

SELECTMEN'S MEETING AGENDA*

Donn B. Griffin Room, Town Hall

732 Main Street, Harwich, MA

Regular Meeting 6:30 P.M.

Monday, May 14, 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. Accept the resignation of Joseph Powers to the Historic/Historical Commission, Community Preservation and the By/Law and Charter Review Committee effective May 14, 2018

B. Approve Committee appointments:

John Ketchum	Conservation Commission (Alternate)	June 30, 2021
Janet Evans	Treasure Chest Committee (Alternate)	June 30, 2021
Carol Thayer	By-Law/Charter Review Committee (Full)	June 30, 2020
Meg Patterson	Housing Committee (Full)	June 30, 2021

C. Approve Application for Change of Officers/Directors on Liquor License for Belmont Condominium Beach Club Corp.

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

A. Public Hearing – Transfer of the Freedom Ferry Slip and Class F Permit

B. Public Hearing – Transfer of Annual All Alcohol Innholder's License from John F. Connell d/b/a Cape Cod Claddagh Inn and Irish Pub to Harwich Inn and Tavern LLC d/b/a Harwich Inn and Tavern

C. Town of Harwich certification as a National Wildlife Federation (NFW) Community Wildlife Habitat

VII. NEW BUSINESS

A. Confirm appointment of Eugene Murphy to the position of Mechanic effective May 29, 2018 as recommended by DPW Director

B. Appointment of Judi Wilson to the Harwich Accessibility Rights Committee

C. 100% Renewable Energy Letter – discussion and vote to sign letter of support

D. Review the revised First Congregational Church Cemetery Agreement – discussion and possible vote

E. Reconsideration of vote on Alteration of Premises on liquor license for Ember Pizza

F. Recap of 2018 Annual Town Meeting

VIII. OLD BUSINESS

A. Town Administrator Performance Evaluation

IX. TOWN ADMINISTRATOR'S REPORT

A. Waiver of fees for the Cape Cod Tech Building Project

B. Election Ballot for May 15th

C. CDM Smith – Progress Report No. 10 for Phase 2 Sewer Collection System

D. Departmental Reports

X. SELECTMEN'S REPORT

A. Farewell and Thank You to Jannell Brown

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

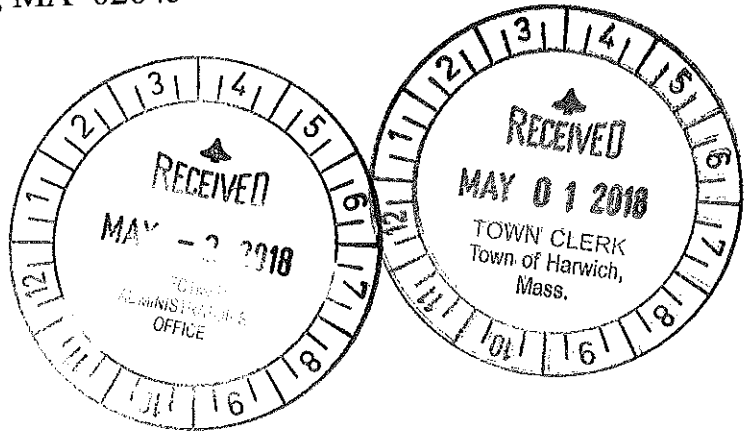
Date: _____
May 10, 2018

Joseph F. Powers
19 Azalea Drive
Harwich, MA 02645

May 1, 2018

Anita N. Doucette, Town Clerk
732 Main Street
Harwich, MA 02645

Dear *Anita* Ms. Doucette:



Please accept my resignation for the following committees, effective May 14, 2018.

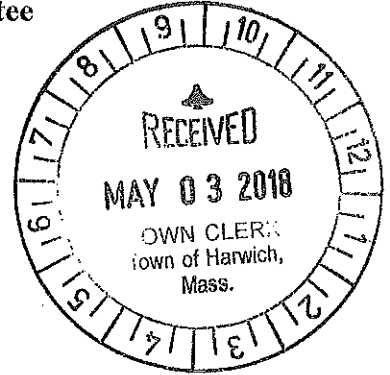
1. Historic/Historical Committee
2. Community Preservation Committee
3. By-Law Charter Committee

Respectfully

Joseph F. Powers

pc: Mary Maslowski, Chair
Historic/Historical Committee
David Nixon, Chair
Community Preservation Committee
Sandra Hall, Vice Chair
By-Law Charter Review Committee

Selectmen's Interview/Nominations Subcommittee
Selectmen's Office, Town Hall
Wednesday, May 9, 2018
10:00 a.m.



AGENDA

I. **CALL TO ORDER**

II. **NEW BUSINESS**

A. Interview applicant(s) for various committee vacancies including but not limited to:

1. Agricultural Commission
2. Wastewater Support Committee
3. Accessibility Rights Committee
4. By Law/Charter Review Committee
5. Conservation Commission
6. Real Estate and Open Space
7. Conservation Commission
8. Housing Committee
9. Treasure Chest

C. Miscellaneous discussion regarding appointments and/or procedure

III. **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 are a person with a disability who requires an accommodation, contact the Selectmen's Office at (508) 430-7512 ext. 2

Authorized Posting Officer:

Posted by: *Mary A. Resnois*
Town Clerk

Sandra Robinson
Sandra Robinson, Admin. Secretary

Date: May 3, 2018

INTERVIEWS – Wednesday, May 9, 2018 @ 10:00 a.m.

<u>TIME</u>	<u>APPLICANT:</u>	<u>VACANCY</u>	<u>TERM</u>
10:00	John Ketchum	Conservation Commission 1 vacancy - alternate	
10:15	Janet Evans	Treasure Chest Committee 1 vacancy – alternate	Pending resignation – applicant would like full member status
10:30	Joseph McParland Jr.	Housing Committee 1 vacancy – full	
10:45	Carol Thayer	By Law/Charter Review 1 vacancy – full	
11:00	Judi Wilson	Accessibility Rights Committee 1 vacancy – full	
11:15	Meg Patterson	Conservation Commission 1 vacancy – alternate Housing Committee 1 vacancy – full Wastewater Support Committee 2 vacancies - full	

Posted by:



Sandy Robinson
Selectmen/Administrator's Office



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

**AMENDMENT APPLICATION FOR A CHANGE OF BENEFICIAL INTEREST OR
TRANSFER/ISSUANCE OF STOCK**

Please complete this entire application, leaving no fields blank. If field does not apply to your situation, please write N/A.

1. NAME OF LICENSEE (Business Contact)

Belmont Condominium Beach Club Corp

ABCC License Number

00001-CL-0506

City/Town of Licensee

Harwich

2. APPLICATION CONTACT

The application contact is required and is the person who will be contacted with any questions regarding this application.

First Name:

Jay

Middle:

Last Name:

Donovan

Title:

Employee

Primary Phone:

508-432-8028

Email:

belmontmanager@comcast.net

3. BUSINESS CONTACT

Please complete this section **ONLY** if there are changes to the Licensee phone number, business address (corporate headquarters), or mailing address.

Entity Name:

Primary Phone:

Fax Number:

Alternative Phone:

Email:

Business Address (Corporate Headquarters)

Street Number:

1

Street Name:

Belmont Road

City/Town:

West Harwich

State:

MA

Zip Code:

02671

Country:

USA

Mailing Address

Check here if your Mailing Address is the same as your Business Address

Street Number:

Street Name:

City/Town:

State:

Zip Code:

Country:

**AMENDMENT APPLICATION FOR A CHANGE OF BENEFICIAL INTEREST OR
TRANSFER/ISSUANCE OF STOCK**

4. CURRENT OWNERSHIP (Before Change in Beneficial Interest)

Please list all individuals or entities with a direct or indirect, beneficial or financial interest in this license. This pertains to the current licensee (before change in beneficial interest occurs).

Name	Title / Position	% Owned	Other Beneficial Interest
Neil Green	Developer	25	
Alan Green	Developer	25	
Donald Kurson	Developer	25	
Steve Vining	Developer	25	

PROPOSED OWNERSHIP (After Change in Beneficial Interest)

Please list all individuals or entities with a direct or indirect, beneficial or financial interest in this license.

An individual or entity has a direct beneficial interest in a license when the individual or entity owns or controls any part of the license. For example, if John Smith owns Smith LLC, a licensee, John Smith has a direct beneficial interest in the license.

An individual or entity has an indirect beneficial interest if the individual or entity has 1) any ownership interest in the license through an intermediary, no matter how removed from direct ownership, 2) any form of control over part of a license no matter how attenuated, or 3) otherwise benefits in any way from the license's operation. For Example, Jane Doe owns Doe Holding Company Inc., which is a shareholder of Doe LLC, the license holder. Jane Doe has an indirect interest in the license.

- A. All individuals listed below are required to complete a Beneficial Interest Contact - Individual form.
- B. All entities listed below are required to complete a Beneficial Interest Contact - Organization form.
- C. Any individual with any ownership in this license and/or the proposed manager of record must complete a CORI Release Form.

Name	Title / Position	% Owned	Other Beneficial Interest
James T Hilliard	Trustee/Officer	represents 25%	
John Burleson	Trustee/Officer	represents 25%	
Terrence Milka	Trustee/Officer	represents 25%	
Martha Lane	Trustee/Officer	represents 25%	
John Hackett	Trustee	represents 25%	
Walter Perry	Trustee	represents 25%	
Norman Katz	Trustee	represents 25%	

APPLICANT'S STATEMENT

I, James T Hilliard the: sole proprietor; partner; corporate principal; LLC/LLP member
Authorized Signatory

of Belmont Condominium Beach Club Corp, hereby submit this application for CHANGE OF BENEFICIAL INTEREST, CHANGE IN OFFICERS
Name of the Entity/Corporation Transaction(s) you are applying for

(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature: James T. Hilliard

Date: April 24, 2018

Title: Chairman, Board of Trustees

**CERTIFICATE OF ELECTION OF TRUSTEES
AT ANNUAL MEETING 2017**

Reference is hereby made to that certain Declaration of Trust dated November 19, 1979 and recorded with the Barnstable County Registry of Deeds in Book 3023, Page 242, as may be amended, which Declaration of Trust established, pursuant to Massachusetts General Laws, Chapter 183A, The Belmont Condominium Trust, a condominium established, pursuant to Massachusetts General Laws, Chapter 183A, by a Master Deed dated November 19, 1979 and recorded with the Barnstable County Registry of Deeds in Book 3023, Page 189, as may be amended.

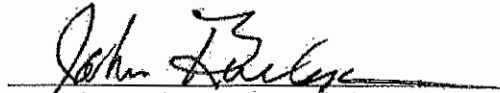
We, the undersigned, being a majority of the Trustees of said Belmont Condominium Trust, do hereby certify pursuant to Article III, Section 1 of said Declaration of Trust, as follows:

1. On July 22, 2017, pursuant to Article V, Section 7 of said Declaration of Trust, the Annual Meeting of Unit Owners of said the Belmont Condominium Trust was duly held.
2. At said meeting, pursuant to the provisions of Article III, Section 1, the following individuals were duly elected by the vote, in person or by proxy, of a majority of the Unit Owners.
3. Giving effect to the foregoing, said individuals, by the execution hereof, hereby accepting said election, the Trustees of said Belmont Condominium Trust and their respective terms are as follows:

John Burleson	July 2019
John Hackett	July 2020
James Hilliard	July 2018
Terrence Milka	July 2019
Norman Katz	July 2018 9
Martha Lane	July 2020
Walter Perry	July 2020

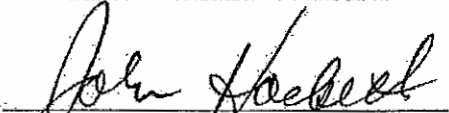
Sworn and subscribed to this ____ day of _____, 2017.


James Hilliard, Chairman

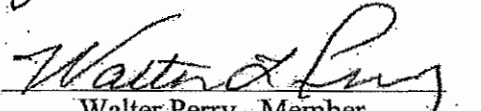

John Burleson, Vice Chairman


Terrence Milka - Treasurer


Martha Lane, Secretary

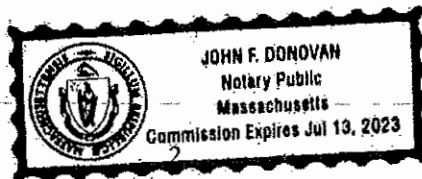

John Hackett - Member


Norman Katz - Member

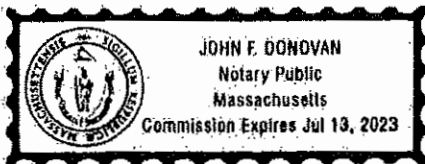

Walter Perry - Member


COMMONWEALTH OF MASSACHUSETTS

Barnstable County, ss.



On this 26 day of August, 2017, before me, the undersigned notary public, personally appeared Walter Perry, proved to me through satisfactory evidence of identification, being (check whichever applies): driver's license or other state or federal governmental document bearing a photographic image, oath or affirmation of a credible witness known to me who knows the above signatory, or my own personal knowledge of the identity of the signatory, to be the person whose name is signed above, and acknowledged the foregoing to be signed by him voluntarily for its stated purpose, as Trustee of said Belmont Condominium Trust.



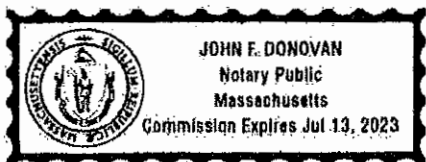


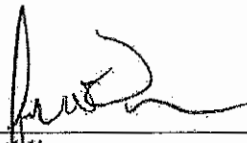
Notary Public
My Commission Expires: 7/13/23
Print Notary Public's Name: John F. Donovan
Qualified in the Commonwealth of Massachusetts

COMMONWEALTH OF MASSACHUSETTS

Barnstable County, ss.

On this 26 day of August, 2017, before me, the undersigned notary public, personally appeared James Hilliard, proved to me through satisfactory evidence of identification, being (check whichever applies): driver's license or other state or federal governmental document bearing a photographic image, oath or affirmation of a credible witness known to me who knows the above signatory, or my own personal knowledge of the identity of the signatory, to be the person whose name is signed above, and acknowledged the foregoing to be signed by him voluntarily for its stated purpose, as Trustee of said Belmont Condominium Trust.



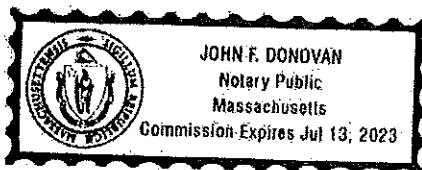


Notary Public
My Commission Expires: 7/13/23
Print Notary Public's Name: John F. Donovan
Qualified in the Commonwealth of Massachusetts

COMMONWEALTH OF MASSACHUSETTS

Barnstable County, ss.

On this 26 day of August, 2017, before me, the undersigned notary public, personally appeared Norman Katz, proved to me through satisfactory evidence of identification, being (check whichever applies): driver's license or other state or federal governmental document bearing a photographic image, oath or affirmation of a credible witness known to me who knows the above signatory, or my own personal knowledge of the identity of the signatory, to be the person whose name is signed above, and acknowledged the foregoing to be signed by him voluntarily for its stated purpose, as Trustee of said Belmont Condominium Trust.

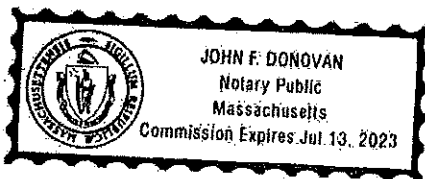


[Signature]
Notary Public
My Commission Expires: 7/13/23
Print Notary Public's Name: John F. Donovan
Qualified in the Commonwealth of Massachusetts

COMMONWEALTH OF MASSACHUSETTS

Barnstable County, ss.

On this 26 day of August, 2017, before me, the undersigned notary public, personally appeared Martha Lane, proved to me through satisfactory evidence of identification, being (check whichever applies): driver's license or other state or federal governmental document bearing a photographic image, oath or affirmation of a credible witness known to me who knows the above signatory, or my own personal knowledge of the identity of the signatory, to be the person whose name is signed above, and acknowledged the foregoing to be signed by him voluntarily for its stated purpose, as Trustee of said Belmont Condominium Trust.

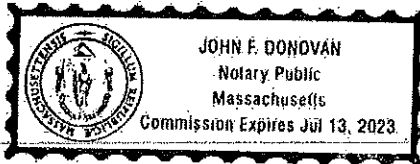
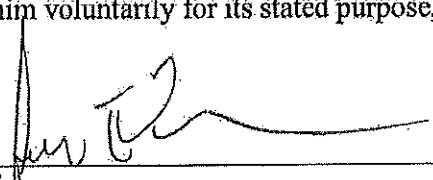


[Signature]
Notary Public
My Commission Expires: 7/13/23
Print Notary Public's Name: _____
Qualified in the Commonwealth of Massachusetts

COMMONWEALTH OF MASSACHUSETTS

Barnstable County, ss.

On this 26 day of August, 2017, before me, the undersigned notary public, personally appeared Terrence Milka., proved to me through satisfactory evidence of identification, being (check whichever applies): driver's license or other state or federal governmental document bearing a photographic image, oath or affirmation of a credible witness known to me who knows the above signatory, or my own personal knowledge of the identity of the signatory, to be the person whose name is signed above, and acknowledged the foregoing to be signed by him voluntarily for its stated purpose, as Trustee of said Belmont Condominium Trust.

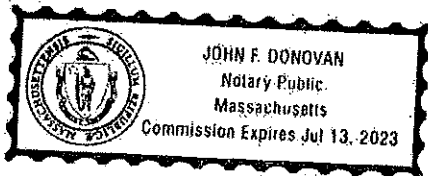
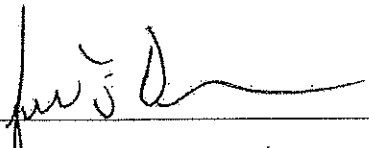


Notary Public
My Commission Expires: 7/13/23
Print Notary Public's Name: John F. Donovan
Qualified in the Commonwealth of Massachusetts

COMMONWEALTH OF MASSACHUSETTS

Barnstable County, ss.

On this 26 day of August, 2017, before me, the undersigned notary public, personally appeared John Hackett, proved to me through satisfactory evidence of identification, being (check whichever applies): driver's license or other state or federal governmental document bearing a photographic image, oath or affirmation of a credible witness known to me who knows the above signatory, or my own personal knowledge of the identity of the signatory, to be the person whose name is signed above, and acknowledged the foregoing to be signed by him voluntarily for its stated purpose, as Trustee of said Belmont Condominium Trust.

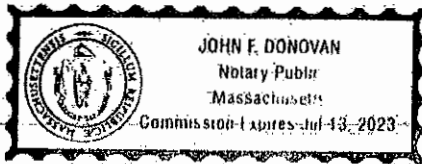
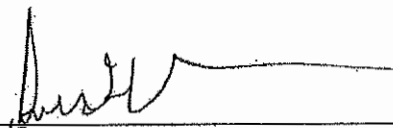


Notary Public
My Commission Expires: 7/13/23
Print Notary Public's Name: John F. Donovan
Qualified in the Commonwealth of Massachusetts

COMMONWEALTH OF MASSACHUSETTS

Barnstable County, ss.

On this 26 day of August, 2017, before me, the undersigned notary public, personally appeared John Burleson, proved to me through satisfactory evidence of identification, being (check whichever applies): driver's license or other state or federal governmental document bearing a photographic image, oath or affirmation of a credible witness known to me who knows the above signatory, or my own personal knowledge of the identity of the signatory, to be the person whose name is signed above, and acknowledged the foregoing to be signed by him voluntarily for its stated purpose, as Trustee of said Belmont Condominium Trust.



Notary Public

My Commission Expires: 7/13/23

Print Notary Public's Name: John F. Donovan

Qualified in the Commonwealth of Massachusetts

**BOARD OF SELECTMEN
NOTICE OF PUBLIC HEARING
May 14, 2018
Transfer of the Freedom Ferry Slip and Class F Permit**

The Harwich Board of Selectmen will hold a Public Hearing on Monday, May 14, 2018, no earlier than 6:30 PM during their regularly scheduled meeting. This Hearing will be held in the Donn B. Griffin Room located at Town Hall, 732 Main Street, Harwich for the purpose of determining whether to approve the proposed transfer of the Freedom Ferry slip and Class F Permit, including the assignee's satisfaction of the off-site parking requirements. All members of the public having an interest in this topic are cordially invited to attend the public hearing and provide information and testimony relevant to these proposals.

HARWICH BOARD OF SELECTMEN

The Cape Cod Chronicle
April 26, 2018

**BOARD OF SELECTMEN
NOTICE OF PUBLIC HEARING
MAY 14, 2018
TRANSFER OF THE FREEDOM FERRY SLIP AND CLASS F PERMIT**

The Harwich Board of Selectmen will hold a Public Hearing on Monday, May 14, 2018, no earlier than 6:30 PM during their regularly scheduled meeting. This Hearing will be held in the Donn B. Griffin Room located at Town Hall, 732 Main Street, Harwich for the purpose of determining whether to approve the proposed transfer of the Freedom Ferry slip and Class F Permit, including the assignee's satisfaction of the off-site parking requirements. All members of the public having an interest in this topic are cordially invited to attend the public hearing and provide information and testimony relevant to these proposals.

HARWICH BOARD OF SELECTMEN

The Cape Cod Chronicle
April 26, 2018

Continued on Page 53

Sandy Robinson

From: Jack Sheeran <sheeran.jack@gmail.com>
Sent: Monday, April 02, 2018 3:54 PM
To: Sandy Robinson
Subject: Selectmen meeting agenda item

Hi Sandy,

Thanks for taking the time to speak with me today. As discussed, I have entered in to an agreement with Alan McMullen to purchase Freedom Cruise Line, Inc. and the Real Estate he owns on Route 28 which is used for the ticket booth and parking. One of the contingencies of the sale is the successful transfer of the slip at Saquatucket Harbor and the F Permit that is attached to the boat. Per the Harbor Management Plan, section 7.26, this transfer requires a public hearing and Selectmen approval. I have copied the paragraph below for your convenience.

7.26 The transfer of the entity – corporate or otherwise – majority ownership of the Ferry will constitute a transfer or the sale of the entity. Upon any change in ownership of the foregoing entity – corporate or otherwise – the new entity purchasing/owning the Ferry may apply to the Board of Selectmen for the related Ferry Slip, however, this slip does not automatically transfer. Or a transfer of a majority interest in the ownership of the Ferry would constitute a transfer or sale of the entity. Upon any change in ownership of the foregoing entity – corporate or otherwise – a new entity purchasing/owning the Ferry may apply to the Board of Selectmen for the related Ferry Slip, however, this Ferry Slip does not automatically transfer

I am on the agenda to go before the Waterways Committee at their meeting on April 18th. I am requesting to be placed on the agenda for the Board of Selectmen on April 23rd. I would like to request that the slip and the F Permit be transferred in to my name or the corporation name. Should there be any issues that arise at the Waterways meeting, I will inform you prior to the meeting on the 23rd.

My info is as follows:
John Sheeran (I go by Jack)
67 Uncle Albert's Drive
Chatham, MA 02633
954-540-1074 cell

Please let me know if there is anything else that I need to do before this meeting.

Thanks again.
Sincerely,
Jack Sheeran

Sandy Robinson

From: Matthew G. Feher <MFeher@k-plaw.com>
Sent: Tuesday, April 17, 2018 3:44 PM
To: Ann Steidel
Cc: Sandy Robinson; Christopher Clark; John Giorgio; Matthew G. Feher
Subject: RE: Transfer of Ferry Slip

Hi Ann,

A vote of the BOS is required in connection with the transfer of the Ferry Slip to the new owner. Section 7.26 of the Harwich Harbor Management Plan (the "Plan") makes clear that any transfer of ownership of the Ferry constitutes a sale, and that the Ferry Slip does not automatically transfer in such a situation. The new entity purchasing/owning the Ferry "may apply to the Board of Selectmen" for the Slip. The Ferry Slip is also defined similarly in Section 2.0 of the Plan, stressing particularly the importance of the Ferry service to the Town, its businesses and the general public. Moreover, Section 8.2 of the Plan makes clear that parking rights relative to the re-assigned Ferry Slip are not grandfathered, and requires that the assignee of the Ferry Slip satisfy off-site parking requirements at an advertised public hearing.

