

SELECTMEN'S MEETING AGENDA*

*Donn B. Griffin Room, Town Hall
732 Main Street, Harwich, MA
Executive Session 6:15 P.M.
Regular Meeting 6:30 P.M.
Monday, December 18, 2017*

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

- I. **CALL TO ORDER**

- II. **EXECUTIVE SESSION** - 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 Manager’s Union

- III. **PLEDGE OF ALLEGIANCE**
- IV. **WEEKLY BRIEFING**
- V. **PUBLIC COMMENTS/ANNOUNCEMENTS**

- VI. **CONSENT AGENDA**
 - A. Approve Minutes –
 - 1. December 4, 2017 Executive Session
 - 2. December 11, 2017 Executive Session
 - B. Approve the Contract Agreement for the construction of the Golf Course Cart Barn to J.J. Cardosi, Inc. in the total amount of \$545,000
 - C. Accept the resignation of Dr. Robert Insley as a member of the Board of Health
 - D. Approve request by Chatham-Harwich Newcomers Club for One-Day Special License for Wine & Malt & One-Day Entertainment License for February 9, 2018 with snow date of February 10, 2018
 - E. Approve application for Road Race by Ragnar Events for event on May 11 & 12, 2018
 - F. Approve request to close Villa Roma from January 9, 2018 to the first week in March for repairs and maintenance

- VII. **PUBLIC HEARINGS/PRESENTATIONS** *(Not earlier than 6:30 P.M.)*
 - A. Outer Cape Health Services presentation – Patricia Nadle, BSN, MEd
 - B. CVEC Extension of the Round 1 Adder for FY19
 - C. Town of Harwich Information Technology Infrastructure and Resource Review – Foster Banford and Scott Tyldesley

- VIII. **NEW BUSINESS**
 - A. Re-leasing the Bells Neck Cranberry Bogs
 - B. Personnel By-law Seasonal Hourly Wage Schedule
 - C. Request for Planning Board to design a Time, Place and Manner Restriction Bylaw for Marijuana
 - D. Proposed Harwich Housing Committee Charge revision
 - E. FY17 SEIU Salary Compensation Study
 - F. Discussion of cell tower money deposited into the Housing Trust Fund

- IX. **OLD BUSINESS**
 - A. Request to approve remote participation for Planning Board member David Harris

- X. **TOWN ADMINISTRATOR’S REPORT**
 - A. Department Weekly Reports

- XI. **SELECTMEN’S REPORT**
 - A. Open Meeting Law Complaint decision from the Attorney General’s Office

- 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.*

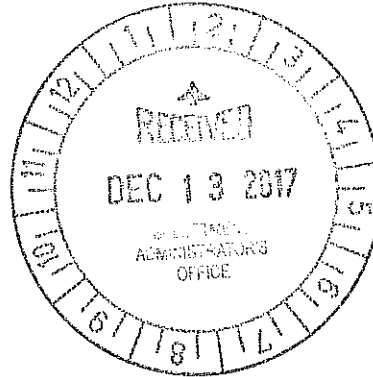
Authorized Posting Officer:

Posted by: _____
Town Clerk

Sandra Robinson, Admin. Secretary

Date: _____
December 14, 2017

memo



Town of Harwich

To: Board of Selectmen
From: Roman Greer, Director of Golf
CC: Chris Clark, Clem Smith
Date: 12/12/17
Re: Golf Infrastructure Project Status Report

The Golf Department, the Town Administrator and the Harwich Golf Committee request that the Board of Selectmen award the bid for the cart barn and foundation to the low bidder, JJ Cardosi Inc for the sum of \$545,000.

Please find the project details below.

Chronology of Events:

5/1/17 Approved at Town Meeting

RECONSTRUCTION OF MAINTENANCE AND OPERATIONS INFRASTRUCTURE AT CRANBERRY VALLEY GOLF COURSE (CVGC)

ARTICLE 18 : To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to fund the reconstruction of the CVGC Cart Barn with a new facility - Solar capable, with the ability to house a state of the art electric golf car fleet, re-skin and re- roof the major existing maintenance "storage" facility, provide environmental upgrades, and reconfigure the existing car parking lot and lanes and access to the Club House and Pro Shop facilities with appropriate enhancements, and to act fully thereon. The appropriation authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by M.G.L. Chapter 59, Section 21C (Proposition 2 ½) the amounts required to pay the principal of any interest on any borrowing authorized under this article, and to act fully thereon. By request of the Director of Golf and the Golf Committee. Estimated cost \$1,200,000.

Explanation: Last year the Town voted to approve the establishment of a "Infrastructure Revitalization Fund" for golf operations. The monies now accrued in this fund will give the Town's golf department the maximum amount of money to self fund this obligation.

The benefit derived from this investment will address long standing needs to maintain the competitiveness of the CVGC operation now and in the future.

5/16/17 Passed Election Ballot by a vote of 882-824

COMMONWEALTH OF MASSACHUSETTS, TOWN OF HARWICH, ANNUAL ELECTION
BALLOT, MAY 16, 2017

5. Shall the Town of Harwich be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bonds issued in order to complete facility improvements such as construct a solar capable Cart Barn, with the ability to house a state of the art electric golf cart fleet, re-skin and re-roof the major maintenance "storage" facility, provide environmental upgrades, and reconfigure the existing parking lot and lanes and access to the Club House and Pro Shop facilities with appropriate enhancements, including all costs incidental and related thereto?

QUESTION 5. GOLF - FACILITY IMPROVEMENTS

YES

NO

BLANKS

241	277	225	139	882
205	243	203	173	824
12	18	15	7	52
458	538	443	319	1,758

5/17/17 Harwich Conservation Commission approved the construction of the cart barn, retaining wall, etc.

10/26/17 Building and foundation went out to bid

11/16/17 Bids opened

Bid Opening Minutes, *Thursday, November 16, 2017*, Cranberry Valley Golf Cart Building

At 2:05 P.M., November 16, in the presence of Paul Sweetser, and Roman Greer, Bob Cafarelli received and opened sealed bids for the construction of a golf cart building at the Cranberry Valley Golf Course

Four bids were received:

Company Name	Foundation	Building	Total
JJ Cardosi Inc.	\$248,000	\$297,000	\$545,000
Collins Construction Co. ,Inc.	\$352,319	\$206,858	\$559,177
Eastward Companies	\$342,176	\$272,014	\$614,190
Construction Dynamics, Inc.	\$315,000	\$314,000	\$629,000

The bids were taken under advisement for review by the Golf Department for recommendation to the Board of Selectmen for award of contract at a later date.

12/12/17 Recommendation for bid from Bob Cafarelli

Sean Libby checked references for the low bidder of the Golf Cart Building, JJ Cardosi, Inc., and found nothing to disqualify them from this project. They are DCAM certified.

Roman Greer and others from the Golf Department are in agreement with me that the bid for the foundation and golf cart building construction should be awarded to the low bidder, JJ Cardosi, Inc., for the sum of \$545,000.

Bob

Robert Cafarelli, P.E.

12/13/17 Waiver approved from Planning Board for construction of new cart barn, demolition of existing cart barn, and relocation of fuel tank

Bid Opening Minutes
Thursday, November 16, 2017
Cranberry Valley Golf Cart Building

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The bids were taken under advisement for review by the Golf Department for recommendation to the Board of Selectmen for award of contract at a later date.

Notes by: Bob Cafarelli, Town Engineer

Sandy Robinson

From: Robert Cafarelli
Sent: Tuesday, December 12, 2017 11:43 AM
To: Sandy Robinson
Cc: Christopher Clark; Roman Greer; Shawn Fernandez; Sean Libby
Subject: Golf Cart Building
Attachments: Bid Opening.doc

Sean Libby checked references for the low bidder of the Golf Cart Building, JJ Cardosi, Inc., and found nothing to disqualify them from this project. They are DCAM certified.

Roman Greer and others from the Golf Department are in agreement with me that the bid for the foundation and golf cart building construction should be awarded to the low bidder, JJ Cardosi, Inc., for the sum of \$545,000.

Bob

Robert Cafarelli, P.E.

Town Engineer
Town of Harwich
732 Main Street
Harwich, MA 02645
Tel: 508-430-7508
email: rcafarelli@town.harwich.ma.us

COPY

AGREEMENT FOR TOWN OF HARWICH

The following provisions shall constitute an Agreement between the Town of Harwich, acting by and through its Town Administrator, hereinafter referred to as "Town," and JJ Cardosi, Inc., with an address of 150 Amaral Street, Riverside, RI 02915, hereinafter referred to as "Contractor", effective as of the 18th day of December, 2017. In consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all the work required for the construction of a golf cart building at the Cranberry Valley Golf Course, 183 Oak street, Harwich, Ma 02645 in accordance with the Invitation for Bids, Instructions to Bidders, Bid Plans and Specifications and any other related documents prepared by the Town of Harwich.

ARTICLE 2: TIME OF PERFORMANCE:

The Contractor shall complete all work and services required hereunder commencing at the Notice to Proceed date and completing foundation and building at the time periods represented in bidder's form of general bid (copy attached hereto.)

ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work, subject to additions and deductions by Change Order, an amount not to exceed Five Hundred and Forty Five Thousand Dollars (\$545,000). 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:

Invitation for Bids, Bidding Documents, Instructions to Bidders, Scope of Work, foundation plans and specifications, building plan and specifications, amendments, change orders, or other changes mutually agreed upon in writing; all applicable State laws, including but not limited to MGL Chapter 149, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the construction of the project; and the Contractor's Form of General Bid as accepted by the Town (including requirements of M.G.L. Chapter 149, sections 26-27 -- Prevailing Wage Rates). 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: INSURANCE:

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers' compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

WORKMEN'S COMPENSATION	Per Statute
EMPLOYER'S LIABILITY INSURANCE	\$1,000,000
COMPREHENSIVE GENERAL LIABILITY	
Personal Injury	\$500,000 each occurrence
Bodily Injury	\$1,000,000 in the aggregate
Property Damage	\$1,000,000 in the aggregate
COMPREHENSIVE AUTOMOBILE LIABILITY	
Bodily Injury	\$500,000 each person \$1,000,000 each accident
PROPERTY DAMAGE	\$200,000 per accident
PLUS COMPREHENSIVE LIABILITY	\$500,000 in the aggregate
UMBRELLA COVERAGE	
PROFESSIONAL LIABILITY (where applicable)	\$1,000,000

Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a thirty day notice of cancellation to the Town.

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:

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 [State Department of Labor Standards wage schedule included in bid package]. 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.

- A. 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.

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:

Carl Coppola
Finance Director

\$ 545,000.00
Contract Sum

04465A2 617018 1718
Account Number

[Signature]
Christopher Clark, Town Administrator
Chief Procurement Officer

OSHA TRAINING

Pursuant to G.L. c. 30, §39S, the Contractor hereby certifies under penalties of perjury as follows:

- (1) Contractor is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work;
- (2) All employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and they shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and
- (3) All employees to be employed in the work subject to this contract have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration.

COMPLETE AND SIGN BELOW:

Authorized Person's Signature

Date

Print Name & Title of Signatory

Name of Contractor

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)

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)

PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS: that _____
(Name of Contractor)

a _____ hereinafter called PRINCIPAL, and
(Corporation, Partnership, of Individual)

(Name of Surety)

(Address of Surety)

hereinafter called SURETY, are held and firmly bound unto TOWN OF HARWICH, A MUNICIPAL CORPORATION, IN BARNSTABLE COUNTY, MASSACHUSETTS hereinafter called OWNER, in the total aggregate penal sum of (100% OF TOTAL BID AMOUNT) \$ _____

(_____ Dollars)
(words)

in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the PRINCIPAL entered into a certain CONTRACT with the OWNER, dated this _____ day of _____, 2017, a copy of which is hereto attached and made a part hereof for the services of:

The supply and construction of the foundation and pre-engineered metal building for the Cranberry Valley Golf Course in Harwich

NOW, THEREFORE, if the PRINCIPAL shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said CONTRACT during the original term thereof, and any extensions thereof which may be granted by the OWNER, with or without notice to the SURETY and during the one year guaranty period and if the PRINCIPAL shall satisfy all claims and demands incurred under such contract, and shall fully indemnify and save harmless the OWNER from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the OWNER all outlay and expense which the OWNER may incur in making good any default, then this obligation shall be void, otherwise to remain in full force and effect.

PROVIDED, that beneficiaries or claimants hereunder shall be limited to the SUBCONTRACTORS, and persons, firms, and corporations having a direct contract with the PRINCIPAL, or its SUBCONTRACTORS.

PROVIDED, FURTHER, that the said SURETY for the value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the WORK to be performed there under or the SPECIFICATIONS accompanying the same shall in any way affect its obligation on this BOND, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of this contract or to the WORK or to the SPECIFICATIONS.

PROVIDE, FURTHER, that no suit or action shall be commenced hereunder by any claimant: (a) Unless claimant, other than one having a direct contract with the PRINCIPAL, shall have given written notice to any two of the following: The PRINCIPAL, the OWNER, or the SURETY above named within ninety (90) days after such claimant did or performed the last of the work or labor, or furnished the last of the materials for which said claim is made, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were furnished, or for whom the work or labor was done or performed. Such notice shall be served by mailing the same by registered mail or certified mail, postage prepaid, in an envelope addressed to the PRINCIPAL, OWNER, or SURETY, at any place where an office is regularly maintained for the transaction of business, or served in any manner in which legal process may be served in the state in which the aforesaid project is located, save that such service need not be made by a public officer. (b) After the expiration of one (1) year following the date of which PRINCIPAL ceased work on said CONTRACT, is being understood, however, that if any limitation embodied in the BOND is prohibited by any law controlling the construction hereof, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

PROVIDED, FURTHER, that it is expressly agreed that this BOND shall be deemed amended automatically and immediately, without formal and separate amendments hereto, upon amendment to the Contract not increasing the contract price more than 20 percent, so as to bind the PRINCIPAL and the SURETY to the full and faithful performance of the Contract as so amended. The term "Amendment", wherever used in the BOND and whether referring to this BOND, the contract or the loan Documents shall include any alteration, addition, extension or modification of any character whatsoever. PROVIDE FURTHER, that no final settlement between the OWNER and the CONTRACTOR shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

WITNESS WHEREOF, this instrument is executed in three (3) counterparts, each of which shall be deemed an original, this ___ day of _____, 2017.

ATTEST:

Principal

BY:

(Principal Secretary)

(Address – Zip Code)

(SEAL)

Witness as to Principal

(Address – Zip Code)

ATTEST:

_____ BY: _____
_____ (Attorney-in-Fact)

_____ (Address – Zip Code)

_____ (SEAL)
Witness as to Surety

(Address – Zip Code)

NOTE: Date of BOND must not be prior to date of Contract. If CONTRACTOR is a partnership, all partners should execute BOND.

IMPORTANT: Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the Commonwealth of Massachusetts.

LABOR AND MATERIALS BOND

KNOW ALL PERSONS BY THESE PRESENTS: that _____
(Name of Contractor)

a _____ hereinafter called PRINCIPAL, and
(Corporation, Partnership, of Individual)

(Name of Surety)

(Address of Surety)

hereinafter called SURETY, are held and firmly bound unto TOWN OF HARWICH, A MUNICIPAL CORPORATION, IN BARNSTABLE COUNTY, MASSACHUSETTS hereinafter called OWNER, in the total aggregate penal sum of (100% OF TOTAL BID AMOUNT)\$ _____
(_____ Dollars)
(words)

in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the PRINCIPAL entered into a certain CONTRACT with the OWNER, dated this _____ day of _____, 2017, a copy of which is hereto attached and made a part hereof for the services of:

The supply and construction of the foundation and pre-engineered metal building for the Cranberry Valley Golf Course in Harwich

NOW, THEREFORE, if the PRINCIPAL shall promptly make payment to all persons, firms, subcontractors and corporations furnishing materials for or performing labor in the prosecution of the WORK provided for in such CONTRACT, and any authorized extensions or modification thereof, including all amounts due for materials, lubricants, oil, gasoline, coal and coke, repairs on machinery, equipment and tools, consumed or used in connection with the construction of such WORK and all insurance premiums on said WORK, and for all labor cost incurred in such WORK, and to any mechanic or material man lien holder whether it acquired its lien by operation of State or Federal law; then this obligation shall be void, otherwise to remain in full force and effect.

PROVIDED, that beneficiaries or claimants hereunder shall be limited to the SUBCONTRACTORS, and persons, firms, and corporations having a direct contract with the PRINCIPAL, or its SUBCONTRACTORS.

PROVIDED, FURTHER, that the said SURETY for the value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the WORK to be performed there under or the SPECIFICATIONS accompanying the same shall in any way affect its obligation on this BOND, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of this contract or to the WORK or to the SPECIFICATIONS.

PROVIDE, FURTHER, that no suit or action shall be commenced hereunder by any claimant: (a) Unless claimant, other than one having a direct contract with the PRINCIPAL, shall have given written notice to any two of the following: The PRINCIPAL, the OWNER, or the SURETY above named within ninety (90) days after such claimant did or performed the last of the work or labor, or furnished the last of the materials for which said claim is made, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were furnished, or for whom the work or labor was done or performed. Such notice shall be served by mailing the same by registered mail or certified mail, postage prepaid, in an envelope addressed to the PRINCIPAL, OWNER, or SURETY, at any place where an office is regularly maintained for the transaction of business, or served in any manner in which legal process may be served in the state in which the aforesaid project is located, save that such service need not be made by a public officer. (b) After the expiration of one (1) year following the date of which PRINCIPAL ceased work on said CONTRACT, is being understood, however, that if any limitation embodied in the BOND is prohibited by any law controlling the construction hereof, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

PROVIDED, FURTHER, that it is expressly agreed that this BOND shall be deemed amended automatically and immediately, without formal and separate amendments hereto, upon amendment to the Contract not increasing the contract price more than 20 percent, so as to bind the PRINCIPAL and the SURETY to the full and faithful performance of the Contract as so amended. The term "Amendment", wherever used in the BOND and whether referring to this BOND, the contract or the loan Documents shall include any alteration, addition, extension or modification of any character whatsoever. PROVIDE FURTHER, that no final settlement between the OWNER and the CONTRACTOR shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

WITNESS WHEREOF, this instrument is executed in three (3) counterparts, each of which shall be deemed an original, this ___ day of _____, 2017.

ATTEST:

Principal

(Principal Secretary)

FORM OF GENERAL BID

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person.

BY: _____ 11/9/17
Signature Date

John J Cardosi Jr. President
Type or Print Name Title

J J Cardosi Inc
Business Name

28 Boston Street East Providence RI 02914
Business Address City State Zip Code

(401) 435-6101 (401) 435-6102
Business Phone Business Fax.

info@jjcardosi.com
Email Address

Seal (If by Corporation):



Bidder acknowledges receipt of the following addenda:

No. 1 Dated: 11/1/17

No. 2 Dated: 11/2/17

No. 3 Dated: 11/6/17

No. 4 Dated: 11/9/17

The Bidder agrees to perform the work described in the specifications and shown on the plans for the following lump sums:

All materials, equipment and labor for the supply and construction of the Cart Building foundation for the Cranberry Valley Golf Course in Harwich:

Two Hundred-Forty-eight THOUSAND dollars

and _____ cents

(\$ 248,000.)

All materials, equipment and labor for the supply and construction of a pre-engineered metal building for the Cranberry Valley Golf Course in Harwich:

Two Hundred-Ninety-Seven THOUSAND dollars

and _____ cents

(\$ 297,000.)

Total bid for foundation and building

Five Hundred-Forty-five THOUSAND dollars

and _____ cents

(\$ 545,000)

Estimated Time of Completion (weather permitting)

Foundation 60 Days

Building 60 Days

All entries shall be made clearly in ink or typewritten. Amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words shall govern.

The above price shall include all labor, materials, permitting, overhead, profit, insurance, etc to cover the finished work.

The Bidder understands that all bids for this project are subject to the applicable bidding laws of the Commonwealth of Massachusetts, including the General Laws Chapter 30, Section 39M, and Chapter 149 as amended.

The contract will be awarded to the lowest responsible and eligible bidder who has demonstrated experience with this type of construction.

The Bidder understands that the Owner reserves the right to reject any or all bids and to waive any informality in the bidding.

The Bidder agrees that this 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.

Within 10 days of receipt of the written notice of acceptance of this bid the Bidder will execute the formal Contract of Agreement with the Owner.

Bid security is attached in the sum of five percent (5%) of the total bid. The bid security may become the property of the Owner in the event that the contract and bond are not executed within the time set forth above.

The selected Contractor shall furnish a performance bond and payment bond both in an amount equal to one hundred (100%) of the contract price.

SIMILAR PROJECT EXPERIENCE
Minimum of Three Required

1. Project Name: Detailed Listing Attached
Location: _____
Contract Value Awarded: _____ Final Contract Cost: _____
Specified Completion Date: _____ Actual Completion Date: _____
Contact Person: _____ Phone: _____
2. Project Name: _____
Location: _____
Contract Value Awarded: _____ Final Contract Cost: _____
Specified Completion Date: _____ Actual Completion Date: _____
Contact Person: _____ Phone: _____
3. Project Name: _____
Location: _____
Contract Value Awarded: _____ Final Contract Cost: _____
Specified Completion Date: _____ Actual Completion Date: _____
Contact Person: _____ Phone: _____

OPTIONAL:

4. Project Name: _____
Location: _____
Contract Value Awarded: _____ Final Contract Cost: _____
Specified Completion Date: _____ Actual Completion Date: _____
Contact Person: _____ Phone: _____
5. Project Name: _____
Location: _____
Contract Value Awarded: _____ Final Contract Cost: _____
Specified Completion Date: _____ Actual Completion Date: _____
Contact Person: _____ Phone: _____

Listing of Complete Jobs

J J Cardosi Inc, 28 Boston Street, East Providence, RI 02914

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Name of Project	OWNER	AMOUNT	Date of Completion	% IN HOUSE	DESCRIPTION OF WORK
Tuckertown Fire Station 8	Union Fire District John Blessing 401-789-8354	\$1,007,148	Mar-13	25%	Addition and Renovations to Fire Station.
Elm Park Risers	Worcester Housing Authority Stanley Miknaitis 508-635-3311	\$842,925	Nov-12	33%	Plumbing waste stack replacements.
Meehan CT #2	R I Hospital Vincent Salines 401-444-8081	\$581,518	Oct-12	50%	Fast track renovation of CT Scan rooms.
Oak Ridge Elementary School	Sandwich School Dept David Lager 781-863-6270	\$561,900	Sep-12	90%	Window replacement.
Addison Street Apartments	Worcester Housing Authority Stanley Miknaitis 508-635-3311	\$991,622	Sep-12	60%	ADA renovations. Site upgrades. Gut and renovate 52 kitchens.
Chapel of Hope	KMK Construction Co John Zulkiewicz 413-222-7603	\$350,049	Sep-12	60%	Renovation and reinforcing of existing Chapel for overall blast resistant codes and rehabilitation.
Worcester Schools Group 2	Worcester DPW & Parks Eugene Olearczyk 508-889-7417	\$2,703,511	Aug-12	35%	Fast track multi school renovations and upgrades.
Mary Goode School	Middleborough Schools Kathleen Piatelli 508-946-2000	\$339,200	Aug-12	90%	Window replacement.

Listing of Complete Jobs

J J Cardosi Inc, 28 Boston Street, East Providence, RI 02914

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Name of Project	OWNER	AMOUNT	Date of Completion	% IN HOUSE	DESCRIPTION OF WORK
Martin Court	Swansea Housing Connie Desbiens 508-679-5828	\$100,200	Oct-14	100%	Window replacement in occupied units.
DPW Administration Bldg	City of Worcester Julie Lynch 508-799-8574	\$1,125,999	Aug-14	35%	Interior renovation of DPW office space while occupied.
Veterans Memorial Housing	Woonsocket Housing Auth Robert Kulik 401-767-8000	\$4,653,570	Mar-14	30%	Complete gut, renovation and expansion of five buildings.
May St, Lake View and New Citizens Center Schools	City of Worcester Paul Moosey 508-799-1454	\$3,211,722	Dec-13	35%	Window and Door replacements and renovations.
Ridgeland Road	Shrewsbury Housing Dennis Osborn 508-752-4242	\$1,073,733	Nov-13	40%	Construction of three new residences, two single family and one 2-unit.
Steel Building	Martelly Construction Justin Vieira 508-676-0957	\$470,000	Nov-13	80%	Furnish and erect 30,000 sf pre-engineered metal building
Emergency Management Agency Expansion	State of Rhode Island Mike DiStefano 401-275-4024	\$1,439,028	Oct-13	70%	Furnish and erect steel structure and pre-engineered panels. Complete facility renovations.
Window Replacements	Oxford Middle School Allen Himmelberger 508-987-6050	\$1,320,000	Sep-13	65%	Remove and replace aluminum windows and exterior panels for entire school. Complete door replacements, masonry repairs and painting.
Phase 2 Renovations	Umicore Indium Products Peter Murdoch 401-456-0800	\$775,509	Mar-13	40%	Pre-engineered building addition and facility renovations.

Listing of Complete Jobs

J J Cardosi Inc, 28 Boston Street, East Providence, Rhode Island 02914

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Name of Project	OWNER	AMOUNT	Date of Completion	% IN HOUSE	DESCRIPTION OF WORK
Addition	Custom Corrugated Telmo DaSilva 401-723-2000	\$787,011	Mar-15	80%	15,000 sf pre-engineered building for a manufacturing facility including all site, structural, mechanical and electrical work.
Entry Access Upgrades	Worcester Housing Stan Miknaitis 508-635-3311	\$156,249	Mar-15	30%	Storefront and control card access upgrades in eight (8) different buildings.
Office Renovations	Acushnet Co Mike Kelly 508-910-8821	\$333,396	Mar-15	25%	Design Build Engineering office. Complete renovation.
VIR Room3	R I Hospital Keith Giacini 401-444-8081	\$230,724	Mar-15	28%	Reconstruction of virtual imaging equipment room in an active hospital environment.
Refrigerators 4 & 5	R I Hospital Keith Giacini 401-444-8081	\$101,073	Feb-15	15%	Replacement of industrial coolers in an active hospital environment.
Chandler Magnet School	City of Worcester Paul Moosey 508-799-1454	\$3,223,279	Oct-14	18%	Complete demolition, abatement and replacement of exterior door & window systems.
Ceiling Repairs	Pawtucket School Department Dennis Rebelo 401-729-6350	\$869,020	Oct-14	16%	Abatement, demolition & replacement of failing ceiling systems.
Webster Square Kitchens	Worcester Housing Stan Miknaitis 508-635-3311	\$1,655,023	Oct-14	25%	Complete demolition and reconstruction of 200 kitchens while units remained occupied.
Newport Hospital	R I Hospital Kevin Passafaro 401-444-8081	\$94,168	Oct-14	12%	Roof replacement.

			508-655-5511	
		Globe Fire Station	City of Fall River Susan Pavao 508-324-2000	\$77,320
		Norwich Armory	Logis Tech Inc Bill Martin 703-334-0508	\$550,300
Loading Dock Freezer	UMA Peter 508-5	Washburn Heights	Brockton Housing Nancy Macedo 508-427-9112	\$1,247,490
GBV Grocery Store	Worc Stanl 508-6	Elm Park Rehab	City of Worcester Paul Moosey 508-799-1454	\$234,970
Globe Fire Station	City o Susar 508-5	Deaconess Home	Deaconess Home Caroline Reed 508-674-4847	\$333,697
Norwich Armory	Logis Bill M 703-5	Forand Manor	Central Falls Housing Tina Marie Sullivan 401-727-9090	\$344,700
Washburn Heights	Brocl Nanc 508-4	Old Colony Planning Council	Old Colony Planning Council Pat Ciaramella 508-583-1833	\$531,600
Elm Park Rehab	City Paul 508-7			
Deaconess Home	Deac Caro 508-6			

Forand Manor	Central Falls Housing Tina Marie Sullivan 401-727-9090	\$344,700	Feb-15	80%	Complete removal and rep cabinets and counters in o
Old Colony Planning Council	Old Colony Planning Council Pat Ciaramella 508-583-1833	\$531,600	Feb-15	40%	Historic exterior renovati including roofing, masonr

Listing of Complete Jobs

J J Cardosi Inc, 28 Boston Street, East Providence, Rhode Island 02914

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Name of Project	OWNER	AMOUNT	Date of Completion	% IN HOUSE	DESCRIPTION OF WORK
Dartmouth Town Hall	Town of Dartmouth David Cressman 508-910-1813	\$870,283	Sep-16	50%	Thin brick system and window replacement.
Great Brook Valley Phase I	Worcester Housing Stanley Miknaitis 508-635-3311	\$918,839	Sep-16	60%	Site & Landscape Improvements.
Caffrey Towers	Brockton Housing Chris Barry 508-427-9118	\$1,142,413	Feb-16	30%	Renovation of 14 housing units.
Dix Building	State of Rhode Island David Cadoret 401-574-8100	\$59,700	Feb-16	100%	Aluminum window removal & replacement.
Clark, Union, W Tatnuck Schools	City of Worcester Paul Moosey 508-799-1220	\$4,347,195	Feb-16		Abatement, removal & replacement of window systems. Interior and Exterior Renovations.
Norman E Day School	Town of Westford Kathy Auth 978-692-5560	\$1,925,036	Feb-16	78%	Demolition, abatement of window & exterior door systems for the entire school. Roof and masonry repairs.
Addition	APC Auto Body Al Correia 508-998-9820	\$342,447	Aug-15	20%	A 4000 sf pre-engineered building addition.
New Welcome Center	DCAMM Barry Heidke 617-727-4050 x 375	\$6,224,088	May-15	27%	New construction of a 15,000 sf Welcome and Admissions Center.
Rehabilitation of Intel and Supply Buildings	State of Rhode Island Namvar Moghadam 401-222-2042	\$2,620,945	May-15	30%	Rehabilitation of a security building and a storage building, including extensive electrical work and date scope.

Listing of Complete Jobs

J J Cardosi Inc, 28 Boston Street, East Providence, Rhode Island 02914

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Name of Project	OWNER	AMOUNT	Date of Completion	% IN HOUSE	DESCRIPTION OF WORK
ACP Facility	USPFO for Rhode Island Ltc Randall Church 401-275-4068	\$1,133,009	Feb-17	15%	New access road, install inspection guard shack, and security fence with roll gate.
Regional Emergency Communication Center	City of Worcester Jeremy Flansburg 508-799-8561	\$4,549,399	Feb-17	10%	Demo existing structure and Install new 12000 sf facility for new 911 dispartth operations.
PICU Room	R I Hospital Kevin Passafaro	\$111,547	Mar-17	10%	Renovations to finishes, updates to Bathrooms and Kitchens.
Aquinas School	City of Newton Nicholas Read 617-796-1220	\$2,240,266	Oct-16	10%	Window & exterior wall system replacement. PCB and asbestos abatement.
Morton School Retaining Wall	City of Fall River Susan Pavao 508-324-2000	\$185,867	Dec-16	20%	Build brick, concrete & stone retaining wall.
Kitchens & Baths	Woburn Housing Robert McNabb 781-935-0818	\$2,775,039	Nov-16	35%	Renovation of 40 apartment units, including utility upgrades, and site upgrades.
Pool Room Repairs	Lakeville School District Bob Souza 508-923-2000	\$234,400	Dec-16	10%	Structural steel & brick repairs.
Westall School	City of Fall River Susan Pavao 508-324-2000	\$3,371,140	Sep-16	35%	Complete renovation of school.
Intermediate School	Town of Barnstable Joanna Boucher 508-862-4741	\$3,034,081	Sep-16	35%	Window, roof and EIFS system improvements.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid 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.

