

SELECTMEN'S MEETING AGENDA*

Donn B. Griffin Room, Town Hall

732 Main Street, Harwich, MA

Executive Session 6:10 P.M.

Regular Meeting 6:30 P.M.

Monday, July 23, 2018

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

I. CALL TO ORDER

II. EXECUTIVE SESSION -

#1 Pursuant to M.G.L. c. 30A, § 21(a)(6) To consider the purchase, exchange, lease or value of real estate, if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body- 718 Main Street; **#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 Union.**#3** Approve Executive Session minutes of June 4, 2018 pursuant to M.G.L. c. 30A, § 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel — Fire Chief ; Pursuant to MGL c.30A, §21(3) to conduct strategy sessions with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares – Fire Union Contract; Deputy Fire Chief re-classification; SEIU Manager's Union Contract and Compensation Survey; Pursuant to MGL c.30A, §21(3) to conduct strategy sessions with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares – HEA Union Contract - approve Executive Session minutes of April 2 & 9, 2018;

III. PLEDGE OF ALLEGIANCE

IV. WEEKLY BRIEFING

V. PUBLIC COMMENTS/ANNOUNCEMENTS

VI. CONSENT AGENDA

- A. Vote to accept gift of \$11,165 from the Ora Gaylord Arooth Trust
- B. Vote to accept gift of plantings at the Cultural Center from Erica Strzepek
- C. Vote to approve application by Chamber of Commerce for fireworks on September 15, 2018
- D. Request by Building Director to waive permit fees for new Fire Station

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

- A. Liz Argo- CVEC Round 1 Adder request
- B. Carol Coppola- Sample Fraud Policy

VIII. COMMITTEE APPOINTMENTS

- 1. Community Preservation Committee
- 2. By-Law / Charter Review Committee
- 3. Planning Board
- 4. Council on Aging
- 5. Housing Committee

IX. NEW BUSINESS

- A. Confirm Susan Keith as Council on Aging Social Service Coordinator pursuant to offer letter
- B. Waste Water-
 - 1. Presentation by David Young - Dennis Harwich Yarmouth (DHY) process and schedule
 - 2. Overview of Land Use Controls
 - 3. Test Boring Map and Locations
 - 4. Listing of potential vendors for sewer install
 - 5. Discuss and vote on scope of the Public Relations Firm RFP- Larry Ballantine
- C. Discussion of the Real Estate and Open Space Committee's nomination to the CPC
- D. Green Fleet – Fuel Efficient Vehicle Replacement Policy – *second reading*
- E. Town Hall Vehicles- Review.

X. **OLD BUSINESS**

- A. Speed bump installation update Sea Breeze Ave
- B. Schoolhouse Road Parking Project-
 - 1. Defer the application and expansion of Schoolhouse Parking Lot.
 - 2. Establish charge for Harwich Port Parking Committee and Request for Committee volunteers

XI. **CONTRACTS**

- A. Extend the Drainage Contract for Robert B. Our for one additional year per the recommendation of the DPW Director

XII. **TOWN ADMINISTRATOR'S REPORT**

- A. Lease of a Green Vehicle for the Community Development Department
- B. Market Rate Adjustment for Building Department inspections.
- C. Deputy Fire Chief Vehicle
- D. Piping Plover update.
- E. Sign Visiting Nurse Association Contract
- F. Non-Resident Taxpayer's Meeting- August 6th
- G. Finance Director's FY19 Review
- H. Departmental Reports

XIII. **SELECTMEN'S REPORT**

- A. Committee Vacancy Report for July 2018

XIV. **ADJOURNMENT**

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

Authorized Posting Officer:

Posted by: _____
Town Clerk

Evan Melillo, Asst. Town Administrator

Date: _____
July 19, 2018

H A R W I C H

Community

C E N T E R

Tel: 508-430-7568
100 Oak Street, Harwich, MA 02645

Director
Carolyn B. Carey

July 16, 2018

Chris Clark, Town Administrator
Town Hall
Harwich Ma 02645

Dear Chris,

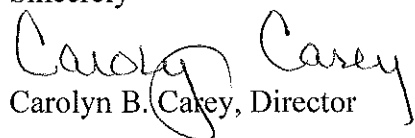
I feel very fortunate to ask you, through the selectmen to accept the attached gift of \$11,165.00 from the Ora Gaylord Arooth Trust.

This gracious gift in the past has provided the Community Center with needed equipment for the building and helped to pay for some training for staff along with paying for countless other things that I hope have enhanced the experience of all those that utilize the building.

The letter from Trustee, Carol Ann Rowley asks that the Town sign that we are in receipt of the check. I am sending the entire package to your attention for a signature.

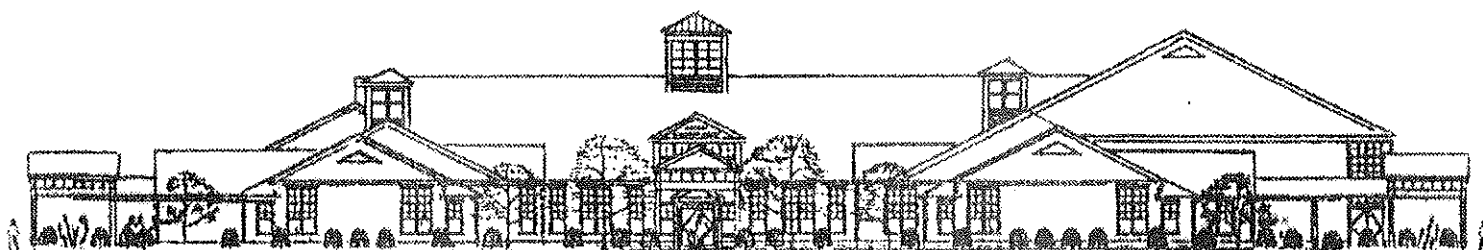
I thank you again for your support to the Community Center and all those we serve.

Sincerely


Carolyn B. Carey, Director

Enclosures

Carol Coppola, Town Finance Director





Carol Ann S. Rowley

July 12, 2018

Harwich Community Center
100 Oak Street
Harwich, MA. 02645

Dear Sir/Madam:

As Trustee of The Ora Gaylord Arooth Trust, I am pleased to deliver the distribution for FY ending February 2018 of \$11,165, for your organization's unrestricted use. Per Mrs. Arooth's request, this distribution is being made in **Memory of Joseph Arooth and Ora Gaylord Arooth** and should be noted as such by you.

I have made the appropriate filings with the Internal Revenue Service and the Massachusetts Attorney General's office, who oversees charities.

For your records, enclosed is the financial statement prepared by the certified public accounting firm of Lamb, Mason, Bulger & Co., P.C..

Please sign the enclosed copy of this letter signifying receipt of the monetary distribution and financial statement and return it to me, at your earliest convenience, in the self addressed, stamped envelope. If you have any questions, please do not hesitate to contact me.

With sincere respect,

CAROL ANN S. ROWLEY, TRUSTEE

:car
Enclosures (3)

DATED: _____ SIGNATURE: _____

576 Long Pond Road
~~Post Office Box 2402~~
Brewster, MA 02631



508-237-2608
508-896-0026
csrowley@outlook.com



Carol Ann S. Rowley

July 12, 2018

Harwich Community Center
100 Oak Street
Harwich, MA. 02645

Dear Sir/Madam:

As Trustee of The Ora Gaylord Arooth Trust, I am pleased to deliver the distribution for FY ending February 2018 of \$11,165, for your organization's unrestricted use. Per Mrs. Arooth's request, this distribution is being made in **Memory of Joseph Arooth and Ora Gaylord Arooth** and should be noted as such by you.

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With sincere respect,



CAROL ANN S. ROWLEY, TRUSTEE

:car
Enclosures (3)

DATED: _____ SIGNATURE: _____

576 Long Pond Road
~~Post Office Box 2492~~
Brewster, MA 02631



508-237-2608
508-896-0026
csrowley@outlook.com

THE ORA GAYLORD AROOTH TRUST

Financial Statements – Income Tax Basis

February 28, 2018

THE ORA GAYLORD AROOTH TRUST

Table of Contents

February 28, 2018

EXHIBIT

Independent Accountant's Compilation Report

Financial Statements

Statement of Assets, Liabilities and Fund Balance - Income Tax Basis

A

Statement of Support, Revenues, Expenses, and Fund Balance - Income Tax Basis

B

Notes to Financial Statements

C

LAMB, MASON, BULGER & CO., P.C.
Certified Public Accountants
32 Village Landing, P.O. Box 1233
West Chatham, Massachusetts 02669


INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

June 26, 2018

To Carol A. Rowley, Trustee
The Ora Gaylord Arooth Trust
Brewster, Massachusetts

Management is responsible for the accompanying financial statements of The Ora Gaylord Arooth Trust, which comprise the statement of assets, liabilities, and fund balance—income tax basis as of February 28, 2018 and the related statement of revenues, expenses, and fund balance - income tax basis for the year then ended in accordance with the income tax basis of accounting, and for determining that the income tax basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared in accordance with the income tax basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.


Lamb, Mason, Bulger & Co., P.C.

THE ORA GAYLORD AROOTH TRUST

Statement of Assets, Liabilities and Fund Balance - Income Tax Basis

February 28, 2018

(See Independent Accountant's Compilation Report)

Assets:	
Cash and cash equivalents	\$ 4,194
Investments (at cost)	<u>658,008</u>
Total Assets	<u>\$ 662,202</u>
Liabilities:	
Accrued expenses	\$ 9,143
Accrued charitable distribution	<u>44,660</u>
Total Liabilities	<u>53,803</u>
Fund Balance	<u>608,399</u>
Total Liabilities and Fund Balance	<u>\$ 662,202</u>

THE ORA GAYLORD AROOTH TRUST

Statement of Support, Revenues, Expenses, and Fund Balance - Income Tax Basis

For the Year Ended February 28, 2018

(See Independent Accountant's Compilation Report)

Support and Revenues:	
Dividends and interest	\$ 23,410
Realized gain on sale of investments	<u>1,812</u>
Total Support and Revenues	<u>25,222</u>
Expenses:	
Charitable distributions	44,660
Trustee fees	9,097
Federal excise tax	161
Filing fees	<u>35</u>
Total Expenses:	<u>53,953</u>
Deficiency of Support and Revenues over Expenses	(28,731)
Fund Balance, Beginning	<u>637,130</u>
Fund Balance, Ending	<u>\$ 608,399</u>

THE ORA GAYLORD AROOTH TRUST

Notes to Financial Statements

February 28, 2018

(See Independent Accountant's Compilation Report)

Note 1 - Summary of Significant Accounting Policies:

Nature of Operations - The Ora Gaylord Arooth Trust is a non-exempt charitable trust established by Ora Gaylord Arooth to provide ongoing support to four specific charitable organizations.

Basis of Accounting - The accounting records and the accompanying financial statements have been maintained and prepared on the accrual method of accounting in accordance with practices permitted for federal income tax purposes, which is a comprehensive basis of accounting other than generally accepted accounting principles (GAAP). The following are the more significant differences between that basis and GAAP:

- 1) As permitted for income tax reporting purposes, the Trust has not implemented all of the financial reporting requirements of FASB Codification 958, *Financial Statements of Not-for-Profit Organizations*. Accordingly, the Trust has not classified the difference between its assets and liabilities as unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets based on the existence or absence of donor-imposed restrictions. In addition, the Trust has not reported the changes in each of those classes of net assets in the accompanying financial statements. That presentation is required by GAAP.
- 2) Investments in marketable securities are recorded at cost. Under GAAP, such investments would be recorded at their fair values.

Cash and Cash Equivalents - The Trust defines its cash and cash equivalents to include only cash in demand deposits.

Investments - Investments in marketable securities are stated at cost or, in the case of contributed securities, at their fair value at date of receipt. Under generally accepted accounting principles, such investments would be recorded at their fair values.

Use of Estimates - The preparation of financial statements requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Subsequent events - The Trustee evaluated subsequent events for potential required disclosures through June 26, 2018, which is the day the financial statements were available to be issued.

Note 2 - Income Taxes:

The Trust qualifies for and files Form 990PF as a private non-operating foundation under section 4947(a)(1) noncharitable Trust and pays a federal excise tax on net investment income.

THE ORA GAYLORD AROOTH TRUST

Notes to Financial Statements

February 28, 2018

(See Independent Accountant's Compilation Report)

Note 3 - Investments:

Investments at February 28, 2018 are carried at cost. Investments are as follows:

	<u>Cost</u>	<u>Market Value</u>	<u>Unrealized Gain (Loss)</u>
Money Market Funds	\$ 293,530	\$ 293,530	\$ -
Limited Partnership	24,317	23,800	(517)
Common Stock	<u>340,161</u>	<u>538,390</u>	<u>198,229</u>
	<u>\$ 658,008</u>	<u>\$ 855,720</u>	<u>\$ 197,712</u>

Realized gain on sale of investments were as follows:

Proceeds of sales	\$ 93,820
Basis of investments sold, determined by specific identification	<u>(92,008)</u>
	<u>\$ 1,812</u>

Note 4 – Accrued charitable distribution:

Amounts due to trust beneficiaries as required by Section 4942 of the Internal Revenue Code are as follows;

	<u>Status</u>	<u>Purpose</u>	<u>Amount</u>
Lupus Foundation of America	Public Charity	Unrestricted Support	\$ 11,165
Our Lady of Providence Children's Center, Inc.	Public Charity	Unrestricted Support	11,165
Hope Health	Public Charity	Unrestricted Support	11,165
Harwich Community Center	Municipal Entity	Unrestricted Support	<u>11,165</u>
		Total accrued charitable distributions	<u>\$ 44,660</u>

©2005 United Way 1-800-210-0108 www.unitedway.com

53-7054/2113

131

ORA GAYLORD AROOTH TRUST

DTD 4/14/2000
CAROL A. ROWLEY, TRUSTEE
576 LONG POND ROAD
BREWSTER, MA 02631

July 17²⁰ 18

PAY TO

THE ORDER OF

Harwich Community Ctr \$ 11,165.00

eleven thousand one hundred DOLLARS

sixty five and 100/100

Security Features
Included
Details on Back

TD BANK



FOR

⑆ 211370545⑆ 8253784827⑆

0131

BLUE CLASSIC

TOWN OF HARWICH

SCHEDULE OF DEPARTMENTAL PAYMENTS TO THE TREASURER

Community Center

Date 7/16/18

	DESCRIPTION	ORG – OBJECT	AMOUNT		
Fee	Program Fees	015404-432044			
Fee	Building Use	015404-436004			
Fee	Weight Room Use	015404-484098			
Fee	Custodian Outside Duty	8905-251036			
Fee	Passport	015404-432049			
Fee	Copies/Faxes	015404-432003			
Rev	Weight Room	15445404-484099			
Gift	CC Gift Account	15166304-483000	11,165.00		
Rev	Revolving Account	15405004			
		Yoga			
		Demello/Aerobics			
		Jill Brown Exercise			
		Cape Sands			
		Ballroom Dance			
		Bit o bliss			
		TOTAL	11,165.00		

Cathy Carey
 Department Representative

7/16/18
 Date

Amy Bullock
 Town Treasurer

7-16-18
 Date

7/10/18

Board of Selectmen
Chairman
732 Main Street
Harwich MA 02645

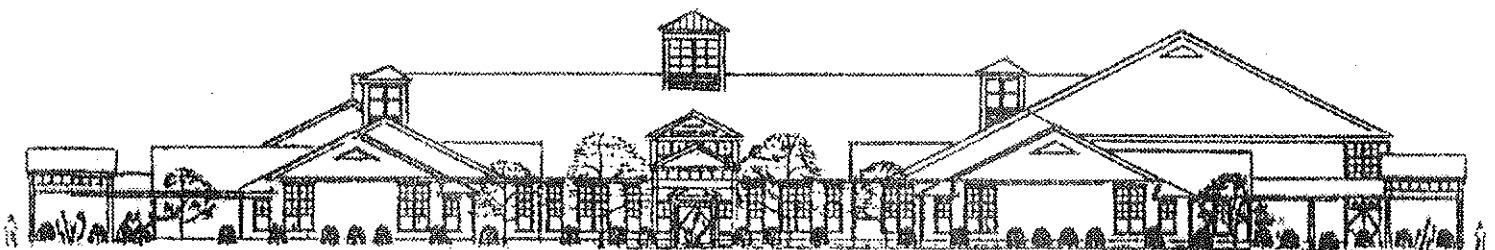
Dear Ms. Chairman;

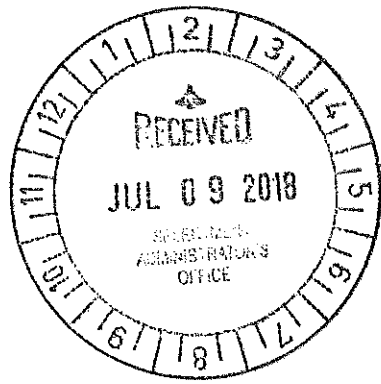
I am writing regarding the request you received to accept a gift of plants that have already been planted at the Harwich Cultural Center. I write to express my concern that although we are so grateful to have support from our renters, I think it would be important that we have a master plan and that donations in the future follow the proper procedures and are coordinated through myself or Erica as Town employees. The original plants that were in the courtyard were compromised and removed also the locations were of concern for the highway department that has been maintaining the property for the Town. Please know we are excited to grow the Cultural Center but we do have to move ahead thoughtfully and slowly to maximize the multipurpose use of the space which includes education, arts, science and Town use. Thank you in advance for your time and attention in this matter. The Cultural Center is grateful for all the individuals that come together to support the center in so many unique and important ways.

