

SELECTMEN'S MEETING AGENDA*

*Harwich Community Center
Multi-purpose Room
100 Oak Street, Harwich
Regular Meeting 6:00 P.M.
Tuesday, January 16, 2018*

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. WEEKLY BRIEFING

IV. PUBLIC COMMENTS/ANNOUNCEMENTS

V. CONSENT AGENDA

A. Approve Minutes:

1. December 4, 2017 Regular Session
2. December 11, 2017 Regular Session
3. December 18, 2017 Regular Session

B. Approve the recommendation of the Police Chief to hire Jade Ross as a Full-time Telecommunication Dispatcher effective January 21, 2018

C. Refer the Marijuana Time, Place and Manner Bylaw to the Planning Board for Public Hearing

VI. PUBLIC HEARINGS/PRESENTATIONS (Not earlier than 6:00 P.M.)

VII. NEW BUSINESS

A. Appointment of new members to the Wastewater Support Committee:

1. Christopher Harlow – term to expire on June 30, 2018
2. Peter Hughes – term to expire on June 30, 2019

VIII. OLD BUSINESS

A. Recreation Department Seasonal Salary Comparisons

IX. TOWN ADMINISTRATOR'S REPORT

A. Department Weekly Reports

X. SELECTMEN'S REPORT

XI. ADJOURNMENT

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

Authorized Posting Officer:

Posted by: _____
Town Clerk

Sandra Robinson, Admin. Secretary

Date: _____
January 11, 2018

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, DECEMBER 4, 2017
6:30 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark, Chief Clarke, Deputy Chief LeBlanc, John Rendon, Lincoln Hooper, Carolyn Carey, Larry Brophy, James Atkinson, David Ryer, Cyndi Williams, Judy Ford, and others.

Chairman MacAskill called the meeting to order at 6:30 p.m. He reported that the Board just came out of Executive Session where they discussed Fire and HEA contract issues.

WEEKLY BRIEFING

No one appeared before the Board.

PUBLIC COMMENTS/ANNOUNCEMENTS

Ms. Williams reported on the success of the Chamber of Commerce holiday events. Firefighter/Paramedic Willis encouraged the public to donate to the Family Pantry and Homeless for the Holidays event being held at Brooks Park.

CONSENT AGENDA

- A. Approve Minutes –
 - 1. November 13, 2017 Executive Session
 - 2. November 20, 2017 Executive Session
- B. Vote to refer the proposed extension of retail sales of marijuana by-law to the Planning Board for Public Hearing
- C. Vote to approve the waiver of Municipal Fees for Eastward Companies relative to the Saquatucket Marina project

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

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

- A. Public Hearing — Proposed Disposal Area Fees

Mr. Ballantine read the hearing notice into record and Chairman MacAskill opened the hearing. Mr. Hooper outlined his memo to the Board dated November 6, 2017 as follows:

After reading the Board's FY 19 Budget Message and having a member of the Board email me an idea on how to raise additional revenue at the Disposal Area, I decided to review our commercial fees and compare them to market conditions. Although the Board voted a \$10 increase in the C&D tip rate last May (effective July 1), it appears our primary competition

(the Town of Yarmouth) has raised their rate to \$145 since our increase. On April 5, 2017, the date on my FY 18 Disposal Area Fee Recommendation memo, the Town of Yarmouth was \$140 per ton and was unsure if they were increasing their C&D rate. They decided to increase their rate after I had conducted the fee survey and made it effective July 1, 2017.

Our C&D tonnage has increased dramatically and nearly doubled in the last four years. I attribute this to three factors: Strong building and remodeling business, other towns increasing their rates to \$200 per ton to drive the material elsewhere and our favorable disposal rate that is currently below market conditions. Given these circumstances, I would like to recommend that the Board consider raising our C&D tip rate to \$145 per ton to match the Town of Yarmouth's price. Doing so would provide approximately \$47,000 in additional revenue.

It should be noted that I am making this recommendation solely based on market conditions and the Board's desire to maximize revenues. This is the first time I have ever made a mid-year fee recommendation to the Board and do so somewhat reluctantly. Although I wait as long possible to make my annual recommendation to the Board (usually April) to be as close to market conditions as we can, the market changes. In this instance, the Yarmouth Board of Selectmen gave their DPW Director Jeff Colby the autonomy to move their C&D disposal tip fee within a set range. In this instance, Mr. Colby increased their fee in reaction to an increase to their contracted trucking costs that was effective July 1, 2017.

Mr. Howell moved to increase the C&D rate by \$5 to \$145 per ton as per the recommendation of the DPW Director. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

B. Annual Meetings with the Selectmen:

1. Planning Board

Mr. Brophy delivered the annual report of the Planning Board and he and Mr. Atkinson took questions and comments from the Board.

2. Zoning Board of Appeals

Mr. Ryer delivered the annual report of the Zoning Board of Appeals and took questions and comments from the Board.

3. Board of Health

Ms. Howell delivered the annual report of the Board of Health and took questions and comments from the Board.

NEW BUSINESS

A. Saquatucket Landside project – DPW responsibilities and cost associated with project

Chairman MacAskill noted that he put this on the agenda for informational purposes as the DPW responsibilities for the harbor project were not in the packet last week. Mr. Clark said he had indicated at the last meeting that the DPW would do the parking project at the former Downey property and he provided a map of the project which included pervious pavement instead of catch basins. He noted

that the project has been approved by the Conservation Commission and DPW would do it at an estimate of \$94-95K. He recommended that if we are able to secure a grant relative to this project that we have it done in-house. Mr. Ballantine said labor costs should be included in the estimate and Mr. Clark agreed to do so. Chairman MacAskill had concerns about using stone dust and having only a \$17,000 contingency after the DPW completes its work. He asked for a complete packet. Mr. Rendon said the stone dust is ADA compliant. Chairman MacAskill noted that we used it behind the Community Center and had to replace it. Mr. Clark responded that the replacement had more to do with maintenance. Mr. Hart said he contacted the Mass Office on Disability and the granite dust is allowed but has to be put in by a professional as the base has to have drainage.

B. Award of Contract for the installation of a new septic system at Saquatucket Harbor to C.C. Construction in the amount of \$239,000

Mr. Clark said that this is for the Harbormaster's Office and the public restrooms, and restrooms related to the garage. He noted that it is not for any future restaurant, and that would have its own septic system. In response to questions from Chairman MacAskill, Mr. Clark noted that it would have to be a raised system as tight tanks are not allowed in this area per the Health Director. Chairman MacAskill said he has problems with the contract including addressing no liquidated damages as well as other things. Mr. Clark said the bid documents should have been attached. Mr. Ballantine moved to award the contract for Saquatucket Harbor to C. C. Construction contingent on the Chairman's review of the contract with the Town Administrator in the amount of \$239,000. Mr. Howell seconded the motion. Mr. Howell commented that he preferred having recommendations on these items. The motion carried by a unanimous vote.

C. Approve private plow rates at the recommendation of the DPW Director

Ms. Kavanagh moved to approve the private plow rates proposed by Link Hooper, the Director of DPW. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

D. Request for lights at the Centeio-Baldwin Little League field on Oak Street

Mr. Clark noted that no documentation exists on the arrangement with the Little League. He suggested that they come up with a lighting plan for the Board to approve but said we need to be sensitive to the residents in the area. Mr. Howell agreed and said the Board should hold a hearing on this. Chairman MacAskill pointed out that there is no formal agreement but rather just a handshake agreement with a former Board of Selectmen. He added that they are going to put their thoughts together and schedule a meeting with the Board.

E. Parameters for Selectmen appointees to the Community Preservation Committee

Ms. Brown said that too much of the CPC were people serving on the committees applying for the grant and that Board appointees should be neutral people from the community and Mr. Howell agreed and said the Board should commit to spreading it around a bit. Mr. Clark said in one of the other towns the Selectmen are actually CPC members and it is important to have neutral people as the tax dollars are given for an intended purpose and should be spent for that purpose. He commented that to have the money just sit is wrong. Ms. Kavanagh agreed and said the Selectmen would be better informed with all the information they have coming to them weekly. Mr. Howell pointed out that the Charter would have to be changed as it prohibits the Board from appointing any of its members to a committee they have appointment authority over. Chairman MacAskill recommended that Mr. Howell

and Ms. Brown put together a plan for the Board to vote on and Mr. Howell said that it would be in January.

