

SELECTMEN'S MEETING AGENDA*

*Donn B. Griffin Room, Town Hall
732 Main Street, Harwich, MA
Executive Session 6:00 P.M.
Regular Meeting 6:30 P.M.
Monday, August 6, 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** - 1. Pursuant to M.G.L. c. 30A, §21(a)(3), to discuss strategy with respect to litigation if an open meeting would have a detrimental effect on the litigating position of the public body and the Chair so declares – Fire Station #2 construction; 2. 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 – SEIU Manager's Union Contract

III. PLEDGE OF ALLEGIANCE

IV. WEEKLY BRIEFING

V. PUBLIC COMMENTS/ANNOUNCEMENTS

VI. NON-RESIDENTS TAXPAYERS MEETING

1. Fire Station 2 – Chief Norman Clarke
2. Report from the Harbormaster – John Rendon - Saquatucket Harbor Project
3. Report from the Recreation Director – Eric Beebe - Beaches
4. Report from the DPW Director – Lincoln Hooper – Beaches/Trash
5. Council on Aging – Judi Wilson – Programs
6. Channel 18 – Jamie Goodwin – You Tube Access
7. Wastewater Issues - Implementation of the CWMP Phase II/Pleasant Bay/East Harwich – Christopher Clark
8. Overall Financial Position of the Town – Carol Coppola
9. Cultural Districts – Cyndi Williams/Charleen Greenhalgh
10. Questions and Comments

VII. CONSENT AGENDA

- A. Approve Minutes:
 1. June 25, 2018 Regular Session
 2. July 9, 2018 Regular Session
- B. Approve request by Democratic Town Committee to appoint Margaret Rose as Election Worker
- C. Sign Primary Election Warrant for September 4, 2018
- D. Approve request from Harbormaster to add one additional 40 foot Commercial Slip/Class A Permit

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

- A. Public Hearing – Building Department Fees

IX. NEW BUSINESS

- A. Request by Perks to extend starting time on Weekday Entertainment License to 11:30 a.m. and on Sunday Entertainment License to 1:00 p.m.

- B. Request by The Children’s Center for One-Day Beer & Wine License for event to be held at Cultural Center on October 28, 2018 and waiver of \$400 room rental fee
- C. Accept gift of memorial bench to be placed at Saquatucket Harbor on completion of project
- D. Harwich Pines Association – Application of Special Purpose Mooring Permits
- E. Dennis/Harwich/Yarmouth wastewater special legislation
- F. Overview of land use controls for wastewater purposes
- G. Wastewater Communications/Outreach Coordinator RFP
- H. Conservation Law Foundation legal action pertaining to wastewater
- I. MassWorks Infrastructure Program 2018 Grant Application authorization to submit

X. **OLD BUSINESS**

- A. Fraud Assessment Policy – second reading
- B. Community Center Sunday openings
- C. Report on Budget Transfers

XI. **TOWN ADMINISTRATOR’S REPORT**

- A. Certificate of Achievement for Excellence in Financial Reporting
- B. Award of Community Development Block Grant Partnership
- C. Old Post Road fire pit complaint - report from Fire Chief
- D. Employee commendations – Community Development, DPW and Police
- E. Report of Fee Review for Board of Health
- F. MassWorks Dredge Grant Application
- G. Crosswalks at Brooks Library
- H. Departmental Reports

XII. **SELECTMEN’S REPORT**

- A. Committee Vacancy List

XIII. **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:

Ann Steidel, Admin. Secretary

Posted by: _____
Town Clerk

Date: _____
August 1, 2018

**TOWN OF HARWICH
PUBLIC MEETING NOTICE**

**NON-RESIDENT TAXPAYERS MEETING
August 6, 2018**

The Harwich Board of Selectmen will hold the **Annual Non-Resident Taxpayers Meeting on Monday, August 6, 2018**, no earlier than 6:30 P.M., during their regular meeting in the Donn B. Griffin Meeting Room, located at 732 Main Street in Harwich. All Harwich non-resident taxpayers are encouraged to attend this informational meeting, which will provide an overview of town government and provide non-resident taxpayers an opportunity to raise and discuss issues and concerns.

Topics will include (but is not limited to):

1. Fire Station 2 – Norm Clarke
2. Report from the Harbormaster – John Rendon - Saquatucket Harbor Project
3. Report from the Recreation Director – Eric Beebe - Beaches
4. Report from the DPW Director – Lincoln Hooper – Beaches/Trash
5. Council on Aging – Judi Wilson – Programs
6. Channel 18 – Jamie Goodwin – You Tube Access
7. Wastewater Issues - Implementation of the CWMP Phase II/Pleasant Bay/East Harwich – Christopher Clark
8. Overall Financial Position of the Town – Carol Copolla
9. Questions and Comments

Harwich Board of Selectmen

Cape Cod Chronicle
July 26, 2018
August 2, 2018

**TOWN OF HARWICH
PUBLIC MEETING NOTICE
NON-RESIDENT TAXPAYERS MEETING
AUGUST 6, 2018**

The Harwich Board of Selectmen will hold the **Annual Non-Resident Taxpayers Meeting on Monday, August 6, 2018**, no earlier than 6:30 P.M., during their regular meeting in the Donn B. Griffin Meeting Room, located at 732 Main Street in Harwich. All Harwich non-resident taxpayers are encouraged to attend this informational meeting, which will provide an overview of town government and provide non-resident taxpayers an opportunity to raise and discuss issues and concerns.

Topics will include (but is not limited to):

1. Fire Station 2 – Norm Clarke
2. Report from the Harbormaster – John Rendon - Saquatucket Harbor Project
3. Report from the Recreation Director – Eric Beebe - Beaches
4. Report from the DPW Director – Lincoln Hooper – Beaches/Trash
5. Council on Aging – Judi Wilson – Programs
6. Channel 18 – Jamie Goodwin – You Tube Access
7. Wastewater Issues - Implementation of the CWMP Phase II/Pleasant Bay/East Harwich – Christopher Clark
8. Overall Financial Position of the Town – Carol Copolla
9. Questions and Comments

Harwich Board of Selectmen

The Cape Cod Chronicle
July 26 and Aug. 2, 2018



HARWICH FIRE STATION 2





HARWICH FIRE STATION 2





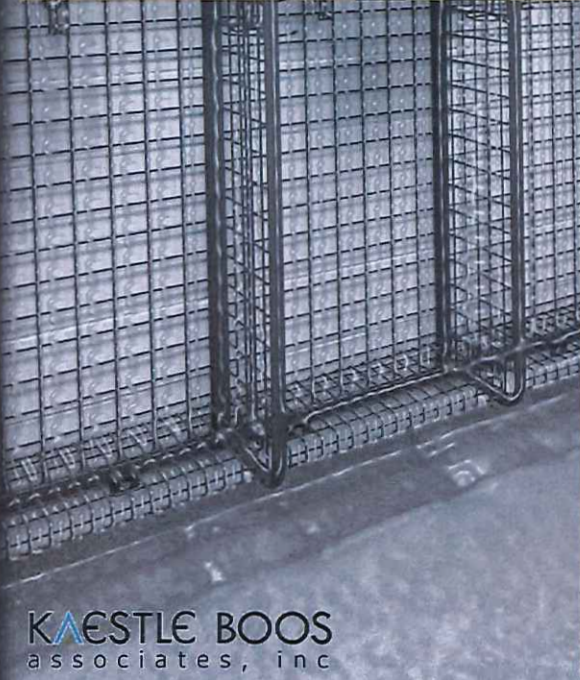
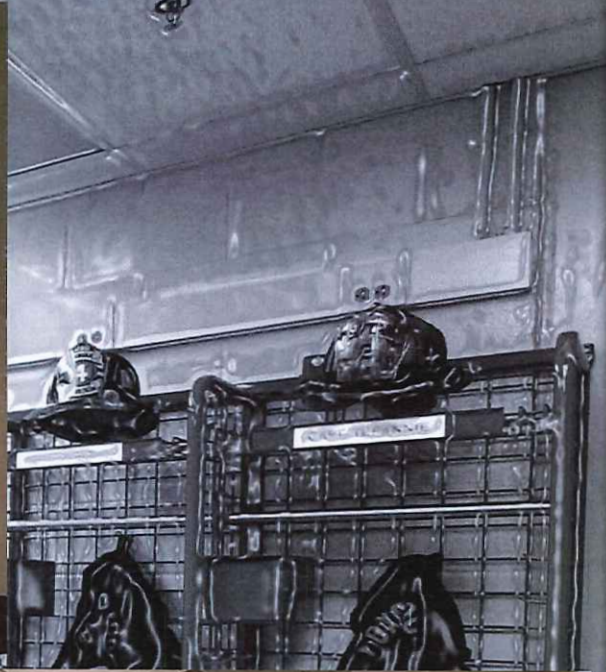
HARWICH FIRE STATION 2

KAESTLE BOOS
associates, inc



KAESTLE BOOS
associates, inc

KAESTLE BOOS
associates, inc



KAESTLE BOOS
associates, inc

KAESTLE BOOS
associates, inc



Harbormaster Department

Non-Resident Taxpayer Meeting

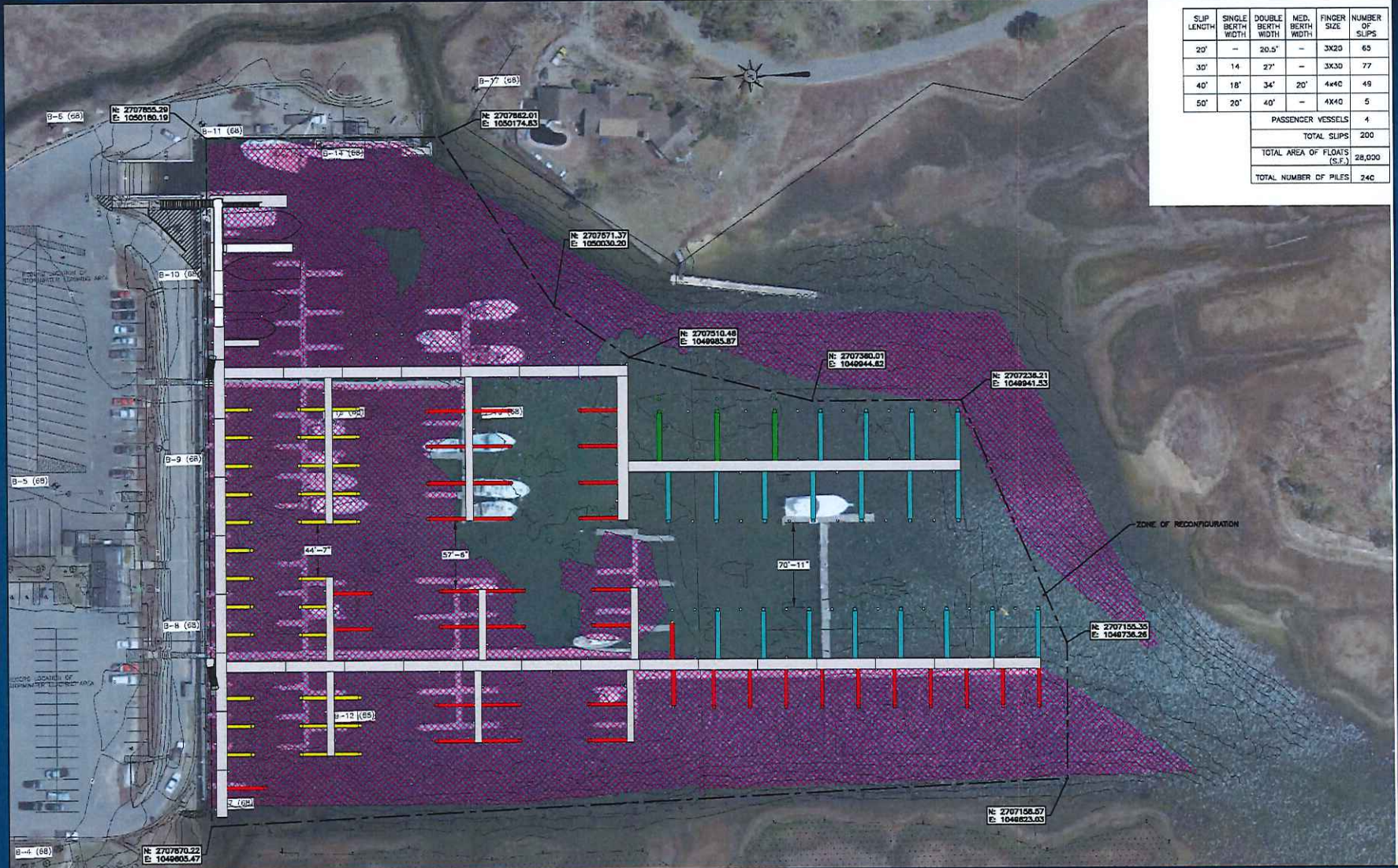
August 6, 2018





Saquatucket Municipal Marina Project

Dredging



| SLIP LENGTH | SINGLE BERTH WIDTH | DOUBLE BERTH WIDTH | MED. BERTH WIDTH | FINGER SIZE | NUMBER OF SLIPS |
|-----------------------------|--------------------|--------------------|------------------|-------------|-----------------|
| 20' | — | 20.5' | — | 3K20 | 65 |
| 30' | 14' | 27' | — | 3K30 | 77 |
| 40' | 18' | 34' | 20' | 4K40 | 49 |
| 50' | 20' | 40' | — | 4K40 | 5 |
| PASSENGER VESSELS | | | | | 4 |
| TOTAL SLIPS | | | | | 200 |
| TOTAL AREA OF FLOATS (S.F.) | | | | | 28,000 |
| TOTAL NUMBER OF PILES | | | | | 240 |



Saquatucket Municipal Marina Project

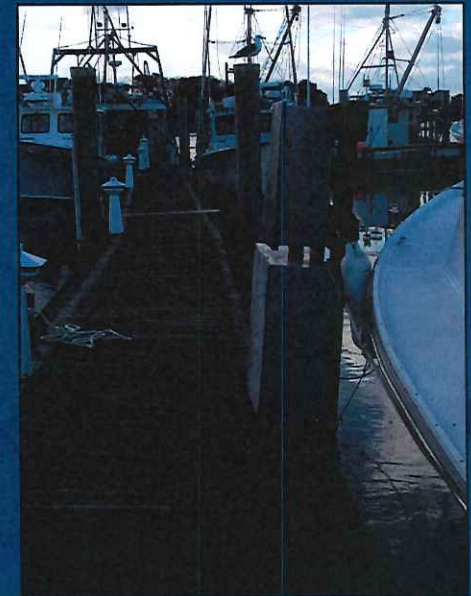
Dredging



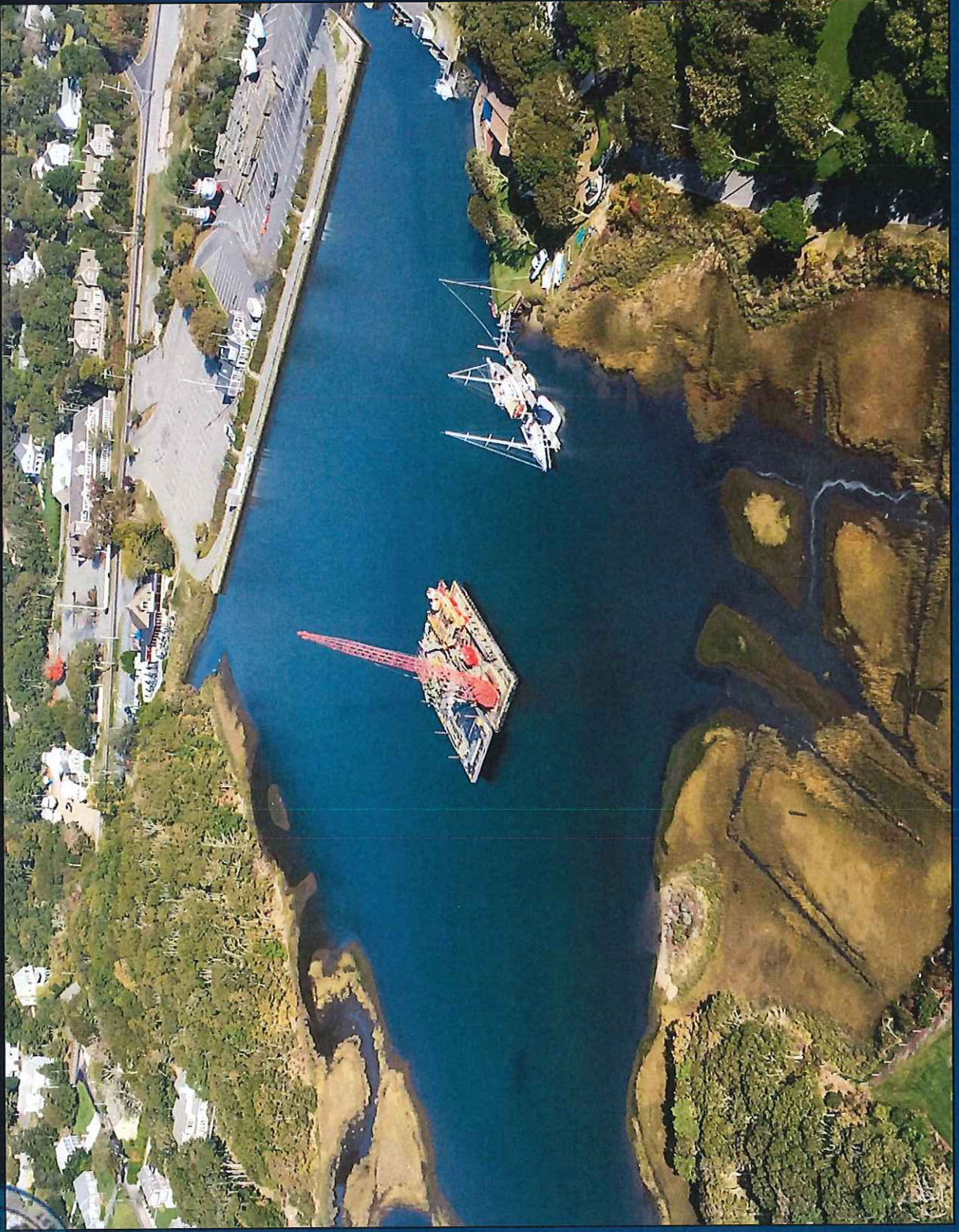
Approximately 18,500 cubic yards dredged from the harbor



Saquatucket Municipal Marina Replacement Project



Saquatumket Municipal Marina Project





Saquatucket Municipal Marina Project





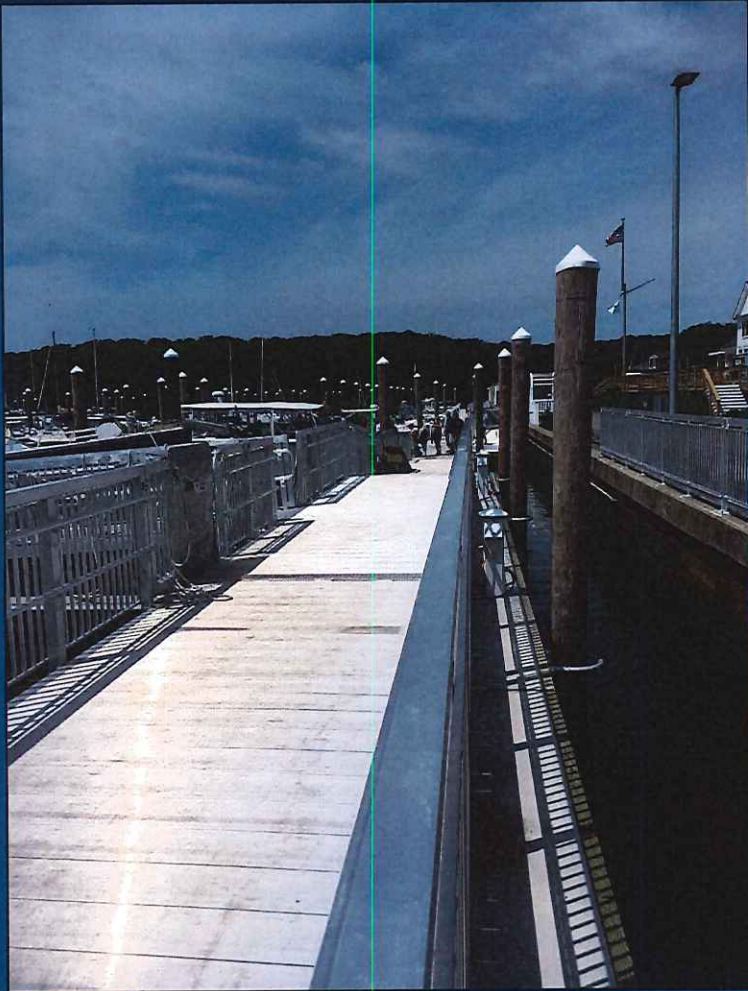
Saquatucket Municipal Marina Project





Saquatucket Municipal Marina Project

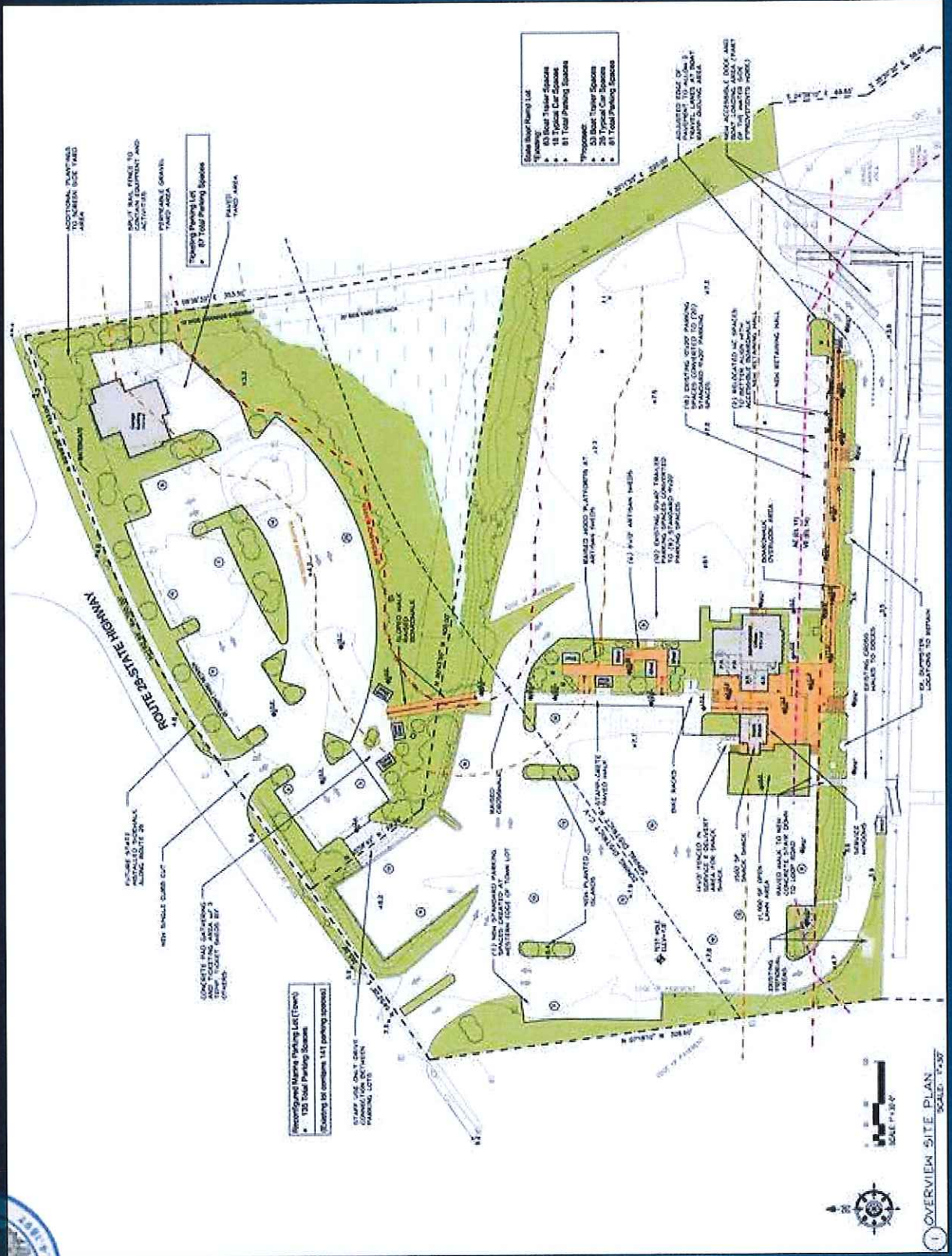
Pedestrian Accessibility



Saquatumket Municipal Marina Project



Saquatuicket Harbor Landside Renovations



Existing Parking Lot
 • 87 Total Parking Spaces

Proposed New Parking Lot (Tree)
 • 132 Total Parking Spaces
 (Planning for complete lot parking spaces)

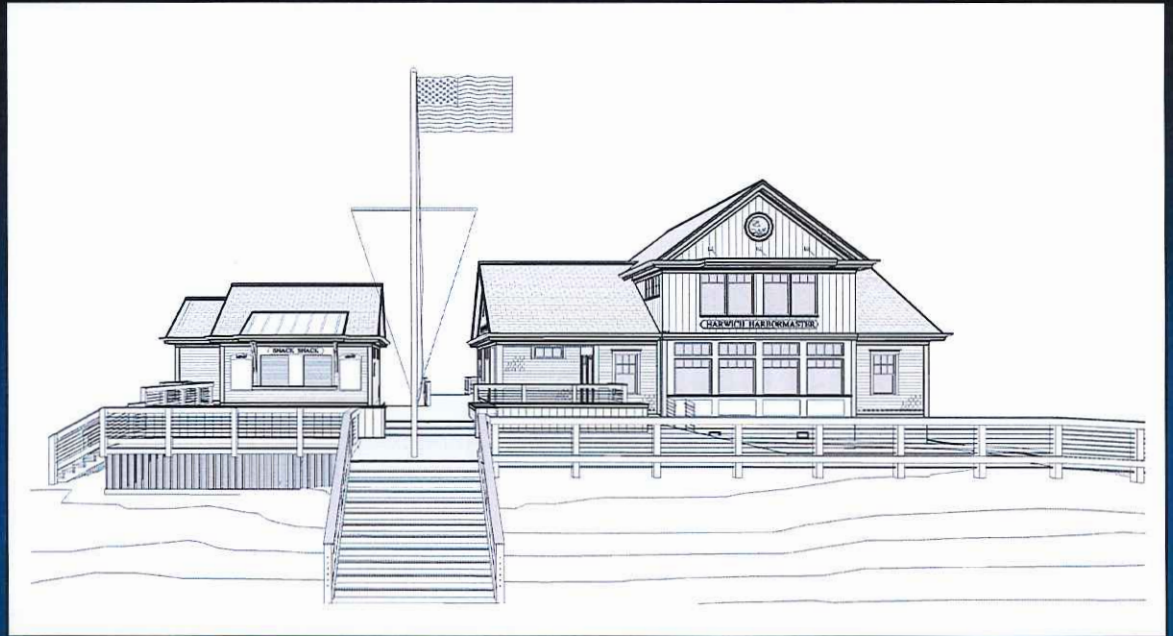
State Boat Ramp Lot
 • 11 Typical Trailer Spaces
 • 11 Typical Car Spaces
 • 81 Total Parking Spaces

Proposed
 • 50 Boat Trailer Spaces
 • 28 Typical Car Spaces
 • 81 Total Parking Spaces

1 OVERVIEW SITE PLAN
 SCALE: 1/8" = 1'-0"



Saquatucket Harbor Landside Renovations





Saquatucket Harbor Landside Renovations





Saquatucket Harbor Landside Renovations



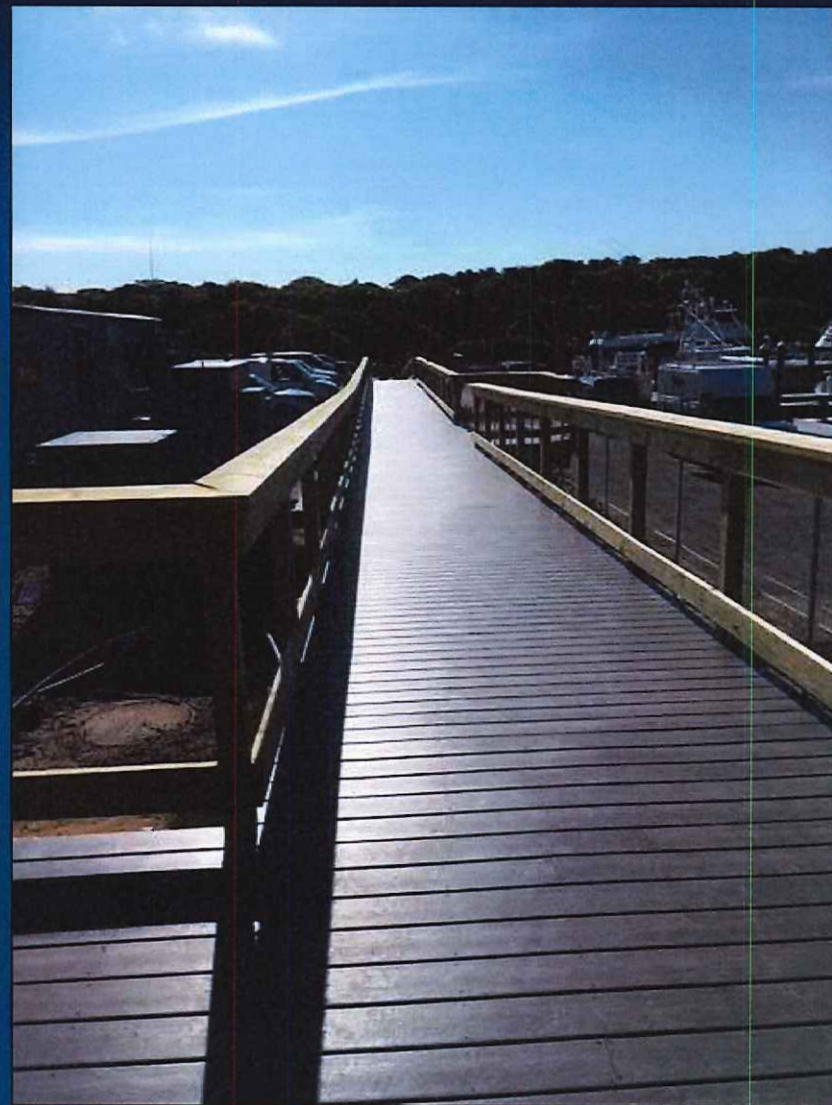
Harbormaster and Natural Resources
Departments
Office Building





Saquatucket Harbor Landside Renovations

Boardwalk





Saquatucket Harbor Landside Renovations

Snack Shack





Saquatucket Harbor Landside Renovations

Garage/Workshop





Questions?

Non-Resident Taxpayer Meeting 8-6-18

Beaches

- Beaches are very busy this summer. We are seeing full parking lots across town. The weather has been very beneficial to beach patron attendance with us only having 2 rain days thus far.
- As of July 26, we have sold 1,731 daily beach passes which puts us on pace to have our highest total ever for a summer season.
- As of July 26, we have written 125 beach parking violations which is slightly down from last summer. This should be reflected in sticker sales once tallied up at the end of the season.
- We have a full lifeguard staff this year due to the fact that we are doing in house certifications to ensure our lifeguard staffing numbers stay up. Our request for a raise in summer staff pay also went through this Spring and that has helped tremendously in the recruitment and hiring of summer staff, including lifeguards. The lifeguards have done a great job this summer of preventing emergency situations and looking for dangerous situations before they happen. They have had to deal with several emergency situations and they all have used their training well and stayed cool under pressure. The lifeguard staff this year is also now trained in tourniquet use in heavy blood loss situations.
- This Summer we increased our kayak and stand up paddle board rental days to seven days a week at Cahoons Pond. We have seen rental numbers go up and up as the season goes on and are close to 100 rentals thus far. Patrons seem to really enjoy the option of a kayak ride and we are looking towards adding a few more stand up paddle boards as they are also very popular. We are also starting to look into a possible second location for rentals in the future.
- We received all new summer staff radios this summer as well and they are working great on the beaches and for the summer camp.
- We are very thankful to the Harwich Highway Department for their continued daily maintenance of the town beaches and their facilities. We receive numerous compliments on the pristine condition of our beaches
- New this year at Harwich Beaches:
 - We began selling "Harwich Beaches" t-shirts at beaches other than Red River, including Bank Street, Earle Road, and Pleasant Road.
 - We installed a second donated "lending library" at Red River Beach for beach patrons.
 - We accepted a new five year contract with Depot Dogs at Red River Beach as well as a new 3 year contract with the ice cream trucks that go to all town beaches.

Summer Programming

- We are currently in the middle of Session 3 of our Summer Programming Season and we are seeing very good registration numbers. We anticipate to finish with well over 1250 registrants in youth programming for this summer. This would be about a 12% increase on last year's registration numbers. We have offered the following programs for youth: tennis lessons, lacrosse, half day camp, full day camp, babysitting class, soccer clinics, pick up basketball, pick up soccer,

baseball, swimming lessons, shooting stars basketball clinic, youth archery, field trip program, middle school teen camp program, and open gym and game room times.

- We are also offering a full slate of adult programming including: volleyball, pickle ball, tennis, field hockey, men's pickup baseball, and ping pong.
- We have an exemplary summer camp and program staff this summer made up of many local Harwich students. We have received numerous calls commending their work in the camp program. 90 percent of our camp staff were returnees from last season.

Future Recreation Department Projects

- The Recreation and Youth Commission is currently deciding on their submittals for CPC funded projects for this year, which are due October 1. The Recreation and Youth Commission is considering a Whitehouse Improvement Submittal including new scoreboard, safety netting, etc. They are also considering a potential project in the next few years for Sand Pond revitalization.

Recent/On-going Recreation Department Projects

- We are finished with Phase 3 of Brooks Park Expansion Project. The new picnic pavilion, parking lot, and tennis practice wall are getting heavy use almost year round.
- We will begin the Whitehouse Field irrigation project in late August. This was a CPC article to replace all of the irrigation at Whitehouse Field. The work will be completed in less than a week.
- We are in the process of finishing Phase 4 of the Brooks Park Project. The new additions to the playground have been installed and we are opening the bids for the new restroom facility on August 2. We plan to install the new restroom during the fall season.
- We will also be installing fit stations around the Veterans Memorial Field Complex track (behind the community center) through CPC approved funding. These are currently being delivered and will be installed this Fall.
- We completed the Red River Beach paving project and plan to do the paving at Bank Street Beach prior to the 2019 Summer Season.

Respectfully Submitted,

Eric Beebe
7-27-18

Ways to watch Channel 18

- Channel 18 with Comcast in Harwich
- Live Streaming
- YouTube
- Video OnDemand Service via www.Harwich-ma.gov



Town of HARWICH Massachusetts

Search

CONTACT US   

Town Home About Harwich Departments Boards & Committees FAQs

FIND IT FAST

Incorporated 1694

- Minutes & Agendas
- Board of Selectmen
- Online Services
- Property Record Cards
- Code & Reports
- Permits & Licenses
- Channel 18**
- Food, Maps, FEMA
- Wastewater Info
- Bid Results & Procurements



News Meetings Events Subscribe Where Do I Go For...?



WATCH Board of Selectmen Meeting 07/23/2018

The July 23rd meeting of the Board of Selectmen is now available to watch on YouTube! Wastewater took up a generous...



Phase 2 Sewer Area Upcoming Soil Borings

Please be advised New England Boring Contractors will commence work on July 23rd to conduct soil borings in the Phase 2...



Attorney General Approval Of Amendments

July 13, 2018 The Commonwealth of Massachusetts Office of the Attorney General has approved...

+ VIEW ALL

Seven Villages on Cape Cod



Town of HARWICH Massachusetts

CONTACT US



Search

- Town Home
- About Harwich
- Departments
- Boards & Committees
- FAQs

FIND IT FAST

LINKS

- Videos: Selectmen's Meeting
- Channel 18 Facebook Page
- Channel 18 Proogram Calendar
- Channel 18 YouTube Page
- LIVE Streaming
- On Demand Video Service

- Videos: Conducting a Public Meeting
- Videos: Conservation Commission
- Videos: Ethics Training
- Videos: HDHC Meetings
- Videos: Planning Board
- Videos: Sitting Down With The Town Administrator
- Videos: Wastewater Committee Meetings

CONTACT INFO

Phone
(508) 430-7569

Fax
(508) 430-7085

Address
Community Center
100 Oak Street

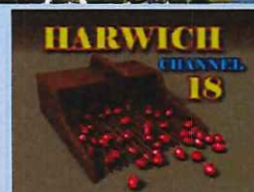
Home > Departments > A - G > Channel 18

CHANNEL 18



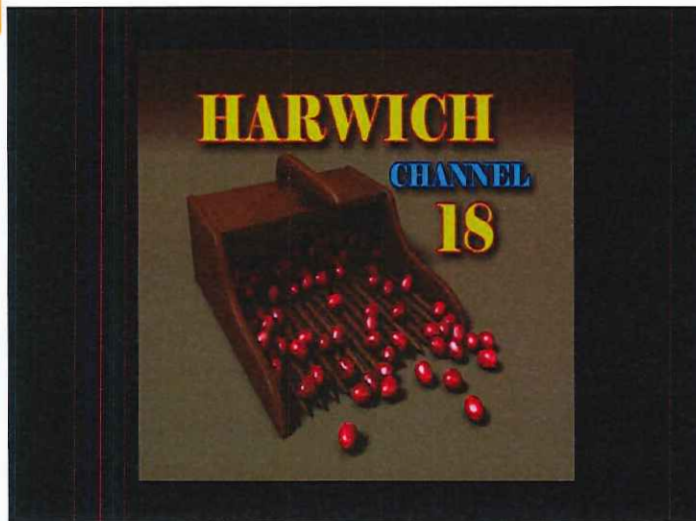
SHARE

Print



NEWS & NOTICES

On Demand Issues
Watch Our Newest Video!



Welcome to Channel 18, the Cable Access Channel for the Town of

Harwich. Channel 18's studio is located at the Community Center on Oak

HarwichChannel18 - You x
Secure | https://www.youtube.com/user/HarwichChannel18


YouTube Search

Home Trending Subscriptions

LIBRARY
History Watch later Purchases 5 Liked videos Show more

SUBSCRIPTIONS
HarwichChannel18 Lu's Wigs 4 Project Lifestyle 1 The Restaurant Doug Johnson P... 1 Browse channels





MORE FROM YOUTUBE



HarwichChannel18
134 subscribers

HOME VIDEOS **PLAYLISTS** CHANNELS DISCUSSION ABOUT


Uploads PLAY ALL

| | | | |
|---|--|--|--|
|  Community Journal July 26, 2018 6 views • 4 days ago |  Wastewater Support Committee Meeting July 26, 2018 12 views • 4 days ago |  Zoning Board of Appeals Meeting July 25, 2018 60 views • 4 days ago |  Harwich Town Band July 24, 2018 39 views • 5 days ago |
|---|--|--|--|

POPULAR UPLOADS PLAY ALL

POPULAR CHANNELS

- The Young Turks SUBSCRIBE
- Fox News SUBSCRIBE
- Inside Edition SUBSCRIBE
- CNN SUBSCRIBE





Harwich Channel 18

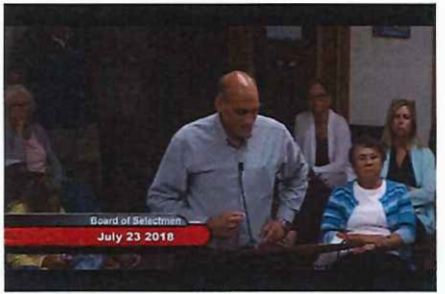
Harwich Government Access On Demand Video Service

Main About Schedule Podcasts Search Watch Live

Show Search
 Go

- ### Today's Schedule
- 8:30 AM - Board of Selectmen July 23 2018 (View)
 - 12:00 PM - Wastewater Support Committee July 26 2018
 - 2:00 PM - Zoning Board of Appeals July 25 2018
 - 5:00 PM - Planning Board July 24 2018 (View)
 - 6:00 PM - SDWTA EP 38
 - 6:20 PM - Cranberry Fest 2018 Update
 - 7:00 PM - Wastewater Support Committee July 26 2018

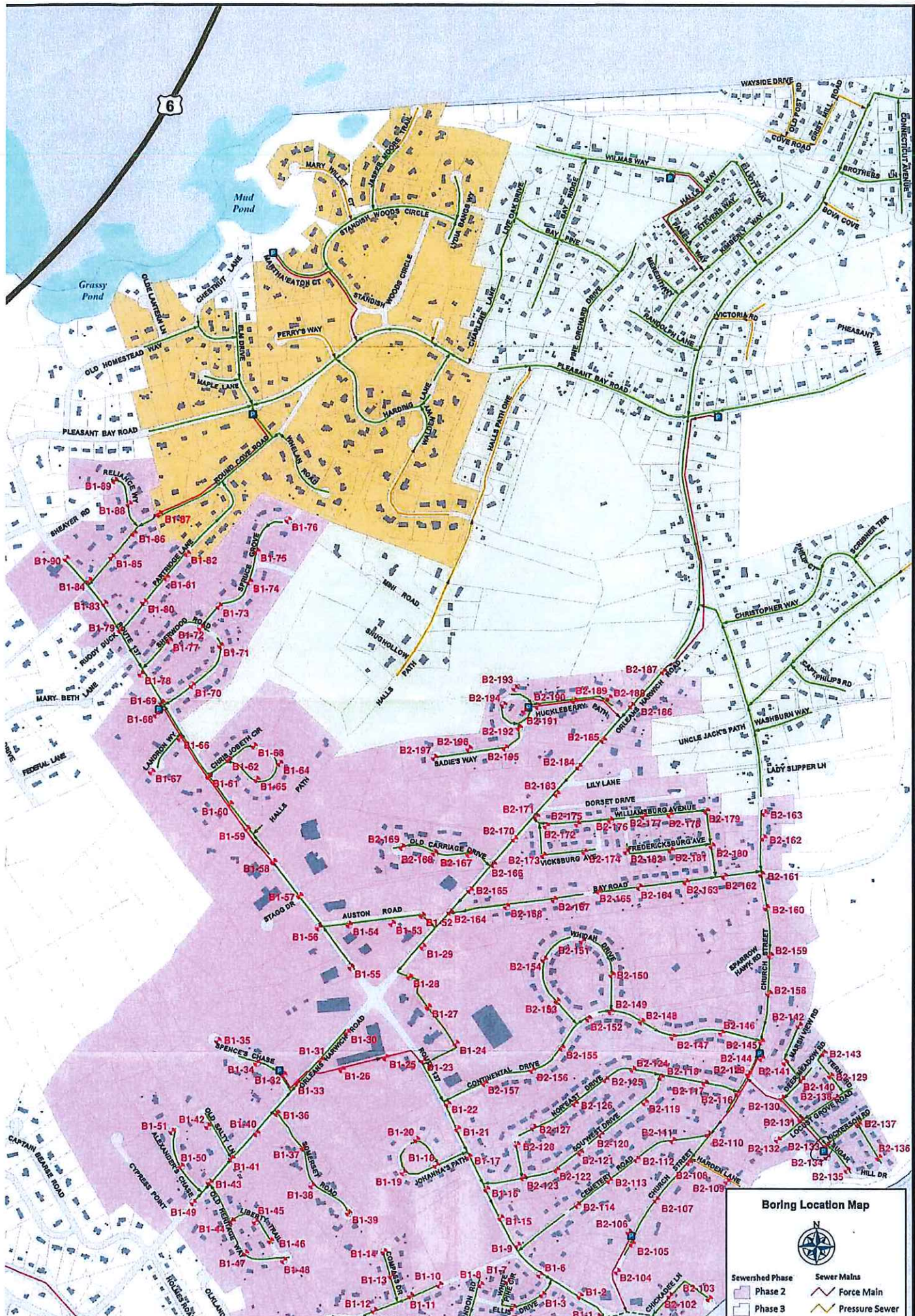
Watch Harwich Channel 18 Live



Cablecast, Tighrope, and the Cablecast logo are copyright 2018, Tighrope Media Systems. For more information about Cablecast or other products from Tighrope Media Systems, please visit www.trms.com

www.YouTube.com/HarwichChannel18

- Board of Selectmen
 - Historic
 - Planning
 - Conservation
 - ZBA
 - Community Preservation Committee
 - Board of Health
 - Wastewater Support
 - Golf
 - Voter Information
 - Community Journal
 - Town Band Concerts
 - Cranberry Festival Events
 - Parade
 - Annual Town Meeting
 - Budget Hearings
 - Sitting Down with the TA
- 



Boring Location Map



- Sewershed Phase
 - Phase 2
 - Phase 3
- Sewer Mains
 - Force Main
 - Pressure Sewer

CONTRACT 1 - BORING LOCATIONS

Page 1 of 2

| Boring Number | Location | Notes | Boring Drill Depth (ft) |
|---------------|--|--|-------------------------|
| B1-2 | 19 Brewster Chatham Road (Route 137) | | 20 |
| B1-3 | 25 Ellis Drive | | 23 |
| B1-4 | 10 Ellis Drive | | 14 |
| B1-5 | 10 Herndon Way | | 14 |
| B1-6 | 35 Brewster Chatham Road (Route 137) | | 23 |
| B1-7 | 18 White Pine Drive | | 17 |
| B1-8 | Herndon Way | Behind - 39 Cemetery Road | 20 |
| B1-9 | 66 Brewster Chatham Road (Route 137) | | 38 |
| B1-10 | 33 Cemetery Road | | 15 |
| B1-11 | 19 Cemetery Road | | 14 |
| B1-12 | 165 Cemetery Road | | 20 |
| B1-13 | 5 Compass Drive | | 15 |
| B1-14 | 11 Cemetery Road | | 12 |
| B1-15 | 61 Brewster Chatham Road (Route 137) | | 39 |
| B1-16 | 41 Brewster Chatham Road (Route 137) | Souwest Dr at Brewster Chatham Road (Route 137) | 41 |
| B1-17 | 79 Brewster Chatham Road (Route 137) | Johanna's Path at Brewster Chatham Road (Route 137) | 36 |
| B1-18 | 7 Johanna's Path | | 24 |
| B1-19 | 23 Johanna's Path | | 15 |
| B1-20 | 39 Johanna's Path | | 14 |
| B1-21 | 91 Brewster Chatham Road (Route 137) | | 33 |
| B1-22 | 105 Brewster Chatham Road (Route 137) | | 30 |
| B1-23 | 110 Brewster Chatham Road (Route 137) | | 27 |
| B1-24 | 115 Brewster Chatham Road (Route 137) | Stop & Shop Parking Lot | 18 |
| B1-25 | 1421 Orleans Harwich Road (Route 39) | Behind - 1421 Orleans Harwich Road (Route 39) | 9 |
| B1-26 | 1421 Orleans Harwich Road (Route 39) | Behind - 1421 Orleans Harwich Road (Route 39) | 9 |
| B1-27 | 119 Brewster Chatham Road (Route 137) | Stop & Shop Parking Lot | 18 |
| B1-28 | 129 Brewster Chatham Road (Route 137) | Stop & Shop Parking Lot | 20 |
| B1-29 | 1470 Orleans Harwich Road (Route 39) | | 14 |
| B1-30 | 1421 Orleans Harwich Road (Route 39) | | 15 |
| B1-31 | 1421 Orleans Harwich Road (Route 39) | | 12 |
| B1-32 | Spences Trace at Orleans Harwich Road (Route 39) | | 27 |
| B1-33 | Spences Trace at Orleans Harwich Road (Route 39) | | 12 |
| B1-34 | 6 Spences Trace | | 11 |
| B1-35 | 10 Spences Trace | | 14 |
| B1-36 | 1396 Orleans Harwich Road (Route 39) | Somerset Road at Orleans Harwich Road (Route 39) | 18 |
| B1-37 | 4 Somerset Road | | 20 |
| B1-38 | 3 Somerset Road | | 12 |
| B1-39 | 14 Somerset Road | | 12 |
| B1-40 | 1392 Orleans Harwich Road (Route 39) | | 12 |
| B1-41 | 1365 Orleans Harwich Road (Route 39) | | 18 |
| B1-42 | 10 Old Salty Lane | | 14 |
| B1-43 | 1360 Orleans Harwich Road (Route 39) | | 23 |
| B1-44 | 12 Old Heritage Way | | 17 |
| B1-45 | 12 Liberty Trail | | 11 |
| B1-46 | 21 Liberty Trail | | 14 |
| B1-47 | 26 Liberty Trail | | 15 |
| B1-48 | 44 Liberty Trail | | 14 |
| B1-49 | 1350 Orleans Harwich Road (Route 39) | Alexander's Chase at Orleans Harwich Road (Route 39) | 14 |
| B1-50 | 3 Alexander's Chase | | 20 |
| B1-51 | 9 Alexander's Chase | | 12 |
| B1-52 | Auston Road | Behind - 1470 Orleans Harwich Road (Route 39) | 11 |
| B1-53 | Auston Road | Behind - 1470 Orleans Harwich Road (Route 39) | 24 |
| B1-54 | 1 Auston Road | | 21 |
| B1-55 | 148 Brewster Chatham Road (Route 137) | | 20 |
| B1-56 | 160 Brewster Chatham Road (Route 137) | | 21 |
| B1-57 | 182 Brewster Chatham Road (Route 137) | | 21 |
| B1-58 | 192 Brewster Chatham Road (Route 137) | | 12 |
| B1-59 | 200 Brewster Chatham Road (Route 137) | | 12 |
| B1-60 | 2 Scotch Pine Farm | | 14 |
| B1-61 | 12 Scotch Pine Farm | | 14 |
| B1-62 | 2 Chris Jobeth Circle | | 18 |
| B1-63 | 10 Chris Jobeth Circle | | 18 |
| B1-64 | 14 Chris Jobeth Circle | | 18 |
| B1-65 | 22 Chris Jobeth Circle | | 23 |
| B1-66 | 2 Landron Way | Landron Way at Brewster Chatham Road (Route 137) | 14 |
| B1-67 | 4 Landron Way | | 18 |
| B1-68 | 250 Brewster Chatham Road (Route 137) | Sherwood Road at Brewster Chatham Road (Route 137) | 23 |
| B1-69 | 250 Brewster Chatham Road (Route 137) | Sherwood Road at Brewster Chatham Road (Route 137) | 12 |
| B1-70 | 49 Sherwood Road | | 17 |
| B1-71 | 36 Sherwood Road | | 15 |
| B1-72 | 27 Sherwood Road | | 15 |
| B1-73 | 12 Spruce Grove Road | | 23 |

