

# SELECTMEN'S MEETING AGENDA\*

Donn B. Griffin Room, Town Hall

732 Main Street, Harwich, MA

Regular Meeting 6:00 P.M.

Monday, January 9, 2023

## **Remote Participation Optional:**

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/186881893>

You can also dial in using your phone.

Access Code: 186-881-893

United States: [+1 \(408\) 650-3123](tel:+14086503123)

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

## I. CALL TO ORDER

## II. PLEDGE OF ALLEGIANCE

## III. PUBLIC COMMENTS/ANNOUNCEMENTS

A. Committee Vacancies

## IV. CONSENT AGENDA

A. Vote to approve Board of Selectmen meeting minutes from December 19, 2022

## V. NEW BUSINESS

A. Discussion on Free Cash certification and financial status

B. Approve the temporary closure of Brax Restaurant Management Inc. d/b/a Brax Landing  
705 Route 28

C. Approve the 2023 Common Victuallers license renewal for Shogun Inc. d/b/a Noble  
House – 21 Route 28

D. Approve the 2023 Class I Auto License renewal for Harwich Port Boat Yard – 4 Harbor  
Road

E. Approve the following 2023 new annual license applications for Round Cove Resort  
Owner LLC d/b/a Wequassett Inn – 2173 Route 28;

1. Common Victuallers

2. Innholders

3. Weekday Entertainment

12:00 p.m. to 12:00 a.m. inside & 12:00 p.m. to 10:00 p.m. outside

Live/recorded music, amplification, dancing by patrons & live performers

4. Sunday Entertainment

12:00 p.m. to 12:00 a.m. inside & 12:00 p.m. to 10:00 p.m. outside

Live/recorded music, amplification, dancing by patrons & lice performers

## VI. OLD BUSINESS

A. Approve recommended proposal from Heinz Proft, Natural Resources Director, for the  
Sustainable Fishery Management plan for River Herring Harvest at Herring River, Harwich

B. Vote to amend the Board of Selectmen Remote Participation Policy

C. Update from the Town Administrator on various proposed zoning amendment articles for  
2023 Annual Town Meeting

## VII. CONTRACTS

A. Vote to authorize the Chair to execute the Recycling Dividend Program contract between the  
Commonwealth of Massachusetts Department of Environmental Protection and Town of  
Harwich – Grant in the amount of \$12,100

B. Vote to authorize the Chair to execute the Winter Recovery Assistance Program (WRAP)  
contract between Massachusetts Department of Transportation and Town of Harwich

C. Discussion on details of last season's contract with S.J. Service Inc. for Comfort Station  
Janitorial Services

## VIII. TOWN ADMINISTRATOR'S REPORT

## IX. SELECTMEN'S REPORT

## X. CORRESPONDENCE

## XI. ADJOURNMENT

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

**Authorized Posting Officer:**

\_\_\_\_\_  
Danielle Freiner, Executive Assistant

**Posted by:** \_\_\_\_\_  
Town Clerk

**Date:** \_\_\_\_\_  
January 5, 2023

**PUBLIC**  
**COMMENTS /**  
**ANNOUNCEMENTS**

**Town of Harwich**  
**Board of Selectmen Committee Vacancies**  
**January 4, 2023**

Agricultural Commission (3 Full / 1 Alternate)	4
Capital Outlay Committee (Board of Selectmen/Town Administrator Appointee)	2
Community Center Facilities Committee	1
Conservation Commission (1 Alternate)	1
Forest Committee	3
Harwich Cultural Council	1
Harwich Energy and Climate Action Committee (2 Alternate)	2
Historic District/Historical Commission (2 Full Member - 1 Associate Members)	3
Planning Board (1 Alternate)	1
Real Estate and Open Space Committee	1
Treasure Chest Committee (1 Alternate)	1
Voter Information Committee	3
Youth Services (1 Full/1 Alternate)	2
Zoning Board of Appeals (1 Alternate)	1

**Citizen's Committee Vacancy Forms are available on our website**

# **CONSENT AGENDA**

**MINUTES  
SELECTMEN'S MEETING  
TOWN HALL  
MONDAY, DECEMBER 19, 2022  
6:00 P.M. - REGULAR MEETING  
REMOTE PARTICIPATION OPTIONAL**

**SELECTMEN PARTICIPATING:** Michael MacAskill, Larry Ballantine, Julie Kavanagh, Mary Anderson and Donald Howell

**ALSO PARTICIPATING:** Town Administrator Joseph Powers

**CALL TO ORDER**

Mr. MacAskill called the meeting to order at 6:00 p.m.

**PUBLIC COMMENTS/ANNOUNCEMENTS**

Mr. Ballantine announced the passing of Brian Howes. Mr. Howes was the director of the UMASS Estuary Project and was the one that helped determine how much of Harwich would need to be sewerred. With Mr. Howes input and discussion, our Comprehensive Wastewater Management Plan was developed to sewer half of Harwich rather than 100%. Mr. Howes will be sorely missed.

Harwich Chamber of Commerce Executive Director Cyndi Williams was present and reported that the Festival of Trees collected \$12,540 that will be donated to the Family Pantry of Cape Cod. Ms. Williams presented the cover of the 2023 Harwich magazine. The theme will be reflecting on Harwich's 7 villages while sharing the past, present and future of Harwich in many of the articles.

DPW Director Lincoln Hooper was present and announced that Department of Transportation has finally called for the sidewalk project on Route 28. Back in 2014, it was the desire of the Selectmen to build a side walk along Route 28. There will be a design public hearing held on January 17, 2023 from 6:00 p.m. – 8:00 p.m. in the multi-purpose room at the Community Center, with a 2<sup>nd</sup> design public hearing scheduled for January 24, 2023 from 6:00 p.m. – 8:00 p.m., also at the Community Center. This is a standalone project to build a sidewalk on the south side of Route 28 which will run from the Dennis town line to the Herring River bridge. This is a joint project with the Town of Dennis that will help clean up the intersection at the town line. DOT will be accepting comments for 10 business days after the public hearings. Mr. Ballantine commented that one of the public hearings will likely be on the same date as a Selectmen's meeting. He asked the Board to consider starting their meeting an hour late that night so that Board members can attend at least part of the public comment session. The Board agreed to start their meeting an hour late.

Patrick Otton was present and asked if there has been any discussion about including bike lanes in the proposal. Mr. Hooper responded that DOT is open to any and all public comment. He added that this project was specifically limited to one side of the road because of the right of way impacts. To make Route 28 any wider would necessitate private property takings.

Community Center Director Carolyn Carey was present and announced that the last program of the calendar year will be held tomorrow night at the Community Center. The Solstice Winter Drumming event will be a free event held from 5:00-7:00 p.m.

Health Director Katie O'Neill was present and announced that there will be a QPR suicide prevention training held on January 4, 2023 from 5:30 p.m. - 6:30 p.m. and again on January 26, 2023 from 10:00 a.m. – 11:00 a.m. Registration can be made by calling the Council on Aging or people can drop in. Mr. Ballantine stated that he had attended a previous training and hopes that people will attend.

A. Tonight is last Board of Selectmen Meeting of 2022 – Next meeting is Tuesday, January 3, 2023

Mr. MacAskill announced that this is the last Board of Selectmen's meeting in 2022 and that the next meeting will be Tuesday, January 3, 2023.

### **CONSENT AGENDA**

A. Vote to approve Board of Selectmen Meeting minutes:

1. 11.21.2022
2. 12.05.2022

**Mr. Howell moved to approve the consent agenda as presented, 2<sup>nd</sup> by Ms. Anderson and approved 5-0-0.**

### **NEW BUSINESS**

A. Discussion on Free Cash certification and financial status

Mr. Powers stated that a memo has been provided in the packet on the proposed uses of free cash as well as the Division of Local Services (DLS) primer on free cash, the actual certification documents that the DLS and Department of Revenue use to establish free cash levels and the Selectmen's policy on free cash. As the Board is aware, we are still at the number that was presented by DLS which is \$7,488,155. We know that there might be a slight modification to the number as DLS goes through our certifications that happen this time of year. In the draft capital plan there is \$5.29 million set aside for items in FY24 and the remainder of free cash is suggested to be split equally to Other Post-Employment Benefits (OPEB) and the stabilization fund.

Mr. Howell commented that the schools returned money to the town, but that this free cash number is an extraordinary amount at \$7 million dollars. Mr. Powers responded that he is not

aware that the school funds impacted on the free cash number so much as the delta between estimated receipts and actual receipts.

Finance Director Ann Marie Ellis was present and stated that the school amounts effect FY23, not FY22.

Mr. Howell said that the problem that he has is that free cash seems like the express track to buy things. Free cash we know is not free and at some point, there was discussion about returning some of the money to the tax payers. Mr. Howell went on to say that he cannot support this as a recurring theme to have this amount of free cash. Ms. Ellis agreed. Mr. MacAskill noted that there is a recommendation in the packet from the Town Administrator, but that nothing has been discussed.

Mr. Powers cautioned everyone to remember that the biggest source of free cash is the delta between estimated revenues and actual revenues. When we had the summer that we had with great weather, with sunshine comes money.

Mr. MacAskill stated that the Board will be taking this up many more times before the budget.

B. Vote to send a letter per resident request to Massachusetts Department of Agriculture (MDAR) requesting non-use of Glyphosate

Patrick Otton was present and stated that MDAR is soliciting public comment on Eversource's 5-year vegetation management plan. He is asking that the town write to MDAR with their reaction response to the plan. The full plan is available on Eversource's website. Comments on the plan can also be submitted by mail or email to. Mr. Otton stated that the Environmental Protection Agency says that there are no concerns for human health in using glyphosate products, but that if you look at the science, there is a lot going on. Mr. Otton went on to review what scientific information he had as well as another reference book called Toxic Legacy. He added that even the Boston school system has banned the application of herbicides on school properties. The application of herbicides is a much regulated process and should be applied by licensed professionals. Mr. Otton stated that so far, 10 town on Cape Cod, including the Barnstable County Assembly of Delegates have submitted letters to MDAR requesting that the proposed plan not be accepted as written. Mr. Otton stated that there are less toxic options for vegetation management and also suggested that property owners should take care of the properties and possible include garden clubs or school clubs.

Mr. Otton is asking that the Board care for the health and wellbeing of our 13,000 residents and submit comment to MDAR asking that the plan not be approved as submitted.

Water/Wastewater Superintendent Dan Pelletier was present and stated that we have already started conducting sampling for glyphosates back in November. The first samples came back with no detection of glyphosate or its metabolite. As soon as all of the results are available, they will be published. Mr. Pelletier referenced a study that was done during 2018-2021 where 4 wells



were sampled in Dennis and 1 in Orleans. No glyphosates or compounds were found in the results. Mr. Pelletier noted that if glyphosates are there, he wants to know about them.

Sophia Pilling was present and stated that she drinks unfiltered well water. She has been in the landscaping business for the last 15-17 years and noted that obtaining a license to apply pesticides is a tedious process. She is pro-not using products when possible, but to some degree, it needs to be left to the professionals when applied on properties. There is also a lot of science that shows the products are not as toxic and just because there are a lot of studies doesn't mean that they are negative.

Mr. Ballantine stated that he wants to support the letter and comes at it from 2 angles. One is the 5-year plan that MDAR is putting forward. He stated that he can't think of a more responsible plan with various ways to control vegetation. One of his previous comments was that he wanted to have someone watching the application to make sure that the plan is being followed. Mr. Ballantine did notice that this plan does include that request. What the plan strives to do is sustain vegetation under the power lines. The hope is that if it is done right, that it will be sustained and will not have to be done again. As part of a careful application, Mr. Ballantine thinks that the 5-year plan is good. Mr. Ballantine's 2<sup>nd</sup> comment is that roundup has an interesting history. When the product was first released, everyone loved it. People also liked it because the half-life in the soils is 3-4 weeks or less. There have been extensive surveys of water in the mid-west where there has been little to no detection of glyphosates or mention of metabolites. What we are talking about is a risk assessment and what the risks are to us. The hazards we are seeing are very low and the exposure is basically non-existent. Just because hazards and exposure are low does not mean that we don't need to be careful with application. Mr. Ballantine feels that MDAR has taken a responsible approach but he doesn't disagree that we need to be careful of herbicides. Mr. Ballantine also stated that he cannot support the unfounded statements surrounding the fear of roundup.

Mr. Howell does not think that Mr. Otton will get a vote from the Board. He went on to say that he is concerned that the right of way being discussed runs from the bridge to Provincetown. There are alternative options and Mr. Howell also commented that homeowners are not applying these products to their average acre properties. If Mr. Howell were going to default, he would default for it to be proven that these products are not safe, not to prove to him that they are dangerous. Mr. Ballantine added that no one can prove the negative effects.

Ms. Anderson stated that the letter submitted from Tom Birch of Birch Landscaping was very compelling. Mr. Birch talked about the fact that we have not been able to apply phosphorus for the last 10-12 years and yet, it is still being found in the top soil, which means that it is not leaching through. Ms. Anderson went on to say that banning these products will simply be a feel good. She is not in support of sending a letter.

Ms. Kavanagh appreciated all of the information that has been shared and asked if glyphosate is used for knotweed removal. Someone from the audience responded that it is.

Ms. Kavanagh went on to say that is being approved by the Conservation Commission. She agreed with Mr. Pelletier and that if we see symptoms in our water, then we have a problem, but until then, without the proof, it isn't there.

Mr. MacAskill stated that if you walk the easements, most of them are taken care of by the property owners. When the licensed professionals show up to do the work, owners can talk to them. Mr. MacAskill would feel more comfortable with the licensed professionals applying the products in the right of way rather than the homeowners. He added that this seems to be a fight beyond Cape Cod and does not see the point in going after Eversouce. Mr. MacAskill suggested that maybe this belongs at the state level rather than locally.

The Board took no action.

#### C. Discussion and vote on the Board of Health request on fertilizer petition

At their November 15, 2022 meeting, the Board of Health voted to ask the Board of Selectmen to petition the state to return authority of regulatory control back to the Town of Harwich.

Water/Wastewater Superintendent Dan Pelletier was present and gave his thoughts on why control should not be returned to the town. From a water quality stand point, he has concerns about the alternatives to fertilizer. He added that the predominant natural alternative is milorgante or other bio solid brands derived from products which are made from wastewater treatment plan residuals and have been found to contain polyfluoroalky substances. We also don't have clear information from the state as to how they could credit a reduction of fertilizer use. Without a financial benefit, Mr. Pelletier is concerned with the alterative and might leave us open to a worse situation.

Tom Birch was present and provided the Board with a copy of his letter. Mr. Birch has been in landscaping for over 40 years and in all of his knowledge and he doesn't see that fertilizer is causing the problem as it is not leaching into the soil and groundwater. Mr. Birch feels that the septic systems and Title 5 are the larger issue. Instead of having control turned back over to the town, Mr. Birch suggested that the town take an educational approach. He feels that the state knows what they are doing and that control should be left with them.

John Sennott was present and stated that he has held a pesticide applicators license for the last 40 years. He feels that the state has been doing a good job and that the town should not be involved. There is no possible way that enforcement of fertilizer use will be possible.

Lindsay Strode from Cape Organics was present and thinks that it is incumbent upon the Board to look at what exists presently with regards to a regulation. Mr. Strode stated that there are buffer zones to protect resource areas. He added that it might be best for the town to teach best management practices. Mr. Strode commented that many professionals would be happy to sit down with the boards to help promulgate regulations that are in the best interest of everyone, adding that we don't have a fertilizer problem, we have a people problem.

Patrick Otton was present and feels that the environment is in decline and that the embayments are full of nitrogen and fresh water ponds are full of phosphorous. If septic systems attributed to 80% of the pollution, then that is being addressed with the sewer system, however it does not solve the issue on what you do with the wastewater after it has been treated. Mr. Otton went on to say that stopping the use of fertilizer is free and that he supports the initiative to have home rule returned and let Harwich decide how we deal with our neighborhoods and soils.

Ms. Kavanagh stated that she goes back and forth on leaving it with the state or not, adding that education is a very important piece of this. She wondered if when a project is approved by the Conservation Commission, if conditions could be added to help with this. Health Director Katie O'Neill responded that would be a great idea, but not possible with the current regulations. Ms. O'Neill added that the Board of Health is not looking to ban fertilizer, but are looking to petition the state to have home rule returned back to Harwich.

Ms. Anderson thinks that there are a lot more scientists at the state level than in Harwich, noting that she is not in favor of petitioning the state.

Mr. Howell stated that DEP has nothing to do with this. There was a program out of the Board of Health in the early 2000's that was extremely helpful in changing people's attitudes and how they did things. Mr. Howell commented that he does not want to see anyone's way of life banned, but that there does need to be some kind of education. Mr. Howell stated that we are at a time where a discussion needs to be had, but we cannot because the state has jurisdiction.

Mr. Ballantine agreed about educating the public. He remembers that there was a successful program at least once or twice of educating landscapers and homeowners and added that he would like to see this happen again. Mr. Ballantine stated that enforcement of any regulation of this nature would be tough.

Mr. Howell asked that discussions regarding educational workshops be added to an upcoming agenda.

Mr. Strode asked who would be the enforcement agency, if the home rule was returned to the local level. He would like to see public education be done first.

Mr. Pelletier feels that returning jurisdiction to the local level could open the door for a citizen petition. With the world that we live in today, he has grave concerns about what the alternatives are.

Mr. MacAskill agreed that enforcement is huge and what we can make whatever rules we want, but they may not be enforceable. He feels that the state has the tools for this and that is where the control belongs.

Mr. Howell added that we have more technology options available now and that if an educational video was made, it would get more play and be a ready resource.

The Board took no action.

D. Update on Annual Town Meeting Article related to Owners Unknown

Mr. Powers stated that a working group has been assembled that relates back to article 39 from 2022 Annual Town Meeting. Town meeting had appropriated \$500,000 for the purposes of getting a handle on owner's unknown and undesignated parcels. A meeting was held on December 9 with the Interim Assessing Director, Assistant Town Administrator and Finance Director where they reviewed a description of the items as per the article. The Interim Assessing Director is working on an overall plan for the properties.

Mr. MacAskill asked who is working with the group moving forward. Mr. Powers responded that his recommendation is to work through staff to identify resources that we can avail ourselves of which would include title research and having an engineer and surveyor on staff. A broader discussion can be had at some point in time after more information is obtained. Future discussions may include Real Estate and Open Space Committee as well as other groups.

Ms. Kavanagh likes the plan to move forward and asked if there is any estimated time on hiring an engineer and surveyor. Mr. Powers responded that he should know more this week.

Ms. Anderson commented that we have made some progress with the sale of some parcels. Mr. Powers agreed and stated that we got more return than staff expected. Since this topic was initially brought up, the Assessing Department has made great strides on owners unknown. Now that word is on the street, we are seeing more people paying attention.

Richard Waystack was present and wanted to make sure that all members of the Board received a copy of the memo that was submitted. The Board of Appeals has made a modification on one of their policies where they not only required a deed for the property, but an engineered stamped plan before a property could be assigned a map and parcel number. They have backed off on that as a result of discussions from the Department of Revenue. As soon as the Assessing Department is back to full staffing, they will be able to pick up momentum.

Mr. MacAskill noted that the memo submitted also includes a request for additional staff. Mr. Waystack responded that the Board of Assessors deals with regulation and policy and that they have nothing to do with the operation of the department. They are simply looking at full staffing, noting additional.

Mr. MacAskill stated that he asks for weekly updates on progress regarding article 39. A lot of what needs to be done with the owners unknown is to put boots on the ground and find the properties. His ask is that it is time do to procurement and hire people to find these properties with the help of the Assessing Department and the finalize them. He added that there will probably be follow up articles to get this done and will take multi-years to fix issues.

