

SELECTMEN'S MEETING AGENDA*

Donn B. Griffin Room, Town Hall
732 Main Street, Harwich, MA
Regular Meeting 6:30 P.M.
Monday, April 23, 2018

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. WEEKLY BRIEFING

IV. PUBLIC COMMENTS/ANNOUNCEMENTS

V. CONSENT AGENDA

- A. Approve Minutes – April 2, 2018 Regular Session
- B. Approve 2018 renewals of Junk Dealer Licenses for Syd's A&J and Woody's Furniture Repair
- C. Approve request for assistance from the Caleb Chase Fund
- D. Authorize the Chairman to sign the FEMA Community Rating System Annual Recertification
- E. Approve the recommendation of the Housing Committee to select Arthur Bodin as Harwich's representative to the Barnstable County HOME Consortium

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

VII. NEW BUSINESS

- A. Municipal Housing Trust training session/responsibilities
- B. RFPs for Saquatucket Snack Shack and Bank Street Property
- C. Harwich Cultural Center
 - 1. Financial Plan / update on expenses
 - 2. Extension of the 2-year trial
 - 3. Creation of the labyrinth
- D. Request/Petition for discussion regarding the Pet Crematory
- E. Dogs on Town beaches discussion
- F. Grant Writing Training in Sagamore, MA
- G. Additions to ATM Warrant after Selectmen approved and signed

VIII. OLD BUSINESS

- A. One-liners – Article Assignments
- B. Ownership of the fields behind the Middle School - *discussion*

IX. TOWN ADMINISTRATOR'S REPORT

- A. Departmental Reports

X. SELECTMEN'S REPORT

XI. ADJOURNMENT

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

Authorized Posting Officer:

Posted by: _____
Town Clerk

Sandy Robinson, Admin. Secretary

Date: _____
April 19, 2018

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, APRIL 2, 2018
6:30 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark, Fire Chief Clarke, Police Chief Guillemette, Deputy Fire Chief LeBlanc, Deputy Police Chief Gagnon, Carolyn Carey, Sharon Pflieger, Cyndi Williams, Jack Brown, Dana DeCosta, Mark Ameres, Angelo LaMantia, Laurie Gillespie-Lee, Nancy Scott, Richard Waystack, and others.

Chairman MacAskill reported that the Board had just come out of Executive Session where they took up HEA Union negotiations and a vote pending their approval of the contract which they will bring back next week. He added that they voted on Executive Session minutes as well.

WEEKLY BRIEFING

No one appeared before the Board.

PUBLIC COMMENTS/ANNOUNCEMENTS

Ms. Williams of the Chamber of Commerce announced the upcoming job fair on April 5, 2018 at the High School.

CONSENT AGENDA

- A. Approve Minutes -
 - 1. March 5, 2018 Executive Session
 - 2. March 10, 2018 Regular Session
 - 3. March 19, 2018 Regular Session
 - 4. March 19, 2018 Executive Session
 - 5. March 26, 2018 Executive Session
- B. Authorize Town Administrator to serve as signatory on Seaport Economic Council Grant for \$1,000,000 for Saquatucket Landside Project
- C. Approve request by Peg Rose to donate one year weight room membership and sweatshirt to Toast of Harwich auction
- D. Approve request for assistance from the Caleb Chase Fund
- E. Accept resignation of Katie O'Sullivan from the By-Law/Charter Review Committee

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

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

- A. Town Administrator to present votes on budget and remaining votes needed
 - 1. Article 3 – Elected Officials Salaries

Mr. Howell moved that we accept the FinComm's positions on Elected Officials salaries absent the Selectmen positions. Ms. Kavanagh seconded the motion. Chairman MacAskill said that given the budget coming in at a 7.2% increase, he is opposed to this with exception of the Town Clerk's salary. The motion carried by a 3-2-0 vote with Ms. Brown and Chairman MacAskill opposing the motion.

2. Article 4 – Town Operating Budget

Mr. Clark reported that the total request is \$37,070,741 and provided an overview of the funding list as follows:

Free Cash	\$78,000
Water Enterprise	\$732,843
CPA	\$588,750
Cable	\$156,450
Betterment	\$257,885
Golf Improvement	\$75,600
Waterways & Mooring	\$236,058
FEMA	\$13,608
Town Clerk State Aid	<u>\$15,585</u>
TOTAL	\$2,154,779
Local Receipts	\$12,806,145
Taxes	<u>\$22,109,817</u>
OPERATING BUDGET	\$37,070,741

Mr. Clark provided an overview of the job description for the proposed Help Desk Specialist/PC Support position. He added that he intends to look into seeing what the County can help us with. Mr. Ballantine said it is a good job description and he supports this but would like to see an overall plan of how we are going to approach the various software programs so as to merge databases and make use of them. Ms. Kavanagh said we need more help with the daily tasks and she thinks the job description is good but struggles with the overall set-up. She said we need to look at this and re-develop that area. Ms. Brown said she doesn't think this is the answer right now and we need to do a more in-depth department assessment. She recommended delaying this and doing more of an assessment over the next year. Mr. Howell said a lot of this is off the shelf and things he does himself or for other people. He said he is not certain that this gets us to the integration of the software and he doesn't think this gets us anywhere near where we want to be. Mr. Clark questioned how we get the assessment done with only one person in the department to work on it. He said this is the first step in freeing up some of the IT Director's time. He pointed out that some of the software packages are proprietary and not always open to others such as Accela and Assessing software. Chairman MacAskill said this is an \$80,000 step to build a position that we aren't sure we need. He indicated that he would like to see a consultant come in and give us an idea of what we need. He said he would support putting a number in the budget for IT needs rather than an IT position and he suggested \$20,000. He further suggested giving a \$5,000 stipend for web improvement. Mr. Ballantine said he liked that approach but didn't think \$20,000 was enough. He suggested \$30,000 to \$40,000 and Ms. Kavanagh agreed. Ms. Brown said she would like to see what the County offers before they do this. Mr. Howell stressed that this position is not going to get us the integration of the proprietary software. He said we should be defining our needs and how to structure both positions. Chief Clarke noted that the Board was given a report and it seems it is not answering their questions. He asked the Board to clarify specific questions of what they are looking for. Chairman MacAskill said he wants to know exactly what our IT needs are, what we are spending on IT, what software packages we need help on, what outside services we are still going to need and he added that the plan that they got doesn't answer those questions. Chief

Clarke said they would help in any way they can and Chairman MacAskill said he would put their questions down in writing. The Board took comments from Mr. Waystack who called for an analysis department by department. Mr. Howell moved that we supplant this in the operating budget with a \$40,000 amount to address both IT needs across departments and to address near term help out of free cash. Mr. Ballantine seconded the motion. Ms. Kavanagh questioned what we do in the interim. Chairman MacAskill said they should all put their ideas on paper and come up with a Mission Statement and, through the Town Administrator, they start by reaching out to the Department Heads and ask what their actual needs are. Ms. Kavanagh said they should address the immediate need. Mr. Clark recommended bringing in a consultant to study our needs and how we would rebuild the department and potentially put \$20,000 into the operating budget so we can contract with the County for some additional support. Deputy Chiefs LeBlanc and Gagnon discussed the sacrifices they made from their budgets toward IT. The motion carried by a unanimous vote. Chairman MacAskill noted that the budget would be reduced by \$60,000 for the requested position as well as the associated health insurance cost, if it was included.

The Board discussed the \$90,000 request to build a fund for future operations and maintenance with Chatham. Mr. Ballantine said he was uncomfortable with the article noting that it is too broad as it includes four different ways to spend the money rather than to just offset the sewer charge. Mr. Clark clarified that we need to build up that money so that it would fall to become retained earnings. Mr. Ballantine said he doesn't want it spent on something else. Mr. Clark said the intent is to have \$60,000 to \$70,000 go into retained earnings and \$20,000 to help with our portion of the Dennis, Harwich and Yarmouth initiative and when that is no longer needed that also can fall to retained earnings. Mr. Clark said he could add this to the explanation of the article. He discussed that this must be built into the operating budget to be sustainable. Chairman MacAskill said he would prefer to keep it at \$70,000 and plug the \$20,000 in someplace else. Mr. Clark said he can put in the explanation for the article that \$70,000 is for intergovernmental transfers that we have to build up because we know of bills coming from Chatham. The Board was agreeable to that. Mr. Clark recommended moving \$20,000 into Administration and leave the \$70,000 and call it intergovernmental transfers. Mr. Ballantine moved Mr. Clark's recommendation. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

The Finance Committee joined the Board to discuss the operating budget article (Mr. Ameres, Mr. DeCosta, Mr. Brown, Mr. LaMantia, Ms. Gillespie-Lee). Mr. Clark took questions from the Board regarding the budget growth and sustainability. The Board discussed bond ratings, free cash, DPW overtime snow removal costs, infrastructure projects' costs and debt, and health insurance costs. Mr. Howell moved to approve the budget at \$37,070,741 less the calculated number for the IT position, less the health care costs associated with that position and plus a \$20,000 figure for IT expenses. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

3. Article 5 – Monomoy Regional School District Budget

Board discussion revolved around how we can sustain a 5-6% increase every year in the school budget. Ms. Kavanagh stressed that we are growing the new district and it is going to take some time. Ms. Kavanagh moved that we approve the School Committee's budget at \$25,609,390 with \$260,038 out of there for capital needs. The motion was not seconded. Ms. Coppola read the recommendation to fund the operating budget of the Monomoy Regional School District for FY19 for a total of \$25,609,390 to be raised for this purpose and further, of that total \$260,038 is equal to the capital needs of the district to be funded from a combination of free cash of a total of \$147,336 and capital exclusion made up of two components, one is the restrooms for \$76,077 and stabilization for \$36,625.

Ms. Kavanagh moved the recommendation. Ms. Brown seconded the motion and the motion carried by a 3-2-0 vote with Mr. Ballantine and Chairman MacAskill opposing the motion.

4. Article 9 – Capital Items from Free Cash

Mr. Clark explained the article and took questions from Ms. Brown regarding vehicles. The Board took comments from Chief Clarke and Deputy Chief LeBlanc on Fire Department vehicles. Chairman MacAskill said he was going to ask the Town Administrator to look at vehicles before we proceed with purchasing. He further stated that he would like to see the Albro House boiler pulled from this article as we are doing an assessment on the building and Ms. Brown agreed. There was discussion about paying for the boiler through the Green Communities program and Mr. Clark said he is unsure of the breakdown of funds available from this program would prefer to keep it in the article but we don't have to spend it. Mr. Ballantine moved to accept and adopt Article 9 Capital Items Funded from Free Cash under \$50,000 for a total of \$234,000. Mr. Howell seconded the motion and the motion carried by a 4-1-0 vote with Chairman MacAskill in opposition.

5. Article 11 – Fund the Snow & Ice Deficit for FY18

At Mr. Clark's recommendation, Ms. Kavanagh moved that we approve the Fund Snow & Ice Deficit for FY18 pending the number to be determined at Town Meeting. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

6. Article 12 – Fund Shortfalls in Budget Transfers for FY18

The Board discussed with Ms. Coppola collection efforts for police details. Ms. Kavanagh moved to Fund the Budget Shortfalls in Budget Transfers for FY18 in the amount of \$75,000 for police details and \$25,000 for senior exemptions and pending any additional information at Town Meeting. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

7. Article 14 – Fund Construction of Phase II of the CWMP

At Mr. Clark's recommendation, Ms. Kavanagh moved that we approve the Construction of the Interconnection with Chatham and sewers in the southern section of Pleasant Bay Watershed, Article 14, pending further information but in the amount of \$22,450,000. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

8. Article 21 – Purchase & Equip Vehicles for DPW

After discussion about mileage on existing vehicles, Mr. Howell moved that we approve Article 21 at a funding level of \$135,000 with two dump trucks. Chairman MacAskill seconded the motion. Ms. Brown said she didn't think we should replace any of the vehicles. The motion carried by a 4-1-0 vote with Ms. Brown opposing the motion.

9. Article 66 – Stabilization Fund

10. Article 67 – OPEB Trust Fund

At Mr. Clark's recommendation, Ms. Kavanagh moved that we approve Article 66 for the Stabilization Fund estimated cost of \$700,000 and the OPEB Trust Fund Article 67 for \$700,000 and pending additional information for both. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

11. Article 68 – Fund Prior Year’s Unpaid Bills

At Mr. Clark’s recommendation, Ms. Kavanagh moved that we Fund the Prior Year’s Unpaid Bills, which is Article 68, in the estimated cost of \$10,500 and pending any additional costs before Town Meeting. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

B. Joint Budget/Article Hearing with Finance Committee – Reconciliation

Mr. Brown opened the meeting of the Finance Committee at 9:00 p.m. and noted that they had a quorum. Mr. DeCosta reported that the Finance Committee voted to indefinitely postpone the Cemetery Rules and Regulations article. Mr. Brown commented that it didn’t seem culturally consistent with the Town’s overall thinking and behaviors. Mr. Howell moved that the Board reconsider their previous vote. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote. Mr. Howell moved to indefinitely postpone the article. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

Mr. Brown said there are a couple of topics they need to talk about in the future including overtime and he suggested that the Board come up with a policy on overtime management. He added that there should be a policy discussion on vehicles as well as on staffing strategies including staff reduction through attrition. Mr. Brown adjourned the meeting of the Finance Committee at 9:10 p.m.

NEW BUSINESS

A. HEA Union Contract FY18-20

There was no discussion on this item.

OLD BUSINESS

A. Annual Town Meeting Warrant

1. One Liners

There was no discussion on this item.

B. Participation in pursuing opioid litigation

Chairman MacAskill asked Mr. Ballantine and Ms. Brown to review the video of last week’s meeting on this item and said he will bring this item back next week.

TOWN ADMINISTRATOR’S REPORT

A. Wastewater Update

Mr. Clark discussed the slide presentation from the recent Chatham, Harwich and Yarmouth Clean Waters Partnership meeting.

B. Cold Brook Update

Mr. Clark reported that he held a lengthy meeting on Friday regarding the Cold Brook initiative and we are getting much closer and it was a very productive meeting. Chairman MacAskill stated that Harwich Conservation Trust is leading the project and our consultants are involved to help the Town's position. Mr. Clark added that it is Harwich Conservation Trust property and their goal is to return it to its natural state as opposed to cranberry bogs. He provided slides associated to the project.

C. CDM Smith Brochure

Mr. Clark said he would bring the brochure to the Wastewater Support Committee tomorrow. Ms. Pflieger reported that the brochure has been updated. She noted that there are new diagrams out and she suggested that the brochure include these new pictures as so much of the wording and pictures are the same as were previously. It was agreed that the Wastewater Support Committee would look at it at their meeting tomorrow and bring it back to the Board.

D. Judah Eldredge Property

Mr. Clark reported that he had a question from the Finance Committee Chair on this as to whether we are supplementing funds by not funding it through taxation and the answer to that is no.

E. Letter from Senator Cyr honoring Mr. James Marceline

The Board agreed to address this item at next week's meeting.

F. Departmental Reports

There was no discussion on this item.

SELECTMEN'S REPORT

Mr. Ballantine asked for a report on pet cemetery revenue and Mr. Clark said he would ask the Cemetery Administrator to come next week.

ADJOURNMENT

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Ann Steidel
Recording Secretary

NUMBER

18-17

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF HARWICH

FEE

\$35.00

JUNK DEALER'S LICENSE

This is to certify that a license is hereby granted to Sydney S. Mercer d/b/a Syd's A & J

338 Bank St., Harwich

**TO BE A DEALER IN OR KEEPER OF A SHOP FOR THE PURCHASE, SALE OR BARTER IN
JUNK, OLD METALS AND SECOND HAND ARTICLES**

in said **Harwich** in accordance with the laws of the Commonwealth of Massachusetts relating thereto, the ordinances and by-laws of **Harwich** and such rules and regulations provided for the supervision thereof.

This license shall continue in force until **May 1, 2019**, unless sooner revoked and is subject to sections two hundred and two to two hundred and five, inclusive, of the General Laws, Chapter 140, as amended.

By order of the licensing authorities this **First day of May, 2018**.

TOWN CLERK

EXTRACTS FROM GENERAL LAWS, CHAPTER 140, AS AMENDED

Section 55. Whoever acts as a collector of, dealer in or keeper of a shop for the purchase, sale or barter of junk, old metals or second hand articles without a license, or in any other place or manner than that designated in his license or after notice to him that his license has been revoked, or violates any such rule, regulation or restriction, shall forfeit twenty dollars. The purchase, sale or barter of books, prints, coins or postage stamps shall not be deemed to be the purchase, sale or barter of second hand articles within the meaning of this and the preceding section.

Section 56. A junk collector shall be deemed to be any person who by going from place to place collects by purchase or otherwise junk, old metals or second hand articles, whether or not by previous contract or arrangement.

Section 202. Licenses granted to keepers of intelligence offices, dealers in junk, old metals and second hand articles, junk collectors, pawn brokers and keepers of billiard saloons, pool or sippio rooms or tables, bowling alleys, skating rinks and picnic grounds shall, except as hereinafter provided, be signed by the clerk of the town where they are granted. Every such license shall, before being delivered to the licensee, be recorded by the town clerk, in a book kept for that purpose. Such license shall set forth the name of the licensee, the nature of the business, and the building or place in such town in which it is to be carried on, and shall continue in force until May first following unless sooner revoked. The board or officer issuing such a license shall, except as provided in section seventy-seven, receive for the use of the town such amount, not less than dollars for each license, as the board or officer considers reasonable.****

Section 203. Such licenses may be granted in April, to take effect on May first following.

Section 204. A license issued as aforesaid shall not protect the holder thereof in a building or place other than that designated in the license unless consent to removal is granted by the licensing board or officer.

Section 205. Upon the revocation of such a license, such clerk shall note the revocation upon the face of the record thereof, and shall give written notice to the licensee by delivering it to him in person or by leaving it at the place of business designated in the license.

NUMBER

18-12

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF HARWICH

FEE

\$35.00

JUNK DEALER'S LICENSE

This is to certify that a license is hereby granted to Ray Woodland d/b/a Woody's Furniture Repair

1353 Orleans Road, East Harwich

TO BE A DEALER IN OR KEEPER OF A SHOP FOR THE PURCHASE, SALE OR BARTER IN

JUNK, OLD METALS AND SECOND HAND ARTICLES

in said **East Harwich** in accordance with the laws of the Commonwealth of Massachusetts relating thereto, the ordinances and by-laws of **Harwich** and such rules and regulations provided for the supervision thereof.

This license shall continue in force until **May 1, 2019**, unless sooner revoked and is subject to sections two hundred and two to two hundred and five, inclusive, of the General Laws, Chapter 140, as amended.

By order of the licensing authorities this **First day of May, 2018**.

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Section 202. Licenses granted to keepers of intelligence offices, dealers in junk, old metals and second hand articles, junk collectors, pawn brokers and keepers of billiard saloons, pool or sippio rooms or tables, bowling alleys, skating rinks and picnic grounds shall, except as hereinafter provided, be signed by the clerk of the town where they are granted. Every such license shall, before being delivered to the licensee, be recorded by the town clerk, in a book kept for that purpose. Such license shall set forth the name of the licensee, the nature of the business, and the building or place in such town in which it is to be carried on, and shall continue in force until May first following unless sooner revoked. The board or officer issuing such a license shall, except as provided in section seventy-seven, receive for the use of the town such amount, not less than dollars for each license, as the board or officer considers reasonable.***

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Sandy Robinson

From: Charleen Greenhalgh
Sent: Thursday, April 19, 2018 3:44 PM
To: Sandy Robinson
Subject: FW: 2018 Community Rating System (CRS) Annual Recertification - Harwich MA
Attachments: Scanned CRS Application for BOS Review (2018).pdf

Importance: High

Sandy,

Attached please find the Community Rating System (CRS) Recertification form. This requires the Chief Executive Officers signature. Below provides for an explanation of the recertification. This is important to keep Harwich in good standings with FEMA and to retain the community's CRS certification, which provides for a reduction in Flood Insurance Rates through FEMA.

I plan to attend the April 23, 2018 Board of Selectmen meeting, should any questions arise.

Respectfully,
Charleen

Charleen Greenhalgh
Town Planner
Town of Harwich
732 Main Street
Harwich, MA 02645
508-430-7511
508-430-4703

cgreenhalgh@town.harwich.ma.us

Town Hall Hours – Mon: 8:30am-8:00pm; Tues-Thurs: 8:30am-4:00pm; Fri: 8:30am-Noon

From: Christina Turpin <cturpin@crsresources.org>
Sent: Saturday, March 10, 2018 5:17 PM
To: asabatino@town.harwich.ma.us
Cc: Kohls, Eugene <EKohls@verisk.com>
Subject: 2018 Community Rating System (CRS) Annual Recertification - Harwich MA

Dear CRS Coordinator,

As a condition of continued participation in the Community Rating System (CRS), your community is required to recertify annually in order to maintain your community's current CRS Classification. We have recently implemented a new centralized recertification process this year. Two Resource Specialists will be doing all recertifications nation-wide; I am one of them who will be your contact through this process. We hope this process will increase consistency and efficiency with recertifications while not causing any additional work or delay for communities.

Enclosed is a customized Recertification Form for your community. The form requires you to certify (initial) the continued implementation of credited activities and in some cases, attach additional documentation. Note that Section 2 requires the signature of your CEO. **Please submit only the attachments that are requested.** If your community receives credit for Activities 330 PPI and/or Activity 510, templates have been attached for your convenience. Also attached is a an overview of best practices for submitting your recertification.

If you are submitting Elevation Certificates (ECs) and a Permit List with your recertification, we **strongly** encourage you to use the Permit List Template found on our website, at <http://crsresources.org/300-3/> under the "310 Permit List" section and read the accompanying "Permit List Template Instructions" document listed right underneath it. Please contact me if you have any questions.

The recertification process is explained in **Section 213** of the **2017 CRS Coordinators Manual**. This email is the official notification that your annual recertification **is due by May 1, 2018**. Failure to provide this recertification material will cause your community to revert to a CRS Classification of 10, and flood insurance policy holders in your community will lose their current discount they currently enjoy as a result of your participation in the CRS program.

If you are mailing or shipping hard copies please forward the completed recertification package directly to:

Christina Turpin
5 N Hwy 101, #399
Warrenton, OR 97146
Email: cturpin@crsresources.org
Ph: (503) 741-5991

Do not mail or ship packages that require a signature. You will receive confirmation of your submittal as soon as it is received. If you are preparing a digital submittal you may provide a USB flash drive or you may email the recert package in **one (1)** PDF attachment making sure you place a bookmark for each activity. Please make sure you mark all documentation to indicate which activity they represent whether it's hard copy or digital.

Once your materials are received and reviewed, you will be notified, by email, the status of your recertification. Your ISO/CRS Specialist will also be informed of your progress and ultimate result. All necessary information will be forwarded on to the FEMA Regional Office. If you should have any questions about the recertification form or the recertification process, please call: (503) 741-5991.

Please acknowledge receipt of this email and attachment by replying to this message.

Thank you for your continued participation in the CRS Program.

Best Regards,

Christina Turpin | Resource Specialist
ISO | CRS Program
p. 503.741.5991
e. cturpin@crsresources.org



This email is intended solely for the recipient. It may contain privileged, proprietary or confidential information or material. If you are not the intended recipient, please delete this email and any attachments and notify the sender of the error.

Community Harwich, Town ofState MACID 250008County Barnstable

COMMUNITY RATING SYSTEM ANNUAL RECERTIFICATION

CC-213 Recertification

Recertification Due Date: May 1, 2018		
If there are any changes or corrections to the information below, please cross out the old item and write in the correction.		
	Chief Executive Officer	CRS Coordinator
Name	Michael MacAskill	Charleen Greenhalgh
Title	Chairman of the Board of Selectmen	Town Planner
Address	Town Hall, 732 Main Street	732 Main Street
	Harwich, MA 02645	Harwich, MA 02645
Phone		508-430-7511
E-mail	<u>mmacaskill@townofharwich.us</u>	<u>cgreenhalgh@town.harwich.ma.us</u>

I hereby certify that the Town of Harwich is continuing to implement the activities on the attached pages as credited under the Community Rating System and described in our original application to the CRS and subsequent modifications.

I hereby certify that, to the best of my knowledge and belief, we are maintaining in force all flood insurance policies that have been required of us as a condition of federal financial assistance for insurable buildings owned by us and located in the Special Flood Hazard Area (SFHA) shown on our Flood Insurance Rate Map. I further understand that disaster assistance for any community-owned building located in the SFHA is reduced by the amount of National Flood Insurance Program (NFIP) flood insurance coverage (structure and contents) that a community should be carrying on the building, regardless of whether the community is carrying a policy.

Signed _____ (Chief Executive Officer)

COMMUNITY RATING SYSTEM ANNUAL RECERTIFICATION

Your community has been verified as receiving CRS credit for the following activities. If your community is still implementing these activities the CRS coordinator is required to put his or her initials in the blank and attach the appropriate items. The numbers refer to the activity number which is found in the CRS Coordinator's Manual. If the word "attached" is used you must provide documentation material for that activity. If no material has been acquired for that activity please explain why there is no material from the past year.

CSH 310 EC: We are maintaining Elevation Certificates, Floodproofing Certificates, Basement Floodproofing Certificates and V Zone Certificates on all new and substantially improved buildings in our Special Flood Hazard Area and make copies of all Certificates available at our present office location. [] Initial here if you have had no new construction or substantial improvements in the last year.

CSH 310 EC: Attached is the permit list for new or substantially improved structures that have been completed in the last year. We have permitted 4 new building and substantial improvements in the SFHA during this reporting period. **Att. 310.1**

CSH 310 EC: Attached are all the Certificates for new or substantially improved structures that have been completed during this reporting period that are included on the above permit list. (Note: The total number of Elevation and Floodproofing certificates should match the number of permits issued and completed within the reporting period defined above. All permits issued for new construction or substantial improvement within the V zone should have both an Elevation Certificate and a V Zone Certificate, and all buildings with basements within the basement exemption communities should have both an Elevation Certificate and a Basement Floodproofing Certificate). **Att. 310.2**

CSH 320 MI 1: We are providing basic flood information to inquirers.

We also continue to provide the following to inquirers

CSH MI 2 additional FIRM information

CSH MI 3 problems not shown on the FIRM

CSH MI 7 natural floodplain functions

CSH 320 MI: Attached is a copy of the publicity for the credited elements of this service this year. **Att. 320.1**

CSH 320 MI: Attached is a copy of one page of the log, a letter, or other record that we kept on this service this year. **Att. 320.2**

CSH 320 MI: We are continuing to keep our FIRM updated and maintain old copies of our FIRM.

