

SELECTMEN'S MEETING AGENDA*

Donn B. Griffin Room, Town Hall
732 Main Street, Harwich, MA
Executive Session 6:00 P.M.
Regular Meeting 6:30 P.M.
Monday, November 23, 2020

REMOTE PARTICIPATION ONLY
OPEN PUBLIC FORUM – NEW STEPS – PLEASE READ

1. First, send an email [to comment@town.harwich.ma.us](mailto: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
- When you join the meeting by phone you should turn off Channel 18 or your computer if streaming the meeting.

Board of Selectmen Meeting
Mon, Nov 23, 2020 6:30 PM
Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/440484309>
You can also dial in using your phone.
United States: [+1 \(571\) 317-3122](tel:+15713173122)
Access Code: 440-484-309

- I. **CALL TO ORDER**
- II. **EXECUTIVE SESSION**
 - A. Pursuant to M.G.L. c. 30A section 21 (a) 3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares; Any and all collective bargaining associations within the town of Harwich
- III. **PLEDGE OF ALLEGIANCE**
- IV. **WEEKLY BRIEFING**
 - A. COVID-19 Updates
 - B. Update on ongoing efforts by the Town in support of the business community
- V. **PUBLIC COMMENTS/ANNOUNCEMENTS**
- VI. **PUBLIC HEARINGS/PRESENTATIONS**
 - A. Presentation – Sidewalk from Saquatucket Harbor to Harwichport Project
- VII. **NEW BUSINESS**
 - A. Discussion and possible vote – Shared streets grant opportunity – Harwich Center/Main Street
 - B. Update from the Interim Town Administrator on the Alcoholic Beverages Control Commission seminar
 - C. Discussion and possible vote approving Section 1.07 of the Harwich Board of Selectmen Liquor License Regulations requests for closure by licensed establishments:
 - a. Harwich Port Seafarer DBA Mooncusser’s Tavern, 86 Sisson Road, Annual All Alcohol license, seeking to close from December 1, 2020 to April 1, 2021 due to COVID-19
- VIII. **OLD BUSINESS**
 - A. Discussion and possible vote on proposed Administrative Reorganization per Charter, Chapter 4, Section 5, Sub-Section 4-5-1
- IX. **TOWN ADMINISTRATOR’S REPORT**
- X. **SELECTMEN’S REPORT**
- XI. **ADJOURNMENT**

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

Authorized Posting Officer:

Danielle Delaney

Posted by: _____
Town Clerk
Date: _____
November 19, 2020

WEEKLY BRIEFING



Town of Harwich Board of Health

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

November 20, 2020

Weekly COVID-19 Update

The current total cases of COVID-19 for the Town of Harwich is 188. This is an increase of 6 cases over the last 7 days. We are currently following 7 active cases. A total of 6961 tests have been performed for Harwich residents, 737 within the last 14 days. Our percent positivity rate has slightly decreased to 1.49 % and our average daily incidence rate is higher than last week at 5.7.

Active COVID Clusters by Exposure Setting Type

Exposure Setting	New Clusters (Identified 10/18 – 11/14)			Ongoing Clusters (Cluster Identified Prior to 10/18 But Not Meeting Criteria for Closing)			Total		
	Clusters	Confirmed Cases	Contacts	Clusters	Confirmed Cases	Contacts	Clusters	Confirmed Cases	Contacts
24/7 Congregate Settings	35	136	66	18	54	18	53	190	84
Child Care	66	159	315	49	23	156	115	182	471
Colleges & Universities	24	116	45	13	15	78	37	131	123
Corrections	6	379	7	6	22	3	12	401	10
Hospitals	9	81	77	16	29	131	25	110	208
Household	6,334	15,980		1,993	1,050		8,327	17,030	
Industrial Settings	28	129	71	35	66	40	63	195	111
K-12 Schools	30	99	192	26	17	66	56	116	258
Long Term Care Facilities	96	639		110	836		206	1,475	
Offices	8	32	9	6	2	0	14	34	9
Organized Athletics/Camps	12	33	158	30	7	75	42	40	233
Other	5	15	11	5	3	16	10	18	27
Other Food Establishments	4	14	3	5	11	16	9	25	19
Other Healthcare	15	76	12	8	4	0	23	80	12
Other Workplaces	8	30	0	8	40	6	16	70	6
Places of Worship	7	104	30	8	0	29	15	104	59
Recreation/Cultural	3	19	32	6	1	4	9	20	36
Restaurants & Food Courts	27	116	64	25	35	21	52	151	85
Retail & Services	10	33	9	13	11	2	23	44	11
Senior Living	16	128	28	23	16	6	39	144	34
Shelters	2	13	25	1	0	0	3	13	25
Social Gatherings	26	134	65	35	28	40	61	162	105
Travel & Lodging	3	15	4	1	0	0	4	15	4
Total	6,774	18,480	1,223	2,440	2,270	707	9,214	20,750	1,930

Household transmission remains the highest source of illness. People most likely pick up the virus at gathering or at a healthcare facility and bring it home where it spreads to other members of the household. Over the last weeks 2 food establishments, 1 dental office and 1 Physical Therapist office have reported positive cases, as well as two schools with positive students.

The guidelines for quarantine have been amended for those who are close contacts of a known positive case and have been asymptomatic themselves. Instead of 14 days of quarantine, these individuals have the option to be tested at day 8 and if negative, can be released from quarantine at day 10. This change is based on scientific evidence that the infectious and incubation periods for COVID-19 are in a narrower window than previously thought.

New Hampshire and Maine have been added to the high risk states and travel to or from these areas are subject to the Travel Order: PCR test within 72 hours of return or quarantine for 14 days.

New testing initiatives have been announced by the Governor's office for colleges and universities. The initiative urges institutions to provide PCR testing before returning home and upon arrival back at school.

Barnstable County Health has announced that they have received funding to support community testing sites. They anticipate once site to be on the Fairgrounds property in Falmouth to be ready in early December. Two other sites are planned in other locations to be determined. These testing sites will be free and no doctor referral will be needed.

We have posted Thanksgiving tips for a COVID-Safe Holiday on our website and social media. Health officials are urging everyone to abide by the travel order and the gatherings order for this coming holiday. We have seen evidence of community spread here in Harwich and across the nation, please keep each other safe by wearing a mask and limiting your festivities to those in your "bubble".

Have a safe Thanksgiving,
Meggan Eldredge
Health Director

From: Vaira Harik [<mailto:vharik@barnstablecounty.org>]

Sent: Thursday, November 19, 2020 8:19 AM

Subject: 11/19/20: Barnstable County, MA, Regional COVID-19 Daily Update

(Reminder: I continue to report on both new confirmed and new probable cases as reported by the DPH and as they appear in MAVEN, respectively. Reporting on both of those numbers allows the best longitudinal comparison with past data and also most accurately reflects the incidence of new cases and thus the workloads of our town Public Health Nurses who carry out the contact tracing work. Thank you Deirdre for supplying these data.)

