

SELECTMEN'S MEETING AGENDA*

Donn B. Griffin Room, Town Hall

732 Main Street, Harwich, MA

Executive Session 5:45 P.M.

Regular Meeting 6:30 P.M.

Monday, June 11, 2018

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

I. CALL TO ORDER

II. EXECUTIVE SESSION – Pursuant to M.G.L. c. 30A, § 21(4) to discuss the deployment of or strategy regarding security personnel or devices – Cyber Security Study; and pursuant to MGL c.30A, §21(3) to conduct strategy sessions with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares – Fire Union Contract; Deputy Fire Chief re-classification; SEIU Compensation Survey

III. PLEDGE OF ALLEGIANCE

IV. WEEKLY BRIEFING

V. PUBLIC COMMENTS/ANNOUNCEMENTS

VI. CONSENT AGENDA

- A. Approve Minutes – May 14, 2018 Regular Session
- B. Approve award of Bond Anticipatory Note sales
- C. Approve Annual Police Appointments
- D. Vote to waive the permit fee for a shed to be used to serve both the Brooks Academy Museum and the Crowell Barn per request of the Chairman of the Brooks Academy Museum Commission
- E. Approve the appointment of Janet Evans as a full member of the Treasure Chest Committee with a term to expire on June 30, 2021
- F. Confirm the appointment of James Donovan as Conservation Commission's representative to Real Estate & Open Space Committee with a term to expire on June 30, 2021
- G. Authorize the Chair to sign the Judah Eldredge Land Grant Authorization Form
- H. Released Executive Session Minutes:
 - 1. April 2, 2018
 - 2. April 9, 2018

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

VIII. NEW BUSINESS

- A. Interview for position of Town's representative to Barnstable Assembly of Delegates
 - 1. Peter Hughes
- B. Retiree Health Insurance policy change
- C. Fire Union Contract FY 19-21
- D. Deputy Fire Chief re-classification
- E. SEIU Compensation Survey

IX. OLD BUSINESS

X. TOWN ADMINISTRATOR'S REPORT

- A. Sewer Plan Update
- B. Cold Brook Update
- C. Cyber Security Survey completion
- D. Piping Plovers at Red River Beach
- E. Departmental Reports

XI. SELECTMEN'S REPORT

XII. ADJOURNMENT

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

Authorized Posting Officer:

Posted by: _____
Town Clerk

Sandra Robinson, Admin. Secretary

Date: _____
June 7, 2018

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, MAY 14, 2018
6:30 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark, John Rendon, Judi Wilson, Steven Scannell, Ed McManus, Cyndi Williams, Matt Kelley, and others.

WEEKLY BRIEFING

Mr. Clark discussed some Town Meeting actions and how they affect the ballot.

PUBLIC COMMENTS/ANNOUNCEMENTS

Ms. Williams of the Chamber of Commerce announced that applications for The Big Fix are due June 1st. Ms. Kavanagh read a certificate of recognition for Ms. Brown as it was her last Board meeting. Ms. Wilson of the Council on Aging discussed programs related to Older Americans Month.

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.

Mr. Ballantine moved approval of Items A and C on the Consent Agenda. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote. Chairman MacAskill removed the appointment of Mr. Ketchum from Consent Agenda Item B as he said there are no alternates for the Conservation Commission. Mr. Howell recommended changing the term for Meg Patterson to end in 2019 in order to avoid having the terms of 4 out of the 5 members ending in 2021. Ms. Usowski said the Commission has had 2 alternate positions available for quite a while and Mr. Diggs currently serves as an alternate. She added that it is understood that alternates can't vote, and it is used a prep ground to being on the Commission and the potential applicant was aware of it. Mr. Ballantine asked for clarification as years ago they worked to get alternates for the reasons that Ms. Usowski discussed. Mr. Howell said it is really up to the Board but suggested they be non-voting alternates. Mr. McManus pointed out that Massachusetts General Law doesn't allow for alternates to be voting members. Mr. Ballantine moved to approve the committee appointments for John Ketchum for Conservation Commission Alternate non-voting member for a term expiring June 30, 2021, Janet Evans Treasure Chest Committee Alternate term expiring June 30, 2021, Carol Thayer, By-Law/Charter Review Committee term expiring June 30, 2020,

Meg Patterson Housing Committee term expiring June 30, 2019. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

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

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

Mr. Ballantine read the hearing notice into record and Chairman MacAskill opened the hearing. Mr. Rendon explained that Jack Sheeran provided an overview of his plan to the Waterways Committee who voted favorably on this. He added that he has met with Mr. Sheeran on several occasions and recommends the approval of the slip transfer with the permit and to purchase the Freedom Ferry from Alan McMullen. He noted that the plan is to maintain the current offsite parking being utilized by the ferry and the development plan is to bring the ticket sales over to the waterside area of Route 28. Mr. Sheeran said he has been in talks with Mr. McMullen for over a year and he noted that he currently lives in Chatham. He added that the schedule and staff will remain the same and they are going to stay at the Nantucket boat basin. Chairman MacAskill called for public comment and Mr. Chorey spoke in support of the transfer noting that he has known Mr. Sheeran for six years and he would be a great asset to the Town. Mr. Ballantine moved to close the public hearing on the transfer of the Freedom Ferry slip and Class F permit. Ms. Brown seconded the motion and the motion carried by a unanimous vote. Mr. Ballantine and Ms. Kavanagh said they have no concerns and wished Mr. Sheeran luck. Mr. Howell said it is a real boon to the Town to have this and moved that we approve the application to transfer the Freedom Ferry slip and Class F permit. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

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

Mr. Ballantine read the hearing notice into record and Chairman MacAskill opened the hearing. Mr. Tsoukalas, applicant, said he looks forward to taking over the property and being a part of the Harwich community. Ms. Brown moved to close the hearing and Mr. Ballantine seconded the motion. The motion carried by a unanimous vote. Mr. Howell noted that through the years there have been complaints about entertainment noise going beyond the property and questioned if Mr. Tsoukalas is prepared to live within the confines of the actual license for entertainment. Mr. Tsoukalas responded that he is more in the inn and restaurant business rather than the entertainment business. Ms. Kavanagh moved to approve the transfer of the 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. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

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

Chairman MacAskill noted they would be bringing this item back next week.

NEW BUSINESS

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

Mr. Howell moved to confirm the appointment of Eugene Murphy to the position of Mechanic effective May 29, 2018 as recommended by DPW Director. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

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

Chairman MacAskill said Ms. Brown and he interviewed Ms. Wilson last week. He noted that Ms. Wilson is the COA Director and lives in the Town of Brewster and as such they decided it would be more appropriate to put this on the agenda for Board discussion. Mr. Howell said the Charter doesn't give authority for a non-resident but she is clearly a wealth of information and recommended appointing her as an ex-officio member to the committee to stay within the confines of their appointment powers. Mr. Howell moved that we accept the appointment of Judi Wilson to the Harwich Accessibility Rights Committee as ex-officio position by virtue of her position on the COA for expiration of June 30, 2021. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

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

The requestor, Environment Massachusetts, was not present to discuss the proposed letter. Mr. Ballantine said he opposed the letter as it is. Chairman MacAskill said he is completely against raising electric rates and that is what he reads this letter as. Mr. Clark said he would invite the requestor in again to discuss.

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

Mr. Clark reported that this agreement memorializes that the property is owned by the Church and the Town no longer has to do any maintenance and also there is a map that was created of existing full body burials and the judge ordered no more cremains can be put on top of that and this agreement is based on judge's order. Ms. Kavanagh pointed out that the map doesn't have an engineer's stamp. Mr. Clark said they confirmed what we submitted and Ms. Kavanagh stressed that it should be stamped for recording purposes. Mr. Clark said he will check with the attorney to see if that is required. Ms. Kavanagh moved that we approve the revised First Congregational Church Cemetery Agreement pending review of whether or not the plan needs an engineer's stamp. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

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

Mr. Howell noted that he originally opposed this and therefore cannot vote to reconsider. Attorney Kelley said the plans are done, the engineer has done all the surveying, and he expects to submit the paperwork next week. He said it should be a very short amount of time. He asked that the Board's vote mirror their vote on The Port.