(Signature of individual signing bid or proposal)

John J Cardosi Jr., President

J J Cardosi Inc

(Name of Company)

STATEMENT OF TAX COMPLIANCE

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to my knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Social Security or Federal
Identification Number

05-0463627

Signature of individual
signing bid or proposal

John J Cardosi Jr., President

PUBLIC CONTRACTS – DEBARMENT
Chapter 550, Acts of 1991

The undersigned certifies under penalties of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth of Massachusetts under the provisions of Section 29F of Chapter 29 of the General Laws, or any other applicable debarment provisions of any other Chapter of the General Laws, or any Rules or Regulations promulgated thereunder.

Name of Bidder	J J Cardosi Inc
Date	11/9/17
Signature	
Printed name and title	John J Cardosi Jr., President

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we J.J. Cardosi, Inc.
28 Boston Street, East Providence, RI 02914
as Principal, hereinafter called the Principal, and Employers Mutual Casualty Company
P.O. Box 712, Des Moines, IA 50306-0712
a corporation duly organized under the laws of State of IA

as Surety, hereinafter called the Surety, are held and firmly bound unto

Town of Harwich

732 Main Street, Harwich, MA 02645

as Obligee, hereinafter called the Obligee, in the sum of

Five Percent of Amount Bid Dollars (\$ 5%)

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs,
executors, administrators, successors and assigns, jointly and severally, firmly by these presents.
WHEREAS, the Principal has submitted a bid for

Pre-Engineered Metal Building at Cranberry Valley Golf Course

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with
the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or
Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt
payment of labor and material furnished in the prosecution hereof, or in the event of the failure of the Principal to enter
such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty
hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract
with another party to perform the Work covered by said bid, then this obligation shall be null and void otherwise to remain
in full force and effect.

Signed and sealed this 9th of November, 2017.

[Signature]
(Witness)

J.J. Cardosi, Inc.
(Principal) (Seal)



BY: President

John J Cardosi, Jr (Title)

Employers Mutual Casualty Company
(Surety) (Seal)



BY: Shelly Andrade
(Title) Attorney-in-Fact

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

KNOW ALL MEN BY THESE PRESENTS, that:

- 1. Employers Mutual Casualty Company, an Iowa Corporation
- 2. EMCASCO Insurance Company, an Iowa Corporation
- 3. Union Insurance Company of Providence, an Iowa Corporation
- 4. Illinois EMCASCO Insurance Company, an Iowa Corporation
- 5. Dakota Fire Insurance Company, a North Dakota Corporation
- 6. EMC Property & Casualty Company, an Iowa Corporation
- 7. Hamilton Mutual Insurance Company, an Iowa Corporation

hereinafter referred to severally as "Company" and collectively as "Companies", each does, by these presents, make, constitute and appoint:

Shelly Andrade

its true and lawful attorney-in-fact, with full power and authority conferred to sign, seal, and execute the following Surety Bond:

Surety Bond Number: Bid Bond
 Principal : J.J. Cardosi, Inc.
 Oblige : Town of Harwich

and to bind each Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of each such Company, and all of the acts of said attorney pursuant to the authority hereby given are hereby ratified and confirmed.

AUTHORITY FOR POWER OF ATTORNEY

This Power-of-Attorney is made and executed pursuant to and by the authority of the following resolution of the Boards of Directors of each of the Companies at the first regularly scheduled meeting of each company duly called and held in 1999:

RESOLVED: The President and Chief Executive Officer, any Vice President, the Treasurer and the Secretary of Employers Mutual Casualty Company shall have power and authority to (1) appoint attorneys-in-fact and authorize them to execute on behalf of each Company and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof; and (2) to remove any such attorney-in-fact at any time and revoke the power and authority given to him or her. Attorneys-in-fact shall have power and authority, subject to the terms and limitations of the power-of-attorney issued to them, to execute and deliver on behalf of the Company, and to attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and any such instrument executed by any such attorney-in-fact shall be fully and in all respects binding upon the Company. Certification as to the validity of any power-of-attorney authorized herein made by an officer of Employers Mutual Casualty Company shall be fully and in all respects binding upon this Company. The facsimile or mechanically reproduced signature of such officer, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power-of-attorney of the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS THEREOF, the Companies have caused these presents to be signed for each by their officers as shown, and the Corporate seals to be hereto affixed this 1st day of April, 2017.

Seals



Bruce G. Kelley, Chairman
of Companies 2, 3, 4, 5 & 6; President
of Company 1; Vice Chairman and
CEO of Company 7

Todd Strother
Vice President

On this 1st day of April, 2017 before me a Notary Public in and for the State of Iowa, personally appeared Bruce G. Kelley and Todd Strother, who, being by me duly sworn, did say that they are, and are known to me to be the Chairman, President, Vice Chairman and CEO, and/or Vice President, respectively, of each of the Companies above; that the seals affixed to this instrument are the seals of said corporations; that said instrument was signed and sealed on behalf of each of the Companies by authority of their respective Boards of Directors; and that the said Bruce G. Kelley and Todd Strother, as such officers, acknowledged the execution of said instrument to be their voluntary act and deed, and the voluntary act and deed of each of the Companies.

My Commission Expires October 10, 2019.

Notary Public in and for the State of Iowa

CERTIFICATE

I, James D. Clough, Vice President of the Companies, do hereby certify that the foregoing resolution of the Boards of Directors by each of the Companies, and this Power of Attorney issued pursuant thereto on 1st day of April, 2017, are true and correct and are still in full force and effect.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 9th day of November, 2017.

Vice President

SPECIAL NOTICE TO AWARDING AUTHORITY
BIDDERS' UPDATE STATEMENTS ARE NOT PUBLIC RECORDS AND
ARE NOT OPEN TO PUBLIC INSPECTION (M.G.L. C.149, §44D)

EFFECTIVE MARCH 30, 2010

Commonwealth of Massachusetts
Division of Capital Asset Management
PRIME/GENERAL CONTRACTOR
UPDATE STATEMENT

TO ALL BIDDERS AND AWARDING AUTHORITIES

A COMPLETED AND SIGNED PRIME/GENERAL CONTRACTOR UPDATE STATEMENT MUST BE SUBMITTED WITH EVERY PRIME/GENERAL BID FOR A CONTRACT PURSUANT TO M.G.L. c.149, §44A AND M.G.L. c. 149A. ANY PRIME/GENERAL BID SUBMITTED WITHOUT AN APPROPRIATE UPDATE STATEMENT IS INVALID AND MUST BE REJECTED.

Caution: This form is to be used for submitting Prime/General Contract bids. It is not to be used for submitting Filed Sub-Bids or Trade Sub-Bids.

AWARDING AUTHORITIES

If the Awarding Authority determines that the bidder does not demonstrably possess the skill, ability, and integrity necessary to perform the work on the project, it must reject the bid.

BIDDER'S AFFIDAVIT

I swear under the pains and penalties of perjury that I am duly authorized by the bidder named below to sign and submit this Prime/General Contractor Update Statement on behalf of the bidder named below, that I have read this Prime/General Contractor Update Statement, and that all of the information provided by the bidder in this Prime/General Contractor Update Statement is true, accurate, and complete as of the bid date.

11/16/2017
Bid Date

J. J. Cardosi, Inc.
Print Name of Prime/General Contractor

Cranberry Valley
Project Number (or
name if no number)

28 Boston St, East Providence, RI 02914
Business Address

Town of Harwich
Awarding Authority

401-435-6101
Telephone Number

SIGNATURE⇒



Bidder's Authorized Representative

INSTRUCTIONS

INSTRUCTIONS TO BIDDERS

- This form must be completed and submitted by all Prime/General contractors bidding on projects pursuant to M.G.L. c. 149, §44A and M.G.L. c. 149A.
- You must give complete and accurate answers to all questions and provide all of the information requested. **MAKING A MATERIALLY FALSE STATEMENT IN THIS UPDATE STATEMENT IS GROUNDS FOR REJECTING YOUR BID AND FOR DEBARRING YOU FROM ALL PUBLIC CONTRACTING.**
- **This Update Statement must include all requested information that was not previously reported on the Application used for your firm's most recently issued (not extended or amended) Prime/General Contractor Certificate of Eligibility. The Update Statement must cover the entire period since the date of your Application, NOT since the date of your Certification.**
- You must use this official form of Update Statement. Copies of this form may be obtained from the awarding authority and from the Asset Management Web Site: www.mass.gov/dcam.
- If additional space is needed, please copy the appropriate page of this Update Statement and attach it as an additional sheet.
- See the section entitled "Bidding Limits" in the *Instructions to Awarding Authorities* for important information concerning your bidding limits.

INSTRUCTIONS TO AWARDING AUTHORITIES

Determination of Bidder Qualifications

- It is the awarding authority's responsibility to determine who is the lowest eligible and responsible bidder. You must consider all of the information in the low bidder's Update Statement in making this determination. **Remember:** this information was not available to the Division of Capital Asset Management at the time of certification.
- The bidder's performance on the projects listed in Parts 1 and 2 must be part of your review. Contact the project references.
- **AWARDING AUTHORITIES ARE STRONGLY ENCOURAGED TO REVIEW THE LOW BIDDER'S ENTIRE CERTIFICATION FILE AT THE DIVISION OF CAPITAL ASSET MANAGEMENT. Telephone (617) 727-9320 for an appointment.**

Bidding Limits

Single Project Limit: The total amount of the bid, including all alternates, may not exceed the bidder's Single Project Limit.

Aggregate Work Limit: The annual value of the work to be performed on the contract for which the bid is submitted,

when added to the annual cost to complete the bidder's other currently held contracts, may not exceed the bidder's Aggregate Work Limit. Use the following procedure to determine whether the low bidder is within its Aggregate Work Limit:

Step 1 Review Update Statement Question #2 to make sure that all requested information is provided and that the bidder has accurately calculated and totaled the annualized value of all incomplete work on its currently held contracts (column 9).

Step 2 Determine the annual dollar value of the work to be performed on your project. This is done as follows:

(i) If the project is to be completed in less than 12 months, the annual dollar value of the work is equal to the full amount of the bid.

(ii) If the project will take more than 12 months to complete, calculate the number of years given to complete the project by dividing the total number of months in the project schedule by 12 (calculate to 3 decimal places), then divide the amount of the bid by the calculated number of years to find the annual dollar value of the work.

Step 3 Add the annualized value of all of the bidder's incomplete contract work (the total of column 9 on page 5) to the annual dollar value of the work to be performed on your project. **The total may not exceed the bidder's Aggregate Work Limit.**

Correction of Errors and Omissions in Update Statements

Matters of Form: An awarding authority shall not reject a contractor's bid because there are mistakes or omissions of form in the Update Statement submitted with the bid, provided the contractor promptly corrects those mistakes or omissions upon request of the awarding authority. [810 CMR 8.05(1)].

Correction of Other Defects: An awarding authority may, in its discretion, give a contractor notice of defects, other than mistakes or omissions of form, in the contractor's Update Statement, and an opportunity to correct such defects, provided the correction of such defects is not prejudicial to fair competition. An awarding authority may reject a corrected Update Statement if it contains unfavorable information about the contractor that was omitted from the Update Statement filed with the contractor's bid. [810 CMR 8.05(2)].

PART 1 - COMPLETED PROJECTS

LIST ALL PUBLIC AND PRIVATE *BUILDING* PROJECTS YOUR FIRM HAS COMPLETED SINCE THE DATE OF APPLICATION FOR YOUR MOST RECENTLY ISSUED (NOT EXTENDED OR AMENDED) DCAM CERTIFICATE OF ELIGIBILITY. YOU MUST REPORT ALL REQUESTED INFORMATION NOT PREVIOUSLY REPORTED ON THAT DCAM APPLICATION*.

PROJECT TITLE & LOCATION	WORK CATEGORY	CONTRACT PRICE	START DATE	DATE COMPLETED
Fire Station, Randolph, MA	General Building	4,089,569	11/1/15	1/31/17
Exterior Doors, Hanscom AFB, MA	General Building	121,400	12/1/16	5/1/17
RTU B2822, Camp Edwards, MA	General Building	1,330,675	9/30/16	6/15/17
Maintenance Facility, Kingstown, RI	Modular/Prefab	659,110	4/15/16	5/31/17
RECC, Worcester, MA	Modular/Prefab	4,549,912	4/1/15	12/31/16

Attach additional sheets if necessary

* If your firm has been terminated from a project prior to completion of the work or has failed or refused to complete its work under any contract, full details and an explanation must be provided. See Part 3 of this Update Statement.

PART 1 – COMPLETED PROJECTS

LIST ALL PUBLIC AND PRIVATE PROJECTS OF \$20,000 OR MORE THAT YOUR FIRM HAS COMPLETED SINCE THE DATE OF APPLICATION FOR YOUR MOST RECENTLY ISSUED (NOT EXTENDED OR AMENDED) CERTIFICATE OF ELIGIBILITY*.

PROJECT TITLE & LOCATION	WORK CATEGORY	CONTRACT PRICE	START DATE	DATE COMPLETED
ACP Facility, E Greenwich, RI	General Building	1,133,009	7/15/15	12/20/16
GBV Phase II, Worcester, MA	General Building	1,002,560	6/1/16	12/20/16

*If your firm has been terminated from a project prior to completion of the work or has failed or refused to complete its work under any contract, full details and an explanation must be provided. See Part 3 of this Update Statement.

..... continued from page 3.
 This listing is for additional completed projects.

PROVIDE THE FOLLOWING REFERENCE INFORMATION FOR EACH COMPLETED PROJECT LISTED ON THE PREVIOUS PAGE.

PROJECT TITLE	COMPANY NAME	CONTACT PERSON	TELEPHONE
Fire Station #2	OWNER: Town of Randolph	David Murphy	781-961-0911
	DESIGNER: Kaestle Boos Assoc	Scott Mangiagli	860-229-0361
	GC: J J Cardosi Inc	Jay Cardosi	401-435-6101
Exterior Doors	OWNER: Massachusetts Military	Jason Obrebski	508-968-5806
	DESIGNER: 102 nd Intelligence Wing	S Mealy	
	GC: J J Cardosi Inc	Jay Cardosi	401-435-6101
RTU Building 2822	OWNER: Mass National Guard	Jason Obrebski	774-292-9495
	DESIGNER: Shekar & Associates		781-337-8347
	GC: J J Cardosi Inc	Jay Cardosi	401-435-6101
Maintenance Facility	OWNER: Union Fire District	John Blessing	401-789-8354
	DESIGNER: JoAnn Bentley Architects	JoAnn Bentley	508-674-7600
	GC: J J Cardosi Inc	Jay Cardosi	401-435-6101
RECC	OWNER: City of Worcester	Jeremy Flansburg	508-799-8561
	DESIGNER: Worcester DPW & Parks	Clark Burritt	508-799-8588
	GC: J J Cardosi Inc	Jay Cardosi	401-435-6101
	OWNER:		
	DESIGNER:		
	GC:		

Is your company or any individual who owns, manages or controls your company affiliated with any owner, designer or general contractor named above, either through a business or family relationship? YES NO

Are any of the contact persons named above affiliated with your company or any individual who owns, manages or control your company, either through a business or family relationship? YES NO

If you have answered YES to either question, explain. _____

PROVIDE THE FOLLOWING REFERENCE INFORMATION FOR EACH COMPLETED PROJECT LISTED ON THE PREVIOUS PAGE.

PROJECT TITLE		COMPANY NAME	CONTACT PERSON	TELEPHONE
ACP Facility	OWNER:	USPFO for Rhode Island	LTC Randall Church	401-275-4068
	DESIGNER:	RI Army Engineers	LTC Randall Church	401-275-4068
	GC:	J. J. Cardosi, Inc.	Jay Cardosi	401-435-6101
GBV Phase II	OWNER:	Worcester Housing	Stanley Miknaitis	508-635-3311
	DESIGNER:	BSC Group	Dominic Rinaldi	617-896-4300
	GC:	J. J. Cardosi, Inc.	Jay Cardosi	401-435-6101
	OWNER:			
	DESIGNER:			
	GC:			
	OWNER:			
	DESIGNER:			
	GC:			
	OWNER:			
	DESIGNER:			
	GC:			

Is your company or any individual who owns, manages or controls your company affiliated with any owner, designer or general contractor named above, either through a business or family relationship? YES NO

Are any of the contact persons named above affiliated with your company or any individual who owns, manages or control your company, either through a business or family relationship? YES NO

If you have answered YES to either question, explain. _____

PART 2 - CURRENTLY HELD CONTRACTS

LIST ALL PUBLIC AND PRIVATE BUILDING AND NON-BUILDING *CONSTRUCTION* PROJECTS YOUR FIRM HAS UNDER CONTRACT ON THIS DATE REGARDLESS OF WHEN OR WHETHER THE WORK COMMENCED.

1	2	3	4	5	6	7	8	9
PROJECT TITLE & LOCATION	WORK CATEGORY	START AND END DATES	ON SCHEDULE (yes / no)	CONTRACT PRICE	% NOT COMPLETE	\$ VALUE OF WORK NOT COMPLETE (col. 5 X col. 6)	NO. OF YEARS REMAINING (see note below)	ANNUALIZED VALUE OF INCOMPLETE WORK (col. 7 ÷ col. 8) (divided by)
Police Station, Wellfleet, MA	General Building	1/1/17 to 6/30/18	Yes	5,314,477	55%	2,916,479	1	2,916,479
New DPW Building, Northbridge, MA	Modular Construction/ Prefab	7/20/17 to 12/31/17	Yes	1,930,000	76%	1,465,198	1	1,465,198
AASF-1, Camp Edwards, MA	Doors & Windows	1/10/17 to 12/1/17	Yes	1,568,902	61%	959,951	1	959,951
Gardner DPW Complex	Modular Construction /Prefab	5/15/17 to 2/15/18	Yes	3,265,026	83%	2,722,580	1	2,722,580
Project 1874 Utility Tunnel	General Building	3/15/18 to 6/15/18	Yes	1,844,542	98%	1,813,042	1	1,813,042

ANNUALIZED VALUE OF ALL INCOMPLETE CONTRACT WORK (Total of Column 9)

\$ 13,380,777

Column 8

- If less than one year is left in the project schedule, write 1.
- If more than 12 months are left in the project schedule, divide the number of months left in the project schedule by 12 (calculate to three decimal places).

PART 2 – CURRENTLY HELD CONTRACTS

PROJECT TITLE & LOCATION	WORK CATEGORY	START AND END DATES	ON SCHEULE (YES/NO)	CONTRACT PRICE	% NOT COMPLETE	S VALUE OF WORK NOT COMPLETE (COL 5 X COL 6)	# OF YEARS REMAINING	ANNUALIZED VALUE OF INCOMPLETE WORK (COL 7/COL 8)
Fatima Hospital, N Providence, RI	General Building	8/1/17 to 1/31/18	Yes	1,261,000	81%	1,018,425	1	1,018,425
Middle & High School Repairs	General Building	5/15/17 to 10/13/17	Yes	4,293,389	15%	668,994	1	668,994
Garage Stairways, Worcester, MA	General Building	4/10/17 to 9/10/17	Yes <i>10-31</i>	1,021,949	5%	47,467	1	47,467
Grp 1 Schools, Worcester, MA	Doors & Windows	6/24/16 to 12/25/16	Yes	4,509,759	3%	135,895	1	135,895
Grp 2 Schools, Worcester, MA	Doors & Windows	6/20/16 to 11/25/16	Yes	3,027,551	6%	167,548	1	167,548

..... Continued from page 5.

This listing is for additional projects.

The total on page 5 includes these projects.

Division of Capital Asset Management

Prime/General Contractor Update Statement Effective March 30, 2010.

PROVIDE THE FOLLOWING REFERENCE INFORMATION FOR EACH INCOMPLETE PROJECT LISTED ON THE PREVIOUS PAGE.

PROJECT TITLE	COMPANY NAME	CONTACT PERSON	TELEPHONE
Police Station	OWNER: Town of Wellfleet	Ronald Fisetts	508-349-0300
	DESIGNER: Kaestle Boos Associates	Todd Costa	508-549-9906
	GC: J. J. Cardosi, Inc.	Jay Cardosi	401-435-6101
Northbridge DPW Building	OWNER: Town of Northbridge	Anthony DiLuzio, OPM	508-831-4447
	DESIGNER: Habeeb & Assoc Architects	Elizabeth Lewis	781-871-9804
	GC: J. J. Cardosi, Inc.	Jay Cardosi	401-435-6101
AASF-1	OWNER: Massachusetts Military	Paul Helmuth	508-968-5640
	DESIGNER: Gale Associates Inc	Steve Marshall	603-471-1887
	GC: J. J. Cardosi, Inc.	Jay Cardosi	401-435-6101
	OWNER:		
	DESIGNER:		
	GC:		
Gardner DPW Complex	OWNER: City of Gardner	Jennifer Dymek	978-632-0426
	DESIGNER: Bayside Engineering	Bill Capone	781-932-3201
	GC: J. J. Cardosi, Inc.	Jay Cardosi	401-435-6101
Project 1874 - Utility Tunnel	OWNER: Framingham State University	Linda Nesta	508-626-4933
	DESIGNER: Haynes Lieneck & Smith	Paul Lieneck	978-386-2473
	GC: J. J. Cardosi, Inc.	Jay Cardosi	401-435-6101

Is your company or any individual who owns, manages or controls your company affiliated with any owner, designer or general contractor named above either through a business or family relationship? YES NO

Are any of the contact persons named above affiliated with your company or any individual who owns, manages or control your company, either through a business or family relationship? YES NO

If you have answered YES to either question, explain. _____

PROVIDE THE FOLLOWING REFERENCE INFORMATION FOR EACH INCOMPLETE PROJECT LISTED ON THE PREVIOUS PAGE.

PROJECT TITLE		COMPANY NAME	CONTACT PERSON	TELEPHONE
	OWNER: DESIGNER: GC:			
	OWNER: DESIGNER: GC:			
Fatima Hospital Life Safety Renovations	OWNER: DESIGNER: GC:	CharterCARE Health Blount Bennett Architects J. J. Cardosi, Inc.	Thomas Mann Carl Robinson Jay Cardosi	401-456-2417 401-431-1922 401-435-6101
Middle/High School Repairs	OWNER: DESIGNER: GC:	Town of Carver Johnson Roberts Assoc J. J. Cardosi, Inc.	Mike Milanoski Jeff Davis Jay Cardosi	508-866-3401 617-666-8585 401-435-6101
Garage Stairways	OWNER: DESIGNER: GC:	Worcester DPW&P Worcester DPW&P J. J. Cardosi, Inc.	Clark Burritt Clark Burritt Jay Cardosi	508-799-8588 508-799-8588 401-435-6101
Worcester Schools Group 1 & Group 2	OWNER: DESIGNER: GC:	City of Worcester CSS Architects J. J. Cardosi, Inc.	Clark Burritt Kaja Savasta Jay Cardosi	508-799-8588 781-245-8400 401-435-6101
	OWNER: DESIGNER: GC:			

PART 2 – CURRENTLY HELD CONTRACTS

...Continued from page 6. This listing is for additional references.

Is your company or any individual who owns, manages or controls your company affiliated with any owner, designer or general contractor named above, either through a business or family relationship? YES NO

Are any of the contact persons named above affiliated with your company or any individual who owns, manages or control your company, either through a business or family relationship? YES NO

If you have answered YES to either question, explain. _____

Division of Capital Asset Management
Prime/General Contractor Update Statement Effective March 30, 2010.

PART 3 - PROJECT PERFORMANCE

For Parts 3 and 4, if you answer YES to any question, please provide on a separate page a complete explanation. Information you provide herein must supplement the Application for your most recently issued (not extended or amended) DCAM Certificate of Eligibility. You must report all requested information not previously reported on that DCAM Application for Prime/General Certificate of Eligibility. Include all details [project name(s) and location(s), names of all parties involved, relevant dates, etc.].

	YES	NO
1. Has your firm been terminated on any contract prior to completing a project or has any officer, partner or principal of your firm been an officer, partner or principal of another firm that was terminated or failed to complete a project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Has your firm failed or refused either to perform or complete any of its work under any contract prior to substantial completion?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Has your firm failed or refused to complete any punch list work under any contract?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Has your firm filed for bankruptcy, or has any officer, principal or individual with a financial interest in your current firm been an officer, principal or individual with a financial interest in another firm that filed for bankruptcy?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Has your surety taken over or been asked to complete any of your work under any contract?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Has a payment or performance bond been invoked against your current firm, or has any officer, principal or individual with a financial interest in your current firm been an officer, principal or individual with a financial interest in another firm that had a payment or performance bond invoked?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Has your surety made payment to a materials supplier or other party under your payment bond on any contract?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Has any subcontractor filed a demand for direct payment with an awarding authority for a public project on any of your contracts?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Have any of your subcontractors or suppliers filed litigation to enforce a mechanic's lien against property in connection with work performed or materials supplied under any of your contracts?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Have there been any deaths of an employee or others occurring in connection with any of your projects?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Has any employee or other person suffered an injury in connection with any of your projects resulting in their inability to return to work for a period in excess of one year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PART 4 - Legal or Administrative Proceedings; Compliance with Laws

Please answer the following questions. Information must supplement all judicial and administrative proceedings involving bidder's firm, which were instituted or concluded (adversely or otherwise) since your firm's Application for your most recently issued (not extended or amended) Certificate of Eligibility. You must report all requested information not previously reported on that DCAM Application for Prime/General Certificate of Eligibility.

The term "administrative proceeding" as used in this Prime/General Contractor Update Statement includes (i) any action taken or proceeding brought by a governmental agency, department or officer to enforce any law, regulation, code, legal, or contractual requirement, except for those brought in state or federal courts, or (ii) any action taken by a governmental agency, department or officer imposing penalties, fines or other sanctions for failure to comply with any such legal or contractual requirement.

The term "anyone with a financial interest in your firm" as used in this Section "T", shall mean any person and/or entity with a 5% or greater ownership interest in the applicant's firm.

If you answer YES to any question, on a separate page provide a complete explanation of each proceeding or action and any judgment, decision, fine or other sanction or result. Include all details (name of court or administrative agency, title of case or proceeding, case number, date action was commenced, date judgment or decision was entered, fines or penalties imposed, etc.).

	YES	NO
1. Have any civil, judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded, or settled relating to the procurement or performance of any construction contract, including but not limited to actions to obtain payment brought by subcontractors, suppliers or others?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Have any criminal proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded, or settled relating to the procurement or performance of any construction contract including, but not limited to, any of the following offenses: fraud, graft, embezzlement, forgery, bribery, falsification or destruction of records, or receipt of stolen property?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded, or settled relating to a violation of any state's or federal procurement laws arising out of the submission of bids or proposals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded, or settled relating to a violation of M.G.L. Chapter 268A, the State Ethics Law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PART 4 - Legal or Administrative Proceedings; Compliance with Laws (continued)

	YES	NO
5. Have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded, or settled relating to a violation of any state or federal law regulating hours of labor, unemployment compensation, minimum wages, prevailing wages, overtime pay, equal pay, child labor or worker's compensation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded, or settled relating to a violation of any state or federal law prohibiting discrimination in employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded, or settled relating to a claim of repeated or aggravated violation of any state or federal law regulating labor relations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Have any proceedings by a municipal, state, or federal agency been brought, concluded, or settled relating to decertification, debarment, or suspension of your firm or any principal or officer or anyone with a financial interest in your firm from public contracting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded, or settled relating to a violation of state or federal law regulating the environment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Has your firm been fined by OSHA or any other state or federal agency for violations of any laws or regulations related to occupational health or safety? Note: this information may be obtained from OSHA's Web Site at www.osha.gov	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Has your firm been sanctioned for failure to achieve DBE/MBE/WBE goals, workforce goals, or failure to file certified payrolls on any public projects?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. Other than previously reported in the above paragraphs of this Section I, have any administrative proceedings or investigations involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded, or settled by any local, state or federal agency relating to the procurement or performance of any construction contract?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. Are there any other issues that you are aware which may affect your firm's responsibility and integrity as a building contractor?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PART 5 - SUPERVISORY PERSONNEL

List all supervisory personnel, such as project managers and superintendents, who will be assigned to the project if your firm is awarded the contract. **Attach the resume of each person listed below.**

NAME	TITLE OR FUNCTION
Jay Cardosi	Project Manager
Cole Whitehead	Assistant Project Manager
Jack Cardosi	Superintendent
Paul Aparicio	Project Manager

PART 6 - CHANGES IN BUSINESS ORGANIZATION OR FINANCIAL CONDITION

Have there been any changes in your firm's business organization, financial condition or bonding capacity since the date your current Certificate of Eligibility was issued? Yes No

If YES, attach a separate page providing complete details.

PART 7 – LIST OF COMPLETED CONSTRUCTION PROJECTS SUBMITTED TO THE DIVISION OF CAPITAL ASSET MANAGEMENT.

Attach here a copy of the list of completed construction projects which was submitted with your firm's DCAM Application for your most recently issued (not extended or amended) DCAM Certificate of Eligibility. The Attachment must include a complete copy of the entire Section G – "Completed Projects" and the final page – "Certification" (Section J) containing the signature and date that the Completed Projects list (Section G) was submitted to the Division of Capital Asset Management.

DCAMM Workers Comp Dec.pdf	General Performance Supporting Documentation
DCAMM Workers Comp Dec.pdf	WC Policy Information Page
DCAMM Signatory Listing.pdf	Authorized Signatory Listing
prime-completed-projects_1.csv	Completed Projects Spreadsheet
A JJC Financials 2015 Official.pdf	CPA Prepared Financial Statement
DCAMM Question 16 Answer.pdf	Legal Compliance Supporting Documentation
DCAMM Annual Report.pdf	Annual Report
Bolster Resume.docx	Resume
Duarte M Resume.pdf	Resume
Jensen Nick Resume.pdf	Resume
Machado Brian Resume.pdf	Resume

Authorized Signature

Signature:

John J Cardosi Jr

Date:

03/07/2017

ACKNOWLEDGEMENT: Your eSignature is the electronic equivalent of a hand-written, original signature, and is authentic for all purposes allowed by law.

