

SELECTMEN’S MEETING AGENDA*

*Donn B. Griffin Room, Town Hall
732 Main Street, Harwich, MA
Regular Meeting 6:00 P.M.
Monday, February 6, 2023*

Remote Participation Optional:

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

<https://meet.goto.com/339988205>

You can also dial in using your phone.

Access Code: 339-988-205

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. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENTS/ANNOUNCEMENTS

A. Committee Vacancies

B. Next Board of Selectmen Meeting will be Tuesday, February 21, 2023

IV. FISCAL YEAR 2024 COMPREHENSIVE BUDGET AND MESSAGE

A. Finance Director to present the Fiscal Year 2024 Sources and Uses table

B. Town Administrator to present the Fiscal Year 2024 Comprehensive Budget, Budget Message and financial forecast

V. CONSENT AGENDA

A. Approve Board of Selectmen Meeting Minutes:

1. January 17, 2023

2. January 23, 2023

B. Approve the following committee appointment for the Harwich Accessibility Rights Committee (HARC):

1. Donna Richardson – Term to expire 2/28/2026

VI. NEW BUSINESS

A. Discussion – Education on fertilizer

B. Update on Opioid funding

C. Vote to appoint a member of the Board of Selectmen to the Harwich Affordable Housing Trust Fund Board of Trustees

D. Conduct the Second Reading, per Board of Selectmen Policy on Policy Development, to amend the Board of Selectmen policy on remote participation; Votes may be taken

E. Herring River Route 28 Landing – Stormwater Remediation Project Design; Votes may be taken

F. Discussion on Keno Application submitted to Massachusetts State Lottery Commission pursuant to M.G.L. Chapter 10, Section 27A; Votes may be taken

VII. TOWN ADMINISTRATOR’S REPORT

VIII. SELECTMEN’S REPORT

IX. CORRESPONDENCE

X. ADJOURNMENT

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

Authorized Posting Officer:

Posted by: _____
Town Clerk

Danielle Freiner, Executive Assistant

Date: _____
February 2, 2023

PUBLIC
COMMENTS /
ANNOUNCEMENTS

**Town of Harwich
Board of Selectmen Committee Vacancies
02/03/2023**

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
Harwich Housing Committee	1
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

FISCAL YEAR 2024
COMPREHENSIVE
BUDGET AND MESSAGE

Town of Harwich
Budget FY2024

Budget

Forecast

Line #	SOURCES OF FUNDS	FY 2023	FY 2024	%
1	Tax Levy Limit (R/E & PP)	57,257,585	58,900,000	2.9%
2	Local Receipts	14,215,546	14,806,962	4.2%
3	<u>State Aid</u>			
4	Cherry Sheet	725,976	766,160	5.5%
5	Overlay Surplus	200,000	200,000	0.0%
6	<u>Transfers:</u>			
7	Total Transfers In from Other Sources:	1,369,084	1,379,810	
8	TOTAL SOURCES	73,768,191	76,052,932	3.1%
9	USES OF FUNDS			
10	<u>Charges:</u>			
11	State-Cherry Sheet Charges (CCC & BC Tax)	825,267	825,310	
12	Overlay (Abatements- Taxes)	450,000	450,000	
13	TOTAL CHARGES	1,275,267	1,275,310	0.0%
14	NET AVAILABLE Sources	72,492,924	74,777,622	3.2%
15	Town Operating Budget	29,203,912	-	0.0%
16	<u>Semi-Fixed Cost</u>			
17	Barnstable County Retirement	3,504,895	3,469,024	-1.0%
18	Debt Service	3,092,196	2,541,802	-17.8%
19	Health Insurance	5,275,725	5,592,269	6.0%
20	OPEB	250,000	250,000	0.0%
21	Property & Liab. Insurance	930,082	976,060	4.9%
23	Unemployment	20,000	20,000	0.0%
24	Total Fixed Cost	13,072,897	12,849,154	-1.7%
25	Cape Cod Tech HS	1,895,921	1,964,174	3.6%
26	Monomoy Regional School District	27,301,458	28,392,919	4.0%
27	TOTAL USES	72,749,455	44,481,557	-38.9%
29	NET SOURCES & USES	\$ 1,018,736	\$ 31,571,375	



OFFICE OF THE TOWN ADMINISTRATOR

732 MAIN STREET, HARWICH, MA 02645

Joseph F. Powers, *Town Administrator*
Meggan M. Eldredge, Assistant Town Administrator

Phone (508) 430-7513
Fax (508) 432-5039

MEMO

TO: Board of Selectmen

FROM: Joseph F. Powers, Town Administrator

CC: Meggan M. Eldredge, Assistant Town Administrator
Ann Marie Ellis, Finance Director/Town Accountant

RE: Budget Message for Fiscal Year 2024

DATE: Monday, February 6, 2023

This memorandum complies with the requirements of the Harwich Charter, Chapter 9, Section 2, Clause 9-2-4 which states, "On or before the second Tuesday of February, the town administrator shall submit to the board of selectmen a comprehensive budget for all town functions for the ensuing fiscal year and shall submit to the selectmen a budget message."

Philosophical approach

My proposed budget for Fiscal Year 2024, especially as it relates to the various town departments and the town's operating budget, is to support growth in programming to:

1. Return to pre-pandemic programming levels at the **Community Center** (which ties to my support for an increase in related costs for program and custodial support); and
2. Enhance our post-pandemic capabilities in the key areas of:
 - a. **Community Development** (with a focus on Building and Planning functions);
 - b. **Public Safety** (with an emphasis on the Fire Department to bring in more firefighters); and
 - c. **Recreation** (relying on cost savings year over year to begin expanding programs for families and youth programs).

The Overall Forecast

As you saw in the "Sources & Uses" table provided to you back on January 23, 2023 by the Finance Director, the budget for Fiscal Year 2024 is predicated on the following assumptions (forecast) as of this writing:

Sources & Uses Snapshot for Fiscal Year 2024

	Fiscal Year 2024	Change from Prior Year
Net Available Sources:	\$74,777,622	3.2%
Proposed Uses for Fiscal Year 2024		
Town Operating Budget	\$30,597,977	4.7% ¹
Total Fixed Costs	\$12,849,154	-1.7%
Cape Cod Tech HS	\$1,964,174	3.6% ²
Monomoy Regional School District	\$28,392,919	4.0 ²
Net Sources & Uses	\$1,004,898	

Please note the Finance Director/Town Accountant will be speaking to that forecast document prior to my presentation on this budget message.

Enhancements of Services

Our Department Heads continue to be great partners in the budget development process as well as the program and budget management processes. The priorities listed above are enhancement of services requests that I accepted and incorporated into my budget.

The acceptance or exclusion of any enhancements of services are not a reflection on the proposals or proposer. Each Department Head that requested an enhancement of services has articulated a cogent argument. I will detail the proposals that were not included as I have instructed those Department Heads to present their case at our budget discussion on March 4, 2023.

The Bottom Line

While the Town of Harwich remains strong financially with a sustained AAA Bond Rating, key reserves for stabilization, OPEB and new stabilization funds online for both wastewater and affordable housing, we remain wary of outside economic influencers, global strife and supply chain issues.

As we progress through the calendar towards our Annual Town Meeting, the following are key dates allowing for the opportunity for in-depth analysis and discussion on the overall budget picture for 2024 and beyond:

- **Tuesday, February 21, 2023:** The Board of Selectmen must transmit the budget to the Finance Committee and determine whether to do so “with or without amendment” in accordance with the Charter;
- **Saturday, March 4, 2023:** The Board of Selectmen and Finance Committee have agreed to hear, jointly, from the Department Heads on the FY 2024 budget; and
- **Thursday, March 9, 2023:** The public hearing date for the FY 2024 budget in accordance with the Charter.

¹ FY 2023 Operating Budget was adjusted from \$29,115,995 to \$29,203,995 to include the actions at the 2022 Special Town Meeting

² Both Education Budgets are preliminary figures as of February 1, 2023

I have attached the following documents for your review:

- A spreadsheet detailing the department requests versus what I have accepted (2024 TA);
- A spreadsheet detailing all of the enhancement of services detailing the requested amount and description of the purpose;
- The Sources & Uses Table originally presented on January 23, 2023 which provides broader detail on the forecast for Fiscal Year 2024.

It is my honor to present this budget message and related documents to you as we move closer to Annual Town Meeting. I welcome and expect a vigorous and thorough vetting and discussion on the proposed budget for Fiscal Year 2024.

Thank you to you for your consideration and for the entire team of department heads and staff for their assistance in guiding me with their input.

**FY 2024 OPERATING BUDGET
TOWN ADMINISTRATOR RECOMMENDATIONS**

February 6, 2023

DEPT #	DEPT NAME	2024 REQUEST	2024 TA
1 114	MODERATOR S&W	1,000	1,000
2 122	SELECTMEN S&W	12,500	12,500
3 122	SELECTMEN - EXP	8,750	8,750
4	Sub-Total	21,250	21,250
5 131	FINANCE COMMITTEE S&W	3,000	3,000
6 131	FINANCE COMMITTEE - EXP	2,000	2,000
7	Sub-Total	5,000	5,000
8 131	FINANCE COMMITTEE RESERVE FUND	50,000	50,000
9 135	TOWN ACCOUNTANT - SAL	274,743	274,743
10 135	TOWN ACCOUNTANT - EXP	9,844	9,844
11 136	AUDIT - EXP	49,000	49,000
12	Sub-Total	333,587	333,587
13 141	ASSESSORS - S&W	267,306	223,596
14 141	ASSESSORS - EXP	167,080	147,080
15	Sub-Total	434,386	370,676
16 143	TOWN COLLECTIONS - S&W	14,000	14,000
17 143	TOWN COLLECTIONS - EXP	9,190	9,190
18	Sub-Total	23,190	23,190
19 144	POSTAGE	50,000	50,000
20 145	TREASURER - S&W	300,122	300,122
21 145	TREASURER - EXP	93,173	93,173
22	Sub-Total	393,295	393,295
23 148	MEDICARE & VACATION	444,354	444,354
24 149	ADMINISTRATION - S&W	468,861	438,861
25 149	ADMINISTRATION - EXP	183,000	163,000
26	Sub-Total	651,861	601,861
27 152	LEGAL SERVICES - EXP	185,000	185,000
28 152	CLAIMS & SUITS	500	500
29	Sub-Total	185,500	185,500

**FY 2024 OPERATING BUDGET
TOWN ADMINISTRATOR RECOMMENDATIONS**

February 6, 2023

DEPT #	DEPT NAME	2024 REQUEST	2024 TA
30 155	INFORMATION TECHNOLOGY - S&W	94,758	94,758
31 155	INFORMATION TECHNOLOGY - EXP	474,247	474,247
32	Sub-Total	569,005	569,005
33 156	IT CHANNEL 18 S&W	166,596	166,596
34 156	IT CHANNEL 18 EXPENSES	48,194	48,194
35	Sub-Total	214,790	214,790
36 157	CONSTABLE S & W	700	700
37 161	TOWN CLERK - S&W	241,762	241,762
38 161	TOWN CLERK - EXP	60,360	60,360
39	Sub-Total	302,122	302,122
40 171	CONSERVATION - S&W	193,950	170,167
41	CONSERVATION - EXP	9,032	9,032
42	Sub-Total	202,982	179,199
43 173	HOUSING ADVOCATE - S&W	75,223	75,223
44	HOUSING ADVOCATE - EXP	2,500	2,500
45	Sub-Total	77,723	77,723
46 174	TOWN PLANNER - S&W	171,503	171,503
47	TOWN PLANNER - EXP	7,937	7,937
48	Sub-Total	179,440	179,440
49 176	BOARD OF APPEALS - S&W	2,050	2,050
50	BOARD OF APPEALS - EXP	4,256	4,256
51	Sub-Total	6,306	6,306
52 180	ALBRO HOUSE - EXP	5,000	5,000
53 181	OLD RECR BUILDING - EXP	6,500	6,500
54 182	WEST HARWICH SCHOOL - EXP	0	0
55	Sub-Total	11,500	11,500
56 183	COMMUNITY DEVELOPMENT - S&W	0	0
57 183	COMMUNITY DEVELOPMENT - EXP	5,898	5,898
58	Sub-Total	5,898	5,898
59 191	PUBLIC BUILDINGS REPAIRS	2,000	2,000
60 192	TOWN/FIN COM REPORTS	10,000	10,000

**FY 2024 OPERATING BUDGET
TOWN ADMINISTRATOR RECOMMENDATIONS**

February 6, 2023

DEPT #	DEPT NAME	2024 REQUEST	2024 TA
61 194	ADVERTISING	30,000	30,000
62 210	POLICE - S&W	4,404,665	4,404,665
63 210	POLICE - EXP	604,555	604,555
64	Sub-Total	<u>5,009,220</u>	<u>5,009,220</u>
65 220	FIRE - S&W	5,109,239	5,109,239
66 220	FIRE - EXP	780,714	780,714
67	Sub-Total	<u>5,889,953</u>	<u>5,889,953</u>
68 241	BUILDING - S&W	464,014	464,014
69 241	BUILDING - EXP	17,085	17,085
70	Sub-Total	<u>481,099</u>	<u>481,099</u>
71 291	EMERGENCY MANAGEMENT - S&W	5,515	5,515
72 291	EMERGENCY MANAGEMENT - EXP	8,500	8,500
73	Sub-Total	<u>14,015</u>	<u>14,015</u>
74 296	NATURAL RESOURSCES S&W	124,320	124,320
75 296	NATURAL RESOURCES - EXP	27,100	27,100
76	Sub-Total	<u>151,420</u>	<u>151,420</u>
77 297	PLEASANT BAY ALLIANCE	25,232	25,232
78 411	TOWN ENGINEER - S&W	176,277	176,277
79 411	TOWN ENGINEER - EXP	40,850	40,850
80	Sub-Total	<u>217,127</u>	<u>217,127</u>
81 421	HIGHWAY - S&W	2,899,220	2,845,238
82 421	HIGHWAY - EXP	3,881,470	3,879,936
83	Sub-Total	<u>6,780,690</u>	<u>6,725,174</u>
84 423	SNOW/ICE - S&W	40,000	40,000
85 423	SNOW/ICE - EXP	95,000	95,000
86	Sub-Total	<u>135,000</u>	<u>135,000</u>
87 424	STREET LIGHTS	30,000	30,000

**FY 2024 OPERATING BUDGET
TOWN ADMINISTRATOR RECOMMENDATIONS**

February 6, 2023

DEPT #	DEPT NAME	2024 REQUEST	2024 TA
88 491	CEMETERY ADMINISTRATION - S&W	80,162	80,162
89 491	CEMETERY ADMINISTRATION - EXP	5,108	5,108
90	Sub-Total	85,270	85,270
91 510	BOARD OF HEALTH - S&W	270,474	270,474
92 510	BOARD OF HEALTH - EXP	21,824	21,824
93	Sub-Total	292,298	292,298
94 540	COMMUNITY CENTER - S&W	259,832	259,832
95 540	COMMUNITY CENTER - EXP	142,152	142,152
96	Sub-Total	401,984	401,984
97 541	COUNCIL ON AGING - S&W	443,190	443,190
98 541	COUNCIL ON AGING - EXP	116,773	116,773
99	Sub-Total	559,963	559,963
		47,980	
100 542	YOUTH COUNSELOR S&W	105,148	105,148
101 542	YOUTH COUNSELOR EXPENS	4,430	4,430
102	Sub-Total	109,578	109,578
103 543	VETERANS EXPENSE/BENEFITS	145,018	145,018
104 550	DISABILTY RIGHTS - EXP	500	500
105 560	HUMAN SERVICES	83,250	83,250
106 610	LIBRARY - S&W	849,148	849,148
107 610	LIBRARY - EXP	305,200	305,200
108	Sub-Total	1,154,348	1,154,348
109 629	RECREATION SEASONAL S&W	298,919	298,919
110 629	RECREATION & YOUTH S&W	268,724	268,724
111 629	RECREATION & YOUTH EXP	64,225	64,225
112	Sub-Total	631,868	631,868
113 633	HARBORMASTER - S&W	374,319	374,319
114 633	HARBORMASTER - EXP	274,470	274,470
115	Sub-Total	648,789	648,789
116 670	BROOKS ACADEMY MUSEUM COMMISSION - EXP	14,000	14,000

**FY 2024 OPERATING BUDGET
TOWN ADMINISTRATOR RECOMMENDATIONS**

February 6, 2023

DEPT #	DEPT NAME	2024 REQUEST	2024 TA
117 670	HISTORICAL COMMISSION	2,040	2,040
118 670	HISTORICAL COMMISSION	350	350
119	Sub-Total	2,390	2,390
120 692	CELEBRATIONS - EXP	1,600	1,600
121 695	GOLF S&W	1,043,355	1,043,355
122 695	GOLF - EXP	702,122	702,122
123 695	GOLF CAPITAL OUTLAY	73,000	73,000
124	Sub-Total	1,818,477	1,818,477
125 698	CULTURAL AFFAIRS - S&W	79,685	79,685
126	CULTURAL AFFAIRS - EXP	2500	2,500
127	Sub-Total	82,185	82,185
128	GOLF IMA MRSD	84,418	84,418
129	ELECTRICITY - CVEC	77,644	77,644
130	SEALER OF WEIGHTS & MEASURES	13,725	13,725
131	Total Departmental Budgets	30,966,774	30,597,977

#	DEPT #	DEPT NAME	ENHANCEMENT		Explanation/Descriptions
			2024 REQUEST	OF SERVICES	
13	141	ASSESSORS - S&W	267,306		Additional staff and position upgrade (\$43,711) EOS not included
14	141	ASSESSORS - EXP	167,080		Enhanced GIS capabilities (\$20,000) EOS not included
15		Sub-Total	<u>434,386</u>		
24	149	ADMINISTRATION - S&W	438,861	20,000	Funding for enterprise-wide step advancement; expenses related to new hires
25	149	ADMINISTRATION - EXP	163,000	30,000	Enterprise-wide training and development; expenses related to new hires
26		Sub-Total	<u>601,861</u>	<u>50,000</u>	
40	171	CONSERVATION - S&W	193,950		(\$23,120) for additional counter and administrative support EOS not included
41		CONSERVATION - EXP	9,032	0	
42		Sub-Total	<u>202,982</u>	<u>0</u>	
46	174	TOWN PLANNER - S&W	171,503	0	
47		TOWN PLANNER - EXP	6,581		Additional \$1,356 not an EOS but regular expense
48		Sub-Total	<u>178,084</u>	<u>0</u>	
65	220	FIRE - S&W	5,109,239	120,115	Additional hires (4): 2 Firefighter/EMTs and 2 Firefighter/Medics
66	220	FIRE - EXP	780,714	70,750	Expenses related to new hires: equipment, uniforms, academy costs, pre-screening
67		Sub-Total	<u>5,889,953</u>	<u>190,865</u>	
68	241	BUILDING - S&W	452,436	121,403	Increase BI from pt/ft (\$26,563), add Zoning Administrator (\$69011) and fund ZBA Clerk (\$25,829)
69	241	BUILDING - EXP	17,085	0	
70		Sub-Total	<u>469,521</u>	<u>121,403</u>	
81	421	HIGHWAY - S&W	2,901,095	55,857	Custodian and overtime to cover program hours at Community Center (not cemetery EOS)
82	421	HIGHWAY - EXP	3,881,470	1,534	Expenses related to Custodian add
83		Sub-Total	<u>6,782,565</u>	<u>57,391</u>	
94	540	COMMUNITY CENTER - S&W	259,832	44,499	Program Specialist II to return to pre-pandemic programming and hours at Com. Ctr.
95	540	COMMUNITY CENTER - EXP	236,552		
96		Sub-Total	<u>496,384</u>	<u>44,499</u>	
106	610	LIBRARY - S&W	849,148	0	
107	610	LIBRARY - EXP	300,400		Additional \$4,800 not an EOS but regular expense
108		Sub-Total	<u>1,149,548</u>	<u>0</u>	
109	629	RECREATION SEASONAL S&W	298,919	0	
110	629	RECREATION & YOUTH S&W	268,724	0	
111	629	RECREATION & YOUTH EXP	59,225		Additional \$6,600 not an EOS but regular expense
112		Sub-Total	<u>626,868</u>	<u>0</u>	
125	698	CULTURAL AFFAIRS - S&W	-		(\$19,760) for administrative support EOS not included
126		CULTURAL AFFAIRS - EXP	-		
127		Sub-Total	<u>-</u>	<u>-</u>	

Town of Harwich
Budget FY2024

Budget

Forecast

Line #		FY 2023	FY 2024	%
	SOURCES OF FUNDS			
1	Tax Levy Limit (R/E & PP)	57,257,585	58,900,000	2.9%
2	Local Receipts	14,215,546	14,806,962	4.2%
3	<u>State Aid</u>			
4	Cherry Sheet	725,976	766,160	5.5%
5	Overlay Surplus	200,000	200,000	0.0%
6	<u>Transfers:</u>			
7	Total Transfers In from Other Sources:	1,369,084	1,379,810	0.8%
8	TOTAL SOURCES	73,768,191	76,052,932	3.1%
9	USES OF FUNDS			
10	<u>Charges:</u>			
11	State-Cherry Sheet Charges (ccc & BC Tax)	825,267	825,310	
12	Overlay (Abatements- Taxes)	450,000	450,000	
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23	Unemployment	20,000	20,000	0.0%
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25	Cape Cod Tech HS	1,895,921	1,964,174	3.6%
26	Monomoy Regional School District	27,301,458	28,392,919	4.0%
27	TOTAL USES	72,749,455	75,079,534	3.2%
29	NET SOURCES & USES	\$ 1,018,736	\$ 973,398	

CONSENT AGENDA

**MINUTES
SELECTMEN'S MEETING
TOWN HALL
TUESDAY, JANUARY 17, 2023
6:00 P.M. - REGULAR MEETING
REMOTE PARTICIPATION OPTIONAL**

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

ALSO PARTICIPATING: Joseph F. Powers

CALL TO ORDER

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

PUBLIC COMMENTS/ANNOUNCEMENTS

Mr. Ballantine announced that the Treasure Chest Committee has decided to delay opening of the Treasure Chest from 9:00 a.m. until 10:00 a.m. Mr. Howell confirmed that they are still open, just with different hours.

Town Clerk Emily Mitchell was present and stated that we are 5 months away from May 2023 Annual Town Election. Nomination papers will be available at the Town Clerk's Office starting tomorrow, January 18, 2023. There are 4 offices on the ballot which include Board of Selectmen, Brooks Free Library Board of Trustees, Monomoy Regional School Committee and Water/Wastewater commission. The last day to obtain nomination papers is March 24, 2023 until 5:00 p.m. and the last day to submit nomination papers for certification is March 28, 2023 until 5:00 p.m. Ms. Mitchell announced that the last day to register to vote is April 21. January begins dog license renewal season. Registration and renewals can be done at the Town Clerk's office for dogs 6 months and older. Registration deadline is January 31. Residents will need to provide updated rabies paperwork for all dogs as well as neuter/spay certificates if applicable.

A. Committee Vacancies

Ms. Anderson read the list of committee vacancies, noting that we are down to 26 open positions.

Mr. MacAskill offered condolences on the passing of Dan O'Leary. Mr. O'Leary was a long time teacher and a staple in the community.

PUBLIC HEARING (No earlier than 6:00 p.m.)

A. Public Hearing continued from November 21, 2022 – Chase Escape Cape Cod, LLC d/b/a Summer House Café to present an update on the non-use of their Section 12, On-Premise, Seasonal All Alcohol Liquor License

Mr. Howell read the public hearing notice.

Mr. Powers read into the record an email received by both himself, Mr. MacAskill and Attorney Blake. The email was received after hours today, January 17, 2023. Counsel that is handling all matters for Chase Escape Cape Cod, LLC stated in the email that he is on paternity leave until the 3rd week in February and that Mr. Fiorillo is unavailable due to medical reasons. They have requested a continuance until February 21, 2023. Mr. Powers noted that he responded to the email and stated that their request is untimely and the hearings would be proceeding as noticed. He also informed them that their client and/or representative should make every effort to avail themselves for the hearing.

Town Counsel Attorney Blake was present remotely and recommended that the Board proceed with the hearing, noting that this is the 2nd time that the town has received a request to continue just hours before the hearing. The applicant has been given many opportunities to come before the Board and provide evidence as to why they have not opened. In Mr. Blake's opinion, the Board has done everything that they have needed to do and are not required to continue the hearing.

The Board agreed that there is no reason to delay the hearing and agreed to proceed.

No comment was provided in person or remotely from the applicant, applicant's counsel or the public.

Mr. Howell moved to close the public hearing, 2nd by Mr. Ballantine and approved 5-0-0.

Mr. Ballantine stated that in addition to delays, the applicant has not fulfilled any of the Board of Health or Conservation Commission requirements. Mr. Ballantine would like to see this move forward.

Mr. Howell pointed out that this has cycled out for the 2nd year of the license and that this is now 2 years of non-conformance. Mr. Howell asked if there has been any evidence that a new septic system has been started. Health Director Katie O'Neill was present and stated that they have not scheduled test holes for the property, which would be the first step in the upgrade process. Mr. Howell said that they are not capable of operating as a food and liquor establishment without a septic system.

Ms. Anderson and Ms. Kavanagh said that there is no need for further discussion. The Board has been provided information from every department that nothing has been done. At a previous meeting, the applicant talked about going for permitting with a 3 month timeline, and that has not been done.

Mr. Ballantine feels that the Board has bent over backwards to work with the applicant.

Mr. MacAskill stated that tonight's exercise was to get an update and that their liquor license has expired, adding that seasonal liquor licenses expire on January 14. Renewal packets are sent out in February and the Board usually votes on them towards the end of March. He feels that there is no action that the Board needs to take tonight, which was confirmed by Attorney Blake. Attorney Blake stated that when it comes time for them to renew their application, this will be something. If action is taken tonight, they can find a failure to exercise their license. Under Chapter 138, Section 77, it states that the licensing authority may, after a hearing, cancel any license issued under this chapter if the licensee failed to conduct the licensed business over the last year. Attorney Blake went on to read Regulation 1.19A and confirmed that the Board of Selectmen have followed all of the regulation requirements. The Board of Selectmen could make a finding tonight that during the calendar year of 2022, the establishment has failed to meet the public need and therefore the license should be cancelled for the prior year. Attorney Blake stated that it is important that the applicant is put on notice because when they submit an application for renewal, the Board can say that they are not going to renew based on 2022.

Mr. MacAskill stated that the licensing agent for the Town of Harwich has indicated that the establishment has not filed a manager of record change with the Town and that we are not even sure that the town has the right address for the applicant. Attorney Blake responded that the renewal packet should be sent to the owner of the establishment at this point as well as their attorney on record.

