

**SELECTMEN'S MEETING AGENDA\***

*Donn B. Griffin Room, Town Hall  
732 Main Street, Harwich, MA  
Regular Meeting 6:15 P.M.  
Monday, March 26, 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. EXECUTIVE SESSION** - Pursuant to M.G.L. c. 30A, § 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel – Finance Director/Town Accountant

**III. PLEDGE OF ALLEGIANCE**

**IV. WEEKLY BRIEFING**

**V. PUBLIC COMMENTS/ANNOUNCEMENTS**

**VI. CONSENT AGENDA**

A. Approve Minutes

1. March 5, 2018 – Regular Session

2. March 12, 2018 – Regular Session

B. Accept the resignation of Rob Mador as a member of the Conservation Commission effective March 15, 2018

C. Approve 2018 Seasonal Liquor License Renewals as recommended

D. Approve 2018 Seasonal General License Renewals as recommended

E. Approve application for Road Race by Cape Cod Lighthouse Charter School

F. Approve the recommendation of the Town Administrator to permit Eversource Energy to install conduit and cable under 27 Rear Sea Street, Harwich Port

G. Approve the 2018 Long Pond Bass Tournaments

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

A. Participation in pursuing opioid litigation – John Giorgio, KP Law

**VIII. NEW BUSINESS**

A. Request for waiver by private party for Board of Appeals filing fee of \$315.00

B. Acknowledge receipt of Performance Evaluation for Finance Director/Town Accountant and approve compensation increase

C. Town Administrator evaluation process and timeline

**IX. OLD BUSINESS**

A. Annual Town Meeting Warrant

1. One Liners

**X. TOWN ADMINISTRATOR'S REPORT**

A. Wastewater – Notice to Homeowners

B. Meals on Wheels Program

C. Departmental Reports

**XI. SELECTMEN'S REPORT**

A. Vacancy List – March 2018

**XII. ADJOURNMENT**

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

Authorized Posting Officer:

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

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

Date: \_\_\_\_\_  
March 22, 2018

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, MARCH 5, 2018  
6:30 P.M.**

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

**OTHERS PRESENT:** Town Administrator Christopher Clark, Chief Clarke, Carolyn Carey, Cyndi Williams, Jack Brown, Richard Waystack, Sharon Pflieger, and others.

Chairman MacAskill reported that the Board had just come out of Executive Session where they talked about negotiations with the HEA Union as well as some financing for research of owners' unknown property. He explained that there is a fund that was set aside by Town Meeting to allow the Real Estate and Open Space Committee to pursue titles for land we may want to acquire and the Board voted to allow them to use some of those funds to pursue a parcel of land.

**WEEKLY BRIEFING**

Chief Clarke reported that the Town sustained a tremendous amount of tree and power damage from the recent nor'easter and there are still people without power but we are quickly returning to normal status. He thanked the Fire, Police, Highway and Water Departments for their tremendous efforts during this event.

Ms. Carey reported that the Community Center is open as a warming station.

Ms. Williams reported on the upcoming job fair on March 15 at the High School.

Mr. Clark reported that Saturday's budget meeting was cancelled due to the storm. The Board and Finance Committee Chair agreed to reschedule it for this Saturday.

**CONSENT AGENDA**

- A. Approve minutes –
  - 1. February 12, 2018 Regular Session
  - 2. February 20, 2018 Regular Session
- B. Approve request for One Day Entertainment License for The Commodore Inn for June 2, 2018
- C. Approve Split System AC Proposal from RISE Engineering for Harwich Fire Station and authorize Chair to sign

Chairman MacAskill held Item C. Mr. Ballantine moved approval of Items A and B. Ms. Brown seconded the motion and the motion carried by a 4-1-0 vote with Mr. Howell in opposition. Mr. Howell stated that this should be a separate agenda item for discussion.

Chairman MacAskill questioned why they are voting on Item C as it is under \$50,000. Mr. Clark said technically it is for approximately \$52,000 but with the energy credit it falls below that. Chairman MacAskill said there are no contract documents signed by the Town Administrator and Finance Director. Mr. Clark said he thinks it is in the signature folder and that Mr. Libby did go out and get Board of Selectmen minutes

our contract forms. Mr. Ballantine moved to approve the Split System AC Proposal from RISE Engineering for Harwich Fire Station and authorize Chair to sign. (Item C). Mr. Howell seconded the motion and the motion carried by a 4-1-0 vote with Chairman MacAskill in opposition.

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

### **A. Presentation - Housing Assistance Corporation Big Fix Harwich Program**

Anne Van Vleck, CEO at Housing Assistance Corporation (HAC) and David Quinn from the Housing Development Team at HAC, provided background information on the Housing Assistance Corporation. They explained that their Big Fix Program will be held on Saturday, September 22, 2018 in Harwich and the event is focused on helping income eligible residents in Harwich in need to improve their homes through the assistance of volunteers who will perform small home repairs and yardwork. Ms. Van Vleck noted that there is an associated fundraiser as well. She stated that they are looking for team leaders, sponsors, and anyone who wants to help out and she provided a video on the success of last year's event. Mr. Quinn went over the logistics of the event and noted that the application is on their website. He stated that he will be reaching out to department heads to request assistance in coordinating some of the logistics and will do this through the Town Administrator and he may ask Town to waive some of the fees for permits or the landfill. Mr. Waystack said he can provide a list of low income and veteran exemptions for a mailing list and Ms. Williams of the Chamber said they will be doing mailings on this and will work with Ms. Van Vleck. Ms. Brown agreed to work with HAC's event coordinator Deanna to help with logistics. Mr. Clark said they will waive any fees they can once a list is identified and Mr. Quinn said he would be providing that.

## **NEW BUSINESS**

### **A. Budget and Warrant discussion**

Chairman MacAskill said he is still trying to grapple with the 7.2% budget increase and noted particular concerns include the IT position, school capital including restrooms at the track which he said should be a capital exclusion, and vehicles for the Deputy Fire Chief and Natural Resources. Mr. Clark suggested the Board have a follow-up budget session with the school. He said the Board had a lot of priorities, there are only so many dollars to go around and we only have one person in IT. Chairman MacAskill suggested capital or debt exclusions for some of these items. Ms. Kavanagh said there are many things they are already committed to and she didn't think a 2-3% increase is realistic to provide the proper services and Mr. Ballantine agreed. Mr. Ballantine questioned if all three dump trucks are needed at the Highway Department and stressed that IT is a top priority. He commented that he wants a plan to bring in software and hardware and more consistency across all departments. Mr. Brown said the Finance Committee is seriously considering vehicles and overtime. Mr. Howell said he wants to see job description for the IT position and Ms. Kavanagh said it has to include risk assessment.

Chairman MacAskill noted that when the Board votes to accept and adopt an article that means that the article will also be included in the warrant.

Mr. Ballantine moved to accept Article 1, Town Officers and Committees. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Mr. Ballantine moved to accept and adopt Article 2, Reports of Town Officers and Committees. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Mr. Ballantine moved to accept and adopt Article 3, Elected Officials Salaries, to put in the warrant pending final numbers. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Mr. Ballantine moved to accept and adopt Article 4, Town Operating Budget, with the numbers to be finalized later. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Mr. Ballantine moved to accept and adopt Article 5, Monomoy Regional School District Budget, conditioned on the final number. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Mr. Ballantine moved to accept and adopt Article 6, Cape Cod Regional Technical School District Budget, contingent on the final number. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Mr. Ballantine moved to accept and adopt Article 7, Water Department Budget, contingent on the final number. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Mr. Ballantine moved to accept and adopt Article 8, Adopt the Capital Plan. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

Mr. Ballantine moved to accept and adopt Article 9, Capital Items Funded from Free Cash, funded from free cash \$150,000 contingent on the final number. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Mr. Ballantine moved to accept and adopt Article 10, Facility Maintenance and Repair Fund, contingent on the acceptance of the final number. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Mr. Ballantine moved to accept and adopt Article 11, Fund the Snow and Ice Deficit for FY18, contingent on the final number. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Mr. Ballantine moved to accept and adopt Article 12, Fund Shortfalls in Budget Transfers for FY18, contingent on the final number. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Mr. Ballantine moved to accept and adopt Article 13, Rescind Amounts in Long Term Debt Authorized by Vote of the Town for Various Purposes that is no Longer Needed. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Mr. Ballantine moved to accept and adopt Article 14, Fund the Construction of Phase II of the CWMP, contingent on the final number. Ms. Kavanagh seconded the motion and the motion carried by a 4-0-1 with Mr. Howell abstaining from the vote.

Mr. Ballantine moved to accept and adopt Article 15, DHY Clean Waters Community Partnership. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.



Mr. Ballantine moved to accept and adopt Article 16, Sewer Enterprise Fund, after which he stated that he would prefer to bring this back for discussion. The motion was not seconded.

Mr. Ballantine moved to accept and adopt Article 17, Lower County Road Project for FY18, contingent on the final number. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Mr. Ballantine moved to accept and adopt Article 18, Repave Access Roads to Well Sites, contingent on the final number. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Mr. Ballantine moved to accept and adopt Article 19, Purchase Utility Trucks for the Water Department, contingent on the final number. Mr. Howell seconded the motion. Chairman MacAskill said they should bring this item back. Mr. Howell pointed out that the funding source is going to be the Water Enterprise Fund which is the rate payers. He said he is in support of it to the extent that this is the rate payers and the Water Department's Enterprise Fund is funding it and not the tax base. The motion carried by a 4-0-1 vote with Chairman MacAskill abstaining from the vote.

Mr. Ballantine moved to accept and adopt Article 20, Re-appropriation of Bond Proceeds, contingent on the final number. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Mr. Ballantine moved to accept and adopt Articles 21 to 29 (see attached list). Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Mr. Ballantine moved to accept and adopt Articles 31 to 37 (see attached list). Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Mr. Ballantine moved to accept and adopt Articles 39 to 66. Mr. Howell seconded the motion. Mr. Howell stated that any of the articles that have to do with by-law changes, even the Planning Board ones, need to be referred to the By-Law/Charter Review Committee as they have to hold meetings as to form and structure once the Board votes them. The motion carried by a unanimous vote.

With regard to Article 16, Sewer Enterprise Fund, Mr. Ballantine said we may be a year ahead of time on it. He commented that it isn't specific as to how the money will be used and he would like more specifics on that. Mr. Howell stated that until the wastewater system is built, it would be under Board of Selectmen jurisdiction, and the Board has control over disbursement. Mr. Clark said this would allow the fund to build up. Mr. Ballantine said it was extremely broadly stated. Mr. Ballantine said he wanted to be careful it wasn't used for public relations and that we don't violate the Free Cash Policy. Mr. Clark and Mr. Howell agreed that using the language "or transfer from free cash" in the article does not violate the Free Cash Policy. Mr. Howell noted that the fund might likely need infusions of cash. Ms. Brown brought up that the article does not address that there will be assistance to citizens in need of financial assistance with hook up. Mr. McManus stated that the by-laws indicate that all articles shall be submitted in final form no later than 12 noon on the 2<sup>nd</sup> Friday in February. Chairman MacAskill responded that to be fair, this is the first time they are looking at some of this and they aren't going to allow anything into the warrant that they don't think is right. Mr. McManus said their options are to drop the article or make the changes on Town Meeting floor. Mr. Ballantine moved to accept and adopt Article 16, Sewer Enterprise Fund. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

With regard to Article 30, Accept Grant for Saquatucket Landside Project, Ms. Brown said we've already accepted the grant and the article says they are voting to accept the grant. She said they need to rewrite the article to say do we use the \$1 million as an offset or as an addition to the \$3 million. Mr. Clark said he believes the intent is if there is a favorable vote, it allows the grant to be used above and beyond the \$3 million level, and a no vote would be that they have to keep it at the \$3 million level. Mr. Clark noted that the scope of the article can be expanded but it can't be contracted. Mr. Ballantine moved to accept and adopt Article 30, Accept Grant for the Saquatucket Harbor Landside Project. Mr. Howell seconded the motion and the motion carried by a 4-0-1 vote with Ms. Brown abstaining from the vote.

With regard to Article 38, Amend the Code of Harwich General By-Laws Section 7-10 – Composition of Town Agencies, Mr. Ballantine said the table should indicate that the Conservation Commission has 7 members and 2 alternates. Mr. Clark noted that he and Mr. Howell met this morning and this will be corrected. Mr. Howell added that there are substantial changes. Mr. Ballantine moved to accept and adopt Article 38, Amend the Code of Harwich General By-Laws Section 7-10 – Composition of Town Agencies. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Mr. Clark briefly outlined the ballot questions and Chairman MacAskill said they would bring this back next week and he wanted to expand the definition on the cemetery crematorium.

#### B. Wastewater Support Committee update

Ms. Pflieger, Chair of the Wastewater Support Committee, discussed the Committee's proposed informational letter they want to send out as there are a lot of people in East Harwich to be sewered and they aren't aware. There was discussion about whether to include email addresses for Mr. Clark and Mr. Pelletier in the letter. Ms. Brown was not in favor of including the email addresses and Mr. Howell stressed that homeowners want to get answers from people in a position to do so. Mr. Howell moved to approve the letter to be sent out with the inclusion of the emails. Ms. Kavanagh seconded the motion and the motion carried by a 4-1-0 vote with Ms. Brown in opposition.

Chairman MacAskill said in light of the recent storm, he would like to enact the brush fee waiver as allowed under the Board's policy. Mr. Howell noted that the Governor had declared a state of emergency and he moved to invoke the policy from here with the expiration 14 days hence. Ms. Brown seconded the motion and the motion carried by a unanimous vote. Mr. Clark pointed out that it is calendar days. Chairman MacAskill added that this does not apply to commercial haulers or anyone doing tree jobs.

### **OLD BUSINESS**

#### A. Housing Authority position – ballot or appointment

Chairman MacAskill stated that the Town Clerk wanted to know if the Board wanted to do the one year appointment again for this position or put it on the ballot for 4 years. Mr. Howell said he strongly feels they should appoint and the law's intent was to create a tenant representative. He urged that they make another year's appointment and see what the state's doing because they haven't rescinded the law. Mr. Howell moved that the Selectmen support the one year appointment of an individual for the Housing Authority and to not place it on the ballot. Ms. Kavanagh seconded the motion and the

motion carried by a unanimous vote. Chairman MacAskill noted that this would require a joint meeting with the Housing Authority.

- B. Recommendation to appoint Randall Pond as the Housing Authority's representative to the Community Preservation Committee term to expire May 15, 2018

Mr. Howell recommended going to 2019 as they haven't come up with a permanent fix and Mr. Pond's term doesn't expire until the May 2019 elections. He moved to make the appointment for Randall to be the ex-officio appointee of the Housing Authority to the CPC with a term to expire in 2019. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

## **TOWN ADMINISTRATOR'S REPORT**

- A. Outstanding accounts receivables
- B. Wastewater project update – Southern section of Pleasant Bay Watershed
- C. DHY Clean Water Partnership
- D. Eversource vegetation maintenance work
- E. MassDOT Notice of Road Work
- F. Reserve Fund Transfer – Utilities
- G. DPW staff appreciation letters
- H. Departmental Weekly Reports

Mr. Clark reported that Item A is informational only as there was a question about accounts receivable. He noted that the Board had already discussed Item B. With regard to Item C, Mr. Clark reported that the DHY Partnership meeting is March 22<sup>nd</sup> at 6:00 p.m. at the Dennis COA. With regard to Item D, Mr. Clark reported that we received notice from Eversource that they will be doing some select removal of hazardous trees along the right of way edge. He noted that Item E was discussed at the last meeting but noted that MassDOT will also be doing work on secondary roads and ramps on Route 6. With regard to Item F, Mr. Clark reported that there was an 18 day stretch in which the temperature was below 32 degrees and there is a clause in the gas contract that indicates they can charge a different fee during this time so he will be seeking a request for transfer from the Finance Committee in the amount of \$20,000 to \$30,000. Regarding Item G, Mr. Clark reported that we received letters of appreciation acknowledging the work the employees did to keep the community safe during the storms.

## **SELECTMEN'S REPORT**

Chairman MacAskill thanked the DPW, Fire, Police and Community Center staff for their efforts during the storm.

## **ADJOURNMENT**

The meeting adjourned at 8:43 p.m.

Respectfully submitted,

Ann Steidel  
Recording Secretary

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, MARCH 12, 2018  
6:30 P.M.**

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

**OTHERS PRESENT:** Town Administrator Christopher Clark, Chief Clarke, Carolyn Carey, Erica and Nolan Strzepek, Sharon Pflieger, Cyndi Williams, Ed McManus, and others.

**WEEKLY BRIEFING**

Nolan and Erica Strzepek reported on the upcoming art week at the Cultural Center and invited students to participate by creating a diorama of their favorite location in Harwich on April 17 from 10:00 to 1:00. Nolan displayed his diorama of Long Pond. Ms. Carey announced that the works will be displayed at the open house at the Cultural Center on April 28.

Chief Clarke reported that Monomoy Schools are closed tomorrow due to the blizzard. Mr. Clark noted that Town buildings will be closed as well.

Ms. Pflieger reported that there is a meeting of the Wastewater Support Committee planned for Thursday at 6:00 p.m.

Ms. Williams reported that the job fair is this Thursday at the Monomoy High School from 2:30 to 6:00.

Mr. McManus of Harwich Cranberry Festival updated the Board on the concert this past Saturday at the Cultural Center which he noted was a sell out crowd. He noted that the revenues allow them to pay for an additional two or three scholarships or other ways to help out with the youth in the community.

**CONSENT AGENDA**

- A. Approve Minutes – February 26, 2018
- B. Approve the recommendation of the Board of Assessors to award the Contract for the Reevaluation Update for FY 2014-2015 to Paul S. Kapinos & Associates
- C. Vote to sign Agreement between Barnstable County and the Town of Harwich for dredging at Saquatucket Harbor and Allen Harbor

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

**NEW BUSINESS**

- A. Request from the Community Center Director to construct a 7 circuit labyrinth at the Harwich Cultural Center

Ms. Carey proposed constructing a labyrinth at the Cultural Center. She explained that this is a way to grow the Cultural Center and introduce culture in a way they haven't done before at minimal cost. She explained that they would ask for donations from construction companies in Harwich and reach out to faith based places. Ms. Brown said they should uphold the separation of church and state and a labyrinth can be looked at as a spiritual belief. She added that this it is too early to be suggesting putting anything permanent there. Ms. Carey said it isn't a permanent structure in any way and they aren't going to take up the whole footprint. Chairman MacAskill said he would like a little time to visit a couple of existing ones. He added that he is also concerned about extending into a long term commitment but supports the concept. Mr. Ballantine said he would rather wait on this and the Board took no action.

## **OLD BUSINESS**

### **A. Annual Town Meeting Warrant Articles**

#### **1. Final Approval of ATM Warrant – *discussion and vote***

Mr. Clark outlined changes to the warrant as a result of Saturday's budget session including changes to salaries for elected officials, and changes to the town and school budgets. Mr. Ballantine moved to approve the Annual Town Meeting warrant articles as presented tonight. Ms. Kavanagh seconded the motion. Mr. Howell said he is not willing to vote for anything moving forward right now based on where we are with our wastewater and what the community knows. He said the same 5-10 questions are outstanding with no answers. He noted that the Board of Health hasn't been working on it. Chairman MacAskill pointed out that they are voting the warrant tonight and not to support the articles. Mr. Ballantine noted that the committee is working hard on getting the answers to these questions prior to Town Meeting and we are expecting much more detailed information from our consultants by the end of this month which should answer most of the questions that are still outstanding. He added that the Board of Health is looking at what is required. Mr. Howell pointed out that the Board of Health hasn't voted. The motion carried by a unanimous vote.

#### **2. Final approval of Ballot Questions – *discussion and vote***

Mr Ballantine moved to approve the final ballot questions as voted tonight. Ms. Kavanagh seconded the motion. Mr. Clark outlined the 7 ballot questions for consideration. Ms. Brown questioned if there is a way to indicate in the pet cemetery question that it will be paid for by fees collected and Mr. Clark responded that it can be put in the explanation. The motion carried by a unanimous vote.