Good Morning All.

Marked increases in our new case numbers continue. The DPH reported 69 confirmed cases for Barnstable County on Tuesday and a further 52 new cases last night. Probable cases will be added to those figures in the coming days. Our team is working hard learn the sources of these cases and is maintaining close contact with local health agents and Cape Cod hospital in order to gather and disseminate as much information as possible. **Contacts with Cape Cod Healthcare suggest that some of the higher case numbers over the past two days could be due to "case dumps" by the DPH of test results that were being held pending further review. CCHC has undergone a conversion of their electronic health records system and the thinking is that the DPH was collecting test results from CCHC for validation over the past week or so.**

However, new case numbers remain high and are of great concern. The re-emergence of community spread is highly likely--particularly in the upper and mid-Cape regions. Last Thursday Barnstable County exceeded 8 cases/100K 7-day average and that number has quickly doubled, now showing a reading of 15 cases/100K (indicating a 7-day average of 32 new confirmed cases per day).

Our hospitals continue to test all incoming patients and on occasion find positive and often asymptomatic cases (i.e. the patient is there for something else but tests positive for COVID). Such routine testing (SNFs and hospitals) provides needed surveillance and allows our public health system to stay ahead of symptomatic cases and prevent community spread. School districts are staying vigilant and reacting well to new cases.

The number of patients with a COVID diagnosis in hospital remains is climbing. Cape Cod Healthcare reports 12 cases in hospital: 9 at CCH, of which 1 was in the ICU, and 3 at Falmouth Hospital. CCHC is nowhere near use of its surge capacity.

Two additional fatalities were reported by DPH yesterday; the total is 190.

I am adding the DPH's **weekly analysis of new and active case clusters**. The table presents the number of cases by type of location, statewide (see the table below).

In addition, the state is no longer posting weekly color-coded town risk maps, but does publish town-specific data showing 14-day averages. So I now compile and publish these data in tabular form for the Cape and Islands following the DPH weekly updates (see below). I also show the table published by the DPH which sets forth the parameters governing the new risk level assignments. **Note, however, that these town risk data reflect the towns' situations two weeks ago.**

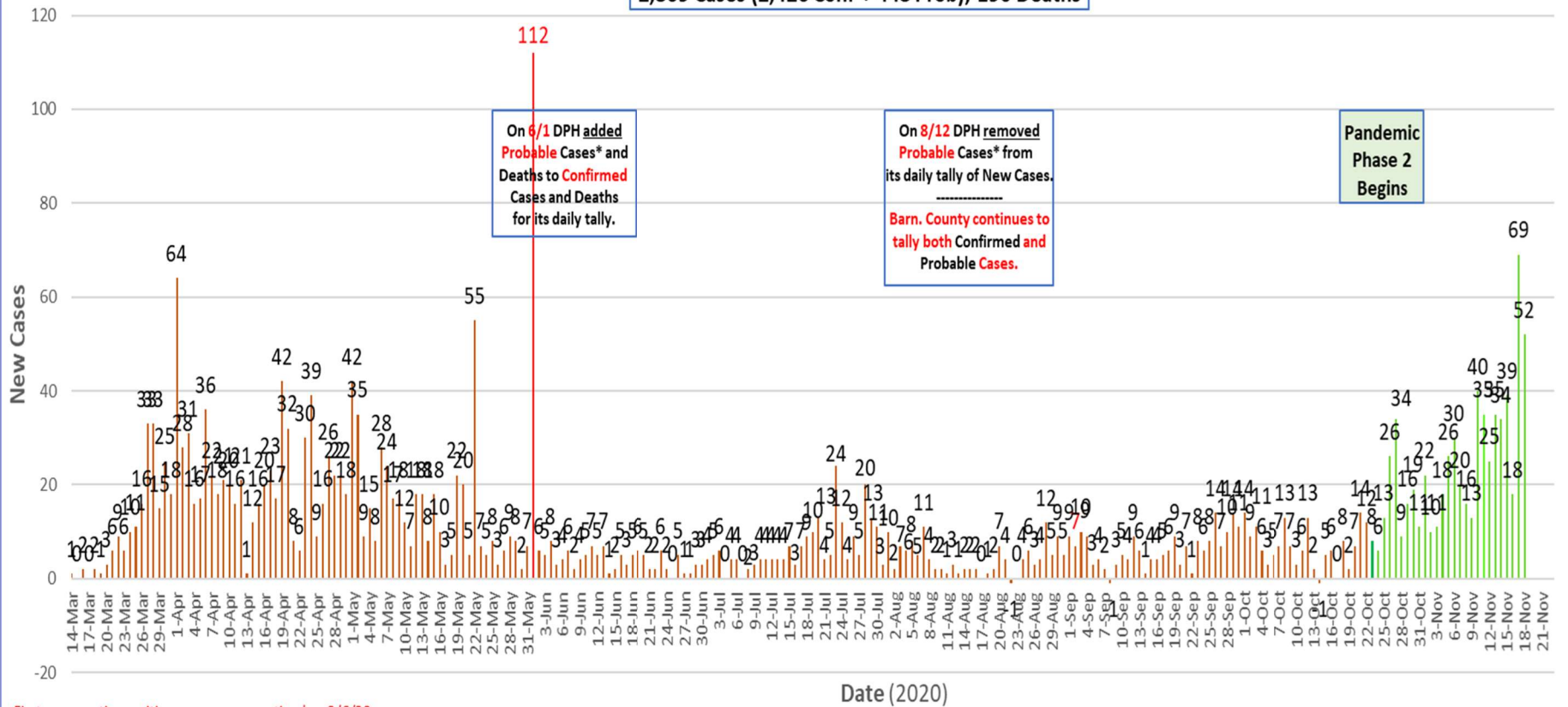
Regionally case levels continue to increase, nearly without exception. Travel restrictions among the states in the Northeast Corridor have been or soon will be mutually re-imposed.

See the charts below for additional information.