Mr. Howell moved as a finding of fact that the Board of Selectmen find that the applicant has failed during the entirety of the 2022 license period to meet the public need despite numerous opportunities to address this at both the Board of Selectmen and Board of Health level and find them in violation of their liquor license and that it is revoked, 2nd by Ms. Anderson.

Mr. MacAskill noted that the license is not being revoked.

Mr. Howell moved that as a finding of fact that the Board of Selectmen find that the applicant has failed during the entirety of the 2022 license period to meet the public need despite numerous opportunities to address this at both the Board of Selectmen and Board of Health level and find them in violation of their liquor license, 2nd by Ms. Anderson and approved 5-0-0.

B. Public Hearing – Review proposed amendments to the Harbor Management Plan, Appendix A, Special Purpose Mooring Assignment; Votes may be taken

Mr. Howell read the public hearing notice. Harbormaster John Rendon was present. Special purpose moorings are designed for businesses and yacht clubs who promote boating and boating education. Pleasant Bay Community Boating approached Mr. Rendon with this request and also went before the Waterways Committee on August 17 and received their unanimous support. Mr. Rendon reviewed the request being made as outlined in the memo dated December 8, 2022.

Mr. Howell closed the public hearing, 2nd by Mr. Ballantine and approved 5-0-0.

Mr. Howell feels that this is a wonderful request. Mr. Ballantine agreed and asked if it would affect any of the existing docks. Mr. Rendon responded that there would be no affects to existing docks that this request is strictly for moorings.

Ms. Anderson asked if the town would have any other need for moorings in the requested area. Mr. Rendon responded that there is no need. Harwich's mooring fields are established in Round Cove and Pleasant Bay and do not go anywhere near the area being discussed.

Mr. Kavanagh commented that this request seems like it will be a little safer as well. Mr. Rendon agreed.

Mr. Howell moved to approve the permitting of 8 special purpose moorings by the Harbormaster to Pleasant Bay Community Boating per Section 3.13 of reference (a) as provided in the packet, 2nd by Ms. Anderson and approved 5-0-0.

JOINT MEETING WITH BYLAW CHARTER REVIEW COMMITTEE

Bylaw Charter Review Committee members Sandra Hall, Linda Cebula, Anita Doucette & Deb Sementa were present. Ms. Hall called the meeting to order. Ms. Hall stated that everyone has been operating off of the charter that is posted on the website, which is not the latest version. Ms. Hall handed out language that was passed at May 2021 Annual Town Meeting and again at the ballot.

A. Legal effect of quantum of vote on Capital Plan and discussion on any other changes

Town Counsel Attorney John Giorgio was present. Mr. MacAskill stated that Attorney Giorgio was asked to prepare an opinion ahead of tonight.

Mr. Powers noted that the 2nd part of Section 6: Capital Outlay Plan 9-6-5 was adopted at the May 2019 Annual Town Meeting and followed by the Annual Town Election in June 2020, where the Board was discussing the capital plan in general. He added that the quantum of vote is relative to the 2nd sentence of 9-6-5, which was been in effect since June 2020.

Attorney Giorgio provided an overview of his legal opinion, noting that he was not aware of the subsequent opinion when his opinion was written, but that it doesn't change his opinion in any way. Every year, under this amendment, Town Meeting adopts a 5-year capital plan and that is done by a majority vote. Every year that the capital plan is adopted, it knocks the oldest year off of the plan. The issue is how the 2nd sentence of 9-6-5 is interpreted as well as how the 2 provisions are interpreted to make sense as provided in the charter. It was stated that the best way to interpret the 2nd sentence is that is that if during FY23, if there is an amendment proposed for the capital plan, that it would require a 2/3 vote of Town Meeting. The adoption of the new capital plan would require a simple majority vote.

Mr. Ballantine asked if when an amount changes in the capital plan, for an example from \$100,000 to \$110,000 that would be considered amendment. Attorney Giorgio responded that yes, it would be an amendment to the capital plan. Ms. Hall stated that she disagreed with Attorney Giorgio entirely. When Town Meeting adopts a capital plan, it adopts the entire plan and that the point was that any amendments of what Town Meeting had approved during a previous year would take a 2/3 vote. If you have a 2/3 vote in the 1st year, it is effectively the same. On the idea of monies, the capital plan is the plan that is about the budget and the monies are estimates. Regarding Mr. Ballantine's financial question, Ms. Hall disagreed with Mr. Giorgio's opinion and stated that you would have to amend the plan to change the amounts.

Mr. Howell commented that he is not sure what the practical effect of what Attorney Giorgio is. The actual expenditure of the monies relating to the adoption to year 1 of the plan have already been voted by Town Meeting. Attorney Giorgio responded that he is not sure what the practical effect is either. He could conceive a circumstances at the upcoming May Town Meeting where a project may wanted to be moved up from the first year. If you decided that you needed to add in essence a new item in FY23 to the capital plan that was not included in any prior votes that would be in effect an amendment to the 2023 portion of the plan. If there was a true emergency where money would need to be spent, you would be looking at an amendment to last year's capital plan.

Attorney Giorgio stated that after a debt exclusion is approved for a project, you then go out to bid, and bids can come in higher. The Department of Revenue has a 10% rule of thumb and generally says that you don't have to repeat the debt exclusion ballot question if the amount is under 10%. If over 10%, it would be considered a different project.

Ms. Anderson stated that she understands Ms. Hall's comments. Whatever year has all of these projects have numbers associated with them, if you only change the next year and a couple of the numbers are different, we don't need to amend the capital plan and the new numbers would be put into the separate article. Ms. Hall confirmed that this is correct and stated that this is a capital plan, not a capital budget. By the time you get to some of these projects, especially in the out years, it is a given that prices will rise. This is not a funding article, this is a plan.

Ms. Cebula stated that she is looking to get some yes or no answers to some of these issues. If there is something in the 2025 line of the plan that is now determined to be very important to move into an earlier year, 2024 as an example, would that be a 2/3 or simple majority vote. Attorney Giorgio responded that it would be a simple majority vote. He added that if you were to move something forward into 2023, then it would require a 2/3 vote because 2023 is in the previously approved capital plan.

Ms. Kavanagh said that Mr. Howell wanted to make sure that items didn't move out of sequence. She noted that this is a plan and nothing is steadfast and has to stay in that particular year. If you are trying to amend the plan prior to adopting a new plan, then you have an issue.

Ms. Cebula feels that section 9-6-5 would become irrelevant except in the case that something comes up and would have to be spend immediately.

Ms. Hall stated that the only year that is really important is the current one. Whether you do a simple majority vote on the rest of the plan or 2/3 vote, what we really need to know at the end of the day is that any change to year one will require a 2/3 vote. Mr. MacAskill noted that he hopes to clarify this tonight.

Mr. Howell said that this is about planning to plan. What is the value of the plan after year 1 if every year we adopt it by a simple majority and then change it to whatever sequence we want. Then the public will have no idea what to expect in the next 3-4 years. Attorney Giorgio responded that this is only about the quantum of vote. The voters get to decide on priorities by adoption a 5 year capital plan. Mr. Howell stated that the plan itself doesn't allow you to do anything other than ask for appropriation. Attorney Giorgio responded that the only way to interpret the current charter in terms of the 2/3 vote requirement is if you want to make a change in the first year of the capital plan before you adopt a new one, it takes a 2/3 vote. Mr. Howell asked if the provision said that a simple majority vote of Town Meeting shall be required to adopt a capital plan as previously adopted, would Attorney Giorgio have a different feeling. Attorney Giorgio responded yes, that would make a difference.

Ms. Hall stated that she reads this as "any" amendment and feels that it is fairly clear. It doesn't have to be a new item that is brought it, that even resequencing would require a 2/3 vote.

Ms. Kavanagh said that we have a dedicated committee that comes up with the capital plan and that they agree that it is a plan and that anything can change on a year to year basis. Going back to previous Selectmen discussions, the idea is that if something needs to be re-sequenced, the Selectmen feel that they should be able to do that because it is a plan. Ms. Cebula responded that no one is saying that the Selectmen don't have the authority or right to move an item around in the plan, the question is how many noses need to be counted for the vote.

Ms. Hall noted that the thing to keep in mind is that this whole exercise is designed to inform the voters. If you have a capital plan that was voted in a previous year, and the order is going to be changed, there shouldn't be a problem to get a 2/3 vote for all of the changes. Mr. MacAskill stated that this is a living document that can be changed. We are giving the people a plan, but everyone needs to remember that plans change. Every year, the voters have the right to approve or not approve something. He again stated that this is a living document and a plan and that we are making it more complex than it is. Ms. Doucette disagreed with Mr. MacAskill. If an article comes before Town Meeting, you are voting on that article that is set in stone. If you are going to change it, it has to go back to Town Meeting floor, speaking on the article, not the plan, but the plan is voted on at Town Meeting.

Attorney Giorgio stated that 2/3 votes are not that easy to obtain because that presents a lot of opportunity to impose its will on the majority. If anything, he thinks that the town should be looking to make Town Meeting more of a majority vote body.

Mr. Howell asked what would happen if a resident got to the microphone and says that they want to amend year 1 of what is proposed. Attorney Giorgio responded that would be different and that you would be talking about an amendment on Town Meeting floor. A motion to amend is a simple

majority vote. Mr. Howell responded that this has not been a problem. In past years, things have been re-sequenced because problems have arisen. His question is if you put it this way and say that the simple majority is the threshold, you invite someone to come up with an amendment that could pass at Town Meeting in a much easier way than if it were a 2/3 vote.

Mr. Ballantine argued that Mr. Howell is taking this too far. Mr. Ballantine thinks that the plan is a plan and does like the idea of having a vote go forward, but not so high that it is unworkable. If you go out another year, then things change. He did agree that we need to inform the voters and that the objection before was that the plan is changed too often. Mr. Ballantine said that we have a capital budget and a Capital Outlay Committee that are very responsible as well as a responsible Board of Selectmen who are reasonably responsible with the capital plan.

Ms. Hall stated that the Bylaw Charter Review Committee has a few other changes that they are discussing and will be putting together recommendations for an upcoming meeting.

Mr. MacAskill asked why we are working off of the wrong document. Ms. Hall responded that the town's website is behind in many ways, adding that you cannot find election results posted beyond the 2020 presidential election. You also cannot find Town Meeting election results after 2014. The Town Clerk sends any changes to e-code for updating. Mr. MacAskill would like to figure out where the process has broken down. Ms. Hall stated that e-code has information in the works, but that it is not yet been incorporated. Ms. Hall added that we really need to work on the website.

Mr. Howell stated that he is not interested in any other changes now. He is still unconvinced by information being provided and that he would like to be able to vote for the capital plan, but there is a good possibility that he will vote no at this point.

Ms. Anderson commented that she would still like to pursue the Town Clerk position being appointed rather than elected. Ms. Hall responded that this is not on their list at the moment.

Ms. Kavanagh said that other than zoning items, she would like to add a clarification in 9-6-5 that any amendment in the current year shall require a 2/3 vote at Town Meeting. Mr. MacAskill responded that he would be asking Attorney Giorgio to craft some language change for clarification.

Mr. Powers wanted to go back to statements being made about e-code. The voters have just approved changes this year. All of the items are with the vendor and the current Town Clerk has been on top of all of this since she took office. He went on to say that there were comments made about the website and staff. This is not an issue of the prior computer coordinator, current IT Director or current Town Clerk. Whatever reference made earlier at the meeting was not to any existing staff. Ms. Hall responded that she was responding to where the responsibility is in getting things to e-code and not being accusatory of anyone.

Mr. Howell asked that after something goes through the ballot, would it be fair to say that the Attorney General gets the documents and by July of that year, they would move to forward it or

turn it down. Attorney Giorgio responded that items get passed at Town Meeting, then go to the Attorney General for approval, then it would go on the ballot at the next Annual Town Election. He did add that there is an alternative to do a charter change by special act, where it would not have to go to the Attorney General, but that is not always the fast track.

Ms. Cebula stated that she has the same idea as Ms. Kavanagh when it comes to 9-6-5, so we will not have to do this again in 5 years with a different group of people. There needs to be transparency in government.

Mr. MacAskill stated that he would also like to have a future discussion on the Town Clerk position being elected or appointed. As far as the charter, Mr. MacAskill asked what Ms. Hall seeks happening with the charter as we move forward. He asked if we should have an independent committee that would work alongside everyone help make real revisions. Ms. Hall responded that it would depend on what the goal is. Mr. MacAskill said that he has heard the words vague and interpretation used a lot and that he thinks there is a lot of clean up to do. Ms. Hall responded that it is an ongoing process. If there are major things that Mr. MacAskill is concerned about, the committee would like to hear them. Mr. MacAskill would like to have a fresh set of eyes on the charter. Ms. Kavanagh agreed that a 3rd part is a good idea. That they can also say where things can be cleaned up and provide reasoning behind changes.

Ms. Hall said that the committee was given to understand that the \$75,000 consultant would be there to help advice the committee and do what the Selectmen are looking for. Mr. MacAskill personally thinks that we need a fresh set of eyes on the charter, while not removing the committee from the process. Ms. Anderson thought that the consultant would be to assist the committee.

Attorney Giorgio stated that he is currently working with the Town of Sandwich and their Charter Review Committee that are considering major changes to their form of government. He added his surprise that there hasn't been more of a push in Harwich to go to a stronger Town Manager form of government given all of the complexities and projects that the town has. KP Law has a lot of experience in working on things like this and they are ready and willing to assist where necessary.

Mr. Howell would like to have the consultant come in first and have them meet with the committee.

Mr. Ballantine feels that our charter has served us well and thinks that it is time to have a 3rd party look at it to be sure that it contains what is needed.

Ms. Cebula thinks of the review of the charter in 2 pieces. One would be to see if it is readable and understandable. The 2nd piece would be to see if changes are needed or not.

Ms. Doucette stated that she was part of the initial review and remembers that the charter went through a special act in 2008. She added that new eyes are always a good idea and that she looks forward to meeting with the consultant.

Ms. Hall adjourned the meeting of the Bylaw Charter Review Committee.

CONSENT AGENDA

- A. Vote to approve Board of Selectmen meeting minutes: January 3, 2023 and January 9, 2023

Ms. Anderson commented that it is very nice to have minutes from the last couple of weeks to review, adding that it is a lot easier to remember what happened and what didn't. Mr. Powers agreed.

Mr. Howell moved to approve the Board of Selectmen meeting minutes: January 3, 2023 and January 9, 2023, 2nd by Ms. Anderson and approved 5-0-0.

NEW BUSINESS

- A. Board discussion on priorities for the Real Estate and Open Space Committee

Mr. MacAskill stated that this came from the Real Estate and Open Space Committee (REOS) on what the Selectmen would like them to work on.

Mr. Howell feels that the committee is doing a really good job with both the preservation of land, building of land and putting land back into the private sector again. It would be great if they could continue the assessment of what is possible to resolve titles.

Mr. MacAskill stated that the committee will be meeting on the 20th and will discuss this as a group.

Chair of REOS, Elaine Shovlin was present. They will be meeting on Friday and will be joined by the Interim Assessing Director. The committee will be looking to know which properties have already been resolved.

- B. Vote to authorize a gift account to be setup to accept gifts for the Veteran's Memorial located in Evergreen Cemetery

Cemetery Administrator Robbin Kelley and reviewed the request.

Mr. Howell moved to authority a gift account to be setup to accept gifts for the Veteran's Memorial located in Evergreen Cemetery, 2nd by Ms. Anderson and approved 5-0-0.

- C. Vote to approve the temporary closure request from Blue Stripe LLC d/b/a Cape Sea Grille, 31 Sea Street

Mr. Ballantine moved to approve the temporary closure request from Blue Stripe LLC d/b/a Cape Sea Grille, 31 Sea Street from February 1, 2023 through February 28, 2023, 2nd by Ms. Anderson and approved 5-0-0.

OLD BUSINESS

- A. Update – Judah Eldredge

Board of Selectmen
January 17, 2023

Mr. Powers stated that we have recently heard from counsel and that the next step related to this is switching to the proposed order of taking. Mr. Powers reviewed the requirements for publishing of a legal ad. Looking at the Board's schedule, it looks like February 13, 2023 would be the meeting date. The Board agreed to this date and Mr. Powers said that he would work with staff and confirm legal ad posting dates.

Elaine Shovlin was present and asked if the Board is planning on using eminent domain. Mr. MacAskill responded yes, that what was previously voted.

Mr. MacAskill clarified that this is a piece of property on Seth Whitefield Road.

B. Debrief from Joint Meeting with Harwich Affordable Housing Trust on December 12, 2022

Mr. MacAskill formulated a list of questions from the December 12 meeting. The list was sent to Mr. Powers for answers.

Mr. MacAskill stated that 2 members of the trust had expressed interest in changing the trust documents. The response was that this would start with a vote of the trust and then could be brought to the Selectmen as an agenda item.

The next question was based on the average median income (AMI) and if a written answer was received on what the number was, 40% to 60% or 40% to 80%. Mr. MacAskill knows that the conversation that day was related to work force housing and the Marceline property and what the trust can do. Mr. MacAskill knows that this process is a lot more difficult than simply asking for something in writing. Mr. Powers responded that the trust is bound by the definitions of low and moderate income as defined by the Department of Housing and Community Development (DHCD). They generally think about it in terms of low income before up to or less than 60% AMI and moderate is up to or less than 80% AMI. However, as we get into discussions on certain projects on certain lands, there is a 10 page matrix that talks about whatever the anticipated use of the property would be or what the anticipated development would be and then information on funding sources. For Mr. Powers, it has always been about the phrase work force housing and from his perspective, this is a confusing topic that doesn't really relate to the trust, but it does relate to the town and any other agencies, boards, committees or people.

Another question was if Mr. Powers as the Town Administrator and chair, designate someone else to be the chair, or would the Vice Chair be the chair in any case. Mr. Powers responded that there is an opinion from counsel that this is a policy discussion rather than a legal decision and that he would turn it back to the Board. When the declaration of the trust was approved, there was nothing noted that prevents an amendment of the trust for such a purpose.

Mr. Howell stated that the trust had a really good site visit today and that we all agree about the 80% AMI. His takeaway from the meeting was that there is a common understanding that we just need to start moving forward. Mr. Howell said that he is not interested in blaming anyone and is not looking to change the trust document for that reason.

In going back to the AMI, for Mr. MacAskill it has always been about work force housing in conversations and what the trust is wanting to do. He is not seeing a lot of people dive at the 80% AMI with the funding that they would need to make a project work. Mr. MacAskill does not want to steer the public in the direction that we can use 80% AMI and would be more comfortable with a 40-80% range. Mr. Howell responded that 80% is a cap and it really boils down to something that we have not discussed. The money for the Marceline property came largely from Community Preservation funding. The law states what the constraints are for the use of that funding. Mr. Howell has been in contact with neighboring towns to find out how they were able to move forward. Mixed-use housing is pretty much what everyone is doing with this point. Mr. Howell agrees with the 80% cap.

The next question was related to the trust membership makeup. Trust member Judith Underwood had asked questions relating to the makeup of the trust and whether or not the Board could change the makeup of the trust and if members can be removed. Mr. Powers responded that the short answer is yes and went on to review article 5 of the declaration of the trust. A member of the trust may be removed from the trust by the Board of Selectmen by a majority vote held at a public meeting or by failure to re-appoint.

Ms. Kavanagh stated that she looked at her notes from previous discussions. One thing talked about earlier was the fact that we didn't have any committee language of the trust in the charter. She would like that discussed further. Mr. Howell responded that the language is under Mass General Law. Ms. Kavanagh also noted that there was discussion about rotating the chair and the election by the trustees. She feels that it is important to rotate the chair role. Where she is stuck is how we move forward as soon as possible.

Mr. Howell mentioned that the term board is used throughout the document and is not specific to Selectmen or Trustees. He would like to make sure that the document is tethered to what group is being discussed and that it is not obscure as we move down the road. Mr. MacAskill stated that this would be a trust conversation.

Trust member Brendan Lowney was present. He commented that whenever the term board is used by itself in article 3, when used alone, it is referring to the trustees.

Mr. MacAskill said that there was a resident suggestion to remove DHCD language related to AMI from the trust document. Mr. MacAskill noted that this would be handled by the trust. Mr. Powers added that the trust document will celebrate its 5th birthday this summer. The purpose of the trust as he understands it is clear, unambiguous and simple for the preservation and creation of low and moderate income housing as defined by DHCD. The trust articulates the mission and then personalizes it. The Town of Harwich made the choice to develop a Board of Trustees of the Affordable Housing Trust. If there is to be a conversation as to changing the purpose of the trust, Mr. Powers said that he would try and fight vigorously as he can to retain it. The term work force housing is undefined by the statutes and is separate and distinct. The trust can preserve and create low and moderate income housing. Everyone else outside of the trust can do any kind of housing, including work force housing.

Ms. Kavanagh said that even though work force housing is not defined, it leaves a big problem with housing. She would like to leave conversations with the trust, but would be open to suggestions.

Ms. Anderson feels that there are enough issues with housing that we can leave the trust as is and deal with the affordable end of it.

Mr. Ballantine stated that within the framework when we define moderate income, maybe 80% is the attractive number for the workforce group. For him, that is top priority.

Mr. Howell stated that he sits on the trust and has been hearing all of these things for years. There is no way to have a discussion unless it is happening at a public meeting. There was never a vote of the trust of what they wanted to do regarding DHCD. At this point, the only thing he is grappling with is when the money goes into the trust that it cannot come out unless for the purpose that it was formed. We will not be in the position to fund anything over 80% as we currently stand. It needs to be proven to the public that something positive can be done. We need a success.

Mr. Lowney said that to get on the subsidized housing inventory list, we need to be at 80% or less. Mr. Lowney noted that this would be for one person earning \$60,900 and would get higher for a family of 4. Even under this, we could help people that are making \$60,000 or less. Mr. Lowney does not want to see people get hung up on the numbers.

The next question proposed was relating to if the trust could do their own procurement. Mr. Powers responded that the short answer is that this is a policy decision, which is being generous. The charter reads that the Town Administrator is the Chief Procurement Officer for the town. The only exceptions are the Water/Wastewater Commission and the Board of Library Trustees as elected bodies.

Mr. MacAskill noted that an update is needed on the Sisson Road housing project in its entirety. The bottom line is that we need an update and will have an agenda topic soon on Sisson Road and the lease of the property. Mr. Powers responded that this discussion is regarding 265 Sisson Road, Harwich Junior Theater and the old recreation building. When the town was going through the exercise of registered the deeds in the name of the trust, this was one of the properties that was conveyed at 2019 Town Meeting. The conveyance was everything at the parcel and was transferred to the care, control and custody of the trust. With respect to the lease, the trust would assume the lease if the entirety of the property were to be conveyed to the trust. The conveyance was confirmed by an attorney. There has been no change to the lease agreement or the lease relationship.

Mr. Ballantine asked to confirm that this property is owned by the housing trust. Mr. Powers confirmed that it is, per 2019 Town meeting.

Mr. Howell stated that the trust has the ability to acquire by purchase, gift or other means, property both real and personal. The trust also has the ability to flip, per the trust document. Eventually, the existing lease will expire. What we had in play was 2 quads on the property with a separate

septic system. The existing building would remain and the trust would not be precluded from later leasing out that building. He thinks that it would be correct to say that the money can go to the town if it is an asset of the trust. Mr. MacAskill said that this will be a future agenda item for discussion regarding the lease and the performance of the lease. He added that it makes no sense to him why the Harwich Junior Theater would not want to move into the 204 Sisson Road building. He would like to look at the performance of the lease and what conditions exist and come up with an educated decision of the Board. Mr. Howell asked that the trust be included in these discussions. Mr. Lowney added that the trust does assume the lease moving forward, but there is a note at the very bottom that states that it may not make sense for the trust to be the landlord in these circumstances. Mr. Lowney read the entire note for the record.

Mr. MacAskill said that he would share the document being discussed in next week's packet correspondence. The Town Administrator will share with the trust members.

CONTRACTS

- A. Vote to authorize the Chair to execute the Fiscal Year 2023 Student Awareness of Fire Education (S.A.F.E.) and Senior SAFE grant contract between the Department of Fire Services and Town of Harwich in the amount of \$3,781 and \$2,077

Mr. Howell moved to authorize the Chair to execute the Fiscal Year 2023 Student Awareness of Fire Education (S.A.F.E.) and Senior SAFE grant contract between the Department of Fire Services and Town of Harwich in the amount of \$3,781 and \$2,077, 2nd by Ms. Anderson and approved 5-0-0.

- B. Vote to approve a change order request from Bowditch Excavating in the amount of \$6,000 for the Cranberry Valley Golf Course bunker renovation project.

Mr. Howell asked why Mr. Powers wouldn't sign this contract. Mr. Powers responded that this is a change order from a larger contract.

Mr. Ballantine moved to approve a change order request from Bowditch Excavating in the amount of \$6,000 for the Cranberry Valley Golf Course bunker renovation project for Selectmen signature, 2nd by Ms. Anderson and approved 5-0-0.

TOWN ADMINISTRATOR'S REPORT

Mr. Powers reported that Susan Kerr has been promoted from Executive Assistant to Assistant Treasurer/Collector. This is a great opportunity for a well-qualified employee to progress upwards.

4 Selectmen will be joining Mr. Powers in Boston on Friday and Saturday for the 44th Annual Business Meeting and Trade Show of MMA.

SELECTMEN'S REPORT

Board of Selectmen
January 17, 2023

Ms. Anderson said that it has been painfully apparently to her that the Affordable Housing Trust Fund Board has been and continues to be increasingly dysfunctional. At this point, the only way she sees to fix it and move forward with housing is to change out some of the players and get fresh minds into the conversation. She suggested that we thank the members for their service now, whose terms expire on June and bring in 2 fresh members. Mr. MacAskill responded that he would put that on the next agenda for an action of the Board. He added that he did receive a fair amount of calls today and that it is time to make a change and time for move forward.

CORRESPONDCE

None discussed.

ADJOURNMENT

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

Respectfully submitted,
Jennifer Clarke
Recording Secretary

**MINUTES
SELECTMEN'S MEETING
TOWN HALL
MONDAY, JANUARY 23, 2023
5:15 P.M. – EXECUTIVE SESSION
6:00 P.M. - REGULAR MEETING
REMOTE PARTICIPATION OPTIONAL**

SELECTMEN PARTICIPATING: Michael MacAskill, Mary Anderson, Larry Ballantine & Donald Howell

ALSO PARTICIPATING: Joseph F. Powers

CALL TO ORDER

Mr. MacAskill called the meeting to order at 5:17 p.m.

Mr. Howell moved that the Board of Selectmen going into executive session to conduct strategy sessions in preparation for negotiations with non-union personnel and to conduct contract negotiations with non-union personnel, and will reconvene in open session, 2nd by Ms. Anderson. The vote was 4-0-0 with Mr. MacAskill, Mr. Ballantine, Ms. Anderson and Ms. Howell all voting aye by roll call.

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

Mr. MacAskill reported that no decisions were made in executive session.