Community Harwich, Town of

State MA

CID 250008

County Barnstable

COMMUNITY RATING SYSTEM ANNUAL RECERTIFICATION

- CYH 330 OP: We continue to conduct or provide all credited outreach projects.
- CYH 350 LIB/LPD: Our public library continues to maintain flood protection materials.
- CYH 350 WEB: We continue to conduct an annual review and update of the information and links in our flood protection website.
- CYH 420 OSP: We continue to preserve our open space in the floodplain.
- CYH 430: We continue to enforce the floodplain management provisions of our zoning, subdivision and building code ordinances for which we are receiving credit. [] Initial here if you have amended your floodplain regulations. Attach a copy of the amendment.
- CYH 440 AMD: We continue to use and update our flood data maintenance system on an annual basis as needed.
- CYH 440 FM: We continue to maintain our historical Flood Hazard Boundary Map, FIRMs and Flood Insurance Studies.
- CYH 450 ESC/WQ: We continue to enforce the provisions of our zoning, subdivision and building codes as they pertain to erosion and sediment control and water quality.
- CYH 502 RL: We currently have 3 repetitive loss properties and send our notice to 3 properties in the repetitive loss areas.
- CYH 502 RL: Attached is a copy of this year's notice on property protection, flood insurance and financial assistance that we sent to our repetitive loss areas. Att. 502.1

NOTE: Please do not mail or ship packages that need a signature. We will confirm receipt of your recertification submittal.

Additional Comments:

Attachments:

Community Harwich, Town ofState MACID 250008County Barnstable

COMMUNITY RATING SYSTEM ANNUAL RECERTIFICATION

CRS Program Data Table	A. In the SFHA	B. In a regulated floodplain outside the SFHA	C. In the rest of the community
1. Last report's number of buildings in the SFHA (bSF) (line 6, last report)	920		
2. Number of new buildings constructed since last report	+ 3		43
3. Number of buildings removed/demolished since last report	- 2		
4. Number of buildings affected by map revisions since last report (+ or -)	0		
5. Number of buildings affected by corporate limits changes (+ or -)	0		
6. Current total number of buildings in the SFHA (bSF) (total lines 1-5)	921		
7. Number of substantial improvement/damage projects since last report	1		
8. Number of repetitive loss properties mitigated since last report	0		0
9. Number of LOMRs and map revisions (not LOMAs) since last report	2		
10. Acreage of the SFHA (aSFHA) as of the last report (line 13, last	2513		
11. Acreage of area(s) affected by map revisions since last report (+ or -)	0		
12. Acreage of area(s) affected by corporate limits changes (+ or -)	0		
13. Current acreage of the SFHA (aSFHA) (total lines 10-12)	2513		
14. Primary source for building data: Building Department			
15. Primary source for area data: National Flood Hazard Data			
16. Period covered: Oct. 1, 2016 - April 30, 2018	Current FIRM date July 16, 2014		
<i>If available, the following data would be useful:</i>			
0. Number of new manufactured homes installed since last report			4
1. Number of other new 1-4 family buildings constructed since last report			43
2. Number of all other buildings constructed/installed since last report			2

Comments:

(Please note the number of the line to which the comment refers.)

*Memorandum from
Charleen Greenhalgh, Town Planner
Town of Harwich*

April 13, 2018

To Whom It May Concern

From: Charleen Greenhalgh, Town Planner & CRS Coordinator

Re: 106 Grey Neck Road – CLOMR-F & LOMR-F

A CLOMR-F was approved by FEMA for this property. However, once the LOMR-F was submitted to FEMA for approval it was realized that a mistake had been made and the basement was below the BFE.

The Town continues to work with FEMA and the property owner to rectify this situation.

ELEVATION CERTIFICATE

Important: Follow the instructions on pages 1-9.

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

SECTION A - PROPERTY INFORMATION				FOR INSURANCE COMPANY USE	
A1. Building Owner's Name James & Molly Nicol				Policy Number:	
A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 318 LOWER COUNTY ROAD - GARAGE (detached)				Company NAIC Number:	
City HARWICH PORT		State Massachusetts		ZIP Code 02646	
A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.) Tax Assess. map 12, parcel W4-1B; Deed: Bk 25017, Pg 309; Plan Bk 258, Pg 6, Lot A					
A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.) <u>Residential</u>					
A5. Latitude/Longitude: Lat. <u>41-40-05.1-N</u> Long. <u>70-05-33.5-W</u> Horizontal Datum: <input type="checkbox"/> NAD 1927 <input checked="" type="checkbox"/> NAD 1983					
A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.					
A7. Building Diagram Number <u>1B</u>					
A8. For a building with a crawlspace or enclosure(s):					
a) Square footage of crawlspace or enclosure(s) <u>N/A</u> sq ft					
b) Number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade <u>0</u>					
c) Total net area of flood openings in A8.b <u>0</u> sq in					
d) Engineered flood openings? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
A9. For a building with an attached garage:					
a) Square footage of attached garage <u>576</u> sq ft					
b) Number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade <u>3</u>					
c) Total net area of flood openings in A9.b <u>600</u> sq in					
d) Engineered flood openings? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION					
B1. NFIP Community Name & Community Number Harwich #250008			B2. County Name Barnstable		B3. State Massachusetts
B4. Map/Panel Number 25001C0612	B5. Suffix J	B6. FIRM Index Date 07/16/2014	B7. FIRM Panel Effective/ Revised Date 07/16/2014	B8. Flood Zone(s) AE	B9. Base Flood Elevation(s) (Zone AO, use Base Flood Depth) EI 11 ft
B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9: <input type="checkbox"/> FIS Profile <input checked="" type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input type="checkbox"/> Other/Source: _____					
B11. Indicate elevation datum used for BFE in Item B9: <input type="checkbox"/> NGVD 1929 <input checked="" type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other/Source: _____					
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Designation Date: _____ <input type="checkbox"/> CBRS <input type="checkbox"/> OPA					

ELEVATION CERTIFICATE

OMB No. 1660-0008
Expiration Date: November 30, 2018

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 316 LOWER COUNTY ROAD - GARAGE (detached)			Policy Number:
City HARWICH PORT	State Massachusetts	ZIP Code 02646	Company NAIC Number

SECTION C – BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on: ☐ Construction Drawings* ☐ Building Under Construction* ☒ Finished Construction

*A new Elevation Certificate will be required when construction of the building is complete.

C2. Elevations – Zones A1–A30, AE, AH, A (with BFE), VE, V1–V30, V (with BFE), AR, AR/A, AR/AE, AR/A1–A30, AR/AH, AR/AO. Complete Items C2.a–h below according to the building diagram specified in Item A7. In Puerto Rico only, enter meters.

Benchmark Utilized: NGS PID AB7952

Vertical Datum: 17.82 FT

Indicate elevation datum used for the elevations in items a) through h) below.

☐ NGVD 1929 ☒ NAVD 1988 ☐ Other/Source: _____

Datum used for building elevations must be the same as that used for the BFE.

Check the measurement used.

- | | | |
|---|-----|--|
| a) Top of bottom floor (including basement, crawlspace, or enclosure floor) | 8.1 | <input checked="" type="checkbox"/> feet <input type="checkbox"/> meters |
| b) Top of the next higher floor | N/A | <input checked="" type="checkbox"/> feet <input type="checkbox"/> meters |
| c) Bottom of the lowest horizontal structural member (V Zones only) | N/A | <input checked="" type="checkbox"/> feet <input type="checkbox"/> meters |
| d) Attached garage (top of slab) | N/A | <input checked="" type="checkbox"/> feet <input type="checkbox"/> meters |
| e) Lowest elevation of machinery or equipment servicing the building
(Describe type of equipment and location in Comments) | N/A | <input checked="" type="checkbox"/> feet <input type="checkbox"/> meters |
| f) Lowest adjacent (finished) grade next to building (LAG) | 6.8 | <input checked="" type="checkbox"/> feet <input type="checkbox"/> meters |
| g) Highest adjacent (finished) grade next to building (HAG) | 8.0 | <input checked="" type="checkbox"/> feet <input type="checkbox"/> meters |
| h) Lowest adjacent grade at lowest elevation of deck or stairs, including structural support | N/A | <input checked="" type="checkbox"/> feet <input type="checkbox"/> meters |

SECTION D – SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

Were latitude and longitude in Section A provided by a licensed land surveyor? ☐ Yes ☒ No ☒ Check here if attachments.

Certifier's Name
Daniel Croteau, PE

License Number
PE 46253

Title
Professional Civil Engineer

Company Name
Moran Engineering Assoc., LLC

Address
941 Route 28

City
South Harwich

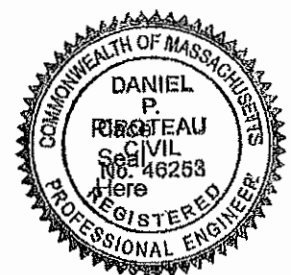
State
Massachusetts

ZIP Code
02661

Signature

Date

Telephone
(508) 432-2878



Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments (including type of equipment and location, per C2(e), if applicable)

Structure is a detached garage which is accessory to the main house. The garage contains no utilities and is used for vehicle parking and storage only.

* There are 3 Smart Vents, model 1540-520, in the garage wall. Vents are certified to 200sf floor coverage per vent. (see attached cert)

* Bottom of vents is 15" off of the garage slab.

ELEVATION CERTIFICATEOMB No. 1660-0008
Expiration Date: November 30, 2018

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE	
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 316 LOWER COUNTY ROAD - GARAGE (detached)			Policy Number:	
City HARWICH PORT	State Massachusetts	ZIP Code 02646	Company NAIC Number	
SECTION E – BUILDING ELEVATION INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO AND ZONE A (WITHOUT BFE)				
<p>For Zones AO and A (without BFE), complete Items E1–E5. If the Certificate is intended to support a LOMA or LOMR-F request, complete Sections A, B, and C. For Items E1–E4, use natural grade, if available. Check the measurement used. In Puerto Rico only, enter meters.</p> <p>E1. Provide elevation information for the following and check the appropriate boxes to show whether the elevation is above or below the highest adjacent grade (HAG) and the lowest adjacent grade (LAG).</p> <p>a) Top of bottom floor (including basement, crawlspace, or enclosure) is <u>N/A</u> <input type="checkbox"/> feet <input type="checkbox"/> meters <input type="checkbox"/> above or <input type="checkbox"/> below the HAG.</p> <p>b) Top of bottom floor (including basement, crawlspace, or enclosure) is _____ <input type="checkbox"/> feet <input type="checkbox"/> meters <input type="checkbox"/> above or <input type="checkbox"/> below the LAG.</p> <p>E2. For Building Diagrams 6–9 with permanent flood openings provided in Section A Items 8 and/or 9 (see pages 1–2 of Instructions), the next higher floor (elevation C2.b in the diagrams) of the building is _____ <input type="checkbox"/> feet <input type="checkbox"/> meters <input type="checkbox"/> above or <input type="checkbox"/> below the HAG.</p> <p>E3. Attached garage (top of slab) is _____ <input type="checkbox"/> feet <input type="checkbox"/> meters <input type="checkbox"/> above or <input type="checkbox"/> below the HAG.</p> <p>E4. Top of platform of machinery and/or equipment servicing the building is _____ <input type="checkbox"/> feet <input type="checkbox"/> meters <input type="checkbox"/> above or <input type="checkbox"/> below the HAG.</p> <p>E5. Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown. The local official must certify this information in Section G.</p>				
SECTION F – PROPERTY OWNER (OR OWNER'S REPRESENTATIVE) CERTIFICATION				
The property owner or owner's authorized representative who completes Sections A, B, and E for Zone A (without a FEMA-issued or community-issued BFE) or Zone AO must sign here. The statements in Sections A, B, and E are correct to the best of my knowledge.				
Property Owner or Owner's Authorized Representative's Name				
Address	City	State	ZIP Code	
Signature	Date	Telephone		
Comments <div style="text-align: center; margin-top: 100px;"><u>N/A</u></div>				
<input type="checkbox"/> Check here if attachments.				

ELEVATION CERTIFICATEOMB No. 1660-0008
Expiration Date: November 30, 2018

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE	
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 316 LOWER COUNTY ROAD - GARAGE (detached)			Policy Number:	
City HARWICH PORT	State Massachusetts	ZIP Code 02646	Company NAIC Number	
SECTION G - COMMUNITY INFORMATION (OPTIONAL)				
<p>The local official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Sections A, B, C (or E), and G of this Elevation Certificate. Complete the applicable item(s) and sign below. Check the measurement used in Items G8-G10. In Puerto Rico only, enter meters.</p> <p>G1. <input type="checkbox"/> The information in Section C was taken from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by law to certify elevation information. (Indicate the source and date of the elevation data in the Comments area below.)</p> <p>G2. <input type="checkbox"/> A community official completed Section E for a building located in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO.</p> <p>G3. <input type="checkbox"/> The following information (Items G4-G10) is provided for community floodplain management purposes.</p>				
G4. Permit Number		G5. Date Permit Issued		G6. Date Certificate of Compliance/Occupancy Issued
<p>G7. This permit has been issued for: <input type="checkbox"/> New Construction <input type="checkbox"/> Substantial Improvement</p> <p>G8. Elevation of as-built lowest floor (including basement) of the building: _____ <input type="checkbox"/> feet <input type="checkbox"/> meters Datum _____</p> <p>G9. BFE or (in Zone AO) depth of flooding at the building site: _____ <input type="checkbox"/> feet <input type="checkbox"/> meters Datum _____</p> <p>G10. Community's design flood elevation: _____ <input type="checkbox"/> feet <input type="checkbox"/> meters Datum _____</p>				
Local Official's Name			Title	
Community Name			Telephone	
Signature			Date	
<p>Comments (including type of equipment and location, per C2(e), if applicable)</p> <div style="text-align: center; font-size: 2em; margin-top: 50px;">NA</div>				
<input type="checkbox"/> Check here if attachments.				

BUILDING PHOTOGRAPHS**ELEVATION CERTIFICATE**

See Instructions for Item A6.

OMB No. 1660-0008

Expiration Date: November 30, 2018

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (Including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 316 LOWER COUNTY ROAD - GARAGE (detached)			Policy Number:
City HARWICH PORT	State Massachusetts	ZIP Code 02646	Company NAIC Number

If using the Elevation Certificate to obtain NFIP flood insurance, affix at least 2 building photographs below according to the instructions for Item A6. Identify all photographs with date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View." When applicable, photographs must show the foundation with representative examples of the flood openings or vents, as indicated in Section A8. If submitting more photographs than will fit on this page, use the Continuation Page.



Photo One

Photo One Caption ROAD SIDE (South Side) - Looking North



Photo Two

Photo Two Caption WEST SIDE - Looking East

ELEVATION CERTIFICATE**BUILDING PHOTOGRAPHS**

Continuation Page

OMB No. 1660-0008

Expiration Date: November 30, 2018

IMPORTANT: In these spaces, copy the corresponding information from Section A.**FOR INSURANCE COMPANY USE**Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.
316 LOWER COUNTY ROAD - GARAGE (detached)

Policy Number:

City

State

ZIP Code

Company NAIC Number

HARWICH PORT

Massachusetts

02646

If submitting more photographs than will fit on the preceding page, affix the additional photographs below. Identify all photographs with: date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View." When applicable, photographs must show the foundation with representative examples of the flood openings or vents, as indicated in Section A8.

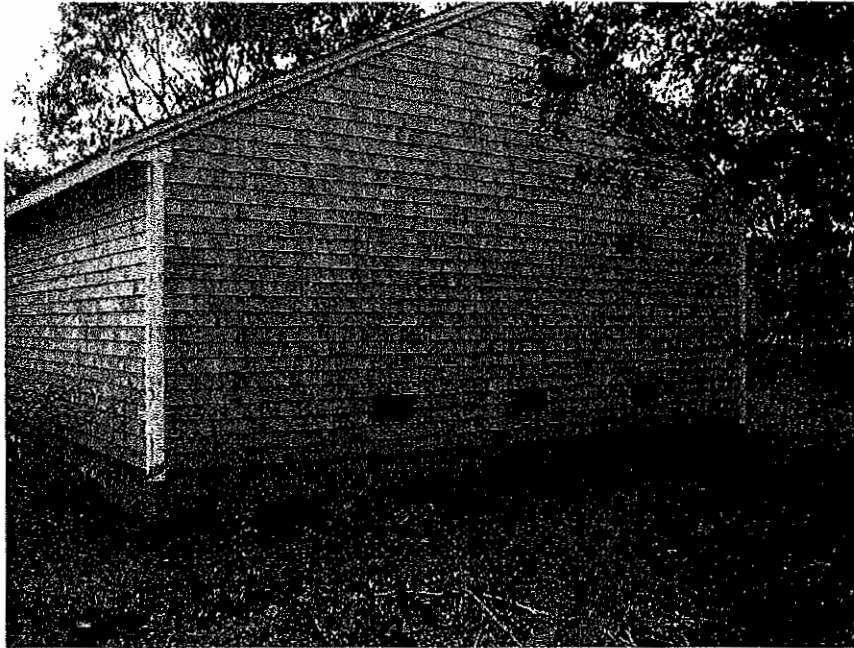


Photo One

Photo One Caption NORTH SIDE - Looking South-West



Photo Two

Photo Two Caption EAST SIDE - Looking South-West

Planning Department • 732 Main Street, Harwich, MA 0264

ph: 508-430-7511 fax: 508-430-4703



MEMO

TO: Local Lenders, Insurance Agents, and Realtors
FROM: Charleen Greenhalgh, Town Planner and Community Rating System (CRS) Coordinator
RE: Special Flood Hazard Area Map Information Services
DATE: March 2018

The Town of Harwich voluntarily participates in the National Flood Insurance Program's ("NFIP") Community Rating System ("CRS") in an effort to reduce flood insurance premiums for Harwich residents. Harwich is currently rated as a Class 8 community. This rating entitles most residents to a 10% flood insurance discount. This program is also part of a larger effort to promote community awareness of flood hazards and of flood mitigation methods.

As part of the Town's participation in this program, we are required to notify you that the Town of Harwich provides information regarding the location of individual properties with respect to special flood hazard areas, the specific flood zone a property may be located in, and other related information. We use the official Flood Insurance Rate Maps ("FIRM") that have been in effective date of July 16, 2014. You may view this information by selecting the Flood, Maps, FEMA navigation tab on the home page of the Town of Harwich website. The Building Department also provides information on flood hazard protection and possible construction mitigation measures. Elevation certificates related to newer construction or substantial improvements for properties located in the floodplain are available on certain properties and these certificates are required for all new construction or substantial improvements.

Requests for Special Flood Hazard Area map information services may be directed to the Planning Department at 508-430-7511. Other flood inquiries may be addressed to the Building Department at 508-430-7506 or the Engineering Department at 508-430-7508. These departments are located on the second floor of Town Hall. Written requests may be addressed to 732 Main Street, Harwich, MA 02645. Email addresses and fax numbers can be found on each department's home page at www.harwich-ma.gov.

The Brooks Free Library, located on the corner of Main Street at Bank Street, across from Town Hall also carries flood hazard informational materials.

For additional information on the Community Rating System application prepared by the Town of Harwich, please contact the Planning Department at 508-430-7511.

Encs. Town Resource Brochure
 Mapping Information Notice

FEMA Map Information Inquiries - CRS# 250008 / Rating '8'

* Code Type: W = walk in ~ T = telephone ~ L = letter / written

** Info Type: H = Handout ~ V = Verbal

Date	Code Type*	Address	Panel	Zone	BF Elev	Ins. Info Given**	Sensitive or wetland?	Depth of BFE	Coastal A or CBRS?
7/28/17	T	26 FRANCIS RD	603J	X		✓			
"	T	81 RTE 137	609J	X		✓			
7/29/17	T	47 Widah	609J	X		✓			
7/31/17	T	8 NEVINS LN	611J	AE	11	✓	Yes		
8-10-17	T	26 Frances Rd	603J	X		—			
8-3-17	T	100 Gilbert Ln	612J	X		—			
7-11-17	T	8 Betty's	604J	X		—			
8-7-17	T	90 Bells Neck	603J	X		✓			
"	T	20 Grey Neck	611J	296X		✓			
10-3-17	T	24 SHIPS HAVEN	612J	AE	11	✓	Yes		
"	T	7 OLD TREASURE	611J	AE	11	✓	Yes		
10-20-17	T	19 Grey Neck	611J	X		—			
"	T	10 River Way	611J	X		—			
10-23-17	T	13 Belle Brook	612J	X ?		✓			
11-6-17	T	144 Division ST	611J	X		—			
11-6-17	T	7 Littlefield Rd	603J	X		—			

CBRS' = Coastal Barrier Resource System ~ 'A' = Coastal A Zone

LOMA PENDING

OCT 2017

FEMA Map Information Inquiries - CRS# 250008 / Rating '8'

* Code Type: W = walk in ~ T = telephone ~ L = letter / written

** Info Type: H = Handout ~ V = Verbal

Date	Code Type*	Address	Panel	Zone	BF Elev	Ins. Info Given**	Sensitive or wetland?	Depth of BFE	Coastal A or CBRs?
10-24-16	W	40 Wequasett	612J	AE	11	N	Y		
10-25-16	T	45 ALBERTA RD	611J	X	—	N			
10-26-16	T	40 Wequasett Rd	612J	AE	11	N	Y		
11-02-16	W	231 Rte 28	611J	X		N			
11-15-16	W	324 Oak St		—	—	N			
11-28-16	T	10 Homer	612J	X	—	N			
12-21	T	12 ALLEN ST	612J	X		N			
2017									
1-12	T	8 NEVINS	611J	AE	11	Y	Y		
1-30	T	Old Wharf (31)	616J						
3-7-17	T	121 Chase St	611J	AE	11	Y	Y		
4-24-17	T	17 UNCLE VENIES	616J	AE	12	Y	Y		
"	T	5 ELEN ROCK	611J	X		—			
10-15-17	T	120 Rte 28	611J	AE	11	—	Y		

CBRSS' = Coastal Barrier Resource System ~ 'A' = Coastal A Zone

TOWN PLANNER • 732 Main Street, Harwich, MA 02645

phone: 508-430-7511

fax: 508-430-4703



March 26, 2018

Owner Address

Re: Property Address

Dear Harwich Property Owner,

You are receiving this letter because your property at _____ is located near an area that has flooded several times. This has no bearing on your flood insurance costs; we are telling you this so that you can take additional measures to protect yourself and your property if you choose.

The Town of Harwich participates in the National Flood Insurance Program's (NFIP) Community Rating System (CRS), which provides discounts on flood insurance for NFIP policyholders. As part of the requirements for participating in this program, we must alert property owners that are located near repeatedly flooded areas.

There are many things you can do to protect your property from flood damage. You can make structural changes, purchase or increase your flood insurance coverage, and take actions to reduce damage right before a flood. Below is a list of things you can do to protect your family and property from flooding.

1. Prepare for flooding by doing the following:

- Obtain a flood insurance policy. Homeowner's insurance does not cover flood damage. Begin by talking to your insurance agent or visiting www.floodsmart.gov. Because the Town of Orleans participates in the CRS, you will likely receive a discount on your flood insurance policy.
- Find out if your property is in a flood zone. Visit FEMA's Map Service Center at www.msc.fema.gov or visit the Planning Department at Town Hall, 732 Main Street, Harwich. You may also call 508-430-7511 for assistance.
- Know how to shut off the electricity and gas to your house when a flood comes.
- Make a list of emergency numbers and identify a safe place to go in the event of an evacuation (friend or family out of harm's way, hotel, shelter, etc.).
- Make a household inventory of belongings to make processing of insurance claims easier (and review your policy so you know what is covered).
- Put insurance policies, valuable papers, medicine, etc. in a safe and easily accessible location; bring them with you if you leave.
- Collect and put cleaning supplies, camera, waterproof boots, etc. in a handy place.
- Relocate belongings from the basement to a higher floor.

- Develop a disaster response plan. See the Red Cross's website at www.redcross.org for information about preparing your family and home for a disaster.
- Get a copy of Repairing "Your Flooded Home". It is available from www.redcross.org. There are also more publications about post-flood safety and recovery available online through the Cape Library Automated Materials Sharing (CLAMS) system; they can be found by searching for "FEMA flood protection".

2. Consider permanent flood protection measures:

- NOTE: some flood protection measures may need a building permit and others may not be safe for your type of building. Call the Building Department at 508-430-7506.
- Consider elevating your home or business above flood levels. This will lower your individual flood insurance rate, keep your home or business safer from flooding, and will contribute to reducing flood insurance costs for the whole town.
- Consider elevating your Heating, Ventilating, and Air Conditioning (HVAC) units and ducts above expected flood levels. This will lower your flood insurance rate and reduce the risk of flooding your utilities.
- If you are interested in elevating your building above the flood level, we may be able to apply for a Federal grant to cover a portion of the cost.
- Mark your fuse or breaker box to show the circuits to the floodable areas – turning off the power to the basement before a flood can reduce property damage and save lives by reducing the risk of electrocution and fire.
- Check your building for water entry points, such as basement windows, basement stairwell, doors, and dryer vents, then protect them with low walls or temporary shields like sandbags.
- Consider installing a floor drain plug, standpipe, overhead sewer, or sewer backup valve to prevent sewer backup flooding.
- Protect dunes, wetlands, and other open space near your property, as these open spaces will help to absorb or redirect flood waters and keep them off of your property. Do not mow wetland grasses and only walk on designated dune walkovers.
- More information can be found on www.floodsmart.gov (Policyholder Resources and Preparation and Recovery).

For more information, contact Charleen Greenhalgh, Harwich CRS Coordinator at (508) 430-7511, or cgreenhalgh@town.harwich.ma.us; or Shannon Jarbeau, Community Rating System and Floodplain Coordinator for Barnstable County, at (508) 375-6952, or shannon.jarbeau@barnstablecounty.org.

Sincerely,

Charleen Greenhalgh, Town Planner

Quick Reference

Town Hall Department Phone Numbers:

Administration/Selectmen	508.430.7514
Brooks Free Library	508.430.7562
Building	508.430.7506
Conservation	508.430.7539
Engineering	508.430.7508
Fire	508.430.7546
Highways/Maintenance	508.430.7555
Health	508.430.7509
Natural Resources	508.430.7532
NFIP / CRS Coordinator (Planning Department)	508.430.7511
Police	508.430.7541
Local Power Company	800.592.2000
Local Natural Gas	800-732-3400

TOWN OF HARWICH

<http://www.harwich-ma.gov/>

FEMA

<http://www.fema.gov/>

NFIP

<http://www.floodsmart.gov/>

HOMELAND SECURITY

<http://www.dhs.gov/>

Flood Facts:

- Did you know that homes in the so-called "100-year" floodplain have a 26% chance of flooding over a 30-year period—the length of a typical mortgage?
- Did you know that people living outside of the mapped floodplain file over 20% of National Flood Insurance Program (NFIP) claims and receive one third of FEMA's disaster assistance for flooding?
- Did you know that flood insurance is available to all home and business owners—even those living outside high-risk areas?
- Hurricanes, winter storms, heavy precipitation and snowmelt are common (but often overlooked) causes of flooding.
- New land development can increase flood risk, especially if the construction changes natural runoff paths.
- If you live in a moderate-to-low risk area you may be eligible for the low cost Preferred Risk Policy through NFIP.
- You are eligible to purchase flood insurance as long as your community participates in the NFIP.

Harwich Facts:

Harwich voluntarily participates in the incentive Community Rating System (CRS) program and is currently rated as a **Class 8** community. This rating entitles *most* residents of Harwich to a **10%** flood insurance discount.

Town of Harwich

FLOOD PROTECTION AND PUBLIC INFORMATION RESOURCES 2018



Town of Harwich

Town Resources

Significant areas of Harwich are within federally designated flood hazard areas. Flooding in any of these areas can come with little warning, depending on the severity and timing of a storm. Floods can be dangerous to humans and to property. Coastal erosion is just the first indicator of a storm's hazardous effects.

