

SELECTMEN'S MEETING AGENDA*

Friday, April 24, 2020, 6:30 P.M.

REMOTE PARTICIPATION ONLY

Public can access meeting at Channel 18 (Broadcasting Live)

OPEN PUBLIC FORUM

For those members of the public wishing to make comment you may do so by a combination of email and phone by;

1. First, send an email to comment@town.harwich.ma.us
(Send emails at any time after the meeting agenda has been officially posted)
 - a. In the subject line enter "request to speak Jane Doe"
 - b. Replace Jane Doe with your name - No need to add any more detail to email
2. Please wait until the Chairman has opened this agenda item for Open Public Forum
3. Dial: 872-240-3412
4. Enter Access Code: 212-470-765
5. Please be patient and eliminate any background noise
6. Callers will be taken in the order the emails are received
7. When your name is called use *6 to unmute yourself

I. CALL TO ORDER

II. CONSENT AGENDA

III. NEW BUSINESS

- A. Annual Recertification for Harwich's participation in National Flood Insurance's Community Rating System (CRS) – Charleen Greenhalgh, Town Planner presenting - Vote to authorize the Chair to sign Form CC-213 – Recertification with Program Data Table

IV. OLD BUSINESS

- A. COVID-19 Updates: Presenters: Joe Powers, Interim Town Administrator; Meggan Eldredge, Health Director
- B. Discussion and possible vote - Town Administrator selection advertisement
- C. Discussion and possible vote – Town Administrator salary range
- D. Discussion - 2020 Annual Town Meeting Warrant Articles limited to;
 - a. Critical budget items
 - b. Non-controversial items

Presenters: Anita Doucette, Town Clerk, Joe Powers, Interim Town Administrator, Carol Coppola, Finance Director

V. CONTRACTS

- A. Discussion and possible vote – Fire Station II Security System Change Orders- Galaxy Integrated Technologies for a total of \$1,523.72

VI. OPEN PUBLIC FORUM

- A. See dial in instructions above

VII. TOWN ADMINISTRATOR'S REPORTS

VIII. SELECTMEN'S REPORT

IX. 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: _____ April 22, 2020



April 21, 2020

To: Board of Selectmen
Cc: Joe Powers, Interim Town Administrator
From: Charleen Greenhalgh, Town Planner and CRS Coordinator
Re: Annual CC213 Recertification of Community Rating System (CRS)

As the Selectmen are aware, the Town of Harwich received its 5-Year Recertification of the Community Rating System (CRS) last year. As a result of that recertification, the town was upgraded to a Class 7, which now affords policy holders with a 15% discount which works out to approximately \$98,000 annual total savings, or \$333 per policy annually. This will become affective in May 2020.

We are now in the process of the Town's annual recertification, which needs to be submitted for May 1, 2020.

Enclosed please find the following:

1. Form CC-213
2. CRS Program Data Table

At this time on behalf of the entire team, we respectfully request and recommend the following motion:

To vote to authorize the Chairman to Sign the Form CC-213, the CRS Program Data Table for submission for the annual Recertification of the Community Rating System Program for the Town of Harwich.

Community Harwich, Town of State MA CID 250008
 (6-digit NFIP Community Identification Number)

CC-213 Recertification

Date <u>May 1, 2020</u>	
Chief Executive Officer	CRS Coordinator
Name <u>Larry Ballantine</u>	<u>Charleen Greenhalgh</u>
Title <u>Chair, Board of Selectman</u>	<u>Town Planner</u>
Address <u>732 Main St. Harwich, MA 02645</u>	<u>732 Main St. Harwich, MA 02645</u>
Phone number <u>Please provide</u>	<u>508-430-7511</u>
E-mail address <u>lballantine@townofharwich.us</u>	<u>cgreenhalgh@town.harwich.ma.us</u>

I hereby certify that Harwich [community name] is implementing the following activities on the attached pages as credited under the Community Rating System and described in our original application to the CRS and subsequent modifications.

I hereby certify that, to the best of my knowledge and belief, we are in full compliance with the minimum requirements of the NFIP and we understand that we must remain in full compliance with the minimum requirements of the NFIP. We understand that at any time we are not to be in full compliance, we will retrograde to a CRS Class 10.

I hereby certify that we will continue to maintain FEMA Elevation Certificates on all new buildings and substantial improvements constructed in the Special Flood Hazard Area following the date at which we joined the CRS.

I hereby certify that if there are one or more repetitive loss properties in our community that we must take certain actions that include reviewing and updating the list of repetitive loss properties, mapping repetitive loss areas, describing the cause of the losses, and sending an outreach project to those areas each year, and if we have fifty (50) or more unmitigated repetitive loss properties we must earn credit under Activity 510 (Floodplain Management Planning) for either a repetitive loss area analysis (RLAA) or a floodplain management plan (FMP).

I hereby certify that, to the best of my knowledge and belief, we are maintaining in force all flood insurance policies that have been required of us as a condition of federal financial assistance for insurable buildings owned by us and located in the Special Flood Hazard Area (SFHA) shown on our Flood Insurance Rate Map. I further understand that disaster assistance for any community-owned building located in the SFHA is reduced by the amount of National Flood Insurance Program (NFIP) flood insurance coverage (structure and contents) that a community should be carrying on the building, regardless of whether the community is carrying a policy.

Signature _____ (Chief Executive Officer)

Community Harwich, Town of State MA CID 250008
 (6-digit NFIP Community Identification Number)

CRS Program Data Table	A. In the SFHA	B. In a regulated floodplain outside the SFHA	C. In the rest of the community
1. Last report's number of buildings in the SFHA (bSF) (line 6, last report)	924		
2. Number of new buildings constructed since last report	+ 1		
3. Number of buildings removed/demolished since last report	- 0		
4. Number of buildings affected by map revisions since last report (+ or -)	0		
5. Number of buildings affected by corporate limits changes (+ or -)	0		
6. Current total number of buildings in the SFHA (bSF) (total lines 1-5)	925		
7. Number of substantial improvement/damage projects since last report	0		
8. Number of repetitive loss properties mitigated since last report	0		
9. Number of LOMRs and map revisions (not LOMAs) since last report	0		
10. Acreage of the SFHA (aSFHA) as of the last report (line 13, last report)	1888		
11. Acreage of area(s) affected by map revisions since last report (+ or -)	0		
12. Acreage of area(s) affected by corporate limits changes (+ or -)	0		
13. Current acreage of the SFHA (total lines 10-12)	1888		
14. Primary source for building data:	Building Department		
15. Primary source for area data:	National Flood Insurance Layer		
16. Period covered:	May 1, 2019 - April 15, 2020	Current FIRM date	July 16, 2014
<i>If available, the following data would be useful:</i>			
17. Number of new manufactured homes installed since last report			
18. Number of other new 1 -4 family buildings constructed since last report			
19. Number of all other buildings constructed/installed since last report			

Comments:
 (Please note the number of the line to which the comment refers.)

Community Harwich, Town of State MA CID 250008
(6-digit NFIP Community Identification Number)

Instructions

At the first verification visit after the 2013 *CRS Coordinator's Manual* takes effect, ONLY LINES 6 AND 13 NEED TO BE COMPLETED. These lines form the baseline data about the number of buildings and area of the SFHA for when the table is completed as part of the next annual recertification. The "period covered" entered in line 16 is the date that lines 6 and 13 are first completed.

At all subsequent annual recertifications and cycle verification visits, the entire table is completed. The information in lines 6 and 13 from the last report is transferred to lines 1 and 10 in the next report.

Instructions for the Columns

Column A numbers are for the SFHA (the A and V Zones shown on the Flood Insurance Rate Map) (FIRM)). Use the FIRM currently in effect, not a draft or pending revision.

Column B is completed only if the community receives CRS credit for regulating floodplain development outside the SFHA under Activity 410 (Floodplain Mapping) or Activity 430 (Higher Regulatory Standards).

Column C numbers help relate what happens in the floodplain to what is happening in the rest of the community.

Enter "0" if there are no numbers to report for this period. Do not leave a cell blank. Do not fill in the shaded boxes.

Instructions for the Lines

Lines 1-7 deal with buildings.

- o Section 301.a of the *CRS Coordinator's Manual* defines what constitutes a "building" and lists examples of structures that are not counted as "buildings" by the CRS.
- o Section 302.a of the *CRS Coordinator's Manual* describes how the CRS counts buildings. For example, accessory structures are not counted.
- o As noted in Section 302.a, to determine building counts, communities may use any method that yields reasonably good estimates of the number of buildings. Examples of acceptable methods are listed in Section 302.a. Precision is less important for large numbers. For example, the impact of the numbers will not change much if there are 10,000 buildings or 10,100 buildings.
- o If a building is out of the SFHA, but in a parcel that is partly in the SFHA, it is not counted in column A --In the SFHA.
- o In line 14, note how the building counts were obtained or estimated. Use the comments area, if needed.

Line 4 refers to map revisions. These include physical map revisions, Letters of Map Revision (LOMR), and Letters of Map Amendment (LOMA). If a building is removed from the SFHA by FEMA through a LOMA, but the community still administers its floodplain management regulations on the property, the building should not be included in the line 4 count in column A --In the SFHA. However, communities that still regulate areas removed by LOMAs can receive credit under Activities 410 or 430. If the community is receiving such credit, the building should be counted under column B --In a regulated floodplain outside the SFHA.

Line 7 is for the total number of buildings that were substantially improved plus the number of buildings that were substantially damaged during the period covered.

Lines 10 -13 deal with areas.

- o These areas are based on the areas shown on the community's FIRM including LOMRs or LOMAs. Section 403.b discusses those portions of the SFHA that are subtracted from the area of the SFHA to calculate the community's aSFHA used in credit calculations.
- o Section 403.e of the *CRS Coordinator's Manual* discusses calculating areas for CRS purposes.
- o Section 403.e notes that communities "should not spend an inordinate amount of time measuring areas." As with buildings, communities may use any method that yields reasonably good estimates. Examples of acceptable approaches are listed in Section 403.e.
- o Line 13 asks for the current acreage of the SFHA. The best source for this number is a GIS layer that shows the SFHA. If the community does not have GIS, the county, regional agency, or state NFIP mapping office may have SFHA layers and may be able to provide the data. If the community has a relatively recent FIRM, the study contractor or consulting engineer may have the data.
- o In line 15, note how the area calculations were obtained or estimated. Use the comments area, if needed.

Lines 17 -19 are voluntary, if the numbers are readily available.

- o Line 17 includes replacing an existing manufactured home with a new one. The newly placed manufactured home is counted as a new, post-FIRM, building.
- o The total of lines 17 -19 should equal the value entered in line 2.

CC-213-3

Community Harwich, Town of State MA CID 250008
County Barnstable

COMMUNITY RATING SYSTEM ANNUAL RECERTIFICATION

Your community has been verified as receiving CRS credit for the following Activities.

- If your community is still implementing these activities the CRS coordinator is required to put his or her initials in the blank (do not use a checkmark or an "X") and **attach** the appropriate items. A blank with no initials indicates you are not implementing that Activity anymore, and will result in loss of points (and possible CRS Class).
- If the word "**attached**" is used you must provide the requested documentation for that Activity. If no documentation has been acquired for that Activity, please explain why there is no documentation from the past year.

CJ 310 EC: We are maintaining Elevation Certificates, Floodproofing Certificates, Basement Floodproofing Certificates and V Zone design certificates on all new construction and substantially improved buildings in our Special Flood Hazard Area (SFHA) and make copies of all Certificates available at our present office location. [] Initial here is you have had no new construction or substantial improvement in the SFHA in the last year.

CJ 310 EC: **Attached is the permit list for only new or substantially improved structures in the SFHA that have been completed in the last year.** We have permitted 1 new building and substantial improvements in the SFHA during this reporting period.

CJ 310 EC: **Attached are all the Certificates for new or substantially improved structures that have been completed during this reporting period that are included on the above permit list.** (Note: The total number of Elevation and Floodproofing certificates should match the number of permits issued and completed within the reporting period defined above. All permits issued for new construction or substantial improvement within the V zone should have both an Elevation Certificate and a V Zone Certificate, and all buildings with basements within the basement exemption communities should have both an Elevation Certificate and a Basement Floodproofing Certificate).

CJ 320 MI 1: We are providing basic flood information to inquirers. We also continue to provide the following to inquirers:

- CJ MI 2 additional FIRM information
- CJ MI 6 historical flood information
- CJ MI 7 natural floodplain functions

CJ 320 MI: **Attached is a copy of the publicity for the credited elements of this service this year.**

CJ 320 MI: **Attached is a copy of one page of the log, a letter, or other record that**

Community Harwich, Town of State MA CID 250008
County Barnstable

COMMUNITY RATING SYSTEM ANNUAL RECERTIFICATION

we kept on this service this year.

CH 320 MI: We are continuing to keep our FIRM updated and maintain old copies of our FIRM.

CH 330 OP: We continue to conduct or provide all credited outreach projects.

CH 340 ODR: People looking to purchase flood prone property are being advised of the flood hazard through our credited hazard disclosure measures.

CH 350 LIB/LPD: Our public library continues to maintain flood protection materials.

CH 350 WEB: We continue to conduct an annual review and update of the information and links in our flood protection website.

N/A 370 CP: **Attached is a copy of the evaluation of the coverage improvement plan, and documentation that it was submitted to the governing body.**

N/A 370 CP: **Attached is a copy of the outreach to the community regarding implementation of the coverage improvement plan and technical assistance on flood insurance.**

CH 420 OSP: We continue to preserve our open space in the floodplain.

CH 430: We continue to enforce the floodplain management provisions of our zoning, subdivision and building code ordinances for which we are receiving credit.
CH Initial here if you have amended your floodplain regulations. **Attach a copy of the amended regulations, provide a summary of the changes and mark up the regulations indicating what's been changed.**

CH 430 RA-1: We continue to employ those staff credited for attaining their CFM, and those who have attended the credited training courses.

CH 440 AMD: We continue to use and update our flood data maintenance system on an annual basis as needed.

CH 440 FM: We continue to maintain our historical Flood Hazard Boundary Map, FIRMs and Flood Insurance Studies.

CH 502 RL: We currently have 3 repetitive loss properties and send our notice to 17 properties in the repetitive loss areas.

CH 502 RL: **Attached is a copy of this year's notice on property protection, flood insurance and financial assistance that we sent to our repetitive loss areas.**

Community Harwich, Town of State MA CID 250008
County Barnstable

COMMUNITY RATING SYSTEM ANNUAL RECERTIFICATION

Ch 510 FMP/RLAA: **Attached is a copy of our floodplain management plan's annual progress and/or a copy of the annual progress report on the recommendations of the repetitive loss area analyses.** We have included a progress report template for you to use (in the email notification) if you don't have one of your own.

Ch 510 FMP/RLAA: We have provided copies of this progress report to our governing board and local media.

Ch 540 CDR: We continue to implement our drainage system maintenance program.

Ch 540 CDR: **Attached is one completed copy of a typical inspection report and one completed copy of the record that shows that any needed maintenance was performed on the credited components of our natural drainage system.**

NOTE: Please do not mail or ship packages that need a signature.

Additional Comments: *RE 370, We are instead attaching a Log For 370d Technical Assistance.*

Attachments:

*310 EC (1)
310 EC (2)
320 MI (1)
320 MI (2)
370d
430
502 RL
510 FMP/RLAA
540*

RECEIVED

OMB No. 1660-0008
Expiration Date: November 30, 2018

ELEVATION CERTIFICATE

Important: Follow the instructions on pages 1-9.

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

SECTION A - PROPERTY INFORMATION				FOR INSURANCE COMPANY USE	
A1. Building Owner's Name Paula & James Flanagan				Policy Number:	
A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 6 Ships Haven Road				Company NAIC Number:	
City Harwich		State Massachusetts		ZIP Code 02646	
A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.) Harwich Assessors Map 12 Parcel Y3-2					
A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.) <u>Residential</u>					
A5. Latitude/Longitude: Lat. <u>41°40'05.6" N</u> Long. <u>70°05'27.5" W</u> Horizontal Datum: <input type="checkbox"/> NAD 1927 <input checked="" type="checkbox"/> NAD 1983					
A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.					
A7. Building Diagram Number <u>2A</u>					
A8. For a building with a crawlspace or enclosure(s):					
a) Square footage of crawlspace or enclosure(s) <u>769</u> sq ft					
b) Number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade <u>0</u>					
c) Total net area of flood openings in A8.b _____ sq in					
d) Engineered flood openings? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
A9. For a building with an attached garage:					
a) Square footage of attached garage <u>331</u> sq ft					
b) Number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade <u>0</u>					
c) Total net area of flood openings in A9.b _____ sq in					
d) Engineered flood openings? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION					
B1. NFIP Community Name & Community Number Harwich 250008			B2. County Name Barnstable		B3. State Massachusetts
B4. Map/Panel Number 0612	B5. Suffix J	B6. FIRM Index Date 07/16/2014	B7. FIRM Panel Effective/ Revised Date 07/16/2014	B8. Flood Zone(s) AE	B9. Base Flood Elevation(s) (Zone AO, use Base Flood Depth) 11
B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9: <input type="checkbox"/> FIS Profile <input checked="" type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input type="checkbox"/> Other/Source: _____					
B11. Indicate elevation datum used for BFE in Item B9: <input type="checkbox"/> NGVD 1929 <input checked="" type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other/Source: _____					
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Designation Date: _____ <input type="checkbox"/> CBRS <input type="checkbox"/> OPA					

ELEVATION CERTIFICATE

OMB No. 1660-0008
Expiration Date: November 30, 2018

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 6 Ships Haven Road			Policy Number:
City Harwich	State Massachusetts	ZIP Code 02646	Company NAIC Number

SECTION C – BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on: Construction Drawings* Building Under Construction* Finished Construction

*A new Elevation Certificate will be required when construction of the building is complete.

C2. Elevations – Zones A1–A30, AE, AH, A (with BFE), VE, V1–V30, V (with BFE), AR, AR/A, AR/AE, AR/A1–A30, AR/AH, AR/AO. Complete Items C2.a–h below according to the building diagram specified in Item A7. In Puerto Rico only, enter meters.

Benchmark Utilized: Leica GS14 GPS Reading Vertical Datum: NAVD 1988

Indicate elevation datum used for the elevations in items a) through h) below.

NGVD 1929 NAVD 1988 Other/Source: _____

Datum used for building elevations must be the same as that used for the BFE.



Check the measurement used.

- | | | |
|---|-------------|--|
| a) Top of bottom floor (including basement, crawlspace, or enclosure floor) | <u>3.5</u> | <input checked="" type="checkbox"/> feet <input type="checkbox"/> meters |
| b) Top of the next higher floor | <u>11.5</u> | <input checked="" type="checkbox"/> feet <input type="checkbox"/> meters |
| c) Bottom of the lowest horizontal structural member (V Zones only) | _____ | <input checked="" type="checkbox"/> feet <input type="checkbox"/> meters |
| d) Attached garage (top of slab) | <u>8.7</u> | <input checked="" type="checkbox"/> feet <input type="checkbox"/> meters |
| e) Lowest elevation of machinery or equipment servicing the building
(Describe type of equipment and location in Comments) | <u>3.5</u> | <input checked="" type="checkbox"/> feet <input type="checkbox"/> meters |
| f) Lowest adjacent (finished) grade next to building (LAG) | <u>7.2</u> | <input checked="" type="checkbox"/> feet <input type="checkbox"/> meters |
| g) Highest adjacent (finished) grade next to building (HAG) | <u>9.0</u> | <input checked="" type="checkbox"/> feet <input type="checkbox"/> meters |
| h) Lowest adjacent grade at lowest elevation of deck or stairs, including structural support | <u>7.3</u> | <input checked="" type="checkbox"/> feet <input type="checkbox"/> meters |

SECTION D – SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

Were latitude and longitude in Section A provided by a licensed land surveyor? Yes No Check here if attachments.

Certifier's Name John Z. Demarest Jr., P.L.S.	License Number MA 36859	
Title Professional Land Surveyor		
Company Name Demarest Land Surveying		
Address 338 Mayfair Road		
City South Dennis	State Massachusetts	
Signature 	Date 07/17/2019	Telephone (508) 364-9049

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments (including type of equipment and location, per C2(e), if applicable)

Machinery servicing the house is in the cellar
"Top next higher floor" C2(b) is the main first floor of the house there is a breezeway floor elevation 10.0' and a 3 season room off of the back of the house elevation 10.9'

ELEVATION CERTIFICATE

OMB No. 1660-0008
Expiration Date: November 30, 2018

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 6 Ships Haven Road			Policy Number:
City Harwich	State Massachusetts	ZIP Code 02646	Company NAIC Number

SECTION E – BUILDING ELEVATION INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO AND ZONE A (WITHOUT BFE)

For Zones AO and A (without BFE), complete Items E1–E5. If the Certificate is intended to support a LOMA or LOMR-F request, complete Sections A, B, and C. For Items E1–E4, use natural grade, if available. Check the measurement used. In Puerto Rico only, enter meters.

- E1. Provide elevation information for the following and check the appropriate boxes to show whether the elevation is above or below the highest adjacent grade (HAG) and the lowest adjacent grade (LAG).
- a) Top of bottom floor (including basement, crawlspace, or enclosure) is _____ . _____ feet meters above or below the HAG.
 - b) Top of bottom floor (including basement, crawlspace, or enclosure) is _____ . _____ feet meters above or below the LAG.
- E2. For Building Diagrams 6–9 with permanent flood openings provided in Section A Items 8 and/or 9 (see pages 1–2 of Instructions), the next higher floor (elevation C2.b in the diagrams) of the building is _____ . _____ feet meters above or below the HAG.
- E3. Attached garage (top of slab) is _____ . _____ feet meters above or below the HAG.
- E4. Top of platform of machinery and/or equipment servicing the building is _____ . _____ feet meters above or below the HAG.
- E5. Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance? Yes No Unknown. The local official must certify this information in Section G.

SECTION F – PROPERTY OWNER (OR OWNER'S REPRESENTATIVE) CERTIFICATION

The property owner or owner's authorized representative who completes Sections A, B, and E for Zone A (without a FEMA-issued or community-issued BFE) or Zone AO must sign here. The statements in Sections A, B, and E are correct to the best of my knowledge.

Property Owner or Owner's Authorized Representative's Name <i>Gary Lee / Seaside Const. Co. Inc</i>			
Address <i>16 Giddiah Hill Rd.</i>	City <i>Orleans</i>	State <i>Ma</i>	ZIP Code <i>02653</i>
Signature <i>Gary Lee</i>	Date <i>7-17-19</i>	Telephone <i>(508) 255 8885</i>	
Comments			

Check here if attachments.

ELEVATION CERTIFICATE

OMB No. 1660-0008
Expiration Date: November 30, 2018

IMPORTANT: In these spaces, copy the corresponding information from Section A.	FOR INSURANCE COMPANY USE		
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 6 Ships Haven Road	Policy Number:		
City Harwich	State Massachusetts	ZIP Code 02646	Company NAIC Number

SECTION G – COMMUNITY INFORMATION (OPTIONAL)

The local official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Sections A, B, C (or E), and G of this Elevation Certificate. Complete the applicable item(s) and sign below. Check the measurement used in Items G8–G10. In Puerto Rico only, enter meters.

- G1. The information in Section C was taken from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by law to certify elevation information. (Indicate the source and date of the elevation data in the Comments area below.)
- G2. A community official completed Section E for a building located in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO.
- G3. The following information (Items G4–G10) is provided for community floodplain management purposes.

G4. Permit Number	G5. Date Permit Issued	G6. Date Certificate of Compliance/Occupancy Issued
-------------------	------------------------	---

G7. This permit has been issued for: New Construction Substantial Improvement

G8. Elevation of as-built lowest floor (including basement) of the building: _____ feet meters Datum _____

G9. BFE or (in Zone AO) depth of flooding at the building site: _____ feet meters Datum _____

G10. Community's design flood elevation: _____ feet meters Datum _____

Local Official's Name _____ Title _____

Community Name _____ Telephone _____

Signature _____ Date _____

Comments (including type of equipment and location, per C2(e), if applicable)

Check here if attachments.

BUILDING PHOTOGRAPHS

See Instructions for Item A6.

OMB No. 1660-0008

Expiration Date: November 30, 2018

ELEVATION CERTIFICATE

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 6 Ships Haven Road			Policy Number:
City Harwich	State Massachusetts	ZIP Code 02646	Company NAIC Number

If using the Elevation Certificate to obtain NFIP flood insurance, affix at least 2 building photographs below according to the instructions for Item A6. Identify all photographs with date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View." When applicable, photographs must show the foundation with representative examples of the flood openings or vents, as indicated in Section A8. If submitting more photographs than will fit on this page, use the Continuation Page.



Photo One Caption FRONT VIEW



Photo Two Caption REAR VIEW

BUILDING PHOTOGRAPHS

Continuation Page

OMB No. 1660-0008
Expiration Date: November 30, 2018

ELEVATION CERTIFICATE

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 6 Ships Haven Road			Policy Number:
City Harwich	State Massachusetts	ZIP Code 02646	Company NAIC Number

If submitting more photographs than will fit on the preceding page, affix the additional photographs below. Identify all photographs with: date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View." When applicable, photographs must show the foundation with representative examples of the flood openings or vents, as indicated in Section A8.



Photo One Caption RIGHT SIDE VIEW



Photo Two Caption LEFT SIDE VIEW



Most Widely Accepted and Trusted

ICC-ES Evaluation Report

ESR-2074

ICC-ES | (800) 423-6587 | (562) 699-0543 | www.icc-es.org

Reissued 02/2019

This report is subject to renewal 02/2021.

DIVISION: 08 00 00—OPENINGS

SECTION: 08 95 43—VENTS/FOUNDATION FLOOD VENTS

REPORT HOLDER:

SMART VENT PRODUCTS, INC.

EVALUATION SUBJECT:

SMART VENT® AUTOMATIC FOUNDATION FLOOD VENTS:

**MODELS #1540-520; #1540-521; #1540-510; #1540-511; #1540-570; #1540-574;
#1540-524; #1540-514**

FLOOD VENT SEALING KIT #1540-526



“2014 Recipient of Prestigious Western States Seismic Policy Council (WSSPC) Award in Excellence”



ICC-ES Evaluation Reports are not to be construed as representing aesthetics or any other attributes not specifically addressed, nor are they to be construed as an endorsement of the subject of the report or a recommendation for its use. There is no warranty by ICC Evaluation Service, LLC, express or implied, as to any finding or other matter in this report, or as to any product covered by the report.



ICC-ES Evaluation Report

ESR-2074

Reissued February 2019

This report is subject to renewal February 2021.

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A Subsidiary of the International Code Council®

DIVISION: 08 00 00—OPENINGS
Section: 08 95 43—Vents/Foundation Flood Vents

REPORT HOLDER:

SMART VENT PRODUCTS, INC.

EVALUATION SUBJECT:

SMART VENT® AUTOMATIC FOUNDATION FLOOD VENTS: MODELS #1540-520; #1540-521; #1540-510; #1540-511; #1540-570; #1540-574; #1540-524; #1540-514
FLOOD VENT SEALING KIT #1540-526

1.0 EVALUATION SCOPE

Compliance with the following codes:

- 2018, 2015, 2012, 2009 and 2006 *International Building Code*® (IBC)
- 2018, 2015, 2012, 2009 and 2006 *International Residential Code*® (IRC)
- 2018 *International Energy Conservation Code*® (IECC)
- 2013 *Abu Dhabi International Building Code* (ADIBC)[†]

[†]The ADIBC is based on the 2009 IBC. 2009 IBC code sections referenced in this report are the same sections in the ADIBC.

Properties evaluated:

- Physical operation
- Water flow

2.0 USES

The Smart Vent® units are engineered mechanically operated flood vents (FVs) employed to equalize hydrostatic pressure on walls of enclosures subject to rising or falling flood waters. Certain models also allow natural ventilation.

3.0 DESCRIPTION

3.1 General:

When subjected to rising water, the Smart Vent® FVs internal floats are activated, then pivot open to allow flow in either direction to equalize water level and hydrostatic pressure from one side of the foundation to the other. The FV pivoting door is normally held in the closed position by a buoyant release device. When subjected to rising water, the buoyant release device causes the unit to unlatch, allowing the door to rotate out of the way and allow flow. The water level stabilizes, equalizing the lateral forces.

Each unit is fabricated from stainless steel. Smart Vent® Automatic Foundation Flood Vents are available in various models and sizes as described in Table 1. The SmartVENT® Stacking Model #1540-511 and FloodVENT® Stacking Model #1540-521 units each contain two vertically arranged openings per unit.

3.2 Engineered Opening:

The FVs comply with the design principle noted in Section 2.7.2.2 and Section 2.7.3 of ASCE/SEI 24-14 [Section 2.6.2.2 of ASCE/SEI 24-05 (2012, 2009, 2006 IBC and IRC)] for a maximum rate of rise and fall of 5.0 feet per hour (0.423 mm/s). In order to comply with the engineered opening requirement of ASCE/SEI 24, Smart Vent FVs must be installed in accordance with Section 4.0.

3.3 Ventilation:

The SmartVENT® Model #1540-510 and SmartVENT® Overhead Door Model #1540-514 both have screen covers with 1/4-inch-by-1/4-inch (6.35 by 6.35 mm) openings, yielding 51 square inches (32 903 mm²) of net free area to supply natural ventilation. The SmartVENT® Stacking Model #1540-511 consists of two Model #1540-510 units in one assembly, and provides 102 square inches (65 806 mm²) of net free area to supply natural ventilation. Other FVs recognized in this report do not offer natural ventilation.

