

SELECTMEN'S MEETING AGENDA\*

Executive Session 5:30 P.M.

Regular Meeting 6:30 P.M.

Monday, May 17, 2021

**REMOTE PARTICIPATION ONLY**  
**OPEN PUBLIC FORUM – PLEASE READ**

1. First, send an email to: [comment@town.harwich.ma.us](mailto: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, your name"
  - b. In the body of the email please indicate which specific agenda item you wish to speak on.  
No further detail is necessary.
2. The meeting will close to new attendees promptly at the scheduled start time for the meeting, generally 6:30pm. It will remain closed to new attendees until agenda items with scheduled speakers are reached. This is to minimize interruptions. You may join prior to (6:30) or when the meeting has been opened up. You may participate using your computer and the GoToMeeting interface or simply using your phone. Connection information can be found below.
3. After the Chairman has opened the floor to those wishing to speak callers will be taken in the order the emails are received.  
**Use \*6 to mute and unmute your phone**

When you join the meeting by phone you should turn off Channel 18 or your computer if streaming the meeting.

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

<https://global.gotomeeting.com/join/344721293>

**You can also dial in using your phone.**

United States: [+1 \(786\) 535-3211](tel:+17865353211)

**Access Code:** 344-721-293

- I. **CALL TO ORDER**
- II. **EXECUTIVE SESSION**
  - A. Pursuant to MGL,c.30A section 21 (a) paragraph 3 to discuss with respect to collective bargaining for all town unions if an open session would have a detrimental effect on the town's bargaining position and the chair so declares;
- III. **PLEDGE OF ALLEGIANCE**
- IV. **WEEKLY BRIEFING**
  - A. COVID-19 Updates
  - B. Update on ongoing efforts by the Town in support of the business community
- V. **PUBLIC COMMENTS/ANNOUNCEMENTS**
- VI. **PUBLIC HEARING**
  - A. Public Hearing continued from May 3, 2021 - Discussion and possible vote to approve the transfer of the Seasonal, All Alcohol, On Premise Liquor License from Phoenix Park, LLC DBA The Cape Cod Irish Pub to Chase Escape Cape Cod, LLC DBA The Summer House Cafe– 126 Route 28
- VII. **NEW BUSINESS**
  - A. Discussion and possible vote – Coastal Resilience Grant Program FY22 – Lothrop Avenue Water Main Improvements
  - B. Discussion and possible vote - FY 22 Disposal Area fee recommendation
  - C. Discussion and possible vote – 2021 Junk Dealer license renewal – Windsong Antiques, Inc. – 346 Route 28
  - D. Discussion on setting a Special Election to fill an unexpired term
  - E. Discussion – Annual Liquor Licensing Meeting with local establishments
  - F. Discussion and possible vote to approve Board of Selectmen Meeting Minutes
    1. March 22, 2021
    2. April 20, 2021
  - G. Presentation from the Library Director on new resumption of services
- VIII. **CONTRACTS**
  - A. Discussion and possible vote for the Board of Selectmen to authorize the Chairman of the Board of Selectmen to execute the CoMIRS Radio Upgrade Grant Award for the Fire Department with the Commonwealth of Massachusetts Executive Office of Technology Services and Security for \$133,831.87
  - B. Discussion and possible vote for the Board of Selectmen to authorize the Chairman of the Board of Selectmen to execute the CoMIRS Radio Upgrade Grant Award for the Police Department with the Commonwealth of Massachusetts Executive Office of Technology Services and Security for \$163,023.79
- IX. **TOWN ADMINISTRATOR'S REPORT**
- X. **SELECTMEN'S REPORT**
- XI. **ADJOURNMENT**

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

**Authorized Posting Officer:**

\_\_\_\_\_  
Danielle Delaney, Executive Assistant

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

**Date:** \_\_\_\_\_  
May 13, 2021

# **WEEKLY BRIEFING**



## Town of Harwich Board of Health

732 Main Street Harwich, MA 02645  
508-430-7509 – Fax 508-430-7531  
E-mail: [health@town.harwich.ma.us](mailto:health@town.harwich.ma.us)

May 14, 2021

### WEEKLY COVID-19 UPDATE

#### CASES & STATISTICS

To date, Harwich has seen a cumulative total of 755 cases of COVID-19. We are currently following two active cases. The positivity rate has dropped to 1.50%, which moves us down to the “Green” designation. Over the last two weeks the Town has seen 11 positive tests out of total 732 tests.

#### VACCINE

To date, 7,204 of our 12,591 full time residents are fully vaccinated, and 8,893 have received at least one dose. As of Thursday May 13, children between the ages of 12 & 15 are now eligible to receive the Pfizer vaccine. Outer Cape Health is working with the schools to provide clinic dates to children and parents.

Age Group	Population Size	Individuals with at least one dose	Fully vaccinated individuals
0-19 Years	1,993	242	107
20-29 Years	1,055	581	346
30-49 Years	2,146	1,566	945
50-64 Years	3,012	2,404	1,684
65-74 Years	2,551	2,259	2,085
75+ Years	1,834	1,893	1,659
<b>Total</b>	<b>12,591</b>	<b>8,893</b>	<b>7,204</b>

To find a vaccine appointment please visit <https://vaxfinder.mass.gov/>.

#### BOARD OF HEALTH UPDATE

The Board of Health will meet on Friday May 21, 2021 at 10 am to discuss and vote to determine if they will uphold the existing mask mandate on Route 28 between Lower County Road and Bank Street. The order states: *Any member of the public utilizing Route 28, between Lower County Road and Bank Street between 9 am and 10 pm, must wear a face covering at all times over their nose and mouth and must exercise social distancing, whenever possible.*

## STATE UPDATE

Masks are still be required for now in all indoor public places, at all events and outdoors when social distancing is not possible in Massachusetts, despite new guidance from the Centers for Disease Control advising fully vaccinated individuals that it's safe in most cases to stop wearing a face covering. Governor Baker's office issued a statement on Thursday night saying the governor welcomed the new health guidelines from the CDC and would be "updating Massachusetts' COVID restrictions in the near future."

## TESTING

For free testing at Outer Cape Health, please call [508-905-2888](tel:508-905-2888) to make an appointment. Barnstable County offers FREE COVID-19 testing at the Barnstable County Fairgrounds Tuesdays 10:00 AM – 12:00 PM and Fridays 10:00 AM – 12:00 PM. Call to make an appointment 774-330-3002 – or take 1 minute and schedule online at <https://bit.ly/3doeaH5>

Testing is still available in other locations 7 days per week through Cape Cod Healthcare. Call the Community Testing Line at [508-534-7103](tel:508-534-7103) to make an appointment.

Stay Safe!  
~Dr. O'Neill  
*Health Director*

## 5/13/2021: Barnstable County Regional COVID-19 Update

**(News) The DPH has launched an on-site vaccination program for employers with 35 or more persons willing to be vaccinated ([www.mass.gov/employervaccine](http://www.mass.gov/employervaccine))**

The third-wave surge in cases continues to wane in Barnstable County, and in Dukes and Nantucket Counties as well. The surge in new cases in late February/early March is assumed to have been associated in part with the arrival and spread of the **P1 and B117 variants**.

**Hospitalizations and fatalities in Barnstable County are greatly reduced.** They did increase alongside case increases at the height of the third wave but not with the amplitude seen during prior surges. We attribute this to, in part, vaccination coverage of persons most likely to be hospitalized with COVID--persons aged 65+. As of last Thursday's (5/6) DPH weekly report **none of the 15 towns on Cape Cod** remain in the highest risk (red) category in terms of average 2-week new case numbers.

**Now all persons age 12+ are eligible to be vaccinated in Massachusetts.**

**1. New Cases:** DPH new cases reported yesterday:

<b>Barnstable County:</b>	<b>17</b> new cases;
<b>Martha's Vineyard:</b>	<b>9</b> new cases;
<b>Nantucket:</b>	<b>5</b> new cases;

**2. Hospitalizations and Fatalities:** 3-day avg. hospitalization (now **11**, down from **25 a month ago**) is greatly reduced from the recent high of 35 seen on 3/30. **1** patient was in the ICU yesterday afternoon. There have been **2 COVID fatalities** reported during the past 7 days. CCH and Falmouth Hospital have expanded visitation to two persons per inpatient per day.

**3. Schools and Childcare Centers:** Schools are open to in-person learning. Superintendents may authorize remote learning if/as a need arises.

**4. Test Positivity Rates** (14-day average, as of **5/5/21**):

Barnstable County:	<b>2.68%</b> (vs. 3.40%) ( <b>lower</b> vs. previous fortnight)
Dukes County:	<b>6.50%</b> (vs. 6.94%) ( <b>lower</b> )
Nantucket County:	<b>5.37%</b> (vs. 6.12%) ( <b>lower</b> )
Dukes & Nantucket Counties	<b>6.04%</b> (vs. 6.61%) ( <b>lower</b> )

A test percent positivity rate below 5% suggests that an outbreak is on the way to **containment**.

**5. Weekly Town Risk:** See chart below.

**6. Vaccination:**

**-The Pfizer vaccine has been approved to vaccinate children 12 and older.**

**-Barnstable, Dukes, and Nantucket Counties** are making excellent progress in vaccinating their residents. In **Barnstable County** **66% of all residents have received at least one dose of vaccine as of 5/6/21**, and the percentage vaccinated among the higher age brackets aged 50 and older is even better.

The one-dose vaccination rates in **Dukes** and **Nantucket** Counties are **75%** and **73%** respectively.

<b>Individuals with at Least One Dose Administered by County and Age Group, as of 5/6/21</b>							
<b>Source:</b> Data, MA DPH, 4/29/21; Analysis, V. Harik, Barnstable County Dept. of Human Services							
<b>Barnstable County</b>	<b>0-19 Years</b>	<b>20-29 Years</b>	<b>30-49 Years</b>	<b>50-64 Years</b>	<b>65-74 Years</b>	<b>75+ Years</b>	<b>Total</b>
Total Population by Age Bracket	36,252	22,041	38,725	51,716	38,964	28,931	216,629
Age Bracket % of County Population	17%	10%	18%	24%	18%	13%	
<b>Persons in Age Group with at Least One Dose</b>	<b>3,789</b>	<b>10,488</b>	<b>26,199</b>	<b>40,459</b>	<b>34,272</b>	<b>27,808</b>	<b>143,015</b>
Percent of Age Group with <b>at Least One Dose</b>	<b>10%</b>	<b>48%</b>	<b>68%</b>	<b>78%</b>	<b>88%</b>	<b>96%</b>	<b>66.0%</b>
<b>Persons in Age Group Not Yet Vaccinated.</b>	<b>32,463</b>	<b>11,553</b>	<b>12,526</b>	<b>11,257</b>	<b>4,692</b>	<b>1,123</b>	<b>73,614</b>
Percent of Age Group <b>Not Yet Vaccinated</b>	<b>90%</b>	<b>52%</b>	<b>32%</b>	<b>22%</b>	<b>12%</b>	<b>4%</b>	<b>34.0%</b>
<b>Dukes County</b>	<b>0-19 Years</b>	<b>20-29 Years</b>	<b>30-49 Years</b>	<b>50-64 Years</b>	<b>65-74 Years</b>	<b>75+ Years</b>	<b>Total</b>
Total Population by Age Bracket	3,385	1,881	4,009	3,888	2,719	1,523	17,405
Age Bracket % of County Population	19%	11%	23%	22%	16%	9%	
<b>Persons in Age Group with at Least One Dose</b>	<b>440</b>	<b>1,262</b>	<b>3,695</b>	<b>3,474</b>	<b>2,596</b>	<b>1,594</b>	<b>13,061</b>
Percent of Age Group with <b>at Least One Dose</b>	<b>13%</b>	<b>67%</b>	<b>92%</b>	<b>89%</b>	<b>95%</b>	<b>105%</b>	<b>75.0%</b>
<b>Persons in Age Group Not Yet Vaccinated.</b>	<b>2,945</b>	<b>619</b>	<b>314</b>	<b>414</b>	<b>123</b>	<b>-71</b>	<b>4,344</b>
Percent of Age Group <b>Not Yet Vaccinated</b>	<b>87%</b>	<b>33%</b>	<b>8%</b>	<b>11%</b>	<b>5%</b>	<b>-5%</b>	<b>25.0%</b>
<b>Nantucket County</b>	<b>0-19 Years</b>	<b>20-29 Years</b>	<b>30-49 Years</b>	<b>50-64 Years</b>	<b>65-74 Years</b>	<b>75+ Years</b>	<b>Total</b>
Total Population by Age Bracket	2,586	1,457	3,403	2,329	1,009	632	11,416
Age Bracket % of County Population	23%	13%	30%	20%	9%	6%	
<b>Persons in Age Group with at Least One Dose</b>	<b>248</b>	<b>999</b>	<b>3,097</b>	<b>2,317</b>	<b>1,100</b>	<b>575</b>	<b>8,336</b>
Percent of Age Group with <b>at Least One Dose</b>	<b>10%</b>	<b>69%</b>	<b>91%</b>	<b>99%</b>	<b>109%</b>	<b>91%</b>	<b>73.0%</b>
<b>Persons in Age Group Not Yet Vaccinated.</b>	<b>2,338</b>	<b>458</b>	<b>306</b>	<b>12</b>	<b>-91</b>	<b>57</b>	<b>3,080</b>
Percent of Age Group <b>Not Yet Vaccinated</b>	<b>90%</b>	<b>31%</b>	<b>9%</b>	<b>1%</b>	<b>-9%</b>	<b>9%</b>	<b>27.0%</b>

\* Due to privacy concerns, vaccination figures are suppressed where less than 30 persons are vaccinated.

- Cape Codders are being vaccinated by the **Cape Cod Regional Vaccine Consortium**, a partnership between the Barnstable County Health Dept, Local Town Boards of Health (LBOHs), Community Health Centers (CHCs), and Cape Cod Healthcare. In addition, vaccination continues at various retail pharmacies.

-DPH mass vaccination sites around the state remain operational, however **the DPH will be closing some mass vax sites due to reduced demand at those locations and redirecting vaccine to local consortiums and other get-out-the-vax efforts.**

-The DPH has launched an on-site vaccination program for employers with 35 or more persons willing to be vaccinated ([www.mass.gov/employervaccine](http://www.mass.gov/employervaccine))

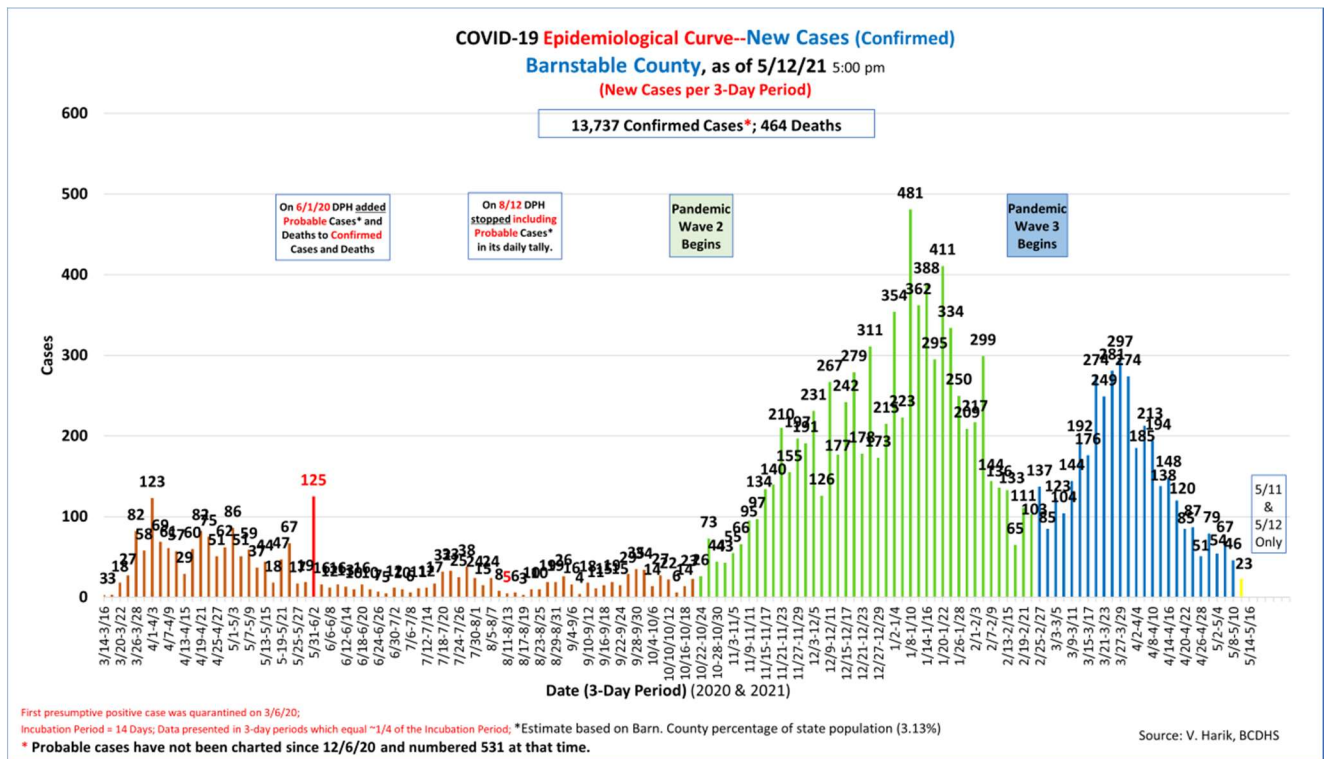
-Cape Cod Consortium members report reduced demand for vaccination as well.