TERMS AND CONDITIONS:

As a duly authorized representative binding on the company, the undersigned hereby certifies, warrants and represents, under pains and penalties of perjury, that I have been provided the opportunity to review, correct and approve all of the information in connection within this Application for Certification (which will be relied upon in processing this Application for Certification) submitted by or on behalf of my company, and verify and attest to its truthfulness, completeness and accuracy. I understand and accept that the following may be considered grounds for denial, decertification and/or debarment of Certification or other action(s): (i) providing false or misleading information; (ii) failing to provide all required information; and/or (iii) directing a third party to provide false, misleading or insufficient information or knowing that a third party is providing false, misleading or insufficient information.



J. J. CARDOSI, INC.

General Contractor
Industrial · Commercial

28 Boston Street
East Providence, RI 02914-5009

January 28, 2016

DCAMM Recertification for #1292

Response for Section H. No. 11 General Performance

11. Has any employee or other person suffered an injury in connection with any of your projects resulting in their inability to return to work for a period in excess of one year?

Attached is "Employer's First Report of Alleged Occupational Injury, Disease or Fatality Dated 7/28/14.

The injured, Jose Ducas, has not returned to work as of the 28th of January 2016.

State of Rhode Island
EMPLOYER'S FIRST REPORT OF ALLEGED OCCUPATIONAL INJURY, DISEASE OR FATALITY

PLEASE CHECK IF CORRECTION OF PRIOR REPORT

Department of Labor and Training, Division of Workers' Compensation
 PO Box 20190, Cranston, RI 02920-0942
 Phone (401) 462-8100 TDD (401) 462-8006 FAX (401) 462-8105

DWC No.

12571

Claim 354498

Insurer File No.

1. EMPLOYER LOCATION: FEIN 05-0463627 Name J J Cardosi Inc. Address 28 Boston Street City, State, Zip East Providence, RI 02914 Phone 401-435-610 Ext. Type of Business RI Unemployment Ins. No. 1443399 NAICS		2. EMPLOYER NAMED ON WC INSURANCE POLICY: <input checked="" type="checkbox"/> SAME AS BLOCK 1 FEIN Name Address City, State, Zip Phone Ext. WC Policy Number	
3. INSURANCE COMPANY NAMED ON WC POLICY: FEIN Name Beacon Mutual Insurance Company Address One Beacon Centre Address City, State, Zip Warwick, RI 02886 Phone 401-825-2667 Ext.		4. CLAIM ADMINISTRATOR: <input checked="" type="checkbox"/> SAME AS BLOCK 3 FEIN Name Address Address City, State, Zip Phone Ext.	
5. EMPLOYEE INFORMATION: SSN 037-40-7659 <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female Name Jose Ducas Address 115 Midwood St City, State, Zip Cranston RI 02910 Phone 743-5759 Date of Birth 12/2/68 Occupation Carpenter Date Hired 3/17/08 State of Hire RI Preferred Language of Employee: <input checked="" type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Portuguese <input type="checkbox"/> Other:		6. MEDICAL INFORMATION: Treatment Facility Cranston Medical Inc Address 495 Atwood Ave City, State, Zip Cranston RI 02920 Phone 943-4540 Ext.	
Date of Birth 12/2/68 Date Hired 3/17/08		7. WITNESS INFORMATION: Name Mike Duarte Phone 638-8518	
8. INJURY INFORMATION: Injury Date 7/25/14 Time injury occurred 7:30 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM Time employee began work 7:00 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM 1. First full day lost from work <input checked="" type="checkbox"/> NONE LOST 2. Date returned to work (if appropriate) 3. Date employer notified of injury 7/28/14 If fatal - REPORT WITHIN 48 HOURS - Date of death		What was person doing when injured? Was taking down sheets of plywood and the plywood fell on top of injured. List injured body parts and nature of injury:(ex: Broken left finger, lower back strain) Right shoulder and lower back	
Place where injury/illness occurred: <input type="checkbox"/> At employer location listed in Block 1 OR <input checked="" type="checkbox"/> Complete address where accident occurred: 525 Chandler St, Worcester, MA			
Was this injury previously an incident-only with no medical treatment and no time lost? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If Yes, date employer first notified of medical treatment or time lost			
Category(les) of injury or illness: <input checked="" type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Occupational Disease <input type="checkbox"/> Repetitive Trauma <input type="checkbox"/> Occupational Hearing Loss <input type="checkbox"/> Unknown			
Print Name of Report Preparer Claudine Carlier		Date Prepared 7/28/14	
Print Name of Employer Contact Person OR <input checked="" type="checkbox"/> Same as above		Phone & Extension 435-6101	

DWC	County	Time A	Time W	OCC	Nature	Part	Source	Type



J. J. CARDOSI, INC.

General Contractor
Industrial · Commercial

28 Boston Street
East Providence, RI 02914-5009

Re: Litigation
Case: No. PC 11-327
Robert N Karpp Co Inc VS. J J Cardosi Inc
State of Rhode Island Superior Court, Providence SC.
Complaint is dated January 12, 2011

General Contractor: J J Cardosi Inc.
28 Boston Street
East Providence, RI 02914

Project/Owner: St Anthony's Church
300 North Eastern Avenue
Fall River, MA 02723

Material Supplier: Robert N. Karpp Co., Inc.
480 East First Street
Boston, MA 02127-0001

Subcontractor: Commercial Painting Co
75 Beverage Hill Avenue
Pawtucket, RI 02860

J J Cardosi Inc was awarded this project for St. Anthony's Church in 2008. Part of the project was to replace interior doors for the school. The doors were purchased from Robert N. Karpp Co Inc. The product supplied by Robert N. Karpp Co Inc was not acceptable to the owner of this project. The color and grain of the doors was a major problem. The doors had to be refinished by Commercial Painting Co., which incurred additional costs.

The claim was settled in November of 2011 for the amount of \$7,121.



J. J. CARDOSI, INC.

General Contractor
Industrial · Commercial

28 Boston Street
East Providence, RI 02914-5009

February 15, 2012

Commonwealth of Massachusetts
Division of Capital Asset Management
One Ashburton Place
Boston, MA 02108

Re: Civil Citation #PR100035

The Massachusetts Office of the Attorney General, Fair Labor Division, notified J J Cardosi Inc in January 2010 that we were not providing "true and accurate payroll records" for work performed on Massachusetts prevailing wage projects. The citation was appealed. It was determined that J J Cardosi Inc did provide true and accurate payroll records but on the wrong certified payroll forms. This error was unintentional. The amended penalty of \$1,500 was paid to the Commonwealth of Massachusetts immediately.

Attached as follows:

Notification from Massachusetts Fair Labor Division, certified
Citation #PR100035, amended 6/15/10
Notification from the Massachusetts Office of the Attorney General
Letter for the withdrawal of the appeal of the citation

Feel free to contact me with any questions or concerns.

John J Cardosi Jr
President

/cc
Enclosures



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL

ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

MARTHA COAKLEY
ATTORNEY GENERAL

(617) 727-2200
www.mass.gov/ago

RECEIVED
1/13/10

January 13, 2010

John J. Cardosi, Jr.
J.J. Cardosi, Inc.
28 Boston Street
East Providence, RI 02914

Dear Mr. Cardosi:

Massachusetts General Law's chapter 149, section 27B prescribes the manner in which the payroll records shall be kept of all floor coverer, carpenters, teamsters, chauffeurs, roofers, laborers, and Jackhammers employed by **J.J. Cardosi, Inc.** for work performed on Massachusetts public works projects.

In accordance with this statute, I hereby formally request that you provide to this office any and all certified payroll records dating from 6/1/2009 – present on all Massachusetts prevailing wage projects, as well as all prevailing wage rate sheets for each public project.

Your company has a continuous duty to keep and maintain true and accurate weekly payroll records from the commencement to completion of your portion of the project. The payroll record shall consist of the name, address and occupational classification of each employee on the project, along with the hours worked by, and wages paid to, each employee. This record must be signed and certified by you, the employer, or your authorized agent and submitted to the awarding authority on a weekly basis.

Massachusetts General Law's c. 149, s. 27B further provides that the payroll records must be furnished to the Office of the Attorney General upon request.

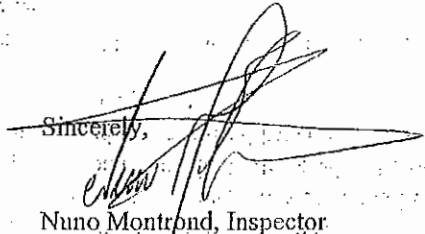
Please respond within 10 days. All records must be forwarded to:

Nuno Ricardo Fontes Montrond
Office of the Attorney General
Fair Labor Division
1 Ashburton Place, 1813
Boston, MA 02108-1508

Failure to submit the requested information may result in the commencement of a criminal action or the issuance of a civil citation against you.

Thank you for your anticipated cooperation.

Sincerely,


Nuno Montrond, Inspector
Fair Labor Division
(617) 727-2200, extension 2326

Certified Mail: 7007 2680 0001 1001 2616



CITATION FOR VIOLATION OF MASSACHUSETTS WAGE AND HOUR LAWS



The Commonwealth of Massachusetts
Office of the Attorney General
Fair Labor Division
One Ashburton Place, Rm. 1813
Boston, MA 02108

John J. Cardosi, Jr., Individually and
J.J. Cardosi, Inc.
28 East Boston Street
East Providence, RI 02914

and

3175A Tower Hill Road
Wakefield, RI 02879

AMENDED ON 6/15/10

- Order of Restitution \$ _____ Civil Penalty \$1,500.00 Total Due \$1,500.00
 You are hereby ordered to rectify all infractions immediately and to comply with all provisions of Massachusetts
General Laws, Chapters 149 and 151. Second or subsequent offense

After an investigation by the Fair Labor Division, you have been found in violation of the following provision(s)
of the Massachusetts General Laws:

M.G.L c. 149, § 27B Failure to submit certified payroll records to the awarding authority on a weekly
basis for work performed from to on the _____ public works
project.

Intentional Unintentional

Penalty \$ _____

M.G.L c. 149, § 27B Failure to submit true and accurate certified payroll records for work performed
from 4/26/09 to 1/9/10 on the Vehicle Storage Building Construction Works in
Sherborn, MA, Edward Everett School Demo Fence Site in Boston, MA and Exterior
Building Envelope Renovations Westport Housing in Westport, MA public works
projects.

Intentional Unintentional

Penalty \$ 1,500.00

M.G.L c. 149, § 27B Failure to furnish certified payroll records for inspection to a representative of
the Attorney General for work performed from to on the _____
public works project.

Intentional Unintentional

Penalty \$ _____

Citation # PR100035

Inspector: Nuno Montrond

Date issued: 6/15/10

By Certified Mail # 7010 0290 0003 0967 8143

and

First Class Mail 6/15/10

(See Reverse for Payment Instructions and Right of Appeal)

Payment Instructions for Civil Citation

Payments for orders of restitution and civil penalties must be made payable to the Commonwealth of Massachusetts and sent to:

**Office of the Attorney General
Fair Labor Division
Civil Citation Unit
P.O. Box 6303
Boston, MA 02114**

Only certified checks, bank checks or money orders will be accepted. Please include a copy of the citation and write the citation number (located at the bottom center of the reverse side) on your check.

Failure to Comply With Civil Citation

In accordance with Massachusetts General Law chapter 149, sections 27C(b)(6) and (7), failure to pay any civil penalty within 21 days of receipt of this citation will result in a one year debarment from bidding on public works projects and a lien for the amount of such penalty and any restitution ordered, plus 18% interest upon the real estate or personal property of the person who has failed to pay such penalty and may result in a criminal prosecution and/or stop work order unless a notice of appeal has been filed with the Attorney General and the Division of Administrative Law Appeals within 10 days of receipt of this citation.

Right to Appeal This Citation

You have the right to appeal the issuance of this citation to the Division of Administrative Law Appeals ("DALA"). A notice of this appeal must be filed with both the Attorney General and DALA within **10 days** from receipt of the citation.

An employer appealing a citation will be granted a hearing before DALA in accordance with the provisions of General Laws chapter 30A. After the hearing, DALA may affirm, vacate or modify the citation. G.L. c. 149, § 27C(b)(4).

Anyone aggrieved by DALA's decision may appeal to the Superior Court "within thirty days after receipt of notice of the final decision . . . or if a petition for rehearing has been timely filed . . . , within thirty days after receipt of notice of . . . denial of such petition for rehearing." G.L. c. 30, § 14(1).

To appeal this citation you must file a notice of appeal within ten days to **both** of the following agencies and please enclose a copy of the civil citation you are appealing:

**Office of the Attorney General
Fair Labor Division
Civil Citation Unit
One Ashburton Place, Rm. 1813
Boston, MA 02108**

**& Division of Administrative Law Appeals
98 North Washington Street, 4th Floor
Boston, MA 02114**

Order to Comply With the Law

This citation contains an order for you to rectify all infractions immediately and to comply with all provisions of Massachusetts General Laws Chapters 149 and 151. In order to fully comply with this order you must familiarize yourself with your legal obligations as an employer in Massachusetts. A subsequent violation of Massachusetts wage and hour law may result in your being charged as an intentional or willful subsequent offender.



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL

ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

MARTHA COAKLEY
ATTORNEY GENERAL

(617) 727-2200
www.mass.gov/ago

June 15, 2010

John J. Cardosi, Jr.
J.J. Cardosi, Inc.
28 East Boston Street
East Providence, RI 02914

Re: Citation #PR100035

Dear Mr. Cardosi:

As per our discussion at the Division of Administrative Law Appeals on June 4, 2010, and your telephone conversation with Inspector Nuno Montrond on June 11, 2010, enclosed please find an amended citation #PR100035. The Office of the Attorney General has agreed to amend the citation to reflect a fine of \$1500 (rather than \$3000) and you have agreed to pay the fine and withdraw your appeal of the citation.

Please remit either a certified or bank check made payable to the Commonwealth of Massachusetts and send it to: Patricia Breslin, Fair Labor Division, Office of the Attorney General, P.O. Box 6303, Boston, Ma 02114, with a copy of this citation.

We have been ordered to notify DALA of the status by June 18, 2010.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Miranda S. Jones".

Miranda S. Jones
Assistant Attorney General
Fair Labor Division
(617)963-2030



J. J. CARDOSI, INC.

General Contractor
Industrial · Commercial

28 Boston Street
East Providence, RI 02914-5009

June 16, 2010

Commonwealth of Massachusetts
Division of Administrative Law Appeals
98 North Washington St, 4th Floor
Boston, MA 02114
Fax 617-727-7248

Re: Citation #PR100035

This citation was amended on 6/15/10. J. J. Cardosi, Inc. accepts the amended citation, and will withdraw the appeal of this citation.

Sincerely,

John J. Cardosi, Jr.
President

/cc

Company Name &
DCAMM ID# →

PRIME/GENERAL CONTRACTOR ALL VERTICAL CONSTRUCTION PROJECTS
COMPLETED WITHIN PAST FIVE YEARS
(Do Not Convert to PDF)

Prime/General Completed Projects	PROJECT TITLE	Category of Work #1 (click on arrow in cell)	Cost Breakdown - Category #1	Category of Work #2 (click on arrow in cell)	Cost Breakdown - Category #2	Category of Work #3 (click on arrow in cell)	Cost Breakdown - Category #3	Total Contract Amount	Contract Start Date	Contract End Date	PUBLIC AWARDING AUTHORITY or PRIVATE OWNER	Contact Person (Mr., Ms., etc.)	Contact Person First Name	Contact Person Last Name	Contact Person Telephone Number	Contact Person Email Address	Street Address
Sample Project →	Boston City Hall Renovation	General Building Construction	\$1,200,000.00	Roofing	\$400,000.00	Masonry	\$200,000.00	\$4,000,000.00	1/15/2008	5/15/2010	City of Boston	Mr.	John	Smith	(617) 111-1111	user@domain.com	123 Main Street
Highest Value Single Project	New Welcome Center	General Building Construction	\$5,825,088.00	Doors & Windows	\$299,000.00			\$6,224,088.00	4/7/2014	6/15/2015	DCAMM	Mr.	Barry	Heidke	617-727-4050 x31375	barry.heidke@state.ma.us	1 Ashburton Pl
Second Highest Value Single Project	Veterans Memorial Housing	General Building Construction	\$4,853,570.00					\$4,853,570.00	12/20/2012	3/7/2014	Woonsocket Housing	Mr.	Duncan	Speel	401-767-8000	dcspeel@woonsockethousing.org	679 Social St
1	Norman E Day School	Doors & Windows	\$1,925,036.00					\$1,925,036.00	3/9/2015	2/19/2016	Town of Westford	Mr.	Kathy	Auth	978-692-5560	kauth@westford12.org	55 Main St
2	APC Addition	Modular Construction/Prefab	\$342,447.00					\$342,447.00	10/1/2014	8/15/2015	APC Auto Body	Mr.	Al	Correia	508-998-9820	apc Autobody@gmail.com	28 Ventura Dr
3	Rehab Supply & Intelligence Buildings	General Building Construction	\$2,521,945.00	Doors & Windows	\$100,000.00			\$2,621,945.00	9/5/2014	6/30/2015	R I State Police	Mr.	David	Cadoret	401-222-2042		311 Danielson Pike
4	Addition	Modular Construction/Prefab	\$787,011.00					\$787,011.00	8/7/2014	3/31/2015	Custom Corrugated	Mr.	Telmo	DaSilva	401-723-2000	tdasilva@keycontainercorp.com	21 Campbell St
5	Office Renovations	General Building Construction	\$333,396.00					\$333,396.00	6/1/2014	3/15/2015	Acushnet Co	Mr.	Mike	Kelly	508-810-8821	mike.kelly@acushnet.com	PO Box 965
6	Loading Deck Freezer	General Building Construction	\$262,170.00	Modular Construction/Prefab	\$120,000.00			\$382,170.00	10/1/2014	3/31/15	Umass Dartmouth	Mr.	Peter	Geldmacher	508-999-8938	pegeldmacher@umass.edu	285 Old Westport Rd
7	GBV Grocery Store	General Building Construction	\$278,286.00					\$278,286.00	9/2/2014	3/31/2015	Worcester Housing	Mr.	Stanley	Miknaitis	508-635-3311	miknaitis@worcesterhousing.com	81 Tacoma St
8	VIR Room 3	General Building Construction	\$230,724.00					\$230,724.00	9/15/2014	3/31/2015	Rhode Island Hospital	Mr.	Keith	Glacin	401-444-8081	kglacin@lifespan.org	17 Virginia Ave, Ste 101
9	Refrigerators 4 & 5	General Building Construction	\$101,073.00					\$101,073.00	11/15/2014	2/28/2015	Rhode Island Hospital	Mr.	Keith	Glacin	401-444-8081	kglacin@lifespan.org	17 Virginia Ave, Ste 101
10	Deaconess Home	General Building Construction	\$333,697.00					\$333,697.00	5/19/2014	2/28/2015	Deaconess Home	Ms.	Caroline	Reed	508-674-4847	caroline@deaconesshome.org	P O Box 2118
11	Elm Park Rehab	General Building Construction	\$234,970.00					\$234,970.00	9/1/2014	2/28/2015	City of Worcester	Mr.	Paul	Moosey	508-799-1454	mooseyp@worcester.ma.gov	455 Main St
12	Washburn Heights	General Building Construction	\$1,247,490.00					\$1,247,490.00	3/15/2014	2/28/2015	Brockton Housing	Ms.	Nancy	Macedo	508-427-9112	nancy@brocktonhousingauthority.com	45 Goddard Rd
13	Forand Manor	General Building Construction	\$344,700.00					\$344,700.00	8/7/2014	2/25/2015	Central Falls Housing	Mrs.	Tina Marie	Sullivan	401-727-9090		30 Washington St
14	Old Colony Planning Council	General Building Construction	\$509,600.00	Doors & Windows	\$22,000.00			\$531,600.00	3/15/2014	2/15/2015	Old Colony Planning Council	Mr.	Pat	Ciaramella	508-583-1833	pciaramella@ospcorp.org	70 School St
15	Norwich Armory	Modular Construction/Prefab	\$550,300.00					\$550,300.00	6/30/2014	2/7/2015	Logis-Tech Inc	Mr.	Bill	Martin	703-334-0508		9450 Innovation Dr
16	Martin Court	Doors & Windows	\$100,200.00					\$100,200.00	8/1/2014	10/30/2014	Swansea Housing	Ms.	Connie	Desbiens	508-679-5828	connie_desbiens@yahoo.com	100 Gardners Neck Rd
17	Newport Hospital	General Building Construction	\$94,168.00					\$94,168.00	8/1/2014	10/22/2014	Rhode Island Hospital	Mr.	Kevin	Passafaro	401-444-8081	kpassafaro@lifespan.org	17 Virginia Ave
18	Webster Square Kitchens	General Building Construction	\$1,655,023.00					\$1,655,023.00	10/1/2013	10/22/2014	Worcester Housing Authority	Mr.	Stanley	Miknaitis	508-635-3311	miknaitis@worcesterhousing.com	81 Tacoma St
19	Ceiling Repairs	General Building Construction	\$869,020.00					\$869,020.00	6/20/2013	10/22/2014	Pawtucket School Department	Mr.	Dennis	Rebelo	401-729-6350	rebelod@psdri.net	286 Main St
20	Chandler Magnet School	Doors & Windows	\$3,223,279.00					\$3,223,279.00	6/20/2013	10/22/2014	City of Worcester	Mr.	Paul	Moosey	508-799-1454	mooseyp@worcester.ma.gov	455 Main St

General Building Construction ONL

City	State	Zip Code	EVALUATOR	(Mr., Ms. etc.)	Evaluator First Name	Evaluator Last Name	Evaluator Telephone	Evaluator Email Address	Evaluator Street Address	City	State	Zip Code	Sub-trade#1 Category	Sub-trade #1 Contract Amount	Sub-trade#2 Category	Sub-trade #2 Contract Amount	Sub-trade #3 Category
Boston	MA	01234	ABC Construction Management, Inc.	Ms.	Jane	Jones	(781) 000-0000	user@domain.com	456 Elm Street	Anytown	MA	01567	Plumbing	\$400,000.00	Electrical	\$300,000.00	HVAC
Boston	MA	02108	Perry Dean Rogers/Partners	Mr.	Tom	McCarty	617-423-0100	tom@perrydean.com	177 Milk St	Boston	MA	02109	HVAC	\$694,303.00	Structural Steel	\$633,954.00	Drywall
Woonsocket	RI	02895	Edward Rowse Architects	Mr.	Steve	Tucker	401-331-9200	stucker@rowsearch.com	115 Cedar St	Providence	RI	02903	Plumbing	\$806,360.00	Demolition	\$270,675.00	Drywall
Westford	MA	01886	Gale Associates	Ms.	Kelsey	McMenamy	781-335-6465	krm@gainc.com	163 Libbey Pkwy	Weymouth	MA	02189	Doors & Windows	\$421,625.00	Masonry	\$72,584.00	Roofing
North Dartmouth	MA	02747	Wm Starck Architect Inc	Mr.	William	Starck	508-679-5733	wstarck@starckarchitects.com	126 Cove St	Fall River	MA	02720	Electrical	\$31,664.00	Fire Protection Sprinkler Systems	\$36,810.00	Foundations
North Scituate	RI	02857	Union Studio Architects	Mr.	Craig	Anderson	401-272-4724	craig@unionstudioarch.com	140 Union St	Providence	RI	02903	Telecommunication Systems	\$273,533.00	Electrical	\$322,338.00	HVAC
Pawtucket	RI	02861	JoAnn Bentley Architects	Ms.	JoAnn	Bentley	508-674-7600	jbentleyarchitect@verizon.net	209 Bedford St, Ste 204	Fall River	MA	02720	Fire Protection Sprinkler Systems	\$34,500.00	Site Work	\$155,317.00	Other
Fairhaven	MA	02719	JoAnn Bentley Architects	Ms.	JoAnn	Bentley	508-674-7600	jbentleyarchitect@verizon.net	209 Bedford St, Ste 204	Fall River	MA	02720	Plumbing	\$22,789.00	Drywall	\$26,319.00	Doors & Windows
North Dartmouth	MA	02747	Clearwater Architects	Mr.	John	Montano	508-636-3008	jmontano@clearwater.us	50 Cross Rd	Westport	MA	02790	Other	\$128,093.00	Masonry	\$49,880.00	Electrical
Worcester	MA	01605	Arnold Jacobson Assoc	Mr.	Charles	Hillier	781-935-2500	charles@ajarchitects.com	16 Mason Ave, Ste 5	North Attleboro	MA	02760	Electrical	\$59,816.00	HVAC	\$28,000.00	Asbestos Removal
Providence	RI	02905	RI Hospital Design Team	Mr.	Keith	Giacin	401-444-8081	kgiacin@ifespan.org	17 Virginia Ave, Ste 101	Providence	RI	02905	Drywall	\$28,030.00	Floor Covering	\$16,829.00	Other
Providence	RI	02905	RI Hospital Design Team	Mr.	Keith	Giacin	401-444-8081	kgiacin@ifespan.org	17 Virginia Ave, Ste 101	Providence	RI	02905	Roofing	\$3,700.00			
Fall River	MA	02722	JoAnn Bentley Architects	Ms.	JoAnn	Bentley	508-674-7600	jbentleyarchitect@verizon.net	209 Bedford St, Ste 204	Fall River	MA	02720	HVAC	\$45,600.00	Electrical	\$28,065.00	Plumbing
Worcester	MA	01608	Lamoureux Pagano	Mr.	Rob	Para	508-752-2831	rpara@lamoureuxpagano.com	108 Grove St, Ste 300	Worcester	MA	01605	Roofing	\$54,086.00	HVAC	\$25,013.00	Electrical
Brockton	MA	02303	McKinnell McKinnell	Ms.	Gail	Trachtenberg	781-878-6223	gtrachtenberg@mm-l.com	164 Washington St	Norwell	MA	02061	Plumbing	\$410,000.00	Electrical	\$150,594.00	Asbestos Removal
Central Falls	RI	02863	Castellucci Galli Corp	Mr.	James	Castellucci	401-353-0607	james.r.castellucci@vazirizon.net	175 High Service Ave	North Providence	RI	02911	Electrical	\$25,000.00	Painting	\$6,125.00	Other
Brockton	MA	02301	BKA Architects	Mr.	Matthew	Pelletier	508-583-5603	mpelletier@bkaarchts.com	142 Crescent St	Brockton	MA	02302	Roofing	\$17,000.00	Masonry	\$80,602.00	HVAC
Manassas	VA	20110	J J Cardosi Inc	Mr.	Jay	Cardosi	401-435-8101	jay@jcardosi.com	28 Boston St	East Providence	RI	02814	Site Work	\$110,375.00	Other	\$80,000.00	Electrical
Swansea	MA	02777	E Randy Jarvis Architects	Mr.	Randy	Jarvis	508-995-3169	eri3365@yahoo.com	3365 Acushnet Ave	New Bedford	MA	02745					
Providence	RI	02905	RI Hospital Design Team	Mr.	Kevin	Passafaro	401-444-8081	kpassafaro@ifespan.org	17 Virginia Ave	Providence	RI	02905	Roofing	\$59,542.00			
Worcester	MA	01605	Arnold Jacobson Assoc	Mr.	Charles	Hillier	781-935-2500	charles@ajarchitects.com	16 Mason Ave, Suite 5	N Attleboro	MA	02760	Electrical	\$281,169.00	Finish Carpentry	\$114,840.00	Painting
Pawtucket	RI	02860	Edward Rowse Architects	Mr.	Jeromy	Blitner	401-331-9200	jblitner@rowsearch.com	115 Cedar St	Providence	RI	02903-1082	Asbestos Removal	\$251,597.00			
Worcester	MA	01608	Turowski2 Architects	Mr.	Steve	Lapin	508-758-9777	slapin@t2architecture.com	3131 Wareham Rd	Marion	MA	02738	Doors & Windows	\$1,835,033.00	Asbestos Removal	\$173,700.00	Waterproofing

Y

Sub-trade #3
Contract
Amount

\$250,000.00

\$503,683.00

\$245,000.00

\$73,141.00

\$20,600.00

\$310,000.00

\$66,000.00

\$89,019.00

\$32,009.00

\$25,000.00

\$14,150.00

\$17,665.00

\$27,400.00

\$60,000.00

\$32,130.00

\$35,650.00

\$33,207.00

\$89,511.00

\$143,336.00

General Building C

Street Address	City	State	Zip Code	EVALUATOR	(Mr., Ms. etc.)	Evaluator First Name	Evaluator Last Name	Evaluator Telephone	Evaluator Email Address	Evaluator Street Address	City	State	Zip Code	Sub-trade#1 Category	Sub-trade #1 Contract Amount	Sub-trade#2 Category
123 Main Street	Boston	MA	01234	ABC Construction Management, Inc.	Ms.	Jane	Jones	(781) 900-0000	user@domain.com	456 Elm Street	Anytown	MA	01567	Plumbing	\$400,000.00	Electrical
81 Tacoma St	Worcester	MA	01605	Dixon Salo Architects	Mr.	Neil	Dixon	508-755-0533	neil@dixonosalochitects.com	501 Park Ave Ste 210	Worcester	MA	01610	Other	\$67,673.00	Telecommunication Systems
455 Main St	Worcester	MA	01608	City of Worcester	Mr.	Robert	Moylan Jr, PE	508-799-8588	moylanr@worcesterm.a.gov	455 Main St	Worcester	MA	01608	Finish Carpentry	\$150,000.00	Asbestos Removal
36 N Quinsigamond Ave	Shrewsbury	MA	01545	Kang Associates Inc	Ms.	Heather	Oldroyd Cocker	978-443-8383	hcc@kangarchitects.com	339 Boston Post Rd	Sudbury	MA	01776	Site Work	\$108,313.00	HVAC
455 Main St	Worcester	MA	01608	Owner's Project Manager	Mr.	Erick	Backstran	617-723-2050	erick.backstran@aeco.com	455 Main St	Worcester	MA	01608	Doors & Windows	\$1,579,306.00	Masonry
231 Commerce Dr	Fall River	MA	02720	JoAnn Bentley Architects	Ms.	JoAnn	Bentley	508-674-7600	jbentleyarchitect@verizon.net	209 Bedford St, Ste 204	Fall River	MA	02720	Structural Steel	\$135,700.00	
1 Capitol Hill	Providence	RI	02901	Castellucci Galli Corp	Mr.	James	Castellucci	401-353-0607	james.r.castellucci@verizon.net	175 High Service Ave	North Providence	RI	02911	Electrical	\$86,900.00	HVAC
4 Maple Road	Oxford	MA	01540	CGKV Architects	Mr.	Ernesto	Vazquez	617-512-0757	evazquez@cgkvarchitects.com	204A Hampshire St	Cambridge	MA	02139	Doors & Windows	\$607,915.00	Masonry
50 Sims St	Providence	RI	02909	Starck Architects	Mr.	William	Starck	508-679-5733	wstarck@starckarchitects.com	126 Cove St	Fall River	MA	02720	HVAC	\$73,626.00	Electrical
131 Asa Pond Rd	Peacedale	RI	02880	Pacheco Ross Architects, PC	Mr.	Loren	Compson	518-765-5105	lcp@pre-pc.com	72 Voorheesville Ave	Voorheesville	NY	12186	Electrical	\$80,490.00	Masonry
81 Tacoma St	Worcester	MA	01605	BLW Engineers Inc	Mr.	Mike	Denomme	978-486-4301	mdenomme@blw-engineers.com	311 Great Rd	Littleton	MA	01460	Plumbing	\$440,595.00	Floor Covering
50 Skyline Drive	Worcester	MA	1605	Worcester DPW and Parks	Mr.	Clark	Burnitt	508-799-8588	burnitt@worcesterm.a.gov	50 Skyline Drive	Worcester	MA	01605	Plumbing	\$525,000.00	Painting
50 Sims Avenue	Providence	RI	02909	J. J. Cardosi, Inc.	Mr.	Jay	Cardosi	401-435-6101	jay@jcardosi.com	28 Boston St	East Providence	RI	02914	HVAC	\$123,885.00	Electrical
100 Maple Avenue	Shrewsbury	MA	01545	Lamoureux, Pagano Associates	Mr.	Jess	Voinotto	508-752-2831	jvoinotto@lamoureuxpagano.com	108 Grove Street, Suite 300	Worcester	MA	01605	HVAC	\$113,000.00	Plumbing
384 HL Dow Highway, Suite 28	Eliot	ME	03903	NAVFAC Mid Atlantic		Betsy	Carmack	757-341-0081	elizabeth.carmack@navy.mil	9742 Maryland Ave	Norfolk	VA	23511	Doors & Windows	\$49,014.00	Floor Covering
330 Camp Street	Providence	RI	02906-1954	J. J. Cardosi, Inc.	Mr.	Jay	Cardosi	401-435-6101	jay@jcardosi.com	28 Boston St	East Providence	RI	02914	Site Work	\$357,326.00	
260 Quaker Meetinghouse Road	East Sandwich	MA	02537	Habeeb & Associates	Mr.	Dmitri	Kapalis	781-871-8804	dkapalis@habeesbarch.com	150 Longwater Dr	Norwell	MA	02061	Asbestos Removal	\$43,000.00	Other
81 Tacoma St	Worcester	MA	01605	Arnold Jacobson Assoc	Mr.	Charles	Hillier	781-935-2500	arnoldjacobsonassoc@yahoo.com	12 Walnut Hill Pk	Woburn	MA	01801	Plumbing	\$100,841.00	Asbestos Removal
31 Mayflower Ave	Middleborough	MA	02346	Habeeb & Associates	Mr.	Dmitri	Kapalis	781-871-8804	dkapalis@habeesbarch.com	150 Longwater Dr	Norwell	MA	02061	Asbestos Removal	\$13,367.00	Other