As such, we agree that the Waterways Committee proceed to first review both requests at its next regularly scheduled meeting and subsequently advise the BOS. The BOS would schedule a meeting to review the Committee's findings and determine whether to approve of the proposed transfer of the Ferry Slip and Class F Permit, including holding an advertised public hearing in connection with the assignee's satisfaction of the off-site parking requirements. These actions can be taken together at one meeting.

Please let us know if you have any questions.

Thanks,
Matt

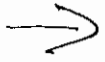
Matthew G. Feher
Counsel
KP | LAW
101 Arch Street, 12th Floor
Boston, MA 02110
O: (617) 654 1818
F: (617) 654 1735
mfeher@k-plaw.com
www.k-plaw.com

From: Ann Steidel [<mailto:asteidel@town.harwich.ma.us>]
Sent: Wednesday, April 11, 2018 1:05 PM
To: John Giorgio <JGiorgio@k-plaw.com>
Cc: John Rendon <jrendon@town.harwich.ma.us>
Subject: Transfer of Ferry Slip

Hi John,

Chris asked me to forward you the attached regarding transfer of the ferry slip to see what the Board's responsibility is. We are unsure if the Board must hold a public hearing or what else is required.

in an advertised public hearing. Class D permits that are forfeited from charter slips shall be awarded to persons that are on the passenger waiting list only.



Class F: This permit authorizes the Ferry to take on fuel from an authorized tank wagon at the town-owned facility designated by the Harbormaster and noted on the permit. Grandfathering of parking rights in the case of re-assigned slips with a Ferry Permit is not allowed. It requires the new slip assignee satisfying off-site parking requirements in an advertised public hearing.

8.3 Limitation on Number of Permits Issued: In order to ensure public safety by avoiding overuse of town facilities, the following limits are placed on fueling/off-loading permits as follows:

Class A permits:	27
Class B permits:	20
Class C (Attached) permits:	9
Class C (Unattached) permits:	2
Class D permits:	3
Class E permits:	13
Class F permits:	1
Class R permits:	10
Class T permits:	100

8.4 Eligibility

- A. Class A permits may only be issued to licensed commercial fishing boats having berthed in Harwich at least six (6) months during the calendar year and actively engaged in commercial fishing for a minimum of five (5) months during the calendar year. For all new Class A permits (effective date August 1st 2013), permit holders who fail to show proof of a minimum of five (5) months of commercial fishing activity will be in violation and may be subject to a monetary fine or revocation of permit. Proof of commercial fishing activity shall be documented by either Trip/Catch reports or Federal Tax Returns that indicate at least 51% of employment income was earned from commercial fishing by the individual permit holder.
- B. Class B permits may be issued to any duly licensed commercial fishing boat whether home based in Harwich or elsewhere.
- C. Class C (Attached and Unattached) permits may only be issued to boats licensed to carry up to six (6) passengers for hire, operating out of the port of Harwich a minimum of five (5) months per year and having possession of a full season dockage or mooring permit.
- D. Class D permits may be issued to boats carrying more than six (6) passengers for hire, operating out of the port of Harwich.
- E. Class E permits may only be issued to licensed commercial fishing boats having a year-round mooring or private dockage within Harwich which are berthed in Harwich at least six (6) months during the calendar year and actively engaged in commercial fishing for a minimum of five (5) months during the calendar year. For all new Class E permits (effective date August 1st 2013), permit holders who fail to show proof of a minimum of five (5) months of commercial fishing activity will be in violation and may be subject to a monetary fine or revocation of permit. Proof of commercial fishing activity shall be documented by either Trip/Catch reports or Federal Tax Returns that indicate at least 51% of employment income was earned from commercial fishing by the individual permit holder.
- F. Class F Permits may only be issued to vessels licensed as a commercial operation to transport people across a body of water on a regular schedule.
- G. Class R permits authorize trailered day charter boats only, utilizing the Saquatucket Harbor boat ramp and having a United States Coast Guard issued license to carry up to six passengers for hire, to operate as a paid passenger carrying boat from Saquatucket Harbor. Class R assignments shall be awarded by the Harbormaster. Parking in the case of a trailered day charter boat shall be limited to the towing vehicle and trailer plus one car, which may pay for additional parking as required. No trailered day charter boats shall use the Allen Harbor ramp and Town Landing while conducting charter business in any form. Further, Class R vessels are subject to any restrictions

- A. In the event of a severe storm, the marina will check the security of all boats in the marina and take such steps as are feasible to prevent damage. Any costs incurred will be pro-rated over all the boats in the marina. The marina does not assume any responsibility for said protection or damages to any boat.
- B. In the case of any boat where water accumulates within it to the point where the boat is endangered, the marina will, if possible, pump it out with or without notice to the owner and the costs of such pumping will be assessed against the boat. If severe leakage is the cause the owner will be notified promptly.

7.20 The Town and the marina will take all reasonable precautions to insure the security and safety of any boat or property in the marina and will not be held liable for fire, theft, vandalism, trespass or damage to any boat or vehicles or its equipment arising from any cause whatsoever.

7.21 The marina, its management or the Town of Harwich shall not be held liable for damages or losses incurred by the interruption of electrical power to any boat for whatever reason.

7.22 The above space limitation shall be effective for all Town of Harwich slips including Saquatucket Marina and off-loading sites at Wychmere Harbor, Saquatucket Harbor and Allen Harbor.

7.23 Transient commercial boats may rent dock space, if available, between Labor Day and May 30 only. Commercial dockage between June 1 and Labor Day shall be limited to those boats holding applicable leases only.

7.24 Security and damage deposit. All boats renting dock space on a daily, weekly or monthly basis between Labor Day and May 30 are required to pay to Harbormaster before occupying any slip a security and damage deposit, to be held by the Town in escrow and refunded to any owner or master of the boat on termination of the rental agreement, provided that during the period the boat is in the harbor

- A. All accumulated dockage fees have been paid when due;
- B. All rules and regulations of the harbor and all lawful orders of the Harbormaster have been complied with, the security deposit shall be refunded and, notwithstanding the forfeiture of the deposit, the Town shall have the right to proceeding, criminal or civil, to
 1. Enforce its Rules and Regulations and Orders;
 2. Recover for any damage done to harbor facilities or
 3. Recover for any slip fees due including all reasonable costs of such recovery, including reasonable attorneys fees."

7.25 Those boats described in Section 7.2 C and D must carry a minimum of \$500,000.00 Legal Liability and Protection and Indemnity insurance coverage which shall name the Town of Harwich as loss payee.

→ 7.26 The transfer of the entity – corporate or otherwise – majority ownership of the Ferry will constitute a transfer or the sale of the entity. Upon any change in ownership of the foregoing entity – corporate or otherwise – the new entity purchasing/owning the Ferry may apply to the Board of Selectmen for the related Ferry Slip, however, this slip does not automatically transfer. Or a transfer of a majority interest in the ownership of the Ferry would constitute a transfer or sale of the entity. Upon any change in ownership of the foregoing entity – corporate or otherwise – a new entity purchasing/owning the Ferry may apply to the Board of Selectmen for the related Ferry Slip, however, this Ferry Slip does not automatically transfer.

8.0 OFFLOADING PERMITS AND REGULATIONS AT TOWN-OWNED FACILITIES

The Harwich commercial offloading permits represent the authorization of actively Harwich-based commercial fishing boats (in good standing with Town of Harwich) to use specified Boat Offloading Zones at Wychmere Harbor Town Pier, Allen Harbor Town Dock, and Saquatucket Harbor Bulkhead.

The Offloading Permits are sold in separate categories (as available) and are limited. Year-round offloading permits may be purchased only by owners/captains whose boat is permanently moored or docked during the

Harwich Waterways Meeting April 18, 2018 (Excerpt from Minutes)

Members Present: Matt Hart, Chairman; Steve Root, Vice Chairman; Dan Casey; Joe Johnson; Dan Hall; Mort Terry; Tom Themistos; Roger Peterson, Alternate; Jay Walpole, Alternate

Members Absent: none

Others Present: John Rendon, Harbormaster; Jack Sheeran, guest; Robert Johnson, guest; Fran Zarette, Fish House

OPEN FORUM:

Motion made by Dan Hall stating that the Waterways Committee is in favor and recommends approval of Article 30 as written in the May 7, 2018 Annual Town Meeting Warrant that will complete the full scope of the project that was approved at the 2017 Annual Town Meeting, seconded by Tom Themistos.

All members were unanimously in favor.

NEW BUSINESS:

- 1) Mr. Jack Sheeran: An agreement to purchase Freedom Cruise Line, Inc. and the property on Route 28 from Alan McMullen. The agreement is contingent on the successful transfer of the slip and the F permit from the town of Harwich.

Motion made by Tom Themistos to recommend to the BOS to approve the transfer of the Slip and the F Permit currently held by Alan McMullen to the Freedom Cruise Line, Inc. potential owner John Sheeran, Seconded by Joe Johnson.

All members were unanimously in favor.

NOTICE OF PUBLIC HEARING
TOWN OF HARWICH
BOARD OF SELECTMEN
APPLICATION FOR LIQUOR LICENSE
TRANSFER OF LICENSE

Notice is hereby given under Chapter 138 of the General Laws as amended that application has been made to this Board for a transfer of the Annual, Innholder, All Alcoholic Beverages License now held by John F. Connell d/b/a Cape Cod Claddagh Inn and Irish Pub, 77 Route 28, West Harwich, MA, John F. Connell – Manager to Harwich Inn and Tavern L.L.C. d/b/a Harwich Inn and Tavern, 77 Route 28, West Harwich, MA, James Tsoukalas – Manager, on the following described premises located at 77 Route 28, West Harwich, MA: Indoor area – approximately 3,350 square feet with 6 entrances and 6 exits. Outdoor area – approximately 800 square feet.

The Board of Selectmen will hold a hearing upon the application on Monday, May 14, 2018 no earlier than 6:30 p.m. in the Donn B. Griffin Room at Town Hall, 732 Main Street, Harwich, at which time all interested parties will be heard.

Board of Selectmen
Local Licensing Authority

Cape Cod Times
April 29, 2018

Cape Cod Chronicle
May 3, 2018



HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7541

Fax 508-432-2530



DAVID J. GUILLEMETTE
Chief of Police

THOMAS A. GAGNON
Deputy Chief

Memorandum

TO: Board of Selectmen

Christopher Clark
Town Administrator

FROM: David J. Guillemette
Chief of Police

A handwritten signature in blue ink, appearing to read "DJG", written over the name "David J. Guillemette".

DATE: May 1, 2018

SUBJECT: **Application for a Transfer of License from John F. Connell d/b/a Cape Cod Claddagh Inn and Irish Pub, John F. Connell, Manager to Harwich Inn and Tavern L.L.C. d/b/a Harwich Inn and Tavern, James Tsoukalas, Manager located at 77 Route 28, West Harwich**

The Police Department has no objections regarding the Application for a Transfer of License. A background investigation of the proposed individual(s) indicates no liquor code violations or disqualifying history.

If you have any questions or need further clarification, please feel free to contact me at your earliest convenience.

HARWICH INN AND TAVERN

BUSINESS PLAN

The Harwich inn and Tavern will be a full-service Bed and Breakfast as well as a restaurant and bar. The Tavern will be open daily serving lunch and dinner to the public in the lower level. Breakfast only will be served to Inn guests in the upper dining room (1st floor)and not to the public.

The outdoor Tiki bar will serve food during hours of operation. All food will be prepared in the kitchen and served by the wait staff to the lower restaurant and outdoor area.

The seating capacity of the lower bar and restaurant will be a maximum of 57 seats and a maximum of 40 seats in the outdoor area.



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

Print Form

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: \$200.00

(CHECK MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL)

CHECK NUMBER

IF USED EPAY, CONFIRMATION NUMBER

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

LICENSEE NAME

ADDRESS

CITY/TOWN STATE ZIP CODE

TRANSACTION TYPE (Please check all relevant transactions):

- Alteration of Licensed Premises
- Cordials/Liqueurs Permit
- New Officer/Director
- Transfer of License
- Change Corporate Name
- Issuance of Stock
- New Stockholder
- Transfer of Stock
- Change of License Type
- Management/Operating Agreement
- Pledge of Stock
- Wine & Malt to All Alcohol
- Change of Location
- More than (3) \$15
- Pledge of License
- 6-Day to 7-Day License
- Change of Manager
- New License
- Seasonal to Annual
- Other

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION
 239 CAUSEWAY STREET
 BOSTON, MA 02241-3396



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

APPLICATION FOR A RETAIL ALCOHOLIC BEVERAGES LICENSE

Please complete this entire application, leaving no fields blank. If field does not apply to your situation, please write N/A.

1. NAME OF PROPOSED LICENSEE (Business Contact)
This is the corporation or LLC which will hold the license, not the individual submitting this application. If you are applying for this license as a sole proprietor, not an LLC, corporation or other legal entity, you may enter your personal name here.

2. RETAIL APPLICATION INFORMATION
 There are two ways to obtain an alcoholic beverages license in the Commonwealth of Massachusetts, either by obtaining an existing license through a transfer or by applying for a new license.

Are you applying for a new license New Transfer or the transfer of an existing license?
 If transferring, please indicate the current ABCC license number you are seeking to obtain:
 If applying for a new license, are you applying for this license pursuant to special legislation?
 Yes No Chapter Acts of
 If transferring, by what method is the license being transferred?

3. LICENSE INFORMATION / QUOTA CHECK

City/Town On/Off-Premises
 TYPE CATEGORY CLASS

4. APPLICATION CONTACT
 The application contact is required and is the person who will be contacted with any questions regarding this application.

First Name: Middle: Last Name:
 Title: Primary Phone:
 Email:

5. OWNERSHIP Please list all individuals or entities with a direct or indirect, beneficial or financial interest in this license.
 An individual or entity has a direct beneficial interest in a license when the individual or entity owns or controls any part of the license. For example, if John Smith owns Smith LLC, a licensee, John Smith has a direct beneficial interest in the license.
 An individual or entity has an indirect beneficial interest if the individual or entity has 1) any ownership interest in the license through an intermediary, no matter how removed from direct ownership, 2) any form of control over part of a license no matter how attenuated, or 3) otherwise benefits in any way from the license's operation. For Example, Jane Doe owns Doe Holding Company Inc., which is a shareholder of Doe LLC, the license holder. Jane Doe has an indirect interest in the license.
 A. All individuals listed below are required to complete a Beneficial Interest Contact - Individual form.
 B. All entities listed below are required to complete a Beneficial Interest Contact - Organization form.
 C. Any individual with any ownership in this license and/or the proposed manager of record must complete a CORI Release Form.

Name	Title / Position	% Owned	Other Beneficial Interest
Harwich Inn and Tavern L.L.C.	LLC Manager <input checked="" type="checkbox"/>	100	
	<input checked="" type="checkbox"/>		

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE

5. OWNERSHIP (continued)

Name	Title / Position	% Owned	Other Beneficial Interest
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

6. PREMISES INFORMATION

Please enter the address where the alcoholic beverages are sold.

Premises Address

Street Number: Street Name: Unit:

City/Town: State: Zip Code:

Country:

Description of Premises

Please provide a complete description of the premises, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage.

Floor Number	Square Footage	Number of Rooms	
Basement	1250	3	Patio/Deck/Outdoor Area Total Square Footage <input type="text" value="800"/>
1st floor	1250	6	Indoor Area Total Square Footage <input type="text" value="3350"/>
2nd floor	800	5	Number of Entrances <input type="text" value="6"/>
			Number of Exits <input type="text" value="6"/>
			Proposed Seating Capacity <input type="text" value="112"/>
			Proposed Occupancy <input type="text" value="112"/>

Occupancy of Premises

Please complete all fields in this section. Documentation showing proof of legal occupancy of the premises is required.

Please indicate by what right the applicant has to occupy the premises:

Lease Beginning Term:

Lease Ending Term:

Rent per Month:

Rent per Year:

Landlord Name:

Landlord Phone:

Landlord Address:

If leasing or renting the premises, a signed copy of the lease is required.

If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.

Please indicate if the terms of the lease include payments based on the sale of alcohol: Yes No

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE

7. BUSINESS CONTACT

The Business Contact is the proposed licensee. If you are applying as a Sole Proprietor (the license will be held by an individual, not a business), you should use your own name as the entity name.

* Please see last page of application for required documents based on Legal Structure *

Entity Name: FEIN:

DBA: Fax Number:

Primary Phone: Email:

Alternative Phone: Legal Structure of Entity

Business Address (Corporate Headquarters) Check here if your Business Address is the same as your Premises Address

Street Number: Street Name:

City/Town: State:

Zip Code: Country:

Mailing Address Check here if your Mailing Address is the same as your Premises Address

Street Number: Street Name:

City/Town: State:

Zip Code: Country:

Is the Entity a Massachusetts Corporation? Yes No

If no, is the Entity registered to do business in Massachusetts? Yes No

If no, state of incorporation

Other Beneficial Interest

Does the proposed licensee have a beneficial interest in any other Massachusetts Alcoholic Beverages Licenses? Yes No *If yes, please complete the following table.*

Name of License	Type of License	License Number	Premises Address
	<input type="button" value="v"/>		
	<input type="button" value="v"/>		
	<input type="button" value="v"/>		
	<input type="button" value="v"/>		

Prior Disciplinary Action:

Has any alcoholic beverages license owned by the proposed licensee ever been disciplined for an alcohol related violation?

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE

8. MANAGER CONTACT

The Manager Contact is required and is the individual who will have day-to-day, operational control over the liquor license.

Salutation First Name Middle Name Last Name Suffix

Social Security Number Date of Birth

Primary Phone: Email:

Mobile Phone: Place of Employment

Alternative Phone: Fax Number

Citizenship / Residency / Background Information of Proposed Manager

Are you a U.S. Citizen? Yes No

Do you have direct, indirect, or financial interest in this license? Yes No

Have you ever been convicted of a state, federal, or military crime? Yes No
If yes, attach an affidavit that lists your convictions with an explanation for each

If yes, percentage of interest

Have you ever been Manager of Record of a license to sell alcoholic beverages? Yes No

If yes, please indicate type of Interest (check all that apply):

Officer Sole Proprietor
 Stockholder LLC Manager
 LLC Member Director
 Partner Landlord
 Contractual Revenue Sharing
 Management Agreement Other

If yes, please list the licenses for which you are the current or proposed manager:

Please indicate how many hours per week you intend to be on the licensed premises

Employment Information of Proposed Manager

Please provide your employment history for the *past 10 years*

Date(s)	Position	Employer	Address	Phone
1990-present	Realtor/owner	Self	19 Keenan st Watertown, Ma 02472	617-947-7600

Prior Disciplinary Action of Proposed Manager

Have you ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE

9. FINANCIAL INFORMATION

Please provide information about associated costs of this license.

Associated Costs

A. Purchase Price for Building/Land	450000
B. Purchase Price for any Business Assets	1
C. Costs of Renovations/Construction	20000
D. Purchase Price of Inventory	5000
E. Initial Start-Up Costs	10000
F. Other (Please specify)	
G. Total Cost (Add lines A-F)	485001

Please note, the total amount of **Cash Investment** (top right table) plus the total amount of **Financing** (bottom right table) must be equal to or greater than the **Total Cost** (line G above).

Please provide information about the sources of cash and/or financing for this transaction

Source of Cash Investment

Name of Contributor	Amount of Contribution
sale of property	360000
savings	125001
Total:	485001

Source of Financing

Name of Lender	Amount	Does the lender hold an interest in any MA alcoholic beverages licenses?	If yes, please provide ABCC license number of lender
Total:			

10. PLEDGE INFORMATION

Are you seeking approval for a pledge? Yes No

Please indicate what you are seeking to pledge (check all that apply)

License Stock / Beneficial Interest Inventory

To whom is the pledge is being made:

Does the lender have a beneficial interest in this license? Yes No

Does the lease require a pledge of this license? Yes No

APPLICANT'S STATEMENT

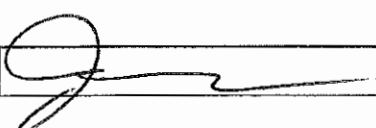
I, James Tsoukalas the: sole proprietor; partner; corporate principal; LLC/LLP member
Authorized Signatory

Of Harwich Inn and Tavern L.L.C., hereby submit this application for a retail alcoholic beverages license
Name of the Entity/Corporation Transaction(s) you are applying for

(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature: 

Date: 4/2/2018

Title:

ALCOHOLIC BEVERAGES CONTROL COMMISSION

BENEFICIAL INTEREST CONTACT - Individual (Formerly known as a Personal Information Form)

Please complete a Beneficial Interest - Individual sheet for all individual(s) who have a direct or indirect beneficial interest, with or without ownership, in this license. This includes people with a financial interest and people without financial interest (i.e. board of directors for not-for-profit clubs). All individuals with direct or indirect financial interest must also submit a CORI Authorization Form.

An individual with direct beneficial interest is defined as someone who has interest directly in the proposed licensee. For example, if ABC Inc is the proposed licensee, all individuals with interest in ABC Inc are considered to have direct beneficial interest in ABC Inc (the proposed licensee).

An individual with indirect beneficial interest is defined as someone who has ownership in a parent level company of the proposed licensee. For example, if ABC Inc is the proposed licensee and is 100% owned by XYZ Inc, all individuals with interest in XYZ Inc are considered to have an indirect beneficial interest in ABC Inc (the proposed licensee).

Salutation First Name Middle Name Last Name Suffix

Title: Social Security Number Date of Birth

Primary Phone: Email:

Mobile Phone: Fax Number

Alternative Phone:

Business Address

Street Number: Street Name:

City/Town: State:

Zip Code: Country:

Mailing Address

Check here if your Mailing Address is the same as your Business Address

Street Number: Street Name:

City/Town: State:

Zip Code: Country:

Types of Interest (select all that apply)

- Contractual
- Director
- Landlord
- LLC Manager
- LLC Member
- Management Agreement
- Officer
- Partner
- Revenue Sharing
- Sole Proprietor
- Stockholder
- Other

Citizenship / Residency Information

Are you a U.S. Citizen? Yes No Are you a Massachusetts Resident? Yes No

Criminal History

Have you ever been convicted of a state, federal, or military crime? Yes No If yes, please provide an affidavit explaining the charges.

ALCOHOLIC BEVERAGES CONTROL COMMISSION

BENEFICIAL INTEREST CONTACT - Individual (continued)

Ownership / Interest

Using the definition above, do you hold a direct Direct Indirect or indirect interest in the proposed licensee?

If you hold a direct beneficial interest in the proposed licensee, please list the % of interest you hold.

If you hold an indirect beneficial interest in this license, please complete the Ownership / Interest Table below.

Ownership / Interest

If you hold an indirect interest in the proposed licensee, please list the organization(s) you hold a direct interest in which, in turn, hold a direct or indirect interest in the proposed licensee. These generally include parent companies, holding companies, trusts, etc. A Beneficial Interest - Organization Form will need to be completed for each entity listed below.

Name of Beneficial Interest - Organization	FEIN

Other Beneficial Interest

List any indirect or indirect beneficial or financial interest you have in any other Massachusetts Alcoholic Beverages License(s).

Name of License	Type of License	License Number	Premises Address
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

Familial Beneficial Interest

Does any member of your immediate family have ownership interest in any other Massachusetts Alcoholic Beverages Licenses? Immediate family includes parents, siblings, spouse and spouse's parents. Please list below.

Relationship to You	ABCC License Number	Type of Interest (choose primary function)	Percentage of Interest

Prior Disciplinary Action

Have you ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGE LICENSE

BENEFICIAL INTEREST - Organization

Please complete a Beneficial Interest - Organization sheet for all organization(s) who have a direct or indirect beneficial interest, with or without ownership, in this license.

Example:

ABC Inc. is applying for a liquor license. ABC Inc. is 100% owned by XYZ Inc., which is 100% owned by 123 Inc. XYZ Inc. is considered to have a direct beneficial interest in the proposed licensee (ABC Inc.) and 123 Inc. is considered to have indirect beneficial interest in the proposed licensee (ABC Inc.). Both XYZ Inc. and 123 Inc. should complete a Beneficial Interest - Organization Form.

Entity Name: FEIN:

Primary Phone: Fax Number:

Alternative Phone: Email:

Business Address

Street Number: Street Name:

City/Town: State:

Zip Code: Country:

Mailing Address

Check here if your Mailing Address is the same as your Business Address

Street Number: Street Name:

City/Town: State:

Zip Code: Country:

Publicly Traded

Is this organization publicly traded? Yes No

Ownership / Interest

Using the definition above, does this organization hold a direct or indirect interest in the proposed licensee? Direct Indirect

If this organization holds a direct beneficial interest in the proposed licensee, please list the % of interest it holds.

