting member may be replaced by that town's Board of Selectmen/Town Council or, in the case of the bicycle representative, by the CCJTC, as provided by clause (1) and (2) above.

These sixteen members (or in his/her absence, his/her alternate) shall each be eligible to vote at CCJTC meetings on business requiring such action provided the member (or his/her alternate) is present at the meeting, or has properly utilized remote participation in accordance with the Open Meeting law and its enabling regulations. Each member town has one vote; the bicycle representative has one vote.

## EXECUTION

The undersigned recognize the complexity of the transportation planning and program process and will endeavor to ensure that all personnel involved in their jurisdiction will cooperate fully in carrying out the intent and provisions of this MOU, and any amendments or additions agreed to by the signatories.

Signatories

Date:

Stephanie Pollack, Secretary/CEO

Massachusetts Department of Transportation (MassDOT)

[Jonathan Gulliver, Administrator](#)

[Massachusetts Highway Division Administrator](#)

Leo Cakounes, Chairmen

Barnstable County Commissioners

Harold Mitchell, Chairmen

Cape Cod Commission

Tom Guerino, Chairmen

Cape Cod Regional Transit Authority (CCRTA)



Eric Steinhilber, President

Barnstable Town Council

R. Patrick Ellis

Sub-region A: Bourne, Falmouth, Mashpee, Sandwich

Sheryl McMahon

Sub-Region B: Dennis and Yarmouth

Sims McGrath

Sub-region C: Brewster, Chatham, Harwich, Orleans

Robert Weinstein

Sub-region D: Eastham, Provincetown, Truro, Wellfleet

Cedric Conwell, Chairmen

Mashpee Wampanoag Tribe

**Sandy Robinson**

---

**From:** Jessica Wielgus <jwielgus@capecodcommission.org>  
**Sent:** Tuesday, November 07, 2017 8:23 AM  
**To:** mark.ells@town.barnstable.ma.us; andy.clyburn@town.barnstable.ma.us; shirley.oakes@town.barnstable.ma.us; joyce.persuitee@town.barnstable.ma.us; tguerino@townofbourne.com; nsundman@townofbourne.com; membury@brewster-ma.gov; sbroderick@brewster-ma.gov; dkalinick@brewster-ma.gov; jgoldsmith@chatham-ma.gov; snealy@chatham-ma.gov; esullivan@town.dennis.ma.us; tcobb@town.dennis.ma.us; jshea@town.dennis.ma.us; lbarr@town.dennis.ma.us; jbebe@eastham-ma.gov; mlorenco@eastham-ma.gov; admin2@eastham-ma.gov; admin@eastham-ma.gov; jsuso@falmouthmass.us; peter.jstaub@falmouthmass.us; cgrasso@falmouthmass.us; Christopher Clark; Charleen Greenhalgh; Sandy Robinson; Ann Steidel; rccollins@mashpeema.gov; wtaylor@mashpeema.gov; cwillander@mashpeema.gov; tvilla@mashpeema.gov; jkelly@town.orleans.ma.us; lsurdut@town.orleans.ma.us; ezarcaro@town.orleans.ma.us; amy davies; dgardner@provincetown-ma.gov; everde@provincetown-ma.gov; gdunham@townofsandwich.net; dlapp@townofsandwich.net; kcoggeshall@townofsandwich.net; dhanelt@townofsandwich.net; townadm@truro-ma.gov; assttownadm@truro-ma.gov; dan.hoort@wellfleet-ma.gov; brian.carlson@wellfleet-ma.gov; jeanne.maclauchlan@wellfleet-ma.gov; dknapi@yarmouth.ma.us; cdwelly@yarmouth.ma.us; ldennehy@yarmouth.ma.us; cdewey@yarmouth.ma.us; tcook@mashpeema.gov; tdaley@town.orleans.ma.us; Elizabeth Paine  
**Cc:** Glenn Cannon  
**Subject:** Action needed on Model posting for CCMPO election November 20, 2017  
**Attachments:** 2017-November-20 MPO Agendatemplate.docx; MPO Election Process\_2017-Approved by the MPO on October 16 2017.docx

**Importance:** High

Good morning,

This is to follow up with the meetings we had with town administrators regarding the upcoming sub-regional Cape Cod Metropolitan Planning Organization, which will be held on Monday, November 20, 2017.

As we had discussed, the Office of the Attorney General has suggested that for Boards of Selectmen which may have a quorum of members in attendance to participate in the sub-regional election, that they have their clerks post an agenda of their participation prior to the meeting.

Attached is a draft model agenda that you may have your town clerk use to post your Board's attendance and participation in that agenda item. **Please note that your Town must post its agenda in the manner it usually does to comply with the Open Meeting Law prior to the end of day Wednesday, November 15<sup>th</sup>.**

Please note that the model posting is the itemized agenda only; it does not cover each town's fulfillment of ADA and other federal or state law requirements, posting date and time requirements, or other posting issues unique to your town.

I have also attached the explanation of the sub-regional election for those who may be interested.

If you have any questions, please do not hesitate to call me at (508) 744 – 1207 if I may assist you.

Sincerely,

Jessica

**Jessica Wielgus**

Commission Counsel

[jwielgus@capecodcommission.org](mailto:jwielgus@capecodcommission.org)



CAPE COD  
COMMISSION

Cape Cod Commission

3225 Main Street | PO Box 226

Barnstable MA 02630

(508) 362-3828 | [www.capecodcommission.org](http://www.capecodcommission.org)

**The Board of Selectmen from the town of Harwich may be in attendance and participate in the following meeting, in particular the Cape Cod Metropolitan Planning Organization Election (item #1 on the agenda)**



CAPE COD  
COMMISSION

**Cape Cod Metropolitan Planning Organization  
Public Meeting Agenda**

**Date/Time:** Monday, November 20, 2017 @ 1:00 PM

**Place:** Cape Cod Commission Conference Room, 3225 Main Street, Barnstable, MA 02630

**Call to order**

**Potential approval of the DRAFT minutes of October 16, 2017**

**Public Comment**

**Cape Cod Metropolitan Planning Organization Election:** The Cape Cod Metropolitan Planning Organization (CCMPO) Chair will conduct the election of the four sub-regional seats (Sub-Region A: Towns of Bourne, Falmouth, Mashpee and Sandwich; Sub-Region B: Towns of Yarmouth and Dennis; Sub-Region C: Towns of Brewster, Harwich, Chatham and Orleans; Sub-region D: Towns of Eastham, Wellfleet, Truro and Provincetown) to the CCMPO for the term January 1, 2018 – December 31, 2020. The Chair will accept votes from members of boards of selectmen in attendance from each Sub-Region, followed by an opening, announcement and tallying of absentee ballots from those board members unable to attend. The Chair will announce the winners of the four (4) sub-regional seats on the CCMPO for the 2018 - 2020 term. - Cape Cod Metropolitan Planning Organization Chair

**Cape Cod Metropolitan Planning Organization (CCMPO) Memorandum of Understanding (MOU)**

**Amendment:** Cape Cod Commission staff will review any public comments received by the CCMPO during its 21-day comment period to a proposed amendment to the Cape Cod Metropolitan Planning Organization Memorandum of Understanding last endorsed on April 27, 2015 by representatives of the Massachusetts Department of Transportation, the Barnstable County Commissioners, Cape Cod Commission, Cape Cod Regional Transit Authority, Town of Barnstable, Town Council President, the four town sub-regional seats and the Mashpee Wampanoag Tribal Council. The CCMPO MOU Amendment is proposed to clarify the role between the CCMPO and the Cape Cod Joint Transportation Committee. CCMPO members will review and consider all public comments received, discuss the proposed amended MOU and potentially vote to whether to adopt the proposed amended MOU. – Jessica Wielgus, Cape Cod Commission Counsel

**Federal Fiscal Years 2018-2022 Transportation Improvement Program (TIP) Amendment #1:** The

Transportation Improvement Program (TIP) is a recommended list of transportation projects to be advertised and eventually constructed using Massachusetts Department of Transportation ("MassDOT"), Federal Highway and Federal Transit Administration funding. Cape Cod Commission staff will review any public comments received by the CCMPO during its 21-day comment period to a proposed amendment to the 2018-2022 Transportation Improvement Program. The Cape Cod Metropolitan Planning Organization will review and consider all public comments received, discuss the proposed amended Transportation Improvement Plan and potentially vote to whether to endorse the Amended 2018-2022 Transportation Improvement Program as described by Cape Cod Commission staff. - Steve Tupper, Cape Cod Commission Technical Services Planner

**Reports:** MassDOT Highway Division District 5 Staff will give a status report on existing and planned transportation projects underway across Cape Cod. Cape Cod Regional Transit Authority and Cape Cod Commission staff will report on recent and upcoming activities that staff has participated in.

**Adjourn**



CAPE COD  
COMMISSION

**Cape Cod Metropolitan Planning Organization (MPO)  
Sub Regional Election Process 2017  
For Term January 1, 2018 – December 31, 2020  
Action Items and Dates**

**Request for Nominations – October 16, 2017**

At the posted MPO meeting to be held on October 16, 2017, the Chair will accept nominations at the meeting for a slate of candidates for consideration for the MPO sub regional representatives for each of the following sub regions of the MPO for a term that runs from January 1, 2018 – December 31, 2020:

Sub region A representative: (Bourne, Falmouth, Mashpee, Sandwich)  
Sub region B representative: (Dennis, Yarmouth)  
Sub region C representative: (Brewster, Chatham, Harwich, Orleans)  
Sub region D representative: (Eastham, Provincetown, Truro, Wellfleet)

Any current sitting member of the Board of Selectmen for each town contained in the sub region may be nominated for consideration (i.e., for sub region A, any selectman from the towns of Bourne, Falmouth, Mashpee or Sandwich may be nominated, for sub region B, any selectmen from Dennis or Yarmouth may be nominated...).

Any current member of a Board of Selectmen in attendance may nominate themselves, any Selectperson from their own town or any of the towns in their Sub Region. Current MPO members in attendance may also nominate any Selectman from any of the towns in the Sub-Region under consideration. The nominated person need not be present to be considered as a candidate.

Once the chair has accepted nominations for all four sub regions, the slate of candidates will be announced at the October MPO meeting. (slated for October 16, 2017)

MPO staff will confirm with each nominated member his/her willingness and ability to serve as a Board member. Should a candidate be unable/unwilling to be on the slate, that person will notify MPO staff and their name will not be placed on the ballot. Should the withdrawal of that name leave a sub region with no candidates, a second request for nominations limited to that Sub region will be held at the regular MPO meeting held in October (currently slated for October 16, 2017), or another MPO meeting held prior to that date.

## **MPO Sub Regional Election – November 20, 2017**

At the posted MPO meeting to be held in November (slated for November 20, 2017), the MPO will conduct a sub-regional election for the four sub regional representative seats on the MPO (Sub region A, B, C, and D) for the period January 1, 2018 – December 31, 2020. Each member of the Boards of Selectmen from the following towns will have one vote: Sub region A (Bourne, Falmouth, Mashpee, Sandwich); Sub region B (Dennis, Yarmouth); Sub region C (Brewster, Chatham, Harwich, Orleans); Sub region D (Eastham, Provincetown, Truro, Wellfleet).

Each current member of the Boards of Selectmen for Sub Region A (Bourne, Falmouth, Mashpee, Sandwich); Sub region B (Dennis, Yarmouth); Sub region C (Brewster, Chatham, Harwich, Orleans); Sub region D (Eastham, Provincetown, Truro, Wellfleet) will have the opportunity to vote at the November, 2017, MPO meeting. Those members who are unable to attend the November, 2017 meeting will have the opportunity to vote by absentee ballot. MPO staff will mail absentee ballots to each member unable to attend the November meeting. Those individuals unable to attend the November MPO meeting should send his/her vote in the enclosed self-addressed, sealed envelope to the attention of CCMPO staff, Glenn Cannon no later than 4:00pm on Wednesday, November 15, 2017.

At the November 20, 2017, MPO meeting, the Chair shall conduct each Sub Regional election individually, beginning with Sub Region A, then B, C and D. For each election, the Chair shall take roll call votes from individual members of the Boards of Selectmen for that Sub region in attendance at the meeting. (i.e., Sub region A, from Towns of Bourne, Falmouth, Mashpee and Sandwich), followed by MPO staff opening each individual absentee ballot for each town in that sub region in the posted meeting and announcing the name of the board member and his/her vote. The votes will be tallied for each sub region and the representative with the highest vote in the sub region wins. In the event of a tie, a run-off election will be held between the tied candidates at the December MPO meeting. Selectmen who were unable to attend the meeting will be notified in writing of the MPO election results by MPO staff.

Title VI Notice of Nondiscrimination: The Cape Cod Metropolitan Planning Organization (MPO) complies with Title VI of the Civil Rights Act of 1964 and related federal and state statutes and regulations. It is the policy of the Cape Cod MPO to ensure that no person or group of persons shall on the grounds of Title VI protected categories, including race, color, national origin, or under additional federal and state protected categories including sex, age, disability, sexual orientation, gender identity or expression, religion, creed, ancestry, veteran's status (including Vietnam-era veterans), or background, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity administered by the Cape Cod MPO. To request additional information about this commitment, or to file a complaint under Title VI or a related nondiscrimination provision, please contact the Cape Cod Commission's Title VI Coordinator by phone at (508)362-3828, TTY at 508-362-5885, fax (508) 362-3136 or by e-mail at [mhevenor@capecodcommission.org](mailto:mhevenor@capecodcommission.org).

If information is needed in another language, please contact the Cape Cod Commission's Title VI Coordinator by phone at (508)362-3828.

Para solicitar una traducción de este documento al Español, por favor llame (508)362-3828

Para solicitar uma tradução deste documento para o Português, por favor ligue (508) 362-3828

COPY



3225 MAIN STREET • P.O. BOX 226  
BARNSTABLE, MASSACHUSETTS 02630

(508) 362-3828 • Fax (508) 362-3136 • [www.capecodcommission.org](http://www.capecodcommission.org)

CAPE COD  
COMMISSION

October 20, 2017

Mr. Larry Ballentine  
Board of Selectmen  
Town of Harwich  
732 Main Street  
Harwich, MA 02645

RE: Cape Cod Metropolitan Planning Organization Sub Regional Election

Dear Mr. Ballentine,

On November 20, 2017, the Cape Cod Metropolitan Planning Organization (CCMPO) will be holding its Sub Regional election for the Town representatives on the CCMPO for the term January 1, 2018 – December 31, 2020. Enclosed is a summary of the Sub regional election process.

As selectman from the Town of Harwich, you have one vote to cast for the candidate of your choice for sub region C, which is comprised of the following towns:

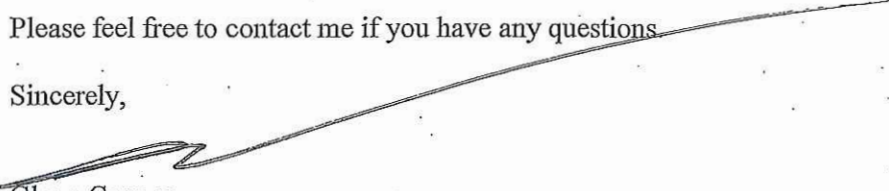
Sub Region C: Towns of Brewster, Chatham, Harwich, and Orleans.

At its meeting on October 16, 2017, the CCMPO accepted nominations and finalized the ballot. The candidate running for representative of Sub Region C on the CCMPO is Alan McClennen.

To cast your ballot, you may attend the election on November 20, 2017 at 1:00pm at the CCMPO meeting at the Cape Cod Commission, 3225 Main Street, Barnstable, MA 02630. In the alternative, you may also vote by marking your choice on the enclosed absentee ballot, placing it in the enclosed self-addressed, stamped envelope, signing the back of the envelope and mailing to my attention to be received no later than by November 15, 2017 at 4:00 pm. Ballots will be opened at the November 20, 2017 CCMPO meeting, and results will be announced.

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

Sincerely,

  
Glenn Cannon  
Technical Services Director

Cc: Christopher Clark, Town Administrator, Town of Harwich  
Charleen Greenhalgh, Assistant Town Administrator, Town of Harwich  
Sandy Robinson, Administrative Secretary, Town of Harwich  
Ann Steidel, Administrative Secretary, Town of Harwich





# Harwich Housing Authority

Telephone 508-430-2390

Fax 508-945-5666

P.O. Box 714 • Harwichport, MA 02646

Board of Selectmen  
732 Main Street  
Harwich, MA. 02645



8/30/2017

To the Board of Selectmen,

At the August 29<sup>th</sup> Regular meeting of the Harwich Housing Authority, Sandra Woodbridge, Judith Underwood and Robert MacCready, all were nominated to be CPC Rep. for the Housing Authority. Sandra Woodbridge removed herself from consideration. Both Judith and Bob had an opportunity to address the board as to why they wanted to be the Rep. on the CPC. Sandra Woodbridge made a motion to take a vote, Randy Pond seconded the motion. Robert MacCready was voted to be the Housing Authority Rep to the CPC with a vote of 4 to 1.

John Stewart

Executive Director  
Harwich Housing Authority





# Harwich Housing Authority

Telephone 508-430-2390  
Fax 508-945-5666  
P.O. Box 714 • Harwichport, MA 02646

## CALL TO ORDER

The August 29, 2017 Regular meeting of the Harwich Housing Authority was called to order at 6:35 p.m. Members present: Robert MacCready, Sally Urbano, Randall Pond, Judith Underwood and Sandra Woodbridge. Members absent, none. Also present: John Stewart Director of the H.H.A.,

APPROVAL OF MINUTES: On a motion presented by Sandra Woodbridge, and seconded by Randy Pond the minutes of the July 2017 meeting were approved.

APPROVAL OF WARRANT: On a motion presented by Sandra Woodbridge, and seconded by Bob MacCready, the 2017-8 Warrant was unanimously approved.

EXECUTIVE DIRECTOR'S REPORT: On a motion presented by Sandra Woodbridge, and seconded by Bob MacCready the Executive Director's report for August 2017 was unanimously approved.

Financial Report: The July report was reviewed. No vote needed. John will ask about Money Market accounts

OLD BUSINESS: We discussed the on-line training, Bob MacCready was the only one who still needed to complete it. Sandra Woodbridge reported on the status of the Housing for the Disabled that Jeff Locantore is trying to set-up. Sandra has been working with Jeff to set-up a non-profit. He is still seeking Board Members.

John will send out information on the Housing Institute so board members can sign up. It was also reported that the HECH/Habitat project receive approval at the Planning Board meeting.

NEW BUSINESS: 1) We discussed the role of the CPC. Randy Pond nominated Sandra Woodbridge to be our representative on the CPC. Sandra asked to be withdrawn from consideration. Sandra Woodbridge nominated Bob MacCready and Judith Underwood nominated herself for consideration as rep. Both Judith and Bob had an opportunity to address the board as to why they wanted to be on the CPC. Sally Urbano then called for a vote. Bob MacCready was voted in as CPC Rep. with a vote of 4 to 1. The board encouraged Judith to start attending the CPC meetings to get a better understanding of it because Bob's appointment to our board may end in May 2018 or sooner. 2) Next we discussed the Buy- Down program. John Stewart told the Board he was planning on requesting funds. \$125,000.00 per house for two or three houses and enough money to cover the Administrative costs. He explained that we had used HAC in the past and were very happy with them and that they typically charge 3% of the market rate price of the homes being purchased. Judith Underwood said that the Admin. Fee seemed high and that we should try to negotiate a better price. After discussing it for a few more minutes Sandra Woodbridge made a motion that we ask for \$400,000.00, \$12500.00 for three houses and \$25,000.00 for the Admin. costs and if the \$25,000.00 was not enough to cover the cost to run the program the Housing Authority would consider using some of our Admin. Funds. Bob MacCready seconded the motion and it was approved. 3) On a motion made by Bob MacCready and seconded by Sally Urbano the Capital Plan was approved. 4) After reviewing the bids Bob MacCready made a motion to approve the lowest qualified bidder, Sandra Woodbridge seconded the motion and the motion carried.

