

SELECT BOARD MEETING AGENDA*

*Donn B. Griffin Room, Town Hall
732 Main Street, Harwich, MA
Executive Session 5:00 P.M.
Regular Meeting 6:00 P.M.
Monday, January 22, 2024*

REVISED: 01/18/2024 2:25PM*
ORIGINAL POSTED 01/18/2024 1:12 P.M.

Remote Participation Optional:

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

<https://meet.goto.com/495788381>

You can also dial in using your phone.

Access Code: 495-788-381

United States: [+1 \(571\) 317-3122](tel:+15713173122)

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

I. **CALL TO ORDER**

II. **EXECUTIVE SESSION**

- A. Pursuant to G.L. c. 30A, sec. 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel and to conduct contract negotiations with non-union personnel: Town Administrator
- B. Pursuant to MGL c. 30A §21(a)(7) to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements, the Open Meeting Law, MGL c. 30A §§ 22(f), (g) to review, approve and or discuss the possible release of executive session meeting minutes dated January 13, 2020; February 3, 2020; February 10, 2020; February 18, 2020; February 24, 2020; April 30, 2020; May 11, 2020; May 20, 2020; June 1, 2020; June 15, 2020; June 22, 2020; June 29, 2020; July 6, 2020; July 13, 2020; July 16, 2020; July 20, 2020; August 3, 2020; August 10, 2020; August 17, 2020; August 20, 2020; August 24, 2020; August 31, 2020; September 14, 2020; September 21, 2020; October 5, 2020; October 19, 2020; October 26, 2020; November 2, 2020; November 9, 2020; November 16, 2020; November 23, 2020; December 7, 2020; January 4, 2021; January 12, 2021; January 26, 2021; February 1, 2021; February 8, 2021; February 16, 2021; February 22, 2021; March 8, 2021; March 15, 2021; March 22, 2021; March 24, 2021; March 26, 2021; April 5, 2021; April 12, 2021; April 26, 2021; April 27, 2021; May 3, 2021; May 4, 2021; May 10, 2021; May 12, 2021; May 17, 2021; June 1, 2021; June 7, 2021; June 14, 2021; June 21, 2021; June 28, 2021; July 12, 2021; July 16, 2021; July 26, 2021; August 23, 2021; September 7, 2021; September 13, 2021; September 20, 2021; September 27, 2021; October 4, 2021; October 12, 2021; October 25, 2021; November 1, 2021; November 15, 2021; November 22, 2021; December 6, 2021; December 9, 2021; December 13, 2021; December 20, 2021; January 10, 2022; January 18, 2022; February 7, 2022; February 22, 2022; February 28, 2022; March 7, 2022; March 14, 2022; March 21, 2022; March 28, 2022; April 4, 2022; April 11, 2022; April 25, 2022; May 9, 2022; May 16, 2022; June 6, 2022; June 13, 2022; June 27, 2022; July 11, 2022; July 25, 2022; August 8, 2022; August 16, 2022; August 22, 2022; September 6, 2022; September 19, 2022; October 3, 2022; October 11, 2022; November 7, 2022; January 23, 2023; February 21, 2023; February 27, 2023; March 6, 2023; March 13, 2023; March 20, 2023; March 27, 2023; April 3, 2023; April 10, 2023; April 18, 2023; May 8, 2023; May 22, 2023; May 30, 2023; June 12, 2023; June 26, 2023; July 10, 2023; July 24, 2023; August 7, 2023; August 21, 2023; August 28, 2023; September 11, 2023; September 18, 2023; September 25, 2023; November 6, 2023; November 13, 2023; November 16, 2023; December 4, 2023; December 11, 2023; December 14, 2023.
- C. Pursuant to MGL c. 30A, §21(a)(6) to consider the purchase, exchange, lease or value of real property if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the Town; 62 Route 28, West Harwich

III. **PLEDGE OF ALLEGIANCE**

IV. **PUBLIC COMMENTS/ANNOUNCEMENTS**

- A. Next Select Board Meeting is Monday, January 29, 2024

V. **JOINT MEETING WITH THE SELECT BOARD AND HARWICH AFFORDABLE HOUSING TRUST**

- A. Discussion on Harwich Affordable Housing Trust liaison
- B. Update from the Chair of the Harwich Affordable Housing Trust