PUBLIC COMMENTS/ANNOUNCEMENTS

Mr. Powers stated that he learned a long time ago that the best speakers were those that were good people speaking well. Mr. Powers acknowledged that he did not meet that standard last week at the Affordable Housing Trust meeting and for that he apologized. Mr. Powers apologized to the trust, participants present, Board of Selectmen and to the residents and citizens of Harwich. Mr. Powers regretted the matter in which he conducted himself and in the manner in which the meeting was lead. He promised to do the thing that has always strived to do and that is to simply do better.

Richard Waystack was present and commented that he came before the Board a couple of weeks ago talking about the upcoming Harwich Housing Huddle that will be held on February 1 at 8:30 a.m. at 204 Sisson Road. Mr. Waystack invited the Board and anyone in the community who has an interest in saving the locals and housing in the community to attend. Mr. Howell asked staff to

make sure that this is posted as a Board of Selectmen's meeting just in case 3 or more members are present and make comments. Mr. Powers noted that staff would work on that.

Chief of Police David Guillemette was present to review information as provided in the packet. One of the individuals as presented in the packet has made the decision to withdraw from the process. Amber Grass was present and Chief Guillemette reviewed her education history and noted that she was one of the community service officers that has walked Main Street. Chief Guillemette stated that he is very existing to have her standing as an applicant and that Ms. Grass is ready to start the Police Academy on February 6.

Mr. Howell stated that Ms. Grass is a person of high character and extraordinary vision about what is right and wrong and that it is wonderful to have her in the community.

Mr. Ballantine and Ms. Anderson and Mr. MacAskill welcomed Ms. Grass.

A. Committee Vacancies

Ms. Anderson read the list of committee vacancies. Mr. MacAskill added that residents can apply for a committee, even if there isn't an existing vacancy.

Harwich Chamber of Commerce Executive Director Cyndi Williams was present. She stated that they are partnering with the J1 Group, Pastor Matt and his wife Katherine to help acclimate the J1 students that come to work in our businesses and live in our community.

CONSENT AGENDA

- A. Vote to accept the committee resignation from Joseph McParland, Harwich Housing Committee
- B. Vote to approve the Chief of Police's appointment recommendation of two Student Officers

Mr. Howell moved to appoint the consent agenda with the note that item B is for the recommendation of one student officer, 2nd by Mr. Ballantine and approved 4-0-0.

NEW BUSINESS

- A. Discussion on a resident request pertaining to town owned property located at 86 Queen Anne Rd

Jeff Locantore is a long-time resident of Harwich who has been trying to build housing for adults with disabilities. The Board reviewed the email correspondence from Mr. Locantore as provided in the packet.

Mr. Howell stated that it got to the point where Mr. Locantore and his group did not have any kind of commitments for land or any money raised. The housing trust started trying to find a space on Oak Street, which did not work out. Community Preservation Committee did not want to give

any money if a project was not yet a project and did not have any land. This is one of those situations where you wish you could help, but you can't figure out how. If there was another way in getting this group into congregate housing, most of the housing trust members would be in favor.

Mr. MacAskill noted that the email from Mr. Locantore was requesting a piece of land that he found at 86 Queen Anne Road. Mr. Powers went on to review the reply that he sent to the email request. The trust knows that Mr. Locantore has been working on this project for over 2 years and that it has been a labor of love to get this done. Mr. Powers has explained to Mr. Locantore that a property would have to first be declared as surplus by the town. If declared a surplus and the town doesn't have a plan for use of the land either through the trust or any other town agency, then the RFP process would need to be followed. There will never be an opportunity for the Board of Selectmen, the trust or the town to simply give a parcel away because the town is obligated to follow the procurement laws.

Ms. Anderson stated that she feels for Mr. Locantore and that he has done a good job of organizing the non-profit. She added that Mr. Locantore needs to do some fundraising to get money to get into the game, and that she is not sure that has happened yet.

Mr. Howell said that Ms. Anderson is correct and that money will need to be raised by the non-profit to be able to move forward.

Mr. MacAskill asked if the Board would have an issue with him communicating this conversation to Mr. Locantore. No issues were stated.

B. Update from Paul Halkiotis, Director of Planning and Community Development on future zoning amendments

Paul Halkiotis was present and stated that he wanted to discuss the schedule going forward for Annual Town Meeting with the hope of trying to establish a couple of goals for what we want to do in terms of amendments for zoning bylaws this year. The process is a little late this year because Mr. Halkiotis only started employment with Harwich in December, but he stated that he does understand that there are a couple of priorities that need attention. Every few years, FEMA decides that it is time to make changes to the flood plain zoning regulations. Mr. Halkiotis has been involved in this process 4-5 times over the years. Staff has met with members from the Cape Extension Service who provided a working draft to move forward. Mr. Halkiotis stated that he has started to take a look at the draft to see how it can fit with zoning in Harwich. He suggested that would be the first amendment that is tackled for Town Meeting.

Mr. Ballantine asked if Mr. Halkiotis is looking at how our zoning can mesh with the defined flood zones. Mr. Halkiotis responded that FEMA does the flood plain maps and that historically they have not been the best. They issue draft maps and accept public comment on them. In the not too distant past, FEMA has rolled out new maps on the south shore, which triggered a lengthy appeal process. They issue maps and their maps are considered to be right unless you are able to prove that they are wrong. Mr. Ballantine followed up by asking if we would have to hire someone

to map the zoning, which would include building a budget expense going forward if we contemplate challenging their maps.

Mr. Halkiotis stated that next steps would be to hold a public hearing and reviewed the timeline for posting legal advertisements and holding the hearing. The read deadline is making sure that everything is completed before the warrant goes to press.

Mr. Ballantine asked if the maps link at all to our building codes. Mr. Halkiotis responded that you could say that they link, but that they are not supposed to overlap.

Ms. Anderson stated that she is gathering from the comments made, that Mr. Halkiotis feels that these changes are reasonable. Mr. Halkiotis responded that he has not analyzed them closely yet. He added that the mapping isn't optional. If the town doesn't adopt the zoning requirements from FEMA, the town could be removed from the member community list which would mean that residents would have to go to the open market to purchase property insurance.

Mr. Powers stated that he appreciates Mr. Halkiotis' efforts this far.

The Board agreed that Mr. Halkiotis should move forward with getting this on the town meeting warrant.

Ms. Anderson reviewed the request with respect to solar. There is an existing solar application on the corner of Lower County Road and Ships Haven which is a standalone solar tracker that turns and twists. The neighbors were appalled by this installation for several reasons and there was no way to prevent this from happening. Even though that they are stuck with this application in their neighborhood, the neighbors would like to see some kind of regulation for these installations. Mr. Halkiotis noted that it is important to say that we need to try and encourage renewable energy sources and that the state provides some protections to the facilities generating solar power so that the town cannot prohibit them, however we can figure out how to reasonably regulate them. When he reviewed the existing zoning code, Mr. Halkiotis found a bylaw that seemed to only focus on large commercial scale solar. There were no provisions or anything that addressed solar on the roof of buildings, whether residential or commercial. He thinks that our bylaw is lacking in covering the full range of types of solar installations that exist. He would be a good idea for the town to adopt regulations that regulate more than just the commercial side. Mr. Halkiotis also briefly talked about the big solar farms and he doesn't think that we will see a lot of them because of the value of the land. He suggested that he could go back and see how previous bylaws he has written have worked out and could put together a bylaw for Harwich if the Board thinks that it is important. He closed out by saying that we need to encourage solar energy but carefully regulate it so that it fits into the community.

Ms. Anderson noted another concern of the neighbors which is that the individual with the solar tracker also has solar panels on their roof. The neighbors believe that they were doing this to sell the excess energy back to the light company or other people. Ms. Anderson asked if that would be considered a commercial application. Mr. Halkiotis responded that he is not sure that we would want to go down that road. It is his understanding that there are all kinds of solar agreements out

there. While he has never read one of these agreements, he does understand that if there is excess, it can be sold back. Mr. Halkiotis also wanted it to be clear that if this structure was legally permitted by the town, then it would be grandfathered if some kind of zoning regarding solar is adopted.

Mr. MacAskill asked if it would be realistic to have something before town meeting. Mr. Halkiotis responded that it would be.

The last topic for discussion is related to accessory dwelling units (ADU) and zoning related to affordable housing. Mr. Halkiotis stated that he knows affordable housing is a big issue not only in Harwich but across the region. From what he understands, there is a lot of work going on across the cape in different towns where planners are working on various measures to try and promote affordable housing. Mr. Halkiotis has been involved in writing inclusionary zoning, which has been out there for a long time. He added that getting public feedback and input will be important. Because he has just started in this position, he is not comfortable putting together a bylaw at this point to address these areas but added that he can start working on it after May town meeting.

Mr. Ballantine stated that he would like Mr. Halkiotis to sort all of this information through and list out different categories that are being discussed, noting that zoning is always a difficult discussion topic. Mr. Halkiotis stated that he has met with the Harwich Housing Advocate and that they are going to start to work on items together.

Mr. Howell commented that an inclusionary bylaw was torched at a previous town meeting and added that it doesn't work. Harwich already has an ADU bylaw which needs to be jointed with a mechanism of talking to people about buying things down. Mr. Howell would be interested in picking a couple of items that can quickly move forward. Mr. Halkiotis responded that it will take a willing property owner to match up with the town.

Ms. Anderson stated that all of this has been put into perspective for her when she is reminded that Mr. Halkiotis just started in Harwich in December. She would like a list of the things that he thinks he could accomplish for next year, understanding that we are 99 days away from town meeting.

Mr. MacAskill said that one thing that both he and Ms. Kavanagh have talked about is making some progress for May town meeting to change some of the language in the existing ADU bylaw, noting that we seem to be getting hung up on the 40,000 square foot lot size requirement. Mr. MacAskill has had several people contact him who fall just short of the land requirement. Mr. MacAskill feels that this could be a very easy language change. Mr. Halkiotis responded that the ADU bylaw is very reasonable and is less restrictive than in most communities. If it is a minor language change, he noted that he could put together a draft article.

Richard Waystack was present and again invited people to attend the Harwich Housing Huddle on February 1, 2023. Mr. Waystack thinks that the ADU bylaw is great, but the lot size is not working for a lot of people. He asked Mr. Halkiotis to drive around the Harwich Port campground and look at the size of the lots versus the size of the houses on them. Mr. Waystack feels that an

amendment to the ADU bylaw is something that could and should be on the May town meeting warrant.

Mr. Howell reminded everyone of the cluster subdivision period and to bear in mind that we are dealing with a number of self-inflicted wounds here that need to be corrected. Mr. Halkiotis responded that he understands that the cluster lots sizes are smaller.

Ms. Anderson said that she had attended a previous housing meeting where ADU's were being discussed and that it was suggested that instead of square footage or lot size, that the look at the number of bedrooms as the determining factor. The number of bedrooms would have to stay within the septic capacity.

Mr. Powers noted that the topics that have come forward will require a public hearing(s) and noted that the Planning Board will be meeting on February 28. Mr. Halkiotis responded that he has not written any public hearing notices yet, but will be meeting with the Planning Board tomorrow night and will confirm information and report back to staff and the Selectmen.

C. Vote to hold the First Reading, per Board of Selectmen Policy on Policy Development, to amend the Board of Selectmen policy on remote participation

In the packet is the latest draft with the suggested subtractions and additions. Mr. MacAskill would like to have the first reading next week and a second reading at the following meeting.

Mr. Ballantine asked if we need to have the 5 reasons for remote participation in the document. Mr. MacAskill responded why not list a reason instead of making it an open policy. Mr. Ballantine feels that it is redundant to list the reasons.

Mr. Howell appreciated Mr. Ballantine's comment and noted that reason # 5 is a very important one. There are many reasons why someone might not be able to make it to a meeting.

Ms. Anderson stated that she does not have a strong feeling either way and added that if the language isn't harmful, that maybe it should be left in the document.

The consensus of the Board was that the first reading will be held at their January 30 meeting.

Mr. Powers stated that staff has been working with Ms. Anderson and there are strikethroughs that are being suggested in the current policy. Both documents as provided should be taken in concert with the understanding that what is being read the first time is the document labeled as proposed.

D. Vote to approve the 2023 Class II and Class IV Auto license renewal – Bassil Brothers Inc. d/b/a United Gas – 570 Route 28

Mr. Howell moved to approve the 2023 Class II and Class IV Auto license renewal – Bassil Brothers Inc. d/b/a United Gas – 570 Route 28, 2nd by Ms. Anderson and approved 4-0-0.

E. Vote to approve a Hall of Fame late submission for Charles A. Hall,
nominated by Leonard Kalback

Mr. MacAskill reviewed Mr. Hall's military service history and his employment with the town until his retirement in 1979.

Mr. Howell noted that the Hall of Farm was created to recognize the characters who made the town the way that it is today. It wasn't set up with a deadline so that people couldn't be appointed. He feels that this submission is qualified and would be great.

Ms. Anderson feels that Mr. Hall is very qualified for the Hall of Fame and was a little surprised that it was not done before now, but that now is a good time for it.

Richard Waystack was present and asked if there is a deadline for submissions. Mr. MacAskill responded that the Board's policy is November, which is why the phrase "late" ended up on the agenda. Mr. Waystack said that he has 2 other nominations that should be brought forward and asked if he could submit them to Mr. MacAskill for review. Mr. MacAskill responded that the nominations can be submitted and that the Board would vote on them.

Mr. Howell moved to approve a Hall of Fame late submission for Charles A. Hall, nominated by Leonard Kalback, 2nd by Mr. Ballantine and approved 4-0-0.

F. Update from Selectmen Howell on Cape Cod and Islands Water Protection Fund

Mr. Howell stated that he has had people calling him to ask why Harwich has not received any of this funding. Mr. Howell reported that this is not true and that we received funding so early that it is not reflected in the annual report. The good news is that we had to have a Comprehensive Wastewater Management Plan (CWMP) approval done by the state in order to qualify Harwich for any funding. Mr. Howell said that when you have an actual project, that there needs to be an intended use document. The whole point of the water protection funds board was always to try and distribute equally around the Cape everything that was needed. Harwich is scheduled to receive approximately 5 million dollars total and has already received 2.7 million dollars in 2 disbursements. The confusion may lay with the fact that our treasurer's office isn't going to necessarily going to recognize these funds when they are distributed. Harwich has a certain amount that we owe that is qualified, that we have already borrowed. After approved, the town is not sent a check, but instead the note that we have with the state is bought down.

Mr. Ballantine said that one of our goals has been to try and have a flat debt curve going forward, adding that this does make it a little difficult to track.

Mr. Howell stated that he was one of the 5 members on the bylaws and regulations committee and fought very hard to make sure that everyone all around the Cape got their fair share. That battle was fought and won so that every town will receive something on a rotating basis. Mr. Howell reported that there was a previous proposal to eliminate the bylaw and regulations

committee and fold it in with the executive committee to make it more powerful. No movement has been made on this move and it has been tabled for now.

Mr. Ballantine noted that the reports were interesting to him. He added that at the Massachusetts Municipal Association (MMA) meeting, they were able to make points to the new Lt. Governor on how expensive the wastewater project is and if they could assist on our behalf. Representative Peake did offer to try and get some participants together and have a discussion with DEP. The feeling was that there was not a lot of thought put into the new regulations. Mr. Ballantine asked Mr. Howell if there has been any discussion of the fund in helping our households that need to connect to sewer. Mr. Howell stated that the management board did go on record stating that funds need to be replenished and that some ARPA money was put towards the fund at the county level.

Ms. Anderson noted that suggestions were made that our water/wastewater Superintendent Dan Pelletier be part of any group or committee that meet with DEP.

Mr. MacAskill stated that it is pretty impressive of what the outcome to date of the fund is and how strategic they are of what they allow to come out of it so that the fund always remains a good investment and a high yield investment.

G. Discussion – Early Childhood Education

Mr. MacAskill stated that this topic would be brought back next week when Ms. Kavanagh is present. Additionally, he asked that information for the human services grant relative to early childhood education be provided in next week's packet.

H. Discussion on proposed request for Board of Selectmen approval of a disclosure form submitted by John Ketchum, Member of Community Preservation Committee

John Ketchum was present. Mr. Ketchum's request and associated information was provided in the Board's packet.

Ms. Anderson asked for clarification on the last paragraph of the request. Mr. Ketchum responded that he lives on Skinequit Pond and that he is a member of the Community Preservation Committee (CPC) as well as the newly appointed Chair of the Conservation Committee. He is stating that he will not participate in any discussions or voting in matters related to Skinequit Pond. Mr. Ketchum is requesting that the Board of Selectmen agree that he can participate and vote on all other matters coming before the CPC this year, unrelated to Skinequit Pond. Mr. Ketchum is also involved with WASH, Watershed Association of South Harwich, who have been involved in various items related to the pond.

Mr. MacAskill made it clear that to recuse himself, Mr. Ketchum needs to get out from behind the table and should leave the room.

Mr. Powers stated that when this request was brought to Administration and the Town Clerk's Office, the Town Clerk sought the opinion of Town Counsel. Were anyone to complain about the ethics portion of this, they would seek the information on file with the Town Clerk's Office and then work with the state ethics office. Mr. Powers went on to review the specific language that counsel has recommended be put on the agenda for a vote.

Mr. MacAskill asked Mr. Ketchum if he would have an issue with the Board voting on this next week so that the agenda reflects the correct language. Mr. Ketchum had no objections.

CONTRACTS

- A. Vote to authorize the Chair to execute the Fiscal Year 2022-2023 regional Community Development Block Grant application (CDBG Grant) for housing rehabilitation and childcare subsidies

Mr. Howell moved to authorize the Chair to execute the Fiscal Year 2022-2023 regional Community Development Block Grant application (CDBG Grant) for housing rehabilitation and childcare subsidies, 2nd by Ms. Anderson and approved 4-0-0.

- B. Vote to approve a contract with Bartlett Consolidated LLC not to exceed the amount of \$421,259.78 for the supply and installation of guardrails as outlined in the scope of work.

Mr. Ballantine asked for further explanation on this request. Mr. Powers responded that the short answer is that this is part of the winter recovery assistance program and that the state will be matching the dollar amount. During the winter, our guardrails are damaged during snow removal. This is an allowable expense and funding can be used for this project.

Mr. Howell moved to approve a contract with Bartlett Consolidated LLC not to exceed the amount of \$421,259.78 for the supply and installation of guardrails as outlined in the scope of work, 2nd by Mr. Ballantine and approved 4-0-0.

- C. Vote to approve a contract with R.A.D. Corporation d/b/a RAD Sports in the amount of \$78,601.00 for the replacement of fencing at Brooks Park.

Mr. Howell moved to approve a contract with R.A.D. Corporation d/b/a RAD Sports in the amount of \$78,601.00 for the replacement of fencing at Brooks Park, 2nd by Ms. Anderson and approved 4-0-0.

TOWN ADMINISTRATOR'S REPORT

Mr. Powers announced that he attended the 44th annual business meeting of the Massachusetts Municipal Association and Trade Show, which he found to be energizing. He took satisfaction in attending and learned a lot.

Mr. Powers briefly reviewed the latest version of the sources and uses table as provided in the packet. The budget will be presented to the Selectmen at their meeting on February 6. According to the charter requirements, that budget will then need to be delivered to the Finance Committee within 2 weeks of receipt. The Finance Committee has until March 31 to make their recommendations on the budget and warrant articles. We are hoping for a joint meeting date of Saturday, March 25.

A. Update from the Town Administrator on a hearing date for the Judah Eldredge property

Mr. Powers stated that we were not able to complete the notice for the hearing, so the dates will need to be pushed out. We are now running into the questions of the value or appraisal of the property. Mr. Powers stated that Town Meeting in 2018, under article 55, appropriated \$369,000 for this. There was also an expectation back then that the town was going to pursue a grant program that the state was offering related to projects such as this. Administration has not been able to find any record that the town ever pursued that grant and is currently working with town counsel. Mr. MacAskill stated that this topic would be on next week's agenda for an in-depth discussion.

SELECTMEN'S REPORT

Ms. Anderson, Mr. Howell and Mr. Ballantine found the MMA conference very valuable.

Mr. Ballantine found interesting a discussion that was had had regarding what kinds of flags the town can fly. He doesn't think that most towns have a policy regarding this. The subject then turned to bylaws versus policies. Other discussion was had regarding citizens petitions. Sometime in the past, when the town has received citizen's petitions, we have asked Town Counsel to review them, not to change their meaning, but to make sure that they are written properly. Mr. Ballantine feels that there is an advantage for the citizen's petitions to be reviewed. Mr. MacAskill responded that this topic can be brought back for future discussion.

CORRESPONDENCE

A. Financial documents from the January 9, 2023 Board of Selectmen Meeting

No discussion took place.

ADJOURNMENT

Mr. Howell moved to adjourn the meeting of the Board of Selectmen, 2nd by Ms. Anderson and approved 4-0-0.

Respectfully submitted,
Jennifer Clarke
Recording Secretary

Board of Selectmen
January 23, 2023

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: DONNA RICHARDSON Street/P.O. Box: _____
Town/Zip: HARWICH 02645 Telephone: _____
Email: _____ Occupation: RETIRED EDUCATOR

(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.



NEW BUSINESS



Town of Harwich
Board of Health
732 Main Street Harwich, MA 02645
508-430-7509 – Fax 508-430-7531
E-mail: health@town.harwich.ma.us

DATE: February 1, 2023

TO: Board of Selectmen

CC: Joe Powers, Town Administrator; Amy Usowski, Conservation Administrator; Dan Pelletier, Superintendent of Water & Wastewater; Shawn Fernandez, Golf Superintendent

FROM: Katie O'Neill, Health Director

RE: Update on Fertilizer Education

The Board of Health has an existing Town of Harwich Fertilizer Policy & Guidelines for Nutrient Control. This is posted on the Board of Health & Health Department websites, and is available in paper form in the Health Department.

The Conservation Administrator, the Golf Superintendent, the Superintendent of Water & Wastewater, and myself have all been meeting to discuss an educational plan moving forward. The group has developed the following plan of action:

- Develop a series of educational short videos, and advertise the series at Board of Health meetings, Conservation Commission meetings, Wastewater meetings, golf meetings, Board of Selectmen meetings, & Town Meeting.
- Hold public informational and educational sessions with the Barnstable County Cooperative Extension.
- Conduct golf course educational turf tours, and potentially offer off-season visits to individual homes by the Golf Superintendent.
- Create educational materials for residents on fertilizer use, what to look for when hiring a professional, how to choose specific lawn care products, alternatives to traditional plant materials, and what questions to ask.

We hope to have a flyer available in the next few weeks. Please let me know if you have any questions.



Town of Harwich
Board of Health
732 Main Street Harwich, MA 02645
508-430-7509 – Fax 508-430-7531
E-mail: health@town.harwich.ma.us

DATE: February 1, 2023

TO: Board of Selectmen

CC: Joe Powers, Town Administrator; David Guillemette, Police Chief; David LeBlanc, Fire Chief; Kevin Considine, Deputy Police Chief; Craig Thornton, Deputy Fire Chief; Paul Finn, EMS Officer; Sheila House, Youth & Family Services Director; Sue Jusell, Town Nurse; Ann Marie Ellis, Finance Director

FROM: Katie O'Neill, Health Director

RE: Opioid Funding Recommendations

On July 21, 2021 Massachusetts Attorney General Maura Healey announced a \$26 billion settlement agreement with opioid distributors and Johnson & Johnson, which provided more than \$500 million to the Commonwealth and its cities and towns for prevention, harm reduction, treatment, and recovery across Massachusetts. This settlement holds accountable several corporations that contributed to the over-prescription of opioids in Massachusetts, and brings needed relief to people struggling with substance use disorder. The settlement agreement includes pharmaceutical distributors Cardinal, McKesson, and AmerisourceBergen as well as Johnson & Johnson, which manufactured and marketed opioids. The settlement also requires significant industry changes that are designed to prevent this from happening again. The AG's Office supports the settlement and has been laying the groundwork for its implementation in Massachusetts and has created the Opioid Recovery and Remediation Fund (ORRF).

Forty percent of abatement funds have been allocated to the state's municipalities, and 60% of the abatement funds have been allocated to the Opioid Recovery and Remediation Fund to further be dispensed into the community through Department of Public Health grants.

The structure Harwich utilized for the staff working group is as follows:

- a. Form a working group comprised of Health Director, Fire Chief, Deputy Fire Chief, EMS Officer, Police Chief, Deputy Police Chief, Youth Counselor, Town Nurse, and one Board of Selectmen representative.
- b. Develop overall goals of the funding. The three goals identified were:
 1. Implement a youth prevention program in the schools.
 2. Develop a navigator/outreach program with the goal of having a consistent, trusted individual that is able to develop deep relationships with members of the public, and assist in a variety of issues.
- c. Develop a relationship with an outpatient program for easy referral.
- d. Meet with Gosnold, Duffy Health Center, & Outer Cape Health to determine offerings for Navigator/outreach Program, and outpatient/inpatient programs.

- e. Meet with Monomoy to identify and implement prevention programs.
- f. Ultimately bring final recommendations to BoS for vote before implementation.

The working group met with potential stakeholders, and ultimately took a final vote. The group voted on the following use for funding in Fiscal Year 2023:

- **\$37,500 to Outer Cape Health Services**
 - \$30,000 for a 0.33 FTE Navigator. The Navigator Program provides a dedicated navigator/recovery coach to the town to work closely with town departments. It also provides office hours in the town for residents to walk in and have a conversation. They are able to connect Harwich residents back into the wider range of Outer Cape Health Services as needed.
 - \$7,500 for miscellaneous support funds to aid in recovery (i.e. transportation, food, & other life style support needs)
- **\$10,000 to Duffy Health Center**
 - \$5,000 for supplies & equipment for the RecoveryBuild APG Program
 - The RecoveryBuild APG Program supports Cape Cod teens struggling with substance use challenges. It provides a place where teens come together with their peers to build the tools, skills and relationships to deal with substance use challenges under the expert guidance of counselors, family therapist, peer mentors with lived experience and certified recovery coaches.
 - This Program is a peer-based recovery support that provides a new group of friends with alternative attitudes, values, judgements, processes and behaviors that support the change necessary for recovery.
 - Research shows that adolescents are far more likely to relapse when experiencing social pressure than adults. This is a safe place for teens 13 to 17 years old to collaborate and to create a new sober life.
 - \$5,000 to Duffy for School Prevention Programing in the Monomoy School district.
- **\$5,000 for a dedicated Harwich Wellness Space**
 - This space would be utilized to house the Navigator, & the RecoveryBuild APG Program. We suggest potentially looking into a room at the 204 Sisson Road building. This would be a space that the RecoveryBuild APG Program could decorate, and make the space feel like their own.
- **\$7,500 to Gosnold**
 - Program Development including Cognitive Behavioral Programs

Thank you for your consideration to our request. Please let me know if there are any questions or concerns.