F. Community Center Rental Fees for those charging a fee for services

Ms. Brown recused herself noting that she has a family member who rents space at the Community Center. Chairman MacAskill stated that Ms. Brown asked for this to be on the agenda and that this started because they wanted to try to keep the Community Center open on Sundays and soft holidays for kids to have something to do. He pointed out that the COA has classes in the gym and the Board does not have information on that. He said he has discussed making this a budget item with Mr. Clark. Mr. Clark stated that we do our best to try to provide services to a broad base in the community but when we provide services that are general in nature such as open gym, there will be costs associated, and we will pursue finding out what the anticipated costs are. He said for soft holidays, they came up with 6 hours to explore being open on those holidays and suggested those holidays include Presidents' Day and Patriots' Day during school vacation weeks. He suggested experimenting to see what kind of response we get and questioned if we want the building open to the general public or just for programs. Mr. Ballantine questioned if we are competitive with rates and noted that Truro uses a lot of volunteers. Mr. Clark pointed out that Truro is open from 9:00 to 4:00 on Monday through Friday and on weekends they use a fob system which costs approximately \$150,000. Mr. Beebe said he is hesitant to use volunteers to supervise children. Ms. Kavanagh questioned if we could increase fees slightly. Ms. Carey said the fees were set by the Board last year and the majority of their users are non-profits, with for-profits being charged double. Ms. Carey explained how the revolving accounts work for the for-profits and she and Mr. Beebe discussed how fees are evaluated. Ms. Kavanagh agreed with Mr. Clark that they should gauge interest in use fees during school vacation. Mr. Beebe said the biggest request is open gym which has always been free and the problem would be staffing on Sundays. He said he didn't think they would get many people if they charged an additional fee. Mr. Clark said it would be better for them to vet out the costs and see how the Board wants to proceed during the budget process. Mr. Howell pointed out that every building that has a gym isn't open when kids are around and added that we have to find a way to do this. Chairman MacAskill asked Ms. Carey to look at the room and hourly rates.

G. Cultural Center Uses and Fee Structures

Ms. Brown stated that she provided the charge in the creation of the Cultural Center in which we asked them to look at lease agreements. She noted that there has been such a great interest and it's important to set parameters for its use. She stated it's zoned for educational, non-profit, and for municipal use but we don't have any definitions as to what percentage of the building should be used for each zoning aspect, also we should set the definition of what is cultural. Mr. Ballantine stated we are trying to do it in a minimal way and provide a service and questioned what would happen if we moved toward maximum use by using the auditorium for cultural use, or having a cooking lab. He said they could have someone take it over or the Town could rent it out. Mr. Clark stated that no one is going to make a long term investment with a 2 year lease. He noted that 90% of renters now are artists and we need to start to market use of the cafeteria and auditorium. He reported that that the Cape Cod Theater is considering going into the Middle School but they wouldn't consider it for a 2 year lease. Ms. Carey stated that we have brought in \$76,030 to date and she reviewed the proposal for an additional charge for room sharing and future addition of portable classrooms. Ms. Brown said she didn't think the fee for the gym should be greater than at the Community Center and they should be equal, or given to Mr. Beebe as part of the municipal use component. Mr. Howell cautioned about use of the cafeteria as a Food Service License covers the facility itself and the people who use it. Mr. Ballantine said he was

thinking of using it more for a teaching tool as in a cooking institute. Mr. Howell responded that the requirements remain the same. Ms. Carey said she is not looking at changing fees for the current leases. Chairman MacAskill said he would schedule a public hearing on this and invited the Board to provide comments on the definition of cultural. Ms. Brown asked to include percentage of use as part of that discussion.

H. Community Center Sunday and soft holiday hours and temporary policy for use and fees during school vacations

Mr. Clark said it makes sense to have this as part of the budget package and to explore being open on soft holidays which he indicated would include Martin Luther King Day, Columbus Day, day after Thanksgiving, Patriots' Day, and Presidents' Day. He noted that a custodian would be required if we are running programs. Ms. Brown said the custodian could set up rooms the night before. Mr. Beebe stated that if the gym is open then the building should be open and both should be staffed. He expressed concern for supervision and liability issues such as kids wandering through the building and commented that anything can happen. Ms. Brown suggested putting up gates and questioned what could happen. She added that we should see what Chatham does. Mr. Beebe responded that he does not want to follow what Chatham does and he pointed out that someone was severely assaulted at their open gym program at a time when they didn't have adequate supervision. Ms. Carey stressed that someone could get hurt or sick and a custodian would be needed. Mr. Howell recommended they meet with the Fire Department and Mr. Libby to see what could be configured legally in the building and added that he is not convinced it would be a deal killer if we put up a gate. The Board agreed to discuss all the details when they come back.

I. Discussion on a Selectmen's Policy related to contracts submitted for BOS approval

Chairman MacAskill said he would like to update this policy and have the Department Head, Town Administrator and Finance Director sign the contracts before they come to the Board. The Board agreed to have Chairman MacAskill work on the policy.

OLD BUSINESS

A. South Harwich Meetinghouse License Agreement

Mr. Clark stated that the License Use Agreement has been approved by Counsel and recommended it be executed. Ms. Ford submitted a fee schedule as an attachment to the License Agreement. The Board thanked Ms. Ford for all her efforts. Mr. Howell moved to accept the agreement as written. Ms. Brown seconded the motion and the motion carried by a unanimous vote. Ms. Ford said they would love for the Town to use the building and announced the opening event with the Chatham Chorale is on March 17.

B. Open Meeting Law Complaints

Chairman MacAskill stated there were two complaints by Ms. Cebula and the Board has to vote on the response letter. Mr. Howell noted that there has been no recommendation from the Interview Committee that has not been accompanied by a signed report of who was interviewed and what the recommendation is which are the minutes. Chairman MacAskill pointed out that the Attorney General determined that there is no need to put "discussion and possible vote" on the agenda. Mr. Howell

moved to accept the letter as written. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

TOWN ADMINISTRATOR'S REPORT

A. Seasonal Liquor Licenses – Special Legislation for additional Annual All Alcohol Licenses

Mr. Clark provided information on seasonal liquor licenses as requested by Board. He suggested sending letters to seasonal license holders to see if they are interested in obtaining an annual license and gauge the interest. Mr. Howell cautioned that if they opt for a year round license, they can't close for more than 30 days and they need to understand the obligation to service the license. The consensus was to petition for increasing the number of annual licenses.

B. Update on Town Hall vacancies

Mr. Clark reported that the Town Planner and Local Building Inspector have gone to Chatham and the plan is to advertise for the Town Planner position and try to recruit and there is concern about the pay being too low for the Local Building Inspector so he will bring forward a proposal to change that on December 11.

C. Budget Warrant Timeline

Mr. Clark reported that there will be a draft of potential warrant articles next week he will formally submit the Capital Plan.

D. Departmental weekly reports

Mr. Clark reported that the Board still needs to make appointments to the IMA Advisory Committee and Chatham's members include the Town Administrator and two residents.

ADJOURNMENT

Ms Brown moved to adjourn at 9:18 p.m. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, DECEMBER 11, 2017
6:30 P.M.**

SELECTMEN PRESENT: Ballantine, Brown, Howell, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark, Atty. John Giorgio, Ginny Hewitt, Robbin Kelley, Matt Hart, Pete Wall, Jack Brown, Joseph McParland, Kathy Green, Cyndi Williams, Mary Warde, Ed McManus, and others.

Chairman MacAskill reported that the Board had just come out of Executive Session where they discussed two HEA Union issues, one is ongoing negotiations and the other is a job reclassification for Local Building Inspector.

WEEKLY BRIEFING

No one appeared before the Board.

PUBLIC COMMENTS/ANNOUNCEMENTS

Donna Richardson, resident and Vice-Chair of the Monomoy School Committee, asked how one might obtain more information as to how the Community Center serves the entire community. She commented that she has thought of forming an ad hoc committee to look into what is working well and address improvements and she added that an assessment of needs and offerings should occur. Chairman MacAskill responded that he received an email from Ms. Richardson and will respond to it.

Mr. Ballantine discussed the Watershed Improvement Pilot Project with our neighboring towns on Pleasant Bay noting that Carole Ridley, Administrator of Pleasant Bay Alliance, has put together an update which the public can read online. He added that he hopes to have this as an agenda item in January.