VI. **NEW BUSINESS**

- A. Discussion on Harwich Housing Committee charge; Votes may be taken
- B. Discussion on the By-law Charter Review Committee charge; Votes may be taken
- C. ***Discussion on By-law Charter Review Committee Report dated January 9, 2024; Votes may be taken**
- D. Discussion on the Community Center Facilities Committee charge; Votes may be taken
- E. Approve the following committee appointments as recommended by the Interview Committee:
 - 1. Maryann Campagna, Housing Committee, term to be discussed
 - 2. Matt Hemeon, Housing Committee, term to be discussed
- F. Approve a 2024 Class II Used Car Dealer & Class IV Auto Repair license renewal for Bassil Brothers, Inc. d/b/a United Gas, 570 Route 28
- G. Approve a 2024 Class IV Auto Repair license renewal for V-Tech Auto Center, LLC, 805 Route 28
- H. Approve a 2024 Annual Common Victuallers license renewal for CDVT, Corp. d/b/a Heart of the Sea, 1421 Orleans-Harwich Road

VII. **TOWN ADMINISTRATOR'S REPORT**

VIII. **SELECT BOARD'S MEMBER REPORT**

IX. **CORRESPONDENCE**

X. **ADJOURNMENT**

**Per the Attorney General's Office: The Select Board 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 18, 2024

NEW BUSINESS

HARWICH Housing Committee
Advisory Committee to the Select Board

PURPOSE:

The Harwich Housing Committee is an advisory committee to the Select Board. The objective of the committee is to assist the town and the Harwich Affordable Housing Trust (HAHT) to create and maintain an inventory of housing stock, including affordable housing, available to year-round residents to help determine and encourage additional housing in areas best suited for housing while protecting the environment. The Committee will also recommend housing to the Select Board that is affordable for individuals and families who do not meet current affordability income requirements to encourage public and private support.

The Housing Advocate shall be under the supervision of the Town Administrator.

COMMITTEE MEMBERS/COMPOSITION/OPERATION:

The Housing Committee shall consist of five (5) members appointed by the Select Board to staggered 3-year terms, which will run from July 1 to June 30. Each year the Housing Committee will reorganize and elect a Chair, Vice Chair and Clerk during the first meeting in July per the Town Charter, Chapter 7, Section 2, General Provisions. Per the Harwich Town Code, Section 7-11 9g) a member of the Housing Committee will have a seat on the Community Preservation Committee.

SCOPE AND PROCEDURE:

The Harwich Housing Committee will be responsible for quantifying and understanding the housing needs of Harwich. The Committee will recommend and advocate for Town policy and bylaw revisions to expand affordable housing. The Committee will conduct public outreach and community engagement regarding affordable housing as well as preserve existing affordable housing. The Committee will explore and recommend incentives to encourage private sector creation of affordable housing to the Harwich Affordable Housing Trust and the Select Board and collaborate with other housing agencies and groups.

When directed by the Select Board and/or the Harwich Affordable Housing Trust in conjunction with the Housing Advocate, the Harwich Housing Committee will then work to accomplish the directive by holding public meetings to discuss and gain public input specific to the request of the Select Board and/or the Harwich Affordable

Housing Trust. The agenda items will represent the interest of the Select Board, the Harwich Affordable Housing Trust, committee, or the public.

The Committee will meet jointly with the Harwich Affordable Housing Trust, semi-annually, to discuss affordable housing developments and other mutual agenda items. The Chairs of each committee will prepare agendas for the joint meetings with the aid of the Housing Advocate. All meeting minutes will be shared with each committee. The Committee and the Harwich Affordable Housing Trust will work together to develop an affordable housing plan which will be updated annually and presented to the Select Board.

CONDUCT:

The **Harwich Housing** Committee shall post meeting notices, maintain and post meeting minutes as required under open meeting law. If the **Harwich Housing** Committee has any concerns relative to **Harwich Affordable Housing Trust** policies, such concerns shall be relayed exclusively to the Select Board. If a member of the **Harwich Housing** Committee has any concern regarding the **Housing Advocate**, it shall communicate such concerns exclusively to the Town Administrator.

BY-LAW/CHARTER REVIEW COMMITTEE

PURPOSE

The By-Law/Charter Review Committee (BCRC) is an advisory committee to the Select Board and adheres to the Harwich Charter, Chapter 7 Section 16 and the Harwich By-Laws Chapter 7 Article III Section 7-10.

