

**SELECTMEN'S MEETING AGENDA\***  
**Thursday, March 19, 2020, 6:30 P.M.**

**REMOTE PARTICIPATION ONLY**

**BOARD MEMBER ACCESS INSTRUCTIONS**

Please join by: computer, tablet or smartphone

<https://global.gotomeeting.com/join/444925869>

You can also dial in using your phone: [+1 \(224\) 501-3412](tel:+12245013412) Access Code: 444-925-869

**Public can access meeting at Channel 18 (Broadcasting Live)**

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **WEEKLY BRIEFING**
  - A. Coronavirus – COVID-19 Update
  - B. Sewerage Work Improvement Phase 2 – Contract #1 – Construction Schedule – Weekly Update
  - C. Sewerage Work Improvement Phase 2 – Contract #2 – Construction Schedule
- IV. **CONSENT AGENDA**
  - A. Vote to approve the resignation of Thomas P. Johnson Ed.D (MAJ/USAR/RET) effective immediately
- V. **NEW BUSINESS**
  - A. Vote to approve Caleb Chase Fund request in the amount of \$800.00
  - B. Vote to approve the appointment of John Larivee to the Recreation & Youth Commission as a full member – term to expire 6/30/2021
  - C. Vote to approve the appointment of Jacqueline Pentz-Green to the Harwich Energy Committee as a full member – term to expire 6/30/2021
  - D. Vote to approve Seasonal, all alcohol liquor license – Wychmere Harbor Functions LP DBA Wychmere Harbor Beach and Tennis – 23 Snow Inn Road, Harwich
  - E. Vote to approve seasonal, all alcohol license – Hot Stove Inc. DBA Hot Stove at Cranberry Valley 183 Oak Street
  - F. Vote to approve seasonal, all alcohol license – The Belmont Condominium Beach DBA The Beach, 1 Belmont Road
  - G. Vote to approve seasonal, all alcohol liquor license – Ember Pizza Inc. DBA Ember – 600 Route 28, Harwich
  - H. Vote to approve Seasonal, All Alcohol License – Capeside Kitchen, Inc. DBA Capeside Kitchen – 537 Route 28, Harwich Port
  - I. Vote to approve Seasonal, Wine and Malt License – Dockside Seafood Shack LLC DBA Dockside Seafood Shack – 715A Route 28, Harwich
  - J. Vote to approve Seasonal, All Alcohol License – Go Industries Inc. DBA Perks – 545 Route 28, Harwich
  - K. Vote to approve Seasonal, All Alcohol License – Port Restaurant and Bar Inc. – 541 Route 28, Harwich
  - L. Vote to approve Seasonal, Wine and Malt License – Ajg Corp DBA The Weatherdeck Restaurant – 168 Route 28, Harwich
  - M. Vote to approve Seasonal, All Alcohol License – Pleasant Bay Group Inc. DBA Wequassett Inn – 173 Route 28, Harwich
  - N. Vote to approve Sunday Entertainment License – Port Restaurant and Bar Inc. – 541 Route 28, Harwich – Sunday's 10AM – 12AM live entertainment inside and 10AM – 10PM live entertainment outside – 2019 License approved for 11:30AM – 10PM Live and recorded music (location of music not referenced on license)
- VI. **CONTRACTS**
- VII. **OLD BUSINESS**
- VIII. **TOWN ADMINISTRATOR'S REPORTS**
  - A. Budget/Warrant Timeline FY 2021
  - B. Departmental Reports
- IX. **SELECTMEN'S REPORT**
- 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

\_\_\_\_\_  
Patricia A. Macura, Admin. Secretary

Date: \_\_\_\_\_ March 17, 2020

TOWN OF HARWICH, MASSACHUSETTS  
SEWERAGE WORKS IMPROVEMENTS PHASE 2 – CONTRACT #1  
SEWER PROJECT

CONSTRUCTION SCHEDULE – WEEKLY UPDATE

Date Submitted: March 16, 2020

**One Week Look Ahead (03/16-3/20)**

- Mainline Sewer Crew # 1
  - Continue Gravity Sewer Installation on Chris Jo Beth
  - Subcontractors performing various tasks at various locations  
Testing, Inverts, Casting Adjustments, Mandrel (RT 137 & RT 39)
- Mainline Sewer Crew # 2
  - Continue Installation on RT137
    - Between RT 39 & Austin Road

\*\* Detour \*\*

**Two Week Look Ahead (03/23-3/27)**

- Mainline Sewer Crew # 1
  - Continue Gravity Sewer Installation on Chris Jo Beth
  - Subcontractors performing various tasks at various locations  
Testing, Inverts, Casting Adjustments, Mandrel (RT 137 & RT 39)
- Mainline Sewer Crew # 2
  - Continue Installation on RT137
    - Between Austin Road and Lighthouse Charter School

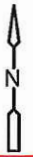
\*\* Detour \*\*

**Three Week Look Ahead (03/30--4/3)**

- Mainline Sewer Crew # 1
  - Continue Gravity Sewer Installation on Chris Jo Beth
  - Subcontractors performing various tasks at various locations  
Testing, Inverts, Casting Adjustments, Mandrel (RT 137 & RT 39)
- Mainline Sewer Crew # 2
  - Continue Installation on RT137
    - Between Austin Road and Lighthouse Charter School