If you hold an indirect beneficial interest in this license, please complete the Ownership / Interest Table on the next page.

Ownership / Interest

If this organization holds an indirect interest in the proposed licensee, please list the organization(s) it holds a direct interest in which, in turn, hold a direct or indirect interest in the proposed licensee. These generally include parent companies, holding companies, trusts, etc. A Beneficial Interest - Organization Form will need to be completed for each entity listed below.

Name of Beneficial Interest - Organization	FEIN

Other Beneficial Interest

List any indirect or indirect beneficial or financial interest this entity has in any other Massachusetts Alcoholic Beverages License(s).

Name of License	Type of License	License Number	Premises Address
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

Prior Disciplinary Action

Has this entity ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

CORPORATE VOTE FORM

DATE: 3/24/18

At a meeting of the Board of Directors of (name of Corporation),
Harwich Inn and Tavern L.L.C., held at
(address of meeting) 19 Keenan st Watertown, Ma 02472, on
(date of meeting) 3/24/18, it was duly voted that the Corporation apply

for a new/transfer of license.

The Directors:

“VOTED: To authorize (name of person) James Tsoukalas
to sign the application submitted in the name of (name of Corporation) Harwich Inn and Tavern L.L.C., and to execute in the Corporation’s behalf, any
necessary papers and do all things required to have the application granted.”

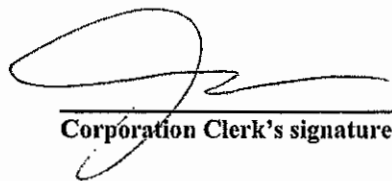
“VOTED: To appoint (name of person) James Tsoukalas
of (name of business/Corporation) Harwich Inn and Tavern L.L.C. as its
manager or principal representative, and hereby grant him/her with full authority and control of the premises described in the
license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise
if it were a natural person residing in the Commonwealth of Massachusetts.”

“VOTED: That a copy of this vote duly certified by the Clerk of the Corporation and delivered to the manager
appointed, or principal representative, shall constitute the written authority required by G. L. c. 138, § 26.”

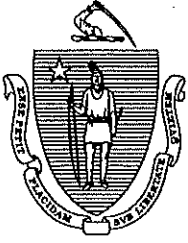
It is hereby certified that all the Directors of (name of Corporation),
Harwich Inn and Tavern L.L.C., a Corporation
duly organized under the laws of the Commonwealth of Massachusetts, are citizens of the United States and a majority are
residents of the Commonwealth of Massachusetts.

This Corporation has (insert “not,” if applicable) not been dissolved.

A true copy attest,



Corporation Clerk’s signature



William Francis Galvin
Secretary of the
Commonwealth

The Commonwealth of Massachusetts
Secretary of the Commonwealth
State House, Boston, Massachusetts 02133

Date: March 23, 2018

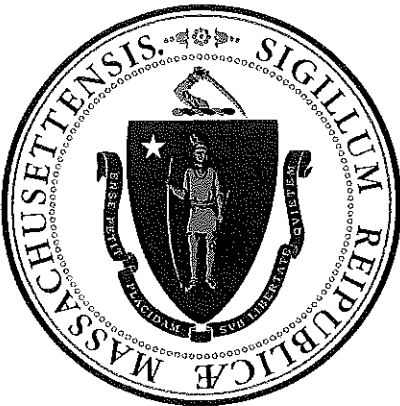
To Whom It May Concern :

I hereby certify that a certificate of organization of Limited Liability Company was filed
in this office by

HARWICH INN AND TAVERN L.L.C.

in accordance with the provisions of Massachusetts General Laws, Chapter 156C, on
March 23, 2018.

I further certify that said Limited Liability Company has not filed a Certificate of Cancellation;
that said Limited Liability Company has not been administratively dissolved; and that, so far as
appears of record, said Limited Liability Company has legal existence.



In testimony of which,
I have hereunto affixed the
Great Seal of the Commonwealth
on the date first above written.

William Francis Galvin

Secretary of the Commonwealth

Certificate Number: 18030468990

Verify this Certificate at: <http://corp.sec.state.ma.us/CorpWeb/Certificates/Verify.aspx>

Processed by:



William Francis Galvin
Secretary of the Commonwealth of Massachusetts

Corporations Division

Business Entity Summary

ID Number: 001318309

[Request certificate](#)

[New search](#)

Summary for: HARWICH INN AND TAVERN L.L.C.

The exact name of the Domestic Limited Liability Company (LLC): HARWICH INN AND TAVERN L.L.C.		
Entity type: Domestic Limited Liability Company (LLC)		
Identification Number: 001318309		
Date of Organization in Massachusetts: 03-23-2018		
Last date certain:		
The location or address where the records are maintained (A PO box is not a valid location or address): Address: 19 KEENAN ST City or town, State, Zip code, WATERTOWN, MA 02472 USA Country:		
The name and address of the Resident Agent: Name: JAMES TSOUKALAS Address: 19 KEENAN ST City or town, State, Zip code, WATERTOWN, MA 02472 USA Country:		
The name and business address of each Manager:		
Title	Individual name	Address
MANAGER	JAMES TSOUKALAS	19 KEENAN ST WATERTOWN, MA 02472 USA
In addition to the manager(s), the name and business address of the person(s) authorized to execute documents to be filed with the Corporations Division:		
Title	Individual name	Address
The name and business address of the person(s) authorized to execute, acknowledge, deliver, and record any recordable instrument purporting to affect an interest in real property:		
Title	Individual name	Address
REAL PROPERTY	JAMES TSOUKALAS	19 KEENAN ST WATERTOWN, MA 02472 USA

Consent Confidential Merger Manufacturing
Data Allowed

View filings for this business entity:

- ALL FILINGS
- Annual Report
- Annual Report - Professional
- Articles of Entity Conversion
- Certificate of Amendment
- Certificate of Incorporation

View filings

Comments or notes associated with this business entity:

New search



Commonwealth of Massachusetts
Department of Revenue
Christopher C. Harding, Commissioner
mass.gov/dor

Letter ID: L0827000960
Notice Date: April 10, 2018
Case ID: 0-000-547-255



CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



NEW WINTER REALTY TRUST
77 ROUTE 28
WEST HARWICH MA 02671-1114

000071

Why did I receive this notice?

The Commissioner of Revenue certifies that, as of the date of this certificate, NEW WINTER REALTY TRUST is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.

What if I have questions?

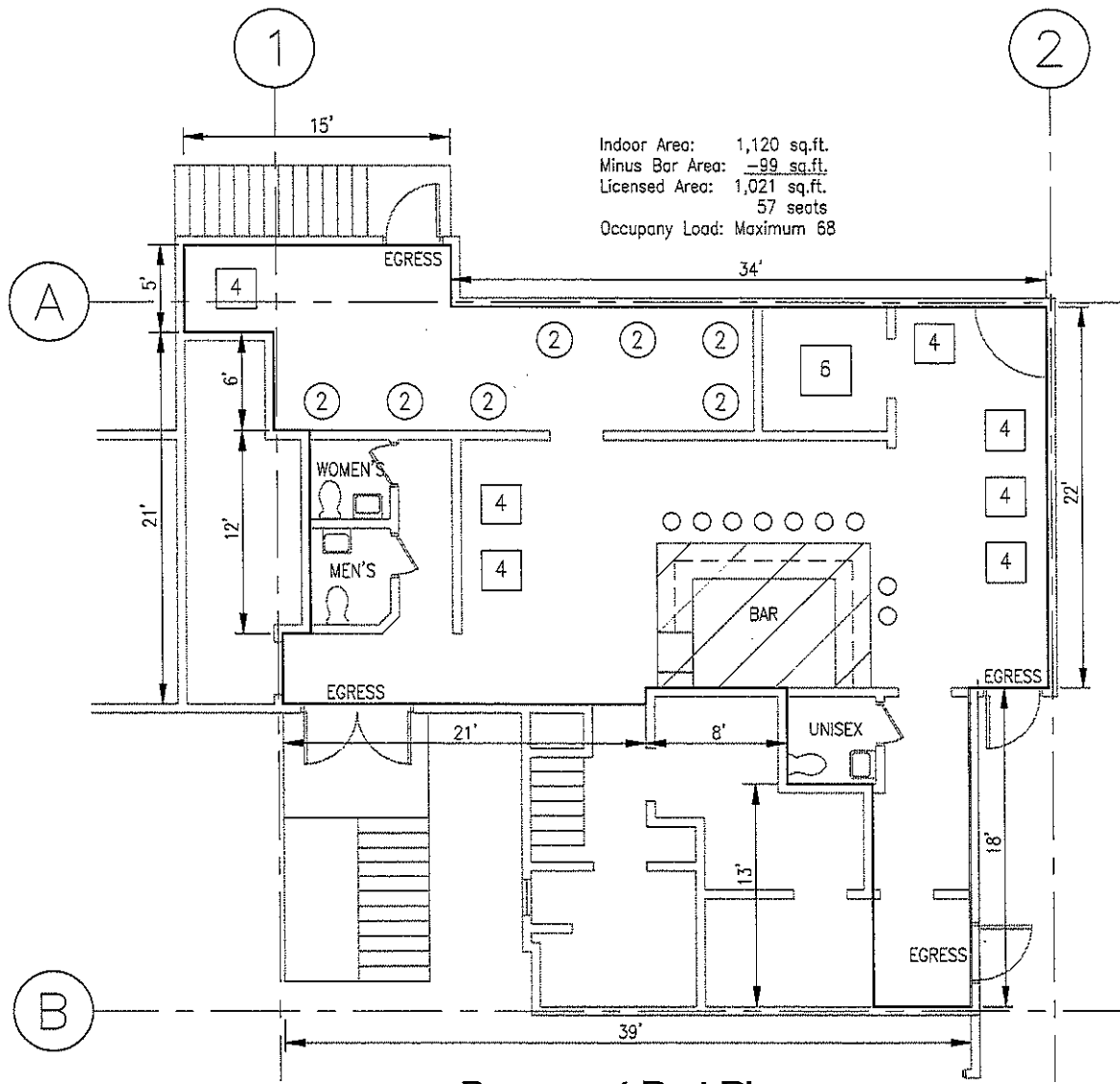
If you have questions, call us at (617) 887-6367 or toll-free in Massachusetts at (800) 392-6089, Monday through Friday, 8:30 a.m. to 4:30 p.m..

Visit us online!

Visit mass.gov/dor to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

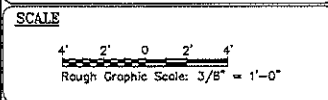
Edward W. Coyle, Jr., Chief
Collections Bureau



Indoor Area: 1,120 sq.ft.
 Minus Bar Area: -99 sq.ft.
 Licensed Area: 1,021 sq.ft.
 57 seats
 Occupany Load: Maximum 68

Basement Part Plan
 Rough Scale: 3/8" = 1'-0"

REFERENCE NOTES
 REFER TO SHEET A-1 FOR BASEMENT PART PLAN.
 REFER TO SHEET A-2 FOR OUTDOOR SEATING AREA PART PLAN.
 PRINTED SHEET SIZE: 11" x 17".



KEY-PLAN
 N/A

NO.	DATE	DESCRIPTION	BY	CHECK	APP'D
0	05/08/18	ISSUED FOR CLIENT USE	JAV	JAV	JAV
E	05/07/18	ISSUED FOR COORDINATION	JAV	JAV	JAV
D	05/07/18	ISSUED FOR COORDINATION	JAV	JAV	JAV
C	05/05/18	ISSUED FOR REVIEW	JAV	JAV	JAV
B	05/05/18	ISSUED FOR REVIEW	JAV	JAV	JAV
A	05/04/18	ISSUED FOR REVIEW	JAV	JAV	JAV



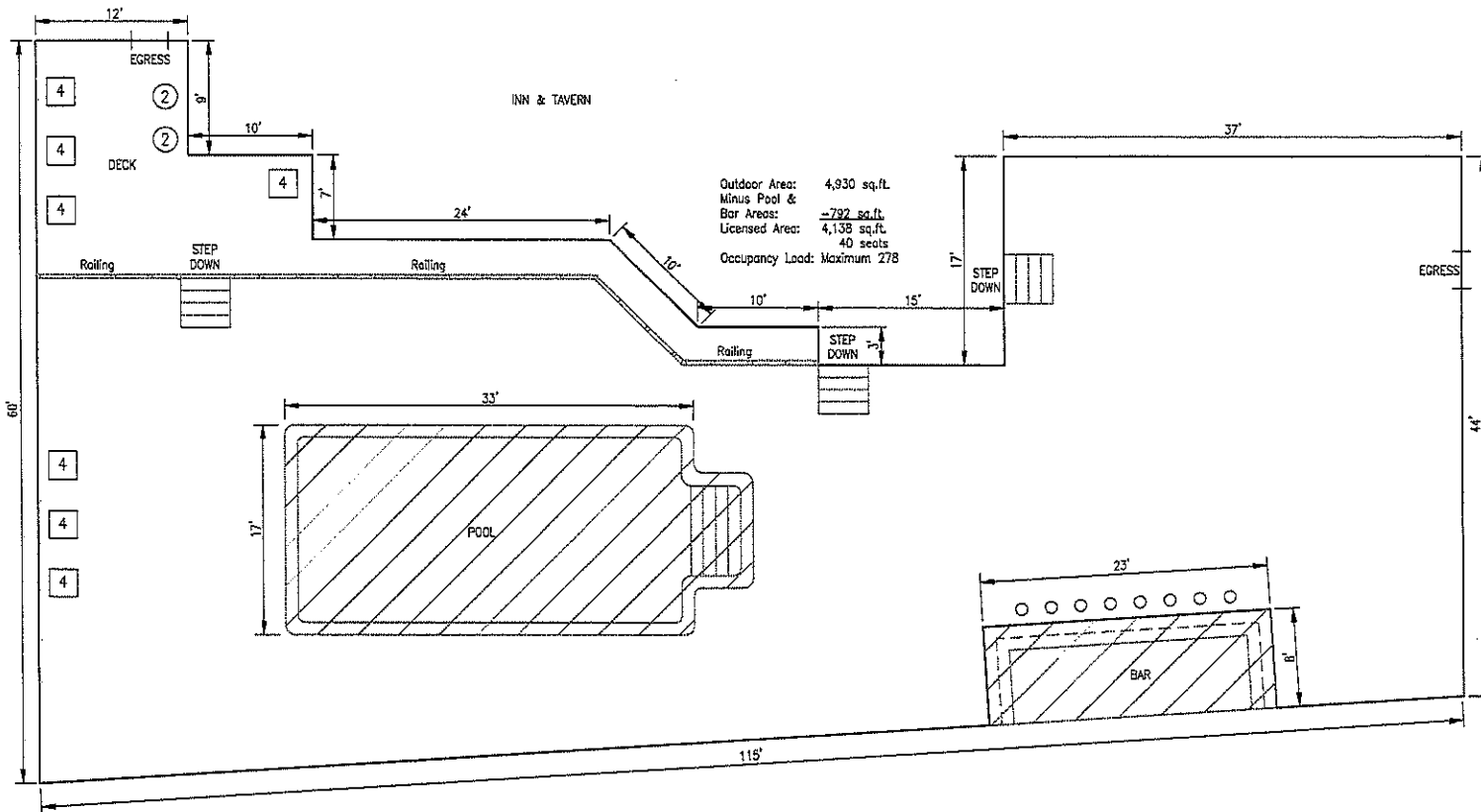
Aspen Design Group, LLC
 • Plumbing • Mechanical • Electrical • Fire Protection • Construction Administration
 Engineers, Designers & Consultants
 Joseph A. Vela, Sr., P.E., P.F.P.E.
 Certified in Plumbing Engineering
 Certified Plumbing Designer #10225
 Fellow, American Society of Plumbing Engineers
 Cumberland, Rhode Island

Harwich Inn and Tavern
 77 MA-ROUTE 28
 WEST HARWICH, MA 02671

BASEMENT PART PLAN

CLIENT:	N/A	ADC JOB NO.:	11279	DIVISION:	1
PROJECT MGR:	N/A	ADC DRAWING NO.:		REVISION:	0
CLIENT CONTACT:	J. THORNTON				
DESIGNER:	J. VELA				
ENGINEER:	N/A				
SCALE:	AS NOTED				

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Outdoor Area: 4,930 sq.ft.
 Minus Pool & Bar Areas: -792 sq.ft.
 Licensed Area: 4,138 sq.ft.
 Occupancy Load: Maximum 278

REFERENCE NOTES

REFER TO SHEET A-1 FOR BASEMENT PART PLAN.

REFER TO SHEET A-2 FOR OUTDOOR SEATING AREA PART PLAN.

PRINTED SHEET SIZE: 11" x 17".

SCALE

N/A

KEY-PLAN

N/A

REV	DATE	DESCRIPTION	BY	CHECKD	APP'D
0	05/06/18	ISSUED FOR CLIENT USE	JAY	JAY	JAY
C	05/07/18	ISSUED FOR COORDINATION	JAY	JAY	JAY
B	05/07/18	ISSUED FOR COORDINATION	JAY	JAY	JAY
A	05/05/18	ISSUED FOR REVIEW	JAY	JAY	JAY



Aspen Design Group, LLC

• Plumbing • Mechanical • Electrical • Fire Protection • Construction Administration Engineers, Designers & Consultants

Joseph A. Vela, Sr., CPD, P.E., P.S.P.E.
 Certified in Plumbing Engineering
 Certified Plumbing Designer #10000
 Fellow, American Society of Plumbing Engineers
 Cumberland, Rhode Island

Harwich Inn and Tavern

77 MA-ROUTE 28
WEST HARWICH, MA 02671

OUTDOOR SEATING AREA

CLIENT:	N/A	ADC JOB NO:	11273	ENVSION:	1
PROJECT NO.:	N/A	ADC DRAWING NO.:		REVISION:	0
CLIENT CONTACT:	J. TOMMASAS				
DESIGNER:	J. VELA				
ENGINEER:	N/A				
SCALE:	AS NOTED				

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The Garden Club of Harwich, P.O. Box 301, Harwich Port, Massachusetts 02646
gardenclubofharwich.org

To: The Harwich Board of Selectmen

May 2, 2018

The Garden Club of Harwich (GCOH) has initiated a project to certify the Town of Harwich as a National Wildlife Federation (NFW) Community Wildlife Habitat. In order to achieve certification through this NFW program, a town must create, maintain and restore wildlife habitats and engage in education and outreach activities. The town and many of its residents have demonstrated their commitment to protecting our environment through the purchase and stewardship of both public and private land.

To get started, a certain number of homes, schools and common areas must become wildlife habitats by providing food, a freshwater source, cover and places to raise young. The program also requires sustained gardening practices such as conserving water, removing invasive plants, using native plants which will grow in this ecoregion, and eliminating pesticides.

To qualify for NFW status for Harwich we plan to contact other town departments and private groups in hopes that they will join us in this exciting challenge. It is not costly and requires minimal effort initially. Subsequent involvement involves maintaining the principles set forth by the NFW guidelines and using its guidelines for future legislation, education, landscaping, planning, etc. Harwich already meets many of the requirements needed for certification, so it is well on its way to becoming the first town on the Cape to have this distinction. Qualified town and common areas must be registered in order to amass the number of points needed to have official NFW Community Wildlife Habitat status. The garden club committee will provide assistance throughout the process.

For further information about the program, please contact one of the co-chairs of the GCOH Conservation and Birds Committee and a representative from this committee would be happy to meet with you to answer your questions and discuss how you can participate in this timely venture. We look forward to hearing from you soon.

Sincerely,

Diane DiGennaro

Joanne Duros

Diane DiGennaro (riodd@comcast.net) and Joanne Duros (jlduros@gmail.com), Co-Chairs of the Conservation & Birds Committee, GCOH

Sharon Oudemool
Gerie Schumann

Kathy Cole
Maura Costa

Pam Latimer
Kathleen Welch

Kathleen Cole, Maura Costa, Pam Latimer, Sharon Oudemool, Gerie Schumann, Kathleen Welch,
Committee Members

Cc: Rita Bock, President

Helping To Keep Our Community Beautiful





**GARDEN
FOR WILDLIFE™**

Garden for Wildlife™

Attracting birds, butterflies and other wildlife is a wonderful way to make a difference right outside your door. It all starts with the things you plant.

When you create a wildlife-friendly garden, you'll be rewarded by knowing you're doing your part to help restore habitat. Imagine looking out the window into a landscape teeming with singing birds, colorful butterflies and beautiful plants and water features that attract wildlife. **It's easier than you might think.**

National Wildlife Federation has been helping people restore wildlife habitat where they live, learn, work, play, and worship since 1973. Just provide the basic components of habitat and the birds and other wildlife will show up! It's that simple!

Visit our website for more expert tips on creating a wildlife habitat garden at nwf.org/garden.

5 SIMPLE TIPS TO GET STARTED

1. Plant a shrub that flowers for pollinators and produces berries for birds and other animals.
2. Put out a birdbath. Even small water features will be used by wildlife.
3. Provide cover with dense shrubs, wildflower gardens, rock walls and evergreens.
4. Mount a nesting box for birds, plant host plants for butterfly caterpillars or install a frog pond as places to raise young.
5. Put away the chemicals. Natural gardens are better for you and your family as well as the wildlife.

Get Certified!

Any place where you can create a wildlife-friendly garden can be recognized as a **Certified Wildlife Habitat®** by National Wildlife Federation. Your yard, a local park, a container garden, urban rooftop, a schoolyard or corporate landscape, regardless of size, can serve as important wildlife habitat.

Certifying is as simple as providing the four habitat components—food, water, cover, and places to raise young—and practicing **sustainable gardening techniques** such as eliminating pesticides, conserving water and planting native species.

Why Certify?

Aside from the rewards of offering wildlife a place to thrive, when you certify you get the following benefits:

- Inclusion in the National Wildlife Federation's **Certified Wildlife Habitat® national network**
- A **personalized certificate** for your wildlife habitat
- An optional **press release** to share with your local media about your achievement
- A subscription to the National Wildlife Federation's **Garden for Wildlife™ newsletter**
- A free one-year membership to the National Wildlife Federation which includes a subscription to **National Wildlife® magazine**
- A 10% discount on nesting boxes, feeders, birdbaths and other products from **National Wildlife® catalog**
- Eligibility to purchase and post an **attractive yard sign** to display your commitment to wildlife and the environment

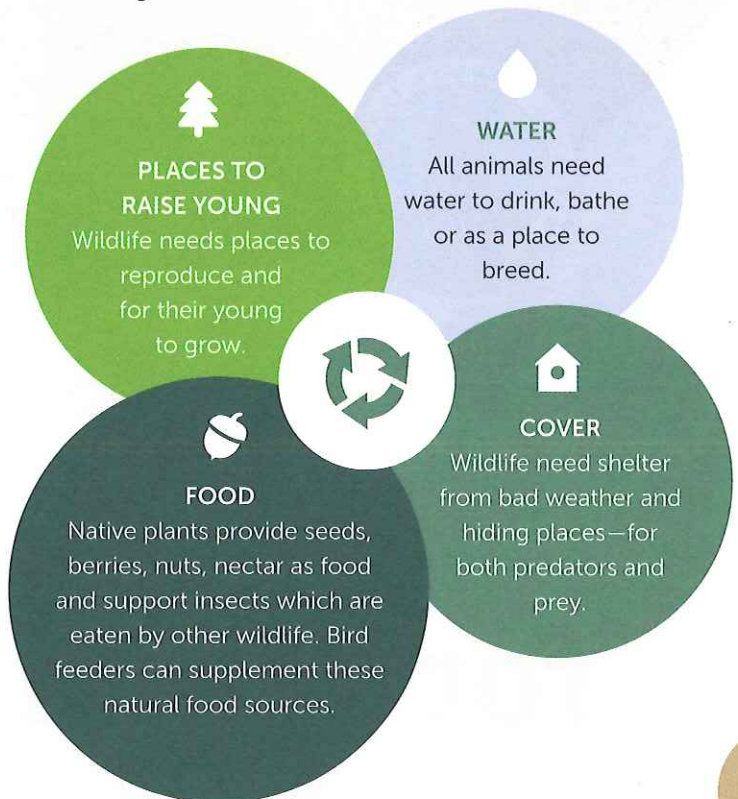
PHOTO CREDIT (from left to right):
Certified Courtyard by Sally Vance (pg 1)
Ruby Throated Hummingbird by George Brehm (pg 1)
Monarch Butterfly by Marie Serrazina (pg 1)
Carpenter Bee by Robin Lee-Thorp (pg 1)



**GARDEN
FOR WILDLIFE™**

Create a Sustainable Garden That Helps Wildlife

All wildlife need the following four things to survive:



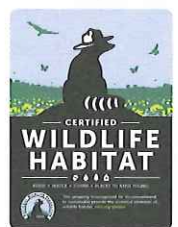
Ready to Start?