If you are in the floodplain, this flyer provides valuable information, resources and ideas of what you can do to protect yourself and your property from flood hazards.

The first thing you should do is to see if you are in a mapped floodplain. For an online map visit FEMA's Map Service Center: <http://msc.fema.gov>. Flood Insurance Rate Maps (FIRMs) and reference materials are available through the Planning, Building, or Engineering Departments at Town Hall and reference materials are at the Brooks Free Library.

Town of Harwich
732 Main Street
Harwich, MA 02645
www.harwich-ma.gov

Save this brochure.

A complete list of local phone numbers and web links are on the last page of this brochure.

Plan, Prepare and Mitigate

FLOOD AWARENESS

Flooding is costly and dangerous. The better able we are to communicate possible flood risk through increased public awareness the greater the actions that lead to reduced risks to life and property.

MUDDY CREEK

The Muddy Creek area was recently restudied after a culvert replacement improved the flow of water. This may have changed your floodplain designation and could affect your flood insurance costs.

FLOOD INSURANCE

National Flood Insurance Program (NFIP):

Flood insurance covers all floods that affect two contiguous properties or two contiguous acres. Talk to your insurance agent as homeowner's insurance policies do not cover damage from floods. You can purchase additional flood insurance policies for a structure and/or contents. In most cases, this insurance is backed by the Federal Government and is available to everyone, even for properties that have been flooded.

FLOOD SAFETY MEASURES

Protecting your Property:

- Local builders and building officials can provide information on flood-proofing, retrofitting and re-grading your property to mitigate damage. Alterations to your property and land may require permitting, so please check with the Building Office before you begin.
- Do not dump or throw anything into the ditches, streams, or rivers. Even grass clippings and branches can accumulate and plug channels.
- Do not walk through flowing water. Drowning is the number one cause of flood deaths, mostly during flash floods. Currents can be deceptive; six inches of moving water can knock you off your feet.
- Do not drive through a flooded area or around road barriers. The road or bridge may be washed out. Hurricanes, winter storms and snowmelt are common causes of flooding.
- Stay away from power lines and electrical wires. Electrical current can travel through water. Report downed power lines.

Visit www.floodsmart.gov/ and www.fema.gov/plan to subscribe to updates and view available fact sheets and resource materials.

FEMA FLOOD INSURANCE RATE MAPS (FIRMS) AND THE NATIONAL FLOOD INSURANCE PROGRAM (NFIP)

The current Flood Insurance Rate Maps for the Town of Harwich went into effect on **July 16, 2014**. As part of the Town's participation in the National Flood Insurance Program we are required to maintain public map viewing. (Concerned property owners should seek advice from their mortgage holder or insurer.)

The Town of Harwich possesses the paper maps and they are available for public viewing at the Planning Office, located on the second floor of the Town Hall, 732 Main Street, Harwich, upon request. **These are the exact same maps found online at FEMA'S Map Service Center:**

<https://msc.fema.gov/portal/search>. This site uses an address look-up search technique and a zooming technique. Be sure to include Harwich MA (or any town and state) after the address for all address look-up products.

Another free but 'simplified' mapping tool can be found at the **Cape Cod Commission's Resource Center**. This is another web based application that is easy to navigate: [http://gis-](http://gis-services.capecodcommission.org/apps/JS_Developing/FEMA_Floodplains/Index.htm)

[services.capecodcommission.org/apps/JS_Developing/FEMA_Floodplains/Index.htm](http://gis-services.capecodcommission.org/apps/JS_Developing/FEMA_Floodplains/Index.htm).

Click on the search by address link in the navigation bar. This application also uses an address look-up search and has a user friendly legend.

Many answers can be found on the **FEMA Flood Smart** website including finding a local agent to assist with your insurance questions as well as details regarding the **Homeowner Flood Insurance Affordability Act:**

<https://www.floodsmart.gov/floodsmart/>.

Older building permits and/or septic plans contain very limited information regarding elevations and/or top of foundation information. For newer construction of structures and septic systems some information may be available but only if your design professional supplied the information to the Town. Check directly with your design professional.

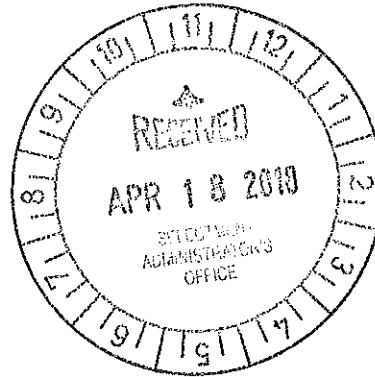
Hiring a local land surveyor or engineer may be necessary to meet your lender's and insurer's requirements. Property owners looking to mitigate higher insurance costs are encouraged to seek advice from a local builder or builders' association.

Harwich Planning staff is available to assist residents with the above general information during regular Town Hall business hours. Email requests are always welcomed by contacting Elaine Banta, Planning Assistant at ebanta@town.harwich.ma.us or Charleen Greenhalgh, Town Planner and Community Rating Systems Coordinator at cgreenhalgh@town.harwich.ma.us or phone the Planning Department at 508-430-7511.

Harwich Housing Committee
Town Hall Library, 732 Main Street
Harwich, MA 02645

April 18, 2018

Mr. Michael D. MacAskill, Chair
Harwich Board of Selectmen
Town Hall
732 Main Street
Harwich, MA 02645



RE: Barnstable County Home Consortium nomination

Dear Mr. MacAskill:

The Harwich Housing Committee would like to nominate our committee chair, Arthur F. Bodin to represent the HHC and the Town of Harwich on the Barnstable County Home Consortium.

We understand this must be added to your Agenda for the Selectmen to discuss and vote. With that we are asking if this could be added to your Agenda for your next meeting on Monday April 23rd.

Please do not hesitate to contact me if you should require additional information.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Julia W. Eldredge".

Julia W. Eldredge
Harwich Housing Committee

Harwich Housing Committee Minutes *(draft)*
Town Hall Library, 732 Main Street
Harwich, MA 02645
Tuesday, April 17, 2018 ~ 4:30pm

SPECIAL MEETING

1. Meeting called to order at 4:35pm
2. Quorum: Art Bodin, Cindi Maule, Mary Maslowski and Julia Eldredge
3. Discussion to nominate Arthur F. Bodin, HHC Chair to the Barnstable County Home Consortium.
4. Cindi made a motion to nominate Arthur F. Bodin, HHC Chair to the Barnstable County Home Consortium. It was seconded by Mary Maslowski and it was agreed.
5. MEETING ADJOURNED: 4:42pm

POSTING OFFICER: Julia Eldredge, HHC

HARWICH HOUSING COMMITTEE AGENDA

Town Hall Library, 732 Main Street

Harwich, MA 02645

Tuesday, April 17, 2018 @ 4:30pm

SPECIAL MEETING

1. CALL TO ORDER
2. Discuss and vote to nominate a Member of the HHC to the Barnstable County Home Consortium
3. GENERAL COMMENTS
4. ADJOURNMENT

Per the Attorney General's office: the committee 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

Signature – Arthur F. Bodin, Chairman

Date: _____



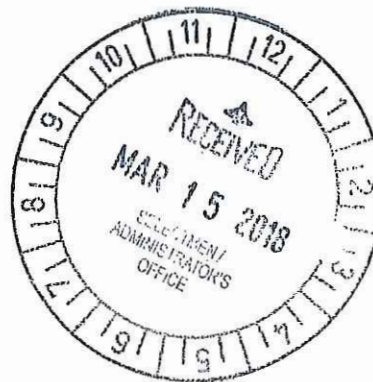
BARNSTABLE COUNTY HOME CONSORTIUM

PO Box 427, 3195 MAIN STREET
BARNSTABLE, MASSACHUSETTS
02630
(508) 362-6628 • FAX (508) 362-0290
E-mail: mspringer@barnstablecounty.org



March 12, 2018

Mr. Corey Metters, Chair
Board of Selectmen
Town of Harwich
732 Main Street
Harwich, MA 02645



RE: Barnstable County HOME Consortium Advisory Council

Dear Mr. Metters:

I am writing with respect to the vacancy that exists of Harwich's representative to the Barnstable County HOME Consortium's Advisory Council. We highly value your town's participation on the Council. We request that you nominate Ms. Aleyxandra Sabatinoto to fill this position for the 3- year term ending January 1, 2021.

The Consortium's Advisory Council has been responsible for making the determination for the allocation of the \$15 million in federal HOME funds that the County has received since 1994. In addition, the Council determines many of the local HOME program's policies as well as stays current with and advocates for local, state, and federal policies that promote affordable housing.

As the County Commissioners are the formal appointing body for Council members, please address your letter of nomination to the County Commissioners but send the request to me at the address listed above. I appreciate your cooperation, and if you have any questions or need additional information, please do not hesitate to contact me at 508.744.1224 or mspringer@barnstablecounty.org.

Sincerely,

Michelle Springer
Program Manager

Christopher Clark

From: Michael D. MacAskill
Sent: Sunday, April 08, 2018 7:59 PM
To: Christopher Clark; Donald F Howell; Julie Kavanagh
Cc: Larry Ballantine; Jannell Brown
Subject: housing trust

there was municipal housing trust training on the 5th. There was people there from every town on cape except Harwich. Just passing along because I thought it was interesting and think we need to take a look at who is responsible for what in Harwich. I will add this to the agenda so we can discuss.

Michael

 **DRAFT**

**TOWN OF HARWICH
REQUEST FOR PROPOSALS
SAQUATUCKET MUNICIPAL MARINA SNACK SHACK**

The Town of Harwich is seeking sealed proposals under Chapter 30B, Massachusetts General Laws, from persons, partnerships, or corporations in leasing the "Snack Shack" building at Saquatucket Municipal Marina. The Town Administrator seeks proposals, which shall ensure that food services are available at Saquatucket Municipal Marina from Memorial Day weekend through Columbus Day weekend. The length of the lease will be from May 15, 2019 through November 15, 2024, with an option for an additional five year term ending November 15, 2029.

Objective: To receive proposals which outline a plan for the operation of a Snack Shack for the sale of food, drinks, ice cream and seasonal sundry items (i.e. suntan lotion) at a reasonable rate with a fair and equitable return of payment to the Town of Harwich.

Request to Proposal Requirements: The proposals shall be separated into two categories.

1. Non-price (proposal requirements).
2. Price (money to be offered to the Town each year of the contract).

The non-price proposal shall be in one sealed envelope that is clearly marked "**Saquatucket Snack Shack Non-price Proposals**".

The price proposal shall be in one sealed envelope that is clearly marked "**Saquatucket Snack Shack Price Proposal**".

Minimum Non-Price Proposal Requirements: Each person submitting a non-price proposal requirement must meet each one of the requirements or their proposal shall be eliminated from consideration. Proposals may include more than the minimum requirements.

The following is a list of minimum non-price requirements.

1. A resume of the person submitting the proposal with a special emphasis placed on food service experience. A minimum of five year's experience managing and operating a restaurant or concession stands with a gross income in excess of \$150,000.

2. A sample menu to include proposed prices. The menu must include at least the following:

Lobster Roll and Clam Chowder

Fried food: Onion rings, French-fries, fresh fish, fresh whole clams, fresh whole clam strips, fresh scallops, Chicken Fingers

From the grill: Hot dogs, ¼ lb. Hamburger, ¼ lb. Cheeseburger, Chicken, grilled cheese, bacon, sausage, eggs

Rolls or sandwiches: 3 types

One Healthy/Low Calorie Option (vegetarian/salad)

Cold drinks: Cola products, bottles water, iced tea, iced coffee, lemonade (small/large).

Hot drinks: Coffee, decaf coffee, tea, hot chocolate (small/large).

Ice cream: at least two flavors

The above items must be available from the third weekend in June through Labor Day. A smaller menu may be offered during the pre and post season.

3. Seasonal Sundry Items (a minimum): Suntan Lotion, Chap Stick, Hand Sanitizer, ??? Aspirin/Dramamine

4. Proposed schedule of days of operation: At a minimum, the snack stand shall be open weekends Memorial Day until the second weekend of June, seven days a week commencing on the third weekend of June through Labor Day Weekend and weekends commencing the weekend following Labor Day until Columbus Day.

The days of operation may be reduced with permission from the Town Administrator during the season due to inclement weather.

5. Proposed schedule of daily operation. The minimum hours of operation shall be:
 - 11 am - 5 pm, weekends Memorial Day until the 2nd weekend in June;
 - 10 am - 6 pm, 7 days per week from the 3rd weekend in June through June 30;
 - 7 am - 8 pm, 7 days per week from July 1 through Labor Day;

- 11 am - 2 pm, weekends after Labor Day through Columbus Day weekend.

The daily operation of hours may be reduced with permission from the Town Administrator during the season due to inclement weather.

6. A list of equipment to be used in food preparation to include sizes and numbers of each piece of equipment.
7. The number of cash registers: Cash registers must be computerized to register the number of each item sold and amount of funds taken in on a daily basis.
8. Plan of service: All persons submitting a proposal must submit the following:
 - a. Name of manager to be on the premises.
 - b. Total number of personnel to be employed to be broken down into number of counter personnel, fry cooks, and prep personnel.
 - c. Schedule of how many employees will be on at one time throughout the hours of operation for the period of the third week in June through Labor Day and for the pre and post season schedule.
 - d. A description of how you will provide fast food service and keep the leased area clean and presentable on a daily basis.
9. A detailed description of how you will account for all monies taken in from Snack Shack sales.

Non-price proposals meeting the minimum requirements will be ranked according to the following criteria:

1. The length and applicability of the applicant's prior food service experience.
 - a. Highly advantageous: 15 or more years operating and managing a restaurant or a seasonal concession stand.
 - b. Advantageous: 10 or more years operating and managing a restaurant or a seasonal concession stand.
 - c. Not advantageous: 5 or more years operating and managing a restaurant or a seasonal concession stand.

- d. Unacceptable: Less than 5 years operating and managing a restaurant or a seasonal concession stand.
2. Management and adequacy of staff.
- a. Highly advantageous: Manager is lessee, has 15 years of experience managing a concession stand or restaurant and is part of staff on premises during operation of the concession stand. Sufficient grille/fry cooks, counter and prep personnel to service the public without long waits.
 - b. Advantageous: Manager is lessee, has 10 years of experience managing a concession stand or restaurant and is part of the staff on premises during operation of the concession stand. Sufficient grille/fry cooks, counter and prep personnel to service the public without long waits.
 - c. Not advantageous: Manager is not lessee, has 5 years of experience managing a concession stand or restaurant and is part of the staff on the premises during operation of the concession stand. Sufficient grille/fry cooks, counter and prep personnel to service the public without long waits.
 - d. Unacceptable: Manager has less than 5 years experience managing a concession stand or restaurant and is part of the staff on the premises during operation of the concession stand. Sufficient grille/fry cooks, counter and prep personnel to service the public without long waits.
3. Quality of the proposal regarding non-price issues.
- a. Highly advantageous: The proposal excels in all portions of the minimum requirements and clearly responds to all issues in the RFP.
 - b. Advantageous: The proposal is more than adequate in meeting the minimum requirements and clearly responds to all issues in the RFP.
 - c. Not advantageous: The proposal is adequate in meeting the minimum requirements but is not clear on all issues of the RFP.
 - d. Unacceptable: The proposal does not meet the minimum requirements of the RFP.

Rating of non-price proposals: Each non-price proposal will be rated as follows.

- a. Highly advantageous = 6 points

- b. Advantageous = 4 points
- c. Not advantageous = 2 points
- d. Unacceptable = 0 points

Price Proposal Requirements: Each person submitting a proposal must state the amount of money the Town of Harwich will be paid on a yearly basis.

1. A financial statement must be provided to the town for the period ending December 2017. The financial statement will be reviewed for the purpose of determining whether the terms of the offer are likely to be achieved.
2. Offers shall include a minimum annual payment to the Town in the aggregate of \$15,000 plus 15 percent of the gross annual receipts or \$45,000 whichever is greater for the first five years and \$15,000 plus 16 percent of the gross annual receipts or \$50,000 whichever is greater for the last five years of the contract.
3. Any substantial improvements to the property that will be paid by the lessee.

Details for potential operators:

Electric service	100 amp
Piped for Propane Gas Service	Lessee to obtain Service Provider
Building size	approx. 540 square feet
Fenced Outdoor Storage	approx. 200 square feet
Deck Area (outdoor seating)	approx. 600 square feet
Town provided Equipment	- 3 Bay Stainless Steel Sink - Cooking Exhaust w/ Ansul Fire Protection - Wall Mounted Hand Sink - Coiling Service Counter Door - Floor Grease Interceptor - Grease Tank
Equipment (lessee provided)	Cooking & Refrigeration Appliances, Food Prep Tables, Shelving,
Type of services	Paper (not Styrofoam)

??? Under no circumstances will the Board of Selectmen allow the sale of alcoholic beverages under a lease agreement for this property.

Responsibility of Lessee:

1. Pumping grease pit twice annually (August 1 and November 1) and maintenance of septic pump unit.

2. Daily trash pickup and removal from leased area (as outlined in RFP).
3. Provide (at least 6) picnic tables.
4. Sufficient covered trash containers in area of order/pickup windows and picnic tables.
5. All plumbing repairs or replacements of pipes and fixtures.
6. All electric repairs or any new service needed for additional equipment.
7. Daily cleaning of the interior and exterior of the building.
8. Normal maintenance of the building to include replacement of shingles, trim, doors, windows, screens, tiles, sheetrock, counter tops, shelves, and other portion of the building that needs repairing.

If the Lessee fails to keep the grounds and building in good repair and clean condition, the Town of Harwich, after written notice to the Lessee, can repair or clean the building or grounds and bill the Lessee for the work completed.

Requirements of the Town for the duration of the contract:

1. Provide two designated parking spaces for staff.
2. Annually fund Wireless Internet

Insurance:

The Lessee shall hold harmless the Town from and against all loss or damage occasioned by the use or misuse of the premises, and will include indemnity against all reasonable costs, expenses and liability incurred in or in connection with any claim or proceeding, and the defense, including attorney's fees. The Lessee shall carry and maintain during the duration of the lease, insurance, naming the Town as additional insured, as provided in attached Town insurance requirements.

Schedule:

Proposals are due on or before 2:00 p.m. on February 28, 2019.
Proposal award shall be on or before March 21, 2019.

Miscellaneous:

Successful proposer will be expected to adhere to all appropriate federal state and local regulations.

The successful proposer must provide a financial history for the last two years.

Acceptance of any proposal will be contingent upon execution of a lease agreement satisfactory to the Town. The Town reserves the right to reject any and all proposals if it is the interest of the Town to do so. The Town also reserves the right to waive any minor informality or omissions required by the Town and not by statute and may request vendors to provide supplementary information to assist in the evaluation. Any questions, which arise during the preparation of the proposal, shall be addressed to the Town Administrator's Office.

Inspection of the premises shall be by appointment only by contacting the Harbormaster at (508) 430-7532.

SECTION VIII INSURANCE AND INDEMNITY

The Concessionaire shall hold harmless the Town from and against all loss or damage occasioned by the use or misuse of the premises, and will include indemnity against all reasonable costs, expenses and liability incurred in or in connection with any claim or proceeding, and the defense, including attorney's fees.

The concessionaire shall carry and maintain during the duration of the lease, insurance, naming the Town as additional insured, as provided in Exhibit G.

EXHIBIT G

21. INSURANCE.

21.1: The LESSEE shall carry and maintain during the duration of the contract, insurance as specified below and in such form as shall protect him and any subcontractor performing work covered by this contract, or the LESSOR, from all claims and liability for damages for bodily injury, including accidental death and for property damage, which may arise from operations under this contract, whether such operations be by itself or by any subcontractor or by anyone directly or indirectly employed by either of them. Except as otherwise stated, the amount of such insurance shall be for each policy not *less* than:

- a. For liability for bodily injury including accidental death, \$1,000,000.00 for any one person and, subject to the same limit for each person, \$2,000,000.00 on account of one accident.
- b. For liability for property damage, \$1,000,000.00 on account of any one accident and \$2,000,000.00 on account of all accidents.
- c. Bodily Injury and Property Damage Insurance covering of all motor vehicles owned by the LESSEE in the amounts required in "21.1.a." and "21.1.b." above.
- d. Insurance in the amounts required in "21.1.a." and "21.1.b." above to cover bodily injuries and property damage resulting from the use of motor vehicles not owned by the LESSEE, while such vehicles are being operated in connection with the prosecution of the work under this contract.
- e. Owner's Protective Insurance secured by the LESSEE in behalf of the LESSOR, which will directly protect the lessor from liability for bodily injuries including accidental death in the amounts required in "21.1.a." above and for property damage in the amounts required in "21.1.b." above.
- f. All policies shall be so written so that LESSOR is listed as an additional insured and so that the LESSOR will be notified of cancellation or restrictive amendment. Certificates in triplicate from the insurance carrier stating the limits of liability and expiration date must accompany all bids. Such certificates shall not merely name the types of policy provided, but shall specifically refer to this contract and article and the above paragraphs in accordance with which insurance is as

required by such paragraphs of this contract. The LESSEE shall maintain a public liability insurance policy on the premises with coverage limits of not less than \$1,000,000.00 per person and \$2,000,000.00 per occurrence and the LESSOR named insured on said policy.

- g. The LESSEE agrees, as a condition of this lease, to provide to the LESSOR a certified copy of said insurance policy, showing the LESSOR as a named insured, at the time of the execution hereof, and further the LESSEE agrees to provide verification of the continued existence of said policy at any time as such may be requested by the LESSOR. All such insurance certificates shall provide that such policies shall not be cancelled without at least thirty (30) days prior written notice to each insured named therein.
- h. The LESSEE shall maintain Liquor Law Liability Insurance in the amount of \$1,000,000.00 occurrence and \$2,000,000.00 aggregate. (If liquor License obtained)

21.2: The LESSEE further agrees to maintain any and all worker's compensation insurance in accordance with the Massachusetts General Laws and to provide the LESSOR with proof of same within thirty (30) days of the execution of this lease.

Town of Harwich
Town Administrator
732 Main Street
Harwich, MA 02645
Phone: 508-432-7513
Fax: 508: 432-5039

 **DRAFT**

LEGAL NOTICE
TOWN OF HARWICH
REQUEST FOR BIDS

SALE OF REAL PROPERTY ON 203 BANK STREET
TO A NON PROFIT ENTITY FOR CONSERVATION PURPOSES

The Town of Harwich is seeking sealed proposals for the sale of the land and building currently being used as the Harbor Master Maintenance Building and former Fire Station Building, Harwich, Massachusetts. Details of to be sold are shown on "Plan of Land in Harwich Massachusetts" prepared by the Harwich Engineering Department dated _____. All proposals and disposition of property shall be in accordance with Chapter 30 B, Section 16.

Plan and bid package are available at the Town Administrator's Office 732 Main Street, Harwich, MA 02645 or by calling to request them at (508) 430-7513 from 8:30 AM to 8:00 PM on Mondays, 8:30 am to 4:00 pm Tuesday through Thursday, and 8:30 am to 12:00 noon on Fridays. Proposals may be submitted until _____ on _____ at which time all bid proposals will be publicly opened. All proposals must be submitted in duplicate and placed in one (1) sealed envelope clearly marked: "BID – Bank Street Land Disposition".

The Town Administrator's office shall facilitate the evaluation of the proposals, with staff, and shall make a recommendation to the Harwich Board of Selectmen, as the Awarding Authority.

The Town of Harwich reserves the right to reject any and all proposals when it is deemed to be in the best interest of the Town.

Christopher Clark
Town Administrator

Central Register: _____
Chronicle : _____, _____

NOTE: Must be published in Central Register at least 30 days prior to opening

Must be published in newspaper for two consecutive weeks with last publication at least 8 days before opening

Request for Bids

SALE OF VACANT LAND AND BUILDING LOCATED ON 203 BANK STREET

The Town of Harwich (the "Town") requests bids for the sale of A 2.06 acre parcel of land and building located at 203 Bank Street, Harwich, Massachusetts. The Town wishes this land to be conservation land, and not developed, so bidding is limited to nonprofit entities for conservation purposes. Details of land are shown on "Plan of Land in Harwich Massachusetts" prepared by the Harwich Engineering Department dated _____. Proposals shall be received no later than ____ on _____, 2018 in the Selectmen's Office, Harwich Town Hall, 732 Main Street, Harwich, Massachusetts 02645.

This solicitation is being conducted in accordance with the provisions of Massachusetts General Laws Chapter 30B, and all contracts must be strictly awarded in accordance with the requirements of the Request for Proposal. The Town has no discretion under the law to consider proposals that fail to comply with those requirements, except for minor informalities as permitted by M.G.L. Chapter 30B Section 5(f).

A. INSTRUCTIONS

1. Attention of all bidders is directed to Chapter 30B of the General Laws of the Commonwealth of Massachusetts and to all other applicable sections of the General Laws as most recently amended which govern the award of this contract.
2. All bids shall be submitted to the Town Administrator's Office, Harwich Town Hall, 732 Main Street, Harwich, Massachusetts 02645 on or before the date and time stated in the Legal Advertisement.
All bids must be submitted in duplicate and placed in one (1) sealed envelope clearly marked: "BID – 203 BANK STREET LAND DISPOSITION".
3. Bids must be received per the time frame outlined in the Legal Advertisement. It is the sole responsibility of the bidder to insure that the proposal arrives on time and at the designated place.
4. Bids shall provide all the information required in this Request for Bids and the attached forms.
5. The proposals shall be opened publicly in the presence of one or more witnesses on _____. The Town Administrator's office shall facilitate the evaluation of the proposals, and shall make a recommendation to the Harwich Board of Selectmen as the Awarding Authority.
6. All proposals shall be in ink or typewritten and must be completed according to the instructions contained herein. The bidder shall sign the bid form correctly in ink or in the case of an organization, firm, partnership or corporation, a person having the legal authority from said organization to sign the proposal will sign the

document.

7. It is understood that the organization's bid to the Town of Harwich shall remain valid for 90 days past the submission deadline, unless extended by mutual agreement.
8. It is understood that the organization has submitted the Bid in good faith and has not colluded with any other individuals, firms, or corporations in creating the proposal to subvert the market process. See Non-Collusion Certificate attached (Exhibit C).
9. The Town reserves the right to reject any and all bids if it is in the best interests of the Town to do so. The Town also reserves the right to waive any minor informality or omission required by the Town but not statute and may request bidders to provide supplementary information to assist the Town Administrator and Staff.
10. The attached Disclosure of Beneficial Interests Form must be filled out and submitted to the Division of Capital Asset Management (DCAM) prior to sale of land.
11. Any contract resulting from this RFB shall be awarded to the organization whose Bid is deemed to be the highest-priced bid from a responsive and responsible bidder.

BID FORM

The bidder agrees to enter into a Purchase Sale Agreement and pay the Town of Harwich the following amounts for the purchase of the Bank Street property shown on "Plan of Land in Harwich Massachusetts" prepared by the Harwich Engineering Department dated _____, 2018. The highest priced bid for each individual lot from a responsive and responsible bidder will be awarded the sale of the lot or lots.