7. **COVID Mutation and Changes in Transmissibility/Virulence/Other:** While there are several variants of concern in circulation globally, MA public health officials report upon three in particular: **B117 (UK), P1 (Brazil), and B1351 (S. Africa)**. All three are significantly more transmissible than the virus which dominated Wave 1 of the pandemic. **The B117 variant is now the predominant strain circulating in the US as well.**

-B117 and P1 have been identified in Massachusetts and are circulating in Barnstable County.

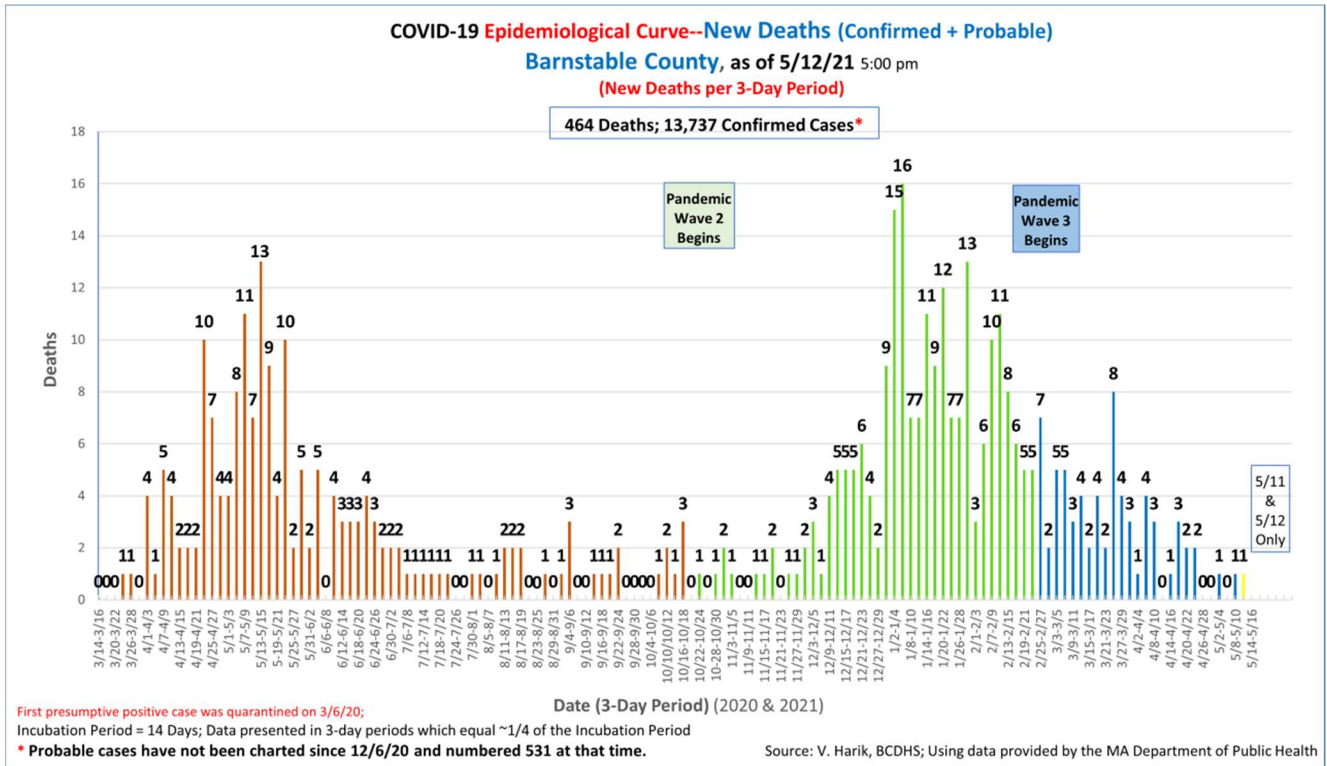
The CDC posts surveillance information on variant circulation in the US: <https://www.cdc.gov/coronavirus/2019-ncov/transmission/variant-cases.html>.

**B. CHARTS:**





Hospitalizations, Last Report:		Not Cumulative		Cumulative		3-Day Avg. of Persons in Hosp. (Med/Surg + ICU)	ICU Percent of Beds Occupied
		Hospital Beds Occupied (Last Report)	ICU Beds Occupied (Last Report)	Barnstable County Cases (Confirmed)	Barnstable County Deaths		
5/12/2021 (3pm)	Cape Cod Hospital	5	1	13,736	464	11.0	8%
	Falmouth Hospital	6	0				
		11	1				



# **PUBLIC HEARING**

**OFFICE OF THE TOWN ADMINISTRATOR**

Phone (508) 430-7513

Fax (508) 432-5039

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

732 MAIN STREET, HARWICH, MA 02645



# MEMO

TO: Board of Selectmen

FROM: Joseph F. Powers, *Town Administrator*

CC: Meggan M. Eldredge, Assistant Town Administrator  
Danielle Delaney, Executive Assistant – Licensing

RE: Public Hearing continued from May 3, 2021

DATE: May 17, 2021

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The applicant has agreed to the continuation of this hearing until he has fully completed his application.

# **NEW BUSINESS**



May 17, 2021

Patricia Bowie, Coastal Resiliency Specialist  
Executive Office of Energy & Environmental Affairs  
Massachusetts Office of Coastal Zone Management  
251 Causeway Street, Suite 800  
Boston, MA 02114  
patricia.bowie@mass.gov

RE: Coastal Resilience Grant Program FY22  
Lothrop Avenue Water Main Improvements

Dear Ms. Bowie,

As the Board of Selectmen, we support this application that will continue the Town's pursuit of identifying and protecting sensitive infrastructure within the Town of Harwich against the threats of storm surge, sea level rise and climate change. The above grade water main on Lothrop Avenue serves as a critical hydraulic connection between the developed areas to the north and south of Great Western Road. Being above grade, this main is subject to advance deterioration from the saltwater environment and impacts from flooding. Additionally, the main is placed in a saltwater resource area making access for repairs very challenging.

The Harwich Board of Selectmen is please to support this application for grant funding to assist with the design to bury this critical water main.

Sincerely,

\_\_\_\_\_  
Larry G. Ballantine  
Chairman  
Harwich Board of Selectmen

\_\_\_\_\_  
Edward McManus  
Harwich Board of Selectmen

\_\_\_\_\_  
Michael D. MacAskill  
Clerk  
Harwich Board of Selectmen

\_\_\_\_\_  
Donald F. Howell  
Harwich Board of Selectmen



Project Area

Street View of Above Grade Water Main

NORTHWEST HARWICH

Coy's Brook Woodlands

Slowatycki Property

Lothrop Ave

**FY22 Coastal Resilience Grant**  
Lothrop Ave Above Grade Water Main Replacement



FEMA Flood Hazard Overlay

## FY22 Coastal Resilience Grant Scope Template

Project Task Description	Deliverables	Deliverable Due Date	Invoice Due Date	Total Grant	Total Match	Total Task
<b>Task 1: Existing Condition Plan</b>						
Sub-task 1.1 Site Survey	Existing Conditions Plan	11/1/2021	11/15/2021	\$10,341	\$949	\$13,789
Sub-task 1.2 Wetland Delineation	Wetland Flagging	11/1/2021	11/15/2021	\$5,216	\$474	\$6,954
<b>Total Task 1 Cost</b>				<b>\$15,557</b>	<b>\$1,423</b>	<b>\$20,743</b>
<b>Task 2: Kick Off Meeting</b>						
Sub-task 2.1 Kick Off Meeting	Meeting Minutes	11/15/2021	11/30/2021	\$1,197	\$296	\$1,596
<b>Total Task 2 Cost</b>				<b>\$1,197</b>	<b>\$296</b>	<b>\$1,596</b>
<b>Task 3: Permit Level (75%) Design</b>						
Sub-task 3.1 Permit Level Design	Permit Level Design Plans	12/31/2021	1/15/2022	\$20,143	\$1,897	\$26,857
Sub-task 3.2 Permit Level Specifications	Technical Specifications	12/31/2021	1/15/2022	\$4,523	\$1,541	\$6,031
Sub-task 3.3 Permit Level Cost Estimate	Permit Level Cost Estimate	12/31/2021	1/15/2022	\$1,965	\$770	\$2,620
Sub-task 3.4 Basis of Design Memorandum	Basis of Design Memorandum	12/31/2021	1/15/2022	\$2,130	\$770	\$2,840
<b>Total Task 3 Cost</b>				<b>\$28,184</b>	<b>\$4,209</b>	<b>\$37,579</b>
<b>Task 4: Permitting</b>						
Sub-task 4.1 NOI Preparation	NOI Application	2/28/2021	3/15/2021	\$5,255	\$356	\$7,006
Sub-task 4.2 NOI Hearing	Meeting Minutes	2/28/2021	3/15/2021	\$1,317	\$356	\$1,756
<b>Total Task 4 Cost</b>				<b>\$6,572</b>	<b>\$712</b>	<b>\$8,762</b>
<b>Task 5: 100% Design</b>						
Sub-task 5.1 Final Design	PE Stamped Final Design Plans	5/1/2021	5/15/2021	\$10,741	\$1,541	\$14,321
Sub-task 5.2 Final Specifications	PE Stamped Specifications	5/1/2021	5/15/2021	\$3,778	\$1,067	\$5,037
Sub-task 5.3 Final Cost Estimate	100% Cost Estimate	5/1/2021	5/15/2021	\$2,030	\$1,067	\$2,707
<b>Total Task 5 Cost</b>				<b>\$16,548</b>	<b>\$3,674</b>	<b>\$22,064</b>
<b>END OF FY22 (JUNE 30, 2022) TOTAL</b>				<b>\$68,058</b>	<b>\$10,314</b>	<b>\$90,744</b>
<b>TOTAL PROJECT COSTS</b>				<b>\$68,636</b>	<b>\$11,085</b>	<b>\$91,515</b>

\$22,879 25% Match  
 \$11,085 Proposed In-Kind Match  
**\$11,794 Difference / Cash Match**



# TOWN OF HARWICH

## DEPARTMENT OF PUBLIC WORKS


273 Queen Anne Road • P.O. Box 1543 • Harwich, MA 02645

Telephone (508) 430-7555

Fax (508) 430-7598

### MEMORANDUM

**TO:** Board of Selectmen

**FROM:** Lincoln S. Hooper, Director 

**DATE:** April 27, 2021

**RE:** FY 22 Disposal Area Fee Recommendations

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After conducting an analysis of our own expenses and a survey of disposal fees in the towns of Barnstable, Chatham, Orleans, Dennis and Yarmouth, I would like to recommend that the Board of Selectmen consider taking the following action:

- Increase Residential Sticker fee from \$160 to \$185
- Increase Non-Resident Sticker fee from \$200 to \$225

The attached FY 22 Full Cost Accounting Analysis of Disposal Area Services includes all the direct costs of providing residential services such as MSW tip fees, fuel, utilities, salaries and other expenses. It also includes indirect costs such as equipment depreciation, employee fringe benefits and salaries allocated from other DPW personnel (administration & vehicle maintenance) that support Disposal Area functions.

Last year I began my memo to the Board with the following disclaimer: “I am acutely aware that now is not the time to discuss raising fees on residents given the COVID-19 crisis. However, it has been 5 years (July 1, 2015) since the last increase in residential sticker costs, which was also due to a new Municipal Solid Waste (MSW) contract.” Although these circumstances have not changed in the last year, it now has been 6 years that the residents have not experienced an increase in their permit cost.

My analysis indicates that the Residential Sticker price should be \$184 to accurately reflect the expenses associated with providing residents with solid waste and recycling services. The primary driver in this increase was the expiration of the five year contract we had with New Bedford Waste Services (NBWS) at \$60 per ton, with the new contracts with SEMASS and NBWS being \$94.50 and \$93.50 per ton respectively.

Although the attached spreadsheets break all the Disposal Area costs into categories, a simple way to view the requested increase is this: The average household produces approximately 1.25 tons of MSW per year. The new contract increased the Town's cost



by over \$30 per ton. That math yields an increase of \$37.50 per year. Clearly the residential users of the Disposal Area have been getting a great deal over the past year.

The recommendation to increase the Non-Resident Sticker is to maintain the premium we have historically charged for this service. This is a low volume item with only 145 being purchased this fiscal year.

While the survey of surrounding communities suggests that Harwich's C&D price may appear low, our real competitors for this commercial component are the Town of Yarmouth, S&J Exco (Dennis) and Paul Daniels (Orleans). Since the other communities do not handle commercial quantities of this material, our price is based on the price charged by our competitors and not the surrounding communities' prices.

All other items are priced according to their cost of handling and disposal and appear mostly consistent with other municipalities.

I would be remiss if I did not discuss recycling before concluding this memo. In April 2020 we transitioned to a single stream recycling model that allowed residents to recycle quickly by depositing all materials into one container in response to the COVID-19 pandemic. This plan has worked well, but cost \$105 per ton to have the vendor separate these materials rather than the source separated arrangement we have used for years that yields some revenue for the Town. Annually the single stream cost approximately \$110k in expenses while also losing about \$50k in revenue. CARES Act funds have paid for the tip fees associated with the single stream recycling, but that will be ending at some point. When we adopted the single stream model, it was advertised as a temporary measure in response to COVID-19, with the Town returning to a source separated model once the pandemic is over. Given that this has now been in place for over a year, I would like to request a vote of the Board to return to our source separated recycling model when the pandemic is over or when the CARES Act money is exhausted, whichever comes first.

Thank you for your consideration in this matter.

Cc: Joe Powers, Town Administrator  
Carol Coppola, Finance Director

Attachments: Cost Basis of Primary and Secondary Stickers  
FY 22 Full Cost Accounting Analysis of Disposal Area Services  
FY 22 Surrounding Community Disposal Area Fees  
Depreciation Schedule, Disposal Area Revenue

### Cost Basis of Primary Stickers

Residential Sticker Expenses			\$1,187,832
Less Revenue from Recycle / Prorated / Non Resident / Daily Pass			(\$142,860)
Less Revenue from the sale of recyclables (estimate)			(\$71,141)
Less Revenue from Secondary Sticker	1664 @ \$25		<u>(\$41,600)</u>
<b>Cost to be covered by Primary Stickers</b>			<b>\$932,231</b>
Divided by FY21 Primary Sticker Sales		÷	5,077
			<b>\$184</b>

### Cost Basis of Secondary Stickers

Residential Sticker Expenses			\$1,187,832
Less Revenue from Primary Stickers			
FY21 Stickers Sold	5,077 @ \$184	=	(\$932,231)
Less Revenue from Recycle Only / Prorated / Daily Pass Sales			(\$142,860)
Less Revenue from the sale of recyclables (estimate)			<u>(\$71,141)</u>
<b>Costs Not Covered by Primary Sticker Sales</b>			<b>\$41,600</b>
Divided by FY21 Secondary / Additional Stickers		÷	<u>1664</u>
<b>Cost per Additional Sticker</b>			<b>\$25</b>

## FY22 Full Cost Accounting Analysis of Disposal Area Services

45%

55%

Expenses	Residential Sticker Services *	Fee Based / Commercial Services **	Total	Notes
MSW	\$427,219	\$522,156	\$949,375	FY22 Request
C&D		\$1,172,950	\$1,172,950	FY22 Request
Tires Recycling		\$3,000	\$3,000	FY22 Request
Wood Chipping		\$12,000	\$12,000	FY22 Request
Transfer Station Runoff	\$900	\$1,100	\$2,000	FY22 Request
Paint Disposal	\$5,000		\$5,000	FY22 Request
Propane Tank		\$1,000	\$1,000	FY22 Request
Freon Removal		\$13,500	\$13,500	FY22 Request
Television Recycling		\$15,000	\$15,000	FY22 Request
Gasoline Recycling	\$2,775		\$2,775	FY22 Request
Mattress Disposal		\$12,000	\$12,000	FY22 Request
Antifreeze Recycling	\$500		\$500	FY22 Request
Household Hazardous Waste Collection	\$14,000		\$14,000	FY22 Request
Post-Closure Costs	\$3,150	\$3,850	\$7,000	FY22 Request
Uniforms, t-shirts, etc...	\$4,430	\$5,414	\$9,843	24% of FY22 Request
Electricity	\$6,912	\$8,448	\$15,360	FY22 Request
Gas Utility	\$1,755	\$2,145	\$3,900	FY22 Request
Repairs-Scale		\$4,000	\$4,000	FY22 Request
Transfer Station Repairs	\$2,250	\$2,750	\$5,000	FY22 Request
Medical	\$728	\$890	\$1,618	24% of FY22 Request
Telephone/Alarm	\$2,030	\$2,481	\$4,510	FY22 Request
Office Supplies	\$900	\$1,100	\$2,000	25% of FY22 Request
Custodial Supplies	\$563	\$688	\$1,250	10% of FY22 Request
Diesel Fuel	\$61,875	\$75,625	\$137,500	Est. 55,000
Vehicle Parts & Supplies	\$46,125	\$56,375	\$102,500	50% of FY22 Request
Public Works Supplies	\$5,850	\$7,150	\$13,000	20% of FY22 Request
LPR Yearly Support	\$9,000		\$9,000	FY22 Request
Capital Equipment Depreciation	\$34,206	\$41,808	\$76,014	See attached depreciation schedule
Salaries and Wages	\$318,729	\$389,558	\$708,286	FY22 Request
Salaries Allocated from DPW Personnel	\$109,424	\$133,740	\$243,164	40% Administrative / 50% Mechanic Salaries
Employee Fringe	\$129,512	\$158,293	\$287,806	45% of FT Wage
<b>Total</b>	<b>\$1,187,832</b>	<b>\$2,647,019</b>	<b>\$3,834,851</b>	