Mr. Ballantine moved that we reconsider the vote on the alteration of premises on the liquor license for Ember Pizza of February 26, 2018. Ms. Kavanagh seconded the motion and the motion carried by a 4-0-1 vote with Mr. Howell abstaining from the vote.

Mr. Ballantine moved that we approve the application for the alteration of premises of the Seasonal Common Victualier, 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 of the February 26, 2018 date. Ms. Kavanagh seconded the motion. Mr. Howell said although the license was approved by the ABCC it still doesn't reflect the actual regulatory situation right

now in terms of what's approved to be there. Ms. Kavanagh said this is an engineering delay due to the engineer's schedule. Mr. Howell said it still has to be approved by the Planning Board and he noted that State acceptance is based on local acceptance. Mr. Clark agreed and added that as long as local acceptance will be forthcoming it is probably not an issue. Mr. Kelley said he has a draft site plan done for The Port and is expecting Ember's tomorrow. He said he is expecting to file by mid next week at the latest. The motion carried by a 4-1-0 vote with Mr. Howell in opposition.

F. Recap of 2018 Annual Town Meeting

Chairman MacAskill commented that Town Meeting was extremely successful and Mr. Clark did an outstanding job. Ms. Kavanagh added that it went exceptionally well. Mr. Ballantine commented that we need to give people a break for a while on capital items. Ms. Brown said the verbiage in Article 30 had been changed and Mr. Clark said he would look into it but his recollection was that the majority of the Board asked for a change to be done after it was presented and his obligation is to follow the majority of the Board and do it consistently. Chairman MacAskill said he did recall having a conversation about changing the article but asked Mr. Clark to look at it. Mr. Howell commented that he would love to see the attendance be kept up and agreed that the Town needs a break on capital items. Mr. Clark said we have continued to make progress toward educating people on the process.

OLD BUSINESS

A. Town Administrator Performance Evaluation

Chairman MacAskill noted that not all Board members have submitted their reviews and Mr. Clark is agreeable to bringing this back next week. Ms. Kavanagh said the evaluation form is difficult and doesn't make sense particularly where they are being asked to create future priorities and it is not appropriate to be in the evaluation. She added that the form is not a fair reflection of anything. Mr. Ballantine agreed and said it is difficult to relate the scoring system to his review. Mr. Howell said he agreed with what's been said and added that the form makes it difficult to give honest critique for the purpose of improving performance. The Board agreed to use the form this year but that they have to make improvements on it for next year. Mr. Ballantine suggested having quarterly reviews and stressed that it is a two way street and they need to work together. The Board agreed to start working on the form right away.

TOWN ADMINISTRATOR'S REPORT

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

Mr. Clark stated that he had an inquiry from Superintendent Sanborn in regard to opportunity for fee waivers on the Cape Cod Tech building project. He recommended that we treat them consistent with how Monomoy Schools were treated. He noted that Monomoy paid \$4,000 out of \$30,000 for site plan review. Mr. Clark noted that Monomoy is different as we pay 72 cents on the dollar and for Cape Cod Tech is it 14% but he suggested considering them the same. Mr. Howell said the approval to get the funding for the Cape Cod Tech building was regional wide and had nothing to do with town by town and secondly that we are the host town in terms of what we have to do for Police and Fire and other things. He stated that we do have to pay 14% but they've got bonding and if it were built anywhere else it would cost them something to get permits. Ms. Brown said she would support the waiver as it is a school and a shelter for Harwich. Ms. Kavanagh said she would support it as well and by not waiving the fees we cost everyone a little more anyway in terms of overall project cost. Mr. Ballantine questioned why we wouldn't be paying our 14% and the other towns paying based on the same rules. Chairman MacAskill

said he supports it and one way or another we are paying for it. The consensus of the Board was that Cape Cod Tech should be treated the same as Monomoy but that they should bring this item back.

B. Election Ballot for May 15

Mr. Clark reviewed the election ballot results.

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

Mr. Clark reported that they are in process of refining sewer profiles for Phase 2 and getting down into the specific locations for where the pump stations are necessary. Chairman MacAskill asked to get the figure they are charging us for the brochure. Mr. Ballantine said he is anxious for Mr. Clark to start the easement discussions for the private roads. Mr. Clark responded that he has already discussed it with Town Counsel but will have him begin looking at the 10 streets.

D. Departmental Reports

No action was taken on this item.

SELECTMEN'S REPORT

A. Farewell and Thank You to Jannell Brown

Mr. Clark and Chairman MacAskill thanked Ms. Brown for her service and wished her the best.

ADJOURNMENT

Ms. Brown moved to adjourn at 8:06 p.m. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

June 6, 2018

For Immediate Release

For Further information, contact;

Amy Bullock, Treasurer
Town Hall
732 Main Street
Harwich, MA 02645
Tel: (508) 430-7501

Town of Harwich, MA \$12,525,000 General Obligation Bonds Net 2.79%; \$7,445,150 Bond Anticipation Notes Net 1.64%

Amy Bullock, Town Treasurer, announced that the Town received competitive bids from bond and note underwriters on Wednesday, June 6, 2018, for a \$12,525,000 20-year general obligation bond issue and a \$7,445,150 1-year bond anticipation note issue. Janney Montgomery Scott LLC was the winning bidder on the Bonds with an average interest rate of 2.79% and Jefferies LLC was the winning bidder on the Notes with a net interest cost of 1.64%. The Town received a total of 8 bids on the Bonds and 5 bids on the Notes. Bond and Note proceeds will be used to finance various municipal projects.

Prior to the sale, S&P Global Ratings, a municipal credit rating agency, affirmed the Town's 'AA+' underlying long-term debt rating and assigned the 'SP-1+' rating to the Notes, the highest short-term rating attainable. The rating agency cited the Town's very strong economy, strong management with good financial policies and practices, strong budgetary performance, very strong budgetary flexibility, very strong liquidity, and very strong debt and contingent liability position as positive credit factors.

The bids for the Bonds and Notes were accepted at the offices of the Town's Financial Advisor, Hilltop Securities Inc., at 54 Canal Street in Boston, Massachusetts.

-end-



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
Michael MacAskill, Chairman

FROM: David J. Guillemette
Chief of Police 

DATE: May 25, 2018

SUBJECT: Annual Appointments – FY19

The following is a list of annual appointments for the Harwich Police Department by assignment and rank for fiscal year 2019.

Chief: David J. Guillemette

Deputy Chief: Thomas A. Gagnon

Administrative Lieutenant: John F. Sullivan Jr.