Sincerely,



Carolyn B. Carey
Director, Harwich Community Center





From: Wendy Christern
Room 114
Harwich Cultural Center
July 7, 2018
(413) 687-5637

To:
Erica Strzepak
Harwich Cultural Center
Harwich, MA 02645

Here is letter regarding my plantings in courtyard. When I rented Room 114, there were beautiful flowering viburnum and honeysuckle bushes (with catbirds!) outside the windows, providing much needed summer shade to the west facing classroom. Unfortunately, these were suddenly cut down soon after I took the room.

I would like to donate Rose of Sharon, butterfly bush, and probably a honeysuckle bush as a "Gift to the Town". I will plant them outside under the windows of Room 114 in the courtyard, where the previous bushes were. ~~and~~ ~~over~~ They will provide shade in the summer and let warm sun in during the winter.



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

APPLICATION FOR LICENSE/PERMIT

PLEASE CHECK

ROAD RACE

CRAFT FAIR

Fireworks
 OTHER

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

NAME OF BUSINESS Harwich Chamber of Commerce PHONE 508-430-1165

BUSINESS ADDRESS 1 Schoolhouse Road Harwich Port, MA 02646

MAILING ADDRESS 1 Schoolhouse Road Harwich Port, MA 02646

PLEASE STATE THE PURPOSE FOR WHICH LICENSE/PERMIT IS REQUESTED 2nd year for the Harwich Chamber to present the fireworks on Saturday evening of the Harwich Cranberry Festival

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

DATE Saturday - September 15, 2018

TIME 8:00pm

ROUTE/LOCATION Viewing will be behind the Harwich Community Center

(please use reverse side if necessary)

Cyde Williams
 Signature of Applicant

Executive Director
 Title

04-218-4220
 Social Security Number of Federal Identification Number

042-184-220
 Tax Exempt ID (for non-profit organizations)

Signature of Individual or Corporate Name

By Corporate Officer (if applicable)

REGULATORY COMPLIANCE FORM

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

Kevin Olin 7/11/18
Police Department Date

Carly Carey 7/10/18
Building Commissioner Date

[Signature] 7/12/18
Recreation & Youth Commission Date

[Signature] 7/12/18
Community Center
Board of Health Date

[Signature] 7/11/18
Fire Department Date

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

For Office Use Only

FEE _____ CASH _____ CHECK _____

FOR _____

REVIEWED BY _____

DATE LICENSE ISSUED _____

Harwich Recreation Department Youth, Park, Beach, & Commission



USE OF FACILITY FORM

DATE 7/11/18

LOCATION REQUEST

BEACH or PARK
 BROOKS PARK & GAZEBO
 BROOKS FIELD / COURT
 VETERAN'S MEMORIAL FIELD COMPLEX
 BASEBALL SOFTBALL MULTI

SR MEMORIAL FIELD
 WHITEHOUSE FIELD
 J McPHEE SOCCER FIELD
 POTTER SOFTBALL FIELD
 NON-PROFIT Y / N

CONTACT PERSON Cyndi Williams ORGANIZATION Harwich Chamber

MAILING ADDRESS 1 Schoolhouse Road CITY, ST, ZIP Harwich Port, MA 02646

EMAIL Cyndi@harwichcc.com CELL PHONE 508-615-0124

PURPOSE OF REQUEST Location of fireworks # OF ATTENDEES _____

DATE(S) REQUESTED* September 15, 2018

*ALL DATES ARE SUBJECT TO AVAILABILITY

HOURS OF USE all day AREA REQUESTED _____

SPECIAL REQUESTS OR NEEDS

- ❖ Use of temporary tents larger than 12'x12' require location approval and a separate Town TENT PERMIT
- ❖ Use of tent stakes over 8" requires ADDITIONAL PERMISSIONS
- ❖ Activities dispensing food to the PUBLIC requires Harwich Board of Health PERMIT
- ❖ Approval pending all other required Town permits and approvals
- ❖ APPLICATION DEADLINE FOR FIELD USE FOR ANY YEAR IS FEBRUARY 1ST

USE	FEE	CAP	REFUNDABLE DEPOSIT	TOTAL DUE
FIELD OR COURT USE - ONE GAME	\$20.00	\$1000	\$50.00*	_____
WHITEHOUSE FIELD USE - ONE GAME	\$50.00	\$1000	\$50.00*	_____
FIELD/WHF MULTI DAY USE	\$150/FIELD/DAY		\$50.00-\$500*	<u>150.00</u>
PARK OR BEACH USE - FULL DAY, WEDDING, FAMILY FUNCTION, OR SPECIAL EVENT	\$150.00		\$50.00-\$500*	_____
USE OF ELECTRICITY - PARKS	\$25/DAY		\$50.00*	_____
FIELD, PARK, BEACH USE - MULTI DAY EVENT	\$150.00/DAY		\$50.00-\$500*	_____
WHF LIGHT USAGE CHARGE/PER USE (BILLABLE IN 1/4 HOUR INCREMENTS)	\$65.00/HOUR		\$500.00*	_____
BEACH COOK FIRE	\$ 20.00		\$50.00*	_____

PAID

APPROVED

* <100 people \$50 deposit required, >100 people \$100 deposit required, >200 people \$300 deposit required, > 500 people \$500 deposit required. DEPOSITS WILL BE REFUNDED AFTER A SITE INSPECTION HAS BEEN COMPLETED AND/OR APPLIED TO USE OF FACILITY INVOICES WITH ANY UNUSED BALANCE RETURNED.

Initials

I HAVE READ THE ATTACHED RULES AND REGULATIONS REGARDING USE OF THIS RECREATION FACILITY AND AGREE THAT I/OUR ORGANIZATION WILL ABIDE BY THEM.

APPLICANT SIGNATURE: Cyndi Williams

TITLE Executive Director

BY: [Signature]
RECREATION REPRESENTATIVE

DATE 7-11-18

Sandy Robinson

From: Raymond Chesley
Sent: Wednesday, July 18, 2018 9:11 AM
To: Sandy Robinson
Cc: Christopher Clark; Norman Clarke; David LeBlanc
Subject: Building Permit Fee - Fire Station 149 Route 137

Sandy

Please ask the Board of Selectmen to consider waiving the building permit fees for the new Fire Station located at 149 Route 137 as this is a public building owned by the town. The plumbing, gas and electrical permit fees should not be waived.

Thanks
Ray Chesley
Building Commissioner

Ann Steidel

From: Larry Cole <coleslawone@yahoo.com>
Sent: Monday, July 02, 2018 1:47 PM
To: Ann Steidel
Subject: Fw: CVEC appearance at BOS meeting

Please get her on the agenda.

Thanks,

Larry

----- Forwarded Message -----

From: Liz Argo <largo@cvecinc.org>
To: Lawrence Cole <coleslawone@yahoo.com>
Sent: Monday, July 2, 2018, 12:35:53 PM EDT
Subject: CVEC appearance at BOS meeting

Hi Larry,

It is quite possible that CVEC will need to return in the fall to ask the towns for the continuation of the Round 1 Adder for FY20. While it is hoped that we will collect enough income to end the Round 1 Adder through an effort at entering the Capacity Market, we just won't know in time if the projects qualify and, if they do, what the bid dollar amount will be. For that reason President Cakounes has asked me to arrange for an opportunity to meet with all CVEC member Boards of Selectmen. I've been instructed to start the requests this early because it takes so long to get a slot and we need to get in before December.

If we find out in time that our projects *have* cleared and we have confidence that this new source of revenue will carry CVEC, we would still meet with Boards of Selectmen and Commissioners to update them on CVEC's accomplishments and to announce that we will not need the R1 Adder in FY20.

Can you get us a spot on the agenda?

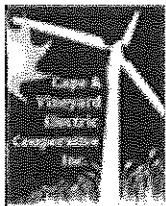
Hope you are enjoying the summer!

Thank You,

Liz

Liz Argo

Manager



Cape & Vineyard Electric Cooperative, Inc.

23H2 White's Path, Suite 2

South Yarmouth, MA 02664

774-722-1812 (cell)

SAMPLE POLICY

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.

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.
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: _____

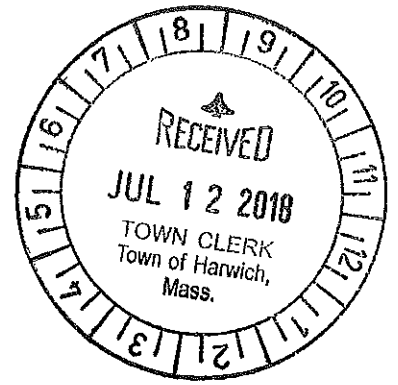
Printed Name: _____

Date Signed: _____

INTERVIEWS – Wednesday, July 18, 2018 @ 9:00 am

<u>TIME</u>	<u>APPLICANT:</u>	<u>VACANCY</u>	<u>TERM</u>
9:00 am	Douglas Stanford	Board of Health 1 full vacancy	Hold
9:10 am	David Spitz	Affordable Housing Trust 1 full vacancy	Hold
9:15 am	Chris Rockett	Community Preservation Committee 1 vacancy (Selectmen)	Full – Term to Expire 2019
9:30 am	Tina Games	By-Law and Charter Review Committee 1 full vacancy	Full – Term to Expire 2020
9:45 am	Craig Chadwick	Planning Board 1 full vacancy 2 alternate vacancies	Full – Term to Expire 2019
10:00 am	Justin White	Council on Aging (for future vacancy) Alternate??	Full – Term to Expire 2021
10:15	David Rogers	Accessibility Rights Committee 1 vacancy	Hold
5/09/18 interview	Joseph McParland, Jr.	Housing Committee 1 full vacancy	Full – Term to Expire 2021

Selectmen's Interview/Nominations Subcommittee
Selectmen's Office, Town Hall
Wednesday, July 18, 2018
9:00 a.m.



AGENDA

I. CALL TO ORDER

II. NEW BUSINESS

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

1. Harwich Affordable Housing Trust
2. Community Preservation Committee
3. Historic District/Historical Commission
4. Council on Aging
5. Board of Health
6. Planning Board
7. By-Law and Charter Review Committee
8. Harwich Accessibility Rights Committee

C. Miscellaneous discussion regarding appointments and/or procedure

III. ADJOURNMENT

**Per the Attorney General's Office: The Board of Selectmen may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business."*

If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact the Selectmen's Office at (508) 430-7512 ext. 2

Authorized Posting Officer:

Posted by:

Paula West
Town Clerk

Sandra Robinson
Sandra Robinson, Admin. Secretary

Date: July 12, 2018


OFFICE OF THE TOWN ADMINISTRATOR
Christopher Clark, Town Administrator

732 MAIN STREET, HARWICH, MA 02645

July 18, 2018

Ms. Susanna Keith
359 Main Street
Harwich, MA 02645

Dear Ms. Keith:

We would like to offer you the position of Social Service Coordinator for the Town of Harwich Council on Aging. I look forward to your positive contributions to our community.

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

- Pursuant to the Town Charter, the Town Administrator makes the appointment for this position subject to confirmation by the Board of Selectmen. Your name has been put forth for confirmation at the Board's July 23, 2018 meeting. Successful confirmation will be needed to finalize appointment.
- You have completed a successful CORI check
- The Town will arrange for a pre-employment physical and drug test that must be successfully completed.

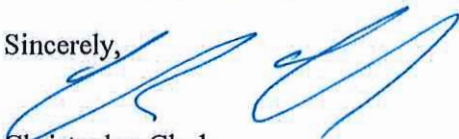
Please confirm your understanding of the terms of your employment by signing the bottom of this letter and returning a copy to us for your personnel file.

Your position title will be Social Service Coordinator and your full-time starting date will be August 20, 2018. This position is included in the Harwich Employees Association and your employment is subject to the rights and obligations included in the contract which is enclosed. Your compensation will be \$28.16 per hour (Grade HEA8, Step 3) with a 35 hour work week. Your general work schedule will be Monday through Friday from 8:30am to 4:00pm, though as stated the job includes occasional evening or weekend work.

As discussed, if you are available on Monday, August 13, 2018, we would pay you for an initial training and orientation period on that day with the former Council on Aging Social Service Coordinator. Please speak with Council on Aging Director, Judi Wilson, to arrange.

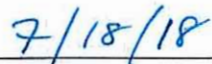
Again, we are delighted that you are joining the Town's professional staff. Please feel free to contact me if you have any questions prior to beginning work.

Sincerely,


Christopher Clark
Town Administrator



Susanna Keith (signature)



Date

Enclosures

cc: Board of Selectmen/Town Treasurer/IT Director/Town Accountant

Sandy Robinson

From: Young, David F. <YoungDF@cdmsmith.com>
Sent: Monday, July 16, 2018 12:06 PM
To: Sandy Robinson; Christopher Clark
Cc: Evan Melillo; Ann Steidel
Subject: FW: DHY Memo with updated draft Special Legislation
Attachments: Memo - Process to Potentially Create the DHY Clean Waters Community Partnership-06-18 (Legislation updated 07-18).pdf

Hi,
Chris said he was putting me on the BOS agenda for the 23rd.
See attached for that meeting which includes a memo on the DHY process and schedule and a copy of the latest version of the special legislation.
Also I would include the Sewer schedule that you were printing last week as I can use that to provide an update.
Thanks

David F. Young
Vice President

CDM Smith
75 State Street
Suite 701
Boston, MA 02109

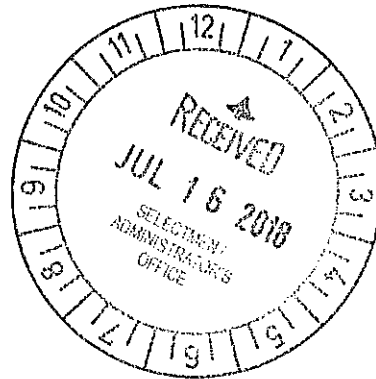
Tel: 617-452-6544
youngdf@cdmsmith.com



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 53F $\frac{1}{2}$ 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.