#### **3. ATM Warrant Articles – *vote for favorable action or IP***

Chairman MacAskill said they are still going to meet with the Finance Committee to discuss warrant articles so the Board doesn't have to vote on the articles tonight. He said he would bring this back next week and the Board agreed. The Board had a general discussion about the wastewater project and the need to get questions answered for the homeowners. Ms. Pflieger said the Wastewater Support Committee will be meeting with a County representative and she asked the Board to send her any questions they need answered.

B. Budget Discussion – *follow up from March 10 Budget Hearings*

There was no discussion on this item

**TOWN ADMINISTRATOR'S REPORT**

A. MDAR Public Notice for Vegetation Management Plan

Mr. Clark reported that we receive a notice from MDAR that vegetation management is set to begin.

B. Meeting of the Cape Cod Municipal Health Group for Managers and Superintendents

Mr. Clark reported that there will be a meeting of the Cape Cod Municipal Health Group on Friday morning at 8:30 at Cape Cod Tech to get an update on various health insurance issues.

C. Departmental Weekly Reports

There was no action or discussion on this item.

**ADJOURNMENT**

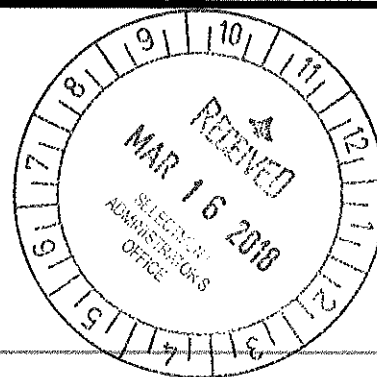
Respectfully submitted,

Ann Steidel  
Recording Secretary

## Anita Doucette

---

**From:** Michael D. MacAskill  
**Sent:** Friday, March 16, 2018 8:36 AM  
**To:** Anita Doucette  
**Subject:** Fw: Resignation letter



---

**From:** Escapelandscape <Escapelandscape@comcast.net>  
**Sent:** Thursday, March 15, 2018 5:10 PM  
**To:** Michael D. MacAskill  
**Subject:** Resignation letter

Dear Town Clerk and Board of Selectman,

Please accept this letter of resignation from the Conservation Commission as of today, March 15, 2018. While I really enjoy working with all the members of the board and the best Conservation Admin ever (Amy Usowski), my work life has changed over the past few months and I regretfully don't have the proper amount of time to spend on a volunteer board. I would be interested in being an occasional alternate board member if that could be considered. It's expensive to live here and I'm no longer in the position to work for free, I'm sure you all understand, since you are all grossly underpaid for your efforts.

Thank you for understanding,

Rob Mador

Sent from my Verizon, Samsung Galaxy smartphone



## 2018 SEASONAL GENERAL LICENSE RENEWALS

AJG Corp. d/b/a Weatherdeck Restaurant  
168 Route 28, West Harwich  
**Common Victualler**

AJG Corp. d/b/a Harbor Glen Miniature Golf  
168 Route 28, West Harwich  
**Miniature Golf** - 10:00 a.m. – 10:00 p.m.  
**Sunday Entertainment** – Miniature Golf, 12:00 p.m. – 10:00 p.m., Sundays seasonally

Allen Harbor Breeze Inn Realty Trust  
d/b/a Allen Harbor Breeze Inn  
326 Lower County Road, Harwich Port  
**Lodging House**

Belmont Condo Beach Club d/b/a The Beach  
One Belmont Rd., West Harwich  
**Common Victualler**  
**Weekday Entertainment** – Recorded or live music with use of amplification, dancing by patrons, 10:00 a.m. – 11:00 p.m.

Blue Stripe, LLC d/b/a Cape Sea Grille  
31 Sea St., Harwich Port  
**Common Victualler**  
**Weekday Entertainment** – Recorded or live music, 5:00 p.m. – 12:00 a.m.

30 Earle Road LLC d/b/a The Commodore Inn  
30 Earle Rd., West Harwich  
**Common Victualler**

Edward L. Kenney d/b/a Captain's Quarters B&B  
85 Bank Street, Harwich Port  
**Lodging House**

Go Industries Inc. d/b/a Perks  
545 Route 28, Harwich Port  
**Common Victualler**  
**Weekday Entertainment** – Recorded or live music with use of amplification, guitar player, 6:00 p.m. – 10:00 p.m.  
**Sunday Entertainment** – Recorded or live music with use of amplification, 6:00 p.m. – 10:00 p.m.

Grand Slam Entertainment, Inc.  
322 Route 28, Harwich Port  
**Automatic Amusement** – 6 video games  
**Batters Box**  
**Sunday Entertainment** – Batters Box, 9:00 a.m. to 10:00 p.m.

March 26, 2018



Hall Karts, Inc.  
9 Sisson Rd., Harwich Port  
**Go Carts**  
**Sunday Entertainment** – *Go Carts 9:00 a.m. – 11:00 p.m.*

Hot Stove Inc. d/b/a Hot Stove at Cranberry Valley  
183 Oak St., Harwich  
**Common Victualler**

MT Group LLC d/b/a Mad Minnow Bar & Kitchen  
554 Route 28, Harwich Port  
**Common Victualler**  
**Weekday Entertainment** - *Recorded or live music, 12:00 p.m. to 10:00 p.m.*

Phoenix Park, Inc. d/b/a Cape Cod Irish Pub  
126 Route 28, West Harwich  
**Common Victualler**  
**Lodging House**  
**Sunday Entertainment** – *Recorded or live entertainment with use of amplification, dancing by patrons, 1:00 p.m. – 12:00 a.m. on Sundays seasonally*  
**Weekday Entertainment** – *Recorded or live music with use of amplification, dancing by patrons, 7:00 p.m. – 1:00 a.m.*

Port Restaurant & Bar, Inc. d/b/a The Port Restaurant  
541 Route 28, Harwich Port  
**Common Victualler**  
**Weekday Entertainment** – *Recorded or live music with use of amplification, 5:00 p.m. – 12:00 p.m. inside, 5:00 p.m. – 10:00 p.m. on rear deck*

PRM Foods, Inc. d/b/a Harwich Port Dairy Queen  
441 Main St., Harwich Port  
**Common Victualler**

Schoolhouse Ice Cream & Yogurt LLC  
749 Route 28, Harwich Port  
**Common Victualler**

Scribano's Inc.  
d/b/a Scribano's Italian Market & Deli  
302 Route 28, Harwich Port  
**Common Victualler**

Stacia M. Kostecki d/b/a Gingerbread House  
141 Division St., West Harwich  
**Lodging House**

March 26, 2018

Sundae School, Inc. d/b/a Sundae School  
606 Route 28, Harwich Port

***Common Victualler***

***Sunday Entertainment*** – Nickelodeon, 1:00 p.m. – 10:30 p.m., Sundays seasonally

***Weekday Entertainment*** – Nickelodeon, 11:00 a.m. – 10:30 p.m.

Trampoline Center, Inc. d/b/a Trampoline Center  
296 Route 28, West Harwich

***Sunday Entertainment*** – 9:00 a.m. – 11:00 p.m.

***Trampolines*** – 9:00 – 11:00 p.m.

Viera LLC

d/b/a Viera Restaurant

11 Route 28, West Harwich

***Common Victualler***

Wequassett Inn LLP d/b/a Wequassett Inn Resort & Golf Club  
2173 Route 28, East Harwich

***Innholder***

***Sunday Entertainment*** – Mechanical and/or live music with use of amplification, 1:00 p.m. – 12:00 a.m. on Sundays seasonally

***Weekday Entertainment*** – Recorded or live music with use of amplification, dancing by patrons, 7:00 a.m. – 12:00 a.m.

West Harwich Enterprises d/b/a A & W Family Restaurant  
297 Route 28, Harwich Port

***Common Victualler***

Wychmere Harbor Functions Limited Partnership d/b/a Wychmere Harbor Beach & Tennis Club  
23 Snow Inn Rd., Harwich Port

***Common Victualler***

***Sunday Entertainment*** – Recorded or live music with use of amplification, 11:00 a.m. – 1:00 a.m.

***Weekday Entertainment*** – Recorded or live music with use of amplification, dancing by patrons, 11:30 a.m. – 1:00 a.m.

**Inside Entertainment** - Noise from entertainment may not create a nuisance or be heard outside the boundaries of the premises.

**Outside Entertainment** – Noise from entertainment must be at reasonable sound levels which are not plainly audible at a distance of 150 feet from boundary line or source of sound amplification system whichever is further.

March 26, 2018

2018 SEASONAL LIQUOR LICENSE RENEWALS

The Belmont Condominium Beach Club Corp.  
dba The Beach  
One Belmont Rd.  
West Harwich, MA 02671  
Erica Goldberg, Manager  
Club - All Alcohol

Blue Stripe LLC  
dba The Cape Sea Grille  
31 Sea St.  
Harwich Port, MA 02646  
Jennifer Ramler, Manager  
Common Victualler - All Alcohol

Port Restaurant and Bar, Inc.  
541 Route 28  
Harwich Port, MA 02646  
Justin R. Brackett, Manager  
Common Victualler - All Alcohol

Wychmere Harbor Functions Ltd Partnership  
dba Wychmere Harbor Beach & Tennis Club  
23 Snow Inn Rd.  
Harwich Port, MA 02646  
Christopher C. Kolwicz, Manager  
Common Victualler - All Alcohol

AJG Corporation  
dba The Weatherdeck Restaurant  
168 Route 28  
West Harwich, MA 02671  
George Argyriadis, Manager  
Common Victualler - Wine & Malt

Phoenix Park, Inc.  
dba The Irish Pub  
126 Route 28  
West Harwich, MA 02671  
Brendan O'Reilly, Manager  
Innholder - All Alcohol

Pleasant Bay Group Inc.  
dba Wequassett Inn  
2173 Route 28  
East Harwich, MA 02645  
Mark J. Novota, Manager  
Innholder - All Alcohol

Charles J. Weiss  
dba 7-Eleven 34434A  
5 Route 28  
West Harwich, MA 02671  
Charles J. Weiss, Manager  
Package Goods Store - All Alcohol

Go Industries Inc.  
dba Perks  
545 Route 28  
Harwich Port, MA 02646  
Taylor Powell, Manager  
General On Premise - All Alcohol

Viera LLC  
dba Viera Restaurant  
11 Route 28  
West Harwich, MA 02671  
Benjamin Porter, Manager  
Common Victualler - All Alcohol

MT Group LLC  
dba Mad Minnow Bar & Kitchen  
554 Route 28  
Harwich Port, MA 02646  
Michael Strangfeld, Manager  
Common Victualler - All Alcohol

Hot Stove Saloon, Inc.  
dba Hot Stove at Cranberry Valley  
183 Oak St.  
Harwich, MA 02645  
Ronald Leidner, Manager  
Common Victualler - All Alcohol

Ember Pizza, Inc.  
dba Ember  
600 Route 28  
Harwich Port, MA 02646  
Justin R. Brackett, Manager  
Common Victualler - All Alcohol

30 Earle Road LLC  
dba The Commodore Inn  
West Harwich, MA 02671  
John Foley, Manager  
Common Victualler - All Alcohol

Ten Yen LLC  
dba Ten Yen  
554 Route 28, Suite B  
Harwich Port, MA 02646  
Michael Jacek, Manager  
Common Victualler - All Alcohol



FORM #7

OFFICE OF THE SELECTMEN  
732 MAIN STREET  
HARWICH, MA 02645  
Telephone: (508) 430-7513

APPLICATION FOR LICENSE/PERMIT

PLEASE CHECK

ROAD RACE                       CRAFT FAIR                       OTHER

IN ACCORDANCE WITH THE PROVISIONS OF THE STATUTES RELATING THERETO, APPLICATION AS STATED ABOVE IS HEREBY MADE BY:

NAME OF BUSINESS C. C. Lighthouse Charter School PHONE 774-408-7994

BUSINESS ADDRESS 195 Route 137 E. Harwich, MA 02645

MAILING ADDRESS Same

PLEASE STATE THE PURPOSE FOR WHICH LICENSE/PERMIT IS REQUESTED

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

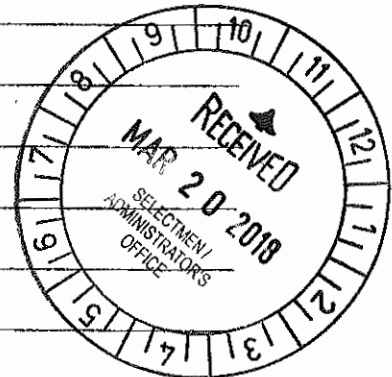
DESCRIPTION OF ROAD RACE/CRAFT FAIR/OTHER EVENT TO BE LICENSED, PLEASE LIST DATE, TIME, LOCATION/ROUTE, ETC.

DATE 4/7/2018

TIME 8:30 A.M (Race Start 9:15 am)

ROUTE/LOCATION

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



(please use reverse side if necessary)

[Signature]  
Signature of Applicant

Title

\_\_\_\_\_  
Social Security Number of Federal Identification Number

2063446016 (see attached)  
Tax Exempt ID (for non-profit organizations)

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

\_\_\_\_\_  
By Corporate Officer (if applicable)

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

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

Kevin Cardin 3-16-18  
Police Department Date

N/A (AS)  
Recreation & Youth Commission Date  
Community Center

[Signature] 3/19/18  
Building Commissioner Date

Myron Eldredge 3-19-18  
Board of Health Date

[Signature] 3-12-18  
Fire Department Date

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


For Office Use Only

FEE \_\_\_\_\_ CASH \_\_\_\_\_ CHECK \_\_\_\_\_

FOR \_\_\_\_\_

REVIEWED BY \_\_\_\_\_

DATE LICENSE ISSUED \_\_\_\_\_

CAPE COD LIGHTHOUSE  CHARTER SCHOOL

[HOME](#)[ABOUT US](#)[ACADEMICS](#)[ADMISSIONS](#)[FAMILIES](#)[STUDENTS](#)[ALUMNI](#)

## Logan's Run 5K



### 2018 Logan's Run

Saturday, April 7, 2018

Race start time at 9:15 a.m. at the school field

Late registration 8:30 a.m. to 9:00 a.m.

Cost \$25

The Cape Cod Lighthouse Charter School annually hosts a memorial 5K road race in honor of our former student Logan Dunne. Logan was an outstanding athlete, scholar and all-around great human being who died of cancer in 2013.

Public are welcome and encouraged. This flat course will start at the Charter School, wind its way through the neighborhoods of East Harwich, and finishes at the school.

All proceeds from the race will go to the upkeep and maintenance of the Logan Dunne Memorial Field.

- T-shirts guaranteed for the first 100 runners!
- Prizes awarded for winners in each age bracket.
- Award Ceremony for runners with category prizes.

**To register:**

<http://www.active.com/harwich-ma/running/logan-s-run-5k-2018>

<https://endurancecul.active.com/event-reg/select-race?e=51678554>





Commonwealth of Massachusetts  
Department of Revenue  
Christopher C. Harding, Commissioner

mass.gov/dor

Letter ID: L0600881408  
Notice Date: September 1, 2017  
MA Taxpayer ID: 11197978



## CERTIFICATE OF EXEMPTION



CAPE COD LIGHTHOUSE CHARTER SCHOO  
195 ROUTE 137  
EAST HARWICH MA 02645-1320



Attached below is your Certificate of Exemption (Form ST-2). Cut along the dotted line and display at your place of business. You must report any change of name or address to us so that a revised ST-2 can be issued.

DETACH HERE



MASSACHUSETTS DEPARTMENT OF REVENUE

Form ST-2

### Certificate of Exemption

CAPE COD LIGHTHOUSE CHARTER  
SCHOOL  
225 RT 6A BAYBERRY SQ  
ORLEANS MA 02653

MA Taxpayer ID: 11197978  
Certificate Number: 2063446016

This certifies that the organization named above is an exempt purchaser under Chapter 64H, section 6(d) or (e) of the Massachusetts General Laws. All purchases of tangible personal property by this organization are exempt from taxation to the extent that such property is used in the conduct of the business of the purchaser. Misuse of this certificate by any tax-exempt organization or unauthorized use of this certificate by any individual will lead to revocation. Willful misuse of this certificate is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines. This certificate is non-transferable and may be suspended or revoked for failure to comply with state laws and regulations.

Effective Date: October 2, 2017

Expiration Date: October 1, 2027

**OFFICE OF THE TOWN ADMINISTRATOR**

Phone (508) 430-7513


Fax (508) 432-5039



Christopher Clark, *Town Administrator*

732 MAIN STREET, HARWICH, MA

# MEMO

TO: Board of Selectmen 

FROM: Christopher Clark, Town Administrator

RE: Utility Hearing March 20, 2018 – 27 Rear Sea Street

DATE: March 26, 2018

---

On Tuesday, March 20, 2018, a Utility Hearing was held per the request of Eversource Energy. The request was to install underground electrical service to 27 Rear Sea Street in Harwich Port. There were no abutters in attendance and hearing no objections to the work to be done, I recommend that the Board approve Eversource's request so that they can begin work as soon as possible.



**TOWN OF HARWICH**  
***NOTICE OF PUBLIC HEARING***  
***March 20, 2018***

Pursuant to M.G.L. Ch. 166, § 22, a Public Hearing will be held at **10:30 AM on Tuesday, March 20, 2018** in the Harwich Town Hall Library, 732 Main Street, Harwich, MA in reference to the following matter:

A petition by NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY requesting permission to locate underground cables, conduits and manholes, including the necessary sustaining and protecting fixtures, in under, along and across the following public way or ways:

**27 Rear Sea Street**

**PROPOSED: To install approximately 30 feet of conduit/cable under the public roadway**

All abutters and other interested persons are invited to attend. For further information, please call the Town Administrator's Office at (508) 430-7513 or stop by Town Hall, 732 Main Street, Harwich where the information is on file.

Christopher Clark  
Town Administrator

Cape Cod Chronicle  
March 1, 2018

**TOWN OF HARWICH  
NOTICE OF PUBLIC HEARING  
MARCH 20, 2018**

Pursuant to M.G.L. Ch. 166, § 22, a Public Hearing will be held at **10:30 AM on Tuesday, March 20, 2018** in the Harwich Town Hall Library, 732 Main Street, Harwich, MA in reference to the following matter:

A petition by NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY requesting permission to locate underground cables, conduits and manholes, including the necessary sustaining and protecting fixtures, in under, along and across the following public way or ways:

**27 Rear Sea Street**

**PROPOSED:** To install  
approximately 30 feet of  
conduit/cable under the public  
roadway

All abutters and other interested persons are invited to attend. For further information, please call the Town Administrator's Office at (508) 430-7513 or stop by Town Hall, 732 Main Street, Harwich where the information is on file.  
Christopher Clark  
Town Administrator

The Cape Cod Chronicle  
March 1, 2018

Continued on **Next Page**

February 12, 2018

Town Administrators  
732 Main Street  
Harwich, MA 02653



Dear Board Members:

Enclosed is a petition to install approximately 30 feet of conduit/cable under the public way in Rear Sea Street, Harwich.

This proposed location (s) is necessary to provide electrical service to customer at 27 Rear Sea Street. This petition will require a notice to abutters and a hearing.

Will you please present this petition before the Board for customary action and approval?

If you have any questions feel free to contact me at 508-790-9022 or the email address provided below.

Warm Regards,

A handwritten signature in black ink, appearing to read "Jessica Elder".

Jessica Elder  
Right of Way Agent  
[Jessica.Elder@Eversource.com](mailto:Jessica.Elder@Eversource.com)  
NSTAR Electric  
d/b/a Eversource Energy

**PETITION FOR  
UNDERGROUND CABLE AND CONDUIT LOCATIONS**

**WO#2245631**

**Barnstable, Massachusetts**

**February 12, 2017**

**To the Board of Selectmen for the Town of Harwich, Massachusetts.**

**NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY**

**request permission to locate underground cables, conduits and manholes, including the necessary sustaining and protecting fixtures, in, under, along and across the following public way or ways:**

**27 Rear Sea Street, Harwich**

**To install approximately 30' of conduit and cable in town road.**

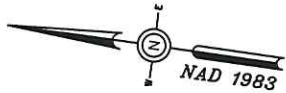
**Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to install and maintain underground cables, conduits, and manholes, together with such sustaining and protecting fixtures as it may find necessary, said underground cables, conduits, and manholes to be installed in accordance with the plan files herewith marked Plan No. 2245631 Dated January 22, 2018.**

**NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY**

**By**



**Right of Way Agent  
Jessica S. Elder**



Plan to accompany petition of EVERSOURCE ENERGY  
 To install handhole and approximately 30'± of conduit  
 under town road from 84/6 to provide  
 electric service to #27 Rear Sea St.