CONTRACT 1 - BORING LOCATIONS
Page 2 of 2

| Boring Number | Location | Notes | Boring Drill Depth (ft) |
|---------------|---------------------------------------|---|-------------------------|
| B1-74 | 24 Spruce Grove Road | | 15 |
| B1-75 | 36 Spruce Grove Road | | 27 |
| B1-76 | 43 Spruce Grove Road | | 12 |
| B1-77 | 11 Sherwood Road | | 17 |
| B1-78 | 254 Brewster Chatham Road (Route 137) | Sherwood Road at Brewster Chatham Road (Route 137) | 24 |
| B1-79 | 3 Partridge Lane | Partridge Lane at Brewster Chatham Road (Route 137) | 17 |
| B1-80 | 7 Partridge Lane | | 20 |
| B1-81 | 21 Partridge Lane | | 14 |
| B1-82 | 31 Partridge Lane | | 12 |
| B1-83 | 291 Brewster Chatham Road (Route 137) | | 21 |
| B1-84 | 294 Brewster Chatham Road (Route 137) | Round Cove Rd at Brewster Chatham Road (Route 137) | 23 |
| B1-85 | 135 Round Cove Road | | 15 |
| B1-86 | 150 Round Cove Road | | 14 |
| B1-87 | 164 Round Cove Road | | 14 |
| B1-88 | 9 Reliance Way | | 14 |
| B1-89 | 19 Reliance Way | | 18 |
| B1-90 | 310 Brewster Chatham Road (Route 137) | St. Peter Lutheran Church | 14 |

CONTRACT 2 - BORING LOCATIONS

Page 1 of 2

| Boring Number | Location | Notes | Boring Drill Depth (ft) |
|---------------|------------------------------------|--|-------------------------|
| B2-102 | 11 Chickadee Lane | | 17 |
| B2-103 | 22 Chickadee Lane | | 12 |
| B2-104 | 18 Church Street | | 8 |
| B2-105 | 24 Church Street | | 8 |
| B2-106 | 24 Church Street | | 8 |
| B2-107 | 38 Church Street | | 14 |
| B2-108 | 57 Church Street | | 14 |
| B2-109 | 13 Harden Lane | | 8 |
| B2-110 | 73 Church Street | | 18 |
| B2-111 | 122 Cemetery Road | | 27 |
| B2-112 | 110 Cemetery Road | | 21 |
| B2-113 | 96 Cemetery Road | | 12 |
| B2-114 | 82 Cemetery Road | | 15 |
| B2-115 | 70 Cemetery Road | | 14 |
| B2-116 | 95 Church Street | | 8 |
| B2-117 | 84 Nor'East Drive | | 12 |
| B2-118 | 68 Nor'East Drive | | 12 |
| B2-119 | 57 Sou'West Drive | | 23 |
| B2-120 | 43 Sou'West Drive | | 12 |
| B2-121 | 35 Sou'West Drive | | 8 |
| B2-122 | 24 Sou'West Drive | | 23 |
| B2-123 | 15 Sou'West Drive | | 29 |
| B2-124 | 59 Nor'East Drive | | 11 |
| B2-125 | 45 Nor'East Drive | | 32 |
| B2-126 | 34 Nor'East Drive | | 30 |
| B2-127 | 21 Nor'East Drive | | 23 |
| B2-128 | 12 Nor'East Drive | | 14 |
| B2-129 | 100 Church Street | | 23 |
| B2-130 | 15 Sugar Hill Drive | | 17 |
| B2-131 | 25 Sugar Hill Drive | | 24 |
| B2-132 | 5 Locust Grove Road | | 17 |
| B2-133 | 29 Sugar Hill Drive | | 17 |
| B2-134 | 43 Sugar Hill Drive | | 17 |
| B2-135 | 44 Sugar Hill Drive | | 11 |
| B2-136 | 59 Sugar Hill Drive | | 24 |
| B2-137 | 12 Nickerson Road | | 17 |
| B2-138 | 15 Locust Grove Road | | 15 |
| B2-139 | 6 Tern Road | | 15 |
| B2-140 | 7 Deer Meadow Road | | 12 |
| B2-141 | 7 Marshview Drive | | 24 |
| B2-142 | 16 Marshview Drive | | 14 |
| B2-143 | 20 Deer Meadow Road | | 9 |
| B2-144 | 8 Church Street | | 21 |
| B2-145 | 8 Church Street | | 15 |
| B2-146 | 100 Continental Drive | | 23 |
| B2-147 | 90 Continental Drive | | 24 |
| B2-148 | 77 Continental Drive | | 24 |
| B2-149 | 65 Continental Drive | | 20 |
| B2-150 | 64 Whidah Drive | | 23 |
| B2-151 | 43 Whidah Drive | | 15 |
| B2-152 | 57 Continental Drive | | 21 |
| B2-153 | 10 Whidah Drive | | 23 |
| B2-154 | 22 Whidah Drive | | 18 |
| B2-155 | 43 Continental Drive | | 18 |
| B2-156 | 29 Continental Drive | | 21 |
| B2-157 | 17 Continental Drive | | 9 |
| B2-158 | 113 Church Street | | 12 |
| B2-159 | 144 Church Street | | 11 |
| B2-160 | 160 Church Street | | 15 |
| B2-161 | 179 Church Street | Intersection of Church Street and Bay Rd | 26 |
| B2-162 | 93 Bay Road | | 9 |
| B2-163 | 80 Bay Road | | 17 |
| B2-164 | 66 Bay Road | | 21 |
| B2-165 | 53 Bay Road | | 12 |
| B2-166 | 1487 Orleans-Harwich Rd (Route 39) | Intersection of Old Carriage Drive and Orleans Harwich Road (Route 39) | 18 |
| B2-167 | 21 Bay Road | | 21 |
| B2-168 | 10 Bay Road | | 20 |
| B2-169 | 37 Old Carriage Drive | | 15 |
| B2-170 | 1512 Orleans-Harwich Rd (Route 39) | No houses nearby on either side of road | 17 |
| B2-171 | 1522 Orleans-Harwich Rd (Route 39) | Intersection of Williamsburg Ave and Orleans Harwich Road (Route 39) | 18 |
| B2-172 | 4 Vicksburg Avenue | | 14 |

CONTRACT 2 - BORING LOCATIONS
Page 2 of 2

| Boring Number | Location | Notes | Boring Drill Depth (ft) |
|---------------|------------------------------------|--|-------------------------|
| B2-173 | 10 Vicksburg Avenue | | 14 |
| B2-174 | 22 Vicksburg Avenue | | 14 |
| B2-175 | 11 Vicksburg Avenue | | 15 |
| B2-176 | 3 Vicksburg Avenue | | 14 |
| B2-177 | 24 Williamsburg Avenue | | 15 |
| B2-178 | 45 Williamsburg Avenue | | 17 |
| B2-179 | 54 Williamsburg Avenue | | 15 |
| B2-180 | 68 Williamsburg Avenue | Intersection of Williamsburg Ave and Fredericksburgh Ave | 18 |
| B2-181 | 24 Fredericksburg Avenue | | 20 |
| B2-182 | 14 Fredericksburg Avenue | | 15 |
| B2-183 | 1546 Orleans-Harwich Rd (Route 39) | Before Lily Lane heading East | 12 |
| B2-184 | 1553 Orleans-Harwich Rd (Route 39) | After Lily Lane heading East | 20 |
| B2-185 | 1558 Orleans-Harwich Rd (Route 39) | | 15 |
| B2-186 | 1569 Orleans-Harwich Rd (Route 39) | Intersection of Huckleberry Path and Orleans-Harwich Rd (Route 39) | 12 |
| B2-187 | 1577 Orleans-Harwich Rd (Route 39) | | 15 |
| B2-188 | 9 Huckleberry Path | | 12 |
| B2-189 | 22 Huckleberry Path | | 18 |
| B2-190 | 30 Huckleberry Path | | 32 |
| B2-191 | 36 Huckleberry Path | Potential Pump Station Location | 44 |
| B2-192 | 40 Huckleberry Path | Start of Sadie's Way | 14 |
| B2-193 | 37 Huckleberry Path | | 15 |
| B2-194 | 41 Huckleberry Path | | 14 |
| B2-195 | 9 Sadie's Way | | 20 |
| B2-196 | 21 Sadie's Way | | 15 |
| B2-197 | 31 Sadie's Way | | 12 |
| B2-198 | 194 Church Street | | 15 |
| B2-199 | 207 Church Street | | 15 |
| B2-200 | 1484 Orleans-Harwich Rd (Route 39) | Intersection of Bay Road and Orleans-Harwich Rd (Route 39) | 12 |
| B2-201 | 1484 Orleans-Harwich Rd (Route 39) | In front of Post Office | 12 |
| B2-202 | 5 Old Carriage Drive | | 14 |
| B2-203 | 25 Old Carriage Drive | | 14 |

East Harwich Sewer System Phase 2 Proposed Draft Schedule

| Task | 2017 | | | | | 2018 | | | | | 2019 | | | | | 2020 | | | | 2021 | | | | 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|------|-----|-----|-----|-----|------|-----|-----|-----|-----|------|-----|-----|-----|-----|------|-----|-----|-----|------|-----|-----|-----|------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | 3Q | 4Q | 1Q | 2Q | 3Q | 4Q | 1Q | 2Q | 3Q | 4Q | 1Q | 2Q | 3Q | 4Q | | | | | | | | | | | | | | | | | | |
| Project Schedule | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract Award | █ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Surveying (Topographic) | | █ | █ | █ | █ | █ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Design Alternatives Analysis/ Preliminary Design | | | | | | | █ | █ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Final Intended Use Plan (IUP) Issued by MassDEP | | | | | | | | █ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Update Cost Estimate | | | | | | | | | | █ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Town Funding Request ¹ | | | | | | | | | | | █ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Funding Authorization Required by MassDEP | | | | | | | | | | | | █ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 90% Design (Design Plans, Specifications, Borings) | | | | | | | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Project Permitting Completed | | | | | | | | | | | | █ | █ | █ | █ | █ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SRF Application and 90% Design to MassDEP | | | | | | | | | | | | | | | █ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Final Design | | | | | | | | | | | | | | | | █ | █ | █ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bidding | | | | | | | | | | | | | | | | | | | | | | █ | █ | █ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction ² | | | | | | | | | | | | | | | | | | | | | | | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ |
| Properties Connect to Sewer | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Notes

1. May 2018 Town Meeting Articles (FY 19):
 - Article A: Phase 2 Construction,
 - Article B: DHY Special Legislation,
 - Article C: Hinkleys Pond.
2. Potential summer shutdown between Memorial Day and Labor Day.

TITLE 5 INSPECTORS

In addition to Registered Sanitarians and Professional Engineers the following have become certified in Harwich to inspect septic systems for real estate transfers:

| | | |
|--|--|---|
| <p>Joe Martins Accu Sepcheck 17 Northside Drive South Dennis, MA 02660 508-385-5891</p> | <p>John Schnaible Coastal Engineering Company 260 Cranberry Highway Orleans, MA 02653 508-255-6511</p> | <p>Darrell Stone Cape Cod Septic Inspection PO Box 1466 East Harwich, MA 02645 508-240-2500</p> |
| <p>William E. Gottwald Jr. All Clear Septic & Wastewater Services 102 W. Main Street Norton, MA 508-763-4431</p> | <p>Caleb Paus Moran Engineering PO Box 183 South Harwich, MA 02661 508-432-2878</p> | <p>Shane Michniewicz Coastal Engineering Company 260 Cranberry Highway Orleans, MA 02653 508-255-6511</p> |
| <p>Michael DeCosta Wind River Environmental 46 Lizotte Drive Marlboro, MA 01752 978-562-4500</p> | <p>Richard Judd Moran Engineering PO Box 183 South Harwich, MA 02661 508-432-2878</p> | <p>Kevin Sullivan Ready-Rooter, Inc. PO Box 371 Sandwich, MA 02563 508-888-6055</p> |
| <p>Joseph Smith J.M. O'Reilly & Associates Inc. PO Box 1773 Brewster, MA 02631 508-896-6601</p> | <p>Jeff Wall Wall Septic Service P.O. Box 771 Harwich Port, MA 02646 508-432-4908</p> | <p>Paul Martin Cape Cod Septic Services 350 Route 28 W. Yarmouth, MA 02673 508-775-2820</p> |
| <p>Dan A. Speakman Dan A. Speakman Construction 15 Speak Way Harwich, MA 02645 508-432-5565</p> | <p>Ed Stone EAS Survey PO Box 1729 Sandwich, MA 508-888-3619</p> | <p>Fred Swain Wind River Environmental 46 Lizotte Drive Marlboro, MA 01752 978-562-4500</p> |
| <p>Troy Williams Troy Williams Septic Inspections 19 Hummel Drive South Dennis, MA 02660 508-385-1300</p> | <p>James D. Sears Jim The Inspector Man P.O. Box 784 West Yarmouth, MA 02673 508-364-4398</p> | <p>Michael Bisienere Cape Septic Inspection 624 Old Barnstable Road Mashpee, MA 02649 508-280-3356</p> |
| <p>Robert F. Reedy J.M. O'Reilly & Associates Inc. PO Box 1773 Brewster, MA 02631 508-896-6601</p> | <p>John O'Reilly J.M. O'Reilly & Associates Inc. PO Box 1773 Brewster, MA 02631 508-896-6601</p> | <p>David Burnie High Tide Septic Solutions 3 Perry's Way Harwich, MA 02645 774-216-1440</p> |
| <p>Nicholas Geneseo Wind River Environmental 40 Production Road Walpole, MA 02081 800-499-1682</p> | <p>Michael O'Loughlin 714 Main Street Harwich Port, MA 02646 508-362-4942</p> | <p>Jason Ellis PO Box 81 North Eastham, MA 02651 508-240-2220</p> |
| <p>Linda J. Cronin PO Box 201 Brewster, MA 02631 508-896-1783</p> | <p>Kanayo Lala 37 Old Village Road Acton, MA 01720 978-337-5252</p> | |

THIS IS NOT AN ENDORSEMENT BUT MERELY A COMPILATION OF COMPANIES IN THE AREA. WE SUGGEST THAT YOU CALL AT LEAST TWO OR THREE COMPANIES AND CHECK REFERENCES.

UPDATED-JUNE 2018



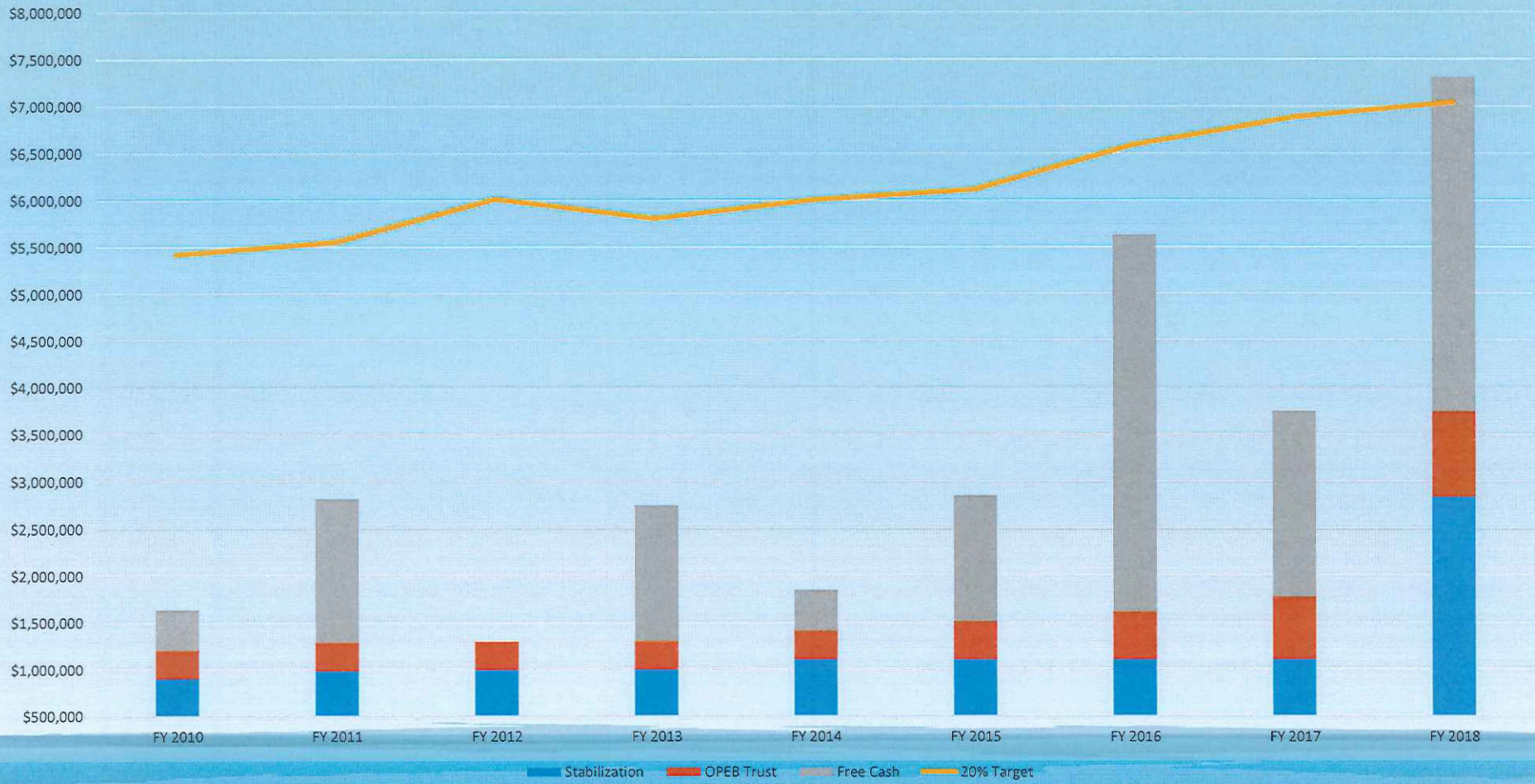
Financial Results

FISCAL YEAR 2017

Positive Trends

- Building Reserves and Reducing Long Term Liabilities
- AA+ Bond Rating from Standard & Poor's Reaffirmed
- CAFR Award
- Fiscal Year 2019 Budget

Reserves with Modest Target of 20%



**STANDARD
& POOR'S**

S&P Global
Ratings

- Very Strong Economy
- Strong Management
- Strong Budgetary Performance
- Very Strong Budgetary Flexibility
- Very Strong Liquidity
- Very Strong Debt and Contingent Liability Profile
- Strong Institutional Framework

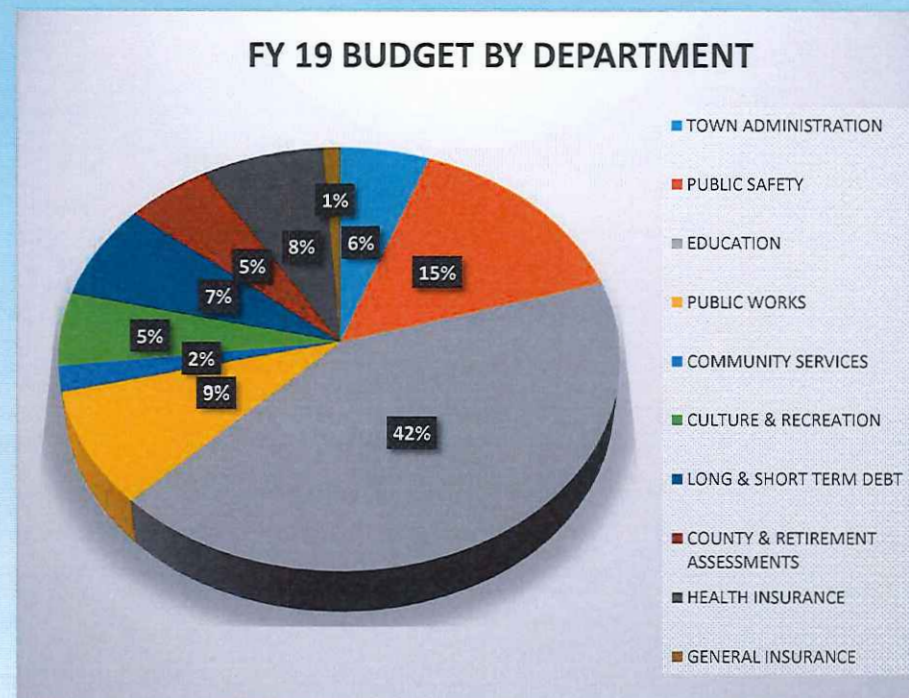
Comprehensive Annual Financial Report

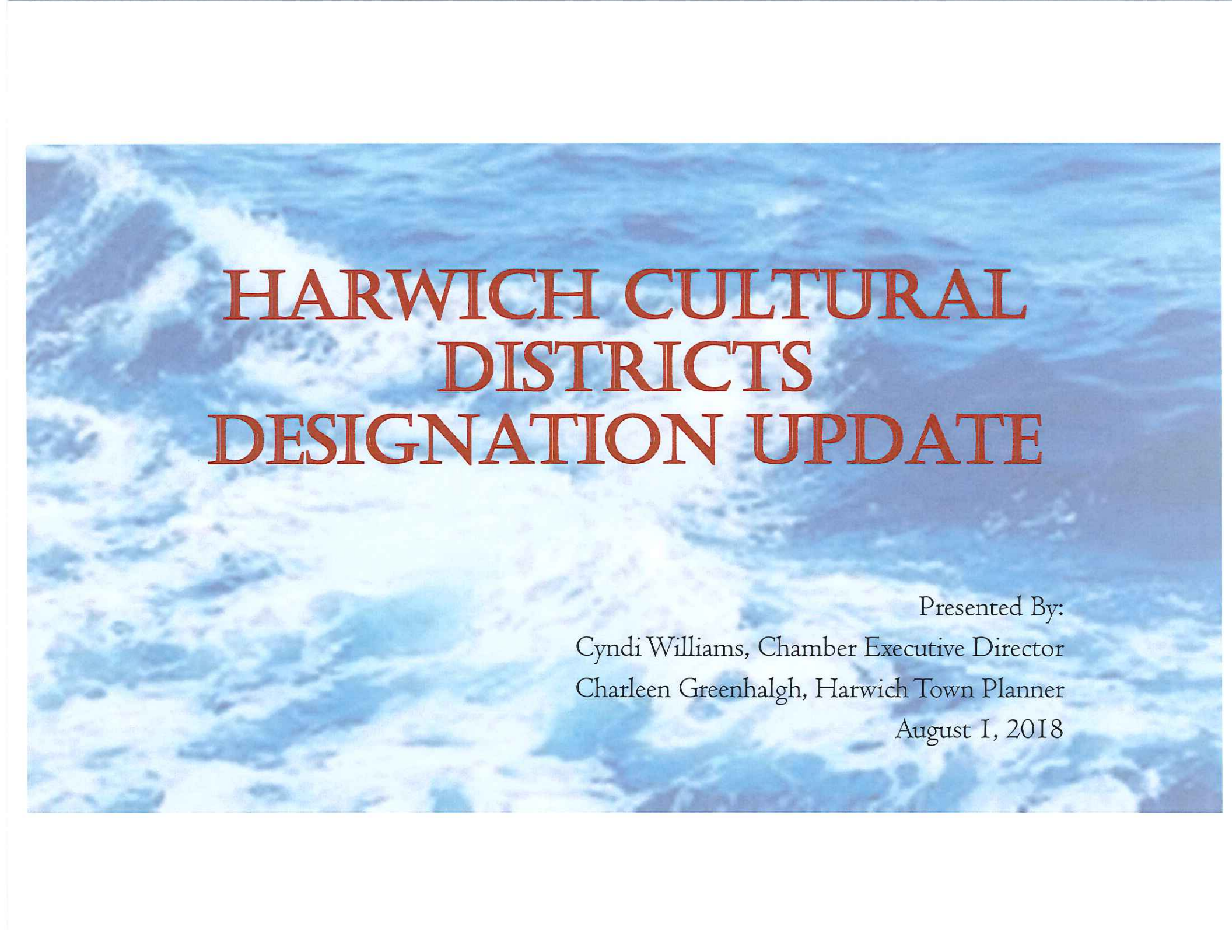
- 1st Year Achievement & Award
- Financial Report that evidences the spirit of transparency and full disclosure
- Recognized by GFOA as Best Practices
- Financial Accountability



Fiscal Year 2019 Budget

| DEPARTMENT | FY 19 BUDGET | % INCREASE |
|---------------------------------|--------------|------------|
| TOWN ADMINISTRATION | 3,615,539 | -6.1% |
| PUBLIC SAFETY | 9,593,042 | 1.0% |
| EDUCATION | 27,274,990 | 3.9% |
| PUBLIC WORKS | 5,730,252 | 0.8% |
| COMMUNITY SERVICES | 1,256,879 | -0.2% |
| CULTURE & RECREATION | 3,593,950 | 2.4% |
| LONG & SHORT TERM DEBT | 4,762,464 | 82.6% |
| COUNTY & RETIREMENT ASSESSMENTS | 3,465,487 | 3.2% |
| HEALTH INSURANCE | 4,913,977 | 7.8% |
| GENERAL INSURANCE | 686,000 | 4.3% |





HARWICH CULTURAL DISTRICTS DESIGNATION UPDATE

Presented By:

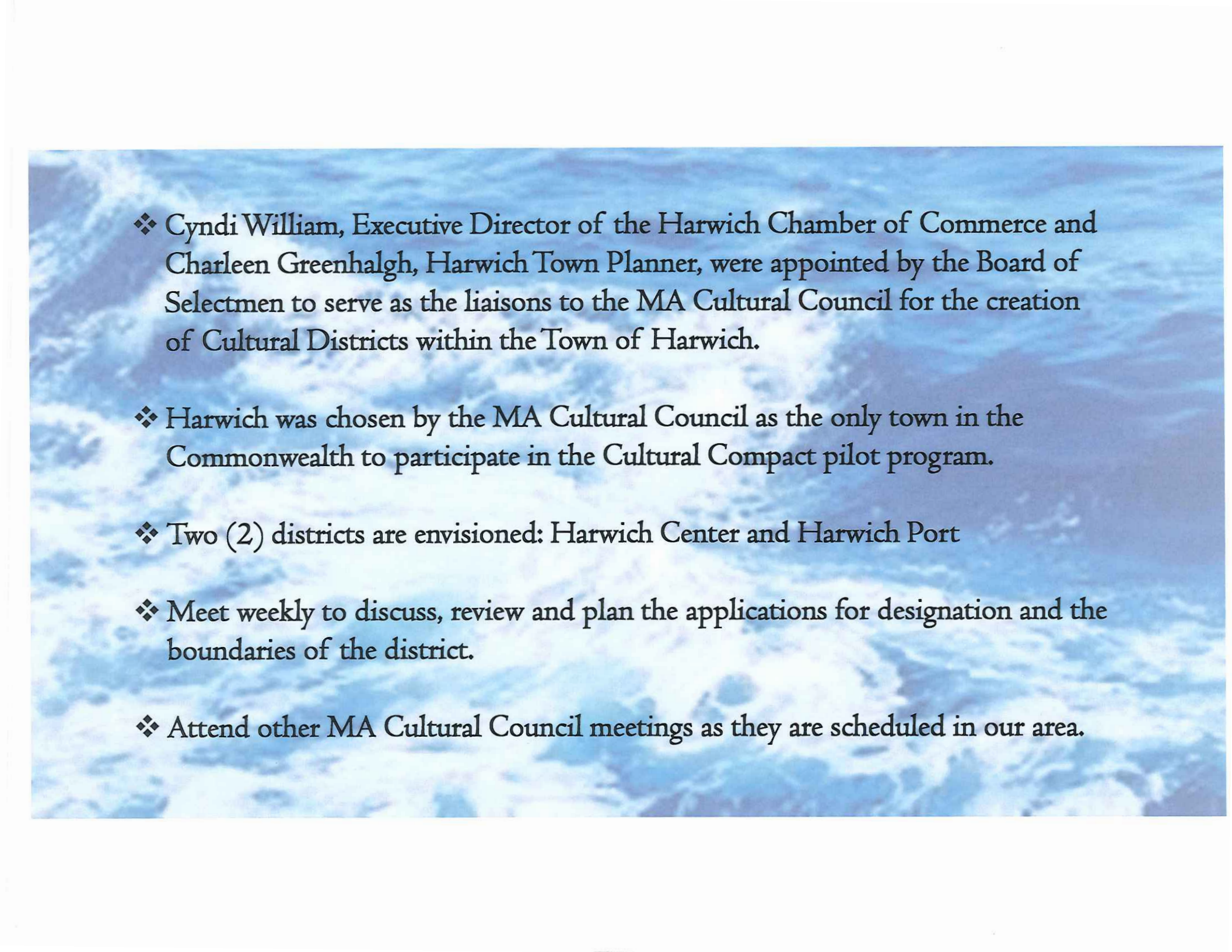
Cyndi Williams, Chamber Executive Director

Charleen Greenhalgh, Harwich Town Planner

August 1, 2018



On February 26, 2018 the Town of Harwich, the Harwich Chamber of Commerce, the Harwich Cultural Council and the Massachusetts Cultural Council signed the Harwich “*Cultural Compact in the spirit of partnership and public service, understanding that we serve the people of our Commonwealth and that they deserve the richest and most diverse cultural life possible.*”

- 
- ❖ Cyndi William, Executive Director of the Harwich Chamber of Commerce and Charleen Greenhalgh, Harwich Town Planner, were appointed by the Board of Selectmen to serve as the liaisons to the MA Cultural Council for the creation of Cultural Districts within the Town of Harwich.
 - ❖ Harwich was chosen by the MA Cultural Council as the only town in the Commonwealth to participate in the Cultural Compact pilot program.
 - ❖ Two (2) districts are envisioned: Harwich Center and Harwich Port
 - ❖ Meet weekly to discuss, review and plan the applications for designation and the boundaries of the district.
 - ❖ Attend other MA Cultural Council meetings as they are scheduled in our area.



- ❖ Received a \$10,000 Cultural Compact Grant from MA Cultural Council to assist with:

- ❖ Creation of District Maps

- ❖ Creation of Website

- ❖ District Signs (8)

- ❖ Upgrades to Harwich Cultural Center Auditorium and Cafeteria to hopefully become a culinary incubator.

- ❖ Cultural District Partnerships – One for each for each Cultural District

- ❖ Town Representative

- ❖ Local Cultural Council

- ❖ Cultural Organizations

- ❖ Local Artist & Businesses (2)

- ❖ For Profit Creative Business

- ❖ Chamber of Commerce

Next Steps

- ❖ Schedule two September stakeholder meetings with various cultural and business partners for each envisioned district
- ❖ Hold a Public Community Input Meeting with the Board of Selectmen
- ❖ Selectmen to Sign a Resolution
- ❖ Selectmen to appoint members to each Cultural District Partnership
- ❖ Finalize Cultural District Boundaries and Maps
- ❖ Application due by March – Anticipate filing it in January



Two Districts Cultural Districts Envisioned

Harwich Center Cultural District

From Whitehouse Field to Harwich Cultural Center

Harwich Port Cultural District

From 451 Route 28 to 820 Route 28, and possibly including the South Harwich Meeting House

Working Map for Harwich Center Cultural District



Harwich Center Cultural District Includes:


- Whitehouse Field
- Community Center
- Monomoy Regional High School
- Cape Cod Rail Trail
- Brooks Park
- Brooks Public Library
- Harwich Center Historic District
- First Congregational Church
- Island Pond Cemetery
- Pilgrim Masonic Lodge
- Brooks Academy Museum & Harwich Historical Society
- Crowell Barn
- Cape Cod Theatre Company
- Harwich Cultural Center
- Mariners Cape Cod Baseball League
- Harwich Cranberry Festival
- Community Center Cultural Events
- Monomoy High School Cultural Events
- Music at the Gazebo, Brooks Park
- Arts and Crafts, Brooks Park
- Brooks Library Cultural Events
- Harwich Farmers Market
- First Congregational Church Events
- Arboretum – Island Pond Cemetery
- Cemetery Tours – Women Authors
- Farmers Market
- Harwich Cultural Center Events

Working Map for Harwich Port Cultural District



Harwich Port Cultural District Includes:

- ❖ 820 Main Gallery
- ❖ South Harwich Meetinghouse
- ❖ Saquatucket Harbor Artisan Shacks
- ❖ Wychmere Harbor Overlook
- ❖ Christ Church Episcopal
- ❖ 74 Bank Gallery
- ❖ Harwich Port Library
- ❖ W. H. Lutz Gallery
- ❖ Reciprocity Artisans Market
- ❖ The Nines Gallery
- ❖ Dr. Gravity
- ❖ Guild of Harwich Artists
- ❖ Port Framing Gallery
- ❖ Leclair Photography
- ❖ Pilgrim Congregational Church
- ❖ Cape Cod Chamber Orchestra
- ❖ Doane Park
- ❖ GLUED (Arts & Crafts)
- ❖ Cross Rip Gallery
- ❖ 45I-Make Art Gallery & School
- ❖ Port Summer Nights
- ❖ Harwich Chamber of Commerce Hometown Parade
- ❖ Art in the Park
- ❖ Village Crafters Craft Fairs
- ❖ Fall for Harwich Month-long Events
- ❖ Christmas in Harwich Weekend Events
- ❖ Harwich Conservation Trust Events
- ❖ Gallery Events
- ❖ Pilgrim Congregational Concerts & Events
- ❖ Christ Church Episcopal Events
- ❖ Passport to Arts & Culture of Harwich
- ❖ Artists Sacrifice Sale



Much thanks to the
Board of Selectmen
and the
Harwich Cultural Council
for all their assistance and support in this
great endeavour to “OUR” community.

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, JUNE 25, 2018
6:30 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark, Assistant Town Administrator Evan Melillo, Interim Assistant Town Administrator Robert Lawton, Chief Guillemette, Carol Coppola, Amy Usowski, Robbin Kelley, Paul Doane, Cyndi Williams, and others.

WEEKLY BRIEFING

Chairman Kavanagh stated that she is removing from the agenda the item related to the Farmers Market and they will not be moving forward with it.

Chief Guillemette introduced the Board to the candidate for Regular Police Officer, Christopher Arrigo, and provided information on Mr. Arrigo's background.

CONSENT AGENDA

- A. Approve Minutes –
 - 1. May 21, 2018 Regular Session
 - 2. May 29, 2018 Regular Session
- B. Approve appointment of Christopher Arrigo as Regular Police Officer as recommended
- C. Accept resignation of Patricia Scarnici as alternate member of Historical District/Historical Commission effective June 30, 2018
- D. Accept resignation of Daniel Tworek from the CPC and Board of Appeals
- E. Approve vacation carry-over for Town Administrator
- F. Approve Road Race Application by American Lung Association for September 29, 2018
- G. Approve Road Race Application by National Multiple Sclerosis Society for September 7, 2018

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

NEW BUSINESS

- A. Report on Pet Burial Ground expenditures

Mr. Lawton highlighted the following report on the pet burial ground expenditures dated June 20, 2018:

FACTS:

- 1. In the 2010 ATM it was voted to authorize a revolving fund to be used for "maintenance, care and support of Town Cemetery properties...". Funds were placed into the revolving fund each year thereafter.

2. In the 2016 and 2017 ATM under articles 58 and 45, respectively, funds were authorized in Departmental Revolving Fund Authorization, specifically Cemetery, in the amounts of \$50,000 FY17 and \$70,000 in FY18 for "Maintenance of town cemeteries."
3. Article 57 of the 2016 ATM authorized the transfer of 2.25 +/- acres on Queen Ann Road to be used for the development of a pet cemetery/crematory. No appropriation was made at that time.
4. In FY 16 through FY 18 the Pet Burial Ground was not listed on the Town of Harwich Capital Plan as, according to the Cemetery Administrator, the Cemetery Commission had estimated that the cost of the project would be under \$50,000.
5. May 5, 2017 a legal opinion was received from PK Law stating that the Board of Health did not have a role in creation of a pet cemetery. The opinion did note that a cemetery is set aside for the remains of a deceased person and not for animals.
6. May 16, 2017 four written proposals were received to clear, loam and seed the Queen Ann site. On April 21, 2017 four written proposals were received to procure and install a Gazebo for the Queen Ann site, on April 12, 2017 three written proposals were received for the installation of a well at the Queen Ann site, On July 20, 2017 one written quote (\$2,300) was received for electrical work at the Queen Ann site, On October 6, 2017 one quote was received (\$1,675) for electrical work on the Queen Ann site.
7. A bid was issued by the Cemetery Department for construction of a walkway at the Queen Ann Road site. The bid was opened November 16, 2017 and the pricing was in three phases of \$23,236; \$22,800; \$23,645 totaling \$69,681.
8. A contract was awarded for preparation and construction of the walkway to be effective December 11, 2017 for phase one and two totaling \$46,036.
9. April 22, 2018 a legal opinion was received from KP Law regarding use of perpetual care funds to develop a pet burial ground. The opinion states that Pet Burial Ground development funds may only be expended from funds generated from the sale of lots sold for the burial of animals not from sale of lots for a deceased person. The opinion further recommends that previously expended funds from the cemetery revolving fund be reimbursed to the revolving fund and a separate sub-account for pet burial ground/cemetery be created.
10. May 1, 2018 a confirming legal opinion was received stating that a separate revolving fund should be created as the Town cannot use the existing fund as it is restricted to "Maintenance of town cemeteries" and animals may not be buried in a cemetery, which is defined under the Mass General Laws, as a place for the burial of human remains.

REVIEW:

After speaking with the Cemetery Administrator I found that she believed that she could expend funds from the Cemetery revolving fund for the creation of the pet burial ground. This was based upon her understanding of a vote in 2010 which created the fund and has a broad expenditure definition, although still listed as a cemetery. The Cemetery Administrator did not add up the total proposals for the work on the pet burial ground which would have been over the threshold requiring a Capital Plan submission. She also believed that the \$70,000 in the FY18 revolving fund could fund the project. The administrator stated that she was not clear that income from cemeteries being for human remains could not be used for an animal remains burial ground. The cemetery administrator was made aware of the April 22, 2018 opinion but initially felt that she could continue with the project. The Finance Director took appropriate steps to clarify the legal opinions and stopped further payments on the pet burial area walkway and other expenditures. The Town Administrator, when made aware of the issue, took direct action after reviewing the matter with the Board of Selectmen and then by meeting with the cemetery administrator and stopping the project by cancelling the walkway project and stopping any additional work.

RECOMMENDED ACTIONS:

I do not believe that there was any direct attempt to circumvent the general law or Town Charter governing this project. I believe that the cemetery administrator should have realized the definition of cemetery was for only human remains, as outlined in the PK Law opinion dated May 5, 2017, however, she was operating under the assumption that the maintenance of cemeteries authorization in the revolving fund was defined by the original 2010 vote and could be used for the pet burial ground. Once made aware of the legal opinions of 5/5/17 and 4/22/18, which stated in part the inability to use the existing revolving fund for pet burial ground expenditures, the cemetery administrator agreed that the project needed to stop. The Cemetery Administrator assumed that when the project started the estimate for the work was under \$50,000 and felt that she did not need to go back to the Town Administrator and submit a Capital Plan request when the project exceeded that expenditure level.

SPECIFIC RECOMMENDED STEPS:

1. The Pet Burial Ground project should be put on hold and no further expenditures made until the following recommendations are reviewed, accepted or modified by the Town Administrator and the Board of Selectmen.
2. In the future, The Cemetery Administrator, working with the Town Administrator, must insure that appropriate legal opinions are requested, a financing plan is developed and reviewed before a new major project, such as the pet burial ground and or possible crematory, is started.
3. Proper submissions to the Capital Plan must be made for projects over \$50,000 in estimated value. In this particular case a submission should be made and included in the 2019 ATM warrant with a revised estimate of the total cost of the project.
4. The Finance Director should be supported in implementing the MUNIS purchase order system which will highlight expenditures that need to be questioned early in the payment process.
5. A new Assistant Town Administrator has already been directed to focus on procurement issues which will be another safeguard to prevent funds being expended without proper vetting.
6. A specific revolving account should be set up to fund the Pet Burial Ground and or Pet Crematory. The alternative would be to create a separate line item within the Cemetery budget for such purposes and fund it from general revenues at the next annual town meeting.
7. The Administrator will work with the Finance Director to develop the path to refund the cemetery revolving fund for the amount used for the Pet Burial Ground before the close out of the FY18 budget.

Mr. Ballantine said he would like the \$50,000 threshold for being on the Capital Plan to include internal costs such as work done by DPW. He added that this issue really emphasizes the need for mentoring and review throughout the process. Mr. Howell discussed that revolving funds are still Town funds and there should be some approval mechanism for their expenditure. Mr. Clark said we will take some of the points that were made by Mr. Lawton and implement those into the process.

B. Retiree Health Insurance Policy – second reading

Mr. Lawton reported that some outreach was done and noted that there were no changes to the document. He recommended that the Board adopt the policy. Mr. Ballantine moved that we adopt the health insurance recommendation of June 4, 2018 as read at the previous meeting (attached). Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

C. Revised Community Center Director job description

Mr. Lawton explained that this job description is for the existing work that Ms. Carey performs at the Community Center and does not include her work at the Cultural Center which will be addressed at a later date. Mr. Ballantine said this fulfills his request to make sure the pay scale reflects the position description and Mr. Howell agreed that this was his major concern. Mr. Ballantine moved that we approve the new position description for the Community Center Director at a classification of M-5, 40 hours. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

D. Reclassification of Water/Wastewater Superintendent position

Mr. Lawton outlined his memo of June 13, 2018 (attached) in which he recommended that the position of Water/Wastewater Superintendent be moved to Grade M-8 on the non-union compensation plan with Mr. Pelletier being placed at Step 6 in that grade noting that this reflects the wastewater responsibilities being included in his position description. Mr. Clark noted that the Water Commission agrees with the job description but would like the position to be looked at each year rather than every 5 years and he thought that was reasonable. Mr. Howell said he didn't think that would need to be in a motion and they can revisit it next year as it's at the Board's discretion anyway. Mr. McManus said they are an independent elected body and if they want to bring it up at any time it is up to them. Mr. Howell moved that we regrade the position for the Water/Wastewater Superintendent to an M-8, Step 6 effective July 1, 2018. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

Mr. Clark and the Board thanked Mr. Lawton for his service during this time of transition.

E. Approve purchase of Town-wide Radio Equipment Phase 2 and authorize Chair to sign

Deputy Fire Chief LeBlanc stated that this system will come in very helpful during hurricanes and large events. He noted that the system was built last year, it is on the water tank on Oak Street and the Water Department and Recreation Department are using it with great success. Mr. McManus moved that we approve the award of the bid to Comtronics at \$83,387.46. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

F. Vote to sign contract with Specialty Vehicles for Ambulance as approved by Town Meeting

Mr. Howell moved to accept the contract with Specialty Vehicles Inc. in the amount of \$330,112 at the recommendation of the Fire Chief. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

G. Approve renewal applications for 2018 Hawkers and Peddlers & Weekday Entertainment Licenses by Salt Block Food Truck to be located at 575 Route 28, Harwich Port

Chairman Kavanagh pointed out that no one should be using Heather's Hairport private parking lot to access this food truck. Mr. MacAskill moved to approve the renewal applications for 2018 Hawkers and Peddlers & Weekday Entertainment Licenses by Salt Block Food Truck to be located at 575 Route 28, Harwich Port. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

H. Approve application for One-Day Wine & Malt Licenses by Harwich Cranberry Festival for summer concert series at Harwich Cultural Center on July 12, 19, 26 and August 2, 9, 16, 23

Mr. McManus recused himself on this item. Mr. Howell noted that they will be hiring professional bartenders for this event and he is satisfied that they will be following the law. Mr. Weiser stated that their plan is to start at 6:00 p.m. and end at 9:00 p.m. but they will open the gates at 5:45 p.m. Mr. Ballantine moved to approve the Harwich Cranberry Festival, the One Day Special Liquor License serving wine and beer at musical performances, sponsoring the summer Harwich Cultural Center, the dates are July 12, 19, 26 and August 2, 9, 16, 23, the hours from 5:45 to 9:00. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- I. Accept donation from Harwich Cranberry Festival and Home Watch Companies for sprucing up the courtyard at the Harwich Cultural Center and occasional mowings

Mr. Howell moved to accept the donation from Harwich Cranberry Festival and Home Watch Companies for sprucing up the courtyard at the Harwich Cultural Center and occasional mowings for the purpose of Festival support. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

- J. Request by Lynn Schweinshaut for temporary speedbumps on Seabreeze Avenue and Wyndemere Bluffs Road

Mr. Clark noted that we received a petition from the residents in the area and the policy the Board has established indicates that we should get input from the Traffic Safety Committee which has been apprised of this as has the Police Department. Mr. Ballantine said we need to look at police presence and signs and he would like feedback on other options. Mr. MacAskill said people are parking there to go to the beach, there are kids in the area and you can't get two vehicles around that corner at the same time. He stressed that it is a danger. Chief Clarke said we are going to have a tragic accident there and we have had many close calls. He and Mr. MacAskill both commented that we don't have time to defer to a committee. Mr. McManus said there are a number of ways we can implement this including wider speed deterrents or speed humps and we ought to implement quickly and Mr. Howell agreed. Ms. Schweinshaut of 2 Seabreeze Avenue said the traffic has gotten continually worse and noted that everyone on the loop has signed the petition. She asked for something to be done sooner rather than later. Mr. Clark said he would like to see what we can do in the short term and bring back to the Board. Mr. MacAskill suggested temporary speedbumps in the short term. Chairman Kavanagh said it may be worthwhile to involve the Traffic Safety Committee. Mr. MacAskill stressed that this is a matter of public safety and the Board needs to do something right away and it a waste of time sending to the committee. Connie Young of 17 Seabreeze Avenue stated that they aren't looking for permanent speedbumps but rather something temporary through the summer months. Mr. MacAskill moved to approve the request by Lynn Schweinshaut for temporary speedbumps on Seabreeze Avenue and Wyndemere Bluffs and instruct the Town Administrator to get it done. Mr. Ballantine seconded the motion with the caveat that this will lead us into a permanent solution as we get into the winter months and have time and Mr. MacAskill agreed to include that as part of the motion. Mr. Howell cautioned that the speed limit is the same in the winter. Chief Guillemette said he considered increasing presence and signage but after hearing the concerns he thought speed bumps and making it a one-way should be considered. Mr. Clark asked the Board to include the acceptance of the donations in the motion. Mr. MacAskill added to his motion "and accept a donation from the neighborhood" and Mr. Ballantine agreed to the addition to the motion. Mr. Clark said the Town would do the installation. The motion carried by a unanimous vote.

- K. Annual Committee/Board Reappointments for approval

Mr. Howell moved to accept the list that was included in the packet with two exceptions, David Nixon that's an ex-officio position, as we have received no recommendations from a committee, and Mark Koopman, as I have been informed by Tom Caruso that he doesn't show up at meetings. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

L. Annual Miscellaneous Appointments for approval

Mr. Howell moved that we accept the list as contained in the packet for the 2018-2019 Miscellaneous Re-Appointments. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

M. Committee liaison assignments

Mr. MacAskill moved to accept the committee liaison assignments as presented. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

N. Move Farmers Market to Cultural Center – discussion

Mr. Clark said it is an outdoor market and questioned if we can partner up with the Cultural Center and continue the market for a longer period of time. He said if there is an interest in this, people can contact him.

O. Acceptance of deed for 31 & 33 Lakeview Drive

Mr. Clark said this was approved at Town Meeting and there is a statute for the Board to accept a property in lieu of taxes. He noted that K-PLaw prepared the deed which was signed today. Mr. McManus moved to accept the deed in lieu of foreclose for 31 & 33 Lakeview Drive. Mr. McManus seconded the motion and the motion carried by a unanimous vote.