E. Vote to appoint the Town Administrator as the voting delegate for the MIIA  
Annual Members Business Meeting held on 1/21/2023

**Mr. Howell moved to appoint the Town Administrator as the voting delegate for the MIA Annual Members Business Meeting held on 1/21/2023, 2<sup>nd</sup> by Ms. Anderson and approved 5-0-0.**

F. Vote to approve the 2023 Class II and Class IV Auto repair and Use Auto Dealer license renewal – Richard Centrella d/b/a Richie’s Garage – 191 Queen Anne Road

**Mr. Howell moved to approve the 2023 Class II and Class IV Auto repair and Use Auto Dealer license renewal – Richard Centrella d/b/a Richie’s Garage – 191 Queen Anne Road, 2<sup>nd</sup> by Ms. Anderson and approved 5-0-0.**

G. Vote to approve the 2023 Innholders License renewal – Mooncussers Tavern – 86 Sisson Road

**Mr. Howell moved to approve the 2023 Innholders License renewal – Mooncussers Tavern – 86 Sisson Road, 2<sup>nd</sup> by Ms. Anderson and approved 5-0-0.**

H. Vote to approve the 2023 Common Victuallers License Renewal  
1. Zack, Inc. d/b/a Castaways – 986 Route 28  
2. Ashwood Food Service Inc. d/b/a Jake Rooney’s – 119 Brooks Road

**Mr. Howell moved to approve the 2023 Common Victuallers License Renewals for Zack, Inc. d/b/a Castaways – 986 Route 28 & Ashwood Food Service Inc. d/b/a Jake Rooney’s – 119 Brooks Road, 2<sup>nd</sup> by Ms. Anderson and approved 5-0-0.**

I. Approve Villa Roma’s request to temporarily close their M.G.L. Chapter 138, Section 12 licensed establishment until April 2023

**Mr. Howell moved to approve Villa Roma’s request to temporarily close their M.G.L. Chapter 138, Section 12 licensed establishment until April 2023, 2<sup>nd</sup> by Ms. Anderson and approved 5-0-0.**

J. Approve Wequassett Inn’s request to temporarily close their M.G.L Chapter 138, Section 12 licensed establishment until February 9, 2023

**Mr. Howell moved to approve Wequassett Inn’s request to temporarily close their M.G.L Chapter 138, Section 12 licensed establishment until February 9, 2023, 2<sup>nd</sup> by Ms. Anderson and approved 5-0-0.**

K. Vote to approve the 2023 Weekday and Sunday Entertainment License renewal – Ashwood Food Service Inc. d/b/a Jake Rooney’s – 119 Brooks Road  
2023 request  
Weekday 6:00 p.m. to 12:00 a.m. inside – Live/recorded music, amplification, dancing by live performers, trivia

Sunday 6:00 p.m. to 11:00 p.m. inside - Live/recorded music, amplification, dancing by live performers, trivia

2022 approved license

Weekday 7:00 p.m. to 12:00 a.m. inside – Live/recorded music

Sunday 5:30 p.m. to 9:00 p.m. inside – Live/recorded music

Mr. Howell noted that there are differences in some areas of the request, but we have never had any complaints and that this is a responsible location. He does not see any problems in granted what is being requested.

**Mr. Howell moved to approve the 2023 Weekday and Sunday Entertainment License renewal – Ashwood Food Service Inc. d/b/a Jake Rooney’s – 119 Brooks Road; 2023 request, Weekday 6:00 p.m. to 12:00 a.m. inside – Live/recorded music, amplification, dancing by live performers, trivia & Sunday 6:00 p.m. to 11:00 p.m. inside - Live/recorded music, amplification, dancing by live performers, trivia, noting that any previous license conditions apply, 2<sup>nd</sup> by Ms. Anderson and approved 5-0-0.**

L. Vote to approve the Committee Appointments recommended by the Interview Committee:

1. Harry Munns – Planning Board – Alternate Member – Term to expire June 30, 2024
2. Michelle Ryan – Golf Committee – Full Member – Term to expire June 30, 2025
3. John August – Board of Appeals – Alternate Member – Term to expire June 30, 2025

**Mr. Ballantine moved to approve the committee appointments as recommended by the Interview Committee as listed above, 2<sup>nd</sup> by Ms. Anderson and approved 5-0-0.**

M. Vote to approve the Town Administrator as the Harwich representative to the Cape Cod Regional Transit Authority (CCRTA)

Mr. Howell asked if there would be a way of getting a matrix of appointments that require staff be appointed to the County. Mr. MacAskill responded yes.

**Mr. Howell moved to approve the Town Administrator as the Harwich representative to the Cape Cod Regional Transit Authority, 2<sup>nd</sup> by Ms. Kavanagh and approved 5-0-0.**

N. Town Administrator to present Finding of the Facts report from Show Cause Hearing that was held on October 17, 2022

Mr. Powers provided the Board with information in the packet and copies were sent to Police Chief Guillemette, Town Counsel and the licensee’s counsel. The memo dated December 14 outlines the allegations of violations, summaries, information on exhibits and witnesses. Mr. Powers’ conclusion is that there is insufficient evidence or insufficient testimony provided that would hold up the allegations as provided. Mr. Powers’ recommendation is that the Board vote to accept the findings and consider the matter closed.

Mr. Ballantine thanked Mr. Powers for holding the hearing.

Mr. Howell stated that there were a number of people that were invited to the hearing. One thing that concerned him in the past was there the witnesses were somewhat limited. Mr. Powers responded that it would be fair to say that there were ample witnesses provided by the town as well as the establishment.

Mr. Howell stated that he is somewhat concerned that we have been pressing the Police Chief for years to do a lot more enforcement. In some way, there needs to be a message sent that the Board is appreciative of what the Police Department is doing in trying to apply the rules that they are given by the Board. Ms. Anderson stated that she shares Mr. Howell's concerns. She added that it is the same establishments that have the issues but that she trusts Mr. Powers' expertise in these hearings. Ms. Kavanagh agreed with Mr. Howell and Ms. Anderson.

Chief Guillemette stated that he will pass on the thanks and support to his staff from the Board. He thinks that regardless of the findings from the hearings that the process is working. Chief Guillemette stated that he still needs to refine the information that he gives his troops, but that we are moving in the right direction.

**Mr. Howell moved to accept the findings from the Town Administrator and consider the matter closed, 2<sup>nd</sup> by Ms. Anderson and approved 5-0-0.**

### **OLD BUSINESS**

#### A. Update Judah Eldredge and Willow Street

Mr. Powers stated that with regards to the Judah Eldredge property, we are still waiting for the findings from the tax title from the new survey. The request was sent last week to the attorney. Once more information is available, it will be shared with the Board. The issue with Willow Street remains one relative to the boundary action taken by the Board and there is concern as to the accuracy of the deed to the property. Mr. Powers stated that counsel is involved in these discussions.

Mr. MacAskill commented that Willow Street has been going on for quite some time and asked to let the attorneys know that this needs to be resolved by Town Meeting. If the title is bad, he would like something in writing from the attorney to that effect. If the title isn't bad, the Board needs to know so they can decide what they want to do with the property. Mr. Howell agreed. .

#### B. Capital Plan Fiscal Year 2023 vs Capital Plan Fiscal Year 2024

Mr. Powers outlined the changes in the 2 plans. The plan provided for FY23-FY27 was in the 2022 Annual Town Meeting warrant and was adopted by the town. The 2<sup>nd</sup> document provided for FY24-FY28 was presented to the Capital Outlay Committee on November 21. The major amendment for the FY23 plan is that there is one line for facility maintenance. In the plan for FY24, there are several lines for facility maintenance. This was an act and decision by Mr. Powers to try and gain transparency. The major difference is the number of 44.6 million to 75.4 million.

Mr. Powers stated that he can specifically outline several changes beyond that, but those are the major differences.

Mr. Howell stated that his concern is not the money, but that it is a 5-year plan that will need a 2/3 vote at Town Meeting for each and every individual addition. This is not just a plan for the town to create a plan for ourselves for the next 5 years. It is a plan for the public to try and plan on what their taxes are going to look like moving forward and create some certainty to them on what will happen over the next 5 years.

Mr. MacAskill asked if it would be worth revisiting an article for Town Meeting that would clarify things further. He is looking to avoid a potential disaster and agreed that transparency and planning is very important.

Mr. Powers emphasized that the FY24-FY28 document is a draft and that it sits waiting for comment from the Selectmen and Finance Committee. It is entirely possible to reshape it to what it was in years past, which he thinks would be unfortunate. In an effort to create greater transparency, we are now looking at a plan that could be hung up on a technicality. Mr. Powers added that he has every confidence that what the department heads have presented, what the Capital Outlay Committee vetted and what is being presented to the town is an accurate and clear depiction of what we need to do in years going forward.

Mr. MacAskill asked how we fix any problems and who needs to be involved. He is not interested in looking backwards and is interested in looking at the 134 day timeline until town Meeting to talk about what makes sense and what doesn't. The town elects the Board and the Town Administrator is hired by the Board. He would hope that there is a level of trust in what goes on. Mr. MacAskill added that the Bylaw Charter Review Committee should be involved in these discussions.

Mr. Howell stated that this discussion is about a plan and not any person that was involved with their creation. He would be happy to be part any and all discussions that need to be had.

Mr. MacAskill wondered if the Capital Outlay Committee Chair, a representative from the Selectmen and the Chair of the Bylaw Charter Review Committee should review and try to iron out any issues. Mr. Powers responded that the Capital Outlay Committee has done their work and evaluated 84 individual applications that created the 5 year plan as it is being presented. This is a procedural matter where by the successor Bylaw Charter Review Committee had started on this endeavor and quit. Mr. Powers has asked for several years for a Bylaw Charter review. This is a question between them and the Selectmen to decide if they are going to object to the capital plan as presented based on their understanding of the charter.

Mr. Ballantine stated that he would like to be part of the discussions. Mr. MacAskill responded that it would be a joint meeting.

Ms. Anderson asked for clarification on what the controversy is. Mr. Howell responded that it is not that the dollar value has changed, but that it is things are moved around in the plan or have been added to the plan that were not part of previous years plans. This was supposed to be a Board of Selectmen



sustainability document and Mr. Howell takes this document as a promise to the public that there is a process. There are differences in each of the years and Mr. Howell isn't sure how substantive they are.

Capital Outlay Committee member Martha Donovan was present. While she respects that it is an honorable thing to want to have a plan that goes out 5 years so that the tax payers can understand what to expect, in her opinion, we are setting ourselves up for failure because things change. No one planned to have COVID, supply chain issues and inflation issues. Ms. Donovan feels that by having this discussion every year at Town Meeting sets ourselves up for an argument that does need to be. What we are asking the town to approve is the budget for the current year. Mr. Powers thanked Ms. Donovan for her comments and service on the committee. What they are doing is all regulated by our charter. Mr. Powers has said many times that we need an overhaul of our charter. He went on to read from the charter the section regarding the duties and responsibilities for anyone serving as the Town Administrator.

Mr. Howell feels that there is no disconnect and that there is a mechanism in place to accept changes, which is the 2/3 vote at Town Meeting. The Board of Selectmen also have a job description which says that they have to vote for or against the capital plan. In its current form, Mr. Howell stated that he would not vote for it.

Ms. Kavanagh appreciates the comments about the plan as she has always looked at it as a working document. There is no reason why she would need to look at last year's capital plan to see why things are on or off the plan. It is a plan, not a policy, and the plan can be amended and revised.

Ms. Anderson agreed that it is a plan and that plans can change.

Mr. Powers found it professionally necessary for him to add to the record a comment that at no point in any of his commentary tonight during this topic was he engaging with any one of the 5 Selectmen in his comments. He was trying to offer his frustrations and inefficiencies that exist in the charter and his comments were in no way meant to engage members in their roles.

#### C. Discussion on Finance Committee suggestions and recommendations for 204 Sisson Road

The Selectmen had tasked the Finance Committee to have a discussion regarding 204 Sisson Road and to submit their comments. Mr. MacAskill asked the Board to look through the suggestions as submitted and that this can be brought back for Board feedback. He added that he disagrees with several, but not all of the suggestions.

Mr. Ballantine would like members to review and comment on the suggestions.

Each member of the Finance Committee seem to have their own numbers on what it will take to get the building operating. The Selectmen are asking for \$1.9 million dollars. Many of the items that the Finance Committee and other members of the public are asking for are things that Mr. Powers has already gotten. Mr. MacAskill wondered if we really need an architect to draw what

the inside of the building looks like and then assign spaces to people, or if the plan that has already been done is enough. This is a municipal building that is controlled by the Board of Selectmen through the Town Administrator. Mr. MacAskill feels that the Town Administrator through the Cultural Center department head has done an excellent job in building a plan.

Ms. Anderson stated that she is perplexed as to why the Finance Committee wants to have a business plan and a strategic plan for this building, when we don't have these plans for any of our other municipal buildings. She added that this is a municipal building with a cultural aspect to it.

Mr. MacAskill noted that what the Finance Committee hasn't done is look at the cost of doing nothing, which is a very real number.

Ms. Kavanagh stated that there are numbers out there that are not mentioned. To her, this is not something that we have to go hard core and assign anything more than what our cultural director is looking at and what opportunities can be brought in. This building is a town asset and she does not see the need for architectural plans and fixating on who is going where. Let's leave the plan flexible.

Mr. Howell commented that the 204 Sisson Road building is 3 years newer than Town Hall. He added that the building was not properly closed up when everyone moved out and it was left a dark, moldy place where pipes were leaking. Mr. Howell feels that it is clear that there is a need for this building and that people have started to clamber for it to be used. It has the possibility to have some if not all of Town Hall activities in it and still include cultural activities. The property is a robust site and located across from the Public Safety building. Mr. Howell added that the building is open and successful and that it can be improved to make sure that it is a welcoming place.

Mr. MacAskill stated that the next meeting will be for the Board to discuss what they do or don't want to consider.

Mr. Ballantine commented that he initially argued that the space should be used for affordable housing and that tearing down the building is not a discussion worth having. He would have a hard time looking at architectural plans at this time because it is a moving target. Mr. Ballantine would like to try and figure out how to make this location the best thing it can be.

Mr. MacAskill stated that this is a municipal building that is being used and enjoyed by a lot of people. The building has tremendous growth potential because of its square footage.

Mr. Powers said that he will not put together a plan to design a building that will be a money pit. Mark Kelleher was present and spoke as a resident. He feels that the costs presented are an understatement and that it would be helpful to have a professional engineering study that would outline all of the costs and needs of the building going forward for 5-10 years. Mr. Kelleher feels that a professional study would help the Board make decisions and go before Town Meeting. He did state that Mr. Hooper and his team have done a tremendous job, but that they have merely highlighted what a big job it is. Mr. MacAskill asked Mr. Kelleher to email his comments to him.

Mr. MacAskill added that the DPW Director walked the building with the Capital Outlay Committee and Town Administrator and made recommendations to make up the number that is being presented. We are not talking about a major construction project, we are talking about an existing asset and taking it to the next level. There has to be a certain amount of visioning for the future.

Martha Donovan was present and feels that this project needs to be taken in phases. The first phase may be to stabilize the building and get the cultural and recreational parts of it up and running, then maybe move on to phases that include more projects on the capital side.

Jon Chorey was present and stated that he agrees with everything that has been said tonight. This building is a wonderful asset with tremendous potential. Mr. Chorey feels that this building needs to be acted on in a responsible way and that responsible way would be article 57 from last year's Town Meeting, which would be a working group that was never formed. Mr. Chorey would like to see a 10-year plan for the building. He also asked to see the comprehensive development plan that the Cultural Director has put together. Mr. Chorey commented that he has a list of 21 capital items that he would like to see. Mr. MacAskill responded that with all due respect, Mr. Chorey's list of 21 items is his, not the Board's list. He added that article 57 was a heavily debated advisory article. It was clearly stated to the public that the funds could be spent or not. It was never said that we would get to a 10 year plan. Mr. MacAskill is asking the Board to look at the suggestions of the Finance Committee and bring comments back for discussion.

Bernadette Waystack was present. She stated that she is Chair of the Harwich Cultural Council, a tenant of the building and a previous teacher in the building. To be clear, when staff was told to leave the building, they vacated and were not allowed back in. She knows that the Cultural Director has been in touch with abutting towns with respect to cultural activities on the Cape. Ms. Waystack stated that she appreciated Ms. Anderson's comments about not having a business plan for any other municipal buildings in town. Ms. Waystack feels that this building will be a great source of revenue. She invited anyone to visit the office of the Cultural Director to see the monthly and yearly plans that she has laid out for the building.

Mr. MacAskill stated that this would be brought back up at a future meeting.

#### D. Discussion on Working Group for 204 Sisson Road

At the joint meeting with the Finance Committee, the topic of forming a working group was brought up. Mr. MacAskill asked if the Board has the desire to have a working group formed more than what we currently have and if so, what are the suggestions. Mr. Powers added that if the Board were to develop a working group, it may be construed to be a public body, which the Town Administrator would be involved in.

Mr. Ballantine stated that he is comfortable moving on and exploring our options.

Mr. Howell feels that people involved should be stakeholders that have an interface with the Administration office. He is not sure that any of the Selectmen would bring value to a working

group. The future of this building rests with the cultural activities and possibly more government offices. If a working group is formed, Mr. Howell does not want to be part of it.

Ms. Anderson and Ms. Kavanagh agreed that they would not want to be part of the group.

Mr. MacAskill feels that we have a working group already.

## **CONTRACTS**

- A. Vote to approve a three year contract for Municipal Solid Waste Disposal with SEMASS Partnership. The acceptance fee for the first year of the agreement shall be \$106.00/ton and the following two year's shall be subject to increase according to the Consumer Price Index as outlined in Appendix A of the contract.

Lincoln Hooper was present and reported that he spoke with the Director of SEMASS. They are aware that waste comes from other places, not just Harwich. Mr. MacAskill wondered why they wouldn't strike that language from the contract if they don't care about it.

**Mr. Howell moved to approve a three year contract for Municipal Solid Waste Disposal with SEMASS Partnership. The acceptance fee for the first year of the agreement shall be \$106.00/ton and the following two year's shall be subject to increase according to the Consumer Price Index as outlined in Appendix A of the contract for Selectmen signature, 2<sup>nd</sup> by Ms. Anderson and approved 4-1-0 (MacAskill opposed).**

- A. Vote to authorize the Chair to sign the Fiscal Year 2023 Local Cultural Council Allocation Contract

**Mr. Howell moved to authorize the Chair to sign the Fiscal Year 2023 Local Cultural Council Allocation Contract, 2<sup>nd</sup> by Ms. Anderson and approved 5-0-0.**

- B. Vote to authorize the Chair to sign the Fiscal Year 23 Firefighter Safety Equipment Grant Award

Mr. Howell commented hats off to the Fire Department in doing the most aggressive grant work to make sure that the residents don't have to pay for everything.

Fire Chief David LeBlanc was present and reviewed the grant request which will be used to purchase ballistic equipment for the department.

**Mr. Howell moved to authorize the Chair to sign the Fiscal Year 23 Firefighter Safety Equipment Grant Award, 2<sup>nd</sup> by Ms. Anderson and approved 5-0-0.**

## **TOWN ADMINISTRATOR'S REPORT**

Mr. Powers wished everyone a joyous holiday season and a happy and healthy new year.

## **SELECTMEN'S REPORT**

The Board wished everyone a Merry Christmas, happy holiday and a happy new year.

## **CORRESPONDENCE**

No correspondence was discussed.