Operations Lieutenant: Kevin M. Considine

Sergeant: Richard Campbell
Adam E. Hutton
Robert C. Brackett, Detective
Aram V. Goshgarian
Paul P. Boorack

<u>Officers:</u>	Jonathan L. Mitchell	Michael E. Porter
	Robert D. Hadfield	T. Paul Ulrich (Detective)
	Neil A. Nolan	Joseph A. Labelle
	Thomas D. Clarke	Derek J. Dutra
	Marc W. Harris, Detective (Court Prosecutor)	Keith T. Kannally
	Richard E. Buttrick	Peter P. Petell
	Mark T. Holmes	Keith A. Lincoln
	Amy R. Walinski	Brendan R. Brickley
	James R. Connery	John J. Larivee
	Tyler J. Vermette	

Thomas G. Griffiths
Ronald D. Ruggiero
Ryan Fazzino
Charles Brooks

Tegan M. DeBaggis
Daniel J. Donovan

**CHIEF, LIEUTENANT, AND SERGEANT APPOINTMENTS ALSO CARRY
APPOINTMENTS AS THE "ASSISTANT HARBORMASTER".**

**ALL OF THE ABOVE APPOINTMENTS SHOULD CARRY THE PHRASE "KEEPER OF THE LOCK-UP" AND
"AGENTS FOR LICENSING AUTHORITY UNDER CHAPTER 138 M.G.L.**

Year Round Special Officers/Keeper of the Lock-Up:

Lynda J. Brogden-Burns	John J. Burns
Robert E. Currie	David J. Jacek
John E. Warren	John F. Sullivan Sr.
Robert F. Horgan	
Chatham Police Department_(sworn officers – see attached CPD roster)	

Year Round Special Officer/Non-enforcement Police Chaplain:

Bishop James F. David
Pastor Tiffany Nicely Holleck

Matrons/Keeper of the Lockup:

Janet Radiewicz

Chatham Police Roster

Chief Mark Pawlina
Deputy Chief John Cauble
Lieutenant Michael Anderson

SGT. William Glover
SGT. Andrew Goddard
SGT. Sarah Harris
SGT. William Massey

PTL. John Whittle
PTL. William Little
PTL. Michael Murphy
PTL. Joshua Wisniewski
DET. Louis Malzone
PTL. Andrew Hutton
PTL. Geoffrey Phillips
PTL. Thomas Powers
PTL. Sean Ryder
PTL. Chris Merigan
PTL. Chris Vardakis
PTL. Joseph Amara
PTL. Mark Pacionek
RES. Robert P. Finacom
RES. Brendan Cronin

From: Raymond Chesley
Sent: Wednesday, June 06, 2018 9:30 AM
To: Sandy Robinson <srobinson@town.harwich.ma.us>
Subject: FW: Brooks Academy Museum Shed

Sandy

It has been customary in Harwich to waive building department fees for projects on town owned land. I recommend the Board of Selectman consider waiving the shed registration fees for the proposed shed for the Brooks Academy Museum and Crowell Barn.

Thanks
Ray Chesley
Building Commissioner

From: DAVID SPITZ [<mailto:davidhspitz@comcast.net>]
Sent: Tuesday, June 05, 2018 9:10 AM
To: Raymond Chesley <rchesley@town.harwich.ma.us>
Cc: Elaine Banta <ebanta@town.harwich.ma.us>; Sandy Robinson <srobinson@town.harwich.ma.us>; Janet Cassidy <harwichhistoricalsociety@verizon.net>
Subject: Brooks Academy Museum Shed

Hi Ray,

The proposed shed will serve both the Brooks Academy Museum and the Crowell Barn which are town-owned buildings on two separate town-owned parcels. The shed itself will be on the latter parcel so as to be located outside of the Harwich Center Historic District. I am applying for the Shed Registration Permit as Chair of the Brooks Academy Museum Commission which is a Town of Harwich commission. As such, I believe that it is appropriate to request a fee waiver and I am hereby making that request. Please let me know if you need any additional information.

Thanks,

David

David Spitz, Chair

BAMC

802-922-6773

Sandy Robinson

From: Amy Usowski
Sent: Thursday, May 17, 2018 2:50 PM
To: Sandy Robinson; Anita Doucette
Subject: new liaison

Hi Anita and Sandy,

The Conservation Commission voted last night under Discussion to make member Jim Donovan the new representative to the Real Estate and Open Space Committee. Do you need anything more than this from me or Jim?

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

ATTACHMENT 2. CHIEF EXECUTIVE OFFICER AUTHORIZATION

COPY

DATE: _____ 2018

Acting under a motion made and duly seconded at a public meeting held on this date, the Board of Selectmen, as the executive officers of the Town of Harwich, VOTED to authorize the Town Administrator and the Conservation Commission to prepare and submit applications to the Commonwealth of Massachusetts' Division of Conservation Services reimbursement programs, including the Local Acquisitions for Natural Diversity (LAND) Grant Program, and/or Land and Water Conservation Fund program, for the FY 2019-20 grant round to purchase in fee simple 24.6 acres, more or less, known as the Heirs of Judah Eldredge property, on Hawksnest Road in Harwich.

And further, the Selectmen certified by said vote that the Town Administrator is authorized to sign any contracts and provide any legal assurances and understandings to the Commonwealth regarding said applications and awards, and to serve as the Project Manager and primary local contact on matters relating to communications with the Division of Conservation Services regarding these applications, on behalf of the Town of Harwich, and that his signature shall bind the Town regarding the intent of said documents.

Julie E. Kavanagh, Chairman
Board of Selectmen
Town of Harwich

RELEASED

**MINUTES
EXECUTIVE SESSION
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, APRIL 2, 2018
6:15 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark

Chairman MacAskill called the meeting to order at 6:15 p.m. Mr. Ballantine moved to go into Executive Session 1) Pursuant to MGL c.30A, §21(3) to conduct strategy sessions with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares – HEA Union Contract & approve Executive Session minutes (March 5 & 19, 2018); 2) Pursuant to M.G.L. c. 30A, § 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel – Finance Director/Town Accountant approve Executive Session minutes (March 26, 2018); 3) Pursuant to M.G.L. c.30A, § 21(6), to consider the purchase, exchange, lease or value of real estate, if the Chair declares that a meeting may have a detrimental effect on the negotiating position of the public body - Financing for research of owners unknown parcels – Approve Executive Session minutes (March 5, 2018). Mr. Howell seconded the motion and the motion carried unanimously on a roll call vote.

Mr. Ballantine moved approval of the minutes as listed. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Mr. Clark provided an overview of the discussion with the HEA Union regarding the contract and noted that Chairman MacAskill had joined them for the last session regarding work hours and they agreed to the provision which he read as follows:

The Town may change the normal Town Hall schedule of operations to the traditional 8:30 am to 4:00 pm five day per Monday-Friday week schedule following a minimum of thirty (30) days written notice to the Association, effective no earlier than July 1, 2018 and contingent upon approval of other bargaining units affected. Employees adversely affected by this change may request from the Town Administrator reasonable accommodations to correct the adverse effect. Decisions by the Town Administrator shall not be subject to the grievance/arbitration provisions of this agreement.

He noted that the union asked for an increase in longevity of \$150 for people hired since July 2011 in FY20 and we have retained provisions for simultaneous recruitment processes with consideration given to in-house candidates first. He added that everything else is just clean up items.

Chairman MacAskill said he would like the union to sign the contract first. Mr. Ballantine moved to approve the HEA Union contract changes as discussed on this date pending their approval. Ms. Kavanagh seconded the motion and the motion carried unanimously on a roll call vote. It was agreed that the contract needed to come back to the Board to be voted after the union signs.

Mr. Howell moved to adjourn at 6:22 p.m. Mr. Ballantine seconded the motion and the motion carried unanimously on a roll call vote.

Respectfully submitted,
Ann Steidel
Recording Secretary

RELEASED

**MINUTES
EXECUTIVE SESSION
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, APRIL 9, 2018
6:20 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark

Chairman MacAskill called the meeting to order at 6:20 p.m. Mr. Ballantine moved to go into Executive Session pursuant to M.G.L. c.30A, §21(3) to conduct strategy sessions with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares – HEA Contract. Mr. Howell seconded the motion and the motion carried unanimously on a roll call vote.

Mr. Clark stated that Attorney Feeley integrated the changes into the HEA contract and the union voted on April 5th to include the high-deductible insurance plan. He added that Mr. Feeley got the document to the union's attorney today for his review. Mr. Ballantine moved approval of the contract pending signature of HEA. Mr. Howell seconded the motion and the motion carried unanimously on a roll call vote.

Mr. Howell moved to adjourn at 6:22 p.m. Ms. Kavanagh seconded the motion and the motion carried unanimously on a roll call vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

NOTICE

The Harwich Board of Selectmen will interview candidates seeking appointment to be the Town of Harwich's representative to the Barnstable County Assembly of Delegates on June 11, 2018 after which the Board will vote appoint a representative to serve out the remaining 2017-2018 term which is now vacant. Applicants must be a resident of Harwich for at least one year preceding application. Please submit letter of interest including applicable experience to the Office of the Harwich Board of Selectmen, Town Hall, 732 Main Street, Harwich, MA.