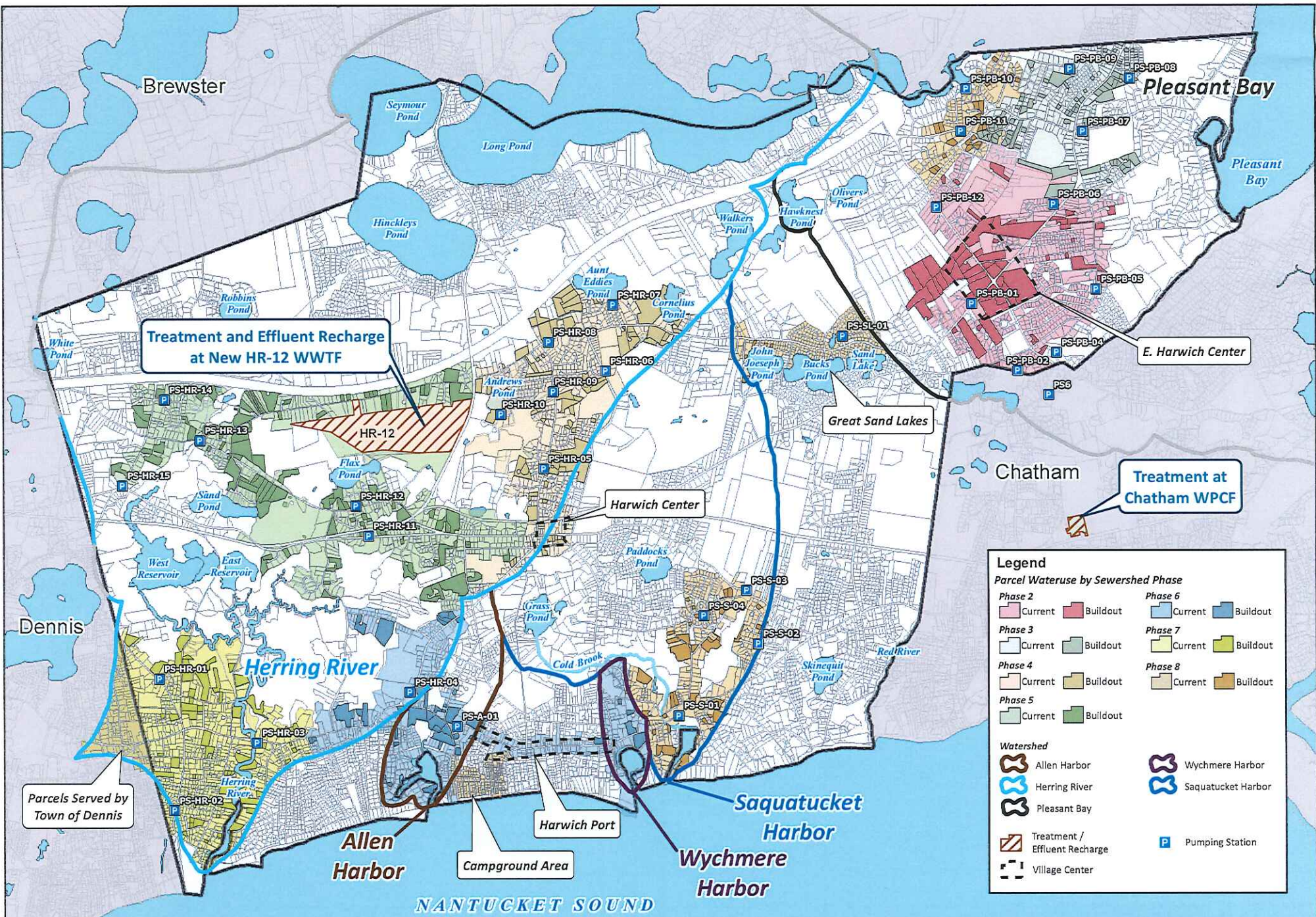
Adopted

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:



Legend

Parcel Wateruse by Sewershed Phase

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

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)	

NANTUCKET SOUND

Parcels Served by Town of Dennis

Treatment and Effluent Recharge at New HR-12 WWTF

Treatment at Chatham WPCF

Pleasant Bay

Pleasant Bay

E. Harwich Center

Chatham

Great Sand Lakes

Harwich Center

PS-S-03

PS-S-04

PS-S-02

PS-S-01

PS-HR-04

PS-A-01

PS-HR-03

PS-HR-02

Herring River

Harwich Port

Wychmere Harbor

Saquatucket Harbor

Allen Harbor

Campground Area

Dennis

Brewster



Sewer Service Area by Phase
Existing and Buildout Parcels

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

Figure 1-1
Sewer Service Areas (SSAs)

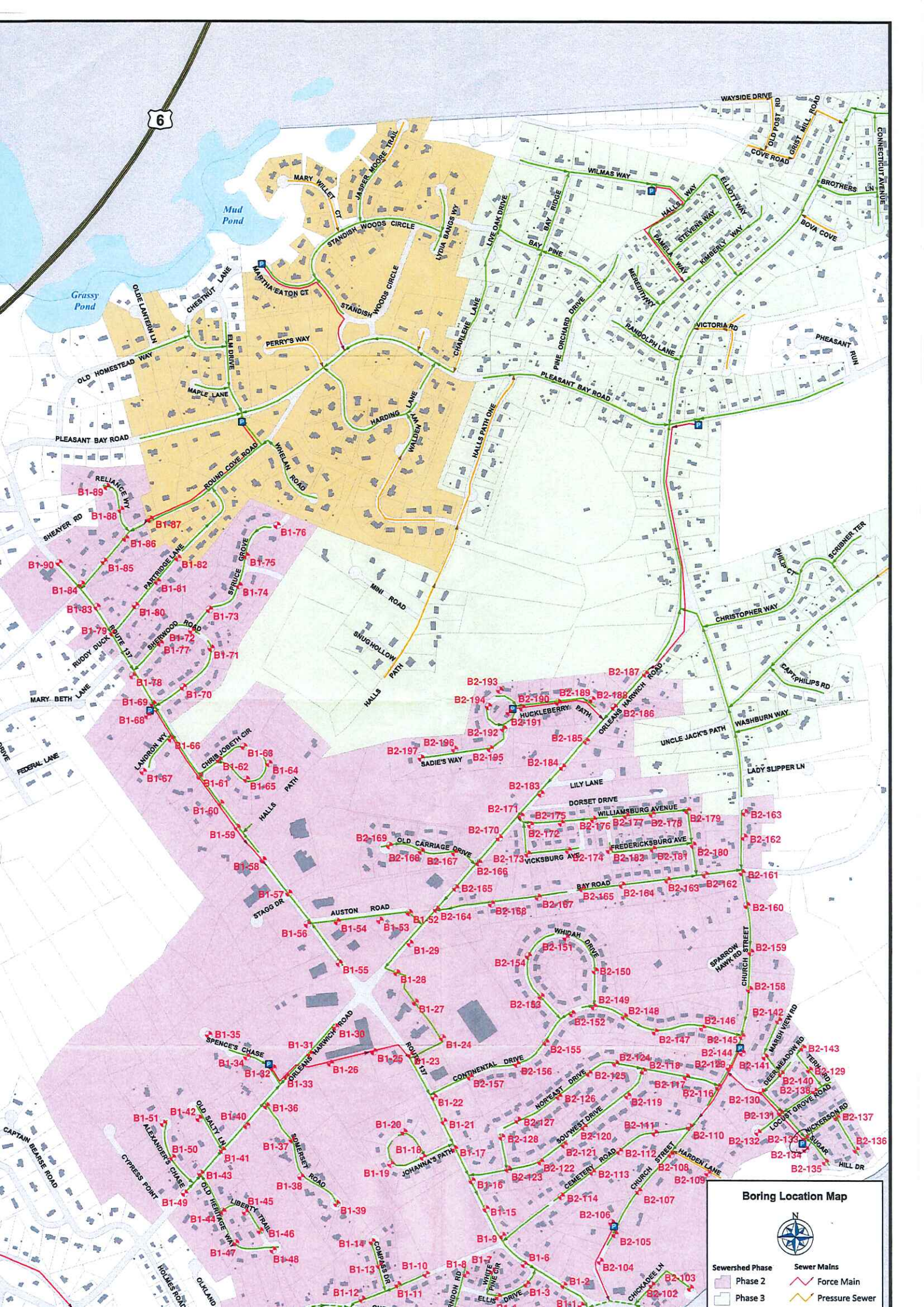


**Table 1-1
Buildout and Total Harwich Wastewater Flows
40-year Planning Period by Sewer Service Area**

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.



6

Mud Pond

Grassy Pond

Boring Location Map



- | | |
|--|--|
| Phase 2 | Force Main |
| Phase 3 | 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)	Alexnder'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

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

ENGINEERS and REGISTERED SANITARIANS

The Engineers & Registered Sanitarians on this list are certified to design and inspect onsite sewage disposal systems

<p>BSC Group 349 Route 28, Unit "D" West Yarmouth, MA 02673 508-778-8919</p>	<p>George Reilly, RS P.O. Box 1063 Orleans, MA 02653 508-255-8635</p>	<p>Ryder & Wilcox Engineering 3 Giddiah Hill, Box 439 South Orleans, MA 02662 508-255-8312</p>
<p>Bass River Engineering P.O. Box 1163 East Dennis, MA 02641 508-385-3426</p>	<p>J.C. Ellis Design Co. PO Box 81 Eastham, MA 02651 508-240-2220</p>	<p>Schofield Brothers Engineering P.O. Box 101 Orleans, MA 02653 508-255-2098</p>
<p>Bennett Environmental Associates 1573 Main Street – PO Box 1743 Brewster, MA 02631 508-896-1706</p>	<p>J.M. O'Reilly & Associates P.O. Box 1773 Brewster, MA 02631 508-896-6601</p>	<p>Dan A. Speakman Construction 15 Speak Way Harwich, MA 02645 508-432-5565</p>
<p>Clark Engineering 156 Crowell Road, Suite B Chatham, MA 02633 508-945-5454 Fax: 508-945-5458</p>	<p>LaBarge Engineering 237 Route 28 W Harwich, MA 02671 508-432-6360 Fax: 508-432-6792</p>	<p>Stephen A. Haas Engineering, Inc. P.O. Box 16 South Dennis, MA 02660 508-362-8132 Cell: 508-367-1691</p>
<p>Coastal Engineering 260 Cranberry Highway Orleans, MA 02653 508-255-6511</p>	<p>Mary Beth McKenzie, R.S. J. O'Loughlin, Inc. 2 Harold Street Harwich Port, MA 02646 508-432-5700</p>	<p>Sweetser Engineering 203 Setucket Road, South Dennis, MA 02660 508-385-6900</p>
<p>Down Cape Engineering 939 Route 6A Yarmouth Port, MA 02675 508-362-4541</p>	<p>Moran Engineering 941 Route 28, PO Box 183 South Harwich, MA 02661 508-432-2878</p>	<p>Terry Warner Surveying 22 Long Road Harwich, MA 02645 508-432-8309</p>
<p>East Cape Engineering P. O. Box 1525 Orleans, MA 02653 508-255-7120</p>	<p>R. J. O'Hearn, P.L.S., R.S. 35 Route 134 South Dennis, MA 02660 508-394-1265</p>	<p>Eldredge Surveying & Engineer 1038 Main Street Chatham, MA 02633 508-945-3965</p>
<p>David Coughanowr Eco-Tech Rapid Response 155 George Ryder Road South Chatham, MA 02633 508-364-0894</p>	<p>Ronald J. Cadillac, PLS, RS, P.C. P.O. Box 258 West Yarmouth, MA 02673</p>	<p>Robert M. Perry, P.E. P.O. Box 1517 East Dennis, MA 02631 508-385-1445</p>
<p>Felco Engineering P.O. Box 1366 Orleans, MA 02653 508-255-8141</p>	<p>Douglas A. Grover Septic Design P.O. Box 240 South Orleans, MA 02662 508-255-4411</p>	

SEPTIC INSTALLERS

Business Name	Mailing Address	Phone #
A & S Construction	21 Bog Hollow Road, Orleans	508-246-3068
Abb-Solutely Septic Service (Minor Repairs Only)	51 John Joseph Road, Harwich	508-737-3977
Accu Sepcheck (Minor Repairs Only)	17 Northside Drive, South Dennis	508-385-5891
A.M.A. Excavating	PO Box 793, South Orleans	508-896-9095
Aaron Gingras	204 Oak Street, Harwich	774-722-1368
Alan Hall	473 Depot Street, Harwich	774-313-6560
All Cape Septic	618 Route 28, West Yarmouth	508-771-4200
Ambrose Homes Inc.	PO Box 1405, Wellfleet	508-349-8252
B & B Excavating Inc.	14 Teaberry Lane, Forestdale	508-477-0653
Barrows Excavating	2 Vineyard Lane, Harwich	508-430-2663
Better Cape Plumbing	PO Box 873, Brewster	508-896-1878
Borthwick & Summers Inc.	PO Box 558, North Chatham	508-430-1720
Bortolotti Construction, Inc.	PO Box 704, Marstons Mills	508-771-9399
Bosetti Septic Systems	199 Church Street, East Harwich	508-430-0812
Brian C. Kissling Backhoe Excavation Services	97 Town Brook Road, West Yarmouth	508-778-0444
C.C. Construction, Inc.	PO Box 1493, South Dennis	508-398-1811
Cape Coastal Builders	625 Main Street, Harwich Port	508-432-2299
Cape Cod Septic Inspection	PO Box 1466, Harwich	508-240-2500
Cape Cod Septic Services Inc.	350 Route 28, West Yarmouth	508-775-2825
Chase & Merchant Inc.	PO Box 5, Dennisport	508-398-2116
Coastal Land Design	4665 Route 6 Eastham	508-240-2114
Condon's Excavating	30 Thicket Run Road, Sandwich	508-776-9963
Copper Moon Landscape & Design Inc.	PO Box 331, North Chatham	774-722-2206
CSN Engineering	PO Box 201, Brewster	508-274-7347
Daluze Excavating Service	510 Queen Anne Road	774-353-6243
Daniels Recycling Co. Inc. (Minor Repairs Only)	71 Finlay Road, Orleans	508-255-7033
DG Digging	PO Box 240, South Orleans	508-255-4411
Dig It Construction - Kerry Sullivan	PO Box 268, South Dennis	508-432-1635
Ellis Brothers Construction Co.	PO Box 59, Yarmouth Port	508-362-6237
E-Z-Doze-It, Inc.	PO Box 1447, Wellfleet	508-349-1960
F.L. Quinn Construction	PO Box 514, Orleans	508-255-4544
G.C. Custom Builders	259 Great Western Road, South Dennis	508-394-1612
GFM Enterprises	2 George Holbrook Way, Harwich	774-207-0313
Harry Ellis Builder	2484 Main Street, Chatham	508-432-2393
Holmes Land Service	18 Sadies Way, Harwich	508-432-2981
Iadonisi Construction	371 Service Road, Sandwich	508-888-8893
J.C. Ellis Design Co. Inc.	19 Brittanys Way, Eastham	508-240-2220
J. O'Loughlin, Inc.	2 Harold Street, Harwich Port	508-432-5700
J.W. Dubis & Sons, Inc.	79 Stony Hill Road, Chatham	508-945-0283
John Martin, Inc.	32 Rayber Road, Orleans	508-240-0668
Ken Rose Septic Service	PO Box 1443, Wellfleet	508-349-6804
Matthew A. Eldredge Bobcat Service & Landscape	PO Box 1376, Harwich	508-432-2040
MCE Dirtworks	3 Main Street, Unit 5, Eastham	508-240-5541
Minot Reynolds	PO Box 517, Orleans	508-255-2710
Northeast Construction Septic Systems & Excavation	PO Box 2350, Brewster	508-896-7713
Pastore Excavation	PO Box 1289, Forestdale	508-428-9300
Peraino Excavating	239 Mount Blue Street, Norwell	617-719-8030
Peter McIntire & Sons LLC	50 Martha Kendrick Drive, Chatham	508-945-2846
P.K.M. Contractors, Inc.	PO Box 775, East Dennis	508-385-5993
R.J. Bevilacqua Construction Corp.	PO Box 628, Forestdale	508-833-4899
Ready Rooter Excavating	PO Box 89, Forestdale	508-888-6055
Ready Rooter Inc.	PO Box 371, Sandwich	508-888-6055
Reis Services	515 Tubman Road, Brewster	508-240-4837
Richard Judd, R.S.	775 Freemans Way, Brewster	508-237-5120
Robert B. Our Company, Inc.	PO Box 1539, Harwich	508-432-0530
Robert E. Farrell	PO Box 713, Dennisport	508-394-5248
Ron's Excavating	81 Echo Road, Mashpee	508-737-2669
Rooter Man Cape Cod	PO Box 306, West Harwich	508-430-4000
Speakman Excavating	15 Speak Way, Harwich	508-432-5565

SEPTIC INSTALLERS

T.W. Nickerson Inc.	160 Mill Hill Road, S Chatham	508-432-1655
Terry S. Walker Excavation	PO Box 115, West Harwich	508-255-8785
Turner Brothers LLC	34 Bellows Road, Raynham	508-823-6303
Wall Septic Service	PO Box 771, Harwich Port	508-432-4908
Wind River Environmental	46 Lizotte Drive, Marlboro	800-499-1682

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).

lgb

June 27, 2018



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

From:
Katherine Green, REOS Chair
Town of Harwich

Mrs. Doucette - This letter is to inform you that the Real Estate & Open Space Committee of the Town of Harwich, at their May 18, 2018 meeting, voted to re-elect Katherine Green as their representative to the Community Preservation Committee. At their June 22, 2018 meeting, those minutes were approved.

