

SELECTMEN'S MEETING AGENDA*

Monday, June 22, 2020

Executive Session 6:00 P.M.

Regular Meeting 6:30 P.M.

REMOTE PARTICIPATION ONLY

OPEN PUBLIC FORUM – NEW STEPS – PLEASE READ

For those members of the public wishing to make comment you may do so by;

1. First, send an email to comment@town.harwich.ma.us (send emails at any time after the meeting agenda has been officially posted)
 - a. In the subject line enter "request to speak, 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.

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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 Harwich Employees Association (HEA) and the Highways and Maintenance Employees Association (HEMA) if an open session would have a detrimental effect on the town's bargaining position and the chair so declares;
- B. 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;
- C. Pursuant to MGL, c. 30A section 21 (a) paragraph 2 to conduct strategy sessions for contract negotiations for non-union personnel – Finance Director, Fire Chief-elect and Police Chief

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 (Not earlier than 6:30 P.M.)

VI. CONSENT AGENDA

- A. Minutes for Approval:
 - a. October 15, 2019
 - b. October 7, 2019
- B. Vote to approve the Interim Town Administrator's recommendation to grant permission of NSTAR/Eversource for the purpose of the installing approximately 25' of conduit and cable and 1 handhold #53/23 A in town road to provide electrical service to customer at 94 Forest Street subject to conditions from staff

VII. NEW BUSINESS

- A. Discussion and possible vote - Fiscal Year 2020 Budget Transfers & July 2020 Monthly Spending Plan
- B. Discussion and possible vote – Temporary Seasonal COVID-19 Code Enforcement Inspector
- C. Vote to approve – Go Industries DBA Perks – Common Victuallers License – Renewal - 541 Route 28, Harwich Port
- D. Vote to approve - Go Industries DBA Perks - Weekday Entertainment License – Renewal - 11:30 AM – 10:00 PM inside and outside – Recorded and/or live music with amplification system and dancing – 656 Route 28, Harwich Port
- E. Discussion and possible vote to approve Natural Resources Director, Heinz Proft's request re-hire Shellfish Lab seasonal staff – FY 2021 Budgeted Item – not to exceed - \$7556.40)
- F. Review and approval of the Assistant Town Administrator annual evaluation and step increase

VIII. OLD BUSINESS

IX. CONTRACTS

X. TOWN ADMINISTRATOR'S REPORTS

- A. Request for change in entertainment licenses
- B. Update on contracts signed by Interim Town Administrator
- C. Departmental Reports

XI. SELECTMEN'S REPORT

XII. 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:

Patricia Macura, Admin. Secretary

Posted by: _____

Town Clerk

Date: _____

June 18, 2020

WEEKLY
BRIEFING

Danielle Delaney

Subject: FW: OCHS Pop-up Testing Site Debrief/Contingency Planning Meeting - Tuesday, June 16th 9am

From: Nadle, Patricia [<mailto:PNadle@outercape.org>]

Sent: Friday, June 19, 2020 11:01 AM

To: Joe Powers <jpowers@town.harwich.ma.us>; Meggan Eldredge <meldredge@town.harwich.ma.us>; Chief David J. Guillemette <dguillemette@harwichpolice.com>; Norman Clarke <n.clarke@harwichfire.com>; Deputy Chief Kevin Considine <kconsidine@harwichpolice.com>; David LeBlanc <d.leblanc@harwichfire.com>; Griffin Ryder <gryder@town.harwich.ma.us>; Link Hooper <lhooper@harwichdpw.com>; John Rendon <jrendon@town.harwich.ma.us>; Kathleen Tenaglia <ktenaglia@town.harwich.ma.us>

Cc: larryballantine@yahoo.com

Subject: RE: OCHS Pop-up Testing Site Debrief/Contingency Planning Meeting - Tuesday, June 16th 9am

Good morning to All,

Again, I would like to express our sincerest appreciation for all of your support and assistance during this past week. We could not have accomplished this awesome initiative without all of your help.

After the clean-up of the data from the last two days of COVID – 19 swabbing, this location in Harwich Port performed 544 tests on Wednesday and 711 tests yesterday for a grand total of 1255 tests in the two days!!

Incredible and unexpected response for sure!

All three sites for Outer Cape Health Services for the two days of testing performed a total of 2242 tests.

Results are already returning to us from Quest labs.

Please take a moment to reflect on how important these two days have been for the health of the communities we have the privilege to serve. The collaboration of all of our efforts here in Harwich is a true testament of a the power of a true community partnership!

We are honored to work with all of you....

With deep appreciation,

Pat

Patricia A. Nadle
Chief Executive Officer
Outer Cape Health Services
710 Main Street
Harwich Port, MA 02646
Tel. 508-905-2800 Ext. 2229

From: Joe Powers [<mailto:jpowers@town.harwich.ma.us>]

Sent: Monday, June 15, 2020 2:13 PM

To: Nadle, Patricia; Meggan Eldredge; Chief David J. Guillemette; Norman Clarke; Deputy Chief Kevin Considine; David LeBlanc; Griffin Ryder; Link Hooper; John Rendon; Kathleen Tenaglia

Subject: OCHS Pop-up Testing Site Debrief/Contingency Planning Meeting - Tuesday, June 16th 9am

Importance: High

Please share with anyone you think should participate in this planning discussion. Thank you.

OCHS Pop-up Test Site - Debrief/Contingency Planning Meeting

Tue, Jun 16, 2020 9:00 AM - 10:00 AM (EDT)

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Joseph F. Powers

Interim Town Administrator

Town of Harwich

732 Main Street

Harwich, MA 02645

Office: (508) 430-7513, ext. 3315

Mobile: (774) 212-4412



**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

JUNE 19, 2020
COVID-19 CASE UPDATE

June 19, 2020

To date the Town of Harwich has seen a total of 122 cases of COVID-19. This is an increase of 1 case in the last week. Since the beginning of the pandemic, 96 of these 122 cases have recovered.

Harwich has a total of 24 deaths related to COVID-19, 20 of which were residents at Wingate. All remaining staff and residents at Wingate have recovered.

Harwich currently has 2 active cases, both of which are inpatient at Cape Cod Hospital.

The Commonwealth continues to see positive trends in the number of cases reported each day and the number of cases requiring hospitalization. Testing rates have increased as well as hospital bed capacity. These trends show encouraging data for both our fight against the virus as well as for re-opening our businesses.



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

TO: Board of Selectmen

FROM: Meggan Eldredge, Health Director 

RE: Assistance for the Outreach Coordinator/Counsel on Aging Department

DATE: June 18, 2020

Volunteer services offered by the Department of Public Health

Seeing a need for services within the Counsel on Aging Department during this pandemic, the Department of Public Health in cooperation with the Academic Public Health Volunteer Corps (APHVC) pulled together volunteers from across the Commonwealth to provide assistance in a number of areas.

With the vacancy in the Outreach Coordinator position, I connected Emily Mitchel with the APHVC to fill a small part of the void created by the vacancy.

The attached document outlines the services that these volunteers can provide. Our volunteers are individuals with public health and social work backgrounds, meeting the needs of senior outreach in order to identify needs and providing resources meet those needs.

I am happy to have connected Emily with this volunteer program that is scheduled to be in place beyond the summer and possibly indefinitely. Many graduate students are able to utilize a volunteer opportunity such as this to gain needed experience towards their degree.



APHVC Public Health Services

The Academic Public Health Volunteer Corps (APHVC) is a program of the Academic Health Department Consortium. The mission of the APHVC is to leverage public health students, alumni, and expert volunteers to augment, amplify, and promote local public health efforts in Massachusetts.

Below are services that our volunteers can provide:

Health Communication (Print, Local TV, Social Media, Websites)

- Town social media development and management
- Activity-specific messaging and infographics
- Population-specific messaging and infographics
- Talking points for media conferences and public outreach

Community Outreach

- Wellness phone calls for seniors
- Wellness phone calls for non-English speaking communities
- Infographics for marginalized groups
- Mental health support and resources

Translation Services (Available in more than 10 languages)

- Written and oral translations
- Needs assessment to identify community language needs

Data Analysis & Presentation

- Charts/Graphs
- Community-level data analysis
- GIS Analysis Mapping

Policy and Protocols

- Emergency dispensing drive-through plans
- Policies for local businesses, nursing homes and grocers
- Policies and public information on re-opening strategies

Mobilizing and Supporting Partnerships

- Needs assessment to identify ways to support communities
- Grant writing to secure funding in support of safety net organizations/community services

Note: APHVC members are also available to support non-COVID public health activities including efforts around EEE.



*Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, Massachusetts 02150*

Jean M. Lorizio, Esq.
Chairman

**ALCOHOLIC BEVERAGES CONTROL COMMISSION ADVISORY REGARDING
INDOOR SERVICE AT ON-PREMISES CONSUMPTION LICENSEES**

On June 19, 2020, Governor Charlie Baker approved the reopening of all licensees for on-premises consumption of food and alcohol beginning Monday, June 22, 2020, as part of Phase II of the Governor's reopening of the Commonwealth.

On Monday, June 22, 2020, all licensees for on-premises consumption of alcohol may commence indoor table service so long as they comply with the Governor's Safety Standards and Checklist for Restaurants, which can be found [HERE](#).

As always, all licensees must ensure that they comply with the laws of the Commonwealth of Massachusetts, and that sales of alcoholic beverages take place only as authorized by federal, state, and local law. All questions should be directed to Executive Director Ralph Sacramone at (617) 727-3040 x 731.

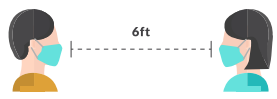
(Issued June 19, 2020)



Restaurants may provide outdoor table service at the commencement of Phase 2 of the Commonwealth's Reopening Plan. Restaurants will be authorized at a later date and by a subsequent Phase 2 Order to commence indoor table service if the public health data reflects continued positive progression.

"Outdoor table service" shall mean service that is provided outside the restaurant building envelope, whether on a sidewalk, patio, deck, lawn, parking area, or other outdoor space. Outdoor table service may be provided under awnings or table umbrellas or other coverings from the elements, provided, however, that at least 50 percent of the perimeter of any covered dining space must remain open and unobstructed by any form of siding or barriers at all times (note that sides which have only a screen in place have been deemed to be considered open).

MANDATORY SAFETY STANDARDS



SOCIAL DISTANCING

When indoor table service is permitted, restaurants are encouraged to structure operations to operate as much as possible through outdoor table service and to strictly limit indoor table service in order to assure effective compliance with social distancing requirements and to limit activities within confined spaces

Restaurants must comply with the following sector specific social distancing rules for providing dining services in all customer seating areas:

- Tables must be positioned so to maintain at least a 6 foot distance from all other tables and any high foot traffic areas (e.g., routes to bathrooms, entrances, exits); tables may be positioned closer if separated by protective / non-porous barriers (e.g., structural walls or plexi-glass dividers) not less than 6 feet high installed between tables and high foot traffic areas
- The size of a party seated at a table cannot exceed 6 people
- Restaurants may not seat any customers at the bar, but subject to any applicable building and fire code requirements, bar areas may be re-configured to accommodate table seating that complies with all spacing and other requirements in these COVID-19 safety standards
- All customers must be seated; eat-in service to standing customers (e.g., around bar areas) is prohibited
- Restaurants may provide carry-out or delivery service, but all safety standards for table separation, size of party, and hygiene must be maintained for any indoor or outdoor table seating that is available to carry-out patrons
- All other amenities and areas not employed for food and beverage service (e.g., dance floors, pool tables, playgrounds, etc.) must be closed or removed to prevent gathering of customers

Ensure separation of 6 feet or more between all individuals (workers, vendors, and customers) unless this creates a safety hazard due to the nature of the work or the configuration of the workspace:

- Close or reconfigure worker common spaces and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow 6 feet of physical distancing; redesign work stations to ensure physical distancing (e.g., separate tables, stagger workstations on either side of processing lines so workers are not face-to-face, use distance markers to assure spacing including in the kitchen area)
- Establish directional hallways and passageways for foot traffic if possible, to minimize contact (e.g., one-way entrance and exit to the restaurant). Post clearly visible signage regarding these policies
- Prohibit lingering in common areas (e.g., waiting areas, bathrooms) and ensure social distancing in common areas by marking 6 feet spacing with tape or paint on the floor and signage
- All customer-facing workers (e.g., servers, bus staff) must minimize time spent within 6 feet of customers

Designate assigned working areas to workers where possible to limit movement throughout the restaurant and limit contact between workers (e.g., assigning zones to servers)

Stagger work schedules and staff meal and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing

Minimize the use of confined spaces (e.g., elevators, vehicles) by more than one individual at a time

Require face coverings for all customers and workers at all times, except where an individual is unable to wear a face covering due to medical condition or disability

Recommended best practices

Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)

Customers may remove face coverings while seated at tables



HYGIENE PROTOCOLS

All workers must wash their hands frequently, and table servers must wash their hands or apply hand sanitizer between each table interaction

Ensure access to handwashing facilities on site, including soap and running water, and allow sufficient break time for workers to wash hands frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative

Alcohol-based hand sanitizers with at least 60% alcohol should be made available at entrances, exits, and in the dining area

Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)

Post visible signage throughout the site to remind workers and customers of hygiene and safety protocols

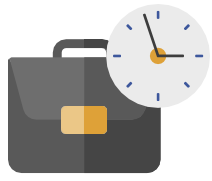
Self-serve, unattended buffets, topping bars, drink stations, and other communal serving areas must remain closed

Condiments and similar products (e.g., salt, pepper, and salad dressing) should not be pre-set on tables and should instead only be provided upon request either in single-serving portions (e.g., individual packages or cups) or in serving containers that are sanitized between each use

Menus must be one of the following: 1) paper, single-use menus disposed after each use, 2) displayed menu (e.g., digital, whiteboard, chalkboard), 3) electronic menus viewed on customers' phones / mobile devices

Utensils and place settings must be either single-use or sanitized after each use; utensils should be rolled or packaged. Tables should not be pre-set to reduce opportunity for exposure

Tables and chairs must be cleaned and sanitized thoroughly between each seating



STAFFING & OPERATIONS

MANDATORY SAFETY STANDARDS

When possible, reservations or call ahead seating should be encouraged; managers must ensure that diners waiting for tables do not congregate in common areas or form lines

Restaurants may not provide customers with buzzers or other devices to provide alerts that seating is available or orders are ready; restaurants should instead use no-touch methods such as audio announcements, text messaging, and notices on fixed video screens or blackboards

Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:

- Social distancing, hand-washing, and requirement and proper use of face coverings
- Modifying practices for serving in order to minimize time spent within 6 feet of customers
- Self-screening at home, including temperature or symptom checks
- Reinforcing that staff may not come to work if sick
- When to seek medical attention if symptoms become severe
- Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus

Restaurant operators should establish adjusted workplace hours and shifts for workers to minimize contact across workers and reduce congestion at entry points

Limit visitors and vendors on site; shipping and deliveries should be completed in designated areas

Workers should not appear for work if feeling ill

Restaurants must screen workers at each shift by ensuring the following:

- Worker is not experiencing any symptoms such as fever (100.3 and above), cough, shortness of breath, or sore throat;
- Worker has not had 'close contact' with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for 15 minutes or more, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic
- Worker has not been asked to self-isolate or quarantine by their doctor or a local public health official
- Workers who are sick or feeling ill must be sent home.

Anyone showing signs of illness may be denied entry

If the employer is notified of a positive case at the workplace, the employer shall notify the local Board of Health (LBOH) in the city or town where the workplace is located and assist the LBOH as reasonably requested to advise likely contacts to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH

Notify workers that they may not work if they test positive for COVID-19 (they should be isolated at home) or are found to be a close contact of someone with COVID-19 (they should be quarantined at home)

Post notice to workers and customers of important health information and relevant safety measures as outlined in the Commonwealth's [Mandatory Safety Standards for Workplace](#)

Designate the Person in Charge (105 CMR 590) for each shift to oversee implementation of the guidelines in this document

Restaurants will be allowed to maximize outdoor dining space, including patios and parking lots where available, where municipal approval is obtained

Recommended best practices

When taking reservations and when seating walk-in customers, restaurants should retain a phone number of someone in the party for possible contact tracing

Encourage use of technological solutions where possible to reduce person-to-person interaction (e.g., contactless payment, mobile ordering, text on arrival for seating)

Workers who are particularly high risk to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home or arrange an alternate work assignment

Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer

Encourage workers who test positive for COVID-19 to disclose to the employer for purposes of cleaning / disinfecting and contact tracing



CLEANING & DISINFECTING

Clean commonly touched surfaces in restrooms (e.g., toilet seats, doorknobs, stall handles, sinks, paper towel dispensers, soap dispensers) frequently and in accordance with CDC guidelines

Keep cleaning logs that include date, time, and scope of cleaning

Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, elevator buttons, staircases)

Implement procedures to increase cleaning / disinfecting in the back-of-house. Avoid all food contact surfaces when using disinfectants. Food contact surfaces must be cleaned and sanitized before use with a sanitizer approved for food contact surfaces. Non-food contact surfaces must be frequently cleaned

In the event of a presumptive or actual positive COVID-19 case of a worker, patron, or vendor, the restaurant must be immediately shut down for 24 hours and then must be cleaned and disinfected in accordance with current CDC guidance before re-opening

CONSENT

AGENDA

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
Monday, October 15, 2019
6:30 P.M.**

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

ALSO PARTICIPATING: Town Administrator Christopher Clark, Assistant Town Administrator Joseph Powers.