14-V2-0  
 31 SEA STREET  
 RAMLER, DOUGLAS J  
 TRS ET AL  
 RAMLER, JENNIFER  
 R TRS

7-D9-0  
 27 SEA STREET  
 MALONE, PETER C &  
 MALONE, MARSHA

7-D10-0  
 25 SEA STREET  
 MARY JANE  
 MILLER-PUCKETT REV T

**SEA ST**

SAIL LOFT RD

APPROX. R.O.W.

84/H6B

EDGE OF ROAD

LF=30'± 1-4" SCH.80 PVC

CUSTOMER  
 TO INSTALL  
 HANDHOLE #84/H6B

EDGE OF ROAD

84/6 84/H6A

APPROX. R.O.W.

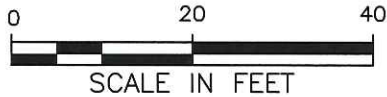
APPROX. 657'  
 TO RTE 28

EVSOURCE  
 TO INSTALL  
 HANDHOLE #84/H6A

7-D8-0  
 28 SEA STREET  
 SEA HEATHER  
 CONDOMINIUM TRUST

**LEGEND**

- ⊕ Proposed Hand Hole
- ⊕ Existing Hand Hole
- Proposed Conduit
- - - Existing Conduit
- Proposed Pole
- Existing Pole
- Ⓜ Proposed Multitap
- Ⓚ Proposed Manhole



BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW. YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

**MASS. LAW**

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES  
 BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

Plan # 2245631

Ward #

Work Order # 2245631

Surveyed by: N/A

Research by: PG

Plotted by: PG

Proposed Structures: MR

Approved: A DEBENEDICTIS

P#



1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of REAR SEA STREET

HARWICH

Showing PROPOSED HANDHOLE & CONDUIT LOCATION

Scale 1"=20'

Date JANUARY 22, 2018

SHEET 1 of 1

**MINUTES**  
**Utility Hearing – Underground Service**  
**27 Rear Sea Street**  
**Tuesday, March 20, 2018**  
**10:30 A.M.**

Those present included: Town Administrator Christopher Clark, Mr. Peter Malone (owner), Paul Sweetser, Town Surveyor, and Sandy Robinson

Christopher Clark opened the hearing at 10:35 A.M. and read the Hearing notice. Jessica Elder, the representative from Eversource failed to appear for reasons unknown. However, there were no abutters in attendance besides the owner of the property. As a result, the Hearing was conducted as planned.

Mr. Clark, Mr. Malone and Mr. Sweetser discussed the work to be done. The Town Surveyor advised that he saw no problems. Mr. Clark stated that no other department had submitted any adverse comments about the project.

There were no abutters in attendance, and no testimony was offered. Therefore, Mr. Clark closed the hearing at 10:40 A.M.

Submitted by:  
Sandy Robinson  
Administrative Secretary



# Harwich Recreation Department Youth, Park, Beach, & Commission



## Memo

DATE: Thursday, March 22, 2018  
TO: ✓ Harwich Board of Selectmen  
PHONE: 508-430-7513

FROM: Lee Ames  
Executive Assistant, Recreation and Youth  
PHONE: 508-430-7553  
RE: 2018 Long Pond Bass Tournaments

GROUP	DATE	PAID
Avid Anglers	03/31/18	CK# 345
Captain Bub's Bass Trail	05/05/18	CK# 4330
Happy Hookers Bass Club	05/12/18	Ck # 3142
Avid Anglers	05/19/18	CK# 345
American Bass Anglers	05/20/18	CK# 201
Coventry Bass Anglers	06/03/18	CK# 20537
Baystate Rodbenders	09/16/18	CK# 524
Coventry Bass Anglers	09/30/18	CK# 20537
Happy Hookers Bass Club	10/06/18	CK# 3142
South Shore Bassmasters	10/07/18	CK# 3450
South Shore Bassmasters	10/13/18	CK# 3450
American Bass Anglers	10/14/18	CK# 201

Cc: John Rendon, Harwich Harbormaster  
Chief Guillemette, Harwich Police  
Chris Clarke, Town Administrator

100 Oak Street

Harwich, MA 02645

Fax 508-430-7579

Director:

Executive Assistant:

Recreation Program Specialist II:

Eric J. Beebe 508-430-7552  
[ebeebe@town.harwich.ma](mailto:ebeebe@town.harwich.ma)

Lee A. Ames 508-430-7553  
[leames@town.harwich.ma.us](mailto:leames@town.harwich.ma.us)

Susan H. Fraser 508-430-7554  
[sfraser@town.harwich.ma.us](mailto:sfraser@town.harwich.ma.us)

# Harwich Recreation Department Youth, Park, Beach, & Commission



## USE OF FACILITY - FISHING TOURNAMENT PERMIT

DATE OF APPLICATION 10/4/17 APPLICATION FEE \$100  
ORGANIZATION / CLUB NAME HARRY HOOKERS BASS CLUB  
CELL PHONE 781 727 2123 EMAIL jimcoleman10@comcast.net  
CONTACT PERSON Jim Coleman  
COMPLETE MAILING ADDRESS 10 Dominique Dr Bridgewater ma 02324  
PURPOSE OF REQUEST CATCH & RELEASE BASS TOURNAMENT  
SPECIFIC AREA REQUESTED LONG POND NUMBER OF BOATS 14  
DATE(S) REQUESTED \* 5/12/18 TIME (SPECIFIC HOURS) 7am - 3pm  
10/6/18

**\* ALL REQUESTS ARE PROCESSED ON A FIRST COME, FIRST SERVED BASIS AND LIMITED TO ONE TOURNAMENT PER DAY. ALL TOURNAMENTS ARE CATCH AND RELEASE ONLY. THIS PERMIT MUST BE PRESENT AT THE TIME OF TOURNAMENT. TO REPORT PROBLEMS OR UNAUTHORIZED TOURNAMENTS PLEASE CALL THE HARWICH POLICE DEPT. AT 508-430-7541.**

### ADDITIONAL DATA

*Activities dispensing food to the public must contact the Harwich Board of Health for an application.*

**I HAVE READ THE ACCOMPANYING RULES AND REGULATIONS REGARDING USE OF A RECREATION FACILITY AS WELL AS THE BEACH RULES AND REGULATIONS, AND I AGREE TO BE RESPONSIBLE FOR ALL MEMBERS OF THIS ORGANIZATION ABIDING BY THEM.**

Initials

SIGNATURE OF APPLICANT

James Coleman  
President

DATE

10/4/17

TITLE

APPROVED BY:

[Signature]  
RECREATION REPRESENTATIVE

DATE

10/10/17

100 Oak Street

Director:

Eric J. Beebe 508-430-7552

[eebeebe@town.harwich.ma.us](mailto:eebeebe@town.harwich.ma.us)

Harwich, MA 02645

Executive Assistant:

Lee A Ames 508-430-7553

[leeames@town.harwich.ma.us](mailto:leeames@town.harwich.ma.us)

Fax 508-430-7579

Recreation Program Specialist:

Susan H. Fraser 508-430-7554

[sfraser@town.harwich.ma.us](mailto:sfraser@town.harwich.ma.us)



# Harwich Recreation Department Youth, Park, Beach, & Commission

## USE OF FACILITY - FISHING TOURNAMENT PERMIT

**PAID**  
#20537

DATE OF APPLICATION 10-2-17 APPLICATION FEE \$100  
ORGANIZATION / CLUB NAME Coventry Bass Anglers  
CELL PHONE 401-499-8825 EMAIL raycrash9@aol.com  
CONTACT PERSON Ray Pasquarelli  
COMPLETE MAILING ADDRESS 635 West Shore Rd., Warwick, RI, 02889  
PURPOSE OF REQUEST CATCH & RELEASE BASS TOURNAMENT  
SPECIFIC AREA REQUESTED LONG POND NUMBER OF BOATS 6-3-18 / 9-30-18  
6-3-18 6-3-18 9-30-18  
DATE(S) REQUESTED \*9-30-18 TIME (SPECIFIC HOURS) 7:00 AM - 3:00 PM 7:00 AM - 3:00 PM

**\* ALL REQUESTS ARE PROCESSED ON A FIRST COME, FIRST SERVED BASIS AND LIMITED TO ONE TOURNAMENT PER DAY. ALL TOURNAMENTS ARE CATCH AND RELEASE ONLY. THIS PERMIT MUST BE PRESENT AT THE TIME OF TOURNAMENT. TO REPORT PROBLEMS OR UNAUTHORIZED TOURNAMENTS PLEASE CALL THE HARWICH POLICE DEPT. AT 508-430-7541.**

### ADDITIONAL DATA

*Activities dispensing food to the public must contact the Harwich Board of Health for an application.*



Initials

**I HAVE READ THE ACCOMPANYING RULES AND REGULATIONS REGARDING USE OF A RECREATION FACILITY AS WELL AS THE BEACH RULES AND REGULATIONS, AND I AGREE TO BE RESPONSIBLE FOR ALL MEMBERS OF THIS ORGANIZATION ABIDING BY THEM.**

SIGNATURE OF APPLICANT Ray Pasquarelli DATE 10-2-17  
TITLE President Coventry Bass Anglers

APPROVED BY:   
RECREATION REPRESENTATIVE

DATE 10/6/17

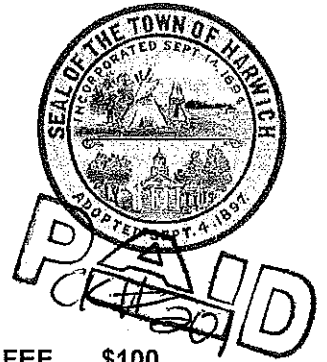
**APPROVED**

100 Oak Street  
Director  
Eric J. Beebe 508-430-7552  
ebeebe@town.harwich.ma.us

Harwich, MA 02646  
Executive Assistant  
Leo A. Ames 508-430-7556  
lameson@town.harwich.ma.us

Fax 508-430-7579  
Recreation Program Specialist  
Susan H. Fraser 508-430-7554  
sfraser@town.harwich.ma.us

# Harwich Recreation Department Youth, Park, Beach, & Commission




## USE OF FACILITY - FISHING TOURNAMENT PERMIT

DATE OF APPLICATION 9/3/17 APPLICATION FEE \$100  
ORGANIZATION / CLUB NAME American Bass Anglers D J  
CELL PHONE (508) 951-6512 EMAIL drosell6@comcast.net  
CONTACT PERSON Daniel Rose  
COMPLETE MAILING ADDRESS 46 Shirley Road, Raynham, MA 02767  
PURPOSE OF REQUEST CATCH & RELEASE BASS TOURNAMENT  
SPECIFIC AREA REQUESTED LONG POND NUMBER OF BOATS 20

DATE(S) REQUESTED \* MAY 20, 2018 & OCT 14, 2018 TIME (SPECIFIC HOURS: 6:00 AM to 3:00 PM)

\* ALL REQUESTS ARE PROCESSED ON A FIRST COME, FIRST SERVED BASIS AND LIMITED TO **ONE TOURNAMENT PER DAY**. ALL TOURNAMENTS ARE CATCH AND RELEASE ONLY. THIS PERMIT MUST BE PRESENT AT THE TIME OF TOURNAMENT. TO REPORT PROBLEMS OR UNAUTHORIZED TOURNAMENTS PLEASE CALL THE HARWICH POLICE DEPT. AT 508-430-7541.

ADDITIONAL DATA None  
*Activities dispensing food to the public must contact the Harwich Board of Health for an application.*

 I HAVE READ THE ACCOMPANYING RULES AND REGULATIONS REGARDING USE OF A RECREATION FACILITY AS WELL AS THE BEACH RULES AND REGULATIONS, AND I AGREE TO BE RESPONSIBLE FOR ALL MEMBERS OF THIS ORGANIZATION ABIDING BY THEM.

SIGNATURE OF APPLICANT Daniel Rose DATE 9/3/17  
TITLE Director - AOB - D-5

APPROVED BY:  DATE 9/13/17  
RECREATION REPRESENTATIVE

100 Oak Street  
Director:  
Eric J. Beebe 508-430-7552  
[eebeebe@town.harwich.ma.us](mailto:eebeebe@town.harwich.ma.us)

Harwich, MA 02645  
Executive Assistant:  
Lee A Ames 508-430-7553  
[lhemeon@town.harwich.ma.us](mailto:lhemeon@town.harwich.ma.us)

Fax 508-430-7579  
Recreation Program Specialist:  
Susan H. Fraser 508-430-7554  
[sfraser@town.harwich.ma.us](mailto:sfraser@town.harwich.ma.us)

# Harwich Recreation Department Youth, Park, Beach, & Commission



## USE OF FACILITY - FISHING TOURNAMENT PERMIT

DATE OF APPLICATION Oct. 2, 2017 APPLICATION FEE \$100  
ORGANIZATION / CLUB NAME Captain Bob's Bass Trail  
CELL PHONE 617-851-9388 EMAIL chrisbowker@verizon.net  
CONTACT PERSON Chris Bowker  
COMPLETE MAILING ADDRESS Box 1234, Marshfield, MA 02050  
PURPOSE OF REQUEST CATCH & RELEASE BASS TOURNAMENT  
SPECIFIC AREA REQUESTED LONG POND NUMBER OF BOATS 04  
DATE(S) REQUESTED \* May 5<sup>th</sup> TIME (SPECIFIC HOURS) 7:00 am - 3:00 pm  
~~\* 2nd/3rd/4th/5th~~

**\* ALL REQUESTS ARE PROCESSED ON A FIRST COME, FIRST SERVED BASIS AND LIMITED TO ONE TOURNAMENT PER DAY. ALL TOURNAMENTS ARE CATCH AND RELEASE ONLY. THIS PERMIT MUST BE PRESENT AT THE TIME OF TOURNAMENT. TO REPORT PROBLEMS OR UNAUTHORIZED TOURNAMENTS PLEASE CALL THE HARWICH POLICE DEPT. AT 508-430-7541.**

ADDITIONAL DATA \_\_\_\_\_  
*Activities dispensing food to the public must contact the Harwich Board of Health for an application.*

**PAID**  
1330



**I HAVE READ THE ACCOMPANYING RULES AND REGULATIONS REGARDING USE OF A RECREATION FACILITY AS WELL AS THE BEACH RULES AND REGULATIONS, AND I AGREE TO BE RESPONSIBLE FOR ALL MEMBERS OF THIS ORGANIZATION ABIDING BY THEM.**

Initials

SIGNATURE OF APPLICANT Chris Bowker DATE 10/2/17  
TITLE Tournament Director

APPROVED BY: [Signature] DATE 10/4/17  
RECREATION REPRESENTATIVE

**APPROVED**

100 Oak Street Harwich, MA 02645 Fax 508-430-7579  
Director: Eric J. Beebe 508-430-7552 ebeebe@town.harwich.ma.us  
Executive Assistant: Lee A Ames 508-430-7553 leeames@town.harwich.ma.us  
Recreation Program Specialist: Susan H. Fraser 508-430-7554 sfraser@town.harwich.ma.us

# Harwich Recreation Department Youth, Park, Beach, & Commission



## USE OF FACILITY - FISHING TOURNAMENT PERMIT

DATE OF APPLICATION Oct. 2, 2017 APPLICATION FEE \$100  
ORGANIZATION / CLUB NAME Baystate Rodbenders  
CELL PHONE 508-989-6151 EMAIL PaulRodbender@msn.com  
CONTACT PERSON PAUL CABRAL  
COMPLETE MAILING ADDRESS 13 Gorham St. Dartmouth, MA 02748  
PURPOSE OF REQUEST CATCH & RELEASE BASS TOURNAMENT  
SPECIFIC AREA REQUESTED LONG POND NUMBER OF BOATS 17  
DATE(S) REQUESTED \* 9-16-18 TIME (SPECIFIC HOURS) 6:00 AM - 1:00 pm

**\* ALL REQUESTS ARE PROCESSED ON A FIRST COME, FIRST SERVED BASIS AND LIMITED TO ONE TOURNAMENT PER DAY. ALL TOURNAMENTS ARE CATCH AND RELEASE ONLY. THIS PERMIT MUST BE PRESENT AT THE TIME OF TOURNAMENT. TO REPORT PROBLEMS OR UNAUTHORIZED TOURNAMENTS PLEASE CALL THE HARWICH POLICE DEPT. AT 508-430-7541.**

ADDITIONAL DATA \_\_\_\_\_  
*Activities dispensing food to the public must contact the Harwich Board of Health for an application.*

P.C. I HAVE READ THE ACCOMPANYING RULES AND REGULATIONS REGARDING USE OF A RECREATION FACILITY AS WELL AS THE BEACH RULES AND REGULATIONS, AND I AGREE TO BE RESPONSIBLE FOR ALL MEMBERS OF THIS ORGANIZATION ABIDING BY THEM.

Initials

SIGNATURE OF APPLICANT Paul Cabral DATE 10-2-17  
TITLE TOURNAMENT DIRECTOR

APPROVED BY: [Signature] DATE 10/11/17  
RECREATION REPRESENTATIVE

100 Oak Street  
Director:  
Eric J. Beebe 508-430-7552  
ebeebe@town.harwich.ma.us

Harwich, MA 02645  
Executive Assistant:  
Lee A Ames 508-430-7553  
leeames@town.harwich.ma.us

Fax 508-430-7579  
Recreation Program Specialist:  
Susan H. Fraser 508-430-7554  
sfraser@town.harwich.ma.us

**APPROVED**

# Harwich Recreation Department Youth, Park, Beach, & Commission



## USE OF FACILITY - FISHING TOURNAMENT PERMIT

DATE OF APPLICATION 10/4/17 APPLICATION FEE \$100  
ORGANIZATION / CLUB NAME South Shore Bassmasters  
CELL PHONE 617-967-5215 EMAIL dambra**boston**@netzero.com  
CONTACT PERSON Jim D'Ambra  
COMPLETE MAILING ADDRESS 42 Anderson Farm Ln. Hanover, Ma. 02339  
PURPOSE OF REQUEST CATCH & RELEASE BASS TOURNAMENT  
SPECIFIC AREA REQUESTED LONG POND NUMBER OF BOATS 12

DATE(S) REQUESTED \* 10/7/18 TIME (SPECIFIC HOURS) 7:00 AM - 3:00 PM  
~~10/12/18~~  
10/13/18

**\* ALL REQUESTS ARE PROCESSED ON A FIRST COME, FIRST SERVED BASIS AND LIMITED TO ONE TOURNAMENT PER DAY. ALL TOURNAMENTS ARE CATCH AND RELEASE ONLY. THIS PERMIT MUST BE PRESENT AT THE TIME OF TOURNAMENT. TO REPORT PROBLEMS OR UNAUTHORIZED TOURNAMENTS PLEASE CALL THE HARWICH POLICE DEPT. AT 508-430-7541.**

### ADDITIONAL DATA

Activities dispensing food to the public must contact the Harwich Board of Health for an application.

AD

Initials

**I HAVE READ THE ACCOMPANYING RULES AND REGULATIONS REGARDING USE OF A RECREATION FACILITY AS WELL AS THE BEACH RULES AND REGULATIONS, AND I AGREE TO BE RESPONSIBLE FOR ALL MEMBERS OF THIS ORGANIZATION ABIDING BY THEM.**

SIGNATURE OF APPLICANT

James D'Ambra

DATE

10/4/17

TITLE

Tourn. Dir.