The Town has determined the value of the property to be as follows (The Town will not consider bids less than the value stated below):

Bid Price for 203 Bank Street as shown on plan titled "Plan of Land in Harwich Massachusetts" prepared by the Harwich Engineering Department dated

_____ **Dollars**

(\$ _____) (Minimum bid of \$ _____)

Signature

Date Signed: _____

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

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

This statement is made under the pains and penalties of perjury this _____ day of June, 2013

Printed Name of Individual or Corporation:

Name and Title of Corporate Officer (if applicable):

Signature of Individual or Corporate Officer:

Social Security or Federal Identification Number:

CERTIFICATION OF NON-COLLUSION

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

Signed:

Printed Name:

Date: _____

Name of Business:

**DISCLOSURE STATEMENT
ACQUISITION OR DISPOSITION OF REAL PROPERTY**

For acquisition or disposition of Real Property by _____ the undersigned does hereby state, for the purposes of disclosure pursuant to Massachusetts General Laws, Chapter 7, section 40J, of a transaction relating to real property as follows:

(1) REAL PROPERTY DESCRIPTION:

(2) TYPE OF TRANSACTION: Sale

(3) SELLER: Town of Harwich

(4) BUYER:

(5) Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above:

NAME	RESIDENCE
------	-----------

(6) None of the above mentioned persons is an employee of the Division of Capital Asset Management or an official elected to public office in the Commonwealth except as listed below.

(7) This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named above. If this form is signed on behalf of a corporation or other legal entity, it must be signed by a duly authorized officer of that corporation or legal entity. The undersigned acknowledges that any changes or additions to items 3 and or 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Asset Management and Maintenance within thirty (30) days following the change or addition.

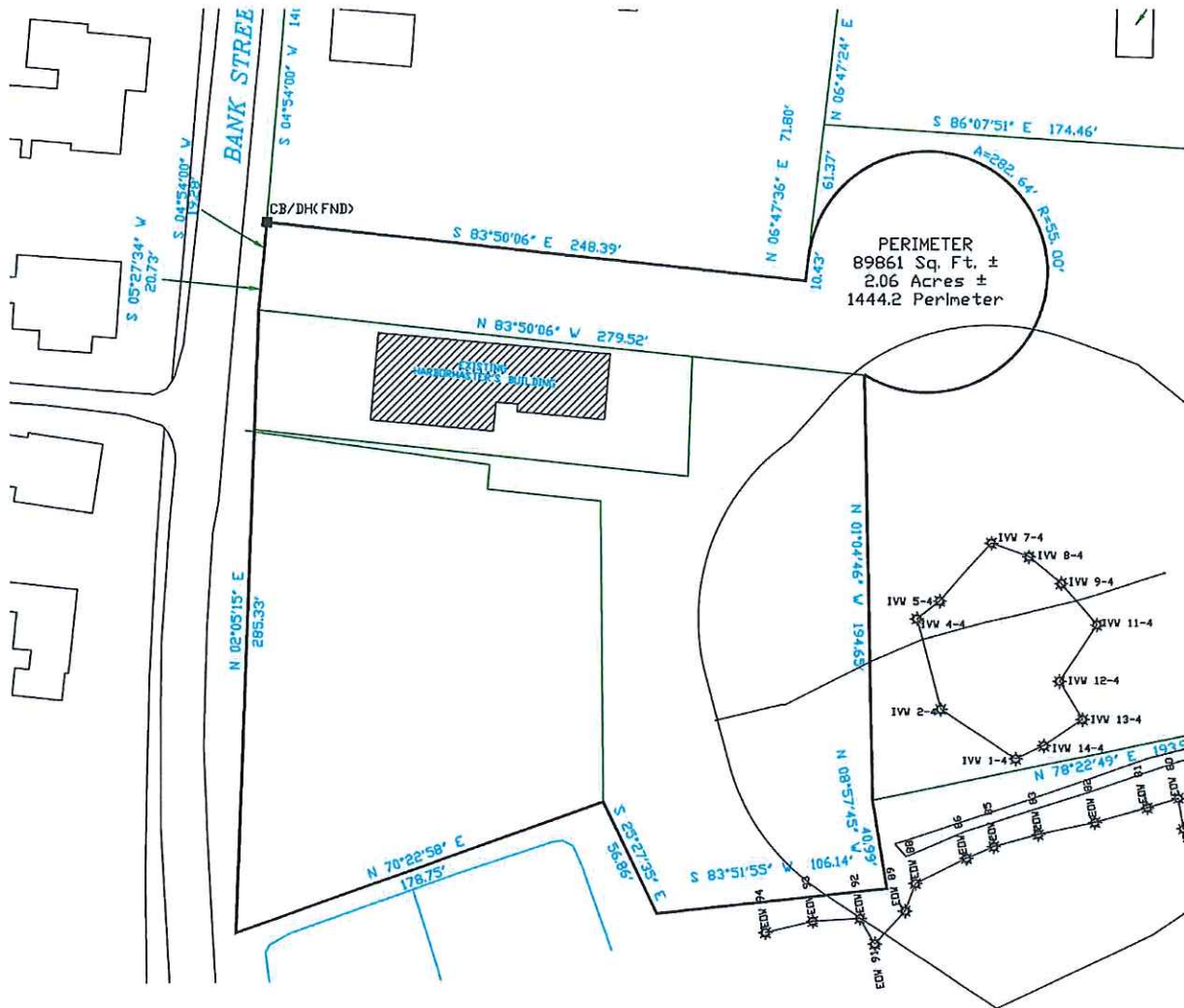
The undersigned swears under the pains and penalties of perjury that this form is complete and accurate in all respects.

Signature:

Printed Name:

Title:

Date:



DRAFT HARWICH CULTURAL CENTER FY '19 Budget

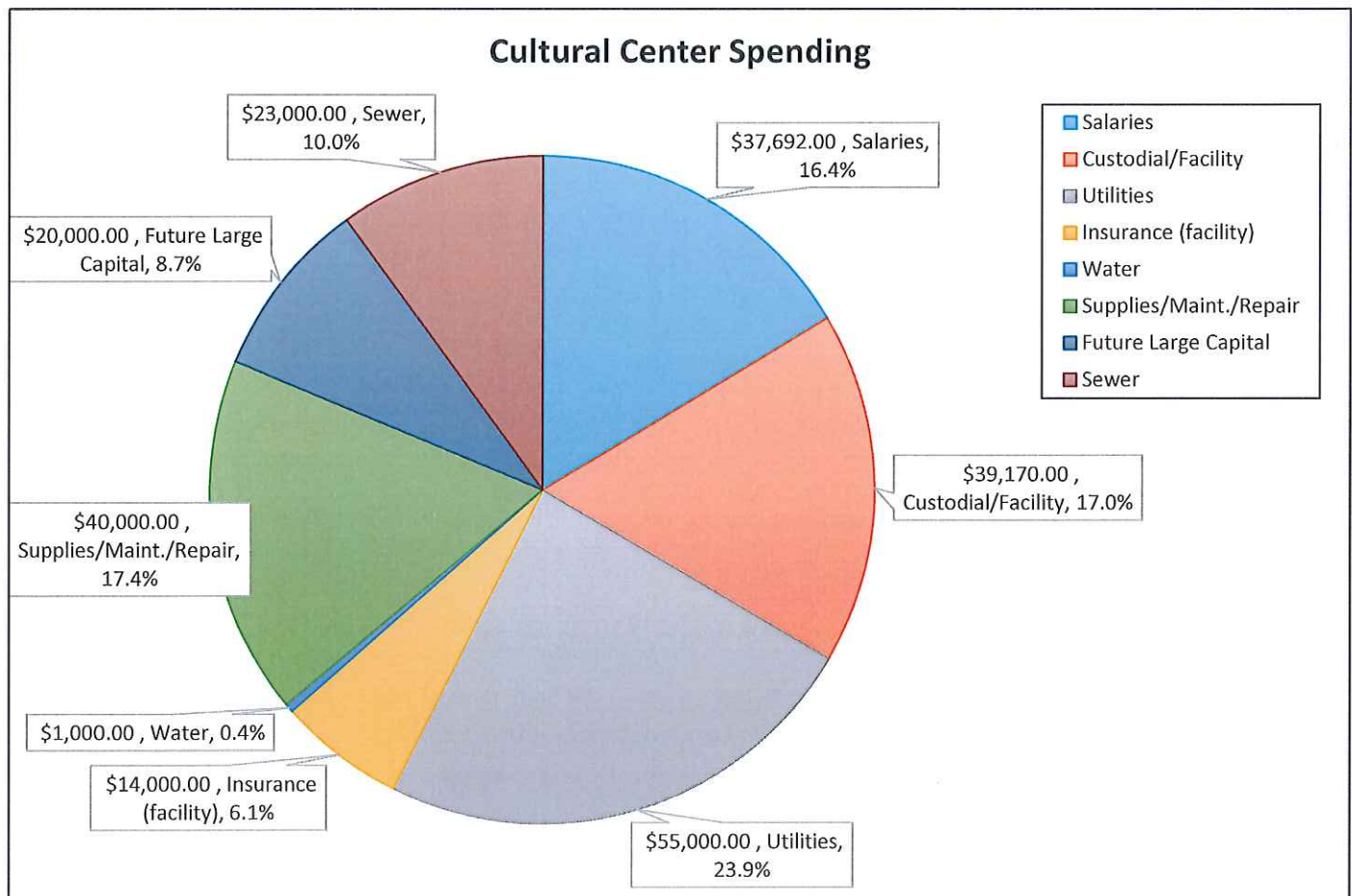
PROJECTED INCOME SOURCES

		Monthly Revenue	Yearly Revenue
28 studios	28 rooms	\$ 8,400	\$ 116,480
Portables (Activity Wing)		\$ 1,000	\$ 12,000
Shop (Basement)	(\$500/\$750)	\$ 750	\$ 7,500
Library, Auditorium, Cafeteria, Court Yard Space		\$ 300	\$ 3,600
Art Room		\$ 100	\$ 1,200
Gym		\$ 200	\$ 2,400
Museum (Administrative Suite)		\$ 500	\$ 6,000
Totals		\$ 11,250	\$ 149,180

SPENDING

Estimated

Salaries	16.4%	\$ 37,692.00
Custodial/Facility	17.0%	\$ 39,170.00
Utilities	23.9%	\$ 55,000.00
Insurance (facility)	6.1%	\$ 14,000.00
Water	0.4%	\$ 1,000.00
Supplies/Maint./Repair	17.4%	\$ 40,000.00
Future Large Capital	8.7%	\$ 20,000.00
Sewer	10.0%	\$ 23,000.00
Estimated Total		\$ 229,862.00



Harwich Cultural Center
Harwich, Mass

February 26, 2018

Peace Labyrinth & Garden Proposal



Objective & Intention ~ To construct a 7 circuit labyrinth with community help on front lawn of HCC which will compliment the centers activities and become available to the teachers and students at Harwich Elementary School next door. This beautiful interactive land sculpture will become an asset to the grounds and the town with positive activities arising with it's use becoming a focal point for the campus. To create a save space for adults and children that is open to the promotion and alignment of peace within and for all.

Design & Materials ~ Use of natural materials is suggested to harmonize with the Cape Cod environment. Pathway to be gravel or similar material. The fields, or borders, to be larger rocks 4-10" diameter typical. Message stones TBD.

Installation ~ Loam to be excavated to remove grass and weeds and leveled*. Landscape fabric to be laid down in new labyrinth area. New design to be drawn on fabric. Field areas to be laid with larger stones and tapped into place. Gravel walks to be filled in and raked and center to have 2 different colors for Peace sign. Approximately 2' path Perimeter rocks (6 larger) or boulders to be placed as shown, with carved peace messages at each location, including (6 smaller) in the inner circle.

*Soil tested to determine percolation and drainage. Sub-base of gravel may be needed.

Gardens ~ Invasive plants removed and low hanging branches should be pruned to allow for supporting new plantings. (at later date) The area to south should be transformed into a rain garden for water retention and distribution.

Note ~ Outdoor classes stimulate the senses allowing kids to experience the subtle supporting nuances of nature, while learning and understanding the lessons. Increasingly outdoor classrooms are being created in schools of all ages and recess has become an important part of every child's day. This current awareness of outdoor learning has inspired parents and teachers alike, promoting new ways to incorporate gardens, activities and classes for the children. Outdoor classrooms have seen an increasing interest in recent times for the afore mentioned reasons. Gardens are springing up at many schools and interactive curriculum has opened up many new exciting ways to embrace the outdoor venue as a viable and important tool for education. What better way to ground a child then to tend a garden, growing vegetables and seeing the connection between earth, sun, water, and life. Learning how to center in a busy world is a good exercise for all students generating peace and good will. A Peace labyrinth is a logical tool to support this idea.

Respectively submitted,



Donald Moore
LA & Veriditas Facilitator

Labyrinths ~

To walk or trace the labyrinth is to create balance within by connecting the mind and heart. A labyrinth is an ancient symbol that relates to wholeness. It combines the imagery of the circle and the spiral into a meandering, but purposeful path. It represents a journey to our own center and back again out into the world. Labyrinths have long been used as meditation and prayer tools.

'Friends of the Labyrinth' in Chatham have created a new program for school children called 'Kids on the Labyrinth' and volunteers are available to assist with walks and offer labyrinth lessons based on STEM (STEAM) structure, available to all who wish to participate.

To learn more and see labyrinths nearby visit the following sites.

chathamlabyrinth.com

<https://www.facebook.com/PilgrimsLand/>

LabyrinthLocator.com

Barnstable High school inner courtyard., Hyannis
Heritage Gardens, Sandwich
Our Lady of the Cape, Brewster
St Barnabas Church, Falmouth

Quotes for inspiration on message stones.

*If there is to be peace in the world, There must be peace in the nations.
If there is to be peace in the nations, There must be peace in the cities.
If there is to be peace in the cities, There must be peace between neighbors.
If there is to be peace between neighbors, There must be peace in the home.
If there is to be peace in the home, There must be peace in the heart.
– Lao Tzu (570-490 B.C.)*

'Darkness cannot drive out darkness; only light can do that. Hate cannot drive out hate; only love can do that.' Martin Luther King, Jr.

'Peace cannot be kept by force; it can only be achieved by understanding.' Albert Einstein

'Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.' Margaret Mead

'Peace is always beautiful.' Walt Whitman

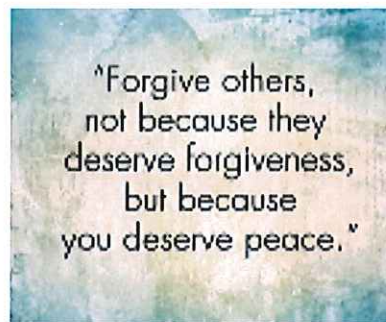
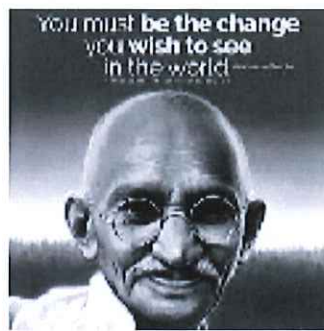
'Courage is the price that life exacts for granting peace.' Amelia Earhart

'There is no path to peace. Peace is the path.' Mahatma Ghandi

'Peace does not rest in the charters and covenants alone. It lies in the hearts and minds of all people. So let us not rest all our hopes on parchment and on paper, let us strive to build peace, a desire for peace, a willingness to work for peace in the hearts and minds of all of our people. I believe that we can. I believe the problems of human destiny are not beyond the reach of human beings.' John F. Kennedy

'Peace is a daily, a weekly, a monthly process, gradually changing opinions, slowly eroding old barriers, quietly building new structures.' John F. Kennedy

'Peace begins with a smile.' Mother Teresa



School House Dr

Stone with messages
(Typ)

Peace Garden
Remove invasive
species and prune

Benches (Typ)

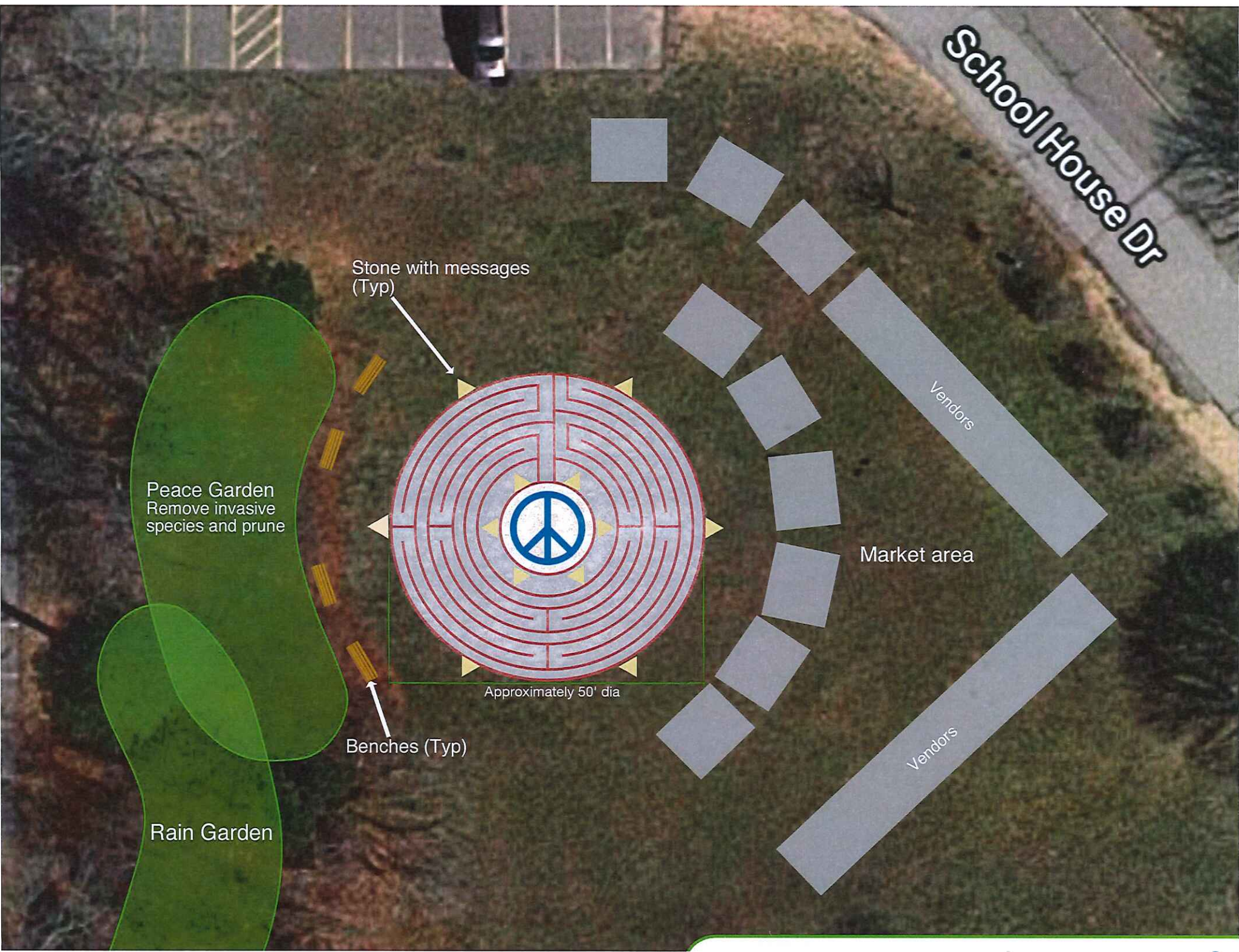
Rain Garden

Approximately 50' dia

Vendors

Market area

Vendors



**PETITION PERTAINING TO THE PET CREMATORY
TOWN OF HARWICH, MA**

We the undersigned residents of the Town of Harwich, MA do hereby petition the Board of Selectmen to include an item on the April 23, 2018 Town Selectman's Agenda pertaining to the proposed Pet Crematory project. It is our position that neither funding for, nor work on this proposed project should move forward until the following items have been adequately and transparently addressed. The meeting agenda topic should cover the following questions.

1. This being a capital expenditure for the Town. Why was the capital request only listed for one year on current years seven-year capital plan?
2. This being a proposed business venture that the Town would operate, we request to see **a completely documented 10-year business plan** that includes, but is not limited to the following elements:
 - a. Vision Statement -
 - b. A complete description of the products and/or services to be offered.
 - c. A thorough market analysis that discusses the pet owner market.
 - d. A description of your staffing needs including salaries, benefits and long-term costs.
 - e. A sales and marketing plan.
 - f. An analysis of the strengths, weaknesses, opportunities, and threats, that show you're realistic and have considered key challenges;
 - g. A cash flow statement.
 - h. Revenue sources and projections.
 - i. Cost of service for the 20-year debt.
 - j. A detailed description of proposed new building including dimensions, interior and exterior finishes, septic requirements, any paving and landscaping required.
 - k. A complete inventory of all equipment required to furnish and operate a crematory.
3. This project, for which there are no funds available commits the town to increasing its tax levy with absolutely no industry experience.
4. Supporting information in APPENDIX

APPENDIX

PETITION PERTAINING TO THE PET CREMATORY

TOWN OF HARWICH, MA

(Attachment 1)

Additional Questions Pertaining to Pet Crematory Services

A review of privately run pet crematory web sites generates some questions pertaining to Harwich's proposed business venture. Rates/revenue are based on several factors: Type and Size, Cremation Method, Home Pick Up, Urns and Other Memorial Products

1. Type and Size

Pet crematories partially base their rates on the relative size of the pet being cremated. Pocket pets (hamsters, birds, reptiles, etc.) are the smallest and least expensive to cremate. Large pets (goats, pigs, horses, etc.) are the most expensive to cremate. Some crematories may charge as little as \$35 to cremate a pocket pet, while the cost of cremating a horse may range anywhere from \$300 to \$1500. **Has Harwich's assessed the potential pet market available to it and has it identified the key services and pricing needed to attract its fair share of business at a price that will support the business venture?**

2. Type of Cremation Method

For dogs and cats, the main factor influencing the price for services depends upon whether the customer chooses a communal, partitioned, or private cremation. Prices vary by location, but a general starting point is \$75 to \$150. **Has Harwich identified which of these methods it needs to offer in its target pet owner market? Is there a plan to develop the pricing, sales & marketing, etc., components to promote the appropriate methods needed to generate the projected revenue?**

3. Home Pick Up

Most pet crematories will offer a removal service, usually for an additional fee. If you request that the crematory come to your home to pick up your pet you may be charged an average of an additional \$50 – \$75. Also, many veterinarians have a contract with a crematory that includes pickup from their clinic so that cost is built in to the vet fee. **How will Harwich handle this service? Who will provide the pick-up service? What about commercial/liability insurance? What's the plan to capture a fair share of veterinary contracts?**

4. Urns and Other Memorial Products

Pet crematories typically assist the customer in memorializing their pet through a wide variety of urns and other products. Upselling represents a large segment of their revenue base. If the

customer simply wants to scatter the pet's ashes then a temporary urn can be used and may be included in the basic cremation cost. If the customer wants to store the pet's ashes, permanent urns are available. In addition, viewing rooms, burial plots, headstones and various other service amenities may be available either a la carte, or in packages, all designed to generate different levels of revenue. Prices can vary greatly depending on the products/services selected and the materials used. **Has Harwich's identified the competitive product/service menu and pricing that will be offered to help generate the needed revenue? Whose job will it be to make the product selections and purchases? Who will manage the inventory and sample product displays? Who staffs the "store" and has the expertise to guide and upsell as appropriate? Key questions for competitive revenue generation!**

5. The million dollar (literally) question

Given the fact that there are private companies with a lot of industry expertise already providing these services and the fact that there are no indications that there's adequate market place demand to profitably support another entrant in to this market; especially a government entity that has no experience in this industry at all – **Why does the Harwich Board of Selectmen think that this is a good use of taxpayer dollars? The town has other key priorities that need to be addressed; this seems to be a frivolous and unneeded use of our hard-earned tax dollars.**

Ann Steidel

From: Michael D. MacAskill
Sent: Sunday, April 08, 2018 8:48 PM
To: Sandy Robinson; Ann Steidel
Subject: Fw: [Harwich MA] Dogs on town beaches

next agenda please.. i'm fine with brief discussion under selectmen's report.

From: Christopher Clark
Sent: Wednesday, March 21, 2018 7:38 PM
To: Michael D. MacAskill
Cc: jimchar2@comcast.net
Subject: FW: [Harwich MA] Dogs on town beaches

Michael,

This email came in regarding timing of dogs allowed on the beach. How do the Selectmen want to approach this revised policy.

Chris

-----Original Message-----

From: James Coyle [mailto:jimchar2@comcast.net]
Sent: Tuesday, March 20, 2018 7:15 PM
To: Christopher Clark <cclark@town.harwich.ma.us>
Subject: [Harwich MA] Dogs on town beaches

cclark,

Someone has sent you a message using your contact form on the Harwich MA site.

If you don't want to receive such e-mails, you can change your settings at <http://www.harwich-ma.gov/users/cclark>.

Message:

To : Christopher Clark
Harwich Town Administrator

I would like to request that the board of Selectman consider changing the current Harwich dog on beach regulation from Memorial Day to Labor Day to May 1st to Oct. 15th. I feel that allowing dogs on the beach for two hundred and sixty-five days then abruptly open the next day to beach goers is much too soon considering residue that can be left behind by dogs. Also the month of Sept and early Oct. usually brings great beach weather and I find it unpleasant to have dogs running around loose on the beach while sunbathing.

I find this analogous to if one removes all of the solids from a litter box would anyone consider lying in the box. I think not.

Also it has been estimated that a single gram of dog waste can contain 23 million fecal coliform bacteria, which are known to cause cramps, diarrhea, intestinal illness, and serious kidney disorders in humans.

Harwich

No pets are permitted on any beaches (including sand, dune, water and parking lots) from Memorial Day to Labor Day.

Harwich purposed changes- May 1st – October 15th

Mashpee

No dogs allowed on town-owned public beaches at any time.

Falmouth

Dogs are not allowed on public beaches between May 1st and October 1st.

Dennis

No pets are permitted on the beaches, in the parking areas, or in unattended vehicles in the parking areas at any time from Memorial Day through Labor Day.

Brewster

Dogs are not allowed on town beaches between May 1 and October 1.

Bourne

Dogs are not allowed on the beach from May 1 to October 15.

Respectfully

James F. Coyle, 25 Alder Lane, Harwich MA.

3/20/18

=====

Message sent by: James Coyle (jimchar2@comcast.net)

=====

Sandy Robinson

From: Michael D. MacAskill
Sent: Sunday, April 15, 2018 4:08 PM
To: Sandy Robinson; Ann Steidel
Subject: Fw: Registration Closing Soon - Grants Training in Sagamore, MA

Please add to the next agenda

From: Grant Writing USA <success@grantwritingusa.com>
Sent: Thursday, April 12, 2018 1:16 PM
To: Michael D. MacAskill
Subject: Registration Closing Soon - Grants Training in Sagamore, MA



Massachusetts Sagamore Beach, Grant Writing Training,
Seminars, Workshops, Courses, Classes by Grant Writing USA
-- Sagamore Beach, Massachusetts

grantwritingusa.com

Details about the upcoming Grant Writing USA workshop seminar class course in Toledo,
Massachusetts

Grants Training in Sagamore Beach, MA - May 10-11, 2018

Dear Michael,

Bourne Fire & Rescue and Grant writing USA will present a two-day grants workshop in Sagamore Beach, May 10-11, 2018. This training is applicable to grant seekers across all disciplines. Attend this class and you'll learn how to find grants and write winning grant proposals.