Mr. Ballantine opened the meeting at 6:30 pm.

WEEKLY BRIEFING

A. Sewerage Work Improvement Phase 2 – Contract #1 – Construction Schedule – Weekly Update

Mr. Clark had two things tonight on the sewer work, they did receive the three week look ahead and there will be one crew focused on Route 137. The pipe is 21 to 26 feet deep and that is going slow, though they are making progress. From Stop and Shop to Cemetery Road is the focus, and it is expected to take to the end of November. On Route 39 they have added a second crew that are working from Spence's Trace to the 400 Plaza. They are trying not to have both roadways closed, but the power people specifically asked to get into that area.

He is having a meeting at the end of the week with Robert B. Our. He has gone out to take a look, and Selectmen are welcome to going out as well. Hard hats and safety vests are required.

Mr. Clark also took a moment to explain to the Chairman that he understands he has missed some meetings and has had some family concerns that have taken him away a bit. He asks for their understanding as he works through that. He is available and will continue to serve the Town. Mr. Ballantine said, that as Chairman, he has told Mr. Clark to put his family first.

PUBLIC COMMENTS/ANNOUNCEMENTS

- A. Ms. Carolyn Carey, Director of the Community Center, just wanted to remind everyone that on Friday from 5pm to 8pm, there will be the boutique to pick out a costume, they have fun games and all is free. They will also be having the Halloween party on October 31st and, she commented how thankful they are for the businesses in Town.

Ms. Carey also made note that they have requested to be on the agenda for next week about the Seaside Marketplace. This is the right time to start looking at it, as people are looking at their schedules. They will have some recommendations for the Board.

- B. Ms. Erica Strzepek, Program Aide for the Cultural Center, wanted to announce that they are starting to plan for ArtWeek which will be May 1st through the 10th. Harwich will be a featured case study on the ArtWeek website. Sue Dahling Sullivan, the ArtWeek Lead Champion and Chief Strategic Officer of the Boch Center, who is the festival producer, will be doing a Sparks session on November 14th from 2p to 3p. This will be held in room 4 at the Community Center. The Sparks session is a good time to ask questions and to get guidance. They open early online registration in November.

Mr. Ballantine asked about the website, they will be featured in. Ms. Strzepek replied that it is www.ArtWeekMA.org. This will showcase how Harwich has really grown Art Week and how it is becoming a community event for the town.

- C. Ms. Cindy Williams, Harwich Chamber of Commerce, announced that this week is restaurant week for Harwich. They have 12 restaurants participating and information can be found on their website. Ms. Williams is also doing a daily video on Facebook.
- D. Ms. Cynthia Hartman, Artist and Resident of Harwich Port was here to discuss the Bottle Project. Her goal tonight is to explain the project, answer questions and ask that they vote on the final installation place, at the next town meeting.

Mr. Ballantine agreed she could give them an explanation and it can go on the agenda next week, for a vote. Ms. Hartman then explained that the Bottle

Project is supported by a grant from the Harwich Cultural Council, the Cultural Center and herself as the designer, and Baskin's Ace Hardware has donated all the paint and supplies. It is a project created by the community for the community, which involves cutting plastic water bottles, painting them and putting them into a canvas. It has received a lot of publicity and it shows the community that we care about our plastic disposal and there are other ways to use this kind of trash.

There are two places they are looking at putting the final project; the Cultural Center or the new Harbor Master office. She would also be happy, if they have other ideas. Mr. MacAskill commented if they are going to vote next week they should receive a memo from the considered locations showing approval. Mr. Ballantine agreed and asked Mr. Clark to review that, and also to find out if any permits would be needed. Ms. Hartman confirmed that it is currently at the Cultural Center and they are welcome to view it, but she will be adding her twist to it now so it will be changing. Mr. Ballantine ended with a thank you and they will follow through.

CONSENT AGENDA

- A. Vote to accept the resignation of Christopher Rockett, Community Preservation Committee effective 10.3.19
- B. Vote to affirm the re-appointment of Ralph Smith to the Community Center Facilities term to expire 6.30.22
- C. Vote to affirm the appointment of Matt Antoine to the Board of Health , full position, term to expire 6.30.20
- D. Vote to affirm the appointment of Arthur Rouse to the Planning Board, alternate position term to expire 6.30.20
- E. Vote to affirm the appointment of Heather Skowronek to the Noise Committee, full business position, term to expire 12.31.20
- F. Request to waive the room rental fee of \$100.00 for Monomoy High's National Art Honor Society. The event will be held on 10/23/19 at 6:30 PM at the Harwich Cultural Center

Mr. Ford moved to accept the Consent Agenda items A, B, C, D, E and F. Mr. Howell seconded and the motioned carried by unanimous vote.

Mr. Ford mentioned, that as they nominate names for each of these, it would be nice if the people on the nomination committees could just give a little background on the people and why they are appropriate. It may be helpful, and just a suggestion he is throwing out.

PUBLIC HEARINGS/PRESENTATIONS

Nothing to report.

NEW BUSINESS

- A. 10.5.19 - Noise violation by Ember submitted by the Police Chief - schedule Public Hearing and designate the Town Administrator as Hearing Officer

Mr. Clark had a conversation with the Attorney and is waiting for a recommendation on the first three violations, which they already had a hearing on. Then subsequent to that, they had two additional violations that the Board voted on a week or so ago. Then again on October 5th they had an additional violation. His goal would be to schedule the three violations to take all three at one hearing and asks the Board to appoint him as the Hearing Officer.

Mr. MacAskill moved to send the noise violation by Ember submitted by the Police Chief to the Town Administrator as Hearing Officer. Seconded by Mr. Howell.

Mr. Ballantine asked if these are six different violations by six different individuals that issued the complaint. Mr. Clark believes they are all different. All in favor, motion carried by unanimous vote.

- B. East Harwich Fire Station – Discussion & Possible Vote

Mr. Clark provided a quick overview of an image that he sent to the Board. He said that it makes sense at this point, to move forward with the demolition. He had shared the letter of someone that had expressed an interest in the building, but the recommendation is still to go ahead with the demolition.

Chief Clarke had toured the site with staff and the Administrator last week to get a flavor of what they are talking about. He will take some responsibility for someone approaching about the building, which he thought was a great idea, but doesn't mean it can be done. When you drive around the building you see just how close the new station is. The land is worth more than the building. He was thrilled to see there was interest to reuse the building and he hopes the interest will continue to the property. After really taking a hard look and listening to the professionals, the prudent thing to do is to follow the original plan and take the building down.

Mr. MacAskill moves to continue as originally planned and demolish the East Harwich Fire Department. Seconded by Mr. Howell. All in favor, motion carried by unanimous vote.

CONTRACTS

- A. Change Order for Fire Station #2 in the amount of \$41,731.16 – Approve and authorize the Chair to sign

Mr. Powers explained this is a very straightforward change order and this will be change order number seven for Fire Station #2. Chief Clarke presented it and the procurement team went over it and they recommend Board approval and the Chairman be authorized to sign.

Chief Clarke said how he had mentioned before, he tries to group change orders together for a full vision of what they are doing. They have tried to minimize change orders, but they have to make changes and adjustments. He is happy to answer questions and ask for their support.

Mr. McManus asked about the completion of epoxy floors and lines as originally proposed, he asked if that is the lines in the parking lot. Chief Clarke answered, that it was about the epoxy floors that had called for backup lines and squares for the trucks to park. Through the process to put specifications together, it was missed.

Mr. Howell moves to approve the change order for Fire Station #2 in the amount of \$41,731.16 upon the recommendation of the Assistant Town Administrator. Seconded by Mr. MacAskill with discussion.

Mr. MacAskill would like to know if there is a pending change order for the septic and waste water as well. Mr. Clark confirmed that there is and the amount is \$18,000, though it has not been processed yet.

All in favor, motion carried by unanimous vote.

B. Overview of Phase 2 Sewer Project

C. Discussion and possible vote to award the Phase 2 Contract 2 Sewer Project to RJV Construction Corp - \$6,621,306.25

MOTION:

Authorize the Town Administrator to execute the Phase 2 Contract 2 CWSRF4424/2 to RJV Construction Corp in the amount of \$6,621,306.25

Mr. Clark provided an overview as requested by Chairman Ballantine. He said that CDM Smith made recommendations for phase 2 of the project. In 2017, they had put together the numbers and projections. Then in April of 2018, they had a request to update the numbers for Town Meeting. As shown, the numbers went up for construction and policing and they also added in an easement and legal. For the Chatham Pump Station, Chatham has an agreement that we share a proportional cost and that number was recalibrated.

Mr. Clark said he does not have all the answers tonight, but the construction numbers were really in the wheelhouse of CDM Smith and he found out, after the fact, that they only did an internal estimate. They did the estimation and as you can see it went up

As shown on the cost summary variations, it is not shown on the slide but he feels it is on CDM Smith. They are an excellent design firm, but he has had real issue with the contractors' side and their estimates. The ones they had provided for what they saw for April 2018, the design plans were only at 50% complete and they had to increase the distance of the pipe and that increased cost. There have been design changes and design of the pump station buildings. They were going to do similar to what Chatham did, but a decision was made to drop the costs of the easement.

More significant is the market conditions, they had anticipated getting eight to ten bidders but only got three or four. Also the paving costs increased by 50%.

Mr. Clark thinks that they have realized now that the market conditions were an impact for contract 1 and they are on target for contract 2. Robert B. Our won the contract on contract 1 and RJV won the contract for contract 2. Market conditions do have a relevancy to the contracts.

The decrease in costs to taxpayers, decisions were made for the original estimate was for \$22.4 Million with \$17.7 Million of construction costs. Also, to remind folks, SRF, the State Revolving Loan Fund, only funds the \$17.7 Million, the construction piece. The town has to go out to the market place for all the design work and other peripherals. Projections were made to show what the impact would be, if not funded by SRF. Interest cost would be around \$15 Million for over 30 years at a 4% rate.

In April 2018, there was an update of \$24.8 Million with \$18.5 Million in construction costs. They started getting more information, once Chatham was finalized. The projections made went down to 2%, assuming they would make it to the funded portion of the SRF list.

The SRF is submitted throughout the state and can only fund a certain amount, so the higher you are on the list the better. The town is very lucky to be first on the list. Now looking at 2019, we are number one on the priority list and the town is now eligible for 0% interest for contract 1 and \$11.3 Million for 1/2 % of loan forgiveness that was about \$400,000 worth of savings. So, not an insignificant amount of money.

If the Board approves contract 2, it would get us closer to spending the \$18.5 Million that was approved at the 2018 Town Meeting and would be at the 0% interest. We did miss our window for the loan forgiveness, so it would not be included in this second round.

One of the questions that came up recently at the three Town Meeting, was what happened to the original \$240 Million. Mr. Clark explained that the number was generated in 2014 and when you compound out a 3% construction inflation, it goes to \$313,145,564 in 2023. This does not include any pending revisions to the CWMP, with completed work and DHY assumptions included.

Mr. Clark next explained that Mike Guidice, Associate with CDM Smith, provided a breakdown of the costs for phase 2. This showed that from the 2018 Town Meeting the \$18.5 Million and the Chatham Pumping Station at the \$2.95 million, with the total amount of appropriation being \$21,450,000.

The contract price for bid 1, the Robert B. Our work, which is being done now is \$11,368,663, and requested by SRF to have a 5% contingency. So, you see the 5% built in. What is being asked in front of the Board tonight is for contract 2, which was priced in such a way to maximize the available amount of money to do as much as we could of phase 2, which came in at \$6,621,306 again with a 5% contingency built of \$331,065. The Chatham Pump Station came in less under contract 2, and the remaining construction funds will be \$150,533.

Then you can see the additional phase 2 appropriation of \$610,000 for general services and the other town costs. Mr. Clark said he has had a lot of opportunity to think about this, and how he felt that they did not need to go out to bid to select a designer, that CDM deserved the opportunity. He does feel that they have had misses. He does feel that they need to finish with them, but it will need to go out to a third contract and that should go out to bid. They should see if they can find a firm with more reliable numbers to move forward with.

Mr. Howell read from an email string from June 17th, which was the night they were told they needed to act now or lose \$15 Million and there wouldn't be any zero percent financing. The email was from Nate Keenan, Deputy Director of Massachusetts Clean Water Trust, to the MassDEP asking about a waiver for the Town of Harwich, for missing the deadline. The response said that they don't provide waivers for that, and the town would lose the principle forgiveness for missing the June 30th deadline. The town does need to provide a revised project schedule and ask for an extension for awarding of the contract. If it is accepted, they will grant a waiver for awarding the contract, but not for principle forgiveness at zero percent. There was also an email from the Town's Financial Advisor to the Finance Director overviewing the loan options; which did not provide principle forgiveness and the charges that would incur.

Mr. Howell's second thought was that he agrees with the Administrator about CDH and he had fought to make it a competitive bid. The actual bid specs the

day they issued it, was even more off. In comparison, Chatham's estimate was spot on. The prices were higher but the estimates were consistent with the bids received. This was the same for Barnstable. The final thing is why this got broken out into three projects, instead of one. This needs to go back to Town Meeting.

Mr. MacAskill thanked the Town Administrator for admitting the need to look at another engineering firm for the next projects. He is also concerned with spending this money and awarding this project. They have done nothing but rush from the beginning of this. They said at the Town Meeting they had solid estimates, because that is what they were told. Mr. MacAskill said that he voted for the last contract because he didn't want to cost the taxpayer's money. The bids that came in, were all very close, they were correct and the engineer just plain screwed up. They rushed from the beginning and now is an opportunity not to rush. They are dropping 1/3 of the homes and to go back to town meeting to get to where they are supposed to get to, will cost \$8 million more. They are doing a terrible disservice to this town. There are many things that have been forgotten through this, like Fire Station 2.

Mr. Howell asked if the total amount of the \$24 Million dollars, was a proportional short fall. If it was partly design, engineering and construction or was the design and engineering paid and the shortfall falls to construction.

Mr. Clark said that was a great question, he has been advised that they will probably expend their original appropriation to finish contract 2 and probably will be coming to the town and asking for additional for contract 3.

Mr. Ford then asked to Mr. Clark if it would be wiser to take a look at what they have to do going forward to rebid that, or potentially paying more money. Would it be more fiscally responsible to rebid, even with contract 2 or will that hurt taxpayers more? We are trying to protect the taxpayers.

Mr. Clark has relied on CDM Smith for a lot of the information that he has made decisions on, because he is not an Engineer. What he is recommending is that they have a known commodity and a known bid, so they should move forward. If they wait, they would have the increase with the 3% construction inflation, plus they are number 1 on the list with 0% interest. It makes sense to go forward and finish with this phase.

Mr. Clark has asked CDM Smith to put together phase 3. However, to make the case for the \$8.4 Million, anything they do for the town perspective would have to go out to the bid on contract 3 to present before town meeting. This is not a good position to be in, having to rely on CDM, but knowing we have a 0 %, it makes sense to go forward and then create a bid environment.

Mr. Ford said his great concern is putting them in a position where they will pay more. It has been a huge disappointment by how they have been guided by CDM Smith and it is clear the Board has some real reservation with the relationship. He doesn't want to jump with a reaction.

Mr. MacAskill said his first question, so it is clear to the public, is if the Town is in jeopardy of losing the 0% financing for phase 2. Mr. Clark said that the Town is on the list, but if there is a delay, they would need to apply to get an extension. Mr. MacAskill also commented that it is standard practice for contractors to hold price, while getting through political actions like Town Meeting, and they should go back to the contractor and ask them to hold price without the inflation, which has not been done. So that is an answer to a question that we haven't asked yet and also a larger contract would likely have less cost. Mr. Clark said that he could not speculate.