APPROVED BY:

[Signature]  
RECREATION REPRESENTATIVE

DATE

10/10/17

100 Oak Street

Director:

Eric J. Beebe 508-430-7552

[eebee@town.harwich.ma.us](mailto:eebee@town.harwich.ma.us)

Harwich, MA 02645

Executive Assistant:

Lee A Ames 508-430-7553

[leames@town.harwich.ma.us](mailto:leames@town.harwich.ma.us)

Fax 508-430-7579

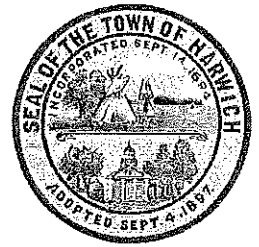
Recreation Program Specialist:

Susan H. Fraser 508-430-7554

[sfraser@town.harwich.ma.us](mailto:sfraser@town.harwich.ma.us)

**APPROVED**

# Harwich Recreation Department Youth, Park, Beach, & Commission



## USE OF FACILITY - FISHING TOURNAMENT PERMIT

DATE OF APPLICATION 10/26/17 APPLICATION FEE \$100

ORGANIZATION / CLUB NAME AVID ANGLERS

CELL PHONE 781-249-0553 EMAIL MEAT7GTK@COMCAST.NET

CONTACT PERSON JOHN BORDREAU

COMPLETE MAILING ADDRESS 17 BEECHER ST. EAST WEYMOUTH, MA 02189

PURPOSE OF REQUEST CATCH & RELEASE BASS TOURNAMENT

SPECIFIC AREA REQUESTED LONG POND NUMBER OF BOATS 25

DATE(S) REQUESTED \*3/31/18 + 5/19/18 TIME (SPECIFIC HOURS) 7AM - 3PM

**\* ALL REQUESTS ARE PROCESSED ON A FIRST COME, FIRST SERVED BASIS AND LIMITED TO ONE TOURNAMENT PER DAY. ALL TOURNAMENTS ARE CATCH AND RELEASE ONLY. THIS PERMIT MUST BE PRESENT AT THE TIME OF TOURNAMENT. TO REPORT PROBLEMS OR UNAUTHORIZED TOURNAMENTS PLEASE CALL THE HARWICH POLICE DEPT. AT 508-430-7541.**

ADDITIONAL DATA \_\_\_\_\_  
*Activities dispensing food to the public must contact the Harwich Board of Health for an application.*

**PAID**  
395

I HAVE READ THE ACCOMPANYING RULES AND REGULATIONS REGARDING USE OF A RECREATION FACILITY AS WELL AS THE BEACH RULES AND REGULATIONS, AND I AGREE TO BE RESPONSIBLE FOR ALL MEMBERS OF THIS ORGANIZATION ABIDING BY THEM.

Initials JB

SIGNATURE OF APPLICANT [Signature] DATE 10/26/17

TITLE TOURNAMENT DIRECTOR

APPROVED BY: [Signature] DATE 11/8/17  
RECREATION REPRESENTATIVE

**APPROVED**

**John Giorgio**

---

**From:** KP Law, P.C.  
**Sent:** Tuesday, January 16, 2018 4:22 PM  
**To:** KP Law, P.C.  
**Subject:** eUpdate: KP Law Joins Massachusetts Opioid Litigation Effort  
**Attachments:** MOLA.PDF



**KP Law Joins Leading Local and National Law Firms Pursuing Opioid Litigation on Behalf of Massachusetts Municipalities**

The opioid epidemic has reached a crisis level. Every municipality in Massachusetts is in some manner addressing the devastating impacts of this problem, from education to treatment, with costs being incurred by police, fire, public health, and school departments, among others. While this is a national issue, it is most definitely a local problem.

We share the concerns of municipalities and their desire to confront the root cause of this crisis. Accordingly, we have accepted an invitation to join a coalition of highly experienced local and national law firms to pursue litigation on behalf of individual municipalities against manufacturers and distributors of opioids. This tort litigation, filed against the primary responsible parties, is not a class action but will instead be separately filed to pursue the specific interests of each municipality.

We are pleased to partner with firms recognized on the local and national level as leaders in addressing this significant public health issue. The consortium includes, on a local basis, the firms of Rodman, Rodman & Sandman of Malden, and Sweeney Merrigan of Greenfield. Our experience with Rodman, Rodman & Sandman, who represented a number of municipalities in the successful MTBE litigation, and the local nature of both firms, led to our affiliating with them on opioid litigation.

When we worked with municipalities on the MTBE litigation, the cost for this service was borne by the municipalities through their legal budgets. With respect to the opioid litigation, we will instead be compensated for such services through the settlement or award funds. Thus, while we will be able to directly advise municipalities on this litigation, the municipalities will not be charged for our services as part of their regular billing. Instead, compensation for such services will be deducted from the attorney fee already proposed as part of the litigation and our involvement will not result in any additional cost to the municipalities. Of course, if no award is made or settlement reached, no compensation will be due to the firm.

Attached is information about the litigation, as well as background on the local and national team. Representatives of all the firms will be present at the Massachusetts Municipal Association Annual Meeting on January 19th and 20th. Visit us at booth 1027, or at the MOLA (Massachusetts Opioid Litigation Attorneys) booth number 815.

Please contact Attorneys Mark Reich ([mreich@k-plaw.com](mailto:mreich@k-plaw.com)), Jonathan Silverstein ([jsilverstein@k-plaw.com](mailto:jsilverstein@k-plaw.com)) or Lauren Goldberg ([lgoldberg@k-plaw.com](mailto:lgoldberg@k-plaw.com)) at 617.556.0007 or 1.800.548.3522 or visit [www.massmola.com](http://www.massmola.com) with any questions or for more information on how your community can get involved.

Disclaimer: This information is provided as a service by KP Law, P.C. This information is general in nature and does not, and is not intended to, constitute legal advice. Neither the provision nor receipt of this information creates an attorney-client relationship with KP Law, P.C. Whether to take any action based upon the information contained herein should be determined only after consultation with legal counsel.

## THE LEADER IN PUBLIC SECTOR LAW

617.556.0007 | 1.800.548.3522 | [www.k-plaw.com](http://www.k-plaw.com) | © 2018 KP Law, P.C.





**MOLA**  
Massachusetts Opioid Litigation Attorneys

SWEENEY MERRIGAN  
LAW



KP | LAW  
The Leader in Public Sector Law

## Your Massachusetts Legal Team Fighting the National Opioid Epidemic

Massachusetts Opioid Litigation Attorneys (MOLA) is a consortium of local and national law firms filing suit against the world's largest pharmaceutical manufacturers and distributors to hold them accountable for flooding our communities with opioids, resulting in massive economic damages to Massachusetts cities and towns.

The MOLA litigation, being brought on behalf of the taxpayers of Massachusetts municipalities, is aimed at recovering monetary damages from the pharmaceutical manufacturers and distributors for their role in the devastating opioid epidemic. The damages sought on behalf of individual cities and towns are for past costs including law enforcement, needle exchanges, Narcan, EMS, treatment services, etc., as well as future mitigation/abatement damages for the foreseeable expenditures of taxpayer dollars toward treatment, education, and prevention.

### Some additional information about this litigation:

- **This is a Mass Tort litigation, *not* a Class Action.** A class action suit requires all participants to have essentially the same injuries. Here, the damages from one municipality to another are very different and thus this is not a class action. We are filing suit on behalf of individual municipalities; these lawsuits will be consolidated for pretrial and discovery purposes.
- **We are not suing individual doctors or pharmacies.** MOLA believes the most effective approach to this litigation is to focus on the primary sources of this epidemic.
- **Individual municipalities will not have to bear the cost of the litigation.** The attorneys working on your case will *only* get paid from the verdict or settlement. The attorneys will front all costs and will *only* be reimbursed if successful.

Working with the MOLA team benefits local Massachusetts municipalities because they will be represented by our consortium of lawyers that includes multiple national law firms as well as three local firms with extensive mass tort litigation experience and a deep understanding of municipal law: [Sweeney Merrigan Law](#), [Rodman, Rodman & Sandman](#), and [KP Law](#).



**Our consortium is the national leader in this litigation, with more opioid cases on file than any competing firm or group in the country.**

To learn more about how your municipality can get involved, contact us at [massmola.com](http://massmola.com) or (617) 391-9001.



**MOLA**  
Massachusetts Opioid Litigation Attorneys

**SWEENEY MERRIGAN**  
LAW



**KP | LAW**  
*The Leader in Public Sector Law*

## Our National Opioid Litigation Consortium

In partnering locally with the Massachusetts Opioid Litigation Attorneys (MOLA), your municipality will be supported by a national powerhouse, including many of the top lawyers in Massachusetts and the country. We are initiating litigation against some of the largest and wealthiest pharmaceutical companies, and our consortium will bring to bear the financial and human resources necessary to be successful.

As the national leader in this litigation, our consortium of lawyers have more opioid cases on file than any competing firm or group in the country. For that reason, our consortium has been appointed to many key leadership positions spearheading the national litigation on behalf of hundreds of cities and towns across the country, as part of the MDL consolidation.

This specialized legal team has had the opportunity to retain some of the country's preeminent experts including former DEA agents who were recently featured on the program 60 Minutes. Those former agents have agreed to testify exclusively for our group. We have also retained experts in the fields of addiction recovery, urban and rural blight, the economics of addiction, and others.

The MOLA consortium extends beyond Sweeney Merrigan Law, Rodman, Rodman & Sandman, and KP Law, to include six other national law firms and several leaders of the national Plaintiff Steering Committee:

**Paul T. Farrell, Jr., Greene Ketchum Farrell Bailey & Twell, LLP, Plaintiff Co-Lead Counsel**

**Troy Rafferty, Levin Papantonio, P.A., Plaintiff Co-Liaison Counsel**

**Michael J. Fuller, McHugh Fuller Law Group, Plaintiff Executive Committee**

**Peter Mougey, Levin Papantonio, P.A., Plaintiff Executive Committee**

**Roland Tellis, Baron & Budd, Plaintiff Executive Committee**

**LEVIN PAPANTONIO**  
Thomas Mitchell, Rafferty, Poon, and P.A.

**BARON & BUDD**



**GREENE KETCHUM**  
FARRELL, BAILEY & TWEELL LLP

**McHUGH FULLER**  
LAW GROUP

**SWEENEY MERRIGAN**  
LAW



**KP | LAW**  
*The Leader in Public Sector Law*

**HPCB & D**  
Hill, Peterson, Carper,  
Ree & Deitzler, PLLC

**POWELL & MAJESTRO** PLLC

To learn more about how your municipality can get involved, contact us at [massmola.com](http://massmola.com) or (617) 391-9001.



**MOLA**  
Massachusetts Opioid Litigation Attorneys

SWEENEY MERRIGAN  
LAW



KP | LAW  
*The Leader in Public Sector Law*

## Frequently Asked Questions

### 1. Is this litigation a Class Action or a Mass Tort?

This is a mass tort litigation, not a class action. *A class action suit requires all participants to have essentially the same injuries. Here, the damages from one municipality to another are very different and thus this is not a class action.* We are filing suit on behalf of individual municipalities. Each individual municipality will have its own right to either accept or reject its specific settlement offer. Should a particular municipality decide to reject all offers and go to trial, these cases will be tried *in Massachusetts* by our team of local and national attorneys.

### 2. Isn't the Attorney General already pursuing the defendants?

The AG is investigating the defendants and considering bringing an action to recover damages on behalf of the Commonwealth. *However, even if the Attorney General does bring suit on behalf of the Commonwealth, there is no guarantee that any funds recovered in that action would directly benefit municipalities. Pursuing individual lawsuits on behalf of individual cities and towns will ensure that recovery money will go directly to the municipalities impacted by this crisis.* We feel that individual lawsuits by the municipalities will expand the scope of recovery throughout the Commonwealth and better the municipalities as a whole. Moreover, this will not interfere in any way with the Attorney General's efforts to seek recovery on behalf of the Commonwealth.

### 3. Where will these cases be filed?

Cases are being filed all over the country. In Massachusetts, we believe that cases should be filed in Federal Court and then consolidated into a Multidistrict Litigation (MDL) with other cases throughout the Commonwealth and the country to address pretrial and discovery issues. After these issues are resolved, the cases will likely be settled or sent back to Massachusetts for trial. We believe this is the most efficient, least burdensome, and most cost effective way to pursue these cases against some of world's most profitable companies. While every municipality has the right to choose how its case is pursued, most municipalities have expressed a greater comfort level participating in the national litigation effort.

### 4. We don't have a lot of resources to commit to this. How much time is required?

Because this litigation is centralized in a MDL in Ohio, most of the discovery will focus on the defendants while the cases are there. A few cases will be worked up and tried before the others ("bellwether trials"); these cases will serve as a barometer for the other cases in the MDL and may lead to settlement discussions. If settlement offers are obtained, each municipality will decide whether to accept or reject its specific offer. If the offer is rejected, the case will return to Massachusetts for trial. *We have a comprehensive legal team with extensive municipal and trial experience to manage, oversee and facilitate any required involvement from the municipality, and there should be ample time to plan and manage any such participation by each municipality well in advance.*

### 5. How do the legal expenses work?

*Because our consortium has more clients throughout the country than any other group of attorneys, we can provide great economies of scale.* The costs involved in this litigation are likely to be substantial. Instead of those costs being shouldered by a small handful of clients, our costs (assuming there is a successful recovery) will be spread among our many clients throughout the country, resulting in much lower costs being deducted from the awards to the local municipalities. No up-front payment of costs will be required from the municipalities.

**To learn more about how your municipality can get involved, contact us at  
massmola.com or (617) 391-9001.**

## **ENGAGEMENT TO REPRESENT**

RE: Town of Harwich, Massachusetts civil suit against those legally responsible for the wrongful distribution of prescription opiates and damages caused thereby.

**TOWN OF HARWICH Massachusetts** (hereinafter "CLIENT"), by and through its Board of Selectmen, hereby retains the law firm LEVIN, PAPANTONIO, THOMAS, MITCHELL, RAFFERTY & PROCTOR, PA ("Firm") on a contingent fee basis, to pursue all civil remedies against those in the chain of distribution of prescription opiates responsible for the opioid epidemic which is plaguing the TOWN including, but not limited to, filing a claim for public nuisance to abate, enjoin, recover and prevent the damages caused thereby.

**Peter J. Mougey** of the Firm shall serve as LEAD COUNSEL. CLIENT authorizes lead counsel to employ and/or associate additional counsel, with consent of CLIENT, to assist LEAD COUNSEL in the just prosecution of the case. CLIENT consents to the participation of the following firms (collectively referred to, herein, as "Attorneys"), if no conflicts exist, including but not limited to conflicts pursuant to the Massachusetts Ethics laws and the Massachusetts Rules of Professional Conduct:

LEVIN, PAPANTONIO, THOMAS, MITCHELL, RAFFERTY & PROCTOR, PA  
316 South Baylen Street  
Pensacola, Florida

SWEENEY MERRIGAN LAW, LLP  
268 Summer Street, LL  
Boston, Massachusetts

RODMAN, RODMAN & SANDMAN, P.C.  
442 Main Street, Suite 300  
Malden, Massachusetts

GREENE, KETCHUM, FARRELL, BAILEY & TWEEL, LLP  
419 11th Street  
Huntington, West Virginia

BARON & BUDD, PC  
3102 Oak Lawn Avenue #1100  
Dallas, Texas

HILL PETERSON CARPER BEE & DEITZLER PLLC  
500 Tracy Way  
Charleston, West Virginia

POWELL & MAJESTRO, PLLC  
405 Capitol Street, P-1200  
Charleston, West Virginia

McHUGH FULLER LAW GROUP  
97 Elias Whiddon Road  
Hattiesburg, Mississippi

KP LAW, P.C.  
101 Arch Street, 12<sup>th</sup>  
Floor  
Boston, Massachusetts

CLIENT is retaining the Firm and Attorneys collectively and not as individuals, and attorney services to be provided to CLIENT hereunder will not necessarily be performed by any particular attorney.

In consideration, CLIENT agrees to pay twenty-five percent (25%) of the total recovery (gross) in favor of CLIENT as an attorney fee whether the claim is resolved by compromise, settlement, or trial and verdict (and appeal). The gross recovery shall be calculated on the amount obtained before the deduction of costs and expenses. CLIENT grants the Firm an interest in a fee based on the gross recovery. If a court awards attorneys' fees, the Firm shall receive the "greater of" the gross recovery-based contingent fee or the attorneys' fees awarded. **CLIENT shall not pay to the Firm and Attorneys a fee of any kind or nature if there is no recovery.**

The Firm and the Attorneys shall advance all necessary litigation expenses necessary to prosecute these claims. All such litigation expenses, including the reasonable internal costs of electronically stored information (ESI) and electronic discovery generally or the direct costs incurred from any outside contractor for those services, will be deducted from any recovery after the contingent fee is calculated and shall be paid to the Firm and Attorneys. **CLIENT shall not be required to reimburse the Firm and Attorneys for litigation expenses of any kind or nature if there is no recovery. The fee and expenses combined will not exceed 50% of the gross recovery to the CLIENT.**

CLIENT acknowledges this fee is reasonable given the time and labor required, the novelty and difficulty of the questions involved, and the skill requisite to perform the legal service properly, the likelihood this retention will preclude other retention by the Firm, the fee customarily charged in the locality for similar legal services, the anticipated (contingent) litigation expenses and the anticipated results obtained, the experience, reputation, and ability of the lawyer or lawyers performing the services and the fact that the fee is contingent upon a successful recovery.

Attorneys shall have the right to represent other municipalities, governmental agencies or governmental subdivisions in other opioid related actions or similar litigation, subject to the requirements of the Massachusetts Rules of Professional Conduct relating to conflicts of interest, and CLIENT consents to such multiple representation. CLIENT has determined that it is in its own best interests to waive any and all potential or actual conflicts of interest which may occur as the result of Attorneys' current and continuing representation of other entities in similar litigation.

This litigation is intended to address a significant problem in the CLIENT. The litigation focuses on the wholesale distributors and manufacturers of opioids and their role in the diversion of millions of prescription opiates into the illicit market which has resulted in opioid addiction, abuse, morbidity and mortality. There is no easy solution and no precedent for such an action against this sector of the industry. Many of the facts of the case are locked behind closed doors. The billion-dollar industry denies liability. The litigation will be very expensive and the litigation expenses will be advanced by the Firm with reimbursement contingent upon a successful recovery. The outcome is uncertain, as is all civil litigation, with compensation contingent upon a successful recovery.

The Firm intends to present a damage model designed to abate the public health and safety crisis. This damage model may take the form of money damages and/or equitable remedies (e.g., an abatement fund). The purpose of the lawsuit is to seek reimbursement of the costs incurred in the past fighting the opioid epidemic and/or recover the funds necessary to abate the health and safety crisis caused by the unlawful conduct of the wholesale distributors and manufacturers of opioids. CLIENT agrees to compensate the Firm, wholly contingent upon prevailing, by paying 25% of any settlement/resolution/judgment, in favor of CLIENT, whether it takes the form of monetary damages or equitable relief. For instance, if the remedy is in the form of monetary damages, CLIENT agrees to pay 25% of the gross amount to Firm as compensation and then reimburse the reasonable litigation expenses. If the remedy is in the form of equitable relief (e.g., abatement fund), CLIENT agrees to pay 25% of the gross value of the equitable relief to the Firm as compensation and then reimburse the reasonable litigation expenses, subject to appropriation of funds therefore and the applicable provisions of Massachusetts law. To the extent that the remedy includes both monetary damages and equitable relief, 25% of the monetary value of the equitable relief together with 25% of the monetary damages will be deducted from the total monetary damages as compensation for the Firm. If such compensation exceeds the total amount of the monetary damages awarded, payment of the additional compensation amount shall be subject to appropriation of funds therefor. To be clear, however, the Firm shall not be paid nor receive reimbursement from public funds unless required by law. However, any judgment arising from successful prosecution of the case, or any consideration arising from a settlement of the matter, whether monetary or equitable, shall not be considered public funds for purposes of calculating the contingent fee unless required by law. Under no circumstances shall CLIENT be obligated to pay any attorneys' fee or any litigation expenses except from moneys expended by defendant(s) pursuant to the resolution of CLIENT's claims. If the defendant(s) expend their own resources to abate the public health and safety crisis in exchange for a release of liability, then the Firm will be paid the designated contingent fee from the resources expended by the defendant(s). CLIENT acknowledges this is a necessary condition required by the Firm to dedicate their time and invest their resources on a contingent basis to this enormous project. If the defendant(s) negotiate a release of liability, then the Firm should be compensated based upon the consideration offered to induce the dismissal of the lawsuit.