CONSENT AGENDA

- A. Approve Minutes –
 - 1. November 13, 2017 Regular Meeting
 - 2. November 20, 2017 Regular Meeting
 - 3. November 30, 2017 Regular Meeting
- B. Award and sign Bond Anticipation Notes
- C. Approve the 2018 Annual Liquor License Renewals
- D. Approve the 2018 Annual General License Renewals
- E. Approve award of contract for Pet Burial Ground Walkway project to Cape Cod Builders for Phase I in the amount of \$23,236 and Phase II in the amount of \$22,800
- F. Approve recommendation of the Harbormaster to award 2018-2020 Mooring Servicing Agent Contracts

- G. Approve application for Road Race by Cape Cod Athletic Club for January 14, 2018
- H. Accept resignation of John Burke from Zoning Board of Appeals
- I. Appoint Al Donoghue as full member to Zoning Board of Appeals from alternate position with a term to expire June 30, 2018

Chairman MacAskill noted that they would be holding Items B, E and F. Mr. Ballantine moved approval of the balance of the Consent Agenda. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Mr. Ballantine moved to award and sign the Bond Anticipation Notes (Item B). Mr. Howell seconded the motion. Mr. Ballantine said it would be good to have an Executive Summary of what they are signing and Mr. Clark summarized the item noting that they are for financing for long term projects approved at the ballot and when we don't know exactly how much we'll need we do bond anticipation notes which gives us cash on hand to be able to cover the obligations that we see for the next 6 months. Chairman MacAskill clarified that the motion is as presented in the document dated December 11, 2017 entitled "Vote of the Board of Selectmen" as follows:

Voted: to approve the sale of \$10,750,000 2.00% General Obligation Bond Anticipation Notes of the Town dated December 15, 2017, payable July 13, 2018 (the "Notes"), to Jefferies LLC at par and accrued interest, plus a premium of \$42,679.00

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated November 28, 2017, and a final Official Statement dated December 5, 2017 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Further Voted: that we authorize and direct the Town Treasurer to review and update the Town's post issuance federal tax compliance procedures with such changes, if any, as the Treasurer and bond counsel deem sufficient, in order to monitor and maintain the tax-exempt status of the Notes.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

Further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk, the "Town Clerk") and a copy thereof posted in a manner conspicuously visible to the public at all hours

in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

The motion carried by a unanimous vote.

With regard to Item E, Mr. Ballantine moved to approve award of the contract for Pet Burial Ground Walkway project to Cape Cod Builders for Phase I in the amount of \$23,236 and Phase II in the amount of \$22,800. Mr. Howell seconded the motion. Mr. Clark responded to questions and comments from Chairman MacAskill on this item and noted that he will be back to do Phase III once there are additional funds from the sale of lots. Chairman MacAskill said this is a 30B contract which is a Goods & Services Contract and it should be a 3039M Public Works Contract. He said we should go to K-PLaw to find out best practices for contracts. The motion carried by a 3-1-0 vote with Chairman MacAskill in opposition.

Mr. Ballantine moved to approve Item F (Approve recommendation of the Harbormaster to award 2018-2020 Mooring Servicing Agent Contracts), Ms. Brown seconded the motion. Mr. Rendon took questions from the Board. He noted that we award the contract for a year with the option of two additional years before they have to renew the contract. Chairman MacAskill said that he knows there are other people interested and he has received feedback that they didn't think two weeks was enough time to fill out all the paperwork. He added that he didn't think that one bidder supplied insurance (AGL) as well as other information. Mr. Rendon said the bidder does have insurance and has been an agent in Harwich for many years and he is comfortable with the job he has done. He said if the individual who was interested had called him, he could have made arrangements before they got to this point and it's not fair to others who have met the timeline and process. The motion carried by a unanimous vote.

The Board and Mr. Clark took questions and comments from Mr. Chorey on the Pet Cemetery Walkway project. Chairman MacAskill responded that he should send him a letter with his concerns as well as Mr. Clark and the Cemetery Commission.

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

- A. Back-up By-Law for time, place and manner for marijuana retail sales – Atty. John Giorgio

Mr. Giorgio stated that after he met with the Board the last time, the Town Planner had asked their assistance with two by-laws, one to extend the moratorium which is a zoning by-law and right now that moratorium expires June 30th and the proposal from the Planning Board is to amend that to extend the moratorium to December 31, 2018 with the intent to make sure that the Town has sufficient time to get this right. He stated that they don't really know what rules are going to apply, the Cannabis Control Commission has had several meetings and are trying to get their draft regulations out by the end of the year. He said they made a few suggestions but what is in the Board's packet is good to go.

Mr. Giorgio made the following statement:

The second by-law which we were asked to assist with is a total ban on marijuana establishments. Both under the moratorium bylaw and the ban, I believe it was the intent of the Selectmen to do a complete ban, not just retail sales, and that is the way the by-law was drafted. As you know Harwich was a no vote in 2016 so under the new law you can ban the sale of marijuana establishments through a zoning by-law. It doesn't have to be a zoning by-law but the Attorney General has said because this is the regulation of land it requires a zoning by-law. I recommend you consider adopting a general by-law as well. We prepared a general by-law which we provided to the Town Planner and Town Administrator and recommended they put it on the warrant. Then the issue becomes, do you also want to do a time, place and manner restriction which is a zoning by-law that regulates where marijuana establishments can be located in the Town because otherwise they can be located anywhere where retail establishments can be. Typically you want to establish as a special permit use where conditions can be placed on it and it can be regulated in some manner. If you pass an absolute ban in sufficient time you don't have to do anything else and you can pass over the moratorium and time, place and manner restriction. You may want to consider having the back-up time, place and manner restriction. When do you do this the thought has been that these would all be on the warrant for the May Town Meeting. I sent an email to the Town Administrator and Town Planner raising a red flag because as of April 1 the Commission has to start accepting applications and we would be concerned, to be on the safe side and we are recommending your zoning by-law be in place by April 1 which would necessitate calling a Special Town Meeting. I feel duty bound to advise you of this. As of April 1 you are going to know what the voters want. There are a lot of cities and towns that are enacting bans so the issue becomes how do you best protect the Town and give the voters the option to decide what they want to do here. The marijuana industry, we have been hearing rumblings that they may challenge one or more moratoriums that are voted. If a court were to strike down a moratorium and you had not enacted an outright ban or time, place and manner restriction by April 1 there could be some exposure there. If you are concerned about the ban not passing, I would definitely consider a time, place and manner zoning by-law.

Mr. Giorgio took questions from the Board and Mr. Clark regarding the proposed by-laws and timing issues. Mr. Howell questioned what the threshold is to pass the by-laws and Mr. Giorgio responded that it is a two-thirds vote. Mr. Clark stated that under the existing law, recreational use in private homes has passed and Mr. Giorgio added that you can grow up to 6 plants in your home but this does not affect medical marijuana. The Board took comments from Mr. McManus who noted that there can be home deliveries to Harwich from Brewster. Ms. Brown asked if that can be addressed in any of the by-laws and Mr. Giorgio responded that if the commission approves a home delivery system in their regulations we are going to analyze those regulations. Mr. McParland, Planning Board member, said they would be happy to look at another by-law for time, place and manner. The Board agreed to put on next week's agenda to refer it back to the Planning Board for a hearing. Ms. Greenhalgh asked Mr. Giorgio if his recommendation is to bring all of the by-laws to Special Town Meeting and Mr. Giorgio responded yes. She noted that the Planning Board doesn't meet until January but she would put something together for the Board to look at next week. Mr. Giorgio said he could provide examples of what other towns have done.

Mr. Giorgio reported that he will be provided enhanced Town Counsel hours once a month at Town Hall for four hours. He also noted that he has been meeting with the Town Administrator every month for two hours since August. He stated that the additional hours are for any employee or official to see him and this is free of charge. He added that Barbara St Andre has agreed to be the principal Land Use Attorney for the Town.

B. Public Hearing — Proposed Shellfish Permit Fee Amendments

Mr. Ballantine read the hearing notice into record. Mr. Proft outlined the amendments and noted the last time the costs were addressed was 2009. He took questions from the Board. Mr. Ballantine moved to accept the recommendation from the Natural Resources Director to increase the fees as proposed. Ms. Brown seconded the motion. Mr. Proft read the proposed fee increases. The motion carried by a unanimous vote.

C. Annual Meetings with the Selectmen:

1. Harwich Accessibility Rights Committee

Mr. Hart, Chair, delivered the annual report of the Harwich Accessibility Rights Committee and took comments from the Board.

2. Real Estate & Open Space Committee

Ms. Green, Chair, delivered the annual report of the Real Estate & Open Space Committee and took comments from the Board.

3. Brooks Free Library Trustees

Ms. Warde, Chair, delivered the annual report of the Brooks Free Library Trustees and took questions and comments from the Board.