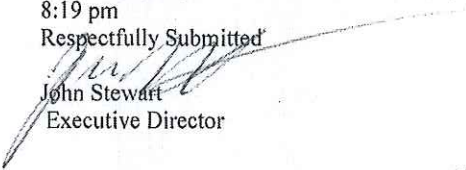
CITIZENS PARTICIPATION- None

Our next regular meeting is September 26<sup>th</sup>.

The meeting adjourned on a motion made by Bob MacCready, seconded by Sally Urbano and approved by all.

8:19 pm

Respectfully Submitted

  
John Stewart  
Executive Director

Email: harwichha@verizon.net

**Town Of Harwich, Massachusetts**  
**SEWER USE RULES AND REGULATIONS**  
**December, 2015**

Pursuant to provisions of Massachusetts General Laws Chapter 83, Section 10, the Town of Harwich hereby establishes the following sewer use rules and regulations (Regulations) governing the use of the wastewater collection system in Harwich, County of Barnstable, Commonwealth of Massachusetts.

While these Regulations will apply to the wastewater collection system throughout the town they have been specifically developed herein for the wastewater collection system to be implemented in the Pleasant Bay Watershed area of Harwich. Wastewater collected in this area will be conveyed to the Town of Chatham wastewater treatment facility. It is anticipated that these Regulations will be modified accordingly for systems to be implemented in other watersheds.

**Purpose**

The purpose of these Rules and Regulations are:

- a) To establish the technical and administrative procedures for making connections to the sanitary sewer system including standards of materials and design;
- b) To establish requirements, restrictions, and controls on the quantities and quality of what may be discharged to the sanitary sewer system; such as discharges that may:
  - 1. Interfere with the operation of the sewer system, pumping station or publicly owned treatment works (POTW) in any way;
  - 2. Pass through the POTW, to the groundwaters, inadequately treated effluent that may cause contravention of standards for these waters or surface waters or cause violation of the POTW's Groundwater Discharge Permit (GWDP) or negatively impact the watershed into which treated effluent is discharged;
  - 3. Reduce the opportunity to reclaim or recycle treated wastewater and/or sludge from the system;
  - 4. Increase the cost or otherwise hamper or limit the disposal of sludges and other residuals;
  - 5. Endanger municipal employees or the public;
  - 6. Cause, directly or indirectly, any public nuisance condition;
- c) To prevent new sources of inflow and infiltration (I/I) and eliminate private source inflow;
- d) To provide for equitable distribution to all users of the POTW, all costs associated with the collection, transmission, treatment, and residuals disposal, and to provide for the collection of such costs; and
- e) To provide for the orderly planning of sewer systems' and treatment systems'

components to improve the health and environmental quality of the Town of Harwich and its people and resources while discharging wastewater into the Chatham Sewer System.

The following rules and regulations are a part of the contract with every person who discharges wastewater into the Town of Chatham Sewer System from the East Harwich area, and governs the relationship between the Town of Harwich and its consumers, contractors and/or developers, and all other persons who install sewers, discharges wastewater, is connected into the sewer system or applies for a connection to the sewer system.

### **Modifications**

Modifications, additions to or rescinding of these Rules and Regulations may take place from time to time as authorized by a Town Meeting as required by Massachusetts General Laws, Chapter 83, Section 10.

Notwithstanding anything to the contrary which may be contained therein, all amendments, changes, modifications, revisions, additions, or rescission of Articles I to XX of the Rules and Regulations shall not be valid without the approval and authorization of a majority vote of Town Meeting.

For items contained in the Appendix, modifications will be authorized by actions of the Harwich Wastewater Commissioners.

**TOWN OF HARWICH  
SEWER USE RULES AND REGULATIONS**

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**ARTICLE I  
DEFINITIONS**

Unless the context specifically indicates otherwise, the meaning of terms used in this ordinance shall be as follows:

**Section 1.** Act,, or “the “Act,, shall mean the Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. 1251, et seq, and the regulations promulgated thereunder, as amended from time to time.

**Section 2.** “Board,, shall mean the Board of Wastewater Commissioners of the Town of Harwich.

**Section 3.** “BOD,, (Biochemical Oxygen Demand) shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures in five (5) days at 20 degrees centigrade, expressed in milligrams per liter (mg/l).

**Section 4.** “Building Drain,, shall mean that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste, and other drainage pipes inside the walls of the building and conveys it to the building sewer. The building drain ends at the building sewer which begins five (5) feet or (1.5) meters outside the inner face of the building’s wall.

**Section 5.** “Building Sewer,, shall mean the extension from the building drain, five feet (5’) or one and one half (1.5) meters outside the inner face of the building’s wall, to the public sewer or other place of disposal.

**Section 6.** “Combined Sewer,, shall mean a sewer receiving both surface runoff water and sanitary sewage.

**Section 7.** “Department of Environmental Protection,, or “DEP,, shall mean the Massachusetts Department of Environmental Protection, established pursuant to M.G.L. Chapter 21, Section 26 or, where appropriate, the Administrator, Director or other duly authorized official of said agency.

**Section 8.** “Director,, (or Superintendent) shall mean the person appointed by the Town of Harwich as the Superintendent of the Wastewater (or Sewer) Department of the Town of Harwich, who is vested with the authority and responsibility for the implementation and enforcement of these rules and regulations or his authorized deputy, agent, or representative.

**Section 9.** “Environmental Protection Agency,, or “EPA,, shall mean the United States Environmental Protection Agency, or, where appropriate, the Administrator or other duly authorized official of said Agency.

**Section 10.** “Garbage,, shall mean solid wastes from the domestic or commercial handling, storage, preparation, cooking, and dispensing or sale of produce.

**Section 11.** “Industrial Wastes,, shall mean any water carried or liquid wastes resulting from any process or industrial manufacturing processes, trade, business, or activity listed in 310 CMR 15.004.

**Section 12.** “Licensed Utility Installer,, or “L.U.I.,, shall mean a person, as defined in Section 15, who upon submitting a License and Permit Bond, Certificate of Insurance, and pays the Utility Installer’s License fee, all of which are approved by the Director of the Sewer Department, is permitted to perform the installation of sanitary sewers or building sewers.

**Section 13.** “Natural Outlet,, shall mean any outlet into a watercourse, pond, lake, or other body of surface ground water.

**Section 14.** “NPDES,, shall mean National Pollutant Discharge Elimination System.

**Section 15.** “Person,, shall mean any individual, partnership, co-partnership, firm, company, corporation, association, joint venture, joint stock company, trust, estate, governmental entity, or their legal representatives, agents or assigns. The masculine gender shall include the feminine, the singular shall include the plural where indicated by the context.

**Section 16.** “pH,, shall mean the logarithm (base 10) of the reciprocal of the concentration of hydrogen ions expressed in grams per liter of solution.

**Section 17.** “Private Wastewater Collection, Treatment, and Disposal Facilities,, shall mean any system, not owned and/or controlled by a municipal (town) sewer department, used for the collection, treatment, and disposal of wastewater from one or more properties.

**Section 18.** “Properly Shredded Garbage,, shall mean the wastes from the preparation, cooking, and dispensing and sale of food that has been shredded to such a degree that all particles will be carried freely under the conditions normally prevailing in public sewers, with no particle greater than one-half (1/2) inch (1.27 centimeters) in any dimension.

**Section 19.** “Public property,, shall mean land, right-of way, or easement owned or controlled by the Town, or other Town, the Commonwealth of Massachusetts, United States government, or any department, political subdivision, or governmental entity.

**Section 20.** “Public Sewer,, shall mean a sewer in which all owners of abutting properties have equal rights and is controlled by a municipal sewer department.

**Section 21.** “Sanitary Sewer,, shall mean a sewer which carries wastewater from residential dwellings or commercial facilities without industrial waters or waste and to which stormwaters, surface waters, and groundwaters are not intentionally admitted.

**Section 22.** “Sewage,, shall mean a combination of the water-carrying wastes from residences, business buildings, institutions, and industrial establishments, together with such materials, surface waters, and storm waters as may be present. The preferred term is wastewater.

**Section 23.** “Sewage Treatment Facility,, shall mean any arrangement of devices and structures used for treating wastewater. The preferred phrase is wastewater treatment facility.

**Section 24.** “Sewage Works,, shall mean all facilities for collecting, pumping, treating, and disposing of wastewater. The preferred phrase is wastewater facilities.

**Section 25.** “Sewer,, shall mean a pipe or conduit for carrying wastewater.

**Section 26.** “Sewer Department,, shall mean the Town of Harwich’s wastewater collection, treatment, and disposal system(s) owned and operated by the Town of Harwich.

**Section 27.** “Shall,, is mandatory; “May,, is permissive.

**Section 28.** “Slug,, shall mean any discharge of water, sewage, or industrial waste which in concentration of any given constituent or in quantity of flow exceeds, for any period of duration, longer than fifteen (15) minutes, more than five (5) times the average twenty-four (24) hour concentration or flows during normal operation.

**Section 29.** “Storm Drain,, (sometimes termed “Storm Sewer,,) shall mean a sewer which carries storm, surface, and drainage waters, but excludes wastewater and industrial wastes, other than unpolluted cooling water.

**Section 30.** “Suspended Solids,, shall mean solids that either float on the surface of, or are in suspension in water, wastewater, or other liquids, and which are removable by laboratory filtering.

**Section 31.** “Town,, shall mean the Town of Harwich, Massachusetts or its legal representative, agent, or assign.

**Section 32.** “Town Administrator,, shall mean the Town of Harwich Board of Selectmen’s appointed Town Administrator.

**Section 33.** “Watercourse,, shall mean a channel in which a flow of water occurs, either continuously or intermittently.

**Section 34.** “Wastewater,, shall mean the liquid and water-carried industrial, non-domestic or domestic wastes, including sewage, industrial wastes, other wastes, or any combination thereof,

from dwellings, commercial buildings, industrial facilities, and institutions, together with any groundwater, surface water and stormwater that may be present.

**Section 34. Abbreviations:**

ANSI	American National Standards Institute
ASTM	American Society for testing and Materials
AWWA	American Water Works Association
BOD	Biochemical Oxygen Demand
CFR	Code of Federal Regulations
COD	Carbonaceous Oxygen Demand
EPA	Environmental Protection Agency
TSS	Total Suspended Solids

**ARTICLE II  
REGULATION OF SEWER FLOW**

**Section 1. Existing Structures.**

Any structure in existence on July 1, 2016, regardless of its flow, may maintain that flow. No person shall modify an existing structure or change its use so as to increase its wastewater flow. Design criteria contained in 310 CMR 15.203, and any Board of Health Regulation modifying such, shall be used to determine whether a proposed modification or change in use shall constitute an increase in wastewater flow. Expansion or modification of existing structures, which may result in increased flow, shall not be allowed unless the increase is in compliance with the Board of Health's Regulations in effect on July 1, 2016.

**Section 2. Determination of Present Wastewater Flow.**

Wastewater flow to the municipal sewer shall be determined using provisions set forth in 310 CMR 15.203: System Sewage Flow Design Criteria, and any local Board of Health Regulation modifying such in effect on July 1, 2016. The owner of any property shall, upon reasonable notice and request, allow an inspection of a property for a determination of flow by an agent of the Board of Health, except that in lieu of this inspection, the owner of the property may submit a floor plan with sufficient detail to account for all outside structure dimensions. This floor plan must bear the signature of approval of a Certified Septic System Inspector.

**Section 3. Undeveloped Parcels.**

For the purpose of determining wastewater flow, any existing lot, otherwise qualified, may be permitted for that wastewater flow as determined under the Board of Health's Regulations in effect on July 1, 2016, or 310 CMR 15,000 et. Seq, whichever is less.

**Section 4. Rebuilding because of fire, flood, storm or other acts of nature.**



A property owner may rebuild a structure destroyed by fire, flood, storm or other acts of nature as a matter of right provided that the new structure does not exceed the wastewater flow of the structure being replaced.

**Section 5. Variances.**

In the case of unusual and substantial hardship, not the result of acts or omissions of the landowner, the Board of Wastewater Commissioners, after a public hearing of which notice has been given by publication and posting for a minimum of two weeks, may grant a variance to this part of the regulation, provided that sufficient capacity exists and such relief may be granted without substantially derogating from the intent or purpose of this regulation or the latest version of the Town of Harwich Comprehensive Wastewater Management Plan (CWMP).

**ARTICLE III  
BUILDING SEWERS AND CONNECTIONS**

**Section 1.** No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the Superintendent. Any person proposing a new discharge into the system or a substantial change in the volume or character of pollutants that are being discharged into the /system shall notify the Superintendent in writing, and receive the Superintendents' written approval at least ninety (90) days prior to the proposed change in discharge or sewer connection.

No person shall construct, uncover, make any connections with or opening into, use, alter or disturb any public wastewater collection, treatment, and disposal facilities or appurtenance thereof without first obtaining a written permit from the Superintendent working on behalf of the Wastewater Commission.

**Section 2.** There shall be two (2) classes of building sewer permits for: (a) residential and commercial service and (b) service to establishments producing industrial wastes. In either case, the owner or his agent shall make application on a special form furnished by the Town of Harwich. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the Superintendent and Director of the Health Department. A permit and inspection fees connection charges, and inspection fee shall be paid at the time the application is filed.

**Section 3.** All costs and expenses incident to the installation and connection of the building sewer to the sewer works shall be borne by the owner. The owner shall indemnify the Town from any loss or damage that may occur either directly or indirectly or occasioned by the installation or repair of the building sewer. Construction of all building sewers shall be performed only by a Licensed Utility Installer.

**Section 4.** A separate and independent building sewer shall be provided for every building; except where one building stands at the rear of another on an interior lot and no private or public sewer is available or can be constructed to the rear building through either: an adjoining alley,

courtyard, driveway, or easement. If these conditions exist, the building sewer from the front building may be extended to the rear building and the whole considered as one building sewer.

**Section 5.** Old building sewers may be used to connect new buildings only when they are found, on examination and test, to meet all requirements of these rules and regulations and are approved by the Superintendent.

Properties with building sewers that will be connected to the sewer system from a septic system, a portion of the existing pipe may be used as part of the building lateral to a public sewer or to a pumping system only if it meets the requirements in the previous paragraph.

**Section 6.** A property that is generating wastewater, where a common sewer is available for connection, shall be connected to the common sewer, within one year (365) days of written notification from the Board of Health, unless the Board determines a different connection schedule following a public hearing. For new construction, connection to the common sewer, where a common sewer is available for connection, shall be completed prior to the issuance of a Certificate of Occupancy.

In the case of construction of new common sewers, or extensions of existing common sewers, said Board of Health written notification shall follow notice from the Board of Water & Sewer Commissioners that said common sewer(s) are complete.

#### **ARTICLE IV USE OF THE PUBLIC SEWER**

**Section 1.** No person shall discharge or cause to be discharged any stormwater, surface water, ground water, roof runoff water, subsurface drainage water, uncontaminated cooling water or unpolluted industrial waters to any sanitary sewer.

**Section 2.** Stormwater and all other unpolluted drainage waters shall be discharged to such systems as are specifically designated as storm sewers or to a natural outlet as approved by the Town Conservation Commission, Town Surveyor of Highways (or equivalent), and/or the Commonwealth of Massachusetts DEP or EPA. Any such discharge may be subject also to an NPDES permit. It shall be the responsibility of the originator of the discharge to obtain all required permits.

**Section 3.** Cleaning, maintaining, and repairing of building sewers, from the building to the property line at the street, shall be done at the expense of the owner, provided there is a manhole or cleanout at the property line. If there is no manhole or cleanout at the property line, the owner shall be responsible for the building sewer from the building to the public sewer.

**Section 4.** No person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewer or wastewater works.

- A. Any liquids, solids or gases which, by reason of their nature or quantity, are or may

be sufficient, either alone or by interaction with other substances, to cause fire or an explosion or be injurious, in any way to the sewage works, or to the operation of the sewage works, or to the safety and welfare of the workers and the public at large shall be prohibited from discharge to the wastewater works. Prohibited materials include, but are not limited to, gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohols, carbides, hydrides, and sulfides, and any other substance which the Director, the Town of Chatham (for Harwich wastewater collected and treated in Chatham), the State, or EPA has determined to be a fire hazard to the sewer works.

B. Any waters or wastes containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any sewage collection or treatment process, constitute a hazard to humans or animals and/or create a public hazard in the receiving waters of the sewage treatment facility.

C. Any water or wastes having a pH less than 5.5 or greater than 9.5 or having any other corrosive property capable of causing damage or hazard to structure, equipment, and/or personnel of the sewage works.

D. Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the sewage works, such as, but not limited to: fish scales, fish gurry, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, diapers, feathers, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails, and paper dishes, towels, cups, milk containers, and etc. .

E. Due to the special nature and environmental needs of the Town and the surface and groundwaters of the Town, no person shall discharge or cause to be discharged wastewater containing nitrogen and/or phosphorus compounds in a concentration greater than 50mg/L. Any non-domestic discharges having concentration greater than 50mg/L shall require a special permit from the Director. Said permit may include sampling, flow measurement, pretreatment, and/or special fees as a condition of permit issuance.

Any non-domestic discharge having a BOD or TSS concentration greater than 300 mg/L shall require a special permit from the Director. Said permit may include sampling, flow measurement, pretreatment, and/or special fees as a condition of permit issuance.

F. Any wastewater which will cause interference or pass through.

**Section 5.** No person shall discharge or cause to be discharged the following described substances, materials, water, or waste if it appears likely in the opinion of the **Director** that such waste can harm the wastewater treatment process, or equipment, have an adverse effect on the receiving stream or can otherwise endanger life, limb, public or private property or cause a nuisance.

Informing his opinion as to the acceptability of these substances, the Director will give consideration to such factors as: the quantities of subject substance in relation to flows and

velocities in the sewers; material use in the construction of the wastewater collection and treatment facilities; nature of the wastewater treatment process; capacity of the wastewater collection and treatment facilities; and other factors which in his judgment are pertinent.

The limitations on wastewater strength or mass discharge contained herein may be supplemented with more stringent limitations when, in the opinion of the Director they are warranted:

- (1) The limitations in this set of regulations are not sufficient to protect the POTW and the sewage works;
- (2) The limitations herein are not sufficient to enable the POTW to comply with applicable water quality standards, the effluent limitations specified in the POTW's groundwater discharge permit, or effluent reuse;
- (3) The POTW sludge or other residuals will be rendered unacceptable for disposal or reuse at the Town of Chatham treatment facility desires as the result of discharge of wastewaters at the above prescribed limitations;
- (4) Municipal employees or the public will be endangered or otherwise affected by nuisance conditions; or
- (5) Air or ground water impacts will be caused.

**The restricted substances are as follows:**

A. Any solid, liquid, vapor, or gas having temperature higher than 65 degrees C (150)degrees F): however, such materials shall not cause the POTW influent temperature to be greater than 40 degrees C (104 degrees F). The Director reserves the right to prohibit or limit the discharge of wastes whose maximum temperatures are lower than 65 degrees C.

B. Any water or waste containing fats, wax, grease or oils, whether emulsified or not, in excess of one hundred (100) mg/l or containing substances which may solidify or become viscous at temperatures between thirty two (32) and one hundred and four (104) degrees F (0 and 40 degrees C).