Certify now with our new mobile friendly online application at nwf.org/garden.

There you'll find expert advice, tips, projects, videos, books and more that will tell you everything you need to know to create an amazing wildlife-friendly garden habitat and to get it certified.

Already Certified?

You're eligible to post one of our yard signs to share your accomplishment. To log in and purchase a sign, please visit nwf.org/yardsign.





Certified Wildlife Habitat[®] Application

Use this form to certify your wildlife-friendly habitat garden in your yard, school grounds, place of worship, or anywhere in your community. If the habitat meets the basic requirements, you'll join the growing movement of Wildlife Gardeners and receive a personalized certificate suitable for framing, a National Wildlife Federation membership, a subscription to the award-winning National Wildlife[®] magazine, a 10% discount on National Wildlife Federation catalog products, and opportunity to display a yard sign. You can also submit this application online at nwf.org/garden.

Property owner or organization _____

If you are filling out this application for someone else, please write their name in the space provided above.

If organization, contact person _____

Name(s) to Appear on Certificate _____

Maximum 30 characters, spaces included. (Personalized certificates are final, all future change requests will result in a \$5 change order fee. Please apply online to preview your personalized certificate)

Address of Habitat _____

City _____ State/Province _____ Zip Code _____

Telephone _____ Email Address _____

Mailing Address (if different from above) _____

Check the option that best describes your habitat.

- Home
- Pre-K-12 School
- Organization / Institute (Choose type below)
 - Business / Corporation
 - College / University
 - Farm
 - Roadside / Right-of-Way
 - Community Garden
 - Government Building / Property
 - Place of Worship
 - Museum
 - Nature Center / Educational Setting
 - Park / Forest / Refuge
 - Other

Food Sources

Plants provide the basic foods for wildlife. Feeders can be used as a supplemental source of food. Remember that some creatures will become food for others in a balanced habitat. Encourage a natural diversity of wildlife in your yard to ensure a healthy ecosystem. How do you provide food for wildlife? (Minimum requirement: 3)

PLANT FOODS:

- | | | |
|----------------------------------|---------------------------------|--|
| <input type="checkbox"/> Seeds | <input type="checkbox"/> Nuts | <input type="checkbox"/> Pollen |
| <input type="checkbox"/> Berries | <input type="checkbox"/> Fruits | <input type="checkbox"/> Foliage/Twigs |
| <input type="checkbox"/> Nectar | <input type="checkbox"/> Sap | |

SUPPLEMENTAL FEEDERS:

- | | | |
|------------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Seed | <input type="checkbox"/> Suet | <input type="checkbox"/> Squirrel |
| <input type="checkbox"/> Butterfly | <input type="checkbox"/> Hummingbird | |

Water Sources

Wildlife need a clean water source for drinking and bathing. How do you provide water for wildlife? (Minimum requirement: 1)

- | | |
|--|--|
| <input type="checkbox"/> Birdbath | <input type="checkbox"/> Water Garden/Pond |
| <input type="checkbox"/> Shallow Dish | <input type="checkbox"/> Butterfly Puddling Area |
| <input type="checkbox"/> Lake | <input type="checkbox"/> Rain Garden |
| <input type="checkbox"/> Stream/River | <input type="checkbox"/> Spring |
| <input type="checkbox"/> Seasonal Pool | <input type="checkbox"/> Ocean |

Places for Cover

Wildlife need shelter from bad weather and hiding places—for both predators and prey. How do you provide cover for wildlife? (Minimum requirement: 2)

- | | |
|---|---|
| <input type="checkbox"/> Wooded Area | <input type="checkbox"/> Dense Shrubs/Thicket |
| <input type="checkbox"/> Bramble Patch | <input type="checkbox"/> Evergreens |
| <input type="checkbox"/> Ground Cover | <input type="checkbox"/> Brush/Log Pile |
| <input type="checkbox"/> Rock Pile/Wall | <input type="checkbox"/> Burrow |
| <input type="checkbox"/> Cave | <input type="checkbox"/> Meadow/Prairie |
| <input type="checkbox"/> Roosting Box | <input type="checkbox"/> Water Garden/Pond |

Places to Raise Young

In order to provide complete habitat, you must provide places for wildlife to engage in courtship behavior and to mate, and then to bear and raise their young. How do you provide places to raise young for wildlife? (Minimum requirement: 2)

- | | |
|---|---|
| <input type="checkbox"/> Mature Trees | <input type="checkbox"/> Dead Trees/Snags |
| <input type="checkbox"/> Meadow/Prairie | <input type="checkbox"/> Dense Shrubs/Thicket |
| <input type="checkbox"/> Nesting Box | <input type="checkbox"/> Water Garden/Pond |
| <input type="checkbox"/> Wetland | <input type="checkbox"/> Burrow |
| <input type="checkbox"/> Host Plants for Caterpillars | <input type="checkbox"/> Cave |

Sustainable Gardening Practices

How you manage your garden or landscape can have an effect on the health of the soil, air, water and habitat for wildlife—as well as for the people. Some practices are more environmentally-friendly and sustainable. How do you garden sustainably?

(You need to employ practices from at least two of the three categories below to help manage your habitat in a sustainable way—to better help wildlife, we advocate employing one or more practices from each category.)

SOIL AND WATER CONSERVATION

- Limit Water Use
- Collect Rain Water
- Rain Garden
- Plant Buffer Around Bodies of Water
- Xeriscape (water-wise landscaping)
- Drip or Soaker Hose for Irrigation
- Use Mulch or Ground Cover to Retain Soil Moisture and Limit Erosion
- Reduce or Eliminate Lawn

CONTROLLING EXOTIC SPECIES

- Practice Integrated Pest Management
- Remove Invasive Exotic Species
- Keep Cats Indoors
- Use Native Plants

ORGANIC PRACTICES

- Eliminate Chemical Pesticides
- Eliminate Chemical Fertilizers
- Create Compost Pile

To apply, please send:

- This Completed Application - REQUIRED
 - \$20 Application Fee* (non-refundable) - REQUIRED
- *Applications Fee Waived for Pre-K-12 School Habitats

National Wildlife Federation • P.O. Box 1583 • Merrifield, VA 22116-1583

Allow 4-6 weeks for processing. Please keep a copy of this application for your records.



OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



Christopher Clark, *Town Administrator*

732 MAIN STREET, HARWICH, MA 02645

May 3, 2018

Eugene Murphy

Dear Mr. Murphy:

I would like to offer you the position of Mechanic for the Town of Harwich. I look forward to your positive contributions to the DPW.

This conditional offer letter confirms our understanding of your pre-employment terms with the Town.

- Pursuant to the Town Charter, the Town Administrator makes the appointment for this position subject to confirmation by the Board of Selectmen. Your name has been put forth for confirmation. Successful confirmation will be needed to finalize appointment.
- You have already passed a Pre-Employment Physical and Drug Screen.
- You have already passed a C.O.R.I check and have a clean driving record.

Please read the letter and confirm your understanding of the terms of your employment by signing the bottom of the letter and returning a copy to us for your personnel file.

Your position title will be Mechanic and your starting date May 15, 2018. This position is included in the Highways & Maintenance Employees Association (HMEA) contract and your employment is subject to the rights and obligations included in it. Your starting salary will be \$26.14 per hour (HM2, Step 4).

Again, I am delighted that you are joining the Town's staff. Please feel free to contact me if you have any questions prior to beginning work.

Sincerely,

Christopher Clark
Town Administrator

May 7, 2018
(Employee Signature) Date

cc: Board of Selectmen
Town Treasurer
Town Accountant
Personnel File
DPW Director

From: Eleanor Sultana <esultana@environmentmassachusetts.org>
Sent: Wednesday, April 25, 2018 11:38 AM
To: Ann Steidel
Subject: Follow-Up to Phone Conversation: 100% Renewable Energy Letter

Dear Ann,

It was good talking to you today. Below is the copy of the email, with letter included, that I would like the Board to take a look at.

Best,
Eleanor

Eleanor Sultana
Environment Massachusetts
esultana@environmentmassachusetts.org

Dear Harwich Board of Selectmen,

I work with Environment Massachusetts, the statewide grassroots environmental advocacy organization. I am writing to ask you, as a community leader, to sign our letter in support of 100% renewable energy.

As a state, we have already made significant progress. Massachusetts was among the first states in the nation to limit carbon pollution from power plants, adopt ambitious fuel efficiency standards for cars, and foster clean energy development. As a result, pollution is down while the state's clean energy sector is booming.

We must do more. Solar can provide twice as much energy as we use each year, and offshore wind can produce more than 11 times our annual energy use. Massachusetts is positioned to lead the nation in clean energy use by committing to 100% renewable energy.

Currently, over 50 state legislators have co-sponsored a bill that would transition Massachusetts to 100% renewable energy, but we need more support. This is why we are asking local leaders to sign a letter in support of clean energy.

Below is a copy of our letter asking state leaders to commit to a goal of 100% clean energy. Would you like to add your name to the letter?

Please let me know if you have any questions. Thank you for your consideration.

Sincerely,
Eleanor Sultana
Environment Massachusetts
esultana@environmentmassachusetts.org

Dear Massachusetts' leaders,

We urge you to help repower Massachusetts with 100% clean energy.

Massachusetts is hurting from our dependence on dirty energy. Pollution from fossil fuels is harming public health, contributing to asthma and cardiovascular disease. Extreme storms, droughts, and rising sea levels are threatening our communities and our future.

The good news is that the solutions are at hand. Solar can provide twice as much electricity as we use each year, and offshore

wind can produce more than 11 times our annual electricity use. New technologies in energy efficiency and heating and cooling can dramatically reduce energy consumption in our homes and businesses. Electric vehicles and other green transportation options will help us get where we need to go without using fossil fuels.

We have already made significant progress. Massachusetts was among the first states in the nation to limit carbon pollution from power plants, adopt ambitious fuel efficiency standards for cars, and foster clean energy development. As a result, our global warming emissions are down while the state's clean energy sector is booming.

But we are still not doing enough to reduce our carbon pollution. We need to transform the way we power our society — and we need to do it fast. That's why we are calling for swift action to move Massachusetts to 100% renewable energy.

We urge you to pledge your support to repower Massachusetts with 100% clean and renewable energy, and do everything you can to bring us closer to that goal.

The time to act is now. Massachusetts must be a leader in the transition to renewable energy. Please do everything in your power to help achieve 100% clean, renewable energy in Massachusetts.

Sincerely,

NAME: _____

TITLE: _____

ORGANIZATION/BUSINESS: _____

CITY/TOWN: _____

EMAIL: _____

PHONE: _____

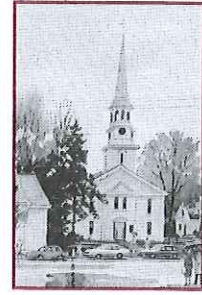
Please return this letter to Ben Hellerstein, Environment Massachusetts:

294 Washington St, Suite 500, Boston, MA 02108 :: ben@environmentmassachusetts.org

First Congregational Church of Harwich

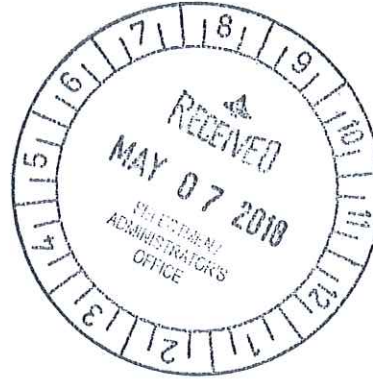
United Church of Christ

697 Main Street, Harwich, MA 02645-2754
Tel: 508 . 432 . 1053 . email: firstchurchharwich@comcast.net



May 4, 2018

Chris Clark, Town Administrator
Harwich Town Hall
Main Street
Harwich Center, MA 02645



Dear Mr. Clark:

Enclosed please find a copy of the "Sketch Plan of Land" to go with the Memorandum of Agreement drawn up by Atty. Barbara Carboni, drafted between First Congregational Church and the Town of Harwich.

We look forward to finalizing the agreement.

Sincerely,

Lynn Carver,
Moderator

Enc.

Christopher Clark

From: Deborah I. Ecker <DEcker@k-plaw.com>
Sent: Wednesday, May 02, 2018 9:50 AM
To: Christopher Clark
Cc: Sandy Robinson; Ann Steidel; John Giorgio; Shirin Everett
Subject: First Congregational Church Cemetery Agreement
Attachments: May 1 2017 Revised Agreement First Congregational Church and Town of Harwich.docx

Chris,

As discussed yesterday, attached is a revised agreement for approval by the Board of Selectmen at their meeting scheduled for May 14th. As you will note in the Agreement, it references a plan prepared by Outermost Land Survey Inc. The Plan seeks to memorialize the location of unmarked graves in or around the Memorial Garden. It uses information taken from the GPR survey conducted by the Town as part of the First Congregational Church of Harwich v. Eldredge, Land Court Miscellaneous Case 15 MISC 000255-RBF. litigation and seeks to comply with the Court's Order in that litigation. I have not yet seen the actual plan. The Church's Counsel (or a Member of the Church) is going to be delivering a copy of that Plan to your office if not today, by the end of the week. While it should not be controversial based on the plan we produced during the litigation, the Plan should be reviewed by DPW and/or Robbin Kelley for accuracy. Please let me know if you do not have a copy of the plan prepared as a result of the GPR Survey during the litigation. Robbin Kelley definitely has a copy of it.

The attached Agreement and the Plan is simply a follow up to the Court's Order in the litigation and prepared to memorialize that Order which found that the Church owned the Cemetery property and as a result, indicated that the Town no longer had to maintain the Cemetery property. The Court while allowing the Church to continue to bury cremains in the Memorial Garden, did Order that those cremains not be buried over the unmarked graves as depicted in the plan prepared for the Town as a result of the GPR survey. It is my understanding that the plan prepared by Outermost Land Survey, Inc. for the Church referenced in the attached Agreement, simply sought to depict the limits of the gravesites contained in the Memorial Garden as the sketch we provided only contained general markings where the gravesites were located and not the actual outline of the gravesites themselves.

Please let me know if you have any questions or need anything further prior to the Board of Selectmen's meeting. Of course let me know if you do not receive the Plan.

Regards,

Deborah
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MEMORANDUM OF AGREEMENT

Whereas, the Town of Harwich and the Harwich Cemetery Commission (collectively, "Town") and the First Congregational Church of Harwich ("Church") have recently concluded litigation pertaining to ownership of, and other rights pertaining to the Cemetery adjacent to the First Congregational Church in Harwich Center ("Cemetery"), and in particular, pertaining to the Memorial Garden located within the Cemetery ("Memorial Garden"), in which are interred cremated remains (cremains) of Church congregants and family members;

Whereas, in a decision dated August 18, 2017, the Land Court (Foster, J.) adjudicated the rights of the Church and the Town (collectively, "Parties") in the Cemetery and the Memorial Garden, see First Congregational Church of Harwich v. Eldredge, et al., Land Court Miscellaneous Case 15 MISC 000255-RBF;

Whereas, the Decision found that the Church owns the Cemetery;

Whereas, the Decision found that pursuant to G.L. c. 114, s. 16, the Town has cared for the Cemetery since 1938, such care consisting of mowing, trimming of trees, and other maintenance;

Whereas, the Town now seeks to cease care of the Cemetery, and the Church now seeks to resume care of the Cemetery;

Whereas, through ground-penetrating radar (GPR), it has been determined that there are probable unmarked ancient burials or graves in and near certain areas of the Memorial Garden;

Whereas, through the services of a surveyor, the locations of such unmarked ancient burials have been delineated on a Plan entitled "Sketch Plan of Land, First Congregational Church, Harwich MA, Scale 1"=20', Nov. 14, 2017, ols#662001," prepared by Outermost Land Survey, Inc.;

Whereas, the Decision directed the Town and the Church "to work together to ensure the continued preservation of the ancient graves and to reach a solution regarding the location of future interments";

Whereas both the Town and the Church seek to ensure that future interments of cremains in the Memorial Garden do not take place over unmarked ancient burials;

Whereas the Town and the Church seek to memorialize their efforts and agreements regarding the future of the Cemetery and the Memorial Garden, in furtherance of the Land Court's instruction;

The Town of Harwich and the Town of Harwich Cemetery Commission, and the First Congregational Church of Harwich bind themselves and any successors in interest to the following terms:

1. The Parties have reviewed the plan entitled "Sketch Plan of Land, First Congregational Church, Harwich MA, Scale 1"=20', Nov. 14, 2017, ols#662001," prepared by Outermost Land

Survey, Inc. ("Plan"), and agree that it shall serve as the sole and definitive record of the location of unmarked burials in the Memorial Garden and the Cemetery. Such locations are referred to as "excluded locations".

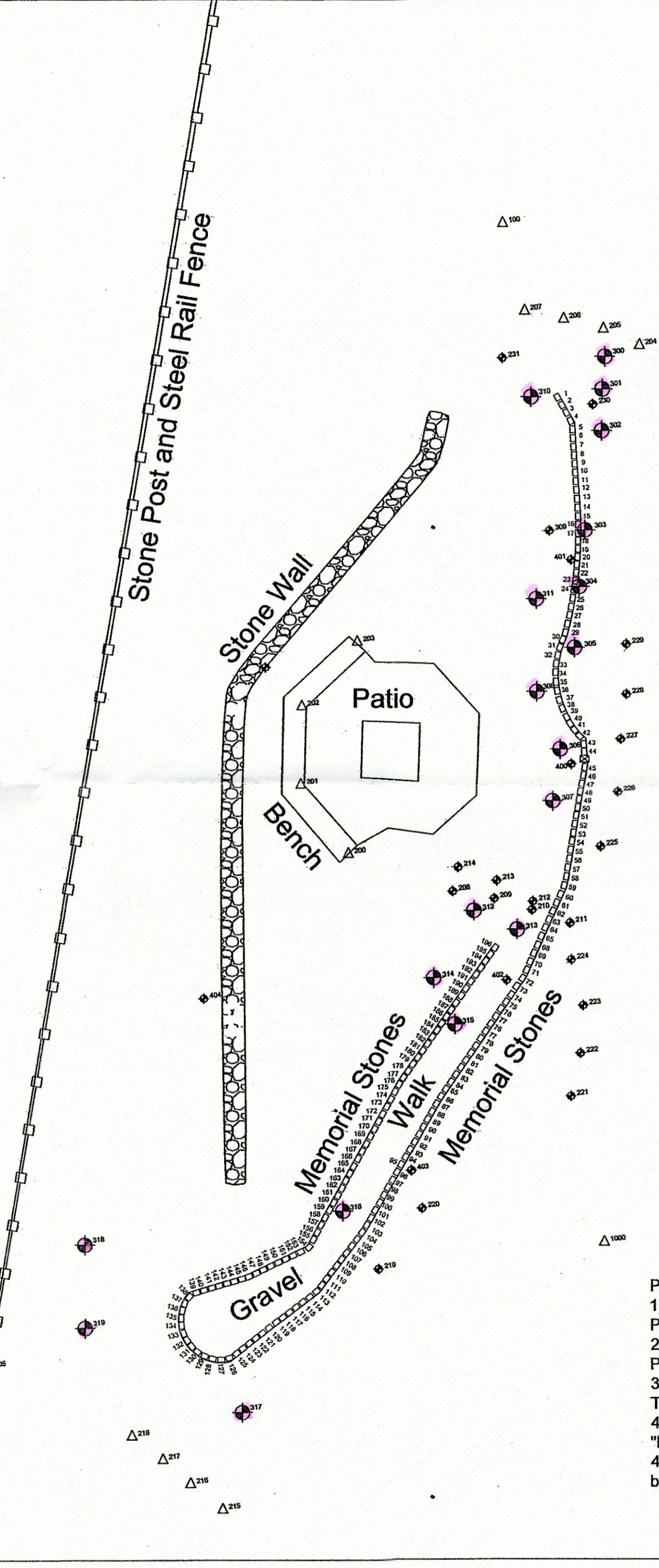
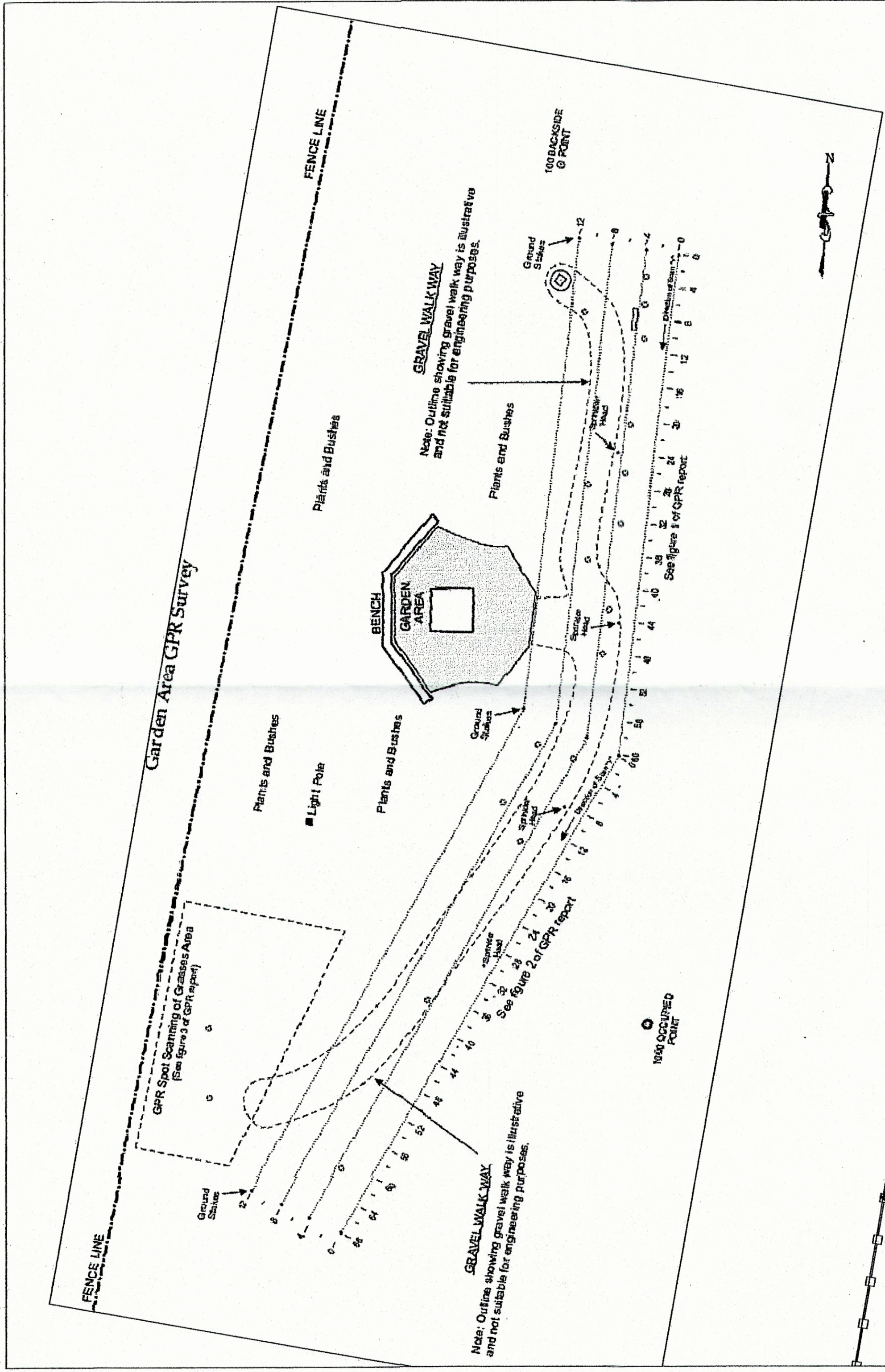
2. The Church and the Cemetery Commission shall retain copies of the Plan, attached as Exhibit A to this Agreement, in their respective records.
3. The Church will conduct no interments of cremains in any excluded location indicated on the Plan.
4. The Town has ceased all care of the Cemetery. The Department of Public Works will no longer mow, trim or clear branches or otherwise maintain the Cemetery.
5. The Church has resumed responsibility for all care of the Cemetery, including mowing, trimming and clearing of branches, and any other maintenance as needed.
6. The Church retains care of the Memorial Garden.
7. In the event that either the Church or the Town believes that the other Party is acting in a manner inconsistent with this Agreement, or with the Land Court Decision and Judgment, such conduct shall be promptly brought to the other Party's attention for discussion and resolution.
8. This Agreement may be amended only by written agreement of the Parties.