3.4 Flood Vent Sealing Kit:

The Flood Vent Sealing Kit Model #1540-526 is used with SmartVENT® Model #1540-520. It is a Homasote 440 Sound Barrier® (ESR-1374) insert with 21 – 2-inch-by-2-inch (51 mm x 51 mm) squares cut in it. See Figure 4.

4.0 DESIGN AND INSTALLATION

4.1 SmartVENT® and FloodVENT®:

SmartVENT® and FloodVENT® are designed to be installed into walls or overhead doors of existing or new construction from the exterior side. Installation of the vents must be in accordance with the manufacturer's instructions, the applicable code and this report. Installation clips allow mounting in masonry and concrete walls of any thickness. In order to comply with the engineered opening design principle noted in Section 2.7.2.2 and 2.7.3 of ASCE/SEI 24-14 [Section 2.6.2.2 of ASCE/SEI 24-05 (2012, 2009, 2006 IBC and IRC)], the Smart Vent® FVs must be installed as follows:

- With a minimum of two openings on different sides of each enclosed area.
- With a minimum of one FV for every 200 square

M540I (2)

feet (18.6 m²) of enclosed area, except that the SmartVENT[®] Stacking Model #1540-511 and FloodVENT[®] Stacking Model #1540-521 must be installed with a minimum of one FV for every 400 square feet (37.2 m²) of enclosed area.

- Below the base flood elevation.
- With the bottom of the FV located a maximum of 12 inches (305.4 mm) above the higher of the final grade or floor and finished exterior grade immediately under each opening.

4.2 Flood Vent Sealing Kit

The Flood Vent Sealing Kit Model 1540-526 is used in conjunction with FloodVENT[®] Model #1540-520. When installed and tested in accordance with ASTM E283, the FV and Flood Vent Sealing Kit assembly have an air leakage rate of less than 0.2 cubic feet per minute per lineal foot (18.56 l/min per lineal meter) at a pressure differential of 1 pound per square foot (50 Pa) based on 12.58 lineal feet (3.8 lineal meters) contained by the Flood Vent Sealing Kit.

5.0 CONDITIONS OF USE

The Smart Vent[®] FVs described in this report comply with, or are suitable alternatives to what is specified in, those codes listed in Section 1.0 of this report, subject to the following conditions:

- 5.1 The Smart Vent[®] FVs must be installed in accordance with this report, the applicable code and the manufacturer’s installation instructions. In the event of a conflict, the instructions in this report govern.

- 5.2 The Smart Vent[®] FVs must not be used in the place of “breakaway walls” in coastal high hazard areas, but are permitted for use in conjunction with breakaway walls in other areas.

6.0 EVIDENCE SUBMITTED

- 6.1 Data in accordance with the ICC-ES Acceptance Criteria for Mechanically Operated Flood Vents (AC364), dated August 2015 (editorially revised October 2017).
- 6.2 Test report on air infiltration in accordance with ASTM E283.

7.0 IDENTIFICATION

- 7.1 The Smart VENT[®] models and the Flood Vent Sealing Kit recognized in this report must be identified by a label bearing the manufacturer’s name (Smartvent Products, Inc.), the model number, and the evaluation report number (ESR-2074).
- 7.2 The report holder’s contact information is the following:

SMART VENT PRODUCTS, INC.
430 ANDBRO DRIVE, UNIT 1
PITMAN, NEW JERSEY 08071
(877) 441-8368
www.smartvent.com
info@smartvent.com

TABLE 1—MODEL SIZES

MODEL NAME	MODEL NUMBER	MODEL SIZE (in.)	COVERAGE (sq. ft.)
FloodVENT [®]	1540-520	15 ³ / ₄ " X 7 ³ / ₄ "	200
SmartVENT [®]	1540-510	15 ³ / ₄ " X 7 ³ / ₄ "	200
FloodVENT [®] Overhead Door	1540-524	15 ³ / ₄ " X 7 ³ / ₄ "	200
SmartVENT [®] Overhead Door	1540-514	15 ³ / ₄ " X 7 ³ / ₄ "	200
Wood Wall FloodVENT [®]	1540-570	14" X 8 ³ / ₄ "	200
Wood Wall FloodVENT [®] Overhead Door	1540-574	14" X 8 ³ / ₄ "	200
SmartVENT [®] Stacker	1540-511	16" X 16"	400
FloodVent [®] Stacker	1540-521	16" X 16"	400

For SI: 1 inch = 25.4 mm; 1 square foot = m²

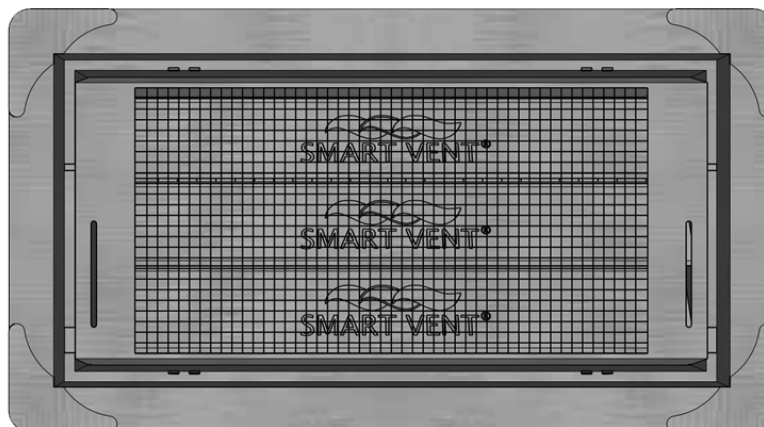


FIGURE 1—SMART VENT: MODEL 1540-510

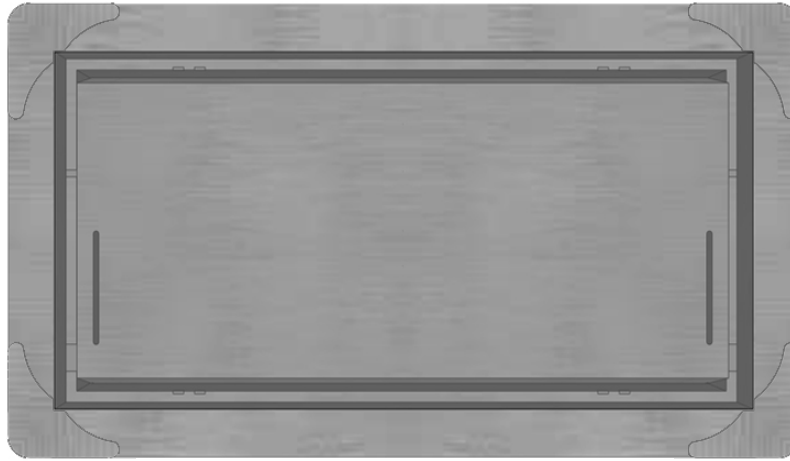


FIGURE 2—SMART VENT MODEL 1540-520



FIGURE 3—SMART VENT: SHOWN WITH FLOOD DOOR PIVOTED OPEN

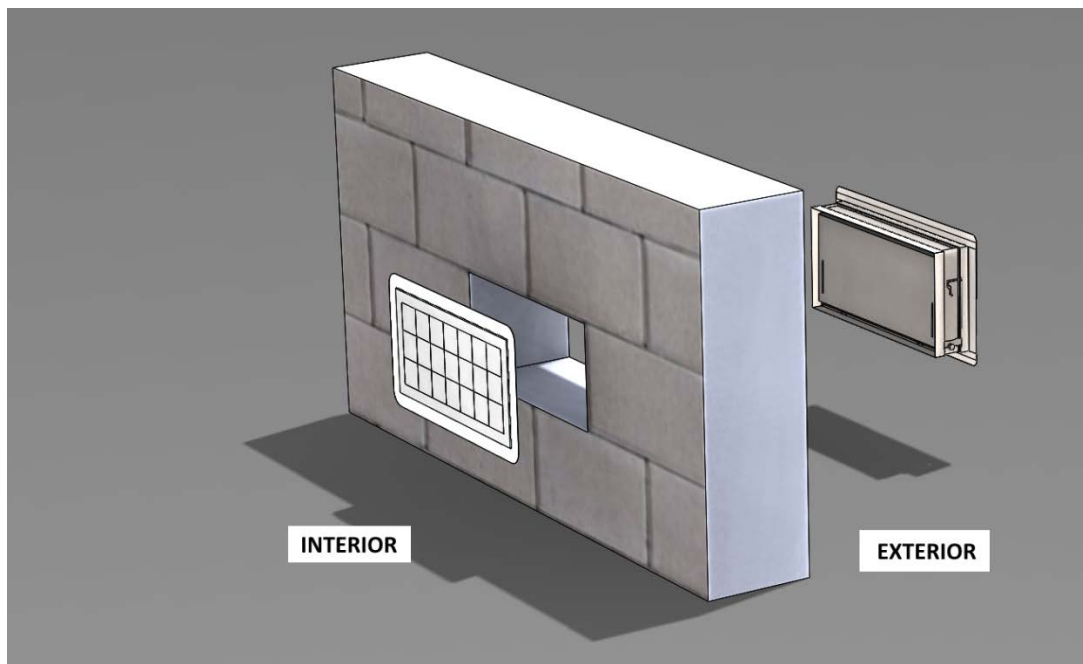


FIGURE 4—FLOOD VENT SEALING KIT

ICC-ES Evaluation Report

ESR-2074 CBC and CRC Supplement

Reissued February 2019

This report is subject to renewal February 2021.

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DIVISION: 08 00 00—OPENINGS

Section: 08 95 43—Vents/Foundation Flood Vents

REPORT HOLDER:

SMART VENT PRODUCTS, INC.

EVALUATION SUBJECT:

**SMART VENT® AUTOMATIC FOUNDATION FLOOD VENTS: MODELS #1540-520; #1540-521; #1540-510; #1540-511; #1540-570; #1540-574; #1540-524; #1540-514
FLOOD VENT SEALING KIT #1540-526**

1.0 REPORT PURPOSE AND SCOPE

Purpose:

The purpose of this evaluation report supplement is to indicate that Smart Vent® Automatic Foundation Flood Vents, recognized in ICC-ES master evaluation report ESR-2074, have also been evaluated for compliance with codes noted below.

Applicable code edition:

- 2016 *California Building Code* (CBC)
- 2016 *California Residential Code* (CRC)

2.0 CONCLUSIONS

2.1 CBC:

The Smart Vent® Automatic Foundation Flood Vents, described in Sections 2.0 through 7.0 of the master evaluation report ESR-2074, comply with 2016 CBC Chapter 12, provided the design and installation are in accordance with the 2015 *International Building Code*® (IBC) provisions noted in the master report and the additional requirements of CBC Chapters 12, 16 and 16A, as applicable.

The products recognized in this supplement have not been evaluated under CBC Chapter 7A for use in the exterior design and construction of new buildings located in any Fire Hazard Severity Zone within State Responsibility Areas or any Wildland-Urban Interface Fire Area.

2.2 CRC:

The Smart Vent® Automatic Foundation Flood Vents, described in Sections 2.0 through 7.0 of the master evaluation report ESR-2074, comply with the 2016 CRC, provided the design and installation are in accordance with the 2015 *International Residential Code*® (IRC) provisions noted in the master report.

The products recognized in this supplement have not been evaluated under 2016 CRC Chapter R337, for use in the exterior design and construction of new buildings located in any Fire Hazard Severity Zone within State Responsibility Areas or any Wildland-Urban Interface Fire Area.

The products recognized in this supplement have not been evaluated for compliance with the International Wildland–Urban Interface Code®.

This supplement expires concurrently with the master report, reissued February 2019.

ICC-ES Evaluation Report

ESR-2074 FBC Supplement

Reissued February 2019

This report is subject to renewal February 2021.

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#1540-570; #1540-574; #1540-524; #1540-514
FLOOD VENT SEALING KIT #1540-526**

1.0 REPORT PURPOSE AND SCOPE

Purpose:

The purpose of this evaluation report supplement is to indicate that Smart Vent® Automatic Foundation Flood Vents, recognized in ICC-ES master report ESR-2074, have also been evaluated for compliance with the codes noted below.

Applicable code editions:

- 2017 *Florida Building Code—Building*
- 2017 *Florida Building Code—Residential*

2.0 CONCLUSIONS

The Smart Vent® Automatic Foundation Flood Vents, described in Sections 2.0 through 7.0 of the master evaluation report ESR-2074, comply with the *Florida Building Code—Building* and the FRC, provided the design and installation are in accordance with the 2015 *International Building Code*® provisions noted in the master report.

Use of the Smart Vent® Automatic Foundation Flood Vents has also been found to be in compliance with the High-Velocity Hurricane Zone provisions of the *Florida Building Code—Building* and the *Florida Building Code—Residential*.

For products falling under Florida Rule 9N-3, verification that the report holder's quality assurance program is audited by a quality assurance entity approved by the Florida Building Commission for the type of inspections being conducted is the responsibility of an approved validation entity (or the code official when the report holder does not possess an approval by the Commission).

This supplement expires concurrently with the master report, reissued February 2019.

Quick Reference

Town Hall Department Phone Numbers:

Administration/Selectmen	508.430.7514
Brooks Free Library	508.430.7562
Building	508.430.7506
Conservation	508.430.7539
Engineering	508.430.7508
Fire	508.430.7546
Highways/Maintenance	508.430.7555
Health	508.430.7509
Natural Resources	508.430.7532
NFIP / CRS Coordinator (Harwich Planning Department)	508.430.7511
Police	508.430.7541
Local Power Company	800.592.2000
Local Natural Gas	800-732-3400

TOWN OF HARWICH
<http://www.harwich-ma.gov/>

FEMA
<http://www.fema.gov/>

NFIP
<http://www.floodsmart.gov/>

HOMELAND SECURITY
<http://www.dhs.gov/>

Flood Facts:

- Did you know that homes in the so-called "100-year" floodplain have a 26% chance of flooding over a 30-year period—the length of a typical mortgage?
- Did you know that people living outside of the mapped floodplain file over 20% of National Flood Insurance Program (NFIP) claims and receive one third of FEMA's disaster assistance for flooding?
- Did you know that flood insurance is available to all home and business owners—even those living outside high-risk areas?
- Hurricanes, winter storms, heavy precipitation and snowmelt are common (but often overlooked) causes of flooding.
- New land development can increase flood risk, especially if the construction changes natural runoff paths.
- If you live in a moderate-to-low risk area you may be eligible for the low cost Preferred Risk Policy through NFIP.
- You are eligible to purchase flood insurance as long as your community participates in the NFIP.

Harwich Facts:

Harwich voluntarily participates in the incentive Community Rating System (CRS) program and is currently rated as a **Class 8** community. This rating entitles *most* residents of Harwich to a **10% flood insurance discount**.

Town of Harwich

FLOOD PROTECTION AND PUBLIC INFORMATION RESOURCES 2020



Town Resources

Significant areas of Harwich are within federally designated flood hazard areas. Flooding in any of these areas can come with little warning, depending on the severity and timing of a storm. Floods can be dangerous to humans and to property. Coastal erosion is just the first indicator of a storm's hazardous effects.

If you are in the floodplain, this flyer provides valuable information, resources and ideas of what you can do to protect yourself and your property from flood hazards.

The first thing you should do is to see if you are in a mapped floodplain. For an online map visit FEMA's Map Service Center: <http://msc.fema.gov>. Flood Insurance Rate Maps (FIRMs) and reference materials are available through the Planning, Building, or Engineering Departments at Town Hall and reference materials are at the Brooks Free Library.

**Town of Harwich
732 Main Street
Harwich, MA 02645
www.harwich-ma.gov**

Save this brochure.

A complete list of local phone numbers and web links are on the last page of this brochure.

Plan, Prepare and Mitigate

FLOOD AWARENESS

Flooding is costly and dangerous. The better able we are to communicate possible flood risk through increased public awareness the greater the actions that lead to reduced risks to life and property.

MUDDY CREEK

The Muddy Creek area was recently restudied after a culvert replacement improved the flow of water. This may have changed your floodplain designation and could affect your flood insurance costs. Checking the most recent flood map is free and easy at the [FEMA Map Service Center](#) or at Town Hall.

FLOOD INSURANCE

National Flood Insurance Program (NFIP):

Flood insurance covers all floods that affect two contiguous properties or two contiguous acres. Talk to your insurance agent as homeowner's insurance policies do not cover damage from floods. You can purchase additional flood insurance policies for a structure and/or contents. In most cases, this insurance is backed by the Federal Government and is available to everyone, even for properties that have been flooded.

FLOOD SAFETY MEASURES

Protecting your Property:

- Local builders and building officials can provide information on flood-proofing, retrofitting and re-grading your property to mitigate damage. Alterations to your property and land may require permitting, so please check with the Building Office before you begin.
- Do not dump or throw anything into the ditches, streams, or rivers. Even grass clippings and branches can accumulate and plug channels.
- Do not walk through flowing water. Drowning is the number one cause of flood deaths, mostly during flash floods. Currents can be deceptive; six inches of moving water can knock you off your feet.
- Do not drive through a flooded area or around road barriers. The road or bridge may be washed out. Hurricanes, winter storms and snowmelt are common causes of flooding.
- Stay away from power lines and electrical wires. Electrical current can travel through water. Report downed power lines.

Visit www.floodsmart.gov/ and www.fema.gov/plan to subscribe to updates and view available fact sheets and resource materials.



MEMO

TO: Local Lenders, Insurance Agents, and Realtors
FROM: Charleen Greenhalgh, Town Planner and Community Rating System (CRS) Coordinator
RE: Special Flood Hazard Area Map Information Services
DATE: April 2020

The Town of Harwich voluntarily participates in the National Flood Insurance Program's (NFIP) Community Rating System (CRS) in an effort to reduce flood insurance premiums for Harwich residents. Harwich is currently rated as a Class 8 community. This rating entitles most residents to a 10% flood insurance discount. This program is also part of a larger effort to promote community awareness of flood hazards and of flood mitigation methods.

As part of the Town's participation in this program, we are required to notify you that the Town of Harwich provides information regarding the location of individual properties in the floodplain, whether a property is in a Coastal A-Zone or Coastal Barrier Resource Area, whether it is subject to flood problems not shown on the map, and whether it is a sensitive or wetland area that may be subject to jurisdiction under the Conservation Commission. We use the official Flood Insurance Rate Maps ("FIRM") that have an effective date of July 16, 2014. You may view this information by selecting the Flood, Maps, FEMA navigation tab on the home page of the Town of Harwich website. The Building Department also provides information on flood hazard protection and possible construction mitigation measures. Elevation certificates related to newer construction or substantial improvements for properties located in the floodplain are available on certain properties and these certificates are required for all new construction or substantial improvements.

Requests for Special Flood Hazard Area map information services may be directed to the Planning Department at 508-430-7511. Other flood inquiries may be addressed to the Building Department at 508-430-7506 or the Engineering Department at 508-430-7508. These departments are located on the second floor of Town Hall. Written requests may be addressed to 732 Main Street, Harwich, MA 02645. Email addresses and fax numbers can be found on each department's home page at www.harwich-ma.gov.

The Brooks Free Library, located on the corner of Main Street at Bank Street, across from Town Hall also carries flood hazard informational materials.

For additional information on the Community Rating System application prepared by the Town of Harwich, please contact the Planning Department at 508-430-7511.

Encs. Town Resource Brochure
Mapping Information Notice

Harwich, MA (NFIP #250008)
Floodplain Map Information Inquires

EFF 04-23-19

DATE	ADDRESS	ZONE	BFE	INSURANCE INFORMATION GIVEN (L,V)	CBRA or LIMWA?	REP LOSS AREA?	SENSITIVE OR WETLANDS?	COMMENTS	REVIEWER
7-8-19	83 Belmont Rd	X		V	N/A	N/A	N/A	Left Voice message	CG
8.19.19	9 HIGHLAND	AE	-	N	N/A	N/A	N/A		EB
	119 Julian Rd								CG

Codes: L - written/email request V - told verbally

EFF 4/23/2019

CONS

Harwich, MA (NFIP #250008)

Floodplain Map Information Inquires

DATE	ADDRESS	ZONE	BFE	INSURANCE INFORMATION GIVEN (L,V)	CBRA or LIMWA?	REP LOSS AREA?	SENSITIVE OR WETLANDS?	COMMENTS	REVIEWER
5/24	74 Willow	X		V		no	no		NS
5/28	14 Old Wharf Rd	AE and X				no	yes		NS
5/29	31 Smith St	AE	Y			no	no		NS
5/29	6 Ships Haven	AE	Y			no	no		NS
5/29	176 Gorham Rd	AE	Y			no	yes		NS
6/10	25 + 31 Smith	AE	Y	V		no	no		NS
7/3	18 Doane Way	AE	X	V		no	yes		NS
1/024/2020	93 Brooks Rd	AE				no	no		NS

Codes: L - written/email request V - told verbally

R1
1, 11, 109

Harwich, MA (NFIP #250008)
Floodplain Map Information Inquires

DATE	ADDRESS	ZONE	BFE	INSURANCE INFORMATION GIVEN (L,V)	CBRA or LimWA?	REP LOSS AREA?	SENSITIVE OR WETLANDS?	COMMENTS	REVIEWER
5.7.19	117 Great Western	X	-	✓	-	NA	-	603J	eb
7.29.19	11 Shups Haven	AE	-	✓	-	NA	-	612J	eb
8.16.19	25 Smith Rd	AE	11	✓	-	NA	-	611J	eb
2.25.20	403 Gr Western Rd	X/AE	-	✓	-	N/A	-	611J	eb
3.5.20	5 Trinity Cove	AE	12 13	✓	-	N/A	-	611J	CG

Codes: L - written/email request V - told verbally



Date	Address	Flood Zone	Notes
7/3/2019	18 Moss Hill Rd	X	Wanted to know if house was in floodplain; mailer seemed to confuse her (English is second language)
7/8/2019	NA	AE11	had questions about EC for house they wanted to buy; decided against purchasing house before I was able to return call
7/8/2019	48 North Rd	AE11	what flood zone is she in; should she get an EC
7/9/2019	40 Cornerwood Dr	X	What is their flood risk? In an X zone; flood insurance recommended
7/15/2019	25 Doane Rd	AE11	wanted more information about lowering flood insurance costs; told about EC, flood vents, changes in coverage, private options
7/15/2019	21 Patricia Ln	X (unshaded)	curious about how expensive flood insurance would be
8/5/2019	36 Wequassett Rd	AE11	is a 2013 LOMA still valid? (no: LAG is 10.2); suggested talking with insurance agent about filling basement/installing flood vents to lower cost
8/9/2019	25 Division St	AE12	wanted to know why rates are going up; just more general information about his flood insurance policy. Told about rate increases (subject to BW12 sec. 205), EC recommended, also told about RR2.0 (he might benefit - far back from water) but warned that it might be a while before that's effective
8/12/2019	15 Russell Dr	X (unshaded)	curious about how expensive flood insurance would be; told average PRP premium is \$400, flood insurance only way to protect against rainfall, basement coverage is limited, talk to insurance agent if interested
8/26/2019	8 Woodbine Rd	AE11	How much would flood insurance be (average is \$2K in SFHA); recommended flood vents in crawl space, told about CRS discount and potential change with RR2.0
9/18/2019	119 Depot Rd W	AE11	understand why his rates were increasing; he's Newly Mapped so explained that rate increase projection and suggested an EC. Also asked about primary residence, let him know about max coverage requirements (w/ a mortgage), and increasing deductible
10/10/2019	5 Zylpha Rd	X (unshaded)	wondering if house is in floodplain; no -- high elevation
11/1/2019	65 Gilbert Ln	X (shaded)	want to know what flood zone he's in; should he get flood insurance - recommended getting flood insurance because he's surrounded by SFHA

§325-2 Definitions

BUILDING/STRUCTURE HEIGHT

- A. The height of a building or structure shall be calculated by averaging the distance between the lowest pre-existing grade point at the base of the building/structure and the top of said structure, and the distance between the highest pre-existing grade point at the base of the structure and the top of said structure. A structure shall include such elements as a rooftop deck, fence, railing, widow's walk, or other rooftop structure, parapet, or other attached structure. A cupola not larger than four feet in width and chimneys shall be exempt from the above requirements if they do not extend more than four feet in height above the roof. For developed lots, pre-existing grade shall be determined by calculating the average of existing high and low grade points at the base of the existing/original building or structure and top of said structure, where the highest point is at a minimum of eight inches below the top of foundation.
- B. For a building or structure located within an area of special flood hazard, refer to §325-108;

§325-108 Special Provisions for Lifting Existing Structures to New and Appropriate Elevations

(1) Notwithstanding the provisions of any other provision of the Harwich Zoning By-law to the contrary, except as otherwise provided pursuant to paragraph (3) of this subsection, a person shall be allowed to lift an existing structure located in an Area of Special Flood Hazard to a new and appropriate elevation, or constructing a staircase or other attendant structure necessitated by such raising without the need for Board of Appeals relief, provided, however, this exemption shall apply only to the minimum extent or degree necessary to allow the structure to meet the new and appropriate elevation with adequate means of ingress, egress and accommodation of typical basement facilities.

(2) Appurtenant to lifting an existing structure, the existing structure may be relocated elsewhere on the lot as long as said relocation does not create a new, or increase the intensity of a setback nonconformity.

(3) The exemption established pursuant to paragraph (1) of this subsection shall not be available to a person who has altered or is seeking to alter the original dimensions of a structure if, had the alteration not been made, the structure could have been raised to meet the new and appropriate elevation either without the exemption or with an exemption of lesser degree than is needed with the alteration.

§325-108.1 - Definitions.

The definitions contained herein pertain only to this article of the bylaw.

AREA OF SPECIAL FLOOD HAZARD

The land in the floodplain within a community subject to a one-percent or greater chance of flooding in any given year. The area may be designated as Zone A, AO, AH, A1-30, AE, A99, V1-30, VE, or V.

Amended May 6-8, 2019 Annual Town Meeting

ATTENDANT STRUCTURE

Means an area to accommodate utilities, laundry facilities or mechanicals which are otherwise typically located within a basement area.

BASE FLOOD

The flood having a one-percent chance of being equaled or exceeded in any given year.

COASTAL HIGH-HAZARD AREA

The area subject to high-velocity waters, including but not limited to hurricane wave wash. The area is designated on a FIRM as Zone V1-30, VE, VO or V.

DEVELOPMENT

Any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations.

DISTRICT

Floodplain District.

EXISTING STRUCTURE

Means any commercial or municipal structure or residential dwelling that currently exists, or existed prior to the catastrophic event, at the time a request is made to elevate.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

Administers the National Flood Insurance Program. FEMA provides a nationwide flood hazard area mapping study program for communities as well as regulatory standards for development in the flood hazard areas.

FLOOD INSURANCE RATE MAP (FIRM)

An official map of a community on which FEMA has delineated both the areas of special flood hazard and the risk premium zones applicable to the community.

FLOOD INSURANCE STUDY

An examination, evaluation, and determination of flood hazards and, if appropriate, corresponding water surface elevations or an examination, evaluation and determination of flood-related erosion hazards.

HIGHEST APPLICABLE FLOOD ELEVATION STANDARD

Means the one-percent (1%) FEMA base flood elevation plus up to an additional three (3) feet.

LOWEST FLOOR

The lowest floor of the lowest enclosed area (including basement or cellar). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable nonelevation design requirements of state and local regulations.

NATIONAL FLOOD INSURANCE PROGRAM (NFIP)

Administered by the Federal Emergency Management Agency (FEMA)

NEW AND APPROPRIATE ELEVATION

Means any elevation to which a structure is raised, or is to be raised, that is equal to or higher than the applicable FEMA base flood elevation, provided, however, in no case shall the new and appropriate elevation exceed the highest applicable flood elevation standard.

NEW CONSTRUCTION

For floodplain management purposes, structures for which the start of construction commenced on or after the effective date of October 6, 1976. For the purpose of determining

Amended May 6-8, 2019 Annual Town Meeting

insurance rates, "new construction" means structures for which the start of construction commenced on or after the effective of an initial FIRM or after December 31, 1974, whichever is later.

ONE-HUNDRED-YEAR FLOOD

See "base flood."

SPECIAL FLOOD HAZARD AREA

An area having special flood and/or flood-related erosion hazards and shown on a FIRM as Zone A, AO, A1-30, AE, A99, AH, V, V1-30, or VE.

STRUCTURE

For floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. "Structure," for insurance coverage purposes, means a walled and roofed building, other than a gas or liquid storage tank, that is principally above ground and affixed to a permanent site, as well as a manufactured home on foundation. For the latter purpose, the term includes a building while in the course of construction, alteration, or repair but does not include building materials or supplies intended for use in such construction, alteration, or repair, unless such materials or supplies are within an enclosed building on the premises.

SUBSTANTIAL DAMAGE

Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50% of the market value of the structure before the damage occurred.

SUBSTANTIAL IMPROVEMENT

Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50% of the market value of the structure before the start of construction of the improvement. This term includes structures which have incurred substantial damage, regardless of the actual repair work performed.



MEMO

To: Harwich Property Owner
From: Charleen Greenhalgh, Town Planner and Community Rating System (CRS) Coordinator
Date: April 2020
Re: Identified Potential Flood Area

You are receiving this letter because your property is located near an area that has flooded several times. This has no bearing on your flood insurance costs; we are telling you this so that you can take additional measures to protect yourself and your property if you choose.

The Town of Harwich participates in the National Flood Insurance Program's (NFIP) Community Rating System (CRS), which provides discounts on flood insurance for NFIP policyholders. As part of the requirements for participating in this program, we must alert property owners that are located near repeatedly flooded areas.