COMPOSITION

The BCRC is an advisory board comprised of five members appointed by the Select Board for a three-year term, such term will run from July 1 to June 30. Annually, at the first meeting after July 1, the BCRC shall elect a Chair, Vice-Chair and Clerk.

SCOPE AND RESPONSIBILITIES

- *Regularly review the Harwich Charter and the Harwich By-Laws Part I Administration of the Government , and submit proposed amendments to the Select Board under Section 2 of Chapter 10 of this Charter
- *Submit proposed revisions to Town Meeting at least once every 5 years
- *All articles proposing changes to the Charter and/or By-Laws shall be reviewed by BCRC. The Select Board shall submit all such articles to the By-Law/Charter Review committee not later than 5 days after the deadline for submission of articles.
- *Shall submit a report to town meeting concerning any proposed amendments and/or revisions including BCRC recommendations
- *Annually, shall present, in person, a written report to Select Board of BCRC activities.

CONDUCT

The BCRC shall post meeting agendas, maintain and post meeting minutes, as required under Open Meeting Law. The BCRC shall notify the Select Board Liaison in writing to address any concerns or issues that then shall be brought to the attention of the Select Board within a reasonable timeframe. If said concerns are not addressed in a reasonable time frame, the BCRC shall notify the Select Board in writing.

Adopted by the By-Law/Charter Review Committee___11/29/2023_____

Adopted by Select Board_____

To Harwich Select Board
From By-law/Charter Review Committee
RE Review of Charter and Bylaws to date
Date January 9, 2024

As directed by the Town Meeting, the Committee has undertaken a review of the current charter and bylaws of the Town. Since there has been no action taken by town administration regarding use of outside consultants, we have, in the spirit of an open and cooperative process, spoken to various committees and members of town administration, and have reviewed other town charters, and sought other professional advice.

Housekeeping overall changes needed to both the Charter and town bylaws.

1. Per article 40 as passed at May 2022 annual town meeting, the name Board of Selectmen was changed to “Select Board” and “Select Board member” and should be changed in all places in both documents. (currently underway according to town administrator Powers).
2. In the spirit of inclusion, change all references for chairman or vice chairman to chair or vice chair, in all places in all documents. May take an article to effect this change.
3. In all relevant places in the documents, change the order of applicable governances to this charter, by-laws, and general laws. Inconsistent in the documents.

Topics for future discussion and consideration

1. Consideration of term limits, for elected and /or appointed positions on town boards, committees and commissions.
2. Should Finance Committee vote recommendations for town meeting articles on only financial articles, or continue to vote recommendations on all articles.
3. Change from open meeting to representative town meeting (note: Charter Commission purview)
4. Consider changing the election of Select Board members from all at-large to a precinct concept with one at large member and four from specific precinct. (note: Charter Commission purview)
5. Chapter 5 of the Charter on Town Administrative Organization- overall, this chapter lays out the authority of the town administrator to set the organizational structure, subject to approval of select board. This section needs updating since it does not appear to reflect the current situation.
6. Position of Town Clerk: elected or appointed
7. Remaining charter sections and associated by-laws

Current proposals for Charter

Charter of Town of Harwich

Chapter 1 Town Incorporation, Form of Government and Powers

Add Section 1-3-2 under Scope and Construction of Town Powers

1-3-2. The Harwich Home Rule Charter is essentially the town constitution that establishes the government structure and outlines its authority and its limitations. Under Home Rule, the town is empowered by state law to do anything not specifically denied by the state constitution, the General Assembly, or the charter itself. In the absence of specific language in the charter regarding a matter of local governance, the by-laws of the town prevail. In the absence of specific language in the charter or by-laws of the town, relevant Massachusetts general law prevails.

Reason-to clarify the order that the town must follow in determining legislative authority.

Chapter 2 Town Meeting

2-2-2 (changes underlined)

The warrants for all town meetings shall be published in a newspaper of general circulation with the town at least 14 days before the meeting and shall be posted in a public place in every precinct in the town at least 14 days before the meeting. In addition, the warrants shall be mailed to every household having at least one registered voter and posted on the town's website.

Reason: not everyone gets the Chronicle or the Cape Cod Times. Increases transparency to and knowledge of the registered voters.