[Click here for full event details.](#)

Beginning and experienced grant writers from city, county, and state agencies as well as nonprofits, K-12, colleges and universities are encouraged to attend.

Multi-enrollment discounts and discounts for Grant Writing USA returning alumni are available. Tuition payment is not required at the time of enrollment.

Tuition is \$455 and includes everything: two days of terrific instruction, workbook, and access to our Alumni Forum that's packed full of tools, helpful discussions and

more than 200 sample grant proposals. Seating is limited, online reservations are necessary.

More information including learning objectives, class location, graduate testimonials and online registration is available [here](#). If you prefer friendly, personal service, please call or write:

Tammy Pitts

at Grant Writing USA

888.435.7281 toll free

tammyp@grantwritingusa.com

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Remove this address from all future mailings or **modify** your contact info with us. Remove commands are instantly honored.

Grant Writing USA - Grant Management USA

PO Box 50249

Henderson, NV 89016

888.435.7281

Sandy Robinson

From: John Giorgio <JGiorgio@k-plaw.com>
Sent: Tuesday, April 17, 2018 1:56 PM
To: Michael D. MacAskill
Cc: Christopher Clark; Sandy Robinson; Ann Steidel
Subject: Inclusion of Letter From Superintendent of Schools in the Warrant Booklet for the Annual Town Meeting
Attachments: IB-91-01 - Use of Governmental Resources for Political Purposes.pdf; IB-92-02 - Activities in Support of or Opposition to Ballot Questions.pdf

Dear Mike:

You have asked my opinion whether the inclusion of a letter from the Superintendent of Schools for the Monomoy Regional School District ("MRSD") in the warrant booklet for the 2018 Annual Town Meeting raises any concerns under the Office of Campaign and Political Finance ("OCPF") regulations.

As I understand the facts, after the Board of Selectmen signed the warrant, a letter from the MRSD Superintendent was added as an Appendix D to the warrant. The letter generally describes the achievements of MRSD over the past year, explains the basis for the budget assessment, and sets forth various statistics concerning district enrollment. In addition, a reference to the letter was included in the explanation of Article 5 (the budget article for MRSD), after the warrant was signed. I also understand that it is the intent of the Board of Selectmen and the Finance Committee to propose a motion to raise and appropriate \$76,078 within Article 5 for the Town's share of the capital assessment for the installation of bathrooms at Stadium Field contingent on the passage of a Proposition 2 ½ capital outlay exclusion. Finally, Appendix A to the warrant includes a ballot question for the Stadium Field bathroom project. The letter does not, however, make any reference to the ballot question nor is there any specific advocacy language asking voters to vote in favor of the ballot question.

In my opinion, while the Campaign Finance Law prohibits the use of municipal resources to influence the outcome of a vote on a ballot question, it does not apply to the expenditure of public funds in connection with a Town Meeting warrant article. In my further opinion, where the warrant article contains a contingency on the passage of a Proposition 2 ½ ballot question, care must be taken to ensure that the materials included in the warrant relate only to the Town Meeting. While it is not possible to precisely anticipate how OCPF would view this scenario, in my opinion, the Superintendent's letter attached to the May 7, 2018 Annual Town Meeting warrant, which expresses general support for the MRSD's FY 19 budget and does not mention the Proposition 2 ½ ballot question or the May 15, 2018 Annual Town Election, can be reasonably viewed as providing information in connection with Town Meeting and not advocating a position on a ballot question in violation of the Campaign Finance Law.

In Anderson v. City of Boston, 376 Mass. 178 (1978), the Supreme Judicial Court identified a dividing line between permissible and impermissible expenditures of municipal resources in connection with a ballot question. Anderson, 376 Mass. at 187, held that the Campaign Finance Law prohibits municipalities, including municipal officials, committees and employees, from expending public funds or resources to influence the outcome of an election. The prohibition includes activities that are traditionally associated with "campaigning" such as using photocopiers, paper and/or postage to leaflet, pamphlet, or send other types of unsolicited information concerning a ballot question, even if such information is neutral or "informational" in nature. Further, the Office of Campaign and Political Finance ("OCPF") has advised that officials may not place an advertisement in the newspaper urging a "yes" or "no" vote on a ballot question; conduct a mass mailing concerning a ballot question; or distribute in the backpacks of students a flyer concerning a ballot question. Anderson does not, however, prohibit a Town from using municipal resources to analyze a ballot question and its effect on the Town and its operations. Attached please find guidance prepared by OCPF on permissible vs. impermissible expenditures of municipal resources in connection with a ballot question.

In addition, the Campaign Finance Law does not regulate expenditures of public funds made for purposes of lobbying town meeting so long as the material distributed using public funds related to a town meeting is distributed primarily to influence town meeting and does not advocate a position on a ballot question. See OCPF-IB-91-01 (Revised 2015). OCPF recognizes that it is not always easy to determine the primary purpose of material distributed before a town meeting and a related election and therefore, advises that municipal officials should avoid any discussion regarding an election in the material. OCPF notes that any discussion of an election in the materials, even if not expressly urging a

vote, may raise an inference that it is being distributed to influence the election. In its guidance, however, OCPF provides that there are limited circumstances where the mention of an election that is distributed using public resources prior to a town meeting would not violate the campaign finance law and provides the following examples:

[T]he town meeting warrant may include a reference to a subsequent election, especially in the context of a town meeting vote that is contingent on an override vote. In addition, a town's finance committee may use governmental resources to distribute a booklet containing its report and recommendations on warrant articles, if the recommendations are limited in scope to the warrant articles and the content of the booklet would reasonably be seen as primarily providing information in connection with town meeting, not the election which may take place after the town meeting. In such circumstances, the mention of the election is clearly secondary to the material's primary purpose of providing information relating to town meeting.

The Superintendent's letter, Appendix D of the May 7, 2018 Annual Town Meeting Warrant, provides an explanation of the MRSD's FY 19 budget generally and provides that the school district appreciates "support of our FY19 budget so we can continue to provide a high quality education to the children of our towns." It does not reference the election or the capital exclusion ballot question, nor does it reference the purposes of the capital exclusion ballot questions; i.e., installation of bathroom facilities at Stadium Field. Thus, based on the facts present here, there is support for the position that the primary purpose of the letter is to provide information in connection with Town Meeting and not to advocate a position on a ballot question. In my opinion, therefore, no further action by the Town is required in connection with this matter. As to the question whether it was appropriate to add the Superintendent's letter to the Warrant booklet after the warrant had been signed by the Board of Selectmen, in my view that is a matter which can be addressed separately by the Board.

Please feel free to contact me with any questions.

Very truly yours,

John

John W. Giorgio, Esq.

KP | LAW

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jgiorgio@k-plaw.com

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MICHAEL J. SULLIVAN
DIRECTOR

THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF CAMPAIGN & POLITICAL FINANCE
ONE ASHBURTON PLACE, ROOM 411
BOSTON, MASSACHUSETTS 02108

TEL: (617) 979-8300
(800) 462-OCPF
FAX: (617) 727-6549

OCPF-IB-91-01
Issued: October 31, 1991
Revised: February 25, 2015

INTERPRETIVE BULLETIN

**The Use of Governmental Resources
for Political Purposes**

This office frequently is asked about the extent to which public resources may be used for political purposes, most often whether public resources may be used to distribute information to voters concerning a municipal ballot question. In addition, questions have been asked regarding whether public facilities, especially buildings and other property, may be used by groups supporting or opposing a particular ballot question or candidate.

This Interpretive Bulletin addresses restrictions on the use of governmental resources for political purposes under the campaign finance law, M.G.L. c. 55. It is important to note, however, that a separate statute, the Massachusetts conflict of interest law, M.G.L. c. 268A, also restricts public employees' use of governmental resources. In some cases, the conflict of interest law prohibits activity not addressed by the campaign finance law. Public officials should ensure that their activities comply with both statutes. The conflict of interest law is enforced by the State Ethics Commission, and questions regarding the conflict of interest law should be directed to that office.¹

In general, the campaign finance law prohibits the use of public resources for political purposes, such as public employees engaging in campaign activity during work hours or using their office facilities for such a purpose. For example, a candidate who also works in a public office may not use the office phones or computer to conduct campaign work.

The law prohibits the use of public funds or other public resources to support or oppose a question put to voters, such as the use of public resources to distribute a mailing days before an election. The law does not, however, prohibit the expression of views by public officials concerning ballot questions to the extent such expression is within the scope of their official responsibilities and protected by the First Amendment.

¹ The Ethics Commission has issued Advisory 11-1 "Public Employee Political Activity," which is posted on the Commission's website at <http://www.mass.gov/ethics/education-and-training-resources/educational-materials/advisories/advisory-11-1.html>. The Ethics Commission can be reached at 888-485-4766 or 617-371-9500.



I. Scope of the restriction, in general

In Anderson v. City of Boston, 376 Mass. 178, 187, 380 N.E.2d 628 (1978), appeal dismissed, 439 U.S. 1069 (1979), the Supreme Judicial Court indicated that public resources may generally not be used for political purposes. In that case, the court concluded that the City of Boston could not use public funds to set up an office "for the purpose of collecting and disseminating information about the impact" of a ballot question. The court stated that the campaign finance law is "comprehensive legislation" which "preempt[s] any right which a municipality might otherwise have to appropriate funds for the purpose of influencing" the outcome of a ballot question. 376 Mass. at 185-186.

The court pointed to Section 22A of Chapter 55, which states that "[n]othing contained herein shall be construed as authorizing the expenditures of public monies for political purposes." The court also stated that:

[T]he Legislature may decide, as it has, that fairness in the election process is best achieved by a direction that political subdivisions of the State maintain a "hands off" policy. It may further decide that the State government and its various subdivisions should not use public funds to instruct the people, the ultimate authority, how they should vote.

376 Mass. at 194-195.

The analysis in Anderson applies to the Commonwealth and its "political subdivisions," which use taxpayer or rate payer funds. 376 Mass. at 193. Political subdivisions of the commonwealth include all agencies within the state government, and within county, regional, town and city governments. State authorities, e.g., the Massachusetts Port Authority and the Massachusetts Turnpike Authority, and state institutions of higher education are subject to the restrictions articulated in the case. See § 179 of ch. 655 of the Acts of 1989. In addition, the Anderson decision applies to municipal utilities that rely on fees paid by ratepayers. See AO-95-42. Finally, non-profit organizations that are supported by state tax revenues and other public funds may not use such revenues to support or oppose a candidate or a ballot question. See AO-95-41 and AO-96-25.

"Governmental resources" include anything that is paid for by taxpayers, e.g., personnel, paper, stationery and other supplies; offices, meeting rooms and other facilities; copiers, computers, telephones, fax machines; automobiles and other equipment purchased or maintained by the government. A bulk mail permit is also considered a governmental resource.

Chapter 55 was enacted to regulate "election financing." Anderson, 376 Mass. at 185 (emphasis added). The prohibition on the use of governmental resources for political purposes therefore applies to all expenditures made to promote or oppose a matter placed before voters at the polls, such as a ballot question. In municipal elections, the Anderson restriction and other provisions of the campaign finance law are generally triggered once the appropriate municipal authority, i.e., the board of selectmen, city or town council or mayor, decides to place the question on the ballot. See IB-90-02. However, there are cases where the law would apply to activity undertaken before a question is officially placed on the ballot. Funds spent prior to a question being "on the ballot" may also be subject to campaign finance law if the funds are spent to influence the outcome of an anticipated ballot question. Id.

Although it applies to anticipated ballot questions, the prohibition does not extend to expenditures made to discuss policy issues (e.g., the need to renovate aging school buildings), which currently are not the subject of a scheduled or anticipated ballot question, but may at some **undetermined** future point become the subject of a ballot question. In addition, the prohibition does not apply to expenditures concerning public policy issues that are not, and are not expected to be, the subject of an election. An example would be an issue that is on the warrant for a town meeting only, as noted later in this bulletin.

This bulletin deals largely with the publicly funded distribution of information, especially printed matter, as it relates to the Anderson restriction. Such distribution is the most common source of questions and complaints to OCPF. This bulletin does not, however, concern the speech of public officials regarding a ballot question, such as comments supporting or opposing a question or statements made during public meeting. Such comments are generally unrestricted by the campaign finance law. See Interpretive Bulletin IB-92-02, "Activities of Public Officials in Support of or Opposition to Ballot Questions."

II. Distribution of information relating to ballot questions

Public officials often wish to distribute, or assist others in distributing, information relating to ballot questions at public expense. Such distribution is generally not appropriate. It is appropriate only if it is consistent with specific statutes authorizing distribution of information. Most significantly, section 18B of chapter 53 establishes a mechanism for local governmental officials to provide information to voters regarding ballot questions in a manner similar to the "red book" that is distributed prior to state elections by the Secretary of the Commonwealth to provide voters with information regarding state ballot questions.² See M.G.L. c. 54, §§ 53 and 54 (relating to the distribution of the "red book"). Section 18B establishes the timeline for actions that must be taken by local officials if a city or town decides to provide information to voters relating to ballot questions. It specifies that after a governing body of a city or town has decided to distribute voter information in accordance with section 18B, the city or town, if it complies with the timeline and other provisions of the statute, must prepare and distribute informational material, including a brief summary of the ballot question and arguments for and against the question, to voters.³

The general rule, if distribution of information is not undertaken consistent with section 18B, is that governmental resources may *not* be used to distribute voter information commenting on the substance of a ballot question. The prohibition applies whether the material that is distributed advocates for or against a question (it is "advocacy") or simply purports to be objective and factual (it is "informational"). As noted above, Anderson prohibits the distribution of advocacy material. As for informational material, distribution is prohibited unless consistent with section 18B or other statutory authority. If a municipality does not accept section 18B and comply with its provisions, or is not authorized to distribute information in accordance with another statute, the use of public resources to make an unsolicited distribution of information relating to the

² Questions relating to the interpretation of section 18B should be directed to the Secretary of the Commonwealth's Elections Division, which may be reached at (617) 727-2828.

³ In addition, several municipalities have obtained special legislative authority, allowing them to distribute informational material, including Newton (Chapter 274 of the Acts of 1987), Cambridge (Chapter 630 of the Acts of 1989), Sudbury (Chapter 180 of the Acts of 1996), Burlington (Chapter 89 of the Acts of 1998), Dedham (Chapter 238 of the Acts of 2002), Lancaster (Sections 285-288 of Chapter 149 of the Acts of 2004), Yarmouth (Chapter 404 of the Acts of 2006), Shrewsbury (Chapter 427 of the Acts of 2006), Plymouth (Chapter 50 of the Acts of 2008), and Hubbardston (Chapter 370 of the Acts of 2010). Also, at least one other state law allows governmental entities to distribute information to voters regarding ballot questions: M.G.L. c. 43B, § 11, which directs the city council or board of selectmen to distribute the final report of a charter commission to voters.

substance of a ballot question, such as a blanket mailing or other publicly funded dissemination of material, outside of an official meeting, would not comply with Anderson.

Two examples illustrate the circumstances in which the office most often finds that information has been distributed (by municipalities that have not accepted the provisions of section 18B) in violation of Anderson. Both concern the preparation and distribution of information that deals with a ballot question, though the method of distribution varies in each example.

1) A board of selectmen uses public funds to prepare and distribute a mailing (or an email) to all town residents concerning an upcoming Proposition 2 ½ override. The mailing either argues for a yes vote or provides arguably "objective" information about the question. If the mailing calls for a particular vote, it is an inappropriate use of public resources and violates Anderson. Even if the mailing simply provides "information" concerning the question, however, and may reflect an effort to be neutral, it violates Anderson, unless distribution takes place in accordance with either section 18B of chapter 53 or other law.

2) A public school system prepares and distributes to teachers a flyer similar to the one noted in the first example. While there is no town-wide mailing, public resources are still used: school resources to prepare or copy the flyer, and the time of teachers in distributing it to students. Therefore, school officials should not ask children to take literature (including literature prepared by a parent/teacher organization) regarding the substance of a ballot question home from school to give to parents.⁴ See AO-94-11.

Although the scope of the general rule prohibiting distribution of public resources absent legislative authority is broad, there are several exceptions. As discussed below, public officials may prepare and make available certain information since such activity is consistent with their official responsibilities. Examples of such allowable actions would be preparing material and giving out copies at official meetings or sending it to voters who have requested more information. This type of activity, discussed below and in IB-92-02, is limited in scope and, in general, complies with Anderson.

A. Distribution of information relating to Town Meeting

In addition to consideration by voters at the polls, some ballot questions, such as Proposition 2½ overrides and debt exclusions, also involve review by town meeting or a city or town board in the weeks and months prior to, or shortly after, an election.

The campaign finance law does not regulate expenditures of public funds made for the purpose of lobbying town meeting or city or town boards or for other purposes not designed to influence voters at an election. See AO-93-36 and AO-94-37 (stating that the campaign finance law does not regulate expenditures made primarily to affect the deliberations on a warrant article at town meeting). Municipal officials are not restrained from using public resources to distribute information regarding a warrant article to residents prior to a town meeting, as long as the material is distributed primarily to influence the town meeting.

⁴ This office is sometimes asked about teachers' discussion of a ballot question, such as an override, in the classroom. Such activity often engenders controversy and is seen as an indirect attempt to influence parents, even if it is undertaken for educational or information purposes. Since there is no explicit prohibition of this activity under the campaign finance law, questions or concerns about such activity should be directed to local school officials or the Massachusetts Department of Education.

Material distributed using public funds prior to a town meeting may not advocate a position on a ballot question. For example, a report summarizing or supporting a warrant article pending before town meeting may not also urge a vote in a subsequent town election.

In addition, because it is not always easy to determine the primary purpose of material distributed before a town meeting and related election, municipal officials *should be careful to avoid any discussion regarding an election* in such material. Even if it does not expressly urge a vote in an election, any discussion regarding an election in a flyer or other document distributed using public resources may raise an inference that the document is being distributed to influence the election.

There are, however, limited circumstances where the mere mention of an election in a document that is distributed using public resources prior to a town meeting would not violate the campaign finance law. For example, the town meeting warrant may include a reference to a subsequent election, especially in the context of a town meeting vote that is contingent on an override vote. In addition, a town's finance committee may use governmental resources to distribute a booklet containing its report and recommendations on warrant articles, if the recommendations are limited in scope to the warrant articles and the content of the booklet would reasonably be seen as primarily providing information in connection with town meeting, not the election which may take place after the town meeting. In such circumstances, the mention of the election is clearly secondary to the material's primary purpose of providing information relating to town meeting.

The above examples deal with situations where town meeting precedes the election. In contrast, where an election, instead of following town meeting, precedes the relevant town meeting, OCPF advises that public resources should generally not be used to distribute information to voters until *after* the election. Distribution after the election eliminates any inference that taxpayer funds are being inappropriately used to influence or affect the outcome of the election. See AO-04-02 (relating to the distribution of the report and recommendations of a finance committee with the town meeting warrant).

Material that raises legal concerns under Anderson should be distributed with private funds by entities such as a duly organized ballot question committee or an existing association, corporation or other organization, in accordance with M.G.L. c. 55. Officials unsure about the appropriateness of any material planned for distribution should contact OCPF, which will review it and make a recommendation.

B. Preparation of material by officials; restrictions on distribution

Policy-making officials may act or speak out concerning ballot questions in their official capacity and during work hours if in doing so they are acting within the scope of their official responsibilities. See IB-92-02.

Such responsibilities may include preparing a document for use in responding to public inquiries or taking steps to understand the implications of a ballot question that is within their area of responsibility. An official may therefore produce a document that deals with a ballot question, such as a summary of the effects of the question or an agency's position on the question, as long as such preparation is in accordance with his or her official responsibilities and does not expressly advocate a vote on an upcoming election.

An example of a document that concerns a ballot question but does not pose an immediate problem under Anderson is a report prepared by a school building committee supporting the need for a new facility

that will be the subject of a Proposition 2½ debt exclusion. The document would be a public record. It may be provided to those who ask for it, such as a citizen who calls the official seeking more information on the ballot question. Any person or group, at that person or group's expense, in turn may distribute the information to voters without violating the campaign finance law if the person or group complies with the campaign finance law's reporting and disclosure requirements. In addition, information prepared by a governmental entity regarding a ballot question may be posted on a bulletin board at town hall, and it may be made available at a counter or other convenient location for the public. It may also be posted on a governmental website.⁵ See AO-01-27, and IB-04-01.

While the preparation of the document is allowable, its distribution by a public entity on a larger scale, beyond those who seek out the document or receive it at official meetings as noted below, would raise concerns under Anderson. Because the document is a public record, however, it may be copied and mailed to residents by a private entity using private funds, such as a parent-teacher organization (PTO), a ballot question committee or a corporation. See IB-92-02. The entity would, however, have to report the expenditures in accordance with the campaign finance law's requirements.

C. Distribution of information at public meetings or hearings

Governmental resources may be used to produce and distribute, or make available, a reasonable quantity of a summary or other document, e.g., an architect's report on a proposed new school building, at a meeting or hearing of the governmental entity, even if the document advocates a particular vote in an anticipated election or otherwise refers to such an election. In meetings or hearings conducted by a public body, materials prepared by or for the body may be distributed to persons in attendance where such materials are designed to facilitate discussion or where the materials otherwise relate to the agenda of the meeting.⁶

The content of such material is generally not subject to Anderson, even if it references or makes a recommendation concerning an upcoming ballot question, because its primary purpose is to facilitate the meeting. Such unsolicited distribution of the material to a larger audience after a meeting should be avoided.

D. Distribution of notices of public meetings or municipal elections

The campaign finance law does not restrict the distribution of some basic information, such as notice of a public meeting held by a governmental body or a notice regarding an upcoming election.

Public resources may be used to prepare and distribute a brief neutral notice to voters announcing the times and dates of meetings such as the type referred to in the previous section, as well as notices of meetings of governmental bodies. For example, a notice of a selectmen's meeting to discuss the municipal budget and an upcoming override may be distributed at public expense. Such notice should be confined to a simple notice of the meeting and avoid any discussion of the substance or merits of the override. A notice that encourages people to attend so they can "learn why an override is needed" would not comply with this standard.

⁵ It may not, however, be distributed to voters electronically using a government server, i.e., by email.

⁶ Generally, such public documents may not be reproduced using public funds if they are to be distributed at a meeting sponsored or organized by a ballot question committee. The documents could, however, be distributed by an official who has been invited to speak at a meeting of other private groups regarding a ballot question within the scope of the official's area of responsibilities.

In addition, public resources may be used to distribute information that simply advises voters of an upcoming vote, such as a notice of the time, date and place of a municipal election. Information distributed using public resources may urge people to vote, and provide information about how to register to vote. Also, such information may include a brief neutral title describing the ballot question, and the text of the ballot question. **Extreme care should be taken to avoid any appearance of advocacy.** For example, the title "school expansion project" would be appropriate. On the other hand, titles which would not be appropriate include "ballot question relating to need for school expansion," or "ballot question addressing school overcrowding problem."

III. Use of government buildings or other public facilities or resources

Notwithstanding the Anderson prohibition, there are limited circumstances in which groups supporting or opposing a ballot question may use public resources. In its decision, the court stated that the city's use of publicly funded facilities "would be improper, at least unless each side were given equal representation and access." 376 Mass. at 200.

"Equal access" means that a group supporting or opposing a ballot question, such as a registered ballot question committee, may be allowed to use a room or other space in a public building for a meeting, as long as a group on the opposing side is given the opportunity, on request, to have a similar meeting, on the same terms and conditions.⁷

"Equal access," if provided, does not mean that proponents or opponents must be invited to attend a particular event or be asked or permitted to speak at an event. See AO-90-02. For example, an opponent of a ballot question who demands an opportunity to speak at a meeting of the committee supporting the question is not entitled to such an opportunity under the equal access rule. The content and agenda of the meeting is set and controlled by the group using the space.

While a political meeting in a public building may be allowable under the campaign finance law, the meeting may not include any fundraising activity. Political fundraising is not allowed in buildings occupied for governmental purposes, such as city and town halls and schools. In addition, as previously noted, public employees who work in those buildings are also prohibited from raising funds for any political purpose. See M.G.L. c. 55, § 13-17 and IB-92-01.

"Equal access" does not mean that a private group may use a room or building which has been used for a meeting by a public body, such as a board of selectmen, within the scope of its official responsibilities, even if the public body endorsed or discussed a ballot question at its meeting and the private group opposes the ballot question. The "equal access" requirement also does not provide individuals or groups any right to speak or be placed on the agenda at a public meeting of a governmental body, such as a board of selectmen or school committee. Nor does it mean that an opponent of a ballot question is entitled to such access to distribute information, after the public body has made ballot question information, prepared within the scope of the entity's responsibilities, available to the public in the building or at the meeting. See AO-01-27.

⁷ A municipality may choose, however, to not allow *any* access to meeting space by political committees; such a policy does not violate the campaign finance law as long as it is evenly applied to all groups. In other words, equal access may mean no access by political groups. See AO-04-06.

The equal access requirement generally is not triggered by the use of public facilities by parent-teacher organizations (PTOs) for regularly scheduled PTO meetings, even if a meeting is used in part to discuss the merits of a ballot question. The primary purpose of PTOs is not to promote or oppose ballot questions. In short, "equal access" is triggered by the use of governmental resources by private groups organized to influence a ballot question, or when private groups use public resources primarily for that purpose.

In addition to access to buildings or space for meetings, groups may be given the opportunity, if equal access is provided, to distribute non-fundraising flyers regarding a ballot question in public buildings. If each side is provided the same opportunity, proponents and opponents may also be offered access to certain public services, such as mailing labels (AO-88-27), a city council chamber for campaign announcement (AO-89-28), faculty mailboxes in public school to distribute non-fundraising campaign material (AO-04-06), or a public park for a political rally (AO-92-28). In addition, a state or local governmental agency may, as part of a collective bargaining agreement, use public resources to administer a payroll deduction plan for a public employee PAC, since the use of such resources would be for the purpose of fulfilling the governmental entity's contractual obligation, not primarily to provide a benefit to the PAC. See AO-03-04. A municipality or agency, which provides such a resource, must be reimbursed for any additional out-of-pocket expenses incurred in providing the resource. See AO-03-04.

The campaign finance law does not regulate the extent to which proponents and opponents of a ballot question may have access to cable television resources. Questions relating to such access should be addressed to the Cable Television Division of the Massachusetts Department of Telecommunications and Cable at (617) 305-3580. See M-99-01.

IV. Privately-funded political committees and other permissible activities

Government officials, public employees or anyone else who wishes to oppose or promote a ballot question may undertake such activity using private funds, through a ballot question committee or other existing organization.

A separate ballot question committee should first be established with the local election official, in the case of a municipal ballot question, or with OCPF, in the case of a question put to voters on the state ballot. This committee may then be used to raise and expend funds to promote or oppose the ballot question. Public employees may not solicit or receive any contribution on behalf of the committee, although they may make contributions and participate in activities of the committee that do not involve fundraising. A school newsletter prepared using public resources, or a PTO newsletter, if distributed by teachers, should not be used to help support a ballot question committee. For example, it should not announce the formation of a ballot question committee or provide information on how to contact the committee. See AO-00-06.