Sincerely,

Katherine Green (Acting Clerk)

A handwritten signature in cursive script that reads "Katherine Green".

TOWN OF HARWICH FUEL EFFICIENT VEHICLE POLICY

Board of Selectmen Approval Date	
----------------------------------	--

INTRODUCTION

The Green Communities Program states that communities must only *purchase* fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable. The purpose behind this criterion is to reduce carbon dioxide emissions by municipal vehicles, which has a positive impact on the environment and saves the municipality money.

BACKGROUND

The US Environmental Protection Agency's Green Vehicle Guide states that:

Vehicles with lower fuel economy create more carbon dioxide - the most prevalent greenhouse gas - than vehicles with higher fuel economy. Every gallon of gasoline your vehicle burns puts about 20 pounds of carbon dioxide into the atmosphere because air has weight and mass, and it takes a lot of it to burn a gallon of gasoline. One of the most important things you can do to reduce your contribution to global warming is to buy a vehicle with higher fuel economy. The difference between 25 miles per gallon and 20 miles per gallon can amount to the prevention of 10 tons of carbon dioxide over a vehicle's lifetime. Buying a more fuel efficient vehicle will also will help to reduce our nation's dependence on fossil fuels. And of course, you will save money by having to fuel up less often.

POLICY STATEMENT

In an effort to reduce the Town of Harwich's fuel consumption and energy costs over the next 10 years, the Harwich Board of Selectmen hereby adopts a policy to purchase only fuel efficient vehicles to meet this goal.

PURPOSE

To establish a requirement that the Town of Harwich purchase only fuel efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.

APPLICABILITY

This policy applies to all departments of the Town of Harwich.

- AWD = All Wheel Drive: four-wheel drive automatically controlled by the vehicle powertrain system
- 4WD = 4-Wheel Drive: driver selectable four-wheel drive with 2-wheel drive option
- 2WD = 2-Wheel Drive

Heavy-duty vehicle: A vehicle with a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 pounds.

Exemptions

- Heavy-duty vehicles, as defined above, such as fire-trucks, ambulances, public works trucks, and buses are exempt from this criterion.
- Police cruisers, passenger vans and cargo vans are exempt from this criterion as fuel efficient models are not currently available. However, the Town of Harwich shall purchase fuel efficient cruisers, passenger vans, and cargo vans when they become commercially available. Police department and fire department administrative vehicles are NOT exempt and must meet fuel efficient requirements.

Inventory

In order to maintain efficient driving practices before, during and after procuring fuel-efficient cars, the Town Administrator, or his/her designee(s), shall maintain a record of vehicle model, make, model year, year purchased, drive system, weight class, MPG, whether the vehicle is exempt or nonexempt, and vehicle function for each vehicle in every department. (See Appendix A for current inventory). The vehicle inventory list should be updated on an annual basis and provided to the Green Communities Program.

FUEL EFFICIENT VEHICLE REPLACEMENT PLAN

All non-exempt vehicles shall be replaced with fuel-efficient vehicles that adhere to the most recent Green Communities Criterion 4 Guidance. Vehicles shall be replaced when they are no longer operable and will not be recycled from one municipal department to another unless the recycled replacement vehicle meets the fuel efficiency ratings outlined in the Policy. In addition, when replacing exempt vehicles, the function of the vehicle will be reviewed for potential replacement with a more fuel efficient vehicle, including a fuel efficient non-exempt vehicle.

The Town of Harwich will review on an annual basis the Vehicle Inventory, along with the Green Communities Criterion 4 Guidance, to plan for new acquisitions as part of planning for the new fiscal year budget.

QUESTIONS / ENFORCEMENT

All inquiries should be directed to the department responsible for fleet management and/or fleet procurement. This policy is enforced by the Town Administrator and/or his/her designee(s).

Memo

Fuel Efficient Vehicle Purchase Policy Overview

1. Policy doesn't affect current department vehicles, only new purchases.
2. Most Town vehicles are exempt for the foreseeable future (5-15 years) -
 - a. Police cruisers, Fire engines, ambulances, DPW trucks, buses, passenger\cargo vans.
3. The main requirement is not allowing Police and Fire cruisers to be passed down to other departments.
4. Hybrid\Electric vehicles are not required to meet these guidelines.
 - a. For example, the F-150 and Silverado beat the guidelines.

TOWN HALL VEHICLE REVIEW

Existing Conditions

Department	Employees Needing Vehicles	Department Vehicles	Days of Use	Hours of use per day	Weekly use (hours)
Assessors	1	0.5	3	4.5	12
Building	5	1	5	5	25
(Using Assessor's Vehicle)		0.5	2	5	10
Conservation	2	1	5	3.5	15
Health	3	1	5	6	30
Engineering	2	1	5	6	30
TOTAL	13	5		30	122
Maximum use of existing vehicles total work day				37.5	187.5

Recommend: 7 vehicles		Department Vehicles	Days of Use	Hours of use per day	Weekly use (hours)
Assessors		0.5	3	4.5	12
Building		3	5	15	75
(Using Assessor's Vehicle)		0.5	2	5	10
Conservation		1	5	3.5	15
Health		1	5	6	30
Engineering		1	5	6	30
Total		7		40	172
Maximum use for 7 vehicles total work day				52.5	262.5

City Development Plug-in 4x4

< Today > Jun 24 - Jul 21, 2018 Scheduler Day 3 Days Week 4

Sun	Mon	Tue	Wed	Thu	Fri
Jun 24, 2018	25	26	27	28 9am Inspections (Building Department)	
Jul 1	2 9am Inspections (Building Department)	3	4	5 9am Inspections (Building Department)	
8	9 9am Inspections (Building Department)	10	11 9am Inspections (Building Department)	12	
15	16 9am Inspections (Building Department)	17	18 9am Inspections (Building Department)	19	

Inspections
Thu Jul 5 2018, 9:00am - 12:00pm
Calendar: Silver Outlander Plug-in
Who: Building Department

6/29/2018

All-Wheel Drive Plug-in Vehicle

Currently, no department in Community Development has an all-wheel drive Town vehicle and instead use inefficient, high-mileage police cruisers. This results in costly mileage reimbursement for employees to use personal 4x4s as well as having to call for a tow because of vehicles breaking down and getting stuck. To remedy this situation, the Town will be acquiring a full-size, all-wheel drive SUV called the Mitsubishi Outlander PHEV. This is an addition to the fleet, correcting a shortage of available vehicles. For example, the Building Department has a single cruiser and 5 inspecting employees.

The vehicle will be environmentally *and* economically green by utilizing a \$5,000 federal tax incentive. In order for the tax exempt Town to take advantage of the federal incentive the vehicle will be leased for 3 years. This will allow Town departments to gain insight on how plug-in vehicles fit their needs with a much smaller commitment. At the end of the lease the Town has the option to buy the remaining value of the vehicle or simply return them. The Town will pay the entire 3 year lease in one lump sum, or one-pay, of \$11,901.10. The vehicle will also reduce fuel expenditures with a 25 mpg rating as opposed to a cruiser's 16 mpg before it had well over 100,000 miles. When the Outlander PHEV is operating in electric-only mode it has the equivalent of a 74 mpg rating; well above a Toyota Prius.

The following funds were used to procure the Outlander PHEV:

1. A total of \$11,901.10 from FY18 Community Development budgets.
 - a. \$3,000.00 from the Building budget FY18.
 - b. \$2,901.10 from the Engineering budget FY18.
 - c. \$3,000.00 from the Conservation budget FY18.
 - d. \$2,500.00 from the Planning budget FY18.
 - e. \$500.00 from the Community Development budget FY18.

If the plug-in vehicle is a good fit then potentially more vehicles could be leased later.

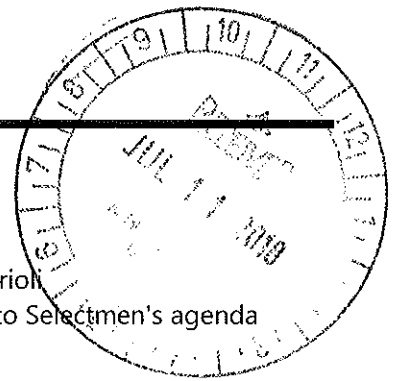
Thank you,

Evan Melillo
Assistant Town Administrator

	Electric				Gasoline			Finances				
	MPGE	kWh Per 100 miles	16¢ Per kWh	¢ Per Mile	MPG	Gallon of Gas Price	Fuel Cost Per Mile	Using Electricity 3/4 of the time	Vehicle Cost Over 3 years	Insurance Cost Per Year	Vehicle Cost Per Mile	Total Cost\Mile
4WD Outlander PHEV	74	45	\$7.20/100 miles	7.2¢	25	\$2.60	10.4¢	8¢	\$11,901.10	\$400.00	43.67¢	51.67¢
4WD Ford Explorer					19	\$2.60	13.7¢		\$32,125.00	\$400.00	111.08¢	124.78¢
Reimbursement Rate												54.50¢
2WD Plug-in	119	28	\$4.48/100 miles	4.48¢					\$8,000.00	\$400.00	30.67¢	35.15¢

Sandy Robinson

From: Julie Kavanagh
Sent: Tuesday, July 10, 2018 11:03 AM
To: Bob Cohn
Cc: Town Administrator Office; Marcia Reeves Caissey; Kristin Ferio
Subject: Re: Request Schoolhouse Rd. parking lot expansion project to Selectmen's agenda



Hi Bob,

Thank you for your email. I am copying Chris Clark on this email & we will advise you of when we are able to put the parking topic back on the agenda. The discussion last night was productive & moving forward, addressing the parking situation in Town should be a priority of the BOS. We'll need some time to formulate a group & of course this should include members from the neighborhood.

Thank you for speaking last night.

Julie Kavanagh

Sent from my iPhone

- > On Jul 10, 2018, at 10:54 AM, Bob Cohn <bobcohn@broadpage.com> wrote:
- >
- > Dear Chairwoman Kavanagh,
- >
- > I am writing to repeat my request of last night that discussion of the Schoolhouse Rd. parking project be put on the Selectmen's meeting agenda as early as convenient and that we be notified when it is scheduled.
- >
- > In particular we (dozens of my Pleasant St. neighbors and myself) would like to see that project put on hold until other alternatives have been tried and a more comprehensive and equitable parking plan is devised.
- >
- > Could you or Mr. Clark please advise me as to protocol here--is it necessary or recommended that we put forth a motion to be voted on?
- >
- > Additionally, I'd like to mention that I'm in favor of the idea floated at last night's meeting that a committee be formed to begin working out an overall parking plan, and that neighborhood involvement be part of that effort. I and a number of my neighbors would be willing to participate in such a committee.
- >
- > Thank you very much,
- > Bob Cohn
- >
- > 978-201-2763
- >
- >
- >
- >



July 2, 2018

Christopher Clark, Town Administrator
Town of Harwich
732 Main Street
Harwich, M 02645

Re: PB2018-25 – Waiver of Site Plan Withdrawal without Prejudice
0 School House Road

Dear Mr. Clark:

Enclosed please find a copy of the Withdrawal without Prejudice resulting from your appearance before the Planning Board on June 26, 2018.

If you have any questions, please do not hesitate to contact this office.

Respectfully,

Charleen Greenhalgh
Town Planner

Enc. (1)

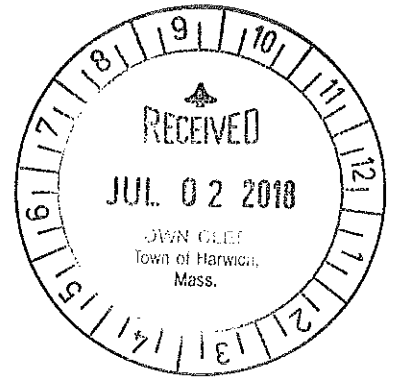
Cc: File



COMMONWEALTH OF MASSACHUSETTS
TOWN OF HARWICH

PLANNING BOARD DETERMINATION

Waiver of Site Plan Review
Withdrawal without Prejudice



Case No: PB2018-25

Applicant: Town of Harwich, Board of Selectmen

Address: 0 School House Road

Map: 14 Parcel F3

Meeting Date: June 26, 2018

Decision Date: June 26, 2018

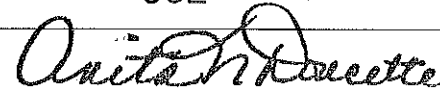
At a duly posted and scheduled public meeting held June 26, 2018, the Town of Harwich Planning Board ("Board") voted unanimously to allow for the Withdrawal without Prejudice of an application for Waiver of Site Plan Review pursuant to the Code of the Town of Harwich §325-55.F, to allow for the expansion of a municipal parking lot.

The motion was made by Mr. Atkinson, seconded by Mr. McParland to allow for the Withdrawal without Prejudice.

In Favor: McParland, Maslowski, Joyce, Atkinson, Harris and Brophy
Opposed: None
Abstain: None


James P. Atkinson, Vice-Chair

This Decision has been filed with the Town Clerk on:

JUL 02 2018

Town Clerk



TOWN OF HARWICH

DEPARTMENT OF PUBLIC WORKS


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

Telephone (508) 430-7555

Fax (508) 430-7598

MEMORANDUM

TO: Board of Selectmen

FROM: Lincoln S. Hooper, Director 

DATE: July 10, 2018

RE: Catch Basin Contract Extension

On July 24, 2017, the Town of Harwich awarded a contract to Robert B. Our Co, Inc. for catch basin replacement and installation. Under this contract, the DPW installed a total of 57 drainage systems totaling \$446,345 in FY 18. The Our Co. has performed all requested work in a professional and timely manner and has consistently exceeded our expectations. Given this past performance, I am recommending that the Town exercise its option to extend this contract for a period of one (1) additional year, as outlined in item #6 in "Instructions to Bidders", under the same terms and conditions as specified in the Contract Agreement dated July 24, 2017.

Attached is the Contract Extension Agreement between Robert B. Our Co. and the Town, which has been signed by the contractor and requires your signatures. Thank you for your consideration in this matter.

Attachments: Contract Extension Agreement
Contract Agreement dated July 24, 2017



TOWN OF HARWICH


DEPARTMENT OF PUBLIC WORKS
273 Queen Anne Road • P.O. Box 1543 • Harwich, MA 02645
Telephone (508) 430-7555
Fax (508) 430-7598


TOWN OF HARWICH CONTRACT EXTENSION AGREEMENT CATCH BASIN REPLACEMENT AND INSTALLATION

Agreement is made this 23th day of **July, 2018**, between the Town of Harwich (hereinafter referred to as "OWNER") and **Robert B. Our Co., Inc.** (hereinafter referred to as "CONTRACTOR").

Whereas the OWNER wishes to exercise its option to extend the Contract (dated July 24, 2017) under the same terms, conditions and estimated quantities for an additional one (1) year period, as outlined in item #6 in "Instructions to Bidders", and under the same terms and conditions as specified in the Contract Agreement dated July 24, 2017. This extension is subject to the availability and appropriation of funds and receipt of the contractor's current insurance certificate.

FOR The Contractor
Robert B. Our Co., Inc.





FOR The Owner
Town of Harwich

BOARD OF SELECTMEN

Town of Harwich
Contract Agreement
Catch Basin Replacement & Installation
(Unit Price Work)

THIS AGREEMENT, made this 24th day of July, 2017, by and between the Town of Harwich, Massachusetts, hereinafter called ("OWNER"), acting by and through its Board of Selectmen, and Robert B. Our Co., Inc., hereinafter called ("CONTRACTOR"), with a business address of 24 Great Western Road, P.O. Box 1539, N. Harwich, MA 02645.