Under 2-3 Procedures

New language

2-3-1 The annual election of town officers shall be called under clause 8-1-1 of chapter 8. The annual town meeting shall meet regularly in the first week of May to consider and adopt annual operating and capital budgets, and to act on financial and other matters. The meeting shall be continued on other days, until all articles in the warrant have been acted upon.

2-3-2 The fall town meeting shall also meet regularly in the first week in October to consider and act upon matters of planning, zoning, and all other matters of a by-law or charter nature, as well as to consider and act upon such other business, including matters involving an appropriation of town funds, as may properly come before the meeting. The meeting shall continue on other days, until all articles in the warrant shall have been acted upon.

2-3-3 Unless the article has been submitted by petition in accordance with Section 2-4-1, no article calling for the appropriation of funds shall be included in any fall town meeting warrant unless the proposed expenditure has been recommended by the select board and the finance committee, acting separately at separate meetings.

Current section 2-3-2 shall be renumbered as 2-3-4

Current section 2-3-3 shall be renumbered as 2-3-5

2-3-6 (change from 2-3-4) In all procedural matters, the town meeting shall be governed by **this charter, by-law, and general law.**

Reasons-allow for flexibility in scheduling, including Saturday. Also, a general issue has been the length of town meetings, in recent years going over three long nights. Splitting the primarily financial and primarily by-law topics into two meetings should result in shorter meetings and will encourage more participation by the registered voters.

Section 2-8-1 (changes underlined)

All proposed operating expenditures shall be included in a single article in the town meeting warrant, except any additions to part-time or full-time staff must be included in a separate article in the warrant.

Chapter 3 Board of Selectmen (change voted to Select Board)

Proposed New section

3-2-4 The Select Board shall participate in the budget process, directly reviewing budget requests and having input at all levels of the process. Throughout the fiscal year, the Select Board, with the Finance Committee, shall monitor the financial performance of the town.

Current

3-5-3 The board of selectmen shall have the authority to designate from time to time one or more of its members to sign warrants for the payment of town funds in the absence of the town administrator as referenced in clause 4-6-1. This designation shall be by a majority of the board at a duly called and held public meeting. The vote shall take effect as soon as a written copy of it signed by a majority of the board is filed in the offices of the town clerk, town accountant and town treasurer.

Proposed new language

3-5-3 The select board chair shall have the authority to designate from time to time one or more of its members to sign warrants for the payment of town funds in the absence of the town administrator as referenced in clause 4-6-1. The town treasurer shall be notified by the chair of this designation.

Chapter 4 The Town Administrator

Proposed changes

Current 4-3-1

The town administrator shall be the chief administrative officer of the town and shall be responsible for administering and coordinating all employees, activities and departments placed by general law, this charter, or by-law under the control of the board of selectmen and of the town administrator.

Proposed (changed underlined and strike thru)

The town administrator shall be the chief administrative officer of the town and shall be responsible for administering and coordinating all employees, activities and departments placed by this charter, by-law or general law ~~general law, this charter, or by-law~~ under the control of the ~~board of selectmen~~ select board and of the town administrator. The town administrator shall comply with all provisions of this charter, by-laws, and general laws.

4-3-2(e)

Current

Keep the board of selectmen informed regarding all departmental operations, fiscal affairs, general problems, and administrative actions, and to this end submit regular reports to the board.

Proposed (changed underlined and strike thru)

Keep the select board ~~board of selectmen~~ informed regarding all departmental operations, fiscal affairs, general issues ~~problems~~, and administrative actions, and to this end provide detailed quarterly financial reports, including but not limited to, receipts and disbursements, ~~submit regular reports~~ submit regular reports to the board.

4-3-2 (i)

Change (in second line) water department to water/wastewater department.

4-4-3

Current

The town administrator shall appoint the harbormaster and any assistant harbormasters.

Proposed Eliminate 4-4-3. Town administrator has authority to do this under 4-4-1 and 4-4-2.

4-5-2

Current

The creation of any new full-time compensated position which requires the approval of the board of selectmen shall not become effective until the position has been funded by a vote of town meeting.

Proposed (new language underlined, strike throughs)

The creation of any new or additional ~~full-time~~ compensated position which requires the approval of the select board ~~board of selectmen~~ shall not become effective until the position has been funded by a vote of town meeting as specified in chapter 2 Section 8-1 of this charter.