C. Any garbage that has not been properly shredded to a maximum of one half of an inch (1/2,,), 1.27 centimeters, in any dimension. The installation and operation of any garbage grinder equipped with a motor of three-fourths (3/4) horsepower (0.76 hp metric) or greater shall be subject to the review and approval of the Director.

D. Any waters or wastes containing strong acid iron pickling wastes, or concentrated plating solutions whether neutralized or not.

E. Any waters or wastes containing iron chromium, copper, zinc, and similar objectionable or toxic substances; or wastes exerting an excessive chlorine requirement, to such degree that any such material received in the composite sewage at the sewage works exceeds any limits established by EPA or DEP for such material.

F. Any waters or wastes containing phenols or other taste or odor producing substances in concentration exceeding limits, established by the Director, as necessary, after treatment of the composite sewage to meet the requirements of the State, Federal, or other public agencies having jurisdiction over sewage treatment facilities' discharge to receiving waters.

G. Any radioactive wastes or isotopes of such half-life or in concentration as may exceed limits, established by the Director and not in compliance with applicable State or Federal regulations.

H. Any water or wastes having a ph in excess of 9.5.

I. Materials which exert or cause:

1. Unusual concentrations of inert suspended solids, such as, but not limited to: fullers earth, lime slurries, and lime residues or of dissolved solids, such as, but not limited to: sodium chloride and sodium sulphate.
2. Excessive discoloration (such as, but not limited to: dye wastes and vegetable-tanning solutions).
3. Unusual BOD, chemical oxygen demand, or chlorine requirements in such quantities as to constitute a significant load on the sewage works.
4. Unusual volume of flow or concentration of wastes constituting "slugs,, as defined herein under Article 1, Definitions.

J. Waters or wastes containing substances which are not amenable to treatment or reduction by the sewage treatment processes employed, or are amenable to treatment only to such degree that the sewage treatment facilities' effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.

K. Concentration and/or mass-based limits-No person shall discharge, directly or indirectly, into the sewer works, wastewater containing any of the following substances in concentrations exceeding those specified below on either a daily basis or an instantaneous basis, except by permit. Limits are applicable at the point of exit from a property to the public sewer.

POLLUTANT                      CONCENTRATION: PARTS PER MILLION (mg/L)

Arsenic as As	0.05
Barium as Ba	5.0
Boron as B	5.0
Cyanides as Cn (amenable)	0.1
Fluoroide as F	20
Chromium (total)	1.0

Chromium (Cr+6)	0.1
Magnesium as Mg	100
Manganese as Mn	5.0
Copper as Cu	1.0
Zinc as Zn	1.0
Cadmium	0.07
Lead	0.1
Tin	2.0
Silver	0.1
Mercury	0.01
Nickel	1.0

Note: All metals are to be measured as total metals.

**Section 6.** If any waters or wastes are discharged, or are proposed to be discharged to the public sewers, which contain the substances or possess the characteristics enumerated in Section 5 of this Article, and which in the judgment of the Director may have a deleterious effect upon the sewage works, processes, equipment, or receiving waters or which otherwise create a hazard to life or constitute a public nuisance, the Director may:

- A. Reject the wastes.
- B. Require pretreatment to an acceptable condition before discharge to the public sewers.
- C. Require control over the quantities and rates of discharge and/or
- D. Require payment to cover the added cost of handling and treating the wastes not covered by existing taxes or sewer charges.

If the Director permits the pretreatment or equalization of waste flows, the design and installation of the pretreatment facility and equipment shall be subject to the review and approval of the Director and subject to the requirements of all applicable codes, ordinances, and laws.

**Section 7.** Grease, oil, and sand interceptors shall be provided when, in the opinion of the Director they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand, or other harmful ingredients; Except such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of the type and capacity approved by the Director, and shall be located as to be readily and easily accessible for cleaning and inspection. MDC Grease Interceptors shall be installed in the building sewer serving restaurants or hotels, boarding houses that prepare and serve food or business of a similar nature. Maintenance, operation, and repair of all installed interceptors shall be at the expense of the owner and subject to the inspection by the Director or his authorized representative.

1. Grease traps shall be inspected monthly, for the months in use, by a duly appointed representative of the Town and shall be cleaned by a licensed septage

hauler whenever the level of grease is 25% of the effective depth of the trap or at least every three months whichever is sooner. Facility owners/operators shall be responsible for notifying the Wastewater Department of extended periods of time (one [1] month or more) when the grease trap is not in use (i.e. the facility will be closed) to avoid being inspected and billed for those months.

2. Following pumping of a grease trap the grease trap shall be filled with treated water from the WPCF to a point above the discharge pipe.

**Section 8.** The owner of any property serviced by a building sewer carrying industrial wastes shall install a suitable control manhole together with such necessary meters and other appurtenances, as determined by the Director, in the building sewer to facilitate observation, sampling, and measurement of wastes. Such manhole shall be accessible and safely located, and shall be constructed in accordance with plans approved by the Director. The manhole shall be installed by the owner at the owner's expense and shall be maintained by owner so as to be safe and accessible at all times.

**Section 9.** All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in this ordinance shall be determined in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater," published by the American Public Health Association and 40CFR, Part 136, and shall be determined from suitable samples taken at the control manholes provided. In the event that no special manhole has been provided, the control manhole shall be determined by the Director. (Normally the control manhole will be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected). Sampling shall be carried out by customarily accepted methods to reflect the effect of constituents upon the sewer works and to determine the existence of hazards to life, limb, and property. (The particular analyses involved will determine whether a twenty-four (24) hour composite of all outfalls of a premise is appropriate or whether a grab sample for samples should be taken. Normally, but not always, BOD and suspended solids analyses are obtained from 24 hour composites of all outfalls, whereas pH's are determined from periodic grab samples or continuous monitors).

**Section 10.** No statement contained in this Article shall be construed as preventing any special agreement or arrangement between the Town and any industrial concern whereby any waste of unusual strength or character may be accepted by the Town for treatment, subject to payment therefore, provided that such agreements do not contravene any requirements of existing federal, state, or local laws and are compatible with any user charge and industrial cost recovery system in effect.

## ARTICLE V PROTECTION FROM DAMAGE

**Section 1.** No person shall maliciously, willfully or negligently break damage, destroy, uncover, deface, or tamper with any structure, appurtenance or equipment which is a part of the

sewage works. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct.

## **ARTICLE VI POWER AND AUTHORITY OF INSPECTION**

**Section 1.** The Director and other duly authorized employees of the Town of Harwich Wastewater Department, bearing proper credentials and identification, shall be permitted to enter all properties for the purpose of inspection, observation, measuring, sampling, and testing in accordance with the provisions of this ordinance. The Director, or his representatives, shall have no authority to inquire into any processes including metallurgical, chemical, oil refining, ceramic, paper, or other industries beyond that point having a direct bearing on the kind and source of discharge to the sewers or waterways or facilities for wastes treatment.

**Section 2.** While performing the necessary work on private properties, referred to in Article VII, Section 1., above, the Director, or duly authorized representative of the Director shall observe all safety rules applicable to the premises established by the owner or occupant person and the owner and/or occupant person shall be held harmless for injury or death to the Director's representative and the Town shall indemnify the owner and/or occupant person against loss or damage to its property by Director's representatives and against liability claims and demands for personal injury or property damage asserted against the and owner /or occupant person and growing out of the gauging and sampling operation, except as such may be caused by negligence or failure of the owner and/or occupant person to maintain safe conditions as required in Article V Section 9.

**Section 3.** The Director, and other duly authorized representative of the Wastewater Department, bearing proper credentials and identification shall be permitted to enter all private properties through which the Town holds a duly negotiated easement for the purpose of, but not limited to: operation, inspection, observation, measuring, sampling, repairing, and maintenance of any portion of the sewage works lying within said easement. All entry and subsequent work, if any in said easement, shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved.

## **ARTICLE VII PENALTIES**

**Section 1.** Any person found to be violating any provisions of these Rules and Regulations except Article IV shall be served by the Town with written notice stating the nature of violation and the offender shall permanently cease all violations. The Director may immediately halt or prevent any discharge of pollutants which reasonably appears to present an imminent endangerment to the health or welfare of persons. In the event that the Director determines that a discharge of pollutants reasonably appears to present an imminent endangerment to the health or



welfare of persons, the Director may provide informal (oral or written) notice of such determination to the discharger. The offender shall, within the period of time stated in such notice, permanently cease all violations by immediately stopping or eliminating such discharge and shall submit written proof of the elimination of the discharge to the Director within forty-eight (48) hours of receipt of notice of the Director's determination. If said person fails to voluntarily halt such discharge, the Director will take such actions as deems necessary to prevent or minimize endangerment to the health or welfare of persons. Such actions may include, but are not limited to: seeking temporary injunctive relief, entry onto private property to halt such discharge, severance of the sewer connection, suspension of wastewater disposal service, suspension or revocation of a discharge permit, and/or implementation of legal action. After such discharge has been halted, the Director may take such other and further actions as may be necessary to ensure elimination of said discharge and to ensure compliance with the terms of these Rules and Regulation and any discharge permits issued hereunder.

**Section 2.** Any person who shall continue any violation beyond the time limit provided for in Article VIII, Section 1 shall be guilty of a misdemeanor, and on conviction thereof, shall be fined an amount not exceeding five thousand dollars (\$5,000) for each day for each violation of any provisions of these Rules and Regulations. Each day in which any such violation shall continue shall be deemed a separate offense. These penalties are stated in the Massachusetts General Laws, Chapter 83, as amended by Chapter 174 of the Acts of 1987. Enforcement action shall be considered to begin immediately upon discovery of the violation for the purpose of calculating penalties, etc.

**Section 3.** Any person violating any of the provisions of this ordinance shall become liable to the Town for any expense, loss or damage occasioned by the Town by reason of such violation.

**Section 4.** Neither the Town nor any of its employees shall be liable for damages arising out of a malfunction of the system including, but not limited to, backups.

## **ARTICLE VIII VALIDITY**

**Section 1.** All ordinances or parts of ordinances in conflict with these Rules and Regulations of the Sewer Department are hereby repealed.

**Section 2.** The invalidity of any section, clause, sentence, or provision of this ordinance shall not affect the validity determined by the Board as to which of any other part of this ordinance which can be given effect without such invalid part or parts.

## **ARTICLE IX COLLECTION OF SEWER AND SERVICE CHARGES:**

Sewer bills are due payable within thirty (30) days from the date of issuance. All sewer bills that are outstanding after 30 days will be mailed a demand notice which shall be due within fourteen (14) days. The demand notice shall include a demand charge and interest on the outstanding balance. Interest shall accrue at the statutory rate applicable to property taxes as stated in Massachusetts General Law Chapter 59, Section 57. If the charges are still unpaid after the due date of the demand notice, a hand delivered notice will be posted on the premises being served one week before sewer service is turned off or plugged. In order to turn off or plug a sewer service without causing a health problem the water service shall also be turned off. If the water service shall be turned off for non-payment of the sewer service charges, the water service will not be turned on until all past charges are paid in full, including all expenses associated with collection of such sewer charges and the shut off of water service. Such shut off of water charges shall be as approved by the Water Commissioners as water rates and charges of the Water Department.

**ARTICLE X  
GRIEVANCE AND VARIANCE PROCEDURE:**

A person who seeks a variance or feels aggravated due to the interpretation of these Rules and Regulations as it affects them shall have recourse, without prejudice or retribution, to seek a response to the alleged situation, condition, problem or misunderstanding in the following manner:

Step 1. The person shall present the issue to the Director in writing using the forms available at the Wastewater Departments' office, documenting the time and/or dates of the circumstances and reasons for a variance request or said grievance. The person may expect a reply to the request for variance or grievance within thirty (30) days from the date of filing with the Director.

Step 2. Should the issue not be resolved with the response from the Director or not received within thirty (30) days, the person may take the issue to the Wastewater Commission. Such submission shall include copies of all written documentation of the variance request or said grievance, with all sequence of actions or inactions taken to date.

The Wastewater Commission will use its best effort to hold a hearing within forty-five (45) days of receipt of an application for a abatement, variance or grievance request, and shall render a decision within forty-five (45) days after holding such hearing on the application for a abatement, variance or grievance request.

Step 3. Should the issue not be resolved with the response from the Wastewater Commission or not received within forty-five (45) days after the Wastewater Commission closes the hearing on a person's application for abatement, variance or grievance request, the person may take the issue to the Board of Selectmen. Such submission shall include copies of all written documentation of the variance request or said grievance, with all sequence of actions or inactions taken to date. The Board of Selectmen will use their best effort to hold a hearing within sixty (60) days of receipt of an application for an abatement, variance or grievance request and shall render a decision within forty-five (45) days from date of the hearing.

**ARTICLE XI  
ORDINANCE IN FORCE**

**Section 1.** This ordinance shall be in full force and effect from and after its passage, approval, recording, and publication as provided by law.

**APPENDICES**

Appendix A: Design of Sewers

Appendix B: Construction Technical Specifications

**APPENDIX A  
DESIGN OF SEWERS**

**Section 1. General**

Wastewater collection systems shall be designed separately from stormwater systems. Wastewater collection systems shall not allow for the introduction of rain water, noncontract cooling water, and groundwater from foundation drains, sump pumps, surface drainage or any other source of inflow. Overflows from wastewater collection systems shall also not be permitted.

New sanitary sewers and all extensions to sanitary sewers owned and operated by the Town of Harwich shall be either gravity sewers or low pressure sewers in accordance with the Town's approved wastewater treatment facility plan, and shall be designed by a professional engineer licensed to practice in the Commonwealth of Massachusetts, in accordance with the Guides for the Design of Wastewater Treatment Works (TR-16), and in strict accordance with appropriate Massachusetts codes and the Town of Chatham Rules and Regulations of the Sewer Department. Plans and specifications shall be submitted to and approved by the Director before initiating any construction. The design shall anticipate and allow for flows from all possible future extensions or development within the immediate drainage area in conformance with Town planning documents.

**Section 2.** Building sewers shall be constructed of such materials and shall be a minimum four (4,) inch diameter pipe for single family residential connections and six (6,) inch diameter pipe for multi-family, commercial or industrial connections or as the Superintendent may determine. Sewer pipe shall be made from: ductile iron with the outside coated with extra heavy bituminous coating approved for buried utilities and the inside cement lined, minimum schedule 35 P.V.C. or acceptable substitute approved by the Superintendent. The building sewer shall be laid straight in line and grade.

Single family residential building sewers must have watertight wye cleanouts, with H-20 rated valve frame and cover box, with the word "SEWER,, in raised lettering, at all locations where pipe size, slope or direction changes and at the property line. Additional cleanouts may be required for runs of 100 feet or more, or at the discretion of the Director. The cleanout shall be brought to within four (4,,) inches below final grade, except for paved surfaces, (bituminous concrete, concrete, paving blocks, etc.) the cover shall be flush with the finished surface. Cleanouts in pressure sewers shall be located and constructed per the manufacturer's recommendation.

For multi-family, commercial or industrial sewer connections manholes shall be used at all locations where pipe size, slope or directions changes. Commercial or industrial sewer connections shall include a sampling station, to be used for discharge sampling, located in the road layout at the property line. The sampling station shall consist of a precast manhole with approved frame & cover.

#### Pressure Sewer Laterals:

If building is to be connected to a low pressure sewer or requires a pump to lift sewage to a gravity sewer, the gravity portion of the installation shall meet the requirements of the previous paragraph. The pressure pipe shall be minimum 1-1/4 inch diameter if a grinder pump is used and 2-inch diameter if a grinder pump is not used or other such larger size if the sewage flow and characteristics differ from a single-family residence.

#### Materials

Polyethylene for 1-1/4 --inch pipe through 4 inch pressure pipe with material conforming to ASTM D3350, Type PE-4710 HDPE pressure Class PC 200, SDR-11. Fittings for use with polyethylene pipe and tubing shall be manufactured and furnished by the pipe supplier and in conformance with AWWA C901 requirements. Joints for polyethylene pipe shall be jointed by the butt fusion method in a manner recommended by the pipe manufacturer.

Polyvinyl Chloride (PVC) Pipe- ASTM D2241 PVC pressure pipe material conforming to ASTM D1784, minimum class SDR 21 for pipe 1-1/4-inch through 4-inch, push-on joint conforming to ASTM D3139 with flexible elastomeric gaskets conforming to ASTM F477.

A ball valve with curb stop and check valve shall be installed on all low pressure and force mains, as close as feasible to a property line. Ball valves for low pressure sewers shall be true union type constructed from PVC Type I cell classification with EPDM O-rings. All valve components shall be replaceable. Ball valves 2 inch and smaller shall be pressure rated to 235 psi, while valves larger than 2 inches shall be rated to 150 psi. Ball valves shall have a Safe-T-Block seal carrier to stop flow in either direction, allowing safe removal of the downstream union nut for system service or modification. Ball valves shall be true union ball valves as manufactured by Spears Manufacturing Company, or equal. Check valves for low pressure sewer laterals shall be made of stainless steel or fabric-reinforced synthetic elastomer to allow for a positive seal with minimum backpressure. Check valves shall be true union ball check valves.

Curb stop valves shall be of brass or bronze construction and two rubberized O-ring seals to provide pressure-tight seal. Curb stop valves shall be figure H-15204 as manufactured by Mueller-Oriseal, B22 as manufactured by Ford Meter Box Company, Hayes, Nueseal, or equal. Curb boxes shall be 2-1/2 inch shaft size two-piece screw type. They shall be adjustable from 48-inch to 72-inch. Curb boxes shall be constructed of cast iron and thoroughly coated with two coats of asphaltum varnish. Curb box shall be stainless steel supplied with a hole in the "U," portion for the insertion of a stainless steel pin. Pins shall be supplied and shall be made of stainless steel. Curb boxes shall be as manufactured by Ford Meter Box Company, Mueller Company, or equal.

Gravity or low pressure pipe shall have magnetic marking tape 2 inches wide with the words "SANITARY SEWER BELOW," installed not more than two (2') feet below finished grade on all mainline and service laterals.

**Section 3.** Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. All buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer or public sanitary sewer, as specified by the Director.

#### Low Pressure Grinder Pumps or Lift Pumps:

Each property serviced by a low pressure sewer shall have a dedicated pre-manufactured pump station suitable for the flow, pressure and other conditions defined by the property and the public sanitary sewer. The station shall include an in-ground self contained unit with submersible motor, level controls, sensors, alarms, and an emergency generator pulg-in connection. Properties whose sewage quantities and characteristics are equivalent to four or more families shall install a duplex pump. Refer to further requirements in Article IV-Design of Sewers, Section 11- Grinder Pump Systems.

**Section 4.** No person shall make connection of roof downspouts, exterior foundation drains, areaway drains, or other sources of surface runoff or ground water to a building sewer or building drain which is connected directly or indirectly to a public sanitary sewer.

**Section 5.** Exhaust from engines, blowoff from boilers, drainage of gasoline or any explosive liquor, liquids, or other flammable substances shall not be permitted to be discharged into any building sewer which is connected directly or indirectly to a public sanitary sewer. At the time a connection is made to the Town's sanitary sewer system, the interior plumbing shall be inspected to ensure that no connections to roof drains, yard drains, foundation drains, sump pumps, or other sources of drainage water is connected to the sanitary sewer.

**Section 6.** The connection of the building drain into the building sewer shall conform to the requirements of the building and plumbing code or other applicable rules and regulations of the Town.