WITNESSETH: That for and in consideration of payments and agreements hereinafter mentioned:

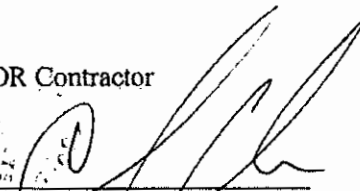
1. The CONTRACTOR will execute the Contract and provide Performance and Payment Bonds within five (5) working days of Notice of Award for Catch Basin Replacement and Installation (Unit Price Work).
2. The CONTRACTOR will furnish all of the materials, supplies, tools, equipment, labor and other services necessary for the construction and completion of the Project described herein. The Town of Harwich reserves the right to extend the Contract under the same terms, conditions, and estimated quantities for a period of one (1) year from the date of expiration. The Contract may be extended for a second one (1) year period under the same terms, conditions, and estimated quantities by mutual agreement between the OWNER and CONTRACTOR from the date of expiration.
3. The CONTRACTOR will commence the work required by the Contract Documents beginning August 14, 2017 or within ten (10) calendar days after a date to be specified in the Notice to Proceed.
4. The CONTRACTOR agrees to perform all of the Work described in the Contract Documents and to comply with the terms therein for the sums shown in the Form for General Bid, from commencement to completion.
5. The following, together with the Agreement, form the Contract, and all are as fully a part of the Contract as if attached to this agreement or repeated herein: the Advertisement, Invitation for Bids, Contract Documents (Instructions to Bidders, General Conditions, Special Provisions, Form of General Bid and measurement and Payment) and all appendixes, Addenda, and Modifications issued after execution of the Contract. Terms used in this Agreement, which are defined in the Conditions of the Contract, shall have the meaning designated in those Conditions. The term "Contract Documents" shall also mean and include the following:
 - Bid Bonds (5%)
 - Notice of Award

- Performance Bond (100%)
- Payment Bond (100%)
- Change Orders (if any)
- Certificate of Substantial Completion
- Certificate of Final Payment and Completion of Work
- Addenda (if any)

6. The OWNER will pay to the CONTRACTOR, in the manner and at such times as set forth in the Contract Conditions, such amounts as required by the Contract Documents.
7. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.
8. Change Orders – The Harwich Board of Selectmen, as OWNER, is the only authority which may authorize, in writing, change orders.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their authorized officials, the Agreement in three (3) copies, each of which shall be deemed an original on the date first written above.

FOR Contractor




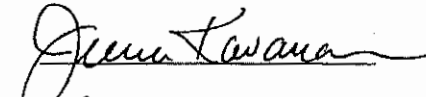
 Authorized signature


Date

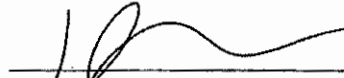
8-2-17

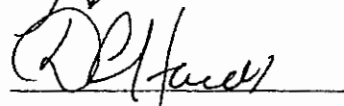
FOR the Town of Harwich



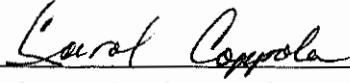








The undersigned, Carol Coppola, in compliance with the Commonwealth of Massachusetts General Laws (Ter. Ed) Chapter 44, Section 31C, certifies that an appropriation in the amount required for this contract is available out of Account Number 1225 4212 578000.



Carol Coppola, Finance Director/Town Accountant

Bond No. 9258254

Performance Bond

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

CONTRACTOR (Name and Address):

Robert B. Our Co., Inc.
24 Great Western Road
Harwich, MA 02645

SURETY:

Fidelity and Deposit Company of Maryland
1299 Zurich Way
Schaumburg, IL 60196

OWNER (Name and Address):

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

CONSTRUCTION CONTRACT

Date: 8-2-17
Amount: \$ 235,500.00
Two Hundred Thirty Five Thousand Five Hundred and 00/100 Dollars

Description (Name and Location):

Catch Basin Replacement and Installation

BOND:

Date: 8-2-17 (Not earlier than Construction Contract Date)
Amount: 235,500.00
Two Hundred Thirty Five Thousand Five Hundred and 00/100 Dollars

Modifications to this Bond: None See Section 16

CONTRACTOR AS PRINCIPAL

Company
Robert B. Our Co., Inc.
Signature: [Signature]
Name: Christopher W. Our
Title: President

SURETY

Company
Fidelity and Deposit Company, Inc.
Signature: [Signature]
Name: Anne M. Higginbottom
Title: Attorney-in-Fact

(Any additional signatures appear on the last page of this Performance Bond)

FOR INFORMATION ONLY – Name, address and telephone

AGENT OR BROKER:
HUB International New England LLC
PO Box 3220
Fall River, MA 02720

OWNER'S REPRESENTATIVE:
(Architect, Engineer or other party)



Bond No.: 9258254

Payment Bond

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

CONTRACTOR (Name and Address):
Robert B. Our Co., Inc.
24 Great Western Road
Harwich, MA 02645

SURETY:
Fidelity and Deposit Company of Maryland
100 High Street, Suite 1400
Boston, MA 02110

OWNER (Name and Address):
Town of Harwich, MA
732 Main Street
Harwich, MA 02645

CONSTRUCTION CONTRACT

Date: 8-2-17
Amount: \$ 235,500.00
Two Hundred Thirty Five Thousand Five Hundred and 00/100 Dollars

Description (Name and Location):
Catch Basin Replacment and Installation

BOND:
Date: 8-2-17 (Not earlier than Construction Contract Date)
Amount: \$ 235,500.00
Two Hundred Thirty Five Thousand Five Hundred and 00/100 Dollars

Modifications to this Bond: None See Section 16

CONTRACTOR AS PRINCIPAL
Company: Robert B. Our Co., Inc. (Corporate Seal)

Signature: [Signature]
Name: Christopher W. Our
Title: President

(If additional signatures appear on the last page of this Payment Bond)

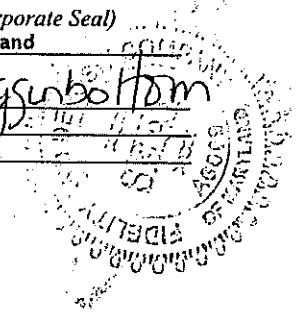
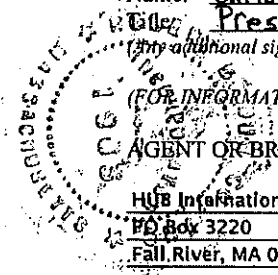
(FOR INFORMATION ONLY - Name, address and telephone)

AGENT OR BROKER:
HUB International New England LLC
PO Box 3220
Fall River, MA 02720

SURETY
Company: Fidelity and Deposit Company of Maryland (Corporate Seal)

Signature: [Signature]
Name: Anne M. Higginbottom
Title: Attorney-in-Fact

OWNER'S REPRESENTATIVE:
(Architect, Engineer or other party):





ROBEOU-01

MVERTENTES

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/16/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 1780862 HUB International New England 222 Milliken Boulevard Fall River, MA 02721		CONTACT NAME: Catherine Lawrence PHONE (A/C, No, Ext): (508) 235-2207 FAX (A/C, No): E-MAIL ADDRESS: catherine.lawrence@hubinternational.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Acadia Insurance Company	NAIC # 31325
		INSURER B: Firemen's Insurance Company of Washington, D.C.	21784
		INSURER C: Navigators Insurance Company	42307
		INSURER D: Continental Western Insurance Company	10804
		INSURER E: Philadelphia Indemnity Insurance Company	18058
		INSURER F:	
INSURED Robert B Our Co., Inc. 24 Great Western Road P.O. Box 1539 Harwich, MA 02645			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			CPA1301428-27	12/01/2017	12/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			MAA1301440-26	12/01/2017	12/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CH17EXC888710V	12/01/2017	12/01/2018	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WPA0316767-18	01/01/2018	01/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Equipment Floater			CIM5182149-13	12/01/2017	12/01/2018	leased/rented 500,000
E	Excess Umbrella			PHUB609368	12/01/2017	12/01/2018	excess limits 6,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Town of Harwich 732 Main Street Harwich, MA 02645	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

ACORD 25 (2016/03)

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AGENCY CUSTOMER ID: ROBEBOU-01

MVERTENTES

LOC #: 0

ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY HUB International New England		License # 1780862	NAMED INSURED Robert B Our Co., Inc. 24 Great Western Road P.O. Box 1539 Harwich, MA 02645
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

*****Additional Policies*****

Contractors Pollution

Carrier: Illinois Union NAIC #33667

Policy # CPYG2741667601 Term: 12/01/2017-12/01/2019

\$1,000,000 Each Occ/\$2,000,000 Aggregate

Motor Truck Cargo

Acadia Insurance Co

Policy # CIM5182149 term: 12/01/2017-12/01/2018

Limit \$500,000 Per Conveyance

Professional Liability

Ironshore Specialty Insurance Co

Policy # 002419003

term : 6/04/2018-6/04/2019

\$2,000,000 Each Claim/\$2,000,000 Aggregate

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

The Town of Harwich is requesting plug-in quotes for its Community Development Department:

- One (1) All-Wheel Drive SUV Plug-in vehicle.
- Each vehicle must include at least 50kw Level 3 or greater fast charging abilities.
- The leases need to be for a length of at least thirty-six (36) months.
- The lease needs to include at least ten thousand (10,000) miles per year.
- The Total Contract Price shall not include and the Town shall not be required to pay sales tax.
- The Total Contract Price shall include silver\gray exterior and all fees including but not limited to insuring, registering with blue plates, disposition, and delivering the vehicle with blue plates and inspection sticker to Harwich Town Hall 732 Main Street Harwich MA.
- Please make vehicle contracts available to be funded as a one-pay lease.
- Two sets of keys will be provided.
- Total Contract Price shall be \$13,000 or less.
- The contract will be awarded to the lowest bidder that is responsive and responsible.
- Quote sheet submission deadline Friday June 29, 2018 at 10:00am, but earlier submissions are appreciated.
- Signing of contract will not be done in-person at the dealership, contract signing will be provided either by overnight mail and\or delivery by dealership personnel.
- Please fill out this form and email it back to Administrator@town.harwich.ma.us
- This bid document does not constitute a contract.
- The Town reserves the right to reject any and all offers.

Please fill out the lines in the form below:

1. Model 2. Model Year 3. Trim Level 4. Color 5. Residual 6. Lease Price:

Dodge Ram PHEV 2018 SEL Gray \$ 17,779.65 \$ 32,960.55

7. Total Contract Price (including all fees) during thirty-six (36) months lease: \$ 11,901.10

8. Estimated date for delivery of lease contract: 6/29/18

9. Name of dealership: Central Mitsubishi Phone: 508-823-0101

10. [Signature] Michael Richard 6/28/18
Signature Printed Name Date

Plumbing, Gas Electrical Inspector - Compensation Comparison - July 1, 2018

Town	Harwich FY18	Orleans	Eastham	Brewster	Truro	Dennis	Yarmouth	Chatham	Wellfleet	Harwich FY19
P&G										
Type	Combined	Combined	Salary	Combined	Combined	Salary	Salary	Per Inspection	Combined	Combined
Rate per Inspection	\$32	\$38		\$39	\$40			\$35	\$38	\$36
Office Rate per week	8 hrs @\$21.70 = \$173.60/wk	1 hr @ \$38 = \$38.00/wk		1 hr @ \$39 = \$39.00/wk	2 Hrs @ \$40 = \$80.00/wk				2 hrs @ \$25 = \$50.00/wk	8 hrs @\$22.13= \$177.04/wk
Salary Rate			3 days/wk = \$38,000/year			\$25.12 @35 hrs = \$879.20/wk	\$25.5 @40 hrs= \$1,020.00/wk			
Benefits	NO	NO	NO	NO	NO	YES	YES	NO	NO	NO
Elec										
Type	Combined	Combined	Salary	Combined	Combined	Salary	Salary	Salary	Combined	Combined
Rate per Inspection	\$32	\$34		\$39					\$38	\$36
Office Rate per week	8 hrs @\$21.70 = \$173.60/wk	3 hrs @ \$34 = \$102.00/wk	none	1 hr @ \$39 = \$39.00/wk	2 Hrs @ \$32 = \$64.00/wk				2 hrs @ \$25 = \$50.00/wk	8 hrs @\$22.13= \$177.04/wk
Salary Rate			3 days/wk = \$44, 876/year		2 days/wk = \$10,960/year	\$30.59 @ 25 hrs = \$764.75/wk	\$28.38 @ 40 hrs = \$1,135.20/wk	\$26.54 @ 20hrs= \$530.80/wk		
Benefits	NO	NO	NO	NO	NO	YES	YES	YES	NO	NO

Summary of Project

This vehicle was placed on the Capital Plan for FY19 and appeared on the ATM Warrant as Item 2 under Article 9. The vehicle will replace the current 2011 Deputy Chief vehicle which will then replace the 2006 Ford Expedition currently used by the Fire Inspector. The 2006 has close to 200,000 miles and will not pass inspection this year without many costly repairs. The vehicle is being purchased and outfitted under the State Contract VEH-98. MHQ is a vendor under that contract.

Project Name: DEPUTY CHIEF VEHICLE TM Year and Article #: 2016/9 Appropriation: \$ 48,000
 Low Bidder: MHR #2 Bid Price: \$ 47,846.1

7/11/18 Revised Procurement Checklist

Please complete checklist below for contracts requiring Selectmen* signature **before Wednesday morning**** in order to get sign-off approval from the Town Administrator or the Assistant Town Administrator.

*Note: contracts (not grants) below \$50,000 can be signed by Town Administrator.

- 1. Please provide a **separate page titled "Summary of Project"** which includes:
 - a. How many bidders there were, the range of bids, low bid, and the winning bidder. *N/A*
 - b. Identify the funding source, such as article number and amount approved.
 - c. Include what you feel is pertinent, but keep this section to 4 sentences or less.
- 2. Finance Director has signed that funds are available: Carl Coppola Account # 01220A2/618009
- 3. Please provide a single **copy of the bid packet** along with all supporting documents.
- 4. Please use K-P Law provided standardized contracts. *N/A*

Buildings and Public Works	Goods and Services
<input type="checkbox"/> C1. Please show Prevailing Wage was used. <input type="checkbox"/> C2. If construction is near \$10,000 you also need: <ul style="list-style-type: none"> <input type="checkbox"/> a. Written spec sheet. <input type="checkbox"/> b. Advertised for two weeks on Central Register and COMMBUYS. <input type="checkbox"/> c. Apparent low bidder posted to Town website. <input type="checkbox"/> C3. If construction over \$25,000 you need C1, C2, as well as: <ul style="list-style-type: none"> <input type="checkbox"/> a. Show project was in the Capital Plan. <input type="checkbox"/> b. Show that 50% payment bond was in bids. <input type="checkbox"/> C4. If construction over \$50,000 you need C1, C2, C3, as well as: <ul style="list-style-type: none"> <input type="checkbox"/> a. Bid Bond of 5% of total value. <input type="checkbox"/> b. Sealed Bids. <input type="checkbox"/> c. KP Law signed to form and reviewed bonds: _____ d. End of Public Works construction requirements <input type="checkbox"/> C5. If Building estimated construction costs are over \$100,000 and estimated design costs are over \$10,000 you'll need to follow the Designer Selection RFQ process: <ul style="list-style-type: none"> <input type="checkbox"/> a. Advertise in Central Register and local newspaper for two weeks. <input type="checkbox"/> b. Set a designer fee or price ceiling. <input type="checkbox"/> c. Use Standard Designer Application Form <input type="checkbox"/> C6. If Building construction over \$150,000 you'll need C1, C2, C3, C4, C5, as well as: <ul style="list-style-type: none"> <input type="checkbox"/> a. 100% payment bond was in bids. <input type="checkbox"/> b. 100% performance bond was in bids. <input type="checkbox"/> c. DCAMM certified bidders. <ul style="list-style-type: none"> <input type="checkbox"/> i. DCAMM certified sub-bids if over \$25,000. <input type="checkbox"/> C7. If Building construction over \$10,000,000 you'll need C1, C2, C3, C4, C5, C6, as well as: <ul style="list-style-type: none"> a. Solicit qualifications prior to sealed bids. 	<input checked="" type="checkbox"/> GS1. If procured using the State Bid List : <ul style="list-style-type: none"> <input checked="" type="checkbox"/> a. Over \$25,000 please show project was on the Capital Plan. <input type="checkbox"/> GS2. If project is over \$5,000 : <ul style="list-style-type: none"> <input type="checkbox"/> a. Please provide written spec sheet used and who it was sent to. <input type="checkbox"/> b. Maximum contract length is three years. <input type="checkbox"/> GS3. If project is over \$50,000 : <ul style="list-style-type: none"> <input type="checkbox"/> a. Show project was advertised for two weeks in a newspaper and on COMMBUYS. <input type="checkbox"/> b. Show project utilized sealed bids. <input type="checkbox"/> c. Apparent low bidder posted to Town website. <input type="checkbox"/> GS4. If project is over \$100,000 : <ul style="list-style-type: none"> <input type="checkbox"/> a. Show project was advertised for two weeks in COMMBUYS and Goods and Services Bulletin. <input type="checkbox"/> b. Show project utilized sealed bids. <p>Note 1: If lowest bidder was found to be either not responsive or not responsible, the Town may begin negotiations with next lowest bidder.</p> <p>Note 2: Bids may be negotiated downwards but never higher than original quote.</p> <p>Note 3: Municipalities shall not provide a down payment, deposit, or provide funding before possession of purchased item.</p>

Signature of Town Administrator or Assistant Town Administrator: *Ann Melillo*

Note: Failure to gain sign-off **before Wednesday at noon results in the contract being delayed to the next meeting.