\*Residential includes anything where no user fee is charged

\*\* Fee based services include everything where a user fee is charged

FY19 Revenue

\$3,372,701

FY20 Revenue

\$3,209,426

**FY21 Surrounding Community Disposal Area Fees**

MATERIAL	BARNSTABLE	CHATHAM	***FY21 DENNIS	ORLEANS	***FY21 YARMOUTH	AVERAGE	FY21 HARWICH
Residential Sticker	\$ 280.00	\$ 150.00	\$ 182.00	\$ 140.00	\$ 162.00	\$ 182.80	\$ 160.00
2nd Sticker	\$ 28.00	\$ 25.00	\$ 20.00	\$ 20.00	\$ 81.00	\$ 34.80	\$ 25.00
No Sticker Fee (assuming 3 bags)*	\$ 20.00	\$ 5.00	\$ 22.00	\$ 6.00	\$ 15.00	\$ 13.60	\$ 10.00
C&D**	\$ 200.00	\$ 190.00	\$ 175.00	\$ 225.00	\$ 145.00	\$ 187.00	\$ 155.00
Commercial MSW**	N/A	\$ 90.00	N/A	\$ 125.00	N/A	\$ 107.50	\$ 120.00
Metal**	\$ 35.00	\$ 65.00	\$ 10.00	\$ 40.00	\$ 65.00	\$ 43.00	\$ 60.00
Brush**	N/A	\$5-\$48 per trip	\$ 70.00	\$15-\$80 per load	\$ 65.00	\$ 67.50	\$ 60.00
Commercial Compost**	\$75 per load	\$ 50.00	\$ 40.00	\$ 20.00	N/A	\$ 36.67	\$ 40.00
Computer Monitors	\$ 5.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 13.00	\$ 10.00
Tire	\$ 3.00	\$ 10.00	\$ 5.00	\$ 5.00	\$ 1.00	\$ 4.80	\$ 3.00
Tire with Rim	\$ 4.00	\$ 10.00	\$ 5.00	\$ 10.00	\$ 3.00	\$ 6.40	\$ 3.00
Refrigerator	\$ 15.00	\$ 15.00	\$ 10.00	\$ 20.00	\$ 18.00	\$ 15.60	\$ 15.00
Mattress/ Box Spring	\$ 30.00	\$ 30.00	\$ 20.00	\$ 15.00	\$ 15.00	\$ 22.00	\$ 15.00
TV	\$ 22.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 16.40	\$ 15.00
Couch	\$ 20.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 16.00	\$ 15.00
Chair	\$ 20.00	\$ 5.00	\$ 10.00	\$ 15.00	\$ 15.00	\$ 13.00	\$ 10.00
White Goods	\$ 10.00	\$ 15.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 11.00	\$ 10.00
Microwave	\$ 10.00	\$ 15.00	\$ 5.00	\$ 5.00	\$ 10.00	\$ 9.00	\$ 10.00
Air Conditioner	\$ 15.00	\$ 15.00	\$ 5.00	\$ 15.00	\$ 18.00	\$ 13.60	\$ 15.00
Water Heater	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
Gas Grill	\$ -	\$ 5.00	\$ -	\$ 5.00	\$ 10.00	\$ 4.00	\$ 5.00
Bike	\$ -	\$ 5.00	\$ -	\$ 5.00	\$ 10.00	\$ 4.00	\$ 5.00
Lawnmower	\$ -	\$ 5.00	\$ -	\$ 5.00	\$ 10.00	\$ 4.00	\$ 5.00
Propane Tank 20#	\$ 5.00	\$ 5.00	\$ -	\$ 5.00	\$ 10.00	\$ 5.00	\$ 5.00

\* Chatham and Dennis charge a per bag fee

\*\* These items are represented in a per ton cost

\*\*\* Dennis & Yarmouth only have FY21 information available

Paul S. Daniels      C&D \$190/ton, \$42 min.

S&J Exco Inc.      C&D \$180/ton

**Depreciation**

	Purchase Price	Depreciation Per Year	Remaining Depreciation	Remaining Depreciation Per Year
2012 MSW Trailer	\$48,575	\$4,858	\$9,715	\$4,858
2018 MSW Trailer	\$69,999	\$7,000	\$41,999	\$7,000
2018 C&D Trailer	\$69,101	\$6,910	\$48,371	\$6,910
2009 Roll Off Truck (15 year)	\$148,844	\$9,923	\$29,769	\$9,923
2021 Pup Trailer	\$31,925	\$3,193	\$31,925	\$3,193
Transfer Station Overhaul (25 yr)	\$250,000	\$10,000	\$200,000	\$10,000
2016 Mack Tractor (15 yr)	\$138,750	\$9,250	\$92,500	\$9,250
2017 Mack Tractor (15 yr)	\$138,750	\$9,250	\$101,750	\$9,250
2017 Siding/Gutters (25 yr)	\$95,400	\$3,816	\$80,136	\$3,816
2017 L90H Loader (15 yr)	\$177,225	\$11,815	\$129,965	\$11,815
<b>Total</b>	<b>\$1,519,603</b>		<b>\$766,130</b>	<b>\$76,014</b>

**Disposal Area Revenue**

	<b>FY19</b>	<b>FY20</b>	<b>FY21 to date</b>
Gate Receipts ***	\$2,400,146	\$2,279,339	\$2,194,057
Sticker Revenue	\$896,360	\$886,605	\$904,925
Recycling Revenue	\$76,195	\$43,482	\$51,470
<b>Total Revenue</b>	<b>\$3,372,701</b>	<b>\$3,209,426</b>	<b>\$3,150,453</b>

\* FY21 to date Sticker Revenue from Sticker Tracker 6/1/20 - 4/26/21



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

**APPLICATION FOR:**  Junk Dealer (\$35)  Hawkers & Peddlers (\$60)  
 Junk Collector (\$35)  Transient Vendor (\$250)

Fee: \$35<sup>00</sup> New application  Renewal

In accordance with the provisions of the Statute relating thereto, application for the above-referenced is hereby made by:

Business Name Windsong Antiques Inc  
Business Address 346 Rte 28, Harwich Port MA 02646

Mailing Address P.O. Box 426 So. Harwich MA 02661

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

Name of Owner Sandra B Hall

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

Sandra B Hall Pres/Clerk/Secy

Note: Application for Transient Vendors License will be processed only to those persons who hold a Transient Vendor's License issued by the Commonwealth pursuant to the General Laws, Chapter 101, Section 3. The fee for such license shall be \$250.00, which shall be paid in cash, bank, certified check or postal money order and shall accompany the application.

Sandra B Hall, Pres Federal I.D. # \_\_\_\_\_  
Signature of applicant & title

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

Windsong Antiques Inc By Sandra B Hall, Pres  
Signature of individual or corporate name Corporate officer (if applicable)

**REGULATORY COMPLIANCE FORM**

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

NOT APPLICABLE William O'Neill Bfcj  
Building Commissioner Board of Health Fire Department

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

**OFFICE OF THE TOWN ADMINISTRATOR**

Phone (508) 430-7513

Fax (508) 432-5039

Joseph F. Powers, *Town Administrator*

Meggan M. Eldredge, Assistant Town Administrator

732 MAIN STREET, HARWICH, MA



# MEMO

TO: Board of Selectmen

FROM: Joseph F. Powers, *JF* Town Administrator

CC: Meggan M. Eldredge, Assistant Town Administrator  
Anita N. Doucette, MMC/CMMC – Town Clerk

RE: Process to call a special election to fill an unexpired term

DATE: May 14, 2021

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The Town Clerk has provided a list of the relevant dates and deadlines which will be in effect when the Board of Selectmen selects a date for a special town election to be held to fill the unexpired term of the late Selectman Stephen P. Ford.

## TOWN ELECTION SCHEDULE

BEFORE AN OPEN TOWN MEETING  
WITHOUT AN OPEN TOWN MEETING  
MORE THAN 35 DAYS AFTER ANN OPEN TOWN MEETING

EVENT	LEGAL REFERENCES	NUMBER OF DAYS BEFORE ELECTION (LEGAL HOLIDAYS MAY CHANGE DATE)
Last day to obtain nomination papers (If town has accepted this section)	G.L. c. 53 §9A	51 days (4 days prior to submission) (48 weekday hours)
Last day to submit nomination papers to Registrars of voters for certification (14 Days before filing deadline)	G.L. c. 53, §7	49 (14 days prior to filing)
Last day to file nomination papers with Town Clerk	G.L. c. 53 § 10	35
Last day to object or withdraw (48 hours After filing deadline).	G.L. c. 53, §11	33
Last day to register voters for town Meeting and town election, 9:00a.m. -	G.L. c. 51§ §26, 28	20 (before town meeting)
Last day to post or publish warrant	G.L. c. 39, § 10	7 (before town meeting)



**MINUTES  
PUBLIC HEARING  
REMOTE PARTICIPATION ONLY  
Monday, March 22, 2021  
5:30 P.M.**

**SELECTMEN PARTICIPATING:** Larry Ballantine, Donald Howell, Michael MacAskill, Edward McManus. **Absent:** Stephen Ford

**ALSO PARTICIPATING:** Town Administrator Joseph Powers.

**CALL TO ORDER**

Mr. Ballantine opened the meeting at 6:32 pm, and called to order the Public Hearing. He explained that he first called the meeting to order at 5:00 pm for Executive Session, where they discussed tonight's hearing for Ember and The Port. He explained that a decision was made to postpone the hearing for two weeks.

Mr. Ballantine said that they were faced with a notice of pending litigation, which would send them to Federal and State court. He said that it was the strong recommendation of legal counsel, that to protect the town interest, they would be best served to postpone the meeting for two weeks. This will ensure that their defenses are in order and also give them the time to sort out the need for additional legal counsel. Therefore, by postponing for two weeks they can be assured to best serve the interest of the town and still have an open meeting for The Port and Ember.

Mr. Powers said that he wanted to advise everyone that the motion intent is to continue this process on April 5, 2021 at 5:30 pm.

**PUBLIC HEARING**

- A. Ember Pizza, 600 Rt. 28 – Public hearing on applications for renewal of the Seasonal All Alcoholic Beverages License and the Annual Entertainment License; discussion and vote and public hearing on reconsideration of January 24, 2021 decision to renew the Annual Wine and Malt Beverage License for said premises; discussion and possible vote to order discipline based on Town Administrator's February 8, 2021 findings and recommendations.

The public hearing will be postponed until April 5, 2021 at 5:30 pm. Mr. MacAskill moved that they adjourn the Public Hearing at 5:32 pm. Seconded by Mr. McManus

**Roll Call Vote: Mr. MacAskill - Aye, Mr. McManus - Aye, Mr. Howell - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

## **ADJOURNMENT**

Mr. Howell moved that they adjourn at 5:34 pm. Seconded by Mr. MacAskill.

**Roll Call Vote: Mr. MacAskill - Aye, Mr. Howell - Aye, Mr. McManus - Aye. Mr. Ballantine - Aye. Motion carried by unanimous vote.**

Respectfully submitted,

Lisa Schwab  
Board Secretary

**MINUTES**  
**SELECTMEN'S MEETING**  
**REMOTE PARTICIPATION ONLY**  
**Tuesday, April 20, 2021**  
**6:30 P.M.**

**SELECTMEN PARTICIPATING:** Larry Ballantine, Donald Howell, Michael MacAskill, Edward McManus.

**ALSO PARTICIPATING:** Assistant Town Administrator Meggan Eldredge.  
Absent: Town Administrator Joseph Powers,

**CALL TO ORDER**

Mr. Ballantine opened the meeting at 6:30 pm, and called to order the Board of Selectmen.

Mr. Ballantine said that they received a nice note from the Board of Selectmen with the Town of Yarmouth about Selectman Ford. Mr. Ballantine read the letter, which offered their condolences and expressed how much Mr. Ford will be missed.

Mr. Ballantine also noted that Mr. Joseph Powers, Town Administrator, is taking a week of vacation, and Ms. Meggan Eldredge, Assistant Town Administrator, will be filling in.

**WEEKLY BRIEFING**

A. COVID-19 Updates

Ms. Meggan Eldredge, Assistant Town Administrator, said that she will also be filling in for Dr. Katie O'Neill, Health Director, who had a prior commitment that evening. Ms. Eldredge said that the cases in Harwich are up to 716, and they are following 52 active cases, which has brought them back to the "red" designation. She said that over the last two weeks the town has seen 60 positive cases, out of 1,076 total tests. Therefore, the positivity rate has increased to 5.58%. Ms. Eldredge said that she did speak with Dr. O'Neill today, and was told that most of those 52 cases are due to come out of isolation this week. Dr. O'Neill also said that she anticipates the numbers

coming down, and that she was not seeing the number of new cases that she had a week ago.

Ms. Eldredge said that to date they have had 5,028 full-time residents fully vaccinated and 7,420 full-time residents have received at least one dose. They are getting there, with the rates of individuals getting vaccinated. However, she said, it was sad news about the pause on the Johnson & Johnson vaccine. She said that the CDC had put a pause on the Johnson & Johnson vaccine due to some adverse reactions that they saw in some women. Ms. Eldredge explained that there had been approximately 6.85 million doses of the Johnson & Johnson given, and unfortunately, as of last week, six women had an adverse reaction with a rare type of blood clot. She said that all six cases occurred among women aged 18 to 48 years old, and the onset of the symptoms occurred between 6 to 13 days after receiving the vaccine. She added that if someone is past day 14, they should be ok, but people should be aware of the rarity of the reaction, and if anyone has any side effects to contact the provider where they got the vaccine from.

Ms. Eldredge said that they had a clinic scheduled to use the Johnson & Johnson vaccine, which was targeted towards food service, hospitality workers, public works, water department, and anyone in that last part of phase 2, but unfortunately it had to be cancelled. It will be rescheduled in the next couple of weeks. She said that they are able to do this with the partnership of Outer Cape Health and the Fire Department.

She said that they are getting a lot of questions on travel. She said that other states still have pretty high positivity rates, and people who are not fully vaccinated, should socially distance and self-quarantine. Also, this is school vacation week, and people will be taking time off and traveling. People should take precaution when going back to work or school and if they have any symptoms, they should get tested before going around other people.

Mr. Ballantine commented on having 60% of people on the Cape, that have been vaccinated, which is higher than the Statewide, at 50%. Ms. Eldredge said that is correct, and she thinks it is because we have a higher population that is elderly, so they are catching up with their numbers.

#### B. Update on ongoing efforts by the Town in support of the business community

Ms. Cyndi Williams, Harwich Chamber of Commerce, said that she just wanted to remind everyone that the Cape Light Compact will be in Harwich next week doing the energy assessments. If anyone would like to have any other updates done, they can make an appointment, the phone number will be listed on the Chamber's website.

Ms. Williams said that they also sent out an announcement that the SBA (Small Business Administration) has announced the official Restaurant Revitalization Fund application and guidelines. She said that they have not launched the application yet, but they have a lot of the information there, so they have sent it out to all of the restaurant members. She said that it is quite extensive, but it is some great funding that does not need to be paid back.

Ms. Williams also added that things are starting to open, and they can see traffic getting busier. She said that the Chamber office will be open this year and they will be selling beach stickers and transfer station stickers. It will be back to some normal this year, at their offices.

## **PUBLIC COMMENTS/ANNOUNCEMENTS**

Mr. Jason Laramee, parent and resident of Harwich, said that he is part of the Monomoy Athletic Boosters, and also the golf tournament committee. He said that he had sent out an email about this concerns for the golf tournament and that the Columbus Day date had not been renewed. He said that the tournament had been held on that date for the past three or four years, and has been the most successful fundraiser that the Monomoy boosters has annually. Mr. Laramee said that it is discouraging that it did not get approved, and they are trying to get it reapproved. He said that he had asked for it to be put on the agenda, for the golf committee meeting which was at 4:00 pm today, and he was able to speak at the end, after the vote had already been taken. He would like to know, from the Board of Selectmen, what can be done to get that decision overturned, or what can he do as a taxpayer to do that?