\*\* Detour \*\*

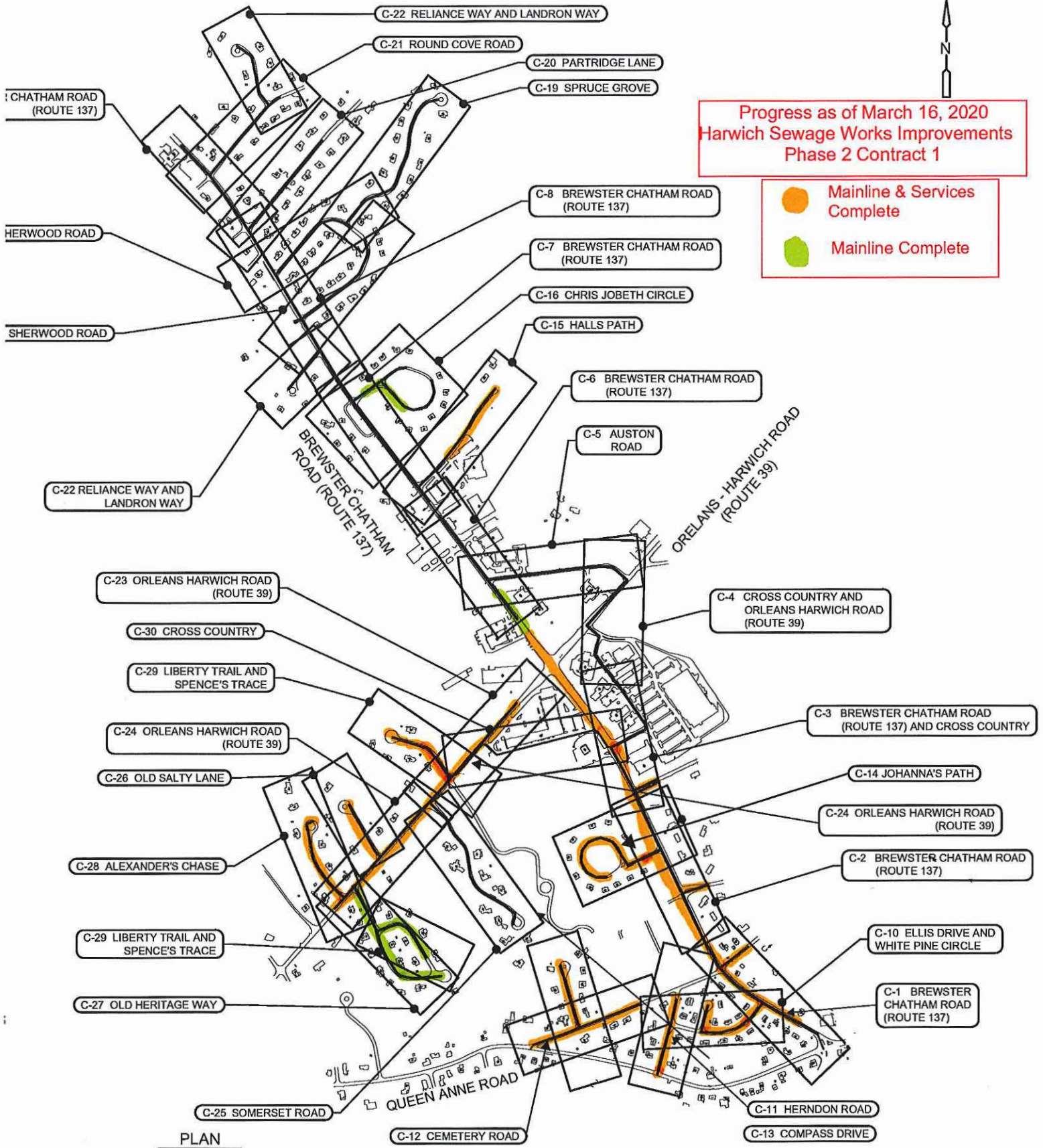
**Please note that this is a projected schedule and will be adjusted accordingly based on the Contractor's actual progress and the weather. On an as needed basis auxiliary crews will be performing testing, installing inverts, raising castings, paving , and performing general cleanup at various locations throughout the project area.**



Progress as of March 16, 2020  
Harwich Sewage Works Improvements  
Phase 2 Contract 1

 Mainline & Services Complete

 Mainline Complete



PLAN  
N.T.S.

To Selectmen- Town of Harwich

Subject- Letter of Resignation- Cranberry Valley Golf Committee (member since 2006)

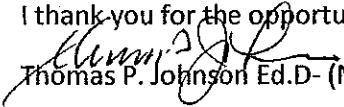
I herein submit my letter of resignation from my position as a long term member of the town golf Committee, for health reasons.

It has been rewarding to have participated for over a decade in helping the committee to modernize the golf operation, to work with the golf committee- (golfers all), and to work with the leadership of the course, Roman Greer, Shaun Fernandez and their very loyal and courteous staff.

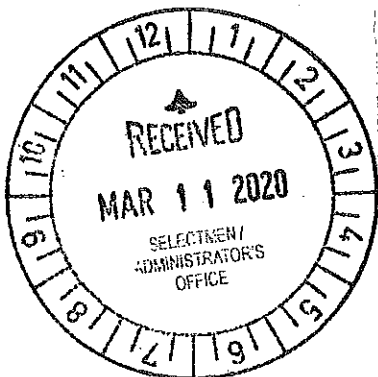
Early on, the committee developed a strategic plan for the course in order to insure that it would become cost efficient and independent, competitive, modernized and fiscally secure. In addition the kitchen operation has become a dining spot and community meeting place, under the leadership of Ron Leidner, a 20 year veteran of the US Navy and Coast guard, and an experienced restaurant manager. Recently the new cart barn was replaced and soon solar panels and electric carts will be installed. I believe the Golf Committee accomplished our modernization goals over the past decade, while remaining competitive with other municipal courses on the cape. .

Finally, the annual May tourney of the SMGA (Salute Military Golf Association), a veteran's group dedicated to helping post 911 wounded veterans learn and play the game of golf, has become a wonderful example of the integration of Community Patriotism. The Monomy HS Girls acapella group sings the star Spangled Banner while the vets and CV members await the starting gun. It is a spiritual moment not easily forgotten. On that day, the food is donated, the vets costs are absorbed by members who play that day, the red golf shirts are donated by the CC 5 cent Bank, and other corporate donations help keep costs down. That event is always rated as a good day by the players.