The successful candidate for this appointment, within 30 days of taking office, will be required to file a Statement of Financial Interest with the State Ethics Commission. Candidates may want to look at the information he or she will be required to disclose prior to being appointed to the position. The Statement of Financial of Interest is not the same as the filing or training associated with the Conflict of Interest Law.

For further information contact Christopher Clark, Town Administrator, at 508-430-7513 x2.

Anita Doucette
Town Clerk
May 31, 2018



CAPE COD REGIONAL GOVERNMENT
BARNSTABLE COUNTY ASSEMBLY OF DELEGATES

Barnstable County Complex
3195 Main Street - Route 6A
Barnstable, MA 02630
(508) 375-6761

May 18, 2018

Anita Doucette, Town Clerk
Town of Harwich
Harwich Town Hall
732 Main Street
Harwich, MA 02645



RE: Town of Harwich
Vacancy on Assembly of Delegates

Dear Ms. Doucette:

The Barnstable County Assembly of Delegates deeply regrets the notice of resignation effective May 18, 2018 of its member from Harwich, Edward McManus.

In accordance with Section 2-10 of the Barnstable County Home Rule Charter it is with regret that I notify you of this impending vacancy on the Assembly of Delegates from the Town of Harwich effective May 18, 2018.

Mr. McManus may have already notified you of his impending resignation. For your convenience I am providing you with the Charter reference as follows...

Section 2-10:

"If a vacancy shall occur in the office of assembly of delegates with more than six months remaining of the term for which delegates are elected, a successor shall be chosen in accordance with the following procedure:

The clerk of the assembly of delegates shall cause a notice of vacancy to be sent to the clerk of the municipality in which the vacancy exists. The clerk of said municipality shall, forthwith, cause such notice to be posted on the municipal bulletin boards. Any voter, a resident of Barnstable county for at least one year, desiring to be considered to fill such vacancy shall, in writing, so advise the board of selectmen, town council in the town of Barnstable, or the officer or agency performing similar duties in such municipality. The board of selectmen or town council shall make provision for the interview, in public sessions, of all persons who have indicated such interest. Not more than twenty-one days following the date of the notice sent by the clerk of the assembly of delegates, the board of selectmen or town council shall, by a majority vote, choose one person from the municipality to fill such vacancy and shall issue a certificate of such selection to the clerk of the assembly of delegates. Upon receipt of the said

certificate the clerk of the assembly of delegates shall administer the oath of office to such person and shall enter such person name on the official list of assembly of delegates. If, at the expiration of thirty days following the issuance of notice by the clerk of the assembly of delegates that a vacancy from that municipality exists, no certificate has been received, the assembly of delegates may vote to fill such vacancy by electing any registered voter resident of the affected municipality for one year or more to fill such vacancy. The clerk of the assembly of delegates shall administer the oath of office to the person thus chosen who shall serve for the balance of the unexpired term.”

May I suggest you advise candidates whom are under consideration for this appointment that within 30 days of taking office he or she will be required to file a Statement of Financial Interest with the State Ethics Commission. Candidates may want to look at the information he or she will be required to disclose on the statement prior to being considered or appointed to the position. The Statement of Financial Interest is not the same as filing or the training associated with the Conflict of Interest Law.

If you have any questions, please give me a call or contact me via email.

Sincerely,

Janice O'Connell, Clerk
Assembly of Delegates

Peter Hughes
41 Martha's Lane
PO Box 54
South Harwich, MA 02661



June 1, 2018

Office of the Harwich Board of Selectmen
Town Hall
732 Main Street
Harwich, MA 02645

Subject: Letter of Interest ; Harwich Representative to the Assembly of Delegates

Honorable Selectmen;

I am interested in being appointed as the Harwich Representative to the Barnstable County Assembly of Delegates to serve out the term which is currently vacant.

Since moving to Harwich in 1989 I have a consistent and extensive involvement with our community. I have served in the following capacities:

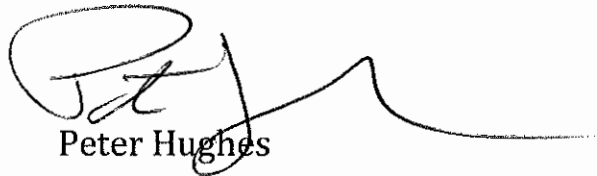
- Harwich School Committee ; 1 term
- Harwich Finance Committee : 2 terms
- Harwich Board of Selectmen ; 5 terms
- Harwich Chamber of Commerce : 28 years with 3 years as the president
- Wastewater Support Committee : Currently serving

I am a registered professional electrical engineer in the states of MA, PA & VT. I am a licensed realtor and a licensed MA home improvement contractor. My education includes a BS in electrical engineering from UMass Lowell, AS in Business Management from Massasoit Community College, Masters in Energy Resources from the University of Pittsburgh and an MBA from Robert Morris University.

I have had a lengthy career in the power generation and renewable energy business prior to relocating to Harwich. I was a founder of a wind turbine company as well as the Chief Technology Officer for an electric scooter company. In my spare time I do some home improvement work, list & sell real estate and engage in engineering consulting activities.

As most of you are aware I have been involved in the Harwich wastewater program for several years. I was a key member of the team which negotiated the Inter Municipal Agreement with the Town of Chatham and encourage and appreciate the potential for regional cooperation to address the wastewater solutions where appropriate.

I look forward to pursuing this opportunity with you on June 11, 2018 .
Sincerely,



Peter Hughes

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039

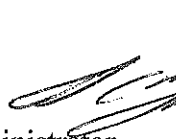


Robert C. Lawton, Jr.
Interim Assistant Town Administrator

732 MAIN STREET, HARWICH
02645

MEMO

TO: Board of Selectmen

FROM: Robert C. Lawton, Jr. 
Interim Assistant Town Administrator

CC: Chris Clark
Town Administrator

RE: Notification to Retirees – Health Insurance

DATE: June 4, 2018

When someone retires from the Town of Harwich and is part of the Town health insurance program the person can maintain that coverage throughout their retirement. It is also the case that if a person retires from the Town of Harwich and does not have the Town health insurance or drops the coverage that person may come back at any time during their lifetime and ask to be reinstated. This creates a potentially large unknown liability for the Town.

Many communities on Cape Cod, and I assume off Cape, have a policy or regulation adopted by the Board of Selectmen that provides a retiree the period of one year to decide if the person wishes to remain or join the Town's health insurance plan. This provides the retiree with the option to keep or join the Town plan and gives the Town the ability to plan for the health insurance liability.

I would ask the Board of Selectmen to adopt the attached regulation, which has been reviewed by Town Counsel. We would then notify all current Town of Harwich retirees, by letter, who are not on the health insurance plan of the one year opportunity and also notify new retirees upon the date of their retirement of the option. Thank you for your consideration of this request.

RETIREE HEALTH INSURANCE Regulation 2018

Subject to any eligibility rules or regulations proscribed by the town's health insurance plans, persons retiring from service to the Town of Harwich pursuant to G.L. c 32 (the public pension law), and who are not enrolled in a town-sponsored health insurance plan at the time of retirement, have one year from the date of retirement to opt in to participate in a town-sponsored health insurance plan as a retiree, as follows: retirees wishing to opt in during this one year time period may only be enrolled either at the next open enrollment period within one year after date of retirement, or, upon a qualifying event occurring within one year from the date of retirement. Written notification of such "opt in" must be given in writing to the Harwich Town Treasurer.

Those retirees who are enrolled in a town-sponsored health insurance plan at the time of retirement must sign the town provided form stating they will remain in the plan.

If a retiree who is enrolled in a town-sponsored health insurance plan chooses to opt out of such plan they may not return to any town-sponsored health insurance plan once they have opted out.