There are many things you can do to protect your property from flood damage. You can make structural changes, purchase or increase your flood insurance coverage, and take actions to reduce damage right before a flood. Below is a list of things you can do to protect your family and property from flooding.

1. Prepare for flooding by doing the following:
 - Obtain a flood insurance policy. Homeowner's insurance does not cover flood damage. Begin by talking to your insurance agent or visiting www.floodsmart.gov. Because the Town of Orleans participates in the CRS, you will likely receive a discount on your flood insurance policy.
 - Find out if your property is in a flood zone. Visit FEMA's Map Service Center at www.msc.fema.gov or visit the Planning Department at Town Hall, 732 Main Street, Harwich. You may also call 508-430-7511 for assistance.
 - Know how to shut off the electricity and gas to your house when a flood comes.
 - Make a list of emergency numbers and identify a safe place to go in the event of an evacuation (friend or family out of harm's way, hotel, shelter, etc.).
 - Make a household inventory of belongings to make processing of insurance claims easier (and review your policy so you know what is covered).
 - Put insurance policies, valuable papers, medicine, etc. in a safe and easily accessible location; bring them with you if you leave.
 - Collect and put cleaning supplies, camera, waterproof boots, etc. in a handy place.
 - Relocate belongings from the basement to a higher floor.

- Develop a disaster response plan. See the Red Cross’s website at www.redcross.org for information about preparing your family and home for a disaster.
 - Get a copy of Repairing “Your Flooded Home”. It is available from www.redcross.org. There are also more publications about post-flood safety and recovery available online through the Cape Library Automated Materials Sharing (CLAMS) system; they can be found by searching for “FEMA flood protection”.
2. Consider permanent flood protection measures:
- NOTE: some flood protection measures may need a building permit and others may not be safe for your type of building. Call the Building Department at 508-430-7506.
 - Consider elevating your home or business above flood levels. This will lower your individual flood insurance rate, keep your home or business safer from flooding, and will contribute to reducing flood insurance costs for the whole town.
 - Consider elevating your Heating, Ventilating, and Air Conditioning (HVAC) units and ducts above expected flood levels. This will lower your flood insurance rate and reduce the risk of flooding your utilities.
 - If you are interested in elevating your building above the flood level, we may be able to apply for a Federal grant to cover a portion of the cost.
 - Mark your fuse or breaker box to show the circuits to the floodable areas – turning off the power to the basement before a flood can reduce property damage and save lives by reducing the risk of electrocution and fire.
 - Check your building for water entry points, such as basement windows, basement stairwell, doors, and dryer vents, then protect them with low walls or temporary shields like sandbags.
 - Consider installing a floor drain plug, standpipe, overhead sewer, or sewer backup valve to prevent sewer backup flooding.
 - Protect dunes, wetlands, and other open space near your property, as these open spaces will help to absorb or redirect flood waters and keep them off of your property. Do not mow wetland grasses and only walk on designated dune walkovers.
 - More information can be found on www.floodsmart.gov (Policyholder Resources and Preparation and Recovery).

For more information, contact Charleen Greenhalgh, Harwich CRS Coordinator at (508) 430-7511, or cgreenhalgh@town.harwich.ma.us; or Shannon Hulst, Community Rating System and Floodplain Coordinator for Barnstable County, at (508) 375-6952, or shannon.hulst@barnstablecounty.org.

**Community Rating System
Activity 510 (Floodplain Management Planning)**

Progress Report on Implementation of Credited Plan

Date this Report was Prepared: April 15, 2020

Name of Community: Harwich, MA

Name of Plan: HARWICH 2017 Hazard Mitigation Plan

Date of Adoption of Plan: December 11, 2017

5 Year CRS Expiration Date: May 2024

1. How can a copy of the original plan or area analysis report be obtained:

https://www.harwich-ma.gov/sites/harwichma/files/file/file/harwich_hazard_mitigation_plan-final-fema-dec_2017_0.pdf

2. Describe how this progress report was prepared and how it was submitted to the governing body, released to the media, and made available to the public:

The update of the 2017 Hazardous Mitigation Plan was completed in August 2019 as part of the Town's Application for Massachusetts State Planning Grant funding to prepare a Municipal Vulnerability Preparedness (MVP) Plan. The Grant Application to the State including the update. The RFP was before the Harwich Board of Selectmen and available on the Town Website as part of the Board of Selectmen agenda packet making it available to the media and the public.

3. Provide a description of the implementation of each recommendation or action item in the action plan or area analysis report, including a statement on how the project was implemented or not implemented during the previous year:

Several Action Items within the HMP have been completed or are continuing:

Mitigation Action #	Update/Status
1 Continue a standing Multi-hazard Mitigation Committee	Meets as needed
3 Continue to supply educational materials on preparedness /mitigation for property owners	Ongoing
4 Maintain inventory of Town's most at-risk locations, etc.	Ongoing

5 Monitor the Town's emergency series to ID needs.	Ongoing
8 Provide Communication equipment to emergency management	Ongoing
10 Upgrade/expand town-wide communications equipment, etc.	Ongoing
11 Upgrade communications systems for texting and emailing residents, including emergency alert	Ongoing
12 Install new pilings, dock and fire suppression system at Saquatucket Harbor	Completed.
16 Continue thinning dense growth for wildfire fuel reduction at Thompsons Field and eventually conduct prescribed burns	Ongoing
18 Continue participation and maintain standing in the NFIP CRS program	Ongoing
19 Replace/Repair landing ramps at Round Cove (RC) and Herring River (HR)	RC completed
21 Continue beach nourishment with dredge spoils to mimic natural conditions	Ongoing
24 Enforce State Building Code for wind-resistant design, etc.	Ongoing

4. Discuss why any objectives were not reached or why implementation is behind schedule:

Mitigation Action #	Update/Status
2 Use the Town's evolving Geographic Information System (GIS) to maintain current building and parcel data for the purpose of conducting more detailed hazard risk assessments and for tracking permitting/land use.	The Town GIS is limited. The Town relies on the Cape Cod Commission (Regional Planning Agency) for much of the GIS.
6 Quantify potential losses by estimating such losses at varying degrees of storm surge, wind and stormwater hazard severity, as well as specific impacts on critical facilities. This should be performed for the plan's five year update.	This was one of the primary reasons for preparing an MVP Plan. Funding will become available with the finalization of the MVP (June 2020)
7 Develop a list of mitigation projects, including but not limited to snow fencing in areas prone to blowing and drifting snow, and regrading and improved drainage in areas prone to flooding.	There is not a formal list, however the Town's Department of Public Works does set snow fencing in various locations as necessary
9 Conduct vulnerability assessment of town-owned facilities with site analyses that identify potential vulnerabilities to structures (i.e. what could go wrong) and recommendations for prevention of future problems.	This will be completed as part of the MVP implementation with anticipated funding

<p>13 Work with Coast Guard and state agencies to provide training and practice for incident command systems.</p>	<p>This has been worked on at the County level and Towns have been involved.</p>
<p>14 Upgrade harbormaster weather equipment for early/advance data</p>	<p>A new Harbormaster facility is currently nearing completion. The facility will have some updated systems.</p>
<p>15 Update the Comprehensive Emergency Management Plan</p>	<p>This will hopefully be funded through MVP funding and with the COVID-19 pandemic this will likely move to the forefront.</p>
<p>17 Monitor conditions for wildfire and provide information/outreach to the public on wildfire danger.</p>	<p>This was identified within the MVP as well and action will move forward.</p>
<p>20 Conduct an educational workshop for coastal and riverfront landowners and contractors on hazard mitigation.</p>	<p>With other projects going on within the municipality this has not been completed. Through Conservation, Planning and Flood Plain websites a great deal of information is already available.</p>
<p>22 Repair Allen Harbor jetty and improve boat channel(s).</p>	<p>Funding was proposed for the next fiscal years budget; however with the current COVID-19 situation, funding may be delayed.</p>
<p>23 Continue the Town's participation in the Cape Cod Cooperative Extension's Wildfire Assessment and Preparedness Program by submitting an application during each grant round.</p>	<p>This is ongoing</p>
<p>25 Protect outer harbor and use it as refuge</p>	<p>The town did establish an artificial reef off Saquatucket Harwich; additional reefs are anticipated in the future.</p>
<p>26 Incorporate the inspection and management of hazardous trees/limbs into the Town's routine monitoring process.</p> <p>27 Mitigate the impacts from blowing/drifted snow</p>	<p>The Town experienced a tornado in July 2019; many trees were taken down or trimmed drastically.</p> <p>The Town has not be subjected to significant snow in the past 2 years. This will continued to be looked at.</p>

5. What are the recommendations for new projects or revised recommendations?

At this time there are no new projects or revised recommendations.

Town	Work I	Site #	Work Type	Work Type2	Work Type 3
Harwich	1/2/2020	614	Opened Pipe	Shoveled	<null>
Harwich	1/2/2020	646	Opened Pipe	<null>	<null>
Harwich	1/2/2020	641C	Opened Pipe	<null>	<null>
Harwich	1/2/2020	659B	Cleaned	<null>	<null>
Harwich	1/3/2020	657X	Brushed	<null>	<null>
Harwich	1/3/2020	608W	Brushed	Opened Pipe	<null>
Harwich	1/6/2020	651B	Brushed	<null>	<null>
Harwich	1/7/2020	651B	Brushed	Cleaned	<null>
Harwich	1/8/2020	75.3	Recut and Clean	<null>	<null>
Harwich	1/8/2020	75.3A	Cleaned	<null>	<null>
Harwich	1/9/2020	75.3	Recut and Clean	<null>	<null>
Harwich	1/9/2020	75.2	Cleaned	Shoveled	<null>
Harwich	1/9/2020	652S	Cleaned	Snake Pipe	<null>
Harwich	1/13/2020	651B	Brushed	Cleaned	<null>
Harwich	1/14/2020	651B	Brushed	<null>	<null>
Harwich	1/15/2020	652S	Cleaned	Shoveled	Shoveled
Harwich	1/15/2020	651B	Brushed	<null>	<null>
Harwich	1/16/2020	651B	Brushed	Cleaned	<null>
Harwich	1/17/2020	651B	Brushed	Cleaned	<null>
Harwich	1/21/2020	608W	Opened Pipe	<null>	<null>
Harwich	1/21/2020	646	Cleaned	<null>	<null>
Harwich	1/21/2020	651B	Cleaned	<null>	<null>
Harwich	1/22/2020	651B	Brushed	Cleaned	<null>
Harwich	1/23/2020	651B	Brushed	Cleaned	<null>
Harwich	1/24/2020	651B	Brushed	<null>	<null>
Harwich	1/28/2020	651B	Brushed	<null>	<null>

**Town Administrator
Town of Harwich**

The Town of Harwich is accepting applications for the position of Town Administrator. Must have a minimum Bachelor's Degree in public administration or a related field, MPA preferred, and 5 years of municipal experience or equivalent education and experience in Town, County, or State government. The position is the chief administrative officer of the town and will be focused on financial management of the Town including budgeting, management control of finances, overseeing sewer project management, and working with town departments, employees and committees as outlined in the Harwich Town Charter. Salary \$160,000 - \$180,000 depending upon qualifications. The Town provides a full benefits package. Town employment application and job description are available on the Town's website at www.harwich-ma.gov/home/pages/employment-opportunities . Town must receive the completed Town employment application, resume and three references submitted to taresume@townofharwich.us no later than May 22, 2020. EOE

MMA Beacon
Cape Cod Times
Boston Globe
April 30, 2020

FY20 Salary Survey

Hello All, I begin contract negotiations this week and am in would be most helpful. To make it easy, you could either fill Please let me know if you want a copy and I'll send the finis

Contract term was September 26, 2018-September 26, 20:

FY20

Base Salary	\$148,645.00
Deferred Comp	\$12,812.50
Total Compensation:	\$161,457.50

Annual COLA FY19 0%; FY20 2%; FY21 2%

Merit Pay	up to 2% annually
Sick	100 hrs. added per year
Vacation	5wks each July 1st
Car Stipend	\$7,500.00
Personal Time	3 days
Health Insurance Stipend	\$4,000.00 (or 80/20% split)
Disability Insurance	\$2,400.00
Longevity	200
Other	

12/18/2019

need of an updated salary survey. I know you are all super busy, but any assistance you can give
ll in the info or just send me a copy of your contract and I will add to the form.
shed survey. Happy holidays.

21

(Based on performance review)

(Original Contract gave 30 days to start; ended with over 1,000 hrs.; unused paid cap 45 days)

(carry-over up to 9 weeks; 1 week buyback annually)

(to cover gas, parking, maintenance, tolls for personal car or option for town to provide car)

(Based on Personnel Bylaw)

(for last few years have taken the stipend and saved Town approx. \$14,000 annually)

(Reimbursement)

(Based on Personnel Bylaw)

4/5 s vote to remove- supermajority- discouraged politically motivated actions while
preserving removal of the manager for good cause; clearly there would be consensus

Severance- lump sum 6 months aggregate salary

Indemnification Clause

Bond

**ANNUAL TOWN MEETING
WARRANT
With
RECOMMENDATIONS**



MAY 4, 2020

**7:00 P.M.
100 Oak Street
Community Center**

TABLE OF CONTENTS
ANNUAL TOWN MEETING
May 4, 2020

Voting Procedures.....	4
Motion Chart.....	5
Tax Rate Chart.....	6
Municipal Finance Terms.....	7
Municipal Finance Terms Related to Capital Improvements.....	
Municipal Finance Terms Related to Proposition 2 ½ Terms.....	

ARTICLES

Article Number **Page Number**

TOWN OFFICERS AND COMMITTEES

1. Town Officers & Committees.....	
2. Reports of Town Officers & Committees.....	
3. Elected Officials Salaries.....	

BUDGETS

4. Town Operating Budget.....	
Revise – updated revenue estimates	
5. Monomoy Regional School District Budget.....	
Likely Monomoy will revise	
6. Cape Cod Regional Technical School District Budget.....	
7. Water Department Budget.....	
8. Wastewater/Sewer Department Budget.....	
Based on Contracts 1 & 2?	

CAPITAL PLAN

9. Adopt the Capital Plan.....	
10. Capital Items Funded from Free Cash – Items Under \$50,000.....	
11. Facility Maintenance and Repair Fund.....	
Postpone Cultural Center Study - \$100K	
12. Replace Fire Department Ambulance.....	
13. Fire Department Quint.....	

ADMINISTRATION

14. Dennis-Harwich-Yarmouth (DHY) Clean Waters Community Partnership.....	
Postpone	
15. Lease Purchase Agreements.....	
16. Establishment of Water Infrastructure Investment Fund.....	
 Assume this has already been removed	
17. Fund Shortfalls in Budget Transfers for FY 2020.....	
18. Amendment to the Agreement Between the Towns of Chatham and Harwich with Respect to the Formation of a Regional School District.....	

19. PEG Fund Request.....

DEPARTMENT OF PUBLIC WORKS

- 20. Purchase and Equip Vehicles for the DPW
- 21. Road Maintenance Program.....

Verify \$700K is matching funds; if State \$700K contribution in doubt post

CEMETERY DEPARTMENT

- 22. Amendments to Cemetery **Rules and Regulations**.....

Questionable as not urgent. Cemetery rules often illicit much debate if possibility suggest postponement.

- 23. Memorial Trees Replacement.....

Covered by Tornado Funds?

CHANNEL 18 DEPARTMENT

- 24. Control Room Playback Server Upgrade.....

- 25. Donn B. Griffin Hearing Room Improvements.....

We're relying more and more on these capabilities

GOLF DEPARTMENT

- 26. Landscape Reclamation, Major Tree Removal.....

Tornado Funds?

- 27. Golf Improvement Fund Transfer.....

Golf Fees?

HARBORMASTER DEPARTMENT

- 28. Supplemental Funding For Reconstruction of Round Cove Boat Ramp.....

This ramp has needed serious repair for a number of years. Should move forward.

WATER DEPARTMENT

- 29. New Well Source Exploration

M.G.L. / CHARTER / GENERAL BYLAWS & ZONING BYLAW AMENDMENTS

TOWN TREASURER

- 30. Adopt M.G.L., Chapter 200A, §9A – Disposition of Unclaimed Property

BOARD OF ASSESSORS

- 31. Adopt M.G.L., Chapter 59, §5, Clause 18 – Hardship Under Age 60.....

- 32. Adopt M.G.L., Chapter 59, §5, Clause 41A – Tax Deferral.....

- 33. Adopt M.G.L., Chapter 59, §5, Clause 56 – Assessment of Local Taxes – Property; Exemptions

BOARD OF SELECTMEN

34. **Place holder** Amend the Town of Harwich Charter – Update the Name “Selectmen” to “Select Board”
 - Postpone – assume long debate
35. **Place holder** Amend the General Bylaw Chapter 125 - Hazards, Environmental
 - Confused, I think Article refers to Chapter 122
36. General By-Law Amendment- Chapter 122, Hazardous Materials – Article I.....
 - I think this refers to Chapter 123. Not sure why listed as patty seems to have requested. There is a private petition plastic bottle article later on. Delete or postpone

CONSERVATION

37. Amend the General Bylaw Chapter 310 –Wetlands Protection.....

- What’s Amy’s view. May go though without much discussion but doubtful. If not critical may wish to postpone

ZONING BYLAW AMENDMENT ARTICLES

38. Delete Essential Services Definition.....

39. Zoning District Boundary Line.....

Postpone, Planning Board referred to BOS for vote to refer back to Planning Board for vote to refer to Planning Board to hold a public hearing. This may happen first week in March. If can wait we should. Be interested in Charlene’s views.

COMMUNITY PRESERVATION

CPA Funds so is separated for operating budget. Never-the-less, D Nixon may recommend to CPA articles be postponed with the exception of Harwich Comm Playground (multiple year project which should get started) and Rental Assistance Program (now is not time to delay).

40. Appropriate Sums of Money from the FY 2021 Estimated Annual Revenues of the Community Preservation Act Funds.....

41. Fund Land Bank Debt Services

42. Community Preservation Activities Under \$50,000.....

43. Pine Grove Cemetery Gravestone Conservation & Preservation

44. Harwich Affordable Housing Trust

45. Rental Assistance Program

46. Whitehouse Field Lighting Project

47. Brook Park Fencing Project.....

48. Harwich Community Playground Project.....

REVOLVING / STABILIZATION / OPEB FUNDS

49. Amend the Code of Harwich General By-Laws – Chapter 8 Departmental Revolving Funds §8-1. Funds Established.....

50. Annual Departmental Revolving Fund Authorization.....

51. Fund Prior Year’s Unpaid Bills

52. OPEB Fund Request **Place Holder**

PRIVATE PETITIONS

Not sure if we have any say on these but if so I would like to postpone except for Libraries and Promote Harwich (needed more than ever with business shutdown and need to help get us going again.

53. Defray Costs for the Chase Libraries and Harwich Port Libraries.....

- 54. Promote the Town of Harwich.....
- 55. Commercial Single-Use Plastic Water Bottle Ban.....
- 56. Rescind the action taken at the Annual Town Meeting, May 6, 2019 For Article 50.....
- 57. New Climate Policy By-Law.....

CUSTOMARY ARTICLES

- 58. Supplement the Annual Allocation of Mass Cultural Council For Local Cultural Council Grants
- 59. Herring Fisheries.....

APPENDIX A – Sample Ballot.....

APPENDIX B – Budget.....

APPENDIX C – Capital Plan

ARTICLES

TOWN OFFICERS AND COMMITTEES

ARTICLE 1: To choose various Town Officers and Committees.

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

REPORTS OF TOWN OFFICERS AND COMMITTEES

ARTICLE 2: To hear reports of all Town Officers and Committees for the year 2019.

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

ELECTED OFFICIALS SALARIES

ARTICLE 3: To see if the Town will vote the salaries of the Elected Officials of the Town for fiscal year commencing July 1, 2020 and ending June 30, 2021 as follows and to act fully thereon. Estimated cost: \$126,503

Selectmen (5)	\$2,400 each
Moderator	\$1,000
Water Commissioners (3)	\$1,000 each
Library Trustees (7)	\$1,000 each
Town Clerk	\$103,503

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

BUDGETS

TOWN OPERATING BUDGET

ARTICLE 4: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow such sums of money as may be required to defray Town charges for Fiscal Year 2021, and to act fully thereon. By request of the Board of Selectmen. (BUDGET – SEE APPENDIX X). Estimated Cost: \$39,011,435.

Operating Budget	
Betterments	199,481
Cable Fund	210,107
CPA	341,750
FEMA	13,855
Free Cash	140,000
Golf Improvement	108,200
Overlay Surplus	200,000
State Aide	677,303
Water Enterprise	730,290
Waterways & Mooring	357,863
Town Clerk State Aid	12,000
County Dog Fund	2,144
Subtotal	2,992,993
Local Receipts	13,210,298
Taxes	22,808,144
Operating Budget	39,011,435

The Finance Committee Recommends:
..... ROLL CALL VOTE:

The Board of Selectmen Recommends:
..... ROLL CALL VOTE:

MONOMOY REGIONAL SCHOOL DISTRICT BUDGET

ARTICLE 5: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow such sums of money as may be required to pay for the Monomoy Regional School District Assessment for Fiscal Year 2021, and to act fully thereon. By request of the Monomoy Regional School Committee. Estimated cost: \$27,340,929

Monomoy Regional School District	
Operating Budget	24,930,504
Transportation	577,016
Capital	263,943
Debt	1,569,466
Total	27,340,929

The Finance Committee Recommends:
..... ROLL CALL VOTE:

The Board of Selectmen Recommends:
..... ROLL CALL VOTE:

CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT BUDGET

ARTICLE 6: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money as may be required to pay for the Cape Cod Regional Technical High School District Assessment for Fiscal Year 2021, and to act fully thereon. By request of the Cape Cod Regional Technical High School District. Estimated cost: \$1,768,279.

Cape Cod Regional Technical HS	
Operating Budget	1,178,798
Debt	589,481
Total	1,768,279

The Finance Committee Recommends:
..... ROLL CALL VOTE:

The Board of Selectmen Recommends:
..... ROLL CALL VOTE:

WATER DEPARTMENT BUDGET

ARTICLE 7: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow such sums of money as may be required to defray the Water Department Operating Budget for Fiscal Year 2021, and to act fully thereon. By request of the Water Commission. Estimated cost: \$4,291,075.

Water Operating Budget	
Salaries	1,321,050
Expenses	1,468,390
Debt	721,345
Indirect Costs	730,290
OPEB	50000
Total	4,291,075

The Finance Committee Recommends:

..... **ROLL CALL VOTE:**

The Board of Selectmen Recommends:

..... **ROLL CALL VOTE:**

WASTEWATER / SEWER DEPARTMENT BUDGET

ARTICLE 8: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow such sums of money as may be required to defray the Wastewater/Sewer Department Operating Budget for Fiscal Year 2021, and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$376,100.

Sewer Operating Budget	
Salaries	77,285
Expenses	298,815
Total	376,100

The Finance Committee Recommends:

..... **ROLL CALL VOTE:**

The Board of Selectmen Recommends:

..... **ROLL CALL VOTE:**

CAPITAL PLAN

ADOPT THE CAPITAL PLAN

ARTICLE 9: To see if the Town will vote to adopt the Capital Plan for the ensuing seven year period as adopted last year by the Town Meeting with new fiscal year 2027 as proposed by the Board of Selectmen and set forth below or as amended by vote of the Town Meeting, and to act fully thereon. By request of the Board of Selectmen.

CAPITAL PLAN (Appendix C)

The Finance Committee Recommends:
..... ROLL CALL VOTE:

The Board of Selectmen Recommends:
..... ROLL CALL VOTE:

CAPITAL ITEMS FUNDED FROM FREE CASH – ITEMS UNDER \$50,000

ARTICLE 10: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to fund the items in the table below included in the FY 2021 Capital Plan, and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$ _____.

Department	Description	Amount
Police	Taser Replacement Year 3 of 3	\$14,910
Fire	Air Pack	\$400,000
Fire	Air Pack – State Grant Portion	(\$380,000)
	Total – Less Grant Portion	\$34,910

Explanation:

The Finance Committee Recommends:
..... ROLL CALL VOTE:

The Board of Selectmen Recommends:
..... ROLL CALL VOTE:

FACILITY MAINTENANCE AND REPAIR FUND

ARTICLE 11: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money as may be required to defray costs related to Facility and Grounds Maintenance and Repair included in the FY 2021 Capital Plan, and to act fully thereon. By request of the Board of Selectmen. Estimated cost \$303,500.

Department	Description	Amount
Cemetery	Island Pond Arboretum Master Plan Construction	100,000
Cemetery	Island Pond Arboretum Master Plan Study	43,000
Cemetery	Island Pond Arboretum Grant	(143,000)
Library	Brooks Library Roof	148,500
Cultural Center	Cultural Center Study	100,000
Facilities Wide	ADA Compliance Plan	350,000
Facilities Wide	ADA Compliance Grant	(350,000)
DPW	Replace Transfer Station Scale Decking	55,000
	Total - Less Grant Portion	303,500

Insert Details

The Finance Committee Recommends:

..... **ROLL CALL VOTE:**

The Board of Selectmen Recommends:

..... **ROLL CALL VOTE:**

FIRE DEPARTMENT

REPLACE FIRE DEPARTMENT AMBULANCE

ARTICLE 12: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money **as may be required** to purchase or lease, and equip one ambulance for the Fire Department, and to act fully thereon. By request of the Fire Chief. Estimated cost: \$378,000

The Finance Committee Recommends:

..... **ROLL CALL VOTE:**

The Board of Selectmen Recommends:

..... **ROLL CALL VOTE:**

FIRE DEPARTMENT QUINT

ARTICLE 13: To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow **as may be required** the sum of \$1,100,000 to purchase or lease, and equip a quint to replace an engine and ladder for the Fire Department as requested in the Capital Plan for FY2021. The appropriation authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed

by M.G.L. c.59 § 21c (Proposition 2 ½) the amounts required to pay the principal of and the interest on any borrowing authorized under this article. And further, in accordance with Chapter 44 Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied, and to act fully thereon. By request of the Fire Chief.
Estimated cost: \$1,100,000

Explanation:

The Finance Committee Recommends:
..... ROLL CALL VOTE:

The Board of Selectmen Recommends:
..... ROLL CALL VOTE:

PURCHASE AND EQUIP VEHICLES FOR THE DPW

ARTICLE 14: To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sufficient sum of money **as may be required** to purchase and equip the following vehicles and to further authorize the trade-in or sale of the following old vehicles toward the purchase price, where the Board of Selectmen find that the vehicles cannot be utilized elsewhere in Town and to act fully thereon. By request of the DPW Director. Estimated cost: \$250,000

(1) Ford E-250 Van (Highway)	\$ 35,000
(1) Catch Basin Cleaner (Highway)	\$ 215,000

Explanation: Old Vehicles: The 2006 Ford E-250 Building Maintenance van floors and body panels are rusted through. It is questionable whether it will pass a safety inspection.

The 2000 International Catch Basin Cleaner is at the end of its useful life. The cab on this 20 year old vehicle is rotted through. Parts are becoming obsolete and are very difficult to find. Maintaining the Town's catch basins is a core function of DPW operations. Two year (FY18-FY19) maintenance costs for this vehicle averaged \$10,210 per year.

The Finance Committee Recommends:
..... ROLL CALL VOTE:

The Board of Selectmen Recommends:
..... ROLL CALL VOTE:

ADMINISTRATION

DENNIS-HARWICH-YARMOUTH (DHY) CLEAN WATERS COMMUNITY
PARTNERSHIP

ARTICLE 15 : To see if the Town will vote pursuant to Chapter 88 of the Acts of 2019 to approve an Agreement among the Towns of Dennis, Harwich, and Yarmouth for the establishment of a three town wastewater district to be known as the DHY Clean Waters Community Partnership, a copy of said agreement is on file in the office of the Town Clerk; it being understood that by approving said agreement the Town will be responsible for its apportioned share of the costs for permitting, design, and construction of a wastewater treatment facility, effluent recharge facilities and related infrastructure as well as the Town's apportioned share of the annual operation and maintenance cost of said facilities. By Request of Board of Selectmen.

Explanation: The Towns of Dennis, Harwich, and Yarmouth are in the process of implementing a comprehensive wastewater management program to remove nitrogen predominantly coming from on-site Title 5 septic systems in order to restore and protect their valuable water resources. The towns have evaluated the creation of a wastewater district that would construct one wastewater treatment plant located in the Town of Dennis (instead of each community constructing their own treatment facility) and utilizing multiple effluent recharge facilities located in each town. Special Legislation previously approved by Town Meeting was approved and enacted on October 15, 2019 (Chapter 88 of the Acts of 2019) that allows for the creation of this district to be known as the DHY Clean Waters Community Partnership subject to Town Meeting approval of the agreement. It is estimated that the initial capital cost to be incurred by the Partnership is projected to be \$120 Million for permitting, design and construction of the wastewater treatment facility, effluent recharge facilities and related infrastructure, and it is anticipated that the Commission will issue bonds for the initial project in the amount of \$120 Million and that the associated debt service shall be apportioned among the three towns in accordance with the terms specified in the agreement which are based on flow and estimated to be: \$ 36.25 Million to be assessed to Dennis, \$18.25 Million to be assessed to Harwich and \$65.5 Million to be assessed to Yarmouth; and it is further acknowledged that the final amount to be borrowed by the Partnership for the initial project costs may increase or decrease pending the development of final plans and specifications, construction bids, and regulatory requirements.

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

LEASE PURCHASE AGREEMENTS

ARTICLE 16: To see if the Town will vote to enter into various lease purchase financing agreements for town equipment included in the operating budget for FY 2021, said leases may

be for a term not to exceed the useful life of the equipment as determined by the Board of Selectmen; or to act fully thereon. By request of the Board of Selectmen.