HARWICH BOARD OF SELECTMEN POLICY DEVELOPMENT

It is the intent of the Board of Selectmen to develop policies and put them in writing so that they may serve as guidelines and goals for the successful and efficient functioning of the town government.

The Board considers policy development its chief function, along with providing the wherewithal such as personnel, buildings, material, and equipment of the successful administration, application, and execution of its policies.

It is the Board's intention that its policies serve as sources of information and guidance for all people who are interested in, or connected with government of the Town.

Changes in needs, conditions, purposes and objectives will require revisions, deletions, and additions to the policies of present and future Boards. The Board will welcome suggestions for ongoing policy development.

PRELIMINARY DEVELOPMENT OF POLICIES

Proposals regarding town government policies and operations may originate at any of several sources; a taxpayer, an employee, a member of the Board, the Town Administrator, a member of another board or committee, a consultant, a civic group, etc.

A careful and orderly process shall be used in examining such proposals prior to action upon them by the Board.

Final action on such proposals, whatever their source, shall be by the Board in accord with its policy on policy adoption. The Board shall take action on matters with due consideration for the recommendations presented to the Board by the Town Administrator, the relevant department head or committee.

POLICY ADOPTION

Adoption of new policies or changing existing policies is solely the responsibility of the Board.

Policies and policy revisions introduced shall not be adopted until a subsequent meeting. Thus, time shall be given to permit further study and also to give opportunity to interested parties to react. However, temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken. Such temporary approval shall be by unanimous vote at a public meeting. In all other cases, the First Reading and Second Reading procedures shall be followed as noted herein.

First Reading

The First Reading is a general and wide-ranging discussion of the principles and scope of a draft policy brought before the Board of Selectmen. During the course of the first reading, the scope and purpose of a policy are the subject of debate. This stage is intended to serve as a detailed examination of the proposed policy and an opportunity for the Board members to offer possible amendments for consideration by the entire Board.

Any member of the Board may propose an amendment to the measure and may further respond to improvements suggested during the first reading debate, or to arguments submitted by outside parties. At the conclusion of the first reading, the Board of Selectmen may vote that the policy be forwarded to the second reading stage or to refer the matter to another venue for consideration prior to advancement.

Second Reading

Generally, the Second Reading brings a refined version of a policy before the Board for final consideration. The Second Reading is intended as a final discussion on the overall content of the amended policy.

During the course of the second reading, discussion and debate are limited only to minor amendments to individual clauses within a given policy and not, as noted above, the overall scope and purpose of the policy. If new amendments and clauses to a proposed policy are discussed and voted on, and if the overall scope and purpose of the policy have significantly changed as determined by a majority of the Board of Selectmen, the proposed policy may be reverted back to the First Reading stage for additional consideration. Any member of the Board of Selectmen may ask to vote whether or not a significant number of changes have occurred to warrant sending a proposed policy back to the First Reading stage. However; should any changes to the Second Reading document be made and so voted for inclusion by the Board, the final language should normally be referred to a subsequent meeting for a formal vote.

At the conclusion of discussion, and if no significant amendments have occurred which would otherwise preclude the proposed policy from being considered, the Board of Selectmen take a final vote on the proposed policy.

ADMINISTRATION IN POLICY ABSENCE

In cases when action must be taken within the town government where the Board has provided no guides for administrative action, the Town Administrator shall have the power to act.

His/her decisions, however, shall be subject to review by the Board at its next regular meeting. It shall be the duty of the Town Administrator to inform the board promptly of such action and of the need for policy.

SUSPENSION OF POLICIES

The operation of any section or sections of Board policies not established by law or contract may be temporarily suspended by a unanimous vote of the Board members present at any regular or special meeting.

HARWICH BOARD OF SELECTMEN
Harwich, Massachusetts

ADOPTED: September 12, 2005
AMENDED: N/A

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 and Channel 18 Station Manager for remote Go To Meeting/Zoom/Teams access in a meeting room at least 48 hours prior to the scheduled meeting.
- 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 Chair of the Board, Committee or Commission must 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

DRAFT

Town of Harwich
Harbormaster's Office
715 Main Street – PO Box 207
Harwich, MA 02646
Phone (508) 430-7532
Fax (508) 430-7535

Memo

To: Chairman, Board of Selectmen
Via: Joseph F. Powers, Town Administrator
From: John C. Rendon, Harbormaster 
Date: January 27, 2023
Subject: Herring River Route 28 Landing – Stormwater Runoff

In an effort to manage the stormwater runoff that impacts bodies of water on Cape Cod, the Association to Preserve Cape Cod (APCC) has recently evaluated public boat ramps throughout Cape Cod to determine those in most need of stormwater remediation. Site visits were conducted and a ranking criteria was used to evaluate pollutant removal potential, cost of construction, ease of implementation, potential habitat improvements, and public education. The Herring River Route 28 Landing, because of its poor condition and location within the salt marsh, was selected by APCC to have a stormwater infrastructure retrofit design plan completed for the site. The engineering design plan will be completed by Horsley Witton Group, Inc. and APCC will fund the design work through grant funding. Enclosed is the concept plans for those selected public boat ramps, which includes the Herring River. As indicated, the concept plan for the Herring River Landing includes the construction of shallow bioretentions and wet swale/sediment forebays, regrading and resurfacing of parking lot, permeable pavers in parking area, and salt marsh restoration.

Other than providing staff support, the Town has no financial commitment for the engineering design work being proposed; a permit-ready engineering design plan will be completed at no cost to the town. Regarding the permitting and construction costs to implement the design plan, the Town is under no obligation to do so. However, because the Herring River is an estuarine site on the southside of Cape Cod, this site would be eligible for EPA Southern New England Program (SNEP) and/or Coastal Zone Management Coastal Habitat and Water Quality funds. In addition, the Harwich Water Department has a scheduled project to replace the water line along route 28, and part of the project will require directional drilling under the Herring River from the boat landing area. I have had some initial discussion with the Water Superintendent, and there may be some potential for collaborative work. Lastly, replacement of the Herring River boat ramp is on the Harbormaster Department capital plan for FY27, so we could include the stormwater remediation work as part of that project request.

I recommend Select Board approval to move forward with APCC to have the engineering design work completed, and then look for opportunities to implement the plan in the future.

Encl (1) Cape Cod Boat Ramps – Stormwater Retrofit Field Forms

Cape Cod Boat Ramps – Stormwater Retrofit Field Forms

Stormwater retrofit field forms were produced for all 20 sites during the field assessment for the Cape Cod Boat Ramp SW Retrofit Project from both data collected in the field on iPads as well as information collected and calculated in the office. The following is a summary of the information included on each form, organized by section.

SITE AND CONCEPT DESCRIPTION:

This section provides a brief description of the existing site conditions and proposed concepts. Specific information important for ranking and/or design is included here, particularly information provided by the Project Team, residents or other stakeholders throughout the assessment process.

Existing BMP? (Y/N): Existing BMP refers to an actual SW management practice, not just infrastructure.

SITE LOCATION:

Address for the site as well as a location map.

GENERAL SITE INFORMATION:

This section provides general overview information about the site.

Site Contact(s): Contact(s) for site is included if known.

Ownership: Typically “Town” or “State” or both, with more information included where known.

Parking Lot? (Y/N): Indicates if a parking lot is present along with a boat ramp.

Parking Spaces (V/VwT/H): Number of available parking spaces for vehicles only (V), vehicles with trailers (VwT), and handicapped spaces (H).

Surface (ramp/parking): Indicates whether the ramp and parking lot is paved (P) or unpaved (UP).

Existing Site Condition: Refers to existing condition at the site. Sites in poor condition to start with may be higher priority to upgrade to prevent further damage and pollutant loading.

Facilities/amenities: Facilities and/or amenities at or near the site, such as restrooms, picnic tables, etc.

Special Uses: Information on specific uses of boat ramp/parking area throughout the year if known (e.g., Fourth of July parade staging area, polar plunge, craft fair, etc.).

Receiving Water: Name and type (freshwater-F, or estuarine-E) of adjacent water body

Known Impairment: Type of water quality impairment if known

Adjacent Critical Resources: Lists whether the site is at or adjacent to a public beach, anadromous fish run, shellfishing area, or other critical resource.

Hotspot? (Y/N): Hotspots are sites with potentially higher pollutant loads, such as ramps with fueling station/pumpouts, etc.

Observed Pollutant(s): This is a list of any pollutants actually observed at the site.

Soils: Lists whether the site is expected to have good or poor infiltration based on soil survey (GIS).

Invasives: Lists whether project location has obvious invasive plant species present, and if so, which kind.

EJ Community (minority/income/minority&income): Lists whether the site is within 1 mile of a mapped Environmental Justice (EJ) population based on mapped census (GIS) information.



RETROFIT DETAILS:

Description of proposed concept components, and information needed for ranking and design.

Existing BMP Retrofit or New? Is the proposed practice a retrofit of existing BMP or a new BMP?

Proposed BMP/Pretreatment: General category of proposed BMPs and proposed type of pretreatment.

Non-structural Controls: Describes any additional non-structural practice recommended for the site, such as public education, stabilization, wetland restoration, etc.

BMP Maintenance Burden: Estimated maintenance level for proposed BMP(s) based on type of practice and expected pollutant load.

BMP Benefits: Lists benefits from proposed practice(s), other than water quality treatment, which is assumed:

Recharge – provides infiltration, recharging groundwater;

Storage – provides additional volume control for larger storm events;

Demo – location provides opportunity for outreach as a demonstration project;

Repair – opportunity to address an existing problem;

Habitat – results in improved habitat, such as wetland restoration, buffer planting, etc.;

Resiliency – opportunity to address future climate-related impacts.

Primary Site Conflicts: Lists potential site conflicts that could affect design and/or construction.

Soils – Poor soils (low infiltration) that may affect design;

Access – Limited access to area for construction and/or future maintenance;

Land Use – usage of site or surrounding area could limit/impact ultimate design (e.g., traffic patterns);

Utilities – actually observed at the site or indications of underground utilities (e.g., digsafe markings);

Polluted – site has existing contamination issues that would complicate permitting/construction;

High WT – sites with high groundwater tables can restrict design and construction options;

Wetlands – sites near wetlands may have complicated permitting burdens or limit design options.

SIZING INFO:

Information needed for the sizing of the proposed concept.

Estimated Drainage Area (ac): Total contributing DA to boat ramp in acres, based on GIS topography.

Identified in field; calculated in the office.

Estimated Impervious Area (ac): Total impervious area in DA in acres, based on GIS topography. Calculated in the office.

Impervious Area Type: Category of impervious area in DA (e.g., street, parking lot, rooftop, etc.)

WQv Goal/WQv Provided (cf): The water quality volume goal in cubic feet based on one inch of runoff from total estimated impervious area draining to boat ramp, as well as the volume provided based on impervious area in the actual drainage area to proposed BMP.

Estimated Practice Area (sf): Available space at site in square feet for the proposed concept. Identified in field; calculated in the office.


Existing Head Available? (Y/N): Is there a generous amount of hydraulic head (vertical distance) available between drainage area and practice area? Certain BMPs require more head than others.

PHOTOS/GRAPHICS:

Up to three photos are included for each site. A drainage area (DA) map with a site sketch is also included to show more detail about the area; topography is shown with 2-ft contours derived from MassGIS data.



CC Boat Ramp Retrofit Field Summary Sheet

Name: Willimantic Drive Landing – Bioretention/Wet Swale		ID#: BA-BR1
<p>Site Description: The Town owns the road and boat ramp, which are paved. The State owns the unpaved gravel parking lot. There is a sandy area between the parking lot the pond that is currently used as a neighborhood beach. Shubael Pond has a history of cyanobacteria blooms, and it is the location of an innovative/alternative septic pilot project with U.S. EPA. The Town is installing leaching basins along Willimantic Drive in fall 2022; however, vegetative treatment is not included in the design.</p> <p>Existing BMP on site? No</p>	<p>Site Location: 138 Willimantic Dr, Marstons Mills, MA 02648</p> 	
<p>Concept Description: There are two BMPs proposed for this site. The first BMP is a bioretention area in the town right-of-way at the corner of the parking lot. This bioretention facility will manage stormwater runoff from the road downstream of the town-proposed infiltration system. The second BMP proposed is a wet swale to manage the runoff from the gravel parking lot and a portion of the ramp (diverted with speed hump). This vegetated swale will also provide a windbreak. Good location for public education signage.</p>		
GENERAL SITE INFORMATION	RETROFIT DETAILS	
<p>Site Contact(s): Amber Unruh (Barnstable DPW); Doug Cameron (MA OFBA)</p> <p>Ownership: Town & State</p> <p>Parking Lot? Yes</p> <p>Number of Spaces: V: 8 VwT: 2 H: 0</p> <p>Parking Lot Surface: P & UP</p> <p>Ramp Surface: P</p> <p>Existing Site Condition: Fair</p>	<p>Existing BMP Retrofit or New? New</p> <p>Proposed BMP/Pretreatment: Wet swale and bioretention / sediment forebay</p> <p>Non-Structural Controls: Pavement removal. Swale will be planted to serve as a wind break, to help prevent sand from blowing up into parking area. Public education.</p> <p>BMP Maintenance Burden: Low</p>	
<p>Facilities/Amenities: None</p> <p>Special Uses: None</p>	<p>BMP Benefit(s):</p> <ul style="list-style-type: none"> Recharge Demo Habitat Resiliency 	
<p>Receiving Water: Shubael Pond (MA96293), Freshwater</p> <p>Known Impairment? Unacceptable for phosphorus (SOTW)</p> <p>Adjacent Critical Resources: Neighborhood beach</p>	<p>Potential Site Constraint(s):</p> <ul style="list-style-type: none"> Access (tight site, private driveways) High WT Wetlands (BVW to a Great Pond, DEP Approved Zone II) 	
<p>Is site a hotspot? No</p> <p>Observed Pollutant(s): Sediment</p>	<p>Soils: Good (HSG A)</p> <p>Invasives: No</p>	
<p>EJ Community: None</p>	<p>RETROFIT SIZING INFORMATION</p>	
<p>Estimated Drainage Area (ac): 0.59</p>	<p>WQv Goal/WQv Provided (cf): 835/619</p>	
<p>Estimated Impervious Area (ac): 0.2</p>	<p>Estimated Practice Area (sf): 630</p>	
<p>Impervious Area Type: Street</p>	<p>Existing Head Available? Yes</p>	

Date Assessed: 7/11/2022

Assessed by: EWH/GK

PHOTOS/SKETCHES



Photo Caption: Gravel parking lot (State-owned)



Photo Caption: Willimantic Drive leading to Boat Ramp (Town-owned)



Photo Caption: Boat ramp




Site Sketch: Drainage area in pink, impervious cover in gray, BMPs in light green, revegetation in dark green, and proposed paved flumes in dark blue. Star represents the GIS location of the boat ramp.

Date Assessed: 7/11/2022

Assessed by: EWH/GK

CC Boat Ramp Retrofit Field Summary Sheet

Name: Hathaways Pond – Bioretention and Permeable Pavers		ID#: BA-BR2
<p>Site Description: This is a popular park/public beach, but particularly in the summer when buses bring summer campers in to enjoy the beach. The loop driveway is partially paved (in poor condition), while the parking spaces and boat ramp are unpaved. Unmanaged stormwater is creating eroded gullies in a few places. The Town has funding in CIP for renovating/upgrading this park this fiscal year, including more picnic/playground space and renovating bathhouse. There are some safety concerns here – a need for more security/targeted night lighting.</p> <p>Existing BMP on site? None</p> <p>Proposed BMP Description: The concept for this site is to repave the loop driveway with Cape Cod berms to better direct runoff to infiltrating bioretention areas/swales, and stabilize parking spaces with permeable pavers. Eroded areas will be stabilized with native vegetation, and the bathhouse is great location for public education signage and a demonstration rain barrel and/or rain garden.</p>	<p>Site Location: 1431 Phinney's Ln, West Barnstable, MA 02668</p> 	
GENERAL SITE INFORMATION	RETROFIT DETAILS	
<p>Site Contact: Amber Unruh (Barnstable DPW)</p> <p>Ownership: Town</p> <p>Parking Lot? Yes</p> <p>Number of Spaces: V: 40 VW: 0 H: 0</p> <p>Parking Lot Surface: UP</p> <p>Ramp Surface: UP</p> <p>Existing Site Condition: Poor</p>	<p>Existing BMP Retrofit or New? New</p> <p>Proposed BMP/Pretreatment: Bioretention/Forebay and Permeable Pavers</p> <p>Non-Structural Controls: Public education, rainwater harvesting, revegetation/stabilization</p> <p>BMP Maintenance Burden: Medium</p>	
<p>Facilities/Amenities: Picnic tables, public beach, bathrooms (on-site septic system)</p> <p>Special Uses: Dog walking, summer camps, scuba diving, ramp for small boats only</p>	<p>BMP Benefit(s): Recharge Storage Demo Repair</p>	
<p>Receiving Water: Hathaway Pond North, Freshwater</p> <p>Known Impairment? None</p> <p>Adjacent Critical Resources: Public Beach</p>	<p>Potential Site Constraint(s): Utilities (hydrant waterlines, septic system) Wetlands (BVW, Zone II, Certified Vernal Pool)</p>	
<p>Is site a hotspot? No</p> <p>Observed Pollutant(s): Sediment</p>		
<p>Soils: Good (HSG A)</p> <p>Invasives: No</p>		
<p>EJ Community: Minority</p>		
RETROFIT SIZING INFORMATION		
<p>Estimated Drainage Area (ac): 2.73</p>	<p>WQv Goal/WQv Provided (cf): 3,387/3,099</p>	
<p>Estimated Impervious Area (ac): 0.93</p>	<p>Estimated Practice Area (sf): 1,687</p>	
<p>Impervious Area Type: Street</p>	<p>Existing Head Available? Y</p>	

Date Assessed: 7/6/2022

Assessed by: MW/JV

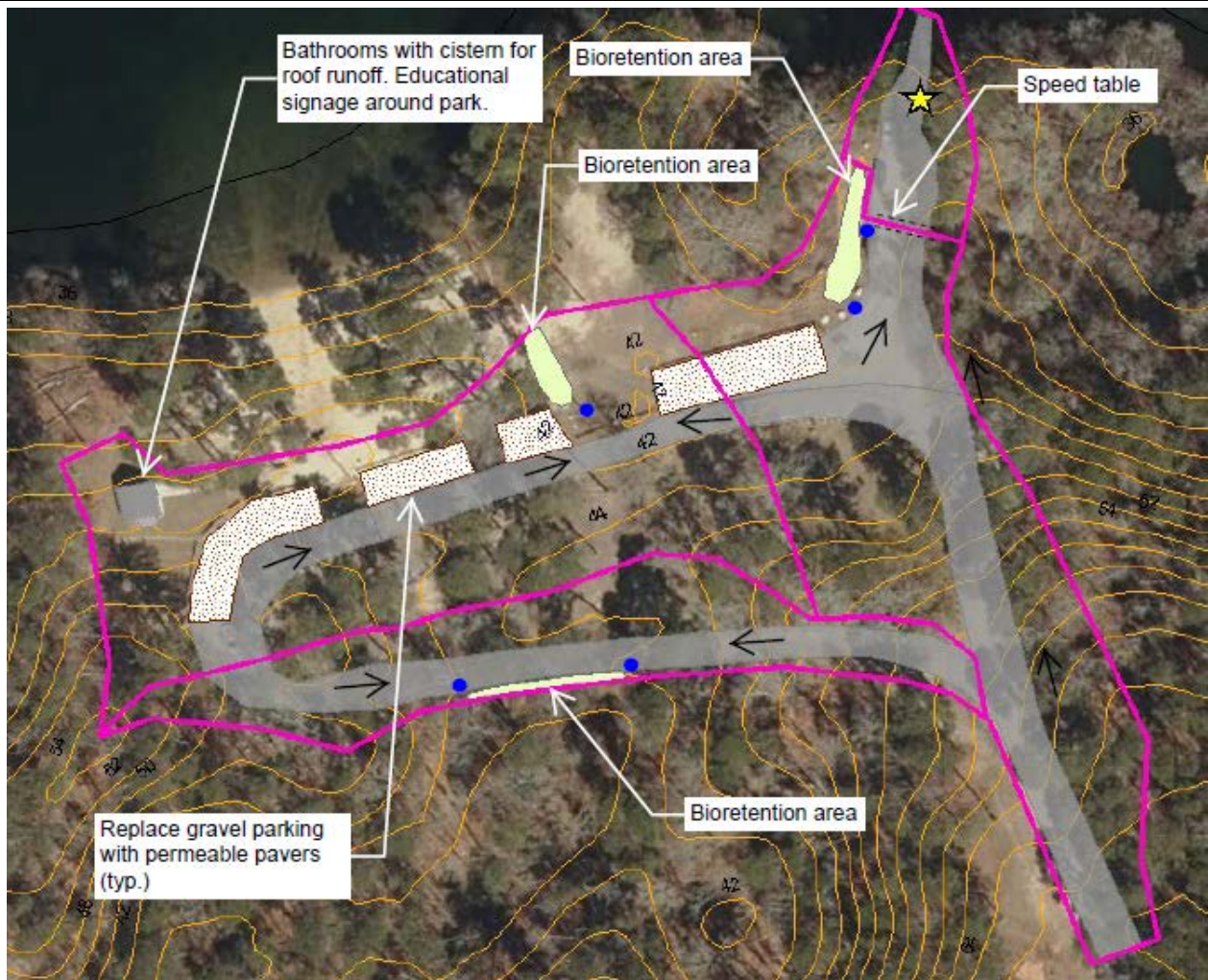
PHOTOS/SKETCHES



Photo Caption: Boat ramp



Photo Caption: Picnic/grassy area in the driveway loop.

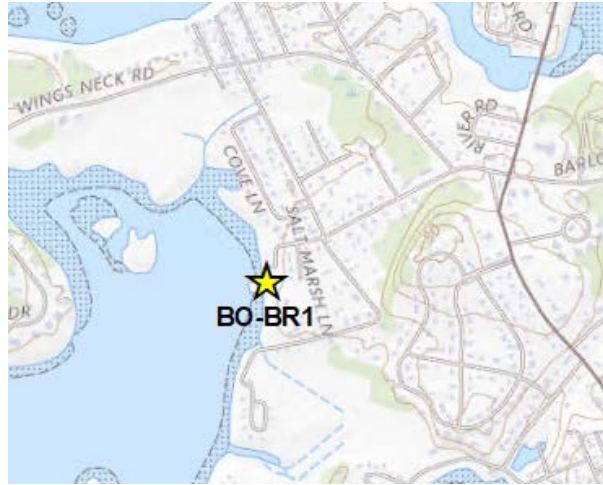


Site Sketch: Drainage area (pink), impervious cover (gray), BMPs (light green and speckled brown), paved flumes (dark blue), and drainage flow paths (arrows). Star represents the GIS location of the boat ramp.

Date Assessed: 7/6/2022

Assessed by: MW/JV

CC Boat Ramp Retrofit Field Summary Sheet

Name: Barlow's Landing Boat Ramp – Bioretention and Permeable Pavers (1A) and Bioretention (1B)		ID#: BO-BR1A & 1B
<p>Site Description: This site is comprised of paved parking, dirt lot for vehicles with trailers, a large drivable pier (for emergency vehicles), dinghy storage/dock, picnic area, and public beach. It was recently repaved after dredging project (~10 years ago), when a leaching basin was installed for a portion of the site. A very active site year round as the only deep-water ramp on Cape side of Town, with high volume of boats. Also a popular beach and picnic area. Recently planted beach grass provides stabilization and windblock for parking lot, but there is severe erosion on the right side of the pier down to the beach from uncontrolled runoff. Highly visible site that receives a lot of resident attention and feedback.</p> <p>Existing BMP on site? Leaching basin(s) w/o manhole access</p> <p>Proposed BMP Description: Two concepts for this site: 1A includes a shallow bioretention and permeable pavers for trailer parking, while 1B includes retrofitting the existing leaching basins with a bioretention area for nitrogen removal. Good location for public education and involvement.</p>	<p>Site Location: Barlows Landing Road, Bourne, MA 02559</p> 	
GENERAL SITE INFORMATION		RETROFIT DETAILS
<p>Site Contact: Tim Lydon (Bourne Engineering), Stevie Fitch (Bourne Conservation), Chris Southwood (Bourne DNR)</p> <p>Ownership: Town</p> <p>Parking Lot?: Yes</p> <p>Number of Spaces: V: 14 VwT: 5 H: 1</p> <p>Parking Lot Surface: P</p> <p>Ramp Surface: P</p> <p>Existing Site Condition: Good</p> <p>Facilities/Amenities: Picnic tables, portable toilets, dumpster, kayak storage, dinghy dock</p> <p>Special Uses: Only deep water ramp on the Cape side of the bridge, ramp used in all four seasons, plowed in winter.</p> <p>Receiving Water: Pocasset/Red Brook Harbor (MA95-17), Estuarine</p> <p>Known Impairment? Fecal Coliform, Unacceptable for Nitrogen (SOTW)</p> <p>Adjacent Critical Resources: Shellfish Area, Public Beach</p> <p>Is site a hotspot? No</p> <p>Observed Pollutant(s): Sediment</p> <p>Soils: Good (HSG A)</p> <p>Invasives: No</p> <p>EJ Community: Income</p>	<p>Existing BMP Retrofit or New? New (1A)/Retrofit (1B)</p> <p>Proposed BMP/Pretreatment: Bioretention/Forebay and Permeable Pavers (1A) and Bioretention/Forebay with overflow to existing leaching basin (1B)</p> <p>Non-Structural Controls: Public Education</p> <p>BMP Maintenance Burden: Medium</p> <p>BMP Benefit(s): Recharge Demo Repair</p> <p>Potential Site Constraint(s): Access Land Use High WT Wetlands (Salt Marsh, Beach/Dune, Natural Heritage Priority/Estimated Habitats of Rare Species, Hurricane Surge Inundation Zone, 100-year Flood Zone, Velocity Zone)</p>	
RETROFIT SIZING INFORMATION		
<p>Estimated Drainage Area (ac, 1A/1B): 0.81/1.65</p> <p>Estimated Impervious Area (ac, 1A/1B): 0.34/0.44</p> <p>Impervious Area Type: Parking Lot</p>	<p>WQv Goal/WQv Provided (cf, 1A/1B): 1,231/874 & 1,597/1,501</p> <p>Estimated Practice Area (sf, 1A/1B): 1,207/967</p> <p>Existing Head Available? N</p>	

Date Assessed: 7/6/2022 2:40:48 PM

Assessed by: MW/JV

PHOTOS/SKETCHES

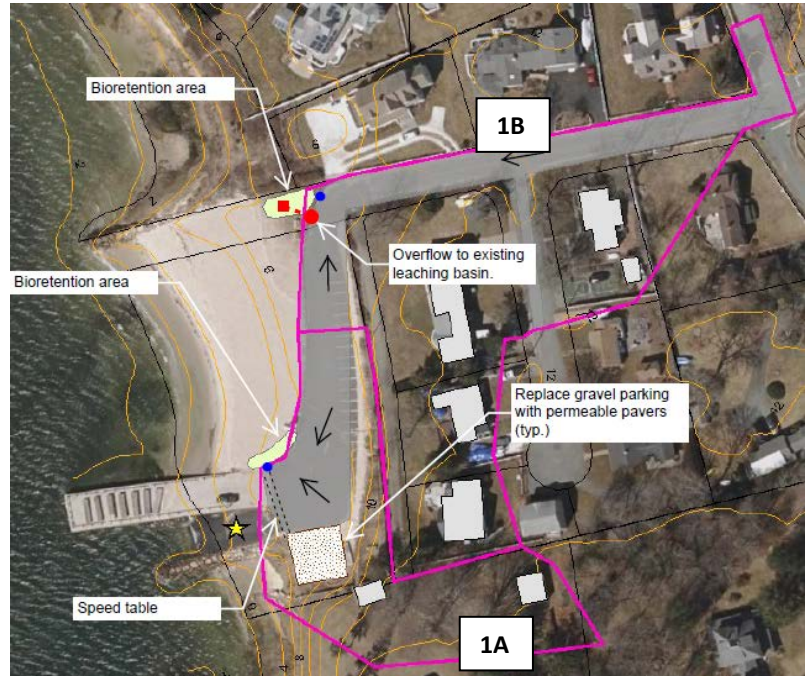


Photo Caption: Boat ramp with emergency access (top right) and dock (left)

Photo Caption: Looking up the driveway at parking spaces (right) and beach (left), with portable toilet and trash/recycling. Note existing flow path down center of pavement.