A group may not solicit or receive contributions to support or oppose a ballot question until it organizes and registers as a ballot question committee. Where two or more persons "pool" their money to support or oppose a question, e.g., to pay for an advertisement, the persons should first register as a ballot question committee. Such groups are subject to all the reporting and disclosure provisions of M.G.L. c. 55.

Groups such as parent-teacher organizations and local teachers' unions, which do not raise funds specifically to influence the vote on a ballot question, may make expenditures from existing funds to support or oppose a ballot question, and may make contributions to a ballot question committee. See IB-88-01 ("The Applicability of the Campaign Finance Law to Organizations Other Than Political Committees"). Groups making expenditures must, however, file a report (OCPF Form M22 or 22) with either the local election

official or OCPF to disclose the expenditures. See IB-90-02. In addition, individuals spending \$250 or more to influence a ballot question (unless the individual's expenditure is made in the form of a contribution to a ballot question committee) must also file the report. See M.G.L. c. 55, § 22.

V. Expenditures of Governmental Resources - Remedies

The treasurer of any city, town or other governmental unit, which has made expenditures or used public resources to influence or affect the vote on any question submitted to the voters, must file a report with the clerk disclosing such activity. See M.G.L. c. 55, § 22A and M-95-06.⁸

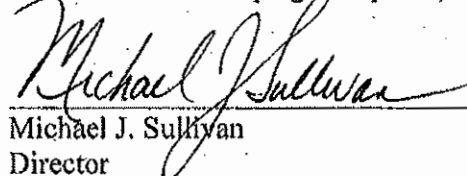
Because of the differing circumstances and severity of instances of the improper use of public resources to influence elections, the final disposition and remedies in such cases may vary. Where the use of public resources is minor or difficult to quantify, or where officials are not aware of the restrictions, OCPF focuses on providing guidance to ensure that the action is not repeated.

In other cases, however, restitution of funds adjudicated to have been spent contrary to law may be required. Such restitution may not be paid from public funds. It may, however, be paid by a ballot question committee, association or other private group or individual. Any officer of a governmental unit violating § 22A may be subject to criminal penalties.

Finally, any ten persons may file suit to restrain illegal use of public funds at the local level by filing a ten taxpayer suit. See M.G.L. c. 40, § 53. It was such a "ten taxpayer" suit that led to the Anderson decision. At the state level, any 24 taxpayers can file a similar suit. See M.G.L. c. 29, § 63.

VI. Other Bulletins and Memoranda

This bulletin provides general guidance. If you are in doubt regarding the scope of the campaign finance law, you should contact OCPF at (800) 462-OCPF or (617) 979-8300. This office's web site, www.ocpf.us, provides additional guidance on this and other campaign finance topics. In addition, related interpretive bulletins and memoranda which may be of interest -- and which may be downloaded from OCPF's website -- include: IB-90-02 (Disclosure and Reporting of Contributions and Expenditures Related to Ballot Questions); IB-92-01 (The Application of the Campaign Finance Laws to Public Employees and Political Solicitation); IB-92-02 (Activities of Public Officials in Support of or Opposition to Ballot Questions); IB-95-02 (Political Activity of Ballot Question Committees and Civic Organizations' Involvement in Ballot Question Campaigns); M-95-06 (Disclosure of expenditures of public resources required under M.G.L. c. 55, § 22A); and IB-04-01 (Use of the Internet and E-mail for Political Campaign Purposes).


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⁸ A report is not required where distribution occurs in accordance with section 18B of chapter 53 or other legislation authorizing the distribution of voter information.



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INTERPRETIVE BULLETIN

**Activities of Public Officials
in Support of or Opposition to Ballot Questions**

This office frequently is asked about the extent to which public officials may act or speak in support of or in opposition to a question submitted to the voters.

In general, officials may undertake various official actions that concern ballot questions relating to matters that are within their areas of authority, such as voicing their opinions, holding or attending meetings and making information available to the public. Officials should not, however, use public resources to engage in a campaign to influence voters concerning a ballot question, for example by authorizing a publicly funded mass mailing to voters or using city or town resources to support or oppose a ballot question.

This Interpretive Bulletin addresses restrictions on the use of governmental resources for political purposes under the campaign finance law, M.G.L. c. 55. It is important to note, however, that a separate statute, the Massachusetts conflict of interest law, M.G.L. c. 268A, also restricts public employees' use of governmental resources. In some cases, the conflict of interest law prohibits activity not addressed by the campaign finance law. Public officials should ensure that their activities comply with both statutes. The conflict of interest law is enforced by the State Ethics Commission, and questions regarding the conflict of interest law should be directed to that office.¹

In Anderson v. City of Boston, 376 Mass. 178 (1978), appeal dismissed, 439 U.S. 1069 (1979), the Supreme Judicial Court ruled that public resources may not be used to influence voters concerning a ballot question.

In accordance with the Anderson decision, OCPF has consistently advised that governmental entities may not contribute or expend anything of value in support of or opposition to a ballot question,

¹ The Ethics Commission has issued Advisory 11-1 "Public Employee Political Activity," which is posted on the Commission's website at <http://www.mass.gov/ethics/education-and-training-resources/info-section-7/advisories/advisory-11-1.html>. The Ethics Commission can be reached at 888-485-4766 or 617-371-9500.



whether it is on the statewide ballot or placed before voters in a single city or town.² See OCPF Interpretive Bulletin IB-91-01 and advisory opinions cited therein for more specific guidance on activities that fall under this prohibition. In addition, public resources may not be used to distribute even admittedly objective information regarding a ballot question unless expressly authorized by state law. See IB-91-01.

Anderson, however, does permit public officials to act and speak regarding ballot questions, subject to certain limitations. As the Anderson court noted with apparent approval:

At oral argument, the plaintiffs conceded that the mayor and persons in relevant policy-making positions in . . . government are free to act and speak out in support [of a ballot question]. Id. at 199 (emphasis added).

In short, the decision reflected a recognition that if officials were prohibited from stating their positions regarding a ballot question related to their official responsibility, such a prohibition would unnecessarily (and probably unconstitutionally) restrain such officials from carrying out the duties of their offices.

Nevertheless, OCPF always advises caution on the part of officials to avoid the appearance of improperly using public resources to support or oppose a ballot question. In Anderson, the court indicated that the campaign finance law reflects an interest "in assuring the fairness of elections and the appearance of fairness in the electoral process." 376 Mass. at 193. In general, officials should be aware that some of their actions or comments may be viewed unfavorably by those who oppose their positions, even if those actions are not specifically prohibited by the campaign finance law. On the other hand, members of the public who may question an official's conduct or comments concerning a ballot question should be aware that, as noted by the court in Anderson above, an official has the right to voice his or her opinion on a public policy issue, including a ballot question. Objections to the speech or actions of officials concerning a ballot question are sometimes based not on the law, but on other considerations that are beyond the scope of OCPF's jurisdiction.

This bulletin provides more specific guidance regarding the scope of such permissible activities concerning a ballot question, but it cannot be seen as encompassing all situations that might arise. OCPF is aware that ballot questions, especially those concerning Proposition 2 ½ overrides and debt exclusions, are often contentious issues. Given the limited treatment of this issue in Anderson, and the absence of relevant statutory provisions, questions and issues not addressed or reflected in this bulletin will continue to be raised regarding the extent to which officials may speak or act regarding ballot questions in a manner consistent with Anderson. Those who have questions not addressed here may contact OCPF for advice.

I. Permissible Official Activity by Public Officials

In general, a public official may comment regarding a ballot question. In addition, a public official may take certain actions regarding a ballot question, if the actions are consistent with his

² Anderson generally does not address or restrict activities of officials concerning town meeting. There may be some limitations, however, in the case of a ballot question that is also the subject of a town meeting, such as a Proposition 2 ½ override. See IB-91-01.

official responsibilities.³ An official may therefore address an issue or advocate a position regarding a ballot question that may affect the official's agency or which relates to a matter within the scope of his agency's enabling legislation. See AO-02-03.

On the other hand, if an official could utilize governmental resources to promote or oppose a ballot question, the fundamental prohibition set forth in Anderson would be meaningless. While voters have the right to know an official's position, they also have the right to expect that their tax dollars will not be used for political purposes, whether to support the election of a candidate or to gain approval of a question put before voters. Therefore, officials may not use public resources in an attempt to promote or oppose a ballot question, e.g., by placing an advertisement in a newspaper urging a "yes" or "no" vote on the question, or by conducting a mass mailing of flyers urging a yes or no vote on a question or by distributing such a flyer through students at a public school.

In general, officials are prohibited from using any publicly funded publications, including newsletters, to influence voters concerning a ballot question. Such materials may be prepared, but they may not be sent unsolicited to voters.

Even with these restrictions, however, public officials may act or speak regarding ballot questions in a number of ways without violating the campaign finance law. Notwithstanding the Anderson restrictions, a public official may:

A. Discuss a ballot question, including at meetings of a governmental entity or at informational meetings of private groups. Officials may discuss a ballot question at any time, including at an official meeting of a governmental body, such as a board of selectmen or school committee, or at informational meetings sponsored by a private group. Although sometimes a person may complain that the statements made by officials at such meetings are inaccurate or inappropriate, the accuracy or appropriateness of officials' statements is not an issue under the campaign finance law.

B. Take a position on a ballot question. Officials may endorse, or vote as a body to endorse, a ballot question, and may issue statements supporting or opposing a ballot question. However, the distribution of such statements should be restricted to such usual methods as posting on a bulletin board or a press release, not in a manner restricted by Anderson as noted below. The fact that a ballot question is discussed or a vote is taken does not make an official meeting a "political event" and therefore does not trigger an equal access requirement for the use of the meeting room or inclusion on the agenda of the meeting. See AO-95-33 (selectmen may discuss ballot question at meetings, respond to inaccurate or misleading statements and post a statement on town hall bulletin board) and AO-00-19 (selectmen may endorse candidate or ballot question).

³ It is worth noting, however, that *elected* officials have considerably more leeway than *appointed* officials. An *elected* official may speak about a ballot question at any time, even if the ballot question is not within the official's area of responsibility. In contrast, an *appointed* official may speak regarding a ballot question during work hours only if the question relates to a matter within the scope of the official's area of responsibilities. In addition, an appointed official may not appear at a political committee's campaign function to promote or oppose a ballot question during working hours. The appointed official may attend the event during non-working hours. An elected official, however, may attend such an event at any time.

C. Analyze the impact of a ballot question. An official may conduct an analysis of a ballot question's impact on agency operations or assign staff to conduct such an analysis, provided the question would affect the official's area of responsibility or agency. For example, a police chief may prepare an analysis of the effect of a Proposition 2 ½ override that would fund his department; if the question concerned the school budget only, however, such a use of police department resources would run counter to Anderson. The results of such analysis would be considered a public document and could be made available to the public upon request, but should not be prepared or distributed in a manner inconsistent with the next section. The official may not conduct a study primarily to aid the proponents or opponents of a ballot question.

D. Provide copies of the agency's analysis of and/or position on a ballot question, or other public documents, to persons requesting copies or to persons attending public meetings of a governmental entity. An official may distribute information containing the official's position on a ballot question or the agency's analysis to persons requesting such information, and may make a reasonable number of copies available to persons attending an official meeting (such as a public forum) of a governmental entity. However, even if the study is a public record, it may not be mailed or distributed, beyond those who attend such a meeting or request such information, to voters or a class of voters at public expense without express statutory authorization. See IB-91-01. A copy may be made available to an individual or group and may be reproduced with private funds and distributed by individuals or political committees, if such distribution is disclosed in accordance with the campaign finance law. Officials should not provide an excessive number of copies to a private group, political committee, or individual, for mailing or any other type of distribution.

E. Hold an informational forum, participate in a forum held by a private group, and distribute a notice of the forum. An official or agency may hold an informational forum concerning a ballot question, or participate in a forum sponsored by a private group. As noted above, the campaign finance law generally does not cover the content of public meetings. If the governmental agency distributes a notice of a forum, however, such a notice may not discuss the substance of the ballot question or contain an argument for or against the question. For example, it may announce the date, time and location of the forum, but it may not contain a discussion of the reasons for supporting or opposing the ballot question.

F. Speak to the press. An official may speak to the press regarding a ballot question that concerns a matter within the official's area of responsibilities. An official may also respond to or direct staff to respond to questions from the press or the public about the official's position on such a ballot question. See AO-92-32. Officials should contact OCPF before a press release is prepared or distributed using public resources.

G. Post information on a government bulletin board or Web site. Information or endorsements by governmental entities or other information regarding a ballot question that are public records may be posted on a town's Web site or bulletin board. See AO-00-12. Further use of the governmental web site or the Internet for a more political purpose, such as unsolicited e-mails to voters asking for their support, should be avoided.

H. Allow private groups to use a public building for a meeting concerning a ballot question. In Anderson the court stated that the political use of certain government resources, such as facilities paid for by public funds "would be improper, unless each side were given equal representation and access." Accordingly, ballot question committees, or other groups that support or oppose a ballot question, may use areas within public buildings that are accessible to the public (i.e., not private offices) for meetings if each side is given equal access. See AO-90-02. "Equal access" does not mean that the other side must be invited to attend a meeting. It means that both sides may, upon request, use the same space for separate meetings on the same terms and conditions. It is important to remember, however, that fundraising relating to the ballot question may not take place at such a meeting. See M.G.L. c. 55, § 14 (prohibiting any demand, solicitation or receipt of money or other things of value for any political campaign purpose in any building or part thereof "occupied for state, county or municipal purposes").

I. Appear on cable television. The fact that an official may, as described above, discuss or take a position on a ballot question is not altered if such an action is broadcast on local access cable television. In addition to speaking at public meetings that may be broadcast, an official may appear on a local cable or broadcast television or radio show, during work hours if applicable, to discuss a ballot question that relates to a matter within the scope of the official's area of responsibilities. During the course of the official's appearance on the show, the official may state that he or she supports or opposes the ballot question. See AO-02-03. Questions concerning content of cable television programming and the use of cable television by municipalities should be directed to Cable Television Division of the state Department of Telecommunications and Cable at (617) 305-3580.

J. Distribution of information advising voters of election. Officials may distribute a notice (either in printed or electronic form, or by automated phone calls) to advise voters of an upcoming vote, such as a notice of the time, date and place of a municipal election. Also, such information may include a brief neutral title describing the ballot question, and the text of the ballot question. Extreme care should be taken to avoid any comment on the merits of a ballot question or the appearance of advocacy. See AO-07-03.

K. Use of a newsletter to inform persons of how they may obtain information regarding a ballot question. Although an official may not use a newsletter mailed or emailed to recipients using public resources to distribute information or advocacy regarding a ballot question, the official may use such a newsletter to let recipients know how they can get such information from the municipality or other governmental agency. For example, a newsletter may advise persons that they can visit a school district's website to obtain information relating to an override, or may provide a link to such a website. The newsletter should not, however, be used to provide a link to a ballot question committee's website, or to provide information on how persons may contact a ballot question committee.

II. Private activity by officials

The examples listed above concern an official's actions while using some type of public resource, i.e., staff time or material, to promote or oppose or otherwise influence a ballot question. The Anderson opinion applies to the use of such public resources, but does not extend to the use of privately-funded resources. A person's status as a public official does not preclude him or her from engaging in political activity when not at work, including activity supporting or opposing a ballot

question. The campaign finance law does not prohibit officials from acting or speaking in favor of or in opposition to a ballot question on an individual basis on their own time. It is important to keep in mind, however, that appointed, paid public employees may not, be involved *at any time* in fundraising to support or oppose a ballot question. See M.G.L. c. 55, § 13, which state that public employees may not "directly or indirectly solicit or receive" any contributions of anything of value for any political purpose. For more information regarding restrictions on fundraising, see OCPF's *Campaign Finance Guide: Public Employees, Public Resources and Political Activity*.

Specifically, public officials may, on their own time:

A. Serve on a ballot question committee or perform services for such a committee. An official may, on his or her own behalf, perform services or serve as a member of a political committee, or hold any committee position, aside from treasurer or any other position that involves fundraising (if the official is appointed as opposed to elected, as noted above). In addition, as discussed below, some activities of public officials acting or speaking in favor of or opposition to ballot questions may raise issues relating to the conflict of interest law, M.G.L. c. 268A, which is enforced by the State Ethics Commission.

B. Contribute to a ballot question committee or make expenditures to support or oppose a ballot question. An official may use his or her own personal funds to contribute to a ballot question committee or otherwise to support or oppose a ballot question. There is no monetary limit to such contributions or expenditures.

This bulletin provides general guidance. To ensure compliance with the campaign finance law, OCPF strongly encourages officials to contact this office if they are in doubt regarding the scope of permissible involvement in ballot question campaigns.

If you have any questions or need further information regarding this interpretive bulletin or any other campaign finance matter, please call OCPF at (800) 462-OCPF or (617) 979-8300. The office's web site, www.ocpf.us, provides additional guidance on this and other campaign finance topics.

 2/25/15
Michael J. Sullivan
Director

Sandy Robinson

From: Carpenter, Scott <scarpenter@monomoy.edu>
Sent: Thursday, March 15, 2018 11:09 AM
To: Christopher Clark; Sandy Robinson; Barbara Susko
Subject: Monomoy Harwich Warrant Message
Attachments: MRSD Harwich Town Warrant Message 2018.docx

Chris,

Attached is the annual warrant budget message that I send to the two towns (Chatham received the same thing, modified specifically for their town). Do either I or one of my School Committee members need to write a blurb for each of the debt exclusions? I didn't include any information about the debt exclusions in this message, but could if you feel it is appropriate there.

Scott

Scott Carpenter
Superintendent
Monomoy Regional Schools
425 Crowell Road, Chatham, MA 02633
Office: 508-945-5130

Dear Harwich Voters,

I'd like to thank you for your support of the Monomoy Regional School District. Monomoy's FY19 budget allows our school district to maintain and strategically enhance its academic program, to provide needed supports for struggling learners, and to expand opportunities for the children of our towns. As in past years, Monomoy's FY19 budget supports personalized learning by providing small class sizes that are on average 18 students or fewer at the elementary level and 20 students or fewer at the middle and high school levels. Beyond the classroom, students are immersed in a vibrant arts program, a comprehensive interscholastic athletic program, and a rich extracurricular program. Our students' educational travels this year have included school trips to the Dominican Republic and Washington, D.C, and for the 2018-2019 school year will include Monomoy students participating in a Spanish foreign exchange and a high school trip to Iceland.

The quality of our schools can be seen within our performing arts, on our athletic fields, and in the graduates we are producing. From the joy of our elementary choir to the middle school production of *The Further Adventures of Nancy Fickle Fairytale Detective* this fall, to the talent in the recent high school musical *All Shook Up*, the performing arts are thriving within Monomoy Regional, adding to the cultural fabric of our towns. Our high school varsity sports program continues to strengthen, and so far this school year, every fall varsity team advanced to their state tournament, with Varsity Field Hockey winning the Cape and Islands League Championship, and in the winter, Boys Varsity Basketball also advanced to their state tournament.

This year's M.A.S.S. Award of Academic Excellence was presented to Monomoy Regional High School senior Francesca Barr, who will be attending Harvard University in the fall. Francesca not only excels academically, but also served as the captain of the girls varsity soccer team, along with other student leadership roles within our high school. She is one of the founding members of Monomoy's new Global Studies Program, which offers our students the opportunity to go beyond the high school curriculum to make connections to the larger world. Francesca will graduate with a Global Studies Diploma with Distinction, after completing a capstone project on treating schizophrenia in developing countries. She is a testament to the level of academic rigor and breadth of opportunities now available within your town's high school.

During the 2017-2018 school year, 1,887 students attend Monomoy Regional. This is an increase of 23 students, but the enrollment of Harwich students within the district decreased by 21 students. The town's assessment is determined, in part, by a three-year rolling average of foundation enrollment, which is the number of Harwich students attending Monomoy Regional and charter schools or other public school districts through school choice. Included in this foundation enrollment calculation are 144 Harwich students attending other school districts through inter-district school choice (an increase of 11 students over the prior year) and 48 Harwich students attending charter schools (a decrease of 8 students over the prior year), each of whom Monomoy Regional is fiscally responsible for funding during the 2017-2018

academic year. Harwich's FY19 foundation enrollment represents 73.25% of Monomoy's three-year rolling average – this is a .23% decrease over the prior year.

Monomoy Regional's FY19 budget is a "level staffing" budget, maintaining all of the educational programs the district has put in place in recent years. These programs include our new *Math in Focus* curriculum in Grades K-7, *Measures of Academic Success* progress monitoring across grade levels, interdisciplinary oceanography for all 8th graders, physics for all high school freshmen, both Latin and Spanish instruction at the middle school level, and Latin, Spanish, French, and Mandarin instruction for high school students, providing each student in Grades 5 through 12 a Chromebook and technology rich instruction, and our new Global Studies Program at the high school. Within this FY19 budget are also new initiatives, improving the quality of instruction and learning in our schools. Included in these is expansion robotics engineering at the middle and high school levels, an introduction of the *Words Their Way* elementary English curriculum, and extensive social-emotional programming to support students across the grade levels.

Monomoy Regional's FY19 General Fund Budget, including debt, is \$39,708,354, a 4.18% increase over FY18. Monomoy will be using \$705,000 from our Excess and Deficiency reserve to offset the FY19 budget. The school district's FY19 debt service is \$2,233,776, which will continually decrease as we pay down the cost of the new high school over the next 22 years. Harwich's FY19 assessment will be \$25,609,390, a 3.43% increase over the prior year.

At Monomoy Regional, we take pride in the educational program and opportunities we are developing and providing for the children of Chatham and Harwich, and we appreciate your support of our FY19 budget so we can continue to provide a high quality education to the children of our towns. You can learn more about our educational program and Monomoy's schools on our website at www.monomoy.edu.

Proud to be a Monomoy Shark.

Scott Carpenter
Superintendent
Monomoy Regional School District

BOS VOTE	FINCOM VOTE	ART#	Selectman Discussion by:	Oneliners ATM May 7, 2018	Petitioner	Request	TA Recom.	BOS Recom.	FinCom Recom	Tax levy \$ 49,549,834	Free Cash \$ 3,576,156	CPC \$ -	Water Ent.	Debt/Capital Exclusion \$ -	Local Receipts \$12,690,945	Other \$ -
5-0-0	5-0-0	1	MICHAEL	Town Officers & Comms	Customary											
5-0-0	5-0-0	2	MICHAEL	Reports of Town Officers & Committees	Customary											
3-2-0	3-0-2	3	MICHAEL	Elected Officials Salaries	Customary											
5-0-0	4-1-0	4	MICHAEL	Town Operating Budget	BOS	\$ 37,776,563	\$ 37,070,741	\$ 37,043,203	\$37,070,741	\$ 22,359,207	\$ 118,000	\$ 588,750	\$ 732,843		\$12,690,945	\$ 755,186
3-2-0	4-1-0	5	MICHAEL	MRSD Budget	MRSD/Supt	\$ 25,604,441	\$ 25,609,390	\$ 25,609,390	\$25,609,390	\$ 25,349,352	\$ 147,336			\$ 112,702		
5-0-0	5-0-0	6	MICHAEL	CCRTS Budget	Supt	\$ 1,635,702	\$ 1,581,237	\$ 1,581,237	\$ 1,581,237	\$ 1,581,237						
5-0-0	5-0-0	7	MICHAEL	Water Dept Budget	Water Com	\$ 4,238,297	\$ 4,238,297	\$ 4,238,297	\$ 4,238,297				\$ 4,238,297			
5-0-0	5-0-0	8	MICHAEL	Adopt the Capital Plan	BOS											
Hold	5-0-0	9	MICHAEL	Capital Items from Free Cash	BOS	\$ 263,103	\$ 263,103	\$ 234,000	\$ 234,000		\$ 234,000					
3-0-0	5-0-0	10	MICHAEL	Facility Maintenance & Repair Fund	BOS	\$ 825,000	\$ 825,000	\$ 825,000	\$ 825,000		\$ 825,000					
5-0-0	NRPFI 5-0-0	11	MICHAEL	Fund the Snow & Ice Deficit for FY18	BOS	\$ 250,000	\$ 250,000				\$ 250,000					
5-0-0	NRPFI 5-0-0	12	MICHAEL	Fund Shortfalls in Budget Transfers for FY18	TA & FD	\$ 100,000	\$ 100,000				\$ -					\$ -
5-0-0	5-0-0	13	MICHAEL	Rescind Amounts in Long Term Debt	FD	\$ 6,145,167	\$ 6,145,167	\$ 6,145,167	\$ 6,145,167							\$ 6,145,167
5-0-0	NRPFI 5-0-0	14	LARRY	Fund Construction of Phase II of the CWMP	BOS	\$ 22,450,000	\$ 22,450,000							\$ 22,450,000		
5-0-0	5-0-0	15	LARRY	DHY Clean Waters Community Partnership	BOS											
5-0-0	5-0-0	16	LARRY	Sewer Enterprise Fund	BOS	\$ 175,000	\$ 90,000	\$ 70,000	\$ 90,000	\$ 70,000						
5-0-0	5-0-0	17	JANNELL	Lower County Road Project	Water Com	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000				\$ 1,300,000			
5-0-0	5-0-0	18	JANNELL	Repave Access Roads to Well Sites	Water Com	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000				\$ 175,000			
5-0-0	4-1-0	19	MICHAEL	Purchase Utility Trucks for Water Dept.	Water Com	\$ 101,825	\$ 101,825	\$ 101,825	\$ 101,825				\$ 101,825			
5-0-0	5-0-0	20	MICHAEL	Reappropriation of Bond Proceeds	Water Com	\$ 59,768	\$ 59,768	\$ 59,768	\$ 59,768							\$ 59,768
4-1-0	5-0-0	21	MICHAEL	Purchase & Equip Vehicles for DPW	DPW	\$ 215,000	\$ 215,000	\$ 135,000	\$ 215,000		\$ 215,000					
5-0-0	5-0-0	22	MICHAEL	Road Maintenance Program	DPW	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000					\$ 700,000		
5-0-0	5-0-0	23	DON	Purchase New Replacement Ambulance	FIRE	\$ 340,000	\$ 340,000	\$ 340,000	\$ 340,000		\$ 340,000					
5-0-0	4-1-0	24	DON	Construction of Station 2	FIRE	\$ 6,050,000	\$ 6,050,000	\$ 6,050,000	\$ 6,050,000					\$ 6,050,000		
5-0-0	5-0-0	25	JANNELL	Transfer of Land for Island Pond Cemetery	Cemetery Com.											
3-0-0	5-0-0	26	JANNELL	Construction of Pet Cemetery/Fund Equipment for Pet Crematory	Cemetery Com. & Cem Admin	\$ 577,950	\$ 577,950	\$ 577,950	\$ 577,950					\$ 577,950		
IP 5-0-0	IP 4-1-0	27	JANNELL	Cemetery Commission Rules & Regs Amendments	Cemetery Com.											
5-0-0	5-0-0	28	JANNELL	Landscape Reclamation and Major Tree Removal	GOLF	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000							\$ 40,000
5-0-0	5-0-0	29	JANNELL	Phase 2 Completion of Landscaping	GOLF	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000							\$ 50,000
3-0-0	5-0-0	30	JULIE	Accept Grant for Saquatucket Landside	BOS	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000							\$ 1,000,000