(The Municipal Modernization Act of 2016 contains a new section requiring a recommendation by the Town Administrator and a two-thirds vote of the legislative body to authorize a tax-exempt lease purchase agreement. To qualify under this new section a qualifying lease must be in excess of three years, must not exceed the useful life of the equipment, must establish a nominal residual value of the equipment at the end of the lease, and must be approved by a two-thirds vote of Town Meeting.

Explanation:

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

ESTABLISHMENT OF WATER INFRASTRUCTURE INVESTMENT FUND

ARTICLE 17: To see if the Town will vote to accept General Laws Chapter 40, Section 39M, which establishes a special “Municipal Water Infrastructure Investment Fund” that may be appropriated and spent for maintenance, improvements and investments to municipal drinking, wastewater and stormwater infrastructure assets, and further to approve a property tax surcharge in the amount of **[a specific percentage amount up to 3%]** percent of the taxes assessed annually on real property, which will be dedicated to the fund, the surcharge to be imposed starting with taxes assessed for fiscal year 2022, beginning on July 1, 2021; or take any other action relative thereto.

Explanation: Section 39M of Chapter 40 of the General Laws of Massachusetts establishes a special “Municipal Water Infrastructure Investment Fund” with a dedicated funding source that may be spent on maintenance, improvements and investments to municipal drinking, wastewater and stormwater infrastructure assets. Town Meeting must approve all spending from the fund. In Harwich, the funding source is a surcharge of **[a specific percentage amount up to 3%]** on the annual property tax assessed on real property starting in fiscal year 2022, which begins on July 1, 2021. The surcharge is calculated by multiplying the real estate tax on the parcel by the adopted percentage. Real estate parcels that are fully exempt from property taxes are not subject to a surcharge. In addition, taxpayers who receive partial exemptions of the real estate taxes assessed on their domiciles, including certain seniors, veterans, blind persons and surviving spouses, are fully exempt from the surcharge. Taxpayers who receive other exemptions or abatements of their real estate taxes will receive a pro rata reduction in their surcharges.

FUND BUDGET SHORTFALLS IN BUDGET TRANSFERS FOR FY 2020

ARTICLE 18: To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to fund shortfalls in various FY 2020 budget and fund transfers, and to act fully thereon. By request of the Town Administrator and Finance Director. Estimated cost: \$_____.

Insert Details

The Finance Committee Recommends:

..... **ROLL CALL VOTE:**

The Board of Selectmen Recommends:

..... **ROLL CALL VOTE:**

AMENDMENT TO THE AGREEMENT BETWEEN THE TOWNS OF CHATHAM AND HARWICH WITH RESPECT TO THE FORMATION OF A MONOMOY REGIONAL SCHOOL DISTRICT

ARTICLE 19 Whereas the Towns of Chatham and Harwich, towns in the Commonwealth of Massachusetts, hereinafter referred to as “member towns”, have created a regional school district consistent with the terms of Chapter 71 of the Massachusetts General Laws, as amended, the member towns, in consideration of the mutual promises contained herein, agree as follows:

Section I. MEMBERSHIP OF THE REGIONAL DISTRICT SCHOOL COMMITTEE

A. Name and Composition. The name of the Regional School District shall be the Monomoy Regional School District. The Regional District School Committee, hereinafter sometimes referred to as the “Committee”, shall consist of eight (8) members, four (4) of whom reside in the Town of Chatham and four (4) of whom reside in the Town of Harwich.

B. Weighted Voting. Because of the disparity in the population of the two towns, each of the four (4) Committee members from Harwich will have one full vote on all matters and each of the four (4) Committee members from Chatham will have 50% of a vote on all matters, for a total of six (6) votes. For a motion which requires a majority vote to pass, a majority (i.e., greater than 50%) of the six (6) votes (which must be no fewer than 3.5 votes) must be cast in the affirmative and at least one Committee member from each of the two towns must vote in the affirmative. For the passage of a motion requiring a two-thirds vote (such as the passage of the annual budget), at least two thirds (i.e., no fewer than 4 votes) of the six (6) total votes must be cast in the affirmative. Should a shift in the respective populations of the member towns, based on the most recent decennial federal census figures, cause an impermissible disparity based on one-

person, one-vote principles, the Committee will act to address the disparity via the amendment process.

C. Election of Members. Each member must reside in the town which she or he represents. Each member must be elected consistent with the process for the election of town officials in said town and will be elected to open seats during the annual election or special election in said town. The term of each elected member will begin on the first business day after his or her election and after being sworn in by the respective Town Clerk. A member who has not otherwise vacated his or her seat will continue to serve until his or her successor is elected and sworn.

At every annual election, there shall be elected one or two members of the Committee from the Town of Chatham and one or two members of the Committee from the Town of Harwich as is necessary to maintain the membership of the Committee in accordance with subsection A (Name and Composition) above.

D. Length of Terms. The term of office of each elected member shall be three years, and a member will serve until his/her successor is elected and sworn in by the respective Town Clerk unless the member has otherwise vacated his or her seat.

E. Vacancies. Any vacancy occurring on the Regional District School Committee shall be filled by the local Board of Selectmen and the remaining Regional District School Committee members from the town where the vacancy occurs. The members of the Board of Selectmen shall meet in joint session with the remaining members of the Regional School District Committee from the town where the vacancy occurs. A majority vote of the members of this joint session shall be required to fill the vacant position. Such replacement shall serve until the next annual town election. At that next annual election, a person will be elected to serve the balance of the unexpired term, if any, which had become vacant.

E. Organization. At the first scheduled meeting of the Regional District School Committee after the annual election of all member towns, the Regional District School Committee shall organize in accordance with Massachusetts General Laws, Chapter 71, section 16A, known as “Regional School Committee, Organization”. In addition, the Regional District School Committee shall fix the times and place for its regular meetings for the new term, provide for the calling of special meetings upon written or electronic notice to all its members, and appoint appropriate sub-committees and other officers.

Section II. POWERS OF THE COMMITTEE

The Committee shall possess all of the powers conferred by law upon regional school district committees via G.L. Chapter 71, section 16 and otherwise, including but not limited to the power to acquire property and/or to enter into leases for land and/or buildings.

Section III. QUORUMS, VOTES AND GOVERNANCE

A. A quorum to conduct business shall consist of five (5) members, with no fewer than two members being present from each of the member towns. A number less than the majority may vote to adjourn, but shall not take any other action.

B. On all issues requiring a vote of the Regional District School Committee, a simple majority vote (i.e., no fewer than 3.5 of the six (6) votes as spoken to in Section I, subsection B) shall be required to pass all motions, except as specified elsewhere in this Agreement, or as required by statute.

C. The Regional District School Committee shall annually elect officers at the first regularly scheduled meeting held after the last of the elections in the member towns. Such officers shall exercise the powers expressed and implied in G.L. Chapter 71, section 16A.

D. A Chairperson and a Vice-Chairperson shall be elected from among the Regional District School Committee's membership. The Committee will have as standard practice that the position of Chairperson will rotate annually between the member towns. By a two-thirds (2/3) vote, and with at least one Committee member from each of the member towns voting in the affirmative the Regional District School Committee may in any given year deviate from this standard practice. The Vice-Chairperson in any given year shall be drawn from the members who reside in the member town different from that of the Chairperson.

E. The Regional District School Committee shall elect/appoint a Secretary who may or may not be a member of the Regional District School Committee's membership.

F. The Regional District School Committee shall appoint a Treasurer who shall not be a member of the Regional District School Committee.

G. Any action voted by the Regional District School Committee which directly and specifically affects the elementary school(s) in only one town will require that three of the four members of the Regional District School Committee from the town in which the affected elementary school(s) is/are located vote in support of that action.

Section IV. TYPE OF SCHOOL DISTRICT AND TRANSFER OF ASSETS

A. The Regional School District shall provide educational programs for public school students who reside in the member towns and who are attending grades pre-kindergarten through and including grade 12. The Regional School District Committee, as established consistent with Section I (Membership of the Regional School District School Committee) above, is authorized in its discretion to establish and maintain other educational programs, including, but not limited to, vocational-technical educational programs consistent with G.L Chapter 74, and is authorized in its discretion to join or form educational collaboratives consistent with G.L. Chapter 40, section 4E.

B. The Regional School District may, at the Committee's discretion, include pre-kindergarten, and shall include all grades from K-12.

C. The elementary schools shall serve students in grades K-4, and, at the Committee's discretion, pre-kindergarten.

D. The middle school(s)/high school(s) shall serve students in grades 5-12.

E. Where the term "preschool" is mentioned in this Agreement, it is done in order to permit the Regional District School Committee, at some future date, the discretion to provide "universal" preschool classes.

F. The Committee may in its discretion alter the elementary/secondary grade configurations spoken to above.

G. At the time of the creation of the District, any and all money held in so-called "revolving funds," in gift accounts, in grant accounts, or in student activity accounts/funds that are held by the member towns for the benefit of their respective school departments will be conveyed to the District to be utilized for educational and/or extracurricular purposes consistent with the purposes for which the revolving funds or accounts were created. Additionally, school-related equipment, material, and supplies that are owned by the school departments of the member towns at the time of the creation of the District will be conveyed to the District.

Section V. LOCATION AND OWNERSHIP OF SCHOOLS

A. All Regional District schools shall be located within the geographical limits of the District. The Regional District school buildings shall be located on sites owned by, or leased to, the District.

B. There shall be no less than one elementary school in each member town. Students in the elementary grades shall attend schools in their towns of residence, except in special cases as defined by the Regional District School Committee.

C. Each member town shall retain ownership of its elementary school buildings and grounds that are in existence at the time of the formation of the District and shall lease the same to the District for the sum of one dollar per year. Each lease shall be for a term of up to twenty (20) years, with said term to be established by the Regional District School Committee. The term shall commence on July 1, 2012. The leases shall contain provisions for an extension of up to 20 years at the option of the Regional District School Committee. The leases shall contain provisions authorizing the District to repair, improve, alter, remodel and maintain the buildings or any part thereof, at the District's expense. Said leases shall not prevent the use of the buildings or premises by the respective owner towns, upon approval of the Regional School District Committee; such approval shall not be unreasonably withheld. Each lease involving a member town may include such other terms as may be agreed upon by the Selectmen of that

member town and by the Regional District School Committee, who shall execute the lease for the member towns and the District, respectively.

D. The Town of Chatham shall lease to the Regional District School Committee the land and buildings (at the option of the Committee) presently known as the Elementary School, as well as the land and/or the buildings (at the option of the Committee) comprising the combined Middle School/High School. The terms expressed in Section V.C shall apply equally to this paragraph.

E. The Town of Harwich, shall lease to the Regional District School Committee the land and/or buildings (at the option of the Committee) presently known as the Elementary School. The terms expressed in Section V.C shall apply equally to this paragraph.

F. At whatever point in time the land and/or buildings that are leased by a member town to the Regional District School Committee ceases to be needed by the District, the District School Committee shall vote to declare said land and/or buildings as surplus, and the custody and control of said land and/or buildings shall revert to the owner town.

G. Payments from future leases of Regional property shall be paid to the Regional School District.

Section VI. TRANSPORTATION

The Regional District School Committee shall set District transportation policy. School transportation shall be provided by the Regional School District, and the cost thereof shall be apportioned among the member towns as defined in Section IX.

Section VII. BUDGET

A. The Committee shall prepare an annual operating and maintenance budget using accounts itemized in conformance with the chart of accounts utilized and required by the Massachusetts Department of Elementary and Secondary Education or its successor.

B. The Regional School District's budgetary process, and the timing of and method of appropriation of funds in regard thereto, shall be governed by the provisions of G. L. c. 71 §16(m) and c. 71 §16B and other applicable provisions of G. L. c. 71 and any special laws or regulations relating thereto.

C. The Regional District School Committee shall prepare a budget on a fiscal year basis for the District in the following manner:

1. The Regional District budget process shall be initiated annually on or about October 1 and shall provide opportunity for the Selectman and Finance Committee of each member town to have input into its preparation. On or about January 15th, the Regional District School Committee shall complete its proposed budget for the

ensuing year. Said proposed budget shall be approved by majority vote, with at least one Committee member from each member town voting in the affirmative. The District shall submit its proposed budget to the Board of Selectmen and Finance Committee of each member town and provide a copy to each member town's public library and town clerk's office for posting.

2. Said proposed budget shall contain a notice stating when and where a public hearing will be held. The public hearing shall be held in any District school building. The notice of the public hearing shall be posted in all member towns and published consistent with G.L. chapter 71, section 38N in a newspaper having general circulation in the region. Upon request of the Finance Committee and/or the Board of Selectmen of any member town, the Regional District School Committee shall arrange to meet with such Finance Committee and/or Board of Selectmen for the purpose of discussing the proposed budget. Said proposed budget shall be in reasonable detail, itemized at least as follows: central administration, expenses of instruction, transportation, operation of school plant, maintenance of school plant, capital outlay, and debt and interest charges unless the Finance Committee and Board of Selectmen from each member town and the Regional School District Committee subsequently agree to some other methodology. All non-recurring expenditures shall be itemized. Enrollment, staffing, total expenditures and assessments for the past five (5) years shall be included. The Finance Committee or the Board of Selectmen of a member town may request further information.
3. Consistent with G.L. chapter 71, section 16B the Regional District School Committee shall adopt by a two-thirds (2/3) vote of all its members a budget with such changes as may have resulted from conferences and/or the public hearing. Within thirty (30) days from the date on which the budget is adopted, the Treasurer of the District shall certify to the Treasurer of each member town that town's assessed share of such budget.
4. The budget and assessments shall be so constructed as to show debt service, transportation, operating, and capital costs. It shall also list all sources of revenue used to reduce operating costs as described in Section IX.
5. The process and the requirements for the approval or disapproval of the budget by the member towns will be consistent with the terms and conditions of Chapter 71, section 16B, as well as 603 CMR section 41, et seq. as those terms and conditions may be amended. In the event of a conflict between any provision of law or regulations and this Agreement, the law and/or regulations shall prevail.

Section VIII. BUDGETARY DEFINITIONS

The budget for the operation of the District's Schools, including payments of principal and interest on bonds and other evidence of indebtedness issued by the District, shall be apportioned

to the member towns via the method set out in Section IX and subject to the following definitions:

A. Budget

As defined by this document, the budget is the amount of money voted by the Regional District School Committee to finance the District schools and which will be assessed to the member towns.

B. The budget shall be comprised of various costs, each as herein defined as follows:

1. "Operating Costs" include all costs not included in capital costs, transportation costs, or debt service, as defined below, but operating costs include interest and principal on revenue anticipation notes. Operating costs include the net costs of evening, graduate and extension courses or any other types of courses, including vocational education programs, which are offered by the District to persons other than pupils attending a regular district school program in any of the grades K-12, inclusive.
2. "Capital costs" will include all capital outlay appearing in the 7000 DESE function codes.
3. "Transportation costs" include all costs associated with transporting the District's students to and from school.
4. "Debt service" includes all costs that are used for payment of principal and interest on bonds or other obligations issued by the District except revenue anticipation notes.

Section IX. METHOD OF ASSESSING COSTS OF THE REGIONAL SCHOOL DISTRICT

A. Operating Costs. Operating costs needed to support the district's budget will be reduced by all general fund revenues and state aid. Member town assessments will then be prepared as follows:

1. Each member town will contribute to the District no less than its minimum required local contribution as determined by the Commissioner pursuant to G.L. Chapter 70.
2. Any excess costs needed to support the District's budget will be assessed to the member towns on the basis of the town's foundation enrollment.
3. Excess costs will be assessed to each member town on the basis of the combined three-year rolling average of foundation enrollment for each member town. That is, the foundation enrollment figures as published by the DESE for each member town for the most recent past three years will be averaged, as will the total of the foundation enrollments of all of the member towns for the most recent past three years. Each member town will be assessed the same percentage of the excess costs as

that member's foundation enrollment for the past three years relates to the foundation enrollment for the entire District during those three years.

B. Capital Costs. Capital costs shall include all expenses in the nature of capital outlay including, but not limited to, the cost of acquiring land, the cost of constructing, reconstructing, or adding to a school building or buildings, the cost of remodeling or making extraordinary repairs to a school building or buildings, the cost of constructing sewerage systems and sewerage treatment and disposal facilities or the cost of the purchase or use of such systems with a municipality, and any other item of capital outlay for which a regional school district may be authorized to borrow, or which could be categorized as a capital expense in conformance with applicable law and regulation, including, without limitation, the cost of equipment and furnishings for such school buildings or additions, plans, architects' and consultants' fees, grading and other costs incidental to placing school buildings and additions, sewerage systems and sewerage treatment and disposal facilities, and any premises related to the foregoing in operating condition. Capital costs shall also include payment of principal of and interest on bonds, notes and other obligations issued by the District to finance capital costs.

Capital costs that are attributable to facilities that are under the custody and control of the District, whether they are owned by or leased to the District, shall be assessed to the member towns on the basis of the three-year rolling average of each town's foundation enrollment as described in Section IX.A.3 above.

C. Transportation Costs. Transportation costs will be assessed to the member towns based upon the number of students residing in each town who attend the District's schools based on the average of the most recent three years' enrollment figures as reported, currently on October 1, to DESE.

D. Debt Service. Notwithstanding the terms of Section IX.B, debt service costs, which were incurred prior to July 1, 2017, will be assessed to the member towns as follows:

1. Debt service costs attributable to the high school and the middle school will be assessed to the member towns using the three-year rolling average of each town's foundation enrollment as described in Section IX.A.3 above.
2. Debt service costs attributable to the District's elementary schools will be assessed to the member town that owns the building.

E. The payment of the assessed share of costs by each member town, as computed by the Regional District School Committee according to the methods specified in Section IX, shall be made by each member town's Treasurer by check or electronic transfer payable to the Regional School District in equal installments by the first business day of the month as set forth below:

Chatham: August, October, December, February, April, May, June
Harwich: July, September, November, January, March, May, June

Section X. STABILIZATION FUND

The Regional District School Committee may, consistent with the terms and conditions of G.L. chapter 71, section 16G½, establish and maintain a stabilization fund.

Section XI. ADMISSION OF ADDITIONAL TOWNS

By an amendment to this agreement adopted by each member town in accordance with Section XVI (Amendments) and in compliance with the provisions therein contained, any other town or towns may be admitted to the Regional School District upon adoption of such amendment, and also upon compliance with any statutory or regulatory requirement as may be applicable.

Section XII. WITHDRAWAL OF MEMBER TOWNS

In the event that a member town decides to seek to withdraw from the District, the following procedures and requirements will apply:

- A. Vote Expressing Desire to Withdraw. Any member town seeking to withdraw from the District shall, by vote at an annual or special town meeting, request the Committee to formulate an amendment to this Agreement setting forth the terms under which the town may withdraw from the District. No withdrawal will take effect on other than July 1 of a given year, and the vote spoken of in the preceding sentence, as well as the notification to the District consistent with paragraph B below, as well as the submittal of a long range education plan consistent with paragraph C below, must all occur no less than two (2) years prior to the desired date of withdrawal.

- B. Notice. The clerk of the town seeking to withdraw shall, within seven (7) days of the vote, notify the Committee chairperson as well as the District's superintendent in writing that the town has voted to request the Committee to formulate an amendment to the Agreement setting forth the terms for withdrawal. The clerk will provide a certified copy of the vote with the notification.

- C. Long Range Education Plan. No less than two (2) full years prior to the desired date of withdrawal, the town seeking to withdraw, in addition to the other requirements spoken to in paragraph A above, will submit to the Commissioner of Elementary and Secondary Education (hereinafter "the Commissioner") and to the District a "Long Range Education Plan" consistent with 603 CMR 41.02(2). The Long Range Plan will address, in addition to any other factor required by the Commissioner, the following: the expected educational benefits of reorganization; the current and projected enrollments; an inventory of all educational facilities under the jurisdiction of the District; the proposed administrative structure; the fiscal ramifications of withdrawal upon the withdrawing town as well as the other member towns in the District; the geographical and physical characteristics of the area; and the effect that withdrawal will have on student transportation.

D. Requirements. In addition to other terms and requirements which the Committee may include in the amendment, the town seeking to withdraw will be responsible for the following: (1) payment of all operating costs for which it is liable as a member of the District; (2) continuing payments beyond the time of withdrawal to the District for the town's share of the indebtedness of the District which is outstanding at the time of such withdrawal, and for interest thereon, to the same extent and in the same manner as though the town had not withdrawn from the District; and (3) for the costs, including legal fees, that accrue to the District as a result of the withdrawal process.

E. Approval of Withdrawal. A request to withdraw shall become effective only if the amendment to the Agreement is approved by vote of the Committee, is approved by the Commissioner, and is approved by majority vote at an annual or special town meeting in the town seeking to withdraw and in each of the other member towns, and the withdrawal can become effective no less than one full year after the completion of these requirements.

F. In no event shall such withdrawal take place prior to ten (10) years from the effective date of this agreement as defined in Section XVII (Effective Date and Jurisdiction).

Section XIII. ANNUAL REPORT

The Regional District School Committee shall submit to each member town an annual report containing a detailed financial statement and a statement showing methods by which the annual charges assessed against each town were computed, together with such additional information relating to the operation and maintenance of the schools as may be deemed necessary by the Regional District Committee or by the Selectman and/or the Finance Committee of any member town.

Section XIV. INCURRING OF DEBT

The District School Committee may vote to incur debt consistent with the terms and conditions of G.L. chapter 71, section 16. At the time of taking action to incur debt, and except for the incurring of temporary debt in anticipation of revenue, the District School Committee by majority vote will choose either the process that appears in subsection (d) of Chapter 71, section 16, or the process that appears in subsection (n) of Chapter 71, section 16.

Section XV. REVIEW OF AGREEMENT

At least every five (5) years, the Committee will undertake a review of the terms of this Agreement. The first review of this Agreement shall occur no later than in the fifth fiscal year of the District's existence. Proposals for amendments to this Agreement will follow the procedure contained in Section XVI (Amendments).

Section XVI. AMENDMENTS

A. Amendments to this Agreement may be initiated by a three-quarters (3/4) vote (i.e., no fewer than 4.5 votes) of the District Committee or by a petition signed by ten per cent (10%) of a member town(s) registered voters. Said signatures need to be certified by the Clerk of the respective town who must also certify the fact that the number of signatures represents at least 10% of the registered voters of the town. Such amendments to the agreement must receive a majority vote of approval by each member town at an annual town meeting, and all amendments are subject to the approval of the Commissioner.

B. No such amendment shall be made which shall substantially impair the rights of the holders of any of the District's bonds or notes of the District then outstanding, or the rights of the District to procure the means for payments thereof.

Section XVII. EFFECTIVE DATE AND JURISDICTION

The full jurisdiction of the Regional District School Committee will commence on July 1, 2012.

Section XVIII. SEVERABILITY OF SECTIONS

Consistent with G.L. Chapter 71, section 16I, if any provision of this Regional School District Agreement shall be held invalid in any circumstance, such invalidity shall not affect any other provisions or circumstances.

Explanation:

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

PEG FUND REQUEST

ARTICLE 20: To see if the Town will vote to raise and appropriate or transfer from available fund or borrow such sums of money that may be required to fund the management and upgrade of the equipment at the TV Studio located at the Monomoy Regional High School, and to act fully thereon. Estimated Cost \$119,307.50

Explanation: To be funded by the Cable Related Fund established at ATM 2016 Article 36 and expendable by a vote of the legislative body. The cost is proposed to be split 50/50 between the Town of Chatham and the Town of Harwich. The total projected project cost is \$238,615.

Equipment purchases include cameras & pedestals, a production switcher, a recording deck, an intercom system, a streaming system, Teleprompters, installation and management of the system.

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

DEPARTMENT OF PUBLIC WORKS

ROAD MAINTENANCE PROGRAM

ARTICLE 21: To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow the sum of \$700,000 to fund the Road Maintenance Program as requested in the Capital Plan for FY2021. The appropriation authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by M.G.L. c.59 § 21c (Proposition 2 ½) the amounts required to pay the principal of and the interest on any borrowing authorized under this article. And further, in accordance with Chapter 44 Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied, and to act fully thereon. By request of the DPW Director. Estimated cost: \$700,000

Explanation: The capital request for road maintenance is for \$700k for FY2021, which we anticipate being augmented by approximately \$700k in Chapter 90 funds. The capital project request form lists 5 years of our road maintenance plan with cash flows of approximately \$1.4M each year and has our 5 year Road Maintenance Plan The following is the 5 year summary.

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

CEMETERY COMMISSION

AMENDMENTS TO CEMETERY RULES AND REGULATIONS

ARTICLE 22: To see if the Town will vote to approve the revised Cemetery Department Rules and Regulations as submitted by the Harwich Cemetery Commission, and to act fully thereon.

Changes, additions and renumbering are in **BOLD** and UNDERLINED and STRIKEOUTS to be DELETED.

Harwich Cemetery Commission Rules and Regulations of ~~Harwich Cemeteries~~

I. Rules

1. Town Cemeteries are open daily from dawn to dusk.
2. ~~No vehicle shall be operated in any part of the cemeteries and at speeds no faster than 10 MPH. Violators will be subject to a speeding fine.~~ **The speed limit for all vehicles shall be ten miles per hour or less.**
3. ~~Recreational motercycling, roller skating, Skateboarding, and/or any other types of similar recreational sports are prohibited. The Town is not liable for any injuries sustained by any person participating in a recreational activity within Cemetery property. Any activity that eneroaches on individual lots or graves is prohibited.~~ **Skateboards, roller blades, motorbikes, 4 wheelers, etc. are prohibited.**
4. **No alcohol or drugs are allowed.** Any person **Anyone** disturbing the **peace and** quiet and/or order of the grounds by loud noise, speeding, or other improper or disorderly conduct, or who shall violate any of these rules, **in any way** will be removed from the **property** grounds and such person will be dealt with as provided by law. The entrance of any intoxicated person is prohibited.
5. ~~No person shall remove, cut, break or mark any tree or shrub; or mark upon, deface, or injure any monument or structure on the grounds.~~ **Monuments, gravestones or other structures within the cemeteries shall not be defaced in any way. Trees and shrubs shall not be removed, broken or cut. (Removal requires authorization from the Cemetery Commission.)**
6. Gravestone repairs or rubbings require prior authorization of the Cemetery Commission or its designated agent. A copy of the Association for Gravestones Studies *Gravestone Rubbings Do's and Don'ts* will be provided.
7. Firearms shall not be discharged in the cemeteries, except for salutes at military funerals, Memorial Day, or Veterans Day.

II. Interments

1. Burial lots in the cemeteries shall be used for no other purpose than a place for the interment of the human dead including cremation remains.
2. No interment shall be made until the Cemetery Administrator or designee has been furnished with a burial permit and/or cremation certificate as required by law, together with a written order/interment form from the legal owner, or the legal representative of the right of burial in the lot in which interment is to be made. No grave shall be opened for interment or removal unless authorized by the Cemetery Commission and the area has been flagged by Cemetery personnel.
3. All interments shall be enclosed in a cement vault except. Infants shall require an approved container. Cremations shall require an urn or other permanent approved container.
4. Lot usage: In lots (4' x 10') one full burial and one cremation or four cremations. In cremation lots (4' x 3') two cremations.

III. Cemetery Lots

1. Cemetery personnel shall furnish, to those who desire to purchase rights of burial in lots or graves, information relative to the cost of the same and the conditions upon which interments may be made. ~~The owners of rights of burial, or their heirs, shall not sell the said exclusive right of burial other than to the Town of Harwich, as provided for under MGL Ch.114. Compensation will be no greater than the original purchase price.~~
2. The owners of rights of burial, or their heirs, shall not sell the said exclusive right of burial other than to the Town of Harwich, as provided for under MGL Ch.114. Compensation will be no greater than the original purchase price.
3. Assignment of right of burial shall be arranged by first contacting the Cemetery Administrator. An assignment form needs to be completed, notarized and submitted to the Cemetery Administrator in order to ensure accurate recording of all assignments.
4. Upon the death of the title owner, a lot passes to heirs-at-law (MGL.Ch.114, s.29) unless specifically devised by will or trust (subject to Ch. 190, sec.3).
5. A full burial lot (minimum 4'x10') containing recorded remains, may, also, accommodate one cremation burial, provided the cremation remains be that of an heir-at-law or family member of the prior interred remains and be so certified and approved by the Commission.
6. Burial lots for the interment of any indigent resident Veteran are provided at no cost and are set aside for burials of Veterans residing in the Town at the time of their entry into service and /or at the time of their death verified by the Veterans Agent and subject to the approval of the Cemetery Commission.
7. Single grave space ~~may~~ **will** be made available to the resident parents and without charge for the indigent, stillborn or very young infant within the Town at the time of death.
8. All work performed on graves or lots by the owners, or by their order, shall be performed only with prior authorization of Cemetery personnel in order to preserve as much as possible the natural appearance of cemeteries.
9. Maintenance **or removal** of all plantings and ~~maintenance and removal of all plantings~~ and holiday arrangements placed by a lot owner, or designee, is the responsibility of the lot owner. **Funeral flowers are usually removed within 2 weeks or when they become unsightly. Temporary displays that celebrate or remember holidays, anniversaries, birthdays, or other special occasions should be removed within 30 days, and after 30 days may be removed by the maintenance department. The Cemetery Commission, or designee, reserves the right to remove any plantings that become overgrown, diseased, or unsightly due to dead, dying or diseased branches and growth.** and the Cemetery Commission reserves the right to remove any planting ~~that becomes unsightly.~~ The Town of Harwich is not liable for items left at a grave, or damage to flowers, **plantings**, flags, containers, or monuments due to weather, vandalism, theft, or maintenance procedures. Annual/perennial flowers must be planted at the base of a monument/marker, so as to not interfere with maintenance department procedures.
10. ~~Fences, borders, curbing, hedges, trees, rampant growing plantings and crushed stone are prohibited. No signs or lettered wooden boards of any kind are permitted on a gravesite, unless prior approval by Cemetery Commission.~~ **Crushed stone, fences, borders, curbing, hedges, trees and invasive rampant-growing plants are prohibited. No**

signs, lettered wooden boards, statues of animals (or the like), skateboards, etc. are allowed.