For the First Congregational Church of Harwich:

Lynn Carver, Moderator

DATE


For the Town of Harwich:



- Plan Notes:**
- 1) The image to the left, as shown in this plan, is a copy of the Plan prepared by Topographix, supplied by the client.
 - 2) Symbols shown as \diamond are from the Topographix Ground Penetrating Radar (GPR) plan, supplied by the client.
 - 3) Symbols shown as Δ represent points of control from the Topographix GPR plan, supplied by the client.
 - 4) Symbols shown as \oplus represent points shown as "Probability of Burial" on the Topographix GPR Survey.
 - 4) The right side image on this plan represents a field survey by Outermost Land Survey, Inc. and the GPR locations.

MEMO

TO: Board of Selectmen

FROM: Ann Steidel 
Administrative Secretary

DATE: May 8, 2018

SUBJECT: Reconsideration of Vote on Ember's Alteration of Premises Application

Attached is an email from Attorney Matt Kelley, representing The Port and Ember restaurants, in which he requests that the Board of Selectmen reconsider their vote of February 26, 2018 on the Alteration of Premises for the liquor license for Ember. Specifically, Mr. Kelley would like the Board's vote on Ember to reflect the voted language for The Port for reasons outlined in his email.

The following are the votes taken on February 26, 2018:

THE PORT

Mr. Ballantine moved to approve the amended application regarding the Seasonal, Common Victualler, All Alcoholic Beverages License now held by The Port Restaurant and Bar and presented by Justin Brackett at 541 Route 28, Harwich Port contingent on the applicant submitting necessary paperwork to Planning and Building within 90 days to be in compliance with regulations. Ms. Kavanagh seconded the motion and the motion carried by a 4-1-0 vote with Mr. Howell in opposition

EMBER

Mr. Ballantine moved to approve the application for the alteration of premises of the Seasonal, Common Victualler, All Alcoholic Beverages License, by Ember Pizza Inc. on premises at 600 Route 28, Harwich Port, conditioned on a regulatory review by relevant boards. Ms. Kavanagh seconded the motion and the motion carried by a 4-1-0 vote with Mr. Howell in opposition.

The requested new motion would be **to approve the application for the alteration of premises of the Seasonal Common Victualler, All Alcoholic Beverages Licenses, by Ember Pizza Inc. on premises at 600 Route 28, Harwich Port, contingent on the applicant submitting necessary paperwork to Planning and Building within 90 days to be in compliance with regulations.**

Ann Steidel

From: Matthew P. Kelley <mp.kelley@verizon.net>
Sent: Tuesday, May 08, 2018 12:08 PM
To: Michael D. MacAskill
Cc: Ann Steidel
Subject: Request of the Selectman for Ember Pizza Inc.

Good Morning Ann and Michael,

This morning Judd Brackett, Jim Stinson and I attended the Community Development Meeting to provide an update on the Site Plan process for the Port and Ember. It was agreed upon by all parties that as it relates to the Port, that once the Brackett's make application to the Clerk for Site Plan Review they will be permitted to open the outside bar with a temporary permit until they go before the Planning Board for a full vote. Obviously the goal is to open the outside space as quickly as possible and our expectation is that will be done by the middle of next week.

We were under the belief that the same process would govern for Ember. Once again we are expecting the same timeline for Ember- complete the application by the middle to the end of next week- gain temporary permission from the Planning/Building Department to open for now and then go to the Planning Board in the normal course with the hope of getting permanent approval. The issue that has arisen is that the vote taken at the February 26 Selectman's meeting is different for Ember than it is for the Port in wording. While the Port states, "contingent on the applicant submitting necessary paperwork to Planning and Building within 90 days to be in compliance" the Ember vote states, "conditioned on a regulatory review by relevant boards. I have attached a copy of both votes below for your review- see below:

THE PORT

Mr. Ballantine moved to approve the amended application regarding the Seasonal, Common Victualler, All Alcoholic Beverages License now held by The Port Restaurant and Bar and presented by Justin Brackett at 541 Route 28, Harwich Port contingent on the applicant submitting necessary paperwork to Planning and Building within 90 days to be in compliance with regulations. Ms. Kavanagh seconded the motion and the motion carried by a 4-1-0 vote with Mr. Howell in opposition

EMBER

Mr. Ballantine moved to approve the application for the alteration of premises of the Seasonal, Common Victualler, All Alcoholic Beverages License, by Ember Pizza Inc. on premises at 600 Route 28, Harwich Port, conditioned on a regulatory review by relevant boards. Ms. Kavanagh seconded the motion and the motion carried by a 4-1-0 vote with Mr. Howell in opposition.

I was present at the Selectman's meeting for this vote and unless I am mistaken it was not the intent of the selectman to differentiate the process between the two. I can assure you that considerable time and effort has gone into complying with the Town's requests for Site Plan Review of both spaces. The ABCC has reviewed the Alteration of Premises applications and approved both locations. The Brackett's first engaged Coastal Engineering in early February (even before the selectman's meeting) and have worked closely with the engineers to ensure the project stays on track. Coastal has completed the field work on the Port and as we speak are conducting the relevant work at Ember. Due to the length of time it has been since the Ember location has had Site Plan Review (30 years) it has proven to be more significant than the simple updating of existing plans.

I am asking the Selectman to amend the Motion and Approval of the Vote from the February 26 meeting to reflect the same language as the Port Vote with the relevant language the vote would read the following way,

“Mr. Ballantine moved to approve the application for the alteration of premises of the Seasonal Common Victualler, All Alcoholic Beverages Licenses, by Ember Pizza Inc. on premises at 600 Route 28, Harwich Port, conditioned on the applicant submitting necessary paperwork to Planning and Building within 90 days to be in compliance with regulations.”

Making the requested change would permit Ember to apply for a temporary permit and continue on the same schedule as the Port for application. Without this vote, the Planning Department will not consider a temporary permit and the first realistic meeting that Ember could ask for permission to open would be in early July due to the filing and notice requirements. Obviously that would have a massive negative impact on all parties involved as the outdoor bar at Ember would be closed during the height of the very short season. I don't believe that was anyone's intention.

Thank you so much for your consideration. Please feel free to contact myself or Judd with any questions.

Best,

Matt

Matthew P. Kelley, Esquire
Law Offices of Matthew P. Kelley
72 Route 28/ PO Box 665
West Harwich, MA, 02671
(508) 432-3304

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OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, Town Administrator

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



MEMO

To: Board of Selectmen

From: Christopher Clark
Town Administrator

Re: FY 18 Self-Evaluation for Performance and requested FY 19 pay of 2%
and one week vacation buyback

Date: April 26, 2018

Pursuant to my employment agreement, a performance evaluation should be conducted during the months of April or May prior to the Annual Town Election. The process that I use for the Department heads is that they complete a self-assessment first and then I adjust accordingly. I have taken the time to perform a self-evaluation for my performance over FY 18. I believe overall FY 18 was a very good year in terms of a lot of items having been progressed or accomplished including, to name only a few, a balanced FY 19 budget, free cash came in at a very high level of \$3.5 million which will allow the continuing building of reserves, Standard & Poor's provided a favorable stable rating with an acknowledgment of strong financials, our new auditors reviewed our operations and found us to be fundamentally sound, wastewater areas involving to design the new sewer system has progressed, a clean water community partnership known as DHY is developing including a successful grant application, the Cold Brook project continues to progress, all Selectmen supported projects to CPC were voted on favorably, and challenges such as marijuana zoning issues have been proposed for Town Meeting consideration.

The evaluation form is similar to the one that was used last year with a strong emphasis on last year's goals, overall job success factors and recommendations for upcoming goals. A minimal satisfactory score is 60 points. My self-evaluation generated a score of 76. Generally Department heads receive scores in the 80s and low 90s typically. I have attempted to be critical of my own performance. I would like to recommend that the Board of Selectmen review this and adjust accordingly. If my score stays in the general range of my self-evaluation than I would be eligible for a 2% cost-of-living adjustment consistent with other managers for FY 19.

I do have a supplemental request to be allowed to be paid for one week of vacation for FY 18. Last week during school vacation week I had originally intended trying to take four days off but was only able to manage one. The vacancy in the Assistant Town Administrator's position has led me to put in even more hours than normal. Many of these hours are done outside of traditional workday. I still have over two weeks of vacation time to use but do not see how I can accomplish this as we continue the process for recruitment of the Assistant Town Administrator. Thank you for your consideration.

Tele: 508-430-7513
 Fax: 508-432-5039

Office of the Town Administrator
 732 Main Street

Town Of Harwich
 Harwich, MASSACHUSETTS 02645

Name:	Christopher Clark		
Job Title:	Town Administrator	Classification:	Contract
Administrator:	Christopher Clark		
Department:	Town Administrator		
Anniversary Date:	12/27/2013	Evaluation date:	4/26/2018

****Town Administrator Self-Evaluation****

Key for Performance evaluations:

EX: Exceptional

Performance far exceeds expectations due to exceptionally high quality of work performed in all essential areas of responsibility.

EE: Exceeds Expectations

Performance consistently exceeded expectations in all essential areas of responsibility and the quality of work overall was excellent. resulting in an overall quality of work that was superior.

ME: Meets Expectations

Performance consistently met expectations in all essential areas of responsibility at times possibly exceeding expectations and the quality of work overall was very good.

IN: Improvement Needed

Performance did not consistently meet expectations or performance failed to meet expectations in one or more essential areas of responsibility.

UN: Unsatisfactory

Performance was consistently below expectations in the most essential areas of responsibility and/or reasonable progress towards critical goals was not made. Significant improvement is needed in one or more important areas.

A. Last Evaluation's Goals: (if applicable) 40 points total

Goal:	Rating:					Points:	Comments:
Available points per section:	1	2	3	4	5		
Financial: FYT 2019 Budget Message very detailed, S&P gave good rating highlighting financial plan, new Auditor presented good report and Visual Software on Line. Favorable Free Cash building reserves and OPEB.	UN	IN	ME	EE	EX	4	Favorable votes BOS,CPC, COC,FC
Government direct planning dept on the ban of Marijuana Zoning Regs.	UN	IN	ME	EE	EX	3	Favorable votes BOS,Plan. B.,FC
RFP 203 Bank St. (Pending),4 Central Ave (Bids in) and 70 Willow Warrant	UN	IN	ME	EE	EX	4	On Warrant favorable BOS & FC
Propose Housing Trust to address housing issues	UN	IN	ME	EE	EX	4	Favorable votes BOS,CPC, COC,FC
Lead effort on numerous CPC applications -Records Storage, Hinckly's etc	UN	IN	ME	EE	EX	4	Favorable votes BOS, CPC, COC,FC
Wastewater Efforts involving Pleasant Bay Sewer Construction including outreach to community	UN	IN	ME	EE	EX	3	Favorable votes BOS, CPC, COC,FC
Wastewater efforts involving DHY Clean Water Community Partnership including community meeting and grant. Cold Brook efforts to partner HCT	UN	IN	ME	EE	EX	4	Favorable votes BOS, CPC, COC,FC

Department organization efforts - coming to conclusion on Managers salary review, IT reorganization (ongoing), HSA implementation, Recruit ATA	UN	IN	ME	EE	EX	3	
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B. Job Success Factors:

(45 points total)

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

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

Rating:					Points:	Comments: Cape Tech Ballot was preventative item, 35 Chatham Road,
1	2	3	4	5		
UN	IN	ME	EE	EX	4	

2. Strategic planning and organizing: (5 points)

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

Rating:					Points:	Comments: Leadership on Health Insurance, Wastewater
1	2	3	4	5		
UN	IN	ME	EE	EX	4	

3. Communication: (5 points)

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

Rating:					Points:	Comments: Dept Head meetings are very informative & public presentations Emails need to be better
1	2	3	4	5		
UN	IN	ME	EE	EX	3	

4. Leadership: (5 points)

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

Rating:					Points:	Comments: Provide strong leadership and direction. Takes responsibility when mistakes occur.
1	2	3	4	5		
UN	IN	ME	EE	EX	4	

5. Teamwork: (5 points)

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

Rating:					Points:	Comments: Works in work teams to solve problems. Work well with COC and Fin Com.
1	2	3	4	5		
UN	IN	ME	EE	EX	4	

6. Customer Orientation: (5 points)

Listens, identifies, and responds quickly and effectively

Rating:					Points:	Comments: This varies in that do a
1	2	3	4	5		

to internal and external customers' needs and sets work activities accordingly; goes beyond what is expected and follows up to ensure customer satisfaction

UN	IN	ME	EE	EX	3	good job on wastewater and citizen issues. Due to workload issues.

7. Productivity: (5 Points)

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

Rating:					Points:	Comments: Work a lot on various projects. Very productive working a lot of hours outside office.
1	2	3	4	5		
UN	IN	ME	EE	EX	4	

8. Quality: (5 Points)

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

Rating:					Points:	Comments: A tremendous amount of work was completed Budget, CPC, Land, Wastewater etc.
1	2	3	4	5		
UN	IN	ME	EE	EX	3	

9. Department specific competency: (5 Points)

Administration is responsible for the coordination and leadership of 22 various depts I also take on an active role in administration of projects during FY 18 SAQ Waterside, SAQ Landside (John& Bob), Golf. This year with Charleen moving to Planner ATA recruit.

Rating:					Points:	Comments: ATA disruption but still kept workload
UN	IN	ME	EE	EX	4	
1	2	3	4	5		

Complaint Letters:

	# of inc	Points		Points	Average
0 letters: (1 point)					
1 letter: (-1 point)	#	1	Dept Avg: (1 point)		1
2 letters: (-2 points)	#		(0 point)		
More than 2 letters: (-3 points)	#		(-1 point)		
					Points: 2

Future Goals and Objectives: (9 points)

<p>Please list 9 goals & objectives for the following year, 6 attainable goals, 2 possible goals & 1 "if time permits" goal</p> <p>Develop the Capital and Operating FY 20 Budget within Prop. 2 1/2</p> <p>Wastewater work with CDM to Implement Phase Two Construction</p> <p>Wastewater work with HCT on design and permitting of Cold Brook Project</p> <p>Wastewater work with DHY Clean Water Community Partnership to implement Special Legislation and Agreement</p> <p>Formally establish Housing Trust and begin working on identifying partnerships for housing</p> <p>Continue to work with Departments on submitting proposals that comply with the CPC requirements</p> <p>Finalize recruitment and implementation of a new ATA into the Administrative Leadership</p> <p>Collective Bargaining has three unions in active or pending with other contracts coming up</p> <p>Implement IT plan for Organization by finalizing County Review and Services Agreement and implementing</p>	Points: 9
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C: Miscellaneous: (4 points total)

<p>Has the Town Administrator come up with any cost saving ideas/solutions? (1 point)</p> <p>Helped to introduce HAS product to CCMHG and Unions</p>	Points: 1
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Has the Town Administrator obtained any grants/Gifts? (1 point)	Points:	<input type="text"/>
Has the Town Administrator been able to "turn back" any funds? (1 point) Several budgets had turnbacks that the TA administers with Legal having shortfall.	Points:	<input type="text" value="1"/>
Has the Town Administrator obtained letters of commendation? (1 point) Danette Gonsalves pointed out my efforts in her letter to Town of Harwich upon her departure from Water Commission (See attached)	Points:	<input type="text" value="1"/>

Passing Score: 60

Overall rating:
(100 total possible points)

UN	IN	ME	EE	EX	Total points:	76
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Professional Development Plan/Comments:

I have been the Town Administrator for now over four years and am very proud of the financial and administrative leadership provided. Financially we are strong with another great year for Free Cash, able build reserves and strong comments from S&P and new Auditors. Many efforts have been undertaken this year and will need to be sustained (Housing Trust, Green Communities, Wastewater - Pleasant Bay etc)

Signatures:

Town Administrator Name: Christopher Clark
 Town Administrator Signature :  Date: 4/26/18

My signature also indicates that I have received a copy of this evaluation
 I would like to include comments regarding my evaluation.

Select person: _____ Date: _____

Chair: _____ Date: _____

Danette Gonsalves
242 Route 137
Harwich, MA 02645
10-19-2017



Citizens of Harwich, and my fellow Colleagues:

After serving an uninterrupted tenure of 22 years, I write this letter to announce my formal retirement as Water Commissioner for the Town of Harwich effective December 1, 2017. I am leaving at a time when I am fully confident in the direction and leadership of Water/Wastewater Superintendent Dan Pelletier, the experienced and professional staff and Water Commission.

I would like to thank the citizens of the Town of Harwich, the wonderful staff at the water department, my fellow commissioners Gary Carreiro and Allin Thompson, Superintendent Dan Pelletier, liaison Michael McCaskill and Town Administrator Chris Clark. Thank you for all the great opportunities you have given me as an employee. I have enjoyed working with and learning from my colleagues for the past twenty two years, and am ready to move on to the next phase in my life.

The Harwich Water Department has been an award winning Public Water System from the Massachusetts governor and the Department of Environmental Protection year after year for dedicated service and commitment to water protection, and outstanding performance and achievement and I am happy to have been a part of this. Another point of significant progress I have witnessed in the past few years has been the renewed relationship between the Water Department and Board of Selectman. I would especially like to thank Chris Clark for his devotion to the water department during a very difficult time of adjustment. He became acting Water Superintendent along with his full time duties as Town Administrator. He gave his full attention to helping us through and I am very grateful to him for this.

While I look forward to enjoying my retirement, I will miss being part of our team. I trust that the friendships I have developed here will last well into the future. Please let me know if I can be of any assistance during this transition.

Respectfully yours,

Danette Gonsalves

**Harwich Board of Selectmen
FY18 Goals and Objectives
Adopted by the BOS on July 3, 2017**

GOAL 1. FINANCIAL LEADERSHIP AND STABILITY			
Provide financial leadership and stability to all Town departments and Town sanctioned boards and committees. (Primary responsibility is with TA although the Finance Team, Capital Outlay Committee and the Finance Committee provide significant assistance)			
Objective	Action Items/Deliverables	Time Frame	Responsible BOS Member
Objective A: Develop FY2019 budget within the limits of Proposition 2½ that minimizes the use of capital exclusions, debt exclusions or general overrides.	1. Capital Plan: Provide Seven Year Capital Plan, 2019-2025. Include all planned capital expenditures that impact the Harwich budget, including those for the MRSD and Cape Cod Technical High School 2. Report: Estimated Free Cash 3. Report: FY2019 TA Budget Message 4. Provide Initial Budget & additional updates as needed	1. January 2018 2. TBD 3. TBD 4. TBD	TA/Finance with Whole BoS Support
Objective B: Provide transparency in town finances. Accurate, complete and timely financial information is essential to effective cost management and decision-making. Progress was made in FY 16 on this Objective. Additional work is needed to help quantify "real," total expenses by department in order to improve budgeting and long-term planning. This information also needs to be readily available to taxpayers.	1. Expense (comprehensive, direct & indirect) and revenue reports. <ul style="list-style-type: none"> Provide monthly (or quarterly) expense and revenue reports, including staffing levels for each Town department. Include building, vehicle and equipment insurance premiums by department, as well as an estimated amount of liability insurance premium in monthly department expense reports. Where health insurance (and possibly life, dental, disability insurance) cannot be specified because it is considered personal information, assume an average and provide explanation. These expense reports should also include indirect costs with explanations and assumptions. All clarifications are to be acknowledged by the affected Department Heads. (Further explanations are requested in the following Action/Deliverable.) Make these reports available to the public either in the BOS Meeting Packets or on the BOS Web Site. Deliverables: complete and accurate periodic expense and revenue reports for all (or select) Town Departments. 2. Detailed Sources Report <ul style="list-style-type: none"> Explain each department's operating cost breakdown and how these costs are covered by fees, grants, improvement funds, stabilization funds, facility maintenance and repair funds, revolving funds and the general fund. Provide examples of combinations of sources that were used to fund projects. As an example provide a financial report on the Harbormaster Department using FY2016 data (last complete year of data) that shows all sources and amounts of revenue and all direct, indirect and related expenses associated with that department. Include projections for cost increases or decreases related to large capital expenses or staffing changes. Schedule public briefings and provide written final report available for distribution. The BOS will select up to three additional departments for a similar financial analysis and explanation. Deliverables: Detailed, written descriptions on clear revenue sources for selected departments 3. Complete visual software implementation <ul style="list-style-type: none"> Further implement the visual software to better inform the taxpayers where their tax dollar is being spent. Investigate and document options to provide greater financial transparency to the public with easy access to the Town's expenditure information for the current fiscal year or past years. One such option is the "Open Checkbook," feature that is offered in Arlington, MA. Information on every level of government expenditures, from total spending to payroll information to individual vendor payments is available. Memorandum #1: Assess what level of information is required? What visual software is available to do what is needed? What is recommended and why was this program chosen over other financial systems? Implement visual software. Demonstrate to BOS, FinComm, staff and interested residents. Assess, evaluate and report on user feedback. Accept written comments to IT or Finance Director from users and report on "Open Checkbook," concept for Harwich. Deliverable: <ol style="list-style-type: none"> Presentation of fully functional visual expenditure software. Evaluation report. Evaluate the need to form an insurance advisory committee to work with the TA to identify, develop options & implement town insurance matters. 4. Annual Auditor Reports	1. TBD • TBD • TBD 2. TBD • TBD • TBD 3. TBD • TBD a) TBD b) TBD 4. TBD	1. FD 2. TA, FD 3. FD 4. FD

<p>Goal 1, Objective B: Continued</p>	<ul style="list-style-type: none"> • Provide and post last three years Harwich Auditor's Reports. Document how the Finance Dept. has resolved auditor's suggestions/recommendations. Provide by memorandum a list of last three years auditors' comments/recommendations along with identification of what actions have been implemented to address audit discrepancies or recommendations. <ul style="list-style-type: none"> • Deliverable: Memorandum. <p>5. Implement training and risk reduction programs.</p> <ul style="list-style-type: none"> • Identify and document activities and potential savings that could be achieved through the Massachusetts Inter-local Insurance Association (MIIA) rewards programs that are intended to reduce risks of financial losses. Document directions/procedures to manage property insurance and program savings opportunities throughout Town departments. Implement periodic review of Statement of Values to ensure completeness and appropriate replacement values are being used. <ul style="list-style-type: none"> • Deliverables: Memorandum. <p>6. Fund Balance Report. Report balances of all funds, including grants and gift funds and post on the Accounting Department web page.</p>	<p>5. TBD</p> <p>6. Semi-Annual</p>	<p>5. ATA</p> <p>6. FD</p>
<p>Objective C: Develop specific financial strategies to increase S&P Bond (Debt) rating. Bond rating agencies cite "sound financial management policies," as rationale for high ratings (AAA) for general obligation bonds.</p>	<p>1. Savings from better debt ratings.</p> <ul style="list-style-type: none"> • Provide memorandum discussing potential savings that could result over the next 5-10 years of planned borrowing if the debt rating of Harwich was increased. Determine specific actions and accomplishments to better position Harwich for AAA debt rating. <ul style="list-style-type: none"> • Deliverable: Memo/Plan of action with schedule on steps to achieve better debt ratings. <p>2. Sustainable OPEB funding.</p> <ul style="list-style-type: none"> • Identify and document specific, sustainable revenue sources to fund annual contributions to Other Post Employment Benefits (OPEB). • Report annually on the unfunded liability of the Harwich OPEB, currently estimated at approximately \$40M. However, since we are part of the MRSD and CCRTS, Harwich is responsible for 75% and 12% of the Monomoy and Cape Cod Technical unfunded OPEB liability, respectively, which together could exceed another \$40M. <p>3. Tax collection policy/procedure.</p> <ul style="list-style-type: none"> • Harwich attempted to conduct an auction in June, 2017, to sell tax titles held by the Town on a block of properties that were significantly delinquent on payment. The overall results of this process should be evident early in FY18 and should be documented. • Also, going forward, the Harwich Treasurer should develop (and publish) a policy and procedure document that addresses how the Town will collect unpaid taxes in the future. For example, based on this experience with auctioning tax titles to collect unpaid real estate taxes, does the bulk auction process offer the best financial benefit? What percentage of delinquencies were corrected before the auction? Would dealing with smaller quantities of parcels every 2-3 years be more effective? Discuss lessons learned. • Deliverables: <ul style="list-style-type: none"> a) Assessment of the Harwich tax title auction process. b) Policy and procedures to better manage delinquent tax payments. <p>4. Develop Harwich Financial Policy.</p> <ul style="list-style-type: none"> • Develop an appropriate set of financial policies for the Town of Harwich. Other towns have recently used this assistance and have been successful in upgrading their bond rating. • Investigate Best Practices published by the Bureau of Accounts, Division of Local Services, MA DOR. • Also solicit assistance from the Massachusetts Community Compact Initiative. • Provide memorandum of what is planned to be done, the resources required and what beneficial outcome is anticipated. • Explore and schedule other best practices for future implementation. <ul style="list-style-type: none"> • Deliverables: <ul style="list-style-type: none"> a) Plan Memorandum outlining approach and resources required to develop the Harwich Financial Policy. b) Harwich Financial Policy 	<p>1. TBD</p> <ul style="list-style-type: none"> • TBD <p>2. TBD</p> <ul style="list-style-type: none"> • TBD • Annually <p>3. TBD</p> <ul style="list-style-type: none"> a) TBD b) TBD <p>4. TBD</p> <ul style="list-style-type: none"> a) TBD b) TBD 	<p>1. TA, FD, T/C</p> <p>2. TA</p> <p>3. T/C</p> <p>4. TA, FD</p>

GOAL 2. GOVERNANCE

Communicate and conduct Town government business in an efficient, effective, transparent and responsive manner. Establish working relationships with agencies/offices of Federal, State, county and town governments. Conduct human resource and labor management.