Mr. MacAskill said that they told Town Meeting, very clearly, and all of our conversations has been sewerage 600 homes. There was an Eight Million Dollar mistake made, which we do owe the public an apology for, and an explanation for. He does not have a lot of confidence in the engineer plans and they should have a review to see if they are going down Route 28 where they should be. He would also like to know what the Town of Chatham thinks of only sewerage 400 homes. They needed the flow and now is the town paying for the 600 homes regardless? There is a lot that is unknown and they are being asked to vote on a contract.

Mr. Clark said he has advocated not to pay until they have the flow going, but it was decided to just pay on a schedule over seven years.

Mr. MacAskill hopes the Board will take the time to have long conversations and to get confidence back in the voters. Mr. Ford asked if they actually need to vote on this tonight and Mr. Ballantine confirmed that they do not, because they need to have some questions answered first.

Mr. Ballantine said that they are all disturbed by how poorly the estimates were made. He doesn't understand how CDM Smith broke their own protocol and only used in-house, but where he does disagree, not with the concerns, but about the estimates, they have good bids. The cost is the cost and they have some serious trust to build up in the town from missing the bid by so much. He would propose to bring it back.

Mr. Howell, quoting from the warrant article, said we promised them up front that we were going to finish up that amount of money. They shouldn't have gone forward if they knew they were going to run out of money. They were railroaded to move forward on things that weren't true. They need to reestablish trust.

Mr. Ballantine said they should get answers to their questions and bring it back. He asked Mr. Clark to find out the timing with the plan for Chatham.

Mr. MacAskill said, just as a follow-up, the taxpayers need to know that they will maximize the Seven Million Dollar investment first and foremost. If they are going to recommend spending the Eight Million to finish phase 3, it is important for taxpayers to know they are paying the Seven Million no matter what. As far as O&M costs and flow costs in those negotiations, in good faith we told Chatham we were going to deliver, not might. Now taking a third out, a meeting should happen for them to say they are ok with the change. They should not assume anything.

Mr. Stan Pastuzak of Nor'east Drive approached the Board to share three points. He agrees with Mr. Ballantine that the biggest thing is the estimate not the costs. They have good bids right now. As for Mr. MacAskill's comments he wanted to know if there was an economy of scale and why they wouldn't go with the bid right now. Also, his other point is if there is a problem, why didn't they stop with approving contract one, if they knew it was way over.

Mr. MacAskill said they were told that the Town of Harwich taxpayers were going to lose \$15 to \$21 Million, if the contract was not voted on that night. The savings to the taxpayers was going to be \$15 Million. Now it is about the taxpayers in East Harwich that want to understand these mistakes. They want a shot at this and they need answers to the questions. Mr. Pastuzak agreed that there should be more people there at the meeting to ask some of these questions.

Mr. Ballantine said to remind everyone this is not an issue for our health, they are working to clean their payment regulatory requirements. They still have a lawsuit that is not settled. They are not doing this just to dig holes.

Mr. McManus added that they all have questions about how they have been served by CDM Smith. He wants to make it clear that he thinks as they move forward it would be good to hire a Project Manager. As plans are brought forward to make sure that schedules are followed, and all the things a project manager does in construction. For the design, the costs are what they are. They should look at the mobilization costs.

Mr. Ballantine asked Mr. Clark to find out how much it would cost to have an independent review of the plans. Mr. Clark said that he could check with Weston and Sampson. Then Mr. Ballantine thanked Mr. Clark and the Selectmen for the conversation.

TOWN ADMINISTRATOR'S REPORTS

A. Preliminary Discussion - Potential Easement/License Agreement (between Zylpha Road & Ocean Avenue)

Mr. Clarke said that it came to his attention that the property between Ocean Ave and Zylpha has a seawall and part of this seawall is on town property.

What they have done in the past is to put together a license agreement to allow the homeowners to reconstruct and make improvements. They will do an easement at Town Meeting and they are represented by Attorney Crowell. The Town would need to get an appraisal for the homeowners to pay for the town property that their structure is on. Once license agreement is done, they will bring it back in front of the board.

B. Castle in the Cloud Discussion

Mr. Clark does not want to be in the middle of this, the School Department is on one page about what they would like with plans to CPC to change out the playground and renovations. He was asked to attend a meeting on the 24th, to go look at the site with Scott Carpenter.

He would like to know if the Board is in favor of replacing it or not. He will work with the insurance company, to limit liability for the Town and again, looking for direction from the Board.

Mr. MacAskill asked that they put it on the agenda for next week. Based on the safety audit, the school should shut the playground down and stop letting kids use it. Also, he looked at the plan they submitted to CPC and would like to know if there are any thoughts of them coming in front of the Board of Selectmen, that actually controls the land behind the middle school and asking to use that land, before they submit an application. He is not against it, but they should ask us.

Mr. Ballantine, agrees about the safety issue being a liability. Plus, it is a real liability and the second part he is concerned about is the grand plan and going to the CPC. They should look at fixing the playground problem.

Mr. Howell said he was the President of the organization that built the playground. He was involved in all the specs and he is really appalled they never did any maintenance on it. There was no proposal to refurbish the playground, they just planned to tear down and that was before the assessments. They do need to close this down. They have never replenished the fibar and it now just wood chips and it is not good.

Mr. Ballantine said we should bring this back and we need a clear understanding of where the boundaries are.

Mr. Ford said the CPC was surprised too, there were a lot of assumptions made. Mr. McManus said he has two questions, one about the playground, and the second about the grant. He doesn't see how they can present a project on property they don't have control over. He also said that the playground facility keeps being said it is about Monomoy, but up until 6 or 7 years ago, it was Harwich.

Mr. Ballantine said the past is the past and their concern should be going forward. Mr. MacAskill said the number one concern is safety and it is still on Harwich, they are our kids, it is still us.

Mr. Clark said that the meeting for the playground is on the 24th at 10am. If anyone wants to join in. Mr. Clark was asked to post the meeting, so it is considered a public meeting.

C. Preliminary Capital Budget Plan

Mr. Clark said he put material in the budget, so they could take a look at it. They just had the Capital Outlay Committee meeting that afternoon, so he will update the information. He will have an updated version and look at the calendar. The Capital Outlay did vote on some items already and he will work to have it for next meeting. They are meeting again on the 24th at 4pm. They do want to make some adjustments and Mr. Clark will be sure to identify the changes for the Board.

D. Assumption on Budget Discussion

Mr. Clark had heard some of the conversations, with Ms. Coppola, about the short term rental money, that is coming in now and that money comes in as a local receipt. He said that it is interesting that the Town of Dennis has made a decision of putting 25% of this toward their sewer program. Really, right now it is a point of assumption to try and get a sense of the money that is coming in as a resource.

Mr. Ballantine said his question was, that as far as he knew, they hadn't gotten a report from the state yet. Do they know the amount of money coming in? Mr. Clark said they took the hotel/motel statute and they amended it, so they get an amount of money that comes in from hotel/motel and they have not segmented off yet what is hotel/motel and what is short term rental. That is something that is having an effect of bringing in more money.

Mr. MacAskill asked if this is assuming the 4% to 6%, and Mr. Clark responded that the Town of Dennis is looking to do it, so they put it in the budget to see if the Board would want to do it as well for Harwich.

Mr. Clark made the Board aware that the CVEC contracts were downstairs. Ms. Argo brought them by and he would plea with them to get their signatures.

Mr. MacAskill asked for a status update for the Firehouse on Bank Street. If they can get an update on when it will be torn down. Some interested neighbors said that there are animals living in there and they would like to know if the animals will be relocated or terminated prior to the tear down. Mr. Clark responded that they did do a 500 page report on the environmental

concerns and he did ask Sean Libby to help do a spec to mediate that before being demoed.

Mr. McManus mentioned that another property in town that neighbors have been wanting to see demolished is the one on Doane Rd. Mr. Clark will get an update on the status.

ADJOURNMENT

Mr. MacAskill moved to adjourn at 8:15 pm. Mr. Howell seconded. Motion passed unanimously.

Respectfully submitted,

Lisa Schwab

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
Monday, October 7, 2019
6:30 P.M.**

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

ALSO PARTICIPATING: Assistant Town Administrator Joseph Powers.

Mr. Ballantine opened the meeting at 6:30 pm.

WEEKLY BRIEFING

**A. Sewerage Work Improvement Phase 2 – Contract #1 – Construction
Schedule – Weekly Update**

Mr. Powers provided the Sewer work update that was submitted to Administration on October 2nd. The one week look ahead, for this week of 10/7 - 10/11, the mainline sewer crew # 1 will continue installation on Johanna's Path and also begin installation on RT 39, the middle to end of the week is tentative start on that. It will require detours. The mainline sewer crew # 2 will continue installation on RT137, which will also necessitate detours.

The two week look ahead for 10/15-10/18, no work will be happening on Monday, 10/14, because it is a state holiday. The mainline sewer crew # 1 will continue installation on RT 39, with detours. The mainline sewer crew # 2 will continue installation on RT137, which required detours. The three week look ahead for 10/21-10/25, the mainline sewer crew # 1 will continue installation on RT 39 and mainline sewer crew # 2 will continue installation on RT137. Again, both requiring detours.

With this update, they did provide us with some detailed information showing some of the mapping areas and level of detail they are going through as the project progresses through October 1st of 2019, which is the second page. Both are posted to the website.

Mr. Howell commented, that perhaps they could add to the agenda for when the Town Administrator is able to attend a meeting, why the pipe down Rte. 137 seems to be taking a left turn, then a right turn. He is just curious and has had others asking about it.

PUBLIC COMMENTS/ANNOUNCEMENTS

- A. Elizabeth Harder, the Harwich delegate to the Barnstable County Regional Government Assembly of Delegates.

Ms. Harder thanked the Board for being allowed to speak since this came up after the agenda was set. She would be happy to come back next week, when she can be put on the agenda.

She wanted to let people know that at the last assembly meeting they have been working on the charter review and one of the ideas that came up is to get rid of the three county commissioners and make a bicameral county government, keep the assembly of delegates and make it a strong county administrator with a deputy administrator. This is just an idea, but three commissioners makes it very difficult to get things done. They are having public hearing next Wednesday, the 16th at 4:30 which is in the East wing conference center of the back of the Barnstable County Complex. If anyone has comments they can be shared at the meeting or can be emailed to Ms. Harder at Elizabeth.Harder@BarnstableCounty.org.

Mr. Howell questioned if this was adopted would we still be talking about a weighted vote? Ms. Harder replied that it still has to go through so much to get through a vote on this, but if it is decided to get rid of the commissioners, we would change the weighted vote.

- B. Ms. Carey wanted to announce that on Friday, Oct 18 is the boutique to collect gently used costumes. Last year they had well over 125 given out to members of the community. It is a free event, from 5-8pm.
- C. Mr. Hooper, commented that after reading Mr. Galvin's article on solid waste, he was reminded that the Board had an expectation to talk about it this evening. Mr. Hooper wanted to be clear that they are waiting for Mr. Camara with ABC Waste to generate a contract to review and discuss.

D. Mr. McManus followed up on his report about the Cranberry Festival and the desperate need for volunteers. The next meeting of the festival committee will be Wednesday, October 30th at 6:30pm at the Community Center. If you have an interest in helping, please show up.

NEW BUSINESS

A. Annual Meetings with the Board:

1. Capital Outlay Committee

Mr. Rich Larios, Chairman of the Capital Outlay Committee, began by thanking the members of the committee, pointing out those in attendance. He also mentioned the new committee member, Noreen Donahue who filled the vacancy left by Chris Harlow.

Mr. Larios also thanked the Town Administrator, the Finance Director, Carol Coppola and Charleen Greenhalgh, for their support and efforts to help the committee in the understanding of municipal finance and accounting during these difficult fiscal times.

Mr. Larios reviewed the process of the plan to help people better understand. He explained that the Finance Director puts out the capital expenditure request forms, which go out in August to the departments and committee's that may or may not have request for capital expenditures. The input forms are for 2021 through 2027. The new plan will be delivered by the Town Administrator by December to the Board of Selectmen. It is currently in a working stage. They had four or five departments come in last week. The 15th will be the last meeting and they will have the majority of the departments coming in. The plan considers more than expenditures, it also considers debt service and as an FYI, the debt service right now for 2021 is about \$7 million dollars. You will have the plan by January and the plan will be flexible. The plan itself is the end product.

The Committee meets monthly or at an ad-hoc need. They want to stay informed and ahead of what may be coming. They want to keep the expenditures level and that is dependent on what the Board of Selectmen

decides. Mr. Larios also brought up that about 2 years ago, they had identified assets that might be able to sold-off and the values to go for a better use.

We have some large expenditures coming up and work with the requesters and tax payers to preserve the financial integrity of the Town of Harwich.

Mr. Ballantine commented that he really likes number six on the report, to keep the plan curve smooth, basically level off the debt services going forward. This gives the committee really valuable input into the waste water planning. Our CWMP is arbitrarily based on 5-year phases. We can control when we phase that in to keep debt serves as level as we can. Mr. Larios commented that Ms. Coppola has done an extensive report, which is really valuable.

Mr. Howell said he wanted to make sure they all communicated. He explained that the DHY possibility that they are going to take up at town meeting and asked how involved the committee is. Mr. Larios said they were not involved. Mr. Howell continued that 75% of the cost is the town's cost, not shared cost. CWMP is going to bring it in earlier years and then the paving of the road, before they tear up the road up and put it back, needs to have numbers behind it. Mr. Larios said it should be generated as a request if it is going to be part of the capital plan. This seems to be one of the large amounts that have not been identified yet.

Mr. MacAskill shard his thanks for their work and also mentioned the \$8 million dollar oops in East Harwich, which should also be part of the plan as well. Perhaps the Town Administrator can be tasked with giving them those actual numbers.

2. Historic District and Historical Commission

Mary Maslowski, Chairperson of the Historic District and Historical Commission was present to provide the report. She explained that in 2019, the Historic District and Historical Commission continued its role in preserving and protecting the historically designated properties in the town of Harwich. The numbers is 2019 were up and the busiest since she joined the commission in 2016. They heard a total of 33 applications; 24 were historic district certificates, eight were certificates of appropriateness and one was

withdrawn without prejudice. They also heard 24 notices of intent for demolition, granted 19 applications, imposed two demo delays and three were withdrawn. One of the highlights of the commission was the issuance of the certificate of appropriateness for the 7/11 on Main Street in Harwich Center. The new building, new business and new residences being added to the historic Harwich Center will revitalize the old Meserve gas station. Additionally, the commission did impose a 12 month demo delay at 52 route 28, part of what is known as Captain's Row. More recently the commission was happy to support the BOS efforts in the application to the Cape Cod Commission's critical planning concern in west Harwich. They look forward providing any support as that process moves forward next year.

In addition to conducting regularly monthly business, the commission also continues to implement the 100-year inventory list and they have applied for a 2020 Community Preservation Act funding to do further investigation and fully predict the vital assets for the town. This is the first time they have full complement of seven members and one alternate. It is important to keep membership up to keep a quorum and keep meetings timely. They do have four associate member vacancies if anyone is interested. To apply you need to fill out a citizen activity form and drop it off to the Selectmen's office.

They added three new members, Brendan Lowney and Julia Eldredge, as full members and Angelo as an associate member. They have four vacancies for associates. They meet the third Wednesday of every month at 6pm and all are invited to attend. Agendas are fully published.

Mr. Ballantine confirmed that the citizen forms can be found in the Administrator's office, online and in the clerk's office. He also wanted to know if the historic inventory list was moving to Ms. Maslowski's satisfaction.

Ms. Maslowski explained that they had one round of funding that was rescinded, so this round of funding is their attempt to get the funding to dive back into it. They will look to get onto the Fall procurement agenda if it passes town meeting. Bob Doane has been working on it.

3. Planning Board

Mr. Joe McParland, Chairman of the Planning Board, announced that 2019 has been business year in the past 10 years. As of September 25, 2019, there has been the same number of applications, as received in all of 2018. He would like to thank Charleen Greenhalgh, Town Planner, Elaine Banta, Planning Assistant and Katie Tenaglia, for their invaluable work for the Board.

The board saw the departure of Jim Joyce this summer and welcomed their newest members Bill Stoltz and Duncan Berry. They still two vacancies of alternate members. As of September 24th the board has held 18 meetings, 2 cases carried over from 2018 and 37 applications this year. The Board took the following actions;

- They endorsed 2 Approval Not Required Plans
- They approved 4 Definitive Subdivision Plans, with 3 pending
- They approved 3 Preliminary Subdivision Plans
- They approved 8 Use Special Permits
- They reviewed 10 Site Plan Special Permits & Use Special Permits, of those 6 were approved, 2 were withdrawn and 2 are pending
- They reviewed 4 Site Plans, of those 2 approved, 1 pending and 1 withdrawn
- They reviewed 4 Waiver of Site Plans, of these 2 approved and 2 withdrawn

The approved divisions of land have created 4 new building lots. The Board also sponsored four (4) zoning amendments, including: 1. Accessory Apartments by-right, 2. Free-Standing Portable Signs, 3. Building Height within a Flood Zone for existing structures and 4. Relief for retaining walls as they pertain to septic systems.