Photo Caption: Picnic/grassy area along beach with beach grass windbreak.




Site Sketch: Drainage area (pink), impervious cover (gray), BMPs (light green and speckled brown), paved flumes (dark blue), existing infrastructure (red), and drainage flow paths (arrows). Star represents the GIS location of the boat ramp.

Date Assessed: 7/6/2022

Assessed by: MW/JV

CC Boat Ramp Retrofit Field Summary Sheet

Name: Electric Avenue Boat Ramp - Bioretention		ID#: BO-BR2
<p>Site Description: This site consists of a paved boat ramp next to a pier and paved kayak storage (with concrete retaining wall), on-street trailer parking, and a large parking lot for public beach separated from the ramp by a playground on top of the Coastal Bank. <u>For this project, we are focusing on the boat ramp side of the site.</u> The ramp is wider than needed, and there is not safe pedestrian access to the kayak rack/pier. Stormwater from the neighborhood flows past a clogged trench drain and down the ramp.</p> <p>Existing BMP on site? Trench Drain (clogged) to Leaching Chamber</p> <p>Proposed BMP Description: Remove excess pavement along ramp/kayak rack and replace trench drain with a speed table and deep sump catch basins connecting to a bioretention with an overflow to the existing leaching system. Provide safe pedestrian access to the racks and pier. The coastal bank by the playground will be stabilized with low-growing native vegetation, which will also serve as a windbreak for the parking lot. Great location for public education signage as well as community art on the wall.</p>	<p>Site Location: Electric Avenue, Bourne, MA 02532</p> 	
GENERAL SITE INFORMATION		RETROFIT DETAILS
<p>Site Contact: Tim Lydon (Bourne Engineering), Stevie Fitch (Bourne Conservation), Chris Southwood (Bourne DNR)</p> <p>Ownership: Town</p> <p>Parking Lot?: Yes</p> <p>Number of Spaces: V: 23 VW: 0 H: 2</p> <p>Parking Lot Surface: P</p> <p>Ramp Surface: P</p> <p>Existing Site Condition: Fair</p>	<p>Existing BMP Retrofit or New? New</p> <p>Proposed BMP/Pretreatment: Bioretention/Forebay</p> <p>Non-Structural Controls: Public Education/Art, Revegetation/Wind Block, Pavement Removal, Improved Pedestrian Access</p> <p>BMP Maintenance Burden: Medium</p>	
<p>Facilities/Amenities: Dumpster, playground, portable toilet, bike rack, kayak rack</p> <p>Special Uses: Mostly used by neighborhood residents, lower volume, boat size limited by nearby bridge.</p>	<p>BMP Benefit(s):</p> <ul style="list-style-type: none"> Recharge Storage Demo Repair Habitat Resiliency 	
<p>Receiving Water: Buttermilk Bay (MA95-01), Estuarine</p> <p>Known Impairment? Fecal Coliform, Nutrient/Eutrophication Biological Indicators</p> <p>Adjacent Critical Resources: Shellfish Area, Public Beach</p>	<p>Potential Site Constraint(s):</p> <ul style="list-style-type: none"> Access (steep slopes) Polluted (Nearby Chapter 21E Site) Wetlands (Coastal Bank, Beach/Dune, Hurricane Surge Inundation Zone, 100-year Flood Zone) 	
<p>Is site a hotspot? No</p> <p>Observed Pollutant(s): Sediment</p>	<p>Soils: Good (HSG A)</p> <p>Invasives: No</p>	
<p>EJ Community: Income</p>		
RETROFIT SIZING INFORMATION		
<p>Estimated Drainage Area (ac): 1.73</p>	<p>WQv Goal/WQv Provided (cf): 3,049/2,105</p>	
<p>Estimated Impervious Area (ac): 0.84</p>	<p>Estimated Practice Area (sf): 1,224</p>	
<p>Impervious Area Type: Street</p>	<p>Existing Head Available? Y</p>	

Date Assessed: 7/6/2022

Assessed by: MW/JV

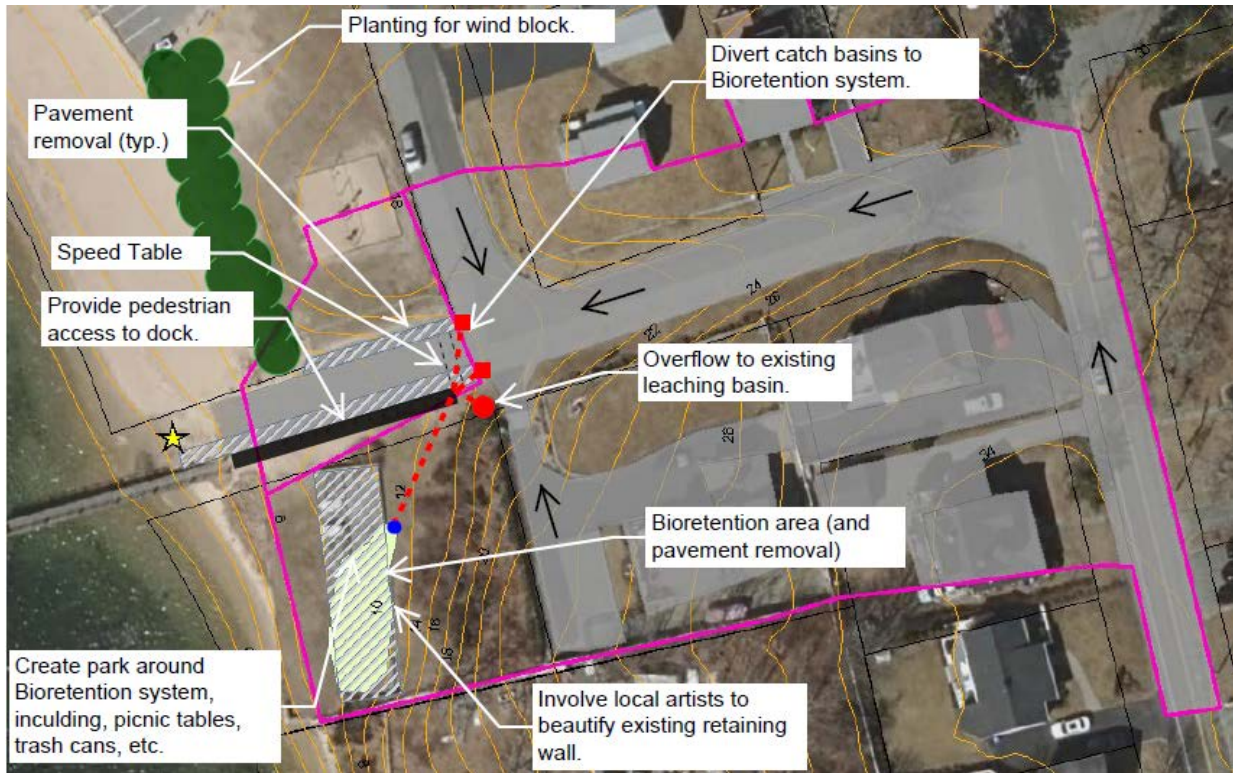
PHOTOS/SKETCHES



Photo Caption: Boat ramp with dock on the left and the clogged trench drain in the foreground.



Photo Caption: Looking up the boat ramp with kayak rack on the right.




Site Sketch: Drainage area (pink), impervious cover (gray), impervious cover reduction (striped gray), BMPs (light green), paved flumes (dark blue), proposed infrastructure (red), revegetation (dark green), and drainage flow paths (arrows). Star represents the GIS location of the boat ramp.

Date Assessed: 7/6/2022

Assessed by: MW/JV

CC Boat Ramp Retrofit Field Summary Sheet

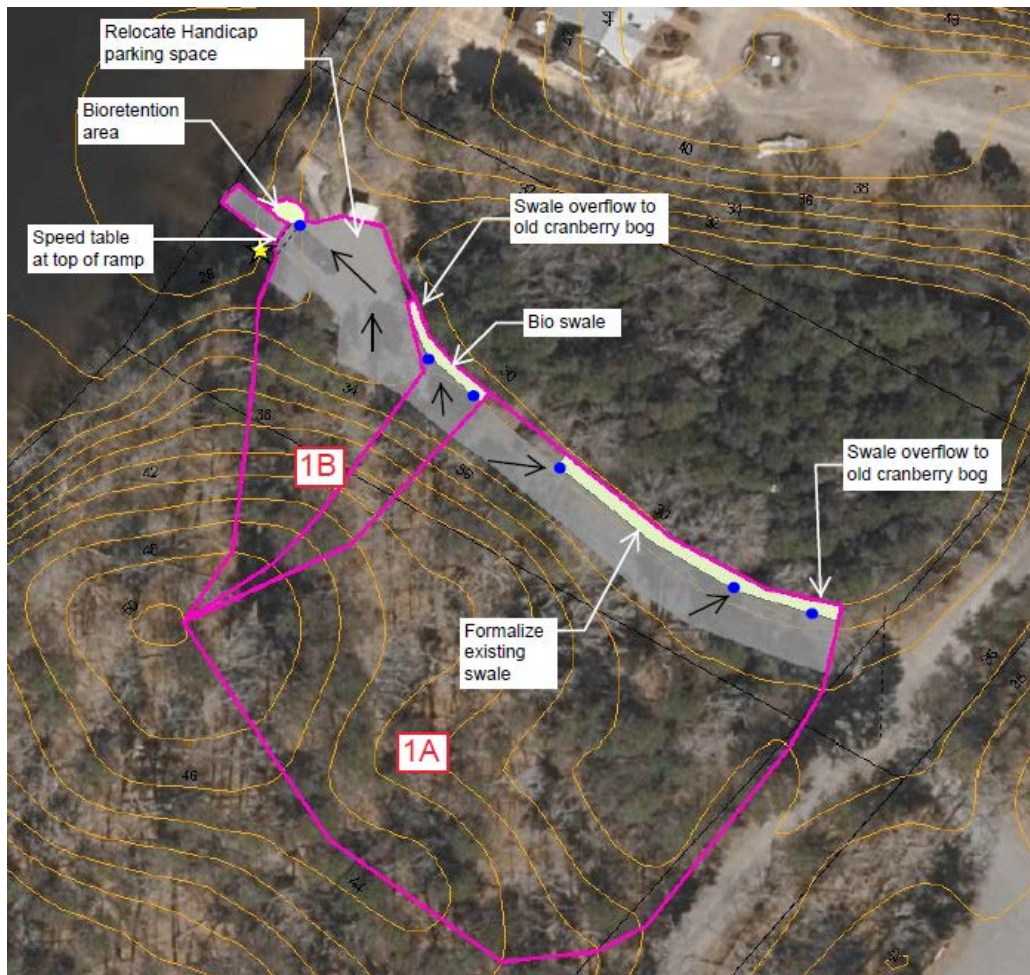
Name: Upper Mill Pond Boat Ramp – Swales (1A)/Swale & Shallow Bioretention (1B)		ID#: BR-BR1A/B
<p>Site Description: The road, parking area, and boat ramp are gravel. Erosion at boat ramp was noticed during site visit. The property is a conservation parcel and is surrounded by trails and conservation land. The Town uses this site for their summer recreation program, including sailing lessons. Property has limited parking, but more parking is available across the road at a separate parking lot. The Town has no plans to pave the road or parking area, but they would prefer a different style of boat ramp (e.g., concrete slab). There is an old cranberry bog that abuts the property which has a culvert discharging directly into the Pond.</p>	<p>Site Location: Town Landing Rd, Brewster, MA 02631</p>	
<p>Existing BMP on site? No</p>	<p>Concept Description: Given the existing drainage on this site, this site is split into two areas. In the first area (1A) to manage stormwater from the majority of the road, the existing country drainage swale will be formalized into a bio swale, with an overflow into the old cranberry bog. Closer to the boat ramp (1B), a bioswale and shallow bioretention are proposed. In order to direct runoff into the bioretention closest to the Pond's edge, a speed table will be installed at the top of the boat ramp. This site offers a great educational opportunity given the many uses of this site.</p>	
GENERAL SITE INFORMATION		RETROFIT DETAILS
<p>Site Contact: Chris Miller (Brewster DNR Director)</p>		<p>Existing BMP Retrofit or New? New Proposed BMP/Pretreatment: Swales and shallow bioretention / sediment forebay Primary Non-Structural Controls: None BMP Maintenance Burden: Medium</p>
<p>Ownership: Town Parking Lot? Yes Number of Spaces: V: 7 VwT: 0 H: 1 Parking Lot Surface: UP Ramp Surface: P Existing Site Condition: Fair</p>		<p>BMP Benefit(s): Recharge Demo (adjacent to trails and conservation land) Repair</p>
<p>Facilities/Amenities: Trash, boat storage, overlook deck. Shed for town use. Special Uses: Sailing lessons, fishing derbies, water sampling.</p>		<p>Receiving Water: Upper Mill Pond (MA96324), Freshwater Known Impairment? No, but Town has conducted alum treatment in pond for phosphorus control. Adjacent Critical Resources: Anadromous Fish Run (Herring)</p>
<p>Is site a hotspot? No Observed Pollutant(s): Sediment</p>		<p>Potential Site Constraint(s): High WT Wetlands (BVW to a Great Pond, Former Cranberry Bog, 100-year Flood Zone, DEP Approved Zone II, NHESP Priority Habitat)</p>
<p>Soils: Good (HSG A) Invasives: No</p>		<p>EJ Community: None</p>
RETROFIT SIZING INFORMATION		
<p>Estimated Drainage Area (ac, 1A/1B): 0.8 / 0.24</p>		<p>WQv Goal/WQv Provided (cf, 1A/1B): 283/283 & 283/261</p>
<p>Estimated Impervious Area (ac, 1A/1B): 0.08 / 0.08</p>		<p>Estimated Practice Area (sf, 1A/1B): 750 / 350</p>
<p>Impervious Area Type: Parking Lot and road</p>		<p>Existing Head Available? Yes</p>

PHOTOS/SKETCHES



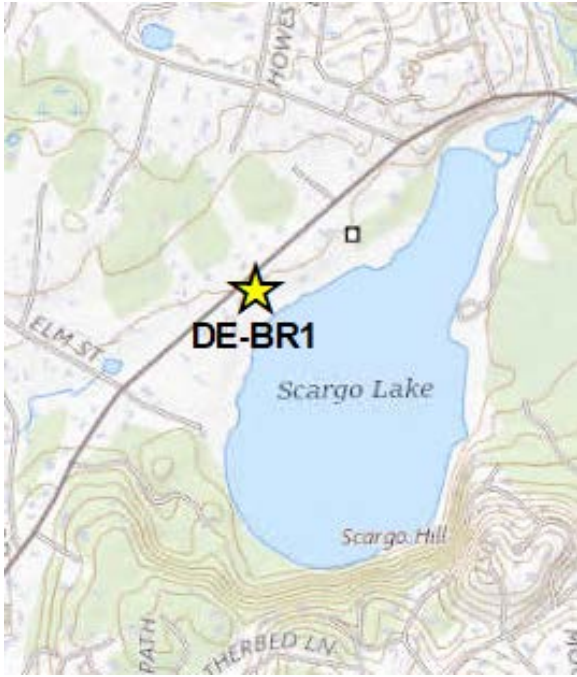
Photo Caption: Boat ramp

Photo Caption: Road and parking



Site Sketch: Drainage area in pink, impervious cover in gray, BMPs in light green, paved flumes in dark blue, and drainage flow paths shown with arrows. Star represents the GIS location of the boat ramp.

CC Boat Ramp Retrofit Field Summary Sheet

Name: Scargo Lake Landing Ramp – Wet Swale/Permeable Pavement ID#: DE-BR1	
<p>Site Description: The road and boat ramp are packed gravel. The Town would like to pave the road. Parking is available along both sides of the road. It is important to allow space for cars/trailers to turn around towards the top of the road before reversing to the boat ramp. There are two areas for people to launch boats. The dock can also be moved. Evidence of erosion along the sides of the road was visible during the site visit. Some drainage from the State-owned Route 6A is coming onto the site. This site is popular, and Scargo Lake is a priority for the Town to rehabilitate, as they are trying to restore herring passage.</p> <p>Existing BMP on site? No</p>	<p>Site Location: 961 Route 6A, Dennis, MA 02638</p> 
<p>Concept Description: Pavement typically used for parking along the road will be converted into permeable pavement. A wet swale area located close to the pond will manage runoff from the town landing road. A catch basin will divert flow to the wet swale. A berm will be placed at the top of the road to prevent drainage from Route 6A coming onto the site. The boat ramp on the south side will be formalized, and the existing dock/platform can be relocated closer to the water. Public education/signage would be effective here.</p>	
GENERAL SITE INFORMATION	RETROFIT DETAILS
<p>Site Contact: Tom Andrade (Dennis Town Engineer)</p> <p>Ownership: Town Parking Lot?: Yes Number of Spaces: V: 3 VwT: 3 H: 0 Parking Lot Surface: UP Ramp Surface: UP Existing Site Condition: Fair</p>	<p>Existing BMP Retrofit or New? New Proposed BMP/Pretreatment: Wet swale / sediment forebay Non-Structural Controls: Pavement removal to permeable pavement, stabilization, public education BMP Maintenance Burden: Low</p>
<p>Facilities/Amenities: Small launch dock Special Uses: None</p>	<p>BMP Benefit(s): Recharge Demo Repair</p>
<p>Receiving Water: Scargo Lake (MA96279), Freshwater Known Impairment? Unacceptable for phosphorus (SOTW) Adjacent Critical Resources: Anadromous Fish Run</p>	
<p>Is site a hotspot? No Observed Pollutant(s): Sediment</p>	<p>Potential Site Constraint(s): Access (tight site with steep slopes) Wetlands (BVW to a Great Pond, NHESP Priority Habitat)</p>
<p>Soils: Good (HSG A) Invasives: No</p>	
<p>EJ Community: None</p>	
RETROFIT SIZING INFORMATION	
<p>Estimated Drainage Area (ac): 0.54</p>	<p>WQv Goal/WQv Provided (cf): 1,180/551</p>
<p>Estimated Impervious Area (ac): 0.33</p>	<p>Estimated Practice Area (sf): 400</p>
<p>Impervious Area Type: Street</p>	<p>Existing Head Available? Yes</p>

Date Assessed: 7/11/2022

Assessed by: EWH/GK

PHOTOS/SKETCHES



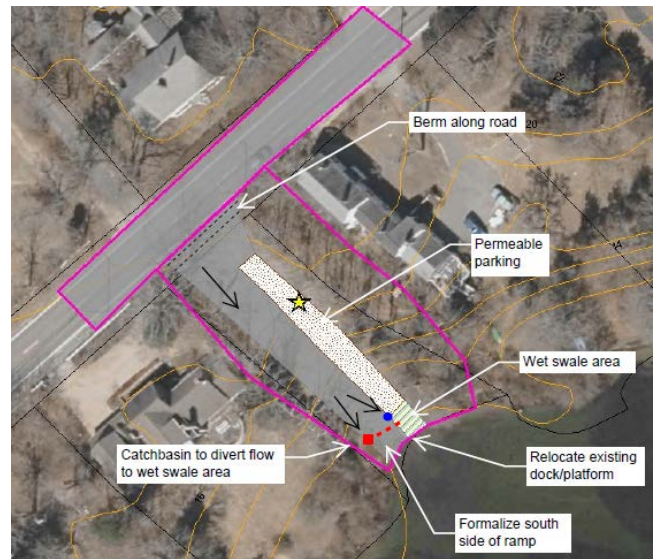
Photo Caption: Boat ramp



Photo Caption: Road leading down to boat ramp



Photo Caption: Parking available on both sides of the road




Site Sketch: Drainage area (pink), impervious cover (gray), impervious cover reduction (striped gray), BMPs (light green and speckled brown), paved flumes (dark blue), and proposed infrastructure (red). Star represents the GIS location of the boat ramp.

Date Assessed: 7/11/2022

Assessed by: EWH/GK

CC Boat Ramp Retrofit Field Summary Sheet

Name: Dr Lords Common Landing – Bioretention/Permeable Pavers	ID#: DE-BR2
<p>Site Description: This site is commonly used as a public beach and boat ramp. Parking lot is paved but in need of repair – Town has the repaving in their CIP for parking lot (rec dept) and access road (Eng). There are two residential driveways on either side of the parking lot to maintain access to throughout the year. The parking lot is very close to the shoreline. There are multiple access points to the lake from the parking lot that the Town would like to limit to preserve habitat. There is no formalized boat ramp needed here, site is for small car-top watercraft only (e.g., kayak, canoe, paddleboards). Overhead wires and Town water utilities on site. Creek runs alongside road that provides anadromous fish access to lake.</p> <p>Existing BMP on site? No</p>	<p>Site Location: 41 Dr Lords Rd, Dennis, MA 02638</p> 
<p>Concept Description: The project focuses on the parking lot only and proposes parking lot retreat away from the lake’s edge, and grading/re-paving of drive aisle to direct runoff into bioretention facilities located on either side of the parking lot, and permeable pavers used in the parking spaces. Private driveway access at southern end will be maintained. Lake buffer will be stabilized and replanted to minimize informal access points. Management of access road runoff should be considered as separate project.</p>	
GENERAL SITE INFORMATION	RETROFIT DETAILS
<p>Site Contact: Tom Andrade (Dennis Town Engineer)</p> <p>Ownership: Town</p> <p>Parking Lot?: Yes</p> <p>Number of Spaces: V: 21 VwT: 0 H: 1</p> <p>Parking Lot Surface: P</p> <p>Ramp Surface: UP</p> <p>Existing Site Condition: Poor</p>	<p>Existing BMP Retrofit or New? New</p> <p>Proposed BMP/Pretreatment: Bioretention / Sediment forebay. Permeable pavement.</p> <p>Non-Structural Controls: Pavement retreat/removal. Public education signage. Buffer restoration/removal and stabilization of excess access points.</p> <p>BMP Maintenance Burden: Low</p>
<p>Facilities/Amenities: Portable toilet in summer, lifeguard.</p> <p>Special Uses: None</p>	<p>BMP Benefit(s):</p> <ul style="list-style-type: none"> Recharge Demo Repair Habitat Resiliency
<p>Receiving Water: Scargo Lake (MA96279), Freshwater</p> <p>Known Impairment? Unacceptable for phosphorus (SOTW)</p> <p>Adjacent Critical Resources: Anadromous Fish Run, Public Beach</p>	
<p>Is site a hotspot? No</p> <p>Observed Pollutant(s): Sediment</p>	<p>Potential Site Constraint(s):</p> <ul style="list-style-type: none"> Access (tight site with private driveways to preserve) Utilities (Hydrant Waterlines) High WT Wetlands (BVW to Great Pond, NHESP Priority Habitat)
<p>Soils: Good (HSG A)</p> <p>Invasives: No</p>	
<p>EJ Community: None</p>	
RETROFIT SIZING INFORMATION	
<p>Estimated Drainage Area (ac): 2.67</p>	<p>WQv Goal/WQv Provided (cf): 1,597/1,597</p>
<p>Estimated Impervious Area (ac): 0.44</p>	<p>Estimated Practice Area (sf): 780</p>
<p>Impervious Area Type: Parking Lot</p>	<p>Existing Head Available? No</p>

Date Assessed: 7/11/2022

Assessed by: EWH/GK

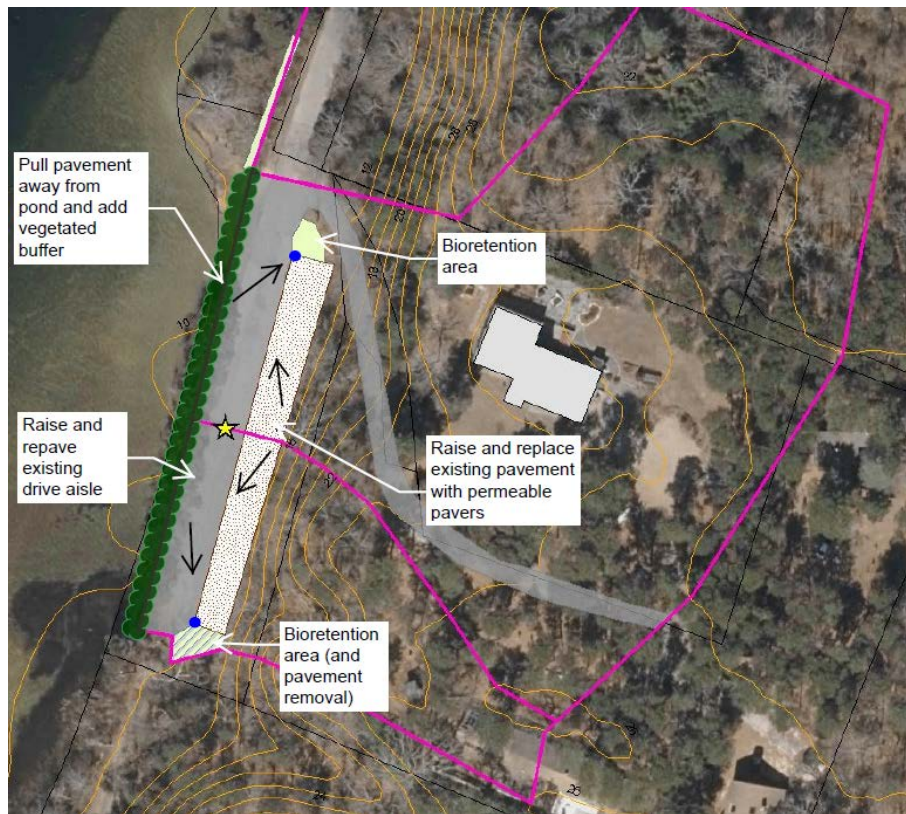
PHOTOS/SKETCHES



Photo Caption: Parking lot, boat ramp, and Town beach. Note proximity of parking lot to lake.