Objective	Action Items/Deliverables	Time Frame	Responsible BOS Member
<p>Objective A: Conduct Town government business in an efficient and effective manner</p>	<p>1. Develop Automation Implementation Plan.</p> <ul style="list-style-type: none"> With a goal of improving permitting/payment service to residents and visitors, a software implementation plan should be developed that outlines and schedules the departments and services to be automated. This plan should include estimated benefits, costs and schedule for automating each Town permitting/payment process. Based on the approved plan, identify and document requirements for the next phase or version. The next version or phase of implementation will either expand on-line services to other departments, including Golf, Waterways, Recreation, Community Center and Harbors, or it will incorporate new requirements or features in the software version currently in use. Deliverable: Implementation Plan for online permitting/payments 	1. TBD	1. TA, FD
	<p>2. Implement the next version of online Town services and/or expand its use to other Town Departments.</p> <ul style="list-style-type: none"> Each implementation should include <u>documentation</u> of: <ul style="list-style-type: none"> work flow and data requirements for each department; test planning for focus groups, back-up/security, and features/functionality. Conduct and document the actual testing (and re-testing, as required) and provide a final test report. Offer training or on-line help. Primary responsibility remains with departments where permits and payments are being automated. At some point each department should assess and document the benefits of online automation. Deliverables: Numerous - as listed above. (Milestones are useful to oversee software implementation progress.) 	2. TBD/ Negotiable	2. Primary responsibility, departments where permits and payments are being automated. At some point each department should assess and document the benefits of online automation.
	<p>3. Implement changes to the Home Rule Charter approved at the May, 2017 Annual Town Meeting.</p> <ul style="list-style-type: none"> Revise Harwich Committee Handbook as needed. Obtain acknowledgement and compliance statements from all committee chairs affected by these Home Rule Charter changes. Request that the Charter Review Committee continue to assess Charter to identify what needs to be changed/improved and provide recommended Charter changes for ATM consideration. Obtain, review and support, as appropriate, any further recommended changes from the Charter Review Committee. Deliverables: Signed acknowledgement statements. 	3. 1st qtr	3. Don Howell, BCRC
	<p>4. Propose and Implement Near-Term Improvements to Town Committees.</p> <p>Town sanctioned organizations, boards and committees are comprised of residents possessing a wide cross section of interests and experience. These groups provide valuable investigative and advisory support to the Town. From time to time it may be necessary to make some adjustments to the existing boards/committees where it has become evident that changes would be beneficial. This action is to identify those changes that should be made soon and provide an implementation plan that achieves these near-term changes. As a minimum the following areas need review:</p> <ul style="list-style-type: none"> Is the charge or mission statement still accurate, current, meaningful and have defined deliverables or goals? Should the committee be discharged, combined or redirected? Why? Is there an "oversight", process established to ensure effective use of citizen participation? (such as periodic attendance or communications with BOS Liaison or Administration Staff). Deliverable: Memorandum of recommended changes with rationale and plans for implementation. 	4. TBD	4. Whole Board, D. Howell lead
	<p>5. Assess Town Hall document storage needs.</p> <ul style="list-style-type: none"> Administration is to estimate document storage needs currently and for the next 10 years. Department Heads should be familiar with the Massachusetts Municipal Records Retention Manual (www.sec.state.ma.us/arc/arc/rmu/rmuidx.htm) to ensure that municipal records are properly stored and preserved, as required by MGL ch.66 sec. 1. Technical assistance and workshops are provided by the Records Management Unit, a division of the MA State Archives. Based on these estimated needs, investigate storage sites at a remote location, such as basement of Community Center or police station. Consider the impact of the new MA Public Records Law which requires local officials to make all records created or received by a government entity available to anyone who asks for them. 	TBD 5. TBD	5. TC, CCD

<p>Goal 2, Objective A Con't</p>	<ul style="list-style-type: none"> On access requirements As identify documents currently stored with the Town Clerk that are considered "historic," Provide preliminary Engineering designs of a "modular,, (expandable) storage facility for optional storage sites. <u>Deliverables:</u> <ol style="list-style-type: none"> Requirements Analysis - what documents/data need to be stored? How much and what type of space is required over the next 10 years Alternatives study - what options does the Town have to accommodate these requirements and at what estimated costs? What sources of funding are available for part or all of this activity (grants, CPC)? <p>6. Plan for regulation of Recreational Marijuana Establishments. A temporary moratorium was approved at the ATM in May, 2017, which allows Harwich until June 30, 2018, to plan on how to address the potential impacts of using land or structures in Harwich to cultivate, manufacturer, test, process, package or offer for retail sale marijuana in the Town. This allows the Town to analyze the Cannabis Control Commission's regulations regarding Recreational Marijuana Establishments and related uses, determine whether the Town shall, by ballot measure restrict any, or all Recreational Marijuana Establishments and assess adopting new provisions of the zoning bylaw to address the impacts and operations of Recreational Marijuana Establishments and related uses. The time for this action is actually shorter, since this action most likely result in an Article for the next Town Meeting.</p> <ul style="list-style-type: none"> <u>Deliverables:</u> <ol style="list-style-type: none"> A task breakdown structure with schedule - what are the major tasks, accomplishments, milestones, and deliverables that are needed and by when in order to be ready to submit an article for the 2018 ATM. Resource Estimate/Commitment - How much time from Town staff, legal counsel, possible Town Committee. Assessment of available funding, grants, State assistance, collaboration/cooperation with other towns. Contingency plan (what if ...?) <p>7. Disposition of 203 Bank St. and 4 Central Ave.</p> <ul style="list-style-type: none"> Develop and provide a written plan to sell or transfer title of the two properties as directed by May Town Meeting. The plan should detail the steps or process to be followed along with a schedule to value and prepare parcels, mark parcel boundaries as necessary, set minimum bids as appropriate, publish notices, conduct the sale and report on the net proceeds deposited to the land sale account as stated by Town Counsel at the Town Meeting. In the case of the Bank St. parcel it may be appropriate to solicit public comments from organizations, such as the Harwich Conservation Trust, that may have an interest in using some or all of the parcel for preservation and open space uses. If there are no comments or interest, a plan to sell the Bank St. parcel should be prepared as directed above. <u>Deliverables:</u> <ol style="list-style-type: none"> Plan for sale of 4 Central Ave. parcel. Plan for public input recommendations. Plan for sale of 203 Bank St. parcel Execute plans. <p>8. Finance Department Procedures.</p> <ul style="list-style-type: none"> Assess the status of written procedures for Accounting, Assessing, and Treasurer. Develop or update these procedures as necessary in order to maintain stability during staffing turnovers. <u>Deliverables:</u> <ol style="list-style-type: none"> Procedures Status Memorandum, Plan memorandum detailing what can be done in FY18, Procedures update. 	<p>TBD TBD</p> <p>6. TBD</p> <p>7. TBD</p> <p>8. TBD</p>	<p>6. PB, TP, TA</p> <p>7. TA, TE</p> <p>8. FD</p>
<p>Objective B: Conduct Town government business in a transparent manner</p>	<p>1. Develop & implement informational meetings. ("Pre-annual town meetings) to improve understanding and assess potential impacts of the Harwich budget and selected warrant articles.</p> <ul style="list-style-type: none"> <u>Deliverable:</u> Develop and implement a plan that addresses how to select budget items and warrant articles that need this attention, what outreach method will be implemented, what resources are needed and how Administration will evaluate the results. <p>2. Improve Public Awareness and Outreach.</p> <ul style="list-style-type: none"> In addition to wastewater management projects that were the focus of last year, improve awareness and understanding of the BOS, other Town-sanctioned groups, and Town departments. 	<p>1. TBD</p> <p>2. TBD</p>	<p>1. MacAskill, TA, FD</p> <p>2. TA</p>

<p>Goal 2, Objective B: Con't</p>	<ul style="list-style-type: none"> By Q2 of this FY the Town Administrator will develop new ways to communicate to the public the actions of the Selectmen, and Town boards, committees and departments. Provide residents and visitors with information about selected parts of Town government through the use of newsletters, periodic programs, site visits, and other communications media. Initially the focus of this objective/task will be the Water Department operations and one other department (Wastewater Project will be treated separately.). <u>Deliverables:</u> <ol style="list-style-type: none"> Two memoranda each co-authored by Administration and head of the departments selected to participate in this outreach activity describing activities planned, resources and schedules required to achieve this objective. Periodic status reports on media projects, site visits, and initial feedback from residents/visitors. End-of-year report on lessons learned. <p>3. Report CVEC Energy Savings. Report revenue benefits and associated off-taker sharing with the Water Enterprise Fund on the Town website (Consider posting actual savings on the sign at the Town Disposal Area.</p> <p>4. Develop Records Management Plan.</p> <ul style="list-style-type: none"> Plan, create and implement a phased, formal, written records management program that complies with open meeting and public records statutes that includes specific standards for both paper and electronic records. Every record that is made or received by a government entity or employee is presumed to be a public record unless a specific statutory exemption permits or requires it to be withheld in whole or in part. Electronic records, such as computer files, email, and audio- and videotapes are subject to the public records law. Information on The Municipal Records Retention Manual can be found at http://www.shutesbury.org/sites/default/files/PublicRecord_retention.pdf. The Massachusetts Public Records Law is found at <u>Massachusetts General Law, Chapter 66, (Section 10 in particular is of importance to records requesters), with its supporting regulation being found at 950 Code of Massachusetts Regulations 32.00.</u> The exemptions to the Public Records Law are found at <u>Massachusetts General Law, Chapter 4, Section 7(2G).</u> This activity has been an objective of the Board of Selectmen since 2014. <u>Deliverables:</u> Plan with resources and schedules. Execution 	<p>Q2</p> <p>3. TBD</p> <p>4. TBD</p>	<p>3. ATA, FD</p> <p>4. TC</p>
<p>Objective C: Conduct Town government business in a responsive manner</p>	<p>1. Email addresses for Town Departments, and Town-sanctioned groups.</p> <ul style="list-style-type: none"> Establish Harwich-specific email addresses in order to enhance communication between residents and town departments, committees, boards or other Town-sanctioned groups provide all such groups with a Town email address. Identify these email addresses on the Town website. Provide appropriate backup of email transmissions that use Town servers. Create a policy that requires all official communications between public and these Town groups be made through the Harwich email system. Provide technical support to fully implement. <ul style="list-style-type: none"> <u>Deliverables:</u> <ol style="list-style-type: none"> Memorandum #1: provide a level of effort (labor) and cost estimate for Town staff to accomplish this objective. Memorandum #2: provide draft policy and procedures to implement. Memorandum #3: provide on-line training materials. Memorandum #4: provide evaluation report. <p>2. Town Hall hours of operation. Reevaluate the pros and cons of Harwich Town Hall being open later on Mondays and closed early on Fridays.</p> <ul style="list-style-type: none"> <u>Deliverable:</u> <ol style="list-style-type: none"> Memorandum that reviews the original purpose of staying open longer on Mondays all year, assesses impacts of on-line access to Town Hall services, quantifies benefits (if any) to residents, reviews merits department-by-department, provides comparisons with other Massachusetts Town Hall operations, and addresses other relevant issues, such as having some departments work longer one day while other Town operations work a standard work week. Assessment report with recommendations. 	<p>1. TBD</p> <p>2. TBD</p>	<p>I. IT</p> <p>2. TA (Subject to Collective Bargaining)</p>

Goal 2, Objective C: Con't	3. Improved broadcast technology. <ul style="list-style-type: none"> Evaluate potential improvements to audio reception, recording and broadcasting in Griffin Room. Propose technological options to record other meetings in this room without IT staffing. <ul style="list-style-type: none"> <u>Deliverables:</u> Report on technology options and costs for improved audio broadcast of meetings in Town Hall and Harwich Community Center. 	3. TBD	3. Ch.18
	4. Use of MRSD facilities. <ul style="list-style-type: none"> Develop a reasonable agreement for room usage at Monomoy Regional High School and Harwich Elementary School (with and without fees) for meetings or use by Town-sanctioned groups. Investigate and document usage of High School Auditorium for Annual Town Meeting. Discuss possibilities with Chatham, MRSD School Committee and Superintendent and report results. (Harwich is already paying 75% of the debt service and operating costs for those buildings.) <ul style="list-style-type: none"> <u>Deliverables:</u> Memorandum on results of discussions. 	4. TBD	4. Janel Brown & Michael MacAskill
	5. Information technology (IT) resource sharing. <ul style="list-style-type: none"> Assess the scope of technical support required for IT, defined in this activity as computing, including hardware, software, telecommunications, and generally anything involved in the secure transmittal and storage of information or the systems that facilitate communication within and between all departments and supporting groups in Harwich. What are the available capabilities within the Town staff to conduct IT support? What alternatives are available to augment Town staff, including IT staff sharing with MRSD, CCTHS, Water Department Enterprise or other neighboring towns or applying for a MA Community Compact Initiative grant or other Mass IT grants. <ul style="list-style-type: none"> <u>Deliverables:</u> Report on each item. 	5. TBD	5. TA, IT
	6. Support from the Friends of the Council on Aging (COA). Reportedly, the "Friends,, among other things, will support meal programs, provide transportation assistance by financing and operating a minibus, support socialization programs, pay for renovation or enhancement to currently used space, and to consider supporting future needs of the COA.	6. TBD	6. COA

GOAL 3: INFRASTRUCTURE

Work with and support the design, construction and renovation activities of the Harbormaster, Fire Department, Golf Department, Department of Public Works, Library and other departments conducting major projects in the Town. These projects will require coordination support from Administration and staff support from various other Town Departments such as Engineering/Surveying, Health, Building and DPW. (The financial investment, complexity and scheduling requires that the following Infrastructure actions be a high priority of the Town Administrator.)

Objective	Action Items/Deliverables	Time Frame	Responsible BOS Member
Objective A: Support and report periodically on the water side rebuilding project at Saquatucket Harbor.		TBD	HM, TA
Objective B: Support and report on the land side design project		TBD	HM, TA
Objective C: Support and monitor progress on development of construction plans and bid documents for the renovation and expansion of Fire Station #2 on Route 137 in East Harwich.		TBD	TE, FC
Objective D: Support & monitor progress on the CV Golf Course multifaceted project to construct new cart barn, reskin & re-roof the existing, metal maintenance facility, & reconfigure existing parking lot and associated landscaping.		TBD	GD, TA, TE, FM

Goal 3, Continued. Objective E: Investigate renovation project proposed for Lower County Road. Director of DPW in Nov 19, 2015 memorandum recommended this project for FY2018.	Develop a plan including public hearings, financing options, milestones and schedules.	TBD	DPW, TA
Objective F: Support and report on participation on Cape Cod Technical High School Building Committee.		TBD	TA
Objective G: Support and report on Brooks Library re-bid and compliance with Town vote		TBD	FM
Objective H: Support and report Route 28 reconstruction. Support and report on community involvement, State compliance, planning, and public information activities in the Rt. 28 reconstruction project from Herring River to the Dennis line.			DPW, TA

GOAL 4: NATURAL RESOURCES			
Continue to implement the Comprehensive Wastewater Management Plan			
Objective	Action Items/Deliverables	Time Frame	Responsible BOS Member
Objective A: Wastewater planning design and implementation. (The financial investment, complexity and scheduling requires that the following Infrastructure actions and deliverables be a high priority of the Town Administrator.)	<ol style="list-style-type: none"> Finalize payment to the Town of Chatham of the capacity purchase fee in accordance with the inter-municipal agreement between Harwich and Chatham which permits Harwich to deliver wastewater to Chatham for treatment of up to 350,000 gallons of sewage a day. Support and report on the design of the Pleasant Bay (south) sewer system. Support and report on the design of the Chatham Interconnector system. Convene periodic wastewater management discussions with representatives of neighboring Towns (Dennis, Brewster, Orleans, Yarmouth) to continue discussions on common/joint interests in combining or coordinating wastewater activities. TA to initiate; Selectmen to participate. <ul style="list-style-type: none"> Deliverables: periodic reports. Revisit Hinckley Pond needs with CPC. <ul style="list-style-type: none"> Initiate discussions with the Community Preservation Committee for the purpose of revisiting a request for funds for restoration of Hinckley Pond. Establish conditions and requirements for this project to be viewed favorably by the Committee. Identify and, with BOS approval, implement actions in furtherance meeting such minimum requirements on a schedule that would allow reconsideration of this project request in the fall of 2017. <ul style="list-style-type: none"> Deliverables: re-submit application for CPC funding. Actively participate in the Pleasant Bay Alliance Project to implement the recommended steps to optimize nitrogen removal efforts underway by the four participating towns (Harwich, Orleans, Chatham, and Brewster) with the goal of a targeted watershed nutrient management plan and watershed permit. <ul style="list-style-type: none"> Stay informed and attend monthly working group meetings of the Alliance Steering Committee and Watershed Work Group. Support and implement, as appropriate and approved by the BOS, the specific 10 activities identified as "Next Steps," in the Pleasant Bay Composite Nitrogen Management Analysis presented to the BOS at the end of March, 2017. <ul style="list-style-type: none"> Deliverables: Report progress periodically. 	<ol style="list-style-type: none"> TBD TBD TBD TBD TBD TBD 	<ol style="list-style-type: none"> TA, FD (Completed) CDM, TA CDM, TA Larry Ballantine & M. MacAskill, TA NRD L. Ballantine

Goal A, Objective A: Con't	7. Monitor and provide report on results of mitigation projects at Muddy Creek as available.	7. TBD	7. TA, NRD
	8. Support and report on Cold Brook design, construction, implementation project as part of Phase 2 of the Harwich Comprehensive Wastewater Management Plan now that funding has been approved.	8. TBD	8. TA, CDM, NRD
	9. Identify Phase II Parcels. Prepare (Assessing Dept.) a list of all properties potentially involved in Phase II construction and implementation.	9. TBD	9. CDM, AD
	10. Prepare options and supporting analysis for aid/relief for hook-up costs. Many residents may have unusual problems (timing, financial, etc.) associated with connection to the wastewater system. A sub-committee or task force should be charged with investigating such situations and developing options to help with costs of connection. • Deliverables: 1) Action Plan and Charge, 2) presentation of analysis and recommendations to BOS, 3) Communication products for May, 2018 Town Meeting.	10. TBD	10. TA, County Health
	11. Estimate five year operating and maintenance costs related to Harwich use of Chatham treatment plan. With assistance from CDM Smith develop cost projections that are needed for Town budget planning and for community outreach and education (next objective) leading up to May, 2018 Town Meeting.	11. TBD	11. TA, WWS, CDM
Objective B: Wastewater Education and Outreach	7. Use readily available information to develop guidelines for environmentally-appropriate fertilization of lawns and gardens. • Provide guideline information on safe use of nitrogen and phosphorus fertilizers using various communication methods. • Work with the Wastewater Implementation Committee and Natural Resources Department to identify what other towns have done. • Plan and implement one method/activity to educate Harwich residents of the effects of improper lawn and garden fertilization. 1.	1. TBD	1. HD, BoH, CA
	2. Plan and implement a continuation of the wastewater education program for resident and nonresident taxpayers to explain where we are in the Wastewater Management process and what are the next activities planned. • Conduct at least 2 educational meetings, including recording and rebroadcast. • Recommend options for supporting and participating in public outreach either through contract or through involvement by regional school staff and students. • Assess media options, such as social media, podcasts, newsletters, or YouTube videos to maintain engagement of residents.	2. TBD	2. TA, WWS, CDM

GOAL 5: PLANNING AND ECONOMIC DEVELOPMENT			
Actively participate in development of housing, business, transportation and historic and cultural enhancements. Establish working relationships with officials of nearby towns, Barnstable County, State and Federal agencies, as appropriate.			
Objective	Action Items/Deliverables	Time Frame	Responsible BOS Member
Objective A: Investigate improved utilization, sale or lease of several properties in Town.	<p>1. Disposition of underutilized Town-owned parcels.</p> <p>Develop a plan(s) on how to better use, sell or lease several buildings and land in Town, including the:</p> <p>a) Albro House. In the case of the Albro House the plan should include subdividing the parcel to allow space for reasonable parking for the Albro House while the remaining northerly portion would be separate and could remain as Town property. Provide estimates of resources required to accomplish each alternative.</p> <p>b) "Old Recreation, Building</p> <p>c) West Harwich Schoolhouse.</p> <ul style="list-style-type: none"> • Deliverables: <ul style="list-style-type: none"> i) Albro sub-division plan and execution; ii) Plan to sell or transfer ownership of "Old Recreation Building,; iii) Plan to sell or transfer ownership of the W. Harwich School-house. 	1. TBD	<p>1a. TA, ATA</p> <p>1b. TA, FD, FM, MacAskill</p> <p>1c. TA</p>