Mr. Ballantine said that since it is not on the agenda they cannot discuss it, but he would suggest that it get added to the agenda for next Monday. He said that they would also be able to have the minutes from the golf committee meeting, as well.

Mr. MacAskill said that he knows that they cannot discuss it, and will recuse himself as a Board member, and jump into the public comment. He said that

there was a lengthy email sent by Ms. Jannel Brown, to the entire board about this, and he had heard from many parents too. He said that he had reached out to the Chair of the Golf Committee and cc'd Mr. Powers, but had not heard back. Mr. MacAskill said that this is very important, this is a municipal golf course, and this is an event that has gone on for many years. He said that it is very important to the club and he would urge Mr. Ballantine to reach out to the golf committee chair, and Mr. Powers, to find out why they are not doing some of these events. He also noted that the Chamber of Commerce is doing their fundraiser at the Brewster Golf Club. He said that there are a lot of local events leaving Cranberry Valley, and added that Cranberry Valley seems to be focusing more on member tee times, then on what is right for the community. He said that he hopes this comes back next week.

Ms. Williams added to what Mr. MacAskill had said that explained that they were told that due to COVID, and the shortening of the tournaments that they could take, they were told they would not be allowed to have their tournament there this year, and they did have to go outside of town. She said that this is the tournament to replace the Toast of Harwich, and is the largest fundraiser to operate the Chamber.

Mr. Ballantine said that they will bring it back next week.

## **CONSENT AGENDA**

- A. Vote to approve an application from Monomoy Regional High School Visual and Performing Arts Department for Senior Arts Night - Art Walk and Concert. Date: May 13, 2021 5:00 PM – 8:00 PM (Rain Date Thursday, May 20, 2021) per stipulations and guidelines as stated in the packet.

Mr. MacAskill moved that they approve application from Monomoy Regional High School Visual and Performing Arts Department for Senior Arts Night - Art Walk and Concert. Date: May 13, 2021 5:00 PM – 8:00 PM (Rain Date Thursday, May 20, 2021) per stipulations and guidelines as stated in the packet. Seconded by Mr. Howell.

**Roll Call Vote: Mr. Howell - Aye, Mr. MacAskill - Aye, Mr. McManus - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

## NEW BUSINESS

- A. Discussion and possible vote to execute a lease agreement for Cranberry Valley Golf Course Restaurant to be operated by, Ronald S. Leidner D/B/A Hot Stove, Inc. and expire on December 31, 2021.

Mr. MacAskill moved that they vote to execute a lease agreement for Cranberry Valley Golf Course Restaurant to be operated by, Ronald S. Leidner D/B/A Hot Stove, Inc. and expire on December 31, 2021, in the amount of \$9,900. Seconded by Mr. McManus.

**Roll Call Vote: Mr. MacAskill - Aye, Mr. Howell - Aye, Mr. McManus - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

- B. Discussion and vote to affirm the Town Administrator's appointment of Jonathan D. Idman as Director of Planning and Community Development

Mr. MacAskill moved that they vote to affirm the Town Administrator's appointment of Jonathan D. Idman as Director of Planning and Community Development. Seconded by Mr. Howell.

Mr. McManus said that he is very happy to vote in favor of this appointment. He said that he has known Mr. Idman, and he has always been well-prepared and he thinks he will serve the Town well.

**Roll Call Vote: Mr. McManus - Aye, Mr. Howell - Aye, Mr. MacAskill - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

- C. Discussion and possible vote to approve Board of Selectmen meeting minutes for:

1. March 24, 2021
2. March 29, 2021

Mr. Howell expressed the need for an edit to the March 24, 2021 meeting minutes on page 14, last sentence, to clarify between the Town of Harwich and the Town of Chatham. Ms. Eldredge made the requested corrections.

Mr. MacAskill moved to approve the Board of Selectmen Meeting Minutes for March 24, 2021, as amended, and March 29, 2021. Seconded by Mr. Howell.

**Roll Call Vote: Mr. MacAskill - Aye, Mr. Howell - Aye, Mr. McManus - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

D. Discussion and possible vote to approve the 2021 Long Pond Bass Tournaments

Mr. MacAskill moved that they vote to approve the 2021 Long Pond Bass Tournaments. Seconded by Mr. McManus.

Mr. Ballantine said that he received an email, which asked them to remind people that this is also a great site for boating and fishing; and asked that everyone is careful and mindful of the safety of other boaters on the pond.

Mr. Eric Beebe, Director, Recreation Department, said that they authorize all of the Long Pond fishing tournaments, and they monitor them, along with the Harbor Master's office. He said that they will send out a notice to remind people to be safe.

Mr. McManus said that it would be good to send Mr. Beebe a copy of the letter which they had received, so that he can forward that along. Mr. Ballantine said that he will forward it to Mr. Beebe.

Mr. Howell said that the email expressed particular concern on the speed regulations, and if he votes for this, it will be dependent on following the concerns in the email.

Mr. Beebe said that he will send out the reminder, and letter, to all of the tournaments that have been booked.

Mr. MacAskill said that this is not anything new, and the tournaments have been coexisting for a long time, so they may just have some new people involved.

Mr. Rendon said that they try and provide some presence, and they will continue to do so.



Mr. McManus asked how long the rowing club has been there? Mr. Beebe said it has been at least 5 years.

**Roll Call Vote: Mr. MacAskill - Aye, Mr. Howell - Aye, Mr. McManus - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

- E. Discussion and possible vote to declare approximately 10,000 cubic yards of dredged material from Allen Harbor and Saquatucket Harbor entrance channels as surplus and available for sale in accordance with MGL Chapter 30B.

Mr. Ballantine began to explain the discussion. Mr. MacAskill re-read the discussion, due to Mr. Ballantine freezing up, and said that the discussion is to declare approximately 10,000 cubic yards of dredged material from Allen Harbor and Saquatucket Harbor entrance channels as surplus and available for sale in accordance with MGL Chapter 30B.

Mr. John Rendon, Harbormaster, said that they are scheduled to dredge the two harbors and anticipate around 16,000 cubic yards of material. He said that it is his intent to put around 6,000 on public beaches. He said that when they do two channels, there is a huge demand for sand, and though he tries to keep their public beaches nourished first, he also tries to provide to private owners, and there are a number of interested parties. He said that the last time they were able to sell sand was in 2018. Mr. Rendon explained that what is being proposed in the packet is the procedures that have been put in place since 2008, for the bidding process for the sand.

Mr. Richard Gunderson, Harwich resident, said that he was happy to hear that it is 16,000 cubic yards. He would like to ask the Board to consider changing the dredge and beach policy, and eliminate the requirement for residents to participate in a public bidding process for the dredging services. Instead, he said, they should allow residents to express interest, get in a queue and in return agree to pay a fee to the Town for providing the dredging service. Mr. Gunderson said that he should disclose that he belongs the Wyndemere Beach Association, the private beach association close to Allen's Harbor, who has purchased sand in the past. He said that his wife and him are associate members, which means that they pay, but they do not get the vote.

Mr. Gunderson explained that over the last 12 years, there have been several projects where this policy of public bidding was applied. He said that most projects begin with the channels have filled to a point that they are difficult and dangerous to navigate. He said if public funds are used, then the dredged material needs to be used for public beaches, but if there is a funding shortfall, or adequate sand coverage on the public beaches, then the Town can make dredge material available for sale to nearby private beaches. He explained that in these cases the policy considers the material to be surplus, and if it has a value of \$10,000 or more, it needs to go to a bid process. Mr. Gunderson said that the Town has benefited from these subsidies, and the private shore front owners have been able to restore thier beaches. Though this process has worked, it has not been without some problems. He said that some of the problems have been either process problems or legal questions. First, he said that it creates anxiety for people that do not know the process, or know what to bid and it can also pit neighbors against neighbors. He also questioned if the Town should be benefiting from this bidding frenzy and stated examples where the Town has made more money through the bidding process. He said that it does not seem to be a fair or equitable way to treat residents of the Town of Harwich. Mr. Gunderson also mentioned that the shore front owners, significantly contribute to the revenue of this Town, with estimated real estate taxes between \$18,000 to \$46,000 per year. He added that some of that tax money is paying for the public beach nourishment. Also, the private beach association contributions offset channel dredging and the purchases of the sand on the private beaches migrate and benefit the entire stretch of coastline.

Mr. Gunderson said that there are also some legal issues that should be examined, and mentioned. He said that the public bidding process may not be required, due to some questions on if it is even surplus supplies of the Town. He said it may be more appropriate to use a fee for service program, and provided examples. Mr. Gunderson said that the bottom line is that he is requesting that the Board of Selectmen initiate a review of this dredge and beach nourishment policy, and in the meantime, waive the public bidding process for the upcoming dredge and revert to a fee type purchase. He believes that would be a marketable and fair process.

Mr. Ballantine asked if Ms. Eldredge or Mr. Redon could respond?

Ms. Eldredge said that the 30B procurement process does require a bid process if the value of the material is over \$10,000, not just an individual bidder. So, if the value of the sand, in total, is over \$10,000 it has to go through the bid

process, and that is a State law. However, he does bring up some good points, as to sand being town property and she is not sure if Mr. Rendon has some information on that. She said that she can confirm, that the Chapter 30B process requires a bid process, and they cannot change the State law.

Mr. Rendon said that he does not have much to add, he knows Town Council was involved in setting this up, and making the bid process a requirement. He said that as far as he is concerned, doing the bid process is not his decision, but they would need some type of process to determine who gets what. He would not want to be in a position to make those decisions, and added that there is a lot of demand.

Mr. MacAskill asked when the dredging was going to happen, and when they have to go out to bid.

Mr. Rendon said that it would be next month, and in order to proceed, they have to advertise for two weeks. He said that they will lose the window, if they do not proceed soon.

Mr. MacAskill said that he would like to thank Mr. Gunderson for all the detail and information he provided. However, he thinks it is very late in the game, with thirty days before starting a project, for the Board of Selectmen to look at changing a policy based on one person's input. He said that they would not be doing a service to the tax payers. Also, he added that with Mr. Gunderson being a member of the Wyndemere Association, whether a voting member or not, he thinks they may need to vet if he is advocating on behalf of his association. Mr. MacAskill said that he thinks Mr. Rendon's numbers are speculative at this point, and the costs associated with the dredging and also there is a cost of putting the dredging on their beaches. Mr. MacAskill said that the people buying the beach front properties are aware that the sand is depleting and that they will have to buy the sand someplace. Those that are lucky enough to bid on Harwich's beach sand and get it, that is great. He said that Chatham Bars Inn just paid in the high 20's per cubic yard for their beach, so the numbers that were quoted earlier do not seem very high. He said that he thinks that this year it is too late. If they want to consider bringing it back next year, then that is something that should come back early, to discuss a change to the policy, with more thought and more people behind it.

Mr. McManus asked Mr. Rendon if he hopes to dredge about 16,000, and utilize 7,000 cubic yards on the public beaches, what would happen to the

sand if they did not have the public beach to put it on? He said, a long time ago, the Coast Guard would come in and dredge, and they would just dump it off shore.

Mr. Redon said that he could put all of the sand on public beaches, but he is trying to strike a balance, because there is a need out there. He said that there is a long list of people that would like to purchase sand, but they could use all of the sand.

Mr. Howell said that he agrees with Mr. MacAskill, because they always shoot themselves in the foot when they react in the moment. He said that if they wanted to discuss this in a bigger way, they should make sure they have a discussion this summer, so that it does not wind up getting buried again. He also understands what Mr. Gunderson is saying and whichever way they go with this, it will take some time, thought, and some discussion. He is willing to agree with the proposal, from Mr. Rendon, but would like to see a discussion come back early in the summer.

Mr. Ballantine said that he thinks time is an issue this year, and they should bring this back for a bigger conversation for going forward. He said that he will entertain a motion.

Mr. MacAskill moved that they approve the vote to declare approximately 10,000 cubic yards of dredged material from Allen Harbor and Saquatucket Harbor entrance channels as surplus and available for sale in accordance with MGL Chapter 30B. Seconded by Mr. McManus.

Mr. MacAskill said for discussion, he would like to add to what Mr. Howell said. He said that they should have this come back after Town Meeting, and have a conversation or public hearing about this. He said that he does hear what Mr. Gunderson said, but they need to spend more time on this.

**Roll Call Vote: Mr. McManus - Aye, Mr. Ballantine - Aye, Mr. Howell - Aye, Mr. MacAskill - Aye. Motion carried by unanimous vote.**

- F. Discussion and possible vote to authorize the Chairman to sign Mass Cultural Council Contract for transferring FY21 local Cultural Council funds from the Mass Cultural Council to the local Cultural Council account

Mr. MacAskill moved that they vote to authorize the Chairman to sign Mass Cultural Council Contract for transferring FY21 local Cultural Council funds from the Mass Cultural Council to the local Cultural Council account. Seconded by Mr. Howell.

**Roll Call Vote: Mr. McManus - Aye, Mr. Howell - Aye, Mr. MacAskill - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

- G. Discussion and possible vote – 2021 Seasonal All Alcohol License Renewal
1. Hot Stove Inc. DBA Hot Stove at Cranberry Valley – 183 Oak Street.

Mr. MacAskill asked Ms. Eldredge if there were any issues or concerns that they should be aware of, prior to voting on this. Ms. Eldredge said that there was nothing that she was aware of, for all of the items under new business.

Mr. MacAskill moved that vote to approve the 2021 Seasonal All Alcohol License Renewal for the Hot Stove Inc. DBA Hot Stove at Cranberry Valley, 183 Oak Street, with any and all other conditions associated. Seconded by Mr. McManus.

**Roll Call Vote: Mr. MacAskill - Aye, Mr. McManus - Aye, Mr. Howell - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

- H. Discussion and possible vote - 2021 Seasonal Common Victualler License Renewals
1. Hot Stove Inc. DBC Hot Stove at Cranberry Valley – 183 Oak Street
  2. Belmont Condominium Trust DBA Belmont Beach Club – 1 Belmont Road

Mr. MacAskill moved that vote to approve the 2021 Seasonal Common Victualler License Renewals for the Hot Stove Inc. DBA Hot Stove at Cranberry Valley, 183 Oak Street and the Belmont Condominium Trust DBA Belmont Beach Club, 1 Belmont Road, with any and all other conditions associated. Seconded by Mr. Howell.

**Roll Call Vote: Mr. McManus - Aye, Mr. Howell - Aye, Mr. MacAskill - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

I. Discussion and possible vote – 2021 Seasonal Entertainment License Renewals

1. Belmont Condominium Trust DBA Belmont Beach Club – 1 Belmont Road – Friday & Saturday 5PM – 10PM Inside and Outside – Recorded or Live Music with amplification and dancing
2. Wychmere Functions LP DBA Wychmere Beach Club – 23 Snow Inn Road – Monday through Saturday 11AM – 1AM Inside, 11AM – 10PM Outside and Sunday 11AM – 1AM Inside and 11AM – 10PM Outside
3. Grand Slam Entertainment – 322 Main Street – Batters Boxes, Video Games, Bumper Cars, radio playing through speakers – Weekdays 9AM – 10PM and Sundays 9AM – 10PM

Mr. MacAskill asked Ms. Eldredge if there were any issues or concerns for the entertainment licenses, that they should be aware of, prior to voting on this. Ms. Eldredge said that there was nothing that she was aware of.

Mr. MacAskill moved that they vote to approve the 2021 Seasonal Entertainment License Renewals for the Belmont Condominium Trust DBA Belmont Beach Club, 1 Belmont Road – Friday & Saturday 5PM – 10PM Inside and Outside – Recorded or Live Music with amplification and dancing, the Wychmere Functions LP DBA Wychmere Beach Club, 23 Snow Inn Road – Monday through Saturday 11AM – 1AM Inside, 11AM – 10PM Outside and Sunday 11AM – 1AM Inside and 11AM – 10PM Outside and the Grand Slam Entertainment, 322 Main Street – Batters Boxes, Video Games, Bumper Cars, radio playing through speakers – Weekdays 9AM – 10PM and Sundays 9AM – 10PM, with any previous restrictions put on them. Seconded by Mr. Howell.

**Roll Call Vote: Mr. Howell - Aye, Mr. MacAskill - Aye, Mr. McManus - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

J. Discussion and possible vote to appoint a liaison to the Halls Path matter

Mr. Ballantine said that this is something that Mr. MacAskill asked to have on the agenda, and turned it over to him.

Mr. MacAskill said that he had been contacted about a contractor that was widening Halls Path. He said that work had begun, and was then issued a cease and desist by the Building Commissioner. He explained that Legal had lifted the cease and desist, and then another cease and desist was issued. Mr. MacAskill explained that the situation with Halls Path is deplorable. He said that the road is now 51 feet wide and trees have been removed and there had also been a physical altercation between the contractor and a resident, that resulted in the police being called. He said that the latest cease and desist required the contractor to remove their equipment. Mr. MacAskill said that he thinks they need to vote and that the Board needs to be in front of this one.