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

IMPORTANT RETIREE INFORMATION REGARDING TOWN SPONSORED HEALTH INSURANCE

Subject to any eligibility rules or regulations proscribed by the town's health insurance plans, persons retiring from service to the Town of Harwich pursuant to G.L. c 32 (the public pension law), and who are not enrolled in a town-sponsored health insurance plan at the time of retirement, have one year from the date of retirement to opt in to participate in a town-sponsored health insurance plan as a retiree, as follows: retirees wishing to opt in during this one year time period may only be enrolled either at the next open enrollment period within one year after date of retirement, or, upon a qualifying event occurring within one year from the date of retirement. Written notification of such "opt in" must be given in writing to the Harwich Town Treasurer.

If a retiree who is enrolled in a town-sponsored health insurance plan chooses to opt out of such plan they may not return to any town-sponsored health insurance plan once they have opted out.

Your signature below acknowledges that you have received and understand this policy.



I am currently enrolled in a town-sponsored health insurance plan and intend to remain enrolled at this time. I understand if I choose to opt out at any time, I cannot opt back in.

Name

Date



I am NOT currently enrolled in a town-sponsored health insurance plan. My retirement date is _____ and I understand I have one year with a qualifying event from the date of retirement, or until the next open enrollment period following date of retirement to opt in to a Town-sponsored plan.

Name

Date

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



Christopher Clark
Town Administrator

732 MAIN STREET, HARWICH
02645

MEMO

TO: Town of Harwich Retiree

FROM: Christopher Clark
Town Administrator

CC: Treasurer/Collector

RE: Health Insurance Options

DATE: 2018

I would like to congratulate you on your retirement from your service to the Town of Harwich. As you retire you need to decide if you wish to continue or start your health insurance coverage with the Town.

It is the policy of the Board of Selectmen that retirees have one year after the date of retirement to join or come into the health insurance plan. If you have not joined the health plan by the end of your first year of retirement, you will not be allowed to re-enter the plan at a later date. A copy of the Regulation adopted by the Board of Selectmen is attached. Please give a great deal of thought to your decision, as after one year you will not be eligible to join or rejoin the group insurance coverage.

If you need details on the plans offered by the Town please contact the Harwich Treasurers' office at 508-430-7501. Once you decide on joining or not joining we ask that you notify the Treasurer's office in writing. If we do not hear from you within the year we will assume that you are not interested in the health plan now or in the future.

We wish you well on your retirement



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. 11 Services from April 15, 2018 to May 12, 2018

- CDM Smith costs incurred during this period are \$51,840.25
- Previously, CDM Smith invoiced the Town \$494,209.36
- This invoice (No. 11) will bring the total invoiced amount up \$546,049.61
- The total contract amount is \$2,020,000 per the agreement dated June 2, 2017
- Contract balance remaining is \$1,473,950.39

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. Developed final listing of streets and parcels to be served by the Phase 2 collection system.
3. Developed presentation and supporting materials for, and presented at, public meeting on April 19, 2018.
4. Prepared for and attended meeting with Harwich and Chatham representatives on April 27, 2018.
5. Prepared for and conducted Progress Meeting No. 5 with Town officials on April 27, 2018, including identification of potential Phase 2 pumping station locations.

Work Planned During Next Invoice Period

1. Continue development of design drawings of pipelines and pumping stations.
2. Begin procurement/coordination of geotechnical drilling program.
3. Prepare letter to utility companies providing information on Phase 2 and the sewer program.
4. Conduct monthly Progress Meeting with the Town on May 30, 2018.
5. Prepare for and attend meeting with Harwich and Chatham representatives on May 30, 2018.



Harwich's Piping Plovers

- 4 Piping Plover chicks hatched at Red River Beach on Friday, June 1, 2018.
- Piping Plovers are a locally “Threatened” species – which means they are likely to become Endangered.
- Town of Harwich contracts with Mass Audubon for monitoring.
- Monitoring is required by State Fish and Wildlife.



One of the adult Plovers at Red River Beach

Harwich's Piping Plovers

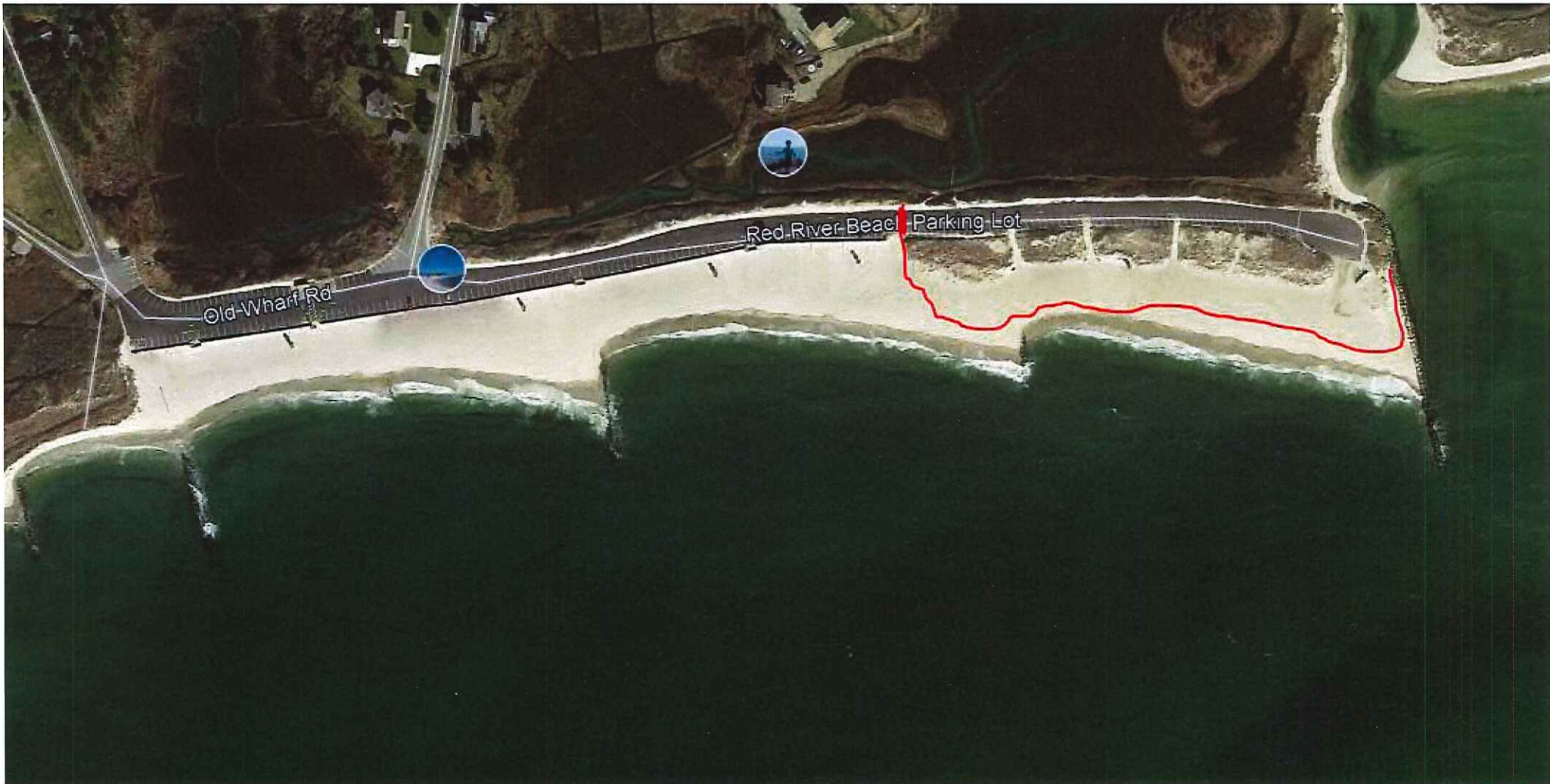
- The Rules: when the chicks have hatched, there is up to a 1,000 meter area around them that needs to be closed off to vehicles. This includes parking lot area. The state let us decrease that to about 400 meters at RR Beach, keeping the majority of the parking area and beach open.
- Due to fledge (fly) around July 4th. Barriers can then be removed.