I thank you for the opportunity to serve the community

  
Thomas P. Johnson Ed.D- (MAJ/USAR/RET)

Harwich Port, MA





**CITIZEN'S COMMITTEE VACANCY FORM  
VOLUNTEER NOW -- SERVE YOUR COMMUNITY**

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

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

**CITIZEN'S COMMITTEE VACANCY FORM  
BOARD OF SELECTMEN**

732 Main Street, Harwich, MA 02645

Name SACRINE PENTZ-GREENE Street/P.O. Box \_\_\_\_\_ Town HARWICH Zip 02645

Occupation RETIREE Email \_\_\_\_\_ Telephone 2019

(LIST IN ORDER OF PREFERENCE)

**PLANNING AND PRESERVATION**

- Agricultural Commission
- \*Board of Appeals
- Brooks Academy Museum Commission
- Building Code Board of Appeals
- By-law/Charter Review Committee
- Community Preservation Committee
- \*Conservation Commission
- Cultural Council
- Historical/Historic District Commission
- \*Planning Board
- Real Estate, Open Space Committee
- Town Forest Committee
- Traffic Safety Committee
- Trail Committee
- Harwich Energy 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 Center Initiative Committee
- Harwich Housing Committee
- Herring Supervisor (Voluntary)
- Shellfish Constable (Voluntary)
- Treasure Chest Committee
- Voter Information Committee
- Wastewater Support Committee
- Youth Services Committee

**RECREATION**

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

\* Please include a resume with form

EDUCATIONAL BACKGROUND:

BA

RELEVANT SKILLS:

REASONS FOR INTEREST IN COMMITTEE/COMMISSION/BOARD:

MOTIVATED TO HELP THE CITTE ON ALL MATTERS RELATED  
TO THE BEST USE POSSIBLE OF OUR ENERGY RESOURCES.



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

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

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

**CITIZENS ACTIVITY RECORD PROGRAM  
BOARD OF SELECTMEN  
732 Main Street, Harwich, MA 02645**

Name John Larivee Street/P.O. Box \_\_\_\_\_ in Harwich Zip 02645  
Occupation Police Officer Email \_\_\_\_\_ Telephone \_\_\_\_\_

*(LIST IN ORDER OF PREFERENCE)*

**PLANNING AND PRESERVATION**

- Agricultural Commission
- Architectural Advisory Committee
- \*Board of Appeals
- Brooks Academy Museum Commission
- Building Code Board of Appeals
- By-law/Charter Review Committee
- Community Preservation Committee
- \*Conservation Commission
- Cultural Council
- Historical/Historic District Commission
- Middle School Repurpose Committee
- \*Planning Board
- Real Estate, Open Space & Land Bank Committee
- Town Forest Committee
- Traffic Safety Committee
- Trail Committee
- Utility & Energy Conservation Commission
- OTHER \_\_\_\_\_

**OTHER**

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

**RECREATION**

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

\* Please include a resume with form

#### EDUCATIONAL BACKGROUND:

Harwich High School - Diploma 1993  
Worcester Academy - Post-Grad Diploma 1994  
Framingham State College - B.A. - Sociology - 1999  
Roger Williams University - B.S - Criminal Justice - 2008

#### RELEVANT SKILLS:

I am very active with Youth Recreation activities in the area. I am the Director of Monomoy Travel Basketball, Vice-President of Monomoy Little League, and coach teams in both organizations. I also established Lower Cape Bluefins (former Board Member) Flag football program in 2018. I have coached youth football for the Lower Cape Bluefins Tackle and Flag programs. I have also coached basketball for Chatham and Harwich Rec. Departments.

#### REASONS FOR INTEREST IN COMMITTEE/COMMISSION/BOARD:

I am interested in being a representative for youth programs in our town and school district. Youth programs are so important in the development of children. They were instrumental in keeping me out of trouble as a youth.





Jean M. Lorizio, Esq.  
Commission Chairman

**Commonwealth Of Massachusetts**  
**Alcoholic Beverages Control Commission**  
**95 Fourth Street, Suite 3**  
**Chelsea, MA 02150-2358**

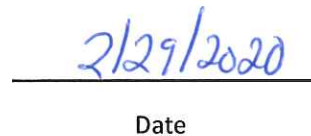
**2020**  
**Retail License Renewal**

License Number: 00021-RS-0506	Municipality: HARWICH
License Name : Wychmere Harbor Functions Lp	License Class: Seasonal
DBA : Wychmere Harbor Beach And Tennis Club	License Type: Restaurant
Premise Address: 23 Snow Inn Road Harwich, MA 02646	License Category: All Alcoholic Beverages
Manager: Christopher Clifton Kolwicz	

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

Additional Information:



Jean M. Lorizio, Esq.  
Commission Chairman

**Commonwealth Of Massachusetts**  
**Alcoholic Beverages Control Commission**  
**95 Fourth Street, Suite 3**  
**Chelsea, MA 02150-2358**

**2020**  
**Retail License Renewal**

License Number: 00093-RS-0506

Municipality: HARWICH

License Name : Hot Stove Inc

License Class: Seasonal

DBA : Hot Stove At Cranberry Valley

License Type: Restaurant

Premise Address: 183 Oak Street Harwich, MA 02645

License Category: All Alcoholic Beverages

Manager: Ronald Leidner

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3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

*Ronald S. Leidner*

Signature

*3/2/20*

Date

Additional Information:

*Seasonal Restaurant: Opening for season on  
April 9, 2020.*





Jean M. Lorizio, Esq.  
Commission Chairman

**Commonwealth Of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358**

**2020  
Retail License Renewal**

License Number: 00001-CL-0506

Municipality: HARWICH

License Name : The Belmont Condominium Beach  
Club Corp

License Class: Seasonal

License Type: Club

DBA : The Beach

Premise Address: 1 Belmont Road Harwich, MA 02645

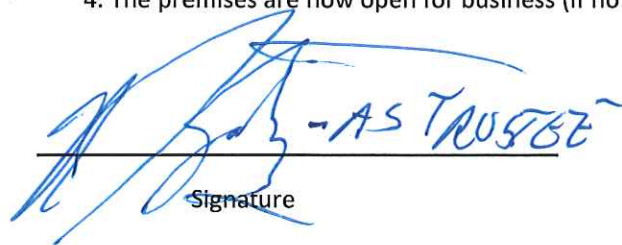
License Category: All Alcoholic Beverages

Manager: Ruth Valentine Manchester

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4. The premises are now open for business (if not, explain below).