All of the zoning amendments were approved by Town Meeting and the Attorney General. As a result of a controversial case in West Harwich, the Board was asked by the Board of Selectmen to discuss and review the possibility of a District of Critical Planning Concern (DCPC) nomination for the Route 28 corridor, known as Captain's Row. The Board reviewed a draft prepared by Town Planner Greenhalgh and on September 10th the majority of

the Board voted to recommend the nomination of the DCPC to the Board of Selectmen.

The Board anticipates beginning its review and discussing potential zoning amendments this month and will continue with this work. The Board also supported the application for funding for CPC grants for the housing trust and coordinator and the acquisition of land for both affordable housing and open space.

Currently the Board has two opening for alternative members. Timely appointments are vital for the Planning Board to complete its charge and to continue to support and review multi-faceted projects during winter absences by members that go down south. At this time all Board Members are up to date on their ethics training.

Mr. Howell commented that he attended the Cape Cod Commission meeting and they unanimously accepted the application for the DCPC and they are going to act thereon. Secondly, just to get it out there, the alternates if they are going away it won't do them any good. Mr. McParland understands the problem, but it would help with a quorum.

- B. Vote to approve application for Lodging House or Innholders License for Sands Hospitality, Inc. – d/b/a Platinum Pebble Boutique Inn – Building, Health & Fire have approved

Mr. MacAskill moved to approve the application for Lodging House or Innholders License for Sands Hospitality, Inc., d/b/a Platinum Pebble Boutique Inn. Mr. Howell seconded.

- C. Approve the Administrator's recommendation to grant permission to NSTAR to install 55' of conduit and cable and one (1) handhold #72/H3A in Old Wharf Road – with a stipulation from the Highway Department "Old Wharf Road was recently resurfaced and is under a road cut moratorium until 2022, all work must be done in the soft shoulder only."

Mr. MacAskill moved to approve the application, Mr. Howell seconded. All in favor, motion carried by unanimous vote.

- D. Vote to support Community Preservation Act funding for maintenance of town-owned conservation land in the amount of \$20,000

Mr. MacAskill moved to support the Community Preservation Act funding for maintenance of town-owned conservation land in the amount of \$20,000. Mr. Howell seconded. All in favor, motion carried by unanimous vote.

- E. Vote to approve request for Lawrence E. Brophy, Member, Affordable Housing Trust to be allowed to participate remotely via Face Time for the Affordable Housing Trust meetings

Mr. MacAskill moved to approve request for Lawrence E. Brophy, Member, Affordable Housing Trust to be allowed to participate remotely via Face Time for the Affordable Housing Trust meetings, from December 2019 through March 2020. Mr. McManus seconded. All in favor, motion carried by unanimous vote.

Mr. Howell had a comment and said though he likes Larry's insight, he is concerned about baking into the cake that members are going to be away. He will vote now, but believes this needs to be a broader discussion regarding remote participation in all committees. Mr. Ballantine said we need to be careful, because Larry brings expertise that it is good to make it work. Though Mr. Howell said it sometimes does not help with having a quorum.

Mr. MacAskill agrees we should bring it back. Mr. Cakounes stood up to add his comments from the audience, that this is an interesting topic. He said that a lot of towns are moving to participate remotely, however if you read the law that being away every year for 5 consecutive months may not be meeting the letter of the law. This should be investigated more.

All in favor, motion carried by unanimous vote.

- F. The Traffic Safety Committee – New Traffic Calming Policy – First reading and Discussion

Mr. Gerald Beltis, Chairman of the Traffic Safety Committee. The Board of Selectmen asked them to come up with a traffic calming policy after request for speed bumps came up. He asked Linda Cebula, Jerry Scannell and

Charleen Greenhalgh to put it together and they came up with this draft. Ms. Cebula will present it.

Ms. Cebula reported that after working with Charleen, the town planner, they looked at several other communities with calming policies and present this proposal. They are proposing to have no speed bumps on Harwich public roads. They sought input from police, fire and DPW. Any questions.

Mr. MacAskill said they did a great job. He would like an answer to why no speed bumps, is the statement, “speed bumps and/or humps are prohibited on town roads” a law?

Ms. Cebula responded that the statement is the recommendation of the Traffic Safety Committee, as part of this policy. Mr. MacAskill believes that statement should be removed and language added for the board to be allowed to grant in extreme cases.

Mr. Lincoln Hooper, DPW Director, explained that private neighbors are allowed to have speed bumps, as long they are removed by November. There are 360 private roads in town. A good example is Harbor Road, part is public then turns to private. Harbor Road has speed bumps and they remove them in the fall so the town can snow plow.

Mr. MacAskill says again that he does not believe this should be part of the policy. The situation in the camp grounds that came up two years ago, where neighbors were concerned and voted on speed bumps. There are situations where neighborhoods endorse speed bumps. He can't support the policy that just outright says no speed bumps.

Mr. Hooper responded that he was on vacation when that discussion came up in the campgrounds, but he had done the research, which he had provided at the time. He also explained that the DOT frowns on speed bumps. He does not believe that they belong on public roads. He received the direction from the Board for the bumps in the campground, and after initial growing pains it has worked well.

Ms. Cebula thinks that one of the concerns with speed bumps, is the possible damage to vehicles. With no street lights, they might be missed and that could cause more liability to the town. The committee is also quite concerned about

emergency responders having to slow to 2mph while someone is in crisis and feels that there are public issue with having them on the ground.

Mr. Norm Clarke, Fire Chief, took a moment to provide the view of the National Fire Protection Agency (NFPA). Their standard does say no speed bumps of any type, though the exception is possible if the Fire Chief says it is ok.

Mr. Cakounes said he is not opposed to the town taking a stand of not liking or wanting speed bumps, though he agrees with Mr. MacAskill, that we live in a rural kind of a different community and there are certain applications where these things do work. As the policy comes forward, there should be a “loophole” that if an occasion does come up that the board should be able to give an exemption.

Mr. Ballantine, suggested that the commission think of a way to adjust the language to give some leeway. He also suggested that they talk to Mr. Hooper on how they met the compromise in the campgrounds.

Mr. Beltis explained that there is an application process in the packet. Ms. Cebula said that they will go back to the committee to discuss how to put words in there to give leeway, if appropriate.

Mr. MacAskill appreciates the application, and thinks it is perfect, except for the line stating, speed bumps and/or humps are prohibited on town roads. That line should be removed and they should add some language that the Board can overrule and grant if they decide too.

Mr. McManus said that speed bumps have been temporary in the summer and removed for the winter. His concern is the roadways in question are congested and densely populated, like the campgrounds. Another option is speed tables, which are found in more metropolitan areas. They help to keep areas from becoming cut through roads.

Mr. Howell suggested that the default position should be that they don't allow speed bumps, but they should have a way to do an exemption.

Mr. Howell makes a motion to send it back for a second reading to incorporate a clear policy on what was discussed tonight. Mr. MacAskill seconded. All in favor, motion carried by unanimous vote.

- G. Vote to authorize the Town Administrator to execute all contracts as detailed in the 10/1/19 memo from the Cape & Vineyard Electric Cooperative relative to Harwich's Round 4 PV/Storage Projects

Ms. Liz Argo, Manager of Cape & Vineyard Electric Cooperative, introduced herself.

Mr. MacAskill expressed he was not sure if this was going to be for a vote and it should be clearer on the agenda. He does not believe he can vote on this today. Mr. Ballantine asked Ms. Argo to move forward with the presentation.

Ms. Argo provided an overview and explained she is here to answer questions on the memo. Harwich will be participating on the Cape & Vineyard Electric Cooperative's Round 4 Solar PV solicitation process for roof mounted, ground mounted, and solar canopies, with or without a battery storage option.

Ms. Argo said that they worked with various members of the town. She pointed out that Sean Libby was there and also, Leo Cakounes, as Director from Harwich and president of CVEC. They had 20 project sites and are ready to approve the contracts. Harwich's site will be a megawatt in size and a lease payment to the town of \$112,685 per year. Also, a project at the Harwich Community Center that would feed that facility with power. This will be a solar canopy and the price is about a half a penny, basically a fee that reduces the electric bill. There is a fee, but you will have a nice savings. The golf course has two projects. The cart barn to feed the carts and a ground mount by the maintenance building. The Harwich Safety Station to add a solar canopy. Prices are based on projects being accepted to block 4 of the SMART program. Batteries are proposed for resilience when the grid goes down and calculations on net benefit are included. They ask that the Town Administrator can have the authorization to execute the contracts.

Mr. Ballantine said that they received a letter that was added late to the drop box, which walked them through the signing steps.

Ms. Argo explained that the bidding process was complete. CVEC had been bidding since May and all completed contracts were sent out in September. She also explained that the batteries are paid for as part of the SMART incentive and does not add any cost.

Mr. Cakounes stepped in to explain that CVEC is a cooperative made up of all the towns and instead of Harwich going out for RFP alone, that there is a benefit to all the towns going into a pool as part of the round 4 projects and put out an RFP for a larger project for a developer to bid on. The only concern is if there is a delay, the developers bid on these to benefit from these projects and he suggested that the board moves forward.

Mr. Howell said that the idea of the particulars are fine with him, but all the backup data is fraught with blanks and place holders. The Board is fighting credibility with contracts across the board. He is not comfortable re-delegating something that they took away. He is ok if the Board of Selectmen are the ones to execute the contracts, not the Town Administrator.

Ms. Argo said that they can do that, one signature line or five, does not matter. She is leaving on October 15, to be out of the country and would like to make sure vendors have everything they need before she leaves.

Mr. MacAskill asked Mr. Powers what the town will have to do, to vet the contracts. Mr. Powers said that he and Griffin Ryder meet regularly and they will plow through all six contracts and do their due diligence.

Mr. MacAskill wanted to know how long the town has known about this and Ms. Argo confirmed that it started last year and negotiations happened May to September. Mr. MacAskill was concerned that so much has been piling up on Mr. Powers and Mr. Ryder.

Ms. Argo said if they want, it won't be as financially rewarding.

Mr. Howell said that he will take a leap of faith and make a motion that they approve subject to the signature of the Board of Selectmen. Mr. MacAskill will not second it for discussion. Mr. Ballantine, seconded it for discussion. Mr. MacAskill said that the discussion is, that it is not what is on the agenda tonight. He is fine with the consensus and to look at these projects.

Ms. Argo said that it won't give the vendors the confidence to start spending money, which they have already started on. They are not willing to spend more money without contracts.

Mr. MacAskill said that all they have are blank contracts, there is nothing in the packet that shows that legal has looked at anything. Ms. Argo said that they can take care of filling in the blanks.

Mr. McManus said that it is reasonable and prudent for the town to move ahead. The risk of falling out of the program or lesser financial benefit is not in the best interest of the town. The issue of who signs the contract, he does not necessarily agree with who signs it.

Mr. Cakounes suggested that they should make a motion that the contracts be added in their completed form. He said that since one of the projects is a lease, that should fall to the BOS, so this change to the Board is the right move.

Mr. Howell said that with the confidence crisis it is important to show we are going to see them and execute them.

Motion carried 3-0-2, opposed by Mr. MacAskill.

H. Discussion on disposition of land at former proposed pet burial ground

Mr. Powers explained that this is relative to the land on Queen Anne Road and that designation was rescinded at the spring Town Meeting. He was able to confirm that the Cemetery Commission did turn it back over to the Board of Selectman. The property card has not changed yet and he is working with the Board of Assessors to turn it over. Beyond that the Board has options for procurement. They can do proposals and he is looking for some guidance from the Board as to what direction to take.

Mr. Ballantine asked it to be on the agenda to discuss the options available. They don't need to make a decision tonight and can think about it.

Mr. Howell said, speaking as a liaison of the Real Estate and Open Space Committee that would like to pass it back to them for options. He will say

that if they want to sell, they will need real options with pricing, to put in front of town meeting.

Mr. Ballantine said they need options for what do with the funds as well.

Mr. Cakounes commented that it is no secret that he is opposed to the town selling it at Town Meeting. There are so many options for what to do with the land, it is heavily trafficked industrial area. The town should hold it as a vacant lot, a comparable lot pays more in property taxes. He would rather let it sit vacant. There will be things that the town will need land for and an industrial piece of land would provide so many options in the future.

Mr. Ballantine said that there was a discussion about a cell tower.

Mr. McManus said that depending on how the land was required, there could be limitations on what can be done with proceeds. They should know that before they move ahead with anything. They should also know if it needs to be made available to other town agencies, before it is made public. It is not a simple discussion of let's sell it, other issues need to be discussed.

Mr. MacAskill responded that the Board has enough to do right now, if they are just looking for things to do, they have plenty to do. Mr. Howell said that they should just explore their options and pass it on to people who can look into it.

Mr. Hooper advised the Board that the gazebo that was there is still under the jurisdiction of the Cemetery Division. Mr. MacAskill asked if they had paid \$4,000 for that and wanted to know how it was moved and had the town been paid back for it.

Mr. Howell asked if they can move that they refer the matter to the Real Estate and Open Space Committee. Seconded by Mr. MacAskill. All in favor, motion carried by unanimous vote.

I. Procurement Update and Prioritization Discussion

Mr. Ballantine mentioned that they are falling behind for procurement and he had asked Mr. Powers, Mr. Clark and Mr. Ryder to put together a list of items that we need to go out on bid for, to help prioritize.

Mr. Powers said he supplied in the packet the spreadsheet that he and Mr. Ryder had worked on. It has 40 projects that are listed and they have been made aware of since they became a procurement team in June. Some of the projects are ongoing, and they do not include operational or capital procurements. They included a column with the different status categories, where each one is at.

The one that says no info provided, is because they became aware of it either through a comment made or reviewing warrant booklet. The fiscal year column, the third from the left shows that some projects go back to FY2018.

Mr. Powers explained that the list is ordered by last name of staff leads, not in order of priority.

Mr. Howell asked if the list included exempt, engineering contracts. Mr. Powers said that there are some engineering in there and that they have tried to capture everything they are working on.

Mr. Howell, again commented that he does not see any engineering for the harbors, or asked if they are not doing anything? Mr. Powers said if it's for Allen Harbor, the Administrator has that and he is not sure of the status, but it is on the list.

Mr. MacAskill said that his questions would be for the Town Administrator, who has not been present at many of the last meetings. They don't know the importance on each item and they need to address what is wrong and how they got there. Mr. Ballantine agrees, but he is trying to figure out a way to work their way out of it.

Mr. MacAskill would like to reiterate his question through Mr. Ballantine and through the Assistant Town Administrator, to get back to the Chief Procurement Officer, the Town Administrator; how did we get here and how does he suggest, as a person that makes the top salary for the town, how we get out of this? Rather than pile more work on the two people that just started this. Mr. Ballantine stated that they will follow up with that. His purpose was not to pile more work on, but to find a way to ease through it.

Mr. Howell was thankful to the Chairman, because it is good to have it all in one place. He agrees with Mr. MacAskill, that it is the responsibility of the Town Administrator to set the priorities and why we are so back logged. If he is the manager, the Chief Procurement office then the buck stops with him. The Town Administrator should be saying what the priority list is.

Mr. McManus feels that all of them need to move ahead at the same time. Department Heads are responsible to work with each department to push these thing ahead, and all at the same time. They should not wait until the Fire Station is finished to begin working on the rest room for sand pond, they are not related. Mr. Ballantine commented that they have limited staff. Mr. Powers said that things that have moved forward is because of the department heads helping to push them forward.

Mr. Ballantine stated that there is not much more they can do, but they have a list of what needs to get done, and they will follow up on all the points made.

J. DPW OSHA Compliance / Custodial Foreman - Discussion

Mr. Lincoln Hooper, first expressed his feelings that Mr. Powers and Mr. Ryder have been doing a great job and it has been appreciated. He is here tonight to brief the Board on a new law that effects every public sector employee in the Commonwealth. He would like to explain what the DPW has been doing to address it and offer up possible solutions. He also has two experts in the room that can help to brief them. Attending is, Marina Brock, former Health and Safety Officer with Barnstable County Health Department and current Mass Maritime Professor and Harwich resident, and also Sean Libby former Master Chief in the service with 30 years with CB experience. On March 9, 2018 a new law was signed into effect that amended the OSHA standards.