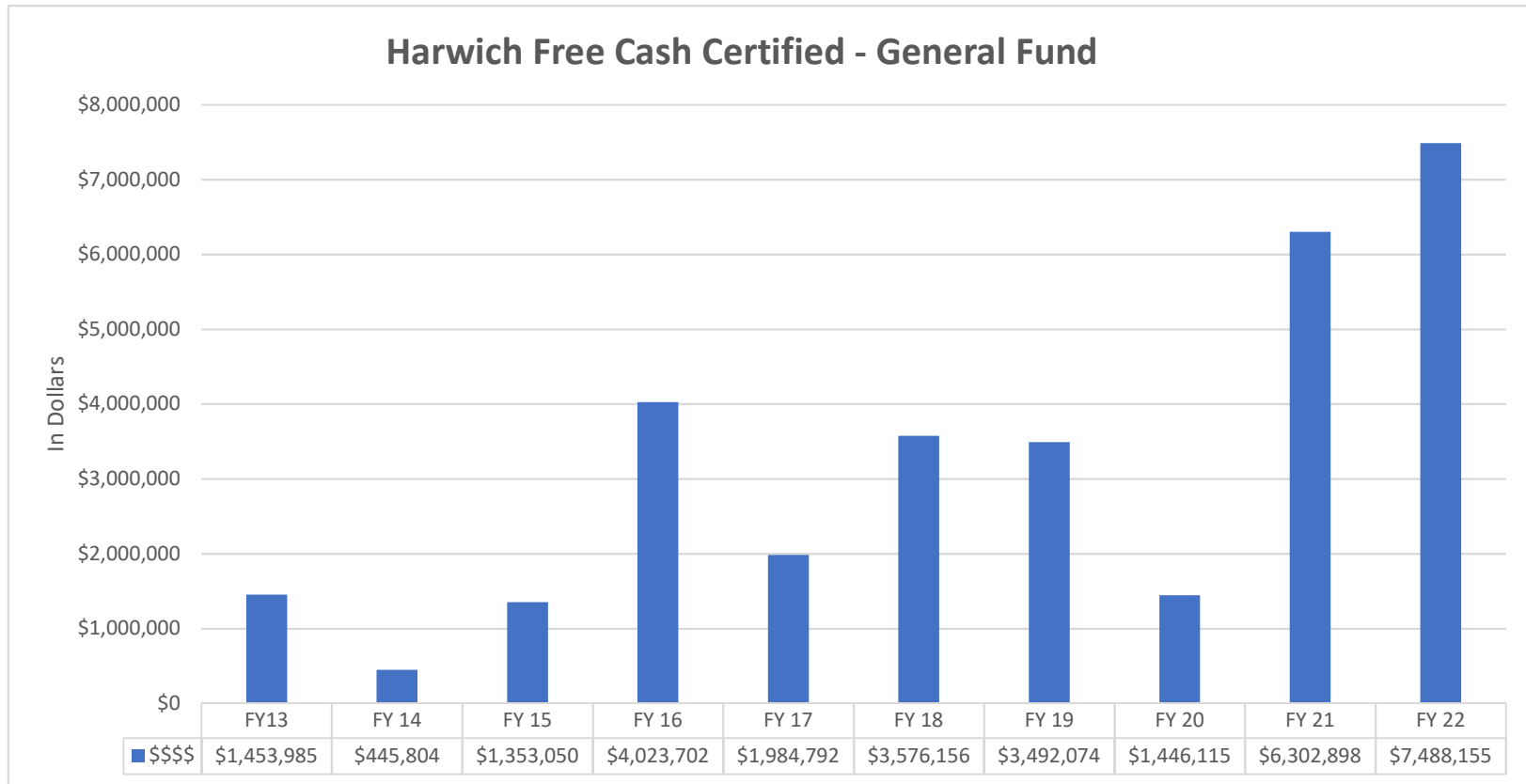
## **ADJOURNMENT**

Mr. Howell moved to adjourn the meeting of the Board of Selectmen, 2<sup>nd</sup> by Ms. Anderson and approved 5-0-0.

Respectfully submitted,  
Jennifer Clarke  
Recording Secretary

# **NEW BUSINESS**

FY13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22
\$1,453,985	\$ 445,804	\$1,353,050	\$4,023,702	\$1,984,792	\$3,576,156	\$ 3,492,074	\$ 1,446,115	\$6,302,898	\$7,488,155



## Revenue History FY20 to FY23

As of December 2022

		FY2020	FY2020		FY2021	FY2021		FY2022	FY2022		FY2023	FY2023	
		Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	YTD Actual	%
<b>01 GENERAL FUND - BAL</b>													
01 497000	INTERFUND TRANSFER IN	(2,145,688.00)	(2,121,491.68)	98.9%	(2,760,945.78)	(2,778,089.17)	100.6%	(1,632,240.00)	(1,636,060.92)	100.2%	(1,617,856.00)	(1,617,856.00)	100.0%
<b>010004 GENERAL FUND - MISC REVENUE</b>													
010004 432029	PRIOR YEAR RECOVERY	-	(9,252.03)	100.0%	-	(538.27)	100.0%	-	(15,504.84)	100.0%	-	(7,738.27)	100.0%
010004 458902	FEMA SNOW REIMB	(40,000.00)	(46,865.49)	117.2%	-	-		-	-		-	-	
010004 481005	CC REG TECH FEE (RESOURCE OF	(20,000.00)	(20,000.00)	100.0%	-	(20,000.00)	100.0%	(20,000.00)	(20,000.00)	100.0%	(20,000.00)	-	0.0%
010004 484099	GEN FUND MISC REVENUE	(118,050.00)	(180,768.39)	153.1%	(83,538.00)	(102,575.75)	122.8%	(83,538.00)	(172,244.09)	206.2%	(83,538.00)	-	0.0%
<b>011224 SELECTMEN - REV</b>													
011224 432003	PHOTOCOPIES	-	(29.25)	100.0%	-	-		-	-		-	-	
011224 436005	FRANCISE FEES	(40,000.00)		0.0%									
011224 436008	OLD REC BLDG/JR THEATRE LEAS	(6,500.00)	(4,861.55)	74.8%	(5,000.00)	(3,934.64)	78.7%	(5,000.00)	(4,206.85)	84.1%	(3,500.00)	(507.98)	14.5%
011224 441000	LIQUOR LICENSES	(68,000.00)	(67,214.00)	98.8%	(65,000.00)	(65,271.00)	100.4%	(65,000.00)	(72,157.09)	111.0%	(60,000.00)	(52,925.00)	88.2%
011224 442001	HOTEL, MOTEL, INN	(785.00)	(800.00)	101.9%	-	(500.00)	100.0%	(700.00)	(550.00)	78.6%	(500.00)	(350.00)	70.0%
011224 442004	JUNK COLLECTOR, DEALER	(140.00)	(35.00)	25.0%	-	(35.00)	100.0%	(100.00)	-	0.0%	-	-	
011224 442005	USED CAR DEALER	(2,200.00)	(900.00)	40.9%	(1,000.00)	(900.00)	90.0%	(1,000.00)	(800.00)	80.0%	(900.00)	(300.00)	33.3%
011224 442006	AMUSEMENT DEVICE LICENSE	(100.00)	-	0.0%	-	(650.00)	100.0%	-	-		-	-	
011224 442009	ENTERTAINMENT LICENSE	(3,500.00)	(3,535.00)	101.0%	(3,500.00)	(3,210.00)	91.7%	(3,500.00)	(4,110.00)	117.4%	(3,000.00)	(1,595.00)	53.2%
011224 442012	COMMON VICTUALLER LICENSE	(2,050.00)	(2,150.00)	104.9%	(2,000.00)	(2,250.00)	112.5%	(2,000.00)	(2,250.00)	112.5%	(2,000.00)	(1,100.00)	55.0%
011224 445005	MISC LICENSES/PERMITS	(60.00)	(60.00)	100.0%	-	(60.00)	100.0%	(60.00)	(350.00)	583.3%	-	(110.00)	100.0%
011224 445016	VEHICLE REPAIRMAN	-	(1,100.00)	100.0%	-	(1,500.00)	100.0%	-	(1,400.00)	100.0%	-	(1,000.00)	100.0%
011224 484012	INSURANCE RECOVERY OVER	(70,000.00)	(74,757.98)	106.8%	-	-		-	-		-	-	
<b>011414 ASSESSORS - REV</b>													
011414 432003	PHOTOCOPIES	(850.00)	(793.50)	93.4%		(458.60)	100.0%	(850.00)	(466.25)	54.9%	(500.00)	(150.75)	30.2%
011414 432045	ABUTTERS FEES	(11,000.00)	(10,938.00)	99.4%	(5,500.00)	(12,206.00)	221.9%	(11,000.00)	(11,725.00)	106.6%	(11,000.00)	(4,204.00)	38.2%
011414 461100	CH SHT LOSS TAX ST OWNED LAN	(82,030.00)	(82,030.00)	100.0%	(84,165.00)	(84,165.00)	100.0%	(84,165.00)	(95,995.00)	114.1%	(96,393.00)	(50,124.00)	52.0%
011414 461400	VETARANS BENEFITS	(51,892.00)	(57,075.00)	110.0%	(45,183.00)	(70,596.00)	156.2%	(45,183.00)	(57,988.00)	128.3%	(54,355.00)	(25,027.00)	46.0%
011414 461600	EXEMP VET BLIND SPOUSE ELDER	(99,854.00)	(24,598.00)	24.6%	(80,321.00)	(24,598.00)	30.6%	(80,321.00)	(115,544.00)	143.9%	(89,039.00)	(87,476.00)	98.2%
011414 467100	UNRESTRICT GEN GOVT AID	(457,398.00)	(457,398.00)	100.0%	(457,398.00)	(457,398.00)	100.0%	(457,398.00)	(548,385.00)	119.9%	(486,189.00)	(207,223.00)	42.6%
011414 469901	HOTEL TAX	(680,000.00)	(905,397.09)	133.1%	(456,000.00)	(1,132,926.28)	248.4%	(600,000.00)	(1,675,736.65)	279.3%	(750,000.00)	(379,999.31)	50.7%
011414 469906	MEALS TAX	(420,000.00)	(445,496.51)	106.1%	(215,000.00)	(325,311.05)	151.3%	(315,000.00)	(571,745.29)	181.5%	(350,000.00)	(251,459.95)	71.8%



**Revenue History FY20 to FY23**  
As of December 2022

		<b>FY2020</b>	<b>FY2020</b>		<b>FY2021</b>	<b>FY2021</b>		<b>FY2022</b>	<b>FY2022</b>		<b>FY2023</b>	<b>FY2023</b>	
		<b>Budget</b>	<b>Actual</b>	<b>%</b>	<b>Budget</b>	<b>Actual</b>	<b>%</b>	<b>Budget</b>	<b>Actual</b>	<b>%</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>%</b>
<b>011454 TREASURER - REV</b>													
011454 431455	ADMINISTRATION FEES		-		-	(1,423.00)	100.0%	-	(1,432.00)	100.0%	-	(784.00)	100.0%
011454 432003	PHOTOCOPIES		-		-	-		-	(2.00)	100.0%	-	(0.50)	100.0%
011454 432007	BOUNCED CHECK FEE	(800.00)	(725.00)	90.6%		(925.00)	100.0%	(500.00)	(550.00)	110.0%	(500.00)	(200.00)	40.0%
011454 480999	MISCELLANEOUS UNIDENTIFIED		-		-	0.01	100.0%		-		-	-	
011454 482001	INVESTMENT REVENUE	(225,039.00)	(213,116.52)	94.7%	(70,630.54)	(47,281.93)	66.9%	(38,176.55)	(19,101.16)	50.0%	(10,000.00)	(143,794.72)	1437.9%
011454 484099	TREAS MISC REVENUE	-	(2,695.89)	100.0%	-	(10,105.83)	100.0%	-	(2,018.82)	100.0%	-	(1,421.64)	100.0%
<b>011464 COLLECTOR - REV</b>													
011464 411016	PERSONAL PROPERTY TAX FY 201	-	(149.31)	100.0%	-	(5.65)	100.0%	-	-		-	(276.27)	100.0%
011464 411017	PERSONAL PROPERTY TAX 2017	-	(268.93)	100.0%	-	(92.92)	100.0%	-	(33.64)	100.0%	-	(337.36)	100.0%
011464 411018	PERSONAL PROPERTY TAX REVENU	-	(276.46)	100.0%	-	(123.20)	100.0%	-	(110.57)	100.0%	-	(558.60)	100.0%
011464 411019	PERSONAL PROPERTY TAX 2019	-	(6,838.05)	100.0%	-	(679.93)	100.0%	-	(318.35)	100.0%	-	(857.60)	100.0%
011464 411020	PERSONAL PROPERTY TAX 2020	(948,073.00)	(931,500.27)	98.3%	-	(9,528.83)	100.0%	-	(661.40)	100.0%	-	(379.77)	100.0%
011464 411021	PERSONAL PROPERTY TAX FY 202	-	-		(900,000.00)	(1,214,826.23)	135.0%		(4,310.35)	100.0%	-	(153.75)	100.0%
011464 411022	PERSONAL PROPERTY FY 22	-	-			-		(900,000.00)	(1,177,255.21)	130.8%	-	(8,015.12)	100.0%
011464 411023	PP FY 23	-	-			-			-		(1,000,000.00)	(573,626.50)	57.4%
011464 411999	PERSONAL PROPERTY BLANKT ABA		(71.22)	100.0%		(19.63)	100.0%	-	(64.32)	100.0%	-	(101.13)	100.0%
011464 412016	REAL ESTATE TAX FY 2016		(390.95)	100.0%		-			-		-	-	
011464 412018	REAL ESTATE TAX 2018		(29,690.61)	100.0%	-	-			-		-	-	
011464 412019	REAL ESTATE TAX 2019	-	(408,265.43)	100.0%	-	(20,441.88)	100.0%		-		-	-	
011464 412020	REAL ESTATE TAX 2020	(51,197,691.69)	(50,066,623.94)	97.8%	-	(680,315.46)	100.0%		-		-	2,939.38	100.0%
011464 412021	REAL ESTATE TAX FY 2021	-	(1,852.08)	100.0%	(52,399,729.46)	(51,348,189.34)	98.0%	-	(273,182.55)	100.0%	-	7,788.15	100.0%
011464 412022	REAL ESTATE FY 22	-	-		-	-		(53,609,653.34)	(52,334,079.25)	97.6%	-	(483,753.39)	100.0%
011464 412023	RE FY 23	-	-		-	-		-	-		(56,257,585.00)	(25,552,192.56)	45.4%
011464 414200	TAX TITLES REDEEMED	-	(235,130.04)	100.0%	-	(166,659.32)	100.0%	-	(240,675.32)	100.0%	-	(156,945.33)	100.0%
011464 414400	DEFERRED TAXES REDEEMED	-	(10.79)	100.0%	-	(28,645.46)	100.0%	-	(4,147.10)	100.0%	-	(578.56)	100.0%
011464 415009	MOTOR VEHICLE FY 09	-	-		-	(35.00)	100.0%	-	35.00	100.0%	-	-	
011464 415014	MOTOR VEHICLE EXCISE TAX FY1	-	(37.92)	100.0%	-	-		-	-		-	-	
011464 415015	MOTOR VEHICLE EXCISE TAX FY1	-	(508.43)	100.0%	-	(290.14)	100.0%	-	12.64	100.0%	-	-	
011464 415016	MOTOR VEHICLE EXCISE TAX 201	-	(2,932.50)	100.0%	-	(739.68)	100.0%	-	(244.26)	100.0%	-	(22.50)	100.0%
011464 415017	MOTOR VEHICLE EXCISE 2017		(1,649.57)	100.0%		(1,426.66)	100.0%	-	(878.13)	100.0%	-	(171.15)	100.0%
011464 415018	MOTOR VEHICLE EXCISE		(7,471.52)	100.0%		(3,619.93)	100.0%		(928.65)	100.0%	-	(345.42)	100.0%
011464 415019	MOTOR VEHICLE EXCISE 2019		(269,406.70)	100.0%		(20,948.94)	100.0%		(3,696.97)	100.0%	-	(429.13)	100.0%

**Revenue History FY20 to FY23**  
As of December 2022

			<b>FY2020</b>	<b>FY2020</b>		<b>FY2021</b>	<b>FY2021</b>		<b>FY2022</b>	<b>FY2022</b>		<b>FY2023</b>	<b>FY2023</b>	
			<b>Budget</b>	<b>Actual</b>	<b>%</b>	<b>Budget</b>	<b>Actual</b>	<b>%</b>	<b>Budget</b>	<b>Actual</b>	<b>%</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>%</b>
011464 415020	MOTOR VEHICLE EXCISE 2020		(2,325,000.00)	(1,984,767.80)	85.4%	(1,600,000.00)	(321,367.12)	20.1%	-	(18,428.69)	100.0%	-	(1,914.08)	100.0%
011464 415021	MOTOR VEHICLE EXCISE FY 2021		-	-		-	(2,107,877.80)	100.0%	-	(380,968.30)	100.0%	-	(15,034.81)	100.0%
011464 415022	MOTOR VEHICLE EXCISE FY 22		-	-		-	-		(2,350,000.00)	(2,180,574.92)	92.8%	-	(314,318.12)	100.0%
011464 415023	MV FY 23		-	-		-	-		-	-		(2,350,000.00)	-	0.0%
011464 415999	MOTOR VEHICLE BLANKET ABATES		-	(1,043.02)	100.0%	-	(2,311.45)	100.0%	-	(476.25)	100.0%	-	(488.75)	100.0%
011464 416115	BOAT EXCISE TAX FY 2015		-	(42.50)	100.0%	-	(20.00)	100.0%	-	-		-	-	
011464 416116	BOAT EXCISE TAX FY 2016		-	(57.50)	100.0%	-	(12.50)	100.0%	-	-		-	-	
011464 416117	BOAT EXCISE TAX FY 2017			(60.00)	100.0%		-			-		-	-	
011464 416118	BOAT EXCISE TAX 2018			(92.55)	100.0%		(12.50)	100.0%		-		-	-	
011464 416119	BOAT EXCISE TAX FY 2019			(64.85)	100.0%		(99.50)	100.0%		(7.50)	100.0%	-	-	
011464 416120	BOAT EXCISE TAX FY 2020		(25,000.00)	(26,405.51)	105.6%	(25,000.00)	(392.71)	1.6%		(7.50)	100.0%	-	(39.00)	100.0%
011464 416121	BOAT EXCISE FY 2021			-		-	(27,233.52)	100.0%		(161.23)	100.0%	-	(187.29)	100.0%
011464 416122	BOAT EXCISE FY 22			-		-	-		(25,000.00)	(25,881.34)	103.5%	-	(190.92)	100.0%
011464 416123	BOAT FY 23			-			-			-		(25,000.00)	(16,714.15)	66.9%
011464 416999	BOAT BLANKET ABATEMENTS			(25.00)	100.0%		(45.00)	100.0%		-		-	-	
011464 417001	PEN & INT REAL ESTATE TAXES		(123,994.00)	(94,987.73)	76.6%	(100,000.00)	(187,733.31)	187.7%	(100,000.00)	(131,779.26)	131.8%	(189,908.00)	(53,405.95)	28.1%
011464 417002	PEN & INT PERS PROP TAXES		(10,000.00)	(8,352.97)	83.5%	(8,000.00)	(13,321.07)	166.5%	(8,000.00)	(12,708.85)	158.9%	(8,000.00)	(12,277.45)	153.5%
011464 417003	PEN & INT MV EXCISE TAXES		(100,000.00)	(73,664.10)	73.7%	(75,000.00)	(116,922.63)	155.9%	(75,000.00)	(94,905.57)	126.5%	(100,000.00)	(42,344.96)	42.3%
011464 417004	PEN & INT BOAT EXCISE TAXES		(2,000.00)	(2,618.96)	130.9%	(2,000.00)	(3,724.20)	186.2%	(2,000.00)	(2,362.27)	118.1%	(2,000.00)	(1,262.31)	63.1%
011464 417005	PEN & INT TAX TITLE		(150,000.00)	(109,095.47)	72.7%	(50,000.00)	(88,553.85)	177.1%	(100,000.00)	(186,544.53)	186.5%	(75,000.00)	(93,209.49)	124.3%
011464 417006	PEN & INT DEFERRED TAXES		-	(57.25)	100.0%	-	(21,488.47)	100.0%	-	(2,852.77)	100.0%	-	(216.84)	100.0%
011464 418001	IN LIEU OF TAXES LOCAL		(55,000.00)	(62,470.76)	113.6%	(55,000.00)	(65,255.92)	118.6%	(55,000.00)	(63,702.90)	115.8%	(60,000.00)	(3,330.72)	5.6%
011464 432008	MARKING FEES		(10,000.00)	(8,160.00)	81.6%	(5,000.00)	(10,860.00)	217.2%	(15,000.00)	(9,860.00)	65.7%	(10,000.00)	(4,160.00)	41.6%
011464 432009	MUNICIPAL LIEN CERTIFICATES		(18,000.00)	(26,200.00)	145.6%	(6,450.00)	(29,925.00)	464.0%	(25,000.00)	(20,225.00)	80.9%	(20,000.00)	(5,875.00)	29.4%
011464 484099	COLLECTORS MISCELLANEOUS REV		-	(1.40)	100.0%		-			-		-	-	
<b>011497 TORNADO FUNDING</b>														
011497 469900	OTHER STATE REVENUE		(844,875.53)	(1,171,060.00)	138.6%		-			-		-	-	
<b>011614 TOWN CLERK - REV</b>														
011614 432003	PHOTOCOPIES		(1,000.00)	(477.20)	47.7%	-	(195.00)	100.0%	(500.00)	(7.15)	1.4%	-	(396.15)	100.0%
011614 432011	DOG LICENSES		(12,000.00)	(12,035.00)	100.3%	(12,000.00)	(13,105.00)	109.2%	(12,000.00)	(11,210.00)	93.4%	(12,000.00)	(1,645.00)	13.7%
011614 432039	UTILITY POLES		(40.00)	-	0.0%	-	(80.00)	100.0%	(100.00)	(80.00)	80.0%	-	(40.00)	100.0%
011614 442017	BIRTH, MARRIAGE, DEATH CERT		(16,000.00)	(17,640.00)	110.3%	(16,000.00)	(17,550.00)	109.7%	(16,000.00)	(17,950.00)	112.2%	(16,000.00)	(10,480.00)	65.5%
011614 442018	BUSINESS CERTIFICATE		(3,000.00)	(3,450.00)	115.0%	-	(5,680.00)	100.0%	(3,000.00)	(4,800.00)	160.0%	(4,000.00)	(1,580.00)	39.5%