Proposals for Bylaws of the Town of Harwich

Part 1 Chapter 7 Administration

Section 7-2 Report of financial condition; warrant. (current wording)

The Selectmen shall report to the Annual Town Meeting the financial condition of the Town at the close of the fiscal year preceding such meeting. Said report shall state what expenditures have been made and what balance of appropriations, if any, remains unexpended and shall contain the warrant for the next Annual Town Meeting

Proposed new wording:

The Select Board shall report to the Annual Town Meeting on the financial condition of the Town at the close of the fiscal year preceding such meeting. Said report shall state the revenues received and expenditures made and shall include the warrant for the Annual Town Meeting The following items shall be included in the appendix of the report:

- The proposed budget for the next fiscal year, including anticipated receipts
- The Capital Plan
- Statements of Activity including balances of all Revolving Accounts at close of previous fiscal year and at the close of the previous calendar year.
- The Sources and Uses of funds

Part 1 Chapter 271 Town Meeting

Current Section 271-3

During the legislative session of the Town Meeting, the floor shall be occupied solely by registered voters, and it shall be the duty of the Moderator to clear the floor of all nonvoters. Nonvoters shall not address the Meeting without majority consent thereof; provided, however, that the Moderator may allow a nonresident department head to speak on any article the subject matter of which might affect that department or in response to questions from the floor.

Proposed (new language underlined)

During the legislative session of the Town Meeting, the floor shall be occupied solely by registered voters, and it shall be the duty of the Moderator to clear the floor of all nonvoters. Nonvoters shall be allowed to ~~not~~ address the Meeting at the discretion of the Moderator ~~without majority consent thereof~~; provided, however, that the Moderator shall allow a nonresident department head to speak on any article the subject matter of which might affect that department or in response to questions from the floor.

Current Section 271-16

Votes of the Board of Selectmen and Finance Committee establishing recommendations regarding Town Meeting articles shall be made available upon the request of any registered voter at a Regular or Special town Meeting.

Proposed (changed underlined, strike thru)

Votes of the Select Board ~~Board of Selectmen~~ and Finance Committee establishing recommendations regarding Town Meeting articles shall be printed in the warrant with each individual's recorded vote. ~~made available upon the request of any registered voter at a Regular or Special town Meeting.~~

Article 55 of the May 2019 annual town meeting was passed and all the votes by these two committees shall be printed in the warrant with each individual's recorded vote. Article for May 2024 town meeting required to correct 271-16.

Submitted by By-law/Charter Review Committee

Linda Cebula, Noreen Donahue, Anita Doucette, Sandra Hall, and Deborah Sementa

Community Center Facilities Committee

PURPOSE:

The Community Center Facilities Committee was created from the 1998 STM (Special Town Meeting) Article 5. The Committee is a sounding board ensuring that the needs of all Harwich residents are met in the building that is shared by the Council on Aging, Recreation and Youth Services, the Cemetery Department, Veterans Affairs, Meals on Wheels and the Harwich Channel. The Committee discusses and provides input to facility operations, budgets and plans that are submitted to the Town Administrator.

COMMITTEE MEMBERS / COMPOSITION / OPERATION:

The Community Center Facilities Committee is made up of five (5) members appointed for staggered 3 – year terms. One member from the Council on Aging, one for the Youth and Recreation Commission and three at large.

SCOPE AND PROCEDURE:

- (1) Establish communication with the Council on Aging, the Recreation and Youth Commission and other community groups and organizations to determine the potential demand for use of the Community Center.
- (2) Assist, review, implement and oversee policies and procedures for the use of shared areas of the Community Center and for the general operation of the building and grounds, including, but not limited to: procedures for providing balanced access to various shared areas; distribution of information as needed to community groups and citizens with respect to those policies; review of procedures for dispute resolution. Adoption of any such policies, including additions or amendments to existing policies shall be subject to the prior approval of the Selectboard.
- (3) Review the annual budget for the maintenance and operation of the facility prior to submission to the Town Administrator.
- (4) Undertake such other responsibilities relative to the use and maintenance of the facility as the Selectboard may from time to time direct or charge.
- (5) Periodically update the Selectboard as to the status of operations and current or potential problems.
- (6) Review and submit to the Selectboard an annual report suitable for inclusion in the Town Report by December 31st of each year.