  
Signature

  
Date

Additional Information:





Jean M. Lorizio, Esq.  
Commission Chairman

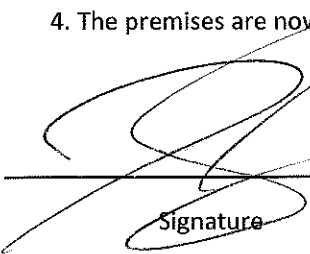
**Commonwealth Of Massachusetts**  
**Alcoholic Beverages Control Commission**  
**95 Fourth Street, Suite 3**  
**Chelsea, MA 02150-2358**

**2020**  
**Retail License Renewal**

License Number: 00095-RS-0506	Municipality: HARWICH
License Name : Ember Pizza Inc	License Class: Seasonal
DBA : Ember	License Type: Restaurant
Premise Address: 600 Route 28 Harwich, MA 02646	License Category: All Alcoholic Beverages
Manager: Justin Brackett	

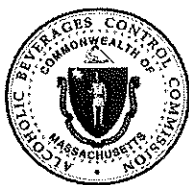
I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

  
\_\_\_\_\_  
Signature

03-09-20  
Date

Additional Information:



Jean M. Lorzio, Esq.  
Commission Chairman

**Commonwealth Of Massachusetts**  
**Alcoholic Beverages Control Commission**  
**95 Fourth Street, Suite 3**  
**Chelsea, MA 02150-2358**


**2020**  
**Retail License Renewal**

License Number: 04857-RS-0506  
Municipality: HARWICH  
License Name : Capeside Kitchen Inc.  
License Class: Seasonal  
DBA : Capeside Kitchen  
License Type: Restaurant  
Premise Address: 537 Route 28 Harwich Port, MA 02646  
License Category: All Alcoholic Beverages  
Manager: Glen Jamieson

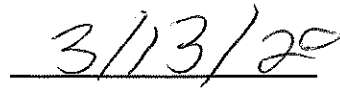
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3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).



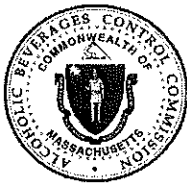
Signature



Date

Additional Information:





Jean M. Lorizio, Esq.  
Commission Chairman

**Commonwealth Of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358**

**2020  
Retail License Renewal**

License Number: 04914-RS-0506                      Municipality: HARWICH

License Name : DOSCKSIDE SEAFOOD SHACK LLC                      License Class: Seasonal

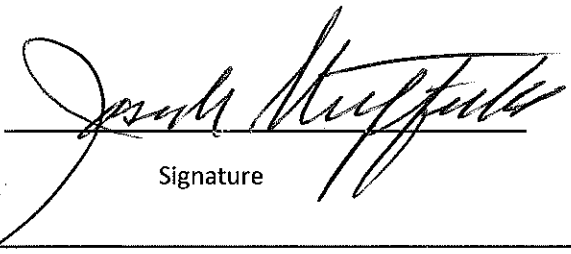
DBA : Dockside Seafood Shack                      License Type: Restaurant

Premise Address: 715A Route 28 Harwich, MA 02646                      License Category: Wines and Malt

Manager: Joseph W. Griffiths

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3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).



Signature

2/27/20

Date

Additional Information:

*SEASONAL BUSINESS  
LATE MAY - EARLY OCTOBER*



Jean M. Lorizio, Esq.  
Commission Chairman

**Commonwealth Of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358**

**2020  
Retail License Renewal**

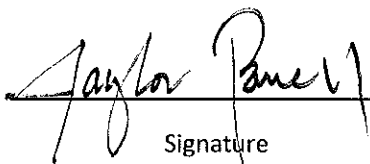
License Number: 00088-GP-0506  
License Name : Go Industries Inc.  
DBA : Perks  
Premise Address: 545 Route 28 Harwich, MA 02645  
Manager: Taylor Powell

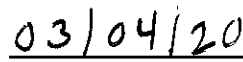
Municipality: HARWICH  
License Class: Seasonal  
License Type: General On-Premises  
License Category: All Alcoholic Beverages

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2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

Additional Information:





Jean M. Lorizio, Esq.  
Commission Chairman

Commonwealth Of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358

2020  
Retail License Renewal

License Number: 00074-RS-0506

Municipality: HARWICH

License Name : Port Restaurant And Bar Inc

License Class: Seasonal

DBA :

License Type: Restaurant

Premise Address: 541 Route 28 Harwich, MA 02646

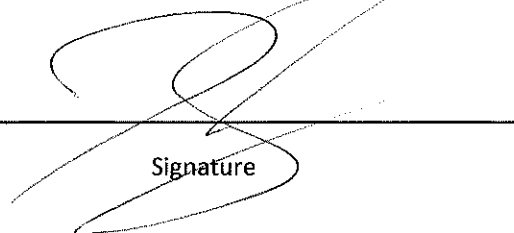
License Category: All Alcoholic Beverages

Manager: Justin R Brackett

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3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).



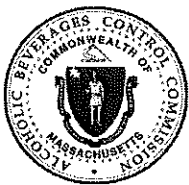
Signature

3-9-20  
Date

Additional Information:







Jean M. Lorizio, Esq.  
Commission Chairman

**Commonwealth Of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358**

**2020  
Retail License Renewal**

License Number: 00055-RS-0506	Municipality: HARWICH
License Name : Ajb Corp	License Class: Seasonal
DBA : The Weatherdeck Restaurant	License Type: Restaurant
Premise Address: 168 Route 28 Harwich, MA 02110	License Category: Wines and Malt
Manager: George Argyriadis	

I hereby certify and swear under penalties of perjury that:

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2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

*Elmer B. B. B.*

Signature

3/9/20

Date

Additional Information:

*Business is seasonal, opening day is 4/16/20*



Jean M. Lorizio, Esq.  
Commission Chairman

**Commonwealth Of Massachusetts**  
**Alcoholic Beverages Control Commission**  
**95 Fourth Street, Suite 3**  
**Chelsea, MA 02150-2358**

**2020**  
**Retail License Renewal**

License Number: 00012-HT-0506

Municipality: HARWICH

License Name : Pleasant Bay Group Inc

License Class: Seasonal

DBA : Wequassett Inn

License Type: Hotel/Innkeeper

Premise Address: 173 Route 28 Harwich, MA 02109

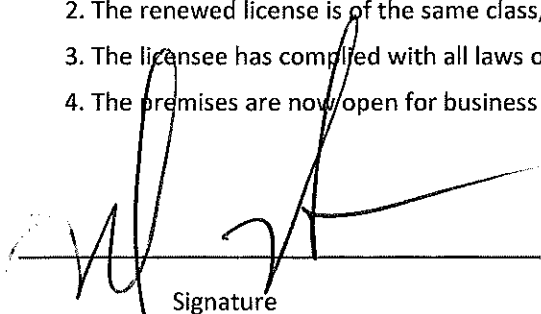
License Category: All Alcoholic Beverages

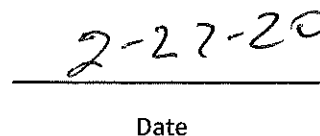
Manager: Mark J Novota

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I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

Additional Information:



THE COMMONWEALTH OF MASSACHUSETTS

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

Municipal Fee, \$85 1pm-12am or \$175 prior to 1pm



LICENSE

For

PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is PORT RESTAURANT AND BAR INC in or on the property at No.