11. Any bench or structure needs prior approval by Cemetery Commission before installation. Masons, stonecutters and all workmen shall at all times be under the control of Cemetery Commission and must carry off all rubbish and restore roads, avenues and paths, damaged by their operations. The Town of Harwich will not be responsible for any errors made by any improper inscription on any memorial.
12. The Town **of Harwich Cemetery Commission** reserves the right to correct any errors made in the description, transfer or conveyance of any interment rights or property, either by canceling such conveyance and substituting and conveying in lieu thereof interment property or burial rights of equal value and similar location may be selected by Cemetery Commission.

IV. Markers, Headstones, Monuments

1. SINGLE LOT – 30”width (left to right) x 16” (front to back) and/or two flush markers.
2. CREMATION LOT - (4’ x 3’) maximum of 2 flush markers measuring 2’ x 1’ per marker or 1 marker not to exceed 2’ x 2’.
 - a. ~~Cremation Lot (4’ x 3’) maximum of 2 flush markers measuring 2’ x 1’ per marker or 1 marker not to exceed 2’ x 2’.~~
3. MULTIPLE LOTS – Marker is not to exceed 50% of the width of lot with a base depth of 18” maximum and height of 48”.
4. IN EXISTING CEMETERIES – Where family lots have been established, those families will be allowed to add memorials to duplicate the existing markers or headstones.
5. ~~No~~ All headstones, monuments and markers ~~markers, headstones, monuments, curbing or other structure will be permitted to be erected in the cemeteries without a~~ will have a sufficient foundation. ~~All markers, headstones, monuments~~ They must ~~and other structures shall~~ be made of granite, marble, slate, or other approved marker. All monuments are to be centered at the head of lot or centered at the mid-line.
6. A marble or granite bench will be allowed on a lot as the *only* permanent, central, inscribed, memorial; therefore both a monument and a bench are not permitted.
7. The Cemetery Administrator is required to have written notification prior to any foundation work/memorials placement, with all information outlined and submitted on a Cemetery Department Monument Permit Order. Prior to the initiation of any monument work, the lot must be marked/flagged by Cemetery Department personnel. Monuments are required to be set in such manner that they will not conflict with the alignment of neighboring monuments.
8. Monuments and other structures that are not in compliance are subject to removal ~~without~~ notice.

V. Administration

Under the administrative direction of the Town Administrator and the policy direction of the Cemetery Commissioners, the Cemetery Administrator shall have overall responsibility for the proper administration of Town Cemeteries in accordance with these rules and regulations and applicable Federal and State laws. The Town of Harwich Home Rule Charter and MGL Ch. 114 establish the Cemetery Commission and the appointment of members. Duties of the Cemetery

Commissioners are proscribed under MGL Ch. 114 S23 and the Town of Harwich Home Rule Charter, S 7-15-2.

VI. Active Cemeteries (Burial space available)

Evergreen Cemetery, 1403 Orleans Road and 40 Cemetery Road, East Harwich
Island Pond Cemetery, 15 Island Pond Road, Harwich Center
Mount Pleasant Cemetery, 95 South Street, Harwich Port
Kelley Cemetery, 18 Old Brewster Road, North Harwich
South Harwich Cemetery, 270 Chatham Road, South Harwich
Pine Grove Cemetery, 32 Pine Grove Road, West Harwich
North Harwich Cemetery, 610 Depot Street & Main Street Ext., North Harwich

VII. Inactive Cemeteries (No burial lots available for sale)

Bank Street Burial Ground, Bank Street, near Long Road
Baptist Church Cemetery, Depot Street & 62 Route 28, West Harwich
Herring River, West Harwich, Herring River, West Harwich
Hawks Nest Cemetery, corner of Spruce and Walker Roads, East Harwich
Lothrop Cemetery, Off Lothrop Ave, West Harwich
Methodist Church Cemetery, corner Queen Anne Rd. & 15 Church Street, East Harwich
Old Methodist Cemetery, AKA Eldredge Cemetery Queen Anne Rd., East Harwich
Old Smith Cemetery, Bells Neck Road, West Harwich
Ryder Cemetery, Route 39 near water tower, Harwich

Cemetery office is located at 100 Oak Street, mail received at Town Hall, 732 Main Street. Office phone 508-430-7549 Fax 508-430-7598

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

MEMORIAL TREE REPLACEMENT

ARTICLE 23: To see if the Town will vote to raise and appropriate the sum of twenty thousand dollars (\$20,000.00) for the Memorial Tree Replacement, a program to plant at any of the Town owned Cemeteries in Harwich and to act fully thereon. By request of the Cemetery Commission. Estimate Cost: \$20,000

Explanation: This Article will be funded from the expendable portion of Cemetery Perpetual Care Fund totaling approximately \$20,000 by Town Meeting. There was a loss of over 400 trees within the Town Cemeteries with the largest losses being 275 in Island Pond, 75 in Mount Pleasant and 24 in Evergreen from July 23, 2019 Tornado. The replanting of trees at these locations and in other Town Cemeteries is necessary to properly maintain our cemeteries.

The Finance Committee Recommends:
..... ROLL CALL VOTE:

The Board of Selectmen Recommends:
..... ROLL CALL VOTE:

CHANNEL 18

CONTROL ROOM PLAYBACK SERVER UPGRADE

ARTICLE 24: To see if the Town will vote to raise and appropriate or transfer from available fund or borrow such sums of money that may be required to purchase and install a new playback server, video bulletin server and streaming service at the Channel 18 control room (100 Oak Street), and to act fully thereon. Estimated Cost \$37,450

Explanation: To be funded by the Cable Related Fund established at ATM 2016 Article 36 and expendable by a vote of the legislative body.

The Finance Committee Recommends:
..... ROLL CALL VOTE:

The Board of Selectmen Recommends:
..... ROLL CALL VOTE:

DONN B. GRIFFIN HEARING ROOM IMPROVEMENTS

ARTICLE 25: To see if the Town will vote to raise and appropriate or transfer from available fund or borrow such sums of money that may be required to purchase and install an improved audio system, projection equipment, video production software and components, furniture and network peripherals for the Donn B. Griffin Room at the Harwich Town Hall (732 Main Street), and to act fully thereon. Estimated Cost \$97,000

Explanation: To be funded by the Cable Related Fund. The audio components of the Donn B. Griffin Room are 17 years old and are in need of replacing to enhance the audio quality of recorded meetings. The Griffin room is the most used hearing room and where the majority of all meetings are filmed. The projection equipment is not viewer friendly for citizens attending the meeting in person or watching from home. Updating this equipment will allow viewers at home and in the Griffin room to view presentations more clearly.

The Finance Committee Recommends:
..... ROLL CALL VOTE:

The Board of Selectmen Recommends:
..... ROLL CALL VOTE:

GOLF DEPARTMENT

LANDSCAPE RECLAMATION, MAJOR TREE REMOVAL

ARTICLE 26: To see if the Town will vote to raise and appropriate, transfer and/or borrow a sufficient sum of money from the Golf Improvement Fund to continue landscape reclamation and tree removal according to the FY 2021 Capital Plan and specific to holes 1 – 9, however not restricted to any other areas that the Golf Director and the Committee deem necessary, and to act fully thereon. By request of the Director of Golf and the Golf Committee. Estimated cost: \$35,000

Explanation: This is the next phase of tree removal specific to the “front side”, holes 1-9. Removal of growth that restricts both air and light enhances the playability of these fairways as recognized by consultation with the USGA, and with the endorsement of the Golf Committee, the Director, and the Superintendent of the Green.

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

GOLF IMPROVEMENT FUND TRANSFER

ARTICLE 27: To see if the Town will vote to raise and appropriate, transfer and/or borrow a sufficient sum of money from the Golf Improvement Fund to create a design and feasibility study for a 3 Hole Practice Course and Putting Complex at Cranberry Valley Golf Course and to act fully thereon. By request of the Director of Golf and the Golf Committee. Estimated cost \$35,000

Explanation: With the introduction and growth of golfer development programs for youth such as: The First Tee Program and PGA Junior League, as well as serving as home course for Monomoy High Schools Boys & Girls Varsity and Junior Varsity programs, the golf course is limited in its ability to continue to grow golf and recreation in the community by the availability of the 18-hole golf course. A suitable piece of land has been identified between holes 14 & 18 (easy access from clubhouse) that could serve as a home for these and other player development programs, where they will be able to grow in participants and experience. By moving these programs off the 18-hole course it will create more revenue opportunities and member rounds on the existing course. A design focusing on low maintenance costs, variety of play options for different population segments including disabled golfer access, and beginner friendly design to engage a learning golf population will be sought. Grants exist for the building of youth specific player development areas.

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

HARBORMASTER DEPARTMENT

SUPPLEMENTAL FUNDING FOR ROUND COVE BOAT RAMP

ARTICLE 28: To see if the Town will vote to transfer a sufficient sum of money from the Harbor Mooring Receipts Reserved for Appropriation Fund to complete the reconstruction of Round Cove Boat Ramp, and to act fully thereon. By request of the Harbormaster. Estimated cost: \$23,000.

Explanation: The existing public boat ramp at Round Cove landing is poorly constructed and in very poor condition. Every year several boat trailers get hung-up on the leading edge of the ramp because it is too short and not properly pitched, this caused significant damage to trailers. ATM 17 authorized the transfer of \$177,070.25 from prior articles however the total cost is estimated to be \$200,000.

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

WATER DEPARTMENT

NEW WELL SOURCE EXPLORATION

ARTICLE 29: To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sufficient sum of money for the exploration & installation of a well casing, engineering, permitting, & design for a new well source in the North Harwich area, and to act fully thereon. By request of the Water Commission. Estimated cost: \$250,000

Explanation: 2015 & 2016 were the highest pumping years in department history, with peak days in excess of 6.5 million gallons. The entire water system currently has a pumping capacity of 5,500 GPM which equates to 7.92 million gallons in a 24-hour period. While the community continues to grow the demand for water will continue to rise justifying the need for an additional well. In addition, should the department suffer a mechanical failure (fairly common) or positive bacteria hit requiring a well to be removed from service, the department may not be able to meet demands resulting in strict mandatory water restrictions.

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:
..... ROLL CALL VOTE:

M.G.L. / CHARTER / GENERAL BYLAWS & ZONING BYLAW AMENDMENTS

MA GENERAL LAWS (M.G.L.)

ADOPT M.G.L., CHAPTER 200A, §9A – DISPOSITION OF UNCLAIMED PROPERTY

ARTICLE XX: To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 200A, Section 9A, to establish a procedure that would allow the Town Treasurer to dispose of abandoned funds held in the custody of the Town, or to take any other action relative thereto.”

Explanation: If the Town accepts Section 9A at Town Meeting, any funds held by the Town are presumed abandoned after only 1 year from the date prescribed for payment if the check so states on its face that it is “void if not cashed within 1 year from the date of issue. By request of the Town Treasurer/Collector.

The Finance Committee Recommends:
..... ROLL CALL VOTE:

The Board of Selectmen Recommends:
..... ROLL CALL VOTE:

ADOPT M.G.L., CHAPTER 59, §5, CLAUSE 18 – HARDSHIP UNDER AGE 60

ARTICLE XX: To see if the Town will vote to support the Harwich Board of Selectmen’s request to State Legislature to pass a bill amending the Hardship Exemption (as provided in Chapter 59 §5, Clause 18) for the right to grant up to a \$1,000 property tax exemption for taxpayers under the age of 60, as a local option for all cities and towns and/or as a home rule petition for the Town of Harwich, and to act fully thereon. By the request of the Board of Assessors. Estimated Cost: \$30,000

Explanation: The Board of Assessors would like to advocate for most vulnerable citizens of the Commonwealth. We feel that all citizens of our community and all others in the Commonwealth are struggling. We would like for this article to be approved by the Legislation. This article is for our most vulnerable residents under 60 who by reason of infirmity or poverty are unable to contribute fully to their tax liability in the judgement of the Board of Assessors. We estimate that we would receive 30 applicants.

The Finance Committee Recommends:
..... ROLL CALL VOTE:

**The Board of Selectmen Recommends:
..... ROLL CALL VOTE:**

ADOPT M.G.L., CHAPTER 59, §5, CLAUSE 41A – TAX DEFERRAL

ARTICLE XX: To see if the Town will vote to adopt a lower interest rate from 8% yearly interest to 5% yearly interest on the deferred taxes to for the purpose of real estate tax deferrals for qualifying persons age 65 and over, as provided in MGL Chapter 59, §5, Clause 41A. By request of the Board of Assessors. Estimated Cost: \$500

Explanation: The Commonwealth of Massachusetts, Department of Revenue allows cities and towns to establish the simple interest rate charged on deferrals of real estate taxes. The current environment on interest rates would dictate that the Town of Harwich lower the rate from 8% to 5%. The town has averaged 3 deferrals a year. Lowering the rate to 5% may encourage qualified seniors to apply for this program. Based on previous averages this change will result in a cost of approximately \$500 to the Town of Harwich.

**The Finance Committee Recommends:
..... ROLL CALL VOTE:**

**The Board of Selectmen Recommends:
..... ROLL CALL VOTE:**

ADOPT M.G.L., CHAPTER 59, §5, CLAUSE 56 – ASSESSMENT OF LOCAL TAXES -
PROPERTY; EXEMPTIONS

ARTICLE XX: To see if the Town will vote to reaffirm and extend MGL Chapter 59, §5, Clause 56. Upon acceptance of this section by the Town, the Board of Assessors may grant, real and personal property tax abatement up to 100% of the total tax assessed to members of the Massachusetts National Guard and to Reservists on active duty in foreign countries for the fiscal year they performed such service subject to eligibility criteria to be established by the Board of Assessors. The authority to grant abatements under this section shall expire after 2 years of acceptance unless extended by a vote of the city or town. Said change to take effect FY 2021 and act fully thereon. By request of the Harwich Veteran's Agent and Board of Assessors. Estimated Cost: \$10,000.

Explanation: This local option for the National Guard and Reservists must be renewed every two (2) years.

**The Finance Committee Recommends:
..... ROLL CALL VOTE:**

**The Board of Selectmen Recommends:
..... ROLL CALL VOTE:**

CHARTER

AMEND THE CODE OF THE TOWN OF HARWICH CHARTER TO UPDATE THE NAME “SELECTMEN” TO “SELECT BOARD”

Place Holder ARTICLE XX : To see if the Town will vote to propose the following amendment to the Harwich Home Rule Charter, to be approved by the voters at the next annual Town election as follows: **(new text shown as underlined)**

Amend Chapter 3, §1-1 as follows:

A board of selectmen of 5 members shall be elected at-large for 3-year overlapping terms. For purposes of this Charter, the Board of Selectmen shall be referred to as the Select Board.

And further, by deleting, in every other instance in which they appear, the words “Board of Selectmen” and inserting in their place, the words, “Select Board”, and to act fully thereon.

Explanation: To amend the charter to reflect that not only men are elected to the Board of Selectmen and to ensure that the Town is viewed as inclusive to all.

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

GENERAL BYLAWS

GENERAL BYLAW AMENDMENT - CHAPTER 122 HAZARDOUS MATERIALS - ARTICLE I

ARTICLE XX: To see if the Town will vote to amend Town of Harwich General Bylaw Chapter 122, Article I Materials Containing Perchlorate, § 122-2 Findings and purpose. By Request of the Board of Water Commission.

§ 122-2 Prohibited acts.

The storage, use, handling, igniting, or disposal of any materials, including without limitation explosives or fireworks, containing perchlorate within ~~1,500~~ of the boundary of the Zone II protective area around any public water supply as approved by the Massachusetts Department of Environmental Protection, including drinking water wells owned and operated by the Town, is hereby prohibited. The limit of the protective **boundary radius of 1,500** for each Town-owned well field is shown on the map included as Appendix A to this bylaw.¹¹ In the event that the

delineation of a Zone II changes, the Board of Water Commissioners ("Board") shall revise Appendix A and shall keep a copy of the revised map on file with the Town Clerk and the Water Department.

[1] *Editor's Note: Appendix A is on file with the Town Clerk and the Water Department.*

Explanation: In working with the Harwich Fire Department and Harwich Chamber of Commerce to identify a site suitable for the Harwich Cranberry Festival fireworks display the Water Department reviewed the existing Bylaw and all applicable water quality data and determined the 1,500-foot buffer to be far above and beyond what is required for water quality protection. As such, the proposed amendment will reduce the area of prohibition to the outermost limits of the Zone II delineation. Furthermore, this amendment will accommodate the needs of the Harwich Fire Department, Harwich Chamber of Commerce and retain sufficient protection of our water resources.

The Finance Committee Recommends:

..... **ROLL CALL VOTE:**

The Board of Selectmen Recommends:

..... **ROLL CALL VOTE:**

AMEND THE GENERAL BYLAW CHAPTER 125 – HAZARDS, ENVIRONMENTAL

Place Holder ARTICLE XX:To see if the Town will vote to amend the General Bylaw, Chapter 125.....to include aBy request of.....

Chapter 125 Hazards, Environmental

[HISTORY: Adopted by the Town Meeting of the Town of Harwich as indicated in article histories. Amendments noted where applicable.]

Article I Procurement or Sale of Beverages in Plastic Bottles by Town

[Adopted 5-6-2019ATM by Art. 50

§125-1 Prohibitions; exemptions.

- A. The procurement by the Town of Harwich of either water or any other beverage in single-use plastic bottles of any size is prohibited, and the sale of water or any beverage in single-use plastic containers of any size prohibited on Town property.
- B. Any Town Department when engaged in public health and safety operations shall be exempt from this bylaw effective January 1, 2020.

C.

Explanation:

The Finance Committee Recommends:
..... **ROLL CALL VOTE:**

The Board of Selectmen Recommends:
..... **ROLL CALL VOTE:**

CONSERVATION COMMISSION

AMEND THE GENERAL BYLAW CHAPTER 310 – WETLANDS PROTECTION

ARTICLE XX: To see if the Town will vote to amend the Harwich Wetlands Protection Bylaw as shown
Revised and adopted at Town Meeting May 7, 2014
Revisions Approved by the Conservation Commission on February 5, 2020
Request for Approval at Town Meeting May 2020

Additions are in **BOLD**.
Deletions are ~~struck through~~.

CHAPTER 310. WETLANDS PROTECTION

- § 310-1. Purpose.
- § 310-2. Definitions.
- § 310-3. Jurisdiction.
- § 310-4. Conditional exceptions.
- § 310-5. Application for permit and request for determination.
- § 310-6. Notice and hearings.
- § 310-7. Coordination with other communities and boards.
- § 310-8. Permits and conditions.
- § 310-9. Rules and regulations.
- § 310-10. Security.
- § 310-11. Enforcement.
- § 310-12. Burden of proof.
- § 310-13. Appeals.
- § 310-14. Relation to Wetlands Protection Act.

[HISTORY: Adopted by the Special Town Meeting of the Town of Harwich 5-5-2009 by Art. 1. Amendments noted where applicable.]

§ 310-1. Purpose.

- A. The purpose of this bylaw is to protect the wetlands, water resources and adjoining land areas in the Town of Harwich by controlling activities deemed by the Conservation Commission likely to have a significant or cumulative adverse effect on the values of resource areas, as hereafter defined, including but not limited to the following:

- (1) Protection of public or private water supply.
- (2) Protection of groundwater.
- (3) Flood control.
- (4) Storm damage prevention (including coastal storm flowage).
- (5) Prevention of pollution.
- (6) Protection of land containing shellfish.
- (7) Protection of fisheries.
- (8) Protection of wildlife habitat.
- (9) Protection of rare species habitat including rare plant species.
- (10) Protection of water quality.
- (11) Erosion and sedimentation control.
- (12) Agriculture.
- (13) Aquaculture.
- (14) Recreation.

B. These values are deemed important to the community (collectively the "resource area values protected by this bylaw"). This bylaw is intended to utilize the home rule authority of this municipality to protect additional resource areas for their additional values, with additional standards and procedures stricter than those of the Wetland Protection Act (MGL c. 131, § 40) and regulations thereunder (310 CMR 10.00).

§ 310-2. Definitions.

A. The following definitions shall apply in the interpretation and implementation of this bylaw:

AGRICULTURE-

Any work which produces food or other products for commerce or subsistence which occurs in, on, or within 100 feet of a resource area or which is directly or indirectly dependent upon wetlands values for proper agricultural functions, such as prevention of pollution or maintenance of adequate water flow for irrigation. Agriculture includes, but is not limited to the growing of crops, including cranberries, and the raising of livestock. ~~Nonagricultural activities in or within 100 feet of resource areas shall not have a significant effect on existing agriculture.~~

ALTER-

Includes, without limitation, the following activities when undertaken to, upon, within or affecting resource areas protected by this bylaw:

- (1) Removal, excavation, or dredging of soil, sand, gravel or aggregate materials of any kind.
- (2) Changing of preexisting drainage characteristics, flushing characteristics, salinity distribution, sedimentation patterns, flow patterns, or flood retention characteristics.
- (3) Drainage, or other disturbance of water level or water table.
- (4) Dumping, discharging or filling with any material which may degrade water quality.
- (5) Placing of fill, or removal of material, which would alter elevation.
- (6) Driving of piles, construction, or repair of buildings or structures of any kind.
- (7) Placing of obstructions or objects in water.
- (8) Destruction of plant life, including cutting of trees.
- (9) Changing temperature, biochemical oxygen demand, or other physical, biological, or chemical characteristics of any waters.

(10) Any activities, changes or work which may cause or tend to contribute to pollution of any body of water or groundwater.

(11) Incremental activities which have, or may have, a cumulative adverse impact on the resource areas protected by this bylaw.

AQUACULTURE-

The growing, raising, breeding, storing, or producing of specified aquatic or marine organisms at specified locations for commercial, municipal, or scientific purposes as approved by appropriate agencies. Organisms in aquacultural use include, but are not limited to: shellfish, such as oysters, quahogs, clams, lobsters, mussels, scallops and crabs; finfish, such as trout, eel, herring, salmon, smelt and bass; amphibians, such as frogs; reptiles, such as turtles; seaweeds, such as Irish moss and dulse; edible freshwater plants, such as watercress; and plankton grown as a food source for other organisms. ~~Activities in or within 100 feet of a resource area shall not have a significant effect on existing permitted aquaculture.~~

BUFFER ZONE

The jurisdictional area extending from the landward limit of a wetland resource area 100 feet landward. Land Subject to Coastal Storm Flowage and Riverfront Area do not have any buffer zones under this bylaw.

COASTAL BANK-

The seaward face or side of any elevated landform, other than Coastal Dune, which lies at the landward edge of a Coastal Beach, Land Subject to Coastal Storm Flowage, or other wetland. A coastal bank may serve one of two functions:

A. It may serve as a vertical buffer because of its height and stability which protects upland areas from storm damage and flooding. Activities shall not increase erosion of a coastal bank, either from above (by stormwater runoff, brush cutting or other means) or from below (by tidal action, wind and waves). Any project on such a coastal bank shall have no adverse impact on the stability of the coastal bank.

B. Coastal banks composed of unconsolidated sediment and exposed to vigorous wave action serve as a source of sediment for dunes, beaches, barrier beaches and other coastal landforms. Naturally occurring wave action removes sediment from these banks to replenish coastal landforms. These landforms protect coastal wetlands and real property by reducing storm damage and flooding by dissipating storm wave energy. Any project on or within a coastal bank serving this function shall not have a significant effect on that bank's ability to serve as a sediment source.

CUMULATIVE EFFECT-

The effect of activities regulated under this bylaw which may be individually insignificant to the interests and values under this bylaw, but when considered in relation to other past or present activities in a given area may be significant to said interests and values in the aggregate. When requested, it is the responsibility of applicants to demonstrate that cumulative effects are not significant to the interests and values under the bylaw.

DIADROMOUS FISH-

Diadromous fish are species of fish that must migrate between fresh and marine waters to complete essential stages of their life history. In Harwich, spring spawning runs (river herring, white perch and Atlantic tomcod) and juvenile migrations (American eel) occur in Muddy Creek, Red River and Herring River. Juvenile eel migrations also occur in Cold Brook and the Andrews River. The coastal rivers serve as migratory habitat and the freshwater ponds in these watersheds serve as spawning and nursery habitat. Activities in or within 200 feet of a river supporting a diadromous fish run shall not have a significant adverse effect on the fish run.

FISHERIES and/or MARINE FISHERIES –

- (1) The fish and shellfish resource itself, including all fish and shellfish found in fresh, salt, or brackish waters and any organisms including plants that make up part of the food chain of such animals regardless of their commercial value; and/or
- (2) The recreational or commercial catching of fish or shellfish from the ocean or from freshwater bodies.

FLOOD CONTROL-

The ability of wetlands to absorb, store and slowly release floodwaters to minimize peak flood levels. Flooding can be caused by precipitation or a rising water table. Activities within 100 feet of resource areas shall not alter the flood control value of wetlands significantly.

GROUNDWATER-

All subsurface water contained in natural geologic formations or artificial fill, including soil water in the zone of aeration. Activities in or within 100 feet of resource areas shall not significantly alter the existing quality or elevation of naturally occurring groundwater.

INLAND BANK-

Includes the land area which normally abuts and confines a water body; the lower boundary being the mean annual low flow level, and the upper boundary being the first observable break in the slope or the mean annual flood level, whichever is lower.

NO-DISTURB ZONE-

The land running 50 feet landward from ~~an~~ **the landward limit of an** abutting **wetland** resource area as determined by a professional land survey **and wetland delineation**. No ~~substantial~~ activity, that will result in the building within or upon, filling, removing or altering of land, shall be permitted, with the following exceptions:

- (1) Maintenance **or reconstruction** of an existing permitted structure **within the same footprint**.
- (2) An activity that has been expressly allowed by a variance from the Conservation Commission.

60 Foot No New Structure Zone-

The area extending from the landward limit of the Wetland Resource Area sixty feet landward as determined by a professional land survey and wetland delineation. No new structure, including but not limited to buildings, decks, patios, outdoor showers, sheds,

pools, or staircases that don't meet the Conservation Commission's regulations for staircases over inland or coastal banks.

PERSON-

Includes any individual, group of individuals, association, partnership, corporation, company, business organization, trust, state, the commonwealth or political subdivision thereof to the extent subject to Town bylaws, administrative agency, public or quasi-public corporation or body, this municipality, and any other legal entity, its legal representatives, agents, or assigns.

PRIVATE WATER SUPPLY-

Any source or volume of surface or ground water demonstrated to be in private use or shown to have potential for private use, including ground or surface water in the zone of contribution around a private well. Activities in or within 100 feet of a resource area shall not have a significant effect on the quality of a private water supply.

PUBLIC WATER SUPPLY-

Any source or volume of surface or ground water demonstrated to be in public use or approved for water supply pursuant to MGL c. 111, § 160 by the Department of Environmental Protection Division of Water Supply, or demonstrated to have a potential for public use, in addition to all surface and ground water in zones of contribution. Activities within 100 feet of resource areas shall not have a significant effect on the quality of a public water supply.

RARE SPECIES HABITAT-

Includes, without limitation, habitats for all vertebrate and invertebrate animal species and plant species listed as endangered, threatened, or of special concern by the Natural Heritage and Endangered Species Program of the Massachusetts Division of Fisheries and Wildlife, regardless of whether the site in which they occur has been previously identified by the Division.

RECREATION-

Any leisure activity or sport taking place in, on, or within 100 feet of a resource area which is dependent on the resource area and its values directly or indirectly for its conduct and enjoyment. Recreational activities include, but are not limited to, the following: noncommercial fishing and shellfishing, hunting, boating, swimming, walking, painting, birdwatching and aesthetic enjoyment. Structures and activities in or within 100 feet of a resource area shall not have a significant effect on public recreational values.

SHELLFISH-

Mollusks including by not limited to the following: clams, conchs, mussels, oysters, periwinkles, quahogs, razor clams, scallops, and sea clams; and crustaceans such as lobster or crab.

STORM DAMAGE PREVENTION-

The ability of wetland soils, vegetation and physiography to prevent damage caused by water from storms, including but not limited to: erosion and sedimentation; damage to vegetation, property or buildings; or damage caused by flooding, waterborne debris or waterborne ice.

Activities in or within 100 feet of a resource area shall not have a significant effect on storm damage protection.

SURFACE WATER BODY-

Any area where water or ice stands or flows over the surface of the ground for at least five months of any calendar year except in times of severe, extended drought as defined in appropriate section of 310 CMR. Drainage ditches, exclusive of fish runs and intermittent streams, and impoundment areas which hold or pass water only during or for short periods following storms and which, owing to their relationship to groundwater, do not support wetland vegetation, are excluded from this definition.

VERNAL POOL-

Refers to a seasonal freshwater body contained in a confined basin depression that holds water for a minimum of two consecutive months in most years, is free of adult fish populations, and provides breeding habitat for amphibians and invertebrates. The boundary of vernal pool habitat shall extend outward 100 feet from the mean annual high-water mark of such a depression. Vernal pools include those areas mapped and certified by the Massachusetts Natural Heritage and Endangered Species Program as well as those areas identified in the field as eligible for certification by a professional wildlife biologist or other expert.