[illegible]

BOS VOTE	FINCOM VOTE	ART#	Selectman Discussion by:	Oneliners ATM May 7, 2018	Petitioner	Request	TA Recom.	BOS Recom.	FinCom Recom	Tax levy \$ 49,549,834	Free Cash \$ 3,576,156	CPC \$ -	Water Ent.	Debt/Capital Exclusion \$ -	Local Receipts \$ 12,690,945	Other \$ -
5-0-0	5-0-0	46	LARRY	Deeds Accepted in Lieu of Foreclosure - 31/33 Lakeview Dr.	BOS											
5-0-0	5-0-0	47	DON	70 Willow Street Town Property Clear Title and Revise Boundary Lines	BOS											
5-0-0	5-0-0 NRPFI	48	DON	Reserve for Future Appropriation Amounts from FY18 Community Preservation Fund Estimated Annual Revenues	CPC											
5-0-0	5-0-0	49	JULIE	Fund Land Bank Debt Service	CPC											
5-0-0	5-0-0	50	JULIE	Community Preservation Articles under \$50,000	CPC	\$ 139,740	\$ 139,740	\$ 139,740	\$ 139,740			\$ 139,740				
5-0-0	5-0-0	51	JULIE	Brooks Free Library Restoration	CPC & Library	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000			\$ 300,000				
5-0-0	5-0-0	52	LARRY	Construction of Municipal Public Records Storage Facility at Community Center	CPC & TA	\$ 120,275	\$ 120,275	\$ 120,275	\$ 120,275			\$ 120,275				
5-0-0	5-0-0	53	JULIE	Habitat for Humanity Community Housing	CPC & Habitat	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000			\$ 300,000				
5-0-0	5-0-0	54	LARRY	Brooks Park Expansion/Improvements Phase 5	CPC & Rec Com.	\$ 333,500	\$ 333,500	\$ 333,500	\$ 333,500			\$ 333,500				
5-0-0	5-0-0	55	LARRY	Judah Eldredge Property Acquisition	BOS	\$ 369,000	\$ 369,000	\$ 369,000	\$ 369,000			\$ 369,000				
5-0-0	5-0-0	56	JULIE	Purchase of Cornelius Pond Property	CPC, Conservation Trust, RE/Open Space	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000			\$ 200,000				
5-0-0	5-0-0	57	LARRY	Hinckley Pond Remediation and Public Access Improvements near Rte 124	CPC & TA	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000			\$ 650,000				
5-0-0	4-1-0	58	JULIE	Fund the Harwich Affordable Housing Trust	CPC & BOS	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000			\$ 500,000				
5-0-0	5-0-0	59	LARRY	Defray Costs for the Chase and Harwich Libraries	Petitioner	\$ 20,000	\$ 20,000									
5-0-0	5-0-0	60	LARRY	Promote the Town of Harwich	Petitioner	\$ 30,000	\$ 30,000	\$ 20,000	\$ 20,000		\$ 20,000					
5-0-0	5-0-0	61	JANNELL	Supplement Annual Allocation of Mass Cultural Council for Local Cultural	Harwich Cultural Counsel	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600		\$ 3,600					
5-0-0	5-0-0	62	LARRY	Pleasant Bay Alliance - IMA	BOS & Pleasant Bay Alliance											
5-0-0	5-0-0	63	LARRY	Pleasant Bay Management Resource Plan Update -	BOS & Pleasant											
5-0-0	5-0-0	64	JANNELL	Annual Revolving Fund Authorization	BOS											

BOS VOTE	FINCOM VOTE		Selectman Discussion by:	Oneliners ATM May 7, 2018	Petitioner	Request	TA Recom.	BOS Recom.	FinCom Recom	Tax levy \$ 49,549,834	Free Cash \$ 3,576,156	CPC \$ -	Water Ent. \$ -	Debt/Capital Exclusion \$ -	Local Receipts \$12,690,945	Other \$ -
3-0-0	5-0-0	65	JANNELL	Establish Annual Tax Title Collection Revolving Account	FD & Treas/Coll											
5-0-0 NRPFI	5-0-0 NRPFI	66	JANNELL	Stabilization Fund	BOS	\$ 700,000	\$ 700,000				\$ 700,000					
5-0-0 NRPFI	5-0-0 NRPFI	67	JANNELL	OPEB Trust Fund	BOS	\$ 700,000	\$ 700,000				\$ 700,000					
5-0-0 NRPFI	5-0-0 NRPFI	68	LARRY	Fund Prior Year's Unpaid Bills	FD	\$ 10,500	\$ 10,500				\$ 10,500					
5-0-0	5-0-0	69	DON	Herring Fisheries	Customary											
				Total ATM May 2018												
				Balances		\$ 114,449,430	\$ 113,609,092	\$ 89,241,951		\$ 49,359,796	\$ 3,593,436	\$ 3,501,265	\$ 6,547,965	\$ 29,890,652	\$ 12,690,945	\$ 8,050,120
				No Recommendation Pending Further Information ((NRPFI)												
				Indefinitely Post-Pone (IPP)												
				Special Town Meeting Articles												
		1														
		2														
						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Sub Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Totals Used	Total Appropriated	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Tax Levy Balance & other balance								\$ -	\$ -	\$ -	\$ -	\$ -
				Tax Rate Recap												
				Court Orders						\$ -						
				Debt & Interest						\$ -						
				Snow & Ice	Prior Year											
				Cherry Sheet Assessments						\$ -						
				OverlayFY2019						\$ 460,000						
				Cherry Sheet Offsets							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Total Recap						\$ 460,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



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

Memo

To: Sandy Robinson
Ann Steidel

From: Donna Molino

Date: April 18, 2018

RE: Assessor's Department Weekly Report (w/e 4/13/18)

1. Prepared material for Board meeting.
2. Processed and reviewed abutter's lists.
3. Processed and reviewed weekly deeds.
4. Processed monthly sales reports.
5. Processed and mailed sales questionnaires.
6. Processed address changes.
7. Motor vehicle abatements.
8. Trained staff inputting deeds and plans.
9. Produced spreadsheet for retro pay.

Cemetery Administrator's Weekly Report

Week ending April 14, 2018

- Meeting with Sonja Barber of Cape Cod Builders Inc., in reference to the Pet Burial Ground Walkway installation. Reviewed the pathway mark out and discussed timeline for the installation.
- Meeting with Carol Coppola, Town Accountant for review of packet for the Board of Selectmen Meeting for Monday 9th on Pet Crematory.
- MIIA Professional Development Training. Bring Out the Best in People: Positive Management Techniques.
- Meeting with Amy Usowski, Conservation Agent on the plants for the Butterfly Garden in Island Pond Cemetery, she has contacted vendors for prices.
- Return of lot in Island Pond Cemetery from the Rabbio Family, as they moved out of state and will not be using the lot.
- Meeting with the Friends of the South Harwich Meetinghouse on updates of the concert held on March 16th and 17th. Discussion on Stone Cleaning workshop to be held on Tuesday April 24th and the volunteers needed. We will give tours of the Meetinghouse and serve coffee and refreshments. Workshop will be from 8:30 to 3:00.
- Continuing to work on updated all the cemetery records to reflect all of the people who have been interred in the Town of Harwich. Early burials were put into the database with only the year and not month and day.

Respectfully Submitted

Robbin Kelley
Cemetery Administrator

Cemetery Administrator's Weekly Report

Week ending April 7, 2018

- The Cemetery Commission and the friends of the South Harwich Meeting House will be hosting a Stone Cleaning Workshop on April 24th from 8:30 AM to 3:00 PM at the South Harwich Meeting House, 270 Chatham Road. Starting at 8:00 for coffee and refreshments provided by the Friends and have a tour of the Meeting House before the Workshop begins. Join Jonathan Appell a professional masonry specialist as he shares his years of experience in gravestone conservation procedures and techniques. Learn how to assess monuments for repair and hands-on-training on stone cleaning. See the attached flyer with more information, we would like to thank Samantha Estabrook for designing the flyer.
- Meeting with Leroy Kelley family at Kelly Cemetery for upcoming burial on Marshall Kelley lot, created lot layout for review and had family confirm burial space to be used.
- Meeting with Carol Coppola, Town Accountant on packet information for the Pet Crematory Article. Reviewed all documents to be presented. Contacted Chris Nickerson for price quote on Parking Area. Contacted the Town of Plymouth, Town Accountant on Bond information.
- Meeting with Paul Sweetser Town Surveyor on mark out of the Pet Park Walkway to be staked out by John Demarest. Went to Pet Burial Grounds and found that we had trees in the way of the path. Contacted Jim Stratton, Cemetery Foreman and Amy Usowski, Conservation Agent and we reviewed the path. It was recommended that we remove some of the trees and to move the path away from where future roots would compromise the stamped concrete. Work order was generated and DPW cut down trees, pulled the stumps and filled in with loam.
- Monument mark outs; In Evergreen Cemetery for Knudson/Gromek lot, in Island Pond Cemetery the Groves and Esterson Lots and in Mount Pleasant the Rogers lot. Burial Markouts; Donlin lot, Watkinson lot and Clarke lot in Island Pond and Levenson lot in Evergreen. Preneed surveys requested for the Hobbs and Chase lots in Island Pond.
- Email with Jimmy Pinocchio of Cemetery 360 on price quote for hosting 360 walking views of the cemetery this software will allow people the ability to use software like google earth to find the burial spaces of their loved ones, all of the 33 trees species in the Arboretum property as well as the walking paths on the conservation property.
- J. Duncan Berry trying to locate his ancestor Captain E. G. Berry who passed away in 1918. Located in Obituary from the Harwich Oracle in which it states he was buried in Pine Grove Cemetery. Will have Cemetery Department probe lot of his parents to see if he was buried with them.
- Suffolk Certificate in Local Government Leadership and Management classes; April 6th last class on with Professor Lavin on Administrative Strategies of Local Government. Worked in panel with Kelly Clark, Assistant Town Administrator for Truro and Ashling McLoughlin Treasurer/Clerk Town of Mattapoisett. The final session which is Human Resources will begin on April 20th and end on May 18th.

Respectfully Submitted
Robbin Kelley
Cemetery Administrator

Historic Gravestone Preservation Workshop!

Join us for this exclusive opportunity to gain knowledge and acquire training regarding gravestone and monument conservation

Tuesday, April 24th
8:30AM-3:00PM

South Harwich Meeting House
270 Chatham Rd, Harwich, MA 02645

This workshop will begin with a short walk and talk tour that will survey and visually assess the existing conditions at the cemetery. This is an interactive, which overviews and prepares for the work that will soon follow. This workshop will be led by professional masonry conservation specialist, Jonathan Appell. You won't want to miss it!

Workshop Objectives:

- Educate attendees on basic gravestone conservation procedures and techniques
- An overview of gravestone and monument condition assessment
- Conserve a group of gravestones located in the cemetery with hands-on training

Volunteers wanted!

Join Harwich's gravestone preservation team!

For more information, or to RSVP for this workshop,
contact Robbin Kelley at (508) 430-7549



Weekly Update for the Community and Cultural Centers
April 8, 2018 – April 14, 2018

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 4/8 to 4/14.

- I worked with the Building Department to get capacity room reports updated at the Cultural Center.
- I attended the Chamber of Commerce event held at the Cultural Center regarding Town Meeting Articles.
- I toured the Garden Club at the Cultural Center for a few of the events they have coming up. They are interested in the Auditorium for 2 events.
- I attended a Facilities Committee meeting regarding the Community Center.
- I hosted the Community Journal show for Channel 18 to get information out regarding upcoming programs and events both at the Community Center and the Cultural Center.
- The ART WEEK sign was installed and for the upcoming ARTWEEK. As you know the Harwich Cultural Center is one of 20 out of 500 that has been chosen for the rolling billboard for the advertising for ART WEEK. Erica has been working very hard on this project and has made amazing progress to have The Town of Harwich recognized as part of ArtWeek. We have been preparing for the first of many events. Starting next week we will host kids (of all ages) in the art room to make a project of the place they love most in Harwich. The projects will be on display during ARTWEEK.
- I attended a Friends of the Cultural Center meeting to give an update on where we are in the building and the next scheduled meeting with the Selectmen.
- I have sent the Town Administrator the recommendation on the Gym Floor project from Sean Libby, Eric Beebe and myself.
- I ordered two new treadmills and one new bike for the weight room. These pieces will be replacing equipment that is in need of repair and the cost value is better to invest the money (from the revolving fund) into new equipment.
- We continue to book rooms for the next fiscal year in order to have a seem less transition for everyone utilizing the building.

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

Carolyn Carey, Community Center Director

Weekly Update for the Community and Cultural Centers
April 1, 2018 – April 7, 2018

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 4/1 to 4/7.

- I wrote the agenda for the Facilities Committee meeting. The meeting is scheduled for Friday April 13th at 10am in the Community Center.
- I attended a meeting with the Chief Finance Officer for assistance with incorrect coding of invoices. We also discussed the Facilities Committee and Cultural Center budgets.
- I attended the bid opening of the gym floor project with Sean Libby. We had three companies respond to the RFP for the Community Center gym floor. We are excited that the bids came in under budget. We will review and make a recommendation to the board.
- I attended an SEIU meeting with the Town administrator, Assistant Town Administrator and members of the Union regarding the next contract for the Managers.
- I attended the Job Fair to advertise for the weight room early morning position that is currently unfilled.
- The Cultural Center continues to prepare for ART WEEK. We are very excited to be part of the National Campaign for the State and be included on their rolling billboard.
- I have installed new directional signs in the Community Center to help our guest find the room they are assigned. The signs are located at the front of the building and on each side.
- I have rented the Gym as a practice space on Thursday and April 19th for a Band for practice.
- We are working on scheduling all the room requests for the next fiscal year. We are using a new system and look forward to seeing if it enhances the service to our clients.
- I am looking at information on when the building is utilized to see if we can creatively meet the needs of all of our guests and still close ½ hour earlier. I will study the information to see if it can help with the budget.

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

Carolyn Carey, Community Center Director



Town of Harwich COUNCIL ON AGING

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

WEEKLY REPORT

TO: Chris Clark, Town Administrator
FROM: Judi Wilson, Director, Council on Aging
RE: COA WEEKLY REPORT - week ending April 13, 2018

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

Programs/Service:

- Prepared and served 157 meals to seniors which included one Supper Club, 3 Senior Dining Lunches, and the monthly Men's B'fast
- Conducted 17 nursing visits and appointments with clients to conduct assessments, provide care, and offer teaching to them and their caregivers and provided numerous follow-up communications with agencies, pharmacies, doctors, family members, and clients
- Served 14 clients at the Community Center Wellness Clinics
- Provided a BP Clinic and healthcare presentation at senior housing site attended by 13 participants
- Hosted monthly Men's Breakfast with approximately 80 attendees featuring special guest, State Senator, Julian Cyr
- Assisted 2 clients with submission of Fuel Assistance applications
- Assisted clients in their homes, over the telephone, and in the office providing counseling regarding emergency food, emergency housing options, homecare services, financial assistance, transportation, and a variety of resource questions
- Arranged 9 volunteer medical rides for clients
- Submitted Caleb Chase application
- Completed SNAP application for client
- Held a special Red Sox program, monthly Big Screen Movie program, and a cooking class

Administration:

- Attended MIIA Professional Development Training: "Bring Out the Best in People: Positive Management Techniques"
- Attended state COA meeting regarding the Federal 2020 Census and its impact on communities and COAs
- Several staff members attended the Municipal Health & Benefits Fair
- Attended Cape Outreach Coordinators meeting which included presentation from Pier Recovery Center which assists individuals with addictions
- Completed Social Service Coord. Hiring Timeline and drafted revised updated job description
- Received news that The Chronicle found sponsorship to publish the COA calendar in the paper monthly
- Received confirmation that the Harwich COA will be receiving a brand new leased vehicle from the CCRTA this spring which should arrive by June 30th at no cost to the Town and the vehicle will become our new "Cranberry Coach"
- Worked on May/June newsletter

Respectfully submitted,
Judi Wilson



Town of Harwich COUNCIL ON AGING

Harwich Community Center ♦ 100 Oak Street ♦ Harwich, MA 02645

Tel: 508-430-7550 Fax: 508-430-7530

WEEKLY REPORT

TO: Chris Clark, Town Administrator
FROM: Judi Wilson, Director, Council on Aging
RE: COA WEEKLY REPORT - week ending April 6, 2018

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

Programs/Service:

- Prepared and served 74 meals to seniors which included one Supper Club and 4 Senior Dining Lunches
- Conducted four home safety assessments with the Harwich Fire Department
- Distributed "Brown Bag" food supplies to 49 recipients
- Held a Tech Café program, co-sponsored by Brooks Library, to teach seniors about using Skype and Facetime to stay in touch with friends and family
- Hosted an AARP Driver Safety program to help participants stay safe, educated about new rules of the road, and remain confident behind the wheel
- Conducted collaborative in-home visits to clients to complete application to receive medical services through Outer Cape Health Services and address sanitation concerns
- Distributed a laptop through collaborative "Laptops for Seniors" program
- Conducted 18 nursing visits and appointments with clients to conduct assessments, provide care, and offer teaching to them and their caregivers and provided numerous follow-up communications with agencies, pharmacies, doctors, family members, and clients
- Completed MassHealth application for new resident
- Assisted client with recertification of SNAP benefits
 - Arranged 7 volunteer medical rides for clients
- Assisted clients in their homes, over the telephone, and in the office providing counseling regarding transportation, Guardianship/Conservatorship, Fuel Assistance, financial assistance, and homecare needs

Administration:

- Held a COA staff team meeting to discuss program updates, departmental activities, and transition issues regarding the upcoming database migration
- Gathered and submitted public comments for Elder Services regional needs assessment
- Four COA staff members attended an MCOA sponsored "Workplace Safety Training"
- Held monthly COA Board meeting
- Attended Emergency Management Team meeting regarding planning for senior
- Met with Community Center Director to brainstorm solutions to help address COA programming issues
- Submitted March transportation statistical report to the CCRTA
- Worked on planning details for May/June programming

Respectfully submitted,
Judi Wilson

DPW Activity for period of April 8, 2018 through April 14, 2018

Highway Maintenance

- 1 day of catch basin digging
- 1 day of hauling sand for the Saquatucket Harbor project
- Trash picked up 3 days
- 1 day of roadside chipping
- 9 employees attended a MIIA sponsored Chipper Safety class
- Received 18 work orders and cleared 22 work orders
- 1 day of miscellaneous sign work
- Repairs to drainage on Lovers Lane and new system on Forsythia Drive
- Laid out and scheduled repairs to Earle Rd Beach Parking Lot
- Continued coordinating with RH White and National Grid

Vehicle Maintenance

- Performed three routine maintenances on Police Department and Harbormaster vehicles
- Performed twenty-three repairs to vehicles, small and heavy equipment
- Performed major service on DPW Street Sweeper, including pony motor and replacing rear tires

Cemetery Maintenance

- Spring cleanup in Mt. Pleasant Cemetery
- Began spring cleanup in Island Pond Cemetery
- Prepped for 2 burials
- Removed remaining plow markers

Parks Maintenance

- Edged, mowed, and performed routine maintenance on 6 ballfields
- Prepped and marked ballfields for games

Facility Maintenance

- Received 8 new work orders and completed 20 work orders from back log

- Completed the Fire Department Headquarters upstairs laundry area
- Completed the installation of lighting and signage for the Cultural Center ARTWEEK display
- Removed the deteriorated covering for the Whitehouse Field bleachers and routed the existing wood
- Contractor continued the reskinning of the Transfer Station. Project will continue for the next 2 weeks

Disposal Area

- C&D: 18 loads, 299.13 tons
- MSW: 5 loads, 121.40 tons
- Recycling: 6 loads, 22.43 tons
- Vehicles Recorded: 6,631
- Revenue: \$50,224.65

Reception

- Telephone calls: 79
- Walk ins: 16
- Work orders processed: 30



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 April 1, 2018 through April 7, 2018

Highway Maintenance

- 3 days of catch basin digging
- Catch basin repairs
- Trash picked up 3 days
- 2 days brushing of public roads
- Pet Cemetery – removal of damaged trees and grading work
- Received 18 work orders and cleared 13 work orders
- Worked with our drainage contractor to repair one system and replace another
- Reviewed Barnstable County Road Construction bids
- Continued coordinating with RH White and National Grid

Vehicle Maintenance

- Performed ten routine maintenances on Police, Fire, and Highway vehicles
- Performed twenty seven repairs to vehicles, small and heavy equipment
- One road call for Fire Department 79

Cemetery Maintenance

- Cut and remove 7 trees in Pet Cemetery for upcoming walkway installation
- Brushed and mowed Bank Street Cemetery
- Remove fallen tree in Pine Grove Cemetery
- Burial markouts/cleanup

Parks Maintenance

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

Facility Maintenance

- Received 12 new work orders and completed 11 work orders from back log
- Completed the plumbing, venting, electrical and sheetrock for the Fire Department Headquarters upstairs laundry area

- Completed the installation of control switches on all unit heaters in the Cultural Center classrooms for tenant control
- Relocated Plymovent rail in Fire Headquarters for Dive Bus
- Contractor began the reskinning of the Transfer Station – the project will continue for the next 3-4 weeks

Disposal Area

- C&D: 12 loads, 203.78 tons
- MSW: 6 loads, 137.68tons
- Recycling: 4 loads, 14.62 tons
- Vehicles Recorded: 5,894
- Revenue: \$44,086.30

Reception

- Telephone calls: 57
- Walk ins: 14
- Work orders processed: 31



Harwich Fire Department



Fire Suppression

Prevention

Emergency Services

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

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

Week of April 8, 2017

Notable Activities

The oral board review was held for the position of Fire Lieutenant. 5 candidates participated in the exam that was administered by Falmouth Fire Chief Michael Small, Brewster Fire Chief Robert Moran and Harwich Harbormaster John Rendon.

Harwich Fire Administration assisted Yarmouth Fire in the preliminary planning for the Wake and Funeral coverage for Officer Sean Gannon of the Yarmouth Police Department. It is expected that up to 10,000 may attend the services and providing coverage for Yarmouth as well as for the services is critical. Chief Clarke and Deputy LeBlanc will both be in Yarmouth for both days, as well as an ambulance and engine for coverage. Our mutual aid partners are also assisting in Yarmouth as well as covering areas providing assistance.



Harwich Fire Department



Fire Suppression

Prevention

Emergency Services

Norman M. Clarke Jr., Chief of Department

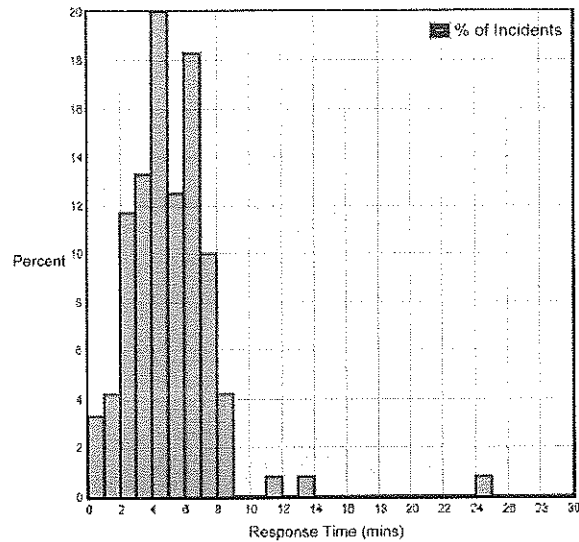
David J. LeBlanc, Deputy Fire Chief

Fire Prevention – Inspections April 8 - 14, 2018

Inspection Type	
Resale	4
Annual	4
Final	3
Lockbox	4
Liquid Propane	2
Oil Burner	
Oil Tank	1
Pre-Inspection	1
Re-Inspection	2
Safety Inspection	
Town Hall – Plans (hours)	2
Town Hall – Meeting (hours)	
Tank Truck	
Fire Drills	1
Meetings – Misc	3
Joint Inspection	1

Incident Response Time Analysis
 Date Range 04/08/2018 to 04/14/2018
 Total # of Runs Filling Criteria 120 runs
 Average Response Time 4.6 mins
 Service(s) Harwich Fire Department
 Incident Type(s) All

Response Time	# of Incident Responses	% of Incident Responses
0 mins	4	3.3%
1 mins	5	4.2%
2 mins	14	11.7%
3 mins	16	13.3%
4 mins	24	20%
5 mins	15	12.5%
6 mins	22	18.3%
7 mins	12	10%
8 mins	5	4.2%
9 mins	0	-
10 mins	0	-
11 mins	1	0.8%
12 mins	0	-
13 mins	1	0.8%
14 mins	0	-
15 mins	0	-
16 mins	0	-
17 mins	0	-
18 mins	0	-
19 mins	0	-
20 mins	0	-
21 mins	0	-
22 mins	0	-
23 mins	0	-
24 mins	1	0.8%
25 mins	0	-
26 mins	0	-
27 mins	0	-
28 mins	0	-
29 mins	0	-
30 mins	0	-



Report Description

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Incident Type Report (Summary)
From 04/08/18 To 04/14/18
Report Printed On: 04/17/2018

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Building fire (111)	1	1.18%	\$0.00	\$0.00	\$0.00	0.00%
Chimney or flue fire, confined to chimney or flue (114)	2	2.35%	\$0.00	\$0.00	\$0.00	0.00%
	3	3.53%	\$0.00	\$0.00	\$0.00	0.00%
3 Rescue & Emergency Medical Service Incident						
EMS call, excluding vehicle accident with injury (321)	63	74.12%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with no injuries. (324)	1	1.18%	\$0.00	\$0.00	\$0.00	0.00%
	64	75.30%	\$0.00	\$0.00	\$0.00	0.00%
4 Hazardous Condition (No Fire)						
Power line down (444)	2	2.35%	\$0.00	\$0.00	\$0.00	0.00%
	2	2.35%	\$0.00	\$0.00	\$0.00	0.00%
5 Service Call						
Lock-out (511)	2	2.35%	\$0.00	\$0.00	\$0.00	0.00%
Public service (553)	1	1.18%	\$0.00	\$0.00	\$0.00	0.00%
Cover assignment, standby, moveup (571)	1	1.18%	\$0.00	\$0.00	\$0.00	0.00%
	4	4.71%	\$0.00	\$0.00	\$0.00	0.00%
6 Good Intent Call						
Good intent call, other (600)	1	1.18%	\$0.00	\$0.00	\$0.00	0.00%
Dispatched and cancelled en route (611)	3	3.53%	\$0.00	\$0.00	\$0.00	0.00%
Authorized controlled burning (631)	1	1.18%	\$0.00	\$0.00	\$0.00	0.00%
	5	5.89%	\$0.00	\$0.00	\$0.00	0.00%
7 False Alarm & False Call						
CO detector activation due to malfunction (736)	2	2.35%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	3	3.53%	\$0.00	\$0.00	\$0.00	0.00%
	5	5.88%	\$0.00	\$0.00	\$0.00	0.00%
Not Recorded						
Not Recorded	2	2.35%	\$0.00	\$0.00	\$0.00	0.00%
	2	2.35%	\$0.00	\$0.00	\$0.00	0.00%
Total Incident Count:	85			Total Est. Loss:	\$0.00	