541 ROUTE 28, HARWICH PORT, MA 02646 (address)

The Licensee or Authorized representative, JUSTIN BRACKET in

accordance with chapter 136 of the General Laws, as amended, hereby request a license for the following program or entertainment:

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
Sundays	10am - 12am	Inside, Live Entertainment
Sundays	10am - 10pm	Outside, Live Entertainment

Hon. \_\_\_\_\_ Mayor/ Chairman of Board of Selectman, \_\_\_\_\_ (City or Town)

Fees per occurrence (Individual Sunday(s)): Regular Hours (Sunday 1:00pm - Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00. Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm - Midnight): \$10.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00. Seasonal only

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

Do not write in this box

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

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

**BUDGET/WARRANT TIME LINE FY2021**

Monday, June 17, 2019	Review Town Meeting Results and actions to take	
Monday, July 1, 2019	First goals discussion	
Monday, July 15, 2019	Continuation of goals discussion	
Monday, July 29, 2019	Set Goals	
Monday, August 12, 2019	Potential articles and assign to committees and departments. By Law Charter Review Committee to come in to discuss	
Monday, August 26, 2019	Discuss potential C P C articles	
Friday, August 23, 2019	Capital Budget Instructions submitted by T A to Departments	
Monday, September 16, 2019	Discuss Budget Message	
Friday, September 20, 2019	Deadline for submission of Department Capital Budgets to the T A	
Monday, September 30, 2019	TA presents BOS with 5-Year Financial Plan	<b>Charter 9-2-1/on or before October 1<sup>st</sup></b>
TBD	MRSD and Cape Cod Tech meeting with Selectmen and Fincom to discuss enrollments by class and demographics, including a five year projection of same.	
Monday, September 30, 2019	BOS Budget Message to guide TA in developing budget Requests - Including Board agreed to goals	<b>Charter 9-2-2/on or before the first Tuesday in October</b>
October 1 @ 4:00 p.m.	Deadline for submission of C P C requests	
Monday, October 7, 2019	Begin review of warrant articles	<i>Weekly as they come in</i>
Monday, October 21, 2019	Capital Outlay Committee submits 7-yr Capital Outlay plan to T A	
Monday, October 21, 2019	Joint Meeting with MRSD, Cape Cod Tech, Finance Committee and Capital Outlay Committee to discuss: <ul style="list-style-type: none"> <li>• State of the Town/BOS Budget Message</li> <li>• MRSD Budget/Enrollments</li> <li>• Finance Committee Priorities</li> <li>• Capital Budget Requests</li> <li>• Outlook for 2020</li> </ul>	
Friday, October 25, 2019	Operating Budget instructions submitted to departments by T A	
Monday, October 28, 2019	B O S to review Capital Outlay Plan and set priorities	
Friday, November 29, 2019	Deadline for submission of department operating budgets to T A	<b>Charter 9-2-3/on or before the 1<sup>st</sup> Friday of December</b>
Friday, November 29, 2019	Deadline for submission of departmental warrant articles to T A	
Monday, December 23, 2019	TA submits 7-yr Capital Outlay Plan to joint meeting of BOS/ Finance Committee	<b>Charter 9-6-3/during the month of December</b>
Monday, December 23, 2019	MRSD School Vacation	
Monday, January 6, 2020	BOS/FINCOM/Capital Outlay Committee hold joint Public Hearing on submitted Capital Outlay Plan	<b>Charter 9-6-4/on or before the 2<sup>nd</sup> Friday in January (Finance Committee)</b>

**BUDGET/WARRANT TIME LINE FY2021**

Friday, January 24, 2020	All items to be bid must have specifications in TA's office by 12:00 P.M. to be assured of bid process for Town Meeting	
Monday, January 27, 2020	Presentation of draft MRSD budget	
Monday, February 3, 2020	Presentation of draft Cape Cod Tech Budget	
Monday, February 10, 2020	Last BOS meeting before Annual Warrant closes	
Monday, February 10, 2020	TA presents budget and budget message to BOS and Fin Com	<b>Charter 9-2-4/on or before the 2<sup>nd</sup> Tuesday of February</b>
Friday, February 14, 2020	Article deadline – Warrant closes Noon deadline	<b>Charter 2-2-1/Bylaw 1-101 2<sup>nd</sup> Friday in February by 12:00 Noon</b>
Tuesday, February 18, 2020	1 <sup>st</sup> draft Warrant to BOS (presented at meeting)	
Monday, February 24, 2020	Articles submitted to Finance Committee by B O S	<b>General By-Laws I, § 271-1.B. Not later than 14 days after article deadline</b>
Monday, February 24, 2020	BOS required to submit final budget to Finance Committee	<b>Charter 9-3-2 / on or before the 4<sup>th</sup> Tuesday of February</b>
<b>No later than</b> February 28, 2020	MRSD to submit final line item budget to B O S and Fincom for inclusion in the ATM Warrant	
Saturday, March 7, 2020	Selectmen & Finance Committee Budget Presentations	Schedule in line with FY 20 process
Monday, March 9, 2020	Joint budget/article hearing BOS/Finance Committee	
Monday, March 9, 2020	Vote to open Special Town Meeting Warrant on Tuesday, March 10 and close on Thursday, March 12	<b>All Special Town Meeting Articles must be received 40 days prior to STM</b>
<b>No later than Monday, March 23, 2020</b>	<ul style="list-style-type: none"> <li>• Article funding review by B O S</li> <li>• FINCOM submits written recommendations on Budget/Warrant.</li> <li>• Joint budget /article hearing with</li> <li>• B O S and Fincom reconciliation</li> <li>• Fincom conducts one or more hearings on budget</li> </ul>	<b>Charter 9-3-3/by March 31<sup>st</sup> (last 4 bullet points)</b>
<b>MONDAY, March 23, 2020</b>	BOS to sign Warrants for ATM, ATE and STM (if applicable)	
March 24, 2020	Ballot to Town Clerk	
Monday, March 30, 2020	Send Warrant to Printer Send Warrant to Chronicle <b>(April 16<sup>th</sup> publication)</b>	Printer needs 2 weeks. Chronicle needs 1 week before publish date
Friday, April 17, 2020	Warrants available for public distribution	<b>Charter 2-2-2/14 days prior to Town Meeting</b>