COVID-19 New Cases--Daily (Confirmed + Probable)

Barnstable County, 11/18/20 5:00 pm

2,869 Cases (2,426 Conf + 443 Prob); 190 Deaths



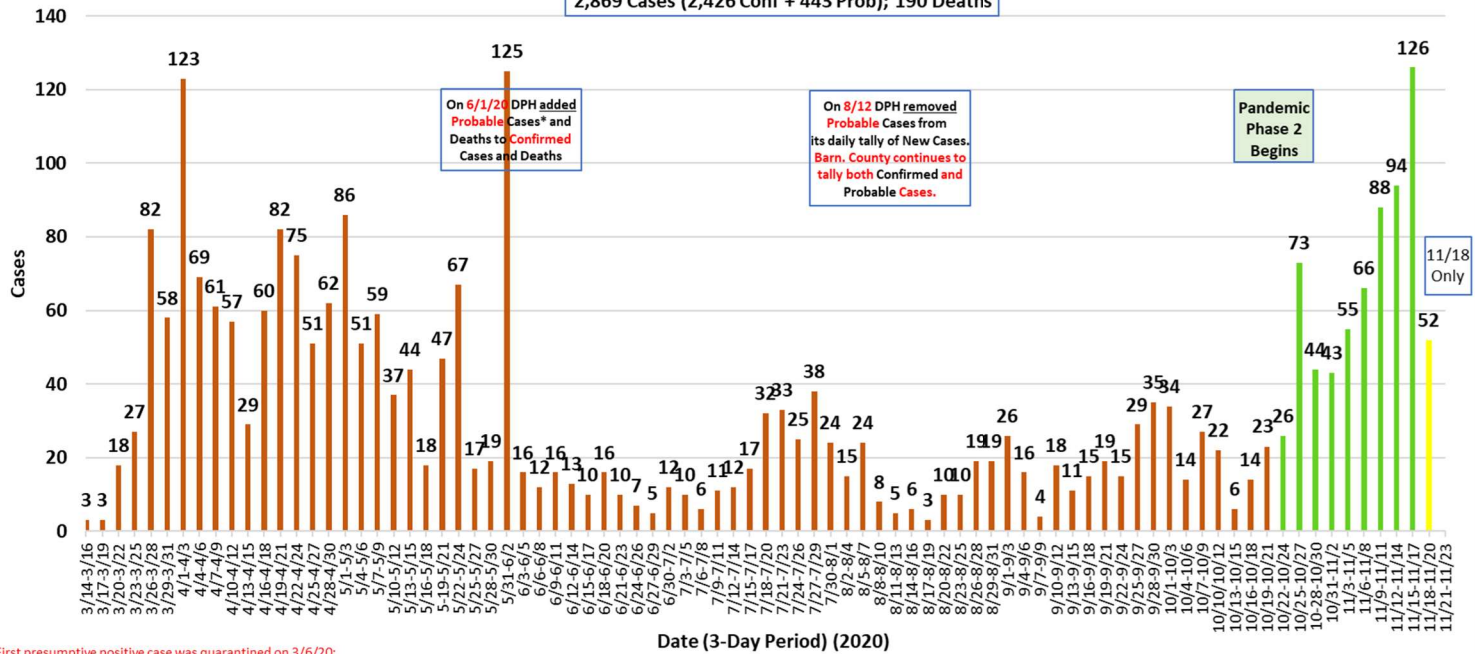
First presumptive positive case was quarantined on 3/6/20;

* Estimate based on Barn. County percentage of state population (3.13%)

Source: V. Harik, BCDHS

COVID-19 Epidemiological Curve--New Cases (Confirmed + Probable)
Barnstable County, as of 11/18/20 5:00 pm
 (New Cases per 3-Day Period)

2,869 Cases (2,426 Conf + 443 Prob); 190 Deaths



First presumptive positive case was quarantined on 3/6/20;

Incubation Period = 14 Days; Data presented in 3-day periods which equal ~1/4 of the Incubation Period; * Estimate based on Barn. County percentage of state population (3.13%)

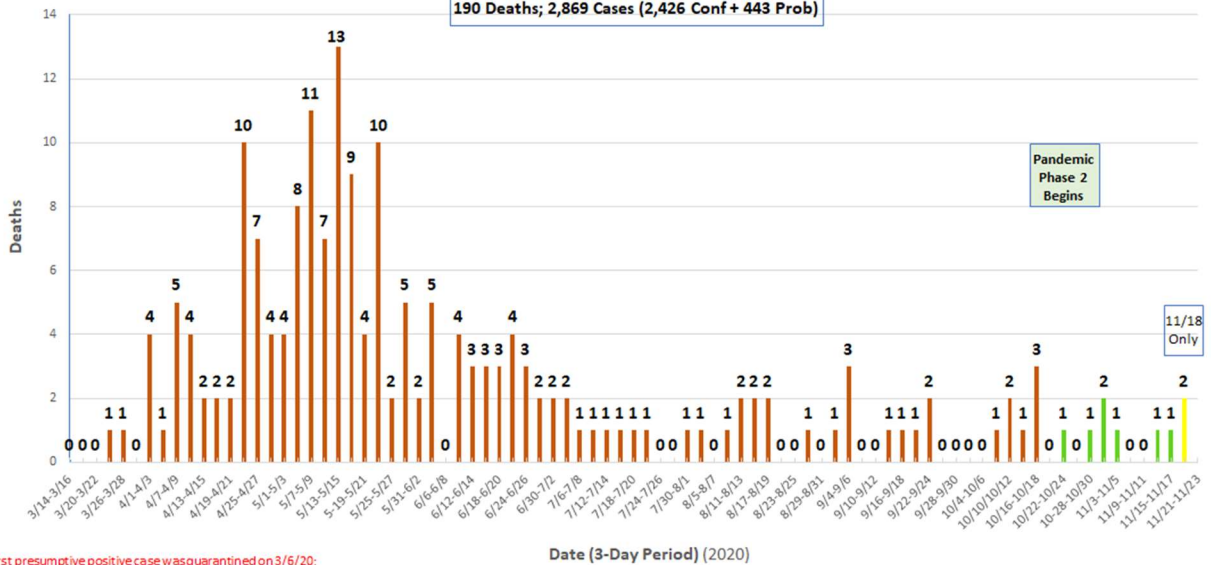
Source: V. Harik, BCDHS

COVID-19 Epidemiological Curve--New Deaths (Confirmed + Probable)

Barnstable County, as of 11/18/20 5:00 pm

(New Deaths per 3-Day Period)

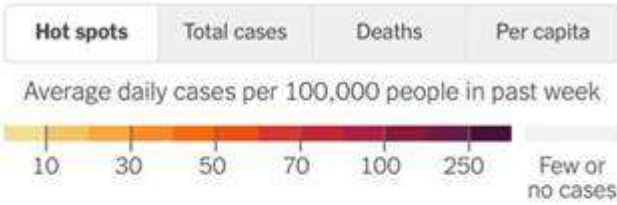
190 Deaths; 2,869 Cases (2,426 Conf + 443 Prob)