P. Public Beach 22 Agreement/status

Mr. Clark reviewed his memo to the Board dated June 21, 2018 regarding signage installation on Beach Road as follows:

Administration has been researching with our Town Surveyor the best way to install or acknowledge the location of town owned property at the end of the Beach Road Easement. Under surveying rules, only a 30 inch high concrete marker can be placed with the majority of the marker underground and only several inches above ground. The location of the town owned property at the end of the easement and going into lot 37 and Lot 36 of town property would be underwater during high and mid-level tide. The concrete bounds would create a trip and fall hazard in the surf. To install any other features of significance in the water would require a Chapter 91 permitting process and approval.

During one of my site visits, I met with Mr. Morris who is the owner on one side of the easement, he indicated a distinct preference that any signage be located on the easement only. The town surveyor did identify and highlighted on the attached diagram as a witness location to boundary markers at the end of a post and rail fence designating the width of the 40 foot easement. Administration will request the Department of Public Works to install signage at this location indicating edge of easement on each respective side and that the signage would point town property 65 feet. By locating the signage in this location it stays out of the water and

should not create a hazard. Mr. Morris did further request that Administration can put together an information sheet that shows the easement to the water and access to the town owned parcels is primarily available only during low tide times. The information sheet could identify the two town owned beaches with available parking in close proximity and encourage residents to use one of those beaches.

I believe for the summer this may be advisable course to take.

Mr. Howell said he is not in favor of putting markers in the water and commented it is a tort claim waiting to happen. Mr. McManus said the two little fences at the roadway is about as good as a delineation that we want to do. Mr. MacAskill said he believes our responsibility is only to put a bound at the end of the easement and the neighbors suggested they would put a bound at the end of their property. Mr. Clark said Mr. Morris was unwilling to do that and he hasn't had the discussion with Mr. Fitzpatrick. Mr. MacAskill suggested Mr. Clark meet with their attorney. Mr. Ballantine said we need to maintain the easement. The Board took comments from Mark McGowan of Rabbit Run regarding nourishment of the beach and Mr. Clark noted that it is part of the agreement that we not nourish the beach. Mr. McGowan said he didn't believe that pertained to reclaiming the Town lots and indicated that we should appeal to the State on this and it was his understanding that we were going to do so. Chairman Kavanagh stressed that we have to follow the agreement. She said putting something in the water does create a liability hazard for the Town. Mr. Clark said at the end of the 40 foot easement where the Town property commences is underwater so we cannot put the markers in so we will put them above the high tide mark and direct people how far it is until the Town property. He said as for what is being sought, in terms of the lines of sight for Town property we would have to go along the beach and find areas above the high tide where we can put those bounds in and we may have to go far afield to do that. He said for the short term putting in the street signs up would make the most sense. He questioned if the Board wants to look at the general area to see if there is a way to re-nourish Town owned property above the high tide line in certain areas. Mr. Howell said there should be further discussion on this issue on an agenda for a bigger discussion. Mr. Clark said he will proceed to put up the signage where we can on the easement, and where we can above the high tide line we can put up temporary stakes and we can put together an information sheet for neighbors or renters to be guided to go to the public beaches on either side. Mr. MacAskill asked Mr. Clark to meet with Mr. Fitzpatrick's attorney before we do anything because this has been in court already and Mr. Fitzpatrick is in disagreement and if the Board is in agreement with what Mr. Clark is saying then he wants to be on record that he is completely against it. Ms. Kavanagh said we have an agreement and we are abiding by the agreement and Mr. Howell agreed. The majority consensus was for Mr. Clark to proceed.

Q. Sewer Education/Public Outreach/Communications Coordinator for sewer project – L. Ballantine

Mr. Ballantine said we are embarking on a \$25 million project and he would like to focus on a Communications Coordinator as we are lacking a unified and coordinated approach to work with the community on this project to move forward in a positive and informed way. He recommended developing an RFP to hire contract help to have a lead coordinator. He commented that he wants people to feel good about the project. Mr. MacAskill said he supports that proposal. Mr. Howell said he is very much in favor of this and the committee would be well served to have someone to do this. Chairman Kavanagh agreed. Mr. Clark said Chatham doesn't have anything like this, nor does Barnstable or Falmouth and he asked for guidance on the skill set that is needed. Mr. Ballantine suggested they we will work with the Wastewater Support Committee and Town Administrator to

bring something back. Mr. Clark agreed but did express some concern for the potential cost. The Board took comments from Ms. Pfleger who commented that having someone to help with this would be an asset as the committee doesn't always know what they are supposed to be doing.

R. Cold Brook update

Mr. Ballantine said the point he wants to make is this is part of our CWMP and he would like us to make a clear statement that we want to get as close as possible to the original plan of removing houses to get to the savings that we promised everyone. Mr. Clark said in this case our mission is that we need to remove nitrogen so we don't have to sewer those homes. He stressed this isn't our property and HCT has been a great partner. He said there has been a difference of opinion but he thinks we have reached agreement regarding nitrogen reduction and the next step is to come back with how we are going to accomplish nitrogen reduction through an MOA. He said he hopes to come back with a presentation.

TOWN ADMINISTRATOR'S REPORT

A. Piping Plovers at Red River Beach

Mr. Clark said we have reduced the amount of barrier area and are hoping the plovers will take flight any day now.

B. Update on checklist for streamlining contracts

Mr. Clark said we have a department head meeting tomorrow and will go over our expectations for streamlining contracts.

C. Planning Board Hearing regarding expansion of Schoolhouse parking lot – June 26, 2018

Mr. Clark said he or Mr. Melillo will be attending the Planning Board hearing on this item. He said he will meet with Mr. Hooper to see what we can do in the short term to generate parking in that area. He said to do something on a permanent basis will probably be a capital item in the future. Mr. Howell said he would like to have agenda item with stakeholders such as Chamber with regard to seasonal paid parking. Ms. Kavanagh said they should also discuss the shuttle bus idea.

D. Middle School field plan and School Committee vote

Mr. Clark said he sent over the line of demarcation of the boundary to Supt. Carpenter and he hasn't heard back. He said he is looking for a vote from the School Committee.

E. Brooks Academy Museum improvements agreement – Bertaux + Iwerks architects

Mr. Clark reported that the Committee is hiring Bertaux + Iwerks Architects to look at the building and noted there is no handicapped access to the second floor. He said ADA will be their primary focus and noted that he has awarded the \$30,000 contract.

F. Departmental Reports – recommend monthly reports in lieu of weekly reports

The Board agreed on monthly reports with half being reported at the beginning of the month and half being reported mid-month.

SELECTMEN'S REPORT

Mr. Howell reported that the flagpole at Routes 137/39 is supposed to be a functional flagpole and they need to be held accountable to the contract. He said the panels have flown off and they are claiming that they have to be fabricated as special order.

ADJOURNMENT

Mr. Ballantine moved to adjourn at 8:56 p.m. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, JULY 9, 2018
6:30 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark, Assistant Town Administrator Evan Melillo, Chief Clarke, Chief Guillemette, Carolyn Carey, Cyndi Williams, Richard Waystack, and others.

Chairman Kavanagh reported that the Board had just come out of Executive Session where they approved the order of taking for 4 Central Avenue.

WEEKLY BRIEFING

Chief Clarke thanked the Town of Dennis and their Fire Chief who let us use one of their ambulances while two of ours were out of commission.

PUBLIC COMMENTS/ANNOUNCEMENTS

Bob Cohn of 29 Pleasant Street spoke on behalf of the neighbors noting that they had just sent in a letter requesting that the Schoolhouse parking lot expansion project be put on hold and asked that the matter be placed on an agenda as soon as possible. Rosemary O'Neill discussed concerns on recently added parking in the area of The Anchorage and related safety concerns including the ability for emergency vehicles to access the area. Marilyn MacElaney, President of The Anchorage Board of Directors reiterated these concerns and stressed that it is a road not a parking lot. Les Parmalee of 15 Pleasant Street said the parking in the middle of Schoolhouse parking lot has created a serious hazardous for the residents which obstructs access in and out of the lot.

CONSENT AGENDA

- A. Approve Minutes:
 - 1. June 4, 2018 Regular Session
 - 2. June 11, 2018 Regular Session
- B. Approve request by Building Commissioner to waive building permit fees for the Brooks Free Library renovation project
- C. Approve Election Officers as recommended by the Democratic & Republican Town Committees
- D. Approve request for various fee waivers for The Big Fix project
- E. Approve the Petition from Nstar Electric to install approximately 30 feet of conduit under the roadway and one handhole to provide service to 36 Northern Avenue
- F. Approve appointment:
 - 1. Larry Brophy to the Affordable Housing Trust – Full member to June 30, 2020
 - 2. Val Peter to the Wastewater Support Committee – Full member to June 30, 2021

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

NEW BUSINESS

- A. Approve application for Sunday Entertainment by Port Restaurant & Bar and request to extend starting time on Weekday Entertainment License

Judd Brackett, applicant, was present and outlined the request noting that they would like to start entertainment at 11:30 a.m. Mr. Howell noted that whatever the hours are changed to, the rest of the restrictions would still apply. Mr. McManus moved approval of the application for Sunday Entertainment License by Port Restaurant & Bar and to extend the starting time on the Weekday Entertainment License. Mr. MacAskill seconded the motion for discussion. Marcia Casey of 29 Pleasant Street pointed out that they hear the music from The Port and Ember in their back yard and front porch at night and she thinks this extension of hours is too much. She added that they are well over 150 feet away. Mr. Casey of 29 Pleasant Street suggested having acoustic music only. Mr. Howell asked Mr. McManus to add "all previous terms and conditions shall also apply" to his motion and Mr. McManus agreed to amend his motion as such. Mr. MacAskill seconded the amendment. Chief Guillemette said the Police Department has been responsive to the calls that come in and have had proactive meetings with the businesses in Town on the rules and regulations. He encouraged people to call the Police Department if they hear the music over 150 feet away or after 10:00 p.m. and they will respond. He said he has concerns but doesn't have strong objections to this application. The amended motion carried by a unanimous vote.

- B. Approve application for Sunday Entertainment by Ember Restaurant and request to extend starting time on Weekday Entertainment License

Mr. McManus moved approval of the application for Sunday Entertainment by Ember Restaurant and request to extend starting time on the Weekday Entertainment License subject to all the restrictions and previous limitations on the license. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

- C. Approve and accept changes to House Bill H4437 relative to Senior Tax Exemption

Mr. Ballantine moved to approve the text changes in House Bill H4437. Mr. Howell seconded the motion. Mr. Waystack noted that the Board of Assessors has reviewed the changes and they would like to get this done as soon as possible. The motion carried by a unanimous vote.

- D. Acknowledgement of Purchase and Sale Agreement and approval of Order of Taking for 4 Central Avenue

Mr. Clark reported that the Board voted this item in Executive Session. He stated that it was approved by Town Meeting and described the bid process noting that the sale amount was \$51,111.12.

- E. Housing Trust overview and vote to sign Declaration of Trust

Chairman Kavanagh explained that we created a Housing Trust at Town Meeting and now we are working on getting people to volunteer to be on the Trust. Mr. Clark noted that the Trust would identify different locations and partnerships for creating affordable housing and CPC has authorized \$500,000 for this purpose and to fund a regional administrator to assist in that development. Mr.

Howell moved to accept the Trust Agreement as written. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

F. Final FY 18 Budget Adjustments – *vote to authorize the Chair to sign*

Mr. Clark noted that the Finance Committee will be voting on this on Thursday. Ms. Coppola and Mr. Clark outlined the final FY18 budget adjustments and took questions and comments from the Board. With regard to the proposed transfer for the pet burial ground, Mr. Howell said it's a bad idea to use a revolving fund to build something and that nothing that passes as a Town Meeting article can suggest you are going to violate the Charter or MGL. He added that we had a capital requirement and promised to wait until Town Meeting to put this on the capital plan to come up with a solid funding source. He commented that he doesn't want anyone to think that this transfer is a blessing that we are good to go now. Mr. McManus commented that this was unfortunate, the advice by Town Counsel changed through the process, we didn't hide anything, and there were a lot of failures in the process that everybody participated in and nobody caught the mistake. Mr. MacAskill agreed with Mr. McManus' remarks. Mr. MacAskill asked why there is an adjustment to the school retirement health insurance as he thought we were independent of the school. Mr. Clark responded that we retained the liability when we were one system, so those people that worked for the Harwich system prior to Monomoy were still on our books as our obligation. Mr. McManus moved to approve the recommended budget transfers. Mr. Ballantine seconded the motion and the motion carried by a 3-2-0 vote with Mr. MacAskill and Mr. Howell in opposition.

G. Letter to legislative delegation regarding permanent protection for Nantucket Sound

Mr. Clark said this was a request from a private entity. With no one present to discuss, this item was tabled to the next agenda.

H. Summer shuttle bus service to Harwich Port from 203 Bank St. to Bank St. Beach

Mr. Clark noted that it is about a mile walk to the beach from this location at 203 Bank Street and would be even shorter to the restaurants in Town. He said he has spoken to the Chamber about the concept for a shuttle bus and Ms. Williams indicated that it was attempted in the past and was not totally successful. He reported that Chatham has set up valet bus service and we have requested the RFP from them. He suggested looking at other sites such as the Community Center or High School. Mr. Howell said he thought the Schoolhouse parking lot was for economic activity for businesses and restaurants in Harwich Port and the point was that the parking lot was getting filled and we were trying to deliver people to Harwich Port, not to give them an opportunity to get on a bus to go to the beach. Chairman Kavanagh responded that if the lots are filling up, the people are parking there to go to the beach, so any opportunity we have to alleviate the parking stress we have to address. Mr. Howell said he likes the idea in concept but we have to have a discussion about our priorities. Mr. McManus said the original proposal is attempting to expand the lot for the businesses because it was being used by beachgoers and locking it up for the entire day and this would eliminate pressure on the lot. He added that he doesn't think that a shuttle bus is critically necessary and suggested using loaner bikes and to make a fee lot at 203 Bank Street. Mr. MacAskill said it's a great idea and we need to explore the shuttle bus. Mr. Ballantine said we need to get started and come up a plan with priorities and concrete proposals. Mr. Waystack noted that a lot of the parking at Schoolhouse parking lot is being used by employees of the businesses down there. He suggested putting together a working group comprised of people who are dealing with this issue all the time and Chairman Kavanagh agreed this was a great idea. Mr. Clark said the suggestion to use 203 Bank Street was temporary fix and he was planning on

bringing back an RFP for the sale of the property. The Board took comments from Carla Burke who expressed concern that there is no sidewalk or crosswalk there and neighbors are already concerned about traffic and speeding along Bank Street. Bob Piantedosi of 89 Bank Street said the beach is already standing room only and he is confused why we would bring in more people. He discussed the results of a speed detector that was used in the area. Rosemary O'Neill of 15 Pleasant Street said she can envision a lot more traffic with the expansion of facilities at Saquatucket Harbor. She asked that residents be considered for any working group that is created. Jack Walton of 244 Bank Street discussed keeping businesses vibrant. He suggested that Earle Road and Red River have a similar situation and we shouldn't solve all beach parking problems on Bank Street's back. He further suggested that people can park at Bank Street beach in the evening and suggested a sign for that. Donna Hansen of 24 Pleasant Street suggested getting people aware of where all the other parking areas are. Mary Beth Walton of 244 Bank Street stressed that this is a commercial problem and Bank Street is residential. Cyndi Williams said the Chamber will have a map indicating the different parking options as part of a grant. Chairman Kavanagh said they would bring this item back at a later date.

- I. Fire Station 2 Contract Award Approval – Request to sign the Contract between the Town of Harwich and Mill City Construction, Inc. in the amount of \$6,750,000

Mr. Clark provided an overview and discussed bid concerns noting that the AG has said we can go ahead with the bid award. Chief Clarke explained that we are in a bid dispute with the sheet metal workers over the exhaust removal system and we will deal with the bid dispute going forward. He said it will affect the overall price of the contract as the contract was timed out for good weather. He stated that Town Meeting approved the entire amount and we need approve the contract amount with Mill City. Mr. Howell moved to approve the contract with Mill City in the amount of \$5,996,000. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

- J. Brooks Free Library Generator Contract Approval – Request award of contract to Eastward Companies in the amount of \$103,174

Mr. Howell said he would like to see the certification of funds and review by Town Counsel in the packet. Mr. Clark noted that we do have it and in the future we will get the materials in the packet. Mr. Melillo said he will be revising the checklist again. Mr. McManus moved to approve the contract with Eastward Companies in the amount of \$103,174 for the provision and installation of a generator at Brooks Free Library. Mr. Howell seconded the motion and the motion carried by a 4-1-0 vote with Mr. MacAskill in opposition.

- K. Green Fleet – Fuel Efficient Vehicle Replacement Policy – *first reading*

Mr. Melillo outlined the policy and took questions from the Board. Mr. McManus said #3 should be restated as it's not only Police cruisers that we don't want to be turned in to be used by our regulatory inspectors, but the Fire vehicles as well. Mr. Clark said we are looking at installing a charging plug in the parking lot. Mr. MacAskill said the Town Administrator's Report indicates that we are buying a vehicle but we are only in the first reading of this policy. Mr. Clark explained that we have an opportunity as the company providing it gets federal tax credits so the price drops from \$18,000 to \$11,000 and we identified available funds to purchase this year to start to change out the fleet. He pointed out that it will decrease mileage costs for the Community Development departments. Mr. MacAskill said he couldn't accept this as most of the vehicles never move and Mr. Clark couldn't find the money at budget time. Mr. Ballantine said he would need to see more justification. Mr. Clark noted that this is one of the 5 elements of being a Green Community. Mr. Ballantine said he doesn't

see it as contributing to the efficiency or operation of the town. Mr. Clark said there was some money left in the budget from mileage reimbursement and things of that nature so we thought we would kick start the program now and we will have a formal capital budget for the balance of the vehicles. Chairman Kavanagh said to be a Green Community we do have to complete this step at some point. Mr. Howell agreed with Mr. McManus that item #3 had to be changed. He commented that the policy doesn't necessarily mean anything with regard to the vehicle and we are discussing the policy. Mr. McManus moved approval of the Fuel Efficiency Vehicle Policy first reading and to bring it back for a second reading. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- L. Gift from Agway of Cape Cod for booth space at Paw Palooza Cape Cod on July 14-15, 2018 at the Dennis Yarmouth High School

Ms. Kelley said Agway gifted the booth and she was just going to give information. She said she will not be selling lots but will be talking about plans for future development of the pet burial ground. Mr. Howell said this might be an opportunity to find out interest as she will have to put together a business plan for Town Meeting. Mr. McManus moved to authorize the Cemetery Administrator to attend the Paw Palooza Cape Cod on July 14-15, 2018 at the Dennis Yarmouth High School and to accept the gift from Agway of Cape Cod. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

TOWN ADMINISTRATOR'S REPORT

- A. Lease of a Green Vehicle for the Community Development Department

Mr. Clark reported that we did have some availability when we looked at the budget and it was his intent to award the lease agreement for the Mitsubishi and get us into the business of having fuel efficient vehicles for the departments where the policy would apply. He said he would do a one for one replacement. Mr. MacAskill voiced his objections and reiterated his earlier remarks. Mr. Howell said this is coming from FY18 funds and therefore would not be cascading to free cash the following year. He questioned if it can wait. Mr. Melillo responded that he is not sure how long this would be around for. Mr. McManus said there is savings to be had from fuel savings. Mr. Ballantine said he wants to be sure we aren't using this to sidestep our overall planning process. Chairman Kavanagh said it would helpful to see what we are spending on mileage, fuel and insurance and suggested bringing it back. Mr. MacAskill said we should see how much the vehicles we have now are driven based on mileage. Mr. Melillo said the quote is good for a month. Mr. Howell suggested putting it on next meeting agenda.

- B. Piping Plovers at Red River Beach

Mr. Clark reported that Mass Audobon has asked them to have barriers remain a few more days and hopefully by end of week the barriers will be gone and birds will have taken flight.

- C. Renewal of vendor at Cultural Center

Mr. Clark reported that we have a person who does pole dancing as an exercise at the Cultural Center and someone from the public had concerns about the advertising of an event at another location related to this service. He said we spoke with the renter and reminded them that the Cultural Center is for private use and not for any pay activity.

D. Cultural Council Grant (\$10,000)

Mr. Clark reported that the Town has a Cultural Council grant for \$10,000 which gets us maps, some improvements to the Chamber's website, and some improvements to the kitchen to get us closer to renting it out.

E. MIIA Additional FY19 Participation Credits

Mr. Clark reported that our staff attends quite a bit of MIIA training to protect the Town's interest from liability and this year our participation credits were just shy of \$9,000.

F. Departmental Reports – recommend monthly reports in lieu of weekly reports

There was no action or discussion on this item.

SELECTMEN'S REPORT

A. Committee Vacancy Report for July 2018

Mr. Howell noted that we have vacancies on the Zoning Board of Appeals, Planning Board, and Board of Health and he urged the public to volunteer.

Mr. Ballantine said we have discussed the Communications Outreach Coordinator with the Wastewater Support Committee and he has sent some dot points to Mr. Clark to come back as a draft RFP at the next meeting.

ADJOURNMENT

Mr. Howell moved to adjourn at 8:48 p.m. Mr. McManus seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

Raymond Gottwald, Chairman
Democratic Town Committee
38 Huckleberry Path
Harwich, MA 02645

July 18, 2018

The Honorable Board of Selectmen
Harwich Town Offices
732 Main Street
Harwich, MA 02645

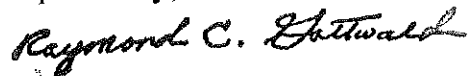
To The Honorable Board of Selectmen:

Due to unforeseen circumstances surrounding the first letter of election workers submitted for appointment please add the following name to be placed on the list for elections workers for this year.

Margaret Rose
87 Grey Neck Road
West Harwich, MA 02671

Thank you for your consideration in this matter.

Respectfully,



Raymond Gottwald, Chairman
Harwich Democratic Town Committee

Pc: Anita N. Doucette,
Town Clerk

**COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH
STATE PRIMARY WARRANT
SEPTEMBER 4, 2018**

BARNSTABLE SS.

To the Constables of the Town of Harwich

GREETINGS:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in Primaries to vote at the Community Center Gymnasium, 100 Oak Street, Harwich on:

TUESDAY, THE FOURTH DAY OF SEPTEMBER, 2018

From 7:00 A.M. to 8:00 P.M. for the following purposes:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

| | |
|---|----------------------------|
| SENATOR IN CONGRESS. | FOR THIS COMMONWEALTH |
| GOVERNOR. | FOR THIS COMMONWEALTH |
| LIEUTENANT GOVERNOR. | FOR THIS COMMONWEALTH |
| ATTORNEY GENERAL. | FOR THIS COMMONWEALTH |
| SECRETARY OF STATE. | FOR THIS COMMONWEALTH |
| TREASURER AND RECEIVER GENERAL. | FOR THIS COMMONWEALTH |
| AUDITOR. | FOR THIS COMMONWEALTH |
| REPRESENTATIVE IN CONGRESS. | NINTH DISTRICT |
| COUNCILLOR. | FIRST DISTRICT |
| SENATOR IN GENERAL COURT | CAPE & ISLANDS DISTRICT |
| REPRESENTATIVE IN GENERAL COURT | FOURTH BARNSTABLE DISTRICT |
| DISTRICT ATTORNEY | CAPE & ISLANDS DISTRICT |
| CLERK OF COURTS | BARNSTABLE COUNTY |
| REGISTER OF DEEDS | BARNSTABLE DISTRICT |
| COUNTY COMMISSIONER. | BARNSTABLE COUNTY |

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 6th day of August, 2018.

Julie E. Kavanagh, Chairman

Larry G. Ballantine, Vice Chair

Edward J. McManus, Clerk

Michael D. MacAskill

Donald F. Howell
Selectmen Town of Harwich

Attest: _____
Anita N. Doucette, MMC.CMMC
Town Clerk

Warrant must be posted by **August 28, 2018**, (at least *seven days prior* to the **September 4, 2018** State Primary).

Date:

By virtue of this Warrant I have this day notified and warned the inhabitants of the Town of Harwich, qualified to vote in elections and town affairs, to meet in the Community Center, 100 Oak Street in said Town on Tuesday, September 4, 2018 at the time and place for the purpose herein named by posting up attested copies thereon in the four (4) Post Office buildings and in Community Center in the Town of Harwich, which covers all four precincts, at least seven (7) days before the time of said meeting as within directed.

_____, 2018.
David A. Robinson, Constable (month and day)

Ann Steidel

From: John Rendon
Sent: Sunday, July 29, 2018 10:57 AM
To: Sandy Robinson; Ann Steidel
Cc: Christopher Clark; Michelle Morris; William Neiser
Subject: BOS Meeting (6 Aug) Agenda Item
Attachments: HMP.Commercial Class A Permit-Slip.pdf

Ann, Sandy,

Please add the following item to the BOS consent agenda for the 6 August meeting:

Request from Harbormaster to add one additional 40 ft Commercial Slip/Class A Permit

I have received unanimous support from the Waterways Committee (18 July meeting). I've attached the pertinent sections of the Harbor Management Plan for the packet.

Thanks. regards,

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

after all other available charter boats have been booked for the day sought. All Charter Fishing Boat Special Permit applications shall be submitted to and approved by the Harbormaster at least twenty four (24) hours prior to the date of event.

Commercial Fishing Boat: For the purposes of all contracts, lease agreements, mooring and offloading permits and waiting lists any boat that is exclusively engaged in the long lining, jigging, gillnetting, dragging, or potting of ground fish or crustaceans for sale to an authorized Massachusetts fish dealer only. A commercial fishing boat must be used solely for the purpose for which it is intended. Boats maintained for purposes of corporate entertainment under Internal Revenue Service standards shall not be considered commercial fishing boats for purposes of these regulations and waiting lists.

Deck: The surface of a wharf designed as the walkway for persons using same.

Deep Water Channel: The area of a water body wherein the depth of water is three (3') feet or more at mean low water.

Dinghy: Any small rowing skiff that is not to exceed 12' in length.

Ferry: A boat that operates as a commercial operation to transport people across a body of water on a regular schedule.

Floats: A floating platform designed to rise and fall with the tide anchored in position by pilings, chain, or otherwise and used in conjunction with a wharf to moor and give access to a boat.

Foreshore: A strip of land margining a body of water; the part of seashore between high-water and low-water marks.

Fresh Water Mooring Service Fee: Fee assessed for the equipment and maintenance of the Long Pond Public Mooring Fields.

Gangway: A ramp or platform used to provide access between a float or boat and a wharf.

Harbor Boat Tender Service: An individual or business entity, with adequate liability insurance (based on the Board of Selectmen's requirements) to qualify for an annual permit to transport people and goods to and from any boat, at any mooring in the Town of Harwich. This "on call service" using telephone and/or VHF radio will be a private service provided in the Town of Harwich. The individuals operating such boats need to have a current USCG license.

Horsepower: The aggregate rated horsepower of the propellant machinery at maximum operating revolutions per minute.

Length Overall (L.O.A.): For the purpose of determining seasonal and year round dockage fees and/or mooring classification, the extreme fore-aft measurement of a boat in feet and inches in a straight line parallel to the centerline from the top of transom to the foremost extension (includes pulpits or sprits).

Marina: The town-owned harbor marina and any person authorized to represent it shall be referred to herein as "the marina."

Marine Construction Maintenance Business: A business that includes but is not limited to the service of docks and moorings, building piers and bulkheads, towing boats, salvage and underwater services.

Mooring: Lines, cables, chains, mushrooms and anchors that hold a boat in place on the water and any floats, shackles, hardware associated therewith.

Mooring, Boatyard Transient: Moorings, of a transient nature, assigned to waterfront boatyards on an annual basis to accommodate the sale, repair & maintenance of watercraft. A boatyard, after the assignment of the specific number of annual mooring sites by the Board of Selectmen, can manage boatyard transient mooring sites as part of their normal business activities. The mooring inspection process would be the same as any other mooring in the Town of Harwich. Upon any change in ownership of the foregoing corporations, the new corporate entity may apply for the red mooring permits however; control of the moorings does not automatically transfer.

- 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

season in a Harwich harbor. A permanent mooring permit, or legal slip contract, will be considered proof of this along with any other authorization which the Harbormaster may demand at the time of purchase.

Offloading zones shall be used by permitted boats only for the purpose of fueling by authorized tank wagon (diesel only), offloading fish, shellfish, loading ice, and limited gear work. Time allowed in the offloading zone shall not exceed 100 minutes per day. No incapacitated boats will be allowed in the offloading zone. Captains of broken down boats shall contact the Harbormaster (channel 68) for direction to alternative dockage.

The Harwich town pier shall be a tow zone area. Vehicles using the pier shall do so only to drop off and pick up crew, passengers, gear, and equipment. Parking must be done in defined parking areas. For the purposes of these regulations the area shall be a posted fire lane.

Fueling and Off-Loading Of Commercial Boats:

8.1 Issuance of Fueling/Offloading Permits for Commercial Fishing Boats: The Harbormaster shall be authorized to issue to duly-licensed commercial fishing boats the following types of fueling/off-loading permits:

Class A: Limited to boats occupying Town of Harwich commercial boat slips. Permits that are forfeited from Class A commercial slips shall be awarded to persons that are on the commercial waiting list only. Class A Permit holders (issued prior to August 1st 2013) who wish to Charter to supplement their income will be required to be licensed by the Coast Guard to carry up to six passengers for hire, must carry a minimum of \$500,000 Legal Liability and Protection insurance, and must purchase a Charter Permit. Class A Permit holders issued as of August 1st 2013 will not be eligible for a Charter Permit until five (5) years of operating as a commercial Class A-Permit holder.

Class B: Restricted. This permit will authorize the boat to which it is issued to take on fuel from an authorized tank wagon and off-load catch at the town facility designated thereon at any time between October 15th and June 1st. of the following year.

Class E: Limited to any commercial ground fishing boats authorized to use a private mooring or any private dock within the Town boundaries. This permit will authorize the boat to which it is issued to take on fuel from an authorized tank wagon and off-load catch at the town facility designated thereon at any time. The permit shall be for one year commencing January 1st. Eligible persons wanting forfeited Class E permits must apply their name to the new Class E permit waiting list. Class E Permit holders (issued prior to August 1st 2013) who wish to Charter to supplement their income will be required to be licensed by the Coast Guard to carry up to six passengers for hire, must carry a minimum of \$500,000 Legal Liability and Protection insurance, and must purchase a Charter Permit. Class E Permit holders issued as of August 1st 2013 will not be eligible for a Charter Permit until five (5) years of operating as a commercial Class E-Permit holder.

8.2 Issuance of Fueling/Offloading Permits for Charter/Passenger Boats and the Ferry: The Harbormaster shall be authorized to issue to duly licensed charter boats, passenger boats and the Ferry the following types of fueling/off-loading permits:

Class C- Attached: This permit will authorize boats, home based in Harwich, licensed to carry up to six (6) passengers for hire to take on fuel from an authorized tank wagon and off-load catch at the town facility designated thereon or as directed by the Harbormaster. Class C Attached permits that are forfeited from charter slips shall be awarded to persons that are on the charter waiting list only. Class C assignments are awarded by the Harbormaster.

Class C- Unattached: This permit will authorize boats, home based in Harwich, licensed to carry up to six (6) passengers for hire to take on fuel from an authorized tank wagon and off-load catch at the town facility designated thereon, or as directed by the Harbormaster. Class C Unattached permits may only be issued to boats having possession of full season dockage (town or private) or mooring in the Town of Harwich. Class C Unattached assignments are awarded from the unattached waitlist by the Harbormaster.

Class D: Passenger Boats. This permit authorizes boats licensed to carry more than six (6) passengers for hire (up to a limit set by the Board of Selectmen) to take on fuel from an authorized tank wagon and at the town-owned facility designated by the Harbor Master and noted on the permit. Class D assignments are awarded by the Board of Selectmen. Grandfathering of parking rights in the case of transfer of a Class D permit is not allowed, requiring the new owner from the waiting list satisfying off site parking requirements

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

imposed by the Public Access Board while operating in the boat ramp area. Class R vessels 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. Class R permits are not a fueling permit. Class R permits that become forfeited shall be awarded to persons that are on the charter/passenger trailer boat waiting list only. Class R permit vessels are further restricted in carrying no less than two fewer crew and passengers than the limit set by the capacity plate of the vessel as set in 323 CMR 2.07(7). Class R permit vessels are restricted from landing tuna. Vehicles with trailers are not allowed to park in the west side parking lot of Saquatucket Harbor.

8.5 The Harbormaster shall, pursuant to applicable provisions of the General Laws, have the power to adopt rules and regulations to reasonably regulate and exercise of the rights granted pursuant to one of the several classes of off-loading permits. Waiting lists and harbor regulations shall apply to all Town owned facilities.

8.6 Fuel Vendor Permits

- A. The Board of Selectmen may issue permits for the purpose of dispensing diesel fuel by tank.
- B. Prior to any fuel vendor delivering fuel to the fish pier, a valid permit for the current fishing season must be obtained from the Town of Harwich.
- C. Authorized fuel vendors shall pay the Town of Harwich a per gallon fee for fuel sold during the previous month as set forth in Appendix B of these regulations and as stated in the provisions of any contract(s) awarded to said vendor(s).
- D. Authorized vendors must commence their fueling operations in a neat, orderly manner, taking care to prevent fuel spillage or leaking either onto the dock, the surrounding ground area, or into the waters of Wychmere Harbor, Allen Harbor, and Saquatucket Harbor, bearing sole responsibility and expense for any damages or costs incurred by anyone as a result of any such spillage or leakage.
- E. Authorized vendors shall at all times carry and cover a full, in-force liability insurance policy of not less than one million dollars (\$1,000,000.00) and shall hold harmless and indemnify the Town of Harwich against any and all claims pertaining to the management, delivery, and operations relevant to the sale of fuel and related products.
- F. Fueling will be limited to authorized vessel eligible in accordance with section 8.____.
- G. All fueling vehicles will comply with 527 CMR 8.00 and 527 CMR 15.00.
- H. All fueling vehicles will be inspected annually by the Fire Department for compliance.

8.7 Fees: The fees for all permits are listed in Appendix B of these regulations.

8.8 Violations: Any violations of any applicable federal, state, or local laws, bylaws, rules, regulations, or orders of the Harbormaster shall be grounds for revocation by the Harbormaster of the off-loading permit; and, in addition, any such violation will be subject to a fine of \$50.00 (fifty) dollars. The Harbormaster shall have the authority to enforce this fine provision through non-criminal method of enforcement as set forth in the Town of Harwich Bylaws and to recover all reasonable costs of such collection, including reasonable attorney's fees.

9.0 FUELING AREA REGULATIONS

All boats must fuel at a legally operated fuel dock or at a place where fueling has been authorized by the fire chief. The only exception to this rule is the fueling of commercial boats having offloading permits, who shall only take fuel from tank trucks (diesel only) with a permit to fuel at designated areas. Any other fueling operations will be unlawful and violators will be subject to arrest.

Smoking is absolutely prohibited in a fueling area.

**HARWICH BOARD OF SELECTMEN
NOTICE OF PUBLIC HEARING**

**Building Department Fees
Monday, August 6, 2018**

The Harwich Board of Selectmen will hold a Public Hearing on Monday, August 6, 2018, no earlier than 6:30 P.M. 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 reviewing proposed amendments to the Building Department fees. 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. Additional information is available at the Office of the Town Administrator.

HARWICH BOARD OF SELECTMEN

The Cape Cod Chronicle
July 19, 2018

**HARWICH BOARD OF SELECTMEN
NOTICE OF PUBLIC HEARING
Building Department Fees
Monday, August 6, 2018**

The Harwich Board of Selectmen will hold a Public Hearing on Monday, August 6, 2018, no earlier than 6:30 P.M. 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 reviewing proposed amendments to the Building Department fees. 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. Additional information is available at the Office of the Town Administrator.

HARWICH BOARD OF SELECTMEN

The Cape Cod Chronicle
July 19, 2018



ph: 508-430-7506 fax: 508-430-4703

July 16, 2018

Christopher Clark
Town Administrator
Town of Harwich

Dear Chris;

As you and I have previously discussed, the fee structure for building permits in Harwich has not been reviewed by the town since FY 2012. Following up on your request, the attached Building Permit Fee Comparison Chart plots the building permit fee charged by ten surrounding towns for a typical single family house. Please note that, Harwich charges 57.2% less than the average of all the surrounding Cape Cod towns.

I intentionally omitted Barnstable, Falmouth and Provincetown from this chart as their fees tend to be much higher than the other towns and they would skew the average higher. Also, of the three towns that charge the lowest fee, only Harwich includes basement area in the fee calculation. If basement floor area was removed from the Harwich calculation, the town would have the lowest fees on Cape Cod.

I analyzed our approximate cost to perform an inspection. This cost has many variables but I think it too should be reviewed by the Board of Selectmen.

Lastly, I have included our current Building Permit Fee Schedule annotated in red with my suggested fee changes for consideration.

Please feel free to contact me with any other questions you may have.

Very Truly,

Raymond G. Chesley
Building Commissioner



Building Permit Fee Schedule:

| All New Construction/Additions/Alterations | | \$50.00 Non-refundable Application fee PLUS |
|--|---|--|
| Fees due at issuance of permit | | |
| + | Commercial Buildings | \$0.50 \$ 0.75 per square foot |
| + | New Dwellings, Additions, Alterations, Finished Basements | \$0.35 \$ 0.55 per square foot |
| + | Unconditioned Accessory Structures > 200 SF; Unfinished Basement, Full Foundation | \$0.25 \$ 0.40 per square foot |
| + | Towers: cell or wind | \$10.00 per foot of height |
| + | Docks, Piers | \$2.00 per square foot |
| + | Town of Harwich Technology fee or its successor | \$5.00 per \$100.00 of total permit fee |

| Technology fee (or Successor) included in the following | | \$55.00 \$75.00 Non-refundable fee |
|--|------------------------------------|--|
| Above ground swimming pool | Foundations: Short wall & sonatube | Signs (per sign) |
| Building Relocation (moving) | Gazebos | Site Trailer |
| Chimneys | Greenhouses | Solar Panel Replacement |
| Commercial Type Tents | Mechanical | Temporary Mobile Homes |
| Deck ≤ 200 SF | Retaining Wall | Tennis Court (fence) >7 Foot Height |
| Demolition Permit | Roof or Siding Replacement | Wood/Coal Stove |
| Door/Window Replacement | Shed | |
| In-ground swimming pool (minimum of 2 inspections) | | \$55.00 \$75.00 per inspection |

| Other Fees | |
|---|---|
| Re-inspection fee | \$55.00 \$75.00 |
| Replacement of Building or Occupancy Permit | \$55.00 |
| Working without a permit | \$100.00 plus twice the regular permit fee |

Plumbing and Gas Permit Fee Schedule:

| | | |
|--|---|--|
| | \$60.00 Application fee (includes first fixture) | + \$10.00 for each additional fixtures |
| | \$80.00 Emergency Inspection | + \$50.00 per hour plus mileage |
| | \$35.00 \$60.00 (per Department) Boiler or water heater replacement | + \$60.00 for each added Inspection |

Electrical Permit Fee Schedule:

| \$10.00 Application fee | | |
|--------------------------------|---|---------------------------------|
| + | \$150.00 New Dwelling: Service, Rough and Final | |
| + | \$120.00 Commercial: First 1,000 square feet - plus \$2.00 for every additional 100 square feet of floor area | |
| + | \$50.00 Service – plus \$10.00 per 100 amps of additional service over 200 amps | |
| + | \$50.00 Service change | |
| + | \$50.00 Per visit for alterations and additions | |
| + | \$50.00 Alarm system per inspection | |
| + | \$50.00 Temporary service | |
| + | \$50.00 Underground service trench | |
| + | \$50.00 Above ground pool | |
| + | \$100.00 In-ground pool (2 inspections) | |
| + | \$50.00 Generators | |
| | \$80.00 Emergency Inspection | + \$50.00 per hour plus mileage |



Building Permit Fee Schedule:

| All New Construction/Additions/Alterations | | \$50.00 Non-refundable Application fee PLUS |
|--|---|--|
| Fees due at issuance of permit | | |
| + | Commercial Buildings | \$0.50 \$ 0.75 per square foot |
| + | New Dwellings, Additions, Alterations, Finished Basements | \$0.35 \$ 0.55 per square foot |
| + | Unconditioned Accessory Structures > 200 SF; Unfinished Basement, Full Foundation | \$0.25 \$ 0.40 per square foot |
| + | Towers: cell or wind | \$10.00 per foot of height |
| + | Docks, Piers | \$2.00 per square foot |
| + | <i>Town of Harwich Technology fee or its successor</i> | \$5.00 per \$100.00 of total permit fee |

| Technology fee (or Successor) included in the following | | \$55.00 \$75.00 Non-refundable fee |
|--|------------------------------------|--|
| Above ground swimming pool | Foundations: Short wall & sonatube | Signs (per sign) |
| Building Relocation (moving) | Gazebos | Site Trailer |
| Chimneys | Greenhouses | Solar Panel Replacement |
| Commercial Type Tents | Mechanical | Temporary Mobile Homes |
| Deck ≤ 200 SF | Retaining Wall | Tennis Court (fence) >7 Foot Height |
| Demolition Permit | Roof or Siding Replacement | Wood/Coal Stove |
| Door/Window Replacement | Shed | |
| In-ground swimming pool (minimum of 2 inspections) | | \$55.00 \$75.00 per inspection |

| Other Fees | |
|---|---|
| Re-inspection fee | \$55.00 \$75.00 |
| Replacement of Building or Occupancy Permit | \$55.00 |
| Working without a permit | \$100.00 plus twice the regular permit fee |

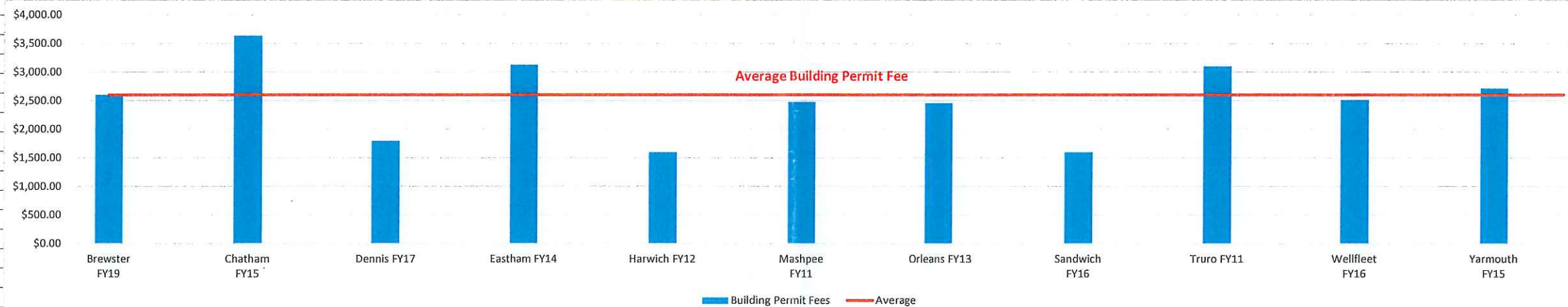
Plumbing and Gas Permit Fee Schedule:

| | | |
|--|---|--|
| | \$60.00 Application fee (includes first fixture) | + \$10.00 for each additional fixtures |
| | \$80.00 Emergency Inspection | + \$50.00 per hour plus mileage |
| | \$35.00 \$60.00 (per Department) Boiler or water heater replacement | + \$60.00 for each added Inspection |

Electrical Permit Fee Schedule:

| \$10.00 Application fee | | |
|-------------------------|---|---------------------------------|
| + | \$150.00 New Dwelling: Service, Rough and Final | |
| + | \$120.00 Commercial: First 1,000 square feet - plus \$2.00 for every additional 100 square feet of floor area | |
| + | \$50.00 Service – plus \$10.00 per 100 amps of additional service over 200 amps | |
| + | \$50.00 Service change | |
| + | \$50.00 Per visit for alterations and additions | |
| + | \$50.00 Alarm system per inspection | |
| + | \$50.00 Temporary service | |
| + | \$50.00 Underground service trench | |
| + | \$50.00 Above ground pool | |
| + | \$100.00 In-ground pool (2 inspections) | |
| + | \$50.00 Generators | |
| | \$80.00 Emergency Inspection | + \$50.00 per hour plus mileage |

| Building Permit Fee Comparison | | | | | | | | | | | | | | | | | | | | | | |
|---|---------------|---|--------------|------------|-------------|-------------|--------------|------------|--------------|------------|--------------|------------|--------------|------------|---------------|-------------|------------|------------|----------------|------------|---------------|------------|
| Single Family Dwelling | | No Deck or Porch; 2,500 sq. ft. Living Space; 1500 sq ft Basement Storage; 528 sf ft Garage (24 x 32); 240 sq ft Finished over Garage (10 x 24) | | | | | | | | | | | | | | | | | | | | |
| Note: Barnstable, Falmouth and Provincetown omitted intentionally as their fees tend to be much higher than the other towns and average would be skewed | | | | | | | | | | | | | | | | | | | | | | |
| Town/ Permit Fee last adjusted | Brewster FY19 | | Chatham FY15 | | Dennis FY17 | | Eastham FY14 | | Harwich FY12 | | Mashpee FY11 | | Orleans FY13 | | Sandwich FY16 | | Truro FY11 | | Wellfleet FY16 | | Yarmouth FY15 | |
| | Unit | Total | Unit | Total | Unit | Total | Unit | Total | Unit | Total | Unit | Total | Unit | Total | Unit | Total | Unit | Total | Unit | Total | Unit | Total |
| Application Fee | | \$25.00 | | \$100.00 | | \$26.00 | | \$25.00 | | \$50.00 | | 0 | | \$50.00 | 1st 100sf | \$200.00 | | 0 | | 0 | | \$120.00 |
| 2500sf Living Space | \$0.70/sf | \$1,750.00 | \$0.90/sf | \$2,250.00 | \$0.54/sf | \$1,350 | \$0.65/sf | \$1,625.00 | \$0.35/sf | \$875.00 | \$0.55/sf | \$1,375.00 | \$0.54/sf | \$1,350.00 | \$50/100sf | \$1,200.00 | \$0.65/sf | \$1,625.00 | \$0.65/sf | \$1,625.00 | \$0.55/sf | \$1,375.00 |
| 1500sf Basement Storage | \$0.35/sf | \$525.00 | \$0.50/sf | \$750.00 | 0 | 0 | \$0.65/sf | \$975.00 | \$0.25/sf | \$375.00 | \$0.55/sf | \$825.00 | \$0.54/sf | \$810.00 | 0 | 0 | \$0.65/sf | \$975.00 | \$0.40/sf | \$600.00 | \$0.55/sf | \$825.00 |
| 528sf Garage | \$0.25/sf | \$132.00 | \$0.60/sf | \$317.00 | \$0.56/sf | \$296.00 | \$0.65/sf | \$344.00 | \$0.25/sf | \$132.00 | \$0.55/sf | \$142.00 | \$0.44/sf | \$114.00 | Flat | \$75.00 | \$0.65/sf | \$344.00 | \$0.25/sf | \$132.00 | \$0.50/sf | \$264.00 |
| 240sf Finished over Garage | \$0.70/sf | \$168.00 | \$0.90/sf | \$216.00 | \$0.54/sf | \$120.00 | \$0.65/sf | \$156.00 | \$0.35/sf | \$84.00 | \$0.55/sf | \$132.00 | \$0.54/sf | \$130.00 | \$0.50/sf | \$120.00 | \$0.65/sf | \$156.00 | \$0.65/sf | \$156.00 | \$0.55/sf | \$132.00 |
| Technology Fee \$5.00/\$100.00 | | | | | | | | | | \$80.00 | | | | | | | | | | | | |
| Building Permit Fee | | \$2,600.00 | | \$3,633.00 | | \$1,792.00 | | \$3,125.00 | | \$1,596.00 | | \$2,474.00 | | \$2,454.00 | | \$1,595.00 | | \$3,100.00 | | \$2,513.00 | | \$2,716.00 |
| Average Building Permit Fee | | \$2,508.91 | | \$2,508.91 | | \$2,508.91 | | \$2,508.91 | | \$2,508.91 | | \$2,508.91 | | \$2,508.91 | | \$2,508.91 | | \$2,508.91 | | \$2,508.91 | | \$2,508.91 |
| Difference from Average | | \$91.09 | | \$1,124.09 | | * -\$716.91 | | \$616.09 | | -\$912.91 | | -\$34.91 | | -\$54.91 | | * -\$913.91 | | \$591.09 | | \$4.09 | | \$207.09 |
| Percent Below Average | | | | | | | | | | 57.20% | | | | | | | | | | | | |



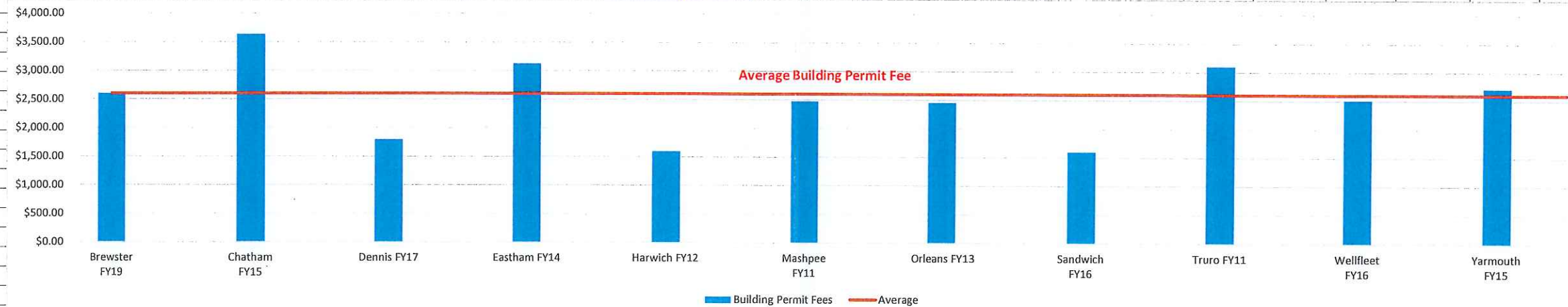
* Dennis and Sandwich do not include basement area in fee calculation. (Harwich along with the other towns include the basement area)

Inspection Fee Analysis

Building Inspection:

| | |
|--|---------|
| Building Inspector FY19 | \$35.37 |
| Building Commissioner FY19 | \$47.79 |
| | \$83.16 |
| Average Cost Inspector per hour | \$41.58 |
| Administrative Cost 1/2 hr@ \$25.00/hr | \$12.50 |
| Subtotal | \$54.08 |
| Total= Subtotal X 1.37% Burden | \$74.09 |

| Building Permit Fee Comparison | | | | | | | | | | | | | | | | | | | | | | |
|---|---------------|---|--------------|------------|-------------|------------|--------------|------------|--------------|------------|--------------|------------|--------------|------------|---------------|------------|------------|------------|----------------|------------|---------------|------------|
| Single Family Dwelling | | No Deck or Porch: 2,500 sq. ft. Living Space; 1500 sq ft Basement Storage; 528 sf ft Garage (24 x 32); 240 sq ft Finished over Garage (10 x 24) | | | | | | | | | | | | | | | | | | | | |
| Note: Barnstable, Falmouth and Provincetown omitted intentionally as their fees tend to be much higher than the other towns and average would be skewed | | | | | | | | | | | | | | | | | | | | | | |
| Town/ Permit Fee last adjusted | Brewster FY19 | | Chatham FY15 | | Dennis FY17 | | Eastham FY14 | | Harwich FY12 | | Mashpee FY11 | | Orleans FY13 | | Sandwich FY16 | | Truro FY11 | | Wellfleet FY16 | | Yarmouth FY15 | |
| | Unit | Total | Unit | Total | Unit | Total | Unit | Total | Unit | Total | Unit | Total | Unit | Total | Unit | Total | Unit | Total | Unit | Total | Unit | Total |
| Application Fee | | \$25.00 | | \$100.00 | | \$26.00 | | \$25.00 | | \$50.00 | | 0 | | \$50.00 | 1st 100sf | \$200.00 | | 0 | | 0 | | \$120.00 |
| 2500sf Living Space | \$0.70/sf | \$1,750.00 | \$0.90/sf | \$2,250.00 | \$0.54/sf | \$1,350 | \$0.65/sf | \$1,625.00 | \$0.35/sf | \$875.00 | \$0.55/sf | \$1,375.00 | \$0.54/sf | \$1,350.00 | \$50/100sf | \$1,200.00 | \$0.65/sf | \$1,625.00 | \$0.65/sf | \$1,625.00 | \$0.55/sf | \$1,375.00 |
| 1500sf Basement Storage | \$0.35/sf | \$525.00 | \$0.50/sf | \$750.00 | 0 | 0 | \$0.65/sf | \$975.00 | \$0.25/sf | \$375.00 | \$0.55/sf | \$825.00 | \$0.54/sf | \$810.00 | 0 | 0 | \$0.65/sf | \$975.00 | \$0.40/sf | \$600.00 | \$0.55/sf | \$825.00 |
| 528sf Garage | \$0.25/sf | \$132.00 | \$0.60/sf | \$317.00 | \$0.56/sf | \$296.00 | \$0.65/sf | \$344.00 | \$0.25/sf | \$132.00 | \$0.55/sf | \$142.00 | \$0.44/sf | \$114.00 | Flat | \$75.00 | \$0.65/sf | \$344.00 | \$0.25/sf | \$132.00 | \$0.50/sf | \$264.00 |
| 240sf Finished over Garage | \$0.70/sf | \$168.00 | \$0.90/sf | \$216.00 | \$0.54/sf | \$120.00 | \$0.65/sf | \$156.00 | \$0.35/sf | \$84.00 | \$0.55/sf | \$132.00 | \$0.54/sf | \$130.00 | \$0.50/sf | \$120.00 | \$0.65/sf | \$156.00 | \$0.65/sf | \$156.00 | \$0.55/sf | \$132.00 |
| Technology Fee \$5.00/\$100.00 | | | | | | | | | | \$80.00 | | | | | | | | | | | | |
| Building Permit Fee | | \$2,600.00 | | \$3,633.00 | | \$1,792.00 | | \$3,125.00 | | \$1,596.00 | | \$2,474.00 | | \$2,454.00 | | \$1,595.00 | | \$3,100.00 | | \$2,513.00 | | \$2,716.00 |
| Average Building Permit Fee | | \$2,508.91 | | \$2,508.91 | | \$2,508.91 | | \$2,508.91 | | \$2,508.91 | | \$2,508.91 | | \$2,508.91 | | \$2,508.91 | | \$2,508.91 | | \$2,508.91 | | \$2,508.91 |
| Difference from Average | | \$91.09 | | \$1,124.09 | * | -\$716.91 | | \$616.09 | | -\$912.91 | | -\$34.91 | | -\$54.91 | * | -\$913.91 | | \$591.09 | | \$4.09 | | \$207.09 |
| Percent Below Average | | | | | | | | | | 57.20% | | | | | | | | | | | | |



* Dennis and Sandwich do not include basement area in fee calculation. (Harwich along with the other towns include the basement area)

| Inspection Fee Analysis | |
|--|---------|
| Building Inspection: | |
| Building Inspector FY19 | \$35.37 |
| Building Commissioner FY19 | \$47.79 |
| | \$83.16 |
| Average Cost Inspector per hour | \$41.58 |
| Administrative Cost 1/2 hr@ \$25.00/hr | \$12.50 |
| Subtotal | \$54.08 |
| Total= Subtotal X 1.37% Burden | \$74.09 |

Ann Steidel

From: Perks Coffee Shop <perkscoffeeandcafe@gmail.com>
Sent: Tuesday, July 24, 2018 1:50 PM
To: Ann Steidel
Subject: Perks Entertainment License

Dear Ann & The Board of Selectmen,

I'm writing in hopes to modify the starting times of our entertainment license. It was to our understanding that all the entertainment permits were the same and that this is what was voted on in the past Board of Selectmen meetings.