Mr. MacAskill also explained that there is an alleged property owner that is claiming ownership of some large parcels of land there, and the Board should be working the Real Estate and Open Space Committee and a specialist within KP Law. He said that there seems to be a land grab happening and they need to protect the neighbors, and the land, as best they can. He said that he would like to work with the departments, and not let anything else happen without the Board being involved. He would like an investigation and to figure out how to fix this.

Mr. Howell said that he is grateful that Mr. MacAskill is willing to do this, and that there are so many things wrong with this. He said that Mr. MacAskill has the skill set to do what he is talking about, and that they do need new council.

Mr. Howell said that he would like to make a motion that Mr. MacAskill be the liaison, for the Board of Selectmen, in all matters pertaining to this; including, obtaining new council from KP Law relating to this, and to do a further investigation of how this came about and how to remediate this. He said that he totally endorses this, and that Mr. MacAskill be appointed. Seconded by Mr. MacAskill, for discussion.

Mr. McManus said that he also would like to thank Mr. MacAskill for jumping on this, and the research that he has done. He said that if this is going to be an investigation of the Board, the investigative team should include two members of the Board, going forward.

Mr. Ballantine said for his comfort level, he does want to make sure that, as the Board, they are allowing the town staff to do their job.

Mr. MacAskill said he understands that, and he will work with the appropriate departments, and the Town Administrator, and report back to this Board. However, he said, the buck needs to stop with the Board of Selectmen. He said that this went sideways, and was missed by the Board of Selectmen. He said that this one is open and wrong enough, that no decision should be made out there, to do anything else, without the Board's approval.

Mr. McManus agrees with Mr. MacAskill on this issue. He said that actions were taken that have led to this, done wrongly, and done on their behalf. They need to find out how that happened and take action so that it does not happen again. Mr. McManus also agrees that the team should be two people. He said he would like to be a part of it, but he may not still be in office. He thinks that if Mr. Howell is willing to do it, that would be ok with him.

He does think that the team should be two people. He would like to be a part of it, but not sure he will still be in office. If Mr. Howell is willing to do it, that would be ok with him.

Ms. Eldredge said that as it stands right now, there is a cease and desist, based on the Charter, of our own code, in order to alter a public way. She thinks that Mr. Hooper would need to be brought into the loop, and if any permits or licenses are requested, he would know not to approve anything. She also thinks that a history outlining how this happened will be important and she will help in any way she can.

Mr. Ballantine asked if Mr. Howell would revise his motion. Mr. Howell said he would like to hear from Mr. MacAskill first, that it is ok with him.

Mr. MacAskill said yes, and he would think that the first step would be for the two of them to meet with the Town Administrator. He said that the Town Administrator should launch an investigation, and then come back to them with a report of what has already happened, and how that happened.

Mr. Howell revised his motion to include Mr. MacAskill and himself, as a team, to delve into this. Seconded by Mr. McManus.

Mr. Ballantine said that it would be good to get an outline from Mr. MacAskill and be sure that the foundation is laid down. Mr. MacAskill said that Mr. Powers is very well aware of this.



**Roll Call Vote: Mr. McManus - Aye, Mr. MacAskill - Aye, Mr. Howell - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

## **OLD BUSINESS**

- A. Discussion and possible vote to correct scrivener's error on the 2021 Annual Town Election Warrant to add words "and wastewater"

Mr. MacAskill moved that they vote to correct scrivener's error on the 2021 Annual Town Election Warrant to add words "and wastewater". Seconded by Mr. Howell.

Mr. Howell said this is exactly what he was saying earlier, there was just so much coming down, and they were doing so much late in the process that would have been resolved, if they had a bigger timeline heading into this. So, at this point it is their problem, and they need to solve it.

Mr. McManus said it would be helpful to have articles coming in prior to the first of the year, instead of after the due date, in February.

**Roll Call Vote: Mr. Howell - Aye, Mr. McManus - Aye, Mr. MacAskill - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

## **CONTRACTS**

- A. Discussion and possible vote to authorize the Chairman of the Board of Selectmen to execute Change Order #2 with Bowditch Excavating, Inc. for the Cranberry Valley Golf Course Clubhouse Entrance Landscape Improvement Project for \$16,000.00.

Mr. MacAskill moved that they vote to authorize the Chairman of the Board of Selectmen to execute Change Order #2 with Bowditch Excavating, Inc. for the Cranberry Valley Golf Course Clubhouse Entrance Landscape Improvement Project for \$16,000.00. Seconded by Mr. Howell.

**Roll Call Vote: Mr. McManus - Aye, Mr. Howell - Aye, Mr. MacAskill - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

B. Discussion and possible vote for the Board of Selectmen to execute contract with Commercial Electrical Solutions, Inc. for the Cranberry Valley Golf Course Cart Barn Electric Charger Grid Installation Project for \$34,200.00.

Mr. MacAskill moved that they vote for the Board of Selectmen to execute the contract with Commercial Electrical Solutions, Inc. for the Cranberry Valley Golf Course Cart Barn Electric Charger Grid Installation Project for \$34,200.00. Seconded by Mr. Howell.

**Roll Call Vote: Mr. Howell - Aye, Mr. MacAskill - Aye, Mr. McManus - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

C. Discussion and possible vote for the Board of Selectmen to execute contract with Robert B. Our Company Inc. for the Whitehouse Field Lighting Installation Project for \$84,380.00.

Mr. MacAskill moved that they vote for the Board of Selectmen to execute contract with Robert B. Our Company Inc. for the Whitehouse Field Lighting Installation Project for \$84,380.00. Seconded by Mr. Howell.

**Roll Call Vote: Mr. MacAskill - Aye, Mr. Howell - Aye, Mr. McManus - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

## **TOWN ADMINISTRATOR'S REPORT**

Ms. Eldredge said that the only thing she has in her report is the monthly report from Ms. Amy Bullock, Treasurer/Town Collector. Also, she said that Mr. Powers had noted about the issue with the Monomoy Regional High School Booster Golf Committee, and that there was a meeting today, and had noted that he was aware of it, and will follow up next week.

## **SELECTMEN'S REPORT**

Mr. MacAskill said he attended the wake for Mr. Ford, and said that it was nice to see how many people were there, and to see how many people that he had touched was impressive.

Mr. McManus added that Mr. Ford was well respected here in Town, but also in his previous careers. He said that it had really brought home to him, how much they had truly lost. Mr. McManus also mentioned the number of people in town that have been vaccinated, but said that it is not time to let up on their vigilance. He said that there are some places that think this is over with, but it is not yet and they still need to abide by the rules and guidelines, that the Governor has set.

Mr. Howell said he just wanted to add that they accepted a set of minutes earlier, where they accepted the gift from Mr. Manning for the sidewalk. He said that is really a testament to Mr. Ford, and that this was a week before he passed. He said that it is a testament that it will be built, but also to his character. He is going to be missed.

Mr. Ballantine said that he misses his Monday calls with Mr. Ford, and he will certainly be missed.

## **ADJOURNMENT**

Mr. McManus moved that they adjourn at 7:51 pm. Seconded by Mr. MacAskill.

**Roll Call Vote: Mr. Howell - Aye, Mr. MacAskill - Aye, Mr. McManus - Aye, Mr. Ballantine - Aye. Motion carried by unanimous vote.**

Respectfully submitted,

Lisa Schwab  
Board Secretary

BROOKS FREE LIBRARY  
COVID19 PHASED RESUMPTION OF SERVICES

LIMITED INSIDE ACCESS and CURBSIDE SERVICE  
FOR SPRING AND SUMMER 2021

May 6, 2021

This plan is a working document, providing a framework for Library operations and services for this phase of the COVID19 pandemic. It will be updated as needed in response to operational considerations, directives from public health authorities, Town officials, The Library's Board of Trustees and guidance from the Mass. Board of Library Commissioners. Implementation of this plan is also dependent on community conditions improving.

CURRENT CONDITIONS IN THE COMMUNITY

- Barnstable County has been experiencing a surge in COVID-19 cases and hospitalizations in recent weeks and Harwich remains in the Red "high risk" category.
- Many community members have been vaccinated but large segments of our population have not yet. It will be months before newly eligible adults can receive the vaccine.
- The vaccines are not yet approved for those younger than 16.
- Some residents and visitors have chosen not to be vaccinated.
- The vaccines do not eliminate the risk of becoming infected.
- Fully vaccinated individuals will be less likely to suffer severe illness if they become infected but they can spread the virus to others.
- Variants of concern are also present in our area and there is concern that the vaccines are less effective against these variants.
- There is also some evidence that immunity, whether from a vaccine or from having previously been infected with COVID-19, only lasts for a period of time.

For all these reasons the Library will proceed cautiously in resuming full in-person services and may revert to prior limitations or phases if conditions warrant.

INSIDE ACCESS

Our target date for allowing limited inside access for patrons to browse and check-out materials is May 17, 2021. This will be a "Grab and Go" service where patrons are expected to come in for short visits to select books, audiobooks, movies or other materials and then leave.

MASK REQUIREMENT

- Adults, teens and children older than age 5 must wear a mask or face covering in the Library. Those who cannot wear a mask or who choose not to wear one will be served through curbside pickup.
- Masks or face coverings must be worn and cover the nose and mouth to enter the Library and must be kept on while inside the Library.

- Staff members will provide a gentle reminder to patrons whose mask or face covering is not in place.
- Patrons should practice social distancing and remain the recommended distance from others who are not members of their household while inside the Library. As of this writing, the recommended social distance is 6-feet from others.
- Patrons who refuse to comply with mask/face covering, social distancing, time limits and other requirements will be asked to leave.

## INSIDE BROWSING

- Initial open hours will be Monday through Thursday 3 pm to 7 pm and Friday and Saturday 10 am to 4 pm. We plan to expand weekday hours later in this phase.
- Patrons will be expected to limit their visits to 15-minutes. While not ideal, we hope this very short time frame will send a message that these are “grab and go” visits. Use of the Library doubles in the summer so a quick turnover of patrons should help us avoid having to implement an appointment system, which is unpopular and inconvenient for patrons. It should also help us avoid needing to establish occupancy limits and having to monitor the number of patrons in the building or the need for patrons to line up to enter. We are starting with shorter visits in this phase and can expand the time limit later this summer if occupancy and turnover does not appear to present a problem.
- The first and second floors of the Library will be open to patrons.
- Public restrooms will be available on each floor and will be cleaned and disinfected once per day. Additional cleaning and disinfection will not be available. Should conditions in a restroom render it unusable, it will be closed until after the next daily cleaning and disinfection.
- Use of the elevator is limited to one person/group of household members at a time.
- Patrons are asked to stay to the right on the stairs and to refrain from lingering in the entry lobbies so they do not become congested.
- Patrons should not come into the Library if they are not feeling well.
- Patrons are asked to avail themselves of hand sanitizing stations located near the entrances and at other locations around the building.
- A few chairs will be available for patrons who have difficulty standing during their visit, but in general seating and tables have been removed. A wheelchair is available for anyone with mobility problems or difficulty standing or walking.
- While everyone will enjoy the opportunity to see others again, patrons are asked to move extended conversations outside where they can socialize without time limits.
- One-on-one help with technology or electronic resources will not be available over the summer so staff members can maintain an appropriate social distance from patrons.

- No food or drink may be brought in or consumed inside the Library.
- Current and back issues of magazines will be available for check-out. Newspapers will not be available.

#### CHECK-OUT and CHECK-IN PROCEDURES

- Patrons may browse the collections on the first and second floor to select materials.
- Patrons should pick up items on hold for them from the designated Hold Shelf area.
- Items may be brought to the Circulation Desk for check-out or patrons may check them out themselves using Self-Check.
- Returned materials will continue to be deposited in the exterior book drop before entering the building. No return bins/slots will be available at the Circulation Desk.
- All returned material and items arriving in delivery will continue to be quarantined before being checked in and made available to the next patron or returned to the shelf.
- A staff member or volunteer may serve as a greeter during the initial weeks or busy periods to inform patrons about time limits and the mask requirement and to provide information on available services.

#### PUBLIC COPYING, COMPUTERS AND PRINTING

- Several computers will be available for short sessions for patrons who are able to use them independently. One-on-one assistance will not be available this summer.
- Patrons will be able to print from the public computers. Printing costs 15 cents per page for black and white and 40 cents for color copies. The printer does not take bills larger than \$1 and does not take debit or credit cards so patrons should come prepared with \$1 bills and coins.
- Wireless printing from patrons' devices is not available.
- Free wireless Internet access continues to be available 24/7 outside in the parking lot and in the areas adjacent to the Library.
- Exterior seating for patrons is available on the parking lot side of the building and on the front porch along Main St.
- Patrons with a library card may check out a Chromebook or laptop for use outside the Library or to take home.
- Harwich residents with a library card may check out hotspots for wired Internet access to take home.
- The photocopier is located on the Mezzanine. The charge for copying is 15 cents per page. The copier does not have a card reader so patrons should come prepared with \$1 bills or an appropriate amount of coins.

- Fax and wireless printing services will not be available, though staff members can provide information on nearby locations where these services are available.

#### CURBSIDE PICKUP

- Curbside pickup will continue to be available for those who cannot wear a mask or who chose not to and those who do not wish to be exposed to others during the pandemic.
- Patrons will call 508-430-7562 to schedule a pick-up appointment and items will be checked out, bagged, labeled and placed outside for them on the selected pick-up day.
- Patrons are asked to wear a mask while in the pick-up area as a courtesy to others using the area.

#### STANDARDS OF CONDUCT

- As always, patron behavior must comply with our Standards of Conduct Policy.
- Patrons are expected to be polite and courteous with each other and staff members as many are feeling a great deal of anxiety when in public spaces/serving the public during these trying times.
- Questions on procedures and limitations are welcome provided they are asked in a courteous, respectful manner.
- Rude or aggressive behavior, badgering or harassing staff members because of dissatisfaction with the limitations on services or arguing or attempting to debate whether such measures are necessary will not be tolerated.

#### PROGRAMS

- A weekly in-person story time for children will be held outside at Brooks Park, weather permitting. Participants must follow directions for registration and social distancing.
- Knit-Lit will meet weekly, weather permitting, at the Brooks Park pavilion.
- Book discussion groups and all other programming will remain virtual this summer. Patrons may join these programs online or call in to participate.
- To the extent that VITAL instruction and other technology assistance is able to take place it will be conducted remotely.

#### FINES AND PAYMENTS

- All CLAMS Libraries went fine-free at the start of the pandemic when library operations were limited and materials were not able to be returned and checked in. This continued when operations resumed so that patrons were not penalized for the quarantine period on returned materials. Some CLAMS libraries have permanently eliminated overdue fines over the past year but others have begun charging fines again.

- The Brooks Free Library Board of Trustees voted to eliminate overdue fines last fall. Older fines may still show on patrons' accounts as system clean-up work is still in progress but patrons are not expected to pay them. Fines may show on overdue items patrons currently have checked out but they are automatically waived on items returned at Brooks Free Library when the materials are checked in by staff members after the quarantine period and will disappear from your account.
- Patrons should ask if fines are charged when they borrow materials in-person at other libraries so they aren't surprised later.
- Materials that are not returned after a period of time will be charged for the replacement cost of the item. Replacement costs will also be charged for damaged materials.



# **CONTRACTS**



# HARWICH FIRE DEPARTMENT

## MEMORANDUM

David J. LeBlanc, **Chief of Department**  
Craig W. Thornton, **Deputy Fire Chief**

<b>Date</b>	April 19, 2021
<b>To:</b>	Joseph Powers, Town Administrator
<b>From:</b>	David LeBlanc, Chief of Department
<b>Subject:</b>	Fire and Police Radio Upgrade – Update

**Summary:** Harwich Fire and Police operate on an 800 MHz trunked radio system that is operated and maintained by the Commonwealth of Massachusetts. This system has been in place since 1998 and is currently undergoing a significant upgrade. This upgrade will improve coverage for radios and also bring the system into compliance with the P-25 radio standard. All radios on the system have to be upgraded to work with this new system.

**Project:** Several years ago as this plan was being developed, radio replacement was assigned to the Fire Department under my Direction. The original plan was for approximately 1 Million dollars in funding over a 5 year period to replace all Fire and Police Radios.

The State realized the financial hardship this system upgrade created for the municipalities and developed a revenue stream for the upgrade of the system and subscriber radios using 911 system assessment funds. Because of this, the impact to the individual agencies is much less. The State will provide a "base model" radio for all subscribers, and then agencies can upgrade and reduced cost to the radio that meet their needs.

Both the Fire and Police Department have been using the APX 6000 model portable radio for some years now. It is a purpose built radio that not only offers the features needed for the functions of our agencies, but is ruggedized so that it can withstand the difficult environments we operate in.