The division of fees, expenses and labor between the Attorneys will be decided by private agreement between the law firms and subject to approval by CLIENT. Any division of fees will be governed by the Massachusetts Rules of Professional Conduct including: (1) the division of fees is in proportion to the services performed by each lawyer or each lawyer assumes joint responsibility for the representation and agrees to be available for consultation with CLIENT; (2) CLIENT has given *written* consent after full disclosure of the identity of each lawyer, that the fees will be divided, and that the division of fees will be in proportion to the services to be performed by each lawyer or that each lawyer will assume joint responsibility for the representation; (3) ~~written consent of the court approval of the fee division is obtained, the written closing statement in a case~~

involving a contingent fee shall be signed by CLIENT and each lawyer and shall comply with the terms of the Massachusetts Rules of Professional Conduct; and (4) the total fee is not clearly excessive.

The Firm and Attorneys will perform the legal services called for under this Agreement, keep CLIENT informed of progress and developments, and respond promptly to CLIENT's inquiries and communications. CLIENT will be truthful and cooperative with the Firm and Attorneys, disclose to the Firm and Attorneys all facts relevant to the claim, keep the Firm and Attorneys reasonably informed of developments, and be reasonably available to attend any necessary meetings, depositions, preparation sessions, hearings, and trial as reasonably necessary.

LEAD COUNSEL shall appoint a contact person to keep CLIENT reasonably informed about the status of the matter in a manner deemed appropriate by CLIENT. CLIENT at all times shall retain the authority to decide the disposition of the case and personally oversee and maintain absolute control of the litigation, including but not limited to whether to settle the litigation and on what terms.

CLIENT may discharge the Firm and Attorneys at any time by written notice effective when received by LEAD COUNSEL. Unless specifically agreed by the Firm and CLIENT, the Firm and Attorneys will provide no further services and advance no further costs on CLIENT's behalf with respect to the litigation after receipt of the notice. If the Firm is CLIENT's attorney of record in any proceeding, CLIENT will execute and return a substitution-of-attorney form immediately on its receipt from the Firm.

Upon conclusion of this matter, LEAD COUNSEL shall provide CLIENT with a written statement stating the outcome of the matter and, if there is a recovery, showing the remittance to the client and the method of its determination. The closing statement shall specify the manner in which the compensation was determined under the agreement, any costs and expenses deducted by the lawyer from the judgment or settlement involved, and, if applicable, the actual division of the lawyers' fees with a lawyer not in the same firm. The closing statement shall be signed by the CLIENT and each attorney among whom the fee is being divided.

At the conclusion or termination of services under this Agreement, the Firm and Attorneys will release promptly to CLIENT all of CLIENT's papers and property. "CLIENT's paper and property" includes correspondence, deposition transcripts, exhibits, experts' reports, legal documents, physical evidence, and other items reasonably necessary to CLIENT's representation, whether CLIENT has paid for them or not.

Nothing in this Agreement and nothing in the Firm and Attorneys' statement to CLIENT may be construed as a promise or guarantee about the outcome of this matter. The Firm and Attorneys make no such promises or guarantees. The Firm and Attorneys' comments about the outcome of this matter are expressions of opinion only and the Firm and Attorneys make no guarantee as to the outcome of any litigation, settlement or trial proceedings.

The relationship to CLIENT of the Firm and Attorneys, and any associate counsel or paralegal provided through them, in the performance of services hereunder is that of independent contractor and not that of employee of CLIENT, and no other wording of this Agreement shall stand in derogation of this paragraph. The fees and costs paid to the Firm and Attorneys hereunder shall be deemed revenues of their law office practice and not as a remuneration for individual

employment apart from the business of that law office.

This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties. This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them or an oral agreement to the extent that the parties carry it out.

If any provision of this Agreement is held in whole or in part to be unenforceable, void, or voidable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the parties hereto submit to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.

SIGNED, this \_\_\_\_\_ day of \_\_\_\_\_

**COPY**  
2018

**Town of Harwich, Massachusetts**

Michael D. MacAskill  
Chair of the Board of Selectmen as duly authorized  
by vote of the Board of Selectmen

Accepted:

LEVIN, PAPANTONIO, THOMAS, MITCHELL, RAFFERTY & PROCTOR, PA  
316 South Baylen Street  
Pensacola, Florida

By \_\_\_\_\_ Date \_\_\_\_\_  
Peter J. Mougey  
*Lead Counsel*

Accepted:

SWEENEY MERRIGAN LAW, LLP  
268 Summer Street, LL  
Boston, Massachusetts

By \_\_\_\_\_ Date \_\_\_\_\_  
Peter M. Merrigan  
*Massachusetts Counsel*

Accepted:



442 Main Street, Suite 300  
Malden, Massachusetts

By \_\_\_\_\_  
Richard M. Sandman  
*Massachusetts Counsel*

\_\_\_\_\_  
Date

Accepted:

KP LAW, P.C.  
101 Arch Street  
Boston, Massachusetts

By \_\_\_\_\_  
Lauren F. Goldberg  
*Massachusetts Coordinating Counsel*

\_\_\_\_\_  
Date

Julia Quinn <quinnj19@comcast.net>

3/18/2018 9:18 AM

## Waiver of Board of Appeals filing fee of \$315.00

To mmacaskill@townofharwich.us • cclark@town.harwich.ma.us • cgreenhalgh@town.harwich.ma.us

---

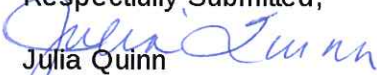
Dear Mr McAskill,

I'm requesting a fee waiver based on the following reasons.

1. The Building Commissioner could only determine if the " as built plans " complied with the Planning Board's Site Plan.
2. The Building Commissioner believes that the Board of Appeals condition to apply " maximum effort to minimize lighting with the new and existing parking lot lights" is subjective. I 'm not sure whether that means his subjectivity is conclusive on this matter or whether he concluded that he did not have the authority to impose the conditions

I would argue that this ambiguity is ample reason to bring it back to the Board of Appeals for their determination of compliance with their decision.

Respectfully Submitted,

  
Julia Quinn  
19 Mill Pond Rd.  
Harwich

## Raymond Chesley

---

**From:** Raymond Chesley  
**Sent:** Wednesday, April 26, 2017 10:43 AM  
**To:** 'Julia Quinn'  
**Subject:** FW: Fontaine Medical Center Parking Lot Lighting Complaint - ENFB04  
**Attachments:** Nutter Fontaine Medical Center Parking Lot Lighting.pdf

Julia

Attached please find correspondence I received from Fontaine Medical Center regarding your parking lot lighting concerns at the northerly parking area. The attached testing and inspections by Down Cape Engineering, Inc. confirm the as-built lighting levels conform to the Planning Board Site Plan Special Permit along with "no light spill-off over the property line".

Please note Fontaine Medical Center has voluntarily agreed to take additional steps to minimize the lighting impact in the neighborhood. These steps include additional plantings which has already been done and changing out some light fixtures heads with additional shielding in another area of the site.

Thank you for your patience while we investigated this issue.

Ray Chesley

---

**From:** Raymond Chesley  
**Sent:** Friday, April 21, 2017 11:08 AM  
**To:** 'Julia Quinn' <quinnj19@comcast.net>  
**Subject:** RE: Fontaine Medical Center Parking Lot Lighting Complaint - ENFB04

Thanks for checking in Julia

I am still waiting for some information from Fontaine. I contacted them again today and they told me I would have the information in a few days. I will report back to you next week. I apologize for their relay.

Ray

---

**From:** Julia Quinn [<mailto:quinnj19@comcast.net>]  
**Sent:** Tuesday, April 18, 2017 2:33 PM  
**To:** Raymond Chesley <[rchesley@town.harwich.ma.us](mailto:rchesley@town.harwich.ma.us)>  
**Subject:** Re: Fontaine Medical Center Parking Lot Lighting Complaint - ENFB04

Hello Mr Chesley.

Wondering if you had a chance to review the " as built" lighting plan for Fontaine Medical Center . I also want to address the view of the parking lot that the Center promised to shield from view but not sure if your office is involved with this aspect of my complaint

Best,

Julia Quinn  
Sent from my iPhone



Eliza Cox  
Direct Line: (508) 790-5431  
Fax: (508) 771-8079  
E-mail: [ecox@nutter.com](mailto:ecox@nutter.com)

April 24, 2017  
0022808-00053

**Via E-mail and First Class Mail**

Raymond G. Chesley, Building Commissioner  
Town of Harwich  
732 Main Street  
Harwich, MA 02645

Re: Fontaine Medical Center - 2014 Parking Expansion

Dear Commissioner Chesley:

Thank you for meeting with Michael Bachstein of Cape Cod Healthcare and me last month to discuss the complaint that you received relative to the lighting and landscaping installed in connection with Fontaine Medical Center's northerly parking area that was expanded in 2014. As discussed, it is our position that the parking lot light fixtures and landscaping that were installed in 2014 fully comply with the April 30, 2014 Harwich Zoning Board of Appeals' decision (Case No. 2014-27) and the May 29, 2014 Planning Board Site Plan Special Permit (Case No. PB2014-09) issued for the expanded parking area.

Upon receipt of the complaint from your office, Cape Cod Hospital, owner of the Fontaine Medical Center, engaged Dan Ojala, PE and PLS, of Down Cape Engineering, Inc. to go to the site to confirm that the lighting installed in the expanded parking area conformed to the photometric plan approved by the Planning Board in its May 2014 Site Plan Special Permit. At our meeting, we provided you with a copy of Mr. Ojala's memorandum dated March 27, 2017, another copy of which is enclosed together with the photometric plan approved by the Planning Board in 2014, confirming that the maintained foot-candles from the as-built lights "closely match the approved lighting plan." Mr. Ojala's memorandum also notes that 0.0 foot-candles were measured at the lot line and on the pavement along Long Pond Drive. In other words, there is no light spill-off over the property line.

Notwithstanding the foregoing and our position that the 2014 expanded parking area fully complies with all applicable permits, as we discussed in our meeting, in a further effort to respond to Ms. Quinn's concerns, Cape Cod Hospital is willing to take the following measures:

1. There are three (3) existing exterior lights which pre-dated the 2014 parking expansion by the main entrance door to the medical center which the Hospital is willing to retrofit with additional shielding. The Hospital has ordered the



**down cape engineering, Inc.**

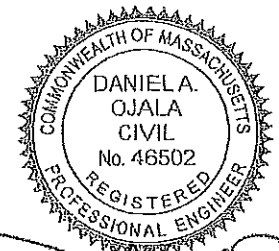
CIVIL ENGINEERS & LAND SURVEYORS  
939 MAIN ST / ROUTE 6A YARMOUTHPORT, MA 02675  
(508) 362-4541 FAX (508) 362-9880

Date: 3-27-2017

TO: Ray Chesley- Town of Harwich Building Commissioner

FROM: Daniel A. Ojala, PE, PLS down cape engineering, inc.

RE: #525 Long Pond Drive- Fontaine Medical Center  
DCE Job # 07-020



*[Handwritten signature]*  
3-27-2017

This memo is to inform your office that on 3-26-17 at 9 PM I checked the asbuilt light levels at the parking expansion area at Fontaine Medical Center for which my firm prepared the Civil Engineering plans.

To measure I utilized a calibrated digital light meter, an ExTech Instruments 401025 Light Meter sensitive to 0.1 footcandles.

I found the maintained footcandles at grade when measured with the digital light meter closely matched the approved lighting plan by ConserVision Energy prepared for the Fontaine Medical Facility which are dated 5/9/2014, Photometrics by Richard O'Hearn, CEM. (attached).

The southernmost light of the 3 LED's in the new paved parking lot adjacent Long Pond Drive was off, but the light emitted from the two LED poles in the islands matched the lighting plan closely, especially the cutoff along Long Pond Drive.

0.1 footcandles were measured approximately 24' off the pavement, and 0.0 footcandles were measured at the lot line and on the pavement along Long Pond Drive.

Please do not hesitate to contact me with any questions.

Raymond G. Chesley, Building Commissioner  
April 24, 2017  
Page 2

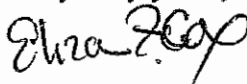
appropriate shields and it is anticipated that they will be installed within the next 2-3 weeks.

2. Last week the Hospital planted 15 Leyland Cypress to further screen the expanded parking area. This planting is above and beyond any permit requirement or condition and is being offered simply as a good faith gesture. Leyland Cypress is a fast-growing coniferous evergreen frequently used for screening and buffering.

Please let me know if you have any questions. And, thank you again, for reaching out to me to discuss this matter.

With kind regards, I remain,

Very truly yours,



Eliza Cox

EZC:  
Enclosures

cc: Michael Bachstein, Cape Cod Healthcare (w/ encls.)  
3567945.1

**OFFICE OF THE TOWN ADMINISTRATOR**

**Christopher Clark**, *Town Administrator*

Phone (508) 430-7513


Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



# MEMO

To: Board of Selectmen

From: Christopher Clark   
Town Administrator

cc: Carol Coppola, Finance Director/Town Accountant

Re: Performance Evaluation for FY 18

Date: March 20, 2018

---

Pursuant to the Employment Agreement between Carol Coppola, Finance Director/Town Accountant and the Town of Harwich Section 15 entitled "Performance Evaluation." I completed said form and recommend the contractual increase effective for July 1, 2018 based upon a score of 81 whereas a minimum score of 65 is necessary to achieve a "Meets Expectation." The evaluation was completed on Tuesday, March 20, 2018. I would ask the Board of Selectmen to acknowledge receipt. I have included in the materials a copy of the Employment Agreement, along with the Town Administrator finalized evaluation. Carol is an asset to the community and is exceeding expectations in the performance of her duties.

**Employment Agreement**  
**Between**  
**Carol Coppola, Finance Director / Town Accountant**  
**And**  
**The Town of Harwich, Massachusetts**

This Agreement is made and entered into on this 6th day of March, 2017, by and between the Town of Harwich ("Town") a municipal corporation, acting through its Board of Selectmen (the "Board"), and Carol Coppola, Finance Director / Town Accountant, both of whom agree to and understand the following:

WHEREAS, the Town desires to employ the services of Carol Coppola as the Town Accountant of the Town from April 6, 2017, through April 6, 2020 and also to serve as Finance Director from April 6, 2017 through April 6, 2020; and

WHEREAS, the Board has appointed Carol Coppola to be its Town Accountant in accordance with the provisions of the Harwich Home Rule Charter, effective April 6, 2017 and appointed Carol Coppola to be its Finance Director in accordance with the provisions of the Harwich Home Rule Charter, effective April 6, 2017; and

WHEREAS, it is the desire of the Town to establish certain conditions of employment and working conditions for the Finance Director/Town Accountant; and

WHEREAS, the Town and the Finance Director/Town Accountant acknowledge the provisions of the Harwich Home Rule Charter, local bylaw and State law with respect to the duties and obligations of the Town and the Finance Director/Town Accountant, as the same may change from time to time, including, but not limited to M.G.L. Ch. 41, Sec. 55 , and

WHEREAS, the Town and the Finance Director/Town Accountant desire to enter into an employment contract;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

**Section 1 Duties**

The Town hereby agrees to employ the Finance Director/Town Accountant to perform the functions and duties specified in the Harwich Home Rule Charter and Massachusetts General Law, Ch. 41. The daily financial oversight of the Town shall be the responsibility of the Finance Director/Town Accountant. The Finance Director/Town Accountant shall have all the authority and powers granted to him in accordance with the provisions of the Harwich Home Rule Charter and M.G.L. Ch.41, Sec. 50 through Sec. 61.



The Finance Director/Town Accountant shall serve as the Chief Financial Officer of the Town, and shall be responsible for authorizing payment of bills, examination, and oversight of all the Town's financial operations. The duties of the Finance Director/Town Accountant shall include but are not limited to the following:

- A. Examine all bills, drafts, orders, and pay rolls related to appropriations, and if found correct, the Accountant shall draw a warrant upon the treasury for payment.
- B. Keep a complete set of books, which shall include all the amounts of each specific appropriation, the amounts and purpose of each expenditure, the receipts from each source of income, the amount of each assessment levied, and the abatements made, in a form prescribed by the Director of Accounts, pursuant to the provisions of Section 43 of Chapter 44.
- C. Distribute monthly statements of account balances to all departments, boards and commissions having appropriations against which drafts may be presented.
- D. Maintain custody of all contracts of the Town, and a register of the sureties on all bonds of indemnification given to the Town.
- E. Keep a detailed record of the Town debt, showing the purpose for which it was incurred, when incurred, when due, the rate of interest, and the provisions made for the payment of the debt.
- F. Prepare an annual report covering the financial transactions of the Town,
- G. Examine the books and accounts of all Town officers and committees entrusted with the receipts, custody, or expenditure of money, and all original bills and vouchers upon which money has been paid from the treasury.
- H. Review and reconcile actual treasury balances, as presented by the Treasurer, with the record of appropriation, revenue collection and expenditure.
- I. Prepare regular revenue and expenditure projections for the Board of Selectmen, Town Administrator, the Finance Committee and department heads.
- J. Assist the independent auditor with the conduct of the annual audit.

## **Section 2 — Term**

The term of this Contract will be from **April 6, 2017** through **April 6, 2020**. It shall remain in force and effect after that, until a successor agreement is reached.

The Board shall authorize the Town Administrator to commence contract renewal negotiations with the Finance Director/Town Accountant at least six months prior to the expiration date of this Contract.

Nothing in this Agreement shall prevent, limit, or interfere with the right of the Finance Director/Town Accountant to resign at any time during the term of this Agreement. In the event the Finance Director/Town Accountant decides to resign, she will provide the Town with sixty (60) days notice unless the parties otherwise agree. **In the event the Finance Director/Town Accountant decides to retire, she will provide the Town with ninety (90) days notice unless the parties otherwise agree.**

The Finance Director/Town Accountant is appointed in accordance with Section 3-6-1 of the Harwich Home Rule Charter. The Finance Director/Town Accountant may be removed only for just cause by the Board after a hearing.

In the event the Finance Director/Town Accountant's employment is terminated by the Board before the expiration of the then applicable term of employment, other than for just cause, the Town agrees to pay the Finance Director/Town Accountant a lump sum cash payment equal to sixty (60) days of annual base salary on his last day of employment with the Town. These payments shall be in addition to any other wages or benefits, such as any accrued but unused vacation time, to which the Finance Director/Town Accountant, This provision shall survive the termination of this agreement.

### **Section 3 - Suspension and Termination**

- A. The Finance Director/Town Accountant may be disciplined or discharged only for just cause, upon proper notice and only after a hearing at which the she shall have the right to be represented by counsel at his expense. The Finance Director/Town Accountant shall have the option of choosing whether or not any such hearing shall be closed to the public or be held as an open or public hearing. The principle of progressive discipline will apply and the Board recognizes the Town Administrator's obligation to provide the Accountant with periodic performance evaluations.
- B. The Finance Director/Town Accountant may appeal any discipline or discharge to the district court or to the superior court, each of which shall have jurisdiction to review whether any discipline was proper and may order reinstatement of the Finance Director/Town Accountant if the allegation that he has been improperly discharged or disciplined is sustained.
- C. In the event of the suspension or discharge of the Finance Director/Town Accountant, if the court shall reverse or modify a suspension or discharge, the Finance Director/Town Accountant, notwithstanding Sections A through C above, shall be entitled to back pay, benefits and counsel fees.

#### **Section 4 — Disability**

The Town recognizes its obligations under M.G.L. c.152, (Workers Compensation) in the event that the Finance Director/Town Accountant is injured while at work, or as a result of work-related activity.

The Town acknowledges the Finance Director/Town Accountant's rights in addition to the benefits granted herein, to the rights provided by the law, under the Family Medical Leave Act of 1993 and other applicable Federal and State statutes. Should there be a conflict within this Section and the Family Medical Leave Act of 1993, the provisions of the Federal law shall prevail.

#### **Section 5— Compensation**

The Town agrees to compensate the Finance Director/Town Accountant at the annual rate of \$120,000 commencing April 6, 2017. Cost-of-living increases will be applied, contingent on other employee contracted unions obtaining said increases. The Town agrees that it shall not, at any time during the term of this Contract; reduce the salary, compensation or other benefits of the Finance Director/Town Accountant, except to the extent that such reduction is evenly applied across-the-board for all employees of the Town of Harwich.