Photo Caption: Parking lot in need of improvement



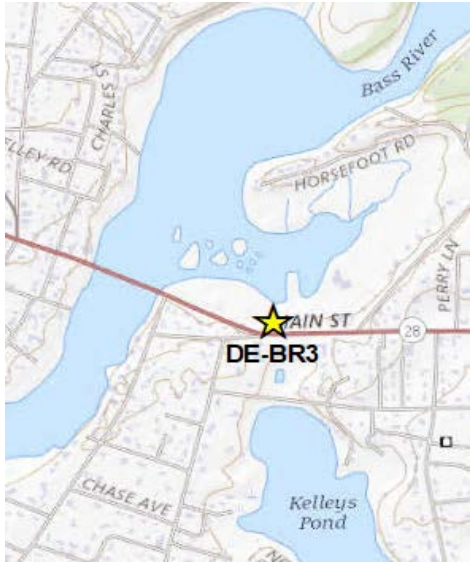
Site Sketch: Drainage area (pink), impervious cover (gray), impervious cover reduction (striped gray), BMPs (light green and speckled brown), revegetation (dark green), paved flumes (dark blue), and drainage flow paths (arrows). Star represents the GIS location of the boat ramp.

Date Assessed: 7/11/2022

Assessed by: EWH/GK

CC Boat Ramp Retrofit Field Summary Sheet

Name: Horsefoot Cove Landing – Bioretention/Swale to Underground Infiltration	ID#: DE-BR3
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<p>Site Description: This boat ramp is a popular State OFBA site and used heavily by the abutting canoe and kayak rental shop. The boat ramp driveway is steep and evidence of erosion and damage was observed during the site visit. There appears to be excessive pavement on the site. This site provides an excellent opportunity for public education.</p> <p>Existing BMP on site? Catch basin to underground leaching system (unable to observe/unable to confirm)</p> <p>Concept Description: The project proposes to use the existing grading in the parking lot, where runoff is directed to both sides of the parking lot. Water quality treatment will be provided in bioretention/swale before entering into an underground leaching system. The other side of the parking lot will drain to a bioretention area. There is some pavement removal with installation of the bioswale. The edges of the boat ramp will be stabilized to prevent erosion.</p>	<p>Site Location: 104 Route 28, West Dennis, MA 02670</p> 
GENERAL SITE INFORMATION	RETROFIT DETAILS
<p>Site Contact: Tom Andrade (Dennis Town Engineer) and Doug Cameron (OFBA)</p> <p>Ownership: Town & State Parking Lot?: Yes Number of Spaces: V: 3 VwT: 11 H: 1 Parking Lot Surface: P Ramp Surface: P Existing Site Condition: Fair</p>	<p>Existing BMP Retrofit or New? New Proposed BMP/Pretreatment: Bioretention and swale with underground leaching system/sediment forebay & oil/grit separator Non-Structural Controls: Pavement removal, Public education BMP Maintenance Burden: High</p>
<p>Facilities/Amenities: None Special Uses: Boat rental launches.</p>	<p>BMP Benefit(s): Recharge Storage Demo Repair</p>
<p>Receiving Water: Bass River (MA96-12), Estuarine Known Impairment? Fecal Coliform, Total Nitrogen, Unacceptable for nitrogen (SOTW) Adjacent Critical Resources: Shellfish Area</p>	
<p>Is site a hotspot? Yes Observed Pollutant(s): Oil, Gas, Sediment</p>	
<p>Soils: Good (HSG A) Invasives: No</p>	<p>Potential Site Constraint(s): Access (Steep Slopes, Entrances/Driveway) High WT Wetlands (Salt Marsh, 100-year Flood Zone, Hurricane Surge Inundation Zone)</p>
<p>EJ Community: Income</p>	
RETROFIT SIZING INFORMATION	
<p>Estimated Drainage Area (ac): 0.42</p>	<p>WQv Goal/WQv Provided (cf): 1,488/1,148</p>
<p>Estimated Impervious Area (ac): 0.41</p>	<p>Estimated Practice Area (sf): 820</p>
<p>Impervious Area Type: Parking Lot</p>	<p>Existing Head Available? Yes</p>

Date Assessed: 7/11/2022

Assessed by: GLK/EH

PHOTOS/SKETCHES



Photo Caption: Boat ramp parking lot for trailers and cars

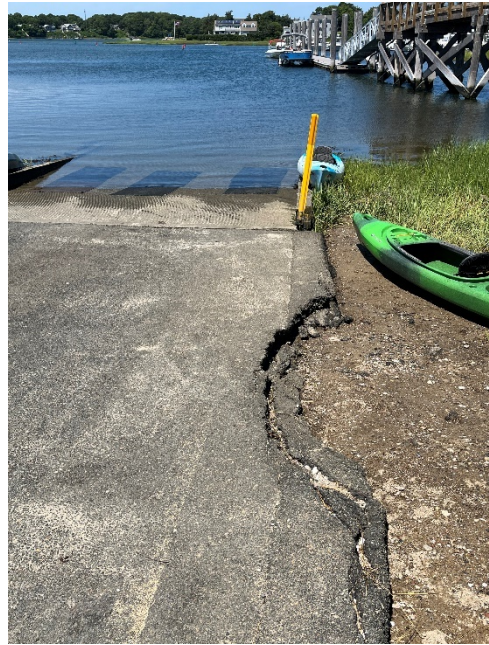
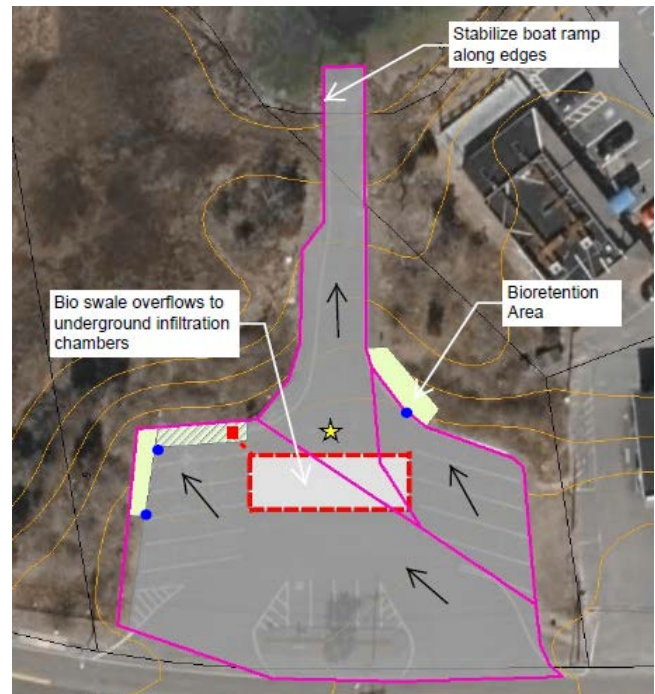


Photo Caption: Erosion and damage to boat ramp



Photo Caption: Steep boat ramp driveway




Site Sketch: Drainage area (pink), impervious cover (gray), impervious cover reduction (striped gray), BMPs (light green and speckled brown), paved flumes (dark blue), proposed infrastructure in red, and drainage flow paths (arrows). Star represents the GIS location of the boat ramp.

Date Assessed: 7/11/2022

Assessed by: GLK/EH

CC Boat Ramp Retrofit Field Summary Sheet

Name: Waquoit Bay Landing – Bioretention and Dry Swales		ID#: FA-BR1
<p>Site Description: This is a State-owned and maintained boat ramp, while the parking lot and access road are owned and maintained by the Town. The ramp is used for year-round shellfishing; mostly recreational in the winter and commercial in the summer. The pavement is in very poor condition, with evident signs of crumbling and erosion. It is a very tight site, with little room between pavement and property lines, and difficult parking spots to maneuver with trailers. Stormwater from Waquoit Lane, the Town Landing Road (22.5' wide), and Nichols Road (10' wide dirt road) contributes to the runoff at the site, which flows past a clogged trench drain down along the sides of the ramp, causing erosion gullies. This site is planned for upgrades in the near-term.</p> <p>Existing BMP on site? Trench Drain (clogged) on Ramp</p> <p>Proposed BMP Description: Repave/regrade the road and parking lot to direct runoff to dry swales along the landing road and bioretentions at base of parking lot. Stabilize the edges of pavement to prevent erosion on coastal bank.</p>	<p>Site Location: Waquoit Bay Landing Rd, Falmouth, MA 02536</p> 	
GENERAL SITE INFORMATION	RETROFIT DETAILS	
<p>Site Contact: Gregg Fraser (Falmouth Marine Services)/ Doug Cameron (MA OFBA)</p> <p>Ownership: Town/State</p> <p>Parking Lot? Yes</p> <p>Number of Spaces: V: 7 VwT: 7 H: 0</p> <p>Parking Lot Surface: P</p> <p>Ramp Surface: P</p> <p>Existing Site Condition: Poor</p>	<p>Existing BMP Retrofit or New? New</p> <p>Proposed BMP/Pretreatment: Bioretention/Forebay and Dry Swale/Forebay</p> <p>Non-Structural Controls: None</p> <p>BMP Maintenance Burden: High</p>	
<p>Facilities/Amenities: Dumpster, Dinghy storage</p> <p>Special Uses: Year round shellfishing, yacht club uses ramp then parks at their facilities down the road.</p> <p>Receiving Water: Seapit River/ Waquoit Bay (MA96-21), Estuarine</p> <p>Known Impairment? Total Nitrogen, Unacceptable for Nitrogen (SOTW)</p> <p>Adjacent Critical Resources: Shellfish Area</p>	<p>BMP Benefit(s):</p> <ul style="list-style-type: none"> Recharge Demo Repair Resiliency 	
<p>Is site a hotspot? No</p> <p>Observed Pollutant(s): Sediment</p> <p>Soils: Good (HSG A)</p> <p>Invasives: Yes, Oriental bittersweet</p> <p>EJ Community: Minority and Income</p>	<p>Potential Site Constraint(s):</p> <ul style="list-style-type: none"> Access (tight site with steep slopes, private driveways) Utilities (hydrant waterlines) Wetlands (Dune, Coastal Bank, FEMA velocity zone, hurricane surge inundation zone, ACEC) 	
RETROFIT SIZING INFORMATION		
<p>Estimated Drainage Area (ac): 3.79</p> <p>Estimated Impervious Area (ac): 1.05</p> <p>Impervious Area Type: Parking Lot</p>	<p>WQv Goal/WQv Provided (cf): 3,812/2,285</p> <p>Estimated Practice Area (sf): 1,224</p> <p>Existing Head Available? Y</p>	

Date Assessed: 7/11/2022

Assessed by: MW/JV

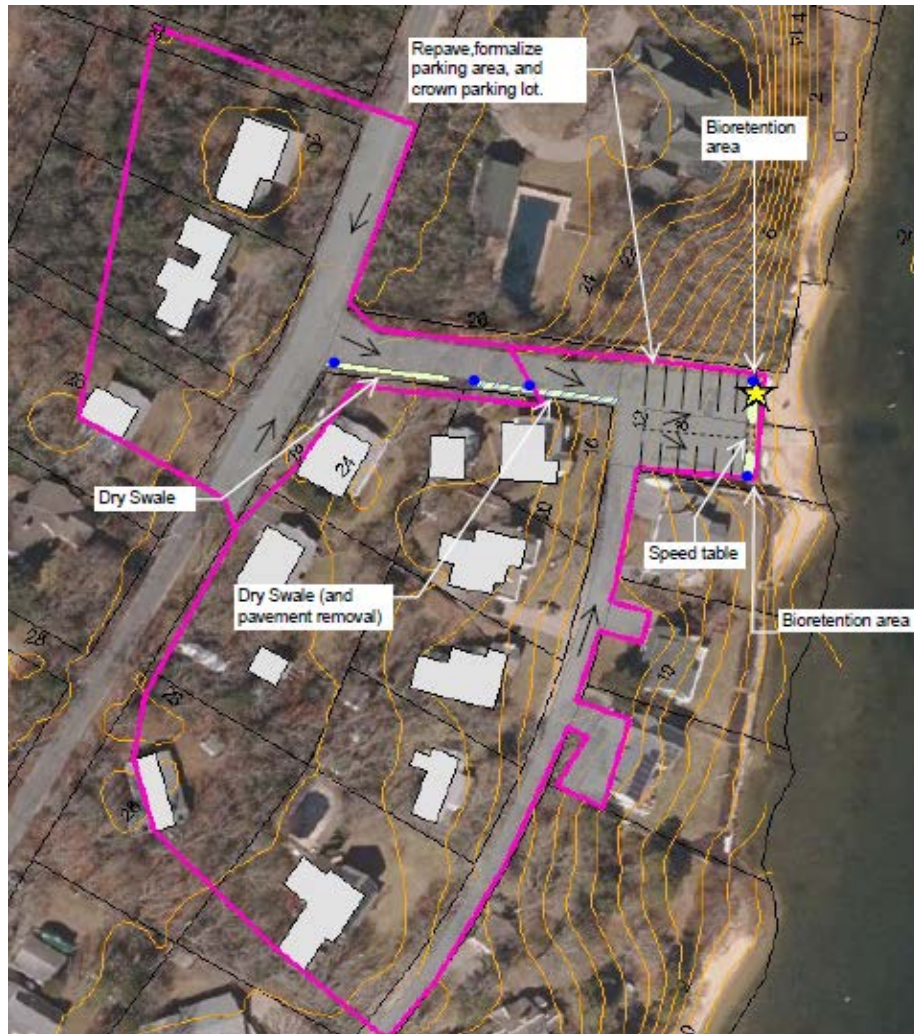
PHOTOS/SKETCHES



Photo Caption: Clogged trench drain at boat ramp



Photo Caption: Unused portion of parking lot on Coastal Bank to be converted to bioretention




Site Sketch: Drainage area (pink), impervious cover (gray), BMPs (light green), paved flumes (dark blue), and drainage flow paths (arrows). Star represents the GIS location of the boat ramp.

Date Assessed: 7/11/2022

Assessed by: MW/JV

CC Boat Ramp Retrofit Field Summary Sheet

Name: Ashumet Pond Boat Ramp – Bioretention and Permeable Pavement	ID#: FA-BR2
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<p>Site Description: This State-owned and maintained parking lot and ramp is very busy in the summer, mainly for fishing. Jet skis have been banned in this pond. While no beaches are allowed near State-owned ramps, there is an open sandy area at this site that people use as a beach. Stormwater flows from Currier Road (no curbing), down the driveway/parking lot and ramp (both with granite curb) into the pond. Monitoring wells here were installed due to contamination plume from the nearby military base.</p> <p>Existing BMP on site? None</p> <p>Proposed BMP Description: Bioretention areas and a wet swale will be used to treat stormwater along edges of driveway and parking lot. A portion of the parking spaces will be converted into permeable pavement to reduce runoff. Sandy area along shoreline will be replanted for stabilization, habitat, and to discourage beach use. Public educational signage will be added.</p>	<p>Site Location: 581 Currier Rd, East Falmouth, MA 02536</p> 
GENERAL SITE INFORMATION	
<p>Site Contact: Gregg Fraser (Falmouth Marine Services)/ Doug Cameron (MA OFBA)</p> <p>Ownership: Town/State</p> <p>Parking Lot? Yes</p> <p>Number of Spaces: V: 0 VwT: 26 H: 2</p> <p>Parking Lot Surface: P</p> <p>Ramp Surface: P</p> <p>Existing Site Condition: Fair</p>	<p>RETROFIT DETAILS</p> <p>Existing BMP Retrofit or New? New</p> <p>Proposed BMP/Pretreatment: Bioretention/Wet Swale/Forebay and Permeable Pavement</p> <p>Non-Structural Controls: Pavement removal, revegetation along pond, public education</p> <p>BMP Maintenance Burden: Medium</p>
<p>Facilities/Amenities: None</p> <p>Special Uses: Small boat ramp, busy in summer for fishing</p> <p>Receiving Water: Ashumet Pond (MA96004), Freshwater</p> <p>Known Impairment? Total Phosphorus, Unacceptable for Phosphorus (SOTW)</p> <p>Adjacent Critical Resources: None</p>	<p>BMP Benefit(s):</p> <ul style="list-style-type: none"> Recharge Storage Demo Habitat Resiliency
<p>Is site a hotspot? No</p> <p>Observed Pollutant(s): Sediment</p> <p>Soils: Good (HSG A)</p> <p>Invasives: Yes, variety</p> <p>EJ Community: Minority and Income</p>	<p>Potential Site Constraint(s):</p> <ul style="list-style-type: none"> Utilities (hydrant waterlines) High WT Wetlands (BVW to a Great Pond, NHESP Priority Habitats)
RETROFIT SIZING INFORMATION	
Estimated Drainage Area (ac): 1.90	WQv Goal/WQv Provided (cf): 2,831/2,806
Estimated Impervious Area (ac): 0.78	Estimated Practice Area (sf): 1,541
Impervious Area Type: Parking Lot	Existing Head Available? N

Date Assessed: 7/11/2022

Assessed by: MW/JV

PHOTOS/SKETCHES



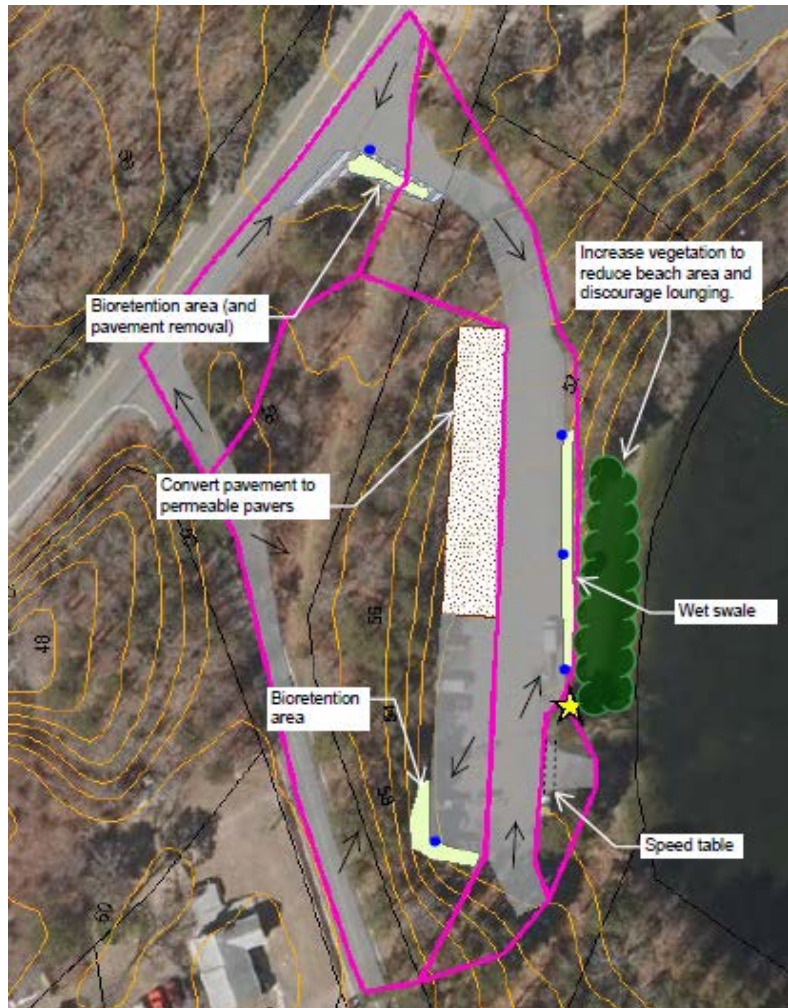
Photo Caption: Parking lot, facing the entrance (pond to the right)



Photo Caption: Parking lot, facing the back (pond to the left)



Photo Caption: Boat ramp in the foreground with sandy stretch of shoreline in the background.



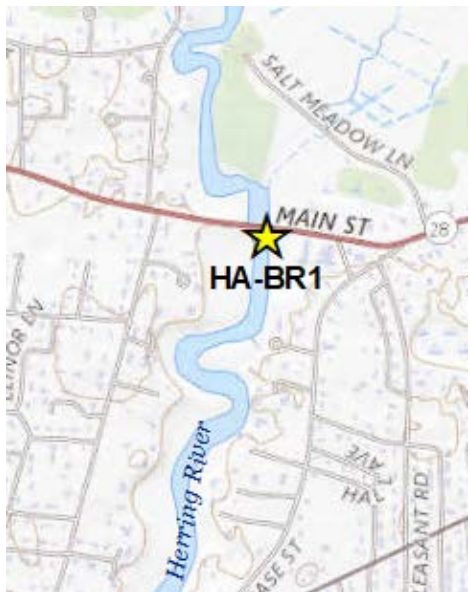
Site Sketch: Drainage area (pink), impervious cover (gray), impervious cover reduction (striped gray), BMPs (light green and speckled brown), paved flumes (dark blue), revegetation (dark green), and drainage flow paths (arrows). Star represents the GIS location of the boat ramp.

Date Assessed: 7/11/2022

Assessed by: MW/JV

CC Boat Ramp Retrofit Field Summary Sheet

Name: Herring River Boat Ramp – Shallow Bioretentions/Wet Swale & Permeable Pavers **ID#: HA-BR1**

<p>Site Description: This site is a large gravel parking lot with a concrete boat ramp that appears to have more space than needed. Evidence of erosion near the boat ramp was observed during the site visit. The parking lot elevation is very close to mean high tide, and the Town reports the parking lot does flood occasionally directly around the boat ramp. The site is directly adjacent to salt marsh, which is degraded near the parking lot edges. Currently, the lot serves as habitat for fiddler crabs. This is a popular site and thus, a great opportunity for public education.</p> <p>Existing BMP on site? No</p> <p>Concept Description: The parking lot will be divided into three small areas by regrading and resurfacing the parking lot. A wet swale will be located along the edge closest to the salt marsh, and degraded salt marsh will be restored. Shallow bioretention areas will be located on either side of the parking lot. The gravel lot will be regraded/improved, with permeable paver parking spaces. Public education signage will be installed.</p>	<p>Site Location: Route 28, Harwich, MA 02645</p> 
<p>GENERAL SITE INFORMATION RETROFIT DETAILS</p>	
<p>Site Contact: Heinz Proft (Harwich DNR Director)</p> <p>Ownership: Town Parking Lot? Yes Number of Spaces: V: 4 VwT: 6 H: 0 Parking Lot Surface: UP Ramp Surface: P Existing Site Condition: Poor</p>	<p>Existing BMP Retrofit or New? New Proposed BMP/Pretreatment: Shallow bioretentions and wet swale/sediment forebays Non-Structural Controls: Permeable pavers, salt marsh restoration, public education BMP Maintenance Burden: Medium</p>
<p>Facilities/Amenities: Dinghy storage, dock Special Uses: None</p> <p>Receiving Water: Herring River (MA96-22), Estuarine Known Impairment? Fecal Coliform, Total Nitrogen, Unacceptable for Nitrogen (SOTW) Adjacent Critical Resources: Shellfish Area</p>	<p>BMP Benefit(s): Demo Repair Habitat Resiliency</p>
<p>Is site a hotspot? Yes Observed Pollutant(s): Sediment</p> <p>Soils: Good (HSG A) Invasives: No</p> <p>EJ Community: Minority and Income</p>	<p>Potential Site Constraint(s): High WT Wetlands (Salt Marsh, 100-year Flood Zone, Hurricane Inundation Zone)</p>
<p>RETROFIT SIZING INFORMATION</p>	
<p>Estimated Drainage Area (ac): 0.42</p>	<p>WQv Goal/WQv Provided (cf): 1,151/1,073</p>
<p>Estimated Impervious Area (ac): 0.32</p>	<p>Estimated Practice Area (sf): 1,240</p>
<p>Impervious Area Type: Parking Lot</p>	<p>Existing Head Available? No</p>

Date Assessed: 7/7/2022

Assessed by: EWH/GK

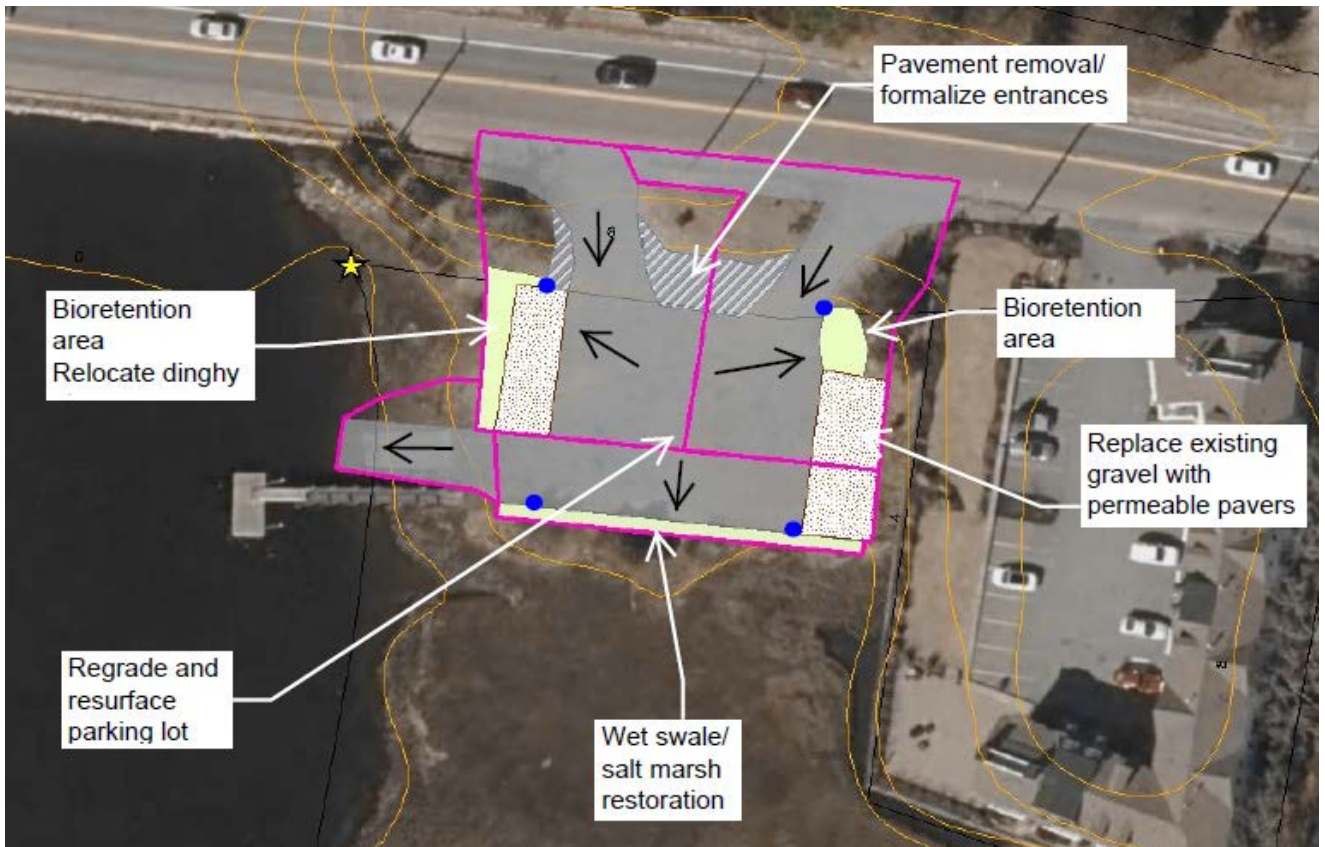
PHOTOS/SKETCHES



Photo Caption: Gravel parking lot



Photo Caption: Parking area and boat storage




Site Sketch: Drainage area (pink), impervious cover (gray), impervious cover reduction (striped gray), BMPs (light green and speckled brown), paved flumes (dark blue), and drainage flow paths (arrows). Star represents the GIS location of the boat ramp.