## Revenue History FY20 to FY23

As of December 2022

		FY2020	FY2020		FY2021	FY2021		FY2022	FY2022		FY2023	FY2023	
		Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	YTD Actual	%
011614 445002	RAFFLE PERMIT	(100.00)	(40.00)	40.0%	-	-		(50.00)	(50.00)	100.0%	-	(35.00)	100.0%
011614 445007	GASOLINE STORAGE	(375.00)	(250.00)	66.7%	-	(250.00)	100.0%	(300.00)	(300.00)	100.0%	(200.00)	-	0.0%
011614 445015	BURIAL PERMITS	(1,000.00)	(1,370.00)	137.0%	(1,000.00)	(1,360.00)	136.0%	(1,000.00)	(600.00)	60.0%	(1,000.00)	(230.00)	23.0%
011614 468500	INCREASE POLLING HOURS		-		-	(2,333.88)	100.0%	-	-		-	-	
011614 477001	NON CRIMINAL FINES POLICE	-	(325.00)	100.0%	-	(100.00)	100.0%	-	(375.00)	100.0%	-	(900.00)	100.0%
011614 477002	NON CRIMINAL FINES HEALTH	-	(2,150.00)	100.0%	-	(1,000.00)	100.0%		-		-	(2,450.00)	100.0%
011614 477006	NON CRIMINAL FINES HARBOR	-	(100.00)	100.0%	-	(100.00)	100.0%		(400.00)	100.0%	-	(150.00)	100.0%
011614 477007	NON CRIMINAL FINES CONSERVAT	(1,500.00)	(11,400.00)	760.0%	(1,500.00)	(1,200.00)	80.0%	(3,300.00)	(3,000.00)	90.9%	(1,500.00)	(2,100.00)	140.0%
011614 477008	BLDG NON CRIMINAL	-	(900.00)	100.0%		-			-		-	-	
011614 484099	TOWN CLERK MISC REVENUE		-			-		-	(89.00)	100.0%	-	(550.00)	100.0%
<b>011714 CONSERVATION - REV</b>													
011714 432003	PHOTOCOPIES		-			-			-		-	(200.00)	100.0%
011714 432038	GARDEN PLOTS	(2,900.00)	(3,280.00)	113.1%	(2,900.00)	(3,675.00)	126.7%	(2,900.00)	(3,650.00)	125.9%	(3,000.00)	(2,450.00)	81.7%
011714 436003	BOG LEASE	(4,000.00)	(3,804.00)	95.1%	-	-		(4,000.00)	(4,080.00)	102.0%	-	-	
011714 437001	HEARINGS	(10,000.00)	(9,120.00)	91.2%	(10,000.00)	(13,560.00)	135.6%	(7,500.00)	(9,350.00)	124.7%	(12,000.00)	(4,998.35)	41.7%
011714 484099	ADMINISTRATIVE REVIEW/MISC	(5,000.00)	(4,050.00)	81.0%	-	(5,525.00)	100.0%	(3,500.00)	(4,850.00)	138.6%	(4,000.00)	(2,650.00)	66.3%
<b>011744 TOWN PLANNER - REV</b>													
011744 432003	PHOTOCOPIES		-		-	(18.40)	100.0%	-	(75.00)	100.0%	-	-	
011744 432040	LOCAL FILING FEE	(9,000.00)	(5,990.00)	66.6%	(3,000.00)	(7,140.00)	238.0%	(6,000.00)	(3,570.00)	59.5%	(6,000.00)	(825.00)	13.8%
011744 437001	HEARINGS	(30,000.00)	(37,785.00)	126.0%	(15,000.00)	(13,860.21)	92.4%	(25,000.00)	(23,035.70)	92.1%	(12,000.00)	(12,342.66)	102.9%
011744 445005	MISC LICENSES/PERMITS	-	(265.00)	100.0%	-	(530.00)	100.0%	-	(795.00)	100.0%	-	(530.00)	100.0%
<b>011764 BOARD OF APPEALS - REV</b>													
011764 437001	HEARINGS	(10,000.00)	(12,600.00)	126.0%	(10,000.00)	(17,010.00)	170.1%	(10,000.00)	(11,655.00)	116.6%	(10,000.00)	(3,780.00)	37.8%
<b>011994 CVEC ELECTRIC REVENUE</b>													
011994 421000	CVEC ELECTRIC	(295,000.00)	(288,800.19)	97.9%	(275,000.00)	(240,556.67)	87.5%	(275,000.00)	(305,858.20)	111.2%	(250,000.00)	(309,929.49)	124.0%
<b>012104 POLICE - REV</b>													
012104 432015	POLICE ADMINISTRATION FEES	(50,000.00)	(45,624.74)	91.2%	(45,000.00)	(40,648.41)	90.3%	(50,000.00)	(34,128.10)	68.3%	(40,000.00)	(19,183.43)	48.0%

## Revenue History FY20 to FY23

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			FY2020	FY2020		FY2021	FY2021		FY2022	FY2022		FY2023	FY2023	
			Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	YTD Actual	%
012104	432017	USE OF CRUISER POLICE	(7,700.00)	(13,240.00)	171.9%	(5,000.00)	(13,282.60)	265.7%	(9,638.00)	(8,142.50)	84.5%	(10,000.00)	(4,610.65)	46.1%
012104	445003	GUN PERMITS	(5,400.00)	(6,400.00)	118.5%	(5,400.00)	(7,887.50)	146.1%	(5,400.00)	(5,187.50)	96.1%	(6,000.00)	(1,887.50)	31.5%
012104	468000	REG OF MV FINES	(6,500.00)	(4,899.37)	75.4%	(4,500.00)	(4,828.03)	107.3%	(10,000.00)	(3,703.17)	37.0%	(4,000.00)	(2,590.00)	64.8%
012104	468100	COURT DEFAULT WARRANTS		-			-		(1,600.00)	-	0.0%	-	(300.00)	100.0%
012104	469501	COURT FINES	(800.00)	(1,215.00)	151.9%	(800.00)	(1,088.00)	136.0%	-	(175.00)	100.0%	(1,000.00)	-	0.0%
012104	477004	PARKING VIOLATIONS	-	(665.00)	100.0%	-	(125.00)	100.0%	-	(275.00)	100.0%	-	(100.00)	100.0%
012104	484099	POLICE MISC REVENUE		-			-		-	(950.00)	100.0%	-	(750.00)	100.0%
<b>012204 FIRE - REV</b>														
012204	432003	PHOTOCOPIES	-	(125.00)	100.0%	-	(95.00)	100.0%		(110.00)	100.0%	-	(55.00)	100.0%
012204	432018	FIRE INSPECTION PERMITS	(35,000.00)	(39,130.00)	111.8%	(35,000.00)	(44,820.00)	128.1%	(35,000.00)	(37,685.00)	107.7%	(35,000.00)	(18,675.00)	53.4%
012204	445005	MISC LICENSES/PERMITS	(4,000.00)	(3,270.00)	81.8%	-	(2,095.00)	100.0%	(3,000.00)	(2,850.00)	95.0%	(2,000.00)	(1,190.00)	59.5%
012204	445006	BURNING PERMITS	(3,000.00)	(2,349.00)	78.3%	(2,000.00)	-	0.0%	(2,500.00)	-	0.0%	-	-	
012204	445007	GASOLINE STORAGE	(300.00)	(225.00)	75.0%	-	(410.00)	100.0%	(500.00)	(270.00)	54.0%	-	(90.00)	100.0%
012204	469900	OTHER STATE REVENUE	-	(6,800.00)	100.0%	-	(5,520.06)	100.0%		-		-	-	
012204	484099	FIRE MISCELLANEOUS REVENUE	-	(2,275.00)	100.0%	-	(2,725.00)	100.0%	-	(2,450.00)	100.0%	-	(225.00)	100.0%
<b>012314 AMBULANCE - REV</b>														
012314	437000	AMBULANCE FEES	(1,600,000.00)	(1,601,026.22)	100.1%	(1,600,000.00)	(1,789,175.03)	111.8%	(1,651,500.00)	(1,694,360.88)	102.6%	(1,700,000.00)	(813,794.95)	47.9%
<b>012414 BUILDING - REV</b>														
012414	432003	PHOTOCOPIES	(1,600.00)	(1,122.86)	70.2%	-	(145.10)	100.0%	(1,600.00)	(704.05)	44.0%	-	(110.00)	100.0%
012414	432019	BUILDING INSPECTION	(2,500.00)	(171.00)	6.8%	(1,000.00)	(4,306.00)	430.6%	(1,000.00)	(1,531.00)	153.1%	(3,000.00)	(330.00)	11.0%
012414	455008	BUILDING PERMITS	(436,650.00)	(371,295.70)	85.0%	(350,000.00)	(474,978.49)	135.7%	(365,800.00)	(407,254.00)	111.3%	(450,000.00)	(168,570.50)	37.5%
012414	455009	SIGN PERMITS	(2,500.00)	(2,025.00)	81.0%	(2,500.00)	(2,325.00)	93.0%	(2,500.00)	(1,650.00)	66.0%	(2,000.00)	(600.00)	30.0%
012414	455011	RENTAL DENSITY PERMIT	(1,000.00)	(1,750.00)	175.0%	(1,000.00)	(1,550.00)	155.0%	(1,000.00)	(3,950.00)	395.0%	(1,000.00)	(1,400.00)	140.0%
012414	455012	HVAC SHEET METAL	-	(41,110.00)	100.0%	-	(5,288.51)	100.0%	-	(2,395.00)	100.0%	-	(2,038.00)	100.0%
012414	477000	NON CRIMINAL FINES	-	(340.00)	100.0%		-			-		-	-	
012414	484099	BUILDING MISC REVENUE	(3,500.00)		0.0%									
<b>012424 GAS INSPECTION - REV</b>														
012424	432020	GAS INPECTION	(45,000.00)	(57,390.00)	127.5%	(50,000.00)	(58,685.00)	117.4%	(50,000.00)	(53,695.00)	107.4%	(50,000.00)	(21,210.00)	42.4%
012424	477000	NON CRIMINAL FINES	-	(160.00)	100.0%	-	(75.00)	100.0%		-		-	-	

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			FY2020	FY2020		FY2021	FY2021		FY2022	FY2022		FY2023	FY2023	
			Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	YTD Actual	%
<b>012434 PLUMBING</b>														
012434	432021	PLUMBING INSPECTION	(45,000.00)	(58,715.00)	130.5%	(55,000.00)	(55,915.00)	101.7%	(55,000.00)	(57,530.00)	104.6%	(50,000.00)	(21,500.00)	43.0%
012434	477000	NON CRIMINAL FINES	-	(230.00)	100.0%		-			-		-	-	
<b>012454 ELECTRICAL REVENUE</b>														
012454	432023	ELECTRICAL INSPECTION	(75,000.00)	(77,471.00)	103.3%	(75,000.00)	(90,963.00)	121.3%	(75,000.00)	(103,894.80)	138.5%	(85,000.00)	(45,870.00)	54.0%
012454	477000	NON CRIMINAL FINES		-		-	(210.00)	100.0%		-		-	-	
<b>012964 Shellfish Revenues</b>														
012964	445001	SHELLFISH PERMITS	(9,000.00)	(9,466.00)	105.2%	(9,000.00)	(10,532.00)	117.0%	(9,000.00)	(11,141.00)	123.8%	(9,000.00)	(3,835.00)	42.6%
<b>014114 TOWN ENGINEER REVENUE</b>														
014114	445017	STORMWATER PERMIT		-		-	(3,300.00)	100.0%		-		-	(4,100.00)	100.0%
<b>014214 HIGHWAY REVENUE</b>														
014214	432029	PRIOR YEAR RECOVERY		-		-	(8,467.70)	100.0%		-		-	-	
014214	445000	TREASURER CHEST STICKERS		-			-		-	(12,125.00)	100.0%	-	(4,938.00)	100.0%
<b>014394 WASTE DISPOSAL REVENUE</b>														
014394	424701	DISPOSAL AREA STICKERS	(900,000.00)	(886,604.50)	98.5%	(900,000.00)	(985,245.00)	109.5%	(950,000.00)	(878,580.87)	92.5%	(950,000.00)	(326,291.00)	34.3%
014394	424702	DISPOSAL REGULAR FEES	(825,000.00)	(1,008,645.45)	122.3%	(850,000.00)	(1,167,656.71)	137.4%	(1,000,000.00)	(1,220,766.41)	122.1%	(1,200,000.00)	(583,427.00)	48.6%
014394	424703	DISPOSAL COMMERCIAL FEES	(1,380,000.00)	(1,270,693.55)	92.1%	(1,200,000.00)	(1,610,660.90)	134.2%	(1,529,859.00)	(1,957,559.15)	128.0%	(1,400,000.00)	(731,839.20)	52.3%
014394	427010	RECYCLE NEWSPAPER	(25,000.00)	18,985.13	-75.9%	(12,500.00)	-	0.0%	-	(14,369.05)	100.0%	-	(3,227.92)	100.0%
014394	427011	RECYCLE BOTTLES	(16,000.00)	(18,744.50)	117.2%		-		(12,500.00)	(26,830.05)	214.6%	-	(15,649.50)	100.0%
014394	427012	RECYCLE OTHER ITEMS	(4,000.00)	(1,653.00)	41.3%	-	(2,191.00)	100.0%	-	(1,350.60)	100.0%	-	(989.00)	100.0%
014394	427013	RECYCLE METAL	(60,000.00)	(42,070.04)	70.1%	(40,000.00)	(71,625.25)	179.1%	(40,000.00)	(97,626.60)	244.1%	(40,000.00)	(19,728.09)	49.3%
<b>015104 BOARD OF HEALTH</b>														
015104	432003	PHOTOCOPIES	-	(951.72)	100.0%	-	(8.00)	100.0%	-	(404.00)	100.0%	-	(272.00)	100.0%

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			FY2020	FY2020		FY2021	FY2021		FY2022	FY2022		FY2023	FY2023	
			Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	YTD Actual	%
015104 432025	TEST HOLES		(17,000.00)	(15,950.00)	93.8%	(15,000.00)	(17,490.00)	116.6%	(15,000.00)	(20,900.00)	139.3%	(15,000.00)	(7,150.00)	47.7%
015104 442001	HOTEL, MOTEL, INN		(500.00)	(675.00)	135.0%	-	(675.00)	100.0%	(500.00)	(525.00)	105.0%	-	-	
015104 442002	STABLE		(800.00)	(1,310.00)	163.8%	-	(1,330.00)	100.0%	(800.00)	(1,470.00)	183.8%	(1,000.00)	(30.00)	3.0%
015104 442004	JUNK COLLECTOR/RUBBISH HAULE		(1,000.00)	(1,375.00)	137.5%	-	(1,375.00)	100.0%	(1,000.00)	(1,500.00)	150.0%	(1,000.00)	(375.00)	37.5%
015104 442013	OTHER FOOD SERVICE LICENSE		(18,000.00)	(19,410.00)	107.8%	(18,000.00)	(18,215.00)	101.2%	(18,000.00)	(18,420.00)	102.3%	(18,000.00)	(2,535.00)	14.1%
015104 442014	TOBACCO LICENSE		(500.00)	(1,350.00)	270.0%	(500.00)	(1,125.00)	225.0%	(500.00)	(1,050.00)	210.0%	(1,000.00)	(630.00)	63.0%
015104 442015	FUNERAL DIRECTOR LICENSE		-	(100.00)	100.0%	-	(100.00)	100.0%	-	(100.00)	100.0%	-	-	
015104 445005	MISC LICENSES/PERMITS		(10,000.00)	(12,925.00)	129.3%	(12,000.00)	(14,880.00)	124.0%	(12,000.00)	(15,375.00)	128.1%	(12,000.00)	(3,300.00)	27.5%
015104 445010	SEPTAGE CARRIER		(2,000.00)	(2,875.00)	143.8%	(2,000.00)	(3,000.00)	150.0%	(2,000.00)	(2,500.00)	125.0%	(2,000.00)	(500.00)	25.0%
015104 445011	SEWERAGE PERMITS		(30,000.00)	(30,380.00)	101.3%	(8,000.00)	(36,688.00)	458.6%	(30,000.00)	(31,465.00)	104.9%	(30,000.00)	(12,070.00)	40.2%
015104 445012	WELL PERMITS		(1,000.00)	(840.00)	84.0%	(1,000.00)	(720.00)	72.0%	(1,000.00)	(1,740.00)	174.0%	-	(1,080.00)	100.0%
015104 445027	SWIMMING POOL		(2,000.00)	(3,310.00)	165.5%	(1,774.00)	(3,560.00)	200.7%	(2,000.00)	(3,375.00)	168.8%	(2,000.00)	(30.00)	1.5%
015104 445029	HEALTH INPECTION FEES		(37,000.00)	(38,830.00)	104.9%	(35,000.00)	(39,380.00)	112.5%	(35,000.00)	(32,385.00)	92.5%	(35,000.00)	(14,410.00)	41.2%
015104 445030	OPIOID SETTLEMENT			-		-	-			-		-	(63,841.25)	100.0%
015104 455012	TRENCH EXCAVATING PERMITS		(3,000.00)	(3,420.00)	114.0%	-	(3,600.00)	100.0%	(3,500.00)	(3,810.00)	108.9%	(3,000.00)	(1,590.00)	53.0%
015104 484099	BD OF HEALTH MISC REVENUE		(9,000.00)	(2,350.00)	26.1%	-	(4,050.00)	100.0%	(2,000.00)	(3,950.00)	197.5%	(2,500.00)	(500.00)	20.0%
<b>015404 COMMUNITY CENTER REVENUE</b>														
015404 432003	PHOTOCOPIES		-	(60.00)	100.0%	-	(23.00)	100.0%	-	(39.00)	100.0%	-	(8.00)	100.0%
015404 432044	PROGRAM FEES		(2,000.00)	(2,717.22)	135.9%	-	(125.15)	100.0%	(1,000.00)	(1,585.12)	158.5%	-	(1,497.21)	100.0%
015404 432049	PASSPORT FEES		(12,000.00)	(12,200.00)	101.7%	(10,000.00)	(7,825.00)	78.3%	(10,000.00)	(17,740.00)	177.4%	(6,000.00)	(11,595.00)	193.3%
015404 436004	BUILDING USE		(20,000.00)	(12,165.30)	60.8%	-	(3,155.00)	100.0%	(5,000.00)	(10,290.00)	205.8%	(3,000.00)	(11,990.00)	399.7%
015404 484098	COM CENTER WEIGHT ROOM USE		(15,000.00)	(11,702.20)	78.0%	-	-		(1,000.00)	(9,701.09)	970.1%	-	-	
<b>015414 COUNCIL ON AGING REVENUE</b>														
015414 432044	COA PROGRAM FEES		(15,000.00)	(12,389.18)	82.6%	-	(1,015.00)	100.0%	(5,000.00)	(17,551.30)	351.0%	(5,000.00)	(14,675.70)	293.5%
015414 483003	COA CATERING REVENUE		(1,100.00)	(2,683.62)	244.0%	-	(1,181.92)	100.0%		-		-	-	
<b>015434 VETERANS REVENUE</b>														
015434 484099	VETERANS MISC REVENUE			-			-		-	(6,162.00)	100.0%	-	-	
<b>016104 LIBRARY REVENUE</b>														
016104 432003	PHOTOCOPIES			-		-	(76.93)	100.0%	-	(14.25)	100.0%	-	-	