Some establishments in Downtown Harwich Port have recently modified their start times. We were hoping that we could do the same. In the future, we may not start our live music earlier than our current timeframe of 6-10pm. However, we would like our permit to be the same as others in the case we would like to one day have earlier music.

Please let me know if this email is sufficient to get this process started or what you would need from us to make these changes.

We would like to switch the 6-10pm on Sunday to 1pm-10pm

Additionally to have a weekday start time to be 11:30 and end at 10pm. Instead of 6-10pm on weekdays and Saturday.

Please don't hesitate to call or email me if you have any questions or need anything else from us. Thanks again for all that you do for The Town of Harwich.

Very Truly Yours,

Taylor
Perks-Owner
305-546-8864

Ann Steidel

From: Chief David J. Guillemette
Sent: Monday, July 30, 2018 8:56 AM
To: Ann Steidel
Subject: RE: Perks Entertainment License

Ann,

No issues.

David J. Guillemette
Chief of Police

Harwich Police Department
183 Sisson Road
Harwich, MA 02645

Office: 508-430-7541

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

From: Ann Steidel
Sent: Tuesday, July 24, 2018 2:28 PM
To: Chief David J. Guillemette <dguillemette@harwichpolice.com>; Norman Clarke <n.clarke@harwichfire.com>
Cc: David LeBlanc <d.leblanc@harwichfire.com>; Deputy Chief Tom Gagnon <tgagnon@harwichpolice.com>
Subject: FW: Perks Entertainment License

Please let me know if you have problems by this request by Perks to extend entertainment hours.

Ann Steidel
Support Staff Supervisor
Board of Selectmen/Town Administrator's Office Town of Harwich
732 Main Street
Harwich, MA 02645
Phone 508-430-7513 x2
Fax 508-432-5039

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

From: Perks Coffee Shop [mailto:perkscoffeeandcafe@gmail.com]
Sent: Tuesday, July 24, 2018 1:50 PM
To: Ann Steidel <asteidel@town.harwich.ma.us>
Subject: Perks Entertainment License

Dear Ann & The Board of Selectmen,

I'm writing in hopes to modify the starting times of our entertainment license. It was to our understanding that all the entertainment permits were the same and that this is what was voted on in the past Board of Selectmen meetings.

Ann Steidel

From: Norman Clarke
Sent: Wednesday, July 25, 2018 7:58 AM
To: Ann Steidel; Chief David J. Guillemette
Cc: David LeBlanc; Deputy Chief Tom Gagnon
Subject: RE: Perks Entertainment License

Ann, the fire department is ok with of the entertainment hours at Perks.

Chief

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

From: Ann Steidel
Sent: Tuesday, July 24, 2018 2:28 PM
To: Chief David J. Guillemette <dguillemette@harwichpolice.com>; Norman Clarke <n.clarke@harwichfire.com>
Cc: David LeBlanc <d.leblanc@harwichfire.com>; Deputy Chief Tom Gagnon <tgagnon@harwichpolice.com>
Subject: FW: Perks Entertainment License

Please let me know if you have problems by this request by Perks to extend entertainment hours.

Ann Steidel
Support Staff Supervisor
Board of Selectmen/Town Administrator's Office Town of Harwich
732 Main Street
Harwich, MA 02645
Phone 508-430-7513 x2
Fax 508-432-5039

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

From: Perks Coffee Shop [mailto:perkscoffeeandcafe@gmail.com]
Sent: Tuesday, July 24, 2018 1:50 PM
To: Ann Steidel <asteidel@town.harwich.ma.us>
Subject: Perks Entertainment License

Dear Ann & The Board of Selectmen,

I'm writing in hopes to modify the starting times of our entertainment license. It was to our understanding that all the entertainment permits were the same and that this is what was voted on in the past Board of Selectmen meetings.

Some establishments in Downtown Harwich Port have recently modified their start times. We were hoping that we could do the same. In the future, we may not start our live music earlier that our current timeframe of 6-10pm. However, we would like our permit to be the same as others in the case we would like to one day have earlier music.

Please let me know if this email is sufficient to get this process started or what you would need from us to make these changes.

We would like to switch the 6-10pm on Sunday to 1pm-10pm

Additionally to have a weekday start time to be 11:30 and end at 10pm. Instead of 6-10pm on weekdays and Saturday.

Ann Steidel

From: Deputy Chief Tom Gagnon
Sent: Wednesday, July 25, 2018 9:31 AM
To: Ann Steidel
Subject: Re: Perks Entertainment License

then to be fair to all we would have no issue

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Ann Steidel <asteidel@town.harwich.ma.us>
Date: 7/25/18 09:28 (GMT-05:00)
To: Deputy Chief Tom Gagnon <tgagnon@harwichpolice.com>
Subject: RE: Perks Entertainment License

It is the same as Port and Ember.

Ann Steidel
Support Staff Supervisor
Board of Selectmen/Town Administrator's Office
Town of Harwich
732 Main Street
Harwich, MA 02645
Phone 508-430-7513 x2
Fax 508-432-5039

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

From: Deputy Chief Tom Gagnon
Sent: Wednesday, July 25, 2018 8:36 AM
To: Ann Steidel <asteidel@town.harwich.ma.us>
Subject: RE: Perks Entertainment License

Would this be the same as other restaurants in the area or would the times be earlier than the others.....thanks

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

From: Ann Steidel
Sent: Tuesday, July 24, 2018 2:28 PM
To: Chief David J. Guillemette <dguillemette@harwichpolice.com>; Norman Clarke <n.clarke@harwichfire.com>
Cc: David LeBlanc <d.leblanc@harwichfire.com>; Deputy Chief Tom Gagnon <tgagnon@harwichpolice.com>
Subject: FW: Perks Entertainment License

Please let me know if you have problems by this request by Perks to extend entertainment hours.

Ann Steidel
Support Staff Supervisor
Board of Selectmen/Town Administrator's Office Town of Harwich
732 Main Street
Harwich, MA 02645
Phone 508-430-7513 x2
Fax 508-432-5039

State Fee, \$50 1pm-12am or \$100 prior to 1pm TOWN OF HARWICH
 Municipal Fee, \$85 1pm-12am or \$175 prior to 1pm

RECEIVED
 APR - 4 2018
 DEPARTMENT OF PUBLIC SAFETY
 SPECIAL LICENSING



RECEIVED
 APR 09 2018
 SELECTMEN / ADMINISTRATOR'S OFFICE

LICENSE

For PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is PERKS in or on the property at No. 545 ROUTE 28 HARWICH PORT, MA 02646 (address)

The Licensee or Authorized representative, print name and sign here TAYLOR POWELL *Taylor Powell* in accordance with chapter 136 of the General Laws, as amended, hereby request a license for the following program or entertainment:

| DATE | TIME | Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion |
|--------------------|------------|--|
| Sundays seasonally | 6pm - 10pm | Recorded or Live Music w/Amplification |

~~xxx~~ Michael D. MacAskill ~~xxx~~ Chairman of Board of Selectman, *[Signature]* Harwich (City or Town) signature

Fees per occurrence (Individual Sunday(s)): Regular Hours (Sunday 1:00pm - Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00. Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm - Midnight): \$50.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00 Municipal fee per occurrence: Regular hours \$10 per Sunday, special hours \$20 per Sunday. Seasonal only.

This license is granted and accepted, and the entertainment approved, upon the understanding that such entertainment that the licensee shall comply with the laws of the Commonwealth applicable to licensed entertainments, and also to the following terms and conditions: The licensee shall at all times allow any person designated in writing by the Mayor, Board of Selectmen, or Commissioner of Public Safety, to enter and inspect his place of amusement and view the exhibitions and performances therein; shall permit regular police officers, detailed by the Commissioner of Public Safety or Chief of the local Police Department to enter and be about this place of amusement during performances therein; may employ to preserve order in his place of amusement only regular or special police officers designated therefore by the Chief of Police, and shall pay to said Chief of Police for the services of the regular police officers such amount as shall be fixed by him; shall permit at all times to enter and be about his place of amusement such members of the Fire Department as shall be detailed by the Chief of the Fire Department to guard against fire; shall keep in good condition, go as to be easily accessible, such standpipes, hose, axes, chemical extinguishers and other apparatus as the fire department may require; shall allow such members of the fire department in case of any fire in such place, to exercise exclusive control and direction of his employees and of the means and apparatus provided for extinguishing fire therein; shall permit no obstruction of any nature in any aisle, passageway or stairway of the licensed premises, nor allow any person therein to remain in any aisle passageway or stairway during an entertainment; and shall conform to any other rules and regulations at any time made by the Mayor or Board of Selectmen. This license shall be kept on the premise where the entertainment is to be held, and shall be surrendered to any regular police officer or authorized representative of the Department of Public Safety. This license is issued under the provisions of Chapter 136 of the General Laws, as amended, and is subject to revocation at any time by the Mayor, Board of Selectmen, or Commissioner of Public Safety.

Do not write in this box
[Signature]

This application and program must be signed by the licensee or authorized representative of entertainment to be held. No Change to be made in the program without permission of the authorities granting and approving the license.

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES

NUMBER
18-08S

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF HARWICH

FEE
\$75.00

**LICENSE FOR INNOLDERS, COMMON VICTUALLERS
AND OTHER KEEPERS OF RESTAURANTS AND OTHER ESTABLISHMENTS**

In accordance with the provisions of Chapter 140 of the General laws as amended by Chapter 299 of the Acts of 1926, and amendments thereto, LICENSE is hereby granted to:

Go Industries Inc. d/b/a Perks

to conduct the amusements as herein described in connection with his regular business of innholder, common victualler, or owner, manager or controller of a café, restaurant or other eating or drinking establishment, on the premises owned by Same

of Harwich Port located at 545 Route 28

Description of Premises: Same

Description of amusements to be conducted: Recorded or live music with use of amplification,

Guitar player

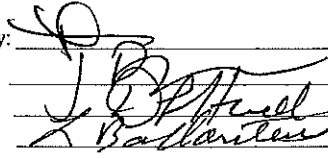
Dancing by patrons

To be conducted between the hours of: 6:00 p.m. – 10:00 p.m.

This LICENSE is granted as subject to the provisions of the General Laws, chapter one hundred and forty, sections twenty-two to thirty-two inclusive, and of chapter two hundred and seventy-two, sections twenty-five to twenty-seven inclusive, and amendments thereto, and shall not be valid for a location other than as herein described.

Date: April 1, 2018

License granted by: _____



J. B. Farrell
A. Ballariles

EXPIRES DECEMBER 31, 2018

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE

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

Suggested Minimum Regulations which will be required by the Licensing Authorities before approval of Licenses issued in accordance with the provisions of Chapter 299, Acts of 1926 and amendments thereto.

1. This license is granted and approved subject to compliance with the laws of this Commonwealth relative to the exposing, sale and keeping of liquor or other intoxicating beverages and with compliance with the following conditions: —
2. The premises shall be open at all times to inspection by any police officer or constable of the town, or by any State Police Officer.
3. No person or persons under the influence of intoxicating liquor or other intoxicating beverage, or having the appearance thereof, shall be granted admittance to or be permitted to remain in or upon any of the premises described in this license.
4. No dialogue, gesture, song, language or conversation of any description which is directly or indirectly obscene, lascivious or suggestive, shall be permitted to be used by any person or persons while in or upon the premises.
5. Muscle or suggestive dancing or any description or form is prohibited.
6. Gaming of any description, games at which a prize is offered, any game where money is exposed as a prize or inducement, wheels of change and jingle boards are prohibited.
7. Private dining rooms, booths or enclosures for the accommodation of less than four persons shall not be permitted and not less than four persons shall be allowed or permitted to occupy any such room or enclosure.
8. Rooms used for dining rooms and for dancing shall be so lighted as to render it possible to distinguish any person by every other person therein at all times.
9. The license will be suspended for non-compliance with any of the laws of this Commonwealth relating to this particular establishment, and may, after a hearing, be revoked.
10. Non-compliance with the provisions of any of the above regulations will be sufficient cause for suspension, and after hearing the license may be revoked.

By authority of and in compliance with the provisions of Chapter 299, Acts of 1926, and amendments thereto, the above minimum rules and regulations are hereby prescribed and approved.

Board of Selectmen



THE CHILDREN'S CENTER

508-432-0152
115 Sisson Road
Harwich Port, MA 02646

Abigail Newberry-West
Director
anewberry@hech.org

4:00 pm. to 8:00 pm
on 10/28/18

Harwich Board of Selectmen,

July 19, 2018

This is a request for a temporary liquor license for The Children's Center during a fundraising event to be held at The Harwich Cultural Center on October 28, 2018. (Beer and wine only)

We are planning on a wine tasting with desserts and hors d' oeuvres with a few auction items. If a temporary liquor license is granted, we will have a licensed bartender and employees from the wine store on site during the event.

The Children's Center is part of Harwich Ecumenical Council for Housing. Our mission is to develop compassionate solutions to homelessness problems for families, especially those with children, living on Cape Cod. The Children's Center is a reliable, safe, early education and childcare program delivering affordable childcare for working families on Cape Cod. Its goals are to meet the social and emotional needs of the individual child while providing outstanding care and early childhood learning in a safe and healthy environment for each child to thrive. The Children's Center is one of the only truly affordable childcare programs in the region and has provided supportive and stable preschool and childcare services for 25 years.

In order to provide affordable childcare, we are in a constant search for funding for our Tuition Assistance Program (TAP). We work tirelessly grant writing and fundraising, so we can help as many young children and families in the community as possible. The purpose of this event is to raise funds for our TAP program and to grow our donor base, all with the goal to help more young children and families in the area.

If this request is approved perhaps The Board would consider making the first donation by waiving the \$400 fee? All funds raised will go directly to children in our community

I appreciate your time and consideration of our request. Please contact me with any questions.
Thank you!

Sincerely,

Abigail Newberry-West





July 26, 2018

Dear Christopher Clark:

I am respectfully writing this letter asking you and the Selectmen to consider waiving the "fees for use" of the Library space at the Cultural Center. The request is for the Children's Center to host a fundraising event for the Center.

We are looking at a schedule of one week in October. The event itself will take place on October 28, 2018. Prior to the event, during the week, the children will visit the Cultural Center and decorate the space for the main fundraising event. I hope this event will generate more interest in the building in general and allow us to work with a new group that we hope we can partner with in the future.

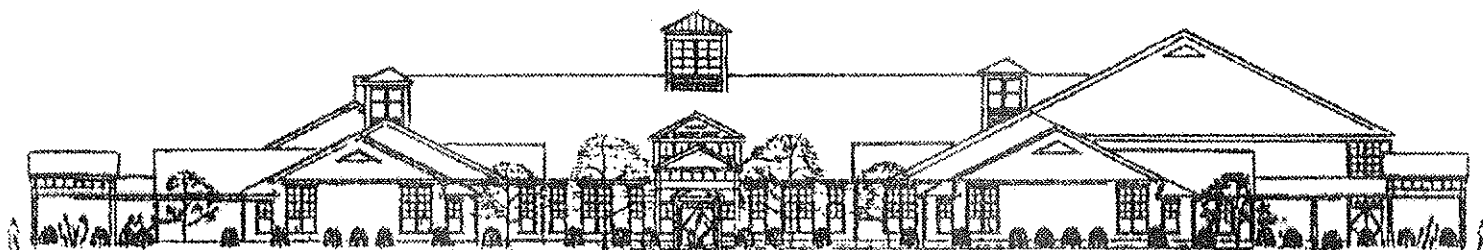
The Children's Center services many families in and around our community and the educational component is a match with our mission and we feel it is important to embrace this population of young children and their families to be part of the Cultural Center. We would like to provide this in kind service that would be mutually beneficial.

Please let me know if you have any questions or concerns.

Thank you in advance for your time and attention to this matter.

Regards,


Carolyn Carey



Ann Steidel

From: Norman Clarke
Sent: Monday, July 23, 2018 11:18 AM
To: Ann Steidel; Chief David J. Guillemette
Cc: David LeBlanc; Deputy Chief Tom Gagnon
Subject: RE: Request for One Day Beer and Wine License

No objections from the Fire Department

Chief

From: Ann Steidel
Sent: Monday, July 23, 2018 11:03 AM
To: Norman Clarke <n.clarke@harwichfire.com>; Chief David J. Guillemette <dguillemette@harwichpolice.com>
Cc: David LeBlanc <d.leblanc@harwichfire.com>; Deputy Chief Tom Gagnon <tgagnon@harwichpolice.com>
Subject: Request for One Day Beer and Wine License

Please let me know if you have any objections to the attached request for a One-Day Beer and Wine License for The Children's Center.

Thanks

*Ann Steidel
Support Staff Supervisor
Board of Selectmen/Town Administrator's Office
Town of Harwich
732 Main Street
Harwich, MA 02645
Phone 508-430-7513 x2
Fax 508-432-5039*

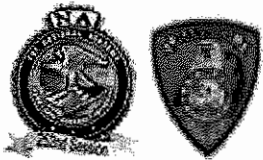
Ann Steidel

From: Chief David J. Guillemette
Sent: Monday, July 30, 2018 9:07 AM
To: Ann Steidel
Subject: RE: Request for One Day Beer and Wine License

Ann,

No issues.

David J. Guillemette
Chief of Police



Harwich Police Department
183 Sisson Road
Harwich, MA 02645

Office: 508-430-7541

From: Ann Steidel
Sent: Monday, July 23, 2018 11:03 AM
To: Norman Clarke <n.clarke@harwichfire.com>; Chief David J. Guillemette <dguillemette@harwichpolice.com>
Cc: David LeBlanc <d.leblanc@harwichfire.com>; Deputy Chief Tom Gagnon <tgagnon@harwichpolice.com>
Subject: Request for One Day Beer and Wine License

Please let me know if you have any objections to the attached request for a One-Day Beer and Wine License for The Children's Center.

Thanks

Ann Steidel
Support Staff Supervisor
Board of Selectmen/Town Administrator's Office
Town of Harwich
732 Main Street
Harwich, MA 02645
Phone 508-430-7513 x2
Fax 508-432-5039

Susan C. Lichy
Post Office Box 724
Chatham, MA 02633-0724

508.930.7506 (Cell); SCLichy@msn.com



11 July 2018

Board of Selectmen
Town of Harwich
732 Main Street
Harwich, MA 02645

Dear Harwich Board of Selectmen:

My parents, Harry & Patty Carey, loved Saquatucket Harbor and had a slip there for many years, first on the East dock, then on the West. Dad passed away in 1997, and Mom just last September. My family would like to donate a granite bench in their memory, overlooking the harbor where their boat Windsong used to be, and where they spent so many happy summers. Harbormaster John Rendon recommended that I contact you to secure your approval to install the bench; he indicated that he was supportive of the idea.

Please let me know if you need additional information from me and what additional steps I need to take. Thank you very much for your time and favorable consideration of this request, of special meaning to us, and one that will also help beautify the new Saquatucket Harbor.

Sincerely,

A handwritten signature in cursive script that reads "S. Lichy".

Susan C. Lichy

cc:
Harbormaster John Rendon
Town of Harwich
732 Main Street
Harwich, MA 02645

Sandy Robinson

From: John Rendon
Sent: Wednesday, July 18, 2018 9:37 AM
To: Sandy Robinson; Link Hooper
Cc: Christopher Clark
Subject: RE: Request for a memorial bench

Sandy,

I am in favor of the request to have a memorial bench placed at Saquatucket Harbor, however, the place and time of install still needs to be coordinated with Ms. Lichty. Thanks. regards,

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

From: Sandy Robinson
Sent: Tuesday, July 17, 2018 2:36 PM
To: John Rendon; Link Hooper
Cc: Christopher Clark
Subject: Request for a memorial bench

Hi John – this lady called me a couple of weeks ago and I told her that there was a building project going on at Saq Harbor and that the installation of a bench might be premature! Can you send me a recommendation please. I don't want to put this on the agenda before the project is completed.

Lincoln – Chris wants to know what kind of bench you usually get for these requests.

Sandra Robinson
Selectmen/Administrator's Office
srobinson@town.harwich.ma.us
(508) 430-7513 ext. 3320

Sandy Robinson

From: Link Hooper <lhooper@harwichdpw.com>
Sent: Wednesday, July 18, 2018 11:19 AM
To: Sandy Robinson; John Rendon
Cc: Christopher Clark; Sean Libby
Subject: Re: Request for a memorial bench

Hi Sandy,

The Recreation Department has had nearly all people who donate benches buy the same Mahogany benches with a powder coated steel frame. In this instance, since I don't think there are any other memorial benches at the Harbor, it would be appropriate to allow a granite bench, which will last forever. That said, I don't feel it's my place to advise John, or the Board, what should be installed at the Harbor. Thanks,

Link

From: [Sandy Robinson](#)
Sent: Tuesday, July 17, 2018 2:36 PM
To: [John Rendon](#) ; [Link Hooper](#)
Cc: [Christopher Clark](#)
Subject: Request for a memorial bench

Hi John – this lady called me a couple of weeks ago and I told her that there was a building project going on at Saq Harbor and that the installation of a bench might be premature! Can you send me a recommendation please. I don't want to put this on the agenda before the project is completed.

Lincoln – Chris wants to know what kind of bench you usually get for these requests.

Sandra Robinson
Selectmen/Administrator's Office
srobinson@town.harwich.ma.us
(508) 430-7513 ext. 3320

Ann Steidel

From: John Rendon
Sent: Monday, July 30, 2018 11:38 AM
To: Ann Steidel; Sandy Robinson
Cc: Christopher Clark; Matthew Hart (mhart2@comcast.net); Michelle Morris
Subject: BOS Meeting Agenda Item (6 Aug) - Harwich Pines
Attachments: Harwich Pines Assoc Special Purpose Mooring Permit Req.pdf; HMP.Special Purpose Moorings.pdf

Ann,
Request the following item be placed on the BOS Agenda for 6 Aug:

Harwich Pines Assoc - Application of Special Purpose Mooring Permits

Chris and I have discussed the request by Harwich Pines Assoc for a Special Purpose Mooring Permit with Town Counsel; it is the opinion of Town Counsel that the Association does qualify under our current regulations, and therefore I support the request for no more than two Special Purpose Mooring permits on Long Pond in front of their Association beach. Per the regulations, the BOS are the approving authority for Special Purpose Moorings. I have attached the relevant sections of the Harbor Management Plan.

Thanks. r/

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

TW TROY WALL ASSOCIATES
ATTORNEYS AND COUNSELLORS AT LAW
A PROFESSIONAL ASSOCIATION OF INDIVIDUAL PRACTITIONERS*

90 ROUTE 6A, SANDWICH, MASSACHUSETTS 02563
TELEPHONE: (508) 888-5700

ROBERT S. TROY
rst@troywallassociates.com

BRIAN J. WALL
bjw@troywallassociates.com

July 26, 2018

John Rendon, Harbormaster
Office of the Harbormaster
715 Main Street
Harwichport, MA 02646

Re: **Harwich Pines Association, Inc.**
Application for Special Purpose Mooring Permits

Dear Harbormaster Rendon:

Please be advised that this office represents the Harwich Pines Association, Inc. ("Association"). This serves as the Association's application, pursuant to Section 3.13 of the Harwich Harbor Management Plan and Mooring and Slip Regulations ("Regulations"), for two Special Purpose Mooring Permits.

BACKGROUND

The Association is a non-profit homeowners' association comprised of fourteen residential properties situated on Harwich Pines, a private way in Harwich. Six of the properties have waterfront on Long Pond; the other eight properties are on the opposite side of the roadway. The properties are shown on the attached subdivision plan and the attached Massachusetts Interactive Property Maps. **Exhibits 1-3.**

The Association's purpose is to maintain the amenities within the subdivision, including the roads, and to provide and maintain recreational facilities, including a common beach situated on a quarter-acre lot with waterfront on Long Pond owned by the Association. *See, **Exhibits 1-3.*** Photographs of the beach are attached as **Exhibits 4 and 5.** A copy of the Association Articles of Organization is attached as **Exhibit 6.** All fourteen property owners have deeded rights to use the lot and the common beach "for all the usual purposes for which beaches are used in the Town of Harwich." An exemplar Deed is attached as **Exhibit 7.**

July 26, 2018

Page 2

The non-waterfront residents have historically moored boats in the waters of Long Pond off the common beach. Each summer season since the 1970's, two or three moorings have been in the water and between one to four boats have been moored on the moorings. This use spanned more than forty years.

In 2012, Harbormaster Tom Leach retired. Upon becoming the Town's new Harbormaster, you informed the Association that you interpreted the Regulations as allowing owners of properties with frontage on a waterbody to have moorings, but not owners of properties with deeded access or easements to a waterfront lot, and you requested that the Association's moorings be removed. The Association complied with your request and removed the moorings.

The moorings that were removed were classified as "Private Property Moorings" under Section 3.09(I) of the Regulations. The Regulations also authorize "Special Purpose Mooring Permits." The Association respectfully asserts that it is eligible for such a permit.

REQUEST FOR SPECIAL PURPOSE MOORING PERMITS

The Association hereby requests two Special Purpose Mooring Permits to be located off the Association's common beach. Pursuant to Section 3.13 of the Regulations, Special Purpose Moorings are to be applied for through the Harbormaster's Department and awarded by the Board of Selectmen. Accordingly, this application is submitted to the Harbormaster's Office.

The Regulations define a "Special Purpose Mooring" as follows:

***Mooring, Special Purpose:** A mooring granted to a yacht club or other business, by the Board of Selectmen. Special purpose moorings are meant to promote water sports and/or boating education. The fee for special purpose moorings shall be the same as the resident mooring fees. Upon any change in ownership of the foregoing entities, the new entity may apply for the related mooring permits however; control of the moorings does not automatically transfer. It is intended that special purpose moorings be used only for boats owned, leased or used by special purpose mooring permit holders, or by their patrons, customers or members.*

The Association is not a yacht club or a for-profit business, but it is a non-profit corporation duly organized under Massachusetts General Laws Chapter 180 and its business includes providing and maintaining the common beach for the use and benefit of

July 26, 2018

Page 3

the members of the Association. Thus, the Association is similar in nature and kind to a yacht club and falls under the aegis of the term "business" and is eligible for Special Purpose Mooring Permits.

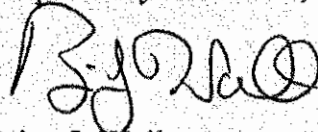
The moorings requested by the Association will be used solely for mooring boats owned by members of the Association, consistent with the last sentence in the definition. The Association will diligently maintain the moorings and monitor their usage by Association members. The boats will be used for recreational purposes and water sports on Long Pond. In order to promote boating education, the Association will require that any member who moors a boat on the Special Purpose Moorings must first take a boating safety course such as offered by the United States Coast Guard and/or the U.S. Power Squadrons. In order to promote safety, the Association will require all boats moored on the moorings to be outfitted in compliance with the U.S. Coast Guard equipment requirements for recreational vessels, including, but not limited to, appropriate personal flotation devices, horns or whistles, and fire extinguishers.

The President and the Treasurer will each provide their addresses and telephone numbers to the Harbormaster annually so that the Harbormaster will be able to easily and readily contact a responsible party if the need arises.

CONCLUSION

WHEREFORE, for all the foregoing reasons, the Association respectfully requests two Special Purpose Mooring Permits off the Association's common beach.

Respectfully submitted,



Brian J. Wall

Enclosures

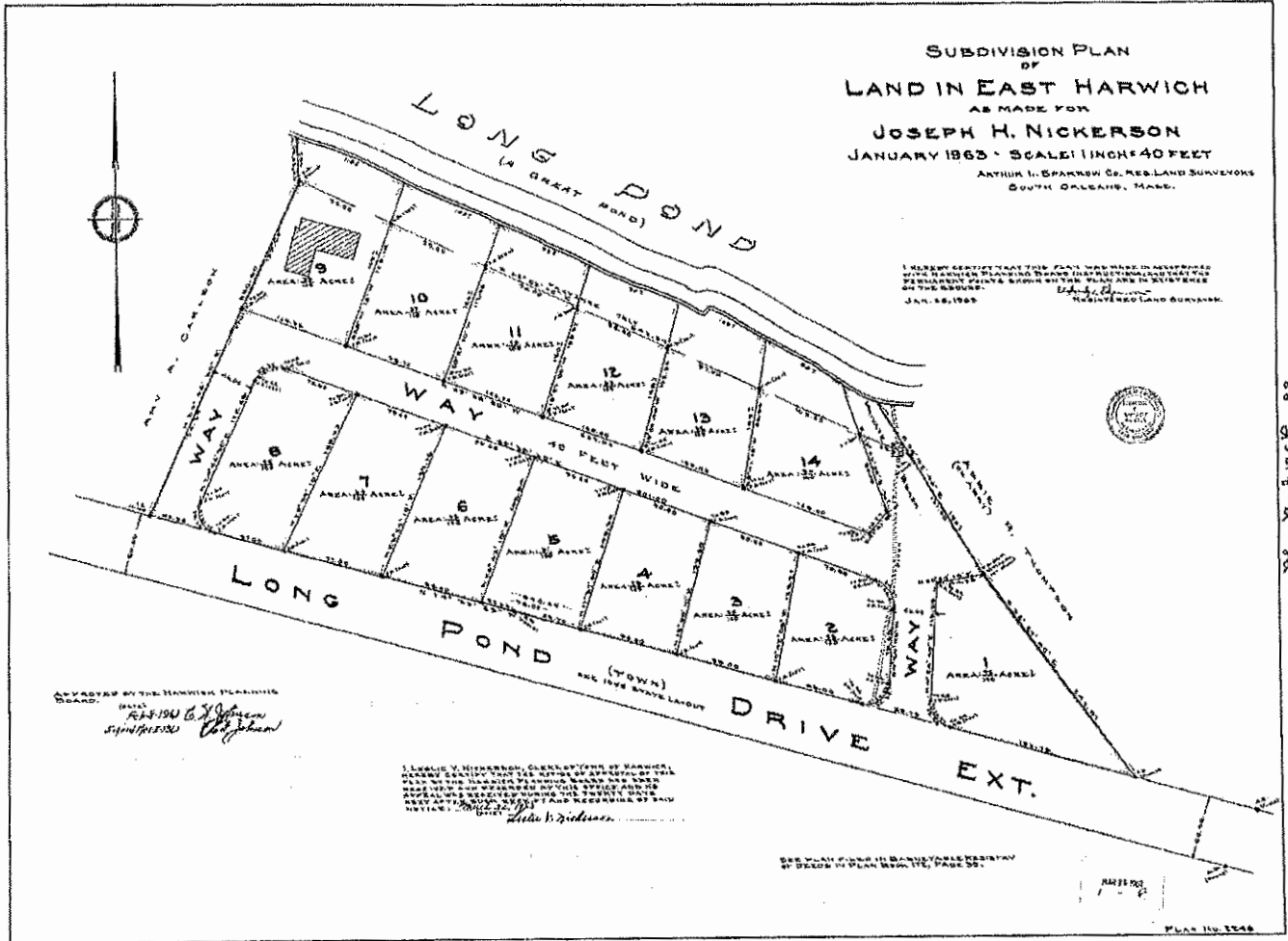
Cc: Neil Weinbaum, President
Peter Alizeo, Treasurer
Christopher Clark, Town Administrator

EXHIBIT 1

175-93

SUBDIVISION PLAN
 OF
LAND IN EAST HARWICH
 AS MADE FOR
JOSEPH H. NICKERSON
 JANUARY 1863 - SCALE 1 INCH = 40 FEET
 ARTHUR L. SPARKS & CO. REG. LAND SURVEYORS
 SOUTH OAKLAND, MASS.

I HEREBY CERTIFY THAT THIS PLAN WAS MADE IN ACCORDANCE WITH THE ACTS OF THE MASSACHUSETTS LEGISLATURE IN THAT BEING IN FORCE AT THE TIME THIS PLAN WAS IN EXISTENCE ON THE ABOVE.
 Arthur L. Sparks
 REGISTERED LAND SURVEYOR
 JAN. 22, 1888



APPROVED BY THE HARWICH PLANNING BOARD:
 J. H. Nickerson
 5/10/1888

I, JOSEPH H. NICKERSON, CLERK OF TOWN OF HARWICH, HEREBY CERTIFY THAT THE SUPERVISOR OF THE TOWN HAS REVIEWED THIS PLAN AND THAT THE SUPERVISOR HAS REVIEWED THE PLAN AND IS OF THE OPINION THAT THE PLAN IS IN ACCORDANCE WITH THE ACTS OF THE MASSACHUSETTS LEGISLATURE IN THAT BEING IN FORCE AT THE TIME THIS PLAN WAS IN EXISTENCE ON THE ABOVE.
 J. H. Nickerson
 CLERK OF TOWN OF HARWICH

THIS PLAN IS ON FILE IN THE OFFICE OF THE REGISTER OF DEEDS IN PLAINFIELD, MASS.

REGISTERED
 1-2

PLAN NO. 175-93

Plan Book 175 Page 93

EXHIBIT 2

Massachusetts Interactive Property Map

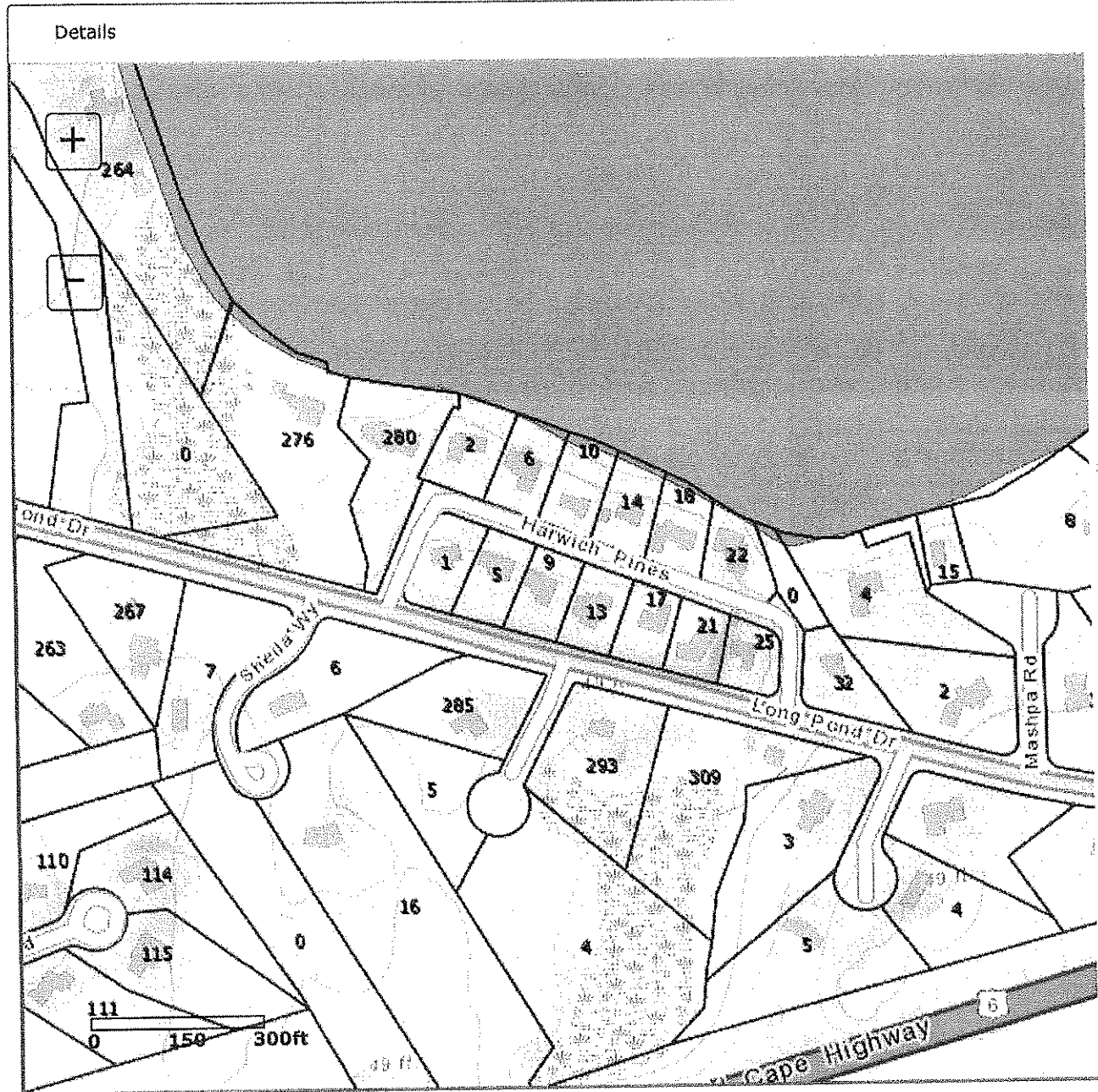


EXHIBIT 3

Massachusetts Interactive Property Map

Details

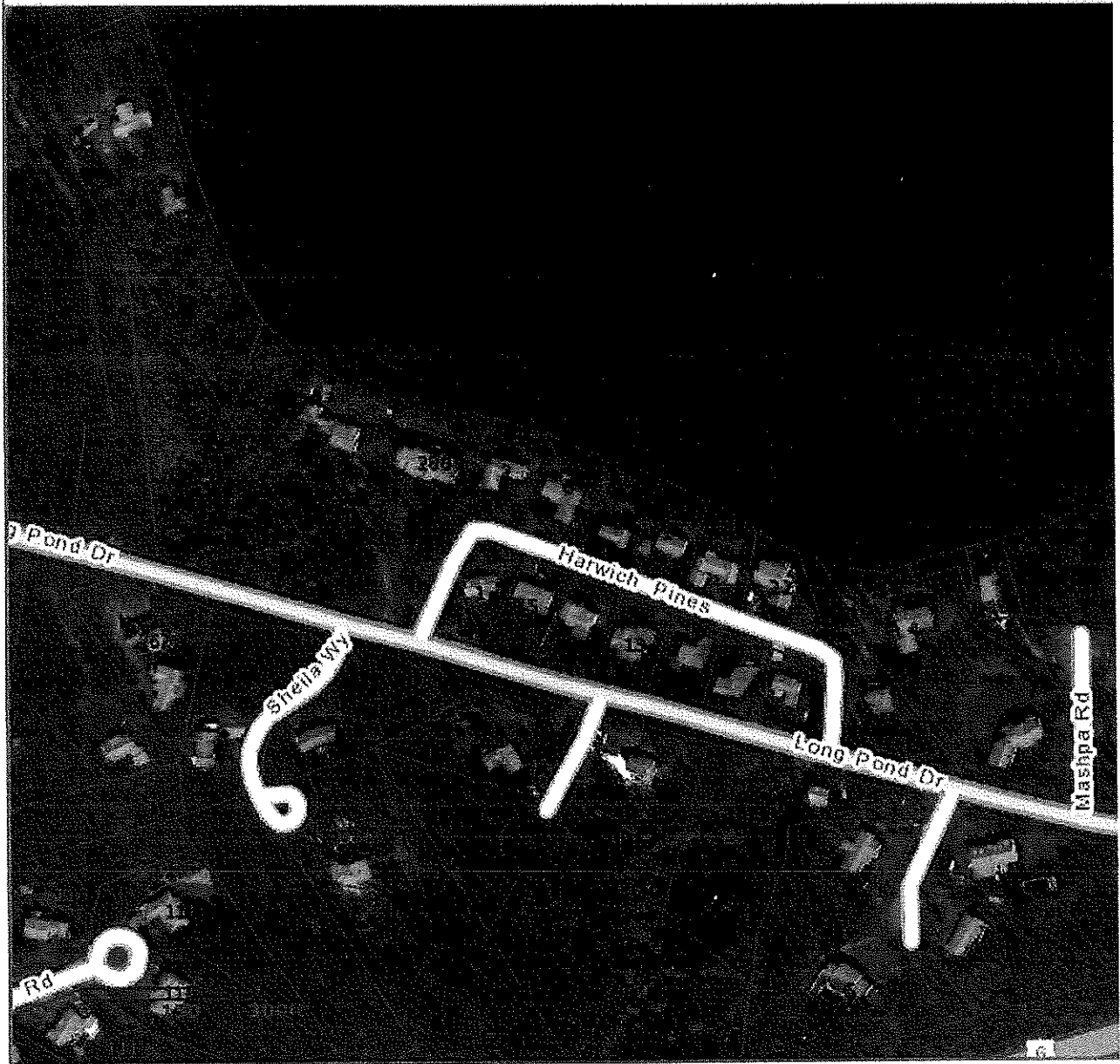


EXHIBIT 4

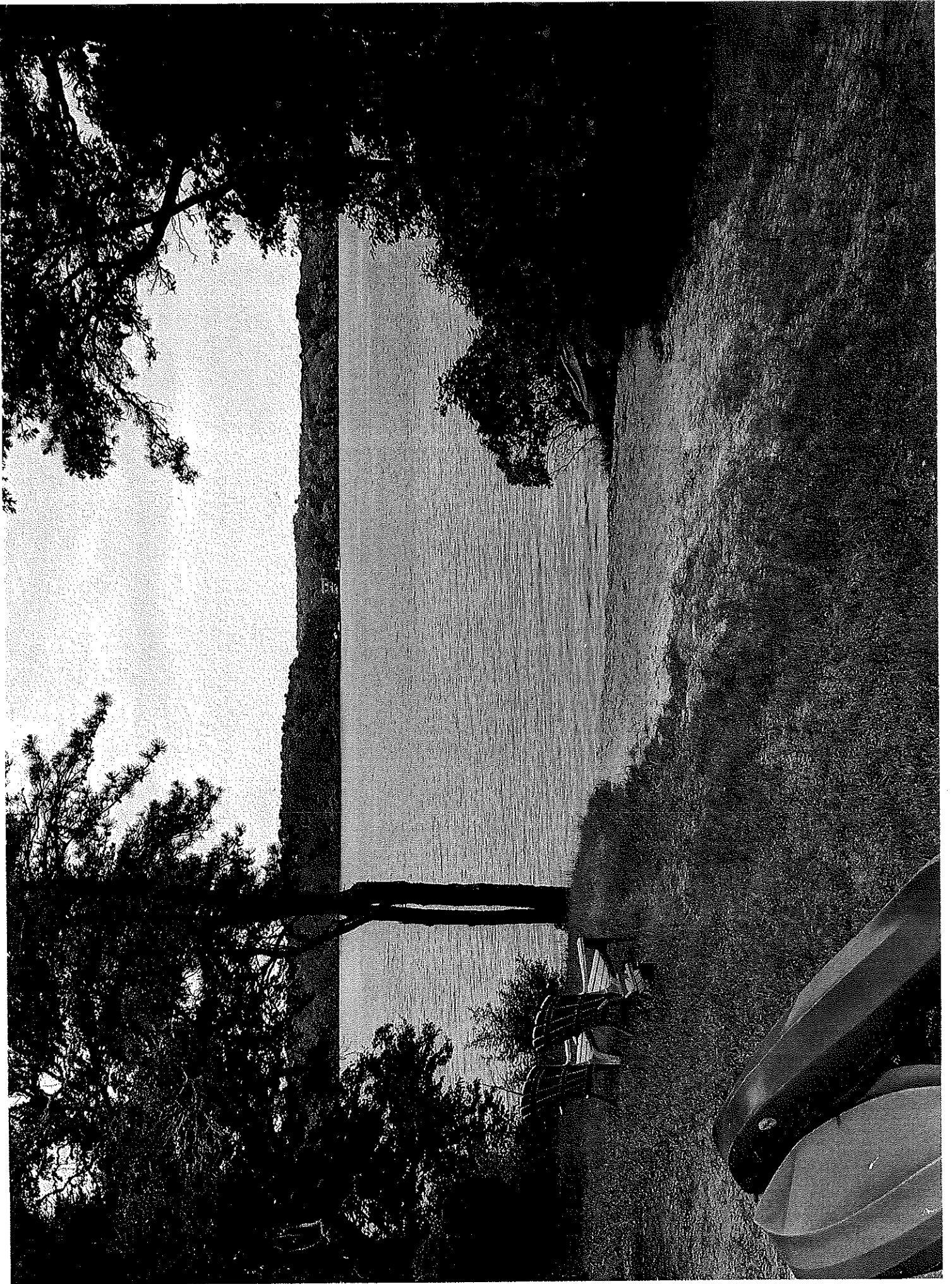


EXHIBIT 5



EXHIBIT 6

14

The Commonwealth of Massachusetts

JOHN F.X. DAVOREN

Secretary of the Commonwealth

STATE HOUSE
BOSTON, MASS. 02133

ARTICLES OF ORGANIZATION

(Under G.L. Ch. 180)

Incorporators

NAME

RESIDENCE

Include given name in full in case of natural persons; in case of a corporation, give state of incorporation.