CONDUCT:

The Community Center Facilities Committee shall observe the requirements of the Open Meeting Law, the Charter of the Town of Harwich, and Robers Rules of Order in the conducts of its business. The Committee will meet no less than once per month and maintain the minutes of all meetings and file copies of those minutes in a timely fashion with the Town Clerk and the Board of Selectmen. The Committee is responsible for the information provided in the Town of Harwich Committee Handbook available at the Town of Harwich Administration Office.

Recommendations from the Select Board Interview Committee 1/22/2024

Following posted interviews, we would like to recommend to the Board the following appointments:

Applicant: **Vacancy** **Term/Recommendation**

Maryann Campagna	Harwich Housing Committee	TBD
Matt Hemeon	Harwich Housing Committee	TBD

There are 3 vacancies on the Housing committee with the following terms available:

June 30, 2024

June 30, 2026

June 30, 2026



**CITIZENS ACTIVITY VACANCY FORM
ACT NOW -- SERVE YOUR COMMUNITY**

Town government needs citizens who are willing to give time in the service of their community. The Citizens Activity Record program was adopted by the Selectmen as a means of compiling names of interested citizens to serve, on a voluntary basis, on Boards and Committees.

Activity records are being updated to include categories consistent with the changing needs of the Town. Indicate your order of preference and return this form to:

**CITIZENS ACTIVITY VACANCY FORM
BOARD OF SELECTMEN
732 Main Street, Harwich, MA 02645**

Name: Maryana Campagna Street/P.O. Box: _____
Town/Zip: 02646 Telephone: _____
Email: _____ Occupation: Social Worker

(LIST IN ORDER OF PREFERENCE)

PLANNING AND PRESERVATION

- Agricultural Commission
- *Board of Appeals
- Brooks Academy Museum Commission
- Building Code Board of Appeals
- By-law/Charter Review Committee
- Community Preservation Committee
- *Conservation Commission
- Cultural Council Committee
- Forest Committee
- Harwich Energy Committee
- Historic District and Historical Commission
- *Planning Board
- Real Estate and Open Space Committee
- Traffic Safety Committee
- Trail Committee
- OTHER _____

RECREATION

- Bikeways Committee
- Golf Committee
- Recreation & Youth Commission
- Waterways Committee

OTHER

- Affordable Housing Trust
- *Board of Assessors
- *Board of Health
- Capital Outlay Committee
- Cemetery Commission
- Community Center Facilities Committee
- Constable
- Council on Aging
- Finance Committee
- Harwich Accessibility Rights Committee
- Harwich Center Initiative Committee
- Harwich Housing Committee
- Harwich Port Parking Committee
- Herring Supervisor (Voluntary)
- Noise Containment Committee (Ad Hoc)
- Shellfish Constable (Voluntary)
- Treasure Chest Committee
- Voter Information Committee
- Wastewater Support Committee - Inactive
- Youth Services Committee
- Voter Information Committee

* Please include a resume with form

EDUCATIONAL BACKGROUND

- Berkeley Business College – 1 year certification
- Cape Cod Community College – Associates' Degree
- Lesley University – Bachelor of Science Degree
- Rhode Island College – Masters' in Social Work

RELEVANT SKILLS:

- Team/Group Leadership
- Business Administration Experience: Dental Office, Advertising NYC
- Provincetown Schools Social Worker (pre-K through 12)
- Child & Family Services – clinical psychotherapist
- Department of Children & Families (Board member for 6+ years)
- Homeless Prevention Council – presently, Executive Board member
- Women's Health Counselor
- Fundraising/Development experience
- 4C's Mentor with A.C.C.E. (Advocates for a Community College Education)

REASONS FOR INTEREST IN COMMITTEE/COMMISSION/BOARD:

Being a member of the Homeless Prevention Council's Board of Directors for six years, housing insecurity has met an all-time high in our community. We cannot push those away who need safe, secure housing. Timing for affordable housing is now, as many residents are moving off-Cape. The HPC annual report for 2020 lists Harwich as serving 382 families – the largest number of families in our catchman area of Harwich to Provincetown. Harwich needs to continue work on ADU's, barracks, dorms for housing alternatives that are affordable.

My years of experience working with youth enable me to have passion, insight, knowledge and commitment to the youth in our community. There are students at Monomoy High School who are couch surfing AND homeless!