Revenue History FY20 to FY23

As of December 2022

			FY2020	FY2020		FY2021	FY2021		FY2022	FY2022		FY2023	FY2023	
			Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	YTD Actual	%
016104	447003	FINES	(5,000.00)	(3,025.90)	60.5%		-			-		-	-	
016104	484099	LIBRARY MISC REVUNE		-			-			-		-	(120.00)	100.0%
<b>016304 RECREATION &amp; YOUTH REVENUE</b>														
016304	427014	BEACH CONCESSIONS	(17,500.00)	(12,334.00)	70.5%	(10,000.00)	(12,334.00)	123.3%	(10,000.00)	(9,639.65)	96.4%	(10,000.00)	(13,147.00)	131.5%
016304	432030	SUMMER PROGRAM FEES	(8,000.00)	(7,790.00)	97.4%	(2,000.00)	(3,050.00)	152.5%	(2,000.00)	(7,335.00)	366.8%	(2,000.00)	(7,230.00)	361.5%
016304	432044	PROGRAM FEES	(1,000.00)	(495.00)	49.5%	(500.00)	(600.00)	120.0%	(500.00)	(1,100.00)	220.0%	-	(600.00)	100.0%
016304	445013	BEACH STICKERS	(290,000.00)	(315,915.00)	108.9%	(275,000.00)	(352,130.00)	128.0%	(350,000.00)	(335,100.00)	95.7%	(350,000.00)	(129,520.00)	37.0%
016304	445014	BEACH PARKING	(85,000.00)	(75,700.00)	89.1%	(42,500.00)	(67,890.00)	159.7%	(50,000.00)	(75,650.00)	151.3%	(10,000.00)	(85,760.00)	857.6%
016304	477004	PARKING VIOLATIONS	-	(13,400.00)	100.0%	-	(19,455.00)	100.0%	-	(12,645.00)	100.0%	-	(21,040.00)	100.0%
<b>016334 HARBORMASTER REVENUE</b>														
016334	432042	MOORING AGENT FEES	(500.00)	(1,200.00)	240.0%	(500.00)	(1,200.00)	240.0%	(500.00)	(1,320.00)	264.0%	-	-	
016334	436000	OTHER DOCKAGE LATE FEES MISC	(9,000.00)	(11,444.00)	127.2%	(10,000.00)	(12,450.00)	124.5%	(10,000.00)	(12,740.00)	127.4%	(10,000.00)	(4,110.00)	41.1%
016334	436001	HARBOR FUEL CONCESSION	(9,000.00)	(9,315.81)	103.5%	(9,000.00)	(7,326.88)	81.4%	(9,000.00)	(8,913.27)	99.0%	(7,000.00)	(6,365.84)	90.9%
016334	436002	ALLEN HARBOR PARKING RENTAL	(10,000.00)	(22,785.00)	227.9%	(20,000.00)	(22,785.00)	113.9%	(20,000.00)	(24,035.00)	120.2%	(20,000.00)	(20,593.75)	103.0%
016334	436010	ARTISAN SHACK RENTAL	-	(1,400.00)	100.0%	-	(2,068.75)	100.0%	-	(850.00)	100.0%	-	(12.50)	100.0%
016334	436011	TICKET BOOTH RENTAL	-	(8,000.00)	100.0%	-	(8,000.00)	100.0%	(5,000.00)	(6,320.00)	126.4%	(5,000.00)	(8,640.00)	172.8%
016334	436012	SNACK SHACK LEASE	-	(32,737.01)	100.0%	-	(31,267.00)	100.0%	(30,000.00)	(9,000.00)	30.0%	(30,000.00)	(5,000.00)	16.7%
016334	436300	SEASONAL DOCKAGE	(615,000.00)	(739,888.60)	120.3%	(725,000.00)	(747,973.09)	103.2%	(850,000.00)	(803,946.65)	94.6%	(750,000.00)	(425,517.65)	56.7%
016334	436400	VISITOR DOCKAGE	(130,000.00)	(235,711.12)	181.3%	(200,000.00)	(294,589.97)	147.3%	(200,000.00)	(331,398.30)	165.7%	(290,000.00)	(255,260.54)	88.0%
016334	445200	OFFLOAD/WEIR PERMITS	(30,000.00)	(40,181.50)	133.9%	(35,000.00)	(36,753.00)	105.0%	(35,000.00)	(42,995.30)	122.8%	(35,000.00)	(42,679.40)	121.9%
016334	454012	RAMP FEES/PASSES	(20,000.00)	(32,327.00)	161.6%	(25,000.00)	(36,515.00)	146.1%	(25,000.00)	(34,262.00)	137.0%	(30,000.00)	(16,910.00)	56.4%
016334	469900	OTHER STATE REVENUE	-	(34,425.00)	100.0%		-			-		-	-	
016334	477004	PARKING VIOLATIONS	-	(1,945.00)	100.0%	-	(3,050.00)	100.0%	-	(5,850.00)	100.0%	-	(6,961.00)	100.0%
016334	481000	SALE OF SAND		-			-		-	(128,984.50)	100.0%	-	-	
016334	484099	HARBOR MASTER MISC REVENUE	(48,000.00)	(2,518.52)	5.2%	-	(2,755.87)	100.0%	-	(5,009.07)	100.0%	-	(3,592.38)	100.0%
<b>016914 HISTORIC COMM REVENUE</b>														
016914	437001	HEARINGS	(500.00)	(770.00)	154.0%	(500.00)	(440.00)	88.0%	(500.00)	(385.00)	77.0%	-	(495.00)	100.0%
<b>016954 GOLF OPERATIONS REVENUE</b>														
016954	432031	GREENS FEES	(750,000.00)	(500,160.32)	66.7%	(550,000.00)	(771,653.57)	140.3%	(900,000.00)	(817,652.30)	90.9%	(750,000.00)	(496,119.04)	66.1%

## Revenue History FY20 to FY23

As of December 2022

		FY2020			FY2021			FY2022			FY2023		
		Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	YTD Actual	%
016954 432032	DRIVING RANGE	(65,000.00)	(55,929.63)	86.0%	(50,000.00)	(107,538.93)	215.1%	(65,000.00)	(108,866.72)	167.5%	(100,000.00)	(73,677.19)	73.7%
016954 432033	PULL CARTS	(7,500.00)	(5,238.88)	69.9%	(5,000.00)	(7,114.59)	142.3%	(5,000.00)	(6,493.38)	129.9%	(5,000.00)	(4,714.20)	94.3%
016954 432034	RESIDENTS FEES	(685,000.00)	(670,032.41)	97.8%	(550,000.00)	(820,272.00)	149.1%	(700,000.00)	(918,078.84)	131.2%	(820,000.00)	(14,450.00)	1.8%
016954 432035	CAR RENTAL	(240,000.00)	(210,449.75)	87.7%	(200,000.00)	(312,482.36)	156.2%	(250,000.00)	(300,323.80)	120.1%	(300,000.00)	(163,112.04)	54.4%
016954 432046	NON-RESIDENT GOLF MEMBERS	(20,000.00)	(20,250.00)	101.3%	(20,000.00)	(38,405.00)	192.0%	(20,000.00)	(44,075.00)	220.4%	(30,000.00)	-	0.0%
016954 432047	GOLF RANGE MEMBERSHIPS	(9,000.00)	(12,255.00)	136.2%	(10,000.00)	(29,750.00)	297.5%	(10,000.00)	(24,250.00)	242.5%	(20,000.00)	(2,450.00)	12.3%
016954 432056	MEMBER CAPITAL FEE	-	(20,215.00)	100.0%	-	(23,420.00)	100.0%	-	-	-	-	40.00	100.0%
016954 484099	GOLF OPERATIONS MISC REVENUE	-	(24,403.50)	100.0%	-	(58,012.45)	100.0%	-	(28,317.85)	100.0%	-	(267.00)	100.0%
<b>TOTAL REVENUES</b>		<b>(69,552,835.22)</b>	<b>(69,552,346.35)</b>		<b>(67,994,734.78)</b>	<b>(72,443,182.17)</b>		<b>(70,635,731.89)</b>	<b>(73,558,916.44)</b>		<b>(73,816,963.00)</b>	<b>(35,302,083.65)</b>	

Actual to Budget Dollars

488.87

(4,448,447.39)

(2,923,184.55)

Actual to Budget Percentage

0.00%

6.54%

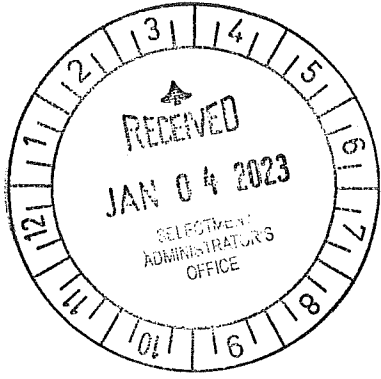
4.14%

47.82%



## Historical Receipts from Tax Recap FY19 to 22

	Estimated Receipts FY2019	Actual Receipts FY2019	%	Estimated Receipts FY2020	Actual Receipts FY2020	%	Estimated Receipts FY2021	Actual Receipts FY2021	%	Estimated Receipts FY2022	Actual Receipts FY2022	%	4 Year Average Actuals
1. Motor vehicle excise	2,300,000.00	2,380,708.00	3.51%	2,325,000.00	2,267,817.46	-2.46%	1,600,000.00	2,458,617.00	53.66%	2,350,000.00	2,586,149.00	10.05%	2,423,322.87
2. Other excise													
a. Meals	400,000.00	439,960.09	9.99%	420,000.00	445,496.51	6.07%	215,000.00	325,311.00	51.31%	315,000.00	571,745.00	81.51%	445,628.15
b. Room	670,000.00	684,792.86	2.21%	680,000.00	905,397.09	33.15%	456,000.00	1,132,926.00	148.45%	600,000.00	1,675,737.00	179.29%	1,099,713.24
c. Other	25,000.00	26,828.65	7.31%	25,000.00	26,747.91	6.99%	25,000.00	27,816.00	11.26%	25,000.00	26,058.00	4.23%	26,862.64
d. Cannabis	0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		
3. Penalties and interest on taxes and excises	340,000.00	478,335.51	40.69%	385,994.00	288,776.48	-25.19%	235,000.00	431,744.00	83.72%	285,000.00	431,153.00	51.28%	407,502.25
4. Payments in lieu of taxes	55,000.00	61,960.09	12.65%	55,000.00	62,470.76	13.58%	55,000.00	65,256.00	18.65%	55,000.00	63,703.00	15.82%	63,347.46
5. Charges for Services - water	0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		
6. Charges for Services - sewer	0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		
7. Charges for Services - hospital	0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		
8. Charges for Services - solid waste fees	2,697,460.63	3,372,701.42	25.03%	3,210,000.00	3,209,425.91	-0.02%	3,002,500.00	3,837,379.00	27.81%	3,532,359.00	4,209,208.00	19.16%	3,657,178.58
9. Other charges for services	1,400,000.00	1,664,188.39	18.87%	1,600,000.00	20,000.00	-98.75%	0.00	228,987.00		217,288.00	237,559.00	9.33%	537,683.60
10. Fees	250,000.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		
a. Cannabis Impact Fee	0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		
b. Community Impact Fee Short Term Rentals	0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		
11. Rentals	17,500.00	9,225.98	-47.28%	10,500.00	0.00	-100%	0.00	0.00		0.00	0.00		
12. Departmental revenue - Schools	0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		
13. Departmental revenue - Libraries	5,000.00	5,813.80	16.28%	5,000.00	0.00	-100%	0.00	0.00		0.00	0.00		
14. Departmental revenue - Cemeteries	0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		
15. Departmental revenue - Recreation	2,400,000.00	3,139,411.00	30.81%	3,050,000.00	3,072,472.95	0.74%	2,740,000.00	3,735,509.00	36.33%	3,547,000.00	4,105,152.00	15.74%	3,513,136.24
16. Other departmental revenue	75,000.00	558,967.03	645.3%	530,000.00	2,236,176.27	321.9%	1,919,288.00	2,074,712.00	8.1%	1,651,500.00	1,694,631.00	2.6%	1,641,121.58
17. Licenses and permits	1,100,000.00	0.00		900,000.00	0.00		650,000.00	0.00		819,710.00	0.00		
a. Building Permits (new for FY2022)	0.00	394,329.70	-28.3%	0.00	371,295.70	-17.5%	0.00	474,978.49	46.1%	0.00	407,254.00	-0.6%	411,964.47
b. Other licenses and permits	0.00	519,289.00	-5.6%	0.00	349,054.00	-22.4%	0.00	670,265.51	106.2%	0.00	519,373.00	26.7%	514,495.38
18. Special assessments	0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		
19. Fines and forfeits	10,000.00	12,331.20	23.31%	8,800.00	37,729.37	328.74%	6,800.00	3,773.00	-44.51%	12,200.00	7,928.00	-35.02%	15,440.39
20. Investment income	150,000.00	281,825.35	87.88%	225,038.75	213,116.52	-5.30%	70,630.54	47,282.00	-33.06%	38,176.55	19,101.00	-49.97%	140,331.22
21. Medicaid Reimbursement	0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		
22. Miscellaneous recurring (please specify)	270,000.00	272,161.70	0.80%	295,000.00	288,800.19	-2.10%	275,000.00	240,557.00	-12.52%	275,000.00	305,858.00	11.22%	276,844.22
23. Miscellaneous non-recurring (please specify)	5,000.00	0.00		0.00	74,757.98		0.00	0.00		0.00	0.00		
24. TOTALS	12,169,960.63	14,302,829.77	17.53%	13,725,332.75	13,869,535.10	1.05%	11,250,218.54	15,755,113.00	40.04%	13,723,233.55	16,860,609.00	22.86%	15,197,021.72



01/4/23

To whom it may concern,

Brax Restaurant will be closing for repairs from Monday 1/9/23 until Monday 1/16/23.

Thank You

Jeffery S. Gomes

A handwritten signature in cursive script, appearing to read "Jeffery S. Gomes", with a large, stylized flourish at the bottom.



OFFICE OF THE SELECTMEN  
732 MAIN STREET  
HARWICH, MA 02645  
508-430-7513

**APPLICATION FOR COMMON VICTUALLERS LICENSE RENEWAL**

Fee: \$50

Annual

Seasonal

Opening date \_\_\_\_\_

In accordance with the provisions of the Statutes relating thereto, application for a Common Victuallers license is hereby made by:

Business Name Shogun INC Phone 508 237 0308

Doing Business As (d/b/a) Noble House

Business Address 21 Rte 28 W. Harwich MA 02671

Mailing Address Same

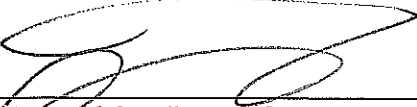
Email Address \_\_\_\_\_

Name of Owner Joe Liu

(If corporation or partnership, list name, title and address of officers)

*Pursuant to MGL Ch. 62c, Sec. 49A, I certify under the penalties of perjury that to the best of my knowledge and belief I have filed all state tax returns and paid all state taxes required under law.*

*By signing below, I am certifying that the premises to be licensed as described herein have been inspected and found to be in compliance with applicable local codes and regulations, including zoning ordinances, health regulations and building and fire codes.*

  
\_\_\_\_\_  
Signature of Applicant, Owner or Manager

12/31/22  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Federal I.D. #

\*Application must include payment, Certificate of Insurance showing workers comp coverage and Workers Comp Affidavit. Any application missing information or documentation will be deemed incomplete and sent back to the applicant.



OFFICE OF THE SELECTMEN  
732 MAIN ST., HARWICH, MA 02645  
www.harwich-ma.gov  
(508) 430-7513

**APPLICATION FOR AUTO LICENSE RENEWAL**

Check all applicable:

- CLASS I - AGENTS OR SELLERS  
 CLASS II - USED CAR DEALERS  
 CLASS III - JUNK CAR DEALERS  
 CLASS IV - AUTO REPAIRMAN

FEE: \$100 each

BUSINESS NAME Harwich Port Boat Yard

D/B/A Harwich Port Boat Yard PHONE 508-432-1322

BUSINESS ADDRESS 4 Harbor rd. Harwich Port MA 02646

MAILING ADDRESS P.O. Box 218

NAME OF OWNER John Orr

EMAIL ADDRESS \_\_\_\_\_

IF CORPORATION OR PARTNERSHIP, LIST OFFICER INFORMATION BELOW.

Name	Title	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Pursuant to MGL Ch. 62c, Sec. 49A, I certify under the penalties of perjury that to the best of my knowledge and belief I have filed all state tax returns and paid all state taxes required under law.*

*By signing below, I am certifying that the premises to be licensed as described herein have been inspected and found to be in compliance with applicable local codes and regulations, including zoning ordinances, health regulations and building and fire codes.*

John Orr 1/3/23 1/3/23  
Signature of Applicant, Owner or Manager Date

\_\_\_\_\_  
Federal I.D. #

\*Application must include payment, Certificate of Insurance showing workers comp coverage and Workers Comp Affidavit. Any application missing information or documentation will be deemed incomplete and sent back to the applicant.