D. Town Administrator submits 7-Year Capital Plan to joint meeting of Board of Selectmen and Finance Committee

The Finance Committee joined the Board at the table. Mr. Brown, Chair, called their meeting to order. Mr. McParland, Mr. DeCosta, Mr. Chorey, Mr. McManus and Mr. Ameres were present. Mr. Clark noted that there is a formal public hearing for this on January 8th and will be open to the public for comment. He provided an overview of the material including the schedule of total debt service. He highlighted projects slated for FY19 as well as their proposed funding sources and he took questions regarding digitizing records, school debt, and the wastewater maintenance fund. Rich Larios spoke as Chair of Capital Outlay Committee noting that their Vice-Chairman had concerns about the Fire House with regard to market deviations and their votes are for the maximum amounts. He added that they felt that they could champion some of the efforts to get CPC projects through. Mr. DeCosta recommended printing the Capital Plan in color for the warrant. Ms. Brown departed the meeting at 8:35 p.m. and the Finance Committee adjourned at 8:40 p.m.

NEW BUSINESS

A. Approve request by Town Planner to approve use of remote participation beyond three meetings for Planning Board member Dave Harris

Mr. Howell commented that it is really cumbersome to do remote participation for that because you are talking about nearly half the attendance period and he questioned if this is going to happen every year. Mr. Ballantine pointed out that the requirements have been revised by the state to be much broader but said he would like to leave it up to the committee. He added that he would hate to lose a member that the committee feels fills the need. Chairman MacAskill said this is a single request from a regulatory board for which we don't have a full board and they are going to start running into a quorum problem. He stated that they could change it if it doesn't work out. He pointed out that this takes a full vote of the Board to pass and suggested bringing this back when they have a full Board.

B. Discussion of CPC Application of Housing Trust and vote to support

Mr. Ballantine moved to support this and authorize Chairman MacAskill to stand before the Community Preservation Committee this week and say that we voted to support it and ask them to put the cart before the horse. Mr. Howell seconded the motion and the motion carried by a unanimous vote (3-0-0).

C. Update on Housing Authority vacancy on CPC

Chairman MacAskill said there are no minutes posted on this and the Housing Authority apparently voted last week to expend Housing Authority money on challenging the Board for not appointing their person, Mr. McCready, as representative to CPC and he wanted to make the public aware of that. He commented that it is troubling to him as Mr. McCready is an employee of the Housing Assistance Corporation (HAC) which does the advertising for the article that the Housing Authority has presented for \$400,000 for three home buy downs. He stated that if HAC is involved then he doesn't understand the strong request to have Mr. McCready serve on CPC or why he hasn't recused himself. He said he would like to look into this from an ethics standpoint and at least confirm what he has just said. Mr. Ballantine said he thinks Mr. McCready is retiring from HAC in this timeframe and this is a waste of money and Mr. Howell agreed.

D. Adopt final Hazard Mitigation Plan

Ms. Greenhalgh reported that to finalize the Hazard Mitigation Plan we need a vote by the Board to adopt it and then it will be sent to FEMA. Mr. Howell moved to adopt the final Plan. Mr. Ballantine seconded the motion and the motion carried by a 3-0 vote.

E. Local Building Inspector position wage

Chairman MacAskill reported that this was discussed in Executive Session and approved.

OLD BUSINESS

A. Selectmen's meeting schedule for Christmas and New Year's weeks

The Board agreed not to meet during Christmas and New Year's weeks and resume meeting on January 8, 2018.

TOWN ADMINISTRATOR'S REPORT

A. Enhanced Town Counsel services

This item was addressed earlier under Public Hearings/Presentations Item A.

B. S&P Global Ratings

Mr. Clark reported that S&P thought that Harwich was strong financially and good at building reserves. He added that they would like to see the County be more aggressive on retirement and for us to be more aggressive on funding OPEB as well as to increase reserves above current levels.

C. Town Hall hours for surrounding towns

Mr. Clark reported that the majority of towns have an 8:00 or 8:30 a.m. to 4:00 p.m. schedule and we are a little out of sync with what other towns are doing.

D. Departmental weekly reports

There was no discussion and no action was taken on this item.

ADJOURNMENT

Mr. Howell moved to adjourn at 9:02 p.m. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

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

SELECTMEN PRESENT: Ballantine, Howell, Kavanagh, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark, Foster Banford, Amy Usowski, Scott Tyldesley, Ed McManus, Patricia Nadle, Penny Kyle, Liz Argo, and others.

Chairman MacAskill reported that the Board had just come out of Executive Session where they discussed issues related to the SEIU Union.

WEEKLY BRIEFING

No one appeared before the Board.

PUBLIC COMMENTS/ANNOUNCEMENTS

No one appeared before the Board.

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

Chairman MacAskill held the December 4, 2018 minutes (Item A1) as corrections are needed. He noted that they would be holding Item B as well. Mr. Ballantine moved approval of the balance of the Consent Agenda. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote. With regard to Item D, Mr. Howell recommended public hearings on these types of items.

With regard to Item B, Mr. Ballantine moved approve to the contract agreement for the construction of the Golf Course Cart Barn to J.J. Cardosi, Inc. in the total amount of \$545,000. Ms. Kavanagh seconded the motion. Mr. Howell commented that he would like to see more process involved in the recommendation of contracts and Chairman MacAskill responded that he is working on the policy for contracts. The motion carried by a 3-0-1 vote with Chairman MacAskill abstaining from the vote.

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

A. Outer Cape Health Services presentation – Patricia Nadle, BSN, Med

Mr. McManus, a member of the Board of Outer Cape Health and Chair of their Building Committee, introduced Penny Kyle a member of the Board and Patricia Nadle, CEO, who provided the attached presentation and took questions and comments from the Board. Mr. Howell asked Ms. Nadle if she believes they can contain the parking onsite and she responded that they are going to have a conversation with the Planning Board because they believe there may be a summer time challenge and they will be presenting options to the Planning Board to help mitigate that. She said their first summer will be 2019. Mr. Howell said he doesn't just say that because of the harbor but also because it is a State highway and it would involve crossing the road.

B. CVEC Extension of the Round 1 Adder for FY19

Chairman MacAskill explained that last year the Board voted a half cent adder for our Round 1 solar project with the understanding they may have to come back for a year 2 adder. He noted that the Round 1 adder was because the model was unsustainable and the half cent adder cost us \$18,000. Ms. Kavanagh moved to approve the CVEC extension of the Round 1 adder for FY19 at half a cent per kilowatt hour. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

C. Town of Harwich Information Technology Infrastructure and Resource Review – Foster Banford and Scott Tyldesley

Mr. Clark explained that the Board had asked for a review of IT operations and this is their initial report of what they found in the Town and their recommendations for short and long term issues that exist. Lt Tyldesley noted he does some of the IT work at the Public Safety Building.

Lt. Tyldesley stated that there is definitely a need for more IT resources in the Town and they were asked to quantify that. He explained that they met with a number of departments about how they are currently using IT to perform their functions and as such they created a visual representation which he and Mr. Banford presented to the Board (see attached report). They took questions and comments from the Board about viruses, security, keeping up with advancements in IT, specialties including tracking systems, web design, use of a uniform database system, and grants. Mr. Clark stated it's too much for one person and compared our staffing to other towns. He said we have to look at budgeting for increased staff and he will look at restructuring. Chairman MacAskill questioned if we are just adding employees to continue to put band aids on actual problems such as staying with Accela and that is what he is looking to address. He added that other communities are getting away from MUNIS. Mr. Clark suggested a systematic approach as replacing MUNIS would be costly. He said Accela is functioning as good as we are going to get it and questioned if the Board wants to move off four years of efforts. Chairman MacAskill said as we move forward he'd like to know how much of the problem is due to antiquated technology. Mr. Clark stated that MUNIS is a state of the art system and we are not far behind other municipalities and Lt. Tyldesley added that the network as a whole is a fiber optic network, it is state of the art, and by freeing up Mr. Banford's time we can look at replacing things. Ms. Kavanagh recommended looking at the permitting programs used in Marshfield and Gloucester which she said are working really well and we should look at MUNIS as well. Mr. Ballantine pointed out that one of the difficulties with MUNIS is that we aren't using all the packages available and suggested we look at that. Mr. Clark stated that the idea was that every town would adopt using Accela and it just didn't work as sold. Chairman MacAskill said the Town Administrator has a good grasp on the subject and he looks forward to discussion during budget season.

NEW BUSINESS

A. Re-leasing the Bells Neck Cranberry Bogs

Chairman MacAskill stated that the Board has already given support to going out for an RFP as has the Conservation Commission. Ms. Usowski reported that we acquired the bog in 1966 through a purchase and in 1993 there was also a taking. She said that a document from 2009 makes it unclear if it is under Conservation Commission jurisdiction but it is technically Town owned land. She said the use has always been there so the question of going back to Town Meeting is moot as it hasn't changed. Mr. Clark stated that only the Board can grant leases under procurement law and he suggested the Conservation Commission bring a proposal forward for award of the lease. Mr. Ballantine moved we support Harwich Conservation Commission to put out an RFP for re-leasing the bogs at the entrance to Bells Neck Conservation Area off of Depot Street. Ms. Kavanagh seconded the motion. Mr. Howell commented that Mr. Giorgio's letter alludes to the land bank process and a lot of these purchases were before the land bank. Chairman MacAskill said he would rather see best practices rather than requiring organic and a set amount a year works better for the Town rather than a percentage. He added that there is some question about whether there is a valid permit for water rights. Ms. Usowski said she has the deed that talks about water rights. The motion carried by a unanimous vote.