Construction ONLY

Sub-trade #2 Contract Amount	Sub-trade #3 Category	Sub-trade #3 Contract Amount
\$300,000.00	HVAC	\$250,000.00
\$14,677.00		
\$113,797.00	Electrical	\$89,912.00
\$91,500.00	Electrical	\$73,000.00
\$256,370.00	Asbestos Removal	\$216,049.00
\$52,500.00	Doors & Windows	\$57,443.00
\$72,910.00	Painting	\$41,200.00
\$67,545.00	Site Work	\$38,837.00
\$67,000.00	Roofing	\$61,200.00
\$80,194.00	Painting	\$46,000.00
\$362,240.00	Floor Covering	\$197,329.00
\$101,000.00	Plumbing	\$68,400.00
\$32,000.00	Doors & Windows	\$27,900.00
\$20,630.00	Roofing	\$14,800.00
\$45,000.00		
\$88,829.00	Electrical	\$81,890.00
\$11,000.00		

RESUME OF EXPERIENCE

Resume of Experience for **John J. Cardosi, Jr.** who is **Owner/President** of the firm **J. J. Cardosi, Inc.**

1. Personal Information:

Social Security # **xxx-xx-5270**

Phone Number **(401) 640-9038**

Address **50 Sachem Street, Warren, RI 02885**

2. Education:

A. High School **Charles E Shea High School, Pawtucket, RI**

B. College **CCRI, Lincoln, RI - 1 year - Dean's List**

C. Trade School **N/A**

3. Experience with Company:

A. Starting Date **1990 - Present**

B. Starting Position **Estimator/Office Mgr**

C. Present position and responsibilities

Owner, Estimator, Project Management, subcontractor and labor co-ordination, Purchasing

D. Percentage of ownership **100%**

4. Past Experience in Field:

A. Name, Address & Dates of Prior Employment

B. Responsibilities

J. J. Cardosi, Inc.

1986 - 1990

Field labor, Carpentry, form & concrete work, site, layout for grades & elevations, cost accounting

1990 - 1992

Estimating, purchasing, and general management

1992 - Present

President, Owner, Project Manager

5. Personal References

David Campbell	Tiverton, RI	401-835-1410	8 yrs	Business/Personal
Bill Hertel	East Greenwich, RI	401-935 - 4503	23 yrs	Business/Personal
Jason Bouris	Church St, Brooklyn, CT	860-412-1963	30 yrs	Personal Friend

Resume of Experience

Additional personal information for John J. Cardosi, Jr:

- ◆ I am a current board member for Associated Builders and Contractors, serving over five years
- ◆ I am a current Board member of the RI Construction Trades Academy, also serving over five years
- ◆ I am a past Chairman for Associated Builders and Contractors
- ◆ I am a Chairman Elect for Associated Builders and Contractors for 2016
- ◆ I am a former member of the RIBA Safety Committee and Workers Compensation Boards

Additional information on J J Cardosi Inc:

J J Cardosi Inc was started in 1980. The company was incorporated in 1992 with myself as sole owner and President. JJC is a General Contractor working in Rhode Island, Massachusetts and Connecticut performing contracts ranging from \$100,000 to over \$6,000,000. The company has grown from \$500,000 in annual sales to \$15,000,000 in annual sales in 2013. There are between 24 - 38 employees during the course of the year depending on the work in progress. JJC has also sponsored and participated in an Apprentice Program for the past five years.

RESUME OF EXPERIENCE

Resume of Experience for **John J. Cardosi** who is **Superintendent** of the firm **J. J. Cardosi, Inc.**

1. Personal Information:

Social Security # **xxx-xx-7529**

Phone Number **(401) 728-5429**

Address **14 Jane Howland Place, Seekonk, MA 02771**

2. Education:

A. High School **Tolman High School, Pawtucket, RI**

B. College **Roger Williams College, Bristol, RI - Construction Supervision & Human Relations**

C. Trade School **NE Tech - Warwick, RI - Electronics - 6 months**

Carpenter's Apprenticeship - Local 94 - 4 years

3. Experience with Company:

A. Starting Date **1980**

B. Starting Position **Owner**

C. Present position and responsibilities **Field Supervisor, Equipment Manager, Project Manager**

D. Percentage of ownership (if applicable) **N/A**

4. Past Experience in Field:

A. Name, Address & Dates of Prior Employment

B. Responsibilities

1. **J. L. Marshall & Sons, Inc.**

1.

1968 - 1972

Carpenter's Apprentice

1972 - 1975

Carpenter

1975 - 1980

Superintendent on projects from \$300,000 to \$7,000,000

5. Personal References (include name, address, phone number, length of time acquainted and relationship)

Leo Marshall **3 Clara St, Seekonk, MA 02771**

399-8910

45 yrs

Previous employer

Harry DiZoglio, PE **26 Hopkins Ave, Johnston, RI 02860**

934-2055

25 yrs

Business associate

PAUL APARICIO

700 Shore Drive, Unit 413
Fall River, MA 02721
(508) 916-7026
paul@jjcardosi.com

PROFESSIONAL SUMMARY

An experienced manager who applies entrepreneurial thinking and problem solving in helping organizations effectively plan and manage their capital, people and projects. Consistently achieves and beats deadlines, budgets and develops creative and cost effective solutions. An experienced relationship manager who earns the trust and respect of all levels of management, including Senior Management , Clients, Staff, Development Partners, Subcontractors and Suppliers.

EXPERIENCE

J. J. Cardosi, Inc., E. Providence, RI

Project Manager

Worcester Public School Department, Worcester, Ma

Interior renovations including modifying bathrooms to comply with ADA requirements. Asbestos abatement, floor coverings, painting, ACT and MEP improvements. Also responsible for upgrading Science Labs including installation of acid neutralizing system and related equipment.

Improvements were spread over ten schools with a combined value of \$7mm.

Nelly's, Fall River, Ma

Business Partner

Responsible for development of new business, ongoing operations, purchasing and facility management.

Advanced Building Concepts, Middletown, RI

Project Manager

McGauley Residence, South Kingstown, RI

\$2.6 MM 3,000 sq. ft residential home

Brick Market Place, Newport, RI

\$3.5 MM, Renovation of an 84 unit condo development

Stone Street Construction, LLC, Providence, RI

Project Manager

Herff Jones Manufacturing, Warwick, RI

\$12 MM 80,000 square foot manufacturing facility

Boch Mitsubishi, Norwood, MA

\$3MM Renovation of existing car dealership;

Stone Harbour Development, Bristol, RI

\$65MM 80 Unit, high end residential condominium development

Stone Harbour Marina, Bristol, RI

39 slip \$2MM marina project

Nadeau Corporation, South Attleboro, MA

Project Manager

Pollard Middle School, Needham, MA

\$1.5MM Combination renovation and new build out

Bristol Community College, Fall River, MA

\$800K Renovation

RI Airport Authority, Warwick, RI

\$900K Airport hanger renovation and exterior modifications

The Jannard Group, Bristol, RI

Vice President, Construction and Planning

Responsibilities included retail, commercial and residential and specifically the construction of four proto-type CVS stores at the following locations; Coventry and West Warwick, RI and Southbridge and Oxford, Ma.

Identification of site locations and property acquisition

Direct land planners, engineers and legal professionals through design, regulatory and zoning review

Prepare property site development budgets and proformas

Coordinate site plan development

Prepare RFP, review bids and award contracts

Responsible for hazardous waste remediation

Hire and oversee construction supervisors and personnel

DEPCO, Warwick, RI

Property Construction Management Specialist

Manager for the Construction, Appraisal and Environmental Departments.

Prepare construction specifications, solicit proposals, review bids, award contracts and supervise construction for Real Estate Owned and loan assets

Established specification, selected vendors and oversaw remediation of environmentally impaired properties

Selected appraisal firms, awarded contracts and reviewed appraisals

Approved and monitored construction properties assigned to independent property management firms

Responsible for the property management to two (2) 30,000 square foot commercial buildings

Reviewed insurance claims and approved disbursements of funds for REO and loan assets

AMRESCO, Warwick, RI

Asset Management company hired by the State of RI to oversee management of failed credit unions

Construction/Asset Manager

Supervised and coordinated construction related activities for REO portfolio with an average annual value of \$40 MM

Developed technical specifications and defined the scope of work for construction and engineering contracts for various real estate properties

Reviewed and approved requisitions for construction contracts and insurance claims

Supervised sales brokers

Negotiated sales of real estate

Tracked closings with REO administration to insure compliance with contingencies and closing dates

Supervised the construction activities, leasing and expenditures of property management companies

EDUCATION

*Roger Williams University, Bristol, RI: Architectural Engineering
Successful completion of the Real Estate Sales Person Course
OSHA 10 hr trained and certified*

SKILLS AND PROFICIENCIES

Timberline

MS Project

MS Word

MS Excel

Cole A. Whitehead
60 Cardinal Drive
Dayville CT 06241

Phone: 860-450-9260

SUMMARY

Seeking a project management position, in the field of architectural engineering.

EXPERIENCE

J. J. Cardosi, Inc., East Providence, RI March 2006 – Present
Project Manager

Responsibilities include management of submittals, bid preparation, permitting, scheduling, preparing and organizing requests for proposals with all subcontractors.

Hilltop Builders and Plumbing Danielson, CT June 2001 □ March 2006
Construction Worker/Drafter

Work included plumbing, HVAC, carpentry, excavation, and drafting of new homes, additions, and remodeling. Estimation of projects materials was also required.

EDUCATION

New England Institute of Technology, Warwick, RI October 2003 □ Present
BS Architectural Engineering, GPA 3.5
AS in Architectural Engineering obtained March, 2005, GPA 3.7
Graduated Dean's list with honors

Killingly High School, Killingly, CT September 1999 □ June 2003

OTHER

Computer Skills: WORD, PowerPoint, Autocad 2006, Architectural Desktop 2006, Sketch-up 5

Achievements: Captain of the Football 2002, Captain of Wrestling 2003, Leadership award in wrestling 2003.

Hobbies: Skiing, motorcycling, fishing, hunting, wood-working, and numerous outdoor activities.

REFERENCES

Tom Thurlow, Owner of Hilltop Builders and Plumbing Phone: 860-234-6792

Barbara Placido Phone: 860-2080363

Henry Young, Professor at New England Institute of Technology, and partner of Young and Young LLC
Phone: 401-743-0192


Town of Harwich
Office of selectmen
Town Offices
Main St.



To Whom It May Concern:

I Robert Insley, wish to resign my membership on the Board of Health as of 11/8/2017. I do not as a result of anything but that my retirement requires more of my time than I had planned. I feel that the board is in good hands and could use some new blood from the younger community.

Respectfully yours

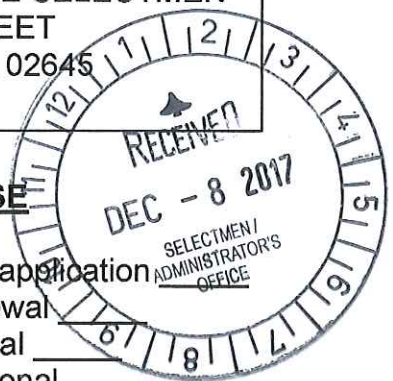

Robert Insley

7 Little Marsh
Harwich





OFFICE OF THE SELECTMEN
732 MAIN STREET
HARWICH, MA 02645
508-430-7513



APPLICATION FOR ENTERTAINMENT LICENSE

- Weekday Entertainment (\$75) 1 day (\$25)
- Batters Box (\$50)
- Go Carts (\$50)
- Miniature Golf (\$50)
- Trampolines (\$25)
- Theater (\$150 per cinema)
- Automatic Amusement:
- Juke Box (\$100 each)
- Video Games (\$100 each)

- New application
- Renewal
- Annual
- Seasonal
- Opening Date _____

Other _____

Business Name Chatham Harwich Newcomers Club Corporation Phone 508-430-1073 (contact person)

Business Address _____

Mailing Address PO Box 442 East Harwich, MA 02645

Owners Name & Address _____

Email Address ptworek@comcast.net or dtworek@comcast.net

Contact Managers Name & Address Patricia or Daniel Tworek 8 Joe Lincoln Rd West Harwich

TIMES AND DAYS OF WEEK FOR ENTERTAINMENT (Please note this application does not cover Sundays. You can obtain a Sunday license application at the Selectmen's Office):

DJ for event on Feb 9 (snow date Feb 10) from 5:30 - 9:30

ENTERTAINMENT TYPE: (Check all appropriate boxes)

- Concert Dance Exhibition Cabaret Public Show Other
- Dancing by Patrons
- Dancing by Entertainers or Performers
- Recorded or Live Music
- Use of Amplification System
- Theatrical Exhibit, Play or Moving Picture Show
- A Floor Show of Any Description
- A Light Show of Any Description
- Any Other Dynamic Audio or Visual Show, Whether Live or Recorded



Chatham-Harwich Newcomers Club

The *mission* of Chatham-Harwich Newcomers Club is to create a welcoming environment which fosters an opportunity to connect with other Members for fun and enrichment.

Club Year 2017- 2018 - P.O. Box 442. East Harwich, MA 02645

Your Officers: John Moretti; Brian Paradee; Frank Giso; Fred Rice; Kathy Gruszka

November 2017

Michael D. MacAskill , Chair
Board of Selectmen
Town of Harwich
732 Main St.
Harwich Center, MA 02645

Dear Chairman MacAskill:

I write to request a one time, special liquor license for a Chatham Harwich Newcomers Club event to be held at the Pilgrim Congregational Church in Harwich Port on Friday, February 9, 2018. The event manager for serving beverages is Daniel Tworek, a club member. The event will begin at 5:30 pm and end at 9:30. I enclose a copy of a rental agreement executed with Pilgrim Congregational Church and proof of single event insurance.

Please note that in the case of extreme ice or snow, the Church has agreed we may postpone the event until Feb 10.



Sincerely,

Chathamharwichnewcomers.org
Fostering Friendships, Fun, and Enrichment

September 7, 2017

Pilgrim Congregational Church
Harwich Port, MA 02646

Dear Trustees:

I represent the Chatham Harwich Newcomers Club. We are seeking a place to hold a social gathering, namely a Mardi Gras party and have therefore completed the attached application.

The mission of Chatham Harwich Newcomers Club is to create a welcoming environment which fosters an opportunity to connect with other Members for fun and enrichment. The club is a non-profit, social club open to residents of Chatham and Harwich. You may read more about us at chathamharwichnewcomers.org.

We are seeking to rent Monbleau Hall on Friday evening, February 9, 2018. We are willing to do the setup of tables and chairs. We would like to do a small amount of decorating for the event. We would use the kitchen to warm up prepared items that members wish to share. We would like to serve beer, wine, soda and water at the event and will have the appropriate single event insurance. We have identified a DJ for the event, Jack Wyatt. He has all his own equipment and would set up on the stage and provide us with dance music. We had a very successful Mardi Gras party about five years ago at the Christ Episcopal Church; I'm sure they will tell you we left everything as we found it.

We have a few questions for your consideration:

If the weather is absolutely terrible on Feb 9, would we be able to postpone the event until Sat., February 10?

Are we correct that a single event insurance is required of us in order to serve beer and wine?

Thank you for your consideration of our application. If you have any questions please do not hesitate to call me.

Thank you,

Patricia A. Tworek
Patricia A Tworek

APPLICATION FOR USE OF MONBLEAU HALL

Pilgrim Congregational Church
533 Main Street P.O. Box 247
Harwich Port, MA 02646
(508) 432-1668

Date Sept 7, 2017

Name of organization or individual Chatham Harwich Newcomers Club

Name of individual making application Patricia A Tworek

Address 8 Joe Lincoln Rd Town West Harwich Tel.# 508 430 1073

Date of engagement 2/9/18 Hours _____ AM _____ PM 5:30-9:30
w/ set up before 5:30

Approximate number of persons expected to attend 100

Name of responsible staff person or church representative _____

Purpose for which (Monbleau Hall) Sanctuary (circle one) is to be engaged. (please check)

- Lunch
- Dinner
- Afternoon Tea
- Coffee Hour
- Lecture
- Business Meeting
- Card Party
- Recital
- Concert
- Food Sale
- Reception
- Bazaar
- Other

Private or public function? private

Will admission be charged? no* if not, is this a profit making project? no

Facilities required (please check) * There will be a registration fee to cover the costs associated with the event.

- Stage
- Picture Screen
- TV/VCR/DVD
- Tables how many 13 round
- Chairs how many 100
- Kitchen
- Dishes
- Stove
- Refrigerator
- Dishwasher
- Sound System

If this is a catered affair, please list the caterer's name and address and phone number:

people will bring food to share

Please Note: It is understood by both parties that facilities will be left in the same condition in which they are found, and that any injury or damage will be reported to the church office (508-432-1668) within 24 hours, and proper reparation made.

Signed: Patricia A. Tworek

Approved by (subject to the conditions listed on the reverse)

Fee: \$ _____ Security Deposit \$ _____ Other Terms: _____

Brother Canada

Ann Steidel

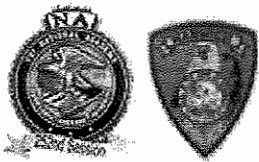
From: Chief David J. Guillemette
Sent: Monday, December 04, 2017 9:00 AM
To: Ann Steidel
Subject: RE: Request for One Day Wine & Malt License

Good morning Ann,

I have reviewed the attached request for a one day liquor license and I have no objection to issuing the license.

Sincerely,

David J. Guillemette
Chief of Police



Harwich Police Department
183 Sisson Road
Harwich, MA 02645

Office: 508-430-7541

From: Ann Steidel
Sent: Thursday, November 30, 2017 2:50 PM
To: Chief David J. Guillemette <dguillemette@harwichpolice.com>
Subject: FW: Request for One Day Wine & Malt License

Hi Dave,

I sent you this on Monday, wondering if you got it. I would like to put on the Board's December 11th agenda if possible. Thanks!

*Ann Steidel
Administrative Secretary
Board of Selectmen/Town Administrator's Office
Town of Harwich
732 Main Street
Harwich, MA 02645
Phone 508-430-7513 x2
Fax 508-432-5039*

From: Ann Steidel
Sent: Monday, November 27, 2017 9:36 AM
To: David Guillemette (dguillemette@harwichpolice.com) <dguillemette@harwichpolice.com>; Norman Clarke

<n.clarke@harwichfire.com>

Subject: Request for One Day Wine & Malt License

Gentlemen,

Attached is a request for a one day wine & malt license by the Chatham Harwich Newcomers Club for an event to be held at the Pilgrim Congregational Church in Harwich Port on February 9, 2018 with a snow date of February 10, 2018. Please let me know if you have any issues or concerns as I will be placing on the Board of Selectmen's agenda. Many thanks -

*Ann Steidel
Administrative Secretary
Board of Selectmen/Town Administrator's Office
Town of Harwich
732 Main Street
Harwich, MA 02645
Phone 508-430-7513 x2
Fax 508-432-5039*

Ann Steidel

From: Norman Clarke
Sent: Monday, November 27, 2017 1:49 PM
To: Ann Steidel
Subject: RE: Request for One Day Wine & Malt License

No concerns from me..

Norm

From: Ann Steidel
Sent: Monday, November 27, 2017 9:38 AM
To: Chief David J. Guillemette <dguillemette@harwichpolice.com>; Norman Clarke <n.clarke@harwichfire.com>
Subject: Request for One Day Wine & Malt License

Gentlemen,

Attached is a request for a one day wine & malt license by the Chatham Harwich Newcomers Club for an event to be held at the Pilgrim Congregational Church in Harwich Port on February 9, 2018 with a snow date of February 10, 2018. Please let me know if you have any issues or concerns as I will be placing on the Board of Selectmen's agenda. Many thanks -

*Ann Steidel
Administrative Secretary
Board of Selectmen/Town Administrator's Office
Town of Harwich
732 Main Street
Harwich, MA 02645
Phone 508-430-7513 x2
Fax 508-432-5039*

*****REGULATORY COMPLIANCE FORM*****

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

LT. Ki Curdine 11/16/17
Police Department Date

Building Commissioner Date

Recreation & Youth Commission Date

Marian M. Clark 11/16/17
Board of Health Date
Fire Department Date

***Required signatures are to be obtained by the Applicant prior to submission of application with the Selectmen's Office.

For Office Use Only

FEE _____ CASH _____ CHECK _____

FOR _____

REVIEWED BY _____

DATE LICENSE ISSUED _____

REGULATORY COMPLIANCE FORM

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

Police Department Date

 6 11/17/17
Building Commissioner Date

Recreation & Youth Commission Date

 11/17/17
Board of Health Date

Fire Department Date

***Required signatures are to be obtained by the Applicant prior to submission of application with the Selectmen's Office.

For Office Use Only

FEE _____ CASH _____ CHECK _____


FOR _____

REVIEWED BY _____

DATE LICENSE ISSUED _____

REGULATORY COMPLIANCE FORM

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

Police Department Date
 12/8/17

Recreation & Youth Commission Date

Building Commissioner Date

Board of Health Date

Fire Department Date

*****Required signatures are to be obtained by the Applicant prior to submission of application with the Selectmen's Office.**

For Office Use Only

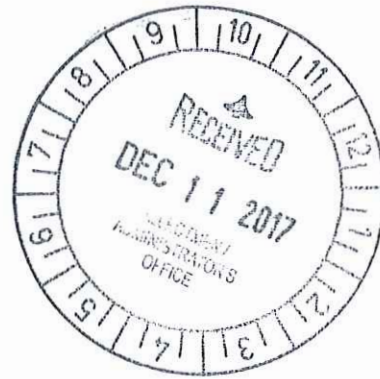
FEE _____ CASH _____ CHECK _____

FOR _____

REVIEWED BY _____

DATE LICENSE ISSUED _____

December 09, 2017



To whom it may concern:

This letter is to formally request permission to close Villa Roma, located at 278 Route 28 in West Harwich for a short period of time this winter. We would like to close January 09, 2018 and re-open the first week of March 2018. While not in operation, the business will use this time to tend to some much needed repairs and general maintenance on both the interior and exterior of the building.

While in the past the Villa Roma has always stayed open year round, we find it necessary at this juncture to close for this limited period of time so that we may efficiently and effectively continue to maintain our thriving business.

Thank you for your time and consideration,

A handwritten signature in blue ink, appearing to read 'DM' followed by a long horizontal stroke.


Douglas Morrissey, Owner/Manager

Lee Anne Faxon, Owner

Outer Cape Health Services Harwich Port Health Center Expansion

December 18, 2017




Outer Cape 
Cape

HEALTH SERVICES

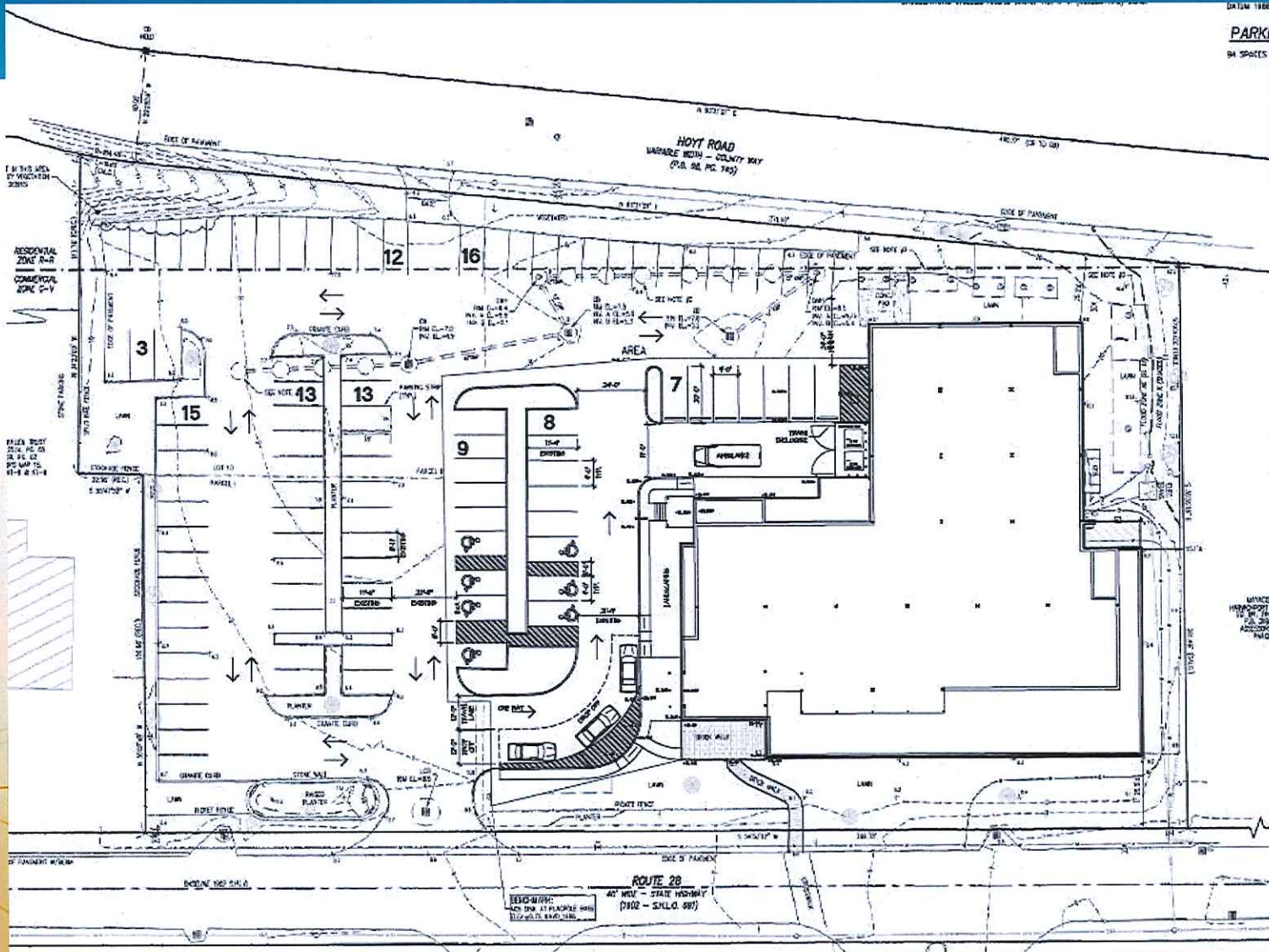
Project Scope

- 710 Route 28 (Kennedy Building)
- 18 Exam Room health center
- Primary Care
- Behavioral Health
- Supportive Services
- Lab
- Dispensing pharmacy
- Community Wellness Space

Outer Cape 
Cape

HEALTH SERVICES

Site Plan



Proposed Schedule

Schematic Design	Oct-Nov 2017
30% DD	Oct-Nov 2017
D o H part 1	Dec 2017
Cost Estimate Dec. 15 to Jan. 12	Dec 2017-Jan 2018
Reconcile Estimate, Value Eng.	Jan 2017
Cape Cod Comm Approval (Est)	Dec 2017
Permit Application:	Dec 2017-Jan 2018
D o H part 2	Jan 2018
Advertise Bid Period	Jan 2018
Hard Bid, Contract	Mar 2018
Construction, 8 months	Mar-Oct 2018
TCO, phase 1	Aug 2018
C of O, Complete, phs 2	Oct 2018



Cape & Vineyard Electric Cooperative, Inc.

23H2 White's Path, Suite 2, South Yarmouth, MA 02664

774-722-1812 www.cvecinc.org

10.25.17

RE: CVEC Extension of the Round 1 Adder for FY19

Dear Administrator,

I hope your summer has been a good one. As you know, CVEC spent its summer working hard to represent the municipalities, counties and districts in the Eversource Rate Case. We thank you all for the many letters submitted to the Department of Utilities to support our case against Eversource's proposed lowering of Net Metering Credit values.

As many of you will remember, when seeking agreements for the FY18 Round 1 Operational Adder last winter, CVEC agreed to return by December 1, 2017 to ask for the Adder's extension through FY19. The promise was made so the renewal request for FY19 would coincide with FY19 budget preparation. To facilitate the extension, the following clause exists in the Round 1 Operational Adder Memorandum of Agreement signed by all of you:

- 4. Extension.** On or before December 1, 2017, the CVEC Board of Directors shall determine the necessity of the Round 1 Adder, and, upon determining the necessity of the Round 1 Adder to CVEC operations, CVEC shall solicit the Town for a one-year extension to this Agreement. If the Town elects to exercise its option to extend this Agreement for one year, it shall notify CVEC in writing on or before January 1, 2018 and the extended duration of the agreement shall be effective from July 1, 2018 until June 30, 2019.