Date Assessed: 7/7/2022

Assessed by: EWH/GK

CC Boat Ramp Retrofit Field Summary Sheet

Name: Ockway Bay Boat Ramp - Bioretention		ID#: MA-BR1
<p>Site Description: The parking lot and boat ramp were recently upgraded, with the parking lot paved and expanded in 2020 and the boat ramp in spring 2022. While the parking lot seems larger than needed for the use at the site with opportunities for pavement reduction, stormwater from the lot flows away from the ramp, and thus, we are only focusing on the ramp portion for this project. When the ramp was redone, catchbasins to leaching basins were installed. However, the ramp was not crowned so runoff continues to flow down the ramp – ramp is supposed to be crowned fall 2022. This area of Ockway Bay is a priority shellfish restoration site for the Town as a part of nitrogen mitigation efforts, and there are shellfish propagation efforts on the dock here.</p> <p>Existing BMP on site? Two catchbasins connected to two leaching basins</p> <p>Proposed BMP Description: Existing BMP should be retrofit to first direct flow into a bioretention (removing pavement at the un-used turnaround), with overflows into the existing catchbasins/leaching basins.</p>	<p>Site Location: 664 Great Neck Road South, Mashpee, MA 02649</p> 	
GENERAL SITE INFORMATION		RETROFIT DETAILS
<p>Site Contact: Ashley Fisher (Mashpee DNR)</p> <p>Ownership: Town Parking Lot? Yes Number of Spaces: V: 8 VwT: 18 H: 0 Parking Lot Surface: P Ramp Surface: P Existing Site Condition: Good</p>	<p>Existing BMP Retrofit or New? Retrofit Proposed BMP/Pretreatment: Bioretention/Forebay Non-Structural Controls: Pavement Removal BMP Maintenance Burden: Low</p>	
<p>Facilities/Amenities: Dinghy storage Special Uses: Shallow water ramp for smaller boats; Boat ramp does not get used very often.</p> <p>Receiving Water: Ockway Bay (MA96-40), Estuarine Known Impairment? Unacceptable for Nitrogen (SOTW) Adjacent Critical Resources: Shellfish Area</p>	<p>BMP Benefit(s): Recharge Storage Repair</p>	
<p>Is site a hotspot? No Observed Pollutant(s): Sediment</p> <p>Soils: Good (HSG A) Invasives: No</p> <p>EJ Community: None</p>	<p>Potential Site Constraint(s): Access (tight site with steep slopes) Utilities (electrical and water lines to dock) Wetlands (salt marsh, 100-year FEMA flood zone, hurricane inundation zone)</p>	
RETROFIT SIZING INFORMATION		
<p>Estimated Drainage Area (ac): 1.26</p>	<p>WQv Goal/WQv Provided (cf): 2,693/468</p>	
<p>Estimated Impervious Area (ac): 0.74</p>	<p>Estimated Practice Area (sf): 229</p>	
<p>Impervious Area Type: Parking Lot</p>	<p>Existing Head Available? Y</p>	

Date Assessed: 7/6/2022

Assessed by: MW/JV

PHOTOS/SKETCHES



Photo Caption: Recently paved boat ramp with dock along left side and dinghy/kayak storage along right side.



Photo Caption: Dinghy/kayak storage at boat ramp. Note the existing catch basin.




Site Sketch: Drainage area (pink), impervious cover (gray), impervious cover reduction (striped gray), BMPs (light green), paved flumes (dark blue), existing infrastructure (red), and drainage flow paths (arrows). Star represents the GIS location of the boat ramp.

Date Assessed: 7/6/2022

Assessed by: MW/JV

CC Boat Ramp Retrofit Field Summary Sheet

Name: Mashpee-Wakeby Boat Ramp – Bioretention/Dry Swale		ID#: MA-BR2
<p>Site Description: This State-owned, town-maintained (LMA) boat ramp is very popular. While the access drive was repaved ~5 years ago, the parking lot has not been repaved recently and is in poor condition. The traffic flow and design of boat ramp is not as efficient/safe as it could be, and this site is on the State’s list for upgrades. Sandy area east of ramp is used to park boats for the day (even though not allowed), sometimes using this as access to nearby public beach. Illegal dumping is an issue in the adjacent woods. Runoff flows along edges of access road (no curbing) into the parking lot (curbed) and down the ramp with no management. There is a trail to the beach near the ramp, as well as a game trail along the west edge of the parking lot. Potentially an important archeological site, a former Wampanoag Village.</p> <p>Existing BMP on site? None</p>	<p>Site Location: 0 Main Street (Fisherman's Landing), Mashpee, MA 02649</p> 	
<p>Proposed BMP Description: Treat runoff in infiltrating bioretention areas along edges of parking lot. Improve portable toilet locations and dumpster containment to reduce sources of pollution. Streamline signage/integrate public education to minimize sign fatigue. Redesign ramp for safer access/loading (<i>to be done separately by MA OFBA</i>), while planting sandy area for habitat, stabilization, and to discourage jet ski parking.</p>		
GENERAL SITE INFORMATION	RETROFIT DETAILS	
<p>Site Contact: Ashley Fisher (Mashpee DNR)/Doug Cameron (MA OFBA)</p> <p>Ownership: Town/State</p> <p>Parking Lot? Yes</p> <p>Number of Spaces: V: 0 VwT: 42 H: 2</p> <p>Parking Lot Surface: P</p> <p>Ramp Surface: P</p> <p>Existing Site Condition: Poor</p>	<p>Proposed BMP/Pretreatment: Bioretention/forebay and dry swale/forebay</p> <p>Non-Structural Controls: Pavement removal, buffer revegetation, public education, improved source control (Portable toilet and dumpster improvements)</p> <p>BMP Maintenance Burden: Medium</p>	
<p>Facilities/Amenities: Portable toilet, dumpster</p> <p>Special Uses: Very busy boat ramp, fishing derbies,</p>	<p>BMP Benefit(s):</p> <ul style="list-style-type: none"> Recharge Demo Repair Habitat Resiliency 	
<p>Receiving Water: Mashpee/Wakeby Ponds (MA96194/MA96346), Freshwater</p> <p>Known Impairment? Unacceptable for phosphorus (SOTW)</p> <p>Adjacent Critical Resources: Anadromous Fish Run, Nearby Public Beach</p>		
<p>Is site a hotspot? No</p> <p>Observed Pollutant(s): Sediment and solid waste</p>	<p>Potential Site Constraint(s):</p> <ul style="list-style-type: none"> Land Use High WT Wetlands (BVW to Great Pond, NHESP Priority Habitat) Other – Possible archeological study needed 	
<p>Soils: Good (HSG A)</p> <p>Invasives: Yes, variety</p>		
<p>EJ Community: Minority</p>		
RETROFIT SIZING INFORMATION		
<p>Estimated Drainage Area (ac): 5.25</p>	<p>WQv Goal/WQv Provided (cf): 4,356/3,918</p>	
<p>Estimated Impervious Area (ac): 1.20</p>	<p>Estimated Practice Area (sf): 2,126</p>	
<p>Impervious Area Type: Street</p>	<p>Existing Head Available? Y</p>	

Date Assessed: 7/11/2022

Assessed by: MW/JV

PHOTOS/SKETCHES



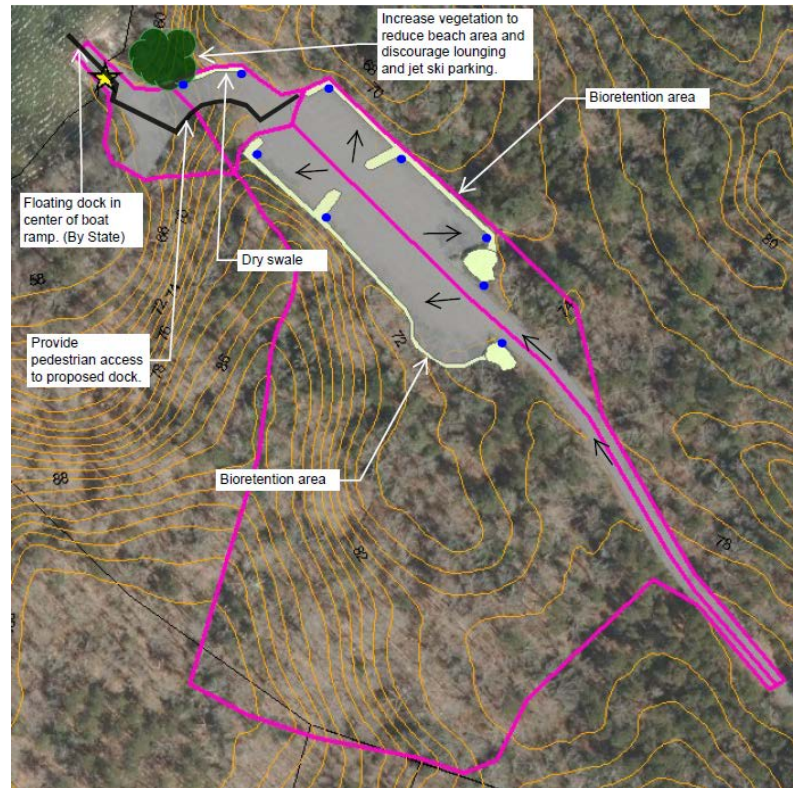
Photo Caption: Looking up the access road from the parking lot



Photo Caption: Portion of parking lot used by vehicles without trailers



Photo Caption: Two-lane boat ramp



Site Sketch: Drainage area (pink), impervious cover (gray), BMPs (light green), revegetation (dark green), paved flumes (dark blue), and drainage flow paths (arrows). Star represents the GIS location of the boat ramp.

Date Assessed: 7/11/2022

Assessed by: MW/JV

CC Boat Ramp Retrofit Field Summary Sheet

Name: John's Pond Boat Ramp – Bioretention/Dry Swale/Underground Infiltration	ID#: MA-BR3
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Site Description: The parking lot and ramp are owned and managed by the State. Even though it is the only public ramp on John's Pond, it is not very busy because it is too difficult to launch typical boats here due to parking lot dimensions and shallow boat ramp – mostly kayaks and small boats. The fire boat uses this ramp in emergencies, and has been damaged from the ramp conditions. The site is extremely tight, with steep slopes, retaining walls, and mature trees; leaf litter is a major issue here and little maintenance is done. There are no current plans to upgrade this site. The pond has had several bacteria closures.

Site Location: 217 Hoopole Road, Mashpee, MA 02649



Existing BMP on site? None

Proposed BMP Description: The upper portion of the parking lot does not need space for trailers as they cannot maneuver the geometry, so pavement removal is proposed. In addition, runoff will be directed to a dry swale as pretreatment to underground infiltration, as well as to a shallow bioretention near the ramp itself.

GENERAL SITE INFORMATION

RETROFIT DETAILS

Site Contact: Ashley Fisher (Mashpee DNR)/Doug Cameron (MA OFBA)

Existing BMP Retrofit or New? New
Proposed BMP/Pretreatment: Bioretention/forebay, Dry Swale/forebay, and Underground Infiltration
Non-Structural Controls: Pavement Removal
BMP Maintenance Burden: High

Ownership: Town/State
Parking Lot? Yes
Number of Spaces: V: 0 VwT: 11 H: 1
Parking Lot Surface: P
Ramp Surface: P
Existing Site Condition: Fair

Facilities/Amenities: None
Special Uses: Only ramp on John's Pond. Used for emergencies. Fishing tournaments are held here. Jet skis are allowed on pond.

BMP Benefit(s):
 Recharge
 Storage
 Demo
 Repair

Receiving Water: John's Pond (MA96157), Freshwater
Known Impairment? None
Adjacent Critical Resources: Anadromous Fish Run

Is site a hotspot? No
Observed Pollutant(s): Leaf litter, organic matter

Potential Site Constraint(s):
 Access (tight site with retaining walls, close to abutters)
 Utilities (hydrant waterlines)
 High WT
 Wetlands (BVW to Great Pond, NHESP Priority Habitat)

Soils: Good (HSG A)
Invasives: No

EJ Community: Income

RETROFIT SIZING INFORMATION

Estimated Drainage Area (ac): 1.05

WQv Goal/WQv Provided (cf): 1,971/1,889

Estimated Impervious Area (ac): 0.54

Estimated Practice Area (sf): 1,800

Impervious Area Type: Parking Lot

Existing Head Available? Y

Date Assessed: 7/11/2022

Assessed by: JV/MW

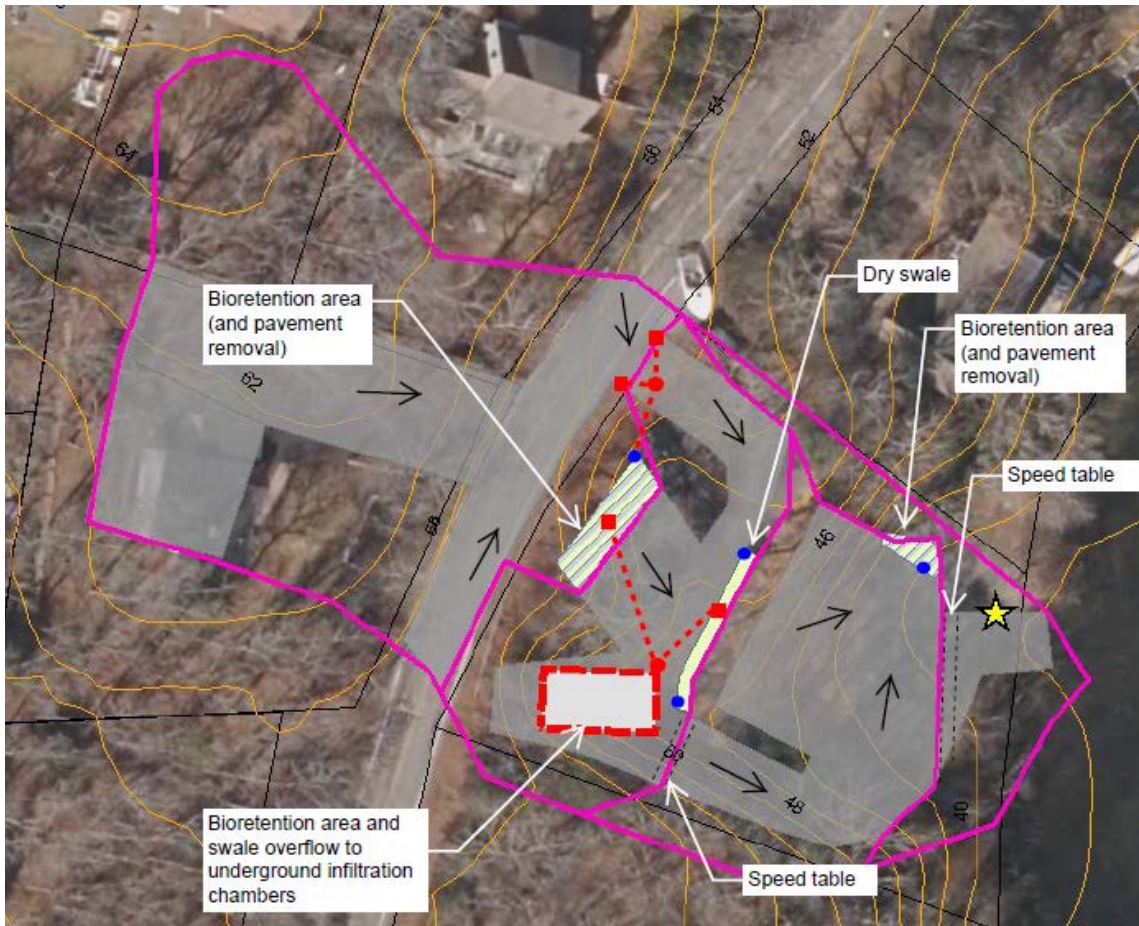
PHOTOS/SKETCHES



Photo Caption: Lower Parking Lot and Boat Ramp



Photo Caption: Looking uphill at portion of Upper Parking Lot where underground infiltration is proposed.




Site Sketch: Drainage area (pink), impervious cover (gray), impervious cover reduction (striped gray), BMPs (light green), paved flumes (dark blue), proposed infrastructure (red), and drainage flow paths (arrows). Star represents the GIS location of the boat ramp.

Date Assessed: 7/11/2022

Assessed by: JV/MW

CC Boat Ramp Retrofit Field Summary Sheet

Name: Route 28 – Tree Trenches/Underground Infiltration		ID#: OR-BR1
<p>Site Description: This site is a steep paved road leading to a concrete boat ramp. Route 28 drainage does not likely run onto the site. Parking is along both sides of the road; additional parking is on Route 28. The Town does not manage this area as a public bathing beach, however, people do use it as a beach. Sand has accumulated over time at the bottom of the boat ramp, which has created a challenge for boaters to properly launch their boats during low tide.</p> <p>Existing BMP on site? No</p>	<p>Site Location: Town Landing/Route 28, Orleans, MA 02653</p> 	
<p>Concept Description: Tree trenches are proposed on either side of the road. Excess runoff will overflow into catch basins that will capture and divert runoff from the road into an underground infiltration system.</p>		
GENERAL SITE INFORMATION		RETROFIT DETAILS
<p>Site Contact(s): Tom Daley (Orleans DPW/Natural Resources Director); Nate Sears (Orleans Natural Resources Manager)</p> <p>Ownership: Town Parking Lot?: Yes Number of Spaces: V: 4 VwT: 3 H: 0 Parking Lot Surface: P Ramp Surface: P Existing Site Condition: Fair</p>	<p>Existing BMP Retrofit or New? New Proposed BMP/Pretreatment: Tree trenches and underground infiltration system/sediment forebay Non-Structural Controls: None BMP Maintenance Burden: Medium</p>	
<p>Facilities/Amenities: None Special Uses: None</p>	<p>BMP Benefit(s): Recharge Storage</p>	
<p>Receiving Water: Pleasant Bay (MA96-77), Estuarine Known Impairment? Total Nitrogen Adjacent Critical Resources: Beach, Shellfish Area</p>	<p>Potential Site Constraint(s): Access (tight site with steep slopes and private driveway) High WT Wetlands (Beach/dune, Tidal Flats, ACEC, 100-year Flood Zone, Velocity Zone, Hurricane Surge Inundantion Zone)</p>	
<p>Is site a hotspot? No Observed Pollutant(s): Sediment</p>	<p>Soils: Good (HSG A) Invasives: No</p>	
<p>EJ Community: None</p>		
RETROFIT SIZING INFORMATION		
<p>Estimated Drainage Area (ac): 0.07</p>	<p>WQv Goal/WQv Provided (cf): 261/161</p>	
<p>Estimated Impervious Area (ac): 0.07</p>	<p>Estimated Practice Area (sf): 65</p>	
<p>Impervious Area Type: Street</p>	<p>Existing Head Available? Yes</p>	

Date Assessed: 7/7/22

Assessed by: EWH/GK

PHOTOS/SKETCHES



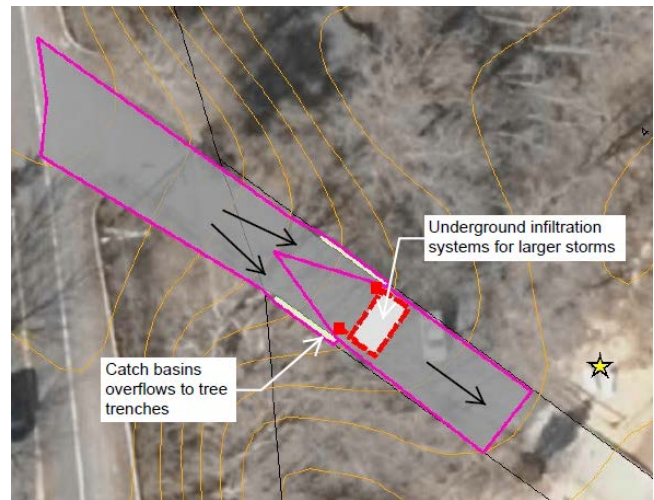
Photo Caption: Road leading to boat ramp



Photo Caption: Parking is along both sides of the road



Photo Caption: Concrete boat ramp




Site Sketch: Drainage area (pink), impervious cover (gray), BMPs (light green), proposed infrastructure (red), and drainage flow paths (arrows). Star represents the GIS location of the boat ramp.

Date Assessed: 7/7/22

Assessed by: EWH/GK

CC Boat Ramp Retrofit Field Summary Sheet

Name: Lonnie's Pond - Bioswales		ID#: OR-BR2
<p>Site Description: This site has a paved road down to a paved boat ramp. Parking is informal along both sides of the road; vehicles typically park half on the pavement and half on the grass. Parking is very important for this site, as there is limited parking along the main Herring Brook Way. The Town would like to preserve the large trees along the north side of the landing road. There is an existing UMASS study in the pond on the nitrogen removal capabilities by shellfish.</p> <p>Existing BMP on site? No</p>	<p>Site Location: Town Landing/Herring Brook Way, Orleans, MA 02653</p> 	
<p>Concept Description: Two speed tables will be installed on the landing road to divert runoff into bioswales on the south side of the landing. While this concept reduces parking along the south side of the landing, efforts will be made to improve parking opportunities on the north side.</p>		
GENERAL SITE INFORMATION		RETROFIT DETAILS
<p>Site Contact: Tom Daley (Orleans DPW/Natural Resources Director); Nate Sears (Orleans Natural Resources Manager)</p> <p>Ownership: Town Parking Lot? Yes Number of Spaces: V: 6 VwT: 4 H: 0 Parking Lot Surface: P/Grass Ramp Surface: P Existing Site Condition: Fair</p>	<p>Existing BMP Retrofit or New? New Proposed BMP/Pretreatment: Bioswale/sediment forebay Non-Structural Controls: None BMP Maintenance Burden: Low</p>	
<p>Facilities/Amenities: Dinghy storage on easement with abutter. Special Uses: Commercial shellfishing</p>	<p>BMP Benefit(s): Recharge</p>	
<p>Receiving Water: Kescayo Gansett Pond (MA96-76), Estuarine Known Impairment? Fecal Coliform, Total Nitrogen, Unacceptable for Nitrogen (SOTW) Adjacent Critical Resources: Shellfish Area</p>	<p>Potential Site Constraint(s): Access (Tight site with steep slopes, private driveway) High WT Wetlands (Salt Marsh, ACEC, 100-year Floodplain, Hurricane Inundation Zone)</p>	
<p>Is site a hotspot? No Observed Pollutant(s): Sediment</p>	<p>Soils: Good (HSG A) Invasives: No</p>	
<p>EJ Community: Minority and Income</p>		
RETROFIT SIZING INFORMATION		
<p>Estimated Drainage Area (ac): 0.11</p>	<p>WQv Goal/WQv Provided (cf): 305/251</p>	
<p>Estimated Impervious Area (ac): 0.08</p>	<p>Estimated Practice Area (sf): 325</p>	
<p>Impervious Area Type: Street</p>	<p>Existing Head Available? Yes</p>	

Date Assessed: 7/7/2022

Assessed by: EWH/GK

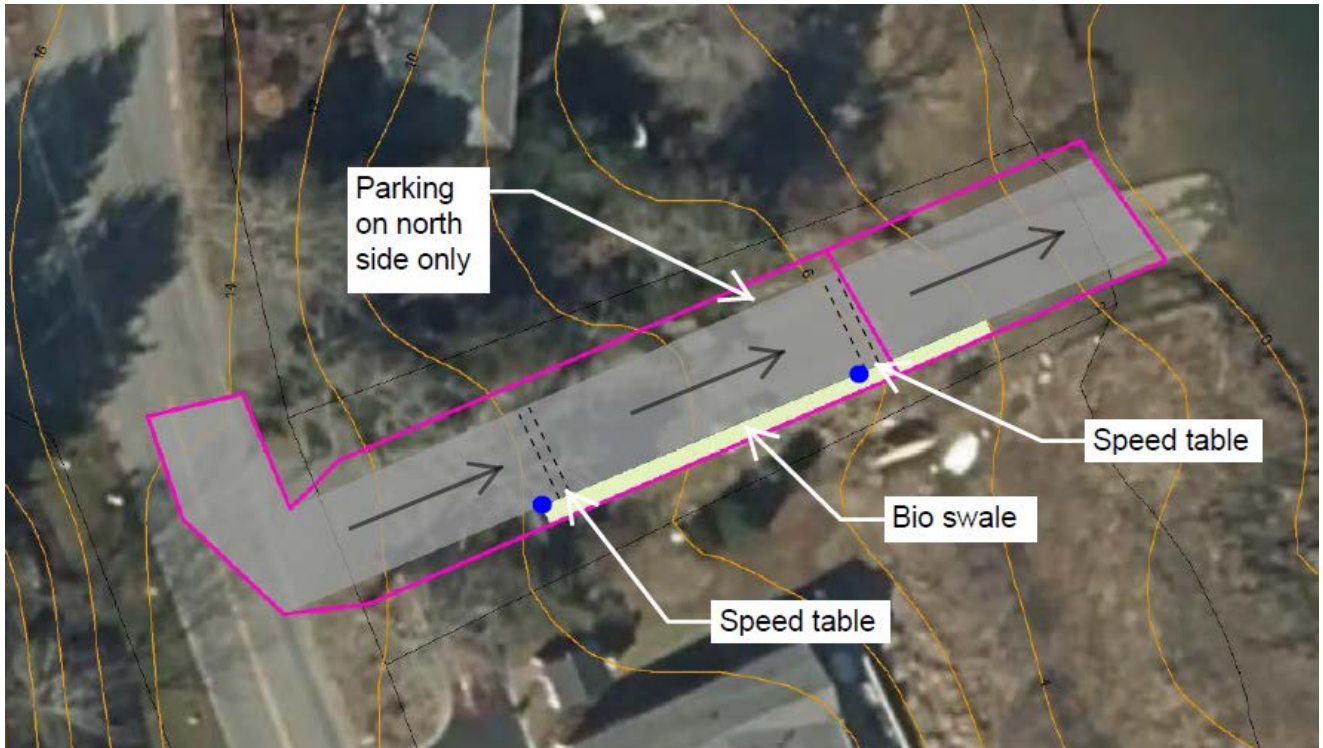
PHOTOS/SKETCHES



Photo Caption: Road leading to boat ramp. Note parking on both sides of the road.