**Update:** On Friday we received notification from CoMIRS, the radio replacement program run by the Commonwealth that both the Fire and Police replacement applications have been approved. The funding is available to the town as soon as the required contract paperwork is completed and returned. There are provisions to delay this funding until FY22, which will be required as the balance of the funding is being requested at Town Meeting.

The attached award letters provide the funding details, \$133,831.87 for the Fire Department and \$163,023.79 for the Police Department. There were some modifications to the request submitted as some radios were deemed not eligible for replacement or upgrade. We will be going through the awards to determine the impact of these changes.

The fire department has a grant request pending for \$450,000 to replace our radios. This grant award is anticipated to be announced later this spring, if the grant is successful, the fire department radio funding could be reduced to \$22,500.

**Conclusion:** While we had been assured this funding was coming, we are pleased the State has issued the awards prior to town meeting so that we can assure the voters this program will happen if the funding is approved.





# EXECUTIVE OFFICE OF TECHNOLOGY SERVICES & SECURITY

COMMONWEALTH OF MASSACHUSETTS | 1 ASHBURTON PLACE, 8TH FLOOR, BOSTON, MA 02108

Lynn, Massachusetts

**CHARLES D. BAKER**  
Governor

**CURTIS M. WOOD**  
Secretary

**KARYN E. POLITO**  
Lieutenant Governor

April 16, 2021

David LeBlanc  
Chief of Fire Department  
Town of Harwich Police Department  
175/183 Sisson Road  
Harwich, MA 02645

**RE: CoMIRS Radio Upgrade Program (RUP) Grant Award Number: FY2021-013-08 (Harwich Police Department, 2-10-2021)**

Dear Chief LeBlanc,

The Commonwealth of Massachusetts, through its Executive Office of Technology Services and Security (EOTSS) and the State 911 Department, would like to thank you for participating in the FY2021/FY2022 CoMIRS Radio Upgrade Program (RUP) grant. It is my pleasure to inform you that your RUP grant application for the replacement and/or upgrade of active service, non-compliant CoMIRS operable radios has been approved, with modification. This approval is subject to all grant terms, provisions, conditions, and affirmations.

**Award Summary: 40 Portable Replacements, 29 Mobile Replacements, and 11 Upgrades.**

Grant award for the purchase of 40 portable radios:	\$	85,116.00
Grant award for the purchase of 29 mobile radios:	\$	65,757.79
Minimum cost difference for portables and mobiles assumed by Grantee:	\$	24,082.99
Programming allowance for portables not to exceed:	\$	2,000.00
Programming allowance for mobiles not to exceed:	\$	1,450.00
Installation allowance for mobiles not to exceed:	\$	8,700.00
<b><u>Your total grant award amount shall not exceed:</u></b>	<b>\$</b>	<b><u>163,023.79</u></b>

A detailed explanation of your award is incorporated herein as Exhibit A.

Requests to modify any element of Exhibit A must be submitted in writing to EOTSS at CoMIRS\_RUP@mass.gov. Requests for modification shall remain in a pending status until formally approved or denied by EOTSS.

*102 radios were requested in your application. 80 radios were verified active service under grant rules. This is the maximum allowed under the grant program based on a review of roster levels, fleet size, and an allowance for other uses for grant radios.*

Your grant award reflects the amount authorized for the replacement of qualified radios and associated programming and installation allowances. Please note, however, this grant award does not include any funding for authorized upgrades. To the extent you have requested and we have approved upgrades for qualified subscriber units, additional information regarding how those units will be upgraded and paid for will be forthcoming. EOTSS is still developing the process by which upgrades will be implemented and the manner by which they will be paid. Be assured that all approved upgrades will be paid for by EOTSS, whether directly or through an additional grant payment to you. In the interim, please proceed with the replacement of those units authorized herein.

Please find enclosed a copy of the Commonwealth's Standard Contract Form for your signature. This contract must be executed and returned to the EOTSS's CoMIRS Project Management Office (PMO) as soon as possible. In order to expedite the grant process please email a PDF version of the executed contract to [CoMIRS\\_RUP@mass.gov](mailto:CoMIRS_RUP@mass.gov). You must also mail the original wet signature contract to:

Ms. Annemarie Kates  
Deputy Chief Administrative Officer  
Executive Office of Technology Services and Security  
1 Ashburton Place, 8th Floor  
Boston, MA 02108

(The original wet signature contract must be mailed or delivered using USPS, UPS, FedEx, or like common carrier.)

Before returning your signed contract, be sure that the "MMARS Vendor Code" and the "MMARS Vendor Code Address ID" have been accurately and completely recorded on the Standard Contract Form. In the event you do not know these codes be sure to consult your municipal finance director. These codes are critically important when transferring the grant funds to you.

Your contract start date is the date of this Award Letter and will run through June 30, 2022. Grant funds may not be used for costs incurred prior to the contract start date. All equipment purchased with grant funds must be received by the last day of the fiscal year in which the funds were awarded, unless otherwise authorized by the PMO. **If your agency plans to request disbursement of these funds during FY2021, you are strongly encouraged to expedite your radio order(s) so your equipment is received by June 30, 2021.**

Pursuant to the *Grant's Supplemental Guidance #1*, (effective January 15, 2021) Grantees may elect to postpone their disbursement until Fiscal Year 2022. This provision is intended to provide Grantees the time they may need to secure municipal funding, if purchasing a more enhanced subscriber unit.

Be reminded that grant funds may not be used to purchase radio accessories. Accessories are considered discretionary and outside the scope of the grant. Although outside the scope, we have taken the opportunity to negotiate volume pricing for a number of commonly purchased accessories. EOTSS does not endorse or recommend any of these items. It is your responsibility to decide which, if any, are

best suited for your operation. To the extent you elect to supplement your radio purchase with accessories, ask your vendor for the COMIRS pricing. You will be fully responsible for the cost of all accessories. You are not required to report the purchase of accessory items to us.

Upon receipt of your radios, you must submit a Disbursement Request Form **and** PDF copies of all purchase order(s), packing slip(s) and invoice(s) (and if applicable, proof of "cost difference" payment) to receive access to your grant funds. The sooner we receive the Disbursement Request Form and the referenced purchase documents, the sooner you will be provided access to your funds. In no case should the submission of your Disbursement Request Form and supporting documentation exceed thirty days from the receipt of your equipment. A model Disbursement Request Form is available at [Mass.gov/COMIRS](http://Mass.gov/COMIRS). Questions concerning the disbursement process may be emailed to the PMO at [CoMIRS\\_RUP@mass.gov](mailto:CoMIRS_RUP@mass.gov).

**The purpose of the RUP Grant is to replace or upgrade active non-compliant subscriber units that are presently used on the CoMIRS trunked radio system. The Grant program is not designed to supplement or increase a public safety agency's radio inventory. Accordingly, all Grantees SHALL ensure that those radios that are replaced with a new radio purchased with grant funds (whether portable or mobile), are rendered permanently incapable (either electronically or physically) of operating on the CoMIRS trunked radio system. Failure to ensure and report that the radios listed on your inventory report are made incapable of operation on the CoMIRS trunked system may result in the forfeiture and/or repayment of your grant award.**

Lastly, if you would like to make a change to the authorized signatory, the contract manager, any of the grant worksheets or the disbursement schedule you must e-mail your request to [CoMIRS\\_RUP@mass.gov](mailto:CoMIRS_RUP@mass.gov) as soon as possible. Requests for any such changes shall remain in a pending status until formally approved or denied by the Secretary of EOTSS or his designee.

Sincerely,

Signature:   
Curtis M. Wood (Apr 16, 2021 10:06 EDT)

Email: [curtis.wood@mass.gov](mailto:curtis.wood@mass.gov)

Secretary Curtis Wood  
Executive Office of Technology Services and Security

Encl.: Commonwealth's Standard Contract Form  
Cc: CoMIRS PMO Grant File  
Annemarie Kates, EOTSS

**Exhibit A: Financial Summary**  
**CoMIRS Radio Upgrade Grant Award Number: FY2021-013-08**

Award Totals for Harwich Police Department	Total Units	Total Purchase Price*	Total Grant Eligible Cost	Cost Difference (Agency Cost for Upgraded Units)*	Maximum Programming Allowance	Maximum Installation Allowance
<b>Portable Replacements</b>						
Awarded Kenwood Portable Radios	0	\$ -	\$ -	\$ -	\$ -	\$ -
Awarded Motorola Portable Radios	40	\$ 100,745.20	\$ 85,116.00	\$ 15,629.20	\$ 2,000.00	\$ -
<i>PORTABLES SUBTOTAL</i>	40	\$ 100,745.20	\$ 85,116.00	\$ 15,629.20	\$ 2,000.00	\$ -
<b>Mobile Replacements</b>						
Awarded Kenwood Mobile Radios	0	\$ -	\$ -	\$ -	\$ -	\$ -
Awarded Motorola Mobile Radios	29	\$ 74,211.58	\$ 65,757.79	\$ 8,453.79	\$ 1,450.00	\$ 8,700.00
<i>MOBILES SUBTOTAL</i>	29	\$ 74,211.58	\$ 65,757.79	\$ 8,453.79	\$ 1,450.00	\$ 8,700.00
<b>Radio Upgrades</b>						
Awarded Portable Upgrades	10					
Awarded Mobile Upgrades	1					
<i>TOTAL UPGRADES AWARDED</i>	11					
<b>Totals</b>	<b>80</b>	\$ <b>174,956.78</b>	\$ <b>150,873.79</b>	\$ <b>24,082.99</b>	\$ <b>3,450.00</b>	\$ <b>8,700.00</b>

"Total Costs" (excludes programming and installation) *	\$ 174,956.78	<i>Based on radio prices for specified replacement radio preferences in application.</i>
<b>Total Grant Approved Disbursement</b>	<b>\$ 163,023.79</b>	<i>Includes "Total Grant Eligible Costs" plus programming and installation allowances.</i>
"Cost Difference to be Assumed by Grantee / Operable User" *	\$ 24,082.99	<i>Based on radio prices for specified replacement radio preferences in application.</i>

\* "Total Purchase Price," "Total Costs," "Cost Difference (Agency Cost for Upgraded Units)," and "Cost Difference to be Assumed by Grantee / Operable User" are based on the replacement models specified by the applicant in the CoMIRS RUP grant application. These values may vary based on the applicant's radio selections when ordering radios. Grantees must notify the CoMIRS RUP Grant Office of a radio purchase change between manufacturer (i.e., changing preference from Kenwood to Motorola or vice versa). Changes within a manufacturer (e.g., from APX4000-MA to APX6000) do not need to be reported to the grant office.

## Exhibit B: Approved Radio List

ID	Manufacturer	Model	Serial No. (submitted)	Radio ID	User Alias	Type	Request
357	Motorola	XTS 1500	687CMM0326	39258	HARWPD 86	Portable	Replace
358	Motorola	XTS 1500	687CMM0329	39261	HARWPD 89	Portable	Replace
359	Motorola	XTS 1500	687CMM0340	39272	HARWPD 100	Portable	Replace
360	Motorola	XTS 1500	687CMM0342	39274	HARWPD 102	Portable	Replace
361	Motorola	XTS 1500	687CMM0351	39283	HARWPD 111	Portable	Replace
362	Motorola	XTS 1500	687CMM0331	39263	HARWPD 91	Portable	Replace
363	Motorola	XTS 1500	687CMM0334	39266	HARWPD 94	Portable	Replace
364	Motorola	XTS 1500	687CMM0337	39269	HARWPD 97	Portable	Replace
365	Motorola	XTS 1500	687CMM0339	39271	HARWPD 99	Portable	Replace
366	Motorola	XTS 1500	687CMM0341	39273	HARWPD 101	Portable	Replace
367	Motorola	XTS 1500	687CMM0345	39277	HARWPD 105	Portable	Replace
368	Motorola	XTS 1500	687CMM0346	39278	HARWPD 106	Portable	Replace
369	Motorola	XTS 1500	687CMM0348	39280	HARWPD 108	Portable	Replace
370	Motorola	XTS 1500	687CMM0349	39281	HARWPD 109	Portable	Replace
371	Motorola	XTS 1500	687CMM0350	39282	HARWPD 110	Portable	Replace
372	Motorola	XTS 1500	687CMM0352	39284	HARWPD 112	Portable	Replace
373	Motorola	XTS 1500	687CMM0344	39276	HARWPD 104	Portable	Replace
374	Motorola	XTS 1500	687CMM0347	39279	HARWPD 107	Portable	Replace
375	Motorola	XTS 1500	687CMM0354	39286	HARWPD 114	Portable	Replace
377	Motorola	XTS 1500	687CMM0333	39265	HARWPD 93	Portable	Replace
378	Motorola	XTS 1500	687CMM0322	39254	HARWPD 82	Portable	Replace
379	Motorola	XTS 1500	687CMM0324	39256	HARWPD 84	Portable	Replace
380	Motorola	XTS 1500	687CMM0336	39268	HARWPD 96	Portable	Replace
381	Motorola	XTS 1500	687CMM0327	39259	HARWPD 87	Portable	Replace
382	Motorola	XTS 1500	687CMM0353	39285	HARWPD 113	Portable	Replace
383	Motorola	XTS 1500	687CMM0343	39275	HARWPD 103	Portable	Replace
384	Motorola	XTS 1500	687CMM0330	39262	HARWPD 90	Portable	Replace
385	Motorola	XTS 1500	687CMM0355	39287	HARWPD 115	Portable	Replace
386	Motorola	XTS 1500	687CMM0357	39289	HARWPD 117	Portable	Replace



ID	Manufacturer	Model	Serial No. (submitted)	Radio ID	User Alias	Type	Request
387	Motorola	XTS 1500	687CMM0332	39264	HARWPD 92	Portable	Replace
388	Motorola	XTS 1500	687CMM0325	39257	HARWPD 85	Portable	Replace
389	Motorola	XTS 1500	687CMM0335	39267	HARWPD 95	Portable	Replace
390	Motorola	XTS 1500	687CMM0359	39291	HARWPD 119	Portable	Replace
391	Motorola	MTS 2000	466AWC6321	34973	HARWPD 54	Portable	Replace
392	Motorola	MTS 2000	722AYG0659	34421	HARWPD49	Portable	Replace
393	Motorola	XTS 5000	721CEG0264	36671	REPC007	Portable	Replace
400	Motorola	XTS 1500	687CMM0328	39260	HARWPD 88	Portable	Replace
403	Kenwood	VP6430-F2	643042829130020		HARWFD 116	Portable	Upgrade
404	Motorola	MTS 2000	466AZQ0376 Z	35006	HARWPD67	Portable	Replace
405	Motorola	XTS 5000	721CLZ0049	38928	CHATHA 03	Portable	Replace
406	Motorola	XTS 5000	721CLZ0053	29810	HARWHA 03	Portable	Replace
415	Motorola	XTL 1500	775CMM3067	39235	HARWPD 123	Mobile	Replace
416	Motorola	XTL 1500	775CMM3069	39237	HARWPD 125	Mobile	Replace
417	Motorola	XTL 1500	775CMM3075	39243	HARWPD 131	Mobile	Replace
418	Motorola	MCS 2000	722AZE1140	34497	HARWPD52	Mobile	Replace
419	Motorola	MCS 2000	722ATG0651	34413	HARWPD41	Mobile	Replace
420	Motorola	MCS 2000	722AYG0649	34411	HARWPD39	Mobile	Replace
421	Motorola	XTL 1500	775CMM3066	39234	HARWPD 122	Mobile	Replace
422	Motorola	XTL 1500	775CMM3073	39241	HARWPD 129	Mobile	Replace
423	Motorola	XTL 1500	775CMM3070	39238	HARWPD 126	Mobile	Replace
424	Motorola	XTL 1500	755CMM3083	39251	HARWPD 139	Mobile	Replace
426	Motorola	XTL 1500	775CMM3082	39250	HARWPD 138	Mobile	Replace
427	Motorola	XTL 1500	755CMM3080	39248	HARWPD 136	Mobile	Replace
428	Motorola	XTL 1500	775CMM3081	39249	HARWPD 137	Mobile	Replace
429	Motorola	XTL 1500	775CMM3074	39242	HARWPD 130	Mobile	Replace
430	Motorola	XTL 1500	775CMM3071	39239	HARWPD 127	Mobile	Replace
431	Motorola	XTL 1500	775CMM3065	39233	HARWPD 121	Mobile	Replace
432	Motorola	XTL 1500	755CMM3084	39252	HARWPD 140	Mobile	Replace
433	Motorola	XTL 1500	775CMM3076	39244	HARWPD 132	Mobile	Replace
434	Motorola	XTL 2500	514CMM2355	39253	HARWPD 141	Mobile	Replace
435	Motorola	XTL 1500	775CMM3068	39236	HARWPD 124	Mobile	Replace