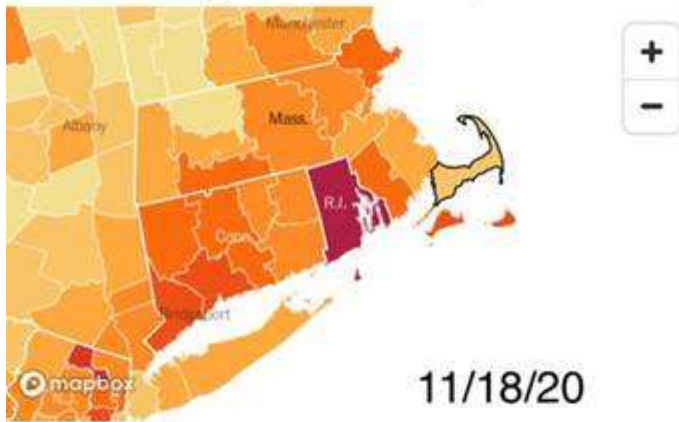
First presumptive positive case was quarantined on 3/6/20;

Incubation Period = 14 Days; Data presented in 3-day periods which equal ~1/4 of the Incubation Period

Source: V. Harik, BCDHS; Using data provided by the MA Department of Public Health



Use two fingers to pan and zoom. Tap for details.



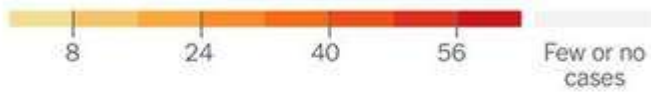
Sources: State and local health agencies. Population and demographic data from Census Bureau.

▶ [About this data](#)

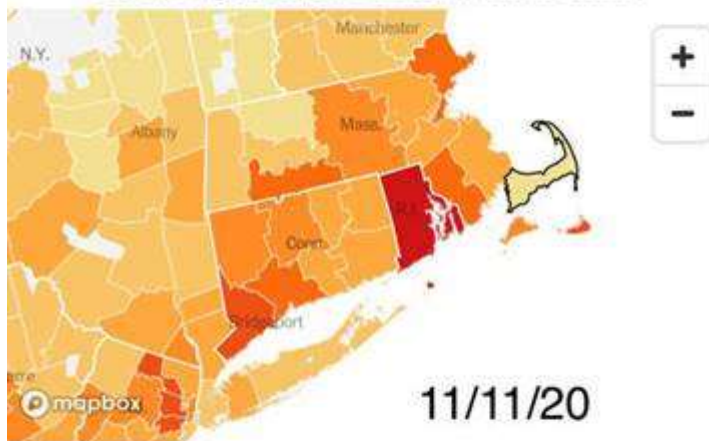


Hot spots Total cases Deaths Per capita

Average daily cases per 100,000 people in past week



Use two fingers to pan and zoom. Tap for details.



Sources: State and local health agencies. Population and demographic data from Census Bureau.

► About this data

Barnstable County, Mass.

AVG. DAILY CASES	PER 100,000	14-DAY TREND
16	7.7	



Massachusetts Department of Public Health COVID-19 Dashboard - Thursday, November 12, 2020

Active COVID Clusters by Exposure Setting Type

Exposure Setting	New Clusters (Identified 10/11 – 11/7)			Ongoing Clusters (Cluster Identified Prior to 10/11 But Not Meeting Criteria for Closing)			Total		
	Clusters	Confirmed Cases	Contacts	Clusters	Confirmed Cases	Contacts	Clusters	Confirmed Cases	Contacts
24/7 Congregate Settings	33	124	59	12	35	17	45	159	76
Child Care	47	115	273	34	14	90	81	129	363
Colleges & Universities	13	69	47	9	5	4	22	74	51
Corrections	6	228	14	5	21	1	11	249	15
Hospitals	10	92	84	14	27	118	24	119	202
Household	4,469	11,268		1,721	772		6,190	12,040	
Industrial Settings	23	108	52	32	18	20	55	126	72
K-12 Schools	22	60	175	21	27	54	43	87	229
Long Term Care Facilities	70	518		100	679		170	1,197	
Offices	8	26	10	4	0	0	12	26	10
Organized Athletics/Camps	14	41	119	24	17	128	38	58	247
Other	2	6	0	5	4	21	7	10	21
Other Food Establishments	5	24	18	5	0	0	10	24	18
Other Healthcare	9	41	6	11	6	1	20	47	7
Other Workplaces	8	33	0	11	24	11	19	57	11
Places of Worship	6	88	26	10	24	44	16	112	70
Recreation/Cultural	3	18	36	7	0	0	10	18	36
Restaurants & Food Courts	22	87	84	17	7	8	39	94	92
Retail & Services	13	39	6	11	21	2	24	60	8
Senior Living	11	61	29	18	53	4	29	114	33
Shelters	2	13	25	1	0	0	3	13	25
Social Gatherings	21	114	63	20	1	6	41	115	69
Travel & Lodging	1	5	0	3	0	0	4	5	0
Total	4,818	13,178	1,126	2,095	1,755	529	6,913	14,933	1,655

New Clusters: Clusters with the first case (indicated by the first positive lab result) identified during the four week period 10/11 to 11/7

Ongoing Clusters: Clusters with the first case identified prior to 10/11 that has not met criteria to be closed. Confirmed cases included in ongoing clusters occurred between 10/4 and 10/31 but are associated with a cluster that began prior to 10/11. Close contacts included in ongoing clusters occurred between 10/11 and 11/7 but are associated with a cluster that began prior to 10/11

Closed Clusters: A cluster is closed after 28 days have passed since the last confirmed case; 15,953 clusters are closed, 77,356 cases are associated with closed clusters

Source of data: Massachusetts Department of Public Health, Bureau of Infectious Disease and Laboratory Sciences. Long Term Care Facility Data from the National Healthcare Safety Network beginning 5/31/2020. All other data from MAVEN and are subject to change. Only clusters consisting of two or more confirmed Massachusetts cases with a common exposure have been included.