Willihard T. Ohman, Long Pond Drive, East Harwich, Mass. 02645

Theodora I. Corovillis, Long Pond Drive, East Harwich, Mass. 02645

Edith H. Paulu, Long Pond Drive, East Harwich, Mass 02645

The above-named incorporator(s) do hereby associate (themselves) with the intention of forming a corporation under the provisions of General Laws, Chapter 180 and hereby state(s):

1. The name by which the corporation shall be known is:

Harwich Pines Association, Inc.

2. The purposes for which the corporation is formed are as follows:

To provide and maintain recreational facilities, including but not limited to a beach and other amenities, including roads and ways, for the use and benefit of members and guests of the Harwich Pines Association, Inc.; to raise through solicitation, dues or otherwise collect and receive funds and bequests, and to administer such funds and bequests for the purposes of the Corporation; to acquire or lease property, both real and personal, by purchase, gift, devise or grant, and to maintain, repair, improve, insure, sell, lease or mortgage such property in order to attain the purposes of the Corporation; to do such lawful acts and carry out all lawful purposes as are now permitted by General Laws or may be permitted by amendments thereof, or any additions thereto.

NOTE: If provisions for which the space provided under Articles 2, 3 and 4 is not sufficient, additions should be set out on continuation sheets to be numbered 2A, 2B, etc. Indicate under each Article where the provision is set out. Continuation sheets shall be on 8 1/2" x 11" paper and must have a left-hand margin 1 inch wide for binding. Only one side should be used.

3. If the corporation has more than one class of members, the designation of such classes, the manner of election or appointment, the duration of membership and the qualification and rights, including voting rights, of the members of each class, are as follows:—

One Class Only.

• 4. Other lawful provisions, if any, for the conduct and regulation of the business and affairs of the corporation, for its voluntary dissolution, or for limiting, defining, or regulating the powers of the corporation, or of its directors or members, or of any class of members, are as follows:—

None.

5. By-laws of the corporation have been duly adopted and the initial directors, president, treasurer and clerk or other presiding, financial or recording officers whose names are set out below, have been duly elected.
6. The effective date of organization of the corporation shall be the date of filing with the Secretary of the Commonwealth or if later date is desired, specify date, (not more than 30 days after date of filing.)
7. The following information shall not for any purpose be treated as a permanent part of the Articles of Organization of the corporation.

a. The post office address of the initial principal office of the corporation in Massachusetts is:

Long Pond Drive, East Harwich, Massachusetts 02645

b. The name, residence, and post office address of each of the initial directors and following officers of the corporation are as follows:

| | NAME | RESIDENCE | POST OFFICE ADDRESS |
|------------|------------------------|--|---|
| President: | Willihard T. Ohman | Long Pond Drive East Harwich, Mass. | Long Pond Drive East Harwich, Mass. 02645 |
| Treasurer: | Theodora I. Corovillis | Long Pond Drive East Harwich, Mass. | Long Pond Drive, East Harwich, Mass. 02645 |
| Clerk: | Edith H. Paulu | Long Pond Drive East Harwich, Mass. | Long Pond Drive East Harwich, Mass. 02645 |

Directors: (or officers having the powers of directors)

| | | |
|-------------------------|---|--|
| Willihard T. Ohman, | Long Pond Drive, East Harwich, Mass. | Long Pond Drive East Harwich, Mass. 02645 |
| Theodora I. Corovillis, | Long Pond Drive East Harwich, Mass. | Long Pond Drive East Harwich, Mass. 02645 |
| Edith H. Paulu, | Long Pond Drive, East Harwich, Mass. | Long Pond Drive East Harwich, Mass. 02645 |

c. The date initially adopted on which the corporation's fiscal year ends is:

December thirty-first.

d. The date initially fixed in the by-laws for the annual meeting of members of the corporation is:

Fourth Saturday in June.

e. The name and business address of the resident agent, if any, of the corporation is:

None.

IN WITNESS WHEREOF and under the penalties of perjury the above-named INCORPORATOR(S) sign(s) these Articles of Organization this 22nd day of July 19 74

Willihard T. Ohman

Theodora I. Corovillis

Edith H. Paulu

The signature of each incorporator which is not a natural person must be by an individual who shall show the capacity in which he acts and by signing shall represent under the penalties of perjury that he is duly authorized on its behalf to sign these Articles of Organization.

14426

1974

JUL 23 1974 THE COMMONWEALTH OF MASSACHUSETTS

REGISTRATION DIVISION
SECRETARY'S OFFICE

ARTICLES OF ORGANIZATION
GENERAL LAWS, CHAPTER 180

I hereby certify that, upon an examination of the within-written articles of organization, duly submitted to me, it appears that the provisions of the General Laws relative to the organization of corporations have been complied with, and I hereby approve said articles; and the filing fee in the amount of \$30.00 having been paid, said articles are deemed to have been filed with me this 23rd day of July 1974

Effective date

John F. Davoren
JOHN F.X. DAVOREN

Secretary of the Commonwealth

TO BE FILLED IN BY CORPORATION
CHARTER TO BE SENT TO

William A. Doherty, Jr., Esquire
Office of Robert D. Hall

561 Main Street

Harwichport, Massachusetts 02646

FILING FEE \$30.00

CHARTER MAILED 8-12-74 MAEC
DELIVERED

EXHIBIT 7

WE, JOHN J. McKEEVER and MARY ELLEN McKEEVER, of 112 Woodend Lane, Medfield, Norfolk County, Massachusetts 02052,

for consideration in the amount of ONE HUNDRED EIGHTY-EIGHT THOUSAND FIVE HUNDRED and NO/100 (\$188,500.00) DOLLARS, PAID,

grant to PETER J. ALIZZO and KATHLEEN J. ALIZZO, husband and wife, as tenants by the entirety, of 5 Lantern Lane, Shrewsbury, Worcester County, Massachusetts 01545,

with QUITCLAIM COVENANTS,

The land with the buildings thereon, situated in Harwich (Pleasant Lake), Barnstable County, Massachusetts, bounded and described as follows:

- NORTHERLY by a way as shown on a plan hereinafter mentioned, seventy-eight and 00/100 (78.00) feet;
- NORTHEASTERLY by the arc of a curve whose radius equals 26.51 feet, a distance of thirty-four and 27/100 (34.27) feet;
- EASTERLY by said Way, seventy-three and 58/100 (73.58) feet;
- SOUTHEASTERLY by the arc of a curve whose radius equals 20.60 feet, a distance of thirty-six and 32/100 (36.32) feet; and
- SOUTHERLY by Long Pond Drive Extension, a Town Way, as shown on said plan, eighty-five and 00/100 (85.00) feet;
- WESTERLY by Lot #3 as shown on said plan, one hundred twenty-five and 21/100 (125.21) feet.

And being LOT #2 on a plan entitled: "Subdivision Plan of Land in East Harwich as made for Joseph W. Nickerson, dated January 1963, Scale 1" = 40', Arthur L. Sparrow Co., Reg. Land Surveyors, South Orleans, Mass." said plan being recorded in Plan Book 175, Page 93 in the Barnstable County Registry of Deeds.

Together with the right to use the ways as shown on said plan for all purposes for which ways and roads are commonly used in the Town of Harwich in common with all others now or hereafter entitled thereto.

This land is conveyed subject to restrictions of record insofar as the same may be in force and applicable.

There is also granted as appurtenant thereto, a right to use the "Private Beach" as shown on said plan in common with all others entitled thereto for all the usual purposes for which beaches are used in the Town of Harwich.

For title see deed recorded in Book 6002, Page 053.

WITNESS our hands and seals this 20 day of April, 1992.

John J. McKeever
John J. McKeever

Mary Ellen McKeever
Mary Ellen McKeever

DEC REG 01
BARNSTABLE
05/02
TAX 644.67
DUE 644.67
8227A80 13:51
EXCISE TAX

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

April 20, 1992

Then personally appeared the above-named John J. McKeever and Mary Ellen McKeever and acknowledged the foregoing instrument to be their free act and deed, before me,

John W. Kanne
Notary Public: John W. Kanne
My commission expires: 12/6/98

CANCELLED

RECORDED MAY 192

Mooring, Commercial Fishing Vessel: Established to ensure that the long history of commercial fishing vessels operating out of Harwich remains in the years to come. These moorings are permitted from the appropriate waitlists to persons who have indicated their intent to commercially fish. Federal and/or State Commercial Fishing license and a Class E offloading permit are required to be eligible for a Commercial Fishing Vessel Mooring.

Mooring Float or Sailing Changing/Dinghy Storage Float: A floating moored structure that is to be used for the purpose of a floating dock for two boats or for the storage of small sail boats and/or dinghies.

Mooring Hardware Supplier: Any individual or other business entity, that is in the business of selling or renting marine hardware.

Mooring Servicing Agent: An individual, corporation or other business entity with adequate liability insurance to qualify for an annual permit to perform mooring services and inspections in the Town of Harwich. In the Town of Harwich, a mooring servicing agent is an individual or corporation in the business of supplying, servicing and/or renting mooring hardware in the Town of Harwich for fresh and salt water boating use. This individual or corporation must have the required equipment to retrieve, inspect, repair, upgrade and replace the individual mooring to the assigned site (using GPS WAAS navigation). In addition the individual or corporation must certify that the proper mooring tag and mooring, permit sticker and client's name was in compliance with the Town of Harwich Waterways Regulations. This individual or corporation is required to apply for a Mooring Servicing Agent Permit for a term of three years, renewed annually by the Board of Selectmen. The issuance of a permit, to become a mooring servicing agent requires proof of the sufficient marine insurance to protect the Town from liability of the services provided. The Town of Harwich Harbormaster retains authority to manage all mooring activities, permits, inspections and fees, even where a Mooring Servicing Agent has primary responsibility and liability for management of a Mooring Servicing Field. Boat yards, yacht clubs or related commercial enterprises cannot inspect their own moorings; the Harbormaster or another mooring servicing agent must perform this function.

Mooring Servicing Fields: The mooring servicing fields are defined as follows: Allen Harbor; Wychmere Harbor (inner and outer); Pleasant Bay; Round Cove; Herring River. All mooring servicing fields shall be assigned a mooring servicing agent and alternates after a public process. In the event of a dispute between a mooring permit holder and a mooring servicing agent, the Harbormaster may elect to provide required mooring services, at fair market value and at the expense of the mooring permit holder.

Mooring, Special Purpose: A mooring granted to a yacht club or other business, by the Board of Selectmen. Special purpose moorings are meant to promote water sports and/or boating education. The fee for special purpose moorings shall be the same as the resident mooring fees. Upon any change in ownership of the foregoing entities, the new entity may apply for the related mooring permits however; control of the moorings does not automatically transfer. It is intended that special purpose moorings be used only for boats owned, leased or used by special purpose mooring permit holders, or by their patrons, customers or members.

Mooring, Working: Moorings assigned to a boatyard or a marine construction maintenance business for the purposes of operating their businesses and servicing their customers. Working moorings are separate and distinct from boatyard transient moorings. It is intended that working moorings be used only for boats owned, operated or being serviced by the boatyard to which they are assigned. Upon any change in ownership of the foregoing entity, the new entity may apply for the related mooring permits; however control of the moorings does not automatically transfer. See Appendix A for Working Mooring Assignment List.

Mooring/Slip Assignments: With the exception of boat yards, yacht clubs and selected special purpose businesses that have a special purpose mooring assignment, all individuals, business entities (or a combination of the two) and individual families having the same address, are limited to a maximum of two (2) mooring/slip assignments. This shall mean two (2) moorings; two Town (2) slips; or one (1) mooring and one (1) slip except as otherwise provided in these regulations and absent a showing of good cause for non-renewal, individuals or business entities assigned a mooring in one calendar year, shall be offered the same mooring site in the following calendar year. Mooring sites that are assigned but not occupied by mooring tackle and sites that are assigned and occupied by mooring tackle but are unoccupied by a boat for greater than 1 (one) year, shall surrender/lose said site. Any vacated moorings, moorings not renewed, or new moorings that may be added may only be assigned to an individual or corporation or other business entity who obtained such assignment via the Town of Harwich mooring waiting list process.

Motor Boat: Any boat propelled by machinery whether or not such machinery is the principal source of propulsion.

anchors, shackles, lines, etc.)

4. Have the ability to provide daily monitoring of mooring field(s)
5. Have qualified and sufficient staffing to perform any functions related to moorings 24 hours/day, 7 days/week, such as pumping after heavy rain, separating tangled boats, identifying a potential boat in distress, etc.
6. Have the ability and qualifications to provide storm preparation and emergency services
7. Have the flexibility to provide complete mooring service packages or a la carte such as haul out, set up, painting, and pick up
8. Have the clerical capability to process applications and conduct inspections, and support the issuance of stickers and tags in cooperation with the Harbormaster.
9. Have access to diving services, when necessary, to perform repairs or retrieve lost tackle.
10. Provide a written inspection report to the Harbormaster within five (5) days of having performed an inspection of any mooring.

Non-compliance with any regulation herein will be sufficient cause for the suspension or revocation of a Mooring Servicing Agent Permit issued under these regulations, following notice and opportunity to be heard. If in the opinion of the Board of Selectmen, acting as Issuing Authority, a Mooring Servicing Agent ("Permittee") ceases to be engaged in the business he/she is authorized by permit to pursue, or fails to maintain upon his/her premises the implements, facilities, equipment, or capacity required by these regulations, such cessation or failure shall constitute cause for suspension or revocation of his/her Mooring Servicing Agent Permit, following reasonable notice and opportunity to be heard. If a Permittee at any time conducts his/her business in a manner considered by the Board of Selectmen, in its sole discretion, to be improper, the Board of Selectmen, after reasonable notice and opportunity to be heard, may upon satisfactory proof thereof suspend or revoke his/her Mooring Servicing Agent Permit. Violation by a Permittee of any regulation herein, as currently enacted or as may from time to time be added or amended, or any other regulation which shall govern the conduct of the Permittee, shall be grounds for suspension or revocation of a Mooring Servicing Agent Permit following reasonable notice and opportunity to be heard.

3.13 Special Purpose Mooring Requirements and Regulations

Special purpose moorings are applied for through the Harbormaster Department and awarded by the Board of Selectmen. An applicant for a special purpose mooring must be able to provide vehicle parking spaces as required in the Town of Harwich Zoning regulations if applicable.

The applicant must meet all Town of Harwich Fire & Emergency and Conservation regulations.

The special purpose applicant must provide:

1. A dinghy dock and/or dinghy loaner for assigned mooring users
2. Temporary dock tie up for loading and unloading
3. Access to a fresh water source at this temporary docking area
4. Pump-out facility for holding tanks

The number of moorings awarded will be renewed on an annual basis for special purpose uses. In the event that a special purpose mooring permit is not renewed by the March 15th deadline, late fees will apply as defined in Appendix B – Marine Fee Schedule. Failure to pay will result in forfeiture of permit and the application process will be required for a new permit.

Moorings may not be sold, transferred or assigned to any person, corporation, partnership, organization or entity other than the permitted user of such mooring in the previous season. Upon any change in ownership of the foregoing corporations, the new corporate entity may apply for the related mooring permits (control of the moorings does not automatically transfer).

Permission must be obtained from the Harbormaster before a mooring permit holder changes boats at the same mooring location. Violation of this section may be subject to revocation of the mooring permit.



Memorandum

*To: Elizabeth Sullivan, Dennis
Chris Clark, Harwich
Dan Knapik, Yarmouth*

*From: Kara M. Johnston, PE
David F. Young, PE, BCEE*

Date: June 25, 2018

Subject: Process to Potentially Create the DHY Clean Waters Community Partnership

The Towns of Dennis, Harwich, and Yarmouth (DHY) each created a subgroup in spring 2017 to begin investigating cost savings solutions for wastewater in all three towns. The DHY Clean Waters Community Partnership subgroup has been meeting monthly since summer 2017. The subgroups working with CDM Smith have been exploring creating a partnership to provide one joint treatment facility with multiple effluent recharge sites, to be shared amongst the three towns. The towns received a grant to pursue this opportunity through the Massachusetts Efficiency and Regionalization Grant Program. The schedule discussed below aligns with the schedule of this grant.

As a result of the subgroup meetings in 2017, each community subgroup recommended to their Board of Selectmen to place an article on their annual town meeting that would allow Dennis, Harwich, and Yarmouth to file Special Legislation to create an entity "with substantially the powers, membership, governance, and purpose set forth in Massachusetts General Laws, Chapter 21, Sections 28 through 30.....etc." In March of 2018 the three towns Boards of Selectmen, subgroup representatives, and other key officials met to discuss filing this Special Legislation to form the "DHY Clean Waters Community Partnership." All three Boards supported filing the special legislation and the town meeting article requesting authority to file it passed in all three towns during the annual town meetings in May 2018. The article as worded allows the towns to file the Special Legislation with the state. The legislation does not lay out the terms of the partnership, rather it formally allows for the creation of it under Massachusetts General Law. A copy of the draft Special Legislation is enclosed and is currently under attorney review at the local and state level. The final version will be provided to you upon completion for further review.

Once the filing of Special Legislation is complete and approved by the Legislature, the next step is to draft an agreement for the DHY Clean Waters Community Partnership. The agreement lays out the specifics of the partnership including governance, flow capacity ownership, capital and operating cost sharing, number of commissioners, etc. The DHY working subgroup is currently

developing a draft the agreement using the MFN Regional Wastewater District agreement as a template and they plan to present the draft to the three Boards of Selectmen during the fall of 2018. This agreement will also go through local attorney review at that time. Should the Boards support the agreement, an article would be recommended to be included in the Annual Town Meeting for May 2019. As noted in the approved May 2018 town meeting article and the draft Special Legislation, a future town meeting vote in each participating community is required to approved the agreement before it could become effective. This schedule allows for completion prior to the grant deadline.

Proposed Schedule for Special Legislation and Draft Agreement:

- Town meeting vote authorizing filing of Special Legislation – May 2018
- Attorney Review of Draft Special Legislation – June and July 2018
- BOS Review of Special Legislation – June and July 2018
- File Special Legislation – July 2018
- Development of Draft Agreement by DHY subgroups – July 2018 through Oct. 2018
- Presentation of Draft Agreement to Boards of Selectmen – November 2018
- Draft Agreement Revisions and Attorney Review – December 2018-February 2019
- Potential Agreement Presented at Town Meeting – May 2019
- Grant Completion – June 2019

The DHY working subgroups look forward to meeting with each Board of Selectmen in all three towns to discuss the Special Legislation and Agreement, and to working together to find cost effective solutions to improving water quality.

Draft as of 07-11-18

AN ACT ESTABLISHING THE DHY CLEAN WATERS COMMUNITY PARTNERSHIP FOR THE TOWNS OF DENNIS, HARWICH AND YARMOUTH.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. There shall be a regional wastewater district for the towns of Dennis, Harwich and Yarmouth, to be known as the DHY Clean Waters Community Partnership, which shall be a body politic and corporate and political subdivision of the commonwealth. Notwithstanding the procedural requirements of section 25 of chapter 40N, or sections 28 to 33, inclusive of chapter 21 of the General Laws all actions taken by the towns of Dennis, Harwich and Yarmouth and the district commission which are not inconsistent with this act are hereby validated, ratified and confirmed in all respects. The purpose of the partnership shall be to manage and control the common pumping stations, interceptors and force mains, wastewater treatment plant, effluent recharge and reuse system and appurtenances, to act as a regional wastewater district and to provide for the collection, treatment, discharge, recharge and reuse of effluent for the member towns.

SECTION 2. For the purposes of this act, the terms "district" or "partnership" shall both mean the DHY Clean Waters Community Partnership established in section 1, and "agreement" shall mean the agreement to be entered into by and among the towns of Dennis, Harwich and Yarmouth to be approved at town meetings of those participating towns as will be supplemented and amended by those towns in accordance with section 7.

SECTION 3. (a) The powers, duties and liabilities of the partnership shall be vested in and exercised by a commission organized in accordance with this section and the agreement. The commission shall choose a chairman and secretary from its membership. It shall appoint a treasurer, who shall not be a member of the commission. The treasurer shall receive and take charge of all money belonging to the district and shall pay any bill of the district which shall have been approved by the commission. The treasurer may, by vote of the commission, be compensated for services. The treasurer of the district shall be subject to sections 35, 52 and 109A of chapter 41 of the General Laws, provided that in applying said sections to said treasurer, the word "district" shall be substituted for "town" and "district commission" shall be substituted for "selectmen".

(b) The number of commissioners representing each town shall be as defined in the agreement. The commission members shall be appointed by the local board having the authority of sewer commissioners.

SECTION 4. Notwithstanding the last sentence of section 25 of chapter 40N of the General Laws, the district shall have the following powers and duties:

- (1) to adopt a name and a corporate seal, and the engraved or printed facsimile of such seal appearing on a bond or note of the district shall have the same legal effect as such seal would have if it were impressed on the bond or note;

- (2) to sue and be sued, but only to the same extent and upon the same conditions that a city or town may be sued, and to plead and be impleaded;
- (3) to purchase, take by eminent domain under chapters 79 and 80A of the General Laws or otherwise acquire land within the member towns, or an interest in land within those towns, for the purposes of the district to construct, reconstruct, replace, rehabilitate, repair, equip, operate and maintain wastewater treatment, pumping and collection and effluent recharge and reuse facilities for the benefit of said towns, or any other facilities necessary to carry out the purposes of the district; and to make any necessary contracts in relation to those purposes; provided, however, that at least one commission member from the town in which the land is located must vote in the affirmative; and provided, further, that land may be taken by eminent domain only if the district first requests, in writing, that the town take such land and the town does not take such land within 180 days after the district has requested;
- (4) to purchase or otherwise acquire land outside the member towns for the purposes stated in subsection (3), but only if the district first obtains approval, in writing, of the board of selectmen or equivalent for each town in which the land is located;
- (5) to incur debt for the purpose of acquiring land, or an interest in land, and constructing, reconstructing, replacing, rehabilitating, repairing and equipping wastewater treatment, pumping, collection and effluent recharge and reuse facilities and any other capital improvements, assets or facilities necessary to carry out the purposes of the district, including debt for the purposes of designing and otherwise planning any such improvements, for a term not exceeding 30 years; but written notice of the amount of the debt and of the general purposes for which it was authorized shall be given to the board of selectmen of each town comprising the district and to each town's board exercising the powers of sewer commissioners not later than 30 business days after the date on which said debt was authorized by the district commission, and no debt shall be incurred until the expiration of 45 days from the date said debt was authorized by the district commission;
- (6) to borrow money at such rate or rates of interest as the district may determine; to issue bonds, notes and other obligations to evidence such indebtedness in the name and upon the full faith and credit of the district and each issue of bonds or notes shall be a separate loan; said bonds or notes shall be signed by the chairman and the treasurer of the district commission; provided, however that the chairman authorize the treasurer to cause to be engraved or printed on said bonds or notes a facsimile of the chairman's signature; provided, further that the chairman's authorization must be in writing, bearing the chairman's written signature, filed in the office of the treasurer, and open to public inspection;
- (7) to receive and disburse funds for a district purpose, and to invest funds in an investment legally permitted for a city or town;
- (8) to incur temporary debt in anticipation of revenue to be received from the member towns or from any other source;
- (9) to assess member towns for any expenses of the district;
- (10) to maintain a reserve fund, and to carry over the remaining balance of such fund into the ensuing fiscal year, subject to the limitations in section 5;
- (11) to apply to receive and expend or hold a grant or gift for the purposes of the district;
- (12) to engage and fix the compensation for legal counsel, financial advisors, engineers, accountants, consultants, agents and other advisors;
- (13) to submit an annual report to each of the member towns, containing a detailed financial statement and a statement showing the method by which the annual charges assessed against each town were computed;
- (14) to appoint, employ, prescribe the qualifications and fix the compensation of an

executive director and such other employees as necessary to operate the district and pay the same out of funds of the district;

(15) to make and execute contracts, project labor agreements and other instruments that are necessary or convenient to carrying out the powers of the district, including, but not limited to, contracts with a person, firm, corporation, municipality, commonwealth agency, governmental unit or other entity, foreign or domestic;

(16) contracts for the purchase or for the environmental remediation, construction, operation and management of the sewer, wastewater treatment plant, collection, treatment, reuse and recharge facilities of the district, or for services to be performed thereon, and rent parts thereof and grant concessions thereon, on such terms and conditions as the district may determine, in accordance with the agreement,; provided, however that any such transaction shall be exempt from the public bidding and procurement requirements applicable to bodies politic and corporate of the commonwealth imposed by general or special law, including without limitation, the requirements of chapters 7, 30, and 149 of the General laws, but excluding section 28 and 29 of said chapter 149, and regulations promulgated thereunder so long as the district has, pursuant to an affirmative vote and by stating the public convenience and necessity therefor, exempted such transaction from such requirement;

(17) to enact by-laws and rules concerning the management and regulation of its affairs and the use of its facilities and the provision of its services;

(18) to convey, sell, lease or otherwise dispose of any district real or personal property, or interests in such property, no longer needed for district purposes;

(19) own, acquire, manage, operate, convey or lease any capital improvements, assets or facilities as contemplated by this act and the agreement;

(20) invest and reinvest its funds in such investments as may be lawful for fiduciaries in the commonwealth, and take and hold property as security for the payment of funds so invested, as provided in section 55 of chapter 44 of the General Laws;

(21) procure insurance against any loss in connection with its property, capital improvements, assets or facilities in such amounts and from such insurers, including the federal government, and directors and officers liability insurance, as it seems necessary and desirable, and to pay any premiums therefor;

(22) assume responsibility for maintaining, monitoring and conducting other activities imposed by any condition of any license, permit or approval, or by any institutional control arising under any environmental law or regulation with respect to the capital improvements undertaken by the district in accordance with this act and the agreement; and

(23) to do any and all other things necessary and convenient to carry out the powers and purposes of the district, and all other things incidental and related to the powers of the district.

An engraved or printed facsimile signature under subsection 5 shall have the same validity and effect as the chairman's written signature so long as it complies with all requirements of that subsection.

SECTION 5. The district commission shall annually determine the amounts necessary to be raised to maintain and operate the district during the ensuing fiscal year, plus a reserve fund not to exceed 20 per cent of the annual budget for the ensuing year, and shall apportion the amounts so determined among the several member towns based on each town's overall allocation of flow capacity in accordance with the terms of the agreement. The amounts for the upcoming fiscal year so apportioned for each town shall, prior to February 1 in each year, be certified by the district treasurer to the treasurers of the member towns and to each town's

sewer commissioners or board exercising the powers of sewer commissioners. Except to the extent that the district treasurer's certification provides a credit from sewer system revenues and other sources, the sewer commissioners or board exercising the powers of sewer commissioners of each member town shall without further vote include each amount so certified in the amounts to be assessed annually in such town upon sewer users and others assessable under sections 14 to 24, inclusive, of chapter 83 of the General Laws and section 23 of chapter 59 of the General Laws, and with or without a town appropriation the town treasurer shall pay to the district the amounts so apportioned at the times specified in the agreement. The amounts apportioned or to be apportioned under the agreement shall not be included in calculating total taxes assessed in paragraph (a) of section 21C of said chapter 59, or the maximum levy limit in paragraph (f), of said section 21C of said chapter 59. The amounts certified by the district treasurer shall be deemed to be for services customarily provided locally or subscribed to at local option and shall not be subject to the limitation of section 20B of said chapter 59.

SECTION 6. Notwithstanding chapter 44 of the General Laws, only sections 16 to 28, inclusive, of said chapter 44, shall apply to the district; provided, however, that section 16 of said chapter 44 relating to the countersigning of bonds and notes and section 24 of said chapter 44 relating to the countersigning and approval of notes and the certificates of the clerk relating to notes shall not apply to the district; and provided, further, that notwithstanding section 19 of said chapter 44 to the contrary, the maturities of each issue of bonds and notes of the district shall be arranged so that for each issue the amounts payable in the several years for principal and interest combined shall be as nearly equal as practicable, in the opinion of the treasurer, or in the alternative, in accordance with a schedule providing for a more rapid amortization of principal. Any debt incurred by the district shall not be subject to the limit of indebtedness prescribed in section 10 of said chapter 44. Nothing in this act shall prevent the individual towns from establishing and maintaining a sewer enterprise fund under section 53F½ of said chapter 44 as the mechanism for assessing, collecting and paying the amounts certified by the district treasurer under sections 5 and 8.

SECTION 7. The member towns shall adopt an agreement consistent with this act prior to organization of the district commission under section 2 and may from time to time amend the agreement so long as the amended agreement is consistent with this act.

SECTION 8. In the event that a member town, which has received a certification of the district's charges, shall fail to pay the same to the district when due after demand by the district, the district may, not less than 60 days after such demand and without any requirement of election of remedy provided that there is no duplication of recovery: (i) certify to the state treasurer the amount owing to the district by the member town, whereupon the state treasurer shall promptly pay over to the district any amount otherwise certified to the state treasurer for payment to the member town as unrestricted general government aid and any other amount for local reimbursement, grant or assistance programs entitled to be received by the member town until such time as any deficiency in the member town's payment of charges to the district shall be set off by such payments from the state treasurer; and (ii) recover from the member town in an action in superior court the amount of such unpaid charges together with such lost interest and other actual damages the district shall have sustained from the failure or refusal of the member town to pay over said amount. Any amount paid to the district by the state treasurer as a set off under this section which is later determined, upon audit, to be in excess of the actual amount of charges, interest and damages due to the district, shall, upon demand of the member town, be repaid by the district to the member town.

SECTION 9. The district shall adopt such by-laws as may be necessary and proper for the effective functioning of the district and its operations, capital improvements and finances, including, but not limited to, by-law provisions as put forth in the agreement. The by-laws may also provide for appointment of alternate members and such other matters relative to the business and affairs of the district as may be appropriate to exercise all powers necessary, convenient or incidental to the purposes for which the district was formed.

SECTION 10. The district may, from time to time, prescribe rules and regulations regarding the use of common sewers to prevent the entrance or discharge in the sewers of any substance which may tend to interfere with the flow of wastewater or the proper operation of the wastewater system and the treatment and disposal works, for the connection of estates and buildings with sewers, for the construction, alteration and use of all connections entering into such sewers, and for the inspection of all materials used in the sewers; and may prescribe civil penalties, not exceeding \$5,000 per violation for each day of violation of any such rule or regulation. The rules and regulations shall be published once in a newspaper of general circulation within each of the member towns, and shall include a notice that the rules and regulations shall be available for inspection by the public, and shall not take effect until such publication has been made. The rules and regulations shall conform with the laws of the commonwealth or federal government.

SECTION 11. Notwithstanding this act or any general or special law to the contrary, the member towns of Dennis, Harwich and Yarmouth each acting individually through the local board, having the authority of sewer commissioners, in such town and not acting in concert through the district, in order to fairly recover the costs of expanding the regional wastewater treatment works as described in this act, each may assess charges, assessments, betterments or privilege fees for new connections to each town's local sewer system or for expanded uses of the sewer system by existing users in accordance with chapters 80 or 83 of the General Laws. The sewer connection charges, assessments, betterments or privilege fees may include such respective town's proportionate share of the costs to the town under this act for the construction, expansion or upgrade of the regional wastewater facilities and may also include the proportionate share of such respective town's costs for any local wastewater facilities, including, but not limited to, pumping stations, equipment and intercepting sewers. Nothing in this act shall prevent the local board, having the authority of sewer commissioners, in the member towns from raising local revenue from or continuing to engage in the constructing, operating, maintaining, expanding and funding of each respective town's local municipal wastewater facilities located entirely in each town separate from and independent of the regional facilities and the district.

SECTION 12. This act shall not take effect until such time that each member town obtains simple majority approval of the agreement at an annual or special Town Meeting.

SEWER USE REGULATIONS

Harwich, MA

Article XII

Land Use Controls – Wastewater Flow Management

4-16-2018

Preamble:

The Town of Harwich Board of Selectmen being responsible for the design and construction of the town sewer systems and for the implementation of the Comprehensive Wastewater Management Plan (CWMP) adopt the following Land Use Control – Wastewater Flow Management regulation to achieve Flow Neutral requirements. Sewer Service Areas (SSAs) to be implemented over eight phases during a 40-year period and wastewater flow projections for those areas have been defined after completing a comprehensive and deliberate study of the existing and projected wastewater needs of the Town. Reference is hereby made to the Final CWMP accepted by the Secretary of the Massachusetts Executive Office of Energy and Environmental Affairs (EOEEA) in 2016. The intent of this regulation is to manage the wastewater flows in Town to those projected in the approved CWMP.

Background:

Any owner of a house, building, or other structure used for human habitation, occupancy, employment, or recreation shall install sanitary facilities thereon in order to connect at his or her own expense to a public sanitary sewer of the Town based on the following sections.

All Connection and Extension Permits for sanitary sewers shall be issued at the sole discretion of the Harwich Board of Health in accordance with the Harwich Board of Selectmen policies and working in conjunction with the Harwich Water and Sewer Commissioners who are responsible for administration, maintenance and operation of the sewer system. Furthermore, the Town of Harwich completed a CWMP in 2016 prepared by CDM Smith Inc., to provide a comprehensive wastewater management plan that outlines the existing and future wastewater needs of the Town in order to protect and restore water quality.

To analyze existing wastewater flows and estimate future wastewater needs, the Town was divided into eight Sewer Service Areas primarily by watershed, with the Campground Area, Great Sand Lakes area, and the Route 28 area outside of the Massachusetts Estuaries Project (MEP) designation, which includes Harwichport, being grouped separately. Figure 13-4 from the CWMP shows the watersheds and SSAs. Existing and future wastewater flows were also calculated for each of the five watersheds. The approved March, 2016 CWMP, used water use data from 2004 through 2007 to estimate existing and future wastewater needs, identifying a future need of 1,259,000 (including infiltration and inflow estimates) gallons per day (gpd) as referenced in Table 13-11 of the CWMP. Existing and future flows are summarized in Table 1-1 attached.

The Harwich Board of Selectmen will use information and recommendations included in the CWMP as a guide when considering applications for new connection and extension permits and thereby manage the capacity within the sewer system to serve the needs of the Town for the 40-year planning period.

Regulation: Land Use Control – Wastewater Flow Management

The Harwich Board of Selectmen acting are adopting this new Sewer Use Regulation article that will ensure managed smart growth and prevent excessive growth based on availability of municipal sewer service.

General Land Use Controls

The Sewer Use Regulation as adopted by the Board of Selectmen delineates and designates eight SSAs and the wastewater flow to be allocated to those individual areas. The areas are shown on Figure 1-1 and the flows are shown on Table 1-1, both attached and made a part of this sewer use regulation Article XII. Those flows shall be utilized as a guide by the Town in allocating flows for new connections within the individual SSA during the noted 40-year planning period (2017-2057). Flows are based on actual flows.

Wastewater Flow Management

The Board of Selectmen reserve the right to reallocate flows within all SSAs provided that the following provisions are met:

1. An applicant seeking to alter the SSA or flow within an area shall be responsible for all costs associated with that change including potential for filing a Notice of Project Change with the Massachusetts Environmental Policy Act (MEPA) Office as well as burden of proof to demonstrate the public health need or water quality need, and public benefit;
2. A re-allocation of flows within the SSA shall not exceed the total project flow increase for Harwich in the projected 40-year planning period as presented in the March, 2016 CWMP and shown in Table 1-1;
3. A re-allocation of flow from one SSA to another SSA without exceeding the total flow increase shall be subject to a simple majority vote of the Board of Selectmen; and
4. A re-allocation of flows outside an existing sewer SSA shall only be allowed under the following circumstances:
 - a. For non-public health emergencies or water quality benefits, by unanimous vote of the Board of Selectmen and if applicable, any zoning or other Town funding approved by vote of a legally convened town meeting, provided the total flow increase is not exceeded.
 - b. For public health emergencies, by unanimous vote of the Board of Selectmen and by recommendation of the Harwich Board of Health, provided the total flow is not exceeded.

Abandonment of Systems

Existing on-site septic systems that are connected to the Town’s sewer system shall comply with Commonwealth of Massachusetts – Department of Environmental Protection Regulations 310 CMR 15.354 – Abandonment of Systems and any local Harwich Board of Health regulations.

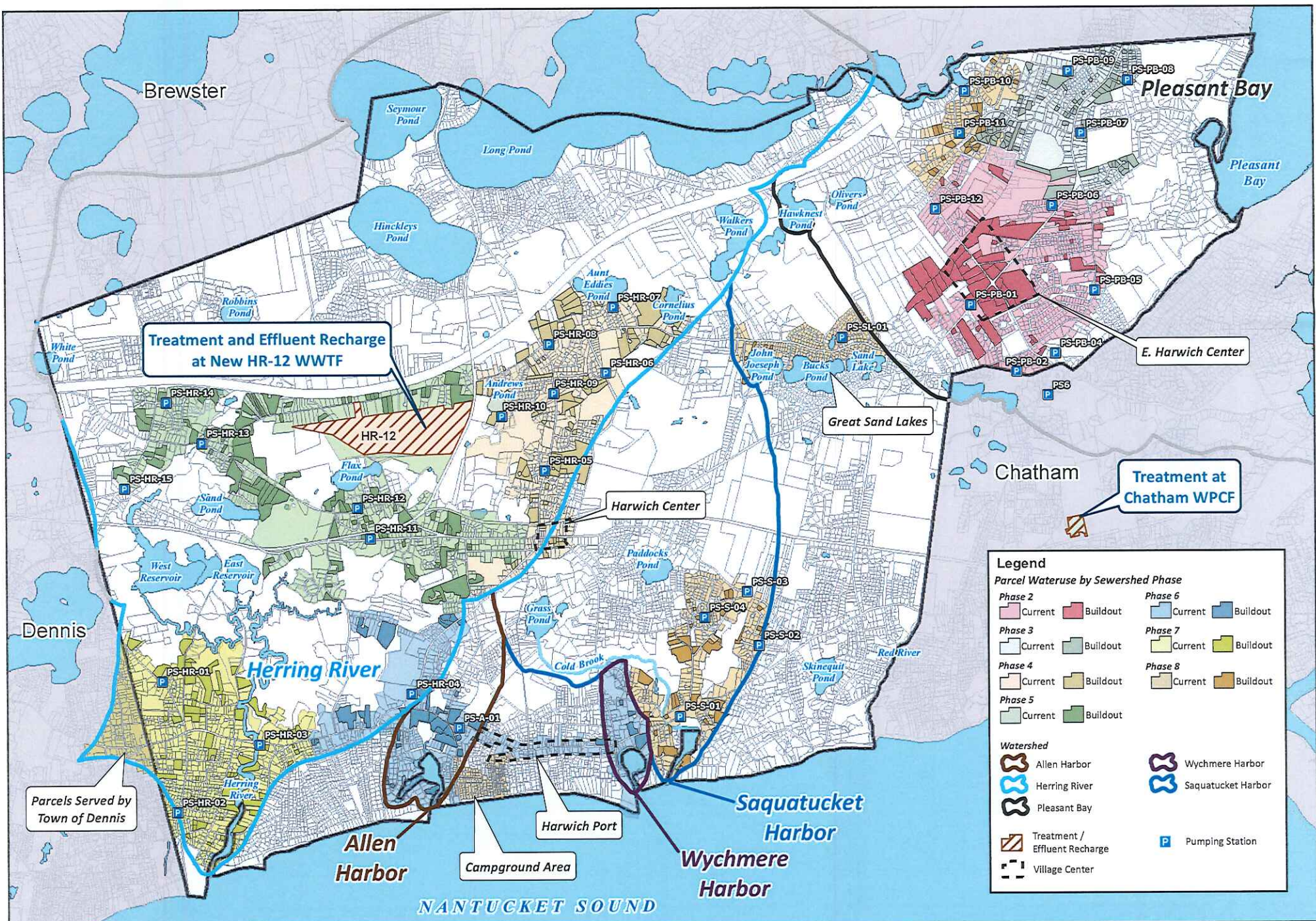
Adopted

The Board of Selectmen for the Town of Harwich, MA, do hereby adopt the following Land Use Control – Wastewater Flow Management regulation. The sewer service areas and projected wastewater flows have been designated following comprehensive and deliberate study of the existing and projected wastewater needs of the Town. Reference is hereby made to the Final Comprehensive Wastewater Management Plan (CWMP) accepted by the MEPA Office in 2016.

Approved:

Date: _____

Board of Selectmen:



Treatment and Effluent Recharge at New HR-12 WWTF

Treatment at Chatham WPCF

Legend

Parcel Wateruse by Sewershed Phase

| | |
|------------------------|------------------------|
| Phase 2 | Phase 6 |
| Current (light pink) | Current (light blue) |
| Buildout (dark pink) | Buildout (dark blue) |
| Phase 3 | Phase 7 |
| Current (light green) | Current (light yellow) |
| Buildout (dark green) | Buildout (dark yellow) |
| Phase 4 | Phase 8 |
| Current (light orange) | Current (light brown) |
| Buildout (dark orange) | Buildout (dark brown) |
| Phase 5 | |
| Current (light grey) | Buildout (dark grey) |

Watershed

| | |
|------------------------------|-----------------------------------|
| Allen Harbor (brown outline) | Wychmere Harbor (purple outline) |
| Herring River (blue outline) | Saquatucket Harbor (blue outline) |
| Pleasant Bay (black outline) | |

Other Symbols

| | |
|---|---------------------------------|
| Treatment / Effluent Recharge (hatched box) | Pumping Station (P in a square) |
| Village Center (dashed line) | |

Figure 1-1
Sewer Service Areas (SSAs)

Sewer Service Area by Phase
Existing and Buildout Parcels

1 inch = 4,000 feet
0 1,000 2,000 4,000 Feet

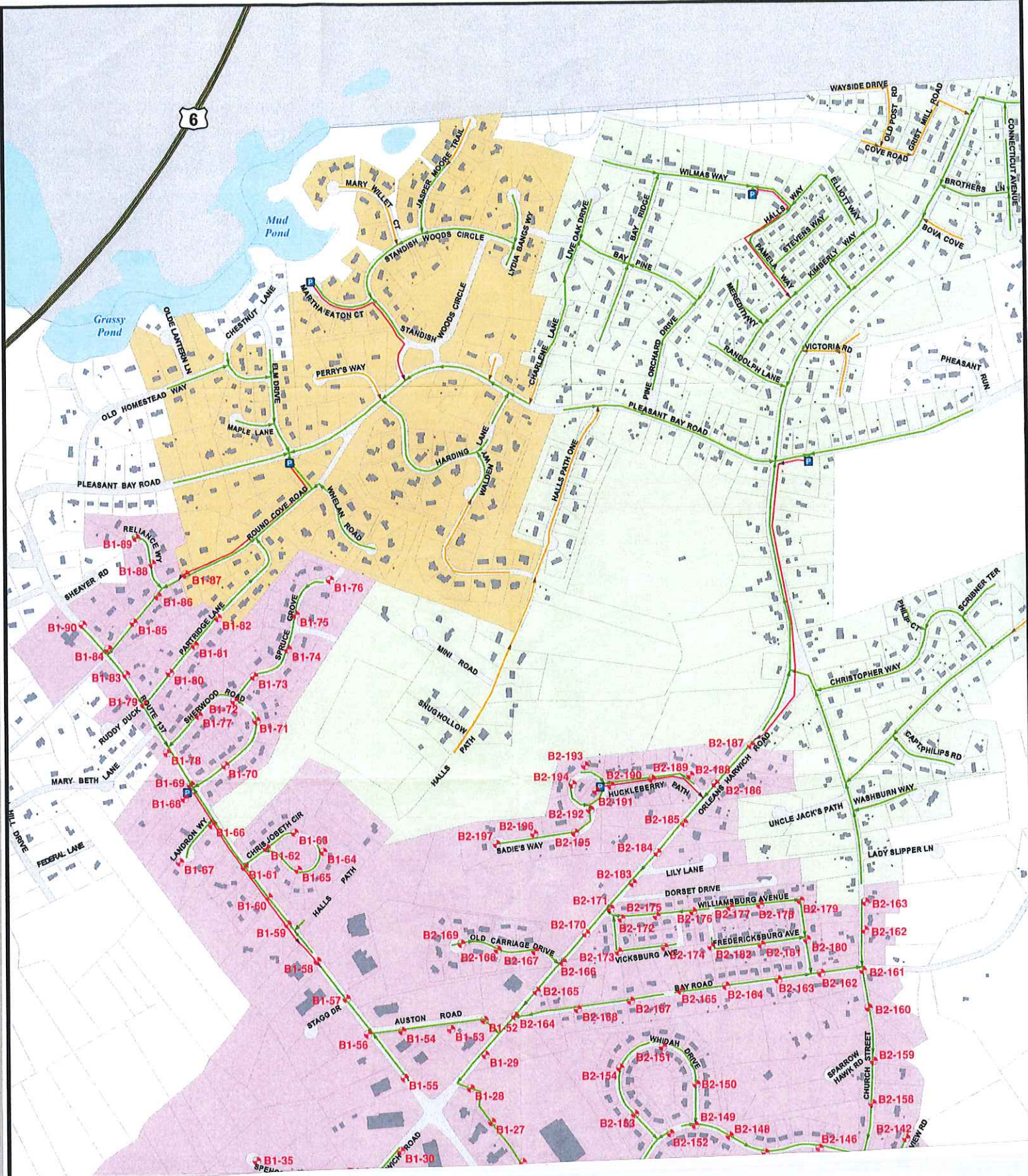


**Table 1-1
Buildout and Total Harwich Wastewater Flows
40-year Planning Period by Sewer Service Area**

| Sewer Service Area (SSA) | CWMP Buildout Wastewater Flow (gpd)¹ | CWMP Infiltration and Inflow (I/I) (gpd) | CWMP Total Wastewater Flow (gpd) |
|---|--|---|---|
| <i>Allen Harbor</i> | 57,000 | 4,500 | 62,000 |
| <i>Herring River</i> | 516,000 | 112,000 | 628,000 |
| <i>Route 28 Outside of MEP</i> | 26,000 | 1,600 | 27,000 |
| <i>Pleasant Bay² (Includes 55,000 gpd allowance)</i> | 291,000 | 35,000 | 326,000 |
| <i>Saquatucket Harbor</i> | 95,000 | 18,000 | 113,000 |
| <i>Wychmere Harbor</i> | 29,000 | 2,900 | 32,000 |
| <i>Campground</i> | 33,000 | 1,600 | 35,000 |
| <i>Great Sand Lake²</i> | 34,000 | 1,600 | 36,000 |
| Total Flows | 1,081,000 | 177,200 | 1,259,000 |

1. Flows shown in the table are taken from Table 13-11 of the March 2016 CWMP.

2. Areas included in Inter-Municipal Agreement (IMA) with Chatham, MA.



OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



Christopher Clark, *Town Administrator*
Evan Melillo, *Assistant Town Administrator*

732 MAIN STREET, HARWICH, MA 02645

REQUEST FOR PROPOSALS WASTEWATER COMMUNICATION\OUTREACH COORDINATOR

The Town of Harwich, an Equal Opportunity Employer, is seeking proposals from qualified consultants to provide Public Relations (PR) services involved in the preparation of sewer work the Town will be undertaking in Harwich, MA 02645.

PR consultants are requested to submit proposals to the Office of the Town Administrator, 732 Main Street, Harwich, MA 02645 **NO LATER THAN 2:00 P.M., THURSDAY, AUGUST 30, 2018**. Proposals received after this time will be rejected. Delivery of the proposals will be at the proposers' expense. Any and all damages that may occur due to packaging, shipping or timely arrival will be the sole responsibility of the proposer.