WILDLIFE HABITAT-

Resource areas that provide breeding and nesting habitats, shelter, food and water to all plant and animal species dependent on wetlands for any portion of their life cycles. Includes resource areas identified as containing rare, threatened or endangered species as listed by the Massachusetts Natural Heritage Program. Structures and activities in or within 100 feet of any resource area shall not have a significant effect on wildlife habitat.

B. Except as otherwise provided for in this bylaw or in regulations of the Commission, the definitions of terms in this bylaw shall be set forth in the Wetlands Protection Act (MGL. C 131, § 40) and regulations 310 CMR 10.00.

§ 310-3. Jurisdiction.

Except as permitted by the Conservation Commission or as provided for in this bylaw, no person shall commence to remove, fill, dredge, build upon, degrade, discharge into, or otherwise alter any freshwater or coastal wetland resource areas, including:

A. Freshwater wetland resource areas. Marshes; wet meadows; bogs; swamps; vernal pools and vernal pool habitat; lands subject to flooding, both bordering and isolated; isolated wetlands greater than ~~3,000~~ **500** square feet; banks; reservoirs; lakes; ponds greater than ~~3,000~~ **500** square feet; rivers, including the 200' riverfront area; streams and creeks, including intermittent streams; and the lands underneath lakes, ponds, streams and creeks.

B. Coastal wetland resource areas. Land under the ocean; designated port areas; coastal beaches; coastal dunes; barrier beaches; coastal banks; rocky intertidal shores; salt marshes; land under salt ponds; land containing shellfish and fish runs; lands subject to tidal action, coastal storm flowage or flooding.

C. Lands within 100 feet of any of the aforesaid resource areas, as set out in this section, except for the riverfront area, **land subject to coastal storm flowage**, and vernal pool habitat.

§ 310-4. Conditional exceptions.

A. The application and permit required by this bylaw shall not be required for maintaining, repairing or replacing, but not substantially changing or enlarging, an existing and lawfully located structure or facility used in the service of the public to provide electric, gas, water, telephone, telegraph or other telecommunication services, provided that written notice has been given to the Commission prior to the commencement of work.

B. The provisions of this bylaw shall not apply to any mosquito control work done under the provisions of MGL c. 252 or any special act, to maintenance of drainage and flooding systems of cranberry bogs and to work performed for normal maintenance or improvement of land in agricultural use or in aquacultural use, or to any project authorized by special act prior to January 1, 1973.

C. The application and permit required by this bylaw shall not be required for emergency projects necessary for the protection of the health and safety of the public, provided that the work is to be performed by or has been ordered to be performed by an agency of the commonwealth or a political subdivision thereof; provided that advance notice, oral or written, has been given to the Commission prior to commencement of work or within 24 hours after commencement; provided that the Commission or its agent certifies the work as an emergency project; provided that the work is performed only for the time and place certified by the Commission for the limited purposes necessary to abate the emergency; and provided that within 21 days of commencement of an emergency project a permit application shall be filed with the Commission. Upon failure to meet these and other requirements of the Commission, the Commission may, after notice and a public hearing, revoke or modify an emergency project approval and order restoration and mitigation measures.

~~D. Conservation Variance Provision. In rare and unusual circumstances the Commission, at its discretion, may grant a conservation variance from the requirements of the fifty foot no-disturb zone. Such a conservation variance may be granted upon a clear and convincing showing of evidence by the applicant that the proposed work will not adversely affect the environmental values protected by this bylaw.~~

D. Conservation variance provision. In rare and unusual circumstances the Commission, at its discretion, may grant a conservation variance from the requirements of this bylaw. Such a conservation variance shall be granted only in the following cases:

- (1) Where maximum feasible compliance is achieved; and**
- (2) Where there are clear and compelling reasons of public safety and welfare; or**
- (3) Where the proposed project will enhance the environmental values protected by the bylaw; or**
- (4) Upon a clear and convincing showing of evidence by the applicant that the proposed work will not adversely affect the environmental values protected by the bylaw.**

§ 310-5. Application for permit and request for determination.

A. Written application shall be filed with the Commission to perform activities affecting resource areas protected by this bylaw.

(1) The application shall include such information and plans that are deemed necessary by the Commission to describe proposed activities and their effects on the resource areas protected by this bylaw.

(2) No activities shall commence without receiving and complying with a permit issued pursuant to this bylaw.

B. If appropriate, the Commission may accept as the application and plans under this bylaw the notice of intent and plans filed under the Wetlands Protection Act (MGL c. 131 § 40) and the Commission's regulations.

C. Any person desiring to know whether or not a proposed activity or an area is subject to this bylaw may in writing request a determination from the Commission. Such a request for determination shall include information and plans as are deemed necessary by the Commission.

D. At the time of application the applicant shall pay a filing fee specified in the regulations of the Conservation Commission promulgated in accordance with this chapter.

§ 310-6. Notice and hearings.

A. Any person filing a permit application or a request for determination with the Commission shall at the same time give written notice thereof, by certified mail (return receipt requested) or hand delivered, to all abutters at their mailing addresses shown on the most recent applicable Assessor's tax list. Abutters include those immediately adjacent, across a road or water body, and in another municipality if within 100 feet of the boundary of the property where work is proposed. The notice to abutters shall state where copies of the permit application and plans may be obtained or examined by abutters. An affidavit of the person giving such notice, with a copy of the notice mailed or delivered, shall be filed with the Commission. When the person requesting a determination is other than the owner, a copy of the request for determination shall be sent by the applicant to the owner, and the notice of the hearing and the determination itself shall be sent by the Commission to the owner as well as to the person making the request.

B. The Commission shall conduct a public hearing on any application or request for determination, with written notice given at the expense of the applicant, which notice shall be published in a newspaper of general circulation in the Town of Harwich at least five business days prior to the hearing.

C. The Commission shall commence the public hearing within 21 days from receipt of a completed permit application or request for determination unless an extension is authorized in writing by the applicant.

D. The Commission shall issue its determination or permit in writing within 21 days of the close of the public hearing or receipt of the file number issued by the Massachusetts Department of Environmental Protection, whichever is later, unless an extension is authorized in writing by the applicant.

E. If appropriate, the Commission may combine its hearing under this bylaw with the hearing required under the Wetlands Protection Act (MGL c. 131, § 40) and regulations (310 CMR 10.00).

F. Continuance of public hearing.

The Commission has the authority to continue a hearing to a date certain, which shall be announced at the hearing, for reasons stated at the hearing. The reasons may include receipt of additional information deemed necessary by the Commission, for receipt of information offered by the applicant, or for the Commission to be able to hear comments and recommendations of other local or state boards and officials. In the event that the applicant objects to the continuance, the hearing shall be closed and the Commission shall take action based on the information available.

§ 310-7. Coordination with other communities and boards.

Any person filing a permit application or a request for determination with the Commission shall provide a copy thereof at the same time, by certified mail, to the Conservation Commission of the adjoining municipality, if the application or request for determination pertains to property within 100 feet of that municipality. An affidavit of the person providing notice, with a copy of the notice mailed or delivered, shall be filed with the Commission. The applicant, as well as the Commission, shall have the right to request any comments and recommendations from other Town boards and departments, and to respond to them at a hearing of the Commission, prior to final action.

§ 310-8. Permits and conditions.

A. If the Commission, after a public hearing, determines that the activities which are subject to the application or the land and water uses which will result there from are likely to have a significant individual or cumulative adverse effect upon the resource area values protected by this bylaw, the Commission, within 21 days of the close of the hearing or receipt of the file number issued by the Massachusetts Department of Environmental Protection, whichever is later, shall issue or deny a permit for the activities requested. If it issues a permit, the Commission shall impose conditions which the Commission deems necessary or desirable to protect the resource area values, and all activities shall be done in accordance with those conditions.

B. The Commission is empowered to deny a permit for failure to meet the requirements of this bylaw; for failure to submit necessary information and plans requested by the Commission; for failure to meet the design specifications, performance standards, and other requirements in regulations of the Commission; for failure to avoid or prevent unacceptable significant or cumulative effects upon the resource area values protected by this bylaw; and where no conditions are adequate to protect those values. Due consideration shall be given to any demonstrated hardship on the applicant by reason of denial, as presented at the public hearing.

C. Permits for maintenance dredging shall expire ten years from the date of issuance. The applicant shall **provide** written notice of dredging at least thirty days prior to each commencement. Such notice shall contain the location of the project, permit number, name of applicant, and proposed start date.

D. To prevent wetlands loss, the Commission shall require applicants to:

- (1) Avoid wetlands alteration wherever feasible;

(2) Minimize wetlands alteration by using best management practices (BMPs); and, where alteration is unavoidable,

(3) Require full mitigation for disturbance to the wetland resource area or to the buffer zone. The Commission may authorize or require replication of wetlands or restoration of the buffer zone as a form of mitigation, but only with adequate security, professional design, and monitoring to assure success, because of the high likelihood of failure of replication.

E. Except as provided in MGL c. 131, § 40 for maintenance dredging, a permit shall expire three years from the date of issuance. A permit may be extended for one or more periods of up to three years, provided that a request for renewal is received in writing by the Commission 30 days prior to the expiration of the permit. The Commission may deny the request for an extension and require the filing of a new notice of intent for the remaining work in the following circumstances:

(1) Where no work has begun on the project, except where such failure is due to an unavoidable delay, such as appeals, in the obtaining of other necessary permits.

(2) Where new information, not available at the time the order was issued, has become available and indicates that the order is not adequate to protect the interests identified in MGL c. 131, § 40;

(3) Where work has been done in violation of the order or 310 CMR 10.00.

G. Notwithstanding the above, a permit may contain requirements which shall be enforceable for a stated number of years, indefinitely, or until permanent protection is in place and shall apply to all owners of the land, now and in the future. For good cause the Commission may revoke or modify a permit or determination issued under this bylaw after notice to the holder of the determination or permit, notice to the public and abutters, and a public hearing.

H. The Commission in an appropriate case may combine the permit or determination issued under this bylaw with the order of conditions or determination of applicability issued under the Wetlands Protection Act (MGL c. 131, § 40) and regulations (310 CMR 10.00).

I. No activity proposed in any permit application shall be undertaken until an appeal period of 10 business days under the Wetlands Protection Act has elapsed and the permit issued by the Commission with respect to such activity has been recorded in the Barnstable County Registry of Deeds or, if the land affected is registered land, in the registry section of the land court for Barnstable County, and until the holder of the permit certifies in writing to the Commission that the permit has been recorded.

J. The Commission is authorized to require an applicant to pay a fee for the reasonable costs and expenses borne by the Commission for specific expert engineering and other consultant services deemed necessary by the Commission to come to a final decision on the application. This fee is called the consultant fee. The specific consultant services may include but are not limited to the resource area survey and delineation, analysis of resource area values, including wildlife habitat evaluations, hydrogeologic and drainage analysis and environmental or land use law.

K. The Commission may require the payment of the consultant fee at any point in its deliberations prior to a final decision. The applicant shall pay the fee to the Town to be put into a consultant services account of the Commission which may be drawn upon by the Commission for specific consultant services approved by the Commission at one of its public meetings.

L. The exercise of discretion by the Commission in making its determination to require the payment of a fee shall be based upon its reasonable finding that additional information acquirable only through outside consultants would be necessary for the making of an objective decision.

M. The Commission shall return any unused portion of the consultant fee to the applicant unless the Commission decides at a public meeting that other action is necessary. Any applicant aggrieved by the imposition of, or size of, the consultant fee, or any act related thereto, may appeal according to the provisions of the Massachusetts General Laws.

§ 310-9. Rules and regulations.

A. After public notice and public hearing, the Commission shall promulgate rules and regulations to effectuate the purposes of this bylaw effective when voted and filed with the Town Clerk. Failure by the Commission to promulgate such rules and regulations or a legal declaration of their invalidity by a court of law shall not act to suspend or invalidate the effects of this bylaw.

B. At a minimum these regulations shall define key terms in this bylaw not inconsistent with the bylaw and the procedures governing the amount and filing of fees.

§ 310-10. Security.

As part of a permit issued under this bylaw, in addition to any security required by any other municipal or state board, agency, or official, the Commission may require that the performance and observance of the conditions imposed thereunder (including conditions requiring mitigation work) be secured wholly or in part by one or more of the methods described below:

A. By a proper bond or deposit of money or negotiable securities in an amount sufficient in opinion of the Commission and payable to the Town of Harwich. Said security shall be released in whole or in part upon issuance of a certificate of compliance upon completion of the work performed pursuant to a permit.

B. By accepting a conservation restriction, easement or other covenant enforceable in a court of law, executed and duly recorded by the owner of record, running with the land to the benefit of this municipality whereby the permit conditions shall be performed and observed before any lot may be conveyed other than by mortgage deed. This method shall be used only with the consent of the applicant.

§ 310-11. Enforcement.

A. No person shall remove, fill, dredge, build upon, degrade or otherwise alter resource areas protected by this bylaw, or cause, suffer, or allow such activity, or leave in place unauthorized fill, or otherwise fail to restore illegally altered land to its original condition, or fail to comply with a permit or an enforcement order issued pursuant to this bylaw.

B. The Commission, its agents, officers, and employees shall have authority to enter upon privately owned land for the purpose of performing their duties under this bylaw and may make or cause to be made such examinations, surveys, or sampling as the Commission deems necessary, subject to the constitutions and laws of the United States and the Commonwealth.

C. Upon request of the Commission, the Selectmen and the Town Counsel may take legal action for enforcement under civil law. Upon request of the Commission, the Chief of Police may take legal action for enforcement under criminal law.

D. Municipal boards and officers, including any police officer or other officer having police powers, shall have authority to assist the Commission in enforcement of this bylaw.

E. Any person who violates any provision of these bylaws or any regulations promulgated hereunder, or permits or administrative orders issued thereunder, may be punished by a fine of \$300 per violation. Each day or portion thereof during which a violation continues, or unauthorized fill or other alterations remain in place, shall constitute a separate offense, and each provision of the regulations, permits or administrative orders violated shall constitute a separate offense.

F. In enforcing this section, the Commission may issue citations under the noncriminal disposition procedure set forth in MGL c. 40, § 21D, which has been adopted by the Town.

Editor's Note: See Ch. 1, General Provisions, § 1-2. Members of the Commission, its agent or any police officer are authorized to issue noncriminal disposition citations.

G. The Commission or its agent may also issue a Stop Work Order and/or an Enforcement Order, or have the offending party file an after-the-fact Notice of Intent for the work. The Commission may order the offending party to present a restoration plan that is acceptable to the Commission and to complete the planting onsite during the next growing season.

§ 310-12. Burden of proof.

A. The applicant for a permit shall have the burden of proving by a preponderance of the credible evidence that the work proposed in the permit application will not have unacceptable significant or cumulative effect upon the resource area values protected by this bylaw.

B. Failure to provide adequate evidence to the Commission supporting this burden shall be sufficient cause for the Commission to deny a permit.

§ 310-13. Appeals.

A decision of the Commission under this bylaw shall be reviewable in the Superior Court in accordance with MGL c. 249, § 4.

§ 310-14. Relation to Wetlands Protection Act.

This bylaw is adopted under the home rule amendment of the Massachusetts Constitution and the home rule statutes, independent of the Wetlands Protection Act (MGL c. 131, § 40) and regulations (310 CMR 10.00) thereunder

Explanation: The Harwich Conservation Commission requests the proposed major change to the Bylaw would be the proposed decrease in size of a regulated wetland from 3,000 sq. ft. to 500 sq. ft. This decrease in regulated wetland size is consistent with the wetland bylaws of other area towns. The purpose of this is to better protect our small wetland resources which are important to water quality, flood control, wildlife habitat, and other interests of the

Massachusetts Wetlands Protection Act and Harwich Wetlands Protection Bylaw. Many of the small isolated wetlands in Harwich are vernal pools, whether they are certified or not. These isolated wetlands are critical for wildlife habitat, water quality, flood control, and other vital interests set forth in the Massachusetts Wetlands Protection Act and this Bylaw. Other proposed changes serve to make the Bylaw more user-friendly by eliminating repetition, including additional and revised definitions, and clarifying standards to be met.

The Finance Committee Recommends:
..... ROLL CALL VOTE:

The Board of Selectmen Recommends:
..... ROLL CALL VOTE:

ZONING BYLAW AMENDMENT ARTICLES

DELETE ESSENTIAL SERVICES DEFINITION

ARTICLE XX: To see if the Town will vote to amend the Code of the Town of Harwich – Zoning by deleting the definition of “Essential Services” within §325-2 – Definitions and by deleting within §325-13 – Table 1, Paragraph II – Public and Quasi Public Uses, Item 3 – Essential services; facility, utilities.

Explanation: The existing definition of *ESSENTIAL SERVICES*: “Services and appurtenant structures, facilities, uses or equipment provided by governmental agencies, including the Town of Harwich, or provided by public utility or public service companies, including but not limited to water distribution systems, Town-owned marinas, docking areas, fish piers, off-loading facilities, retaining walls, jetties and similar structures, gas and electric distribution, systems for telecommunications and sewerage systems.” And the definitions of *MUNICIPAL USE*: “A use, whether in a structure and/or on a parcel of land, owned and/or operated by the Town of Harwich.” Are in conflict with one another. All Municipal Uses are allowable by right, as are public utility uses (i.e. gas, electric, cable, cell). By deleting the definition of Essential Services it would eliminate this unnecessary conflict.

The Finance Committee Recommends:
..... ROLL CALL VOTE:

The Board of Selectmen Recommends:
..... ROLL CALL VOTE:

ZONING DISTRICT BOUNDARY LINE

ARTICLE XX: To amend the Code of the Town of Harwich, §325-4 and Attachment 4 – The Zoning Map, by extending the Industrial (I-L) Zoning District westerly along Queen Anne

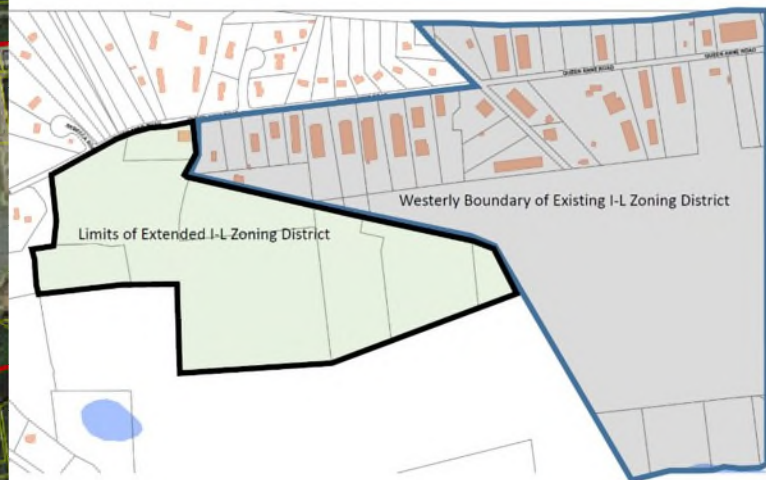
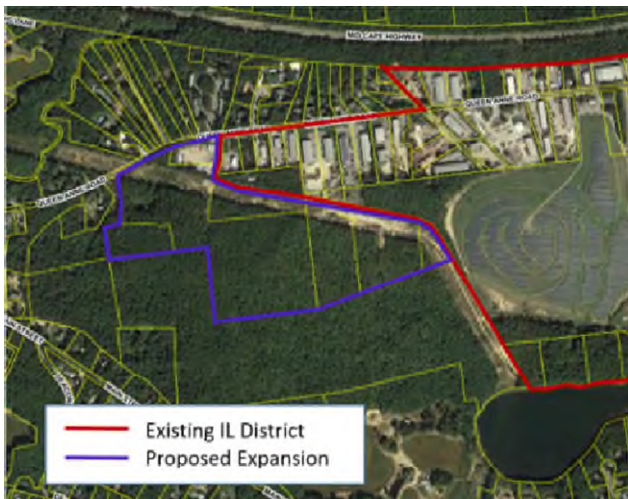
Road and the existing I-L zoning district as shown on the amended Zoning Map, dated January 23, 2020, a copy of which is on file in the Town Clerk's Office.

Explanation: Property owners within this area approached the Town Planner about the expansion of the Industrial ("I-L") Zoning District in 2019. After several conversations and careful mapping of the proposed expansion, the discussion was brought to the Planning Board. There is a need for additional I-L Zone land in Harwich, as most existing areas are built out. The land involved, directly adjacent to the existing I-L zoning district, lends itself to I-L zone uses.

The following is a description of the proposed expansion area of the Industrial (I-L) Zoning District on Queen Anne Road:

- 1) Beginning at the northwesterly corner of the existing I-L Zoning District, which is also the northwest corner of the property located 101 Queen Anne Road [Map ('M'): 57, Parcel ('P'): G2-18], follow this westerly along Queen Anne Road to the easterly property line of 59 Queen Anne Road [M:57, P:C1]; thence,
- 2) Southerly along the easterly property line of 59 Queen Anne Road [M:57, P:C1] and then westerly along the southerly property line of 59 Queen Anne Road [M:57, P:C1] to the northwesterly corner of the property at 0 Queen Anne Road [M:57, P:C6]; thence,
- 3) Southerly along the westerly property line to the southwest corner of 0 Queen Anne Road [M:57, P:C6]; thence,
- 4) Easterly along the southerly property line of 0 Queen Anne Road [M:57, P:C6] to and including "Annasis Road" 'so-called'; thence,
- 5) Southerly along "Annasis Road" for approximately 440 feet; thence,
- 6) Easterly to the southwest corner of property located at 0 Queen Anne Road [M:57, P:G5-1]; thence,
- 7) East-north-easterly to the southeast corner of property located at 0 Queen Anne Road [M:57, P:G5-2]; thence,
- 8) East-north-easterly as an extension of the property line to the intersection with the existing I-L zoning district at the east side of the utility easement.

Here is a close up of the area:



The Finance Committee Recommends:
..... ROLL CALL VOTE:

The Board of Selectmen Recommends:
..... ROLL CALL VOTE:

COMMUNITY PRESERVATION

APPROPRIATE SUMS OF MONEY FROM THE FY 2021 ESTIMATED ANNUAL REVENUES OF THE COMMUNITY PRESERVATION ACT FUND

ARTICLE XX: To see if the Town will vote to appropriate the following sums of money from the FY 2021 estimated annual revenues of the Harwich Community Preservation Act Fund as required by the G.L. Chapter 44B and Chapter 149, §298 of the Acts of 2004 as follows:

- A sum of money for the acquisition, creation and preservation of the open space;
- A sum of money for the acquisition, preservation, restoration and rehabilitation of historic resources;
- A sum of money for the acquisition, creation, preservation and support of community housing; and
- A sum of money for the Community Preservation Act Fund FY2019 Undesignated Fund Balance (including Recreation)

and to act fully thereon. By request of the Board of Selectmen.

<u>Appropriation</u>	<u>FY 2021</u>
Community Housing Reserve	\$177,600
Open Space Reserve	\$177,600
Historic Preservation Reserve	\$177,600
Undesignated Fund Balance Operating Expenses	\$50,000

Explanation: To see if the town will reserve for future appropriations amounts from the FY 2021 Community Preservation Act Fund estimated annual revenues for the purpose of acquisition, creation and preservation of open space and community housing, for the purpose of acquisition, preservation, restoration and rehabilitation of historic resources and for the support of the operating expenses to includes wage, supplies, legal service and other operating expenses necessary for the committee.

The Finance Committee Recommends:
..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... **ROLL CALL VOTE:**

FUND LAND BANK DEBT SERVICE

ARTICLE XX To see if the Town will vote to appropriate from the Community Preservation Act Funds – Undesignated Fund Balance, \$341,750 to fund the Debt Service on the outstanding Land Bank Debt. Any funds left unspent from this Article are to be returned to the Community Preservation Act funds – Undesignated Fund Balance, and to act fully thereon. By request of the Community Preservation Committee and the Finance Director. Estimated Cost: \$341,750.

The Finance Committee Recommends:

..... **ROLL CALL VOTE:**

The Board of Selectmen Recommends:

..... **ROLL CALL VOTE:**

COMMUNITY PRESERVATION ACTIVITIES UNDER \$50,000

ARTICLE XX: To see if the Town will vote to appropriate from the Community Preservation Act Funds, a sufficient sum of money to fund the items in the table below consistent with their respective applications. Any funds left unspent from this Article are to be returned to the Community Preservation Act Fund from which the appropriation is made as specified in the chart below, and further authorize the Community Preservation Committee to enter into an agreement with the Community Development Partnership, and to act fully thereon. By request of the Community Preservation Committee, Historic District and Historical Commission, Chase Library Association, Inc., Community Development Partnership, Real Estate and Open Space Committee and Conservation Commission, and the Pleasant Bay Community Boating.. Estimated Cost: \$102,000

	Project	Purpose	Amount	Appropriation Source
1	Historic Areas and Property Inventory	Update Town Historic Areas and Property Inventory	\$34,500	Historic Reserve
2	Chase Library Door	Preservation of original door and entrance	\$15,000	Historic Reserve
3	Community Development Partnership	Cape Housing Institute	\$7,500	Community Housing Reserve
4	Town Owned Conservation Land	Restoration and rehabilitation of Town owned Conservation Lands	\$20,000	Open Space Reserve
5	Pleasant Bay Community Boating	Handicapped Accessible Dock project	\$25,000	Undesignated Fund Balance

		Total: \$102,000
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The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

PINE GROVE CEMETERY GRAVESTONE CONSERVATION & PRESERVATION

ARTICLE XX: To see if the Town will vote to appropriate from the Community Preservation Act – Historic Preservation Reserve, \$75,000 to fund the repair and restoration of gravestones and monuments at Pine Grove Cemetery. Any funds left unspent from the Article are to be returned to the Community Preservation Act Fund – Historic Preservation Reserve, and to act fully thereon. By request of the Community Preservation Committee and the Cemetery Administrator. Estimated Cost: \$75,000

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

HARWICH AFFORDABLE HOUSING TRUST

ARTICLE XX: To see if the Town will vote to appropriate from Community Preservation Act Funds – Community Housing Reserve, \$250,000 to fund the Harwich Affordable Housing Trust to create and preserve affordable housing in the Town of Harwich in the amount of \$200,000 and to fund a part-time Housing Coordinator in the amount of \$50,000. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds – Community Housing Reserve and to act fully thereon. By request of the Community Preservation Committee, the Harwich Affordable Housing Trust and the Board of Selectmen. Estimated Cost: \$250,000.

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

RENTAL ASSISTANCE PROGRAM

ARTICLE XX: To see if the Town will vote to appropriate from Community Preservation Act Funds - Community Housing Reserve, \$200,000 to fund the rental assistance program for families earning 80% or less than average median income (AMI). Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds-Community Housing Reserve, and to act fully thereon. By request of the Community Preservation Committee and the Harwich Housing Authority. Estimated Cost: \$200,000

The Finance Committee Recommends:
..... ROLL CALL VOTE:

The Board of Selectmen Recommends:
..... ROLL CALL VOTE:

WHITEHOUSE FIELD LIGHTING PROJECT

ARTICLE XX: To see if the Town will vote to appropriate from Community Preservation Act Funds- Undesignated Fund Balance, \$380,360 to replace the current Whitehouse Field Lighting System with a new comprehensive lighting system. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds- Undesignated Fund Balance, and to act fully thereon. By request of the Community Preservation Committee and the Harwich Recreation and Youth Commission. Estimated Cost: \$380,360

The Finance Committee Recommends:
..... ROLL CALL VOTE:

The Board of Selectmen Recommends:
..... ROLL CALL VOTE:

BROOKS PARK FENCING PROJECT

ARTICLE XX: To see if the Town will vote to appropriate from Community Preservation Act Funds- Undesignated Fund Balance, \$72,657 to replace the current fencing at Brooks Park Baseball Field. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds- Undesignated Fund Balance, and to act fully thereon. By request of the Community Preservation Committee and the Harwich Recreation and Youth Commission. Estimated Cost: \$72,657

The Finance Committee Recommends:
..... ROLL CALL VOTE:

The Board of Selectmen Recommends:
..... ROLL CALL VOTE:

HARWICH COMMUNITY PLAYGROUND PROJECT

ARTICLE XX: To see if the Town will vote to appropriate from Community Preservation Act Funds - Undesignated Fund Balance in the amount of \$500,000 to construct a playground at Harwich Elementary School. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds – Undesignated Fund Balance, and to act fully thereon. By request of the Community Preservation Committee and the Board of Selectmen. Estimated Cost: \$500,000

The Finance Committee Recommends:

..... **ROLL CALL VOTE:**

The Board of Selectmen Recommends:

..... **ROLL CALL VOTE:**

REVOLVING FUNDS

AMEND THE CODE OF HARWICH GENERAL BY-LAWS – CHAPTER 8
DEPARTMENTAL REVOLVING FUNDS § 8-1. FUNDS ESTABLISHED

ARTICLE XX: To see if the Town will vote to amend the Departmental Revolving Funds By-law, Section 8-1 of the Town Code, by expanding the scope of fees to be credited to the Wetlands Revolving Fund and the Community Center Revolving Fund as set forth below (the language to be added is shown in underlined text): Further to amend the uses of the Community Center Revolving Fund to include weight room supplies, care and support as well as exercise and educational instructors (the language to be added is shown in underlined text): Or to take any other action relative thereto. By request of the Finance Director, Conservation Administrator and Community Center Director.