<p>Goal 5, Objective A: Con't</p>	<p>2. Harwich Middle School re-purpose.</p> <ul style="list-style-type: none"> Assess and report on the progress to transform the Harwich Middle School (HMS) to a Cultural Center. During FY17 the BOS agreed to investigate the potential of re-purposing the HMS for community use with a focus on cultural activities. FY 18 will be the second full year of this trial period. Assess and provide a written re-port on the specific progress to date (June 30), including, but not limited to, occupancy data, how the premises are being used, lease durations and terms, problems encountered, year-end revenues and costs and recommendations for changes (needed and nice to have) in year #2. Update this assessment report on a quarterly basis. Include a list of detailed evaluation criteria for consideration by the BOS to help in their determination of future use of this property. Also by Dec. 30, if leasing space does not show potential of generating the expected benefit and revenue (as measured by the evaluation criteria), a plan is to be provided to reconsider other potential uses: <ul style="list-style-type: none"> Deliverables: <ul style="list-style-type: none"> a) Year one - progress assessment as a cultural center. Quarterly updates. Memo on evaluation criteria to be considered for eventual decision on disposition. b) Written plan (as needed) on how to proceed. <p>3. Support community involvement in the HECH/Chase House historic preservation and Chapter 40B development at 93 and 97 Rt. 28.</p> <ul style="list-style-type: none"> Primary responsibility remains with HECH, Habitat for Housing and their respective contractors and consultants and not Town employees/departments. Town departments can participate in some planning, coordination, inspection and facilitation support to ensure public participation and consensus on project direction and implementation. <ul style="list-style-type: none"> Deliverables: <ul style="list-style-type: none"> a) Roles and Responsibilities Statement to define specific municipal duties relating to these projects. b) Periodic memorandum updates and briefings on HECH plans and accomplishments and Habitat plans and accomplishments. 	<p>2. TBD</p> <p>3. TBD</p>	<p>2. TA, CCD, FD, MacAskill</p> <p>3. ZBA, TP, ATA, TA (completed)</p>
<p>Objective B: Create and maintain a strong business and job growth environment</p>	<p>1. Assess and recommend what actions the Town can take to promote business development.</p> <p>Create an economic development committee to be charged with working with the various levels of Chambers of Commerce to increase private business development in Harwich and to generate new ideas for increasing town revenue without raising taxes.</p> <ul style="list-style-type: none"> Deliverables: Document <p>2. Create and Maintain Positive Town and Business Relationship.</p> <ul style="list-style-type: none"> Establish policies, procedures, relationships that supports a vibrant and sustainable Harwich business community. Continue to provide a streamlined regulatory process and business-friendly staff of volunteers, Town employees and elected officials. Encourage and support new small businesses in Harwich. Work with the Harwich Chamber of Commerce to maximize the effectiveness of HCC branding activity which seeks to promote Harwich as a destination, as well as a great place to reside or own/operate a business. Define issues of importance to Harwich businesses and evaluate costs of doing business in comparison to neighboring towns. Make recommendations for improvements as necessary. <ul style="list-style-type: none"> Deliverables: Document <p>3. Assist Town departments and Town sanctioned groups with grant applications and pursue funding opportunities in support of town priorities and policy goals.</p> <ul style="list-style-type: none"> Stay abreast of and perform research involving governmental legislation, policies and regulations that may impact the Town. Participate in regional school activities, such as school rebuilding or renovation projects. Participate in Mass Municipal Association activities that are relevant to Harwich. Encourage other department heads to do the same. <ul style="list-style-type: none"> Deliverables: Grant applications approved and filed along with results. 	<p>1. TBD</p> <p>2. TBD</p> <p>3. TBD</p>	<p>1. Brown & MacAskill</p> <p>2. Whole Board, Brown lead</p> <p>3. TA, Whole Board, Julie Kavanagh lead</p>

Goal 5, Objective B: Con't	4. Develop educational program agreements with Monomoy Regional School District and Cape Cod Technical whereby special projects can be conducted coincident with major capital projects in Town. For example, the waterside renovation project at Saquatucket could be the subject matter or course material for a local high school course. • Deliverables: Document attempts and results	4. TBD	4. TA
	5. Investigate novel ideas to promote Harwich and grow tourism, such as annual road races, auto shows, expanded farmers market, etc. • Deliverables: Document	5. TBD	5. Brown, CCD
	6. Explore affordable and senior housing options where the Town may retain the property. Memorandum #1: TA shall outline a plan to identify proven and novel approaches to develop Affordable housing in Harwich. • Deliverables: Document	6. TBD	6. TA, Housing Trust (TBD), Kavanagh

GOAL 6: QUALITY OF LIFE AND PUBLIC SAFETY

Develop and support programs that improve quality of life for Harwich residents and visitors. (Public Safety Departments have the primary responsibility for progress and accomplishments. TA has coordination, support and reporting responsibility)

Objective	Action Items/Deliverables	Time Frame	Responsible BOS Member
Objective A: Provide high quality, cost-effective public safety services to residents and visitors.	<p>1. Public safety initiative.</p> <ul style="list-style-type: none"> Administration should initiate and participate in investigation of options, including increased police surveillance, low cost, automatic speed detection systems, raised crosswalks or speed bumps to lower vehicle speed on town streets. Other nearby towns have implemented more visible crosswalk signs, painted crosswalks, and speed limit posting in conjunction with actual vehicle speed display. A recent accident in Sandwich where two pedestrians were killed at a crosswalk is an unfortunate alert to public safety needs in Harwich. If Harwich is to continue to grow as a destination point on the Cape, the Town needs to develop and implement a public safety plan that encompasses greater pedestrian and bicycle safety and encourages slower traffic speeds. A plan is needed to establish Harwich as the safest community on the Cape. Accurate information on construction-related backups, delays and road closures needs to be communicated better. Bike path and roadway intersections have received much needed attention of late. Pedestrian and traffic information signs need similar improvements. Some signs are faded or not visible due to growth of trees and bushes both on town land and private property. Special attention is needed along Rt. 28 through Harwichport to Saquatucket Harbor. At Saquatucket Harbor it has been reported that pedestrians cross from the north side of Rt. 28 where the ticket offices are currently located to the harbor entrance. There is also bicycle traffic crossing from Gorham Road to the harbor. Crosswalks have not been repainted or never existed. This problem has been publicized in recent reports and statements by the Harbormaster in support of the Land Side Project where he said "it was an accident waiting to happen,..." Deliverable: <ul style="list-style-type: none"> 1. Public Safety Plan - Identify actions and resources needed to develop a comprehensive safety improvement plan for Harwich. As an early deliverable, but part of that plan, define near-term options for Saquatucket Harbor and other high risk areas that could be implemented in 30 days or less (e.g. repaint selected crosswalks, use brightly painted cones/barrels, install signs saying "Speeds strictly enforced,..." increase visibility of police vehicles, etc.). 	1. TBD	<ul style="list-style-type: none"> PC PC, DPW MacAskill & Ballantine PC, MassDOT, Utility Companies DPW, MassDOT TA, DPW, MassDOT

Abbreviation Key

AD	Assessing Director	GD	Golf Director
ATA	Asst. Town Administrator	HD	Health Director
BCRC	Bylaw/Charter Review Committee	HM	Harbormaster
BoH	Board of Health	IT	Computer Coordinator
BoS	Board of Selectmen	NRD	Natural Resources Director
CA	Conservation Administrator	PB	Planning Board
CCD	Community Center Director	PC	Police Chief
CDM	CDM Smith - Consulting Eng.	T/C	Treasurer/Collector
Ch18	Ch. 18 Station Manager	TA	Town Administrator
COA	Council on Aging Director	TC	Town Clerk
DPW	DPW Director	TE	Town Engineer
FC	Fire Chief	TP	Town Planner
FD	Finance Director	WWS	Water & Wastewater Superintendent
FM	Facilities Maintenance Manager	ZBA	Zoning Board of Appeals

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF HARWICH
ANNUAL ELECTION BALLOT
MAY 15, 2018**

BARNSTABLE, ss:

To either of the Constables of the Town of Harwich in said County,

Greetings:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in elections and Town affairs to meet in the Community Center Gymnasium, 100 Oak Street, in said Town on Tuesday, May 15, 2018, then and there to act on the following ballot:

POLLS WILL BE OPEN AT 7:00 A.M. and CLOSE AT 8:00 P.M.

To choose on one (1) ballot the following Town Officers and Committees: one (1) Selectmen for three (3) years; one (1) Moderator for three (3) years; one (1) Monomoy Regional School Committee Member for three (3) years; three (3) Library Trustees for three (3) years; one (1) Water Commissioner for three (3) years; one Water Commissioner for one (1) year unexpired term

BALLOT QUESTIONS

1. "Shall the Town of Harwich be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to implement a portion of Phase 2 of the Town of Harwich Comprehensive Wastewater Management Plan, approved by the Massachusetts Secretary of Energy and Environmental Affairs in a Massachusetts Environmental Policy Act Certificate dated May 13, 2016, consisting of construction of sewers in the Southern section of Pleasant Bay Watershed and construction of the Chatham interconnector system, as more fully described in said Comprehensive Wastewater Management Plan, including any land acquisition costs and all other costs incidental and related thereto?"

YES _____ NO _____

2. "Shall the Town of Harwich be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to fund the Road Maintenance Program as requested in the Capital Plan for FY19, including all costs incidental and related thereto?"

YES _____ NO _____

3. “Shall the Town of Harwich be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to fund the design and construction, and construction administration, of Fire Station 2 at 149 Route 137; including equipment and furnishing, and any other costs incidental and related thereto?”

YES _____ NO _____

4. “Shall the Town of Harwich be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to fund the design and construction and equipment, including a cremation device for a pet crematory located at 276 Queen Anne Road commonly known as the Pet Cemetery including the purchase and installation of an Animal Cremation Retort (cremation unit) and all costs incidentals and related thereto?”

YES _____ NO _____

5. “Shall the Town of Harwich be allowed to assess an additional \$76,078 in Real and Personal Property Taxes for the purpose of partially funding the Monomoy Regional School – Harwich Assessment – for installation of bathroom facilities at Stadium Field included in the Capital Program for the Fiscal Year beginning July 1, 2018?”

YES _____ NO _____

6. “Shall the Town of Harwich be allowed to assess an additional \$36,625 in Real and Personal Property Taxes for the purpose of partially funding the Monomoy Regional School – Harwich Assessment – for funding a Stabilization Account included in the Capital Program for the Fiscal Year beginning July 1, 2018?”

YES _____ NO _____

7. “Shall the Town of Harwich Shall this Town approve the charter amendments proposed by Town Meeting summarized below?”

The proposed charter amendments were approved under Article 38 of the May 1, 2017 Annual Town Meeting warrant. The following amendments were approved: providing that members of the Board of Selectmen serve as liaisons to appointed and elected town agencies, instead of as ex officio members; inserting the office of “finance director” as an office appointed by the Board of Selectmen and removing “town accountant” from the list; revising the manner in which vacancies and other appointments are advertised so that notice of positions will be posted for a minimum of two weeks in the same manner as required for meeting notices under the Open Meeting Law, including on the Town’s website, and will render newspaper publication optional; clarifying that town agencies

shall organize at the first meeting after the beginning of the town's fiscal year and elect a chair, vice-chair and clerk; revising the number of members on the following boards and committees to allow the Town to establish the size by bylaw: Board of Health (up to 5), Planning Board (not less than 5 nor more than 9 and 2 alternates), Board of Assessors (at 1,3,5,7, or 9), Conservation Commission (not less than 3 nor more than 7 and 2 alternates), Historic District and Historical Commission (not less than 3 nor more than 7 and 5 alternates), Cultural Council (not less than 5 nor more than 22), Zoning Board of Appeals (not less than 3 nor more than 5 and 5 associate members), Council on Aging, Recreation and Youth Commission, Golf Committee, Waterways Committee, Cemetery Commission, and Bylaw/Charter Review Committee (eliminates any reference to the number of members); clarifying the responsibilities of the Golf Committee in making recommendations to the Board of Selectmen as to policies relating to the maintenance and operation of the municipal golf course; and resolving certain grammatical errors and capitalization.

YES _____ NO _____



260 West Exchange Street, Suite 300
Providence, Rhode Island 02903
tel: 401 751-5360
fax: 401 274-2173

Harwich Sewer Collection System – Phase 2 Progress Report No. 10

Services from March 18, 2018 to April 14, 2018

- CDM Smith costs incurred during this period are \$85,914.75
- Previously, CDM Smith invoiced the Town \$408,294.61
- This invoice (No. 10) will bring the total invoiced amount up \$494,209.36
- The total contract amount is \$2,020,000 per the agreement dated June 2, 2017
- Contract balance remaining is \$1,525,790.64

CDM Smith Activities During This Reporting Period

1. Continued development and refinement of detailed design drawings including sewer profiles for the Phase 2 collection system.
2. Prepared Engineer's Opinion of Probable Construction Cost for the Phase 2 collection system.
3. Refined limits of the Phase 2 collection system and developed list of parcels to be served.
4. Began development of presentation for public meeting held on April 19, 2018.

Work Planned During Next Invoice Period

1. Continue development of design drawings of pipelines and pumping stations.
2. Prepare letter to utility companies providing information on Phase 2 and the sewer program.
3. Prepare for and present at public meeting scheduled for April 19, 2018.
4. Conduct monthly Progress Meeting with the Town on April 27, 2018.
5. Prepare for and attend meeting with Harwich and Chatham representatives on April 27, 2018.





**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.



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

Memo

To: Sandy Robinson
Ann Steidel

From: Donna Molino

Date: May 9, 2018

RE: Assessor's Department Weekly Report (w/e 5/4/18)

1. Prepared material for Board meeting.
2. Board meeting.
3. Processed and reviewed abutter's lists.
4. Processed and reviewed weekly deeds.
5. Processed address changes.
6. Motor vehicle abatements.
7. Month end reports.

Cemetery Administrator's Weekly Report

Week ending April 28, 2018

- Meeting with Carol Coppola, Town Accountant for review of packet for the Board of Selectmen Meeting for Monday 30th on Pet Burial Ground Funding.
- Island Pond Arboretum project. Meeting with Amy Usowski, Conservation Agent on the plants for the Butterfly Garden at the entrance of Island Pond Cemetery. Requesting services from the AmeriCorps to assist in the planting of the Garden.
- Historic Gravestone Preservation Workshop at South Harwich Cemetery on Tuesday April 24th. Beginning the morning with coffee and refreshments at the South Harwich Meetinghouse with tour of the building. We had over 20 volunteers who participated in basic gravestone conservation procedures and techniques. Jonathan Appell, masonry conservation specialists and owner of Atlas Preservation began with short tour of cemetery grounds identifying different monument types and assessing the existing conditions. We cleaned 20 monuments, straighten one leaning monument and repaired a tablet that was in three pieces. Members of the group would like to start a Facebook group so that they can continue cleaning the monuments.



- Did segment on Channel 18 for Pet Crematory. Sent slides to be viewed on screen. Brewster Animal Rescue does both services has burial ground in Boston which is currently not taking any new pets and cremation can take up to 21 business to be returned. Number of dogs registered from town clerks waiting to hear back from several towns, Crematory Building layout and floor plan, 20 year bond profit loss slide and information on the Town of Duxbury and Plymouth which both have Human Crematories.

- Continuing to work on updated Pet Crematory Business Plan. Requested all Town Clerks on the Cape to send in the dogs registered for packet. Still waiting for totals from Town of Wellfleet and the Towns of Barnstable, Truro and Bourne are still selling as their totals are on a Fiscal Year. Total of dogs registered on Cape so far is 19,135 and this doesn't include unregistered dogs, cats or other animals that could be cremated at the facility.

Total Number of Dog License Issued by Towns

Towns	Year 2013	Year 2014	Year 2015	Year 2016	Year 2017
Harwich	1,237	1,176	1,236	1,190	1,235
Brewster	1,088	926	1,029	1,117	1,163
Chatham	543	534	502	512	507
Dennis	1,933	1,925	1,917	1,940	1,935
Yarmouth	2,100	2,100	2,100	2,100	2,100
Barnstable	3,625	3,789	3,650	3,562	3,121
Eastham	1,050	990	966	961	984
Truro	279	277	267	247	260
Provincetown	300	300	272	281	262
Wellfleet					
Mashpee	416	706	609	1,090	1,093
Sandwich	1,328	2,025	2,011	2,492	2,051
Falmouth	1,212	1,212	1,212	1,212	1,212
Bourne	2,917	2,410	2,946	3,017	2,604
Orleans	590	614	618	619	718
Total Number of Registered Dogs					19,135

- Began the final course for Certificate in Municipal Management with Suffolk, Human Resources Management on April 20th and class on 27th. I will be creating a Camera Policy for our Town, as one doesn't currently exist. Requirement for the course is to also create a Human Resource Manual for the Town of Harwich for my final grade. I will be graduating on May 18th.

Respectfully Submitted

Robbin Kelley
Cemetery Administrator

Weekly Update for the Community and Cultural Centers
April 22, 2018 – April 28, 2018

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 4/22 to 4/28.

- I worked at the open house as part of ARTWEEK at the Cultural Center. We hosted the opening of ArtWeek with the Open House running from 10-3 on Saturday April 28th. Other events of the day included I love Harwich Diorama viewing, Art Show, Cape Cod Ukulele Club, Producing your own television show, The Cape Cod Chamber Orchestra, Walking the Labyrinth and a scrimshaw demonstration.
- I attended and presented to the Selectmen on the financial status, the future of the building and the labyrinth at the Cultural Center. I also included information on the ArtWeek program.
- I am updating the building schedule for the next fiscal year. We are posting internally as well as to the calendar for the ease of the public.
- I attended a meeting with members of the Cranberry Festival Committee regarding the proposed music series for the Courtyard at the Cultural Center. In addition I prepared a letter for the Town Administrator and the Board requesting a waiver for the series. The series would happen on Thursday evenings from 6:30 until 8:00pm starting July 12th and running through August 23rd.
- The after prom event was held at the Community Center. This event is for the Juniors at the Monomoy high school that attend the Prom. This provides a safe place to stay that evening with games, prizes, food and entertainment.
- I attended a Department head meeting.
- I worked with the Conservation Department on the Tour de Trash event for Saturday. The group utilized space both in and outside the building.
- I am working with the Recreation Department and my staff on the relocation plan for the clubs and organizations that use the Community Center gym for the time frame the floor is being resurfaced. Our hope is to use the Cultural Center gym creatively to meet the needs of most of our current groups.
- I met with the Assistant Town Administrator to tour the Cultural Center and review the rental process including paperwork for each space.
- We hosted The American Heritage Group of the Women's Club of Chatham at the Cultural Center and had a very successful tour complete with demonstrations.

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 29 –May 5

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 4/29 to 5/5.

- I attended the kick off meeting for the ADA building compliance grant for the Town of Harwich
- I attended a meeting with the Town Administrator, Assistant Town Administrator and a team from SEIU regarding the next three year contract.
- I am creating a building schedule for the Cultural Center to accommodate the room rentals for the Library, Cafeteria, Auditorium, Art Room, Music Rooms and the Court Yards.
- I worked the Sunday performance of the local band (In The) Pocket in the Library of the Cultural Center. Pocket is a local Jazz combo consisting of five members.
- On Monday as Part of ArtWeek we had Fanciful Furniture Painting. This was a free demonstration on how to transform furniture. Followed by a silk scarf dying demonstration.
- On Tuesday ArtWeek featured the indoor labyrinth walk and a Printing and Carving demonstration.
- I worked Wednesday with the turning your hobby into a business and then a great group turned out to support using soul collage in conjunction with a labyrinth walk just two more free events as part of ArtWeek.
- Thursdays events included encaustic painting and a demonstration on tempera painting
- Friday Erica helped facilitate the Brooks Free Library Memoir Writers Group in our library.
- Bird Carving Demonstrations were the order of business on Saturday as we worked with Harwich Historical Society to bring more people into the Cultural Center.
- I am working with the Recreation Department and my staff on the relocation plan for the clubs and organizations that use the Community Center gym for the time frame the floor is being resurfaced. Our hope is to use the Cultural Center gym creatively to meet the needs of most of our current groups.

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 28, 2018

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

Programs/Service:

- Prepared and served 122 meals to seniors which included one Supper Club, three Senior Dining Lunches, and the monthly Women's Breakfast
- Facilitated "Senior Reflections" seminar on Forgiveness attended by 14 participants
- Completed 2 fuel assistance applications with clients (program ends April 30th)
- Conducted 22 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 12 clients at the Community Center Wellness Clinics
- Provided a BP Clinic and wellness discussion at senior housing attended by 12 participants
- Assisted clients in their homes, over the telephone, and in the office providing counseling regarding housing options, legal competence and conservatorship, income taxes, fuel assistance, homecare services, and transportation resources
- Provided Balance Boosters classes, Mahjongg, SHINE health insurance counseling appointments, Diet & Nutrition Support Group, footcare services, legal appointments, Buried in Treasures group, cribbage group, and more

Administration:

- Participated in committee review of Harwich Human Service Grant applications
- Appeared on Channel 18 for the monthly COA update
- Attended COAST meeting of Cape COA Directors
- Participated in Cape Cod Healthcare's training on "Effective Treatment Strategies for Addicted Older Adults and their Families and Caregivers"
- Participated in MIAA professional development training opportunity regarding communication strategies for managers
- Attended HARC (Harwich Accessibility Rights Committee) meeting to learn more about upcoming grant work to assess ADA compliance of town's programs and facilities
- Submitted May/June newsletter to printer on Monday, April 23rd, late due to office coverage issues with employee absences

Respectfully submitted,
Judi Wilson



TOWN OF HARWICH

DEPARTMENT OF PUBLIC WORKS

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

Telephone (508) 430-7555

Fax (508) 430-7598

DPW Activity for period of April 29, 2018 through March 5, 2018

Highway Maintenance

- 4 days of catch basin digging
- 4 days street sweeping
- Trash picked up 3 days
- 2 days brushing the bike path with swing arm mower
- 2 days brushing roads with the swing arm mower
- Received 21 work orders and completed 12 work orders
- Line painting of roads done at night by contractor - started 4/29
- Continued coordinating with RH White and National Grid

Vehicle Maintenance

- Performed a service on the Police Chief's vehicle
- Performed 15 repairs on vehicles, small and heavy equipment
- Road call to Englewood Drive to retrieve and repair the Assessor's car

Cemetery Maintenance

- Mowed Town Buildings and Parks
- Mowed in Evergreen, Mt. Pleasant, and Island Pond Cemeteries
- Spring cleanup at Brooks Academy
- Prune bushes at entrance to Mt. Pleasant Cemetery

Parks Maintenance

- Mowed and prepped 7 ball fields for games
- Brush cleanup at Community Center fields
- Cleaned up around the tennis courts at Brooks Park

Facility Maintenance

- Received 14 new work orders and completed 13 work orders from back log

- Completed set up of lighting for Cultural Center Art Week
- Continued with repairs to the Saquatucket Harbor sheds - new roofing, siding, Azek trim, windows and doors over the next few weeks
- Provided oversight and management for the Transfer Station roofing and siding, which should be completed this week
- Performed repairs to Town Garden water spigots after a few frozen lines from this past winter
- Boiler and pressure vessel inspections were completed with zero violations at all Town buildings

Disposal Area

- C&D: 12 loads, 226.58 tons
- MSW: 8 loads, 195.04 tons
- Recycling: 6 loads, 24.8 tons
- Vehicles Recorded: 6974
- Revenue: \$52,774.45

Reception

- Walk ins: 32
- Telephone calls: 72
- Work orders processed: 40



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 22, 2018 through April 28, 2018

Highway Maintenance

- 4 days of catch basin digging
- Trash picked up 3 days
- 2 days hauling fill for the golf project
- 4 days street sweeping
- Received 24 work orders and completed 22 work orders
- 1 days hot mix patching
- completed 2018 line painting list and placed in contractors hands - they started 4/29
- Continued coordinating with RH White and National Grid

Vehicle Maintenance

- Performed sixteen repairs on vehicles, small and heavy equipment
- Finished preventative maintenance on the REX
- Call in Sunday morning for a leaking tire on Ambulance 75

Cemetery Maintenance

- Remove overgrown / dead bushes in Mount Pleasant Cemetery
- Cleanup of leaves / sticks in Pine Grove Cemetery
- Spring cleanup at Town Hall, Albro House, Doane Park, Exchange Park, and Overlook Park

Parks Maintenance

- Edged, mowed and routine maintenance on 6 ball fields
- Assisted the Cemetery Department in doing cleanups
- Started preparing Whitehouse Field for the NCAA tournament

Facility Maintenance

- Received 19 new work orders and completed 16 work orders from back log
- Continued repairs on Harbor sheds - siding, trim and windows
- Painted Community Center conference room and hallway
- Turned water on in Public Gardens
- Repaired a lifeguard stand
- Fixed emergency lighting at Cultural Center
- Repaired a leak at Police Department
- Installed a new heat valve at Police Department gym
- Repaired the boiler at Town Hall

Disposal Area

- C&D: 16 loads, 302.03 tons
- MSW: 6 loads, 143.59 tons
- Recycling: 4 loads, 11.90 tons
- Vehicles Recorded: 6,549
- Revenue: \$48,519.25

Reception

- Walk ins: 11
- Telephone calls: 73
- Work orders processed: 44



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 22 - 28, 2018

Inspection Type	
Resale	12
Annual	7
Final	1
Lockbox	1
Liquid Propane	2
Oil Burner	
Oil Tank	
Pre-Inspection	1
Re-Inspection	1
Safety Inspection	6
Town Hall – Plans (hours)	4
Town Hall – Meeting (hours)	1
Tank Truck	
Fire Drills	1
Meetings – Misc	
Joint Inspection	2



Incident Type Report (Summary)
 From 04/22/18 To 04/28/18
 Report Printed On: 04/30/2018