OFFICE OF THE SELECTMEN  
732 MAIN STREET  
HARWICH, MA 02645  
508-430-7513

**APPLICATION FOR COMMON VICTUALLERS LICENSE RENEWAL**

Fee: \$50

Annual

Seasonal

Opening date \_\_\_\_\_

In accordance with the provisions of the Statutes relating thereto, application for a Common Victuallers license is hereby made by:

Business Name Round Cove Resort Owner LLC Phone 508-432-5400

Doing Business As (d/b/a) Wequassett Resort and Golf Club

Business Address 2173 Route 28, Harwich, Massachusetts 02645

Mailing Address 2173 Route 28, Harwich, Massachusetts 02645

Email Address achun@wequassett.com

Name of Owner Alton Chun, Regional Managing Director of the Agent of Round Cove Resort Owner LLC

(If corporation or partnership, list name, title and address of officers)

\_\_\_\_\_  
\_\_\_\_\_

*Pursuant to MGL Ch. 62c, Sec. 49A, I certify under the penalties of perjury that to the best of my knowledge and belief I have filed all state tax returns and paid all state taxes required under law.*

*By signing below, I am certifying that the premises to be licensed as described herein have been inspected and found to be in compliance with applicable local codes and regulations, including zoning ordinances, health regulations and building and fire codes.*

\_\_\_\_\_  
Signature of Applicant, Owner or Manager

12/15/22

\_\_\_\_\_  
Date

\_\_\_\_\_  
Federal I.D. #

\*Application must include payment, Certificate of Insurance showing workers comp coverage and Workers Comp Affidavit. Any application missing information or documentation will be deemed incomplete and sent back to the applicant.



OFFICE OF THE SELECTMEN  
732 MAIN ST., HARWICH, MA 02645  
508-430-7513

**APPLICATION FOR LODGING HOUSE OR INNHOLDERS LICENSE**

**LICENSE APPLIED FOR:** Lodging House \_\_\_\_\_ Innholders X

**Fee: \$50** New application \_\_\_\_\_ Annual X # of rooms 120  
Renewal X Seasonal \_\_\_\_\_ Opening date \_\_\_\_\_

Business Name Round Cove Resort Owner LLC Phone \_\_\_\_\_

Doing Business As (d/b/a) Wequassett Resort and Golf Club

Business Address 2173 Route 28, Harwich, Massachusetts 02645

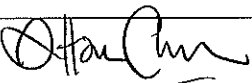
Mailing Address 2173 Route 28, Harwich, Massachusetts 02645

Winter Address & Phone \_\_\_\_\_

Email Address achun@wequassett.com

Name of Owner Alton Chun, Regional Managing Director of the Agent of Round Cove Resort Owner LLC

(If corporation or partnership, list name, title and address of officers)

  
Signature of applicant & title Federal I.D. # \_\_\_\_\_


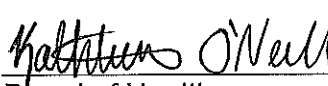
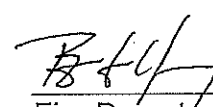
**INNOLDERS ONLY** – List total number of seats in dining/lounge area. 225

Pursuant to MGL Ch. 62c, Sec. 49A, I certify under the penalties of perjury that to the best of my knowledge and belief I have filed all state tax returns and paid all state taxes required under law.

\_\_\_\_\_  
Signature of individual or corporate name By \_\_\_\_\_  
Corporate officer (if applicable)

**REGULATORY COMPLIANCE FORM**

The premises to be licensed as described herein have been inspected and found to be in compliance with applicable local codes and regulations, including zoning ordinances, health regulations and building and fire codes.

 Building Commissioner  
 Board of Health  
 Fire Department

*Required signatures to be obtained by the applicant prior to submission of new applications.*



732 MAIN STREET, HARWICH, MA 02645

ENTERTAINMENT LICENSE RENEWAL - WEEKDAY

An application for entertainment regulated by Massachusetts General Law Chapter 140, Section 183A

All highlighted areas are REQUIRED to be completed

Section I - Check all appropriate

- Weekday Entertainment (\$75)
- One day Entertainment (\$25)
- Batters Box (\$50)
- Go Carts (\$50)
- Miniature Golf (\$50)
- Trampolines (\$25)
- Theater (\$150 per cinema)
- Juke Box (\$100 each)
- Video Games (\$100 each)

Section II - Check all appropriate

- Annual
- Seasonal
- Opening Date \_\_\_\_\_

Section III - Applicant Information

Business Name Wequassett Resort and Golf Club Phone 508-432-5400

Business Address 2173 Route 28, Harwich, Massachusetts 02645

Mailing Address 2173 Route 28, Harwich, Massachusetts 02645

Owners Name & Address Round Cove Resort Owner LLC

Email Address achun@wequassett.com

Manager Name & Address Alton Chun, 2173 Route 28, Harwich, MA 02645

Days/Hours of Business Operation 7/24

Section IV - Entertainment Type (Check all appropriate boxes)

Group 1  Jukebox, Radio, Television

Group 2  Dancing by Patrons

Group 3  Dancing by Live Performers, Live/Recorded Music, Amplification System  
\*If having live or recorded music, please state below exactly what kind (DJ, Band, etc.)

Group 4  Moving Pictures, Plays, Floor Shows, Light Shows, Theatre Shows

**Section V – Additional information**

- The time you are requesting to have entertainment (I.E. 4 P.M. to 10 P.M.)  
12pm - 12am (inside) 12pm - 10pm (outside)  
\_\_\_\_\_
- Location of entertainment (Inside and/or outside)  
Both  
\_\_\_\_\_
- Specific days if not applying for Monday through Saturday  
\_\_\_\_\_
- Please use the area below to outline any additional information for the Local Licensing Authority

---

**Section VI**

At any time during this concert, dance exhibition, cabaret or public show, will any person(s) be permitted to appear on the premises in any manner or attire as to expose to the public view any portion of the body as described in Mass. General Laws Chapter 140, Section 183A, Para. 3.

\_\_\_\_\_ Yes      X No

- **If you checked yes on the question above, please obtain an Entertainment Appendix from staff**

*Pursuant to MGL Ch. 62c, Sec. 49A, I certify under the penalties of perjury that to the best of my knowledge and belief I have filed all state tax returns and paid all state taxes required under law.*

*By signing below, I am certifying that the premises to be licensed as described herein have been inspected and found to be in compliance with applicable local codes and regulations, including zoning ordinances, health regulations and building and fire codes.*



\_\_\_\_\_  
Signature of applicant & title

\_\_\_\_\_  
Federal I.D. #

\*Application must include payment, Certificate of Insurance showing workers comp coverage and Workers Comp Affidavit. Any application missing information or documentation will be deemed incomplete and sent back to the applicant.





ENTERTAINMENT LICENSE RENEWAL - SUNDAY

An application for entertainment regulated by Massachusetts General Law Chapter 140, Section 183A

All highlighted areas are **REQUIRED** to be completed

Section I - Check all appropriate

- Entertainment starting prior to 1PM (\$175)
- Entertainment starting after 1PM (\$85)
- One day Entertainment (\$25)
- Batters Box (\$50)
- Go Carts (\$50)
- Miniature Golf (\$50)
- Trampolines (\$25)
- Theater (\$150 per cinema)
- Juke Box (\$100 each)
- Video Games (\$100 each)

Section II - Check all appropriate

- Annual
- Seasonal
- Opening Date

Please note the Commonwealth of Massachusetts fee applies for all Sunday entertainment as outlined below:

Please make check payable to Commonwealth of Massachusetts

- Entertainment starting on Sunday after 1:00 p.m. - \$50
- Entertainment starting on Sunday prior to 1:00 p.m. - \$100

Section III - Applicant Information

Business Name Wequassett Resort and Golf Club Phone 508-432-5400

Business Address 2173 Route 28, Harwich, Massachusetts 02645

Mailing Address 2173 Route 28, Harwich, Massachusetts 02645

Owners Name & Address Round Cove Resort Owner LLC, 444 Madison Ave, Floor 14, NY, NY 10022

Email Address achun@wequassett.com

Manager Name & Address Alton Chun, 2173 Route 28, Harwich, Massachusetts 02645

Days/Hours of Business Operation 7/24

Section IV – Entertainment Type (Check all appropriate boxes)

- Group 1  Jukebox, Radio, Television
- Group 2  Dancing by Patrons
- Group 3  Dancing by Live Performers, Live/Recorded Music, Amplification System  
\*If having live or recorded music, please state below exactly what kind (DJ, Band, etc.)
- Group 4  Moving Pictures, Plays, Floor Shows, Light Shows, Theatre Shows

Section V – Additional information

- The time you are requesting to have entertainment (I.E. 4 P.M. to 10 P.M.)  
12pm-12am (inside) and 12pm 10pm (outside) \_\_\_\_\_
- Location of entertainment (Inside and/or outside)  
Both \_\_\_\_\_
- Specific days if not applying for Monday through Saturday  
\_\_\_\_\_
- Please use the area below to outline any additional information for the Local Licensing Authority

---

Section VI

At any time during this concert, dance exhibition, cabaret or public show, will any person(s) be permitted to appear on the premises in any manner or attire as to expose to the public view any portion of the body as described in Mass. General Laws Chapter 140, Section 183A, Para. 3.

Yes       No

- **If you checked yes on the question above, please obtain an Entertainment Appendix from staff**

*Pursuant to MGL Ch. 62c, Sec. 49A, I certify under the penalties of perjury that to the best of my knowledge and belief I have filed all state tax returns and paid all state taxes required under law.*

*By signing below, I am certifying that the premises to be licensed as described herein have been inspected and found to be in compliance with applicable local codes and regulations, including zoning ordinances, health regulations and building and fire codes.*

  
\_\_\_\_\_  
Signature of Applicant, Owner or Manager      12/15/22  
Date

\_\_\_\_\_  
Federal I.D. #

\*Application must include payment, Certificate of Insurance showing workers comp coverage and Workers Comp Affidavit. Any application missing information or documentation will be deemed incomplete and sent back to the applicant.

# **OLD BUSINESS**

*Natural Resources*  
Town of Harwich  
715 Main Street · P.O. Box 207  
Harwich Port, MA 02646  
(508) 430-7532 · Fax (508) 430-7535



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5 January 2022

To: Joe Powers, Town Administrator  
From: Heinz Proft, Natural Resources Director  
CC: Harwich Board of Selectman

RE: River Herring Sustainable Fishery Management Plan update

I am pleased that the Board was able to receive an update to the 5 year Massachusetts River Herring Sustainable Fishery Management plan which was approved by the ASMFC, Atlantic States Marine Fisheries Commission.

It is my strong recommendation that the Town take a very conservative approach when implementing such a plan. Our recent herring counts are:

**2019 1,223,211**  
**2020 905,078**  
**2021 436,090**  
**2022 291,200**  
**2023 ??? (April and May)**

Implementing a harvest program/policy would require us to revisit harvest limits, permits, enforcement, and management structure. I would propose that the Town not implement anything in 2023 and reflect upon our upcoming count numbers before moving in a harvest plan direction. I am very pleased that Harwich has come this far.

In our phone conversation we discussed the approved plan, its implications, and ramifications. The Harwich herring run is something we should all be proud of. The Town has been a good steward of the run. The Natural Resources department keeps the waterways clear of obstructions, the sluiceways in working order, and also coordinates with the Division of Marine Fisheries to monitor the electronic fish counter as well the Harwich Conservation Trust and its volunteer counting program.

I look forward to Monday night and will be able to discuss and answer questions regarding the future of our unique natural resource.

TOWN OF HARWICH  
PROCEDURE FOR REMOTE PARTICIPATION

Remote Meeting Participation is authorized by amended Open Meeting Law regulation and is available to all municipal Boards, Committees and Commissions in accordance with the Attorney General's CMR 29.10 issued on November 11, 2011 (see attached) and approved by a vote of the Board of Selectmen on December 12, 2011. The Board of Selectmen on January 9, 2012 further adopted these local procedures for remote participation so long as a quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location.

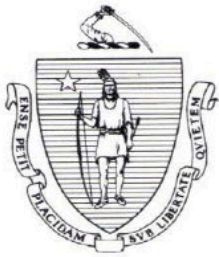
- 1) The Town of Harwich will allow remote participation by audio and/or video communication.
- 2) A member of a Board, Committee or Commission who cannot attend a meeting for one or more of the five permissible reasons, must notify the chair/ acting chair that they qualify for and wish to participate remotely, or acting chair if the chair is seeking remote participation, and the chair /acting chair shall notify the Information Technology Director for set up of the tele-conference equipment in a meeting room at least 24 hours prior to the scheduled meeting based on the availability of equipment. (A cell phone with speaker phone or skype audio or video is an acceptable alternative technology but must be clearly audible to one another). When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.
- 3) Chair or Acting Chair shall identify for the record any or all remote participants at the start of the meeting.
- 4) To assure accurate votes taken during the meeting, the Chair shall specifically ask for the remote participant's vote.
- 5) The meeting minutes shall reflect the member who participated by remote access.
- 6) Members are allowed to participate remotely up to three times per calendar year. If circumstances warrant an extension longer than three remote participations per year, the Board of Selectmen must vote to grant such extension.
- 7) Remote participation shall be limited to two (2) members at any meeting.
- 8) Cost of remote participation shall be borne by the remotely participating member.

The five permissible reasons allowed for remote participation are:

- 1) Personal illness;
- 2) Personal disability;
- 3) Emergency;
- 4) Military service; or
- 5) Geographic distance

Adopted at a Public Meeting of the Board of Selectmen on January 9, 2012.  
Amended May 23, 2016

# **CONTRACTS**



OFFICE OF THE GOVERNOR  
**COMMONWEALTH OF MASSACHUSETTS**  
STATE HOUSE • BOSTON, MA 02133  
(617) 725-4000

**CHARLES D. BAKER**  
GOVERNOR

**KARYN E. POLITO**  
LIEUTENANT GOVERNOR

November 15, 2022

Dear Mr. Joseph Powers,

Congratulations! I am pleased to notify you that the Town of Harwich has been awarded a Sustainable Materials Recovery Program grant in the amount of \$12,100. I want to thank you for your commitment to reducing waste and increasing recycling for the benefit of our communities and the environment.

Enclosed you will find further instructions from the Department of Environmental Protection on next steps. Please feel free to contact Janine Bishop at [Janine.Bishop@mass.gov](mailto:Janine.Bishop@mass.gov) if you have any questions.

Governor Charles D. Baker

Lt. Governor Karyn E. Polito

Two handwritten signatures in blue ink. The signature on the left is "Charles Baker" and the signature on the right is "Karyn E. Polito".



Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

## Department of Environmental Protection

Charles D. Baker  
Governor

Karyn E. Polito  
Lieutenant Governor

Bethany A. Card  
Secretary

Martin Suuberg  
Commissioner

November 15, 2022

Mr. Joseph Powers  
Town Administrator  
Town of Harwich  
732 Main Street  
Harwich, MA 02645

Dear Mr. Powers,

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the Town of Harwich Recycling Dividends Program funds under the Sustainable Materials Recovery Program. The Town of Harwich has earned 11 points and will receive \$12,100.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. We are awarding over \$4.2 million in SMRP funding to 270 municipalities and regional groups in this round of funding.

Recycling programs play a vital role in limiting our dependence on landfills and incinerators, reducing greenhouse gas emissions and supporting economic activity in the Commonwealth. Recycling Dividend Program (RDP) funds foster investment in local programs including recycling equipment, organics diversion, outreach and education, pilot programs, school recycling, toxics reduction and more. Please refer to the [RDP Approved Expenses List](#) for more information. MassDEP has invested in developing nationally recognized tools to assist municipalities with reducing recycling contamination and improving public awareness of smart recycling practices. We encourage you to utilize the [Recycling IQ Kit](#) and [Recycle Smart MA](#) website and to consult with your MassDEP [Municipal Assistance Coordinator](#) for assistance in implementing these best practices.

To accept your grant award, please sign and return the attached RDP Contract via email before January 15, 2023. After we receive your signed RDP contract, funds will be sent to your community. See the enclosed checklist for further instructions related to your RDP grant. Should you have any questions, please email [Janine Bishop](mailto:Janine.Bishop@mass.gov) at [Janine.Bishop@mass.gov](mailto:Janine.Bishop@mass.gov).

Thank you for your continued commitment to recycling and waste reduction in Massachusetts.

Sincerely,

Martin Suuberg  
Commissioner

cc: Lincoln Hooper, DPW Director

This information is available in alternate format. Contact Glynis Bugg at 617-348-4040.

TTY# MassRelay Service 1-800-439-2370

MassDEP Website: [www.mass.gov/dep](http://www.mass.gov/dep)

Printed on Recycled Paper



**SIGN AND RETURN THIS DOCUMENT TO MASSDEP VIA EMAIL**

**RECYCLING DIVIDEND PROGRAM CONTRACT (“RDP Contract”)  
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF ENVIRONMENTAL PROTECTION (“MassDEP”)  
AND THE Town of Harwich (“Municipality”)**

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the Municipality a Sustainable Materials Recovery Program grant under the Recycling Dividends Program (“RDP”). The Municipality has earned a payment of \$12,100.

The Recycling Dividends Program provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling and waste reduction. Municipalities receive payments according to the number of criteria points their program earns based on the *2022 Details: Recycling Dividends Program and* number of residents served as described below. RDP provides an incentive for municipalities to improve their recycling programs by implementing best practices and rewards communities with model recycling and waste reduction programs.

**Duration:** The term of this Contract shall be in effect until the municipality has expended all RDP funds and reported to MassDEP on use of funds.

**RESPONSIBILITIES OF THE MUNICIPALITY**

1. **Authority:** The Signatory of this RDP Contract is authorized by the governing body of the Municipality to enter into this Contract on behalf of the Municipality and apply for and accept funds on behalf of the Municipality.
2. **Commonwealth Terms and Conditions:** The Municipality shall comply with the Commonwealth Terms and Conditions and other requirements set forth in the Municipality’s executed Master Service Agreement.
3. **Failure to Comply:** If, in the judgment of MassDEP, the Municipality fails to comply with any of its responsibilities identified in this Contract, then, at the election of MassDEP, (a) the Municipality shall repay the RDP funds to MassDEP within 90 days; and/or (b) title to all materials purchased with the RDP funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find the Municipality not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years. MassDEP may provide written notice to the Municipality of any such failure to comply. Such notice may provide a time period and manner for the Municipality to cease or remedy the failure. Such notice from MassDEP of any such failure by the Municipality is not a precondition to MassDEP’s right to select options (a), (b), and/or (c) above. The Municipality shall follow the instructions of MassDEP regarding possession of the materials purchased with RDP funds. The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, the Municipality shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.
4. **Recycling in Practice:** The Municipality has established paper, bottle and can recycling in all municipal buildings, offices and meeting spaces, including schools. The Municipality shall continue such paper, bottle and can recycling during the term of the RDP Contract.
5. **Notification of Buy Recycled Policy:** The Grantee has established a written policy which promotes a preference for the purchase of recycled products in lieu of non-recycled products and distributes an annual notification of the Buy Recycled Policy, ordinance or by-law to all staff, department heads and employees with purchasing authority. This notice should be sent from the Mayor, Board of Selectmen, Town Manager, Town Administrator, or Chief Purchasing or Procurement Officer; and should include specific language encouraging the purchase of recycled products as it supports municipal recycling collection programs, recycling markets, and supports closed loop recycling. The Grantee shall submit the annual notification to MassDEP on or before February 15<sup>th</sup> during the term of the Grant. Failure to submit by this deadline will result in the loss of an RDP point.