MA DPH Data Dashboard, WEEKLY REPORT of 10/12/20 (for the Period 10/25/20 to 11/7/20)

City/Town	(March 2020 to Present) Total Case Count	Case Count Last 14 Days	Average Daily Incidence Rate per 100K	Relative Change in Case Count	Total Tests	Total Tests Last 14 Days	Positive Tests Last 14 Days	Percent Positivity Last 14 Days	Change in Percent Positivity
Barnstable	604	65	10.4	Higher	22,165	2,312	76	3.29%	Higher
Bourne	258	34	11.6	Lower	13,298	1,736	37	2.13%	Higher
Brewster	130	<5	2.2	Lower	5,276	503	3	0.60%	Lower
Chatham	46	10	12.3	Higher	3,018	312	10	3.21%	Higher
Dennis	129	7	3.8	Higher	6,032	637	9	1.41%	Higher
Eastham	21	<5	3.1	Lower	1,906	152	2	1.32%	Lower
Falmouth	323	25	5.7	Higher	21,857	2,580	26	1.01%	Higher
Harwich	181	8	4.5	Lower	6,451	587	10	1.70%	Lower
Mashpee	108	10	4.6	Higher	8,368	882	10	1.13%	Higher
Orleans	24	<5	1.3	Higher	2,379	240	1	0.42%	Higher
Provincetown	32	<5	5.5	No Change	2,160	204	2	0.98%	Lower
Sandwich	157	21	7.1	Higher	9,724	980	23	2.35%	Higher
Truro	14	<5	3.6	No Change	964	93	1	1.08%	Higher
Wellfleet	12	<5	10.4	Higher	1,332	120	4	3.33%	Higher
Yarmouth	163	20	5.9	Higher	11,301	1,224	22	1.80%	Higher
Barn. County	2,202	200			116,231	12,562	236	1.88%	
Aquinnah	<5	0	0	Lower	258	31	0	0%	Lower
Chilmark	<5	0	0	No Change	1,864	210	0	0%	No Change
Edgartown	37	16	28.0	Higher	5,125	572	18	3.15%	Higher
Gosnold	5	0	0	No Change	111	1	0	0%	No Change
Oak Bluffs	21	6	8.2	Higher	3,378	408	6	1.47%	No Change
Tisbury	57	30	51.3	Higher	6,475	816	33	4.04%	Higher
West Tisbury	16	0	0	No Change	2,366	273	0	0%	No Change
Dukes County	141	53			19,577	2,311	57	2.47%	
Nantucket	218	50	31.3	Higher	9,132	1,469	54	3.68%	Higher
State	172,471	20,197	20.7	Higher	232,462	1,024,534	23,507	2.29%	Higher

Data Source: MA DPH, 11/12/20 Weekly COVID Report (<https://www.mass.gov/info-details/covid-19-response-reporting>); Analysis: V. Harik BCDHS.



Massachusetts Department of Public Health COVID-19 Dashboard - Friday, November 06, 2020
Average Daily Incidence Rate per 100,000 Color Calculations

Group	Population		
	Under 10K	10K-50K	Over 50K
Grey	Less than or equal to 10 total cases	Less than or equal to 10 total cases	Less than or equal to 15 total cases
Green	Less than or equal to 15 total cases	<10 avg cases/100k AND >10 total cases	<10 avg cases/100k AND >15 total cases
Yellow	Less than or equal to 25 total cases	≥10 avg cases/100k OR ≥5% pos rate	≥10 avg cases/100k OR ≥ 4% pos rate
Red	More than 25 total cases	≥10 avg cases/100k AND ≥5% pos rate	≥10 avg cases/100k AND ≥4% pos rate

As of 11/5, DPH is using 2019 population estimates derived from a method developed by the University of Massachusetts Donahue Institute. The 2019 estimates are the most currently available data.

PUBLIC HEARINGS

PRESENTATIONS



Route 28 – Saquatucket Harbor to Harwich Port Sidewalk Project

Presented by
STEVE RHOADS, VHB

November 23, 2020



Overview

- Project Limits, Team, History & Need
- Existing Conditions
- Proposed Improvements
- Project Costs
- Schedule
- Questions & Comments

Project Limits



Project Team

- Town of Harwich
 - Town Staff, Town Boards & Committees
- Harwich Residents
- MassDOT
- Cape Cod Commission
- Project Designer
 - VHB

Project History

- History
 - Board of Selectmen outreach to MassDOT began April 2015
 - Project survey provided by MassDOT – June 2018
 - MassWorks grant application – August 2018
 - Conceptual design work October 2018
 - Discussions with MassDOT - 2015 to present
 - Ongoing community engagement

Project Need

- Increase in pedestrian traffic to Saquatucket Harbor area
 - Town investment in harbor - \$11M
 - Outer Cape Health facility
- Lack of pedestrian facility from Harwich Port to Saquatucket Harbor
- Provide ADA compliant sidewalk and road crossings
- Improve safety

Existing Conditions



Existing Conditions



Existing Conditions



Existing Conditions



Existing Conditions



Existing Conditions



Existing Conditions



Proposed Improvements



- Proposed Sidewalk
- Proposed Grass Buffer Strip
- Proposed Pedestrian Boardwalk

vhb Figure 1
Proposed Sidewalk Improvements

Proposed Improvements

- New 6 foot cement concrete & asphalt sidewalk
- Edge treatment – primarily granite curb
- Drainage upgrades
- Timber pedestrian bridge over culvert to the east of Colonial Way

Project Costs

- Engineering cost – approximately \$225,000
 - Town appropriated \$250,000 in 2018
- Construction estimate is currently \$789,000
 - \$152,000 sidewalk installation
 - \$124,000 granite curb installation
 - \$185,000 drainage work
 - \$125,000 pedestrian bridge
- MassDOT TIP process typical cost split –
 - Town responsible for design
 - MassDOT responsible for construction

Schedule

- Cape Cod Commission submitted project need form to MassDOT on behalf of Town – 11/18/20
- January 2021 – MassDOT project review committee reviews project need form application
- Spring/Summer 2021 – commence 25% design
- Construction year TBD
 - Typical TIP project funding is 5 years from MassDOT accepting project
 - Size of this project may present opportunities to accelerate timeline

Questions? Comments?

Contact Info

Steve Rhoads | srhoads@vhb.com | 617.607.2723

Lincoln Hooper | lhooper@harwichdpw.com | 508.430.7555

Griffin Ryder | gryder@town.harwich.ma.us | 508.430.7508

NEW BUSINESS

Town of

Anita N. Doucette, MMC/CMMC
Town Clerk



Harwich

732 Main Street
Harwich, Massachusetts 02645
Tel. 508-430-7516

TOWN OF HARWICH
ANNUAL TOWN MEETING
MAY 6, 2019

CAPITAL EQUIPMENT AND PUBLIC WORKS ITEMS FUNDED
FROM FREE CASH ITEMS UNDER \$50,000

ARTICLE 11: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to fund the items in the table below included in the FY 2020 Capital Plan, and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$136,874.

1	ADA Compliance Plan Improvements	\$20,564
2	Community Center Compressors	\$20,000
3	Phase III Town-wide Radio System	\$20,000
4	Auto Extraction Equipment	\$100,000
	Auto Extraction State Grant (appropriation deducted from Grant)	(\$95,000)
5	Taser Replacement (5-yr lease program)	\$14,910
6	Traffic Speed Monitoring Radar	\$26,400
7	Harwich Center ADA Sidewalk Project (Town match toward Grant)	\$30,000
	Gross Total less Grants	\$136,874

THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED WITH THE AMOUNT OF \$136,874 FROM FREE CASH TO PURCHASE NEW ITEMS THAT WILL HELP THE TOWN TOWARDS MEETING ADA COMPLIANCE, AND WILL HELP POLICE AND FIRE WITH COMMUNICATION AND SAFETY. THESE ITEMS DID NOT MEET THE FUNDING THRESHOLD TO BE INCLUDED IN THE CAPITAL PLAN.