Mr. Hooper continued that in an attempt to get ahead of the curve, they are going to participate in a pilot program. He also just completed a 30 hour OSHA class, which is a lifetime credential. This was a broad base class that shows everything they should be doing. The class provided a good understanding and offered solutions, which he is hoping Mr. Libby can assist with, to get to a sustainable culture of safety.

Having a custodial foreman would allow some flexibility in the schedule and possibly lessen overtime. They requested this same position last year but it was removed early on in the budget process.

Marina Brock explained that Barnstable County still hires her on contract basis and she could talk for 30 hours on this. She has been working with Harwich and Mr. Hooper for many years. She has worked in the municipal sector for 30 years.

She said that municipal sectors in Massachusetts have been indemnified from complying to any relative framework for OSHA since 1970, since the OSH Act passed. The OSH Act doesn't cover public entities, they couldn't obtain bi-partisan support to do that. It was expected of the state at that time to meet the minimum standards, Massachusetts never has. We have not been complying with the standard. The municipal sector has been exempt from that. We are now upside down on workers comp insurance, so we need to start protecting municipal workers. There are nine towns that are voluntarily participating in this. She does the training and a struggles to get the towns to do the right thing.

Mr. Ballantine asked Mr. Hooper if he has been working with the Water Department on this. Mr. Hooper said that they received a letter from DLS to do an investigation on how those things occurred. He called Ms. Brock to ask her about how to get through that process. She convinced him to join the round table.

This new/amended law covers everyone, though they are focusing on the DPW because it is often the most dangerous work. It is a Department that sees deaths each year.

Mr. Ballantine thinks that the Water Department should be included. He also wants to know if it is Mr. Hooper's intent to bring it to Town Meeting. Mr. Hooper explained that he wanted to bring it to the attention of the Board to start a dialogue. Mr. MacAskill asked if this is a two part request, a foreman to lighten Mr. Libby's load as well as someone to be able to focus on safety.

It was also suggested that they could look to hire a Compliance Officer. Mr. Hooper had brought that idea to the Administrator but was told that no other towns were going down that path.

Mr. Libby then spoke, that if the town had the climate to hire another person, then that person should be a certified safety person. An alternate solution is to be able to free up some time, because filling the schedule takes up so much of his time, many things are not getting done. If the Town was to hire someone it should be a town wide admin position.

Mr. Ballantine stated that it starts with them and they need to have an active part in making it happen. Mr. MacAskill asked about how many unfilled positions they currently have and if the county has looked at hiring a Safety Officer. They pay a fair amount of money to the county and they don't use those resources. He also agrees that Mr. Libby needs some relief.

Ms. Brock said that Barnstable County has her on per diem to do work for the towns, but the problem with the county funding a Safety Officer is that it is not feasible. It would be difficult to administer safety for 15 towns. Safety should start from the top down and has to come from within the town.

Mr. MacAskill thinks they have enough money in the county to hire a staff.

Mr. Cakounes said that the Barnstable County government is not going to step up and they should look to partner with neighboring towns. Once up to speed, the person would only need one to two days a week for Harwich. They need to take it to the county and be the leaders.

Mr. McManus indicated that he supports the safety program and agrees with the formation of multiple towns. He also agrees that Mr. Libby needs more time to deal with the construction end of facilities maintenance.

Mr. Howell just wanted to mention that if they were to add anybody they should go back to voting on a staffing plan to show additional staff and a warrant article.

Mr. Ballantine said they should look at other towns and find some partnerships to move forward.

CONTRACTS

Mr. Joe Powers explained the two contracts listed here have been in front of the Board before. If the Board approves both contracts, they will have approved five all together. The total cost for all five contracts is \$13,457. He is asking the Board to approve both contracts below under A and B.

A. Vote to Approve – Brooks Free Library AUX Equipment Controls
\$50,039.00

B. Vote to Approve – Brooks Free Library EMS Proposal - \$53,525.00

Mr. McManus moves to approve the contract for the Brooks Free Library AUX Equipment Controls for \$50,039.00 and the Brooks Free Library EMS Proposal for \$53,525.00, with signature by the Board of Selectmen. Mr. MacAskill seconded, with discussion.

Mr. MacAskill added that they have been asking for contracts to come to them and have only received probably 4 out of 400. Again, a contract has come in front of them without signatures on it. They have done an outstanding job and it is a benefit to the taxpayers. However, he has no confidence in the Chief Procurement Officer, but he does in Mr. Powers and Mr. Libby and therefore will support this.

All in favor, motion carried by unanimous vote.

TOWN ADMINISTRATOR'S REPORTS

ASSISTANT TOWN ADMINISTRATOR REPORT

Mr. Powers said his first item, is the potential re-use of East Harwich Fire Station. Mr. Powers met with Chief Clarke, Deputy Chief Leblanc, Town Planner, the Health Director and the Building Commissioner. They checked out the current site of Fire Station 2, and all parties agreed, the building there does need to be demolished. The Town Planner and Health Director are working on additional documentation to be shared at a later date. The building should be demoed as planned.

Chief Clarke commented that he has had interest in Station 2, but the old station is too close to the new one. They would have to build some sort of retaining wall. Another issue that has come up is if the building was not good enough for the Fire Department why is it good enough for someone else. He believes that after looking more closely the old station is not good for re-use. The building should be demolished as planned.

Mr. Ballantine said they will put it on the agenda to vote on it, Mr. Powers will provide a memo from the site visit stating the deficiencies. Mr. MacAskill said they are looking for a consensus they have it.

Mr. Powers' additional notice was to remind the Board that the next meeting will be held on Tuesday, October 15, 2019, because of the holiday.

SELECTMEN'S REPORT

Mr. Howell reported on attending an annual dinner where the guest of honor was Carla Burke and she had a terrific presentation.

Mr. Ballantine shared that Carol Coppola has offered to hold a finance budget work shop on October 29th at 6pm. He will go ahead and schedule it and the purpose is it to make sure we are all talking the same language.

ADJOURNMENT

Mr. Howell moved to adjourn at 8:55 pm. Mr. MacAskill seconded. Motion passed unanimously.

Respectfully submitted,

Lisa Schwab

OFFICE OF THE TOWN ADMINISTRATOR

Joseph F. Powers, Interim Town Administrator

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



MEMO

TO: Board of Selectmen

FROM: Joseph F. Powers, Interim Town Administrator

RE: Utility Hearing June 18, 2020
NSTAR Electric Company dba Eversource Energy
94 Forest Street

DATE: June 18, 2020

A Utility Hearing was held on Thursday, June 18, 2020 at 9:17 AM via teleconference, at the request of NSTAR/Eversource for the purpose of the installing approximately 25' of conduit and cable and 1 handhold #53/23A in town road to provide electrical service to customer at 94 Forest Street.

Legal ads were published and notifications were given. There were no abutters or representation from Eversource on the teleconference. There were no objections to installing approximately 25' of conduit and cable and 1 handhold #53/23A in town road to provide electrical service to customer at 94 Forest Street. However, Conservation Department requests that the disturbance have no negative impacts on town property or the wetlands in the area and that the area should be returned to pre-construction condition after work is complete.

There were no other questions, concerns or objections and the Hearing was adjourned at 9:20 AM. After careful review, I recommend, subject to conditions stated by staff, that the Board approve Eversource Plan No. 2384625 Dated April 8, 2020 – WO#2384625.



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

TOWN OF HARWICH

732 MAIN STREET, HARWICH, MA 02645

MINUTES
Utility Hearing – 94 Forest Street
Thursday, June 18, 2020

THOSE IN ATTENDANCE VIA TELECONFERENCE: Joseph F. Powers, Interim Town Administrator and Patricia Macura, Administrative Secretary. There were no Abutters or representation from Eversource on the teleconference.

There was a delay in the start of the hearing. The Interim Town Administrator called the hearing to order at 9:17 A.M. and read the Utility Hearing Notice; A petition by NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY requesting permission to locate underground cables, conduits and manholes, including the necessary sustaining and protecting fixtures, in, under, along and across the following public way or ways for the purpose of the installing approximately 25' of conduit and cable and 1 handhold #53/23A in town road to provide electrical service to customer at 94 Forest Street.

He also read a statement from Nicole Smith, Assistant Conservation Agent for the Town of Harwich which stated that the although the work appears to be taking just outside of the jurisdiction of the Conservation Commission and near the Conservation Department owned land in the area, they have no issues with the project, but request that the disturbance have no negative impacts on town property or the wetlands in the area and that the area should be returned to pre-construction condition after work is complete.

Having read all notices and statement from the Assistant Conservation Agent for the Town of Harwich, the Interim Town Administrator recommends the request as outlined from NSTAR Electric Company dba Eversource Energy which is proposed to install approximately 25' of conduit and cable and 1 handhold #53/23A in town road to provide electrical service to customer at 94 Forest Street, subject to the conditions outlined by the Assistant Conservation Agent, Plan and Work Order # 238462 dated April 8, 2020

The hearing was adjourned at 9:20 A.M.

Submitted by:
Patricia Macura
Administrative Secretary

Attachments



TOWN OF

HARWICH

*732 Main Street
Harwich, MA 02645*

CONSERVATION COMMISSION

(508)-430-7538 FAX (508)430-7531

To: Town Administrators Office

From: Nicole Smith, Assistant Conservation Agent

Re: 94 Forest St, Comments on Eversource Application

Date: June 5, 2020

Work appears to be taking place just outside of the jurisdiction of the Conservation Commission and near our Conservation Department owned land in the area. We have no issues with the project but request that the disturbance have no negative impacts on our property or the wetlands in the area. Area should be returned to pre-construction condition after work is complete.

Thank you,

Nicole Smith
Assistant Conservation Agent
Town of Harwich



484 Willow Street
W. Yarmouth, Massachusetts 02673

May 19, 2020

Town Administrators
732 Main Street
Harwich, MA 02653

Dear Board Members:

Enclosed is a petition to install approx. 25 feet of conduit/cable under town road and 1 handhole labeled HH 53/.23A in Forest Street, Harwich.

This proposed location is necessary to provide electrical service to customer at 9 Forest Street. This petition will require a notice to abutters and a hearing.

Will you please present this petition before the Board for customary action and approval?

If you have any questions, feel free to contact me at 508-790-9022 or the email address provided below.

Warm Regards,

Jessica Elder
Right of Way Agent
Jessica.Elder@Eversource.com
NSTAR Electric
d/b/a Eversource Energy

Please return 1 signed copy to: **-Eversource-484 Willow Street-W. Yarmouth, MA 02673 Attn Jessica Elder**

PETITION FOR
UNDERGROUND CABLE AND CONDUIT LOCATIONS

WO#2384625

Barnstable, Massachusetts

May 16, 2020

To the Board of Selectmen for the Town of Harwich, Massachusetts.

NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY

request permission to locate underground cables, conduits and manholes, including the necessary sustaining and protecting fixtures, in, under, along and across the following public way or ways:

Forest Street, Harwich

To install approximately 25' of conduit and cable and 1 handhole#53/23A in town road.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to install and maintain underground cables, conduits, and manholes, together with such sustaining and protecting fixtures as it may find necessary, said underground cables, conduits, and manholes to be installed in accordance with the plan files herewith marked Plan No. 2384625 Dated April 08, 2020.

NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY

By *Jessica Elder*
Right of Way Agent
Jessica S. Elder

**FORM OF ORDER FOR
UNDERGROUND CABLE AND CONDUIT LOCATIONS
WO#2384625**

IN BOARD OF SELECTMEN FOR THE TOWN OF HARWICH, MASSACHUSETTS.

Notice having been given and a public hearing held, as provided by law,
IT IS HEREBY ORDERED: that the **NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY** be and it is hereby granted a location for and permission to install and maintain underground cables, conduits and manholes, together with such sustaining and protecting fixtures as said Company may deem necessary, in, under, along and across the public way or ways hereinafter referred to, as requested in petition of said Company dated the 16th day of May 2020.

All construction under this order shall be in accordance with the following conditions:

Cables, conduits, and manholes shall be installed substantially at the point indicated upon the plan marked Plan No. 2384625 Dated April 08, 2020 filed with said petition. The following are the public ways or parts of ways under, along and across which the cables above referred to may be installed under this order.

Forest Street, Harwich

Installing approximately 25'(feet) conduit and
1 handhole#53/23A in town road

To provide service to customer at 94 Forest Street

I hereby certify that the foregoing order was adopted at a meeting of the Board of Selectmen of the Town of Harwich, Massachusetts held on the _____ day of _____ 2020.

Clerk of Selectmen.

_____, Massachusetts _____ 2020.

Received and entered in the records of location orders of the Town of Harwich
Book _____ Page _____.

Attest:

Town Clerk

We hereby certify that on _____ 2020, at _____ o'clock,
_____ M. at _____ a public hearing was held on the
petition of the _____

NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY

for permission to install and maintain the underground cables, conduits, manholes and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to install underground cables, conduits, manholes and fixtures under said order. And that thereupon said order was duly adopted.

**Selectmen of the Town of
Harwich, Massachusetts**

CERTIFICATE

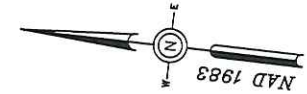
I hereby certify that the foregoing is a true copy of a location order and certificate of hearing with notice adopted by the Board of Selectmen of the Town of Harwich, Massachusetts, on the _____ day of _____ 2020, and recorded with the records of location orders of said Town, Book _____, Page _____.

This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

Town Clerk

Plan to accompany petition of EVERSOURCE ENERGY
to install approx 25' of conduit and handhole(HH\23-A)
for new UG service for 94 Forest St.



22-S8-0
99 FOREST ST
N/F
HARWICH TOWN OF -
CONSERVATION

APPROX. PL

22-S7-0
91 FOREST ST
N/F
MCGRAIN MARIE R &
MCGRAIN GERALD E

22-S6-0
87 FOREST ST
N/F
HARWICH TOWN OF -
CONSERVATION

APPROX. PL

577'± TO
ROBBINS RD

JO-ES
53/23

APPROX. RIGHT-OF-WAY(R.O.W)

⊕ HH/23-A

EDGE OF ROAD

CONDUIT
TL=25'±

FOREST ST

LEGEND

- ⊕ Proposed Hand Hole
- ⊕ Existing Hand Hole
- Proposed Conduit
- - Existing Conduit
- Proposed Pole
- Existing Pole
- Riser Pole

EDGE OF ROAD

APPROX. RIGHT-OF-WAY(R.O.W)

22-E3-1-0
98 FOREST ST
N/F
BRYANT MARY E
TRS ET AL
STACEY KAREN S
TRS

APPROX. PL

⊕ HH/23-B
CUSTOMER
HANDHOLE

22-E3-2-0
94 FOREST ST
N/F
MCGHEE WILLIAM J ET ALS
MCGHEE JUDITH C & CONNELLY ROB

22-H1-0
95 SOUTH ST
N/F
HARWICH TOWN OF -
CEMETERY COM
MT PLEASANT
CEMETERY

APPROX. PL



SCALE IN FEET

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MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES
BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

Plan #	2384625	
Ward #		
Work Order #	2384625	1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Surveyed by:	N/A	Plan of FOREST ST., HARWICHPORT
Research by:	JC	Showing PROPOSED CONDUIT AND HANDHOLE
Plotted by:	JC	
Proposed Structures:	TL	
Approved:	A DEBENEDICTIS	Scale 1"=20' Date APRIL 8, 2020
P#		SHEET 1 of 1

The Cape Cod Chronicle
June 4, 2020

**TOWN OF HARWICH
NOTICE OF PUBLIC HEARING
JUNE 18, 2020**

Pursuant to M.G.L. Ch. 166, § 22, the Interim Town Administrator will hold a Public Hearing at **9:00 AM on Thursday June 18, 2020** via **Teleconference** in reference to the following matter:

A petition by NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY requesting permission to locate underground cables, conduits and manholes, including the necessary sustaining and protecting fixtures, in, under, along and across the following public way or ways:

94 FOREST STREET HARWICH

PROPOSED: To install approximately 25' of conduit and cable and 1 handhold #53/23A in town road to provide electrical service to customer at 94 Forest Street.