ID	Manufacturer	Model	Serial No. (submitted)	Radio ID	User Alias	Type	Request
436	Motorola	XTL 1500	775CMM3078	39246	HARWPD 134	Mobile	Replace
437	Motorola	XTL 1500	775CMM3072	39240	HARWPD 128	Mobile	Replace
438	Motorola	XTL 1500	775CMM3064	39232	HARWPD 120	Mobile	Replace
439	Motorola	MCS 2000	722AYG0658	34420	HARWPD48	Mobile	Replace
440	Motorola	MCS 2000	722AZN0767	34986	HARWFD 28	Mobile	Replace
441	Motorola	MCS 2000	722AYG0648	34410	HARWPD38	Mobile	Replace
442	Motorola	MCS 2000	722AYG0654	34416	HARWPD44	Mobile	Replace
443	Motorola	MCS 2000	722AYG0657	34419	HARWPD47	Mobile	Replace
444	Motorola	MCS 2000	722AYG0616	34450	WELLPD14	Mobile	Replace
449	Motorola	APX 6000	481CRMC955		HARWPD 143	Portable	Upgrade
450	Motorola	APX 6000	481CQA0322		HARWPD 146	Portable	Upgrade
451	Motorola	APX 6000	481CRMB660			Portable	Upgrade
452	Motorola	APX 6000	481CUK0807		HARWPD 148	Portable	Upgrade
453	Motorola	APX 6000	481CUK0808		HARWPD 149	Portable	Upgrade
454	Motorola	APX 6000	481CUK0809		HARWPD 150	Portable	Upgrade
455	Motorola	APX 6000	481CUK0810		HARWPD 151	Portable	Upgrade
456	Motorola	APX 7000	655CPB0419		HARWPD 144	Portable	Upgrade
457	Motorola	APX 7000 XE	526CQA0144		HARWPD 147	Portable	Upgrade
458	Motorola	APX 7500	656CMP1946		HARWPD 145	Mobile	Upgrade






# FY2021-013-08 Award Letter (Harwich Police Department)

Final Audit Report

2021-04-16

Created:	2021-04-16
By:	Scott Bailey (Scott.W.Bailey@mass.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJcoDILwxBSbuD7Gu5zVwiOBHA4gzVZCq

## "FY2021-013-08 Award Letter (Harwich Police Department)" History

-  Document created by Scott Bailey (Scott.W.Bailey@mass.gov)  
2021-04-16 - 7:20:46 PM GMT - IP address: 108.7.50.8
-  Document emailed to Curtis M. Wood (curtis.wood@mass.gov) for signature  
2021-04-16 - 7:21:11 PM GMT
-  Email viewed by Curtis M. Wood (curtis.wood@mass.gov)  
2021-04-16 - 8:05:11 PM GMT - IP address: 24.218.151.163
-  Document e-signed by Curtis M. Wood (curtis.wood@mass.gov)  
Signature Date: 2021-04-16 - 8:06:02 PM GMT - Time Source: server- IP address: 24.218.151.163
-  Agreement completed.  
2021-04-16 - 8:06:02 PM GMT



# EXECUTIVE OFFICE OF TECHNOLOGY SERVICES & SECURITY

COMMONWEALTH OF MASSACHUSETTS | 1 ASHBURTON PLACE, 8TH FLOOR, BOSTON, MA 02108

Lynn, Massachusetts

**CHARLES D. BAKER**  
Governor

**CURTIS M. WOOD**  
Secretary

**KARYN E. POLITO**  
Lieutenant Governor

April 16, 2021

David LeBlanc  
Chief of Fire Department  
Town of Harwich Fire Department  
175/183 Sisson Road  
Harwich, MA 02645

**RE: CoMIRS Radio Upgrade Program (RUP) Grant Award Number: FY2021-012-26 (Harwich Fire Department, 2-10-2021)**

Dear Chief LeBlanc,

The Commonwealth of Massachusetts, through its Executive Office of Technology Services and Security (EOTSS) and the State 911 Department, would like to thank you for participating in the FY2021/FY2022 CoMIRS Radio Upgrade Program (RUP) grant. It is my pleasure to inform you that your RUP grant application for the replacement and/or upgrade of active service, non-compliant CoMIRS operable radios has been approved, with modification. This approval is subject to all grant terms, provisions, conditions, and affirmations.

<b><u>Award Summary: 29 Portable Replacements, 27 Mobile Replacements, and 15 Upgrades.</u></b>		
Grant award for the purchase of 29 portable radios:	\$	61,709.10
Grant award for the purchase of 27 mobile radios:	\$	61,222.77
Minimum cost difference for portables and mobiles assumed by Grantee:	\$	19,201.94
Programming allowance for portables not to exceed:	\$	1,450.00
Programming allowance for mobiles not to exceed:	\$	1,350.00
Installation allowance for mobiles not to exceed:	\$	8,100.00
<b><u>Your total grant award amount shall not exceed:</u></b>	<b>\$</b>	<b><u>133,831.87</u></b>
A detailed explanation of your award is incorporated herein as Exhibit A.		
Requests to modify any element of Exhibit A must be submitted in writing to EOTSS at CoMIRS_RUP@mass.gov.		
Requests for modification shall remain in a pending status until formally approved or denied by EOTSS.		

*78 radios were requested in your application. 71 radios were verified active service under grant rules. This is the maximum allowed under the grant program based on a review of roster levels, fleet size, and an allowance for other uses for grant radios.*

Your grant award reflects the amount authorized for the replacement of qualified radios and associated programming and installation allowances. Please note, however, this grant award does not include any funding for authorized upgrades. To the extent you have requested and we have approved upgrades for qualified subscriber units, additional information regarding how those units will be upgraded and paid for will be forthcoming. EOTSS is still developing the process by which upgrades will be implemented and the manner by which they will be paid. Be assured that all approved upgrades will be paid for by EOTSS, whether directly or through an additional grant payment to you. In the interim, please proceed with the replacement of those units authorized herein.

Please find enclosed a copy of the Commonwealth's Standard Contract Form for your signature. This contract must be executed and returned to the EOTSS's CoMIRS Project Management Office (PMO) as soon as possible. In order to expedite the grant process please email a PDF version of the executed contract to [CoMIRS\\_RUP@mass.gov](mailto:CoMIRS_RUP@mass.gov). You must also mail the original wet signature contract to:

Ms. Annemarie Kates  
Deputy Chief Administrative Officer  
Executive Office of Technology Services and Security  
1 Ashburton Place, 8th Floor  
Boston, MA 02108

(The original wet signature contract must be mailed or delivered using USPS, UPS, FedEx, or like common carrier.)

Before returning your signed contract, be sure that the "MMARS Vendor Code" and the "MMARS Vendor Code Address ID" have been accurately and completely recorded on the Standard Contract Form. In the event you do not know these codes be sure to consult your municipal finance director. These codes are critically important when transferring the grant funds to you.

Your contract start date is the date of this Award Letter and will run through June 30, 2022. Grant funds may not be used for costs incurred prior to the contract start date. All equipment purchased with grant funds must be received by the last day of the fiscal year in which the funds were awarded, unless otherwise authorized by the PMO. **If your agency plans to request disbursement of these funds during FY2021, you are strongly encouraged to expedite your radio order(s) so your equipment is received by June 30, 2021.**

Pursuant to the Grant's *Supplemental Guidance #1*, (effective January 15, 2021) Grantees may elect to postpone their disbursement until Fiscal Year 2022. This provision is intended to provide Grantees the time they may need to secure municipal funding, if purchasing a more enhanced subscriber unit.

Be reminded that grant funds may not be used to purchase radio accessories. Accessories are considered discretionary and outside the scope of the grant. Although outside the scope, we have taken the opportunity to negotiate volume pricing for a number of commonly purchased accessories. EOTSS does not endorse or recommend any of these items. It is your responsibility to decide which, if any, are

best suited for your operation. To the extent you elect to supplement your radio purchase with accessories, ask your vendor for the COMIRS pricing. You will be fully responsible for the cost of all accessories. You are not required to report the purchase of accessory items to us.

Upon receipt of your radios, you must submit a Disbursement Request Form **and** PDF copies of all purchase order(s), packing slip(s) and invoice(s) (and if applicable, proof of "cost difference" payment) to receive access to your grant funds. The sooner we receive the Disbursement Request Form and the referenced purchase documents, the sooner you will be provided access to your funds. In no case should the submission of your Disbursement Request Form and supporting documentation exceed thirty days from the receipt of your equipment. A model Disbursement Request Form is available at [Mass.gov/COMIRS](http://Mass.gov/COMIRS). Questions concerning the disbursement process may be emailed to the PMO at [CoMIRS\\_RUP@mass.gov](mailto:CoMIRS_RUP@mass.gov).

**The purpose of the RUP Grant is to replace or upgrade active non-compliant subscriber units that are presently used on the CoMIRS trunked radio system. The Grant program is not designed to supplement or increase a public safety agency's radio inventory. Accordingly, all Grantees SHALL ensure that those radios that are replaced with a new radio purchased with grant funds (whether portable or mobile), are rendered permanently incapable (either electronically or physically) of operating on the CoMIRS trunked radio system. Failure to ensure and report that the radios listed on your inventory report are made incapable of operation on the CoMIRS trunked system may result in the forfeiture and/or repayment of your grant award.**

Lastly, if you would like to make a change to the authorized signatory, the contract manager, any of the grant worksheets or the disbursement schedule you must e-mail your request to [CoMIRS\\_RUP@mass.gov](mailto:CoMIRS_RUP@mass.gov) as soon as possible. Requests for any such changes shall remain in a pending status until formally approved or denied by the Secretary of EOTSS or his designee.

Sincerely,

Signature:   
Curtis Wood (Apr 16, 2021 15:23 EDT)

Email: [curtis.wood@mass.gov](mailto:curtis.wood@mass.gov)

Secretary Curtis Wood  
Executive Office of Technology Services and Security

Encl.: Commonwealth's Standard Contract Form  
Cc: CoMIRS PMO Grant File  
Annemarie Kates, EOTSS

**Exhibit A: Financial Summary**  
**CoMIRS Radio Upgrade Grant Award Number: FY2021-012-26**

Award Totals for Harwich Fire Department	Total Units	Total Purchase Price*	Total Grant Eligible Cost	Cost Difference (Agency Cost for Upgraded Units)*	Maximum Programming Allowance	Maximum Installation Allowance
<b>Portable Replacements</b>						
Awarded Kenwood Portable Radios	0	\$ -	\$ -	\$ -	\$ -	\$ -
Awarded Motorola Portable Radios	29	\$ 73,040.27	\$ 61,709.10	\$ 11,331.17	\$ 1,450.00	\$ -
<b>PORTABLES SUBTOTAL</b>	<b>29</b>	<b>\$ 73,040.27</b>	<b>\$ 61,709.10</b>	<b>\$ 11,331.17</b>	<b>\$ 1,450.00</b>	<b>\$ -</b>
<b>Mobile Replacements</b>						
Awarded Kenwood Mobile Radios	0	\$ -	\$ -	\$ -	\$ -	\$ -
Awarded Motorola Mobile Radios	27	\$ 69,093.54	\$ 61,222.77	\$ 7,870.77	\$ 1,350.00	\$ 8,100.00
<b>MOBILES SUBTOTAL</b>	<b>27</b>	<b>\$ 69,093.54</b>	<b>\$ 61,222.77</b>	<b>\$ 7,870.77</b>	<b>\$ 1,350.00</b>	<b>\$ 8,100.00</b>
<b>Radio Upgrades</b>						
Awarded Portable Upgrades	12					
Awarded Mobile Upgrades	3					
<b>TOTAL UPGRADES AWARDED</b>	<b>15</b>					
<b>Totals</b>	<b>71</b>	<b>\$ 142,133.81</b>	<b>\$ 122,931.87</b>	<b>\$ 19,201.94</b>	<b>\$ 2,800.00</b>	<b>\$ 8,100.00</b>

"Total Costs" (excludes programming and installation) *	\$ 142,133.81	Based on radio prices for specified replacement radio preferences in application.
<b>Total Grant Approved Disbursement</b>	<b>\$ 133,831.87</b>	Includes "Total Grant Eligible Costs" plus programming and installation allowances.
"Cost Difference to be Assumed by Grantee / Operable User" *	\$ 19,201.94	Based on radio prices for specified replacement radio preferences in application.

\* "Total Purchase Price," "Total Costs," "Cost Difference (Agency Cost for Upgraded Units)," and "Cost Difference to be Assumed by Grantee / Operable User" are based on the replacement models specified by the applicant in the CoMIRS RUP grant application. These values may vary based on the applicant's radio selections when ordering radios. Grantees must notify the CoMIRS RUP Grant Office of an radio purchase changes between manufacturer (i.e., changing preference from Kenwood to Motorola or vice versa). Changes within a manufacturer (e.g., from APX4000-MA to APX6000) do not need to be reported to the grant office.

### Exhibit B: Approved Radio List

ID	Manufacturer	Model	Serial No. (submitted)	Radio ID	User Alias	Type	Request
279	Motorola	XTS1500	687CMF4083	39114	HARWFD 87	Portable	Replace
280	Motorola	XTS1500	687CKD0634	37561	HARWFD 61	Portable	Replace
281	Motorola	XTS1500	687CMF4065	39096	HARWFD 69	Portable	Replace
282	Motorola	XTS1500	687CKD0633	37560	HARWFD 60	Portable	Replace
283	Motorola	XTS1500	687CJF0788	37455	HARWFD-46	Portable	Replace
284	Motorola	XTS1500	687cmf4074	39105	HARWFD 78	Portable	Replace
285	Motorola	XTS1500	687CMF4066	39097	HARWFD 70	Portable	Replace
286	Motorola	XTS1500	687CMF4064	39095	HARWFD 68	Portable	Replace
287	Motorola	XTS1500	687CJF0791	37458	HARWFD-49	Portable	Replace
288	Motorola	XTS1500	687CJF0790	37457	HARWFD-48	Portable	Replace
289	Motorola	XTS1500	687CMF4068	39099	HARWFD 72	Portable	Replace
290	Motorola	XTS1500	687CMF4069	39100	HARWFD 73	Portable	Replace
291	Motorola	XTS1500	687CMF4071	39102	HARWFD 75	Portable	Replace
292	Motorola	XTS1500	687CMF4081	39112	HARWFD 85	Portable	Replace
293	Motorola	APX4000	426CUH1137		HARWFD 112	Portable	Upgrade
294	Kenwood	VP6430-F2	643050915630005		HARWFD 117	Portable	Upgrade
295	Motorola	XTS1500	687CKD0628	37555	HARWFD 55	Portable	Replace
296	Motorola	XTS1500	687CMF4075	39106	HARWFD 79	Portable	Replace
298	Motorola	XTS1500	687CMF4082	39113	HARWFD 86	Portable	Replace
299	Motorola	XTS1500	687CMF4076	39107	HARWFD 80	Portable	Replace
300	Motorola	XTS1500	687CJF0789	37456	HARWFD-47	Portable	Replace
301	Motorola	XTS1500	687CMF4079	39110	HARWFD 83	Portable	Replace
302	Motorola	XTS1500	687CKV2688	34568	HARWFD 66	Portable	Replace
303	Motorola	XTS1500	687CMF4073	39104	HARWFD 77	Portable	Replace
305	Motorola	APX4000	426CUH1136		HARWFD 111	Portable	Upgrade
306	Kenwood	VP6430-F2	643050915630006		HARWFD 120	Portable	Upgrade
307	Motorola	XTS1500	687CKD0629	37556	HARWFD 56	Portable	Replace
308	Motorola	XTS1500	687CKD0631	37558	HARWFD 58	Portable	Replace
309	Motorola	XTS1500	687CMF4072	39103	HARWFD 76	Portable	Replace
310	Motorola	XTS1500	687CKD0630	37557	HARWFD 57	Portable	Replace
311	Motorola	XTS1500	687CMF4078	39109	HARWFD 82	Portable	Replace
312	Motorola	XTS1500	687CKD0635	37562	HARWFD 62	Portable	Replace
314	Kenwood	VP6430-F2	643050915630010		HARWFD 119	Portable	Upgrade
315	Kenwood	VP6430-F2	643050915630001		HARWFD 118	Portable	Upgrade
319	Motorola	XTS1500	687CMF4080	39111	HARWFD 84	Portable	Replace
320	Motorola	XTL2500	514CJF3367	37454	HAWWFD-45	Mobile	Replace
321	Motorola	XTL2500	514CMF3686	39090	HARWFD 99	Mobile	Replace