Piping Plover chick

Harwich's Piping Plovers

- The town put up jersey barriers to keep vehicles from being able to go down to the east end of RR Beach.
- Massachusetts Audubon Society put up symbolic fencing. Please stay out of the fenced areas.
- You may still sit and walk on the beach outside the fenced areas.
- The silt fence across the parking lot openings is low so people can still get onto the beach, but the chicks can't get in the parking lot. Please keep it up.
- It is a violation of state law to disturb the birds. The town has to comply with the laws to protect them.
- Please do your part in helping protect this threatened species by not disturbing them or the protective measures we have installed. It will only be a couple weeks.





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

Memo

To: Sandy Robinson
Ann Steidel

From: Donna Molino

Date: May 30, 2018

RE: Assessor's Department Weekly Report (w/e 6/2/18)

1. Processed and reviewed abutter's lists.
2. Processed and reviewed weekly deeds.
3. Processed address changes.
4. Motor vehicle abatements.
5. Processed end of month reports.
6. Processed sales questionnaires.
7. Processed commitment 3 for Motor Vehicles for \$123,388.50 and commitment 51 for \$1,338.75

Channel 18 Weekly Report
w/e June 2, 2018

- Filmed weekly updates with:
 - Ann Carpenter Filmed 12 updates for the summer
 - Harwich Conservation Trust
 - Filmed Community Journal Show
- Volunteer (Jim F.) filmed Memorial Day Ceremony
- Filmed Board of Selectmen
- Filmed Zoning Board of Appeals
- Filmed Planning Board
- Purchased new field camera for summer/spring outdoor events
- Test time lapse camera for future projects
- Fixed major broadcast computer malfunction
- Complete end of year personnel paperwork
- Agendas and Minutes posted
- All clips and meetings transferred and posted to YouTube
- Video file maintenance

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

www.youtube.com/harwichchannel18

And Facebook for additional info

www.facebook.com/harwichchannel18

Respectfully Submitted,

Jamie Lee Goodwin

jgoodwin@town.harwich.ma.us 508-430-7569

Weekly Update for the Community and Cultural Centers
May 27 –June 2

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 5/27 to 6/2.

- I attended the Emergency Management Table Top exercise for Harwich.
- The Cultural Counsel hosted its annual program for participants that received grants this year. The event was held at the Cultural Center library on Thursday evening.
- I attended a meeting with the Union President, Town Administrator and Acting Assistant Town Administrator regarding the SEIU contract.
- The gym floor is well underway and I have worked with the company to oversee the project and keep to the scheduled time line.
- I wrote the agenda for review for the Facilities Committee prior to the June meeting.
- I set the contract for the Meals on Wheel program to the Town Administrator for review and signature.
- I hired a seasonal employee for the weight room position as we continue to look to fill the position on a full time base.
- The new counters for the doors were installed at the three main entrances. I along with the Channel 18 director received training on the new equipment. This will help to give a more accurate count on the individuals using the Community Center.
- I gathered information for an article in the local Newspaper.
- I am still fine tuning the job description for the event staff position at the Cultural Center. With the additional bookings in the center we need an additional 19 hour a week person to oversee night and weekend events as we try to continue to grow both the inside and outside of the building.
- I worked with several groups that have large events here at the Community Center in the recent future. We worked on unique room setups.
- I worked with Sean Libby regarding the ADA study for the Town for the Cultural Center as one of the buildings included in our assessment study.

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

*732 Main Street
Harwich, MA 02645*

CONSERVATION COMMISSION

(508)-430-7538 FAX (508)430-7531

June 6, 2018

To: Harwich Board of Selectmen
From: Amy Usowski, Conservation Administrator

Weekly Report of the Conservation Department

- Met with potential applicants both in the office and onsite to discuss conservation issues on properties, visited sites currently under construction, issued permits, worked on meeting minutes.
- Conducted site visits in preparation for 6/6 Cons Comm meeting.
- Completed site summaries and Conservation Commission packets for 6/6 Cons Comm hearing.
- Reviewed all building and health permit applications to ensure they had nothing to do with Conservation.
- Review of Conservation and Community Development financial status.
- Amy had 5/31 and 6/1 off but came in to meet with Administration, DPW, Rec, and Audubon at Red River Beach as the plover chicks have hatched on 6/1.
- Spent many hours (20+) coordinating with Audubon, Rec, DPW, Administration, and Harbor about requirements for monitoring the plovers and setting up a schedule for monitoring so we can continue to rake and nourish beaches this season.
- Started revising our native plant list to include grasses, wildflowers, and groundcovers.
- Made brief presentation to BOS on 6/4 regarding our plovers.
- Amy staffed the 6/6 Conservation Commission meeting.
- Assisted with phone calls and walk-ins at Community Development window.



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 REPORT - for week ending June 1, 2018

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

Programs/Service:

- Hosted Elder Services Assistive Technology training for professionals working with disabled individuals attended by 26 individuals to increase awareness of resources and programs available for those with disabilities
- Hosted "Friends Summer Card and Craft Workshop"
- Prepared and served 46 meals to seniors which included three Senior Dining Lunches, and prepared and served lunches for the EOC special program
- Facilitated third and final "Senior Reflections" seminar on "The Next Chapter" attended by 15 participants
- Facilitated the 16th and final session of "Buried in Treasures" support group
- Assisted 4 seniors with applications to "The Big Fix"
- Distributed 47 bags of food through the Brown Bag program
- Conducted 15 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 17 clients at the Community Center Wellness Clinics
- Arranged 10 medical rides for seniors
- Assisted clients in their homes, over the telephone, and in the office providing counseling regarding transportation resources, landlord/tenant issues, wills, SNAP and food resources, skilled nursing care, driver's license issues, available homecare services and mental health concerns
- Provided drop-in walking group, Balance Boosters classes, Healthy For Life chair fitness classes, yoga, Mahjongg, SHINE health insurance counseling appointments, Diet & Nutrition Support Group, cribbage group, intergenerational "Girl Power" program and more

Administration:

- Configured and completed installation of new My Senior Center database
- Attended semi-annual meeting of Cape Council on Aging Directors and Elder Services
- Participated in Emergency Operations Center "Table Top" exercise to prepare for emergency scenarios
- Continued transition planning with Social Service Coordinator in preparation for his retirement
- Continued utilizing reports from HFD to enhance our ability to outreach to vulnerable seniors
- Resolved vendor account issue
- Reassigned staff to assist with reception and office coverage during staff vacation
- Met with vendors to obtain quotes for reception area furnishings

Respectfully submitted,
Judi Wilson



**TOWN OF HARWICH
FINANCE DIVISION**

**732 MAIN STREET, HARWICH, MA 02645
TEL: 508-430-7518 FAX: 508-430-7504**

**Carol Coppola
Finance Director/Town Accountant**

**Wendy Tulloch
Assistant Town Accountant**

Report of the
Finance Director/Town Accountant – Week Ending 6/1/18

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

- Finalize departmental risk assessment template,
- Finalize year end instructions,
- Review financial reports for all funds,
- Meetings with staff members,
- Prepare cash flow needs for each capital project,
- Various meetings with department managers re: public record requests,
- Review RFP for Tasers from Police Department,
- Reconcile transfers due to/fr general cash to trust & special revenue funds,
- Meeting with Water Department re: budget transfers,
- Prepare information for BOS re: BAN and Bond sale,
- Audit and process cash receipts,
- Audit, process and approve payroll transactions,
- Audit, process and approve vendor transactions.