**SIGN AND RETURN THIS DOCUMENT TO MASSDEP VIA EMAIL**

6. RDP Payment Calculation: MassDEP has calculated the RDP Payment using the table below which shows payment brackets based on the number of households served by the municipal solid waste program and the point value for each bracket. *See Details: Recycling Dividends Program guidance document for additional information on point value.*

**RDP Payment Brackets**

# of Households that Receive Trash Service Provided by the Municipality	Point Value Basic Level 1-9 pts.	Point Value Advanced Level ≥ 10 pts. or RDP EJ Populations
0 - 1,999	\$245	\$350
2,000 - 4,999	\$420	\$600
5,000 - 7,499	\$770	\$1,100
7,500 - 9,499	\$910	\$1,300
9,500 - 12,499	\$1,260	\$1,800
12,500 - 16,999	\$2,100	\$3,000
17,000 - 24,999	\$2,450	\$3,500
25,000 - 31,999	\$2,800	\$4,000
32,000 - 99,999	\$4,550	\$6,500
100,000 +	\$7,000	\$10,000

7. Program Criteria: The Municipality, through its RDP application, certifies that all points earned are for programs that were in place between July 1, 2021 and June 30, 2022 and that these programs fully meet the performance standard set forth in the *2022 Details: Recycling Dividends Program guidance document*.
8. Use of Funds: RDP Payments shall be expended on activities and programs listed on the Approved Spending Categories for Recycling Dividends Program and Regional Small Scale Initiative Funds, to enhance the performance of the Municipality’s waste reduction programs. Use of a dedicated account is recommended. Funds may be carried over to future years and accumulated to fund a larger eligible expense or project. Planned use of funds shall be noted on the Annual RDP Spending Report. However, MassDEP may delay future RDP payments if municipality is not expending funds.
9. Record Keeping: The Municipality shall be responsible for keeping documentation (i.e. proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, number of items purchased and shipping costs if any) by calendar year, of how RDP funds were expended and the remaining balance of RDP funds. MassDEP may conduct record audits to ensure compliance with this Contract.
10. Reporting: By February 15<sup>th</sup> of each year, for the duration of the Contract, the Municipality shall submit the annual Recycling and Solid Waste survey and the RDP Spending Report through its ReTRAC Connect™ account. Submission of the Annual Notification of Buy Recycled Policy as described in condition 5. above is also required. Failure to comply with these reporting requirements will result in the loss of one RDP point and may jeopardize future grant awards and RDP payments.
11. Environmental Compliance: The Municipality understands receipt of RDP funds from MassDEP does not in any way imply that the Municipality is in compliance with applicable environmental regulations. This Municipality shall not be construed as, nor operate as, relieving the Municipality or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The Municipality’s facility(ies) are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.
12. Addendums: Should MassDEP award additional RDP funds, an addendum to the Contract shall be provided to the Municipality. The same terms and conditions apply to the addendum.

**SIGN AND RETURN THIS DOCUMENT TO MASSDEP VIA EMAIL**

13. RDP Payment Calculation:

The Municipality's payment has been calculated as follows:  
(NET RDP POINTS EARNED) x (VALUE OF EACH POINT)

a. Bulky Items	2
b. Center for Hard to Recycle Materials	2
c. Curbside Recycling Regulation	0
d. Diversity, Equity, and Inclusion	0
e. Household Hazardous Waste	2
f. Organics	0
g. Recycling Center Access	1
h. ReUse Programs	2
i. Solid Waste Reduction	0
j. Textile Recovery Initiative	0
k. Outreach and Education	0
l. Yard Waste	2
TOTAL RDP POINTS EARNED	11
POINT DEDUCTED DUE TO LATE SUBMISSION	N/A
NET RDP POINTS EARNED	11
VALUE OF EACH POINT	\$1,100
RDP PAYMENT AMOUNT	\$12,100

**IN WITNESS WHEREOF**, MassDEP and the Municipality hereby execute this Contract.

**COMMONWEALTH OF MASSACHUSETTS**

By: \_\_\_\_\_  
**John Fischer, Deputy Division Director** \_\_\_\_\_ **Date**  
**Bureau of Air and Waste**  
**Department of Environmental Protection**

**Town of Harwich**  
Municipal Official(s) Authorized to sign: **Selectboard Chair, Selectboard Vice Chair**

By: \_\_\_\_\_  
**Signature** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_  
  
\_\_\_\_\_  
**Print Name**



## Checklist for Recycling Dividends Program Grant Award

**This document contains important grant deadlines and requirements**

### STEP ONE: EXECUTING THE CONTRACT

It is the responsibility of the municipal Recycling Contact to ensure that the RDP Contract is signed by an **individual currently holding one of the Titles** listed on the Authorized Signatory Listing form, which your municipality filed with MassDEP in 2022. If the person(s) listed on the form has changed (for example, a new Mayor has been elected), the municipal official with the same title may sign the RDP Contract and a new Authorized Signatory Listing form **IS NOT REQUIRED**.

Please sign and email the RDP Contract to [wilfred.mbah@mass.gov](mailto:wilfred.mbah@mass.gov) for processing of payment no later than **January 15, 2023 or funds may be forfeited**. Acceptable forms of signature are:

1. Traditional “wet signature” (ink on paper, scan, and email).
2. Electronic signature that is either hand drawn using a mouse or finger if working from a touch screen device; or
3. Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign.

### STEP TWO: TRACK EXPENDITURES BY APPROVED EXPENSE CATEGORY

- This is not a reimbursement-based grant. Your award payment will be processed as soon as the RDP Contract is returned.
- However, you are required to keep track of approved expenditures, by expense categories. Please review the list of [Approved Spending Categories](#) to determine the appropriate category. Items/activities are listed in the category deemed most appropriate in cases where there is overlap.
- Be prepared to be audited.

### STEP THREE: REPORT EXPENDITURES AND REMAINING BALANCE

- The municipality is required to report all expenditures from the previous calendar year no later than February 15<sup>th</sup>.

Contact [Wilfred Mbah](#) with any questions.

- Road striping or painting

Police detail and traffic control costs are not eligible for reimbursement. Any costs that are not eligible for WRAP funding will not be reimbursed and shall be paid for by the municipality. WRAP funding, a state funding source, is applicable to all federal, state, and local procurement and prequalification regulations and guidelines, just like Chapter 90 funding, for example.

**Requesting Reimbursement and Reporting**

WRAP is a reimbursement-based program, which means that municipalities are reimbursed for eligible expenses after costs are incurred. In order to receive award funds, recipients must submit the following via email to their District State Aid Engineer after expenses are incurred. Up-to-date State Aid Engineer contact information can be found on the [Chapter 90 website](#).

- [WRAP Reimbursement Request](#)
- [Payroll \(600\) Form](#) (if necessary)
- [List of Materials \(454 Form\)](#) (545 Form)
- Required supporting documentation

Before submitting a reimbursement request, the municipality must first complete the online [WRAP Project Report Form](#). A link to the form is available on the WRAP Reimbursement Request. The form should take no more than ten minutes to complete and collects general project information. Reimbursement will not be provided if the form is not complete. This form helps MassDOT meet its legislatively mandated program reporting requirements.

Once all necessary information has been provided, MassDOT will process payment to the account set up specifically for this purpose. This reimbursement process is the same as that used for Chapter 90 and Complete Streets Funding Program projects. All WRAP reimbursement requests for costs incurred up to June 30, 2023 must be received by the respective MassDOT Highway Division District State Aid Engineer contact by July 15, 2023. Reimbursement requests must be clearly marked as Winter Recovery Assistance Program.

If the total amount of reimbursement requests submitted to MassDOT for WRAP is less than the total funds originally allocated, the remainder of this funding will be de-obligated and as a result, no longer available to the municipality. In the event that a city or town's contractor claims to be unavailable due to other work, said contractor will be allowed to sub-contract work related to WRAP. Cities and Towns will be reimbursed by September 30, 2023, for their expenditures pertaining to WRAP up to the specified allocated amount as per the letters sent from Governor Baker in April 2022.

**Apportionment for Harwich**

Source: <https://www.mass.gov/info-details/funding-apportionments-winter-recovery-assistance-program-wrap>

Municipality	Miles (2021)	Amount
Harwich	141.3086405	\$471,259.78

# COMMONWEALTH OF MASSACHUSETTS CONTRACTOR AUTHORIZED SIGNATORY LISTING



**CONTRACTOR LEGAL NAME :**  
**CONTRACTOR VENDOR/CUSTOMER CODE:**

**INSTRUCTIONS:** Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor’s behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor’s authorized signatory, and not by a representative, designee or other individual.)

**NOTICE:** *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver’s licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor’s employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

\_\_\_\_\_  
Signature

Date:

Title:

Telephone:

Fax:

Email:

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the “record copy” of a contract filed with the department.

# COMMONWEALTH OF MASSACHUSETTS CONTRACTOR AUTHORIZED SIGNATORY LISTING



CONTRACTOR LEGAL NAME :  
CONTRACTOR VENDOR/CUSTOMER CODE:

## PROOF OF AUTHENTICATION OF SIGNATURE

**This page is optional and is available for a department to authenticate contract signatures.  
It is recommended that Departments obtain authentication of signature for the signatory  
who submits the Contractor Authorized Listing.**

**This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.**

Signatory's full legal name (print or type):

Title:

**X** \_\_\_\_\_

Signature as it will appear on contract or other document (**Complete only in presence of notary**):

### AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, \_\_\_\_\_ (NOTARY) as a notary public certify that I witnessed the signature of the aforementioned signatory above and I verified the individual's identity on this date:

\_\_\_\_\_, 20 \_\_\_\_.

My commission expires on:

AFFIX NOTARY SEAL

I, \_\_\_\_\_ (CORPORATE CLERK) certify that I witnessed the signature of the aforementioned signatory above, that I verified the individual's identity and confirm the individual's authority as an authorized signatory for the Contractor on this date:

\_\_\_\_\_, 20 \_\_\_\_.

AFFIX CORPORATE SEAL





## **Overview**

In April 2022, Governor Charlie Baker approved \$100M in funding for the Winter Recovery Assistance Program, also known as WRAP. The program is administered by MassDOT. WRAP provides supplemental funding for cities and towns to improve their transportation networks in response to harsh winter weather.

This is a reimbursement-based program, meaning that funds are provided to communities after project costs are incurred. Each municipality must enter into a contract with MassDOT for WRAP before work begins. No MassDOT project approval is necessary for the use of funding. However, funding must be used on eligible project expenses in order to be reimbursed by MassDOT. Specific items that are eligible for the use of WRAP funding are detailed below. Project reporting to MassDOT is required when requesting reimbursement. First operating in 2014 then again in 2015, WRAP has proven to be successful in assisting communities with their transportation needs after facing difficult winter conditions.

## **Funding Distribution**

WRAP funding is distributed via a formula based on each municipality's share of locally owned road mileage. Municipalities are notified of their WRAP funding allocation through a letter from Governor Charlie Baker. [Apportionments can also be found online.](#)

Monies for each specific city or town will be encumbered by MassDOT. This results in the monies being obligated on the Commonwealth's accounting system for the purpose of providing the reimbursement of bills paid by the cities and towns for WRAP projects.

## **Contracting Process and Spending Deadlines**

Each municipality must enter into a contractual agreement with MassDOT for the use of WRAP funding before work begins. This funding program is separate and distinct from other MassDOT funding programs, including Chapter 90. To initiate the contracting process, email [WRAPReporting@dot.state.ma.us](mailto:WRAPReporting@dot.state.ma.us) with the contact information (including email address) of your municipality's authorized signatory. All municipalities will be provided with the appropriate contract documents in order to get the funding agreement in place as soon as possible. No WRAP funded work may begin until July 1, 2022, provided that the municipality has provided MassDOT with the required contract documents.

Municipalities must spend their WRAP funding allocation by June 30, 2023. As such, all contracts will have an expiration date of June 30, 2023. Obligating funding towards a project does not count as spending. Actual costs for work conducted must be incurred between July 1, 2022 and June 30, 2023. Since this funding must be spent by the end of State Fiscal Year 2023 (June 30, 2023), no contract extensions will be provided. Any program funds left unspent by this date are no longer available for use.

## **Project Approval and Eligible Costs**

After July 1, 2022, if the municipality has provided MassDOT with the required contract documents, no project requests or approvals are necessary from MassDOT before a municipality begins work utilizing WRAP funding. However, it is imperative that WRAP funding is used only on eligible items in order to ensure reimbursement of expenses. Eligible items are listed below.

### **Eligible WRAP Costs**

- Rehabilitation, reconstruction, resurfacing or preservation of roadways and appurtenances (including sidewalks and bike lanes/paths)
- Repair or replacement of traffic control devices, signage, guardrails, and storm grates

## **AGREEMENT FOR TOWN OF HARWICH**

The following provisions shall constitute an Agreement between the Town of Harwich, acting by and through its Board of Selectmen, hereinafter referred to as "Town," and S. J. Service Inc. with an address of 235 Newbury Street, Danvers, MA 01923 hereinafter referred to as "Contractor", effective as of the 27th day of May 2022. In consideration of the mutual covenants contained herein, the parties agree as follows:

### **ARTICLE 1: SCOPE OF WORK:**

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

### **ARTICLE 2: TIME OF PERFORMANCE:**

The Contractor shall complete all work and services required hereunder commencing MAY 27 2022 through OCTOBER 11, 2022.

### **ARTICLE 3: COMPENSATION:**

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above the contract sum of \$47,388.00 The Contractor shall submit monthly invoices to the Town for services rendered, which will be due 30 days following receipt by the Town.

### **ARTICLE 4: CONTRACT DOCUMENTS:**

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

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

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

**ARTICLE 5: CONTRACT TERMINATION:**

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

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

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

**ARTICLE 6: INDEMNIFICATION:**

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising directly or indirectly from the contract. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor

shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.

**ARTICLE 7: AVAILABILITY OF FUNDS:**

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

**ARTICLE 8: APPLICABLE LAW:**

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

**ARTICLE 9: ASSIGNMENT:**

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

**ARTICLE 10: AMENDMENTS:**

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

**ARTICLE 11: INDEPENDENT CONTRACTOR:**

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

**ARTICLE 12: INSURANCE:**

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

- 1) General Liability of at least \$1,000,000 Occurrence/\$3,000,000 General Aggregate. The Municipality should be named as an "Additional Insured".
- 2) Automobile Liability (applicable for any contractor who has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident. The Municipality should be named as an "Additional Insured".
- 3) Workers' Compensation Insurance as required by law. Include Employers Liability Part B with a limit of \$1,000,000
- 4) Property Coverage for materials and services being transported by the contractor, as the Town's Property Contract provides coverage for personal property within 1000 feet of the premises.
- 5) Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The Municipality should be named as an "Additional Insured".

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

**ARTICLE 13: SEVERABILITY:**

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

**ARTICLE 14: ENTIRE AGREEMENT:**

This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

**ARTICLE 15: COUNTERPARTS:**

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

**CERTIFICATION AS TO PAYMENT OF STATE TAXES**

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

04-3214662  
\_\_\_\_\_  
Social Security Number or  
Federal Identification Number

DocuSigned by:  
*Daniel Shea*  
\_\_\_\_\_  
Signature of Individual or  
Corporate Name

By:  
Corporate Officer  
(if applicable)

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

CONTRACTOR

TOWN OF HARWICH

By

by its Board of Selectmen Over \$50,000

DocuSigned by:  
*Daniel Shea*  
\_\_\_\_\_  
6EFED0E1CD7B407...  
Daniel Shea

\_\_\_\_\_  
Director of Business Development

Printed Name and Title

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved as to Availability of Funds:

by its Town Administrator Up to \$50,000

DocuSigned by:  
*Carol Coppola*  
\_\_\_\_\_  
48C32139D33D464...  
Finance Director (\$ \_\_\_\_\_)  
Contract Sum  
014212/529000

DocuSigned by:  
*Joseph F. Powers*  
\_\_\_\_\_  
Town Administrator

ATTACHMENT A

**TOWN OF HARWICH  
COMFORT STATION JANITORIAL SERVICES**

**SCOPE OF SERVICES AND SPECIFICATIONS**

**Purchase Description/Scope of Services**

The Town of Harwich is seeking bids for janitorial services for selected town comfort stations. General conditions, minimum performance requirements and comfort station services and contract are included as Exhibits 1-6.

**Contract Term Length**

After selection of the lowest price responsive and responsible bid, a written contract containing the terms of this IFB and the bidder's response shall be executed by the successful respondent and the Town.

The contract period is for the 2022 beach season (terminating the day after Columbus Day). The Town anticipates a 05/27/2022 start date; however, the actual period will be determined as mutually agreed upon between the Town and successful respondent.

The form of contract, minimum terms and conditions is included with these bid documents. Any terms or conditions imposed by a respondent must be contained within their response and must not conflict with the requirements and/or specifications contained within this IFB.

**Bid Form**

Each bidder must submit the following Bid Form included as Attachment A. Bid forms must be completed in ink or by typewriter. The bid price for each item on the form shall be stated in figures. Discrepancies between the indicated sum of any column(s) and the correct sum of any column(s) will be resolved in favor of the correct sum. All bid forms must be signed by an officer of the company authorized to enter into contracts.

**Site Visit (optional)**

Prospective bidders are encouraged to schedule a site visit with the Town to view the comfort stations. Site visits can be arranged by contacting the Town of Harwich Facilities Maintenance Manager, Sean Libby, [slibby@townofharwich.us](mailto:slibby@townofharwich.us), (508) 430-7555.

**Substitutions**

Bids shall be based on using the products as specified and provided in the IFB documents. Where several materials are specified by name for one use, any of those so specified may be supplied.

Whenever the specified products are specified exclusively by trade name, by manufacturer's name or by catalog reference, only such items shall be provided, unless the Town's written approval for substitution is secured in accordance with the conditions of the IFB and/or contract.



**Work Schedule, Time Limits, and Notice to Proceed**

Bidders shall furnish a proposed work schedule, in writing, with their bid. A final work schedule shall be submitted at the time of delivery of the executed contract to the Town, allowing for completion of the contract work prior to the date specified in the IFB documents and final contract. The Town will review the completed documents, proposed schedule, ask for revisions or corrections, if any, and issue a "Notice to Proceed," indicating the Town's agreement with the final contract terms and schedule. Work may begin upon receipt of the Notice to Proceed.

**Additional Information or Specifications**

**Attachment A Bid Form**

**Exhibit 1 General Conditions and Provisions**

**Exhibit 2 Minimum Performance Requirements**

**Exhibit 3 Cleaning Checklist**

**Exhibit 4 Single Stall Comfort Station Representative Floor Plan**

**Exhibit 5 Two Stall Comfort Station Representative Floor Plan**

**Exhibit 6 Contract**

## **EXHIBIT 1 – General Conditions and Provisions**

**General Conditions** It is the intent of these specifications to document all services, supplies and equipment required to clean and keep clean all areas not specifically excluded.

**Performance.** Contractors are expected to maintain an overall cleaning performance level at or above the standards listed. The cleaning standards outlined in this IFB are the minimum acceptable level of performance.

**Labor/Full-time** Contractor shall provide an adequate number of competent, properly trained personnel with qualified supervision to provide the services required at all times. Contractor shall provide all personnel with a complete set of specifications and cleaning schedules to ensure all required services are completed. Any Contractor's employee whose employment or performance is objectionable to the Town shall be immediately removed from this Contract.

Contractor shall insure satisfactory security clearance for all employees who will perform work on the premises. Employees who are "not a United States citizen or have not been granted status by the United States government as a permanent resident alien" will not be allowed to work at this facility.

**Equipment.** The Successful bidder is responsible for all cleaning equipment and products, this includes, brooms, dust pans, mops, mop buckets, cleaning and disinfectant solution for floors, walls, surfaces, toilets, sinks, Vacuum cleaners, vacuum bags, dusting products and materials, window cleaning products and materials.

**Contractor Employee Requirements.** The Harwich Police Department shall conduct a Criminal Offender Record Information (CORI) check on all candidates prior to assignment to perform services required by this contract.

The contractor shall submit brief resumes of proposed employees and any replacement employees, and offer the Town an opportunity to interview the individual. Along with the resume, the contractor shall submit a statement that a background check has been conducted and the employee is determined to be appropriate for position. If the Town is not reasonably satisfied that the proposed employee has adequate ability and/or experience, the Town shall notify the contractor in writing within ten (10) working days after receiving the resume and completing any interview. In which case, the contractor shall propose another replacement and the Town shall have the same right of approval. The Town shall have the right to require the contractor to remove forthwith any employee from his/her position if their performance is considered unsatisfactory for any reason.