Sheila House, MS, LMHC  
Harwich Youth & Family Services  
Town of Harwich • 728 Main Street  
Harwich, MA 02645

**MONTHLY REPORT-Board of Selectmen, Town Administrator  
Sheila House, LMHC - March 11, 2020 (January 11-March 11, 2020)**

- Current caseload of 18 individuals. Clients receive mental health counseling, case management, mentoring, and wellness referrals as needed. Current caseload has a higher-than-average number of clients in need of multiple supports, so more time than usual was spent on case management.
- Administrative block time (closing files, curriculum planning, update email lists, generate and distribute information to school administrators, phone consults). Planning and curriculum development for GIRL POWER Spring Session. Recently met with 2 non-profits to discuss the possibility of expanding Girl Power program and run it in 6<sup>th</sup> and 10<sup>th</sup> grades, simultaneously with the current 3<sup>rd</sup> grade program. Winter 2020 Girl Power ran from January 9-February 6.
- Planning for the 3<sup>rd</sup> annual Yogis Unite for Recovery event at Monomoy High School Saturday June 20<sup>th</sup>, 2020. This event raises money for the RECOVERY BUILD after school and summer program for teens and young adults struggling with substance issues, including chronic marijuana use.
- **Wednesday, January 15<sup>th</sup>**- Attended a workshop in Hyannis *Anxiety Disorders in Children & Adolescents: Recognizing & Treating the Emerging Epidemic* . Since anxiety disorders are on the rise in this population, this workshop was valuable with regards to new and current efficacious treatment modalities.
- Elected President of the Board of Behavioral Health Innovators, Inc. See our website to explore the incredible work this group is doing. One goal is to bring the Peer Recovery Toolkit into the health curriculum at Monomoy High School. [www.bhinnov.org](http://www.bhinnov.org)
- Friday, January 31 – Attended the quarterly meeting of Massachusetts Youth Directors in Westborough. Topics addressed were long waiting lists

at agencies and private practices, current trends in the field, and records retention.

- **Thursday, February 13-** Attended the monthly meeting of CHNA 27, whose members are comprised of mental health professionals and non-profits focused on improving quality of life for individuals struggling with a variety of issues. See website at: <https://www.ma-chna27.org/>
- Planning for March 6<sup>th</sup> Middle School Social-Featuring Jammin' Juniors Nerf Wars (the event was EPIC, by the way! Joe Powers can confirm as he was one of our awesome chaperones!!!!

The big planning process is currently focused on an event I'm bringing to Harwich called The Secret Lives of Teens & Tweens with presenter Jon Mattleman. I will send you all the flier for this. Jon is a colleague an amazing speaker who talks to parents about the challenges of raising teens and tweens and how we can best support them. His presentations are informative, empowering and REALLY fun. The event is scheduled for MAY 7<sup>th</sup> at 6:30 p.m. at Monomoy High School Auditorium and it is free and there will be free child care. It is open to ALL Cape parents who want to attend. We are hoping that the coronavirus situation will not cause us to have to postpone, but if so the event will be rescheduled to the fall. Funds for the event were procured from the Barnstable County Human Services SAPC grant. This is a real possibility.

Please feel to call me at (508) 430-7836 if you have any questions.



**TOWN OF HARWICH**  
OFFICE OF THE TREASURER/COLLECTOR  
732 MAIN STREET, HARWICH, MA 02645  
TEL: 508-430-7501 FAX: 508-430-7504