The total cost including fee and reimbursable expenses for this project shall not exceed \$20,000. PR consultants shall submit five separate price and non-price proposals (or technical) proposals as well as a signed copy of the Town's standard contract. Both the envelope containing the price proposal and the envelope containing the non-price proposal must be marked with the consultant's name, description of the proposal ("PROPOSAL FOR WASTEWATER PUBLIC RELATIONS") and either "Price Proposal" or "Non-Price Proposal").

Specifications are available at the Town of Harwich website www.harwich-ma.gov/home/pages/procurement. It is the bidder's responsibility to check the Town website for any and all additional material. The successful bidder shall provide a completed bid package including signing the Town of Harwich's Contract as found in Attachment 1.

Questions regarding this project shall be submitted to Chris Clark, Town Administrator, Administrator@town.harwich.ma.us.

The Town of Harwich reserves the right to reject any and all proposals if it determines that such proposal does not represent person(s) competent to perform the service specified, or that only one proposal was received and the price is not reasonable for acceptance without competition and, further, to accept any proposal or to reject any and all proposals if deemed to be in the best interest of the Town to do so. All proposals will be taken under consideration for award of a contract within approximately thirty (30) days.

Christopher Clark
Town Administrator

(NEWSPAPER POSTING)

**REQUEST FOR PROPOSALS
WASTEWATER COMMUNICATION\OUTREACH COORDINATOR**

The Town of Harwich is seeking proposals from qualified consultants to provide Public Relations (PR) services involved in the preparation of sewer work the Town will be undertaking in Harwich, MA 02645.

PR consultants are requested to submit proposals to the Office of the Town Administrator, 732 Main Street, Harwich, MA 02645 **NO LATER THAN 2:00 P.M., THURSDAY, AUGUST 30, 2018.** Delivery of the proposals will be at the proposers' expense. Any and all damages that may occur due to packaging, shipping or timely arrival will be the sole responsibility of the proposer. Specifications are available at the Town of Harwich website www.harwich-ma.gov/home/pages/procurement Questions regarding this project shall be submitted to Chris Clark, Town Administrator, Administrator@town.harwich.ma.us. The Town of Harwich reserves the right to reject any and all proposals.

DRAFT

Section 1 - Proposals

1.1 Evaluation Process

Proposals will be evaluated by the Town. Evaluations will be based on criteria outlined herein which may be weighted by the Town in a manner it deems appropriate. All proposals will be evaluated using the same criteria and weighting. The criteria used will be:

1.11 Responsiveness to RFP

The Town will consider all the material submitted to determine whether the Consultant's offering is in compliance with the RFP documents.

1.12 Capability to Perform Required Services

The Town will consider all the material submitted by each Consultant, and other relevant material it may otherwise obtain, to determine whether the Consultant is capable of and has a history of successfully completing contracts of this type. The following elements may be given consideration by the Town in determining whether a Consultant is "capable":

- a. The ability, capacity and skill of the Consultant to perform the Contract or provide the service required;
- b. Whether the Consultant can perform the Contract within the time specified;
- c. The quality of performances by the Consultant of previous and similar Contracts; and
- d. Such other information as may be secured having a bearing on the decision to award the Contract.

Consultants shall furnish acceptable evidence of their ability to perform, such as expertise/experience, equipment, facilities and personnel qualified to perform requested duties. Refusal to provide such information upon request may cause the proposal to be rejected.

1.2 Proposal Modification, Clarification and Selection

The Town will not reimburse Consultants for any costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews. Furthermore, this RFP does not obligate the Town to accept or contract for any expressed or implied services. The Town reserves the right to request any Consultant to clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the Consultant, and to modify or alter any or all of the requirements herein. In the event of a material modification, Consultants will be given an opportunity to modify their proposal in the specific areas that are affected by the modification.

1.3 Notification of withdrawal

Proposals may be modified or withdrawn prior to the date and time specified for proposal submission by an authorized representative of the proposer, or by formal written notice.

1.4 Information

Questions regarding this project shall be submitted to Chris Clark, Town Administrator, Administrator@town.harwich.ma.us. The Town's existing material is available on-line at (INSERT HERE) should a Vendor wish to review them prior to submitting a proposal.

1.5 Timeline

- Submission to Goods and Services Bulletin and Chronicle 8/8/2018
- Ad available in Goods and Services Bulletin and Chronicle Monday 8/13 – Friday 8/24
- Bid opening Thursday 8/30 at 2pm at the Harwich Town Hall in the Small Conference Room
- Evaluation by Town Administrator, WasteWater Support Appointee, and Selectmen Appointee at 2pm 9/3/2018

Section 2 - General Terms and Conditions

2.1 Affirmative Action Requirement

The Town of Harwich Affirmative Action requirements will be imposed upon the Consultant awarded the Contract. The Town of Harwich is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, or disability. Minority and women owned businesses are encouraged to respond to this RFP.

2.2 Rights to Pertinent Materials

All proposals, responses, inquiries, and correspondence relating to the RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the Consultant that are submitted as part of the proposal shall become the property of the Town. Should the Consultant submit proprietary information in their proposal, the Consultant should clearly mark these sections.

2.10 Right of City to Reject Proposals

The Town retains the right to reject any or all proposals, or any part of proposals, to waive minor defects or technicalities or to solicit new proposals on the same project or a modified project which may include portions of the originally proposed project as the Town may deem necessary in its interest.

2.11 Performance (Penalties)

The Town reserves the right to provide Consultant, at any point in the process, with a 30-day notice to perform as contracted or terminate the contract.

Section 3 - Scope of Work

Wastewater Communication/Outreach Coordinator

It's envisioned that this coordination effort will be lead by an experienced communication/outreach firm on a contractual basis to aid the Wastewater Support Committee in providing direct and easily accessible wastewater information. An outreach strategy with specific actions will be part of this contract to encourage input from residents with a single point of contact for a direct and rapid response. A key will be to anticipate and help resolve potential issues.

Public relations/outreach experience along with local knowledge are necessary components of this effort.

Develop Communication Strategy by:

- Providing input to develop a communications/outreach strategy.
- Identify and develop relationships with residents/neighborhoods, media personnel and agencies to promote communication.
- Develop a "communication tree" to include appropriate town staff and consulting engineer (CDM Smith) and with one person designated to respond to all questions.
- Help utilize all relevant social media, TV and newspaper coverage and suggest additional communication forums to interact with residents.
- Measure and report on the effectiveness of communications activities to Wastewater Support Committee.
- Assist with other external and internal communications between the WSC, residents and Town Staff.
- Help prepare monthly status reports including, among other items, wastewater outreach efforts which are ongoing with Chatham, Dennis, Yarmouth, Pleasant Bay Alliance and Cape Cod Commission (Cape Cod Water Protection Collaborative).

CERTIFICATE OF NON-COLLUSION

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

Signature

Typed name

Title

Name of Business

REVENUE ENFORCEMENT AND PROTECTION STATEMENT

“Pursuant to M.G.L., Chapter 62C, §29A, I hereby certify under the penalties of perjury that _____, to my best knowledge and Belief, has filed all Massachusetts tax returns and paid all Massachusetts taxes required Under law.”

Social Security Number
OR
Federal Identification Number

Signature of Individual or Corporate Name

By: _____
Corporate Officer (if applicable)

CERTIFICATE OF AUTHORITY
(Corporations Only)

At a duly authorized meeting of the Board of Directors of _____
Name of Corporation

it was VOTED that _____ of this company is
Name and Title

authorized to execute contracts and bonds in the name of and on behalf of this
company, and affix its corporate seal hereto; and such execution of any contract
obligation in this company's name and on its behalf, said obligation to be valid and
binding upon this company.

A True Copy Attested,

Company Name: _____

Address: _____

Name & Title of Signatory: _____

Date: _____

I hereby certify that I am the clerk of _____ ; that the
Name of Corporation

above vote has not been amended or rescinded and remains in full force and effect as
of the date of this contract.

Name of Clerk: _____

Corporate Seal

**Request for Taxpayer
 Identification Number and Certification**

Give form to the
 requester. Do not
 send to the IRS.

Print or type
See specific instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: Individual/sole proprietor Corporation Partnership
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ Exempt payee
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

| |
|--------------------------------|
| Social security number |
| or |
| Employer identification number |

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

AGREEMENT FOR TOWN OF HARWICH

The following provisions shall constitute an Agreement between the Town of Harwich, acting by and through its Board of Selectmen, hereinafter referred to as "Town," and _____, with an address of _____, hereinafter referred to as "Contractor", effective as of the ____ day of _____, 201___. In consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all work and furnish all services necessary to provide the Town with _____, including the scope of services set forth in Attachment A.

ARTICLE 2: TIME OF PERFORMANCE:

The Contractor shall complete all work and services required hereunder commencing _____, 201__ through _____.

ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above the contract sum of \$_____. The Contractor shall submit monthly invoices to the Town for services rendered, which will be due 30 days following receipt by the Town.

ARTICLE 4: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

ARTICLE 5: CONTRACT TERMINATION:

The Town may suspend or terminate this Agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.

Either party may terminate this Agreement at any time for convenience by providing the other party written notice specifying therein the termination date which shall be no sooner than thirty (30) days from the issuance of said notice. Upon receipt of a notice of termination from the Town, the Contractor shall cease to incur additional expenses in connection with the Agreement. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date as determined by the Town. Such payment shall not exceed the fair value of the services provided hereunder.

ARTICLE 6: INDEMNIFICATION:

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising directly or indirectly from the contract. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.

ARTICLE 7: AVAILABILITY OF FUNDS:

The compensation provided by this Agreement is subject to the availability and appropriation of funds.

ARTICLE 8: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

ARTICLE 9: ASSIGNMENT:

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

ARTICLE 10: AMENDMENTS:

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

ARTICLE 11: INDEPENDENT CONTRACTOR:

The Contractor acknowledges and agrees that it is acting as an independent contractor for all work and services rendered pursuant to this Agreement and shall not be considered an employee or agent of the Town for any purpose.

ARTICLE 12: INSURANCE:

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers' compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall

purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

General Liability

| | |
|----------------------------|----------------------------|
| Bodily Injury Liability: | \$1,000,000 per occurrence |
| Property Damage Liability | \$ 500,000 per occurrence |
| (or combined single limit) | \$1,000,000 per occurrence |

Automobile Liability

| | |
|----------------------------|----------------------------|
| Bodily Injury Liability: | \$1,000,000 per occurrence |
| Property Damage Liability | \$ 500,000 per occurrence |
| (or combined single limit) | \$1,000,000 per occurrence |

Workers' Compensation Insurance

Coverage for all employees in accordance with Massachusetts General Laws

Professional Liability Insurance

| | |
|------------------|----------------------------|
| Minimum Coverage | \$1,000,000 per occurrence |
|------------------|----------------------------|

Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a thirty day notice of cancellation to the Town.

ARTICLE 13: SEVERABILITY:

If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

ARTICLE 14: ENTIRE AGREEMENT:

This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This

Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

ARTICLE 15: COUNTERPARTS:

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be a counterpart original.

CERTIFICATION AS TO PAYMENT OF STATE TAXES

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I,
_____, authorized signatory for the Contractor do hereby certify under the
pains and penalties of perjury that said Contractor has complied with all laws of the
Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and
withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or
Corporate Name

By:
Corporate Officer
(if applicable)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the
day and year first above written.

CONTRACTOR
By

TOWN OF HARWICH
by its Board of Selectmen Over \$50,000

Printed Name and Title

Approved as to Availability of Funds:

by its Town Administrator Under \$50,000

Finance Director (\$ _____)
Contract Sum

Town Administrator



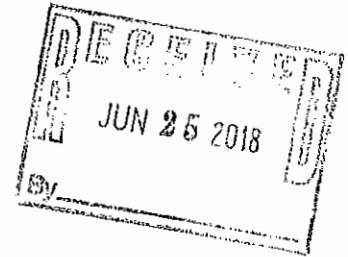
conservation law foundation

For a thriving New England

CLF Massachusetts 62 Summer Street
Boston MA 02110
P: 617.350.0990
F: 617.350.4030
www.clf.org

June 21, 2018

BY CERTIFIED MAIL - RETURN RECEIPT REQUESTED



James Apteker, CEO
Longwood Venues and Destinations, Inc.
20 Chapel St.
Brookline, MA 02446
Cert. Mail #: 7017 0660 0000 1090 8612

Demetrios Dasco
Wychmere Harbor Real Estate, LLC
35 Fay Street Suite 107B
Boston, MA 02118
Cert. Mail #: 7017 0660 0000 1090 9169

Michael Sharlet, General Manager
Wychmere Beach Club
23 Snow Inn Road
Harwich Port, MA 02646
Cert. Mail #: 7017 0660 0000 1090 9176

Dear Messrs. Dasco, Apteker, and Sharlet:

I write on behalf of the Conservation Law Foundation and its members ("CLF").

Wychmere Harbor Real Estate, LLC owns, and Longwood Venues and Destinations, Inc. operates the Wychmere Beach Club on Wychmere Harbor, located at 23 Snow Inn Road in Harwich, Massachusetts. Based on available information, CLF believes Wychmere Harbor Real Estate, LLC and Longwood Venues and Destinations, Inc. (collectively, "the Companies") (a) have violated, are violating, and will continue to violate the federal Clean Water Act ("CWA"), 33 U.S.C. § 1251 et seq. by discharging pollutants from the Wychmere Beach Club into Wychmere Harbor, a water of the United States, without authorization from any National Pollutant Discharge Elimination System ("NPDES") permit.

The Companies are discharging pollutants from an approximately 180-foot long and 90-foot wide "Leach Field" (also known as "Leach Pits") into Wychmere Harbor without a NPDES permit. The Leach Field is made up of large trenches, containing perforated pipes

and gravel covered by a layer of soil. The Leach Field collects sewage from the Wychmere Beach Club and its wastewater treatment plant and conveys the sewage and the pollutants in it through groundwater to Wychmere Harbor. The Leach Field has the capacity to discharge more than 80,000 gallons per day of sewage into the sandy soils and shallow groundwater below. The Leach Field is located within the watershed for Wychmere Harbor, approximately 180 feet from the Harbor's shore, and less than 160 feet from the channel that connects the Harbor to Nantucket Sound.

A NPDES permit for this discharge to Wychmere Harbor is required under Section 402 of the CWA, 33 U.S.C. § 1342, because the Leach Field is a "point source" (as defined in 33 U.S.C. §1362(14)) that is adding pollutants to a navigable waterway. The discharge from the Leach Field contains (i) sewage; (ii) contaminated groundwater; and (iii) nitrogen from sanitary waste. According to the Cape Cod Commission and the Massachusetts Department of Environmental Protection, Wychmere Harbor exceeds its critical threshold for nitrogen, resulting in impaired water quality.

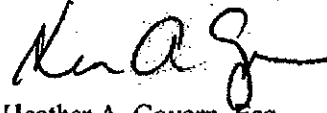
The Leach Field is hydrologically connected, via groundwater, to Wychmere Harbor. Pollutants discharged from the Leach Field through the ground are discharged directly to Wychmere Harbor via these hydrologic connections. Groundwater flow beneath and surrounding the Leach Field is towards the Wychmere Harbor and Harbor Channel, and the geologic material the groundwater flows through is either sandy, glacial outwash or dune deposits. According to the results of groundwater flow modeling conducted by the USGS, groundwater elevations beneath the Leaching Field are less than 10 feet above sea level, and all groundwater beneath the Leaching Field will reach surface water in 200 days (or in less than 7 months). In addition, elevations are highest – approximately 20 feet above sea level – northwest of the Leaching Field, and slope gradually downwards to the east and south.

The above-described pollutant discharges to the Harbor are continuous and ongoing. The Leach Field has discharged pollutants to the Harbor without NPDES permit authorization on each day of the five years preceding the date of this notice and will continue to do so each day in the future. Each of these unauthorized discharges constitutes a violation of the CWA.

Additional information, including information in the Companies' possession, may reveal further details about the CWA violations described above. This letter covers all such violations. This letter is being provided pursuant to Section 505(b) of the CWA, 33 U.S.C. § 1365(b).

CLF would welcome the opportunity to discuss this matter with you. If you are interested in discussing the matter, or if you believe any of the above information is incorrect, if you take steps to permanently correct the CWA violations, if you believe you are currently in compliance with the CWA, or if you have any questions concerning this notice, please contact me as soon as possible at (617) 850-1765 or at the address listed above. If you would like to meet in person to discuss this matter, I am available to meet at a mutually agreeable time and place.

Sincerely,



Heather A. Govern, Esq.
Conservation Law Foundation
62 Summer Street
Boston, MA 02210
(617) 850-1765

Additional Legal Counsel Sending This Letter

Christopher M. Kilian, Esq.
Conservation Law Foundation
15 East State St., Suite 4
Montpelier, Vermont 05602
(802) 223-5992

cc: By certified mail – return receipt requested

Scott Pruitt, Administrator
U.S. Environmental Protection Agency
Office of the Administrator, Mail Code 1101A
1200 Pennsylvania Avenue, N. W.
Washington, DC 20460
Cert. Mail #: 7017 0660 0000 1090 9183

Alexandra Dapolito Dunn, Regional Administrator
U.S. EPA Region I
5 Post Office Square, Suite 100
Boston, MA 02109-3912
Cert. Mail #: 7017 0660 0000 1090 8568

Commissioner Martin Suuberg
c/o Stephanie Cooper, Deputy Commissioner
Massachusetts Department of Environmental Protection
One Winter Street, 2nd Floor
Boston, MA 02108
Cert. Mail #: 7017 0660 0000 1090 8599

**Douglas Fine, Assistant Commissioner, Bureau of Water Resources
Massachusetts Department of Environmental Protection
One Winter Street, 2nd Floor
Boston, MA 02108
Cert. Mail #: 7017 0660 0000 1090 8575**

**Nancy Seidman, Assistant Commissioner, Bureau of Air & Waste Massachusetts
Department of Environmental Protection
One Winter Street, 2nd Floor
Boston, MA 02108
Cert. Mail #: 7017 0660 0000 1090 8605**

**Millie Garcia-Serrano, Regional Director, Southeast Region
Massachusetts Department of Environmental Protection
20 Riverside Drive
Lakeville, MA 02347
Cert. Mail #: 7017 0660 0000 1090 8582**



conservation law foundation

For a thriving New England

CLF Massachusetts 62 Summer Street
Boston MA 02110
P: 617.350.0990
F: 617.350.4030
www.clf.org

June 21, 2018

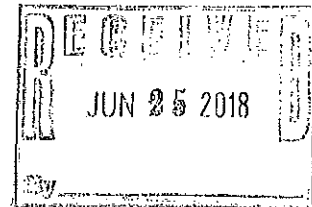
BY CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Mark J. Novota, Managing Partner
Wequassett Inn LLP
2171 Route 28
Harwich, MA 02645
Cert. Mail #: 7017 0660 0000 1090 9121

James McClennen, Owner
Stephania McClennen, Owner
Wequassett Resort and Golf Club
2173 Route 28
Harwich, MA 02645
Cert. Mail #: 7017 0660 0000 1090 9114

Brad Dore, Director of Engineering
Wequassett Resort and Golf Club
2173 Route 28
Harwich, MA 02645
Cert. Mail #: 7017 1450 0002 2338 0191

Christopher Vigneau, Engineer
Weston & Sampson
5 Centennial Dr.
Peabody, MA 01960
Cert. Mail #: 7017 0660 0000 1090 9138



Dear Messrs. McClennen, Novota, Dore, Vigneau, and Mrs. McClennen:

I write on behalf of the Conservation Law Foundation and its members ("CLF").

Wequassett Inn LLP owns the Wequassett Resort and Golf Club ("the Resort") located on Pleasant Bay at 2173 Route 28 in Harwich, Massachusetts. Weston & Sampson operates the sewage disposal system for the Wequassett Resort and Golf Club ("Wequassett Resort"). Based on available information, CLF believes Wequassett Inn LLP, the Wequassett Resort, and Weston & Sampson (collectively, "the Companies") (a) have violated, are violating, and will continue to

violate the federal Clean Water Act ("CWA"), 33 U.S.C. § 1251 et seq. by discharging pollutants from the Wequassett Resort's sewage disposal system into Round Cove and Pleasant Bay, waters of the United States, without authorization from any National Pollutant Discharge Elimination System ("NPDES") permit.

The Companies are discharging pollutants from an approximately 60-foot long and 20-foot wide soil absorption system disposal field ("Disposal Field") into Round Cove and Pleasant Bay without a NPDES permit. The Disposal Field is made up of large trenches, containing perforated pipes and gravel covered by a layer of soil. The Disposal Field collects sewage from the Wequassett Resort's sewage disposal system and conveys the sewage and the pollutants in it through groundwater to Round Cove and Pleasant Bay. The Disposal Field has the capacity to discharge 45,000 gallons per day of sewage into the sandy soils and shallow groundwater below. The Disposal Field is located within the Pleasant Bay watershed, approximately 250 feet from Round Cove's shore and 700 feet from Pleasant Bay's shore. Round Cove is a sub-embayment of Pleasant Bay.

A NPDES permit for this discharge to Round Cove and Pleasant Bay is required under Section 402 of the CWA, 33 U.S.C. § 1342, because the Disposal Field is a "point source" (as defined in 33 U.S.C. § 1362(14)) that is adding pollutants to navigable waterways. The discharge from the Disposal Field contains (i) sewage; (ii) contaminated groundwater; and (iii) nitrogen from sanitary waste. According to the Cape Cod Commission and the Massachusetts Department of Environmental Protection, Round Cove and Pleasant Bay exceed their critical thresholds for nitrogen, resulting in impaired water quality.


The Disposal Field is hydrologically connected, via groundwater, to Round Cove and Pleasant Bay. Pollutants discharged from the Disposal Field through the ground are discharged directly to Round Cove and Pleasant Bay via these hydrologic connections. Groundwater flow beneath and surrounding the Disposal Field is towards Round Cove and Pleasant Bay, and the geologic material the groundwater flows through is sandy, glacial outwash. Round Cove is a small inlet that flows directly into Pleasant Bay. According to the results of groundwater flow modeling conducted by the USGS, groundwater elevations beneath the Disposal Field are less than 10 feet above sea level, and all groundwater beneath the Disposal Field will reach surface water in under 200 days (less than 7 months). In addition, elevations are highest – approximately 40 feet above sea level – north and west of the Disposal Field, with the lower elevations located by the shoreline to the east and south.

The above-described pollutant discharges to Round Cove and Pleasant Bay are continuous and ongoing. The Disposal Field has discharged pollutants to both waterbodies without NPDES permit authorization on each day of the five years preceding the date of this notice and will continue to do so each day in the future. Each of these unauthorized discharges constitutes a violation of the CWA.

Additional information, including information in the Companies' possession, may reveal further details about the CWA violations described above. This letter covers all such violations. This letter is being provided pursuant to Section 505(b) of the CWA, 33 U.S.C. § 1365(b).

CLF would welcome the opportunity to discuss this matter with you. If you are interested in discussing the matter, or if you believe any of the above information is incorrect, if you take steps to permanently correct the CWA violations, if you believe you are currently in compliance with the CWA, or if you have any questions concerning this notice, please contact me as soon as possible at (617) 850-1765 or at the address listed above. If you would like to meet in person to discuss this matter, I am available to meet at a mutually agreeable time and place.

Sincerely,



Heather A. Govern, Esq.
Conservation Law Foundation
62 Summer Street
Boston, MA 02210
(617) 850-1765

Additional Legal Counsel Sending This Letter

Christopher M. Kilian, Esq.
Conservation Law Foundation
15 East State St., Suite 4
Montpelier, Vermont 05602
(802) 223-5992

cc: By certified mail -- return receipt requested

Scott Pruitt, Administrator
U.S. Environmental Protection Agency
Office of the Administrator, Mail Code 1101A
1200 Pennsylvania Avenue, N. W.
Washington, DC 20460
Cert. Mail #: 7017 0660 0000 1090 9084

Alexandra Dapolito Dunn, Regional Administrator
U.S. EPA Region 1
5 Post Office Square, Suite 100
Boston, MA 02109-3912
Cert. Mail #: 7017 0660 0000 1090 9145

Commissioner Martin Suuberg
c/o Stephanie Cooper, Deputy Commissioner
Massachusetts Department of Environmental Protection
One Winter Street, 2nd Floor
Boston, MA 02108
Cert. Mail #: 7017 0660 0000 1090 9091

Douglas Fine, Assistant Commissioner, Bureau of Water Resources
Massachusetts Department of Environmental Protection
One Winter Street, 2nd Floor
Boston, MA 02108
Cert. Mail #: 7017 0660 0000 1090 8629

Nancy Seidman, Assistant Commissioner, Bureau of Air & Waste
Massachusetts Department of Environmental Protection
One Winter Street, 2nd Floor
Boston, MA 02108
Cert. Mail #: 7017 0660 0000 1090 9152

Millie Garcia-Serrano, Regional Director, Southeast Region
Massachusetts Department of Environmental Protection
20 Riverside Drive
Lakeville, MA 02347
Cert. Mail #: 7017 0660 0000 1090 9107

BOARD OF SELECTMEN ● 732 Main Street, Harwich, MA 02645

508-430-7513 fax: 508-432-5039



August 6, 2018

Re: MassWorks Infrastructure Program 2018 Grant
Certification of Board of Selectmen Vote

To Whom It May Concern:

At the Board of Selectmen meeting held on August 6, 2018 the Board of Selectmen ("Board") voted to authorize the submittal of this application on behalf of the Town of Harwich and to agree, if awarded, to implement the MassWorks Grant Program requirements on behalf of the Town. The Board understands that the information provided with this application will be relied upon by the Commonwealth in deciding whether to award a MassWorks grant and that the Commonwealth reserves the right to take action against the applicant or any other beneficiary of the grant if any of the information provided is inaccurate, misleading, or false.

The Board of Selectmen hereby certify, under the pains and penalties of perjury that, the answers submitted in this application and the documentation submitted in support are true, accurate and complete.

By signing below, the Board Member acknowledges his/her favorable vote on this matter.

Julie E. Kavanagh, Chair

Larry G. Ballantine, Vice-Chair

Edward McManus, Clerk

Michael D. MacAskill, Member

Donald Howell, Member



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF HOUSING AND ECONOMIC DEVELOPMENT

**MASSWORKS INFRASTRUCTURE PROGRAM
2018 GRANT APPLICATION TEMPLATE**

This application template is provided for reference purposes only. All proposals must be submitted electronically through the program's online application portal. Please refer to the 2018 MassWorks Program Guidelines for assistance.

SECTION I. PROJECT SUMMARY

1.1: Applicant Municipality or Public Entity: Town of Harwich

1.2: Applicant CEO Name/Title: Christopher Clark, Town Administrator

1.3: Applicant Address: 732 Main Street

1.4: City: Harwich 1.5: State: MA 1.6: Zip Code: 02645

1.7: Telephone: 508-430-7513 1.8: Email: Administrator@town.harwich.ma.us

1.9: Project Contact Name/Title (if different): _____

1.10: Contact Tel.: _____ 1.11: Contact Email: _____

1.12: Select the one item below that best describes the type of development being supported by the infrastructure project proposed in this application:

- Mixed-use development with housing density of at least 4 units to the acre
- Housing development at density of at least 4 units to the acre
- Economic Development and job creation and retention
- Road improvements to enhance transportation safety in small towns with population of 7,000 or less. (STRAP grant)

1.13: If STRAP, has the applicant community received a STRAP grant in the last 3 years?
 Yes No

1.14: Amount of Grant Request: \$ \$576,500 1.15: Total Project Budget: \$ \$826,500

1.16: Name of Proposed Project: Route 28 sidewalk construction

Route 28 from the intersection with Bank

1.17: Project Address/Parcel ID: Street to Saquatucket Harbor

1.18: Please provide a brief description (no more than 150 words) of the proposed project. _____
The project proposes to install a sidewalk on the south side of Route 28 in order to provide a complete & safe pedestrian route from Harwich Port to Saquatucket Harbor. As part of the pedestrian route a boardwalk will be installed adjacent to Route 28 that spans the Cold Brook.

MASSWORKS INFRASTRUCTURE PROGRAM
2018 GRANT APPLICATION TEMPLATE

SECTION II. INFRASTRUCTURE PROJECT DESCRIPTION

2.1: Description of project site/location: Route 28 (Main Street) is a public roadway in Harwich that is a major east-west route across Cape Cod. The project site is from the intersection of Route 28 and Bank Street to Saquatucket Harbor. The nearest intersection to Saquatucket Harbor is Gorham Street at Route 28.

2.2: Is the project site publicly owned?

Yes No

2.3: If yes, public owner name: MassDOT

2.4: If No, please explain the situation and confirm that the site will be publicly owned by the project start date. Include details about the nature, timing, and mechanism for the public acquisition. _____

2.5: Describe the type of ownership (select all that apply).

Public land Leasehold
 Right of Way Easement
 Other: Please explain: _____

2.6: Project Description – Please provide a detailed description of the public infrastructure project for which you are requesting grant assistance. Include details about construction plans, timeline, planned uses for the grant, etc. Include a brief description of how the infrastructure project will advance the host community's housing, economic development and/or community revitalization objectives, or if the request is for a STRAP grant, how the project will enhance public safety and transportation.

If this funding request is intended for a specific part of a larger public infrastructure project, please describe that part and its relationship to the overall project.

Please provide maps, photographs or other graphics which delineate the project site and the proposed infrastructure work.

See attachment A

2.7: Is the proposed project expected to support future economic growth, immediately or within the next five years, in and around the project area?

Yes No

2.8: Has the project been a subject at a local public hearing?

Yes No

MASSWORKS INFRASTRUCTURE PROGRAM
2018 GRANT APPLICATION TEMPLATE

2.9: Please provide the anticipated schedule/timeline for the public infrastructure project for which the community is seeking MassWorks funding.

| Milestone | Start Date | End Date |
|---------------------------|--------------------|------------------|
| Survey/Design/Engineering | started March 2018 | January 30, 2019 |
| Bid/Contract | February 1, 2019 | March 30, 2019 |
| Construction Start | April 1, 2019 | |
| 25% Construction | | May 30, 2019 |
| 50% Construction | | October 30, 2019 |
| 75% Construction | | April 30, 2020 |
| Construction Complete | | June 30, 2020 |
| Punch List | June 1, 2020 | June 30, 2020 |

2.10: Does the public infrastructure project have all final permits and approvals required to commence in the upcoming construction season?

Yes No

2.11: Please indicate what permits are required for this project, if the permit has been secured, and if not, the timeframe in which it will be obtained.

| Required Permit | Secured? | Filing/Request Date | Anticipated Decision Date |
|---|--------------------------|---------------------|---------------------------|
| <input type="checkbox"/> MEPA | <input type="checkbox"/> | | |
| <input checked="" type="checkbox"/> Order of Conditions | <input type="checkbox"/> | | November 2018 |
| <input type="checkbox"/> Superseding Order of Conditions | <input type="checkbox"/> | | |
| <input type="checkbox"/> 401 Water Quality Certification | <input type="checkbox"/> | | |
| <input type="checkbox"/> Water Management Act Permit | <input type="checkbox"/> | | |
| <input checked="" type="checkbox"/> MassDOT Access Permit | <input type="checkbox"/> | | January 2019 |
| <input type="checkbox"/> Sewer Extension Permit | <input type="checkbox"/> | | |
| <input type="checkbox"/> Mass Historic Commission Review | <input type="checkbox"/> | | |
| <input type="checkbox"/> Utility relocation | <input type="checkbox"/> | | |
| <input type="checkbox"/> Article 97 Land Disposition | <input type="checkbox"/> | | |
| <input type="checkbox"/> Other: | <input type="checkbox"/> | | |
| <input type="checkbox"/> Other: | <input type="checkbox"/> | | |

2.12: Has applicant consulted with the MEPA office about applicability?

Yes No

2.13: Will the project require coordination with a utility company?

Yes No

2.14: If yes, please list the company involved and briefly describe your interactions to date. _____

Utility pole relocations are being evaluated at this time. Through preliminary design to date, it appears that a small number of the 29 poles along the project corridor will require relocation. It is also possible that all are able to be retained. Discussions with utility companies will begin in the near future.

MASSWORKS INFRASTRUCTURE PROGRAM
2018 GRANT APPLICATION TEMPLATE

2.15: Is the project consistent with MassDOT's Complete Streets design guidelines? Note: Required for projects affecting roadways.

Yes No

2.16: If no, please explain. _____

2.17: Will the proposed project affect (directly or indirectly) any state owned highways or roadways?

Yes No

2.18: If yes, identify the highway(s) or roadway(s) that will be effected. Route 28

2.19: If yes, have you reviewed the project with your local MassDOT District Office?

Yes No

2.20: Regional Planning Agency for this location: Cape Cod Commission

2.21: Is the project located in an area that is part of a Land Use Priority Plan, or similar regional plan that identifies priority development and/or preservation sites?

Yes No

2.22: If yes, identify the Region and Plan: Cape Cod Bicycle and Pedestrian Planning
Recommendations Report 2011 – Cape Cod Commission

2.23: If no, explain if the proposed project site is in a local priority area and to what extent it might be consistent with a regional plan. _____

2.24: Is project also in a Regional- or State-Designated Priority Development and/or Preservation Area?

Yes No

2.25: Are there climate resiliency benefits with the project?

Yes No

2.26: If yes, please describe. _____

2.27: Are each of the housing or economic development project(s) identified in this application, allowed by-right in current municipal zoning?

Yes No

2.28: If no, please describe the existing zoning and outline what steps the community plans to take to allow the project to proceed. _____

MASSWORKS INFRASTRUCTURE PROGRAM
2018 GRANT APPLICATION TEMPLATE

SECTION III. BUDGET AND SOURCES

3.1: Amount of Grant Request: \$ \$576,500

3.2: Total Project Budget: \$ \$826,500

3.3: Please provide a breakdown of the project budget by spending category . This should include the cost of each element of the project (survey, permitting, design, bid, construction oversight, construction, etc.) and reflect the budget for the entire project. *Please be advised that no more than 10% of the total grant request may be used for pre-construction activities such as surveying, permitting and design/engineering, except in communities applying for a STRAP grant, which are eligible to apply for full preconstruction and construction costs.*

| Spending Category | MassWorks Funding Request | Other Funding | Total Project Budget | Source of Other Funds | Are funds secured? |
|---------------------------------------|---------------------------|---------------|----------------------|-----------------------|--------------------|
| Surveying | \$0 | \$0 | \$0 | survey completed by | DOT |
| Permitting | \$0 | \$15,000 | \$15,000 | Town of Harwich | Yes |
| Design/Engineering | \$0 | \$135,000 | \$135,000 | Town of Harwich | Yes |
| CONSTRUCTION | \$515,000 | \$100,000 | \$615,000 | Town of Harwich | Yes |
| Other: Construction Phase Engineering | \$61,500 | \$0 | \$61,500 | | |
| Other: | | | | | |
| TOTALS | \$576,500 | \$250,000 | \$826,500 | | |

SECTION IV. PREPARING FOR SUCCESS

4.1: Is your community participating in a Community Compact with the Commonwealth?

Yes No

4.2: If yes, describe the progress your community has made on implementing best practice(s).

The Town of Harwich completed a Comprehensive Annual Final Report (CAFR), 2018.

4.3: Does the municipality have a current Master Plan and/or Economic Development Plan in place?

Yes No

4.4: Is community designated or seeking designation as a Mass. Municipal Vulnerability Preparedness Community by the Executive Office of Energy and Environmental Affairs (EOEEA)?

Yes No

4.5: Is community designated or seeking designation as a Green Community by EOEEA?

Yes No

MASSWORKS INFRASTRUCTURE PROGRAM
2018 GRANT APPLICATION TEMPLATE

4.6: Indicate which of the following strategies/planning tools your community has adopted to attract investment in the community as a whole and at the project site specifically.

| Development Tool / Strategy | Within Municipality | Within Project Site |
|---|---------------------|---------------------|
| Approved 40R District or Compact Neighborhood Designation | | |
| Urban Center Housing Tax Increment Financing | | |
| Approved Housing Development Incentive Program Zone | | |
| Valid, unexpired, Housing Production Plan | X | X |
| Approved Urban Renewal Plan | | |
| Approved Tax Increment Financing District | | |
| 43D Expedited Permitting District | | |
| Multi-family zoning by-right | | |
| Mixed-use / cluster zoning | X | X |
| Commercial zoning by-right | X | X |
| Business Improvement District, Main Street program, or similar | X | X |
| Federal Choice Neighborhood | | |
| Federal Opportunity Zone nominated census tract(s) | | |
| Federal Economic Development District | | |
| Other: Working towards two Cultural Districts through MA Culture Council, connectivity through sidewalks is essential | X | X |

Indicate all applicable items below related to the MassWorks investment goals:

4.7: Does the project support a transit-oriented development; a development located within one-half mile of a transit station (defined as a subway or rail station, or a bus stop serving as the convergence of two or more bus fixed routes that serve commuters)?

Yes No

4.8: Does the project support the redevelopment of a previously developed site?

Yes No

4.9: Does the project support a development containing a mix of residential and commercial uses, with a residential density of at least four units to the acre?

Yes No

4.10: Does the project support development of new housing with a density of at least four units/acre?

Yes No

4.11: Is the project supported by two or more municipalities? If yes, please attach letters of support from each community.

Yes No

4.12: Is the project located in a Gateway City?

Yes No

MASSWORKS INFRASTRUCTURE PROGRAM
2018 GRANT APPLICATION TEMPLATE

SECTION V. BENEFITTED PRIVATE DEVELOPMENT PROJECTS

5.1: Does the public infrastructure project support new development in and around the project area?
If yes, continue to the next question. If No, skip to Section VI.

Yes No

5.2: Please select the project type that best describe the private development project that is expected to benefit from the public infrastructure project.

- Housing
- Commercial
- Mixed-Use
- Industrial
- Other: Describe: _____

5.3: Will the public infrastructure project...

(a) directly serve or connect to a private development project?

Yes No

(b) be located on parcels of land that either are part of a private development project site, or adjacent to parcels of land that are part of a private development project site?

Yes No

(c) involve the construction of improvements that are required to be constructed as a condition in a permit or approval for a private development project?

Yes No

5.4: If you answered Yes to any of the above, please continue to answer the remaining questions in this section regarding the private development project. If you answered No to all, skip to Section VI.

5.5: Please provide a detailed description of the private development project(s) that includes the full scope of the development, anticipated start/end dates, construction schedule, and phasing, if any.

See attachment B

5.6: Indicate all of the applicable public benefits of the private development project:

| | |
|---|----------------------|
| Total private investment: | at least \$1,000,000 |
| Total new square footage of new office, retail or industrial space: | 15,000 SF |
| Total number of new rental housing units to be created: | 0 |
| Total number of new homeownership units to be created: | 0 |
| Total overall number of new units to be created: | 0 |
| Total number of affordable units to be created: | 0 |

MASSWORKS INFRASTRUCTURE PROGRAM
2018 GRANT APPLICATION TEMPLATE

| | |
|--|--------|
| State level of affordability (30% of Area Median Income, 50%, 60%, 80%, etc.): | N/A |
| Number of construction jobs to be created: | 85-100 |
| Number of part time jobs to be created: | 10 |
| Number of full time jobs to be created: | 25 |
| Number of full time jobs to be retained: | 57 |

5.7: Does the private development project have all final permits and approvals required to commence construction?

Yes No

5.8: If yes, please identify all federal, state and/or local permits that have been issued: _____
Local Permit: Site Plan Special Permit; Health Permits; Building Permits

5.9: If no, please identify what federal, state and/or local permits are outstanding and the expected timeframe within which the permit(s) will be secured. _____

5.10: Is the private development project's funding fully secured?

Yes No

5.11: If no, please indicate funding sources being sought and a timeline for when the resources will be secured by the private developer. _____

5.12: Has the municipality provided the private development project with local benefits or incentives?

Yes No

5.13: If yes, please explain the type of benefit or incentive: _____

5.14: Provide the following information for the entity undertaking the private development project:

Proponent Entity/Company: Outer Cape Health Services, Inc.
Contact Name/Title: Andy Lowe, Chief Strategy Officer
Phone: 508-905-2800 x2217
Email: alowe@outercape.org

MASSWORKS INFRASTRUCTURE PROGRAM
2018 GRANT APPLICATION TEMPLATE

SECTION VI. APPLICABILITY OF MEPA REVIEW

If MassWorks funding will be the only form of state action implicated by this project, please refer to EOHEd's guidelines for applicability of MEPA review.

6.1: Does the public infrastructure project meet or exceed any of the thresholds for MEPA review set forth in 301 CMR 11.03? Check all relevant thresholds and indicate if ENF and/or EIR are required.

| | Threshold | ENF Required | EIR Required |
|--|---|--------------|--------------|
| | Land Development | No | No |
| | Rare, threatened, or endangered species | No | No |
| | Wetlands, waterways, and tidelands | No | No |
| | Water | No | No |
| | Wastewater | No | No |
| | Transportation | No | No |
| | Energy | No | No |
| | Air | No | No |
| | Solid and hazardous waste | No | No |
| | Historical and archeological resources | No | No |
| | Areas of environmental concern | No | No |

6.2: Does the private development project identified herein, meet or exceed the MEPA thresholds as set forth in 301 CMR 11.03? Check all relevant thresholds and indicate if ENF and/or EIR are required.

| | Threshold | ENF Required | EIR Required |
|--|---|--------------|--------------|
| | Land Development | No | No |
| | Rare, threatened, or endangered species | No | No |
| | Wetlands, waterways, and tidelands | No | No |
| | Water | No | No |
| | Wastewater | No | No |
| | Transportation | No | No |
| | Energy | No | No |
| | Air | No | No |
| | Solid and hazardous waste | No | No |
| | Historical and archeological resources | No | No |
| | Areas of environmental concern | No | No |

6.3: Can the private development proceed independently without the public infrastructure project? Attach letter(s) from the private development proponent confirming and explaining this answer.

Yes No See attachment C

6.4: Please list any filings that have been made or will be made with the MEPA Office in connection with the public infrastructure project or a private development project described above. _____

No filings with the MEPA Office are required for the public infrastructure project or the private development project.

Attachment A

The Town of Harwich requests grant assistance for the construction of a sidewalk and pedestrian boardwalk to span Cold Brook, which flows to nearby Saquatucket Harbor. The sidewalk will be installed on the south side of Route 28 from Bank Street to the driveway of Saquatucket Harbor. The total project length is 3,300 feet (0.6 miles). The sidewalk will be constructed 6 feet wide and will include the installation of ADA modifications for wheelchair ramps at intersecting roadways.

Cold Brook is conveyed under Route 28 via a pipe culvert and is approximately 400 feet east of the Saquatucket Harbor parking lot. The project does not propose any modifications to this existing culvert. The proposed boardwalk will be constructed adjacent to but independent of the roadway and will be an important piece in the connection of the pedestrian route to the harbor.

These grant funds will provide a complete pedestrian route from the center of Harwich Port to Saquatucket Harbor which are both significant economic generators in Harwich. The pedestrian route will be a significant safety enhancement to the roadway corridor and will connect the two areas which will drive economic growth. Additionally, the project will improve access to the Outer Cape Health Services building, which is moving to a property within the project area, across Route 28 from Saquatucket Harbor.

The Town has spent \$11M total on Saquatucket Harbor. \$7M for the waterfront, which includes 11 additional slips, ADA compliant ramps and piers, and additional services for ferry businesses, the commercial fishing fleet and charter boats. \$4M for the landside, which includes a new Harbormasters office and a maintenance building (one new position anticipated), a new snack shack which will be run privately through an RFP process (anticipate 5 – 10 seasonal jobs), 4 – 6 artisan shacks, to be rented out to local artists to sell their work, and 3 – 4 ticket offices for the ferries and the charter fishing boats. A series of ADA compliant walkways, decks and ramps that connect to the waterfront improvements are also being constructed. The waterfront work is nearly 100% complete and the landside improvements will be completed January 2019. Both the waterfront and landside projects received \$1M from Seaport Grants.

The survey of the project corridor has been completed and preliminary design is underway. As Route 28 is a state-owned roadway, MassDOT will need to review the project and issue an access permit to the Town for construction to proceed. It is anticipated that final design will be complete in January 2019 and MassDOT will issue the access permit at that time. The Town will then bid and award the project from February to March of 2019 and construction will begin in the spring.

Attachment B

Outer Cape Health Services (OCHS) is undertaking an ambitious building project to construct its new Harwich Port Health Center at 710 Route 28, Harwich Port, MA 02646. The project includes total renovation of approximately 15,000 square feet on the first floor of an existing structure (the former Thompson's Farm Market building) on Route 28 across from Saquatucket Harbor. In August 2016, OCHS secured a 30 year lease on the property, which had been mostly vacant for more than ten years. The OCHS administrative offices moved into the 14,000 square foot second floor of the property in March 2017, where 45 employees now work, including leadership, call center, information technology, billing, finance, human resources, and others. When complete, the first floor will house an 18 exam room health center where OCHS will provide primary care, behavioral health, pediatrics, and supportive social services, as well as a dispensing pharmacy, blood-draw laboratory and community wellness space. Planning for the project began in 2016, and an architect (DBVW of Providence, RI) was selected in July 2017. Design development occurred during the fall of 2017, and a general contractor was selected in February 2018. Demolition began in April 2018, and as of July 2018 construction is under way, with substantial completion scheduled for October 2018. Following completion, the health center will go through licensure by the Massachusetts Department of Public Health, and is scheduled to open in early November 2018. When fully staffed, the 35 health center employees will include physicians, nurse practitioners, nurses, medical assistants, pharmacists and techs, phlebotomists, front desk staff, behavioral health providers, insurance assisters and community health workers.

ATTACHMENT C

**OUTER CAPE HEALTH SERVICES, INC.
710 Route 28, Harwich Port**

Addendum to Planning Board Application for Site Plan / Special Permit(s)

Outer Cape Health Services, Inc. (hereafter, "OCHS") hereby submits this application for Site Plan Review / Special Permit(s) in connection with its proposed re-use of, and improvements to, the property addressed 710 Route 28, Harwich Port (hereafter, the "Property"). This matter is requested for a public hearing at the **February 13, 2018** Planning Board agenda.

Applicant / Owner

OCHS, the "Applicant" in this matter, is a charitable, non-profit, Federally Qualified Community Health Center, governed by a Board of Directors, which provides primary, specialty and preventative health services on the lower and outer Cape. On August 2, 2016, OCHS entered into a lease agreement with the owner of the Property, Building Down the Road, LLC (hereafter, "BDTR"). The lease provides for a 10-year term, with the tenant, OCHS, having the option to extend the term for two additional 10-year periods (i.e., up to 30 years). Correspondence from the owner, BDTR, confirming that OCHS is authorized to file this application is attached hereto as Exhibit A.

The Property

The Property consists of approximately 1.92 acres of land and is developed with an approximately 32,000 square foot, two-story, building that, according to Harwich Assessor's records, was constructed circa 1989. The majority of the Property is located in the Commercial Village (CV) zoning district, with the exception of the northerly portion which is located within the Residential-Rural Estate (RR) zoning district. The Property is also located within the AE (Elevation 11) Flood Plain, as shown on the FEMA FIRM panel, Effective Date July 16, 2014. The Property is rectangular in shape with frontage on both Route 28 and Hoyt Road.

In addition to the existing building, the Property contains numerous site improvements. These include: sewerage disposal systems, utilities, storm-water drainage and landscaping. The Property presently contains 94 paved parking spaces, of which 2 are handicap accessible. Primary access/egress to the Property is via a single curb-cut on Route 28. There is also a secondary, gated, emergency-only, access/egress on Hoyt Road. A brick walkway leads from the existing building to a cross-walk across Route 28. The perimeter of the Property is attractively landscaped with grasses and trees, and there are generous interior landscape islands within the parking area.

Existing Permits

There are numerous existing permits for the Property, summaries of which are as follows:



L. H. COPY

1. Board of Appeals – Special Permit (#89-17), dated March 15, 1989. This special permit decision permitted construction of the existing building in excess of 7,500 square feet.
2. Board of Appeals – Variance (#90-22), dated April 13, 1990 (height variance for “tower” portion of structure).
3. Board of Appeals – Variance (#90-43), dated August 8, 1990 (width of curb-cut).
4. Board of Appeals – Variance and Special Permit (#91-22), dated July 31, 1991 (commercial parking in the RR zoning district, site coverage, non-conforming parking islands).
5. Planning Board – Site Plan / Special Permit (SPD 9103), dated August 15, 1991 (re-design parking and additions to building).
6. Board of Appeals – Variance (#94-15), dated May 11, 1994 (sign variance).
7. Planning Board – Site Plan / Special Permit (PB2015-17), dated May 12, 2015 (mobile food truck).

Proposed Project

As depicted on the project plans, OCHS is proposing to re-use the existing building and site with relatively minimal changes. Since March of 2017, administrative staff for OCHS, including functions such as its call-center, finance, medical billing, development, marketing, human resources, information technology and related operations have been occupying the second floor of the building. With this application, OCHS seeks to fit-out and occupy approximately 14,350 square feet of the first floor of the building for its medical clinic use, including an approximately 500 square foot pharmacy, as depicted on the enclosed floor plans. Approximately 3,244 square feet of the first floor will not be fit-out or used at this time. This area is designated as “Future” on the proposed first floor plans. OCHS will agree, as a condition, that this area not be occupied without prior Planning Board authorization.