**Section 7.** The Licensed Utility Installer, listed on the approved sewer connection permit, shall notify the Water and Sewer Departments, a minimum of 72 hours, before the building sewer will be ready for connection to the public sewer. The Director will schedule the time and date when he or his representative will be available to perform an inspection of the building sewer's connection to the public sewer, connection shall be made only under the supervision of the Director or his representative.

**Section 8.** All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property and/or private property disturbed in the course of the work shall be restored in a manner satisfactory to the Director.

**Section 9a.** Plumbers and private contractors, of established reputation and experience, who have paid the required filing fees, as stated in Section 13b, and have provided the required license and permit bonds, as stated in Section 13c, and have submitted a Certificate of Insurance with required coverage, as stated in Section 13d, may be approved by the Director as a Licensed Utility Installer (L.U.I.).

Applicants for licenses for installing sewer main and sewer services shall attend a training seminar on the installation of low pressure pumps that is conducted by the manufacturer, and the applicant shall show evidence of course completion.

Note: The installation of grinder pumps may require other permits such as, but not limited to: electrical and plumbing.

**Section 9b.** Applicants for licenses as sewer main and sewer service installers (Licensed Utility Installer) are required to pay a filing fee. As set by the Board (see rates and fees schedule).

**Section 9c.** Applicants for licenses as sanitary sewer and building sewer installers (Licensed Utility Installer) shall obtain a License and Permit Bond in the amount of Five Thousand (\$5,000.00) Dollars or an amount equal to 100% of the construction cost of any proposed sewer connection located within or on public property or an amount approved by the Director, whichever is greater. Said license and permit bond shall remain in full force and effect for a period of one (1) year from date of acceptance by the Town of the L.U.I.'s last sewer connection. This bond will guarantee that the Licensed Utility Installers (L.U.I.) will comply with the statutes, regulations, or ordinances of the Town of Chatham. The license and permit bond shall be duly executed by the Principal of the L.U.I. and by a Surety Company qualified to do business under the laws of the Commonwealth of Massachusetts and satisfactory to the Director.

**Section 9d.** Before any Licensed Utility Installer performs any work in, on, under or around streets, sidewalks and property belonging to the Town of Chatham, it will be necessary for him to furnish, simultaneously with the submittal of the License and Permit Bond, a Certificate of Insurance showing that the contractor has the following coverage:

- |    |                                                                                               |                                    |                                  |
|----|-----------------------------------------------------------------------------------------------|------------------------------------|----------------------------------|
| 1. | General Liability -                                                                           | \$500,000<br>\$500,000-\$1,000,000 | Property Damage<br>Bodily Injury |
| 2. | Automotive Liability-                                                                         | \$500,000<br>\$500,000-\$1,000,000 | Property Damage<br>Bodily Injury |
| 3. | Workmen's Compensation and Employer's Liability as required under Massachusetts General Laws. |                                    |                                  |
| 4. | Insurance shall include coverage for collapse of underground structures.                      |                                    |                                  |
| 5. | Insurance shall include coverage for projects completed operations.                           |                                    |                                  |

All above insurance coverage shall remain in full force and effect for a period of at least one (1) year from the date of acceptance by the Town of the last sewer connection installed by the L.U.I. The L.U.I. shall take all responsibility for the work, and take all precaution for preventing injuries to persons and property in or about the work.

**Section 9e.** The L.U.I. shall pay all debts for labor and materials contracted for or by him on account of the work and shall assume the defense of and indemnify and save harmless the Town of Chatham and its Officers and Agents from all claims relating to labor and or alleged infringement of inventions, patents, or from injuries to any person or corporation caused by the acts of negligence of the L.U.I. any of his agents or employees, or any subcontractor, in doing the work or in consequence of any improper materials, implements, or labor used therein.

**Section 9f.** Before the L.U.I.'s License and Permit Bond or any coverage listed in the L.U.I.'s Certificate of Insurance expires, the L.U.I.'s shall send a revised License and Permit Bond or Certificate of Insurance to the Water and Sewer Department showing that the bond or insurance coverage, is still in place. The Licensed Utility Installer shall NOT perform any work in, on, under or around streets, sidewalks and property belonging to the Town of Chatham or any other public property if their License and Permit Bond or any coverage listed in their Certificate of Insurance has elapsed.

**Section 9g.** Approved Licensed Utility Installers will renew their Utility Installers Licenses by submitting a revised License and Permit Bond, Certificate of Insurance, and License Fee by January 1st of each year. All Utility Installers' Licenses expire at Midnight, December 31st of each year.

**Section 10.** All sanitary sewer extensions shall require inspection by a qualified inspector or the Director may determine that a building sewer installation or repair will require full time inspection by a qualified inspector. In either case the Director will designate a private inspector as Town Inspector who shall represent the interest of the Town of Chatham during construction of any sanitary sewer extension or building sewer installation or repair, and will monitor and inspect the ongoing progress of the work, full-time observation is required. The costs for the

services performed by said Town Inspector shall be paid by the developer or owner, through the Water and Sewer Departments. Flows will not be permitted to be discharged from any service connection until a Certificate of Compliance is submitted by the Town Inspector and the report is approved by the Director.

**Section 11.** After the completion of any building sewer's repairs or connection to the municipal sewer, the L.U.I. shall fill out a sewer connection tie card, on the forms provided at the Water and Sewer Departments' office, for each building sewer the L.U.I. has performed work on. The tie-card shall be completed before the inspection of the L.U.I.'s work, and before the L.U.I. backfills the building sewer and connection to the municipal sewer.

**Section 12.** After completion and before the final inspection of any sanitary sewer connection or building sewer connection for residential dwellings with four (4) or more dwelling units, industrial connections, commercial connections with five (5) or more water closets, commercial connection with industrial water or waste, connections of private sewer system or whenever the Director requires, the Licensed Utility Installer, developer or owner will furnish a reproducible mylar "as-built,, drawing (1,, = 20') to the Director. The as-built drawing(s) shall contain a plot plan(s) with building(s) and highway layouts, sewer layouts with profiles, force mains, force main gates, pump station(s), pump station(s) details, and descriptions of each building sewer showing the depth of all connections, pipes, and manholes, using buildings or other permanent markers as reference points. The as-built drawing (s) shall contain any other information deemed necessary by the Director.

**Section 13. Alternative Sewer Collection Systems:**

Sewer collection systems not stated in these Rules and Regulations of the Sewer Department shall only be permitted with the Director's conditional approval.

**Section 14. Design Capacity and Design Flow**

Design Factors:

Peak hourly sewage flow

Additional peak flows of industrial and commercial wastes

Maximum groundwater infiltration

Topography of the immediate area

Difficulty of installation

**Design Period:**

Sewage collection systems shall be designed for a life span



of 50 years, and interceptor sewers shall be designed to handle the maximum capacity of uses in the drainage area as determined by the Director.

**Design Flow:**

Submit a detailed description of the procedures used for calculating sewer design flow to the Director.

The Massachusetts 310 CMR 15.000, the State Environmental Code, Title 5, shall be used for calculating the design flow for sewers. If the Massachusetts 310 CMR 15.000, the State Environmental Code, Title 5, does not have a flow rate for the proposed use, the following methods may be used with the approval of the Director:

Flow Related to Water Consumption;

When available, use existing sewage flow and/or consumption data as a basis for sewer design. If such data are not available, using flow data from a similar community or users;

Per Capita Flow;

Where actual flow data cannot be obtained, base residential flows from new collection systems on an average daily per capita flow of not less than 70 gallons per day (0.27 m<sup>3</sup>/day). Add an appropriate allowance for infiltration to this flow;

In all cases, add a minimum allowance of 250-500 gpd/in. diam/mile of sewer (0.24-0.48 m<sup>3</sup>/cm of pipe diam/km/day) for infiltration to the water consumption, per capita flow or any other calculation method required by the Director.

**Section 15. Details of Gravity Sewer Pipe Design and Construction**

**Minimum Sewer Pipe Size:**

No gravity sewer shall be less than 8 inches in diameter (20 cm).

**Depth:**

In general, sewers shall be deep enough to drain basement fixtures and to prevent freezing. Water tight insulation shall be provided for sewers that cannot be placed deep enough to prevent freezing. For house connections chimneys (vertical pipe) preformed block units shall be used when the sewer main is greater than or equal to 12 feet deep.

**Buoyancy:**

Where high groundwater conditions are anticipated, the buoyancy of sewers shall be considered, and the floatation of pipe shall be prevented with appropriate design and construction of the sewer.

**Slope:****Minimum Slopes:**

All sewers shall be designed and constructed to give a velocity (when flowing full) of not less than 2.0 feet per second (0.61 m/s) based on Manning's formula using an "n," value of 0.013. The Director may permit the use of other "n," values if deemed justified on the basis of research or field data. The following minimum slopes shall only be used if absolutely necessary because of grade restrictions; however, greater slopes are desirable.

<u>Sewer Size</u>	<u>Minimum Slope in Feet per 100 Feet (m/100m)</u>
8 inches (203 mm)	0.40
10 inches (254 mm)	0.28
12 inches (305 mm)	0.22
14 inches (356 mm)	0.17
15 inches (381 mm)	0.15
16 inches (406 mm)	0.14
18 inches (457 mm)	0.12
21 inches (533 mm)	0.10
24 inches (610 mm)	0.08
27 inches (686 mm)	0.067
30 inches (762 mm)	0.058
36 inches (914 mm)	0.046
42 inches (1067 mm)	0.037

The use of oversized sewers in order to justify flatter slopes is not permitted.

**Slope Between Manholes:**

Sewers shall be laid out with uniform slope between manholes.

**High Velocity Protection:**

Velocities greater than 12 feet per second (3.7 m/s) shall not be permitted under any flow conditions, unless the Director approves special provisions that will protect against pipe erosion and impact.

**Steep Slope Protection:**

Securely anchor sewers on 15 percent slopes, or greater, to prevent displacement.

**Impervious Dams:**

Impervious dams shall be installed every 300 feet to control the flow of groundwater within the pipe bedding material, when:

The surrounding native material is considerably less impervious than the pipe bedding material;

The pipe bedding could produce a hydraulic head of 25 feet on the pipe gaskets and joints during periods of high groundwater flow; and/or

The sewer is constructed downstream of a waterway or wetland crossings.

**Alignment:**

Sewers shall be laid out in a straight line and alignment, and shall be checked with a laser beam.

**Sewer Pipe Material:**

Sewer pipe material shall be as specified in Article V, Construction Technical Specifications, Section 12:

**Sewer Pipe Inspection and Testing:**

The specifications shall include deflection and leakage testing of sewer pipes, as stated in Article V, Construction Technical Specifications, Sections 17. and 18

**Section 15. Details of Sewer Manhole and Cleanout Design and Construction**

Manholes and cleanouts shall be as specified in Article V, Construction, Technical Specifications, Section 13:

**Manhole Inspection And Testing:**

The specifications shall include a requirement for the inspection and testing of manholes for leaks or damage as specified in Article V, Construction Technical Specifications, Section 21.

**Section 16. Inverted Siphons (Depressed Sewers)**

Inverted siphons shall only be allowed if there is no other option and it is approved by the Director. Depressed sewers shall have no less than two barrels with a minimum pipe size of 6 inches (15 cm) and shall be provided with necessary appurtenances for convenient flushing and maintenance. Manholes shall have adequate clearances for cleaning equipment and for inspection and flushing. The design shall provide for sufficient heads and pipe sizes to secure velocities of at least 3.0 feet per second (0.92 m/s) for average flows under initial conditions. The inlet and outlet details shall be arranged so that the normal flow is diverted to one barrel and so that either barrel may be taken out of service for maintenance. A hose connection shall be provided to the siphon for flushing purposes.

### **Section 17. Aerial Crossings**

Aerial crossings shall only be allowed if there is no other option, and it is approved by the Director. All aerial crossings shall provide appropriate support for all joints and pipes used for aerial crossing. The supports shall withstand frost heaves as well as overturning, settlement, flooding, thermal expansion, vibrations, and other loads that may act against the piping. Precautions against freezing shall be provided (e.g., insulation and increased slope). Expansion joints between above-ground and below-ground sewers shall be provided. Where buried sewers change to aerial sewers, special construction techniques to minimize damage from frost heaves shall be used. Ductile iron pipe with restrained mechanical joints are required. The bottom of the pipe shall be no lower than one (1') foot above the 100 year flood elevation level.

### **Section 18. Location of Sewers in Streams**

**Sewers shall be designed to minimize the number of stream crossings.**

#### **Cover Depth:**

The top of all sewers entering or crossing a stream shall be sufficiently below the natural bottom of the stream bed to protect the sewer line. The following cover requirements shall be met:

- 1 foot (305 mm) of cover where the sewer is located in rock.
- 3 feet (914 mm) of cover in other material. In major streams, more than 3 feet (914 mm) of cover shall be required.
- In paved stream channels, the top of the sewer line shall be at least 1 foot (305 mm) below the channel pavement.

#### **Horizontal Location:**

Sewers located along streams shall be located sufficiently outside of the stream bed to allow for stream widening in the future and for the prevention of siltation during construction.

#### **Structures:**

Locate sewer manholes or other structures outside of streams whenever possible. Where structures must be located in a stream, they shall not interfere with the free discharge of flood flows or navigation in the stream. The manholes' covers shall be no lower than one (1') above the 100 year flood elevation level.

**Alignment:**

Sewers shall cross streams perpendicular to the flow without a change in grade.

**Materials:**

Sewers entering or crossing streams shall be watertight and free from changes in alignment or grade. Joints shall be restrained in order to prevent movement from stream forces. Ball-and-socket or restrained joints designed for hard service applications shall be provided.

Backfill materials shall be stone, coarse aggregate, washed gravel, or other materials that will not readily erode, cause siltation, damage pipe during backfill, or corrode the pipe and shall be approved by the Director. In large stream crossings, where required by the Director, place riprap over the sewer pipe for stability and to prevent erosion.

**Siltation and Erosion:**

The design engineer or L.U.I. shall include construction methods that will minimize siltation and erosion in the project specifications the construction methods for sewers in or near streams. Such methods shall control siltation and erosion by limiting unnecessary excavation, including disturbing or uprooting of trees and vegetation, dumping of soil or debris, or pumping silt-laden water into the stream. Specifications shall require cleanup, grading, planting, and restoration of all work areas to begin immediately.

**Section 19. Protection of Water Supplies**

**Cross Connections:**

No physical connection shall exist between a public or private potable water supply system and a sewer or any appurtenance that would permit the passage of wastewater or polluted water into the potable supply. No sewer shall come into contact with a water pipe and no water pipe shall pass through any part of a sewer manhole or any part of the sewer system.

**Relation To Water Works Structures:**

Sewers shall be located as far as possible from public water supply wells or other potable water supply sources and structures.

Engineering plans shall show all existing waterworks units, such as treatment facilities, basins, pipes, wells, or other waterworks units that are within 50 feet of the proposed sewer or to within the minimum distances required by the Director.

### **Water Mains' Relation:**

#### **Horizontal Separation:**

Whenever possible, lay out sewers at least 10 feet (3.0 m) from any existing or proposed water main. If local conditions prevent a lateral Separation of 10 feet, the Director may make an exception on a case-by-case basis when supported by data from the design engineer. Such an exception may allow the sewer to be installed closer than 10 feet to a water main, provided that it is laid out in a separate trench with the top (crown) of the sewer at least 18 inches (46 cm) below the bottom (invert) of the water main or is encased in a water tight sleeve.

#### **Vertical Separation:**

Whenever sewers must cross water mains, lay out the sewer so that the top of the sewer is at least 18 inches (46 cm) below the bottom of the water main. The sewer joints should be equidistant and located as far away as possible from the water main joints. When the sewer cannot meet the above requirements, relocate the water main to provide for this separation or reconstruct it with mechanical-joint pipe for a distance of 10 feet (3.0 m) on each side of the sewer. One full-length (twenty feet) water main pipe shall be centered over the sewer so that both joints will be as far from the sewer as possible.

Where a water main crosses under a sewer, adequate structural support shall be provided for the sewer to maintain line and grade.

When it is impossible to achieve horizontal and/or vertical separation as stipulated above, both the water main and sewer shall be constructed of mechanical-joint cement-lined ductile iron pipe or another equivalent that is watertight and structurally sound. Both pipes shall be pressure tested to 150 psi to ensure that they are watertight, and one of the pipes shall be installed in a water tight sleeve for a horizontal perpendicular distance of 10 feet (3.0) on each side of the other pipe. Any joints in the watertight sleeve shall be as far as possible from the water main's intersection with the sewer.

### **Section 20. Details of Low Pressure Sewer Design and Construction**

Layout: The branched configuration of a pressure sewer is required. Looped piping shall not be permitted. Pipe routing shall include long radius sweeps no less than those recommended by the pipe manufacturer.

Pressure pipes shall be designed and installed so that a minimum of five (5) feet of cover material exists over the crown of the pipe at all times. Appurtenances such as isolation valves, air release valves, and clean-outs shall be provided as required by the Director.

Pipe Size: The diameter of the pressure sewer shall be calculated so that it provides a cleansing velocity based on the average daily flow of the system. Force Mains shall have a minimum velocity of three feet per second, 3ft/sec.

Minimum low pressure sewer pipe sizes shall be as follows (unless there is a significant change in grade):

NUMBER OF HOMES OR EQUIVALENT	MINIMUM PIPE SIZE
1-3	1.5
4-9	2
10-18	2.5
19-30	3 (model recommended)
>30	Must be modeled

**Isolation Valves:**

Isolation valves shall be required to allow isolation of individual girder units, system expansion, and at key locations such as at the property line.

Ball valves for low pressure sewer manholes shall be true union type constructed from PVC Type I cell CLASSIFICATION WITH EPDM O-RINGS. All valve components shall be replaceable. Ball valves 2 inches and smaller shall be pressure rated to 235 psi, while valves larger than 2 inches shall be rated to 150 psi. Ball valves shall have a Safe-T-Block seal carrier to stop flow in either direction, allowing safe removal of the downstream union nut for system service or modification. Ball valve ends shall be as needed to connect to Schedule 430 PVC pipe in low pressure sewer manholes. Ball valves shall be true union ball valves as manufactured by Spears Manufacturing.

**Curb Stop Valve:**

Curb stop valves shall be located at the property line of the street or easement of the sewer main. Curb stop valves shall be of brass or bronze construction and two rubberized O-ring seals to provide pressure-tight seal. Curb stop valves shall be figure H-15204 as manufactured by Mueller-Oriseal, B22 as manufactured by Ford Meter Box Company, Hayes, Nuseal, or equal. Curb boxes shall be 2-1/2-inch shaft size two-piece screw type. They shall be adjustable from 48-inch to 72-inch. Curb boxes shall be constructed of cast iron and thoroughly coated with two coats of asphaltum varnish. Curb box rods shall be stainless steel supplied with a hole in the "U," portion for the insertion of a stainless steel pin. Pins shall be supplied and shall be made of stainless steel. Curb boxes shall be as manufactured by Ford Meter Box Company, Mueller Company, or equal.

**Air Release Valves:**

Air and vacuum valves shall be installed on low pressure mains. The air and vacuum valves shall be designed to release air from the main when the main is being filled and/or air becomes entrapped in the main, and to admit air into the sewer main when pumps are stopped and the main is being drained by gravity. The body and cover of air and vacuum valve shall be cast iron, floats of stainless steel, protective hood of steel, seats of Buna-N, and miscellaneous internal parts of stainless steel, Manufacturer-Crispin, or equal. Air and vacuum valves shall be located in a manhole or structure with a diameter of 60 inches to allow access for repairs and maintenance.