At our last CVEC Board meeting, CVEC Board members reviewed actual and projected financials and voted to direct staff to seek the FY19 extension. Based on the Board directive, I am emailing all CVEC Round 1 PV Initiative participants requesting an opportunity to review the extension request for the Round 1 Adder for FY19.

To aid in the extension, I am including a template extension letter for one year as Exhibit A. Also included as Exhibit B are the projected effects on all participants.

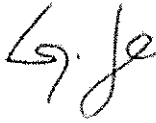
Please do not hesitate to contact me with questions or concerns.

CVEC appreciates the support and appreciation voiced for the energy cooperative when seeking the Round 1 Adder last winter. We are proud to report that at the end of FY17, CVEC had provided over

Page 2

\$7,340,500 in savings to our participants. With your support, CVEC can continue to operate at this level and continue to bring this kind of benefit to our members.

Sincerely,

A handwritten signature in black ink, appearing to read "Liz Argo". The signature is fluid and cursive, with the first letter "L" being particularly large and stylized.

Liz Argo
Manager
Cape & Vineyard Electric Cooperative, Inc.

EXHIBIT A

Template Letter to Extend CVEC Agreement

Dear President Cakounes,

The Town of Harwich wishes to extend the Memorandum of Agreement for the Round One Operational Administrative Adder previously agreed to on or before March 2017. The Adder paid to CVEC for management of the Round 1 projects will continue to be \$0.005 per kilowatt hour of production. The extension for the Memorandum of Agreement for the Round One Operational Administrative Adder of \$0.005 is to be for one year with the duration extending from July 1, 2018 through June 30, 2019.

EXHIBIT B

Projected Effects of Half-Penny Adder on Round 1 Participants Using FY17 Production

Lowered Potential Annual Savings

ROUND 1							
Hosts of R1 Projects - Green signifies Project has Offtakers (OT)	Project's annual kWh of production to Host in FY17	FY 2017 Income to Host	Adder @ half penny for Host's kWh (share X Adder)	\$ to CVEC from Host @ \$0.005 R1 Adder	Adder @ quarter penny for Offtakers' kWh (share to OT X 1/2 Adder)	Total to CVEC for Adder for projects with and without oftakers	% of earned \$ to go to CVEC
			\$ 0.005		\$ 0.0025		
Barnstable	5,150,520	\$ 382,604.72		\$ 25,752.60		\$ 25,752.60	7%
Brewster	1,543,380	\$ 97,611.57		\$ 7,716.90		\$ 7,716.90	8%
Chatham	2,381,400	\$ 183,613.13		\$ 11,907.00		\$ 11,907.00	6%
Edgartown Katama	1,318,680	\$ 73,385.15		\$ 6,593.40		\$ 6,593.40	9%
Edgartown Nunnepog	726,390	\$ 56,014.18		\$ 3,631.95	\$ 88.43	\$ 3,720.38	7%
Eastham	514,271	\$ 40,833.00		\$ 2,571.36	\$ 601.04	\$ 3,172.39	8%
Harwich	3,592,642	\$ 364,920.95		\$ 17,963.21	\$ 458.10	\$ 18,421.31	5%
Tisbury	1,337,040	\$ 177,683.68		\$ 6,685.20	\$ 1,220.02	\$ 7,905.22	4%
Totals	16,564,323	\$1,376,666.98		\$ 82,821.62	\$ 2,367.58	\$ 85,189.20	
Offtakers of R1 Projects	Annual kWh of production to Offtaker in FY17	FY 2017 Income to Offtaker	Adder @ quarter penny for Offtaker's kWh (share X 1/2 Adder)	\$ to CVEC from Offtaker share of Adder @ \$0.0025			% of earned \$ to go to CVEC
			\$ 0.0025				
Barnstable County	684,732	\$ 25,044.69		\$ 1,711.83			7%
Dukes County	418,071	\$ 15,293.55		\$ 1,045.18			7%
Brewster	180,569	\$ 6,605.98		\$ 451.42			7%
Chatham	35,371	\$ 1,279.32		\$ 88.43			7%
Chilmark	60,031	\$ 2,171.86		\$ 150.08			7%
Monomoy Schools	240,414	\$ 7,478.09		\$ 601.04			8%
Oak Bluffs	183,238	\$ 6,680.64		\$ 458.10			7%
Provincetown	488,009	\$ 17,805.37		\$ 1,220.02			7%
Yarmouth	920,073	\$ 33,594.23		\$ 2,300.18			7%
Totals	3,210,508	\$ 115,953.73		\$ 8,026.27			
CVEC Earns from Adder using FY17 Production:						\$ 93,215.47	



10/24/2017

	Actual Based on June Preliminaries FY2017	Working Budget FY 2018
REVENUES		
<i>PV Solar Adder Revenue (Round 1)</i>		100,610
<i>PV Solar Adder Revenue (Round 2)</i>	154,546	150,000
<i>PV Solar Adder Revenue (Round 3)</i>		12,000
<i>Wind Project Administrative Adder Revenue</i>	12,110	15,624
<i>Nexamp Dartmouth Farms Solar Adder Revenue</i>	0	2,187
<i>Syncarpha Freetown Solar Adder Revenue</i>	10,546	26,000
<i>CVEEC Consulting Services Revenue</i>	14,300	12,000
<i>ISO-NE Income</i>	6,934	12,000
<i>PV Solar Design/Engineering Support</i>		
<i>Grant/Contributions</i>		
<i>Member Fee Revenue</i>		
<i>Interest Income</i>	150	270
Total Revenues	198,586	330,691
	Actual Based on June Preliminaries FY2017	Working Budget FY 2018
EXPENSES		
<i>Legal - General Counsel</i>	\$ 10,001	\$ 35,000
<i>Administration for Round 3</i>	\$ -	\$ 15,000
<i>Payroll Expenses</i>	\$ 90,989	\$ 91,800
<i>Office Assisant</i>	\$ 2,700	\$ 5,700
<i>Audit Fees</i>	\$ 20,000	\$ 15,400
<i>Consultants (Accounting/Bookkeeper)</i>	\$ 35,000	\$ 35,000
<i>Consultants (Peregrine Energy Group)</i>	\$ 35,000	\$ 35,000
<i>Contractual Professional Services: Implement data uploud</i>	\$ -	\$ 10,000
<i>Special Projects Fund</i>	\$ 951	\$ 15,000
<i>Internet, Phone and IT</i>	\$ 5,684	\$ 5,684
<i>Insurance</i>	\$ 14,250	\$ 15,450
<i>Taxes- State Income</i>	\$ 456	\$ 456
<i>Office Rental</i>	\$ 6,000	\$ 6,000
<i>Filing Fees</i>	\$ 125	\$ 125
<i>Misc Office, Administrative Overhead</i>	\$ 8,000	\$ 14,847
<i>Food - Board Lunches</i>	\$ 830	\$ 850
<i>Travel Expense and Conference Costs</i>	\$ 1,500	\$ 4,500
<i>Professional Development</i>	\$ 500	\$ 600
<i>One-time Non-recurring Development Cost Adjustment</i>	\$ -	\$ 11,000
<i>CVEEC-7 Project Fee and Costs for LOC</i>	\$ 6,870	\$ 6,870
Total Expenses	\$ 235,205	\$ 324,282
NET INCOME/(LOSS)	\$ (36,619)	\$ 6,409
<i>Beginning Unrestricted Cash Balance</i>	\$ 321,990	\$ 285,371
<i>End Unrestricted Cash Balance after apply end FY balance</i>	\$ 285,371	\$ 291,780

Reserve Fund - Established in FY16	\$	(180,000)	\$	(180,000)
<i>End Unrestricted Cash Balance less Reserve</i>	\$	105,371	\$	111,780



October 31, 2017

Mr. Leo Cakounes, President
CVEC
23H2 White's Path
Suite 2
South Yarmouth, MA 02664

Dear President Cakounes:

The Town of Harwich wishes to extend the Memorandum of Agreement for the Round One Operational Administrative Adder previously agreed to on or before March 2017. The Adder paid to CVEC for management of the Round 1 projects will continue to be \$0.005 per kilowatt hour of production. The extension for the Memorandum of Agreement for the Round One Operational Administrative Adder of \$0.005 is to be for one year with the duration extending from July 1, 2018 through June 30, 2019.

Sincerely,

Michael D. MacAskill, Chair

Julie E. Kavanagh

Larry G. Ballantine

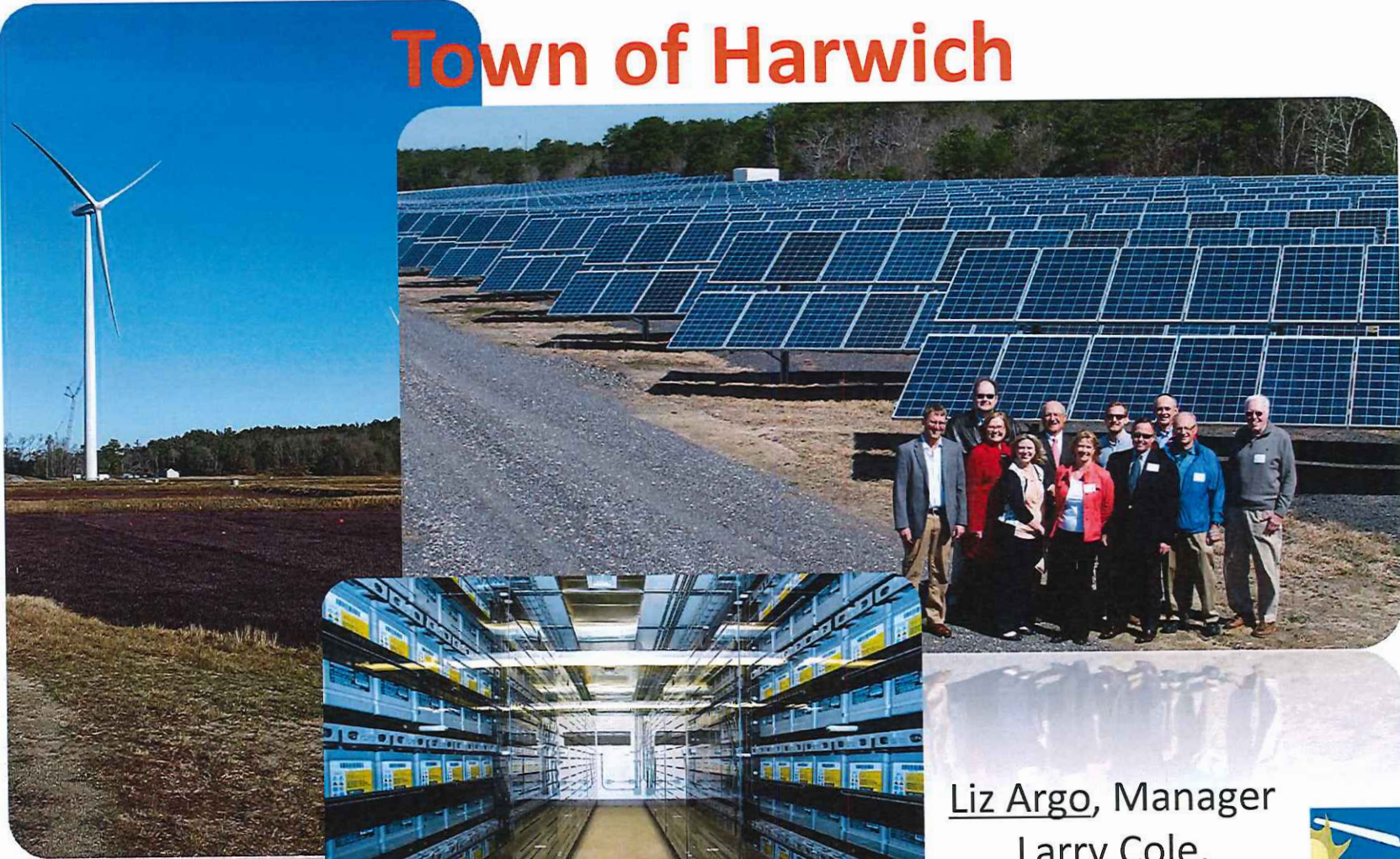
Jannell M. Brown

Donald F. Howell

HARWICH BOARD OF SELECTMEN

Cape & Vineyard Electric Cooperative, Inc.

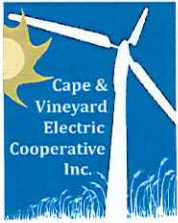
Town of Harwich



12/18/17

Liz Argo, Manager
Larry Cole,
Harwich Director



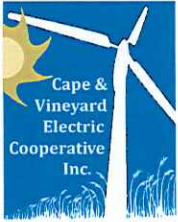


Cape & Vineyard Electric Cooperative, Inc.

CVEC's 26 Participating Towns/Counties/Districts



- Barnstable
 - Bourne
 - Brewster
 - Chatham
 - Chilmark
 - Dennis
 - Edgartown
 - Eastham
 - Falmouth
 - Harwich
 - Oak Bluffs
 - Orleans
 - Cotuit Water
 - Provincetown
 - Sandwich
 - Tisbury
 - West Tisbury
 - Wellfleet
 - Yarmouth
 - Barnstable County
 - Dukes County
 - Monomoy School District
 - Dennis Yarmouth School District
- Barnstable Airport
 - COMM Fire District
 - Barnstable Fire District

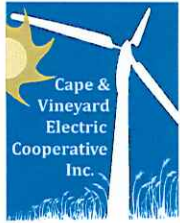


Cape & Vineyard Electric Cooperative, Inc.

CVEC:



- **Installed 33MW of PV**
- **Round 3 underway**
includes Oak Bluffs Fire Station and 6 other roofs
- **\$7M savings at end FY17**
- **Battery Storage Initiative**
- **Legal Representation**
Eversource Rate Case - defending NMC value



Cape & Vineyard Electric Cooperative, Inc. **Town of Tisbury Savings**

EVERSOURCE **Rate Increase!**

The reduction to NMC values would result in an approximate reduction of \$100,000 to Harwich's annual earnings.

Instead of earning over \$400,000, Harwich would earn about \$300,000 plus.

CVEC has now spent \$30,000 to defeat this Eversource rate re-design!

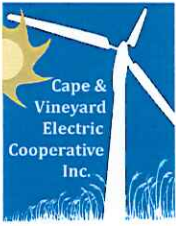


Cape & Vineyard Electric Cooperative, Inc.

The Adder to Harwich

- Harwich has the largest installation in Round 1 and thus receives the greatest benefit.
- 38% of the benefit is through CVEC offtaker distribution of excess NMC on behalf of Harwich. CVEC offtakers provided \$96,410 in revenue to Harwich in FY16 and \$86,239 in FY17.



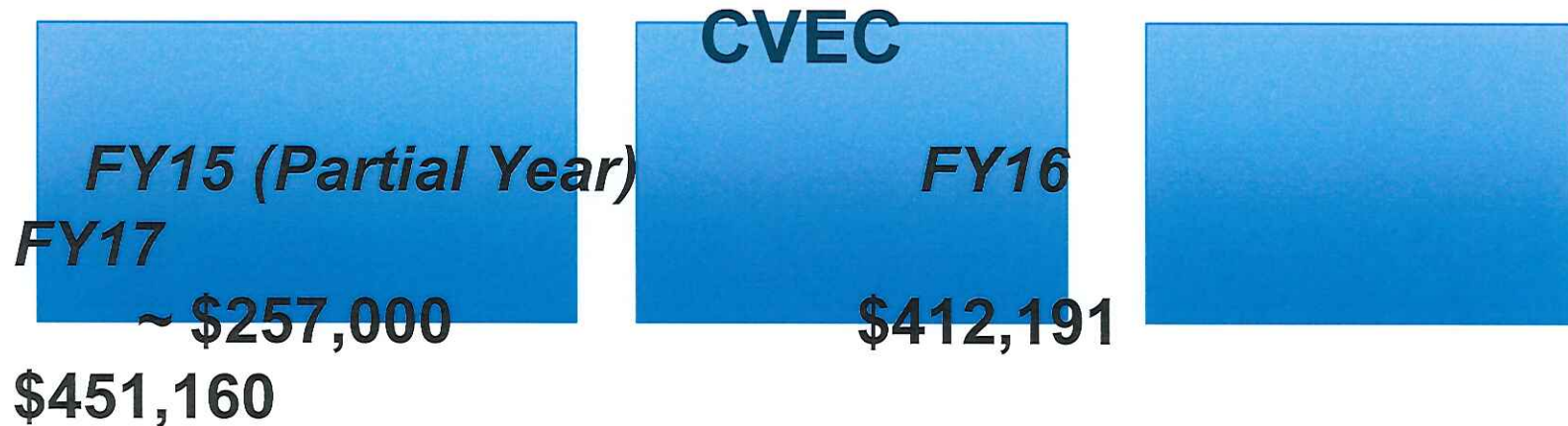


Cape & Vineyard Electric Cooperative, Inc.

Town of Harwich Savings



Reports: Town of Harwich Earnings through

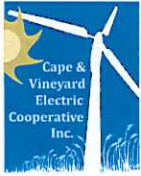




Cape & Vineyard Electric Cooperative, Inc.

Round 1 Adder Extension

- The FY18 Adder is now flowing to CVEC
 - ✓ \$19,500 collected in FY18 so far
- CVEC is now asking for the FY19 extension
- The other 12 Round 1 participants have approved the ask for FY19 extension (with the exception of Edgartown where their expenses exceed their Adder contribution)



Cape & Vineyard Electric Cooperative, Inc.

Round 1 Adder Extension

The Adder to Harwich in dollars and cents

	Net Benefit
FY17 Net Actual Benefit from the R1 project to Harwich	\$451,160
Apply adder of \$0.005 per kWh to Landfill's production	\$23,326
Adjusted Net Estimated Benefit from Landfill to Harwich	\$427,834
Percentage Income Reduced	5%



Cape & Vineyard Electric Cooperative, Inc.

Round 1 Adder Extension

The Need in dollars and cents

CVEC FY19 Income/Expenses without R1 Adder

	Annual Income	Annual Expenses	Net Income (Loss)
Projected TOTALS	\$230,081	\$324,282	(\$83,201)

The FY19 Adder of \$0.005 on Round 1 projects will provide an additional approximate annual revenue of \$89,600.



Cape & Vineyard Electric Cooperative, Inc.

Round 1 Adder Extension Letter

Dear President Cakounes,

The Town of Harwich wishes to extend the Memorandum of Agreement for the Round One Operational Administrative Adder previously agreed to on or before March 2017. The Adder paid to CVEC for management of the Round 1 projects will continue to be \$0.005 per kilowatt hour of production. The extension for the Memorandum of Agreement for the Round One Operational Administrative Adder of \$0.005 is to be for one year with the duration extending from July 1, 2018 through June 30, 2019.

Town of Harwich Information Technology Infrastructure and Resource Review

November 2017

Introduction:

As part of the FY 2017 fiscal planning the Harwich Police Department put forth a request for an addition IT resource within the Police Department. That request spawned discussion related to the overall need within the town for additional IT resources and in turn the current effort. This review focuses on the current use of technology, the related infrastructure and the resources currently used to support IT needs. It is high level in nature and intended to provide an executive level view. The review was conducted through interviews with department representatives within the town. The interviews were intended to answer only a few questions;

- How many employees within the department
- How many PC's, laptops, tablets or mobile devices
- Applications used to support departments roles and responsibilities
- Who provides technical support
- Are there any glaring problems or needs

The results of the interviews have been transposed into a visual representation showing the various departments, number of employees, computer devices, town hosted (on premise) servers and applications, and applications hosted by other public and private entities. A short narrative specific to each department has been provided that outlines a summary of technology use, any special considerations, needs and internal resources that may help provide IT support.

Support of the related infrastructure and applications is handled in a variety of ways. Foster Banford is the only full-time, dedicated IT resource within the town. Many of the larger departments have an individual within their ranks who spends part of their time supporting technology. The internal resources generally provide subject matter expertise and focus on the use of the application within the department but often lack the depth required to support connectivity or integration related issues. The more complex issues of networking, security, backups, virus protection and ability to meet statutory requirements fall upon Foster and Cape Cod Networks, a local vendor who has been providing auxiliary support for the town for several years. Cape Cod networks provides and estimated average of 6-8 hours of support per week to the town.

Compared to a similarly sized private corporation which provides services or manufactures products the number of IT resources on staff is quite small. Further it could be argued that the services provided by the town are significantly wider in variety than a similarly sized private company. Providing the services related to public safety, road maintenance, planning and engineering, leisure and sports, tax levying and collecting, records keeping and human resources to name just a few require a wide variety of systems and technology to support. The amount of support required would seemingly increase as well.

Compounding the issue is that the town's overall adoption of and reliance upon technology is growing at a rapid rate. The problems associated with the lack of IT support resources will likely continue to grow exponentially. The town should plan to increase staffing specific to IT support needs.

At the time of this printing the data collection is incomplete. There are several departments that have not been interviewed. Inclusion of these departments in this data would only increase the amount of systems and infrastructure requiring support. In the interest of meeting the timing of the current budget planning it was decided to move forward using the information gathered to date.

Assessing Department

Employees=3

PC's / Laptops /Tablets = 6 plus 2 public

Phones=5 (desk/wall) 0 cell

Applications used: PK, Munis Excel, Barnstable County Registry of Deeds; DLS Gateway (state)

Special considerations: Extract create daily to update Accela, GIS, Tax/MUNIS, Cape Cod Commission; Excise for Vehicles and Boats.

Technical resources:

Needs/Concerns: Would like a tablet, PDF editing

Building Department

Employees= 5 full time, 2 part time inspectors

PC's / Laptops /Tablets = 6 desk, 2 ipads

Phones= (desk/wall) 8,

Applications used: Accela,

Special considerations

Technical resources:

Concerns:

- Accela slow and painful
 - Would like to start scanning plans into digital,
 - Need to bring plumbing, gas and electric into Accela.
 - Accela reporting difficult
 - Flood plain map would help
 - GIS person would help (Dennis has)
-

COA Department

Employees=8

PC's / Laptops /Tablets = 5 desktops, 1 public

Phones= (desk/wall) 7, 2 Cell, 1 tablet

Applications used: ServTracker – Client database, Microsoft Publisher, Office

Special considerations

Technical resources:

Concerns: Backup, Consolidate copier purchasing, would like to move from ServTracker to My Senior Center, Shared Calendars, Setup of Outlook auto replies

DPW Department

Employees= 40 in Highway, Parks, Cemetery, Custodial, Vehicle Maintenance, Disposal & Building Maintenance

**PC's / Laptops /Tablets = 2 laptops, 3 tablets (shawn has data)
Phones= (desk/wall)**

Applications used: iWorq for work orders, PO's, facility maintenance & vehicle maintenance, License plate recognition by Bonsai, wasteworks (scale), Fuel tracking, EZ Solar, Street Scan, VHB for pavement condition.

Special considerations

Technical resources:

Concerns:

Health Department

Employees= 5 Director, 2 Technical Inspectors, 1 Office Admin, 1 Contract Inspector, Nurses?

PC's / Laptops /Tablets 5 pc, 1 laptop, 2 tablets (Accela)

Phones=3 (desk/wall), 0 Cell

Special Equipment: Desk Scanner

Applications used: Accela, Accela mobile, Office, Access Database, PDF edit

Special considerations; GeoTMS database used

Technical resources:

Concerns: Accela Support, everything is custom, product is unfinished
Scanning old docs to digital
License renewals not working with Accela,

Planning Department

Employees=2

PC's 2, Laptops 1

Applications used: Accela, ArcGIS (from Water Dept)

Special considerations/Needs: GIS Assistance, Accela support

Technical resources: Elaine Banta

Concerns:

Police Department

Employees=40

PC's / Laptops /Tablets/MDT's = 49

Phones=32 (desk/wall)

Applications used: IMC / Tritech is the predominant application used by the Police Department for dispatching, call reporting, crime information tracking, attendance, etc. Other applications used are Munis, Email/Exchange, Inforad, Coplink, CrashLogic, CJIS, Watertracker/GIS, ONSSI Video Recording, S2/Emerge Security system (soon to change)Microsoft Office.

Special considerations include 911 dispatching, 7/24 needs for connectivity of fingerprinting machine, breathalyzer, MIRCS, mobile MDT's in cruisers. CJIS and the Enhanced 911 systems come with private networks that are physically connected to the Police Department.

Technical resources: Detective Marc Harris part time; Fire Lieutenant Scott Tyldesley part time; Cape Cod Networks part time.

Concerns: Lack of technical resources, Internet connection stability, overall network security.

Fire Department

Employees=35 + 2 part-time

PC's / Laptops /Tablets/MDT's = 25

Phones=25 (desk/wall)

Applications used: Imagetrend for patient care, Telestaff for time and attendance, IMC / Tritech for fire reporting (soon to change), Other applications used are Munis, Email/Exchange, Watertracker/GIS, ONSSI Video Recording, Microsoft Office, Microsoft Sharepoint.

Special considerations Connectivity between two stations, mobile PC's for patient care.

Technical resources: Fire Lieutenant Scott Tyldesley part time; Cape Cod Networks part time.

Concerns: Lack of technical resources, Internet connection stability, overall network security.

Town Clerk Department

Employees=3

PC's / Laptops /Tablets = 5 Town, 3 State with separate network & private line.

Phones=4 (desk/wall)

Applications used: Online Voter registration, Census, Birth, Death, & Marriage license data. Dog licenses kept in local Microsoft Access database.

Special considerations

Technical resources:

Concerns: Organizing Documents/Records

Treasurer/Tax Department

Employees=4

PC's / Laptops /Tablets/MDT's = 7

Phones=XX (desk/wall)

Applications used: MUNIS, Invoice Cloud, Sticker Tracker, Online Bank Communications

Special considerations: Dedicated Printers for Payroll & Vendor Checks, Color printing for flyers. Need scanning to Network Folders

Technical resources:

Concerns:

Golf Operations

Employees= 5

PC's / Laptops /Tablets = 2 POS Servers (Chelsea), 1 laptop, 3 PC's

Phones= (desk/wall)

Applications used: Chelsea Tee Time and POS system, cloud based.

Special considerations: Lightning Strike System installed; Standalone Security cameras.

Technical resources:

Concerns:

Golf Maintenance – To be Interviewed

Employees=

PC's / Laptops /Tablets =

Phones= (desk/wall)

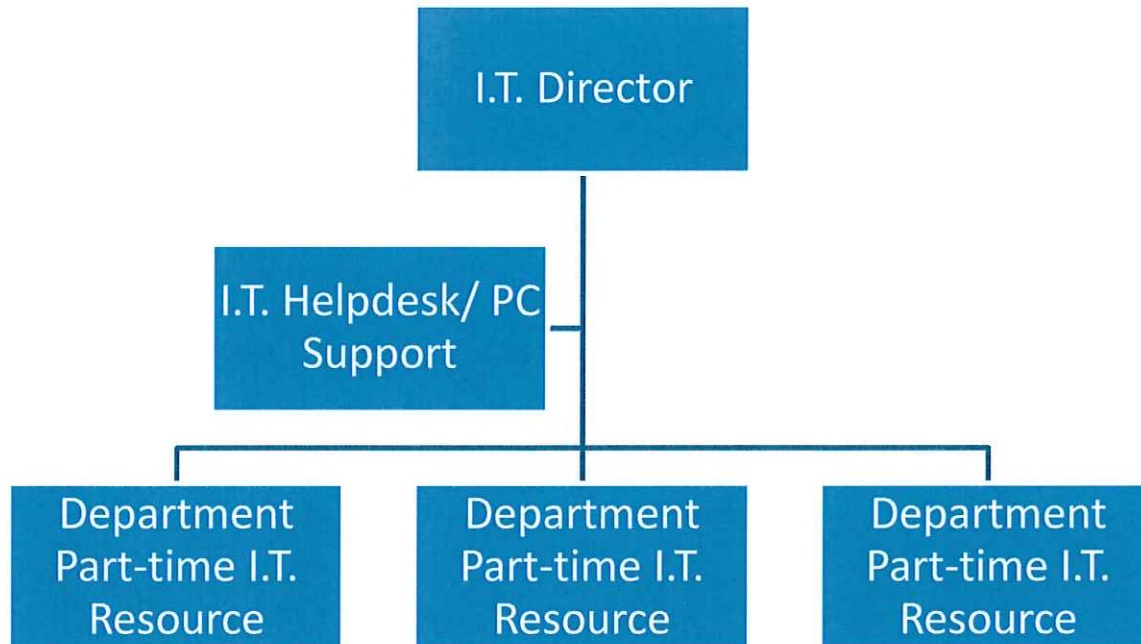
Applications used:

Special considerations

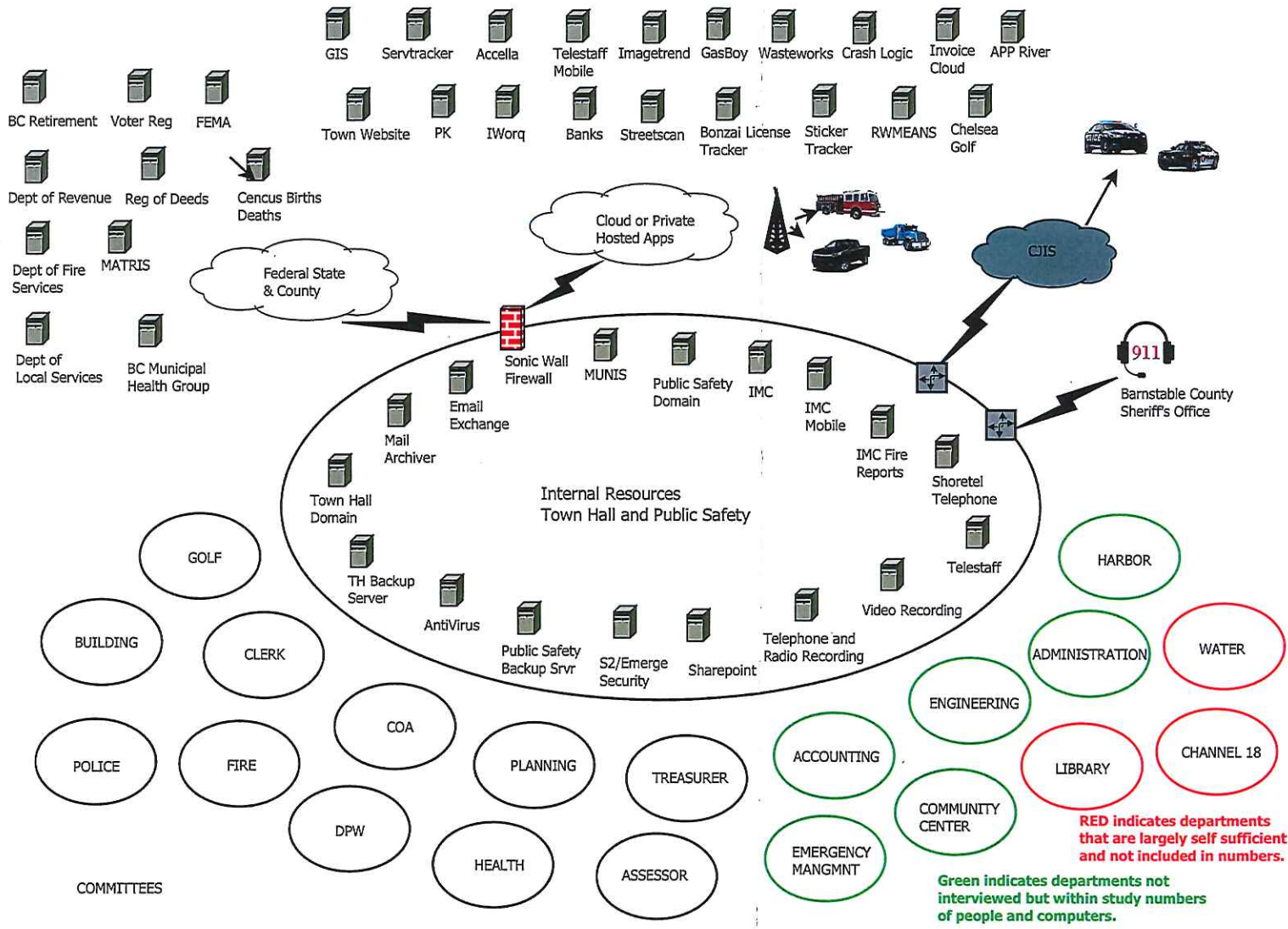
Technical resources: Paul – in house install & support

Concerns:

Proposed FY 19 addition of Help Desk / Desktop Support Position



The I.T. Helpdesk / PC Support person is the front line for all I.T. requests. They configure new PC's and assist end users in their daily use of technology. This frees up the I.T. Director to focus on more technically challenging and strategic tasks. This person also provides backup to the I.T. Director during absences.