All abutters and other interested persons are invited to dial in

TELECONFERENCE ACCESS INSTRUCTIONS
Underground Cable & Conduit Location Hearing
Forest Street, Harwich
Thu, Jun 18, 2020 9:00 AM - 9:30 AM (EDT)

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

<https://global.gotomeeting.com/join/558543845>

You can also dial in using your phone.
United States: +1 (669) 224-3412
Access Code: 558-543-845

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/558543845>

For further information, please call the Town Administrator's Office at (508) 430-7513 x 3319

Joseph F. Powers
Interim Town Administrator

The Cape Cod Chronicle
June 4, 2020

22-E3-1-0-R

BRYANT MARY E TRS ET AL
STACEY KAREN S TRS
98 FOREST ST
HARWICH, MA 02645

22-E3-2-0-R

MCGHEE WILLIAM J ET ALS
C/O MC GHEE WILLIAM J &
94 FOREST ST
HARWICH, MA 02645

22-H1-0-E

HARWICH TOWN OF - CEMETERY COM
MT PLEASANT CEMETERY
732 MAIN ST
HARWICH, MA 02645

22-S6-0-E

HARWICH TOWN OF - CONSERVATION
732 MAIN ST
HARWICH, MA 02645

22-S7-0-R

MCGRAIN MARIE R &
MCGRAIN GERALD E
91 FOREST ST
HARWICH, MA 02645

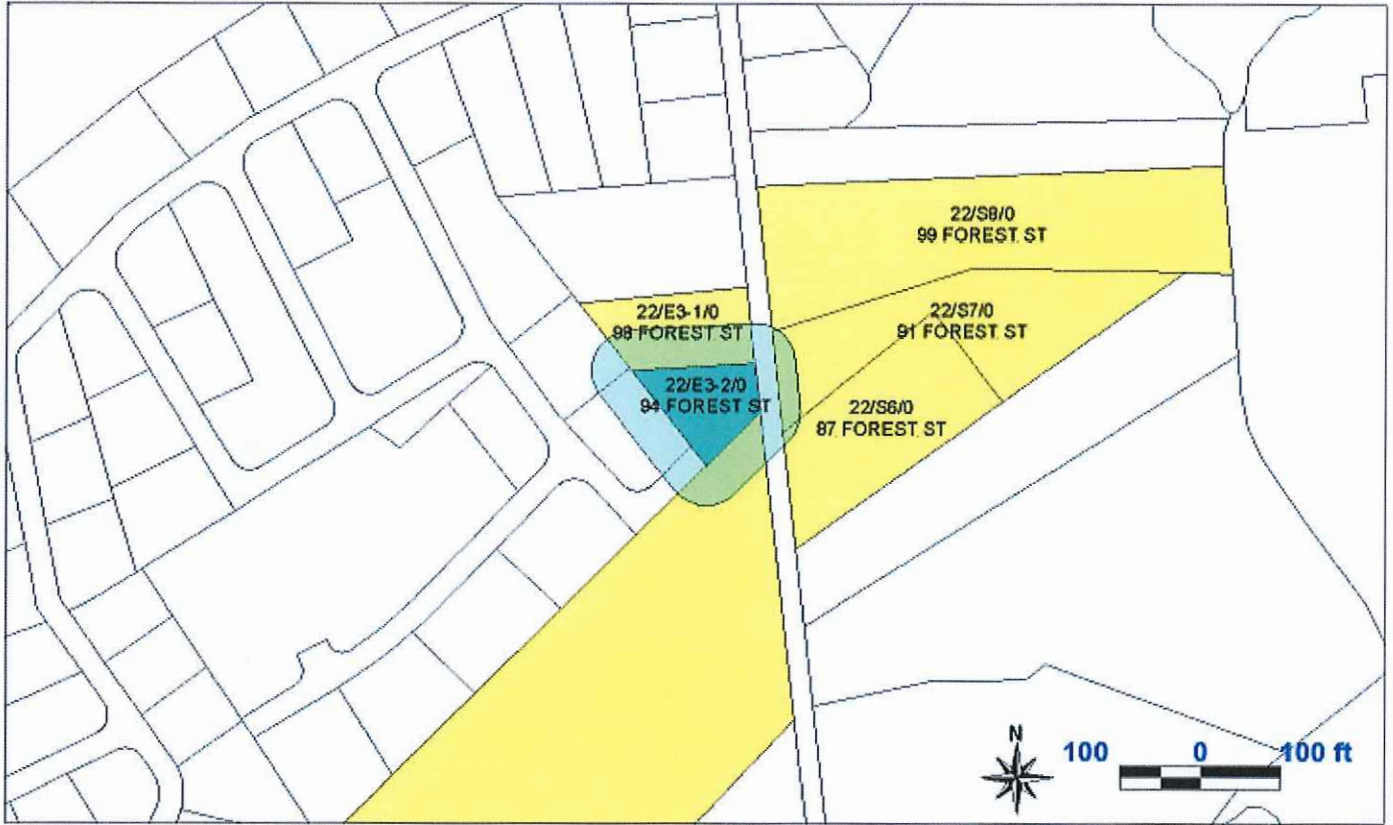
22-S8-0-E

HARWICH TOWN OF - CONSERVATION
732 MAIN ST
HARWICH, MA 02645



TOWN OF HARWICH, MA
 BOARD OF ASSESSORS
 732 Main Street, Harwich, MA 02645

Abutters List Within 50 feet of Parcel 22/E3-2/0



Key	Parcel ID	Owner	Location	Mailing Street	Mailing City	ST	ZipCd/Country
2604	22-E3-1-0-R	BRYANT MARY E TRS ET AL STACEY KAREN S TRS	98 FOREST ST	98 FOREST ST	HARWICH	MA	02645
2606	22-E3-2-0-R	MCGHEE WILLIAM J ET ALS C/O MC GHEE WILLIAM J &	94 FOREST ST	94 FOREST ST	HARWICH	MA	02645
10602	22-H1-0-E	HARWICH TOWN OF - CEMETERY COM MT PLEASANT CEMETERY	95 SOUTH ST	732 MAIN ST	HARWICH	MA	02645
10603	22-S6-0-E	HARWICH TOWN OF - CONSERVATION	87 FOREST ST	732 MAIN ST	HARWICH	MA	02645
2633	22-S7-0-R	MCGRAIN MARIE R & MCGRAIN GERALD E	91 FOREST ST	91 FOREST ST	HARWICH	MA	02645
10604	22-S8-0-E	HARWICH TOWN OF - CONSERVATION	99 FOREST ST	732 MAIN ST	HARWICH	MA	02645

NEW
BUSINESS



TOWN OF HARWICH
OFFICE OF THE FINANCE DIRECTOR/TOWN ACCOUNTANT
732 MAIN STREET, HARWICH, MA 02645 TEL: 508-430-7518 FAX: 508-432-5039

MEMO

To: Board of Selectmen

From: Carol Coppola, Finance Director

CC: Dana Decosta, Chairman Finance Committee
Joseph Powers, Interim Town Administrator

Date: June 18, 2020

Re: Fiscal Year 2020 Budget Transfers & July 2020 Monthly Spending Plan

Fiscal Year 2020 Budget Transfers

Please find enclosed proposed budget transfers for the current fiscal year. M.G.L. Chapter 44, Section 33B sets forth the process by which the selectmen may authorize budget transfers. In part the general law states:

“the selectmen, with the concurrence of the finance committee....., may transfer within the last 2 months of any fiscal year or during the first 15 days of the new fiscal year to apply to the previous fiscal year, any amount appropriated, other than for the use of a municipal light department or a school department, to any other appropriation.”

The Finance Committee met on Thursday, June 11th to, in part, review and vote on the budget transfers as presented. Their majority vote was in the affirmative, 6-1, Mr. La Mantia in dissent.

Budget Transfer #1:

- a) To fund the purchase of a used 2002 Mack Truck CH613 from capital outlay rather than maintenance/repair. The 1998 Mack Truck of the same model was traded in due to excessive repairs,
- b) To fund insurance premium increase for Harwich Elementary School due to an increase to the building value. Annually, the Monomoy Regional School District reimburses the town for this expense.

Budget Transfer #2:

- a) To fund Cape & Vineyards Electric Co-op increase for real estate/personal property taxes per agreement dated July 19, 2011,
- b) To fund increase in the required pay down of short-term debt for the purpose of engineering and design of fire station #2.

Budget Transfer #3:

- a) To fund shortfall in the Barnstable County Tax Assessment due to an error on the Cherry Sheet issued by the Commonwealth,
- b) To fund shortfall in the Cape Cod Commission Assessment due to an error on the Cherry Sheet issued by the Commonwealth.

Budget Transfer #4:

- a) To fund shortfall in the town's share of Medicare associated with wages paid to employees. The town's share is 1.45% of wages,
- b) To fund Interim Assistant Town Administrator to June 30, 2020.

Budget Transfer #5:

- a) To fund shortfall in Veterans assistance provided directly to residents by the Town of Harwich,
- b) To fund shortfall in wages due to a budget error.

Budget Transfer #6:

- a) To fund expenses and encumbrance associated with the tornado. The encumbrance is for necessary work to be completed at town owned cemeteries. Funding received from the Commonwealth to support current and future expenses totaled \$1,171,060.

The summary provided below may be useful for discussion and potential approval of the year end transfers.

Trans #	Description	Transfer To	Trans #	Description	Transfer From
1	Capital Outlay - DPW	23,400	1	Maintenance/Repair	23,400
1	Property Insurance	16,636	1	Health Insurance	16,636
2	CVEC	2,095	2	Snow & Ice Rental	2,095
2	Short Term Debt Fire Station #2	19,200	2	BAN Interest	19,200
3	Barnstable County Tax	4,736	3	Health Insurance	4,736
3	CC Commission Assessment	30,558	3	Health Insurance	30,558
4	Medicare	30,000	4	Health Insurance	30,000
4	Administration - S&W	25,000	4	Health Insurance	25,000
5	Veterans Benefits	15,000	5	Health Insurance	15,000
5	Finance S&W	3,578	5	Assessor S&W	3,578
6	Part Time Year -Round S&W	9,168	6	State Funding	844,876
6	Salaries & Wages	99,811			
6	Seasonal S&W	29,658			
6	Overtime	111,555			
6	Property Related Services	548,285			
6	Police Details	22,385			
6	Unclassified	24,014			
	Total	1,015,079		Total	1,015,079

FY 2021 – Monthly Spending Plan – July 2020

Presented, as an enclosure, for your review and consideration is the spending plan for July 2020. The plan was prepared in accordance with the Department of Revenue's May 2020 Bulletin, BUL-2020-6. The spending plan or 1/12th budget was prepared employing various instructions that include the aforementioned bulletin, various webinars as well as conversations and correspondence with Department of Revenue representatives.

The monthly spending plan for the General and Sewer Enterprise Funds contain and consider the following matters:

1. Begin with the Fiscal Year 2020 Tax Rate Recapitulation,
2. Subtract Fiscal Year 2019 Free Cash appropriated at the 2019 Annual Town Meeting to fund snow and ice shortfalls,
3. Divide the difference by 12 – the July 2020 monthly spending plan must be equal to or greater than this end result,
4. Use FY 2020 as the base for the budget,
5. Include FY 2021 proposed budgets by regional school districts,
6. Analyze prior years' spending in July to determine typical spending levels,

7. Remove cost of living increases for those unions whose contract is not yet ratified and for by-law personnel whose increases have not yet been voted at town meeting,
8. Add fiscal year 2021 debt obligations,
9. Consider expenses for the following categories:
 - a. Annual assessment for Barnstable County Retirement
 - b. Marina insurance premium and public safety injured on duty insurance premium
 - c. Monomoy Regional School District assessment
 - d. Unusual events including anticipated employee retirements
10. Develop a format to submit to the Department of Revenue.

The format used to prepare the monthly spending plan was shared with the Department of Revenue last week. A request for review and comment with regard to the format and contents of the plan was provided to the Department on Thursday, June 11th. The Department recommended, when/if the spending plan falls short of the base budget amount, then a line item be established, in accordance with their recommendation, I have established the Board of Selectmen Reserve to be utilized when necessary. I believe this plan represents the necessary spending for the Town of Harwich within the month of July 2020.

The Water Commissioners approved the Water Enterprise Fund monthly spending plan (1/12th budget) for July at their meeting on June 12, 2020. The Board of Selectmen need only to approve the monthly spending plan for the General and Sewer Enterprise Funds.

If/when the Board of Selectmen approve the spending plan then I suggest you also authorize the Chairman to sign a memorandum to the Town Clerk advising of your vote. I have provided a sample document for your consideration.

Town of Harwich

REQUEST FOR BUDGET FY 2020 TRANSFER #1

MGL CH. 44s/s 33B

Board of Selectmen
Finance Committee
Town of Harwich

Date 6/2/2020

Dear Sir/Madam:

Request is hereby made for the following transfer in accordance with Chapter 44, Section 33B of the Massachusetts General Laws:

Amount requested:


See Attached

To be transferred to #	014218/585000	Capital Outlay	\$ 23,400.00
	Account Number	Name of Appropriation	
To be transferred from #	014212/524300	Other Maintenance/Repair	\$ 23,400.00
		Name of Appropriation	
To be transferred to #	019452/574014	Property & Casualty Insurance	\$ 16,636.00
	Account Number	Name of Appropriation	
To be transferred from #	019142/575000	Group Health Insurance	\$ 16,636.00
	Account Number	Name of Appropriation	

To properly categorize equipment purchase from DPW (used 1998 Mack) and to increase budget to reflect updated valuation of Harwich Elementary School.



Finance Director/ Town Accountant



Town Administrator
Interim


Action of Finance Committee

Action of Board of Selectmen

Date of Meeting _____

Number of present & voting 7

Transfer approved



Chairman, Finance Committee Date

Number of present & voting _____

Transfer approved

Chairman, Board of Selectmen Date

Town of Harwich

REQUEST FOR BUDGET FY 2020 TRANSFER # 2

MGL CH. 44s/s 33B

Board of Selectmen
Finance Committee
Town of Harwich

Date 6/2/2020

Dear Sir/Madam:

Request is hereby made for the following transfer in accordance with Chapter 44, Section 33B of the Massachusetts General Laws:

Amount requested:


See Attached

To be transferred to #	<u>011992/521100</u>	CVEC Expenses	<u>\$ 2,095.00</u>
	Account Number	Name of Appropriation	
To be transferred from #	<u>014231/513000</u>	Snow & Ice Rentals & Leases	<u>\$ 2,095.00</u>
		Name of Appropriation	
To be transferred to #	<u>017762/591000</u>	Fire Station #2 Planning Short Term Debt	<u>\$ 19,200.00</u>
	Account Number	Name of Appropriation	
To be transferred from #	<u>017997/592500</u>	Bond Anticipation Note Interest	<u>\$ 19,200.00</u>
	Account Number	Name of Appropriation	

Transfer funds to cover shortfalls in operating budget for CVEC expenses and increase in required paydown for fire station #2 planning.



Finance Director/ Town Accountant



Town Administrator
Interim

Action of Finance Committee

Action of Board of Selectmen

Date of Meeting

Number of present & voting 7

Number of present & voting _____

Transfer approved



Transfer approved

Chairman, Finance Committee Date

Chairman, Board of Selectmen Date

Town of Harwich

REQUEST FOR BUDGET FY 2020 TRANSFER #3

MGL CH. 44s/s 33B

Board of Selectmen
Finance Committee
Town of Harwich

Date 6/2/2020

Dear Sir/Madam:

Request is hereby made for the following transfer in accordance with Chapter 44, Section 33B of the Massachusetts General Laws:

Amount requested:

See Attached

To be transferred to #	018312/562100	Barnstable County Tax	\$ 4,736.00
	<u>Account Number</u>	<u>Name of Appropriation</u>	

To be transferred from #	019142/575000	Group Health Insurance	\$ 4,736.00
		<u>Name of Appropriation</u>	


To be transferred to #	018352/562600	Cape Cod Commission Assessment	\$ 30,558.00
	<u>Account Number</u>	<u>Name of Appropriation</u>	

To be transferred from #	019142/575000	Group Health Insurance	\$ 30,558.00
	<u>Account Number</u>	<u>Name of Appropriation</u>	

To transfer funds to cover error by the Department of Revenue on the Cherry Sheet for Barnstable County Assessments



Finance Director/ Town Accountant



Town Administrator
Interim

Action of Finance Committee

Action of Board of Selectmen

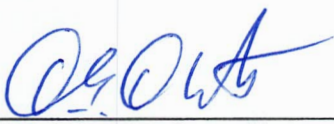
Date of Meeting

Number of present & voting 7

Number of present & voting _____

Transfer approved

Transfer approved



Chairman, Finance Committee Date

Chairman, Board of Selectmen Date

Town of Harwich

REQUEST FOR BUDGET FY 2020 TRANSFER #4

MGL CH. 44s/s 33B

Board of Selectmen
Finance Committee
Town of Harwich

Date 6/2/2020

Dear Sir/Madam:

Request is hereby made for the following transfer in accordance with Chapter 44, Section 33B of the Massachusetts General Laws:

Amount requested:


See Attached

To be transferred to #	011482/517500	Medicare	\$ <u>30,000.00</u>
	Account Number	Name of Appropriation	
To be transferred from #	019142/575000	Group Health Insurance	\$ <u>30,000.00</u>
		Name of Appropriation	
To be transferred to #	011491/511900	Administration - Salaries & Wages	\$ <u>25,000.00</u>
	Account Number	Name of Appropriation	
To be transferred from #	019142/575000	Group Health Insurance	\$ <u>25,000.00</u>
	Account Number	Name of Appropriation	


To transfer funds to cover medicare employer match and Interim Assistant Town Administrator wages.