Sincerely,

Carol Coppola
Finance Director/Town Accountant



Harwich Fire Department

Fire Suppression

Prevention

Emergency Services



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

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

Fire Prevention – Inspections

Week of May 27 - June 2

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



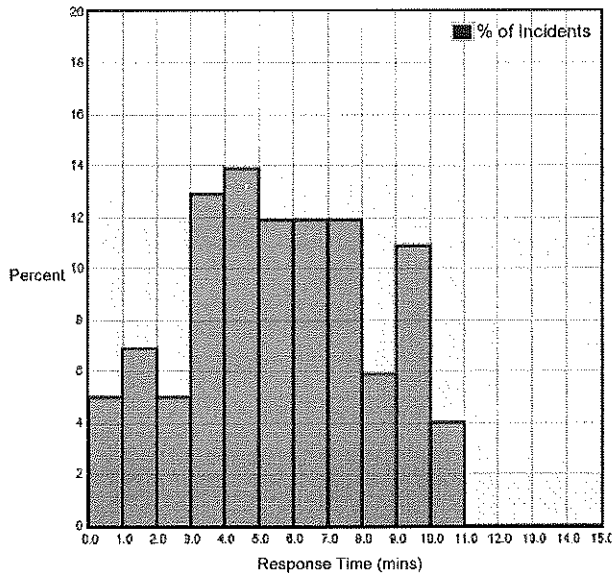
Incident Type Report (Summary)
 From 05/27/18 To 06/02/18
 Report Printed On: 06/04/2018

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Building fire (111)	2	2.08%	\$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%
	3	3.12%	\$0.00	\$0.00	\$0.00	0.00%
3 Rescue & Emergency Medical Service Incident						
EMS call, excluding vehicle accident with injury (321)	70	72.92%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	2	2.08%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with no injuries. (324)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
	73	76.04%	\$0.00	\$0.00	\$0.00	0.00%
4 Hazardous Condition (No Fire)						
Carbon monoxide incident (424)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
5 Service Call						
Service Call, other (500)	4	4.17%	\$0.00	\$0.00	\$0.00	0.00%
Lock-out (511)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
Water problem, other (520)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
	6	6.25%	\$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						
False alarm or false call, other (700)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation due to malfunction (733)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
CO detector activation due to malfunction (736)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation, no fire - unintentional (743)	2	2.08%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	2	2.08%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
	8	8.32%	\$0.00	\$0.00	\$0.00	0.00%
Not Recorded						
Not Recorded	2	2.08%	\$0.00	\$0.00	\$0.00	0.00%
	2	2.08%	\$0.00	\$0.00	\$0.00	0.00%
Total Incident Count:	98			Total Est. Loss:	\$0.00	

Search Criteria	
Dates	From 05/27/2018 To 06/02/2018 (mm/dd/yyyy)
Service	Harwich Fire Department
Staff	All
Apparatus	All
Station	All
Alarm Type	All

Incident Response Time Analysis
 Date Range 05/27/2018 to 06/02/2018
 Total # of Runs Fitting Criteria 101 runs
 Average Response Time 5.1 mins
 Service(s) Harwich Fire Department
 Incident Type(s) All

Response Time	# of Incident Responses	% of Incident Responses
0 mins	5	5%
1 mins	7	6.9%
2 mins	5	5%
3 mins	13	12.9%
4 mins	14	13.9%
5 mins	12	11.9%
6 mins	12	11.9%
7 mins	12	11.9%
8 mins	6	5.9%
9 mins	11	10.9%
10 mins	4	4%
11 mins	0	-
12 mins	0	-
13 mins	0	-
14 mins	0	-
15 mins	0	-



Report Description

[Back To Filters](#)

Weekly Report for Selectman

5/29-6/4

Golf Operations

- The golf course greens was open for play 6 days out of 7 (closed due to heavy rain on 6/4).
- Rain postponed the MGA Mass Am Qualifier (Rescheduled 6/18).
- Held Harwich Police Association Tournament on 5/31.
- Currently booking tee times, selling and renewing memberships for 2018 season
- Held Harwich Fire Association event on 5/18 with 112 participants

Upcoming Events

- MGA Mass Am Qualifier 6/18
- NEPGA Jr Tour 6/18
- NEPGA PAT 6/21
- CC Women's Golf League 6/28
- Drive Chip & Putt Qualifier 6/28

Golf Course Infrastructure Project

- Currently working on Foundation
- Scheduled completion of building in August

Sandy Robinson

From: John Rendon
Sent: Wednesday, June 06, 2018 1:12 PM
To: Ann Steidel; Sandy Robinson
Cc: Michelle Morris; William Neiser
Subject: Harbormaster Department Weekly Report 27 May - 2 Jun

Operations:

- Rechecked placement of Allen Harbor and Herring River entrance buoys.
- Used Marine 77 to drag dredge pipe, left by the County dredge, away from the Saquatucket Harbor (SAQ) channel.
- Assisted Natural Resources Department with setting No Shellfishing signs in Muddy Creek and Round Cove.

Admin:

- Followed up with Eversource regarding Refund for original scope of work.
- Reconfigured slip placement in the commercial section.
- Contacted all 40' slip holders to confirm electric needs.

Meetings:

- Attended a Marine Emergency Response meeting hosted by the Chatham Harbormaster. The focus of the meeting was to discuss the most efficient ways to disseminate and share information among all emergency response groups (Harbormasters, Coast Guard, Police, Fire, etc.) during a marine emergency.
- Conducted site visit at private residence on Herring River to review private dock proposal.
- SAQ marina project progress meeting.
- SAQ Landside project Progress meeting.

Maintenance:

- Began inspecting and replacing worn out chain on swim buoys for Nantucket Sound.
- Assembled two new dock carts for Saquatucket Marina (SAQ).
- Had the riding mower serviced.
- Launched and towed into place a small section of floating dock for the Building Maintenance workers to use as a platform while shingling the waterside of the air shed.

Training:

- Participated in EOC Tabletop Exercise conducted by Emergency Management.

**** SAQ Marina west docks opened for slip permit holders as scheduled for Memorial Day weekend; east docks are all constructed, but pile work is still on going and therefore the east side docks are not available yet.**

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

Health Director Weekly Report Week ending June 2, 2018

Projects-

Our Summer Beach Sampler made a visit to Harwich this week and was accompanied by staff to each beach to indicate the location of water testing. We are fortunate to have the help of Barnstable County to assist us in this requirement. She begins collecting samples from all public and semi-public beaches next week. This week staff collected samples.

Attended an emergency management tabletop exercise along with other departments.

Met with TA and wastewater commissioner regarding CWMP needs. There is a need to address fertilizer management in the town. I have done some research regarding regulations in other towns.

Prepared agenda for upcoming BOH meeting and began site summaries.

<u>REAL ESTATE TRANSFER INSPECTION REPORTS</u> 2 Compass Drive 98 Gilbert Lane 52 Kendrick Road 19 Cahoon Lane 74 Sisson Road 87 Courtney Road 767 Route 28 (Wychmere Condos)	<u>FOOD INSPECTIONS</u> AFC sushi
<u>SEPTIC SYSTEM PERMITS</u> 85 Earle Rd. 710 Route 28 13 Tuckers Way 632 Route 28 22 Ryder Rd.	<u>CERTIFICATES OF COMPLIANCE</u> 2 River Road 36 Northern Avenue 74 Depot Road West 108 Clearwater Drive 37 Pleasant Road 97 Chatham Road
<u>FINAL SEPTIC INSPECTIONS</u> 2 River Road 74 Depot Road West 108 Clearwater Drive 14 Hidden Pond Circle 43 Whidah Drive 119 Sisson Road	<u>BUILDING PERMIT REVIEWS</u> 45 Main Street Extension 122 Long Pond Dr. 9 Cottage Ave 3 Little Shaver Ln. 13 Tuckers Way 10 Middle Rd. 18 Indigo Ln.
<u>COMPLAINT INSPECTIONS</u> 9 Williams Way (case closed) 11 Wind Jammer (case closed) 35 Long Pond Drive (open) 6 Mary Beth Lane (case closed) 650 Depot St (case closed)	<u>CONSULTATIONS</u> 63 Idle way-walk through 586 Route 28 – walk through
<u>POOL INSPECTIONS</u> Wyndemere Condos	<u>INTERDEPARTMENTAL REFERRALS</u> 2 Planning Board referrals