Two thousand dollars per contract fiscal year will be deposited into the Finance Director/Town Accountant's 457 retirement account at the end of each fiscal year covered by this contract. For FY17, the amount to be deposited will be prorated to five hundred dollars (\$500.00).

#### **Section 6 - Hours of Work**

The Finance Director/Town Accountant agrees to devote that amount of time and energy, which is reasonably necessary for the Finance Director/Town Accountant to faithfully perform the duties of Town Finance Director/Town Accountant under this Contract.

The Finance Director/Town Accountant's work week shall ordinarily consist of a five-day week, Monday through Friday, of thirty-five (35) hours, in addition to evening and/or weekend hours that may be necessary from time to time in order to properly discharge his duties.

#### **Section 7 - Leave Policy**

The Finance Director/Town Accountant will be entitled to fifteen (15) days of paid vacation for the first year and subsequently twenty (20) days the following fiscal years of the contract. A maximum of two (2) weeks vacation may be carried over to the following year, subject to approval by the Town Administrator.

The Finance Director/Town Accountant will accrue one and one quarter (1¼) days of sick leave per month. With prior approval, the Finance Director/Town Accountant may borrow sick leave up to a maximum number of days available under the remaining period of the contract. Once all sick leave has been used, the Finance Director/Town Accountant will be required to use his vacation time or request an unpaid family medical leave if additional time is required. See also Section 4.

The Finance Director/Town Accountant will be entitled to Bereavement Leave without loss of pay for the death of; a spouse, parent, child or grandchild for a period of seven (7) calendar days, a brother, sister, mother-in-law, father-in-law for a period of three (3) days, a grandparent, aunt, uncle or cousin for a period of one (1) day.

Extension of Bereavement Leave may be granted by the Town Administrator if such request is based upon special conditions.

The Finance Director/Town Accountant may accrue up to a maximum of 200 days of sick leave.

#### **Section 8 - Disability, Health, and Life Insurance**

- A. The Town agrees to provide the Finance Director/Town Accountant with the same group health and life insurance benefits available to the other municipal employees in conformity with the provisions of M.G.L. Ch. 32B.
- B. Death during term of employment. If the Finance Director/Town Accountant dies during the term of his employment, the Town shall pay to the Finance Director/Town Accountant's estate all the compensation which would otherwise be payable to the Finance Director/Town Accountant up to the date of his death, including, but not limited to, payment for any unused leave days.

#### **Section 9 - Retirement Benefits**

The Finance Director/Town Accountant shall be eligible to participate in the Barnstable County Retirement System. Upon retirement, the Finance Director/Town Accountant will be entitled to receive payment at his current wage scale for any unused vacation time.

#### **Section 10 — Holidays**

The Finance Director/Town Accountant shall be entitled to the same holidays granted to the other municipal employees under the By-laws of the Town of Harwich. Said holidays include:

New Year's Day  
Martin Luther King, Jr. Day  
Presidents Day  
Patriots Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
The day after Thanksgiving  
Christmas Day

#### **Section 11 - Outside Employment**

The Finance Director/Town Accountant must receive prior written approval from the Town Administrator to undertake any outside employment.

#### **Section 12 - Professional Development**

The Town hereby agrees to budget for and to pay the reasonable travel and subsistence expenses of the Finance Director/Town Accountant for professional development, to include, but not limited to: multi-day conferences, short courses, seminars, and meetings that are necessary for his professional growth for the good of the Town, subject to the availability of appropriated funds for such expenses.

#### **Section 13 - Dues and Subscriptions**

The Town agrees to budget and to pay for all the professional dues and subscriptions for the Finance Director/Town Accountant necessary for his continuation and participation in national, regional, state and local associations and organizations necessary and desirable for his continued professional participation, growth and advancement for the good of the Town, subject to the availability of appropriated funds for such expenses.

#### **Section 14 - Indemnification**

- A. The Town shall defend, save harmless and indemnify the Finance Director/Town Accountant against any tort, professional liability claim or demand or other legal action, whether groundless or

otherwise, arising out of an alleged act or omission occurring in the performance of the Finance Director/Town Accountant's duties. The Town will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon, in accordance with Sections B and C below.

- B. The Town agrees to provide professional liability insurance for the Finance Director/Town Accountant in the amount of not less than one million dollars (\$1,000,000.00) per occurrence, to provide legal counsel in defense of any action to which the Finance Director/Town Accountant is a party, to indemnify the Finance Director/Town Accountant in all claims made against him in the performance of his duties and to continue such indemnification and legal defense in all claims made against him in the performance of his duties even if said claim has been made following his termination from employment.
- C. In addition to its obligations under Section B above, the Town agrees to indemnify the Finance Director/Town Accountant for any claim not available from or in excess of what insurance may provide. However, the employer's obligation under this section shall be limited to affirmatively presenting this claim to Town Meeting and supporting its passage as a Town Meeting appropriation and is contingent upon such appropriation. Further, the Town's total indemnification shall be limited to a total of \$1,000,000.00 unless a greater amount should become available from the Town's insurers, and shall not apply to any violation of any person's state or federal civil rights if the Finance Director/Town Accountant acted in a grossly negligent, willful or malicious manner. This section shall survive any termination of this agreement.

#### **Section 15 - Performance Evaluation**

The Town Administrator shall review and evaluate the performance of the Finance Director/Town Accountant on a formal basis annually under the terms and conditions of this Agreement. Said review and evaluation shall include, but not be limited to: (1) the Finance Director /Town Accountant's progress and performance on goals and objectives (2) Budgetary/Financial Administration; (3) Personnel Administration; (4) Supervisor/Leadership; (5) Staff Development; (6) Public Relations; (7) Employee and Labor Relations; (8) Policy Execution; and (9) Interaction with the Board as well as other governmental officials, departments, boards, and committees.

The Town Administrator shall provide the Finance Director/Town Accountant with a written evaluation report based on the forgoing elements and any others which might be mutually agreed upon after

each formal review and evaluation. The Board shall provide the Finance Director/Town Accountant with an opportunity to discuss his review and evaluation with them in a workshop session.

**Section 16 --- Use of Vehicle**

The Finance Director/Town Accountant agrees to use his personal vehicle for the business of the Town, The Town agrees to reimburse the Finance Director/Town Accountant at a rate per mile consistent with that rate reimbursed to other employees of the Town based upon the Internal Revenue Code (currently \$.535 per mile), plus parking and tolls, subject to submittal of a signed voucher detailing expenses and requesting reimbursement.

**Section 17 - Residency**

The Finance Director/Town Accountant shall not be required to maintain a permanent residence in the Town of Harwich.

**Section 18 - Notices**

Notices pursuant to this Agreement shall be given by deposit in the custody of the U.S. Postal Service, postage prepaid and addressed as follows:

Town:	Board of Selectmen	Carol Coppola
	Harwich Town Hall	Harwich Town Accountant
	732 Main Street	41 Clifford Place
	Harwich, MA 02645	Chatham, MA 02633

**Section 19 - Severability of Provisions**

If any clause or provision of this Agreement shall be determined to be invalid, unenforceable, unconstitutional or illegal by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby.

**Section 20 - General Provisions**

This agreement shall become effective upon signing by both parties. This Agreement may be modified or amended at any time by written mutual agreement of the parties.

**Section 21 - Entire Agreement**


This agreement embodies the whole Agreement between the Board and Carol Coppola and there are no inducements, promises, terms, conditions or obligations made or entered into by either party other than those contained herein. The Laws of the Commonwealth of Massachusetts will govern the Agreement.

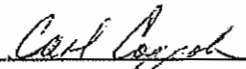
IN WITNESS WHEREOF, the Town of Harwich, MA has caused this Agreement to be signed and executed on its behalf by its Board of Selectmen and Carol Coppola have signed and executed this Agreement, both in duplicate, the day and year first above written.

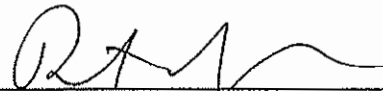
Approved this 13th day of March, 2017 by –

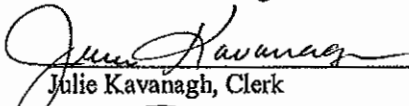
Board of Selectmen:

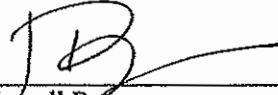
Carol Coppola,  
Finance Director/Town Accountant

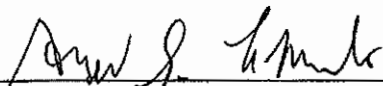
  
\_\_\_\_\_  
Michael MacAskill, Chair

  
\_\_\_\_\_

  
\_\_\_\_\_  
Peter S. Hughes, Vice-Chair

  
\_\_\_\_\_  
Julie Kavanagh, Clerk

  
\_\_\_\_\_  
Jannell Brown

  
\_\_\_\_\_  
Angelo S. LaMantia





**B. Job Success Factors:  
(45 points total)**

**1. Problem Solving/Decision Making: (5 points)**

Anticipates, Identifies, & prevents problems, involves others in seeking solutions. Makes clear and consistent decisions, acts with integrity in all decision making and makes timely decisions.

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

**2. Strategic planning and organizing: (5 points)**

Aligns priorities with broader goals, measures outcomes, uses feedback to change as needed, evaluates alternatives, solutions oriented, develops realistic plans, meets deadlines & follows through

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

**3. Communication: (5 points)**

Connects with peers, subordinates and public, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills. Seeks to clarify and confirm the accuracy of understanding of vague terms and instructions

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

**4. Leadership: (5 points)**

Accepts responsibility for own work, develops trust and credibility, demonstrates honest and ethical behavior, engages the talents, experiences, and capabilities of others. Results-oriented and desire to excel in job

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

**5. Teamwork: (5 points)**

Successfully works with others to achieve desired results, contributes to team projects, exchange ideas and opinions, helps prevent, resolve conflicts, develops positive working relationships and is flexible, open-minded promoting mutual respect for all

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

**6. Customer Orientation: (5 points)**

Listens, identifies, and responds quickly and effectively to internal and external customers' needs and sets work activities accordingly; goes beyond what is expected and

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

follows up to ensure customer satisfaction

--

**7. Productivity: (5 Points)**

Maintains fair workload; takes on additional responsibilities as needed; manages priorities; develops and follows work procedures; completes assignments on time and to specifications

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

**8. Quality: (5 Points)**

Demonstrates accuracy, thoroughness, and reliability; manages time and priorities; develops and follows work procedures

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX		

**9. Department specific competency: (5 Points)**

	Rating:					Points:	Comments:
	UN	IN	ME	EE	EX		
	1	2	3	4	5		

**Complaint Letters:**

0 letters: (1 point)	# of inc	Points	Dept Avg: (1 point)	Points	Average
1 letter: (-1 point)	#		(0 point)		
2 letters: (-2 points)	#		(-1 point)		
More than 2 letters: (-3 points)	#				
					Points: <input style="width: 50px;" type="text"/>

**Future Goals and Objectives: (9 points)**

<p>Please list 9 goals &amp; objectives for the following year, 6 attainable goals, 2 possible goals &amp; 1 "if time permits" goal</p>          
Points: <input style="width: 50px;" type="text"/>

**C: Miscellaneous: (4 points total)**

<p>Has the Town Administrator come up with any cost saving ideas/solutions? (1 point)</p>	Points: <input style="width: 50px;" type="text"/>
<p>Has the Town Administrator obtained any grants/Gifts? (1 point)</p>	Points: <input style="width: 50px;" type="text"/>

Has the Town Administrator been able to "turn back" any funds? (1 point)	Points:	<input type="text"/>
Has the Town Administrator obtained letters of commendation? (1 point)	Points:	<input type="text"/>

Overall rating:  
(100 total possible points)

UN	IN	ME	EE	EX	Total points:	0
----	----	----	----	----	---------------	---

Professional Development Plan/Comments:

Signatures:

Town Administrator Name: Christopher Clark

Town Administrator Signature : \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/>	My signature also indicates that I have received a copy of this evaluation
<input type="checkbox"/>	I would like to include comments regarding my evaluation.

Select person: \_\_\_\_\_ Date: \_\_\_\_\_

Chair: \_\_\_\_\_ Date: \_\_\_\_\_

BOS VOTE	FINCOM VOTE	ART#	Selectman Discussion by:	Oneliners ATM May 7, 2018				BOS Recom.	FinCom Recom	Tax levy xx,xxx,xxx	Free Cash	CPC \$ -	Water Ent.	Debt/Capital Exclusion \$ -	Local Receipts	Other \$ -
				Petitioner	Request	TA Recom.										
5-0-0	5-0-0	1	Town Officers & Comms													
5-0-0	5-0-0	2	Reports of Town Officers & Committees													
		3	Elected Officials Salaries													
		4	Town Operating Budget													
		5	MRSD Budget													
5-0-0	5-0-0	6	CCRTS Budget													
5-0-0	5-0-0	7	Water Dept Budget													
5-0-0	5-0-0	8	Adopt the Capital Plan													
		9	Capital Items from Free Cash													
		10	Facility Maintenance & Repair Fund													
	NRPFI 5-0-0	11	Fund the Snow & Ice Deficit for FY18													
	NRPFI 5-0-0	12	Fund Shortfalls in Budget Transfers for FY18													
5-0-0	5-0-0	13	Rescind Amounts in Long Term Debt													
	NRPFI 5-0-0	14	Fund Construction of Phase II of the CWMP													
5-0-0	5-0-0	15	DHY Clean Waters Community Partnership													
5-0-0	5-0-0	16	Sewer Enterprise Fund													
5-0-0	5-0-0	17	Lower County Road Project													
5-0-0	5-0-0	18	Repave Access Roads to Well Sites													
5-0-0	4-1-0	19	Purchase Utility Trucks for Water Dept.													
5-0-0	5-0-0	20	Reappropriation of Bond Proceeds													
	5-0-0	21	Purchase & Equip Vehicles for DPW													
5-0-0	5-0-0	22	Road Maintenance Program													
5-0-0	5-0-0	23	Purchase New Replacement Ambulance													
5-0-0	NRPFI 5-0-0	24	Construction of Station 2													
5-0-0	5-0-0	25	Transfer of Land for Island Pond Cemetery													
	4-0-1	26	Construction of Pet Cemetery/Fund Equipment for Pet Crematory													
5-0-0	IP 4-1-0	27	Cemetery Commission Rules & Regs Amendments													
5-0-0	5-0-0	28	Landscape Reclamation and Major Tree Removal													
5-0-0	5-0-0	29	Phase 2 Completion of Landscaping													





BOS VOTE	FINCOM VOTE	ART#	Selectman Discussion by:	Oneliners ATM May 7, 2018					FinCom Recom	Tax levy xx,xxx,xxx	Free Cash	CPC	Water Ent.	Debt/Capital Exclusion	Local Receipts	Other
				Petitioner	Request	TA Recom.	BOS Recom.									
5-0-0	4-1-0	44	De-Commission the Architectural Advisory Committee													
4-1-0	5-0-0	45	Town Owned Property at 4 Central Avenue													
5-0-0	5-0-0	46	Deeds Accepted in Lieu of Foreclosure - 31/33 Lakeview Dr.													
5-0-0	5-0-0	47	70 Willow Street Town Property Clear Title and Revise Boundary Lines													
5-0-0	5-0-0 NRPFI	48	Reserve for Future Appropriation Amounts from FY18 Community Preservation Fund Estimated Annual Revenues													
5-0-0	5-0-0	49	Fund Land Bank Debt Service													
5-0-0	5-0-0	50	Community Preservation Articles under \$50,000													
5-0-0	5-0-0	51	Brooks Free Library Restoration													
5-0-0	5-0-0	52	Construction of Municipal Public Records Storage Facility at Community Center													
5-0-0	5-0-0	53	Habitat for Humanity Community Housing													
5-0-0	5-0-0	54	Brooks Park Expansion/Improvements Phase 5													
5-0-0	5-0-0	55	Judah Eldredge Property Acquisition													
5-0-0	5-0-0	56	Purchase of Cornelius Pond Property													
5-0-0	5-0-0	57	Hinckley Pond Remediation and Public Access Improvements near Rte 124													
5-0-0	4-1-0	58	Fund the Harwich Affordable Housing Trust													
5-0-0	5-0-0	59	Defray Costs for the Chase and Harwich Libraries													
5-0-0	5-0-0	60	Promote the Town of Harwich													
5-0-0	5-0-0	61	Supplement Annual Allocation of Mass Cultural Council for Local Cultural													
5-0-0	5-0-0	62	Pleasant Bay Alliance - IMA													
5-0-0	5-0-0	63	Pleasant Bay Management Resource Plan Update -													
5-0-0	5-0-0	64	Annual Revolving Fund Authorization													

BOS VOTE	FINCOM VOTE	ART#	Selectman Discussion by:	Oneliners ATM May 7, 2018	Petitioner	Request	TA Recom.	BOS Recom.	FinCom Recom	Tax levy xx,xxx,xxx	Free Cash	CPC	Water Ent.	Debt/Capital Exclusion	Local Receipts	Other
	5-0-0 NRPF	65		Establish Annual Tax Title Collection Revolving Account												
	5-0-0 NRPF	66		Stabilization Fund												
	5-0-0 NRPF	67		OPEB Trust Fund												
	5-0-0 NRPF	68		Fund Prior Year's Unpaid Bills												
5-0-0	5-0-0	69		Herring Fisheries												
				<b>Total ATM May 2018</b>												
				<b>Balances</b>	\$ -		0.00	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				<b>No Recommendation Pending Further Information ((NRPF)</b>												
				<b>Indefinitely Post-Pone (IPP)</b>												
				<b>Special Town Meeting Articles</b>												
		1														
		2														
						\$ -	0.00	-	-	-	\$ -	\$ -	\$ -	\$ -	-	\$ -
				<b>Sub Total</b>	\$ -		0.00	-	-	-	\$ -	\$ -	\$ -	\$ -	-	\$ -
					\$ -		0.00	-	-	-	\$ -	\$ -	\$ -	\$ -	-	\$ -
				<b>Totals Used</b>			0.00	-	-	-	\$ -	\$ -	\$ -	\$ -	-	\$ -
				<b>Tax Levy Balance &amp; other balance</b>								\$ -	\$ -	\$ -	-	\$ -
				<b>Tax Rate Recap</b>												
				<b>Court Orders</b>						-						
				<b>Debt &amp; Interest</b>						-						
				<b>Snow &amp; Ice</b>	Prior Year											
				<b>Cherry Sheet Assessments</b>						-						
				<b>OverlayFY2018</b>						460,000						
				<b>Cherry Sheet Offsets</b>							\$ -	\$ -	\$ -	\$ -	-	\$ -
				<b>Total Recap</b>						460,000	\$ -	\$ -	\$ -	\$ -	-	\$ -



ACCEPT MASSACHUSETTS SEAPORT ECONOMIC COUNCIL GRANT FOR THE  
SAQUATUCKET HARBOR LANDSIDE PROJECT

ARTICLE 30: To see if the Town will vote to authorize the Board of Selectmen to expend a grant, which the Board of Selectmen has voted to accept, from the Massachusetts Seaport Economic Council in the amount of \$1,000,000, for the construction of landside improvements at Saquatucket Harbor, said grant to be expended in addition to the appropriation of \$3,000,000 under Article 20 of the May 1, 2017 Annual Town Meeting, for the purposes set forth in the site plan included in the prior vote of Town Meeting; including any other costs incidental and related thereto; and to act fully thereon. By request of the Board of Selectmen.