Search Criteria
Dates From 04/08/2018 To 04/14/2018 (mm/dd/yyyy)
Service Harwich Fire Department
Staff All
Apparatus All
Station All
Alarm Type All
Zone/District All

Report Description



Harwich Fire Department



Fire Suppression

Prevention

Emergency Services

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

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

Fire Prevention – Inspections April 1 - 7, 2018

Inspection Type	
Resale	5
Annual	7
Final	1
Lockbox	2
Liquid Propane	3
Oil Burner	3
Oil Tank	
Pre-Inspection	1
Re-Inspection	3
Safety Inspection	
Town Hall – Plans (hours)	4
Town Hall – Meeting (hours)	1.5
Tank Truck	
Fire Drills	
Meetings – Misc	2
Joint Inspection	

Incident Response Time Analysis

Date Range 04/01/2018 to 04/07/2018

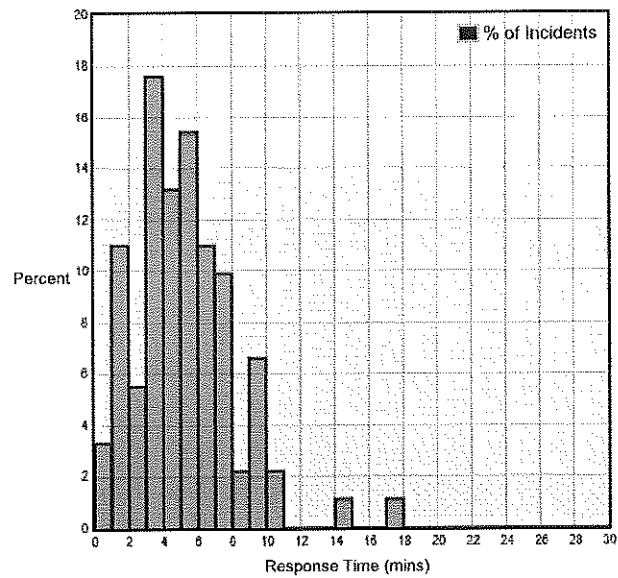
Total # of Runs Fitting Criteria 91 runs

Average Response Time 4.7 mins

Service(s) Harwich Fire Department

Incident Type(s) All

Response Time	# of Incident Responses	% of Incident Responses
0 mins	3	3.3%
1 mins	10	11%
2 mins	5	5.5%
3 mins	16	17.6%
4 mins	12	13.2%
5 mins	14	15.4%
6 mins	10	11%
7 mins	9	9.9%
8 mins	2	2.2%
9 mins	6	6.6%
10 mins	2	2.2%
11 mins	0	-
12 mins	0	-
13 mins	0	-
14 mins	1	1.1%
15 mins	0	-
16 mins	0	-
17 mins	1	1.1%
18 mins	0	-
19 mins	0	-
20 mins	0	-
21 mins	0	-
22 mins	0	-
23 mins	0	-
24 mins	0	-



Report Description

[Back To Filters](#)

25 mins	0	-
26 mins	0	-
27 mins	0	-
28 mins	0	-
29 mins	0	-
30 mins	0	-



Incident Type Report (Summary)
From 04/01/18 To 04/07/18
Report Printed On: 04/09/2018

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
3 Rescue & Emergency Medical Service Incident						
EMS call, excluding vehicle accident with injury (321)	53	72.60%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	1	1.37%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with no injuries. (324)	3	4.11%	\$0.00	\$0.00	\$0.00	0.00%
	57	78.08%	\$0.00	\$0.00	\$0.00	0.00%
4 Hazardous Condition (No Fire)						
Gas leak (natural gas or LPG) (412)	1	1.37%	\$0.00	\$0.00	\$0.00	0.00%
Electrical wiring/equipment problem, other (440)	1	1.37%	\$0.00	\$0.00	\$0.00	0.00%
	2	2.74%	\$0.00	\$0.00	\$0.00	0.00%
5 Service Call						
Service Call, other (500)	2	2.74%	\$0.00	\$0.00	\$0.00	0.00%
Lock-out (511)	2	2.74%	\$0.00	\$0.00	\$0.00	0.00%
Public service (553)	1	1.37%	\$0.00	\$0.00	\$0.00	0.00%
	5	6.85%	\$0.00	\$0.00	\$0.00	0.00%
6 Good Intent Call						
Good intent call, other (600)	1	1.37%	\$0.00	\$0.00	\$0.00	0.00%
Dispatched and cancelled en route (611)	5	6.85%	\$0.00	\$0.00	\$0.00	0.00%
	6	8.22%	\$0.00	\$0.00	\$0.00	0.00%
7 False Alarm & False Call						
Smoke detector activation due to malfunction (733)	2	2.74%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	1	1.37%	\$0.00	\$0.00	\$0.00	0.00%
	3	4.11%	\$0.00	\$0.00	\$0.00	0.00%
Total Incident Count:	73			Total Est. Loss:	\$0.00	

Search Criteria
Dates From 04/01/2018 To 04/07/2018 (mm/dd/yyyy)
Service Harwich Fire Department
Staff All
Apparatus All
Station All
Alarm Type All
Zone/District All

Report Description



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 4/6/18 & 4/13/18

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

- Various Munis tasks (new funds, new accounts, maintenance),
- Research 1099's for existing vendors,
- Various HR tasks,
- Meetings with various departments,
- Meetings with CPC Chair,
- Prepare purchase and change orders,
- Record release of article balances for CPA funds per CPC direction,
- External auditor onsite preliminary testing,
- Attend BOS meeting,
- Attend NESGFOA spring conference (sessions include – Fraud Risk Assessment, Federal Tax Reform, New Pension Accounting Standards and Economic Update)
- Audit, process and approve payroll transactions,
- Audit, process and approve vendor transactions,

Sincerely,

Carol Coppola
Finance Director/Town Accountant

Weekly Report for Selectman

4/10-4/16

Golf Operations

- The golf course is open
- Golf carts are available (weather permitting)
- Successfully launched a new website for golf course – www.cranberryvalley.golf
- Currently booking tee times, selling and renewing memberships for 2018 season
Spring aeration of greens was completed this week
- Golf course cleanup from March noreaster's is complete, but has regular course cleanup operations behind schedule. We will be back on schedule by end of April
- As of 4/12, membership sales are up 6% (approx. \$24,000) over same time last year.

	AMOUNT	MEM	YA	EO RES	New H	New C
FY18	\$ 385,916	513	17	18	38	7
FY17	\$ 361,975	478	7	11	26	10
	\$ 23,941	35	10	7	12	-3

Golf Course Infrastructure Project

- Received planning board approval of site plan/landscape plan on 3/27
- Building delivered by builder on 3/27
Began foundation work on 4/16

Sandy Robinson

From: John Rendon
Sent: Tuesday, April 17, 2018 1:28 PM
To: Sandy Robinson; Ann Steidel
Cc: William Neiser; Michelle Morris
Subject: Harbormaster Department Weekly Report 1-15 April

Operations:

- Responded by vehicle to a report of a buoy in the surf line just east of the Saquatucket Harbor (SAQ) channel. Found Coast Guard maintained SAQ red buoy #2 awash in the surf line; secured buoy; contacted Coast Guard Sector Southeast.
- Launched 77C in the Herring River and towed the old Wixon dock to the Route 28 landing. The old dock will be hauled out and disposed of with help from the Highway Department. The new dock is being finished at the Route 28 landing and will be launched and towed into place when completed.

Admin:

- Prepared draft Request for Proposal (RFP) for leasing of the SAQ Snack Shack
- Resolved numerous expired registrations issues.
- Scheduled water turn on for Allen Harbor and Wychmere Harbor.
- Submitted to Accounting for PO #'s, two signed contracts between Town of Harwich and Barnstable County for upcoming dredging of Allen Harbor and SAQ Channels.
- Submitted CVA Grant Contract with first reimbursement submission backup to Accounting for their records.
- Updated all waitlists on Town of Harwich website.
- Sent out Waterways User Fee renewals.
- Scheduled site visit with Cecil French from state to review Saquatucket for new CVA Program signage.
- Went to waitlist with open Round Cove mooring permit.
- Provided Mooring Servicing Agent's with current lists of permit holders for 2018.
- Continue verifying registrations for current status.
- Sent CO#1 for Septic to Accounting to adjust PO #8 (CC Construction).
- Sent CO #8 & CO #9 to Accounting for processing (Eastward Companies).
- Sent SAQ Landside Seaport Grant Document and 1st reimbursement request to Accounting.

Meetings:

- Met with TA, member of BOS, and two members of Planning Board to discuss draft RFP for SAQ Snack Shack.
- Met with rep from WB Mason on furniture options for new Harbormaster Dept office building.
- Served as member of Harwich Fire oral board for evaluation of candidates for LT position.
- SAQ Landside Project progress meeting.
- SAQ Marina Project progress meeting.
- Met with reps from Cape Abilities to discuss job requirements for custodial position at SAQ Marina.
- SEIU contract negotiations with Administration.
- Attended Town Meeting prep session at the Cultural Center to discuss Article 30, acceptance of \$1 mil Seaport Grant.
- Attended monthly Cape and Islands Harbormasters Association Meeting.

Maintenance:

- Installed brackets and bracing on the new Wixon floating dock.
- Moved the framed Wixon courtesy dock from the workshop to the Herring River landing at Route 28 with assistance from the Highway Department. The decking and flotation will be installed at the landing prior to being floated into place.
- Installed flotation on the new Wixon Dock.

SAQ Dock Project:

- Several deliveries of timber floats 4/5, 4/9, 4/13; work continues to install / drive piles.
- Concrete footing for ADA ramp area poured.
- Electrical wiring of Power Pedestals continues, west dock.
- Fire Suppression line installed on west dock.
- 16" pile hoops found to be too small to accommodate the CCA piles that are being reused from marina; Bellingham Marina able to change out for 18" pile hoops.
- ADA concrete floats delivered on 4/14; 3 of the 7 delivered were rejected by the project engineer due to cracks in the concrete. Floats were returned to Bellingham plant in PA; awaiting decision on repair/redelivery.

SAQ Landside Project:

- HM office building roof shingles and trim complete.
- Majority of the windows for the HM office building are in, and sidewall shingles are being installed
- Concrete foundation for HM Garage/Workshop poured.
- Fill and grading of HM Garage site commenced.
- Construction of boardwalk ramp on-going.
- Electrician on-site to begin wiring of HM office building.

John C. Rendon

Harbormaster

Town of Harwich

774 212-6193 (c)

Health Director Weekly Report

Week ending April 14, 2018

Projects-

Held a staff meeting to discuss upcoming summer inspections.

Staff attended Mass DEP – CERO, Title 5 Public Health Inspector Training in Worcester, MA on April 11th.

Attended the wellness and benefits clinic at the Chatham Community Center for Municipal employees.

Attended the Board of Health Meeting.

Attended a meeting regarding retail sale of marijuana and how the town should approach this. A letter to the Selectmen is going to be drafted with health, youth services, police, fire and planning.

Community development meeting-met with new owner of the previous Bonatts space. He is looking to do a similar type of food service-breakfast/lunch.

Finalized the presentation for the Community meeting on Phase II.

<u>REAL ESTATE TRANSFER INSPECTION REPORTS</u> 257 Chatham Road 1720 Route 39 87 Julien Road 5 Acorn Drive 4 Quaker Lane	<u>FOOD INSPECTIONS</u> Viera Dr. Cavity's Scribanos
<u>SEPTIC SYSTEM PERMITS</u> 9 Herring Run Rd. 27 Sea St. 41 Deacon's Folly Rd. 24 Sherwood Rd. 5 Bosley Rd. 91 Headwaters Dr. 129 Route 28 124-1 Riverside Dr.	<u>INTERDEPARTMENTAL REFERRALS</u> Planning Board Referral for Perks 2 ZBA referrals
<u>FINAL SEPTIC INSPECTIONS</u> 97 Earle Rd. 146 Gilbert Ln. 15 Little Lane	<u>BUILDING PERMIT REVIEWS</u> 18 Woodland Rd. 5 Arthur Way 257 Chatham Rd. 9 Tody Bole 68 Bakers Dr. 5 Bosley Rd.
<u>COMPLAINT INSPECTIONS</u> 235 South Westgate Rd. 237 South Westgate Rd. Queen Anne Condos	<u>CONSULTATIONS</u> Post construction walk through at 954 Orleans Rd Post Construction walk through at 48 Hillcrest Met with new owner of a food service establishment

Meggan Eldredge

Health Director Weekly Report

Week ending April 7, 2018

Projects-

Attended the Wastewater Support Committee meeting.

Was approved to allow extra hours for executive assistant to continue to scan files for Phase II.

Met with our DPH summer intern, Lauren Daniels. She is excited to work on a healthy living initiative project that will involve exercise and nutrition.

Received a flu reimbursement payment for \$3038.57. This is a product of our employee flu clinic held in September. I filed for reimbursement through the Health Insurance companies to recuperate the cost of the vaccine and supplies used to offer the clinic.

<u>REAL ESTATE TRANSFER INSPECTION REPORTS</u> 257 Chatham Road 1720 Route 39 87 Julien Road 5 Acorn Drive 4 Quaker Lane	<u>FOOD INSPECTIONS</u> Dr. Cavity's Scribano's
<u>SEPTIC SYSTEM PERMITS</u> 602 Queen Anne Rd. 7 Red River Rd.	<u>CERTIFICATES OF COMPLIANCE</u>

<u>FINAL SEPTIC INSPECTIONS</u> 1724 Orleans Road 15 Little Lane 97 Earle Road 146 Gilbert Lane	<u>BUILDING PERMIT REVIEWS</u> 2 Jans Path 183 Oak St. 205 Forest St. 5 Bosley Way 5 Arthur Way 602 Queen Anne Rd. 290 Main St.
<u>COMPLAINT INSPECTIONS</u> 235 South Westgate- follow up Queen Anne Condos- following up on dumpster Sea Horse Farms- left business card	<u>CONSULTATIONS</u> Prospective residential kitchen business 63 Capt. Bearse-floor plan consult
<u>WELL PERMITS</u> 44 Sugar Hill Dr.	<u>INTERDEPARTMENTAL REFERRALS</u> Planning Board referrals-Perks and prelim subdivision ZBA- 17 Neel and 6 Rabbit Run

Meggan Eldredge

Memorandum from Charleen Greenhalgh
Town Planner
Town of Harwich

April 11, 2018

To: Christopher Clark, Town Administrator
From: Charleen Greenhalgh, Town Planner
Re: Weekly Report – Week of April 2, 2018

The week included, but was not limited to:

- Planning Board Preparation for April 9th meeting.
 - Prepared agenda
 - Prepared Staff Reports
 - Fire Station 2
 - Perks
 - Prepared PowerPoint presentation for meeting
- Weekly meeting with Cyndi Williams, Chamber Executive Director regarding Cultural Districts
- Reviewed and presented performance evaluation
- Prepared a Retail Sales of Recreational Marijuana PowerPoint for the articles on the ATM warrant for the April 9th Selectmen meeting
- Prepared a handout for the Chamber Educational Meeting (April 12th) regarding the Retail Sales of Recreational Marijuana articles on the ATM Warrant
- Attended the HOME meeting in Barnstable
- Attended weekly Community Development Meeting
- Met with three potential applicants on their projects
- Participated in a MIIA/EAP Webinar: *Leveraging Personality Differences on Our Team*
- Met with Shannon Jarbeau and Elaine Banta, Planning Assistant to review this year's CRS recertification
- 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

Health Director Weekly Report

Week ending March 31, 2018

Projects-

Attended Department Head meeting

Reviewed minutes from BOH meeting and approval letters. Drafted a letter in regards to the Eversource vegetation management plan for signature by chair.

Learned we were approved for an intern from the MDPH for the summer. This is an opportunity for us to host a college student majoring in public health for approximately 160 hours over a 2.5 month period. When I submitted the request, I proposed that the intern would be working on promotion of healthy eating and exercise among our residents.

Began drafting the waiver form for alternative to real estate transfer inspection for properties in Phase II. We currently have this available for cesspool systems, I am adjusting it for BOH review to apply it to systems in Phase II.

Met with Chris, Dan and Hienz regarding public Phase II meeting on 4/19.

Drafted site summaries for upcoming BOH meeting.

<u>REAL ESTATE TRANSFER INSPECTION REPORTS</u> 71 Pleasant Street	<u>FOOD INSPECTIONS</u> Cranberry Liquors Hot Stove Wequassett Cumberland Farms Bucas
<u>SEPTIC SYSTEM PERMITS</u> 23 Route 137 175 South St. 124 Miles St. 231 Bank St. 10 Lake St. 15 Little Ln. 97 Chatham Rd. 69 Pleasant Bay Rd. 20 Braddock St. 713/731 Route 28 (Saquatucket Harbor)	<u>CERTIFICATES OF COMPLIANCE</u> 33 Archibald Circle 40 Glenwood 164 Round Cove 14 Mariner 287 Bank Street 85 Bank Street 7 Hillside drive

<u>FINAL SEPTIC INSPECTIONS</u> 40 Glenwood Drive 560 Route 28 7 Hillside Road 21 Uncle Venies Road 15 Whidah Drive 21 Uncle Venies Road 65 Pleasant Road 21 Argyle Way 6 Deerfield 97 Long Pond Rd.	<u>BUILDING PERMIT REVIEWS</u> 23 Route 137 175 South St. 124 Miles St. 485 Depot St 1 Flagship Ln. 8 Wychmere Harbor Dr. 527 Route 28
<u>COMPLAINT INSPECTIONS</u> 682 Main Street 11 Windjammer 14 Harold Street 44 Route 28 Unit 12- Follow-up	<u>CONSULTATIONS</u> 16 Katies Pond Lane- making almond butter at home Walk-through at 6 Julia Grace Ln. Pre-variance meetings with engineers

Meggan Eldredge

Memorandum from Charleen Greenhalgh
Town Planner
Town of Harwich

April 19, 2018

To: Christopher Clark, Town Administrator
From: Charleen Greenhalgh, Town Planner
Re: Weekly Report – Week of April 9, 2018

The week included, but was not limited to:

- Monthly meeting with Cyndi Williams, Chamber Executive Director and Town Administrator
- Attended MIIA/EAP Training on *Bringing out the Best in People*
- Attended meeting on the CV Golf Course Cart Barn
- Made presentation to the Board of Selectmen regarding the Marijuana Articles on the Annual Town Meeting Warrant
- Prepared for April 10th Planning Board Meeting
- Attended meeting with Police and Fire Chiefs, Health Director, Youth Counselor and Town Administrator on the Marijuana Articles
- Met with Town Counsel regarding Marijuana
- Attended April 10th Planning Board Meeting – Fire Station 2 Site Plan Review was approved
- Prepared decision letters from Planning Board meeting
- Met with Town Administrator and Title Examiner on several properties
- Attended the Accela Users Group Meeting – Also prepared the agenda
- Attended weekly Community Development Meeting
- Attended the Employee Benefit Fair
- Attended the Chamber Educational Meeting to discuss the Marijuana Articles. Unfortunately only two people attended.
- Worked on the CRS recertification
- 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



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 April 14, 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:

- Received a new payment agreement for a tax lien on 25 Parallel Street, monthly payments of \$1,500
- Received full payment of just under \$39,000 for a tax lien on 70 Deep Hole Road
- Worked with representatives from the audit firm

Weekly collections 4/8-4/14

Tax/Water Collections:	\$1,728,890.75
Departmental turnovers:	\$373,978.46
Total:	\$2,102,869.21 s

Weekly Disbursements 4/8-4/14

Accounts Payable	\$285,444.29
Payroll (week ending 4/7/18)	\$309,170.78
Total:	\$594,615.07

Respectfully submitted,

Amy Bullock, Treasurer/Collector



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 April 7, 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 4/1-4/7

Tax/Water Collections:	\$820,521.67
Departmental turnovers:	\$212,200.22
Total:	\$1,032,721.89

Weekly Disbursements 4/1-4/7

Accounts Payable	\$1,283,232.51
Payroll (week ending 3/31/18)	\$313,239.28
Total:	\$1,596,471.79

Respectfully submitted,

Amy Bullock, Treasurer/Collector



Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

For Week Ending: April 7, 2018

Please see the following highlights from the previous week:

- Complete Utilite Panel installation @ Station 8
- Install water service @ 85 Bank St & 35 Northern Ave
- Respond & Repair water service struck by RH White on Queen Anne Rd.
- Relocate Hydrant @ Saquatucket Harbor
- Calibrate CL2 analyzers
- Repair Potassium Hydroxide injector @ Station 11
- Lightning Strike 4/6/18 fried motherboard on main SCADA computer (was plugged into surge protector), troubleshoot & switch hard drives with spare computer & relicense software
- Meeting with Water Commission Chair
- Lower county project- Bid packages available
- Mark-out Depot from Main Street – Brewster Town Line
- Reformat vernal pool data 2007-2017 for WMA permit
- Repair gate valve operating nuts- various locations
- Begin MassDEP Annual Statistical Report

Ongoing/Upcoming Items:

- Complete Annual Statistical Report
- National Grid Crossover project bid preparation
- East Harwich Community Wastewater meeting 4/19/18
- Remove & Replace access hatch @ Well 6
- Wireless Communications RFP prep
- Lower County Pre-Bid meeting 4/20/18
- Quarterly Billing proposal & info BOWC 4/20/18 @ 7AM

Quick Stats

18	-2.73%	+14.51%
*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	Seasonal Turn On/Off	59
Frozen Meter	3	Service Renewal	2
Markouts	17	Service Repairs	8
Meter Replacement	3	Site Visits	2

Activities Statistics

	2017	2018WTD	2018YTD
Curb Stop Repair/Renewals	5	0	0
Final Read for Property Transfer	394	5	62
Frozen Water Meter/Services	2	3	19
Hydrant Maintenance/Repairs	1	0	0
Hydrant Installation/Replacement	2	0	3
Markouts	365	17	101
Meter Replacement	461	3	58
Meter Installation <i>new accounts</i>	39	0	7
Seasonal Turn On/Off	1126	59	326
Water Main Repairs	5	0	2
Water Service Installation <i>new</i>	40	0	4
Water Service Renewal	47	2	5
Service Repair/Site Visit <i>general</i>	194	10	95



Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

For Week Ending: **April 14, 2018**

Please see the following highlights from the previous week:

- Install trim around collar ties in Station 8
- Install water service @ 36 Pilgrim Rd, 35 Pleasant Street, 62 Clearwater, 2 Trout Brook, and Loam & Seed 85 Bank Street
- Temp repair to analog input card @ T1
- Dell Customer Service on site to replace motherboard on SCADA PC
- Repair CL2 pump @ T2
- Replace 2" ball valve @ Belmont complex
- Install Hydrant meter @ Saquatucket Harbor
- Lower county project- Distribute Bid packages
- Troubleshoot & repair security cameras
- Prep grounds maintenance equipment for spring season
- Continue MassDEP Annual Statistical Report
- Attend Men's Breakfast @ community center to present Wastewater information

Ongoing/Upcoming Items:

- Complete Annual Statistical Report
- National Grid Crossover project bid preparation
- East Harwich Community Wastewater meeting 4/19/18
- Remove & Replace access hatch @ Well 6
- Wireless Communications RFP prep
- Lower County Pre-Bid meeting 4/20/18
- Quarterly Billing proposal & info BOWC 4/20/18 @ 7AM

Quick Stats

20	-2.77%	+12.41%
*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	3	Seasonal Turn On/Off	67
Leak Investigation	2	Service Repairs	1
Markouts	14	Site Visits	2
Meter Replacement	6		

Activities Statistics

	2017	2018WTD	2018YTD
Curb Stop Repair/Renewals	5	0	0
Final Read for Property Transfer	394	3	65
Frozen Water Meter/Services	2	0	19
Hydrant Maintenance/Repairs	1	0	0
Hydrant Installation/Replacement	2	0	3
Markouts	365	14	115
Meter Replacement	461	6	64
Meter Installation <i>new accounts</i>	39	0	7
Seasonal Turn On/Off	1126	67	393
Water Main Repairs	5	0	2
Water Service Installation <i>new</i>	40	0	4
Water Service Renewal	47	0	5
Service Repair/Site Visit <i>general</i>	194	5	100



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

WEEKLY REPORT-Board of Selectmen

Sheila House, LMHC

April 18, 2018

April 11-18, 2018

- Current caseload of 20 individuals. Clients receive mental health counseling, case management, mentoring, and wellness referrals as needed.
- Administrative block time (closing files, curriculum planning, update email lists, generate and distribute information to school administrators)
- **Thursday, April 12-** Screening of the film ANGST to parents and community members followed by a 30 minute Q & A with panelists Sheila House, Dr. Jim McGuire (N.A.M.I), Fiona Jensen (Calmer Choice), Mary Beth Schoening (Behavioral Health Innovators, Inc.) and Emily Hamilton (Plymouth High School student).
- **Wednesday, April 11-** Meeting with Harwich Children's Fund, to plan future fundraisers, including 7th and 8th grade dances at the Community Center this summer. Hello Selectmen, I NEED CHAPERONES! Call me. ☺
- **Wednesday April 18-** Meeting with Jan McGrory co-founder of Lower Cape Prevention Partnership.

https://www.buzzfeed.com/katienotopoulos/teens-also-sometimes-quit-social-media?utm_term=.gixkdgY0&ref=mobile_share#.jtMeD2NQ

<https://www.kqed.org/mindshift/50874/what-happens-to-student-behavior-when-schools-prioritize-art>

Teens and Sexting <https://www.screenagersmovie.com/tech-talk-tuesdays/what-if-talking-to-your-kids-about-sexting>

If you have any questions, please feel free to call me at (508) 430-7836.

Best,

Sheila ☺



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

WEEKLY REPORT-Board of Selectmen

Sheila House, LMHC

April 11, 2018

March 29-April 11, 2018

- Current caseload of 20 individuals. Clients receive mental health counseling, case management, mentoring, and wellness referrals as needed.
- Administrative block time (closing files, curriculum planning, update email lists, generate and distribute information to school administrators)
- **March 29th** – Taped a show for NPR on the rise of anxiety in children and teens. Go to this link to listen to the interview. <http://capeandislands.org/post/coping-teen-anxiety>
- **March 30th** – Met with Patty Mitrokostas from Gosnold to explore funding options for the next administration of a youth risk behavior survey in November of 2018
- **April 5th** - Screening of the film ANGST, about anxiety disorders in youth and adults. In Falmouth at Morse Pond School. I was one of 5 panelists for Q & A following the film. The 2nd showing is Thursday April 12th at Monomoy Regional High School. I will also be part of panel for 2nd screening.
- **April 2nd and 3rd** – Showed the film ANGST to 10th, 11th, and 12th grades at the high school. Followed by daily free period skills building sessions at the high school. (Stress Busters)
- **April 4th** Presented information to the high school Alternative Learning Program about the newly opened Alternative Peer Recovery Group in Hyannis. I will send selectmen an email about this exciting new program.
- **April 5th** – Attended a presentation on vaping, hosted by the Barnstable Regional Substance Abuse Council. Also in attendance was Janie Girolamo, assistant principal of MRHS.

If you have any questions, please feel free to call me at (508) 430-7836.

Best,

Sheila ☺