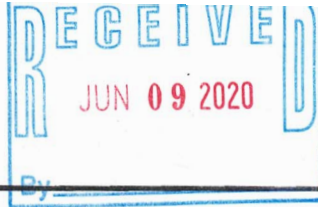


Finance Director/ Town Accountant



Town Administrator
Interim

<u>Action of Finance Committee</u>	<u>Action of Board of Selectmen</u>
Date of Meeting _____	
Number of present & voting <u>7</u>	Number of present & voting _____
Transfer approved	Transfer approved
	
Chairman, Finance Committee _____	Chairman, Board of Selectmen _____
Date _____	Date _____



Town of Harwich

REQUEST FOR BUDGET FY 2020 TRANSFER #5

MGL CH. 44s/s 33B

Board of Selectmen
Finance Committee
Town of Harwich

Date 6/2/2020

Dear Sir/Madam:

Request is hereby made for the following transfer in accordance with Chapter 44, Section 33B of the Massachusetts General Laws:

Amount requested:

See Attached

To be transferred to # 015432/577000 Veterans Benefits \$ 15,000.00

Account Number Name of Appropriation

To be transferred from # 019142/575000 Group Health Insurance \$ 15,000.00

Name of Appropriation

To be transferred to # 011351/511900 Finance Salaries & Wages \$ 3,578.45

Account Number Name of Appropriation

To be transferred from # 011411/511900 Assessor Salaries & Wages \$ 3,578.45

Account Number Name of Appropriation

To transfer funds to cover additional veterans benefits over claims in FY 19 and to correct a budget error.

Signature of Finance Director/Town Accountant

Signature of Town Administrator Interim

Action of Finance Committee

Action of Board of Selectmen

Date of Meeting

Number of present & voting 7

Number of present & voting

Transfer approved

Signature of Chairman, Finance Committee

Transfer approved

Chairman, Finance Committee Date

Chairman, Board of Selectmen Date

Town of Harwich

REQUEST FOR BUDGET FY 2020 TRANSFER # 6

MGL CH. 44s/s 33B

Board of Selectmen
Finance Committee
Town of Harwich

Date 6/2/2020

Dear Sir/Madam:

Request is hereby made for the following transfer in accordance with Chapter 44, Section 33B of the Massachusetts General Laws:

Amount requested: _____

See Attached

To be transferred to # Various See attached for detailed list \$ 844,875.53

Account Number Name of Appropriation


To be transferred from # 011497/469900 Tornado State Funding \$ 844,875.53

Name of Appropriation

To establish a budget and funding for tornado expenses



Finance Director/ Town Accountant



Town Administrator
Interim

Action of Finance Committee

Action of Board of Selectmen

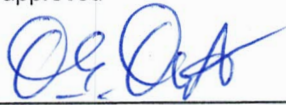
Date of Meeting

Number of present & voting 7

Number of present & voting _____

Transfer approved

Transfer approved



Chairman, Finance Committee Date

Chairman, Board of Selectmen Date

**Town of Harwich
FY 2021 1/12th Budget**

FY 2020 Tax Recap

Page 1 line 1a

Subtract Free Cash Appropriation for FY 19

Divided Monthly

\$ 78,644,549

\$ 137,500

\$ 6,542,254

**July
1/12th Budget**

General Government:

Salaries & Wages

225,120

Expenses

177,880

Capital Outlay

458

Board of Selectmen Reserve

Finance Committee Reserve Fund

10,417

Total General Government

413,875

Public Safety:

Salaries & Wages

738,737

Expenses

103,443

Capital Outlay

7,376

Total Public Safety

849,556

Public Works:

Salaries & Wages

254,919

Expenses

290,672

Total Public Works

545,591

Human Services:

Salaries & Wages

81,822

Expenses

42,236

Total Human Services

124,058

Culture & Recreation:

Salaries & Wages

296,039

Expenses

162,767

Capital Outlay

10,200

Total Culture & Recreation

469,006

Debt Service

341,184

State/County Assessments:

State Assessments

25,075

BC Retirement Assessment

3,144,894

BC Assessment - Other

38,639

Total State/County Assessments

3,208,608

Insurances:

Health Insurance

550,000

Unemployment Insurance

1,667

General Insurances

123,740

Total Insurances

675,407

**Town of Harwich
FY 2021 1/12th Budget**

FY 2020 Tax Recap

Page 1 line 1a

Subtract Free Cash Appropriation for FY 19

Divided Monthly

\$ 78,644,549

\$ 137,500

\$ 6,542,254

**July
1/12th Budget**

Regional School Districts:

Monomoy Regional

3,881,949

Cape Cod Regional Technical High School

-

Total Regional School Districts

3,881,949

Enterprise Funds:

Water Enterprise Fund

361,155

Sewer Enterprise Fund

42,137

Total Enterprise Funds

403,292

Grand Total

10,912,526

Less Water Enterprise Fund

361,155

(voted separately by Water Commissioners)

Total General Fund and Sewer Enterprise Fund

10,551,371

(to be voted by Board of Selectmen)

Note: Each 1/12th budget must be greater than or equal to the FY 2020 Tax Rate Recap line 1a

Is the month greater than or equal to 1/12th of line 1a?

Yes

Explain significant differences

July:

Annual Barnstable County Retirement Contribution due in July

3,144,894

Annual insurance premiums for Injured on Duty and Marina Coverage

123,740

Assessment for Monomoy Regional School District

3,881,949



TOWN OF HARWICH
BOARD OF SELECTMEN

732 MAIN STREET, HARWICH, MA 02645 TEL: 508-430-7513 FAX: 508-432-5039

MEMO

To: Anita Doucette, Town Clerk
From: Larry Ballantine, Chairman Board of Selectmen
CC: Dana Decosta, Chairman Finance Committee
Joseph Powers, Interim Town Administrator
Carol Coppola, Finance Director
Date: June 18, 2020
Re: July 2020 Monthly Spending Plan

In accordance with the Massachusetts Department of Revenue's May 2020 Bulletin, BUL-2020-6, I am writing to inform you that on June 22, 2020 the Board of Selectmen met in regular session and voted to approve the monthly spending plan for the month of July 2020 in the amount of \$10,551,371 and authorized the Chairman to prepare and sign this correspondence on behalf of the Board of Selectmen.

Respectfully,

X

Larry Ballantine
Chairman



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

TO: Board of Selectmen

CC: Joseph Powers, Interim Town Administrator

FROM: Meggan Eldredge, Health Director

DATE: June 19, 2020

RE: Request for temporary, seasonal COVID-19 Food Inspector

The current staff of the Health Department consists of one full time Sr. Health Agent, one part-time (14 hr./week) Health Inspector, and myself. We are supported by one full time Executive Assistant for a total of 3.5 FTE's

Our staff is not only responsible for our regular day to day tasks, but we are also the hub of all things COVID related. Our workload has increased dramatically with the pandemic and all that it entails. Not only are we overwhelmed with administrative duties surrounding workplace safety standards for the Town of Harwich, complaints from the public, requests for support regarding new guidance, we are inundated with information to disseminate to the public and to industry.

We are unable to fulfill our obligation of minimum inspections at food service establishments due to the demand on staff to perform other COVID tasks. At this time, I am requesting to hire a seasonal, 35 hr./week inspector in order to perform COVID-19 related food service inspections as well as backfill routine inspections. The person filling this position will be able to respond quickly and proactively to complaints from residents and visitors as well as act as a liaison to the business industry for inquiries regarding the continually changing guidance from the Governor's office.

This position is CARES Act reimbursement eligible and is proposed to be temporary through October, at which time the position could be re-assessed for need. Barnstable County Health and Environment currently is advertising to hire 3-5 similar positions to support Cape towns. The positions filled by the County are proposed to assist towns in a similar way as the existing summer sanitarian employees do: each town is allotted a one day per week employee from June through August.

I do not believe a one day per week position filled through the County will suffice to fulfill our needs. In order to respond properly to the public health emergency we are currently facing, a full time inspector dedicated to Harwich is needed. In addition to COVID-19 food inspections, this position could support staff by responding to complaints of businesses not in compliance with the required workplace safety standards, educating business industry and the public on infectious disease control and enhance our ability to protect the public health of Harwich.



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

APPLICATION FOR COMMON VICTUALLERS LICENSE

Fee: \$50 New application _____ Annual _____ # of seats 39
Renewal Seasonal _____ Opening date MAY 22, 2020

In accordance with the provisions of the Statutes relating thereto, application for a Common Victuallers license is hereby made by:

Business Name GO Industries Phone 305.546.8864

Doing Business As (d/b/a) Perks

Business Address: 545 Route 2B Harwich Port MA 02646

Mailing Address _____

Email Address perkscoffeeandcake@gmail.com

Name of Owner Taylor Powell

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

Taylor Powell owner-manager
Signature of applicant & title Federal I.D. # _____

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.

Signature of individual or corporate name _____ By _____
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.

[Signature] Building Commissioner [Signature] Board of Health [Signature] Fire Department

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



OFFICE OF THE SELECTMEN
 732 MAIN STREET
 HARWICH, MA 02646
 508-430-7613

APPLICATION FOR ENTERTAINMENT LICENSE

- Weekday Entertainment (\$75) 1 day (\$25) New application
- Balter's Box (\$50) Renewal
- Go Carts (\$50) Annual
- Miniature Golf (\$50) Seasonal
- Trampolines (\$25) Opening Date 5/22/2020
- Theater (\$150 per cinema)
- Automatic Amusement:
- Juke Box (\$100 each)
- Video Games (\$100 each) Other _____

Business Name PERKS Phone 774.270.1481
 Business Address 545 Route 28 Harwich Port MA 02646
 Mailing Address 15345 SW 88th Ave Palmetto Bay FL 33157
 Owners Name & Address Taylor Powell
 Email Address perkscoffeeandcake@gmail.com
 Manager's Name & Address Sarah Powell

TIMES AND DAYS OF WEEK FOR ENTERTAINMENT (Please note this application does not cover Sundays, You can obtain a Sunday license application at the Selectmen's Office):

11:30 AM - 10 PM MONDAYS - SATURDAYS

ENTERTAINMENT TYPE: (Check all appropriate boxes) inside + outside

- Concert Dance Exhibition Cabaret Public Show Other
- Dancing by Patrons
- Dancing by Entertainers or Performers
- Recorded or Live Music
- Use of Amplification System
- Theatrical Exhibit, Play or Moving Picture Show
- A Floor Show of Any Description
- A Light Show of Any Description
- Any Other Dynamic Audio or Visual Show, Whether Live or Recorded

At any time during this concert, dance exhibition, cabaret or public show, will any person(s) be permitted to appear on the premises in any manner or attire as to expose to the public view any portion of the body as described in Mass. General Laws Chapter 140, Section 183A, Para. 3.

Yes No

If Yes, answer questions 1 through 4 below. Attach a separate sheet and/or exhibits if necessary:

1. Describe in complete detail the extent of exposure during the performance and the nature of the entertainment: _____
2. Furnish additional information concerning the condition of the premises and how they are suitable for the proposed entertainment: _____
3. Fully describe the actions you will take to prevent any adverse effects on public safety, health, or order: _____
4. Identify whether and how you will regulate access by minors to the premises: _____

Days/Hours of Business Operation FRI - 2 AM MON - SUNDAYS SEASONAL

Pursuant to MGL, Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all State tax returns, and have paid all State taxes under the law.

[Signature] - MANAGER Federal I.D. # _____
Signature of applicant & title

Signature of individual or corporate name Federal I.D. # _____

Signature of Manager Federal I.D. # _____

Signature of Partner Federal I.D. # _____

REGULATORY COMPLIANCE FORM

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

[Signature] Building Commissioner [Signature] Board of Health [Signature] Fire Department


[Signature] comments:
Police Department

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

Natural Resources
Town of Harwich
715 Main Street · P.O. Box 207
Harwich Port, MA 02646
(508) 430-7532 · Fax (508) 430-7535



June 16^h, 2020

To: Board of Selectman
From: Heinz Proft, Natural Resources Director 
Re: Lyndsey and Mike Allen, Shellfish Lab Aquaculture 2020

The Natural Resources Department would like to operate the Shellfish Lab located at Wychmere harbor as we have for the past 26 years. In order to care for the shellfish seed (quahogs and oysters) the lab requires daily checks, maintenance, and upkeep.

In order for me to operate the lab I need assistance. For the past 22 summers, I was able to hire part time help in the form of a teaching supervisor and 3 student interns to cover the Shellfish Lab.

Currently we are living and working in unprecedented conditions as it pertains to social distancing and reducing the possible spread and contraction of the Covid-19 virus. I would like propose and request that I re-hire my teaching supervisor Lyndsey Allen and her husband Mike Allen as an intern to fulfill both the logistics to maintaining and operating the shellfish lab while still being cognisant of the current health and social distancing concerns we are facing. They would begin work on Monday, July 6th. There are funds within the FY21 Natural Resources budget already line itemed for this work.

Lyndsey Allen has the experience of working in the lab last summer and therefore I would not need to provide hands-on training (social interaction) – and having her husband Mike assisting her will make caring for the lab possible. I will also continue to manage and operate the lab during the time they are not present. I have also had a discussion with our Health Director who also supports this arrangement.

The Commonwealth of Massachusetts has listed Municipal shellfish propagation and the labor needed to care for the shellfish in these programs as Covid-19 essential services. They view this as part of our local food supply. Harwich annually sells ~ 400 shellfish permits and based so far in 2020 we have already sold 300 permits in 6 months.

Municipal Propagation Essential Services

Many coastal municipalities in Massachusetts propagate juvenile shellfish to augment local fisheries, enhance local food security, and provide for ecosystem benefits to local waterbodies. These shellfish propagation activities should be considered essential services to avoid reversing years of efforts to enhance important shellfish resources in times where they may be needed most. On Cape Cod alone nearly 20,000 recreational shellfish permits are sold annually to families looking to safely source local seafood. In addition, commercial shellfish harvesters already hard hit by the market loss due to the COVID-19 crisis will benefit from these shellfish propagation programs as markets return.

The Commonwealth of Massachusetts has published a list of COVID-19 Essential Services based on published guidance from the US Dept. of Homeland Security, Cyber and Infrastructure Security Agency. In the lists of essential services, it categorizes “farm and fishery labor needed to produce our food supply domestically and for export” as an essential service. The labor needed to care for shellfish in these propagation programs is a part of our local food supply. The list of COVID-19 essential services also states that “Organizations and workers responsible for the care and custody of animals” are essential. Following this logic, the Commonwealth has deemed labor in the state fin fish hatchery system as essential services. Maintaining shellfish propagation activities and the care of shellfish resources should similarly be considered essential.

TOWN
ADMINISTRATOR'S
REPORTS

T O W N O F



H A R W I C H

Harwich, Massachusetts
02645

MEMO

TO: Joseph F. Powers
Interim Town Administrator

FROM: Danielle Delaney

CC: Robert Lawton

DATE: June 19, 2020

SUBJECT: Request for Entertainment License modification – The Port and Ember

The owner of the Port Restaurant and Bar located at 541 Route 28, Harwich Port as well as Ember located at 600 Route 28, Harwich Port has requested a change of times for both establishment's 2020 Entertainment License's. He stated via email that there was an error on their part regarding the times requested on their original applications.

He has requested to change the times on their Entertainment License to what was approved in 2019 by the Board of Selectmen, specifically

Ember – 11:30AM – 12AM inside and 11:30AM - 10PM outside

The Port – 11:30AM – 12AM inside and 11:30AM – 10PM outside on rear deck

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039




Robert C. Lawton, Jr.

Interim Assistant Town Administrator

732 MAIN STREET, HARWICH
02645

MEMO

TO: Joseph Powers
Interim Town Administrator

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

RE: Amendment to CC Commission Contract

DATE: June 17, 2020

Attached is an amendment to a contract we have with the CCC for the Municipal Vulnerability Preparedness planning process.

Charleen is required to use the total allotment of funds and the CCC was able to create a video to serve as the required listening session. Charleen did get approval for the expenditure from the State.