OCHS’ proposed use requires relatively minimal site and exterior building improvements. Indeed, the proposed scope of work involves interior fit-out improvements within the first floor (as depicted on the plans) for the medical clinic use, flood mitigation, and accessibility improvements. The flood mitigation and accessibility improvement aspects are discussed below:

Flood Mitigation

Relative to the flood mitigation improvements, the existing building falls within the revised 2014 FEMA flood hazard zone with a 1% annual chance of flood hazard (Flood Zone AE, EL=11). The Flood Insurance Rate Map (“FIRM”) also clarifies that the site is not within a “wave action” zone. Per ASCE 24, the Design Flood Elevation (DFE) includes an additional one

foot of freeboard, so that the DFE is one foot above the Base Flood Elevation indicated (DFE= BFE +1= 12.0'). The existing floor slab is approximately at Elevation =10'-0", or about two feet below the DFE. Due to ceiling height limitations, the existing finish floor elevation cannot be raised above the Design Flood Elevation ("DFE") of EL. 12'-0". The building code allows for commercial buildings with ground floors located below the DFE to be flood proofed, per ASCE 24-14 Standard for Flood Resistant Design and Construction. Therefore, to mitigate flood hazard risks, the building will be dry flood proofed at the first floor level of EL. 10'-0". To accomplish this, a horizontal waterproofing membrane will be provided throughout the occupied area and covered with a new 4" thick cast-in-place concrete topping slab for buoyancy and hydrostatic pressure resistance. Around the perimeter, existing wood stud walls will be cut so a new masonry CMU stem wall can be installed below. These new CMU stem walls, along with the existing full-height CMU walls, will receive a waterproofing system up to 2'-8" above finished floor that is compatible and tied-in to the under-slab waterproofing. Doorways to the exterior will be limited to the minimum required, but where they do occur, a manually-installed plank-style gasketed flood barrier system compliant with ASCE 24 will be provided. One entrance landing will be raised above the DFE to allow building entry during a flood event while all other doors have barriers in place.

Accessibility Improvements

Because the existing building has limited accessibility to the first floor and second floors, OCHS is also proposing accessibility improvements. These include: provide compliant number of accessible parking spaces at the existing parking tray directly across from the main entrance, create a new vehicular drop-off area with an accessible route by slightly altering and adding curb cuts to the existing main entrance sidewalk, and install a new passenger elevator replacing an original freight lift. All new work at the first floor will comply with MAAB 524 CMR.

Other Minor Site Improvements

In addition, other minor site work is proposed. This includes removing an existing paved loading area which will then be raised to allow for enclosed trash / storage areas and an ambulance loading zone that provides alternate access for ambulances to transport people out of the facility in the event of an emergency. It is noted that ambulances will not be delivering patients to this facility. OCHS also proposes to restripe portions of the existing parking lot to create additional handicap accessible parking, and to create seven (7) new parking spaces on existing impervious surfaces. In total, the project proposes 96 paved parking spaces, of which 7 will be handicap accessible. Where possible, OCHS proposes to replace existing impervious and brick surfaces with landscape planting areas, as depicted on the proposed plan. No changes are proposed to the existing storm-water run-off or drainage systems. Similarly, OCHS proposes to utilize the existing septic systems in connection with the project.

Relief Requested

In connection with the project, OCHS requests the following zoning approvals:

- Site Plan – Special Permit pursuant to §325-55, and as part of the Site Plan Review process, waivers from the following:

- Parking Requirements (§325-39)
- Loading Requirements (§325-40 and §325-41) (if needed)
- Parking Lot Landscape Requirements (§325-43, as it relates to the new spaces)
- Special Permit per §325-9 for “medical clinic” use with a gross floor area over 7,500 square feet

1. *Site Plan – Special Permit*

The project requires Site Plan – Special Permit relief pursuant to §325-55(C) of the Zoning Bylaw in that it proposes to re-stripe the existing commercial parking lot as well as add seven new parking spaces (on existing impervious areas), and in that it introduces a new use – a medical clinic – within the footprint of the existing building. As part of the Site Plan – Special Permit application, OCHS is requesting that the Planning Board exercise its authority to waive certain of the parking, landscaping, and loading (if needed) requirements of the Zoning Bylaw to permit the improvements shown on the plans. Specifically, these include:

- *Parking Schedule.*

Pursuant to §325-39, the Planning Board may vary the required number of parking spaces “if the nature and scale of a proposed use warrant such a change.” Here, a strict application of the Zoning Bylaw’s parking schedule suggests that the proposed project requires the provision of 162 parking spaces (see Parking Calculation Schedule attached as *Exhibit B*).¹ However, given the nature and scale of the proposed uses for the initial phase of work, it is appropriate to vary the Zoning Bylaw’s parking requirements.

First, the Zoning Bylaw’s calculation for OCHS’ second floor office space falls under the parking category/ratio for “Professional or administrative office, bank or other financial institution and general business office” which appears to be based on both the employees working in the space and on assumptions for additional clients/customers visiting the office space. Here, as previously noted, OCHS proposes (and has been using since March 2017) the second floor office space for its administrative staff, which include the following functions/departments: call-center, finance, medical billing, development, marketing, human resources, and information technology. These office functions do not experience guests/visitors in the same way that a bank, lawyer, accountant, etc...operate. Indeed, for the last few months, OCHS has been documenting throughout various times of day how many parking spaces are actually used by its 2nd floor office occupancy. OCHS has a maximum shift of 36 employees on the 2nd floor and based on this parking lot usage survey, OCHS’ 2nd floor office actual daily parking space usage averages from high twenties to low thirties.

¹ Please note that this parking schedule is based on the so-called “Phase 1” improvements which do not include fit-out of the approximately 3,244 square feet of first floor space noted on the floor plans as “Future.” As previously indicated, OCHS will agree, as a condition of approval, to return to the Planning Board for a modification of any Site Plan –Special Permit approval *prior* to occupancy/fit-out of this “Future” space.

Accordingly, notwithstanding the Zoning Bylaw's parking calculation of 84 parking spaces for the 2nd floor, OCHS respectfully suggests that given the nature and scale of its office usage, this figure may be reduced by the 48 parking spaces that the Zoning Bylaw appears to assume for visitor/guest parking. This then brings the total parking requirements down to 114 spaces. The project plans depict a proposed total of 96 parking spaces leaving a difference of just 18 parking spaces.

Again, given the nature and scale of OCHS proposed medical use, OCHS requests the Planning Board vary that difference. First, the parking calculations are based upon use of two fully staffed medical pods and assumes a total of 34 employees for the 2 pods, thereby requiring 34 parking spaces. In fact, the two pods will not be fully staffed at the opening in the mornings and later in the afternoon.

Secondly, OCHS does not propose urgent care at this facility. Instead, all patient care is scheduled by appointment, with a small number of slots kept available for walk-in appointments. As such, unlike a retail environment, OCHS has control over the medical use of the facility and can, if needed, make adjustments in scheduling if it is determined that there is inadequate parking.

Further, during the summer months, when parking demand is at its highest and the only time parking is likely to be of any concern on-site, OCHS proposes incentives to its employees to rideshare and/or take alternate means of transportation to work and is exploring off-site options for its employees.

Based on the nature and scale of the proposed use, together with potential off-site parking opportunities, including potential use of the municipal parking lot directly across the street, OCHS respectfully suggests that the parking variation may be approved.

- Loading Requirements.

As depicted on the proposed site plan, OCHS proposes to remove the existing paved loading dock and this area will be raised to allow for an enclosed trash/storage area as well as an ambulance loading area in the north-west portion of the building. To the extent necessary, relief from the Zoning Bylaw's design requirements under §§325-40 and 325-41 are requested.

- Parking and Landscape Requirements for New Parking.

As shown on the site plan, OCHS is proposing to create seven (7) new parking spaces on existing impervious areas just north of the proposed loading area. These spaces are proposed to be 9 feet in width and 20 feet in length and will, therefore, comply with the Zoning Bylaw's design requirements.² In that the Property is already non-conforming

² The existing parking spaces do not comply with these requirements. Relative to the spaces proposed to be re-striped, they will meet the width requirements (9 feet) but continue to remain non-compliant with the length requirements of 20 feet (existing non-conformity); to the extent necessary, relief is requested pursuant to §325-42.

to the Zoning Bylaw's interior landscape parking requirements under §325-43, authorization for these additional parking spaces, without a corresponding increase in interior plantings, is requested in accordance with the Planning Board's authority as part of the Site Plan – Special Permit review under said section of the Zoning Bylaw.

2. *Special Permit for Medical Clinic Use over 7,500 square feet*

Table 1, Use Regulations, of the Zoning Bylaw indicates that “medical clinics” are permitted uses within the CV zoning district. However, because the use will occupy more than 7,500 square feet of the existing building, special permit relief pursuant to §325-9 is requested. The change in approval for the first floor from a retail use (food market) to the proposed medical clinic complies with the criteria set forth in §325-51.

The use will not adversely affect the neighborhood. Rather, from the standpoint of noises, odor, hours of operation, it is likely to have less of an impact than a food market. And, the re-use of and vibrancy to a building which has been shuttered for some time is good for the character of the neighborhood. The site is also appropriate for the use; indeed there is demand for this facility in this area which will be satisfied with very minor changes to the Property. The project does not result in serious hazard to pedestrians or vehicles. There is an existing brick walk connecting to a crosswalk along Route 28. Access/egress is managed through a single curb-cut. And, the project proposes circulation improvements within the Property by the main entrance to safely manage access into the building and around the parking areas. The existing facilities, including the existing septic systems with minor repairs, will adequately serve the proposed use. Based on the foregoing, the requested special permit relief may be appropriately granted.

3768867.1

Fraud Risk Assessment Policy

Introduction

The Town of Harwich, like all municipalities, is faced with the risks from wrongdoing, misconduct, dishonesty and fraud. We must be prepared to manage these risks and their potential impact in a professional manner. The impact of misconduct and dishonesty may include:

- Financial loss
- Damage to the reputation of our Town and our employees
- Negative publicity
- Cost of investigation
- Loss of employees
- Loss of public confidence
- Damaged relationships with our contractors and suppliers
- Damage to employee morale
- Litigation

Our goal is to establish and maintain an environment of fairness, ethics and honesty for our employees, our citizens, our suppliers and anyone else with whom we have a relationship. To maintain such an environment requires the active assistance of every employee and manager every day.

Our municipality is committed to the deterrence, detection and correction of misconduct and dishonesty. The discovery, reporting and documentation of such acts provides a sound foundation for the protection of innocent parties, the taking of disciplinary action against offenders up to and including dismissal where appropriate, the referral to law enforcement agencies when warranted by the facts, and the recovery of assets.

Purpose

The purpose of this document is to communicate municipal policy regarding the deterrence and investigation of suspected misconduct and dishonesty by employees and others, and to provide specific instructions regarding appropriate action in case of suspected violations.

Definition of Misconduct and Dishonesty

For purposes of this policy, misconduct and dishonesty include but are not limited to:

- Theft or other misappropriations of assets, including assets of the Town, our citizens, suppliers or others with whom we have a business relationship
- Misstatement and other irregularities in municipal records, including the misstatement of the results of operations
- Wrongdoing
- Forgery
- Alteration of documents

The municipality strictly prohibits these and any other illegal activities in the actions of its employees, managers, administrators and others responsible for carrying out the Town's activities.

POLICY AND RESPONSIBILITIES:

Reporting

It is the responsibility of every employee, supervisor, manager and administrator to immediately report suspected misconduct or dishonesty to their supervisor or those that exercise authority over the supervisor. Supervisors, when made aware of such potential acts by subordinates, must immediately report such acts to the Town Administrator or his/her designee. Any reprisal against any employee or other reporting individual because that individual, in good faith, reported a violation is strictly forbidden.

Due to the important yet sensitive nature of the suspected violations, effective professional follow up is critical. Managers should not, in any circumstances, perform and investigate or other follow up on their own. All relevant matters, including suspected by unproved matters, should be referred immediately to the Town Administrator or direct supervisor.

If the suspected misconduct involves the Town Administrator or Finance Director the Town of Harwich recommends one or both reporting options: Office of Inspector General, Confidential Fraud, Waste, and Abuse 24-Hour Hotline (800) 322-1323 or by contacting the Town's Legal Counsel.

Additional Responsibilities of Supervisors

All employees have a responsibility to report suspected violations, however employees with supervisory and review responsibilities at any level have additional deterrence and detection duties. Specifically, personnel with supervisory or review authority have three additional responsibilities.

First, you must become aware of what can go wrong in your area of authority.

Second, you must put into place and maintain effective monitoring, review and control procedures which will prevent acts of wrongdoing.

Third, you must put into place and maintain effective monitoring, review and control procedures which will detect acts of wrongdoing promptly should prevention efforts fail.

Authority to carry out these additional responsibilities may not be delegated to subordinates.

Assistance in effectively carrying out these responsibilities is available upon request through the Finance Director and Town Administrator.

Responsibility and Authority for Follow Up and Investigations

The Police Department and/or Town Administrator have the primary responsibility for all investigations involving the Town and all Departments. The Police Department and/or Town Administrator may request the assistance of the Finance Director in any investigation, including access to periodic examinations and evaluations of internal controls.

Properly designated members of the investigative team will have:

- Free and unrestricted access to all municipal records

- The authority to examine, copy and/or remove all or any portion of contents of files, desks, cabinets and other storage facilities (whether in electronic or other form) without the prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of the investigative or related follow up procedures.

All investigations of alleged wrongdoing will be conducted in accordance with applicable laws and Town procedures.

Reported Incident Follow Up Procedures

Care must be taken in the follow up of suspected misconduct and dishonesty to avoid acting on incorrect or unsupported accusations, to avoid alerting suspected individuals that follow up and investigation is underway, and to avoid making statements which could adversely affect the Town, employee, or other parties.

Accordingly, the general procedures for follow and investigation of reported incidents are as follows:

1. Employees and others must immediately report all factual details as indicated above under Policy and Responsibilities.
2. The Police Department and/or Town Administrator have the responsibility to follow up and, if appropriate, investigate all reported incidents.
3. All records related to the reported incident will be retained wherever they reside.
4. No communication with the suspected individuals or organizations should occur while the matter is under investigation.
5. The Police Department and/or Town Administrator will also notify the Finance Director of all reported incidents so that it may be determined whether this matter should be brought to the attention of the Auditors.
6. The Police Department and/or Town Administrator may also obtain legal advice at any time throughout the course of an investigation or other follow up activity on any matter related to the report, investigation or other follow up activity on any matter related to the report, investigation steps, proposed disciplinary action or any anticipated litigation.
7. Neither the existence nor the results of investigations or other follow up activity will be disclosed or discussed with anyone other than those persons who have a legitimate need to know in order to perform their duties and responsibilities effectively.
8. All inquiries from an attorney or any other contacts from outside of the municipal government, including those from other law enforcement agencies or from the employee under investigation, should be referred to the Police Department and/or Town Administrator.

Investigative or other follow up activity will be carried out without regards to the suspected individual's position or level, or relationship with the municipality.

Questions or Clarifications Related to this Policy

All questions or other clarifications of this policy and its related responsibilities should be addressed to the Town Administrator, who shall be responsible for the administration, revision, interpretation, and application of this policy.

Effective Date: _____

Board of Selectmen

Julie Kavanagh

Larry Ballantine

Don Howell

Mike MacAskill

Ed McManus

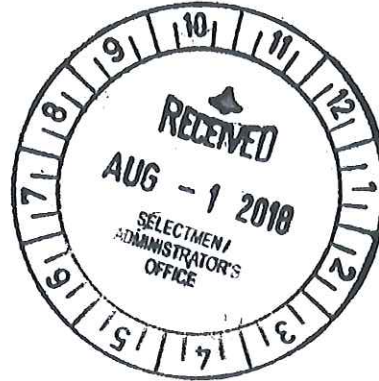
Acknowledgement

My signature signifies that I have read the Policy on Fraud Risk and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: _____

Printed Name: _____

Date Signed: _____



August 1, 2018

Dear Christopher Clark:

Please accept this letter as the update requested concerning the opening of the Community Center on Sundays and some Holidays.

The Community Center, Building Maintenance, and Recreation Departments are requesting an extension to complete this assignment. Each of the Departments were unaware that the proposal for moving forward in having the Community Center opening on Sundays and some Holidays had been voted, approved and funded. We will need to advertise for the different positions and establish the hours and the Holidays the building will be open.

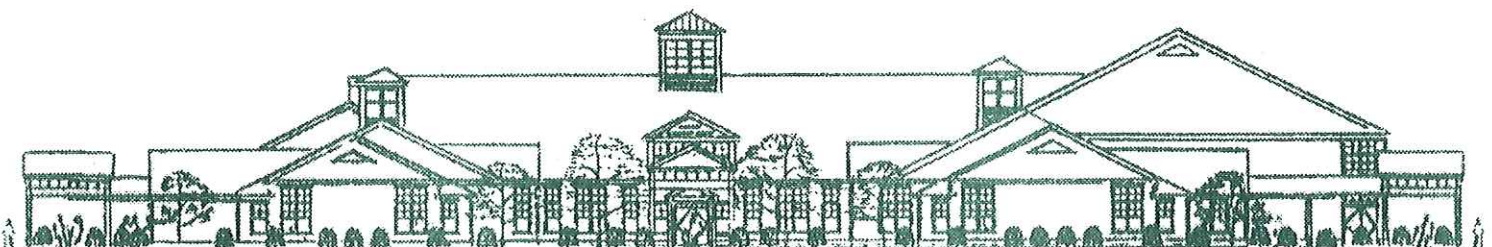
A careful overview of this venture will need to take place to assure the coordination of the administration and staffing, while ensuring the safety of the community members utilizing the building. Clarification on what parts of the Community Center will be open e.g. Weight Room, COA, Room Rentals would also be gratefully appreciated.

Please let me know if you have any questions or concerns.

I look forward to working with you. Thank you in advance for your time and attention to this matter.

Regards,

Carolyn Carey
Director, Harwich Community Center



Harwich Board of Selectmen

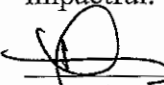


It is clear from the Five Year Fiscal Analysis, that it is time for the Board of Administration, Department Heads and the Finance Committee to work together to create efficiencies, critically review all expenditures and find creative solutions for new revenue streams. The current spending trends are not sustainable and will result in either operational overrides or major cuts in staffing and services in order to balance budgets. It is the goal of the Board to implement a two year budgeting and financial review strategy to slow the rate of spending so that it is more in line with the projected revenues. In order to meet this goal, the Board recommends the following guidelines be implemented for Fiscal 19.

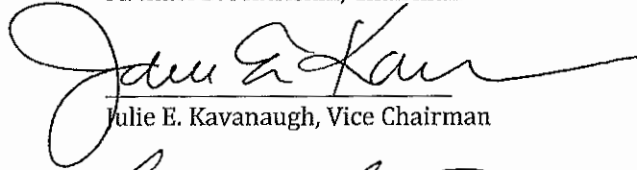
- I. Budget increases limited to 2% to fulfill contractual obligations and rising benefit costs; general expenses are to be level funded for FY19. This guideline shall apply to all departments, including School Budgets. Budget guidelines should no longer assume an automatic 2.5% increase just because that is what is allowable under the law.
- II. Staffing levels are to remain level with no new hires and no increases in hours of part-time employees. Departments shall review overtime practices and policies and implement strategies to reduce overtime spending. The Board did decide in Fiscal 18 to prioritize the hiring of two firefighters and one police officer. The Board will revisit this budget priority in FY19 and determine how funding can be accomplished within the limits of the 2% cap.
- III. The use of Capital/debt exclusions to fund normal budgetary items shall be eliminated as a budgeting practice.
- IV. All Departments will submit Capital Budget requests with funding sources and justification of expenditures. Decisions regarding Capital Expenditures will not be made until Free Cash has been certified and a plan for the use of Free Cash has been presented to the Board.
- V. The Board of Selectmen continues to have an active interest in providing for the proper maintenance of our existing facilities and equipment. In order to meet this goal, a full assessment of the condition of current buildings and equipment, including all vehicles will continue to be evaluated in the next year to better understand the maintenance and capital requirements town-wide and to expand the life of current assets. Analysis should include where sharing assets between departments could create greater efficiencies and consideration of fleet reductions. Adequately funding the maintenance budget based on this analysis should be an annual budget consideration and will be overseen by the Maintenance department in conjunction with department heads.
- VI. Strategies to minimize and reduce Health Insurance increase costs should be evaluated by administration and presented to the Board for review, including the investigation of alternate health plans and analysis of comparative off-Cape programs.
- VII. Evaluate and create a Wastewater reserve fund including the identification of one time and reoccurring funding sources.

- VIII. Identify both one time and reoccurring fund sources for OPEB fund, including potential use of free cash, overlay surplus or growth.
- IX. A newly formed Municipal Revenue and Economic Development Committee is charged with generating ideas to offset municipal financial obligations by helping the Town generate additional revenue. The Committee will also explore potential operational efficiencies to reduce costs and regulatory procedures to further encourage a positive environment for economic development.
- X. Analyze legal expenses and identify areas and ways that the Legal Budget can be reduced.
- XI. Explore use and availability of County Services, particularly for services that may currently be outsourced by the Town.
- XII. Research and identify grant opportunities for the Town.
- XIII. Develop a plan to implement a Zero Based Budget Approach in FY20, including a presentation to the Board and the Finance Committee on the merits of Zero Based budgeting.
- XIV. All Departments and the Town as a whole should re-examine their core mission and functions and will produce budgets that align in the most efficient and effective manner possible.
- XV. Citizens shall be engaged in the decision making process before budgets are presented to them at Town Meeting and information should be presented in a way that it is clear to residents where their tax dollars are being spent and what the impact on their taxes is for every major expenditure.

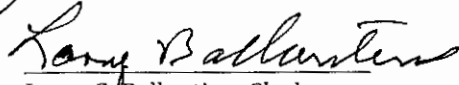
The Board seeks to implement the most fiscally responsible and conservative practices in place in order to create sustainable financial outcomes which do not rely solely on the backs of our residents. In order to continue to provide essential services and invest in the infrastructure of our community, each of us has a responsibility to ensure our budgeting decisions are solid and impactful. Thank you for your full cooperation in attaining these goals.



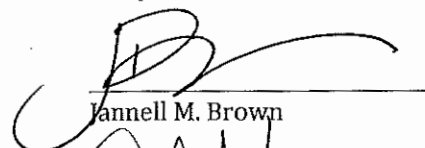
Michael D. MacAskill, Chairman



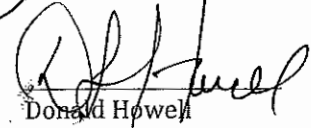
Julie E. Kavanaugh, Vice Chairman



Larry G. Ballantine, Clerk



Jannell M. Brown



Donald Howell

Ms. Maslowski, Chair, delivered the annual report of the Historic District/Historical Commission and took questions and comments from the Board.

3. Real Estate and Open Space (rescheduled from 9/25)

No one appeared before the Board. Chairman MacAskill said he probably would not reschedule this.

C. Community Development Partnership & Cape Housing Institute – Andrea Aldana

Ms. Aldana, Director of Housing Advocacy for the Community Development Partnership, discussed the new Cape Community Housing Partnership program which is designed to increase the capacity of towns to meet the housing needs of their residents. She noted that they are partnered with Housing Assistance Corporation on this project. She outlined the upcoming training sessions through the Cape Housing Institute. Ms. Kavanagh said she would be attending. Mr. Howell urged that we recommend attendance to our regulatory boards particularly ZBA members.

D. Board of Selectmen FY 19 Budget Message

Mr. Ballantine said it would be good to have some type of revolving fund for maintenance as an override to keep up with our maintenance issues. Ms. Kavanagh said she liked the level staffing, as well as a creative Wastewater Reserve Fund and the idea of strategizing about how to better use our vehicles. Mr. Howell said we should start looking at things that are purchase requests and not aggregate them to make a bundle for a capital request. Chairman MacAskill said we need to nurture the buildings we have and stop spending at the rate we are. He said if we are going to create a fund this year it should be to start paying for wastewater. Mr. Brown, Finance Committee Chair, said it is essential that the message is explicit about staffing in each department. He stated that he is concerned about funding the Wastewater Reserve Fund and that the message doesn't deal with the Stabilization Fund which we are struggling with and he stressed that OPEB and Stabilization are more important to fund. He said we should consider aggressive leasing versus buying on our capital equipment. Chairman MacAskill said it should be a collaborative effort and we have to find a source to fund Wastewater. He stated that we have defined some sources for OPEB and there is always a line item for Stabilization. He added that when we look at Free Cash, the Finance Committee and Capital Outlay Committee need to provide input as to where it should go. Mr. Howell moved to accept the Board of Selectmen FY19 Budget Message as written. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

OLD BUSINESS

A. Community Preservation Committee Articles Discussion

Mr. Greenhalgh reported that today was the deadline for CPC applications and 12 to 15 have been submitted. She stated the West Harwich School was not going forward and the Recreation & Youth Committee pulled the new scoreboard for Whitehouse Field. She noted that the Harbor submitted an application for compliance with ADA. She answered questions from Ms. Brown regarding the Albro House application.

B. Community Preservation Committee Available Funds

Ann Steidel

From: Christopher Clark
Sent: Tuesday, July 31, 2018 5:13 PM
To: Jannell Brown
Cc: Michael D. MacAskill; Julie Kavanagh; Don Howell; Larry Ballantine; mcmanused@msn.com; Carol Coppola; Carolyn Carey; Evan Melillo; Sandy Robinson; Ann Steidel; Eric Beebe; Link Hooper
Subject: RE: Sundays at the Community Center

Jannell,

My apologies, I made initial inquiries on this topic and did not remember it being voted by the BOS. We have subsequently looked and Carol did identify that we did in fact put the Sunday openings money in the FY 19 Budget. I will coordinate with the applicable staff to commence opening as soon as practicable.

Chris

Christopher Clark
Town Administrator
Town of Harwich
732 Main Street
Harwich, MA 02645
Tel. 508.430.7513
Fax.508.432.5039
cclark@town.harwich.ma.us

From: Jannell Brown [mailto:iloveharwich@gmail.com]
Sent: Monday, July 30, 2018 9:14 AM
To: Christopher Clark <cclark@town.harwich.ma.us>
Cc: Michael D. MacAskill <mmacaskill@townofharwich.us>; Julie Kavanagh <jkavanagh@townofharwich.us>; Don Howell <dhowell@townofharwich.us>; Larry Ballantine <lballantine@townofharwich.us>; mcmanused@msn.com; Carol Coppola <ccoppola@town.harwich.ma.us>; Carolyn Carey <ccarey@town.harwich.ma.us>; Evan Melillo <emelillo@town.harwich.ma.us>; Sandy Robinson <srobinson@town.harwich.ma.us>; Ann Steidel <asteidel@town.harwich.ma.us>
Subject: Re: Sundays at the Community Center

Hi Chris

I recall this differently as I am sure others do too. I will let the people still in office handle it from here and I will remain on the grassroots side of things.

Thanks
Jannell

On Jul 30, 2018, at 8:57 AM, Christopher Clark <cclark@town.harwich.ma.us> wrote:

Hi Jannell,

The BOS did not vote the funding. The final budget only included some assistance with IT.

Chris

Sent from my iPhone

On Jul 27, 2018, at 1:16 PM, Michael D. MacAskill <mmacaskill@townofharwich.us> wrote:

Last I heard was what you heard.. "Chris will look into it"

I'll ask Julie to agenda it.

From: Jannell Brown <iloveharwich@gmail.com>

Sent: Friday, July 27, 2018 6:10:38 AM

To: Christopher Clark

Cc: Michael D. MacAskill; Julie Kavanagh; Don Howell; Larry Ballantine;
mcmunused@msn.com

Subject: Re: Sundays at the Community Center

Hi again

Any word on when the Community Center will be open on Sundays? We approved it in the budget last spring.

Thanks

Jannell

On Jul 2, 2018, at 12:59 PM, Christopher Clark <cclark@town.harwich.ma.us> wrote:

Jannell,

Let me check on the details.

Chris

From: Jannell Brown [<mailto:iloveharwich@gmail.com>]

Sent: Tuesday, June 26, 2018 2:27 PM

To: Christopher Clark <cclark@town.harwich.ma.us>; Michael D. MacAskill <mmacaskill@townofharwich.us>; Julie Kavanagh <jkavanagh@townofharwich.us>

Subject: Sundays at the Community Center

Hi All,

When is the Community Center going to be open on Sundays? I thought we approved FY19 as a start date (July 1, 2018) but the flier for events for July says the building is closed on Sundays.

Please advise.

Thanks

Jannell

<[image001.jpg](#)>

Ann Steidel

From: Michael D. MacAskill
Sent: Tuesday, July 31, 2018 10:30 AM
To: Christopher Clark
Cc: Jannell Brown; Julie Kavanagh; Don Howell; Larry Ballantine; mcmanused@msn.com; Carol Coppola; Carolyn Carey; Evan Melillo; Sandy Robinson; Ann Steidel
Subject: Re: Sundays at the Community Center

Julie- Please Agenda this . My recollection was we made this a budget priority and there was never any discussion by the board to remove.

From: Christopher Clark
Sent: Monday, July 30, 2018 8:57:26 AM
To: Michael D. MacAskill
Cc: Jannell Brown; Julie Kavanagh; Don Howell; Larry Ballantine; mcmanused@msn.com; Carol Coppola; Carolyn Carey; Evan Melillo; Sandy Robinson; Ann Steidel
Subject: Re: Sundays at the Community Center

Hi Jannell,

The BOS did not vote the funding. The final budget only included some assistance with IT.

Chris

Sent from my iPhone

On Jul 27, 2018, at 1:16 PM, Michael D. MacAskill <mmacaskill@townofharwich.us> wrote:

Last I heard was what you heard.. "Chris will look into it"
I'll ask Julie to agenda it.

From: Jannell Brown <iloveharwich@gmail.com>
Sent: Friday, July 27, 2018 6:10:38 AM
To: Christopher Clark
Cc: Michael D. MacAskill; Julie Kavanagh; Don Howell; Larry Ballantine; mcmanused@msn.com
Subject: Re: Sundays at the Community Center

Hi again
Any word on when the Community Center will be open on Sundays? We approved it in the budget last spring.
Thanks
Jannell

On Jul 2, 2018, at 12:59 PM, Christopher Clark <eclark@town.harwich.ma.us> wrote:

Jannell,

Let me check on the details.

Chris

From: Jannell Brown [mailto:iloveharwich@gmail.com]

Sent: Tuesday, June 26, 2018 2:27 PM

To: Christopher Clark <cclark@town.harwich.ma.us>; Michael D. MacAskill
<mmacaskill@townofharwich.us>; Julie Kavanagh <jkavanagh@townofharwich.us>

Subject: Sundays at the Community Center

Hi All,

When is the Community Center going to be open on Sundays? I thought we approved FY19 as a start date (July 1, 2018) but the flier for events for July says the building is closed on Sundays.

Please advise.

Thanks

Jannell

<image001.jpg>

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

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

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

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

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

OLD BUSINESS

A. South Harwich Meetinghouse License Agreement

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

B. Open Meeting Law Complaints

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

that needs to be taken into consideration and Mr. Ballantine agreed and noted that he is comfortable with the contingency at this time. Ms. Brown suggested getting rid of the artisans' shacks although it would be minimal.

Ms. Kavanagh moved to approve the agreement made the 20th day of November 2017 by and between the party the first part, the Town of Harwich, herein called owner, acting herein through its party the second Eastward Companies, doing business as Better Trust located in the Town of Chatham, County of Barnstable, State of Massachusetts herein called the Contractor for the Saquatucket Landside project in the amount of \$2,797,338 with the proviso that a Value Engineering adjustment be made to that in the amount of \$147,705 for the revised total of \$2,649,633, said documentation to follow. Mr. Ballantine seconded the motion and the motion carried by a 4-1-0 vote with Chairman MacAskill in opposition.

- E. CPC/Capital Outlay recommendations by Town Administrator and general discussion on their priorities

The Board discussed the list of CPC priorities as presented by Mr. Clark who noted that the Capital Outlay Committee weighed in on the free cash ones.

- Albro House - Status Assessment \$2,500
- Mount Pleasant Cemetery Gravestone Conservation \$47,000
- Community Center Basement Public Records Storage (dollar amount not indicated)
- Preservation of Judah Eldredge Property \$369,000
- Eldredge/Cornelius Pond Property – Conservation Restriction \$200,000
- Pleasant Lake Avenue Crossing Lights \$27,000
- Library Preservation \$300,000
- ADA Accessibility on Boardwalk (dollar amount not indicated)
- Hinckley's Pond Project for Alum Treatment \$600,000
- Housing Trust / Housing Coordinator \$295,000
- Brooks Park Phase 5 - \$333,500
- Records Retention Town Clerk Culling Process \$40,000
- Community Development Partnership \$10,000
- Habitat for Cape Cod \$300,000
- Harwich Housing Authority \$125,000 for Buydown / \$10,000 to run lottery

- F. Selectmen's proposed Holiday meeting schedule for Christmas and New Year's

There was no discussion on this item.

- G. Approve Holiday hours as recommended

The consensus of the Board was to give employees off on the day after Christmas.

- H. Community Center hours of operation for Holidays and Sundays

Ms. Brown stated that during her time as Selectman, she has fielded many complaints that the Community Center is not open as often as Chatham's, it follows more of a Town Hall schedule and therefore there are less hours for people to utilize the facility. She said we need to figure how to fund it to keep it open. Chairman MacAskill noted that he received an email from Lee Culver, Chair of the Community Center Facilities Committee who said it is a budget issue. Mr. Clark stressed that the Board's budget message was clear that there should be no additional hours and he questioned if the Board wanted to waiver from that message. Chairman MacAskill responded that he would like Mr. Clark to look at the budget to see areas it might come

from and more importantly what does it require in terms of employees. Ms. Brown said she spoke to Mr. Beebe who said he could run fee programs on Sundays which could potentially fund the staffing. Mr. Howell said we've never stepped up to the plate to give them any money to be able to keep the place open and if we are serious about this, we should be looking at what people want and what are they willing to pay outside of the tax base. Mr. Clark said he would look into what the additional costs would be for minimum hours. Ms. Kavanagh suggested doing a trial period to see what the interest is for a specific fee such as \$10 per week. Mr. Ballantine said he can't make a decision until he knows what the costs are and we need to be careful in looking at these hires and we should reassess where we are going labor wise. The Board took comments from Mr. Bob Brackett and Ms. Lisa Butler who spoke in support of having the Community Center open on holidays and Sundays. Ms. Joanne Brown pointed out that a change in hours affects the Council on Aging as well. Mr. Nixon pointed out there is a revolving fund for Recreation. Ms. Carey stated that the Community Center is open longer than any other building in Town other than Public Safety, averaging 88 hours a week with staffing for 64. Chairman MacAskill thanked Ms. Carey and recognized that she is working a lot more hours than on her schedule. No action was taken.

I. Summary of Sewer Regulations

Mr. Clark reviewed the regulations specifically related to what homeowners would have interest in.

OLD BUSINESS

A. Potential creation of back-up By-Law for time, place and manner for marijuana retail sales

Chairman MacAskill stated that in Brewster, the prohibiting marijuana by-law and moratorium failed. Mr. Howell said the Planning Board should have a by-law prepared for Town Meeting. Mr. Clark suggested having Attorney Giorgio in to give a recommendation on extending the moratorium and the Board agreed.

TOWN ADMINISTRATOR'S REPORT

A. Departmental Weekly Reports

No action taken on this item.

Mr. Clark reported that we received two Open Meeting Law complaints on Friday which will go on an agenda for the Board's response.

Mr. Clark notified the Board that our Town Planner and Local Building Inspector will be going to work for the Town of Chatham.

Mr. Clark reminded the Board that there is a meeting on November 30, 2017 regarding the Monomoy Regional Agreement.

SELECTMEN'S REPORT

A. Board of Selectmen meeting of November 27, 2017 – Cancelled

Chairman MacAskill announced that the Board will not be meeting on Monday, November 27th.

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

2. Article 4 – Town Operating Budget

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

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

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

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

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

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

3. Article 5 – Monomoy Regional School District Budget

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

Christopher Clark

From: Carol Coppola
Sent: Tuesday, July 31, 2018 3:20 PM
To: Christopher Clark
Subject: FW: FY 19 Budget Amendment & Munis Improvements
Attachments: Budget Amendment.xlsx; 1408 COA Gift.pdf

FYI,

From: Carol Coppola
Sent: Wednesday, March 07, 2018 2:29 PM
To: Sandy Robinson <srobinson@town.harwich.ma.us>; Amy Duffy <abullock@town.harwich.ma.us>; Amy Usowski <ausowski@town.harwich.ma.us>; Anita Doucette <adoucette@town.harwich.ma.us>; Carolyn Carey <ccarey@town.harwich.ma.us>; Charleen Greenhalgh <cgreenhalgh@town.harwich.ma.us>; 'Dan Pelletier' <dpelletier@harwichwater.com>; Chief David J. Guillemette <dguillemette@harwichpolice.com>; David LeBlanc <d.leblanc@harwichfire.com>; Lee Culver <lculver@harwichpolice.com>; Donna Molino <dmolino@town.harwich.ma.us>; Eric Beebe <ebeebe@town.harwich.ma.us>; Foster Banford <fbanford@town.harwich.ma.us>; Heinz Proft <hproft@town.harwich.ma.us>; Jamie Goodwin <jgoodwin@town.harwich.ma.us>; John Rendon <jrendon@town.harwich.ma.us>; Judi Wilson <jwilson@town.harwich.ma.us>; Link Hooper <lhooper@harwichdpw.com>; Meggan Eldredge <meldredge@town.harwich.ma.us>; Norman Clarke <n.clarke@harwichfire.com>; Raymond Chesley <rchesley@town.harwich.ma.us>; Robbin Kelley <rkelley@town.harwich.ma.us>; Robert Cafarelli <rcafarelli@town.harwich.ma.us>; Roman Greer <rgreer@town.harwich.ma.us>; Sean Libby <slibby@townofharwich.us>; Shawn Fernandez <sfernandez@town.harwich.ma.us>; Sheila House <shouse@town.harwich.ma.us>; Deputy Chief Tom Gagnon <tgagnon@harwichpolice.com>; Ginny Hewitt <vhewitt@clamsnet.org>
Cc: Christopher Clark <cclark@town.harwich.ma.us>; Robert Lawton <rlawton@townofharwich.us>; Patricia Sampson <psampson@town.harwich.ma.us>; Wendy Tulloch <wtulloch@town.harwich.ma.us>; Elaine Zaiatz <ezaiatz@town.harwich.ma.us>; 'Megan Green' <mgreen@clamsnet.org>; Jennifer Clarke <jclarke@town.harwich.ma.us>; Nicole Smith <nsmith@town.harwich.ma.us>; Shelagh Delaney <sdelaney@town.harwich.ma.us>; Samantha Estabrook <sestabrook@town.harwich.ma.us>; Amy Banford <abanford@town.harwich.ma.us>; Marie Carlson <mcarlson@town.harwich.ma.us>; Susan Pires <spires@harwichfire.com>; Pam Domos <pdomos@town.harwich.ma.us>; Kim Berube <kberube@harwichdpw.com>; Michelle Morris <mmorris@town.harwich.ma.us>; Kate Varley <kvarley@harwichpolice.com>; Lee Ames <leeames@town.harwich.ma.us>; 'Sandra Sieger' <ssieger@harwichwater.com>
Subject: FY 19 Budget Amendment & Munis Improvements

Good afternoon,

Please find attached the proposed budget amendment that will be presented to the Board of Selectmen and Finance Committee. This amendment rectifies some oversight items and last minute changes as well as restoration of Enhancement of Services for the potential opening of the Community Center on Sundays. The amendment was not part of the information provided to the group and will be presented separately on Saturday.

On another note, in an effort to assist all departments with management of funds, other than the operating budgets, I have carried forward the remaining balance from the prior fiscal year as a balance forward. I have attached a sample for your review. The new object is 410000 and will be used for this purpose every year moving forward. You will notice on the sample, Fund #1408 is a COA Gift Fund with a balance brought forward of \$72,626.66. The figure is categorized as a

revenue and appears as a negative number which means the fund had a surplus at year end. On the contrary, if the figure appeared as a positive number the fund carried a deficit at the end of the fiscal year.

Previously, our office sent out quarterly reports for all funds other than the operating budgets. Moving forward these reports will be provided monthly with the other standard monthly reports.

Finally, the Town has purchased a new Munis module, Dashboard. The module is designed to assist and simplify the use of Munis for end users, I believe you will find this as a helpful tool in the near future. We anticipate rolling out the new features in the next few months.

If you have any questions at all surrounding the information presented, please don't hesitate contacting me at your convenience,

Carol Coppola

**Town of Harwich
Budget Amendment
FY 2019
Budget Increases**

| Org/Obj | Description | Amount |
|----------------|--|---------------|
| 011561-511800 | CH 18 Part-time videographer | 9,906 |
| 015401-511800 | Community Ctr Restore 10 staff hours | 8,684 |
| 011611-511100 | Town Clerk Salary | 4,457 |
| 016301-516000 | Community Ctr Sunday recreation staffing | 14,458 |
| 015401-511800 | Community Center Sunday admin staffing | 16,334 |
| 014211-511890 | Community Center Sunday custodial staffing | 7,000 |
| 011141-511100 | Moderator Stipend | 700 |
| 011221-511100 | BOS Stipend | 4,500 |
| 016101-511100 | Library Stipend | 7,000 |
| 1320 | Water Commission Stipend | 1,500 |
| | Total Increase | 74,539 |

Budget Decreases

| Org/Obj | Description | Amount |
|----------------|------------------------|-----------------|
| 019142-575000 | Health Ins | (20,000) |
| 019452-574010 | General Ins | (5,000) |
| 016951-514000 | Golf Longevity | (2,749) |
| 01-497000 | Town Clerk State Aid | (4,457) |
| 01-497000 | Cable Fund | (5,949) |
| 011452-578010 | Treasurer foreclosures | (1,000) |
| 012101-513000 | Police Overtime | (4,600) |
| 012201-513000 | Fire Overtime | (4,600) |
| 014212-554000 | Hwy Road Supplies | (4,600) |
| 011454-482001 | Investment Revenue | (19,200) |
| | Water Excess Revenue | (1,500) |
| | Excess Sources & Uses | (884) |
| | Total Decrease | (74,539) |



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

July 31, 2018

To: Christopher Clark
CC: Board of Selectmen

From: Carol Coppola

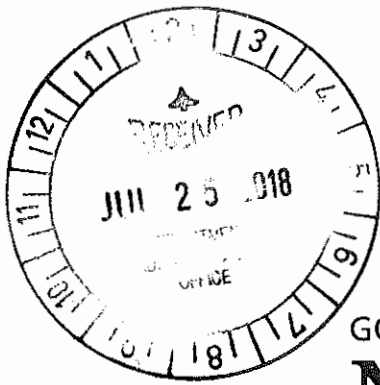
RE: Budget Transfers

Per your request and the request of one of the members of the Board of Selectmen, I have prepared the following information pertinent to the year-end budget transfers presented to and approved by the Board of Selectmen and Finance Committee in July. I have provided descriptions of each transfer, whether the transfer was due to a budget error as well as the overall percentage error of the entire budget.

Budget transfers totaled just over \$210,000, the voted budget was \$60,541,997, and thus the transfers represent .35% of the total operating budget. Transfers related to budget errors or mistakes totaled just over \$24,500 or .04% of the total operating budget. The remaining transfers of \$185,500 were primarily due to escalation of costs, employee turnover, unforeseen expenses and transfers to reimburse one of the revolving funds.

Once you have the opportunity to review the information presented please let me know if you wish to discuss this further.

| Department | Account | Description | Amount | Budget Error | % Total Budget |
|-------------------|-----------------------|---|----------------|---------------|----------------|
| Town Clerk | Professional Services | Fund October 2017 special election | 1,500 | | |
| Conservation | Salaries & Wages | Increase employee to full time status in lieu of Community Development employee replacement | 5,900 | | |
| Administration | Union Contracts | Amount originally budgeted in Administration Salaries | 5,000 | | |
| Treasurer | Salaries & Wages | Step & COLA increase for one employee not included in FY 18 Budget | 6,372 | Yes | |
| COA | Salaries & Wages | 2 unanticipated retirements | 4,400 | | |
| Insurance | Worker Compensation | Per DOR and best practices change in methodology for budgeting indirect cost for Water Enterprise Fund | 30,150 | | |
| Insurance | Injured on Duty | Annual policy approx. \$30K, annual deductible \$40K, cost has doubled from FY 16 | 14,000 | | |
| General Govt | Advertising | Increase in cost and quantity of advertising, change in methodology for budgeting indirect cost with Water Enterprise Fund. Overall cost has more than doubled from FY 16 | 20,000 | | |
| Community Ctr | Electricity | During monthly budget reconciliation process it was determined that some electric costs were previously budgeted in natural gas. In prior fiscal years overages in electricity were expensed to non electric accounts in Community Center budget. | 16,000 | Yes | |
| Finance Committee | Dues & Travel | Attendance at annual MMA conference | 360 | | |
| General Govt | Medicare | 1.45% of every dollar paid in wages with minor exceptions | 16,600 | | |
| Assessments | Barnstable County | Increase in assessment of \$10K over prior year | 5,912 | | |
| Assessments | Cape Cod Commission | Increase in assessment of \$10K over prior year | 6,340 | | |
| Finance | Audit | New external audit firm, special work on Cemetery Trust Funds and CAFR | 1,900 | | |
| Town Clerk | Salaries & Wages | Employee turnover | 672 | | |
| Health | Purchased Services | Contracted for Perc testing due to employee turnover | 572 | | |
| Cemetery | Various | Reclassify pet burial costs to General Fund from Cemetery Lot Sales Revolving Fund per opinion of legal counsel | 70,280 | | |
| Rec & Youth | Longevity | Longevity improperly calculated for department employees, discovered while completing the FY 19 budget | 2,163 | Yes | |
| Community Ctr | Salaries & Wages | Increase in overtime - vacation time used at the end of the fiscal year causing building coverage during operating hours | 680 | | |
| CVEC | CVEC | Increase in Harwich tax rate | 1,255 | | |
| Total | | | 210,056 | 24,535 | 0.04% |



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

07/19/2018

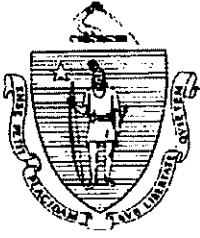
For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: mlevine@gfoa.org

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Town of Harwich** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

Government Finance Officers Association is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.



CHARLES D. BAKER
GOVERNOR

July 26, 2018

Ms. Rae Ann Palmer
Town Manager
Town of Truro
24 Town Hall Road
Truro, MA 02666

Dear Ms. Palmer:

Congratulations! I am pleased to notify you that the Town of Truro, together with the Towns of Harwich, Eastham and Provincetown, has received a Massachusetts Community Development Block Grant award of \$1,142,813. I want to thank you for your commitment to community development efforts in the Town of Truro and other participating municipalities. Through this funding and your continued support, we hope to assist you in strengthening your community and enhancing the quality of life of your residents.

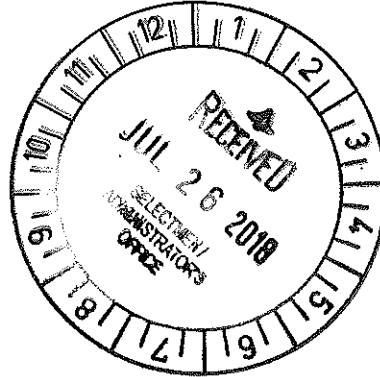
You will be receiving further instructions from the Department of Housing and Community Development on next steps, and please feel free to contact Mark Southard (Mark.Southard@mass.gov) if you have any questions.

Sincerely,

Governor Charles D. Baker

Lt. Governor Karyn E. Polito

OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000



KARYN E. POLITO
LIEUTENANT GOVERNOR

Ann Steidel

From: Christopher Clark
Sent: Monday, July 30, 2018 2:25 PM
To: Evan Melillo
Cc: Norman Clarke; Ann Steidel; David LeBlanc
Subject: Re: Old Post Memo

A/S,

Please put on 8/6 TA report. Thanks

Chris

Sent from my iPhone

On Jul 30, 2018, at 8:38 AM, Evan Melillo <emelillo@town.harwich.ma.us> wrote:

Hi Norm,

Thank you, that was my understanding as well.

Evan N. Melillo
Assistant Town Administrator
Harwich, MA 02645
(508)430-7513 x3315

From: Norman Clarke
Sent: Saturday, July 28, 2018 10:13 AM
To: Christopher Clark <cclark@town.harwich.ma.us>
Cc: Evan Melillo <emelillo@town.harwich.ma.us>; Ann Steidel <asteidel@town.harwich.ma.us>; David LeBlanc <d.leblanc@harwichfire.com>
Subject: FW: Old Post Memo

Here is the report on the Old Post Road fire pit complaint. The department did a thorough review of the situation at that address with no further action is needed by us.