B. Personnel By-law Seasonal Hourly Wage Schedule

Mr. Clark and Mr. Beebe indicated that even with 2% increases we are one of last in pay for Beach Attendants and Lifeguards and people are going to other towns that offer more money. Mr. Clark suggested funding this proposal with beach sticker increases. Mr. Beebe said this would solve the problem and get us some good recruits. Chairman MacAskill asked Mr. Beebe to provide the back up on comparisons with other towns. Mr. Beebe noted that a Public Hearing on fees is coming up. Chairman MacAskill said you don't want to assume fees are going to pay for it and he wants to see what other towns are doing. Mr. Clark said you can make it contingent on funds being identified or we can discuss on the night that the fees are voted. Mr. Howell moved to accept the proposed schedule. Ms. Kavanagh seconded the motion and the motion carried by a 3-1-0 vote with Chairman MacAskill in opposition.

C. Request for Planning Board to design a Time, Place and Manner Restriction Bylaw for Marijuana

At Mr. Clark's recommendation, Ms. Kavanagh moved that we request the Planning Board to design a time, place and manner restriction by-law for marijuana in case we should need it in 2018. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

D. Proposed Harwich Housing Committee Charge revision

Mr. Ballantine moved to approve the proposed Harwich Housing Committee Charge revision. Ms. Kavanagh seconded the motion. Mr. Howell said it doesn't address workforce housing and Mr. Bodin said it would be no problem to put it in. Ms. Kavanagh suggested changing #3 to identify existing housing resources in Harwich where you have "commercial property with affordable housing potential" and suggested making it broader by saying "commercial property with housing potential" rather than just saying "affordable." Mr. Howell suggested indicating that it is a 5 member committee comprised of Chairman, Secretary and a member appointed to the CPC, and he said he would feel much more comfortable if it said "and an ex-officio member appointed by the Board of Selectmen in accordance with Section 3-6-2 of the Code of the Town of Harwich." Ms. Kavanagh clarified her

request noting that the word “affordable” should be taken out of #3. Chairman MacAskill moved to approve this with the two amendments. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

E. FY17 SEIU Salary Compensation Study

Chairman MacAskill reported that the Board voted in Executive Session to approve Administration’s request to increase some salaries. Mr. Clark noted that settlement with the union included looking at six positions a year and doing a market rate analysis. He stated that the Union is in agreement with the recommendation. The consensus of the Board was to approve the recommendation. There was no vote on this item.

F. Discussion of cell tower money deposited into the Housing Trust Fund

Chairman MacAskill stated that the cell tower money goes into a Housing Trust Fund and those funds are recommended for expenditure by the Housing Committee for projects with approval by the Board. He said he is looking for the Board’s support in taking that money and putting it into the Trust and letting the Trust spend the money. Mr. Howell said that a prior Town meeting vote gave the Selectmen the ability to vote to disburse funds from the cell tower lease (and other sources) from the newly created Affordable Housing Fund to affordable housing projects. He stated that he didn't think the Board could vote to turn over all future money to another party (Housing Trust) permanently without another Town Meeting vote to do so. He thought it would be better to have the Board vote each year to disburse the available funds in the Housing Fund to the Housing Trust each year, as that would be within the scope of the original Town Meeting vote and would not require another Town Meeting action. Mr. Clark agreed that this was a good course to go.

OLD BUSINESS

A. Request to approve remote participation for Planning Board member David Harris

Chairman MacAskill pointed out that right now we don’t have any alternates but we do have full membership. Ms. Greenhalgh said they will have two absences in January. She noted that alternate members can’t vote on subdivisions but can vote on special permits. Mr. Howell said the only vacancies are the alternates and they can only do special permits so that won’t help with a quorum. He said if this becomes a pervasive problem he would urge the Chair to tell the Board. Ms. Kavanagh moved to approve remote participation for Planning Board member David Harris for up to five meetings from January 2018 to the first half of May 2018. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

TOWN ADMINISTRATOR’S REPORT

Mr. Clark read a letter of appreciation regarding the Community Development employees from Mr. Trevor Libby.

A. Department Weekly Reports

There was no action on this item.

SELECTMEN’S REPORT

A. Open Meeting Law Complaint decision from the Attorney General's Office

Chairman MacAskill reported that no violation was found with regard to the Open Meeting Law Complaint filed by Mr. Beaty.

ADJOURNMENT

Mr. Ballantine moved to adjourn at 8:13 p.m. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary



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

January 4, 2018

Jade Ross
32 Rita Avenue
South Yarmouth, MA 02664



Dear Jade,

Congratulations on being selected as a finalist for the position of full-time Emergency Telecommunication Dispatcher with the Harwich Police Department. I am very pleased to provide you with this conditional offer of employment on behalf of the Town Administrator of the Town of Harwich.

This offer is contingent upon you successfully passing a complete background investigation, physical examination to include a standard drug screen and psychological examination. It is my understanding that you have successfully passed all of these phases during the recent hiring process as a part-time dispatcher for the Harwich Police Department. I am recommending the Board of Selectmen approve your appointment effective January 21, 2018.

You will be required to serve a twelve month probationary period which will commence on your date of appointment. Please note that probationary employees may be subject to discharge with or without just cause. Following the completion of your probationary period you will be represented by the New England Police Benevolent Association local 103 on all contractual matters.

Your starting salary will be Emergency Telecommunication Dispatcher hiring step which is an annual salary of \$40,191.79

Congratulations again. We look forward to you joining the Harwich Police Department as a full-time employee. Your signature below indicates you have read and understand all the provisions of this document.

Sincerely,

David J. Guillemette
Chief of Police

Jade Ross

1/5/18

Date

CC: Personnel File
Town Administrator

PLANNING BOARD • 732 Main Street, Harwich, MA 02645

ph: 508-430-7511 • fax: 508-430-4703



January 10, 2018

To: Board of Selectmen
From: Planning Board *CD for Planning Board*
Re: Proposed Zoning Bylaw – Marijuana Establishment – Recreational Special Permit

At the duly posted Planning Board meeting held last evening, the Board voted unanimously to refer the attached zoning bylaw – Marijuana Establishment – Recreation Special Permit – to the Board of Selectmen.

At this time the Planning Board requests that the Board of Selectmen vote to refer this proposed zoning amendment back to the Planning Board so that the Planning Board can begin the required public hearing process pursuant to M.G.L. c.40A §5.

If you have any questions, please do not hesitate to contact the Board or Town Planner Charleen Greenhalgh.

ARTICLE XX - Zoning Bylaw Article MARIJUANA ESTABLISHMENT – RECREATIONAL SPECIAL PERMIT USE

To see if the Town will vote to amend the Town’s Zoning Bylaw, Article V, Use Regulations, §325-14 Supplemental Regulations, to include a new paragraph “R” that would provide as follows; further to amend Article II §325-2 Word usage and definitions to include, “Marijuana Establishment – Recreational”, as follows; and further to amend Article V, Use Regulations, §325-13, Table of Uses, D. Paragraph IV, Commercial Uses and Attachment 1 – Table 1 by inserting said use into the Use Table, as follows:

§325-14 Supplemental Regulations

R. Marijuana Establishment – Recreational are subject to special permit review pursuant to §325-51 and site plan review pursuant to §325-55. Recreational marijuana establishments shall be prohibited as an accessory use in all zoning districts. 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.
2. A minimum separation of 1000 feet, measured between lot lines, is required between recreational marijuana establishments and state-certified public or private schools, state-licensed day care centers, public park, recreation facilities and/or religious facilities.
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.

§325-2 Word usage and definitions

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.

§325-13, Table of Uses, D. Paragraph IV, Commercial Uses and Attachment 1

Use	RR	RL	RM	RH-1	RH-2	RH-3	CV	CH-1	CH-2	IL	MRL	MRL-1	WR
Paragraph IV – Commercial Uses													
46 Marijuana Establishment - Recreational	-	-	-	-	-	-	SP	SP	SP	-	-	-	P

Or take any action relative thereto.