ID	Manufacturer	Model	Serial No. (submitted)	Radio ID	User Alias	Type	Request
322	Motorola	XTL2500	514CMF3166	39081	HARWFD 90	Mobile	Replace
323	Motorola	XTL2500	514CMF3689	39093	HARWFD 102	Mobile	Replace
324	Motorola	XTL2500	514CMF3684	39088	HARWFD 97	Mobile	Replace
325	Motorola	XTL1500	MNP02GEC	39247	HARWFD 105	Mobile	Replace
326	Motorola	XTL2500	514CMF3165	39080	HARWFD 89	Mobile	Replace
327	Motorola	XTL2500	514CMF3171	39086	HARWFD 95	Mobile	Replace
328	Motorola	XTL2500	514CMF3170	39085	HARWFD 94	Mobile	Replace
329	Motorola	XTL2500	514CMF3164	39079	HARWFD 88	Mobile	Replace
330	Motorola	XTL2500	514CMF3167	39082	HARWFD 91	Mobile	Replace
331	Motorola	XTL2500	514CMF3168	39083	HARWFD 92	Mobile	Replace
332	Motorola	XTL2500	514CMF3169	39084	HARWFD 93	Mobile	Replace
333	Motorola	MCS2000	HCN11160	34792	HARWF-26	Mobile	Replace
334	Motorola	XTL2500	514CMF3688	39092	HARWFD 101	Mobile	Replace
335	Motorola	MCS2000	722ayu3060	34794	HARWF-28	Mobile	Replace
336	Motorola	MCS2000	722ABN1724	34553	HARWPD74	Mobile	Replace
337	Motorola	XTL2500	514CMF3687	39091	HARWFD 100	Mobile	Replace
338	Motorola	XTL2500	624CLM0502	32115	FLPD-7D73	Mobile	Replace
339	Motorola	MCS2000	722CCQ0236	35316	HARWFD43	Mobile	Replace
340	Motorola	MCS2000	722ayu3066	34800	HARWF-34	Mobile	Replace
341	Motorola	MCS2000	722axn0315	33996	HARWFD 23	Mobile	Replace
342	Motorola	MCS2000	722axn0335	33950	HARWPD37	Mobile	Replace
344	Motorola	ASTRO	276CKB0218	37583	HARWFD46	Mobile	Replace
345	Motorola	ASTRO	276CMF0722	39094	HARWFD 67	Mobile	Replace
346	Motorola	XTL2500	514CMF3685	39089	HARWFD 98	Mobile	Replace
347	Motorola	XTL2500	514CMF3683	39087	HARWFD 96	Mobile	Replace
348	Motorola	APX6000XE	526CQB0924		HARWFD 109	Portable	Upgrade
349	Motorola	APX6000XE	756CSF1680		HARWFD 107	Portable	Upgrade
350	Motorola	APX6000XE	756CUK0687		HARWFD 114	Portable	Upgrade
351	Motorola	APX6000XE	756CUK0686		HARWFD 113	Portable	Upgrade
352	Motorola	APX6000XE	526CQB0914		HARWFD 108	Portable	Upgrade
353	Motorola	APX6000XE	756CQP2993		HARWFD 103	Portable	Upgrade
354	Motorola	APX6500	527CWV2179		HARWFD 121	Mobile	Upgrade
355	Motorola	APX6500	527CUM0424		HARWFD 115	Mobile	Upgrade
356	Motorola	APX6500	527CRT7359		HARWFD 106	Mobile	Upgrade






# FY2021-012-26 Award Letter (Harwich Fire Department)

Final Audit Report

2021-04-16

Created:	2021-04-16
By:	Scott Bailey (Scott.W.Bailey@mass.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGIF78D_yxlbEvUKIoPCWQ9Pr-dwhOIZ7

## "FY2021-012-26 Award Letter (Harwich Fire Department)" History

-  Document created by Scott Bailey (Scott.W.Bailey@mass.gov)  
2021-04-16 - 7:20:08 PM GMT - IP address: 108.7.50.8
-  Document emailed to Curtis Wood (curtis.wood@mass.gov) for signature  
2021-04-16 - 7:20:28 PM GMT
-  Email viewed by Curtis Wood (curtis.wood@mass.gov)  
2021-04-16 - 7:23:30 PM GMT - IP address: 24.218.151.163
-  Document e-signed by Curtis Wood (curtis.wood@mass.gov)  
Signature Date: 2021-04-16 - 7:23:46 PM GMT - Time Source: server- IP address: 24.218.151.163
-  Agreement completed.  
2021-04-16 - 7:23:46 PM GMT

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions for Human and Social Services](#) or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

<b>CONTRACTOR LEGAL NAME:</b> Town of Harwich Fire Department (and d/b/a):		<b>COMMONWEALTH DEPARTMENT NAME:</b> Executive Office of Technology Services and Security <b>MMARS Department Code:</b> ITD	
<b>Legal Address: (W-9, W-4):</b> 175/183 Sisson Rd., Harwich, MA 02645		<b>Business Mailing Address:</b> One Ashburton Place, Room 804, Boston, MA 02108	
<b>Contract Manager:</b> David Leblanc	<b>Phone:</b> 508-430-7546 ext 4800	<b>Billing Address (if different):</b>	
<b>E-Mail:</b> <a href="mailto:d.leblanc@harwichfire.com">d.leblanc@harwichfire.com</a>	<b>Fax:</b>	<b>Contract Manager:</b> Matthew E. Moran	<b>Phone:</b> 617-626-4400
<b>Contractor Vendor Code:</b>		<b>E-Mail:</b> <a href="mailto:Matthew.E.Moran@mass.gov">Matthew.E.Moran@mass.gov</a>	<b>Fax:</b>
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD001 (Note: The Address ID must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b> CT-ITD-2021HARWICHFIRE00911 <b>RFR/Procurement or Other ID Number:</b> CoMIRS Radio Upgrade Grant Award Number: FY2021-012-26/ PCR-21-00911	
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b> <b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input type="checkbox"/> Department Procurement (includes all Grants - <a href="#">815 CMR 2.00</a> ) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input checked="" type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<input type="checkbox"/> <b>CONTRACT AMENDMENT</b> Enter Current Contract End Date <i>Prior</i> to Amendment: ____, 20__. Enter Amendment Amount: \$ _____. (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</b> <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> <a href="#">Commonwealth Terms and Conditions</a> <input type="checkbox"/> <a href="#">Commonwealth Terms and Conditions For Human and Social Services</a> <input type="checkbox"/> <a href="#">Commonwealth IT Terms and Conditions</a>			
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under <a href="#">815 CMR 9.00</a> . <input type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or <i>new</i> total if Contract is being amended). <b>\$133,831.87</b>			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days __% PPD; Payment issued within 15 days __% PPD; Payment issued within 20 days __% PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments ( <a href="#">M.G.L. c. 29, § 23A</a> ); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Award Summary: 29 Replacement Portables, 56 Replacement Mobiles, 15 Upgrades. This contract is for the disbursement of grant funds pursuant to the CoMIRS Radio Upgrade Grant as authorized by the Executive Office of Technology Services and Security (EOTSS) acting through its CoMIRS Program Management Office (PMO). Disbursement of these grant funds is made in strict accordance with the CoMIRS Radio Upgrade Grant Notice and Guidelines, the Contractor's Grant Application and Award Letter and the Interdepartmental Service Agreement executed by and between the Executive Office of Public Safety and Security and EOTSS, dated August 29, 2018 and amended March 18, 2020. Grant funds shall be for the replacement of subscriber units, the upgrade of subscriber units and/or the purchase of other related equipment purchased with a 'specifically delineated grant allocation', as detailed in the Contractor's Application and authorized by the CoMIRS PMO. Expenditure of grant funds shall, at all times, be in compliance with the terms, provisions, and conditions of the CoMIRS Radio Upgrade Grant Notice and Guidelines, the Contractor's Grant Application and Award Letter. All purchases must be executed between the start date and end date of this contract. Although the Contractor may schedule the purchase and/or delivery of grant supported equipment in a sequence that will facilitate an organized and well-managed process, the Contractor also acknowledges the CoMIRS PMO's desire to deploy grant supported equipment as quickly as possible.			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. <input type="checkbox"/> 2. may be incurred as of ____, 20__, a date <b>LATER</b> than the Effective Date below and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. <input checked="" type="checkbox"/> 3. were incurred as of <b>April 12, 2021</b> , a date <b>PRIOR</b> to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <b>June 30, 2022</b> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



**CERTIFICATIONS:** Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in [801 CMR 21.07](#), incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

**AUTHORIZING SIGNATURE FOR THE CONTRACTOR:**

X: \_\_\_\_\_, Date: \_\_\_\_\_  
(Signature and Date Must Be Handwritten At Time of Signature)

Print Name: David Leblanc

Print Title: Chief of Fire Department

**AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:**

X: \_\_\_\_\_, Date: \_\_\_\_\_  
(Signature and Date Must Be Handwritten At Time of Signature)

Print Name: Curtis Wood

Print Title: Secretary, EOTSS

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



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<b>CONTRACTOR LEGAL NAME:</b> Town of Harwich Police Department (and d/b/a):		<b>COMMONWEALTH DEPARTMENT NAME:</b> Executive Office of Technology Services and Security <b>MMARS Department Code:</b> ITD	
<b>Legal Address: (W-9, W-4):</b> 175/183 Sisson Rd., Harwich, MA 02645		<b>Business Mailing Address:</b> One Ashburton Place, Room 804, Boston, MA 02108	
<b>Contract Manager:</b> David Leblanc	<b>Phone:</b> 508-430-7546 ext 4800	<b>Billing Address (if different):</b>	
<b>E-Mail:</b> <a href="mailto:d.leblanc@harwichfire.com">d.leblanc@harwichfire.com</a>	<b>Fax:</b>	<b>Contract Manager:</b> Matthew E. Moran	<b>Phone:</b> 617-626-4400
<b>Contractor Vendor Code:</b>		<b>E-Mail:</b> <a href="mailto:Matthew.E.Moran@mass.gov">Matthew.E.Moran@mass.gov</a>	<b>Fax:</b>
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD001 (Note: The Address ID must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b> CT-ITD-2021HARWICHPOLICE912	
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b>		<input type="checkbox"/> <b>CONTRACT AMENDMENT</b>	
<b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <input type="checkbox"/> <b>Statewide Contract</b> (OSD or an OSD-designated Department) <input type="checkbox"/> <b>Collective Purchase</b> (Attach OSD approval, scope, budget) <input type="checkbox"/> <b>Department Procurement</b> (includes all Grants - <a href="#">815 CMR 2.00</a> ) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> <b>Emergency Contract</b> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach Employment Status Form, scope, budget) <input checked="" type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		Enter <b>Current Contract End Date</b> <i>Prior</i> to Amendment: _____, 20____. Enter <b>Amendment Amount:</b> \$ _____. (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</b> <input type="checkbox"/> <b>Amendment to Date, Scope or Budget</b> (Attach updated scope and budget) <input type="checkbox"/> <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach any updates to scope or budget) <input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> <a href="#">Commonwealth Terms and Conditions</a> <input type="checkbox"/> <a href="#">Commonwealth Terms and Conditions For Human and Social Services</a> <input type="checkbox"/> <a href="#">Commonwealth IT Terms and Conditions</a>			
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under <a href="#">815 CMR 9.00</a> . <input type="checkbox"/> <b>Rate Contract.</b> (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <b>Maximum Obligation Contract.</b> Enter total maximum obligation for total duration of this contract (or <i>new</i> total if Contract is being amended). <b>\$163,023.79</b>			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting <b>accelerated</b> payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments ( <a href="#">M.G.L. c. 29, § 23A</a> ); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Award Summary: 40 Replacement Portables, 69 Replacement Mobiles, 11 Upgrades. This contract is for the disbursement of grant funds pursuant to the CoMIRS Radio Upgrade Grant as authorized by the Executive Office of Technology Services and Security (EOTSS) acting through its CoMIRS Program Management Office (PMO). Disbursement of these grant funds is made in strict accordance with the CoMIRS Radio Upgrade Grant Notice and Guidelines, the Contractor's Grant Application and Award Letter and the Interdepartmental Service Agreement executed by and between the Executive Office of Public Safety and Security and EOTSS, dated August 29, 2018 and amended March 18, 2020. Grant funds shall be for the replacement of subscriber units, the upgrade of subscriber units and/or the purchase of other related equipment purchased with a 'specifically delineated grant allocation', as detailed in the Contractor's Application and authorized by the CoMIRS PMO. Expenditure of grant funds shall, at all times, be in compliance with the terms, provisions, and conditions of the CoMIRS Radio Upgrade Grant Notice and Guidelines, the Contractor's Grant Application and Award Letter. All purchases must be executed between the start date and end date of this contract. Although the Contractor may schedule the purchase and/or delivery of grant supported equipment in a sequence that will facilitate an organized and well-managed process, the Contractor also acknowledges the CoMIRS PMO's desire to deploy grant supported equipment as quickly as possible.			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <b>LATER</b> than the Effective Date below and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. <input checked="" type="checkbox"/> 3. were incurred as of <b>April 12, 2021</b> , a date <b>PRIOR</b> to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <b>June 30, 2022</b> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



**CERTIFICATIONS:** Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in [801 CMR 21.07](#), incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

**AUTHORIZING SIGNATURE FOR THE CONTRACTOR:**

X: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature and Date Must Be Handwritten At Time of Signature)

Print Name: David Leblanc

Print Title: Chief of Fire Department

**AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:**

X: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature and Date Must Be Handwritten At Time of Signature)

Print Name: Curtis Wood

Print Title: Secretary, EOTSS

**TOWN**  
**ADMINISTRATOR'S**  
**REPORT**

# James G. Marceline Arboretum GRAND OPENING

Island Pond Cemetery  
**Friday May 21st 2021**  
10:00am to 2:00pm

Join us in celebrating the Arboretum at Island Pond Cemetery that was awarded a Level 1 Accreditation by The ArbNet Arboretum Accreditation Program and The Morton Arboretum.



AmeriCorps Cape Cod and other members of the community will be placed at different spots around the Arboretum to provide information about trees, shrubs, and future plans and goals for the grounds.



James G. Marceline Arboretum is located at 15 Island Pond Road  
Harwich, MA 02645





3rd Annual

# Tree Tour

James G. Marceline Arboretum  
Island Pond Cemetery



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**Wednesday June 9th 2021**

**11:00am to 1:00pm**

Enjoy a free, self-guided, socially distanced tour of the newly Level 1 Accredited Arboretum in collaboration with the Harwich Garden Club.



James G. Marceline Arboretum is located at 15 Island Pond Road  
Harwich, MA 02645

TOWN OF HARWICH, MASSACHUSETTS  
SEWERAGE WORKS IMPROVEMENTS PHASE 2 – CONTRACT #1  
ROBERT B. OUR COMPANY  
SEWER PROJECT

CONSTRUCTION SCHEDULE – WEEKLY UPDATE  
Date Submitted: May 10, 2021

**One Week Look Ahead (05/10/21-05/14/21)**

- Pump Station Crew # 1
  - Continue Working on Spence’s Trace & RT 137 Pump Station Site’s
  - Cleanup at Various Locations of Road Shoulders
  - Continue Working on the Parshall Flume
  - Final Paving of RT 137
    - Traffic Signal Work
    - Casting Adjustments
    - Paving

**Two Week Look Ahead (05/17/21- 05/21/21)**

- Pump Station Crew # 1
  - Continue Working on Spence’s Trace & RT 137 Pump Station Site’s
  - Cleanup at Various Locations of Road Shoulders
  - Continue Working on the Parshall Flume
  - Final Paving of RT 137
    - Paving
    - Cleanup
    - Markings Restoration

**Three Week Look Ahead (05/24/21- 05/28/21)**

- Pump Station Crew # 1
  - Continue Working on Spence’s Trace & RT 137 Pump Station Site’s
    - Station Startups and programing
  - Cleanup at Various Locations of Road Shoulders
  - Continue Working on the Parshall Flume
  - Final Paving of RT 137
    - Cleanup

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

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

CONSTRUCTION SCHEDULE – WEEKLY UPDATE

**One Week Look Ahead (05/10-05/14)**

- Pump Station Crew #1
  - Continue work at Church Street south pumping station
  - Continue work at Church Street north pumping station
  - Continue Harden Lane electric and site preparation

**Two Week Look Ahead (05/17-05/21)**

- Pump Station Crew #1
  - Continue work at Church Street south pumping station
  - Continue work at Church Street north pumping station
  - Continue Harden Lane electric and site preparation
- Final paving with Lawrence Lynch

**Three Week Look Ahead (05/24-05/28)**

- Pump Station Crew #1
  - Continue work at Church Street south pumping station
  - Continue work at Church Street north pumping station
  - Continue Harden Lane electric and site preparation

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



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

Amy Bullock  
Treasurer / Collector

Nancy Knepper  
Assistant Treasurer/Collector

## Monthly Report to the Board of Selectmen

April 2021

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

56 unpaid FY 2020 real estate bills were sent to our tax lien attorney to begin the tax taking process. Attorney Coppola sent letters to those owners, resulting in 34 bills being paid in full. The remaining 22 will be advertised in this week's edition of the Cape Cod Chronicle. The taking date is set for May 27, 2021.

### Collections

	FY 2021	FY 2020
Tax/Water Collections:	\$9,077,366.67	\$9,791,284.45
Tax lien Collections:	\$22,869.12	\$1,427.81
Departmental turnovers:	\$2,907,966.11	\$1,219,535.45
Total:	\$12,008,201.90	\$11,012,247.71

### Disbursements

	FY 2021	FY 2020
Accounts Payable	\$2,506,981.13	\$2,408,374.15
Payroll	\$1,755,387.64	\$1,346,601.68
Total:	\$4,262,368.77	\$3,754,975.83

Respectfully submitted,  
*Amy Bullock*  
Treasurer/Collector