Use one quote form per speced out vehicle. Only multiples of the same speced out vehicle can be included in each form. For options/upfits/transferred equip., each line item must be fully populated.

VEH98 Quotation Form V.1.2



Quote Date:	6/21/2018
Quote Number:	HarwichFD-ExpedSSV

Order by Date:	7.31.18
----------------	---------

AGENCY INFORMATION	
Agency:	Town of Harwich
Secretariat:	
Department Name:	Fire Department
Address:	175 Sisson Rd. Harwich MA. 02645
Contact Name:	Deputy Chief David LeBlanc
Phone:	508-364-4432
Email:	d.leblanc@harwichfire.com
Unit Code (Billing):	

VENDOR INFORMATION	
Vendor Name:	MHQ, Inc.
Address:	401 Elm St. - Marlborough, MA
Contact Name:	Paul Leon
Phone:	508-573-2660
Email:	pleon@mhq.com
Vehicle Coming From:	Dealer Inventory/Stock
(check one box):	<input checked="" type="checkbox"/> Factory Order
	Already on order for dealer inventory

VEHICLE INFORMATION			
VEH98 Vehicle #:	SSV-15-18-FRD-EXPD-000XL-4-3.5ECO-8	Exterior Color:	Race Red
Year:	2018	Interior Color:	Black (LH)
Make:	Ford	Engine (as quoted):	3.5L V6 (99T)
Model:	Expedition	Cylinders:	6
Trim Level:	102a - SSV	Primary Fuel Type:	unleaded
Body Code:	U1G	Secondary Fuel Type:	unleaded
*In case of minibid or vehicle upfit only, type in "Mini-bid" or "Upfit".			
Vehicle Quantity:	1	Contract Base Vehicle Price:	\$38,350.00

ADDED FACTORY OPTIONS AND PACKAGES (PER VEHICLE)						
Quantity per Vehicle:	Factory Code:	Description:	MSRP:	Discount %:	Contract Unit Price:	Total Per Vehicle:
1	536	HD Trailer Tow Package	\$1,570.00	1%	\$1,554.30	\$1,554.30
1	50C	Fleet Convenience Package	\$370.00	1%	\$366.30	\$366.30
1	18B	Running Boards / Platform Black	\$405.00	1%	\$400.95	\$400.95
1	153	Front Lic. Plate Holder	\$0.00	1%	\$0.00	\$0.00
Factory Options Total (per vehicle):						\$2,321.55

QUOTE FORM SUMMARY			
Vehicle Leadtime to Dealer:	22 weeks from RPO	Factory Options (per vehicle):	\$2,321.55
Upfit/Equip. Work Leadtime at Dealer:	8 weeks	Accessories/Upfit (per vehicle) from back:	\$7,283.06
TOTAL Order to Delivery Leadtime (in days, Executive Agencies to Westborough):	30 weeks from RPO	Transferred Equipment (per vehicle) from back:	\$0.00
Trade-in Information (does not apply to Executive agencies):		Contract Base Vehicle Price:	\$38,350.00
		Trade in value:	
TOTAL COST PER VEHICLE (including all add-ons):			\$47,954.61
VEHICLE QUANTITY:			1
TOTAL PURCHASE PRICE (including trade in value if applicable):			\$47,954.61

Use one quote form per speced out vehicle. Only multiples of the same speced out vehicle can be included in each form. For options/upfits/transferred equip., each line item must be fully populated.

VEH98 Quotation Form V.1.2

ADDED ACCESSORIES/UPFIT (PER VEHICLE)							
Quantity per Vehicle:	Supplier Name:	Supplier Option #:	Description:	MSRP:	Discount %:	Contract Unit Price:	Total Per Vehicle:
1	incl.		inspection sticker	\$0.00		\$0.00	\$0.00
1	incl.		full tank of fuel	\$0.00		\$0.00	\$0.00
1	incl.		3rd key	\$0.00		\$0.00	\$0.00
1	Setina	BK2019	Push bumper (4) IONS	\$859.00	10%	\$773.10	\$773.10
1	Whelen	UHF2150a	Headlight Flasher	\$71.00	10%	\$63.90	\$63.90
1	Whelen	ISFW**Z	DUO Front Inner Edge	\$1,616.00	10%	\$1,454.40	\$1,454.40
2	Whelen	I2D	1/4 glass lights	\$203.00	10%	\$182.70	\$365.40
1	Whelen	ITRAYW8	DUO Rear Inner Edge	\$1,503.00	10%	\$1,352.70	\$1,352.70
4	Whelen	VTX609*	rear hide-a-ways	\$119.00	10%	\$107.10	\$428.40
1	Whelen	CCSRN36	Cencom Siren	\$1,356.00	20%	\$1,084.80	\$1,084.80
2	Whelen	SA315P	Siren Speaker	\$328.00	20%	\$262.40	\$524.80
1	Havis	C2410	Console	\$452.13	15%	\$384.31	\$384.31
1	Havis	TMWF1500	Track Mount Kit	\$133.35	15%	\$113.35	\$113.35
2	Havis	CARM102	side mount arm rest	\$72.45	0%	\$72.45	\$144.90
1	Havis	CCUP2I	dual cup holder	\$44.10	0%	\$44.10	\$44.10
1	Havis	CAP0695	Accessory Pocket	\$83.30	0%	\$83.30	\$83.30
2	Whelen	LINZ6C	Under Mirror lights	\$225.00		\$225.00	\$450.00
1	Whelen	LSVBK	Mouting Braket	\$24.00	35%	\$15.60	\$15.60
Accessories/Upfit Total (per vehicle):							\$7,283.06

Ann Steidel

From: Amy Usowski
Sent: Monday, July 16, 2018 11:13 AM
To: Christopher Clark
Cc: Ann Steidel
Subject: FW: CWP Harwich Report 7-16
Attachments: Harwich Report 7-16.xlsx

FYI Chris.

From: Rebeca Linhart [mailto:rlinhart@massaudubon.org]
Sent: Monday, July 16, 2018 11:09 AM
To: Amy Usowski <ausowski@town.harwich.ma.us>; John Rendon <jrendon@town.harwich.ma.us>; Bob Prescott <rprescott@massaudubon.org>; Mark Faherty <mfaherty@massaudubon.org>
Cc: Lyra Brennan <lbrennan@massaudubon.org>; Katharine Parsons <kparsons@massaudubon.org>; Jasmine Weber-Pierson <jweberpierson@massaudubon.org>; Kiley Davan <kdavan@massaudubon.org>
Subject: CWP Harwich Report 7-16

Hello Everyone,

Hope you had a nice weekend! Attached is our report for Harwich. Things have really cooled down as far as plovers go.

The chicks from Wychmere have fledged and have taken off. We have been seeing tracks in the area they hatched as well as on Merkel, indicating they are still using the area. Fencing has been removed on Wychmere and on large chunks of Merkel, leaving one section for them to rest in.

The 4 chicks from Red River have all begun to spread their wings a bit too. They are ranging the length of Pleasant St. Beach and Red River. The barricade was removed from the parking lot today, as well as the low chick fencing at the walk ways. We removed the section of fencing in front of the lifeguard chair and reduced the fenced area near the jetty by half, opening up more of the berm for recreation. There were still a ton of tracks in that front beach area, the fencing is definitely still utilized by them!

Please let me know if you ave any other questions as things continue to wind down this season. Thanks again for all of your help and enthusiasm!

Rebeca

Rebeca Linhart
Assistant Field Coordinator, Coastal Waterbird Program
Mass Audubon

P.O. Box 275, Cummaquid, MA 02637

rlinhart@massaudubon.org

<http://www.massaudubon.org/cwp/>

Memo

To: Harwich Board of Selectmen

From: Harwich Board of Health 

CC: Visiting Nurse Association

Date: July 12, 2018

Re: FY19 VNA Contract

Enclosed please find 2 originals of the proposed VNA contract for FY19. The contract has been reviewed by the Board of Health with a recommendation to forward to the Board of Selectmen for authorization. The amount of \$5,000 has been appropriated in the FY19 budget for this purpose. The Chairman's signature is required to approve this document with an original to be sent to the Town Accountant and VNA with a copy forwarded to the Board of Health.

The customary services performed under this contract are providing staff and medical direction for public immunization clinics; monthly childhood immunization clinics; maternal and child health services; communicable disease investigation and a variety of education and screening services. These Public Health Services are necessary and essential to the residents of Harwich. The VNA home services and immunization clinics are offered to residents who are uninsured or underinsured as a way to provide continued health care that would otherwise go by the wayside.

Communicable Disease follow-up investigation is a mandated requirement for Boards of Health; the staff at the VNA provides this service to the town at a cost lower than would be able to be funded through a full time public health nurse. Having an alliance with the VNA ensures we are able to be staffed during times of emergency where nursing services are needed.

Changes to this year's contract include a rate increase as seen on Addendum A of the contract. The hourly rate for nursing services increased from \$85/hr. to \$95/hr., Maternal Child Health visits increased from \$190/visit to \$209/visit, Medical Social Work visits increased from \$200/visit to \$250/visit. The VNA has not increased their rates in 7 years. I believe we will continue to remain within our allotted budget for the services rendered.

Kindly contact the Health Director should you require any further information on this matter.



VISITING NURSE ASSOCIATION OF CAPE COD

Member Cape Cod Healthcare

JUN 20 2018

Iyannis - Main Office
55 Independence Drive
Iyannis, MA 02601

almouth
7 Ter Heun Drive
almouth, MA 02540

Iospice and Palliative Care
34 Route 134
Dennis, MA 02660

ublic Health & Wellness
34 Route 134, D3
outh Dennis, MA 02660

rivate Services
255 Independence Drive
Hyannis, MA 02601

67 Ter Heun Drive
Falmouth, MA 02540

57 Obery Street, Unit 3
Plymouth, MA 02360

hilanthropy
P.O. Box 370
Iyannis, MA 02601

radewinds Adult Day Health
90 Route 130, Box 6
andwich, MA 02563

ompass Adult Day Health
One Auston Rd., Unit F
Harwich, MA 02645

hild Care Center
7B Ter Heun Drive
almouth, MA 02540

olunteer Services
34 Route 134
Dennis, MA 02660

edicare/Medicaid Certified
oint Commission Accredited

The VNA is a not-for-profit agency.

June 12, 2018

Meggan Eldredge
Health Director
Town of Harwich Health Department
Harwich, MA 02645

RE: VNA/Town of Harwich Contract- FY 2019

Dear Meggan:

Enclosed you will find 2 copies of the FY 2019 Public Health Nursing Contract. Please return 1 signed copy in the enclosed envelope. Be aware that our prices have increased slightly for the first time in 7 years. We've enjoyed working with you and look forward to serving your community in the coming year.

Sincerely,

Meg Payne, MBA

Public Health and Wellness
Program Coordinator



VISITING NURSE ASSOCIATION OF CAPE COD

This agreement (the "Agreement") is made between the **Visiting Nurse Association of Cape Cod, Inc.** (the "Agency"), a private non-profit corporation operating in accordance with the recommended standards and procedures of the Massachusetts Department of Public Health, with a place of business at 255 Independence Drive, Hyannis, MA. 02601, and the **Town of Harwich** through the **Harwich Board of Health** (the "Town").

WHEREAS, the Agency is in the business of providing public health care services; and

WHEREAS, the Agency is a licensed visiting nurse association that provides services to patients in patient's homes; and

WHEREAS, the Town wishes to obtain the benefit of the Agency's nursing and wellness services for the residents of the Town.

NOW THEREFORE, in consideration of these premises, the parties hereto agree as follows:

A. DUTIES OF THE AGENCY

1. The Agency shall furnish such services as recommended by the Town consistent with the recommended practices of the Massachusetts Department of Public Health and the Visiting Nurse Association of Cape Cod, Inc. These services will generally include:
 - a) Maternal and Child Health Services to include: visits to newborns and mothers on referral with follow-up home visits according to adjudged need; office visits for the purpose of childhood immunization; and social work assessment visits to families with identified needs. Maternal and Child Health visits are not to exceed three (3) visits per admission in a calendar year per individual without the Town's approval.¹
 - b) Health Promotion: health and wellness teaching in relation to both physical and mental health for all age groups. Immunization clinics held as necessary for children and adults.
 - c) Communicable Disease Surveillance and follow-up investigation including immunization clinics as deemed necessary by MADPH and Harwich BOH. TB contact testing; DOT; Public Health Nursing Casemanagement in cooperation with MADPH TB surveillance and Epidemiology
2. Supplies or Equipment: The Agency will provide the required perishable supplies for all Public Health Services provided to the Town by the Agency as a part of the approved appropriation.
3. The Agency shall maintain licensing/accreditation/certification.

¹ In instances where services are necessary for a longer duration and no means of Third Party Payment are available, the case will be referred to the Health Director to assess the Town's commitment to continued services or VNA referral to other appropriate sources.

4. The Agency shall invoice the Town monthly for services performed with a statement detailing the type of services performed.

B. DUTIES OF THE TOWN

1. The Town agrees to give the Agency as much advance notice as possible of the Services and Supplies that residents served pursuant to this Agreement may require.
2. The Town will provide assistance to the Agency in carrying out recommended Board of Health programs and policies.
3. The Town will pay the Agency for approved services and supplies rendered to residents of the Town in accordance with the charges detailed in the attached Addendum A within thirty (30) days of receipt of invoice.

C. MUTUAL DUTIES/AGREEMENTS

1. The amount of time provided for the services to the Town will be adjusted so that the charges for these services will not exceed the appropriation for these services. The Appropriation for July 1, 2018 through June 30, 2019 is \$5,000.00 as defined in Addendum A. All individual records will be maintained in The Agency's office and will be available for review by the Town.
2. Services performed by the Agency will be for Town residents only. Referrals may come from town residents or a party related to the resident including but not limited to the Town.
3. The Agency and The Town shall each maintain or cause to be maintained at no expense to the other, professional malpractice and general liability insurance for itself and its employees, in form and substance acceptable to the other, and in amounts customary to the nature of each party's obligations hereunder. Upon request, each party shall furnish to the other a current certificate of insurance. Each party shall provide the other with thirty (30) days advance written notice of any proposed alteration, non-renewal, or cancellation of insurance required hereunder. Each party shall promptly notify the other of any claim or suit alleged to arise out of any activity or activities undertaken pursuant to this Agreement.
4. The Town shall indemnify and hold harmless the Agency, its officers, director, agents, and employees from any and all injuries, losses, claims, actions, or damages to any person or property, and all costs, expenses, including reasonable attorneys' fees, or other liability incurred by the Agency that are caused by the negligence of the Town, its employees, or its independent contractors (with the exception of the Agency) occurring in connection with the subject matter of this Agreement.
5. The Agency shall indemnify and hold harmless the Town and its partners, officers,

agents, and employees from any and all injuries, losses, claims, actions, or damages to any person or property, and all costs, expenses, including reasonable attorneys' fees, or other liability incurred by the Town that are caused by the negligence of the Agency, its employees, or its independent contractors occurring in connection with the subject matter of this Agreement.

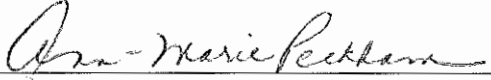
6. It is expressly understood and agreed that this Agreement does not intend and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association between the Town and the Agency, but rather, is an agreement by and between the Town and the Agency as independent contractors.
7. This Agreement will terminate upon the occurrence of any of the following events, whichever transpires first:
 - a. One year from date herein.
 - b. Depletion of the allocated funds.
 - c. By either party upon sixty (60) days written advance notice.