Cape Wide Comparison of Seasonal Recreation Positions

****Based on average middle step—before proposed Harwich increases**

Town	Lifeguard/ Swim Instructors	Gate	Beach Sup/ Waterfront Dir.	Asst. Beach Sup.
Barnstable	\$15.50	\$13.50	\$17.00	N/A
Chatham	\$14.00	\$12.00	\$18.50	\$16.50
Dennis	\$13.50	\$11.50	\$16.00	\$15.00
Eastham	\$14.25	\$11.25	N/A	\$15.25
Falmouth	\$12.25	\$10.30	\$19.36	\$16.58
Mashpee	\$14.42	\$11.33	\$20.00	N/A
Orleans	\$16.54	\$14.94	\$20.92	\$18.07
Sandwich	\$14.00	\$11.25	\$18.00	N/A
Truro	\$16.74	\$12.61	\$19.92	\$17.85
Wellfleet	\$14.50	\$12.50	\$21.00	\$13.50
Yarmouth	\$13.75	\$12.25	\$17.50	\$15.00
Harwich	\$12.50 (11 out of 12)	\$11.50(8th)	\$14.54 (last)	\$13.52 (last)
Average	\$14.50	\$12.13	\$18.82	\$15.97

FROM DRAFT MINUTES OF 12-18-17

A. Personnel By-law Seasonal Hourly Wage Schedule

Mr. Clark and Mr. Beebe indicated that even with 2% increases we are one of last in pay for Beach Attendants and Lifeguards and they are going to other towns that offer more money. Mr. Clark suggested funding this proposal with beach sticker increases. Mr. Beebe said this would solve the problem and get us some good recruits. Chairman MacAskill asked Mr. Beebe to provide the back up on comparisons with other towns. Mr. Beebe noted that a Public Hearing on fees is coming up. Chairman MacAskill said you don't want to assume fees are going to pay for it and he wants to see what other towns are doing. Mr. Clark said you can make it contingent on funds being identified or we can discuss on the night that the fees are voted. Mr. Howell moved to accept the proposed schedule. Ms. Kavanagh seconded the motion and the motion carried by a 3-1-0 vote with Chairman MacAskill in opposition.

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
912	Golf Instructor (S12)	31.24	46.82	62.42	78.03	
		31.50	47.00	63.00	78.25	
811	Golf Employee and Operations Manager (S11) Shellfish Instructor (3C) (S11A)	21.85	22.89	23.93	24.97	26.01
		22.00	23.00	24.00	25.00	26.00
10	Beach Supervisor (S10)	19.00	19.50	20.00	20.50	21.00
9	Ass't Beach Supervisor (S9A) Playground Director (S9B)	16.00	16.50	17.00	17.50	18.00
8	Lifeguard (S8A) Swimming Instructor (S8B) Ass't. Harbormaster (S8) Waterfront Director (S8C)	14.50	15.00	15.50	16.00	16.50
7	Waterfront Director (S7) Beach Supervisor (S7A) Asst Animal Control Officer (S7B) Seasonal Laborer (S7)	13.79	14.31	14.83	15.35	15.87
		14.00	14.50	15.00	15.50	16.00
6	Ass't. Harbormaster (S6) Ass't Beach Supervisor (S6A) Playground Director (S6B) Activities Coordinator (S6C/S6A)	13.75	13.27	13.79	14.31	14.83
		13.00	13.50	14.00	14.50	15.00
5	Kayak Instructor (S5) (\$14.00)* Parking Enforcement Officer (S5A)	12.23	12.75	13.27	13.79	14.31
		12.50	13.00	13.50	14.00	14.50
4	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	12.23	12.75	13.27	13.79
		12.00	12.50	13.00	13.50	14.00

3	Tennis Instructor (S3)	<u>10.71</u>	<u>11.22</u>	<u>11.73</u>	<u>12.24</u>	<u>12.75</u>
	Golf Utility Person (S3B) Playground/Camp Instructor (S2S3D) Harbor Assistant (S2A) Parking Attendant (S2B) Summerball Instructor(S3C) Shellfish Interns (S3E)	<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.

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: 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

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.

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Charleen

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cgreenhalgh@town.harwich.ma.us

OFFICE OF THE TOWN ADMINISTRATOR

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

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA



To: Board of Selectmen

From: Christopher Clark, Town Administrator

Re: Weekly Report January 2 to 5, 2018

Date: January 12, 2018

Monday was New Year's Day and town hall was closed in observance of the holiday.

Tuesday was a day primarily for organizing my office and specifically starting to lay out a review process for the 2019 operating budget. I also had several impromptu meetings in regards to various issues.

Wednesday started with the traditional agenda meeting with the Chair. The morning consisted of a meeting with the Monomoy Regional School District regarding budget development and concerns. A considerable amount of work went into once again preparing for the review of the 2019 operating budget including a meeting with the Finance Director. Forecast indicated a major storm event that was also being monitored throughout the day. I did decide to cancel town operations for Thursday due to the weather prediction of tropical storm force winds, heavy rain, a conversion to snow by 9 o'clock and the high probability of the flash freeze.

Thursday, nonessential town operations were closed for the day due to the weather event. I did bring work home and did some budget review. During storm events I usually do maintain contact with emergency preparedness professionals throughout the day monitoring storm activity. The high winds and heavy rains did emerge but snow in the freezing event didn't occur until later in the afternoon contrary to forecast.

Friday morning, I arrange for numerous departmental reviews to occur on the 2019 operating budget. Today the Finance Director and I met with Fire Department, Town Clerk and Council on aging. Over the course of the next several weeks each of the budgets will be reviewed.

Memorandum from Charleen Greenhalgh
Assistant Town Administrator
Town of Harwich

January 10, 2018

To: Christopher Clark, Town Administrator
From: Charleen Greenhalgh, Assistant Town Administrator
Re: Weekly Report – Week of January 1, 2018

Although it was a short week between a holiday and a storm, it was still a busy week. The dual roll of interim Planner and Assistant Town Administrator can be challenging. The week included, but was not limited to:

- Met with Planning Board applicants to review submittals
- Planning Review on a variety of applications
- Drafted a third Marijuana Bylaw for Time/Place/Manner
- Worked on a number of personnel and HR matters
- Coordinated MIIA training sessions to be held here in Harwich – 6 total, 3 for employees and 3 for managers
- Assisted the CPC Chair with notifying applicants about the cancellation of the January 4th CPC meeting and shared outstanding information requests with applicants that the CPC was waiting on.
- Attended the Barnstable County Emergency Management Meeting the day before the storm – very interested group, looking forward to working with them in the future.
- Prepared agendas and posted for 2 FinCom Meetings; 1 COC Meeting and the Planning Board meeting
- Although Thursday was a storm day, I did monitor and corresponded through emails throughout the day. In addition, I participated in a webinar that I had signed up for through MIIA and EAP entitled: *What Do I Say: Responding to Colleagues After Loss*. This was a very good webinar.
- Scheduled a meeting for Chris Clark and I with Tina Games and the Cultural Council

Status update on employment vacancies:

<u>Position</u>	<u>Status</u>	<u>Replacement or New</u>
Sr. Health Agent	Interviews taking place week of Jan. 8th	Replacement
Town Planner	Pending BOS Approval	Replacement
Administrative Assistant – Town Clerk’s Office	External Posting closes January 12th	Replacement
Local Building Inspector	External Posting - applications will be reviewed beginning January 19th	Replacement
Weight Room Attendant	External Posting	Replacement

Cemetery Administrator's Weekly Report

Week ending January 6, 2018

- Monday Holiday for New Years and Thursday Snow Day, three day work week.
- Island Pond Cemetery two burials. Met with MacLeod Family for at need purchase of lot for burial for Morris O'Conner & Blute Funeral Home. Showed family several lots that are still available for purchase, family purchased a four grave lot on West Main Avenue. Prepared documentation for the funeral home and cemetery department, sent information over to DPW for mark out, burial took place on Thursday during the storm. Britton Funeral Home in Shrewsbury for O'Brien burial for Saturday, sent information to cemetery department for Survey. Created lot layout and emailed to DPW, met with opening contractor, Whitten Landscaping at cemetery for clarification of placement.
- Reviewed CPC Article for Restoration of Fence Rails in Evergreen Cemetery; partially completed will put in for payment and included photographs of the installed rails.
- Met with Dinah Lane on family lot in Evergreen Cemetery for preneed assessment, surveyed the lot for placement of existing burials and sent lot layout to DPW to confirm exact size of lot and locations of the burials.
- Ongoing research on Pet Crematory informational packet, Rules and Regulations.

Respectfully Submitted

Robbin Kelley
Cemetery Administrator

Channel 18 Weekly Report w/e January 6, 2018



- Filmed Conservation Commission meeting
- Updated town website and channel 18 for storm info (Thursday)
- Continue to Coordinate 2018 schedules with recurring staff/boards/committees
- Start Annual Report
- Schedule budget meeting
- Re-schedule Live Streaming maintenance for January 25th
- 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 31, 2017 – January 6, 2018

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 12/31 to 1/6.