**Cleanout Connections:**

Cleanouts shall be installed on the pressure mains at sags and other locations where debris can accumulate and clog the lines, and proper valving to conduct required maintenance shall be provided.

**Miscellaneous.**

Magnetic marking tape two (2) inches wide with the words "SANITARY SEWER BELOW,,," shall be installed not more than 2 feet below finished grade on all mainline and service laterals.

**Section 21. Force Mains**

**Minimum Size:**

Force mains shall have a minimum velocity of three feet per second, 3ft/sec.

**Force Main Pipe Material:**

Force main pipe material shall as specified in Article IV, Construction Technical Specification, Section 14:

**Velocity:**

At design average flow, velocity in excess of 3 feet per second (0.91m/s) shall be maintained.

When the daily average design detention time, in the force main, exceeds 20 minutes, the manhole and sewer line receiving the force main discharge or the sewage shall be treated so that corrosion of the manhole and the exiting line are prevented. The corrosion is caused by sulfuric acid biochemically produced from hydrogen sulfide anaerobically produced in the force main.

**Variable Terrain:**



As far as possible, the alignment and depth of a force main should provide a constant upgrade profile. All force mains shall be designed and installed so that a minimum of five (5') feet of cover material is over the crown (top) of the pipe at all times.

**Air Relief Valve:**

An automatic air relief valve shall be placed at all relative high points in the force main and at 400 feet intervals on level force main runs. All air relief valves shall be protected from freezing.

**Drain Valves:**

Drain valves at all relative low points in the force main shall be provided. These valves shall be connected to gravity sewers or provided with connections for vacuum pumper trucks. All drain valves shall be protected from freezing.

**Termination:**

Force mains shall enter the gravity sewer at a point not more than 2 feet (0.61 m) above the flow line of the receiving manhole.

**Testing:**

Leakage Testing shall be as specified in Article V, Construction Technical Specifications, Sections 17 and 18:

**Section 22. Grinder Pump Systems:**

Pumping equipment shall include an integral grinder capable of handling a reasonable quantity of foreign objects that may find their way into a building's sewerage system. The grinder pump shall be capable of processing foreign objects without jamming, stalling, or overloading, and without making undue noise. The grinder shall provide a positive flow of solids into the grinding zone. Grinder pump stations shall be of the wetwell type.

A list of suitable manufacturers will be available from the Director. Properties whose sewage quantities and characteristics are equivalent to four or more dwelling units shall install a duplex pump.

**Design of Pump Station:**

Access: Outside installation shall be designed with the service manhole constructed of the same material, and at least as thick as the tank. The manhole shall have an opening at the surface with a minimum inside diameter of 30 inches (76 cm); its cover shall be securely lockable. The size of the manhole shall allow for the performance of maintenance and repair functions.

**Tank:** Construct each tank of concrete or custom-molded, fiberglass reinforced polyester resin using a filament wound process, layup and spray technique, or other approved process that will ensure a smooth and resin rich interior surface that is designed for two times the maximum loading.

The basin shall be concrete, fiberglass-reinforced polyester resin, or other material meeting the minimum strength specifications herein. The basin shall be furnished with one PVC closet flange or one flexible inlet flange suitable for connection to the household gravity line. At a minimum, the basin wall and bottom shall withstand two times the anticipated maximum pressure exerted on the basin, either from soil loadings or buoyancy forces. All station components must function normally when exposed to these loadings. All seals and joints shall pass factory tests to ensure that they are water tight.

**Electrical Equipment:** Wiring and electrical connections shall be NEMA rated for the environment in which they are to be placed. System shall include an emergency generator plug-in connection.

**Pumps:**

**Pump Removal:** The grinder pump shall be readily removable without the need for manual disconnection of piping.

**Grinder:** The grinder shall be positioned immediately below the pumping elements, securely fastened to the pump motor shaft, and driven directly by the same motor. The grinder shall be a rotating type with a stationary hardened and ground stainless steel shredding ring that carries stainless steel cutter bars. This assembly shall be dynamically balanced and run without objectionable noises or vibrations over the entire range of recommended operating pressures.

**Pump Opening:** The grinder shall be capable of reducing all components in normal domestic sewage or the sewage to be discharged from the building drain, including a reasonable amount of foreign objects (e.g., paper, wood, plastic, glass, and rubber). Objects shall be reduced to finely divided particles that will pass through the passages of the pump and a minimum 1.25 inch (3.2 cm) diameter discharging pipe.

**Intake:** The grinder shall be positioned so that solids are fed into it from the bottom in an upward flow, reducing the possibility of overloading or jamming. In addition, sufficient turbulence shall be created to keep the tank bottom free of permanent deposits or sludge banks.

**Check Valve:**

The grinder pump shall be equipped with a check valve that is installed in a horizontal position on the discharge pipe. This valve shall provide a full-ported passageway when open.

**Ventilation:**

Adequate ventilation shall be provided in accordance with local and national codes.

**Controls:**

Sensing devices to detect wastewater levels for initiating pump operation and to detect high water levels shall be installed. Level sensing devices shall only be used and shall not be located near flows entering the well.

**Section 23. Pumping Station:**

**Design Capacity:**

A sewage pumping station shall handle the projected peak sewage flows of its tributary sewer collection system. As recommended by TR-16, Guides for the Design of Wastewater Treatment Works (Technical Report #16) and the Hydraulic Institute's Recommended Standards for Pumping Stations. This information may be included in the Comprehensive Management Plan or other engineering report and any applicable updates or amendments. Pumping stations shall accommodate future expansion, when in the opinion of the Director it is appropriate.

**Site Layout:**

Stations shall be readily accessible to personnel and service vehicles during all weather conditions.

**Flood Protection:**

Wastewater pumping stations shall be protected from physical damage by the 100-year flood elevation and shall remain fully operational and accessible during the 100-year flood. All entrances and/or unsealable openings of the station shall be a minimum of one (1') foot above the 100-year flood elevation. These flood elevations shall be determined from the Federal Emergency Management Agency, and U.S. Army Corps of Engineers, and from the local regulations and ordinances.

**Environmental Considerations:**

Wastewater pumping stations shall be sensitive to the environmental conditions of the site. Visual impacts, architectural style, security, noise levels, odor control, and landscaping shall be considered carefully in station design and shall be reviewed and approved by the Director.

**Types of Stations:**

Wastewater pumping stations fall into three categories: wetwell/drywell, submersible, or suction lift. The preferred type of station is the Suction Lift type. The Director may approve other types under certain circumstances.

**Structural Design:**

**Earthquake Loads and Uplift Forces:**

Stations shall withstand earthquake loads and uplift forces from high groundwater conditions.

**Separation:**

Wet and drywells, including their superstructure, shall be completely separated. Common walls shall be sealed against gas leaks.

**Equipment Removal;**

Provisions shall be made for removing all equipment (i.e., pumps, motors, mechanical screens, motor control centers, etc.) from the station. Access openings, hatches, and/or skylights shall be sized accordingly. Permanent hoisting devices shall be provided as necessary.

**Substructure:**

Station substructures shall be constructed of reinforced concrete, either cast-inplace or precast. Small, prefabricated stations may be constructed of steel plate or fiberglass with the approval of the Director.

**Access:**

The designer shall minimize the confined spaces and shall indicate which spaces meet the definition of confined space on the drawings. Suitable, safe, and separate means of access shall be provided for dry and wetwells. Stairways and/or steps are required for drywells and wetwells containing either bar screens or mechanical equipment that requires inspection or maintenance. A landing with railings shall be provided for stairways or ladders for every 10 vertical feet. Local, state and federal safety codes shall govern in all cases.

**Pumps:**

**Number of Pumps:**

As a minimum, two pumps shall be provided, with each pump being capable of handling peak design flows. Where three or more pumps are provided, the overall station capacity shall be capable of handling peak design flow when any one pump is out of service.

**Design:**

Pumps shall be designed specifically for wastewater use and shall be non-clogging and as allowed by the Director.

**Incoming Wastewater and Rate Discharge:**

Pumping stations shall balance the rate of incoming wastewater with the rate discharged.

**Each pump shall have an individual intake valve.**

Pump suction and discharge openings shall be a minimum of 4 inches in diameter.

**Centrifugal Pumps:**

Centrifugal pumps shall be used in the drywell/wetwell pumping stations. The pump casing and suction elbow shall be provided with a clean-out access port. Impellers shall be enclosed or semi-open. To ensure primed pump conditions, the wetwell level shall not drop below the centerline of the pump impeller under normal operating conditions.

**Submersible Pumps:**

Submersible pumping stations may be used when, in the opinion of the Director, circumstances warrant. It shall be possible to remove and replace the submersible pumps without dewatering the wetwell or disconnecting the piping. Pumps shall be of the pull-up design, using a lifting cable and guides for pump removal. The pump shall be connected to the fixed discharge piping with a self-locking coupling. Shaft seal failure or potential seal failure detection alarms shall be provided. Submersible pumps may also be used in a wetwell/drywell configuration, with the Director's approval.

**Suction Lift Pumps:**

**Suction pumps shall be self- or vacuum-priming.**

Location: The pump equipment compartment shall be above grade or offset, and shall be isolated from the wetwell to prevent humid and corrosive sewer atmospheres from entering the equipment compartment. Access to the wetwell shall not be located in the equipment compartment. Valves shall not be located in the wetwell.

Self-priming Pumps: Self-priming pumps shall be capable of rapid priming at the lead pump-on elevation. Such self-priming and repriming shall be accomplished automatically under design operating conditions. Suction piping shall not exceed the size of the pump suction and shall not exceed 25 feet (7.6 meters) in total length. Priming lift at the lead pump on elevation shall include a safety factor of at least 4 feet (1.2 meters) from the maximum allowable priming lift for the specific equipment at design operating conditions. The combined total of dynamic suction lift at the pump-off elevation and

required net positive suction head at design operating conditions shall not exceed 22 feet (6.7meters).

**Vacuum-priming Pumps:** Vacuum-priming pump stations shall be equipped with dual vacuum pumps capable of automatically removing all air from the suction lift pump. The vacuum pumps shall be adequately protected from sewage damage. The combined total of dynamic suction lift at the pump-off elevation and required net positive suction head at design operating conditions shall not exceed 22 feet (6.7 meters).

**Wetwells:**

**Divided Wells:**

The wetwell shall be divided into two sections that are properly interconnected and gated to facilitate repair and cleaning.

**Storage Capacity:**

The effective storage capacity of the wetwell shall be based upon the recommended number of pump starts per hour and the design filling time. The effective volume of the wetwell shall be based on a filling time of 30 minutes under design average-daily-flow rates. To determine the frequency of starts used for design, refer to the pump manufacturer's warranty.

Where tributary wastewater flows are anticipated to be significantly less than the design average flow, provisions should be made so that the filling time under initial conditions does not exceed 30 minutes (i.e., providing a divided wetwell or shortening the wetwell operation range) and the duration of storage in the pump station and force main does not result in septic conditions in the system or the release of objectionable odors to the environment.

**Pump Protection:**

Pumps shall be protected from large solids by readily accessible mechanically cleaned bar racks (screen) or combination device located at the wetwell influent. Bar racks should have clear opening not exceeding 1.25 inches (3.1 cm) unless pneumatic ejectors are used or special devices are installed to protect the pumps from clogging or damage.

**Floor Slope:**

The wetwell floor shall have a minimum slope of 1-to-1 to the hopper bottom. The horizontal area of the hopper bottom shall be no greater than is needed for proper installation and function of the wetwell inlet.

**Vortexes:**

The wetwell and suction inlets of dry-pit pumps shall eliminate the possibility of vortexes. The required submergence of the intake valves shall be determined for the day-pit pump's location. Intake valves should be flared, with the inlet opening facing down. Every effort shall be made to minimize flow rotation in the wetwell.

**Sewage Channels:**

Sewage channels located in wetwells shall be covered with nonskid, corrosion-resistant grating. They shall be installed flush with a floor, and capable of supporting anticipated loads. All channels shall be drained when not in use. Where the side meets the floor of the channel, fillets shall be provided.

**Inlet Sewers:**

Sewer piping entering the wetwell shall not have air in the pump suction line.

**Drywells:**

Automatic heating and dehumidification equipment shall be provided in all drywells. The electrical requirements shall meet those outlined in subsequent paragraphs of this section.

A sump pump shall be provided in the drywell to remove extraneous water. The discharge pipe of the sump pump shall be equipped with dual check valves and shall be pumped from the drywell into the wetwell above the high water level. Water ejectors connected to a potable water supply shall not be permitted. All floor and walkway surfaces shall slope to a point of drainage. Pump seal leakage shall be piped or channeled directly to the sump.

**Valves:**

Suitable shutoff valves shall be placed on the suction lines and on the discharge lines of each pump (except on submersible and vacuum-primed pumps). A suitable check valve shall be placed on a horizontal section of each discharge line between the shutoff valve and the pump.

Unless adequate space is available in a dry pit pump room, valves on the discharge piping (including flow meters, if required) shall be in a separate underground precast concrete vault.;

Every pump station shall include appropriate valves and quick disconnects to allow the Town to bypass the existing pumping equipment and valves. The piping shall allow the Town to install temporary piping into the wet well, and discharge to a location downstream of the check and shutoff valves.

**Valves shall not be located in wetwells.**

**Section 24. Controls:**

All pump stations, grinder pump stations, vacuum sewer stations, and other sewer handling facilities required by the Director shall be connected to the Water and Sewer Departments' Supervisory Control and Data Acquisition (SCADA) System.

All sensing, alarm, and SCADA system devices shall be of the same type, configuration, and function as that used by the Water and Sewer Departments. Each pumping station shall have its own screen display, processor logic controller (PLC), and communications equipment for the SCADA system and shall also display the required monitoring controls and alarm on the all SCADA system screens of the water and/or sewer systems.

**Level Sensing Devices:**

Level sensing devices shall not be affected by flows entering the wetwell or by the suction of the pumps. All wall penetrations between the wet and drywells shall withstand gas leaks and be located as high as possible to prevent overflow from the wetwell to the drywell. The pumps shall be automatically alternated. Running-time meters shall be installed at all pumping stations for each pump.

**Alarm Systems:**

Alarm systems shall be provided for all pumping stations. At a minimum, the alarm system shall be activated in any one of the following cases:

- \* High water in the wetwell;
- \* Low water in the wetwell;
- \* Loss of one or more phases of power supply;
- \* High water level in the pump room sump;
- \* Loss of the alarm transmission or communications;
- \* Loss of air pressure in the bubbler tube system/level sensing trouble or failure;
- \* Standby power failure or malfunction of the pump;
- \* Flooding of building or drywell;



- \* Smoke/fire alarms;
- \* Low temperature;
- \* Surge suppressor failure;
- \* PLC processor failed;
- \* PLC low battery;
- \* Intrusion; and
- \* Three spare connections

## **Section 25. Pump Station Ventilation**

### **General:**

Adequate ventilation shall be provided for all pumping stations. Where the pump pit is below the ground surface, mechanical ventilation is required, especially when screens or mechanical equipment requiring maintenance or inspection are located in the wetwell. The wet and dry well ventilation systems shall not be connected. In pits more than 15 feet (4.6 m) deep, multiple inlets and outlets shall be installed. Switches for the operation of ventilation equipment shall be marked and located conveniently. If odors are a problem, an odor control system shall be installed.

### **Wetwells:**

Ventilation may be either continuous or intermittent. For continuous ventilation, at least 12 air changes per hour shall be provided. For intermittent ventilation, at least 30 air changed per hour shall be provided. Heating shall be installed where needed.

### **Drywells:**

Ventilation shall be continuous. Heating and dehumidification is required. At least 6 complete air changes per hour shall be provided.

## **Section 26. Flow Measurement:**

Suitable devices, as approved by the director, for measuring wastewater flow and power consumption shall be installed in all pump stations.

## **Section 27. Pump Station Water Supply:**

Water under pressure shall be provided for cleanup at the pumping station. If a public water supply is used, a Reduced Pressure Zone (RPZ) backflow preventer or other approved device shall be installed on the water service entering the station. No other potable water supply and other piping systems or fixtures shall be connected to the systems supplied by the public water supply.

## **Section 28. Electrical:**

### **Electric Equipment**

Electrical systems shall be designed and installed in strict conformance with the latest edition of the National Electrical Code. Electrical equipment in enclosed places where gas may accumulate shall be noncorrosive and in compliance with the National Electrical Code requirements for Class I Group D, Division I locations.

### **Submersible Pump Motors**

Electrical supply and control circuits shall allow disconnection at a junction box located at or accessible from outside the wetwell. Terminals and connectors shall have watertight seals located outside of the wetwell and shall be protected by separate strain relief.

The motor control center shall be located outside of the wetwell and protected by a conduit seal or other appropriate sealing method meeting the requirements of the National Electrical Code for Class 1, Division 2 locations.

The pump motor shall meet the requirements of the National Electrical Code for Class 1, Division 2 locations.

Submersible pump motors that are totally submerged during the pumping cycle are not required to protect against explosions.

Power cords for pump motor shall be flexible and serviceable under conditions of extra hard use. Ground fault interruption protection shall deenergize the circuit in the event of any failure in the electrical integrity of the cable.

Power cord terminal fittings shall be provided with strain relief appurtenances, and shall facilitate field connecting.

## **Section 29. Emergency Operations:**

When the Director deems it is necessary, an independent natural gas or propane engine-generator type source of electric power shall be provided for electrically driven pumps. This source shall be automatically activated when or if any phase of the power supply fails or upon any fluctuation in voltage. Installation shall comply with all applicable requirements of the National Electrical Code.

**Small Pumping Stations:** When the Director agrees that a small pump station does not require a permanent alternative power supply, electrical connections for portable standby generator or pneumatic connection for portable air compressor shall be installed as approved by the Director.

**Controls:**

Provisions shall be made for automatic and manual startup and cut-in. The controls shall be such that upon automatic startup under emergency conditions, shutdown can be accomplished only manually, except in conditions that would damage the generator or engine.

**Size:**

Unit size shall be sufficient to start up and run all pumps needed to handle peak flows as well as lighting, ventilation, pump controls, and the sump pump.

**Exerciser:**

The engine controls shall be equipped with an automatic exerciser that may be set on any selected schedule to start the generator, to run it under no-load conditions, and to shut it off without activating the alarm system.

**Noise Attenuation:**

Noise attenuation components must be incorporated in the design to produce no more than 60 decibels (db) of noise at the property line.

**Section 30. Safety**

Adequate provisions shall be made to protect the operator and visitors from hazards. The design and construction of pumping stations shall meet all prescribed local, state, and federal safety laws and codes. Safety provisions shall include the following:

- Handrails at openings, stairways, and other hazardous areas;
- Guards around the belt drives, gears, rotating shafts, and moving equipment;
- Warning signs as appropriate;
- Provisions for power lockout controls at all pumps and equipment;
- Eye wash stations where chemicals are used;
- Adequate lighting in all areas of the pumping station;

- Provisions for confined space entry in accordance with OSHA and regulatory agency requirements;
- First aid equipment; and
- Fire extinguisher.

### **Section 31. Overflows and Bypasses**

Overflows and bypasses shall not be allowed on pumping stations serving sanitary sewage collection systems.

### **Section 32. Site Protection and Aesthetics:**

The Director will review the design and location of the pump stations and may determine that fencing, aesthetics vegetation plantings, intrusion alarms, and aesthetics superstructures style or any other site conditions may warrant site protection and/or aesthetics.

### **Section 33. Odor Control:**

Odor control equipment may be required by the Director, depending on the siting of the pumping station and force main discharge point.