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Building fire (111)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
Cooking fire, confined to container (113)	2	2.08%	\$0.00	\$0.00	\$0.00	0.00%
Forest, woods or wildland fire (141)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
Brush or brush-and-grass mixture fire (142)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
	5	5.20%	\$0.00	\$0.00	\$0.00	0.00%
3 Rescue & Emergency Medical Service Incident						
EMS call, excluding vehicle accident with injury (321)	69	71.88%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	3	3.13%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with no injuries. (324)	2	2.08%	\$0.00	\$0.00	\$0.00	0.00%
	74	77.09%	\$0.00	\$0.00	\$0.00	0.00%
4 Hazardous Condition (No Fire)						
Gas leak (natural gas or LPG) (412)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
Power line down (444)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
	2	2.08%	\$0.00	\$0.00	\$0.00	0.00%
5 Service Call						
Service Call, other (500)	7	7.29%	\$0.00	\$0.00	\$0.00	0.00%
Lock-out (511)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
Cover assignment, standby, moveup (571)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
	9	9.37%	\$0.00	\$0.00	\$0.00	0.00%
6 Good Intent Call						
Good intent call, other (600)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
Dispatched and cancelled en route (611)	2	2.08%	\$0.00	\$0.00	\$0.00	0.00%
	3	3.12%	\$0.00	\$0.00	\$0.00	0.00%
7 False Alarm & False Call						
Smoke detector activation due to malfunction (733)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation, no fire - unintentional (743)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
	3	3.12%	\$0.00	\$0.00	\$0.00	0.00%
Total Incident Count:	96			Total Est. Loss:	\$0.00	

Search Criteria

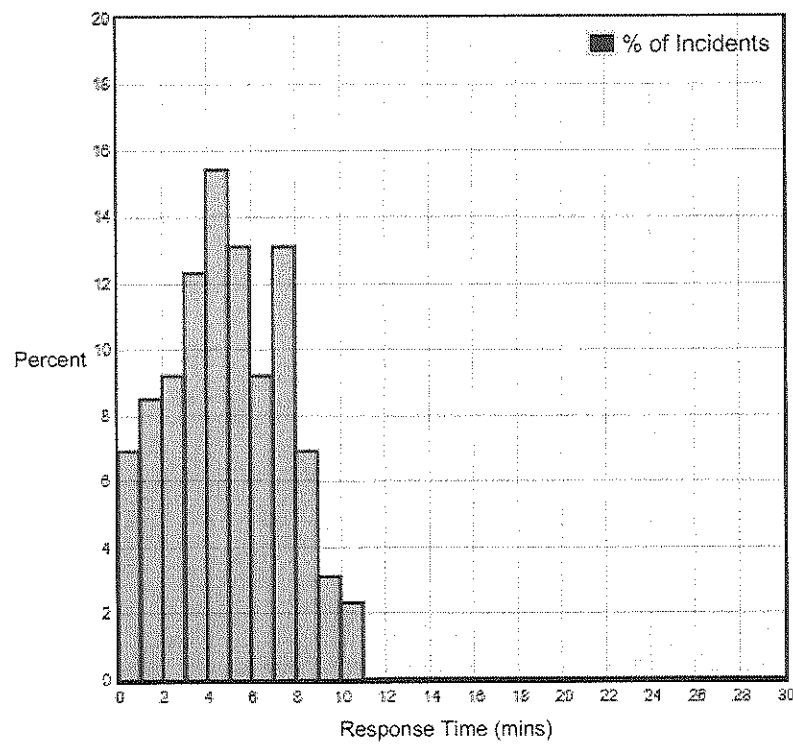
Dates From 04/22/2018 To 04/28/2018 (mm/dd/yyyy)
Service Harwich Fire Department
Staff All
Apparatus All
Station All

Alarm Type	All
Zone/District	All

 **Report Description**

Incident Response Time Analysis
 Date Range 04/22/2018 to 04/28/2018
 Total # of Runs Fitting Criteria 130 runs
 Average Response Time 4.4 mins
 Service(s) Harwich Fire Department
 Incident Type(s) All

Response Time	# of Incident Responses	% of Incident Responses
0 mins	9	6.9%
1 mins	11	8.5%
2 mins	12	9.2%
3 mins	16	12.3%
4 mins	20	15.4%
5 mins	17	13.1%
6 mins	12	9.2%
7 mins	17	13.1%
8 mins	9	6.9%
9 mins	4	3.1%
10 mins	3	2.3%
11 mins	0	-
12 mins	0	-
13 mins	0	-
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	0	-



Report Description

[Back To Filters](#)

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



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 29 - May 5, 2018

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



Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
3 Rescue & Emergency Medical Service Incident						
Medical assist, assist EMS crew (311)	1	1.05%	\$0.00	\$0.00	\$0.00	0.00%
EMS call, excluding vehicle accident with injury (321)	72	75.79%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	1	1.05%	\$0.00	\$0.00	\$0.00	0.00%
	74	77.89%	\$0.00	\$0.00	\$0.00	0.00%
4 Hazardous Condition (No Fire)						
Gas leak (natural gas or LPG) (412)	1	1.05%	\$0.00	\$0.00	\$0.00	0.00%
	1	1.05%	\$0.00	\$0.00	\$0.00	0.00%
5 Service Call						
Service Call, other (500)	2	2.11%	\$0.00	\$0.00	\$0.00	0.00%
Lock-out (511)	1	1.05%	\$0.00	\$0.00	\$0.00	0.00%
Public service (553)	1	1.05%	\$0.00	\$0.00	\$0.00	0.00%
Unauthorized burning (561)	1	1.05%	\$0.00	\$0.00	\$0.00	0.00%
	5	5.26%	\$0.00	\$0.00	\$0.00	0.00%
6 Good Intent Call						
Dispatched and cancelled en route (611)	1	1.05%	\$0.00	\$0.00	\$0.00	0.00%
Authorized controlled burning (631)	1	1.05%	\$0.00	\$0.00	\$0.00	0.00%
	2	2.10%	\$0.00	\$0.00	\$0.00	0.00%
7 False Alarm & False Call						
Smoke detector activation due to malfunction (733)	6	6.32%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system sounded due to malfunction (735)	1	1.05%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	4	4.21%	\$0.00	\$0.00	\$0.00	0.00%
	11	11.58%	\$0.00	\$0.00	\$0.00	0.00%
Not Recorded						
Not Recorded	2	2.11%	\$0.00	\$0.00	\$0.00	0.00%
	2	2.11%	\$0.00	\$0.00	\$0.00	0.00%
Total Incident Count:		95	Total Est. Loss:		\$0.00	

Search Criteria

Dates From 04/29/2018 To 05/05/2018 (mm/dd/yyyy)
Service Harwich Fire Department
Staff All
Apparatus All
Station All
Alarm Type All
Zone/District All

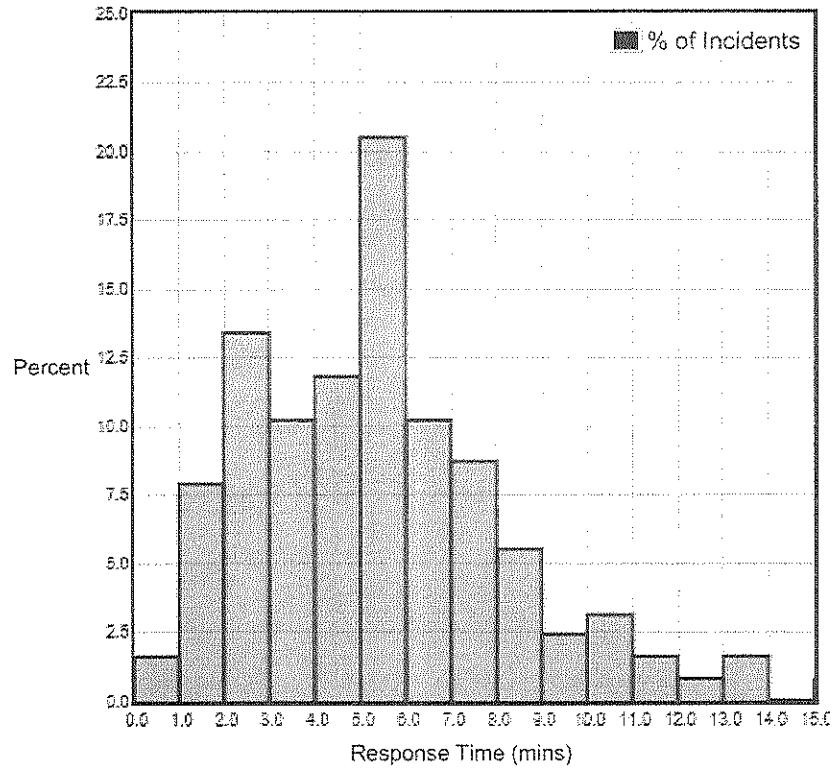



Report Description

Incident Response Time Analysis

Date Range 04/29/2018 to 05/05/2018
 Total # of Runs Fitting Criteria 127 runs
 Average Response Time 4.9 mins
 Service(s) Harwich Fire Department
 Incident Type(s) All

Response Time	# of Incident Responses	% of Incident Responses
0 mins	2	1.6%
1 mins	10	7.9%
2 mins	17	13.4%
3 mins	13	10.2%
4 mins	15	11.8%
5 mins	26	20.5%
6 mins	13	10.2%
7 mins	11	8.7%
8 mins	7	5.5%
9 mins	3	2.4%
10 mins	4	3.1%
11 mins	2	1.6%
12 mins	1	0.8%
13 mins	2	1.6%
14 mins	0	-
15 mins	1	0.8%



 Report Description

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Health Director Weekly Report Week ending May 5, 2018

Projects-

- Attended and presented at the Wastewater Support Committee meeting. Reviewed how to use the online document search feature of Accela.
- Jen reached the 400 mark on property scans for Phase II sewerage!! ☺
- Katie attended ServSafe Class.
- Conducted pre-variance engineer meetings for the May BOH meeting.
- Attended a portion of the Selectman's meeting. Discussion regarding the Saquatucket Harbor septic system was had. Concern over which size tanks should be installed because smaller tanks will be needed if the snack shack vote does not carry at town meeting.
- Attended the quarterly Wellness Committee meeting. Discussion on the upcoming budget, new programs and the need to attend the budget meeting with the steering committee at the end of May.
- Began writing site summaries for BOH meeting.
- Performed one post construction walk-through at 24 Blue Heron.
- Provided 2 interdepartmental referrals for the planning board.
- Attended the Community development meeting regarding 711 Main Street

<u>REAL ESTATE TRANSFER INSPECTION REPORTS</u> 702 Route 28 67 Long Road 85 Division Street 16 Harding Lane 64 Smith Street 11 Arbutus Ave 15 Archibald Circle 1 Northwind Lane 3A Kimberly Way 20 Six Penny Lane 3 Alexander's Chase 1 Paddock Drive	<u>BUILDING PERMIT REVIEWS</u> 710 Route 28 97 Bells Neck Rd. 891 Queen Anne Rd. 13 Tuckers Way. 25 Bob White Ln. 43 Old Homestead Way. 18 Hiawatha Rd. 15 Channel Hill 100 Church St. 16 Bank St. 376 Lower County Rd. 254 Bank St. 52 Gilbert Ln. 45 Main St. Ext.
<u>SEPTIC SYSTEM PERMITS</u> 2 River Rd. 26 Kimberley Way. 82 Courtney Rd. 31 Fairways Dr. 52 Gilbert Ln.	<u>FINAL SEPTIC INSPECTIONS</u> 7 Red River Road 17 Old Wharf Road 26 Ocean Ave 41 Deacons Folly Road 1280 Orleans Road 68 Lovers Lane

<u>FOOD INSPECTIONS</u> Weatherdeck Local Flavor Moonshine Liquors Luke's Liquors HJT- Division	<u>COMPLAINT INSPECTIONS</u> 588 Depot Street 12 Pleasant Valley Road
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Meggan Eldredge

Health Director Weekly Report Week ending April 26, 2018

Projects-

Inspected participants at the Toast of Harwich.
 Researched health effects of pet burials on groundwater
 Wrote statement regarding retail sales of marijuana
 Attended the department head meeting
 Attended the Community Development meeting
 Met with the emergency planner from Barnstable County.
 Sent out seasonal license renewal reminders.

<u>REAL ESTATE TRANSFER INSPECTION REPORTS</u> 14 Skippers Way 22 Hiawatha Road 2 Federal Lane 87 Julien Road 68 Lovers Lane 50 Long Road 16 Satucket Road	<u>FOOD INSPECTIONS</u> Taste of Harwich Friday 4/27/18 Mad Minnow Hands of Hope Harwich Chamber of Commerce Portside Liquors Szechuan Delight Ideal Weight Loss
<u>SEPTIC SYSTEM PERMITS</u> 97 Chatham Rd. 96 Queen Anne Rd. 16 Satucket Rd. 9 Herring Run Rd. 6 Brothers Ln. 88 Main St. Extension 1280 Orleans Rd. 2 River Rd.	<u>CERTIFICATES OF COMPLIANCE</u> 5 Kettle Pond Drive 69 Pleasant Bay Road

<u>FINAL SEPTIC INSPECTIONS</u> 97 Chatham Rd. 96 Queen Anne Rd. 16 Satucket Rd. 9 Herring Run Rd. 6 Brothers Ln. 88 Main St. Extension 1280 Orleans Rd. 2 River Rd.	<u>BUILDING PERMIT REVIEWS</u> 7 Kendall Ln. 3 Mini Rd. 314 Oak St. 615 Queen Anne Rd. 3 McElway Rd. 6 Tupelo Rd. 181 Headwater Rd. 200 Round Cove Rd. 891 Queen Anne Rd. 97 Bells Neck Rd.
<u>COMPLAINT INSPECTIONS</u> 682 Main Street (site visit) 11 Windjammer (drive-by) 12 Pleasant Valley (follow-up) Hot Stove (Noisy fan behind restaurant) 558 Depot Street (sewage smell in backyard)	<u>CONSULTATIONS</u> Terry McAnulla- responded via email, followed up with phone call- deliver food from restaurants Soil evaluation at 2 Lakeshore Drive

Meggan Eldredge

Sandy Robinson

From: Heinz Proft
Sent: Wednesday, May 09, 2018 10:01 AM
To: Ann Steidel; Sandy Robinson
Subject: Heinz -Natural Resources Weekly report of 05/09/18

Natural Resources Weekly report 05/09/2018

- * Hinckley's water level lowered with removal of a flume board. This will be reset in approx. 5-7 days.
- * Herring count with electronic counter >450,000 fish have passed – that already exceeds both the 2016 and 2017 totals.
- * Repaired Long Pond pinched sluiceway. Water levels also high in Long Pond. Once the water level drops, the DMF aluminum extension chute will be installed.
- * Attended Town/HCT combined meeting for the Cold Crook bog and stream restoration plan.
- * Met with Shellfish wardens to schedule May patrols and update shellfish information.
- * Completed shellfish patrols on open days. May OPEN days are WED, SAT & SUN. Over 180 Shellfish permits have been sold YTD.
- * Attended both nights of Harwich Town Meeting. Provided supporting information on behalf of Article #57 Hinckley's pond remediation and public access/improvements.
- * Submitted facilities department request for Shellfish Lab east side door and south side window painting.

Heinz Proft
Nat. Resources Director

Sandy Robinson

From: Heinz Proft
Sent: Wednesday, May 02, 2018 9:15 AM
To: Ann Steidel
Cc: Sandy Robinson
Subject: FW: Heinz -Natural Resources Weekly report of 05/02/18

Oops – the subject line of my email should have had the date May 2nd.

Natural Resources Weekly report 05/02/2018

- * Town cranberry bog near herring run flooded. (should be 3-4 weeks)
- * Herring count with electronic counter >300,000 fish have passed – already more herring than in 2017 – still 4 weeks to go.
- * Eel ramp pump repaired – eels migrating into Grassy Pond.
- * Attended Environmental Police meeting in Truro for Mass Shellfish Constables.
- * Summary meeting for the Pleasant Bay Alliance TWMP.
- * Shellfish patrols on open days. May OPEN days are WED, SAT & SUN. Updated Shellfish Areas and Open days were uploaded to Harwich Town Web site and emailed to Shellfish permit holders.
- * Met with potential commercial shellfisherman to review regulations and conduct site visit to Pleasant Bay.
- * Confirmed 2018 Shellfish seed order/delivery from ARC – oysters and quahogs will arrive mid-June.

Heinz Proft
Nat. Resources Director

Memorandum from Charleen Greenhalgh
Town Planner
Town of Harwich

May 9, 2018

To: Christopher Clark, Town Administrator
From: Charleen Greenhalgh, Town Planner
Re: Weekly Report – Week of April 30, 2018

The week included, but was not limited to:

- Worked on Power Point for the Annual Town Meeting motions and back-up information.
- Submitted the final CRS recertification with FEMA
- Attended the Station 2 Meeting
- Met with Cyndi Williams for our weekly meeting to work on the Cultural Districts application
- Preparation for May 10th Planning Board Meeting:
 - Prepared the agenda
 - Prepared staff reports for each agenda item
- Met with:
 - New owner of the Cape Side Kitchen (Formerly Bonatt's)
 - Met with the Chair of the Traffic Safety Committee
 - Met with attorneys from Cape Cod Healthcare to discuss lighting at Fontaine Medical Center, along with the Building Commissioner. It was the conclusion after the meeting that they are in compliance with the lighting code and the site plan.
- Presented a FEMA tutorial, along with Amy Usowski, to Community Development staff
- Attended weekly Community Development meeting. Met with prospective purchasers of 711 Main Street
- Attended the 1st training session on PeopleGIS
- Attended the Chamber Warrant Article Dinner to discuss the Marijuana related articles
- Attended the Motions meeting and continued work on the PowerPoint for Town Meeting
- Met with others, including abutters, realtors, etc., at the window to answer questions, review pending applications, etc.
- Reviewed other applications and signed off in Accela

Memorandum from Charleen Greenhalgh
Town Planner
Town of Harwich

May 2, 2018

To: Christopher Clark, Town Administrator
From: Charleen Greenhalgh, Town Planner
Re: Weekly Report – Week of April 23, 2018

The week included, but was not limited to:

- FY 19 Human Services Grants
 - Reviewed the 17 applications received
 - Met with the Team to discuss, evaluate and make recommendations for the available funding
 - Prepared a memo on behalf of the team and submitted it to the Town Administrator
- Worked on the Crosswalk Policy on behalf of the Traffic Safety Committee
- Attended the Selectmen's meeting in case there were questions regarding the CRS Recertification Application for 2018
- Finalized the CRS recertification and sent it to the local CRM for her review before submittal to FEMA.
- Participated in the Voter Information Presentations for the 2018 ATM regarding the Marijuana articles
- Attended the monthly Department Head Meeting
- Went to the Traffic Safety Meeting; however my attendance was not required
- Unfortunately on Wednesday in the late morning I hit my head badly and missed the rest of Wednesday and all of Thursday work
- 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 21, 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 4/15-4/21

Tax/Water Collections:	\$8,840,375.89
Departmental turnovers:	\$143,331.70
Total:	\$8,983,707.59

Weekly Disbursements 4/15-4/21

Accounts Payable	\$1,261,201.68
Payroll (week ending 4/14/18)	\$310,976.78
Total:	\$1,572,178.46

Respectfully submitted,

Amy Bullock, Treasurer/Collector



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Amy Bullock
Treasurer / Collector

Nancy Knepper
Assistant Treasurer/Collector

Weekly Report to the Board of Selectmen

Week ending April 28, 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:

- Monday- Wednesday attended the Tyler Connect conference in Boston. They held classes on many different Munis modules, and we learned about several reporting tools and enhancements to new software releases.

Weekly collections 4/22-4/28

Tax/Water Collections:	\$2,155,741.95
Departmental turnovers:	\$255,538.34
Total:	\$2,411,280.29

Weekly Disbursements 4/22-4/28

Accounts Payable	\$391,154.22
Payroll (week ending 4/21/18)	\$349,489.84
Total:	\$740,644.06

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 May 5, 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 4/29-5/5

Tax/Water Collections:	\$2,806,839.18
Departmental turnovers:	\$537,787.16
Total:	\$3,344,626.34

Weekly Disbursements 4/29-5/5

Accounts Payable	\$4,661,272.01
Payroll (week ending 4/28/18)	\$334,526.29
Total:	\$4,995,798.30

Respectfully submitted,

Amy Bullock, Treasurer/Collector



Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

For Week Ending: April 21, 2018

Quick Stats

Please see the following highlights from the previous week:

- Install trim in Station 9, Secure low voltage wiring, rework electric unit heater, replace lamps @ T1 facility
- Hosted Per-Bid Meeting for Lower County Road Project 4/19
- Replace chemical feed pump diaphragm @ T3
- Measure Static/pumping water levels to calculate Specific Capacity for well sources. This is used to calculate & track a wells efficiency over time. This can indicate if a well needs to be cleaned & redeveloped, or if there is a pump issue.
- 4/17/18 Meeting with Water Commission chair to discuss quarterly billing rates & revenue projections
- 4/20/18 Water Commission meeting presenting quarterly billing rates
- Curb Stop repair @ Northwind Lane
- Performed leak detection on water service located on Jesse Eldredge Rd
- 4/19/18 Attend East Harwich Community Wastewater Meeting
- Solicit RFP for Bulk Chlorine for FY19
- 4/24/18 Attend Department Head Meeting

Ongoing/Upcoming Items:

- National Grid Crossover project bid preparation
- Harwich/Chatham Wastewater progress meeting 4/27
- Remove & Replace access hatch @ Well 6
- Wireless Communications RFP prep
- Lower County Road Project bid opening 4/27
- Quarterly Billing Rate hearing 5/4 @ 7am Griffin Room

18	+12.50%	+11.31%
*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

Curb Stop Repair	1	Meter Replacement	5
Cut/Cap Water Service	2	Remove Meter/Demo	1
Final Read	9	Seasonal Turn On	63
Leak Investigation	1	Site Visit	6
Markouts	9	Troubleshoot	1

Activities Statistics

	<u>2017</u>	<u>2018WTD</u>	<u>2018YTD</u>
Curb Stop Repair/Renewals	5	0	0
Final Read for Property Transfer	394	9	74
Frozen Water Meter/Services	2	0	19
Hydrant Maintenance/Repairs	1	0	0
Hydrant Installation/Replacement	2	0	3
Markouts	365	9	124
Meter Replacement	461	5	69
Meter Installation <i>new accounts</i>	39	0	7
Seasonal Turn On/Off	1126	63	519
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	11	111



Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

For Week Ending: April 28, 2018

Quick Stats

Please see the following highlights from the previous week:

- Harwich received 2018 MassDEP Public Water Suppliers Award in the medium/large water system category for being a consecutive winner for 2015, 2016, & 2017
- Install line voltage filters @ station 10, Route 39 Tank, and T1
- Install conduit & new motion sensor flood lights @ main office
- New water service installation 317 Lower County, 165 Pleasant Bay Road, 9 Joshua Jethro Rd, 6 Deerfield Rd, & relocate service @ 161 Pleasant Bay Road
- Calibrate Cl2 analyzers
- Conduct monthly tank inspections
- Continue measuring Static/pumping water levels to calculate Specific Capacity for well sources.
- Attend voter information meeting to discuss HWD Town Meeting articles- Channel 18
- 4/27/18 Open bids for Lower County Road Project
- 4/27/18 Attend Harwich/Chatham wastewater progress meeting
- Continue Water Management Act permit coordination with Mass DEP

Ongoing/Upcoming Items:

- National Grid Crossover project bid preparation
- Town Meeting
- Remove & Replace access hatch @ Well 6
- Wireless Communications RFP prep
- Quarterly Billing Rate hearing 5/4 @ 7am Griffin Room

20	+5.83%	+10.73%
*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 for Property Transfer	5	Meter Installation	3
Frozen Meter	1	Seasonal Turn On	64
Markouts	9	Service/Site Visit	10
Meter Replacement	5		

Activities Statistics

	<u>2017</u>	<u>2018WTD</u>	<u>2018YTD</u>
Curb Stop Repair/Renewals	5	0	1
Final Read for Property Transfer	394	5	79
Frozen Water Meter/Services	2	1	20
Hydrant Maintenance/Repairs	1	0	0
Hydrant Installation/Replacement	2	0	3
Markouts	365	9	133
Meter Replacement	461	5	74
Meter Installation <i>new accounts</i>	39	3	10
Seasonal Turn On/Off	1126	64	520
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	10	121