From: David LeBlanc
Sent: Friday, July 27, 2018 1:14 PM
To: Norman Clarke <n.clarke@harwichfire.com>
Subject: Old Post Memo

<image001.jpg>
Deputy Fire Chief David LeBlanc
Harwich Fire Department
175 Sisson Road
Harwich, MA 02645



HARWICH FIRE DEPARTMENT

MEMORANDUM

Norman M. Clarke Jr., **Chief of Department**
David J. LeBlanc, **Deputy Fire Chief**

| | |
|-----------------|-----------------------------------|
| Date | July 25, 2018 |
| To: | Chief Clarke |
| From: | Deputy LeBlanc |
| Subject: | Burning Complaint – Old Post Road |

On July 15, 2018 the Harwich Fire Department responded to #3 Old Post Road, after a call was received for a fire that was not within regulation. On duty personnel responded and found a small fire in a fire pit, being attended by the occupants of 3 Old Post Rd. There was no issue with smoke leaving the property, or any hazard caused by the fire pit.

On July 16, 2018 a call was received from Dr. Hatoum. Dr. Hatoum was concerned with the location of the fire pit, in relation to his garage and some wooded area in the vicinity. At that time I went to the address and spoke with Dr. Hatoum. What I observed at 3 Old Post was a small fire pit in a sandy area that appeared to have been a play area for kids. The fire pit was not large and approximately 15 to 20 feet from an area where the yard ended and a wooded area between #3 and #7 began. The fire pit was at least 25 feet from the detached garage at #7.

I spoke at length with Dr. Hatoum about his concerns. I advised him the ambient fires were permitted and that while not heavily regulated, that as long as the fire pit was on a non-combustible surface and more than 25 feet from a combustible structure they were permitted.

Dr. Hatoum stated that the users of the fire pit had 4 to 5 foot flames in the fire pit while using it, and he was concerned about a fire spreading. He stated that was why he had called the night before. I spoke with Firefighter Elliott, who responded on the 15th and he stated when he arrived there flames were barely 1 foot above the fire pit.

I asked Dr. Hatoum if the smoke was a factor and he replied that he was not concerned about the smoke, that it wasn't a problem. I asked him if the neighbors were noisy, and he stated they were not disturbing him.

I told Dr. Hatoum that his neighbors had the right to use their fire pit, and while I understood his concerns, that the fire pit was within regulations. I also advised him if he continued to have concerns, to call the fire department to come investigate. Finally I

told him I would speak with the neighbors and advise them to keep the fires small to alleviate some of his concern.

Dr. Hatoum agreed that this was acceptable to him, and although it was apparent he was not completely satisfied, he agreed to call if he continued to have problems.

I then went to the neighbor at 3 Old Post, advised them of the concerns and they agreed to keep the fires small while using the fire pit.

We have not responded to the address since my visit on July 16, 2018.

KHALIL MATOUM, M.D.
7 OLD POST ROAD
HARWICH, MA 02045

558 430 210

July 23, 2018.

Good Evening

I am Dr. Matoum of 7 Old Post Rd., Harwich, I am 89. We own our home since May 1981, we are U.S. citizens, by naturalization or by birth. I am a Federal Retiree of U.A. Medical Service.

At the age of 12, as a pupil at the American missionary school in my hometown of my native Lebanon, I learned of the Four Freedoms of President Roosevelt in 1941: Freedom of Speech, Freedom of Religion, Freedom from Want, and Freedom from Fear.

I lived free from fear until a year ago when neighbors at 3 Old Post Rd. started to burn blazing sparkling fires, with flames 1 to 4 feet high, in a "fire pit", in the North East corner of their property a dozen to 2 dozen feet from thick layers of dead dry leaves, brush, and branches of oak and pine desiccated by years on the ground - branches with the thickness of a match-stick to several inches in section. We got scared and called the Fire Dept. on 2 occasions. The inspector said that "the neighbors are within their right as long as the "fire-pit" is 25 feet from a solid structure.

Selectmen of Harwich! we beg you to restore our right to the Freedom From Fear.
Thank You.

Khalil Matoum

Christopher Clark

From: Ann Steidel
Sent: Wednesday, July 18, 2018 3:02 PM
To: Jennifer Clarke
Cc: Meggan Eldredge; Evan Melillo; Christopher Clark
Subject: Patricia Mahoney

Hi Jen,

Patricia Mahoney called our office today to let us know what an outstanding job you did assisting her with her septic issue over the last week -- on the phone, in person and by email. She commented that your service was "outstanding" and you were "unfailingly pleasant" throughout her experience.

Jen, many thanks for all your contributions to the Community Development Team and for going above and beyond to provide such positive customer experiences.

I am placing this email in your personnel file and I will be including it as a letter of commendation in your next review.

Way to go Jen!

Ann

*Ann Steidel
Support Staff Supervisor
Board of Selectmen/Town Administrator's Office
Town of Harwich
732 Main Street
Harwich, MA 02645
Phone 508-430-7513 x2
Fax 508-432-5039*

Christopher Clark

From: Norman Clarke
Sent: Tuesday, July 17, 2018 2:08 PM
To: Link Hooper
Cc: Christopher Clark
Subject: Bike Accident

Linc, I wanted to commend one of your guys for job well done at a serious bicycle accident at the North Harwich bike crossing. Dan Oelschlager was at the accident very quickly and immediately took charge of the situation rendering emergency care to the young man involved in the accident. Dan made sure the scene was safe and made sure the FD and PD were contacted. I believe his quick will actions will help in the recovery of the boy. It's always a good feeling being a part of this wonderful, committed town team. Please pass on "a great job" to Dan on my behalf.

Chief

Ann Steidel

From: Norman Clarke
Sent: Friday, July 27, 2018 11:44 AM
To: Ann Steidel
Subject: FW: Saturday Accident

From: Norman Clarke
Sent: Monday, July 23, 2018 11:17 AM
To: Chief David J. Guillemette <dguillemette@harwichpolice.com>
Cc: Deputy Chief Tom Gagnon <tgagnon@harwichpolice.com>; Christopher Clark <cclark@town.harwich.ma.us>
Subject: Saturday Accident

Good morning Chief. On Saturday (7/21/18) afternoon we were "summer" busy doing multiple calls when there was a report of a motor vehicle accident with one car on fire at Rt. 28 at Doane Rd. Our initial response was an engine out of HQ with 2 Firefighters. An ambulance became available from East Harwich shortly after the receipt of the call and I responded to the accident as well. On arrival there was one car fully involved in fire and another in the marsh. The two occupants managed to get out of the vehicles but were injured. Due to the size of the fire, fire attack was a priority. As I arrived Sergeant Boorack quickly gave me a size up of the situation and assisted me with directing assets. Officer Griffiths and Officer Ruggiero had paced their cruisers to protect the scene and immediately assisted with helping the injured parties. Assisting the injured continued even when the ambulance arrived due to the shortage of help. All three of the Harwich Police Officers went far beyond the call of duty in helping with this serious situation. Please pass on a job well done on my behalf. Once again, these emergencies demonstrate the dedicated talented professionals in our respective departments and further shows how well this public safety team works together to protect the people we serve.

Chief Clarke

Ann Steidel

From: Meggan Eldredge
Sent: Tuesday, July 31, 2018 11:40 AM
To: Town Administrator Office
Subject: Agenda Item
Attachments: FEE SUMMARY UPDATED 09-12-17.pdf

Chris, Evan, Ann and Sandy,

Attached is the Board of Health fee schedule. This schedule was reviewed and updated in September of 2017. Food service and license fees were researched Cape wide last year and these fees were increased accordingly. Sewage fees were last updated in 2014; a review of this fee type last year revealed that Harwich sewage fees are among the highest on the Cape-the Board of Health did not propose any increases in this area.

Please let me know if you require any additional information.

Regards,

Meggan Eldredge, RS, CHO
Health Director
Town of Harwich
732 Main Street
Harwich, MA 02645
508-430-7509

BOARD OF HEALTH FEE SUMMARY

| | |
|--|--|
| GENERAL | |
| Body Art Establishment | \$250 |
| Body Art Practitioner | \$100 |
| Body Work Establishment | \$100 |
| Body Work Practitioner | \$50 |
| Funeral Director | \$50 |
| Motel/Hotel | \$75 |
| Recreational Camps/Cabins/Parks | \$75 |
| Septic Installer | \$125 |
| Septage Hauler | \$125 |
| Septic Inspector | \$125 |
| Rubbish Hauler | \$125 |
| Stable – Residential | \$30 |
| Stable – Commercial | \$50 |
| Swimming Pool | \$125 |
| Tanning Salon | \$100 |
| Tobacco | \$75 |
| Wells | \$60 |
| Burial Permit | \$10 |
| Underground Storage Tanks | \$2 |
| IMMUNIZATION | |
| Flu Shot | \$5 |
| Pneumonia Shot | \$5 |
| FOOD SERVICE | |
| 1 – 30 Seats | \$125 |
| 31 – 60 Seats | \$150 |
| 61 – 150 Seats | \$175 |
| > 150 Seats | \$275 |
| Bakery | \$75 |
| Caterer | \$100 |
| Corollary Facilities | \$100 |
| Frozen Dessert | \$50 |
| Institution | \$50 |
| Limited Food Service | \$75 |
| Milk & Cream | \$10 |
| Mobile Food Truck/Cart | \$100 |
| Take Out | \$75 |
| Temporary Food Service | \$50 |
| Temporary Events and Mobile Food Service | Single Event \$50 |
| “ | Seasonal or Year Round Events \$100 |
| Event Permit – Retail Food | \$50 |

| | |
|---|-------------------------|
| RETAIL FOOD | |
| < 50 sq. ft. (non-PHF only) | \$75 |
| < 600 sq. ft. (not primary business) | \$100 |
| < 5,000 sq. ft. | \$150 |
| 5,000 - 25,000 sq. ft. | \$200 |
| > 25,000 sq. ft. | \$275 |
| BATHING BEACHES | |
| Semi-Public Beaches | \$50 |
| SUB-SURFACE DISPOSAL OF SEWAGE | |
| First 500 gallons of design flow | \$160 |
| Additional 250 gallons or portion thereof | \$55 |
| Pump Chamber | \$100 |
| Minor Repair <i>(i.e. D-box, sewer line, or additional line replacement, sanitary tee replacement)</i> | \$55 |
| Advanced Wastewater Treatment & I/A Technologies | |
| Up to 500 gallons | \$250 |
| 501 – 1,000 gallons | \$500 |
| 1001 – 2,000 gallons | \$1,000 |
| >2000 gallons | \$2000 |
| Change of Name/Installer – Transfer Existing Permit | \$100 |
| Sewage Disposal Permit Renewal (one year) | \$100 |
| Re-Inspection Fee (all types) | \$30 |
| Test Holes <i>– includes 2 percolation tests and 2 observation holes</i> | Per lot/Per appt. \$110 |
| Over 2 Test Holes | \$55 each |
| Trench Permit | \$30 |
| Real Estate Transfer Review Report | \$110 |
| Real Estate Waiver Fee Letter | \$55 |
| Deed Restriction Preparation | \$50 |
| Administrative Failure-Return to Compliance | \$50 |

| | |
|--|---------|
| EXAMS – Installer or Title 5 Inspector | \$50 |
| HEARINGS BEFORE THE BOARD OF HEALTH | |
| Routine (<i>i.e. variance requests; requests for modification for Title 5; building permit issues; all single residential/new stables Environmental Impact Report</i>) | \$125 |
| Environmental Impact Review/Wastewater Treatment Project Review (<i>Regulation 1.211 compliance including subdivisions over 4 lots, flows >2000 gpd</i>) | \$300 |
| Nitrogen Aggregation Plan – to meet Zone II requirements | |
| Single family | \$500 |
| Up to 4 Units | \$750 |
| > 4 Units | \$1,200 |
| Tight Tank | \$250 |
| Shared System | |
| Up to 4 Units | \$750 |
| > 4 Units | \$1,200 |

Ann Steidel

From: Christopher Clark
Sent: Tuesday, July 31, 2018 4:59 PM
To: eohedgrants@mass.gov
Cc: John Rendon; Sandy Robinson; Ann Steidel; Evan Melillo; Peake, Sarah - Rep. (HOU); Smith, Dorothy M. (HOU); Cyr, Julian (SEN); ed McManus; Julie Kavanagh
Subject: FW: MASSWORKS Dredge Grant Application TOWN OF HARWICH ALLEN HARBOR
Attachments: Harwich.2018 NavigationalPilot Dredging Application FINAL.pdf; Massworks Dredge Grant.Allen Harbor Maps.pdf; Massworks Dredge Grant.Harwich Waterway FY18 Revenue.pdf

Importance: High

To MASSWORKS Official,

Please find enclosed a completed MASSWORKS Dredge Grant Application for the TOWN OF HARWICH - ALLEN HARBOR. The application and related materials were completed by the Town's Harbormaster John Rendon. If you have any questions regarding the application, you can reach myself (Christopher Clark at 774.437.2054 or via this email) or John at jrendon@town.harwich.ma.us. Thanks

Please review that material and advise if you have any concerns. The deadline is this Friday.

Chris

Christopher Clark
Town Administrator
Town of Harwich
732 Main Street
Harwich, MA 02645
Tel. 508.430.7513
Fax.508.432.5039
cclark@town.harwich.ma.us



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF HOUSING AND ECONOMIC DEVELOPMENT

MASSWORKS DREDGING PROGRAM
2018 NAVIGATIONAL DREDGING PILOT PROGRAM - GRANT APPLICATION

SECTION I. PROJECT SUMMARY

1.1: Applicant Municipality or Public Entity:

1.2: Applicant CEO Name/Title:

1.3: Applicant Address:

1.4: City: 1.5: State: 1.6: Zip Code:

1.7: Telephone: 1.8: Email:

1.9: Harbormaster (HM) Name :

1.10: HM Telephone: 1.11: HM Email:

1.12: Project Contact Name/Email (if different):

1.13: Select the project type that best describes your proposed project:

- Increases Safety of our Waterways and Harbors
- Increases Commerce Opportunities
- Increases Recreational Opportunities
- Improves Water Quality and Environmental Benefits

1.14: Is this project a municipal navigation project? Yes No

1.15: Is the project entirely within public tidelands? Yes No

1.16: Grant Request: \$ (Max.: \$2.5 million) 1.17: Total Project Budget: \$

1.18: Name of Proposed Project:

1.19: Project Site / Location:

1.20: Please provide a brief description (no more than 150 words) of the proposed project.

Every year, without question, dredging is required to maintain the Allen Harbor entrance channel to its permitted depth of 6 feet at Mean Low Water (MLW). Due to a compromised and ineffective west jetty, the channel shoals in every winter and must be dredged each spring to ensure safe navigation within the waterway.

SECTION II. PUBLIC DREDGING PROJECT

2.1: Description of project site/location:

Within Allen Harbor, a MA State Public Access facility, there is a public landing, float and boat ramp. The town has 13 boat slips and 66 moorings within the harbor. Also located within the harbor is a private marina (Allen Harbor Marine) that has 45 boat slips and Allen Harbor Yacht Club (private) that has 70 boat slips. Boats up to 50 feet in length

2.2: Project Description – Please provide a detailed description of the public dredging infrastructure project for which you are requesting grant assistance that includes a full explanation of the need and uses for which this grant is being requested. Include maps and plans to depict the area and specific location(s)/footprint(s) of the proposed dredging project. Please provide an explanation of how the dredging infrastructure project will advance the host community’s objectives to increase public safety; support commerce and recreation; and improve water quality.

Maintenance dredging of shoaled areas within the 304,861 square foot area in the inner and outer channel of Allen Harbor is required every year. The Town's general dredge permit (NAE-2008-00014) allows the channel to be dredged to minus 6 feet MLW with 1 foot over dredge. All dredge material (sand) within the channel has been tested and determined to be suitable for beach nourishment. As stated, there are hundreds of boats that operate from Allen

2.3: Is the project within or supportive of a Designated Port Area

Yes No

2.4: Has applicant consulted with the MEPA office about applicability?

Yes No

2.5: Does project have all final permits and approvals required to commence in the upcoming dredge season?

Yes No

2.6: Please indicate what permits are required for this project, if the permit has been secured, and if not secured, the timeframe in which it will be obtained.

| Required Permit | Secured? | Filing/Request Date mm/dd/yyyy | Anticipated Decision Date mm/dd/yyyy |
|--|-------------------------------------|-----------------------------------|---|
| <input type="checkbox"/> MEPA | <input checked="" type="checkbox"/> | | |
| <input type="checkbox"/> Local Order of Conditions | <input checked="" type="checkbox"/> | | |
| <input type="checkbox"/> DEP Superseding Order of Conditions | <input checked="" type="checkbox"/> | | |
| <input type="checkbox"/> DEP Chapter 91 Waterways | <input checked="" type="checkbox"/> | | |
| <input type="checkbox"/> DEP 401 Water Quality Certification | <input checked="" type="checkbox"/> | | |
| <input type="checkbox"/> DEP Water Management Act Permit | <input checked="" type="checkbox"/> | | |
| <input type="checkbox"/> MA Historic/Underwater Archaeology | <input checked="" type="checkbox"/> | | |
| <input type="checkbox"/> CZM Federal Consistency | <input checked="" type="checkbox"/> | | |
| <input type="checkbox"/> Army Corps Engineers 404/Section 10 | <input checked="" type="checkbox"/> | | |
| <input type="checkbox"/> Other: | <input type="checkbox"/> | | |
| <input type="checkbox"/> Other: | <input type="checkbox"/> | | |

2.7: Please indicate the time of year window (dredging season) for this project. Include any additional timing restrictions that may impact the project:

The proposed Allen Harbor dredge project will be scheduled with the Barnstable County Dredge for Spring 2019, after the January 15 - May 31 time of year restriction for winter flounder.

2.8: Please provide the anticipated schedule/timeline for the public dredging project for which the community is seeking funding.

| Milestone | Start Date | End Date |
|-----------------------|------------|----------------------------------|
| Survey | May 2019 | May 2019 |
| Permitting | Complete | Complete |
| Design/Engineering | Complete | Complete |
| Bid/Contracting | May 2019 | May 2019 |
| Start Construction | June 2019 | N/A |
| 25% Construction | N/A | |
| 50% Construction | N/A | 10 days to dredge approx 8000 cy |
| 75% Construction | N/A | |
| Construction Complete | N/A | June 2019 |
| Punch List | | |

2.9: Please email maps, photographs or other graphics materials that delineate the project site and its context and send with completed application to eoheadgrants@mass.gov. For assistance, applicants may use the EOHEd Preparing for Success online mapping tool to prepare and print layered maps, at: http://maps.massgis.state.ma.us/map_ol/eohead_mapping.php.

SECTION III. BUDGET AND SOURCES

3.1: Please provide a breakdown of the project budget by spending category. This should include the cost of each element of the project and reflect the budget for the entire project. Please note that the MassWorks funding cannot be used for pre-dredging activities (survey, testing, permitting, etc.) and the total funding requested from MassWorks cannot exceed 50% of the budget for the entire project.

| Spending Category | MassWorks Funding Request | Other Funding | Total Project Budget | Source of Other Funds | Are funds secured? |
|--------------------------|---------------------------|-----------------|----------------------|-----------------------|--------------------|
| Surveying / Testing | N/A | | | | Yes |
| Permitting | N/A | | | | Yes |
| Design / Engineering | N/A | | | | Yes |
| Bid / Procurement | | | | | Yes |
| Mobilize/Demobilize | | | | | Yes |
| Mechanical Dredging | \$36,000 | \$36,000 | \$72,000 | Operating Budget | Yes |
| Dredge Material Handling | | | | | Yes |
| Other: | | | | | |
| TOTALS | \$36,000 | \$36,000 | \$72,000 | | |

SECTION IV. PREPARING FOR SUCCESS

4.1: Is the proposed project consistent with the community's current goals concerning the management of its natural resources, fisheries and commercial activities?

Yes No

4.2: If no, please describe the how the project is consistent with any previous community planning activities.

4.3: Is your community participating in a Community Compact with the Commonwealth?

Yes No

4.4: If yes, describe the progress your community has made on implementing best practice(s).

Completed a Comprehensive Annual Financial Report (CAFR); submitted and received FY18 grant.

4.5: Does the community have a current Municipal Dredging Maintenance Plan, or similar capital planning and maintenance plan?

Yes No

4.6: Please explain why or why not?

With three very active harbors within the Town of Harwich, namely Saquatucket, Wychmere, and Allen, along with the Herring River and Round Cove on Pleasant Bay, there is a significant and chronic need for maintenance dredging to

4.7: Are there climate resiliency benefits associated with this project?

Yes No

4.8: If yes, please describe?

4.9: How will the project avoid, minimize and mitigate environmental impacts?

The town complies with all defined time of year restrictions relating to the Piping Plover Management Plan and the winter flounder and anadromous fish migration

4.10: Is community designated or seeking designation as a Municipal Vulnerability Preparedness Community by the Executive Office of Energy and Environmental Affairs (EOEEA)?

Yes No

4.11: Is community designated or seeking designation as a Green Community by EOEEA?

Yes No

4.12: Please indicate the number of public moorings permits issued annually by the community: 502

4.13: Is there a waitlist for mooring permits?

Yes No

4.14: If yes, please describe the nature of the wait and size of the waitlist.

The town has 7 different public mooring fields throughout Harwich waterways, and each mooring field has a waiting list. Waiting lists are managed by the Harbormaster Department, and renewals are required annually. All waitlists are

4.15: Please indicate the average annual revenues generated by mooring fees:

Approx. \$90,000

4.16: Please indicate the fee/charge for each category:

| | |
|------------------------------|-------------------|
| Annual Boat Fee: | \$305/\$240/\$135 |
| Non-Commercial/Resident Fee: | Same |
| Non-Resident Fee: | Same |
| Commercial Fee: | Same |

4.17: Have the mooring fees been increased within the last 5 years?

Yes No

4.18: If yes, please describe the nature and amount of those increases

This past year all mooring fees were increased by 10%.

4.19: Please indicate annual local revenues generated by other waterway activities:

The Harbormaster Department generates approx. \$1,000,000 in annual revenue.

4.20: Please include a list of other waterway revenue sources with an estimate of amount of funding generated per source:

See attached FY2018 revenue breakdown.

4.21: How does your community allocate revenue generated by waterway and harbor activities? Please describe if funding is segregated for particular uses and/or the amount of funding that may go to non-water related uses.

The Harbormaster Department has two receipts reserve funds; one fund is for mooring revenue and boat excise tax, and one fund is for waterway user fee funds. Annual waterway revenue funds the harbormaster department annual operating budget and helps to fund ongoing capital projects.

4.22: Is the project supported by two or more municipalities? If yes, please attach letters of support from each community. (Please attach as one scanned document.)

Yes No

SECTION V. SUPPORTING OUR BLUE ECONOMY

5.1: Is the proposed project expected to support an increase in commercial activity, immediately or within the next five years, in and around the project area?

Yes No

5.2: If yes, please describe.

No, but it will certainly help to sustain the commercial fishing and charter fishing activity that is conducted from Allen Harbor.

5.3: Type of economic activities supported:

Commercial Recreational Public Access/Safety

5.4: Please email letter(s) of support from any private entities that will benefit from the dredging project and future economic activities to eohedgrants@mass.gov.

5.5: Are there economic activities that would depend on the public dredging project that is the subject of this application? If yes, please explain how investment is necessary for the economic benefit. If no, please explain the relationship between the dredging activities and any economic benefit identified in this application.

As a coastal tourist community, our harbors, waterways and beaches are the life line of this town, and annual dredge operations are critical to the maintenance and care of each of them. As stated above, hundreds of boats (recreational & commercial) operate from Allen Harbor throughout the boating season and maintaining the channel at its permitted

5.6: Please provide information regarding the anticipated economic activities related to the area affected by the proposed dredging project:

| | Current | Future |
|--|---|--------|
| Total revenue generated by commercial fishing: | Unknown - 6 commercial fish & 1 Charter | |
| Total acreage of permitted aquaculture: | 304,861 square foot area | same |
| Total private revenue generated from aquaculture activities: | Unknown - large marina and yacht club | |
| Number of full-time jobs supported by saltwater related activities: | Approx. 20 | |
| Number of part-time/seasonal jobs supported by saltwater related activities: | | |

5.7: Please describe the types and numbers of vessels using the associated waterways. The description below should include a range of the drafts and sizes of the vessels:

Both recreational and commercial boats operate from Allen Harbor, both from town and private slips, public moorings, and the public boat ramp. The town has 13 boat slips and 66 moorings within the harbor. Also located within the

5.8: How will this project address currently known and/or future navigational risks?

The dredge project is critical to addressing chronic shoaling within the Allen Harbor channel that occurs every winter. Without annual maintenance dredging, many of the boats will be limited by the tide, some of the larger boats will not be

5.9: What impact will this project have on increasing public safety and decreasing emergency response times?

As stated above, keeping the Allen Harbor channel at its permitted depth of 6' MLW will help ensure navigational safety for the hundreds of boats that operate from the harbor. Already a narrow channel for the larger boats that operate from

5.10: Please describe types of commercial fishing activity in the harbor:

Commercial bass, tuna, conch, and dogfish.

5.11: Will the project beneficially re-use the dredged material?

Yes No

5.12: Please provide an estimate of the volume of materials to be dredged and explain how the project will re-use the dredged materials, or why it will not.

Approx. 8000 cubic yards will be dredged from the harbor. All dredged material will be used for beach nourishment on our town public beaches.

SECTION VI. APPLICABILITY OF MEPA REVIEW

6.1: Does the public infrastructure project meet or exceed any of the thresholds for MEPA review set forth in 301 CMR 11.03? Mark all relevant thresholds and indicate if ENF and/or EIR are required.

| Threshold | ENF Required | EIR Required |
|---|--------------|--------------|
| Land Development | | |
| Rare, threatened, or endangered species | | |
| X Wetlands, waterways, and tidelands | No | No |
| Water | | |
| Wastewater | | |
| Transportation | | |
| Energy | | |
| Air | | |
| Solid and hazardous waste | | |
| Historical and archeological resources | | |
| Areas of environmental concern | | |

6.2: Please list any filings that have been made or will be made with the MEPA office in connection with the public infrastructure project described above.

Received MEPA review prior to issuance of town general permit NAE-2008-00014.

VII: CERTIFICATION OF PUBLIC ENTITY AUTHORIZATION

7.1: Does your city/town require a vote of the executive body to authorize the submission of this application?
 Yes No

7.2: If yes, please email a certified copy of the vote taken by the executive body to ehedgrants@mass.gov.

7.3: If no, are you authorized to submit this application on behalf of the applicant entity, by virtue of your executive position (CEO, CFO, etc.) or as a designee of an executive officer?
 Yes No

I, , hereby certify that I am duly authorized to submit this application on behalf of (applicant) and to agree, if awarded, to implement the public infrastructure project on behalf of said applicant, pursuant to all applicable rules and regulations. I understand that the information provided with this application will be relied upon by the Commonwealth in deciding whether to award a capital grant and that the Commonwealth reserves the right to take action against the applicant or any other beneficiary of the grant if any of the information provided is inaccurate, misleading, or false.

I hereby certify, under the pains and penalties of perjury that, the answers submitted in this application and the documentation submitted in support are true, accurate and complete.

| | | |
|--|---|--|
| <input type="text" value="Christopher Clark"/> | <input type="text" value="Town Administrator"/> | <input type="text" value="7/31/2018"/> |
| Name | Title | Date |

Please submit completed application packet to ehedgrants@mass.gov.



Commonwealth of Massachusetts
Executive Office of Housing and Economic Development
One Ashburton Place, Room 2101
Boston, MA 02108

www.mass.gov/hed
617-788-3610

File: X:\35041-35048 Harwich_dredge\REGULATORY\ACOF\harwich_dredge_PLAN.dwg



| | | | |
|--------------|-------|--------|------|
| 100 YR FLOOD | +11.4 | NAVD88 | +2.3 |
| HTL | +4.62 | MLW | 0.0 |
| MHW | +3.72 | | |

TITLE: PROPOSED DREDGING AND NOURISHMENT PROJECT LOCUS

IN: NANTUCKET SOUND
 AT: HARWICH
 COUNTY: BARNSTABLE STATE: MA

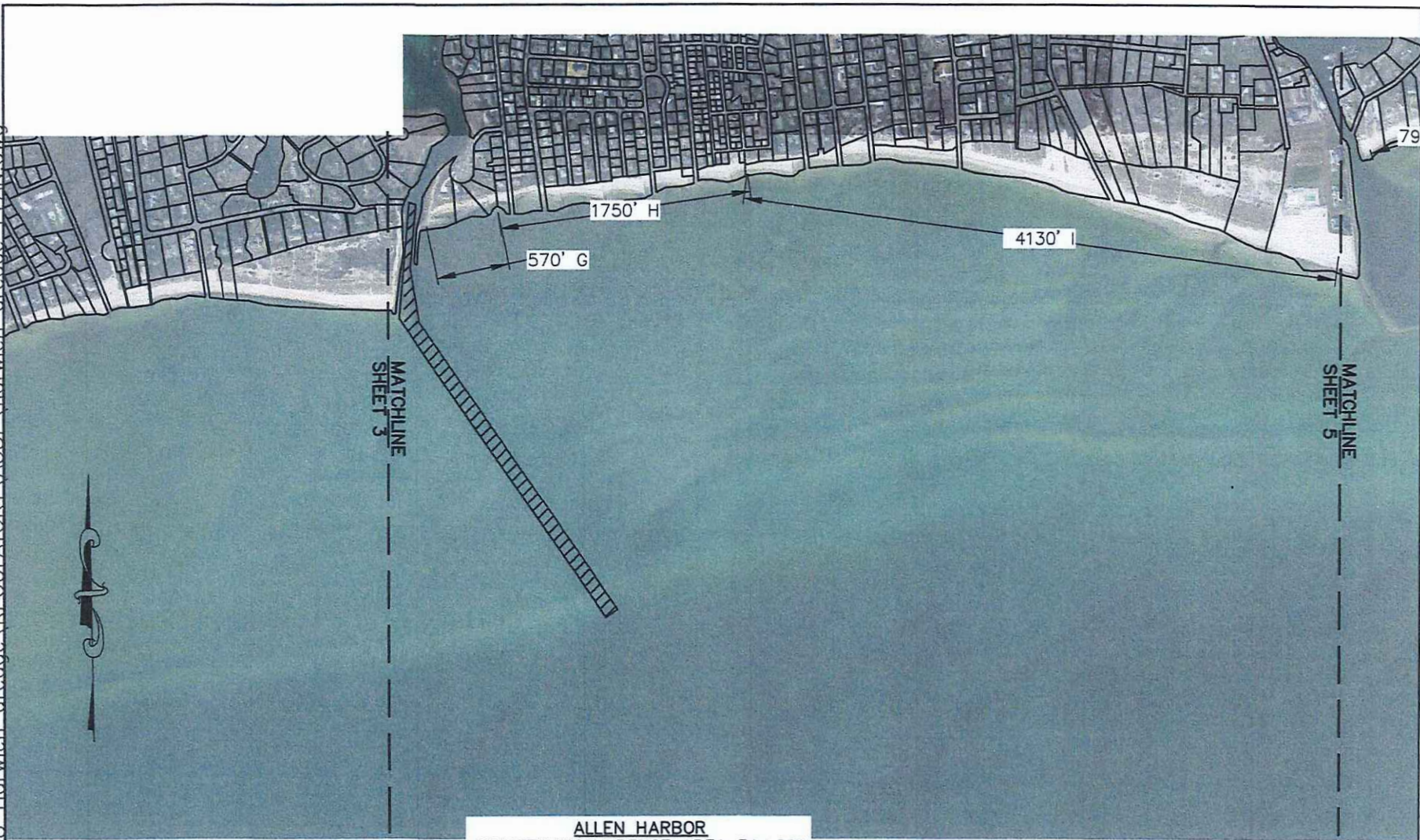
BCE *Bourne Consulting Engineering, PC*
 3 Bond Street
 Franklin, MA 01909
 TEL (508) 833-6006 FAX (508) 833-6000

PURPOSE:
 DREDGE

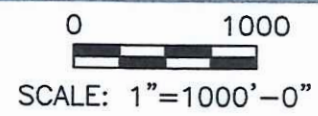
APPLICATION BY:
 TOWN OF HARWICH

SHEET 1 OF 6
 DATE: 04/01/15

File: X:\35041-1\35048_Harwich_dredge\REGULATORY\ACOF\harwich_dredge_PLAN.dwg



ALLEN HARBOR
 MAINTENANCE DREDGE AREA 304,861
 VOLUME: 20,000± CU.YDS.



| | | | |
|--------------|-------|--------|------|
| 100 YR FLOOD | +11.4 | NAVD88 | +2.3 |
| HTL | +4.62 | MLW | +0.0 |
| MHW | +3.72 | | |

**TITLE: PROPOSED DREDGING AND NOURISHMENT
 ALLEN HARBOR**

IN: NANTUCKET SOUND
 AT: HARWICH
 COUNTY: BARNSTABLE STATE: MA



PURPOSE:
 DREDGE

APPLICATION BY:
 TOWN OF HARWICH

SHEET 4 OF 6
 DATE: 04/01/15

Harwich Harbormaster Department FY18 Revenue

| | |
|---------------------------|-----------------------|
| | |
| ELECTRIC USE | \$27,803.92 |
| OFFLOAD PERMIT | \$27,905.50 |
| RAMP FEE COLLECTED | \$29,675.00 |
| RESTAURANT TIE-UP | \$2,900.00 |
| VISITOR DOCKAGE | \$107,806.31 |
| SEASONAL DOCK RENT | \$729,816.78 |
| FUEL COMMISSION | \$5,483.76 |
| WAIT LIST | \$15,350.00 |
| MOORING PERMIT FEE | \$89,322.00 |
| WATERWAYS USER FEE | \$84,834.11 |
| LATE FEES/COPIES | \$817.08 |
| Duplicate Sticker | \$15.00 |
| | |
| FY18 Total | \$1,121,729.46 |

Christopher Clark

From: Link Hooper <lhooper@harwichdpw.com>
Sent: Tuesday, July 31, 2018 3:26 PM
To: Jennifer Pickett
Cc: Christopher Clark; Jerry Beltis; Lt. Kevin Considine
Subject: Re: safety concern for crosswalks at Brooks Free Library

Ms. Pickett,

I have ordered the crosswalk sign you suggested in your letter and will install it when it comes in. I have checked with the PD and they have no objection to placing the warning sign in the middle of the road at that location. That said, please be advised that the sign cost \$350 each and that if stolen or damaged, I do not plan on replacing it.

Respectfully,

Lincoln Hooper, Director
Town of Harwich DPW
P.O. Box 1543
273 Queen Anne Road
Harwich, MA 02645
508-430-7555

From: Jennifer Pickett
Sent: Tuesday, July 31, 2018 12:01 PM
To: lhooper@harwichdpw.com
Subject: safety concern for crosswalks at Brooks Free Library

Hello Mr. Hooper. Thanks for taking the time to read the attached letter about some concerns with the crosswalks here at the library. I am aware that our director Virginia Hewitt has also written a letter to the traffic safety committee about this issue but the staff and myself wanted to express our desire for some immediate action. We understand this is a crazy time of the year for everyone and we thank you for your efforts to help people safe!

p.s. Sorry I did not list your title as director of the DPW - someone needs to update the town website as that is where I was getting my information!

Jennifer B. Pickett
Reference Librarian
Brooks Free Library
739 Main Street, Harwich, MA 02645
508-430-7562

Ann Steidel

T.A.R.

From: Jennifer Pickett <jpickett@clamsnet.org>
Sent: Tuesday, July 31, 2018 12:06 PM
To: Christopher Clark; Ann Steidel; Julie Kavanagh
Subject: safety concern regarding crosswalks at Brooks Free Library
Attachments: Traffic safety concern from Brooks Free Library staff.pdf

Hello Mr.Clark and members of the board of selectmen.

Thanks for taking the time to read the attached letter about some concerns with the crosswalks here at the library. I am aware that our director Virginia Hewitt has also written a letter to the traffic safety committee about this issue but the staff and myself wanted to express our desire for some immediate action. We understand this is a crazy time of the year for everyone and we thank you for your efforts to help people safe!

Jennifer

Jennifer B. Pickett
Reference Librarian
Brooks Free Library
739 Main Street, Harwich, MA 02645
508-430-7562 x3



To: Chief of Police, Traffic Safety Committee, Highways Department Director

CC: Town Administrator, Board of Selectman

From: Jennifer Pickett, Reference Librarian and the staff of Brooks Free Library

RE: Unsafe crosswalks – immediate action requested

Date: July 27, 2018

The staff here at the library feel that the crosswalks that connect Brooks Free Library with Brooks Park and with Town Hall are both very unsafe. As library staff we park at the Brooks Park or Town Hall lot throughout the summer and thus we must cross Main Street on these crosswalks twice a day. Most of us have been very close to being hit more than once due to the poor location of the crosswalks themselves, the fact that the cars are often traveling at such a high rate of speed and it is hard for them to stop and/or their visibility is impaired by telephone poles etc.

Our patrons (who are often children or frail elders) have also reported difficulty crossing the street to get into the library in the summertime. We also frequently hear the screeching of car brakes while we are working and one time I unfortunately heard a crash directly following the screeching brakes.

Further study of these crossing areas is clearly needed but until a long-term solution is found, we are asking for a barrel or other 'in-street sign' to be placed in the middle of the two crosswalks on Main Street as soon as possible. Something is needed immediately to draw attention to the crosswalks themselves to prevent a serious accident from happening this summer.



Here is an example:

Respectfully submitted,

| | | |
|-------------------------|------------------------|-------------------------|
| <i>Jennifer Pickett</i> | <i>L. LeKelly</i> | <i>Carole Burke</i> |
| <i>Emily [unclear]</i> | <i>Pamela Paine</i> | <i>Suzanne Martell</i> |
| <i>Jeni [unclear]</i> | <i>Carey [unclear]</i> | <i>Dorothy Hayward</i> |
| <i>Amelia Milan</i> | <i>Ann [unclear]</i> | <i>Jeanne [unclear]</i> |
| <i>Catherine Howard</i> | <i>[unclear]</i> | <i>Megan [unclear]</i> |
| | | <i>[unclear]</i> |

Monthly Update for the Community and Cultural Centers
July

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the month of July.

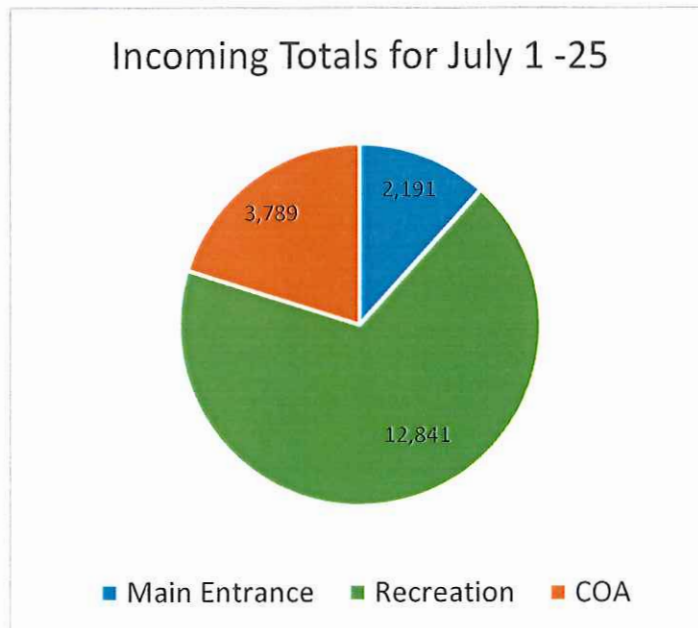
- I have attached the totals for the month of July for people using the building. The chart provided shows from July 1 – July 25th. The new counters on the doors at the Community Center have captured more accurate data. More than 18,821 people entered the building during the month.
- I worked the Cran Fest events at the Cultural Center on Thursday evenings. Each event has grown with an average of 60 people in attendance. The July 26th event was moved into the auditorium because of the weather.
- I prepared the Facility Committee packets for the meeting in August including the minutes for the prior meeting and the Agenda for the upcoming meeting.
- I have conducted several interviews for the 19 hour a week position at the Cultural Center. We had over 20 candidates apply for the position. We are hopeful we will have the position filled in the next few weeks.
- We have 30 community members signed up for the Yard Sale on August 4th. We are working with the Cranberry Festival on the publicity for the event.
- I had a meeting with members of the Cultural Center that are interesting in the Labyrinth at the building regarding the supplies needed and companies that may be interested in donating supplies and services.
- I will be advertising for the 19 hour a week weight room position. The person in the job now will be returning to school. This position covers the morning hours for the building/weight room.
- The Junior Players will begin the performances at the Cultural Center on Tuesday and Thursday afternoons.
- The Cultural Center has started a Facebook help spread information on activity and events that we have going on.
- I toured the Cultural Center with two different individuals that are interested in working on the Center's kitchen as an incubator space. I have also reached out to a member of the License Plate Committee regarding funding for the concept.
- Received trust fund gift from Ora Gayload Arooth in the amount of \$11,165.00.

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

Carolyn Carey, Community Center Director

| Date | Main Entrance | | Recreation | | COA | |
|---------------|---------------|--------------|---------------|---------------|--------------|--------------|
| | in | out | in | out | in | out |
| 7/1/2018 | 1 | 1 | 407 | 367 | 0 | 0 |
| 7/2/2018 | 120 | 146 | 719 | 490 | 233 | 209 |
| 7/3/2018 | 106 | 113 | 954 | 770 | 232 | 214 |
| 7/4/2018 | 0 | 2 | 303 | 312 | 0 | 0 |
| 7/5/2018 | 119 | 128 | 434 | 303 | 183 | 183 |
| 7/6/2018 | 128 | 143 | 743 | 578 | 165 | 144 |
| 7/7/2018 | 150 | 168 | 566 | 479 | 117 | 94 |
| 7/8/2018 | 2 | 0 | 250 | 246 | 2 | 3 |
| 7/9/2018 | 103 | 126 | 674 | 510 | 213 | 196 |
| 7/10/2018 | 100 | 109 | 548 | 357 | 239 | 233 |
| 7/11/2018 | 85 | 98 | 398 | 313 | 236 | 221 |
| 7/12/2018 | 96 | 107 | 469 | 361 | 201 | 197 |
| 7/13/2018 | 106 | 131 | 550 | 401 | 225 | 212 |
| 7/14/2018 | 40 | 57 | 497 | 448 | 32 | 27 |
| 7/15/2018 | 1 | 1 | 359 | 321 | 3 | 3 |
| 7/16/2018 | 91 | 108 | 554 | 405 | 180 | 168 |
| 7/17/2018 | 88 | 106 | 509 | 367 | 199 | 192 |
| 7/18/2018 | 102 | 126 | 432 | 303 | 235 | 226 |
| 7/19/2018 | 195 | 217 | 443 | 338 | 229 | 206 |
| 7/20/2018 | 112 | 130 | 559 | 433 | 115 | 101 |
| 7/21/2018 | 73 | 103 | 469 | 418 | 100 | 96 |
| 7/22/2018 | 1 | 2 | 465 | 462 | 1 | 3 |
| 7/23/2018 | 122 | 138 | 608 | 425 | 209 | 193 |
| 7/24/2018 | 117 | 109 | 520 | 356 | 207 | 208 |
| 7/25/2018 | 133 | 142 | 411 | 275 | 233 | 199 |
| TOTALS | 2,191 | 2,511 | 12,841 | 10,038 | 3,789 | 3,528 |

| | |
|-----------|--------|
| Total in | 18,821 |
| Total out | 16,077 |



Monthly Report for Selectman

Golf Department

July 2018

Golf Operations

- The golf course has been open in full, with no restrictions, every day in July.
- Membership sales and renewals for 2018 are up over 9% (1,181 total) from 2017.
- CV hosted USGA Agronomist Jim Skorulski for our annual course consultation on 7/12. In attendance were Director of Golf Roman Greer, Golf Course Superintendent Shawn Fernandez, and members of the Harwich Golf and Finance Committees. The USGA's report will follow in a few weeks. (photo attached)
- Cranberry Valley's PGA Junior League program (national program) has hit a record 44 participants and has formed an "all-Harwich" league with Harwich Port Golf Course. (photo attached)
- Member Weekly League play is also hitting record numbers in July:
 - Monday Quota League (new in 2018) – 38 participants (7/23)
 - Tuesday 18 hole ladies – 70 participants (7/17)
 - Wednesday Men's Sweeps – 135 participants (7/18)
 - Thursday Twilight League – 33 participants (7/19)

Golf Course Infrastructure Project

- Cart Barn foundation completed, slab floor completed, steel frame is up and walls are currently being installed. (photo attached)
- Weekly meetings with Cardosi (contractor) on site have been attended by Town Administrator, Director of Golf, Golf Course Superintendent, Town of Harwich Engineer & Surveyor and Cardosi Project Manager.
- Scheduled completion of building in August
- Currently working with Eversource to provide electric service to building.

July 2018 - Natural Resources Department

- Shellfish lab high school internship program in progress. 675,000 quahogs are being raised as well as 30,000 oysters. Internship program going well.
- Lab interns received a tour of the Aquacultural Research Corporation in Dennis where shellfish seed is spawned and where Harwich obtains our seed.
- Installed aluminum fish chute extension into Long Pond to assist migrating herring from Long Pond.
- Harwich Water Quality sampling program collected water samples on July 5th and July 19th. There will be two more dates in August and one in September to finish the season. This also includes the Contaminants of Emerging Concern water sampling program.
- Adjusted water levels at West reservoir by adding boards. Water level now higher in reservoir and more water exiting the fish ladder.
- Attended monthly Waterways Committee meeting. Discussed possible kelp growing pilot project off Herring River.
- Pleasant Bay Alliance water sampling program in progress. Water samples were collected on July 3rd and 17th. There are two more in August and one in September.
- Met with Shellfish wardens to schedule monthly patrols.
- Shellfish flats have been busy. Wednesdays and Saturdays are open shellfish days. Weather has been warm; many families shellfishing on Pleasant Bay flat. 364 shellfish permits have been sold YTD.
- Finalizing the Hinckleys Pond phosphorus inactivation (alum) RFP proposal. Should be ready mid August.
- Attended monthly Department Head meeting.
- Compiled archived fresh water sampling data files (2007-2017) for Great Sand Lakes.

Heinz Proft
Natural Resources Director



TOWN OF HARWICH

OFFICE OF THE TREASURER/COLLECTOR

732 MAIN STREET, HARWICH, MA 02645

TEL: 508-430-7501 FAX: 508-430-7504

Amy Bullock
Treasurer / Collector

Nancy Knepper
Assistant Treasurer/Collector

Monthly Report to the Board of Selectmen

July 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:

- o Conclusion of sticker sales at the Community Center on 7/22. I would like to acknowledge and thank this year's staff for their reliability and competence

July Collections

| | FY 2018 | FY 2017 |
|-------------------------|-----------------|-----------------|
| Tax/Water Collections: | \$10,588,365.49 | \$9,579,259.16 |
| Departmental turnovers: | \$3,813,767.52 | \$1,918,926.04 |
| Total: | \$14,402,133.01 | \$11,498,185.20 |

July Disbursements

| | FY 2018 | FY 2017 |
|------------------|-----------------|-----------------|
| Accounts Payable | \$15,509,995.47 | \$10,988,980.97 |
| Payroll | \$1,680,316.85 | \$1,612,537.21 |
| Total: | \$17,190,312.32 | \$12,601,518.18 |

Respectfully submitted,

Amy Bullock, Treasurer/Collector



Sheila House, MS, LMHC
Town of Harwich • 728 Main Street
Harwich, MA 02645

WEEKLY REPORT-Board of Selectmen Sheila House, LMHC
July 25, 2018

- Current caseload of 17 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)
- **Monday July 16** -Met with the new director of Dartmouth Youth Commission, Jennifer Cabral-networking lunch in Harwich.
- **Wednesday, July 18**-Phone conference-Kim Slade Barnstable Regional Substance Abuse Council. Topic: preliminary planning for the 3rd Annual Parenting to Prevention Summit.
- **Wednesday, July 18**- Meeting at Gosnold in Centerville with school clinicians Cape-wide. Presentation to clinicians about the RecoveryBUILD alternative peer recovery program, referral process and timeframes. Co-presenter Stephanie Briody, Director of Behavioral Health Innovators, Inc.
- **Friday, July 20**- Interview on WOMR radio with Victoria Majewski, to air during their *Small Town Heroes* segment.

Ten Best Documentaries to Watch as a Family (from the Screenagers website):
https://www.screenagersmovie.com/tech-talk-tuesdays/10-best-documentaries-to-watch-as-a-family?utm_campaign=shareaholic&utm_medium=facebook&utm_source=socialnetwork

Please call if you have any questions.

Best,

Sheila 😊

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

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

| | |
|---|---|
| Agricultural Commission (3 full, 1 alternate)..... | 4 |
| Bikeways..... | 3 |
| Board of Appeals (2 alternate)..... | 2 |
| Building Code Board of Appeals..... | 5 |
| Community Preservation Committee | 1 |
| Cultural Council..... | 1 |
| Council on Aging..... | 1 |
| Harwich Accessibility Rights Committee..... | 1 |
| Harwich Housing Committee | 1 |
| Forest Committee..... | 2 |
| Golf Committee | 2 |
| Health Board | 1 |
| Historic District/Historical Commission (2 full – 3 alternate)..... | 5 |
| Municipal Revenue and Economic Development Committee..... | 5 |
| Planning Board (2 alternate)..... | 2 |
| Traffic Safety Committee | 2 |
| Treasure Chest Committee (1 alternate)..... | 1 |
| Voter Information | 1 |
| Wastewater Support Committee | 2 |
| Youth Services..... | 2 |

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