I would recommend that you sign the amendment for \$601.92,

RCL

Amendment to

**ATTACHMENT A - SCOPE OF SERVICES AND ADDITIONAL TERMS AND
CONDITIONS**

Between the Town of Harwich and the Cape Cod Commission, a state certified MVP Provider to complete the Municipal Vulnerability Preparedness (MVP) planning process to achieve MVP climate community designation, and deliver outputs of the process to EEA.

Amend to include a second bullet under Item #3 of the responsibilities:

- The creation of a video to serve as the required listening session to present the findings of the MVP Workshop to the public and to provide additional insight to the finalization of the final report.

Total additional cost: \$601.92

Total final contract cost: \$19,601.92

Authorizing Signature for the Town of Harwich:



Joseph Powers
Interim Town Administrator

Date: June 18, 2020

ATTACHMENT A - SCOPE OF SERVICES AND ADDITIONAL TERMS AND CONDITIONS

INSTRUCTIONS: In order to ensure that the Municipality and the MVP Provider have a clear understanding of their respective responsibilities and performance expectations, this attachment shall contain a specific detailed description of all obligations, responsibilities and additional terms and conditions between the Municipality and the MVP Provider which do not modify the Contract boilerplate language. *Attach additional pages as necessary for any other specifics.*

The Town/City of Harwich hereby contracts with _____, with the Cape Cod Commission a state certified MVP Provider to complete the Municipal Vulnerability Preparedness (MVP) planning process to achieve MVP climate community designation, and deliver outputs of the process to EEA. Upon execution of this contract, the municipality agrees to reimburse the MVP Provider for the tasks associated with this contract. The Town/City of Harwich has formed a core team, secured meeting locations, assembled required background information, and commenced the stakeholder engagement process.

This project will run from the effective date of this contract through **June 30, 2020**.

Overall Process: This contract will support the state certified MVP Provider in completing a comprehensive, baseline climate change and natural hazard vulnerability assessment, development of prioritized actions for dealing with priority hazards using the Community Resilience Building (CRB) workshop guide, and beginning broader community outreach. Through the program EEA will provide the municipality access to newly developed downscaled climate change projections, available on the www.resilientMA.org website. This data must be incorporated into the planning process and the MVP service provider is expected to incorporate this data into the planning session through an initial presentation to the workshop and through inclusion in workshop materials.

Working together as a team, and led by a local project lead, the core team from the municipality, and the MVP provider, communities will gather available background information on hazards, vulnerabilities and strengths, conduct interviews with staff and volunteers, and plan two 4-hour workshops or one 8-hour workshop. Communities working through regional workshops may chose to hold workshops in a slightly different format, but should review their plans with EEA prior to commencing these workshops. In the workshop approximately 20-60 municipal staff, residents, partners, and volunteers will work to:

- Understand connections between ongoing community issues, hazards, and local planning and actions in the municipalities.
- Understand how climate change will exacerbate or lead to new community issues, hazards, and other challenges the municipality faces.
- Identify and map vulnerabilities and strengths to develop infrastructure, societal, and natural resource risk profiles for the municipalities.
- Explore nature-based solutions to build resiliency in the municipality.
- Develop and prioritize actions and clearly delineated next steps for the municipalities, local organizations, businesses, private citizens, neighborhoods, and community groups.
- Identify opportunities to advance actions that further reduce the impact of hazards and increase resilience across and within municipalities.

This contract engages state certified MVP provider _____ with the Cape Cod Commission to define extreme weather and natural and climate-related hazards, identify existing and future vulnerabilities and strengths, develop and prioritize actions for the municipality and broader stakeholder networks, and identify opportunities for the municipality to advance actions to reduce risks and build resilience. **The municipality working with the MVP provider will organize and conduct two 4 hour workshops or one 8 hour workshop. Following the workshops, the municipality will conduct at least 1 public listening session that will be open to the entire municipality. This public listening session must be completed by May 30, 2020 to ensure the municipality receives designation and is eligible for MVP Action Grants.**

Responsibilities of the state certified MVP provider _____ with the Cape Cod Commission:

1. Support the municipal core team to prepare for the workshop(s):
 - Work with the core team to identify and engage stakeholders from the municipality, including but not limited to municipal officials, business, neighboring communities, private non-profits, and community residents. Products from the Community Resilience Building workshop guide can be used: <https://www.communityresiliencebuilding.com/>
 - Prepare background materials for the workshop including:
 - Basemaps of the municipality with relevant layers identified including important town assets, past hazards, natural features, roadways and other infrastructure, and any other relevant data

- Summary of climate data and impacts to present to the municipality to help frame the discussion
 - Risk matrices from the www.communityresiliencebuilding.com site
 - Background data sets and any information collected from the municipality or staff interviews relevant to the workshops
 - Existing local plans
 - **Come up with a plan for adequately staffing the workshop to include table facilitators and scribes at each table (approx. 10 bodies based on size). These roles do not need to be filled by the consultant and can be filled by skilled volunteers, but a plan for these should be agreed to by the consultant and municipality. Table facilitators should be familiar with the workshop process and be able to explain any mapping products or handouts provided to breakout groups.**
2. Conduct (1) 8 hour workshop or (2) 4 hour works and provide lead facilitation and small group facilitation to
 - Characterize hazards:
 - Identify past, current and future impacts using the best available data including newly developed climate projections from EEA, and other available resources
 - Determine the highest priority hazards within the municipality
 - Identify Community Vulnerabilities and Strengths
 - Identify infrastructural vulnerabilities and strengths
 - Identify societal vulnerabilities and strengths
 - Identify environmental vulnerabilities and strengths
 - Identify vulnerabilities in other sectors as chosen by the community
 - Identify and Prioritize Community Actions
 - Infrastructure actions
 - Societal actions
 - Environmental actions
 - Other actions
 - Please note that MVP Action Grants, available through EEA prioritize nature-based solutions. Municipalities are encouraged to explore these types of strategies which include low-impact design, green infrastructure, land conservation and other techniques.
 - Determine the Overall Priority Actions
 - Identify highest-priority actions
 - Further define urgency and timing
 3. Package workshop outcomes and generate the final report
 - Generate final workshop products and report (described in detail below)
 4. Help the community plan for next steps
 - **Ensure the municipality is on track to hold a public listening session by May 30, 2020.** As time and budget allows, help the municipality run this session.
 - As time allows, make a next steps list for the municipality to ensure they can maintain their MVP designation year over year.

Upon successful completion of Steps 1-6 of the CRB process and clearly defined efforts to begin Step 7 including conducting at least 1 public session, municipalities will be designated as a “Municipal Vulnerability Preparedness Program Climate Community,” or “MVP Climate Community” which may lead to increased standing in future funding opportunities and follow-on opportunities.

All workshop outputs and background materials must be compiled into an easily accessible Community Resilience Building final report or summary of findings, based on a template provided by the state below. Municipalities may build on the template provided below, but must include the items in the template at a minimum to satisfy the requirements of the grant. Derivatives from the report can be used by the municipality following this initial phase of the process to inform existing planning processes, capital budgeting, and grant applications.

As an immediate next step, each community must complete at least one public listening session with the whole community invited and should have a clearly articulated list of priority next steps and actions and how to implement these.

General guidelines for (~60 min) MVP public listening sessions include:

- Schedule and post listening session using best practices or requirements for posting public meetings in the municipality
- Ensure listening session is open to the public in a central, easily accessible location in the municipality (city/town hall, public library, community center, etc.)
- Ensure that the core team is present and ideally elected officials
- Provide a speaker(s) to present an overview of the Summary of Findings Report

- Speaker(s) should be from the core team members and/or elected official(s)
- Service provider for the respective municipality should not be the principle speaker(s)
- Speaker(s) to review purpose, intent, objectives, and outcomes of workshop process
- Provide a question and answer period for members of the concerned public
 - Core team member(s) and/or service provider(s) respectfully listen and record responses from public
 - Provide clarification about Findings
- Provide opportunity for members of the concerned public to contribute in writing further input at the listening session
- Provide web link to Summary of Findings report at the listening session

Acceptable alternative formats include:

- A public listening session can take place at a selectmen meeting only if they are open and promoted for public attendance, with similar allotment of time (~60 min) for the MVP listening session portion

Maintaining Designation: To maintain the designation as an MVP community year over year the municipality must provide the Commonwealth with a yearly progress report outlining the steps they have taken towards implementing their priority actions signed by a local official. Steps may include applying for grant funding, working to implement local changes to policies or bylaws, updating existing local plans using the outcomes of the workshop, completing more detailed vulnerability assessments, etc. A progress report template will be provided to the municipality to help them complete this requirement.

Municipal Staff Commitment: The municipality must provide sufficient staff time (estimated at 120-200 hours) to assure completion of this planning exercise and community engagement. Staff time provided by the municipality will include the following activities:

- Complete a contract with the Commonwealth and maintain all necessary reports and paperwork;
- Procure a state certified MVP provider;
- Establish a core team (or steering committee) within the municipality or region to steer the project;
- Help identify and complete outreach to critical stakeholders, partners and town officials who will be involved in the workshops;
- Help coordinate, schedule, send invitations and attend planning meetings and workshop(s);
- Conduct significant outreach in the community to ensure good attendance at the workshop(s) and public listening session(s);
- Help coordinate staff interviews with key experts, such as emergency response and the department of public works, to collect information prior to the workshop(s);
- Help the MVP provider find relevant data and other information useful to conducting the planning exercise;
- Provide access to relevant planning documents, budget information, and other information as needed;
- In concert with the MVP provider, complete and send 3 progress reports to EEA with information on progress and contract spending to date. The final CRB report will be counted as the final progress report, but must be accompanied by a final invoice showing all spending to date;
- With consultant support as budget allows, complete at least 1 public listening session to engage the broader public in a discussion of the workshop results and completed plan; and,
- Commit to working to continue municipal outreach and engagement, use the completed plan to inform existing planning and project activities, and secure additional data and information needed to improve the plan.

Reporting & Final Deliverable: In concert with the MVP provider, the municipality is required to provide EEA with quarterly reporting, including information on spending, and the completed CRB report which will result from the process. Quarterly reports are simple summaries (1-3 pages) of work that was been accomplished to date towards MVP certification, including status of scheduling and completion of workshop(s) and listening session(s). Municipalities shall provide a Summary of Findings Report (final CRB report), a list of workshop participants, contact information for the project lead and core team, a completed Risk Matrix in excel format, documentation of at least one public listening session, and a final invoice as deliverables for completion of the Community Resilience Building (CRB) process. The following is an annotated template for the CRB Workshop(s) Summary of Findings report. Adherence to the layout, sections (bold), and associated details provided herein will increase reporting consistency which will in turn accelerate the exchange and transfer of knowledge within and amongst municipalities, regions, and ultimately, across the Commonwealth. To assist further, examples of completed CRB Summary of Findings reports can be reviewed and downloaded for reference on the Community Resilience Building website (www.communityresiliencebuilding.com).

The satisfactory submittal of the MVP report, associated materials described above, and documentation of at least one completed public listening session (steps 6&7, above) are the trigger for the MVP designation that entitles each municipality to participate in the MVP Action Grant to fund priorities identified through the planning process as well as to receive advanced standing in EEA grant programs. **Failure to submit all project deliverables by the contract end date will prohibit the municipality from being eligible for future EEA grants.**

Materials: All materials, software, maps, reports, and other products produced through the grant program shall be considered in the public domain and thus available at the cost of production. All materials created through this opportunity and as a result of this award should credit the Executive Office of Energy and Environmental Affairs Municipal Vulnerability Preparedness (MVP) program.

Sample MVP Report Template:

SUMMARY OF FINDINGS TEMPLATE GUIDANCE

Cover Page:

{List Municipalities Covered by Summary of Findings}
{insert descriptive community photos and or logos (as appropriate)}
{insert - Community Resilience Building Workshop Summary of Findings – below photo/logos}
{insert Month & Year report completed}

Overview:

{insert following at top of page}
{List Municipalities Engaged in CRB Workshop(s)}

Community Resilience Building Workshop

Summary of Findings

Text (refer to Step A in CRB Guide): Summarize the need for Workshop from community perspective and the path taken to arrive at Workshop(s). Discuss partnerships critical to enabling Workshop(s) and define “community” engaged in process (i.e., single or multiple municipalities – which ones? Other significant organizations as core partners). Reference the use of the CRB process (www.communityresiliencebuilding.com) and include all presentation and meeting materials

{insert the following text within this “Overview” section}

The Workshop’s central objectives were to:

- Define top local natural and climate-related hazards of concern;
- Identify existing and future strengths and vulnerabilities;
- Develop prioritized actions for the Community;
- Identify immediate opportunities to collaboratively advance actions to increase resilience.

Top Hazards and Vulnerable Areas:

Text (refer to Step B & C in CRB Guide and triggering questions page 26): Include summary of the discussions on top natural hazards that have had and will have impacts on the community (past, current, future). Define Top Hazards.

Top Hazards

{insert bulleted list of top hazards identified by community}

Areas of Concern

{insert categories followed by specific locations and other assets – confirm place names}
{examples of categories: Neighborhoods, Ecosystems, Transportation, Infrastructure, Facilities, etc.}

Current Concerns and Challenges Presented by Hazards and Climate Change:

Text (refer to Step C in CRB Guide and triggering questions page 26): Provide brief history on the natural hazards that have impacted the community in recent years and what those impacts were/are (i.e., long period of elevated heat, flooded intersections, impact of multiple hazards, etc.). Include reflection on the general concerns expressed by the Workshop participants on hazards today and in the future (5, 10, 25 yrs. or more).

Provide information on the types of climate change impacts the community expects to see in the future.

Specific Categories of Concerns and Challenges

Text: Insert paragraph or more for each major categories of concern for the community – as expressed by the participants. These often include emergency management capacity, vulnerability of road networks, inadequate community-wide communications and collaboration, critical infrastructure limitations (wastewater systems, energy), degraded floodplains and wetlands, and drinking water supply. These specific categories of concerns and challenges become the principle focal points highlighted in the following sections of the Summary of Findings.

Current Strengths and Assets:

Text (refer to Step C of CRB Guide and triggering questions page 26): Provide brief overview paragraph or two on the current strengths of the community as expressed by the participants.

{insert bullet statements (1-2 sentences) of current strengths. For example: “The responsive and committed leadership exhibited by elected officials and senior staff was viewed as a current strength. Ongoing collaboration and support amongst leadership and staff will help to advance comprehensive, cost-effective approaches to resilience as identified in this Summary of Findings”.}

Top Recommendations to Improve Resilience:

Text (refer to Step D of CRB Guide): Provide brief overview paragraph or two on the top recommendations for the community as expressed by the participants.

{insert bulleted of priority actions from Risk Matrix organized in sequential order first by “Highest Priority” then “Moderate Priority” and finally, “Lower Priority”. Prioritized actions can be inserted directly from final Risk Matrix for the community.}

CRB Workshop Participants: Department/Commission/Representative:

{insert list of invited and participating entities. Place asterisks next to “attendees”.}

{include documentation of the public listening session}

Citation:

{insert citation for Summary of Findings Report – this provides way to reference report for future plans and funding opportunities. Example:

{Insert name of municipality or persons responsible} (2017) Community Resilience Building Workshop Summary of Findings. {insert core team partnerships}. {insert municipality}, Massachusetts.

CRB Workshop Project Team: Organization, Name, Role:

{Example: Town of XXXX, Susan Smith, Core Team Member. Other roles can include: Lead Facilitator, Project Coordinator, Project Sponsor, Facilitator}

Acknowledgements:

{insert recognition of leadership and core team members by name and affiliation. Recognize entity that provided facility and meals/refreshments. In addition, provide recognition of funding sources utilized to advance the Workshop as well as the CRB process itself.}

Appendix:

{insert in subsequent pages of the Appendix the following items as available: Base Map(s) used for participatory mapping exercise (Step C and D of CRB Guide), Participatory Mapping Map(s) (outputs from Step C and D), supporting risk maps (FEMA flood maps, etc.) used during workshop, and potentially powerpoint presentations or handouts used by participants.}



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

May 2020

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

Collections

	FY 2020	FY 2019
Tax/Water net Collections:	\$3,193,244.04	\$3,066,421.54
Departmental turnovers:	\$4,575,052.92	\$1,375,362.96
Total:	\$7,768,296.96	\$4,441,784.50

Disbursements

	FY 2020	FY 2019
Accounts Payable	\$6,938,240.75	\$6,819,037.51
Payroll	\$1,742,855.66	\$1,786,675.31
Total:	\$8,681,096.41	\$8,605,712.82

Respectfully submitted,
Amy Bullock
Treasurer/Collector