RED indicates departments that are largely self sufficient and not included in numbers.

Green indicates departments not interviewed but within study numbers of people and computers.

X 170
 X 125
 X 39
 X ???
 X 57 @ Public Safety

Sandy Robinson

From: Amy Usowski
Sent: Friday, December 08, 2017 8:45 AM
To: Sandy Robinson; Ann Steidel
Subject: documents for Dec 18 Selectmen's meeting
Attachments: town counsel lease document.pdf; craig williams lease.pdf

Hi Ann and Sandy,
Please put this email, as well as the attachments, in the Selectmen's packets for their December 18th meeting.

The Harwich Conservation Commission voted to put out an RFP for re-leasing the bogs at the entrance to the Bells Neck Conservation Area off of Depot Street at their meeting on December 6th, 2017. Attached is the previous lease, as well as a document from Town Counsel regarding who is in charge of leasing the bogs. It appears that both the Conservation Commission and the Board of Selectmen need to sign off on the lease for these bogs. I will do some more research prior to your meeting regarding how the property was acquired and the language for its acquisition. Something we may want to change for the next lease is to make the amount of the lease fixed annually, as opposed to a percentage which the past lease had. Other leases of town-owned bogs are a fixed rate (\$1,000 per year).

I will be present at the December 18th meeting for discussion.

Amy Usowski
Conservation Administrator
Town of Harwich
(508)430-7538



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John W. Giorgio
jgiorgio@k-plaw.com

December 3, 2009

Conservation Commission
Harwich Town Hall
732 Main Street
Harwich, MA 02645

Re: Procedures for Leasing Conservation Land

Dear Members of the Conservation Commission:

You have requested an opinion regarding the procedures for leasing conservation land, and specifically for the leasing of cranberry bogs for agricultural purposes. You have informed me that the Town has four cranberry bogs which it currently leases, or which recently had a lease expire. You have also requested a checklist of issues that the Conservation Commission ("Commission") should consider before releasing requests for proposals to lease conservation land, and before entering into new leases.

It is my opinion that conservation land may be leased by the Commission as long as certain procedures are satisfied. I will outline those procedures below. I have also reviewed the current and recent leases for the four cranberry bogs mentioned above, as well as the deeds, orders of taking, and town meeting votes for those properties. I will provide a detailed analysis of the procedures for leasing those properties below.

A. Leasing of Conservation Land Generally

The following is a general outline of the procedures that must be followed before the Commission may lease conservation land:

(a) The Conservation Commission does not have inherent authority to lease land. The powers of the Commission to manage land in its custody as set forth in G.L. c. 40, §8C do not include explicit or implicit authority to lease land. Cranberry Growers Service, Inc. v. Town of Duxbury, 415 Mass. 354 (1993)

(b) The Conservation Commission may lease land if authorized by town meeting. Pursuant to G.L. c. 40, sec. 3, the Commission may lease conservation land if Town Meeting authorizes the lease either at the time that the original land acquisition was authorized or in a subsequent vote of Town Meeting. I recommend that the Town Meeting vote explicitly include the maximum term of years of the lease. Of course, the authority of the Commission to lease land will be subject to any other limitations placed on that authority by the Town Meeting vote.

Conservation Commission

December 3, 2009

Page 2

(c) A lease of land that is currently held for a specific municipal purpose requires Town Meeting approval to change the purpose for which the land is held to include the purpose of leasing. If the original Town Meeting vote authorizing the acquisition of the land for a specific purpose did not provide that the land was also to be held for the purpose of leasing or include any authority for the Commission or any other Town Board to enter into leases, in my opinion, pursuant to G.L. c. 40, sec. 15A, Town Meeting must authorize by a two-thirds vote the change in use and must also authorize the Commission or other Town board to enter into the lease.

(d) A Town Meeting vote is required to change the custodial board of a particular parcel. If, at the time that a parcel was acquired for a specific purpose, Town Meeting voted to place the parcel under the care and custody of a board other than the Commission, in order for the land to be leased by the Commission, a two step process must be followed: first, the original custodial board must vote pursuant to G.L. c. 40, sec. 15A that the land is no longer needed for the purpose for which the land was originally acquired, and second, Town Meeting must vote, by a two-thirds vote, to transfer the custody of the parcel to the Commission to be held for the purpose of leasing and the vote must actually authorize the Commission to enter into the lease.

(e) The lease of conservation land requires Article 97 approval unless the purposes for which the land was originally acquired included leasing. Conservation land is subject to Article 97 of the Amendments to the Massachusetts Constitution. A two-thirds roll call vote of both branches of the legislature is necessary to approve any disposition or change in use of land acquired for conservation, open space, recreation, or water supply protection purposes, in my opinion. The Attorney General has issued a formal opinion, a copy of which I am including as an attachment to this opinion letter, that a lease of land is a disposition for Article 97 purposes. Article 97 approval must be initiated by a home rule petition authorized by Town Meeting. If, however, the original Town Meeting vote that authorized the acquisition of the land for an Article 97 protected purpose also authorized the Commission to lease the land, entering into a lease of the land for a purpose consistent with Article 97 protected purposes, would not, in my opinion, trigger the need for an Article 97 vote by the legislature because, at the time of acquisition, town meeting explicitly provided that the land might be leased.

(f) The Town must seek competitive proposals for the lease of any Town-owned land. Pursuant to the Uniform Procurement Act (G.L.c. 30B), any disposition of an interest in real property having a value in excess of \$25,000 requires a public bidding procedure in the nature of a request for proposals before the land may be leased to a private party. In order to determine whether the value of the lease exceeds the \$25,000 threshold, the Town must determine the value using customary methods recognized as valid by the appraising profession. The Town is required to establish the value for the entire term of years of the proposed lease. See G.L. c.30B, §16. There are numerous requirements for compliance with C. 30B, but it is important to note that the notice of the RFP must be published in the Central Register and advertised for two consecutive weeks in a newspaper of general circulation in the Town. Notably, however, the Town is not required to award

Conservation Commission
December 3, 2009
Page 3

the lease to the highest bidder. Instead, the Town may establish criteria other than price as factors in determining which proposal is in the best interests of the Town.

(g) A Town Meeting vote to enter into a specific lease may be required. Even though Town Meeting may have authorized the acquisition of a parcel for, among other purposes, the purpose of leasing, it may be necessary to obtain further Town Meeting authorization for a specific lease or a renewal thereof if the Town Meeting vote did not explicitly authorize the leasing of the land for a particular term of years. This will depend on the wording of the original vote.

(h) Before leasing conservation land, the Town should determine whether there are any grants or other restrictions that prohibit the leasing of land. It is recommended that the Commission examine any grant programs that were used in the acquisition of a particular parcel as well as the statutory scheme that was followed to make sure that there are no prohibitions against leasing the land for the intended purpose. This examination should be done on a case by case basis.

B. Analysis of Town Owned Cranberry Bogs

You have provided me with the deeds, orders of taking, Town Meeting votes, leases (current and recently expired), and other supporting documentation for the following cranberry bogs, which are owned by the Town: Great Swamp Bog, Main Street Cranberry Bog, Jenkins Bog and Herring River Conservation Area Bog. Please see the chart attached to this opinion letter which details the following information relative to these properties: 1) the purpose for which the property was acquired; 2) the source of funding and whether that funding source affects the Town's ability to lease the property; 3) the custodial board; and 4) the status of the lease.

1. Great Swamp Bog

The first property is the Great Swamp Bog. This property was acquired by purchase, using funds borrowed under the Cape Cod Land Bank Program, Section 7 of Chapter 293 of the Acts of 1998. The May 2, 2000 Town Meeting vote authorizing the purchase of this property states that the property will be managed and controlled by the Commission and it states that the property was acquired for "preservation, open space, conservation, agricultural and passive recreational purposes including, without limitation, the authority to lease all or portions of the property for agricultural purposes." Subsequent to the original vote to acquire the land, Town Meeting voted under Article 6 of the August 6, 2001 Town Meeting to authorize the Commission "with input from the Board of Selectmen" to enter into a "long-term" lease of the cranberry bog, for general agricultural use. Subsequently in December 2008, the Town issued an RFP for the lease of the cranberry bog. A lease agreement was signed by both the Commission and the Board of Selectmen on June 22, 2009, with a term of ten years.

Conservation Commission

December 3, 2009

Page 4

In my opinion, the language of the May 2000 vote in conjunction with the vote taken in August 2001, is sufficiently broad to authorize the Commission to lease the land, and because leasing of the land was included in the purposes for which the land was acquired, Article 97 is not triggered by a lease. It is my further opinion that, based on the procurement documents furnished to me, the Town complied with the public bidding procedures of G.L. c. 30B, sec. 16 in awarding the lease. After 2019, however, any new lease of this property will require compliance with G.L. c. 30B because the 2008 RFP limited the term of the lease to 10 years.

Additionally, as this property was purchased with funds borrowed from the Cape Cod Land Bank Fund, it is necessary to analyze whether that fund places any restrictions on the leasing of the property. Section 7 of Chapter 293 of the Acts of 1998 provides that land purchased with these funds can be for agricultural purposes, and the Act does explicitly prohibit leasing. Therefore, in my opinion, the Act places no restrictions on the leasing of this property for purposes consistent with the Land Bank, including agricultural purposes.

2. Main Street Cranberry Bog

The Main Street Cranberry Bog was acquired at the same time, and in the same manner as the Great Swamp Bog, above. This acquisition also involved borrowing funds under the Cape Cod Land Bank Program. The Town Meeting vote on May 3, 2001, provided that the land was acquired for conservation, agricultural purposes, and also for the purpose of leasing the property for agricultural purposes, and the subsequent August 6, 2001, Town Meeting vote specifically authorized the Commission, with input from the Board of Selectmen, to execute a long-term lease of the cranberry bog for agricultural purposes. In my opinion, the analysis with respect to the authority to lease, the purpose for which the land is held, the grant funding, and Article 97 discussed above with respect to the Great Swamp Bog, is equally applicable to the Main Street Bog.

It would appear from the documents provided to me that a lease of this land was entered into on November 13, 2001, for a term of twenty years. While the documentation provided was not complete, I would note that a cost proposal form was submitted which leads me to conclude that an RFP was issued. I cannot, however, determine from the documents provided whether the procurement complied with all of the requirements of G.L. c. 30B, sec. 16. I would also note that the lease was only signed by the Board of Selectmen. It is my opinion that both the members of the Board of Selectmen and the Commission should have executed the lease pursuant to the August 2001 town meeting vote. Finally, it is my opinion that the twenty year term of the lease is consistent with the Town Meeting authorization that the lease be "long-term."

3. Jenkins Bog

The Jenkins Bog, along with several other pieces of property, was acquired following a May 6, 1993 Town Meeting vote to appropriate funds for purpose of taking the parcels by eminent

Conservation Commission
December 3, 2009
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domain for the purpose of confirming the Town's title to the parcels. The Town Meeting vote states that the town already owned the parcels through either gifts, tax title proceedings or through purchase. The Town Meeting vote did not state any further purpose for which the parcels were acquired, nor did it specify a custodial board. The instrument of taking did, however, state that the Jenkins Bog was acquired for conservation purposes, and it was to be under the jurisdiction of the Commission.

It is my opinion that the instrument of taking cannot go beyond the authorizing Town Meeting vote to specify the purpose for which the property was acquired or the custodial board of the property. Therefore, it is necessary to determine how the property was initially acquired (as referenced in the town meeting vote, it was acquired prior to the vote either as a gift, through a tax title proceeding, or as a purchase). Despite the eminent domain taking to confirm title, the property is still held for the purpose originally acquired, in my opinion, and that purpose will determine whether Article 97 approval will be required to enter into a lease.

You provided me with a copy of a lease entered into on February 13, 2008, with a term of ten years. The lease is executed by the Board of Selectmen and the Commission, but no documents were provided to me indicating that the lease was properly procured in accordance with G.L. c. 30B, sec. 16. Nor does it appear that Town Meeting, either in the original authorization of taking or any subsequent vote, authorized the leasing of this property. The documents you provided, however, included a notation that the lease is no longer active.

Prior to leasing this property in the future, therefore, it is my opinion that the Commission or the Board of Selectmen, as may be designated, must obtain proper town meeting authorization to lease. A two-thirds vote of town meeting changing the purpose for which the land is held to include leasing will be required. If any of these parcels were acquired for the purposes protected under Article 97, authorization from the legislature will be required for the transfer and lease. For any parcels acquired by gift, the deed or will by which the parcel was granted or devised to the town should be reviewed to make sure leasing is not prohibited. Further, a proper procurement process must be followed.

4. Herring River (Depot Road) Conservation Area Bog

The Herring River Conservation Area Bog was acquired through the same May 6, 1993 Town Meeting vote as Jenkins Bog, and with an identical instrument of taking. Therefore, the same analysis outlined for the Jenkins Bog is applicable here. However, for this property there is apparently a lease, which was signed by both the members of the Board of Selectmen and the Commission. Based on the above-analysis, more investigation of the circumstances surround the acquisition and subsequent lease of this parcel is warranted.

Conservation Commission

December 3, 2009

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C. Other Options Available for Operation of Conservation Commission Held Cranberry Bogs.

In addition to the process explained above which the Commission must follow for the leasing of Town-owned cranberry bogs, the Commission has two other options available whereby it could have a third-party operate or manage the Town-owned cranberry bogs. The first option would be to issue a license to a third-party, and the second option would be to enter into a management contract with a third-party to manage the bog.

An advantage to issuing a license to a private party for the operation of a Town-owned cranberry bog is that the Commission may grant a license for the use of a cranberry bog without the necessity of securing legislative approval, in my opinion, since a license is revocable at will and non-exclusive, and therefore is not a disposition of land pursuant to Article 97. It is my further opinion that as long as the Commission was designated as the custodial board by town meeting, the Commission has the requisite authorization to issue a license for use of the land. However, the Commission may not grant a license for a purpose that amounts to a change of use without legislative approval, but if the cranberry bog in question was acquired for the purpose of agriculture, then the purpose for which the license would be issued is consistent with the purpose for which the cranberry bog was acquired. The Town is also not required, in my opinion, to engage in a public bidding process, pursuant to the Uniform Procurement Act, before entering into a license agreement. Nor would a license require a Town Meeting vote since it is only temporary permission to use the land. The disadvantage to issuing a license for this purpose, however, is that the license must be revocable at will (with reasonable notice) and non-exclusive. It may be difficult, therefore, to find an operator who would be willing to invest any time or money into the operation of a cranberry bog given the limitations of a license.

An agreement for a private party to conduct the operations at a Town-owned cranberry bog and harvest the cranberry bog could be arranged as a management contract. If any payment to the Town is to be part of a management contract, such an arrangement, in my opinion, is subject to Chapter 30B as a services contract. The requirements thereof vary depending on the anticipated cost of the services. The benefit of a management contract is that the operator would have a defined term of years to amortize the cost of investing in and operating the bog. Please be advised, however, that a town meeting vote would be required to authorize the Commission to enter into a management contract for a term in excess of three years. Furthermore, because a management contract would be considered a contract for services, the Town Administrator would be required to approve the contract pursuant to 4-3-2(i) of the Town Charter.

If the value of the management contract with a private party will be less than \$5,000.00, the service must be obtained "through the exercise of sound business practices." G. L. c. 30B, § 4(c). If the value will be greater than \$5,000.00 but less than \$25,000.00, the Town's procurement officer must "seek written or oral quotations from no fewer than three persons customarily providing such

Conservation Commission
December 3, 2009
Page 7

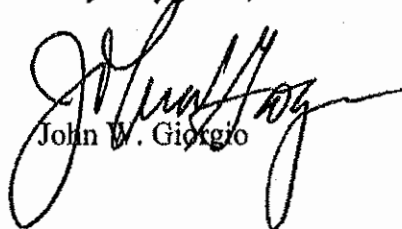
supply or service.” G. L. c. 30B, § 4(a). Note that any contract for the expenditure of \$25,000.00 or more must be by public sealed bid, as provided in Section 5 of Chapter 30B, or through a Request for Proposals under G.L. c. 30B, sec. 6. Additionally, as stated above in regard to a license for a Town-owned cranberry bog, if the cranberry bog in question was acquired for the purpose of agriculture, then the purpose for which the management contract would be issued is consistent with the purpose for which the cranberry bog was acquired, and therefore, no Article 97 legislature approval would be necessary.

D. Other Lease Concerns

I also understand from the Request for Legal Services that the Conservation Commission may have some specific concerns regarding on-going leases and that the Commission may want to tighten-up some of the language in the model lease that has been used in order to protect the environmentally sensitive land. You also suggested that it might be helpful to schedule a meeting with an attorney from this firm to discuss some of these on-going concerns. Since my background is in environmental law, I would be pleased to schedule a meeting with the Commission in order to discuss the Commission’s specific concerns with regard to the leases.

Please let me know if you have any further questions.

Very truly yours,



John W. Giorgio

JWG/MBB/bp
Enc.

cc: Board of Selectmen
Town Administrator
386945v3/HARW/0120

LEASE AGREEMENT

Agreement made this 7th day of May, 2007, between the Town of Harwich, through its Board of Selectmen, hereafter called the first party, and Craig Williams, hereafter called the second party.

Whereas the first party is the owner of the following real property:

The cranberry bog known as "Herring River Conservation Area Bog" and land is located off Depot Street, North Harwich, Barnstable County, Massachusetts and being a portion of Harwich Assessor's Map 36 as Parcel M3, containing 11.5 acres, more or less; being further shown on the plan recorded in Barnstable Plan Book 202 Page 33. The Deed is recorded in Barnstable Registry of Deeds in Book 8727 Page 192. The Town of Harwich 2007 assessment for this 184 acre (total) property is \$5,723,300.

Whereas the first party issued a Request for Proposals dated March 14, 2007 (the "Request for Proposals"):

NOW THEREFORE, the first party agrees to lease to the second party the afore mentioned premises under the following terms and conditions:

The term of said lease shall be for ten (10) years commencing May 1, 2007, and ending April 30, 2017 and the second party will pay to the first party rent as follows:

Payment as listed on the attached Cost Proposal Form -- Exhibit C, submitted with the proposal, and in accordance with the Specifications listed in the Request for Proposal.

The second party, after payment of rent to the Town, shall be entitled to all profits realized as the result of the harvesting of said bog, and other agricultural practices in accordance with the provisions of this lease.

The second party agrees during the term of said lease hereof, in accordance with the contract documents(s) as defined on page two (2) of this lease agreement, to properly maintain said bog in a good and efficient manner keeping said bog free from weeds and generally maintaining it in a productive condition. All Costs of maintaining said bog shall be the responsibility of the second party, including utilities, proper irrigation and water supply. Care must be taken not to cause flood damage to adjacent properties. Failure to properly maintain said bog shall constitute a breach of the lease.

All uses of the leased premises by the second party shall be in accordance with the Contract Documents. During the term of this lease, the Conservation Commission shall have the right to utilize such portion(s) of the leased premises as it deems necessary (including the existing bog roads) to carry out the management and control of the leased premises for preservation, conservation, and passive recreation, which may include public access. Such management and control shall not unduly interfere with the rights and obligations of the second party to properly conduct the operation of the cranberry bogs and proposed agricultural use as specified in the attached Sketch Plan (Exhibit F) of proposed use in accordance with the provisions of this lease. Any changes to the said attached use plan shall require prior review and recommendation of the Conservation Commission and prior written approval from the Board of Selectmen and shall be within the scope of the Request for Proposals.

The second party agrees to indemnify, defend with counsel approved by the first party, and hold harmless the said Town of Harwich (first party) by or asserted against the first party as the result of the maintenance, operation and harvesting of said bog or any other activity or condition on or of said bogs or the leased premises performed, allowed or suffered, whether permitted by this lease or not, by the second party.

There shall be no assignment or subletting of the leased premises without the prior written consent of the Board of Selectmen.

Further, the second party agrees to abide by all applicable State, Federal, Local laws, by-laws and regulations, including without limitation those governing the maintenance and operation of cranberry bogs and governing the hiring of employees and covenants and agrees to do no act or thing which constitutes an unfair labor practice, or constitutes discrimination in employment and the second party agrees to maintain all necessary Workers' Compensation insurance as well as liability insurance, as reasonably required from time to time by the First Party, which liability insurance shall name the first party as an additional insured.

Any cranberry market order obtained by the Town of Harwich cannot be reassigned by the second party and shall remain the property of the Town of Harwich.

The executed Contract Documents shall consist of the following:

- a. Legal Notice
- b. Request for Proposals
- c. Specifications
- d. Three (3) signed copies of the Lease Agreement
- e. Sketch Plan of Bogs (Exhibit A)
- f. Disclosure of Beneficial Interests in Real Property Transaction (Exhibit B)
- g. Two (2) signed copies of the Technical and Cost Proposals (Exhibit C)
- h. Certificate of Non-collusion and Tax Compliance (Exhibit D)
- i. Reference Form (Exhibit E)
- j. Certificate of Insurance (provided by proposer)
- k. Currently required liability coverage limits
- l. Sketch Plan of Proposed Use (Exhibit F – provided by proposer)

IN WITNESS WHEREOF, the parties hereto have interchangeably set their hands and seals to this and to another instrument of like tenor the day and year first written above.

For the Town of Harwich:

CONSERVATION COMMISSION

Charles P. Perry
Richard J. Smith
William Szomb
Jason Low
Lindsay Stode

BOARD OF SELECTMEN

Robert Wilbur
Robert J. [unclear]
[unclear]
David W. Alford
Laurence P. Cole

SECOND PARTY:

[Signature]

DISCLOSURE OF BENEFICIAL INTERESTS IN REAL PROPERTY TRANSACTION

This form contains a disclosure of the names and address of all persons with a direct or indirect beneficial interest in the real estate transaction described below. This form must be filed with the Massachusetts Division of Capital Planning and Operations, as required by M.G.L. c. 7, §40J, prior to the conveyance of or execution of a lease for the real property described below. Attach addition sheets if necessary.

1. Public agency involved in this Transaction: Town of Harwich
(Name of jurisdiction)

2. Complete legal description of the property: The cranberry bog known as "Herring River Conservation Area Bog" and land is located off Depot Street, North Harwich, Barnstable County, Massachusetts and being a portion of Harwich Assessor's Map 36 as Parcel M3, containing 11.5 acres, more or less; being further shown on the plan recorded in Barnstable Plan Book 202 Page 33. The Deed is recorded in Barnstable Registry of Deeds in Book 8727 Page 192. The Town of Harwich 2007 assessment for this property is _____

3. Type of transaction: Sale Lease or rental for 10 years (term):

4. Seller(s) or Lessor(s): Town of Harwich

Purchaser(s) or Lessee(s): Craig Williams Georgetown Cranberry Co

5. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above. *Note: If a corporation has, or will have a direct or indirect beneficial interest in the real property, the names of all stockholders must also be listed except that, if the stock of the corporation is listed for sale to the general public, the name of any person holding less than ten percent of the outstanding voting shares need not be disclosed.*

<u>Name</u>	<u>Address</u>
<u>Craig Williams</u>	<u>P.O. Box ⁸³⁷ So. Yarmouth MA 02664</u>
_____	_____
_____	_____
_____	_____

(Continued on next page)

(continued)

None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts except as noted below:

Name

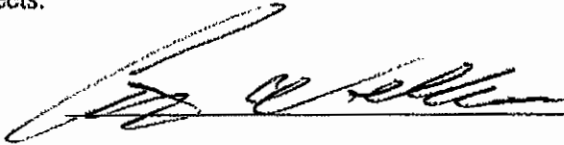
Title

6. This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named in item 1. If this form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation.

The undersigned acknowledges that any changes or additions to item 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Planning and Operations within 30 days following the change or addition.

The undersigned swears under the pains and penalties of perjury that this form is complete and accurate in all respects.

Signature:



Printed name:

Craig Williams Georgetown Crabery Co.

Title:

OWNER

Date:

4-15-07

LEASE OF CRANBERRY BOG – COST PROPOSAL/BID FORM

The price proposals submitted for review can be graduated or fixed amounts in yearly payments. Proposals must specify how they arrived at said payment. (i.e. Based on yearly yield of crop projected by past production or Cranberry Marketing Order)

Also, specify if lease payments are subject to Production, Market Price, or Guaranteed each year.

ACKNOWLEDGEMENT OF RECEIPT OF ANY ADDENDA (list all you receive):

HERRING RIVER CONSERVATION AREA CRANBERRY BOG

Min - 10,000 Total over 10 year lease

(please fill in each year with a dollar amount or \$0.00)

Annual Lease Payment Plan

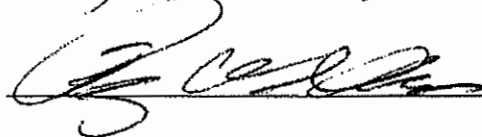
2008	15%	2010	21%	2012	21%	2014	21%	2016	21%
2009	15%	2011	21%	2013	21%	2015	21%	2017	21%

COST Proposals for each bog will be submitted in duplicate, in the same sealed envelope as the TECHNICAL Proposal. Each should be clearly marked "LEASE OF CRANBERRY BOG – COST & TECHNICAL PROPOSAL" *Herring River Bogs*

Prices must be submitted using this Cost Proposal form (2 copies are included in the Request For Proposals for your convenience.

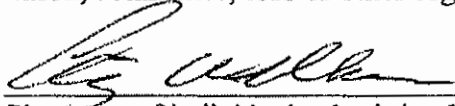
Proposer Name Craig Williams (Print)

Address P.O. Box 837
So. Yarmouth, MA 02664

Signature  Date 4-15-07

CERTIFICATION OF GOOD FAITH

The undersigned 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.



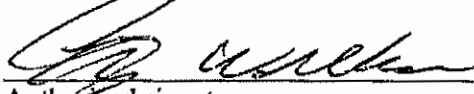
Signature of individual submitting bid or proposal

Georgetown Cranberry Co

Name of business

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. ch. 62C§49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.



Authorized signature

9-15-07

Date

Craig Williams

Name of person signing above (typed)

Acknowledgement of Addendum(s)
received, if any

Georgetown Cranberry Co

Name of business

501 Depot St

Business address

Harwich, MA 02645

City/State/Zip Code

508-432-9700

Telephone number

BIDDER REFERENCE FORM

Proposer/Business Name:

Craig Williams - Georgetown Cranberry Co.

RFP Title

HERRING RIVER Bogs

Proposer must provide references for Professional ability to comply with requirements of this RFP

Reference:

Town of Dennis, Con Com

Contact:

Mary Ann

Address:

old Bass River Rd.

Phone:

508-760-6123

Fax:

Reference:

Mystic Cranberry Co.

David McCarthy

Contact:

Dave

Address:

455 Turtleback Rd.

Phone:

508-428-5890

Fax:

Marsfield Mills 02648

Reference:

Cape Cod Cranberry Growers Ass

Contact:

JEFF LaFLOR

Address:

3203-B Cranberry Highway

Phone:

508 295-4895

Fax:

E. Wareham, MA 02538

508 759-6294

Reference:

BBJ Cranberry Trust

Contact:

George Russas

Address:

65 Bradford Rd.

Phone:

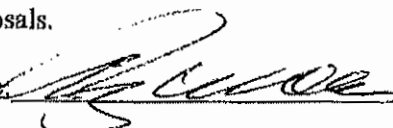
508-385-8765

Fax:

E. Dennis MA 02641

I authorize the Town of Harwich to conduct a reference check as described above for the Cranberry Bog Request for Proposals.

Signature



Printed name

Craig Williams

Date:

4-15-07

GEORGETOWN CRANBERRY Co.

501 DEPOT STREET
HARWICH, MA 02645

CRAIG R. WILLIAMS

(508) 432-9700


(508) 394-4226

(508) 364-8128

Partial List of Owned Equipment: (Available for inspection)

- 2 – Hydraulic Water Harvesters
- 1 – Water Harvested Separator & Cranberry Cleaning System
- 4 – Furford Dry Harvesters
- 1 – Massey Ferguson 45hp Tractor with Flail Mower
- 1 – Ford 3910 45hp Tractor with Arm Mower
- 2 – 1 ½ Yard Backhoes
- 1 – GMC 8000 35,000 GVW Dump Truck
- 1 – GMC 3500 11,000 GVW Dump Truck
- 1 – GMC 7000 28,000 GVW Rack Body Berry Truck
- 1 – Ford 8N Tractor with Irrigation Pipe Puller
- 1 – Gephart 26' Herbicide Spreader
- 1 – Stearns 12' Aluminum Weed Wiper
- 1,000 feet of Corral Boards
- 2 – 10" PTO Mounted Pumps
- 5 – 4x4 Bog Sanders
- 1 – 3,500lb Fork Lift
- 1 – 5,000lb Fork Lift
- 1 – 9 ton Trailer
- 1 – 5 ton Trailer

THIS CERTIFICATION OR LICENSE IS ISSUED IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 132B OF THE MASSACHUSETTS GENERAL LAWS AND REGULATIONS PROMULGATED THEREUNDER



DOUGLAS P. GILLESPIE
COMMISSIONER

THIS DOCUMENT IS NON-TRANSFERABLE

THIS CERTIFICATION OR LICENSE DOCUMENT SHALL BE ON THE APPLICATOR'S PERSON AT ALL TIMES S/H/E IS USING A PESTICIDE.