Photo Caption: Boat ramp with dinghy storage.




Site Sketch: Drainage area (pink), impervious cover (gray), BMPs (light green), paved flumes (dark blue), and drainage flow paths (arrows).

Date Assessed: 7/7/2022

Assessed by: EWH/GK

CC Boat Ramp Retrofit Field Summary Sheet

Name: Oak Crest Cove – Bioretention & Permeable Pavement		ID#: SA-BR1
<p>Site Description: This site is located near the Town Recreation Center at Oak Crest Lodge. This boat ramp has no specific parking lot – cars park at the rec center parking lot after unloading, and vehicles with trailers park at the beach parking lot. Large volumes of stormwater flow down from the summer camp area, eroding a gully on steep slope behind recreational courts. Sediment builds up on courts and then washes down boat ramp. In addition, 2 catch basins in rec center parking lot discharge onto road down to boat ramp with no management. The rec center’s septic system is located under the turnaround area. Peters Pond has no inlet/outlet (kettle pond), and while the water quality is acceptable, there are occasional cyanobacteria blooms.</p> <p>Existing BMP on site? None</p>	<p>Site Location: 34 Quaker Meetinghouse Road, Sandwich, MA 02563</p> 	
<p>Proposed BMP Description: Install a stepped bioretention system down steep slope, with perforated pipe overflow towards ramp. Convert parking lot and courts to permeable surfaces. Great location for public education with signage and perhaps with summer camps, and invasive species management is needed in area of proposed bio.</p>		
GENERAL SITE INFORMATION		RETROFIT DETAILS
<p>Site Contact: Paul Tilton (Sandwich DPW), Dave DeConto (Sandwich DNR), Guy Boucher (Sandwich Rec)</p> <p>Ownership: Town Parking Lot? No Number of Spaces: N/A Parking Lot Surface: N/A Ramp Surface: P Existing Site Condition: Fair</p>	<p>Proposed BMP/Pretreatment: Stepped bioretention/ deep sump catchbasin and sediment forebay, permeable pavement</p> <p>Non-Structural Controls: Invasive species management, public education</p> <p>BMP Maintenance Burden: Medium</p>	
<p>Facilities/Amenities: Recreation center, courts, summer camp, seasonal housing, dock Special Uses: None, but jet skis recently banned on pond</p>	<p>BMP Benefit(s): Recharge Storage Demo Repair Habitat</p>	
<p>Receiving Water: Peters Pond (MA96244), Freshwater Known Impairment? None Adjacent Critical Resources: Public Beach</p>		
<p>Is site a hotspot? No Observed Pollutant(s): Sediment</p>	<p>Potential Site Constraint(s): Access (steep slopes) Land Use (adjacent recreational courts) Utilities (electrical extends to dock, hydrant waterlines, septic system) Wetlands (BVW, Zone II, Potential Vernal Pool)</p>	
<p>Soils: Good (HSG A) Invasives: Yes, wide variety</p>		
<p>EJ Community: Income</p>		
RETROFIT SIZING INFORMATION		
<p>Estimated Drainage Area (ac): 14.20</p>	<p>WQv Goal/WQv Provided (cf): 5,372/3,774</p>	
<p>Estimated Impervious Area (ac): 1.05</p>	<p>Estimated Practice Area (sf): 571</p>	
<p>Impervious Area Type: Street</p>	<p>Existing Head Available? Y</p>	

Date Assessed: 7/6/2022

Assessed by: MW/JV

PHOTOS/SKETCHES



Photo Caption: Boat ramp and dock

Photo Caption: Large paved area where the septic system is located, with basketball courts to the left and the recreation center parking area up to the right.




Site Sketch: Drainage area (pink), impervious cover (gray), BMPs (light/dark green and speckled brown), paved flumes (dark blue), existing outfalls (green circles), and drainage flow paths (arrows). Star represents the GIS location of the boat ramp.

Date Assessed: 7/6/2022

Assessed by: MW/JV

CC Boat Ramp Retrofit Field Summary Sheet

Name: Peters Pond – Bioretention & Underground Infiltration		ID#: SA-BR2
<p>Site Description: This site is on State-owned land, maintained by State and Town via maintenance agreement. While pavement is in poor condition, there are no known issues with launching here, and the site is not on a list for upgrades. In the summer, the ramp is very busy. While no beach is allowed at a State boat ramp, a sandy area has developed next to the ramp where boaters wait to load. This is a tight, steep site. One of the abutters (Dunroamin Cottages) has a private beach near ramp. Stormwater flows down John Ewer Road (private) to the ramp (large drainage area) with no treatment or management of any kind. Peters Pond has no inlet/outlet (kettle pond), and while the water quality is acceptable, there are occasional cyanobacteria blooms.</p> <p>Existing BMP on site? None</p> <p>Proposed BMP Description: A bioretention area will be used as pretreatment for road runoff before directing it into underground infiltration chambers with a header row. Parking lot runoff will also be pretreated and infiltrated in the chambers. The lower section of parking lot will be treated with a shallow bioretention. The sandy area near the ramp will be revegetated. Educational signage will be installed, and street sweeping on the private road should be performed.</p>	<p>Site Location: 3 John Ewer Road, Forestdale, MA 02644</p> 	
GENERAL SITE INFORMATION		RETROFIT DETAILS
<p>Site Contact: Paul Tilton (Sandwich DPW), Dave DeConto (Sandwich DNR), Doug Cameron (MA OFBA)</p> <p>Ownership: Town/State</p> <p>Parking Lot? Yes</p> <p>Number of Spaces: V: 0 VwT: 11 H: 1</p> <p>Parking Lot Surface: P</p> <p>Ramp Surface: P</p> <p>Existing Site Condition: Poor</p>	<p>Existing BMP Retrofit or New? New</p> <p>Proposed BMP/Pretreatment: Bioretention & Underground Infiltration Chambers/Forebay & Deep Sump Catch Basins</p> <p>Non-Structural Controls: Public education, buffer vegetation, street sweeping</p> <p>BMP Maintenance Burden: High</p>	
<p>Facilities/Amenities: Portable toilet, trash</p> <p>Special Uses: Weekend usage in summer is very busy.</p> <p>Receiving Water: Peters Pond (MA96244), Freshwater</p> <p>Known Impairment? None</p> <p>Adjacent Critical Resources: Beach</p>	<p>BMP Benefit(s):</p> <ul style="list-style-type: none"> Recharge Demo Repair Habitat Resiliency 	
<p>Is site a hotspot? No</p> <p>Observed Pollutant(s): Sediment</p> <p>Soils: Good (HSG A)</p> <p>Invasives: No</p> <p>EJ Community: None</p>	<p>Potential Site Constraint(s):</p> <ul style="list-style-type: none"> Access (tight, steep site close to abutters) Wetlands (Fluctuating Pond Levels, NHESP Critical Watershed) 	
RETROFIT SIZING INFORMATION		
<p>Estimated Drainage Area (ac): 6.79</p>	<p>WQv Goal/WQv Provided (cf): 4,138/4,029</p>	
<p>Estimated Impervious Area (ac): 1.14</p>	<p>Estimated Practice Area (sf): 844</p>	
<p>Impervious Area Type: Parking Lot</p>	<p>Existing Head Available? Y</p>	

Date Assessed: 7/11/2022

Assessed by: MW/JV

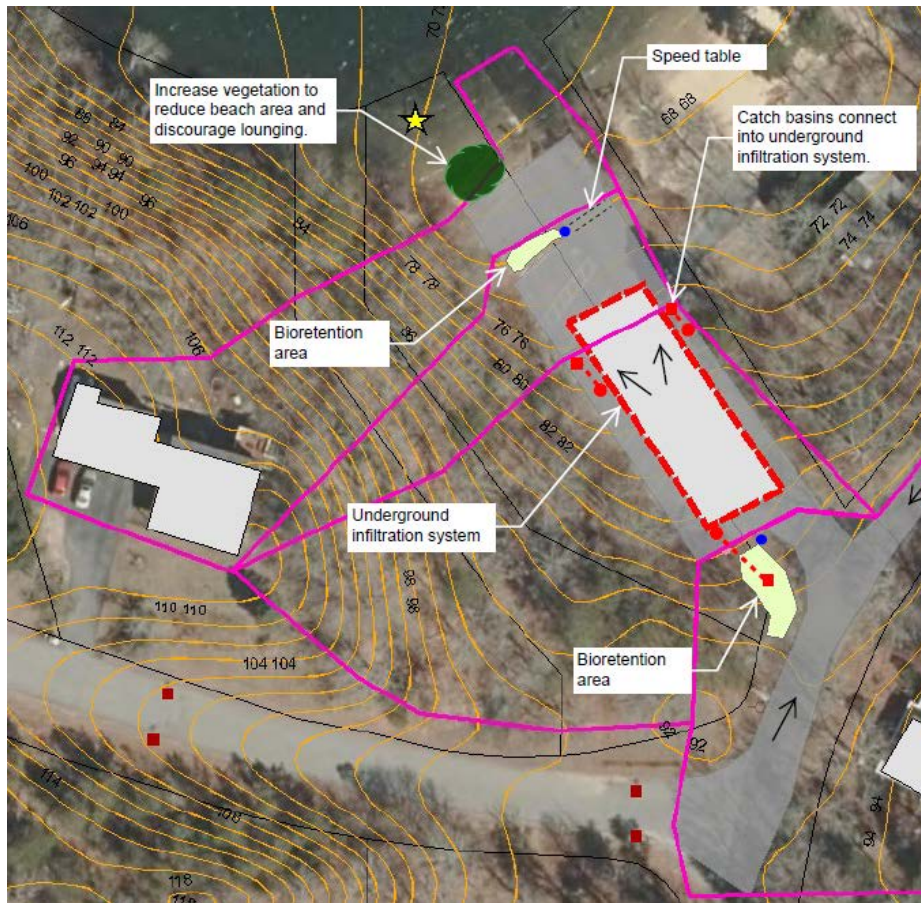
PHOTOS/SKETCHES



Photo Caption: Boat ramp and lower portion of parking lot



Photo Caption: Looking uphill at upper portion of parking lot – note the condition of the pavement.




Site Sketch: Drainage area (pink – only portion near ramp shown here), impervious cover (gray), BMPs (light green), paved flumes (dark blue), proposed infrastructure (red), existing catchbasins (dark red squares), revegetation (dark green), and drainage flow paths (arrows). Star represents the GIS location of the boat ramp.

Date Assessed: 7/11/2022

Assessed by: MW/JV

CC Boat Ramp Retrofit Field Summary Sheet

Name: Follins Pond Road - Bioretention		ID#: YA-BR1
<p>Site Description: This site is a steep, paved road down to a concrete-slab boat ramp, with eroded gullies along the edge. There is existing stormwater infrastructure along Follins Pond Road, installed in 2006, comprised of underground leaching systems. However, these BMPs do not have any vegetative component for nitrogen removal. There are electric and water utilities in the area.</p> <p>Existing BMP on site? Yes, upgradient underground leaching systems</p> <p>Concept Description: Bioretention areas located on either side of the road close to the boat ramp. A bioswale will be added in along Gun Rock Road. Berms will be added at each catch basin to prevent bypass. It also recommended the Town add vegetative treatment BMPs upgradient of the existing leaching systems.</p>	<p>Site Location: Follins Pond Rd, Yarmouth, MA 02675</p> 	
GENERAL SITE INFORMATION		RETROFIT DETAILS
<p>Site Contact(s): Amanda Lima, (Yarmouth Town Engineer); Bill Bonetti (Yarmouth DNR)</p> <p>Ownership: Town</p> <p>Parking Lot? Yes</p> <p>Number of Spaces: V: 8 VwT: 5 H: 0</p> <p>Parking Lot Surface: P</p> <p>Ramp Surface: P</p> <p>Existing Site Condition: Good</p>	<p>Existing BMP Retrofit or New? New</p> <p>Proposed BMP/Pretreatment: Bioretention areas/sediment forebay</p> <p>Non-Structural Controls: None</p> <p>BMP Maintenance Burden: Low</p>	
<p>Facilities/Amenities: None</p> <p>Special Uses: Commercial shellfishing</p> <p>Receiving Water: Follins Pond (MA96-114), Estuarine</p> <p>Known Impairment? Total Nitrogen, Unacceptable of Nitrogen (SOTW)</p> <p>Adjacent Critical Resources: Shellfish Area</p>	<p>BMP Benefit(s):</p> <p>Recharge</p> <p>Repair</p>	
<p>Is site a hotspot? No</p> <p>Observed Pollutant(s): Debris, Leaves</p> <p>Soils: Good (HSG A)</p> <p>Invasives: No</p> <p>EJ Community: None</p>	<p>Potential Site Constraint(s):</p> <p>Access (tight site with steep slopes with private driveways)</p> <p>Utilities (Hydrant Waterlines and electric)</p> <p>High WT</p> <p>Wetlands (100-year Flood Zone, Hurricane Surge Inundation Zone)</p>	
RETROFIT SIZING INFORMATION		
<p>Estimated Drainage Area (ac): 9.66</p>	<p>WQv Goal/WQv Provided (cf): 7,187/5,324</p>	
<p>Estimated Impervious Area (ac): 1.98</p>	<p>Estimated Practice Area (sf): 1,280</p>	
<p>Impervious Area Type: Street</p>	<p>Existing Head Available? Yes</p>	

Date Assessed: 7/7/22

Assessed by: EWH/GK

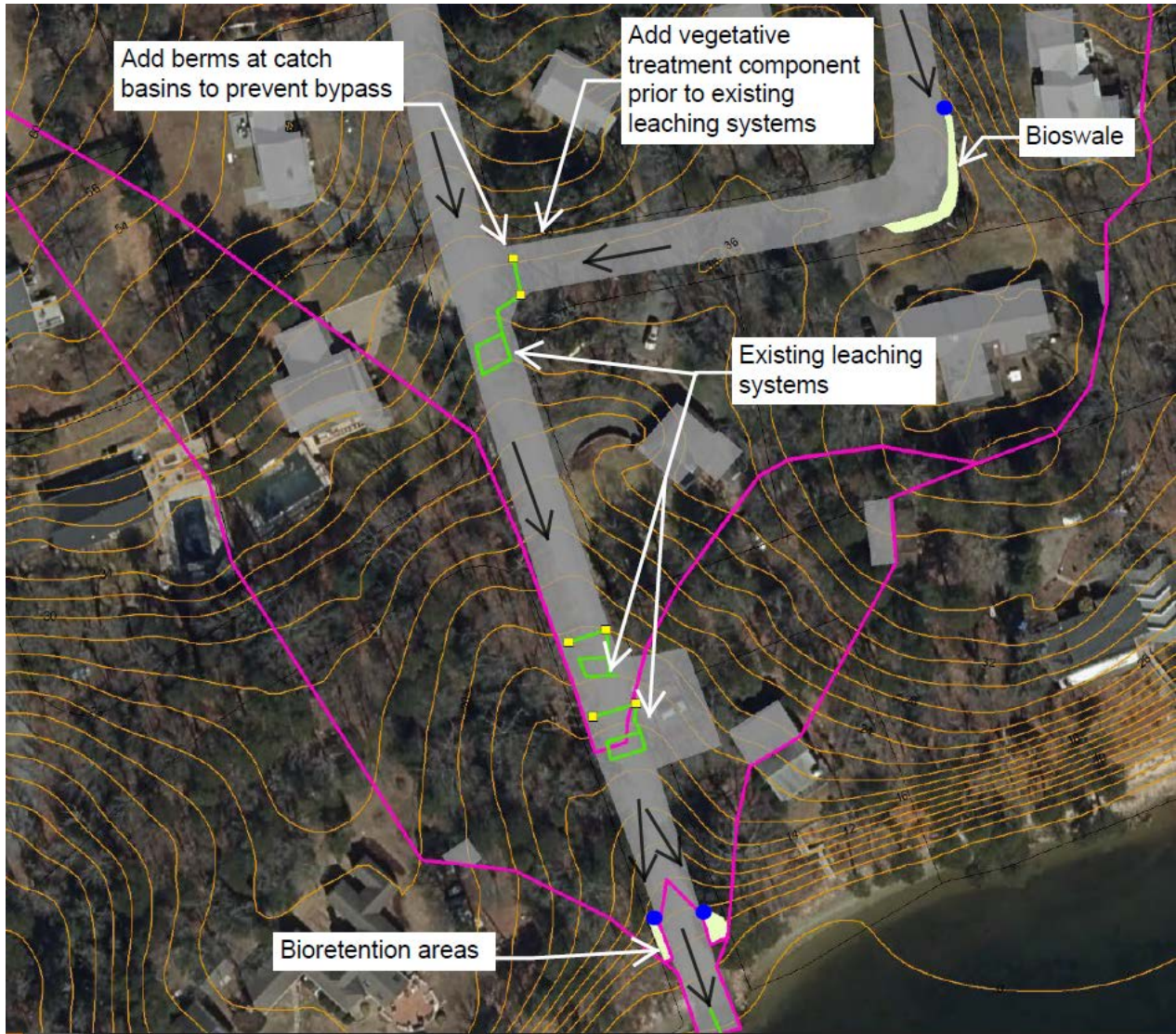
PHOTOS/SKETCHES



Photo Caption: Parking along both sides of the road



Photo Caption: Steep road leading down to the boat ramp

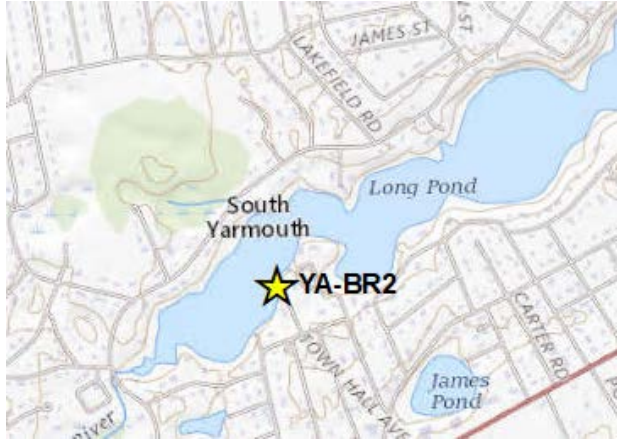


Site Sketch: Drainage area (pink), impervious cover (gray), BMPs (light green), paved flumes (dark blue), drainage flow paths (arrows), existing catch basins (yellow), and existing leaching basins (green).

Date Assessed: 7/7/22

Assessed by: EWH/GK

CC Boat Ramp Retrofit Field Summary Sheet

Name: Davis Road (Long Pond) – Shallow Bioretentions		ID#: YA-BR2
<p>Site Description: This site is a paved cul-de-sac with informal parking along the exterior. The boat ramp is interlocking concrete slabs. This is the only public hardened ramp for the Pond, so it is important to maintain. Additional parking located along Davis Road. Evidence of erosion along road and cul-de-sac was observed during site visit.</p> <p>Existing BMP on site? No</p>	<p>Site Location: Davis Rd, Yarmouth, MA 02664</p> 	
<p>Concept Description: Shallow bioretention areas/swales will provide water quality treatment of runoff from road and cul-de-sac. A Cape Cod berm should be installed to prevent erosion along the pavement edge and direct flows to the BMPs.</p>		
GENERAL SITE INFORMATION	RETROFIT DETAILS	
<p>Site Contact(s): Amanda Lima (Yarmouth Town Engineer); Doug Cameron (MA OFBA)</p> <p>Ownership: Town & State</p> <p>Parking Lot? Yes</p> <p>Number of Spaces: V: 4 VwT: 2 H: 0</p> <p>Parking Lot Surface: P</p> <p>Ramp Surface: P</p> <p>Existing Site Condition: Fair</p>	<p>Existing BMP Retrofit or New? New</p> <p>Proposed BMP/Pretreatment: Shallow bioretention areas/sediment forebay</p> <p>Non-Structural Controls: Cape Cod berm to prevent erosion along the edge of pavement</p> <p>BMP Maintenance Burden: Low</p>	
<p>Facilities/Amenities: Small boat storage.</p> <p>Special Uses: None</p>	<p>BMP Benefit(s): Repair</p>	
<p>Receiving Water: Long Pond (MA96180), Freshwater</p> <p>Known Impairment? None</p> <p>Adjacent Critical Resources: Anadromous Fish Run</p>	<p>Potential Site Constraint(s): Utilities (Hydrant Waterlines) High WT Wetlands (BVW to Great Pond, DEP Approved Zone II, Hurricane Surge Inundation Zone)</p>	
<p>Is site a hotspot? No</p> <p>Observed Pollutant(s): Sediment</p>	<p>Soils: Good (HSG A)</p> <p>Invasives: No</p>	
<p>EJ Community: Income</p>		
RETROFIT SIZING INFORMATION		
<p>Estimated Drainage Area (ac): 0.52</p>	<p>WQv Goal/WQv Provided (cf): 581/537</p>	
<p>Estimated Impervious Area (ac): 0.16</p>	<p>Estimated Practice Area (sf): 554</p>	
<p>Impervious Area Type: Street</p>	<p>Existing Head Available? Yes</p>	

Date Assessed: 7/11/2022

Assessed by: GLK/EH

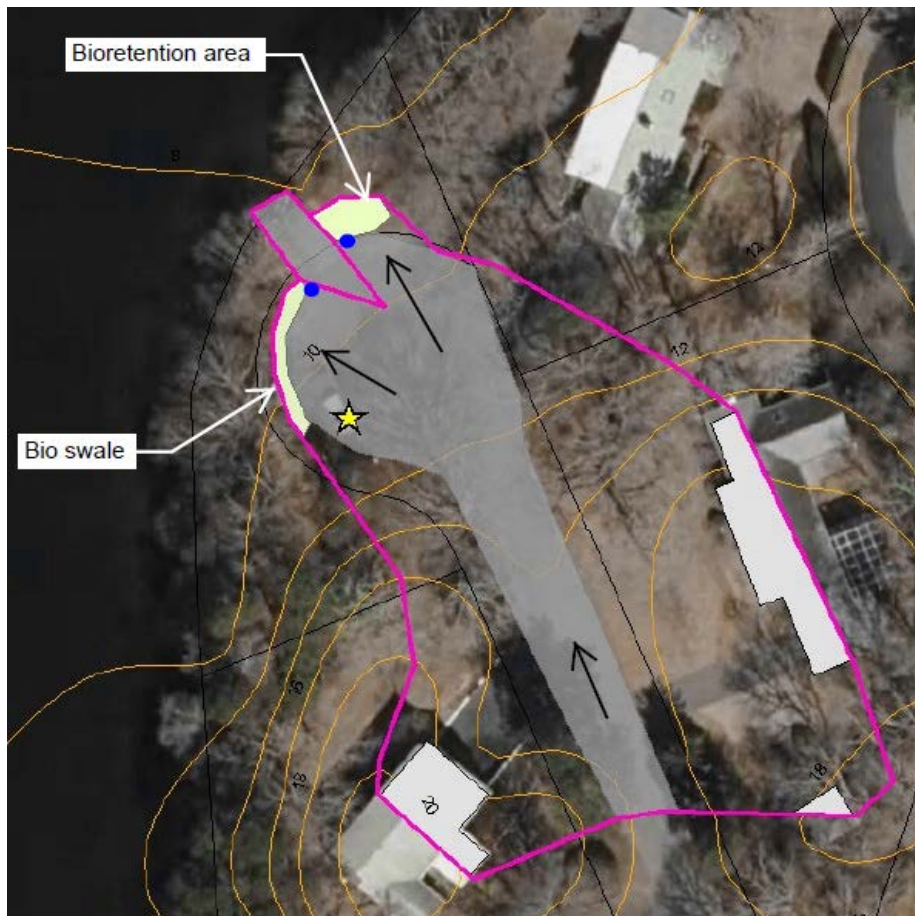
PHOTOS/SKETCHES



Photo Caption: Boat ramp



Photo Caption: Cul-de-sac parking area



Site Sketch: Drainage area (pink), impervious cover (gray), BMPs (light green), paved flumes (dark blue), and drainage flow paths (arrows). Star represents the GIS location of the boat ramp.

Date Assessed: 7/11/2022

Assessed by: GLK/EH



Massachusetts State Lottery Commission

DEBORAH B. GOLDBERG
Treasurer and Receiver General

MARK WILLIAM BRACKEN
Interim Executive Director

January 27, 2023

Harwich Board of Selectmen
732 Main Street
Harwich, MA 2645

Dear Sir/Madam:

In accordance with Massachusetts General Laws, chapter 10, section 27A, (as amended on 5/20/96), you are hereby notified that an application for a KENO license has been received by the Massachusetts State Lottery Commission, (MSLC) from:

711 Food Mart
711 Main St.
Harwich

If the city/town objects to the issuance of the KENO license, it must claim its right to a Hearing before the MSLC within twenty-one (21) days of receipt of this notice.

In accordance with section 27A (b), the objection of the city/town must be “as a result of an official action” taken by said city or town regarding the KENO applicant. To be fair and apply the same criteria to all cities, towns, and applicants, the MSLC defines an “official action” to be one in which the applicant appeared, or was given the opportunity to appear, before the licensing authority to discuss the issue at the local level in an open hearing or meeting prior to the Hearing at the MSLC.

If you object to these agent(s) receiving a monitor, you must do so, in writing, within twenty-one (21) days of receipt of this letter. If applicable, please address your written objection to the Massachusetts State Lottery Commission, Legal Department, 150 Mount Vernon Street, Dorchester, MA 02125 and send via email to cporche@masslottery.com or by mail. Should you have any questions regarding this program or any other issues relative to the Lottery, please call the Lottery’s General Counsel, Greg Polin, at 781-917-6057 or via email at gpolin@masslottery.com. We look forward to working with you as the Lottery continues its efforts to support the 351 cities and towns of the Commonwealth.

Very truly yours,

MSLC Licensing Department

cc: Legal Department, Massachusetts State Lottery Commission (MSLC)

711 Food Mart - 101174

mmacaskill@townofharwich.us; manderson@townofharwich.us



Supporting the 351 Cities and Towns of Massachusetts