VOTE: YES-7, NO-0

MOTION: (Jack Brown, Chairman-Finance Committee) I move that this article be accepted and adopted and that \$136,874 be transferred from Free Cash for this purpose.

Duly seconded

ACTION: It was a unanimous vote, so declared.

A true copy

Attest:

Anita N. Doucette, MMC/CMMC
Town Clerk

EMERGENCY ALERTS

Coronavirus Updates and Information

Get notified by text, email, or phone in your preferred language. Sign-up for COVID-19 alerts. *Nov. 8th, 2020, 5:00 pm*

[Read more](#) ♦

For the latest information on COVID-19 Cases, Travel, & Reopening. *Nov. 19th, 2020, 5:00 pm* [Read more](#) ♦

HIDE ALERTS ▲

≡ Mass.gov

Shared Winter Streets and Spaces Grant Program

A Quick-Launch/Quick-Build Municipal Funding Program

Building on the success of the Shared Streets and Spaces initiative first launched during the summer of 2020, the Massachusetts Department of Transportation is now extending the program to help municipalities address the particular challenges of winter amid the ongoing public health crisis. Shared Winter Streets and Spaces will provide cities and towns with grants as small as \$5,000 and as large as \$500,000 to improve plazas, sidewalks, curbs, streets, parking areas, and other public spaces in support of public health, safe mobility, and renewed commerce.

OFFERED BY

[Massachusetts Department of Transportation](#) (/orgs/massachusetts-department-of-transportation)

What would you like to do?

Top tasks

[Apply for a Shared Winter Streets and Spaces Grant](#)

(/how-to/how-to-apply-shared-winter-streets-and-spaces-grant-program)

What you need to know

Program Overview

[\(/service-details/program-overview-shared-winter-streets-and-spaces-grant-program\)](/service-details/program-overview-shared-winter-streets-and-spaces-grant-program)

Eligible and Ineligible Projects

[\(/service-details/eligible-and-ineligible-projects-shared-winter-streets-and-spaces-grant-program\)](/service-details/eligible-and-ineligible-projects-shared-winter-streets-and-spaces-grant-program)

Technical Assistance

[\(/service-details/technical-assistance-shared-winter-streets-and-spaces-grant-program\)](/service-details/technical-assistance-shared-winter-streets-and-spaces-grant-program)

Resource Library

[\(/lists/resource-library-shared-winter-streets-and-spaces-grant-program\)](/lists/resource-library-shared-winter-streets-and-spaces-grant-program)

Award Announcements

[\(/lists/shared-streets-press-releases\)](/lists/shared-streets-press-releases)

Contact Information

Shared Winter Streets and Spaces Grant Program

Address

10 Park Plaza, Boston, MA 02116

Directions (<https://maps.google.com/?q=10+Park+Plaza%2C+Boston%2C+MA+02116>)

Online

Contact Us sharedstreets@dot.state.ma.us (<mailto:sharedstreets@dot.state.ma.us>)

More Information

Additional Resources

[Shared Winter Streets & Spaces FAQs \(/doc/shared-winter-streets-spaces-faqs/download\)](#) (PDF 125.04 KB)

EMERGENCY ALERTS

Coronavirus Updates and Information

Get notified by text, email, or phone in your preferred language. Sign-up for COVID-19 alerts. *Nov. 8th, 2020, 5:00 pm*

[Read more](#) ♦

For the latest information on COVID-19 Cases, Travel, & Reopening. *Nov. 19th, 2020, 5:00 pm* [Read more](#) ♦

HIDE ALERTS ▲

≡ Mass.gov

How to apply - Shared Winter Streets and Spaces Grant Program

Application instructions & submission form

Every municipality and public transit authority in the Commonwealth is eligible to apply for funding under this program.

Make sure your project is eligible

</service-details/eligible-and-ineligible-projects-shared-winter-streets-and-spaces-grant-program>

CONTACT

Shared Winter Streets and Spaces Grant Program

Online

Contact Us sharedstreets@dot.state.ma.us (<mailto:sharedstreets@dot.state.ma.us>)

THE DETAILS

What you need

- A project goal of 1-2 sentences
- Explanation of the benefits of the project and how it will meet the goals of this program

- A description of the project and the project location
 - GPS coordinates for the project location
- Confirmation of ownership/control of the relevant municipal infrastructure, as well as indication of whether any Commonwealth-owned infrastructure is integral to the proposed project
- Demonstration of compliance with safety and accessibility-related regulations (ADA and MAAB)
- Explanation of whether the project is intended to be temporary or to pilot a potentially permanent change (preference will be given to projects with the potential to be lasting)
- Description of the roles and responsibilities of the applicant(s)
- A project timeline with milestones
- A **preliminary estimate** (</doc/state-aid-reimbursable-program-preliminary-estimate/download>) of the project budget

How to apply

Online

[Shared Winter Streets Grant Application](/forms/shared-winter-streets-and-spaces) (</forms/shared-winter-streets-and-spaces>)

Contact

Shared Winter Streets and Spaces Grant Program

Address

10 Park Plaza, Boston, MA 02116

Directions (<https://maps.google.com/?q=10+Park+Plaza%2C+Boston%2C+MA+02116>)

Online

Contact Us sharedstreets@dot.state.ma.us (<mailto:sharedstreets@dot.state.ma.us>)

Details from the Alcoholic Beverages Control Commission seminar held on Tuesday, November 17, 2020

- Section 12 & 15 licensees are able to renew their liquor license even if their business is currently closed
- Any licensee who is not operating at the start of 2021 does not have to provide liquor liability insurance and workers comp insurance to the LLA, however they must provide both to the LLA upon re-opening
- Per the ABCC there is a pending order/guidance that will be coming out regarding licensee closures. At this time the licensee is able to renew and keep their liquor license even if their business is closed

Danielle Delaney

From: Damien Wiseman
Sent: Wednesday, November 18, 2020 1:55 PM
To: Danielle Delaney
Subject: Mooncussers Closing Request

Good Afternoon Danielle and Harwich Board of Selectmen,

This is a formal letter requesting closer for our restaurant between December 1st and April 1st. Mooncussers Tavern has a year-round liquor license. As mentioned over the phone to Danielle, who asked us to put our request in writing, our restaurant will not be able to support staying open during those months due to the COVID-19 pandemic. Without our usual Christmas functions which have been cancelled, and the spike in cases, we feel that this is the best decision for our restaurant. Our plan is to close for four months, and start fresh April 1st. This will be the first time since our opening season nine years ago that we will be closed for this long. Thank you very much, if anyone has any questions please feel free to contact me via email or on my cell phone.