D. MISCELLANEOUS

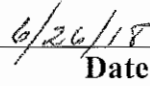
1. Any notice required to be given hereunder shall be provided by registered or certified mail, postage prepaid, addressed to the parties at the respective addresses stated at the beginning of this Agreement or such other person or address as either party may from time to time designate by written notice to the other party. Notice shall be deemed given when deposited with the United States mails in accordance with the provisions of the preceding sentence.
2. This Agreement shall be deemed to have been entered into in the Commonwealth of Massachusetts and its interpretation, construction, and enforcement shall be determined pursuant to the laws of that Commonwealth.
3. If a court of competent jurisdiction holds any provision of this Agreement in violation of any applicable law, the remaining provisions shall be enforced and remain in full force and effect to the extent they are not unlawful or unenforceable.
4. This Agreement shall be binding upon and inure to the benefit of the parties and their successors and assigns. This Agreement and all rights under it shall be assignable by either party only with the prior written consent of the other party.
5. Captions contained in this Agreement are inserted only as a matter of convenience and in no way define, limit, or extend the scope or intent of this Agreement or any provision thereof.
6. Where appropriate, references in the plural shall be construed as being in the singular and references in the singular as being in the plural.

IN WITNESS WHEREOF, authorized representatives of the parties have signed this Agreement.

**VISITING NURSE ASSOCIATION
OF CAPE COD**



**Ann-Marie Peckham/President
Visiting Nurse Association of Cape Cod**



Date

**Julie Kavanagh , Chair
Harwich Board of Selectmen**

Date

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, MARCH 26, 2018
6:30 P.M.**

SELECTMEN PRESENT: Howell, Kavanagh, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark, Atty. John Giorgio, Carolyn Carey, Steven Scannell, and others.

→ Chairman MacAskill reported that the Board had just come out of Executive Session where they discussed collective bargaining with respect to the Finance Director and they took a vote to accept her performance evaluation and give her a merit increase based on performance.

WEEKLY BRIEFING

Ms. Carey reported on upcoming events at the Community Center and Cultural Center.

PUBLIC COMMENTS/ANNOUNCEMENTS

No one appeared before the Board.

CONSENT AGENDA

- A. Approve Minutes
 - 1. March 5, 2018 – Regular Session
 - 2. March 12, 2018 – Regular Session
- B. Accept the resignation of Rob Mador as a member of the Conservation Commission effective March 15, 2018
- C. Approve 2018 Seasonal Liquor License Renewals as recommended
- D. Approve 2018 Seasonal General License Renewals as recommended
- E. Approve application for Road Race by Cape Cod Lighthouse Charter School
- F. Approve the recommendation of the Town Administrator to permit Eversource Energy to install conduit and cable under 27 Rear Sea Street, Harwich Port
- G. Approve the 2018 Long Pond Bass Tournaments

Mr. Kavanagh moved approval of the Consent Agenda. Mr. Howell seconded the motion but raised his objection to the creep in size of restaurants by enclosing them which has been going on at several of the restaurants. The motion carried by a unanimous vote.

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

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

Mr. Giorgio explained that the Massachusetts Opioid Litigation Attorneys group (MOLA) has approached K-PLaw about coordinating with their efforts to bring lawsuits on behalf of cities and towns against the opioid manufacturers and K-PLaw has agreed to partner with them. He stated that the purpose of the lawsuit would be to establish liability and collect damages incurred by cities and

OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, *Town Administrator*

Phone (508) 430-7513


Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



MEMO

To: Board of Selectmen

From: Christopher Clark 
Town Administrator

cc: Carol Coppola, Finance Director/Town Accountant

Re: Performance Evaluation for FY 18

Date: March 20, 2018

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

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



Office of the Town Administrator
732 Main Street

COPY

Town Of Harwich

Harwich, MASSACHUSETTS 02645

Name:	Carol Coppola		
Job Title:	Finance Director/Town Accountant	Classification:	
Admin/Dept Head:	Christopher Clark		
Department:	Town Administrator		
Anniversary Date:	4/6/2017	Evaluation date:	3/10/2018

****Town Admin Dept Head Evaluation****

Key for Performance evaluations:

EX: Exceptional

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

EE: Exceeds Expectations

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

ME: Meets Expectations

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

IN: Improvement Needed

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

UN: Unsatisfactory

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

A. Last Evaluation's Goals: (if applicable) 20 points total

Goal:	Rating:					Points:	Comments:
	0	1	2	3	4		
Available points per section:							
1 Secure new audit firm	UN	IN	ME	EE	EX	4	Secured & Signed - May 17
2 Finalize FY 16 Audit	UN	IN	ME	EE	EX	4	Replaced Lynch Miller
3 Secure short term borrowings	UN	IN	ME	EE	EX	4	Complete both
4 Prepare CAFR	UN	IN	ME	EE	EX	4	Completed. Below on file
5 Close fiscal year/audit timely	UN	IN	ME	EE	EX	4	FY 17 Completed Timely

B. Job Success Factors: (48 points total)

1. Problem Solving/Decision Making: (6 points)

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

Rating:					Points:	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	4	
X						

2. Strategic planning and organizing: (6 points)

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

Rating:					Points:	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	4	
X						

3. Communication: (6 points)

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

Rating:					Points:	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	4	
X						

4. Leadership: (6 points)

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

Rating:					Points:	Comments:
0 to 1	2 to 3	4	5	6		
UN	IN	ME	EE	EX	4	
X						

5. Teamwork: (6 points)

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

Rating:						Points:	Comments:
0 to 1	2 to 3	4	5	6			
UN	IN	ME	EE	EX	4		
X							

6. Customer Orientation: (6 points)

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

Rating:						Points:	Comments:
0 to 1	2 to 3	4	5	6			
UN	IN	ME	EE	EX	4		
X							

7. Productivity: (6 Points)

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

Rating:						Points:	Comments:
0 to 1	2 to 3	4	5	6			
UN	IN	ME	EE	EX	4		
X							

8. Quality: (Points)

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

Rating:						Points:	Comments:
0 to 1	2 to 3	4	5	6			
UN	IN	ME	EE	EX	4		
X							

9. Department specific competency: (5 Points)

Provide accurate and timely financial statements	Rating:						Points:	Comments:
	UN	IN	ME	EE	EX	3		
	1	2	3	4	5			
X								

Sick time usage:	# of inc	Points	Dept. avg: (2 points) (1 point) (0 points)	Points	Average	Points: 5	
	1-3 incidents: (3 points)	#		3	2		
	4-7 incidents: (2 points)	#					
8 or more incidents: (1 point)	#						

	# of inc	Points		Points	Average		
Work Comp Claims: (Per Quarter)	1-3 incidents: (3 points)	#	3	Dept. avg: (2 points) (1 point) (0 points)	2		Points: 5
	4-7 incidents: (2 points)	#					
	8 or more incidents: (1 point)	#					

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

Accident Reports: (Tracking purposes only) (Vehicles/Building related)	Number of accidents per year: 0
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Goals and Objectives: (14 points)	Please list 5 goals and objectives for the following year. List 4 attainable goals - 3 points and list 1 possible goal - 1 point:	Points
	1.) Finalize internal control documents → <i>will revise</i>	3
	2.) Conduct risk assessment → <i>Questionnaire - Based upon answers tent to wish.</i>	3
	3.) Train staff and implement new Munis modules - <i>Employee Self Service / Documents PO / Asset Sale</i>	3
	4.) Develop internal procedural manual → <i>Draft completed within a year.</i>	3
	5.) Finalize research on open government products	2

C: Extra credit: (4 points total)	Has the employee come up with any cost saving ideas/solutions? (1 point) Electronic monthly reporting for departments (reduce staff time, paper and toner)	Points:	1
	Has the employee obtained any grants or gifts? (1 point)	Points:	0
	Has the employee been able to "turn back" any funds? (1 point)	Points:	0/1
	Has the employee obtained letters of commendation? (1 point)	Points:	1/0

Overall rating: (104 total possible points)	UN	IN	ME	EE	EX	Total points:	79 81
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Professional Development Plan/Comments:

Signatures:

Employee Name: Carol Coppola
Employee Signature : *Carol Coppola* Date: 3/20/18

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

Department Manager: *[Signature]* Date: _____

Town Administrator: *[Signature]* Date: 3/20/18

Carol Coppola

From: Judi Wilson
Sent: Wednesday, March 07, 2018 3:36 PM
To: Carol Coppola
Cc: Christopher Clark; Robert Lawton
Subject: RE: FY 19 Budget Amendment & Munis Improvements

Importance: High

Carol,
Thank you so much for making this change on the budget reports. As a department with several non-town appropriated accounts, it is a huge help to be able to look at our COA accounts and know what the actual balance is when budgeting out expenses. And, receiving regular reports for these accounts will enable us to improve our reconciliation process. I am most appreciative of your responsiveness to our needs especially at a time when you have so much on your plate!

Thank you,

Judi

Judi Wilson, Director
Harwich Council on Aging
100 Oak Street
Harwich, MA 02645
Tel: 508-430-7550 - Ext. 10
jwilson@town.harwich.ma.us

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

Carol Coppola

From: Michael D. MacAskill
Sent: Thursday, November 16, 2017 1:33 PM
To: Carol Coppola
Subject: Thank you

Carol-

Just wanted to say thank you for the great Job you are doing. I as a board member but more importantly a tax payer really appreciates your competence and your level of professionalism.

Respectfully,

Michael MacAskill



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

Memo

To: Sandy Robinson
Ann Steidel

From: Donna Molino

Date: July 18, 2018

RE: Assessor's Department Weekly Report (w/e 7/14/18)

1. Prepared and attended Board of Assessor's Meeting.
2. Processed and reviewed abutter's lists.
3. Processed and reviewed weekly deeds.
4. Inspected properties.
5. Updated information on properties.
6. Motor vehicle abatements.
7. Attended educational meeting.

Channel 18 Weekly Report
w/e July 14, 2018

- Filmed updates with:
 - Brooks Free Library
- Filmed Board of Selectmen
- Replaced audio equipment in Griffin Room
- Volunteer Filmed Town Band Concert
- Filmed Planning Board
- Filmed Board of Health
- New intern started training
- Filmed Community Journal
- Continued to work on “Cable Use Policy” for approval
- Researched new lighting setup for Studio
- Agendas and Minutes posted
- All clips and meetings transferred and posted to YouTube
- Video file maintenance

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

www.youtube.com/harwichchannel18

And Facebook for additional info

www.facebook.com/harwichchannel18

Respectfully Submitted,

Jamie Lee Goodwin

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

July 2018

ADMINISTRATIVE PROGRESS REPORT FOR JUNE:

- **Transition to "My Senior Center" Database**
 - MSC was installed and configured on May 23rd and they were onsite again on June 27th to assist with implementation and provide additional staff training
 - Began utilization of MSC for case notation, program registration, and transportation coordination
- **Misc.**
 - Attended Elder Affairs COA Director's training regarding submission of State report
 - Attended bi-annual meeting of COA Directors and Cape Cod Regional Transit Authority
 - Met with COA staff to establish improved schedule and protocol for coverage of reception duties
 - Held monthly COA Board meeting
 - Completed planning details for summer programs
 - Refined plans to update reception area furnishings with grant funds
 - Continued transition planning with Social Service Coordinator to prepare for coverage of essential tasks after his retirement
 - Held meeting with Pine Oaks Residents Service Coord. to discuss emergency preparedness
 - Conducted interviews with applicants for Social Service Coordinator position
 - Attended monthly meeting of Friends of Harwich COA
 - Held two COA Team meetings with staff
 - Created July/August COA newsletter

REPORT OF JUNE PROGRAM ACTIVITY:

- **Outreach**
 - Assisted clients in their homes, over the telephone, and in the office providing counseling regarding home modification loan program, care planning for loved ones with dementia, Parkinson's support services, housing assistance and landlord issues, legal services, substance abuse, SNAP application assistance, domestic violence, financial assistance programs, transportation resources, food assistance, available homecare services and mental health concerns
 - Weekly reports from HFD have enhanced our ability to support vulnerable older adults
 - Continue to work closely with HPD regarding several at risk clients
- **Transportation**
 - Provided 344 trips on Cranberry Coach for grocery shopping, errands, COA activities, and special trips
 - Provided 62 volunteer rides to medical appointments
- **Programs & Activities**
 - Prepared and served 464 meals to seniors which included Supper Club, senior dining lunches, and both the Men's Breakfast and Women's Breakfast
 - Conducted 71 nursing visits and appointments with clients to conduct assessments, provide care, and offer teaching to them and their caregivers and provided numerous follow-up communications with agencies, pharmacies, doctors, family members, and clients
 - Conducted 51 assessments at the Community Center Wellness Clinics
 - Solar energy program was cancelled due to low participation
 - New "Healthy For Life" fitness class being well received
 - Skin Cancer program was extremely well attended, all appointments for individual skin screenings were filled, and several individuals were referred for medical follow up based on issues noted
 - "Taste of New Orleans" cooking class was full
 - Ukulele Club resumed after brief hiatus
 - Monthly Men's and Women's Breakfast programs continue to be popular and widely attended

Respectfully submitted,
Judi Wilson



**TOWN OF HARWICH
FINANCE DIVISION**

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

Revised

**Carol Coppola
Finance Director/Town Accountant**

**Wendy
Assistant Town Accountant**

Report of the

Finance Director/Town Accountant – Weeks Ending 6/29/18, 7/6/18 & 7/13/18

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

- Finalize budget transfers – present 9 pages of transfers to BOS and Finance Comm,
- Frequent meetings with department staff members,
- Prepare journal entries for payment of July BAN and transfers for OPEB and Stabilization,
- Research old vendor and payroll tailings,
- Research old tax foreclosure balance,
- Issue purchase orders and change orders,
- Prepare initial year-end adjustments for all funds,
- Gather and analyze information for capital asset additions and disposals,
- Prepare final cash transfers for trust and CPA funds,
- Research risk assessment questionnaire for elected/appointed board members,
- Numerous meetings and discussions with outside departments pertaining to FY 18 year end,
- Audit and process final FY 18 cash receipts, begin processing FY 19,
- Audit, process and approve payroll transactions for FY 18 and 19,
- Audit, process and approve vendor transactions for FY 18 and 19.