COMMONWEALTH OF MASSACHUSETTS

Department of Agricultural Resources



PESTICIDE CERTIFICATION/LICENSE
CRAIG R WILLIAMS

29 WILDROSE TERRACE
SOUTH YARMOUTH MA 02664

Document Type
Private Certificate

Date of Issue
12/05/2006

License Number
22719

Expiration Date
12/31/2007

Category/Subcategory
30

Sign Here



975,000

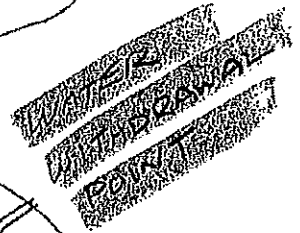
976,000

36

GLAEL
10/2/74

A-5
0.98

11.5 ACRES
(TOTAL)



A-6
0.64

A-2-1
.80

.17
A-7

SEE SHEET 36 M-3

DENNIS
DEPOT
STREET

TOWN
LINE

TOWN OF HARWICH

E1
6.5 Ac.

1022/199

D7
1.01

A-7
1.01
10/2/74

D6
0.87

B-1
1.15

B-2
3.0

SEE MAP 10
PARTIAL 04

K-7

Memorandum from Charleen Greenhalgh
Assistant Town Administrator
Town of Harwich

December 5, 2017

To: Christopher Clark, Town Administrator
Cc: John Rendon, Harbormaster
Eric Beebe, Recreation Director
Roman Greer, Golf Director
Carol Coppola, Finance Director
From: Charleen Greenhalgh, Assistant Town Administrator/HR Director *CG*
Re: Seasonal Hourly Wage Schedule – Personnel Bylaw

At your request, and after meeting with you, Mr. Beebe and Ms. Coppola, I have revised the Seasonal Hourly Wage Schedule. In our meeting, it was clear that several seasonal positions within the Recreation Department were low and not competitive with surrounding communities. The revised schedules for the remainder of FY18 and proposed for FY19 reflex the recommended changes not only for the Recreation Department, but also changes within the Harbormaster Department. We asked both the Harbormaster and the Golf Director to review the proposed changes. The Harbormaster had two recommended changes, which are reflected and the Golf Director had no further recommendations.

The other significant change is rather than incorporating a percentage increase, the wage schedule now reflects \$.50, in most instances, across the Board increase between the steps. This was discussed and thought to be a more equitable representation of the steps.

Seasonal Hourly Wage Schedule – FY19

GRADE	JOB TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
12	Golf Instructor (S12)	32.25	48.00	64.25	79.50	
11	Golf Employee and Operations Manager (S11) Shellfish Instructor (S11A)	22.50	23.50	24.50	25.50	26.50
10	Beach Supervisor (S10)	19.50	20.00	20.50	21.00	21.50
9	Ass't Beach Supervisor (S9A) Playground Director (S9B)	16.50	17.00	17.50	18.00	18.50
8	Lifeguard (S8A) Swimming Instructor (S8B) Waterfront Director (S8C) Ass't. Harbormaster (S8)	15.00	15.50	16.00	16.50	17.00
7	Seasonal Laborer (S7)	14.50	15.00	15.50	16.00	16.50
6	Activities Coordinator (S6A)	13.50	14.00	14.50	15.00	15.50
5	Parking Enforcement Officer (S5)	13.00	13.50	14.00	14.50	15.00
4	Golf Ass't. (S4) Golf Maintenance Person (S4A) Work Leader (S4D) IT Ass't (S4E) Summerball Director (S2C) Parking Attendant (S2B)	12.50	13.00	13.50	14.00	14.50
3	Tennis Instructor (S3) Golf Utility Person (S3B) Playground/Camp Instructor (S3D) Harbor Assistant (S3A) Summerball Instructor (S3C) Shellfish Interns (S3E)	11.50	12.00	12.50	13.00	13.50

Seasonal Hourly Wage Schedule – Remainder of FY18

GRADE	JOB TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<u>912</u>	Golf Instructor (S12)	31.21 <u>31.50</u>	46.82 <u>47.00</u>	62.42 <u>63.00</u>	78.03 <u>78.25</u>	
<u>811</u>	Golf Employee and Operations Manager (S11) Shellfish Instructor (S) (S11A)	21.85 <u>22.00</u>	22.89 <u>23.00</u>	23.93 <u>24.00</u>	24.97 <u>25.00</u>	26.01 <u>26.00</u>
<u>10</u>	Beach Supervisor (S10)	<u>19.00</u>	<u>19.50</u>	<u>20.00</u>	<u>20.50</u>	<u>21.00</u>
<u>9</u>	Ass't Beach Supervisor (S9A) Playground Director (S9B)	<u>16.00</u>	<u>16.50</u>	<u>17.00</u>	<u>17.50</u>	<u>18.00</u>
<u>8</u>	Lifeguard (S8A) Swimming Instructor (S8B) Ass't. Harbormaster (S8) Waterfront Director (S8C)	<u>14.50</u>	<u>15.00</u>	<u>15.50</u>	<u>16.00</u>	<u>16.50</u>
<u>7</u>	Waterfront Director (S7) Beach Supervisor (S7A) Asst Animal Control Officer (S7B) Seasonal Laborer (S7)	13.79 <u>14.00</u>	14.31 <u>14.50</u>	14.83 <u>15.00</u>	15.35 <u>15.50</u>	15.87 <u>16.00</u>
<u>6</u>	Ass't. Harbormaster (S6) Ass't Beach Supervisor (S6A) Playground Director (S6B) Activities Coordinator (S6C/S6A)	12.75 <u>13.00</u>	13.27 <u>13.50</u>	13.79 <u>14.00</u>	14.31 <u>14.50</u>	14.83 <u>15.00</u>
<u>5</u>	Kayak Instructor (S5) (\$14.00)* Parking Enforcement Officer (S5A)	12.23 <u>12.50</u>	12.75 <u>13.00</u>	13.37 <u>13.50</u>	13.79 <u>14.00</u>	14.31 <u>14.50</u>
<u>4</u>	Lifeguard (S4B) Swimming Instructor (S4C) Golf Ass't. (S4) Golf Maintenance Person (S4A) Work Leader (S4D) GIS-IT Ass't (S4E) Project Ass't. (S4F) Summerball Director (S4C) Parking Attendant (S4B) Harbor Assistant (S3F)	11.71 <u>12.00</u>	12.23 <u>12.50</u>	12.75 <u>13.00</u>	13.37 <u>13.50</u>	13.79 <u>14.00</u>

3	Tennis Instructor (S3) Golf Utility Person (S3B) Playground/Camp Instructor (S2S3D) Harbor Assistant (S2A) Parking Attendant (S2B) Summerball Instructor(S3C) Shellfish Interns (S3E)	10.71	11.22	11.73	12.24	12.75
		<u>11.00</u>	<u>11.50</u>	<u>12.00</u>	<u>12.50</u>	<u>13.00</u>
2		9.63	10.15	10.67	11.19	11.71
1	Shellfish Interns (S1)	9.36	9.63	10.15	10.67	11.19

Formatted Table

Seasonal Hourly Wage Schedule – Remainder of FY18

DRAFT

Charleen Greenhalgh

From: Roman Greer
Sent: Tuesday, November 28, 2017 11:31 AM
To: Charleen Greenhalgh
Subject: RE: Draft revisions to Seasonal Hourly Wage Schedules

Sorry for the delay. I wanted to make sure that these changes fit with our budget plans. They work. We are comfortable with the changes.

Roman

Roman Greer, PGA
Director of Golf
Cranberry Valley Golf Course

From: Charleen Greenhalgh
Sent: Tuesday, November 28, 2017 10:28 AM
To: John Rendon <jrendon@town.harwich.ma.us>; Roman Greer <rgreer@town.harwich.ma.us>; Shawn Fernandez <sfernandez@town.harwich.ma.us>
Subject: FW: Draft revisions to Seasonal Hourly Wage Schedules

Hi,

Just a reminder.

Thanks!

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

From: Charleen Greenhalgh
Sent: Thursday, November 16, 2017 1:08 PM
To: Roman Greer <rgreer@town.harwich.ma.us>; Shawn Fernandez <sfernandez@town.harwich.ma.us>; John Rendon <jrendon@town.harwich.ma.us>; Heinz Proft <hproft@town.harwich.ma.us>
Cc: Eric Beebe <ebeebe@town.harwich.ma.us>; Carol Coppola <ccoppola@town.harwich.ma.us>
Subject: Draft revisions to Seasonal Hourly Wage Schedules

Hi,

Attached please find draft changes to the current FY18 Seasonal Hourly Wage Schedule and a draft FY19 Schedule. In discussions with Eric, the pay rates for several of the recreation positions were not at all competitive. Chris asked that I draft these new proposed schedules. Grades 1 and 2 have been eliminated and additional steps have been added. We want to try to have the revised FY18 in place this year, so when staff is hired for a June (or earlier start) they can be paid accordingly.

Please review carefully where positions relative to your department have been adjusted and let me know if you are comfortable with the changes. If you think the wage is too high or too low, please let me know where in the schedule you would like the position to be.

If you have any questions, please do not hesitate to contact me.

Thanks,
Charleen

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

Charleen Greenhalgh

From: Eric Beebe
Sent: Friday, November 17, 2017 9:23 AM
To: Charleen Greenhalgh
Subject: RE: Draft revisions to Seasonal Hourly Wage Schedules

Hi Charleen,

I was just looking over the draft pay scales again and I was thinking that maybe the Waterfront Director position should drop down 1 step. This position only supervises 4-5 people where as the Beach Supervisor supervises around 30.

From: Charleen Greenhalgh
Sent: Thursday, November 16, 2017 1:09 PM
To: Roman Greer; Shawn Fernandez; John Rendon; Heinz Proft
Cc: Eric Beebe; Carol Coppola
Subject: Draft revisions to Seasonal Hourly Wage Schedules

Hi,

Attached please find draft changes to the current FY18 Seasonal Hourly Wage Schedule and a draft FY19 Schedule. In discussions with Eric, the pay rates for several of the recreation positions were not at all competitive. Chris asked that I draft these new proposed schedules. Grades 1 and 2 have been eliminated and additional steps have been added. We want to try to have the revised FY18 in place this year, so when staff is hired for a June (or earlier start) they can be paid accordingly.

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If you have any questions, please do not hesitate to contact me.

Thanks,
Charleen

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

Charleen Greenhalgh

From: John Rendon
Sent: Tuesday, November 28, 2017 12:56 PM
To: Charleen Greenhalgh
Cc: Michelle Morris
Subject: RE: Draft revisions to Seasonal Hourly Wage Schedules

Charleen,
My apologies for being late.... here is my recommendation:

Assistant Harbormasters really should be at the Grade 8 level, the position has regulatory authority and are required to drive boats and respond to maritime assistance cases, and conduct boat sewage pump-out operations.

Harbor Assistant should be at a Grade 4.

Thanks. v/r,

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

From: Charleen Greenhalgh
Sent: Tuesday, November 28, 2017 10:28 AM
To: John Rendon; Roman Greer; Shawn Fernandez
Subject: FW: Draft revisions to Seasonal Hourly Wage Schedules

Hi,

Just a reminder.

Thanks!

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

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Cc: Eric Beebe <ebeebe@town.harwich.ma.us>; Carol Coppola <ccoppola@town.harwich.ma.us>
Subject: Draft revisions to Seasonal Hourly Wage Schedules

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If you have any questions, please do not hesitate to contact me.

Thanks,
Charleen

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

Sandy Robinson

To: John Giorgio
Subject: RE: Marijuana

I am including below for your consideration a word version of the time, place, and manner zoning bylaw amendment passed in Nantucket which you may want to consider. Once you have made the changes appropriate for Harwich, please send me a draft of what you came up with.

The Nantucket bylaw is fairly straight forward, although it applies to both medical and recreational establishments. Please note it also contains a provision that subjects the bylaw to the existing moratorium. You may or may not want to include these same provisions.

Please let me know if you have any questions.

John

(Zoning Bylaw Amendment: Retail and Medical Marijuana)

To see if the Town will vote to amend Chapter 139 (Zoning) of the Code of the Town of Nantucket by taking the following actions (*NOTE: new language is shown as highlighted text, language to be deleted is shown by ~~strikeout~~; these methods to denote changes are not meant to become part of the final text and, further, that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of the Town of Nantucket*):

1. Amend section 2A, definitions, by deleting an existing definition and inserting new definitions, in alphabetical order, as follows:

~~REGISTERED MARIJUANA DISPENSARY~~

~~An establishment containing a not-for-profit entity, as defined by Massachusetts law only, registered by the Department of Public Health, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils, or ointments) transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers. The Planning Board shall be the special permit-granting authority for any registered marijuana dispensary.~~

~~MARIJUANA ESTABLISHMENT - RECREATIONAL~~

~~A marijuana cultivator, independent testing laboratory, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business as defined in G.L. c.94G, §1. Recreational marijuana establishments are subject to the following standards:~~

- ~~(1) Recreational marijuana establishments shall be located in stand-alone facilities and shall not be allowed within a building or structure containing other retail, commercial, residential, industrial, or other uses, except for co-location with a licensed medical marijuana treatment center.~~
- ~~(2) A minimum separation of 500 feet, measured between lot lines, is required between recreational marijuana establishments and state-certified public or private schools or state-licensed day care centers.~~
- ~~(3) No building permit for a recreational marijuana establishment shall issue until the applicant has executed a Host Community Agreement with the Town pursuant to G.L. c.94G, §3(d).~~

~~Recreational marijuana establishments shall be subject to the zoning moratorium adopted as §139-37 of this Bylaw. Applicants may not apply for a special permit for recreational marijuana establishments prior to January 1, 2019.~~

MARIJUANA TREATMENT CENTER - MEDICAL

A premises approved under a medical use marijuana license pursuant to G.L. c.94I that acquires, cultivates, processes, transports, sells, distributes, dispenses or administers marijuana for the benefit of registered qualifying patients in the treatment of debilitating medical conditions or the symptoms thereof. Medical marijuana treatment centers are subject to the following standards:

- (1) Medical marijuana treatment centers shall be located in stand-alone facilities and shall not be allowed within a building or structure containing other retail, commercial, residential, industrial, or other uses, except for co-location with a licensed recreational marijuana establishment.
- (2) A minimum separation of 500 feet, measured between lot lines, is required between medical marijuana treatment centers and state-certified public or private schools or state-licensed day care centers.
- (3) No building permit for a medical marijuana treatment center shall issue until the applicant has executed a Host Community Agreement with the Town pursuant to G.L. c.94G, §3(d).

2. Amend section 7A as follows:

- a. By striking "Registered marijuana dispensary" in the Use Chart in its entirety;
- b. By adding new uses "Marijuana establishment - recreational" and "Marijuana treatment center - medical" in the Use Column between "Health spa" and "Medical Clinic" to be allowed by special permit (SP) in the CN and CI districts only.

3. Amend section 7B by adding a new subsection (7) as follows:

Medical marijuana treatment centers and recreational marijuana establishments shall be prohibited as an accessory use in all zoning districts.

4. Amend section 30A as follows:

The special permit granting authority shall be the Board of Appeals for all special permits, except those special permits for which the Planning Board is specifically designated by any provision of this chapter. In instances where any portion of a project involves a special permit application to the Planning Board for apartment, apartment building, elder housing facility, medical marijuana treatment center, recreational marijuana establishment, neighborhood employee housing, and tertiary dwelling all pursuant to § 139-2 and § 139-7A, business commercial, commercial industrial, and industrial uses as categorized in the "Use Chart" pursuant to § 139-7A, residential development options pursuant to § 139-8, and for certain uses in the Public Wellhead Recharge District pursuant to § 139-12B, the Planning Board shall serve as the special permit granting authority for all other special permits required in connection with such project.

Or take any action relative thereto.

John W. Giorgio, Esq.

KP | LAW

101 Arch Street, 12th Floor

Boston, MA 02110

O: (617) 556 0007

D: (617) 654 1705

F: (617) 654 1735

C: (617) 785 0725

jgiorgio@k-plaw.com

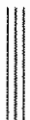
www.k-plaw.com

Harwich Housing Committee Charge

The Harwich Housing Committee is an advisory committee appointed by and accountable to the Board of Selectmen. It is a five (5) member committee comprised of a chairman, secretary and a member appointed to the Community Preservation Committee (CPC). Members have alternating expiring terms.

The purpose and mission of the Housing Committee is to provide and support diverse solutions in addressing the town's affordable housing shortage. The Housing Committee is also committed to keep working towards the goal of a 10% Affordable Housing stock which is recommended by the Commonwealth of Massachusetts and has been adopted by the Town.

The Housing Committee coordinates with the Harwich Housing Authority, the Planning department and other local and county housing entities in the development of affordable housing initiatives for the Town.



HARWICH HOUSING COMMITTEE

Background

The citizens of Harwich have maintained a proud history of caring for the housing needs of their families and neighbors. Through the years, efforts have been made in both the private and public sectors to ensure that Harwich would remain a place where decent, hard working citizens could place roots and raise their families. Of particular note, many private citizens from all walks of life (including Cape Verdians, members of the religious community, newcomers, and residents who trace their family roots back many generations) have continued to make this their highest priority. Some have dedicated their entire lives to working for this cause. Others have taken their own land holdings and extended lease-to-purchase options to tenants in a private, selfless effort to encourage affordable housing. Still others have volunteered to serve with their fellow Harwich citizens in efforts to have the town government actively pursue the purchase and development of land under the auspices of the Harwich CDC and other organizations to address the problem.

This ongoing struggle to provide decent housing was reenergized, as citizens throughout the Cape met in April of 2000 to champion the cause. They recognized, as those before them had, that the very existence of our society would be imperiled without the ability to house our commercial and town employees at a rate which could maintain the economic and social diversity and interdependence under which Harwich had thrived for literally hundreds of years.

Mission

The Harwich Board of Selectmen shall appoint a Harwich housing Committee of five (5) members to work in partnership with the Harwich Housing Authority, an independently elected body. The HHC shall work towards diverse solutions to the affordable housing shortage that will further our stated goal of 10% of such housing under the Harwich Local Comprehensive Plan. The terms of said members shall be overlapping to ensure the continuity of the committee membership. The HHC shall organize and meet sufficiently to deliver its findings and recommendations to the Board of Selectmen annually.

HARWICH HOUSING COMMITTEE CHARGE

1. Identify the need for affordable housing in the Town of Harwich including:
 - Emergency cases
 - Handicap accessible housing
 - Rental and owner-occupant needs
 - Seasonal needs and issues
2. Review the Harwich LCP with regards to goals and objectives related to affordable housing.
3. Identify existing housing resources in Harwich
 - Available low and moderate housing stock
 - Commercial property with affordable housing potential
 - Current town property suitable for multiple and single unit housing
4. Identify potential remedies and courses of action to alleviate our affordable housing situation.
5. Develop financial analysis of candidate solutions.
6. Identify potential funding sources:
 - Local
 - State
 - Federal
7. Develop a written report for presentation to the Board of Selectmen **annually by December 15th**. The report shall include specific recommendations **with** a plan to address our affordable housing needs.

OFFICE OF THE SELECTMEN

PHONE (508) 430-7513
FAX (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



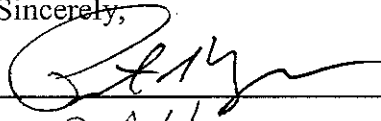
January 24, 2003

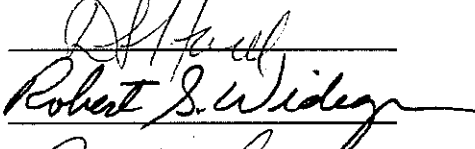
Dorothy Parkhurst, Treasurer/Tax Collector
Town Hall
732 Main Street
Harwich, MA 02645

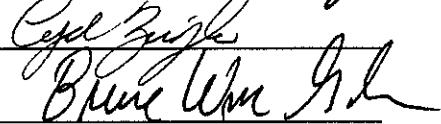
Dear Ms. Parkhurst:

At a Public Meeting of the Board of Selectmen held on Tuesday, January 21, 2003, the Board voted to direct you to establish an Affordable Housing Trust Fund.

Sincerely,







Harwich Board of Selectmen

PSH/sr

May ATM - 2004

ESTABLISH HOUSING TRUST FUND FOR AFFORDABLE HOUSING

ARTICLE 56. To see if the Town will vote to establish a Housing Trust Fund, under the control of the Board of Selectmen, to be used to support future affordable housing programs and to authorize the deposit of funds received pursuant to the terms of the lease agreement between the Town and Sprint Spectrum, L.P. to authorize the construction of a cellular antenna on Town-owned land on Route 137, to be deposited into said Trust Fund, and to act fully thereon. By request of the Board of Selectmen.

THE FINANCE COMMITTEE RECOMMENDS THAT THIS ARTICLE BE INDEFINITELY POSTPONED. NOT SPECIFIC ON IMPLEMENTATION.

MOTION: (Cyd Zeigler, Selectman) I move that the article be accepted and adopted.

Duly seconded

ACTION: It is a vote

Chapter 476 of the Acts of 2008

AN ACT AUTHORIZING THE ESTABLISHMENT OF AN AFFORDABLE HOUSING FUND IN THE TOWN OF HARWICH.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Notwithstanding any general or special law to the contrary, the town of Harwich may establish and maintain a special fund to be known as Affordable Housing Fund. The following monies shall be deposited into the fund: (1) the lease payments received pursuant to the terms of the lease between the town and Sprint Spectrum, L.P., for the lease of town land located off state highway route 137 as authorized under Article 4 of the 2001 special town meeting; (2) the proceeds from the sale of 6 parcels of land on Great Western road authorized under Article 55 of the 1999 annual town meeting and approved for transfer for affordable housing purposes under Article 6 of the 2004 special town meeting; (3) the proceeds from the sale of 6 lots authorized under Article 73 of the 2007 annual town meeting; (4) the proceeds from the sale of any other land or buildings provided that the town meeting specifically authorizes the dedication of the sale proceeds to the fund; (5) any monies received through private and public gifts, contributions and grants for affordable housing purposes; and (6) appropriations made to the fund by town meeting.

SECTION 2. The treasurer of the town of Harwich shall be the custodian of the fund and may deposit the monies in national banks or invest the same in securities as are legal for the investment of funds or in savings banks under the laws of the commonwealth or in federal savings and loan associations situated in the commonwealth. Any interest earned shall be added to and become part of the fund.

SECTION 3. To preserve, promote and increase affordable housing in the town of Harwich, the board of selectmen may expend fund monies to pay for research, acquisition, creation, construction, repair, maintenance, rehabilitation, program administration and legal and engineering costs associated with and incurred for affordable housing and to fund grants to the Harwich Housing Authority for any low-income rental assistance program sponsored by the authority.

SECTION 4. This act shall take effect upon its passage.

Approved January 10, 2009

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List of Laws passed in 2008 Session
General Court home page, or
Commonwealth of Massachusetts home page.

BOARD OF SELECTMEN POLICY

HARWICH AFFORDABLE HOUSING SPECIAL REVENUE FUND

PURPOSE

The Fund may be used for any purpose related to the planning, development, administration and occupancy of affordable housing. These activities may be further defined or expanded from time to time by policy of the Board of Selectmen.

AUTHORIZATION FOR EXPENDITURE

Requests for expenditure from the Affordable Housing Special Revenue Fund shall be submitted in writing to the Board of Selectmen. Copies of the requests shall be forwarded to the Housing Committee and Housing Authority at least fourteen (14) days prior to consideration by the Board of Selectmen. The date and time that the Board of Selectmen intends to consider the proposal shall be forwarded to the Housing Committee and Housing Authority at the same time.

Approval of any expenditure shall require a majority vote of the Board of Selectmen at two (2) successive meetings. The Board of Selectmen shall solicit the advice of the Housing Committee and Housing Authority prior to making a final decision.

Time constraints or any other reason deemed to be in the best interest of the Town by the Board of Selectmen shall be deemed sufficient cause to suspend the rules to reduce the notice period to the Housing Committee and Housing Authority and/or to approve a proposal at a single meeting. Suspension of the rules shall require a unanimous vote of the Board of Selectmen.

SOURCES OF FUNDS

Monies may be deposited into the Fund in the following ways:

1. Revenues from the lease of the cellular communication tower on Route 137 shall be deposited directly into the Fund, pursuant to the action taken under Article 56 of the Town Meeting of May 2004.
2. Grants, with the expressed permission of the granting authority, and gifts may be deposited into the Fund, pursuant to an affirmative vote of the Board of Selectmen.
3. Monies may be appropriated to the Fund by Town Meeting vote.

Adopted by the Board of Selectmen – September 6, 2005



732 MAIN STREET, HARWICH, MA 02645

September 4, 2008

Senator Susan C. Tucker, Senate Chair
Joint Committee on Housing
State House – Room 424
Boston, MA 02133

Representative Kevin G. Honan, House Chair
Joint Committee on Housing
State House – Room 38
Boston, MA 01233

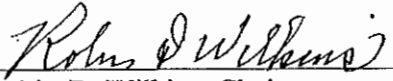
Re: H5077 Harwich Affordable Housing Trust Fund

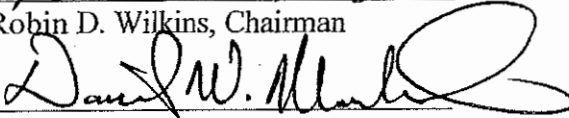
Dear Chairman Tucker and Chairman Honan:

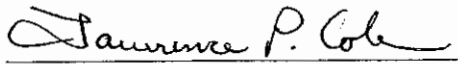
The Harwich Town Meeting voted on February 11, 2008 to approve Article 10, which authorized the filing of a petition to the General Court to establish an Affordable Housing Fund. This process has followed that of the Town of Brewster and advocates for an increase in the number of affordable units in the Town of Harwich. Section 1 identifies sources of revenue to be placed into this Fund; Section 2 names the Town Treasurer as custodian of the Fund and Section 3 cites the purpose of the Fund; that the Selectmen are authorizing agents for expenditures from the Fund and for what purpose expenditures can be made.

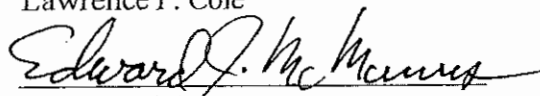
We, the Board of Selectmen, request that the Joint Committee on Housing look favorably upon this request.

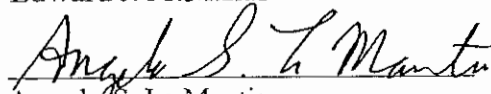
Sincerely,


Robin D. Wilkins, Chairman


David W. Marsland


Lawrence P. Cole


Edward J. McManus


Angelo S. La Mantia

HARWICH BOARD OF SELECTMEN

cc: Senator Robert O'Leary
Representative Sarah Peake



January 5, 2009

Governor Deval Patrick
State House
Boston, MA

Re: H 5077 An Act Authorizing the Establishment of an Affordable Housing Trust Fund in the Town of Harwich.

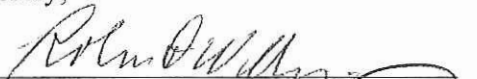
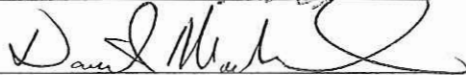
Dear Governor Patrick:

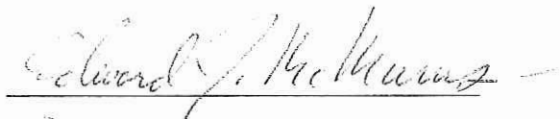
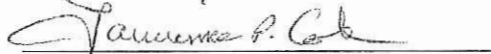
As of this writing, H 5077 has been enacted in the House of Representatives and is awaiting final action in the Senate. We anticipate enactment by the Senate by tomorrow evening. We write to ask for your signature on this very important legislation to our community.

We understand that your office has had questions why Harwich selected a Home Rule petition rather than simply ask Town Meeting to accept MGL c44,s 55C which would create a municipal affordable housing trust fund. Quite frankly, the Board of Selectmen has administered this fund and has a say over how the funds are expended without the need for a Board of Trustees. Please be advised that our Harwich Affordable Housing Fund Policy is attached for your review. Prior to any approval of expenditure from the fund, the Board of Selectmen solicits the advice from the local Housing Committee and the Harwich Housing Authority. It is our understanding from communities which have accepted c44,s 55C, that the Board of Trustees may still seek Board of Selectmen final approval. We believe it is an unnecessary step in the approval process.

Thank you for your anticipated support of H 5077. If you have any questions, please feel free to contact our Town Administrator, James Merriam at 508/ 430-7513, extension 2.

Sincerely,

HARWICH BOARD OF SELECTMEN

Cc: Senator Rob O'Leary
Representative Sarah Peake
Harwich Housing Authority
Harwich Housing Committee

**BOARD OF SELECTMEN POLICY
HARWICH AFFORDABLE HOUSING FUND**

PURPOSE

To preserve, promote, and increase affordable housing within the Town of Harwich, the Board of Selectmen is authorized to expend fund monies to pay for planning, research, acquisition, creation, construction, repair, maintenance, rehabilitation, program administration, legal and engineering costs associated with and incurred for affordable housing, and to fund grants to the Harwich Housing Authority for any low-income rental assistance program sponsored by said Housing Authority. These activities may be further defined or expanded from time to time by policy of the Board of Selectmen.

REVENUE SOURCES

Notwithstanding the provisions of any general or special law to the contrary, the Town of Harwich may establish and maintain a fund to be known as the Affordable Housing Fund (referred to as the Fund). The following monies shall be deposited into the Fund: (1) the lease payments received pursuant to the terms of the lease agreement between the Town and Sprint Spectrum, L.P., for the lease of Town land located off Route 137 as authorized under Article 4 of the 2001 Special Town Meeting (action taken under Article 56 of the Town Meeting of 2004); (2) the proceeds from the sale of six Great Western Road parcels authorized under Article 55 of the 1999 Annual Town Meeting and approved for transfer for affordable housing purposes under Article 6 of the 2004 Special Town Meeting; (3) the proceeds from the sale of six lots authorized under Article 73 of the 2007 Annual Town Meeting; (4) the proceeds from the sale of any land and/or buildings provided that Town Meeting specifically authorizes the dedication of the sale proceeds to the Fund; (5) any monies received through private and public gifts, contributions and grants for affordable housing purposes; and (6) appropriations made to the Fund by Town Meeting

AUTHORIZATION FOR EXPENDITURE

Requests for expenditure from the Fund shall be submitted in writing to the Board of Selectmen with a proposed payment schedule. The Selectmen's Office will forward copies of the request to the Housing Committee and Housing Authority at least fourteen (14) days prior to any consideration by the Board of Selectmen. The date and time that the Board of Selectmen intends to consider the proposal shall also be forwarded to the Housing Committee and Housing Authority at the same time. The results of their deliberations will be presented to the Board of Selectmen in writing at least 4 days prior to the Selectmen's meeting at which the request will be heard.