Amy Bullock  
Treasurer / Collector

Nancy Knepper  
Assistant Treasurer/Collector

**Monthly Report to the Board of Selectmen**

**February 2020**

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

**Collections**

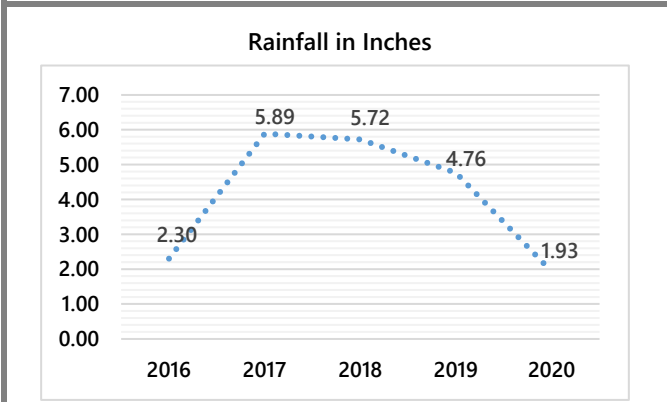
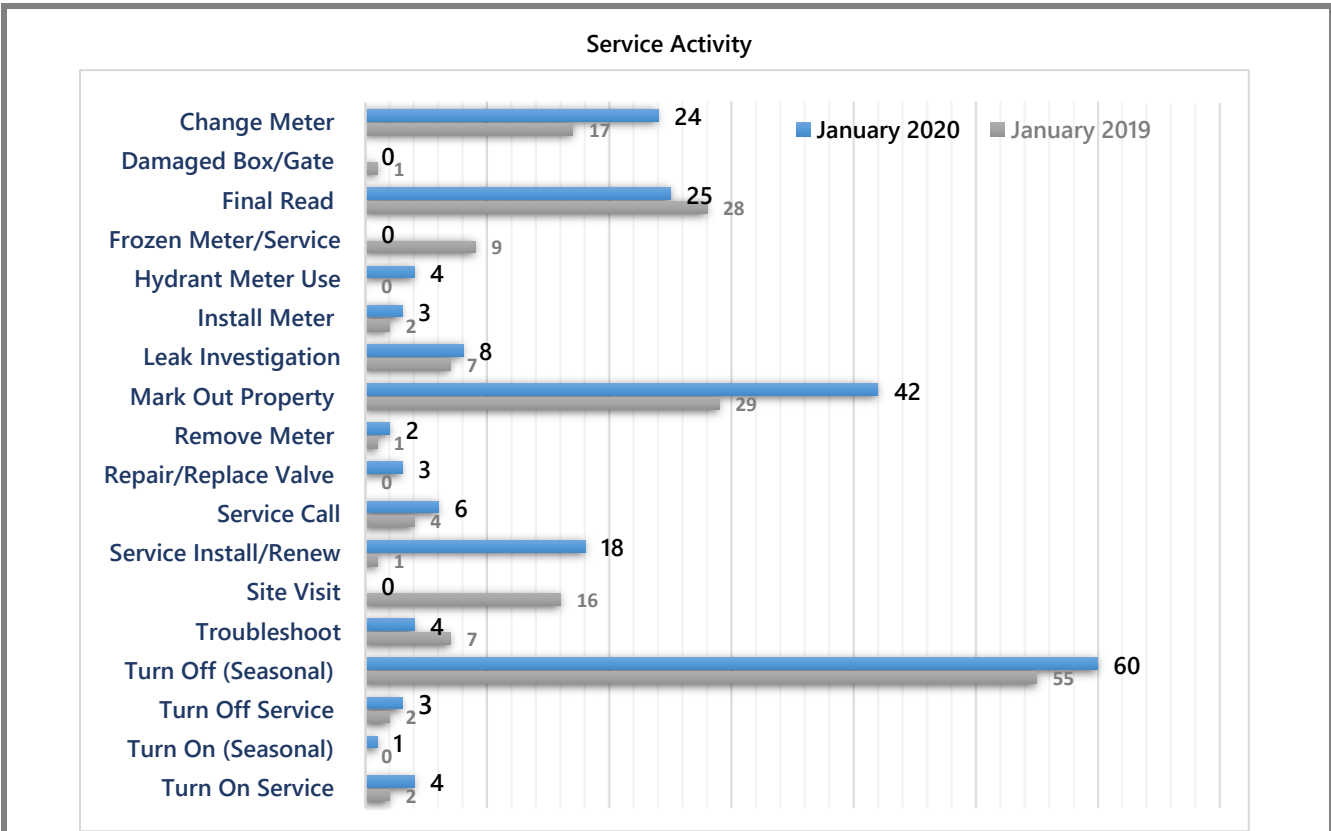
	<b>FY 2020</b>	<b>FY 2019</b>
<b>Tax/Water net Collections:</b>	<b>\$4,346,625.65</b>	<b>\$4,055,656.93</b>
<b>Departmental turnovers:</b>	<b>\$3,941,253.85</b>	<b>\$1,784,793.05</b>
<b>Total:</b>	<b>\$8,287,879.50</b>	<b>\$5,840,449.98</b>

**Disbursements**

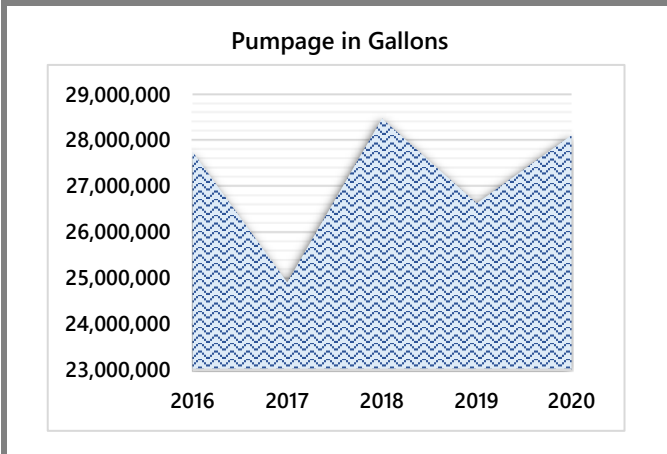
	<b>FY 2020</b>	<b>FY 2019</b>
<b>Accounts Payable</b>	<b>\$2,088,759.18</b>	<b>\$6,642,595.36</b>
<b>Payroll</b>	<b>\$1,355,487.21</b>	<b>\$1,289,091.59</b>
<b>Total:</b>	<b>\$3,444,246.39</b>	<b>\$7,931,686.95</b>