Meggan Eldredge

Sandy Robinson

From: Heinz Proft
Sent: Thursday, June 07, 2018 9:03 AM
To: Ann Steidel; Sandy Robinson
Subject: Natural Resources Weekly report of 06/6/18

Natural Resources Weekly report 06/06/2018

- * Shellfish patrols completed on Open Days – WED and SUN are open days now. Over 230 Shellfish permits have been sold YTD.
- * Water levels at Long Pond and Grassy Pond being checked often – we still have migrating Eels and river herring making their way up.
- * Herring count with electronic counter >840,000 fish have passed – that already exceeds both the 2016 and 2017 totals.
- * Printed off Shellfish lab brochures in preparation for World Oceans day. The lab will be open for visitors on Friday 6/8 and Saturday 6/9.
- * Began water sampling for (CECs) Contaminants of Emerging concern. This is done in Conjunction with Center for Coastal Studies. Sample 2 of 10 completed.
- * Shellfish lab internship applications received. Selections will be made next week and internship will begin the first week of July.
- * Shellfish lab water pumps and hoses inspected – installation will take place next week at Wychmere harbor. Shellfish seed (clams and oysters) will arrive at the end of the week.
- * Registered for MSOA – Massachusetts Shellfish Officer Association meeting. This will take place Thursday June 14th, in Sandwich MA.
- * Continue to reach out to 2018 water sampling volunteers for Harwich water quality program and the Pleasant Bay Alliance program.

Heinz Proft
Nat. Resources Director



HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7541

Fax 508-432-2530



DAVID J. GUILLEMETTE
Chief of Police

THOMAS A. GAGNON
Deputy Chief

WEEKLY ACTIVITY REPORT FOR WEEK OF 5/27/18 THROUGH 6/2/18

PATROL

- 385 Calls and patrol-initiated activity logged
 - 11 Arrests

- 61 motor vehicle stops resulting in:
 - 39 Verbal warnings
 - 14 Written warnings
 - 6 Investigations
 - 1 Criminal Application
 - 1 Arrest

- 10 Motor vehicle accidents investigated (1 fatal)

ADMINISTRATION

- Lt. Considine attended assisted with coordination of Special Olympics Law Enforcement Torch Run
- Members of Harwich PD attended swearing in ceremony at FD
- Range qualifications conducted all week
- Liquor licensee informational meeting held at PD – well attended
- Chief attended department head meeting
- Chief stopped in at SWAT medic training in Barnstable



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 May 27, 2018 through June 2, 2018

Highway Maintenance

- Beach cleaning 5 days
- Trash pick up 5 days
- Road side mowing 4 days
- Street sweeping 4 days
- Hot mix patching 2 days
- Received 6 new work orders and completed 6 work orders from backlog
- Assisted with the shutdown of a portion of Red River Beach due to Piping Plovers
- Met with the Police Department to review signage and pavement markings voted by the Board of Selectmen
- Continued coordinating with RH White and National Grid

Vehicle Maintenance

- Performed two routine maintenances, one Police vehicle and one Water Department vehicle
- Performed twenty-six repairs on vehicles, small and heavy equipment
- Performed maintenance and repairs on Highway Department equipment trailer

Cemetery Maintenance

- Mowed East Harwich, Queen Anne, and West Harwich Cemeteries
- Mowed town buildings and parks
- Weedwacked intersection of Lothrop and Great Western Road to remedy sight line issue

Parks Maintenance

- Mowed Old Colony Rail Trail
- Mowed and prepped 7 ball fields for games
- Started turning on irrigation systems

Facility Maintenance

- Received 13 new work orders and completed 8 work orders from back log

- Completed repairs to Saquatucket Harbor sheds
- Still finalizing the installation of new 10 ton A/C system for the Fire Department Headquarters - working on punch list
- Repairs to memorial bench at Earle Beach
- Continuing with oversight of Community Center gym floor project
- Completed the installation of a people counter (cameras and software) for the community center entrances

Disposal Area

- C&D: 13 loads , 204.27 tons
- MSW: 9 loads, 221.42 tons
- Recycling: 10 loads, 59.14 tons
- Vehicles Recorded: 8,178
- Revenue: \$45,214.05

Reception

- Walk ins: 16
- Telephone calls: 70
- Work orders processed: 20



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 26, 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 5/20-5/26

	FY 2018	FY 2017
Tax/Water Collections:	\$107,913.28	\$110,601.77
Departmental turnovers:	\$306,691.98	\$183,824.16
Total:	\$414,605.26	\$294,425.93

Weekly Disbursements 5/20-5/26

	FY 2018	FY 2017
Accounts Payable	\$366,433.70	\$355,279.93
Payroll	\$338,422.16	\$330,441.05
Total:	\$704,855.86	\$685,720.98

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 June 1, 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 5/27-6/2

	FY 2018	FY 2017
Tax/Water Collections:	\$57,306.58	\$138,937.30
Departmental turnovers:	\$181,687.17	\$591,245.07
Total:	\$238,993.75	\$730,182.37

Weekly Disbursements 5/27-6/2

	FY 2018	FY 2017
Accounts Payable	\$4,226,302.93	\$4,995,388.32
Payroll	\$374,470.03	\$339,002.29
Total:	\$4,600,772.96	\$5,334,390.61

Respectfully submitted,

Amy Bullock, Treasurer/Collector



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

WEEKLY REPORT-Board of Selectmen Sheila House, LMHC

June 6, 2018

- Current caseload of 18 individuals. Clients receive mental health counseling, case management, mentoring, and wellness referrals as needed.
- Administrative block time (closing files, curriculum planning, update email lists, generate and distribute information to school administrators)
- **SCREENAGERS : GROWING UP IN THE DIGITAL AGE** –Encore showing on Thursday, May 17th at 6:30 pm at the Harwich Elementary School. Small but enthusiastic audience. There was a big arts event at the high school the same evening.
- ***Girl Power!*** Intergenerational Workshop Series May 10-June 7. Presenters included Sheila House, Sue Bourque (registered dietician), Jessica Blute (yoga instructor) and Tracey Crowell (Masjah Studios). One of our 3rd graders created a wonderful group activity to share with us. Talk about girl power!!!! ☺
- From 2011-2018, vaping increased a staggering 900%! Stay tuned for initiatives led by my colleagues at BRSAC, Barnstable County Regional Substance Abuse Council. See link to info below.
- There will be 6 Friday night dances this summer at the community center, hosted by Harwich Children's Fund. (July 6-August 10). Population is incoming 7th and 8th graders from the towns of Harwich and Chatham (including summer kids who reside in either town).
- Attended a surprise gathering for Bill Burkhead (hosted by teachers at MRHS) in recognition of his earning Massachusetts School Principal of the Year. Congratulation Bill-well deserved.
- Yoga-thon fundraiser planning is well underway. The yoga-thon will take place on Saturday June 23rd from 11:30-1:30 at the high school. Proceeds will go to the **RECOVERYBuild** initiative created by Duffy Health Centers and Behavioral Health Innovators. Go to <http://www.bhinnov.org/work.html#recovery> to find out more about this amazing program.

- Met with Kim Slade from the SAPC initiative to talk about her upcoming areas of focus in transitional supports for young people.

Here are some good vaping articles:

<https://www.centeronaddiction.org/e-cigarettes/recreational-vaping/what-vaping>

https://www.hopkinsmedicine.org/health/healthy_heart/know_your_risks/5-truths-you-need-to-know-about-vaping

<https://www.nytimes.com/2018/04/02/health/vaping-ecigarettes-addiction-teen.html>

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

Best,

Sheila 😊