Sincerely,

Carol Coppola
Finance Director/Town Accountant



TOWN OF HARWICH

OFFICE OF THE TREASURER/COLLECTOR

732 MAIN STREET, HARWICH, MA 02645

TEL. 508-430-7501 FAX. 508-430-7504

Amy Bullock
Treasurer / Collector

Nancy Knepper
Assistant Treasurer/Collector

Weekly Report to the Board of Selectmen

Week ending June 30, 2018

Along with our regular weekly duties and responsibilities, which include but are not limited to processing payroll, receiving, reporting and depositing tax/water payments and departmental receipts, processing accounts payable checks, assisting Taxpayers and Employees with any requests and other various customer service, the following took place:

Weekly collections 6/24-6/30

	FY 2018	FY 2017
Tax/Water Collections:	\$105,906.45	\$218,385.39
Departmental turnovers:	\$691,725.75	\$606,519.84
Total:	\$797,632.20	\$824,905.23

Weekly Disbursements 6/24-6/30

	FY 2018	FY 2017
Accounts Payable	\$387,141.75	\$1,006,958.26
Payroll	\$354,283.37	\$338,356.08
Total:	\$741,425.12	\$1,345,314.34

Respectfully submitted,

Amy Bullock, Treasurer/Collector



Harwich Fire Department

Fire Suppression

Prevention

Emergency Services



Norman M. Clarke Jr., Chief of Department

David J. LeBlanc, Deputy Fire Chief

Fire Prevention – Inspections

Week of July 1 - July 7

Inspection Type	
Resale	10
Annual	1
Final	2
Lockbox	
Liquid Propane	1
Oil Burner	1
Oil Tank	1
Pre-Inspection	
Re-Inspection	4
Safety Inspection	
Town Hall – Plans (hours)	4
Town Hall – Meeting (hours)	1
Tank Truck	
Fire Drills	
Meetings – Misc	1
Joint Inspection	



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

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Dumpster or other outside trash receptacle fire (154)	1	0.71%	\$0.00	\$0.00	\$0.00	0.00%
	1	0.71%	\$0.00	\$0.00	\$0.00	0.00%
3 Rescue & Emergency Medical Service Incident						
EMS call, excluding vehicle accident with injury (321)	87	62.14%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	9	6.43%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle/pedestrian accident (MV Ped) (323)	2	1.43%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with no injuries. (324)	2	1.43%	\$0.00	\$0.00	\$0.00	0.00%
	100	71.43%	\$0.00	\$0.00	\$0.00	0.00%
4 Hazardous Condition (No Fire)						
Gas leak (natural gas or LPG) (412)	1	0.71%	\$0.00	\$0.00	\$0.00	0.00%
Oil or other combustible liquid spill (413)	1	0.71%	\$0.00	\$0.00	\$0.00	0.00%
Overheated motor (442)	1	0.71%	\$0.00	\$0.00	\$0.00	0.00%
Power line down (444)	3	2.14%	\$0.00	\$0.00	\$0.00	0.00%
	6	4.27%	\$0.00	\$0.00	\$0.00	0.00%
5 Service Call						
Service Call, other (500)	3	2.14%	\$0.00	\$0.00	\$0.00	0.00%
Lock-out (511)	6	4.29%	\$0.00	\$0.00	\$0.00	0.00%
Public service (553)	2	1.43%	\$0.00	\$0.00	\$0.00	0.00%
Unauthorized burning (561)	2	1.43%	\$0.00	\$0.00	\$0.00	0.00%
	13	9.29%	\$0.00	\$0.00	\$0.00	0.00%
6 Good Intent Call						
Good intent call, other (600)	2	1.43%	\$0.00	\$0.00	\$0.00	0.00%
Dispatched and cancelled en route (611)	3	2.14%	\$0.00	\$0.00	\$0.00	0.00%
	5	3.57%	\$0.00	\$0.00	\$0.00	0.00%
7 False Alarm & False Call						
False alarm or false call, other (700)	1	0.71%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation due to malfunction (733)	2	1.43%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system sounded due to malfunction (735)	2	1.43%	\$0.00	\$0.00	\$0.00	0.00%
Unintentional transmission of alarm, other (740)	1	0.71%	\$0.00	\$0.00	\$0.00	0.00%
Sprinkler activation, no fire - unintentional (741)	1	0.71%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	7	5.00%	\$0.00	\$0.00	\$0.00	0.00%
	14	9.99%	\$0.00	\$0.00	\$0.00	0.00%
9 Special Incident Type						
Special type of incident, other (900)	1	0.71%	\$0.00	\$0.00	\$0.00	0.00%
	1	0.71%	\$0.00	\$0.00	\$0.00	0.00%
Total Incident Count:	140		Total Est. Loss:	\$0.00		

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

 **Report Description**



Primary Action Taken Report (Summary)
 From 07/01/18 To 07/07/18
 Report Printed On: 07/09/2018

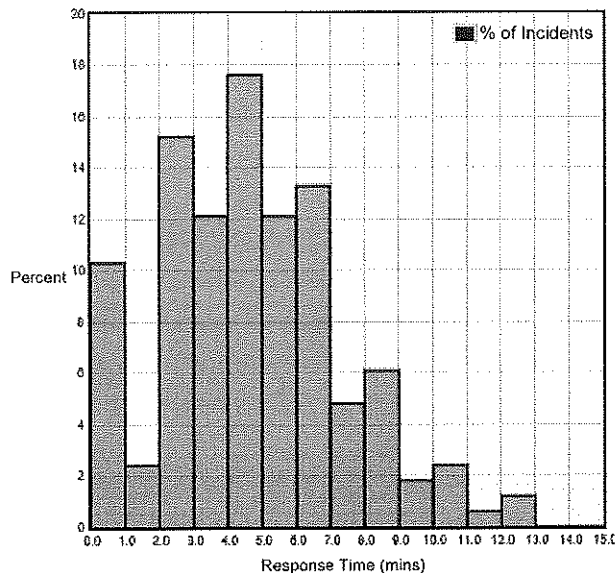
Type of Action Taken	Count	Percent %
Harwich Fire Department		
Assist physically disabled	6	4.29%
Assistance, other	11	7.86%
Cancelled en route	3	2.14%
Extinguishment by fire service personnel	2	1.43%
Investigate	25	17.86%
Provide advanced life support (ALS)	56	40.00%
Provide basic life support (BLS)	17	12.14%
Provide first aid & check for injuries	16	11.43%
Provide manpower	1	0.71%
Refer to proper authority	1	0.71%
Remove hazard	1	0.71%
Standby	1	0.71%
Not Recorded	0	0.00%
Total Incident Count: 140		

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

Report Description

Incident Response Time Analysis
 Date Range 07/01/2018 to 07/07/2018
 Total # of Runs Fitting Criteria 165 runs
 Average Response Time 4.2 mins
 Service(s) Harwich Fire Department
 Incident Type(s) All

Response Time	# of Incident Responses	% of Incident Responses
0 mins	17	10.3%
1 mins	4	2.4%
2 mins	25	15.2%
3 mins	20	12.1%
4 mins	29	17.6%
5 mins	20	12.1%
6 mins	22	13.3%
7 mins	8	4.8%
8 mins	10	6.1%
9 mins	3	1.8%
10 mins	4	2.4%
11 mins	1	0.6%
12 mins	2	1.2%
13 mins	0	-
14 mins	0	-
15 mins	0	-



Report Description

[Back To Filters](#)



Harwich Fire Department

Fire Suppression

Prevention

Emergency Services



Norman M. Clarke Jr., Chief of Department

David J. LeBlanc, Deputy Fire Chief

Fire Prevention – Inspections

Week of July 8 - 14

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



Incident Type Report (Summary)
 From 07/08/18 To 07/14/18
 Report Printed On: 07/16/2018

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Brush or brush-and-grass mixture fire (142)	1	0.88%	\$0.00	\$0.00	\$0.00	0.00%
	1	0.88%	\$0.00	\$0.00	\$0.00	0.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)						
Overpressure rupture from steam, other (210)	1	0.88%	\$0.00	\$0.00	\$0.00	0.00%
	1	0.88%	\$0.00	\$0.00	\$0.00	0.00%
3 Rescue & Emergency Medical Service Incident						
EMS call, excluding vehicle accident with injury (321)	78	68.42%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	4	3.51%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle/pedestrian accident (MV Ped) (323)	1	0.88%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with no injuries. (324)	2	1.75%	\$0.00	\$0.00	\$0.00	0.00%
Search for person on land (341)	1	0.88%	\$0.00	\$0.00	\$0.00	0.00%
	86	75.44%	\$0.00	\$0.00	\$0.00	0.00%
4 Hazardous Condition (No Fire)						
Gas leak (natural gas or LPG) (412)	2	1.75%	\$0.00	\$0.00	\$0.00	0.00%
	2	1.75%	\$0.00	\$0.00	\$0.00	0.00%
5 Service Call						
Service Call, other (500)	2	1.75%	\$0.00	\$0.00	\$0.00	0.00%
Lock-out (511)	3	2.63%	\$0.00	\$0.00	\$0.00	0.00%
Public service (553)	1	0.88%	\$0.00	\$0.00	\$0.00	0.00%
	6	5.26%	\$0.00	\$0.00	\$0.00	0.00%
6 Good Intent Call						
Dispatched and cancelled en route (611)	1	0.88%	\$0.00	\$0.00	\$0.00	0.00%
Authorized controlled burning (631)	1	0.88%	\$0.00	\$0.00	\$0.00	0.00%
	2	1.76%	\$0.00	\$0.00	\$0.00	0.00%
7 False Alarm & False Call						
Smoke detector activation due to malfunction (733)	2	1.75%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system sounded due to malfunction (735)	2	1.75%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation, no fire - unintentional (743)	2	1.75%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	8	7.02%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	2	1.75%	\$0.00	\$0.00	\$0.00	0.00%
	16	14.02%	\$0.00	\$0.00	\$0.00	0.00%
Total Incident Count:	114			Total Est. Loss:	\$0.00	

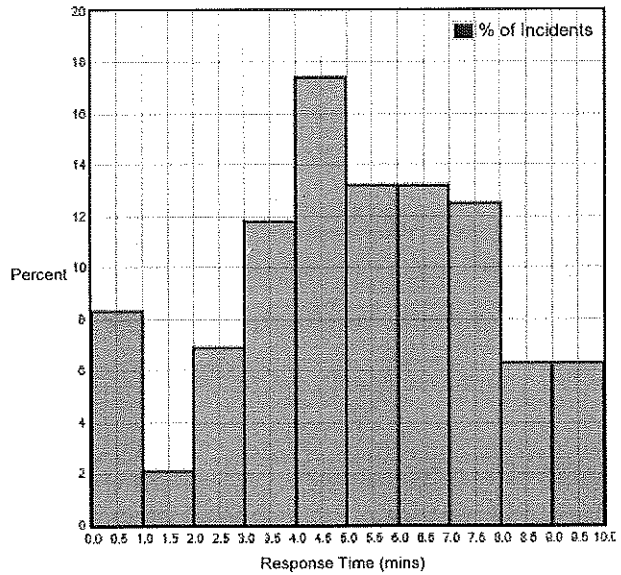
Search Criteria	
Dates	From 07/08/2018 To 07/14/2018 (mm/dd/yyyy)
Service	Harwich Fire Department

Staff	All
Apparatus	All
Station	All
Alarm Type	All
Zone/District	All

 **Report Description**

Incident Response Time Analysis
 Date Range 07/08/2018 to 07/14/2018
 Total # of Runs Fitting Criteria 144 runs
 Average Response Time 4.8 mins
 Service(s) Harwich Fire Department
 Incident Type(s) All

Response Time	# of Incident Responses	% of Incident Responses
0 mins	12	8.3%
1 mins	3	2.1%
2 mins	10	6.9%
3 mins	17	11.8%
4 mins	25	17.4%
5 mins	19	13.2%
6 mins	19	13.2%
7 mins	18	12.5%
8 mins	9	6.3%
9 mins	9	6.3%
10 mins	3	2.1%



Report Description

[Back To Filters](#)

Health Director Weekly Report Week ending July 14, 2018

Projects-

- Fielded various calls regarding the Phase II sewer project.
- Worked on updating website, Added Summer Health Tips page to website, including water safety and sun safety.
- Took part in Code Compliance Checks on Thursday night at Brax Landing, Ember, Port, Perks, Hot Stove, and Mad Minnow.
- Attended a meeting with an engineering company and CDM Smith to answer sewerage questions.
- Attended the monthly board of health meeting
- Attended a meeting between the Town Administrator, Wychmere Harbor Club and their attorney and engineer regarding the CLF case.
- Attended a meeting between the Town Administrator, Wequassett Resort and their attorney and engineer regarding the CLF case.
- Staff provided a draft 2018 Pool Report
- Staff attended the 2nd Annual Cape Verdean Festival to inspect the food vendors.

<u>REAL ESTATE TRANSFER INSPECTION REPORTS</u> 27 Sandpiper Road 114 Bank Street 17 Seventh Street 10 Lakewood Drive 40 Mello Lane 3 Mockingbird Lane 93 Long Pond Drive	<u>FOOD INSPECTIONS</u> Holy Trinity Church Yankee Fishing Boat Cranberry Liquors Cumberland Farms Red's Pizza Friends of South Harwich Meetinghouse Follow ups: A&W, Villa Roma, Mason Jar, Castaways, Noble House 3 vendors at Cape Verdean Festival
<u>SEPTIC SYSTEM PERMITS</u> 942 Queen Ann Rd.	<u>CERTIFICATES OF COMPLIANCE</u> 27 Sandpiper Road 4 Novotny Lane 159 Pleasant Lake Ave 27 Miles Street

<u>FINAL SEPTIC INSPECTIONS</u> 1 Oat St. 6 Robert Rd. 159 Pleasant Lake Ave.	<u>BUILDING PERMIT REVIEWS</u> 58 Standish Woods Cir. 30 Harwood Ave.
<u>COMPLAINT INSPECTIONS</u> 32 Victory Dr. 16 Route 28 (Dominos)- overflowing dumpster 7 Village Lane- rodents coming from abandoned house	<u>CONSULTATIONS</u> 257 Route 28 Walk-Through at 849 Depot Street 253 Oak Street Ann Emerson-Christian's Law 849 Queen Anne Road-walk through
<u>POOL INSPECTIONS</u> <u>Tern Inn</u> <u>Winstead Inn</u> <u>Wychmere Village Condo</u> <u>Platimun Pebble</u>	<u>CAMP INSPECTIONS</u> UK Soccer Elite Camp

Meggan Eldredge

Health Director Weekly Report Week ending July 7, 2018

Projects-

- Prepared site summaries for upcoming BOH meeting.
- Attended the Wastewater Support Committee Meeting.
- Completed the Risk Assessment requested by Town Financial Director.
- Updated the COOP-continuity of operation plan for the Emergency Dispensing Plan.
- Coordinated the dissemination of information on Christian's Law to the Monomoy Regional Cooperative Learning Program and the Beach and Rec Department.

<u>REAL ESTATE TRANSFER INSPECTION REPORTS</u> 16 Blue Heron Landing 13 Deer Meadow Road 19 Turning Way 22 Gilbert Lane 389 Pleasant Bay Road 43 Whidah Drive 53 Sisson Road 5 Hope Lane 104 Depot Road 14 Buttonwood Road	<u>FOOD INSPECTIONS</u> Perry's Last Stand Bluefish Band B Cakes or all Occasions Viera Wychmere harbor Club Noble House
<u>SEPTIC SYSTEM PERMITS</u> 6 Robert Road 55 Parallel Street	<u>CERTIFICATES OF COMPLIANCE</u> 10 Lake Street 632 Route 28 801 Depot Street

<u>FINAL SEPTIC INSPECTIONS</u> 27 Miles Street 4 Novotny Lane 801 Depot Street 42 Indian Trail 27 Sand Piper Rd	<u>BUILDING PERMIT REVIEWS</u> 55 Bank St. 928 Route 28 48 Drift Wood 5 Sterling Rd.
<u>COMPLAINT INSPECTIONS</u> Brax- smoking out back	<u>CONSULTATIONS</u> Residential kitchen inquiry
<u>WELL PERMITS</u>	<u>INTERDEPARTMENTAL REFERRALS</u> ZBA referrals Planning Board Referrals

Meggan Eldredge



Sheila House, MS, LMHC
Town of Harwich • 728 Main Street
Harwich, MA 02645

WEEKLY REPORT-Board of Selectmen Sheila House, LMHC

July 11, 2018

On vacation July 2-6

- Sheila attended a leadership workshop with Dr. Gloria Burgess called *Sanctuary: Igniting the Servant Soul*, held at the annual Cape Cod Institute in late June. The workshop was designed to help participants refocus on current goals in their work and create future paths according to each participant's job description. Leadership effectiveness with regards to non-profit boards and committees was also explored. The Youth Counselor will focus on prevention efforts in the coming year, collaborating with elementary and middle school guidance and health personnel.
- Current caseload of 15 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)
- Yoga-thon fundraiser. The yoga-thon fundraiser on Saturday June 23rd from 11:30-1:30 at the high school raised over \$15,000 to support the **RECOVERY Build** initiative created by Duffy Health Centers and Behavioral Health Innovators. Go to <http://www.bhinnov.org/work.html#recovery> to find out more about this program which supports youth who are in recovery or attempting to live a substance-free life.
- Friday evening Youth Dances from 7-9 p.m. These dances are open to incoming 7th and 8th graders from the towns of Harwich and Chatham and will provide a safe place for tweens to hang out. The \$5 admission will benefit the Harwich Children's Fund/Friends of Harwich Youth. Harwich Children's Fund will have a table at home Tuesday Mariner's games, as well as Harwich Port Strolls on 7/11, 7/25, 8/8 and 8/22.

(continued on next page)

Here are some interesting articles on social media:

Article about 4 dads and reducing screen time to be with kids

https://www.fatherly.com/love-money/smartphone-addiction-how-i-defeated-phone-addiction-screen-time/?utm_source=commonsensemedia.org&utm_medium=referral&utm_campaign=pubexchange

Setting guidelines for kids who are addicted to the new FORTNITE gaming experience

<https://www.forbes.com/sites/andyrobertson/2018/07/03/new-fortnite-setting-guides-children-towards-healthy-gaming/#819bdadf723e>

Best,

Sheila 😊