Sincerely,

--
Damien Wiseman
General Manager
Mooncussers Tavern
5082217094



partitions, and other barriers at the premises. Any changes in the floor plan or any renovations of any kind shall not be made without notification to the Authority and the approval of the Authority. This includes substantial changes in the arrangement of moveable furniture.

- c.. All premises covered by the license shall be kept in a clean and sanitary condition, with specific reference to fruit flies contaminating open liquor bottles.
- d. No outside area shall be used as a gathering place for patrons unless approved by the Authority and the Alcoholic Beverages Control Commission if alcohol is consumed.
- e. The premises shall be lighted in all public areas in a manner sufficient for the safety of the patrons and in a manner sufficient for the agents of the Authority to make observations at the premises without the need to identify themselves or the need to seek assistance.
- f. The actual capacity of the licensed premises will be established by the Licensing Authority and shall be the lowest set by septic or building capacity. That capacity shall be stated on the license.
- g. Licensees shall not invite the members of the general public to private areas of the premises which are approved by the Authority for storage or for an office or for a kitchen or for a music or video projection room or for any similar non-public use. Only owners and employees of the licensed premises shall be in these areas.
- h. No advertising matter, screen, curtain or other obstruction, which in the opinion of the Licensing Authority or its Agents, prevents a clear view of the interior of the premises shall be maintained in or on any window or door thereof after the Authority has ordered the removal of such obstruction.
- i. The interior of the premises shall be sufficiently lighted at all times and all exits shall be properly designated by lighted signs, "Exit," as same may be mandated by the Building Inspector of the Town of Harwich or by the Fire Department of the Town of Harwich.

1.07 Business Arrangements of Licensees

- a. No person or entity shall obtain or renew a license unless the applicant for such license or for renewal of such license can demonstrate proof of a legal right to the licensed premises for the term of the license. Such proof shall include ownership papers or a tenancy document or a management contract; provided, however, that all parties to such ownership or leasehold interest or management contract shall be known to the Authority and the terms of such agreements or contracts shall be made known to the Authority.

- b. No licensee shall hire any employee or contract for goods or services in any name other than that of the licensee, nor shall the licensee pay for any such employment, goods, or services by any means other than its own cash or bank accounts in its own name. Cash transactions shall be recorded in a manner suitable for review by the Authority. Such records shall be kept for a period of three (3) years.
- c. No licensee shall permit any person to have a direct or indirect financial or beneficial interest in the licensed business or to receive any revenue from the business or to manage the premises other than the persons properly approved of by the Authority and the salaried employees of such persons.
- d. No licensee shall permit any person to work at the licensed premises or to hold themselves out as a person in a position of authority at the premises except for those persons who are owners and officers or who are salaried employees for whom payroll records are available. No licensee shall pay an employee any percentage of the profits of the business or pay an employee in any manner other than by salary or hourly rate except upon approval of the Authority.
- e. No licensee shall pay a landlord or creditor of any kind a percentage of the profits of the business except upon complete disclosure to the Authority and the receipt of the Authority's approval.
- f. No licensee shall lease out any part of the premises or any part of the business without the approval of the Authority. No licensee shall lease out the food or beverage service without the approval of the Authority.
- g. No licensee shall enter into an agreement with an independent contractor to provide beverages or food or entertainment or management at the premises without the approval of the Authority.
- h. No licensee shall pledge the stock in the licensed business or the license itself without the approval of the Authority pursuant to G.L. c.138 §15A. No licensee shall pledge a license without obtaining the approval of the Authority pursuant to G.L. c.138, §15A and the Board of Selectmen's Policy on Pledging of Alcoholic Beverages Licenses.
- i. No licensee shall take a loan secured by any equipment at the premises or secured by any direct or indirect interest in the licensed business without the approval of the Authority. This includes kitchen equipment, video or audio equipment, lighting equipment, furniture, or any other type of equipment.
- j. No licensee shall contract bills for its licensed premises under any corporation or trade name other than that under which it is licensed.

- b. No licensee shall hire any employee or contract for goods or services in any name other than that of the licensee, nor shall the licensee pay for any such employment, goods, or services by any means other than its own cash or bank accounts in its own name. Cash transactions shall be recorded in a manner suitable for review by the Authority. Such records shall be kept for a period of three (3) years.
- c. No licensee shall permit any person to have a direct or indirect financial or beneficial interest in the licensed business or to receive any revenue from the business or to manage the premises other than the persons properly approved of by the Authority and the salaried employees of such persons.
- d. No licensee shall permit any person to work at the licensed premises or to hold themselves out as a person in a position of authority at the premises except for those persons who are owners and officers or who are salaried employees for whom payroll records are available. No licensee shall pay an employee any percentage of the profits of the business or pay an employee in any manner other than by salary or hourly rate except upon approval of the Authority.
- e. No licensee shall pay a landlord or creditor of any kind a percentage of the profits of the business except upon complete disclosure to the Authority and the receipt of the Authority's approval.
- f. No licensee shall lease out any part of the premises or any part of the business without the approval of the Authority. No licensee shall lease out the food or beverage service without the approval of the Authority.
- g. No licensee shall enter into an agreement with an independent contractor to provide beverages or food or entertainment or management at the premises without the approval of the Authority.
- h. No licensee shall pledge the stock in the licensed business or the license itself without the approval of the Authority pursuant to G.L. c.138 §15A. No licensee shall pledge a license without obtaining the approval of the Authority pursuant to G.L. c.138, §15A and the Board of Selectmen's Policy on Pledging of Alcoholic Beverages Licenses.
- i. No licensee shall take a loan secured by any equipment at the premises or secured by any direct or indirect interest in the licensed business without the approval of the Authority. This includes kitchen equipment, video or audio equipment, lighting equipment, furniture, or any other type of equipment.
- j. No licensee shall contract bills for its licensed premises under any corporation or trade name other than that under which it is licensed.