I've lived on the Cape for over 35 years – raising my three children here. My husband and daughter own/owned businesses in Harwich. It's time for me to give back to my Harwich community. I believe I have the experience and knowledge to help make Harwich an even better place to live.

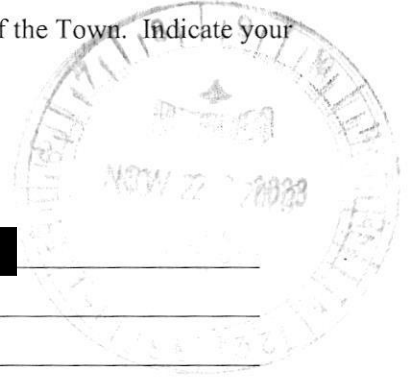
CITIZENS ACTIVITY VACANCY FORM

Volunteer Now – Serve Your Community

Town government needs citizens who are willing to give time in the service of their community. The Citizens Activity Record program was adopted by the Selectmen as a means of compiling names of interested citizens to serve, on a voluntary basis, on Boards and Committees.

Activity records are being updated to include categories consistent with the changing needs of the Town. Indicate your order of preference and return this form to:

**CITIZENS ACTIVITY VACANCY FORM
BOARD OF SELECTMEN
732 Main Street, Harwich, MA 02645**



Name: Matthew Hemeon Text _____ Street/P.O. Box: [REDACTED]
 Town/Zip: Harwich, MA 02645 Telephone: [REDACTED]
 Email: [REDACTED] Occupation: Realtor

(LIST IN ORDER OF PREFERENCE)

PLANNING AND PRESERVATION

- Agricultural Commission
- *Board of Appeals**
- Brooks Academy Museum Commission
- By-law/Charter Review Committee
- Community Preservation Committee
- *Conservation Commission**
- Cultural Council Committee
- Forest Committee
- Harwich Energy & Climate Action Committee
- Historic District and Historical Commission
- *Planning Board**
- Real Estate and Open Space Committee
- Traffic Safety Committee
- OTHER _____

OTHER

- Affordable Housing Trust
- *Board of Assessors**
- *Board of Health**
- Capital Outlay Committee
- Cemetery Commission
- Community Center Facilities Committee
- Constable
- Council on Aging
- Finance Committee
- Harwich Accessibility Rights Committee
- Harwich Housing Committee
- Herring Supervisor (Voluntary)
- Shellfish Constable (Voluntary)
- Treasure Chest Committee
- Voter Information Committee
- Youth Services Committee

RECREATION

- Bikeways Committee
- Golf Committee
- Recreation & Youth Commission
- Waterways Committee

*** Please include a resume with form**

******Please complete back of form.**

EDUCATIONAL BACKGROUND:

Monomoy Regional High School Class of 2015 & Merrimack College Class of 2019

RELEVANT SKILLS:

Real estate, knowledgeable of Harwich, community engagement, business /finance /marketing, social media, working on a team

REASONS FOR INTEREST IN COMMITTEE/COMMISSION/BOARD:

I am interested in joining the Housing Committee because I am passionate about helping housing on Cape Cod. I am born and raised in Harwich and my family has been here for generations. I have been in Real Estate since 2017 and have helped many people buy and sell homes. Nothing brings me more joy than helping a local person with their Real Estate needs. We all know housing is an issue on Cape Cod, and being a full time young professional in the community, I want to get involved to help in any way that I can.

Matthew Hemeon

Profile:

Born and raised in Harwich Port and now a Realtor for William Raveis. Graduate from Monomoy Regional High School in 2015 and Merrimack College in 2019. A young professional ready to dedicate time to working and helping the local community as much as possible. Strengths are in business, finance, management, marketing and real estate.

Education:

Merrimack College, Girard School of Business- North Andover, MA

Bachelor of Science in Business Administration- Concentrations: Finance, Management- May 2019

Honors & Awards: Dean's List & President's List- Cumulative GPA: 3.439

Licenses/Certifications: Securities Industry Essentials (SIE)- 2019; Real Estate Salesperson- 2017; Bloomberg- 2015

Relevant Courses: Financial Markets & Institutions, Portfolio Analysis, Investments, Financial Valuation, Corporate Finance, Managerial Finance, Applied Corporate Finance, Accounting, Economics, Operations Management, Management Information Systems, Strategic Analysis, Principles of Marketing, Marketing Strategy, Human Resource Management, Organizational Behavior, Business Honors, Advertising & Promotion.