## **Appendix B CONSTRUCTION TECHNICAL SPECIFICATIONS**

The owner of the property, the developer, and/or Licensed Utility Installer, shall construct and install all sanitary sewers and all building sewers in accordance with the following rules and regulations:

**Section 1.** The owner, developer, or LUI shall submit to the Director (for his approval) plans and profiles of the proposed public sewer extensions and/or building sewer connections.

**Section 2.** The owner, developer or L.U.I. of a subdivision shall submit to the Director, a subdivision plan approved by the Chatham Planning Board along with the plans and profiles of the proposed public sewer extension.

**Section 3.** The Contractor doing all the work shall be approved by the Director as a Licensed Utility Installer (L.U.I.) as described in Article II-Building Sewers and Connections, Sections 13a through 13g.

**Section 4.** All materials, including pipe and manhole structures, shall be of the same make and quality used by the Chatham Sewer Department and approved by the Director.

**Section 5.** Public sewers and building sewers shall be laid using a transit or laser level. All sewer pipes shall be laid on a bed of crushed stone of at least six inches (6,,) in depth under the pipe and crushed stone shall extend at least halfway up the side of the pipe. Approved gravel, with no stones larger than two inches (2,,) in any dimension, shall be used to cover pipe to one foot above pipe. The rest of the backfill material must be approved by the Director, Massachusetts Highway Department or Town of Chatham Surveyor of Highways. The approved backfill material shall be placed in mechanically compacted lifts of no more than six inches (6,,) deep or as specified by the Chatham Surveyor of Highways, Massachusetts Highway Department, or other specifications more stringent than the above. The approved backfill material above the gravel shall contain no stones greater than 6 inches in any dimension.

**Section 6.** Impervious dams shall be considered every 300 feet to control the flow of groundwater within the pipe bedding material when:

- The surrounding native material is considerably less impervious than the pipe bedding material;
- The pipe bedding could produce a hydraulic head of 25 feet on the pipe gaskets and joints during periods of high groundwater flow; and/or
- The sewer being constructed is downstream of any waterway and wetland crossings.

**Section 7.** Sewers may be deep enough to drain basement fixtures, and shall be deep enough to prevent freezing. Watertight insulation shall be provided for sewers that cannot be placed deep enough to prevent freezing.

House connections chimneys (vertical pipe ) preformed block shall be used when the sewer main is greater than or equal to 12 feet deep.

**Section 8.** Where high groundwater conditions are anticipated, the buoyancy of sewers shall be considered, and the floatation pipe of pipe shall be prevented with appropriate design and construction of the sewer.

**Section 9.** No mud, gravel or debris shall be allowed to enter the sewer pipes at any time. All pipes shall be capped at end of day's laying and water shall be pumped out of excavation prior to removing the cap.

**Section 10.** Building sewer connection to the public sewer shall have a wye branch fitting, as approved by the Director, made of the same type of materials as the sewer main being tapped.

**Section 11.** Minimum size of gravity public sewer pipe diameter shall be eight (8,,) inches and building sewer pipes shall not be less than four (4,,) inches in diameter. Minimum sizes of low pressure sewer mains shall be in accordance with Article IV-Design of Sewers, Section 9, Details of Low Pressure Sewer Design and Construction.

**Section 12.** Sewer pipe and building sewer pipe material shall be:

**(a) Reinforced Concrete Pipe shall meet the following specification:**

Portland cement shall conform to ASTM C-150 Type II;  
 The pipe and its appurtenances shall conform to ASTM Specification C-76;  
 The reinforcing wire cage shall conform to ASTM Specification A 15, A 82, or A 185, as appropriate;  
 Entrained air shall be 5.0% to 9.0% by ASTM C-890;  
 Water absorption and three-edge bearing tests shall conform to ASTM Specification C-497; and  
 Gaskets shall conform to Sections 3.3 and 3.4 of AWWA Specification C-302.

**Note: non-reinforced concrete pipe shall not be used.**

**(b) Extra Heavy Cast Iron Pipe shall meet the following specifications:**

Pipe, fittings, and appurtenances shall conform to the requirements of ASTM Specification A-74 or ANSI A-21.11 and gaskets shall conform to ASTM Specification C-564.

**(c) Heavy Wall Polyvinyl Chloride (PVC) Pipe shall meet the following specifications:**

Pipe shall be made from Class 12454-B materials or better in accordance with ANSI/ASTM Specification D-1784, and shall ultraviolet light (UV) protected.

The pipe and accessories shall conform to the requirements of the following, with a minimum pipe stiffness of 46 PSI at a maximum deflection of five percent (5%):

ANSI/ASTM	D 3034	(4" – 15")
ASTM	F 679 Type I	(18" – 27").

**(d) Ductile Iron Pipe shall meet the following specifications:**

Pipe, fittings, and appurtenances shall be manufactured in accordance with ASTM Specification A-746;  
 Pipe shall have a minimum thickness of Class 50;  
 Fittings shall conform to ANSI Specification A-21.11 and have a minimum pressure class rating of 150 PSI;

All pipe and fittings shall be cement mortar lined in accordance with ANSI Specification A-21.4 at twice the specified thickness, and have an internal and

external bituminous seal coating and closure pieces shall be jointed by means of a mechanical coupling of the cast sleeve type.

- (e) Extra Strength Vitrified Clay Pipe shall meet the following specifications:

Pipe shall conform to the current requirements of NCPI Specification ER 3300 – 67 and meet the requirements of ASTM Specification C 700.

Note: standard strength vitrified clay pipe shall not be used).

- (f) Acrylonitrile – Butadiene – Styrene (ABS) Pipe shall meet the following specifications:

Pipe and fittings shall conform to the requirements of ASTM Specification D 2661.

- (g) Plastic Pipe, sizes 4 inches through 12 inches, shall be ANSI/ASTM D3034, SDR-35 Type PSM Poly (Vinyl Chloride) (PVC) material; minimum pipe stiffness ( $F/Y$ ) is 46 psi; bell and spigot style and rubber gasket conforming to ASTM F477.

- (h) Low Pressure Mains and Services for 1-1/4-inch pipe through 4-inch pressure pipe shall be polyethylene pipe with material conforming to ASTM D3350, Type PE-3408 pressure Class PC 160, SDR-11. Fittings for use with polyethylene pipe and tubing shall be manufactured and furnished by the pipe supplier and in conformance with AWWA C901 requirements. Joints for polyethylene pipe shall be jointed by the butt fusion method in a manner recommended by the pipe manufacturer.

Pipe sizes 1-1/4 inches through 4 inches shall be Polyvinyl Chloride (PVC) pipe ASTM D2241 PVC pressure pipe material conforming to ASTM D1784, minimum class SDR 21 for pipe 1-1/4-inch, push-on joint conforming to ASTM D3139 with flexible elastomeric gaskets conforming to ASTM F477.

Fittings for use on PVC pressure pipe of 4-inch nominal inside diameter or greater shall be ductile iron with mechanical joints as described in ANSI 21.10/AWWAC110. The coatings and linings of the fittings shall be as specified for ductile iron pipe.

- (i) Other pipe materials:

Other pipe materials shall require prior written approval of the Director before being installed.

Materials for sewer construction shall be appropriate for local conditions, including the character of industrial wastes, septicity, soil characteristics, external loadings, and problems such as abrasion and corrosion.

All sewers shall be able to withstand damage from superimposed loads. Proper allowances for soil and potential groundwater conditions, as well as the width and depth of the trench shall be used. Where necessary, special bedding, haunching and initial backfill, concrete cradles, or other special construction elements shall be used.

The minimum internal pipe diameter shall be eight (8) inches for gravity sewers.

Joints for the selected pipe shall be designed and manufactured such that "O,, ring gaskets of the "snap-on,, type are used.

Gaskets shall be continuous, solid, natural or synthetic rubber, and shall provide a positive compression seal in the assembled joint.

Joint preparation and assembly shall be in accordance with the manufacturer's recommendations.

Wye branch fittings, as approved by the Director, shall be installed for connection of laterals.

**Bedding, Haunching, and Initial Backfill:**

Based on the bedding support of the type of soil and potential groundwater conditions, use the following for the anticipated loads:

Bedding classes A, B, and C, or crushed stone as described in the American Society of Testing Materials standard ASTM C 12, should be used for all rigid pipe, or

Materials for bedding, haunching, and initial backfill, or classes I, II, or III as described in ASTM D 2321, should be used for all flexible pipe.

**Safety and Load Factors:**

**Selection of pipe class shall be predicated on the following criteria:**

Safety factor	-	1.5
Load factor	-	1.7
Weight of soil	-	120 lbs/cu.ft.
Wheel loading	-	H-20



### **Section 13. Manholes and Cleanouts:**

#### **Manhole and Cleanout Size:**

**Cleanouts.** Cleanouts shall be constructed of the same material as the building sewer. The size of the cleanout shall be the same size as the building sewer up to six (6,) inches in diameter, for building sewers larger than six (6,) inches in diameter manholes shall be used. Cleanouts shall be sealed with removable, re-useable threaded screw-in plug or screw-on cap.

**Manholes.** Manholes shall be minimum of four (4') feet in diameter with a minimum access diameter of 30 inches (76 cm). Larger diameter manholes may be required by the Director. A minimum drop of 0.10 foot shall be used between entrance and exit inverts.

#### **Location:**

Manholes and cleanouts shall be installed at the end of each line; at all changes in grade, size, or alignment; and at all intersections. Distances shall not be greater than 300 feet for sewers measuring 15 inches (38 cm) or less in diameter, or 400 feet for sewers 18-30 inches (46-76 cm) in diameter. Greater distances may be permitted for larger sewers or for those carrying a settled effluent, but only with prior approval of the Director. The top of the manhole cover shall be no lower than one (1') foot above the 100 year flood elevation level. Junction manholes on low pressure sewers shall be installed at all intersections

#### **Drop Type:**

A drop pipe for a sewer pipe with an invert entering a manhole of more than 24 inches (61 cm) above the manhole invert shall be provided. Where the difference in elevation between the incoming sewer and the manhole invert is less than 24 inches (61 cm), the invert shall be filleted to prevent solids deposition.

Drop manholes shall be constructed with an outside drop connection. Outside drop connections shall be encased in concrete, and shall provide access for cleaning as the sewer enters the manhole at the top of the drop connection.

Inside drop connections may be used provided the manhole has the area to facilitate safe access into the manhole with the inside drop in place, and shall be approved by the Director. The inside drop connection shall be secured to the interior wall of the manhole, and shall provide access for cleaning as it enters the manhole at the top. Internal drop pipes and fittings shall be PVC plastic sewer pipe in compliance with ASTM D2241. Corrosion resistant anchors shall be used to attach the drop pipe to the inside surface of the manhole barrel.

#### **Structural Base:**

Manhole bases shall be constructed or placed on a minimum of twelve (12) inches of crusher run with a maximum stone diameter in all directions of one half ½ inch and free of organic materials.

**Diameter:**

The manhole’s minimum diameter shall be 48 inches (122 cm) for standard manholes and 60 inches (153 cm) for inside drop manholes. A minimum access diameter of 30 inches (76 cm) shall be provided. Larger openings shall be provided for manholes that house equipment, as specified by the Director.

**Materials:**

Manholes shall be precast concrete with barrel sections, cones, and bases, manufactured in compliance with ASTM C 478, and shall have an O-ring or bituminous-based gasketed joints. “Precast concrete walls shall be made up using straight, circular barrel sections and eccentric cone sections if manhole steps are required, and concentric cone sections where no steps are require. Manholes can also be poured-in-place concrete. Other types are allowed subject to the approval of the Director.

All tongue-and-groove (or male and female joints in the precast wall, including the joint at the top of the base, shall be made up using the “Snap-On,, type O-ring gasket, and shall conform to ASTM C443; except that joint taper shall not exceed 3-1/2 degrees. The precast sections shall be provided with a special groove (cast into the male end) to receive and hold the gasket in position during joint assembly. After joint assembly, the gap between sections shall be packed on the inside and outside with Anti-Hydro “Azpandcretes,, Masterflow 713 by Master Builders; or Five Star Grout by U.S. Grout Corp., and shall be troweled smooth so that no projections remain on the inside.

Manhole bases shall be constructed of 4,000 psi (28 day) concrete 8 inches thick, or shall be precast bases properly bedded in the excavation. Field constructed bases shall be monolithic, properly reinforced, and extend at least 6 inches beyond the outside walls of lower manhole sections. Precast manhole bases shall extend at least 6 inches beyond the outside walls of lower manhole sections.

Manholes shall be constructed using minimum 4 foot diameter, precast concrete manhole barrel sections, and an eccentric top section, conforming to ASTM Specification C-478, with the following exceptions on wall thickness:

Manhole Diameter	Wall Thickness
Feet	Inches
4	5
5	6
6	7
6-1/2	7-1/2
7.	8
8.	9

All Sections shall be cast solid, without lifting holes. Flat top slabs shall be a minimum of 8 inches thick and shall be capable of supporting a H-20 wheel loading.

All joints between sections shall be sealed with “O,, ring rubber gasket, meeting the same specifications as pipe joint gaskets, or butyl joint sealant completely filling the joint.

All joints shall be sealed against infiltration. All metal parts shall be thickly coated with bitumastic or elastomeric compound to prevent corrosion.

No holes shall be cut into the manhole sections closer than 6 inches from joint surfaces.

Manholes which extend above grade shall not have an eccentric top section. The top plate shall be large enough to accommodate the cover lifting device and the cover.

### **Manhole Covers:**

The elevation of the top section shall be such that the cover frame top elevation is one (1) foot above the 100-year flood elevation (in a field), 0.5 foot above a lawn elevation, or at finished road or sidewalk grade.

When located in a traveled area (road or sidewalk), the manhole frame and cover shall be heavy duty cast iron. When located in a lawn or in a field, the manhole frame and cover may be light duty cast iron. The cover shall provide a minimum access diameter of 30 inches (76 cm). The mating surfaces shall be machined, and painted with tar pitch varnish. The cover shall not rock in the frame. Infiltration between the cover and frame shall be prevented by proper design and construction. Covers shall have “Sewer,, cast into them. Covers shall be designed so that infiltration is prevented.

Manhole frames, installed at grade, shall be set in a full bed of mortar with no less than two nor more than four courses of brick underneath to allow for later elevation adjustment. In lieu of brick, grade rings may be used for elevation adjustment. Grade rings shall not exceed 6 inches in depth. The total number of grade rings shall not exceed 12 inches in height, however, in no event shall more than 3 grade rings be used.

Manholes which extend above grade, shall have the frames cast into the manhole top plate. The top plate shall be securely anchored to the manhole barrel, by a minimum of six, ½ inch diameter, corrosion resistant anchor bolts, to prevent overturning when the cover is removed. The anchor bolts shall be electrically isolated from the manhole frame and cover.

### **Ladders:**

Manhole steps are to be provided in manholes. Steps are to be cast in or grouted solid into the precast units at intervals of 12 inches. Steps shall be in conformance with OSHA requirements having drop front or equivalent. Bolted-on type is not acceptable. Manhole steps to be M.A. Industries, Inc. copolymer polypropylene reinforced with ½-inch steel rod or equal.

**Flow Channel or Invert:**

The flow channel through the manholes shall conform in shape and slope to that of the sewers entering and leaving the manholes. Construct the top of the flow channel so that the flow will remain in the channel under peak conditions. Form or shape the channel walls to the full height of the crown of the outlet sewer and so as not to obstruct maintenance, inspection, or flow in the sewers. When curved flow channels are required, including branch inlets, increase minimum slopes to maintain acceptable velocities. Provide a minimum 0.1-foot drop through the manhole.

**Bench or Shelf:**

Provide a bench on each side of every manhole channel. The bench should have a slope of no less than 0.1 inch per foot or no greater than 0.5 inch per foot. No lateral sewer, service connection, or drop manhole pipe should discharge onto the surface of the bench.

**Manhole Inverts:**

Manhole inverts shall be constructed by laying sewer bricks on their long side with their water structured face up, in straight line or sweeping arch to from the bottom of the invert, from pipe to pipe. Additional sewer bricks will fan out with their water structure facing towards the center of the invert from the invert brick. The invert's width will be the same diameter of the effluent pipe of the manhole. The minimum height of the shelf shall be equal to the crown of the manhole's effluent pipe and it shall be constructed from sewer brick with their water structured face up.

**Buoyancy:**

Where high groundwater conditions are anticipated, the manholes shall be designed and constructed to prevent floatation.

**Watertightness:**

Solid or watertight manhole covers shall be used in areas subject to flooding. All manhole lift holes and grade adjustment rings shall be sealed with a nonshrinking mortar or other material approved by the Director. A bituminous coating shall also be used on the exterior. Inlet and outlet pipes shall be joined to the manhole with a gasketed, flexible watertight connection or with another watertight connection arrangement that allows for differential settlement of the pipe and the manhole.

The Contractor shall furnish manholes waterproofed over the entire exterior surface that will be below finished grade. The water proofing shall not mar or interfere with the specified exterior finish for these structures. Waterproofing shall be accomplished prior to structure installation for precast sections, and shall be applied to dry surfaces under proper weather conditions.

Waterproofing shall consist of a two-coat application of coal tar compound as manufactured by Koppers Bitumastic Super Service Black; Tnemec Heavy Duty Black 46-449; Preco Nitroproof

600; or equal, and shall be applied according to manufacturer's specification. Total thickness of the two-coat application shall no be less than 16 mils.

**Pipe Connections:**

Pipes being connected to new manholes shall be connected to the manhole with cast-in-place rubber boot with clamp around gasket. Pipes being connected to existing manholes shall be core drill opening and seal with link seal water stop between pipe and manhole wall.

**Section 14. Force main pipe shall be either:**

**(a) Ductile Iron Pipe:**

Pipe shall conform to ANSI A21.51;  
The minimum wall thickness shall be Class 52 (ANSI A21.50);  
The pipe shall be clearly marked with either "D," or "DUCTILE,,";  
Fittings shall conform to ANSI A21.10;  
Pipe shall be furnished with push-on joints and fittings shall be furnished with mechanical joints. Both conforming to ANSI A21.11; and  
Pipe and fittings shall be cement mortar lined and have an internal and external bituminous seal coating.

**(b) Polyvinyl Chloride (PVC) Plastic Pipe:**

Pipe shall conform to ASTM D2241;  
Materials used in the manufacturer of PVC pipe shall meet ASTM C1784; and be ultraviolet light (UV) protected;  
The minimum wall thickness shall be SDR-21;  
Fittings shall conform to ASTM D2241; and  
Joints and gaskets shall conform to ASTM D2241, D1869, and F477.

**(c) Other pipe materials:**

Other pipe materials shall require prior written approval of the Director before being installed.

Trenching, bedding, and backfilling shall be as approved by the authority having jurisdiction over the property, such as but not limited to: the Massachusetts Highway Department, Town of Chatham Surveyor of Highways or Harwich Wastewater Superintendent.

Joint preparation and assembly shall be in accordance with the manufacturer's written instructions.

Anchorage, concrete blocking, and/or mechanical restraint shall be provided when there is a change of direction of 7-1/2 degrees or greater.

When the daily average design detention time, in the force main, exceeds 20 minutes, the manhole and sewer line receiving the force main discharge or the sewage shall be treated so that corrosion of the manhole and the exiting line are prevented. The corrosion is caused by sulfuric acid biochemically produced from hydrogen sulfide anaerobically produced in the force main.

The force main shall terminate, in the receiving manhole, at a PVC plastic sewer pipe "T,,. The vertical arms of the "T,, shall be twice the diameter of the force main. The upper arm shall be at least 4 feet long; the lower arm shall terminate in a PVC plastic sewer pipe 90 degree elbow in a flow channel directed to the manhole exit pipe. The "T,, and its arms shall be securely fastened to the inside surface of the manhole wall using corrosion resistant anchors.