*Explanation: The Town approved in FY18 \$3,000,000 for the Landside renovations to Saquatucket Harbor with a provision to seek grants. The Harbormaster has been successful in obtaining a Seaport Grant for \$1,000,000, which the Board of Selectmen has voted to accept. Due to escalating costs, the project had come in over \$3,000,000. This article seeks to allow the Board of Selectmen to expend the Grant in addition to the \$3,000,000 previously appropriated for the project. The grand total available would be \$4,000,000. Administration will expend the Grant first, and will only borrow under the \$3,000,000 bond authorized last year the amount necessary to complete the site plan presented at Town Meeting and voted and approved on the Ballot. It is estimated that the total project cost will be approximately \$3,850,000, so that only \$2,850,000 of the amount approved last year will need to be borrowed. Once the Project is completed, any unused borrowing authority will be either repurposed or rescinded at a future town meeting.*

## MEALS-ON-WHEELS DISTRIBUTION SITES

Barnstable	508-790-2746
Bourne	508-563-2182
Brewster	508-896-5070
Chatham	508-945-1783
Dennis	508-385-5709
Falmouth	508-548-4198
Harwich	508-430-1991
Martha's Vineyard	508-693-4393
Mashpee	508-477-0910
Nantucket	508-228-4647
Orleans/Eastham	508-255-9871
Sandwich	508-888-2965
Wellfleet/Truro/ Provincetown	508-349-2658
Yarmouth	508-398-5060

### YOUR CARE MANAGER IS:

### YOUR SERVICE PLAN IS:

\_\_\_\_\_ **Mon** \_\_\_\_\_ **Tues** \_\_\_\_\_ **Wed**  
 \_\_\_\_\_ **Thur** \_\_\_\_\_ **Fri**



#### Main Office

68 Route 134  
South Dennis, MA 02660  
**508-394-4630** or **1-800-244-4630**  
**TTD/TTY 508-394-8691**  
**website: www.escci.org**

#### Martha's Vineyard

1 Hospital Way  
PO Box 2337  
Oak Bluffs, MA 02557  
**508-693-4393**

#### Nantucket

144 Orange Street  
Nantucket, MA 02554  
**508-228-4647**

#### To Report Elder Abuse

(24 hrs/7 days)  
**1-800-922-2275**

#### Massachusetts Statewide Resources

**1-800-AgeInfo (1-800-243-4636)**  
**website: www.800ageinfo.com**

We rely on numerous sources of income in order to accomplish our Agency's mission and depend on the generosity of our community to help us reach our goals. There are a variety of ways that you can help, such as remembering us in your will or by making a donation to support our many programs.

This Agency and its programs are funded in whole, or in part, by contracts with the MA Executive Office of Elder Affairs and/or the Federal Administration for Community Living.

Services are provided without regard to race, ethnicity, age, gender, sexual orientation, religion, or disability.

(Revised 9/2017)

## Meals-on-Wheels Program



**elder  
services**

*of Cape Cod and the Islands*  
*access / service / advocacy*

**Q. What is the Meals-on-Wheels Program?**

A. The Meal-on-Wheels Program at Elder Services of Cape Cod and the Islands, delivers nutritionally balanced meals to homebound individuals, aged sixty and older, who are unable to prepare meals for themselves.

**Q. How Nutritious are the meals?**

A. Meals are planned to provide a minimum of one third the daily nutrients recommended for older adults. No salt is added to the meals and meals consist of an entrée, milk, bread, and dessert. Diabetic appropriate desserts are available. A monthly menu is provided.

**Q. How are meals delivered?**

A. Meals are delivered by Elder Services volunteers Monday-Friday typically between the hours of 10am and 12pm.

Your meal will be delivered cold and you will be able to heat it in a microwave or conventional oven.

If needed, frozen meals can be provided for weekends and holidays.

**Q. What if I cannot be home for a meal?**

A. You will need to be home to receive your meal. We cannot leave meals unattended. Meals are delivered cold/chilled and need to remain refrigerated until consumed.

To reduce food waste, please inform your meal site coordinator or the Nutrition Department at Elder Services at least two days in advance if you will not be home for a meal.

The Meals-on-Wheels program also acts as a safety check for seniors. If you do not answer the door for a scheduled meal and we cannot reach you, we will contact your emergency contacts, and if needed, local hospitals, police, etc. to make sure you are safe.

**Q. What happens when the program must be closed due to inclement weather?**

A. Program closures due to inclement weather will be announced on local radio stations. A meal consisting of shelf stable food will be delivered in advance when possible for those in need.

**Q. Is there a charge for the program?**

A. There is no charge for the meals, but a voluntary donation is requested to help defray the cost of the meal. Monthly donation letters are sent to participants. Checks can be made payable to Elder Services of Cape Cod and the Islands, Inc.

If you are interested or have questions, please contact the Information and Referral Department at ESCCI at 508-394-4630 or 1-800-244-4630.

**Elder Services Provides the Access, Service, and Advocacy to assist you.**

# East Harwich / Pleasant Bay Watershed Sewer System Project



Dear Homeowner,

Date: March 20, 2018

You are receiving this letter because you *May Be Affected* by the upcoming Sewering Project. Although the list of homes that will be sewered is not finalized, we would like to keep you informed about the Project. *The final list should be available by the end of March or early April.*

The Town's website <http://www.harwich-ma.gov> has a link on the left side of the Home page to a Wastewater site that contains information about this Project. This is currently being reorganized and updated, and new information will be added as it becomes available.

There is also a Wastewater Support Committee (WSC) which currently meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 8:30 AM in the Griffin Room at Town Hall and the 3<sup>rd</sup> Thursday evening at 6:00 PM, also in the Griffin Room at Town Hall. Please check the website as schedules and location may change. The role of the WSC is to *support* the exchange of information and concerns *from* the residents *to* the Town, and provide information *from* the Town Administration *to* the residents. The committee is putting together a Step-By-Step Guide of information for homeowners who are to be sewered to help them work through this process and will be available on the website when completed.

There is also information available at the Harwich Community Center, Harwich Brooks Free Library and Town Hall. A poster with the Schedule for the project is located in the Community Center and the Library.

An update on the East Harwich/Pleasant Bay Watershed Sewer System Project will be presented by CDMSmith and Town Departments on Thursday, April 19, 2018 at 6:30 PM at the Harwich Community Center.

## **Contact Information:**

Chris Clark, Town Administrator 508-430-7513 [cclark@town.harwich.ma.us](mailto:cclark@town.harwich.ma.us)

Dan Pelletier, Water Dept. Superintendent 508-432-0304 [dpelletier@harwichwater.com](mailto:dpelletier@harwichwater.com)

Wastewater Support Committee (WSC) [WasteWater@townofharwich.us](mailto:WasteWater@townofharwich.us)

Regards,

## **Wastewater Support Committee**

Sharon Pflieger, Chair

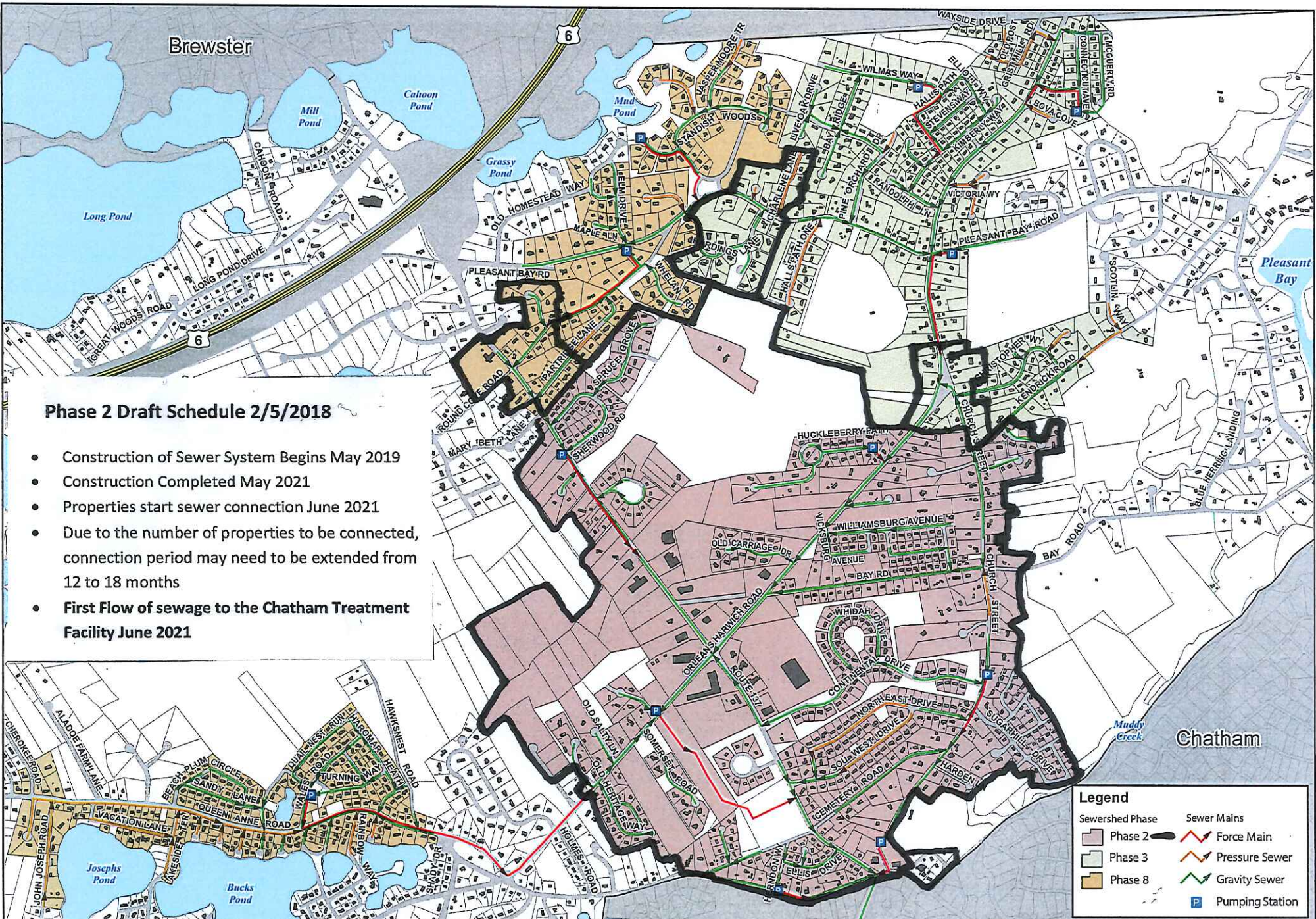
Chris Harlow, Vice Chair

Noreen Donahue, Clerk

Ann Howe

Peter Hughes





**Phase 2 Draft Schedule 2/5/2018**

- Construction of Sewer System Begins May 2019
- Construction Completed May 2021
- Properties start sewer connection June 2021
- Due to the number of properties to be connected, connection period may need to be extended from 12 to 18 months
- First Flow of sewage to the Chatham Treatment Facility June 2021

**Legend**

	Phase 2		Sewer Mains
	Phase 3		Force Main
	Phase 8		Pressure Sewer
			Gravity Sewer
			Pumping Station



**Conceptual East Harwich Sewer Service Area**

1 inch = 1,500 feet  
 0 1,500 3,000  
 Feet

Harwich, MA  
**CDM Smith**



## Cemetery Administrator's Weekly Report

Week ending March 10 & 17, 2018

- Worked on Pet Crematory documentation with Carol Coppola, Town Accountant for Town Meeting Article. Review of Ten and Twenty year Bond spreadsheets.
- Ongoing grants research for the Island Pond Arboretum and the Pet Burial Grounds.
- Sandi Hughes, City of Framingham doing research on Lt. Richard Leo Rogers who was killed in combat in Vietnam after one month in service on 14<sup>th</sup> of December 1968. Lt. Rogers was buried in Island Pond Cemetery. Wilfred Remillard, Veterans Agent will be rededicating his memorial square on Sunday 20<sup>th</sup> of May. Lt. Richard Rogers' Memorial Square stone is located at the corner of Route 28 and Chase Street.
- Went over database and fields I will need to update with information for the Island Pond Arboretum with Nick Tempe, Web Cemeteries for the software for mobile app and for Town Website access.
- Island Pond Arboretum gardens, working on designing native landscape plantings that would provide color year round with minimal maintenance once it is established. List of the plantings that the garden club used at Thompson Field was provided to me by Amy Natiello, a garden club member.
- Emails with Nancy Vail, Cemetery Commissioner for the Town of Wellfleet they are expanding their cemeteries and needed information.
- Signs for North Harwich Cemetery and Mount Pleasant Cemetery will be completed at the end of this week. We will be installing as soon as the ground thaws.
- Suffolk Certificate in Local Government Leadership and Management classes; March 9<sup>th</sup> and 16<sup>th</sup> morning class with Professor Lavin on Administrative Strategies of Local Government and afternoon class with Professor Lynch on Public Policy and Citizen Engagement. Meeting with Carrie Nagle, Suffolk University on continuing my Master Degree in Public Administration (MPA).
- Grand Opening of the South Harwich Meeting House with 4 concerts by the Chatham Choral. The Celtic Benefit Concert had two shows on Saturday March 17 & Sunday 18 at 2pm and 5pm which also included Bagpipes and Irish Harp all 4 performances were sold out. The building has been fully restored to 1836 with the help and support of the Community Preservation Act fund, all the Town Department, the Board of Selectmen and the Friends of the South Harwich Meeting House. Friend's board consisted of President, Judith Ford and members Mirabel Johnson, Allin Thompson, Robbin Kelley, Rocky Clark, Marcy Ford, Barbara Kodak, George Theberge and Jane McIlvin. Special thank you to Ed McManus, Chrissy & Shannon who helped me with the parking on Friday and Rocky Clark who helped me on Sunday.

Respectfully Submitted

Robbin Kelley  
Cemetery Administrator

Weekly Update for the Community and Cultural Centers  
March 10, 2018 – March 17, 2018

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 3/10 to 3/17.

- The Cultural Center auditorium hosted the Celtic Concert on Saturday March 10<sup>th</sup> for the Cranberry Festival. The event was a great success. They were eight seats shy of a complete full house for the venue. We look forward to doing other events in the future with this group.
- After attending the Facilities Committee meeting I worked on the minutes from the meeting for the group.
- I continued meetings with the Program Aide for the Cultural Center to move forward on plans for Art Week scheduled for April 27<sup>th</sup> through May 6<sup>th</sup>. I had Nolan Strzepek present the idea Erica Strzepek had to work with Children on a favorite place in Harwich for Art Week.
- I attended the selectmen's meeting to present on growth of the Cultural Center by adding a Labyrinth to the front yard of the Center. The idea was tabled.
- I have worked with Sean Libby on the Gym Floor RFP to answer questions and arrange site visits to see the location and the floor. We are hopeful to keep with the plan and get the bids back in April for the work to be done late May / early June. This time frame will be the least disruptive to departments and our citizens.
- Worked with COA to make calls to seniors regarding the shelter and bus service if the individuals needed rides during the noreaster.
- I drove the Town nurse to check on some at risk seniors during the recent storm.
- I began working with the Cape Cod Theatre Company home of the Harwich Junior Theatre on a class location for a program they run each year.
- I rented another class room in the Cultural Center for a 6 month period.
- I worked on facility issues in the Community Center after the storm including phone problems.

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

## 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 March 11, 2018 through March 17, 2018**

#### **Highway Maintenance**

- Responded to inclement weather the following days: 3/13 – Heavy snow forecast with schools and Town Hall closed. Treated all roads beginning at 6 am, transitioned to plowing at 9 am, stopped plowing at 10 pm, re-treated all roads. High winds necessitated dedicating 3 crews to downed trees for most of the storm.
- 1 day clearing catch basin covers in advance of storm
- The rest of the week was spent clearing downed trees and brush from the sides of the roads.
- Continued coordinating with RH White and National Grid

#### **Vehicle Maintenance**

- Seven repairs to vehicles, small and heavy equipment
- Police G33 replaced exhaust system, serviced vehicle, and installed gun lock
- Storm Skyler: Snow and ice removal. Tree and brush removal. Transported generators to traffic lights, hooked up, and monitored fuel levels

#### **Cemetery Maintenance**

- Storm related road maintenance (salting/plowing)
- Snow clean up in cemeteries including South Harwich meetinghouse for opening activities over the weekend
- Tree work in cemeteries following the storm

#### **Parks Maintenance**

- Parks Foreman on medical leave – assigned Craftsman to assist Highway Dept.

#### **Facility Maintenance**

- Received 26 new work orders and completed 19 work orders from back log
- Assisted in snow removal and cleanup after the storms
- Repairs to roofs and windows at the Town Hall, Library, FD, and Cultural Center



- Several repairs to systems throughout the town that were damaged or out of sequence following long power outages
- Re-configured the greeting area for the COA

### **Disposal Area**

- C&D: 15 loads, 251.88 tons
- MSW: 6 loads, 136.52tons
- Recycling: 4 loads, 11.75 tons
- Vehicles Recorded: 4,515
- Revenue: \$43,667.60

### **Reception**

- Walk ins: 24
- Telephone calls: 229 – most were storm related
- Work orders processed: 28



**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 3/16/18**

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

- Prepare self-evaluation,
- Prepare final budget amendment from joint meeting, reconcile Munis budget to excel files,
- Prepare final appendix B,
- Research tax title revolving funds,
- Various discussions with Treasurer/Collector and Assessor,
- Attend Board of Selectmen meeting,
- 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 – March 11, 2018 through March 17, 2018

Incidents:

Fire Prevention:

Inspections

Resale	02
Annual	01
Joint	00
Final	01
Lockbox	00
Liquid Propane Storage	01
Pre-Inspection	00
Oil Tank	01
Oil burner	00
Town Hall Hours	03
Underground Storage Tank	00
Truck Tank	00
InspectionsMisc	04

Items of note:

March 13, 2018 Storm Details:

183 Incidents from 12:00am March 13, 2018 until 08:00 on March 15, 2018

28 occurrences of 2 calls at once

22 occurrences of 3 calls at once

01 occurrence of 20 calls at once.

Provided staffing for the shelter. Numerous wires and tree calls. Multiple transports to shelter.