Experience:

William Raveis Real Estate: Harwich Port, MA

January 2022 -

present

Real Estate

- Realtor in the Harwich Port Office
- Featured in newsletter for social media presence
- Working on a top producing team

Jack Conway Real Estate: Harwich Port, MA

June 2017 - December

2021

Real Estate

- Completed Cape Realty School, passed the salesperson examination, and joined Jack Conway & Company in the Harwich Port Office working on the Richard Waystack Team. Was offered a role as Tech Trainer corporate-wide to teach other offices/agents about new technology
- Joined Cape Cod and Islands Association of Realtors and Massachusetts Association of Realtors
- Graduated Conway College of Real Estate Knowledge Bachelors Program and Masters Program while completing Continuing Education on General Real Estate Laws and Regulations
- Worked numerous Open Houses, Private Showings, CMA's, Client Meetings, Office time, Staging, Fundraisers and more
- Taught efficient interpersonal and client handling skills as well as experience in the professional world
- Tops in Sales 2021

Hemeon's Garage Power Equipment Sales and Service: Harwich, MA

Summer 2015 - 2016

Entrepreneurship

- Repaired power equipment and learned about what it takes to run/own a business.
- Made deliveries and pickups for power equipment to clients

Cranberry Valley Golf Course: Harwich, MA

May 2014 - May 2015

Maintenance

- Worked maintenance on the golf course every day from 4 am - 1 pm
 - Demonstrated strong work ethics and discipline
-

Leadership & Volunteer Experience:

Present

Real Estate:

Volunteering

- Working to join a committee on the Cape Cod and Islands Association of Realtors
- Participating in town during Music in the Port in the summer
- Community Golf tournaments

Merrimack College: North Andover, MA

September 2015 - 2019

Team Leading

- Always first to be a team leader by helping teach peers around me and to achieve our goal as a team
- Most effective with BankExec simulation and case studies for corporate finance/portfolio analysis as well as DCF valuations for Financial Valuation

Lawrence Boys and Girls Club: Lawrence, MA

September 2017 - January 2018

Volunteering

- Went to the Lawrence Boys and Girls Club to help with the after school program
- Assisted kids that were in 8th grade or younger with homework

Skills & Interests: Self-starter and conscientious local Realtor that is active in the community. Great interpersonal, communication, and planning skills, as well as teamwork ability. Some interests include the stock market, real estate, traveling, fitness, nature, and sports.




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

APPLICATION FOR AUTO LICENSE RENEWAL

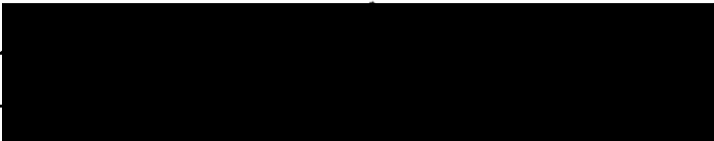
Check all applicable:

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

FEE: \$100 each


BUSINESS NAME Bassil brothers Inc.
D/B/A United gas PHONE 508 432 6940
BUSINESS ADDRESS 570 Route 28 Harwich port Ma 02646
MAILING ADDRESS Same
NAME OF OWNER Rabih Bassil
EMAIL ADDRESS 

IF CORPORATION OR PARTNERSHIP, LIST OFFICER INFORMATION BELOW.

Name	Title	Address
<u>Rabih bassil</u>	<u>owner</u>	

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.

 _____ Date 7/10/24

Signature of Applicant, Owner or Manager



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.



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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 V-TECH AUTO CENTER LLC

D/B/A _____ PHONE 508-432-6607

BUSINESS ADDRESS 805 RT-28

MAILING ADDRESS SAME

NAME OF OWNER VLADISLAV ANGELOV


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.

 11/16/24
Signature of Applicant, Owner or Manager Date

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 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 CDVT Corp Phone 774 237 9973

Doing Business As (d/b/a) Heart of the Sea

Business Address 1421 Orleans - Harwich Rd Harwich 02645

Mailing Address _____

Email Address _____

Name of Owner _____

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

- Juan P Orozco (President) (Secretary) _____
- Madelin Segovia (Vice president) _____
- Christian Diaz (Director) _____

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.

Juan P Orozco
 Signature of Applicant, Owner or Manager

01/10/2024
 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.