Approval of any expenditure shall require a majority vote of the Board of Selectmen. The Board of Selectmen shall solicit the advice of the Housing Committee and Housing Authority prior to making a final decision and may call for a Public Hearing to generate additional public input if this is deemed necessary by a vote of the Board.

Time constraints or any other reason deemed to be in the best interest of the Town by the

Board of Selectmen shall be deemed sufficient cause to suspend the rules to reduce the notice period to the Housing Committee and Housing Authority and/or to approve a proposal at a single meeting. Suspension of the rules shall require a unanimous vote of the Board of Selectmen. To help avoid time constraints, a copy of this policy will be forwarded to local agencies that may have interest in requesting funds and both the Housing Committee and Housing Authority will be asked to provide a copy to all groups that may indicate to them that they will be requesting funds.

CUSTODIAN

The Town Treasurer of the Town of Harwich shall be custodian of the Fund and may deposit proceeds in national banks or invest the same in securities as are legal for the investment of funds or savings banks under the laws of the Commonwealth or in Federal Savings and Loan Associations situated in the Commonwealth. Any interest earned on the fund shall be retained by the Fund. Treasurer's disbursement only in accordance with a Selectmen approved payment schedule.

First Reading: June 16, 2008

Adopted: June 30, 2008

Chapter 476 of the Acts of 2008

AN ACT AUTHORIZING THE ESTABLISHMENT OF AN AFFORDABLE HOUSING FUND IN THE TOWN OF HARWICH.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Notwithstanding any general or special law to the contrary, the town of Harwich may establish and maintain a special fund to be known as Affordable Housing Fund. The following monies shall be deposited into the fund: (1) the lease payments received pursuant to the terms of the lease between the town and Sprint Spectrum, L.P., for the lease of town land located off state highway route 137 as authorized under Article 4 of the 2001 special town meeting; (2) the proceeds from the sale of 6 parcels of land on Great Western road authorized under Article 55 of the 1999 annual town meeting and approved for transfer for affordable housing purposes under Article 6 of the 2004 special town meeting; (3) the proceeds from the sale of 6 lots authorized under Article 73 of the 2007 annual town meeting; (4) the proceeds from the sale of any other land or buildings provided that the town meeting specifically authorizes the dedication of the sale proceeds to the fund; (5) any monies received through private and public gifts, contributions and grants for affordable housing purposes; and (6) appropriations made to the fund by town meeting.

SECTION 2. The treasurer of the town of Harwich shall be the custodian of the fund and may deposit the monies in national banks or invest the same in securities as are legal for the investment of funds or in savings banks under the laws of the commonwealth or in federal savings and loan associations situated in the commonwealth. Any interest earned shall be added to and become part of the fund.

SECTION 3. To preserve, promote and increase affordable housing in the town of Harwich, the board of selectmen may expend fund monies to pay for research, acquisition, creation, construction, repair, maintenance, rehabilitation, program administration and legal and engineering costs associated with and incurred for affordable housing and to fund grants to the Harwich Housing Authority for any low-income rental assistance program sponsored by the authority.

SECTION 4. This act shall take effect upon its passage.

Approved January 10, 2009

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List of Laws passed in 2008 Session
General Court home page, or
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PLANNING BOARD • 732 Main Street, Harwich, MA 02645

ph: 508-430-7511 • fax: 508-430-4703



Memo



TO: Board of Selectmen
FROM: Aly Sabatino, Town Planner *AS*
RE: Remote Participation – Dave Harris
DATE: December 5, 2017

In accordance with the Board of Selectmen's policy, we request your approval for remote participation beyond an initial three (3) meetings for Planning Board member Dave Harris.

Mr. Harris will be participating remotely beginning in January 2018 through to the first half of May 2018.

This arrangement continues to work well for our Planning Board winter meetings.

TOWN OF HARWICH
PROCEDURE FOR REMOTE PARTICIPATION

Remote Meeting Participation is authorized by amended Open Meeting Law regulation and is available to all municipal Boards, Committees and Commissions in accordance with the Attorney General's CMR 29.10 issued on November 11, 2011 (see attached) and approved by a vote of the Board of Selectmen on December 12, 2011. The Board of Selectmen on January 9, 2012 further adopted these local procedures for remote participation so long as a quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location.

- 1) The Town of Harwich will allow remote participation by audio and/or video communication.
- 2) A member of a Board, Committee or Commission who cannot attend a meeting for one or more of the five permissible reasons, must notify the chair/ acting chair that they qualify for and wish to participate remotely, or acting chair if the chair is seeking remote participation, and the chair /acting chair shall notify the Information Technology Director for set up of the tele-conference equipment in a meeting room at least 24 hours prior to the scheduled meeting based on the availability of equipment. (A cell phone with speaker phone or skype audio or video is an acceptable alternative technology but must be clearly audible to one another). When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.
- 3) Chair or Acting Chair shall identify for the record any or all remote participants at the start of the meeting.
- 4) To assure accurate votes taken during the meeting, the Chair shall specifically ask for the remote participant's vote.
- 5) The meeting minutes shall reflect the member who participated by remote access.
- 6) Members are allowed to participate remotely up to three times per calendar year. If circumstances warrant an extension longer than three remote participations per year, the Board of Selectmen must vote to grant such extension.
- 7) Remote participation shall be limited to two (2) members at any meeting.
- 8) Cost of remote participation shall be borne by the remotely participating member.

The five permissible reasons allowed for remote participation are:

- 1) Personal illness;
- 2) Personal disability;
- 3) Emergency;
- 4) Military service; or
- 5) Geographic distance

Adopted at a Public Meeting of the Board of Selectmen on January 9, 2012.
Amended May 23, 2016

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



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

732 MAIN STREET, HARWICH, MA

To: Board of Selectmen

From: Christopher Clark, Town Administrator

Re: Weekly Report - December 4 - 8, 2017

Date: December 13, 2017

On Monday, the morning started with paperwork. I then had a discussion with Representatives of the Cape Cod Theater Group about operations on Sission Road and the Cultural Center. The balance of the morning was dedicated to preparation for the BOS Meeting and development of the FY 19 Budget. The majority of the afternoon was dedicated to paperwork. I then attended the BOS meeting that evening.

On Tuesday, Conducted our usual BOS meeting follow-up. Reviewed and signed various materials. Met with the Planning Board Chair and Vice Chair to talk about operational concerns with the departure of the Town Planner. After lunch I met with representatives of Outer Cape Health Care, Chair of the Planning Board and a BOS Member to discuss, in general, the parking needs and concerns of the Outer Cape facility and how it relates to SAQ development concepts and plans.

Wednesday started with the traditional agenda meeting with the Chair. I then worked on my Weekly Report. I had an operations meeting with some staff related to Community Development. I had a brief lunch and then met with the DPW Director to discuss operational issues. Signed some paperwork and reviewed materials.

Thursday, morning started with finishing my weekly report. I then visited DPW to see a new Street Scan Technology that we are using to analyze our road conditions. I performed additional budget entry and then met with the Finance Director on operational issues. We then met with the Water Department about budget items. After a brief lunch, went on to finish entering the operational budgets that I am responsible for entering. I departed to run errands and returned for the CPC Meeting to help present the Judah Eldridge Property Proposal.

Friday morning, I attended the Men's Breakfast at the Community Center. I met with the Town Engineer to review various projects. I had lunch and then returned to my office to clean up some old paperwork. I did return later in the evening to clean up some old paperwork.

I did return to the office on Saturday night and Sunday afternoon to continue my cleaning effort of organizing my paperwork.

Memorandum from Charleen Greenhalgh
Assistant Town Administrator
Town of Harwich

December 13, 2017

To: Christopher Clark, Town Administrator
From: Charleen Greenhalgh, Assistant Town Administrator
Re: Weekly Report – Week of December 4, 2017

Another busy week, particularly with the pending departure of Aly Sabatino, Town Planner. The week included, but was not limited to:

- Finalized the SEIU FY17 Salary and Compensation Study, reviewed with Mr. Clark and forwarded to the President of the SEIU.
- Had several meetings and completed numerous items related to HR and Personnel.
- Attended the Board of Selectmen Executive Session and prepared the meeting minutes.
- Began having meetings with the Town Planner, as well as several applicants/citizens to ease the transition with her pending departure.
- Attended the weekly meeting on the Board of Selectmen agenda.
- Participated in a Webinar sponsored by MIIA and AlloneHealth – New Science of Stress. Participation in MIIA sponsored events provides the Town with points towards reducing our insurance payments.
- Attended the CPC meeting and made a presentation on the Albro House application. Also assisted Anita Doucette and Carolyn Carey with the records retention and records facilities requests presentations.
- Met with Mr. Clark and Town Engineer Bob Cafarelli to review several projects.
- Assisted Golf Department with obtaining necessary insurance information from MIIA.
- Assisted other departments with information.
- Prepared and posted agendas for the Capital Outlay Committee and 2 for the Finance Committee
- Unfortunately the last employee workshop on Mightfulness – Sleep was canceled due to lack of people signing up. Hope to schedule more in the late winter/early spring.
- Status update on employment vacancies:

<u>Position</u>	<u>Status</u>	<u>Replacement or New</u>
Sr. Health Agent	Re-advertised will begin reviewing applications 12/22	Replacement
Town Planner	Internal Posting 11/21/17, closes 12/7/17	Replacement
Administrative Assistant – Town Clerk's Office	Posted 11/30/17, Closes 12/8/17	Replacement
Assistant Building Inspector	Pending review	Replacement



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

Memo

To: Sandy Robinson
Ann Steidel

From: Donna Molino

Date: December 13, 2017

RE: Assessor's Department Weekly Report (w/e 12/8/17)

1. Input betterments and water liens for FY 2018 bill.
2. Produced warrants for betterments and water liens.
3. Input exemptions for FY 2018 billing.
4. Produced reports for public information.
5. Trained and processed in-lieu-of bills.
6. Prepared Articles for the May Town Meeting.
7. Processed and reviewed abutter's lists.
8. Processed and reviewed weekly deeds.
9. Assisted customers with boat abatements/questions.

Cemetery Administrator's Weekly Report

Week ending December 9, 2017

- South Harwich Meeting House, viewed new handicap ramp installed. Met with Judy Ford to go over fabric samples for seat cushions, wall stenciling and stairs to the basement finished and stained. Meeting with Friends of the South Harwich Meeting House to review lease agreement with Board of Selectmen and attending Board of Selectmen meeting Monday night for approval.
- Meeting with Higgins family members on Monument Mark out Permit and placement of new memorial on old family lot, five family members buried in early 1900's but no memorial was placed on lot.
- Researching Arboretum and Botanical Garden: The steps that would be needed in order to begin the process. Would it be feasible to create an Arboretum in Island Pond Cemetery? What is process involved in planning and implementation? The purpose would be to inventory and label all plants within the cemetery, introduce plants hardy in our area, new species of plantings, perennials, annuals and bulbs for the purpose of disseminate knowledge of the plants to the public. Provide a laboratory for students of botany, horticulture and nature study. Provide recreational stimulus to the public by means of walks and tours.
- Met with Jonathan Appell, Gravestone Conservator of Atlas Preservation Inc. at Mount Pleasant Cemetery to go over Community Preservation Article on repairing and restoration of gravestones and monuments at Mount Pleasant Cemetery.
- Worked with Gloria Green at Brooks Academy and Duncan Berry on upcoming article for the Cape Cod Genealogical Society Journal.
- Suffolk University classes Budgeting and Financial Management: Two more classes remaining for this session. Review of Financial Indicators, Warning Trends, Descriptions, Analysis and Forecasting with Projections for future Revenues and Expenses. Review of Capital Plans.

Respectfully Submitted

Robbin Kelley
Cemetery Administrator

Channel 18 Weekly Report w/e December 2, 2017



- NO Board of Selectmen
- Filmed Capital Outlay
- Filmed Zoning Board of Appeals
- Filmed Community Preservation Committee
- Filmed update with Community Center Director
- Filmed update with Brooks Librarian Ann Carpenter
- Filmed Community Journal (3 volunteers for duty)
- Finished FY 19 Budget
- Agendas and Minutes posted
- All clips and meetings transferred and posted to YouTube
- Video file maintenance

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

www.youtube.com/harwichchannel18

And Facebook for additional info

www.facebook.com/harwichchannel18

Respectfully Submitted,

Jamie Lee Goodwin

Channel 18 Weekly Report w/e December 9, 2017



- Filmed Board of Selectmen
- Filmed Conservation Commission
- Filmed Community Preservation Committee
- Filmed update with Recreation Director
- Filmed drone footage of Saquatucket Harbor
- Filmed Community Journal (3 volunteers for duty)
- New webpage created for prospective volunteers for boards/committees
- Coordinate 2018 schedules with recurring staff/boards/committees
- Agendas and Minutes posted
- All clips and meetings transferred and posted to YouTube
- Video file maintenance

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

www.youtube.com/harwichchannel18

And Facebook for additional info

www.facebook.com/harwichchannel18

Respectfully Submitted,

Jamie Lee Goodwin

Weekly Update for the Community and Cultural Centers
December 3, 2017 – December 9, 2017

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 12/3 to 12/9..

- On Sunday I worked with the Chamber of Commerce on the “Trolley to Christmas Town “ held at the Cultural Center. We welcomed five (5) trolleys full of families coming for the Polar Express reading and visit with Santa.
- I continued working with the Division of Children and Family Services to do our annual Mitten Tree program. We have 4 mittens of teen age children still remaining on our tree. We have started collecting and wrapping the gifts for the other 41 children. We will continue our efforts to make each of the children’s wishes come true.
- I attended the Selectmen’s meeting on Monday evening. The discussion of the Community Center user fee’s and operational hours were two of the topics on the agenda. I also was on hand to answer questions regarding the use of the Cultural Center and the up to date revenue we have generated for use of the building .
- I have been working on rearranging the building schedule for the Community Center to accommodate the COA Directors desire to have certain programs located on the COA wing of the building. We have currently relocated 78 different events and programs.
- I met with members of the Harbor department on moving the Harbor operation to the Cultural Center during construction.
- I continued working with the Cultural Center on the policies and procedures along with booking and staffing concerns for the building.
- On Thursday evening I attended and presented to the CPC regarding my request for the file rendition room to be made in the basement of the Community Center.
- On Friday the Facilities Committee held their monthly meeting.
- I reached out to the Facilities Director regarding the Gym floor bid and door counters for the building.
- I started the Community Center/ Facility Committee Report for the Annual Town Report.

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

Carolyn Carey, Community Center Director



Harwich Fire Department



Fire Suppression

Prevention

Emergency Services

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

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

Weekly Report – December 03, 2017 through December 09, 2017

Incidents:

Fire/Explosion	00
Overpressure/Rupture	00
Rescue Call/ EMS	59
Hazardous Condition	00
Service Call	04
Good Intent	03
False Call	05
Severe Weather/Disaster	00
Special Type/Complaint	00
Total	71

Fire Prevention:

Inspections	
Resale	12
Annual	02
Joint	00
Final	00
Lockbox	07
Liquid Propane Storage	03
Pre-Inspection	00
Oil Tank	00
Oil burner	02
Town Hall Hours	05
Underground Storage Tank	00
Truck Tank	00
InspectionsMisc	01

Items of note:

Weekly Report for Selectman

12/5-12/12

Golf Operations

- The golf course greens and carts were closed for the season on 12/11
- Golf is still available on temporary greens when weather permits
- The Hot Stove at CV closed for the season on 11/5
- Preparing to launch a new website in January
- Building Tee sheets for 2018 in order for customers to book tee times in January
- Updating membership purchase to include online sales through new website

Golf Course Infrastructure Project

- Cart Building bids have been opened (11/21)
- Recommending Selectmen to award bid to low bidder on 12/17
- Currently working with landscape architect to design a landscape plan for project
- Presented initial landscape plan to planning board on 12/12
- Received waiver for cart building demolition of existing building and relocation of fuel tank from Planning Board on 12/12

Sandy Robinson

From: John Rendon
Sent: Monday, December 11, 2017 2:44 PM
To: Sandy Robinson; Ann Steidel
Cc: Michelle Morris; William Neiser
Subject: Harbormaster Dept Weekly Report 3-9 Dec

Operations:

- Continued moving out of the Saquatucket Harbor Office to temporary office at Cultural Center.

Admin:

- Went to waitlist with (2) open 20' Recreational slip, (1) 16' Recreational at Allen Harbor.
- Went to waitlist with open Allen Harbor mooring permit.
- Sent out notification by email of new location at the Harwich Cultural Center.
- Submitted CVA Grant reimbursement for July 2017 through November 2017.
- Reached out to (3) dinghy owners to remove from Town Property.
- Updated Charter Insurance Liability Certificates/USCG Licenses.
- Received outstanding mooring inspection reports; all data on tackle/gear verified according requirements outlined in HMP & entered into spreadsheet.

Meetings:

- BOS Meeting; SAQ Landside Project - Septic System contract award
- Attended weekly Community Development meeting to introduce potential RFP for the construction of a privately funded restaurant at SAQ.
- Held meeting with BLF&R and Eastward Companies to discuss options for the Garage/Workshop building foundation.

Maintenance:

- Ran portable fire and dewatering pumps. Ran and winterized Marine 77's onboard fire pump.
- Navigational and no wake buoys were pressure washed.

SAQ Marina Reconstruction Project:

- Dredging continues, 16 loads complete, approx. 11,200 cubic yards removed.
- Bulkhead repairs completed.
- Concrete bulkhead cap cut-outs for east and west docks gangways completed.
- Change Order #2 Dredging finalized, signed and submitted.

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

Health Director Weekly Report Week ending 12-9-17

- Projects-
 - Staff Vacancy- The position of Sr. Health Agent was re-advertised in the paper this week. Although we received many applications for this position, the candidates did not fit the qualifications we require. I am hopeful that a second advertisement will get the attention of more individuals.
 - Community Development- met and discussed Saquatucket Harbor restaurant proposal
 - Accela issues- stable permits not renewing, sent ticket to Zed IT-still pending. We are still pending online payment processing resolution as well.
 - Food Service Education- Inspector Twombly was asked to present to the junior culinary class a 45 minute food safety seminar. This presentation was well received and educational for the students.
 - BOH meeting prep- prepared site summaries for all variances and topics of discussion on for next week's meeting.
 - Annual Licensing- we continue to process dozens of annual licenses each week.

- Permit review and issuance-
 - Annual permits and licenses- 20+
 - RET-
 1. 32 Timber
 2. 18 Woodland
 3. 431 Pleasant Lake
 4. 34 Bay View
 5. 20 Burton
 6. 58 Hoyt
 7. 32 Sou'West
 8. 403 Lower County
 9. 11 Oak Leaf
 - Building Permit reviews:
 1. 9 Homewood Lane
 2. 172 Route 137
 3. 20 Fresh Water
 - Disposal System Construction Permits
 1. 92 Belmont
 2. 417 Pleasant Lake
 - Certificate of Compliance issued-
 1. 22 Sunrise
 2. 4 Squantum
 3. 593 Depot

- Inspections-
 - Final Inspections- Septic systems-
 1. 18 So. Chatham
 2. 12 Allen Street
 3. 350 Route 137
 4. 51 Sea Horse
 5. 144 Pleasant Bay
 6. 20 Nehoiden
 7. 131 Depot
 - Complaints
 1. Complaint of rats and illegal dumping of trash at the 400 East Plaza. Inspection showed evidence of rats and follow up was done with the plaza owner
 2. Follow up on complaint at 7-11 regarding trash on neighbor's yard. Compliance has been met.

- Consultations-

1. 2 Ellis Drive-return to compliance plan has been executed and this dwelling is now in compliance with the septic system-resolved.
2. Met with developer with questions about nitrogen aggregation for a lot in the Anchorage Court subdivision.
3. Met with developer with questions about two properties for future basement remodels.
4. Met with owner of Dr. Cavity's Candy Shack to discuss septic system and food service situation.

Meggan Eldredge

Sandy Robinson

From: Heinz Proft
Sent: Wednesday, December 13, 2017 8:40 AM
To: Ann Steidel; Sandy Robinson
Subject: Heinz -Natural Resources Weekly report 12/13/2017

Natural Resources Weekly report 12/13/17

- * Completed move to Harwich Cultural Center

- * Reviewed/edited Pleasant Bay Alliance research management plan for fisheries management and shellfishing maps.

- *Met with volunteer shellfish wardens, set patrol schedule and reviewed new shellfish permit fee structure.

- * Presented 2018 new shellfish permit fee structure at B.O.S meeting 12/11

- * Prepared the Hinckely's Pond restoration and public access presentation for CPC meeting on 12/14

- * Submitted Cape Cod Americorps group project proposal for 2018 Harwich Herring Run Cleanup.

Heinz Proft
Nat. Resources Director



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 December 3, 2017, through December 9, 2017

Highway Maintenance

- 8 work orders completed
- 2 days of roadside brushing
- Brushed the Brooks Park Hollow
- Completed 6 work orders
- Trash runs Monday, Wednesday and Friday
- Continued picking up roadside litter on various roads
- 1 day grading dirt roads and parking lots
- Attended Barnstable County Bid Meeting
- Extracted estimated quantities for annual bids
- reviewed and updated Cranberry Valley parking lot resurfacing numbers

Vehicle Maintenance

- Performed routine maintenance on two Police cruisers and one Highway Department six wheeler
- Performed seventeen repairs on vehicles, small and heavy equipment
- Prepared three vehicles for trade-in - removed graphics, tool boxes, radios, lights, and equipment that may be used on other Town vehicles

Cemetery Maintenance

- Clean up leaves in Evergreen Cemetery, Brooks Academy, Exchange Park and DPW
- Tree Removal in Mt. Pleasant and Island Pond Cemeteries
- Install plow markers in cemeteries

Parks Maintenance

- Worked with the Cemetery crew on clean ups
- Leaf cleanup at various town buildings

Facility Maintenance

- Received 21 new work orders and completed 11 work orders from back log
- Attempted repairs to the Cultural Center's back up boiler, but it still has issues with controls and firing
- Repaired the parking lot lights for the Cultural Center
- Repairs to the newly installed heating pump variable frequency drive at the Community Center

Disposal Area

- C&D: 13 loads, 210.65 tons
- MSW: 5 loads, 121.68 tons
- Recycling: 4 loads, 14.57 tons
- Vehicles Recorded: 5,675
- Revenue: \$33,052.65

Reception

- Telephone calls: 48
- Walk ins: 18
- Work Orders processed: 24



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 12/03/17 THROUGH 12/09/17

PATROL

- 259 Calls and patrol-initiated activity logged
 - 6 arrests
 - 1 Overdose (non-fatal)

- 33 motor vehicle stops resulting in:
 - 21 Verbal warnings
 - 6 Written warning
 - 4 Investigations
 - 1 Criminal Complaint
 - 1 Arrest

- 7 Motor vehicle accidents investigated

COMMUNITY POLICING

- Officers Griffiths and Ruggiero had dinner with the residents of The Royal at their annual Christmas party

- Several members of Harwich PD assisted with the Homeless for the Holidays event in Brooks Park

Recreation Department Weekly Report 12/10-12/16

- The Recreation and Youth Commission held a Public Meeting on December 12 for the proposed Brooks Park Phase 5 Lighting project. There were no attendees from the public.
- Our Winter programming season is starting up and we are seeing great registration numbers for our annual winter youth programs.
- We are having our new playground equipment installed within the next month at Brooks Park. The expansion of the playground is part of Brooks Improvement Phase 4.
- We will also be having the Whitehouse Field Irrigation replaced within the next month. This was also a CPC article from last year.
- I am currently revising drafts of the beach vendor RFP's for new multi-year contracts starting with this upcoming Summer Season.
- We just scheduled a special Family Event to be held at the community center on December 27 at 5:30pm. It is the Mad Science Up, Up, and Away Science Show. It will be \$10 per family and people can register at the Recreation Office or by calling us at 508-430-7553. We had a similar show last year and it was very well attended.
- We are currently awaiting a quote to install the septic system at Brooks Park for the new restroom that will be going in near the tennis courts. We hope to have the septic in this winter and the building installed in the Spring. This is also part of the approved and funded Brooks Improvement project phase 4.



TOWN OF HARWICH

OFFICE OF THE TREASURER/COLLECTOR

732 MAIN STREET, HARWICH, MA 02645

TEL. 508-430-7501 FAX. 508-430-7504

Amy Bullock
Treasurer / Collector

Nancy Knepper
Assistant Treasurer/Collector

Weekly Report to the Board of Selectmen

Week ending December 9, 2017

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

- Attended quarterly 457 Committee meeting with plan advisors from Sageview Advisory Group
- Posted Fiscal Year 2016 tax taking advertisement in the Cape Cod Chronicle, for a taking date of December 21. These bills had a final due date of May 2, 2016, a demand bill due June 30, 2016 and 2 reminder letters mailed November 1, 2016 and May 23, 2017. Additionally, a letter from Coppola and Coppola, our Tax Title attorney was sent to each owner on August 30, 2017, advising a final notice prior to tax taking.

Weekly collections 12/3-12/9

Tax/Water Collections:	\$129,321.35
Departmental turnovers:	\$181,098.78
Total:	\$310,420.13

Weekly Disbursements 12/3-12/9

Accounts Payable	\$625,662.04
Payroll (week ending 12/2)	\$318,732.18
Total:	\$944,394.22

Respectfully submitted,

Amy Bullock
Treasurer/Collector



Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

For Week Ending: December 9, 2017

Please see the following highlights from the previous week:

- Removed all for demo at Saquatucket Harbor
- Renewed water service at 92 Belmont Road
- Completed paving list for season
- Repaired gate valve at Gilbert and Sisson Roads
- Replaced hydrant at 182 Queen Anne Rd and filed claim with insurance company.
- Finished wiring SCADA and programming at Station 10 on North Westgate Road.
- Seasonal turn offs; 28
- Updated FY19 Budget
- BOWC meeting; 12/13/17

Ongoing/Upcoming Items:

- Replacement of submersible pump and motor/conversion back to a vertical turbine pump at station 6.
- Cemetery and Doane Road crossovers
- Lower County Road bid preparation
- National Grid Crossover project bid preparation
- SCADA hardware installation & programming; (3) water tanks.
- Continue large meter replacements
- Install and activate new radio network
- Re-insulate & vault ceilings at wells 8 & 9
- Consulting feedback/peer review of quarterly billing
- Cell tower RFP; Chatham Road location
- 2" water main replacement project

Quick Stats

8	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

Final Read	10	New Meter Installation	1
Large Meter Replacement	5	Seasonal Turn Off's	28
Markouts	7	Service Repairs	7
Meter Replacement	6		

Activities Statistics

	2016	2017WTD	2017YTD
Curb Stop Repair/Renewals	4	0	2
Final Read for Property Transfer	380	10	380
Frozen Water Meter/Services	23	0	2
Hydrant Maintenance/ Repairs	2	0	1
Hydrant Installation/Replacement	5	1	2
Markouts	358	7	357
Seasonal Turn On/Off	1171	28	1017
Water Main Repairs	3	0	5
Water Service Installation	36	0	40
Water Service Renewal	34	1	47
Meter Replacement	706	11	452
Meter Installation <i>new accounts</i>	36	1	38
Service Repairs <i>general</i>	104	7	166



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

WEEKLY REPORT-Board of Selectmen

December 13, 2017

December 6-13, 2017

- Current caseload of 19 individuals. Clients receive mental health counseling, case management, mentoring, and wellness referrals as needed. Case management is heavy at this time of year, with families needing extra counseling support and referrals to organizations that can help with a range of issues (gift cards, fuel assistance, food assistance, etc)
- Administrative block time (closing files, curriculum planning, update email lists, generate and distribute information to school administrators on ideas for 2017-18.
- Vacation Day Friday December 8
- Conference call with Ann Skrobot from Indie Films, the producer of the film *ANGST*, which focuses on the rise of anxiety disorders in teens and young adults.
- Met with a student I mentor (who has a learning disability) to sign up for health insurance. She has been uninsured for 5 years and will have her first full physical in many year. Helped set her up with doctor's appointments and dental.

**Attended regular meetings of Regional Substance Abuse Council,
Harwich Children's Fund and Harwich Youth Services Committee.**

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

Best,



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL

ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

MAURA HEALEY
ATTORNEY GENERAL

(617) 727-2200
www.mass.gov/ago

December 5, 2017

OML 2017 – 183



Michael MacAskill, Chair
Harwich Board of Selectmen
732 Main Street
Harwich, MA 02645

RE: Open Meeting Law Complaint

Dear Mr. MacAskill:

This office received a complaint from Ronald Beaty on October 10, alleging that the Harwich Board of Selectmen (the “Board”) violated the Open Meeting Law, G.L. c. 30A, §§ 18-25.¹ The complaint was originally filed with the Board on or about September 21, and you responded to the complaint, on behalf of the Board, by letter dated October 2. In his complaint, Mr. Beaty alleges that the Board failed to conspicuously record the date and time of revision to the notice for its September 18 meeting.

Following our review, we resolve this complaint by **informal action** in accordance with 940 CMR 29.07(2)(a), and find that the Board did not violate the Open Meeting Law.

The complaint alleges that a revised notice posted on the Town website for the Board’s September 18 meeting failed to conspicuously record the date and time that it was posted, along with the date and time that the original notice was posted. The Board concedes that it did not. It has been a longstanding interpretation of the Open Meeting Regulations that notices that are revised within the 48 hours before the meeting must conspicuously record both the date and time that it was posted and the date and time that the notice was originally posted. See OML 2013-44.² Our office recently codified this rule in the revised regulations that took effect on October 6. See 940 CMR 29.03(1)(d). The requirement does not apply here, however, because the revision was posted more than 48 hours in advance of the meeting. And the original notice did properly record the date and time of its original posting. Accordingly, we find no violation. See OML 2016-37. While we find no violation due to the

¹ All dates refer to the year 2017.

² Open Meeting Law determinations and declinations may be found at the Attorney General’s website, www.mass.gov/ago/openmeeting.



timing of the revision, we note it is certainly a best practice to record the date and time anytime that a notice is revised. We commend the Board's commitment to ensuring compliance with the Open Meeting Law going forward.

We now consider the complaint addressed by this determination to be resolved. This determination does not address any other complaints that may be pending with our office or the Board. Please feel free to contact our office at (617) 963-2540 if you have any questions regarding this letter.

Sincerely,



Hanne Rush
Assistant Attorney General
Division of Open Government

cc: Ronald Beaty

This determination was issued pursuant to G.L. c. 30A, § 23(c). A public body or any member of a body aggrieved by a final order of the Attorney General may obtain judicial review through an action filed in Superior Court pursuant to G.L. c. 30A, § 23(d). The complaint must be filed in Superior Court within twenty-one days of receipt of a final order.