- Conducted an interview for the weight room this is a 19 hour a week position from the revolving fund to cover the morning hours.
- I was interviewed on channel 18 to discuss upcoming programs and events at the Community Center. During the interview we informed the public of our intent to do satisfaction surveys for the use and booking of the building in order to improve our customer service to the community.
- I contacted the clubs and organizations that were scheduled to meet at the Community Center on Thursday January 4th to inform them the building was closed and to help reschedule and necessary events.
- I worked with the Facilities Manager Sean Libby, on issues in the Cultural Center and ideas to help the flow of information for everyone involved.
- I worked with the Friends of the Cultural Center and the renters of the building to set up a pre-meeting regarding the room rental increase. We are scheduled to have a public hearing with the selectmen on January 22nd. The pre-meeting is scheduled on January 10th at 10am.
- I re submitted a request for a quote for the CPC on the vault for file/historical storage for the Town.
- Met with Erica from the Cultural Center on getting information and moving forward with the building. We went over the finances from year to date for the building and looked at new possibilities for the open spaces.
- I worked with the Chamber of Commerce on the idea to host a Business after hours event at the Cultural Center.
- I continued working on the Community Center/ Facility Committee Report for the Annual Town Report.
- I worked on the Harwich Cultural Center information booklet to update information.
- I am working on my goals for the current fiscal year.

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

Carolyn Carey, Community Center Director



Town of Harwich

COUNCIL ON AGING

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

WEEKLY REPORT

TO: Chris Clark, Town Administrator
FROM: Judi Wilson, Director, Council on Aging
RE: COA WEEKLY REPORT - week ending January 5, 2018

Due to the New Year's holiday and a storm day, last week was another unusually short week, but below is a summary of our work:

Programs/Service:

- Prepared and served 34 meals to seniors which included 3 Senior Dining Lunches
- Conducted 20 nursing visits and appointments with clients to conduct assessments, provide care, and offer teaching to them and their caregivers and provided numerous follow-up communications with agencies, pharmacies, doctors, family members, and clients
- Served 10 clients at the weekly Wellness Clinic
- Arranged 8 medical rides for seniors with volunteers
- Assisted clients in their homes, over the telephone, and in the office providing counseling regarding admission to a skilled nursing facility for long-term care, a consumer dispute, applications for SNAP & Brown Bag & Fuel Assistance, legal resources, homecare services, financial assistance, and transportation needs

Administration:

- Met with Harwich Police Dept. to discuss opportunities to collaborate to service Harwich seniors
- Met with Town Administrator and Town Finance Director to review FY19 COA Operating Budget request
- Worked on volunteer needs by training a new volunteer and matching new volunteers with our needs to deliver food through the Brown Bag food distribution program
- Communicated with clients regarding unanticipated delay in January Brown Bag food distribution program due to inclement weather
- Town Nurse established regular office hours to improve interoffice communication opportunities
- Initiated review of snow removal resource list
- Worked on planning details for upcoming programs
- Submitted December monthly report to Cape Cod Regional Transit Authority

Respectfully submitted,
Judi Wilson



TOWN OF HARWICH

DEPARTMENT OF PUBLIC WORKS

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

Telephone (508) 430-7555

Fax (508) 430-7598

DPW Activity for period of December 24, 2017 through December 30, 2017

Note – Due to the holiday schedule we had a 2 ½ day work week with many people off. Given the extremely cold temperatures, staff focused on preparing equipment for snow and ice removal and cleaning up the shop.

Highway Maintenance

- Responded to inclement weather the following days: 12/29 – treated all roads, 12/30 – treated all roads
- 9 work orders completed
- Trash runs Monday and Wednesday
- Continued dealing with RH White and National Grid with paving issues

Vehicle Maintenance

- Worked on DPW equipment and cleaned the shop

Cemetery Maintenance

- Worked with Highway staff on equipment maintenance and cleaning the shop

Parks Maintenance

- Worked with Highway staff repairing plows and sanders

Facility Maintenance

- Received 19 new work orders and completed 15 work orders from back log
- Worked with Highway staff on equipment maintenance and cleaning the shop

Disposal Area

- C&D: 2 loads, 29.83 tons
- MSW: 3 loads, 71.19 tons
- Recycling: 6 loads, 18.09 tons
- Vehicles Recorded: 5,341
- Revenue: \$17,793.40

Reception

- Telephone calls: 36
- Walk ins: 11
- Work orders processed: 26



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DEPARTMENT OF PUBLIC WORKS

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Fax (508) 430-7598

DPW Activity for period of December 31, 2017 through January 6, 2018

Note – Given the extremely cold temperatures, staff continued to focus on preparing equipment for snow and ice removal, equipment maintenance and cleaning up the shop.

Highway Maintenance

- Responded to inclement weather the following days: 1/1 – treated mains and hills – called back to slush mains, 1/4 – treated all roads after storm turned to snow, 1/5 – slush mains & treated all roads
- 3 crews cleaned catch basin covers on 1/4
- Cleaned up downed trees and debris after the storm
- Received 11 work orders and completed 4
- Trash runs Monday and Thursday
- Continued dealing with RH White and National Grid with paving issues
- Met with a few private road homeowners to discuss repairs needed for their roads to receive snow and ice services

Vehicle Maintenance

- Performed eighteen repairs on vehicles, small and heavy equipment on Tuesday and Wednesday
- Snow and ice removal Thursday, Friday and Sunday
- Repairs on snow and ice removal equipment

Cemetery Maintenance

- Assisted Highway Department with scraping and salting of roadways
- Clean up of downed branches / debris in cemeteries
- Mark out burials and prepare for services in Island Pond Cemetery

Parks Maintenance

- Worked on repairing plows and sanders
- Assisted Highway Department with snow and ice

Facility Maintenance

- Received 14 new work orders and completed 12 work orders from back log
- Snow and ice prep for town buildings was the focus for two days

- Focused on heating issues checking all building and adjusting schedules
- Worked on pneumatic system at Fire Headquarters adjusting the mixed air temp on the first floor
- Worked on multiple small tasks at the Cultural Center

Disposal Area

- C&D: 7 loads, 111.90 tons
- MSW: 5 loads, 119.41 tons
- Recycling: 6 loads, 12.72 tons
- Vehicles Recorded: 4,202
- Revenue: \$24,309.30

Reception

- Telephone calls: 66
- Walk ins: 7
- Work orders processed: 43



TOWN OF HARWICH
FINANCE DIVISION
732 MAIN STREET, HARWICH, MA 02645
TEL: 508-430-7518 FAX: 508-430-7504

Carol Coppola
Finance Director/Town Accountant

Wendy Tulloch
Assistant Town Accountant

Report of the

Finance Director/Town Accountant – Week Ending 1/5/18

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

- Budget meetings with Town Administrator and Department Heads,
- Legal communication re: article narrative and gift certificates,
- Continued work on FY 19 budget,
- Various conversations with Treasurer & Assessor,
- Research unemployment compensation for Golf Department,
- Audit, process and approve payroll transactions,
- Audit, process and approve vendor transactions,
- Review and record cash receipts.

Sincerely,

Carol Coppola
Finance Director/Town Accountant



Harwich Fire Department



Fire Suppression

Prevention

Emergency Services

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

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

Weekly Report – December 31, 2017 through January 01, 2018

Incidents:

Fire/Explosion	03
Overpressure/Rupture	00
Rescue Call/ EMS	73
Hazardous Condition	09
Service Call	13
Good Intent	04
False Call	12
Severe Weather/Disaster	00
Special Type/Complaint	00
Total	114

Fire Prevention:

Inspections	
Resale	05
Annual	02
Joint	00
Final	00
Lockbox	00
Liquid Propane Storage	00
Pre-Inspection	00
Oil Tank	00
Oil burner	04
Town Hall Hours	03
Underground Storage Tank	00
Truck Tank	00
InspectionsMisc	03

Items of note:

Responded to over 50 incidents during the storm period, including assisting Chatham with evacuations on Morris Island, Strong Island Rd and Scatteree. This was the first response for the military surplus vehicle the Department acquired for use as a forestry unit as well as for responses in high water. The vehicle was obtained through the Department of Conservation and Recreation, the skid unit (removeable tank and pump) was obtained from the Mashpee Fire Department and the vehicle was prepped for paint by the Tech School. Painting was done in house.