Force mains shall have a minimum velocity of three feet per second, 3ft/Sec.

**Section 15.** No sanitary sewer pipe shall be left open into an unfinished house or cellar hole. All pipes must be capped to prevent the flow of surface water or debris from entering the sanitary sewer.

**Section 16.** All sewer works located in the flood plain district area, established under the zoning by-law, shall require that new and replacement sewer works be designed and constructed to minimize or eliminate infiltration of flood waters into the system or discharge sewerage from the system into the floodwater.

**Section 17. Sewer Pipe Testing:**

**A. General**

The L.U.I. shall test the first section of pipeline as soon as it is installed to demonstrate that the work conforms to these specifications. The initial section shall not be less than five hundred (500) feet and not more than one thousand (1000) feet of pipeline. Testing of pipe shall closely follow pipe laying.

For all sewer pipe tests, the L.U.I. shall furnish an air or water test pump, an air or water meter, and suitable pressure gauge. The L.U.I. shall also furnish all labor and materials required to install suitable temporary testing plugs or caps for the pipeline and perform the test. The meter and gauge shall be installed by the L.U.I. in such a manner that all air or water entering the section under the test will be measured and the pressure in the section indicated and they shall be kept in use throughout all tests.

The scheduling of deflection and pressure and leakage tests shall be as approved and attended by the Town of Chatham's Sewer Department or Town Inspector.

Before accepting any sewer segment, the L.U.I. shall provide a television tape of the entire sewer including point of connection an existing sewer or pumping station. Television inspection shall be performed by a firm specializing in this work and shall produce the following information:

2. A continuous videotape recording of the entire length of pipe being inspected. The tape shall include location of each section, direction of camera travel, a commentary of the pipe's condition, and various irregularities found and lateral connections.
3. The section of pipe being televised shall be identified at least once every 50 ft.
4. Documentation on television logs and voice recorded on tape shall consist of the following information:
  - a. Distance from the numbered manhole point of beginning on each sewer section to the location of the specific condition being inspected.
  - b. Angular orientation of all above conditions inside pipe (i.e., leak at 10:00, service connection at 3:00).
  - c. Sewer size, material, and joint spacing.

## **B. Deflection**

Deflection tests shall be performed on all flexible pipes. The tests shall be conducted after the final backfill has been in place at least 30 days to permit stabilization of the pipe system.

No pipe shall exceed a deflection of 5 percent. If deflection exceeds 5 percent, the pipe shall be replaced.

The rigid ball or mandrel used for the deflection test shall have a diameter of not less than 95 percent of the base inside diameter or the average inside diameter of the pipe as specified by ASTM D 2122 Standard Test Method of Determining Dimensions of Thermoplastic Pipe and Fittings. The tests shall be performed without mechanical pulling devices.

## **C. Air Testing:**

The Town requires air testing in lieu of the exfiltration or infiltration tests. The L.U.I. shall submit his proposed method of air testing to the Director for approval. All air testing shall be performed in accordance with the procedures described in ASTM C828-86 for Clay Pipe or ASTM C924 for Concrete Pipe or those procedures approved by the Director, and shall be specifically designed and manufactured for testing pipelines with low-pressure air and shall be provided with an air regulator valve or air safety valve set to prevent the air pressure in the pipeline from exceeding ten (10) psi. If the results of the air test are unsatisfactory, the L.U.I. shall repair the sewer pipe and perform the air tests until the sewer pipe passes the air test. If site conditions are not conducive to air test, as determined by the Director, the L.U.I. will be required to perform an exfiltration and/or an infiltration test as outlined below.

Low pressure air tests shall conform to ASTM Specification C 828. All sections to be tested shall be cleaned and flushed, and shall have been backfilled, prior to testing.

Air shall be added until the internal pressure of the test section is raised to approximately 4.0 PSIG. The air pressure test shall be based on the time, measured in seconds, for the air pressure to drop from 3.5 PSIG. Acceptance is based on limits tabulated in the "Specification Time Required for a 1.0 PSIG Pressure Drop,, in the Uni-Bell PVC Pipe Association "Recommended Practice For Low-Pressure Air Testing of Installed Sewer Pipe,,.

Before pressure is applied to the line all connections shall be firmly plugged. Before the test period starts, the air shall be given sufficient time to cool to ambient temperature in the test section.

If the test section is below groundwater, the test pressure shall be increased by an amount sufficient to compensate for groundwater hydrostatic pressure, however, the test pressure shall not exceed 10 PSI.

The pressure test gauge shall have been recently calibrated, and a copy of the calibration results shall be made available to the Director prior to testing.

**Exfiltration Test:**

If for any reason, approved by the Director, air testing cannot be performed, the Director shall require exfiltration testing. Leakage tests by exfiltration shall be made before or after backfilling at the discretion and under the supervision of the Town Inspector. The length of pipe to be tested shall not exceed 1,000 feet and be such that the head over the crown at the upstream pipe is not less than two (2) feet and the head over the downstream pipe crown is not more than six (6) feet. The pipe shall be plugged, by pneumatic bags or mechanical plugs, in such a manner that the air can be released from the pipe while it is being filled with water. Before any measurements are made, the pipe shall be kept full of water long enough to allow absorption of water and the escape of any trapped air. Following this, a test period of at least two hours shall begin. Provisions shall be made for measuring the amount of water required to maintain the water at a constant level during the minimum two (2) hours test period. If any joint shows an appreciable amount of leakage, the joining material shall be removed and replaced. If the water required to maintain a constant level in the pipe does not exceed twenty-five (25) gallons per nominal diameter, in inches, per 24 hours per mile of pipe and if all leakage is not confined to a few joints, workmanship shall be considered satisfactory. If the amount of leakage indicates defective joints or broken pipes, they shall be corrected or replaced.

**Infiltration Test:**

If for any reason, approved by the Director, air testing and exfiltration testing cannot be performed, the Director shall require infiltration testing be performed. Pipe shall be tested for infiltration after backfill has been placed and the ground water allowed to return to normal elevation. Infiltration tests shall be made only under the supervision of the Town Inspector, and the length of line to be tested shall be not less



than the length between adjacent manholes and not more than the total length of each size pipe and shall not exceed 1000 feet. The allowable infiltration shall be twenty-five (25) gallons per nominal diameter, in inches, per 24 hours per mile of pipe in each section tested as determined by means of V-Notch weirs, pipe spigots, or by plugs in the end of the pipe to be furnished and installed by the L.U.I., in an approved manner, and at such times and locations as may be directed by the Town Inspector.

There shall be no gushing or spurting leaks. If an inspection of the completed sewer or any part thereof shows pipes or joints which allow noticeable infiltration of water, the defective work or material shall be replaced or repaired.

### **Section 18. Sewer Force Main Testing:**

The sewer force main pipe shall be given pressure and leakage tests in sections of approved length as approved by the Director. For these tests, the L.U.I. shall furnish a water test pump, water meter, and a pressure gauge. The L.U.I. shall also furnish all labor and equipment to install suitable temporary testing plugs or caps for the pipeline and to perform the tests. The meter and gauge shall be installed by the L.U.I. in such a manner that all water entering the section under the test will be measured and the pressure in the section indicated and they shall be kept in use throughout all tests.

The scheduling of pressure and leakage tests shall be as approved and attended by the Town Inspector.

The section of pipe to be tested shall be filled with water by pumping water into it and opening the air release valves and expelling all air from the pipe. If air release assemblies are not available at high points for releasing air, the L.U.I. shall perform: all excavation(s); make the necessary tap(s) at such highpoint(s); plug said holes of the tapping saddles after completion of the test with brass or bronze plug(s); and backfill the excavation(s).

The L.U.I. shall make a leakage test by metering the flow of water into the pipe while maintaining (in the section being tested) a pressure equal to 1.5 times the highest pressure to which the pipe will be subjected under normal conditions of service or 150 psi, whichever is greater. This shall be done by placing the section under pressure by pumping.

The lengths of joint to be used in determining the allowable leakage shall be based on the nominal diameter of the pipe. The allowable leakage shall be less than 11.65 gallons per inch diameter per day per mile of force main tested, maintaining a pressure within 5 psi for a minimum of two (2) hours duration. If the section shall fail to pass the pressure test, the L.U.I. shall locate and repair or replace the defective pipe, fitting, or joint, at the L.U.I.'s own expense.

If, in the judgment of the Director, it is impracticable to follow the foregoing procedure exactly, modifications in the procedures may be made if approved by the Director, but in any event the L.U.I. shall be responsible for the ultimate tightness of the line within the above leakage requirements with no allowances for leakage from valves.

**Section 19. Low Pressure Sewer Testing:**

The sewer low pressure pipe shall be given pressure and leakage tests in sections of approved length as approved by the Director. For these tests, the L.U.I. shall furnish a water test pump, water meter, and suitable pressure gage. The L.U.I. shall also furnish all labor and equipment required to install suitable temporary testing plugs or caps for the pipeline and perform the test. The meter and gage shall be installed by the L.U.I. in such a manner that all water entering the section under the test will be measured and the pressure in the section indicated and they shall be kept in use throughout all tests.

The scheduling of pressure and leakage tests shall be as approved and attended by the Town Inspector.

The section of pipe to be tested shall be filled with water by pumping water into it and opening the air release valves and expelling all air from the pipe. If air release assemblies are not available at high points for releasing air, the L.U.I. shall perform: all excavation(s); make necessary tap(s) at such highpoint(s); plug said holes of the tapping saddles after completion of the test with brass or bronze plug(s); and backfill the excavation(s).

The L.U.I. shall make a leakage test by metering the flow of water into the pipe while maintaining (in the section being tested) a pressure equal to 1.5 times the highest pressure to which the pipe will be subjected under normal conditions of service or 150 psi whichever is greater. This shall be done by placing the section under pressure by pumping.

The lengths of joint to be used in determining the allowable leakage shall be based on the nominal diameter of the pipe. The allowable leakage shall be less than 11.65 gallons per inch diameter per day per mile of pipe tested, maintaining a pressure within 5 psi for a minimum of two (2) hours duration. If the section shall fail to pass the pressure test, the L.U.I. shall locate and repair or replace the defective pipe, fitting, or joint at the L.U.I.'s own expense.

If, in the judgment of the Director, it is impracticable to follow the foregoing procedure exactly, modifications in the procedures may be made if approved by the Director, but in any event the L.U.I. shall be responsible for the ultimate tightness of the line within the above leakage requirements with no allowances for leakage from valves.

**Section 20. Cleaning Sewer Lines:**

At the conclusion of the work, the L.U.I. shall thoroughly clean all pipelines by washing with water or other means to remove all dirt, stones, pieces of wood, or other material which may have entered the pipes during the construction period. Debris cleaned from the lines shall be removed from the low end of the pipeline by installing a screening device that will prevent any debris from entering the public sewer system or a section of the sewer works already approved. If after this cleaning, obstructions remain, they shall be removed. After the pipelines are cleaned and if the groundwater level is above the pipe or following a heavy rain, the Town Inspector will examine the pipes for leaks. If any defective pipes or joints are discovered, they shall be repaired or replaced as directed by the Town Inspector.

**Section 21. Sewer Manhole Leakage Tests:**

Leakage tests shall be made and observed by the Town Inspector on each manhole. The test shall be the exfiltration test or vacuum test as described below:

For these tests, the L.U.I. shall furnish an air or water test pump, an air or water meter, and suitable pressure gage. The L.U.I. shall also furnish all labor and materials required to install suitable temporary testing plugs or caps for the pipeline, and perform the test. The meter and gage shall be installed by the L.U.I. in such a manner that all air or water entering the manhole under the test will be measured and the pressure in the manhole indicated and they shall be kept in use throughout all tests.

After the manhole has been assembled in place, all lifting holes and exterior joints surface shall be filled and pointed with an approved non-shrinking mortar. The test shall be made prior to placing the shelf and invert and before filling and pointing the interior horizontal joints. If the groundwater table has been allowed to rise above the bottom of the manhole, it shall be lowered for the duration of the test. All pipes and other openings into the manhole shall be suitable plugged and the plugs braced to prevent blow out.

**Exfiltration Testing:**

The manhole shall then be filled with water to the top of the cone section. If the excavation has not been backfilled and observation indicates no visible leakage that is, no water visible moving down the outside surface of the manhole, the manhole may be considered to be satisfactory water-tight. If the test, as described is unsatisfactory, as determined by the Town Inspector or if the manhole excavation has been backfilled, the test shall be continued. A period of time may be permitted, if the Contractor so wishes, to allow for absorption. At the end of this period the manhole shall be refilled to the top of the cone and the measuring time of at least two (2) hours shall begin. This amount shall be extrapolated to a 24 hour rate and the leakage determined on the basis of depth. The leakage for each manhole shall not exceed one (1) gallon per vertical foot per day, a twenty-four (24) hour period shall equal one day. If the manhole fails this requirement, but the leakage does not exceed three (3) gallons per vertical foot per day, repairs by approved methods may be directed by the Town Inspector to bring the leakage within the allowable rate of one (1) gallon per foot per day. Leakage due to a defective section or joint or exceeding the three (3) gallon vertical foot per day, shall be the cause for the rejection of the manhole. It shall be the L.U.I.'s responsibility to uncover the manhole, as necessary, and to disassemble, reconstruct, or replace it as directed by the Town Inspector. The manhole shall then be retested and, if satisfactory, interior joints shall be filled and pointed and the invert constructed.

No adjustment in the leakage allowance will be made for unknown causes such as leaking plugs, absorptions, etc., it will be assumed that all loss of water during the test is a result of leaks through the joints or through the concrete. Furthermore, the L.U.I. shall take any steps necessary to assure the Town Inspector that the water table is below the bottom of the manhole throughout the test.

If the groundwater table is above the highest joint in the manhole, and there is no leakage into the manhole, as determined by the Town Inspector, such a test can be used to evaluate the water-tightness of the manhole. However, if the Town Inspector is not satisfied, the Contractor shall lower the water table and carry out the test as described hereinbefore.

**Vacuum Testing:**

The vacuum test shall be based on the time, measured in seconds, for the vacuum to decrease from 10 inches of mercury to 9 inches of mercury for manholes.

**Acceptance of manholes is based on the following:**

<u>Manhole</u>	<u>Manhole Diameter</u>	<u>Time to Drop 1,, Hg (10,, to 9,,)</u>
10 ft or less	4 ft	120 seconds
10 ft to 15 ft	4 ft	150 seconds
15 ft to 25 ft	4 ft	180 seconds

NOTE: For 5 ft diameter manholes, add 30 seconds to the times above.  
For 6ft diameter manholes, add 60 seconds to the times above.

The vacuum test gauge shall have been recently calibrated, and a copy of the calibration results shall be made available to the Director prior to testing.

If the test on the manhole fails (the allowable gallons or the time is less than that tabulated above), necessary repairs shall be made and the vacuum test repeated, until the manhole passes the test.

**Section 22. Manhole Cleaning**

All new manholes shall be thoroughly cleaned of all silt, debris and foreign matter of any kind, prior to final inspection.

**Subject:** Notification of free cash approval - Harwich

**Massachusetts Department of Revenue Division of Local Services**

Christopher C. Harding, Commissioner

Sean R. Cronin, Senior Deputy Commissioner of Local Services

10/24/2017

**NOTIFICATION OF FREE CASH APPROVAL - Town of Harwich**

Based upon the un-audited balance sheet submitted, I hereby certify that the amount of available funds or "free cash" as of July 1, 2017 for the Town of Harwich is:

General Fund	\$3,576,156.00
Enterprise Fund Water	\$2,312,182.00

This certification is in accordance with the provisions of G. L. Chapter 59, §23, as amended.

Certification letters will be emailed to the mayor/manager, board of selectmen, prudential committee, finance director and treasurer immediately upon approval, provided an email address is reported in DLS' Local Officials Directory. Please forward to other officials as you deem appropriate.

Sincerely,

*Mary Jane Handy*

Mary Jane Handy  
Director of Accounts  
Massachusetts Department of Revenue

---

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this mail in error please notify the postmaster at dor.state.ma.us.



SUBMITTED BY Carol Coppola  
FIELD REP Jared Curtis

COMMUNITY Harwich  
FUND Water

**RETAINED EARNINGS CALCULATION - ENTERPRISE FUND**

**PART I**

CASH 3,251,138

SUBTRACT:

CURRENT LIABILITIES, DESIGNATIONS OF FUND BALANCE

Warrants Payable	125,331
Encumbrances	271,839
Expenditures	541,786

OTHER

TOTAL 2,312,182

**PART II**

RETAINED EARNINGS - UNDESIGNATED 2,312,182

SUBTRACT:

ACCOUNTS RECEIVABLE (NET)


OTHER

TOTAL 2,312,182

**PART III**

**FIXED ASSETS:**

DEBITS

CREDITS

Total	-		-
FIXED ASSET VARIANCE	-		-

Jared Curtis

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

PLEASE SEE CERTIFICATION LETTER

DATE: 10/23/17

FOR DIRECTOR OF ACCOUNTS APPROVAL

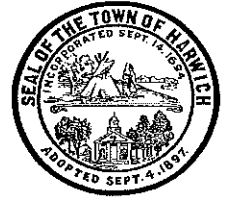
## OFFICE OF THE TOWN ADMINISTRATOR

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

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA



To: Board of Selectmen

From: Christopher Clark, Town Administrator

Re: Weekly Report October 23 - 27, 2017

Date: November 2, 2017

On Monday, I was out of the office on personal business. The afternoon consisted of Of Pre Hearing Conference with representatives of the Port Restaurant. The meeting was successful. We then conducted interviews with Board Secretary Candidates for the various Boards. I then prepared for the BOS Meeting and attended the meeting.

On Tuesday, started with our meeting follow up session in the office. I then met with the Police and Fire Representatives on the Security System Bid Review. Additional follow-up is required to check references. I then conducted a Pre-Bid conference at the Golf Course for the Cart Barn portion of the project. After lunch, I met with the Attorney John Giorgio to go over various case updates and he did suggest that we make this meeting monthly and that he would do some limited office hours. After the meeting, I signed some documents and departed for home. I did return later in the evening to work on the Capital Budget.

Wednesday highlights include meeting with the Chair to go over the agenda. I had an additional meeting with the Chair on various issues. I then worked on my weekly report. After Lunch, I met with a local business man about his interest in the potential restaurant at SAQ. I then had another meeting at DPW on the Street Scan Technology to assist the Town in determining road quality. I finished the day with a meeting with the Town Clerk on Capital Requests and then with the Chair of Planning Board to discuss process questions on the Golf Project.

Thursday, I was out during initial part of day on personal business. The balance of the morning consisted of meeting with CDM on the Sewer Design Progress in Southern Pleasant Bay Watershed. After lunch, met with Dave Spitz in his capacity as Brooks Museum Committee member. We conducted a review of Capital Requests from Water. I then met with Sean Libby on various issues. I departed to run errands and returned to attend Cape Housing Institute training from 7 to 9 pm.

Friday morning consisted of meeting with on a legal mater to try to resolve an outstanding issue. I did stay in the office to do paperwork until about 3 pm.

I did also throughout the week after hours in the evening work on the Capital Budget Summary and various items related to same.





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

## Memo

To: Sandy Robinson  
Ann Steidel

From: Donna Molino

Date: November 8, 2017

**RE: Assessor's Department Weekly Report (w/e 11/13/17)**

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1. Processed exemptions for Board of Assessor's approval.
2. Assisted taxpayer with exemption.
3. Processed and reviewed abutter's lists.
4. Processed and reviewed weekly deeds.
5. Continued work on Fiscal Year 2018 billing.