- k. Managers in licensed premises shall not be changed until the Authority and the Alcoholic Beverages Control Commission have approved such change.
- l. Any licensee intending to close its place of business shall notify the Authority in writing before such closing and state the reason for such closing.
- m. Assignment of the stock of corporate licensees for purposes of collateralizing loans or notes, etc., gives no right to the assignee to conduct the business of the licensee. Licensees shall immediately notify the Authority when the assignee forecloses under such assignment of stock or when other proceedings are brought which affect the economic and financial rights and abilities of the licensee.
- n. Licensees shall enter into no agreement or understanding which sets a minimum requirement for gross sales of food and beverages at the premises.
- o. Licensees shall not use any trade name, assumed name, or abbreviated name in connection with the licensed business unless the same appears on the license certificate issued by the Authority or unless written permission is first obtained from the Authority. The use of any unauthorized name on the books, records, stationery, or interior or exterior of the licensed premises or for advertising purposes or telephone listing is prohibited unless permission is first obtained from the Authority.
- p. Licensees are responsible for maintaining a legal right to access to and control of the premises which is covered by the license. Failure to have a legal right to the named licensed premises shall result in the revocation or non-renewal of the license.

1.08 Alcoholic Beverages Sales and Laws

- a. No alcoholic beverages shall be sold for less than the actual cost of the beverage to the licensee. An admission charge shall not be credited towards the purchase price of any alcoholic beverage.
- b. All licensees shall maintain a schedule of the prices charged for all drinks to be served and drunk on the licensed premises or in any room or part thereof. Such prices shall be effective for not less than one calendar week.
- c. No licensee or employee or agent or a licensee shall:
 - 1. offer or deliver any free drinks to any person or group of persons;
 - 2. deliver more than two (2) drinks to one person at one time;

OLD BUSINESS

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



Joseph F. Powers, *Interim Town Administrator*

732 MAIN STREET, HARWICH, MA

MEMO

TO: Board of Selectmen

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

CC: Robert Lawton, Interim Assistant Town Administrator
Carol Coppola, Finance Director

RE: Proposed reorganization of the Administration Department

DATE: November 23, 2020

This memorandum corresponds to the *Old Business Agenda Item A: Discussion and possible vote on proposed Administrative Reorganization per Charter, Chapter 4, Section 5, Sub-Section 4-5-1* on your agenda for Monday, November 23, 2020.

Chapter 4, Section 5, Subsection 4-5-1 states that, “The town administrator may, with the approval of the affirmative vote of at least 3 members of the board of selectmen, establish, reorganize, consolidate or abolish any division, department or position placed by this charter under the town administrator's direction and supervision, except as otherwise provided by general law, this charter or vote of town meeting.”

I have developed the following component of an administrative reorganization as allowed under the Charter in concert with the impending vacancy in the role of Town Planner as well as effecting changes for greater efficiency and effectiveness in the Administration Department as well as the Community Development organizational structure. I am presently working on three other proposed components which I expect to submit to you within the next few weeks. As such, I am referring to this component of reorganization as “Component #1”.

Requested action:

I respectfully request that Board vote to:

Modify the Support Staff Supervisor role by:

- o Changing the title to “Executive Assistant – Licensing” and listing it under the Personnel Bylaw Compensation table at the OA-4 grade thereby making the position consistent with the existing “Executive Assistant to the Town Administrator” position.

I continue working with all relevant parties to evaluate changes to the Town Planner role to further support the Community Development organizational structure and expect to follow up with a recommendation on that in the near future. In the meantime, I seek your support on the change referenced above.

Thank you for your consideration.

TOWN
ADMINISTRATOR'S
REPORT

HARWICH HARBORMASTER DEPARTMENT

October 2020 Monthly Report

Operations

- Department boats conducted 2 tows of disabled vessels.
- Hauled remaining Nantucket Sound swim buoys.
- Retrieved the Coast Guard maintained Saquatucket Harbor (SAQ)/Wychmere Harbor junction buoy which had broken free and was drifting west of the Allen Harbor entrance channel. Coast Guard replaced on 10/28.
- Switched Long Pond mooring buoys to winter spar buoys.
- 15 vessel pump-out responses, approx 1285 gals of waste collected.

Administration

- Prepared and submitted contract for Round Cove Boat Ramp Reconstruction project for BOS signature.
- Submitted public bid notice for Mooring Servicing Agent contract; updated application and instructions.
- Prepared agenda for monthly Waterways Committee meeting, and worked with Admin to update committee membership list.
- Submitted September CVA Grant reimbursement paperwork.
- Mailed Dockage Deposit, Fish Weir Permits and Offload Permit.
- Processed 37 transient slip reservations.

Maintenance

- Cleaned, painted and stored Nantucket Sound and Long Pond swim buoys.
- Brought in West Lot slip permit reserved parking signs and trailer lot signs.
- General building and grounds maintenance.

Meetings

- Conducted site visit with Natural Resources Director and project engineer to review private dock design application at 30 Harbor Road.
- Attended meeting with Interim TA, Facilities Director and DPW Director to discuss plans for the demolition of Bank Street workshop building.
- Met with member of Oyster Creek Association to discuss request for Oyster Creek channel to be marked with mid-channel buoys/high flyers.
- Attended training session with Jamie Goodwin (Ch 18) pm on use of Go-To-Meeting.
- Waterways Committee Meeting (21 Oct)



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

October 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 2021	FY 2020
Tax/Water Collections:	\$9,126,584.17	\$1,020,215.71
Departmental turnovers:	\$4,165,575.17	\$1,817,181.79
Total:	\$13,292,159.34	\$2,837,397.50

Disbursements

	FY 2021	FY 2020
Accounts Payable	\$2,621,173.35	\$3,047,153.41
Payroll	\$1,806,394.41	\$1,463,578.69
Total:	\$4,427,567.76	\$4,510,732.10

Respectfully submitted,
Amy Bullock
Treasurer/Collector

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

CONSTRUCTION SCHEDULE – WEEKLY UPDATE

One Week Look Ahead (11/16-11/20)

- Mainline Sewer Crew #1
 - Continue / finish sewer on Cemetery Road from Church Street (C-6)
 - **Road Closed between Church Street and Rt 137**

Two Week Look Ahead (11/23-11/25)

- Mainline Sewer Crew #1
 - Start sewer on Harden Lane (C-5)
 - **Dead End road – closed at Church Street**

Three Week Look Ahead (11/30-12/04)

- Mainline Sewer Crew #1
 - Continue / finish sewer on Harden Lane (C-5)
 - **Dead End Road – closed at Church Street**

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

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

CONSTRUCTION SCHEDULE – WEEKLY UPDATE

Date Submitted: November 16, 2020

One Week Look Ahead (11/16/20-11/20/20)

- Pump Station Crew # 1
 - Continue Working on Spence's Trace & RT 137 Pump Station Site

Two Week Look Ahead (11/23/20-11/27/20) NO Work 11/26 & 11/27

- Pump Station Crew # 1
 - Continue Working on Spence's Trace & RT 137 Pump Station Site

Three Week Look Ahead (11/30/20-12/04/20)

- Pump Station Crew # 1
 - Continue Working on Spence's Trace & RT 137 Pump Station Site

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