Weekly Report for Selectman

1/2-1/8

Golf Operations

- The golf course greens and carts are closed for the season
- Golf is still available on temporary greens when weather permits
- Rates and fees for 2018 golf season were approved by BOS on 1/8
- Preparing to launch a new website on January – cranberryvalley.golf
- Preparing to book tee times, sell and renew memberships for 2018 season beginning on 1/16

Golf Course Infrastructure Project

- BOS awarded bid for cart building and foundation to JJ Cardosi Inc. (low bidder) for \$545,000 on 12/17
- Currently working with landscape architect to design a landscape plan for project
- Project kickoff meeting on site is scheduled for 1/16 with builder and town personnel.

Sandy Robinson

From: John Rendon
Sent: Monday, January 08, 2018 10:05 AM
To: Sandy Robinson; Ann Steidel
Cc: Michelle Morris; William Neiser
Subject: Harbormaster Dept Weekly Report 31 Dec - 6 Jan 18

Operations:

- Deployed gas dewatering pumps to assist Patriot Marine with dewatering their tug that was taking on water. After dewatering, the source of flooding was found and repaired.
- Chopped ice around docks and pilings and rigged ice eater buckets at SAQ and Allen Harbor.
- Assisted Natural Resources with adding water level boards at Long Pond.

Admin:

- Prepared/submitted Harbormaster Department Annual Report
- Submitted follow-up budget information relating to CPC grant request to committee Chair.
- Went to waitlist with open Pleasant Bay Mooring Permit.
- Drafted letter for final seasonal dockage payment.

Meetings:

- None

Maintenance:

- Removed a broken heater/defroster on marine 77. Determined that it was unrepairable. Ordered a new one.
- Made repairs to a broken ice eater bucket.
- Had Building Maintenance fix a broken thermostat at the Bank Street workshop.
- Thawed frozen pipes at Bank Street and applied electric heat tape to prevent further freezing

SAQ Marina Reconstruction Project:

- Progress dredge survey conducted 12/31; 16,200 cubic yards removed to date. Expect 2 more scows loads (approx 1400 cy) until complete.

John C. Rendon

Harbormaster
Town of Harwich
774 212-6193 (c)

Health Director Weekly Report
Week ending 1-6-2018
Short week-holiday and snow day

- Projects-
 - Records request-staff continued to work on records request for 35 Chatham Road
 - Soil borings-Conducted additional soil tests at 437 Route 28 for determination of naturally occurring pervious material. These borings were conducted with a well driller and the engineer.
 - Annual report-Staff began putting together a draft annual report and will continue to work on this report over the next week
 - Accela-with the hard work and persistence of the community development staff, especially Amy Banford, the invoice cloud payment problem has been resolved. This process has taken several months to resolve and now we can finally return to a streamlined workflow and less time taken to reconcile revenue.

- Permit review and issuance-
 - Annual permits and licenses-reviewed 20+/-
 - RET-
 1. 70 Depot Road
 2. 749 Route 28
 3. 278 Lower County Road
 4. 898 Orleans Road
 5. 9 Louis Way
 6. 19 Obed Brooks
 - Building Permit reviews:
 1. 4 Aaron's Way
 2. 13 Indian Trail
 3. 525 Long Pond (pending)
 4. 7 Patricia
 5. 31 Carriage Drive
 6. 133 Bank Street
 7. 17 Shore Drive
 8. 35 Pleasant
 9. 7 Great Woods
 10. 65 Pleasant (pending)
 11. 19 School House(pending)
 - Disposal System Construction Permits
 1. 18 Strandway
 - Certificate of Compliance issued-
 1. 8 Winding Way

- Consultations-
 1. Walk through at 21 Eastgate for compliance with bedroom number for proposed addition.

Meggan Eldredge

IT Department summary – week ending 1/6/2018

- Completed IT Status and Needs survey with Scott Tyldesley and presented to BOS
- Completed Harbor Master office move to Cultural Center. Internet, Computers & Printers moved and new phone system installed.
- Server for new MUNIS modules being setup. Installation of Employee Self Service and Tyler Content Manager is schedule for 1/22-23/2018.
- MIIA granted partial coverage of an application for a “Cyber Risk Audit”. Of the \$9,750 proposal and grant application, \$7,000 was awarded.
- Backups, Server maintenance and Antivirus monitoring ongoing
- Ongoing maintenance and problem resolution on computer, phone, email, printer and software for Town employees.

Sandy Robinson

From: Heinz Proft
Sent: Wednesday, January 10, 2018 8:48 AM
To: Ann Steidel; Sandy Robinson
Subject: Heinz -Natural Resources Weekly report 01/03/2018

Natural Resources Weekly report 01/10/18

- * Winter storm closed shellfishing areas statewide - reopened Monday, January 8th.
- * Met with volunteer shellfish wardens. Set patrol schedule for January 2018.
- *Pleasant Bay workgroup meeting - Non-traditional nitrogen removal technologies and TWMP. Targeted Watershed Management Plan.
- *Spoke with Ken Wagner, Water Resources Services. They conducted the original Hinckleys Pond Evaluation study. Reviewed current Alum treatment programs on the Cape, prepared summary for CPC application review meetign on 1/11/18.
- * Continued work on 2017 Annual Town Report.
- * 2018 Shellfish permit rate changes in effect. 47 Shellfish permits sold YTD.

Heinz Proft
Nat. Resources Director



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 30, 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:

- The office fielded an extremely high volume of telephone calls, emails and visitors to the office, mostly due to the recent changes in tax laws that will become effective in 2018
- Advised Taxpayers via phone, website and signs on the doors that payments made online up to 11 PM on December 31 and dropped in the outside payment box until 12 noon December 31 would be receipted for calendar year 2017.

Weekly collections 12/24-12/30

Tax/Water Collections:	\$2,383,804.90
Departmental turnovers:	\$498,325.14
Total:	\$2,882,130.04

Weekly Disbursements 12/24-12/30

Accounts Payable	\$73,108.87
Payroll (week ending 12/23)	\$308,662.86
Total:	\$381,771.73

Respectfully submitted,

Amy Bullock, Treasurer/Collector



TOWN OF HARWICH
OFFICE OF THE TREASURER/COLLECTOR
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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 January 6, 2018

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:

- Advised Taxpayers via phone, website and signs on the doors that payments made online up to 11 PM on December 31 and dropped in the outside payment box until 12 noon December 31 would be receipted for calendar year 2017.

Weekly collections 12/31-1/6

Tax/Water Collections:	\$544,793.85
Departmental turnovers:	\$637,699.18
Total:	\$1,182,493.03

Weekly Disbursements 12/31-1-6

Accounts Payable	\$3,798,604.40
Payroll (week ending 12/29)	\$287,786.36
Total:	\$4,086,390.76

Respectfully submitted,

Amy Bullock, Treasurer/Collector



Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

For Week Ending: January, 6, 2018

Please see the following highlights from the previous week:

- Water main break on Route 28 in Harwich Port.
- Replaced submersible pump and motor/converted back to a vertical turbine pump at station 6.
- Continued Water Management Act Permit Renewal Order to Complete
- Meter reading for quarterly billing study
- Continued re-insulation and vaulting of ceilings at Stations 8 & 9
- Seasonal turn offs; 45
- Storm preparation
- Observed New Year's Day holiday Monday, 1/1/18
- Weather closure Thursday, 1/5/18

Ongoing/Upcoming Items:

- Water Management Act Permit Renewal Order to Complete
- Annual Town Report preparation 1/22/18
- Program station 6, sample and bring online.
- Crossovers plan adjustment pending
- Lower County Road bid preparation
- National Grid Crossover project bid preparation
- Continue large meter replacements
- 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
- Tier II annual report to include drafting site plans for all treatment facilities

Quick Stats

18	These figures are unavailable during SCADA installation.	
*Water Samples Taken	Weekly Change in Pumping	YTD Change in Pumping
*Off-season bacteria sampling is reduced to the first and last week of each month		

Activities Last Week

Demo/Removal All	3	Markouts	4
Final Read/Transfer	3	Meter Replacement	1
Frozen Meter	3	Outdoor Shower Burst	1
Leak at Meter	3	Seasonal Turn Off	1
Leak Investigation	1	Water Main Repair	1

Activities Statistics

	<u>2016</u>	<u>2018WTD</u>	<u>2018YTD</u>
Curb Stop Repair/Renewals	4	0	0
Final Read for Property Transfer	380	3	3
Frozen Water Meter/Services	23	3	3
Hydrant Maintenance/ Repairs	2	0	0
Hydrant Installation/Replacement	5	0	0
Markouts	358	4	4
Seasonal Turn On/Off	1171	45	45
Water Main Repairs	3	1	1
Water Service Installation	36	0	0
Water Service Renewal	34	0	0
Meter Replacement	706	1	1
Meter Installation <i>new accounts</i>	36	0	0
Service Repairs <i>general</i>	104	8	8