## Cemetery Administrator's Weekly Report

Week ending November 4, 2017

- Ground Penetrating Radar survey on Depot Street in North Harwich. Coordinated with Brian Albee, Highway Department and Steven Hicks, Water Department to survey a section of Roadway to locate water department pipes and gas lines for upcoming road work. Saved data collected on site and will create a 3D Grid showing section that was scanned.
- Evergreen Cemetery; Coordinated with Cape Cod Stone and Family Lot Owners on the Rules and Regulation in regards to the placement of memorial on Craft lot, lot had been surveyed with one available open space. Family members moving forward will be cremated and can only have one additional flat marker on the lot. Monument permit order has been submitted and new memorial will be installed.
- Island Pond Cemetery; Burial on Marceline lot Monday October 30<sup>th</sup>. Burial on Clarke lot on Tuesday October 31<sup>st</sup>. Complaint received from Jeanne Coleman Nasci on her parents lot across from the veterans memorial. After rain storm in September, water and deris (sand, rocks and gravel) washed on to her family member's stones causing them to sink. She is requesting that the Commission take a look at possible solutions. Pictures of lot were taken from lot owner as well as cemetery department it will be discussed at Cemetery Commission Meeting on Tuesday November 7.
- Request from J. Duncan Berry to survey Pine Grove Lots under the Berry name. Lot 65 Oak has missing headstone the base of the memorial is clearly visible. He is looking for the burial space of Elbridge G Berry 1838-1918. Upon review of the records transferred the cemetery department from Pine Grove Cemetery Association There were four burials on lot 65, three of them are listed on headstone. Lydia Berry does not have a memorial and she was the sister of Judah Berry the lot owner. She was interned at in Pine Grove Cemetery in lot 65 on May 1880. Cemetery Administrator will continue to look thru the record in efforts to find Elbridge Berry burial space.
- Prepared packets for the Cemetery Commission Meeting scheduled for Tuesday November 7, posted meeting agenda with Town Clerk and submitted email with agenda for town website. Contacted members with time and location of the meeting.
- On November 3 I continued my Certification program in Local Government. I began the course in Budgeting and Financial Management with Suffolk University.

Respectfully Submitted

Robbin Kelley  
Cemetery Administrator

Channel 18 Weekly Report w/e November 4, 2017



- Filmed Board of Selectmen
- Volunteered at the Community Center Halloween Party
- Filmed Conservation Commission
- Update with Veterans Agent about Veterans Day
- Update with Community Center Director about events
- Filmed Community Journal (5 volunteers reported for duty)
- Start FY19 Budget
- Schedule November updates with departments
- Complete Station liability insurance paperwork
- 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 29, 2017 – November 4, 2017

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 10/29 to 11/4.

- I continued working on the Community Center Budget and put together an outline of the revolving fund budget of the Cultural Center including insurance and utilities.
- I met with the program Aide for the Cultural Center to go over a procedure we are putting in place prior to getting on the agenda for the selectmen.
- The 16<sup>th</sup> annual Safe Halloween party took place at the Community Center on Tuesday 10/31. We had in attendance over 400 children and adults. This was one of our largest turn outs ever. We had donations from local businesses for food, candy and prizes. It was an extremely successful Community event.
- Filled out and filed necessary Board of Health forms/paperwork for the industrial kitchen operation at the Community Center.
- Received the preliminary report from Daniel Cook at the Office of Acceptance Facility Oversight for Passports. As a result of our inspections I learned Harwich had NO Deficiencies. We are awaiting the final report but we are extremely happy with our overall evaluation. As a side note I wanted to highlight that in FY 2015 we processed 271 passport applications and in FY2016 we processed 430 applications for an increase of 58.7%.
- We continue to collect and publicize the drive for Cape Cod Cares for our Troops. We are taking donations until November 14<sup>th</sup>.
- The Buoys and Burlap market place has the Holiday event in the Cultural Center Café for the weekend of November 3<sup>rd</sup> -4<sup>th</sup>. This has been an extremely well received event by the community and a great use of the Cultural Center.
- Toured the Cultural Center with an individual interested in doing some art work – follow up is needed with the Facilities Director and Fire department.
- Because the Boo-Tique was so successful our inventory of costumes for next year is low. We started advertising that we would take costumes now and store them for the future. In total we gave out over 200 costumes so we will continue to work hard to replenish the inventory in order to offer this program next year.

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 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 November 4, 2017

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

### Programs/Service:

- Distributed "Brown Bag" food supplies to 42 recipients
- Hosted Medicare Open Enrollment Program attended by 9 seniors
- Assisted 23 individuals with their Medicare Open Enrollment decisions through the SHINE program
- Commenced Laptops for Seniors program, a collaboration with the Masonic Angels Foundation which refurbishes donated laptops and provides them free of charge to Harwich seniors
- Hosted first Tech Café program in collaboration with Brooks Free Library, which disappointingly was only attended by one senior
- Arranged 7 medical rides for seniors with volunteers
- Served 19 clients at weekly Wellness Clinic
- Conducted 34 nursing visits and appointments with clients to conduct assessments, provide care, and offer teaching to them and their caregivers and provided numerous follow-up communications with agencies, pharmacies, doctors, family members, and clients
- Administered 7 flu vaccinations
- Assisted clients over the telephone and in the office providing counseling regarding Caleb Chase Fund, SNAP benefits, Mass Health long term care, Fuel Assistance, transportation, and Veteran's benefits
- Provided crisis intervention for three seniors with high risk issues and their families regarding a highly conflictual family situation, hoarding, and guardianship concerns
- Prepared and served 97 meals to seniors including Monday supper club and 4 Senior Dining lunches

### Administration:

- Met with AARP Tax Aide Program representatives to discuss this year's program
- Held monthly COA Board meeting where a new Newsletter Policy and Confidentiality Policy were approved
- Met with the Friends President to discuss transportation
- Began formal review of COA Emergency List in preparation for winter
- Submitted transportation statistical reports for the 1<sup>st</sup> quarter to the CCRTA
- Updated "Just for Seniors" bulletin board with program flyers, several created by Samantha Estabrook of the Community Center staff
- Had COA newsletter and program flyers posted online and Channel 18
- Transmitted press release to local papers regarding upcoming memory screening and movie programs
- Began preparation of annual budget and statistical report to the Executive Office of Elder Affairs
- Began work on a strategic planning process for the Cape Cod Hoarding Task Force
- Confirmed details for the community Thanksgiving Dinner at Brax Landing

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 29, 2017 – November 4, 2017**

#### **Highway Maintenance**

- 8 catch basins were dug
- Completed 18 work orders
- Trash runs Monday, Wednesday and Friday
- Continued backing newly paved roads with T-Base
- Brushed 1 day
- Picked up litter on at various locations
- 1 day hotmix / pothole repairs
- National Grid Meetings
- Street Scan Meetings
- Finish handwork on Riverside Drive
- Striping on Factory, Bog and North Westgate Roads
- Finished private road inspections for upcoming winter

#### **Vehicle Maintenance**

- Replaced charging and compressor systems on Fire Engine 65
- Replaced EGR cooler and upgraded system on Unit 11
- Continued maintenance on Water Department vehicles
- Performed twelve repairs on vehicles, small and large equipment

#### **Cemetery Maintenance**

- Mowed Brooks Academy, Millennium Park, Doane Park, Town Hall, Albro House, and Highway Department
- Leaf cleanup at Brooks Academy, Millennium Park, and Doane Park
- Tree Removal in Island Pond Cemetery and Pet Cemetery

#### **Parks Maintenance**

- Mowed 7 fields twice
- Started replacing fence along bike path
- Leaf cleanup at Brooks Park and Whitehouse Fields

## **Facility Maintenance**

- Received 9 new work orders and completed 23 work orders from back log
- Checked heating systems on town buildings as the first cold days approach
- Rebuilt circulating pump for the Town Hall
- Began maintenance and repairs to the Cultural Center's heating system. There are many repairs required to give the tenants some control over the temperature
- Worked on the Fire Department mechanical room, cleaning it out, setting drop ceiling and flipping entry door
- Working with Cross Alert vendor to identify problems with charging system on the Queen Anne road bike lights

## **Disposal Area**

- C&D: 11 loads, 208.42tons
- MSW: 6 loads, 136.25tons
- Recycling: 2 loads, 7.03tons
- Vehicles Recorded: 6,388
- Revenue: \$40,506.50

## **Reception**

- Phone calls: 87
- People Walking in: 9
- Work orders processed: 29



**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 10/27/17**

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

- DOR onsite to certify Free Cash,
- Research Cemetery Funds with external auditor, reach out to prior Treasurer,
- Clean out old outdated files,
- Numerous meetings with CPC Chair and Vice Chair,
- Complete bonding information for Bond Counsel,
- Various discussions with Assessor and Treasurer,
- Prepare draft memorandum of prior management letters,
- Continued work on records retention,
- Audit, process and approve payroll transactions,
- Audit, process and approve vendor transactions,
- Review and record cash receipts.

Sincerely,

Carol Coppola  
Finance Director/Town Accountant





**TOWN OF HARWICH**  
**FINANCE DIVISION**  
**732 MAIN STREET, HARWICH, MA 02645**  
**TEL: 508-430-7518 FAX: 508-430-7504**

**Carol Coppola**  
**Finance Director/Town Accountant**

**Wendy Tulloch**  
**Assistant Town Accountant**

*Report of the*  
**Finance Director/Town Accountant – Week Ending 11/3/17**

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

- Various discussions with external auditor pertaining to draft financial statements and cemetery funds,
- Research and discussions with prior Treasurer,
- Meeting with CPC Chair,
- Update financial and non-financial data for Official Statement,
- Various conversions with Town's Financial Advisor,
- Attend Capital meetings with Town Administrator,
- Continue work on prior management letters,
- Discussions with outside vendor and Technology Director pertaining to utilization of Munis and Open Gov options,
- Oversight for document shredding,
- Audit, process and approve payroll transactions,
- Audit, process and approve vendor transactions,
- Review and record cash receipts.

Sincerely,

Carol Coppola  
Finance Director/Town Accountant

## Weekly Report for Selectman

10/31-11/6

### **Golf Operations**

- The golf course was open in full all 7 days.
- First frost delay of season on 11/1
- The Hot Stove at CV closed for the season on 11/5
- Staff members attended COP Sync 911 presentation for golf course consideration on 11/6

### **Golf Course Maintenance**

- Golf Course remains in good shape
- Irrigation System is currently being blown out and retired for season
- Pump house controller install
- Pumps to be pull, rebuilt and reinstall starting around Mid-November

### **Golf Course Infrastructure Project**

- Cart Building has been put out to bid
  - Bid opening is on 11/9
  - Currently working with landscape architect to design a landscape plan for project



# Harwich Fire Department



*Fire Suppression*

*Prevention*

*Emergency Services*

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

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

Weekly Report – October 29, 2017 through November 04, 2017

## Incidents:

Fire/Explosion	00
Overpressure/Rupture	00
Rescue Call/ EMS	57
Hazardous Condition	06
Service Call	03
Good Intent	03
False Call	05
Severe Weather/Disaster	00
Special Type/Complaint	00
Total	74

## Fire Prevention:

### Inspections

Resale	12
Annual	03
Joint	00
Final	00
Lockbox	00
Liquid Propane Storage	02
Pre-Inspection	01
Oil Tank	00
Oil burner	01
Town Hall Hours	05
Underground Storage Tank	00
Truck Tank	00
InspectionsMisc	05

## Items of note:

IT Department summary – week ending 11/04/2017

- Scheduled MUNIS updates for Tyler Content Manager and Employee Self Service for 1/22-23/2018.
- Discussed Harbor Wireless design with project vendor
- Resolved power supply problems at golf and engineering dept
- Discussed potential Cyber Risk audit with vendor. Grant application submitted to MIIA
- Fixed Accela tablet issue in Building
- Update scan/print software in Golf
- Update remote access software for Treasurer
- Update MUNIS permissions and menus for Water department scheduled tasks
- Backups, Server maintenance and Antivirus monitoring
- Ongoing maintenance and problem resolution on computer, phone, email, printer and software for Town employees.

## Sandy Robinson

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**From:** Heinz Proft  
**Sent:** Wednesday, November 08, 2017 9:44 AM  
**To:** Ann Steidel; Sandy Robinson  
**Subject:** Heinz -Natural Resources Weekly report 11/8/2017

Natural Resources Weekly report 11/8/2017

- \* Shellfish Lab pumps and hoses taken out - stored for the winter.
- \* Attended annual River Herring Network in Sandwich MA.
- \*Shellfish areas - Open WED, THR, SAT, SUN. Met with volunteer shellfish wardens and scheduled patrols for November.
- \* Shellfish lab tanks drained and powerwashed. Lab equipment stored for the winter.
- \* Wrote letter to BOS to review Shellfish permit fees. It will be advertised followed by a public hearing In December prior to selling 2018 Shellfish permits.
- \*Received a call of large dead sea turtle on Bank Street Beach. Turtle stranding network responded and collected data. Harwich DPW assisted and took the animal to the transfer station.
- \*Met with Town Admin. + Finance Director to review Natural Resources Department capital outlay items prior to the Capital Outlay Committee meeting which will take place today (11/8/17).

Heinz Proft  
Nat. Resources Director



**Planning Department Weekly Report:** for the week of November 1<sup>st</sup> through November 8<sup>th</sup>

- Attended the Cape Housing Institute;
- Attended a meeting regarding Green Communities;
- Continued writing a Memorandum of Understanding for the Affordable Housing Coordinator;
- Continued research into the Affordable Housing Trust;
- Revised the Port Village District bylaw;
- Wrote staff reports and created a packet for the Planning Board's November 14<sup>th</sup> meeting;
- Posted the agenda for the Planning Board's November 14<sup>th</sup> meeting and the HDHC's November 15<sup>th</sup> meeting;
- Continued writing a crosswalk policy for the Town;
- Answered general questions regarding zoning and permitted uses;
- Reviewed +/- 12 building permits for zoning compliance;
- Continued creating dates for 2018 Planning Board meetings;
- 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 10/29/17 THROUGH 11/04/17

### PATROL

- 282 Calls and patrol-initiated activity logged
  - 5 arrests
- 31 motor vehicle stops resulting in:
  - 24 Verbal warnings
  - 2 Written warnings
  - 2 Arrests
  - 3 Investigations
- 5 Motor vehicle accidents investigated

### ADMINISTRATION

- The Harwich Police Department has signed on to the IACP "One Mind Campaign" where we pledge to train 100% of our sworn personnel in mental health first aid and 20% of our sworn personnel in Community Crisis Intervention within the next three years.
- This initiative is meant to provide our officers with additional resources and training in order to deal with the ever increasing number of calls related to mental health issues.

### COMMUNITY POLICING

- Officer Larivee assisted with the pre-school trick or treat parade to town hall
- The Citizens Academy continues – last weeks class was OUI enforcement with Sgt. Paul Boorack and Officer John Larivee. The class included volunteer drinkers who were put through field sobriety tests and breath test procedures.

## Recreation Department Weekly Report 11/5-11/11

- We will be hosting the second annual Soccer Bonanza at Whitehouse Field on Friday November 10 at Whitehouse Field. Games will be played under the lights with hot dogs and drinks for everyone. Last year we had over 200 people attend.
- We are in the middle of our Session 2 of our Fall programming season and we are seeing great registration numbers. We have the most fall registrations we have ever had.
- I am presenting to the Community Preservation Committee this Thursday November 9. We are requesting funding for Phase 5 of the Brooks Expansion project which includes a new LED lighting system for the park.
- Re-paving of Red River Beach has been completed and has added 15-20 more parking spaces to the lot. This will translate into more daily pass revenue for the upcoming summer. Additional spaces should bring in \$5000-\$7000 more this summer.
- We are working on the RFP's for the re-bidding of both the beach ice cream vendor contract and the Red River beach food vendor contract. Both of those contracts ran up after last summer. We are seeking bids on another multi-year contract. Recreation commission will be reviewing RFP's at their November meeting and we hope to have them posted in December.





# Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

## For Week Ending: November 4, 2017

Please see the following highlights from the previous week:

- M1 well cleaning
- Pleasant Lake water tank cleaning Saturday 11/4/17
- Received and setup two (2) new trucks; traded-in two.
- Began SCADA hardware installation & programming at the T3 on Bay Road, to include two (2) wells.
- Conducted (4) site visits to assess large meter change requirements
- Renewed water service at 20 Edmunds Lane.
- Seasonal turn offs; 41.
- Began marking Queen Anne Road for sewer borings
- Continued marking Queen Anne Road for Nat'l Grid

## Ongoing/Upcoming Items:

- Route 39 water tank cleaning
- Neel Road crossovers
- BOWC meeting rescheduled to 11/8/17 at 7:00 a.m.
- Capital Outlay Committee meeting 11/8/17 at 4:10 p.m.
- M2 & M3 well cleaning and pump and motor replacement
- SCADA hardware installation & programming at T3 (Bay Rd), T10 (NW Gate Rd), T11 (Pleasant Bay) and (3) water tanks.
- Continue large meter change-outs
- Continue mark-outs & conduct existing conditions survey of Lower County Road
- Meet with Lower County Road Project engineer
- Re-Insulate & vault ceilings at Wells 8 & 9
- Quarterly billing
- Water lien processing
- Cell tower lease

## Quick Stats

+0*	These figures are unavailable during SCADA installation.	
*Water Samples Taken	Weekly Change in Pumping	YTD Change in Pumping

\*Off-season sampling is reduced to the first and last week of each month

## Activities Last Week

Confirm Read	1	Meter Replacement	5
Final Read	8	Repair/Replace Valve	1
Install Lockbox	1	Seasonal Turn Off	41
Leak at Meter	1	Site Visit	5
Markouts	12	Water Service Renewal	1

## Activities Statistics

	2016	2017WTD	2017YTD
Curb Stop Repair/Renewals	4	0	1
Final Read for Property Transfer	380	8	333
Frozen Water Meter/Services	23	0	2
Hydrant Maintenance/ Repairs	2	0	0
Hydrant Installation/Replacement	5	0	1
Markouts	358	12	316
Seasonal Turn On/Off	1171	41	758
Water Main Repairs	3	0	4
Water Service Installation	36	0	37
Water Service Renewal	34	1	45
Meter Replacement	706	5	425
Meter Installation <i>new accounts</i>	36	0	35
Service Repairs <i>general</i>	104	9	131



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

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

November 8, 2017

Week of November 1-8, 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, November 2<sup>nd</sup>** -Met with Sharon Stark at Chatham Recreation to discuss middle school Girls' Night and Boys' Nights events at both community centers, with support of upperclassmen and women from the high school.
- **Saturday, November 4<sup>th</sup>** – One of 3 presenters for the monthly Harwich Democratic Town Committee meeting. Topic focus was current data on mental health and substance abuse/addiction and prevention efforts from Barnstable County Substance Abuse Coalition, Massachusetts Opioid Prevention Coalition, Monomoy Schools, Cape Cod Tech, and the community.
- **Sunday, November 5<sup>th</sup>** – As a member of the Barnstable County Substance Abuse Coalition, I was present at the 2<sup>nd</sup> Annual Parent Summit : Building Parent Muscle. The event was held at Cape Codder Resort from 11 am- 3 pm and featured speakers Jon Mattleman who presented on The Secret Life of Teens and Cindy Horgan who presented on Building Resiliency in Youth Ages 5-18.

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

Best,

*Sheila*