Incident Type Report (Summary)  
From 03/11/18 To 03/17/18  
Report Printed On: 03/19/2018

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
<b>1 Fire</b>						
Building fire (111)	1	0.39%	\$0.00	\$0.00	\$0.00	0.00%
	1	0.39%	\$0.00	\$0.00	\$0.00	0.00%
<b>3 Rescue &amp; Emergency Medical Service Incident</b>						
Medical assist, assist EMS crew (311)	1	0.39%	\$0.00	\$0.00	\$0.00	0.00%
EMS call, excluding vehicle accident with injury (321)	98	38.58%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	2	0.79%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with no injuries. (324)	1	0.39%	\$0.00	\$0.00	\$0.00	0.00%
	102	40.15%	\$0.00	\$0.00	\$0.00	0.00%
<b>4 Hazardous Condition (No Fire)</b>						
Gasoline or other flammable liquid spill (411)	1	0.39%	\$0.00	\$0.00	\$0.00	0.00%
Gas leak (natural gas or LPG) (412)	1	0.39%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide incident (424)	3	1.18%	\$0.00	\$0.00	\$0.00	0.00%
Power line down (444)	70	27.56%	\$0.00	\$0.00	\$0.00	0.00%
Arclng, shorted electrical equipment (445)	6	2.36%	\$0.00	\$0.00	\$0.00	0.00%
	81	31.88%	\$0.00	\$0.00	\$0.00	0.00%
<b>5 Service Call</b>						
Service Call, other (500)	18	7.09%	\$0.00	\$0.00	\$0.00	0.00%
Lock-out (511)	1	0.39%	\$0.00	\$0.00	\$0.00	0.00%
Water or steam leak (522)	1	0.39%	\$0.00	\$0.00	\$0.00	0.00%
Smoke or odor removal (531)	1	0.39%	\$0.00	\$0.00	\$0.00	0.00%
Public service assistance, other (550)	2	0.79%	\$0.00	\$0.00	\$0.00	0.00%
Public service (553)	2	0.79%	\$0.00	\$0.00	\$0.00	0.00%
Cover assignment, standby, moveup (571)	1	0.39%	\$0.00	\$0.00	\$0.00	0.00%
	26	10.23%	\$0.00	\$0.00	\$0.00	0.00%
<b>6 Good Intent Call</b>						
Good intent call, other (600)	3	1.18%	\$0.00	\$0.00	\$0.00	0.00%
Dispatched and cancelled en route (611)	4	1.57%	\$0.00	\$0.00	\$0.00	0.00%
Authorized controlled burning (631)	1	0.39%	\$0.00	\$0.00	\$0.00	0.00%
Smoke scare, odor of smoke (651)	2	0.79%	\$0.00	\$0.00	\$0.00	0.00%
	10	3.93%	\$0.00	\$0.00	\$0.00	0.00%
<b>7 False Alarm &amp; False Call</b>						
False alarm or false call, other (700)	1	0.39%	\$0.00	\$0.00	\$0.00	0.00%
Sprinkler activation due to malfunction (731)	1	0.39%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation due to malfunction (733)	1	0.39%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system sounded due to malfunction (735)	10	3.94%	\$0.00	\$0.00	\$0.00	0.00%
CO detector activation due to malfunction (736)	7	2.76%	\$0.00	\$0.00	\$0.00	0.00%
Unintentional transmission of alarm, other (740)	3	1.18%	\$0.00	\$0.00	\$0.00	0.00%
Sprinkler activation, no fire - unintentional (741)	3	1.18%	\$0.00	\$0.00	\$0.00	0.00%
Detector activation, no fire - unintentional (744)	1	0.39%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	3	1.18%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	3	1.18%	\$0.00	\$0.00	\$0.00	0.00%
	33	12.98%	\$0.00	\$0.00	\$0.00	0.00%
<b>8 Severe Weather &amp; Natural Disaster</b>						
Severe weather or natural disaster, other (800)	1	0.39%	\$0.00	\$0.00	\$0.00	0.00%

	1	0.39%	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Incident Count:</b>	<b>254</b>			<b>Total Est. Loss:</b>	<b>\$0.00</b>	

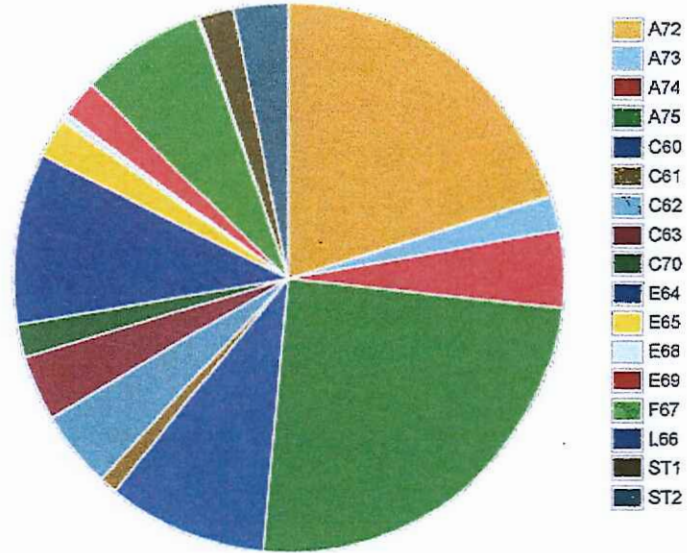
Search Criteria	
Dates	From 03/11/2018 To 03/17/2018 (mm/dd/yyyy)
Service	Harwich Fire Department
Staff	All
Apparatus	All
Station	All
Alarm Type	All
Zone/District	All

 Report Description



Time Spent on Calls by Vehicle

Unit	Hours On Calls	Percent Hours On Calls
A72	40.18	24.06%
A73	4.02	2.41%
A74	8.97	5.37%
A75	49.48	29.63%
C60	18.60	11.14%
C61	2.13	1.28%
C62	9.17	5.49%
C63	7.68	4.60%
C70	3.90	2.34%
E64	20.17	12.08%
E65	4.53	2.71%
E66	0.97	0.58%
E69	4.43	2.65%
F67	14.60	8.74%
L66	0.25	0.15%
ST1	3.97	2.38%
ST2	6.42	3.84%
<b>Total</b>	<b>199.47</b>	<b>119.44%</b>



## **Sandy Robinson**

---

**From:** John Rendon  
**Sent:** Monday, March 19, 2018 4:53 PM  
**To:** Ann Steidel; Sandy Robinson  
**Cc:** Michelle Morris; Heinz Proft; William Neiser  
**Subject:** Harbormaster Department Weekly Report 11-17 March

### **13 & 14 March Storm Days**

#### **Operations:**

- None

#### **Admin:**

- Went to waitlist with open Pleasant Bay and Herring River (North) Mooring Permits.
- Continued checking Registration/Documentation #'s for current expiration dates.
- Provided assigned PO #'s to both Brown Lindquist Fenuccio & Raber Architects and also GEI Consultants.
- Revoked Dockage Permit at Saquatucket Harbor for unpaid final dockage.
- Notified 52 Permit Holders via email of no payments for 3/15 deadline, deadline changed to 3/20 per Harbormaster due to incimate weather.

#### **Meetings:**

- SAQ Marina Reconstruction Project Progress Meeting
- SAQ Landside Renovation Project Progress Meeting

#### **Maintenance:**

- Cleared heavy snow and ice from Marine 77 after the nor'easter/snow storm on 3/13.
- Plowed the Saquatucket Harbor parking lot to provide access for crews working on the Saquatucket Harbor Project.
- Began cleaning and prepping the Allen Harbor dinghy for painting.

#### **SAQ Dock Project:**

- Piles set for main floats along north bulkhead
- East dock brow platform constructed
- Perimeter temp piles marking dredge limits removed
- Received 9 sections of west side main concrete floats; delivered and floated.
- Power Pedestal install to commence 3/20
- Third delivery of concrete floats scheduled for 3/29
- First delivery of timber finger piers to arrive 4/2

#### **SAQ Landside Project:**

- Construction of Harbormaster Building, deck and boardwalk continues.
- Construction of garage foundation to commence 3/20

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

## Health Director Weekly Report Week ending 3/10/18

Projects-

- Seasonal license renewals were prepared and sent out for the 2018 season for Motels, Camps, beaches, Pools, and Food establishments.
- Called all food establishments to check-in post storm, and performed limited temperature inspections.
- The BOH agenda was finalized and posted.
- Met with Cynthia Bayerl to discuss Potassium Iodide dispensing procedure and give overview of State and Local involvement in radiation control and outreach. She is offering the information to her Newcomers group next week.
- Finished the massive public information request by Conservation Law Foundation. This request occupied over 10 hours of staff time to complete.
- Attended the Wellness Committee meeting.
- Conducted 1 installer exam
- Received my 6 month evaluation by the Town Administrator. Goals were set for the next year to include sewer policies/regulations, overhaul of some Health Regulations, getting septic repair permits available online, looking into fertilizer regulations as well as expanding public health outreach within the town. Overall it was a very positive evaluation.
- Attended the community development meeting. Eastward Companies came in to discuss a potential 40B project at Chloe's Path (across from the Cultural Center on Sisson Road).
- Met on site with owner of the Port Center building-formerly Bonnatt's Bakery. Reviewed minimum requirements for opening this season with some longer term goals such as total floor and ceiling tile replacement.
- Attended a meeting with Chris Clark and Dan Pelletier regarding of sewer flow within Phase II

<b>FOOD INSPECTIONS</b>	<b>BUILDING PERMIT REVIEWS</b>
7-Eleven- Post storm check-in only Jake Rooney's- Post storm check-in only The Cove- Post storm check-in only Dairy Queen- Post storm check-in only	75 Grey Neck Rd. 12 Wyndmere Bluffs 22 Bank St. 38 McGuerty Rd. 316 Bank St. 253 Chatham Rd. 5 Flake Yard Rd. 21 East Gate Rd. 9 Wisdom Way
<b>SEPTIC SYSTEM PERMITS</b>	<b>CERTIFICATES OF COMPLIANCE</b>
15 Whidah 21 Uncle Vernies Rd. 42 South Street, Harwich Port 560 A Route 28, Harwich Port	

<b>FINAL SEPTIC INSPECTIONS</b>	<b>CONSULTATIONS</b>
16 Osbourne Rd. 177 Wallace 9 Homer	5 Kettle Pond Drive-post construction walk through 15 Littlefield Rd-post construction walk through 11 Burton Ave-post construction walk through

Meggan Eldredge



## Health Director Weekly Report Week ending March 17, 2018

Projects-

Attended a meeting with Chatham Wastewater Departments. This meeting revolved around the engineering and design of a pump station that will be utilized by both Towns. I was able to have many questions answered in regards to the Board of Health's role in implementation and enforcement.

Attended the Wastewater Support Committee meeting on Thursday evening. I was able to answer some frequently asked questions in regards to the BOH involvement. The current Sewer Regulations indicate the BOH is able to grant extensions for connections. This process will be used often by residents when requesting an extension. It is still clear that the BOH should have a set of policies that we follow when it comes to failed/failing systems, systems due for upgrade, real estate transfer inspections, expansions, etc.

Prepared for deposition for 5 Sea Street Ext. which took place on Friday the 16<sup>th</sup>.

Two snow days-came in on Wednesday after the storm to visit various restaurants to check for power outage related issues.

Many inspections and phone calls made as a result of the Winter Storm. We visited dozens of food service establishments to ensure compliance with regulations. Overall, most places were handling things properly.

<b>REAL ESTATE TRANSFER INSPECTION REPORTS</b>	<b>FOOD INSPECTIONS</b>
584 Route 28 11 Captain Bearse 34 Beach Plum Circle 77 Route 28 30 Blue Heron Landing 466 Route 28 36 Spruce Grove 15 Wallace Road 7 Village Lane 10 Nickerson Road	Brax Landing- Storm Check Only Buca's Tuscan Roadhouse- Storm Check Only Castaways Restaurant- Storm Check Only Dunkin Donuts- Pleasant Lake Ave. - Storm Check Only Cumberland Farms- Storm Check Only Ember Pizza- Storm Check Only Harwich Mobile- Storm Check Only Main Street Quik Pik- Storm Check Only Subway- Storm Check Only Ruggie's- Storm Check Only
<b>SEPTIC SYSTEM PERMITS</b>	<b>CERTIFICATES OF COMPLIANCE</b>
124 Miles St.	9 Homer Road

<b>FINAL SEPTIC INSPECTIONS</b>	<b>BUILDING PERMIT REVIEWS</b>
130 Bay Rd. 14 Mariner Dr. 33 Archibald	124 Miles
<b>COMPLAINT INSPECTIONS</b>	<b>CONSULTATIONS</b>
14 Harold St. 11 Windjammer 96 Queen Anne Rd.14	Walk-thru at 15 Wallace Road- compliance with bedroom number

*Meggan Eldredge*

## **Sandy Robinson**

---

**From:** Heinz Proft  
**Sent:** Tuesday, March 20, 2018 5:14 PM  
**To:** Ann Steidel; Sandy Robinson  
**Subject:** Heinz weekly report 3/21/18

Natural Resources Weekly report 03/21/18 (2 weeks) due to storm.

\* Shellfish areas were re-opened after storm closure. All days open provided air Temperature is > 30 deg. 140 Shellfish permits sold to date.

\* Water levels remain quite high in Long Pond, Hinckleys Pond and West Reservoir. Water Level boards have been removed in areas to lower levels.

\* Continue to provide Harwich CWMP information regarding Pleasant Bay TWMP nitrogen mangement for Horsley Witten Group.

\* Attended Pleasant Bay Alliance watershed permit project workshop. 3/14

\* Attended Wastewater support committee meeting – Harwich Town Hall.

\* MSOA – Massachusetts Shellfish Officer Association annual convention March 15+16<sup>th</sup> in New Bedford, MA.

\* Attended 23<sup>rd</sup> Annual Cape Cod Natural History Conference at Cape Cod Community College.

\* Attended and presented at the Joint Selectman/Finance Committee FY19 Budget Hearings.

\* Completed Herring Run reconnaissance with Americorps representative prior to our large group project  
Days scheduled for March 23<sup>rd</sup> and March 26<sup>th</sup>.

Heinz Proft  
*Nat. Resources Director*

Memorandum from Charleen Greenhalgh  
Town Planner  
Town of Harwich

March 19, 2018

To: Christopher Clark, Town Administrator  
From: Charleen Greenhalgh, Town Planner  
Re: Weekly Report – Week of March 5, 2018

The week included, but was not limited to:

- Prepared Planning Board Agenda
- Prepared staff reports for various applications
- Attended Weekly meeting with Cyndi Williams on the Cultural Compact
- Attended Cape Planners Meeting in Dennis
- Prepared weekly report
- Spent well in excess of 15 hours completing year 3 of the SEIU salary compensation study – Scheduled to meet with Town Administrator and Interim Assistant Town Administrator the week of March 12
- Met with Dan Pelletier who is assisting Cyndi Williams and I with the creation of Cultural Counsel District Maps
- Met with the Community Development Team, met with a prospective applicant for a potential 40B
- Met with Larry Cole, Margaret Song from Cape Light Compact and the Town Administrator to discuss a contract with Cape Light Compact to assist the Town with the Green Community's requirements; specifically the MassEnergyInsight updating, the energy plan and the vehicle inventory.
- Prepared documents for Town Administrator's following for Green Community's related items as a result of meeting.
- Met with others, including abutters, realtors, etc., at the window to answer questions, review pending applications, etc.
- Reviewed other applications and signed off in Accela

Memorandum from Charleen Greenhalgh  
Town Planner  
Town of Harwich

March 21, 2018

To: Christopher Clark, Town Administrator  
From: Charleen Greenhalgh, Town Planner  
Re: Weekly Report – Week of March 12, 2018

The week included, but was not limited to:

- Monthly meeting with Cyndi Williams Executive Director of the Chamber and the Town Administrator
- Attended Weekly meeting with Cyndi Williams on the Cultural Compact
- Prepared for Planning Board Meeting
- Cancelled Planning Board Meeting due to snow storm and closure of Town Hall. Notified all applicants and representatives and Board Members, Planning Assistant prepared re-notification postcards for all abutters that hearings were rescheduled to March 27<sup>th</sup>. Hand delivered all mail to the Post Office to ensure a timely send out.
- Town Hall was closed Tuesday, March 13<sup>th</sup> and Wednesday, March 14<sup>th</sup> due to storm.
- Brought home the Fire Station 2 Site Plan and reviewed by flashlight. Prepared a list of potential waivers.
- Prepared a memo for Fire Station 2 based on my review and forwarded to the representative, Fire Chief and Deputy Fire Chief.
- Prepared Legal notice for April 10<sup>th</sup> Planning Board Meeting and sent to newspaper for publication.
- Met with Bob Lawton, ATA and Town Administrator to review Year 3 SEIU salary and compensation findings and results.
- Participated in a MIIA/EAP webinar: *Working with Constructive Feedback*.
- Met with others, including abutters, realtors, etc., at the window to answer questions, review pending applications, etc.
- Reviewed other applications and signed off in Accela

## Sandy Robinson

---

**From:** Chief David J. Guillemette  
**Sent:** Wednesday, March 21, 2018 11:35 AM  
**To:** Ann Steidel; Sandy Robinson  
**Subject:** PD weekly activity report  
**Attachments:** PD weekly activity report March 11 through March 17 2018.pdf

Hi Ann and Sandy,

Attached please find our weekly activity report.

Thanks,

David J. Guillemette  
Chief of Police



Harwich Police Department  
183 Sisson Road  
Harwich, MA 02645

Office: 508-430-7541



# 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 March 17, 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:

### Weekly collections 3/11-3/17

Tax/Water Collections:	\$105,018.62
Departmental turnovers:	\$77,049.91
Total:	\$182,068.53

### Weekly Disbursements 3/11-3/17

Accounts Payable	\$182,811.67
Payroll (week ending 3/10/18)	\$332,115.25
Total:	\$514,926.92

Respectfully submitted,

Amy Bullock, Treasurer/Collector



# Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

## For Week Ending: March 10, 2018

Please see the following highlights from the previous week:

- BOWC Meeting 3/6/18
- Meeting @ Saquatucket Harbor regarding hydrant/water service location
- Meeting with Charleen to create Cultural district map
- 3/9/18 Meeting with Chris Clark regarding Wastewater
- Ferrell Electric onsite to replace broken insulator @ Station 7
- Cleared storm debris on at all pumping stations
- Pump out Demo/construction/materials pit at Town Dump
- New water service installations 18 & 33 Archibald Circle
- Repair CL2 Chemical feed pump @ T2
- Calibrate CL@ analyzers @ all treatment facilities
- Present FY19 budget @ joint BOS & FinCom meeting
- Conduct meter reading for spring billing
- Conduct Quarterly sampling
- Publish & submit final Consumer Confidence Report to MassDEP

### Ongoing/Upcoming Items:

- Annual Statistical Report
- National Grid Crossover project bid preparation
- Lower county project specification/plan review
- Install Utility ceiling panels @ Station 8 & 9
- Wireless Communications RFP prep
- Inspect Knox Box @ all locations with FD
- MassDEP Phone conference regarding WMA Permit
- Harwich/Chatham joint wastewater progress meeting

### Quick Stats

<b>21</b>	<b>+5.85%</b>	<b>+14.8%</b>
*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

Final Read	2	New Service Installation	2
Frozen Meter	1	Seasonal Turn Off	21
Hydrant Meter Set/Remove	1	Site Visit	3
Markouts	10	Turn On/Off Service	2
Meter Replacement	1	Troubleshoot	2

### Activities Statistics

	<u>2017</u>	<u>2018WTD</u>	<u>2018YTD</u>
Curb Stop Repair/Renewals	5	0	0
Final Read for Property Transfer	394	2	40
Frozen Water Meter/Services	2	1	15
Hydrant Maintenance/Repairs	1	0	0
Hydrant Installation/Replacement	2	0	3
Markouts	365	10	54
Meter Replacement	461	1	47
Meter Installation <i>new accounts</i>	39	1	7
Seasonal Turn On/Off	1126	21	132
Water Main Repairs	5	0	2
Water Service Installation <i>new</i>	40	2	4
Water Service Renewal	47	0	2
Service Repair/Site Visit <i>general</i>	194	8	65



# Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

## For Week Ending: March 17, 2018

Please see the following highlights from the previous week:

- Department update meeting W/ Gary
- DEP Conference call regarding OTC for Water Management Act permit
- Department Closure- 3/13-3/14
- Troubleshoot Generator & set up temp generator to provide power for SCADA system due to power outage & failed voltage regulator on existing generator
- Check all Knox Box on department properties & discuss response protocol with FD
- Harwich/Chatham Joint wastewater progress meeting
- Wastewater meeting with CDM Smith
- Storm Clean-up
- Cut & Cap water service @ 175 South Street
- Prime gable section of stations 8 & 9 CMU Block wall
- Emergency Markouts conducted for downed Verizon poles
- Mark-up Spec book for Lower County Road project
- Meeting with DCI to discuss revisions to the Lower County Road Spec book

### Ongoing/Upcoming Items:

- Annual Statistical Report
- National Grid Crossover project bid preparation
- Lower county project plan review
- Install Utility ceiling panels @ Station 8 & 9
- Wireless Communications RFP prep
- Meeting with BOWC Chair to discuss revising capitol plan
- Meeting with Health Dept. to discuss department roles and involvement in wastewater

### Quick Stats

0	-11.89%	+13.4%
*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

Confirm Meter Read	2	Frozen Meter	1
Cut & Cap Service	1	Markouts	8
Final Read for Property Transfer	8	Seasonal On/Off	23
Frozen Meter	1	Service Repairs	2

### Activities Statistics

	<u>2017</u>	<u>2018WTD</u>	<u>2018YTD</u>
Curb Stop Repair/Renewals	5	0	0
Final Read for Property Transfer	394	8	48
Frozen Water Meter/Services	2	1	16
Hydrant Maintenance/Repairs	1	0	0
Hydrant Installation/Replacement	2	0	3
Markouts	365	8	62
Meter Replacement	461	0	47
Meter Installation <i>new accounts</i>	39	0	7
Seasonal Turn On/Off	1126	23	155
Water Main Repairs	5	0	2
Water Service Installation <i>new</i>	40	0	4
Water Service Renewal	47	2	2
Service Repair/Site Visit <i>general</i>	194	3	68



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

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

Agricultural Commission (3 full, 1 alternate).....	4
Bikeways.....	1
Building Code Board of Appeals.....	5
Community Preservation Committee .....	1
Conservation Commission (1 alternate; 1 full member).....	2
Cultural Council.....	1
Council on Aging.....	1
Harwich Accessibility Rights Committee.....	1
Finance Committee .....	3
Forest Committee.....	1
Health Board .....	1
Historic District/Historical Commission (alternate).....	2
Housing Committee .....	1
Municipal Revenue and Economic Development Committee.....	5
Planning Board (2 alternate).....	2
Real Estate and Open Space .....	1
Traffic Safety Committee .....	1
Treasure Chest Committee (alternate) .....	1
Harwich/Chatham IMA Subcommittee .....	2

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