Respectfully submitted,  
Amy Bullock  
Treasurer/Collector





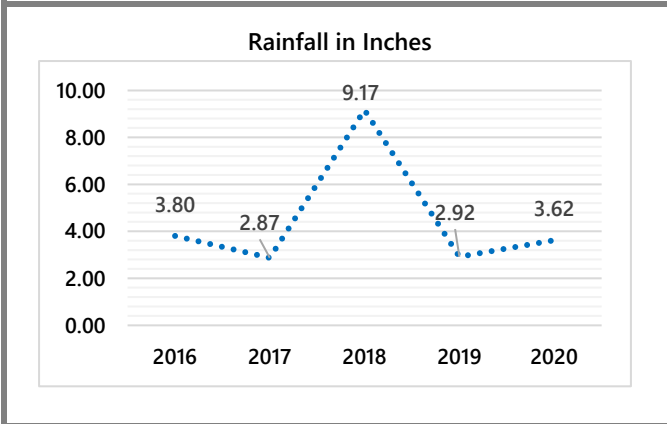
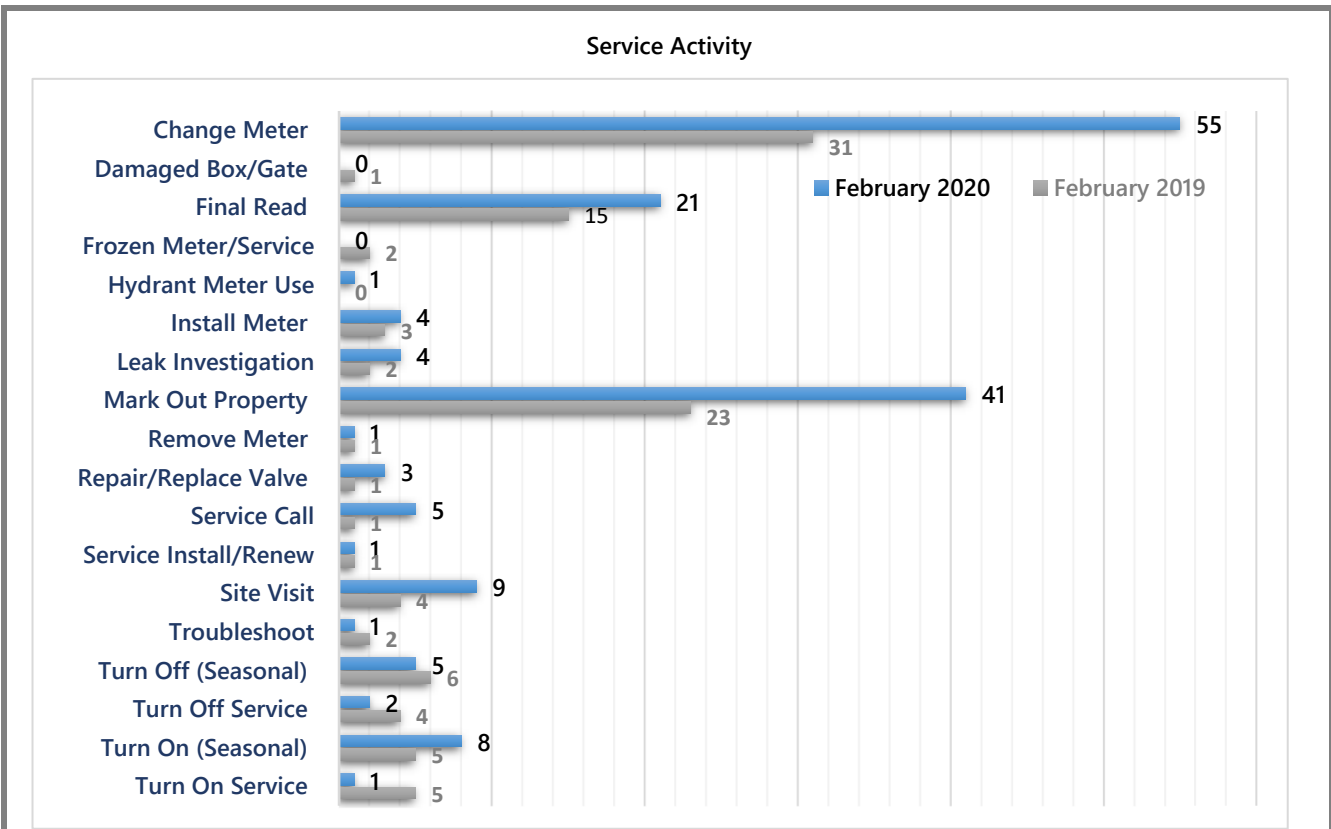
- ### Calendar Activity
- New Year's Day & MLK Holiday's; 1/1 & 1/20
  - WW DHY Meeting; 1/2
  - Stop & Shop WW Coord. Mtg; 1/7
  - WW Funding Mtg; 1/7
  - SW Gate Subd Mtg w/Atty Singer; 1/8
  - WW Harwich/Chatham Coord Mtg; 1/8, 1/28
  - BOWC Meetings; 1/10, 1/21
  - Deposition Prep McKenzie v. Harwich; 1/10
  - WW Weekly Mtg; 1/14, 1/23, 1/28
  - Revenue/Rates Mtg DP/SS; 1/14
  - Court/McKenzie v. Harwich; 1/16
  - Real Estate & Open Space Mtg; 1/17
  - Department Head Mtg; 1/21
  - MVP Grant Pre-Wkshp Mtg; 1/21
  - WW Customer Appts (3)
  - 40B/Chris Wise Mtg; 1/23
  - MMA Annual Mtg; 1/24
  - RTCR Sampling Review; 1/27
  - WW P2 C1 Mtg w/RBO; 1/28
  - WW P2 C1 Progress & C/O Mtgs; 1/28
  - Conference Call W&S & Harwich; 1/29
  - WW Peer Review Workshop; 1/30



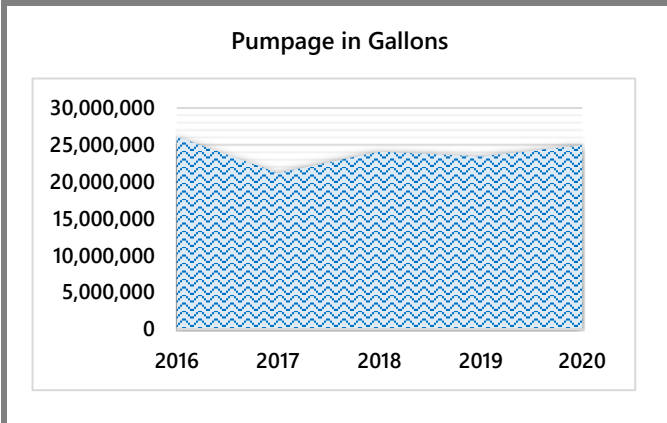
**Monthly Pumping Change**  
**-9.47%**

**YTD Pumping Change**  
**5.58%**

**Water Samples Taken**  
**36**



- ### Calendar Activity
- WW Mtg RE Tetra Tech Letter; 2/3
  - BOWC Meetings; 2/5, 2/19
  - WW Customer Appts (3)
  - WW Weekly Meeting; 2/4, 2/11, 2/19, 2/26, 2/27
  - WW Budget Mtg/Duncanson; 2/5
  - WW Budget Mtg/Coppola; 2/6
  - Staff Meeting; 2/13
  - WW DHY Meeting; 2/14, 2/24
  - President's Day; 2/17
  - WW SCADA Meeting; 2/19
  - HWD Women's Group Tour; 2/20
  - Hydra Stop Insertion Valve Presentation; 2/20
  - Department Head Mtg; 2/25
  - Know Your Town; 2/25
  - WW Rephasing Mtg; 2/27
  - Tier II Annual Report; 2/27



<b>Monthly Pumping Change</b>  <span style="color: red; font-weight: bold;">-12.77%</span>	<b>YTD Pumping Change</b>  <span style="color: green; font-weight: bold;">6.01%</span>
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**Water Samples Taken**  
**70**