<u>Revolving Fund</u>	<u>Authorize to Spend</u> <u>Fund</u> *	<u>Revenue Source</u>	<u>Use of Fund</u>
Community Center	Director & Facilities Committee	Community center exercise and educational classes and 75 % of the fees from use of the weight room	Weight Room equipment maintenance, supplies, care and support. <u>Exercise and educational instructors.</u>
Wetlands	Conservation Commission	Notice of Intent Filing Fees as well as in-lieu fees generated as a result of an approval of a Notice of Intent	<u>Consultants, wetland, buffer zone management and restoration projects</u>

Cemetery	Cemetery Administrator and Cemetery Commission	90% of Lot Sales, 100% of all Cemetery Services and Fees	Maintenance, care and support of town cemetery properties, <u>including part time salary and wages.</u>
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Explanation: 1) To expand the use of the Community Center Revolving Fund to include exercise and educational programs previously charged to the Recreation Revolving Fund. 2) To expand the source of revenue for the Wetlands Revolving Fund to include in-lieu fees. 3) to allow for part time wages to be expended from the Cemetery Revolving Fund.

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

ANNUAL DEPARTMENTAL REVOLVING FUNDS AUTHORIZATION

ARTICLE XX: To see if the Town will vote to set spending limits for various revolving funds that have been authorized pursuant to Section 8.1 of the Town Code: and to act fully thereon. By request of the Finance Director.

<u>Revolving Fund</u>	<u>FY 2020 Spending Limit</u>	<u>Disposition of FY19 Fund balance</u>
Golf Pro Shop and Restaurant Lease Revenue	\$250,000	Available for expenditure
Golf Infrastructure fund	\$140,000	Available for expenditure
Council on Aging	\$125,000	Available for expenditure
Cemetery	\$100,000	Available for expenditure
Community Center	\$100,000	Available for expenditure
Recreation	\$175,000	Available for expenditure
Albro House	\$10,000	Available for expenditure
ADA	\$2,500	Available for expenditure
Wetlands	\$6,000	Available for expenditure
Middle School Cultural Center	\$100,000	Available for expenditure
Sidewalks	\$50,000	Available for expenditure
Tax Title Collection	\$36,000	Available for expenditure

Pet Burial Ground	\$140,000	Available for expenditure
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The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

FUND PRIOR YEAR'S UNPAID BILLS

ARTICLE XX: To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to pay unpaid bills of prior years as provided for in M.G.L. Ch. 44, Section 64, and to act fully thereon. By request of the Finance Director. Estimated cost: \$7,192.87

	Invoice/Debt	Description	Amount	Source
1	Monomoy Regional High School	After Prom Planning Committee Contribution	\$2,500.00	General Funds for Recreation
2	Eastward Companies	Saquatucket Harbor Redevelopment Project Extra	\$ 942.87	Saquatucket Funds for Harbormaster
3	Tighe & Bond	Water Rate Study	\$1,500.00	Retained Earnings for Water
4	Tighe & Bond	Water Rate Study	\$2,250.00	Retained Earnings for Water
		Total:	\$7,192.87	

Explanation:

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

Place Holder OPEB FUNDS

ARTICLE XX:

PRIVATE PETITIONS

DEFRAY THE EXPENSES OF THE CHASE LIBRARY AND HARWICH PORT LIBRARY

ARTICLE XX: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$20,000 to help defray the expenses of the Chase Library and the Harwich Port Library; said funds to be expended under the direction of the Chase Library and Harwich Port Library Trustees, and to act fully thereon. By Petition. Estimated cost: \$20,000

Explanation: Chase Library and Harwich Port Library are free, publicly supported libraries. Town funds have been appropriated either through the general budget or by articles since 1911 (Chase) and 1926 (Harwich Port). These funds are essential for continued operation and for the customary State reimbursements.

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

PROMOTE THE TOWN OF HARWICH

ARTICLE XX: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sufficient sum of money for the Harwich Chamber of Commerce to promote the Town and its businesses and cultural endeavors to advance economic development initiatives for and with the Town of Harwich. Said monies to be used to manage and fulfill year-round visitor/resident/business information services, to promote and market the Town, to generate and initiate materials and activities that encourage the establishment, growth and sustainability of businesses in Harwich, and to implement economic development objectives and activities in partnership with the Town, and to act fully thereon. By Petition. Estimated cost: \$30,000

Explanation: For more than 60 years, Harwich Chamber of Commerce (HCC) has worked in the best interest of Harwich and for the people living in, working in and visiting the Town of Harwich. Since 1995, the citizens of Harwich, through the annual Town Meeting, have voted to fund warrant articles submitted by the Harwich Chamber of Commerce in support of its work promoting the community, providing needed informational services, and developing and advancing economic sustainability and development strategies. We are again requesting the Town's support for the Chamber's efforts in:

(a) providing year-round informational services to residents, visitors, second homeowners, and businesses (over 78,000 visits to our Information Center in 2018)

(b) Support of the Chamber's efforts, in partnership with the Town of Harwich, to develop and implement economic development initiatives to benefit the Town as defined by objectives in the Town's Local Comprehensive Plan, and marketing Harwich's Cultural Districts; the simultaneous designation of both Harwich Port and Harwich Center in 2019.

(c) Promoting the Town of Harwich and its brand: The Warm Side of the Cape, thereby continuing to grow the vitality and economy in the community.

*(a) **Year-Round Information Services:** Harwich's Information Center is open 52 weeks a year. Combining this valuable resource with the Chamber's internet/website portals, New explore boards located at Logan Airport, North and South Stations as well in many locations throughout Massachusetts, New England and Nationally and continued telephone and mail inquiries, Harwich Chamber annually provides more than 320,000 instances of contact with visitors, seasonal and year-round homeowners and residents, organizations and businesses. These connections offer the opportunity to market and promote the Town utilizing our new brand "The Warm Side of the Cape." By being available to meet the needs of our "customers" we are able to encourage patronage of our local amenities and businesses and to connect individuals and businesses with the appropriate Town offices and officials 12 months a year in a friendly, warm and upbeat fashion.*

*(b) **Promoting the Town of Harwich:** The Harwich Chamber continues to be the lead force in promoting the Town of Harwich. By utilizing a multi-faceted approach, HCC strives to position Harwich as a premier destination for local, regional, national and international individuals and families. The marketing strategies are aimed at encouraging residents, second homeowners (current and potential), and visitors to avail themselves of Harwich's recreational amenities, as well as for shopping, dining, vacations, day trips, events and festivals. The plan, which positions Harwich as a desired vacation destination and an outstanding place in which to live and work, includes:*

- 1. The 2019 Harwich Magazine will celebrate our history and our future as well as continue to share our Arts and Culture , the Town's primary comprehensive printed and online publication for attracting visitors to Harwich, and a year round resource for our residents, second homeowners and businesses.*
- 2. The HCC website's robust content complements the Magazine and links to a wide range of Town resources.*
- 3. Ancillary printed and on-line pieces, including specialized maps (cranberry bogs, lodging locator, dining locator, beaches, bike trail) that target market segments and interests. As well as the new Cultural District maps for Harwich Port and Harwich Center.*
- 4. Media placements in local, regional and national publications.*

Special events and festivals are about more than attracting people to town to enjoyable experiences. They are about defining key elements of Harwich's brand and about parlaying those assets into support for our businesses, non-profit organizations, and the community. In 2017 the Harwich Chamber of Commerce in partnership with sponsorships from Harwich Chamber of Commerce members we brought back after a 10 year absence the much loved Fireworks as part of the Harwich Cranberry Festival and continues to grow today. In addition, Fall for Harwich provided the umbrella under which thousands of people were invited to participate in a wide array of more than 30 events, including the half-marathon road race, music festival, bog walks, concerts, teas, arts & crafts, our second sidewalk sale and more. Fall for Harwich and Christmas in Harwich also provide opportunities for our local non-profits to raise much needed funds and increase their visibility. In addition, the Chamber continues to actively engage in creating and implementing new events as well as expanding existing events. In 2018, the Chamber coordinated ten Port Summer Night Musical Strolls in Harwich Port,(traditionally every Wednesday in July & August in 2018 we added the last Wednesday in August and the first Wednesday in September as a thank you to our residents) several musical concerts that

combined opportunities with restaurants and other businesses to increase meals, shopping and a night out with a show. We look forward to continuing to expand these offerings in 2019.

Economic Development: *HCC will continue to collaborate with the Town on economic development strategies and initiatives. Over this past year, HCC has worked tirelessly on behalf of the Town and its businesses and continues to do so with sponsoring gatherings with key partners at the state level bringing them into our town. The Chamber has also provided training, counsel and support to dozens of small businesses challenged to survive in the current economic climate, and has met with several individuals considering locating their business in Harwich. HCC continues to strengthen its collaboration with other local chambers of commerce through the Local Cape Chambers Collaborative (LC3) and the Lower Cape Chambers group. Among the many activities currently underway are:*

With LC3 meeting with the Economic Development Council on regional economic development priorities, identified by local chambers in consultation with town officials

With LC3 continued advocacy on transportation issues, including real time information, bridge issues, issues relating to drug use, attracting more traffic to the Regional Airport and more.

With Lower Cape Chambers hosting the Annual Lower Cape Home & Garden Show this year again to be held at the Cape Cod Tech, trainings, inter-chamber networking (giving greater business-to-business opportunities)

Parking and Connectivity continue to explore opportunities for remote parking lots and transit service for harbors, beaches and other sites with high seasonal demand

The Chamber is honored to partner with the Town on building a better community, but the Chamber relies on the Town's support to help achieve its goals. Without this support, the Chamber's marketing activities will be significantly reduced. We appreciate the past support of the Town of Harwich and request funding for these important, revenue-generating initiatives. Thank you for your consideration.

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

COMMERCIAL SINGLE-USE PLASTIC WATER BOTTLE BAN

ARTICLE XX: To see if the Town will vote to adopt the following as a general by-law and to authorize the Town Clerk to insert it into the appropriate place in the Town Code of Harwich, Massachusetts. By Petition. **Estimated cost: \$0.00**

Section 1. Sale of Single-use Plastic Water Bottles

Effective on September 1, 2021, it shall be unlawful to sell non-carbonated, unflavored drinking water in single-use plastic bottles of less than one gallon in the Town of Harwich.

Section 2. Definitions

A single-use plastic bottle is a beverage container made from any type of plastic resin.

Section 3. Exemptions

Sales or distribution of non-carbonated, unflavored drinking water in single-use plastic bottles occurring subsequent to a declaration of emergency (by the Emergency Management Director or other duly authorized Town, County, Commonwealth or Federal official) affecting the availability and/or quality of drinking water to residents of the Town shall be exempt from this bylaw until seven days after the declaration has ended.

Section 4. Enforcement

Enforcement of this article shall be the responsibility of the Town Administrator or his/her designee.

This bylaw may be enforced through the non-criminal disposition procedures as specified in G. L. Chapter 40 § 21D. The following penalties apply:

First violation: Written warning

Second violation: \$150 fine

Third and subsequent violations: \$300 fine

Each day a violation continues constitutes a separate violation, incurring additional fines. Any such fines collected shall be payable to the Town of Harwich. Estimated cost: \$0

Explanation: Single-use plastic bottles impact environmental health, and the health and longevity of other species, who may ingest plastic as food. Ultimately, plastic re-enters the human food chain where the adverse consequences are both known and emerging. Plastics pollute and impact our environment across their life cycle from production, use and disposal.

Over 1,500 single-use plastic water bottles are used and discarded in the U.S. per second. Elimination of the use of single-use plastic water bottles will have a significant impact on future plastic-based pollution including the nation's greenhouse gas footprint and is consistent with protection of the natural environment in Harwich, Barnstable County, our nation and our earth, which we have a common responsibility to protect and steward.

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

**RESCIND THE ACTION TAKEN AT THE ANNUAL TOWN MEETING May 6, 2019 FOR
ARTICLE 50**

ARTICLE XX: To see if the town will vote to rescind the action taken at the Annual Town Meeting May 6, 2019, Article 50. By Petition. **Estimated cost: \$0.00**

Explanation: Last year's Article 50 is discriminatory and is financially inhibitive to various non-profit organizations that utilize Town properties, including Monomoy Little League, Monomoy Booster Club, Cape Cod Baseball League, et al. Further, it puts an unfair financial burden on small businesses that participate in lo a craft fairs, farmers markets, and beach vendors, et al. The article also did not include a means of enforcement. The action should be rescinded and the group who wrote the article should reconsider the verbiage as well as the intent.

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

NEW CLIMATE POLICY BY-LAW

ARTICLE XX: To see if the Town Will vote to adopt the following as a general by-law and to insert it into the Code of the town of Harwich, Massachusetts. By Petition. **Estimated cost: \$0.00**

Chapter () Climate Policy

§ ()-1 Climate Policy

The Town of Harwich recognizes that the climate emergency, driven by human activity including energy consumption and land use practices and leading to global warming, rising seas, deadly storms, dangerous heat waves, acidifying oceans, and melting ice sheets, poses an imminent threat to the health, safety and economic security of the residents of the Town. The Town of Harwich therefore adopts as its policy the objective of reducing net greenhouse gas emissions from human activity within and by the Town to zero at the earliest technically and economically feasible time, and directs that all officers and departments of the Town take such measures within the scope of their respective responsibilities and authority as may be necessary and prudent to facilitate such policy and objective.

Explanation: This Article would establish a town policy on climate change which recognizes that we are living in a climate emergency that threatens our communities and our childrens' futures. In line with the official policies of the Commonwealth of Massachusetts and supported by the recommendations of scientists worldwide, as reflected in the reports of the Intergovernmental Panel on Climate Change established by the United Nations, this by-law would accept the central goal of reducing net greenhouse gas emissions to zero at the earliest economically and technically feasible time. The science tells us that we must make a significant cut in the current rate of carbon emissions within the next ten years or it will be too late to head off the most catastrophic consequences of rising seas, monster storms, runaway fires, deadly heat waves, and the loss of countless species. This by-law does not set an arbitrary deadline or define the specific steps to attain the goal: that will require a long and challenging process of identifying a multitude of strategies to improve energy efficiency in homes and businesses, to produce renewable power, to increase the use of electric vehicles for private and public transportation, to preserve and expand forested land to offset carbon emissions, and to adopt

new technologies as they emerge to support these goals. The policy does not mandate any new public expenditures: every action is measured by technical and economic feasibility, and most improvements in energy efficiency and renewable power generation now offer financial savings or new revenue streams that should reduce net public spending. The bottom line, however, is that there is no time to lose to begin the hard work of finding ways to reduce carbon emissions.

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

CUSTOMARY ARTICLES

SUPPLEMENT THE ANNUAL ALLOCATION OF MASS CULTURAL COUNCIL FOR LOCAL CULTURAL COUNCIL GRANTS

ARTICLE XX: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sufficient sum of money to supplement the Massachusetts Cultural Council annual allocation for community grant awards to artists, performers, and interpretive scientists who bring events and programs to local venues which enhance the cultural experience of Harwich citizens of all ages, and to act fully thereon. By request of the Harwich Cultural Council. Customary Article. Estimated Cost: \$3,900.

Explanation:

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

HERRING FISHERIES

ARTICLE XX: To see what action the Town will take in regard to the Herring Fisheries and to act fully thereon. Customary Article.

The Finance Committee Recommends:

..... ROLL CALL VOTE:

The Board of Selectmen Recommends:

..... ROLL CALL VOTE:

APPENDIX A – Sample Ballot

APPENDIX B – Budget

APPENDIX C

CPC, TA and Capital Outlay Committee Recommendations		TOWN OF HARWICH CAPITAL PLAN REQUEST SUMMARY (FY 21 TO 27)					Original 9/30/2019					
Department	Project	Funding Source	CPC Approved	TA Rec	COC Rec Voted	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
ADMINISTRATION												
Admin	Harwich Center ADA Sidewalk Project	FC		\$ -		\$ -	\$ 50,000	\$ -				
	Harwich Center ADA Sidewalk Pro. ADA/CDBG Grant (\$1 Million)	Grant		\$ -		\$ -		\$ 1,000,000				
Admin	Harwich Center Initiative						TBD					
Admin	Albro House - Renovations (See also Facility Maintenance)		\$ -	\$ -			TBD					
Admin	Walkway Reconstruction Rte 28 SAQ to Harwichport (Supplemental)	FC		\$ -	\$ -	\$ -	\$ 200,000					
Admin	Walkway Reconstruction Rte 28 SAQ to Harwichport (Supplemental)GRANT	Grant		\$ -	\$ -	\$ -	\$ 400,000					
Admin	Walkway Reconstruction Bank Street Harwich Center to Rte 28			\$ -	\$ -	\$ -	\$ -	\$ 450,000				
Admin	Former West Harwich School on Bells Neck			\$ -	\$ -	\$ -	TBD					
Admin	School House Road Revision to Site Plan Expand Parking Lot	FC					TBD					
Admin	Green/Fuel Efficient Fleet Replacement Schedule (Need Revisions)	Oper.Budget		\$ -	Under \$50K	\$ -	\$ 30,000	\$ 30,000	\$ 32,000	\$ 32,000	\$ 35,000	\$ 35,000
ADMIN SUB-TOTAL			\$ -	\$ -	\$ -	\$ -	\$ 680,000	\$ 1,480,000	\$ 32,000	\$ 32,000	\$ 35,000	\$ 35,000
AFFORDABLE HOUSING TRUST (AHT)												
AHT	AHT Funding for Housing and Part Time Coordinator (\$500K H/ \$50K PT) [CH	CPC Housing	\$ 250,000	\$ 550,000	\$ 550,000	\$ 550,000						
AHT	Deacon's Folly Land Acquisition (AHT \$600K and Con Com \$600K) [OS7]	CPC - OS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AHT SUB-TOTAL			\$ 250,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CEMETERY												
Cemetery	Pine Grove Cemetery Gravestone Conservation (HP1)	CPC Historic	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000						
Cemetery	Island Pond Arboretum Implementation of Master Plan (Construction)	Grant		\$ 100,000	\$ 100,000	\$ 100,000						
Cemetery	Island Pond Arboretum Master Plan (Study)	Grant	\$ -	\$ 43,000	\$ 43,000	\$ 43,000						
Cemetery SUB-TOTAL			\$ 75,000	\$ 218,000	\$ 218,000	\$ 218,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CHANNEL 18												
Channel 18	Main Control (playback, servers)	PEG Grant				\$ 37,450					\$ 17,650	
Channel 18	Field Production Equipment	PEG Grant							\$ 4,388		\$ 4,388	
Channel 18	Edit Computers	PEG Grant									\$ 2,859	
Channel 18	Production Studio: Cameras/Lighting	PEG Grant				\$ 32,784						
Channel 18	Meeting Rooms (5 - various locations)	PEG Grant				\$ 97,000	\$ 66,470	\$ 66,470		\$ 47,863		\$ 45,000
Channel 18 SUB-TOTAL				\$ 134,450	\$ -	\$ 134,450	\$ 99,254	\$ 66,470	\$ 4,388	\$ 47,863	\$ 24,897	\$ 45,000
CONSERVATION												
Conservation	Harwich Artificial Reef (Additional Project)	GRANT					\$ 250,000	\$ -	\$ -			
CONSERVATION SUB-TOTAL			\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -
ENGINEERING												
Engineering	MS4 Municipal Surface Drainage Plan and Improvements [Per Permit]	Oper.Bud.		\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 40,000	\$ 40,000	\$ 100,000	\$ 100,000
Engineering	Crossing Lights - Depot Road South (R11)	CPC-UN/Rec	\$ -	\$ 27,000	Under 50K	\$ 27,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
ENGINEERING SUB-TOTAL				\$ 77,000	\$ 50,000	\$ 127,000	\$ 130,000	\$ 130,000	\$ 70,000	\$ 70,000	\$ 100,000	\$ 100,000
FACILITY MAINT-DPW												
Facility Main-DPW	Brooks Library Roof	FC		\$ 148,500	\$ 148,500	\$ 148,500	\$ -	\$ -				
Facility Main-DPW	Implement Facilities Wide ADA Compliance Plan Improvements	FC		\$ -	Under \$50K	\$ -	\$ 11,605	\$ 75,235				
Facility Main-DPW	Implement Facilities Wide ADA Compliance Plan Improvements (MOD Grant)	GRANT		\$ 350,000	\$ 350,000	\$ 350,000	\$ -	\$ -				
Facility Main-DPW	Replace Transfer Station Scale Decking	FC		\$ 55,000	\$ 55,000	\$ 55,000						
Facility Main-DPW	5 Bells Neck Roof Repair	FC		\$ -	Under \$50K	\$ 20,000						
Facility Main-DPW	Cultural Center Systems Generator	FC		\$ -	\$ -	\$ -	\$ 70,000	\$ -				
Facility Main-DPW	Cultural Center - Boiler Replacement					\$ 160,000	\$ -			\$ -	\$ -	
Facility Main-DPW	Remove and Replace Privacy Fence					\$ 55,000						
Facility Main-DPW	Replace 3 Condensing Units and Air Handlers						\$ 275,000					
Facility Main-DPW	Cultural Center - Window Replacement Sash Windows that Failed						\$ 200,000	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -
Facility Main-DPW	Community Center Roof Replacement						\$ 240,000	\$ -	\$ -	\$ 120,000	\$ -	\$ -
Facility Main-DPW	Community Center Boiler Replacement							\$ -	\$ 115,000	\$ -	\$ -	\$ -
Facility Main-DPW	Community Center Systems Generator									\$ 1,200,000	\$ -	\$ -
Facility Main-DPW	DPW Facilities and Mechanic Shop									\$ -	\$ -	\$ 451,590
Facility Main-DPW	Redesign Recycling Area									\$ -	\$ -	\$ 75,000
Facility Main-DPW	Golf Pro Shop A/C Replacement											\$ 526,590
FACILITY MAINTENANCE SUB-TOTAL				\$ 553,500	\$ 553,500	\$ 425,000	\$ 296,605	\$ 550,235	\$ 440,000	\$ 235,000	\$ 1,200,000	\$ 526,590
FIRE												
Fire	Phased Police and Fire Radio System	FC		\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ -
Fire	Phased Police and Fire Radio System (Grant Portion if Applicable)	FC		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire	Lockers HQ			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire	Ambulance Replacement Program	FC		\$ 378,225	\$ 378,225	\$ 378,225	\$ -	\$ 386,636	\$ -	\$ 405,969	\$ -	\$ 418,148
Fire	Air Pack Replacement Program - (Town Funded Portion)	FC		\$ 20,000	\$ 20,000	\$ 20,000	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -
Fire	Air Pack Replacement Program - (Federal/State Grant Funded Portion)	GRANT		\$ 380,000	\$ 380,000	\$ 380,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire	Staff Car			\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
Fire	Pumper and Ladder Request converted to Pumper/Ladder called Quint	DE		\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FIRE SUB-TOTAL				\$ 1,878,225	\$ 1,878,225	\$ 1,878,225	\$ 460,000	\$ 786,636	\$ 200,000	\$ 605,969	\$ 200,000	\$ 418,148
GOLF												
Golf	Tree Work Front 9 (Final year of 6 Year Project)	Golf Im. Fund		\$ 35,000	Under \$50K	\$ 35,000	\$ -					
Golf	Design and Feasibility of 3 hole Practice and Putting Course	Golf Im. Fund		\$ 35,000	Under \$50K	\$ 35,000		TBD				
Golf	Renovate Cart Path (Following Mungean Plan) Hole 10 FY21 & Hole 1 FY 22	Golf Budget		\$ 41,500	Under \$50K	\$ 41,500	\$ 14,500					
Golf	Various Mowing Equipment per Lease	Golf Budget		\$ 87,050	\$ 87,050	\$ 87,050	\$ 87,050	\$ 87,050	\$ 87,050	\$ 87,050	\$ 87,050	\$ 87,050
Golf	Replace Truck with Ford F350	Golf Budget		\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -
Golf	Improvements to Nets at Driving Range (Back FY 22 & Main FY 23)	Golf Budget		\$ -	\$ -	\$ -	\$ 30,870	\$ 34,800	\$ -	\$ -	\$ -	\$ -
Golf	New Tee Box Improvements - Mungean Plan (Two Year Project)	Golf Im. Fund		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,000	\$ 149,000	\$ 149,000
Golf	Golf Course Irrigation Update	Golf Funds		\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
GOLF SUB-TOTAL				\$ 198,550	\$ 87,050	\$ 198,550	\$ 207,420	\$ 276,850	\$ 162,050	\$ 311,050	\$ 224,000	\$ 75,000

APPENDIX C

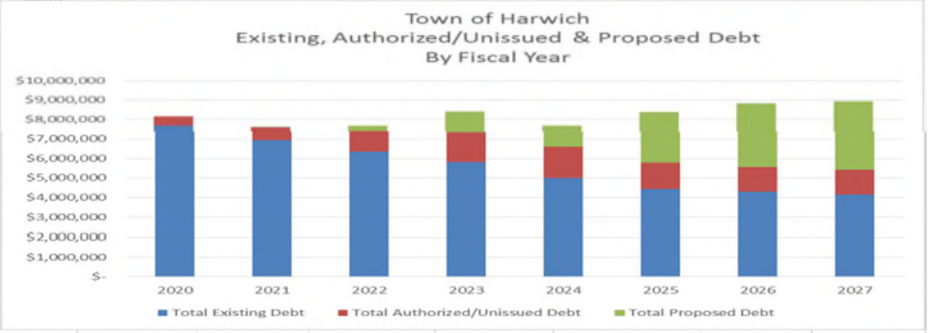
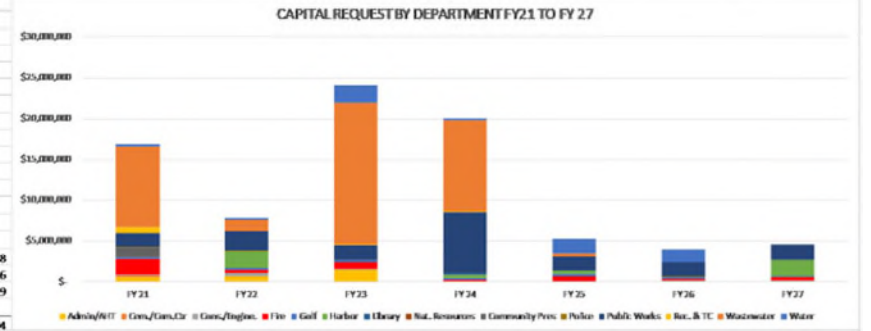
HARBORMASTER													
Harbormaster	Allen Harbor Jetty Reconstruction (Construction)				\$ -	\$ -	\$ 2,000,000	\$ -					
Harbormaster	Round Cove Bulkhead Replacement (Study, Design and Construction)						\$ -	\$ 42,000	\$ 420,000	\$ -	\$ -		
Harbormaster	Herring River Ramp Replacement (Study, Design and Construction)						\$ -		\$ 21,000	\$ 210,000			
Harbormaster	SAQ Harbor North & East Bulkhead (Offloading Area) Reconstruction								\$ -	\$ 157,500	\$ -	\$ 1,575,000	
Harbormaster	Wychmere Outer Harbor Dredging							\$ -	\$ -	\$ -	\$ -	\$ 525,000	
Harbormaster	Harbormaster Truck Replacement							\$ -	\$ -	\$ -	\$ 42,000	\$ -	
HARBORMASTER SUB-TOTAL					\$ -	\$ -	\$ 2,000,000	\$ 42,000	\$ 441,000	\$ 367,500	\$ 42,000	\$ 2,100,000	
LIBRARY													
Library	Library Interior Modifications/Renovations				\$ -	\$ -	\$ 40,000		\$ 150,000	\$ -	\$ -		
LIBRARY SUB-TOTAL					\$ -	\$ -	\$ 40,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	
NATURAL RESOURCES													
Natural Resources	Ford F-150 for Natural Resources Dept	FC			\$ -			TBD					
NATURAL RESOURCES SUB-TOTAL					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
PLANNING													
Planning	Housing Trust/PT Housing Coordinator (See Affordable Housing Trust)	CPC-Housing			\$ -	\$ -	\$ -	\$ -	TBD	TBD	TBD	TBD	TBD
PLANNING SUB-TOTAL					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
POLICE													
Police	Taser Replacement (5 year Program - 3 of 3 years to Pay)	FC			\$ 14,910	Under \$50K	\$ 14,910	\$ -	\$ 37,000	\$ 15,000	\$ 15,000	\$ -	
Police	Replacement of Bullet Resistant Vests (Town Portion (Project 60%)							\$ 24,000	\$ -				
Police	Replacement of Bullet Resistant Vests (Federal 40% State ? Has been 40%)							\$ 16,000	\$ -				
Police	Ballistic Helmets										\$ 20,000	\$ -	
Police	Digital Fingerprint Machine (Normal Replacement)						\$ 30,000	\$ -	\$ 24,000	\$ -			
Police	Electronic Sign Board												
POLICE SUB-TOTAL					\$ 14,910	\$ -	\$ 14,910	\$ 30,000	\$ 40,000	\$ 61,000	\$ 15,000	\$ 35,000	\$ -
PUBLIC WORKS													
Public Works	5 Year Road Maintenance Plan (Traditionally funded by DE & Chapter 90)	DE			\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000
	Harwich portion of State Gas Tax Allocation	Ch. 90			\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000
Public Works	West Harwich Route 28 Design(\$125K in FY 20 & Construction via Fed Funds)	Incl. in 5-Yr Pl.			\$ -			\$ -	\$ 50,000				
	West Harwich Route 28 Design(Construction via Fed Funds)	TIP Fed Grant						\$ -	\$ 5,600,000				
Public Works	Route 39/Pleasant Bay Road Roundabout (If Needed)				\$ -	\$ -	\$ 600,000						
Public Works	6 Wheel Dump Truck #7	FC			\$ -	\$ -	\$ 175,000						
Public Works	Ford E-250 Van #28	FC			\$ 35,000	Under \$50K	\$ 35,000						
Public Works	Catch Basin Cleaner	FC			\$ 215,000	\$ 215,000	\$ 215,000						
Public Works	Vehicle Listing (FY 22 to 27) Summary						\$ -	\$ 330,000	\$ 320,000	\$ 315,000	\$ 320,000	\$ 355,000	\$ 385,000
PUBLIC WORKS SUB-TOTAL					\$ 1,650,000	\$ 1,615,000	\$ 1,825,000	\$ 2,330,000	\$ 1,720,000	\$ 7,365,000	\$ 1,720,000	\$ 1,755,000	\$ 1,785,000
REC & YOUTH													
Rec & Youth	Brooks and Sen. Memorial Field Fencing Project (R9)	CPC-Rec			\$ 72,657	\$ 72,657	\$ 72,657	\$ 112,000					
Rec & Youth	Sand Pond Revitalization Phase 2 (R8)	CPC-Rec			\$ -	\$ -	\$ -	\$ 83,500	\$ -				
Rec & Youth	Whitehouse Field Lighting Improvements	CPC-Rec			\$ 380,360	\$ 380,360	\$ 380,360	\$ 455,360					
	Whitehouse Field Lighting Improvements (Grants or Matching Funds)												
Rec & Youth	Red River Beach Bulkhead (23)							TBD	\$ -				
Rec & Youth	Cahoon Road Beach Restroom								\$ 125,000	\$ -			
RECREATION AND YOUTH SUB-TOTAL					\$ 453,017	\$ 453,017	\$ 453,017	\$ 650,860	\$ -	\$ 125,000	\$ -	\$ -	\$ -
TOWN CLERK													
Town Clerk	Records Retention - Contracting out Records Review and Reduction (TH)	CPC - Historic			\$ -	\$ -	Under \$50K	TBD					
Town Clerk	Voting Machines - Updates and Enhancements						Under \$50K		\$ 32,500				
TOWN CLERK SUB-TOTAL					\$ -	\$ -	\$ -	\$ -	\$ 32,500	\$ -	\$ -	\$ -	\$ -
WASTEWATER													
Wastewater	(CWMP Revisions currently under development)												
Wastewater	DHY Community Partnership - CWMP Revisions				\$ -								
Wastewater	DHY - CWMP Revisions Phase 3 Harwich Share of Treatment	DE*			\$ -		\$ 1,500,000	\$ 17,400,000					
Wastewater	DHY - CWMP Revisions Phase 3 Harwich Distribution & Connection				\$ -			\$ 1,500,000	\$ 11,200,000				
Wastewater	CWMP Phase 2 Contract 3 Pleasant Bay South	DE*			\$ -	\$ -	\$ 8,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Wastewater	CWMP Phase 4 Pleasant Bay(North)Watershed Collection Sys. Des. & Con.				\$ -								
Wastewater	Evaluate Phosphorus issues in Seymour Pond & Restoration	CPC-Op.Sp.			\$ -			\$ 75,000	\$ -	\$ 350,000	\$ -	\$ -	
WASTEWATER SUB-TOTAL					\$ -	\$ -	\$ 9,900,000	\$ 1,500,000	\$ 17,475,000	\$ 11,200,000	\$ 350,000	\$ -	\$ -
WATER													
Water	New Source Exploration (Planning 2021/Development 2023)	Water Rate			\$ 250,000	\$ 250,000	\$ 250,000	\$ 500,000					
Water	Route 28 Water Main Replacement Design and Construction				\$ -	\$ -	\$ -	\$ 100,000	\$ 2,000,000				
Water	Station 8 Generator				\$ -	\$ -		\$ 50,000					
Water	Replace Ford Ranger and F-250 Models							\$ 125,000	\$ 75,000				
Water	Various Access Road Pavement								\$ 175,000	\$ -			
Water	Pleasant Lake Avenue Tank Rehabilitation							\$ -	\$ -	\$ 1,750,000	\$ -	\$ -	
Water	Phase 1 Discontinuity of Pipes per Masterplan 6,450 ft of Pipe							\$ -	\$ -	\$ -	\$ 1,500,000	\$ -	
WATER SUB-TOTAL					\$ 250,000	\$ 250,000	\$ 250,000	\$ 150,000	\$ 2,125,000	\$ 175,000	\$ 1,825,000	\$ 1,500,000	\$ -