The contractor shall require proposed employees to monitor their health status for symptoms of COVID-19 and not allow sick employees to enter the Town of Harwich comfort stations. Symptoms include fever, cough, shortness of breath.

**Security.** The Contractor shall be responsible for use of all access keys issued. Under no circumstances shall Contractor's employees admit anyone to areas controlled by key in their possession.

All doors and windows shall be closed and locked upon completion of cleaning operations. All areas shall be double-checked by the on-site cleaning supervisor at end of shift to verify the areas are secured. The Contractor shall not duplicate any keys under any circumstances.

**Inspection.** The Contract Manager or his/her designee will conduct periodic inspections of the work. Inspections can occur weekly or on a daily basis depending on any issues that arise with the quality of the work. The Contractor's Supervisor shall be available upon request, for joint inspections with the Contract Manager. The Contractor's Supervisor is required to perform and record daily inspections utilizing an approved checklist for all areas and must leave the inspection form for the Contractor Manager to view the next morning.

Meetings may be held with the Contractor, or his designees, as necessary to review cleanliness and/or deficiencies.

**Materials and Supplies.** The successful bidder shall provide all materials and supplies required to carry out the cleaning operations within the scope of this contract including but not limited to paper product, hand soaps, plastic trash can liners.

The Contractor is responsible for all cleaning equipment and products, this includes, brooms, dust pans, mops, mop buckets, cleaning solution and disinfectant for floors, walls, surfaces, toilets, sinks, vacuum cleaners, vacuum bags, dusting products and materials, window cleaning products and materials.

The cleaning products shall be compliant with the EPA and approved for use against COVID-19 The contractor shall be responsible for submitting all cleaning products for approval by the Town. Safety Data Sheets (SDS) must be included in the product submittal to the Town for all products used to clean and disinfect the areas described herein for the length of the contract.

The Contractor shall not use Town equipment or supplies. Cleaning products used shall not leave heavy bleach smell that might disturb the public and/or employees.

**The Town Areas, requiring cleaning, are grouped as follows:**

**Comfort Stations**

- Red River Beach (two stall)
- Bank Street Beach (two stall)
- Earle Road Beach (two stall)
- Pleasant Street Beach (two stall)
- Sand Pond (two stall)
- Long Pond/Fernandez Bog (two stall)
- Community Center Outside (two stall)
- Wychemere Harbor (single stall)
- Allen Harbor (single stall)
- Brooks Park South (two stall)
- Brooks Park North (two stall)
- Community Center (two stall)
- Whitehouse Field (two stall)

**Cleaning Standards.** The contractor shall agree to meet the following cleaning standards when performing the cleaning schedule outlined in this IFB. These cleaning standards shall be used to assess the quality of cleaning performance of the contractor during inspection(s).

**Cleaning Schedule and Frequency –**

- Red River Beach (two stall)- 2 cleanings per day
- Bank Street Beach (two stall)-2 cleanings per day
- Earle Road Beach (two stall)-2 cleanings per day
- Pleasant Street Beach (two stall)-2 cleanings per day
- Sand Pond (two stall)-1 cleaning per day
- Long Pond/Fernandez Bog (two stall)-2 cleanings per day
- Community Center Outside (two stall)-2 cleanings per day
- Wychemere Harbor (single stall)-1 cleaning per day
- Allen Harbor (single stall)-1 cleaning per day
- Brooks Park South (two stall)-1 cleaning per day

Chamber of Commerce (two stall) – 2 cleanings per day  
Brooks Park North (two stall) 1 cleaning per day  
Community Center (two stall) 1 cleaning per day  
Whitehouse Field (two stall) 1 cleaning per day

1. One (1) cleaning/day: between the hours of 6:00 PM and 8:00 PM
2. Two (2) cleanings/day: First cleaning between the operating hours of 10:00 AM and 2:00 PM and second cleaning between the operating hours of 6:00 PM and 8:00 PM
3. As noted herein the vendor is responsible for locking up the comfort station in the evening between 6:00 PM and 8:00 PM or later. The vendor shall start the first comfort station cleaning at 6PM and then immediately proceed to the next comfort station until all of the comfort stations are cleaned and locked up. The Chamber of Commerce shall be cleaned last. The Town will provide the vendor with keys for each of the comfort stations.

The successful bidder shall be responsible for completing a cleaning checklist and signing off at the completion of each cleaning certifying that the cleaning has been conducted per the State of Massachusetts and Centers for Disease Control and Prevention.

#### **All Areas**

In order to ensure a high standard of cleanliness the following requirements are mandatory specifications, representing the basic frequency of cleaning required.

**Glass, Plastic Laminate and Metal Surfaces** - Shall appear streak-free, film-free and uniformly clean. This shall include the elimination of dust, accumulated dirt and soil from sill and, ledges.

**Corners/Thresholds** - Shall be free of dust, cobwebs, dried-soil, accumulated dirt, finish build-up and debris. These areas shall appear visibly and uniformly clean.

**Windows Sills and Other Glass Surfaces** -Window sills and framework shall be free of dust and soil without causing damage. They shall appear visibly and uniformly clean. All glass entry doors, both exterior and interior and mirrors in rest rooms shall be cleaned including the elimination of streaks, film and cleaner residue.

**Floors** - Shall be free of dust, dried-soil, gum, spots, stains and debris.

Tile floors shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue on the floor, in corners, and the junction between wall and floor.

When washing the floors, you must use clean water, ring out the mop and be sure to get as much water off the floor as you can so it is not dangerous.

**Walls, Shelving, End Panels, Shelving Tops, Chairs, Tables, Furniture and Fixtures** - Shall be free of dust, dried-soil and stains without causing damage. These surfaces shall appear visibly and uniformly clean.

**Trash**– Trash bins are to be checked daily and emptied. Their surfaces shall be cleaned, free of dust, dirt and be free of cleaner residue, streaks and film. Regular trash and recycling items must be put in correct dumpsters or bins that are provided by the Town.

In general, trash shall be removed within 20-feet of the exterior of the buildings described herein and disposed of appropriately.

**Dispensers and Hardware** - Shall be free of dust, dried-soil, bacteria and soil without causing damage. These surfaces shall appear visibly and uniformly clean and disinfected. Soap should run freely and dispensers should be cleaned of hardened or clogged soap. Dispensers shall be refilled when required with proper expendable supply item.

**Toilet Paper Holders** - All toilet paper holders and paper towel dispensers must be fully stocked. Stock must NOT be moved around between buildings. For each bathroom in each building there should be three to four rolls of toilet paper and one extra roll of paper towels. All toilet paper holders shall be disinfected.

**Sinks** - Shall be free of dust, bacteria, soil, cleaner residue and soap film without causing damage. They shall appear visibly and uniformly clean, and disinfected,.

**Mirrors** - Shall be free of dust and soil. Mirrors and surrounding framework shall appear streak-free, film-free and uniformly clean.

**Toilets and Urinals** - Toilets, toilet seats and urinals shall be free of dust, bacteria, soil, organic matter, cleaner residue and scale without causing damage. These fixtures shall appear visibly and uniformly clean, disinfected and polished-dry. This shall include the elimination of streaks, film and water spots.

**Floors** - Shall be free of dust, dried-soil, gum, spots, stains and debris. Floors shall be washed and disinfected daily and grout joints appear visibly clean and unstained. Floors shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film on the floor, in corners, and the junction between wall and floor.

**Walls, Doors, stall latches and Cabinetry** - Shall be free of dust, soil, spots and stains without causing damage. These surfaces shall appear visibly and uniformly clean and disinfected.

**Waste Containers** - Contents shall be removed from waste containers and can liners be replaced. Inside and outside of the container shall be cleaned. Containers will be wiped clean, disinfected and shall appear visibly and uniformly clean. This shall include the elimination of streaks, foodstuff and the presence of an offensive odor emitting from the container.

## **EXHIBIT 2 – Minimum Performance Criteria**

### **1. Cleaning and Disinfection of all Fixtures**

- a. Cleaning all fixtures each day you are schedule to clean that building. Fixtures in restrooms, including but not limited to sinks, faucets, toilets and all door handles, stall latches, push plates must be cleaned and disinfected daily.

### **2. Cleaning and Disinfection Of Handrails**

- a. Clean and disinfect all handrails.

### **3. Restrooms**

Restroom cleaning and disinfection

#### **3.1. Each cleaning of restrooms to include the following:**

- a. Spray and wipe down all walls and toilet partitions with a cleaner/disinfectant.
- b. Clean all fixtures interior and exterior, sinks, urinals, toilets, flush valves, and all exposed chrome with a cleaner/disinfectant paying particular attention to toilets during the summer months when humid conditions exist.
- c. Wash down and disinfect all doors and door push plates/handles and stall latches
- d. Clean all mirrors with a spray window cleaner.
- e. Clean all counters with a cleaner/disinfectant, which will not leave heavy bleach smell.
- f. Wet wash floors with a cleaner/disinfectant, then rinse to a damp dry condition.
- g. Refill all soap, toilet paper and paper towel dispensers.

### **4. Equipment supplies Responsibilities:**

- a. The successful bidder is responsible for all the cleaning equipment and products, this includes but is not limited to; brooms, dust pans, mops, mop bucket, cleaning solution and disinfectant for floors, walls surfaces, toilets, sinks, vacuum cleaners, vacuum bags, dust cloths or dusting product, dust sprays, window cleaning materials such as cloths or towels, window cleaning products, like window spray cleaners. All chemicals must be approved for use by the Town.

## **CHECKLISTS**

**Contractor shall complete and turn in checklists (Exhibit 3) for each cleaning of the Comfort Stations to the DPW Facilities Maintenance Manager via e-mail at the end of each day's cleaning.** Copies of the checklists are attached at the back of this section. Note that some items included herein may not be listed on the checklist but are still expected to be completed.

Exhibit 3

### Comfort Station Cleaning Checklist

Date:

Start Time:

Comfort Station:

Cleaning (circle one):

Morning Afternoon Evening

	Initial Each Item Below as Completed
Remove trash, replace liner	
Remove cobwebs	
Wash and disinfect door push plates & handles	
Wash and disinfect walls and partitions	
Wash mirrors	
Refill soap dispensers	
Refill Paper towel dispensers	
Refill toilet Paper dispensers	
Clean all fixtures, scrub free from solids and discoloration. Disinfect with approved disinfectant .	
Sweep floors and Wash with approved disinfecting cleanser	
Clean and disinfect all remaining surfaces	

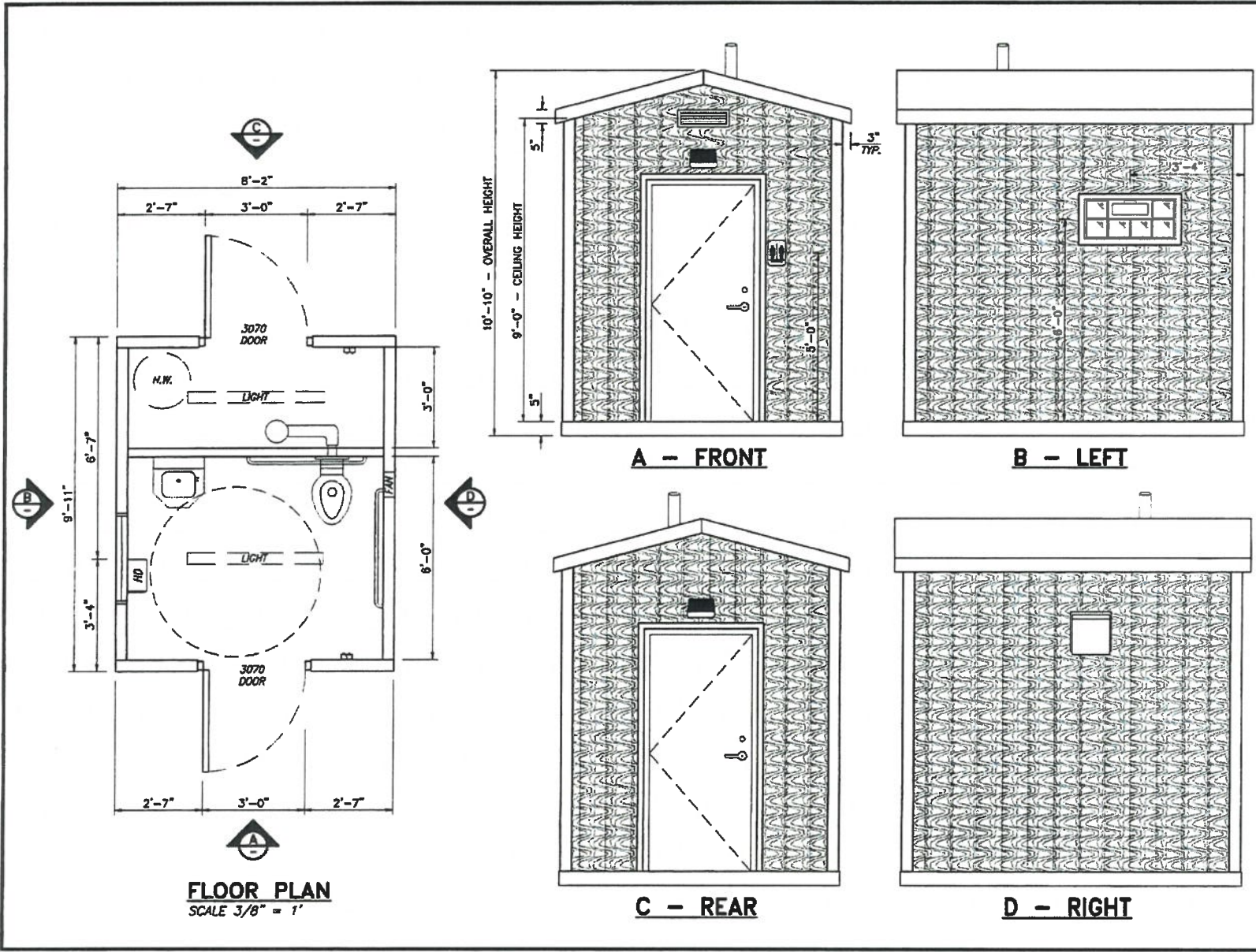
Completion Time:

Printed Name:

Singature:

By checking and signing this checklist the contractor certifies that the cleaning has been completed per the contract specifications.

**Exhibit 4 - Representative Single Stall Floor Plan  
-Allen Harbor & Wychemere Harbor**



**SHEA**  
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New England's Premier Precaster  
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PO Box 520 - Wilmington, MA 01887

**ASPEA**  
5119 CATLETT Rd  
PO Box 490  
Madison, VA 22728  
www.aspea.com

**EAST SET**  
WORLDWIDE

**PRELIMINARY - NOT FOR CONSTRUCTION**

**McGINNIS & ASSOC.**  
STRUCTURAL ENGINEERS  
1110 Westmark Drive  
Saint Louis, MO 63131  
314-835-1224

Third Party Inspection Agency  
ASAP Engineering & Design Co.  
135 East Grove Street  
Middleborough, MA 02345  
508-946-3561

REVISIONS - NOT FOR CONSTRUCTION			
Date	Description	Rev.	By
08/11/15	FOR CLIENT REVIEW & COMMENT	1	MAF
		2	
		3	

Project  
**9'-11" x 8'-2" x 10'-10" h**  
**UNISEX RESTROOM**  
**ALLEN HARBOR**  
**BOAT LAUNCH AREA**  
**343 LOWER COUNTY RD**  
**HARWICH, MA 02645**

Drawing Title  
**FLOOR PLAN & ELEVATIONS**

Drawn By: MAF      Scale: AS NOTED  
Issue Date:      Sheet No.  
08/18/2015      A-1

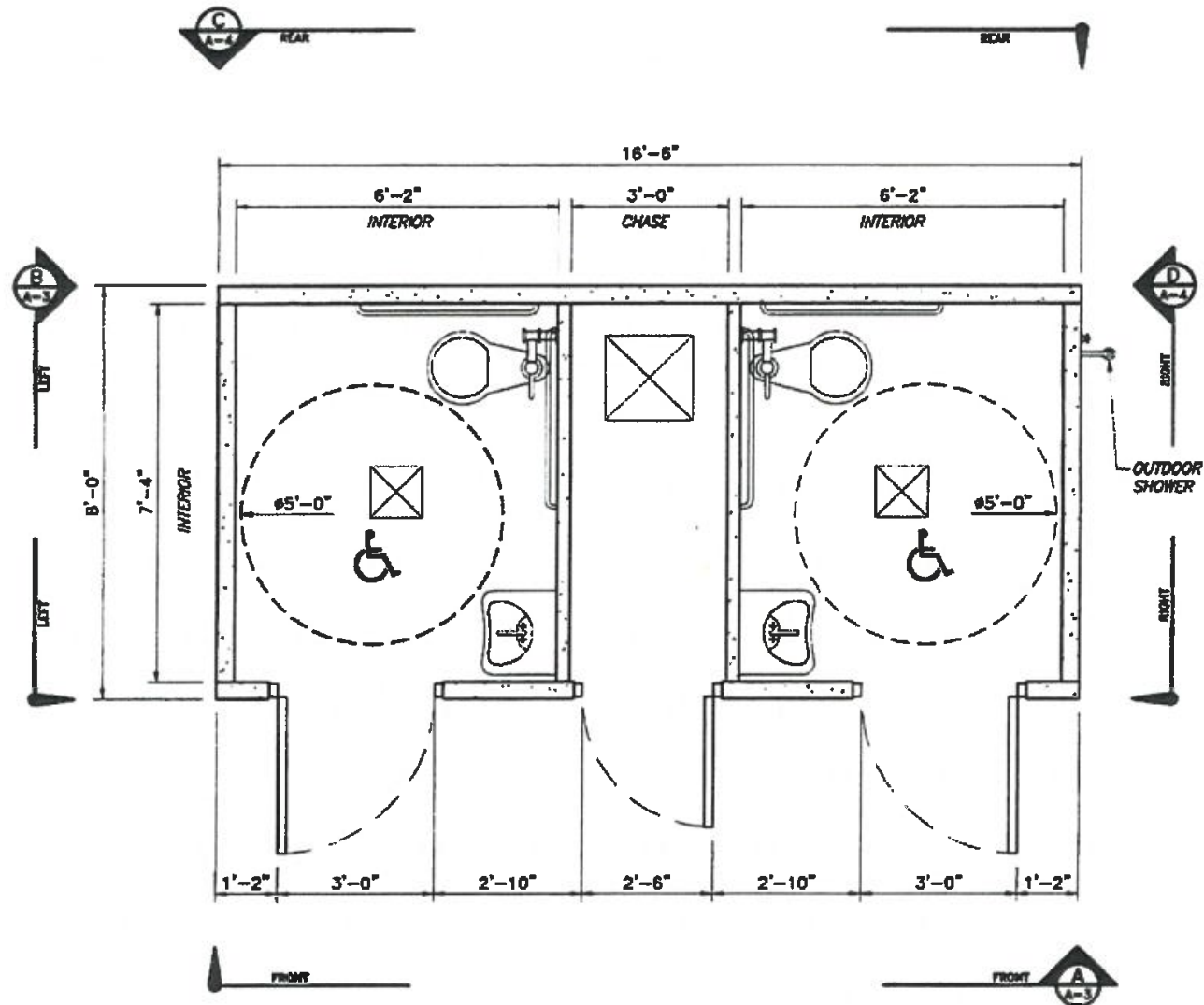


### Exhibit 5 - Representative Two Stall Floor Plan

-Community Center, Long Pond & Pleasant Street Beach

-Red River & Earle Road Beach are similar

-Bank Street, Sand Pond & Brooks Park South are stick built and differ a little but have two stalls with more fixt



FLOOR PLAN