APPENDIX C

GRAND TOTALS (including Other/Private CPC Listed below)				\$ 5,977,652	\$ 5,654,792	\$ 17,368,030	\$ 8,173,279	\$ 24,724,691	\$ 20,425,438	\$ 5,579,382	\$ 5,115,897	\$ 5,084,738
Non-Town/Private	CPC Applications											
Chase Library Assoc	Historic Restoration of Door and Entrance (HP 2)	CPC - Title	\$ 15,000	\$ -	\$ 10,500							
HDHC	Update of Historic Areas and Property Inventory (HP 3)	CPC - Title	\$ 34,500	\$ -	\$ 34,500							
CDP	Lower Cape Housing Institute (CHS)	CPC - Housing	\$ 7,500	\$ -	\$ 15,000							
Housing Authority	Rent/Buy Down Program	CPC - Housing	\$ 200,000	\$ -	\$ 200,000							
REOS	6.5 Acre Walkers Pond (OS 6)	CPC - OS	\$ -	\$ -	\$ 250,000							
Con Comm	Maintenance of Town Owned Land (R12)	CPC - Rec	\$ 20,000	\$ -	\$ 20,000							
Messant Bay Boatin	P.B. Community Boating Accessible Dock Project (R13)	CPC - Rec	\$ 25,000	\$ -	\$ 25,000							
HES	Harwich Community Playground Project (R14)	CPC - Rec	\$ 500,000	\$ -	\$ 641,035							
Other/Private	TOTAL CPC Requests		\$ 802,000	\$ -	\$ 1,196,035	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Department	Project	CPC Approved	TA Rec	FY 21 - FY 27									
				FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27			
Funding Summary	Funding Summary												
	DEPIS												
	Admin/AH/		\$ -	\$ 500,000	\$ 680,000	\$ 1,480,000	\$ 32,000	\$ -	\$ 32,000	\$ -	\$ 35,000	\$ -	\$ 35,000
	Borrowing within Prop 2 1/2		\$ -	\$ 218,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	FC - Free Cash		\$ 866,635	\$ -	\$ 127,000	\$ 380,000	\$ 130,000	\$ 70,000	\$ 70,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
	Public Education Grants (PEG)		\$ 134,450	\$ -	\$ 134,450	\$ 99,254	\$ 66,470	\$ 4,388	\$ 47,861	\$ 24,897	\$ 45,000	\$ -	\$ -
	EPA - Reauthorized Previous Appropriation		\$ -	\$ -	\$ 425,000	\$ 296,605	\$ 550,235	\$ 440,000	\$ 235,000	\$ 1,200,000	\$ 526,500	\$ -	\$ -
	Community Preservation Funds		\$ 1,580,017	\$ -	\$ 1,878,225	\$ 460,000	\$ 786,636	\$ 200,000	\$ 605,969	\$ 200,000	\$ 418,148	\$ -	\$ -
	Cometary Revenue (Revolving/Grants)		\$ -	\$ -	\$ 198,550	\$ 207,420	\$ 276,850	\$ 162,050	\$ 311,050	\$ 224,000	\$ 75,000	\$ -	\$ -
	Debt Exclusion		\$ 1,800,000	\$ -	\$ -	\$ 2,000,000	\$ 42,000	\$ 441,000	\$ 367,500	\$ 42,000	\$ 2,100,000	\$ -	\$ -
	Grants		\$ 873,000	\$ -	\$ -	\$ 40,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Golf Funds (Maintenance/Operating/Etc)		\$ 198,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Chapter 90		\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Water Enterprise - Retained Earnings		\$ -	\$ 14,910	\$ 30,000	\$ 40,000	\$ 61,000	\$ 15,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -
	Water Enterprise Account - Revenues		\$ 250,000	\$ -	\$ 1,825,000	\$ 2,330,000	\$ 1,720,000	\$ 7,365,000	\$ 1,720,000	\$ 1,755,000	\$ 1,785,000	\$ -	\$ -
	OB - Operating Budget		\$ 50,000	\$ -	\$ 650,860	\$ -	\$ 32,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Other: Operating Budget Encumbered		\$ -	\$ -	\$ 9,900,000	\$ 1,500,000	\$ 17,475,000	\$ 11,200,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -
	Confirmation Total		\$ 6,452,652	\$ -	\$ 250,000	\$ 150,000	\$ 2,125,000	\$ 175,000	\$ 1,825,000	\$ 1,500,000	\$ -	\$ -	\$ -
	Variance		\$ (425,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL		\$ 17,368,030	\$ 8,173,279	\$ 24,724,691	\$ 20,425,438	\$ 5,579,382	\$ 5,115,897	\$ 5,084,738	\$ -	\$ -	\$ -	\$ -

FREE CASH	Available Free Cash	\$ 1,446,115	Community Preservation
Capital Budget Items	\$ 866,635		Available
Monomy Regional School District	\$ -		Est. FY 21
Snow and Ice	\$ -		UND./Rec. \$ 1,440,064
OPEB	\$ -		Open Sp. \$ 483,316
Cultural Center Operations Subsidy	\$ 100,000		Historic \$ 408,719
Sewer Enterprise	\$ 250,000		Housing \$ 346,011
Chamber of Commerce	\$ 30,000		TOTAL \$ 2,713,011
Libraries	\$ 20,000		REQUEST TOTALS
Cultural Council	\$ 3,000		UND./Rec. \$ 1,440,065
Operating Small Capital Items	\$ 140,000		Open Sp. \$ 250,000
Prior Years Unpaid Bills	\$ 3,500		Historic \$ 128,000
Available Balance	\$ 32,080		Housing \$ 705,000
TOTAL ALLOCATED	\$ 1,414,035		TOTAL \$ 2,705,065
			Funding CPC Voted
			UND./Rec \$ 1,088,506
			Open Sp. \$ 20,000
			Historic \$ 124,500
			Housing \$ 346,011
			TOTAL \$ 1,580,017
			Variance by Cat.
			UND./Rec \$ 352,458
			Open Sp. \$ 443,316
			Historic \$ 335,219
			Housing \$ -
			TOTAL \$ 1,130,994



APPENDIX C

Notes

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



732 MAIN STREET, HARWICH
02645

Robert C. Lawton, Jr.
Interim Assistant Town Administrator

MEMO

TO: Joseph Powers
Interim Town Administrator

FROM: Robert C. Lawton, Jr.
Interim Assistant Town Administrator

RE: Change Order Harwich Fire Station 2

DATE: April 22, 2020

We received a request for two small change orders to the integrated electronic security system at Harwich Fire Station 2 in the total amount of \$1,523.72.

Chief Clark has provided a detailed review of the two requests, copy attached, and has identified the source of funding.

I have reviewed the requests with Scott Tyldesley, who is overseeing this part of the project, and agree with his and the Fire Chief's recommendations. I would recommend that the Board of Selectmen approve the two change orders in the amounts of \$755.52 and \$768.20.

RCL



Harwich Fire Department



Fire Suppression

Prevention

Emergency Services

Norman M. Clarke Jr., **Chief of Department**

David J. LeBlanc, Deputy **Fire Chief**

Change orders to Integrated Electronics Security System at Harwich Fire Station 2

Galaxy Integrated Technologies was selected through a bid process to install the security and surveillance system at our new station 2. The cost of the security system was contained within the owner's cost section of this project. Accordingly, these change orders are outside the scope of the Mill City Change orders that have been addressed and approved by this board in the past. The work represented on these change orders was completed months ago.

Our original design for mounting call status monitors in the Station 2 Day Room was not going to work based on actual construction features as opposed to the architectural drawings. We required a rework and different mount. We requested a change through KBA and Mill City several times and did not receive a change solution. With project completion nearing we requested an option from Galaxy which they quickly provided and executed on with our approval.

Change order #1: Galaxy to furnish and install dual monitor mount in Day Room.

\$545.52	Materials and equipment
\$180.00	Labor
<u>\$30.00</u>	Shipping & Handling
\$755.52	

As we approached the end of the project we came to realize that we required keypads on three of the doors so as to allow us to provide a means of access for mutual aid companies (other fire departments) coming to our station to provide "cover" during large scale events such as structure fires. We were able to exchange the original card key readers for the more expensive keypads.

Change order 2: Furnish and install card readers with integral keypads at (3) portals.

\$468.20	Materials and equipment
\$270.00	Labor
<u>\$30.00</u>	Shipping & Handling
\$768.20	

Documents attached include signed quotes for both change orders and invoices showing charged amounts.

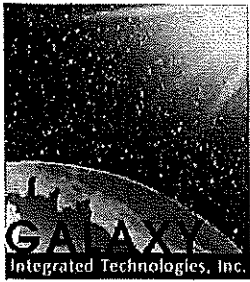
Funding: These change orders will be funded by Article 24 from May 7, 2018 providing for the overall construction of Station 2.

Norman M. Clarke Jr. Date

Quotes signed by Galaxy Rep
Scott Feingold Date

Carol Coppola Date

Larry Ballantine Date



Galaxy Integrated Technologies, Inc.
 100 Leo M. Birmingham Pkwy
 Brighton, MA 02135
 Phone: (617) 202-6388
 Fax: (617) 202-6390

DATE	INVOICE #
1/31/2020	102187

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

P.O. NO	TERMS	DUE DATE	JOB #
Carol Coppola	Net 30	3/1/2020	TOWNHARW-Z18-0659

DESCRIPTION	AMOUNT
PROJECT: Town of Harwich, 149 Route 137, ATTN: Scott Tyldesley, Harwich, MA 02645	
Galaxy to furnish and Install Integrated Electronic Security System for the New Harwich Fire Station 2, Harwich, MA. This includes Card Access, Alarm Monitoring, Intercom Communication, and Video Surveillance Systems.	
Change Order #1: Galaxy to furnish and install Dual Monitor Mount in Day Room.	
CO#2: This Change order is to furnish and install Card Readers with Integral Keypads at (3) Portals. Pricing per ITC71 State Contract # VC6000187522.	
Installation Labor	18,000.00
Technician Labor	9,000.00
Project Management	7,200.00
Materials & Equipment - CO1	545.52
Technician Labor - CO1	180.00
Shipping & Handling - CO1	30.00
This invoice is for 100% of the labor portion & CO1 of the above referenced job.	

INVOICE OUTSTANDING

*OK (ST)
SECTION 2 SECURITY*

VENDOR #	13726	
INV #	102187	
ORG	OBJECT	AMOUNT
CHYAMA	1018224	\$34,955.52
APPROVED BY	DEPARTMENT HEAD	
WARRANT NO.	WARRANT DATE	
Phone #	Fax #	Web Site
(617) 202-6388	(617) 202-6390	www.galaxyintegrated.com

Project # 1824

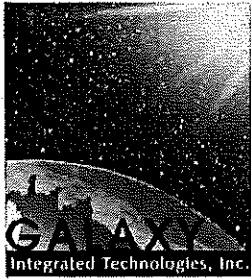
INVOICE TOTAL DUE	\$34,955.52
Project Payments/Credits	49,051.30

Project Balance	34,955.52
------------------------	-----------

T20044

Feb 27, 2020

Payment Terms: Net 30. A 21% finance charge will be assessed to all amounts past 30 days. 100% of the total equipment price plus startup cost will be billed when the proposal is signed or upon receipt of a P.O. 75% of the total labor will be billed once devicing begins. Equipment will be ordered and the job will be scheduled once initial payment is received in full.



Galaxy Integrated Technologies, Inc.
100 Leo M. Birmingham Pkwy
Brighton, MA 02135
Phone: (617) 202-6388
Fax: (617) 202-6390

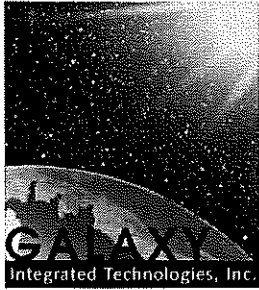
DATE	INVOICE #
1/31/2020	102187

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

P.O. NO	TERMS	DUE DATE	JOB #
Carol Coppola	Net 30	3/1/2020	TOWNHARW-Z18-0659

Phone #	Fax #	Web Site
(617) 202-6388	(617) 202-6390	www.galaxyintegrated.com

Payment Terms: Net 30. A 21% finance charge will be assessed to all amounts past 30 days. 100% of the total equipment price plus startup cost will be billed when the proposal is signed or upon receipt of a P.O. 75% of the total labor will be billed once devicing begins. Equipment will be ordered and the job will be scheduled once initial payment is received in full.



Galaxy Integrated Technologies, Inc.
 100 Leo M. Birmingham Pkwy
 Brighton, MA 02135
 Phone: (617) 202-6388
 Fax: (617) 202-6390

DATE	INVOICE #
2/17/2020	102252

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

P.O. NO	TERMS	DUE DATE	JOB #
Carol Coppola	Net 30	3/18/2020	TOWNHARW-Z18-0659

DESCRIPTION	AMOUNT
<p>PROJECT: Town of Harwich, 149 Route 137, ATTN: Scott Tyldesley, Harwich, MA 02645</p> <p>Galaxy to furnish and Install Integrated Electronic Security System for the New Harwich Fire Station 2, Harwich, MA. This includes Card Access, Alarm Monitoring, Intercom Communication, and Video Surveillance Systems.</p> <p>CO#2: This Change order is to furnish and install Card Readers with Integral Keypads at (3) Portals. Pricing per ITC71 State Contract # VC6000187522.</p> <p>Installation Labor Materials & Equipment - CO2 Technician Labor - CO2 Shipping & Handling - CO2</p> <p>This invoice is for 100% of CO2 & the remaining balance of the installation labor of the base job of the above referenced job.</p>	<p><i>INVOICE OUTSTANDING</i></p> <p>1,748.70 468.20 270.00 30.00</p>

INVOICE TOTAL DUE	<u>\$2,516.90</u>
Project Payments/Credits	49,051.30

Project Balance	37,472.42
------------------------	------------------

Phone #	Fax #	Web Site
(617) 202-6388	(617) 202-6390	www.galaxyintegrated.com

Payment Terms: Net 30. A 21% finance charge will be assessed to all amounts past 30 days. 100% of the total equipment price plus startup cost will be billed when the proposal is signed or upon receipt of a P.O. 75% of the total labor will be billed once devicing begins. Equipment will be ordered and the job will be scheduled once initial payment is received in full.



Galaxy Integrated Technologies, Inc.
 100 Leo M. Birmingham Pkwy, Brighton MA 02135
 Ph: 617-202-6388 Fax: 617-202-6389

QUOTATION

DATE: November 18, 2019	QUOTATION # : HARWICH Z18-0659 CO#1 SALES PERSON: Scott Feingold
BILL TO: Town of Harwich 732 Main Street Harwich MA 02645 Accounts Payable 508-430-7541	JOB LOCATION: Harwich Fire Station #2 149 Route 137 Harwich MA 02645 Scott Tyldesley 508-430-7546

Furnish and Install Integrated Electronic Security System for the New Harwich Fire Station 2, Harwich, MA-Card Access, Alarm Monitoring, Intercom Communication, and Video Surveillance Systems for the New Harwich Fire Station 2. This Quotation includes Scope of Work Delineated on Drawings E0.01, E5.00, E5.01 Dated May 30, 2019.
This Potential Change order is to furnish and install Dual Monitor Mount in Day Room.
Pricing per ITC71 State Contract # VC6000187522.

EQUIPMENT	
INSTALLATION	
TECHNICIAN/PROGRAMMING	
PROJECT MANAGEMENT	
ENGINEERING	
DISCOUNT	
SHIPPING AND HANDLING	
SALES TAX EXEMPT FORM ON FILE	
TOTAL:	\$755.52

GALAXY INTEGRATED TECHNOLOGIES TO:

Please see attached "Galaxy Responsibilities"

Permit to be prepaid and added to invoice along with charges for time to acquire permit.

CUSTOMER TO:

Please see attached "Customer Responsibilities"

NOTE:

All work to be done open shop unless specified in terms.

All work to be done during regular business hours 8:00-4:30 pm Mon-Fri. Any deviation from these hours will be charged at a time and a half hourly rate to the Client accordingly.

Client to allow full access to all work areas without any restrictions or down time waiting for rooms or areas.

Any delays waiting for rooms, or areas to become available for working in will result in a charge per hour at the regular Galaxy Technician rate.

Issuance of a purchase order for this particular project shall be deemed acceptance by you (The Client) to the terms set forth herein.

If there are any conflicts between any provision in this proposal and your purchase order, the language of this proposal shall control, and further, any provision in your purchase order that purports to claim its language shall control shall be deemed stricken.

Any unforeseen field conditions will result in a change order for the difference in time and material.

Any jobs canceled after equipment is ordered will result in a 35% restocking fee for equipment that is returnable.

Customer will be responsible to pay 100% for any equipment non-returnable if job is canceled.

PAYMENT TERMS:

Net 30 days (All terms contingent upon credit approval) A 21% finance charge will be assessed to all amounts past 30 days.

100% of the total equipment price plus start up cost will be billed when the proposal is signed or upon receipt of a P.O.

75% of the total labor will be billed once devicing begins.

A total of 90% of the total labor will be billed when all field equipment is 100% mounted.

The last 10% of the total labor and any other items will be billed when the final programming and testing is complete.

All change orders will be billed separately and will not hold up payments on the initial job percentages due for payment.

Equipment will be ordered and the job will be scheduled once initial 1st payment is received in full.

Equipment only orders will be billed and must be paid 100% before Galaxy orders equipment.

WARRANTY: One Year for Parts supplied and installed by Galaxy and 60 Days for Labor

Form #2014-1



Galaxy Integrated Technologies, Inc.
 100 Leo M. Birmingham Pkwy, Brighton MA 02135
 Ph: 617-202-6388 Fax: 617-202-6389

QUOTATION: HARWICH Z18-0659 CO#1

GALAXY INTEGRATED TECHNOLOGIES, INC. (GIT) will provide competent personnel for performance of service as herein stated. For such service, customer agrees to designate one responsible individual who is authorized to call for service.

SERVICE HOURS: FIVE DAY WEEK: MONDAY TO FRIDAY: 8:30AM TO 4:30PM

GIT will not be responsible for equipment or parts which are in disrepair due to misuse, accident or mishandling by others not authorized to service this equipment during our agreement time.

GIT will not be responsible for damages caused by fire, the elements, civil commotion, malicious mischief, negligence of the customer, its agents or acts by God.

All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the estimate. All workers are fully covered by Workmen's Compensation Insurance.

This proposal shall be voidable, at our option, unless accepted and delivered to us within thirty (30) days of the date hereof. This proposal is the property of GIT. It is not for publication and is issued expressly on the condition that it is not to be copied, reprinted or reproduced in any manner; nor is it to be disclosed to any third party, either wholly or in part, without the express written consent of GIT.

Proposed By:

Accepted By:

Galaxy Integrated Technologies, Inc.

Town of Harwich

For the amount of: **\$755.52**

Scott Feingold

Accounts Payable

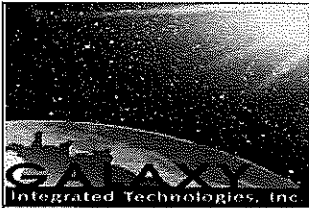
Signature: Scott Feingold

Signature: [Handwritten Signature]

Date: 11/25/19

Date: _____

Purchase Order #: _____

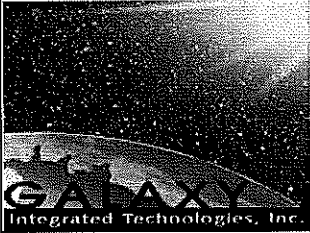


Galaxy Integrated Technologies, Inc.
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QUOTATION: HARWICH Z18-0659 CO#1

Equipment Details:

ITEM	QTY	DESCRIPTION
1	1	Double Wide Two Screen TV Ceiling Mount for 32 to 55
2	1	angled ceiling adapter
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QUOTATION: HARWICH Z18-0659 CO#1

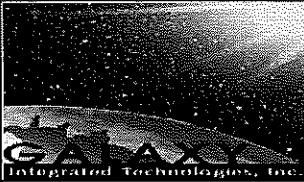
GALAXY RESPONSIBILITIES:

Deliver all equipment to job site
Supply and install all necessary low voltage cables for proper system operation
Install all equipment
Perform all final adjustment and system tests
Train assigned personnel in proper system operation up to a maximum of (8) hour
ALL change orders must be approved by Deputy Chief.

CUSTOMER RESPONSIBILITIES:

Provide 120 VAC where needed.
Provide fire drop tie-in at access control panel locations for fail safe operation of electric locks (wherever required)
Provide interface point for power door operator (wherever required)
All electrified locking hardware to be Furnished and Installed by General Contractor.
All electrified locking hardware Power Transfer Devices to be Furnished and Installed by General Contractor.
All network connectivity and provisioning to be furnished by the owner.
All network ethernet ports and provisioning to be furnished by the owner.
Provide and install fire rated plywood backing for panel locations
Provide wall/Rack space as required to accommodate server equipment.

NOTES:



Galaxy Integrated Technologies, Inc.
 100 Leo M. Birmingham Pkwy, Brighton MA 02135
 Ph: 617-202-6388 Fax: 617-202-6389

QUOTATION

DATE: December 10, 2019	QUOTATION # : HARWICH Z18-0659 CO#2
BILL TO: Town of Harwich 732 Main Street Harwich MA 02645 Accounts Payable 508-430-7541	SALES PERSON: Scott Feingold JOB LOCATION: Harwich Fire Station #2 149 Route 137 Harwich MA 02645 Scott Tyldesley 508-430-7546

Furnish and Install Integrated Electronic Security System for the New Harwich Fire Station 2, Harwich, MA-Card Access, Alarm Monitoring, Intercom Communication, and Video Surveillance Systems for the New Harwich Fire Station 2. This Quotation includes Scope of Work Delineated on Drawings E0.01, E5.00, E5.01 Dated May 30, 2019.
This Potential Change order is to furnish and install Card Readers with Integral Keypads at (3) Portals.
Pricing per ITC71 State Contract # VC6000187522.

EQUIPMENT	
INSTALLATION	
TECHNICIAN/PROGRAMMING	
PROJECT MANAGEMENT	
ENGINEERING	
DISCOUNT	
SHIPPING AND HANDLING	
SALES TAX EXEMPT FORM ON FILE	
TOTAL:	\$768.20

GALAXY INTEGRATED TECHNOLOGIES TO:

Please see attached "Galaxy Responsibilities"
 Permit to be prepaid and added to invoice along with charges for time to acquire permit.

CUSTOMER TO:

Please see attached "Customer Responsibilities"

NOTE:

All work to be done open shop unless specified in terms.
 All work to be done during regular business hours 8:00-4:30 pm Mon-Fri. Any deviation from these hours will be charged at a time and a half hourly rate to the Client accordingly.
 Client to allow full access to all work areas without any restrictions or down time waiting for rooms or areas.
 Any delays waiting for rooms, or areas to become available for working in will result in a charge per hour at the regular Galaxy Technician rate.
 Issuance of a purchase order for this particular project shall be deemed acceptance by you (The Client) to the terms set forth herein.
 If there are any conflicts between any provision in this proposal and your purchase order, the language of this proposal shall control, and further, any provision in your purchase order that purports to claim its language shall control shall be deemed stricken.
 Any unforeseen field conditions will result in a change order for the difference in time and material.
 Any jobs canceled after equipment is ordered will result in a 35% restocking fee for equipment that is returnable.
 Customer will be responsible to pay 100% for any equipment non-returnable if job is canceled.

PAYMENT TERMS:

Net 30 days (All terms contingent upon credit approval) A 21% finance charge will be assessed to all amounts past 30 days.
 100% of the total equipment price plus start up cost will be billed when the proposal is signed or upon receipt of a P.O.
 75% of the total labor will be billed once deicing begins.
 A total of 90% of the total labor will be billed when all field equipment is 100% mounted.
 The last 10% of the total labor and any other items will be billed when the final programming and testing is complete.
 All change orders will be billed separately and will not hold up payments on the initial job percentages due for payment.
 Equipment will be ordered and the job will be scheduled once initial 1st payment is received in full.
 Equipment only orders will be billed and must be paid 100% before Galaxy orders equipment.

WARRANTY: One Year for Parts supplied and installed by Galaxy and 60 Days for Labor

Form #2014-1



Galaxy Integrated Technologies, Inc.
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 Ph: 617-202-6388 Fax: 617-202-6389

QUOTATION: HARWICH Z18-0659 CO#2

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Proposed By:

Accepted By:

Galaxy Integrated Technologies, Inc.

Town of Harwich

For the amount of: \$768.20

Scott Feingold

Accounts Payable

Signature: Scott Feingold

Signature: [Handwritten Signature]

Date: 2/12/2020

Date: _____

Purchase Order #: _____



Galaxy Integrated Technologies, Inc.
100 Leo M. Birmingham Pkwy, Brighton MA 02135
Ph: 617-202-6388 Fax: 617-202-6389

QUOTATION: HARWICH Z18-0659 CO#2

Equipment Details:

ITEM	QTY	DESCRIPTION
1	3	iCLASS SE RK40 reader; Black; Pigtail; wiegand output; consists of Legacy iCLASS - SIO -SEOS; U
2	-3	HID iClass R40 Card Reader - Proximity (Wall)
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QUOTATION: HARWICH Z18-0659 CO#2

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